

## Format for Syllabus of Theory Paper

*II<sup>nd</sup> semester*

Part A Introduction		
Program: Certificate	Class: BA I	Year: 2022 Session: 2022-23
Subject : History		
1	Course Code	AI-HST-2G
2	Course Title	Constitutional History of India
3	Course Type (Core Course/Elective/Generic Elective/Vocational/.....)	Elective
4	Pre-requisite (if any)	This course can be opted by any student who has passed 12th class.
5	Course Learning outcomes (CLO)	Students will analyze the salient features of the constitutional development during Company's Rule in India from 1773 – 1857 and to assess their impact on the freedom struggle of India. They will know about the influence of the British Crown on India. They will be able to write a detailed essay on the various acts passed during the Crown's period in India from 1858 - 1947 and their impact on the socio political life of India. Students will be able to critically examine the major reforms by the British Government in India and highlight their salient features. They will gain the knowledge of Indian Constitution.
6	Credit Value	04
7	Total Marks	Max. Marks. - 40/60 Min. Passing Marks. - 35
Part B- Content of the Course		
Total No. of Lectures-Tutorials-Practical (in hours per week) : L-T-P : 2 II/W		
Unit	Topics	No. of Lectures
I	Constitutional Development During Company's Rule (1773 - 1793) Regulating Act of 1773 : causes for the passing of the Regulating Act, main provisions of the Act. Bengal Judicature Act 1781, Indian Bill of Dundas 1783, Fox India Bill 1783, Pitt's India Act of 1784, Charter Act 1793.	12
II	Constitutional Development During Company's Rule (1833 - 1854) Charter Act of 1813 : main provisions of the Act, Charter Act of 1833 - background, main provisions, Charter Act of 1853 - background, main provisions of the Act, significance of the Act, Government of India Act 1854.	12
III	Constitutional Development during the Rule of the Crown Government of India Act, 1858 - Background, main provisions of the Act, evaluation of the Act, Queen Victoria's Proclamation Letter, significance of the proclamation. Indian Council Act 1861- causes for the passing of the Act, provisions of the Act, provisions related to Provincial Legislative Assemblies, defects of the Act, significance of the Act. Indian Council Act 1892 - causes for passing of the Act, main provisions of the Act, defects of the Act, significance of the Act.	12

*Jain*  
*Tyotsna Agani*

IV	Morley-Minto Reforms and Mont-Ford Reforms Government of India Act 1909 - Causes for passing of the Act, Government's outlook towards the reforms, main provisions of the Act, defects of the Act, significance of the Act Government of India Act 1919 - Causes for passing of the Act, significance of the Montague declaration, Montague-Chelmsford Report, passing of the Act, preamble of the Act, main features of the Act.	12
V	Provincial Autonomy, Indian Independence and Indian Constitution The Government of India Act of 1935 - Features of the Act, Home Government, Advisors of the Indian Secretary, High Commissioner, proposed Federal Plan - organization, criticism, conclusion. Meaning of Provincial autonomy. Government of India Act, 1947 - The Mountbatten Plan, Factors responsible for the Independence of India, provisions and significance of the Act. Main Features of Indian Constitution.	12

Keywords/Tags : Act, Constitution, Company, Crown, Reforms and Autonomy.

### Part C-Learning Resources

Text Books, Reference Books, Other resources

#### Suggested Readings :

1. Sumit Sarkar: Modern India 1885 to 1947. Macmillan, 1983
2. R. Jeffery, J. Masselos: From Rebellion to the Republic
3. Paul Brass: The Politics of India since Independence
4. Agarwal, R.C.: Indian National Movement and Constitutional Development, New Delhi
5. Desai A.R.: India's Path of Development
6. Tara Chand: History of Freedom Movement in India Vol 1,2,3,4
7. Bipan Chandra and Others: Freedom Struggle
8. Majumdar, R.C.: History & Culture of Indian People, Vol. 8, 9, 10 & 11, Bombay, 1954
9. Grover and Yashpal : Indian National Movement and Constitutional Development, Delhi,
10. अग्रवाल, आर.सी. : भारतीय संविधान का विकास तथा राष्ट्रीय आंदोलन, नई दिल्ली, 1996
11. ताराचंद : भारतीय स्वतंत्रता आंदोलन का इतिहास, खंड 1,2,3,4, नई दिल्ली 1996
12. पांडे, श्रीनेत्र : आधुनिक भारत का इतिहास, भाग, 1 एवं 2, इलाहाबाद, 1988
13. श्रोवर एवं यशपाल : भारतीय स्वतंत्रता संग्राम तथा संवैधानिक विकास, नई दिल्ली, 1995
14. सिंह, वीरकेश्वर प्रताप : भारतीय राष्ट्रीय आंदोलन एवं संवैधानिक विकास, नई दिल्ली, 1995
15. नागपाल, ओम : भारत का राष्ट्रीय आंदोलन एवं संवैधानिक विकास, इंदौर, 1995
16. फडिया, वी.एल. : भारतीय राष्ट्रीय आंदोलन एवं संवैधानिक विकास, भोपाल, 1990
17. जैन, पुखराज : भारतीय राष्ट्रीय आंदोलन एवं संवैधानिक विकास, आगरा, 1987

#### Suggestive Digital Platforms web links :

1. <https://byjus.com/free-ias-prep/constitutional-development-of-india/>
2. <http://www.igntu.ac.in/eContent/BA-PoliticalScience-02Sem-DrudaySingh-Indian%20Government%20and%20Politics.pdf>
3. <https://www.jstor.org/stable/1226621?seq=1>
4. [https://en.wikipedia.org/wiki/Constitution\\_of\\_India](https://en.wikipedia.org/wiki/Constitution_of_India)
5. <https://constitutionnet.org/country/constitutional-history-india>
6. <https://blog.ipleaders.in/history-and-development-of-the-constitution-of-india/>

#### Suggested equivalent online courses :

*Dr. Jyotsna Agarwal*


## Part D-Assessment and Evaluation

Suggested Continuous Evaluation Methods:

Maximum Marks : 100

Continuous Comprehensive Evaluation (CCE) : 40 marks University Exam (UE) : 60 marks

<b>Internal Assessment :</b>	Class Test	20
Continuous Comprehensive Evaluation (CCE) : 40	Assignment/Presentation	20
<b>External Assessment :</b> University Exam Section: 60 Time : 02.00 Hours	Section(A) : Three Very Short Questions (50 Words Each)	$3 \times 2 = 06$
	Section (B) : Four Short Questions (200 Words Each)	$4 \times 7 = 28$
	Section (C) : Two Long Questions (500 Words Each)	$2 \times 13 = 26$
Any remarks/ suggestions:		60

  
 (Dr. Jyotsna Agarwal)

भाग अ - परिचय <i>II<sup>nd</sup> semester</i>			
कार्यक्रम : प्रमाण पत्र	कक्षा : प्रथम वर्ष	वर्ष : <i>2022</i>	सत्र : <i>2022-23</i>
विषय : प्रयोजनमूलक हिंदी (Functional Hindi), प्रश्न पत्र : प्रथम (वैकल्पिक)			
1	पाठ्यक्रम का कोड	A1-FHINIG	
2	पाठ्यक्रम का शीर्षक	हिंदी और विज्ञापन व्यवसाय	
3	पाठ्यक्रम का प्रकार	जेनेरिक (Generic Elective)	
4	पूर्वपिक्षा (Prerequisite)	इस कोर्स का अध्ययन करने के लिए, छात्र ने किसी भी संकाय/विषय में कक्षा 12वीं अथवा समकक्ष परीक्षा उत्तीर्ण की हो। (Open for all)	
5	पाठ्यक्रम अध्ययन की परिलब्धियां (कोर्स लर्निंग आउटकम) (CLO)	<p>आज के वैश्वीकरण एवं वाजारवाद के दौर में विज्ञापन एक सशक्त माध्यम के रूप में उभर कर सामने आया है। विज्ञापन का क्षेत्र अत्यधिक व्यापक एवं बहुआयामी है। न केवल उत्पाद कंपनियों द्वारा वस्तु का प्रचार-प्रसार किया जा रहा है बल्कि जनकल्याण, शैक्षणिक संस्थाओं एवं सूचनाओं के प्रचार-प्रसार में भी विज्ञापनों की महती भूमिका है। हिन्दी आज बाज़ार की जरूरत बन गयी है। हिंदी बोलने-समझने वालों की संख्या में आशातीत वृद्धि होने के कारण विपणन-कंपनियों को अपने उत्पाद बेचने के लिए हिंदी में तैयार विज्ञापन की अत्यंत आवश्यकता है। हिंदी भाषा के माध्यम से विभिन्न जनसंचार माध्यमों में विज्ञापन व्यवसाय द्वारा रोजगार की अपार संभावनाएं हैं। विज्ञापन की अवधारणा, आवश्यकता, निर्देश व सिद्धांत, विज्ञापन-लेखन की रचना-प्रक्रिया से विद्यार्थी को परिचित कराना ही इस पाठ्यक्रम के अध्ययन-अध्यापन का प्रयोजन है।</p> <p>पाठ्यक्रम के अध्ययन से -</p> <ol style="list-style-type: none"> <li>1. इस पाठ्यक्रम के अध्ययनोपरांत विद्यार्थी को प्रिंट मीडिया, इलेक्ट्रॉनिक मीडिया, विज्ञापन एजेंसियों व अन्य संस्थाओं में विज्ञापन-लेखन के माध्यम से रोजगार के अवसर उपलब्ध हो सकेंगे।</li> <li>2. विभिन्न प्रकार के विज्ञापनों से संबंधित स्लोगान, गीत, जिंगल-लेखन, तुकांत कविता, रेखाचित्र, बैनर, पोस्टर, रंग-संयोजन, कैलेंडर-निर्माण आदि के कौशल का विकास विद्यार्थी में हो सकेगा।</li> <li>3. अपने देश समाज एवं क्षेत्र विशेष के उपभोक्ता की रुचि, क्रय-शक्ति एवं वस्तु की मांग से विद्यार्थी विज्ञापन-लेखन के दौरान परिचित होगा, जिससे उसमें विश्लेषण क्षमता का विकास हो सकेगा।</li> <li>4. विज्ञापन को तथ्यात्मक बनाने के लिए विद्यार्थी विभिन्न उत्पाद कंपनियों के उत्पादों की जानकारी प्राप्त करने का प्रयास करेगा जिससे उसमें तुलनात्मक एवं तार्किक विवेचन की क्षमता का विकास होगा, जिससे वह स्वयं का व्यवसाय आरंभ करने के लिए भी प्रेरित हो सकेगा।</li> <li>5. विज्ञापन-लेखन के अभ्यास से विद्यार्थी में कल्पनाशीलता, रचनात्मकता एवं भाषा के विविधता भरे कौशल की अभिवृद्धि होगी।</li> </ol>	
6	क्रेडिट मान	सैद्धान्तिक - 4	
7	कुल अंक	अधिकतम अंक : <i>40+60</i>	न्यूनतम उत्तीर्ण अंक : <i>35</i>

*विश्वनाथ*

*(डॉ. विश्वनाथ कुमार अग्रवाल)*

## भाग ब - पाठ्यक्रम की विषयवस्तु

व्याख्यान की कुल संख्या - ट्यूटोरियल - प्रायोगिक (प्रति सप्ताह घंटे में) : 3 घण्टे प्रति सप्ताह (L-T-P : 3-0-0)

कुल व्याख्यान : 60

इकाई	विषय (Topics)	व्याख्यान की संख्या
I	विज्ञापन: अर्थ, परिभाषा एवं विशेषताएं। विज्ञापन का उद्देश्य, आवश्यकता एवं महत्त्व। विज्ञापन और व्यापार का संबंध। विज्ञापन का इतिहास और विकास। विज्ञापन: कानून और आचार संहिता।	15
II	विज्ञापनों का वर्गीकरण, विज्ञापन के प्रमुख अंग और आधारभूत सिद्धान्त। विज्ञापन-निर्माण की प्रविधि : प्रारूप-निष्पादन, अभिकल्पना (डिजाइन) और अभिविन्यास (ले आउट)। विज्ञापन-भाषा की विशिष्टताएं एवं भाषा-संरचना।	15
III	विज्ञापन के विविध माध्यम - मुद्रण माध्यम - समाचार पत्र, पत्रिकाएं। श्रव्य माध्यम - रेडियो, एफ.एम. रेडियो, मुनादी। दृश्य श्रव्य माध्यम - टी.वी., इंटरनेट, मोबाइल, सोशल मीडिया, ई-विज्ञापन। अन्य माध्यम - होर्डिंग, पोस्टर, बैनर, पर्चे, स्टीकर, प्रदर्शनी आदि।	15
IV	विज्ञापन के नए संदर्भ : प्रायोजित कार्यक्रम। विज्ञापन का उपभोक्ता बाजार एवं अर्थव्यवस्था पर प्रभाव। हिन्दी विज्ञापनों में जुड़ी प्रमुख एजेंसियों का परिचय। हिंदी भाषा के विकास में विज्ञापनों की भूमिका।	15

सार बिंदु (की बर्द)/टैग : विज्ञापन, विज्ञापन-भाषा, मुद्रित माध्यम, दृश्य-श्रव्य माध्यम, सोशल मीडिया, ई-विज्ञापन, विज्ञापन एजेंसी, ले आउट, अभिकल्पना, डिजाइन

भाग स - अनुसंसित अध्ययन संसाधन

पाठ्य पुस्तकें, संदर्भ पुस्तकें, अन्य संसाधन

अनुसंसित सहायक पुस्तकें/ग्रन्थ/अन्य पाठ्य संसाधन/पाठ्य सामग्री :

1. अग्रवाल, मधु - "भारतीय विज्ञापन में नैतिकता" - प्रकाशन विभाग, नई दिल्ली, सं-1995
2. कुलश्रेष्ठ, डॉ. विजय - "जनसम्पर्क, प्रचार एवं विज्ञापन" - राजस्थान प्रकाशन, जयपुर, सं-2017
3. कुलश्रेष्ठ, डॉ. विजय - "विज्ञापन : सिद्धांत और प्रयोग" - माया प्रकाशन मंदिर, जयपुर, सं-2018
4. जेटवानी, जयश्री एवं अन्य - "विज्ञापन और जनसम्पर्क" - मागर पब्लिशिंग, नई दिल्ली।
5. तिवारी, डॉ. रामचन्द्र - "विज्ञापन व्यवसाय एवं कला" - आलेख प्रकाशन, दिल्ली, सं-2008
6. पाण्डेय, कैलाश नाथ - "विज्ञापन बाजार और हिंदी" - वाणी प्रकाशन, दिल्ली, सं-2018
7. पाण्डेय, आशा - "हिन्दी विज्ञापनों की भाषा" - ब्लेकी एण्ड पब्लिशर्स प्रा. लि., दिल्ली, सं-1986

विज्ञापन

(डॉ. विष्णु कुमार अग्रवाल)

8. परीकर, आशुतोष - "हिंदी विज्ञापनों का पहला दौर" - अनन्य प्रकाशन, दिल्ली, सं-2017
9. महाजन, अशोक - "विज्ञापन" - हरियाणा साहित्य अकादमी, पंचकुला, सं-2010
10. मोहन, मनेन्द्र - "एडवरटाइजिंग मैनेजमेंट" - मैग्नोमिल एजुकेशन इंडिया, सं-2017
11. शर्मा, कुमुद - "विज्ञापन की दुनियाँ" - प्रभात प्रकाशन, दिल्ली, सं-2010
12. यादव, नरेन्द्र सिंह - "विज्ञापन तकनीक एवं सिद्धान्त" - हिन्दी ग्रंथ अकादमी, जयपुर, सं-2017
13. हटवाल, एकेश्वर प्रसाद - "विज्ञापन कला" - राजस्थान हिंदी ग्रंथ अकादमी, जयपुर, सं-1989

अनुशंसित वेबसाइट एवं डिजिटल संपर्क-सूत्र :

1. [www.ndl.iitkgp.ac.in](http://www.ndl.iitkgp.ac.in) (National Digital Library of India)
2. <http://www.csstpublication.mhrd.gov.in/>
3. <https://ugemoocs.inflibnet.ac.in/>
4. <http://ignou.ac.in/eGyankosh>
5. <https://ugemoocs.inflibnet.ac.in/>
6. <https://www.swayamprabha.gov.in/>
7. [www.mgahv.in](http://www.mgahv.in)

भाग द - अनुशंसित मूल्यांकन विधियां

अनुशंसित सतत मूल्यांकन विधियां:

अधिकतम अंक : 100

सतत व्यापक मूल्यांकन (CCE) अंक : 40

विश्वविद्यालयीन परीक्षा (UE) : 60

आंतरिक मूल्यांकन :	क्लास टेस्ट	20
सतत व्यापक मूल्यांकन (CCE):	असाइनमेंट/प्रस्तुतीकरण (Presentation)	20
		कुल अंक : 40
आकलन :	अनुभाग (अ) : तीन अति लघु प्रश्न (प्रत्येक 50 शब्द)	3 × 2 = 6
विश्वविद्यालयीन परीक्षा	अनुभाग (ब) : चार लघु प्रश्न (प्रत्येक 200 शब्द)	4 × 7 = 28
समय : 02:00 घंटे	अनुभाग (स) : दो दीर्घ उत्तरीय प्रश्न (प्रत्येक 500 शब्द)	2 × 13 = 26
		<u>60</u>
अन्य कोई टिप्पणी/सुझाव :	निरंक	

विश्वविद्यालय

(डॉ. विष्णु कुमार अग्रवाल)

II<sup>nd</sup> Semester

Format for Syllabus of Theory Paper

Part A Introduction		
Program: Certificate/Diploma Degree/	Class: BA I Year-	Year: 2022 Session: 2022-23
Subject: Political Science		
1	Course Code	A1-POSCIG
2	Course Title	Indian Political System
3	Course Type (Core Course/Elective/Generic Elective/Vocational/.....)	Elective
4	Pre-requisite (if any)	Open for all.
5	Course Learning outcomes (CLO)	<ol style="list-style-type: none"> <li>1. Students will be able to understand nature of Indian Political System and its determinants.</li> <li>2. They will be able to answer questions related to the functions and role of the President, Prime Minister, Parliament and Supreme Court, party system in the institutional settings of Indian Political System.</li> <li>3. They will be able to understand basic problems of Indian Political System.</li> <li>4. They will be able to identify the challenges of Indian Political System.</li> </ol>
6	Credit Value	4
7	Total Marks	Max. Marks: 40+60 Min. Passing Marks: 35
Part B- Content of the Course		
Total No. of Lectures (in hours per week): 4 Hours per week		
Total Lectures- 60 Hours		
Unit	Topics	No. of Lectures
1	<b>Fundamentals of Indian Political System</b> <ol style="list-style-type: none"> <li>1. Nature of Indian Political System</li> <li>2. Determinants of Indian Political System:               <ol style="list-style-type: none"> <li>2.1. Salient Features of Indian Constitution</li> <li>2.2. Preamble</li> <li>2.3. Fundamental Rights</li> <li>2.4. Directive Principles of State Policy</li> </ol> </li> <li>3. Federal System</li> <li>4. Parliamentary system</li> </ol>	23

Dr. J. C. SINHA  
Professor  
(Political Science)

2	<b>Institutional Settings of Indian Political System</b> <ol style="list-style-type: none"> <li>1. Role and Functions of President, Prime Minister and Council of Ministers</li> <li>2. Parliament and its working</li> <li>3. Supreme Court and Judicial Review</li> <li>4. Panchayati Raj Institutions</li> </ol>	23
3	<b>Problems of India Political System:</b> <ol style="list-style-type: none"> <li>1. Linguism</li> <li>2. Regionalism</li> <li>3. Casteism</li> <li>4. Communalism</li> </ol>	22
4	<b>Challenges of India Political System:</b> <ol style="list-style-type: none"> <li>1. Poverty</li> <li>2. Social justice</li> <li>3. Gender Justice</li> <li>4. Defection politics</li> <li>5. Election Reforms</li> </ol>	22


Keywords/Tags:

### Part C-Learning Resources

Text Books, Reference Books, Other resources

#### Suggested Readings:

1. Austin, G. "The Indian Constitution: Cornerstone of a Nation", Oxford University Press, Delhi, 1966.
2. Basu, D.D., "An Introduction to the Constitution of India", 24th edition, Lexis Nexis publication, Gurgaon, Haryana, 2020
3. Jayal, Nirja Gopal and Pratap Bhanu Mehta, "Companion to Politics in India Student Edition", Oxford University Press New Delhi, 2010
4. Kashyap, Subhash, "Our Constitution: An Introduction to India's Constitution and Constitutional Law", National Book Trust, India, 2011
5. Kashyap, Subhash, "Constitution of India", National Book Trust, India, 2004
6. Kaviraj, "Politics In India", Oxford University Press, Delhi, 1970.
7. Kothary, R., "Politics in India", Orient Longman, New Delhi, 1970
8. M. Laxmikant, "Indian Polity", McGraw Hill Education, New Delhi, 6<sup>th</sup> Edition 2019.
9. Narang, A.S. 'Indian Government and Politics', Geetanjali Publishing House, New Delhi, 1996 (Latest edition)
10. Sharma, B. K. "Introduction to the Constitution of India", PHI Learning Delhi, 2019.
11. Pylee, M.V. "Constitutional Government in India, Asia Publishing House", Bombay, 1977.
12. Singh, M.P., & Saxena, R. "Federalizing India in the Age of Globalization", Primus Books, New Delhi, 2013.
13. Roy, H., & Singh, M. P. "Indian Political System", Pearson, Delhi, 2018.

  
 Dr. J. C. SINHA  
 Professor  
 (Political Science)  
 Government P. G. College, Jhansi



14. एम. लक्ष्मीकांत, भारत की राजव्यवस्था, मैकग्रा हिल एजुकेशन सीरीज, नई दिल्ली, 16 वां संस्करण 2015.
15. कश्यप, सुभाष, "हमारा संविधान", नेशनल नुक ट्रस्ट, दिल्ली, 2007.
16. कश्यप, सुभाष, "हमारी संसद", नेशनल नुक ट्रस्ट, दिल्ली, 2011.
17. चंद्रशेखर ममता, "भारत में राज्यों की राजनीति", मध्यप्रदेश हिन्दी ग्रंथ अकादमी, भोपाल, 2019
18. पायली एम. वी., "भारतीय संविधान एक परिचय विकास", पब्लिशिंग हाउस नई दिल्ली, तीसरा संस्करण 2004.
19. फड़िया, बी.एल., "भारतीय शासन एवं राजनीति", साहित्य भवन, आगरा, 2010.
20. बसु दुर्गादास, "भारत का संविधान एक परिचय", लेक्सिस नेक्सिस, गुडगांव, हरियाणा 11 वां संस्करण, 2015.
21. शर्मा, ब्रिजकिशोर, "भारत का संविधान- एक परिचय", पीएचआई लर्निंग, दिल्ली, 2021.

Suggested equivalent online courses:

**Part D-Assessment and Evaluation**

Suggested Continuous Evaluation Methods:

Maximum Marks : 100

Continuous Comprehensive Evaluation (CCE) : 40 marks University Exam (UE) : 60 marks

Internal Assessment : Continuous Comprehensive Evaluation (CCE): 40	Class Test Assignment/Presentation	20 20
External Assessment : University Exam Section: Time : 02.00 Hours 60	Section(A) : Three Very Short Questions (50 Words Each) Section (B) : Four Short Questions (200 Words Each) Section (C) : Two Long Questions (500 Words Each)	3 x 2 = 06 4 x 7 = 28 2 x 13 = 26

Any remarks/ suggestions:

Any remarks/ suggestions:

Note: Please include the Tutorial related information (if any) in this format.

*J.C. Sinha*  
**Dr. J. C. SINHA**  
 Professor  
 (Political Science)  
 Govt. P. G. College, Jhabu.  
 Chairman-Pol. Sc. D.A.V.V. Indore

# Syllabus of Theory Paper

*2nd Semster*

## Part A Introduction

Program: Certificate/ Diploma/Degree/	Class: I Year	Year: <i>2022</i>	Session: <i>2022-23</i>
--	---------------	-------------------	-------------------------

### Subject : NCC

1	Course Code	
2	Course Title	NCC Awareness
3	Course Type (Core Course/Elective/Generic Elective/Vocational/.....)	Elective
4	Pre-requisite (if any)	To study this course, a student must have passed 12 <sup>th</sup> with any subject and must be medically fit. This course can be opted as an elective and it is open for all.
5	Course Learning outcomes (CLO)	The students will develop a sense of responsibility and thereby display sense of patriotism, secular values, discipline, improve bearing and develop the quality of immediate and implicit obedience of good things. This paper will enable the students to build and develop leadership through communication. The significant relationship between personality traits and leadership will be achieved and executed.
6	Credit Value	<i>2</i>
7	Total Marks	Max. Marks: <i>40+60</i>   Min. Passing Marks: <i>35</i>

## Part B - Content of the Course

Total numbers of Lectures (in hours per week) : 2 hours per week  
Total Lectures : 60 hours L-T-P (02-00-00)

Unit	Topics	No. of Lectures
I	<b>History of National Cadet Corps:</b> <ul style="list-style-type: none"> <li>• National Cadet Corps of Independent India.</li> <li>• The National Cadet Corps Act, 1948</li> <li>• Motto of National Cadet Corps.</li> <li>• Aims and Objectives.</li> <li>• Emblem, NCC Flag. NCC song.</li> <li>• Organization of NCC-Army, Navy and Air Wing.</li> <li>• Training Centres of NCC</li> </ul>	15
II	<b>Introduction to Defence Services:</b> <ul style="list-style-type: none"> <li>• Army, Navy and Air Force.</li> <li>• Organizational Structure in Charts.</li> <li>• Regimental Structure: command and control.</li> <li>• Badges and Ranks: Army, Navy, Air Force.</li> <li>• Honors and Awards.</li> </ul>	15
III	<b>Personality development:</b> <ul style="list-style-type: none"> <li>• Introduction to personality development.</li> <li>• Factors influencing and shaping the personality.</li> <li>• Team work and team building, social skills, Etiquettes and manners, Decision making and problem solving, Change your mind set</li> </ul>	15
IV	<b>Leadership:</b> <ul style="list-style-type: none"> <li>• Introduction and types of Leadership.</li> <li>• Leadership traits.</li> <li>• How to develop leadership.</li> <li>• Leadership case study (Field Marshal General Sam H.F.J. Manekshaw and General K.M. Cariappa)</li> </ul> <b>First Aid :</b> <ul style="list-style-type: none"> <li>• Scope and objectives</li> <li>• First emergencies. Dressing of wounds.</li> </ul>	15

## Part C- Learning Resources

### Text Books, Reference Books, Other resources

#### Suggested Readings:

S. No.	Name of Writers	Name of Book	Name of Publishers	Year of Publication
1	Sabharwal, D.P.	Personality Development	Finger print publishing, India	2015
2	Sabharwal, D.P.	Personality Development (Hindi)	Finger print publishing, India	2021
3	Gurav , Aarti	50 Mantras of Personality Development	Buzzing Stock Publishing	2013
4	Vasudeva , Sangeetha	Personality Development	Clever fox publishing	2021
5	Kapoor , Shikha	Personality Development and Soft skills	Dream Tech Press	2020
6	Sinha , Surya	Complete Personality Development Course (Hindi)		2012
7	Agrawal , (Dr.) Vijay	Student and Personality Development (Hindi)	Benteen Books	2012
8	Shekhar , (Dr.)Priyanshu	Personality Development guide (Hindi)	PrabhatPrakashan	2016
9	Anand , Arun Sagar	Personality Development Course (Hindi)	V & S Publication	2013
10	Sharma , Robin	Leadership Wisdom	Jaico Publishing House	2003
11	Maxwell , John C.	5- Levels of leadership	Cross Liance	2014
12	Dravid , Rahul and Iyer , Prakash	The Secret of Leadership	Penguin, India	2020
13	Dr. Bomi	The Leadership Handbook		2020
14	Bindra , Vivek	Everything about Leadership	Diamond Pocket Books	2018
15	Carnegie , Dala	The Leader in You	Amazing Reeds	2018
16	Subramanian , Ramesh and Ramiah , Ramkrishnan	Leadership by Values	Notion Press	2020
17	Manivannan , C. and Manivannan , T. Latha	Text Book of First Aid and Emergency Nursing	EMMESS Medical Publishers	2020
18	Popli , Harvinder and Sharma, Nirmal	Emergency First aid Safety Oriented	CBS Publishers	
19	Jain , N.C. and Saakshi	First Aid and Emergency Case	AITBS Publishers	2019
20	Pippa , Dr.Keech	Practical Guide to First Aid	Anees Publishing House	
21	Gupta , R.K.	NCC National Cadet Corps (Hindi & English)	Ramesh publication	2021
22		Hand Book of NCC	Kanti Publication, Itawa	2017
23		Hand book of NCC an unique book for NCC Cadets	Naveen Publication	2019
24	Ranjan , Shashi and Kumar, Aashish	Handbook of NCC	Goodwin Publication	2021
25	Chauhan , Lt.(Dr.) Rajeev Kumar	NCC National Cadet Corps	Aakriti Publication	2021
26		Cadets Hand book	NCC Directorate M.P. & C.G.	
27	Goyal , Hariom	Personality Development	Kalpaz Publication, India	
28	Mitra , Barun K.	Personality Development and Soft Skills	Oxford University Press, India	
29	Mishra , Rajeev K.	Personality Development – Transform Yourself	Rupa and Company, India	

2. Suggestive digital platforms web links: 1. <https://www.en.m.wikipedia.org>

2. <https://www.firstaidforfree.com>

Suggested equivalent online courses:

## Part D-Assessment and Evaluation

### Suggested Continuous Evaluation Methods:

Maximum Marks : 100

Continuous Comprehensive Evaluation (CCE) : 40 marks University Exam (UE) : 60 marks

<b>Internal Assessment :</b>	Class Test Assignment/Presentation	20 20
Continuous Comprehensive Evaluation (CCE) : 40		
<b>External Assessment :</b>	Section(A) : Three Very Short Questions (50 Words Each)	3 × 2 = 6
University Exam Section : 60	Section (B) : Four Short Questions (200 Words Each)	4 × 7 = 28
Time : 02.00 Hours	Section (C) : Two Long Questions (500 Words Each)	2 × 13 = 26
		60

Any remarks/ suggestions: NIL

RA  
23/8/2021

State NSS Officer  
G.P. State NSS C.I.

## Syllabus of Practical Paper

Part A Introduction			
Program: Certificate/Diploma Degree/	Class: I Year	Year: . . . 2022	Session: . . . 2022-23
Subject: NCC			
1	Course Code		
2	Course Title	NCC Training	
3	Course Type (Core Course/Elective/Generic Elective/Vocational/.....)	Elective	
4	Pre-requisite (if any)	To study this course, a student must have passed 12 <sup>th</sup> with any subject and must be medically fit. This course can be opted as an elective and it is open for all.	
5	Course Learning outcomes (CLO)	Aim of the course is to inculcate a sense of discipline, create self confidence and to create a human resource of organized, trained youth and to develop the quality of immediate and implicit the obedience of orders. Trained the youth to meet any medical emergency by giving first aid.	
6	Credit Value	02	
7	Total Marks	Max. Marks: . . . 40+60	Min. Passing Marks: . . . 35
Part B- Content of the Course			
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: 00-00-01			
S.No.	Topics	No. of Lectures	No of Tutorial
Unit-I	<del>Drill : General and Words of command : Attention, Stand at ease, Stand easy. Turning : Right turn, Left turn and About turn. Sizing, Forming up in three ranks. Numbering and dressing of Troupe. Salute in Army, Navy and Air Force, Its description and training, Falling out and dismissing.</del>	15	
Unit-II	Group Discussion on current topics and issues (National & internationals)	15	
	Public Speaking/Extempore		
	First Aid: Bandages and CPR		
	<b>TOTAL</b>	<b>30</b>	
Keywords/Tags: Drill, Troupe, Salute, First aid, CPR			
Part C-Learning Resources			
Text Books, Reference Books, Other resources			

R7

**Suggested Readings:**

S.No	Writer	Name of Book	Name of Publication	Year of Publication
1	Ranjan , Shashi and Kumar , Aashish	Handbook of NCC	Goodwin Publication	2021
2	Chauhan ,Lt.(Dr.) Rajeev Kumar	NCC National Cadet Corps	Aakriti Publication	2021
3		Cadets Hand book	NCC Directorate M.P. & C.G.	
4	Goyal , Hariom	Personality Development	Kalpaz Publication, India	
5	Mitra , Barun K.	Personality Development and Soft Skills	Oxford University Press, India	
6	Manivannan , C. and Latha Manivannan , T.	Text Book of First Aid and Emergency Nursing	EMMESS Medical Publishers	2020
7	Popli , Harvinder and Sharma, Nirmal	Emergency First aid Safety Oriented	CBS Publishers	
8	Jain , N.C. and Saakshi	First Aid and Emergency Case	AITBS Publishers	2019
9	Pippa , Dr.Keech	Practical Guide to First Aid	Anees Publishing House	
10	Gupta , R.K.	NCC National Cadet Corps (Hindi & English)	Ramesh publication	2021
11		Hand Book of NCC	Kanti Publication, Itawa	2017
12		Hand book of NCC an unique book for NCC Cadets	Naveen Publication	2019

2. Suggestive digital platforms web links: 1. <https://www.firstaidforfree.com>  
2. D G NCC TRAINING APP.

**Part D-Assessment and Evaluation****Suggested Continuous Evaluation Methods:**

Internal Assessment	Marks	External Assessment	Marks
Class Interaction /Quiz	10	Viva Voce on Practical	15
Attendance	5	Practical Record File	10
Assignments	20	Table work / Experiments	35
<b>TOTAL</b>	<b>40</b>		<b>60</b>

Any remarks/ suggestions:

Rh  
23/8/2021  
State NCC Cell  
State NSS Cell

**Part A : Introduction***II<sup>nd</sup> semester*Program :-  
Certificate/Diploma/Degree  
Course

Class: I Year

Year :  
2022Session :  
2022-23**Subject : National Service Scheme (NSS)**

1	Course Code	NSS : 101
2	Course Title	Concept of National Service Scheme
3	Course Type	Elective
4	Pre-requisite (If any)	To study this course, a student must have passed 12 <sup>th</sup> class with any subject . The course can be opted as an elective and it is open for all.

5	Course Learning outcomes (CLO)	<p><b>Course Objective :-</b></p> <ol style="list-style-type: none"><li>1. Main Objective of syllabus is developing the personality and character of the students youth through voluntary community service. It will also help them understand the rich cultural diversity of India and have pride through a better knowledge of the Country.</li><li>2. Understand the community in which they work and their relation.</li><li>3. Identify the needs and problems of the community and involve them in problem-solving.</li><li>4. Develop capacity to meet emergencies and natural disasters.</li><li>5. Practice national integration and social harmony and.</li><li>6. Utilize their knowledge in finding practical solutions to individual and community problems.</li></ol> <p><b>Learning Outcome :-</b> To impart hands - on skills in preparation. The end of the paper, a student should be able to :</p> <ol style="list-style-type: none"><li>1. Understand the importance of having community problems and their solution. It might help in job opportunity in some Government approved NGOs, and Ministry of Youth affairs and Sports.</li><li>2. The students can carry out basic information about Community, which in turn and be of great help in disaster management fields.</li><li>3. Students can also go for Social Community Courses, opening opportunities in different social activity related department</li></ol>
---	-----------------------------------	---

6 Credit Value Theory - 02

7 Total Marks Max. Marks: 40+60 Min. Passing Marks : 35

*Rg*

Total numbers of Lectures (in hours per week) : 2 hours per week

Total Lectures : 60 hours

S. No.	Topics	Number of Lectures
	<p><b>Introduction and Basic Concepts of NSS :</b></p> <ul style="list-style-type: none"><li>• History and Philosophy.</li><li>• Aims and Objectives .</li><li>• Emblem sign, NSS badge, NSS flag.</li><li>• NSS Songs: Lakshya Geet, Sadbhawna Geet, Rastriye yuva Geet.</li></ul> <p><b>Key Words:-</b> Concept of NSS.</p>	15 Hours
I	<p><b>Organization of NSS, Regular Activities and Programmes :</b></p> <ul style="list-style-type: none"><li>• Organization structure of nss.</li><li>• Concept of regular activities.</li><li>• Basis of adoption of village slums.</li><li>• Methodology of conducting survey.</li><li>• Calander of nss activities.</li><li>• Maintenance of nss work diary.</li></ul> <p><b>Key Words:-</b> Regular Activities.</p>	15 Hours
III	<p><b>Day camp, Special camp and Personality development:</b></p> <ul style="list-style-type: none"><li>• Various demension of day camp.</li><li>• Special camp at college/unit level.</li><li>• Other Camps: District level camp, University level camp, State level Leadership training camp.</li><li>• NIC camp, Sahshik activity camp, Pre - RDC, RDC camp.</li></ul> <p><b>Key Words:-</b> Youth Camping.</p>	15 Hours
IV	<p><b>Youth and Volunteerism:</b></p> <ul style="list-style-type: none"><li>• Definition , Issues, challenges and opportunities for Youth.</li><li>• Youth as an agent of social change.</li><li>• Indian tradition of volunteerism.</li><li>• Needs and importance of volunteerism.</li><li>• Motivation and constraints of volunteerism.</li></ul> <p><b>Key Words:-</b> Youth volunteerism.</p>	15 Hours

Rg



## Part C : Learning Resources

### Text Books, Reference Books, Other resources

#### Suggested Reading Materials :

1. National Service Scheme Manual, Government of India.
2. Training Programme on National Programme scheme, TISS.
3. Orientation Courses for N.S.S. Programme officers, TISS.
4. Case material as Training Aid for field workers, Gurmeet Hans.
5. Social service opportunities in Hospitals, Kapil K. Krishan, TISS.
6. Social Problems in India, Ram Ahuja.

#### Suggested equivalent online courses :

- <http://www.thebetterindia.com/140/national-service-scheme-nss>  
<http://en.wikipedia.org/wiki/national-service-scheme>  
<http://nss.nic.in>

## Part D : Assessment and Evaluation (Theory)

#### Maximum Marks :

Continuous Comprehensive Evaluation (CCE) :

University Exam (UE) :

Time : 02.00 Hours

100

40  
60

#### Internal Assessment :

Continuous Comprehensive Evaluation (CCE)

Class Test

Assignment/Presentation

Total

720  
20

40

#### External Assessment :

University Exam

Section (A) : Three Very Short Questions (50 Words Each)

Section (B) : Four Short Questions (200 Words Each)

Section (C) : Two Long Questions (500 Words Each)

Total

$3 \times 2 = 6$

$4 \times 7 = 28$

$2 \times 13 = 26$

60

RA  
23/08/2021

Principal  
M.P. Maheshwari

## Part A : Introduction

<b>Program:-</b> Certificate/Diploma/Degree Course	<b>Class: B.Sc. I Year</b>	<b>Year : 2021</b>  2022	<b>Session : 2021-2022</b>  2022-23
<b>Subject : National Service Scheme (NSS)</b>			
1	<b>Course Code</b>	NSS : 102	
2	<b>Course Title</b>	Project Tools of NSS	
3	<b>Course Type</b>	Practical/ Project Work	
4	<b>Pre-requisite (If any)</b>	To study this course, a student must have passed 12 <sup>th</sup> class with any subject . The course can be opted as an elective and it is open for all.	
5	<b>Course Learning outcomes (CLO)</b>	<p><b>Course Objective :-</b></p> <p>Each student will have the option to select two skill-areas out of the list based on the local conditions and opportunities, and will prepare a report based on field situation.</p> <p><b>Learning Outcome :-</b> To impart hands - on skills in preparation The end of the paper, a student should be able to :</p> <p>Project work of NSS will aim to enhance the employment potential of the NSS volunteers or, alternately to help them to Job Opportunities in government approved NGOs, Ministry of Youth Affairs and Sports.</p>	
6	<b>Credit Value</b>	Practical - 02	
7	<b>Total Marks</b>	Max. Marks: 60+60	Min. Passing Marks : 35

## Part B : Content of the Practical Course

Total numbers of Lectures (in hours per week) : 2 hours per week <b>Credits - 02 (Total Lectures : 30 hours)</b>		40+60
		Max. Marks ( : 100)
<b>Scheme of Practical Examination: -</b>		
<b>(A) Internal Assessment. :-</b>		Max. Marks- 50
1. Class Interaction.		(10)
2. Quiz.		(10)
3. Seminar.		(10)
4. Assignments.		(10)
<b>(B) External Assessment:-</b>		Max. Marks- 50
1. Report of Regular Activities in the Society.		(10)
2. Report on NSS Volunteerism.		(10)
3. Report on Communication Skills.		(10)
4. Report on Camping Activity.		(10)
5. Report of Excursion/Training/Survey/ Data collection.		(10)
6. Viva - Voce		(10)
7. Practical Record.		(10)

**List of Practical / Project Activity:-**

**Communication Skill:** – Personality development, Communications skill development, Problem - Solving.

05  
Hours

**Key Words-** Communication skill project activity.

**Youth and Community:-** Adoption of slum, Survey of slum, Service of slum, Identification of problems of slum areas.

07  
Hours

**Key Words-** Youth community project activity.

**Youth and Health:-** AIDS, Drugs and substance abuse, Home nursing, First Aid, Yoga as a tools for healthy lifestyle etc.

05  
Hours

**Key Words-** Regular activity, project activity.

**Environmental Issues:-** Natural disaster management, Natural resource management, Rain water harvesting, Afforestation, Waste management etc.

06  
Hours

**Key Words-** Natural resources / Disaster management project activity.

**Awareness Programe:-** Peer mentoring in preventing crimes, Cyber crime and prevention, Juvenile justice, Save girls child protection, Blood donation awareness, Swacch Bharat abhiyan, Corona virus awareness etc.

07  
Hours

**Key Words-** Volunteerism awreness project activity.

**Part C : Learning Resources**

Text Books, Reference Books, Other resources

**Suggested reading materials :**

1. National Service Scheme Manual, Government of India.
2. Training Programme on National Programme scheme, TISS.
3. Orientation Courses for N.S.S. Programme officers, TISS.
4. Case material as Training Aid for field workers, Gurmeet Hans.
5. Social service opportunities in Hospitals, Kapil K. Krishan, TISS.
6. Social Problems in India, Ram Ahuja.

**Suggested equivalent online courses :**

<http://www.thebetterindia.com/140/national-service-scheme-nss>

<http://en.wikipedia.org/wiki/national-service-scheme>

<http://nss.nic.in>

Rh  
23/8/2021

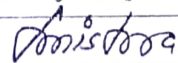
State NSS Officer  
Date NSS Cell

Part A: Introduction **II<sup>nd</sup> SEM**

Programme: Certificate/Diploma/Degree	Class : B.COM. I Year	Session	2022-23
Subject :	Commerce		
Course Code	CI-COMC2T		
Course Title :	Banking and Insurance		
Course Type:	Elective		
Pre-requisite:	Not required (open for all)		
Course Learning Outcomes	<p>The successful completion of this course shall enable the student;</p> <ul style="list-style-type: none"> <li>To understand Banking and insurance services for the economic growth of a country and importance for the entire business procedure.</li> <li>To understand the banking system, banking procedure, practical banking, etc.</li> <li>To understand the Insurance system, insurance procedure, regulation of banking and insurance.</li> <li>They also shall be capable to earn employment in the field of banking and insurance.</li> </ul>		
Credit Value	6p		
Total Marks	Max. Marks	40+60	Min. Passing Mark. 35

Part B: Content of the course

Total No. of Lectures (in hours per week)- 3		
Unit	Topic	No. of lectures
Unit-1	<p><b>Introduction to Banking:</b> Historical background of banking. Definition, principles and importance of bank. Classification of bank. Functions of commercial bank. Structure of commercial banking in India. Features of Indian banking system. credit creation.</p> <p><b>Central banking:</b> RBI and its functions. Credit control.</p> <p><b>Nationalization and Merger of banks:</b> General Introduction to Nationalization of Banks, Objective and Introduction to Private Banks Functioning and Usefulness or Importance, effects. Evaluation of nationalization and merger of Indian banks.</p>	18
Unit-2	<p><b>Bank Deposits:</b> Meaning and types. Features of bank accounts. Procedure to open and close bank accounts (Including online procedure).</p> <p><b>Loans and Advances:</b> Principles to sanction loans and advances. Classification of loans and advances. Procedure to apply for house loan, personal loan, education loan and commercial loan.</p>	18
Unit-3	<p><b>Insurance:</b> Historical background of Insurance. Meaning, elements, basic principles and importance of insurance. Kinds of insurance. Regulation of insurance in India.</p> <p><b>IRDA:</b> Functions and role to regulate insurance in India.</p>	18
Unit-4	<p><b>Life Insurance:</b> Historical background, meaning, objectives, importance, essential elements. Life insurance policy and its types. 'Insurance proposal to policy'- Procedure. Conditions of Life insurance policies. Claim filing procedure and settlement of claims.</p> <p><b>Life Insurance Corporation of India:</b> Functions, progress and Evaluation.</p>	18
Unit-5	<p><b>General Insurance:</b> Meaning, objectives &amp; importance. Kinds of general insurance and its features. Basic principles of general insurance. Procedure to apply general insurance policies. Claim filing procedure and settlement of claims.</p> <p><b>General Insurance Corporation of India:</b> Functions, progress and structure. Performance of private sector companies in general insurance sector.</p>	18
Key Word :- Banking, Insurance, Nationalization, Loans and Advances Progress, Regulation,		

  
(DR. PAVAN MISHRA)

### Part C learning Resources

01. मध्यप्रदेश हिन्दी ग्रंथ अकादमी, भोपाल की पुस्तक।
  02. Dr. O.P. Gupta & Dr. Sudhir Kumar Sharma, Banking & Insurance Sahitya Bhawan Pub. Agra
  03. Dr. R. L. Nolakha Principles of Insurance R.B.D. Publication Jaipur
  04. Dr K.P.M. Sundaram & Dr P. N. Varshney, Banking Theory, Law & Practice S.Chand & sons New Delhi
04. शर्मा, जैन और दयाल ए बीमा के सिद्धान्त एवं व्यवहार हिमालयापब्लिशिंग हाउस नागपुर.

Suggestive digital platforms, web links:

1. [http://www.universityofcalicut.info/SDE/Banking\\_on19May2016.pdf](http://www.universityofcalicut.info/SDE/Banking_on19May2016.pdf)
2. <http://www.gdcboysang.ac.in/About/droid/uploads/BI5thSemBcom.pdf>
3. [https://ebooks.ipude.in/management/bba/term\\_5/DMGT303\\_BANKING\\_AND\\_INSURANCE.pdf](https://ebooks.ipude.in/management/bba/term_5/DMGT303_BANKING_AND_INSURANCE.pdf)
4. <https://www.subhshiv.in/2021/03/Bima-avm-bank-ke-prakar-notes-PDF.html>

### Part D: Assessment and Evaluation

Maximum Marks : 100

Continuous Comprehensive Evaluation (CCE): <sup>40</sup> Marks University Exam (UE) <sup>60</sup> Marks

Internal Assessment:	Class Test	Marks
Continuous Comprehensive Evaluation (CCE) <sup>40</sup>	Assignment/Presentation	<sup>20</sup> <sup>20</sup>
External Assessment: University Exam Section: Time: 02:00 Hours <sup>60</sup>	Section (A): Three Very Short Questions (50 Words Each) Section (B): Four Short Questions (200 words Each) Section (C): Two Long Questions (500 Words Each)	<sup>3 × 2 = 6</sup> <sup>4 × 7 = 28</sup> <sup>2 × 13 = 26</sup> <hr/> <sup>60</sup>

  
(DR. PAVAN MISHRA)

## Format for Syllabus of Theory Paper

Part A - Introduction		
Program: Certificate	Class: B.Com	Year: I Year
		II <sup>nd</sup> SEM
		Session: 2022-23
Subject: Advertising Sales Promotion and Management		
1	Course Code	M1-ASPM2T
2	Course Title	Sales Promotion ( Paper 2)
3	Course Type (Core Course/Elective/Generic Elective/Vocational/.....)	Elective
4	Pre-requisite (if any)	Open for all
5	Course Learning outcomes (CLO)	Students will be able to understand :- The Meaning and Importance of Sales promotion. Types, tools and Programme of Sales promotion, Sales promotion - result to increase sales of organization
6	Credit Value	4
7	Total Marks	Max. Marks:- 40+60 Min. Passing Marks : 35
Part B- Content of the Course		
Total No. of Lectures- 90 (3 hours per week):		
Unit	Topics	No. of Lectures
1	Historical Background of Sales Promotion in India. Nature and importance of sales promotion - Definition, Functions and limitations, Objectives, Sales Promotion Budget, Role in marketing.	15
2	Forms of sales promotion - Consumer Oriented, Trade Oriented, Sales Force Oriented.	20
3	Major tools of sales promotion - Samples, Display and Demonstration, Fashion Shows, Sales contest, lotteries, gift offers, rebates, rewards	20
4	Sales promotion - Requirement identification, Designing of sales promotion campaign, Involvement of salesmen and dealers, Outsourcing sales promotion, National and International promotion strategies, Coordination within the various promotion techniques .	20
5	Developing sales promotional programme, pre- testing implementing, evaluation of results and making necessary modifications.	15
Keywords/Tags: Sales Promotion, Forms of sales promotion, Promotion strategies, Salesmen		
Part C-Learning Resources		
Text Books, Reference Books, Other resources		

  
 28/5/21  
 ( DR. PRAVEEN OJHA )

**Suggested Readings:****1. Suggestive digital platforms web links**

- 01- Rosan- Management Sales Force - McGraw Hill
  - 02- Anne Coughlan, Erin Anderson - Marketing Channels- Stern & Adel El-Ansary, Pearson,
  - 03- Sachin Bert - Professional approach to modern salesmanship - McGraw Hill
  - 04- S H H Kazmi, Satish K Batra - Advertising And Sales Promotion - McGraw Hill
  - 05- Sanjay - Advertising And Sales Promotion – SBPD Agra
  - 06- Taylor, John (1978). How to start and succeed in a business of your own. p. 290.
  - 07- डा. ए सी जैन व नीरज सिंह . विक्रय एवं विज्ञापन - एसबीपीडी पब्लिकेशन ए आगरा.
  - 08- Belch & Belch – Advertising & Promotion – Tata McGraw Hill
  - 09- Kotler, Philip and Armstrong, Gary, principles of Marketing, Prentice Hall. 2. Buskirk, Selling: Principles and Practices, McGraw-Hill. 3. Futrell, Charles, Sales Management, South-Western College.
  - 10- Walker, Stanton, Pandit, Ajay, Marketing, McGraw-Hill
- S.A.Chunawalla - Advertising, Sales and Promotion Management, Himalaya.

**2 Suggested web links:**

<https://raventools.com/blog/8-link-marketing-techniques-for-smbs/>

**Suggested equivalent online courses:**

<https://www.classcentral.com/course/sales-marketing-alignment-9729>

<https://www.coursera.org/specializations/the-art-of-sales-mastering-the-selling-process>

**Part D-Assessment and Evaluation****Suggested Continuous Evaluation Methods:**

Maximum Marks : 100

Continuous Comprehensive Evaluation (CCE) : 40 marks University Exam (UE) : 60 marks

<b>Internal Assessment :</b> Continuous Comprehensive Evaluation (CCE): 40	Class Test Assignment/Presentation	20 20
<b>External Assessment :</b> University Exam Section: 60 Time : 02.00 Hours	Section(A) : Three Very Short Questions (50 Words Each) Section (B) : Four Short Questions (200 Words Each) Section (C) : Two Long Questions (500 Words Each)	3x2 = 06 4x7 = 28 2x13 = 26 <u>60</u>

**Any remarks/ suggestions:**

*Prayeen Ojha*  
28/5/21

DR. PRAYEEN OJHA

SEM	
Subject: Commerce (OFFICE MANAGEMENT AND STENOGRAPHY)	
1	Course Code M1-OFMS2T
2	Course Title Fundamentals of Stenography (paper I/2)
3	Course Type Elective
4	Pre-requisite (if any) No Pre-requisites
5	Course Learning outcomes (CLO) Student will be able to: <ol style="list-style-type: none"> <li>1 Understand the basic concepts of stenography with grammalogues and logogram.</li> <li>2 Understand the basic concept of circle and Loops in Stenography.</li> <li>3 Understand and practice the use of initial and final hooks, halving and doubling principle.</li> <li>4 Understand and apply essential vowels, prefixes and suffixes.</li> <li>5 Apply advanced phrases.</li> </ol>
6	Credit Value 4
7	Total Marks Max. Marks: 100 Min. Passing Marks: 35

### Part B- Content of the Course

Total No. of Lectures-Tutorials-Practical (in hours per week):  
L-T-P: 4-0-0

Unit	Topics	No. of Lectures
I	<u>INTRODUCTION OF STENOGRAPHY</u> Meaning, Importance & Objective of Stenography. Definition of Consonants, Classes of consonants, Joining of strokes. Definition of Vowels, Types of Vowels, Places of Vowels, position of Vowel. Grammalogues, Alternative Sign of R and H, Diphthongs, Phraseography	20
<b>Keywords/Tags: Consonants, Vowels, Diphthongs</b>		
II	<u>CIRCLE, LOOPS, HOOKS</u> Circle, Strokes, Loops: Rules of Circle S/Z, Rules of Strokes S/Z, Large circle: SW, SS and SZ, Loops-ST & STR and their difference. Hooks: Use of initial hooks to straight strokes and curves, alternative forms for fr, vr etc., Intervening	12

P. 92  
29.5.2021



	vowels, Circles or loops proceeding initial hooks.	
<b>Keywords/Tags: Circle, Loops, Hooks</b>		
III	<b><u>OTHER HOOKS AND LOOPS, THE HALVING AND DOUBLING PRINCIPLE</u></b> Other Hooks and Loops: 'n' and 'f' hooks, Circles and Loops to Final Hooks, the <i>shun</i> Hooks, the Aspirate. The Halving and Doubling Principle: The Halving Principle Section – I and II, The Doubling Principle, Upward and downward <i>r</i> , <i>l</i> and <i>sh</i> .	12
<b>Keywords/Tags: Halving Principle, Doubling Principle</b>		
IV	<b><u>ESSENTIAL VOWELS, PREFIXES AND SUFFIXES</u></b> Essential Vowels, Diphonic or two Vowel Signs, Medial Semicircle Prefixes and suffixes	8
<b>Keywords/Tags: Prefixes, Suffixes</b>		
V	<b><u>CONTRACTIONS</u></b> Contractions: General and special contractions, Intersection, Advanced Phraseography. Practice of above subject matter for speed dictation.	8
<b>Keywords/Tags: Contractions, Intersection, Phraseography</b>		
<b>Part C-Learning Resources</b>		
<b>Text Books, Reference Books, Other resources</b>		
<b>Suggested Readings:</b>		
अनुशंसित सहायक पुस्तकें /ग्रन्थ/अन्य पाठ्य संसाधन/पाठ्य सामग्री:		
1 Sir Isaac Pitman, Sir Isaac Pitman & Sons Ltd., Pitman House, Latest edition		
2 Pitman Shorthand Instructor and Key Pitman, Pitman Publications, Latest edition		
3 Aiyer, K. S. Reporter's Phrase Book, A. H. Wheeler Publications, Latest edition		
4 Bhatia, R.C. "Principles of Shorthand Theory", G. Lal & Co., Latest edition		
5 Kuthiala, O. P., Shorthand Made Easy, Pitman S. S. Publications, Latest edition		
6 हिन्दी संकेत लिपि, ऋषिलाल अग्रवाल, श्री विष्णु आर्ट प्रेस, इलाहाबाद।		
2. अनुशंसित डिजिटल प्लेटफॉर्म वेब लिंक		
<b>Additional Resources:</b>		
<a href="http://cbseacademic.nic.in/webmateriil/Curriculum/Vocational/2018StudymaterialXIIShorthandEnglish.PDF">http://cbseacademic.nic.in/webmateriil/Curriculum/Vocational/2018StudymaterialXIIShorthandEnglish.PDF</a>		
<b>Suggested equivalent online courses:</b>		

  
 29.5.2021

हिन्दी संकेत लिपि:

<http://panotbook.com>

हिन्दी संकेत लिपि (ऋषि प्रणाली):

<http://epustakalay.com>

### Part D-Assessment and Evaluation

#### Suggested Continuous Evaluation Methods:

Maximum Marks : 100

Continuous Comprehensive Evaluation (CCE) <sup>40</sup> marks University Exam (UE) <sup>60</sup> marks

Internal Assessment :	Class Test Assignment/Presentation	
Continuous Comprehensive Evaluation (CCE) <del>25</del> 40		<del>15</del> 20 <del>10</del> 20
External Assessment : University Exam Section: <del>35</del> Time : 02.00 Hours 60	Section(A) : Three Very Short Questions (50 Words Each) Section (B) : Four Short Questions (200 Words Each) Section (C) : Two Long Questions (500 Words Each)	<del>03 x 03 = 09</del> 3 x 2 = 6 4 x 7 = 28 <del>04 x 09 = 36</del> 02 x 15 = 30 Total <del>45</del> 2 x 13 = 26 60
Any remarks/ suggestions:		60

782  
29.5.2024

Part A Introduction		
Program: Certificate	Class: B.Com.	Year: <u>III<sup>rd</sup></u> <u>SEM</u>
		Session: <u>2022-23</u>
Subject: Commerce (OFFICE MANAGEMENT AND STENOGRAPHY)		
1	Course Code	M1-OFMS2P
2	Course Title	Fundamentals of Stenography (paper2/2)
3	Course Type:	<u>Elective</u>
4	Pre-requisite (if any)	No Pre-requisites
5	Course Learning outcomes (CLO)	After completing the course, the student shall be able to :-  CO1: get the proficiency of typing on computer through touch method. CO2: get the proficiency of typing official correspondence and manuscript matter using signs and symbols. CO3: get the proficiency in typing stenography transcriptions.
6	Credit Value	2
7	Total Marks	Max. Marks: <u>40+60</u> Min. Passing Marks: <u>35</u>
Part B- Content of the Course		
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: 0-0-2 <u>60</u>		
Unit	Topics	No. of Lectures
I	Acquire knowledge about the Computer hardware: Identify the computer hardware, demonstration of the computer peripherals, uses of computer peripherals and their operating system, connect the computer accessories.	
<b>Keywords/Tags: Computer Hardware, Computer Peripherals, Operating System.</b>		
II	Recognize the various types of computer keys: Demonstrate all types of computer keys and its operation, Practice on key board for touch and sight typewriting with speed and accuracy (use of proper spacing and punctuation) at the rate of 40 w.p.m., Practice of official correspondence in proper manner, Practice of typing Manuscript (using manuscript sign and symbols for editing/amendment)	
<b>Keywords/Tags: Computer Keys, Key Board, touch and sight typewriting, Official Correspondence, Typing Manuscript.</b>		
III	Practice of dictation of seen Passages from Pitman Shorthand Instructor at the speed of 80 w.p.m and transcribe on the computer.	
<b>Keywords/Tags: Dictation, Pitman Shorthand Instructor</b>		
IV	Practice of dictation of unseen Passages from shorthand magazines, newspapers etc. at the speed of 80 w.p.m and transcribe on the computer.	
<b>Keywords/Tags: dictation, shorthand.</b>		
Part C-Learning Resources		
Text Books, Reference Books, Other resources		
Suggested Readings:		
1 Pitman, Sir Isaac, Sir Isaac Pitman & Sons Ltd., Pitman House, Latest Addition.		

Pit  
29.5.2021

- 2 Pitman, Sir Isaac, Pitman Shorthand Instructor and Key, Pitman Publications, Latest Addition.
- 3 Aiyer, K. S., Reporter's Phrase Book, A. H. Wheeler Publications, Latest Addition.
- 4 Bhatia, R.C. "Principles of Shorthand Theory", G. Lal & Co., Latest Addition.
- 5 Kuthiala, O. P., Shorthand Made Easy, Pitman S. S. Publications, Latest Addition.
- 6 Gupta, R., Proficiency in English Typewriting (High Speed Typewriting), Ramesh Publishing House, New Delhi, 2021 (21st Edition)

**Additional Resources:**

<http://cbseacademic.nic.in/webmateril/Curriculum/Vocational/2018StudymaterialXIIShorthandEnglish.PDF>

**Suggested equivalent online courses:****Part D-Assessment and Evaluation****Suggested Continuous Evaluation Methods:**

Internal Assessment	Marks	External Assessment	Marks
Class Interaction /Quiz	10 20	Viva Voce on Practical	10
Attendance	5	Practical Record File	5
Assignments (Charts/ Model Seminar / Rural Service/ Technology Dissemination/ Report of Excursion/ Lab Visits/ Survey / Industrial visit)	20	Table work / Experiments	45
<b>TOTAL</b>	<b>40</b>		<b>60</b>

**Any remarks/ suggestions:** The assessment of above practical part shall be done in accordance to recommendations of Experts / Subject Faculty.

RRZ  
29.5.2021

2

Part A Introduction <i>II<sup>nd</sup> semester</i>			
Program: <b>Certificate</b>	Class: <b>B.Com.</b>	Year: <b>First</b>	Session: <b>2022-23</b>
Subject: <b>Commerce (OFFICE MANAGEMENT AND STENOGRAPHY)</b>			
1	Course Code	<b>M1-OFMS1T</b>	
2	Course Title	<b>Office Organization and Management (1)</b>	
3	Course type	<b>Core</b>	
4	Pre-requisite (if anyone)	<b>No Pre-requisites</b>	
5	Course learning outcome (CLO)	<p>The course would empower the students to develop the idea about the office environment and its working of daily life. After completing the course, student should be able to:</p> <p><b>CO1.</b> Understand about the nature and scope of office management.  <b>CO2.</b> Acquire the knowledge of administrative arrangements and facilities of an office.  <b>CO3.</b> Acquire the knowledge of modern office environment to work.  <b>CO4.</b> Understand the systems, procedures and methods of office.  <b>CO5.</b> Acquire the overview of office control and other miscellaneous dimensions of office Management.</p>	
6	Credit Value	<b>04 (Theory 02 + Tutorial 02)</b>	
7	Total Marks	Max. Marks: <b>40+60</b>	Min. Passing Marks: <b>35</b>

Part B Content of Course			
<b>Total number of lectures (in hours per week):-Tutorials-Practical L-T-P: 5-1-0</b>			
Unit	Topic	No. of Lectures	No of Tutorials
I-	<p><b>NATURE AND SCOPE OF OFFICE MANAGEMENT:</b>            Historical Background and Tradition of Indian values in Office Management, Meaning of Office, Functions of Modern Office (Primary Functions, Administrative and Managerial Functions), Importance of Office and Office Management, Modern Office Organization (Definitions, Principles, Steps in Office Organization, Organizational Chart), Nature and Scope of Office Services, Decentralization and Centralization of Office Services, Office Management (Elements of Office Management, Major Processes of Office Management), Departmentalization of Office, Office Manager (Qualifications and Status, Functions)</p>	12	02
<b>Keywords/Tags: Office Management, Office Organization, Office Services, Departmentalization</b>			

*Pie*  
*29.5.2021*

II	<b><u>ADMINISTRATIVE ARRANGEMENTS AND FACILITIES:</u></b> Office Accommodation and Its Importance, Location of Office, Choice of Location (Urban vs Suburban, Factors to be Considered in Selecting the Site), Securing Office Space, Office Layout (Objectives, Principles, 'Vastu Shastra': An overview, Steps in Layout Planning, Advantages of Good Layout), Open Office and Private Office, Steps in Moving Office	18	04
<b>Keywords/Tags: Office Accommodation, Location of Office, Office Layout, Vastu Shastra.</b>			
III-	<b><u>MODERN OFFICE ENVIRONMENT:</u></b> Components of Office Environment, Interior Decoration (Color Conditioning, Floor Coverings, Furnishings), Furniture and Fixtures (Types of Furniture, Choice across Furniture of Different Materials, Principles Governing Selection of Furniture), Lighting and Alternative Energy, Ventilation, Noise (Internal Noise, External Noise), Cleanliness, Sanitation and Health, Safety and Security, Time and Motion Study, Exterior Environment of the Office, Human Environment (Work-life balance)	15	3
<b>Keywords/Tags: Components of Office Environment, Interior Decoration, Time and Motion Study, Work-life balance</b>			
IV-	<b><u>OFFICE SYSTEMS AND EQUIPMENTS:</u></b> Meaning of Office System, Difference between Systems, Procedures and Methods, Major Office Systems and Procedures, Advantages and Limitations of Office Systems, Office Manual (Importance and Types), Work Flow Chart (Problems in the Flow of Work, Use of Flow Charts) Office Equipments (Introduction to Office Equipments and Machines, Importance and Utility of Office Equipments, Kinds of Office Machine, Advantages of Office Machines, Installation, handling and Maintenance of Office Machines, Office Communication Machines and their Barriers, Security of Office Machines and Equipments, Modern Office Equipments and their Importance, Office Equipments and Human Productivity, Effects of automation on office establishment and its cost effectiveness)	18	4
<b>Keywords/Tags: Office Systems, Office Equipments, Workflow Chart, Office Machines.</b>			
V-	<b><u>OFFICE CONTROL AND APPRAISAL:</u></b> Office Control-(Meaning and definition, Need), Time keeping: Importance of time keeping and punctuality in office, Motivation through economic and non economic factors, Personnel Management - Recruitment to retirement (An overview), Supervision, Coordination,, Brief of performance appraisal	12	2
<b>Keywords/Tags: Office Control, Time keeping, Personnel Management, performance appraisal</b>			

*P12*  
*29/5-2021*

## Part C-Learning Resources

### Text Books, Reference Books, Other resources


#### Suggested Readings:

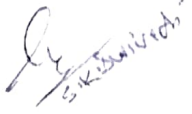
- Aswathappa, K; Organisational Behavior, Himalaya Publishing House, New Delhi 2018.
- Balachandran, V, and Chandrasekaran, V, "Office Management", Tata McGraw-Hill Education Private Limited, New Delhi. 2009.
- Bhatia, R. C., "*Karyalay Prabandh (Office Management)*", Atlantic Publishers and Distributers (P) Ltd., New Delhi, Delhi, 2017.
- Chopra, R.K; and Gauri, Priyanka, "*Office Organisation and Management*", Himalaya Publishing House, Delhi, 2017, 17 revised edition & updated.
- Mills, Geoffrey and Standingford, Oliver, "*Office Administration*", Pitriian Publishing Ltd., London, 1984
- Monappa, A; Personnel Management. Tata McGraw- Hill: Bombay, 2001.
- Mora, S.P., "*Office Organisation and Management*", Vikas Publishing House Pvt. Ltd. New Delhi, 1990.
- Prasad, L. M; Principles And Practice Of Management, Sultan Chand and Sons, New Delhi, 2015.
- Reddy, P.N. and Appannaih, H.R., Office Organisation and Management, Himalaya Publishing House, Bombay, 1990.
- Robbins Stephen P; Organizational Behaviour, Pearson Education India, Eighteen Edition, 2018.
- Singh, P. , Chhabra, T.N., and Taneja, P.L., Personnel Management and Industrial Relations, Dhanpat Rai: Delhi, 2000.
- Singh. S.P. and Singh, B., *Office Management and Secretarial Practice*. Gyan Publishing House, Delhi, 1987.
- गैरोला, वाचस्पति, "कौटिल्य का अर्थशास्त्र", विद्याभवन राष्ट्रभाषा ग्रंथमाला, चौखम्बा विद्याभवन, वाराणसी
- अग्रवाल, आर. सी ; एवं अग्रवाल, संजय, "कार्यालय प्रबंधन", साहित्य भवन, आगरा, 2015.
- वर्मा, दिनेश, "कार्यालय व्यवस्था एवं प्रबंध (AOM-1)", गुलीबाबा पब्लिशिंग हाउस, नई दिल्ली, 2019.
- मिश्र, जगदीशचन्द्र, शुक्रनीति, चौखम्बा सुरभारती प्रकाशन, वाराणसी, 2009 (श्लोक 290 -318)

#### Suggestive digital platforms web links

- <http://www.egyankosh.ac.in/handle/123456789/62243> date 17/05/2021 time 05:45 PM (eGyanKosh IGNOU Self Learning Material (SLM) AOM-1 Office Organisation and Management Block-1 Fundamentals of Modern Office Management)
- [https://books.google.co.in/books?id=Yo9QrVcktiQC&printsec=frontcover&source=gbs\\_re\\_summary\\_r&cad=0#v=onepage&q&f=false](https://books.google.co.in/books?id=Yo9QrVcktiQC&printsec=frontcover&source=gbs_re_summary_r&cad=0#v=onepage&q&f=false) date 26/05/2021 time 09:21 AM. (The link of Balachandran, V, and Chandrasekaran, V, "Office Management", Tata McGraw-Hill Education Private Limited, New Delhi, 2009.)
- <https://worklifebalance.com/>

#### Suggested equivalent online courses:

  
29.5.2021

भाग अ - परिचय			
कार्यक्रम: स्नातक (एन ई पी)	कक्षा : बैचलर ऑफ टूरिज्म एंड ट्रेवल मैनेजमेंट ( BTM)	वर्ष: प्रथम वर्ष II <sup>nd</sup> SEM	सत्र: 2022-23
विषय: पर्यटन एवं यात्रा प्रबंधन			
1	पाठ्यक्रम का कोड	MI-TNTA2T	
2	पाठ्यक्रम का शीर्षक	भारत में पर्यटन उत्पाद (प्रश्नपत्र -2) Tourism Product in India	
3	पाठ्यक्रम का प्रकार :(कोर कोर्स/इलेक्टिव/जेनेरिक इलेक्टिव/वोकेशनल/.....)	कोर कोर्स (समूह-1)	
4	पूर्वापेक्षा (Prerequisite) (यदि कोई हो)	आवेदक को किसी भी मान्यता प्राप्त बोर्ड में हायर सेकण्डरी परीक्षा उत्तीर्ण होना चाहिए	
5	पाठ्यक्रम अध्ययन की परिलब्धियां (कोर्स लर्निंग आउटकम) (CLO)	<ul style="list-style-type: none"> <li>• छात्र भारतीय आकर्षणों के बारे में संक्षेप में बता सकेंगे जिससे उन्हें बेहतर यात्रा कार्यक्रम तैयार करने में मदद मिलेगी।</li> <li>• छात्र भारत में पर्यटन की किस्मों और प्राकृतिक और मानव निर्मित पर्यटन स्थलों की विशेषताओं की व्याख्या करने में सक्षम होंगे।</li> <li>• छात्र पर्यटन उत्पादों के विभिन्न तत्वों को समझने और उनका विश्लेषण करने और भारत में पर्यटन उद्योग की क्षमता का आकलन करने में सक्षम होंगे।</li> <li>• छात्र भारत द्वारा पेश किए जा सकने वाले विभिन्न पर्यटन उत्पादों में परिचित होंगे।</li> <li>• छात्र अंतर्मीमा पर्यटन बाजार की क्षमता को समझेंगे और उनका आकलन करने में सक्षम होंगे।</li> <li>• छात्र सांस्कृतिक और ऐतिहासिक विरासतों और उनकी विरासतों के बारे में जानेंगे।</li> </ul>	
6	क्रेडिट मान	04 (2+2)	
7	कुल अंक	अधिकतम अंक: 40+60	न्यूनतम उत्तीर्ण अंक: 35
			



भाग ब- पाठ्यक्रम की विषयवस्तु		
व्याख्यान की कुल संख्या-ट्यूटोरियल- प्रायोगिक (प्रति सप्ताह घंटे में): L-T-P:		
इकाई	विषय	व्याख्यान की संख्या
I	इकाई का नाम: पर्यटन उत्पादों का परिचय पर्यटन उत्पादों की परिभाषा, पर्यटन उत्पादों की अवधारणा, पर्यटन उत्पादों का वर्गीकरण, पर्यटन उत्पादों की प्रकृति और भारत के पर्यटन उत्पादों की विशेषता: मौसमी और विविधताएं।	12
II	इकाई का नाम: भारत की कला शास्त्रीय नृत्य के रूप और प्रकार- भरतनाट्यम, कथक, कुचिपुडी, मणिपुरी, कथकली, ओडिमी। विभिन्न क्षेत्रों के लोक नृत्य- द्रिकत, यक्षगान, ओट्टम, लावणी, कोलट्टम, विहू, गरवा-दंडित्य, झुमर, जात्रा, भांगड़ा-गिद्दा, रामलीला, गिडा, डोल चोलम, चेराव नृत्य, रंगमा, लावा। भारतीय संगीत- विभिन्न घरानों और विदेशों में भारतीय संगीत की स्थिति। भारत के हस्तशिल्प।	12
III	इकाई का नाम: मूर्त और अमूर्त विरासत संग्रहालय, उद्यान, प्राचीन और ऐतिहासिक स्मारक, मंदिर और उनकी स्थापत्य शैली, मेले और त्यौहार और भारतीय व्यंजन।	12
IV	इकाई का नाम: भौगोलिक आधारित पर्यटन उत्पाद लोकप्रिय हिल स्टेशन- कुफरी, दार्जिलिंग, कूर्ग, पावागढ़, मनाली, शिमला, शिलांग, मुन्नार, माउंट आबू, लेह और लद्दाख। मरुस्थल- जैसलमेर और कच्छ का रण। तटीय क्षेत्र और समुद्र तट- गोवा (कलंगुट, डोना-पौला, पालोलेम, अगोंडा), केरल (कोवलम, वर्कला और मरारी), महाराष्ट्र (जुहू और गपतिपुले), गुजरात (द्वारका, मांडवी और सोमनाथ)। द्वीप समूह- अंडमान और निकोबार, दमन और दीव, मंजुली, वाराटांग और एलीफेंटा द्वीप	12
V	इकाई का नाम: पर्यावरण पर्यटन उत्पाद राष्ट्रीय उद्यान- जिम कॉर्बेट, मानस राष्ट्रीय उद्यान, गिर राष्ट्रीय उद्यान, वनेरघट्टा राष्ट्रीय उद्यान, बांधवगढ़ राष्ट्रीय उद्यान, संजय राष्ट्रीय उद्यान, काजीरंगा राष्ट्रीय उद्यान, महान हिमालय राष्ट्रीय उद्यान वायोस्फीयर रिजर्व- नंदा देवी वायोस्फीयर रिजर्व, डिवू-सैखोवा वायोस्फीयर रिजर्व, नोकरेक वायोस्फीयर रिजर्व, अचानकमार-	12

*Handwritten signature*  
=K. D. Singh

	अमरकंटक वायोस्फीयर रिजर्व, अगस्त्यमाला वायोस्फीयर रिजर्व, मन्नार वायोस्फीयर रिजर्व की खाड़ी और ग्रेट निकोबार वायोस्फीयर रिजर्व टाइगर रिजर्व- पन्ना टाइगर रिजर्व, कान्हा टाइगर रिजर्व, रणथंभौर नेशनल पार्क / टाइगर रिजर्व, मरिस्का नेशनल पार्क / टाइगर रिजर्व, नमदाफा नेशनल पार्क / टाइगर रिजर्व और मतपुड़ा टाइगर रिजर्व	
अनुशंसित व्यावहारिक (क्रेडिट 2)	प्रथम वर्ष की कक्षाओं के दौरान पर्यटन के सांस्कृतिक और प्राकृतिक स्थानों को शामिल करते हुए एक अध्ययन यात्रा आयोजित की जाएगी। ठहरने, आवाजाही, दर्शनीय स्थलों की देखभाल आदि के लिए छात्रों के साथ एक मंकाय सदस्य होगा। अध्ययन दौरे के आयोजन का उद्देश्य छात्रों को परिवहन के विभिन्न साधनों में यात्रा करने, गंतव्यों का दौरा करने, परिचित होने का अनुभव प्राप्त करने के लिए व्यावहारिक अनुभव प्रदान करना है। गंतव्यों की सुविधाएं और सुविधाएं और सेवा प्रदाताओं के विक्रेताओं और स्थानीय समुदाय के सदस्यों के साथ बातचीत करना। फील्ड स्टडी टूर (एफएसटी) के पूरा होने के बाद छात्रों को अपनी रिपोर्ट जमा करनी होती है, जिसका मूल्यांकन आंतरिक मंकाय सदस्यों के एक विधिवत गठित बोर्ड द्वारा किया जाएगा। छात्रों को बोर्ड के सामने अपनी रिपोर्ट के आधार पर प्रेजेंटेशन देना होगा	30
<b>भाग स- अनुशंसित अध्ययन संसाधन</b>		
<b>MOOC</b>	<b>Course name: Tourism Resources of India</b> <a href="#">Tourism Resources of India - Mooc</a>	
<b>SWAYAM</b>	<b>Course name: TS-2: Tourism Development Products Operations and Case Studies</b> <a href="#">TS-2: Tourism Development Products Operations And Case Studies - Course (swayam2.ac.in)</a>	
<b>पाठ्य पुस्तकें, संदर्भ पुस्तकें, अन्य संसाधन</b>		
<b>1। अनुशंसित सहायक पुस्तकें /ग्रन्थ/अन्य पाठ्य संसाधन/पाठ्य सामग्री:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Jacob Robinet, Indian Tourism Products, Abhijeet Publications, Delhi, 2008</li> <li><input type="checkbox"/> Basham, A.L., A Cultural History of India. Oxford University Press, USA, 2007</li> <li><input type="checkbox"/> Ball Stephen, Encyclopaedia of Tourism Resources in India. Butterworth – Heinemann.2007</li> <li><input type="checkbox"/> Dixit Manoj &amp; Yadav Charu Sheela, Tourism products. New Royal Book Co., Lucknow. 2007</li> <li><input type="checkbox"/> Douglas. Norman Ed., Special Interest Tourism, John Wiley &amp; Sons, Australia, 2001</li> </ul>		

*Handwritten signature*  
S.K. Jindal

- Rowland & Benjamin, The Art & Architecture of India: Hindu, Buddhist And Jain, Penguin Books, London, 1953
- Singh Sarina, Lonely Planet India
- Sahai Surrendra, Indian Architecture: Hindu, Buddhist and Jain, Prakash Books, 2006
- Gupta S.P, Krishna Lal & Bhattacharya M., Cultural Tourism in India: Museum, Monuments & Arts: Theory & Practices, D.K.print World Ltd,Delhi.2002
- Sampson Leela & Joshi Jagdish, The Joy of Classical Dances of India, National Book trust.2002

## 2. अनुशंसित डिजिटल प्लेटफॉर्म वेब लिंक

- [Travel & Tourism | National Portal of India](#)
- [Indian Tourism Industry, Tourism Industry in India, Tourism Industry, Tourism Industries \(indiannirror.com\)](#)
- [Salient Features of Tourism Product | Rashid's Blog: An Educational Portal \(rashidfaridi.com\)](#)
- [Handbook on Tourism Product Development | World Tourism Organization \(e-unwto.org\), Handbook on Tourism Product Development](#)
- <http://cdn.aglasem.com/school/ncert/book/class-10/tourism.pdf>

## भाग द - अनुशंसित मूल्यांकन विधियां:

अनुशंसित सतत मूल्यांकन विधियां:

अधिकतम अंक: 100

सतत व्यापक मूल्यांकन (CCE) अंक: 40 - विश्वविद्यालयीन परीक्षा (UE) अंक: 60

आंतरिक मूल्यांकन:	क्लास टेस्ट	20
सतत व्यापक मूल्यांकन (CCE):	असाइनमेंट/ प्रस्तुतीकरण (प्रेजेंटेशन)	20
		कुल अंक = 40
आकलन :	अनुभाग (अ): तीन अति लघु प्रश्न (प्रत्येक 50 शब्द)	3 × 2 = 06
विश्वविद्यालयीन परीक्षा:	अनुभाग (ब): चार लघु प्रश्न (प्रत्येक 200 शब्द)	4 × 7 = 28
समय- 02.00 घंटे	अनुभाग (स): दो दीर्घ उत्तरीय प्रश्न (प्रत्येक 500 शब्द)	2 × 13 = 26
		कुल अंक = 60

60

*Sy*  
SK-BWIRCH

# Syllabus of Theory Paper

## Part A Introduction *II<sup>nd</sup> sem*

Program: Certificate	Class : BSc	Year: I	Session: <i>2022-23</i>
Subject: : Chemistry			
1	Course Code	S1-CHEM1G	
2	Course Title	Chemistry in Everyday Life	
3	Course Type (Core Course/Elective/Generic Elective/Vocational/.....)	Elective	
4	Pre-requisite (if any)	To study this course, a student must have had the subject <b>science/arts /commerce</b> in class +2 or equivalent ..... <b>This course can be opted as an elective by the students of following subjects: Open for all</b>	
5	Course Learning outcomes (CLO)	By the end of this course students are expected to- 1. Learn about the chemistry of ancient India. ancient construction materials and discoveries. 2. Gain information about acids, bases and salts involved in our day to day life. 3. Have an idea of food adulteration, its harmful effects, and methods to detect adulteration and the important constituents of our food. 4. Student will be familiar with the chemical nomenclature of the commonly used materials in daily life including toiletries, kitchen and beverages. 5. Have an Elementary idea of disinfectants, pesticides and cleaners.	
6	Credit Value	4	
7	Total Marks	Max. Marks: <i>4+60</i>	Min. Passing Marks: <i>35</i>

## Part B- Content of the Course

**Total No. of Lectures-Tutorials-Practical (in hours per week):**

**L-T-P:**

Unit	Topics	No. of Lectures
I	<b>Ancient Chemistry-</b> Chemistry in Ancient India <ul style="list-style-type: none"> <li>• Alchemy- Construction material in ancient times like Pottery, Bricks, Cement, Minerals.</li> <li>• Discovery and Uses of Glass, cosmetics &amp; perfumes, paper &amp; ink.</li> <li>• Metal extraction in ancient time, fibre cloth and dyeing chemistry in ancient times.</li> </ul> <b>Basic introduction of chemistry:</b> Elements (upto atomic number 36), atoms, molecules and compounds. <b>Keywords/Tags:</b> <i>Ancient Chemistry, Alchemy, Glass, Metal extraction, Atoms, molecules.</i>	12
II	<b>Acids, Bases and Salts in Daily Life</b> -Definition of acids, bases and neutral substances, pH scale. Sources and uses of- <ul style="list-style-type: none"> <li>• Acids- hydrochloric acid, acetic acid(vinegar), ascorbic acid, carbonic</li> </ul>	12

*Sull*

	<p>acid, sulfuric acid, tartaric acid, citric acid.</p> <ul style="list-style-type: none"> <li>• Bases- sodium hydroxide, magnesium hydroxide, calcium hydroxide, ammonia.</li> <li>• Salts- sodium fluoride, sodium chloride, sodium carbonate, sodium bicarbonate, copper sulphate, alums, calcium carbonate, ammonium chloride.</li> </ul> <p><b>Keywords/Tags:</b> <i>Acids, Bases, Salts, Neutral Substances, pH</i></p>	
III	<p><b>Major Components of our Food-</b> Basic idea of vitamins, minerals, fats, carbohydrates, proteins and fibers, their function and sources.</p> <p><b>Functions and importance:</b> Vitamin B complex, antioxidants, micronutrients like iron, zinc, calcium</p> <p><b>Food Adulteration-</b> definition, types, harmful effects</p> <ul style="list-style-type: none"> <li>• Common adulterants and their detection in- milk, ghee, mustard oil, sugar, salt, tea, chilli powder, black pepper, turmeric powder, honey.</li> <li>• Harmful effects of food additives- saccharin, monosodium glutamate(Ajinomoto), Sulphur dioxide, preservatives</li> </ul> <p><b>Keywords/Tags:</b> <i>Vitamins, Minerals, Antioxidants, Adulteration, Additives</i></p>	12
IV	<p><b>Basic Knowledge of important Chemical constituent of materials used in everyday life- (Names and their effects only)-</b></p> <ul style="list-style-type: none"> <li>• Toothpaste, different types of soaps, detergents and cosmetics, nail polish remover.</li> <li>• Table salt, rock salt, sugar.</li> <li>• Baking soda, caustic soda, baking powder</li> <li>• Coffee and tea, chemicals involved in processing of bakery products.</li> <li>• Onion, garlic, spices like turmeric, chilly</li> <li>• Oil and fats,.</li> <li>• Soda drinks, alcohol and tobacco.</li> </ul> <p><b>Keywords/Tags:</b> <i>Toothpaste, Soaps, Salt, Spices, Alcohol.</i></p>	12
V	<p><b>Elementary idea of disinfectants, pesticides and cleaners-</b></p> <ul style="list-style-type: none"> <li>• Alcohol based hand sanitizers, sodium hypo chlorite, naphthalene, Antiseptic solutions.</li> <li>• Pesticides and insecticides like DDT, mosquito repellent, boric acid.</li> <li>• Toilet cleaners, Domestic phenyls, Floor cleaner</li> </ul> <p><b>Keywords/Tags:</b> <i>Disinfectants, Pesticides, Cleaners, Mosquito Repellent, Phenyls.</i></p>	12

### Part C-Learning Resources

#### Text Books, Reference Books, Other resources

#### Suggested Readings:

#### Suggested Readings:

1. COX H.E.: ANALYSIS OF FOODS 13.
2. .COX H.E. AND PEARSON CHEMICAL ANALYSIS OF FOODS.
3. SHAKUNTALA MANY N. AND SWAMY S. FOODS: FACTS AND PRINCIPLES. 4TH ED. NEW AGE INTERNATIONAL (1998)
4. JAIN AND JAIN, ENGINEERING CHEMISTRY, DHANPATRAI PUBLISHING COMPANY
5. Garforth, F. (1986). Chemistry through the looking glass. In P. E. Childs (ed.),
6. Limerick, Everyday Chemistry (pp.4-45). Thomond College.

7. Bailin, S. (2002). Critical thinking and science education. Science & Education. 11, 361-375.
8. Childs, P. E. (1986). What is everyday chemistry? In P. E. Childs (ed.), Everyday chemistry. Limerick: Thomond College.
9. Chemical Education 60, 1031
10. Hatfield: ASE (1985). Education through science
11. Ray Prafulla Chandra History of Chemistry in ancient and Medieval India: Incorporating the History of Hindu Chemistry 1 January 2004 Chowkhambha Sanskrit serires office

MOOCs, NPTEL, SWAYAM, HE E-Contents-  
<https://tamilandvedas.com/2019/11/04/rare-chemistry-alchemy-medicine-books-of-ancient-india-post-no-7178/>  
<https://nptel.ac.in/content/storage2/courses/103107082/module1/lecture1/lecture1.pdf>  
<https://nptel.ac.in/courses/104/103/104103071/>  
<https://ncert.nic.in/textbook/pdf/gesc105.pdf>  
[https://onlinecourses.swayam2.ac.in/ugc19\\_bt16/preview](https://onlinecourses.swayam2.ac.in/ugc19_bt16/preview)

### Part D-Assessment and Evaluation

#### Suggested Continuous Evaluation Methods:

Maximum Marks : 100

Continuous Comprehensive Evaluation (CCE) : 40 marks University Exam (UE) : 60 marks

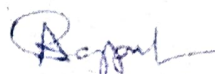
<b>Internal Assessment :</b>	Class Test	20
Continuous Comprehensive Evaluation (CCE) : 40	Assignment/Presentation	20
<b>External Assessment :</b>	<b>Section(A) :</b> Three Very Short Questions (50 Words Each)	$3 \times 2 = 6$
University Exam Section:	<b>Section (B) :</b> Four Short Questions (200 Words Each)	$4 \times 7 = 28$
Time : 02.00 Hours	<b>Section (C) :</b> Two Long Questions (500 Words Each)	$2 \times 13 = 26$
		$6 + 28 + 26 = 60$

Any remarks/ suggestions:

Sull-

Part A Introduction	
Program: Certificate Course	Class: B.Sc. I Year <sup>II<sup>nd</sup> SEM</sup> Year: - Session: -
Subject: Mathematics 2022 2022-23	
1 Course Code	SI-MATH2G
2 Course Title	Mathematical Logic and Sets
3 Course Type	Elective
4 Pre-requisite (if any)	Open for all
5 Course Learning Outcomes (CLO)	At the end of this course, the students will be able to: <ol style="list-style-type: none"> <li>Using the principles of logic to distinguish between sound and unsound reasoning in discourse of everybody.</li> <li>Construct truth tables for logical expressions; test statements for logical equivalence and represent mathematical statements in the language of predicate language.</li> <li>Using the appropriate set theoretic concepts, thinking process, tools and techniques in the solution to various conceptual or real-world problems.</li> </ol>
6 Credit Value	Theory: 4
7 Total Marks	Max. Marks: 40+60 Min. Passing Marks: 35

Part B - Content of the Course		
Total No. of Lectures (in hours per week): 2 hours per week		
Total Lectures: 60 hours		
Unit	Topics	No. of Lectures
I	<b>Mathematical Logic - I:</b> 1.1 Propositions and Truth table 1.2 Negation, Conjunction and Disjunction 1.3 Implications and Double implication 1.4 Bi-conditional propositions 1.5 Contrapositive Implication and converse 1.6 Contrapositive and inverse propositions	15
II	<b>Mathematical Logic - II:</b> 2.1 Precedence of logical operators 2.2 Tautology and Contradiction 2.3 Propositional equivalence: Logical equivalences 2.4 Predicates and quantifiers 2.4.1 Introduction 2.4.2 Quantifiers 2.4.3 Binding variables and Negations	15

  
 16.08.21  
 Dr. Anil Rajput

III	<b>Set Theory:</b> 3.1 Introduction to sets 3.2 Finite and infinite sets 3.3 Counting principle 3.4 Standard set operations 3.4.1 Classes of sets 3.4.2 Power set of a set 3.4.3 Difference and Symmetric difference of two sets 3.4.4 Set identities 3.4.5 Generalized union and intersections 3.4.6 Principle of Inclusion and Exclusion 3.5 Cardinality 3.6 Fuzzy Sets and it's basic operations	15
IV	<b>Relations:</b> 4.1 Cartesian product of sets 4.2 Composition of relations 4.3 Types of relations 4.4 Partitions 4.5 Equivalence relations 4.6 Partial ordering relations 4.7 Congruence modulo relation	15
<b>Keywords:</b> Mathematical Logic, Set Theory, Fuzzy Sets, Relation on sets.		

### Part C - Learning Resources

Text Books, Reference Books, Other Resources

#### Suggested Readings:

##### Text Books:

1. R. M. Somasundaram: Discrete Mathematical Structures, PHI Learning Pvt. Ltd., 2003.
2. Samar Ballav Bhoi: A Text Book of Logic and Sets, Education Publishing, 2018.
3. Ganesh: Introduction to Fuzzy Sets and Fuzzy Logic, Prentice Hall India Learning Private Limited, 2006.
4. मध्य प्रदेश हिन्दी ग्रंथ अकादमी की पुस्तकें।

##### Reference Books:

1. Ajit Kumar, S. Kumaresan, Bhaba Kumar Sarma: A Foundation Course in Mathematics, Alpha Science International Ltd, 2018.
2. R. P. Grimaldi, Discrete Mathematics and Combinatorial Mathematics, Pearson Education, 1998.
3. Jean-Paul Tremblay, R Manohar: Discrete Mathematical Structures with Applications to Computer Science, McGraw Hill Education, 1st edition, 2017.
4. G. J. Klir and B. Yuan: Fuzzy sets and Fuzzy logic, Pearson, 2015.

##### Suggested Digital Platforms Web links:

[https://www.highereducation.mp.gov.in/page\\_xh/IQmp/wkylQo2b%2Ly5G7w%3D%3D](https://www.highereducation.mp.gov.in/page_xh/IQmp/wkylQo2b%2Ly5G7w%3D%3D)  
<https://epathshala.ncert.org.in/>



## Part D: Assessment and Evaluation

## Suggested Continuous Evaluation Methods:

Maximum Marks: 100  
 Continuous Comprehensive Evaluation (CCE): Marks 40  
 University Exam (UE): Marks 60

## Internal Assessment:

Continuous Comprehensive  
 Evaluation (CCE)

Class Test  
 Assignment/Presentation

20  
 20  
 Total Marks: 40

## External Assessment:

University Exam (UE)  
 Time: 02.00 Hours

Section (A): Three Very Short Questions  
 (50 Words Each)  
 Section (B): Four Short Questions  
 (200 Words Each)  
 Section (C): Two Long Questions  
 (500 Words Each)

3 × 2 = 6  
 4 × 7 = 28  
 2 × 13 = 26  
 Total Marks: 60

Dr. Anil Rajput  
 18.08.21  
 Dr. Anil Rajput

II<sup>nd</sup> SEM

Part A - Introduction			
Program: Certificate		Class: UG I Year	Year: <del>2021</del> 2022
		Session: <del>2021-22</del> 2022-23	
Subject: Physics			
1.	Course Code	S1-PHYS2G	
2.	Course Title	Non-Conventional Energy Sources	
3.	Course Type (Core/Elective/Generic Elective/Vocational/...)	Elective	
4.	Pre-requisite (If any)	Open for all.	
5.	Course Learning Outcomes (CLO)	<p>At the end of the course student will be able to achieve</p> <ol style="list-style-type: none"> <li>1. A good understanding of various non-conventional energy resources.</li> <li>2. Knowledge about non-conventional energy harvesting technology.</li> <li>3. The knowledge about the availability of non-conventional energy resources in India.</li> <li>4. A good understanding of the solar energy and the appliances based on solar energy.</li> <li>5. A non-conventional energy harvesting technical skill that will be helpful for employment.</li> </ol>	
6.	Credit Value	4	
7.	Total Marks	Max. Marks: 25+75	Min. Passing Marks: <del>33</del> 35

*Arise*

**Part B - Content of the Course****Total numbers of Lectures (in hours): 60**

<b>Unit</b>	<b>Topics</b>	<b>Number of Lectures</b>
<b>I</b>	<p><b>Introduction to non-conventional energy sources:</b></p> <ol style="list-style-type: none"><li>1. Classification of energy resources, Consumption trend of primary energy resources, Importance of non-conventional energy resources.</li><li>2. Energy chain, Common form of energy, Limitations of non-conventional energy resources.</li><li>3. Salient features of non-conventional energy resources, Environmental aspects of energy.</li><li>4. World energy status, Energy scenario in India.</li></ol> <p><b>Keywords/Tags:</b> Energy resources, Energy chain, Non-conventional energy.</p>	<b>12</b>
<b>II</b>	<p><b>Solar energy:</b></p> <ol style="list-style-type: none"><li>1. The sun as a source of energy, Solar radiation at the Earth's surface.</li><li>2. Photothermal applications: Solar collectors, Solar drying, Solar cooker (box type), Solar distillation, Solar water heating systems, Solar thermo-mechanical system.</li><li>3. Photovoltaic system: Photovoltaic principle, Basic photovoltaic system for power generation, Solar cells, types of solar cells, Concentrator cells, Sun-tracking systems, Limitations and environmental aspect of solar cells.</li><li>4. Photovoltaic applications: Solar Cell Panels, Solar light, Solar pump, Solar power plants, Solar cell in transportation, Solar refrigeration and air conditioning.</li></ol> <p><b>Keywords/Tags:</b> Solar radiation, Photothermal, Photovoltaic, Solar cells.</p>	<b>12</b>
<b>III</b>	<p><b>Biomass Energy:</b></p> <ol style="list-style-type: none"><li>1. Biomass resources, Biomass conversion technology, Biogas generation.</li><li>2. List of factors affecting bio-digestion, Working of biogas plant (with block diagram), Biogas from plant waste.</li><li>3. Methods of obtaining energy from Biomass, Thermal gasification of biomass.</li><li>4. Biomass energy programme in India, Biodiesel production from non-edible oil seeds.</li></ol>	<b>12</b>

	<b>Keywords/Tags:</b> Biogas, Biomass, Thermal gasification, Bio-digestion.	
<b>IV</b>	<p><b>Wind energy:</b></p> <ol style="list-style-type: none"> <li>1. Concept of Wind, Origin of winds, Wind climate, Wind profile, Limitations of extracted power from a wind turbine,</li> <li>2. Wind resource map and site identification, Land requirement.</li> <li>3. Wind turbine setting, Wind turbine aerodynamics, Wind turbine type: Upwind and downwind turbines, Blade count, Constant and variable speed wind turbines, Onshore and offshore wind turbines.</li> <li>4. Wind turbine rotor, Working of wind turbine, Drag principle, Lift principle.</li> <li>5. Effect of wind turbine on environment, Wind energy storage, Wind energy program in India.</li> </ol> <p><b>Keywords/Tags:</b> Wind climate, Wind energy, Wind turbine.</p>	<b>12</b>
<b>V</b>	<p><b>Geothermal and Ocean energy</b></p> <ol style="list-style-type: none"> <li>1. Geothermal energy: Origin and distribution of geothermal energy, Types of geothermal resources, Analysis of geothermal resources.</li> <li>2. Exploration and development of geothermal energy,</li> <li>3. Advantages and disadvantages of geothermal energy, Possibilities and limitations.</li> <li>4. Ocean energy: Tidal energy - Origin and nature of tidal energy, Environmental impact, Energy and power in waves, Advantages and disadvantages of wave energy.</li> <li>5. Ocean Thermal Energy, Ocean Thermal conservation Technology (OTEC), Environmental impact.</li> </ol> <p><b>Keywords/Tags:</b> Geothermal energy, Ocean energy, Tidal energy, OTEC.</p>	<b>12</b>

*Handwritten signature*