



PANJAB UNIVERSITY, CHANDIGARH-160014 (INDIA)
(Estd. Under the Panjab University Act VII of 1947—enacted by the Govt. of India)

SYLLABI

FOR

Undergraduate Programme
Common Basket for Skill Enhancement Courses
(SEMESTER SYSTEM)

EXAMINATIONS, 2025-26
(SEMESTER : FIRST TO THIRD)

i.e

First & Third Semester: November/December, 2025
Second Semester: April/May, 2026

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Agriculture

Course Title : NURSERY PRODUCTION **Course Code: (AGR-SEC-1-101)**
Semester: First

Learning Outcomes: To make the students familiar with the basics of nursery raising.

Max. Marks: 75		Course Credits = 2+1=3
1. Theory: 50	Written Exam: 45	Internal assessment: 5
2. Practical: 25	Written Exam: 22	Internal assessment: 3

Periods per week: 1. Theory- Three of 45 minutes duration (Two Hours)
2. Practical- One of two hours duration (Two Hours)

Instructions for Paper Setters:

Question Paper will have four units. Students will attempt **five** questions out of total nine comprising of one **COMPULSORY** question consisting of 9 short answer type questions of one mark each covering the whole syllabus. Units 'I', 'II', 'III' and 'IV' will have two questions of 9 marks each and one question is to be attempted out of each unit.

Teaching Aids: Teachers can use lecture, lecture cum demonstration, project, assignments, problem solving, inductive and deductive methods, and can use L.C.D., L.E.D., Multimedia projector in addition to black/white board.

UNIT – I

8 Hours

Nursery and its importance: selection of nursery site, type of nursery, preparation of nursery bed.

Soil solarisation and soil treatment.

Growing media: growing media, selection of media, quality of media, soil, sand, peat, leaf mould, saw dust, sphagnum moss, coco peat.

Scope and importance of vegetable and flower nurseries, mist chambers, polyhouses

UNIT – II

7 Hours

Sowing of seeds and planting material: Method of seed sowing, precautions taken during sowing & planting, application of manures and fertilizers, handling of plants.

Propagation, seed germination, dormancy and methods of breaking dormancy, pre-sowing seed treatment.

Seed hardening, seed priming, seed pelleting, irrigation systems, water soluble and liquid fertilizers, use of biocontrol agents, growth regulators, plant protection-techniques.

Transport and packing of nursery plants.

UNIT – III

8 Hours

Varieties and F₁ hybrids, seed rate, seed treatments, sowing, media-management for water, nutrients and plant protection, hardening, packaging, storage, transport and marketing of tomato, brinjal, chilli, capsicum, cucurbits, cabbage, cauliflower, carrot, radish, china aster, marigold, gaillardia, zinnia, petunia.

UNIT – IV

7 Hours

Varieties and F₁ hybrids, seed rate, seed treatments, sowing, media-management for water, nutrients and plant protection, hardening, packaging, storage, transport and marketing of mango, citrus, lichi, lemon, apple, pear, peach, guava, forest trees like popular, eucalyptus.

GUIDELINES FOR PRACTICAL EXAMINATION

Time: 3 Hrs
Practical: 22

Max Marks: 25
Internal Assessment: 03

1. Demonstration of soil solarisation technique.
2. Preparation a raised nursery bed
3. Preparation of potting media.
4. Demonstration of seed sowing in plug-trays.
5. Demonstration of the potting of ornamental plants
6. Study of features of nursery-factors to be considered for setting up of nursery
7. Studying the problems of nursery business
8. Seed sowing-vegetable crops-annual flower crops
9. Study of Application of growth regulators for nursery
10. Irrigation and nutrient management-liquid fertilization
11. Study of care of nursery plants (shifting of plants, weeding, shade provision, watering, hardening).

Suggested Readings:

1. Grewal, H.S. 1999. *Propagation of ornamental plants*, Kalyani Publishers, New Delhi
2. Hartmann, H.T. and D.E. Kester; 1989. *Plant propagation-Principles and practices*. Prentice – Hall of India, New Delhi.
3. Nanda, K.K. and V.K. Kochhar; 1991. *Vegetative propagation and management*. Indus Publishing Company, New Delhi.
4. Sadhu, N.K. 1989. *Plant propagation*, Wiley Eastern Ltd., New Delhi.
5. Agarwal, R.L. 2005. *Seed Technology*. Oxford and IBH publishing Co. New Delhi.

Course Title: BIOFERTILIZERS

Course Code: (AGR-SEC-2-201)
Semester: Second

Learning Outcome: To provide knowledge about the plant resources as growth promoters and fertilizers.

Max. Marks :75

1. **Theory : 50**

2. **Practical:25**

Written Exam:45

Written Exam:22

Credit Hours =2+1=3

Internal Assessment: 5

Internal Assessment: 3

Period Per Week: 1. Theory- Three of 45 minutes duration (Two Hours)
2. Practical- One of two Hours Duration (Two Hours)

Instructions for Paper Setters:

Question Paper will have four units. Students will attempt **five** questions out of total nine comprising of one **COMPULSORY** question consisting of 9 short answer type questions of one mark each covering the whole syllabus. Units 'I', 'II', 'III' and 'IV' will have two questions of 9 marks each and one question is to be attempted out of each unit.

Teaching Aids: Teachers can use lecture, lecture cum demonstration, project, assignments, problem solving, inductive and deductive methods, and can use L.C.D., L.E.D., Multimedia projector in addition to black/white board.

UNIT – I

8 Hours

Introduction and importance of biofertilizers

Biofertilizer classification, biofertilizer demand and production.

Effect of biofertilizer on crop yield and contribution of biofertilizer to agriculture

Different agriculturally important beneficial microorganisms – free living, symbiotic (rhizobial, actinorhizal), associative and endophytic nitrogen fixers including cyanobacteria.

UNIT – II

7 Hours

Different agriculturally important beneficial microorganisms.

Bacterial biofertilizers

Cyanobacterial biofertilizer, phosphate solubilizing microorganisms.

Commercial production of bacterial biofertilizers.

UNIT – III

8 Hours

Different agriculturally important beneficial microorganisms – plant growth promoting rhizobacteria.

Production of arbuscular mycorrhiza

Different agriculturally important beneficial microorganisms for recycling of organic waste and composting,

Bio remediators and other related microbes.

UNIT – IV

7 Hours

Concept of Manures: classification, characteristics, factor affecting the composition of manures, advantages, disadvantages.

Method of application of biofertilizers, commercial application of biofertilizers.

Production and inoculation of biofertilizers, large scale formation of biofertilizers

Advantages and limitations of biofertilizers.

GUIDELINES FOR PRACTICAL EXAMINATION

Time: 3 hrs
Practical: 22

Max Marks: 25
Internal Assessment: 03

1. Laboratory equipments
2. Efficient use of biofertilizers, technique of treating legume seeds with *Rhizobium* cultures, method of application of biofertilizers, economics of biofertilizer production, media preparation, isolation and identification of *Azotobacter*, visit to commercial biofertilizer production unit.

Suggested Readings:

1. Sharma, A.K. 2005. *Biofertilizers for Sustainable Agriculture*. Agrobios (India), Jodhpur.
2. Alexander, M. 1961. *Introduction to Soil Microbiology* John Wiley & Sons, Inc., New York
3. Kannaiyan S. Kumar, K & Govindarajan K. 2004. *Biofertilizers Technology*. Scientific Publ.
4. Gaur, A.C. 2006. *Biofertilizers in Sustainable Agriculture*. ICAR, New Delhi.

Course Title : Agricultural Extension

Course Code: (AGR-SEC-3-301)
Semester: Third

Learning Outcome: To learn various techniques and principal in agricultural extension.

Max. Marks: 75

1. Theory: 50

2. Practical: 25

Written Exam: 45

Written Exam: 22

Course Credits = 2+1=3

Internal Assessment: 5

Internal Assessment: 3

Periods per week: 1. Theory- Three of 45 minutes duration (Two Hours)

2. Practical- One of two hours duration (Two Hours)

Instructions for Paper Setters:

Question Paper will have four units. Students will attempt **five** questions out of total nine comprising of one **COMPULSORY** question consisting of 9 short answer type questions of one mark each covering the whole syllabus. Units 'I', 'II', 'III' and 'IV' will have two questions of 9 marks each and one question is to be attempted out of each unit.

Teaching Aids: Teachers can use lecture, lecture cum demonstration, project, assignments, problem solving, inductive and deductive methods, and can use L.C.D., L.E.D., Multimedia projector in addition to black/white board.

UNIT – I

8 Hours

Education: Meaning, definition and types, **Extension education:** meaning, definition, scope and process, objectives and principles.

Extension Programme Planning: Meaning, definition, principle and steps in programme development process.

Extension System in India: Extension efforts in pre-independence era-Sriniketan, Marthandam, Firka Development scheme, Gurgaon experiment. **Post-independence era programme-** Etawah pilot project, Nilokheri experiment.

UNIT – II

7 Hours

New Trends in Agriculture - Privatization of extension, Cyber extension / e-extension: -ICT and IT, Market-led extension & Production-led extension, Farmers-led extension, Expert system

Rural Development: Concept, meaning, definition, various rural development programme launched by the government of India: IRDP, TRYSEM, JRY, SGSY, MGNREGA.

Community Development: Meaning, definition, concept, principles and philosophy of community development.

Rural Leadership: Concept and definition, type of leadership in rural context.

UNIT – III

8 Hours

Extension Administration: Concept, definition, principles, functions, difference between public administration & private administration,

Transfer of Technology: Definition, concept, models (Linker, Trickle down, Farmers first model).

Capacity Building of Extension Personnel: Capacity building and training: Definition, methods of training (Group discussion, brainstorming).

Extension Teaching Methods: Meaning, classification, Individual, group and mass contact methods.

UNIT – IV

7 Hours

ICT Applications in TOT: Concept & definition, internet, www, e-mail. Application of ICT in agriculture extension, (KCC, KMAS).

Communication: Meaning, definition, principles and functions of communication, Models of communication (Aristotle, Berlo, Leagans models), barriers of communication.

Agriculture Journalism: Definition, principles, 5W & 1H, Writing for Booklet, Pamphlet and news stories.

Diffusion and Adoption of Innovation: Concept, meaning and definition, difference between communication & diffusion, adoption of innovation, stages of adoption.

GUIDELINES FOR PRACTICAL EXAMINATION

Time: 3 hrs
Practical: 22

Max Marks: 25
Internal Assessment: 03

1. Visits to a village and kisan mandal to study the ongoing development programmes.
2. Visit to Panchayat Raj Institutions to study the functioning of Gram Panchayat (GP) & ZillaPrajaParishad (ZPP).
3. Organsation of group discussion
4. Visit and study the District Rural Development Agency (DRDA).
5. Study of structure and function of department of agriculture Govt of Punjab.

Suggested Readings:

Mondal, S. and Ray G.L., *A Text book of Rural Development*. Kalyani Publishers, Chennai, 2007.
Dharma, O.P. and Bhatnagar, O.P., *Education and Communication for Development*. Oxford, IBH, New Delhi, 2003.

Desai, A.R., *Rural Sociology in India*. Popular Prakashan, Bombay, 2003.

Samanta, R.B., *Agricultural Extension in Changing World perspective*. UDH Publishing, New Delhi, 1991.

Ray G.L., *Extension Communication and Management*, Kalyani Publishers, Chennai, 2007.

Biochemistry

Skill Enhancement Courses

INSTRUCTIONS FOR PAPER SETTER AND STUDENTS:

1. Examiner will set total of NINE questions comprising TWO questions from each unit and ONE compulsory question.
2. All questions carry equal marks.
3. The compulsory question will consist of 4 short questions of one mark each covering the whole syllabi.
4. Besides Question No. 1, all other questions may contain 2-3 sub-parts.
5. Questions should be uniformly spread over the entire syllabus.
6. The students are required to attempt FIVE questions in all, ONE question from each unit and the Compulsory question.

(BCH-SEC-1-101)-: Biochemical Techniques-I (1+2)

Marks: 25 (20+5 Int.)

Objective: To understand principles, design, working & application of various techniques and tools available to understand biochemistry at experimental level in teaching and research.

Learning Outcomes:

- Will be able to know the applicability, advantages, limitations and sources of error of current analytical instruments through an understanding of the working principles of these instruments
- Will be able to conduct various biochemical analyses and instrument evaluations in the laboratory and to link the practical applications to the learned theory.

SECTION – I

(Lectures: 4)

Normality, Molarity, Molality, Buffers, Preparation of various biological buffers. Beers- Lambert Law and its importance in Biochemistry.

SECTION – II

(Lectures: 4)

Principle and Applications of pH meter, Titration of amino acids and isoelectric pH, Importance of isoelectric point.

SECTION – III

(Lectures: 4)

Separation Techniques. Different methods of protein precipitation: Precipitation using inorganic salts (salting out) and organic solvents, isoelectric precipitation, Dialysis, Ultrafiltration, Lyophilization.

SECTION – IV

(Lectures: 4)

Principle and applications of various instruments such as UV-VIS Colorimeter and spectrophotometer, Centrifugation techniques and various types of centrifuges with applications.

Suggested Books:

1. Biochemical Techniques – Theory and Practice by John. F. Robyt and Bernard J. White Cole Publishing Co. (U.S.A.) 1990.
2. Physical Biochemistry: Application to Biochemistry and Molecular Biology by David Freifelder W.H. Freeman and Company (U.S.A.) (2nd Ed.) 1982.
3. Principles & Techniques of Biochemistry & Molecular Biology by KeitnWilsen and John Walker (7th Ed.) 2010 Cambridge University Press.
4. Analytical Techniques in Biochemistry by MahinBasha Human Press 2020 (1st Ed.).

PRACTICALS:

(BCH-SEC-1-101): Biochemical Techniques-I

Marks: 50 (40+10 Int.)

1. General precautionary practices, and SOPs in a laboratory.
2. Preparation of standard solution of HCl/ H₂ SO₄
3. Preparation of Phosphate buffer of known molarity and pH
4. Isolation of organelles from plants using cell fractionation technique
5. Determination of Absorption Maxima of bromophenol blue dye
6. Determination of molar extinction coefficient of bromophenol blue dye
7. Demonstration of beer's Lambert Law using cobalt chloride.
8. Isolation of Lactose from milk.
9. Ammonium sulphate precipitation of proteins
10. Estimation of Chlorophyll content using UV-Visible spectrophotometer

Skill Enhancement Courses

INSTRUCTIONS FOR PAPER SETTER AND STUDENTS:

1. Examiner will set total of NINE questions comprising TWO questions from each unit and ONE compulsory question.
2. All questions carry equal marks.
3. The compulsory question will consists of 4 short questions of one mark each covering the whole syllabi.
4. Besides Question No. 1, all other questions may contains 2-3 sub-parts.
5. Questions should be uniformly spread over the entire syllabus.
6. The students are required to attempt FIVE questions in all, ONE question from each unit and the Compulsory question.

(BCH-SEC-2-201): Biochemical Techniques-II (1+2)

Marks: 25 (20 +5 Int.)

Objective: To understand principles, design, working & application of various techniques and tools available to understand biochemistry at experimental level in teaching and research.

Learning Outcomes:

- Will be able to know the applicability, advantages, limitations and sources of error of current analytical instruments through an understanding of the working principles of these instruments.
- Will be able to conduct of various biochemical analyses and instrument evaluations in the laboratory and to link the practical applications to the learned theory.

SECTION – I

(Lectures: 4)

Chromatographic Techniques: General principles, distribution coefficient, partition chromatography-normal phase and reverse phase liquid chromatography.

SECTION – II

(Lectures: 4)

Modes of chromatography-column, thin layer and paper chromatography. Principles and applications of gel permeation, adsorption, ion exchange and affinity chromatography. Gas chromatography (GC) and High-Performance Liquid Chromatography (HPLC).

SECTION – III

(Lectures: 4)

Electrophoresis: General principle, support media, types of electrophoresis.

Electrophoresis of proteins: native and SDS-PAGE. Isoelectric focusing, detection and recovery of proteins. Molecular weight determination.

SECTION – IV

(Lectures: 4)

Electrophoresis of nucleic acid: agarose-gel electrophoresis of DNA and RNA, pulsed-field gel electrophoresis, Northern and Southern transfer procedure

Suggested Books:

1. Biochemical Techniques – Theory and Practice by John. F. Robyt and Bernard J. White Cole Publishing Co. (U.S.A.) 1990.
2. Physical Biochemistry: Application to Biochemistry and Molecular Biology by David Freifelder W.H. Freeman and Company (U.S.A.) (2nd Ed.) 1982.
3. Principles & Techniques of Biochemistry & Molecular Biology by KeitnWilsen and John Walker (7th Ed.) 2010 Cambridge University Press.
4. Analytical Techniques in Biochemistry by MahinBasha Human Press 2020 (1st Ed.).

PRACTICALS:

(BCH-SEC-2-201): Biochemical Techniques-II

Marks: 50 (40+10 Int.)

1. Paper chromatography of amino acids.
2. Separation of proteins by Gel filtration chromatography.
3. Separation of lipids by thin layer chromatography.
4. Isolation of DNA from Onion.
5. Agarose gel electrophoresis of DNA
6. Extraction of DNA from Plants by CTAB method.
7. Demonstration of HPLC.
8. SDS-PAGE electrophoresis
9. Native PAGE electrophoresis

Skill Enhancement Courses

(BCH-SEC-3-301): Analytical Techniques in Biochemistry (0+3)

Marks 75 (60 +15 Int.)

Objective: To learn practical aspects of nature of enzymes, their mode of action and enzyme kinetics.

Learning Outcomes:

Student will be able to:

- Understand the practical application of biochemistry by the use of various instruments like colorimeter, spectrophotometer and centrifuge
- Perform isolation of DNA, biochemical assay and enzyme kinetics.

PRACTICALS:

1. Verification of Beer-Lamberts law for p-nitrophenol
2. Estimation of Sugars by Anthrone Method.
3. Estimation of reducing Sugars by DNSA Method.
4. Paper chromatography of amino acids.
5. Ammonium sulphate fractionation of serum proteins.
6. Assay of Acid phosphatase activity.
7. Effect of pH on enzyme activity.
8. Effect of temperature on enzyme activity and determination of energy of activation.
9. Effect of substrate concentration on enzyme activity and determination of K_m .
10. Effect of inhibitors on enzyme Activity.
11. Isolation of DNA from Onion/plants.
12. Absorption spectra and quantification of Proteins, DNA and RNA by UV spectrophotometer

Suggested Books:

1. Keith Wilson and John Walker, Principles and Techniques of Biochemistry and Molecular Biology"Cambridge University Press,(8th edition)2018
2. John F. Robyt and Bernard J. White"Biochemical Techniques: Theory and Practice: Waveland Press(2nd edition)1990
3. Keith Wilson and John Walker "Practical Biochemistry: Principles and Techniques"Cambridge University Press, 5th edition, 2000
4. Sidney P.Colowick and Nathan O. Kaplan "Methods in Enzymology" (Volume Series)Publisher: Academic Press1955 to present (updated regularly)
5. David T. Plummer, Introduction to Practical Biochemistry"Publisher: McGraw-Hill Education, 3rd edition, 1987.

Bioinformatics Semester – I

BINF-SEC-1-101: TOOLS FOR BIOLOGICAL DATA ANALYSIS (PRACTICAL)

(Skill Enhancement Course: Students of Department of Bioinformatics must select BINF-SEC-1-101 as their SEC. Student of allied/ other streams can also opt for this SEC)

External Practical Marks:	70
Internal Practical Marks:	05
Total Practical Marks:	75

Course Duration:

1 Semester = 15 weeks which will have 90 hours of practical classes (6 hours/week)

1 Credit = 30 hours of practical classes

Total Credits: 3 (Each credit is equal to 25 marks)

Learning Outcomes:

Computational tools for small and macromolecules exposes the students to study the tools used for retrieving and analysis of small and macromolecules.

1. Literature search:

- a) NCBI-PubMed
- b) Scopus
- c) Google Scholar

2. Understanding and retrieving the data from Biological Databases:

- a) Nucleotide Sequence databases: GenBank, DDBJ & ENA
- b) Protein Sequence databases: Genpept&Uniprot

3. Sequence Alignment Tools:

- a) BLAST and its types (Blastn, Blastp, Blastx, tBlastx, tBlastn)
- b) Multiple Sequence alignment tools: Clustal Omega & MEGA

4. Use of Excel for data analysis

- Calculation of descriptive statistics (Basic stats).
- Data Cleaning using text to column
- Conditional formatting
- Sorting and filtering
- Pivot tables

5. Basic Linux Commands

sudo, cd, ls, cat, cp, grep

Recommended Books:

1. Bioinformatics: A practical guide to the analysis of genes and proteins. Ed. By Baxevanis, 3rd Edition, John Wiley & Sons, Inc. Publication.
2. Bioinformatics: Sequences, structure and databanks by Des Higgins and Willie Taylor, Oxford University Press, (2000).
3. Computational Biology: Unix, Linux, Data Processing and Programming by RobbeWunschiers, Springer (2004).
4. Excel 2023: The Ultimate all-in-one crash course for beginners to master Everything of Excel 2023 by Robert J Green.

Semester – II

BINF-SEC-2-201: COMPUTATIONAL TOOLS FOR SMALL AND MACROMOLECULES (PRACTICAL)

(Skill Enhancement Course: Students of Department of Bioinformatics must select BINF-SEC-2-201 as their SEC. Student of allied/ other streams can also opt for this SEC)

External Practical Marks:	70
Internal Practical Marks:	05
Total Practical Marks:	75

Course Duration:

1 Semester = 15 weeks which will have 90 hours of practical classes (6 hours/week)

1 Credit = 30 hours of practical classes

Total Credits: 3 (Each credit is equal to 25 marks)

Learning Outcomes:

Computational tools for small and macromolecules exposes the students to study the tools used for retrieving and analysis of small and macromolecules.

1. Structure formats for small molecules:

- d) SMILE
- e) InChI key
- f) IUPAC

2. 2D and 3D chemical compound representations using:

- o Chemsketch
- o Chemdraw
- o Avogadro
- o Discovery studio Visualizer

3. Resources for small chemical compounds:

- a) PubChem
- b) ChEMBL

4. Accessing chemical structures of drug molecules:

- a) DrugBank

5. Macromolecular structure resources:

- a) PDB
- b) MMDB

6. Visualization of macromolecular structures using:

- a) RasMol
- b) Pymol
- c) Discovery studio visualizer

Recommended Books:

1. Bioinformatics: A practical guide to the analysis of genes and proteins. Ed. By Baxevanis, 3rd Edition, (1998) John Wiley & Sons, Inc. Publication.
2. Bioinformatics: Sequences, structure and databanks by Des Higgins and Willie Taylor, Oxford University Press, (2000).

Semester – III

BINF-SEC-3-301: ARTIFICIAL INTELLIGENCE TOOLS FOR BIOLOGICAL DATA ANALYSIS (PRACTICAL)

(Skill Enhancement Course: Students of Department of Bioinformatics must select BINF-3007 as their SEC. Student of allied/ other streams can also opt for this SEC)

External Practical Marks:	70
Internal Practical Marks:	05
Total Practical Marks:	75

Course Duration:

1 Semester = 15 weeks which will have 90 hours of practical classes (6 hours/week)

1 Credit = 30 hours of practical classes

Total Credits: 3 (Each credit is equal to 25 marks)

Learning Outcomes:

Artificial Intelligence tools for Biological Data Analysis acquaint students about the basic AI tools and libraries used in biological data analysis.

1. AI-based Biological Literature data Searching and Management tool:

- Semantic Scholar
- Consensus
- Litmaps
- Research rabbit

2. AI-based tools for drug discovery

- Decimer
- DeepSynergy
- ProTox
- Polypharmacology Browser 2 (PPB2)

3. AI-based tools for Protein and Peptide data

- modIAMP
- ToxinPred
- AlphaFold
- AlphaFolddb

4. AI-based tools for Genomic Data

- VarChat
- BLAST2GO

Recommended Books:

- A Biologist's Guide to Artificial Intelligence by AmbreenHamadani, Academic Press (2024).
- Artificial Intelligence Technologies for Computational Biology by Ranjeet Kumar Rout, CRC press (2023).

Biotechnology

BIOT-SEC-1-101: BIOSAFETY & BIOSECURITY

Learning Outcomes: This course will provide the knowledge about the concepts related to biorisk, biosafety and biosecurity. Further it will help to know procedures related to decontamination and biological waste disposal and Engineering controls, lab equipments, administrative controls. This course will make them skilled to work with safety in any state of the art biological laboratory.

Course Duration

30 hours of lectures for Theory + 30 hours of practical
(1 credit = 15 hours of theory learning based on 2 hrs./week)
(1 credit = 30 hours of practical based on 2 hrs./week)
(1 Semester = 15 weeks)

Credits : 3 credits (Each credit is equal to 25 marks)

External Theory	Internal Theory	External practical	Internal practical
45	05	22	03

Theory Paper: The exam of this course will be of 3 hours duration.

Instructions for paper setters and candidates:

Examiner will set a total of nine questions comprising two questions from each unit and one compulsory question of short answer type covering the whole syllabus. The students will attempt one questions from each unit and the compulsory question. All questions may carry equal marks.

UNIT I

Concept of biorisk management (BRM), Introduction to Biosafety and Biosecurity.
Components of BRM: Assessment, Mitigation and Performance.

UNIT II

Engineering controls and lab equipments: Primary and secondary containment barriers, Types of biosafety cabinets, HEPA Filters, Chemical fumehood, ventilation systems.
Personal Protective equipments (PPEs) and its types, Best practices for using PPEs.

UNIT III

Decontamination: Principle and Methods.
Biological waste disposal: Categories and risk associated, collection, treatment and disposal methods.
Lab biosecurity: Components, threats and safety measures.

UNIT IV

Role of GLWP in lab biosafety.
Standard operating procedures (SOPs): Development, validation and importance in biorisk management.

BIOT-SEC-1-101: BIOSAFETY & BIOSECURITY (Practicals)

1. Demonstration of use of PPEs
2. Waste Disposal methods
3. Decontamination by Autoclaving, Microwaving and Chemicals
4. Cleaning of Spills using absorbents
5. Imparting knowledge of various toxic and hazardous agents used in the laboratories.
6. Preparing SOPs for use of any two instruments in the lab.

BIOT-SEC-2-201: BIOSTATISTICS

Learning Outcomes: To learn applications of statistics in the field of biology. To summarize and interpret data visually through appropriate statistical graphs. To learn to explain the differences among various statistical techniques and select an appropriate technique for a given set of variables and research questions. The paper helps in interpretation of Biological data.

Course Duration

30 hours of lectures for Theory + 30 hours of practical
(1 credit = 15 hours of theory learning based on 2 hrs./week)
(1 credit = 30 hours of practical based on 2 hrs./week)
(1 Semester = 15 weeks)

Credits: 3 credits (Each credit is equal to 25 marks)

External Theory	Internal Theory	External practical	Internal practical
45	05	22	03

Instructions for the Paper Setters and Examiners:

Examiner will set a total of nine questions comprising two questions from each unit and one compulsory question of short answer type covering the whole syllabus. The students will attempt one questions from each unit and the compulsory question. All questions may carry equal marks, unless specified

UNIT – I

An overview of statistics, Introduction of Population, samples, variables, Attributes

Data Classification: types of data, collection, classification and tabulation of the primary data, secondary data, discrete data and continuous data.

UNIT – II

Data Representation: graphical representation, histogram, frequency polygon, cumulative frequency curve, ogive curve, Bar Charts, Stacked Bars, Line diagram, Pie Diagram, creation of charts using Excel.

UNIT-III

Concept of central tendency or location and their measures. Mean, Median, Mode partition values, variability of data: standard deviation Median, quantiles, deciles and percentiles, Harmonic mean, Geometric Mean, Maximum and Minimum Value. Dispersion and their measures, Skewness, Kurtosis, relative dispersion. Correlation and Simple Linear Regression Scatterplots and correlation Regression lines.

UNIT-IV

Methods of sampling, confidence level, critical region, testing of hypothesis and standard error, large sample test and small sample test. Problems on test of significance, t-test, chi-square test for goodness of fit and analysis of variance (ANOVA).

Reference Books:

1. Le, C. T. (2016). Introductory biostatistics. (2nd ed.). USA: John Wiley.
2. Arora, P.N., & Malhan, P.K. (2012). Biostatistics. Mumbai: Himalaya Publishing House.
3. Edmondson, A., & Druce, D. (1996). Advanced Biology Statistics. USA: Oxford University Press
4. Rosner, B. (2015). Fundamentals of Biostatics (8th ed.). Thompson learning academic resources.

BIOT-SEC-2-201: BIOSTATISTICS (Practicals)

1. Presentation of data by frequency tables, diagrams and graphs.
2. Calculation of measures of central tendencies, skewness and Kurtosis.
3. Calculation of dispersion.
- 4 Computation of mean, variance and standard deviation using given (preferably biological) data (2 to 3practicals).
5. Determination of correlation and regression.
6. Problems on t-test, Chi square test and ANOVA.

BIOT-SEC-3-301: TECHNIQUES IN BIOCHEMISTRY & IMMUNOLOGY

Learning Outcomes: This paper will enable the students to learn important tools and techniques based on Biochemical and Immunology principles so that they can understand application of these techniques in biotechnology and medical science. The paper will familiarize the students with the equipments found in the laboratories, their working and applications.

Course Duration

30 hours of lectures for Theory + 30 hours of practical
(1 credit = 15 hours of theory learning based on 2 hrs./week)
(1 credit = 30 hours of practical based on 2 hrs./week)
(1 Semester = 15 weeks)

Credits: 3 credits (Each credit is equal to 25 marks)

External Theory	Internal Theory	External practical	Internal practical
45	05	22	03

Instructions for the Paper Setters and Examiners:

Examiner will set a total of nine questions comprising two questions from each unit and one compulsory question of short answer type covering the whole syllabus. The students will attempt one question from each unit and the compulsory question. All questions carry 9 marks each.

Unit – I

Principle, working and applications of Spectrophotometry (UV& visible)
Raman spectroscopy. ORD and circular dichroism, Nuclear Magnetic Resonance and Electron Spin Resonance spectroscopy, MRI

Unit – II

Electrophoresis: Principle, types (Agarose gel, Native, SDS-PAGE) & their applications.
Centrifugation: Principle, types (Differential, Density Gradient and Ultracentrifugation) & their applications.

Unit – III

X-ray diffraction: Bragg's law; Diffraction of x-rays by crystals
Overview of chromatography: Principles and Applications of Ion exchange, Gel Permeation, Affinity Chromatography, Gas chromatography and HPLC.
Mass spectrometry: Principle& Applications, Instrument used&ionization modes.
MALDI-TOF

Unit – IV

Principle and Applications: ELISA, Immunoblotting, Immunoflorescence, Radioimmunoassay, Use of polyclonal or monoclonal antibodies in enzymes immunoassays. Applications of enzyme immunoassays in diagnostics

SUGGESTED READING

1. Molecular diagnostics; fundamentals, methods and clinical applications. (2019). 3rd edition. Buckingham L. F.A. Davis company
2. Wilson, K., & Walker, J. (2018). 8th edition. Principles and techniques of practical biochemistry. Cambridge : Cambridge University Press.
3. Webster, J. G. (2007). Bioinstrumentation. New York: John Wiley & Sons.
4. van Impe, J.F., Vanrolleghem, P.A., & Iserentant, D.M. (2010). 1st edition. Advanced Instrumentation, Data Interpretation, and Control of Biotechnological Processes. Dordrecht: Kluwer Academic Press
5. Kuby Immunology (2006) by Thomas J. Kindt, Richard A. Goldsby, Barbara A. Osborne, Janis Kuby (W.H. Freeman).
6. Immunology- A short course (2009) by Richard Coico, Geoffrey Sunshine (Wiley Blackwell).
7. K Wilson, J Walker (2000) Principles and techniques of biochemistry and Molecular Biology Seventh Edition, (Cambridge University Press).
8. SR Mikkelsen, E Cortin (2004). Bioanalytical Chemistry (2004) (John Wiley & Sons)
9. David Sheehan (2009). Physical Biochemistry: Principles and Applications, Second Edition. (John Wiley & Sons)
10. P. Carmona, R. Navarro, A, Hernanz (1997) Spectroscopy of biological molecules: Modern trends (Illustrated, Publisher Springer)
11. Bernard Valeur (2001). Molecular fluorescence: Principles and application. Wiley-VCH). Plenum USA.
12. Plummer D.T. (2004). An introduction to practical biochemistry (Tata McGraw Hill Publishers Co. Ltd., New Delhi).
13. Bansal, D.D., K Hardori, R & Gupta, M.M. (1985). Practical biochemistry (Standard Publication, Chandigarh).

BIOT-SEC-3-301: TECHNIQUES IN BIOCHEMISTRY & IMMUNOLOGY (Practicals)

1. Demonstration of SDS-PAGE.
2. Quantitative analysis of protein by UV/ Visible spectrophotometry by Bradford method.
3. Imparting knowledge, use and care of light microscope.
4. Gel filtration chromatography
5. Centrifugation of samples using Swing- bucket and Fixed angle rotor.
6. ELISA

Botany

SEMESTER – I

Course Title: BASIC LAB AND FIELD SKILLS **Course Code:** BOT-SEC-1-101
IN BOTANY

Learning Outcomes: To provide knowledge and skill enhancement on various aspects of lab techniques related to plant sciences and herbarium studies.

Max. Marks: 75

1. Theory: 50
2. Practical: 25

Written Exam: 45
Written Exam: 22

Course Credits = 2+1=3

Internal assessment: 5
Internal assessment: 3

Periods per week: 1. Theory- Three of 45 minutes duration (Two Hours)
2. Practical- One of two hours duration (Two Hours)

Instructions for Paper Setters:

Question Paper will have four units. Students will attempt **five** questions out of total nine comprising of one **COMPULSORY** question consisting of 9 questions having 5 MCQ and 4 fill in the blanks of one mark each covering the whole syllabus. Units 'I', 'II', 'III' and 'IV' will have two questions of 9 marks each and one question is to be attempted out of each unit.

Teaching Aids: Teachers can use lecture, lecture cum demonstration, project, assignments, problem solving, inductive and deductive methods, and can use L.C.D., L.E.D., Multimedia projector in addition to black/white board.

UNIT – I

8 Hours

Microscopy, sample and slide Preparation: Components and functioning of dissecting and compound microscopes; standard staining procedures, mounting and sealing.

UNIT – II

7 Hours

Methods in Field work: Collection and preservation of samples
Herbarium: Introduction and significance; procedure and techniques for herbarium preparation, important herbarium of the world, virtual herbarium.

UNIT – III

8 Hours

Botanical Gardens: Introduction and significance; important botanical gardens of the world; significance of botanical gardens.

UNIT – IV

7 Hours

Solutions and Buffers: Preparation of solutions; Molarity, Molality, Normality, percent solutions, pH measurements, buffer preparation.

Suggested laboratory exercises:

1. Preparation of a temporary mount of onion peel with acetocarmine staining.
2. Preparation of permanent slide of T.S. stem/root/leaf (any available plant) with safranin-fast green double staining.
3. Preparation of Normal and Molar solution.
4. Measuring pH of solution (using pH paper or pH meter).
5. Herbarium sheet preparation with labels of dried plant specimen.
6. Field visits to Botanical Gardens.

Suggested Readings:

1. Gurcharan Singh (2016). Plant Systematics: Theory and practice. Oxford and IBH Publishing Co. Pvt Ltd. New Delhi.
2. Evert, R. F., Eichhorn, S. E., Perry, J.B. (2012). Laboratory Topics in Botany. W.H. Freeman and Company.
3. Mesh, M.S., Kebede-Westhead, E. (2012). Essential Laboratory Skills for Biosciences. John Wiley & Sons, Ltd.

GUIDELINES FOR PRACTICAL EXAMINATION

Time: 3 hrs
Practical: 22

Max Marks: 25
Internal Assessment: 03

1. Cut T.S., Stain and make a permanent mount (double staining) of specimen B (stem/ root/ leaf- to be announced by examiner). Draw its labelled diagram and show stained slide to examiner. (06)
2. Write the material required, procedure and precaution of preparation of Normal or Molar solution (to be announced by examiner). (04)
3. Write the procedure of measuring pH of solution. (03)
4. Herbarium file (03)
5. Practical Note-book (03)
6. Viva-voce. (03)

SEMESTER – II

Course Title: BIOFERTILIZERS

Course Code: BOT-SEC-2-201

Learning Outcome: To provide knowledge about the plant resources as growth promoters and fertilizers.

Max. Marks: 75

1. Theory: 50
2. Practical: 25

Written Exam: 45
Written Exam: 22

Course Credits = 2+1=3

Internal Assessment: 5
Internal Assessment: 3

Periods per week: 1. Theory- Three of 45 minutes duration (Two Hours)
2. Practical- One of two hours duration (Two Hours)

Instructions for Paper Setters:

Question Paper will have four units. Students will attempt **five** questions out of total nine comprising of one **COMPULSORY** question consisting of 9 questions having 5 MCQ and 4 fill in the blanks of one mark each covering the whole syllabus. Units 'I', 'II', 'III' and 'IV' will have two questions of 9 marks each and one question is to be attempted out of each unit.

Teaching Aids: Teachers can use lecture, lecture cum demonstration, project, assignments, problem solving, inductive and deductive methods, and can use L.C.D., L.E.D., Multimedia projector in addition to black/white board.

UNIT – I

8 Hours

Rhizobium – isolation, identification, mass multiplication, carrier-based inoculants, Actinorhizal symbiosis. *Azotobacter*: classification, characteristics – crop response to *Azotobacter* inoculum, maintenance and mass multiplication.

UNIT – II

7 Hours

General account about the microbes used as biofertilizer, Cyanobacteria (blue green algae), *Azolla* and *Anabaena azollae* association, nitrogen fixation, factors affecting growth, blue green algae and *Azolla* in rice cultivation.

UNIT – III

8 Hours

Mycorrhizal association, types of mycorrhizal association, taxonomy, occurrence and distribution, phosphorus nutrition, growth and yield – colonization of VAM – isolation and inoculum production of VAM, and its influence on growth and yield of crop plants.

UNIT – IV

7 Hours

Organic farming – Green manuring and organic fertilizers, Re-cycling of bio-degradable municipal, agricultural and Industrial wastes – bio-compost making methods, types and method of vermicomposting – field Application.

Suggested Readings:

1. Vayas, S.C., Vayas, S. and Modi, H.A. (1998). *Bio-fertilizers and organic Farming*. AktaPrakashan, Nadiad.
2. SubhaRao, N.S. (2000). *Soil Microbiology*. Oxford & IBH Publishers, New Delhi.
3. Sathe, T.V. (2004). *Vermiculture and Organic Farming*. Daya publishers.
4. Dubey, R.C. (2005). *A textbook of Biotechnology*. S. Chand & Co, New Delhi.

Suggested laboratory exercises:

1. Study of the root system of leguminous plants.
2. Study of cell structure of cyanobacteria (with the help of permanent slides/ photographs)
3. Study of heterocyst from *Anabaena* (with the help of permanent slides/ photographs)
4. Study the morphology of *Azolla*.
5. Section cutting of *Azolla* leaf.
6. Study of mycorrhizae (with the help of photographs)

GUIDELINES FOR PRACTICAL EXAMINATION

Time: 3 Hrs

Practical: 22

Max Marks: 25

Internal Assessment: 03

1. Write a short note on morphology of specimen A (*Azolla* or Mycorrhizae- to be announced by examiner). (04)
2. Identify the slides B and C giving at least one reason for each. (04)
3. Write a note on root system of leguminous plant and draw its well labelled diagram. (04)
4. Cut section of *Azolla* leaf and draw its labelled diagram. (04)
5. Practical Note-book (03)
6. Viva-Voce. (03)

SEMESTER – III

Course Title: ORGANIC FARMING

Course Code: BOT-SEC-3-301

Learning Outcome: To make students in the gain knowledge on organic farming and organic agriculture and use of eco-friendly biofertilizers and its application in agriculture.

Max. Marks: 75

Course Credits = 2+1=3

1. Theory: 50

Written Exam: 45

Internal Assessment: 5

2. Practical: 25

Written Exam: 22

Internal Assessment: 3

Periods per week:

1. Theory- Three of 45 minutes duration (Two hours)

2. Practical- One of two hours duration (Two hours)

Instructions for Paper Setters:

Question Paper will have four units. Students will attempt **five** questions out of total nine comprising of one **COMPULSORY** question consisting of 9 questions having 5 MCQ and 4 fill in the blanks of one mark each covering the whole syllabus. Units 'I', 'II', 'III' and 'IV' will have two questions of 9 marks each and one question is to be attempted out of each unit.

Instruction Aids: Teachers can use lecture, lecture cum demonstration, project, assignments, problem solving, inductive and deductive methods, and can use L.C.D., L.E.D., Multimedia projector in addition to black/white board.

UNIT – I

8 Hours

Organic Agriculture – Concept and origin; Principles of Organic Agriculture; Comparative perspective of Organic and Conventional Agriculture; Organic Agriculture in the world and India.

UNIT – II

7 Hours

Organic Manure: Types of organic manure- Green manure, farm yard manure, farm compost, urban waste compost, rural waste compost, Advantages of organic manure.

UNIT – III

8 Hours

Chemical Fertilizers: Chemical fertilizers and their impact on environment. Pollution of soil, surface and ground water due to overuse of fertilizers and pesticides and remedial measures, inorganic and organic fertilizers.

Biofertilizers: Introduction, role in soil fertility and crop yield, crop-rotation, biopesticides

UNIT – IV

7 Hours

Organic Certification– Certification Process, Product Labelling; Regulatory Mechanisms for Organic Certification in India. National Standards for Organic Production.

Suggested Readings:

1. Kristensen, P., Taji, A. and Reganold, J. (2006). Organic Agriculture: A Global Perspective. CSIRO Press, Victoria, Australia
2. Joshi, M., Setty, T.K.P. and Prabhakarasetty (2006). Sustainability through Organic farming. 1st Edition. Kalyani Publishers, Ludhiana, India. Agrobios, India
3. Peter V. Fossel (2007). Organic Farming: Everything You Need to Know. Voyageur Press.
4. Ann Larkin Hansen (2010). The Organic Farming Manual (A Comprehensive Guide to Starting and Running a Certified Organic Farm). Storey Publishing LLC.
5. Vayas, S.C, Vayas, S. and Modi, H.A. (1998). Bio-fertilizers and organic farming. Akta, Prakashan, Nadiad.

Suggested laboratory exercises:

1. Visit to composting plant / Organic Farm / Mushroom Cultivation centre.
2. To analyse the moisture content of compost/soil.
3. Analysis of pH of soil.
4. Seed viability test by using Tetrazolium chloride method.
5. To study nutrient deficiency symptoms (photographs/ specimens)
6. To prepare project on organic manure/ biofertilizers.

GUIDELINES FOR PRACTICAL EXAMINATION

Time: 3 Hrs

Practical : 22

Max. Marks: 25

Int. Assessment: 3

1. Identify and write notes on A and B (nutrient deficiency symptoms photographs or specimens). (6)
2. To test pH of given soil sample and write its procedure. (4)
3. To write procedure of seed viability test / analysis of moisture content of soil or compost. (4)
4. Project report (2)
5. Practical note-book (3)
6. Viva-Voce (3)

Chemistry

Semester	I
Code of Paper	CHM-SEC-1
Title of Paper	Hands-on Chemistry Lab Skills -1
Total Credit	03 (03 Practical)
Total Marks	75 (Practical)
Marks distribution of the Practical paper	End semester = 67 Internal Marks = 08
Contact Hours	Practical: 6 Hrs. per week
Applicable to all students who have opted for Table 1 and Table 2	
LEARNING OUTCOMES SPECIFIC TO DISCIPLINE	
The course will provide the following outcomes.	
<ol style="list-style-type: none">1. Development of skills for analysis using both volumetric and gravimetric analytical techniques.2. Students will be equipped with practical skills for collecting samples, evaluating data, and performing laboratory analyses with precision and accuracy.	
GENERIC OUTCOMES	
<ol style="list-style-type: none">1. The students will be able to learn Critical Thinking and Problem Solving, Practical Laboratory Skills, Data Management and Evaluation, Safety and Hazard Management, Communication Skills, Ethical and Professional Responsibility, and Interdisciplinary Application of Knowledge2. These generic outcomes will equip students with a broad set of transferable skills, making them capable of conducting rigorous scientific analysis while working safely, ethically, and effectively in collaborative environments.	

Semester-1
Syllabus for Practical Paper
CHM-SEC-1
Hands-on Chemistry Lab skills-1

End semester = 67

Internal Marks = 08

Examination Time allowed

Credits - 03

Contact Hours – 6/week

3 Hours

I. INORGANIC CHEMISTRY

1. Calibration and use of apparatus
2. Preparation of solutions of different Molarity/Normality of titrants
3. Acid-base titrations
 - a. Determination of the % purity of caustic soda
 - b. Determination of the strength of boric acid
 - c. Determination of the strength of Na_2CO_3 and NaHCO_3 in a mixture
 - d. Determination of alkali in soap solution
 - e. Determination of the number of molecules of water of hydration in washing soda

II. ORGANIC CHEMISTRY

4. Calibration of the thermometer
5. Determination of boiling points: Ethanol 78° , Cyclohexane 81.4° , Toluene 110.6°
6. Mixed melting point determination: Urea-Cinnamic acid mixture of various compositions (1:4,1:1,4:1)

III. PHYSICAL CHEMISTRY

7. Viscosity:
 - a. To determine the viscosity of Brine Solution(20%), n-Butylalcohol, cyclohexane
 - b. To determine the coefficient of viscosity of aqueous solution of (i) a polymer, (ii) glycerol, (iii) sugar at room temperature using the Ostwald viscometer
 - c. Study the effect of the concentration of solute on the viscosity of sucrose solution.
 - d. Study the effect of the concentration of micellar solution on the coefficient of viscosity.

Books/Literature suggested

1. Jolly, W.L., Modern Inorganic Chemistry; 2nd edition, Pubs: Tata McGraw-Hill Publishing Company Limited, 1991.
2. Practical Organic Chemistry, 4TH EDN, F G Mann & B C Saunders, Cambridge. March 1973
3. Vogel's Textbook of Practical Organic Chemistry, 5th Ed., Brian S Furniss, Anthony J Hannaford, Peter W G Smith & Austin R Tatchell,
4. Khosla, B.D., Garg, V.C., Gulati, A., Senior Practical Physical Chemistry; 11th edition, Pubs: R.Chand & Co., New Delhi, 2002.
5. Das, R.C., Behra, B., Experimental Physical Chemistry; Pubs: Tata McGraw-Hill Publishing Co. Ltd., 1983.
6. Levitt, B.P., Findlays Practical Physical Chemistry; 8th edition, Pubs: Longman Group Ltd., London & New York, 1978.

Semester	II
Code of Paper	CHM-SEC-2
Title of Paper	Hands - on Chemistry Lab Skills -2
Total Credit	03 (03 Practical)
Total Marks	75 (Practical)
Marks distribution of the Practical paper	End semester = 67 Internal Marks = 08
Contact Hours	Practical: 6 Hrs. per week
Applicable to all students who have opted for Table 1 and Table 2	
LEARNING OUTCOMES SPECIFIC TO DISCIPLINE	
The course will provide following outcomes.	
<ol style="list-style-type: none"> 1. Development of skills for analysis using both volumetric and gravimetric analytical techniques. 2. Students will be equipped with practical skills for collecting samples, evaluating data, and performing laboratory analyses with precision and accuracy. 	
GENERIC OUTCOMES	
<ol style="list-style-type: none"> 1. The students will be able to learn Critical Thinking and Problem Solving, Practical Laboratory Skills, Data Management and Evaluation, Safety and Hazard Management, Communication Skills, Ethical and Professional Responsibility, Interdisciplinary Application of Knowledge 2. These generic outcomes will equip students with a broad set of transferable skills, making them capable of conducting rigorous scientific analysis while working safely, ethically, and effectively in collaborative environments. 	

Semester-2
Syllabus for Practical Paper
CHM-SEC-2
Hands-on Chemistry Lab skills-2

End semester = 67

Internal Marks = 08

Examination Time allowed

Credits - 03

Contact Hours – 6/week

3 Hours

I. INORGANIC CHEMISTRY

1. Permanganometry and dichromatometry
 - a. Preparation and standardisation of KMnO_4 solution
 - b. Determination of the percentage of Fe in the given iron solution.
 - c. Determination of Ca in a sample of calcium chloride solution.
 - d. Determination of water of crystallisation in green vitriol.
 - e. Determination of the strength of oxalic acid and sodium oxalate in the mixture using KMnO_4 .
 - f. Determination of Fe^{2+} and Fe^{3+} by $\text{K}_2\text{Cr}_2\text{O}_7$ solution.
 - g. Determination of Fe^{2+} by $\text{K}_2\text{Cr}_2\text{O}_7$ solution using an external indicator.

II. ORGANIC CHEMISTRY

2. Basic Crystallisation methods for purification: Filtration, Simple Crystallisation and Fractional Crystallisation.
 - a. Phthalic acid from hot water (using fluted filter paper and a stemless funnel).
 - b. Acetanilide from boiling water.
 - c. Benzoic acid from water
3. Decolorisation and crystallization using charcoal
 - a. Decolorisation of brown sugar (sucrose) with animal charcoal using gravity filtration.
 - b. Crystallization and decolorisation of impure naphthalene (100g of naphthalene mixed with 0.3g of Congo Red using 1g decolorising carbon) from ethanol.

III. PHYSICAL CHEMISTRY

4. Surface Tension:
 - a. To determine the surface tension of Brine Solution (20%), n-Butyl alcohol, cyclohexane
 - b. Study the variation of surface tension of detergent solution with concentration
 - c. Determine the critical micellar concentration of a detergent using surface tension
 - d. Determine the cleansing power of two detergents using surface tension method

Books/Literature suggested

1. Jolly, W.L., Modern Inorganic Chemistry; 2nd edition, Pubs: Tata McGraw-Hill Publishing Company Limited, 1991.
2. Practical Organic Chemistry, 4th EDN, F G Mann & B C Saunders, Cambridge, March 1973
3. Vogel's Textbook of Practical Organic Chemistry, 5th Ed., Brian S Furniss, Anthony J Hannaford, Peter W G Smith & Austin R Tatchell,
4. Khosla, B.D., Garg, V.C., Gulati, A., Senior Practical Physical Chemistry; 11th edition, Pubs: R.Chand & Co., New Delhi, 2002.
5. Das, R.C., Behra, B., Experimental Physical Chemistry; Pubs: Tata McGraw-Hill Publishing Co. Ltd., 1983.
6. Levitt, B.P., Findlays Practical Physical Chemistry; 8th edition, Pubs: Longman Group Ltd., London & New York, 1978.

Semester	III
Code of Paper	CHM-SEC-3
Title of Paper	Hands - on Chemistry Lab Skills -3
Total Credit	03 (03 Practical)
Total Marks	75 (Practical)
Marks distribution of the Practical paper	End semester = 67 Internal Marks = 08
Contact Hours	Practical: 6 Hrs. per week
Applicable to all students who have opted for Table 1 and Table 2	
LEARNING OUTCOMES SPECIFIC TO DISCIPLINE	
The course will provide following outcomes.	
<ol style="list-style-type: none"> 1. Development of skills for analysis using both volumetric and gravimetric analytical techniques. 2. Students will be equipped with practical skills for collecting samples, evaluating data, and performing laboratory analyses with precision and accuracy. 	
GENERIC OUTCOMES	
<ol style="list-style-type: none"> 1. The students will be able to learn Critical Thinking and Problem Solving, Practical Laboratory Skills, Data Management and Evaluation, Safety and Hazard Management, Communication Skills, Ethical and Professional Responsibility, Interdisciplinary Application of Knowledge 2. These generic outcomes will equip students with a broad set of transferable skills, making them capable of conducting rigorous scientific analysis while working safely, ethically, and effectively in collaborative environments. 	

Semester-3
Syllabus for Practical Paper
CHM-SEC-3
Hands-on Chemistry Lab skills-3

End semester = 67

Internal Marks = 08

Examination Time allowed

Credits - 03

Contact Hours – 6/week

3 Hours

I. Paper chromatography

1. Separation of dyes
2. Separation of carbohydrate molecules
3. Separation of a mixture of food colours
4. Separation of plant pigments
5. Separation of metal ions

II. Thin layer chromatography

6. Preparation of TLC plates
7. Separation and identification of Ni^{2+} and Co^{3+} ions
8. Separation of plant pigments
9. Separation of analgesic drugs
10. Separation of dyes
11. Determination of R_f values and identification of organic compounds

III. Column chromatography

12. Separation of leaf pigments
13. Separation of spinach extract
14. Separation of dyes

Books/Literature suggested

1. Vogel's Textbook of quantitative chemical analysis, 5th Ed., Jeffery, G.H., Bassett, J., Mendham, J., Denney, R.C.
2. Khosla, B.D., Garg, V.C., Gulati, A., Senior Practical Physical Chemistry; 11th edition.
3. Vogel, A.I., Tatchell, A.R., Furnis, B.S., Hannaford, A.J., & Smith, P.W.G., *Textbook of Practical Organic Chemistry*, Prentice-Hall, 5th edition, 1996.
4. Mendham, J., A.I. Vogel's *Quantitative Chemical Analysis*, 6th Ed., Pearson, 2009.

COMMERCE

SKILL ENHANCEMENT COURSES (SEC)

	Paper Code	Type of Course	Subject Name	Credits	Hours	External Marks	Internal Practical	Internal Assessment	Total
SEMESTER-I (ONE SEC TO BE SELECTED)	COM/BBA (SEC) – 101	Skill Enhancement Course	Digital Marketing	3	3	50	10	15	75
	COM/BBA (SEC) – 101 A	Skill Enhancement Course	Data Analytics	3	3	50	10	15	75
	COM/BBA (SEC) – 101B	Skill Enhancement Course	Security Analysis	3	3	60	-	15	75
	COM/BBA (SEC) – 101 C	Skill Enhancement Course	Tally Prime Applications In Accounting	3	3	50	10	15	75
	COM/BBA (SEC) – 101 D	Skill Enhancement Course	Contemporary Banking	3	3	60	-	15	75
	COM/BBA (SEC) – 101 E	Skill Enhancement Course	Fundamentals of Travel & Tourism	3	3	60	-	15	75
	COM/BBA (SEC) – 101 F	Skill Enhancement Course	Introduction to Event Management	3	3	60	-	15	75
SEMESTER-II (ONE SEC TO BE SELECTED)	COM/BBA (SEC) – 201	Skill Enhancement Course	E-Commerce	3	3	50	10	15	75
	COM/BBA (SEC) – 201 A	Skill Enhancement Course	Computer Applications in Accounting and Finance	3	3	50	10	15	75
	COM/BBA (SEC) – 201 B	Skill Enhancement Course	Financial Market Simulation Trading Course	3	3	50	10	15	75
	COM/BBA (SEC) – 201 C	Skill Enhancement Course	Busy Software Applications In Accounting	3	3	50	10	15	75
	COM/BBA (SEC) – 201 D	Skill Enhancement Course	Digital Banking	3	3	60	-	15	75
	COM/BBA (SEC) – 201 E	Skill Enhancement Course	Fundamentals of Travel & Tourism II	3	3	60	-	15	75
	COM/BBA (SEC) – 201 F	Skill Enhancement Course	Sponsorship & Fund Raising	3	3	60	-	15	75
SEMESTER-III (ONE SEC TO BE SELECTED)	COM/BBA (SEC) – 301	Skill Enhancement Course	Personality Development And Professional Skills	3	3	60	-	15	75
	COM/BBA (SEC) – 301 A	Skill Enhancement Course	Skill Enhancement Course Accounting Software Using Sql (Oracle)	3	3	50	10	15	75
	COM/BBA (SEC) – 301 B	Skill Enhancement Course	International Banking	3	3	60	-	15	75
	COM/BBA (SEC) – 301 C	Skill Enhancement Course	Ethical Principles & Best Practices in Event Management	3	3	60	-	15	75
			TOTAL CREDITS	9					

1	Course Title	DIGITAL MARKETING
2	Course Code	COM/BBA (SEC) – 101
3	Typology of Course	SKILL ENHANCEMENT COURSE (SEC)
4	Course Duration/ LTP (Lectures, Tutorials, Practical)	30 hours of lectures for Theory + 30 hours of practical (1 credit = 15 hours of theory learning based on 3 hrs./week) (1 credit = 30 hours of practical based on 2 hrs./week) (1 credit = 15 hours of tutorials based on 1 hr./week) (1 Semester = 15 weeks) 2-groups will be created for the purpose of Practical for each unit of B.Com
5	Credits	3 Credits Theory + Practical = 2+1 credits
6	Max. Marks and Time	75 Marks (50 TH +10P+15 IA) 4X2.5 + 4 X 10 = 50 Marks 1. The exam of this course will be of 3 hours duration. 2. There will be no objective type questions.
7	Course Objectives	Digital Marketing and Social Media have transformed marketing and business practice across the globe. This course provides an understanding of the ever evolving digital landscape and examines the strategic role of digital marketing processes and tools in designing the overall Marketing strategy and the Digital Marketing Plan.
8	Course Outcomes	Upon successful completion of the course students will be able to learn; CO1. Traditional Marketing and Digital Marketing CO2. Analyze Online Micro and Macro Environment CO3. Design and Create website CO4. Discuss search engine and social media marketing CO5. Create blogs, videos, and share
9	Pedagogy of the Course Work	Class Room Lecture, Interactive sessions, PPT, Tutorials and Group Discussions, Case Studies etc.
10	Instructions for paper setters and candidates	Note : The question paper of each subject covering the entire course shall be divided into three sections Section A (10 marks) This section will have 6 short answer questions from the entire syllabus. Students are required to attempt 4 questions from this section. Each question will carry 2.5 marks; the total weightage being 10 marks. Section B (20 marks) This section will consist of essay type/numerical questions from Unit I of the syllabus. The candidate will be required to attempt two questions out of four questions. Each question will carry 10 marks; the total weightage being 20 marks. Section C (20 marks) This section will consist of essay type/numerical questions from Unit II of the syllabus. The candidate will be required to attempt two questions out of four questions. Each question will carry 10 marks; the total weightage being 20 marks.

11 Course Content

Unit – I

Digital marketing: Meaning – importance – traditional online marketing vs digital marketing – online market place analysis Micro Environment – Online Macro Environment - trends in digital marketing – competitive analysis.

Unit - II

SEO: Meaning – History and growth of SEO –Importance of Search Engine - On page Optimization – off page optimization – Role of Search Engine Operation- google Ad words – Search Engine Marketing: Campaign Creation – Ad Creation, Approval and Extensions Social media and E mail Marketing.

Practical Work:

- Digital Marketing Implementation for any product
- Create the Digital Marketing Webpage
- Conducting the Search Engine Optimization and Search Engine Marketing
- Using Google Analytics to analyze website performance
- Creating YouTube Channel for Marketing

12 Suggested Readings

- Digital Marketing for Dummies by Ryan Deiss& Russ Henneberry, publisher John Wiley first edition 2020.
- Youtility by JayBaer, Published by Gilda MediaL C Portfolio 2013,
- Epic Content Marketing by Joe Pulizzi, McGraw-Hill Education, 2013
- New Rules of Marketing and PR by David MeermanScott.Wiley, 2017
- Social Media Marketing All-in-one Dummies by JanZimmerman, DeborahNg, John Wiley & Sons.
- Digital Marketing 2020 by Danny Star, Independently Published, 2019

**Undergraduate Programme, Skill Enhancement Courses
First to Third Semester, Examinations, 2025-26**

1	Course Title	DATA ANALYTICS
2	Course Code	COM/BBA (SEC) – 101 A
3	Typology of Course	SKILL ENHANCEMENT COURSE (SEC)
4	Course duration/LTP (Lectures, Tutorials, Practical)	30 hours of lectures for Theory + 30 hours of practical (1 credit = 15 hours of theory learning based on 3 hrs./week) (1 credit = 30 hours of practical based on 2 hrs./week) (1 credit = 15 hours of tutorials based on 1 hr./week) (1 Semester = 15 weeks) 2-groups will be created for the purpose of Practical for each unit of B.Com
5	Credits	3 Credits Theory + Practical = 2+1 credits
6	Max. Marks and Time	75 Marks (50 TH +10P+15 IA) 4X2.5 + 4 X 10 = 50 Marks 1. The exam of this course will be of 3 hours duration. 2. There will be no objective type questions.
7	Course Objectives	The course is aimed to equip learners with the necessary skills and knowledge to effectively utilize spreadsheet software and related tools for data management, analysis, and reporting tasks.
8	Course Outcomes	On successful completion of the course, students would be able to learn: CO1: Understanding the basic layout and functions of spreadsheet software and Navigating the interface, including ribbons, menus, and toolbars. CO2: Applying formulas to perform calculations and manipulate data dynamically. CO3: knowing Data Sorting and Filtering, Pivot Tables and Pivot Charts and solver add-ins. CO4: Configuring print settings such as page orientation, margins, and scaling, Adding headers, footers, and page numbers to printed documents etc.
9	Pedagogy of the Course Work	Class Room Lecture, Interactive sessions, PPT, Tutorials and Group Discussions, Case Studies, on the system training and other tools as per the needs of the learner.
10	Instructions for paper setters and candidates	Note: The question paper of each subject covering the entire course shall be divided into three sections Section A (10 marks) This section will have 6 short answer questions from the entire syllabus. Students are required to attempt 4 questions from this section. Each question will carry 2.5 marks; the total weightage being 10 marks. Section B (20 marks) This section will consist of essay type/numerical questions from Unit I of the syllabus. The candidate will be required to attempt two questions out of four questions. Each question will carry 10 marks; the total weightage being 20 marks. Section C (20 marks) This section will consist of essay type/numerical questions from Unit II of the syllabus. The candidate will be required to attempt two questions out of four questions. Each question will carry 10 marks; the total weightage being 20 marks.

**Undergraduate Programme, Skill Enhancement Courses
First to Third Semester, Examinations, 2025-26**

11	Course Content	<p align="center">UNIT-1</p> <p>Introduction to spreadsheet, Working with spreadsheets Formula/Functions – Lookup tools and Reference Functions, Logical Functions, Database Functions, Date and Time Functions, Information Functions, Mathematical and Statistical Functions, Financial formula plans. Text Functions,</p> <p align="center">UNIT-2</p> <p>Conditional Formatting, Data Sorting and Filtering, Pivot Tables, Pivot Charts, Introduction to Solver Add-in, Excel Charting, Print settings for spreadsheets.</p> <p>Or</p> <p>Any one accounting software as made available by the college.</p>
12	Practical work	The entire syllabus should be covered using any software (like Microsoft or Google sheets etc.) providing spreadsheet software.
13	Suggested Readings	<ul style="list-style-type: none"> • "Excel Essentials: Using Microsoft Excel for Data Analysis and Decision Making" by Scott McDaniel and Brett Barry; Publisher: Holy Macro! Books; 1st Edition; 2015 • "Microsoft Excel 2016 Step by Step" by Curtis Frye; Publisher: Microsoft Press; 1st Edition; 2015 • "Excel Formulas and Functions: Step-By-Step Guide with Examples" by Adam Ramirez; Publisher: Independently published; 1st Edition; 2020 • "Microsoft Excel Data Analysis and Business Modeling" by Wayne Winston; Publisher: Microsoft Press; ; 5th Edition; 2019 • "Excel 2016 Power Programming with VBA" by Michael Alexander and Richard Kusleika; Publisher: Wiley; 1st Edition; 2016

**Undergraduate Programme, Skill Enhancement Courses
First to Third Semester, Examinations, 2025-26**

1	Course Title	SECURITY ANALYSIS
2	Course Code	COM/BBA (SEC) – 101B
3	Typology of Course	SKILL ENHANCEMENT COURSE (SEC)
4	Course duration/LTP (Lectures, Tutorials, Practical)	30 hours of lectures for Theory + 30 hours of practical (1 credit = 15 hours of theory learning based on 3 hrs./week) (1 credit = 30 hours of practical based on 2 hrs./week) (1 credit = 15 hours of tutorials based on 1 hr./week) (1 Semester = 15 weeks) 2-groups will be created for the purpose of Practical for each unit of B.Com
5	Credits	3 Credits Theory + Practical = 2+1 credits
6	Max. Marks and Time	75 Marks (60 TH + 15 IA) 4X5 + 4 X 10 = 60 Marks 1. The exam of this course will be of 3 hours duration. 2. There will be no objective type questions.
7	Course Objectives	This course helps you understand the most important parameters from the financial statements such as balance sheet, income statement and cash flow statement. Further it enables to learn concepts of Technical Analysis, Understand demand and supply of price movements and Ability to analyze a price chart and make informed trading/investment decisions
8	Course Outcomes	On successful completion of the course, students will be able to learn: CO1: Understanding of securities available in the market. CO2: Knowledge of financial statements and their application in analysis. CO3: Knowledge of economy, industry and company parameters for having wider viewpoint. CO4: Identification of price trends and Forecasting Price Movements CO5: Development of trading strategies and risk management techniques.
9	Pedagogy of the Course Work	Class Room Lecture, Interactive sessions, PPT, Tutorials and Group Discussions, Case Studies, on the system training and other tools as per the needs of the learner.
10	Instructions for paper setters and candidates	Note: The question paper of each subject covering the entire course shall be divided into three sections Section A (20 marks) This section will have 6 short answer questions from the entire syllabus. Students are required to attempt 4 questions from this section. Each question will carry 5 marks; the total weightage being 20 marks. Section B (20 marks) This section will consist of essay type/numerical questions from Unit I of the syllabus. The candidate will be required to attempt two questions out of four questions. Each question will carry 10 marks; the total weightage being 20 marks. Section C (20 marks) This section will consist of essay type/numerical questions from Unit II of the syllabus. The candidate will be required to attempt two questions out of four questions. Each question will carry 10 marks; the total weightage being 20 marks.

11	Course Content	<p style="text-align: center;">Unit -1</p> <p>Basics of Equity Fundamentals: Industry & Economics Analysis, Financial Research Analysis, How to Identify Valuation Parameters, Three Statement Analysis, Evaluating Sector & Industry Structure – Top down vs. Bottom Up approach, Understanding Competitive Advantage and how it affects companies.</p> <p style="text-align: center;">Unit -2</p> <p>Basics of technical analysis: Meaning and its basic assumptions, Dow theory, Charts- Candlestick chart patterns and its various types of candles, Pattern study- Support and resistance, head and shoulders, Gap theory, double top and double bottom, Indicators and Oscillators-Moving averages, application of Simple and exponential moving averages, Moving average convergence/divergence, Momentum study, Relative strength index, Understanding volume for analysis</p>
12	Practical work	<p>Using stock market website like BSE, NSE, et-markets, money control, screener etc. for fundamental analysis and trading view, et markets, money control, yahoo finance etc. for technical analysis should be used for covering entire syllabus. The entire syllabus must be viewed as applied one and covered using real time online stock market platforms.</p>
13	Suggested Readings	<ul style="list-style-type: none"> • "Technical Analysis of the Financial Markets" by John J. Murphy; Publisher: Prentice Hall; 1st Edition; Year: 1999 • "Japanese Candlestick Charting Techniques" by Steve Nison; Publisher: Prentice Hall Press; 2nd Edition; Year: 2001 • "Technical Analysis Explained" by Martin J. Pring; Publisher: McGraw-Hill Education; 4th Edition; Year: 2001 • "Technical Analysis of Stock Trends" by Robert D. Edwards and John Magee; Publisher: CRC Press, 11th Edition; Year: 2020 • "Trading for a Living" by Dr. Alexander Elder; Publisher: John Wiley & Sons; 2nd Edition; Year: 1993 • "Encyclopedia of Chart Patterns" by Thomas N. Bulkowski; Publisher: Wiley; 2nd Edition; Year: 2005 • "Technical Analysis from A to Z" by Steven B. Achelis; Publisher: McGraw-Hill Education; 2nd Edition; Year: 2001

1	Course Title	TALLY PRIME APPLICATIONS IN ACCOUNTING
2	Course Code	COM/BBA (SEC) – 101 C
3	Typology of Course	SKILL ENHANCEMENT COURSE (SEC)
4	Course Duration/LTP (Lectures, Tutorials, Practical)	<p>30 hours of lectures for Theory + 30 hours of practical (1credit=15 hours of theory learning based on 3hrs./week) (1credit=30 hours of practical based on 2 hrs./week) (1credit=15 hours of tutorials based on 1 hr./week)</p> <p>(1Semester =15weeks) 2-groups will be created for the purpose of Practical for each unit of B.Com</p>
5	Credits	3 Credits Theory + Practical = 2+1credits
		<p>75 Marks (50 TH +10P+15 IA)</p> <p>4X2.5 + 4 X 10 = 50 Marks</p> <ol style="list-style-type: none"> 1. The exam of this course will be of 3 hours duration. 2. There will be no objective type questions.
7	Course Objectives	<ul style="list-style-type: none"> • Understand the key features, modules, and capabilities of the Tally accounting software. • Gain proficiency in setting up and configuring Tally to meet the specific requirements of an organization. • Develop skills in generating financial reports, such as balance sheets, income statements, and cash flow statements. • Understand the importance of data security, backup, and compliance in the context of accounting software.
8	Course Outcomes	<ul style="list-style-type: none"> <input type="checkbox"/> Upon successful completion of the course students will be able to learn; <input type="checkbox"/> CO1.Understanding Tally features, modules, and capabilities.(CO1) <input type="checkbox"/> CO2.Proficiency in configuring Tally for organizational needs.(CO2) <input type="checkbox"/> CO3.Ability to generate financial reports efficiently.(CO3) <input type="checkbox"/> CO4.Awareness of data security, backup, and compliance.(CO4) <input type="checkbox"/> CO5. Mastery in voucher entry, invoicing, and advanced Tally applications.(CO5)
9	Pedagogy of the Course Work	Class Room Lecture, Practical sessions, PPT, Tutorials and Group Discussions, Case Studies etc.
10	Instructions for paper setters and candidates	<p>Note : The question paper of each subject covering the entire course shall be divided into three sections</p> <p>Section A (10 marks) This section will have 6 short answer questions from the entire syllabus. Students are required to attempt 4 questions from this section. Each question will carry 2.5 marks; the total weightage being 10marks.</p> <p>Section B (20marks) This section will consist of essay type/numerical questions from Unit I of the syllabus. The candidate will be required to attempt two questions out of four questions. Each question will carry 10 marks; the total weightage being 20 marks.</p>

		Section C (20 marks) This section will consist of essay type/numerical questions from Unit II of the syllabus. The candidate will be required to attempt two questions out of four questions. Each question will carry 10 marks; the total weightage being 20 marks.
11	Course Content	<p style="text-align: center;">SECTION A</p> <p>Module I: Introduction & Accounting-Tally Tally Origin-General Features, Accounting Features, Inventory Features, Starting Tally and its Components, icons, Multilingual features of Tally Create Company, Create, alter & display Groups and Ledgers, Accounting Vouchers Types and Transaction</p> <p>Module II: Taxation in Tally and GST GST- Purchase Voucher, Sales Vouchers, GST return and payments Party Ledger analysis.MIS–Purchase, Sales, Stock analysis and reports, cash and bank reports, Financial Reports, Multiple Languages, TDS, TCS, Printing Reports.</p> <p style="text-align: center;">SECTION B</p> <p>Module III: Voucher Entry in Tally Prime Accounting vouchers, Inventory Vouchers, Invoicing, Pay-roll accounting, Advanced Applications of Tally Prime Bill Wise Details, Cost Centers, Cost categories, Voucher class and cost center class, bank Reconciliation, Multiple Currencies, Interest calculations, Budgeting and Budgetary control, Scenario Analysis, Advanced inventory control and management.</p> <p>Module IV: Reports Checking & Data Security Accounting & Inventory Reports, Advance Accounting in Tally, Import/Export Data with Excel, Data Security. Short cut keys, Data Synchronization, Finalization entries, Tally Audit</p>
12	Suggested Readings	<ul style="list-style-type: none"> • Tally Accounting Software User Guide • Tally Accounting Software Training Videos • "Accounting Information Systems" by Marshall B.Romney and Paul J. Steinbart <p>Industry-specific Tally implementation case studies and best practices</p>

1	Course Title	CONTEMPORARY BANKING
2	Course Code	COM/BBA (SEC) – 101 D
3	Typology of Course	SKILL ENHANCEMENT COURSE (SEC)
4	Course Duration/ LTP (Lectures, Tutorials, Practical)	30 hours of lectures for Theory + 30 hours of practical (1 credit = 15 hours of theory learning based on 3 hrs./week) (1 credit = 30 hours of practical based on 2 hrs./week) (1 credit = 15 hours of tutorials based on 1 hr./week) (1 Semester = 15 weeks) 2-groups will be created for the purpose of Practical for each unit of B.Com
	Credits	3 Credits Theory + Practical = 2+1 credits
	Max. Marks and Time	75 Marks (60 TH + 15 IA) 4X5 + 4 X 10 = 60 Marks 1. The exam of this course will be of 3 hours duration. 2. There will be no objective type questions.
	Pedagogy of the Course Work	Class Room Lecture, Interactive sessions, PPT, Tutorials and Group Discussions, Case Studies etc.
	Instructions for paper setters and candidates	Note : The question paper of each subject covering the entire course shall be divided into three sections Section A (20 marks) This section will have 6 short answer questions from the entire syllabus. Students are required to attempt 4 questions from this section. Each question will carry 5 marks; the total weightage being 20 marks. Section B (20 marks) This section will consist of essay type/numerical questions from Unit I of the syllabus. The candidate will be required to attempt two questions out of four questions. Each question will carry 10 marks; the total weightage being 20 marks. Section C (20 marks) This section will consist of essay type/numerical questions from Unit II of the syllabus. The candidate will be required to attempt two questions out of four questions. Each question will carry 10 marks; the total weightage being 20 marks.
	Course Content	Unit- I <ul style="list-style-type: none"> • Banking structure: Origin &Types of banks. • Classification & operations of Bank accounts: Nomination, KYC noms (Elepents, • Documents required. Types) \ o Information Technology in Banking sector: Overview, Applicability and Concept of Artificial Intelligence (AI) • Role of Banks in Financing Start-ups: challenges & opportunities ahead.

		<p>Unit-II</p> <ul style="list-style-type: none"> • Current Opportunities, Challenges and Threats in Indian Banking industry. • Recent Developments in Indian Banking sector. • Impact of Globalisation on Indian Banking sector. • Customer Relationship Management (CRM): Opportunities and Challenges in Banks, • Customer Information Database, e-CRM, Benefits of CRM to banks.
	Practical Work	<ul style="list-style-type: none"> • Filling of Pay-in-slips and Withdrawal slips • Opening and Closing of bank account • Demand draft generation • Filing of KYC forms • Start -up funding proformas
	Suggested Readings	<ol style="list-style-type: none"> 1. Upadhyaya, Management of Commercial Banks of India 2. P.N.Varshney, Banking Law and Practice. 3. Gordonand, Natarajan Banking Theory Law and Practice 4. B.S. Khubehandani, Practice and Law of Banking

Undergraduate Programme, Skill Enhancement Courses
First to Third Semester, Examinations, 2025-26

1	Course Title	FUNDAMENTALS OF TRAVEL AND TOURISM
2	Semester	I
3	Course Code	SEC-TAT01
4	Typology of Course	Skill Enhancement Course (SEC)
5	Course Duration/LP (Lectures)(Practical)	45 hours of lectures for Theory (1credit=15hours of theory learning based on 3 hrs./week) (1Semester=15 weeks)
6	Credits	3 credits
7	Max. Marks and Time	75 Marks (60 TH+15IA) a. The exam of this course will be of 3 hours duration. b. There will be no objective type questions. c. Students are required to have the knowledge of the developments in the subject upto 6 months before the examination. d. Use of non-programmable calculators by the students in the Examination Hall is allowed.The calculators will not be provided by the University/College to the examinees
8	Course Objective	Learners would be able to gain knowledge about the tourism sector and also develop understanding about various relevant Concepts relating to tourism industry.
9	Course Outcomes	On successful completion of the course, the students will be able to CO1. Have the ‘ basic understanding’ of the nature of tourism industry. CO2. The readers will be in a position to gain insights about the tourism regulation and policies. CO3. The learners would be able to develop understanding about tourism marketing, media in tourism and e- tourism. CO4. The readers would be familiar with the future prospects and likely challenges of tourism industry well.
10	Pedagogy of the Course Work	Class Room Lecture, Interactive sessions, PPT, Group Discussions.
11	Instructions for paper setters and candidates	The syllabus has been divided into TWO units: The question paper of each subject covering the entire course shall be divided into three sections. <ul style="list-style-type: none"> • Section A (20marks) This section will have 6 short answer questions from the entire syllabus. Students are required to attempt 4 questions from this section. Each question will carry 5 marks; the total weightage being 20marks. • Section B (20 marks) This section will consist of essay type/numerical questions from Unit I of the syllabus. The candidate will be required to attempt two questions out of four questions. Each question will carry 10 marks; the total weightage being 20marks.

		<ul style="list-style-type: none"> Section C (20 marks) This section will consist of essay type/numerical questions from Unit II of the syllabus. The candidate will be required to attempt two questions out of four questions. Each question will carry 10 marks; the total weightage being 20 marks.
12	Course Content	<p style="text-align: center;">UNIT-I</p> <p>Tourism Business: Understanding Tourism, Historical Evolution and Development of Tourism both internationally and Domestic, Factors affecting Tourism Industry: Economic, Social, Environmental and Political, Negative Implications of Tourism</p> <p>Tourism industry, organization and regulations: Constituents of Tourism Industry and Tourism Organization, Tourism Regulations; Policy and Planning in India</p> <p>Tourism and Travel Related Services: Transport, Modes and Significance, Tourist Accommodation. Travel Agency: Functions of Travel Agents and Tour Operators</p> <p style="text-align: center;">UNIT-II</p> <p>Marketing in Travel and Tourism: Importance of marketing in tourism, 7P's framework of marketing in tourism</p> <p>Tourism Writing: Types and Role in Tourism</p> <p>Skills In Tourism Industry: Event planning, Management skills and Communication Skills in Tourism Sector</p> <p>Media and E- tourism: Role of Media in Tourism, E-Tourism: Use of Internet as a Strategy Tool</p> <p>Infrastructure Development in Tourism Industry Future of Tourism: Opportunities and Challenges</p>
13	Suggested Resources for Reading	<ol style="list-style-type: none"> 1. A.K.Bhatia-Tourism Development-Principles and Practices 2. R.N.Kaul- Dynamics of Tourism: A Trilogy 3. Sudhir Andrews-Introduction to Tourism and Hospitality Industry 4. Page Stephen-Transport and Tourism: Global Perspectives 5. Minazzi Roberta-Social Media Marketing in Tourism and Hospitality 6. Manoj Sharma and S.P.Bansal-Tourism Infrastructure Development: A Sustainable Approach 7. Mary S.Palmer-Tourism Writing: A New Literary Genre Unveiling the History, Mystery, and Economy of Places and Events 8. M.M.Anand-Tourism and Hotel Industry in India 9. Surinder Aggarwal- Travel Agency Management 10. B.S.BadanandH.Bhatt-Understanding Tourism 11. M.A.Khan-Principles of Tourism Development <p>Note: Latest edition of textbooks may be used.</p>

Undergraduate Programme, Skill Enhancement Courses
First to Third Semester, Examinations, 2025-26

1	Course Title	INTRODUCTION TO EVENT MANAGEMENT
2	Semester	1
3	Course Code	SEC–EVM101
4	Typology of Course	Skill Enhancement Course (SEC)
5	Course Duration/LP(Lectures)	45 hours of lectures for Theory (1 credit=15 hours of theory learning based on 3hrs./week) (1Semester =15 weeks)
6	Credits	3 credits Theory= 3 credits
7	Max. Marks and Time	75 Marks (60 TH+15IA) a. The exam of this course will be of 3 hours duration. b. There will be no objective type questions. c. Students are required to have the knowledge of the developments in the subject upto 6 months before the examination. d. Use of non-programmable calculators by the students in the Examination Hall is allowed. The calculators will not be provided by the University/College to the examinees.
8	Course Objective	In-depth knowledge about the concept of event management, understand the essentials of planning an event, explore the various dimensions of event management & their impact.
9	Course Outcomes	On successful completion of the course, the students will be able to CO1. To acquaint students with practical aspects of organizing events of various forms. CO2. To understand the concept of event management CO3. To explore the various dimensions of event management & their impact. CO4. To acquaint students with practical aspects of organizing Events of various forms.
10	Pedagogy of the Course Work	Class Room Lecture, Interactive sessions, PPT, Practical and Group Discussions etc.
11	Instructions for paper setters and candidates	The syllabus has been divided into TWO units: The question paper of each subject covering the entire course shall be divided into three sections. <ul style="list-style-type: none"> • Section A (20marks) This section will have 6 short answer questions from the entire syllabus. Students are required to attempt 4 questions from this section. Each question will carry 5 marks; the total weightage being 20 marks. • Section B (20marks) This section will consist of essay type/numerical questions from Unit I of the syllabus. The candidate will be required to attempt two questions out of four questions. Each question will carry 10 marks; the total weightage being 20 marks. • Section C (20marks) This section will consist of essay type/numerical questions from Unit II of the syllabus. The candidate will be required to attempt two questions out of four questions. Each question will carry 10 marks; the total weightage being 20 marks.

12	<p>Course Content</p> <p style="text-align: center;">UNIT-I</p> <p>Introduction of Event Management: Definition of Events, Classification of Events, Functions of Event Management, Objectives of Event Management, Benefits of Events, Event Management Strategy. Event proposal invitations.</p> <p>Planning for event management: Planning, Concept, Nature and Practices in Event Management: Organizing and planning events, Customer relationship management, Starting and managing events business.</p> <p style="text-align: center;">UNIT-II</p> <p>Marketing for event business: Introduction to Event Marketing: Nature, need and importance – Marketing for event – Special feature of event marketing – Event Marketing Mix: Product, Price, Promotion, Distribution, Partnership, Physical Evidence, Packaging, Programming–Market Research.</p> <p>Event Promotion: Trends and Challenges – Marketing Communication: image, Branding, advertisement, Publicity, Public Relations.</p>
13	<p>Suggested Resources for Reading</p> <ol style="list-style-type: none">1. Lawson, F(2000).Congress, convention & exhibition facilities: Planning, Design & Management Oxford: Architectural press.2. Rogers,T.(1998,2003).Conference & Conventions: A Global industry. Oxford: Butter worth Heinemann3. Anton Shone & Bryn Parry,,Event Successful Management’,Cengagelearning20024. Leonard H.Hoyle, Jr, Event Marketing, John Willy and Sons, NewYork 19975. Avrich,Barry Event and Entertainment Marketing,Vikas PublishingHouse New Delhi,19946. Julia Rutherford Silvers Professional Event Coordination, John Willey & Sons 2003 <p>Note: Latest edition of textbooks may be used.</p>

SEMESTER II

1 Course Title	E-COMMERCE
2 Course Code	COM/BBA (SEC) – 201
3 Typology of Course	SKILL ENHANCEMENT COURSE (SEC)
4 Course Duration/ LTP (Lectures, Tutorials, Practical)	30 hours of lectures for Theory + 30 hours of practical (1 credit = 15 hours of theory learning based on 3 hrs./week) (1 credit = 30 hours of practical based on 2 hrs./week) (1 credit = 15 hours of tutorials based on 1 hr./week) (1 Semester = 15 weeks) 2-groups will be created for the purpose of Practical for each unit of B.Com
5 Credits	3 Credits Theory + Practical = 2+1 credits
6 Max. Marks and Time	75 Marks (50 TH+ 10 P + 15 IA) 4X2.5 + 4 X 10 = 50 Marks a. The exam of this course will be of 3 hours duration. b. There will be no objective type questions.
7 Course Objectives	To enable the students to become competent to understand the mechanism for excelling in e-commerce based employments and self-employment opportunities.
8 Course Outcomes	CO1. Define and Describe E-business and its Models. CO2. Discuss various E-business Strategies. CO3. High degree of knowledge and application skills in the domain of commerce and business process services.
9 Pedagogy of the Course Work	Class Room Lecture, Interactive sessions, PPT, Tutorials and Group Discussions, Case Studies etc.
10 Instructions for paper setters and candidates	Note : The question paper of each subject covering the entire course shall be divided into three sections Section A (10 marks) This section will have 6 short answer questions from the entire syllabus. Students are required to attempt 4 questions from this section. Each question will carry 2.5 marks; the total weightage being 10 marks. Section B (20 marks) This section will consist of essay type/numerical questions from Unit I of the syllabus. The candidate will be required to attempt two questions out of four questions. Each question will carry 10 marks; the total weightage being 20 marks. Section C (20 marks) This section will consist of essay type/numerical questions from Unit II of the syllabus. The candidate will be required to attempt two questions out of four questions. Each question will carry 10 marks; the total weightage being 20 marks.
11 Course Content	UNIT - I Introduction to E-Commerce and Definition, E-Commerce based activities, Goals of E-Commerce, Technical Components of E-Commerce, Functions, Advantages and disadvantages of E-Commerce,

Scope of E-Commerce, Electronic Commerce Applications, Framework of E-Commerce, Supply Chain Management, Electronic Commerce and Electronic Business.

Electronic business models: B2B, B2C, C2C, C2B. E –commerce, pure online vs. brick and click business; assessing requirement for an online business designing, developing and deploying the system.

UNIT II

Changing Structure of Organisation – The Impact of E-Commerce on Various Business Sectors such as Entertainment, Education, Health Services, Publishing and Financial Services. Socio Economic Impacts of E-Commerce.

Electronic Payment System: Types of Payment System — E-Cash and Currency Servers, E-Cheques, Credit Cards, Smart Cards, Electronic Wallets and Debit Cards. Electronic Data Interchange, Digital Signatures, Cryptography, Inter-operability and Inter-compatibility.

Practical Work:

- Create E-Commerce Website
- Review the use of e-commerce platform for any product or service
- Compare the growth and success rate of any two types of Electronic Payment System

12 Suggested Readings

- Agarwala, Kamlesh N., AmitLal and Deeksha Agarwala, Business on the Net: An Introduction to the Whats and Hows of E-Commerce, Macmillan India Ltd.
- Bajaj, Deobyani Nag, E-Commerce, Tata McGraw Hill Company, New Delhi.
- Turban, E., et. al., Electronic commerce: A Managerial Perspective, Pearson Education Asia.
- Diwan, Prag and Sunil Sharma, Electronic Commerce -A Manager's Guide to E-Business, Vanity Books International, Delhi.
- Dietel, Harvey M., Dietel, Paul J., and Kate Steinbuhler., E-business and E-commerce for managers, Pearson Education.

**Undergraduate Programme, Skill Enhancement Courses
First to Third Semester, Examinations, 2025-26**

1	Course Title	COMPUTER APPLICATIONS IN ACCOUNTING AND FINANCE
2	Course Code	COM/BBA (SEC) – 201A
3	Typology of Course	SKILL ENHANCEMENT COURSE (SEC)
4	Course duration/LTP (Lectures, Tutorials, Practical)	30 hours of lectures for Theory + 30 hours of practical (1 credit = 15 hours of theory learning based on 3 hrs./week) (1 credit = 30 hours of practical based on 2 hrs./week) (1 credit = 15 hours of tutorials based on 1 hr./week) (1 Semester = 15 weeks) 2-groups will be created for the purpose of Practical for each unit of B.Com
5	Credits	3 Credits Theory + Practical = 2+1 credits
6	Max. Marks and Time	75 Marks (50 TH+ 10 P + 15 IA) 4X2.5 + 4 X 10 = 50 Marks a. The exam of this course will be of 3 hours duration. There will be no objective type questions.
7	Course Objectives	The course is designed to acquire the necessary technical skills and knowledge to effectively utilize computer applications in accounting and finance, as well as an understanding of how technology can enhance efficiency, accuracy, and decision-making in these fields.
8	Course Outcomes	On successful completion of the course, the students would be able to learn: CO1: gain proficiency in creating, formatting, and managing documents. CO2: Knowledge of presentations using word processing and presentation software. CO3: Understanding of advanced features for referencing, graphics, and printing to produce professional-quality documents and presentations. CO4: improving the quality of contents by adding media, charts, graphics and animations, slide movement by setting time movement.
9	Pedagogy of the Course Work	Class Room Lecture, Interactive sessions, PPT, Tutorials and Group Discussions, Case Studies, on the system training and other tools as per the needs of the learner.
10	Instructions for paper setters and candidates	Note: The question paper of each subject covering the entire course shall be divided into three sections Section A (10 marks) This section will have 6 short answer questions from the entire syllabus. Students are required to attempt 4 questions from this section. Each question will carry 2.5 marks; the total weightage being 10 marks. Section B (20 marks) This section will consist of essay type/numerical questions from Unit I of the syllabus. The candidate will be required to attempt two questions out of four questions. Each question will carry 10 marks; the total weightage being 20 marks. Section C (20 marks) This section will consist of essay type/numerical questions from Unit II of the syllabus. The candidate will be required to attempt two questions out of four questions. Each question will carry 10 marks; the total weightage being 20 marks.

11	Course Content	<p style="text-align: center;">UNIT-1</p> <p>Create and Manage Documents; Format Text using formatting tools, Paragraphs, and Sections; Create Tables and Lists; Create and Manage References; Insert and Format Graphic Element; Create Advanced References: Create and Manage Indexes; proofing a document; Create and Manage References; Manage Forms, Fields, and Mail Merge Operations Print settings for word documents.</p> <p style="text-align: center;">UNIT-2</p> <p>Manage Presentations: Modify slide masters, handout masters, and note masters, Change presentation options and views, Configure print settings for presentations, Configure and present slide shows, Prepare presentations for collaboration Manage Slides: Insert Slides, Modify Slides, Order and group slides, Insert and Format Text, Shapes, and Images: Format text, Insert links, Insert and format images, Insert and format graphic elements, Order and group objects on slides, Insert Tables, Charts, SmartArt, 3D Models, and Media; Insert and format tables, Insert and modify charts, Insert and format SmartArt graphics. Insert and manage media; Apply Transitions and Animations: Animate slide content, set timing for transitions.</p>
12	Practical work	The entire syllabus should be covered using any software (like Microsoft or Google sheets etc.) providing Word and PPT software.
13	Suggested Readings	<ul style="list-style-type: none"> • "Microsoft Word 2016 Step by Step" by Joan Lambert and Curtis Frye; Publisher: Microsoft Press; 1st Edition; 2016 • "Microsoft Word 2016 Graphics and Multimedia" by Tracy Syrstad; Publisher: Microsoft Press; 1st Edition; 2016 • "Word 2016 In Depth" by Faithe Wempen; Publisher: Que Publishing; 1st Edition; 2015 • "Microsoft PowerPoint 2016 Step by Step" by Joan Lambert; Publisher: Microsoft Press; 1st Edition; 2015

**Undergraduate Programme, Skill Enhancement Courses
First to Third Semester, Examinations, 2025-26**

1	Course Title	FINANCIAL MARKET SIMULATION TRADING COURSE
2	Course Code	COM/BBA (SEC) – 201B
3	Typology of Course	SKILL ENHANCEMENT COURSE (SEC)
4	Course duration/LTP (Lectures, Tutorials, Practical)	30 hours of lectures for Theory + 30 hours of practical (1 credit = 15 hours of theory learning based on 3 hrs./week) (1 credit = 30 hours of practical based on 2 hrs./week) (1 credit = 15 hours of tutorials based on 1 hr./week) (1 Semester = 15 weeks) 2-groups will be created for the purpose of Practical for each unit of B.Com
5	Credits	3 Credits Theory + Practical = 2+1 credits
6	Max. Marks and Time	75 Marks (60 TH+ 10 P + 15 IA) 4X2.5 + 4 X 10 = 50 Marks a. The exam of this course will be of 3 hours duration. b. There will be no objective type questions.
7	Course Objectives	This course is designed to understand securities market instruments primarily equity and mutual funds. Understand how to read markets and their movements. The course enables to access to a Trading Simulator loaded with virtual money to test your trading strategies.
8	Course Outcomes	On successful completion of the course, students will be able to learn: CO1: Understanding of security markets including its types. CO2: concepts of mutual funds, its various types and risk return mechanism. CO3: Knowledge of demat operations including trading of securities with risk mitigating tools. CO4: understanding dynamics of financial statements and their role in business understanding. CO5: Knowledge of online tools available for company information and its application in markets.
9	Pedagogy of the Course Work	Class Room Lecture, Interactive sessions, PPT, Tutorials and Group Discussions, Case Studies, on the system training and other tools as per the needs of the learner.
10	Instructions for paper setters and candidates	Note: The question paper of each subject covering the entire course shall be divided into three sections Section A (10 marks) This section will have 6 short answer questions from the entire syllabus. Students are required to attempt 4 questions from this section. Each question will carry 2.5 marks; the total weightage being 10 marks. Section B (20 marks) This section will consist of essay type/numerical questions from Unit I of the syllabus. The candidate will be required to attempt two questions out of four questions. Each question will carry 10 marks; the total weightage being 20 marks. Section C (20 marks) This section will consist of essay type/numerical questions from Unit II of the syllabus. The candidate will be required to attempt two questions out of four questions. Each question will carry 10 marks; the total weightage being 20 marks.

11	Course Content	<p style="text-align: center;">Unit -1</p> <p>Financial Market: Introduction, Equity market: Primary and Secondary market, Mutual funds: meaning, types and process of mutual fund investing Investment basics related to trading, Demat Account and its Process of operation, Creating Market Watch; placing an order- Market order, Limit Order, Stop-Loss order; Cover order, After Market Order, Margin trading</p> <p style="text-align: center;">Unit-2</p> <p>Security Selection: Meaning and rationale of selecting an equity instrument for investment, need of security analysis. Basics of selecting a security: understanding financial statements: Profit and Loss account, Balance Sheet, Cash Flow statement, Understanding, Profitability, Solvency, Turnover, Liquidity and Market valuation ratios. Meaning of Shareholding patterns: Knowing its management; Use of trading apps as a source of company data, its applied framework and for latest announcements about company.</p>
12	Practical work	<p>Visit to BSE and NSE websites for market information, AMFI website for various types of schemes and performance of mutual funds, opening process of Demat account, simulatory operation of stock market trading through online apps, accessing financial data from BSE and NSE websites or other popular stock market websites</p> <p>In summary, the whole syllabus would be done in applied mode using online authentic trading websites for better understanding of learners.</p>
13	Suggested Readings	<ul style="list-style-type: none"> • "The Intelligent Investor" by Benjamin Graham; Publisher: HarperCollins Publishers; Revised Edition; 2003 • "Security Analysis" by Benjamin Graham and David Dodd; Publisher: McGraw-Hill Education; 6th Edition; 2008 • "One Up On Wall Street" by Peter Lynch; Publisher: Simon & Schuster; Revised Edition; 2000 • "The Little Book That Still Beats the Market" by Joel Greenblatt; Publisher: John Wiley & Sons; Revised Edition; 2010 • "Stock Market Wizards" by Jack D. Schwager; Publisher: HarperCollins Publishers; Reprint Edition; 2001 • "A Random Walk Down Wall Street" by Burton G. Malkiel; Publisher: W. W. Norton & Company; 12th Edition; 2019

1	Course Title	BUSY SOFTWARE APPLICATIONS IN ACCOUNTING
2	Course Code	COM/BBA (SEC) – 201C
3	Typology Of Course	SKILLENHANCEMENTCOURSE(SEC)
4	Course Duration/LTP (Lectures, Tutorials, Practical)	<p>30hours of lectures for Theory + 30 hours of practical (1credit=15 hours of theory learning based on 3hrs./week)(1credit=30 hours of practical based on2 hrs./week) (1credit=15 hours of tutorials based on1 hr./week)</p> <p>(1Semester=15weeks) 2-groups will be created for the purpose of Practical for each unit of B. Com</p>
5	Credits	3Credits Theory+ Practical=2+1credits
6	Max. Marks and Time	<p>75 Marks (60 TH+ 10 P + 15 IA)</p> <p>4X2.5 + 4 X 10 = 50 Marks</p> <p>a. The exam of this course will be of 3 hours duration.</p> <p>There will be no objective type questions.</p>
7	Course Objectives	<ul style="list-style-type: none"> • Understand the key features, modules, and capabilities of the Busy accounting software. • GainproficiencyinsettingupandconfiguringBusytomeetthespecificrequirements of an organization. • Learn how to record and manage financial transactions, including sales, purchases, and inventory. • Develop skills in generating financial reports, such as balance sheets, income statements, and cash flow statements.
8	Course Outcomes	<ul style="list-style-type: none"> • CO1.Understand Busy accounting software features and modules. • CO2.Proficiency in configuring Busy for organizational needs. • CO3.Ability to record and manage financial transactions effectively. • CO4.Skill in generating financial reports like balance sheets and income statements. • CO5.Competence in managing data, including backup and year-end processes.
9	Pedagogy of the Course Work	Class Room Lecture, Practical sessions, PPT, Tutorials and Group Discussions, Case Studies etc.
10	Instructions for paper setters and candidates	<p>Note : The question paper of each subject covering the entire course shall be divided into three sections</p> <p>Section A (10 marks) This section will have 6 short answer questions from the entire syllabus. Students are required to attempt 4 questions from this section. Each question will carry 2.5 marks; the total weightage being 10 marks.</p> <p>Section B (20 marks) This section will consist of essay type/numerical questions from Unit I of the syllabus. The candidate will be required to attempt two questions out of four questions. Each question will carry10 marks; the total weightage being 20 marks.</p>

		Section C (20 marks) This section will consist of essay type/numerical questions from Unit II of the syllabus. The candidate will be required to attempt two questions out of four questions. Each question will carry 10 marks; the total weightage being 20marks.
11	Course Content	<p style="text-align: center;">SECTION A</p> <p>Module I Starting with BUSY Introduction to BUSY, Installing BUSY, Key Components in BUSY, Creating, Opening, Editing, Closing, deleting Company, Setting Data Directory, Basic Configurations: General, Accounting, Inventory, GST Module II Basic Accounting & Inventory Creating Masters: Accounts, Account Group, Standard Narration, Item Group, Material Centre, Material Centre Group, Unit, Unit Conversion, Receivable & Payable Management, Billsundry, Configuring Masters</p> <p style="text-align: center;">SECTION B</p> <p>Module III Transactions & Display of Reports Voucher Entries, Configuring Vouchers, Configuring Documents (Standard), Accounting & Inventory Reports, GST & TDS/TCS Reports Module IV Managing Data Managing Backup: Backup Configuration, Taking Backup, Restore Data Utilities: Data Freezing, Data Export (MS excel/PDF/HTML), Rebuild Databases Year end Process: Year End Entries, Changing Financial Year, Shortcut Keys</p>
12	Suggested Readings	<ul style="list-style-type: none"> • Busy Accounting Software User Guide • Busy Accounting Software Training Videos • "Accounting Information Systems "by Marshall B. Romney and Paul J. Steinbart • Industry-specific Busy implementation case studies and best practices

**Undergraduate Programme, Skill Enhancement Courses
First to Third Semester, Examinations, 2025-26**

1	Course Title	DIGITAL BANKING
2	Course Code	COM/BBA (SEC) – 201 D
3	Typology of Course	SKILL ENHANCEMENT COURSE (SEC)
4	Course Duration/ LTP (Lectures, Tutorials, Practical)	30 hours of lectures for Theory + 30 hours of practical (1 credit = 15 hours of theory learning based on 3 hrs./week) (1 credit = 30 hours of practical based on 2 hrs./week) (1 credit = 15 hours of tutorials based on 1 hr./week) (1 Semester = 15 weeks) 2-groups will be created for the purpose of Practical for each unit of B.Com
5	Credits	3 Credits Theory + Practical = 2+1 credits
6	Max. Marks and Time	75 Marks (60 TH + 15 IA) 4X5 + 4 X 10 = 60 Marks The exam of this course will be of 3 hours duration. There will be no objective type questions.
7	Pedagogy of the Course Work	Class Room Lecture, Interactive sessions, PPT, Tutorials and Group Discussions, Case Studies etc.
8	Instructions for paper setters and candidates	Note : The question paper of each subject covering the entire course shall be divided into three sections Section A (20 marks) This section will have 6 short answer questions from the entire syllabus. Students are required to attempt 4 questions from this section. Each question will carry 5 marks; the total weightage being 20 marks. Section B (20 marks) This section will consist of essay type/numerical questions from Unit I of the syllabus. The candidate will be required to attempt two questions out of four questions. Each question will carry 10 marks; the total weightage being 20 marks. Section C (20 marks) This section will consist of essay type/numerical questions from Unit II of the syllabus. The candidate will be required to attempt two questions out of four questions. Each question will carry 10 marks; the total weightage being 20 marks.
9	Course Content	Unit -I Neo banking: Introduction, Meaning, Functionality, Neo banks versus Traditional Banks, Advantages and Disadvantages, Emerging Need for Neo banks. FINTECH: Evolution and Its Impact on Banking Sector Cheque Truncation System, Essentials of Valid Cheques, Payment of Cheques.\Types of Cheques, Dis-Honour of Cheques. Handling Customer Grievances,Grievance Mechanism and Redressal Banking, Ombudsman Scheme

		<p>Unit -II Electronic Payment System: Types Of Payment System: E-Cash and Currency Servers, E-Cheques, Credit Cards, Smart Cards, Electronic Wallets and Debit Cards. E-Banking: Concept, Personal Identification Number, Online Enquiry and Update Facility, Customer Education for Digital Banking Products Electronic Fund Transfer: RTGS, NEFT, IMPS, Wire Transfer, ACH Direct Payments, Core Banking Solution (CBS), Aadhaar Enable Payment System (AEPS) Security Issues and Threats</p>
10	Practical Work	<p>Opening of Zero Balance Account in any Bank Operating and Transacting through Mobile Banking Filing of Grievances & Redressal Forms Filing of Cheques And E-Cheques Usage of Smart Cards Electronic Fund Transfer- RTGS. NEFT. IMPS</p>
11	Suggested Readings	<p>Varshney and Malhotra, "Principles of Banking", Sultan Chand & Sons. Reddy.P.N, Appannaiah.H.R.; Theory & Practice of Banking; Himalaya Publishing House. Machiraju.H.R.; Modern Commercial Banking; Vikas Publishing House P\,l. Ltd. 4. P.A. Elliot, The Bank Managers Handbook</p>

**Undergraduate Programme, Skill Enhancement Courses
First to Third Semester, Examinations, 2025-26**

1	Course Title	FUNDAMENTALS OF TRAVEL AND TOURISM-II
2	Semester	2
3	Course Code	SEC-TAT02
4	Typology of Course	Skill Enhancement Course (SEC)
5	Course Duration/LP (Lectures)(Practical)	45 hours of lectures for Theory (1credit=15hours of theory learning based on 3 hrs./week) (1Semester=15weeks)
6	Credits	3 credits
7	Max. Marks and Time	75 Marks = (60TH+ 15IA) a. The exam of this course will be of 3 hours duration. b. There will be no objective type questions. c. Students are required to have the knowledge of the developments in the subject up to 6 months before the examination. d. Use of non- programm able calculators by the students in the Examination Hall is allowed. The calculators will not be provided by the University/College to the examinees
8	Course Objective	The readers will be able to interpret and evaluate tourism as a phenomenon and as a business system.
9	Course Outcomes	On successful completion of the course, the students will be able to CO1. Understand tourism products and operations. CO2. Get the knowledge about various destinations based on the Indian historical background. CO3. Acquire knowledge about landform and landscape. CO4. Get acquainted with the promotional skills in tourism.
10	Pedagogy of the Course Work	Class Room Lecture, Interactive sessions, PPT, Group Discussions.
11	Instructions for paper setters and candidates	The syllabus has been divided into TWO units: The question paper of each subject covering the entire course shall be divided into three sections. <ul style="list-style-type: none"> • Section A (20 marks) This section will have 6 short answer questions from the entire syllabus. Students are required to attempt 4 questions from this section. Each question will carry 5 marks; the total weightage being 20 marks. • Section B (20marks) This section will consist of essay type/numerical questions from Unit I of the syllabus. The candidate will be required to attempt two questions out of four questions. Each question will carry 10 marks; the total weightage being 20marks. • Section C (20marks) This section will consist of essay type/numerical questions from Unit II of the syllabus. The candidate will be required to attempt two questions out of four questions. Each question will carry 10 marks; the total weightage being 20marks.

12	<p>Course Content</p> <p style="text-align: center;">UNIT1</p> <p>Tourism Products and Operations: Understanding the Tourism Product, Study of Tourism Products in India: Its Resources both Natural and Man-made, Historical and Geographical context in Tourism, Architecture in Tourism</p> <p>Tourism and heritage: Historical Monuments (with Spatio- Temporal and Architectural Significance) Religious, Spiritual Centers, Pilgrimage Destinations, Dargahs and Samadhies, Caves, Temples, Other Religious Monuments, Archaeological Sites, Museums and Art Galleries</p> <p>Destinations based on the Historical Background of India.</p> <p style="text-align: center;">UNIT-2</p> <p>Land forms and Landscapes; Water-Bodies; Flora and Faunaas-A Geographical feature in Tourism</p> <p>Understanding Tourists and Hosts: Profiling Tourists, Guides and Escorts</p> <p>Tourists Sites: Festivals, Fairs, Islands, Resorts, Hill Stations, Wild Life Parks, Adventure and Sports in India</p> <p>Promotional Skills in Tourism: Travel Mart, Trade Shows, Marketing Overseas, State Government Tourism Promotional Plans</p>
13	<p>Suggested Resources for Reading</p> <ol style="list-style-type: none"> 1. J.C.Harle- The Art and Architecture of India Sub-Continent 2. S.Roday, A. BiwalandV.Joshi- Tourism: Operations and Management 3. Robinet Jacob-Tourism Products of India: A National Perspective 4. R. ThandavanandR.Girish-Tourism Product 5. H.K.Kaul- Traveller’s India 6. Jitender K. Sharma- Tourism Product and Services: Development Strategy and Management Options 7. Neetu Sharma- Tourism Development: Products, Operations and Case Studies 8. S.P. Gupta and L. Krishna- Cultural Tourism in India: Museums Monuments and Arts 9. Romila Chawla-Tourism Services and Operations <p>Note: Latest edition of text books may be used.</p>

**Undergraduate Programme, Skill Enhancement Courses
First to Third Semester, Examinations, 2025-26**

1	Course Title	EVENT MANAGEMENT-II; SPONSORSHIP AND FUND RAISING
2	Semester	2
3	Course Code	SEC–EVM102
4	Typology of Course	Skill Enhancement Course (SEC)
5	Course Duration/LP(Lectures)	45 hours of lectures for Theory (1credit=15 hours of theory learning based on 3hrs./week) (1Semester=15 weeks)
6	Credits	3credits Theory= 3 credits
7	Max. Marks and Time	75 Marks (60 TH+15IA) a. The exam of this course will be of 3 hours duration. b. There will be no objective type questions. c. Students are required to have the knowledge of the developments in the subject up to 6 months before the examination. d. Use of non-programmable calculators by the students in the Examination Hall is allowed. The calculators will not be provided by the University/College to the examinees e.
8	Course Objective	Understand the role and scope of sponsorship within the world of events And to know the importance of fundraising in event management.
9	Course Outcomes	On successful completion of the course, the students will be able to CO1.To identify the purpose of sponsorship in event. CO2.To understand the concept of fundraising. CO3. Implement a wide variety of fund-raising techniques. CO4.To frame fundraising Campaigns
10	Pedagogy of the Course Work	Class Room Lecture, Interactive sessions, PPT, Group Discussion set c.
11	Instructions for paper setters and candidates	The syllabus has been divided into TWO units: The question paper of each subject covering the entire course shall be divided into three sections. <ul style="list-style-type: none"> • Section A (20marks) This section will have 6 short answer questions from the entire syllabus. Students are required to attempt 4 questions from this section. Each question will carry 5 marks; the total weightage being 20 marks. • Section B (20marks) This section will consist of essay type/numerical questions from Unit I of the syllabus. The candidate will be required to attempt two questions out of four questions. Each question will carry 10 marks; the total weightage being 20marks. • Section C (20marks) This section will consist of essay type/numerical questions from Unit II of the syllabus. The candidate will be required to attempt two questions out of four questions. Each question will carry 10 marks; the total weightage being 20marks.

12	Course Content UNIT-I Sponsorship in Event Management: Definition, Importance of Sponsorship; Types of sponsors, Sponsorship work as marketing driver; Sponsorship criteria; Sponsorship proposal; Sponsorship Evaluation Process; Globalization of Event Sponsorship. UNIT-II Introduction to fundraising: Definitions and Techniques; matching the event to fund raising objectives and developing strategy; Identification of sources of funds, funds raising. Budgeting for an events-revenue and expenditure report. Cost accounting and cost control, event analysis; Legal Issues in Fund Raising; Fundraising Campaigns.
13	Suggested Resources for Reading <ul style="list-style-type: none">• Morrison, A.M. (2013). Marketing and Managing Tourism Destinations. Oxon, UK, Routledge.• Bladen, C. Kennell, J., Abson, E. & Wilde, N. (2018) Event Management: an introduction, London: Routledge.• EMBOK: Event Management Body of Knowledge (https://www.embok.org/index.php/embok-model).• Getz, D. & Page, S. (2020) Event Studies (4th edition) London: Routledge.• Kotterman, J. (2006) Leadership versus Management: What's the difference. The

SEMESTER III

1	Course Title	PERSONALITY DEVELOPMENT AND PROFESSIONAL SKILLS
2	Course Code	COM/BBA (SEC) – 301
3	Typology of Course	SKILL ENHANCEMENT COURSE (SEC)
4	Course Duration/ LTP (Lectures, Tutorials, Practical)	45 hours of lectures for Theory (1 credit = 15 hours of theory learning based on 3 hrs./week) (1 credit = 30 hours of practical based on 2 hrs./week) (1 credit = 15 hours of tutorials based on 1 hr./week) (1 Semester = 15 weeks)
5	Credits	3 Credits Theory = 3 credits
6	Max. Marks and Time	75 Marks (60 TH + 15 IA) 4X5 + 4 X 10 = 60 Marks a. The exam of this course will be of 3 hours duration. b. There will be no objective type questions.
7	Course Objectives	Today's business context requires adaptation to change through acquisition of new skills and abilities to seize opportunities and improve productivity. This course deals with personality development, creativity skills, ethics in business and help students to acquire a range of useful strategies and other skills for enhancing their professional effectiveness.
8	Course Outcomes	CO1. Acquire the knowledge of Business communication, application letters, resume writing, Testimonials and references. CO2. Understand the importance, objectives, media and barriers of communication. Further to understand the types of business letter, duties of company secretary, preparation of Agenda and minutes. CO3. Analyze the effectiveness of media of communication and to make trade enquiries, execution of orders, drafting sales and circular letters, bank and agency correspondence and company correspondence. CO4. Handling Interviews, managing personality traits and developing strategies to cope with stress
9	Pedagogy of the Course Work	Class Room Lecture, Interactive sessions, PPT, Tutorials and Group Discussions, Case Studies etc.
10	Instructions for paper setters and candidates	Note : The question paper of each subject covering the entire course shall be divided into three sections Section A (20 marks) This section will have 6 short answer questions from the entire syllabus. Students are required to attempt 4 questions from this section. Each question will carry 5 marks; the total weightage being 20 marks. Section B (20 marks) This section will consist of essay type/numerical questions from Unit I of the syllabus. The candidate will be required to attempt two questions out of four questions. Each question will carry 10 marks; the total weightage being 30 marks. Section C (20 marks) This section will consist of essay type/numerical questions from Unit II of the syllabus. The candidate will be required to attempt two questions out of four questions. Each question will carry 10 marks; the total weightage being 30 marks.

11	Course Content	<p align="center">UNIT-I</p> <p>Interpersonal Skills: Components of self-concept, factors affecting self-concept, self management techniques, forms of interpersonal relationships, competencies and enhancing interpersonal skills. Improving Personal Skills: improving reading skills, problem solving skills, creativity skills, listening skills, time management skills.</p> <p align="center">UNIT-II</p> <p>Career Development: Public speaking and presentation skills, group discussion, types of group discussions, tips for successful participation in GD, job interviews and it's types, preparation and do's and don'ts for an interview, Resume writing and job application</p> <p>Work Culture, Ethics and Stress Management: Meaning and learning organizational culture, work environment and ethics, sources of stress and ways to cope up with stress, Non-Verbal Communication: Work Place Etiquettes: Personal appearance, posture and gestures, facial expressions, conduct at the work place, telephone and email etiquettes. NOTE: The question paper will include short case studies in Section – A.</p>
12	Suggested Readings	<ul style="list-style-type: none"> • Chauhan, Gajendra Singh & Sharma, Sangeeta. “Soft Skills: An integrated approach to maximise personality”. (2016) • Mitra, Barun K. “Personality Development and Soft Skills”. (2014) • Gallagher, Kevin. “Skills Development for Business and Management Students”. (2012) • Cheema, D S. “Personality Development (Mastering Soft Skills)”. (2007)

1	Course Title	SKILL ENHANCEMENT COURSE ACCOUNTING SOFTWARE USING SQL (ORACLE)
2	Course Code	COM/BBA (SEC) – 301A
3	Typology of Course	SKILL ENHANCEMENT COURSE (SEC)
4	Course Duration/LTP (Lectures, Tutorials, Practical)	30 hours of lectures for Theory + 30 hours of practical (1 credit =15 hours of theory learning based on 3hrs./week)(1 credit = 30 hours of practical based on 2hrs./week) (1credit=15 hours of tutorials based on1 hr./week) (1Semester=15weeks) 2-groups will be created for the purpose of Practical for each unit of B. Com
5	Credits	3Credits Theory+ Practical=2+1credits
6	Max. Marks and Time	75 Marks (50 TH+ 10 P + 15 IA) 4X2.5 + 4 X 10 = 50 Marks a. The exam of this course will be of 3 hours duration. b. There will be no objective type questions.
7	Course Objective	<ul style="list-style-type: none"> • Understand the fundamentals of accounting software and database design. • Gain proficiency in SQL syntax and commands for creating, modifying, and querying accounting databases. • Learn how to design and implement accounting-specific database structures, including tables, views, and stored procedures.
8	Course Outcomes	<ul style="list-style-type: none"> • CO1.Understand accounting software fundamentals and database design principles.(Introduction to Accounting Software and Databases) • CO2.Proficiency in SQL syntax and commands for accounting databases.(SQL Fundamentals) • CO3.Ability to de sign and implement accounting-specific data base structures.(Logical database design) • CO4. Advanced querying techniques and financial report generation using SQL.(Querying Accounting Databases & Data Security) • CO5.Mastery in creating and utilizing stored procedures for automating accounting tasks. (Stored Procedures and Functions)
9	Pedagogy of the Course Work	Class Room Lecture, Practical sessions, PPT, Tutorials and Group Discussions, Case Studies etc.
10	Instructions for paper setters and candidates	Note : The question paper of each subject covering the entire course shall be divided into three sections Section A (10 marks) This section will have 6 short answer questions from the entire syllabus. Students are required to attempt 4 questions from this section. Each question will carry 2.5 marks; the total weightage being 10 marks.

		<p>Section B (20marks) This section will consist of essay type/numerical questions from Unit I of the syllabus. The candidate will be required to attempt two question so upto four questions. Each question will carry 10 marks; the total weightage being 20 marks.</p> <p>Section C (20 marks) This section will consist of essay type/numerical questions from Unit II of the syllabus. The candidate will be required to attempt two questions out off our questions. Each question will carry 10 marks; the total weightage being 20 marks.</p>
11	Course Content	<p>SECTION A</p> <p>Module I: Introduction to Accounting Software and Databases Overview of accounting software and their key features, Fundamentals of database management systems(DBMS), Importance of databases in accounting software</p> <p>Module II: SQL Fundamentals Introduction to SQL and its syntax, Data types and data structures in SQL, Basic SQL commands (SELECT, INSERT, UPDATE, DELETE), Filtering and sorting data using WHERE, ORDERBY, and LIMIT clauses, Conceptual data modelling for accounting, Logical database design: tables, relationships, and normalization</p> <p>SECTION B</p> <p>Module III: Querying Accounting Databases & Data Security Advanced SQL queries (JOINS, subqueries, aggregation functions), Generating financial reports using SQL, Understanding data security in accounting software, Backup and recovery</p> <p>Module IV: Stored Procedures and Functions & Creating and using stored procedures for accounting tasks, Logic in storedprocedures, Automatingaccountingprocessesusingstoredprocedures Triggers, Cursors</p>
12	Suggested Readings	<ul style="list-style-type: none"> • "Oracle Database 12c SQL" by Jason Price • "Accounting Information Systems" by Marshall B. Romney and Paul J. Steinbart • "Accounting Software for Dummies" by Elaine Marmel • Oracle documentation and online resources

**Undergraduate Programme, Skill Enhancement Courses
First to Third Semester, Examinations, 2025-26**

1	Course Title	INTERNATIONAL BANKING
2	Course Code	COM/BBA (SEC) – 301 B
3	Typology of Course	SKILL ENHANCEMENT COURSE (SEC)
4	Course Duration/ LTP (Lectures, Tutorials, Practical)	30 hours of lectures for Theory + 30 hours of practical (1 credit = 15 hours of theory learning based on 3 hrs./week) (1 credit = 30 hours of practical based on 2 hrs./week) (1 credit = 15 hours of tutorials based on 1 hr./week) (1 Semester = 15 weeks) 2-groups will be created for the purpose of Practical for each unit of B.Com
5	Credits	3 Credits Theory + Practical = 2+1 credits
6	Max. Marks and Time	75 Marks (60 TH + 15 IA) 4X5 + 4 X 10 = 60 Marks The exam of this course will be of 3 hours duration. There will be no objective type questions.
7	Pedagogy of the Course Work	Class Room Lecture, Interactive sessions, PPT, Tutorials and Group Discussions, Case Studies etc.
8	Instructions for paper setters and candidates	Note : The question paper of each subject covering the entire course shall be divided into three sections Section A (20 marks) This section will have 6 short answer questions from the entire syllabus. Students are required to attempt 4 questions from this section. Each question will carry 5 marks; the total weightage being 20 marks. Section B (20 marks) This section will consist of essay type/numerical questions from Unit I of the syllabus. The candidate will be required to attempt two questions out of four questions. Each question will carry 10 marks; the total weightage being 20 marks. Section C (20 marks) This section will consist of essay type/numerical questions from Unit II of the syllabus. The candidate will be required to attempt two questions out of four questions. Each question will carry 10 marks; the total weightage being 20 marks.
9	Course Content	Unit-I International Banking: Meaning, Features, Services and Types. Letter of Credit, Sanctioning Credit Limit for Discounting of Bills, Types of Credit, Bank Guarantees. Format of Foreign Transactions, International Banking Vis-A-Vis Domestic Banking, Foreign Trade Financing, International Financial Transactions: Lending and Borrowing Across Borders. Loans: Introduction, Types of Loans, Loan Procedure- Processing, Sanctioning, Monitoring and Recovering Commercial Loans, Credit Information Bureau of India Ltd. (CIBIL) Score, Prime Lending Rate, Ir4CLR, RBI Base Rate and Its Impact on Loans

		<p>Unit-II Multinational Banking: Meaning, Activities and Organisational Structures, International Economic Institutions: IMF, World Bank, Asian Development Bank(ADB)- Role and Functions. World Trade Organisation (WTO): Headquarters, Functions and Objectives, Current Members.</p>
10	Practical Work	<p>1. Loan Sanctioning Proformas 2. Pre-Shipment and Post Shipment Forms 3. o Import- Export Proformas</p>
11	Suggested Readings	<p>1. Emmanuel N.Roussakls, Principles and Practices. 2. Frances A Less, Intemational Banking and Finance. 3. V.K.Bhalla, International Financial Management. 4. 4. LanM.Giddy, Global Financial Markets.</p>

Undergraduate Programme, Skill Enhancement Courses
First to Third Semester, Examinations, 2025-26

1	Course Title	EVENT MANAGEMENT- ETHICAL PRINCIPLES AND BEST PRACTICES IN EVENT MANAGEMENT
2	Semester	3
3	Course Code	SEC–EVM103
4	Typology of Course	Skill Enhancement Course(SEC)
5	Course Duration/LP (Lectures)	45 hours of lectures for Theory (1credit=15 hours of theory learning based on 3hrs./week) (1Semester=15 weeks)
6	Credits	3credits Theory= 3 credits
7	Max. Marks and Time	75 Marks (60 TH+15IA) a. The exam of this course will be of 3 hours duration. b. There will be no objective type questions. c. Students are required to have the knowledge of the developments in the subject upto 6 months before the examination. d. Use of non-programmable calculators by the students in the Examination Hall is allowed. The calculators will not be provided by the University/College to the examinees
8	Course Objective	To understand the ethics and principles in managing event and adopting rules, guidelines, etiquette during event planning.
9	Course Outcomes	On successful completion of the course, the students will be able to CO1. Understand the guidelines relevant to event management. CO2. Code of Conduct in event management. CO3. Business etiquette in event planning.
10	Pedagogy of the Course Work	Class Room Lecture, Interactive sessions, PPT, Group Discussion set c.
11	Instructions for paper setters and candidates	The syllabus has been divided into TWO units: The question paper of each subject covering the entire course shall be divided into three sections. <ul style="list-style-type: none"> • Section A (20marks) This section will have 6 short answer questions from the entire syllabus. Students are required to attempt 4 questions from this section. Each question will carry 5 marks; the total weightage being 20 marks. • Section B (20marks) This section will consist of essay type/numerical questions from Unit I of the syllabus. The candidate will be required to attempt two questions out of four questions. Each question will carry 10 marks; the total weightage being 20 marks. • Section C (20marks) This section will consist of essay type/numerical questions from Unit II of the syllabus. The candidate will be required to attempt two questions out of four questions. Each question will carry 10 marks; the total weightage being 20 marks.

12	<p>Course Content</p> <p style="text-align: center;">UNIT-I</p> <p>Ethical principles and frameworks in event management-Event Planning Ethics and Etiquette. Ethical Considerations in Planning Events; policies and codes of behavior in the office and on site at events.</p> <p style="text-align: center;">UNIT-II</p> <p>Business etiquette in event planning crisis management situations; how to handle them with poise and professionalism. Key Ethical Guidelines relevant to event management Code of Conduct in event management; Rules for good manners & governance in the event industry.</p>
13	<p>Suggested Resources for Reading</p> <ol style="list-style-type: none"> 1. BUHALIS&c.Laws(EDS) (2001)tourism distribution channels: Practices, issues and transformation London: continuum. 2. Lawson,F(2000).Congress, convention & exhibition facilities: Planning, Design & Management Oxford: Architectural press. 3. Rogers, T. (1998, 2003). Conference & Conventions: A Global industry. Oxford:Butterworth–Heinemann 4. Swarbrook,J&Horner,S.(2001).Business Travel and a Tourism. Oxford: Butterworth–Heinemann.
	Note Latest edition of text books may be used.

COMPARATIVE STUDY OF RELIGION

SEMESTER-I

Musicology and Religious Tradition (SEC)

Max. Marks	: 75	SEC	: 03 credits
Theory	: 60 marks		
Internal Assessment	: 15 marks		
Time	: 03 hours		
Level	: 100		

Objectives:

The course is designed for the students who want to pursue semester based graduate degree programme with Comparative Study of Religion as subject. It is open to any student drawn from multiple disciplinary back grounds after completion of 10+2 course. As one of the elective subject at the graduate level curriculum, it purports to develop a broad understanding of Indian Religions and awareness about the origin, features and purpose of different religions.

Learning Outcomes:

On the completion of the Course the students would be able to understand the relationship between musicology and different Religious Traditions

Pedagogy:

The Pedagogy of the course involves classroom lectures, assignments, discussions, special lectures. Field trip and feedback from the students.

INSTRUCTIONSFORPAPER-SETTERANDCANDIDATES:

Note:(i) For written paper, the students will be required to attempt five questions in all. Question No. I will be compulsory comprising of 9 short answer type questions of 2 marks each and will cover the entire syllabus. The students are required to attempt six answer type questions out of nine. Question No. I would carry 12 marks (06X 2).

In addition to it, Questions No. II to VII will consist of six long answer (Essay Type) questions which will be further divided into three units with each Unit having two questions to ensure internal choice to the candidate. The students are required to attempt any three out of these six essay type questions selecting one question from each Unit. In all, each question in this section shall carry 12 marks and this section shall carry 48 marks (3X16).

Course Contents

Unit-I Definition, Scope and Practice of Music in religion.

Unit -II Religion and its relationship with Music

Unit-III Bani, Raag and Gurmat Sangeet

Essential Readings:

1. Chopra, R.M., *A Study of Religions*, Anuradha Prakashan, New Delhi, 2015.
2. Durkheim E., *the Elementary Forms of Religious Life*, Nine Books; First edition (2015).
3. Gurnam Singh, *The Musicology of Guru Nanak Bani*, Publication Bearue, Panjab University Chandigarh, 2020
4. Talib G.S. (ed.): *An Advanced Book of Religious Studies*, Publication Bearue, Punjabi University Patiala, (2nd Edition), 2001.
5. Talib G.S. (ed.), *The Origin and Development of Religion*, Punjabi University Patiala, (2nd Edition), 1997.
6. William L. Bloss: *Theories of Religion*, Punjabi University Patiala, 1996.
7. Masih Y., *Dharam Darshan*, Hindi Granth Academy, Delhi, 2014.
8. Victoria Kennick Urubshurow, *Introducing World Religions*, Routledge, New York.
9. Yakub Masih, *A Comparative Study of Religions*, Motilal Banarsi Dass Publishers, New Delhi.
10. ਅਮੋਲ, ਐਸ.ਐਸ., ਧਰਮਾਂ ਦੀ ਮੁਢਲੀ ਜਾਣਕਾਰੀ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ, 1999.
11. ਹਰਬੰਸ ਸਿੰਘ ਡਾ. ਐਲ. ਐਮ, ਜੋਸ਼ੀ, ਵਿਸ਼ਵ ਸੰਸਾਰ ਦੇ ਧਰਮ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ, 1999.
12. ਦਿਨਕਰ, ਰਾਮਧਾਰੀ ਸਿੰਘ, ਅਨੁਵਾਦਕ : ਧਨਵੰਤ ਕੌਰ, ਸਭਿਆਚਾਰ ਦੇ ਚਾਰ ਅਧਿਆਇ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ, 2014.
13. ਬਾਵਰਾ, ਜੋਗਿੰਦਰ ਸਿੰਘ, ਸੰਗੀਤ ਦਾ ਅਧਿਆਪਨ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ.
14. ਸ਼ਰਮਾ, ਯਸ਼ਪਾਲ ਡਾ., ਗਾਇਨ ਕਲਾ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ.

SEMESTER-II

DANCES AND MEDITATION (SEC)

Max. Marks	: 75	SEC	: 03 credits
Theory	: 60 marks		
Internal Assessment	: 15 marks		
Time	: 03 hours		
Level	: 100		

Objectives:

The course is designed for the students who want to pursue semester based graduate degree programme with Comparative Study of Religion as subject. It is open to any student drawn from multiple disciplinary back grounds after completion of 10+2 course. As one of the elective subject at the graduate level curriculum, it purports to develop a broad understanding of Indian Religions and awareness about the origin, features and purpose of different religions.

Learning Outcomes:

On the completion of the Course the students would be able to understand the relationship between Dances and Meditation and different Religious Traditions

Pedagogy:

The Pedagogy of the course involves classroom lectures, assignments, discussions, special lectures. Field trip and feedback from the students.

INSTRUCTIONSFORPAPER-SETTERANDCANDIDATES:

Note: (i) For written paper, the students will be required to attempt five questions in all. Question No. I will be compulsory comprising of 9 short answer type questions of 2 marks each and will cover the entire syllabus. The students are required to attempt six answ type questions out of nine. Question No. I would carry 12 marks (06 X 2).

In addition to it, Questions No. II to IX will consist of six long answer (Essay Type) questions which will be further divided into four units with each Unit having two questions to ensure internal choice to the candidate. The students are required to attempt any four out of these eight essay type questions selecting one question from each Unit. In all, each question in this section shall carry 12 marks and this section shall carry 48 marks (4 X 12).

Course Contents

Unit-I Definition, Scope and practice of Dance and Meditation in Religion.

Unit -II Religion and its Relationship with Dances and Meditation

Unit-III Dances and Meditation in Hinduism

Essential Readings:

1. Chopra, R.M., *A Study of Religions*, Anuradha Prakashan, New Delhi, 2015.
2. Durkheim E., *The Elementary Forms of Religious Life*, Nine Books; First edition (2015).
3. Gurnam Singh, *The Musicology of Guru Nanak Bani*, Publication Bearue, Panjab University Chandigarh, 2020

4. Talib G.S. (ed.): *An Advanced Book of Religious Studies*, Publication Bearue, Punjabi University Patiala, (2nd Edition), 2001.
5. Talib G.S. (ed.), *The Origin and Development of Religion*, Punjabi University Patiala, (2nd Edition), 1997.
6. William L. Bloss: *Theories of Religion*, Punjabi University Patiala, 1996.
7. Masih Y., *Dharam Darshan*, Hindi Granth Academy, Delhi, 2014.
8. Victoria Kennick Urubshurow, *Introducing World Religions*, Routledge, New York.
9. Yakub Masih, *A Comparative Study of Religions*, Motilal Banarsi Dass Publishers, New Delhi.
10. ਅਮੋਲ, ਐਸ.ਐਸ., ਧਰਮਾਂ ਦੀ ਮੁਢਲੀ ਜਾਣਕਾਰੀ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ, 1999.
11. ਹਰਬੰਸ ਸਿੰਘ ਡਾ. ਐਲ. ਐਮ, ਜੋਸ਼ੀ, ਵਿਸ਼ਵ ਸੰਸਾਰ ਦੇ ਧਰਮ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ, 1999.
12. ਦਿਨਕਰ, ਰਾਮਧਾਰੀ ਸਿੰਘ, ਅਨੁਵਾਦਕ : ਧਨਵੰਤ ਕੌਰ, ਸਭਿਆਚਾਰ ਦੇ ਚਾਰ ਅਧਿਆਇ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ, 2014.
13. ਬਾਵਰਾ, ਜੋਗਿੰਦਰ ਸਿੰਘ, ਸੰਗੀਤ ਦਾ ਅਧਿਆਪਨ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ.
14. ਸ਼ਰਮਾ, ਯਸ਼ਪਾਲ ਡਾ., ਗਾਇਨ ਕਲਾ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ.

SEMESTER-III

Gurmat Sangeet : Theory and Practice (SEC)

Max. Marks	: 75	SEC	: 03 credits
Theory	: 60 marks		
Internal Assessment	: 15marks		
Time	: 03 hours		
Level	: 101		

Objectives:

The course is designed for the students who want to pursue semester based graduate degree programme with Comparative Study of Religion as subject. It is open to any student drawn from multiple disciplinary backgrounds after completion of 10+2 course. As one of the elective subject at the graduate level curriculum, it purports to develop a broad understanding of Indian Religions and awareness about the origin, features and purpose of different religions.

Learning Outcomes:

On the completion of the Course the students would be able to understand the relationship between musicology and different Religious Traditions

Pedagogy:

The Pedagogy of the course involves classroom lectures, assignments, discussions, special lectures. Field trip and feedback from the students.

INSTRUCTIONS FOR PAPER-SETTER AND CANDIDATES:

Note:(i) For written paper, the students will be required to attempt five questions in all. Question No. I will be compulsory comprising of 9 short answer type questions of 2 marks each and will cover the entire syllabus. The students are required to attempt six answer type questions out of nine. Question No. I would carry 12 marks (06X2).

In addition to it, Questions No. II to VII will consist of six long answer (Essay Type) questions which will be further divided into four units with each Unit having two questions to ensure internal choice to the candidate. The students are required to attempt any four out of these eight essay type questions selecting one question from each Unit. In all, each question in this section shall carry 12 marks and this section shall carry 48 marks (4X12).

Course Contents

Unit-I Definition, Scope, Origin and Development of Gurmat Sangeet.

Unit -II Gurmat Sangeet and its relationship with Music.

Unit-III Bani, Raag and Gurmat Sangeet.

Essential Readings:

1. Chopra, R.M., *A Study of Religions*, Anuradha Prakashan, New Delhi, 2015.
2. Durkheim E., *The Elementary Forms of Religious Life*, Nine Books; First edition (2015).
3. Gurnam Singh, *The Musicology of Guru Nanak Bani*, Panjab University Chandigarh, 2020
4. Talib G.S. (ed.): *An Advanced Book of Religious Studies*, Punjabi University Patiala, (2nd Edition), 2001.

5. Talib G.S. (ed.), *The Origin and Development of Religion*, Punjabi University Patiala, (2nd Edition), 1997.
6. Gurnam Singh (Dr.) (Editor), *Gurmat Sangeet : Vibhin Pripekha*, Punjabi University Patiala, 1995
7. Geeta Paintal (Dr.), *Punjab ki sangeet Parmpara*, Kanishka Publisher, New Delhi
8. Gurnam Singh (Dr.), *Gurmat Sangeet : Prabandh Te Pasaar*, Punjabi University, Patiala. 2012
9. Gurnam Singh (Dr.), *Sikh Musicology*, Kanishka Publishers, New Delhi
10. Devinder Singh Vidyarthi, *Gurbani De Rag: Sambodh Ate Sarthickta*, Khalsa College, Amritsar.
11. Renu Sachdev, *Dharmik Parampraye Evam Hindustani*, SangeetRadha Publication, New Delhi.
12. Harjas Kaur (Dr.), *Gurmat Sangeet ka SidhantikPaksh (Hindi)*, Unistar Publisher 2016
13. Prof. Tara Singh, *Sri Guru Granth Sahib Raag Ratnavali*, Punjabi University, Patiala
14. William L. Bloss: *Theories of Religion*, Punjabi University Patiala, 1996.
15. Masih Y., *Dharam Darshan*, Hindi Granth Academy, Delhi, 2014.
16. Victoria Kennick Urubshurow, *Introducing World Religions*, Routledge, New York.
17. Yakub Masih, *A Comparative Study of Religions*, Motilal Banarsi Dass Publishers, New Delhi.
18. ਅਮੋਲ, ਐਸ.ਐਸ., ਧਰਮਾਂ ਦੀ ਮੁਢਲੀ ਜਾਣਕਾਰੀ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ, 1999.
19. ਹਰਬੰਸ ਸਿੰਘ ਡਾ. ਐਲ. ਐਮ, ਜੋਸ਼ੀ, ਵਿਸ਼ਵ ਸੰਸਾਰ ਦੇ ਧਰਮ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ, 1999.
20. ਦਿਨਕਰ, ਰਾਮਧਾਰੀ ਸਿੰਘ, ਅਨੁਵਾਦਕ : ਧਨਵੰਤ ਕੌਰ, ਸਭਿਆਚਾਰ ਦੇ ਚਾਰ ਅਧਿਆਇ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ, 2014.
21. ਬਾਵਰਾ, ਜੋਗਿੰਦਰ ਸਿੰਘ, ਸੰਗੀਤ ਦਾ ਅਧਿਆਪਨ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ.
22. ਸ਼ਰਮਾ, ਯਸ਼ਪਾਲ ਡਾ., ਗਾਇਨ ਕਲਾ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ.

DEFENCE & STRATEGIC STUDIES

SEMESTER – I

Course Code: (DEF -SEC-1 -101)

Course Title-Defence Journalism: An Introduction

Course Duration-45 Hours (3 hours of teaching per week for 15 weeks= 01 semester)

Credits-3

Maximum Marks: 75 marks (Theory: 68 marks + Internal Assessment: 07 marks)

Time: 3 hours

Course Objectives:

The paper aims to provide students with a foundational understanding of journalism. Promoting public awareness, fostering understanding on defence and security issues. Encourage students to reflect on their roles and responsibilities as defence journalists.

Pedagogy of the Course Work:

90% Lecturers (including expert lectures)

10% Unit Tests, Snap Tests, assignments, attendance and class room participation

Instructions for Paper Setters and candidates:

1. The Syllabus has been divided into three (3) units
2. There shall be 7 questions in all
3. The first question shall be short answer type containing 10 short be answered in about 25 to 30 words. The candidate is required to attempt any 7 short answer type questions i.e. 2 marks of each. It shall carry 14 marks and shall be compulsory question
4. Rest of the paper shall contain three (3) units and each unit shall have two questions and the candidates shall be given internal choice i.e. the candidates shall attempt one question from each. All questions shall carry 18 marks
5. For the private/distance education candidates, who have not been assessed earlier for internal assessment, the marks secured by them in theory paper will proportionately be increased to maximum marks of the paper in lieu of internal assessment

The paper setter must put note (5) in the question paper

Unit-I

Introduction to Communication: Concept & Process

Evolution of Mass Media: History of Journalism & Mass Communication

Unit-II

Reporting Techniques:

- a) News Concepts, Principles and News Sources
- b) Types of News Reporting & Interviews: Tools and Techniques

Unit-III

Introduction to National Security Threats to India: Internal and External

Understanding of Concepts:

- a) National Security
- b) National Power
- c) National Interest

Suggested Readings

1. Carruthers, S. L. (2000). *The Media at War*, London and New York: Macmillan Press Ltd.
2. Chattopadhyay, Dhiman (2024). *Indian Journalism And The Impact Of Social Media*, Rawat Pub, New Delhi
3. Daya, Kishan, Thussu., Des, Freedman., (2003). *War and the Media: Reporting Conflict 24/7*, Sage Pub, New York
4. Hudson, M. & Stanier, J. (1999). *War and the Media: A Random Searchlight*. Thrupp, Stroud, Gloucestershire: Sutton Publishing
5. Knightley, P. (2002). *Journalism, Conflict and War: An introduction*, *Journalism Studies* 3(2)
6. Narayanam, Varun, Dev, (2021). *Defence Journalism*, Sumit Enterprise, New Delhi
7. Natarajan, V. C. (1995). *Defence Reporting in India: The communication gap*.
8. Pavlik, J. (2000) *The Impact of Technology on Journalism*, *Journalism Studies* 1(2)
9. Sahu. Kumar, Shailendra, (2024). *Media Violence And Youth*, Rawat Pub, New Delhi
10. Saxena, Sangeeta, (1997). *Defence Journalism in India*, Manas Pub, New Delhi
11. Thussu, D. K. & Freedman, D. (2003). *War and the Media*. London, Thousand Oaks, New Delhi: Sage Publications
12. Tumbler, H. & Webster, F. (2006). *Journalists Under Fire: Information War and Journalistic Practices*. London, Thousand Oaks, New Delhi: Sage Publications
13. Young, P. R. (2013). *Defence and the Media in Time of Limited War*, Routledge.

SEMESTER – II

Course Code: (DEF -SEC-2 -201)

Course Title-Defence Journalism: Writing, Broadcasting and Media Ethics

Course Duration-60 Hours

Credits-3 (Theory-2 Credit+Practical-1 Credit)

Maximum Marks: 75 marks (Theory: 45 marks + Internal Assessment: 05 marks & Practical: 25 Marks)

Time: 3 hours

Course Objectives:

The paper aims to give students the basic writing and broadcasting skills for better understanding of journalism. It will also develop basic Media ethics required to be a defence journalist.

Pedagogy of the Course Work:

90% Lecturers (including expert lectures)

10% Unit Tests, Snap Tests, assignments, attendance and class room participation

Instructions for Paper Setters and candidates:

1. The Syllabus has been divided into two (2) units.
2. There shall be 5 questions in all.
3. The first question shall be short answer type containing 08 short be answered in about 25 to 30 words. The candidate is required to attempt any 5 short answer type questions i.e. 3 marks of each. It shall carry 15 marks and shall be compulsory question.
4. Rest of the paper shall contain two (2) units and each unit shall have two questions and the candidates shall be given internal choice i.e. the candidates shall attempt one question from each. All questions shall carry 15 marks.
5. For the private/distance education candidates, who have not been assessed earlier for internal assessment, the marks secured by them in theory paper will proportionately be increased to maximum marks of the paper in lieu of internal assessment.

The paper setter must put note (5) in the question paper

Unit-I

Learning General Writing Skills and Analytical Writing
Radio, Television and Online Journalism

Unit-II

Media & Contemporary Issues:

- a) International Relations and Role of Media
- b) India's National Security Interests and Media

Practical: 25 Marks

1. Project Report: 20 Marks
2. Viva-Voce: 05 Marks

Practical Learning Components:

- a. To gain hands-on experience, students are required to visit sites where relevant defence or strategic events have occurred. These visits enable learners to cover real-time developments, understand ground realities, and incorporate their observations into practical assignments and reporting work.

- b. A visit to a radio or television station is desirable, as it helps learners observe live presentations and acquire relevant media skills.
- c. Students are expected to gain exposure to the policymaking and diplomatic frameworks that underpin national security through internships and academic events.
- d. The teacher should assign ample practical work, encouraging learners to participate in activities such as scriptwriting, content development, and oral presentations.
- e. Students will be required to prepare a comprehensive project report on a current topic of general interest, assigned during practical hours. This activity encourages them to engage with contemporary issues and develop their research, analytical, and communication skills.

Suggested Readings

1. Chattopadhyay, Dhiman (2024). Indian Journalism And The Impact of Social Media, Rawat Pub, New Delhi
2. Daya, Kishan, Thussu., Des, Freedman., (2003). War and the Media: Reporting Conflict 24/7, Sage Pub, New York
3. Muthanna, K.A (2007). Enabling Military-to-Military Cooperation as a Foreign Policy Tool: Options for India, Knowledge World International, New Delhi
4. Narayanam, Varun, Dev, (2021). Defence Journalism, Sumit Enterprise, New Delhi
5. Peña, J. C. (2022). Security and defence: Ethical and legal challenges in the face of current conflicts. Springer Nature.
6. Rabindra K. Mahapatra and Krushna C. Panda., (2004). Information Science And Journalism: A Symbiosis, Rawat Pub, New Delhi
7. Sahu. Kumar, Shailendra, (2024). Media Violence And Youth, Rawat Pub, New Delhi
8. Saxena, Sangeeta, (1997). Defence Journalism in India, Manas Pub, New Delhi
9. Sharma, K C (2007). Journalism in India, Jain Books, New Delhi
10. Thomas, Rid, (2007). War and media operations: The US military and the press from Vietnam to Iraq. Routledge
11. Young, Peter, R (1992). Defence and the Media in Time of Limited War, Routledge Pub, New York

SEMESTER – III
Course Code: (DEF-SEC-3- 301)
Course Title-Peace, Security & Media

Course Duration-60 Hours

Credits-3 (Theory-2 Credit+Practical-1 Credit)

Maximum Marks: 75 marks (Theory: 45 marks + Internal Assessment: 05 marks & Practical: 25 Marks)

Time: 3 hours

Course Objectives:

The paper aims to provide students with a foundational understanding of basic concepts of peace and security and role of Media in its reporting. Various case studies will provide a critical analysis of media reporting during major security incidents.

Pedagogy of the Course Work:

90% Lecturers (including expert lectures)

10% Unit Tests, Snap Tests, assignments, attendance and class room participation

Instructions for Paper Setters and candidates:

1. The Syllabus has been divided into two (2) units.
2. There shall be 5 questions in all.
3. The first question shall be short answer type containing 08 short be answered in about 25 to 30 words. The candidate is required to attempt any 5 short answer type questions i.e. 3 marks of each. It shall carry 15 marks and shall be compulsory question.
4. Rest of the paper shall contain two (2) units and each unit shall have two questions and the candidates shall be given internal choice i.e. the candidates shall attempt one question from each. All questions shall carry 15 marks.
5. For the private/distance education candidates, who have not been assessed earlier for internal assessment, the marks secured by them in theory paper will proportionately be increased to maximum marks of the paper in lieu of internal assessment.

The paper setter must put note (5) in the question paper

Unit-I

Peace Process and Role of Media

Contemporary Discourses in Security Studies and Media

Unit-II

Case Studies and Role of Media in War Reporting: 1947, 1962, 1965 & 1971 War

Role of Media in Counter Insurgency Operation and Internal Conflicts

Practical: 25 Marks

1. Project Report: 20 Marks
2. Viva-Voce: 05 Marks

Practical Learning Components:

1. To develop practical skills, students must visit sites of significant defence or strategic events. These field visits offer insights into real-time developments, help students understand on-ground realities, and allow them to apply their observations in practical assignments and reporting tasks.
2. Visits to radio or television stations are encouraged to provide students with firsthand exposure to live broadcasting and to help them build essential media skills.

3. Through internships and participation in academic events, students are expected to develop a deeper understanding of policymaking and diplomatic processes related to national security.
4. Teachers should assign a variety of hands-on tasks, encouraging students to engage in activities such as scriptwriting, content creation and oral presentations.
5. As part of their practical work, students must complete a detailed project report on a current topic of general interest. This task is designed to foster critical thinking and enhance their research, analytical, and communication abilities.

Suggested Readings

1. Allen, T., & Seaton, J. (1999). *The media of conflict: War reporting and representations of ethnic violence*, Zed Books, London and New York
2. Dixit, J. N. (2002). *India-Pakistan in war and peace*, Routledge, India
3. Gaston, E. L. (2014). *Media and civil society in 21st century conflict*, International Debate Education Association, New York
4. Griffin, M. (2010). Media images of war. *Media, War & Conflict*, 3(1), 7-41.
5. Hoskins, A., & O'Loughlin, B. (2010). *War and media: The Emergence of Diffused War*, Polity Press, UK
6. Kabi, K., & Pattnaik, S. N. (2015). *Media, conflict and peace in Northeast India*. Vij Books India Pvt, India
7. Khan, S. (2008). *Nuclear weapons and conflict transformation: The case of India-Pakistan*. Routledge, India
8. Rath, S. K. (2015). *Fragile frontiers: The secret history of Mumbai terror attacks*. Routledge, India
9. Robinson, P., Seib, P., & Frohlich, R. (2016). *Routledge handbook of media, conflict and security*, Routledge, London and New York
10. Subramanian, K. S. (2015). *State, policy and conflicts in Northeast India*. Routledge, India
11. Tekwani, S. (2008). *Media & conflict reporting in Asia*. AMIC, Singapore
12. Viswam, D. (2010). *Role of media in Kashmir crisis*. Gyan Publishing House, India
13. Wolfsfeld, G. (2004). *Media and the path to peace*. Cambridge University Press

ECONOMICS

Course Code	Course	Paper	Credits
Semester-I			
ECO-SEC-1-101	Skill Enhancement Course	Data Collection and Handling-I	03
Semester-II			
ECO-SEC-2-201	Skill Enhancement Course	Data Collection and Handling-II	03
Semester-III			
ECO-SEC-3-301/ ECO-SEC-3-302	Skill Enhancement Course	Introduction to Data Analysis using MS-Excel/ Financial Literacy	03

SEMESTER-I

ECO-SEC-1-101- Data Collection and Handling-I

Topologyofthecode	Skill Enhancement Course
Levelofthe Course	100
Course Duration /LTP (Lectures,Tutorials,Practical)	L=45 hours (3 hours a week for 15 weeks=01 semester), T=0, P=0
Credits	3
Max.Marks	75 Marks=Theory 68 marks + Internal Assessment 07 marks
Time	3 hours

LearningOutcomes: -Students will understand the concept and significance of research design, including its types and the features of a good research framework. They will be able to differentiate between various types of data such as census vs sampled data, primary vs secondary data, cross-section, time series, pooled, and panel data. Students will grasp key sampling concepts, including statistical population, sampling errors, and characteristics of good sampling, along with methods for determining sample size. They will also learn various sampling techniques like simple random, PPS, stratified, multistage, and non-probability sampling. Additionally, students will explore primary data collection methods such as observation, interviews, and questionnaires, including designing effective tools and using online platforms like Google Forms. They will also identify common survey errors, including question misinterpretation and non-response issues

Pedagogy of the Course Work: 90% Classroom teaching.
10% Internal Assessment.

Instructions for Paper-setter and candidates:

The maximum marks for the paper will be 75. The question paper will be of 68marks and internal assessment 07.

The paper-setter must put a note in the question paper in this regard.

There shall be 7 questions in all.

The first question is **compulsory** comprising 10 short answer type questions spread over the whole syllabus. The candidates are required to attempt 7 questions. Each question shall be of 2 marks (7x2=14).

Rest of the paper shall contain three units. Two questions shall be asked from each UNIT and the candidates shall be given internal choice. The candidates shall attempt one question from each unit. Each question will carry 18 marks (18x3=54)

UNIT-I

Research Design-Meaning, Types and Features of Good Research Design

Types of Data; Census vs Sampled data; Primary vs Secondary; Cross Section or Micro Data, Time Series Data, Pooling of data, Panel data.

Sampling–Concepts of Statistical Population, Sample, Sampling Frame, Sampling and non-Sampling Errors. Characteristics of good sampling. Determination of sample size; various methods

UNIT-II

Sample Size: Various methods for determining sample size

Sampling Techniques: Simple Random Sampling; PPS Sampling; Stratified Random Sampling; Multistage Sampling, NonProbability sampling.

UNIT-III

Methods of Primary data Collection: Observation method, interview method, collection of data through questionnaires-Designing of questionnaire, collection of data through schedules-Designing of schedule. Collection of primary data through questionnaire online (google form)

Errors in surveys: Misunderstanding of question and answers, problem of non-response.

***Practical Work:** Students are required to formulate a research problem and need to prepare a questionnaire for the same along with appropriate measurement and scaling techniques.

Suggested Readings:

1. Bethlehem, J. (2009). *Applied survey methods: A statistical perspective*. Wiley.
2. Cochran, W. (2008). *Sampling techniques, 3rd ed.* Wiley.
3. Cooper, D., Schindler, P., Sharma, J. (2012). *Business research methods, 12th ed.* McGraw-Hill.
4. Flick, U. (2012). *Introducing research methodology: A beginner's guide to doing a research project*. Sage Publications.
5. Groves, R., Fowler, F., Couper, M., Lepkowski, J., Singer, E., Tourangeau, R. (2009). *Survey Methodology*. Wiley.
6. Kothari, C.R. (2009). *Research Methods and Techniques*, Wiley Eastern.
7. Kumar, R. (2014). *Research methodology: A step by step guide for beginners, 4th ed.* Sage Publications.

SEMESTER-II

ECO-SEC-2-201- Data Collection and Handling-II

Topology of the code	Skill Enhancement Course
Level of the Course	100
Course Duration /LTP (Lectures, Tutorials, Practical)	L=45 hours (3 hours a week for 15weeks=01 semester), T=0, P=0
Credits	3
Max.Marks	75 Marks=Theory 68 marks + Internal Assessment 07 marks
Time	3 hours

LearningOutcomes: -Students will be able to select appropriate methods for data collection and carry out key steps in data processing, including questionnaire checking, editing, coding, classification, data cleaning, and adjustment techniques such as interpolation and extrapolation. They will be proficient in data tabulation, identifying types of tables, and presenting data graphically using scattergrams, histograms, bar charts, pie charts, line graphs, and frequency polygons. Students will also learn to analyze and interpret data using measures of central tendency and dispersion, and apply correlation techniques like Karl Pearson and Spearman Rank using Excel. Additionally, they will understand the ethical dimensions of data collection and handling, including responsibilities toward participants, researchers, and sponsoring organizations, with a focus on privacy, standards of conduct, and stakeholder integrity in research.

Pedagogy of the Course Work: 90% Classroom teaching.
10% Internal Assessment.

InstructionsforPaper-setterandcandidates:

The maximum marks for the paper will be 75. The question paper will be of 68marks and internal assessment 07.

The paper-setter must put a note in the question paper in this regard.

There shall be 7 questions in all.

The first question is **compulsory** comprising 10 short answer type questions spread over the whole syllabus. The candidates are required to attempt 7 questions. Each question shall be of 2 marks (7x2=14).

Rest of the paper shallcontain three units. Two questions shall be asked from each UNITand the candidates shall be given internal choice. The candidates shall attempt one question from each unit. Each question will carry 18 marks (18x3=54)

UNIT-I

Collection of Secondary Data; Data sources Selection of appropriate method of data collection.

Processing of Data: Questionnaire checking, Editing, Coding,classification. Data cleaning, Data Adjusting; Interpolation and Extrapolation.

Tabulation;Types of tables, Graphical representation; Scattergram, histogram Barcharts, Pie Charts, line graphs, frequency and cumulative frequency polygon.

UNIT-II

Data Analysis and Interpretation: Measures of central tendency (Arithmetic mean median and mode), Measures of Dispersion, Simple correlation (Karl Pearson and Spearman Rank Correlation) using excel.

UNIT-III

Ethics for data collection & handling: Stakeholders in research, Ethical issues concerning participants, researchers and sponsoring organisation, Standards of conduct, privacy in data.

*Practical Work: Project Report (collection data through questionnaire on a research problem and preparation, analysis and interpretation of data).

Suggested Readings:

1. Bethlehem, J. (2009). *Applied survey methods: A statistical perspective*. Wiley.
2. Cochran, W. (2008). *Sampling techniques, 3rd ed.* Wiley.
3. Cooper, D., Schindler, P., Sharma, J. (2012). *Business research methods, 12th ed.* McGraw-Hill.
4. Flick, U. (2012). *Introducing research methodology: A beginner's guide to doing a research project*. Sage Publications.
5. Groves, R., Fowler, F., Couper, M., Lepkowski, J., Singer, E., Tourangeau, R. (2009). *Survey Methodology*. Wiley.
6. Kothari, C.R. (2009). *Research Methods and Techniques*, Wiley Eastern.
7. Kumar, R. (2014). *Research methodology: A step by step guide for beginners, 4th ed.* Sage Publications.

SEMESTER-III

ECO-SEC-3-301- Introduction to Data Analysis Using MS- Excel

Topology of the code	Skill Enhancement Course
Level of the Course	200
Course Duration /LTP (Lectures,Tutorials,Practical)	L=45hours (3 hours a week for 15 weeks=01 semester), T=0, P=0
Credits	3
Max.Marks	75 Marks = Theory 68 marks + Internal Assessment 07 marks
Time	3 hours

LearningOutcomes: -After successful completion, the students will be able to understand the use of MS-Excel in data handling and presenting. The filtering techniques, lookup methods, pivot tabling, graphics presentation, matrix analysis etc. shall sharpen a student in the field of quantitative economics.

Pedagogy of the Course Work : 90% Classroom teaching.
10% Internal Assessment.

Instructions for Paper-setter and candidates:

The maximum marks for the paper will be 75. The question paper will be of 68marks and internal assessment 07.

The paper-setter must put a note in the question paper in this regard.

There shall be 7 questions in all.

The first question is **compulsory** comprising 10 short answer type questions spread over the whole syllabus. The candidates are required to attempt 7 questions. Each question shall be of 2 marks (7x2=14).

Rest of the paper shall contain three units. Two questions shall be asked from each UNIT and the candidates shall be given internal choice. The candidates shall attempt one question from each unit. Each question will carry 18 marks (18x3=54)

UNIT-I

Introduction to spreadsheets, reading data, manipulating data. Arithmetic operations and basic functions. Spreadsheet Functions to Organize Data. Introduction to some more useful functions such as the IF, nested IF, VLOOKUP and HLOOKUP functions in Excel.

UNIT-II

Introduction to Filtering, Pivot Tables and Charts. Introduction to the Data filtering capabilities of Excel, the construction of Pivot Tables to organize data and introduction to charts in Excel. Constructing various Line, Bar and Pie charts. Using the Pivot chart features of Excel. Understanding and constructing Histograms and Scatterplots.

UNIT-III

Macro Recordings and Mathematical analysis: Introduction to Excel Macros. Using Excel-Macro recording for data analyses (without using VB), Solution of matrices.

Statistical Analysis using Excel: Central Tendency and Dispersion measures, Regression analysis, Correlation analysis.

Suggested Readings:

1. Lloyd, Chris, J. (2011). *Data Driven Business Decisions*, John Wiley & Sons.
2. Levine, D.M., Stephen, D. and Szabat, K.A. (2016). *Statistics for Managers Using Microsoft Excel*, Pearson Education.
3. Day, Alastair L. (2013). *Mastering Financial Mathematics in Microsoft Excel*, Prentice Hall.
4. Piascik, Chester (2001). *Applied Mathematics with Microsoft Excel*, Pennsylvania State University.
5. Jelen, Bill (2013). *Excel 2013: Charts and Graphs Microsoft Excel*. Que Publishing

ECO-SEC-3-302: Financial Literacy

Topology of the code	Skill Enhancement Course
Level of the Course	200
Course Duration /LTP (Lectures,Tutorials,Practical)	L=45 hours (3 hours a week for 15 weeks=01 semester), T=0, P=0
Credits	3
Max. Marks	75 Marks = Theory 68 marks + Internal Assessment 07 marks
Time	3 hours

LearningOutcomes: -The students will be able to understand the importance of financial literacy and prepare financial plans and budgets. The student will be able to describe the importance of insurance services as social security measures.

Pedagogy of the Course Work: 90% Classroom teaching.
10% Internal Assessment.

InstructionsforPaper-setterandcandidates:

The maximum marks for the paper will be 75. The question paper will be of 68marks and internal assessment 07.

Thepaper-settermustputanoteinthequestionpaperinthisregard.

Thereshallbe7questionsinall.

The first question is **compulsory** comprising 10 short answer type questions spread over the whole syllabus. The candidates are required to attempt 7 questions. Each question shall be of 2 marks (7x2=14).

Rest of the paper shallcontain three units. Two questions shall be asked from each UNITand the candidates shall be given internal choice. The candidates shall attempt one question from each unit. Each question will carry 18 marks (18x3=54)

UNIT-I

Introduction to Financial Planning and Budgeting: Meaning, importance, and need for financial planning; Personal Budget, Family Budget, Business Budget; Procedure for financial planning and preparing a budget; avenues for savings from surplus. Financial Literacy - Components of Financial Literacy - Financial Institutions: Meaning, Banking and Non-Banking Financial Institutions.

UNIT-II

Banking and Insurance: Meaning and Types of Banks, Various services offered by banks, types of bank deposit accounts, Formalities to open various types of bank accounts, KYCnorms.Various typesof Loans:Short-term, Medium-term,andLong-term loans. Insurance – its meaning and types: Life Insurance, Health Insurance Plan, Property Insurance, General Insurance – Types.

UNIT- III

Insurance- its meaning and types (life and non life). Importance of insurance, Principles of insurance, Contract Feature of life and non life insurance.

Insurance and IRDA: IRDA Act 1999, Provisions, Duties, Powers and Functions of IRDA. Grievance mechanism.

Suggested Readings:

1. Avadhani, V.A. (2019), *Investment Management*, Mumbai: Himalaya Publishing House Pvt. Ltd.
2. Chandra, P. (2012), *Investment Game: How to Win*, New Delhi: Tata McGraw Hill Education.
3. Kothari, R. (2010), *Financial Services in India: Concept and Application*, New Delhi: Sage Publication India Pvt. Ltd.
4. Milling, B. E. (2003), *The Basics of Finance: Financial Tools for Non-Financial Managers*, Indiana: Universe Company.
5. Zokaityte, A. (2017), *Financial Literacy Education*, London: Palgrave Macmillan.

Education

LIFE SKILLS EDUCATION	
SKILL ENHANCEMENT COURSE (SEC- 1)	SEMESTER – I (EDU-SEC-102)
Learning Outcomes	<p>After completion of the course, student will be able to:</p> <ul style="list-style-type: none"> • Understand the concept and importance of Life Skills • Enlist and explain the types of Life Skills. • State and discuss the importance of enhancing life skills • Discuss the role of life skills and its impact on everyday life. • Acquaint with the role of education in developing life skills. • Integrate life skills with the teaching learning. • Understand and use various methods and techniques for developing life skills.
Credits	3
Marks	75 (Theory: 40, External Practical: 25, Internal Evaluation:10)
Contact Hrs	45 Hours
Unit 1	<p>Fundamental and Importance of Life Skills</p> <p>a. Concept, definition and Components of Life Skills b. Types of Life Skills - Emotional, Social and Thinking Skills. c. Role of Life Skills in Everyday Life. d. Areas of Application of Life Skills e. Enhancing the skills for Academic success and future career prospects</p>
Unit 2	<p>Methods and Techniques for Developing Life Skills</p> <p>a. Incidental Teaching , Project Method ,Group Discussion and Extempore activities b. Importance of Life Skills for Growing Minds. c. Debates, Riddles and Puzzles, Seminars and Quizzes d. Brain Storming, Story Telling, e. Role Playing and Community Service.</p>
Unit 3 (SESSIONAL WORK)	<p>1) Conduct /Attend a Workshop on core life skills and prepare a report. 2) Case study / Story telling / debate on core life skills and its impact on one's life.</p>
EVALUATION SCHEME	<p>The external theory examination will be of two hours duration. External theory examination will be set from First Two Units (Unit-I and Unit-II) of the syllabus. External question paper will have Three units- First two units i.e. Unit-I & II will have two questions each and the candidate will be required to attempt one question from each of the Unit-I & II. Each question carries 10 marks. Unit –V will be compulsory with 5 short answer-type questions set form the whole syllabus of the paper. Each question will be of 4 marks.</p>
EXTERNAL PRACTICAL	<p>Unit-III of the syllabus is about sessional work. The students will present all the activities done by them in the form of report and appear for viva-voce examination.</p>

**Undergraduate Programme, Skill Enhancement Courses
First to Third Semester, Examinations, 2025-26**

INTERNAL EVALUATION	Internal evaluation will be based on the performance of the candidate in term paper, house test, class assignments, attendance, and participation in discussions/seminars/tutorials, related practical and sessional work. It will be assessed and prepared by the concerned teacher on the basis of file work and viva voce.
SUGGESTED READINGS	<ul style="list-style-type: none"> • Pandey, Shiv Pujan (2012).Life Skill Education for Adolescents. New Delhi: Global Research Publications. • Thomas, Gracious (2010).Life Skill Education &Curriculum. Delhi: Shipra Publications. • Life Skills in Non-formal Education: A Review. Indian National Commission, New Delhi, • Life Skills In Non-formal Education: A Review (2001). New York: United Nations Educational Science. • Bond,T. (1986). Games for Social and Life Skills. London: Hutchinson & Corporation. • Armour, Jenny (1980).Take off a guide to books for students who are learning reading writing spelling maths life skills hand writing. London: Library Association. • Ganguli, Nivedita (2017): Life Skills, Journey of Happiness. New Delhi: The Bookline. • Goldberg, David E. (1995). Life Skills and Leadership for Engineers. New Delhi: Tata McGraw Hill Publishing Company. • Goldberg, David E. (1997). Life Skills and Leadership For Engineers. New Delhi: Tata McGraw Hill Publishing Company • Life Skills in Non-formal Education: A Review (2001). New Delhi: United Nations Educational Scientific and Cultural Organization. • Life Skills in Non-formal Education: A Review (2001). New Delhi: India Human Resource Development Ministry. • Verma, Shalini, (2014): Development of Life Skills & Professional Practice. Noida: Vikas Publishing House Pvt. Ltd. <p>Websites:- http://www.skillsyouneed.com http://rejimaruthora.blogspot.com http://alif.org http://in.indeed.com www.bookmandelhi.com</p>

Course Title		INTRODUCTION TO GUIDANCE & COUNSELING						
2	Semester	I						
3	Course Code	EDU-SEC 1- 102						
4	Typology of Course	Skill Enhancement Course (SEC)						
5	Course Duration/ LP (Lectures) (Practical)	30 hours of lectures for Theory + 30 hours of practical's (1 credit = 15 hours of theory learning based on 2 hrs./week) (1 credit = 30 hours of practical based on 2 hrs./week) (1 Semester = 15 weeks) 3-groups will be created for the purpose of Practical for each unit						
6	Credits	3 credits Theory + Practical = 2+1 credits						
7	Max. Marks and Time	75 Marks <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Ext (Th.)</th> <th>Int (Th.)</th> <th>Practical(25)</th> </tr> </thead> <tbody> <tr> <td align="center">40</td> <td align="center">10</td> <td align="center">15(External) + 10(Internally to be assessed by the Examiner)</td> </tr> </tbody> </table> <ol style="list-style-type: none"> a. The exam of this course will be 2 hours duration. b. There will be no objective type questions. c. Students are required to have knowledge of the developments in the subject up to 6 months before the examination. d. Use of non-programmable calculators by the students in the Examination Hall is allowed. The calculators will not be provided by the University/College to the examinees 	Ext (Th.)	Int (Th.)	Practical(25)	40	10	15(External) + 10(Internally to be assessed by the Examiner)
Ext (Th.)	Int (Th.)	Practical(25)						
40	10	15(External) + 10(Internally to be assessed by the Examiner)						
8	Course Objective	By the end of this course, the learners will be able to: <ol style="list-style-type: none"> 1. Understand the meaning, aims, principals, and contemporary needs of guidance and counselling in educational settings. 2. Differentiate between various types of guidance (personal. Social, educational, career, health, leisure) and comprehend their relevance in holistic student development. 3. Examine theoretical foundations and processes of counselling, including different types and approaches. 4. Identity the qualities, ethics, and professional responsibilities of an effective counsellor. 5. Apply guidance and counselling concepts through practical exposure to real-world contexts such as special schools, de-addiction centres, or media analysis. 						

9	Course Outcomes	<p>On successful completion of the course, the students will be able to</p> <ol style="list-style-type: none"> 1. Define and explain the fundamental concepts., principals, and significance of guidance in Education (Knowledge Level-K1) 2. Classify and interpret various types of guidance services and emerging trends in guidance. (Comprehension and Analysis- K2, K4) 3. Describe and compare the process and approaches of counselling – directive, nondirective, and eclectic. Knowledge and Evaluation-K1, K5) 4. Evaluative the role, skills and ethical standards required of a professional counsellor.(Evaluation and Application-K5, K3) 5. Conduct field-based projects and critically analyze real-world emotional. Social, behavioural, or academic challenges faced by students. (Application and Analysis-K 3, K4)
10	Pedagogy of the Course Work	Teaching and learning through classroom lectures, Laboratory, Interactive sessions, industry interaction and expert lectures. The students will be assessed on the basis of the exam of 40 marks, continuous internal assessment of 10 marks based on class test, participation and assignments. Practical projects of 25 marks based on assignments and projects.
11	Instructions for paper setters and candidates	<p>The syllabus has been divided into TWO units:</p> <p>The question paper of each subject covering the entire course shall be divided into three sections.</p> <ul style="list-style-type: none"> • Section A (20 marks) This section will have 6 short answer questions from the entire syllabus. Students are required to attempt 4 questions from this section. Each question will carry 5 marks; the total weightage being 20 marks. • Section B (10 marks) This section will consist of essay type questions from Unit I of the syllabus. The candidate will be required to attempt one question out of two questions. Each question will carry 10 marks. • Section C (10 marks) This section will consist of essay type questions from Unit II of the syllabus. The candidate will be required to attempt one question out of two questions. Each question will carry 10 marks.
12	Course Content	<p align="center">UNIT-I</p> <p>Unit I: MEANING, TYPES, NEEDS & TRENDS OF GUIDANCE</p> <ul style="list-style-type: none"> • Guidance; Meaning, aims, principles and needs of Guidance services. • Types of guidance: Personal, Social, Educational, Career, Leisure time & Health • Emerging trends of Guidance.
		<p align="center">UNIT-II</p> <p>UNIT II: THEORETICAL FOUNDATION OF COUNSELLING</p> <ul style="list-style-type: none"> • Meaning, process and Importance of counselling • Types: Individual and Group Counseling • Approaches of counselling: Directive, Nondirective, Eclectic Counseling • The Counselor-Qualities of effective counselor, self-renewal: preventive burnout, ethical standards and legal considerations in counselling.

	<p>PRACTICUM: 25 : Marks</p> <ol style="list-style-type: none"> 1. News item/movie review/ a visit to any special school, drug de-addiction centre, rehabilitation centres/employment bureau and prepare a report 2. Analyse reporting of at least one news item related to emotional /social/behavioral/academic problems of children. 3. Write a review of a book on any issue related to problems of school children with regard to emotional/social/behavioral/academic.
13	<p>Suggested Resources for Reading</p> <ul style="list-style-type: none"> • Capuzzi, D., & Gross, D.R.(2017). Introduction to the Counseling profession. New York, NY: Routledge. • Bhatnagar, A., & Gupta. N. (Eds.). (1999). Guidance and Counselling: A theoretical perspective (Vol. I).New delhi: Vikas Publishing House. • Chandra Ramesh, (2002). Guidance and Counselling. Delhi: Kalpana Publications • Corey, G. (2016). Theory and practice of counseling and psychotherapy (10thed.). Belmont, CA: Cengage Learning • Gibson, R.L., & Mitchell, M.H. (2011). Introduction to Counselling and guidance (7th ed.). Boston, MA: Pearson Education. • Gladding, S.T.(2018). Counselling: A comprehensive profession (8th ed.). • Boston, MA: Pearson Education. • Jangira, N.K., & Ahuja, A.(2002). Effective teacher training: A guide for school-based in-service programme. New Delhi: National Council of Educational Research & Training. • Kochhar, S.K. (1984). Guidance and Counselling in colleges and universities. New Delhi: Sterling Publishers Ltd. • Kochhar, S.K. (1996). Guidance and Counselling in colleges and universities. New Delhi: Sterling Publishers Pvt. Ltd. • Lapworth, Phil, Sills Charlotte & Fish Sue, (2001). Integration in counselling & Psychotherapy- Developing a personal approach. London: SAGE publications • NCERT. (2015). Guidance and Counselling in schools: A manual, New Delhi: Department of Education Psychology and Foundations of Education. NCERT. • Neukrug, E.(2015). The world of the counselor: An introduction to the counseling profession. Boston, MA: Cengage Learning. • Patterson, C.H. (1973) Theories of Counselling and Psychotherapy. N.Y. Harper and Row • Qureshi, Hasnain (2004). Educational Counselling. New Delhi: Anmol Publications Pvt. Ltd. • Rao, S.N.(2008). Counselling and guidance. New Delhi: Tata McGraw Hill. • Safaya, B.N.(2002)Guidance &Counselling. Chandigarh: Abhishek Publications • Sharma, Tara Chand (2002). Modern methods of guidance and counselling. New Delhi: Sarup & Sons. • Sharma, Yogendra K. (2004). Principals of educational and vocational guidance. New Delhi: Kanishka Publishers, Distributors. • Sharma, Shashi Prabha (2004). Career Guidance and Counselling. New Delhi: Kanishka Publishers,Distributors. • Shertzer, Bruce & Stone Shelly C (1996). Fundamentals of guidance, Third Ed. London: Houghton Mifflin Company Boston.

SELF DEVELOPMENT SKILLS: COMMUNICATION AND DIGITAL TECHNOLOGY	
SKILL ENHANCEMENT COURSE (SEC- 2)	SEMESTER – II (EDU-SEC-152)
Learning Outcomes	After completion of the course, student will be able to: <ul style="list-style-type: none"> • To familiarize the students with the concepts and practice of communication • To enlist and explain the barriers of effective communication and how it can be overcome • To acquaint the students with the elementary theory and practice of multimedia—graphics, audio and video processing. • To assist the students to design and develop e-education resources.
Credits	3
Marks	75 (Theory: 40, External Practical: 25, Internal Evaluation:10)
Contact Hrs	45 Hours
Unit 1	Communication <ul style="list-style-type: none"> • Concepts , Process and Principles of Communication • Effective Communication Skills (Verbal and Non-Verbal) and Overcoming Barriers of effective communication • Technological advances in communication, Communication media
Unit 2	Technology for Classroom Instruction and New Trends in ICT <ul style="list-style-type: none"> • Educational Applications of Audio-Video Recording Instruments and Closed Circuit Television (CCTV) • Virtual and Smart Classroom -Concept, Elements, Advantages and Limitations • Online Learning Resources: e -Library, Websites, Apps, and Web 2.0 Technology.
Unit 3 (SESSIONAL WORK)	<ul style="list-style-type: none"> • Preparing a CV and Mock Interview • Creating an e-group for purpose of research ideas • Recording and editing of audio and video clips (At least three of minimum five minutes duration)
EVALUATION SCHEME	The external theory examination will be of two hours duration. External theory examination will be set from First Two Units (Unit-I and Unit-II) of the syllabus. External question paper will have Three units- First two units i.e. Unit-I & II will have two questions each and the candidate will be required to attempt one question from each of the Unit-I & II. Each question carries 10 marks. Unit –V will be compulsory with 5 short answer-type questions set from the whole syllabus of the paper. Each question will be of 4 marks.
EXTERNAL PRACTICAL	Unit-III of the syllabus is about sessional work. The students will present all the activities done by them in the form of report and appear for viva-voce examination.

INTERNAL EVALUATION	Internal evaluation will be based on the performance of the candidate in term paper, house test, class assignments, attendance, and participation in discussions/seminars/tutorials, related practical and sessional work. It will be assessed and prepared by the concerned teacher on the basis of file work and viva voce.
SUGGESTED READINGS	<ul style="list-style-type: none">• Barton, R. (2004). Teaching Secondary Science with ICT. McGraw-Hill International• Bhaskara Rao, Digumarti (2013): Vidya -Samachara Sankethika Sastram (ICT in Education). Guntur: Master Minds, Sri Nagarjuna Publishers.• Denis, Kim, Sen and Morin (2000). Information Technology -The Breaking Wave. New Delhi: Tata McGraw-Hill Publishing Co. Ltd.• Department of School Education and Literacy, MHRD (2012). National Policy on Information and Communication Technology (ICT) In School Education. New Delhi Imison,• T. & Taylor, P.H. (2001). Managing ICT in the Secondary Schools. Heinemann: Oxford.• Kumar, K.L. (2000). Educational Technology. New Delhi: New Age International Pvt. Ltd.• Mangal, S.K. & Uma Mangal (2009). Essentials of Educational Technology. New Delhi: PHI Learning Pvt. Ltd. Norton.

1	Course Title	PSYCHOLOGICAL TESTING AND COUNSELING CHILDREN WITH SPECIAL NEEDS									
2	Semester	II									
3	Course Code	PSYC-GNC2									
4	Typology of Course	Skill Enhancement Course (SEC)									
5	Course Duration/ LP (Lectures) (Practical)	30 hours of lectures for Theory + 30 hours of practical's (1 credit = 15 hours of theory learning based on 2 hrs./week) (1 credit = 30 hours of practical based on 2 hrs./week) (1 Semester = 15 weeks) 3-groups will be created for the purpose of Practical for each unit									
6	Credits	3 credits Theory + Practical = 2+1 credits									
7	Max. Marks and Time	75 Marks <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Ext(Th.)</th> <th>Int (Th.)</th> <th colspan="2">Practical</th> </tr> </thead> <tbody> <tr> <td align="center">40</td> <td align="center">10</td> <td align="center">15(External)</td> <td align="center">10(to be assessed by the Internal)</td> </tr> </tbody> </table> <p>a. The exam of this course will be 2 hours duration. b. There will be no objective type questions. c. Students are required to have knowledge of the developments in the subject up to 6 months before the examination. d. Use of non-programmable calculators by the students in the Examination Hall is allowed. The calculators will not be provided by the University/College to the examinees</p>		Ext(Th.)	Int (Th.)	Practical		40	10	15(External)	10(to be assessed by the Internal)
Ext(Th.)	Int (Th.)	Practical									
40	10	15(External)	10(to be assessed by the Internal)								
8	Course Objective	By the end of this course, the learners will be able to: <ol style="list-style-type: none"> 1. Understand the concept, nature and types of psychological tests and its relevance in educational settings. 2. Differentiate between testing and non-testing techniques used in psychological evaluation. 3. Acquire practical skills for administering interpreting and preparing reports of psychological tests to diagnose learning and behavioral issues. 4. Develop a comprehensive understanding of the characteristics, challenges and needs of differently-abled children 5. Identify emotional, behavioral, social and academic problems of children with special needs and suggest appropriate diagnostic and intervention strategies. 6. Engage in hands-on experimental learning through case study analysis of adolescents facing academic, social or personal issue.. 									

9	Course Outcomes	<p>On successful completion of the course, the students will be able to</p> <ul style="list-style-type: none"> • Define and explain the concept, nature, uses and limitations of psychological testing.(Knowledge and comprehension- K1, K2) • • Classify and differentiate between testing and non-testing techniques of psychological assessment. (comprehension and Analysis- K2, K4) • Administer psychological tests and interpret results related to learning and behavioral problems. (Appllication and Evaluation- K3, K5) • Explain the characteristics of differently-abled children and analyze the challenges they face. . (Aplication and Evaluation- K2, K4) • Design and recommend appropriate diagnostics and intervention strategies for children with emotional, social, behavioral. And academic problems. (Creation and Evaluation- K5, K6) • Conduct a psychological case study of an adolescent and prepare a diagnostic report with suggested interventions. (Application and Synthesis- K3, K6)
10	Pedagogy of the Course Work	<p>Teaching and learning through classroom lectures, Laboratory, Interactive sessions, industry interaction and expert lectures. The students will be assessed on the basis of the exam of 40 marks, continuous internal assessment of 10 marks based on class test, participation and assignments. Practical projects of 25 marks based on assignments and projects.</p>
11	Instructions for paper setters and candidates	<p>The syllabus has been divided into TWO units:</p> <p>The question paper of each subject covering the entire course shall be divided into three sections.</p> <ul style="list-style-type: none"> • Section A (20 marks) This section will have 6 short answer questions from the entire syllabus. Students are required to attempt 4 questions from this section. Each question will carry 5 marks; the total weightage being 20 marks. • Section B (10 marks) This section will consist of essay type questions from Unit I of the syllabus. The candidate will be required to attempt one questions out of two questions. Each question will carry 10 marks. • Section C (10 marks) This section will consist of essay type questions from Unit II of the syllabus. The candidate will be required to attempt one questions out of two questions. Each question will carry 10 marks.
12	Course Content	<p align="center">UNIT-I</p> <p>UNIT I PSYCHOLOGICAL TESTING</p> <ol style="list-style-type: none"> 1. Psychological Testing: Concept, nature and uses and limitations 2. Testing and non testing techniques 3. Administration and Interpretation and report preparation psychological diagnostic tests; learning defects behaviour problems

	UNIT-II
	<p>UNIT II IDENTIFICATION AND DIAGNOSIS OF SPECIAL CHILDREN</p> <ul style="list-style-type: none"> • Understanding differently abled children. • Problems of children with different abilities. Their diagnosis and intervention programs for emotional, social, behavioral, and academic problems <p>PRACTICUM 25 : Marks</p> <p style="text-align: center;">Identification of a problem in an adolescent (academic/social / personal) concern and preparing a case study with remedial Programme.</p>
13	<p>Suggested Resources for Reading</p> <ul style="list-style-type: none"> • Anastasi, A and Urbina, S (2005) : Psychological Testing (7th Edition) Delhi : Pearson Education. • Dash, M.(2012). Inclusive education for children with special needs. Atlantic Publishers. • Gibson, R.L., & Mitchell (2005): Introduction to Counselling. New Delhi: Pearson Education. • Gregory, R.J. (2004), Psychological Testing: History Principles and Application N.Y. Pearson Education Group. • Gupta, A.K. (2016). Child behavior and development problems. Shipra Publications. • Hallahan, D.P., Kauffman, J.M., & Pullen, P.C. (2019). Exceptional learners: An introduction to special education (14th ed.). Pearson. • Jangira, N.K., & Ahuja, A. (1996). Effective teacher training: A guide to teaching children with learning disabilities. NCERT. • Kaplan , R.M., & Saccuzzo, D.P.(2017), Psychological testing: Principal applications, and issues(9th ed.). Cengage Learning. • Kundu, C.L. (2000). Educational psychology, Sterling Publishers. • Mangal, S.k. (2019). Advanced educational psychology. PHI Learning Pvt. Ltd. • National Council of Educational Research and Training. (2022). Guidelines for assessment of Children with special needs. NCERT. • Panda, K.C. (2005). Education of exceptional children. Vikas Publishing House Pvt. Ltd. • Rao, S.N. (1995): Guidance and Counselling. New Delhi: Tata Mc Graw-Hill. • Salvia, J., Ysseldyke, J.E., & Bolt, S.(2016). Assessment in special and inclusive education(13th ed.) Cengage Learning. • Shah. R.K. (2002). Educational Testing and Measurement. Jaipur, INDIA, Pointer Publishers. • Woolfolk, A.(2018). Educational psychology (13th ed). Pearson.

CRITICAL AND CREATIVE THINKING SKILLS	
SKILL ENHANCEMENT COURSE (SEC- 3)	SEMESTER – III
Learning Outcomes	<p>After completion of the course, student will be able to:</p> <ul style="list-style-type: none"> ● Understand the concept and importance of Thinking Skills ● Analyze, compare and make inferences which evoke Higher Order Thinking. ● Find new ways to complete the regular tasks. ● Apply different solutions in everyday life situations ● Make informed decision ● Understand and use various methods and techniques for enhancing critical and creative thinking skills. ● Develop the ability to think critically and creatively
Credits	3
Marks	75 (Theory: 40, External Practical: 25, Internal Evaluation:10)
Contact Hrs	45 Hours
Unit 1	<p>Importance of Thinking Skills</p> <p>a. Concept, importance and process of Thinking Skills b. Types Thinking Skills: Creative, Critical, reflective and Analytical Skills c. Role of Thinking Skills in Everyday Life. d. Importance of fostering Thinking Skills in classroom e. Impact of Technology on developing Thinking Skills.</p>
Unit 2	<p>Critical and Creative Thinking Skills</p> <p>a. Definition, Principles and Ways of Critical Thinking b. Components of Critical Thinking: Reasoning, Evidence and Argumentation c. Definition and importance of Creative Thinking in Education d. Techniques for enhancing Creative Thinking(Brain Storming, Mind mapping, Project work, Situational cards, Role play, Games and Puzzles)</p>
Unit 3 (SESSIONAL WORK)	<p>Any two of the following:</p> <ol style="list-style-type: none"> 1) Participate in a debate on a controversial topic (Report Writing) 2) Conduct a brainstorming session on a given topic or problem. 3) Create a mind map or an idea web on a topic of your choice.
EVALUATION SCHEME	<p>The external theory examination will be of two hours duration. External theory examination will be set from First Two Units (Unit-I and Unit-II) of the syllabus.</p> <p>External question paper will have Three units- First two units i.e. Unit-I & II will have two questions each and the candidate will be required to attempt one question from each of the Unit-I & II. Each question carries 10 marks. Unit – V will be compulsory with 5 short answer-type questions set form the whole syllabus of the paper. Each question will be of 4 marks.</p>
EXTERNAL PRACTICAL	<p>Unit-III of the syllabus is about sessional work. The students will present all the activities done by them in the form of report and appear for viva-voce examination.</p>

**Undergraduate Programme, Skill Enhancement Courses
First to Third Semester, Examinations, 2025-26**

INTERNAL EVALUATION	Internal evaluation will be based on the performance of the candidate in term paper, house test, class assignments, attendance, and participation in discussions/seminars/tutorials, related practical and sessional work. It will be assessed and prepared by the concerned teacher on the basis of file work and viva voce.
SUGGESTED READINGS	<p>Critical Thinking: A Concise Guide, Tracy Bowell and Gary Kemp. Routledge, London, 2002.</p> <p>Critical Thinking: A Student's Introduction (fourth Edition), Gregory Bassham, William Irwin, Henry Nardone and James M. Wallace, McGraw-Hill, New York, 2002</p> <p>Critical Thinking: A Concise Guide. 5th Edition. Routledge: Abingdon, Oxon; New York, NY, Bowell, T., Cowan, R. and Kemp, G., 2019</p> <p>The Miniature Guide to Critical Thinking: Concepts and Tools, Richard Paul and Linda Elder, Foundation for Critical Thinking, 2008.</p> <p>The Nature and Functions of Critical & Creative Thinking, Richard Paul and Dr. Linda Elder, Foundation for Critical Thinking, 2008.</p>

English

SEMESTER I SKILL ENHANCEMENT COURSE 1 (BASKET)

Course Title:	Public Speaking (Semester-1)
Course Code:	ENG-SEC-1-101
Typology of Course:	Skill Enhancement Course
Level:	100
Course Duration:	60 hours in one semester [15 hrs of lecture teaching (1hr/week) + 45 hrs practical teaching (4hrs/week)]
Credits:	3 credits
Maximum Marks:	75 marks [35 Theory+33 Practical (including 10 marks for project)+7 Internal Assessment]

Practical & Tutorials in all subjects to the capacity of only 20 students per lecture class.

Course Objective:

- Overcoming stage fright and building confidence
- Learning to organize and structure a speech effectively
- Developing effective delivery skills, such as voice modulation and body language; improving communication skills
- Students should be able to develop the ability to organize and structure a speech in a clear and effective manner
- Students should be able to sharpen their delivery skills, and improved listening and responding skills, including the ability to handle questions and feedback
- The aim is to improve speech and writing skills through regular practice and feedback
- Students should be able to understand the cultural differences and how they impact communication

Pedagogy of the Course:

- a) It requires 1-hour lecture-based teaching and 4-hour practical per week during which project/fieldwork will be undertaken.
- b) The paper requires that the students carry out assignment/practical exercises related to the prescribed topics during the practical hours with the assistance of the teacher.
- c) A student is supposed to do a regular project work or fieldwork in context of the topics prescribed during practical hours and would be evaluated for the same. The project work/fieldwork carries 10 marks which will be added to the Practical exam score.
- d) A separate practical exam, for 23 marks, will be taken by an external examiner either from the institution/department or from outside.

Course Content:

Unit 1: Fundamentals of Public Speaking

- Differences between Speech and Writing
- Features/ Essentials of Oral Communication
- Soft Skills and Body Language
- Personal, Social and Business Communication

Unit 2: Linguistic Skills for Public Speaking

- Stress, Intonation, Voice Modulation
- Pronunciation
- Vocabulary

Unit 3: Oral Presentations

- Debate, Elocution,
- Anchoring, Public Address,
- TED Talks, Narrating Events,
- Storytelling and Poem Recitation

Unit 4: Interpersonal Communication

- Greeting, Leave Applications, Making and Granting/ Refusing Requests, Queries and Giving Information
- Rules of Interruption in Civil Discourses
- Complaints and Apologies, Alerts and Warning
- Dialogue, Group Discussion, Interview
- Telephone Conversation

Note: Theory questions will be from Unit I and Unit IV while practical will be from Unit II, Unit III and Unit IV

Recommended texts:

- i) Communication Skills, Sanjay Kumar & Pushp Lata. OUP 2023
- ii) Interact: A Course in communication
- iii) English communication, Cambridge.

Suggested Readings:

- Allen, W. S. *Living English Speech*, Orient Longman, London, 1968.
- Balasubramanian, T. *A Text Book English Phonetics for Indian Students*, Macmillan India Ltd., Madras 1981.
- Bansal, R. K. and J.B. Harrison, *Spoken English: A Manual of Speech & Phonetics*, Hyderabad: OBS, 2013.
- Bansal, R. K. and J. B. Harrison. *Spoken English for India*, Orient Longman, Madras 1972.
- Davidson, Jeff. *The Complete Guide to Public Speaking*. Breathing Space Institute, 2003.
- Goleman, Daniel. *Working with Emotional Intelligence*. London: Bantam Books. 1998.
- Hall, Calvin S. et al. *Theories of Personality*, New Delhi: Wiley. rpt. 2011.
- Holtz, Shel. *Corporate Conversations*. New Delhi: PHI. 2007.
- Hornby, A.S. *Advanced Learner Dictionary*, Fifth edition, Oxford University, Oxford, 1996.
- Jones, Daniel. *English Pronouncing Dictionary*.

Testing Scheme:

Max. Marks: 75 marks

Theory: 35 marks

Practical: 33 marks (including 10 marks for project)

Internal Assessment: 07 marks

Time: 02 hours

Note: Theory questions will be from Unit I and Unit IV while practical will be from Unit II, Unit III and Unit IV

Q1. Short answer type questions. *Three* out of *five* to be attempted. (3*4=15 marks)

Q.2. Long answer type questions. *Two* out of *three* to be attempted. (10=20 marks)

SEMSTER I
SKILL ENHANCEMENT COURSE 2
(BASKET)

Course Title:	Business Communication (Semester-1)
Course Code:	ENG-SEC-1-102
Typology of Course:	Skill Enhancement Course
Level:	100
Course Duration:	60 hours in one semester [15 hrs of lecture teaching (1hr/week) + 45 hrs practical teaching (4hrs/week)]
Credits:	3 credits
Maximum Marks:	75 marks [35 Theory+33 Practical (including 10 marks for project) +7 Internal Assessment]

Practical & Tutorials in all subjects to the capacity of only 20 students per lecture class.

Learning Objectives of Course:

- To equip learners with language proficiency in Business/work situations particularly in spoken interaction
- To make learners aware of the special features of format and style of informal communication through various modes
- To equip learners with techniques of written communication in business situations
- To expand vocabulary and develop reading comprehension of communication related to Office and business
- The student will be able to apply the principles of effective communication to any business meeting
- The student would have developed his/her your own unique voice to communicate with any audience and influence the change

Pedagogy of the Course:

- a) It requires 1-hour t lecture-based eaching and 4-hour practical per week during which project/fieldwork will be undertaken.
- b) The paper requires that the students carry out assignment/practical exercises related to the prescribed topics during the practical hours with the assistance of the teacher.
- c) A student is supposed to do a regular project work or fieldwork in context of the topics prescribed during practical hours and would be evaluated for the same. The project work/fieldwork carries 10 marks which will be added to the Practical exam score.
- d) A separate practical exam, for 23 marks, will be taken by an external examiner either from the institution/department or from outside.

Course Content:

Prescribed Text:

Business Communication, Meenakshi Raman & Prakash Singh, OUP 2023

Unit I: Mode: Face to Face: Business Contacts

- Interaction in Formal/Informal Situation: Greetings, replying to greetings, introduction of oneself and others.
- Welcoming, bidding farewell, appreciating in an interview, talking about oneself, describing one's job, work place, likes and dislikes, future plans, describing one's strength and weakness, abilities and qualifications.

Unit II: Mode: Telephonic Interaction

- Taking messages, making appointments, making enquiries regarding travel bookings, hotel bookings, services, business trading (stocks etc.), making orders, receiving orders, apologizing, complaining, replying to complaints, giving information.
- Practice in telephoning techniques such as repeating numbers, spelling out names, giving information clearly, nothing messages, etc

Unit III: Mode: Face to Face Public Address

- Dealing with Clients and Customers.
- Describing products and Services
- Describing Process -Answering trade enquiries -Persuading Clients
- Negotiating an Agreement

Unit IV: Mode: Writing Skills

- Business Reports
- Notice and Agenda
- Minutes for business meetings
- Resolutions
- Memos and note-making

Suggested Readings:

- Sanjay Kumar & Pushp Lata. *Communication Skills*. OUP, 2023
- Binhan, Philip. *Executive English*, Longman Group, London, 3V, 1968 70.
- Blundell Oxford's Middle Miss. *English for Business and Commercial World*, Middle Oxford University Press, Oxford, 1985.
- Hanner, M. S. and G. C. Wilson. *Communication in Business and Professional Setting* M.C. Grawhil, New York, 1989.
- Hollet, Caster R., Lyon L & E. Tanne. *In at the Deep End: Speaking Activities for Professional People*, Oxford University Press, Oxford, 1995.
- Hollett, V. *Business Opportunities*, Oxford University Press, Oxford 1994.
- Scaunders & Owinn Alter. *Effective Business English*, Macmillan London, 1957.
- Thill, J.V. and C.L. Bouce. *Excellence in Business Communication*, New York, 1986.
- *Enrich Your English*, S.R. Inthira and V. Saraswathi, Oxford University Press.
- *Communication and Language Skills*, Sanghita Sen, et al, Cambridge University Press.
- *English and Communication Skills I*, Tasneem Shahnaaz, C. Savitha and Cherlyl Rao, Cambridge University Press.

Testing Scheme:

Max. Marks: 75 marks

Theory: 35 marks

Practical: 33 marks (including 10 marks for project)

Internal Assessment:07 marks

Time: 02 hours

Q1. Short answer type questions. *Three* out of *five* to be attempted. (3*5=15 marks)

Q.2. Long answer type questions. *Two* out of *three* to be attempted. (2*10=20 marks)

SEMESTER II
SKILL ENHANCEMENT COURSE 3
(BASKET)

Course Title:	Academic Writing (Semester-II)
Course Code:	ENG-SEC-2-201
Typology of Course:	Skill Enhancement Course
Level:	100
Course Duration:	60 hours in one semester [15 hrs of lecture teaching (1hr/week) + 45 hrs practical teaching (4hrs/week)]
Credits:	3 credits
Maximum Marks:	75 marks [35 Theory+33 Practical (including 10 marks for project)+7 Internal Assessment]

Practical & Tutorials in all subjects to the capacity of only 20 students per lecture class.

Learning Objectives of the Course:

- The course will develop an awareness of the elements and conventions of academic writing.
- Students need to understand how academic writing is different from general writing, especially when they make the transition to higher education.
- The course will empower the students with the skill to convert a general text into an academic text and vice versa.
- The course will focus more on the application of the principles rather than the theoretical aspects.
- The students will be equipped in summarising skills so that they can convert general text into PowerPoint presentations and academic writings.
- They will also have the skills to paraphrase and build up on their academic writings and transform them into academic journal articles.

Pedagogy of the Course:

- a) It requires 1-hour lecture-based teaching and 4-hour practical per week during which project/fieldwork will be undertaken.
- b) The paper requires that the students carry out assignment/practical exercises related to the prescribed topics during the practical hours with the assistance of the teacher.
- c) A student is supposed to do a regular project work or fieldwork in context of the topics prescribed during practical hours and would be evaluated for the same. The project work/fieldwork carries 10 marks which will be added to the Practical exam score.
- d) A separate practical exam, for 23 marks, will be taken by an external examiner either from the institution/department or from outside.

Course Content:

Unit 1: Academic Writing

- Definition and form

Unit 2: Language and Style

- Words and Phrases
- Structures
- Conventions of register-specific academic writing

Unit 3: Summarizing and Paraphrasing

- Skimming a text
- Scanning a book for specific details
- How to paraphrase
- Using quotations and quoting directly

Unit 4: Citing Source

Recommended text: Joshima, Alice and Hogue, Ann. *Introduction to Academic Writing*. Pearson Longman.

Suggested Readings

- Cottrell, Stella. *The Study Skills Handbook*. Palgrave Macmillan
- Murphy, Raymond. *Elementary English Grammar*. Cambridge University Press.
- Murphy, Raymond. *Intermediate English Grammar*. Cambridge University Press.
- Hewings, Martin. *Advanced English Grammar*. Cambridge University Press.
- Gupta, Renu. *A Course in Academic Writing*. Orient Blackswan.
- Hayot, Eric. *The Elements of Academic Style: Writing for the Humanities*. Columbia University Press.
- Grabe, W. and Stoller, F.L. *Teaching and Research Reading*, Longman.
- Hyland, Ken and Shaw, Philip. *The Routledge Handbook of English for Academic Purposes*.
- Supriyanto Bambang, *Academic Writing*. (pdf)
- Richard Bullock. *The Norton Field Guide to Writing*.

Testing Scheme:

Max. Marks: 75 marks

Theory: 35 marks

Practical: 33 marks (including 10 marks for project)

Internal Assessment: 07 marks

Time: 02 hours

Q1. Short answer type questions. **Three** out of **five** to be attempted. (3*5=15 marks)

Q.2. Long answer type questions. **Two** out of **three** to be attempted. (2*10=20 marks)

SEMESTER II
SKILL ENHANCEMENT COURSE 4
(BASKET)

Course Title:	Translation Studies (Semester-II)
Course Code:	ENG-SEC-2-202
Typology of Course:	Skill Enhancement Course
Level:	100
Course Duration:	60 hours in one semester [30 hrs of lecture teaching (2hr/week) + 30 hrs practical teaching (2hrs/week)]
Credits:	3 credits
Maximum Marks:	75 marks [35 Theory+33 Practical (including 10 marks for project) +7 Internal Assessment]

Practical & Tutorials in all subjects to the capacity of only 20 students per lecture class.

Learning Objectives of the Course:

- To expose the students to the art of translation and to introduce them to the theories and techniques of translation.
- To provide them with an insight into the problems of a translator and to provide them with a practical knowledge of a translator's role.
- It will equip the student with a proper knowledge of the aspects of language and various issues involved in translation.
- It will open job avenues for students.

Pedagogy of the Course:

- a) It requires 1-hour lecture-based teaching and 4-hour practical per week during which project/fieldwork will be undertaken.
- b) The paper requires that the students carry out assignment/practical exercises related to the prescribed topics during the practical hours with the assistance of the teacher.
- c) A student is supposed to do a regular project work or fieldwork in context of the topics prescribed during practical hours and would be evaluated for the same. The project work/fieldwork carries 10 marks which will be added to the Practical exam score.
- d) A separate practical exam, for 23 marks, will be taken by an external examiner either from the institution/department or from outside.

Course Content:

Unit 1: Introduction

- What is Translation Studies?
- History of Translation Theory
- Types of Translation

Unit 2: Central issues in Translation

- Language and Culture, Decoding and Recoding
- Problems of equivalence, loss and gain, untranslatability
- Transliteration and Transcreation
- Machine Translation

Unit 3: Literary Translation

- Structures of poetry, drama and prose translations
- Comparative Literature and Translation Studies
- Translation Practice

Unit 4: Global Context

- Translation of scientific, technical, medical and legal documents

Suggested Readings:

- Bassnett, Susan. *Translation Studies*. Routledge.
- B.K. Das, *A Handbook of Translation Studies*, Atlantic Publishers and Distributors (P)Ltd.
- Alessandra Riccardied. *Translation Studies: Perspectives on an Emerging Discipline*, Cambridge University Press.
- Mohit K Ray. *Studies in Translation*. Atlantic Publishers and Distributors (P) Ltd.
- Hatim, Basil, Jeremy Munday. *Translation: An Advanced Resource Book*. Routledge.
- Balakrishnan, R. and Sharanya R. *Directions in Translation*. Annamalai University.
- Mohit, K. Ray. *Studies in Translation*. Atlantic Publishers
- Newmark, Peter. *A Text Book of Translation*. Prentice Hall.
- Catford, J.C. *A Linguistic Theory of Translation*. Oxford University Press.
- Toury, G. *Translation across Cultures*. Bahri Publications.

Testing Scheme

Max. Marks: 75 marks
Theory: 35 marks
Practical: 33 marks (including 10 marks for project)
Internal Assessment: 07 marks
Time: 02 hours

Note- Section A is Compulsory.

- Q1. Short answer type questions. **Three** out of **five** to be attempted. (3*5=15 marks)
Q2. Long answer type questions. **Two** out of **three** to be attempted. (2*10=20 marks)

SEMESTER III
SKILL ENHANCEMENT COURSE 5
(BASKET)

Course Title:	Functional English for Electronic Media (Semester-III)
Course Code:	ENG-SEC-3-301
Typology of Course:	Skill Enhancement Course
Level:	200
Course Duration:	60 hours in one semester [30 hrs of lecture teaching (2hr/week) + 30 hrs practical teaching (2hrs/week)]
Credits:	3 credits
Maximum Marks:	75 marks [35 Theory+33 Practical (including 10 marks for project) +7 Internal Assessment]

Practical & Tutorials in all subjects to the capacity of only 20 students per lecture class.

Learning Objectives of the Course:

- To acquaint the learners with different mechanisms of radio and TV as forms of media.
- To acquaint learners with the lay-out, equipment and functioning of radio and T.V. station.
- To train the learners in script writing for different genres of Radio and T.V. Broadcast.
- To sensitize the learners to voice modulation, body movements, demeanor and gestures involved in electronic media.
- Course will develop an understanding of various technical aspects of Radio and TV Journalism
- To be able to appreciate media as a genre which has immense influence on masses for disseminating information, sharing ideas and exchanging cultural perspectives
- To be able to work as interns to hone their technical skills and make a career in the field of media as presenters and content-creators.

Pedagogy of the Course:

- a) It requires 1-hour lecture-based teaching and 4-hour practical per week during which project/fieldwork will be undertaken.
- b) The paper requires that the students carry out assignment/practical exercises related to the prescribed topics during the practical hours with the assistance of the teacher.
- c) A student is supposed to do a regular project work or fieldwork in context of the topics prescribed during practical hours and would be evaluated for the same. The project work/fieldwork carries 10 marks which will be added to the Practical exam score.
- d) A separate practical exam, for 23 marks, will be taken by an external examiner either from the institution/department or from outside.

Course Content:

Unit 1: Introduction Broadcasting

- The concept of Mass Communication
- Role of radio and TV as a Means of Communication
- The concept of Network Societies: The Expansion of radio & TV Network in India (Educational TV, Satellite TV, Doordarshan).

Unit 2: TV Station and Programme Production (Short Documentary)

- Techniques of Writing for Documentary
- Components of a good documentary
- Pre-production: Techniques of programme presentation and the criteria of selecting technique for presentation.
- Production and the Criteria of selecting Technique for presentation.
- Production: Studio Lay-Out, Camera, Production Control Room, Lighting-Audio-System.
- Post-Production: Editing.

Unit 3: Announcements, Commentary and Compering

- Art of Voice Modulation for different types of announcement
- Commentary in different situations and for different purposes
- Role of Wit and Humor in Compering.
- Common Problems of Broadcast Voice
- Gestures/ Moments of Face, Lips, Eyes, Limbs before the Camera
- Aspects of Gait, Dress Sense, Grace and Demeanor

Unit 4: Electronic Media and Job Opportunities

- Electronic Media: Vital elements in information technology.

Suggestion for teaching: During the course of study, the teachers need to be very resourceful. This has to be done in the form of organising field trips to make learners work in authentic setting and to produce a lot of real materials i.e. scripts, podcasts or recorded content etc. to be used as teaching materials. The teacher's creativity will be central to the success of organizing practical activities for learners.

Practical Teaching (Project work/Fieldwork):

- Visit to sites of different events by learners is required in order to cover the happenings in their practical work.
- Visit to the radio and TV Station by learner is desirable to help the learners see live presentations to acquire related skills.
- The teacher needs to give a lot of practical work by making learners participate in practical exercises, writing script and related content, giving oral presentations and facing the camera through simulation.

Suggested Reading:

- Musburger, Robert B. *An Introduction to Writing for Electronic Media: Scriptwriting Essentials Across the Genres*, Focal Press, 2007
- Joshi, H.M. *Training on Radio News Presentation in English for ATR News readers/editors/correspondents*, Indian institute of Mass Communication, New Delhi, 1996.
- Shrivastava, K.M. *Radio and TV Journalism*, Sterling Publishers, New Delhi, 1989.
- *Here is the News: The Story of News Services Division*, All India Radio, New Delhi, 1992.
- Hagerman, W.L. *Broadcast Announcing*, Prentice Hall Inc, New Jersey, 1993.
- Colson, Greta. *Voice Production and Speech*, Pitman & Sons Ltd, Toronto, 1973.
- Berry Cicely. *Your Voice and How to Use it Successfully*.
- George Harp Bielek, Mark. *Television Production Today*, NTC, Illinois, 1996.
- Cohler, David Keith. *Broadcast Journalism*, Prentice Hall, New Jersey, 1985.

- Boretzky, R. & G. *Kuzhelsov: Journalistic Work TV*, Prague, 1981.
- Millerson, Gerald. Video Film Production, Focal Press, London, 1987. Parthasarthy, Rangaswami. Here is the News, Sterling Publishers, New Delhi, 1994.
- Yorke, Ivor. Television News, IVOR Yorke, Oxford, 1995.

Testing Scheme:

Max. Marks: 75 marks

Theory: 35 marks

Practical: 33 marks (including 10 marks for project)

Internal Assessment: 07 marks

Time: 02 hours

Q1. Short answer type questions. *Three* out of *five* to be attempted. (3*5=15 marks)

Q.2. Long answer type questions. *Two* out of *three* to be attempted. (2*10=20 marks)

SEMESTER III
SKILL ENHANCEMENT COURSE 6
(BASKET)

Course Title:	Creative Writing (Semester-III)
Course Code:	ENG-SEC-3-302
Typology of Course:	Skill Enhancement Course
Level:	200
Course Duration:	60 hours in one semester [30 hrs of lecture teaching (2hr/week) + 30 hrs practical teaching (2hrs/week)]
Credits:	3 credits
Maximum Marks:	75 marks [35 Theory+33 Practical (including 10 marks for project)+7 Internal Assessment]

Practical & Tutorials in all subjects to the capacity of only 20 students per lecture class.

Learning Objectives of the Course:

- To develop and foster imagination
- To read literature and writers paying special attention to its composition such as form, language and technique
- To engage the learners in the craft of writing creative fiction and poetry
- To learn to edit, revise and rewrite
- A student should be able to understand the importance of reading widely as a writer
- A student should be able to be able to write clearly and effectively, using imagination and emotional appeal
- A student should be able to demonstrate the ability to edit one's own work
- A student should be able to produce original work

Pedagogy of the Course:

- a) It requires 1-hour lecture-based teaching and 4-hour practical per week during which project/fieldwork will be undertaken.
- b) The paper requires that the students carry out assignment/practical exercises related to the prescribed topics during the practical hours with the assistance of the teacher.
- c) A student is supposed to do a regular project work or fieldwork in context of the topics prescribed during practical hours and would be evaluated for the same. The project work/fieldwork carries 10 marks which will be added to the Practical exam score.
- d) A separate practical exam, for 23 marks, will be taken by an external examiner either from the institution/department or from outside.

Course Content:

Unit 1

- “Beginner’s mind, pen and paper”, “First thoughts” and “A List of topics for writing process” by Natalie Goldberg from *Writing Down the Bones*.

Unit 2

- “Learning to think” and “Words and experience” by Ted Hughes from *Ted Hughes: Poetry in the Making: A Handbook for Writing and Teaching*; pp 56-67

(The teacher may choose short stories and poems for a detailed discussion regarding their form, technique, language, point of view, the use of metaphors, similes and other figures of speech; character development, setting, dialogue, narration.)

Practical Teaching (Project work/Assignments):

- The student will have to submit two poems and two short stories as assignment.
- An analysis of a poem and a short story for their technique, structure, literary devices and language.

Suggested Readings:

- Atwood, Margaret. *Negotiating with the Dead: A Writer on Writing*. Cambridge University Press.
- Earnshaw, Steven (Ed). *The Handbook of Creative Writing*. Edinburgh University Press.
- Bell, Julia and Magrs, Paul, *The Creative Writing Course-Book*, Macmillan.
- Gardner, John. *The Art of Fiction*, Vintage.
- Egri, Lajos. *The Art of Dramatic Writing*, Simon and Schuster.
- Blackstone, Bernard, *Practical English Prosody*, Orient Longman.
- Clark, Roy Peter. *Writing Tools*, Brown and Company.
- Berg, Carly. *Writing Flash Fiction: How to Write Very Short Stories and Get Them Published*. *Then Re-Publish Them All Together as a Book, Magic Lantern Press.
- Goldberg, Natalie. *Writing Down the Bones*. Shambhala.
- Hamer, Enid. *The Metres of English Poetry*. Booksway.

Testing Scheme:

Max. Marks: 75 marks

Theory: 35 marks

Practical: 33 marks (including 10 marks for project)

Internal Assessment: 07 marks

Time: 02 hours

- Q1. Short answer type questions. **Three** out of **five** to be attempted. (3*5=15 marks)
Q.2. Long answer type questions. **Two** out of **three** to be attempted. (2*10=20 marks)

Fashion Designing

Semester-I

FABRIC PAINTING (SKILL ENHANCEMENT COURSE)

BSC-FD-SEC-1-101

PRACTICAL

Credit: 3

Duration of Class: 6 hours per week

Duration of Exam: 3hours

Maximum Marks: 75

Paper: 60

Internal Assessment: 15

Instructions to examiner:

- The external and internal examiners are requested to be present at the examination centre before the commencement of the examination.

Learning Outcome-

Students will have an in depth understanding of the following:

- Gain knowledge about the colour & colour chart
- Know about various techniques of fabric painting
- Acquire skills in decorating fabric with painted designs

Content

1. Tools and materials used for fabric painting-Fabric, Paints, Brushes, Paint palette, Frame, Paper, Bowl, Cleaning cloth.
2. Application of Fabric Painting
 - Preparing fabric ready for painting
 - Transfer of design on to fabric
 - Mixing the colours
 - Post Treatment of fabrics
3. Brushing Techniques of Painting
 - Brush control
 - Brush Loading
 - Types of brushes used for painting - Round tip brush, Flat tip brush, Liner brush, Foam brush,

Outliners filled with paint.

4. Techniques of Fabric Painting
 - Wet Brush Technique
 - Dry Brush Technique
 - Tipping
 - Dot work
 - Wet on wet

5. Strokes of fabric painting
 - Comma stroke
 - Chisel stroke
 - Flat comma
 - Leaf stroke
 - S stroke
 - Tear drop
 - Line work
 - Marbling

6. Creating textures using different mediums :
 - Thread pulling
 - Stencil spray
 - Ink drop
 - Blowing of colors Inks, marbling, rubbing, pencils, crayons, rubber and candles

Recommended Readings

1. Art in Everyday Life- Harriet Goldstein Mac Millan Co. New York.
2. Rendering with Pen & Ink- Robert W. Gill (Thames and Hudson Manual).
3. Colour Trends- Vol. I, Ethnic, Japanesque, High- Tech Colours, AIM Creative Products Pvt.Ltd.
4. Colour –A Guide to basic facts and concepts, John Wiley & Sons, NewYork.
5. A brief history of Indian Painting- Dr. L.C. Sharma, Publishing House Meerut.
6. A Hand Book of Indian Art, Sunil Khosa, Sundeep Prakashan Delhi.
7. Elements of Indian Art, S.P. Gupta, Shashi Prabha Asthana, D.K. Print World, New Delhi

Semester-II

DECORATIVE DYEING (SKILL ENHANCEMENT COURSE)
BSC-FD-SEC-2-201

PRACTICAL

Credit: 3

Duration of Class: 6 hours per week

Duration of Exam: 3 hours

Maximum Marks: 75

Paper: 60

Internal Assessment: 15

Instructions to examiner:

- The external and internal examiners are requested to be present at the examination centre before the commencement of the examination.

Learning Outcome:

Students will have an in depth understanding of the following:

- Different types of dyeing techniques.

Content:

1. Equipments and material to be used for tie and dye.
2. Preparation of fabric and article before tying & dyeing
3. Techniques of tying for tie & dye-
 - Texture- Marbelling, Twisting and Coiling
 - Knotting-length, square, triangle and all over design
 - Folding- Simple stripes, Edge stripes, folded square
 - Tritik-Single cloth, double cloth
 - Ruching- Band of textures
 - Chevron Spiral folding method
4. Use of Several tying techniques in one design
5. Submission of Articles with different tie and dye techniques- Dupatta/T-shirt/Cushion cover

Recommended Readings

1. Shenai VA “Technology of Textile Processing. Technology of dyeing” (4th edition),Sewak Publications, Bombay 1998.
2. Corbanna, PB Textile Techniques (6th Edition), McGraw Hill Book Co. 1983.
3. Shenai, V Technology of Textile Processing, Technology of printing (3rd edition),Sewak Publications, Bombay 1998.

Semester-III
NEEDLE CRAFT (SKILL ENHANCEMENT COURSE)
BSC-FD-SEC-3-301

PRACTICAL

Credit: 3

Duration of Class: 6hrs/ week

Duration of Exam: 3hrs

Maximum Marks: 75

Paper: 60

Internal Assessment: 15

Instructions to examiner:

- The external and internal examiners are requested to be present at the examination centre before the commencement of the examination.
- Set the question papers in consultation with the internal examiner and conduct the practical examination as per the scheme.

Learning outcome:

- To impart knowledge of basic embroidery stitches.
- To impart knowledge of various techniques of patchwork, appliqué and open work.
- To enable the students to apply these techniques to develop various products.
- To impart knowledge of various techniques of smoking, quilting and ribbon work.
- To enable the students to apply these techniques to develop various products.

Content

A. Preparation of samples with the following techniques:-

1. Patch work –

- Introduction
- Tools and material
- Types of patchwork (one shape patchwork, block unit patchwork)

2. Applique –

- Introduction
- Tools and material
- Making templates
- Cutting applique
- Methods of sewing applique (hand, machine, fusing, reverse applique)

3. Quilting -

- Introduction
- Tools and material
- Types of Quilting (hand, machine, padded, corded, puff and pillow)

4. Ribbon work

B. PROJECT:-

- Develop two product based on above techniques or their combinations.

Recommended Readings:

- Snook Barbara, "Creative Art of Embroidery", Numbly Pub. Group Ltd, London, 1972
- Reader's Digest Complete Guide to Needle Work, The Reader's Digest Association, one Pleasantville, New York (Montreal, 1979)

1	Course Title	Fashion Illustrations and Styling
2	Semester	1st Semester
3	Course Code	SEC- FD-101
4	Typology of Course	Skill Enhancement Course (SEC)
5	Course Duration/ LP (Lectures)(Practical)	90 hours of practicals (1 credit = 30 hours of practical based on 6 hrs./week) (1 Semester = 15 weeks) A group of 25–30 students will be created for Practical
6	Credits	3 credits
7	Max. Marks and Time	75 Marks (60/PR + 15/IA) <ul style="list-style-type: none"> a. The exam for this course will be of 3 hours duration. b. There will be no objective-type questions. c. Students must have practical knowledge of the developments in the subject before the examination.
8	Course Objectives	As a fashion stylist, the student can make hand illustrations and suggest appropriate styles of clothes for different body types.
9	Course Outcomes	On successful completion of the course, the students will be able to CO1: make hand illustrations. CO2. renders illustrations with various textures, prints, and embroidery stitches CO3. creates various color combinations. CO4. sketch fashion illustrations with detailed features CO5. Drape illustration with different silhouettes.
10	Pedagogy of the Course Work	Class Room Lecture, Practical Demonstrations, Interactive sessions, PPT, Practical and Group Discussions, Research boards, inspiration boards, etc.
11	Instructions for paper setters and candidates	For practical exam: <ol style="list-style-type: none"> 1. The practical should cover the entire course. 2. There should be at least two questions for practical performance of 50 marks in total and one written part for a maximum of 10 marks.
12	Course Content	<ol style="list-style-type: none"> 1. Understanding of Fundamentals of design in apparel(scrap File) 2. Apparel Illustrations and print development with -Elements of Artline, form/shape, texture, and colour 3. Colour wheel and colour schemes <ul style="list-style-type: none"> a. use of different color schemes on fabric with fabric colours 4. Value and Intensity Chart 5. Apparel Illustrations and print development with colour harmonies and Principles of design - balance, emphasis, rhythm, proportion, and harmony 6. Application of the elements and principles of design to the basic figure types (scrap file) <ul style="list-style-type: none"> . short and thin

- a. short and stout
 - b. tall and thin
 - c. tall and stout
 - d. average
7. Basic Sketching:-
- . Sketching eyes, nose, ears, lips, face, hands, arms, feet, legs and hairstyles.
 - a. Fashion figure- 8 1/2, 10, and 12 heads- front, back and 3/4 profile.
 - b. Necklines, Collars, Sleeves, Silhouettes
 - 8. Basic Embroidery stitches
Running, Back, Stem. Chain, Herringbone, Fishbone, Feather, Satin, Blanket, Button, Lazy daisy, Woven wheel, French knot, Bullion

13 Suggested Resources for Reading

1. Suinathi G.J., "Elements of Fashion and Apparel Design", New Age Intl. Ltd. Publisher, N. Delhi
2. Patrick John Ireland- Fashion Design Drawing & Presentation, N.D. Om, 2005
3. Patrick John Ireland- Fashion Design Illustration Children London, B.T. Batsford-1995]
4. Fashion Illustration, Mia Carpenter- 3rd London, Prentice Hall, 2000.
5. Naik Shailaja, "Traditional Embroideries of India", APH Publication, New Delhi, 1996.
6. Snook Barbara, "Creative Art of Embroidery", Numbly Pub. Group Ltd. London 1972.
7. S. Pandit, "Embroideries of India".

Note: The latest edition of textbooks may be used.

1	Course Title	Fabric Printing Techniques
2	Semester	1 st Semester
3	Course Code	SEC- FD-102
4	Typology of Course	Skill Enhancement Course (SEC)
5	Course Duration/ LP (Lectures)(Practical)	90 hours of practicals (1 credit = 30 hours of practical based on 6 hrs./week)(1 Semester = 15 weeks) A group of 25–30 students will be created for Practical
6	Credits	3 credits
7	Max. Marks and Time	75 Marks (60/PR + 15/IA) d. The exam for this course will be of 3 hours duration. e. There will be no objective-type questions. f. Students must have practical knowledge of the developments in the subject before the examination.
8	Course Objectives	As a print developer, the student will be able to make hand-prints for the textile and printing industry
9	Course Outcomes	On successful completion of the course, the students will be able to CO1: learn the skill of fabric printing CO2. develop creativity and learn techniques of fabric printing. CO3. train students to get self-employment CO4. decorate fabric with printed designs
10	Pedagogy of the Course Work	Class Room Lecture, Practical Demonstrations, Interactive sessions, PPT, Practical and Group Discussions, Research boards, inspiration boards, etc.
11	Instructions for paper setters and candidates	For practical exam: 1. The practical should cover the entire course. 2. There should be at least two questions for practical performance of 50 marks in total and one written part for a maximum of 10 marks.
12	Course Content	<p>1. Development and transfer of designs Understanding placements and repeats</p> <ul style="list-style-type: none"> • Corner, Centre, Overall, Border, Mirror • Brick repeat, half drop, block repeat, random <p>2. Techniques of fabric printing</p> <ul style="list-style-type: none"> • Block printing • Stencil printing • Eco printing • Hand painting <p>3. Block Printing</p> <ul style="list-style-type: none"> • Tools and equipments • Preparation of fabric and fabric colour • Application • Post Treatment of fabric

4. **Stencil Printing**
 - Tools and equipments
 - Preparation of fabric and fabric colour
 - Preparation of stencil
 - Application
 - Post Treatment of fabric
5. **Eco Printing**
 - Tools and equipments
 - Application of Eco- printing
 - Scouring
 - Mordanting
 - Printing
6. **Fabric Painting**
 - Tools and equipments
 - Application of different brushes, **Techniques, and strokes**
 - **Wet Brush Technique**
 - **Dry Brush Technique**
 - **Tipping**
 - **Dot work**
 - **Wet on wet**
 - **Different strokes like – comma stroke, Chisel stroke, Flat, comma, leaf stroke, S stroke, Teardrop, Linework and marbling**
7. Industrial visit
8. Project development
Working on project
Development of articles from each technique

13 Suggested Resources for Reading

1. The Practical Encyclopedia of Sewing: By Dorothy Wood
2. Lorenz Books The Complete Book of Sewing: Dorling Kindersley
3. Art in Everyday Life- Harriet Goldstein Mac Millan Co. NewYork.
4. A Hand Book of Indian Art, Sunil Khosa, SundeepPrakashanDelhi.
5. Elements of Indian Art, S.P. Gupta, Shashi Prabha Asthana, D.K. Print World, New Delhi.
6. M. Rekaby, A.Salem, S. Nassar, 14 Aug 2009, “Eco-friendly printing of natural fabrics using natural dyes from alkanet and rhubarb”, The Journal of the textile institute, Vol.-100, Issue-6, Pp- 486-495, Retrieved- 10 Apr 2022 <https://doi.org/10.1080/00405000801962177>
7. Adya Tiwari, Meenu Shrivastava, 1 Dec 2020, “Development of Eco-friendly Print on Cotton Khadi Fabric with selected natural dyes and Natural Mordants”, International Journal of Current Microbiology and Applied Science, Vol.-9 ISSN: 2319-7706, Retrieved-29 Apr 2022 <https://doi.org/10.20546/ijcmas.2020.912.171>

Note: The latest edition of textbooks may be used.

1	Course Title	Apparel Design and Construction
2	Semester-	2nd Semester
3	Course Code	SEC- FD-201
4	Typology of Course	Skill Enhancement Course (SEC)
5	Course Duration/ LP (Lectures)(Practical)	90 hours of practicals (1 credit = 30 hours of practical based on 6 hrs./week) (1 Semester = 15 weeks) A group of 25–30 students will be created for Practical
6	Credits	3 credits
7	Max. Marks and Time	75 Marks (60/PR + 15/IA) a. The exam for this course will be of 3 hours duration. b. There will be no objective-type questions. c. Students must have practical knowledge of the developments in the subject before the examination
8	Course Objectives	The student can stitch basic garments and incorporate construction knowledge in the development of various products.
9	Course Outcomes	On successful completion of the course, the students will be able to CO1. understands the tools used in garment construction CO2. learn how to take correct body measurements CO3: various seams and seams finishes CO4. constructs basic garments. CO5. develop various articles
10	Pedagogy of the Course Work	Class Room Lecture, Practical Demonstrations, Interactive sessions, PPT, Practical and Group Discussions, Research boards, inspiration boards, etc.
11	Instructions for paper setters and candidates	For practical exam: 1. The practical should cover the entire course. 2. There should be at least two questions for practical performance of 50 marks in total and one written part for a maximum of 10 marks.
12	Course Content	<ol style="list-style-type: none"> 1. A study of tools and types of equipment- <ol style="list-style-type: none"> a. Measuring Tools b. Marking Tools c. Cutting Tools d. Sewing Tools including parts, functioning, maintenance, and defects of Sewing Machine. e. Finishing tools 3. A study of anthropometric/ body measurements: <ol style="list-style-type: none"> . List of measurements <ol style="list-style-type: none"> a. Locating landmarks b. Taking body measurements <p>Fashion illustrations with the understanding of the following terminology- Haute Couture, Pret-e-porter, fads, classics, Hi-style, silhouette, accessories, notions, trimmings, braids, bias, yokes, frills, flounces, ruffles, princess line, empire line.</p>

4. Basic Samples
 - a. Stitching samples-straight, circular, square, spiral, curvilinear, and chevrons.
 - b. Seams -Plain, French, Lap, Run & fell
 - c. Seam Finishes- Pinking, Overclocking, and turned & stitched.
 - d. Hand Finishes - hemmings and bastings
 - e. Applique and patchwork

5. Construction of-
 - . Frock
 - a. Apron
 - b. Tote bag
 - c. Skirt
 - d. Zero waste garment

13 Suggested Resource for Reading

1. Dress – The clothing textbook by Jerner Gawen, Ed.D (3rd Edition)
2. Reader’s Digest: Complete book of sewing
3. Mc Calls-Sewing in colour- London, Hamlyn, 1972
4. Pattern making for fashion design by Helen Joseph Armstrong- New Delhi, Pearson,2009.
5. Lynton Linda, “The Sari”, Thames and Hudson
6. Chattopadhyay k., “Handicrafts and Industrial Arts of India”, Taraporevala sons & co.Pvt.Ltd. Mumbai, 1960
7. Thomas Anna Jacob, ‘ The Art of Sewing’, UBS Publishers Distributors Ltd., New Delhi, 1994.
8. Readers digest sewing Book
9. Verma G, “Cutting and Tailoring Theory”, Asian Publishers, Delhi, 1999.

Note: The latest edition of textbooks may be used.

1	Course Title	Sustainable Handicraft Techniques- Chindi (Textile Waste)
2	Semester-	2nd Semester
3	Course Code	SEC- FD-202
4	Typology of Course	Skill Enhancement Course (SEC)
5	Course Duration/ LP (Lectures) (Practical)	90 hours of practicals (1 credit = 30 hours of practical based on 06 hrs./week)(1 Semester = 15 weeks) A group of 25–30 students will be created for Practical
6	Credits	3 credits
7	Max. Marks and Time	75 Marks (60/PR + 15/IA) a. The exam for this course will be of 3 hours duration. b. There will be no objective-type questions. c. Students must have practical knowledge of the developments in the subject before the examination
8	Course Objectives	The student can create various lifestyle products that have become popular because of a circular economy for self-employment.
9	Course Outcomes	On successful completion of the course, the students will be able to CO1. understands the tools used in patchwork, crocheting, and knitting CO2. learn how to take the correct measurement for cutting and making patch work templates CO3: develop products as per consumer needs and liking CO4. train students to get self-employment
10	Pedagogy of the Course Work	Class Room Lecture, Practical Demonstrations, Interactive sessions, PPT, Practical and Group Discussions, Research boards, inspiration boards, etc.
11	Instructions for paper setters and candidates	For practical exam: 1. The practical should cover the entire course. 2. There should be at least two questions for practical performance of 50 marks in total and one written part for a maximum of 10 marks.
12	Course Content	<p>1. Basics of Sewing Machine</p> <ul style="list-style-type: none"> • Introduction and handling of sewing machines • Basic Hand Stitches - Basting- Even & Uneven, Hemming-Visible & Invisible. • Basic Machine seams- Plain, French, Run & Fell <p>2. Basic Knowledge about colour and colour wheel</p> <ul style="list-style-type: none"> • Colour wheel & Colour schemes <p>3. Tools and materials used for Patch Work</p> <ul style="list-style-type: none"> • Marking tools, Cutting Mat, Rotary Cutting set, Masking Tape, Iron, Thread, Scissors, Fabric, Pins & Thimbles, Batting, Pressing tools, and other Miscellaneous items <p>4. Basic Preparation for PatchWork</p> <ul style="list-style-type: none"> • Making and using of Templates • Sorting of Chindi • Hand piecing and rotary cutting • Machine Piecing

5. Different Techniques of Patchwork

- Speed Piecing- A one-patch block
- Working with right-angle triangles
- American block quilts
- Joining curved seams
- English crazy patchwork
- Log Cabin designs
- Seminole patchwork

6. Basics of quilting

7. Crocheting using recycled yarn and fabric strips.

8. Knitting of fashion and home accessories with recycled wool or fabric strips

9. Product development using the above techniques (Any 3):-

- Home furnishings and accessories, apparel, and fashion jewelry

13 Suggested Resource for Reading

1. References Resources: 1 Wendy Gardiner, the Encyclopedia of Sewing Techniques a Step-by-Step Visual Directory within Inspirational Gallery of Finished Pieces, 2003, Piers Spence Search Press Limited Kent.
2. Complete Book of Sewing- a Practical step-by-step Guide to Sewing Techniques, 1996, Dorling Kindersley Publishing Inc., London.
3. Sensational Patchwork Quilting: Marilyn Wiebe
4. Complete book of Crocheting by Elizabeth L. Mathieson
5. Knitting for Beginners by Emily Amigurumi

Note: The latest edition of textbooks may be used.

FINE ARTS

Semester I

Paper: BAFA-C(A)

Skill Enhancement Courses, Fine Arts I:

Fabric Painting, Best out of Waste and Bookmark Designing: Practical

Total Credits: 3

Fine Arts Practical

Max. Marks: 75

Practical paper: 50+20*(submission)=70

marks

Internal Assessment: 5 marks

Program Outcomes:

On successful completion of the course, the Students will be able to

1. Use different mediums to make their art works.
2. Do Fabric painting of various sizes including Pillow cover, cushion Cover, bed sheets, handkerchief, suits, dupattas, sarees, etc. And will also be able to execute designs on all type of fabrics with colours by applying the different methods and techniques such as block painting/ one stroke painting/ stencil etc.
3. Will be able to execute their creative ideas to make articles from Best out of waste by using waste or useless materials like cardboard, boxes, bottles, paper, paint, glue, etc. which are easily available around their surroundings.
4. Will be able to design and demonstrate different creative ideas of bookmarks which they will design in mixed media/ colours/ collage.

Students will learn through this method the materials which are simply available can very creatively and intelligently be used to make aesthetical as well as utilitarian objects.

Skill Enhancement Activity

Max. Marks: 50

Time: 5 Hrs.

Instruction to Paper-setter and candidates:

- i. The paper will be of 50 marks and maximum time allowed would be 5 hours. Two practical exams will be conducted of 25 marks each in which students can opt any two topics. Students are to use their innovative mind to make any utilitarian or decorative object which are not only aesthetically organised but are made out from available material. Students are to be given freedom in their creative expression. Students are to submit a brief written material for about one page regarding what they had attempted, the process and also the end result.
- ii. For private candidates, who have not been assessed earlier for internal assessment, the marks secured by them in practical paper will proportionately be increased to maximum marks of the paper in lieu of internal assessment.

The paper-setter must put note (ii) in the question paper.

Course Outline

1. Students are to make two articles of each of Fabric Painting, Best out of Waste and Bookmark Designing.
2. Medium:
 - a. Fabric Painting: Fabric colours with block painting/ one stroke painting/ stencil/ and any piece of stitched or unstitched fabric can be used.
 - b. Best out of Waste: Materials like cardboard, boxes, bottles, paper, paint, glue, etc. can be used.
 - c. Bookmarks: Bookmarks can be designed in mixed media/ colours/ collage making/ block printing and should be laminated as well.
3. Students are to submit one page write up of each part what they had attempted, they had used material, process and technique to achieve the final product.

***SUBMISSION OF ART WORKS: 20 Marks (Based on work related to the paper).**

Submission marks will be given on the basis of the work done during the session. At least, 2 works of each part are to be submitted along with one sketch book related to the paper. Students are to submit a brief written material regarding what they had attempted, materials used and the output they achieved. Submission marks shall be given by external and internal examiners jointly. In case of difference of opinion, marking may be done separately by each examiner giving marks out of 50% of the aggregate of the submission marks.

NOTE:

1. Choice of option to be offered would depend on the facility available in each Institution concerned.
2. Minimum of 6 hours teaching per week to be assigned to the subject.

Semester II
Paper: BAFA-C(A)
Skill Enhancement Courses, Fine Arts II:

Photography, Greeting Card and File Folder Designing: Practical

Total Credits: 3

Fine Arts Practical

Max. Marks: 75

**Practical paper: 50+20*(submission)=70
marks**

Internal Assessment: 5 marks

Program Outcomes:

On successful completion of the course, the Students will be able to

1. Use different mediums to make their creative art works.
2. To study Photography in order to how to make it more artistic and aesthetic by using either mobile cameras or professional cameras. Student will also be able to work as a free-lance artist.
3. To execute their creative ideas to make Greeting Card by using different creative ideas in two dimensions or three dimensions. Student will also develop new useful, original and imaginary ideas in aesthetic way to make greeting cards for different occasions.
4. To design file covers in artistic way. Student will also learn about the different techniques, use of materials including paper, craft material, origami etc. and methods which can be use to design file covers.

Skill Enhancement Activity

Max. Marks: 50

Time: 5 Hrs.

Instruction to Paper-setter and candidates:

- iii. The paper will be of 50 marks and maximum time allowed would be 5 hours. Two practical exams will be conducted of 25 marks each in which students can opt any two topics. Students are to use their innovative mind to make something very creative and aesthetic visual image. Students are to be given freedom to select their own angle from the broader area of their topic. Students are to submit a brief written material for about one page regarding what they had attempted and the output they achieved. Students are to submit hard as well as soft copy of the submission works.
- iv. For private candidates, who have not been assessed earlier for internal assessment, the marks secured by them in practical paper will proportionately be increased to maximum marks of the paper in lieu of internal assessment.

The paper-setter must put note (ii) in the question paper.

Course Outline

1. Here students are to use Photography, Greeting Card and File Folder Designing as their aesthetic expression.
2. A broad topic which is available in and around the campus can be given to the students.
3. Medium:
 - a. Photography: Students can use Mobile camera/ DSLR camera. Students are to submit the soft and hard copy of Photographs
 - b. File cover designs: File cover designs of different paper and colour mediums/ mixed media/ colours/ collage making/ block design including 2d/3d etc.
 - c. Greeting card: Greeting Card of different paper and colour mediums/ mixed media/ colours/ collage making/ block design including 2d/3d etc.
4. Students are to submit one page write up of each part what they had attempted, they had used material, process and technique to achieve the final product.

***SUBMISSION OF ART WORKS: 20 Marks (Based on work related to the paper).**

Submission marks will be given on the basis of the work done during the session. At least, 2 works of each part are to be submitted along with a brief written material of each work regarding what they had attempted, the process and the output they achieved. Students are to submit hard and soft copies. Submission marks shall be given by external and internal examiners jointly. In case of difference of opinion, marking may be done separately by each examiner giving marks out of 50% of the aggregate of the submission marks.

NOTE:

1. Choice of option to be offered would depend on the facility available in each Institution concerned.
2. Minimum of 6 hours teaching per week to be assigned to the subject.

Semester-III

Paper	Subject	Practical/ Theory	Credits	Duration of class	Total marks	Final Practical /Exam marks and Submission marks	Duration of Examination
Fine Arts SEC- 3	Glass Painting/ Fabric Painting/ Texture Painting	Practical	3	6 lectures per week	75	45 30	5 hours

Paper- Practical:

SEC - 3: Glass Painting/Fabric Painting/Texture Painting

		Max. Marks	Max Time
1.	Glass Painting/Fabric Painting/Texture Painting	45	5 hours
2.	Submission works	30	
	Total	75	

Course Description:

This Skill Enhancement Course aims to introduce students to the decorative and functional art forms of **Glass Painting** , **Fabric Painting** and **Texture Painting** . Students will explore the traditional techniques and modern approaches to both mediums, learning how to create vibrant and durable surface designs suitable for artistic, decorative, or commercial applications. Through hands-on practice and creative exploration, the course strengthens foundational design skills while developing craftsmanship and aesthetic understanding.

Course Objectives:

- To impart practical skills in surface design using glass and fabric as mediums.
- To introduce materials, tools, and techniques specific to glass and fabric painting.
- To encourage creative composition and personal expression through color, texture, and pattern.
- To explore the traditional and commercial value of these crafts in contemporary contexts.

Course Content:

Unit 1: Glass Painting

- Types of glass (clear, frosted, textured).
- Tools and materials: glass colors, liners, brushes, outliners, thinner, acetone.
- Techniques: tracing, reverse painting, layering, shading, dot work.
- Design themes: floral, geometric, folk, abstract.
- Finishing and sealing methods.

Unit 2: Fabric Painting

- Introduction to fabric types (cotton, silk, jute, canvas, etc.).
- Fabric colors and mediums (transparent, opaque, metallic).
- Basic techniques: block painting, freehand design, stenciling, tie-dye enhancement.
- Fixing colors (ironing, steaming).
- Care and washing of painted fabric.

3. **Texture Painting** refers to the technique of creating a surface that appears or feels textured in an artwork. It involves using various tools, materials, and methods to give a visual or tactile surface quality to a painting.

Techniques in Traditional Texture Painting:

- **Impasto:** Applying thick layers of paint with a palette knife or brush.
- **Dry Brush:** Dragging a dry brush with little paint to create a scratchy, textured look.
- **Stippling:** Using dots to build up texture.
- **Collage/Mixed Media:** Incorporating other materials (paper, fabric, sand) into the painting.

Unit 3: Creative Projects and Application

- Create a **glass painting artwork** (frameable or functional item like a bottle or tray).
- Create a **fabric painting piece** (handkerchief, tote bag, cushion cover, T-shirt, etc.).
- Create a **texture painting** (Canvas, cardboard, etc.)
- Emphasis on design development, composition, and finishing.

Learning Outcomes:

By the end of this course, students will be able to:

- Identify and use the appropriate tools and materials for glass and fabric painting.
- Apply decorative techniques to create aesthetically pleasing artworks.
- Execute original designs on glass, fabric, canvas and cardboard surfaces.
- Understand the commercial potential and application of their work.

Materials and Tools Required:

- Glass sheets, old glass bottles, frames
- Fabric (cotton, jute, canvas)
- Glass and fabric colors, brushes, outliners, palette.
- Canvas, cardboard, Poster & Acrylic colours.
- Pencil, eraser, tracing sheets
- Iron or heat-setting tools (for fabric painting)

Submission of Artworks: 30 Marks (based on related work)

Marks for submission will be awarded based on the work completed during the session. A minimum of 3 artworks, along with a sketchbook, must be submitted in this section. Submission marks will be awarded jointly by both internal and external examiners. In case of a difference of opinion, each examiner may mark separately, awarding marks out of 50% of the total submission marks.

NOTE :

A minimum of **6 hours** of practical classes per week must be allocated for this course to ensure adequate hands-on training and skill development.

French

SEC-1

Skills Enhancement Course: SEC-1

Course title	:	French Communication Skills-I
Course code	:	FRN-SEC-1-101
Course duration	:	60 hours in one semester/ 4 hours per week
Credits	:	3
Maximum marks	:	75 (68practical + 7 Internal Assessment)

Course Objectives:

- Stressing on oral communication
- Familiarising with culture and civilisation of French speaking world.
- Developing communicative tactics and vocabulary to improve oral expression.
- Developing ability to express and understand basic French of daily life among students

Learning Outcomes:

At the end of the course, students will be able to:

1. Introduce them selves and converse in day to day scenarios.
2. Ask about the identity of others.
3. Express their likes, dislikes and ask about the opinions of others.
4. Invite someone or refuse the invitation.

Course contents/ syllabus:

UNIT-1

- Faire connaissance

UNIT-2

- Se déplacer

Instructions for paper setters and candidates:

In total there will be 3 sections each focusing on a particular component of the language.

Section A

18 marks

General and very short answer questions to be asked. Each question carries 3 marks. Choices to be given internally.

Section B: Short restricted answer questions

20 marks

4 different topics will be given, on which student will have to speak few lines. Each question carries 5 marks. Choices to be given internally.

Section C: Long answer questions

30 marks

3 Long answer type questions based on the topics and writing activities covered in the units. Each question carries 10 marks. Activities like role playing, convincing the other, directed interview etc. Examiner will play the role of other person. Choices should be given internally.

Prescribed text: Michèle Barfly, Patricia Beaujouin, *Expression Orale, Niveau 1*, CLE International, Paris (Units: 1-2)

SEC-2

Skills Enhancement Course: SEC-2

Course title	:	French Communication Skills-II
Course code	:	FRN-SEC-2-201
Course duration	:	60 hours in one semester/ 4 hours per week
Credits	:	3
Maximum marks	:	75 (68practical + 7 Internal Assessment)
Prerequisite	:	SEC-1 must have been completed in order to opt SEC-2

Course Objectives:

- Stressing on oral communication
- Familiarising with culture and civilisation of French speaking world.
- Developing communicative tactics and vocabulary to improve oral expression.
- Developing ability to express and understand basic French of daily life among students

Learning Outcomes:

At the end of the course, students will be able to:

1. Introduce themselves and converse in day to day scenarios.
2. Ask about the identity of others.
3. Express their likes, dislikes and ask about the opinions of others.
4. Ask the directions, plan or tell about their travels.

Course contents/ syllabus:

UNIT-1

- Vivre ensemble

UNIT-2

- Aller en ville

Instructions for paper setters and candidates:

In total there will be 3 sections each focusing on a particular component of the language.

Section A

18 marks

General and very short answer questions to be asked. Each question carries 3 marks. Choices to be given internally.

Section B: Short restricted answer questions

20 marks

4 different topics will be given, on which student will have to speak few lines. Each question carries 5 marks. Choices to be given internally.

Section C: Long answer questions

30 marks

3 Long answer type questions based on the topics and writing activities covered in the units. Each question carries 10 marks. Activities like role playing, convincing the other, directed interview etc. Examiner will play the role of other person. Choices should be given internally.

Prescribed text: Michèle Barfly, Patricia Beaujouin, *Expression Orale, Niveau 1*, CLE International, Paris (p. 48-87)

SEC-3

Skills Enhancement Course: SEC-3

Course title	:	French for Communication
Course code	:	FRN-SEC-3-301
Course duration	:	60 hours in one semester/ 4 hours per week
Credits	:	3
Maximum marks	:	75 (68practical + 7 Internal Assessment)
Prerequisite	:	SEC-2 must have been completed in order to opt SEC-3

Course Objectives:

- Introducing advance level of spoken French
- Making students aware about various daily life scenarios and the use of French
- Teaching students the vocabulary and expression related to various themes
- Improving their oral proficiency

Learning Outcomes:

At the end of the course, students will be able to:

1. Use the language at higher level
2. Converse in real scenarios
3. Revise and learn new concepts related to the language
4. Perform various works related to the language and the field

Course contents/ syllabus:

UNIT-1

1. Inviter, accepter, refuser, s'excuser
2. Offrir, remercier

UNIT-2

1. Annoncer un événement, féliciter
2. Demander un service, donner un conseil

UNIT-3

1. Rassurer, encourager, faire un reproche
2. Au restaurant, à l'hôtel

Instructions for paper setters and candidates:

In total there will be 3 sections each focusing on a particular component of the language.

Section A

18 marks

General and very short answer questions to be asked. Each question carries 3 marks. Choices to be given internally.

Section B: Short restricted answer questions

20 marks

4 different topics will be given, on which student will have to speak few lines. Each question carries 5 marks. Choices to be given internally.

Section C: Long answer questions

30 marks

3 Long answer type questions based on the topics and writing activities covered in the units. Each question carries 10 marks. Activities like role playing, convincing the other, directed interview etc. Examiner will play the role of other person. Choices should be given internally.

Prescribed text: Evelyne Sirejols, *Communication en dialogue, niveau intermédiaire*, CLE International, Paris, 2018 (p.6-37)

Gandhian and Peace Studies

Semester - I

SEC-1

Course Title	:	Training in Communication and Development in Gandhian Philosophy
Course Code	:	GPS-SEC-1-101
Typology of Course	:	Skill Enhancement Course (SEC)
Level of the Course	:	100
Course Duration	:	60 hrs
Credits	:	3 Credits
Maximum Marks	:	75 marks
Theory	:	68 marks
Internal Assessment	:	07 marks
Time	:	3 hours
Learning Outcomes	:	The paper is designed to acquaint the students with basic concepts of communication and development and to make them understand and also able to develop and sharpen skills for using information and digital communication in the Gandhian Perspective. Training in Gandhian philosophy thus equips learners with practical, ethical, and intellectual tools of effective communication and holistic development in personal and societal contexts

Pedagogy of the Course Work: 90% Lecturers (including expert lectures)
10% Unit Tests, Snap Tests, assignments, attendance and class-room participation

**Instructions for Paper
Setters and candidates:**

1. The Syllabus has been divided into three (3) units.
2. There shall be 7 questions in all.
3. The first question shall be short answer type containing 10 short be answered in about 25 to 30 words. The candidate is required to attempt any 7 short answer type questions i.e. 2 marks of each. It shall carry 14 marks and shall be compulsory question.
4. Rest of the paper shall contain three (3) units and each unit shall have two questions and the candidates shall be given internal choice i.e. the candidates shall attempt one question from each. All questions shall carry 18 marks.
5. For the private candidates, who have not been assessed earlier for internal assessment, the marks secured by them in theory paper will proportionately be increased to maximum marks of the paper in lieu of internal assessment.

The paper setter must put note (5) in the question paper

Course Contents:

Unit I

Communication: Basic Concepts

- a) Meaning, Definition and Forms
- b) Concept, Nature and Scope in general and in Gandhian Perspective
- c) Principles and Process of Communication
- d) Functions of Communication

Unit- II

Types and Tools of Communication

- a) Types of Communication transactions
- b) Formal and Informal Communication
- c) Verbal and Non-verbal communication
- d) Gandhi as a Communicator

Unit - III

Development Programmes

- a) Gandhian Perspective of Development Issues and goals
- b) National Development Programmes – goals, strategies, structure and achievement
- c) Literacy and Development Support Communication
- d) Health and Development Support Communication

SUGGESTED READINGS

1. McQuail, D. (1996). *Sociology of Mass Communication*. Australia: Penguin Books
2. Kumar, J. Keval (2012). *Mass Communication in India*. Delhi: Jaico
3. Mikkelsen, Britha (2002). *Methods for Development Work and Research*. New Delhi: Sage Publications
4. Dahama, O.P. and Bhatnagar, O.P. (2003). *Education and Communication for Development*. New Delhi: Oxford and IBH Publishing Co. Pvt. Ltd.
5. Kumar & Hansra (1997). *Extension Education for Human Resource Development*. New Delhi: Concept Publishers.
6. Barker, L. (1990). *Communication*. New Jersey: Prentice Hall Inc.
7. Patri and Patri (2002). *Essentials of Communication*. Greenspan Publications
8. Menon, Mridula; Gandhi, Ved Prakash (1997). *Media and Communications- Vol. I*. New Delhi: Kanishka Publishers/Distributor
9. Trecker, H.B. (1970). *Social Group Work-Principles and Practices*. New York: Association Press
10. Wholey, J. Hartry, S. Harry, P. Kathryn, E. (2004 2nd). *Hand Book of Practical Programme Evaluation*. Jossey-Bass: A Wiley Imprint

FURTHER READINGS

1. Bhattacharyya, Buddhadeva (1969). *Evolution of the Political Philosophy of Gandhi*. Calcutta: Calcutta Book House.
2. Chandran, Devansan D.S. (1969). *Making of the Mahatma*. New Delhi: Orient Longman.
3. Gandhi, M.K. (1986, 1995, 2004). *An Autobiography or The Story of My Experiments with Truth*. Ahmedabad: Navajivan Publishing House.
4. Gandhi, M.K. (1987). *Satyagrah in South Africa*. Ahmedabad: Navajivan Publishing House.
5. Gandhi, M.K. (1992). *Hind Swaraj*. Ahmedabad: Navajivan Publishing House.
6. Malhotra, S.L. (2001). *Lawyer to Mahatma: Life, Work and Transformation of M.K. Gandhi*. New Delhi: Deep & Deep Publication.
7. Nanda, B.R. (1976). *Mahatma Gandhi – A Biography*. London: George Allen and Unwin.

Semester-II

SEC-2

Course Title	:	Gandhi and Interpersonal Skills
Course Code	:	GPS-SEC-2-201
Typology of Course	:	Skill Enhancement Course (SEC)
Level of the Course	:	100
Course Duration	:	60 hrs
Credits	:	3 Credits
Maximum Marks	:	75 marks
Theory	:	68 marks
Internal Assessment	:	07 marks
Time	:	3 hours
Learning Outcomes	:	The paper is designed to acquaint the students with the Gandhi and Interpersonal skills to improve general and academic listening skills and make effective presentations. The outcomes reflect Gandhi's holistic approach to personal and social development, making his teachings highly relevant for building strong interpersonal skills in any context

Pedagogy of the Course Work: 90% Lecturers (including expert lectures)
10% Unit Tests, Snap Tests, assignments, attendance and
Class room participation

Instructions for Paper

- Setters and candidates.** 1. The Syllabus has been divided into three (3) units.
2. There shall be 7 questions in all.
3. The first question shall be short answer type containing 10 short be answered in about 25 to 30 words. The candidate is required to attempt any 7 short answer type questions i.e. 2 marks of each. It shall carry 14 marks and shall be compulsory question.
4. Rest of the paper shall contain three (3) units and each unit shall have two questions and the candidates shall be given internal choice i.e. the candidates shall attempt one question from each. All questions shall carry 18 marks.
5. For the private candidates, who have not been assessed earlier for internal assessment, the marks secured by them in theory paper will proportionately be increased to maximum marks of the paper in lieu of internal assessment.

The paper setter must put note (5) in the question paper

Course Contents:

Unit - I

Listening as a Key skill

1. Concept and Importance of Listening Skills
2. Effective Communication Techniques
3. Strategies for Handling Conflicts
4. Presentation and Application of Listening Skill in the real world

Unit - II

Interpersonal Skills

1. Introduction of Interpersonal Skill
2. Definition and Examples
3. Importance of Interpersonal Skills
4. Improvement of Interpersonal Skills

Unit-III

Gandhi and Interpersonal skills

1. Self-motivation and self-awareness
2. Social Skills and Empathy
3. Optimism and Self-Control
4. Persistence

SUGGESTED READINGS

1. Brooks, Margret (2011). *Skills for Success. Listening and Speaking*. Oxford: Oxford University Press.
2. Richards, C. Jack. & David Bholke (2010). *Speak Now*. Oxford: Oxford University Press.
3. Brooks, Margret (2011). *Skills for Success. Listening and Speaking*. Oxford: Oxford University Press.
4. Vargo, Mari (2013). *Speak Now Level 4*. Oxford: Oxford University Press.
5. Richards C. Jack (2006). *Person to Person (Starter)*. Oxford: Oxford University Press.
6. Ladousse, Gillian Porter (2014). *Role Play*. Oxford: Oxford University Press.

Semester -III

SEC-3

Course Title	:	Research & Research Ethics
CourseCode	:	GPS-SEC-3-301
Typology of Course	:	Skill Enhancement Course (SEC-3)
Level of the Course	:	200
CourseDuration	:	60hrs
Credits	:	3Credits
MaximumMarks	:	75marks
Theory	:	68 marks
InternalAssessment	:	07marks
Time	:	3hours
Learning Outcomes	:	Thepaperisdesignedto make the students to understand the importance of Research and Research Ethics. This ensures that students and researchers are equipped to conduct and evaluate research responsibility, upholding both scientific quality and ethical standards
Pedagogy of the Course Work:	:	90% Lecturers (including expert lectures) 10%UnitTests, SnapTests, assignments, attendance and classroom participation

Instructions for Paper

Setters and candidates:

1. The Syllabus has been divided into three (3) units.
2. There shall be 7 questions in all.
3. The first question shall be short answer type containing 12 short be answered in about 25 to 30 words. The candidate is required to attempt any 7 short answer type questions i.e. 2 marks of each. It shall carry 18 marks and shall be **compulsory** question.
4. Rest of the paper shall contain three (3) units and each unit shall have two questions and the candidates shall be given internal choice i.e. the candidates shall attempt one question from each. All questions shall carry 18 marks.
5. For the private candidates, who have not been assessed earlier for internal assessment, the marks secured by them in theory paper will proportionately be increased to maximum marks of the paper in lieu of internal assessment.

The paper setter must put note (5) in the question paper

Course Contents:

Unit-I

Fundamentals of Research

Meaning and Objectives of Research

Types of Research/Approaches

Qualitative/Quantitative Research

Unit-II

Key Elements of Research

Variables; Units of Measurement and Analysis

Research Design: Meaning and Components

Review of Literature: Purpose, Sources, Forms etc.

Hypothesis: Definition; Features and Types

Unit-III

Research Ethics

Meaning of Research Ethics or Ethical Considerations
Importance of Ethics in Research
Objectives of Research Ethics
Ethical Principles in Research

SUGGESTED READINGS:

1. Cohen, Morris R. Ernest, Nagel (1931). *An introduction to Logic and Scientific Method*. New York: Harcourt Brace & World Inc.
2. Galtung, Johan (1967). *Theory and methods of Social Research*. London: George Allen & Unwin Ltd.
3. Goode, William J. & Hatt, Paul K. (2018). *Methods in Social Research*. Delhi: Asia Law House
4. Lundberg, G.A. (1942). *Social Research*. New York: The Macmillan Co.
5. Young, Paul V. (1977). *Scientific Social Survey and Research*. New Delhi: Prentice Hall.
6. Kothari, C. R. (2009). *Research methodology*. New Delhi: New Age International Pvt Ltd Publishers.
7. Merriam, Sharron, B. (2015, 4th Edition). *Qualitative Research: A guide to design and implementation*. San Francisco: John Wiley & Sons
8. Creswell, John W., J. David Creswell (2017). *Research design, qualitative, quantitative, and mixed approaches*. London: Sage Publications
9. Flower, Floyd J. (2009). *Survey research methods*. London: Sage Publications
10. Balnaves, Mark and Peter Caputi (2001). *Introduction to quantitative research methods: An investigative approach*. London: Sage Publications
11. Huberman, A. Michael and Matthew B. Miles (2014). *Qualitative data analysis: A methods sourcebook*. London: Sage Publications
12. Walliman, Nicholas (2006). *Social research methods*. London: Sage Publications

FURTHER READINGS:

1. Crotty, Michael, J. (2018). *The Foundations of Social Research*. London: Sage Publications.
2. Gupta, S.P. (1920). *Statistical methods*. New Delhi: Sultan Chand & Sons.
3. Kaplan, Abraham (1973). *The conduct of inquiry*. Bucks: Intertext Books.
4. Moser, C.A. and Kalton, G. (1968). *Survey methods in social investigation*. New York: The Macmillan Co.
5. Beed Terence W. and Stinson Roberts, J. (1984) (Eds.). *Survey interviewing, theory and techniques*. Sydney: George Allen & Unwin.
6. Manheim, Henry L. (1977). *Sociological research: Philosophy and methods*. Illinois: The Dorsey Press.
7. Marsh, Catherine (1983). *The survey method*. London: George Allen and Unwin.
8. Vaus, D.A. De. (1986). *Survey in social research*. London: George Allen & Unwin.
9. McEvoy, Brenda T. and Lawrence A. Machi (2016). *The literature review: Six steps to success*. California: Corwin
10. Burns, Robert B. (2000). *Introduction to research methods*. London: Sage Publications

GEOGRAPHY

SEMESTER-I

COURSE TITLE:READING ATLAS

Course Code: **GEOG-SEC-1-101**

Level of Course: **L-100**

Total Credits: **3 (Theory 2+ Tutorial 1)**

Maximum Marks: **75 (68 Theory + 7 Internal Assessment)**

Course Duration: **Total= 45 Hours (Lectures- 30 Hours; Tutorial- 15 Hours)**

Evaluation: Maximum Marks: **75 (68 Theory + 7 Internal Assessment)**

- ❖ Terminal Examination: 68 Marks
- ❖ Internal Assessment: 7 Marks
- ❖ Examination Time: 3 Hours

COURSE OBJECTIVE: The course aims at developing ability and skills of students to understand, read and extract information from atlas. The purpose is to provide learning opportunity for students to be able to use atlas for research and day to day activities. It aims at enhancing geographical skills and training and highlight the importance of map services to the society

LEARNING OUTCOME:The course focuses on following outcomes:

- ❖ Comprehend key concepts of maps and atlas and generate thematic maps
- ❖ Analyse information given in the atlas and maps for knowing the world around.
- ❖ Visualize selected characteristics of a region through maps and draw meaning information

PEDAGOGY:There must be active interaction between students on conceptual and methodological aspects atlas and maps. The emphasis should be given to group reading, participatory learning, and exercise-based activities to enhance geographical education and training through maps and atlas.

INSTRUCTIONS FOR PAPER SETTER AND CANDIDATES:

1. A compulsory question containing 10 short answer type questions shall be set covering the whole syllabus. The student shall attempt any 7 parts in about 25-30 words each. Each part shall carry 2 marks (Total $7 \times 2 = 14$ marks).
2. A total of six questions will be set out of the whole syllabus at least *two* from each unit. The candidates will attempt *three* questions selecting one from each unit and each question will carry 18 marks (Total $3 \times 18 = 54$ marks). These will be in addition to the compulsory question at serial number 1.
3. Special credit will be given to suitable use of maps and diagrams. Use of unmarked map stencils and colour pens/pencils are allowed.
4. Internal assessment may include written assignments, snap tests, participation in discussion in the class, term papers, attendance etc.
5. For CDOE, reappear/improvement candidates(s), who have not been assessed earlier for internal assessment, the marks secured in theory paper will be increased proportionally to maximum marks of the paper in lieu of internal assessment. The paper setter must put note (5) in the question paper.

COURSE CONTENT

Unit I: Understanding Atlas

1. Brief History of Atlas Making
2. Basics of Atlas: Latitude, Longitude, and Location,
3. Grid, Time Zones, and Projections

Unit II: Knowing the Maps

4. Types of Maps and Map Classification
5. Map Symbols and Representation
6. Reading Information of Map Margins

Unit-III: E-maps and Online Sources

7. E-map Sources (NATMO, SOI, Bhuwan Portal)
8. Reading and Using Google Maps
9. Using Online Apps for Weather information

SUGGESTED READINGS

1. Bagulia, A.M (2007). Practical Geography, Anmol Publications Pvt. Limited, New Delhi.
2. Kannan, M. & Yadav, S. (2022): Practical Geography, Rawat Publications, Jaipur, 2022.
3. Khullar, D.R. (2023). Essentials of Practical Geography, New Academic Publishing co., Jalandhar.
4. Robinson, A.H. (2009). Elements of Cartography, 6th Edition, John Wiley, New York.
5. Robinson, A.H., Morrison, J.L. & Others (2016). Elements of Cartography (6th Reprint Edition), John Willey & Sons, New York.
6. Sarkar, A. (2014). Practical Geography-A Systematic Approach, 2nd Edition, Orient BlackSwan Hyderabad.
7. Singh, G. (2012). Map work and Practical Geography, Vikas Pub. house Pvt. Ltd, New Delhi.
8. Singh, R.L. and Singh. G. (1995). Map work and Practical Geography, Central Book Depot, Raghunandan Allahabad.

SEMESTER II

COURSE TITLE:PHYSICAL LANDSCAPES (FIELD-BASED LEARNING)

Course Code: **GEOG-SEC-2-201**

Level of Course: **L-100**

Total Credits: **3 (Theory 2+ Tutorial 1)**

Maximum Marks: **75 (68 Theory + 7 Internal Assessment)**

Course Duration: **Total= 45 Hours (Lectures- 30 Hours; Tutorial- 15 Hours)**

Evaluation: Maximum Marks: **75 (68 Theory + 7 Internal Assessment)**

- ❖ Terminal Examination: 68 Marks
- ❖ Internal Assessment: 7 Marks
- ❖ Examination Time: 3 Hours

COURSE OBJECTIVE: The course using an interactive approach aims at prompting students to use multiple datasets to recognize various geomorphic and other landscape characteristics. The course is designed to opportunities for students develop an understanding of physical landscape units and processes and facilitate skills development in topographic profile construction.

COURSE OUTCOME:The course focuses on following outcomes:

- ❖ Understand and interpret landscape visually
- ❖ Analyse the processes of physical landscapes through field observations.
- ❖ Examine evolution of landscape through field observation and interpretation
- ❖ Conduct simple research project based on fieldwork

PEDAGOGY:There must be active interaction between teacher and students on different conceptual, methodological, and applied aspects of physical landscapes. The emphasis should be given to group reading, field-activity, and participatory learning. The students will undertake compulsory field-trips to nearby areas or sites identified by the class teacher/s to interpret landscape characteristics. The report of the field-visit will also be prepared by students.

INSTRUCTIONS FOR PAPER SETTER AND CANDIDATES:

1. A compulsory question containing 10 short answer type questions shall be set covering the whole syllabus. The student shall attempt any 7 parts in about 25-30 words each. Each part shall carry 2 marks (Total $7 \times 2 = 14$ marks).
2. A total of six questions will be set out of the whole syllabus at least *two* from each unit. The candidates will attempt *three* questions selecting one from each unit and each question will carry 18 marks (Total $3 \times 18 = 54$ marks). These will be in addition to the compulsory question at serial number 1.
3. Special credit will be given to suitable use of maps and diagrams. Use of unmarked map stencils and colour pens/pencils are allowed.
4. Internal assessment may include written assignments, snap tests, participation in discussion in the class, term papers, attendance etc.
5. For CDOE, reappear/improvement candidates(s), who have not been assessed earlier for internal assessment, the marks secured by them in theory paper will be increased proportionally to maximum marks of the paper in lieu of internal assessment. The paper setter must put note (5) in the question paper.

COURSE CONTENT

Unit I: Understanding Physical Landscapes

1. Meaning, Idea and Components of Physical Landscape
2. Identifying physical landscape features (Hills and Plains)
3. Tools and Techniques to analyse Physical Landscapes

Unit II: Understanding River Landscapes:

4. The Concept of Watershed, Catchment, Basin
5. River Erosion, Transportation and Deposition Processes
6. Landforms and features in a river system

Unit III: Conducting Physical-Survey

7. Preparing for physical survey to understand landscapes
8. Conducting field-observations and collecting information
9. Mapping and Analysing Physical Landscapes

SUGGESTED READINGS

1. Anderson, R. S. and Anderson, S.P. (2010). *Geomorphology: The Mechanics and Chemistry of Landscapes*. Cambridge University Press, Cambridge.
2. Archer, J.E. and Dalton, T.H. 2022. *Fieldwork in Geography*. Rawat Publications.
3. Bryan P.W. (1958). *Geography and Landscape: Address to Geographical Association*, *Geography*, 43(1): 1-9.
4. Gray, M. (2009). Landscape: The Physical Layer, in N.J. Clifford, S.L. Holloways, S.P. Rive & G Valentine (Eds.), *Key Concepts in Geography*, pp. 265-284. Sage Publications
5. Lenon, Barnaby J., Cleves, Paul G. (2001). *Fieldwork Techniques and Projects in Geography*. United Kingdom: Collins Educational.
6. Skinner, B. J. and Porter, S. C. (2004). *The Dynamic Earth: An Introduction to Physical Geology*. John Wiley & Sons, USA.

हिन्दी (Hindi)

बी० ए० सेमेस्टर- I HIN-SEC-01-101

Course Title	:	अनुवाद एवं प्रूफ पठन ANUVAD EVAM PROOF PATHAN
Course Code	:	HIN-SEC-01-101
Course Duration	:	45 hours in One semester (3 hours per Week)
Credit	:	3
Maximum Marks	:	75 (65 Theory + 10 Internal Assessment)

पाठ्यक्रम का उद्देश्य – (Course Objectives)

- अनुवाद का सैद्धांतिक एवं व्यावहारिक ज्ञान कराना।
- सूचना एवं संचार प्रौद्योगिकी के युग में अनुवाद की उपादेयता का बोध कराना।
- अनुवाद प्रक्रिया का प्रयोग सीखाना।

पाठ्यक्रम का परिणाम – (Course Learning Outcomes)

- अनुवाद के विविध क्षेत्रों में रोज़गार के लिए प्रशिक्षण प्राप्त कर सकेंगे।
- अनुवाद के सैद्धांतिक ज्ञान के साथ-साथ, विविध आयामों, अनुशासनों से व्यावहारिक बोध प्राप्त होगा।
- भूमंडलीकरण के युग में अनुवाद की रचनात्मक भूमिका को समझ पाएँगे।
- हिन्दीतर क्षेत्रों में हिन्दी के प्रचार-प्रसार के मौलिक तथा अनूदित रूप में प्रगति होगी।

Max. Marks : 75
Theory : 65
Internal Assessment : 10
Time : 03 Hours

इकाई – I

1. अनुवाद : सिद्धांत

अनुवाद का महत्त्व, अनुवाद का क्षेत्र, साहित्यिक अनुवाद : समस्याएँ, मशीनी अनुवाद : सीमा एवं संभावनाएँ, अनुवादक के गुण, अनुवाद एवं रोज़गार की संभावनाएँ।
(तीन प्रश्न पूछे जाएंगे। दो के उत्तर देने होंगे।)

अंक – 15

इकाई – II

2. प्रूफ-पठन

प्रूफ-पठन की आवश्यकता, प्रूफ-पठन चिह्न एवं प्रयोग, प्रूफ पाठक के गुण, प्रूफ पाठन में सावधानियाँ, सामान्य शब्द एवं पारिभाषिक शब्दों में अंतर।
(तीन प्रश्न पूछे जाएंगे। दो के उत्तर देने होंगे।)

अंक – 15

इकाई – III

3. अंग्रेजी भाषा में 100 शब्दों का गद्यांश दिया जाएगा जिसका हिन्दी-अनुवाद करना होगा।

अंक – 10

4. आठ मुहावरे एवं लोकोक्तियों में से पाँच का हिन्दी अनुवाद करना होगा। (सूची संलग्न है।)

अंक - 10

Assignment

2000 से 2500 शब्दों का अंग्रेजी से हिन्दी अनुवाद। (Submitted in the class)

अंक -15

आंतरिक मूल्यांकन

अंक – 10

मुहावरे एवं लोकोक्तियाँ

1. Only Bearer knows where the shoe pinches. जाके पाँव न फटी बिवाई सो का जानै पीर पराई।
2. Empty vessels make more noise. थोथा चना बाजे घना/ अधजल गगरी छलकत जाया।
3. Tit for tat. जैसे को तैसा।
4. Rome was not built in a day. हथेली पर सरसों नहीं जमती।
5. When the Buffaloes fight crops suffer. गेहूँ के साथ घुन भी पिसता है।
6. When in Rome do the Romans do. जैसा देश वैसा वेष।
7. Who will bell the cat? म्याऊं का ठौर कौन पकड़ेगा?
8. A bad workman quarrels with his tools. नाच न आवे आंगन टेढा।
9. To kill two birds with one stone. एक पंथ दो काज।
10. A bird in hand is worth two in bush. नौ नकद न तेरह उधार।
11. It is no use crying over split milk. अब पछताये होत का जब चिड़िया चुग गयी खेत।
12. Make hay while the sun shines. बहती गंगा में हाथ धोना।
13. Great boast & little roast. नाम बड़े दर्शन छोटे।
14. A black sheep infects the whole flock. एक मछली सारे तालाब को गंदा करती है।
15. Every cock fights best on its own dung will. अपनी गली में कुत्ता भी शेर होता है।
16. It takes two make a quarrel. एक हाथ से ताली नहीं बजती।
17. A figure among ciphers. अंधों में काना राजा।
18. Do good and forget. नेकी कर दरिया में डाल।
19. Practice makes man perfects. करत-करत अभ्यास ते जड़मति होत सुजान।
20. Time is a great healer. समय घावों का मरहम है।
21. Let the dead past burry its dead. गढ़े मुर्दे मत उखाड़ो।
22. Truth is always bitter. सच्ची बात कड़वी लगती है।
23. Nothing succeeds like success. चलती का नाम गाड़ी।
24. All that glitters is not gold. हाथी के दांत खाने के और दिखाने के और।
25. Even walls have ears. दीवार के भी कान होते हैं।
26. There is something black in the lentils. दाल में कुछ काला।
27. Wisdom is better than strength. अक्ल बड़ी या भैंस।
28. Truth bears no examination. साँच को आँच नहीं।
29. A diamond cuts diamonds. लोहे को लोहा काटता है।
30. A traitor is the worst enemy. घर का भेदी लंका ढाये।

बी० ए० सेमेस्टर - II
HIN-SEC-02-201

Course Title	:	हिन्दी भाषा में संप्रेषण कौशल HINDI BHASHA MEIN SAMPRESHAN KAUSHAL
Course Code	:	HIN-SEC-02-201
Course Duration	:	45 hours in One semester (3 hours per Week)
Credit	:	3
Maximum Marks	:	75 (65 Theory + 10 Internal Assessment)

पाठ्यक्रम का उद्देश्य – (Course Objectives)

- हिन्दी भाषा का व्यवहारिक ज्ञान कराना।
- हिन्दी भाषा में संप्रेषण कौशल में अभिवृद्धि कराना।

पाठ्यक्रम का परिणाम – (Course Learning Outcomes)

- हिन्दी भाषा के आधारभूत ढाँचे का ज्ञान प्राप्त कर सकेंगे।
- हिन्दी भाषा में संप्रेषण की कला में अभिवृद्धि कर सकेंगे।
- हिन्दी भाषा के व्यवहारिक पक्ष को बल मिलेगा।
- हिन्दी भाषा में संप्रेषण करने की रुचि में अभिवृद्धि होगी।

Max. Marks : 75
Theory : 65
Internal Assessment : 10
Time : 03 Hours

इकाई – I

1. भाषा शब्द का अनेक अर्थों में प्रयोग, भाषा की परिभाषा, भाषा के विविध रूप, भाषा के दो पक्ष : ध्ववन एवं श्रवण, भाषा विकास के सौपान : आंगिक भाषा, वाचिक भाषा, लिखित भाषा एवं यांत्रिक भाषा, भाषा की विशेषताएँ एवं प्रवृत्तियाँ, हिन्दी वर्ण माला, वर्णों के प्रकार एवं उच्चारण।
(चार प्रश्न पूछे जाएंगे। दो के उत्तर देने होंगे।) अंक – 20

इकाई – II

2. संप्रेषण की अवधारणा, संप्रेषण की प्रक्रिया, संप्रेषण के तत्व, संप्रेषण में समाज एवं संस्कृति की भूमिका, संप्रेषण में शब्द एवं वाक्य की भूमिका, संप्रेषण में मुहावरों एवं लोकोक्तियों की भूमिका, प्रभावशाली संप्रेषण की विशेषताएँ एवं प्रवृत्तियाँ।
(चार प्रश्न पूछे जाएंगे। दो के उत्तर देने होंगे।) अंक – 20

इकाई – III

3. इकाई –I और इकाई –II से आठ लघु-उत्तरी प्रश्न पूछे जाएंगे। किन्हीं पाँच के उत्तर देने होंगे। अंक - 25
आंतरिक मूल्यांकन अंक – 10

बी० ए० सेमेस्टर - III
HIN-SEC-03-301

Course Title	:	मीडिया लेखन एवं कौशल MEDIA LEKHAN EVAM KAUSHAL
Course Code	:	HIN-SEC-03-301
Course Duration	:	45 hours in One semester (3 hours per Week)
Credit	:	3
Maximum Marks	:	75 (65 Theory + 10 Internal Assessment)

पाठ्यक्रम का उद्देश्य – (Course Objectives)

- मीडिया लेखन एवं कौशल का सैद्धांतिक एवं व्यवहारिक ज्ञान कराना।
- मीडिया लेखन एवं कौशल की उपादेयता का बोध कराना।
- मीडिया लेखन की प्रक्रिया एवं विधि का प्रयोग सीखाना।

पाठ्यक्रम का परिणाम – (Course Learning Outcomes)

- मीडिया के विविध क्षेत्रों में रोजगार के लिए प्रशिक्षण प्राप्त कर सकेंगे।
- मीडिया लेखन के सैद्धांतिक ज्ञान के साथ-साथ, विविध आयामों, अनुशासनों से व्यवहारिक बोध प्राप्त होगा।

Max. Marks : 75
Theory : 50
Assignment : 15
Internal Assessment : 10
Time : 03 Hours

इकाई – I

मीडिया लेखन : मीडिया में हिन्दी, रिपोर्ट लेखन : परिचय एवं लेखन कला, समाचार लेखन : परिचय एवं लेखन विधि।
जनसंचार और मीडिया : जनसंचार के माध्यम, प्रतिवेदन, प्रेस-विज्ञापन/विज्ञापन
(चार प्रश्न पूछे जाएंगे। दो के उत्तर देने होंगे।) अंक – 20

इकाई – II

रेडियो : परिचय, विविध कार्यक्रम, रेडियो समाचार : लेखन विधि, समाचार वाचन की सावधानियाँ
दूरदर्शन : परिचय, विविध कार्यक्रम, दूरदर्शन समाचार : लेखन विधि, विज्ञापन की भाषा
(चार प्रश्न पूछे जाएंगे। दो के उत्तर देने होंगे।) अंक – 20

इकाई – III

इकाई-I और इकाई-II से कुल छह लघूत्तरी प्रश्न पूछे जाएंगे। चार के उत्तर देने होंगे। अंक – 10

Assignment

पाठ्यक्रम से संबंधित 1500 शब्दों की एक फाइल तैयार करनी होगी। (Submitted in the class) अंक -15

आंतरिक मूल्यांकन

अंक – 10

HISTORY

SEMESTER I

HIS-SEC-1-101: MUSEOLOGY AND CONSERVATION

Credits: 3
Theory Exam: 6
Internal Assessment: 7
Level of Course: 100

Course Objective: The paper will equip the students with a basic understanding of the importance of museums, their management, and conservation.

Learning Outcome:

1. To familiarise the students with the definition, types and role of Museums.
2. Understanding of conservation and management of Museums
3. Case study of important museums in the region of Punjab.

Pedagogy of the Course

There will be direct teaching where the students will be referred to the primary works. They will also be taken on study trips to the Museums prescribed in the syllabus. There will be continuous evaluation of the students through assignments and semester tests. Towards the end of the session, there will be a written examination.

Instructions for the Paper Setter:

1. The duration of the examination shall be three hours with a maximum of 68 marks. There will be 7 questions overall, and the student is expected to attempt 4. Question no. 1 is compulsory. There will be 10 questions, and students have to attempt any 7 questions in 25-30 words. Each short question carries 2 marks. The students have to attempt one essay-type question (in 700-1000 words) from each unit. Each essay-type question carries 18 marks.
2. Internal Assessment will be divided into the following criteria:

Mid Semester Test:	: 3marks
Assignment Report and Class presentation	: 3 marks
Attendance	: 1mark

Note: For Private/Centre for Distant and Online Education Students, who have not been assessed earlier for the internal assessment, the marks secured by them in the written paper will proportionally be increased in lieu of the internal examination.

Unit-I

Emergence of Museums, Definition of Museum, Types of Museums.

Unit-II

Social responsibilities of Museum, Museum Management: Exhibition, Planning and Designing

Unit-III

Case Study of Museum: Government Museum and Art Gallery (Chandigarh), Partition Museum (Amritsar); *Jang -i-Azadi* Memorial and Museum (Jalandhar)

Suggested Readings:

1. Roychowdhury, Madhuparna, *Displaying India's Heritage: Archaeology and the Museum Movement in Colonial India*. Hyderabad: Orient Blackswan, 2018.
2. Singh, Kavita., 'The Museum is National,' in *India International Centre Quarterly*, Vol. 29, No. 3/4, 2002-03, pp. 176-196.
3. Jain, Ravindra K., 'Museum and Its Communities', in *India International Centre Quarterly*, Vol. 40, No. 2, 2013, pp. 50-53.
4. Baxi Smita J. and Vinod P. Dwivedi (1973), *Modern Museum: Organisation and Practice in India*, Abhinav Publication,
5. Manvi Seth (2018), *Of Muses, Museum & Museology*, Subhi Publication, Gurgaon.
6. Dolak, J (2022), *Museology and its Theory*, Technical Museum, Brno.

SEMESTER II

HIS-SEC-2-201: ARCHIVE AND RECORD MANAGEMENT

Credits: 3

Theory Exam: 68

Internal Assessment: 7

Level of Course: 100

Course Objective: The paper will equip the students with a basic understanding towards the importance of archive and record management.

Learning Outcome:

1. To familiarise the students with the definition, types and significance of archives.
2. Understanding of management and processing of archives.
3. Understanding the concepts of copyrights, references and funding in archive management.

Pedagogy of the Course

There will be direct teaching where the students will be referred to the primary works. They will also be guided to access online digital archives and visit some state and national archives. There will be continuous evaluation of the students through assignments and semester tests. Towards the end of the session, there will be a written examination.

Instructions for the Paper Setter:

1. The duration of the examination shall be 3 hours with a maximum of 68 marks. There will be 7 questions overall, and the student is expected to attempt 4. Question no. 1 is compulsory. There will be 10 questions, and students have to attempt any 7 questions in 25-30 words. Each short question carries 2 marks. The students have to attempt one essay-type question (in 700-1000 words) from each unit. Each essay-type question carries 18 marks.
2. Internal Assessment will be divided into the following criteria:

Mid Semester Test:	: 3marks
Assignment Report and Class presentation	: 3 marks
Attendance	: 1 mark

Note: For Private/Centre for Distant and Online Education Students, who have not been assessed earlier for the internal assessment, the marks secured by them in the written paper will proportionally be increased in lieu of the internal examination.

Unit-I

Definition, types and scope of Archival Records, Role of National Archives of India

Unit-II

Archive Management; Processing Records and Archives; Digital Archives Management

Unit-III

Material Description, Access, copyright and licensing; Reference and User Services; Stakeholder and Funders

Suggested Readings:

Sengupta, Syamalendu (2004), *Experiencing History Through Archives: Restoration of Memory and Repair of Records*. New Delhi: MunshiramManoharlal, 2004.
Ford J.W.W. (1990), *Archival Principles and Practice: A Guide for Archives Management*, Chicago.
Rasta Pirkko (1992), *Manuals and Textbooks of Archives Administration and Management: A RAMP Study*, Paris.

SEMESTER III

HIS-SEC-3- 301: HERITAGE TRAVEL AND TOURISM IN INDIA

Credits: 3

Theory Exam: 68

Internal Assessment: 7

Level of Course: 200

Course Objective: The paper will equip the students with a basic understanding towards the importance of Tourism, its employability and operational understanding.

Learning Outcome:

1. To familiarise the students with the nature and types of Tour and Travel.
2. Understanding of the operation and potential of the Tour and Travel Industry.
3. Case Study of Some Important Tour and Travel Destinations in India.
4. Case study of important Tour and Travel Companies in India.

Pedagogy of the Course

There will be direct teaching where the students will be referred to the primary works. They will also be taken on study trips to Important Tourist Destinations. Students may also be taken to the offices of the significant players in the tourism and Travel Industry.

Instructions for the Paper Setter:

1. The duration of the examination shall be three hours with a maximum of 68 marks. There will be 9 questions overall, and the student is expected to attempt five. Question no. 1 is compulsory. There will be fifteen questions, and students have to attempt any 10 questions in 25-30 words. Each short question carries 2 marks. The students have to attempt one essay-type question (in 700-1000 words) from each unit. The fourth essay-type question can be attempted from any unit. Each essay-type question carries 12 marks.
2. Internal Assessment will be divided into the following criteria:
Mid Semester Test: : 3marks
Assignment Report and Class presentation : 3 marks
Attendance : 1 mark

Unit 1

Definition, types and scope of Travelling: Historical, Pilgrim, Leisure and Business.

Unit 2

Management of Tour and Travel Industry, Allied Industries: Hotels, Travel, Food and Entertainment.

Unit 3

Case Study of Amritsar, Ayodhya, Ajmer, Shimla, Delhi as Travel Destinations.

Essential Readings:

- Basket A.J. and Medlik.S (1998) *Tourism: Past, Present and Future*, ELBS.
Bhatia, A.K.(2005) *Tourism Development Principles and Practices*, Sterling Publishers.
Cook R.A. et. (2006). *Tourism:The Business of Travel*, Pearson.
Law. A.A (2004) *A Companion to Tourism*, Blackwell Publishing, 2004

Mc Intosh, Robert, W Goeldner, R Charles (1995) *Tourism: Principles, Practices and Philosophies*, John Wiley and Sons Inc. New York
Kamre, K.K. (2006). *Basics of Tourism: Theory, Operation and Practice*, Kanishka Publishers.
Rania, C.L. and Raina A.K. (2005) *Fundamentals of Tourism Principles and Practices*, Kanishka Publisher.
Mc Intosh. et. (1995) *Tourism, Principles, Practices, Philosophies*, Wiley.
Walker. J.R (2006). *Introduction to Hospitality*, Pearson.

Home Science

Semester-I

Fundamentals of Baking (Skill Enhancement Course)

BSC-HSC-FN-SEC-1-101

Practical

Credit: 3

Duration of Class: 6hrs/week

Duration of Exam: 3hrs

Maximum Marks: 75

Paper: 60

Internal Assessment: 15

Instructions to Examiner

- The external and internal examiners are requested to be present at the examination centre before the commencement of the examination.
- Set the question papers in consultation with the internal and conduct the practical examination as per the scheme.

Learning Outcomes:

- To explain the different ingredients used in baking
- To learn about different cake mixing methods and step wise preparation
- To Operate different types of equipment used for baking
- To assess the internal and external sensory characteristics of baked items

1. Overview of Baking and Confectionary

- Basic Baking Techniques
- Ingredients used in Bakery and Confectionery
- Types and varieties of Flour, Sugar, Shortening – Fats and Oil, Egg, Moistening Agent, Leavening Agents)

2. Introduction to equipment and materials required in baking and confectionery

3. Overview of general factors affecting baking

4. Introduction and Preparation to various baked products

- Cakes (Carrot Cake, Dates and Walnut Cake, Brownie, Marble Cake)
- Muffins (Choco Chip Muffins, Oats Muffins, Banana Muffins, Vanilla Muffins)
- Biscuits (Salty Biscuits, Cocoa biscuits, whole wheat cookies)
- Cookies (Millet Cookies, Whole Wheat Cookies, Dry Fruit Cookies)

RECOMMENDED READINGS

1. Dubey, S.C. (2007). Basic Baking 5th Ed. Chanakya Mudrak Pvt. Ltd. Raina et.al. (2010). Basic Food Preparation-A Complete Manual. 4rd Ed. Orient Black Swan Ltd.
2. Khanna K, Gupta S, Seth R, Mahna R, Rekhi T (2004). The Art and Science of Cooking: A Practical Manual, Revised Edition. Elite Publishing House Pvt Ltd.

Semester – I

Decorative Dyeing (Skill Enhancement Course) BSC-HSC-CT-SEC-1-101 Practical

Credit: 3

Duration of Class: 6hrs/ week

Duration of Exam: 3hrs

Maximum Marks: 75

Paper: 60

Internal Assessment: 15

Instructions to examiner

- The external and internal examiners are requested to be present at the examination centre before the commencement of the examination.
- Set the question papers in consultation with the internal examiner and conduct the practical examination as per the scheme.

Learning Outcomes:

- To acquaint students with different types of dyeing techniques.

Content

1. Equipments and material to be used for tie and dye.
2. Preparation of fabric and article before dyeing
3. Techniques of tying for tie & dye-
 - Texture- Marbelling, Twisting and Coiling
 - Knotting-length, square, triangle and all over design
 - Folding- Simple stripes, Edge stripes, folded square
 - Tritik-Single cloth, double cloth
 - Ruching- Band of textures
 - Chevron Spiral folding method
4. Use of Several tying techniques in one design
5. Submission of Articles with different tie and dye techniques- Dupatta/T-shirt/Cushion cover

Recommended Readings

1. Shenai VA “Technology of Textile Processing. Technology of dyeing” (4th edition),Sewak Publications, Bombay 1998.
2. Corbanna, PB Textile Techniques (6th Edition), McGraw Hill Book Co. 1983.
3. Shenai, V Technology of Textile Processing, Technology of printing (3rd edition),Sewak Publications, Bombay 1998.

Semester I

Nanny Care (Skill Enhancement Course) BSC-HSC-HD-SEC-1-101 Practical

Credit: 3

Duration of Class: 6 hrs/week

Duration of Exam: 3 hrs

Maximum Marks: 75

Paper: 60

Internal Assessment: 15

Instructions to examiner

- The external and internal examiners are requested to be present at the examination centre before the commencement of the examination.
- Set the question papers in consultation with the internal examiner and conduct the practical examination as per the scheme.

Learning Outcomes

- To train students to be effective nannies.
- To provide opportunity to students to supplement household income.
- To train the students as skilled workforce.
- To provide quality substitute care in day care centres.
- To meet the growing need of supportive nanny facilities.

Content

1. Caring for the child: Massaging and Bathing, Handling, Diapering, Dressing, Bottle sterilization, Feeding, Burping and Taking Temperature
2. Use of Growth monitoring Chart. Demonstration of the anthropometric measurements with standardized norms.
 - Height
 - Weight
 - Mid- arm circumference
 - Head circumference
 - Chest circumference
3. Preparation of formula foods and home cooked nutritious foods. Make an immunization schedule for the child.
4. Conduct a market survey of items available for infants/pre-school children namely feeding, clothing, toys.
5. Interviewing mothers on breast feeding and weaning/toilet training practices being followed by them.
6. Visits to Hospital/ baby clinic/ child care centres/ Neo-natal clinics/ day care centres/ Balwadis/ Anganwadis and make a report of the same.
7. Making educational Toys for infants and pre-school children.
8. Understanding techniques of interacting with the child and make a report
 - Eye-contact
 - Jingles
 - Lullaby's
 - Rhymes
 - Story telling

Recommended Readings:

1. Carton, S & Myers, C. (2013). The Nanny Book: The Smart Parent guide to Hiring, Firing and Every sticky situation in between. Macmillan Publishers, San Fransisco.
2. Elizabeth, K.E. &Golden M. (2022) Nutrition and Child Development. ISBN 9788181915382
3. Frankel, J. & Hobart, C. (2001). Nannyng-A Guide to Good Practice, Oxford.
4. Merchant, A.M. (2003) The Nanny Textbook, I Universe, New Delhi
5. Reejhsinghant, A. (2011) Handbook of Baby and Child Care. Peacock Publishers. ISBN: 8124802491
6. Singh, M. (2015). The Art and Science of baby and Child Care: A Comprehensive book on Parenting. : 8124802491.

Semester – I

Fundamentals of Mass Communication (Skill Enhancement Course)

BSC-HSC-RME-SEC-1-101

Practical

Credit: 3

Duration of Class: 6 hrs/week

Duration of Exam: 3 hrs

Maximum Marks: 75

Paper: 60

Internal Assessment: 15

Instructions to examiner

- The external and internal examiners are requested to be present at the examination centre before the commencement of the examination.
- Set the question papers in consultation with the internal examiner and conduct the practical examination as per the scheme.

Learning Outcomes

- To create engaging and thought-provoking content for digital media.
- To create and manage advertising campaigns.
- To nurture valuable skills like communication, critical thinking.

Content

1. Photography as communication tool.
2. Creating effective social media content.
3. Designing advertisements: products, services, social cause.
4. Evaluating advertisements: products, services, social cause.
5. Designing communication media: banner for national/ international perspective.
6. Case study on news reporting for political/social/environmental issues.

Recommended Readings

1. Ganaratne Shelton. (2000). *Handbook of the media*, Sage Publishers
2. Kohli Vanita, (2003). *The Indian Media Business*, Sage Publishers
3. Mathew, Deepak. John. *Principles of Design Through Photography*, Wisdom Tree Publisher

Semester – II

Economics of Business Development in Home Science (Skill Enhancement Course) BSC-HSC-SEC-2-201 Practical

Credit: 3

Duration of Class: 6hrs/week

Duration of Exam: 3hrs

Maximum Marks: 75

Paper: 60

Internal Assessment:15

Instructions to examiner

- The external and internal examiners are requested to be present at the examination centre before the commencement of the examination.
- Set the question papers in consultation with the internal examiner and conduct the practical examination as per the scheme.

Learning Outcomes

- Students will view entrepreneurship and self- employment as a desirable and feasible career option
- To developed entrepreneurial orientation through innovation and creativity
- To learn basic principles involved in starting and managing a new enterprise

Content

1. Fundamentals of Business Development: meaning, definition, characteristics, Objectives including social, economic, human and national.
2. Developing a Business Plan related to respective streams: -
 - a) Foods & Nutrition
 - b) Human Development
 - c) Fashion Design/ Textiles
 - d) Family Resource Management
 - e) Composite
3. Business idea generation. Pitching a business Idea. How to make an effective pitch to investors?
4. Students of respective streams will pitch business ideas through demonstration of their products or service in the class room. Based on the effectiveness of pitching presentation, students will be assessed. Students are also advised to participate in business idea pitching competitions/Hackathons organized at College, State and National Level.
5. Business Branding, types of branding and how to create a successful brand identity
6. Students will submit a project assignment related to following:
 - a) Establishing a tagline/ of statement of business mission
 - b) Defining business values/features and benefits of products/services
 - c) Creating brand logo and attractive creatives
7. Marketing Management: Students will be advised to submit the project report on the following:
 - a) Developing Putting up the stalls Exhibitions of their respective business products /Services at College, State & National level
 - b) Website development/designing, Selling & marketing through You tube channels, Instagram, & Facebook Channel or any other social media platform.

1Recommended Readings

1. Gupta C.B and Srinivasan N.P, “Entrepreneurial Development” Sultan Chand and Sons, New Delhi
2. Khanna S.S, “Entrepreneurship Development” Sultan Chand and Sons, New Delhi
3. Patel, V. G., “The Seven Business Crises and How to Beat Them” Tata-McGraw, New Delhi, 1995.
4. SIDBI Report on Small Scale Industries Sector (Latest Editions)
5. Taneja, Satish and Gupta, S.L, “Entrepreneurship Development-New Venture Creating” Galgotia Publishing House, New Delhi, Latest Edition
6. Arora Renu and Sood, “Fundamentals of entrepreneurship and Small business” Kalyani publishers

Semester-III

Advances in Baking and Confectionery (Skill Enhancement Course)

BSC-HSC-FN-SEC-3-301

Practical

Credit: 3

Duration of Class: 6hrs/week

Duration of Exam: 3hrs

Maximum Marks: 75

Paper: 60

Internal Assessment: 15

Instructions to the Examiner

- The external and internal examiners are requested to be present at the examination centre before the commencement of the examination.
- Set the question papers in consultation with the internal examiner and conduct the practical examination as per the scheme.

Learning Outcomes

At the end of the term / course the students will be able to:

- To explain the different ingredients and their role in confectionery
- To learn about different icing techniques and step wise preparation
- To assess the internal and external sensory characteristics of food items

Content

1. Introduction and Preparation of Various Baked Products
 - Breads (Bread, Pizza Base, Garlic bread, Burger Buns)
 - Pudding (Bread Pudding, Trifle Pudding, Custard Pudding)
 - Pies (Apple Pie, Pumpkin Pie, Walnut Pie)
2. Icing Techniques and Styles
 - Butter Cream
 - Whipping Cream
 - Ganache
3. Confectionery Techniques
 - Stages of Sugar Cookery
 - Preparation of Toffees, Caramels, and Fudge
4. Novel Foods: Preparation of value-added foods using Millets, seeds, oats

Recommended Readings

1. Dubey, S.C. (2007). Basic Baking 5th Ed. Chanakya Mudrak Pvt. Ltd. Raina et.al. (2010). Basic Food Preparation-A Complete Manual. 4rd Ed. Orient Black Swan Ltd.
2. Khanna K, Gupta S, Seth R, Mahna R, Rekhi T (2004). The Art and Science of Cooking: A Practical Manual, Revised Edition. Elite Publishing House Pvt Ltd.

Semester – III

Fabric Painting and Printing (Skill Enhancement Course)

BSC-HSC-CT-SEC-3-301

Practical

Credit: 3

Duration of class: 6hrs/week

Duration of Exam: 3hrs

Maximum Marks: 75

Paper: 60

Internal Assessment: 15

Instructions to the Examiner

- The external and internal examiners are requested to be present at the examination centre before the commencement of the examination.
- Set the question papers in consultation with the internal examiner and conduct the practical examination as per the scheme.

Learning Outcomes

To acquaint students about:

- Techniques of fabric painting
 - Different types of Textile printing
1. Tools and materials used for fabric painting and printing -Fabric, Paints, Brushes, Paint palette, Frame, Paper, Bowl, Cleaning cloth, Blocks.
 2. Techniques of Fabric Painting
 - Wet Brush Technique
 - Dry Brush Technique
 - Tipping
 - Dot work
 - Wet on wet
 3. Creating textures using different mediums:
 - Thread pulling
 - Stencil spray
 - Ink drop
 - Sponge dabbing
 - Cotton dabbing
 - Tissue paper dabbing
 4. Techniques of Printing Block Printing
 - Single, Double & Multi Colored printing
 - Different Layouts-Central, Corner, Border and All over

NOTE: Preparation of different articles using above techniques.

Recommended Readings

1. Colour –A Guide to basic facts and concepts, John Wiley & Sons, New York.
2. A brief history of Indian Painting- Dr. L.C. Sharma, Publishing House Meerut.
3. A Hand Book of Indian Art, Sunil Khosa, Sundeep Prakashan Delhi.
4. Elements of Indian Art, S.P. Gupta, Shashi Prabha Asthana, D.K. Print World, New Delhi
5. Shenai, V.A, “Technology of Textile Processing, Technology of Printing (3rd edition), Sewak Publications, Bombay 1998.
6. Shenai VA “Technology of Textile Processing, Technology of dyeing (4th edition), Sewak Publications, Bombay 1998.
7. Textiles by Hollen Saddler- Macmillian Publishing Company, New York Understanding Textiles By P S Tortora-prentice Hall Inc., New Jersey.

Semester-III

Life Skills Education (Skill Enhancement Course)

BSC-HSC-HD-SEC-3-301

Practical

Credit: 3

Duration of class: 6hrs/week

Duration of Exam: 3hrs

Maximum Marks: 75

Paper: 60

Internal Assessment: 15

Instructions to the Examiner

- The external and internal examiners are requested to be present at the examination centre before the commencement of the examination.
- Set the question papers in consultation with the internal examiner and conduct the practical examination as per the scheme.

Learning Outcomes

- To be orientated and competent in life skills.
- To equip youth with social and interpersonal skills.
- To equip youth to cope with the increasing pace and change of modern life.

Content

1. Understanding Self through Johari Window, SWOT analysis and Icebreaking sessions.
2. Activities to inculcate empathetic behaviour such as Stepping into others shoes/Mirror game/Treat others respectfully/Lets be caring and compassionate/The comforters.
3. Carry out activities for developing communication skills: Debates, Problem solving, Decision making.
4. Implementing life skill program through various methods: Story-telling, Brain Storming, Case Studies and Role Play.
5. Conduct activities in liaison with other spiritual institution (yoga and meditation) to develop coping mechanism for stress and conflict management.
6. Developing professional skills essentials for career building: Exploring Career Opportunities, Facing Interviews, Focused Group Discussions, etc.

Recommended Readings:

1. AIF (2018) Handbook of activities on life skills. American India Foundation, DLF City Court, Gurgaon.
2. Care, E., Kim, H., Anderson, K., & Gustafson-Wright, E. (2017). Skills for a Changing World: National
3. International Youth Foundation. (2014). strengthening life skills for youth: A practical guide to quality programming.
4. Kwauk C & Braga. (2017) Life skills education is more than teaching skills, Brookings institution Washington DC
5. Life skills Education. Retrieved from, http://www.cbse.nic.in/cce/life_skills_cce.pdf

Semester-III

Gardening and Landscaping (Skill Enhancement Course) BSC-HSC-RME-SEC-3-301 Practical

Credit: 3

Duration of Class: 6hrs/week

Duration of Exam: 3hrs

Maximum Marks: 75

Paper: 60

Internal Assessment: 15

Instructions to the Examiner

- The external and internal examiners are requested to be present at the examination centre before the commencement of the examination.
- Set the question papers in consultation with the internal examiner and conduct the practical examination as per the scheme.

Learning Outcomes

The course is designed to enable the students to:

- To understand principles of landscape design, including balance, proportion, unity, and harmony, and their application in various contexts
- To develop creative and sustainable landscape designs that address aesthetic, functional, and ecological considerations
- To prepare for careers in landscape design by building a portfolio, understanding industry standards

Content

1. Landscape design symbols and textures
2. How to read and make landscape plans
3. Hard landscapes and soft landscapes
4. Visit any garden(s) in your city and report writing
5. Making your own landscape plan, their elevation and specification sheet:
 - a. Ornamental garden
 - b. Kitchen garden
 - c. Terrace/ Roof garden
 - d. Street garden
 - e. Round-about garden
 - f. Urban garden
6. Building your own garden: Vertical garden/ Hydroponics/ Terrace garden/ Kitchen garden

Recommended Readings

1. Sustainable Landscape Construction: A Guide to Green Building Outdoors by Kim Sorvig and J. William Thompson
2. Garden Design: A Book of Ideas by Heidi Howcroft and Marianne Majerus
3. The Essential Garden Design Workbook by Rosemary Alexander and Rachel Myers
4. The Living Landscape by Rick Darke and Doug Tallamy
5. Time-Saver Standards for Landscape Architecture by Charles W. Harris and Nicholas T. Dines

Basics of Cookery Semester-I
BA-HMS-BOC-SEC-1-101
(Practical)

Credit: 3

Duration of Class: 6 hours per week

Duration of Exam: 3 hours

Maximum Marks- 75

Paper: 67

Internal Assessment: 08

Instructions for Examiner and Candidate:

1. The question paper will be set on the spot.
2. The duration of the paper will be three hours.
3. Candidate is required to prepare and submit practical file/ Recipe file

Learning Outcomes:

1. To impart practical skills in basic methods of cooking.
2. To create awareness about hygienic cooking practices
3. To learn techniques of table setting, napkin folding and presentation.

UNIT-I

1. Household weights and measures.
2. Culinary terms and Hindi- Punjabi-English glossary
3. Table setting, Table manners, napkin folding and presentation.

UNIT-II

4. Beverages- Hot and Cold (Two each)
5. Salads- Nutritive and Decorative (Two each)
6. Sandwiches (Any two)

UNIT-III

7. Soups (Any two)
8. Savoury Snacks (Any two)
9. Sweet Snacks (Any two)
10. Bakery items (Any two)

UNIT-IV

11. Basic meal combinations- Breakfast and Lunch (Any two each)
12. Rice dishes (Any two)
13. Assorted Indian breads (Any two)
14. Desserts / Puddings (Any two)

Reference Books:

1. Sivalingam, Yogambal , Textbook Of Bakery And Confectionery, (PHI Learning)
2. Paula Figoni, How Baking Works
3. Andrew Dornenburg and Karen A. Page, The Flavor Bible
4. Sumati R Mudami, “Fundamentals of food Nutrition and Diet Therapy”, New Age International Pvt. Ltd, New Delhi, 6th Ed. (2018)
5. Punita Sethi and Poonam Lakda, “Aahar Vigyan, Suraksha evam Poshan” ; Elite Publishing House, New Delhi; 2015
6. Suzanne Von Drachenfels, The Art of the Table: A Complete Guide to Table Setting, Table Manners, and Tableware (2000)

Bakery Semester-I
BA-HMS-BK-SEC-1-101
(Practical)

Credit: 3

Duration of Class: 6 hours per week

Duration of Exam: 3 hours

Maximum Marks- 75

Paper: 67

Internal Assessment: 08

Instructions for Examiner and Candidates

1. The question paper will be set on the spot
2. The duration of paper will be three hours
3. Candidate is required to submit Practical file/ Recipe file

Learning Outcomes:

1. To familiarize students with basic ingredients used in baking.
2. To impart basic knowledge of quality control measure in bakery.
3. To equip students with necessary baking skills

UNIT-I

- Introduction to Bakery
- Introduction to equipment and utensils used in bakery
- Structure of wheat
- Types of Flours, constituents of flour and their uses in Bakery
- Bakery Terms, Weights and Measures
- Millet flours and its uses in bakery.

UNIT-II

A. Cakes

- Plain cake
- Sponge cake
- Banana cake
- Carrot cake
- Orange/ Lemon Cake
- Marble cake
- Date and walnut cake
- Millet Cake

UNIT-III

B. Biscuits and Cookies

- Salty biscuits
- Whole wheat biscuits
- Millet cookies
- Coconut cookies
- Choco Chip Cookies

UNIT-IV

C. Pudding and Pie

- Trifle pudding
- Millet pudding
- Almond crunch pudding
- Apple pie
- Cheese Cake

Reference Books:

1. Yogambal Sivalingam (2023) Text book of Bakery and Confectionary
2. Amit Vohra (2021) Fundamental of Baking
3. Lahiri A and Vyas V Advance Bakery and Confectionary by Naman Publishers and Distributors
4. Hand Book of Bakery Industries (2017). Engineer India Research Institute (EIRI Board)
5. Sanjeev Kapoor (2011) simple home baking. Popular Prakashan Pvt Ltd

Basics of Beauty Care Semester-I
BA-HMS-BBC-SEC-1-101
(Practical)

Credit: 3

Duration of Class: 6 hours per week

Duration of Exam: 3 hours

Maximum Marks- 75

Paper: 67

Internal Assessment: 08

Instructions for Examiner and candidate:

1. The question paper will be set on the spot.
2. The duration of the paper will be three hours.
3. Candidate is required to prepare and submit practical file

Learning Outcomes:

1. To impart practical skills in grooming and beauty care
2. To enable students to recognize types of skin and suggest type of facial according to skin type
3. To make the students aware of techniques of threading, waxing, manicure and pedicure.
4. To impart practical knowledge about application of colour and hair styling
5. To understand that selection of a suitable hairstyle requires consideration like client's head shape, facial contour, neckline, and hair texture.

UNIT-I

1. Structure of skin, types of skin, different facials according to skin type
2. Role of daily skin care – cleansing, Toning and Moisturising in daily life
3. Structure of hair, Stages of hair growth, Textures of hair, Hair disorders and remedies
4. Structure of nails and nail shapes
5. Professional ethics in a salon

UNIT-II

6. Facials:
 - a) Basic Cleansing Facial
 - b) Vegetable Peel Facial
 - c) Fruit Facial
 - d) Anti-Acne Facial
 - e) Anti-Pigmentation Facial

UNIT-III

7. Threading
8. Waxing
9. Techniques of Basic Manicure
10. Techniques of Basic Pedicure
11. Art of Henna application on hands

UNIT-IV

12. Basic hair styles/ Buns
13. Hair Colouring and Blow Drying
14. Day Make up (Office)
15. Day Party Make up
16. Evening Party Make up

Reference Books:

1. Brady, Anatomy and Physiology the skin, 1976.
2. Bukowsky, Leon F., Skin anatomy and Physiology research development,
3. S. Subramaniam 'A Guide To Beauty And Skin Care' Lotus Press, New Delhi; 2006
4. Dr. Renu Gupta 'Skin Care' Diamond Pocket Books (P) Ltd. 2004
5. Dr. Graham Colver 'Your Skin' Parvesh Handa 'Skin Beauty: Hair & Make Up'
6. Gupta, Renu, 'Hair Care' 2001 Diamond Publication, New Delhi
7. Jawed Habib 'Hair Care For All Season' 2005, Chabra Publication, New Delhi
8. Sharma Rajeev 'Skin & Hair Care' 2006, Adarh Publications, New Delhi
9. Philip Kingsley, Marcelle D' Argy Smit (introduction) Hair: An Owner's Handbook. Aubrey Hampton, Natural Organic Hair & Skin Care including A-2 Guide to Natural and Synthetic Chemicals in Cosmetics,
10. Bangalore. Habib Jawed, Professional Hair Styling, 2007, UBSPD, New Delhi
11. Kevyn Aucoin, Harper Collins, 1995, The Art of Make-up Mary Quant, DK Publishing, 1996, Classic Makeup and Beauty

Fabric Surface Ornamentation Semester-I
BA-HMS-FSO-SEC-1-101
(Practical)

Credit: 3

Duration of Class: 6 hours per week

Duration of Exam: 3 hours

Maximum Marks- 75

Paper: 67

Internal Assessment: 08

Instructions for Examiner and candidate:

1. The question paper will be set on the spot.
2. The duration of the paper will be three hours.
3. Candidate is required to submit practical files.
4. Candidate is required to submit the utility articles prepared using different techniques

Learning Outcomes:

1. To impart practical skills for embroidery, dyeing and printing techniques
2. Designing and executing various processes for ornamentation, suitable for fabrics.

UNIT-I

1. Introduction to surface ornamentation, various techniques, and processes
2. Designing and placing of motifs for ornamentation
3. Elements of Design
4. Principles of Design

UNIT-II

5. Embroidery- tools and supplies
6. Various fabrics and suitable Threads
7. Hand embroidery- 15 stitches*

UNIT-III

8. Printing*: Block/ Screen/ Roller (Any One Technique)
9. Understanding placements and designs
10. Multi-colour printing, using 2 or 3 blocks/screens

UNIT-IV

11. Tie and Dye*: Preparing of dye bath
12. The dyeing process and precautions
13. Different techniques of tying and dyeing with use of 2-3 colours

NOTE: -*Prepare a utility article using the above techniques.

Reference Books:

1. Wendy Hill, On the Surface: Thread Embellishment & Fabric Manipulation
2. Nancy Belfer, Batik and Tie Dye Techniques Book
3. E.L. Howard, Block Print Magic: The Essential Guide to Designing, Carving, and Taking Your Artwork Further (2019)
4. Marsh JT: Textile Finishes
5. Trotman Er: Dyeing and Chemical Technology of Fibres
6. Joseph M: Introduction to Textiles
7. Corbman P Bernard: Textiles- Fibre to Fabric
8. J. Hall: The standard Hand book of Textiles, Wood Head Publication, 2004
9. J. E. Smith: Textile Processing- Printing, Dyeing, Abhishek Publishing, 2003
10. W. S. Murphy: Textile Finishing, Abhishek Publication, 2000

Nanny Care and Nutrition Semester-I
BA-HMS-NCN-SEC-1-101
(Practical)

Credit: 3

Duration of Class: 6 hours per week

Duration of Exam: 3 hours

Maximum Marks- 75

Paper: 67

Internal Assessment: 08

Instructions for the Examiner and candidate:

1. The question paper will be set on the spot
2. The questions paper will consist of questions from each section for practical and viva.
3. The duration of paper will be three hours.

Learning Outcomes:

1. To familiarise with the roles and responsibilities of a nanny
2. To provide practical knowledge about taking care of nutrition, hygiene and health care of young children
3. To demonstrate operation, maintenance and sanitization protocols related to the care process.
4. To provide knowledge about common physical symptoms, prevention of accidental injuries and common behaviour problems

UNIT-I

1. Performing various ADL (activities of daily living) of children in different age groups.
2. Importance & process of diapering, including the hygiene.
3. Ways of toilet training a child.
4. Steps of washing and sanitizing the clothes/ sheets.

UNIT -II

5. Physical and nutritional needs of children in various age groups.
6. Procedure of cleaning and sterilizing different types of utensils, tools and appliances.
7. Demonstrate the method to feed/ serve the meal to children and monitor during the feed
8. Demonstrate the process of bed-making, as per given instructions regarding age and comfort etc.

UNIT-III

9. Identify and record the growth milestone (s) achieved by the child.
10. Assist the children to identify and pursue their interests/ hobbies,
11. Methods to help the child to develop positive relationship with other children and adults.
12. Methods to support the child to communicate and connect with others

UNIT-IV

13. Methods to support the child for appropriate behavior according to their stage of growth.
14. Demonstrate the ability to protect and make the child aware of the threats from interaction with undesirable persons
15. Identify signs of various problems with development of child and bring them to the attention of parents.
16. Methods to handle the distressed child and having behavior problems

Interior Designing & Decoration-I Semester-I
BA-HMS-IDD-SEC-1-101
(Practical)

Credits: 3

Duration of Class: 6 hours per week

Duration of Exam: 3 hours

Maximum Marks: 75

Paper: 67

Internal Assessment: 08

Instructions for paper setters and candidates:

1. The question paper will be set on the spot.
2. The duration of paper will be 3 hours.
3. Candidate is required to submit Practical file/Project work.

Learning Outcomes:

1. To study the importance of elements and principles of design, and their application in interior.
2. To provide ample knowledge about the use of colours and the effect of light on colours.
3. To understand about the basic building materials used in construction.

UNIT-1

A. STUDY OF ELEMENTS OF INTERIOR DESIGN & PRINCIPLES OF INTERIOR DESIGN –

- a) Elements – Line, form, texture, colour --- types and their effect on interiors.
- b) Principles – Proportion, Balance, Emphasis, Harmony, Rhythm and their applications in interiors.
- c) Types of Design—Structural and Decorative and their importance in interiors.

UNIT-2

B. COLOUR –

- a) Types of Colours – Primary, Secondary and Tertiary, Colour Wheel.
- b) Qualities of Colour – Hue, Value and Intensity.
- c) Advancing & Receding Colours/ Cool & Warm Colours -- and its effect on Interiors.

UNIT-3

C. EFFECT OF COLOUR IN INTERIOR DESIGNING -

- a) Effect of Light on Colours & Textures.
- b) Colour Schemes – Monochromatic, Analogous, Triadic, Complementary, Split-complimentary - and suitability in different rooms.

UNIT-4

D. INTRODUCTION TO BASIC BUILDING MATERIALS –

- a) Introduction to basic building materials-Bricks, Cement, Concrete, Marble, Tiles, Glass, Wood
- b) Latest trends in building materials.

Suggested Resources for Reading:

1. "Elements of Style: Designing a Home & a Life" by Erin Gates: This book combines practical advice with personal anecdotes to help readers understand how to create a well-designed space that reflects their own style and personality.
2. "The Complete Book of Home Design" by Mary Gilliatt: This comprehensive guide covers all aspects of home design, including furniture arrangement, color schemes, and lighting, making it a valuable resource for beginners.
3. "The Interior Design Handbook: Furnish, Construct, and Decorate Your Home" by Frida Ramstedt: This book provides practical tips and inspiration for designing and decorating interior spaces, with a focus on creating functional and stylish environments.

Note: Latest edition of text books may be used.

Dress Designing-I Semester-I
BA-HMS-DD-SEC-1-101
(Practical)

Credits: 3

Duration of Class: 6 hours per week

Duration of Exam: 3 hours

Maximum Marks: 75

Paper: 60

Internal Assessment: 15

Instructions for examiner and candidates:

1. The question paper will be set on the spot
2. The duration of the exam will be three hours
3. Candidate is required to submit the practical file

Learning Outcomes:

- a) Equipping Learners with the knowledge of tools and equipment used in clothing construction
- b) Accumulating Learners with the understanding of various fabrics and clothing styles

Fundamentals of stitching

Course Contents:

UNIT-I

Tools and equipment used in clothing construction

- Measuring tools
- Marking tools
- Cutting tools
- Sewing tools
- Finishing tools

UNIT-II

Sewing Machine

- Sewing Machine: Its parts and their functions.
- Common sewing machine problems and their remedies.

UNIT-III

Preparation of Samples

- Preparation of samples of basting, hemming, smocking, over casting, attaching fastener by using button hole stitch, Making samples of Neckline finishes: Facing, Binding
- Making samples of plackets: Continuous placket, Two Piece placket, Bound placket, Kurta placket
- Making samples of Zippers- Visible Zipper, Invisible Zipper
- Making samples of Pockets-Patch pocket, Inseam pocket, Front Hip pocket

Unit IV

Basic of fabric construction

Drafting, cutting and stitching of different garments:

- Baby frock
- Bloomer
- Salwar
- Ladies shirt
- Pant Plazo
- Petticoat

Recommended readings:

1. The Art of Sewing, 1993 Thomas, Anna Jacob
2. New Delhi, 1994. Reader's digest complete guide to sewing.
3. Verma G, "Cutting and Tailoring Theory", Asian Publishers, Delhi, 1999.
4. Armstrong Helen Joseph, "Pattern making for fashion designing".
5. Mullick Prem Lat, "Garment construction Skills".
6. Basic Processes and Clothing Construction Doongaji, Sherie and Deshpande, Rustam
7. Clothing for Moderns, 1979 Erwin, Mabel, Kinchen, A. Lila

Basics of Cookery Semester-II
BA-HMS-BOC-SEC-2-201
(Practical)

Credit: 3

Duration of Class: 6 hours per week

Duration of Exam: 3 hours

Maximum Marks- 75

Paper: 67

Internal Assessment: 08

Instructions for Examiner and Candidate:

1. The question paper will be set on the spot.
2. The duration of the paper will be three hours.
3. Candidate is required to prepare and submit practical file/ Recipe file

Learning Outcomes:

1. To impart practical skills in basic methods of cooking.
2. To create awareness about hygienic cooking practices
3. To learn techniques of table setting, napkin folding and presentation.

UNIT-I

1. Household weights and measures.
2. Culinary terms and Hindi- Punjabi-English glossary
3. Table setting, Table manners, napkin folding and presentation.

UNIT-II

4. Beverages- Hot and Cold (Two each)
5. Salads- Nutritive and Decorative (Two each)
6. Sandwiches (Any two)

UNIT-III

7. Soups (Any two)
8. Savoury Snacks (Any two)
9. Sweet Snacks (Any two)
10. Bakery items (Any two)

UNIT-IV

11. Basic meal combinations- Breakfast and Lunch (Any two each)
12. Rice dishes (Any two)
13. Assorted Indian breads (Any two)
14. Desserts / Puddings (Any two)

Reference Books:

1. Sivalingam, Yogambal , Textbook Of Bakery And Confectionery, (PHI Learning)
2. Paula Figoni, How Baking Works
3. Andrew Dornenburg and Karen A. Page, The Flavor Bible
4. Sumati R Mudami, "Fundamentals of food Nutrition and Diet Therapy", New Age International Pvt. Ltd, New Delhi, 6th Ed. (2018)
5. Punita Sethi and Poonam Lakda, "Aahar Vigyan, Suraksha evam Poshan" ; Elite Publishing House, New Delhi; 2015
6. Suzanne Von Drachenfels, The Art of the Table: A Complete Guide to Table Setting, Table Manners, and Tableware (2000)

Bakery Semester-II
BA-HMS-BK-SEC-2-201
(Practical)

Credit: 3

Duration of Class: 6 hours per week

Duration of Exam: 3 hours

Maximum Marks: 75

Paper: 67

Internal Assessment: 08

Instructions for Examiner and Candidates

1. The question paper will be set on the spot
2. The duration of paper will be three hours
3. Candidate is required to submit Practical file/ Recipe file

Learning Outcomes:

1. To familiarize students with basic ingredients used in baking.
2. To impart basic knowledge of quality control measure in bakery.
3. To equip students with necessary baking skills

UNIT-I

- Introduction to Bakery
- Introduction to equipment and utensils used in bakery
- Structure of wheat
- Types of Flours, constituents of flour and their uses in Bakery
- Bakery Terms, Weights and Measures
- Millet flours and its uses in bakery.

UNIT-II

A. Cakes

- Plain cake
- Sponge cake
- Banana cake
- Carrot cake
- Orange/ Lemon Cake
- Marble cake
- Date and walnut cake
- Millet Cake

UNIT-III

B. Biscuits and Cookies

- Salty biscuits
- Whole wheat biscuits
- Millet cookies
- Coconut cookies
- Choco Chip Cookies

UNIT-IV

C. Pudding and Pie

- Trifle pudding
- Millet pudding
- Almond crunch pudding
- Apple pie
- Cheese Cake

Reference Books:

1. Yogambal Sivalingam (2023) Text book of Bakery and Confectionary
2. Amit Vohra (2021) Fundamental of Baking
3. Lahiri A and Vyas V Advance Bakery and Confectionary by Naman Publishers and Distributors
4. Hand Book of Bakery Industries (2017). Engineer India Research Institute (EIRI Board)
5. Sanjeev Kapoor (2011) simple home baking. Popular Prakashan Pvt Ltd

Basics of Beauty Care Semester-II
BA-HMS-BBC-SEC-2-201
(Practical)

Credit: 3

Duration of Class: 6 hours per week

Duration of Exam: 3 hours

Maximum Marks- 75

Paper: 67

Internal Assessment: 08

Instructions for Examiner and candidate:

1. The question paper will be set on the spot.
2. The duration of the paper will be three hours.
3. Candidate is required to prepare and submit practical file

Learning Outcomes:

1. To impart practical skills in grooming and beauty care
2. To enable students to recognize types of skin and suggest type of facial according to skin type
3. To make the students aware of techniques of threading, waxing, manicure and pedicure.
4. To impart practical knowledge about application of colour and hair styling
5. To understand that selection of a suitable hairstyle requires consideration like client's head shape, facial contour, neckline, and hair texture.

UNIT-I

1. Structure of skin, types of skin, different facials according to skin type
2. Role of daily skin care – cleansing, Toning and Moisturising in daily life
3. Structure of hair, Stages of hair growth, Textures of hair, Hair disorders and remedies
4. Structure of nails and nail shapes
5. Professional ethics in a salon

UNIT-II

6. Facials:
 - f) Basic Cleansing Facial
 - g) Vegetable Peel Facial
 - h) Fruit Facial
 - i) Anti-Acne Facial
 - j) Anti-Pigmentation Facial

UNIT-III

7. Threading
8. Waxing
9. Techniques of Basic Manicure
10. Techniques of Basic Pedicure
11. Art of Henna application on hands

UNIT-IV

12. Basic hair styles/ Buns
13. Hair Colouring and Blow Drying
14. Day Make up (Office)
15. Day Party Make up
16. Evening Party Make up

Reference Books:

1. Brady, Anatomy and Physiology the skin, 1976.
2. Bukowsky, Leon F., Skin anatomy and Physiology research development,
3. S. Subramaniam 'A Guide To Beauty And Skin Care' Lotus Press, New Delhi; 2006
4. Dr. Renu Gupta 'Skin Care' Diamond Pocket Books (P) Ltd. 2004
5. Dr. Graham Colver 'Your Skin' Parvesh Handa 'Skin Beauty: Hair & Make Up'
6. Gupta, Renu, 'Hair Care' 2001 Diamond Publication, New Delhi
7. Jawed Habib 'Hair Care For All Season' 2005, Chabra Publication, New Delhi
8. Sharma Rajeev 'Skin & Hair Care' 2006, Adarh Publications, New Delhi
9. Philip Kingsley, Marcelle D' Argy Smit (introduction) Hair: An Owner's Handbook. Aubrey Hampton, Natural Organic Hair & Skin Care including A-2 Guide to Natural and Synthetic Chemicals in Cosmetics,
10. Bangalore. Habib Jawed, Professional Hair Styling, 2007, UBSPD, New Delhi
11. Kevyn Aucoin, Harper Collins, 1995, The Art of Make-up Mary Quant, DK Publishing, 1996, Classic Makeup and Beauty

Fabric Surface Ornamentation Semester-II
BA-HMS-FSO-SEC-2-201
(Practical)

Credit:3

Duration of Class: 6 hours per week

Duration of Exam: 3 hours

Maximum Marks- 75

Paper: 67

Internal Assessment: 08

Instructions for Examiner and candidate:

1. The question paper will be set on the spot.
2. The duration of the paper will be three hours.
3. Candidate is required to submit practical files.
4. Candidate is required to submit the utility articles prepared using different techniques

Learning Outcomes:

1. To impart practical skills for embroidery, dyeing and printing techniques
2. Designing and executing various processes for ornamentation, suitable for fabrics.

UNIT-I

1. Introduction to surface ornamentation, various techniques, and processes
2. Designing and placing of motifs for ornamentation
3. Elements of Design
4. Principles of Design

UNIT-II

5. Embroidery- tools and supplies
6. Various fabrics and suitable Threads
7. Hand embroidery- 15 stitches*

UNIT-III

8. Printing*: Block/ Screen/ Roller (Any One Technique)
9. Understanding placements and designs
10. Multi-colour printing, using 2 or 3 blocks/screen

UNIT-IV

11. Tie and Dye*: Preparing of dye bath
12. The dyeing process and precautions
13. Different techniques of tying and dyeing with use of 2-3 colours

NOTE: -*Prepare a utility article using the above techniques.

Reference Books:

1. Wendy Hill, On the Surface: Thread Embellishment & Fabric Manipulation
2. Nancy Belfer, Batik And Tie Dye Techniques Book
3. E.L. Howard, Block Print Magic: The Essential Guide to Designing, Carving, and Taking Your Artwork Further (2019)
4. Marsh JT: Textile Finishes
5. Trotman Er: Dyeing and Chemical Technology of Fibres
6. Joseph M: Introduction to Textiles
7. Corbman P Bernard: Textiles- Fibre to Fabric
8. J. Hall: The standard Hand book of Textiles, Wood Head Publication, 2004
9. J. E. Smith: Textile Processing- Printing, Dyeing, Abhishek Publishing, 2003
10. W. S. Murphy: Textile Finishing, Abhishek Publication, 2000

Nanny Care and Nutrition Semester-II
BA-HMS-NCN-SEC-2-201
(Practical)

Credit: 3

Duration of Class: 6 hours per week

Duration of Exam: 3 hours

Maximum Marks- 75

Paper: 67

Internal Assessment: 08

Instructions for the Examiner and candidate:

1. The question paper will be set on the spot
2. The questions paper will consist of questions from each section for practical and viva.
3. The duration of paper will be three hours.

Learning Objectives

1. To familiarise with the roles and responsibilities of a nanny
2. To provide practical knowledge about taking care of nutrition, hygiene and health care of young children
3. To demonstrate operation, maintenance and sanitization protocols related to the care process.
4. To provide knowledge about common physical symptoms, prevention of accidental injuries and common behaviour problems

UNIT-I

1. Performing various ADL (activities of daily living) of children in different age groups.
2. Importance & process of diapering, including the hygiene.
3. Ways of toilet training a child.
4. Steps of washing and sanitizing the clothes/ sheets.

UNIT -II

5. Physical and nutritional needs of children in various age groups.
6. Procedure of cleaning and sterilizing different types of utensils, tools and appliances.
7. Demonstrate the method to feed/ serve the meal to children and monitor during the feed
8. Demonstrate the process of bed-making, as per given instructions regarding age and comfort etc.

UNIT-III

9. Identify and record the growth milestone (s) achieved by the child.
10. Assist the children to identify and pursue their interests/ hobbies,
11. Methods to help the child to develop positive relationship with other children and adults.
12. Methods to support the child to communicate and connect with others

UNIT-IV

13. Methods to support the child for appropriate behavior according to their stage of growth.
14. Demonstrate the ability to protect and make the child aware of the threats from interaction with undesirable persons
15. Identify signs of various problems with development of child and bring them to the attention of parents.
16. Methods to handle the distressed child and having behavior problems

Interior Designing & Decoration-II Semester-II
BA-HMS-IDD-SEC-2-201
(Practical)

Credits: 3

Duration of Class: 6 hours per week

Duration of Exam: 3 hour

Maximum Marks: 75

Paper: 67

Internal Assessment: 08

Instructions for paper setters and candidates:

1. The question paper will be set on the spot.
2. The duration of paper will be 3 hours.
3. Candidate is required to submit Practical file/Project work.

Learning Outcomes:

1. To introduce guidelines that needs to be kept in mind while planning the interiors of a house.
2. To familiarize the students with basics of vastushastra in interiors.
3. To study the importance of flower arrangement and window treatments and its use in house decoration.

UNIT-1

• **PRINCIPLES OF PLANNING –**

- a) Site Selection – General considerations, orientation of the house.
- b) General principles in planning—Aspect, Prospect, Grouping, Roominess, Flexibility, Light, Ventilation and Sanitation.

UNIT-2

• **VASTU SHASTRA-**

- a) Introduction to Vastu Shastra.
- b) Basic aspects and Elements involved in it.

UNIT-3

• **FLORAL ARRANGEMENTS –**

- a) Design principles and Elements for flower arrangements.
- b) Floral types, equipments/materials/tools used... Some basic tips for creating the arrangements.

UNIT-4

• **WINDOW TREATMENTS & WALL TREATMENTS –**

- a) Parts of windows and types of windows, and various treatments used-- cornices and valances, swags and cascades, venetion blinds, roller shades.
- b) Different types of treatments used for wall – plaster, different types of paint, wooden panelling, wallpaper and wall tiles.

Suggested Resources for Reading:

1. "The Interior Design Reference & Specification Book" by Chris Grimley and Mimi Love: This book provides a comprehensive overview of the fundamental principles of interior design, including space planning, lighting, materials, and more.
2. "Interior Design Illustrated" by Francis D.K. Ching and Corky Binggeli: This book offers a visual introduction to the principles of interior design, with detailed illustrations and explanations of key concepts.
3. "The Fundamentals of Interior Design" by Simon Dodsworth: This book covers the basics of interior design, including color theory, furniture styles, and spatial planning, making it a great resource for beginners.

Note: Latest edition of text books may be used.

Dress Designing-II Semester-II
BA-HMS-DD-SEC-2-201
(Practical)

Credits: 3

Duration of Class: 6 hours per week

Duration of Exam: 3 hours

Maximum Marks: 75

Paper: 60

Internal Assessment: 15

Instructions for examiner and candidates:

1. The question paper will be set on the spot
2. The duration of the exam will be three hours
3. Candidate is required to submit the practical file

Learning Outcomes:

- a) To impart knowledge of various motifs, colours and designs used in Traditional embroideries of India.
- b) To impart knowledge of stitches, techniques used in traditional embroideries and their application to decorate the dresses.
- c) To impart knowledge of patch work for the decoration of dresses.

The Needle Craft

Course Content

UNIT- I

Basic embroidery stitches:

- Stem stitch
- Chain stitch
- Back stitch
- Blanket stitch
- Feather stitch
- Herring Bone
- Satin stitch
- Long and Short stitch
- Cross stitch
- Lazy Daisy
- French knot
- Bullion knot

UNIT- II

Making of Samples of the following traditional embroideries

- Kantha of Bengal
- Kasuti of Karnataka
- Phulkari of Punjab
- Chikankari of Uttar Pradesh
- Kutch Embroidery of Gujarat
- Sindhi Embroidery

UNIT III

Patch work:

- Introduction
- Tools and material
- Types of patchwork (one shape patchwork, block unit patchwork)

Recommended Readings:

1. Saraf D.N, "Indian Crafts", Vikas Publishing House Pvt. Ltd. 1982
2. Naik Shailaja D, "Traditional Embroideries of India", APH Pub. Corp, New Delhi, 1996
3. Paine Sherla, "Embroidered Textiles", Thames and Hudson Ltd, 1990
4. Chattopadhyay K, "Indian Embroidery", Wiley Eastern Ltd., New Delhi, 1977.
5. Morrell A, "The techniques of Indian Embroidery", B.T. Batsford, London, 1992.
6. Mehta J. Rustom, "Master pieces of Indian Textiles", D.B.Taraporevala, Bombay (1970).
7. Pandit S., "Indian Embroidery- its variegated charms", Vinubhai Patel Baroda, 1976.
8. Simpson J ,"Embroidery" , Octopus Books Ltd., London, 1977.
9. Webb M, "Embroidery Stitches", Bounty Books London, 2006.
10. Eaton J, "The Complete stitch Encyclopedia" , Quantum Publishing Ltd., 2004.
11. Amanda N, Needle work and Sewing Tech. Grange Books, Grange Yard, London, 1991.

Basics of Cookery Semester-III
BA-HMS-BOC-SEC-3-301
(Practical)

Credit: 3

Duration of Class: 6 hours per week

Duration of Exam: 3 hours

Maximum Marks- 75

Paper: 67

Internal Assessment: 08

Instructions for Examiner and Candidate:

1. The question paper will be set on the spot.
2. The duration of the paper will be three hours.
3. Candidate is required to prepare and submit practical file/ Recipe file

Learning Outcomes:

1. To impart practical skills in basic methods of cooking.
2. To create awareness about hygienic cooking practices
3. To learn techniques of table setting, napkin folding and presentation.

UNIT-I

1. Household weights and measures.
2. Culinary terms and Hindi- Punjabi-English glossary
3. Table setting, Table manners, napkin folding and presentation.

UNIT-II

4. Beverages- Hot and Cold (Two each)
5. Salads- Nutritive and Decorative (Two each)
6. Sandwiches (Two each)

UNIT-III

7. Soups (Two each)
8. Savoury Snacks (Two each)
9. Sweet Snacks (Two each)
10. Bakery items (Any two)

UNIT-IV

11. Basic meal combinations- Breakfast and Lunch (Two each)
12. Rice dishes (Two each)
13. Assorted Indian breads (Two each)
14. Desserts / Puddings (Two each)

Reference Books:

1. Sivalingam, Yogambal , Textbook Of Bakery And Confectionery, (PHI Learning)
2. Paula Figoni, How Baking Works
3. Andrew Dornenburg and Karen A. Page, The Flavor Bible
4. Sumati R Mudami, "Fundamentals of food Nutrition and Diet Therapy", New Age International Pvt. Ltd, New Delhi, 6th Ed. (2018)
5. Punita Sethi and Poonam Lakda, "Aahar Vigyan, Suraksha evam Poshan" ; Elite Publishing House, New Delhi; 2015
6. Suzanne Von Drachenfels, The Art of the Table: A Complete Guide to Table Setting, Table Manners, and Tableware (2000)

Bakery Semester-III
BA-HMS-BK-SEC-3-301
(Practical)

Credit: 0+ 3

Duration of Class: 6 hours per week

Duration of Exam: 3 hours

Maximum Marks- 75

Paper: 67

Internal Assessment: 08

Instructions for Examiner and Candidates

1. The question paper will be set on the spot
2. The duration of paper will be three hours
3. Candidate is required to submit Practical file/ Recipe file

Learning Outcomes:

1. To familiarize students with basic ingredients used in baking.
2. To impart basic knowledge of quality control measure in bakery.
3. To equip students with necessary baking skills

UNIT-I

- Introduction to Bakery
- Introduction to equipment and utensils used in bakery
- Structure of wheat
- Types of Flours, constituents of flour and their uses in Bakery
- Bakery Terms, Weights and Measures
- Millet flours and its uses in bakery.

UNIT-II

A. Cakes

- Plain cake
- Sponge cake
- Banana cake
- Carrot cake
- Orange/ Lemon Cake
- Marble cake
- Date and walnut cake
- Millet Cake

UNIT-III

B. Biscuits and Cookies

- Salty biscuits
- Whole wheat biscuits
- Millet cookies
- Coconut cookies
- Choco Chip Cookies

UNIT-IV

C Pudding and Pie

- Trifle pudding
- Millet pudding
- Almond crunch pudding
- Apple pie
- Cheese Cake

Reference Books:

1. Yogambal Sivalingam (2023) Text book of Bakery and Confectionary
2. Amit Vohra (2021) Fundamental of Baking
3. Lahiri A and Vyas V Advance Bakery and Confectionary by Naman Publishers and Distributors
4. Hand Book of Bakery Industries (2017). Engineer India Research Institute (EIRI Board)
5. Sanjeev Kapoor (2011) simple home baking. Popular Prakashan Pvt Ltd

Basics of Beauty Care Semester-III
BA-HMS-BBC-SEC-3-301
(Practical)

Credit: 3

Duration of Class: 6 hours per week

Duration of Exam: 3 hours

Maximum Marks- 75

Paper: 67

Internal Assessment: 08

Instructions for Examiner and candidate:

1. The question paper will be set on the spot.
2. The duration of the paper will be three hours.
3. Candidate is required to prepare and submit practical file

Learning Outcomes:

1. To impart practical skills in grooming and beauty care
2. To enable students to recognize types of skin and suggest type of facial according to skin type
3. To make the students aware of techniques of threading, waxing, manicure and pedicure.
4. To impart practical knowledge about application of colour and hair styling
5. To understand that selection of a suitable hairstyle requires consideration like client's head shape, facial contour, neckline, and hair texture.

UNIT-I

1. Structure of skin, types of skin, different facials according to skin type
2. Role of daily skin care – cleansing, Toning and Moisturising in daily life
3. Structure of hair, Stages of hair growth, Textures of hair, Hair disorders and remedies
4. Structure of nails and nail shapes
5. Professional ethics in a salon

UNIT-II

6. Facials:
 - k) Basic Cleansing Facial
 - l) Vegetable Peel Facial
 - m) Fruit Facial
 - n) Anti-Acne Facial
 - o) Anti-Pigmentation Facial

UNIT-III

7. Threading
8. Waxing
9. Techniques of Basic Manicure
10. Techniques of Basic Pedicure
11. Art of Henna application on hands

UNIT-IV

12. Basic hair styles/ Buns
13. Hair Colouring and Blow Drying
14. Day Make up (Office)
15. Day Party Make up
16. Evening Party Make up

Reference Books:

1. Brady, Anatomy and Physiology the skin, 1976.
2. Bukowsky, Leon F., Skin anatomy and Physiology research development,
3. S. Subramaniam 'A Guide To Beauty And Skin Care' Lotus Press, New Delhi; 2006
4. Dr. Renu Gupta 'Skin Care' Diamond Pocket Books (P) Ltd. 2004
5. Dr. Graham Colver 'Your Skin' Parvesh Handa 'Skin Beauty: Hair & Make Up'
6. Gupta, Renu, 'Hair Care' 2001 Diamond Publication, New Delhi
7. Jawed Habib 'Hair Care For All Season' 2005, Chabra Publication, New Delhi
8. Sharma Rajeev 'Skin & Hair Care' 2006, Adarh Publications, New Delhi
9. Philip Kingsley, Marcelle D' Argy Smit (introduction) Hair: An Owner's Handbook. Aubrey Hampton, Natural Organic Hair & Skin Care including A-2 Guide to Natural and Synthetic Chemicals in Cosmetics,
10. Bangalore. Habib Jawed, Professional Hair Styling, 2007, UBSPD, New Delhi
11. Kevyn Aucoin, Harper Collins, 1995, The Art of Make-up Mary Quant, DK Publishing, 1996, Classic Makeup and Beauty

Fabric Surface Ornamentation Semester-III
BA-HMS-FSO-SEC-3-301
(Practical)

Credit: 3

Duration of Class: 6 hours per week

Duration of Exam: 3 hours

Maximum Marks- 75

Paper: 67

Internal Assessment: 08

Instructions for Examiner and candidate:

1. The question paper will be set on the spot.
2. The duration of the paper will be three hours.
3. Candidate is required to submit practical files.
4. Candidate is required to submit the utility articles prepared using different techniques

Learning Outcomes:

1. To impart practical skills for embroidery, dyeing and printing techniques
2. Designing and executing various processes for ornamentation, suitable for fabrics.

UNIT-I

1. Introduction to surface ornamentation, various techniques, and processes
2. Designing and placing of motifs for ornamentation
3. Elements of Design
4. Principles of Design

UNIT-II

5. Embroidery- tools and supplies
6. Various fabrics and suitable Threads
7. Hand embroidery- 15 stitches*

UNIT-III

8. Printing*: Block/ Screen/ Roller (Any One Technique)
9. Understanding placements and designs
10. Multi-colour printing, using 2 or 3 blocks/screen

UNIT-IV

11. Tie and Dye*: Preparing of dye bath
12. The dyeing process and precautions
13. Different techniques of tying and dyeing with use of 2-3 colours

NOTE: -*Prepare a utility article using the above techniques.

Reference Books:

1. Wendy Hill, On the Surface: Thread Embellishment & Fabric Manipulation
2. Nancy Belfer, Batik and Tie Dye Techniques Book
3. E.L. Howard, Block Print Magic: The Essential Guide to Designing, Carving, and Taking Your Artwork Further (2019)
4. Marsh JT: Textile Finishes
5. Trotman Er: Dyeing and Chemical Technology of Fibres
6. Joseph M: Introduction to Textiles
7. Corbman P Bernard: Textiles- Fibre to Fabric
8. J. Hall: The standard Hand book of Textiles, Wood Head Publication, 2004
9. J. E. Smith: Textile Processing- Printing, Dyeing, Abhishek Publishing, 2003
10. W. S. Murphy: Textile Finishing, Abhishek Publication, 2000

Nanny Care and Nutrition Semester-III
BA-HMS-NCN-SEC-3-301
(Practical)

Credit: 0 + 3

Duration of Class: 6 hours per week

Duration of Exam: 3 hours

Maximum Marks- 75

Paper: 67

Internal Assessment: 08

Instructions for the Examiner and candidate:

1. The question paper will be set on the spot
2. The questions paper will consist of questions from each section for practical and viva.
3. The duration of paper will be three hours.

Learning Outcomes:

1. To familiarise with the roles and responsibilities of a nanny
2. To provide practical knowledge about taking care of nutrition, hygiene and health care of young children
3. To demonstrate operation, maintenance and sanitization protocols related to the care process.
4. To provide knowledge about common physical symptoms, prevention of accidental injuries and common behaviour problems

UNIT-I

1. Performing various ADL (activities of daily living) of children in different age groups.
2. Importance & process of diapering, including the hygiene.
3. Ways of toilet training a child.
4. Steps of washing and sanitizing the clothes/ sheets.

UNIT -II

5. Physical and nutritional needs of children in various age groups.
6. Procedure of cleaning and sterilizing different types of utensils, tools and appliances.
7. Demonstrate the method to feed/ serve the meal to children and monitor during the feed
8. Demonstrate the process of bed-making, as per given instructions regarding age and comfort etc.

UNIT-III

9. Identify and record the growth milestone (s) achieved by the child.
10. Assist the children to identify and pursue their interests/ hobbies,
11. Methods to help the child to develop positive relationship with other children and adults.
12. Methods to support the child to communicate and connect with others

UNIT-IV

13. Methods to support the child for appropriate behavior according to their stage of growth.
14. Demonstrate the ability to protect and make the child aware of the threats from interaction with undesirable persons
15. Identify signs of various problems with development of child and bring them to the attention of parents.
16. Methods to handle the distressed child and having behavior problems

Dress Designing-III Semester-III
BA-HMS-DD-SEC-3-301
(Practical)

Credits: 3

Duration of Class: 6 hours per week

Duration of Exam: 3 hours

15

Maximum Marks: 75

Paper: 60

Internal Assessment:

Instructions for examiner and candidates:

1. The question paper will be set on the spot
2. The duration of the exam will be three hours
3. Candidate is required to submit the practical file

Learning Outcomes:

- a) To enable students to develop practical skills of printing and dyeing.
- b) To impart the knowledge of hand painting for decoration of dresses

Fundamentals of Textiles, Dyeing, Printing and Finishing
Course Content

Unit I

Tie & Dye

- Experimenting with different tying materials.
- Making the dye mixture; Applying the dye, Waiting and washing, Finishing up
- Preparation of an article of Tie and Dye by using single colour, two colours

Unit II

Block Printing

- Making designs for Block Printing; Understanding placements.
- Preparing colour pastes and dyes for Block Printing.
- Treatment of fabric for printing; Preparing printing surface
- Single colour, two colour and multi colour printing.
- Preparation of an article by using block printing

Unit III

Hand painting

- Preparation of samples with hand painting
- Make one article of hand painting

Recommended readings:

1. Shenai, V.A, "Technology of Textile Processing, Technology of dyeing (4th edition), Sewak Publications, Bombay 1998.

2. Corbman, PB “Technology of Textile Techniques (6th edition), “McGraw Hill BookCo.1983
3. Textile fabrics and their Selection, Isabel B Wingate and June F Mohler
4. Shenai, V.A, “Technology of Textile Processing, Technology of Printing (3rd edition), Sewak Publications, Bombay 1998.
5. Textiles by Hollen Saddler- Macmillian Publishing Company, New York
6. Understanding Textiles By P S Tortora-prentice Hall Inc., New Jersey
7. Callahan, G. (2010). Hand Dyeing Yarn and Fleece: Custom-Color Your Favorite Fibers with Dip-Dyeing, Hand-Painting, Tie-Dyeing, and Other Creative Techniques. Storey publishing LLC.
8. Lo, F. (2017). Dyeing to Spin & Knit: Techniques & Tips to Make Custom Hand-Dyed Yarns. Interweave.
9. Simon-Alexander, S. (2013). Tie-Dye: Dye It, Wear It, Share It. Potter craft.
10. Vejar, K. (2015). The Modern Natural Dyer: A Comprehensive Guide to Dyeing Silk, Wool, Linen, and Cotton at Home. STC craft/ A Melanie Falick Book.
11. Wada, Y. I., Rice, M. K., & Barton, J. (2012). Shibori: The Inventive Art of Japanese Shaped Resist Dyeing. Kodansha America, Inc.
12. Recker, K. (2019). True Colors: World Masters of Natural Dyes and Pigments. Thrums Books.
13. Erickson, J. D. (1974). Block printing on textiles. Watson-Guptill Publications.

HUMAN RIGHTS AND DUTIES

SEMESTER-1
HRD-SEC-1-101
Para-Legal Skill Training

Maximum Marks: 75 marks
Theory : 67 marks
Internal Assessment: 8 marks

Level of Course: L-100

Note - Students to choose SEC from pool of courses.

Course Objectives

To provide para-legal skill training to students so that they get hands on experience to become para-legal professionals in the domain of human rights.

Learning Outcomes

The students will get essential skills to work as para-legal volunteers in the DLSA, SLSA and NALSA mandated legal aid clinics.

Pedagogy of the Course

Lectures, assignments, presentations, field visits, documentaries, other media role-play etc.

Duration of the Course

The duration of the course will be of 3 credits with 30 hours of lectures and 30 hours of practical/field work.

Instructions for Paper-Setters and Candidates:

1. The Syllabus has been divided into three units.
2. There shall be 7 questions in all.
3. The first question shall be short answer type containing 10 short answer type questions spread over the whole syllabus and each to be answered in about 25 to 30 words. The candidate is required to attempt any 7 short answer type questions i.e., 2 marks of each. It shall carry 14 marks and shall be compulsory question.
4. Rest of the paper shall contain 3 units and each unit shall have two questions and the candidates shall be given internal choice i.e., the candidates shall attempt one question from each. All questions shall carry 15 marks.
5. For the private candidates, who have not been assessed earlier for internal assessment, the marks secured by them in theory paper will proportionately be increased to maximum marks of the paper in lieu of internal assessment

Note: The paper setter must put note (5) in the question paper

Course Contents

Unit I - Introduction to Indian Legal System and NALSA

- a. Overview of the Indian Legal Structure
- b. Introduction to NALSA and its role in legal aid and services
- c. Understanding the significance of Para-Legal Volunteers in Legal Empowerment

Unit II – Roles and Responsibilities of Para-Legal Volunteers

- a. Ethics and professional conduct for para-legal volunteers
- b. Client confidentiality and trust-building techniques
- c. Interviewing and Counselling Skills

Unit III - Drafting and Preparing Legal Documents

- a. Basics of legal drafting and documentation
- b. Preparing petitions, applications, and affidavits
- c. Accessing legal aid schemes and services provided by NALSA

Essential Readings

- Smith, J. (2018). *Introduction to Paralegal Studies: A Practical Approach*. New York, NY: Pearson Education.
- Johnson, R. M. (2019). *Legal Research and Writing for Paralegals*. Chicago, IL: Wolters Kluwer.
- Williams, L. A. (2017). *The Paralegal's Handbook: A Complete Reference for All Your Daily Tasks*. Boston, MA: Cengage Learning.
- Adams, M. P. (2020). *Litigation and Trial Practice for Paralegals*. New York, NY: Aspen Publishers.
- Lewis, C. D. (2018). *Paralegal Ethics Handbook*. Chicago, IL: American Bar Association.
- Brown, E. S. (2019). *Criminal Law and Procedure for Paralegals*. Boston, MA: West Academic Publishing.

SEMESTER-2
Paper Code: - HRD-VAC-2-201
Right to Information and Human Rights

Maximum Marks :50 marks
Theory :45 marks
Internal Assessment: 5 marks

Level of Course: L-100

Course Objectives

The aim of the course is to create awareness about right to information.

Learning Outcomes

The learner's will be able to understand the salient features of filing of RTI.

Pedagogy of the Course Work

Lectures, assignments, presentations, group work, documentaries and other media, role-play etc.

Duration of the Course

The course will be of 2 credits with 30 hours of lectures.

Instructions for Paper Setters and Candidates

1. The Syllabus has been divided into two units.
2. There shall be 7 questions in all.
3. The first question shall be short answer type containing 08 short answer type questions spread over the whole syllabus and each to be answered in about 25 to 30 words. The candidate is required to attempt any 5 short answer type questions i.e., 3 marks of each. It shall carry 15 marks and shall be compulsory question.
4. Rest of the paper shall contain 2 units and each unit shall have two questions and the candidates shall be given internal choice i.e., the candidates shall attempt one question from each. All questions shall carry 15 marks.

Course Contents

Unit I : Introduction to Right to Information

- a. Genesis of RTI movement in India
- b. Overview of RTI, Act 2005–Explanation of important concepts/Terms in the RTI Act/ Exemptions of from Disclosure of Information/Partial Disclosure/Third Party Information

Unit II :Public Authorities and their Obligations under the Act

- a. Role of Public Information Officers
- b. First Appeals and Appellate Officers, Information Commissions: Powers and Functions
- c. RTI Learning Drafting Skills: Group Exercise for hands on experience to file RTI

Essential Readings

- Khera, P. (2010). *Right to Information: Concept, Law, and Practice*. Universal Law Publishing Co.
- Prasad, R. (2012). *The Right to Information Act: A Handbook*. Oxford University Press.
- Sharma, V. P. (2014). *Right to Information: The Act in Practice*. LexisNexis.
- Singh, V. D. (2008). *The Right to Information Act: A Practical Guide*. Atlantic Publishers & Distributors.
- Srinivasan, M. (2011). *The Right to Information Act: A User's Guide*. Pearson India.
- Gupta, A. (2009). *Right to Information Act: RTI - Genesis and Implementation*. PHI Learning Pvt. Ltd.
- Agarwal, A. (2016). *The Right to Information Act and Governance in India*. Routledge.
- Choudhary, P. (2015). *The Right to Information Act: An Analytical Study*. Bharat Law House.
- Raman, K. (2013). *Right to Information: Law and Practice*. Thomson Reuters.

SEMESTER-2
Paper Code:- HRD-SEC-2-201
Non-Profits, Fund Raising and Crowd funding

Maximum Marks: 75 marks
Theory : 67 marks
Internal Assessment: 8 marks

Level of Course: L-100

Note - Students to choose SEC from pool of courses.

Course Objectives

The objective of the course is to provide skills to human rights practitioners for building their non-profit entities through skills of fundraising and crowd funding platforms.

Learning Outcomes

To provide a skill-set to students so that they can become human rights practitioners.

Pedagogy of the Course

Lectures, assignments, presentations, field visits, documentaries and other media, role-play etc.

Duration of the Course

The duration of the course will be of 3 credits with 30 hours of lectures and 30 hours of practical/field visits.

Instructions for Paper-Setters and Candidates

1. The Syllabus has been divided into three units.
2. There shall be 7 questions in all.
3. The first question shall be short answer type containing 10 short answer type questions spread over the whole syllabus and each to be answered in about 25 to 30 words. The candidate is required to attempt any 7 short answer type questions i.e., 2 marks of each. It shall carry 14 marks and shall be compulsory question.
4. Rest of the paper shall contain 3 units and each unit shall have two questions and the candidates shall be given internal choice i.e., the candidates shall attempt one question from each. All questions shall carry 15 marks.
5. For the private candidates, who have not been assessed earlier for internal assessment, the marks secured by them in theory paper will proportionately be increased to maximum marks of the paper in lieu of internal assessment

Note: The paper setter must put note (5) in the question paper.

Course Contents

Unit 1 – Introduction to Non-Profits

- a. Understanding the Non-Profit Sector
- b. Types of Non-Profit Entities
- c. Legal and Tax Considerations for Non-Profits

Unit 2- Fundraising Strategies for Non-Profit Organizations

- a. Fundraising Goals and Objectives
- b. Creating a Comprehensive Fundraising Plan
- c. Understanding Donor Motivations: Implementing Online and Offline Fundraising Campaigns

Unit 3 -Introduction to Crowdfunding

- a. Crowdfunding Types - Choosing the Right Crowdfunding Platform for your Non-Profit
- b. Elements of Successful Crowdfunding Campaigns
- c. Leveraging Social Media and Online Networks: Managing Crowdfunding Campaigns

Essential Readings

- Gross, J., & Murray, S. (Eds.). (2019). *The Nonprofit Sector: A Research Handbook*. Stanford University Press.
- Worth, M. J. (2018). *Fundraising for Social Change* (8th ed.). Jossey-Bass.
- Steinberg, R. (2021). *Successful Grant Writing: Strategies for Health and Human Service Professionals* (5th ed.). Springer Publishing Company.
- Sreenivasan, N. (2019). *Crowdfunding: A Guide to Raising Capital on the Internet*. John Wiley & Sons.
- Young, D. R. (2020). *Nonprofit Management 101: A Complete and Practical Guide for Leaders and Professionals*. John Wiley & Sons.
- Pando, N., & Souleles, N. (2018). *The Power of Impact Investing: Putting Markets to Work for Profit and Global Good*. Wharton Digital Press.
- Taylor, C. R. (2019). *Social Media Strategies for Professionals and Their Firms: The Guide to Establishing Credibility and Accelerating Relationships*. Wiley.
- Kestler, A., & Siderius, A. W. (Eds.). (2021). *The Cambridge Handbook of Philanthropy*. Cambridge University Press.

SEMESTER-3
Paper Code:- HRD-SEC-3-301
Media and Human Rights

Maximum Marks: 75 marks
Theory : 67 marks
Internal Assessment: 8 marks

Level of Course: L-200

Note - Students to choose SEC from pool of courses.

Course Objectives

To provide essential knowledge and requisite practical information to students for advocacy rights and campaigning in the domain of human rights. The course examines the complex layers of relationship between media and human rights in contemporary times against the backdrop of challenges and controversies concerning media freedom.

Learning Outcomes

The students will get know-how and fundamental understanding of International and National framework regulating Media in the field of Human Rights. The course identifies privileges and restrictions on media– particularly journalists– as protected by national and international law.

Pedagogy of the Course

Lectures, assignments, presentations, field visits, documentaries, other media, role-play etc.

Duration of the Course

The duration of the course will be of 3 credits with 30 hours of lectures, 30 hours of practical.

Instructions for Paper-Setters and Candidates

1. The Syllabus has been divided into three units.
2. There shall be 7 questions in all.
3. The first question shall be short answer type containing 10 short answer type questions spread over the whole syllabus and each to be answered in about 25 to 30 words. The candidate is required to attempt any 7 short answer type questions i.e., 2 marks of each. It shall carry 14 marks and shall be compulsory question.
4. Rest of the paper shall contain 3 units and each unit shall have two questions and the candidates shall be given internal choice i.e., the candidates shall attempt one question from each. All questions shall carry 15 marks.
5. For the private candidates, who have not been assessed earlier for internal assessment, the marks secured by them in theory paper will proportionately be increased to maximum marks of the paper in lieu of internal assessment

Note: The paper setter must put note (5) in the question paper.

Course Contents

Unit-I: Media freedom and Human Rights

- (i) Fundamental Rights: Freedom of Speech and Expression
- (ii) Protection and safety of Journalists
- (iii) Protection of Reputation: Criminal and Civil Defamation
- (iv) Role of media in exposing human rights violations

Unit-II: Regulating the Media in India

- (i) Media responsibility against harmful speech
- (ii) National security and media freedom
- (iii) Internet freedom and intermediary liability
- (iv) Violence and harassment against women in the news media
- (v) Judicial intervention

Unit -III: International Framework

- (i) Article 19 of UDHR
- (ii) Article 19 and 20 of International Covenant and Civil and Political Rights, including General Comment number 34
- (iii) UN Special Rapporteur on Freedom of Opinion and Expression

Essential Readings

- Thomas Buergenthal, “The Evolving International Human Rights System” 100 (2006) American Journal of International Law 783-807
- Deidre Curtin and Andre Nollkaemper, “Conceptualising Accountability in International and European Law” (2006) Netherlands Yearbook of International Law 3 – 20, pp 9 – 14 only
- Joint declaration on universality and the right to freedom of expression, 4 May 2014 <http://www.article19.org/resources.php/resource/37539/en/joint-declaration-on-universality-and-the-right-to-freedom-of-expression> (drafted by ARTICLE 19 together with Centre for Law and Democracy)
- International Women’s Media Foundation and International News Safety Institute, *Violence and Harassment against Women in the News Media: A Global Picture*, 10 March 2014, Executive Summary only, <http://www.iwmf.org/executive-summary/>
- Sejal Parmar, “The Protection and Safety of Journalists: A Review of International and Regional Human Rights Law”, prepared for the Seminar and Inter-regional Dialogue on the Protection of Journalists at the European Court of Human Rights, 3 November 2014 http://www.interjustice.org/pdf/Sejal_Parmar_Protection_and_Safety_of_Journalists.pdf
- Eduardo Bertoni, “Prevent and Punish: in search of solutions to fight violence against journalists”, UNESCO Background Paper September 2015 http://www.unesco.org/new/fileadmin/MULTIMEDIA/HQ/CI/CI/pdf/Events/IDEI_2014/Prevent-and-Punish_Bertoni.pdf
- Open Society Foundations, “Whistleblower Protection and the Snowden Effect”, 10 June 2014 <http://www.opensocietyfoundations.org/events/whistleblower-protection-and-snowden-effect>
- Scott Griffen (author) Barbara Trionfi, Steven M Ellis, Scott Griffen (editors), *Out of Balance: Defamation Law in the EU and its effect on Press Freedom, A provisional overview for journalists, civil society and policymaker*, July 2014 <http://www.freemedia.at/ecpm/defamation-law-report.html>
- Peter Noorlander, “Court clears the way for greater press freedom in Africa” 11 December 2014 <http://www.opensocietyfoundations.org/voices/court-clears-way-greater-press-freedom-africa>
- ARTICLE 19, *Defining Defamation, Principles on Freedom of Expression and the Protection of Reputation*, July 2000 <http://www.article19.org/data/files/pdfs/standards/definingdefamation.pdf>
- ARTICLE 19, *Defamation ABC: A simple introduction to key concepts of defamation law*, November 2006 <http://www.article19.org/data/files/pdfs/tools/defamation-abc.pdf>
- Kewal J. Kumar, 2004, Mass Communication in India, Jaico Books, Mumbai.
- Uma Narula, Handbook of Communication, 2006, Atlantic Pub. & Distributors, New Delhi.
- Virbala Aggarwal, Handbook of Journalism & Mass Communication, 2004, Concept Pub. Company, New Delhi.
- Rangaswamy Parthasarthy, Journalism in India, 1991, Sterling Publishing Company, New Delhi.
- Herbert Lee Williams, Newspaper Organisation & Management, 1978, Surjeet Pub, New Delhi.

JOURNALISM AND MASS COMMUNICATION

SEMESTER I

Course Title: CREATIVE WRITING

Course Code: SCS-SEC-103

Typology of Course: Skill Enhancement Course

Level of Course: 100-199

Course Duration-60 Hours

Credits: 03 [Theory (02)+ Practical (1)]

Marks: 75 [Theory Exams (45) + Internal Assessment (5)+ Practical (25)]

Learning Objectives:

The course is designed for students across different disciplines to explore and hone their creative ability to craft word pictures. They will receive holistic training from the idea generation to the publication stage. The course will comprise a series of workshops in cross-genre and hybrid writing for multi-media platforms. Students will also learn live lessons from visiting authors, copywriters and playwrights.

Learning Outcomes:

After successful completion of this course, the student should be able to:

1. Understand the importance of reading and idea generation as part of a creative writer's development.
2. Evaluate how craft, style and technique hone the writing process.
3. Appreciate the significance of revising viz. acceptance and rejection.
4. Develop the ability to maximize returns on effort through manuscript packaging and market research.
5. Experience the therapeutic power of expression.

Pedagogy of the Course Work:

Pedagogy of the course involves teaching and learning through classroom lectures, industry interaction and expert lectures. The students will be assessed on the basis of theory exam of 45 marks, continuous internal assessment of 5 marks based on class test, attendance, assignments and class room participation; practical projects of 25 marks based on assignments and projects.

Instructions for paper-setters and candidates:

- The maximum marks for the course will be 75.
- **Theory Exam: 45 marks**
Time allowed: 02 hours
There shall be 5 questions in all.

The first question is compulsory comprising 10 short answer type questions spread over the whole syllabus to be answered in about 75-100 words each. The candidates are required to attempt 5 questions. Each question shall be of 3 marks. (5 X 3 = 15 marks). Rest of the paper shall comprise of two units with two questions in each. The candidates shall attempt one question from each unit. Each question will carry 15 marks. (2 X 15 = 30 marks)

- **Internal Assessment: 5 marks**
Class tests & mid-semesters – 3 marks
Attendance: Above 80% attendance: 2 Marks 75-80% attendance: 1 mark

Course Content:

Unit I

- Creative Writing: definition, purpose, elements and types.
- Scope for freelancers in a multi-media convergent environment.
- Ideation Stage: Importance of lateral thinking; Creative strategies for idea generation; Researching the Idea.

Unit II

- Writing stage: Importance of vertical thinking; types of writing styles; types of story structure; ensuring readability through incorporation of action, conciseness, sensory detailing, literary devices, characterization, dialogue, human interest, humour, transition and focus; importance of the revising process.
- Publication Stage: Developing a professional writer's mindset; Importance of market research and slant; Understanding audience engagement.

Practical: 25 marks

Idea Generation Exercise: 05 marks

Photo Feature: 10 marks

Character Sheet and Sketch: 10 marks

Suggested Readings

1. Cameron, J. (2023) *Write for Life – Creative Tools for Every Writer*. NY: St.Martin's Essentials.
2. De Bono, E. (2007) *How to Have Creative Ideas*. Random House.
3. Mass, D. (2016) *The Emotional Craft of Fiction - How to write the story beneath the surface*. USA: Writers' Digest Books.
4. Perl, S. & Schwartz. M. (2006) *Writing True: The Art and Craft of Creative Non-fiction*. Boston: Wadsworth Publishing.
5. Thomas, A. (2020) *Find your Voice – A Guided Journal for writing your Truth*. NY: Balzer & Bray.
6. De Bono, E. (1990) *Lateral Thinking: A Textbook of Creativity*. London: Penguin Books.
7. Bond, R. (2020) *How to be a Writer*. India: Harpers Children's.
8. Fandel, J. (2011) *Picture Yourself Writing Nonfiction: Using Photos to Inspire Writing*. Mankato, MN: Capstone Press.
9. Hart, J. (2011) *Storycraft: The Complete Guide to Writing Narrative Non-fiction*. Chicago: The University of Chicago Press.

SEMESTER II

Course Title : EVENT MANAGEMENT

Course Code : JMC-SEC-2-201

Course Level : 100

Credits : 03 [Theory (02) + Practical (01)]

Marks : 75 [Theory Exams (45) + Internal Assessment (5) + Practical (25)]

Learning Objectives:

The course will be introduce students to the concept of Event Management. They will further be acquainted with various types of events as well as the planning, preparation and promotion of events.

Learning Outcomes:

After successful completion of this course, the student should be able to:

1. Develop a sense of understanding towards multidisciplinary nature of event management.
2. Inculcation of Team Spirit.
3. Identify the key elements of event preparation and applying them in event execution.

Pedagogy of the Course Work:

Pedagogy of the course involves teaching and learning through classroom lectures, industry interaction and expert lectures. The students will be assessed on the basis of theory exam of 45 marks, continuous internal assessment of 5 marks based on mid semester exams (comprising class test/snap test/assignments), attendance and class room participation; Practical projects will be of 25 marks based on assignments and projects.

Instructions for paper setters and candidates:

- The maximum marks for the course paper will be 75.
- **Theory Exam: 45 marks**
Time allowed: 02 hours
There shall be 5 questions in all.
The first question is compulsory comprising 7 short answer type questions spread over the whole syllabus in about 75-100 words each. The candidates are required to attempt 5 questions. Each question shall be of 3 marks. (5 X 3 = 15 marks). Rest of the paper shall comprise of two units with two questions in each. The candidates shall attempt one question from each unit. Each question will carry 15 marks. (2 X 15 = 30 marks).
- **Internal Assessment: 5 marks**
Mid-semesters: 2 marks, Class Participation- 1
Attendance 2 Marks (85% and above attendance=2 marks; 75% and above=1 mark)

Course Content:

Unit I

- Introduction to Events and concept of event management.
- Classification and Categories of Events
- The Event Marketing Mix

Unit II

- Event Planning and Preparation
- Developing Program & Content
- Gaining Visibility & Reputation through Events

Practical: 25 Marks

- Submit an idea proposal for an event unique to your discipline: 5 marks
- Submit Pre- Planning & Research Report: 10 marks
- Implementation & Post Event Report: 10 marks

Suggested Readings

1. Allen, J. et al. (2011) *Festival & Special Event Management*. 5th edition. Brisbane: John Wiley & Sons.
2. Davidson, R. and Rogers, T. (2015) *Marketing Destinations and Venues for Conferences, Conventions and Business Events: A Convention and Event Perspective*. Oxford: Butterworth-Heinemann.
3. Smith, A. (2012) *Events and Urban Regeneration: The Strategic use of Events to revitalise Cities*. London: Routledge.

SEMESTER III

Course Title : MOBILE JOURNALISM

Course Code : JMC-SEC-3-301

Course Level : 200

Credits : 03 [Theory (02)+Practical (01)]

Marks : 75 [Theory Exams (45) Internal Assessment (5) + Practical (25)]

Learning Objectives

The course aims to offer an in depth understanding of mobile journalism and its nature. It further aims to provide students the necessary knowledge and skills required to develop mobile news packages.

Learning Outcomes:

After successful completion of this course, the student should be able to:

1. Understand the recent trends of mobile journalism
2. Create quality video content using mobile
3. Understand the role and influence of mobile on journalistic practice

Pedagogy of the Course Work:

Pedagogy of the course involves teaching and learning through classroom lectures, industry interaction and expert lectures. The students will be assessed on the basis of theory exam of 45 marks, continuous internal assessment of 5 marks based on mid semester exams (comprising class test/snap test/assignments), attendance and class room participation; Practical projects will be of 25 marks based on assignments and projects.

Instructions for paper setters and candidates:

- The maximum marks for the course paper will be 75.

- **Theory Exam: 45 marks**

Time allowed: 02 hours

There shall be 5 questions in all.

The first question is compulsory comprising 7 short answer type questions spread over the whole syllabus in about 75-100 words each. The candidates are required to attempt 5 questions. Each question shall be of 3 marks. (5 X 3 = 15 marks). Rest of the paper shall comprise of two units with two questions in each. The candidates shall attempt one question from each unit. Each question will carry 15 marks. (2 X 15 = 30 marks).

- **Internal Assessment: 5 marks**

Mid-semesters: 2 marks, Class Participation- 1

Attendance 2 Marks (85% and above attendance=2 marks; 75% and above=1 mark)

Course Contents:

UNIT I

- Introduction to Mobile Journalism (MoJo): Definition, characteristics and scope
- Technical terms used in Media, Video Recording apps for MOJO;

UNIT II

- Camera shots, angles, framing and composition; mobile news packaging
- Traditional Media vs MoJo, future trends in MoJo

Practical: 25 marks

1. Using a mobile app make a short film for 3-5 minutes— 10 marks
2. Shoot a news story on a social issue using the mobile—15 marks

Recommended Readings

1. A Field Guide for Mobile Journalism, Robb Montgomery, Visual Editors
2. Quinn, S., Burum, I. (2015). MOJO: The Mobile Journalism Handbook: How to Make Broadcast Videos with an iPhone Or iPad. United Kingdom: Taylor & Francis.
3. Burum, I. (2016). Democratizing Journalism Through Mobile Media: The Mojo Revolution. United Kingdom: Taylor & Francis.
4. Adornato, A. C. (2017). Mobile and Social Media Journalism: A Practical Guide. United States: SAGE Publications.
5. Quinn, S. (2009). Mojo: Mobile Journalism in the Asian Region. Singapore: Konrad-Adenauer-Stiftung.

Additional Readings

1. Harimohan 2004: Soochna Kranti aur Vishva Bhasha Hindi, Delhi, Taxsila Prakashan Kumar
2. Suresh 2004: Internet Patrkarita, New Delhi, Taxsila Prakashan (1st ed) Ozha, DD/Satya Prakash
3. 2007: Doorsanchar Evam Praudyogiki, Delhi, Gyan Ganga Publication Sinha, P.K.

Law
(Any Semester)

Skill Enhancement Courses for the Faculty of Arts, Commerce and other Faculties according to NEP for the session 2025-26

Sr. No.	Name of Paper	Credits
1.	Introduction to Child's Rights and POCSO Act, 2012	3
2.	Overview of Anti- Sexual Harassment Law	3
3.	Demystifying Right to Information and How to file RTI	3
4.	Public Speaking and Personality Development	3
5.	Basic Research Methodology	3
6.	Introduction to Legal Aid and How to avail it	3
7.	Trademark Registration & Protection	3

Name of the Course: Introduction to Child’s Rights and POCSO ACT 2012

Course title and code	Credits	Credit distribution of the course			Eligibility Criteria	Prerequisite of the course
		Lecture	Tutorial	Practical/ practice		
Introduction to Child’ Rights and POCSO Act 2012- LAW-SEC-151	3	2 hrs per week	2hrs per week	0	Pass in 12 th Class	NIL

Total Marks-75

COURSE OBJECTIVES:

1. To introduce the concept of child and their rights and protection
2. To inculcate the core knowledge of Child protection and child rights with special reference to POCSO ACT 2012
3. To develop understanding of the learner about adopting child friendly approach and practices among the society.
4. To develop capacity in conceiving rights-based approach for child welfare and development at field as well as institutional levels.
5. To establish coordination, linkages between child protection service providers.

LEARNING OUTCOMES:

1. By the end of this course, the student will be well-versed with every aspect of the POCSO act & its compliance without being subjected to boredom.
2. Students who have taken this course will be able to identify situations which require them to inform the authorities and this behaviour is projected in society as well, improving the general mindset of people also.
3. Upon completion of this course the students will be acquainted with a knowledge of POSCO laws which will help them to report the matter to proper authorities.
4. At the end of the course, the students will be well-versed with the POCSO ACT, ensuring compliance.

Unit-1 introduction of Child	No. of lectures
<ul style="list-style-type: none"> • Definition of child: legal, social, and biological age of the child. • Understanding child rights and child protection • Meaning of sexual harassment • Child trafficking. 	10
Unit-2 Child Abuse	
<ul style="list-style-type: none"> • Child abuse: Definition of Child Abuse • types and Indicators of Abuse, • Understanding Child Sexual Abuse, • Causes of Child Sexual Abuse, • Online grievance, and redressal of violation of child rights and • Child helpline services, 	10

Unit-3 Study of POCSO ACT	
<ul style="list-style-type: none">• Provisions of POCSO act,• Key features,• General principles,• Global laws to protect children from sexual harassment,• Punishments.• Recognizing Child Sexual Abuse,• Reporting Procedure under the Act,• Procedure of Recording of Statement of Child,• Child Friendly Procedure under the POCSO Act, 2012	10

Tutorial/Practical Component: MCQs, Quiz, Research Project, and Project Presentation

ESSENTIAL READINGS:

1. Bare Act of POCSO ACT 2012
2. The Protection of Children from Sexual Offences Act,2012
3. Handbook on Implementation of POCSO Act, 2012 for School Management and Staff, National Institute of Public Cooperation and Child Development 5, Siri Institutional Area, Hauz Khas, New Delhi-110016
4. Guidelines for Prevention of Child Abuse-Delhi Commission for Protection of Child Rights
5. Srishty (2020) Protection of Children From Sexual Abuses: Decoding The POCSO Act, Legal Service India.com is Copyrighted under the Registrar of Copyright Act (Govt of India) ISBN No: 978-81-928510-0-6

SUGGESTED READINGS:

1. Bhave, S. Y., & Saxena, A. (2013). Child sexual abuse in India. Child abuse and neglect: Challenges and opportunities. India: Jaypee Brothers Medical Publishers.
2. World Health Organization. (2003). Guidelines for medico-legal care of victims of sexual violence.
3. Study on Child Abuse: India 2007 (PDF). Published by the Government of India, (Ministry of Women and Child Development). Archived from the original (PDF) on 2010-03-26.
4. The Protection of Children from Sexual Offences Act 2012. Available from: [wcd.nic.in/childact/child protection 31072012.pdf](http://wcd.nic.in/childact/child%20protection%2031072012.pdf).
5. World Health Organization. (2017). Responding to Children and Adolescents who Have Been Sexually Abused: WHO Clinical Guidelines. World Health Organization

ASSESSMENT METHODS:

- Internal Assessment: 15 marks (MCQs, Research Project, Project Presentation5+5+5)
- End Semester Theory Exam: 60 marks

Important note for examiners:

Question paper of External Examination shall be divided into 4 units

- Unit-1 to 3 of the question paper shall be based upon the Unit-I- III of the syllabus. The first three Units of the question paper shall have 2 questions of 15 marks each in the Unit. the candidates shall be required to attempt any 1 question from each unit.
- Uint- 4 of the question paper shall be compulsory and from the whole syllabus. it shall consist of 3 short notes of 5 marks each.

Name of the Course: Overview of Anti- Sexual Harassment Law

Course title and code	Credits	Credit distribution of the course			Eligibility Criteria	Prerequisite of the course
		Lecture	Tutorial	Practical /practice		
Overview of Anti Sexual Harassment Law with special reference to the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 LAW-SEC-152	3	2 hrs. per week	2 Hour	0	Pass in 12 th Class	NIL

COURSE OBJECTIVES:

1. To introduce the fundamental aspects of The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) POSH ACT, 2013
2. To inculcate the knowledge on Sexual Harassment at workplace and women discrimination
3. To understand the protection regime developed for Sexual Harassment at workplace
4. To understand how to create the Mechanism to implement the statute in the organization.

LEARNING OUTCOMES:

1. Ensure that employees feel safe to report instances of sexual harassment and minimize risk of reputational damage through leakage of scandalous stories to media.
2. Create in-depth management information systems so that non-compliance or wrongdoing at the ground-level does not go undetected by the head office.
3. Learn how to customize anti-sexual harassment policies of different kinds of organizations depending on the nature of the workplace (e.g., school or university, shop floor, mall, office, etc.)
4. Create gender-neutral frame works for implementation of the law wherever needed.
5. Learn the procedure for amendment of standing orders, that is, with respect to workmen in facto.

Note 1: The whole course shall contain 50 marks:

- 5 marks have been assigned to internal assessment including a MCQ test of 5 marks (based on course content).
- A project report (1000-1500 words) shall be of 20 marks. A student is required to submit a project report as assigned by the supervisor/course co-ordinator/faculty member teaching the course. The assignment/project report shall include case studies/case laws/ critical appraisal of the legislation/judgements related to the course.
- 15 marks have been devoted to the content of the report/assignment and 5 marks to its presentation and viva-voce (15+5 = 20 marks).
- End Semester theory examination will be of 25 marks. The question paper shall be divided into 5 Sections, Section 1 to 4 of the question paper shall be based upon Units 1 to 4 of the syllabus respectively. Each Section of the question paper shall have two questions of 5 marks each. The candidates shall be required to attempt one question from each of these Sections. Section 5 shall have four short questions covering the whole syllabus of 2.5 marks each. The candidates are required to attempt any two short questions from Section 5. Maximum time allowed to complete the theory examination shall be 1.5 hours i.e., 90 minutes.

Note 2 : The resource persons can be legal experts, academicians, or professionals with expertise in Anti- Sexual Harassment Law.

Note 3 : It is a 2 credit course of 15 weeks duration. The number of lectures for the course shall be 2 lectures per week for 15 weeks, i.e., 30 lectures in total (1 hour per lecture). Total course hours are 30 hours of lectures.

Unit-I Overall view of Sexual Harassment	No. of lectures
<ul style="list-style-type: none"> • Meaning and types of Sexual Harassment • Global view of Sexual Harassment • International Labour Organization • Conventions on elimination of all forms of Discrimination against Women (CEDAW) • Sexual Harassment at workplace 	7
Unit-II Basics of The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013	8
<ul style="list-style-type: none"> • Introduction • Overview of the POSH ACT 2013 • Key Provisions of the POSH ACT • Impact of the POSH ACT • Challenges in Implementing the POSH ACT • Strategies for Enforcing the POSH ACT • Redressal Mechanism 	
Unit-III Important provisions of the POSH ACT	8
<ul style="list-style-type: none"> • Complaints Committee under the POSH Act • Internal Complaints Committee: • Local Committee • Powers of the committees • Procedure of complaint • Conciliation • Interim relief • Punishments and compensation • False or malicious complaints and false evidence • Confidentiality provisions • Composition of complaint committee and functions 	
Unit-IV Important JUDICIAL PRONOUNCEMENTS of the POSH ACT <ol style="list-style-type: none"> 1. Vishaka & Ors vs. State of Rajasthan (1997) 2. Lalita Kumari vs. Government of Uttar Pradesh (2014) 3. Mishra vs. The State of Uttar Pradesh (2018) 4. Indira Gandhi National Open University (IGNOU) case (2018) 5. S.K. Bhatia vs. Union of India (2021) 6. K. S. Puttaswamy vs. Union of India (2017) 	7

Tutorial/Practical Practice Component: MCQs, Quiz, Research Project and Project Presentation

ESSENTIAL READINGS:

1. Bare Act of POSH 2013
2. Handbook on Sexual Harassment of Women at Workplace, Govt. of India, Ministry of Women and Child Welfare, 2015
3. SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT & RULES, 2013, State Resource Center for Women & Child Development Department Government of Odisha 2014
4. The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 Published in The Gazette of India". Press Information Bureau. Retrieved 26 April 2013

SUGGESTED READINGS:

1. Handbook on the Law of Sexual Harassment at Workplace by Shivangi Prasad and Attreyi Mukherjee, available at amazon.in and bigbookshop.com
2. Stop Violence Against Women (13 July 2007). "Domestic Legal Framework". The Advocates for Human Rights. the original on 16 November 2018. Retrieved 2020-02-11.
3. eLearn POSH provides multilingual courses for organizations in English, Hindi, Tamil, Malayalam, Telugu, Kannada, Marathi & Bengali

ASSESSMENT METHODS:

- Internal Assessment: 20% (MCQs, Class interaction)
- End Semester Theory Exam: 50%
- Research Project submission: 15%
- Research Project Presentation: 15%

Name of the Course: Demystifying Right to Information and How to file RTI

Course title and code	Credits	Credit distribution of the course			Eligibility Criteria	Prerequisite of the course
		Lecture 2 hrs per week	Tutorial 2 hrs per week	Practical/ practice 0		
Demystifying Right to Information and How to file RTI LAW-SEC-153	3				Pass in Class 12th	NIL

COURSE OBJECTIVES:

1. To introduce fundamental aspects of Right to information.
2. To impart knowledge of RTI to the students
3. To impart knowledge of the information which fall outside the purview of Right to information.

LEARNING OUTCOMES:

1. Upon completion of this course the students will be acquainted with knowledge of practical nuances of right to information law which will be beneficial in their respective fields.
2. The student will be able to understand which information cannot be disclosed.
3. The course will encourage skill among students regarding filing the right to information and document required for the same.

INSTRUCTION TO PAPER SETTER

Note 1: The whole course shall contain 50 marks:

- 5 marks have been assigned to internal assessment including a MCQ test of 5 marks (based on course content).
- A project report (1000-1500 words) shall be of 20 marks. A student is required to submit a project report as assigned by the supervisor/course co-ordinator/faculty member teaching the course. The assignment/project report shall include case studies/case laws/ critical appraisal of the legislation/judgements related to the course. 15 marks have been devoted to the content of the report/assignment and 5 marks to its presentation and viva-voce (15+5 = 20 marks).
- End Semester theory examination will be of 25 marks. The question paper shall be divided into 5 Sections, Section 1 to 4 of the question paper shall be based upon Units 1 to 4 of the syllabus respectively. Each Section of the question paper shall have two questions of 5 marks each. The candidates shall be required to attempt one question from each of these Sections. Section 5 shall have four short questions covering the whole syllabus of 2.5 marks each. The candidates are required to attempt any two short questions from Section 5. Maximum time allowed to complete the theory examination shall be 1.5 hours i.e., 90 minutes.

Note 2 : The resource persons can be legal experts, academicians, or professionals with the respective area of expertise.

Note 3 : It is a 2 credit course of 15 weeks duration. The number of lectures for the course shall be 2 lectures per week for 15 weeks, i.e., 30 lectures in total (1 hour per lecture). Total course hours are 30 hours of lectures.

<p>Unit-I: Introduction to RTI</p> <ul style="list-style-type: none"> • Significance of RTI in a Democracy; • Good Governance & RTI; • Citizens Right to Know • Constitution basis of Right • Origin of the RTI Act 2005 in India 	<p>No. of lectures</p> <p style="font-size: 1.2em;">8</p>
<p>Unit-II: Right to Information Act, 2005</p> <ul style="list-style-type: none"> • Objective of the Act • What is Right to Information? • Features of Right to Information Act 2005 • How to file an RTI on online and how to check the status of RTI • How to file an RTI offline 	<p>12</p>
<p>Unit-III: Disclosure of Information & PIO</p> <ul style="list-style-type: none"> • Role of Public Information Officers: PIOs and APIOs • Accepting an Information Request, Processing and Disposing • Exemptions from Disclosure of Information • Partial Disclosure and Third Party Information 	<p>10</p>

TUTORIAL/PRACTICAL PRACTICE COMPONENT: MCQs, Quiz, Research Project and Project Presentations.

ESSENTIAL READINGS:

1. User Manual Right To Information (RTI), Citizen Module available at <https://rti.gov.in/>
2. Right to Information Act, 2005
3. Sairam Bhat, Right to Information and Good Governance, NLSIU Book Series-3, 2016.
4. Guide on Right to Information Act, 2005 available at https://rti.gov.in/rticorner/guide_2013-issue.pdf

SUGGESTED READINGS:

1. H.M. Seervai, Constitutional Law of India, Universal Law Publishers, (2005).
2. Eric Barendt, Freedom of Speech, Oxford University Press, (2006).
3. Madabhushi Sridhar, Madabhushi Sridhar Acharyulu's Right to Information, Lexis Nexis, (2007).
4. P.K. Saini, R. K. Gupta, Right to Information Act, 2005: Implementation and Challenges, Deep and Deep Publications, (2009). Amendment Rules, 2017.

ASSESSMENT METHODS:

- Internal Assessment: 15 Marks (MCQs, Research Project, Project Presentation=5+5+5)
- End Semester Theory Exam: 60 Marks

Name of the Course: Public Speaking and Personality Development

Course title and code	Credits	Credit distribution of the course			Eligibility Criteria	Prerequisite of the course
		Lecture	Tutorial	Practical/ practice		
Public Speaking and Personality Development	3	2 hrs. per week	2 hrs. per week		12 th Pass	Nil

COURSE OBJECTIVES:

- To develop interpersonal and effective communication skills.
- To develop personality of the students by influencing their behavior and attitudes towards other individuals.

LEARNING OUTCOMES:

- After studying this course, the students will be able to develop their communication skills and speak effectively in public.
- After studying this course, the students will be able to develop their interpersonal skills and develop their personality.

Instruction to examiners:

Internal assessment: 25 marks

1. Writing and delivering of speech 10 marks
2. Group discussion 10 marks
3. Classroom work 5 marks

External theory Examination, Total: 50 marks

1. Candidates are required to attempt any one question out of the two from each unit. Every question will be of 10 marks. So 3 questions from 3 units will be of 30 marks.
2. Last question will be compulsory and will have short notes to be spread over the entire syllabus. There will be 5 short notes with 4 marks for each. There will be no internal choice in the short notes. The last question will be of 20 marks.

Unit-I	No. of lectures
<ul style="list-style-type: none"> • Introduction to skills of Language: listening, speaking, reading and writing • Importance of listening; Introduction to public speaking: features and meaning • Exposure to popular public speeches: reading these speeches for appreciating the nuances in terms of choice of words and structuring of arguments 	2 hrs. per week
Unit-II	
<ul style="list-style-type: none"> • Public speaking: meaning of speech, drafting a speech and delivering a speech. • Rhetoric in speech; beginning, continuing and concluding a speech effectively • Types of public speaking; physical, online, educational and motivational • Writing a public speech; classroom practice sessions 	2 hrs. per week

Unit-III	
<ul style="list-style-type: none">• Difference between speech writing and delivering• Aspects of nonverbal communication• Working individually in a group; Participating in group discussions	2 hrs. per week

PRACTICAL PRACTICE COMPONENT:

- Speech writing and delivering practice sessions.
- Simulated sessions for group discussion activities.

ESSENTIAL READINGS

- Bebe, S. A. & Bebe, S.J. Public Speaking: An audience centered approach, Boston: Pearson
- Jaffe, C. I., Public Speaking: Concepts & Skills for diverse Society, Boston: Cengage Learning
- Krishnamacchaaryulu, C.S.G, Ramakrishna Lalitha – Personality Development, interpersonal skills and career management, Himalaya Publishing

SUGGESTED READINGS

- Mitra, B.K., Personality Development and Soft skills, Oxford University Press.
- Kumar Sanjay and Pushplata, Communication Skills, Oxford University Press.
- Mandal S.K., Effective Communication and public Speaking, Jaico Publishing.

ASSESSMENT METHODS

Total Marks :75

Internal Exam: 25

Theory: 50

Name of the Course: Basic Research Methodology

Course title and code	Credits	Credit distribution of the course*			Eligibility Criteria	Prerequisite of the course
Basic Research Methodology LAW-SEC-155	3	Lecture	Tutorial	Practical/ practice	Pass in 12 th Standard	NIL
	3	37.5Hrs. (2.5 credits)	0	15 Hrs. (0.5 credit)		

*A standard academic year is divided into two semesters, each semester spanning a minimum of 15 weeks. The calculation of lectures and practical work is calculated according to the minimum 15 weeks semester) The workload associated with a course is measured in terms of credit hours. One credit hour is equivalent to one hour of instructional time per week over the duration of a semester (minimum 15 weeks). The above table is calculated for the course spanned to 15 weeks having 3 credits).

Weekly distribution for a week will be 2.5 lectures per week and one hour per week of practical practice.

COURSE OBJECTIVE(S):

The purpose of this course is to develop and enhance the ability among learners to understand the principles and process of research methodology so that basic foundation may be laid to acquire advanced data analysis ability and seize related/resultant subsequent professional opportunities.

LEARNING OUTCOMES:

1. Learners will be able to understand basics of research methodology.
2. Learners will be able to identify various research problems, formulate hypotheses, and design appropriate research studies.
3. Learners will get acquainted with the use of basic techniques of sampling, data collection, presentation and analysis.
4. The basic statistical/analytical skills will be inculcated/developed among learners which may serve as a foundation of their future prospects and career as data analyst/researcher.
5. Learners will be able to prepare/formulate and present problem(s) of socio/economic/political relevance in the form of a research report so that wide academia attention may be drawn.
6. Learners will get familiarized with ethical considerations and responsible conduct in the field of research.

Note 1: The whole course shall contain 75 marks:

- 15 marks have been assigned to internal assessment including a MCQ test of 5 marks (based on course content), 5 marks have been assigned to project report and 5 marks to its presentation and viva-voce (5+5+5=15 Marks in total).
- End semester theory examination will be of 60 marks. The question paper shall be divided into 4 sections. Section I to III of the question paper shall be based upon Unit I to III of the syllabus as per their order in syllabus. The three sections of the question paper shall have 2 questions of 15 marks each. The candidates shall be required to attempt any 1 question from each section. Section IV of the paper shall be a compulsory question of 15 marks covering the entire syllabus, the Compulsory question shall have 3 short notes, the candidates are required to attempt all 3 short notes (3*5). Maximum time allowed to complete the theory examination will be 2 ½ (two and half hours).

Note 2: Research project report should contain/highlight preferably any social/economic/political problem, review of literature and hypothesis. Analytical analysis using data collection techniques mentioned in the syllabus along with sampling design, presentation, interpretation etc. should element the report. The references/bibliography is to be given in APA/MLA (latest) style of citation. Submission of report is compulsory for successful completion of course.

Note 3: These days practical social research should not be seen as confined to the students of statistics or mathematics only. The analytical analysis and proper highlighting of different issues of society at large on the part of students of all disciplines is also highly desirable. Therefore, learners/students from diverse backgrounds can choose to study this course and resource person(s) can also be drawn from any discipline keeping into mind the general nature of this course. Course will be conducted and completed through the combination of lectures, interaction, assignments, field work and theoretical/practical tests.

Theoretical Content

	No of lectures
Unit-I <ul style="list-style-type: none"> • Research: Meaning, Importance and Types • Research Motivation: Research Question, Formulation of Research Problem, Sources and Identification • Hypothesis: Concept and different Types • Review of Literature: Meaning and Significance in Research • Data: Primary and Secondary 	11
Unit-II <ul style="list-style-type: none"> • Research Design: Meaning and Types • Sampling Design: Meaning, Significance and Types of Sampling (Probability and Non-Probability) • Basic Idea of Methods of Data Collection: Observation, Case Study, Survey, Mailed Questionnaire, Schedule, Interview, Content Analysis, Focus Group Discussion, Ethnography. • Measurement: Basic idea of Scales (Nominal, Ordinal, Interval and Ratio) 	13
UNIT-III <ul style="list-style-type: none"> • Data Processing and Presentation[*]: Editing, Coding, Classification and Tabulation, Diagrams and Graphs • Analysis^{**}: Basic Calculation Idea of Measures of Central Tendency (Arithmetic Mean), Dispersion (Coefficient of Variation), Simple Correlation (Karl-Pearson's) and Regression (Bi-variate) • Interpretation and Report Writing^{***} • Referencing: Significance and Different Styles (APA & MLA). Basic idea of foot-note, end note, references and bibliography • Research Ethics: Plagiarism- Types and Detection 	13

Out of 37.5 lectures, 37 are mentioned in the above table. The distribution of 0.5 lecture is pending in the allocation. Similarly in the following Practical Practice Component, one hour is unallocated in the distribution. Teachers teaching this course can make adjustments of the pending hour as per the need of students.

PRACTICAL PRACTICE COMPONENT (No. of lectures: 07 i.e. Total 14 Hours)

1. * Use MS Excel or any other similar software to present the given data in the form of Diagrams and Graphs.

** Use statistical analysis software (MS Excel or Statistical Package for Social Sciences or any other similar software) to solve one numerical problem out of three.

2. *** Discussion with Supervisor about practical procedure of report writing.

ESSENTIAL READINGS

1. Ahuja, R. *Research Methods (Latest ed.)*. Jaipur: Rawat Publications.
2. Gupta, S. *Research Methodology and Statistical Techniques (Latest ed.)*. New Delhi: Deep and Deep Publications.
3. Gupta S.P. *Statistical Methods (Latest ed.)*. New Delhi: S. Chand and Sons Educational Publishers.
4. Kothari, C. R. *Research Methodology: Methods and Techniques (Latest ed.)*. New Delhi: New Age International Publishers.
5. Nargundkar, R. *Marketing Research: Text and Cases (Latest ed.)*. New Delhi: Tata McGraw Hill.
6. Sharma, B. K. & Kumar, G. *Quantitative Techniques for Business (Latest ed.)*. New Delhi: Modern Publishers.

SUGGESTED READINGS:

1. Bryman, A. (2016). *Social research methods*. Oxford University Press.
2. Cohen, L., Manion, L., & Morrison, K. (2018). *Research methods in education*. Routledge.
3. Creswell, J. W. (2014). *Research design: Qualitative, quantitative, and mixed methods approaches*. SAGE Publications.
4. Denzin, N. K., & Lincoln, Y. S. (Eds.). (2018). *The SAGE handbook of qualitative research*. SAGE Publications.
5. Field, A. (2013). *Discovering statistics using IBM SPSS statistics*. SAGE Publications.
6. Goode, W. J., & Hatt, P. K. *Research Methodology (Latest ed.)*. New Delhi: Prentice Hall of India Pvt. Ltd.
7. Gupta, S. C. (2010). *Fundamentals of Statistics (6th ed.)*. Mumbai: Himalaya Publishing House.
8. Hair, J. F., Black, W. C., Babin, B. J., & Anderson, R. E. (2009). *Multivariate Data Analysis*. London: Pearson.
9. Leedy, P. D., & Ormrod, J. E. (2015). *Practical research: Planning and design*. Pearson Education.
10. Malhotra, N. K., & Dash, S. (2011). *Marketing Research: An Applied Orientation (6th ed.)*. New Delhi: Pearson Education Inc.
11. Neuman, W. L. (2013). *Social research methods: Qualitative and quantitative approaches*. Pearson Education.
12. Sekaran, U., & Bougie, R. (2016). *Research methods for business: A skill-building approach*. John Wiley & Sons.
13. Yin, R. K. (2018). *Case study research and applications: Design and methods*. SAGE Publications.

ASSESSMENT METHODS:

- Internal Assessment: 15 Marks (MCQs, Research Project, Project Presentation=5+5+5)
- End Semester Theory Exam: 60 Marks

Name of the Course: Introduction to Legal Aid and How to avail it Total Marks 75

Course title and code	Credits	Credit distribution of the course			Eligibility Criteria	Prerequisite of the course
		Lecture	Tutorial	Practical/ practice		
Introduction to Legal Aid and how to avail it LAW-SEC-101	3	2 hrs per week	2 hrs per week		Pass in 12 th Class	NIL

COURSE OBJECTIVES:

1. To understand the concept of legal aid and its importance
2. To inculcate the knowledge of free legal aid, eligibility, procedure and important legal provisions and judgments regarding the same.
3. To understand the scope of beneficial legislations regarding legal aid and provide practical exposure regarding the procedure for availing legal aid.

LEARNING OUTCOMES:

1. Upon completion of this course the students will be acquainted with the knowledge of legal provisions regarding the legal aid.
2. The knowledge gained through this course will help them to understand and practically implement the procedure for availing the legal aid.
3. Students will get awareness regarding the various authorities and the schemes available for legal aid.

Unit-I National and International Legal Provisions for Legal Aid	No. of lectures
National Legal Provisions <ul style="list-style-type: none"> • Fundamental Rights (Article 21) • Directive Principles (Article 39A) • Legal Services Authorities Act 1987 • Code of Civil Procedure (Order XXXIII Rule 9A, Section 89) • Code of Criminal Procedure (Section 304) International Legal provisions <ul style="list-style-type: none"> • The Universal Declaration of Human Rights (Article 8) • The International Covenant on Civil and Political Rights (Article 14(3)) 	10 hrs
Unit-II Legal Aid Authorities and Important Judgments	
<ul style="list-style-type: none"> • Authorities under Legal Services Authorities Act 1987 • Concept of Lok Adalat in relation to Legal Aid • Legal Services Schemes by NALSA Cases related to Legal Aid <ol style="list-style-type: none"> a) AM Hoskot v State of Maharashtra (1978) b) Hussainara Khatoon v Home Secretary State of Bihar (1980) c) Khatri v State of Bihar (1981) 	10 hrs

Unit-III Concept of Legal Aid and its Importance and Procedure of Legal Aid	
<ul style="list-style-type: none"> • Legal Aid-Purpose and significance • Who can apply for legal aid • Income limit Criteria for giving legal aid • Mode of Legal Services • Procedure for filing an application • Post application Procedure • Denial and withdrawal of legal aid application • Right to Appeal • Practical Training/ Hands on Training • Visit to Legal Aid Clinic/ SLSA/ DLSA • Report writing on how you can help others to avail free legal aid 	10 hrs

Tutorial/Practical Component: MCQs/ Quiz, Research Project and Project Presentation

ESSENTIAL READINGS:

1. Legal Authorities Act, 1987
2. Constitution of India, 1950
3. Handbook on Legal Aid by NALSA, <https://nalsa.gov.in/library/handbook>
4. Rai Kailash, Public Interest Lawyering Legal Aid and Para Legal Services, Central Law Publications (2021)
5. Sarkar S K, Law Relating to Lok Adalats and Legal Aid, Orient Publishing Company (2016)

SUGGESTED READINGS:

1. S Muralidhar, Law, Poverty and Legal Aid: Access to Criminal Justice, LexisNexis Butterworths (2004)
2. Mukherjee Roma, Women, Law, and Free Legal Aid in India, Deep & Deep Publications 1998
3. Myneni S.R., Public Interest Lawyering, Legal Aid and Para Legal Services, Asia Law House (2023)
4. Regan Francis, The Transformation of Legal Aid, Clarendon Press (1999)
5. Mittal Raman, Legal Aid-Catalyst for Social Change, Satyam Law International (2012)
6. Sharma Shyam Sunder, Legal Aid to the Poor The Law and Indian Legal System, Deep & Deep Publications (1993)

ASSESSMENT METHODS:

- Internal Assessment: 15 Marks (MCQs, Research Project, Project Presentation=5+5+5)
- End Semester Theory Exam: 60 Marks

IMPORTANT NOTE FOR EXAMINERS:

Question paper of Examiner Examination shall be divided into 4 Units

- Unit 1 to 3 of the question paper shall be based upon unit I-III of the syllabus. The first three Units of the question paper shall have 2 questions of 15 marks each. The candidates shall be required to attempt any 1 question from each Unit.
- Unit Four of the question paper shall be compulsory and based on the whole syllabus. It shall consist of 3 short notes of 5 marks each.

Name of the Course: Trademark Registration Protection

Course title And code	Credits	Credit distribution of the course			Eligibility Criteria	Prerequisite Of the course
Course on Trademark Registration & Protection LAW-SEC-102	3	Lecture	Tutorial	Practical/ practice	+2	NIL
		2 hrs	2 hours	0		

RECOMMENDED BACKGROUND

Any person (student, professional or academician) who is pursuing or has completed, an undergraduate degree or a graduate degree, in any discipline, is eligible to join this Course. However this program is specially recommended for:

- Law students desirous of specializing in Trademark law.
- Students from other discipline interested in learning about Trademark law.
- Lawyers, Scientists, Chartered accountants, Company secretaries, Engineers, Business men and Entrepreneurs.

COURSE OBJECTIVES:

1. To impart knowledge about the basics and advanced Trademark Law practice.
2. Anyone interested in IP Law or planning to built career in IPR will find this course helpful.
3. This Course enables professional to become more efficient at the understanding the importance of Trademarks.
4. It will provide exact steps, differences amongst various trademark applications, various checklists, timeline management, local and foreign trademark laws requirement and strategies.

LEARNING OUTCOMES:

1. Upon the completion of course the Participants will be skilled in strategic work relating to Trademark selection & creation of Portfolio.
2. Participants would learn drafting of various documents & petitions.
3. They will be skilled in drafting contracts for monetization of Trademarks like assignment, franchising, licensing & character merchandising.
4. The participants will be equipped with the process of Trademark registration, search, classification, application, handling objections and oppositions.

Note 1: The whole course shall contain 50 marks:

- 5 marks have been assigned to internal assessment including a MCQ test of 5 marks (based on course content).
- A project report (1000-1500 words) shall be of 20 marks. A student is required to submit a project report as assigned by the supervisor/course co-ordinator/faculty member teaching the course. The assignment/project report shall include case studies/case laws/ critical appraisal of the legislation/judgements related to the course.
- 15 marks have been devoted to the content of the report/assignment and 5 marks to its presentation and viva-voce (15+5 = 20 marks).
- End Semester theory examination will be of 25 marks. The question paper shall be divided into 5 Sections, Section 1 to 4 of the question paper shall be based upon Units 1 to 4 of the syllabus respectively. Each Section of the question paper shall have two questions of 5 marks each. The candidates shall be required to attempt one question from each of these Sections. Section 5 shall have four short questions covering the

whole syllabus of 2.5 marks each. The candidates are required to attempt any two short questions from Section 5. Maximum time allowed to complete the theory examination shall be 1.5 hours i.e., 90 minutes.

Note 2: The resource persons can be legal experts, academicians, or professionals with expertise in Trademark Law

Note 3 :It is a 2 credit course of 15 weeks duration. The number of lectures for the course shall be 2 lectures per week for 15 weeks, i.e., 30 lectures in total (1 hour per lecture). Total course hours are 30 hours of lectures.

Contents	Number of lectures
UNIT-I Overview of Trademarks including basic introduction of IPRs <ul style="list-style-type: none"> • Introduction to Trademarks • Functions and Types of Trademarks • Classification of Trademarks • Practical Consideration for selecting Trademark • Search and Importance • Introduction to Protection of Trademarks 	7
UNIT-II Trademark Registration-I <ul style="list-style-type: none"> • Trademarks Registration • Conditions for registration of Trademarks • Domestic Trademarks filing • Procedure for registration of Trademarks • Drafting of Affidavit, objections etc. • Opposition Proceeding • Removal and Rectification of Trademarks • Infringement and passing off • Comparative Advertising and Trademark Infringement (Disparagement) 	8
UNIT-III Trademark Registration-II <ul style="list-style-type: none"> • International Trademarks filing & Convention Application • Trademark Licensing • Assignment & franchising • Trademark clauses in contracts • Renewal of Registered Trademarks • Aspects of Trade Dress & its protection • Trademarks in Cyberspace 	8
UNIT-IV <ol style="list-style-type: none"> 1. 2023: Basmati Rice Case - The GI Registry faced disputes regarding the geographical indication of Basmati rice, with debates between India and Pakistan on the rightful ownership and registration. 2. 2023: Amazon vs. Future Group - The legal battle involving Amazon's trademark rights concerning the Future Group's use of the "Big Bazaar" brand raised issues about trademark infringement and rights over retail operations. 3. 2022: AIB vs. Google - A case concerning the trade marking of the term 	7

<p>"AIB," where the comedy group sought action against Google for unauthorized use of their brand in advertising.</p> <ol style="list-style-type: none">4. 2022: Nirma Ltd. vs. Procter & Gamble - A dispute over trademark similarity regarding detergent products, where Nirma alleged that P&G's branding was causing confusion among consumers.5. 2021: M/s. Goel Steel v. The Registrar of Trademarks - This case focused on the rejection of Goel Steel's trademark application and the grounds on which the registrar denied the registration.6. 2021: Parle Products vs. ITC Limited - Involving the use of packaging and branding similarities, this case examined trademark rights and brand identity in the food industry.	
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PRACTICAL PRACTICE COMPONENT

MCQs, Quiz, Research Project and Project Presentation

SUGGESTED READINGS

1. Ahuja VK, Law Relating to Intellectual Property Rights, Lexis Nexis, 2017
2. Angst even, The Moral Dimensions of Intellectual Property Rights, EE, 2013
3. Ashwani Bansal, Law of Trade Marks in India with introduction to Intellectual Property Laws (Institute of Constitutional and Parliamentary Studies, New Delhi, 2009)
4. D.P. Mittal, Trade Marks, Passing Off & Geographical Indications of Goods: Law and Procedure, Taxman Allied Services, New Delhi, 2002
5. David Bainbridge, Intellectual Property, 5th Ed., Pearson Education Ltd., 2003
6. David Kitchin QC et al., Kerly's Law of Trade Marks and Trade Names, 14th Ed., Sweet & Maxwell, London, 2007
7. Deborah E. Bo Choux, Intellectual Property: The Law of Trade Marks.
8. Michael A. Epstein, Epstein on Intellectual Property, 5th Ed., Wolters Kluwer India, New Delhi, 2008
9. Michael Blackener (ed.), Border Control of Intellectual Property Rights, Sweet & Maxwell, London, 2004
10. P. Narayan, Law of Trade Marks and Passing Off, Eastern Law House Pvt. Ltd., New Delhi, 5th Ed., 2000
11. Jeremy Philips and Alison Firth, Introduction to Intellectual Property Law (Lexis Nexis, Butterworths, UK, 2001).
12. Kailasam and Vedaraman
13. Law of Trade Marks and Geographical Indications (Wadhwa, Nagpur, 2009).
14. Lionel Bentley and Brad Sherman, Intellectual Property Law (Oxford University Press, New Delhi, 2003).
15. Mira T. Sundara Ranjan, Moral Rights (Oxford University Press, New Delhi, 2011).
16. Richard Arnold, Performers' Rights (Sweet & Maxwell, London, 2004).
17. Tanya Aplin & Jennifer Davis, Intellectual Property Rights Law (Oxford University Press, New York, 2009).
18. V.K. Ahuja, Intellectual Property Rights in India (Lexis Nexis, Butterworth's, Wadhwa, Nagpur, 2009).
19. W.R. Cornish, Intellectual Property: Patents, Copyright, Trade Marks and Allied Rights (Universal Law Publishing Co. Pvt. Ltd, Delhi, 1999).

ASSESSMENT METHODS:

- Internal Assessment: 20% (MCQs, Class interaction)
- End Semester Theory Exam: 50%
- Research Project submission: 15%
- Research Project Presentation: 15%

Mathematics

NOTE: The following SECs would be floated in each semester. However, the students are not allowed to repeat any paper.

MAT-SEC-101: MATHS BASED PRACTICALS (FOR ANY SEMESTER)

Credits = 3

Teaching hours = 5 hrs / week including tutorials / practicals etc. in a semester of 15 weeks.

Exam Time: 2 hours

Max. Marks: 75 (Practical 50 marks + Theory 25 marks)

Practical: 50 (External: 40 + Internal Assessment: 10)

Theory: 25 (External: 20 + Internal Assessment: 5)

Total External: 60 and **Total Internal:** 15

- Note.**
1. In theory paper the examiner will set a total of five questions by selecting two questions from each of the total two units of the syllabus. Additionally, there will be one compulsory question (Q. No. 1) covering the entire syllabus. The compulsory question will be of 8 marks and other questions will carry 6 marks each.
 2. Students will be required to attempt three questions in total; one question from each Unit and the compulsory question.

Objective: The main objective of this course is to introduce students with mathematics based softwares and their application in solving mathematical questions.

Learning Outcomes: The students will be able to plot graphs of various functions using mathematical softwares. The students will be able to plot lines and show conics as sections of a cone. They will be able to determine inverse of a matrix and solve linear system equations using math based softwares.

Theory Paper

UNIT-I

Functions: Domain and range of standard functions like constant, identity, polynomial, rational, modulus, signum, exponential, logarithmic, greatest integer functions. Their sum, difference, product, exponents and quotients etc.

Straight Lines and circles: Slope of a line and angle between two lines. Various forms of equations of a line in 2 dimensions like parallel to axis, point-slope form, slope-intercept form, two-point form, intercept form, distance of a point from a line. Equation of a circle and its intersection with a line, condition for a line to be tangent to a circle, equation of a normal to the circle. Chord of contact, Polar.

Unit-II

Matrices: Order of a matrix, Types of matrices, operations on matrices, transpose of a matrix, Determinants, Minors, co-factors, adjoint and Inverse of a matrix. Row operations, row rank and row Echelon form of a matrix.

Syllabus for Practical Paper

List of Practicals

The following Practicals are to be performed by the students using any of the following software or any other Open Source Software.

Mathematica / MATLAB / Scilab / Maxima / Maple / Sage Math etc.

- 1) Plotting of graphs of functions: $\sqrt{ax + b}$, $|ax + b|$, $e^{(ax+b)}$, $\sin(ax + b)$, $|\sin(ax + b)|$, $\cos(ax + b)$, $|\cos(ax + b)|$ and observing the variation in graphs by changing values of the constants a and b .
- 2) To Plot the general equation of a straight line and explore the effects of variation in coefficients and the constant on its geometry.
- 3) To show conics as sections of a cone.
- 4) To draw circle when the Centre and radius are given.
- 5) To draw circle when the Centre and any point on the circle are given.
- 6) Plot tangent, chord of contact and polar of a given circle from a given point.
- 7) To find inverse and rank of a square matrix.
- 8) Transform the given matrix into row Echelon matrix.
- 9) To find solution of a linear system of equation.

References

- 1) Mathematics, A Text book for class XI, NCERT, 2021.
- 2) Mathematics, A Text book for class XII, NCERT (Part I and Part II), 2021.
- 3) Mathematica online, <https://www.wolfram.com/mathematica/online/>
- 4) Maxima online, <https://maxima.sourceforge.io/>
- 5) Geogebra online, <https://www.geogebra.org/>

MAT-SEC-102: Maths Based Programming and Practicals

Credits = 3

Teaching hours = 5 hrs / week including tutorials/practicals etc. in a semester of 15 weeks.

Exam Time: 2 hours

Max. Marks: 75 (Practical 50 marks + Theory 25 marks)

Practical: 50 (External: 40 + Internal Assessment: 10)

Theory: 25 (External: 20 + Internal Assessment: 5)

Total External: 60 and **Total Internal:** 15

Practical notebook:

Theory -20 (including Internal Assessment of 2 marks)

- Note:**
1. The syllabus has been split into Two Units. The examiner will set in total five questions including a compulsory question. The compulsory question (QuestionNo.1) will contain 6 parts covering the entire syllabus. Two questions will be set from each Unit.
 2. A student will be required to attempt three questions in all, selecting one questions from each Unit and the compulsory question. Each question will carry equal marks.

Objective: The main objective of this course is to introduce students to mathematics based softwares.

Learning Outcomes: The students will be able to find tangents and normals of functions using mathematical softwares. The students will be able to solve ordinary differential equations using math based softwares. They will be able to plot different types of curves and also find area under the curve.

Pre-requisites: Basic understanding of differential and integral calculus.

Unit-I

Definition of tangent and normal to a curve, Points of maxima, minima and inflexion points.

Formation of ordinary differential equations, variable separable form, homogeneous form, linear differential equations of the type $\frac{dy}{dx} + P(x)y = Q(x)$.

Unit-II

Curve tracing in polar and Cartesian co-ordinates of the types $y=f(x)$, $f(x,y)=0$ and $f(r, \theta) = 0$.

Area under curve in Cartesian coordinates, length of a curve (rectification).

List of Practicals

The following Mathematics Practicals to be performed by students using any of the Math based Free and Open Source Softwares such as Mathematica/MATLAB/Scilab/Maxima/ Maple/Sage Math etc. Questions related to the following problems will be solved and record of those will be maintained in the Practical Notebook:

- 1) To plot tangents and Normals.
- 2) To find solutions of first order ordinary differential equations.
- 3) To solve differential equations which are reducible to homogeneous form.
- 4) To plot a curve when equation is given in Cartesian coordinates
- 5) To trace curves when equation is given in parametric form
- 6) To trace curves when equation is given in polar coordinates

- 7) To plot a curve in three dimensional plots and level surfaces.
- 8) To solve problems related to finding area under the curve using integration.
- 9) To solve problems related to determination of length of a curve expressed in Cartesian coordinates
- 10) To solve problems related to determination of length of a curve expressed in Polar coordinates

Essential Textbooks

- 6) Mathematics, A Text book for class XI , NCERT, 2021.
- 7) Mathematics, A Text book for class XII , NCERT (Part I and Part II), 2021.

Reference Books

1. George B. Thomas, Maurice D. Weir and Joel R. Hass, Thomas' Calculus, 12th Ed., Pearson Education, 2014.
2. Martha L. Abell and James P. Braselton, Differential Equations with MATHEMATICA, 3rd ed., Elsevier Academic Press, 2004.
3. Brian R. Hunt Ronald L. Lipsman Jonathan M. Rosenberg, A Guide to MATLAB for Beginners and Experienced Users, Second edition, Cambridge University Press.

Further Readings

1. M. J. Strauss, G. L. Bradley and K. J. Smith, Calculus, 3rd Ed., Dorling Kindersley (India) P. Ltd. (Pearson Education), 2007.
2. H. Anton, I. Bivens and S. Davis, Calculus, 7th Ed., John Wiley and Sons, 2002.
3. R. Courant and F. John, Introduction to Calculus and Analysis (Volumes I & II), Springer-Verlag, Inc., 1989.
4. George F. Simmons, Differential Equations with Applications and Historical Notes(3rd Ed.), CRC Press, Taylor and Francis Group, 2017.

MAT-SEC-103: LATEX AND HTML (FOR ANY SEMESTER)

Credits = 3

Teaching hours = 5 hrs / week including tutorials / practicals etc. in a semester of 15 weeks.

Exam Time: 2 hours

Max. Marks: 75 (Practical 50 marks + Theory 25 marks)

Practical: 50 (External: 40 + Internal Assessment: 10)

Theory: 25 (External: 20 + Internal Assessment: 5)

Total External: 60 and **Total Internal:** 15

- Note.**
1. In theory paper the examiner will set a total of five questions by selecting two questions from each of the total two units of the syllabus. Additionally, there will be one compulsory question (Q. No. 1) covering the entire syllabus. The compulsory question will be of 8 marks and other questions will carry 6 marks each.
 2. Students will be required to attempt three questions in total; one question from each Unit and the compulsory question.

OBJECTIVE: The objective of this course is to introduce LaTeX, a high-quality open-source typesetting software that produces professional prints and PDF files for research articles.

LEARNING OUTCOMES. After completion of the course the learner will be able to prepare a LaTeX document with title page including content list, references, index along with presentation using beamer and a webpage using HTML.

UNIT-I

Installing LaTeX, creating a simple LaTeX document, formatting text, font effects, coloured text, font sizes, comments, spacing, special characters, understanding LaTeX environments and commands for writing mathematical symbols, creating a title, sections, subsections, labelling. Writing basic math formulas and inserting equations. Creating and customizing lists, inserting figures and subfigures, creating tables with caption.

UNIT-II

Inserting a bibliography, citing references. Creating a book with chapters, customizing the table of contents, generating an index. Beamer for making presentation. Basics of HTML, Creating and designing webpage, inserting images and hyperlinks.

Suggested Reading

- **Lamport, L (1994). LaTeX: A Document Preparation System, User's Guide and Reference Manual (2nd ed.). Addison-Wesley.**

Practical Exercises: Learner is required to:

- Design a LaTeX document by choosing title, author, date, address, page dimensions, margins, adjust line spacing, add footnotes, and orientation.
- Typesetting math expressions, align and number equations, and use various math symbols from the amsmath package in LaTeX.
- Create a document with bulleted lists, numbered lists, and definition lists. Furthermore, modify the document with compact and customized versions of such lists, including spacing adjustments.

- Generate a document by customizing the table of contents, lists of figures and tables, producing an index pointing to relevant information for keywords and phrases.
- Create tables, adding captions to tables, putting text into columns, using LaTeX packages to auto-fit columns.
- Generate a list of five books related to your field of interest under an automatically generated title 'Bibliography', using thebibliography command in LaTeX. Illustrate how these references are cited in the body of a document.
- Create a presentation using beamer
- Create your own webpage using HTML

Downloading LaTeX

Open the website <https://miktex.org/download>


- Click "**Download**" to get MiKTeX.
- Run the installer and follow the setup instructions.

Download a LaTeX Editor

You need an **editor** to write LaTeX documents.

Download **TeXmaker** from the website <https://www.xmlmath.net/texmaker/>

Verify Installation

1. Open your LaTeX editor (TeXmaker).
2. Create a new file and paste the following:
latex
CopyEdit
`\documentclass{article}`
`\begin{document}`
Hello, LaTeX!
`\end{document}`
3. Click "**Compile**"  (usually with PDFLaTeX).
4. If a PDF is generated, your setup is complete!.

MAT-SEC-104: QUANTITATIVE APTITUDE (FOR ANY SEMESTER)

Credits = 3

Teaching hours = 5 hrs / week including tutorials / practicals etc. in a semester of 15 weeks.

Exam Time: 3 hours

Max. Marks: 75 (External: 60 + Internal Assessment: 15)

Note 1. The syllabus has been split into three Units: Unit – I, Unit – II and Unit - III. The examiner will set in total seven questions including a compulsory question. The compulsory question (Question No.1) will contain 6 parts of 2 marks each, covering the entire syllabus. Two questions, each of 16 marks, will be set from each of the 3 Units.

2. A student will be required to attempt four questions in all, selecting one question from each Unit and the compulsory question.

3. The 15 marks of internal assessment has following division

Mid Semester Exam = 10 marks,

Assignment / Project work = 3 marks,

Attendance = 2 marks for more than 85% and 1 mark for more than 75% attendance.

Objectives: It is a useful course designed for students of any stream who are interested in enhancing their quantitative aptitude and preparing for various competitive examinations. A combination of theory, practical examples, and practice exercises, will develop the necessary skill of the students to excel in the competitive examinations. This course will enhance students' speed and accuracy in solving arithmetic problems; equip students with effective strategies for tackling quantitative problems in competitive examinations and build confidence in their skill.

Learning Outcomes: By the end of this course, students will be able to:

- Apply arithmetic concepts to solve problems related to percentages, ratios, proportions, and averages. It will help to solve a wide range of questions in competitive exams.
- Analyze and interpret data presented in various formats, such as tables, charts, and graphs, to solve quantitative problems.
- Implement effective time management strategies during examinations to maximize score potential in the quantitative aptitude section.

Unit I

Number System, Problems related to H.C.F. and L.C.M. of Numbers, Decimal Fractions, Simplification, Square Roots and Cube Roots, Average, Problems on Ages.

Unit II

Problems related to Percentages, Profit and Loss, Ratio and Proportion, Simple Interest, Compound Interest, Time and Work, Calendar, Clocks.

Unit III

Basic Problems in Permutations and Combinations, Data Interpretation: Tabulation, Bar Graphs, Pie Chart, Line Graphs and related practical problems.

References:

- R.S. Aggarwal: Quantitative Aptitude for Competitive Examinations, S. Chand
- Rajesh Verma: Fast Track Objective Arithmetic, Arihant

MAT-SEC-105: DISCRETE MATHEMATICS (FOR ANY SEMESTER)

Credits = 3

Teaching hours = 5 hrs / week including tutorials / practicals etc. in a semester of 15 weeks.

Exam Time: 3 hours

Max. Marks: 75 (External: 60 + Internal Assessment: 15)

- Note.** 1. The syllabus has been split into three Units: Unit – I, Unit – II and Unit - III. The examiner will set in total seven questions including a compulsory question. The compulsory question (Question No.1) will contain 6 parts of 2 marks each, covering the entire syllabus. Two questions, each of 16 marks, will be set from each of the 3 Units.
2. A student will be required to attempt four questions in all, selecting one question from each Unit and the compulsory question.
3. The 15 marks of internal assessment has following division
- Mid Semester Exam** = 10 marks,
 - Assignment / Project work** = 3 marks,
 - Attendance** = 2 marks for more than 85% and 1 mark for more than 75% attendance.

Objective: The objective of this course is to acquaint the students with the basic concepts in discrete mathematics and graph theory. The course also embarks upon some applications of graph theory.

Learning Outcomes: The course will enable students to understand sets, relations and functions. The students will be able to understand the basics of graph theory and will be able to distinguish between planar and non-planar graphs. .

Unit-I

Sets, relations and their properties / types. Injective, Surjective and Bijective functions, composite functions. Recurrence Relations and Recursive Algorithms - Linear-Recurrence Relations with Constant Coefficients; Homogeneous Solutions, Particular Solution, Total Solution and Solution by the Method of Generating functions.

Unit-II

Graphs – Basic Terminology, Multi-graphs, Weighted Graphs, Paths and Circuits, Shortest Paths, Eulerian Paths and Circuits. Travelling Salesman Problem.

Unit-III

Planar graphs, Spanning Trees, Prim's Algorithm for generating minimum weight spanning graphs, Digraph and Chromatic numbers.

References.

1. **A. Doerr and L. Kenneth:** Applied Discrete Structures for Computer Science, 1989, Galgotia Publications Pvt. Ltd.
2. **C. L. Liu, 1985:** Elements of Discrete Mathematics, McGraw Hill.
3. **S. Lipschutz and Lipson:** 2000 Solved Problems in Discrete Mathematics, McGraw-Hill, 1992.

**MAT-SEC-106: MATHEMATICAL MODELING
(FOR ANY SEMESTER)**

Credits = 3

Teaching hours = 5 hrs / week including tutorials / practicals etc. in a semester of 15 weeks.

Exam Time: 3 hours

Max. Marks: 75 (External: 60 + Internal Assessment: 15)

- Note**
1. The syllabus has been split into three Units: Unit – I, Unit – II and Unit - III. The examiner will set in total seven questions including a compulsory question. The compulsory question (Question No.1) will contain 6 parts of 2 marks each, covering the entire syllabus. Two questions, each of 16 marks, will be set from each of the 3 Units.
 2. A student will be required to attempt four questions in all, selecting one question from each Unit and the compulsory question.
 3. The 15 marks of internal assessment has following division
Mid Semester Exam = 10 marks,
Assignment / Project work = 3 marks,
Attendance = 2 marks for more than 85% and 1 mark for more than 75% attendance.

Objective: The course content is designed to introduce the concept of mathematical modelling. The course explains fundamental techniques of solving basic differential equations and forming different mathematical models.

Learning Outcomes: Students will be able to solve first order ordinary differential and initial value problems. Students will be able to learn the basic techniques of Mathematical Modeling and also its limitations. Students will be able to learn basic population and epidemic models. Students will be able to learn the concepts of equilibrium points and stability and their importance in Mathematical Modeling.

UNIT-I

First order ordinary differential equations, Geometric Interpretation, Separable differential equations, Exact differential equations, Initial Value Problems (IVP).
Simple situations requiring mathematical modeling, The technique of mathematical modeling, Classification of mathematical models, Limitations of mathematical modeling.

UNIT-II

Mathematical modeling through ordinary differential equations, Mathematical modeling in population dynamics, Growth and decay models. Equilibrium points and stability, Limited growth model with harvesting, Discrete population growth and chaos, Time delay regulation. (Section 2.11, 3.3, 3.6, 3.7 of [1]).

UNIT-III

Prey-predator models, Competition models, Mathematical modeling of epidemics through system of Ordinary Differential Equations, A simple Epidemic model, SIS and SIR models, Epidemic model of influenza and its application (Section 5.1, 5.2, 5.3, 5.5 of [1]).

References

1. **B. Barnes & G. R. Fulford**, *Mathematical modelling with case studies* (using Maple & Matlab) CRC press, Taylor and Francis, 2009.
2. **S. L. Ross**, *Differential Equations, 3rd Ed.*, John Wiley and Sons, India, 2004.
3. **E. A. Coddington**, *An introduction to ordinary differential equation*, Prentice- Hall of India.
4. **J. N. Kapur**, *Mathematical modeling*, New age international publishers, New Delhi, 2013.
5. **E. Kreyszig**, *Advanced Engineering Mathematics*, John Wiley & Sons Inc., New York, 1999.
6. **D. A. Murray**, *Introductory Course on Differential Equations*, Orient Longmen, (India), 1967.

Microbial Food Technology

SEMESTER I

SKILL ENHANCEMENT COURSE (BMF-SEC-1-101)

MILLETS AND MILLET PRODUCTS (PRACTICALS)

[CREDITS-0+3]

MAX. MARKS:75

PRACTICAL: 60

INTERNAL ASSESSMENT:15

TIME : 3 Hours

COURSE OBJECTIVES: The purpose of this course is to provide comprehensive information about millets, which are ancient and forgotten golden grains, and the commercial potential associated with this emerging topic. In this course, one will also be able to learn about nutritious and delicious dishes of millet in detail to incorporate into our regular diet and about the environmental benefits of millets. This course serves as the complete guide for understanding millets, from their fundamentals right up to launching a business in the millet industry.

LEARNING OUTCOMES: Students will understand the nutritional and environmental benefits of millets as ancient grains. They will explore the commercial potential and emerging trends in the millet industry. Students will learn how to prepare nutritious and delicious millet-based dishes for daily consumption. They will gain the knowledge required to launch and manage a business in the millet industry.

UNIT I

Introduction to millets:

Definition of millets.

Nutritional composition of various types of millets with their local names

Types & Varieties

Health benefits of Indian millets

Environmental benefits of millets

UNIT II

Structure of Sorghum and Pearl Millet

Preparation of Sorghum and Pearl Millet Cookies, Pizza base and Crackers

Cost of production.

Packaging and Labelling.

Shelf-life studies based on sensory evaluation.

UNIT III

Structure of Barnyard Millet

Preparation of Barnyard Millet Payasam, Noodles and Idli

Cost of production.

Packaging and Labelling.

Shelf-life studies based on sensory evaluation

UNIT IV

Structure of Finger Millet

Preparation of Finger Millet Cake, Bread and Laddoo

Cost of production.

Packaging and Labelling.

Shelf-life studies based on sensory evaluation.

SEMESTER II

SKILL ENHANCEMENT COURSE (BMF-SEC-2-201)

ENTREPRENEURIAL SKILLS IN MICROBIOLOGY (PRACTICAL)

[CREDITS-0+3]

MAX. MARKS:75

PRACTICAL: 60

INTERNAL ASSESSMENT:15

TIME : 3 Hours

COURSE OBJECTIVES: The course is designed to inculcate and strengthen the entrepreneurial skills of students in the field of microbiology. The course lays emphasis on hands on training to be imparted to students to strengthen the various microbiology-based skills that can be taken up as future entrepreneurial career options.

LEARNING OUTCOMES:Students will develop entrepreneurial skills in the field of microbiology.They will gain hands-on experience with microbiology-based techniques and technologies.Students will learn to identify opportunities for entrepreneurship within the microbiology industry.They will acquire the knowledge needed to pursue a successful career in microbiology-related business ventures.

UNIT I

Microbial testing of soil, air and water
Microbiological testing of food products
Testing of food adulteration and microbial toxins

UNIT II

Isolation and quantification of antibiotic producing microbes from soil
Isolation and identification of pathogenic bacteria from spoiled food and contaminated water samples.
Production of novel fermented food products.

UNIT III

Project Formulation, Identification, and selection criterion
Technological assessment, Project cost and feasibility assessment
Process of Spawn production and mushroom cultivation
Process of bioethanol production from waste substrates
Process of biofertilizer production and use

UNIT IV

Technical feasibility report writing with commercial viability
Sources of funding and market analysis
Study of Biogas plant setup and biofuel production
Process of composting and manure production
Process of production of organic disinfectants from plants.

SEMESTER III

SKILL ENHANCEMENT COURSE (BMF-SEC-3-301)

FOOD PRODUCTS AND VALUE -ADDITION (PRACTICAL)

[CREDITS-0+3]

MAX. MARKS:75

PRACTICAL: 60

INTERNAL ASSESSMENT:15

TIME : 3 Hours

COURSE OBJECTIVES :To develop skill of various processing methods. To produce high quality processed foods and enhance their marketability.To acquaint with organoleptic evaluation of processed products.

LEARNING OUTCOMES:Students will develop skills in various food processing and preservation methods.They will learn to produce high-quality value-added food products with enhanced market potential.Students will understand techniques to improve the appeal and shelf life of processed foods.They will gain knowledge of organoleptic evaluation for assessing product quality.

UNIT I

Introduction:

Definition of value-added product, need for value addition, approaches in value addition, reasons for developing value added products, benefits of value-added products, limitations of value-added products.

UNIT II

Preparation of value-added food products from fruits and vegetables

Cost of production.

Packaging and Labelling.

Shelf-life studies based on sensory evaluation.

UNIT III

Preparation of value-added food products from cereals and pulses

Cost of production.

Packaging and Labelling.

Shelf-life studies based on sensory evaluation

UNIT IV

Preparation of value-added food products from dairy

Cost of production.

Packaging and Labelling.

Shelf-life studies based on sensory evaluation

Microbiology

MIC-SEC-1-101: TOOLS IN MICROBIOLOGY (THEORY)

Total marks:50
Theory: 45
Internal assessment:05
Time: 3 hours
Credits: 02

Note: The question paper will consist of Two Units. There will be nine questions, out of which five questions have to be attempted. Question I will span the complete syllabus and will be compulsory. Rest of the eight questions will be from different Units of the syllabus. There will be four questions from each Unit and two is to be attempted from each unit.

Objective: To enable the students learn important tools and techniques in microbiology so that they can understand application of these techniques.

UNIT-I

Microscopy: Compound microscope, Phase contrast microscope, Differential Interference contrast microscopy, Fluorescence Microscopy, Electron microscopy, new techniques in microscopy.

UNIT-II

Sterilization: Methods and applications, Chemical sterilization, Moist heat sterilization, Autoclaving, Dry heat sterilization, Hot air oven. Filtration: Methods and applications, Syringe filtration, Vacuum filtration.

UNIT –III

Preservation of industrial microorganisms: Cultural preservation and stability, Significance of preservation, methods for preservations, preservation by overlaying culture with mineral oil Ultra-freezing, lyophilization. Principles of storage at very low temperature or in liquid nitrogen.

UNIT-IV

Instruments and their types: Centrifuges, Incinerator, Membrane filters, Distillation systems, PCR Machines, Water Purification systems.

SUGGESTED READINGS

1. Willey, J. M., Sherwood, L. M., & Woolverton, C. J.(2014). Prescott's microbiology. McGraw-Hill.
2. Wilson, K., Hofmann, A., Walker, J. M., & Clokie, S. (Eds.). (2018). Wilson and Walker's principles and techniques of biochemistry and molecular biology. Cambridge university press.
3. Pommerville J.C. (2011). Alcamo's Laboratory Fundamentals of Microbiology. (Jones & Bartlett Publishers, London).
4. Singh B.D. (2008). Biotechnology: Expanding Horizons. (Kalyani Publishers, India).
5. Patel A.H. (2007). Industrial microbiology. (New Age International Publishers).
6. Aneja, K. R. (2007). *Experiments in microbiology, plant pathology and biotechnology*. New Age International.
7. Alcamo, I. E. (2003). *Microbes and society: an introduction to microbiology*. Jones & Bartlett Learning.
8. Cappucino J and Sherman N.(2010).Microbiology: A Laboratory Manual 9th edition. Pearson Publication

**MIC-SEC-1-101:TOOLS IN MICROBIOLOGY
(PRACTICAL)**

Total: 25

Practical: 22

INTERNAL ASSESSMENT:03

TIME: 3 hours

CREDITS:1

1. Measurements of microorganisms by use of an ocular micrometer.
2. Preservation of microorganisms by paraffin method.
3. Detection of Coliforms to determine water purity using Membrane Filter method.
4. Effect of dusting and sweeping on indoor microbial population of a laboratory.
5. Isolation of microflora from mobile screen and human hands.

**MIC-SEC-2-201: BIOSAFETY IN MICROBIOLOGY
(THEORY)**

Total Credit: 2
Max Marks 50
External Exam: 45
Internal assessment 5
Time 3 hours

Note: Examiner will set two questions from each unit and one compulsory question covering whole syllabus. Students will attempt five questions in all, selecting one question from each Unit and compulsory question. All questions carry equal marks.

Objectives of the Course: This course will introduce students to the concepts of laboratory bio-risk, bio-safety, and bio-security, emphasizing their importance in microbiological practices. They will be able to identify and manage laboratory hazards, implement bio-risk mitigation strategies, learn containment and control measures, understand decontamination and waste management, adopt good microbiological practices, to recognize laboratory security threats and prepare for responsible laboratory practices.

UNIT -I

Introduction to laboratory bio-risk, bio-safety and bio-security.
Hazards in a biology labs, Risk characterization and evaluation.
Concept of AMP module: Assessment, Mitigation and performance strategies.

UNIT -II

Engineering controls and lab equipments: Primary and secondary containment barriers
Types of BSCs and their working, HEPA filters, ventilation control.
PPE: Types and best practices for their use.

UNIT -III

Decontamination methods and their uses in lab
Biological waste disposal: Categories of waste, collection, treatment and disposal.
Introduction to Good microbiological practices, GLWP, SOPs in biosafety

UNIT- IV

Biosecurity in laboratory: threats in labs, security measures to mitigate risk.
Role of institutional and national committees in bio-risk management.
Role of international organizations in managing bio-risk.

**MIC-SEC-2-201: MICROBIOLOGY AND BIOSAFETY
(PRACTICAL)**

Total Credit:1
Max Marks 25
External Exam :22
Internal assessment 3
Time: 3 hours

1. Correct selection, handling, and utilization of PPE to maintain safety in the laboratory.
2. Waste segregation, collection, treatment, and disposal techniques in compliance with biosafety regulations.
3. Decontaminating laboratory materials and surfaces using methods such as autoclaving, microwaving, and chemical treatments.
4. Identification, handling, and risks associated with toxic and hazardous substances commonly used in laboratories.
5. Preparing detailed SOPs for the operation and maintenance of two selected laboratory instruments.

MIC-SEC-3-301: IN FIELD ASPECTS AND ENTREPRENEURSHIP IN MICROBIOLOGY (THEORY)

Total Credit: 2
Total marks: 50
Internal assessment: 5
Theory exam: 45

Course Objective:

To train students in practical and field-based microbiological knowledge with an emphasis on converting field observations into entrepreneurial opportunities in microbiology.

Instructions for examiners

Set nine questions in total. Question 1 is compulsory and cover whole syllabus and should be very short answer type. Set two questions from each unit. One question to be attempted in each unit. All questions carry equal marks

Unit -I

Microbial sampling methods: Soil, water, air, plant surfaces, Field detection techniques: Culture-based, biosensors, rapid kits, Sample transport and safety practices, Introduction to in situ bioremediation, composting, and vermiculture, Field mapping of microbial diversity

Unit- II

Role of microbes in nutrient cycling, composting, and bio-fertilizer application, Rhizospheric and phyllospheric microbiology, Microbial consortia for pest control and growth promotion, Field trials for microbial products, Organic farming and entrepreneurship scope

Unit -III

Entrepreneurship: Key Concepts and Traits, Motivational Drivers and Core Skills of Entrepreneurs, Understanding Bio-entrepreneurship, Importance, Benefits, and Limitations of Bio-entrepreneurship, Qualities of a Successful Bio entrepreneur
Bio-entrepreneurship vs. Conventional Entrepreneurship.

Unit-IV

Identifying rural problems and converting them into solutions, Community-based bio-entrepreneurship (vermiculture units, bio-toilets, microbial composting), Interaction with rural development programs and extension services, Business opportunities in microbial diagnostics and field services, Entrepreneurial incubation and mentorship programs

SUGGESTED READINGS

1. G. Rangaswami & D.J. Bagyaraj, Agricultural Microbiology, PHI Learning
2. N.S. Subbarao, Soil Microbiology, Oxford & IBH.
3. T. Satyanarayana, B.N. Johri, A. Prakash Microorganisms in Environmental Management: Microbes and Environment, Springer.
4. K. L. Chopra & N. Bhatia, Entrepreneurship Development, S. Chand Publishing.
5. P. Narayana Reddy Bio-Entrepreneurship, Scientific Publishers.

**MIC-SEC-3-301: IN FIELD ASPECTS AND ENTREPRENEURSHIP IN MICROBIOLOGY
(PRACTICAL)**

Total Credit: 1
Total marks: 25
Internal assessment: 3
Practical Exam: 22

1. Microbial Sampling and Isolation from Environmental Sources.
2. Detection of Microbial Contaminants Using Rapid Field Kits.
3. Composting and Vermiculture Setup Using Microbial Inoculants.
4. Field Trial Design Using Bio-fertilizers or Bio-pesticides.
5. Preparation of a Bio-entrepreneurial Proposal Based on Field Observations.

Music

SEMESTER –I

MUSIC APPRECIATION AND BASIC TRAINING

TOTAL MARKS -75 (PRACTICAL EXAMINATION)		
Practical Examination	-	50
Practical File Submission	-	20
Internal Assessment Marks	-	05

TOTAL CREDITS -3 MUSIC PRACTICAL

PROGRAM OUTCOMES :

On Successful Completion of the course, the students will be able to :

1. Master the technical skills required to play a chosen musical instrument or sing with precision and expression.
2. Develop an understanding of rhythm and melody to enhance musical expression.
3. Learn to perform confidently in live musical shows including stage performance and audience interaction.
4. Understanding the fundamentals of music notation, scales and rhythm.
5. Learning specific techniques for playing instrument or singing such as breath control.
6. Building confidence through performance and musical achievement.
7. Managing Mental Stress

Max Marks 50

Time – 20-Minutes

Instructions for paper setter and the students:

The practical will be of 50 marks and the time allowed will be 20 minutes. The students have to either sing / play the instrument during Viva- Voce.

Syllabus:

1. Basic Alankars of Shudh and VikritSwaras.
2. Singing/ Playing of National Anthem.
3. Description and Notation of Tala Dadra in Ekgun and DugunLayakaries.
4. Ability to sing Geet/ Ghazal/Play Dhunon the chosen Instrument.
5. Knowledge of the structure of the Instrument

SEMESTER –III

MUSIC APPRECIATION AND BASIC TRAINING

TOTAL MARKS -75 (PRACTICAL EXAMINATION)		
Practical Examination	-	50
Practical File Submission	-	20
Internal Assessment Marks	-	05

TOTAL CREDITS -3
MUSIC PRACTICAL

PROGRAM OUTCOMES :

On Successful Completion of the course, the students will be able to :

1. Master the technical skills required to play a chosen musical instrument or sing with precision and expression.
2. Develop an understanding of rhythm and melody to enhance musical expression.
3. Learn to perform confidently in live musical shows including stage performance and audience interaction.
4. Understanding the fundamentals of music notation, scales and rhythm.
5. Learning specific techniques for playing instrument or singing such as breath control.
6. Building confidence through performance and musical achievement.
7. Managing Mental Stress

Max Marks 50

Time – 20-Minutes

Instructions for paper setter and the students:

The practical will be of 50 marks and the time allowed will be 20 minutes. The students have to either sing / play the instrument during Viva- Voce.

Syllabus:

1. Ability to sing Drut Khayal / play Drut Gat in Raag Bhopali
2. Description and Notation of Teentaal in Ekgun and DugunLayakaries.
3. Ability to sing Folk Song / play a folk composition on any Folk Instrument (Swar or TaalVaadya)
4. Basic Knowledge of Tabla
5. Knowledge of Various Techniques of Vocal / Instrumental

PERSIAN

SEMESTER-I

LEVEL OF COURSE-L-100
COURSE CODE: PER-SEC-01- 101
Course Title: History of Persian literature –I

Credits: 3

L/T/P = 2/1/0

Note: Requires 3 -hour direct teaching per week

3 Credits/75 Marks

Max.Marks:75

Theory: 68 marks

Internal Assessment: 07 marks

Duration of Exam.: 3 Hrs.

UNIT-I

1. Avesta ,Old Persian and Pahlavi language 20

UNIT-II

1. Nukustin Sakhan Sarai-Farsi 20
2 The Persian Renaissance, growth and development of Persian language and literature. Tahirid and Saffarid period.

UNIT-III

1. Raudaki and Daqiqi 15
2. Contribution of Persian prose works during Samanid period 12

Prescribed Books:

1. Sharaf-e-Alam, Prof.; Patna University, Bihar: Iran: Ahad-e-Qadeem Ki Siyasi, Saqafati wa Lisani Tarikh, Printology Ink, Kucha Chelan, Darya Gunj, Delhi-110 002, 1981 35 2. Ishrat, Dr. Amrit Lal: Iran Sadyun ke Aaine Mein, Idarah-e-Musannefeen, Hyderabad. 3. Shafaq, Rezazadeh: Tarikh-e-Adabiyat-e-Iran, Translated by Sayyed Mubarizuddin Rif'at, Kutabkhana eKhurshidia, Urdu Bazar, Lahore, 2014. 4. Ansari, Dr. Noorul Hasan: A History of Persian Language, Idarah-e-Adabiyat-e-Dehli, Delhi-110 006, Vol. I, 1982.

SEMESTER-II

LEVEL OF COURSE-L-100
COURSE CODE: PER-SEC-02- 201
Course Title :History of Persian literature –II

Credits: 3

L/T/P = 2/1/0

Note: Requires 2 -hour direct teaching per week

Max.Marks:75/3Credits

Theory: 67 marks

Internal Assessment: 08 marks

UNIT-I 20

1. Mahmud and his court 2. Contribution of Persian prose works during Ghaznavid period

UNIT-II 20

1. Firdausi and his Shahnamah 2. Development of Qasida with a reference to Unsuri, Farrukhi and Menuchehri

UNIT-III 12+ 15=27

1. Raudaki and Daqiqi

2. Contribution of Persian prose works during Samanid period

Prescribed Books:

1. Sharaf-e-Alam, Prof.; Patna University, Bihar: Iran: Ahad-e-Qadeem Ki Siyasi, Saqafati wa Lisani Tarikh, Printology Ink, Kucha Chelan, Darya Gunj, Delhi-110 002, 1981 35 2. Ishrat, Dr. Amrit Lal: Iran Sadyun ke Aaine Mein, Idarah-e-Musannefeen, Hyderabad. 3. Shafaq, Rezazadeh: Tarikh-e-Adabiyat-e-Iran, Translated by Sayyed Mubarizuddin Rif'at, Kutabkhana eKhurshidia, Urdu Bazar, Lahore, 2014.

SEMESTER III
LEVEL OF COURSE-L-200
COURSE CODE: PER-SEC-03- 301
Course Title: Translation

Credits: 3

L/T/P = 2/1/0

Note: Requires 3 -hour direct teaching per week

3 Credits/75 Marks

Max.Marks:75

Theory: 68 marks

Internal Assessment: 07 marks

Duration of Exam.: 3 Hrs.

UNIT-I 20

- (1) Important Translators of Mughal period
(a) Abdul Rahim Khan-e Khanan
(b) Dara Shikouh

UNIT-II 20

- (1) Important poets of Pre-Mughal
(a) Maswood Sa'd Salman
(b) Amir Khusraw

UNIT-III 12+15= 27

- (1) Important poets of Mughal Period
(a) Urfi Shirazi
(b) Saib Tabrizi

Suggested Reading:

1. Naemuddin : Hindustan ma farsi Adab, NS publication, Lalkhuan ,Delhi 2. Qasemi, S.H: A History of Indo Persian Literature: A brief History 1806-1857, Department of Persian , University of Delhi, 2008 3. Ghani,M.A.: A History of Persian language and literature at the Mughal court, Allahabad,1929 4. Brown, E. G., A Literary History of Persia.

PHILOSOPHY

SEMESTER - I

Paper (PHI-SEC-108): Applied Reasoning PHI-SEC-1-101

Total Credits: 3

Level of Course:100

Theory: 68 Marks

Internal Assessment: 07 Marks

Time: 03 Hours

Learning Objective:

- The students are going to be exposed as how to acquire knowledge about the logical reasoning.
- This would also enable students how to develop an argumentative skill while understanding the context from every-day-life. In the process students are going to learning the basic concepts of reasoning from applied perspective.

Learning Outcome:

After completing this course, students will be able to:

- Demonstrate a comprehensive understanding of the principles and techniques involved in logical reasoning, enabling them to analyze and evaluate information critically.
- Formulate well-structured and persuasive arguments based on their understanding of real-life contexts, effectively integrating logical reasoning to support their claims.

Pedagogy

The pedagogy for this skill enhancement course needs to be activity oriented. Therefore, more emphasis is on class room discussions and seminars, practical activities as identified by the instructor/teacher to deliver the course content instead of the conventional lecture method.

The students will be assessed on the basis of written examination/comprising of 68 marks and continuous internal assessment of 7 marks on the basis of Unit Test, Snap Test, attendance, Class assignments and classroom participants.

INSTRUCTIONS FOR PAPER-SETTERS AND CANDIDATES:

The candidate shall attempt 4 questions in all (one compulsory and one each from three units). The first compulsory question shall comprise of 10 short-answer type questions, covering the whole syllabus, to be answered in 25-30 words each, out of which the candidate would be required to attempt any 7. Each question will carry 02 marks and total 14 marks for first question. Rest of the paper shall contain 3 units, each unit having two questions, out of which the candidate would be required to attempt one. Each question will carry 18 marks.

For Private students, who have not been assessed earlier for the internal assessment, the marks secured by them in the paper will proportionately be increased in lieu of the internal assessment. The Paper-Setter must put a note in question paper in this regard.

Unit-I:

- Nature and Scope of Logic.
- Terms and Propositions: Distribution of Terms and Types of Proposition
- Fallacies:Formal and Informal

Unit-II:

- Aristotle's Classification of Proposition, Square of Opposition
- Immediate Inference: Conversion, Obversion, Contraposition.

Unit-III:

- Venn Diagram for Categorical Propositions
- **Categorical Syllogism:** Structure, Rules of Syllogism, Moods and Figures

Essential Readings:

- ChhandaChakraborti :*Logic: Informal, Symbolic & Inductive*, Prentice Hall of India Pvt. Ltd., 2007.
- Copi, Cohen, Jetli &Prabhakar: *Introduction to Logic*, Pearson Education, 2006.
- Krishana Jain: *A Text Book of Logic*, Ajanta Books International, New Delhi,2001.
- Edgar Thorpe : *Course in Mental Ability and Quantitative Aptitude for Competitive Examinations*, Tata McGraw Hill Education Pvt. Ltd., New Delhi,2013.
- B. N. Kaul :*A Course in Deductive Logic*, Sultan Chand & Sons, New Delhi.
- B.S.Sijwali, *Analytical and Logical Reasoning*, Arihant Publications (India) Pvt. Ltd., Meerut (UP).

Suggested Readings:

- Cohen &Nagal: *Introduction to Logic and Scientific Method*, Macmillan Publishing Company, London.
- K.K. Sharma : *Verbal Reasoning for Competitions*, Krishna Prakahana Media (P) Ltd, Meerut (U.P.).
- R.S. Aggarwal : *A Modern Approach to Verbal & Non-Verbal Reasoning*, S. Chand & Company Ltd., Ram Nagar, New Delhi.
- Ravi Chopra : *Reasoning N' Reasoning*, Galgotia Publications Pvt. Ltd.,5 Ansari Road, New Delhi.
- Sanjay Sinha : *Test of Reasoning (Verbal & Non-Verbal)*, Jawahar Publishers, New Delhi.

Semester II

Skill Enhancement Course (PHI-SEC-158)
Paper (PHI-SEC-): Ethical Decision Making
PHI-SEC-2-201

Total Credits: 3

Level of course 100

Theory: 68 Marks
Internal Assessment: 07 Marks
Time: 03 Hours

Learning Objective:

- This course would enable student how to learn the basic concepts of ethics and their applications in the process of ethical decision making.
- This course would be equipping students to develop critical capacity to address the ethical and moral dilemmas of every-day-life situations.

Learning Outcome:

By the end of this course student will achieve following outcomes:

- Students will have a solid grasp of the fundamental concepts of ethics and their practical applications in ethical decision-making processes.
- Students will develop critical thinking skills that enable them to effectively address and navigate ethical and moral dilemmas in everyday life situations.

Pedagogy

The pedagogy for this skill enhancement course needs to be activity oriented. Therefore, more emphasis is on class room discussions and seminars, practical activities as identified by the instructor/teacher to deliver the course content instead of the conventional lecture method.

The students will be assessed on the basis of written examination/comprising of 68 marks and continuous internal assessment of 7 marks on the basis of Unit Test, Snap Test, attendance, Class assignments and classroom participants.

INSTRUCTIONS FOR PAPER-SETTERS AND CANDIDATES:

The candidate shall attempt 4 questions in all (one compulsory and one each from three units). The first compulsory question shall comprise of 10 short-answer type questions, covering the whole syllabus, to be answered in 25-30 words each, out of which the candidate would be required to attempt any 7. Each question will carry 02 marks and total 14 marks for first question. Rest of the paper shall contain 3 units, each unit having two questions, out of which the candidate would be required to attempt one. Each question will carry 18 marks.

For Private students, who have not been assessed earlier for the internal assessment, the marks secured by them in the paper will proportionately be increased in lieu of the internal assessment. The Paper-Setter must put a note in question paper in this regard.

Unit-I

- Meaning, Nature and Scope of Ethics.
- Universal Human Values: Peace, Justice, Equality, Freedom, Beauty and Joy
-

Unit-II

- Approaches of Ethics: The Utilitarian Approach: Jeremy Bentham and J.S. Mill

Unit-III

- The Virtue Approach (Aristotle), Deontological Approach
- Kant: Categorical Imperative, Good Will

Essential Readings:

- Aristotle :Nichomachian Ethics, Harvard University Press, 1926.
- IshaSengupta: A Short History of Western Philosophy, New Central Book Agency(P) Ltd., Kolkata, 2012.
- Kant, Immanuel: Groundwork of the Metaphysics of Morals, Trans. H J Paton, as The Moral Law. London.
- Mill, J.S. : Utilitarianism, London, in Mary Warnock. Ed. 1962.
- Nanda Kishore, Reddy and SantoshAjmera, Ethics, Integrity and Aptitude, McGraw Hill Education (India) Pvt. Ltd. New Delhi, 2016.

Suggested Readings:

- N. Hartmann : Moral Phenomena, New Macmillan. 1950.
- AnoopVerma: Philosophers from Socrates to Sartre, Spectrum Books Pvt. Ltd., 2011.
- G.SubbaRao, P.N.RoyChowdhury: Ethics, Integrity and Aptitude, Access Publishing India Pvt. Ltd, 2015.
- N.C. Padhi and S.C. Panigrahi: Ethics: Indian and Western, Ananya Publications, Cuttak.
- Sharma, I.C.: Ethical Philosophies of India, London: George Allen and Unwin Ltd., 1965.
- V.P. Verma: NitishastrakeMulSiddhant, Allied Publication Ltd., New

Semester III
SEC-03: Indian Wisdom on Neeti and Nyaya (Ethics and Justice)
(PHI-SEC-3-301)

Total Credits: 3

Level of course 200

Theory: 68 Marks

Internal Assessment: 07 Marks

Time: 03 Hours

Learning Objectives

- To explore the ancient Indian Wisdom found in the original texts representing Dharmshastras
- To highlight the concept of Neeti and Nyaya in the Indian Culture To understand the ideas of good-governance and duties of the administrators
- To understand the objectives of human life

Learning Outcomes:

- To enable students to feel at home with the practical wisdom of their native land by getting them introduced to fundamental concepts of Dharma as Duty
- To enable students to identify the goals of humanity
- To enable students, differentiate the connotations of the Terms and Phrases used in Neeti-Shastra and Ethics

Pedagogy

The pedagogy for this skill enhancement course needs to be activity oriented. Therefore, more emphasis is on class room discussions and seminars, practical activities as identified by the instructor/teacher to deliver the course content instead of the conventional lecture method.

The students will be assessed on the basis of written examination/comprising of 68 marks and continuous internal assessment of 7 marks on the basis of Unit Test, Snap Test, attendance, Class assignments and classroom participants.

INSTRUCTIONS FOR PAPER-SETTERS AND CANDIDATES:

The candidate shall attempt 4 questions in all (one compulsory and one each from three units). The first compulsory question shall comprise of 10 short-answer type questions, covering the whole syllabus, to be answered in 25-30 words each, out of which the candidate would be required to attempt any 7. Each question will carry 02 marks and total 14 marks for first question. Rest of the paper shall contain 3 units, each unit having two questions, out of which the candidate would be required to attempt one. Each question will carry 18 marks.

For Private students, who have not been assessed earlier for the internal assessment, the marks secured by them in the paper will proportionately be increased in lieu of the internal assessment. The Paper-Setter must put a note in question paper in this regard.

Unit-I

- Introduction to the nature and concerns of Indian perspective on Neeti-shastra and Nyaya-shastra: Significance of Yama and Niyama
- Introduction to the fundamental ideas of Purushartha- Dharma, Artha, Kama and Moksha; and Varna and Ashram Dharma

Unit-II

- Introduction to the concept of Dharma-Dasha-Lakshana- Satya, Ahimsa, Kshma, Dhriti, Daya, Dana
- Selected text from VidurNeeti (Significance of Buddhi and Satya)
- Selected texts from Bhartrihari'sNeetiShatak (Significance of Paropkara and Dhairya)

Unit-III

- Selected text from ChanakyaNeeti-sutra(Principles of Good-Governance)
- Selected text from Bhishma'sRajdharm(Unit-5, Shantiparva; Nyaya and Dandneeti)
- Selected text from Jatak tales(The Future Buddha as a Wise Judge; Mosquito and the Carpenter)

Essential Readings

- VidurNeeti, Gita Press Gorakhpur
- Neeti and Vairagyashatak, M.R Kale, 1986
- ChanakyaNeeti, B.K Chaturvedi
- Chanakya Neeti , Radhakrishnanpillai, 2019
- The Jatakas: Birth Stories of Bodhisattvas, Sarah Shaw, 2006
- .Democratic Politics and Governance in India, M.M Sankhder, 2003

Suggested Readings

- Dharma: Its Early History, Law and Narrative, Alf Hiltebeitel, 2011
- A Dharma Reader: Classical Indian Law, Patrick Olivelle, 2016

Physical Education

SEMESTER – I FITNESS AND CONDITIONING

Total Marks-75 (Theory & Practical Examination)	
Theory Marks (Maximum) - 50	Practical Marks (Maximum) - 25
Theory Examination Marks - 45	Practical Examination Marks - 20
Internal Assessment Marks - 05	Internal Assessment Marks - 05
Time (Theory Examination) - 3 Hours	
<u>INSTRUCTIONS FOR THE PAPER-SETTER AND STUDENTS</u>	
<p>i. There shall be seven questions in all, spread over three Units.</p> <p>ii. First question is compulsory and shall carry 15 marks. It shall contain seven short answer type questions, spread over the whole syllabus to be answered in brief. The students shall be required to attempt any five questions out of seven. Each question shall be of 3 marks.</p> <p>iii. Question number two to seven (Descriptive) shall be covered from Units I to III. Each Unit shall have two questions and the students shall attempt any one question from each Unit. Each question shall be of 10 marks.</p>	
SKILL ENHANCEMENT COURSE (SEC-1)	SEMESTER - I
Course Objective	<ol style="list-style-type: none"> To understand the concept of Fitness and Conditioning. To highlight the benefits of Fitness and Conditioning. To impart knowledge about different protocols of Fitness and Conditioning.
Course Outcome	<ol style="list-style-type: none"> Students will learn about the concept of Fitness and Conditioning. Students will be able to know about the benefits of Fitness and Conditioning. Students will understand about the different protocols of Fitness and Conditioning.
Outline Syllabus	FITNESS AND CONDITIONING
Credits	3 (Theory: 2, Practical: 1)
Contact Hours	<p>60 Hours (Theory: 30 Hours, Practical: 30 Hours) 15 Hours Theory = 1 Credit, 30 Hours Practical = 1 Credit</p> <p>NOTE:</p> <ul style="list-style-type: none"> ➤ Two hours per week for theory. ➤ Two hours per week for practical. ➤ One unit contains 60-80 students for theory and 30-40 students for Practical. ➤ A teacher, who is preparing six teams for Inter-College competitions, his/her work-load shall be counted by including four hours per week in the teaching load.
UNITS	TOPICS
Unit – 1	<ol style="list-style-type: none"> Introduction to Fitness and Conditioning Benefits of Physical Fitness and Conditioning Free Hand Exercises Basic Fitness Training Methods Warm Up & Cool Down Procedures

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Unit – 2	<ol style="list-style-type: none"> 1. Fitness Testing: Understanding the purpose of testing prior to physical activity. 2. Resting Heart Rate, Maximum Heart Rate and Target Heart Rate Zone. 3. Health Related Fitness: meaning and its components. 4. Cardio-Respiratory Training, FITT Principles, Aerobic and Anaerobic exercises.
Unit – 3	<ol style="list-style-type: none"> 1. Conditioning: meaning, importance and methods. 2. Training Load: components of load, Principles of load. 3. Overload: Symptoms, causes and measures to overcome overload. 4. Resistance training variables (Set, Repetition, Intensity, Tempo, Rest Interval)
PRACTICAL	SYLLABUS
ATHLETICS (LONG JUMP)	<ol style="list-style-type: none"> 1. Marking and dimension of jumping pit. 2. Practice of long jump, phases of Long Jump. 3. Plyometric exercises. 4. Records and names of national and international Athletes.
VOLLEYBALL	<ol style="list-style-type: none"> 1. Marking and dimension of Volleyball Court. 2. Fundamental Techniques and Drills. 3. Rules and Regulations related to Volleyball. 4. Lead up Games of Volleyball.
TESTING AND EVALUATION	<p align="center">Test 1: Standing Broad Jump and Vertical Jump Test Test 2: Shuttle Run Test</p>
SUGGESTED READINGS	<ol style="list-style-type: none"> 1. Edward T.; Howley B. and Dov F. (1986). Health Fitness instructor's Handbook, Philadelphia: Human Kinetics Books. 2. Howley. E.T and Franks, B.D. (1997) Health Fitness Instructor's handbook. Third Edition. Champaign Illinois: Human kinetics, 3. Lindle J. (1997) Aquatic Fitness Professional Manual. Florida: Aquatic Exercise Association. 4. Pyke F.S. (1991) Better Coaching – Advanced Coach's Manual. Australian Coaching Council. 5. Steven R. and Richard I., (1983) Sports medicine prevention, evaluation management and rehabilitation; New Jersey. Prentice Hall inc.. 6. Thomas D. F. ,Gayle, H., (1992). Weight training for women. California: Mayfield publishing company. 7. Bunn, J.N. (1998) Scientific Principles of Coaching, New Jersey Engle Wood Cliffs, PrenticeHall Inc. 8. Cart, E. K.& Daniel, D. A. (1999). Modern Principles of Athletic Training, St. Louis:C.V. Mosby Company 9. Daniel, D. A. (1991) Principles of Athletic Training, St. Luis, Mosby Year Book 10. David R. M. (1996). Drugs in Sport, School of Pharmacy, Liverpool: John Moore University 11. Gary, T. M. (1997) – Cross Training for Sports, Canada: Human Kinetics. 12. Singh H. (1991) Science of Sports Training, New Delhi, DVS Publications.

SEMESTER - II

FIRST AID

Total Marks-75 (Theory & Practical Examination)	
Theory Marks (Maximum) - 50	Practical Marks (Maximum) - 25
Theory Examination Marks - 45	Practical Examination Marks - 20
Internal Assessment Marks - 05	Internal Assessment Marks - 05
Time (Theory Examination) - 3 Hours	
<u>INSTRUCTIONS FOR THE PAPER-SETTER AND STUDENTS</u>	
<p>i. There shall be seven questions in all, spread over three Units.</p> <p>ii. First question is compulsory and shall carry 15 marks. It shall contain seven short answer type questions, spread over the whole syllabus to be answered in brief. The students shall be required to attempt any five questions out of seven. Each question shall be of 3 marks.</p> <p>iii. Question number two to seven (Descriptive) shall be covered from Units I to III. Each Unit shall have two questions and the students shall attempt any one question from each Unit. Each question shall be of 10 marks.</p>	
SKILL ENHANCEMENT COURSE (SEC-2)	SEMESTER - II
Course Objective	<ol style="list-style-type: none"> 1. To perceive the concept of First aid. 2. To understand the need and value of first aid in sports. 3. To teach basic life support skills.
Course Outcome	<ol style="list-style-type: none"> 1. Students will understand the basic concept of first aid. 2. Students will learn about the need of first aid in sports. 3. Students will learn the basic life support skills.
Outline Syllabus	FIRST AID
Credits	3 (Theory: 2, Practical: 1)
Contact Hours	<p>60 Hours (Theory: 30 Hours, Practical: 30 Hours) 15 Hours Theory = 1 Credit, 30 Hours Practical = 1 Credit</p> <p>NOTE:</p> <ul style="list-style-type: none"> ➤ Two hours per week for theory. ➤ Two hours per week for practical. ➤ One unit contains 60-80 students for theory and 30-40 students for Practical. ➤ A teacher, who is preparing six teams for Inter-College competitions, his/her work-load shall be counted by including four hours per week in the teaching load.
UNITS	TOPICS
Unit – 1	<ol style="list-style-type: none"> 1. First aid: Meaning, definition and importance. 2. First aid in case of sprain, strain, dislocations, fractures and drowning. 3. Essentials of First Aid Kit.
Unit – 2	<ol style="list-style-type: none"> 1. First aid in burns: Types of burns and first aid. 2. First aid in open wounds, head injury and nose bleeding. 3. First aid in case of electric shock.

Unit – 3	<ol style="list-style-type: none"> 1. First aid in heat illness. 2. Application of Dressing and bandages: types of dressings and bandages. 3. Emergency response: Cardio-pulmonary Resuscitation (CPR), steps for performing CPR
PRACTICAL	SYLLABUS
Practice of First Aid	<ol style="list-style-type: none"> 1. Practice of safety management of first – aider in emergency situations. 2. Observe responsiveness & consciousness (look, listen, feel). 3. Practice of Cardiopulmonary Resuscitation (CPR). 4. Practice of first aid in head injury and nose bleeding. 5. Dressing & bandages. 6. First aid in case of burns and of electric shock
SUGGESTED READINGS	<ol style="list-style-type: none"> 1. David, R. M. (2005). Drugs in Sports, (4th Ed). Routledge Taylor and Francis Group. 2. Hunter, M. D. (1979). A Dictionary for Physical Educators. In H. M. Borrow & R. McGee,(Eds.), 3. Khanna, G.L., (1990). Exercise Physiology & Sports Medicine. Delhi:Lucky Enterprises. 4. Mathew, D.K. & Fox, E.L, (1971). Physiological Basis of Physical Education and Athletics.Philadelphia: Saunders Co. 5. Pandey, P.K., (1987). Outline of Sports Medicine, New Delhi: J.P. Brothers Pub. 6. Williams, J. G. P. (1962). Sports Medicine. London: Edward Arnold Ltd.

Semester-III

GYM TRAINING AND MANAGEMENT

Total Marks-75 (Theory & Practical Examination)	
Theory Marks (Maximum) - 50	Practical Marks (Maximum) - 25
Theory Examination Marks - 45	Practical Examination Marks - 20
Internal Assessment Marks - 05	Internal Assessment Marks - 05
Time (Theory Examination) - 3 Hours	
<u>INSTRUCTIONS FOR THE PAPER-SETTER AND STUDENTS</u>	
<p>i. There shall be seven questions in all, spread over three Units.</p> <p>ii. First question is compulsory and shall carry 15 marks. It shall contain seven short answer type questions, spread over the whole syllabus to be answered in brief. The students shall be required to attempt any five questions out of seven. Each question shall be of 3 marks.</p> <p>iii. Question number two to seven (Descriptive) shall be covered from Units I to III. Each Unit shall have two questions and the students shall attempt any one question from each Unit. Each question shall be of 10 marks.</p>	
SKILL ENHANCEMENT COURSE (SEC-3)	SEMESTER - III
Course Objective	<p>4. To understand the concept of Gym Training.</p> <p>5. To understand the concept of Gym Management.</p> <p>6. To impart knowledge about the different Methods of Training.</p>
Course Outcome	<p>4. Students will learn about the concept of Gym Training.</p> <p>5. Students will learn about the concept of Gym Management.</p> <p>6. Students will be able to know about the different Methods of Training</p>
Outline Syllabus	GYM TRAINING AND MANAGEMENT
Credits	3 (Theory: 2, Practical: 1)
Contact Hrs	<p>60 Hours (Theory: 30 Hours, Practical: 30 Hours) 15 Hours Theory = 1 Credit, 30 Hours Practical = 1 Credit</p> <p>NOTE:</p> <ul style="list-style-type: none"> ➤ Two hours per week for theory. ➤ Two hours per week for practical. ➤ One unit contains 60-80 students for theory and 30-40 students for Practical. ➤ A teacher, who is preparing six teams for Inter-College competitions, his/her work-load shall be counted by including four hours per week in the teaching load.
UNITS	TOPICS
Unit 1	<p>1. Meaning, Definition and Concept of Gym Training</p> <p>2. Aim and Objective of Gym Training</p> <p>3. Skeletal Muscles: structure and functions.</p> <p>4. Muscular contraction: isotonic, isometric, and isokinetic.</p>
Unit 2	<p>1. Developing Infrastructural facilities (gym/fitness centre): Construction of gym/fitness centre.</p> <p>2. Equipment/facilities: floor exercise, aerobics, medical aid, reception room, showers, toilet, and facilities for fitness centre.</p> <p>3. Maintenance of equipment and facilities: Multi station machines, treadmill, and weight training equipment.</p>

**Undergraduate Programme, Skill Enhancement Courses
First to Third Semester, Examinations, 2025-26**

Unit 3	<ol style="list-style-type: none"> 1. Training Load- Definition and Types of Training Load. 2. Principles of FITT. 3. Means and methods for the development of Strength. 4. Nutrition, body composition and weight management.
PRACTICAL	SYLLABUS
	<ol style="list-style-type: none"> 1. Core and own body weight exercises 2. Methods for the development of Strength. 3. Weight training (progressive and regressive training methods) 4. Plyometrics training
PHYSICAL EXERCISE	<p>Test 1: 50-meter dash test</p> <p>Test 2: Shutter run test</p>
SUGGESTED READINGS	<ol style="list-style-type: none"> 1. Edward T. Howley B. Dov Franks (1986). Health Fitness instructor's Handbook second edition. 2. Howley. E.T and Franks B.D. (1997). Health Fitness Instructor's handbook. Third Edition. Champaign Illinois: Human kinetics, 3. Lindle J. (1997). Aquatic Fitness Professional Manual. Florida: Aquatic Exercise Association. 4. Pyke F.S. (1991) Better Coaching – Advanced Coach's Manual.Australian Coaching Council. 5. Steven Roy and Richard Irvin, (1983). Sports medicine prevention, evaluation management and rehabilitation; New Jersey.Prentice Hall inc.. 6. Thomas D. Fathey Gayle Hutchinson, (1992). Weight training for women. California: Mayfield publishing company.

Physics

Course Code: (PHY-SEC-1-101)
Course Title: Physics Instrumentation Skills-I

Credits= 3
Practical 6 hours/week
Total Marks= 75 (Practical= 60 + Internal Assessment = 15)
Internal Assessment =20%

Learning outcomes:

The purpose of this course is to provide students with hands-on experience and familiarity with a variety of mechanical and electrical tools.

Note: Practical paper will be of 75 marks including 15 marks for internal assessment. Students are expected to perform 6 experiments during the whole semester.

General Guidelines for Physics Practical Examinations:

1. The distribution of marks is as follows:

(i) One full experiment requiring the student to take some data, analyze it and draw conclusions. (Candidates are expected to state their results with limits of error).	25
(ii) One exercise based on experiment	10
(iii) Viva-Voce	15
(iv) Record (Practical file)	10

Note for Examiners:

2. The marks scored under each head must be clearly written on the answer sheet.
3. There will be one session of 3 hours duration. One experiment is to be allotted by the examiner.
4. One exercise will be allotted by the examiner on the spot. The length of the exercises should be such that any of these could be completed in one hour.
5. The examiner should take care that the experiment allotted to an examinee and exercise allotted are not directly related to each other.
6. Number of candidates in a group for practical examination should not exceed 12.
7. In a single group, no experiment to be allotted to more than three examinees in the group.

Introduction:

Measurement Instruments: Understanding Vernier Caliper, Screw Gauge, Spherometer, Barometer, Sextant, Traveling Microscope.

Key Physics Principles: Errors in measurement, calibration techniques

Applications: Theoretical background and practical applications of measurement techniques in scientific experiments and everyday life.

List of Practicals:

1. To measure internal/external diameter of a hollow cylinder using Vernier caliper.
2. To measure thickness of wire using screw gauge.
3. To measure humidity using dry and wet thermometer.
4. To measure pressure using Barometer.
5. To measure curvature of a lens using spherometer.
6. To measure the height of accessible objects using sextant.
7. To study the time periods of oscillations using objects of various geometrical shapes but of same mass.
8. To determine the area of cross section of a thin wire travelling microscope.

Reference books:

1. "B.Sc. Practical Physics by C.L. Arora, S.Chand & Co. (2014).
2. "A Laboratory Manual of Physics for Undergraduate Classes" by D.P. Khandelwal.

Course Code: (PHY -SEC-2-201)
Course Title: Physics Instrumentation Skills-II

Credits= 3
Practical 6 hours/week
Total Marks= 75 (Practical= 60+ Internal= 15)
Internal Assessment =20%

Learning outcomes:

The purpose of this course is to provide students with hands-on experience and familiarity with a variety of mechanical and electrical tools.

Note: Practical paper will be of 75 marks including 15 marks for internal assessment. Students are expected to perform 6 experiments during whole semester.

General Guidelines for Physics Practical Examinations:

1. The distribution of marks is as follows:

(i) One full experiment requiring the student to take some data, analyze it and draw conclusions. (Candidates are expected to state their results with limits of error).	25
(ii) One exercise based on experiment	10
(iii) Viva-Voce	15
(iv) Record (Practical file)	10

Note for Examiners:

2. The marks scored under each head must be clearly written on the answer sheet.
3. There will be one session of 3 hours duration. One experiment is to be allotted by the external examiner.
4. One exercise will be allotted by the external examiner on the spot. The length of the exercises should be such that any of these could be completed in one hour.
5. The examiner should take care that the experiment allotted to an examinee and exercise allotted is not directly related to each other.
6. Number of candidates in a group for practical examination should not exceed 12.
7. In a single group, no experiment to be allotted to more than three examinees in the group.

Introduction:

Multimeter Basics: measuring principles for AC/DC voltage, current, and resistance, Resistor Combinations: Theory of resistors in series and parallel, Ohm's law, Magnetic Fields in Solenoids, Oscilloscope Operations: Basic working of a cathode ray oscilloscope (CRO), calibration, and techniques for measuring AC/DC voltage, Rectification: Principles of half-wave and full-wave rectifiers, their circuit design, and visualization of outputs using a CRO, AC Impedance, Electrical Power Measurement, Ferromagnetic Materials.

List of Practicals

1. To use a multimeter for measuring AC and DC voltage and resistance.
2. To calculate the equivalent resistances in series and parallel combinations of resistors of known resistances by measuring potential drops and currents across them and compare their values with those measured directly using a multimeter.
3. To find out the resistance of given resistor by colour coding method and verify it with the help of a multimeter.
4. To study the variation of magnetic field inside a current carrying solenoid.
5. Use of CRO for the measurement of voltage (dc and ac).
6. To trace the response of half wave and full wave rectifiers using a C.R.O.
7. Determination of Impedance of an A.C. circuit and its verification.
8. To determine the power of an electrical appliance (by noting voltage and current).
9. To trace and compare the B-H curves for different ferromagnetic materials using CRO.

Reference books:

1. B.Sc. Practical Physics by C.L. Arora, S.Chand & Co. (2014).
2. A Laboratory Manual of Physics for Undergraduate Classes by D.P. Khandelwal.

Course Code: (PHY-SEC-3-301)
Course Title: Physics Instrumentation Skills-III

Credits= 3

Practical 6 hours/week

Total Marks= 75 (Practical= 60+ Internal= 15)

Internal Assessment =20%

Learning outcomes:

The purpose of this course is to provide students with hands-on experience and familiarity with a variety of mechanical and electrical tools.

Note: Practical paper will be of 75 marks including 15 marks for internal assessment. Students are expected to perform 6 experiments during whole semester.

General Guidelines for Physics Practical Examinations:

1. The distribution of marks is as follows:

(i) One full experiment requiring the student to take some data, analyze it and draw conclusions.(Candidates are expected to state their results with limits of error).	25
(ii) One exercise based on experiment	10
(iii) Viva-Voce	15
(iv) Record (Practical file)	10

Note for Examiners:

2. The marks scored under each head must be clearly written on the answer sheet.
3. There will be one session of 3 hours duration. One experiment is to be allotted by the external examiner.
4. One exercise will be allotted by the external examiner on the spot. The length of the exercises should be such that any of these could be completed in one hour.
5. The examiner should take care that the experiment allotted to an examinee and exercise allotted are not directly related to each other.
6. Number of candidates in a group for practical examination should not exceed 12.
7. In a single group, no experiment to be allotted to more than three examinees in the group.

Introduction:

Heating Efficiency of Electric Kettle: Study of electrical energy conversion to heat energy, Joule's law of heating, and factors affecting heating efficiency under constant voltage. Concept of resistivity, Ohm's Law, plotting Voltage-Current (V-I) graphs, and analyzing resistivity for different materials, Understanding electrical circuit components (switches, fuses, indicators), safety measures, Optical principles of convex/concave mirrors, focal length, magnification, and practical applications like car mirrors, shaving, and security, Basics of refraction, convex/concave lenses, power calculation, Photovoltaic Cells and Inverse Square Law, Resistance by Color Coding.

Practical:

1. To determine the heating efficiency of an electric kettle at constant voltage.
2. To determine the resistivity of different wires by plotting graph for Potential difference versus current.
3. To make an extension board with at least three switches, a plug, a fuse and an indicator.
4. To find the power of convex/concave mirror and their applications viz. car rear view mirrors, shaving mirror, security mirrors etc.
5. To find the power of convex/concave lens and their applications viz. eyeglasses, cameras, light collectors etc.
6. Study of variation of light intensity using photovoltaic cell/inverse square law.
7. Use of Multimeter to check the working conditions of diode, an LED, A resistor, Transistor and a capacitor.
8. To measure the numerical aperture of an optical fibre.

Reference books:

1. B.Sc. Practical Physics by C.L. Arora, S. Chand & Co. (2014).
2. A Laboratory Manual of Physics for Undergraduate Classes by D.P. Khandelwal.

Psychology

Semester-I
PSY-SEC-1-101
Paper: Life Skills -I

Total Marks : 75 Marks
Theory : 40 Marks
Practical : 25 Marks
Intl. Assment : 10 Marks

Course Objectives: The course introduces to the students the general concepts of emotional intelligence, life skills and positive emotions.

Learning Outcomes: The course helps in developing the life skills which enhances their personality, emotional intelligence, and happiness.

Instructions for Paper Setters:

The question paper covering the entire course shall be divided into three sections.

- Section A (20 marks) This section will have 6 short answer questions from the entire syllabus. Students are required to attempt 4 questions from this section. Each question will carry 5 marks; the total weightage being 20 marks.
- Section B (10 marks) This section will consist of essay type questions from Unit I of the syllabus. The candidate will be required to attempt one question out of two questions. The question will carry 10 marks.
- Section C (10 marks) This section will consist of essay type questions from Unit 2 of the syllabus. The candidate will be required to attempt one question.

Credits descriptions:

Core Course-03 Credits (02 Theory and 01 Practical)
30 hours of lectures for Theory and 30 hours of practical
01 credit = 15 Hours of theory learning based on 2 hrs. per Week
01 credit = 30 Hours of practical based on 2 hrs. per Week
01 Semester = 15 Weeks

Unit-I

Emotional intelligence: Concept and theories

Unit-II

Enhancing positive emotions: Gratitude and happiness

Practical

Perform the following practicals:

1. Emotional intelligence scale
2. Oxford happiness scale

Suggested Readings:

- Carr, A. (2011). *Positive Psychology : The science of happiness and human strengths (2nd ed.)*. **Routledge**
- Goleman, D. (2007). *Emotional Intelligence* (10th ed.). Bantam books
- Hefferon, K., & Boniwell, I. (2011). *Positive psychology: Theory, research and applications*. Open University Press.
- Linley, P. A., & Joseph, S. (Eds.). (2004). *Positive psychology in practice*. John Wiley & Sons.
- Steve, B. & Marie. C. (2014) *Positive Psychology*. Pearson Education India.

Semester-II
PSY-SEC-2-201
Paper: Life Skills -II

Total Marks : 75 Marks
Theory : 40 Marks
Practical : 25 Marks
Intl. Assment : 10 Marks

Course Objectives: The course introduces to the students the general concepts of emotional intelligence, life skills and positive emotions.

Learning Outcomes: The course helps in developing the life skills which enhances their personality, emotional intelligence and augments happiness.

Instructions for Paper Setters:

The question paper covering the entire course shall be divided into three sections.

- Section A (20 marks) This section will have 6 short answer questions from the entire syllabus. Students are required to attempt 4 questions from this section. Each question will carry 5 marks; the total weightage being 20 marks.
- Section B (10 marks) This section will consist of essay type questions from Unit I of the syllabus. The candidate will be required to attempt one question out of two questions. The question will carry 10 marks.
- Section C (10 marks) This section will consist of essay type questions from Unit 2 of the syllabus. The candidate will be required to attempt one question.

Credits descriptions:

Core Course-03 Credits (02 Theory and 01 Practical)

30 hours of lectures for Theory and 30 hours of practical

01 credit = 15 Hours of theory learning based on 2 hrs./week) 01 credit

= 30 Hours of practical based on 2 hrs./week)

1 Semester = 15 weeks

Unit-I

Stress management: Concept and techniques

Unit-II

Time management: Concept and techniques

Practical

Perform the following practicals:

1. Stress scale
2. Resilience scale

Suggested Readings:

- Burkeman, O. (2021). *Four thousand weeks: Time management for mortals*. Farrar, Straus and Giroux.
- Hefferon, K., & Boniwell, I. (2011). *Positive psychology: Theory, research and applications*. Open University Press.
- Linley, P. A., & Joseph, S. (Eds.). (2004). *Positive psychology in practice*. John Wiley & Sons.
- Mangrulkar, L., Vince Whitman, C., & Posner, M. (2001). *Life skills approach to child and adolescent healthy human development*. World Health Organization.
- Mishra, S., Hanif, M., & Prabhat, P. R. (2024). *Education: Life skills and training*. Aadi Publications.
- Seaward, B. L. (2017). *Managing stress: Principles and strategies for health and wellbeing* (9th ed.). Jones & Bartlett Learning.

PUBLIC ADMINISTRATION

SEMESTER-I

PUB-SEC-1-101

Basic Administrative Skills (3 credits)

Max. Marks: 75

Time: 03 Hours

Theory: 45 Marks

Internal Assessment: 5 Marks

Practical: 25 Marks

Level of Course: 100

Course Objectives:

To equip students with fundamental administrative skills necessary for effective functioning in organizational settings.

Learning Outcome:

Students will develop essential skills in decision-making, communication, and leadership, enabling them to contribute effectively to organizational objectives.

Pedagogy of the Course:

The course will utilize a combination of lectures, assignments, presentations, case studies, role-plays, and simulations to facilitate learning.

Instructions for Paper-Setters and Candidates:

1. The Syllabus has been divided into two units.

2. **Theory Paper: 45 marks**

- a. There shall be 5 questions in all.
- b. The first question shall be short answer type containing 5 short answer type questions spread over the whole syllabus and each to be answered in about 70 to 80 words. The candidate is required to attempt any 3 short answer type questions of 3 marks each. It shall carry 9 marks and shall be a compulsory question.
- c. Rest of the paper shall contain 2 units and each unit shall have two questions and the candidates shall be given internal choice i.e., the candidates shall attempt one question from each. Each question shall carry 18 marks.

3. **Internal Assessment: 5 marks**

1. Written assignments analyzing administrative case studies and decision-making scenarios
2. Role-play exercises simulating leadership and communication challenges in organizational settings
3. Group projects developing organizational communication plans or decision-making frameworks
4. Final examination covering key concepts in administrative skills, including decision-making, communication, and leadership

4. **Practical Exam: 25 marks** The examiners shall evaluate based on the following criteria:

- Communication clarity and professionalism
- Participation and leadership in role-play/group exercises
- Decision-making logic in given scenarios

5. **For the private candidates**, who have not been assessed earlier for internal assessment, the marks secured by them in theory paper will proportionately be increased to maximum marks of the paper in lieu of internal assessment Note: The paper setter must put note (5) in the question paper.

Unit-I

Introduction to basic skills in an organization
Communication Skills: Meaning, Types and Process
Essentials of good Organization Communication

Unit-II

Decision-Making: Means, Types of Decisions and Factors affecting decision-making
Leadership: Meaning and Styles
Skills of Leadership: Developing mindset for leading

UNIT III

Practical: Teachers to conduct internal practicals covering skills in both units.
The teachers should integrate simulations, case studies, and role plays into classroom teaching.
Students should be prepared by conducting at least **two mock sessions** for group decision-making and leadership task simulations and practical communication skills to be built through in-class exercises.

The practical may be conducted in any one of the following ways:

- Role Play on any current administrative situation
- Conduct group-based discussions on real or fictional administrative cases to develop decision-making and analytical thinking
- Report writing: Reports should include the situation, analysis, and key takeaways
- Content creation - Create a one-page infographic, blog post, or poster, for media (print, audio visual ,social media)

Recommended Readings

Leadership: Theory and Practice by Peter G. Northouse (2019), SAGEPublications, Inc.
Craig, R. T. (2000). "Communication." In Encyclopaedia of Rhetoric,3/9/00 version.Oxford University Press.
DecisionMaking,<https://egyankosh.ac.in/bitstream/123456789/7370/1/Unit-8>

SEMESTER-II

PUB-SEC-2-201 Office Executive Skills

Max. Marks: 75
Time: 03 Hours
Theory: 45 Marks
Internal Assessment: 5 Marks
Practical: 25 Marks
Level of Course: 100

Course Objectives:

To provide students with essential knowledge and skills in office management, enabling them to efficiently manage administrative tasks, communication, meetings, and resources in a professional environment.

Learning Outcome:

Students will develop competencies in administrative and office management practices, including communication, organization, and personal development, to enhance workplace efficiency and effectiveness.

Pedagogy of the Course:

The course will utilize a blend of lectures, case studies, practical exercises, and group discussions to facilitate active learning and skill development in office management practices.

Instructions for Paper-Setters and Candidates:

1. The Syllabus has been divided into two units.
2. **Theory Paper: 45 marks**
 - a. There shall be 5 questions in all.
 - b. The first question shall be short answer type containing 5 short answer type questions spread over the whole syllabus and each to be answered in about 70 to 80 words. The candidate is required to attempt any 3 short answer type questions i.e., 3 marks of each. It shall carry 9 marks and shall be compulsory question.
 - c. Rest of the paper shall contain 2 units and each unit shall have two questions and the candidates shall be given internal choice i.e., the candidates shall attempt one question from each. All questions shall carry 18 marks.
3. **Internal Assessment: 5 marks**
 1. Written assignments analyzing office management concepts, communication strategies, and meeting planning.
 2. Practical exercises and simulations simulating office communication and meeting management.
 3. Group projects developing office management plans and disciplinary frameworks.
 4. Final examination covering key concepts, methods, and personal development strategies in office management.
4. **Practical Exam: 25 marks** The examiners should evaluate based on performance (role-play, task execution) using a rubric covering:
 - o Communication clarity and etiquette
 - o Accuracy and completeness of office tasks
 - o Familiarity with digital tools and basic record systems
 - o Professional behavior during practical
5. **For the private candidates**, who have not been assessed earlier for internal assessment, the marks secured by them in theory paper will proportionately be increased to maximum marks of the paper in lieu of internal assessment Note: The paper setter must put note (5) in the question paper.

Unit I

Administrative and Office Management: Concept, nature and scope (including e-office)
Office Professionalism: Qualities for an Office Professional; Manners and etiquettes at the Work Place
Personal Desk Efficiency: Time Management and Task Prioritisation
Introduction to Digital Office Tools: Basics of digital workspaces: calendars, notes, task boards; Use of MS Office/Google Workspace for daily tasks

Unit II

Office communication: Role, Types & Means (emails, memos, circulars)
Managing Correspondence and Office Equipment;
Meetings: Planning, Arranging and Managing;
Stores and Inventory Management: ABC, VED and SDE Analysis;
Filing and Record Management

UNIT III

Practical: Teachers to conduct internal practicals covering skills in both units. They have to ensure students get hands-on exposure to office tools, communication tasks, filing systems, and equipment handling. **The practical may be conducted in any one of the following ways:**

- a. Group tasks (e.g., simulated meetings or office communication drills).
 - Role-play situations during the exam (e.g., receptionist, executive assistant).
 - Mock tasks like email writing, meeting setup, or inventory categorization

Essential Readings

Chopra, K. R. (2008). Office Management. Mumbai: Himalaya Books.
Ghosh, Prasanta K. (2003). Office Management: Principles and Practice. New Delhi: SultanChand & Sons.
S, Gadkari. (1997). Office Management for Public Administration-Principles and Techniques. New Delhi: Concept Publishing Company.
Parkash, Shital and Jaya Prakash (2019) Skill Development Course for Office Professionals, Pustak Mahal, New Delhi

Further Readings

Carl, Heyel. (1972). Handbook of Office Management and Administrative Services. New York: McGraw Hill.
G, Whitehead. (1982). Office Practice Made Simple. London: The English Language Book Society.
Gopalkrishan, P. (1999). Handbook of Materials Management. New Delhi: Prentice Hall of India.
K. R, Sharma., Gupta, K. Shashi & Nayyar, Sushil. (2002). Office Management. Ludhiana: Kalyani Publishers.

Semester-III

PUB-SEC-3-301 Social Audit Skills

Max. Marks: 75
Time: 03 Hours
Theory: 45 Marks
Internal Assessment: 5 Marks
Practical: 25 Marks
Level of Course: 200

Course Objectives:

To provide students with a comprehensive understanding of social audit principles, methods, and applications, enabling them to contribute to accountability and transparency in governance and development processes.

Learning Outcome:

Students will acquire the necessary knowledge and skills to conduct social audits effectively, evaluate social programs, and engage with communities and stakeholders for accountability and transparency.

Pedagogy of the Course:

The course will utilize a blend of lectures, case studies, practical exercises, and group discussions to facilitate active learning and skill development in social audit processes and applications.

Instructions for Paper-Setters and Candidates:

1. The Syllabus has been divided into two units.
2. **Theory Paper: 45 marks**
 - a. There shall be 5 questions in all.
 - b. The first question shall be short answer type containing 5 short answer type questions spread over the whole syllabus and each to be answered in about 70 to 80 words. The candidate is required to attempt any 3 short answer type questions i.e., 3 marks of each. It shall carry 9 marks and shall be compulsory question.
 - c. Rest of the paper shall contain 2 units and each unit shall have two questions and the candidates shall be given internal choice i.e., the candidates shall attempt one question from each. All questions shall carry 18 marks.
3. **Internal Assessment: 5 marks**
4. **Practical Exam: 25 marks** The examiners should evaluate based on performance (role-play, task execution) using a rubric covering:
 - Understanding of audit principles and processes
 - Creativity and accuracy in format design
 - Participation in case discussions or role play
 - Clarity and coherence of student reports and responses
5. **For the private candidates**, who have not been assessed earlier for internal assessment, the marks secured by them in theory paper will proportionately be increased to maximum marks of the paper in lieu of internal assessment Note: The paper setter must put note (5) in the question paper.

Assessment Method:

1. Written assignments analyzing social audit principles, processes, and case studies.
2. Practical exercises and simulations simulating social audit processes, including tool application and report preparation.
3. Group projects developing social audit frameworks for real-world scenarios.
4. Final examination covering key concepts, methods, challenges, and international perspectives in social audit implementation.

UNIT - I

Social Audit – Concept and Significance

Principles of Social Auditing

Difference between Social, Operational and Financial Auditing

Rules and Regulations for Social Audit

Agencies for conducting Social Audit - Civil society and community organizations

UNIT-II

Tools and Modes of Social Audit: Public hearings, focus group discussions, community scorecards

Social Audit Process

Issues and Challenges during Social Audit

UNIT-III

Practical: Teachers to conduct internal practicals covering skills in both units. They have to ensure students get hands-on exposure to skills required for designing a social audit and conducting it. **The practical may be conducted in any one of the following ways:**

- Designing a Format for Social Audit
- Study and present findings from a documented local scheme audits.
- Simulate a Gram Sabha public hearing with assigned roles (auditors, villagers, officials).
- Chose any activity / programme/ event/ facility on campus of your college and conduct a social audit using principles, skills and tools mentioned in the syllabus

Recommended Readings:

Aggarwal, N. (Ed.). (2003). Social Auditing of Environmental Laws in India. New Century Publications: New Delhi.

Eavani, F., Nazari, K., & Emami, M. (2012). Social Audit: From Theory to Practice. Journal of Applied Sciences Research, 8(2), 1174-1179.

Rahim, M., Mahmudur, I., & Samuel, O. (2015). Social Audit Regulation Development, Challenges and Opportunities. Springer: Switzerland.

Saunders, P. (1995). Capitalism: A Social Audit (Concept in Social Thought). University of Minnesota Press: Minnesota.

Web Resources:

Brief History of Social Accounting and Audit - The Social Audit Network. (n.d.). Retrieved from <http://www.socialauditnetwork.org.uk/getting.../brief-history-social-accounting-and-audit/>

Food and Agricultural Organisation (FAO): Training Module on Social Audit. (n.d.). Retrieved from <http://www.fao.org/docrep/>

Social Audit Toolkit - Centre for Good Governance. (n.d.). Retrieved from <https://cgg.gov.in/core/uploads/2017/07/Social-Audit-Toolkit-Final.pdf>

UNESCO. (2007). Social Audits for Strengthening Accountability: Building Blocks for Human Rights Based Programming; Practice Note. Retrieved from <http://unesdoc.unesco.org/images>

Village Resource Persons Training Manual for Social Audit of ... NREGA (n.d.). Retrieved from http://nrega.nic.in/Netnrega/WriteReaddata/Circulars/VRP_TrainingManual.pdf

PUNJABI

Semester	Course Type/ Course Code	Nomenclature of the Paper	Credits	Level
SEMESTER - I				
I	PUN-SEC-101	Sirjnatmak Lekhan Hunar ਸਿਰਜਣਾਤਮਕ ਲੇਖਣ ਹੁਨਰ	3	100
SEMESTER - II				
II	PUN-SEC-201	Punjabi Bhasha Da Computerikaran ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਦਾ ਕੰਪਿਊਟਰੀਕਰਨ	3	100
SEMESTER - III				
III	PUN-SEC-301	Jansanchar Ate Anuvad ਜਨਸੰਚਾਰ ਅਤੇ ਅਨੁਵਾਦ	3	200

Semester I
SIRJNATMAK LEKHAN HUNAR
(ਸਿਰਜਣਾਤਮਕ ਲੇਖਣ ਹੁਨਰ)
PUN-SEC-101

Semester - I

ਕ੍ਰੈਡਿਟ : 3

ਨਿਰਧਾਰਿਤ ਕੋਰਸ ਸਮਾਂ : 45 ਘੰਟੇ

Credit Distribution, Eligibility and Pre-Requisites of the Course

Course title & Code	Credits	Credit distribution of the Course			Eligibility criteria	Pre- requisite of the course (if any)
		Lecture	Tutorial	Practical/ Practice		
Sirjanatmak Lekhan Hunar PUN-SEC-101	3	1	0	2	Class 12th pass in any stream	Studied Punjabi up to 10th Standard or working knowledge of Punjabi Language.

Credits: 3

L/T/P=1/0/2

Learning Objective:

- ਇਸ ਕੋਰਸ ਰਾਹੀਂ ਵਿਦਿਆਰਥੀ ਸਿਰਜਣਾਤਮਕ ਲੇਖਣ ਹੁਨਰ ਸੰਬੰਧੀ ਵਿਆਪਕ ਗਿਆਨ ਹਾਸਲ ਕਰਨਗੇ।
- ਇਸ ਕੋਰਸ ਰਾਹੀਂ ਵਿਦਿਆਰਥੀ ਜਨ ਸੰਚਾਰ ਮਾਧਿਅਮ ਲਈ ਸਿਰਜਣਾ ਕਰਨ ਸੰਬੰਧੀ ਸਮਝ ਪੈਦਾ ਕਰ ਸਕਣਗੇ।
- ਇਸ ਕੋਰਸ ਰਾਹੀਂ ਵਿਦਿਆਰਥੀ ਇਲੈਕਟ੍ਰੋਨਿਕ ਮੀਡੀਆ ਦੇ ਵਿਭਿੰਨ ਪੱਖਾਂ ਬਾਰੇ ਜਾਗਰੂਕ ਹੋਵੇਗਾ।
- ਇਸ ਕੋਰਸ ਦਾ ਉਦੇਸ਼ ਵਿਦਿਆਰਥੀਆਂ ਲਈ ਸਿਰਜਣਾਤਮਕ ਤੇ ਜਨ ਸੰਚਾਰ ਮਾਧਿਅਮ ਸਬੰਧੀ ਜਾਣਕਾਰੀ ਮੁਹੱਈਆ ਕਰਾਉਣਾ ਹੈ।

Learning Outcomes:

- ਇਸ ਕੋਰਸ ਨੂੰ ਕਰਨ ਤੋਂ ਬਾਅਦ ਵਿਦਿਆਰਥੀ ਸਿਰਜਣਾਤਮਕ ਲੇਖਣ ਹੁਨਰ ਸੰਬੰਧੀ ਆਪਣੀ ਯੋਗਤਾ ਵਧਾਉਣਗੇ।
- ਇਸ ਅਧਿਐਨ ਰਾਹੀਂ ਵਿਦਿਆਰਥੀ ਪ੍ਰਿੰਟ ਅਤੇ ਇਲੈਕਟ੍ਰੋਨਿਕ ਮੀਡੀਆ ਸੰਬੰਧੀ ਆਪਣੀ ਸਮਝ ਪ੍ਰਫੁੱਲਿਤ ਕਰਨਗੇ।
- ਇਸ ਅਧਿਐਨ ਰਾਹੀਂ ਵਿਦਿਆਰਥੀ ਜਨ ਸੰਚਾਰ ਮਾਧਿਅਮ ਦੇ ਵੱਖ-ਵੱਖ ਪੱਖਾਂ ਬਾਰੇ ਸੂਝ ਹਾਸਲ ਕਰਨਗੇ।
- ਇਸ ਕੋਰਸ ਨੂੰ ਕਰਨ ਤੋਂ ਬਾਅਦ ਵਿਦਿਆਰਥੀ ਜਨ ਸੰਚਾਰ ਦੇ ਖੇਤਰ ਵਿੱਚ ਪ੍ਰੋਫੈਸ਼ਨਲ ਹੁਨਰ ਪ੍ਰਾਪਤ ਕਰਨਗੇ।

SIRJNATMAK LEKHAN HUNAR

(ਸਿਰਜਣਾਤਮਕ ਲੇਖਣ ਹੁਨਰ)

PUN-SEC-101

Semester - I

ਨਿਰਧਾਰਿਤ ਕੋਰਸ ਸਮਾਂ : 45 ਘੰਟੇ

L-100

ਕ੍ਰੈਡਿਟ : 3

ਕੁੱਲ ਅੰਕ = 75

ਇੰਟਰਨਲ ਅਸੈਸਮੈਂਟ=8

ਲਿਖਤੀ ਅੰਕ=67

- ਯੂਨਿਟ ਪਹਿਲਾ :** ਸਿਰਜਣਾਤਮਕ ਲੇਖਣ (10 ਘੰਟੇ)
- ਓ. ਪਰਿਭਾਸ਼ਾ ਤੇ ਸਰੂਪ
ਅ. ਸਿਰਜਣਾ ਤੇ ਭਾਸ਼ਾ
ੲ. ਸਿਰਜਣਾਤਮਕ ਲੇਖਣ ਦੀ ਨੈਤਿਕਤਾ
- ਯੂਨਿਟ ਦੂਜਾ :** ਜਨ-ਸੰਚਾਰ ਮਾਧਿਅਮ ਲਈ ਸਿਰਜਣਾ : ਪਿੰਟ ਮੀਡੀਆ (12 ਘੰਟੇ)
- ਓ. ਖਬਰਾਂ ਦਾ ਸੰਪਾਦਨ
ਅ. ਫੀਚਰ ਲੇਖਣ
ੲ. ਬੱਚਿਆਂ ਲਈ ਲੇਖਣ
- ਯੂਨਿਟ ਤੀਜਾ :** ਜਨ-ਸੰਚਾਰ ਮਾਧਿਅਮ ਲਈ ਸਿਰਜਣਾ : ਇਲੈਕਟ੍ਰੋਨਿਕ ਮੀਡੀਆ (12 ਘੰਟੇ)
- ਓ. ਖਬਰਾਂ ਲੇਖਣ ਦੀ ਕਲਾ ਸਿੱਖਣਾ
ਅ. ਐਂਕਰਿੰਗ ਦੀ ਕਲਾ ਸਿੱਖਣਾ
ੲ. ਵਿਗਿਆਪਨ ਤਿਆਰ ਕਰਨਾ
- ਯੂਨਿਟ ਚੌਥਾ :** ਜਨ-ਸੰਚਾਰ ਦੇ ਮਾਧਿਅਮ (11 ਘੰਟੇ)
- ਓ. ਭਾਸ਼ਾਈ ਮਾਧਿਅਮ
ਅ. ਚਿੱਤਰ ਮਾਧਿਅਮ

ਸਹਾਇਕ ਪੁਸਤਕਾਂ

1. ਸੁਖਬੀਰ (ਅਨੁ.), ਸੁਨਹਿਰਾ ਗੁਲਾਬ, ਪਾਸਤਰੇਵਸਕੀ ਕੋਲਸਤਾਨਤਿਨ, ਨਵਯੁਗ ਪ੍ਰੈੱਸ, ਦਿੱਲੀ।
2. ਡਾ. ਰਾਜਿੰਦਰ ਕੌਰ, ਸਾਹਿਤ ਦੇ ਰੂਪ, ਪੰਜਾਬੀ ਅਕਾਦਮੀ, ਦਿੱਲੀ।
3. ਡਾ. ਰਵੇਲ ਸਿੰਘ, ਮੀਡੀਆ : ਵਿਹਾਰਕ ਅਧਿਐਨ, ਗ੍ਰੇਸੀਅਸ ਬੁਕਸ, ਪਟਿਆਲਾ।
4. ਪ੍ਰਿਥਵੀ ਰਾਜ ਥਾਪਰ, ਸੰਚਾਰ, ਤਕਨੀਕ ਅਤੇ ਮਲਟੀ ਮੀਡੀਆ, ਮਨਪ੍ਰੀਤ ਪ੍ਰਕਾਸ਼ਨ, ਦਿੱਲੀ।
5. ਐੱਸ. ਐੱਸ. ਅਮੇਲ, ਪੰਜਾਬੀ ਲਿਖਣ ਕਲਾ, ਲਾਹੌਰ ਬੁੱਕ ਸ਼ਾਪ, ਲੁਧਿਆਣਾ।
6. ਜਯੋਤੀ ਸ਼ਰਮਾ, ਪੜ੍ਹਨਾ ਅਤੇ ਪਾਠ ਸਮੱਗਰੀ ਉੱਤੇ ਪੜ੍ਹਨ ਦੇ ਪ੍ਰਤੀਬਿੰਬ, ਟੰਡਨ ਪਬਲਿਸ਼ਰ, ਲੁਧਿਆਣਾ।
7. ਮੈਕਸਿਮ ਗੋਰਕੀ ਅਤੇ ਹੋਰ, ਲੇਖਣ ਕਲਾ ਅਤੇ ਰਚਨਾ ਕੋਸ਼ਲ, ਪਰਿਕਲਪਨਾ ਪ੍ਰਕਾਸ਼ਨ, ਲਖਨਊ।
8. Creative Writing, Doubtfire, Dianne, Sevenoaks, Hodder and Stoughton Educational, 1983

9. Process of Creative Writing, Hogrefe, Pearl, New York, Harper, 1963
10. Creative Writing : A Guide to the Perplexed, Simms, Norman, New Horizon Publishers, Allahabad

ਪੇਪਰ ਸੈਟਰ/ ਅਧਿਆਪਕ ਲਈ ਹਦਾਇਤਾਂ ਅਤੇ ਪੇਪਰ ਦੀ ਰੂਪ ਰੇਖਾ

1. ਪੇਪਰ ਦੇ ਕੁੱਲ 75 ਅੰਕ ਹੋਣਗੇ, ਜੋ ਤਿੰਨ ਕ੍ਰੈਡਿਟ ਦੇ ਬਰਾਬਰ ਹਨ। ਕੋਰਸ ਦਾ ਨਿਰਧਾਰਿਤ ਸਮਾਂ 45 ਘੰਟੇ ਹੋਵੇਗਾ।
2. ਲਿਖਤੀ ਪੇਪਰ 67 ਅੰਕ ਦਾ ਹੋਵੇਗਾ।
3. ਇੰਟਰਨਲ ਅਸੈਸਮੈਂਟ ਦੇ 8 ਅੰਕ ਹੋਣਗੇ।
4. ਪੇਪਰ ਦਾ ਸਮਾਂ ਤਿੰਨ ਘੰਟੇ ਹੋਵੇਗਾ।

ਯੂਨਿਟ ਅਤੇ ਅੰਕਾਂ ਦੀ ਵੰਡ

1. ਯੂਨਿਟ ਇੱਕ ਵਿੱਚੋਂ ਤਿੰਨ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ, ਇਹਨਾਂ ਵਿੱਚੋਂ ਵਿਦਿਆਰਥੀ ਕਿਸੇ ਦੋ ਪ੍ਰਸ਼ਨਾਂ ਦਾ ਉੱਤਰ ਦੇਣਾ ਹੋਵੇਗਾ। ਇਹਨਾਂ ਪ੍ਰਸ਼ਨਾਂ ਦੇ $9 \times 2 = 18$ ਅੰਕ ਹੋਣਗੇ।
2. ਯੂਨਿਟ ਦੋ ਵਿੱਚੋਂ ਤਿੰਨ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ, ਇਹਨਾਂ ਵਿੱਚੋਂ ਵਿਦਿਆਰਥੀ ਕਿਸੇ ਦੋ ਪ੍ਰਸ਼ਨਾਂ ਦਾ ਉੱਤਰ ਦੇਣਾ ਹੋਵੇਗਾ। ਇਹਨਾਂ ਪ੍ਰਸ਼ਨਾਂ ਦੇ $9 \times 2 = 18$ ਅੰਕ ਹੋਣਗੇ।
3. ਯੂਨਿਟ ਤਿੰਨ ਵਿੱਚੋਂ ਤਿੰਨ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ, ਇਹਨਾਂ ਵਿੱਚੋਂ ਵਿਦਿਆਰਥੀ ਕਿਸੇ ਦੋ ਪ੍ਰਸ਼ਨਾਂ ਦਾ ਉੱਤਰ ਦੇਣਾ ਹੋਵੇਗਾ। ਇਹਨਾਂ ਪ੍ਰਸ਼ਨਾਂ ਦੇ $9 \times 2 = 18$ ਅੰਕ ਹੋਣਗੇ।
4. ਯੂਨਿਟ ਚਾਰ ਵਿੱਚੋਂ ਤਿੰਨ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ, ਇਹਨਾਂ ਵਿੱਚੋਂ ਵਿਦਿਆਰਥੀ ਕਿਸੇ ਦੋ ਪ੍ਰਸ਼ਨਾਂ ਦਾ ਉੱਤਰ ਦੇਣਾ ਹੋਵੇਗਾ। ਇਸ ਪ੍ਰਸ਼ਨ ਦੇ $6\frac{1}{2} \times 2 = 13$ ਅੰਕ ਹੋਣਗੇ।

Semester II
PUNJABI BHASHA DA COMPUTERIKARAN
(ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਦਾ ਕੰਪਿਊਟਰੀਕਰਨ)
PUN-SEC-201

Semester - II

ਕ੍ਰੈਡਿਟ : 3
ਨਿਰਧਾਰਤ ਕ ਰਸ ਸਮਾਂ : 45 ਘੰਟੇ

Credit Distribution, Eligibility and Pre-Requisites of the Course

Course title & Code	Credits	Credit distribution of the Course			Eligibility criteria	Pre- requisite of the course (if any)
		Lecture	Tutorial	Practical/ Practice		
Punjabi Bhasha Da Computerikaran PUN-SEC-201	3	1	0	2		

Credits: 3

L/T/P=1/0/2

Learning Objective:

- ਇਸ ਕ ਰਸ ਰਾਹੀਂ ਵਿਦਿਆਰਥੀ ਨੂੰ ਕੰਪਿਊਟਰ ਦੇ ਸਿਧਾਂਤਕ ਗਿਆਨ ਅਤੇ ਇਸਦੀ ਵਿਹਾਰਕ ਵਰਤੋਂ ਸਬੰਧੀ ਯੋਗਤਾ ਪ੍ਰਾਪਤ ਹੋਵੇਗੀ।
- ਇਸ ਕ ਰਸ ਰਾਹੀਂ ਵਿਦਿਆਰਥੀ ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਦੇ ਕੰਪਿਊਟਰੀਕਰਨ ਸਬੰਧੀ ਵਿਹਾਰਕ ਗਿਆਨ ਹਾਸਲ ਕਰੇਗਾ।
- ਇਸ ਕ ਰਸ ਰਾਹੀਂ ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਇੰਟਰਨੈੱਟ ਦੀ ਵਰਤੋਂ ਵਿੱਚ ਕੁਸ਼ਲਤਾ ਹਾਸਲ ਹੋਵੇਗੀ।
- ਇਸ ਕ ਰਸ ਦਾ ਉਦੇਸ਼ ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਵਿਭਿੰਨ ਪੰਜਾਬੀ ਫੋਟੋ ਵਿੱਚ ਟਾਈਪਿੰਗ ਕਰਨ ਦੀ ਮੁਹਾਰਤ ਪ੍ਰਦਾਨ ਕਰਨਾ ਹੈ।

Learning Outcomes:

- ਇਸ ਕ ਰਸ ਨੂੰ ਕਰਨ ਤ ਂ ਬਾਅਦ ਵਿਦਿਆਰਥੀ ਕੰਪਿਊਟਰ ਦੇ ਸਿਧਾਂਤਕ ਗਿਆਨ ਅਤੇ ਇਸਦੀ ਵਿਹਾਰਕ ਵਰਤੋਂ ਸਬੰਧੀ ਗਿਆਨਵਾਨ ਹ ਵੇਗਾ।
- ਇਸ ਅਧਿਐਨ ਰਾਹੀਂ ਵਿਦਿਆਰਥੀਆਂ ਅੰਦਰ ਪੰਜਾਬੀ ਵਿੱਚ ਕੰਪਿਊਟਰ ਦੀ ਵਰਤ ਂ ਸਬੰਧੀ ਸਮਝ ਪ੍ਰਫੁੱਲਤ ਹ ਵੇਗੀ।
- ਇਸ ਅਧਿਐਨ ਰਾਹੀਂ ਵਿਦਿਆਰਥੀ ਪੰਜਾਬੀ ਵਿੱਚ ਇੰਟਰਨੈੱਟ ਦੀ ਵਰਤ ਂ ਕੁਲਤਾ ਸਾਹਿਤ ਕਰਨ ਦੇ ਯ ਗ ਹ ਣਗੇ।
- ਇਸ ਕ ਰਸ ਨੂੰ ਕਰਨ ਤ ਂ ਬਾਅਦ ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਵਿਭਿੰਨ ਪੰਜਾਬੀ ਫੋਟੋ ਵਿੱਚ ਟਾਈਪਿੰਗ ਕਰਨ ਦੀ ਮੁਹਾਰਤ ਹਾਸਲ ਹ ਏਗੀ।

PUNJABI BHASHA DA COMPUTERIKARAN
(ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਦਾ ਕੰਪਿਊਟਰੀਕਰਨ)
PUN-SEC-201

Semester - II

ਨਿਰਧਾਰਿਤ ਕੋਰਸ ਸਮਾਂ : 45 ਘੰਟੇ

L-100

ਕ੍ਰੈਡਿਟ : 3

ਕੁੱਲ ਅੰਕ = 75

ਇੰਟਰਨਲ ਅਸੈਸਮੈਂਟ=8

ਲਿਖਤੀ ਅੰਕ=67

ਯੂਨਿਟ ਪਹਿਲਾ : ਕੰਪਿਊਟਰ ਤੇ ਇੰਟਰਨੈੱਟ : ਸਿਧਾਂਤਕ ਪੱਖ (10 ਘੰਟੇ)

ੳ. ਕੰਪਿਊਟਰ ਬਾਰੇ ਜਾਣ ਪਛਾਣ

ਅ. ਇੰਟਰਨੈੱਟ ਦੀ ਜਾਣ-ਪਛਾਣ

ਯੂਨਿਟ ਦੂਜਾ : ਕੰਪਿਊਟਰ ਤੇ ਪੰਜਾਬੀ ਭਾਸ਼ਾ (12 ਘੰਟੇ)

ੳ. ਸਰਵੇਖਣ

ਅ. ਇੰਟਰਨੈੱਟ ਤੇ ਪੰਜਾਬੀ ਭਾਸ਼ਾ

ਯੂਨਿਟ ਤੀਜਾ : ਪੰਜਾਬੀ ਟਾਈਪਿੰਗ (12 ਘੰਟੇ)

ੳ. ਫੋਂਟ ਤੇ ਪੰਜਾਬੀ ਫੋਂਟ

ਅ. ਪੰਜਾਬੀ ਕੀ-ਬੋਰਡ

ੲ. ਯੂਨੀਕੋਡ ਪ੍ਰਣਾਲੀ

ਯੂਨਿਟ ਚੌਥਾ : ਵਿਹਾਰਕ ਪੱਖ (11 ਘੰਟੇ)

ੳ. ਵੱਖ-ਵੱਖ ਵਰਡ ਪ੍ਰੋਸੈਸਰਾਂ 'ਚ ਪੰਜਾਬੀ ਦੀ ਵਰਤੋਂ

ਅ. ਇੰਟਰਨੈੱਟ ਉੱਪਰ ਪੰਜਾਬੀ ਦੀ ਵਰਤੋਂ

ੲ. ਪੰਜਾਬੀ ਸ਼ਬਦ ਜੋੜ ਚੈੱਕਰ

ਸਹਾਇਕ ਪੁਸਤਕਾਂ

1. ਅਮਨਦੀਪ ਕੌਰ ਜਲਵਾਨਾ ਅਤੇ ਹਰਮਿੰਦਰ ਸਿੰਘ ਰਾਜ, ਦਫ਼ਤਰੀ ਵਰਤੋਂ ਲਈ ਕੰਪਿਊਟਰ ਕਿਵੇਂ ਸਿੱਖੀਏ, ਤਰਕਭਾਰਤੀ ਪ੍ਰਕਾਸ਼ਨ, ਬਰਨਾਲਾ।
2. ਸੀ. ਪੀ. ਕੰਬੇਜ, ਮਾਈਕਰੋਸਾਫ਼ਟ ਵਿੰਡੋ, ਲੋਕਗੀਤ ਪ੍ਰਕਾਸ਼ਨ, ਚੰਡੀਗੜ੍ਹ।
3. ਸੀ. ਪੀ. ਕੰਬੇਜ, ਸਾਈਬਰ ਸੰਸਾਰ ਅਤੇ ਪੰਜਾਬੀ ਭਾਸ਼ਾ, ਲੋਕਗੀਤ ਪ੍ਰਕਾਸ਼ਨ, ਚੰਡੀਗੜ੍ਹ।
4. ਸੀ. ਪੀ. ਕੰਬੇਜ, ਕੰਪਿਊਟਰ ਵਿਗਿਆਨ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ।
5. ਸੀ. ਪੀ. ਕੰਬੇਜ, ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਦਾ ਕੰਪਿਊਟਰੀਕਰਨ, ਕੰਪਿਊਟਰ ਵਿਗਿਆਨ ਪ੍ਰਕਾਸ਼ਨ, ਫ਼ਾਜ਼ਿਲਕਾ।
6. ਕਿਰਪਾਲ ਸਿੰਘ ਪੰਨੂੰ, ਆਓ ਕੰਪਿਊਟਰ ਸਿੱਖੀਏ, ਚੇਤਨਾ ਪ੍ਰਕਾਸ਼ਨ, ਲੁਧਿਆਣਾ।
7. ਜਗਮੋਹਨ ਸਿੰਘ, ਕੰਪਿਊਟਰ : ਮੁੱਢਲੀ ਜਾਣਕਾਰੀ ਅਤੇ ਉਪਯੋਗ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ।
8. ਜੋਗਿੰਦਰ ਸਿੰਘ, ਕੁਲਵੰਤ ਸਿੰਘ, ਕੰਪਿਊਟਰ ਸਿੱਖਿਆ, ਟੰਡਨ ਪਬਲੀਕੇਸ਼ਨ, ਲੁਧਿਆਣਾ।
9. ਪ੍ਰਿਥਵੀ ਰਾਜ ਥਾਪਰ, ਸੰਚਾਰ, ਤਕਨੀਕ ਅਤੇ ਮਲਟੀ ਮੀਡੀਆ, ਮਨਪ੍ਰੀਤ ਪ੍ਰਕਾਸ਼ਨ, ਦਿੱਲੀ।
10. ਜਯੋਤੀ ਸ਼ਰਮਾ, ਪੜ੍ਹਨਾ ਅਤੇ ਪਾਠ ਸਮੱਗਰੀ ਉੱਤੇ ਪੜ੍ਹਨ ਦੇ ਪ੍ਰਤੀਬਿੰਬ, ਟੰਡਨ ਪਬਲਿਸ਼ਰ, ਲੁਧਿਆਣਾ।

ਪੇਪਰ ਸੈਟਰ/ ਅਧਿਆਪਕ ਲਈ ਹਦਾਇਤਾਂ ਅਤੇ ਪੇਪਰ ਦੀ ਰੂਪ ਰੇਖਾ

1. ਪੇਪਰ ਦੇ ਕੁੱਲ 75 ਅੰਕ ਹੋਣਗੇ, ਜੋ ਤਿੰਨ ਕ੍ਰੈਡਿਟ ਦੇ ਬਰਾਬਰ ਹਨ। ਕੋਰਸ ਦਾ ਨਿਰਧਾਰਿਤ ਸਮਾਂ 45 ਘੰਟੇ ਹੋਵੇਗਾ।
2. ਲਿਖਤੀ ਪੇਪਰ 67 ਅੰਕ ਦਾ ਹੋਵੇਗਾ।
3. ਇੰਟਰਨਲ ਅਸੈਸਮੈਂਟ ਦੇ 8 ਅੰਕ ਹੋਣਗੇ।
4. ਪੇਪਰ ਦਾ ਸਮਾਂ ਤਿੰਨ ਘੰਟੇ ਹੋਵੇਗਾ।

ਯੂਨਿਟ ਅਤੇ ਅੰਕਾਂ ਦੀ ਵੰਡ

1. ਯੂਨਿਟ ਇੱਕ ਵਿੱਚੋਂ ਤਿੰਨ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ, ਇਹਨਾਂ ਵਿੱਚੋਂ ਵਿਦਿਆਰਥੀ ਨੇ ਕਿਸੇ ਦੋ ਪ੍ਰਸ਼ਨਾਂ ਦਾ ਉੱਤਰ ਦੇਣਾ ਹੋਵੇਗਾ। ਇਹਨਾਂ ਪ੍ਰਸ਼ਨਾਂ ਦੇ $9 \times 2 = 18$ ਅੰਕ ਹੋਣਗੇ।
2. ਯੂਨਿਟ ਦੋ ਵਿੱਚੋਂ ਤਿੰਨ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ, ਇਹਨਾਂ ਵਿੱਚੋਂ ਵਿਦਿਆਰਥੀ ਨੇ ਕਿਸੇ ਦੋ ਪ੍ਰਸ਼ਨਾਂ ਦਾ ਉੱਤਰ ਦੇਣਾ ਹੋਵੇਗਾ। ਇਹਨਾਂ ਪ੍ਰਸ਼ਨਾਂ ਦੇ $9 \times 2 = 18$ ਅੰਕ ਹੋਣਗੇ।
3. ਯੂਨਿਟ ਤਿੰਨ ਵਿੱਚੋਂ ਤਿੰਨ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ, ਇਹਨਾਂ ਵਿੱਚੋਂ ਵਿਦਿਆਰਥੀ ਨੇ ਕਿਸੇ ਦੋ ਪ੍ਰਸ਼ਨਾਂ ਦਾ ਉੱਤਰ ਦੇਣਾ ਹੋਵੇਗਾ। ਇਹਨਾਂ ਪ੍ਰਸ਼ਨਾਂ ਦੇ $9 \times 2 = 18$ ਅੰਕ ਹੋਣਗੇ।
4. ਯੂਨਿਟ ਚਾਰ ਵਿੱਚੋਂ ਤਿੰਨ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ, ਇਹਨਾਂ ਵਿੱਚੋਂ ਵਿਦਿਆਰਥੀ ਨੇ ਕਿਸੇ ਦੋ ਪ੍ਰਸ਼ਨਾਂ ਦਾ ਉੱਤਰ ਦੇਣਾ ਹੋਵੇਗਾ। ਇਸ ਪ੍ਰਸ਼ਨ ਦੇ $6\frac{1}{2} \times 2 = 13$ ਅੰਕ ਹੋਣਗੇ।

Semester III
JAN SANCHAR ATE ANUVAD
(ਜਨ ਸੰਚਾਰ ਅਤੇ ਅਨੁਵਾਦ)
PUN-SEC-301

Semester - III

ਕ੍ਰੈਡਿਟ : 3

ਨਿਰਧਾਰਿਤ ਕੋਰਸ ਸਮਾਂ : 45 ਘੰਟੇ

Credit Distribution, Eligibility and Pre-Requisites of the Course

Course title & Code	Credits	Credit distribution of the Course			Eligibility criteria	Pre- requisite of the course (if any)
		Lecture	Tutorial	Practical/ Practice		
Jan Sanchar Ate Anuvad PUN-SEC-301	3	1	0	2		

Credits: 3

L/T/P=1/0/2

Learning Objective:

- ਇਸ ਕੋਰਸ ਰਾਹੀਂ ਵਿਦਿਆਰਥੀ ਨੂੰ ਜਨ ਸੰਚਾਰ ਅਤੇ ਅਨੁਵਾਦ ਸਬੰਧੀ ਵਿਆਪਕ ਜਾਣਕਾਰੀ ਪ੍ਰਾਪਤ ਹੋਵੇਗੀ।
- ਇਸ ਕੋਰਸ ਰਾਹੀਂ ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਜਨ ਸੰਚਾਰ ਤੇ ਅਨੁਵਾਦ ਕਰਨ ਦੀ ਕਲਾ ਬਾਰੇ ਗਿਆਨ ਮੁਹੱਈਆ ਕਰਾਇਆ ਜਾਏਗਾ।
- ਇਸ ਕੋਰਸ ਰਾਹੀਂ ਵਿਦਿਆਰਥੀ ਜਨ ਸੰਚਾਰ ਦੇ ਵਿਭਿੰਨ ਮਾਧਿਅਮਾਂ ਸਬੰਧੀ ਜਾਣਕਾਰੀ ਹਾਸਲ ਕਰੇਗਾ।
- ਇਸ ਕੋਰਸ ਦਾ ਉਦੇਸ਼ ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਜਨ ਸੰਚਾਰ ਅਤੇ ਅਨੁਵਾਦ ਦੇ ਖੇਤਰ ਵਿੱਚ ਮੁਹਾਰਤ ਪ੍ਰਦਾਨ ਕਰਨਾ ਹੈ।

Learning Outcomes:

- ਇਸ ਕੋਰਸ ਨੂੰ ਕਰਨ ਤੋਂ ਬਾਅਦ ਵਿਦਿਆਰਥੀ ਜਨ ਸੰਚਾਰ ਅਤੇ ਅਨੁਵਾਦ ਸਬੰਧੀ ਗਿਆਨਵਾਨ ਹੋਵੇਗਾ।
- ਇਸ ਅਧਿਐਨ ਰਾਹੀਂ ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਜਨ ਸੰਚਾਰ ਅਤੇ ਅਨੁਵਾਦ ਦੇ ਵਿਹਾਰਕ ਗਿਆਨ ਦੀ ਮੁਹਾਰਤ ਹਾਸਲ ਹੋਵੇਗੀ।
- ਇਸ ਅਧਿਐਨ ਰਾਹੀਂ ਵਿਦਿਆਰਥੀ ਜਨ ਸੰਚਾਰ ਦੇ ਵਿਭਿੰਨ ਮਾਧਿਅਮਾਂ ਤੋਂ ਜਾਣੂ ਹੋਵੇਗਾ।
- ਇਸ ਕੋਰਸ ਨੂੰ ਕਰਨ ਤੋਂ ਬਾਅਦ ਵਿਦਿਆਰਥੀ ਜਨ ਸੰਚਾਰ ਅਤੇ ਅਨੁਵਾਦ ਦੇ ਕਿੱਤੇ ਵਿਚਲੀਆਂ ਅਪਾਰ ਸੰਭਾਵਨਾਵਾਂ ਤੋਂ ਜਾਣੂ ਹੁੰਦੇ ਹੋਏ ਇਸ ਖੇਤਰ ਵਿੱਚ ਆਪਣਾ ਕੈਰੀਅਰ ਬਣਾਉਣ ਦੇ ਯੋਗ ਹੋਵੇਗਾ।

JAN SANCHAR ATE ANUVAD
(ਜਨ ਸੰਚਾਰ ਅਤੇ ਅਨੁਵਾਦ)
PUN-SEC-301

Semester - III

ਨਿਰਧਾਰਿਤ ਕੋਰਸ ਸਮਾਂ : 45 ਘੰਟੇ

L-200

ਕ੍ਰੈਡਿਟ : 3

ਕੁੱਲ ਅੰਕ = 75

ਇੰਟਰਨਲ ਅਸੈਸਮੈਂਟ=8

ਲਿਖਤੀ ਅੰਕ=67

ਯੂਨਿਟ ਪਹਿਲਾ : ਜਨ ਸੰਚਾਰ : ਮੁੱਢਲੀ ਜਾਣ ਪਛਾਣ

(10 ਘੰਟੇ)

- ੳ. ਜਨ ਸੰਚਾਰ : ਪਰਿਭਾਸ਼ਾ ਤੇ ਸਰੂਪ
- ਅ. ਜਨ ਸੰਚਾਰ ਤੇ ਭਾਸ਼ਾ
- ੲ. ਜਨ ਸੰਚਾਰ ਵਿੱਚ ਨੈਤਿਕਤਾ ਅਤੇ ਸਦਾਚਾਰ

ਯੂਨਿਟ ਦੂਜਾ : ਜਨ ਸੰਚਾਰ ਮਾਧਿਅਮ : ਸਰੂਪ ਅਤੇ ਖੇਤਰ

(12 ਘੰਟੇ)

- ੳ. ਅਖ਼ਬਾਰਾਂ
- ਅ. ਟੈਲੀਵਿਜ਼ਨ
- ੲ. ਜਨਤਕ ਮੀਡੀਆ (ਸੋਸ਼ਲ ਮੀਡੀਆ)

ਯੂਨਿਟ ਤੀਜਾ : ਅਨੁਵਾਦ : ਮੁੱਢਲੀ ਜਾਣ-ਪਛਾਣ

(12 ਘੰਟੇ)

- ੳ. ਅਨੁਵਾਦ : ਪਰਿਭਾਸ਼ਾ ਅਤੇ ਸਰੂਪ
- ਅ. ਅਨੁਵਾਦ ਦੀ ਕਲਾ
- ੲ. ਅਨੁਵਾਦ ਦੀਆਂ ਸਮੱਸਿਆਵਾਂ

ਯੂਨਿਟ ਚੌਥਾ : ਅਨੁਵਾਦ ਦੇ ਵਿਭਿੰਨ ਰੂਪ

(11 ਘੰਟੇ)

- ੳ. ਕਵਿਤਾ ਦਾ ਅਨੁਵਾਦ
- ਅ. ਵਾਰਤਕ ਦਾ ਅਨੁਵਾਦ
- ੲ. ਨਾਟਕ ਦਾ ਅਨੁਵਾਦ

ਸਹਾਇਕ ਪੁਸਤਕਾਂ

1. ਰਵੇਲ ਸਿੰਘ, ਮੀਡੀਆ ਵਿਹਾਰਕ ਅਧਿਐਨ, ਗਰੇਸੀਅਸ ਬੁਕਸ, ਪਟਿਆਲਾ।
2. ਪ੍ਰਿਥਵੀ ਰਾਜ ਥਾਪਰ, ਸੰਚਾਰ, ਤਕਨੀਕ ਅਤੇ ਮਲਟੀਮੀਡੀਆ, ਮਨਪ੍ਰੀਤ ਪ੍ਰਕਾਸ਼ਨ, ਦਿੱਲੀ।
3. ਜਯੋਤੀ ਸ਼ਰਮਾ, ਪੜ੍ਹਨਾ ਅਤੇ ਪਾਠ ਸਮੱਗਰੀ ਉੱਤੇ ਪੜ੍ਹਨ ਦੇ ਪ੍ਰਤੀਬਿੰਬ, ਟੰਡਨ ਪਬਲੀਕੇਸ਼ਨ, ਲੁਧਿਆਣਾ।
4. ਡਾ. ਜੀ ਗੋਪੀਨਾਥ, ਅਨੁਵਾਦ ਸਿਧਾਂਤ ਅਤੇ ਪ੍ਰਯੋਗ, ਲੋਕ ਭਾਰਤੀ ਪ੍ਰਕਾਸ਼ਨ, ਇਲਾਹਾਬਾਦ।
5. ਡਾ. ਰਾਮਚੰਦਰ ਰੈਡੀ, ਅਨੁਵਾਦ ਦੇ ਸਿਧਾਂਤ, ਸਮੱਸਿਆਵਾਂ ਤੇ ਹੱਲ, ਅਨੁ. ਡਾ. ਰੰਜੂ ਬਾਲਾ, ਇੰਡੀਅਨ ਬੁਕਸ ਅਤੇ ਪੀਰੀਓਡੀਕਲ, 2020
6. ਸੰਤੋਸ਼ ਅਲੈਕਸ, ਅਨੁਵਾਦ ਪ੍ਰਕ੍ਰਿਆ ਅਤੇ ਵਿਵਹਾਰਿਕਤਾ, ਅਮੈਜ਼ੋਨ ਇੰਨ।
7. ਡਾ. ਰਾਜ ਮਲ ਵੇਹਰਾ, ਅਨੁਵਾਦ ਕਲਾ ਹੈ, ਵਾਈ ਪ੍ਰਕਾਸ਼ਨ, ਦਿੱਲੀ।
8. ਰਾਮਸ਼ਰਨ ਜੋਸ਼ੀ (ਸੰਪਾ.), ਪੱਤ੍ਰਕਾਰਿਤਾ ਮੇਂ ਅਨੁਵਾਦ, ਰਾਧਾਕ੍ਰਿਸ਼ਨ ਪ੍ਰਕਾਸ਼ਨ, ਪ੍ਰਾਈਵੇਟ ਲਿਮਟਿਡ, ਦਿੱਲੀ।

9. ਰਾਮੇਸ਼ ਚੰਦਰ, ਅਨੁਵਾਦ ਕਾ ਭਾਸ਼ਾ ਵਿਗਿਆਨਕ ਅਧਿਐਨ, ਆਰੀਆਵ੍ਰਤ ਸੰਸਕ੍ਰਿਤ ਸੰਸਥਾਨ, ਦਿੱਲੀ।
10. ਡਾ. ਗੋਪਾਲ ਲਾਲ ਮੀਣਾ, ਅਨੁਵਾਦ ਵਿਵਹਾਰ ਔਰ ਸਿਧਾਂਤ, ਫਿਲਿਪਕਾਰਟ (ਆਨਲਾਈਨ)।
11. ਰੀਤਾ ਰਾਣੀ ਧਾਲੀਵਾਲ, ਅਨੁਵਾਦ ਪ੍ਰਕ੍ਰਿਆ ਔਰ ਪਰਿਦ੍ਰਿਸ਼ਯ, ਵਾਈ ਪ੍ਰਕਾਸ਼ਨ, ਦਿੱਲੀ।
12. ਐੱਨ. ਈ. ਵਿਸ਼ਵਨਾਥ, ਅਨੁਵਾਦ ਕਲਾ, ਪ੍ਰਭਾਤ ਪ੍ਰਕਾਸ਼ਨ, ਦਿੱਲੀ।

ਪੇਪਰ ਸੈਟਰ/ ਅਧਿਆਪਕ ਲਈ ਹਦਾਇਤਾਂ ਅਤੇ ਪੇਪਰ ਦੀ ਰੂਪ ਰੇਖਾ

1. ਪੇਪਰ ਦੇ ਕੁੱਲ 75 ਅੰਕ ਹੋਣਗੇ, ਜੋ ਤਿੰਨ ਕ੍ਰੈਡਿਟ ਦੇ ਬਰਾਬਰ ਹਨ। ਕੇਰਸ ਦਾ ਨਿਰਧਾਰਿਤ ਸਮਾਂ 45 ਘੰਟੇ ਹੋਵੇਗਾ।
2. ਲਿਖਤੀ ਪੇਪਰ 67 ਅੰਕ ਦਾ ਹੋਵੇਗਾ।
3. ਇੰਟਰਨਲ ਅਸੈਸਮੈਂਟ ਦੇ 8 ਅੰਕ ਹੋਣਗੇ।
4. ਪੇਪਰ ਦਾ ਸਮਾਂ ਤਿੰਨ ਘੰਟੇ ਹੋਵੇਗਾ।

ਯੂਨਿਟ ਅਤੇ ਅੰਕਾਂ ਦੀ ਵੰਡ

1. ਯੂਨਿਟ ਇੱਕ ਵਿੱਚੋਂ ਤਿੰਨ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ, ਇਹਨਾਂ ਵਿੱਚੋਂ ਵਿਦਿਆਰਥੀ ਨੇ ਕਿਸੇ ਦੋ ਪ੍ਰਸ਼ਨਾਂ ਦਾ ਉੱਤਰ ਦੇਣਾ ਹੋਵੇਗਾ। ਇਹਨਾਂ ਪ੍ਰਸ਼ਨਾਂ ਦੇ $9 \times 2 = 18$ ਅੰਕ ਹੋਣਗੇ।
2. ਯੂਨਿਟ ਦੋ ਵਿੱਚੋਂ ਤਿੰਨ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ, ਇਹਨਾਂ ਵਿੱਚੋਂ ਵਿਦਿਆਰਥੀ ਨੇ ਕਿਸੇ ਦੋ ਪ੍ਰਸ਼ਨਾਂ ਦਾ ਉੱਤਰ ਦੇਣਾ ਹੋਵੇਗਾ। ਇਹਨਾਂ ਪ੍ਰਸ਼ਨਾਂ ਦੇ $9 \times 2 = 18$ ਅੰਕ ਹੋਣਗੇ।
3. ਯੂਨਿਟ ਤਿੰਨ ਵਿੱਚੋਂ ਤਿੰਨ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ, ਇਹਨਾਂ ਵਿੱਚੋਂ ਵਿਦਿਆਰਥੀ ਨੇ ਕਿਸੇ ਦੋ ਪ੍ਰਸ਼ਨਾਂ ਦਾ ਉੱਤਰ ਦੇਣਾ ਹੋਵੇਗਾ। ਇਹਨਾਂ ਪ੍ਰਸ਼ਨਾਂ ਦੇ $9 \times 2 = 18$ ਅੰਕ ਹੋਣਗੇ।
4. ਯੂਨਿਟ ਚਾਰ ਵਿੱਚੋਂ ਤਿੰਨ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ, ਇਹਨਾਂ ਵਿੱਚੋਂ ਵਿਦਿਆਰਥੀ ਨੇ ਕਿਸੇ ਦੋ ਪ੍ਰਸ਼ਨਾਂ ਦਾ ਉੱਤਰ ਦੇਣਾ ਹੋਵੇਗਾ। ਇਸ ਪ੍ਰਸ਼ਨ ਦੇ $6\frac{1}{2} \times 2 = 13$ ਅੰਕ ਹੋਣਗੇ।

RUSSIAN

SEC-1

Course Title **Russian communication Skill I**

Course code: RU-SEC-1-101

Course duration: 60 hours in one semester/ 4 hours per week

Credits: 3

Maximum marks: 75 (68 practical + 7 Internal Assessment)

Course Objectives:

- Stressing on oral communication
- Familiarizing with culture and civilization of Russian speaking world.
- Developing communicative tactics and vocabulary to improve oral expression.
- Developing ability to express and understand basic Russia of daily life among students

Learning Outcomes:

At the end of the course, students will be able to:

1. Introduce themselves and converse in day-to-day scenarios.
2. Ask about the identity of others.
3. Express their likes, dislike and ask about the opinions of others.
4. Invite someone or refuse the invitation.

Course contents/ syllabus:

UNIT-1

- Russian alphabet

UNIT-2

- Usage of daily basic vocabulary (greetings, basic conversation etc.)

Instructions for paper setters and candidates:

In total there will be 3 sections each focusing on a particular component of the language.

Section A

18 marks

General and very short answer questions to be asked. Each question carries 3 marks. Choices to be given internally.

Section B: Short restricted answer questions

20 marks

4 different topics will be given, on which student will have to speak few lines. Each question carries 5 marks. Choices to be given internally.

Section C: Long answer questions

30 marks

3 Long answer type questions based on the topics and writing activities covered in the units. Each question carries 10 marks. Activities like role playing, convincing the other, directed interview etc. Examiner will play the role of another person. Choices should be given internally.

Prescribed text: Бepёза by Goyal Publication (From Chapter 1-15)

SEC-2

Course title: **Russian communication Skill II**

Course code: RU-SEC-2-201

Course duration: 60 hours in one semester/ 4 hours per week

Credits: 3

Maximum marks: 75 (68 practical + 7 Internal Assessment)

Course Objectives:

- Stressing on oral communication
- Familiarizing with culture and civilization of Russian speaking world.
- Developing communicative tactics and vocabulary to improve oral expression.
- Developing ability to express and understand basic French of daily life among students

Learning Outcomes:

At the end of the course, students will be able to:

1. Introduce themselves and converse in day-to-day scenarios.
2. Ask about the identity of others.
3. Express their likes, dislike and ask about the opinions of others.
4. Ask the directions, plan or talk about their travels. Course contents/ syllabus:

UNIT-1

- Basic Knowledge of Russian stress system, grammar (singular plural etc.)

UNIT-2

- Russian Culture

Instructions for paper setters and candidates:

In total there will be 3 sections each focusing on a particular component of the language.

Section A

18 marks

General and very short answer questions to be asked. Each question carries 3 marks. Choices to be given internally.

Section B: Short restricted answer questions

20 marks

4 different topics will be given, on which student will have to speak few lines. Each question carries 5 marks. Choices to be given internally.

Section C: Long answer questions

30 marks

3 Long answer type questions based on the topics and writing activities covered in the units. Each question carries 10 marks. Activities like role playing, convincing the other, directed interview etc. Examiner will play the role of another person. Choices should be given internally.

Prescribed text: Бepёза (From chapter 16-30)

SEC-3

Course title: **Russian communication Skill III**

Course code: RU-SEC-3-301

Course duration: 60 hours in one semester/ 4 hours per week

Credits: 3

Maximum marks: 75 (68 practical + 7 Internal Assessment)

Course Objectives:

- Introducing Intermediate level of spoken Russian
- Making students aware about various daily life scenarios and the use of Russian
- Teaching students the vocabulary and expression related to various themes
- Improving their oral proficiency

Learning Outcomes:

At the end of the course, students will be able to:

1. Use the language at higher level
2. Converse in real scenarios
3. Revise and learn new concepts related to the language
4. Perform various works related to the language and the field Course contents/ syllabus:

UNIT-1

1. Russian Communication (Dialogue formation, etc.)
2. Conversation at hotels, bus stops etc.

UNIT-2

1. Business Communication
Banks, Trade etc.

UNIT-3

Narration (Communicative Narration: Narration on your favorite author, paintings etc.)

Instructions for paper setters and candidates:

In total there will be 3 sections each focusing on a particular component of the language.

Section A

18 marks

General and very short answer questions to be asked. Each question carries 3 marks. Choices to be given internally.

Section B: Short restricted answer questions

20 marks

4 different topics will be given, on which student will have to speak few lines. Each question carries 5 marks. Choices to be given internally.

Section C: Long answer questions

30 marks

3 Long answer type questions based on the topics and writing activities covered in the units. Each question carries 10 marks. Activities like role playing, convincing the other, directed interview etc. Examiner will play the role of another person. Choices should be given internally.

Prescribed text: Бepёза (31-46)

SANSKRIT

SKILL ENHANCEMENT COURSE :SEC-1

Course title	:	CHHANDAS :RECITATION and SPEAKING
Course code	:	SKT (SEC) - 1
Course duration	:	60 hours in one semester/4 hours per week
Credits	:	3
Maximum marks	:	75 (theory-35, Practical-23, project-10, Internal Assessment-7 marks)
Course Objectives :		

- Training students in Sanskrit svaras, samāsa and vighraha.
- Training students in the recitation of Sanskrit chandas namely anuṣṭup, upajāti(indravajrā&upendravajrā), and recitation of Sanskrit prose.
- Training students Sanskrit words denoting numbers.
- Students shall be able to identify and understand the use of svaras.
- Students shall be able to understand basic lakāras and be able to translate sentences to and from Sanskrit.
- Students shall be able to identify and understand samāsa and vighraha.
- Students shall be able to identify and recite verses composed certain chhandas.

Pedagogy of the course:

- प्रश्नपत्रनिर्माणं हिन्द्याम् भविष्यति।
- पाठ्याध्ययनायाभ्यासाय च प्रतिसप्ताहं चतस्रः कक्षा भविष्यन्ति।
- प्रतिप्रश्नं विकल्प आवश्यकः।
- लिखित परीक्षायां 35 अंकात्मकं प्रश्नपत्रं भविष्यति, तत्र सप्त अतिलघुप्रश्नाः (7x3 =21 अंकाः), एकः लघुप्रश्नः (05 अंकाः), एकश्च व्याख्यात्मकः प्रश्नः (09 अंकाः) प्रष्टव्याः।

Course contents/ Syllabus:

Unit I पठन-पाठन-कौशल

- (क) वर्णों के उच्चारणस्थान, उदात्तादि स्वर-परिचय-
- (ख) लट् लकार के वाक्यों का अनुवाद-
- (ग) समास और विग्रह विज्ञान का परिचय-

Unit II उच्चारणकौशल-

- (क) अनुष्टुप् व उपजाति (इन्द्रवज्रा व उपेन्द्रवज्रा) छन्दों का परिचय, लक्षणोदाहरण व उच्चारण-अभ्यास।
- (ख) संस्कृत गद्य-वाचन।

Unit III Assessment

07 अंक

Suggested Books/Readings:

1. वर्णोच्चारण शिक्षा, रामलाल कपूर ट्रस्ट, रेवली, मुखल, सोनीपत, हरियाणा।
2. गोविन्दाचार्य, लघुसिद्धान्तकौमुदी, चौखम्बा सुरभारती प्रकाशन, वाराणसी।
3. चक्रधर नौटियाल शास्त्री, अनुवाद चन्द्रिका, मोतीलाल बनारसीदास, जवाहर नगर, दिल्ली।
4. ब्रह्मदत्त जिज्ञासु, संस्कृत पठन-पाठन की अनुभूत सरलतम विधि, रामलाल कपूर ट्रस्ट, रेवली, सोनीपत, हरियाणा।
5. कपिलदेव द्विवेदी, प्रारम्भिक रचनानुवादकौमुदी, विश्वविद्यालय प्रकाशन, वाराणसी।
6. ब्रह्मानन्द त्रिपाठी, छन्दोमञ्जरी, चौखम्बा सुरभारती प्रकाशन, वाराणसी।

NOTE:-Teachers are also free to recommend any relevant books/articles/e-resource if needed.

Testing Scheme:	Max. Marks:75	Time :2 Hours	Theory:35 Marks
	Practical:23 Marks	Project:10Marks	Internal Assessment :07 Marks

SKILL ENHANCEMENT COURSE :SEC-2

Course title	:	HYMNS (MANTRAS) RECITATION and SPEAKING SKILL
Course code	:	SKT (SEC) - 2
Course duration	:	60 hours in one semester/4 hours per week
Credits	:	3
Maximum marks :		75 (theory-35, Practical-23, project-10, Internal Assessment-7 marks)

Course Objectives :

- Training students in lakāras and their translation.
- Training students in the recitation of Sanskrit chhandas namely mālinī and śikhariṇī.
- Training students Sanskrit words denoting numbers.
- Teaching students the meanings and recitation of some Vedic mantras.
- Students shall be able to understand basic lakāras and be able to translate sentences to and from Sanskrit.
- Students shall be able to identify and recite verses composed certain chandas.
- Students shall be able to use Sanskrit words denoting numbers.
- Students shall be able to understand and recite some Vedic mantras.

Pedagogy of the course:

- प्रश्नपत्रनिर्माणं हिन्द्याम् भविष्यति।
- पाठ्याध्ययनायाभ्यासाय च प्रतिसप्ताहं चतस्रः कक्षा भविष्यन्ति।
- प्रतिप्रश्नं विकल्प आवश्यकः।
- लिखित परीक्षायां 35 अंकात्मकं प्रश्नपत्रं भविष्यति, तत्र सप्त अतिलघुप्रश्नाः (7x3 =21 अंकाः), एकः लघुप्रश्नः (05 अंकाः), एकश्च व्याख्यात्मकः प्रश्नः (09 अंकाः) प्रष्टव्याः।

Course contents/ Syllabus:

Unit I संस्कृतवाक्-कौशल

संस्कृत के संख्यावाची शब्द (1 से 100)-
लुट् लकार के वाक्यों का अनुवाद
प्रेरणार्थक क्रिया (भू, पठ्, गम्, दृश्, लिख्, श्रु, हस्, कृ, ज्ञा, चल)- (केवल लट्लकार, प्रथमपुरुष, एकवचन)

Unit II ऋगुच्चारणकौशल-

गायत्री, महामृत्युंजय, शान्तिपाठ व संगठनसूक्त (ऋ.10.191) की ऋचाओं का उच्चारणकौशल व परिचय।
मालिनी व शिखरिणी छन्दों का परिचय, उच्चारण-अभ्यास व लक्षणोदाहरण।
संस्कृत गद्य-वाचन।
(इसकी मौखिक परीक्षा (Viva-voce test) सम्बद्ध शिक्षक द्वारा ही ली जाएगी)।

Unit III Assessment

07 अंक

Suggested Books/Readings:

1. वर्णोच्चारण शिक्षा, रामलाल कपूर ट्रस्ट, रेवली, मुरथल, सोनीपत, हरियाणा।
2. गोविन्दाचार्य, लघुसिद्धान्तकौमुदी, चौखम्बा सुरभारती प्रकाशन, वाराणसी।
3. चक्रधर नौटियाल शास्त्री, अनुवाद चन्द्रिका, मोतीलाल बनारसीदास, जवाहर नगर, दिल्ली।
4. ब्रह्मदत्त जिज्ञासु, संस्कृत पठन-पाठन की अनुभूत सरलतम विधि, रामलाल कपूर ट्रस्ट, रेवली, सोनीपत, हरियाणा।
5. कपिलदेव द्विवेदी, प्रारम्भिक रचनानुवादकौमुदी, विश्वविद्यालय प्रकाशन, वाराणसी।
6. ब्रह्मानन्द त्रिपाठी, छन्दोमञ्जरी, चौखम्बा सुरभारती प्रकाशन, वाराणसी।

NOTE:-Teachers are also free to recommend any relevant books/articles/e-resource if needed.

Testing Scheme:	Max. Marks:75	Time :2 Hours	Theory:35 Marks
	Practical:23 Marks	Project:10Marks	Internal Assessment :07 Marks

SKILL ENHANCEMENT COURSE :SEC-3

Course title	:	HYMNS RECITATION and SPEAKING SKILL
Course code	:	SKT (SEC) - 3
Course duration	:	60 hours in one semester/4 hours per week
Credits	:	3
Maximum marks	:	75 (theory-35, Practical-23, project-10, Internal Assessment-7 marks)

Course Objectives :

- Training students in lakāras and their translation.
- Training students in Sanskrit svaras(udatta, etc.), samāsa and vighraha.
- Training students in the recitation of Sanskrit chandas namely anuṣṭup, upajāti(indravajrā&upendravajrā), and practice to read Sanskrit prose.
- Training students Sanskrit words denoting numbers.
- Students shall be able to identify and understand the basic terminologies of vyākaraṇa.
- Students shall be able to understand the design and be able to recite the Māheśvarasūtras.
- Students shall be able to identify and understand the forms in lañ-lakāra.
- Acquainting students with system of samāsa and vighraha.
- Students shall be able to recite verses from the Nīṭisātaka.

Pedagogy of the course:

- प्रश्नपत्रनिर्माणं हिन्द्याम् भविष्यति।
- पाठ्याध्ययनायाभ्यासाय च प्रतिसप्ताहं चतस्रः कक्षा भविष्यन्ति।
- प्रतिप्रश्नं विकल्प आवश्यकः।
- लिखित परीक्षायां 35 अंकात्मकं प्रश्नपत्रं भविष्यति, तत्र सप्त अतिलघुप्रश्नाः (7x3 =21 अंकाः), एकः लघुप्रश्नः (05 अंकाः), एकश्च व्याख्यात्मकः प्रश्नः (09 अंकाः) प्रष्टव्याः।

Course contents/ Syllabus:

Unit I पठन-पाठनकौशल

व्याकरण की प्रमुख संज्ञाएँ-

(अच्, हल्, गुण, वृद्धि, पद, प्रातिपदिक, संयोग, सवर्ण, टि, लोप, इत्, ह्रस्व, दीर्घ, प्लुत, अनुनासिक)

संस्कृत वर्णमाला (माहेश्वर सूत्र)

लङ् लकार के रूप

समास और विग्रह विज्ञान का परिचय-

Unit II उच्चारणकौशल (नीतिशतक के प्रमुख पद्यों का उच्चारणभ्यास)

(इसकी मौखिक परीक्षा (Viva-voce test) सम्बद्ध शिक्षक द्वारा ही ली जाएगी)।

Unit III Assessment

07 अंक

Suggested Books/Readings:

1. वर्णोच्चारण शिक्षा, रामलाल कपूर ट्रस्ट, रेवली, मुरथल, सोनीपत, हरियाणा।
2. गोविन्दाचार्य, लघुसिद्धान्तकौमुदी, चौखम्बा सुरभारती प्रकाशन, वाराणसी।
3. चक्रधर नौटियाल शास्त्री, अनुवाद चन्द्रिका, मोतीलाल बनारसीदास, जवाहर नगर, दिल्ली।
4. ब्रह्मदत्त जिज्ञासु, संस्कृत पठन-पाठन की अनुभूत सरलतम विधि, रामलाल कपूर ट्रस्ट, रेवली, सोनीपत, हरियाणा।
5. कपिलदेव द्विवेदी, प्रारम्भिक रचनानुवादकौमुदी, विश्वविद्यालय प्रकाशन, वाराणसी।
6. ब्रह्मानन्द त्रिपाठी, छन्दोमञ्जरी, चौखम्बा सुरभारती प्रकाशन, वाराणसी।

NOTE:-Teachers are also free to recommend any relevant books/articles/e-resource if needed.

Testing Scheme:	Max. Marks:75	Time :2 Hours	Theory:35 Marks
	Practical:23 Marks	Project:10Marks	Internal Assessment :07 Marks

Sociology

SEMESTER -I SOC-SEC-1-101

BASICS OF SOCIAL RESEARCH-1

Credit 3

Maximum Marks 75

Theory 68

Internal Assessment: 7 marks

Time: 3 hours

Level of Course: 100

INSTRUCTIONS FOR THE PAPER-SETTER AND THE CANDIDATES:

(i) For written paper, the students will be required to attempt Four questions in all. Question No. I will be compulsory comprising of 10 short answer type questions of 2 marks each and will cover the entire syllabus. The students are required to attempt Seven short answer type questions out of 10, i.e., $7 \times 2 = 14$ marks. In addition to it, Question Nos. II to VII will consist of long answer (essay type) questions, two Questions from each Unit with internal choice carrying 18 marks each i.e. $3 \times 18 = 54$ marks. Three questions to be attempted selecting One Question from each unit.

(ii) For private candidates, who have not been assessed earlier for internal assessment, the marks secured by them in theory paper will proportionately be increased to maximum marks of the paper in lieu of internal assessment.

The paper-setter must put note (ii) in the question paper.

Course Objective:

This paper aims at introducing Fundamentals of Research to the beginners of the subject; the students will be introduced with basic methods and techniques in social research. The objective of this course is to familiarize the students with the various methods of data collection

Course Outcomes:-This course enables students to practically approach the field work operations and objectively assesses the societal issues.

UNIT- I

Meaning and Importance of Social Research

Stages of Social Research

Types of Social Research (Qualitative and Quantitative)

UNIT- II

Objectivity in Social Sciences, Hypothesis, Sampling and Its Types

UNIT- III

Techniques of Data Collection- Interview Method, Schedule and Questionnaire, content Analysis

Suggested Readings:

1. Sellttiz, Claire et.al (2007): Research Methods in Social Relations (Revised ed.), New York: Henry Hold & Co. (latest edition).
2. Goode, W.J. &Hatt, P.K. (2006): Methods in Social Research, Delhi, Surjeet Publications
3. Young, P.V.(1988) : Scientific Social Surveys and Research, New Delhi: Prentice Hall of India Private Ltd.,

4. Mukerjee, P.N. (2000): Methodology on Social Research: Dilemmas and Perspectives, New Delhi: Sage,
5. Festinger, L. & Katz, D.(1953) : Research Methods in Behavioural Science, New York: Dryden Press,
6. Lindzey, Gardner & Aronson. (1968): The Handbook of Social Psychology (2nd ed.), Addison. Wesley Pub. Comp
7. Robson, Colin (2000): Real World Research, Oxford: Blackwell,
8. Bryman Alan, (2014) : Social Research Methods, New Delhi, Oxford University Press
9. Neuman, W.L.,(2007) : Social Research Methods : Qualitative and Quantitative Approaches, Delhi, Pearson Education

Semester-II

SKILL ENHANCEMENT COURSE SOC-SEC-2-201 BASICS OF SOCIAL RESEARCH-II

Credit 3

Maximum Marks 75

Theory: 68

Internal Assessment: 7 marks

Time: 3 hours

Level of Course: 100

INSTRUCTIONS FOR THE PAPER-SETTER AND THE CANDIDATES:

(i) For written paper, the students will be required to attempt Four questions in all. Question No. I will be compulsory comprising of 10 short answer type questions of 2 marks each and will cover the entire syllabus. The students are required to attempt Seven short answer type questions out of 10, i.e. $7 \times 2 = 14$ marks. In addition to it, Question Nos. II to VII will consist of long answer (essay type) questions, two Questions from each Unit with internal choice carrying 18 marks each i.e. $3 \times 18 = 54$ marks. Three Questions to be attempted selecting One Question from each Unit.

(ii) For private candidates, who have not been assessed earlier for internal assessment, the marks secured by them in theory paper will proportionately be increased to maximum marks of the paper in lieu of internal assessment.

The paper-setter must put note (ii) in the question paper.

Course Objective:

This paper aims at introducing basics of research design. Types of qualitative and quantitative methods.

Course outcome: This course will bring the students closer to ground level research methods and how to use techniques of data collection in a more meaningful way.

Course Content

UNIT- I

Research Design-Meaning and Types

UNIT- II

Qualitative Methods- Case Study, Ethnography, Action Research

UNIT- III

Quantitative Methods- Observation, Survey, Experimental Methods

Essential Readings:

1. Bailey, K. D., (1997) Methods of Social Research, New York, The Free Press.
2. Bernard, H. Russell (2000) Social Research Methods – Qualitative and Quantitative Approaches, New Delhi, Sage Publications India Pvt. Ltd.
3. Colin, R. (2000) Real World Research Oxford, Blackwell,
4. Goode, W.J. and Hatt P.K. (1952), Methods in Social Research, New York: McGraw Hill, International Students Edition.
5. Moser and Kalton (1980) Survey Methods in Social Investigation. Heinemann Educational Books.

6. Punch, K. F, (1998) Introduction of Social Research, Quantitative & Qualitative Approach, New Delhi, Sage Robson,
7. Tashakkori, A. and Charles Teddlie, (2003) Handbook of Mixed Methods, New Delhi, Sage.

Further Readings

1. Tim, May, (2001) Social Research: Issues, Methods and Process. Buckingham, Open University Press.
2. Barly, Kenneth, D. (1978) Methods of Social Research, New York. The FreePress.
3. Bryant, G.A. (1985) Positivism in Social Theory and Research, Macmillan.
4. Giddens, Anthony, (1974), Positivism and Sociology, London: Hienmann.
5. Hindess, Barry (1977) Philosophy and Methodology in Social Sciences, The Harvester Press.
6. Madge, John, (1976) The Tools of Social Science, London, Longman.

SEMESTER -III

SOC-SEC-3-301 BASICS OF SOCIAL RESEARCH

Credit 3

Maximum Marks 75

Theory 68 Internal Assessment: 7 marks

Time: 3 hours

Level of Course: 200

INSTRUCTIONS FOR THE PAPER-SETTER AND THE CANDIDATES:

(i) For written paper, the students will be required to attempt Four questions in all. Question No. I will be compulsory comprising of 10 short answer type questions of 2 marks each and will cover the entire syllabus. The students are required to attempt Seven short answer type questions out of 10, i.e., $7 \times 2 = 14$ marks. In addition to it, Question Nos. II to VII will consist of long answer (essay type) questions, two Questions from each Unit with internal choice carrying 18 marks each i.e. $3 \times 18 = 54$ marks. Three questions to be attempted selecting One Question from each unit.

(ii) For private candidates, who have not been assessed earlier for internal assessment, the marks secured by them in theory paper will proportionately be increased to maximum marks of the paper in lieu of internal assessment.

The paper-setter must put note (ii) in the question paper.

Course Objective:

The objective of the Course is to teach basic elements of scientific method. This paper is designed to introduce measures of Central Tendency and Scaling Techniques.

Course Outcomes: The students will become familiar with basic concepts and measures of central tendency. This will help them in analysis of data and presentation of results.

UNIT- I

Scientific Method: Features

Concepts, Hypothesis, Theory

UNIT- II

Measurement: Levels and Problems,

Measures of Central Tendency: Mean, Median, Mode

UNIT- III

Fieldwork, Report writing and Presentation of Report

Suggested Readings

1. Bailey, K. D., (1997) Methods of Social Research, New York, The Free Press.
2. Bernard, H. Russell (2000) Social Research Methods – Qualitative and Quantitative Approaches, New Delhi, Sage Publications India Pvt. Ltd.
3. Colin, R. (2000) Real World Research Oxford, Blackwell
4. Goode, W.J. and Hatt P.K. (1952), Methods in Social Research, New York: McGraw Hill, International Students Edition.
5. Kerlinger, Fred N. (1973), Foundations of Behavioural Research, New York, Holt, Rinehart & Winston, INC.

6. Moser and Kalton (1980) Survey Methods in Social Investigation. Heinemann Educational Books.
7. Punch, K. F, (1998) Introduction of Social Research, Quantitative & Qualitative Approach, New Delhi, Sage Robson,
8. Seltiz, Claire, et.al. (1959) Research Methods in Social Relations, New York, Henry Holt & Co.
9. Tim, May, (2001) Social Research: Issues, Methods and Process. Buckingham, Open University Press.

Further Readings:

1. Barly, Kenneth, D. (1978) Methods of Social Research, New York. The Free Press.
2. Bryant, G.A. (1985) Positivism in Social Theory and Research, Macmillan.
3. Giddens, Anthony, (1974), Positivism and Sociology, London: Hienmann.
4. Hindess, Barry (1977) Philosophy and Methodology in Social Sciences, The Harvester Press
5. Madge, John, (1976) The Tools of Social Science, London, Longman.

Statistics

SEMESTER – I

Course Code: (STAT-SEC-1-101)

Course Name: Statistical Data Analysis using MS-Excel

Credit: 3
L-2, P-1

Notes:-

1. A candidate shall offer this subject in B.A.
2. Students are to be engaged to 4 hours of teaching per week (2 lecture for theory and 2 lectures for practical).

Paper Title with code	Lecture(L)/ Credit	Practical(P)/ Credit	Marks Distribution	
			Theory	Practical
Statistical Data Analysis using MS-Excel (STAT-SEC-1-101)	Lecture : 2 Credit : 2	Practical Lecture: 2 Credit : 1	Max. Marks: 50 Theory: 40 Internal Assessment : 10 Time: 3 Hours	Max. Marks: 25 Viva voce: 5 Record of the practical: 5 Written practical Exam: 15 Time: 3 Hours

STATISTICAL DATA ANALYSIS USING MS-EXCEL

Objective: The objective of the course is to provide basic knowledge of MS-Excel for Statistical Techniques to the students. To identify spreadsheet terminology and concepts, create formulas and functions, use formatting features, and generate charts, graphs, and reports. The purpose of this course is to teach students to analyse numerical data by using statistical tools and functions. The focus will be on practical approach.

Learning Outcomes: On completion of this course students will be able to:

1. Understand to create data sheet, execute different commands and knowledge of basic functions in MS-Excel.
2. Draw diagram and graphs by using MS-Excel.
3. Analyse data by using statistical formulae and functions.

Notes:

1. There will be in all seven (7) questions, all of equal marks. The first question is **compulsory** and will be of short answer type covering the entire syllabus. Out of the remaining eight (6) questions, three (3) questions will be set from each Unit. The candidate will be required to attempt five questions in all including the compulsory first question and two questions from each Unit.
2. Simple non-programmable calculator is allowed.

Unit-I

Introduction to MS Excel: Introduction, Cells, Rows, and Columns, Formulas, Sheet Tabs, Page Margins, Page Orientation, Page Breaks and Printing, Definition of Worksheets and Workbooks, Naming of Worksheets, Adding and Deleting Worksheets, Hiding/ Unhiding Worksheets, Hiding Columns and Rows, Saving Workbooks, Saving an Existing File, Headers and Footers, copy and Renaming of Worksheets, Entering Data, Labels and Values, Copying Cells, Rows and Columns, Pasting Cells, Rows, and Columns, Inserting and Deleting Rows and Columns, Filling and Editing Cell Data, Find and Replace, Go To Cell Data, Spell Check, Auto Correct. Change Font Styles and Sizes, Adding Borders and Colors to Cells, Change a Column Width, Change a Row Height, Merge Cells, Applying Number Formats, Creating Custom Number Formats, Align Cell Contents, Cell Styles, Freeze and Unfreeze Rows and Columns, Removing A Background, Cropping and Rotating an image, Compressing a Picture, Inserting AutoShapes, Clip Art, and a Hyperlink.

Unit-II

Presentation of data by using MS- Excel: Diagrammatic representation of data, frequency distribution and Graphical representation, Analysis of quantitative data: Measures of Central Tendency, Measures of Dispersion, skewness, kurtosis. Bivariate Data: Scatter diagram, product moment correlation coefficient, Spearman's rank correlation coefficient, simple linear regression and its fitting.

Suggested Readings

1. Frag Curtis , Step by Step Microsoft Excel 2013
2. John Walkenbach, 101 Excel 2013 Tips , Tricks and Time savers.
3. Goon, A.M., Gupta, M.K. and Dasgupta, B. (2013): Fundamental of Statistics, Vol I , World Press, Kolkata
4. Goon, A.M., Gupta, M.K. and Dasgupta, B. (2011): Fundamental of Statistics, Vol II, World Press, Kolkata.
5. Mood, A.M. Graybill, F.A. and Boes, D.C. (2011): Introduction to the Theory of Statistics, 3rd Edn., (Indian Edition), Tata McGraw-Hill Pub. Co. Ltd.
6. Hogg, R.V., Tanis, E.A. and Rao J.M. (2009): Probability and Statistical Inference, Seventh Ed, Pearson Education, New Delhi.

(STAT-SEC-1-101): **STATISTICAL DATA ANALYSIS USING MS-EXCEL (PRACTICAL)**

Notes:

- (i) The Practical Question Paper will contain five questions. A student will be required to attempt any three questions, each of 5 marks, in three hours duration.
- (ii) The practical of paper (STAT-SEC-1-101) will be based on the following topics:
 1. Presentation of data by Frequency tables
 2. Diagrams & Graphs : Bar, Multiple Line, Pie and histogram
 3. Measures of central tendency
 4. Measures of dispersion
 5. Measures of Skewness and Kurtosis.
 6. Product Moment Correlation.
 7. Spearman's rank correlation
 8. Linear Regression of two variables and its fitting.

SEMESTER – II

Course Code: (STAT-SEC-2-201)

Course Name: Statistics for Decision Analytics with Microsoft Excel

Credit: 3
L-2, P-1

- Notes**
1. A candidate shall offer this subject in B.A.
 2. Students are to be engaged to 4 hours of teaching per week (2 lecture for theory and 2 lectures for practical).

Paper Title with code	Lecture(L)/ Credit	Practical(P))/ Credit	Marks Distribution	
			Theory	Practical
Statistics for Decision Analytics with Microsoft Excel (STAT-SEC-2-201)	Lecture : 2 Credit : 2	Practical Lecture: 2 Credit : 1	Max. Marks: 50 Theory: 40 Internal Assessment : 10 Time: 3 Hours	Max. Marks: 25 Viva voce: 5 Record of the practical: 5 Written practical Exam: 15 Time: 3 Hours

STATISTICS FOR DECISION ANALYTICS WITH MICROSOFT EXCEL

Objective: The purpose of this course is to provide knowledge about the discrete and continuous probability distributions, and sampling distributions. To use the knowledge of probability and sampling distributions in order to understand the concepts of hypothesis testing procedures and apply in real life situations.

Learning Outcomes: Upon the completion of this course, students will be able to:

1. Understand the basics of probability, random variables, and theoretical probability distributions.
2. Utilize Microsoft Excel's built-in functions to calculate the probability mass function, probability density function, and cumulative distribution functions of different discrete and continuous probability distributions.
3. Identify the significance of hypothesis testing, hypothesis formation, and application of the various testing procedures.
4. Execute the testing procedures in Microsoft Excel.

Notes:

1. There will be in all seven (7) questions, all of equal marks. The first question is **compulsory** and will be of short answer type covering the entire syllabus. Out of the remaining eight (6) questions, three (3) questions will be set from each Unit. The candidate will be required to attempt five questions in all including the compulsory first question and two questions from each Unit.
2. Simple non-programmable calculator is allowed.

Unit-I

Random Variables: Concept of Random Variables, Probability function, cumulative distribution function, expected values and Variance of random variables (for univariate case only).

Discrete Probability distributions: Binomial, Poisson distributions.

Continuous probability distributions: normal Probability distribution function and standard normal probability distribution function, exponential and gamma distributions, calculation of probabilities using Microsoft excel functions and Analysis

Unit-II

Hypothesis testing: The basic fundamentals of hypothesis testing, type-I and type-II errors, the level of significance, one-tailed and two-tailed tests, Hypothesis testing for the parameters of population distributions (one sample and two sample problems). Large and small sample test. Testing for mean, difference of means and equality of variances t test, F test, Z test, calculation of p values and critical values using Microsoft excel function, chi square test of association

(STAT-SEC-2-201): **STATISTICS FOR DECISION ANALYTICS WITH MICROSOFT EXCEL (PRACTICAL)**

Notes:

- (i) The practical question paper will contain five questions. A student will be required to attempt any three questions, each of 5 marks, in three hours duration.
- (ii) The practical of paper (STAT-SEC-2-201) will be based on the following topics:
 1. Discrete probability distributions include binomial and Poisson distributions.
 2. The continuous probability distributions include normal, exponential, gamma distributions.
 3. Testing of mean using one sample t-test, two independent t-test and a paired t-test.
 4. Testing of variance using the F-test.
 5. Computation of confidence intervals for mean, variance.
 6. Chi-square goodness of fit test and test of independence.

Suggested Readings

1. Meyer, P.L. Introductory probability and statistical Applications, 2nd Edition, Oxford & IBH Publishing Co. Pvt. Ltd. New Delhi.
2. Goon, A.M., Gupta, M.K. and Dasgupta, B. (2011): Fundamental of Statistics, Vol I, World Press, Kolkata.
3. Levine D.M, Stephan, D.F and Szabat, K.A. (2024): Statistics for managers using microst Excel 8th edition, Pearson Publication.
4. Sharma J.K. Business Statistics, 5th Edition, S. Chand and company limited Publication.
5. Gupta S.C. and Kapoor V.K. Fundamental of Mathematical statistics, Sultan Chand & Sons Publication.

SEMESTER – III

Course Code : (STAT-SEC-3-301)

Course Name: Statistics for Business Analytics with Microsoft Excel

Credit: 3
L-2, P-1

- Notes**
1. A candidate shall offer this subject in B.Sc.
 2. Students are to be engaged to 4 hours of teaching per week (2 lecture for theory and 2 lectures for practical).

Paper Title with code	Lecture(L)/ Credit	Practical(P)/ Credit	Marks Distribution	
			Theory	Practical
Statistics for Business Analytics with Microsoft Excel (STAT-SEC-3-301)	Lecture : 2 Credit : 2	Practical Lecture: 2 Credit : 1	Max. Marks: 50	Max. Marks: 25
			Theory: 40 Internal Assessment : 10 Time: 3 Hours	Viva voce: 5 Record of the practical: 5 Written practical Exam: 15 Time: 3 Hours

STATISTICS FOR BUSINESS ANALYTICS WITH MICROSOFT EXCEL

Objective: The objective of this course is to provide knowledge of the basics of Index numbers, time series forecasting, statistical quality control and decision making using Microsoft Excel. Accurate and insightful Index numbers analysis, time series analysis, statistical quality control and decision making techniques are crucial for making data-driven decisions in various fields, such as economics, finance, marketing, and industry. Microsoft Excel provides a widely accessible and user-friendly platform, allowing students to perform complex analyses without requiring specialized software.

Learning outcomes: Upon the completion of this course, students will be able to:

1. Use Microsoft Excel to formulate, solve, and analyse the use index numbers for real-world problems.
2. Understand the time series data and its components. Also able to learn different estimating techniques of trend component.
3. Apply and construct statistical process control tools- Control charts for variables, attributes.
4. Learn various decision making criteria for business perspective.

Notes:

1. There will be in all seven (7) questions, all of equal marks. The first question is **compulsory** and will be of short answer type covering the entire syllabus. Out of the remaining eight (6) questions, three (3) questions will be set from each Unit. The candidate will be required to attempt five questions in all including the compulsory first question and two questions from each Unit.
2. Simple non-programmable calculator is allowed.

Unit-I

Index Numbers: Definition Uses, Limitation and Problems in construction of Index Numbers .Methods of construction, Unweighted or weighted index numbers for quantity and Price. Simple Price index, Aggregate Price Index and Average price relative index. Laspeyre's, Paasche's, Fisher's index Number, Value Index Numbers. Test of Adequacy of indexes, Time Reversal test, factor Reversal test and Circular test. Consumer price index, uses and construction of consumer price index.

Forecasting and Time Series Analysis: Definition, component of Time series, uses of time series. Methods of Measuring Trend; Least Square method Fitting of Straight line Trend , Quadratic Trend ,Exponential Trend ,Method of Moving Averages

Unit-II

Statistical Quality Control: Basis of statistical quality control, statistical quality control, benefits of statistical control, process control and product control, control charts for variables, control charts for attributes.

Decision Making: Payoff tables and decision trees, criteria of decision making, maximax payoff, maximin payoff, expected monetary value, expected opportunity loss, Return to risk ratio.

(STAT-SEC-3-301): **STATISTICS FOR BUSINESS ANALYTICS WITH MICROSOFT EXCEL (PRACTICAL)**

Notes:

- (i) The practical question paper will contain five questions. A student will be required to attempt any three questions, each of 5 marks, in three hours duration.
- (ii) The practical of paper (STAT-SEC-3-301) will be based on the following topics:
 1. Construction of price and quantity index numbers by simple aggregate method.
 2. Construction of price and quantity index numbers by Laspeyres, Paasche's, Drobish-Bowley, Marshall-Edgeworth, Walsch and Fisher's Formula.
 3. Construction of price and quantity index numbers by simple and weighted average of price relatives.
 4. Construction of consumer price index number by family budget method and Aggregate expenditure method
 5. Time Reversal Test and Factor Reversal Test Measurement of trend by using the least square method with the help of semi-average method.
 6. Fit the trend with the help of a straight line by using least square method.
 7. Fit the trend with the help second degree parabola curve by using least square method.
 8. Fit the trend with the help of an exponential curve by using least square method.
 9. Measure the trend by using moving average method.
 10. Construction of variable control charts: \bar{X} , R, S.
 11. Construction of attribute control charts: p, u, c.
 12. Problem based on expected monetary value, expected opportunity loss.

Suggested Readings

1. Goon, A.M., Gupta, M.K. and Dasgupta, B. (3011): Fundamental of Statistics, Vol II, World Press, Kolkata.
2. Levine D.M, Stephan, D.F and Szabat, K.A. (4014): Statistics for managers using microst Excel 8th edition, Pearson Publication.
3. Sharma J.K. Business Statistics, S. Chand Publication.
4. Gupta S.C. and Kapoor V.K. Applied Statistics, Sultan Chand & Sons Publication.

URDU

SEMESTER-I

LEVEL OF COURSE-L-100
COURSE CODE: URD-SEC-01- 101
Course Title: Urdu Inpage

Credits: 3
L/T/P = 2/1/0

Note: Requires 3 -hour direct teaching per week

3 Credits/75 Marks
Max.Marks:75
Theory: 68 marks
Internal Assessment: 07 marks
Duration of Exam.: 3 Hrs.

Objectives:

The objective of this course is to teach and learn the students about the internal and external structure of the computer as well as inpage procedure and importance, typing in Urdu language, table making process and composing so that the students can get complete knowledge of whole computer system.

Outcomes:

1. Introduction of Urdu keyboard.
2. Knowledge of Urdu software.
3. Knowledge of Urdu Inpage.
4. Knowledge of Urdu Page setting .
5. Knowledge of column and table setting .

UNIT-I

Short answer type questions. *Five* out of *seven* to be attempted. (5*5=25 marks)

(Urdu Composing) اردو کمپوزنگ

UNIT-II

Short answer type questions. *Five* out of *seven* to be attempted. (5*5=25 marks)

(How to make a page in Urdu Inpage) ان پیج میں صفحہ بنانے کا طریقہ

UNIT-III

Short answer type questions. *Six* out of *eight* to be attempted. (3*6=18marks)

(i) ان پیج میں کالم اور ٹیبل بنانے کا طریقہ (Columns & Tables in Urdu Inpage)
(ii) ڈیجیٹل اردو لائبریریز (Digital Urdu Libraries)

Recommended Books: معاون کتب:

1. ان پیج سمجھانے کا آسان اور تصویری طریقہ: یاسر جواد
2. ابتدائی کمپیوٹر ٹریننگ کورس : نعیم احسن
3. کمپیوٹر کیا ہے : ایم ایس نور
4. مکمل کمپیوٹر ٹریننگ گائیڈ: شفقت علی
5. فن ترجمہ نگاری: خلیق انجم
6. فن ترجمہ نگاری: ظہور الدین
7. کمپیوٹر ہارڈ ویئر گائیڈ: نعیم احسن
8. ایجوکیشنل ٹکنالوجی اینڈ کمپیوٹر ایجوکیشن: سید اصغر حسین
9. جنرل کمپیوٹر گائیڈ: رابعہ
10. ان پیج سیکھیے: رشید احمد

SEMESTER-II

LEVEL OF COURSE-L-100
COURSE CODE: URD-SEC-02- 201
Course Title :Translation

Credits: 3
L/T/P = 2/1/0

Note: Requires 2 -hour direct teaching per week

Max.Marks:75/3Credits
Theory: 67 marks
Internal Assessment: 08 marks

Duration of Exam.: 2 Hrs.

Objectives:

The objective of this course is to teach and learn the students about the internal and external structure of the computer as well as inpage procedure and importance, typing in Urdu language, table making process and composing so that the students can get complete knowledge of whole computer system.

Outcomes:

- 1.Introduction of Translation
- 2.History of Urdu Translation
3. Knowledge of Urdu into Hindi & Punjabi Translation

Long answer type questions twoout of *three* to be attempted .Choice must be given.(200-400 words)

Unit-I

12 marks
10 marks

(Introduction of Translation) فن ترجمہ کا تعارف اور فن
(Impotence of Translation) ترجمہ کی اہمیت و ضرورت

Unit-II

Long answer type questions *one*out of *two* to be attempted .Choice must be given.(200-400 words)
15 marks

(Types of Translation) ترجمہ کی قسمیں: لفظی اور آزاد

Unit-III

Questions twoout of *three* to be attempted .Choice must be given.

15 marks
15 marks

Translation from Hindi into Urdu 1- اردو سے ہندی میں ترجمہ
Translation from Urdu into Hindi 2- ہندی سے اردو میں ترجمہ

Books Prescribed: معاون کتب:

- 1- فن ترجمہ نگاری: خلیق انجم
- 2- فن ترجمہ نگاری: ظہور الدین
- 3- ترجمہ کافن اور روایت: ڈاکٹر قمر رئیس
- 4- ہندی کہانیاں: اجمل کمال
- 5- فن ترجمہ نگاری، مسائل، اسباب اور سد باب: ڈاکٹر مرزا حامد بیگ
- 6- مغرب سے نثری تراجم: مرزا حامد بیگ
- 7- مغربی تصانیف کے اردو تراجم: میر حسن
- 8- عہد عباسی میں ترجمہ نگاری: ڈاکٹر اورنگ زیب اعظمی
- 9- ہند آریائی اور ہندی: سونیتی کمار چٹرجی
- 10- اردو ساخت کے بنیادی عناصر: نصیر احمد خان

SEMESTER-III

LEVEL OF COURSE-L-200
COURSE CODE: URD-SEC-03- 301
Course Title: Urdu composing in MS WORD & Inpage

Credits: 3
L/T/P = 2/1/0

Note: Requires 3 -hour direct teaching per week

3 Credits/75 Marks
Max.Marks:75
Theory: 68 marks
Internal Assessment: 07 marks
Duration of Exam.: 3 Hrs.

Objectives:

The objective of this course is to teach and learn the students about the internal and external structure of the computer as well as inpage procedure and importance, typing in Urdu language, table making process and composing so that the students can get complete knowledge of whole computer system.

Outcomes:

- 1.Introduction of Urdu keyboard.
- 2.Knowledge of Urdu software.
3. Knowledge of Urdu Inpage/ MS Word
4. Knowledge of Urdu Page setting .
5. Knowledge of column and table setting .

UNIT-I

Short answer type questions. *Five* out of *seven* to be attempted.(5*5=25 marks)

(Importance of Computer in Urdu) اردو زبان میں کمپیوٹر کی اہمیت و افادیت

UNIT-II

Short answer type questions. *Five* out of *seven* to be attempted.(5*5=25 marks)

(Urdu composing in MS Word) مانکروسافٹ ورڈ/ ان پیج میں اردو کمپوزنگ

UNIT-III

Short answer type questions.*Six* out of *eight* to be attempted.(3*6=18marks)

(Columns & Tables in Urdu Inpage) (i) ان پیج میں کالم اور ٹیبل بنانے کا طریقہ
(Bookss Setting in Urdu Inpage) (ii) اردو ان پیج میں کتاب کی سیٹنگ

Recommended Books: معاون کتب:

1. ان پیج سمجھانے کا آسان اور تصویری طریقہ: یاسر جواد
2. ابتدائی کمپیوٹر ٹریننگ کورس : نعیم احسن
3. کمپیوٹر کیا ہے : ایم ایس نور
4. مکمل کمپیوٹر ٹریننگ گائیڈ: شفقت علی
5. فن ترجمہ نگاری: خلیق انجم
6. فن ترجمہ نگاری: ظہور الدین
7. کمپیوٹر ہارڈ ویئر گائیڈ: نعیم احسن
8. ایجوکیشنل ٹکنالوجی اینڈ کمپیوٹر ایجوکیشن: سید اصغر حسین
9. جنرل کمپیوٹر گائیڈ: رابعہ
10. ان پیج سیکھیے:- رشید احمد

Women's Studies

SEMESTER-I

Subject: Gender Sensitisation
3 Credits

Maximum Marks: 75 marks

Theory: 25 marks

Practical/Internal Assessment: 50 marks

Time: 3 hours

Course Level: L-100

Learning Outcomes: The course seeks to introduce students to the concept of gender, gender bias and discrimination in order to enable them to become agents of sensitisation and work for gender equality. The practical part of the course is designed with the objective of acquainting the students with the ways in which gender bias is prevalent in society and how they could counter it in everyday life through gender sensitisation.

Pedagogy of the Course Work: Lectures, assignments, presentations, documentaries and other media

Note:

Evaluation of Theoretical part: Evaluation for Internal Assessment shall be done by the concerned teacher and a nominee of the Head of the Institution on the basis of any one activity taken up by the students out of the activities listed in the syllabus.

Evaluation of Practical/Internal Assessment: Unit II and III shall be practical. Evaluation shall be done by the concerned teacher alongwith a nominee of the head of the Institution.

Evaluation of internal Assessment shall be done from unit 2 which is based on Practical work/Field Work

1. The theoretical part is contained in Unit I of the Syllabus.
2. The paper setter is required to set the question paper only from unit-I
3. There shall be 3 questions in all.
4. The first question shall be short answer type containing 8 short answer type questions spread over the whole syllabus and each to be answered in about 25 to 30 words. The candidate is required to attempt any 5 short answer type questions i.e. 2 marks of each. It shall carry 10 marks and shall be compulsory question.
5. Rest of the paper shall contain 2 questions out of which the candidate shall be required to attempt any one question of 15 marks.
6. For the private candidates, who have not been assessed earlier for internal assessment, the marks secured by them in theory paper will proportionately be increased to maximum marks of the paper in lieu of internal assessment.

The paper setter must put note (5) in the question paper

Course Contents

Unit I Concept of Gender and Gender Bias

- Sex and Gender: Meaning and difference
- Gender Bias and Gender Discrimination in Family, Society and Media

Unit II and III: Practical Work/Project

- Scrap book depicting gender bias in society, textbooks, advertisements, depiction of women in print media etc.
- Scrap book depicting real life examples of gender sensitive behaviour
- PPT and presentation on gender bias/discrimination/ Sensitization
- Short story/play or poem in any language (English/Hindi/Punjabi)
- Formulate a campaign against gender bias and discrimination
(The student would be required to take up any one of the suggested activities for evaluation)

Essential Readings:

Bhasin, K. (2014). **Understanding Gender**. Kali for Women, New Delhi.

Butler, J. (2006). **Gender Trouble**. New York: Routledge.

Chattopadhyay, S. K. (2018). **Gender Socialization and the Making of Gender in the Indian Context**. Sage Publications.

Cohn (2000). **Race, Gender, And Discrimination at Work**. Routledge.

Connel, R.W. (2002). **Gender**, Polity Press Cambridge.

Sarkar, S. (2021). **Gender Inequality and Discrimination in India: Discourses and Dilemmas**. Rawat Publications.

Govinda, R., Chaudhry, S., & Gorringer, H. (2024). **Gender in South Asia and Beyond: Essays in Honor of Patricia Jeffery**. Zubaan.

Sekhar, T.V & Hatti, N. (2010). **Unwanted Daughters: Gender Discrimination in Modern India**. Rawat Publications

Further Readings:

Adichie, C. N. (2015). **We should all be Feminists**. Vintage

Alsop, R., Fitzsimons, A., & Lennon, K. (2002). **Theorising Gender: An Introduction**. Polity.

Butler, J. (2004). **Undoing Gender**. Psychology Press.

Chaudhry, S. (2021). **Moving for Marriage: Inequalities, Intimacy, and Women's Lives in Rural North India**. State University of New York Press.

Evans, M., & Williams, C. H. (2013). **Gender: The Key Concepts**. Routledge.

Woodward, K. (2012). **The Short Guide of Gender**, Rawat Publications, Jaipur.

SEMESTER- II

Subject: Critical Thinking Skills
3 Credits

Maximum Marks: 75 marks
Theory: 25 marks
Practical/Internal Assessment: 50 marks
Time: 3 hours
Course Level: L-100

Learning Outcomes: The course seeks to introduce students to the concept of gender bias and discrimination in the media in order to enable them to analyse women's depiction by the various forms of media. The syllabus is divided into theory and practical so that the students first gets a basic introduction to the concepts and then is able to assess the depiction through various practical tools.

Pedagogy of the Course Work: Lectures, assignments, presentations, field visits, documentaries and other media

Note:

Evaluation of Theoretical part: Evaluation for Internal Assessment shall be done by the concerned teacher and a nominee of the Head of the Institution on the basis of any one activity taken up by the students out of the activities listed in the syllabus.

Evaluation of Practical/Internal Assessment: Unit II and III shall be practical. Evaluation shall be done by the concerned teacher alongwith a nominee of the head of the Institution.

Evaluation of internal Assessment shall be done from Unit 2 which is based on Practical work/Field Work

1. The theoretical part is contained in Unit I of the Syllabus.
2. The paper setter is required to set the question paper only from unit-I
3. There shall be 3 questions in all.
4. The first question shall be short answer type containing 8 short answer type questions spread over the whole syllabus and each to be answered in about 25 to 30 words. The candidate is required to attempt any 5 short answer type questions i.e. 2 marks of each. It shall carry 10 marks and shall be compulsory question.
5. Rest of the paper shall contain 2 questions out of which the candidate shall be required to attempt any one question of 15marks.
6. For the private candidates, who have not been assessed earlier for internal assessment, the marks secured by them in theory paper will proportionately be increased to maximum marks of the paper in lieu of internal assessment.

The paper setter must put note (5) in the question paper

Course Contents:

Unit I

- Sex and Gender: Definition and Difference
- Concept of Critical Thinking: Observation, Problem Solving, Analysis, Decision Making and Communications
- Critical thinking for Gender issues
- Role of Media in Gender Construction
- Role of Media in Women's Empowerment

Unit II and III: Practical Work/Project. (The student would be required to give a brief presentation to the concerned teacher and nominee of head of institution on the work done by her/him at the end of the semester)

- Scrap book depicting representation of women in main stream and social media, advertisements etc. (both positive and negative)
- PPT and presentation on gender bias/discrimination/ women's empowerment (Brief presentation and submission to the concerned teacher)
- Short assignment on impact of Critical thinking on any gender issues.
- Formulate an IEC campaign on any gender issues.
- Any other practical activity for critical thinking.
(The student would be required to take up any one of the suggested activities for evaluation of the Practical Work)

Essential Readings:

Beasley, C. (2012). **Gender & Sexuality: Critical Theories, Critical Thinkers**, Sage Publications Ltd.

Bhasin, K. (2014). **Understanding Gender**, Kali for Women, New Delhi.

<https://www.arvindguptatoys.com/arvindgupta/kamla-gender1.pdf>

Bhasin K & Bina Agarwal (1984). (ed.) **Women and Media: Analysis, Alternatives and Action, Women Information and Communication Service**. Rome-Italy and Pacific and Asian Women's Forum, New Delhi.

Caplan, P. J., & Caplan, J. (2015). **Thinking Critically about Research on Sex and Gender (3rd ed.)**. Psychology Press.

Carter Cynthia and Steiner (2004). **Critical Readings in Gender and Media (ed.)**. Open University Press, Michigan.

Curran Rencetti (1995). **Women, Men and Society**. Allyn and Bacon, third edition, Boston.

Kosut, M. (2012). **Encyclopedia of gender in media**. Sage Publications.

Lorber, J., & Farrell, S. A. (1991). **The Social Construction of Gender**. Sage Publications.

https://web.engr.oregonstate.edu/~tadepall/dpd/Lorber_The%20Social%20Construction%20of%20Gender.pdf

Moinuddin, S. (2010). **Media Space and Gender Construction: A Comparative Study of State Owned and Private Channels in the Post Liberalisation Period**. Cambridge Scholars Publishing.

Prugl, E. (1999). **The Global Construction of Gender: Home-based Work in the Political Economy of the 20th Century**. Columbia University Press.

Further Readings:

Gallagher Margaret (1981). **Unequal Opportunities: The Case of Women and the Media**. UNESCO Press, Paris.

Gallagher Margaret (2001). **Gender Setting: New Agendas for Media Monitoring and Advocacy**. ZED Books and World Association for Christian Communication, London.

Gill, R., & Gill, R. C. (2007). **Gender and the Media**. Polity.

Goyal, O. (2015). **Interrogating Women's Leadership and Empowerment**. Sage Publications Pvt.

Kosut, M. (2012). **Encyclopedia of Gender in Media**. Sage Publications.

Segal, M. T., & Demos, V. (2018). **Gender and the Media: Women's Places**, Emerald Group Publishing.

Semester-III

Subject: Skills for Research in Women's Studies
3 credits

Maximum Marks: 75 marks
Theory: 68 marks
Internal Assessment: 07 marks
Time: 3 hours
Course Level: L-200

Learning Outcomes: The course aims to acquaint the student with basic research skills essential for conducting research in women's studies.

Pedagogy of the Course Work: Lectures, assignments, presentations, documentaries and other media

Note:

1. The syllabus has been divided into three units.
2. There shall be 7 questions in all.
3. The first question shall be a short answer type containing 12 short answer type questions spread over the whole syllabus, each to be answered in about 25 to 30 words. The candidate is required to attempt any 10 short answer-type questions, i.e., 2 marks for each. It shall carry 20 marks and shall be a compulsory question.
4. Rest of the paper shall contain 3 units, and each unit shall have two questions, and the candidates shall be given an internal choice, i.e., the candidates shall attempt one question from each. All questions shall carry 16 marks.
5. For the private candidates, who have not been assessed earlier for internal assessment, the marks secured by them in the theory paper will proportionately be increased to the maximum marks of the paper in lieu of internal assessment.

The paper setter must put note (5) in the question paper

Course Contents

Unit I

- Definition of Research in Social Sciences,
- Importance of Scientific Methods,
- Ethical issues in Research,

Unit II

- Need for research on Women
- Issues in Research on Women,
- Types of Research, Review of Literature,

Unit III

- Data: Primary and Secondary,
- Sampling and its types,
- Methods of Data Collection,
- Report Writing

Essential Readings:

- Boynton, Petra M. (2005). **Research Companion: A Practical Guide for Social and Health Sciences.** Psychology Press, Hove.
- Davis, Martin Brett. (2007). **Doing a Successful Research Project: Using Qualitative or Quantitative Methods.** Paulgrave, Hampshire.
- Daniel, J. (2011). **Sampling Essentials: Practical Guidelines for Making Sampling Choices.** Sage.
- Goode, William J. and Hatt, Paul K., **Methods in Social Research.** McGraw Hill Book Company, USA, Latest edition.
- Hesse-Biber, S. N. (2012). **Handbook of Feminist Research: Theory and Praxis.** Sage.
- Kothari, C.R. (2019). **Research Methodology: Methods and Techniques (4th ed.).** Willey Eastern Ltd., New Delhi.
- Krishanaraj, Maithreyi (ed.), (1985). **Evolving New Methodologies in Research on Women's Studies.** SNDT Women's University, Bombay.
- Kumar, Ranjit. (2011). **Research Methodology.** Sage Publications Ltd., New Delhi.
- Nagla, M. (2025). **Women and Gender Studies: A Textbook (1st ed.).** Rawat Publications.
- Ridley, D. (2012). **The Literature Review: A Step-by-Step Guide for Students.** Sage.

Further Readings:

- Chaudhari, Sarit K. (2014). **Fieldwork in South Asia.** Sage Publication, New Delhi.
- Hennink, Monique, Hutter, Inge, and Bailey, Ajay (2011). **Qualitative Research Methods.** Sage Publications Ltd., London.
- Kosso, P. (2011). **A Summary of Scientific Method.** Springer Science & Business Media.
- Moser, C.A., and Kalton, G. (1979). **Survey Methods in Social Investigation.** The English Language Book Society, London.
- https://api.pageplace.de/preview/DT0400.9781351896726_A29556454/preview-9781351896726_A29556454.pdf
- Nachmias, David and Nachmias, Chara (1997). **Research Methods in Social Sciences.** St. Martin's Press, New York, 1997.
- Plano Clark, Vicki L. (2008). **The Mixed Methods Reader.** Sage, Los Angeles.
- Seltiz, Clarie, Jahoda, Marie, Deutsch, Morton, Cook, Stuart W., (1959). **Research Methods in Social Relations.** Holt Rinehart and Winston, New York, Latest edition.
- Wolcott, H. F. (2009). **Writing Up Qualitative Research.** Sage.

Zoology

Course Code: ZOO-SEC-1-101

Course Title: Vermiculture and Vermicomposting

Total Hours= 60 (Theory=30 + Practical=30)

Credits= 3 (L=2 + P=1)

Total Marks= 75 (Theory=50 + Practical=25)

Theory Marks= 50 {45 (Theory examination) + 05 (Internal assessment)}

Practical Marks= 25 {22 (Practical examination) + 03 (Internal assessment)}

Duration for final examination: 3 hours

Theory

Learning Outcomes:

- *The students will be able to identify the concepts of vermicomposting and several advantages of vermicomposting to recycle organic waste*
- *The students will learn the biology of earthworm and process of vermicomposting*
- *After doing this value-added course the students can practice small scale earthworm farming for home gardens*

UNIT 1

Introduction to Vermiculture: Definition, its value in maintenance of soil structure and its role in four R's of waste management: Reduce, Reuse, Recycle and Recover.

UNIT 2

Classification, habitat, habits, morphology of *Pheretima posthuma*.
Useful, local and exotic species of earthworms.

UNIT 3

Process of Vermicomposting: Material required, bed preparation, inoculation of earthworms, precautions and best practices, harvesting, processing, vermiwash, benefits and uses of compost.

Different Methods of Vermicomposting: small- and large-scale bed method, pit method, vermicompost pots, earthworm farming for home gardens, and conventional commercial composting at larger scale.

UNIT 4

Problems in vermicomposting: Pests and diseases of earthworms, frequent problems and preventive methods.

Vermiculture and vermicompost economy and entrepreneurship.

Instructions For Paper Setter and candidates

Nine questions are to be set. Question No.1 is compulsory, consisting of short answer type questions covering the whole syllabus. It will have 9 parts of 1 mark each. Two questions of 9 marks each are to be set from each Unit. One question is to be attempted from each Unit. In all, five questions are to be attempted including compulsory one. 50% of the questions are to be split up into 2-4 sub-parts. To qualify for a Course, the candidate must obtain a minimum of 40% marks.

ZOO-SEC-1-101: Vermiculture and Vermicomposting

Practical

1. Study of Vermiculture, Vermiwash&Vermicompost equipment and devices.
2. Identification of useful species of earthworms.
3. Study of Life stages & development of *Eiseniafetida*and *Eudriluseugeniae*.
4. Experiment to compare the performance of local and exotic species of earthworms.
5. Preparation of vermicomposting methods: Bed Method and Pit Method.
6. Process of Earthworm Farming (Vermiculture), Extraction (harvest), vermicomposting harvest and processing.
7. Field trip/project report.

SUGGESTED READINGS

1. The Complete Technology Book on Vermiculture and Vermicompost. by NPCS board. Asis Specific Business Press
2. Singh K, Nath G, Shukla RC and BhartiyaDK(2014)Textbook of Vermicompost: Vermiwash and Biopesticides.
3. Panda H (2022) Vermiculture and Vermicompost (Earthworm) with Manufacturing Process, Machinery Equipment Details & Plant Layout

Course Code: ZOO-SEC-2-201

Course Title: Apiculture

Total Hours= 60 (Theory=30 + Practical=30)

Credits= 3 (L=2 + P=1)

Total Marks= 75 (Theory=50 + Practical=25)

Theory Marks= 50 {45 (Theory examination) + 05 (Internal assessment)}

Practical Marks= 25 {22 (Theory examination) + 03 (Internal assessment)}

Duration for final examination: 3 hours

Theory

Learning Outcomes:

- *Students will know about different species of honey bees and their diseases and enemies*
- *Students will gain skill of rearing honey bees*
- *Students will be able to apply knowledge of bee economy in setting up their own apiary and becoming entrepreneur in this field.*

UNIT 1

History, classification and biology of honey bees

Social organization of bee colony

UNIT 2

Artificial bee rearing (apiary), beehives – Newton and Langstroth

Bee pasturage

Selection of bee species for apiculture

Bee keeping equipment

Methods of extraction of honey (indigenous and modern)

UNIT 3

Bee diseases and enemies

Control and preventive measures

UNIT 4

Bee Economy

Products of apiculture industry and its uses (honey, bee-wax, propolis), pollen etc.

Entrepreneurship in Apiculture

Bee keeping Industry: recent efforts, modern methods in employing artificial, beehives for cross pollination in horticultural gardens

Instructions For Paper Setter and candidates

Nine questions are to be set. Question No.1 is compulsory, consisting of short answer type questions covering the whole syllabus. It will have 9 parts of 1 mark each. Two questions of 9 marks each are to be set from each Unit. One question is to be attempted from each Unit. In all, five questions are to be attempted including compulsory one. 50% of the questions are to be split up into 2-4 sub-parts. To qualify for a Course, the candidate must obtain a minimum of 40% marks.

ZOO-SEC-2-201: Apiculture

Practical

1. Study of morphological characters and identification of honey bee species.
2. Study and identification of castes in a honey bee society. Differentiation of queen, worker and drone. Tabulation of differences amongst the various castes.
3. Study of development stage (different) of Honey bee.
4. Study of permanent slides of legs, sting and poison gland.
5. Study of bee keeping equipment: Hive tool, bee veil, gloves, bee dress, smoker, bee brush, uncapping knife, queen excluder, queen cage, queen gate, queen cell protector, pollen trap, venom collecting apparatus, swarm catching basket, wax sheets making plates and molten wax tank, comb foundation mill, honey extractor (report and visit to Apiary).
6. Demonstration of honey bee products: Honey, pollen, propolis, bee-wax

SUGGESTED READINGS

1. Prost PJ (1962): *Apiculture*, Oxford and IBH, New Delhi. ISBN No – 9781898298052.
2. Bisht DS (1984): *Apiculture*, Indian council of Agricultural Research, New Delhi.
3. Singh S (1982): *Beekeeping in India*, Indian council of Agricultural Research, New Delhi.

Course Code: ZOO-SEC-3-301
Course Title: Poultry Farming

Total Hours= 60 (Theory=30 + Practical=30) Credits= 3 (L=2 + P=1)
Total Marks= 75 (Theory=50 + Practical=25)
Theory Marks= 50 {45 (Theory examination) + 05 (Internal assessment)}
Practical Marks= 25 {22 (Practical examination) + 03 (Internal assessment)}
Duration for final examination: 3 hours

Theory

Learning Outcomes:

The students will be able to:

- *Identify and classify common poultry breeds.*
- *Demonstrate feed formulation and poultry nutrition management.*
- *Understand and apply poultry housing, brooding, and rearing techniques to prepare layer chicken and broilers of good standards.*

UNIT 1

Introduction to Poultry Farming:

Definition, Importance of poultry products

Common types of poultry birds (chicken, ducks, turkeys & geese)

Differences between Layer chicken and Broiler chicken.

UNIT 2

Poultry Housing:

Poultry Housing systems: Free- range, Semi-intensive, Folding unit and Intensive systems.

Two types of Intensive systems: Battery cage system/ multi-tiered cages and deep litter.

Importance of clean water and ventilation in poultry housing.

UNIT 3

Poultry Nutrition & Poultry Health care:

Basic poultry diet & feeding schedules for chicks and adult birds.

Vaccination, vaccination schedule and Importance of vaccination.

Regular health monitoring, Recognizing signs of sickness in poultry birds and first aid.

UNIT 4

Poultry Management and Marketing:

Poultry equipments for feeding, watering and incubation, Collection and storage of poultry products.

Documentation and record keeping in the poultry farm office, packaging and transportation of poultry products.

Instructions For Paper Setter and candidates

Nine questions are to be set. Question No.1 is compulsory, consisting of short answer type questions covering the whole syllabus. It will have 9 parts of 1 mark each. Two questions of 9 marks each are to be set from each Unit. One question is to be attempted from each Unit. In all, five questions are to be attempted including compulsory one. 50% of the questions are to be split up into 2-4 sub-parts. To qualify for a Course, the candidate must obtain a minimum of 40% marks.

ZOO-SEC-3-301: Poultry Farming

Practical

- Identifying different poultry breeds using pictures/models.
- Observing healthy and diseased chicken using charts/pictures/models.
- Identification of different types of poultry housing.
- Simple feeding and watering techniques.
- Visit to a poultry farm/ Central Poultry Development Organization.

SUGGESTED READINGS

Books:

1. Text Book of Poultry Science, P V Sreenivasaiah, Write and Print Publications, ISBN No. 9788192970592, 8192970590
2. Poultry Science Practices, NilothpalGhosh, CBS Publication & Distributions, 2015
3. Principles of Poultry Science, 1996, CAB Publishers, ISBN 9780851991221
4. A Text Book of Animal Husbandry, C. C. Banerjee, Oxford and IBH, Publish Co, ISBN: 9788120412606
5. "Backyard Poultry Farming for Income and Household Nutrition" – ICAR-CIWA

Online Resources:

1. National Egg Coordination Committee (NECC) – www.e2necc.com
2. Indian Poultry Industry Updates – www.poultryindia.co.in
3. Poultry Science Association – www.poultryscience.org
4. FAO Guide on Poultry Farming – www.fao.org
5. Backyard Poultry Farming Manual – www.icar.org.in
6. Dr. Vet Poultry Farming E-Books – www.drvet.in
7. Byju's Guide on Animal Husbandry & Poultry Farming – www.byjus.com
8. Livestock Production & Management Guide – www.helpforag.app
