

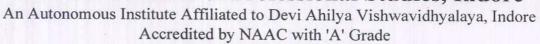


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	Part A Introduct	tion	
Program: Certificate	Year :- I Year Session:2023-24		
Course Code	VO-107		
Course Title	Accounting and T	Cally course	
Course Type	Vocation	al	
Pre-requisite (if any)	Open for	all	
Course Learning outcomes (CLO)	ing After studying this Course, the Student will be able to-		
Expected Job Role / career opportunities	Student can find a job as an accountant in any business firm.		
Credit Value	4		
Total Marks	Max marks: 30 + 70 Min	nimum Passing Marks 35	







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Total No	of Lectures + Practical (in hours per week): L-1 Hr / P-1 Lab Hr	
	Total No. of Lectures/ Practical: L-30hrs/P-30hrs	Mary.
Module	Topics	No. of Hours
Ι	Financial Accounting Concept of Double Entry System, Golden Rules of Accounting, Preparation of Journals	18
II	Preparation of Ledgers and Trial Balance	10
III	Brief Introduction of Trading and Profit and Loss Account and Balance Sheet	02
	Practical	
	 Introduction of Tally ERP 9, Info Manu, Creation of a Company, Gateway of Tally, Account information: Ledgers and Groups creation Inventory information: Determination of stock groups, Stock items and stock units Accounting vouchers Entries: Receipt Vouchers, Payment Vouchers, Purchase Vouchers, Sales voucher, Contra Vouchers, Journal Vouchers, Debit Note, Credit Note. 	25
	Report: Trial Balance, Day Book, Accounts Book, Statement of Accounts, Inventory Book, Trading and Profit & Loss Account, Balance Sheet,	5

Project - make a project to record Day to Day accounting and generate Trading & P&L account and Balance Sheet

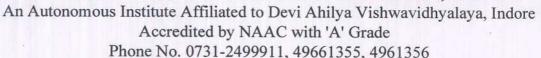
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Part C-Learning Resources

Text Books, Reference Books, Other resources

Suggested Readings:

- Behera Soumya Ranjan, Learn Tally. ERP 9, B K Publications Pvt Ltd
- Singh Shraddha, Mehranavneet , Tally ERP 9 (Power Of Simplicity), V&S Publisher, Delhi
- Agrawal Dr. Namrata, Comdex Tally. ERP 9 Course Kit, Comdex Publication Delhi.
- Agrawal Dr. Mahesh Financial Accounting, Ramprasad And Sons, Bhopal.

Suggestive digital platforms web links

- https://sscstudy.com/tallv-erp-9-book-pdf-free-download/
- https://www.sarkarirush.com/tally
- https://learnmech.com/fundamentals-of-tally-erp-9-tutorial-pdf-free-download/

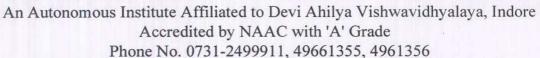
• https://instapdf.in/tally-erp-9/

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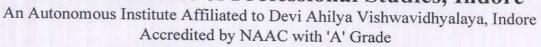
PART-D: ASSESS	SMENT AND EVALUATION	
Suggested Continuous Evaluation Meth Maximum Marks – 100 Continuous Comprehensive Evaluation Term End Examination (TEE) – 70 Ma	(CCE): 30 Marks	
Internal Evaluation Continuous Comprehensive Evaluation (CCE): 30 Marks Common Class Test, Assignment/Presentations, E-Quiz, etc.	Assignment/Presentation E-quiz	30 Marks
External Evaluation Term End Exam – 70 Marks Time – 2 Hours	Section A – Very Short Answer Quantum 4 Question x 2 Marks = 8 Marks Section B – Short Answer Question 4 Question x 8 Marks = 32 Marks Section C – Long Answer Question 2 Question x 15 Marks = 30 Mark	ns –

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Part A: Introduct	tion
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	rart A: Introduction
Programme: Ce	ertificate/Diploma/Degree Class: B. Com. I Year Session 2023-24
Subject:	Commerce
Course Code	EL-110
Course Title	Banking and Insurance
Course Type:	Elective
Pre-requisite:	Not required (open for all)
Course Learning Outcomes	 The successful completion of this course shall enable the student: To understand Banking and insurance services for the economic growth of a country and importance for the entire business procedure. To understand the banking system, banking procedure, practical banking, etc. To understand the Insurance system, insurance procedure, regulation of banking and insurance. They also shall be capable to earn employment in the field of banking and insurance.
Credit Value	6
Total Marks	Max. Marks - 30+70 Min. Passing Marks 35

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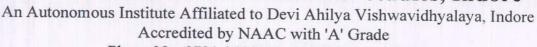
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Part B: Content of the course

	Total No. of Lectures (in hours per week)- 3	6.	
Unit	Topic	No. of lectures	
Unit—I	Introduction to Banking: Historical background of banking. Definition, principles and importance of bank. Classification of bank. Functions of commercial bank. Structure of commercial banking in India. Features of Indian banking system. credit creation. Central banking: RBI and its functions. Credit control. Nationalization and Merger of banks: General Introduction to Nationalization of Banks, Objective and Introduction to Private Banks Functioning and Usefulness or Importance, effects. Evaluation of nationalization and merger of Indian banks.	18	
Unit-2	Bank Deposits: Meaning and types. Features of back accounts. Procedure to open and close bank accounts (Including online procedure). Loans and Advances: Principles to sanction loans and advances. Classification of loans and advances. Procedure to apply for house loan, personal loan, education loan and commercial loan.		
Unit-3	Insurance: Historical background of Insurance. Meaning, elements, basic principles and importance of insurance. Kinds of insurance. Regulation of insurance in India. IRDA: Functions and role to regulate insurance in India.		
Unit- 4	Life Insurance: Historical background, meaning, objectives, importance, essential elements. Life insurance policy and its types. 'Insurance proposal to policy'- Procedure. Conditions of Life insurance policies. Claim filing procedure and settlement of claims. Life Insurance Corporation of India: Functions, progress and Evaluation.	18	
Unit- 5	General Insurance: Meaning, objectives & importance. Kinds of general insurance and its features. Basic principles of general insurance. Procedure to apply general insurance policies. Claim filing procedure and settlement of claims. General Insurance Corporation of India: Functions, progress and structure. Performance of private sector companies in general insurance sector.	18	

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Part C- Learning Resources

1. Dr. Q.P. Gupta & Dr. Sudhir Kumar Sharma, Banking & Insurance, Sahitya Bhawan Pub., Agra

Dr. R. L. Nolakhha, Principles of Insurance, R.B.D. Publication, Jaipur
 Dr K.P.M. Sundaram & Dr P. N. Varshney, Banking Theory Law & Practice, S.Chand Sons, New Delhi

Suggestive digital platforms, web links:

1. http://www.universityofcalicut.info/SDE/Banking onl9May2016.pdf

2. http://www.gdcboysang.aain/Aboutfdroid/uploads/B15thSemBcom.pdf

3. https://ebooks.lpude.in/management/bba/term_5/DMGT303_BANK1NG_AND_INSURANCE.pdf

4. https://www.subhshiv.in/2021/03/Bima-avm-bank-ke-prakar-notes-PDF.html

Part D: Assessment and Evaluation

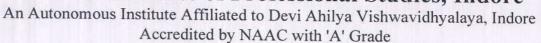
Maximum Marks: 100

Continuous Comprehensive Evaluation (CCE): 30 Marks University Exam (UE) 70 Marks

Internal Assessment: Continuous Comprehensive Evaluation (CCE) 30 Class Test Assignment/Presentation		30	
External Assessment: University Exam Section: 70	Section (A): Six Very Short Questions	06x01 =06	
Time: 03:00 Hours	Section (B): Five Short Questions	05x08=40	
	Section (C): Two Long Questions	02x12=24 Total 70	

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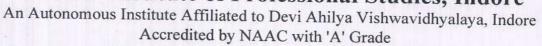
		Part A: Introduc	tion
	ogramme: Certif		Session 2023-24
Su	bject: COMMER	CE (Business Regulatory Framework)	
1	Course Code	CO-102	
2	Course Title	Business Regulatory Framework (P	APER 2)
3	Course Type	Core	
4	Pre-requisite	Not required (open for all)	
5	Course Learning Outcomes	knowledge of general business law iss contract, the laws of the act, considers a contract to explain the various la performance of a sale contract and rer with the various law with regard to con	provide the students with practical legal sues. To understand the essentials of a valid attion and the various modes of discharge of ws with regard to the sale of goods and medial measures, to familiarize the students assumer protection in India and the functions understand the meaning and the various ws
6	Credit Value	6	
7	Total Marks	Max marks: 30+70	Minimum Passing Marks 35

Part B: Content of the course

	Total No. of Lectures (in hours per week)- 3, Total lectur	es: 90
Unit	Topic	No. of lectures
1	Historical background of Business laws in India,	15
4 1	Indian Contract Act 1872 - General Lawas	
2	Contact relating to indemnity and Guarantee	15
3	Negotiable instrument Act 1881 -General Introduction Negotiable instrument(amendment) Act 2002	15
4	General introduction of Consumer Protection Act 1986 and 2018, FEMA	15
5	Indian Partnership Act 1932-General introduction	30
	Limited Liability Partnership Act 2008	

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Text b	ooks:	Part C- Learning Reso		
S.no.	Author	Book title	Publisher	City
1.	Books of Madhya Pr	radesh Hindi Granth Academ	A STATE OF THE STA	
2.	Kapoor N.D.	Business Law	S. Chand & Company Ltc	I. New Delhi
3.	Sharma S.P.	Business Law	I.K. International Publishing	Mumbai
4.	Gupta Dr. O.P.	Business regulatory Framework	SBPD Publication	Agra
5.	Varshney Dr. G.K.	Business regulatory Framework	Sahitya Bhawan Publication	Agra
6.	Agrawal R.C.	Business regulatory Framework	SBPD Publication	Agra
7.	Shukia Dr. S.M. and Sahay Dr. S.P.	Business Law	Sahitya Bhawan Publication	Agra
2. <u>https:</u> 3. <u>https:</u>	//www.gkpad.com/2020/ //www.geektonight.com/			
		Part D-Assessment and 1		
Maximu	ed Continuous Evalua m Marks : 100			works
Continu	al Assessment : nous Comprehensive ion (CCE):30	Class Test Assignment/Pres	sentation	30
	al Assessment : ity Exam Section: 70	Section(A): Six Very Short Section (B): Five Short Que	00 11 01	

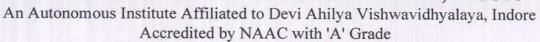
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Part A	1 - 1	ntro	luction
Tall	7 - 1	HUIOU	luction

-		Tart A - Introduction	
Pro	ogramme : Certificate	Class:B.COM. Ist Year	Session 2023-24
Su	bject: Commerce		
1	Course Code	EL-109	
2	Course Title	Business Economics	
3	Course Type	General Elective	
4	Pre-requisite	Not required open for all	
5	Course Learning Outcomes	in various marketstructures produced. 2. Understand the links betwee of demand. 3. Represent demand, in graph demand curve and what shift 4. Understand the links betwee supply. 5. Understand the concept of Production	to (demand) and businesses (supply) interact to determine price andquantity of a good en household behavior and the economic models ical form, including the downward slope of the fits the demand curve.
6	Credit Value	6	
7	Total Marks	Max marks: 30+70	Minimum Passing Marks 35

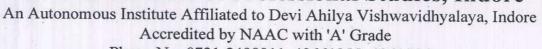
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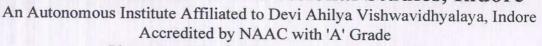


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Part B: Content of the course

Unit	Topic	No. of Lectures
1	Historical background of economics in India with special reference to Kautilya, Definition of Economics, Concept of Micro and Macro Economics, Method of Economic study, Economics Law and their nature, Significance of Economics, Basic problems of Economics	15
2	Elasticity of Demand, Concept and measurement of Elasticity of Demand, Price, Income and cross elasticity, Average Revenue, Marginal Revenue and Elasticity of Demand, Determination of Elasticity of Demand, Importance of Elasticity of Demand,	
3	Factors of Production- Land, Labour, Division of labour, Efficiency of Labour, Capital, Organisation and Enterprises, The scale of production, Theories of Population.	15
4	Production function and Law of returns, Return of scale, Equal product curve analysis, Market and their classification, Theory of cost and concept of revenue.	15
5	Price determination under perfect competition and Equilibrium of the firm, Monopoly-price and output determination and monopoly control, Price determination under monopoly, Imperfect and monopolistic competition-price determination.	15
6	Rent- concept, Recordian and modern theories of Rent, Quasi Rent, Wages- concept, nominal andreal wages, theories of wage determination; Profit- Nature, concept and Theories of profit.	15







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Part C - Learning Resources

1	Kennedy John Fundamentals of Business Economics	Himalaya Pub.Nagpur
2	Singh Dr.S.K. Business Economics	Sahitya Bhawan Publication Agra
3	Bhatiya H.L. Micro Economics	Modern Publisher New Delhi
4	Sinha Dr. V.C. & Dr. Pushpa Business Economics	SBPD PublicationAgra

Suggestive digital platforms, web links:

- 1. https://www.icsi.edu/media/website/Business%20Economics%20(FndProg).pdf
- 2. http://www.ddegjustacinistudyrnaterialibbaibba-103.pdf
- 3. https://old.mu.acin/wp-content/upIoads/2020/01/FYBCOM-BUSSINES-ECO-1-Eng.pdf
- 4.http://elibrary.vsscicollege.ac.in/web/data/books-com-sc/bcom1/BUSINESS%20ECONOMICS.pdf

	Part D- Assessment and Evaluation	
Suggested Continuous Eva	luation Methods:	
Maximum Marks: 100		
Continuous Comprehensive E	valuation (CCE): 30 marks University Exam (UE)	:70 marks
Internal Assessment :	Class Test	30
Continuous Comprehensive	Assignment/Presentation	
Evaluation (CCE):30	E-quiz	
External Assessment :	Section(A): Six Very Short Questions	06 x 01 = 06
University Exam Section: 70	Section (B): Five Short Questions	05 x 08 = 40
Time: 03.00 Hours	Section (C): Two Long Questions	02 x 12 = 24 Total 70

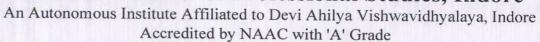
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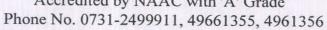
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		Format for Syllabus of Theory Paper Part A- Introduction	
Prog	ram: Degree		22.0004
	ect: Commerce	Class: B.COM. Year: I Year Session:202	23-2024
1	Course Code	CO-103 Dock	
2	Course Title	BUSINESS ORGANIZATION AND COMMUNICATION	
3	Course Type (Core	Minor	
	Course/Elective/Generic Elective/Vocational)	Millor	
4	Pre-requisite (if any)	(Not required) open for all	
5	Course Learning outcome (CLO)	After completion of this course it is expected that, the studer the basics of the business and will able to imbibe how an organized successfully. The chapters related communication elucidate how communication plays an important role in scenario.	y business can be n shall be able to
6	Credit Value	6	
7	Total Marks	Max. Marks: 30+70 Min. Passing Marks: 35	
200		Part B Content of the Course	A THE STATE OF THE
Catal	No off or Total		ALTONOMICS NO. 100
Unit	Topics	s-Practical (in hours per week): L-T-P:	
DRARE	Topics		No. of
I	INTRODUCTION:		Lectures 15
	Trade, Industry and Industry and Commerce	ses and their organizational structures. Concepts of Business, Commerce - Classification - Relationship between Trade Business Organization- Concept, Characteristics, Importance and Business and Social Responsibility of a business - Steps to Start an	
2	Influencing the Choice of Meaning, Definition - C	ORGANIZATION: Business Organization - Classification - Factors Suitable Form of Organization - Sole Proprietorship and Partnership – haracteristics - Advantages. Co-Operative Organization – Meaning, of Co-operatives Societies.	15
3	ORGANIZATION OF C Significance of Private Co the Challenges of their or	COMPANIES: Concepts, Meaning, Formation, Characteristics and ompany and Public Company. Multinational Companies (MNC'S) and ganization in India.	15
4	COMMUNICATION: D Communication theori Transaction theory, Elemen		15
5	Purpose, Types of busine	Writing techniques and Guidelines. Letter writing - Basic Principles, ess letters, Report writing, types of reports, Drafting of report. Oral es for different occasions, Guidelines for effective listening, Job nation.	30

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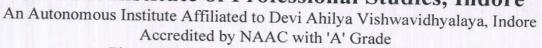
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		Part C-Learning	Resources	
1 /	gested Readings: Author Surname, Initia Publication, Edition N	Text Books, Reference Bo ls "Book Title", Publisher's name lo. if any.		ion, Year of
Tex	t books:			
S.no.		Book title	Publisher	City
1.	T.N. Chhabra,	Business Communication	Himalaya Publishing House	New Delhi
2.	K.K. Sihna,	Essentials of Business Communication	VK Global publications	Faridabad
3.	Dr. Ramesh	Business Communications	Universal Publication	Agra
Sugge	Suggestive digital plat	Part D-Assessment an	d Evaluation	
Sugge Maxi Conti	ested Continuous Eva mum Marks: 100 nuous Comprehensiv	Part D-Assessment and sluation Methods: e Evaluation (CCE): 30 marks		marks
Sugge Maxi Conti Inter Cont Com Eval	ested Continuous Eva mum Marks: 100	Part D-Assessment an		marks

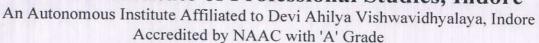
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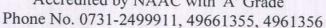
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Part A- Introduction

	rogramme: Cer		Class:B.COM.	Year: 1st Year	Session 2023-24
Sı	bject: Commerce			3653f0ff 2023-27	
	Course Code		CO-101		
2	Course Title		Financial Acco	unting (Paper 1)
3	Course Type		Core		
4	Pre-requisite		Not required one	en for all	
5	Course Learning Outcomes	AcqIdenDeveaccoDesc	uire conceptual kno tify events that nee elop the skill of recor ordance with GAAP cribe the role of acc	wledge of basics of d to be recorded in ding financial transac counting information	e, the student will be able to: faccounting the accounting records ctions and preparation of reports in on and its limitations process and preparation off in a
		bala	tify and analyze the	reasons for the diffe	erence between cash book and pass book eased exposure to errors and frauds
6	Credit Value		6		
1	Total Marks		Max marks: 30 + 7	0	Minimum Passing Marks 35

Part B: Content of the course

unit		No. of lectures
1.	Accounts: - Indian History. Definition, Objectives, Basic Concept and Principals of Double Entry System Journal Entry, Ledger, Subsidiary books, Trial Balance Introduction of Indian Accounting Standard Final Accounts	15
2.	Accounting for Depreciation (According to Accounting Standard -6) Branch Accounts	15
3.	Royalty Accounts, Departmental Accounts	15
4.	Accounting of Non-Profit Organisation, Investment Account Consignment Accounts	15
5.	Partnership Accounts:- Dissolution of Partnership (with Insolvency), Amalgamation of Partnership Firms, Conversion of Partnership firm in to joint stock Company Computerized Accounts by using any popular accounting software, Creating a company, configure and features setting, creating accounting ledgers and groups, creating stock items and groups, vouchers entry (with maintenance of vouchers), generating report - cash book, ledger accounts, trial balance, profit and loss account and balance sheet	30

Keywords/Tags: Financial A/c, Depreciation, Accounting Standard, Branch A/c, Royalty A/c, Partnership A/c, Computerized Accounts.

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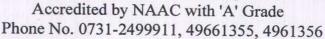
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Part C- Learning Resources

- 1. Dr. R.K. Sharma/Dr. R.S. Popli, Financial Accounting, Kitab Mahal Pub.Agra
- 2. Anil, Rajesh & Mariya Financial Accounting Himalya Publication Nagpur
- 3. Shukla & Grewal, Financial Accounting, S Chanel & Sons New Delhi
- 4. Maheshwari S.N., An Introduction to Accountancy, Vikas publication, New Delhi.
- 5. Agrawal Dr. Mahesh, Financial Accounting, Ramprasad and sons, Bhopal
- 6. S.M.Shukla, Financial Accounting Shahitya Bhawan, Agra.
- 7. Gupta R.L. and Radhaswamy M, Advance Accounting S Chand & Sons, New Delhi
- 8. Dr. Ramesh Mangal, Financial Accounting, Satish Printers and Publishers Indore
- 9. Books published by Madhya Pradesh hindi granth academy
- 10. Mehta and Brahmbhatt, Financial Accounting, Devi Ahliya Prakashan, Indore

Suggestive digital platforms, web links:

- 1. https://www.ddegjust.ac.in/studymaterial/bba/cp-104.pdf
- 2. https://www.ddegjust.ac.in/studymaterial/mba/cp-104.pdf
- 3. https://deeppanacademy.com/pdf/cma/foundation/fundamentals-of-accounting.pdf
- 4. https://www.academia.edu/38623012/Financial_Accounting_IFRS_Edition_2e_th_Jerry_J_Weygandt

Part D- Assessment and Evaluation	
valuation (CCE): 30 marks University Exam (UE)	·70 marks
Class Test	30
Assignment/Presentation	
E-quiz	
Section(A): Six Very Short Questions	06 x 01 = 06
Section (B): Five Short Questions	05 x 08 = 40
Section (C): Two Long Questions	02 x 12 = 24 Total 70
	valuation Methods: valuation (CCE): 30 marks University Exam (UE) Class Test Assignment/Presentation E-quiz Section(A): Six Very Short Questions Section (B): Five Short Questions

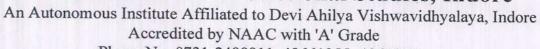
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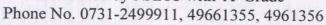
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Part A-Introduction

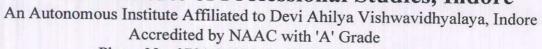
Pı	rogramme: Certificate	Class:B.COM. Year: 1st Year Session 2023-24	
Sı	ubject: Commerce		Maria - 100 P
	Course Code	VO-104	
2	Course Title	Retail Management	
3	Course Type	Vocational	
4	Pre-requisite	Open for all	
5	Course Learning Outcomes	After the successful completion of the course, the student shall be able to-:	
		 Understand the Fundamental Concept of Retail Management. 	
		 Understand the shopper's behaviour 	
		 Understand the consumer's behaviour 	
		 Understand merchandise management. 	
		 Understand visual merchandising. 	
		 Understand E-Retailing system. Understand E-Payment system. 	
6	Credit Value	4	
7	Total Marks	Max marks:30 +70 Minimum Passing Marks 35	

Part B: Content of the course

Total No. of Lectures/ Practical: L-30hrs/P-30hrs				
unit	Topic	No. of lectures		
	1. Basic concept of Retailing, Types of Retailer, Multi-Channel retaility organised retaility Organised Retailing in India, Retail Market Strategy, Retail Format and target market, Growth Strategies, Pricing Strategy. Consumer behaviours, Determinants of consumer behaviour, Consumer Marketing strategy, Consumer decision making Process, Organisational consumers Behaviour, Post purchase behaviour. Service Retailing- Importance of service retailing and its Challenges. Consumer Behaviour in Services zone of Tolerance, Service Perception and Expectation, Service strategy, Service triangle, marketing mix, Marketing segmentation.	10		

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Introduction: The concepts of E-Commerce, E Business and E- Marketing, Evolution of E-Commerce, E-Commerce Vs Traditional Commerce, Network infrastructure or E-Commerce, Internet, Extranet. E-Commerce applications: Consumer Applications, Organisation Applications, Procurement - Online Marketing and Advertisement, Online Interactive Retailing, E-Commerce - Business Models: B2B, B2C, C2C, B2 Government, Government to Government. E-Marketing: Information based marketing, E-Marketing Mix - Cost, Connectivity, Convenience, Customer, interface, Speed of delivery. Web retailing, Process of website development. E-Retailing/reverse Marketing. Electronic Payment Systems: Introduction to payment systems, On-line payment systems-Prepaid E - payment systems, Post - paid E-payment systems, E-Cash or Digital Cash, E-Cheques, Credit cards. Smart cards, Debit cards.	2.	Merchandise Management Merchandising Philosophy, Merchandising plans, Merchandise budget, financial inventory control, Pricing Strategy. Basics of visual Merchandising, Retail Store site and design, Store layout, Image mix, Store Exterior and Interior, Color Blocking, Signage and Understanding Material Pangrams, Window Display.	10
	3.	Introduction: The concepts of E-Commerce, E Business and E- Marketing, Evolution of E-Commerce, E-Commerce Vs Traditional Commerce, Network infrastructure or E-Commerce, Internet, Extranet. E-Commerce applications: Consumer Applications, Organisation Applications, Procurement - Online Marketing and Advertisement, Online Interactive Retailing, E-Commerce - Business Models: B2B, B2C, C2C, B2 Government, Government to Government. E-Marketing: Information based marketing, E-Marketing Mix - Cost, Connectivity, Convenience, Customer, interface, Speed of delivery. Web retailing, Process of website development. E-Retailing/reverse Marketing. Electronic Payment Systems: Introduction to payment systems, On-line payment systems-Prepaid E - payment systems, Post - paid E-payment systems, E-Cash or Digital Cash, E-Cheques, Credit cards, Smart	10

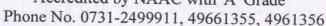
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Practical

- Product based Store Layout
- Product Segmentation
- Product Mix
- Window Dressing (display)
- Analysis of Online Retailing (Product based)
- Indexing of product based online retailer
- Payment App Procedure
- Case studies
- · Practical Sessions by Industry Experts, covering all aspects of Retailing.

Project/ Field trip: - Visit to Branded Retail Store

Part C-Learning Resources

- Dr. R.K. Sharma/Dr. R.S. Popli, Financial Accounting, Kitab Mahal Pub. Agra
- 2. Anil, Rajesh & Mariya Financial Accounting Himalya Publication Nagpur
- 3. Shukla & Grewal, Financial Accounting, S Chanel & Sons New Delhi
- 4. Maheshwari S.N., An Introduction to Accountancy, Vikas publication, New Delhi.
- 5. Agrawal Dr. Mahesh, Financial Accounting, Ramprasad and sons, Bhopal
- S.M.Shukla, Financial Accounting Shahitya Bhawan, Agra.
- 7. Gupta R.L. and Radhaswamy M, Advance Accounting S Chand & Sons, New Delhi
- 8. Dr. Ramesh Mangal, Financial Accounting, Satish Printers and Publishers Indore
- Books published by Madhya Pradesh hindigranth academy
- 10. Mehta and Brahmbhatt, Financial Accounting, Devi AhliyaPrakashan, Indore

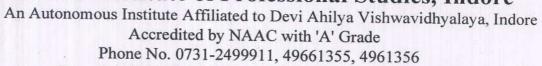
Suggestive digital platforms, web links:

- https://www.ddegjust.ac.in/studymaterial/bba/cp-104.pdf 1.
- https://www.ddegjust.ac.in/studymaterial/mba/cp-104.pdf 2.
- https://deeppanacademy.com/pdf/cma/foundation/fundamentals-of-accounting.pdf 3.
- https://www.academia.edu/38623012/Financial_Accounting_IFRS_Edition_2e_th 4.

Jerry J Weygandt

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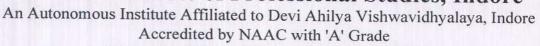
E-mail: info@spipsindore.ac.in, Website: www.spipsindore.com

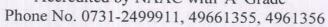
PART-D: A	ssessment and Evaluation	
Suggested Continuous Evaluation Method: Maximum Marks – 100 Continuous Comprehensive Evaluation (CC Term End Examination (TEE) – 70 Marks	E): 30 Marks	
Internal Evaluation Continuous Comprehensive Evaluation (CCE): 30 Marks Common Class Test, Assignment/Presentations, E-Ouiz, etc.	CCT Assignment/Presentation E-quiz	30 Marks
External Evaluation Term End Exam – 70 Marks Time – 2 Hours	Section A – Very Short Answer Question 4 Question x 2 Marks = 8 Marks Section B –Short Answer Questions – 4 Question x 8 Marks = 32 Marks Section C – Long Answer Questions – 2 Question x 15 Marks = 30 Marks	s –

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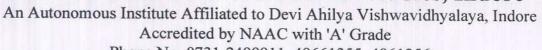
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Part A- Introduction

P	rogramme: Certificate	Class:B.COM. Year: 1st Year Session 2023-24	
Si	ubject: Commerce		
	Course Code	VO-105	
2	Course Title	Export/Import Management	
3	Course Type	Vocational	
4	Pre-requisite	open for all	
5	Course Learning Outcomes	After the successful completion of the course, the student shall be able to-:	
		 Understand the Import & Export Procedures in India learn the essential documents for importing and exporting Understand the different types of tariff and non-tariff parriers Understand marine insurance and its uses. Infer the Government's Export Assistance and promotion schemes in India and various policies framed under it 	
		Gather the differences between Risk Management. Treatment, Avoidance and Reduction along with Business Continuity Practices.	
5	Expected Job Role/ Career Opportunities	Business Cpportunities: Manufacturer, Exporter, Merchant Exporter, Manufacturer cum Merchant Exporter, As a Consultant Job Opportunities: Shipping and Logistics, International Marketing, Documentation and Legal Banks/ Trade Advisory, Airlines and Cargo.	
7	Credit Value	4	
3	Total Marks	Max marks: 30 + 70 Minimum Passing Warks 35	







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Part B: Content of the course

unit	topic	No. of lecture
	International Bodies, Export Import Cycle, IEC Online Application, Types of Transportation, Containers and Packaging, IncoTerms and Payment Terms • Continents, Opportunities and Myths • International and Local Bodies • Export - Import Cycle	10
	 Online IEC Application Types of Transportation, Containers and Packaging Different type of Delivery Terms and Cost - Risk involved Different type of Payment Terms and Risk involved 	
2.	Product and Market Selection & Research, Verification of Buyers and Exhibition Visits and Identifying Buyers, Communication Importance of Selection of Product for Export Importance of Product Selection and Source of Finding New Products	10
	 Selection of Market for Export Importance of Market Selection and Identifying Potential Market Importance of Trade Fairs and Exhibition for Export Promotion How to find Genuine Buyers Buyers Communication and Verification 	1.0
3.	Performa Invoice, LC, Pre and Post Shipment Documentation, GST & Custom Clearance and Documents Practical Importance of Proforma Invoice and various aspects Full LC Clauses	10
	Pre and Post Shipment Documents and understanding its need GST and Custom Procedures How to fill Pre & Post Shipment Documents - Practical	20
(Import Procedures and Documents, Risk Management & Government Benefits	
	Import Documentation and procedure	
	ECGC, Insurance, EEFC and Forward Contract Export Incentives	

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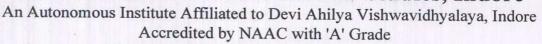
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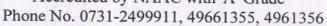
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Practical	Preparing Quotation		30
	Finding Buyers and Gather	ering Data	
	Discussion on Product Po	ortfolio	
	B2B Listing		
	Online Marketing		
	 Social Media Marketing 		
	Buyers verification		
	Buyers calling		
	 Practical Sessions by Indu 	istry Experts,	
	covering all aspects of Impor	rt and Export	
Project/ Fie	ld trip	Visit to Import /Export unit	
		visit to import /Export unit	

Part C-Learning Resources

Text Books, Reference Books, Other resources

Suggested Readings:

- 1. Export Import Policy, Publisher: Ministry of Commerce, Government of India, New Delhi.
- 2. Electronic Commerce by N. Janardhan, Publisher: Indian Institute of Foreign Trade, New Delhi.
- 3. Nabhi's Exporters Manual and Documentation, Publisher: Nabhi Publication, New Delhi.
- 4. Nabhi's New Import Export Policy, Publisher: Nabhi Publication, New Delhi.
- 5. Export-What, Where, How by Ram Paras, Publisher: Anupam, Delhi.

Suggested equivalent online courses:

https://nptel.ac.in/content/storage2/courses/110105031/prpdf/Module-31%20pdf..pdf

https://onlinecourses.nptel.ac.in/noc20 mg54/preview

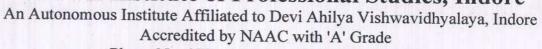
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PART-D : ASSES	SMENT AND EVALUATIO	N
Suggested Continuous Evaluation Met Maximum Marks – 100 Continuous Comprehensive Evaluatio Term End Examination (TEE) – 70 M	n (CCE): 30 Marks	
Internal Evaluation Continuous Comprehensive Evaluation (CCE): 30 Marks Common Class Test, Assignment/Presentations, E-Quiz, etc.	CCT Assignment/Presentation E-quiz	30 Marks
External Evaluation Term End Exam – 70 Marks Time – 2 Hours	Section A – Very Short Answer (4 Question x 2 Marks = 8 Marks Section B – Short Answer Question 4 Question x 8 Marks = 32 Mark Section C – Long Answer Question 2 Question x 15 Marks = 30 Marks	ons – s ons –

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Format for Syllabus of Theory Paper

		Part A Introducti	on		
Program: Certificate		Class': BBA	Year: I Year	Session:2023-2024	
	Subje	et: COMMUNICATIO	N SKILLS		
1	Course Code		BB-102		
2	Course Title	COM	MUNICATION S	KILLS	
3	Course Type (Core Course/Elective/Generic Elective/Vocational/)	(Core Course)			
4	Pre-requisite (if any)	Not Required (Open for All)			
5	Course Learning outcomes (CLO)	Not Required (Open for All) 1. Imagination, Ethical Theory and Skills to Interact, Students can learn how to do this ethically and effectively. 2. Students can learn and practice group communication skills. They will learn how to respond in discussions, interviews, conferences. 3. Students can learn nonverbal communication, listening and organizational culture. 4. Students can be equipped with knowledge of professional communication through the basic principles of writing professional papers and other documents.		lly and effectively. up communication pond in discussions, unication, listening dge of professional inciples of writing	
6	Credit Value		(Credit) 6		
7	Total Marks	Max. Marks: 30+70	I Min. Passin	g Marke:35	

Total No. of Lectures-Tutorials-Practical (in hours per week):3 Hours L - P: 90			
Unit	Topics	No. of Lectures	
1	Historical background of Communication, Definition and Process of Communication, Essentials of Effective Communication, Barriers to Communication, Role of Communication in Organizational Effectiveness.	18	
2	Public Speech - Composition Principles, Speech Delivering Skills, Group Discussion: Do's and Don'ts of Group Discussion, Communication in Committees, Seminars and Conference.	18	
3	Non-Verbal Communication: Meaning, types and Importance, Listening, Difference between Listening and Hearing.	18	
4	Business Correspondence, Essentials of Effective Business Correspondence, Structure of Business Letter, Types of Business Letter: Enquiry, Reply, Orders, Complaints and Circular Letter.	18	
5	Drafting of Notices, Agendas, Minutes, Jb Application Letters, Preparation of Curriculum Vitae.	18	

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Part C-Learning Resources

Text Books, Reference Books, Other resources

Suggested Readings:

- Ace of Soft Skills Attitude Communication and Etiquette for Success by Gopalaswamy Ramesh, Pearson India
- Rao N.and Das R. P., Communication Skills, Himalaya Publishing House, Mumbai. Mehta D. & Mehta N. K., A Handbook of Communication Skills Practices, Radhub.,
- New Delhi.
- Sinha K.K., Business Communication, Galgotia Publishing House, New Delhi.
- Murphy A. & Peck Charles E., Effective Business Communication, Tata McGraw Hill, New Delhi.
- Dr. Praveen Kumar Agrawal & Dr. Avineesh Kumar Mishra, Communication Skills, Sahitya Bhawan, Agra (Hindi Medium)

Suggested web links:

 $\frac{https://booksszoo2le.co.in/hooks/about/F.Cfective}{Comniunipjion.htmrid=DzojjoiNoIC} Business$

Pa	art D- Assessment and Evaluation	
Suggested Continuous Evalu	uation Methods:	
Maximum Marks: 100		
Continuous Comprehensive Ev	aluation (CCE): 30 marks University Exam (UE)	:70 marks
Internal Assessment :	Class Test	30
Continuous Comprehensive	Assignment/Presentation	
Evaluation (CCE):30	E-quiz	
External Assessment :	Section(A): Six Very Short Questions	$06 \times 01 = 06$
University Exam Section: 70	Section (B): Five Short Questions	05 x 08 = 40
Time: 03.00 Hours	Section (C): Two Long Questions	02 x 12 = 24 Total 70

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		Part A Introduction
Prog	gram: Certificate	Class': BBA I Year Session:2023-2024
		Subject: BUSINESS MANAGEMENT
1	Course Code	BB-101
2	Course Title	BBA
3	Course Type (Core Course/Elective/Generic Elective/Vocational/)	(Core Course)
4	Pre-requisite (if any)	Not Required (Open for All)
5	Course Learning outcomes (CLO)	1 Student will be able to assess the global context for planning, coordinating, and monitoring managerial behaviour. 2-Through various planning and decision-making techniques, students car learn about how businesses ensure to remain in a competitive market. 3. Students will understand various forms of organizational structures and their importance. 4. Students can learn about various strategies used by businesses to maintain and improve employee efficiency. 5. Students will be able to understand how organizations use different leadership styles to stay competitive.
6	Credit Value	(Credit) 6
7	Total Marks	Max. Marks: 30+70 Min. Passing Marks: 35

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	Text Books, Reference Books, Other resources			
Part B- Content of the Course				
Tota	l No. of Lectures-Tutorials-Practical (in hours per week):3 Hours L-T-P: 90			
Unit	Topics	No. of Lectures		
1	Management in Indian Culture and Tradition, Definition and Meaning of Management, Functions and Responsibilities of Management, Role of manager, Principles of Management. School & Thoughts of Management.	18		
2	Planning: Process, Types and Significance, Planning vs. Forecasting Objective, Strategies and Policies, MBO. Decision Making: Process & Significance, Planning for Start-ups'.	18		
3	Organization: Nature and Purpose of organization. Importance and process of Organization. Departmentalization, Organizational structures: types and relevance, Line and Staff relationship.	18		
4	Authority- Delegation, Decentralization - Difference between Authority and power- Responsibility, Recruitment- Sources, Selection, Training, Direction -Nature and Purpose.	18		
5	Leadership: Meaning, Importance, Types of Leadership, Leadership Styles, Motivation: Types & significance, Maslow's Need Hierarchy, Theory X &Y of Motivation. An overview of Strategic Management, SWOT Analysis, Strategic Analysis, Alternative-Choice & Evaluation. Future Management- Challenges and Skills	18		

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Suggested Readings:

- Management James A.F. Stoner, R. Edward Freeman-Pearson Prentice Hall-6th Edition
- Principles of Management PC Tripathi & PN Reddy TMH 5th Edition 2012
- Koontz D and Welhrich: Management, International Student Edition, Tokyo 1980.
- R.D. Agrawal: Organization & Management MC Graw Hill, New Delhi 1982.
- Newman and Warran: The Process of Management: Concepts, Behaviour and Practices, PHI.
- S. M. Shukla: Principles of Management, Sahitya Bhawan, Agra (UP) (Latest Edition). (Hindi and English Medium).
- D: Rajeev Kumar Jhalani &Dr. Yogita Chandel, Principles of Management, Devi AhilyaPrakashan, Indore (Hindi Medium)
- Dr. C. M. Mehta, Business Organization, Ram Prasad and Sons, Bhopal. (Hindi Medium) Suggested web links:

https://www.dphu.org/uploads/attachements/books/books 5284 0.pdf

https://education.stateuniversity.com/pages/cw lev9e9ib/An-Introduction-to-the-Principles-of-

Management.html

Suggested equivalent online courses:

P	art D- Assessment and Evaluation	
Suggested Continuous Evalu	uation Methods:	
Maximum Marks: 100		
Continuous Comprehensive Ev	aluation (CCE): 30 marks University Exam (UE):70 marks
Internal Assessment:	Class Test	30
Continuous Comprehensive	Assignment/Presentation	
Evaluation (CCE):30	E-quiz	
External Assessment:	Section(A): Six Very Short Questions	06 x 01 = 06
University Exam Section: 70	Section (B): Five Short Questions	$05 \times 08 = 40$
Time: 03.00 Hours	Section (C): Two Long Questions	02 x 12 = 24
		Total 70

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- IBA		Part A Introduc	ction	
Prog	ram: Certificate	Class': BBA	Year: I Year	Session:2023-2024
	Sub	ject: BUSINESS ST	ATISTICS	
1	Course Code	BB-103		
2	Course Title	F	BUSINESS STATIST	ICS
3	Course Type (Core Course/Elective/Generic Elective/Vocational/)	(Core Course)		
4	Pre-requisite (if any)	Not Required (Op	en for All)	
5	Course Learning outcomes (CLO)	 Statistical Research Tools will increase student's ability to understand how to perform social research. Students will be equipped with knowledge about analyzing professional reports and will be able to make decisions based on the reports analyzed. Students will learn about Quantization, analysis of performance relationship. 		
6	Credit Value		(Credit) 6	
7	Total Marks	Max. Marks: 30+70) Min. Passing	g Marks:35
X-	Pai	rt B Content of th	e Course	
Tota	l No. of Lectures-Tutorials-Pr P: 90	actical (in hours per	week):3 Hours	
Unit	1.50	Topics		No. of Lectures
1	Meaning and Definition of Statistics, Scope of Statistics,	tistics, Statistical Inve Limitations of Statis	estigations, Laws of tics.	15
2	Collection of Data, Presen and Secondary Data.	tation of Data, Frequen	cy Distribution, Primary	17
3	Measures of Central Tendencies Harmonic Mean.	: Mean, Median, Mode	, Geometric Mean,	18
	Measure of Variation: Standard Deviation, Mean Deviation and Skewness, Time Series Analysis.			
4	Correlation Analysis, Karl Pears			

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Part C.Learning Resources

Text Books, Reference Books, Other resources

Suggested Readings:

- Fundamentals of Statistics, S.C. Gupta, Himalaya Publishing House
- Basic Business Statistics: Concepts and Applications, Berenson and Levine, Pearson
- Business Statistics, N. D. Vohra, TATA McGraw Hill.
- D.N. Elhance: Fundamental of Statistics, Kitab Mahal, Allahabad Gupta, S.P.: Business Statistics, Sultan Chand and Sons, New Delhi.
- Statistical Analysis, Dr P.0 Tulsian, S.Chand Publications, Delhi
- Business Statistics, Dr S.M Shukla and Sahai, Sahitya Bhawan Publications, Agra (Hindi and English, both Medium)
- Business Statistics, R.S. Bhardwaj, Excel Books Suggested web links:

I	Part D- Assessment and Evaluation	
Suggested Continuous Eval	uation Methods:	
Maximum Marks: 100		
Continuous Comprehensive Ev	valuation (CCE): 30 marks University Exam (U.	E) :70 marks
Internal Assessment:	Class Test	30
Continuous Comprehensive	Assignment/Presentation	
Evaluation (CCE):30	E-quiz	
External Assessment :	Section(A): Six Very Short Questions	06 x 01 = 06
University Exam Section: 70	Section (B): Five Short Questions	05 x 08 = 40
Time : 03.00 Hours	Section (C): Two Long Questions	02 x 12 = 24 Total 70
		70.00





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Part A: Introduction

Programme:	Certificate Class: I Year Session 2023-24			
Subject :	Commerce			
Course Code:	EL-101 . ,			
Course Title :	Basics of Business Studies			
Course Type:	Elective Fig. 1			
Pre-requisite:	Not required (open for all)			
Course Learning	The successful completion of this course shall enable the student:			
Outcomes The Course will be helpful to provide basic knowledge of business. Students will be capable to understand Business ethics to guide corporate sector and perform its responsibility towards society. Students will be capable to understand ethical aspect of business, banking syst banking procedure. Students will be capable to understand practical banking, insurance insurance procedure, stock exchange system.				
Credit Value	To help them for employment in related field.			
Total Marks	Max. Marks 30+70 Min. Passing Marks 35			

Part B: Content of the course

Total No. of Lectures (in hours per week)- 4					
Unit	Topic	No. of lectures			
1	Concept of Business: Historical background of business in India. Meaning and objectives of business. Industry, trade and commerce. Business Sectors; Goods and services sectors. Concept and salient features of sole trade, partnership, LLP and co-operative society. Meaning, features and types of Joint stock company. Online Business: Need, importance limitations, process, dangers and	12			
2	Business Ethics: Historical background of business ethics in India. Concept and significance of business ethics. Balancing between objectives of business and ethics of business. Evaluation of business ethics in India. Corporate Social Responsibility (CSR): Historical background of CSR, concept, objectives, need and importance of CSR. Contribution of Indian corporate sector under CSR. Evaluation of CSR in India.	12			

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3	Banking: Historical background, classification of bank. Meaning, definition and functions of commercial bank. Role of banks in economic growth. Features of Indian banking system.				
	Bank Deposits: Meaning and types. Features of bank accounts. Procedure to open and close bank accounts (Including online procedure).	12			
	Loans and Advances: Principles to sanction loans and advances. Classification of loans and advances. Procedure to apply for house loan, personal loan, education loan and commercial loan.				
4	Insurance: Origin and development of insurance. Meaning, principles and importance of insurance. Classification of insurance. Life Insurance: Meaning, objectives, principles and importance. Types of life insurance policy. Claim procedure and settlement. General Insurance: Meaning, objectives and importance. General Insurance Policies: Vehicle, health, household goods, commercial premises and goods and another available policies.				
5	Stock Exchange: Historical background. Meaning, functions and importance. Important terminology related to stock exchange. Primary and secondary market. Procedure of dealing in primary and secondary market. NSE, BSE. Various index and interpretation of fluctuations in it. Mutual Funds: Concept, salient features, importance and types. Systematic Investment Plan (SIP). Performance of mutual funds in India.	12			

Part C learning Resources

Text books:

- Dr C.B. Gupta Values & Ethics in Business Sultan Chand & sons New Delhi
- Dr C.B. Gupta Business Organization & Management Sultan Chand & sons New Delhi
- Rathi & Agrawal Investment Management & Security Analysis S. Chand & sons New Delhi
- Dr S.C. Saxena & Dr. V.P. Agrawal Business Organization & Communication Sahitya Bhawan
- 5. Dr. O.P. Gupta & Dr. Sudhir Kumar Sharma Banking & InsuranceSahitya Bhawan Pub. Agra
- 6. Dr. R. L. Nolakhha Principles of Insurance R.B.D. Publication Jaipur

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Suggestive digital platforms, web links:

- $1 \ \underline{\text{http://cbseacademic.nic.in/web material/CurriculumMain20/SrSecondary/BusinessStudies.pdf} 2. \ \underline{\text{https://ncertnic.in/textbook.php?kebs1=0-11}}$
- 3. http://www.opentextbooks.org.hk/system/files/export/6/6841/pdf/Business Fundamentals 6841.pdf
- 4.https://vtechworks.lib.vt.edu/bitstream/handle/10919/70961/Fundamentals%20of%20Business%20%

Suggested Continuous Evaluation	art D-Assessment and Evaluation Methods:	
Maximum Marks: 100 Continuous Comprehensive Evalu	uation (CCE): 30 marks University Exam (U	IE) 70 modes
Internal Assessment: Continuous Comprehensive Evaluation (CCE):30	Class Test Assignment/Presentation - E-quiz	30
External Assessment: University Exam Section: 70 Time: 03.00 Hours	Section(A): Six Objective Questions Section (B): Five Short Questions Section (C): Two Long Questions	06 x 01 = 06 05 x 08 = 40 02 x 12 = 24

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		PAR	TA: Introducti	ion		
Prog	gram: Certificate	Class: B.C.A.	Year: I Y	/ear	Session: 2023-24	
1.	Course Code		BCIOIT	75.8	1017	
2.	Course Title		Computer Fundamentals, Organization and Architecture			
3.	Course Type (Generic Electi	Core Course/Elective ve/ Vocational)	Major - Paper I			
4.	Pre-Requisite	(if any)	To study this course, a student must have basic knowledge of Computers			
5.		ng Outcomes (CLO)	After the completion of this course, a successful studen will be able to: • Understand the basic structure, operation and characteristics of digital computer. • Design simple combinational digital circuits based on given parameters. • Understand the working of arithmetic and logic unit. • Know about hierarchical memory system including cache memories and virtual memory. • Know the contributions of Indians in the field of			
6.	Credit Value		Theory-4 Cred	lits Practi	eture and related technologies	
7.	Total Marks		Max Marks: 30		Min. Passing Marks: 35	

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	PART B: Content of the Course No. of Lectures (in hours per week): 2 Hrs. per week				
Total No. of Lectures: 60 Hrs.					
Module	Topics	NI C			
I		No. of Lectures			
1	Fundamentals of computers: Definition, Characteristics, capabilities and limitations. Types of Computers: Analog, Digital, Micro, Mini, Mainframe & Super Computers, Work Station, Server computers. Generations of Computers. Smart Systems: definition, characteristics and applications. Definition of Embedded system, GIS, GPS, Cloud Computing. Uses of computers in e-governance and various public domains and services.	10			
II	Block diagram of computer and its functional units. Concept of hardware, software and firmware. Types of software. Input devices: keyboard, scanner, mouse, light pen, bar code reader, OMR, OCR, MICR, track ball, joystick, touch screen camera, mic etc. Output devices: monitors classification of monitors based on technology -CRT & flat panel, LCD, LED monitors, speakers, printers- dot matrix printer, ink jet printer, laser printer, 3D Printers, Wi-Fi enabled printers, plotters and their types, LCD/LED projectors. Computer memory and its types, Storage devices: Magnetic tapes, Floppy Disks, Hard Disks, Compact Disc - CD-ROM, CD-RW, VCD, DVD, DVD-RW, USB drives, Blue Ray Disc, SD/MMC Memory cards.	10			
III	Fundamentals of Digital Electronics: Data Types, Complements, Fixed-Point Representation, Floating-Point Representation, Binary and other Codes, Error Detection Codes. Logic Gates, Boolean Algebra, Map Simplification, Combinational Circuits, Sequential Circuits, simple combinational circuit design problems. Combinational Circuits - Adder- Subtractor, Multiplexer, Demultiplexer, Decoders, Encoders. Basic Computer Organization: Instruction codes, Computer Registers, Computer Instructions, Timing & Control, Instruction Cycles, Memory Reference Instruction, Input-Output & Interrupts Instruction formats, Addressing modes, Instruction codes, Machine language, Assembly language. Sequential Circuits - Flip-Flops, Registers, Counters.	10			

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IV	Register Transfer and Micro operations: Register Transfer Language, Register Transfer, Bus & Memory Transfer, Arithmetic Micro-operations, Logic Micro-operations, Shift Micro-operations.	15
	Processor and Control Unit: Hardwired vs. Micro programmed Control Unit, General Register Organization, Stack Organization, Instruction Format, Data Transfer & Manipulation, Program Control, Introductory concept of RISC, CISC, advantages and disadvantages of both.	
	Pipelining: concept of pipelining, introduction to Pipelined data path and control-Handling Data hazards & Control hazards. Memory and I/O Systems - Peripheral Devices, I/O Interface.	
V	Data Transfer Schemes - Program Control, Interrupt, DMA Transfer. I/O Processor. Memory Hierarchy: Processor vs. Memory Speed, High-Speed Memories, Main memory & its types, Auxiliary memory, Cache Memory, Associative Memory, Interleaving, concept of Virtual Memory, Hardware support for Memory Management.	15
	Indian contribution to the field - Contributions of reputed scientists of Indian origin like - Dr. Vinod Dham - Father of Intel Pentium - Processor, Dr. Ajay Bhat - Co-Inventor of USB Technology, Dr. Vinod Khosla- co-founder of Sun Microsystems, Dr. Vijay P Bhatkar - architect of India's national initiative in supercomputing, and many others.	

PART C: Learning Resources

Textbooks, Reference Books, Other Resources

Suggested Readings

Textbooks:

- 1. M. Moria Mano, "Computer System Architecture", PHI
- 2. Heuring Jordan, "Computer System Design & Architecture" (A.W.L.)
- 3. मध्य प्रदेश हिंदी ग्रंथ अकादमी से प्रकाशित विषय से संबंधित पुस्तक

Reference Books:

- 4. William Stalling. "Computer Organization & Architecture", Pearson Education Asia
- 5. V. Carl Hamacher, "Computer Organization", TMH
- 6. Tannenbaum, "Structured Computer Organization", PHI
- 7. Er. Rajiv Chopra, "Computer Architecture". Revised 3rd Edition, S. Chand & Company Pvt. Ltd

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Suggestive digital platform web links:-

https://www.youtube.com/watch?v=4TzMyXmzL8M

https://nptel.ac.in/courses/106/106/106106166/

https://nptel.ac.in/courses/106/106/106106134/

Suggested equivalent online courses

https://nptel.ac.in/courses/106/105/106105163/

	Part D-Assessment and Eva	luation
Suggested Continuous Evaluation Maximum Marks: 100 Continuous Comprehensive Evalu	Methods: uation (CCE): 30 marks University Exam (U	JE) 70 marks
Internal Assessment: Continuous Comprehensive Evaluation (CCE):30	Class Test Assignment/Presentation - E-quiz	30
External Assessment: University Exam Section: 70 Time: 03.00 Hours	Section(A): Six Objective Questions Section (B): Five Short Questions Section (C): Two Long Questions	$06 \times 01 = 06$ $05 \times 08 = 40$ $02 \times 12 = 24$ Total 70

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		PART	A: Introduction		
	Program: Certificate	Class: B.C.A.	Year: I Year		Session: 2023-24
1.	Course Code		BCIOIP		
2.	Course Title		mentals and	Digital Lab	
2. Course Title Computer Fundamentals and Digital Lab 3. Course Type (Core Course/Elective Generic Elective/ Vocational) Major - Paper I			Digital Lab		
4.	Pre-Requisite (if any	7)	Open for All		
3.	Course Learning Ou	tcomes (CLO)	 peripheral d Realization Verify the b tables. Implement l conversions Design half 	le to do the forwith parts of elevices used work of the basic local ehavior of log Binary-to-Grand full added construct flip	urse, a successful collowing: the computer and vith the computer. ogic and universal gates. gic gates using truth ay, Gray-to-Binary code r circuit using basic gates flops and verify the
6.	Credit Value		Practical - 2 Credi		
7.	Total Marks		Max Marks: 30+70		Min. Passing Marks: 35

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a) b) c) II. Dig a) Veri b) Veri c) Veri d) Stud e) Stud g) Stud	Identity various parts of the computer by physical examination. Identify various parts inside the CPU like motherboard, SMPS, ports, buses, IC chips, Processor, HDD, RAM etc. Identify various I/O devices available in the lab physically. ital Electronics ification and interpretation of truth table for AND, OR, NOT gates ification and interpretation of truth table for NAND, NOR gates ification and interpretation of truth table for Ex-OR, Ex-NOR dy of half adder using XOR and NAND gates and verification of its operation dy of full adder using XOR and NAND gates and verification of its operation dy of full subtractor and verification of its operation dy of full subtractor and verification of its operation	30 30
II. Dig a) Veri b) Veri c) Veri d) Stud e) Stud g) Stud	Identify various parts inside the CPU like motherboard, SMPS, ports, buses, IC chips, Processor, HDD, RAM etc. Identify various I/O devices available in the lab physically. ital Electronics ification and interpretation of truth table for AND, OR, NOT gates ification and interpretation of truth table for NAND, NOR gates ification and interpretation of truth table for Ex-OR, Ex-NOR dy of half adder using XOR and NAND gates and verification of its operation dy of full adder using XOR and NAND gates and verification of its operation dy of half subtractor and verification of its operation	
II. Dig a) Veri b) Veri c) Veri d) Stud e) Stud g) Stud	Identify various parts inside the CPU like motherboard, SMPS, ports, buses, IC chips, Processor, HDD, RAM etc. Identify various I/O devices available in the lab physically. ital Electronics ification and interpretation of truth table for AND, OR, NOT gates ification and interpretation of truth table for NAND, NOR gates ification and interpretation of truth table for Ex-OR, Ex-NOR dy of half adder using XOR and NAND gates and verification of its operation dy of full adder using XOR and NAND gates and verification of its operation dy of half subtractor and verification of its operation	
c) II. Dig a) Veri b) Veri c) Veri d) Stud e) Stud f) Stud g) Stud	ital Electronics ification and interpretation of truth table for AND, NOR gates ification and interpretation of truth table for NAND, NOR gates ification and interpretation of truth table for Ex-OR, Ex-NOR dy of half adder using XOR and NAND gates and verification of its operation dy of half subtractor and verification of its operation	
II. Dig a) Veri b) Veri c) Veri d) Stud e) Stud g) Stud	ital Electronics ification and interpretation of truth table for AND, OR, NOT gates ification and interpretation of truth table for NAND, NOR gates ification and interpretation of truth table for Ex-OR, Ex-NOR dy of half adder using XOR and NAND gates and verification of its operation dy of full adder using XOR and NAND gates and verification of its operation dy of half subtractor and verification of its operation	
a) Veri b) Veri c) Veri d) Stud e) Stud f) Stud g) Stud	ification and interpretation of truth table for AND, OR, NOT gates ification and interpretation of truth table for NAND, NOR gates ification and interpretation of truth table for Ex-OR, Ex-NOR dy of half adder using XOR and NAND gates and verification of its operation dy of full adder using XOR and NAND gates and verification of its operation dy of half subtractor and verification of its operation	
b) Veri c) Veri d) Stud e) Stud f) Stud g) Stud	ification and interpretation of truth table for NAND, NOR gates ification and interpretation of truth table for Ex-OR, Ex-NOR dy of half adder using XOR and NAND gates and verification of its operation dy of full adder using XOR and NAND gates and verification of its operation dy of half subtractor and verification of its operation	
b) Veri c) Veri d) Stud e) Stud g) Stud	ification and interpretation of truth table for NAND, NOR gates ification and interpretation of truth table for Ex-OR, Ex-NOR dy of half adder using XOR and NAND gates and verification of its operation dy of full adder using XOR and NAND gates and verification of its operation dy of half subtractor and verification of its operation	
c) Veri d) Stud e) Stud f) Stud g) Stud	dy of half adder using XOR and NAND gates and verification of its operation dy of full adder using XOR and NAND gates and verification of its operation dy of half subtractor and verification of its operation dy of half subtractor and verification of its operation	
d) Stude e) Stude f) Stude g) Stude	dy of half adder using XOR and NAND gates and verification of its operation dy of full adder using XOR and NAND gates and verification of its operation dy of half subtractor and verification of its operation	
f) Stud	by of full adder using XOR and NAND gates and verification of its operation by of half subtractor and verification of its operation	
g) Stud	ly of half subtractor and verification of its operation	
g) Stud	ly of full subtractor and verification of its operation	
h) Real	, and the state of the operation	
	lization of logic functions with the help of NAND-Universal	
Gate	es	
i) Real	lization of logic functions with the help of NOR -Universal Gates	
J) Verif	fy the truth table of RSflip-flops using NAND and NOR gates	
k) Verif	fy the truth table of JKflip-flops using NAND and NOR gates	
l) Verif	fy the truth table of T and D flip-flops using NAND and NOR gates	
m) Impl	ementation of 4x1 multiplexer using logic gates	
n) Impl	ementation of 1x4 demultiplexer using logic gates	
o) Verif	fy Gray to Binary conversion using NAND gates only	
p) Verif	by Binary to Gray conversion using NAND gates only	





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PART C: Le	arning Resources
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Textbooks, Reference Books, Other Resources

Suggested Readings

Textbooks:

- M. Moria Mano, "Computer System Architecture", PHI
- Heuring Jordan, "Computer System Design & Architecture" (A.W.L.)
- मध्य प्रदेश हिंदी ग्रंथ अकादमी से प्रकाशित विषय से संबंधित पुस्तक

Reference Books:

- William Stalling. "Computer Organization & Architecture", Pearson Education Asia
- V. Carl Hamacher, "Computer Organization", TMH
- · Tannenbaum, "Structured Computer Organization", PHI

Suggestive digital platform web links

https://de-iitr.vlabs.ac.in/

Suggested equivalent online courses

https://nptel.ac.in/courses/106/105/106105163/

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	PA	ART D: Assessment and Evaluation	
Internal Assessment: Continuou (CCE): 30 Marks	us Comprehensive	Evaluation External Assessment: University 01:00 Hours	Exam (UE): 70 Marks Time
Internal Assessment	Marks	External Assessment	Marks
Hands-on Lab Practice	5 Marks	Practical record file	10 Marks
Viva	5 Marks	Viva voce practical	10 Marks
Lab Test from practical list	10 Marks	Table works/ Exercise Assigned (02) in practical exam	40 Marks
Assignments (Charts! Model)/ Technology Dissemination/ Beursionl Lab visit/ Industrial Training		Reports of excursion! Lab visits/ industrial training/ Survey/ Collection/ Models	The state of the s
Total Excursion, / Lab visits/ Industrial	30 Marks	Total	70 Marks
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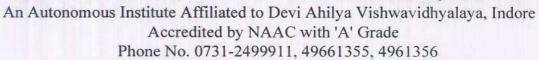
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Part A-Introduction

Programme : Certificate	Class: B.Sc.	Year: 1st Yea	r Session 2023	-24
Subject: Computer Scien	ce			
Course Code	BS-101T			
Course Title	Computer System Architecture Core			
Course Type				
Pre-requisite	To study this cours subject Physics/Ma			
Course Learning Outcomes	On completion of t	his course, le	earners will be able	
	1. Understand the b	asic structur	e, operation and	
	characteristics of d	igital comput	ter.	
	Be able to design on given parameter		binational digital circu	its based
	3. Familiarity with as the concept of pi		rithmetic and logic uni	t as well
	4. Know about hier memories and virtu		nory system including of	ache
	5. Understand conc		ntages of	
	parallelism,			
	threading, no processors.	ultiprocesso	rs and multi core	
	6. Know the contrib	outions of Inc	dians in the field of	
0 11 11 1	computer			
Credit Value	4			
Total Marks	Max marks: $30 + 70 = 10$	0	Minimum Passing Marks 3	35

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Part B: Content of the course

	topic	No. of lecture
1	Fundamentals of Digital Electronics: Data Types, Complements, Fixed-Point Representation, Floating-Point Representation, Binary and other Codes, Error	
	Detection Codes.Logic Gates, Boolean Algebra, Map Simplification, Combinational Circuits, Sequential Circuits, simple combinational circuit	
	design problems. Circuits- Adder- Subtractor, Multiplexer, Demultiplexer, Decoders, Encoders Flip - Flops, Registers, Counters 1.2 Basic Computer Organization: Instruction codes, Computer Registers, Computer Instructions, Timing & Control, Instruction Cycles, Memory Reference Instruction, Input - Output & Interrupts, Complete Computer Description & Design of Basic Computer.	12
2	Instructions - Instruction formats, Addressing modes, Instruction codes, Register Transfer and Micro operations - Register Transfer Language, Register Transfer, Bus & Memory Transfer, Arithmetic Micro- operations, Logic Micro-operations, Shift Micro-operations.	12
3	Processor and Control Unit - Hardwired vs. Micro programmed Control Unit, General Register Organization, Stack Organization, Instruction Format, Data Transfer & Manipulation, Program Control, Introductory concept of RISC, CISC, advantages and disadvantages of both.	12
	Pipelining — concept of pipelining, introduction to Pipelined data path and control — Handling Data hazards & Control hazards.	

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4	Memory and I/O Systems - Peripheral Devices, I/O Interface, Data Transfer Schemes - Program Control, Interrupt, DMA Transfer. I/O Processor. Memory Hierarchy, Processor vs. Memory Speed, High- Speed Memories, Main memory, Auxiliary memory, Cache Memory, Associative Memory, Interleaving, Virtual Memory, Memory Management.	12
	Parallelism — meaning, types of parallelism, introduction to Instruction-level-parallelism, Parallel processing challenges, Applications.	
	Flynn's classification — Introduction to SISD, SIMD, MISD, MIMD Hardware multithreading — Introduction, types, advantages and applications.	
	Multicore processors — Introduction, advantages, difference from multiprocessor.	
5.	Indian contribution to the field — Contributions of reputed scientists of Indian origin - like - Dr. Vinod Dham — Father of Intel Pentium Processor, Dr. Ajay Bhat — Co-Inventor of USB Technology, Dr. Vinod Khosla- co-founder of Sun Microsystems, Dr. Vijay P Bhatkar - architect of India's national initiative in supercomputing, and many others. Parallel Computing projects of India — PARAM, ANUPAM, FLOSOLVER, CHIPPS etc. Other relevant contributors and contributions	12

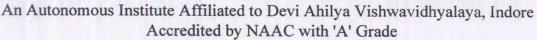
Keywords/Tags: Digital Electronics, Logic Gates, Circuits, Instruction formats, Addressing Modes, Parallelism, Pipelining, Memory Hierarchy, Multicore, Multithreading, SISD, SIMD, MISD, MIMD, PARAM, ANUPAM, FLOSOLVER, CHIPPS

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Part C-Learning Resources

Textbooks, Reference Books, Other Resources Suggested Readings:

- · M.Morris Mano, "Computer System Architecture", PHI.
- Heuring Jordan, "Computer System Design & Architecture" (A.W.L.)
- · William Stalling, "Computer Organization & Architecture", Pearson Education Asia.
- · V. Carl Hamacher, "Computer Organization", TMH

Tannenbaum, "Structured Computer Organization", PHI

Suggestive digital platform web links:

https://www.youtube.com/watch?v=4TzMyXmzL8M

https://npte Lac. in/courses/106/106/106106166/

https://npteLac. in/courses/106/106/106106134/

Suggested equivalent online courses

https://npteLac.in/courses/ I 06/105/106105 I 63/

	Part D- Assessment and Evaluat	ion
Suggested Continuous I	Evaluation Methods:	
Maximum Marks: 100		
Continuous Comprehensiv	e Evaluation (CCE): 30 marks University Exam	n (UE) :70 marks
Internal Assessment:	Class Test	30
Continuous Comprehensive	Assignment/Presentation	
Evaluation (CCE):30	E-quiz	
External Assessment :	Section(A): Six Very Short Questions	06 x 01 = 06
University Exam Section: 70	Section (B): Five Short Questions	05 x 08 = 40
Time: 03.00 Hours	Section (C): Two Long Questions	02 x 12 = 24 Total 70

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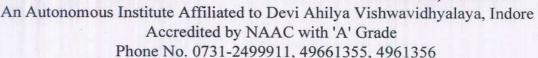


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Part A-Introduction

Programme: Certificate	Class: B.Sc.	Year: 1st Ye	ear	Session 2023-24
	Subject: Co	mputer Science	e	
Course Code	BS-101P			
Course Title	Computer Archi	itecture Lab		
Course Type	Core			
Pre-requisite	To study this coursubject Physics/M			had the
Course Learning Outcomes	On completion of 1. Realization of t 2. Verify the beha 3. Implement Bin conversions 4. Design half and 5. Design and contables. architecture and re	he basic logic avior of logic ary-to -Gray I full adder ci	e and univergates using , Gray-to -larcuit using ops and ver	rsal gates. g truth tables. Binary code basic gates.
Credit Value	2			
Total Marks	Max marks: 30 +70 =	100	Minimum P	assing Marks 35
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Part B: Content of the course

No. of Lab. Practical (in hours per week): 2 Hrs. per week

Total No. of Labs: hr30 Hours

Suggestive list of Practical

- 1. To study basic gates (AND, OR, NOT) and verify their truth tables.
- 2. To convert a given binary number to Gray code using IC 7486.
- 3. To study and verify NAND as Universal gate using IC 7400.
- 4. To study half adder using basic gates and verify its truth table.
- 5. To study Full Adder using basic gates and verify its truth table.
- 6. To realize basic gates (AND, OR, NOT) from Universal gates (NAND and NOR).
- 7. To verify truth table of 4-bit adder using IC 7483.
- 8. To design and construct RS flip Flop using gates and verify the truth table.
- 9. To design and construct JK flip Flop using gates and verify the truth table.
- 10. To verify DeMorgan's Theorem.

Keywords/Tags: Digital Electronics, Logic Gates, AND, OR, NOT, IC 7486, IC 7400, NAND, NOR, IC 7483, Circuits, Flip Flop, DeMorgan's Theorem

1.1 Fundamentals of Digital Electronics: Data Types, Complements, Fixed-Point Representation, Floating-Point Representation, Binary and other Codes, Error Detection Codes.Logic Gates, Boolean Algebra, Map Simplification, Combinational Circuits, Sequential Circuits, simple combinational circuit design problems.

Circuits- Adder- Subtractor, Multiplexer, Demultiplexer, Decoders, Encoders Flip - Flops, Registers, Counters

1.2 Basic Computer Organization: Instruction codes, Computer Registers, Computer Instructions, Timing & Control, Instruction Cycles, Memory Reference Instruction, Input - Output & Interrupts, Complete Computer Description & Design of Basic Computer.

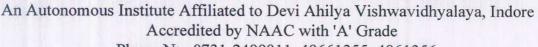
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PART C: Learning Resources

Textbooks, Reference Books, Other Resources Suggested Readings:

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- · William Stalling, "Computer Organization & Architecture", Pearson Education
- · V. Carl Hamacher, "Computer Organization", TMH
- · Tannenbaum, "Structured Computer Organization", PHI.

Suggestive digital platform web links:

https://www.youtube.com/watch?v=4TzMyXrnzL8M

https://nptel.ac. in/courses/106/106/106106 166/

https://nptel.ac.in/courses/106/106/106106134/

Suggested equivalent online courses

https://nptel.ac.in/courses/106/105/106105163/

Any remarks/suggestions: Learnings in the course should be emphasised more on real world problems and their solutions

PART D: Asses	sment and E	valuation	
Internal Assessment: Continuous Comprehensi Evaluation (CCE): 30 Marks	External Assessment: Univ		
Internal Assessment	Marks	External Assessment	Marks
Hands-on Lab Practice	5 Marks	Practical record file	10 Marks
Lab Test from practical list and Viva	15 Marks	Viva voce practical	10 Marks
Assignments (Charts! Model)/ Technology Dissemination/ Rural Survey/Reports of excursion! Lab visits/ industrial training/ Survey/ Collection	10 Marks	Table works/ Experiment	50 Marks
Total	30 Marks	Total	70 Marks

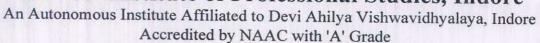
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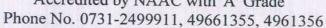
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Part A-Introduction

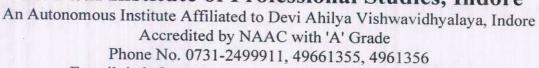
		rait A-IIItiout	500 m (1 m) 1 m		
Programme : Certificate	Class: B,Sc.	Year: 1 st Year	Session 2023-24		
Subject: Computer Scien					
Course Code	BS-102T				
2 Course Title	Programn	ning Methodologie	es & Data Structures		
Course Type	Core				
Pre-requisite	To study tl class.	his course, a student	t must have had the subject Physics/Maths in 1		
Course Learning Outcomes	 Develop 	simple algorithms a	, learners will be able to: and flow charts to solve a problem own design principles.		
	Writing efficient and well-structured computer algorithms/programs.				
	3. Learn to formulate iterative solutions and array processing algorithms for problems.4. Use recursive techniques, pointers and searching methods in				
	programmi	ing.			
	5. Will be f	amiliar with fundan	nental data structures , their		
	algorithms complexity delete, sea	in both functional a of basic operations erch on these data st	ructures.		
	data used i	n computer applicat			
	8. Design p	rograms using vario	ous data structures including hash och trees, heaps, graphs etc.		
	9. Assess e implementa	fficiency tradeoffs a	mong different data structure		
	10. Implem sorting etc.	ent and know the a	pplications of algorithms for searching and		
	11. Know th	ne contribution of In	ndians in the field of programming and data		
Credit Value	4				
Total Marks	Max marks:30)+70 M	linimum Passing Marks 35		

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Part B: Content of the course

Topic	No. of
Introduction to Programming - Program Concept, Characteristics of Programming, Stages in Program Development, Algorithms, Notations, Design, Flowcharts, Types of Programming Methodologies. Introduction to C++ Programming - Basic Program Structure In C++, Data Types, Variables, Constants, Operators and Basic I/O. Variables - Declaring, Defining and Initializing Variables, Scope of Variables, Using Named Constants, Keywords, Casting of Data Types, Operators (Arithmetic, Logical and Bitwise), Using Comments in programs, Character I/O (getc, getchar, putc, putchar etc.), Formatted and Console 1/O (printfO, scanfO, cin, cout), Using Basic Header Files (stdio.h, iostream.h, conio.h etc.) Simple Expressions in C++ (including Unary Operator Expressions, Binary Operator Expressions), Understanding Operators Precedence in Expressions Conditional Statements if construct, switch-case construct. Iterative Statements while, do-while, and for loops, Use of break and continue in Loops, Using Nested Statements (Conditional as well as Iterative) Functions Top-Down Design, Pre-defined Functions, Programmer — defined Functions, Local Variables and Global variables, Functions with Default Arguments, Call-By-Value and Call-By-Reference Parameters, Recursion. Introduction to Arrays - Declaration and Referring Arrays, Arrays in Memory, Initializing Arrays. Arrays in Functions, Multi-Dimensional Arrays.	

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2.	Structures - Member Accessing, Pointers to Structures, Structures and Functions, Arrays of Structures. Unions - Declaration and Initialization. Strings - Reading and Writing Strings, Arrays of Strings, String and Function, Strings and Structure, Standard String Library Functions. Searching Algorithms - Linear Search, Binary Search. File Handling - Use of files for data input and output, merging and copying files. Data Structure - Basic concepts, Linear and Non-Linear data structures Algorithm Specification-Introduction, Recursive algorithms, Data Abstraction, Performance analysis.	12
3.	Linked List - Singly Linked Lists, Operations, Concatenating, circularly linked lists-Operations for Circularly linked lists, Doubly Linked Lists-Operations. Array - Representation of single, two dimensional arrays, sparse matrices-array and linked representations. Stack- Operations, Array and Linked Implementations, Applications-Infix to Postfix Conversion, Postfix Expression Evaluation, Recursion Implementation	12
4.	Queue- Definition, Operations, Array and Linked Implementations. Circular Queue-Insertion and Deletion Operations, Dequeue (Double Ended Queue), Priority Queue- Implementation. Trees - Representation of Trees, Binary tree, Properties of Binary Trees, Binary Tree Representations- Array and Linked Representations, Binary Tree Traversals, Threaded Binary Trees. Heap- Definition, Insertion, Deletion. Graphs - Graph ADT, Graph Representations, Graph Traversals, Searching. Hashing- Introduction, Hash tables, Hash functions, Overflow Handling. Sorting Methods, Comparison of Sorting Methods, Search Trees - Binary Search Trees, AVL Trees- Definition and Examples	12

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5.	Indian Contribution to the field: Innovations in India, origin of Julia Programming Language, Indian Engineers who designed new programming languages, open source languages, Dr. Sartaj Sahni — computer scientist - pioneer of data structures, Other relevant contributors and contributions	12
	 vords/Tags: Programming, C++, Data Structures, Expressions, Control, File Handling s, Queue, Linked List, Tree, Graph, Structure, Union, Hash, Search, Sort, Algorithm	g, Arrays,

PART C: Learning Resources

Textbooks, Reference Books, Other Resources

Suggested Readings:

- Problem Solving and Program Design in C, J. R. Hanly and E. B. Koffman, Pearson, 2015
- E. Balguruswamy, "C++ "TMH Publication ISBN 0-07-462038-X
- Herbertz Shield, "C++ The Complete Reference "TMH Publication ISBN 0-07-463880-7
- R. Lafore, 'Object Oriented Programming C++"
- N. Dale and C. Weems, Programming and problem solving with C++: brief edition, Jones & Bartlett Learning.
- Adam Drozdek, "Data Structures and algorithm in C++", Third Edition, Cengage Learning.
- Sartaj Sahani, Data Structures, Algorithms and Applications with C++, McGraw Hill.
- Robert L. Kruse, "Data Structures and Program Design in C++", Pearson.
- D.S. Malik, Data Structure using C++, Second edition, Cengage Learning.
- M. A. Weiss, Data structures and Algorithm Analysis in C, 2nd edition, Pearson.
- Lipschutz: Schaum's outline series Data structures, Tata McGraw-Hill

Suggestive digital platform web links:

https://www.youtube.com/watch?v=BCIS40yzssA

https://www.youtube.com/watch?v=vLnPwxZdW4Y&v1=en

https://www.youtube.com/watch?v=Umm1Z051tZw

https://npteLac. in/courses/106/106/106106127/

Suggested equivalent online courses

https://npteLac.in/courses/106/105/106105151/

https://nptel.ac.in/courses/106/105/106105171/

https://onlinecourses.swayam2.ac.in/cec19 m g35/prev iew

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Part D- Assessment and Ev	aluation	
Suggested Continuous Eva	luation Methods:	
Maximum Marks: 100		
Continuous Comprehensive Ex	valuation (CCE): 30 marks University Exam (UE):7	70 marks
Internal Assessment :	Class Test	30
Continuous Comprehensive	Assignment/Presentation	
Evaluation (CCE):30	E-quiz	
External Assessment :	Section(A) : Six Very Short Questions	06 x 01 = 06
University Exam Section: 70	Section (B) : Five Short Questions	05 x 08 = 40
Time : 03.00 Hours	Section (C): Two Long Questions	02 x 12 = 24 Total 70

Part A-Introduction

-	ogramme : Certificate	Class: B.Sc.	Year: 1st Year	Session 2023-24
Su	bject: Computer Science	ce		
	Course Code	BS-102P	APPLICATION OF THE PROPERTY OF	
2	Course Title	Office Too	ols & Programming Me	thodology Lab
}	Course Type	Core		
4	Pre-requisite	To study t 12 class.	his course, a student i	must have had the subject Physics/Maths in
5	Course Learning	On comple	etion of this course, le	arners will be able to:
	Outcomes	with programmers. Writing algorithms. 3. Learn to algorithms.	ramming using top do efficient and well-str s/programs. oformulate iterative s gorithms for problems	octured computer colutions and array processing .
		programm 5. Possess	ing.	s, pointers and searching methods in
				s for searching and sorting.
,	Credit Value			
,	Total Marks	Max marks:3	20 170 Minimum	um Passing Marks 35

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PART B: Content of the Course

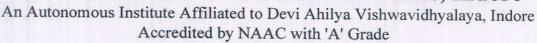
No. of Lab Practical (in hours per week): 2 Hr' per week- 30 Hr. Suggestive list of Practical Office Tools

a. Using a Text	Create a document and apply different Editing options.	10		
Editor Tool	2. Create Banner for your college.			
	3. Design a Greeting Card using Word Art for different festivals.			
	4. Design your Bio data and use page borders and shading.	1		
	5. Create a document and insert header and footer, page title,			
	date, time, apply various page formatting features etc.			
	6. Implement Mail Merge.			
	7. Insert a table into a document and try different formatting options for the table			
b. Using a	I. Design your class Time Table.	10		
Spreadsheet Tool	2. Prepare a Mark Sheet of your class result.			
	3. Prepare a Salary Slip of an employee of an organization.			
	4. Prepare a bar chart & pie chart for analysis of Election Results.			
	5. Prepare a generic Bill of a Super Market.			
	6. Work on the following exercises on a Workbook:			
	a. Copy an existing Sheet			
	b. Rename the old Sheet			
	c. Insert a new Sheet into an existing Workbook			
	d. Delete the renamed Sheet.			
	7. Prepare an Attendance sheet of 10 students for any 6 subjects of			
	your syllabus. Calculate their total attendance, total percentage of			
	attendance of each student & average of attendance.			
	8. Create a worksheet of Students list of any 4 faculties and perform			
	following database functions on it.			
	a. Sort data by Name			
	b. Filter data by Class			
	c. Subtotal of no. of students by Class.			

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c. Using a Presentation	Design a presentation of your institute using auto content	10
Tool	wizard,	
1001	design template and blank presentation. 2. Design a presentation illustrating insertion of pictures, Word Art and	
	ClipArt.	
	3. Design a presentation, learn how to save it in different formats, copying and opening an existing presentation.	
	4. Design a presentation illustrating insertion of movie, animation and sound.	
	5. Illustrate use of custom animation and slide transition (usin(2, different	
	effects).	
	6. Design a presentation using charts and tables of the marks obtained in class	

- II. Given the problem statement, students are required to formulate problem, develop flowchart/algorithm, write code in C++, execute and test it. Students should be given assignments on following:
- a. To learn elementary techniques involving arithmetic operators and mathematical expressions, appropriate use of selection (if, switch, conditional operators) and control structures
 - b. Learn how to use functions and parameter passing in functions, writing recursive programs.
- 2. Write a program to swap the contents of two variables.
- 3. Write a program for finding the roots of a Quadratic Equation.
- 4. Write a program to find area of a circle, rectangle, square using switch case.
- 5. Write a program to check whether a given number is even or odd.
- 6. Write a program to print table of any number.
- 7. Write a program to print Fibonacci series.
- 8. Write a program to find factorial of a given number.
- 9. Write a program to convert decimal (integer) number into equivalent binary number.

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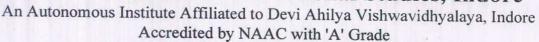
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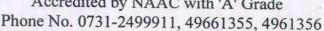
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- 10. Write a program to check given string is palindrome or not.
- 11. Write a program to perform multiplications of two matrices.
- 12. Write a program to print digits of entered number in reverse order.
- 13. Write a program to print sum of two matrices.
- 14. Write a program to print multiplication of two matrices.
- 15. Write a program to generate even/odd series from 1 to 100.
- 16. Write a program whether a given number is prime or not.
- 17. Write a program for call by value and call by reference.
- 18. Write a program to generate a series 1+1/1 !+2/2!+3/3!+---+n/n!
- 19. Write a program to create a pyramid structure

* *

- 20. Write a program to create a pyramid structure
- 21. Write a program to check entered number is Armstrong or not.
- 22. Write a program for traversing an Array.
- 23. Write a program to input N numbers, add them and find average.

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- 24. Write a program to find largest element from an array.
- 25. Write a program for Linear search.
- 26. Write a program for Binary search.
- 27. Write a program for Bubble sort.
- 28. Write a program for Selection sort.

Keywords/Tags: Programming, C++, Data Structures, if, else, for, while, do, File Handling, call by value, call by reference, recursion, Arrays, Union, Hash. Linear search, Binary search, Bubble sort, Selection sort.

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Part C-Learning Resources

Textbooks, Reference Books, Other Resources

Suggested Readings:

- Lipschutz: Schaum's outline series Data structures, Tata McGraw-Hill
- Problem Solving and Program Design in C, J. R. Hanly and E. B. Koffman, Pearson, 2015
- E. Balguruswamy, "C++" TMH Publication ISBN 0-07-462038-X
- Herbertz Shield, "C++ The Complete Reference "TMH Publication ISBN 0-07-463880-7
- R. Lafore, 'Object Oriented Programming C++"
- . Dale and C. Weems, Programming and problem solving with C++: brief edition, Jones & Bartlett Learning.
- Adam Drozdek, "Data Structures and algorithm in C++", Third Edition, Cengage Learning.
- Sartaj Sahani, Data Structures, Algorithms and Applications with C++, McGraw Hill.
- Robert L. Kruse, "Data Structures and Program

Design in C++", Pearson.

- D.S. Malik, Data Structure using C++, Second edition, Cengage Learning.
- M. A. Weiss, Data structures and Algorithm Analysis in C, 2nd edition, Pearson

Suggestive digital platform web links:

https://www.youtube.com/watch?v=BC1S40yzssA

https://www.youtube.com/watch?v=vLnPwxZdW4Y&v1=en

https://www.youtube.com/watch?v=Umm1Z051tZw

Suggested equivalent online courses

https://nptel.ac.in/courses/106/105/106105151/ https://npte Lac. i n/courses/106/106/106106133/

PART	D: Assessm	ent and Evaluation	
Internal Assessment: Continuous Comprehensive Evaluation (CCE): 30 Marks		External Assessment: University Exam (UE): 70 Marks Time: 01:00 Hours	
Internal Assessment	Marks	External Assessment	Marks
Hands-on Lab Practice	5 Marks	Practical record file	10 Marks
Lab Test from practical list and Viva	15 Marks	Viva voce practical	10 Marks
Assignments (Charts! Model)/ Technology Dissemination/ Rural Survey/Reports of excursion! Lab visits/ industrial training/ Survey/ Collection	10 Marks	Table works/ Experiment	50 Marks
Total	30 Marks	Total	70 Marks

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	Part A	Introduction	
Program: Certificate		Year: I Year	Session: 2023-2024
Course Code	VO-101		
Course Title	DIGITAL MARKETIN	NG	
Course Type		Vocational	
Pre-requisite (if any)		Open for All	
Course Learning outcomes (CLO)	 Understand digital and levels of webs Understand the optimization on put to prepare reports Learn about SM Linkedln, Tumble Understand paid to Learn and apply 	al marketing, importance the site, difference between blog, point working of SE page optimization, off page optimization, off page optimization, off page optimization, printerest and other social mediatools like Google ad words, displaying the social marketing in the social and son experience on tools to ic, keyword analysis and learn	reof, meaning of web site ortal & amp; website. O (search engine or and will learn like Face book, twitter dia services optimization lay advertising techniques useful to SEO for analysis
Expected Job Role / career opportunities		Optimizer Marketer	y —Virtual Reality)
Total Marks	Max marks: 30+70	Minimum Passing Marks	35
Credit Value		4	

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	Part B- Content of the Course				
Total No	o. of Lectures + Practical (in hours per week): L-1Hr/P-1 Lab Hr				
Total No. of Lectures/ Practical: L-30hrs/P-30hrs					
Module	Topic	No of Hours			
I	Introduction to Digital Marketing: Meaning of Digital Marketing, Differences from Traditional Marketing, Return of Investments on Digital Marketing vs. Traditional Marketing, E Commerce, Tools used for successful marketing, SWOT Analysis of Business for Digital Marketing, Meaning of Blogs, Websites, Portal and Their Differences, Visibility, Visitor Engagement, Conversion Process, Retention, Performance Evaluation. Keywords: Titles, Meta Tags	10			
II	Search Engine Optimization (SEO):On page Optimization Techniques, Off Page Optimization Techniques, Preparing Reports, Creating Search Campaigns, Creating Display Campaigns. Social Media Optimization (SMO):Introduction to Social Media Marketing, Advanced Facebook Marketing, Word press Blog Creation, Twitter Marketing, Linkedln Marketing, Instagram Marketing, social media Analytical Tools.	10			
	Keywords: Google, Word press, FB, Linkedln, Instagram, Analytics, SMO, Verbal Communication, Non- Verbal Communication, Infra personal and Interpersonal communication.				
III	Search Engine Marketing: Meaning and Use of Search Engine Marketing, Tools used — Pay Per Click, Google Adwords, Display Advertising Techniques, Report Generation Website Traffic Analysis, Affiliate Marketing and Ad Designing: Google Analytics, Online Reputation Management, EMail Marketing, Affiliate Marketing,	10			
	Understanding Ad Words Algorithm, Advertisement Designing. Keywords: PPC, Google Ad words, Reports, SEM, Google Analytics, Ad Design, Social Media, Affiliate				

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Practical	
 Design SE0 To improve page rank of our college. Monitor traffic of your website using google analytics. Using search engine submission improves online recognition and 	30
visibility of websites. • Designing a blog. • Use of cross linking.	
On /Off optimization of the website.	
 Design Back link and outbound link of website. Web Development, Audio Video Production, 	
 Digital Content Creation, Product & Sales review analysis 	

Part C-Learning Resources

Text Books, Reference Books, Other resources

Suggested Readings:

- 1. Textbooks:
- 1. Ahuja Vandana Digital Marketing. Oxford University Press (2016) ISBN: 9780199455447,
- 2. SainyRomi, NargundkarRajendra Digital Marketing: Cases from India, Notion Press (2018) ISBN 9781644291931, 1644291932
- 2. Suggestive digital platforms web links:

haps://www.wordstream.com/linkbuilding#:--:text=Building%201inks%20is%20one%20ollbuild%201 ink s%20to%20your%2Osite.

https://www.targetinternet.com/the-top-32-most-useful-digital-marketing-

links/https://digitalmarketim;philippines.com/8-strategic-steps-to-natural-link-building/https://www.theweb-guys.com/digital-marketing/

Suggested equivalent online courses:

https://onlinecourses.swayam2.ac.in

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PART-D: ASSES	SMENT AND EVALUATION	N
Suggested Continuous Evaluation Met Maximum Marks – 100 Continuous Comprehensive Evaluation Term End Examination (TEE) – 70 Ma	n (CCE): 30 Marks	
Internal Evaluation Continuous Comprehensive Evaluation (CCE): 30 Marks Common Class Test, Assignment/Presentations, E-Quiz, etc.	CCT Assignment/Presentation E-quiz	30 Marks
External Evaluation Term End Exam – 70 Marks Time – 2 Hours	Section A – Very Short Answer C 4 Question x 2 Marks = 8 Marks Section B –Short Answer Question 4 Question x 8 Marks = 32 Mark Section C – Long Answer Question 2 Question x 15 Marks = 30 Mark	ons – s ons –

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Pr	rogram: Certificate	Class: B.C.A.		Year: I Year	Session: 2023-24
1.	Course Code		EL-108		
2. 3.	Course Title Course Type (Cor Course/Elective G Vocational)		Discrete Mathema Elective	tics	
4.	Pre-Requisite (if a	ny)	Open for All		
5.	Course Learning (Outcomes (CLO)	their applica 2. Minimize the Map. 3. Understand to the Shortest path to	bolean algebra, sy tions. e Boolean Function the lattices and the types and its app algorithms. two given graphs the Eulerian and F	witching circuits and on using Karnaugh eir types. Dications in study of a are isomorphic. Hamiltonian graphs. Ency and incidence ric functions,
6.	Credit Value		Theory-6 Credits	and recou	Tonce Relations.
7.	Total Marks		Max Marks: 30+70	Min. Pas	ssing Marks: 35

Max Marks. 50175 farill The first for





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	PART B: Content of the Course	
** *	Total No. of Lectures: 60 Hrs.	
Unit	Topics	No. of Lectures
I	Relations: Binary, Inverse, Composite and Equivalence relation, Equivalence classes and its properties, Partition of a set, Partial order relation, Partially ordered and Totally ordered sets, Hasse diagram. Lattices: Definition and examples, Dual, bounded, distributive and complemented lattices. Boolean Algebra: Definition and properties, Switching circuits and its applications, Logic gates and circuits.	20
	Boolean functions : Disjunctive and conjunctive normal forms, Bool's expansion theorem, Minimize the Boolean function using Karnaugh Map.	
II	Graphs: Definition and types of graphs, Subgraphs, Walk, path and circuit, Connected and disconnected graphs, Euler graph, Hamiltonian path and circuit, Dijkstra's Algorithm for shortest paths in weighted graph. Trees: Definition and its properties, Rooted, Binary and Spanning tree Rank and nullity of a graph, Kruskal's and Prim's Algorithm, Cut-set and its properties, Fundamental Circuit and Cut-Set, Planar graphs. Matrix representation of graphs: Incidence, Adjacency, Circuit, Cut-Set, Path.	20
III	Discrete numeric and generating functions: Operations on numeric functions, Asymptotic behavior of numeric functions, Generating functions. Recurrence relations and recursive algorithms: Recurrence relations, Linear recurrence relations with constant coefficients, Homogeneous solutions, Particular solutions, Total solutions, Solution by the method of generating functions.	20

Keywords/Tags:

Relation, Hasse diagram, Lattices, Boolean Algebra, Boolean function, Graph and Subgraph, Path and circuit, Tree, Spanning tree, Cut-set, Matrix representation of graph, Discrete numeric function, Generating function, Recurrence relation, Recursive algorithm.

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Textbooks, Reference Books, Other Resources

Suggested Readings

Textbooks:

- 1. J. P. Tremblay and R. Manohar, Discrete Mathematical Structures With Applications To Computer Science, McGraw Hill Education, 1st edition, 2017.
- 2. C. L. Liu: Elements of Discrete Mathematics, McGraw Hill Education, 4th edition, 2017.
- 3. Narsingh Deo: Graph Theory with Applications to Engineering and Computer Science, Prentice Hall India Learning Private Limited, 1979.
- 4. मध्य प्रदेश हिंदी ग्रंथ अकादमी से प्रकाशित विषय से संबंधित पुस्तक

Reference Books:

- 1. Seymour Lipschutz and Mark Lipson: Discrete Mathematics (Schaums Outline), McGraw Hill Education, 3rd edition, 2017.
- 2. Edgar G. Goodaire and Michael M. Parmenter, Discrete Mathematics with Graph Theory, Pearson Education Pvt. Ltd., Indian Reprint 2003.

Suggestive digital platform web links

https://www.highereducation.mp.gov.in/?page-xhzlQmpZwkylQo2b%2Fy5G7w%3D%3D

Suggested equivalent online courses

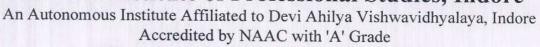
https://nptel.ac.in/courses/111106086/

https://ugemoocs.inflibnet.ac.in/index.php/courses/view ug/311

	Part D- Assessment and Evaluation	
Suggested Continuous Eval		
Maximum Marks: 100		
Continuous Comprehensive Ev	aluation (CCE): 30 marks University Exam (UE):70 r	narks
Internal Assessment :	Class Test	30
Continuous Comprehensive	Assignment/Presentation	
Evaluation (CCE):30	E-quiz	
External Assessment :	Section(A): Six Very Short Questions	06 x 01 = 06
University Exam Section: 70	Section (B): Five Short Questions	05 x 08 = 40
Time: 03.00 Hours	Section (C): Two Long Questions	02 x 12 = 24 Total 70

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	PART-A:INTRODUCTION			
Program: Certificate	Year: First Year Session:2023-2024			
Course Code	VO-106			
Course Title	E-Accounting and Taxation with GST			
Course Type	Vocational			
Pre-requisite (if any)	Open For All	TO		
Course Learning outcomes (CLO)	After the successful completion of the course the student shabe able to: 1. Know the of concept of E-Accounting. 2. Obtain of theoretical and practical knowledge of Income Act. 3. Achieve Information relating Computation of Taxable Incand Tax Liability. 4. Know of historical background and implementation of God Act. 5. Know of Concept of supply and Information of Input Taxable Income Income Input Taxable Income Income Input Taxable Income Input	Tax come		
Expected Job Role /	Income Tax Consultant			
career	2. Taxation Research Analyst			
opportunities	3. GST Consultant4. GST Compliance Practice			
Credit Value	4	M		
Total Marks	Max marks: 30 + 70 Minimum Passing Marks 35			

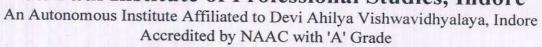
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	Total No. of Lectures + Practical (in hours per week): L-1 Hr / P-1 Lab H	r
	Total No. of Lectures/ Practical: L-30hrs/ P-30hrs	
Module	Topics	No. of
1	 Introduction of E-Accounting: Concept of Business and Profession, Types of Accounts, Rule Accounts. Converting the business transaction into Journal according to the Golden Accounting Rules. Concept of Ledger Trail Sheet and Final Accounting. 	10
П	Income Tax: 1. Introduction of Income Tax: Important concept and definitions. 2. Theoretical knowledge of various heads of Income Tax. 3. Computation of Taxable Income. 4. Procedure of Tax Assessment and Types of Tax Assessment. 5. TDS and Tax Refund Procedure	10
ш	1. Introduction, Important terms. 2. Structure and classification of GST. 3. Concept of Impact Tax Credit. 4. Meaning, Scope, Place and Time of Supply. 5. Computation of assessable value under GST.	10
	 Fractical: Filing of ITR. Application process of PAN. Procedure of ITR Challan. Payment of TDS. Registration under GST. Submission of GST Return Procedure claim of Input Tax Credit. 	30

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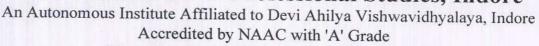
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PART-C: LEARNING RESOURCES

Text Books:

- 1. Mehrotra & Agrawal, Income Tax Law and Accounts, Sahitya Bhawan Publications, Agra
- 2. Sakhlecha & Sakhlecha, Income Tax and Accounts, Satish Printers, Indore
- 3. Mehrotra & Agrawal, GST and Customs Duty, Sahityabhawan Publications, Agra
- 4. Sakhlecha & Sakhlecha, Goods and Services Tax and Customs Duty, Satish Printers, Indore
- 5. Modi & Gupta, Goods and Services Tax and Customs Duty, SBPD, Agra

Reference Books:

- 1. Singhania VK, Student Guide to Income Tax, Taxmann Publications, New Delhi
- 2. Singhania VK, GST and Customs Law, Taxmann Publications, New Delhi
- 3. Bansal KM, GST and Customs Law, Taxmann Publications, New Delhi

Suggested equivalent online courses:

- 1. https://www.gst.gov.in
- 2. https://www.icmai.in
- 3. https://www.cleartax.in
- 4. www.incometaxindia.gov.in

PART-D: ASSESSME Suggested Continuous Evaluation Method: Maximum Marks – 100 Continuous Comprehensive Evaluation (CCE Term End Examination (TEE) – 70 Marks	NT AND EVALUATION): 30 Marks	
Internal Evaluation Continuous Comprehensive Evaluation (CCE): 30 Marks Common Class Test, Assignment/Presentations, E-Quiz, etc.	Common Class Test Assignment/Presentation 30 Marks E-quiz	
External Evaluation Term End Exam – 70 Marks Time – 2 Hours	Section A – Very Short Answer Questions – 4 Question x 2 Marks = 8 Marks Section B – Short Answer Questions – 4 Question x 8 Marks = 32 Marks Section C – Long Answer Questions – 2 Question x 15 Marks = 30 Marks	

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BA I Year: English Literature

		Part A	Introduction			
Pro	Program: Certificate Course Class		rogram: Certificate Course Clas		Year: I	Session: 2023-24
	Su	bject: Engli	sh Literature (T	'heory)		
1	Course Code			BA-102T		
2	Course Title		Study of D	rama (Paper I . Theory)		
3	Course Type (Core Course/Elective/Generic Elective/Vocational/)	ve/Generic				
4	Pre-requisite (if any)	To stud	To study this course, a student must have had the subject English Language/ English Literature in class 12 th .			
kr,	Course Learning outcomes (CLO)	creativit understa	y and aesthetic and, in detail, dran ents will acquire th	of drama. like comedy. tragedy. epic		
			Distinctive featu American, and Inc	res of Sanskrit. Greek, English dian plays ues and elements like plot, theme,		
6	Credit Value		4 (Theory) + 2	(Practical)		
7	Total Marks Max marks: 30 + 70 Minimum Passing Marks 35					

Total No. o	Part B- Content of the Course f (Theory) Lectures (in hours per week): Theory) Lectures: 60	
Unit	Topics	No. of Lectures
1	Classical Drama 1.1 Sophocles: Oedipus Re\ Story	15
	Keywords: Sanskrit theatre. Rasa theory. Classics tragedy Greek tragedy; Greek theatre. Trilogy Plastructure. Oedipus 'Complex. Electra Complex. Ep. theatre	

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II	*Renaissance Drama	18
	2.1 Christopher Marlow: Dr. Faustus	
	2.2 William Shakespeare: Tragedy in The	
	Merchant of Venice	
	Keywords: Renaissance. Characteristics of literary. renaissance. Elizabethan drama. Elizabethan comedy.	
III	Morality plays, Elizabethan Tragedy Catharsis. • Restoration Drama	12
	3.1 John Dryden All for Love Keywords: Restoration drama, Restoration comedy. Comedy of manners. Heroic couplet. Restoration of monarchy. Rejection of Puritanism. Satire. Faith and Politics	
IV	Indian Drama 4.1 Girish Karnad: Hayavadana keywords: Indian English Drama. Indian society.	15
	Morality. Modern Indian theatre, Regional drama: Gender concern. Mythical and social elements	

Part C-Learning Resources

Text Books, Reference Books, Other resources

Suggested Readings:

Boulton, Marjorie. *The Anatomy of Drama*. London: Routledge and began Paul Ltd., 1959. Charlton, **H.B.** *Shakespearean Comedy* Routledge began and Paul. 1966.

Karnad. Girish Girish Karnad: Three Plays. New Delhi OUP, 2002.

Nicoll; Allardyce. British Drama. Delhi: Doaba House.

Stanivukovic, Goran, and John Cameron. Tragedies of the English Renaissance: Introduction (Renaissance Dramas and Dramatists). 1st ed., Edinburgh University Press. 2018.

Straub, Kristina, et al. The Routledge Anthology of Restoration and Eighteenth-Century

Drama. Ist ed., Routledge, 2017.

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Suggested digital platforms weblinks:

"Restoration Drama in England I <u>Encyclopedia.Com</u>. <u>Encydopedia.Com</u>. <u>2010</u>. <u>WWW. encyclopedia.com/humanitieslculture-magatmestrestoration-drama-englanci</u>

Restoration Drama in England I <u>Encyclopedia.Com</u>. <u>Encydopedia.Com</u>. <u>2010</u>. <u>WWW. encyclopedia.com/humanitieslculture-magatmestrestoration-drama-englanci</u>

Wikipedia contributors. "English Drama." Wikipedia, 26 Mar. 2021, en.wikipedia.org/wiki/English drama.

Renaissance Drama https://www.enotes.com/homework-help/what-main-eharacteristic-renaissance-drama-

Restoration Drama Characteristics https://enR.lishsummarvcom/restoration-drama/g2sc.tab=0

Shakespeare Sonnets: Summary & Analysis 154 sonnets with https://shakespearequotesandpkys.com/shakespeare-sonnets/

Translation Abhijnanashakuntala work by Kalidasa http://www.britannica.comitopic/Abhijnanashakuntala

Oedipus Rex Greek mythology https://www.britannica.com/topic/Oedipus-Greek-mythology

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		P	art A Int	roduction	
Program: Certificate Class': B. Course		Class': BA	1	Year: I	Session: 2023-24
		Subject: 1	English Li	terature (Practic	al)
1	Course Code				A-102P
2	Course Title			Applied Drama	(Paper 1, Practical)
3					e Course
4	Pre-requisite (if any)		To study this course, a student must have had the subject English Language/English Literature in class 12'.		
ls.	Course Learning out		ability. creates them to Through knowledg Difference theatr Distinguity.	understand, in this course, the ge of the rent genres of drawners and commediate tive features ican, and Indian p	etic sense in students, enabling detail, drama and the theatre e students will acquire the arma, like comedy, tragedy, dell'arte of Sanskrit, Greek, English.
6	Credit Value			2	Piot, theme.
7	Total Marks		Max Mark		Min Passing Marks 35

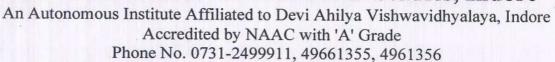
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Part B- Content of the Course Total No. of (Practical) Lectures- (in hours per (seek): 01 Practical Total (Practical) Lectures: 30		
I	1. American Drama 1. Arthur Miller All My Sons Keywords: American drama. American tragedy. Native themes. American theatre. Realism in American drama, American dream. Urban plays. Eugene O'Neill. Feminist drama	10
11	2. Modern Drama 2.1 JM Synge: Riders to the Sea Keywords: Modern drama. Problem plays. Realism. , Vinbolism. Celtic literature. Tragedy. Modernism. Protest drama. Drama of the twentieth century.	10
III	3. Applied Drama: Problems and Prospects. 3.1 Difference between comedy, tragedy and tragicomedy: Theme, plot, diction. characters. comic, elements, stage and costumes. 3.2 Dialogue, action. conflict and mood of the audience 3.3 Rising and falling action and climax Keywords: Catastrophe. Spectacle. Catharsis. Exposition. Antagonist, Melodrama	10

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Part C-Learning Resource	es
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Text Books, Reference Books, Other resources

Suggested

Readings:

Ibsen, Henrik, et al. Ibsen: 4 Major Plays, Vol. 2: Ghosts An Enemy of the People The Lady from the Sea: John Gabriel Borkman (Signet Classics). Reissue, Signet, 2001.

Krasner, David.

A Companion to Twentish-Century American Drama. 1st ed..

Wiley-Blackwell, 2007.

Lopez, Jeremy. The Routledge Anthology of Early Modern Drama. 1st ed. Routledge, 2020.

Miller, Arthur, and Christopher Bigsby. All My Sons (Penguin Classics). New Ed Penguin Classics, 2000.

	Part D- Assessment and Evaluation	
Suggested Continuous Eva	luation Methods:	
Maximum Marks: 100		
Continuous Comprehensive E	valuation (CCE): 30 marks University Exam (UE)	:70 marks
Internal Assessment:	Class Test	30
Continuous Comprehensive	Assignment/Presentation	
Evaluation (CCE):30	E-quiz	
External Assessment :	Section(A): Six Very Short Questions	06 x 01 = 06
University Exam Section: 70	Section (B): Five Short Questions	05 x 08 = 40
Time: 03.00 Hours	Section (C): Two Long Questions	02 x 12 = 24 Total 70

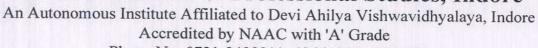
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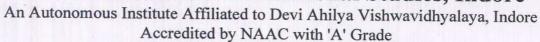
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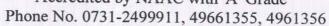
BA. I Year: English Literature

Lui		Part A	A introductio	n	
Pro	gram: Certificate Course Clas	ss: BA	Year: I	Session: 2023-24	
	Subje	ct: Engli	sh Literature ((Theory)	
1	Course Code		BA-101T		
2	Course Title		Study of	Poetry (Paper 2, Theory)	
3	Course Type (Core Course/Elective/Generic Elective/Vocational/			Core Course	
4	Pre-requisite (if any)	To stu Englis	dy this course, and Language/Er	a student must have had the subject nglish Literature in class 12 th •	
t,	Course Learning outcomes (CLO)	studer and a studer • to ele • to	nts, but also ins new way of thir its will be able: identify, interpret ements of poetry develop literar	will not only instruct and delip.ht the pire them to have positivity, creativity, nking After the study of this paper, the t, analyze and appreciate the various /, ry intellect, and yrical and sonorous quality of language.	
6	Credit Value		4 (Theory) + 2		
	Total Marks	Max. M	larks: 30+70		

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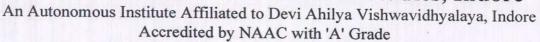
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	Part B- Content of the Course	
Total (The	of (Theory) Lectures (in hours per week): 02 cory) Lectures: 60	
Unit	Topics	No. of Lectures
1	Introduction to Literature and its classification Poetry from Chaucer to Milton 1.1 Figures of Speech Definition of Poetry according to the Poets discussed in this paper: Different ages with different socio-economic and political backgrounds, Literary Terminology	15
	 1.2 Geoffrey Chaucer: The Wife of Bath, The Pardoner (from <i>The Prologue to The Canterbury Tales</i>) 1:3 John Donne: Death Be Not Proud 1.4 John Milton: On His Blindness 	
	Keywords/ Tags: Figurative language. Extended metaphor Hyperbole. Imago): Iambic pentameter Foot line. Narrative poetry. 114etaphystcal poetry. Puritan era	
п	2. Poetry in Neoclassical and Romantic Age 2.1 Alexander Pope: The Rape of the Lock - Canto Ill 2.2 William Wordsworth, Solitary Reaper, Daffodils 2.3 John Keats: Ode to Autumn Keywords/ Tags: Nature poet. Wordsworth's theory of poetry); Spontaneity. Lyrical Ballads. Fancy and Imagination. Supernatural poetry. Revolutionary poet. Sensuousness, Hellenisni. Negative capability: Aesthetic beauty	15
Ш	3. Poetry in Victorian Age 3.1 Alfred Lord Tennyson: Break Break Break 3,2 Robert Brownin2 The Last Ride Together 3.3 Matthew Arnold: Dover Beach keywords/ Tags: Victorian age. Industrial revolution, Victorian society Autobiographical note. Tennyson and Clough. Dramatic monologue, Pastoral elegy. Oxford movement. Campus poetry	15

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IV	Indian Poetry	15
	4.1. Toru Dutt: Our Casuarina Tree, Sita	
	4.2 Sarojini Naidu: Indian Weavers	
	4.3 Rabindranath Tagore: Gitanjali Song No 1 & 2	
10 A)	keywords/ Tags: Indo-Anglican poetry, Simile and Metaphor:	
	Spirituality. Poetry of Indian Independence. Indian thence. 1-	
	lysticism.Spiritualism. Indian Mythological Characters	

Part C-Learning Resources

Text Books, Reference Books, Other resources

Suggested Readings:

"A History of Modern Poetry: Modernism and After Perkins, David Paperback, 1989.

"Glossary of Literary Terms" Abrams_ M 1-1, Prism Books Pvt. Limited 1993

"John Donne- The Major Works OWC. Carey. John and Donne, John. UK: Oxford University Press, 2009. Print.

"John Keats: His Life and Poetry. His Friends. Critics and Alter-Fame. Colvin, Sidney. London: Macmillan. 1917.

Letter 10 George and Thomas Keats. 21 December 1817'. and 'Leper to Richard Woodhouse. 27

October. 1818'. in Romantic Prose and Poetry". Keats, John. ed. Harold Bloom and Lionel Trilling (New York: OUR 1973) pp. 766-68,777-8.

"Lyrical Ballads with Pastoral and Other Poems" Wordsworth, William (1805). (4 ed.). London: Printed for Longman. Hurst. Rees, and Orme, by R. Taylor.

"The Canterbury Tales." Chaucer, Geoffrey. Trans. Nevill Coghill • New Delhi Penguin Classics, 2002. Print. Brown, Peter. Geoffrey Chaucer, OWC. New Delhi: Oxford University Press, 2011. Print.

Toru Dutt (1856-187.). Indian Poet. Translator and Novelist". Lokuge, Chandani (12 September 2019). Oxford: Oxford University Press

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Suggestive digital platforms links:

Athar. "Indian Poetry In English." English Summalv, 17 Nov. 2017, eng, lishsummary.com/indian-poetry-inenglish.

Literaturemini.Com. The Brief History of English Poetry:: 2018, 2018, WWW, literaturemini.com/20 8/08/the-brief-history -of-englishpoetry.html

Polly. "A Brief History of English Poetry." The Culture Project, 17 Apr. 2017, thecultureprojectblog.vordpress.com/2017/03/19/a-brief-history-of-english-poetry.

Wikipedia contributors. "English Poetry." Wikipedia, 21 May 2021, en.wikipedia.org/wiki/English poetry.

Suggested digital platforms web links:

Athar. "Indian Poetry In English." English Summalv, 17 Nov. 2017, eng, lishsummary.com/indian-poetry-inenglish.

Literaturemini.Com. The Brief History of English Poetry:: 2018, 2018, WWW, literaturemini.com/20 8/08/the-brief-history -of-englishpoetry.html

Polly. "A Brief History of English Poetry." The Culture Project, 17 Apr. 2017. thecultureprojectblog.vordpress.com/2017/03/19/a-brief-history-of-english-poetry.

Wikipedia contributors. "English Poetry." Wikipedia, 21 May 2021, en.wikipedia.org/wiki/English-poetry.

Suggested equivalent online courses:

https://www.edx.org/course/apLenglish-literature-composition-part-2-poems-2 AP English Literature and Composition, Part 2: Poems on EDX by Maggie Sokolik, University of California, Berkeley

https://www.coursera.org/learnlmodpo/Modern and Contemporary American Poetry by Al Filreis, University of Pennsylvania. -5963

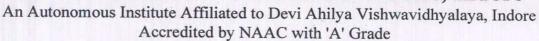
https://vmw.classcentral.comicourse/modern-american-poetr

Poetry- Free Online Course

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	Part D- Assessment and Evaluation	
Suggested Continuous Eva		
Maximum Marks: 100		
Continuous Comprehensive E	valuation (CCE): 30 marks University Exam (UE)	:70 marks
Internal Assessment:	Class Test	30
Continuous Comprehensive	Assignment/Presentation	
Evaluation (CCE):30	E-quiz	والمرافق المرافق
External Assessment :	Section(A): Six Very Short Questions	06 x 01 = 06
University Exam Section: 70	Section (B): Five Short Questions	05 x 08 = 40
Time: 03.00 Hours	Section (C): Two Long Questions	02 x 12 = 24 Total 70

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			Part A Introdu	iction			
Program: Certificate Class: B. Course		Year	: 1	Session: 2023-24			
		Subject:	English Literatu	re (Practical)		
I	Course Code		BA-101P				
2	Course Title		Applied Poetry (Paper 2, Practical)				
3	Course Type (Core Course/Elective/Gen Elective/Vocational/	eric	Core Course				
4			To study this subject English 12th.		student must have had the e/English Literature in class		
			students but als and a new way the students will to identify, in elements of to develop to be able to language and	o inspire the of thinking. be able: nterpret, analyzpoetry. literary intelled appreciate the dicreate poetry.	e lyrical and sonorous quality of		
			The course is •beneficial for learners in understanding th mechanism of literature in a creative manner. This course will • accelerate the confidence of students for extempor English and surge their knowledge, and • promote the analytical and arguing capacity of students				
6	Credit Value		2				
7	Total Marks		Max. Marks: 30+7	70	Min Passing Marks 35		

Madin 23 Comment A Proportion (Madin 1) 23 Popular 11/12/23 P. Proportion (Popular) Popular)



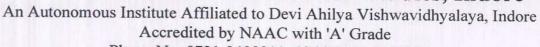


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Jnit	Topics	No. of Lectures
1	American Poetry 1.1 Walt Whitman' O Captain! My Captain! 1.2 Robert Frost: The Road Not Taken Keywords/ Tags: Modern poetry, WWI. Imagination and Reality, War poetry Symbolist movement,. Patriotic poetry WWII, The Holocaust. Confessional poem T	10
II	2. British and Indian Poetry 2.1 William Shakespeare: Sonnet 116 Let Me Not to the Marriage of True Minds 2.2 PB Shelley: Ode to the West Wind 2.3 Guru Nanak Dev: The Sky is Your Platter Keywords! Tags: Romanticism. Revolutionary spirit. Impact of the French revolution. Lord Byron. Disillusionment. Irish literary revival	10
	3. Applied Poetry: Problems and Prospects 3.1 Creating Poetry: Problems in Writing Poetry. Parameters of Poetry, Imagination and other Contemporary Issues 3.2 Subjectivity, Objectivity, Negativity. Resilience 3.3 Language, Vocabulary and Other Essential Elements Keywords/ Tags: Meter. Rhyme scheme. Regular rhythm. Word sounds. Allegory. Shape, Mood. Stanza.	10







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Part C-Learning Resources Text Books, Reference Books, Other resources

Suggested Readings:

Dove, Rita. The Penguin Anthology of Twentieth-Century American Poetry. I st ed. Penguin Books. 2013.

Eliot, T. T S. Eliot: Collected Poems. 1909 1962 (The Centenary Edition). 1st ed. Harcourt Brace Jovanovich, 1991.

Frost, Robert. *The Poems of Robert Frost: Poetry for the Ages.* Independently published, 2019. Lehman, David, and John Brehm. *The Oxford Book of American Poetry.* 1st ed., Oxford

University Press, 2006.

Plath, Sylvia. *The Collected Poems*. Reprint. Harper Perennial Modern Classics, 2018. Shakespeare, William *Love Poems & Sonnets of William Shakespeare*. Independently, published 2020.

Whitman, Walt, et al, Walt Whitman Poetry Collection: Leaves of Grass. Various Works and Poems. and A Complete Biography of Walt Whitman Independently published, 2020.

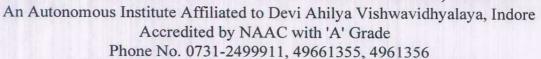
	Part D- Assessment and Evaluation	
Suggested Continuous Eva	luation Methods:	
Maximum Marks: 100		
Continuous Comprehensive E	valuation (CCE): 30 marks University Exam (UE)	:70 marks
Internal Assessment :	Class Test	30
Continuous Comprehensive	Assignment/Presentation	
Evaluation (CCE):30	E-quiz	
External Assessment :	Section(A): Six Very Short Questions	06 x 01 = 06
University Exam Section: 70	Section (B): Five Short Questions	05 x 08 = 40
Time: 03.00 Hours	Section (C): Two Long Questions	02 x 12 = 24 Total 70

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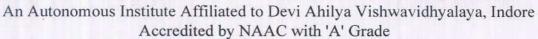


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Foundation Course: ENVIRONMENTAL EDUCATION

-	1101	PART A: I			
Pi	rogram: UG Level Clas Certificate	s: UG -I Year	Year:	I Year	Session: 2023-24
Subj	ect: Environmental Education				
1.	Course Code	FC-102			
2.	Course Title	Environment	al Education	on	
3.	Course Type (Core Course/Elective/Generic Elective/ Vocational	Foundation C	ourse		
4.	Pre-Requisite (if any)	A course intended to create awareness about the life of human beings which is an integral part of environment; and to inculcate the skills required to protect the environment from all sides. To study this course, the student must have a knowledge about the environmental components, pollution, biodiversity, and ecosystem at senior secondary, class 12 th level:			
5.	Course Learning Outcomes (CLO)	processes anthropog 2. To build issues, an the practimake info 3. To develor responsibility nature processes. 4. To develor such as; legal, en	and the implement of the control of	to identify received and thinking to identify received all thinking to cial, economental equipmental e	ity and sustainable
6.	Credit Value	2			
7.	Total Marks	Max. Marks : 50	N	Min. Passing	g Marks:17







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	PART B: Content of the Course Total No. of Lectures-15 Hrs. (01 hours per week)	70				
Total No. of Lectures: 15						
Unit	Topics No. of L					
I	Environment and Natural Resources:					
	 Multidisciplinary nature, Scope and Importance of Environment Components of Environment: Atmosphere, Hydrosphere, Lithosphere, and Biosphere. Brief account of Natural Resources and associated problems: Land Resource, Water Resource, Energy Resource Concept of Sustainability and Sustainable Development 	5 Hrs.				
	Keywords: Environment, Forest, Mineral, Food, Land, Water, Energy, Sustainable Development					
П	Biome, Ecosystem and Biodiversity:	4 Hrs.				
	Biodiversity and its conservation practices. Keywords: Biome, Ecosystem, Biodiversity Biodiversity					
III	Environmental Pollution, Management and Social Issues:					
	Pollution: Types, Control measures, Management and associated problems.					
	 Environmental Law and Legislation: Protection and conservation Acts. International Agreement & Programme. 					
	Environmental Movements, communication and public awareness programme.	6 Hrs.				
	National and International organizations related to environment conservation and monitoring.					
	Role of information technology in environment and human health. Keywords: Pollution, Environmental Legislation, Environmental Movement, Environmental programme and organization.					

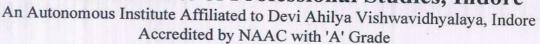
Suggested activities: (at least one)

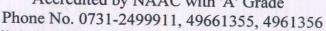
- 1. Visit to an area to document environmental assets: rivers / forest / flora / fauna.
- 2. Visit to a local polluted site Urban / Rural/ Industrial / Agricultural

3. Study of simple ecosystem.

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PART C: Learning Resources

Textbooks, Reference Books, Other Resources

- Singh; J.S., Singh S.P. and Gupta, S.R.; "Ecology; Environment Science and Conservation ",S Chand publishing, New Delhi, (2018)
- Divan, S. and Rosencranz, A., "Environmental Law and Policy in India: Cases, Material & Status" Oxford University Press, India, (2002) 2nd Edition.
- Odum , E.P. , "Fundamentals of Ecology" , Philadelphia Saundres , (1971)
- Bharucha, Erach, "Environmental studies" Universities Press India Pvt. Ltd. Hyderabad
 (2014) (Hindi Edition also available).
- Kaushik, Anubha, Kaushik, C.P. "Perspectives in Environmental Studies "New age International Publishers, (2018), 6th Edition.
- Asthana, D. K Asthana Meera, "A Textbook of Environmental Studies", S. Chand. Publishing, New Delhi, (2007)
- National Digital Library (https://ndl.iitkgp.ac.in/homestudy/science)
- Epg- pathshala (<u>https://epgp.inflibnet.ac.in/Home/Download</u>)
- NPTEL (<u>https://nptel.ac.in/course.html</u>)
- Coursera (https://www.coursera.org/search?query=environmental+science&page=1)

Suggested equivalent online course —

- i. The Health Effects of Climate Change (edx)
- ii. Climate Change: Financial Risks and Opportunities (edx)
- iii. Introduction to Environmental Law and Policy (coursera)
- iv. Women in environmental biology (coursera)
- v. Our Earth: It's Climate, History, and Processes (coursera)
- vi. Ecology, physiology, environmental science (national digital library)

Part D: Assessment and Evaluation

Max Marks: 50 Min Marks: 17 University Exam (UE) Total: 50

External Assessment (UE) Time: 2 Hours

Fifty Multiple Choice /Objective/True-False type questions to be asked. Each question carries one mark

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	Part A I	ntroductio	n			
Program: Certificate		Year: Fir	rst Year	Session:2023-24		
		7		AND THE PARTY OF		
Course Code	VO-108					
Course Title	FINANCIAL SERVICES AND INSURANCE					
Course Type		Vocational				
Pre-requisite (if any)	Open for All					
Course Learning outcomes (CLO)	 After studying this Course, the Student will be able to; Understand the functions of Banking and Insurance services. Know about and able to perform various financial services such Banking, Investment Advisory, Wealth Management, Mutual Function Insurance Consultancy, Stock Market, Capital Restructuring, Portfo Management etc. Enhances knowledge about the legal and regulatory aspects Banking & Insurance. Aware about the financial derivatives. Develop skills to work in financial and insurance services. 					
Expected Job Role /		Financia	al Consultan	t		
career opportunities						
Total Marks	Max. Marks: 3	30+70	Min. I	Passing Marks: 35		
Credit Value			4			

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	Part B Content of Course				
	Total No. of Lectures+ Practical (in hours per week): L-1 Hr/P-1 Lab Hr				
Total No. of Lectures / Practical: L- 30hrs/ P- 30hrs					
Module	Topic	No of Hrs			
I	Overview of Financial Services Meaning, Importance and Scope of financial services, Indian financial system, Brief Study of Financial Institutions — RBI, Commercial and Co-Operative Banks, Non-banking financial institutions, Development Bank, Merchant Bank, Basics of Mutual Funds, Credit Rating, An overview of micro finance.	8			
П	Financial Markets Money Market in India: Importance, features and instruments, Measures to strengthen money market in India, Recommendations of the working group on money market. Capital Markets in India: New issue market and stock exchange, Importance of stock exchanges, Role of The Securities and Exchange Board of India (SEBI), Meaning and Classification of Mutual Funds, Operation of the Funds, Net Asset Value, and Regulation of Mutual Funds in India. Financial Instruments: Cash, Derivative, Foreign Exchange, Debt based and Equity based financial instruments.	12			
III	Principles and Practices of Insurance Concept, Principles & Types of Insurance-Life Insurance, Micro Insurance, Annuities, Health Insurance, General Insurance, Motor Insurance, Marine Insurance, Property Insurance and Other Miscellaneous Insurance, The Concept of Risk and Classification of Risks, Insurance Documents, Online Insurance, Process of claim and settlement, Policy Terms and Conditions, Legal and Regulatory Aspects of Insurance(IRDA).	10			

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	20
(1) Practice online bank account opening, e-banking operations, and UPI	30
transfers/ payments.	
(2) Prepare the documents of a hypothetical insurance claim.	
(3) Visit to banks and insurance companies to observe the functioning.	
(4) Presentation by charts and models about various financial functions.	
(5) Role plays of an Insurance Agent, Mutual Fund Consultant,	
Stock Broker, Investment Advisor and Portfolio Manager etc.	

Part C-Learning Resources

Textbooks, Reference Books, Other resources

Suggested Readings:

- (1) R.K. Mishra, I S Yadav, A. P Kumar, S P Mishra, J. Kiranmai, "Risk Management in Banking, Insurance and Financial Services", 2014, Academic Foundation.
- (2) R. Gordan & Natarajan, "Future scenario of Financial services", Himalaya Publication
- (3) Satyadevi, C., Financial Services Banking and Insurance, S.Chand
- (4) Kunjukunju, Benson, Mohanan, S, "Financial Markets and Financial Services In India", New Century Publication
- (5) Dhanesh Kumar Khatri, "Derivatives and Risk Management", Macmillan
- (6) Khan, M. Y. Financial Services. New Delhi: Tata McGraw Hill Education. (2005)
- (7) Machiraju, H. R. Indian Financial System. New Delhi: Vikas Publishing House (2010).
- (8) Agarwal, 0. P. Banking and Insurance. New Delhi: Himalaya Publishing (2011).

Suggestive digital platforms web links

- 1 https://ves.ac.in/tulsitech/wpcontent/uploads/sites/16/2017/05/Banking Financial Services and Insurance.pdf
- 2 <u>https://www.aicte-india.org/sites/default/files/bvoc/BFSI.pdf</u>
- 3 <u>https://nsdcindia.org/sites/default/files/Banking-Financial-Services-Insurance.pdf</u>
- 4 https://sgplas.org/crs/misc/IF10043.pdf
- 5 http://1mpcollege.org/downloads/BASICS OF FINANCIAL SERVICES 1.pdf

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Suggested Continuous Evaluation Met Maximum Marks – 100 Continuous Comprehensive Evaluatio Term End Examination (TEE) – 70 M	n (CCE): 30 Marks
Internal Evaluation Continuous Comprehensive Evaluation (CCE): 30 Marks Common Class Test, Assignment/Presentations, E-Quiz, etc.	CCT Assignment/Presentation 30 Marks E-quiz
External Evaluation Term End Exam – 70 Marks Time – 2 Hours	Section A – Very Short Answer Questions – 4 Question x 2 Marks = 8 Marks Section B – Short Answer Questions – 4 Question x 8 Marks = 32 Marks Section C – Long Answer Questions – 2 Question x 15 Marks = 30 Marks

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	PAR	TA: Introduction		
Prog	gram: UG Level	Year: I Year	Session: 2023-24	
	Subject: Fou	indation Course (English)		
1.	Course Code	FC-101		
2.	Course Title	English Language and Indian Culture		
3.	Course Type (Core Course/Elective Generic Elective/ Vocational)	Foundation Course		
4.	Pre-Requisite (if any)			
5.	Course Learning Outcomes (CLO)	Through this course the 1. Prepare for varied developing their context developing their context developing their context developed to a varient developed to a varient developed to a varient developed their context developed their context developed their context developed their developed their developed developed their developed devel	e students will be able to: ous competitive exams by r English language competence. omprehension skills by being riety of texts and their nee their vocabulary. ommunication skills by rammar and usages. s which make them aware of e and environmental issues, sponsible citizens.	
6.	Credit Value	2 Credits		
7.	Total Marks	Max Marks: 50	Min. Passing Marks: 17	

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	Part B: Content of the course	
	Total No. of Lectures-Tutorials- Practical (in hours per week): L-T-P	
	Total No. of Lectures: 15	
Unit	Topics	No. of Lectures
Ι	Reading, Writing and Interpretation Skills: 1. Where The Mind is Without Fear-Rabindranath Tagore [Key Word: Patriotism] 2. National Education-M. K. Gandhi [Key Word: Edification] 3. The Axe- R.K Narayan [Key Word: Environment] 4. The Wonder That Was India- A.L. Basham (an excerpt) [Key Word: Indianness] 5. Preface to the Mahabharata C. Rajagopalachari [Key Word: Indian Mythology]	05
II	Comprehension Skill: Unseen Passage followed by Multiple choice questions	05
III	Basic Language Skills: 1: Vocabulary Building: Suffix, Prefix, Synonyms, Antonyms, Homophones, Homonyms and One-word substitution. 2: Basic Grammar: Noun, Pronoun, Adjective, Verb, Adverb, Prepositions, Articles, Time and Tense	05

PART C: Learning Resources

Textbooks, Reference Books, Other Resources

Suggested Readings

- Essential English Grammar Raymond Murphy, Cambridge University Press.
- Practical English Grammar Exercises 1- A. J. Thomson & A. V. Martinet, Oxford India.
- Practical English Usage Michael Swan, Oxford
- English Grammar in Use Raymond Murphy, Cambridge University Press.

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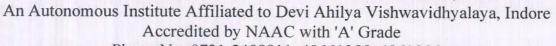
	Part D: Asses	sment an	d Evaluation	
Max Marks: 50	Min Marks: 17 University Exam (UE)		versity Exam (UE)	Total: 50
	rnal Assessment (UE)		Time: 2 Hours	
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Syllabus of Paper

BA I Year: Generic English (Theory + Tutorial)

		Part A	Introduction			
Program: Certificate Course		Class': BA	Year I	Session:2023-24		
1	Course Code	EL-102				
2	Course Title	Commun	icative English (Par	per , Theory + 'Tutorial)		
3	Course Type (Core Course/Elective/Generi c Elective/Vocational/.)	Elective	Elective			
4	Pre-requisite (if any)	This cou subjects:	This course can he opted as an elective by the students of following subjects: (lass 12 th passed in any discipline /Open for all			
5	Course Learning Outcomes (CLO)	knowle	The study of this course will enable the students to acquire the knowledge of Phonology and Morphology. Syntax and Structure, and Vocabulary and Discourse. The students will be able to converse in reallife situations effective language skills. The course will also help them Acquire literary sense, Use idiomatic and lexical language. and			
6	Credit Value (T+P)		4			
7	Total Marks	Max. M	1arks: 30+70	Min. Passing Marks 35		

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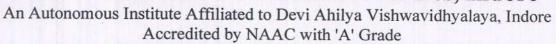
Unit	Topics	No. of Lectures
I	Communication 1.1 What is communication? Its meaning, types & its purpose in the age of Globalization. 1.2 Communicative needs and problems 1.3 Expansion of an idea 1.4 Rules of use of language, use of appropriate words Keywords/Tags: Linguistic and communicative competence, Communicative competence, Communication. affective and cognitive strategies, ESL EFL. Acquisition of LI, I2 and Collocational	10
п	• PracticingListeningskill, Reading and Understanding Skills	20
	21 Listening b Radio and TV news, discussion and comprehension of rules of	
	grammar; Parts of Speech. Pronunciation and intonation - melodic parts of an Utterance variation of pitch 2.2 Reading newspapers, analysis and interpretation 2.3 IPA and phonetic symbols	

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III	Practicing Writing and Speaking Skills	15
	3.1 Formal and informal writing of letter and invitation, meeting minutes, official orders and appointments. creative writing, listening to talks and presentation, note-making tips	
	32 Communicative approach, lexical approach, task based learning	
	3.3 Report writing. Story writing, Daily routine in English	
	3.4 Situational conversation between two friends on different topics	
	Keywords/Tags: Productive skills. Code 'nixing, Situational conversation, Structural English. Frequent use of proverbs. phrases and	
IV	Application of Communicative English	15
	4.1 Translation (from Hindi to English and vice- versa	
	4.2 Group and Peer Discussions, Role play	
	4.3 Contrastiveanalysis between L1 and L2: At structural, phonological and lexical levels with examples Keywords/Tags:	
	Literary translation, Translation theories. L1 Interference. Bilingualism. Types of Role-Play Conversational English	

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Part C- Learning Resources Text Books, References, Books, and Other Resources

"A Communicative Grammar of English". Leech Geoffrey, and Jan Svartik, Routledge, 2003 Third Edition.

[&]quot;Communicative English for Globalization". Gautam GS. Classical Publishing Co., New Delhi, India 2013. Is ted.

	art D- Assessment and Evaluation	
Suggested Continuous Eva	luation Methods:	
Maximum Marks: 100		
Continuous Comprehensive E	valuation (CCE): 30 marks University Exam (UE)	:70 marks
Internal Assessment:	Class Test	30
Continuous Comprehensive	Assignment/Presentation	
Evaluation (CCE):30	E-quiz	
External Assessment :	Section(A): Six Very Short Questions	06 x 01 = 06
University Exam Section: 70	Section (B): Five Short Questions	05 x 08 = 40
Time: 03.00 Hours	Section (C): Two Long Questions	02 x 12 = 24 Total 70

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M.Com Syllabus

Session 2023-24

Semester	Compulsory	Specialisation Subject Group	Question Paper No.	Title of Question Paper	Marks Allotted for Two CCE	Marks Allotted for Semester Ending Exam	Marks Allotted for paper
Semester I	Compulsory	A-101	I	Management Concept	15	85	100
		A-102	II	Business Environment	15	85	100
		A-103	III	Advanced Accounting	15	85	100
		A-104	IV	Cost Analysis and Control	15	85	100
Total Mar	ks						400
Semester II	Compulsory	B-201	I	Corporate Framework	15	85	100
		B-202	П	Organisational Behaviour	15	85	100
		B-203	Ш	Advanced Statistical Analysis	15	85	100
	¥	B-204	IV	Functional Management	15	85	100
Total Mar	ks	2					400

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Semester I

Paper I - 101—Management Concepts Compulsory

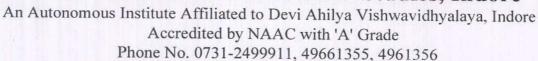
Max. Marks 85+15 CCE

Unit	Particulars			
1	Introduction: Concept of Management, Scope and Nature of Management, Approaches to Management, Human Relation, Behavioural and System approach.			
2	Planning: Concept of Planning, Objectives and components of Planning, Nature and Process of Planning, determination of Objectives. Management by objectives, Management by Exception, Concepts, Nature and Process of decision-making. Theories of decision-making.			
3	Organization: Concept, objectives and element of organization, process and principles of organization. Organization Structure and Charts, Span of Management, Delegation of Authority, Centralization and Decentralization			
4	Direction: Concept, Nature, Scope, Principles and Techniques of Direction. Communication: concept, Process. Channel and Media of Communication. Barriers to effective communication, Building effective communication system.			
5	Control: Concept, objectives, nature and process of control. levels and areas of control. Various control techniques. Z-Theory of Management. Management Education in India: Objectives, Present position and difficulties			

Suggested Readings:

1. Understanding Organization - Shukla







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Semester I

Paper II -102- Business Environment Compulsory

Unit	Particulars Max. Marks 85+15 CCE			
i	Theoretical Framework of Business Environment: Concept, Significance and nature of business environment; Elements of environment -internal and external, Changing dimensions of business environment. Liberalisation. Privatisation and Globalisation.			
2	Economic Environment of Business: significance and elements of economic Environment, economic systems and business environment, Economic planning in India, Government policies - Industrial policy, licensing policy, fiscal policy, Monetary policy and EXIM policy.			
3	Political and Legal Environment of Business: Compitition Act-2002 Practices (MRTP) Act, Foreign Exchange Management Act (FEMA), Consumer Protection Act, Patent Laws.			
4	Socio, Cultural & International Environment: Social responsibility of business, Characteristics, Components, Scope, relationship between society and business, Sociocultural business Environment, Social Groups, World Trade Organisation (WTO), International Monetary Fund (IMF), Foreign Investment in India			
5	Technological Environment: Concept, Online Channels, Online Services, Advantage of Online services, E-commerce, Indian conditions of E-commerce, Electronic Banking, Franchise Business.			

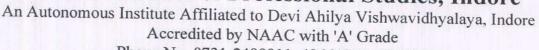
Suggested Readings:

- 1. Adhikary, M: Economic Environment of Business, Sultan Chand & Sons, New Delhi
- 2. Ahluwalia, I.J.: Industrial Growth in India, Oxford University Press Delhi.
- 3. Alagh, Yoginder K: Indian Development Planning and Policy, Vikas Publication, New Delhi.
- 4. Aswathappa, K: Legal Environment of Business, Himalaya Publication, Delhi.
- 5. Chakravarty, S.: Development Planning. Oxford University Press, Dehli.
- 6. Ghosh, Biswanath: Economic Environment of Business, Vikas Publication, New Delhi.
- 7. Govt. of India: Economic Survey, various issues.
- 8. Raj Agrawal and Parag Diwan, Business Environment; Excel Books, New Delhi.
- 9. Ramaswamy, V.S. and Nama Kumari: Strategic Planning for Corporate Success, Macmilan, New Delhi.

10. Sengupta, N.K. Government and Business in India, Vikas Publication, New Delhi.

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Semester I Paper III 103-Advanced Accounting Compulsory

Max. Marks 85+15 CCE

Unit	Particulars			
1	Investment Accounts, Advance Problems of Bank Reconciliation Statements.			
2	Accounting for Hire Purchase and Installment Payment System, Accounting from Incomplete Records.			
3	Rectification of Errors, Advance Problems of Final Accounts, Accounts for Non-Profit Organization.			
4	Dissolution of Partnership firm (including sales and Amalgamation of firm) Inflation Accounting.			
5	Dissolution of Partnership firm (including sales and Amalgamation of firm) Inflation Accounting.			

Note: -70 % Numerical Problem and 30% Theoretical Questions will be coessed in Question Paper.

Reading Books:-

- Advanced Accounting Shukla and Grawal
- Advanced Financial Accounting- Dr. R L Gupta

Reference:-

- 1. Financial Accounting Dr. Kaustubh Arvind Sontakke. Himalalaya Publication
- Financial Accounting- Dr. K.S. Raman & Dr. M.A. Arulanadam, Himalalaya Publication.
- Financial Accounting D.K. Gangwar & Dr. Sharda Gangwar, Himalalaya Publication.
- Principles of Financial Accounting S.N. Maheshwari, Shard K. Maheshwari & Sunil Maheshwari Vikas Publication House.
- Advanced Financial Accounting Shawar Saleem, Vikas Publication House. 5.
- 6. An introduction to Accounting S.N. Maheshwari, Shard K. Maheshwari & Sunil Maheshwari, Vikas Publication House.
- 7. Financial Accounting Dr. Singh & Saxena, Sahitya Bhwan Publication & Distributers
- 8. Financial Accounting Dr. Kerim & Khanuja Mehta, Sahirya Bhwan Publication & Distributers,(P) Ltd. Agra.

9. Book Keeping & Basic Accounting - Dr. S.K. Singh, Sahitya Bhawan Publication & Distributers, (P) Ltd. Agra.

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Semester I Paper IV -104 -Cost Analysis and Control Compulsory

Max. Marks 85+15 CCE Unit Particulars Various cost concepts, Cost centre and cost unit, Methods and techniques of Costing. 1 Installation of costing system, Methods of inventory control, Overheads Accounting. Process Accounting Joint product and Bye product, Equivalent Production and Inter 2 Process Profit, Operating Cost. Marginal Costing: Concepts, Break Even Analysis, Uniform costing and Inter firm 3 comparison. Use of Managerial Costing in business Decision. Budgetary Control: Basic concepts, Preparation of functional budget: Cost Audit: 4 Objectives and Advantages. 5 Standard Costing and Variance Analysis.

Suggested Readings:

- 1. Oswal Maheshwari Cost Accounting
- 2 M. Agarwal & M Jain Cost Accounting
- 3. Jain & Narang Cost Accounting
- 4. S.N. Maheshwari Cost Accounting
- 5. M.C. Agarwal- Cost Accounting

6. Jawaharlal- Cost Accounting

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Semester II

Paper I - 201 - Corporate Legal Framework Compulsory

Unit	Particular Max. Marks 85+15 CCE			
1	The Companies Act, 2013 (Relevant Provisions): Definition, types of companies, Memorandum of association, Articles of association, Prospectus, Share capital and Membership, Meetings and Resolutions, Company Management, Managerial Remuneration, Winding up and dissolution of companies.			
2	The Negotiable Instruments Act, 1881: Definition, Types of Negotiable Instruments, Negotiation Holder and holder in due course, Payment in due course; Endorsement and Crossinu, of cheque; Presentation of negotiable instruments.			
3	MRTP Act 1969: Monopolistic trade practices; Restrictive trade practices; Unfair trade practices. Intellectual Property Laws- Patent Act, Trade Marks copyright Act & Industrial Design Act.			
4	The consumer protection Act, 1986: salient features; Definition of Consumer, Right of consumer; Grievance Redressal Machinery.			
5	Regulatory Environment for International Business: FEMA, WTO: Regulatory framework of WTO, basic principlesihd its character, WTO provisions relating to preferential treatment to developing countries; regional groupings, technical standard, anti-dumping duties and other Non Tariff Barriers. Custom valuation and dispute settlement, TRIP and TRIMS.			

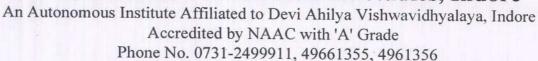
Suggested Readings:

- Singh, Avtar: Law Relating to Monopolies, Restrictive and Unfair Trade Practices, Eastern 1. Book Co., Lucknow.
- The Companies Act, 1956 The Negotiable Instruments Act, 1881 2.
- SEBI Act, 1992, Nabhi Publication, Delhi. 4.
- Amarchand D, Government and Business, Tata McGraw Hill, New Delhi 5.
- Securities (Contract and Regulation) Act 1956 6.
- 7. Jain Narang - Corporate Legal Framework

Rastogi U.S. and Shukla - Corporate Legal Framework 8.

2/2023 11/12/23







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Semester II Paper II - 202 - Organizational Behaviour Compulsory

Max. Marks 85+15 CCE

Unit	Particular			
1	Organization: Concept, Types and significance, Organization Goal and its determinants. Organization Behaviour: Concept. Nature and Significance, Organizational Behaviour models.			
2	Personalit: Concept, Theories, Determinants and importance, Perception: Concept, Process and Theories, Learning: Concept, Components, affecting factors and theories.			
3	Motivation: Meaning, types and important elements, Theories of Motivation, Attitudes and Values: Concept, Factors, significance and Theories			
4	Unit - 4Interpersonal Behaviour: Nature, Transactional Analysis, Concept of Group, Theories of group formation, Group cohesiveness, Power and Authority.			
5	Organizational Conflicts: Causes and suggestions. Developing sound Organization Climate, Management of Change, Concept and Process of Organizational Development			

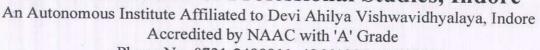
Suggested Readings:

- 1. L.M. Prasad Organizational Behavior
- 1. C.V. Gupta Organizational Behavior
- 2. G.S. Sudha Organizational Behavior
- 3. P.C. Jain Organizational Behavior
- 4. Sareen Sandeep Organizational Behavior
- 5. lcfai Organizational Behavior

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Semester II Paper III - 203 - Advanced Statistical Analysis Compulsory

Max. Marks 85+15 CCE

Unit	Particular		
1	Theory of Probability - Probability Distributions, Binomial, Poisson and Normal Distribution		
2	Theory of Sampling and Test of Significance		
3	Analysis of Variance (including one way and two way classification), Chi-square Test.		
4	Interpolation and Extrapolation. Association of Attributes.		
5	Regression Analysis, Statistical Decision Theory:- Decision under Risk and Uncertainty, Decision Tree Analysis.		

Suggested Readings:

- 1. Shukla & Salmi Advanced Statistical Analysis
- 2. Gupta C.B Advanced Statistical Analysis
- 3. Gupta B.N. Advanced Statistical Analysis
- 4. Elhance D.N Advanced Statistical Analysis
- 5. Pathak & Shashtri Adv*anced Statistical Analysis
- 6. Singh U.N Advanced Statistical Analysis
- 7. Nagar K.N Advanced Statistical Analysis

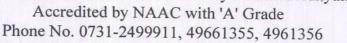
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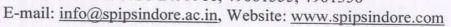
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Semester II Paper IV - 204 - Functional Management Compulsory

	Max. Marks 85+15 CCE			
Unit	Particular			
1	Financial Management : Concept, Nature and Objectives, Functions of Financial Manager, Financial Planning - Nature, Need and influencing factors Characteristics of a sound financial plan.			
2	Capitalization: Concept and Theories, Over and Under Capitalization, Capital structure, Balanced Capital Structure, Trading on Equity, Leverage: Financial and Operating leverage.			
3	Marketing Management: Concept Nature and Scope of marketing, Functions of marketing management, Marketing mix. Advertising Management: Meaning Objectives, functions and scope, Media of advertising, Selecting an advertising media Essential of a good advertising copy, Meaning of Sales Promotion, Importance, limitations and Methods of sales promotion.			
4	Personnel Management: Concept, Functions, Scope and Importance, Signification of Man-Power Planning, Sources of Recruitment, Characteristics of a Good Recruitment Policy, Concept of Selection, Selection procedure, Importance of employee Training, Methods of Training.			
5	Production Management: Concept, Importance, Scope and functions. Types of production systems, Concept of production planning, objectives, elements and steps. Procedure of production control, Process of New Product Development, Concept of Product Diversification, Standardization, Simplification and Specialization.			

Suggested Readings:

1. Motihar, M- Functional Management

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D	C I'M I MI I M		Introduction	MESSES STAN	
Pro	gram: Certificate/Diploma/Degree C	ourse	Year: I Year		Session: 2023-24
	Subjec	t: National	Service Scheme (NSS)	***	
1.	Course Code EL-104T				
2.	Course Title	Concept of National Service Scheme			
3.	Course Type (Core ourse/Elective Generic Elective/ Vocational)	Elective	Elective		
4.	Pre-Requisite (if any)	To study the subject. The	nis course, a student mu ne course can be opted a	st have pas	sed 12th class with any
5.	Course Learning Outcomes (CLO)	Pre-Requisite (if any) To study this course, a student must have passed 12th class with subject. The course can be opted as an elective and it is open for Course Learning Outcomes Course Objective:-		ping character of the conality and service. It community diversity of ich cultural pride ntry. They work and their e community and s and natural disasters. It harmony. Control is a control in the contr	
i	Credit Value	Theory-4	artment. Credits Practical — 02		
	Total Marks	Max Marks		M	in. Passing Marks: 35

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	PART B: Content of the Course	
	Total no. of Lectures (in hours per week): 2 Hrs. per week	
	Total No. of Lectures: 30 Hrs.	
Unit	Topics	No. of Lecture
I	Introduction and Basic Concepts of NSS:	10
	History and Philosophy.	
	Aims and Objectives	
	Emblem siga, NSS badge, NSS flag.	
	 NSS Songs: Lakshya Geet, Sadbhawna Geet, Rastriye yuva Geet. 	
	Organization of NSS, Regular Activities and Programmes:	
	Organization structure of NSS.	
	Concept of regular activities	
	Basis of adoption of village/slums.	
	Methodology of conducting survey.	
	Calendar of NSS activities.	
	Maintenance of NSS work diary.	
	Key Words: Concept of NSS. Regular Activities.	
II	Day camp, Special camp and Personality development:	10
	Various demension of day camp.	
	Special camp at college/unit level.	
	Other Camps: District level camp, University level camp, State level	
	Leadership training camp.	
	 NIC camp, Sahshik activity camp, Pre-RDC, RDC camp. 	
	Key Words: Youth Camping.	
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III	Youth and Volunteerism:	10
	 Definition, Issues, challenges and opportunities for Youth. 	10
	Youth as an agent of social change.	
	Indian tradition of volunteerism.	
	Needs and importance of volunteerism.	
	 Motivation and constraints of volunteerism. 	
	Key Words: Youth volunteerism.	
4		
	PART C: Learning Resources	

Textbooks, Reference Books, Other Resources

Suggested Reading Materials:

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

Suggested equivalent online courses:

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

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

http://nss.nic.in

	Part D- Assessment and Evaluation	
Suggested Continuous Evalua	tion Methods:	
Maximum Marks: 100		
Continuous Comprehensive Evalu	uation (CCE): 30 marks University Exam (UE): 70 ma	arks
Internal Assessment :	Class Test	30
Continuous Comprehensive	Assignment/Presentation	
Evaluation (CCE):30	E-quiz	
External Assessment :	Section(A): Six Very Short Questions	06 x 01 = 06
University Exam Section: 70	Section (B): Five Short Questions	05 x 08 = 40
Time: 03.00 Hours	Section (C): Two Long Questions	02 x 12 = 24 Total 70





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		Part A : In	troduction	
Pro	ogram:-Certificate/l	Diploma/Degree Course	Year : I Year	Session : 2023-24
		Subject : National Se	ervice Scheme (NSS)	
1	Course Code	EL-104P		
2	Course Title	Project Tools of NSS		
3	Course Type	Practical/ Project Work		
4	Pre-requisite (If any)	To study this course, a student must have passed 12 th class with any subject. The course can be opted as an elective and it is open for all.		
Course Learning outcomes (CLO) Each student will have the option to select two skill-areas out of the based on the local conditions and opportunities, and will prepare report based on field situation. Learning Outcome: To impart hands - on skills in preparation The end of the paper, a student should be able to: Project work of NSS will aim to enhance the employment potential of the NSS volunteers or, alternately to help them to Job Opportunities government approved NGOs, Ministry of Youth Affairs and Sports.				n preparation The end of the employment potential of the them to Job Opportunities in
6	Credit Value	Practical—02		
7	Total Marks	Max. Marks: 70+30 Min. Passing Marks: 35		

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Part B: Content of the Practical Course

Total numbers of Lectures (in hours per week): 2 hours per week Credits — 02 (Total Lectures: 30 hours)

Scheme of Practical Examination: -	Max. Marks (25 + 75	5 = 100)
(A) Internal Assessment. :-	Max. Ma	rks- 25
1. Class Interaction.		(05)
2. Quiz,		(05)
3. Seminar.		(07)
4. Assigments.		(08)
(B) External Assessment:	Max. Ma	irks 75
1. Report of Regular Activities in the Society.		(15)
2. Report on NSS Volunteerism.		(10)
3. Report on Communication Skills.		(10)
4. Report on Camping Activity.		(15)
5. Report of Excursion/Training/Survey/ Data collection.		(10)
6. Viva — Voce		(05)
7. Practical Record.		(10)

List of Practical / Project Activity:- Communication Skill: — Personality development, Communications kill development, Problem - Solving. Key Words- Communication skill project activity.	05 Hours
Youth and Community:- Adoption of slum, Survey of slum, Service of slum, Identification of problems of slum areas. Key Words- Youth community project activity.	07 Hours
Youth and Health:- AIDS, Drugs and substance abuse, Home nursing, First Aid, Yoga as a tools for healthy lifestyle etc. Key Words- Regular activity, project activity.	05 Hours
Environmental Issues:- Natural disaster management, Natural resource management, Rain water harvesting, Afforestation, Waste management etc. Key Words- Natural resources / Disaster management project activity.	06 Hours
Awareness Programe:- Peer mentoring in preventing crimes, Cyber crime and prevention, Juvenile justice, Save girs child protection, Blood donation awareness, Swacch Bharat abhiyan, Corona virus awareness etc. Key Words- Volunteerism awreness project activity.	07 Hours

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Part C: Learning Resources

Text Books, Reference Books, Other resources

Suggested reading materials:

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

Suggested equivalent online courses:

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

http://en.wikipedia.org/viki/national-service-scheme

http://nss.nic.in

Part D- Assessment and Evaluation	
aluation Methods:	
Evaluation (CCE): 30 marks University Evam (U	E) :70 morks
Class Test	30
Assignment/Presentation	30
Section(A): Six Very Short Questions	06 x 01 = 06
Section (B) : Five Short Questions	05 x 08 = 40
Section (C): Two Long Questions	02 x 12 = 24 Total 70
	Assignment/Presentation E-quiz Section(A): Six Very Short Questions Section (B): Five Short Questions

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Syllabus of Theory Paper

		Part A Introduction	9.02-011
Program: Certificate/ Diploma/Degree/		rogram: Certificate/ Year: I Year Session: 200	
		Subject: NCC	
1	Course Code	EL-105T	
2	Course Title	NCC Awareness	
3	Course Type (Core Course/Elective/Generic Elective/Vocational/)	Elective	
4	Pre-requisite (if any)	To study this course, a stude any subject and must be me opted as an elective and it is o	ent must have passed 12th with edically fit. This course can be open for all.
5	Course Learning outcomes (CLO)	The students will develop a se display sense of patriotism, se bearing and develop the quality o of good things. This paper will	nse of responsibility and thereby cular values, discipline, improve f immediate and implicit obedience enable the students to build and ommunication. The significant
6	Credit Value	04	
7	Total Marks	Max. Marks: 30+70 .	Min. Passing Marks:35

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	Part B - Content of the Course	
	Total numbers of Lectures (in hours per week): 2 hours per week	
	Total Lectures: 60 hours L-T-P (02-00-00)	
Unit		No. of Lectu
I	History of National Cadet Corps:	15
	 National Cadet Corps of Independent India. The National Cadet Corps Act, 1948 Motto of National Cadet Corps. Aims and Objectives. Emblem, NCC Flag. NCC song. 	W 2
	 Organization of NCC-Army.Navy and Air Wing. Training Centres of NCC 	
Н	Introduction to Defence Services: Army, Navy and Air Force. Organizational Structure in Charts. Regimental Structure: command and control. Badges and Ranks: Army, Navy, Air Force.	15
III	• Honors and Awards. Personality development:	15
	 Introduction to personality development. Factors influencing and shaping the personality. Teamwork and team building, social skills, Etiquettes and manners, Decision making and problem solving, Change your mind set 	
IV	Leadership:	15
	 Introduction and types of Leadership. Leadership traits. How to develop leadership. Leadership case study (Field Marshal General Sam H.F.J. Manekshaw and General K.M. Cariappa) First Aid: 	
	 Scope and objectives First aid in common medical emergencies, Dressing of wounds. 	

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	T	Part C- Learning Rese	ther resources	
Sug	gested Readings:	,,	inci resources	
S. No.	Name of Writers	Name of Book	Name of Publishers	Year of Publication
1	Sabharwal, D.P.	Personality Development	Finger print publishing, India	2015
2	Sabharwal, D.P.	Personality Development (Hindi)	Finger print publishing, India	2021
3	Gurav , Aarti	50 Mantras of Personality Development	Buzzing Stock Publishing	2013
4	Vasudeva, Sangeetha	Personality Development	Clever fox publishing	2021
5	Kapoor, Shikha	Personality Development and Soft skills	Dream Tech Press	2020
6			2012	
7	Agrawal , (Dr.) Vijay	Student and Personality Development (Hindi)	Benteen Books	2012
8	Shelchar, (Dr).Priyanshu	Personality Development guide (Hindi)	PrabhatPrakashan	2016
9	Anand, Arun Sagar	Personality Development Course (Hindi)	V & S Publication	2013
10	Sharma, Robin	Leadership Wisdom	Jaico Publishing House	2003
11	Maxwell, John C.	5- Levels of leadership	Cross Liance	2014
12	Dravid, Rahul and Iyer, Prakash	The Secret of Leadership	Penguin, India	2020
13	Dr. Bomi	The Leadership Handbook		2020
14	Bindra ,Vivek	Everything about Leadership	Diamond Pocket Books	2018
15	Carnegie, Dala	The Leader in You	Amazing Reeds	2018
16				2020
17	Manivannan, C. and Manivannan,	Text Book of First Aid and Emergency Nursing	EMMESS Medical Publishers	2020
18	Popli , Harvinder and Sharma, Nirmal	Emergency First aid Safety Oriented	CBS Publishers	
19	Jain , N.C. and Saakshi	First Aid and Emergency Case	AITBS Publishers	2019
20	Pippa, Dr.Keech	Practical Guide to First Aid	Anees Publishing House	2019

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21	Gupta, R.K.	NCC National Cadet Corps (Hindi & English)	Ramesh publication	2021
22		Hand Book of NCC	Kanti Publication, Itawa	2017
23		Hand book of NCC an unique book Naveen Publication for NCC Cadets		2019
24	Ranjan, Shashi and Kumar, Aashish	Handbook of NCC Goodwin Publication		2021
25	Chauhan , Lt.(Dr.) Rajeev Kumar	NCC National Cadet Corps Aakriti Publication		2021
26		Cadets Hand book NCC Directorate M.P. & C.G.		
27	Goyal, Hariom	Personality Development Kalpaz Publication, India		
28	Mitra , Banm K.	Personality Development and Soft Oxford University Press, India Skills		
29	Mishra, Rajeev K.	Personality Development — Transform Yourself	Rupa and Company, India	

Suggested equivalent online courses:

P	art D- Assessment and Evaluation	
Suggested Continuous Eval	uation Methods:	,
Maximum Marks: 100		
Continuous Comprehensive Ev	aluation (CCE): 30 marks University Exam (UE)):70 marks
Internal Assessment:	Class Test	30
Continuous Comprehensive	Assignment/Presentation	
Evaluation (CCE):30	E-quiz	
External Assessment :	Section(A): Six Very Short Questions	06 x 01 = 06
University Exam Section: 70	Section (B): Five Short Questions	05 x 08 = 40
Time: 03.00 Hours	Section (C): Two Long Questions	02 x 12 = 24 Total 70

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Syllabus of Practical Paper

			Part A Intro	duction	
	Program: Certificate/ Year Diploma/Degree/			Session: 2023-24	1
Sub	ject: NCC				
1	1 Course Code		L-105P		
2	Course Title		CC Training		
3	Course Type (Core Course/Elective/Generic Elective/Vocational/)		ective		
4	Pre-requisite (if any)	su	To study this course, a student must have passed 12th with subject and must be medically fit. This course can be opted elective and it is open for all.		assed 12th with any rse can be opted as an
5	Course Learning outc	dis bea goo de rela			scipline, improve nd implicit obedience o ts to build and n. The significant
,	Credit Value	04			
7	Total Marks		ax. Marks: 30+7	0 . Min. Passing N	Morley 25

Total	numbers of Lectures (in hours per week): 2 hours per week	
I otal	Lectures: 60 hours L-T-P (02-00-00)	
Unit	Topics	No. of Lecture:
	Drills: General and Words of command: Attention, Stand at ease, Stand easy. Turning: Right turn, Left turn and About turn. Sizing, Forming up in three ranks. Numbering and dressing of Troupe.	15
	Salute in Army, Navy and Air Force, Its description and training. Falling o u t _a n d d i s m i s s i n g	

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11	Group Discussion on current topics and issues (National &internationals)	15
	Public Speaking/Extempore	
	First Aid: Bandages and CPR	

Text I	Books, Reference Books, Other	Part C- Learning Re		
	ested Readings:	7,000,000		
S.No	Writer	Name of Book	Name of Publication	Year of Publication
1	Ranjan, Shashi and Kumar, Aashish	Handbook of NCC	Goodwin Publication	2021
2	Chauhan ,Lt.(Dr.) Rajeev Kumar	NCC National Cadet Corps	Aakriti Publication	2021
3		Cadets Hand book	NCC Directorate M.P. & C.G.	2021
4	Goya!, Hariom	Personality Development	Kalpaz Publication, India	
5	Mitra, Barun K.	Personality Development and Soft Skills	Oxford University Press, India	
5	Manivannan, C. and Latha Manivannan, T.	Text Book of First Aid and Emergency Nursing	EMMESS Medical Publishe	rs 2020
7	Popli, Harvinder and Sharma, Nirmal	Emergency First aid Safety Oriented	CBS Publishers	
	Jain , N.C. and Saakshi	First Aid and Emergency Case	AITBS Publishers	2019
)	Pippa, Dr.Keech	Practical Guide to First Aid	Anees Publishing House	
0	Gupta, R.K.	NCC National Cadet Corps (Hindi & English)	Ramesh publication	2021
1		Hand Book of NCC	Kanti Publication, Itawa	2017
2		Hand book of NCC an unique book for NCC Cadets	Naveen Publication	2019

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	Part D- Assessment and Evaluation	
Suggested Continuous Eval		
Maximum Marks: 100		
Continuous Comprehensive Ev	raluation (CCE): 30 marks University Exam (UE)):70 marks
Internal Assessment:	Class Test	30
Continuous Comprehensive	Assignment/Presentation	
Evaluation (CCE):30	E-quiz	
External Assessment :	Section(A): Six Very Short Questions	06 x 01 = 06
University Exam Section: 70	Section (D) : Fine Short O	The state of the s
on versity Exam Section. 70	Section (B): Five Short Questions	$05 \times 08 = 40$
Time: 03.00 Hours	Section (C): Two Long Questions	02 x 12 = 24 Total 70,

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D			A: Introduction	
Program: Certificate Class: B.C.A.		Year: I Year	Session: 2023-24	
1.	Course Code		BC-103T	
251/02/0	Course Title		Operating System	
3.	Generic Elect	(Core Course/Elective ive/ Vocational)	Minor	
4.	Pre-Requisite	(if any)	Open for all	
5.		ing Outcomes (CLO)	sources and the rol management polici Specify objectives and describe how o over time. Understand various and can compare v synchronization, ar Describe the conce techniques Identify the best su technique for any p Describe various fi methods and disc s To understand and operating systems a guard against them. Learn to operate the	rtance of computer system le of operating system in their ies and algorithm. of modem operating systems operating systems have evolved s process management concepts arious scheduling techniques, and deadlocks opts of memory management ited process management ited process management orocess. le operations, file allocation pace management. identify potential threat to and the security features to
	Credit Value		Theory-4 Credits Practica	al-2 Credite
	Total Marks		Max Marks: 30+70	Min. Passing Marks: 35

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	PART B: Content of the Course			
	No. of Lectures (in hours per week): 2 Hrs. per week			
Total No. of Lectures: 60 Hrs.				
Module Topics		No. of Lectures		
I	Introduction to Operating System: What is Operating System? History and Evolution of OS, Basic OS functions, Resource Abstraction. Types of Operating Systems Batch Systems, Multiprogramming Systems, Multiprocessing Systems, Time Sharing Systems, Distributed OS, Real time systems. Operating System for Personal Computers, Workstations and Hand-held Devices Applications of various operating system in real world. Some prevalent operating systems - Windows, UNIX/Linux, Android, MacOS, Blackberry OS, Symbian, Bada etc.	6		
П	Process Management: Process Concepts. Process states & Process Control Block. Process Scheduling: Scheduling Criteria. Scheduling Algorithms (Preemptive & Non - Preemptive) FCFS, SJF, SRTN, RR Priority, Multiple-Processor, Real-Time, Multilevel Queue and Multilevel Feedback Queue Scheduling Deadlock-Definition, Deadlock Characterization, Necessary and Sufficient Conditions for Deadlock. Deadlock Handling Approaches: Prevention, Avoidance. Detection and Recovery.	14		
III	Memory Management: Introduction, Address finding, Logical versus Physical Address Space, Swapping Contiguous & Non-Contiguous Allocation, Fragmentation (Internal & External), Compaction, Paging. Segmentation, Virtual Memory, Demand Paging, Performance of Demand Paging, Page Replacement Algorithms. File Management: Concept of File System (File Attributes, Operations, Types) Functions of File System, Types of File System, Access Methods (Sequential, Direct & other methods), Directory Structure (Single-Level, Two-Level, Tree-Structured, Acyclic-Graph, General Graph), Allocation Methods (Contiguous, Linked, Indexed)	14		

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IV	Disk Management: Structure, Disk Scheduling Algorithms (FCFS, SSTF, SCAN, C-SCAN, LOOK), Swap Space Management, Disk Reliability, Recovery. Security: Security Threats, Security policy mechanism, Protection, Trusted Systems, Authentication and Internal Access Authorization, Windows Security	10
V	LINUX: Introduction, History and features of Linux, advantages, hardware requirements for installation, Linux architecture, file system of Linux-boot block, super block, inode table, data blocks. Linux standard directories, Linux kernel, Partitioning the hand drive for Linux, installing the Linux system, system-startup and shut-down process init and run levels. Process, Swap, Partition, fdisk, checking disk free spaces. Difference between CLI OS & GUI OS, Windows v/s Linux, Importance of Linux Kernel, Files and Directories. Concept of Open Source Software. Indian contribution to the field-the BOSS operating system, open source softwares, growth of LINUX, Aryabhatt Linux, contributions of innovators- Rajan Sheth, Sunder Pichai etc.	16
	PART C: Learning Resources	
	Textbooks, Reference Books, Other Resources	
Suggest	ed Readings	

Textbooks:

- Silberschatz, P.B. Galvin, G. Gagne, Operating Systems Concepts, 8th Edition, John Wiley Publications
- AS. Tuneshaum, Modern Operating Systems, 3rd Edition, Pearson Education.
- Operating System by Peterson
- · Linux by Sumitabh Das
- मध्य प्रदेश हिंदी ग्रंथ अकादमी से प्रकाशित विषय से संबंधित पुस्तक

Reference Books:

- G. Nott, Operating System: A Modem Perspective, 2nd Edition Pearson Education.
- W. Stallings, Operating Systems, Internals & Design Principles, 8th Edition, Pearson Education.
- M. Milenkovic, Operating Systems- Concepts and design, Tata McGraw Hill

Operating System design and Concepts by Milan Milenkovic

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Suggestive digital platform web links

https://web.iitd.ac.in/~minati/MTL458.html

https://www.cse.iitb.ac.in/~mythili/os/

https://www.youtube.com/watch?v=aCJ3YgoolHQ

Suggested equivalent online courses

https://nptel.ac.in/courses/106/102/106102132/

	Part D-Assessment and Evalua	ation
Suggested Continuous Evaluation Met Maximum Marks: 100 Continuous Comprehensive Evaluation		
Internal Assessment: Continuous Comprehensive Evaluation (CCE):30	Class Test Assignment/Presentation - E-quiz	30
External Assessment: University Exam Section: 70 Time: 03.00 Hours	Section(A): Six Objective Questions Section (B): Five Short Questions Section (C): Two Long Questions	$06 \times 01 = 06$ $05 \times 08 = 40$ $02 \times 12 = 24$ Total 70

Any remarks/ suggestions:

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			RT A: Introduction	
P	rogram: Certificate	Class: B.C.A.	Year: I Year	Session: 2023-24
1.	Course Code		BC-103P	
2.	Course Title		Operating System L	ah
3.	Course Type (Core Generic Elective/ Vo	Course/Elective ocational)	Minor	a.D
4.	Pre-Requisite (if an	y)	Open for All	
5. Course Learning Outcomes (CLO) After the completion of this course, a successful will be able to do the following: Operate the Linux system Do administration Use Vi Editor		e following: nux system		
6.	Credit Value		Practical - 2 Credits	
7.	Total Marks		Max Marks: 30+70	Min. Passing Marks: 35
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	Total No. of Lectures: 30 Hrs.	
	Suggestive list of Practicals	No. o
Linux		30
a)	Linux Directory Commands: pwd, mkdir, rm-rf, ls, cd, cd/, cd~	
b)	Linux File Commands: touch, cat, cat >>, cat >>, rm, cp, mv, rename	
c)	Linus Permission Commands: su, id, useradd, passwd, groupadd, chmod, groupdel, chown, chgrp	
d)	Linus File Content & Filter Commands: head, tail, tac, more, less, grep, cat, cut, grep, comm, sed, tee, tr, uniq, wc, od, sort, diff	
e)	Linux Utility Commands: find, be, locate, date, cal, sleep, time, df, mount, exit, clear, gzip, gunzip	
f)	Linux Networking Commands: ip, ssh, mail, ping, host	
g)	Edit Crontab file: to wall message on system on particular time automatically.	
h)	Vi Editor: Create file, edit, save and quit. Highligting the searched term within a file, cut, yank, undo.	

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PART C	: Learning	Resources
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Textbooks, Reference Books, Other Resources

Suggested Readings

Textbooks:

- · Linux by Sumitabh Das
- Linux Bible
- मध्य प्रदेश हिंदी ग्रंथ अकादमी से प्रकाशित विषय से संबंधित पुस्तक

Suggestive digital platform web links

https://web.iitd.ac.in/~minati/MTL458.html

https://www.cse.iitb.ac.in/~mythili/os/

https://www.youtube.com/watch?v=aCJ3YgoolHQ

Suggested equivalent online courses

https://nptel.ac.in/courses/106/102/106102132/

https://www.youtube.com/watch?v=OHCMfsNpqCc

	P	ART D: Assessment and Evaluation		
Internal Assessment: Continuou (CCE): 30 Marks	us Comprehensive	Evaluation External Assessment: University 01:00 Hours	Exam (UE): 70 Marks Time	
Internal Assessment	Marks	External Assessment	Marks	
Hands-on Lab Practice	5 Marks	Practical record file	10 Marks	
Viva	5 Marks	Viva voce practical	10 Marks	
Lab Test from practical list	10 Marks	Table works/ Exercise Assigned (02) in practical exam	d40 Marks	
Assignments (Charts! Model)/10 Marks Technology Dissemination/		Reports of excursion! Lab visits industrial training/ Survey	The state of the s	
Beursionl Lab visit/ Industrial Training	,	Collection/ Models		
Total Excursion, / Lab visits/ Industrial	30 Marks	Total	70 Marks	

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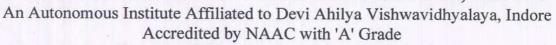


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Program: Certificate/Di	ploma/Degree	Year: I Year	Session:2023-24
Course Code		VO-103	
Course Title	PEI	RSONALITY DEVEL	OPMENT
Course Type		Vocational	
Pre-requisite (if any)		Open for all	
Course Learning outcomes (CLO)	After studying this course the Student will be able to To cultivate skills for successful life and learn to handle failures To learn the process of goal setting and SWOT analysis To understand the importance of time and stress management To develop core skills for employability To develop effective communication skills To realize the role of technology in personality development		
Expected Job Role / career opportunities	Growth and value	addition in the respective	ve job profiles
Total Marks	Max marks: 30 + 70	Minimu	ım Passing Marks 35
Credit Value		4	
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	Part B-Content of the Course	
	Total No. of Lectures + Practical (in hours per week): L-1 Hr / P-1 Lab Hr	
	Total No. of Lectures/ Practical: L-30hrs/P-30hrs	
Module	Topics	No. of Lecture
I	Personality, Success, and Facing Failures Concept of Personality. What is success? - Hurdles in achieving success, Factors responsible for success, developing effective habits. What is failure? - Factors affecting failures, learning from failures, overcoming failures, power of faith, practicing faith, SWOT analysis and Goal-Setting (Specific, Measurable, Achievable, Realistic, Time-bound-SMART goals)	10
п	Time and Stress Management and Employability Quotient Time as a Resource, Identifying Time Wasters, Techniques for better Time Management, Introduction to Stress, Causes and Effects of Stress, Managing Stress Resume building, The art of participating in Group Discussion, Interview- Frequently Asked Questions, Mock Interview Sessions	10
Ш	Communication Skills and Digital Etiquettes Communication Skills: Effective reading/writing/listening skills, Hard skills & soft skills, overcoming stage fear, role of body language, art of professional presentation, use of audio & visuals in presentations, social etiquettes Use of Information & Communication Technology (ICT) in day-to-day management, Effective use of social media, E-mail etiquette, Netiquette, Useful electronic gadgets and mobile applications.	10
4-019	Practical	
	 SWOT analysis Goal-Setting (SMART goals) Time Management Resume writing and mock interview sessions Communication skills E-mail writing 	30
	Project/ Field trip	
	 Submit a report based on your learning from the life of any one successful personality. Visit to personality development training institute and submit its report. 	

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Part C- Learning Resources

Suggested Readings:

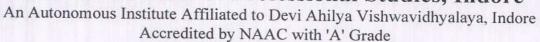
- 1. Andrews, Sudhir (1988). How to Succeed at Interviews. 21st (rep.) Tata McGraw-Hill, New Delhi.
- 2. Covey, Stephen. (1989). The 7 Habits of Highly Effective People. NY: Free Press
- 3. Hindle, Tim (2003). Reducing Stress. Essential Manager series. Dk Publishing. Lucas, Stephen (2001). Art of Public Speaking. Tata - Mc-Graw Hill, New Delhi.

Petes S. J., Francis (2011). Soft Skills and Professional Communication. Tata McGraw-Hill Education, New Smith, B. (2004). Body Language. Rohan Book Company, Delhi.

	Part D- Assessment and Evaluation	
Suggested Continuous Eva	luation Methods:	
Maximum Marks: 100		
Continuous Comprehensive E	valuation (CCE): 30 marks University Exam (UE)	:70 marks
Internal Assessment:	Class Test	30
Continuous Comprehensive	Assignment/Presentation	
Evaluation (CCE):30	E-quiz	
External Assessment :	Section(A): Six Very Short Questions	06 x 01 = 06
University Exam Section: 70	Section (B): Five Short Questions	05 x 08 = 40
Time: 03.00 Hours	Section (C): Two Long Questions	02 x 12 = 24 Total 70

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Part A-Introduction

Programme: Certificate	Class: UG	Year: 1st Year	Session 2023-24				
Subject: Physical Education	on						
Course Code	EL-106T						
2 Course Title	Introduction and Concept of Physical Education						
3 Course Type	Elective						
4 Pre-requisite	This course can and it is open fo	be opted as an elective sub r all.	pject by the students of any co				
5 Course Learning							
Outcomes							
		of this course, learners wil					
		al Education and Sports bet					
	May excel in this	area in their personal, socia	al and professional life.				
			sical Activity and Sports for.				
	Fitness, Health an	d Wellness and may adopt	in their lifestyle and society				
	Fitness, Health and Wellness and may adopt in their lifestyle and soci						
	They will understand the Structure of Physical Education in India and						
	International level specially about the role of United Nations Internation						
	Children's "Sports for all."	Emergency • Fund	(Unicef) concept				
		able to . identify the health					
	and skill related of	components of fitness, and	will able				
	to know the bene	fits of warming and cooling	g down				
		concept regarding nutritio					
	balance diet.						
	This course will b	nelp the students . to develo					
			sports related events,				
		related areas that will help					
	competitive exam	s like Public Service Comr	mission				
	(PSC) exams.						
Credit Value	4						
Total Marks	Max. Marks: 30+	70. Min. Passing Mar.	ks:35				

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Part B: Content of the course

unit	ll No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: 60 hrs Topic	No. of
I	Introduction to Physical Education. Meaning of Education and Physical Education Concept of Physical Education and Sports in Ancient India, Contribution of Physical Education towards Total Education, Aims and Objectives of Physical Education and Sports Need and Importance of Physical Education and Sports Changing Concept of Physical Education in Future Prospect Career Oopportunity in Physical Education and Sports Contribution of Physical Education and Sports in fitness, health and wellness Concept of Fitness, Health and Wellness Basic Concept of the Major Organs of the Body (Heart, Lungs, Muscles and Bones) Effect of Physical Activity and Sports on. General Physiological Health (Heart, Lungs, and Muscles), Contribution of Physical Activity and Sports on Psychological aspect of Health (Stress, Anxiety and Motivation), Contribution of Physical Activity and Sports on Sociological Aspect of Human Behaviour (Socialization in Society)	20
П	Physical Education in India and role of UNICEF in development of sports ' Introduction and Contribution of Physical Education Institutions: Young Men's Christian Association (YMCA) College of Physical Education, Lakshmibai ational Institute of Physical Education (LNIPE), Sports Authority_ofIndia (SAI), Ne t a j I S u b h a s National Institute of Sports (NSNIS). Unicef Concept of "Children Rghts in Sports Principles." Unicef Concept of "Child Focused Sports for Development" Unicef Concept of "Recreation Kit in a Carton"	20
+1	Health and Skill related Fitness, Warming Up, Cooling down, Nutrition and Balance Diet Health Related Fitness - Components and Importance, Skill Related Fitness - Components and Importance, Warming Up Meaning, Types and Importance, Cooling Down Meaning and Importance Concept of Nutrition Nutrients and Balance Diet, Sports General Awareness (Self Learning Mode) National and State level Sports awards (Dhyan Chand Khel Ratn Award, Arjun Award, Dronacharya Award, Vikram Award, Eklavya Award and Vishwamitra Award) International Sports Personalities (International Renowned athletes and Indian Athletes at International	20

Physical Education, Physical- Fitness, Health and Wellness, Physiological Health, Heart, Lungs, Muscles, Stress Anxiety, Motivation, Socialization and Sports, YMCA, LNIPE, SAI, NSNIS, NIS, Uriicef Children Rghts in Sports Principles, Unicef Child Focused Sports for Development, Unicef Sports in a Box, Health Related Fitness: Skill Related Fitness, Warming Up, Cooling Down, Limbering Down, Nutrition, Proximate Principles of Food, Nutrients, Balance Diet, National Sports Awards, Madhya Pradesh Sports Awards, Sports Personalities, Indoor Sports, Indoor Games, Outdoor Sports, Outdoor Games

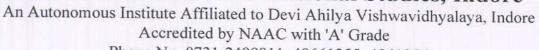
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Part C-Learning Resources

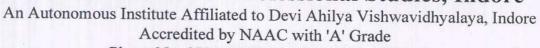
Text Books, Reference Books, Other Resources

- 1. Singhm Ajmer, Gill Jagtar Singh, Baish Jagdeesh, Barar Rashpal Singh, "Essentials of Physical Education" New Delhi, Kalyani Publisher.
- 2. Barrow, H M "man and Movement: Principles and Physical Education" PHI Learning.
- 3. Bucher, CA, "Foundation of Physical Education", New Delhi
- 4. Deshpande, S H " Physical Education in Ancient India", Amaravati, Degree College of Physical Education,
- 5. Kamlesh, M L, Foundation of Physical Education, New Delhi, Sports Pub. 2013.

	Part D- Assessment and Evaluation	
Suggested Continuous Eval		
Maximum Marks: 100		
Continuous Comprehensive Ev	aluation (CCE): 30 marks University Exam (UE):70 r	narks .
Internal Assessment :	Class Test	30
Continuous Comprehensive	Assignment/Presentation	
Evaluation (CCE):30	E-quiz	
External Assessment :	Section(A): Six Very Short Questions	06 x 01 = 06
University Exam Section: 70	Section (B): Five Short Questions	05 x 08 = 40
Time: 03.00 Hours	Section (C): Two Long Questions	02 x 12 = 24 Total 70

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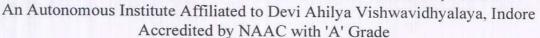
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Format for Syllabus of Practical Paper

		Part A- Introduction	
Program: Certificate/Diploma Degree/		Year: I Year	Session: 2023-24
Subje	ect: Physical Education		
I	Course Code	EL-106P	
2	Course Title	Introduction and Conce	ept of Physical Education
3	Course Type (Core Course Elective /Generic Elective/Vocational/)	Elective	process injuries Education
4	Pre-requisite (if any)	of any core and it is ope	ed as an elective subject by the students en for all.
Pre-requisite (if any) Course Learning outcomes (CLO)		Students will able to de Developing fitness, war the importance of warm Studentswill able Alliance for Health, Phy (AAHPERD) fitness test fitness exercise. Students will be able to Pressure, Body Mass In and this will be useful a assessment purpose. They will learn to condu or can organize play day They will learn two games.	course, learners will be able to: commonstrate the exercises for rm up and cool down and able to explain ning up and cooling down for workout. e to conduct The America ysical Education, Recreation and Dance st for others and will able to guide for measure Heart / Pulse Rate, Blood dex (BM1) and Body Fat Percentage at individual and community for uct recreational activities for community y activity in their institution. The service of the
6	Credit Value	2	
7	Total Marks	Max. Marks: 30+70	Min. Passing Marks:35

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	Part B- Content of the Course	
Total	No. of Lectures-Tutorials-Practical (in hours per week: L-T-P: Practical - 30 Hours	
Unit	Topics	No. of Lectures
I	Exercise for developing general fitness Warming up Exercises and Cooling Down Exercises.	4
II	Concept and Conduction of The American Alliance for Health, Physical Education, Recreation and Dance (AAHPERD) Fitness test battery. Measurement of Heart Rate I Pulse Rate Measurement of blood pressure Calculation of Body Mass Index (BMI) Calculation of Body Fat using US Navy Method	12
III		14

Keywords/Tags:

General fitness, Warming up, Cooling Down, Limbering Down, AAHPERD Fitness test, Heart Rate / Pulse Rate, Blood pressure, BMI, US Navy Fat Method, Recreational Activities, Play Day

Part C-Learning Resources

Text Books, Reference Books, Other resources Suggested Readings:

- Bompa, T. O., & Buzzichelli, C. A. "Periodization: Theory and Methodology of Training." USA: Human kinetics. 2019(6th ed.)
- · Brooks, D. Effective "Strength Training". USA: Human Kinetics. 2001
- · Brown, E. L. Ferrigno, V. A., & Santana, J. C. "Training for Speed, Agility and Quickness."USA:Human Kinetics. 2000

Note: Books listed in theory section can also be used for the reference purpose Malin 123 And 1112123 P.Bon 1112123

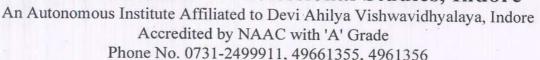
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for practical.







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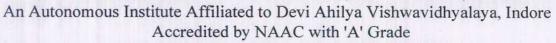
Suggestive digital platforms web links

- •https://www.healthline.comThealth/how-to-check-heart-rate#target-heartrates
- •https://www.mvsportsfitness.com/2020/05/aahperd-fitness-test.html?m=1
- •http:fiwww.plavday.org.uk/about-playdaviwhats-Plavdavi
- •https://www.nhlbi.nih.gov/health/educational/lose wt/BMI/bmicalc.htm
- •https://www.wikihow.com/Measure-Body-Fat-Using-the-US-Naw-Method

	Part D- Assessment and Evaluation	
Suggested Continuous Eval	uation Methods:	
Maximum Marks: 100		
Continuous Comprehensive Ev	aluation (CCE): 30 marks University Exam (UE): 70 ma	arks
Internal Assessment :	Class Test	30
Continuous Comprehensive	Assignment/Presentation	
Evaluation (CCE):30	E-quiz	
External Assessment :	Section(A): Six Very Short Questions	06 x 01 = 06
University Exam Section: 70	Section (B): Five Short Questions	05 x 08 = 40
Time: 03.00 Hours	Section (C): Two Long Questions	02 x 12 = 24 Total 70

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rogra	m: Certificate (Class: B.Sc. Year: I Year Session: 2023-2024	
		Subject: Physics	
1.	Course Code	BS-103T	
2.	Course Title	Mechanics and General Properties of Matter (Paper 2)	
3.	Course Type (Core/Elective/Generic Elective/Vocational/)	Core course	
4.	Pre- requisite (If any)	To study this course, a student must have had the subject Physics in 12 th class.	
5.	Course Learning Outcomes (C L 0)	 The course would empower the students to develop the idea about the behavior of physical bodies. It will provide the basic concepts related to the motion of all the objects around us in daily life. The students would be able to build foundation to various applied field in science and technology especially in the field of mechanical engineering. The students will acquire the knowledge of basic mathematical methods to solve the various problem in physics. The students will be able the understand the relativistic effect and the relation between energy and mass. 	
6.	Credit Value	4	
7.	Total Marks	Max. Marks: 30+70 Min. Passing Marks: 35	



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	Part B - Content of the Course				
Total number of Lectures (in hours): 60					
Unit	Topics	Number of Lectures			
I	Historical background: 1.1. A brief historical background of mathematics and mechanics in the context of India and Indian culture. 1.2. A brief biography of Varaha nihira and V ikram Sarabhai with their major contribution to science and society. Mathematical Physics: 2.1. Scalar and vector fields, Gradient of a scalar field and its physical significance. 2.2. Vector integral: line integral, surface integral and volume integral, Divergence of a vector field and its physical significance, Gauss divergence theorem. 2.3. Curl of a vector field and its physical significance, Stokes and Green's theorem, Numerical problems based on the above topics. Keywords/Tags: Scalar field, Vector field, Vector integral, Gradient, Divergence, Curl.	12			
П	Mechanics of Rigid and deformable bodies Rigid body mechanics: 1.1. System of particles and concept of Rigid body, Torque, centre of mass: position of the centre of mass, Motion of the centre of mass, Conservation of linear & angular momentum with examples, Single stage and multistage rocket. 1.2. Rotatory motion and concept of moment of inertia, Theorems on moment of inertia: theorem of addition, theorem of perpendicular axis, theorem of parallel axis, Calculation of moment of inertia of rectangular lamina, disc, solid cylinder, solid sphere. Mechanics of deformable bodies: 2.1. Hook's law, Young's modulus, Bulk modulus, Modulus of rigidity and Poisson's ratio, Relationship between various elastic moduli. 2.2. Possible values of Poisson's ratio, Finding Poisson's ratio of rubber in the laboratory, Torsion of a cylinder, Strain energy of twisted cylinder. 2.3. Finding the modulus of rigidity of the material of a wire by Barton's method, Torsional pendulum and Maxwell's needle, Searl's method to find Y, ri and a of the material of a wire, Bending of beam, Cantilever, Beam supported at its ends and loaded in the middle. Keywords/Tags: Rigid body, Centre of mass, Moment of inertia, Poisson's ratio.	12			

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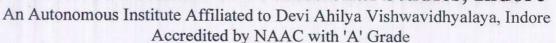
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Ш	Fluid mechanics	12
	Surface Tension:	
	1.1. Inter-molecular forces and potential energy curve, force of cohesion and adhesion.	
	1.2. Surface tension, Explanation of surface tension on the basis of	
	intermolecular forces, Surface energy, Effect of temperature and	
	impurities on surface tension, Daily life application of surface tension.	
	1.3. Angle of contact, The pressure difference between the two sides of	
	a curved liquid surface, Excess pressure inside a soap bubble, Capillarity,	
	determination of surface tension of a liquid - capillary rise method, Jaeger's method.	
	Viscosity:	
	2.1. Ideal and viscous fluid, Streamline and turbulent flow, Equation of continuity, Rotational and irrotational flow, Energy of a flowing fluid, Euler's equation of motion of a non-viscous fluid and its physical significance.	
	2.2. Bernoulli's theorem and its applications (Velocity of efflux, shapes	
	of wings of airplane, Magnus effect, Filter pump, Bunsen's burner).	
	2.3. Viscous flow of a fluid, Flow of liquid through a capillary tube,	
	Derivation of Poiseuil le's formula and limitations, Stocks formula,	
	Motion of a spherical body falling in a viscous fluid.	
	Keywords/Tags: Inter-molecular force, Surface tension, Angle of contact,	
	Capillarity, Viscosity, Euler's equation, Poiseuil le's formula.	
V	Gravitational potential and Central forces	12
	1 Gravitational potential:	
	1.1.Conservative and non-conservative force field, Conservation of	
	energy in motion under the conservative and non-conservative forces, Potential energy.	
	1.2.Conrvative force, Conservation of energy, Gravitational potential and	
	gravitational potential energy, Gravitational potential and intensity of gravitational field due to a	
	uniform spherical shell and a uniform solid sphere.	
	1.3.Gravitational self-energy, Gravitational self-energy of a	
	uniform spherical shell and a uniform solid sphere.	

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2 Central forces:	H CEN
2.1.Motion under Central forces, Conservative characteristics of central forces. 2.2.The motion of a two particles system in Central force, Concept of reduced mass, Reduced mass of positron ium	
and hydrogen.	
 2.3.Motion of particles in an inverse-square central force, Motion of celestial bodies and derivation of Kepler's laws, 2.4.Elastic and inelastic scattering (elementary idea). 	
Keywords/Tags: Conservative force field, Gravitational potential, Gravitational self-energy, Central force, reduced mass, Scattering.	
Relativistic Mechanics and Astrophysics	12
1. Relativistic Mechanics:	
1.1.Freme of references, Galilean transformation, - Morley experiment. Michelson	Tax.
1.2.Postulates of special theory of relativity, Lorentz Transformation, Simultaneity and order of events, Length contraction, Time dilation, Relativistic transformation of velocities, Variation of mass with velocity.	
1.3.Mass-energy equivalence and its experimental verification.	
2. Astrophysics:	
2.1.1ntroduction to the Universe, Properties of the Sun, Concept of Astronomical Distance.	
2.2.Life cycle of a stars, Chandrasekhar Limit, H-R diagram,	
Red giant star, White dwarf star, Neutron star, Black hole, 2.3.Big Bang Theory (elementary idea).	

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Part C- Learning Resources

Text Books, Reference Books, Other resources

Suggested Readings:

- 1. Spiegel M. R., "Vector Analysis: Schaum Outline Series", McGraw Hill Education, 2017.
- 2. Mathur D. S., "Mechanics", S. Chand, 2012.
- 3. Ghatak A. K., Goyal I.C. and Chua S.J., "Mathematical Physics", Laxmi Publications Private Limited, 2017.
- 4. Mathur D. S., "Properties of Matter", Shyamlal Charitable Trust, New Delhi.
- 5. Sears and Zeemansky, "University Physics", Pearson Education.

Suggested equivalent online courses:

- https://nptel.ac.iri/courses/115/103/115103036/ Mathematical Physics by Dr. Saurabh Basu,
 - Department of Physics, Indian Institute of Technology Guwahati
- 2. https://npte 1 .ac. in/courses/115/106/115106090/ Mechanics, Heat, Oscillations and Waves by

Prof. V. Balakrishnan, Department of Physics, Indian Institute of Technology, Madras

P	art D- Assessment and Evaluation	
Suggested Continuous Eval	uation Methods:	
Maximum Marks; 100		
Continuous Comprehensive Ev	aluation (CCE): 30 marks University Exam (UE)):70 marks
Internal Assessment:	Class Test	30
Continuous Comprehensive	Assignment/Presentation	
Evaluation (CCE):30	E-quiz	
External Assessment :	Section(A): Six Very Short Questions	06 x 01 = 06
University Exam Section: 70	Section (B): Five Short Questions	05 x 08 = 40
Time: 03.00 Hours	Section (C): Two Long Questions	02 x 12 = 24 Total 70

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بأبل تنا		Part A - Introduction	
Progra	m: Certificate C	lass: B.Sc. Year: I Year Session: 2023-2024	
		Subject: Physics	
1.	Course Code	BS103P	
2.	Course Title	Mechanics and General Properties of Matter Lab (Paper 2)	
3.	Course Type (Core/Elective/Generic Elective Vocational/)	Core course	
4.	Pre- requisite (If any)	To study this course, a student must have had the subject Physics in 12 ^t h class.	
5.	Course Learning Outcomes (C L 0)	 The students would acquire basic practical knowledge related to mechanics through the experiments. Students will be familiar with various measurement devices by which they can measure various physical quantities with accuracy. The students will develop the concept related to the mechanics and properties of matter. 	
6.	Credit Value	2	
7.	Total Marks	Max. Marks: 30+70 Min. Passing Marks: 35	

	Part B - Content of the Course	
	Total numbers of Practical (in hours): 60	
Sr. No.	List of experiments	Number of Practical (in hours)
1.	Determination of Young's modulus, modulus of rigidity and Poisson's ratio of material of a wire using Searle's method.	60
2.	Determination of Young's modulus of material of a metallic bar by bending of beam method.	
3.	Determination of acceleration due to gravity (g) using Bar pendulum.	
4.	Determination of acceleration due to gravity (g) using Kater's reversible pendulum.	
5.	Determination of modulus of rigidity of a rod with the help of Barton's apparatus.	
6.	Determination of coefficient of viscosity of liquid using Poiseuille's method.	0.

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7.	Determination of the moment of inertia of a flywheel about its axis of rotation.	
8.	Determination of the moment of inertia of a given body (irregular body) with the help of inertia table.	
9.	Verification of laws of the parallel/perpendicular axes of moment of inertia.	
10.	Determination of modulus of rigidity of material of a wire with the help of Maxwell's needle.	
11.	Determination of Young's Modulus of a material of a rod using Cantilever method.	
12.	12. Determination of modulus of rigidity of material of a wire with the help of torsional pendulum.	
13.	Determination of force constant of a spring.	
14.	Determination of Poisson's ratio of rubber.	
15.	Determination of surface tension of a liquid by Jaeger's method.	

Internal Assessment	Marks	External Assessment	
			Marks
Class Interaction /Quiz	10	Viva Voce on Practical	10
Attendance	5	Practical Record File	10
Assignments (Charts/ Model Seminar / Rural Service/ Technology Dissemination/ Report of Excursion/ Lab Visits/ Survey / Industrial visit)	15	Table work / Experiments	50
TOTAL	30	4	70





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Format for Syllabus of Theory Paper

		P	art A Introduction		H
Program: Certificate/Diploma Degree/			Class: BA I Year	Session: 2023-24	
		Subject	: Political Science		
1	Course Code		EI	L-103	
2	Course Title	Indian Political System			
3	Course Type (Core Course/Elective/Generic Elective/Vocational/)	Elective			
4	Pre-requisite (if any)	Open fo	or all.		
5	Course Learning outcomes (CLO)	1. 2. 3. 4.	Political System and its determinants. 2. They will be able to answer questions related to the functions and role of the President, Prime Minister, Parliament and Supreme Court, settings of Indian Political System. 3. They will be able to understand basic problems of Indian Political System.		oart
6	Credit Value	6			
7	Total Marks	Max. Ma	rks:30+70	Min. Passing Marks:35	

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	Part B- Content of the Course		
Total No. of Lectures (in hours per week): 4 Hours per week Total Lectures- 60 Hours			
Unit	Topics	No. of Lectures	
1	Fundamentals of Indian Political System	15	
	1 Nature of Indian Political System	15	
	2. Determinants of Indian Political System:		
	2.1. Salient Features of Indian Constitution		
	2.2. Preamble		
	2.3. Fundamental Rights		
	2.4. Directive Principles of State Policy		
	3. Federal System		
	4. Parliamentary system		
2	Institutional Settings of Indian Political System	15	
	Role and Functions of President, Prime Minister and Council of Ministers		
	2. Parliament and its working		
	3. Supreme Court and Judicial Review		
	4. Panchayati Raj Institutions		
3	Problems of India Political System:	15	
	1. Linguism		
	2. Regionalism		
	3. Casteism		
	4. Communalism		

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4	Challenges of India Political System:	15
	1. Poverty	
	2. Social justice	
	3. Gender Justice	
	4. Defection politics 5. Election Reforms	
V		
Keywords/	Tags:	
	Part C-Learning Resources	
	Text Books, Reference Books, Other rese	Ources

Suggested Readings:

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

13. Roy, H., & Singh, M. P. "Indian Political System", Pearson, Delhi, 2018.

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	Part D- Assessment and Evaluation	
Suggested Continuous Eva	luation Methods:	je 1
Maximum Marks: 100		
Continuous Comprehensive E	valuation (CCE): 30 marks University Exam (UE):	70 marks
Internal Assessment :	Class Test	30
Continuous Comprehensive	Assignment/Presentation	
Evaluation (CCE):30	E-quiz	
External Assessment :	Section(A): Six Very Short Questions	06 x 01 = 06
University Exam Section: 70	Section (B): Five Short Questions	05 x 08 = 40
Time: 03.00 Hours	Section (C): Two Long Questions	02 x 12 = 24 Total 70

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			RT A: Introduction	THE PROPERTY OF THE PARTY OF THE PARTY.	
P	rogram: Certificate Cl	ass: B.C.A.	B.C.A. Year: I Year Session: 2023-24		
1.	Course Code	BC-1			
2.	Course Title	Progr	ramming Methodology &	& Data Structures	
3.	Course Type (Core Course/Elective Generic Elective/ Vocational)	Maio	Major - Paper II To study this course, a student must have basic knowledge of Computers		
4.	Pre-Requisite (if any)	Comp			
5.	Course Learning Outcome (CLO)		o do the following:	ourse, a successful student will be	
			Learn to formulate itera algorithms for problems	g top down design principles. tive solutions and array processing s.	
		•	will be familiar with fur implementation; become algorithms in both funct	ndamental data structures, their e accustomed to the description of ional and procedural styles.	
			Have knowledge of com delete, search on these d	plexity of basic operations like insert, ata structures.	
			data used in computer ar	e a data structure to suitably model any oplications. If among different data structure	
			Implementations. Implement and know the searching and sorting.	e applications of algorithms for	
		Mark Called	Know the contributions of and data structures.	of Indians in the field of programming	
	Credit Value	Theory	y-4 Credits Practical-2	Credits	
	Total Marks	Max M		fin. Passing Marks: 35	

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	PART B: Content of the Course				
	No. of Lectures (in hours per week): 2 Hrs. per week				
Total No. of Lectures: 60 Hrs.					
Module	Topics	No. of Lecture			
I	Introduction to Programming - Program Concept, Characteristics of Programming, Stages in Program Development, Algorithms, Notations, Design, Flowcharts. Types of Programming Methodologies. Basics of C++: A Brief History of C++, Application of C++, Compiling & Linking, Tokens, Keywords, Identifiers & Constants. Basic Data Types, User-Defined Data Types, Symbolic Constant, Type Compatibility, Reference Variables, Operator in C++, Scope Resolution Operator, Member Dereferencing Operators, Memory Management Operators, Manipulators, Type Cast Operator. Functions In C++: The Main Function, Function Prototyping, Call by Reference Call by Address, Call by Value, Return by Reference, Inline Function, Default Arguments, Constant Arguments, Function Overloading, Function with Array.	7			
II	Classes & Objects: A Sample C++ Program with class, Defining Member Functions, Making an Outside Function Inline, Nesting of Member Functions, Private Member Functions, Arrays within a Class, Memory Allocation for Objects, Static Data Members, Static Member, Functions, Array of Objects, Object as Function Arguments, Friend Functions, Virtual functions, Returning Objects, Constant member functions, Pointer to Members, Local Classes. Constructor & Destructor: Constructor, Parameterized Constructor, Multiple Constructors in a Class, Constructors with Default Arguments, Dynamic Initialization of Objects, Copy Constructor, Dynamic Constructor and Destructor.	10			
III	Inheritance: Defining Derived Classes, Single Inheritance, Making a Private Member Inheritable, Multilevel Inheritance, Hierarchical Inheritance, Multiple Inheritance, Hybrid Inheritance, Virtual Base Classes, Abstract Classes, Constructor in Derived Classes, Nesting of Classes. Operator Overloading & Type Conversion, Polymorphism, Pointers, Pointers with Arrays C++, Streams, C++ Stream Classes, Unformatted I/O Operation, Formatted 1/O Operation, Managing Output with Manipulators, Exception Handling.	8			

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IV	Data Structure: Basic concepts, Linear and Non-Linear data structures Algorithm Specification: Introduction, Recursive algorithms, Data Abstraction, Performance analysis. Arrays: Representation of single, two-dimensional arrays, triangular arrays, sparse	15
	matrices-array and linked representations. Stacks: Operations, Array and Linked Implementations, Applications- Infix to Postfix Conversion, Infix to Prefix Conversion, Postfix Expression Evaluation, Recursion Implementation. Queues: Definition, Operations, Array and Linked Implementations. Circular Queue-Insertion and Deletion Operations, Dequeue (Double Ended Queue), Priority Queue-Implementation.	
V	Linked Lists: Singly Linked Lists, Operations, Concatenating, circularly linked lists- Operations for Circularly linked lists, Doubly Linked Lists- Operations, Doubly Circular Linked List, Header Linked List	26
	Trees: Representation of Trees, Binary tree, Properties of Binary Trees, Binary Tree Representations- Array and Linked Representations, Binary Tree Traversals, Threaded Binary Trees.	
	Heap: Definition, Insertion, Deletion.	
	Graphs: Graph ADT, Graph Representations, Graph Traversals, Searching. Hashing: Introduction, Hash tables, Hash functions, Overflow Handling. Sorting: Bubble Sort, Selection Sort, Insertion Sort, Quick Sort, Merge Sort, Comparison of Sorting Methods.	
	of Sorting Methods. Search Trees: Binary Search Trees, AVL Trees- Definition and Examples.	
	Indian Contribution to the field: Innovations in India, origin of Julia Programming Language, Indian Engineers who designed new programming languages, open source languages, Dr. Sartaj Sahni - computer scientist pioneer of data structures, Other relevant contributors and contributions.	

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PART C: Learning Resources

Textbooks, Reference Books, Other Resources

Suggested Readings

Textbooks:

- J. R. Hanly and E. B. Koffman, "Problem Solving and Program Design in C", Pearson, 2015
- E. Balguruswamy, "C++", TMH Publication ISBN 0-07-462038-X
- Herbert Shildt, "C++ The Complete Reference "TMH Publication ISBN 0-07-463880-7
- मध्य प्रदेश हिंदी ग्रंथ अकादमी से प्रकाशित विषय से संबंधित पुस्तक

Reference Books:

- R. Lafore, 'Object Oriented Programming C++
- N. Dale and C. Weems, "Programming and problem solving with C++: brief edition", Jones & Bartlett Learning.
- Adam Drozdek, "Data Structures and algorithm in C++". Third Edition, Cengage Learning.
- Sartaj Sahani, "Data Structures, Algorithms and Applications with C++", McGraw Hill.
- Robert L. Kruse, "Data Structures and Program Design in C++", Pearson.
- D.S. Malik, "Data Structure using C++", Second edition, Cengage Learning.
- M. A. Weiss, "Data structures and Algorithm Analysis in C", 2nd edition, Pearson.
- Lipschutz, "Schaum's outline series Data structures". Tata McGraw-Hill

Suggestive digital platform web links

https://www.youtube.com/watch?v=BCIS40yzssA

https://www.youtube.com/watch?v=yLnPwxZdW4Y&vl=en

https://www.youtube.com/watch?v=Umm1ZQ5ltZw

Suggested equivalent online courses

No.	Online Course	Duration	Platform
1.	Programming in C++ https://nptel.ac.in/courses/106/105/106105151/	8 weeks	NPTEL
2.	Beginning C++ Programming- From Beginner to Beyond https://www.udemy.com/course/beginning-c-plus-programming/	Self placed	Udemy

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Suggested Continuous Evalua Maximum Marks: 100 Continuous Comprehensive E	Part D-Assessment and Evantion Methods: Evaluation (CCE): 30 marks University Example 1.	
Internal Assessment: Continuous Comprehensive Evaluation (CCE):30	Class Test Assignment/Presentation - E-quiz	30
External Assessment: University Exam Section: 70 Time: 03.00 Hours	Section(A): Six Objective Questions Section (B): Five Short Questions Section (C): Two Long Questions	$06 \times 01 = 06$ $05 \times 08 = 40$ $02 \times 12 = 24$ Total 70

Any remarks/ suggestions:

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			PART A: Introduction		
Program: Certificate Class: B.C.A.		Year: I Year Session: 2023-24		Session: 2023-24	
1.	Course Code		BC-102P		
2.	Course Title		Programming Methodolo	gy & Data	Structures Lab
٦.	Course Type (Core Course/Elective Ge Vocational)	neric Elective/	Major - Paper II		
4.	Pre-Requisite (if an	у)	To study this course, a student must have basic knowledge of Computers.		
5.	Course Learning Ou (CLO)	itcomes	After the completion of the able to do the following: 1. Develop simple algowith programming uses algorithms/programs. 2. Writing efficient and algorithms/programs. 3. Learn to formulate it algorithms for problem 4. Use recursive techning programming.	orithms and using top do dising top do distributed well-structure solutions. The control of the	utions and array processing ers and searching methods in structure to suitably model any
).	Credit Value		Practical - 2 Credits		
	Total Marks		Max Marks: 30+70		Min. Passing Marks: 35

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PART B: Content of the Course

No. of Lectures (in hours per week): 1 Hr. per week

Total No. of Lectures: 30 Hrs.

Labs

Suggestive list of Practical No. of Labs -30

Given the problem statement, students are required to formulate problem, develop flowchart/algorithm, write code in C++, execute and test it. Students should be given assignments on following:

- 1. Write a program to swap the contents of two variables.
- 2. Write a program for finding the roots of a Quadratic Equation.
- 3. Write a program to find area of a circle, rectangle, square using switch case.
- 4. Write a program to print table of any number.
- 5. Write a program to print Fibonacci series.
- 6. Write a program to find factorial of a given number using recursion.
- 7. Write a program to convert decimal (integer) number into equivalent binary number.
- 8. Write a program to check given string is palindrome or not.
- 9. Write a program to print digits of entered number in reverse order.
- 10. Write a program to print sum of two matrices.
- 11. Write a program to print multiplication of two matrices.
- 12. Write a program to generate even/odd series from 1 to 100.
- 13. Write a program whether a given number is prime or not.

14. Write a program for call by value and call by reference.

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15. Write a program to create a pyramid structure

1

12

123

1234

- 16. Write a program to check entered number is Armstrong or not.
- 17. Write a program to input N numbers and find their average.
- 18. Write a program to find the area and volume of a rectangular box using constructor.
- 19. Write a program to design a class time with hours, minutes and
- 20. seconds as data members. Use a data function to perform the addition of two times objects in hours, minutes and seconds.
- 21. Write a program to implement single inheritance.
- 22. Write a program to find largest element from an array.
- 23. Write a program to implement push and pop operations on a stack using array.
- 24. Write a program to perform insert and delete operations on a queue using array.
- 25. Write a program for Linear search. 25. Write a program for Binary search.
- 26. Write a program for Bubble sort.
- 27. Write a program for Selection sort. 28. Write a program for Quick sort.
- 28. Write a program for Insertion sort.
- 29. Write a program to implement linked list.

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PART C: Learning Resources

Textbooks, Reference Books, Other Resources

Suggested Readings

Textbooks:

- J. R. Hanly and E. B. Koffman, "Problem Solving and Program Design in C", Pearson, 2015
- E. Balguruswamy, "C++", TMH Publication ISBN 0-07-462038-X
- Herbert Shildt, "C++ The Complete Reference "TMH Publication ISBN 0-07-463880-7
- मध्य प्रदेश हिंदी ग्रंथ अकादमी से प्रकाशित विषय से संबंधित पुस्तक

Reference Books:

- R. Lafore, 'Object Oriented Programming C++
- N. Dale and C. Weems, "Programming and problem solving with C++: brief edition", Jones & Bartlett Learning.
- Adam Drozdek, "Data Structures and algorithm in C++". Third Edition, Cengage Learning.
- Sartaj Sahani, "Data Structures, Algorithms and Applications with C++", McGraw Hill.
- Robert L. Kruse, "Data Structures and Program Design in C++", Pearson.
- D.S. Malik, "Data Structure using C++", Second edition, Cengage Learning.
- M. A. Weiss, "Data structures and Algorithm Analysis in C", 2nd edition, Pearson.
- Lipschutz, "Schaum's outline series Data structures". Tata McGraw-Hill

Suggestive digital platform web links

https://www.youtube.com/watch?v=BCIS40yzssA

https://www.youtube.com/watch?v=yLnPwxZdW4Y&vl=en

attps://www.youtube.com/watch?v=Umm1ZQ5ltZw

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S. No.	Online Course	Duration	Platform
•	Programming in C++ https://nptel.ac.in/courses/106/105/106105151/	8 weeks	NPTEL
	Beginning C++ Programming- From Beginner to Beyond https://www.udemy.com/course/beginning-c-plus-programming/	Self placed	Udemy

	Part D-Assessment and Evalu	ation
Suggested Continuous Evaluation Maximum Marks: 100 Continuous Comprehensive Evalu	Methods: ation (CCE): 30 marks University Exam (UE	
Internal Assessment: Continuous Comprehensive Evaluation (CCE):30	Class Test Assignment/Presentation - E-quiz	30
External Assessment: University Exam Section: 70 Time: 03.00 Hours	Section(A): Six Objective Questions Section (B): Five Short Questions Section (C): Two Long Questions	$06 \times 01 = 06$ $05 \times 08 = 40$ $02 \times 12 = 24$ Total 70

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Format for Syllabus of Theory Paper

		Part A Introduction				
Program Certifica	n: ite/Diploma Degree/ Certificate	Class: B.A.	Year: I Year	Session: 2023-2024		
		Subject: Psychology				
1	Course Code	BA-103T				
2	Course Title	Introduction	to Psychology (pape	r1/2)		
3						
4	To study this course, a student must have had the subject Open for all in class/12th/ certificate/diplom This course can be opted as an elective by the students of following subjects: Open for all / Open for all					
5	5 Course Learning outcomes (CLO) 1. To develop knowledge and skill in learning principles 2. Learn to apply techniques of memory in in everyday life 3. Learn to gain self-regulations for qua 4. Acquisition of life skills through moti					
6	Credit Value	4				
	Total Marks	Max. Marks: 30	+70 Min. Passing	marks:35		
	Par	rt B- Content of the Co	ourse			
Total No	o. of Lectures-Tutorials-Practica	l (in hours per week): I	T-P:			
Unit	Topics			No. of Lectures		
Unit 1	Concept, Origin and current status Nature, Goals & scope of psychology Psychology in Indian context	12				
Unit II —	Physiological basis of Behavior & Recepteors, Effectors and Neuron Nervous system — Central, Auto Sensation - Concept, Visual and	11				
Unit III	Attention & Perception Nature, Types and Determinants of Nature, Types and Determinants of Laws of perceptual organization			13		

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Unit IV —	Learning & Memory	12
	Nature, Types and Theories of Learning-Thorndike, Pavlov.	
	Skinner and Kohler	
	Nature. Stages and Types of memory	
	Memory Improvement Techniques	
Unit V —	Emotion & Motivation	12
	Nature, Types and Theories of Emotion — James —	
	Lange, Cannon-Bard and Two-Factor Theory Nature, criteria and types of Motivation	
	Maslow's Need Hierarchy Theory	

- . Keywords/Tags: Psychology in Indian Context
- 2. Visual and Auditory sensation
- 3. Laws of perceptual organization
- 4. Memory improvement techniques
- 3. Maslow's need hierarchy theory

Part C-Learning Resources

Text Books, Reference Books, Other resources

Suggested Readings:

- Baron , R.A.& Misra , G. (201 6) Psychology 5th edition Pearson India education Services Private Limited . New Delhi
- 2. Chadha, N.K. (1991) Introduction to Psychology REU ANCE Publication
- 3. Feldman, R.S. (201 I) Understanding Psychology, 10" edition, Tata Mcgraw Hill, New Delhi
- 4. Mishra, G & Mohanty, A.K.(2002) Perspectives on Indigenous Psychology (edited) New Delhi, Concept publishing Company
- 5. सिंह ए.के. (2011) उच्चत्तर सामान्य मनोविज्ञान मोतीलाल बनारसीदास , दिल्ली
- 1. "Book Title", Author Surname. Initials, Publisher's name, City/country of publication, Year of publication. Edition No. if any.
- Suggestive digital platforms web links Brain and Behavior

https://nptel.ac.in/courses/109/104/109104171 Indian

Philosophy

https://notel.ac.in/confess* 109/ 106/ 10910ñ059 Human

Behaviour

https://n pict.ae. in/courses/! 09/103/109104 3142 Introduction,

psychology part one 11 Edition Psychology Notes The Psychology

Notes Headquarter https://ivivw.,PsychologyNotesHQ.coin

Suggested equivalent on line courses:

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	Part D- Assessment and Evaluation	
Suggested Continuous Eva	luation Methods:	
Maximum Marks: 100		
Continuous Comprehensive E	valuation (CCE): 30 marks University Exam (UE)	:70 marks
Internal Assessment :	Class Test	30
Continuous Comprehensive	Assignment/Presentation	
Evaluation (CCE):30	E-quiz	
External Assessment :	Section(A): Six Very Short Questions	06 x 01 = 06
University Exam Section: 70	Section (B): Five Short Questions	05 x 08 = 40
Time: 03.00 Hours	Section (C): Two Long Questions	02 x 12 = 24 Total 70

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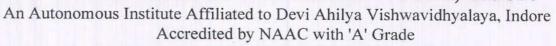
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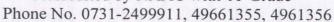
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Format for Syllabus of Practical Paper

		Part A Ir	troduction		
100	gram: " ificate/Diploma Degree/ Certif	icate	Class": B.A	Year: I Year	Session: 2023-24
			t: Pshology	'	
1	Course Code	BA-10			······································
2	Course Title	Practical Work (paper I/2)			
3	Course Type (Core Course/Elective/Generic Elective/Vocational/)	Core Course			
4	Pre-requisite (if any)	To study this course, a student must have had the subject Open for all in class/l2th/certificate/diploma. This course can be opted as an elective by the students of following subjects: Open for all./ Open for all			
5	Course Learning outcomes (CLO)	1.Studen psycholo 2.Studen 3.Studen motivatio 4.Studen 5. Studen through	t will learn to a spical concepts t will develop t will acquire don in their life t will learn to ent will develop	he skill of memo ue knowledge of valuate SWOC	plication of ning and emotion. ry improvement achievement and their personality
6	Credit Value	2,			
7	Total Marks	Max Mar	ks: 30+70	Min Pacci	ng Marks:35

Unit	Topics	No. of Lectures
Experiments (Any	I Division of attention	4
3)	2 Trial & error learning	4
	3 Short Term Memory/ Long Term Memory	2
	4 Memory 1mprovement	3
	3 Judging emotions by photograph	3
Test (any 3)	1 Achievement-Motivation Test	4
		2
	2 Introvert-Extrovert Test	4
	3 Self-concept/ self-esteem test	4
	4 Adjustment inventory	

1. Keywords/Tags: Trial and error learning

2. Short term/long term memory

3. Extrovert/ introvert personalily

4. SWOC

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Part C-Learning Resources

Test Books, Reference Books, Other resources

- 1 Freeman, F.S. (1971) Theory & Practice of Psychological Testing New Delhi Oxford & IDH Publishing Company Private Limited
- 2 Kothurkar, V.K. & Vanarase, S.J. (1986) Experimental psychology: A systematic Introduction Wiley Eastern Ltd., New Delhi
- 3 Mohsin, S. (1995) Experiments in Psychology Motilal Banarsidas Patna
- 4 Postman, L. & Egen, J.P. (1949) Experimental psychology: An Introduction Harper & Brothers Publishers, Ne 'York

Suggested Readings:

- I. Author Surname. Initials, "Book Title". Publisher's name. Cit}/country of publication. Year of publication. Edition to. if any.
- Author Surname. Initials, "Book Title". Published 's name, City/country of publication. Year of publication. Edition No. if any. Siiggeslil'e digital platforms web links

	Part D- Assessment and Evaluation	
Suggested Continuous Eva	luation Methods:	
Maximum Marks: 100		
Continuous Comprehensive E	valuation (CCE): 30 marks University Exam (UE)	:70 marks
Internal Assessment:	Class Test	30
Continuous Comprehensive	Assignment/Presentation	
Evaluation (CCE):30	E-quiz	
External Assessment :	Section(A): Six Very Short Questions	06 x 01 = 06
University Exam Section: 70	Section (B): Five Short Questions	05 x 08 = 40
Time: 03.00 Hours	Section (C): Two Long Questions	02 x 12 = 24 Total 70

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आधार पाठ्यक्रमः प्रथम प्रष्न पत्र हिन्दी भाषा

	कार्यक्रम : यूजी लेवल प्रमाण-पत्र	कक्षा : बी.ए./बी.कॉम/बी.एस.सी./बी.सी.ए./बी.बी.ए. (प्रथम वर्ष)	सत्र 2023—2024
	विषय :	आधार पाठ्यक्र	
1	कोर्स कोडः	FC-103	
2	कोर्स का ष्वीर्षक	भाषा और संस्कृति	
3	कोर्स का प्रकार	आधार पाठ्यक्रम	
4	कोर्स अपेक्षित	कक्षा 12वी उत्तीर्ण किसी भी विषय समूह से।	
5	कोर्स अधिगम उपलब्धि (लर्निंग आउटकम) (CLO)	 उत्कृष्ट साहित्यिक पाठों के अध्ययन से रूचि का विकास करना। सांस्कृतिक चेतना और राष्ट्रीय भावना का विकास करना। भाषा – ज्ञान सामान्य शब्दावली और विशेष शब्दावली के अध्ययन द्वारा भाषा एवं संस्कृति बोध का विकास करना। विशिष्ट शब्दावली (बीज शब्द / की वर्ड) से परिचित करवाते हुए बोध के स्तर को विकसित करना। प्रतियोगी परीक्षाओं हेतु तैयार करना। 	
6	क्रेडिट मान	02 क्रेडिट	
7	कुल अंक	50 अंक	
8	उत्तीर्ण अंक	17 अंक	
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	व्याख्यान की कुल संख्या : वर्ष में अधिकतम 15	घंटे
यूनिट	विषय	व्याख्यान की संख्या
इकाई-एक		
	 मैथिलीषरण गुप्त परिचय पाठः मातृभूमि (कविता) 	
	2. प्रेमचन्दः परिचय पाठः शतरंज के खिलाड़ी (कहानी)	5 घण्टा
	3. व्यंग्यः शरद जोशी— जीप पर सवार इल्लियाँ	
इकाई- दो		
	1. वैचारिक—भारतीय भाषाओं में राम	
	2. आचार्य रामचन्द्र शुक्लः परिचय पाठः उत्साह (भावमूलक निबन्ध)	5 घण्टा
	3. रामधारी सिंह दिनकर परिचय पाठः भारत एक है (संस्कृति)	
	4. आदिशंकराचार्य – जीवन व दर्षन	
इकाई– तीन		
	1. पर्यायवाची शब्द; विलोम शब्दः अनेक	
	शब्द के लिए एक शब्द (हिन्दी व्याकरण)	
	2. संधि और उसके प्रकार (हिन्दी व्याकरण)	5 घण्टा
	 बीज शब्द – धर्म, अद्वैत, भाषा, अवधारणा, उदारीकरण। 	

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सर्च करेः			
मैथिलीशरण गुप्त	मैथिलीशरण गुप्त की कविता मातृभूमि		
प्रेमचन्द	प्रेमचन्दः शतरंज के खिलाड़ी		
रामधारी सिंह दिनकर	भारत एक है रामधारी सिंह दिनकर) e	
आचार्य रामचन्द्र शुक्ल	उत्साह आचार्य रामचन्द्र शुक्ल निबन्ध		
स्वामी विवेकानंद	शिकांगो व्याख्यान		
धर्म क्या है			
अद्वैत			
भाषा विकास			
भाषा परिभाषा			
अवधारणा का अर्थ एवं परिभाषा			
उदारीकरण की विशेषता			
पर्यायवाची शब्द			
विलोम शब्द			
अनेक शब्द के लिए एक शब्द			
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	(भाग–सी) परिचय		
	अनुशासित अध्ययन संसाधन		
	पाठ्य पुस्तके, सन्दर्भ पुस्तके, अन्य संसाधन		
1	प्रेमचन्द – मानसरोवर, खण्डः ३		
2	आचार्य रामचन्द्र शुक्ल – चिन्तामणि, भाग 1		
3	डॉ. वासुदेव नन्दन प्रसादः आधुनिक हिन्दी व्याकरण और रचना, भारती भवन, ठाकुर बाडी रोड, पटना, बिहार		
4	डॉ. राजेष्वर चतुर्वेदी, हिन्दी व्याकरण— उपकार प्रकाशन, आगरा उ.प्र.		
5	हिन्दी ज्ञान कोश		
6	इन्टर नेट सामग्री – टैंग में उल्लेखित		

Max Marks: 50	Min Marks: 17	University Exam (UE)	Total: 50
	ernal Assessment (UE)	Time: 2 Hours e questions to be asked. Each ques	

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Drograms Cautici - 4	PART A: Introduction	A CONTRACT OF CONTRACT CONTRACT OF THE CONTRAC
Program: Certificate	Year: I Year	Session: 2023-24
Course Code	VO-10	2
Course Title	Web Desig	
Course Type (Core Course/Elective Generic Elective/ Vocational)	Vocation	
re-Requisite (if any)	Open for	All
Course Learning Outcomes (CLO)	After studying this Course the student will ❖ Code a handful of useful HTML & CS	
	Build semantic, HTML & CSS web pa	os examples
	Write basic scripts	age
	 Use Names, Objects, and Methods 	
	❖ Add Interactivity to a Web Page	
	Create Dynamic Web Pages using Jav	a Script in HTML forms
xpected Job Role/	Job Role - Web Designer/Front End Develop	er/ Creative Ad Designer
areer opportunities	Job Description - Web designers develop fun websites, web applications, online advertisem government agencies to establish their online computer programming and graphic design to needs.	ents for individuals, businesses and presence. They use knowledge of
	Career Opportunities -	
	Typical employers of web designers are-	
	 Software companies 	
	IT consultancies	
	Specialist web design companies	
	 Large corporate organisations 	
	Any organisation that uses computer s	ystems
	Self-employment/freelance work is oft appropriate experience.	en possible for individuals with
	 Vacancies are advertised online, by car agencies. 	reer services and by recruitment
otal Marks	❖ Max marks: 30 + 70 = 100, Mir	nimum Passing Marks 35
edit Value	(4) Theory - 2 Pra	

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	PART B: Content of the Course	*
	Total No. of Lectures + Practical (in hours per week): L-2 Hrs. / P-2 Hrs.	
	Total No. of Lectures/Practical: L-30 Hrs. / P-30 Hrs.	
Module	Topics	No. of Hours
Ι	Introduction to Internet- World Wide Web, Internet Addressing, Browser, URL, Web server, website, homepage, Domain Name. Basic concepts. Softwares for Web Designing - Notepad/Notepad++, Dreamweaver, Blue Griffon, Net beans, Sea Monkey, Word press, Sublime. Introduction to HTML: HTML Tags and Attributes, HTML Basic Tags, Formatting Tags, HTML Color Coding, Div and Span Tags for Grouping. Lists: Unordered Lists, Ordered Lists, Definition list. Images: Image and Image Mapping. Hyperlink: URL-Uniform Resource Locator, URL Encoding. Table: , <td< td=""><td>8</td></td<>	8
II	Lists Tables: list-style-type, list-style-position, list-style-image, list-style, CSS Tables (border, width & height, text-align, vertical-align, padding, color) Box Model: Borders & Outline, Margin & Padding, Height and width, CSS Dimensions. Display Positioning: CSS Visibility, CSS Display, CSS Scrollbars, CSS Positioning (Static Positioning, Fixed Positioning. Relative Positioning, Absolute Positioning), CSS Layers with Z-Index. Floats: The float Property, The clear Property, The clearfix Hack. The JavaScript: Nature of JavaScript, Script Writing Basics, Enhancing HTML Documents with JavaScript, The Building Blocks. Introduction to JavaScript, JavaScript Engines, Values, Variables and Operators, Variable Mutation, Basic Operators, Operator Precedence, JavaScript Types, Types Definition, Types in JavaScript, Objects, Type Conversion and Coercion, Static vs Dynamic Type Checking. JavaScript Conditionals: Introduction to Conditionals, Conditionals in JavaScript, Temary Operators and Conditionals. Conditional Ladder & Switch statement.	10

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III	JavaScript Arrays: Introduction to Arrays, Declaring and Mutating Arrays, Array Methods and Properties, Replication with Array Methods, Multi-dimensional Arrays. JavaScript Loops: Introduction to Loops, Loops in JavaScript, While and Do/While Loops, For Loops, Break and Continue in Loops, Iterating Arrays, Iterating Objects. JavaScript Functions: Introduction to Functions, Functions in JavaScript, Nested Functions in JavaScript, Arrow Functions in JavaScript, Function as an Argument, Function as the Returned Object,	12
	JavaScript Scope: Scope Introduction, Scope in JavaScript, Lexical Scope, Module Scope.	
	Method of Adding Interactivity to a Web Page, Creating Dynamic Web Pages; Concept of Java Scripting the Forms.	
	Java Scripting the Forms, Basic Script Construction, Talking to the Form Objects, Organizing the Objects and Scripts, Field-Level Validation, Check Required Fields like Validating Zip Code, Automated Formatting, Format Phone, Format Money, Automatic Calculation, Calculate Expiration Date, Calculate Amount etc.	

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Practical

15

- 1. Design a home page which displays information about your college department using headings, HTML entitites and paragraphs.
- 2. Implement different type of list tags in the college department homepage.
- 3. Create a webpage for any clinic using marquee and HTML formatting tags.
- 4. Create 3 Hyperlinks in home page connecting it to 3 different pages.
- 5. Create 3 hyperlinks in a page, which jumps to 3 different headings on same page.
- 6. Insert image(s) and iframe in a webpage.
- 7. Design a page with image of block diagram of computer, mapping each component as area with specific co-ordinates which when clicked may give their detail.
- 8. Create a web page having two frames, Frame 1 containing links and another with contents of the link. When link is clicked appropriate contents should be displayed on Frame 2.
- 9. Design a timetable and display it in tabular format.
- 10. Demonstrate difference between "get" and "post" method of form tag in a form with name and password text fields.
- 11. Design an admission form for any course in your college with text, password fields, dropdown list, check-boxes, radio buttons, submit and reset button etc.
- 12. Create a website for online book store with Home, Login, Catalogue, Registration page with links to all these pages in a menu on top of every page. Embed heading, paragraph, images, video, if name, form controls, table, list in this website.
- 13. Write a CSS style specification rule that would make all unordered lists (tags) have square bullets and a purple background.
- 14. Create a HTML form with the use of cascading style sheets.
- 15. Design a web page of your Home town with a attractive background color, text color, an image, font face by using Inline CSS formatting.
- 16. Create a catalog for an online shopping company that sells music records using style sheets.
- 17. Create a sample code to illustrate the Inline style sheet for your web page.
- 18. Create a sample code to illustrate the External style sheet for your web page
- 19. Design a web page by using different CSS border styles.
- 20. Demonstrate the use of CSS Box Model.
- 21. Change the color of all elements with the class "color text" to "Blue".
- 22. Set different margins for all four sides of a paragraph.

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Practical 15

1. Write a JavaScript program to display the current day and time .

2. Write a JavaScript program to remove a character at the specified position of a given string and return the new string.

3. Write a JavaScript program to get the current date.

4. Write a JavaScript program to find the area of a triangle.

5. Write a JavaScript program to determine whether a given year is a leap year.

- 6. Write a JavaScript program to calculate multiplication and division of two numbers.
- 7. Write a JavaScript program to convert temperatures to and from Celsius, Fahrenheit.
- 8. Write a JavaScript program to check whether a given positive number is a multiple of 3.
- 9. Write a JavaScript program to change the case of a string. (i.e upper case to lower case and vice-versa).
- 10. Write a JavaScript program to compute the sum of elements of given array of integers.
- 11. Develop and demonstrate a HTML file that includes JavaScript script for taking a number n as input using prompt and display first n Fibonacci numbers in a paragraph.
- 12. Develop and demonstrate a HTML file that includes JavaScript script for taking full name in a text field and display first, middle, last name in 3 different labels. Middle and last name may be optional, thus message like "NA" should be displayed in corresponding labels. If input contains 2 words, then they should be considered as first and last name.
- 13. Develop and demonstrate a HTML file that includes JavaScript script for switching an image source for a image on click of "change" and "original" button.
- 14. Design HTML form for keeping student record, apply JavaScript validation in it for restriction of mandatory fields, numeric field, email-address field, specific value in a field etc.
- 15. Write a JavaScript code that displays text "Bigger Text" with increasing font size in the interval of 10ms in red color, when the font size reaches 5Opt it displays "Smaller Text" in green color. Then the font size should decrease to 5pt and then stop.

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PART C: Learning Resources

Textbooks, Reference Books, Other Resources

- 1. Suggested Readings:
- Jon Duckett, HTML And CSS: Design And Build Websites, Wiley
- Jon Duckett, JavaScript And Jquery: Interactive Front-End Web Development, Wiley
- Jennifer Niederst Robbins, Learning Web Design: A Beginner's Guide To HTML, CSS, JavaScript, And Web Graphics, O'reilly
- Steven M. Schafer, Html, XHTML, And CSS Bible, Wiley
- Felke-Morris, Basics Of Web Design: Html5 & Css3, 5th Edition, Pearson Education, 2019.
- Felke-Morris, Web Development & Design Foundations With Html5, 10th Edition, Addison- Wesley, 2020.
- Ian Pouncey, Richard York, Beginning CSS: Cascading Style Sheets For Web Design, Wiley India.
- Thomas A Powell, The Complete Reference To Html
- Lee Anne Philips, Using Html, PHI
- · C. Xavier, World Wide Web Design With Html,
- Xavier C, Web Technology And Design, New Age International
- Laura Lemay, Mastering Html, CSS & JavaScript Web Publishing
- Dt Editorial Services, Html 5 Black Book Covers CSS 3, JavaScript, XML, XHTML, AJAX, PHP and Jquery, DreamTech Press Publication
- 2. Suggestive digital platform web links:
- https://www.w3schools.com/
- https://spoken-tutorial.org/
- https://www.doc-developpement-durable.org/file/Projets-informatiques/cours-&-manuels-informatiques/htm-html-xml-ccs/Sams%20Teach%20Yourself%20HTML,%20CSS.%20and%20JavaScript%20All%20in%200ne.pdf (PDF: 608 pages)
- http://www.nematrian.com/Pages/HTMLCSSJSCombined.pdf (PDF: 514 pages)
- https://www.daoudisamir.com/references/vs_ebooks/html5_css3.pdf (PDF: 681 pages)
- 3. Suggested equivalent online courses:
- https://nptel.ac.in/courses/106/105/106105084/ (NPTEL Course: Internet Technology Part of the Course)
- https://onlinecourses.swayam2.ac.in/aic20_sp11/preview (HTML and CSS)
- https://www.coursera.org/learn/html-css-javascript-for-web-developers#syllabus (HTML, CSS, and JavaScript for Web Developers)
- https://www.classcentral.com/course/html-css-javascript-for-web-developers-4270 (HTML, CSS, and JavaScript for Web Developers)
- https://www.classcentral.com/course/duke-programming-web-4256
- https://www.coursera.org/learn/duke-programming-web (Programming Foundations with JavaScript, HTML and CSS)

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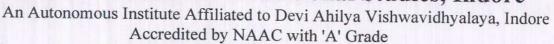
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Internal Evaluation Continuous Comprehensive Evaluation (CCE): 30 Marks Common Class Test, Assignment/Presentations, E-Quiz, etc.	CCT Assignment/Presentation 30 Marks E-quiz	
External Evaluation Term End Exam – 70 Marks Time – 2 Hours	Section A – Very Short Answer Questions – 4 Question x 2 Marks = 8 Marks Section B –Short Answer Questions – 4 Question x 8 Marks = 32 Marks Section C – Long Answer Questions – 2 Question x 15 Marks = 30 Marks	







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Part A-Introduction

Pı	ogramme: Certificate Class	ss: Year: 1st Year Session 2023-24
Sı	ubject: Yogic Science	
1	Course Code	FC-104
2	Course Title	Yoga and Meditation (Paper-2)
3	Course Type	Foundation Course
4	Pre-requisite	course is compulsory for all.
5	Course Learning Outcomes	After studying this course, students will be able to: • Take care of their own Physical Mental emotional, social and spiritual health.
6	Credit Value	2
7	Total Marks	Max marks:50 Minimum Passing Marks 17

Part B: Content of the course

Units	Topics	No. of Lectures
I	Introduction to Yoga and Yogic Practices	10
	1. Yoga: Etymology, definitions, aim, objectives and misconceptions	
1		
. 94	2. Yoga: Its Origin, history and development	
	3. Rules and regulations to be followed by Yoga Practitioners	
	4. Introduction to Yoga practices	
	5. Shatkarma: meaning, purpose and their significance in Yoga Sadhana	
	6. Introduction to Yogic Loosening practices and Surya Namaskar Key	
	Words: History and Development of Yoga, Shatkarma, Common Yogic	
	Practices.	

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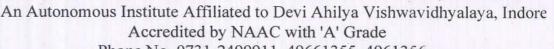
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II	Breathing Practices and Pranayama	10
	1. Sectional Breathing (Abdominal, Thoracic and Clavicular)	# F
	2. Yogic Deep Breathing	
	3.Concept of Puraka, Rechaka and Kumbhaka	
	4. Concept of Bandha and Mudra	
	5. AnulmoaViloma/NadiShodhana	
	6. Shitali7. Bhramari	
	Key Words:Sectional breathing, Deep breathing, Bandha & Mudra, Shitali, Bhramari.	
III	Practices leading to Meditation	10
	1.Recitation of Pranava Mantra	
	2. Recitation of Hymns, in vocations and prayers	
	3. Anter Maun	1
	4. Breath Meditation	
	5. Om Dhyana	
	Key Words: Pranav Mantra, Antermaun, Breath Meditation, Om Dhyan.	

Part C-Learning Resources

- 1. Singh S. P & Yogi Mukesh: Foundation of Yoga, Standard Publication, New Delhi, 2010.
- 2. Swami Dhirendra Brahmchari: Yogasana Vijnana, Dhirendra Yoga Publication, New Delhi, 1966.
- 3. Saraswati, Swami Satyanand: Asana, Pranayama, Mudra, Bandha (APMB), Yoga publication Trust, Munger, 2013.
- 4. H. R. Nagendra: Asana, Pranayama, Mudra, Bandha, Swami Vivekananda YogPrakashan, Bangalore, 2002.
- 5. Ishwar Bhardwaj: SaralYogasana, Satyam Publishing House, New Delhi, 2018.
- Shri Rai Singh Chouhan: Mudra Rahasya, Bhartiya Yog Sansthan, New Delhi, 2014.
- 7. Dr. Vishwanath Prasad Sanha: Dhyan Yoga, Bhartiya Yog Sansthan, New Delhi, 1987.
- 8. Shri Deshraj: Dhyan Sadhana, Bhartiya Yoga Sansthan, New Delhi, 2015

Max Marks: 50	Min Marks: 17	University Exam (UE)	Total: 50
	External Assessment (UE) Time: 2 Hours fultiple Choice /Objective/True-False type questions to be asked. Each questions		

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