St. Paul Institute of Professional Studies, Indore

An Autonomous Institute Affiliated to Devi Ahilya Vishwavidhyalaya, Indore
Accredited by NAAC with 'A' Grade
Phone No. 0731-2499911, 49661355, 4961356
E-mail: info@spipsindore.ac.in, Website: www.spipsindore.com

Part A Introduction		
Program: Certificate	**Year :- I Year**	**Session:2023-24**
Course Code	**VO-107**	
Course Title	**Accounting and Tally course**	
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 elements of electronic accounting process • Apply the basics of accounting with the help of sophisticated software like Tally • Create a Company, Ledgers and Groups creation, stock groups, Stock items, stock units' formation, various Vouchers Entry, etc in tally software. • Make adjustment entries through Tally and produce financial statements like P&L account, Balance Sheet etc. • Develop skills to prepare account manually and computerized.	
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**	**Minimum Passing Marks 35**

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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 Hours
I	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	
	Tally ERP 9.0 1. **Introduction** of Tally ERP 9, Info Manu, Creation of a Company, Gateway of Tally, 2. Account information: Ledgers and Groups creation 3. Inventory information: Determination of stock groups, Stock items and stock units 4. 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/tally-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 : ASSESSMENT AND EVALUATION	
Suggested Continuous Evaluation Method: **Maximum Marks – 100** **Continuous Comprehensive Evaluation (CCE): 30 Marks** **Term End Examination (TEE) – 70 Marks**	
Internal Evaluation Continuous Comprehensive Evaluation (CCE): 30 Marks Common Class Test, Assignment/Presentations, E-Quiz, etc.	CCT 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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Part A: Introduction

Programme: Certificate/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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Part B: Content of the course

Total No. of Lectures (in hours per week)- 3		
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.	I8
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.	18
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
Key Word :- **Banking, Insurance, Nationalization, Loans and Advances Progress, Regulation**		

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Part C- Learning Resources

1. Dr. Q.P. Gupta & Dr. Sudhir Kumar Sharma, Banking & Insurance, Sahitya Bhawan Pub., Agra
2. Dr. R. L. Nolakhha, Principles of Insurance, R.B.D. Publication, Jaipur
3. 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 Time: 03:00 Hours	Section (A): Six Very Short Questions Section (B) : Five Short Questions Section (C) : Two Long Questions	06x01 =06 05x08=40 02x12=24 Total 70

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Part A: Introduction

Programme : Certificate	Class: B.Com. I Year	Session 2023-24
Subject: COMMERCE (Business Regulatory Framework)		
1	Course Code	**CO-102**
2	Course Title	Business Regulatory Framework (PAPER 2)
3	Course Type	Core
4	Pre-requisite	Not required (open for all)
5	Course Learning Outcomes	The outcome of this course is to provide the students with practical legal knowledge of general business law issues. To understand the essentials of a valid contract, the laws of the act, consideration and the various modes of discharge of a contract to explain the various laws with regard to the sale of goods and performance of a sale contract and remedial measures, to familiarize the students with the various law with regard to consumer protection in India and the functions of various consumer forum sand, to understand the meaning and the various legislations with regard to the cyber laws
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 lectures: 90

Unit	Topic	No. of lectures
1	Historical background of Business laws in India, Indian Contract Act 1872 - General Lawas	15
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 Limited Liability Partnership Act 2008	30

Keywords/Tags: The name of all act is the key word.

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Part C- Learning Resources

Text books:

S.no.	Author	Book title	Publisher	City
1.	Books of Madhya Pradesh Hindi Granth Academy			
2.	Kapoor N.D.	Business Law	S. Chand & Company Ltd.	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.	Shukla Dr. S.M. and Sahay Dr. S.P.	Business Law	Sahitya Bhawan Publication	Agra

Suggestive digital platforms, web links:

1. https://sdak24.com/tag/business-law-notes-hindi/#google_vignette
2. https://www.gkpad.com/2020/09/bcom-books
3. https://www.geektonight.com/business-law-notes/
4. https://www.researchgate.net/publication/331979132_Text_Book_on_Business_Law

Part D-Assessment and Evaluation

Suggested Continuous Evaluation Methods:

Maximum Marks : 100

Continuous Comprehensive Evaluation (CCE) : 30 marks and University Exam (UE) 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 Very Short Questions **Section (B) :** Five Short Questions **Section (C) :** Two Long Questions	06 x 01 = 06 05 x 08 = 40 02 x 12 = 24 Total 70

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Part A - Introduction

Programme : Certificate	Class:B.COM. I Year	Session 2023-24
Subject: 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	Upon successful completion of the course a student will be able to 1. Understand how households (demand) and businesses (supply) interact in various marketstructures to determine price andquantity of a good produced. 2. Understand the links between household behavior and the economic models of demand. 3. Represent demand, in graphical form, including the downward slope of the demand curve and what shifts the demand curve. 4. Understand the links between production costs and the economic models of supply. 5. Understand the concept of Pricing 6. Analyze operations of markets under varying competitive conditions
6	Credit Value	6
7	Total Marks	Max marks : 30+70 Minimum Passing Marks 35

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Part B: Content of the course

Total No. of Lectures (in hours per week)- 3, Total Lectures: 90		
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,	15
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
Keywords/Tags: micro economics, macro economics, Production, perfect competition, Rent		

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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/uploads/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 Evaluation Methods:		
Maximum Marks: 100		
Continuous Comprehensive Evaluation (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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Format for Syllabus of Theory Paper

Part A- Introduction

Program: Degree	Class: B.COM. Year: I Year	Session:2023-2024
Subject: Commerce		
1	Course Code	CO-103
2	Course Title	BUSINESS ORGANIZATION AND COMMUNICATION
3	Course Type (Core Course/Elective/Generic Elective/Vocational.....)	Minor
4	Pre-requisite (if any)	(Not required) open for all
5	Course Learning outcomes (CLO)	After completion of this course it is expected that, the student shall understand the basics of the business and will able to imbibe how any business can be organized successfully. The chapters related communication shall be able to elucidate how communication plays an important role in modern business scenario.
6	Credit Value	6
7	Total Marks	Max. Marks: 30+70 Min. Passing Marks:35

Part B-- Content of the Course

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

Unit	Topics	No. of Lectures
I	INTRODUCTION: Indian traditional businesses and their organizational structures. Concepts of Business, Trade, Industry and Commerce - Classification - Relationship between Trade. Industry and Commerce - Business Organization- Concept, Characteristics, Importance and Objectives. Functions of Business and Social Responsibility of a business - Steps to Start an Enterprise.	15
2	FORMS OF BUSINESS ORGANIZATION: Business Organization - Classification - Factors Influencing the Choice of Suitable Form of Organization - Sole Proprietorship and Partnership – Meaning, Definition - Characteristics - Advantages. Co-Operative Organization – Meaning, Functions and Limitations of Co-operatives Societies.	15
3	ORGANIZATION OF COMPANIES: Concepts, Meaning, Formation, Characteristics and Significance of Private Company and Public Company. Multinational Companies (MNC'S) and the Challenges of their organization in India.	15
4	COMMUNICATION: Definition, Nature, Importance, Objectives of Communication. Communication theories and process- Information theory, Interaction theory, Transaction theory, Elements of communication process. Barriers to Communication: , Linguistic Barriers, Psychological Barriers, Interpersonal Barriers, Cultural Barriers, Physical Barriers, Organizational Barriers.	15
5	Written Communication: Writing techniques and Guidelines. Letter writing - Basic Principles, Purpose, Types of business letters, Report writing, types of reports, Drafting of report. Oral Communication: Speeches for different occasions, Guidelines for effective listening, Job Interviews, Type of information. Modem forms of communication E-mail, Video Conferencing, International Communication for Global Business. Information Technology: Form of technology, uses in modern communication system. Role of social media in modem business.	30

Keywords/Tags:

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Part C-Learning Resources

Text Books, Reference Books, Other resources

Suggested Readings:

1 Author Surname, Initials "Book Title", Publisher's name, City/country of publication, Year of Publication, Edition No. if any.

Text books:

S.no.	Author	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

2. Suggestive digital platforms web links

Part D-Assessment and Evaluation

Suggested Continuous Evaluation Methods:
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 - 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 Total 70

Any remarks/ suggestions:

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Part A- Introduction

Programme : Certificate	Class:B.COM. Year: 1st Year	Session 2023-24
Subject: **Commerce**		
	Course Code	**CO-101**
2	Course Title	**Financial Accounting** (Paper 1)
3	Course Type	Core
4	Pre-requisite	Not required open for all
5	Course Learning Outcomes	**Successful completion of this course, the student will be able to:** • Acquire conceptual knowledge of basics of accounting • Identify events that need to be recorded in the accounting records • Develop the skill of recording financial transactions and preparation of reports in accordance with GAAP • Describe the role of accounting information and its limitations • Equip with the knowledge of accounting process and preparation off in a accounts of sole trader • Identify and analyze the reasons for the difference between cash book and pass book balances • Recognize circumstances providing for increased exposure to errors and frauds
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 lectures: 90

unit	topic	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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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

Suggested Continuous Evaluation Methods:		
Maximum Marks: 100		
Continuous Comprehensive Evaluation (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:B.COM.	Year: 1st Year Session 2023-24
Subject: **Commerce**		
	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.	**Fundamentals of Retail Management** 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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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.	**E-Retailing** Introduction: The concepts of E-Commerce, E Business and E- Marketing, Evolution of E-Commerce, E-Commerce Vs Traditional Commerce, Network infrastructurefor 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.	10
Keywords/Tags: Financial A/c, Depreciation, Accounting Standard, BranchA/c, Royalty A/c, Partnership A/c,Computerized Accounts.		

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Practical **30**

- 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

1. Dr. R.K. Sharma/Dr. R.S. Popli, Financial Accounting,KitabMahalPub.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 hindigranth academy
10. Mehta and Brahmbhatt, Financial Accounting, Devi AhliyaPrakashan, 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

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PART-D : Assessment and Evaluation	
Suggested Continuous Evaluation Method: Maximum Marks – 100 Continuous Comprehensive Evaluation (CCE): 30 Marks Term End Examination (TEE) – 70 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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Part A- Introduction

Programme : Certificate	Class:B.COM. Year: 1st Year	Session 2023-24
Subject: **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 barriers • 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.
6	Expected Job Role/ Career Opportunities	Business Opportunities: 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
8	Total Marks	Max marks: 30 + 70 Minimum Passing Marks 35

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Part B: Content of the course

Total No. of Lectures + Practical (in hours per week): L-1Hr / P-1 Lab Hr		
unit	topic	No. of lectures
1.	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 • 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	10
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 • 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	10
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 •Pre and Post Shipment Documents and understanding its need •GST and Custom Procedures •How to fill Pre & Post Shipment Documents - Practical Import Procedures and Documents, Risk Management & Government Benefits •Import Documentation and procedure •ECGC, Insurance, EEFC and Forward Contract • Export Incentives	10

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Practical	• Preparing Quotation • Finding Buyers and Gathering Data • Discussion on Product Portfolio • B2B Listing • Online Marketing • Social Media Marketing • Buyers verification • Buyers calling • Practical Sessions by Industry Experts, covering all aspects of Import and Export	30
Project/ Field trip	**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/pr pdf/Module-31%20pdf..pdf

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

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PART-D : ASSESSMENT AND EVALUATION	
Suggested Continuous Evaluation Method: **Maximum Marks – 100** **Continuous Comprehensive Evaluation (CCE): 30 Marks** **Term End Examination (TEE) – 70 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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Format for Syllabus of Theory Paper

Part A Introduction				
Program: Certificate		**Class': BBA**	**Year:** I Year	**Session:2023-2024**
Subject: COMMUNICATION SKILLS				
1	**Course Code**	**BB-102**		
2	**Course Title**	**COMMUNICATION SKILLS**		
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. 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.		
6	**Credit Value**	**(Credit) 6**		
7	**Total Marks**	Max. Marks: 30+70	I Min. Passing Marks:35	

Part B Content of the Course

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, Job 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:** • **https://booksszoo2le.co.in/hooks/about/F.Cfectiye Business Comniunipjion.htmrid=DzojjoiNoIC**

Part D- Assessment and Evaluation		
Suggested Continuous Evaluation Methods:		
Maximum Marks: 100		
Continuous Comprehensive Evaluation (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		
Program: 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 can 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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Part C-Learning Resources		
Text Books, Reference Books, Other resources		
Part B- Content of the Course		
Total 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
Keywords/Tags:		

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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).
- Dr. 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:

Part D- Assessment and Evaluation		
Suggested Continuous Evaluation Methods:		
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 E-quiz	30
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		**Class': BBA**	**Year: I Year**	**Session:2023-2024**
Subject: BUSINESS STATISTICS				
1	**Course Code**	**BB-103**		
2	**Course Title**	**BUSINESS STATISTICS**		
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. Statistical Research Tools will increase student's ability to understand how to perform social research. 2. Students will be equipped with knowledge about analyzing professional reports and will be able to make decisions based on the reports analyzed. 3. Students will learn about Quantization, analysis of performance relationship.		
6	**Credit Value**	**(Credit) 6**		
7	**Total Marks**	Max. Marks: 30+70	Min. Passing Marks:35	

Part B Content of the Course		
Total No. of Lectures-Tutorials-Practical (in hours per week):3 Hours L-T-P: 90		
Unit	**Topics**	**No. of Lectures**
1	Meaning and Definition of Statistics, Statistical Investigations, Laws of Statistics, Scope of Statistics, Limitations of Statistics.	15
2	Collection of Data, Presentation of Data, Frequency Distribution, Primary and Secondary Data.	17
3	Measures of Central Tendencies: Mean, Median, Mode, Geometric Mean, Harmonic Mean.	18
4	Measure of Variation: Standard Deviation, Mean Deviation and Skewness, Time Series Analysis.	20
5	Correlation Analysis, Karl Pearson's Coefficient of Correlation, Spearman's Rank Correlation, Regression, Lines of Regression, Index Number.	20
Keywords/Tags:		

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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 Education.** • **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:**

Part D- Assessment and Evaluation		
Suggested Continuous Evaluation Methods:		
Maximum Marks: 100		
Continuous Comprehensive Evaluation (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: I Year Session 2023-24
Subject :	Commerce
Course Code:	EL-101
Course Title :	Basics of Business Studies
Course Type:	Elective
Pre-requisite:	Not required (open for all)
Course Learning Outcomes	The successful completion of this course shall enable the student: The Course will be helpful to provide basic knowledge of business. Students will be capable to understand Business ethics to guide corporate sector and feel and perform its responsibility towards society. Students will be capable to understand ethical aspect of business, banking system, banking procedure. Students will be capable to understand practical banking, insurance system, insurance procedure, stock exchange system. To help them for employment in related field.
Credit Value	6
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). 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.	12
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.	12
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
Key word: - Business, Ethics, General Insurance, Stock Exchange, Corporate Social Responsibility		

Part C learning Resources

Text books:

1. Dr C.B. Gupta Values & Ethics in Business Sultan Chand & sons New Delhi
2. Dr C.B. Gupta Business Organization & Management Sultan Chand & sons New Delhi
3. Rathi & Agrawal Investment Management & Security Analysis S. Chand & sons New Delhi
4. Dr S.C. Saxena & Dr. V.P. Agrawal Business Organization & Communication Sahitya Bhawan Pub. Agra.
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 http://cbseacademic.nic.in/web material/CurriculumMain20/SrSecondary/BusinessStudies.pdf 2. 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%

Part D-Assessment and Evaluation		
Suggested Continuous Evaluation Methods: 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 - 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
Any remarks/ suggestions:		

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PART A: Introduction			
Program: **Certificate**	Class: **B.C.A.**	Year: **I Year**	Session: **2023-24**

1.	Course Code	BC101T	
2.	Course Title	**Computer Fundamentals, Organization and Architecture**	
3.	Course Type (Core Course/Elective Generic Elective/ Vocational)	**Major - Paper I**	
4.	Pre-Requisite (if any)	To study this course, a student must have basic knowledge of Computers	
5.	Course Learning Outcomes (CLO)	**After the completion of this course, a successful student 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 computer architecture and related technologies	
6.	Credit Value	**Theory-4 Credits Practical-2 Credits**	
7.	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	**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

IV	**Register Transfer and Micro operations:** Register Transfer Language, Register Transfer, Bus & Memory Transfer, Arithmetic Micro- operations, Logic Micro-operations, Shift Micro-operations. **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.	15
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. **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,	15

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 Evaluation		
Suggested Continuous Evaluation Methods: 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 - 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 Total 70
Any remarks/ suggestions:		

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PART A: Introduction			
Program: **Certificate**	Class: **B.C.A.**	Year: **I Year**	Session: **2023-24**

1.	Course Code	BC 101 P	
2.	Course Title	**Computer Fundamentals and Digital Lab**	
3.	Course Type (Core Course/Elective Generic Elective/ Vocational)	**Major - Paper I**	
4.	Pre-Requisite (if any)	Open for All	
5.	Course Learning Outcomes (CLO)	**After the completion of this course, a successful student will be able to do the following:** • Familiarity with parts of the computer and peripheral devices used with the computer. • Realization of the basic logic and universal gates. • Verify the behavior of logic gates using truth tables. • Implement Binary-to-Gray, Gray-to-Binary code conversions. • Design half and full adder circuit using basic gates. • Design and construct flip flops and verify the excitation tables.	
6.	Credit Value	**Practical - 2 Credits**	
7.	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.**		
	Suggestive list of Practical	**No. of Labs**
	I. Computer Fundamentals a) Identity various parts of the computer by physical examination. b) Identify various parts inside the CPU like motherboard, SMPS, ports, buses, IC chips, Processor, HDD, RAM etc. c) Identify various I/O devices available in the lab physically. II. Digital Electronics a) Verification and interpretation of truth table for AND, OR, NOT gates b) Verification and interpretation of truth table for NAND, NOR gates c) Verification and interpretation of truth table for Ex-OR, Ex-NOR d) Study of half adder using XOR and NAND gates and verification of its operation e) Study of full adder using XOR and NAND gates and verification of its operation f) Study of half subtractor and verification of its operation g) Study of full subtractor and verification of its operation h) Realization of logic functions with the help of NAND-Universal Gates i) Realization of logic functions with the help of NOR -Universal Gates j) Verify the truth table of RSflip-flops using NAND and NOR gates k) Verify the truth table of JKflip-flops using NAND and NOR gates l) Verify the truth table of T and D flip-flops using NAND and NOR gates m) Implementation of 4x1 multiplexer using logic gates n) Implementation of 1x4 demultiplexer using logic gates o) Verify Gray to Binary conversion using NAND gates only p) Verify Binary to Gray conversion using NAND gates only	30

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PART C: Learning Resources
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/

P

PART D: Assessment 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
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	10 Marks	Reports of excursion! Lab visits/ industrial training/ Survey/ Collection/ Models	10 Marks
Total Excursion, / Lab visits/ Industrial	30 Marks	Total	70 Marks

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Part A-Introduction

Programme : Certificate	Class: B.Sc.	Year: 1st Year Session 2023-24
Subject: Computer **Science**		
Course Code	**BS-101T**	
Course Title	**Computer System Architecture**	
Course Type	Core	
Pre-requisite	To study this course, a student must have had the subject Physics/Maths in 12 class.	
Course Learning Outcomes	On completion of this course, learners will be able to: 1. Understand the basic structure, operation and characteristics of digital computer. 2. Be able to design simple combinational digital circuits based on given parameters. 3. Familiarity with working of arithmetic and logic unit as well as the concept of pipelining. 4. Know about hierarchical memory system including cache memories and virtual memory. 5. Understand concept and advantages of parallelism, threading, multiprocessors and multi core processors. 6. Know the contributions of Indians in the field of computer	
Credit Value	4	
Total Marks	Max marks: 30 +70 = 100	Minimum 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.**	
	topic	No. of lectures
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. **Pipelining** — concept of pipelining, introduction to Pipelined data path and control — Handling Data hazards & Control hazards.	12

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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. **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.	12
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 Evaluation		
Suggested Continuous Evaluation Methods:		
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 E-quiz	30
External Assessment : University Exam Section: 70	Section(A) : Six Very Short Questions	06 x 01 = 06
	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: B.Sc. Year: 1st Year	Session 2023-24
Subject: Computer Science		
	Course Code	**BS-101P**
	Course Title	**Computer Architecture Lab**
	Course Type	Core
	Pre-requisite	To study this course, a student must have had the subject Physics/Maths in 12th class.
	Course Learning Outcomes	**On completion of this course, learners will be able to:** 1. Realization of the basic logic and universal gates. 2. Verify the behavior of logic gates using truth tables. 3. Implement Binary-to -Gray, Gray-to -Binary code conversions 4. Design **half and full** adder circuit using basic gates. 5. Design and construct flip flops and verify the excitation tables. architecture and related technologies
	Credit Value	2
	Total Marks	Max marks: 30 +70 = 100 Minimum Passing 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:

- M.Morris Mano, "Computer System Architecture", **PHI.**
- Heuring Jordan , "Computer System Design & Architecture" (A.W.L.)
- 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: Assessment 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

Programme : Certificate	Class: B.Sc.	Year: 1st Year Session 2023-24
Subject: Computer Science		
	Course Code	BS-102T
2	Course Title	Programming Methodologies & Data Structures
3	Course Type	Core
4	Pre-requisite	To study this course, a student must have had the subject Physics/Maths in 12 class.
5	Course Learning Outcomes	On completion of this course, learners will be able to: 1. Develop simple algorithms and flow charts to solve a problem with programming using top down design principles. 2. 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 programming. 5. Will be familiar with fundamental data structures , their implementation; become accustomed to the description of algorithms in both functional and procedural styles 6. Have knowledge of complexity of basic operations like insert, delete, search on these data structures. 7. Possess ability to choose a data structure to suitably model any data used in computer applications. 8. Design programs using various data structures including hash tables, Binary and general search trees, heaps, graphs etc. 9. Assess efficiency tradeoffs among different data structure implementations. 10. Implement and know the applications of algorithms for searching and sorting etc. 11. Know the contribution of Indians in the field of programming and data structures.
6	Credit Value	4
7	Total Marks	Max marks:30 +70 Minimum 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.

Unit	Topic	No. of
1.	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 1/0 (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.	12

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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
Keywords/Tags: Programming, C++, Data Structures, Expressions, Control, File Handling, Arrays, Stack, Queue, Linked List, Tree, Graph, Structure, Union, Hash, Search, Sort, Algorithm		

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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7/12/23

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Part D- Assessment and Evaluation		
Suggested Continuous Evaluation Methods:		
Maximum Marks: 100		
Continuous Comprehensive Evaluation (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

Part A-Introduction

Programme : Certificate Class: B.Sc. Year: 1st Year Session 2023-24		
Subject: Computer Science		
	Course Code	BS-102P
2	Course Title	Office Tools & Programming Methodology Lab
3	Course Type	Core
4	Pre-requisite	To study this course, a student must have had the subject Physics/Maths in 12 class.
5	Course Learning Outcomes	On completion of this course, learners will be able to: 1. Develop simple algorithms and flow charts to solve a problem with programming using top down design principles. 2. 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 programming. 5. Possess ability to choose a data structure to suitably model any data used in computer applications. 6. Implementation of algorithms for searching and sorting.
6	Credit Value	2
7	Total Marks	Max marks:30 +70 Minimum 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 Editor Tool	1. Create a document and apply different Editing options. 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. 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	10
b. Using a Spreadsheet Tool	I. Design your class Time Table. 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.	10

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c. Using a Presentation Tool	1. Design a presentation of your institute using auto content wizard, 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	10

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:

1. 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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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.
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: Assessment 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 MARKETING**
Course Type	**Vocational**
Pre-requisite (if any)	Open for All
Course Learning outcomes (CLO)	**After the successful completion of the course, the student shall be able to-:** • Understand digital marketing, importance thereof, meaning of web site and levels of web site, difference between blog, portal & website. • Understand the working of SEO (search engine optimization) on page optimization, off page optimization, and will learn to prepare reports • Learn about SMO (social media optimization) like Face book, twitter, Linkedln, Tumblr, Pinterest and other social media services optimization • Understand paid tools like Google ad words, display advertising techniques • Learn and apply hands on experience on tools useful to SEO for analysis on website traffic, keyword analysis and learn email marketing and ad designing.
Expected Job Role / career opportunities	• Digital Marketing Manager • Search Engine Optimizer • Social Media Marketer • Content Marketer • Content creator for AR-VR (Augmented Reality —Virtual Reality) • SEO Specialist for voice assistance
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. 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. ***Keywords:*** *Google, Word press, FB, Linkedln, Instagram, Analytics, SMO, Verbal Communication, Non- Verbal Communication, Infra personal and Interpersonal communication.*	**10**
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, Understanding Ad Words Algorithm, Advertisement Designing. ***Keywords:*** *PPC, Google Ad words, Reports, SEM, Google Analytics, Ad Design, Social Media, Affiliate*	**10**

	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 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	30

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%201ink 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.the-web-guys.com/digital-marketing/

Suggested equivalent online courses:
https://onlinecourses.swayam2.ac.in

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PART-D : ASSESSMENT AND EVALUATION	
Suggested Continuous Evaluation Method: **Maximum Marks – 100** **Continuous Comprehensive Evaluation (CCE): 30 Marks** **Term End Examination (TEE) – 70 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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PART A: Content of the Course				
Program: **Certificate**		Class: **B.C.A.**	Year: **I Year**	Session: **2023-24**
1.	Course Code	**EL-108**		
2.	Course Title	**Discrete Mathematics**		
3.	Course Type (Core Course/Elective Generic Elective/ Vocational)	**Elective**		
4.	Pre-Requisite (if any)	Open for All		
5.	Course Learning Outcomes (CLO)	**The course will enable the students:** 1. Apply the Boolean algebra, switching circuits and their applications. 2. Minimize the Boolean Function using Karnaugh Map. 3. Understand the lattices and their types. 4. Graphs, their types and its applications in study of shortest path algorithms. 5. Test whether two given graphs are isomorphic. 6. Understand the Eulerian and Hamiltonian graphs. 7. Represent graphs using adjacency and incidence matrices. 8. Understand the discrete numeric functions, generating functions and Recurrence Relations.		
6.	Credit Value	**Theory-6 Credits**		
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: **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. **Boolean functions**: Disjunctive and conjunctive normal forms, Bool's expansion theorem, Minimize the Boolean function using Karnaugh Map.	20
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 Evaluation Methods:		
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 E-quiz	30
External Assessment : University Exam Section: 70 Time : 03.00 Hours	Section(A) : Six Very Short Questions Section (B) : Five Short Questions Section (C) : Two Long Questions	06 x 01 = 06 05 x 08 = 40 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**	
Course Learning outcomes (CLO)	**Learning Outcomes of The course** **After the successful completion of the course the student shall be able to :** 1. Know the of concept of E-Accounting. 2. Obtain of theoretical and practical knowledge of Income Tax Act. 3. Achieve Information relating Computation of Taxable Income and Tax Liability. 4. Know of historical background and implementation of GST Act. 5. Know of Concept of supply and Information of Input Tax	
Expected Job Role / career opportunities	1. Income Tax Consultant 2. Taxation Research Analyst 3. GST Consultant 4. GST Compliance Practice	
Credit Value	**4**	
Total Marks	Max marks: 30 + 70	Minimum Passing Marks 35

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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**
I	**Introduction of E-Accounting :** 1. Concept of Business and Profession, Types of Accounts, Rule Accounts. 2. Converting the business transaction into Journal according to the Golden Accounting Rules. 3. Concept of Ledger Trail Sheet and Final Accounting.	**10**
II	**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
III	**GST :** 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
	Practical: • 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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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 : ASSESSMENT AND EVALUATION

Suggested Continuous Evaluation Method:
Maximum Marks – 100
Continuous Comprehensive Evaluation (CCE): 30 Marks
Term End Examination (TEE) – 70 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			
Program: Certificate Course	**Class: BA**	**Year: I**	**Session: 2023-24**

Subject: English Literature (Theory)		
1	**Course Code**	**BA-102T**
2	**Course Title**	**Study of Drama (Paper I , Theory)**
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 English Language/ English Literature in class 12th.**
5	**Course Learning outcomes** (CLO)	The course will inculcate team work, communicative ability. creativity and aesthetic sense in students, enabling them to understand, in detail, drama and the theatre Through this course, the students will acquire the knowledge of • Different genres of drama. like comedy. tragedy. epic theatre, and commedia dell'arte • Distinctive features of Sanskrit. Greek, English. American, and Indian plays • Dramatic techniques and elements like plot, theme, character spectacle and narrative.
6	**Credit Value**	**4 (Theory) + 2 (Practical)**
7	**Total Marks**	Max marks: 30 + 70 Minimum Passing Marks 35

Part B- Content of the Course		
Total No. of (Theory) Lectures (in hours per week): **02 Total (Theory) Lectures: 60**		
Unit	**Topics**	**No. of Lectures**
1	• **Classical Drama** 1.1 Sophocles: Oedipus Re\ Story **Keywords:** *Sanskrit theatre. Rasa theory. Classica tragedy Greek tragedy; Greek theatre. Trilogy Pla structure. Oedipus 'Complex. Electra Complex. Epi theatre*	**15**

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II	***Renaissance Drama** **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. Morality plays, Elizabethan Tragedy Catharsis.*	**18**
III	• **Restoration Drama** 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*	**12**
IV	• **Indian Drama** 4.1 Girish Karnad: Hayavadana **keywords:** *Indian English Drama. Indian society. Morality. Modern Indian theatre, Regional drama: Gender concern. Mythical and social elements*	**15**

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 Encyclopedia.Com." *Encydopedia.Com.* 2010. WWW. encyclopedia.com/humanitieslculture-magatmestrestoration-drama-englanci

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

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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Part A Introduction			
Program: Certificate Course	**Class': BA**	**Year: I**	**Session: 2023-24**
Subject: English Literature (Practical)			

1	**Course Code**	**BA-102P**	
2	**Course Title**	**Applied Drama (Paper 1, Practical)**	
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 English Language/English Literature in class 12'.**	
5	**Course Learning outcomes (CLO)**	The course will inculcate team work. communicative ability. creativity and aesthetic sense in students. enabling them to understand, in detail, drama and the theatre Through this course, the students will acquire the knowledge of • Different genres of drama, like comedy. tragedy. epic theatre. and commedia dell'arte • Distinctive features of Sanskrit, Greek, English. American. and Indian plays • Dramatic techniques and elements like plot, theme.	
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 (Practical) Lectures- (in hours per (seek): 01 Practical Total (Practical) Lectures: 30		
Unit	**Topics**	**No. of Practicals /Lectures**
I	**1. American Drama** 1l 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.** 3l 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 Resources

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 Twentieth-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 Evaluation Methods:		
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 E-quiz	30
External Assessment : University Exam Section: 70 Time : 03.00 Hours	Section(A) : Six Very Short Questions Section (B) : Five Short Questions Section (C) : Two Long Questions	06 x 01 = 06 05 x 08 = 40 02 x 12 = 24 Total 70

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BA. I Year: English Literature

Part A introduction		
Program: Certificate Course	**Class: BA**	**Year: I** **Session: 2023-24**
Subject: English 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 study this course, a student must have had the subject English Language/English Literature in class 12th.**
5	**Course Learning** outcomes (CLO)	The Study of Poetry will not only instruct and delip.ht the students, but also inspire them to have positivity. creativity, and a new way of thinking After the study of this paper, the students will be able: • to identify, interpret, analyze and appreciate the various elements of poetry, • to develop literary intellect, and • to appreciate the lyrical and sonorous quality of language.
6	**Credit Value**	**4 (Theory) + 2 (Practical)**
	Total Marks	Max. Marks: 30+70 Mm. Passing Marks:35

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Part B- Content of the Course		
Total No. of (Theory) Lectures (in hours per week): 02 **Total (Theory) 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 1.2 Geoffrey Chaucer: The Wife **of** Bath, The Pardoner (from *The Prologue to The Canterbury Tales)* 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*	**15**
II	**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**
III	**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** 4.1.Toru Dutt: Our Casuarina Tree, Sita 4.2 Sarojini Naidu: Indian Weavers 4.3 Rabindranath Tagore: Gitanjali Song No 1 & 2 keywords/ Tags: I*ndo-Anglican poetry, Simile and Metaphor: Spirituality. Poetry of Indian Independence. Indian thence. 1-lysticism.Spiritualism. Indian Mythological Characters*	15

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-english-poetry.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-english-poetry.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://wwwcoursera.org/learnlmodpoModern 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 Evaluation Methods:		
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 E-quiz	30
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 Course	**Class: BA**	**Year: 1**	**Session: 2023-24**
Subject: English Literature (Practical)			

I	**Course Code**	**BA-101P**
2	**Course Title**	**Applied Poetry (Paper 2, Practical)**
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 English Language/English Literature in class 12th.**
	Course Learning outcomes (CLO)	**The Study of Poetry will not only instruct and delight the** students but also inspire them to have positivity, creativity, and a new way of thinking. After the study of this paper. the students will be able: • to identify, interpret, analyze, and appreciate the various elements of poetry. • to develop literary intellect, and • to be able to appreciate the lyrical and sonorous quality of language and create poetry The course is •beneficial for learners in understanding the mechanism of literature in a creative manner. This course will: • accelerate the confidence of students for extempore English and surge their knowledge, and • promote the analytical and arguing capacity of students.
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 (Practical) Lectures- (in hours per week): 01
Total (Practical) Lectures: 30

Unit	Topics	No. of Lectures
I	1. American Poetry 1.1 Walt Whitman' 0 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
III	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 Evaluation Methods:		
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 E-quiz	30
External Assessment : University Exam Section: 70	Section(A) : Six Very Short Questions	06 x 01 = 06
	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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Foundation Course: ENVIRONMENTAL EDUCATION

PART A: Introduction				
• Program: UG Level Certificate		Class: UG -I Year	Year: I Year	Session: 2023-24
Subject: Environmental Education				
1.	Course Code	**FC-102**		
2.	Course Title	**Environmental Education**		
3.	Course Type (Core Course/Elective/Generic Elective/ Vocational	**Foundation Course**		
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 12th level:		
5.	Course Learning Outcomes (CLO)	1. To understand various aspects of life form's, ecological processes, and the impacts on them by the human during anthropogenic era. 2. To build capabilities to identify relevant environmental issues, analyze the various underlying causes, evaluate the practices and policies, and develop framework to make inform decisions. 3. To develop empathy for all life forms, awareness, and responsibility towards environmental protection and nature preservation. 4. To develop the critical thinking for shaping strategies such as; scientific, social, economic, administrative & legal, environmental protection, conservation of biodiversity, environmental equity and sustainable development. 5. To prepare for the competitive exams.		
6.	Credit Value	**2**		
7.	Total Marks	Max. Marks : 50	Min. Passing Marks:17	

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PART B: Content of the Course		
Total No. of Lectures-15 Hrs. (01 hours per week)		
Total No. of Lectures: 15		
Unit	**Topics**	**No. of Lectures**
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 ***Keywords: Environment, Forest, Mineral, Food, Land, Water, Energy, Sustainable Development***	5 Hrs.
II	**Biome, Ecosystem and Biodiversity:** • Major Biomes: Tropical, Temperate, Forest, Grassland, Desert, Tundra, Wetland, Estuarine and Marine • Ecosystem: Structure function and types their Preservation & Restoration • Biodiversity and its conservation practices. ***Keywords: Biome, Ecosystem, Biodiversity***	4 Hrs.
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. • 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.***	6 Hrs.
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 (https://epgp.inflibnet.ac.in/Home/Download) • NPTEL (https://nptel.ac.in/course.html) • 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 Introduction		
Program: Certificate	**Year: First Year**	**Session:2023-24**

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;** 1. Understand the functions of Banking and Insurance services. 2. Know about and able to perform various financial services such as Banking, Investment Advisory, Wealth Management, Mutual Funds, Insurance Consultancy, Stock Market, Capital Restructuring, Portfolio Management etc. 3. Enhances knowledge about the legal and regulatory aspects of Banking & Insurance. 4. Aware about the financial derivatives. 5. Develop skills to work in financial and insurance services.
Expected Job Role / career opportunities	**Financial Consultant**
Total Marks	Max. Marks: 30+70 Min. 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**
II	**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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	Practical	
	(1) Practice online bank account opening, e-banking operations, and UPI 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.	30
Project/ Field trip/Project.		

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/wp-content/uploads/sites/16/2017/05/Banking_Financial Services and_Insurance.pdf** 2 **https://www.aicte-india.org/sites/default/files/bvoc/BFSI.pdf** 3 **https://nsdcindia.org/sites/default/files/Banking-Financial-Services-Insurance.pdf** 4 **https://sgplas.org/crs/misc/IF10043.pdf** 5 **http://1mpcollege.org/downloads/BASICS OF FINANCIAL SERVICES 1.pdf**

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PART-D : ASSESSMENT AND EVALUATION	
Suggested Continuous Evaluation Method: **Maximum Marks – 100** **Continuous Comprehensive Evaluation (CCE): 30 Marks** **Term End Examination (TEE) – 70 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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PART A: Introduction			
Program: **UG Level**		Year: **I Year**	Session: **2023-24**
Subject: Foundation 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)	To study this course, a student should have basic knowledge of English language. This course will be studied by all the students of UG level under the Foundation Course category.	
5.	Course Learning Outcomes (CLO)	Through this course the students will be able to: 1. Prepare for various competitive exams by developing their English language competence. 2. Promote their comprehension skills by being exposed to a variety of texts and their interpretations. 3. Build and enhance their vocabulary. 4. Develop their communication skills by strengthening grammar and usages. 5. Inculcate values which make them aware of national heritage and environmental issues, making them responsible 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**
I	**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: 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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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	Communicative English (Paper , Theory + 'Tutorial)		
3	Course Type (Core Course/Elective/Generic Elective/Vocational/.)	Elective		
4	Pre-requisite (if any)	This course can he opted as an elective by the students of following subjects: (lass 12th passed in any discipline /Open for all		
5	Course Learning Outcomes (CLO)	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** real life situations with effective language skills. The course will also help them • Acquire literary sense, • Use idiomatic and lexical language. and • Communicate effectively across the globe.		
6	Credit Value (T+P)	4		
7	**Total Marks**	**Max. Marks: 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, Communication. affective and cognitive strategies, ESL. EFL. Acquisition of LI, L2 and Collocational language*	**10**
II	• **PracticingListeningskill, Reading and Understanding Skills** 21 Listening to 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 2.4 Preciswriting and paraphrasing 2.5 Vocabulary enrichment **Keywords/Tags:** *LRWS, Receptive skills, Attentive listening. Word stress. Intonation. Syllable. Received pronunciation (RP). Summarizing. Pragmatic competence*	20

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III	• **Practicing Writing and Speaking Skills** 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*	**15**
IV	• **Application of Communicative English** 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*	**15**

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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.
"Communicative English for Globalization". Gautam GS. Classical Publishing Co., New Delhi, India 2013. Is ted.

art D- Assessment and Evaluation		
Suggested Continuous Evaluation Methods:		
Maximum Marks: 100		
Continuous Comprehensive Evaluation (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 Marks							**400**
Semester II	Compulsory	B-201	I	Corporate Framework	15	85	100
		B-202	II	Organisational Behaviour	15	85	100
		B-203	III	Advanced Statistical Analysis	15	85	100
		B-204	IV	Functional Management	15	85	100
Total Marks							**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

Max. Marks 85+15 CCE

Unit	Particulars
1	**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, Socio-cultural 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 ccessed in Question Paper.

Reading Books:-

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

Reference:-

1. Financial Accounting — Dr. Kaustubh Arvind Sontakke. Himalalaya Publication
2. Financial Accounting- Dr. K.S. Raman & Dr. M.A. Arulanadam, Himalalaya Publication.
3. Financial Accounting D.K. Gangwar & Dr. Sharda Gangwar, Himalalaya Publication.
4. Principles of Financial Accounting — S.N. Maheshwari, Shard K. Maheshwari & Sunil Maheshwari Vikas Publication House.
5. Advanced Financial Accounting — Shawar Saleem, Vikas Publication House.
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
1	Various cost concepts, Cost centre and cost unit, Methods and techniques of Costing. Installation of costing system, Methods of inventory control, Overheads Accounting.
2	Process Accounting Joint product and Bye product, Equivalent Production and Inter Process Profit, Operating Cost.
3	**Marginal Costing :** Concepts, Break Even Analysis, Uniform costing and Inter firm comparison. Use of Managerial Costing in business Decision.
4	**Budgetary Control :** Basic concepts, Preparation of functional budget: Cost Audit : 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

Max. Marks 85+15 CCE

Unit	Particular
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 :

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

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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 Organizational 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. Icfai - 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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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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PART A: Introduction			
Program: **Certificate/Diploma/Degree Course**		Year: **I Year**	Session: **2023-24**
Subject: 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**	
4.	Pre-Requisite (if any)	To study this course, a student must have passed 12th class with any subject. The course can be opted as an elective and it is open for all.	
5.	Course Learning Outcomes (CLO)	**Course Objective:-** 1. Main Objective of syllabus is developing character of the students youth through ping the personality and service. It will she the youth through voluntary community diversity of India and have them understand the rich cultural pride through h a better knowledge of Country. 2. Understand the community in which they work and their relation. 3. Identify the needs and problems of the community and involve them in problem-solving. 4. Develop capacity to meet emergencies and natural disasters. 5. Practice national integration and social harmony. 6. Utilize their knowledge in finding practical solutions to individual and community problems. **Learning Outcome**:- To impart hands-on skills in preparation. The end of the paper, a student should be able to: 1. Understand the importance in some their solution. Importance of having community problems and ation. It might help in job opportunity Government approved NGOs, and Ministry of Youth affairs and Sports 2. The students can carry out basic information about Community, which in turn will help in disaster management fields. 3. Students can also go for Social Community Courses, opening opportunities in different social activity related department.	
6.	Credit Value	**Theory-4 Credits** **Practical—02**	
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 (in hours per week): **2 Hrs. per week**		
Total No. of Lectures: **30 Hrs.**		
Unit	**Topics**	**No. of Lectures**
I	**Introduction and Basic Concepts of NSS:** • 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.	10
II	**Day camp, Special camp and Personality development:** • 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.	10

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III	**Youth and Volunteerism:** • Definition, Issues, challenges and opportunities for Youth. • 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.	10

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 Evaluation Methods:

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 E-quiz	30
External Assessment : University Exam Section: 70 Time : 03.00 Hours	Section(A) : Six Very Short Questions Section (B) : Five Short Questions Section (C) : Two Long Questions	06 x 01 = 06 05 x 08 = 40 02 x 12 = 24 Total 70

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Part A : Introduction			
Program:-Certificate/Diploma/Degree Course		**Year : I Year**	**Session : 2023-24**
Subject : National Service 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 12th class with any subject . The course can be opted as an elective and it is open for all.	
5	**Course Learning outcomes (CLO)**	Course Objective :- Each student will have the option to select two skill-areas out of the list based on the local conditions and opportunities, and will prepare a report based on field situation. **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 in government approved NGOs, Ministry of Youth Affairs and Sports.	
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 = 100)**

(A) Internal Assessment. :- **Max. Marks- 25**

1. Class Interaction.	(05)
2. Quiz.	(05)
3. Seminar.	(07)
4. Assigments.	(08)

(B) External Assessment: Max. Marks 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 Problems in India, Ram Ahuja
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		
Suggested Continuous Evaluation Methods:		
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 E-quiz	30
External Assessment : University Exam Section: 70 Time : 03.00 Hours	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

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Syllabus of Theory Paper

Part A Introduction			
Program: Certificate/ Diploma/Degree/		Year: I Year	Session: 2021-22 (2023-24)
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 student must have passed 12th with any subject and must be medically fit. This course can be opted as an elective and it is open for all.	
5	Course Learning outcomes (CLO)	The students will develop a sense of responsibility and thereby display sense of patriotism, secular values, discipline, improve bearing and develop the quality of immediate and implicit obedience of good things. This paper will enable the students to build and develop leadership through communication. The significant relationship between personality traits and leadership will be achieved and executed.	
6	Credit Value	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	Topics	No. of Lectures
I	**History of National Cadet Corps:** • 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. • Organization of NCC-Army.Navy and Air Wing. • Training Centres of NCC	15
H	**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. • Honors and Awards.	15
III	**Personality development:** • 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	15
IV	**Leadership:** • 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.	15

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Part C- Learning Resources

Text Books, Reference Books, Other resources

Suggested Readings:

S. No.	Name of Writers	Name of Book	Name of Publishers	Year of Publication
1	Sabharwal, D.P.	Personality Development	Finger print publishing, India	2015
2	Sabharwal, D.P.	Personality Development (Hindi)	Finger print publishing, India	2021
3	Gurav , Aarti	50 Mantras of Personality Development	Buzzing Stock Publishing	2013
4	Vasudeva , Sangeetha	Personality Development	Clever fox publishing	2021
5	Kapoor , Shikha	Personality Development and Soft skills	Dream Tech Press	2020
6	Sinha , Surya	Complete Personality Development Course (Hindi)		2012
7	Agrawal , (Dr.) Vijay	Student and Personality Development (Hindi)	Benteen Books	2012
8	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	Subramanian , Ramesh and Ramiah ,	Leadership by Values	Notion Press	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	

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

2. Suggestive digital platforms web links: 1. https://www.en.mwikipedia.org
2. https://www.firstaidforfree.corn

Suggested equivalent online courses:

Part D- Assessment and Evaluation		
Suggested Continuous Evaluation Methods:		
Maximum Marks: 100		
Continuous Comprehensive Evaluation (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 Introduction			
Program: Certificate/ Diploma/Degree/		Year: I Year	Session: 2023-24
Subject: NCC			
1	Course Code	EL-105P	
2	Course Title	NCC Training	
3	Course Type (Core Course/Elective/Generic Elective/Vocational/)	Elective	
4	Pre-requisite (if any)	To study this course, a student must have passed 12th with any subject and must be medically fit. This course can be opted as an elective and it is open for all.	
5	Course Learning outcomes (CLO)	The students will develop a sense of responsibility and thereby display sense of patriotism, secular values, discipline, improve bearing and develop the quality of immediate and implicit obedience of good things. This paper will enable the students to build and develop leadership through communication. The significant relationship between personality traits and leadership will be achieved and executed.	
6	Credit Value	04	
7	Total Marks	Max. Marks: 30+70 . Min. Passing Marks:35	

Part B - Content of the Course		
Total numbers of Lectures (in hours per week) : 2 hours per week Total Lectures : 60 hours L-T-P (02-00-00)		
Unit	Topics	No. of Lectures
I	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. Salute in Army, Navy and Air Force, Its description and training. Falling out and dismissing	15

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

Part C- Learning Resources

Text Books, Reference Books, Other resources

Suggested Readings:

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

2. Suggestive digital platforms web links: I. littps://www.firstaidforfree.com
2. D G NCC TRAINING APP.

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Part D- Assessment and Evaluation		
Suggested Continuous Evaluation Methods:		
Maximum Marks: 100		
Continuous Comprehensive Evaluation (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			
Program: **Certificate**	Class: **B.C.A.**	Year: **I Year**	Session: **2023-24**

1.	Course Code	**BC-103T**
2.	Course Title	**Operating System**
3.	Course Type (Core Course/Elective Generic Elective/ Vocational)	**Minor**
4.	Pre-Requisite (if any)	Open for all
5.	Course Learning Outcomes (CLO)	**After the completion of this course, a successful student will be able to:** • Describe the importance of computer system sources and the role of operating system in their management policies and algorithm. • Specify objectives of modem operating systems and describe how operating systems have evolved over time. • Understand various process management concepts and can compare various scheduling techniques, synchronization, and deadlocks • Describe the concepts of memory management techniques • Identify the best suited process management technique for any process. • Describe various file operations, file allocation methods and disc space management. • To understand and identify potential threat to operating systems and the security features to guard against them. • Learn to operate the Linux system
6.	Credit Value	**Theory-4 Credits Practical-2 Credits**
7.	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
II	**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

Suggested 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 Evaluation		
Suggested Continuous Evaluation Methods: 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 - 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 Total 70
Any remarks/ suggestions:		

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PART A: Introduction			
Program: **Certificate**	Class: **B.C.A.**	Year: **I Year**	Session: **2023-24**

1.	Course Code	**BC-103P**	
2.	Course Title	**Operating System Lab**	
3.	Course Type (Core Course/Elective Generic Elective/ Vocational)	**Minor**	
4.	Pre-Requisite (if any)	Open for All	
5.	Course Learning Outcomes (CLO)	**After the completion of this course, a successful student will be able to do the following:** • Operate the Linux system • Do administration • Use Vi Editor	
6.	Credit Value	**Practical - 2 Credits**	
7.	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.**		
	Suggestive list of Practicals	**No. of Labs**
	Linux: 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.	30

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PART C: Learning Resources
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

PART D: Assessment 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
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	10 Marks	Reports of excursion! Lab visits/ industrial training/ Survey/ Collection/ Models	10 Marks
Total Excursion, / Lab visits/ Industrial	30 Marks	Total	70 Marks

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Program: Certificate/Diploma/Degree	**Year: I Year**	**Session:2023-24**
Course Code	**VO-103**	
Course Title	**PERSONALITY DEVELOPMENT**	
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 job profiles	
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. 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
II	**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
III	**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
	Practical	
	1. SWOT analysis **2. Goal-Setting (SMART goals)** **3. Time Management** **4. Resume writing and mock interview sessions** **5. Communication skills** **6. E-mail writing**	30
	Project/ Field trip	
	1. Submit a report based on your learning from the life of any one successful personality. **2. 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 Evaluation Methods:		
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 E-quiz	30
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		
	Course Code	**EL-106T**
2	Course Title	Introduction and Concept of Physical Education
3	Course Type	Elective
4	Pre-requisite	This course can be opted as an elective subject by the students of any core and it is open for all.
5	Course Learning Outcomes	On completion in of this course, learners will be able to: Know the Physical Education and Sports better and May excel in this area in their personal, social and professional life. The students will learn about the role of Physical Activity and Sports for. Fitness, Health and Wellness and may adopt in their lifestyle and society. They will understand the Structure of Physical Education in India and International level specially about the role of United Nations International Children's Emergency • Fund (Unicef) concept "Sports for all." Students will be able to . identify the health related and skill related components of fitness, and will able to know the benefits of warming and cooling down and develop their concept regarding nutrition and balance diet. This course will help the students . to develop an awareness regarding the sports related events, persons and other related areas that will help them in competitive exams like Public Service Commission (PSC) exams.
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 No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: 60 hrs		
unit	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
II	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
III	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

Keywords/Tags: .
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 Evaluation Methods:		
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 E-quiz	30
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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Format for Syllabus of Practical Paper

Part A- Introduction			
Program: Certificate/Diploma Degree/		Year: I Year	Session: 2023-24
Subject: Physical Education			
I	Course Code	EL-106P	
2	Course Title	Introduction and Concept of Physical Education	
3	Course Type (Core Course Elective /Generic Elective/Vocational/ .....)	Elective	
4	Pre-requisite (if any)	This course can be opted as an elective subject by the students of any core and it is open for all.	
5	Course Learning outcomes (CLO)	On completion of this course, learners will be able to: Students will able to demonstrate the exercises for Developing fitness, warm up and cool down and able to explain the importance of warming up and cooling down for workout. Studentswill able to conduct The American Alliance for Health, Physical Education, Recreation and Dance (AAHPERD) fitness test for others and will able to guide for fitness exercise. Students will be able to measure Heart / Pulse Rate, Blood Pressure, Body Mass Index (BM1) and Body Fat Percentage and this will be useful at individual and community for assessment purpose. . They will learn to conduct recreational activities for community or can organize play day activity in their institution. They will learn two games / sports that will help them to continue in their life and keep themselves fit, and they will learn knowledge of major games.	
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	Conducting community recreation activities Organisation of recreational activities / Play Day Practice of any two game / Sport as per available facility in the Institution / College as per the list of Association of Indian Universities (AIU): Basic Skills, Basic Rules and Ground Marking 1st Game - July to Dec 2nd Game - Jan to May	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. 0., & 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 for practical.

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Suggestive digital platforms web links

- https://www.healthline.comThealth/how-to-check-heart-rate#target-heart-rates
- 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 Evaluation Methods:		
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 E-quiz	30
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	**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 12th class.
5.	**Course Learning Outcomes (C L 0)**	1. The course would empower the students to develop the idea about the behavior of physical bodies. 2. It will provide the basic concepts related to the motion of all the objects around us in daily life. 3. The students would be able to build foundation to various applied field in science and technology especially in the field of mechanical engineering. 4. The students will acquire the knowledge of basic mathematical methods to solve the various problem in physics. 5. 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 and Mathematical Physics 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
II	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

III	Fluid mechanics 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.	12
IV	Gravitational potential and Central forces 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.	12

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	2 Central forces: 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.	
V	**Relativistic Mechanics and Astrophysics** **1. Relativistic Mechanics:** 1.1. Freme of references, Galilean transformation, Michelson - Morley experiment. 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). **Keywords/Tags:** Transformation, Mass-energy equivalence, Astronomical distance, Chandrasekhar limit, Black hole.	**12**

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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: 1. 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

Part D- Assessment and Evaluation		
Suggested Continuous Evaluation Methods:		
Maximum Marks: 100		
Continuous Comprehensive Evaluation (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		
Program: Certificate	**Class:** 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 12th class.
5.	**Course Learning Outcomes (C L 0)**	1. The students would acquire basic practical knowledge related to mechanics through the experiments. 2 Students will be familiar with various measurement devices by which they can measure various physical quantities with accuracy. 3 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		
Sr. No.	Total numbers of Practical (in hours): 60 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.	

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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.	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.

Part D-Assessment and Evaluation			
Suggested Continuous Evaluation Methods:			
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**		**70**

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Format for Syllabus of Theory Paper

Part A Introduction			
Program: Certificate/Diploma Degree/		**Class: BA I Year**	**Session: 2023-24**
Subject: Political Science			
1	**Course Code**	**EL-103**	
2	**Course Title**	**Indian Political System**	
3	**Course Type (Core Course/Elective/Generic Elective/Vocational/.....)**	**Elective**	
4	**Pre-requisite (if any)**	**Open for all.**	
5	**Course Learning outcomes (CLO)**	1. Students will be able to understand nature of Indian 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, party settings of Indian Political System. 3. They will be able to understand basic problems of Indian Political System. 4. They will be able to identify the challenges of Indian Political System.	
6	**Credit Value**	**6**	
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 (in hours per week): 4 Hours per week Total Lectures- 60 Hours		
Unit	**Topics**	**No. of Lectures**
1	**Fundamentals of Indian Political System** 1. Nature of Indian Political System 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	15
2	**Institutional Settings of Indian Political System** 1. 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	15
3	**Problems of India Political System:** 1. Linguism 2. Regionalism 3. Casteism 4. Communalism	15

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Shalini 11/12/23 11/12/23 11/12/23 11/12/23

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4	**Challenges of India Political System:** 1. Poverty 2. Social justice 3. Gender Justice 4. Defection politics 5. Election Reforms	15

Keywords/Tags:

Part C-Learning Resources

Text Books, Reference Books, Other resources

Suggested Readings:

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

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Shalini 11/12/23 11/12/23 R. Basanna 11/12/23 11/12/23

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Part D- Assessment and Evaluation		
Suggested Continuous Evaluation Methods:		
Maximum Marks: 100		
Continuous Comprehensive Evaluation (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			
Program: **Certificate**	Class: **B.C.A.**	Year: **I Year**	Session: **2023-24**

1.	Course Code	**BC-102T**
2.	Course Title	**Programming Methodology & Data Structures**
3.	Course Type (Core Course/Elective Generic Elective/ Vocational)	**Major - Paper II**
4.	Pre-Requisite (if any)	To study this course, a student must have basic knowledge of Computers
5.	Course Learning Outcomes (CLO)	**After the completion of this course, a successful student will be able to do the following:** • Develop simple algorithms and flow charts to solve a problem with programming using top down design principles. • Learn to formulate iterative solutions and array processing algorithms for problems. • Use recursive techniques, pointers and searching methods in programming. • Will be familiar with fundamental data structures, their implementation; become accustomed to the description of algorithms in both functional and procedural styles. • Have knowledge of complexity of basic operations like insert, delete, search on these data structures. • Possess ability to choose a data structure to suitably model any data used in computer applications. • Assess efficiency tradeoffs among different data structure implementations. • Implement and know the applications of algorithms for searching and sorting. • Know the contributions of Indians in the field of programming and data structures.
6.	Credit Value	**Theory-4 Credits Practical-2 Credits**
7.	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 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 1/0 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 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.	15
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 **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. **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.	20

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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

S. 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-plus-programming/	Self placed	Udemy

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Part D-Assessment and Evaluation		
Suggested Continuous Evaluation Methods: 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 - 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 Total 70
Any remarks/ suggestions:		

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PART A: Introduction			
Program: **Certificate**	Class: **B.C.A.**	Year: **I Year**	Session: **2023-24**

1.	Course Code	**BC-102P**
2.	Course Title	**Programming Methodology & Data Structures Lab**
3.	Course Type (Core Course/Elective Generic Elective/ Vocational)	**Major - Paper II**
4.	Pre-Requisite (if any)	To study this course, a student must have basic knowledge of Computers.
5.	Course Learning Outcomes (CLO)	**After the completion of this course, a successful student will be able to do the following:** 1. Develop simple algorithms and flow charts to solve a problem with programming using top down design principles. 2. 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 programming. 5. Possess ability to choose a data structure to suitably model any data used in computer applications. 6. Implement and know the applications of algorithms for searching and sorting etc.
6.	Credit Value	**Practical - 2 Credits**
7.	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 https://www.youtube.com/watch?v=Umm1ZQ5ltZw

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Suggested equivalent online courses			
S. 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-plus-programming/	Self placed	Udemy

Part D-Assessment and Evaluation		
Suggested Continuous Evaluation Methods: 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 - 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 Total 70
Any remarks/ suggestions:		

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Format for Syllabus of Theory Paper

Part A Introduction				
Program: Certificate/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 **(paper1/2)**		
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/12th/ 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. To develop knowledge and skill in life through learning principles 2. Learn to apply techniques of memory improvement in everyday life 3. Learn to gain self-regulations for quality of life 4. Acquisition of life skills through motivation		
6	Credit Value	4		
	Total Marks	Max. Marks: 30+70 Min. Passing marks:35		

Part B- Content of the Course

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

Unit	Topics	No. of Lectures
Unit I –	Concept, Origin and current status of psychology Nature, Goals & scope of psychology Origin and current status of psychology Psychology in Indian context	12
Unit II —	Physiological basis of Behavior & Sensation Recepteors, Effectors and Neuron Nervous system — Central, Autonomic, Peripheral - conceptual framework Sensation - Concept ,Visual and Auditory sensation	11
Unit III —	Attention & Perception Nature, Types and Determinants of Attention Nature, Types and Determinants of perception Laws of perceptual organization	13

Unit IV —	Learning & Memory Nature, Types and Theories of Learning-Thorndike, Pavlov. Skinner and Kohler Nature. Stages and Types of memory Memory Improvement Techniques	12
Unit V —	Emotion & Motivation 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	12

. 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:

1. Baron , R.A.& Misra , G. (201 6) Psychology 5th edition Pearson India education Services Private Limited . New Delhi
2. Chadha , N.K. (199 I) 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. सिह 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.
2. 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 Evaluation Methods:		
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 E-quiz	30
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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Format for Syllabus of Practical Paper

Part A Introduction				
Program: " Certificate/Diploma Degree/ Certificate		Class": B.A	Year: I Year	Session: 2023-24
		Subject: Psychology		
1	Course Code	BA-103P		
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/12th/ 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)	On completion of this course, learners will be able to: 1.Student will learn to apply practical application of psychological concepts of attention, learning and emotion. 2.Student will develop the skill of memory improvement 3.Student will acquire due knowledge of achievement and motivation in their life 4.Student will learn to evaluate SWOC 5. Student will develop ability to enhance their personality through applications of communication skills, time and stress management.		
6	**Credit Value**	2		
7	Total Marks	Max. Marks: 30+70	Min. Passing Marks:35	

Part B- Content of the Course		
Total No. of Lectures-Tutorials-Practical (in hours per week):		
Unit	Topics	No. of Lectures
Experiments (Any 3)	I Division of attention	4
	2 Trial & error learning	4
	3 Short Term Memory/ Long Term Memory	2
	4 Memory Improvement	3
	3 Judging emotions by photograph	3
Test (any 3)	1 Achievement-Motivation Test	4
	2 Introvert-Extrovert Test	2
	3 Self-concept/ self-esteem test	4
	4 Adjustment inventory	4

1. Keywords/Tags: Trial and error learning
2. Short term/ long term memory
3. Extrovert/ introvert persona lily
4. SWOC

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Part C-Learning Resources

Test Books, **Reference Books,** Other **resources**

1 Freeman , F.S. (197 I) Theory & Practice of Psychological Testing New Delhi Oxford & IDH Publishing Company Private Lim ited
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.
2. Author Surname. Initials, "Book Title". Published 's name, City/country of publication. Year of publication. Edition No. if any.

Siiggesli1'e digital platforms web links

Part D- Assessment and Evaluation

Suggested Continuous Evaluation Methods:

Maximum Marks: 100

Continuous Comprehensive Evaluation (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 ष्षीर्षक	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)	1. उत्कृष्ट साहित्यिक पाठो के अध्ययन से रूचि का विकास करना। 2. सांस्कृतिक चेतना और राष्ट्रीय भावना का विकास करना। 3. भाषा – ज्ञान 4. सामान्य शब्दावली और विशेष शब्दावली के अध्ययन द्वारा भाषा एवं संस्कृति बोध का विकास करना। 5. विशिष्ट शब्दावली (बीज शब्द/की वर्ड) से परिचित करवाते हुए बोध के स्तर को विकसित करना। 6. प्रतियोगी परीक्षाओं हेतु तैयार करना।	
6	क्रेडिट मान	02 क्रेडिट	
7	कुल अंक	50 अंक	
8	उत्तीर्ण अंक	17 अंक	

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(भाग–बी) कोर्स सामग्री				
	व्याख्यान की कुल संख्या : वर्ष में अधिकतम 15 घंटे			
	यूनिट	विषय	व्याख्यान की संख्या	
	इकाई–एक			
		1. मैथिलीषरण गुप्त परिचय पाठः मातृभूमि (कविता)	5 घण्टा	
		2. प्रेमचन्दः परिचय पाठः शतरंज के खिलाड़ी (कहानी)		
		3. व्यंग्यः शरद जोशी– जीप पर सवार इल्लियाँ		
	इकाई– दो			
		1. वैचारिक–भारतीय भाषाओं में राम	5 घण्टा	
		2. आचार्य रामचन्द्र शुक्लः परिचय पाठः उत्साह (भावमूलक निबन्ध)		
		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)	5 घण्टा	
		2. संधि और उसके प्रकार (हिन्दी व्याकरण)		
		3. बीज शब्द – धर्म, अद्वैत, भाषा, अवधारणा, उदारीकरण।		
	सार बिन्दु (की वर्ड) टैंग			

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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		
	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			
	संधि			

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(भाग–सी) परिचय			
	अनुशासित अध्ययन संसाधन		
	पाठ्य पुस्तके, सन्दर्भ पुस्तके, अन्य संसाधन		
1	प्रेमचन्द – मानसरोवर, खण्डः 3		
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		

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: Introduction		
Program: **Certificate**	Year: **I Year**	Session: **2023-24**

Course Code	**VO-102**
Course Title	**Web Designing**
Course Type (Core Course/Elective Generic Elective/ Vocational)	**Vocational**
Pre-Requisite (if any)	Open for All
Course Learning Outcomes (CLO)	**After studying this Course the student will be able to-** ❖ Code a handful of useful HTML & CSS examples ❖ Build semantic, HTML & CSS web page ❖ Write basic scripts ❖ Use Names, Objects, and Methods ❖ Add Interactivity to a Web Page ❖ Create Dynamic Web Pages using Java Script in HTML forms.
Expected Job Role/ Career opportunities	**Job Role** - Web Designer/Front End Developer/ Creative Ad Designer **Job Description** - Web designers develop functional and appealing web pages, websites, web applications, online advertisements for individuals, businesses and government agencies to establish their online presence. They use knowledge of computer programming and graphic design to create websites that meet client needs. **Career Opportunities** - Typical employers of web designers are- ❖ Software companies ❖ IT consultancies ❖ Specialist web design companies ❖ Large corporate organisations ❖ Any organisation that uses computer systems ❖ Self-employment/freelance work is often possible for individuals with appropriate experience. ❖ Vacancies are advertised online, by career services and by recruitment agencies.
Total Marks	❖ Max marks: 30 + 70 = 100, Minimum Passing Marks 35
Credit Value	**(4) Theory - 2 Practical - 2**

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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**
I	**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: <table>, <th>, <tr> <td>, <caption>, <thead>, <tbody>, <tfoot>, <colgroup>, <col>. Attributes Using Iframe as the Target **Form:** <input>, <textarea>, <button>, <select>, <label> **Headers:** Title, Base, Link, Styles, Script HTML Meta Tag, XHTML, HTML Deprecated Tags & Attributes **CSS:** Introduction, Features and benefits of CSS, CSS Syntax, External Style Sheet using <link>, Multiple Style Sheets, Value Lengths and Percentages. **Selectors:** ID Selectors, Class Selectors, Grouping Selectors, Universal Selector, Descendant/Child Selectors, Attribute Selectors, CSS-Pseudo Classes. **Color Background Cursor:** background-image, background-repeat, background- position, CSS Cursor **Text Fonts:** color, background-color, text-decoration, text-align, vertical-align, text-indent, text-transform, white-space, letter-spacing, word-spacing, line-height, font-family, font-size, font-style, font-variant, font-weight.	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, **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.	12

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Practical

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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, drop-down 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 (<ul> 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

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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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PART-D : ASSESSMENT AND EVALUATION	
Suggested Continuous Evaluation Method: **Maximum Marks – 100** **Continuous Comprehensive Evaluation (CCE): 30 Marks** **Term End Examination (TEE) – 70 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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Part A-Introduction

Programme : Certificate Class:	Year: 1st Year Session 2023-24	
Subject: 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

Total numbers of Lectures (in hours per week): 2 hours per week Total Lectures: 30 hours; L — T — P: 2 — 0 — 0		
Units	**Topics**	**No. of Lectures**
I	**Introduction to Yoga and Yogic Practices** 1. Yoga: Etymology, definitions, aim, objectives and misconceptions 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.	**10**

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II	**Breathing Practices and Pranayama** 1. Sectional Breathing (Abdominal, Thoracic and Clavicular) 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.	10
III	**Practices leading to Meditation** 1.Recitation of Pranava Mantra 2. Recitation of Hymns, in vocations and prayers 3. Anter Maun 4. Breath Meditation 5. Om Dhyana Key Words: Pranav Mantra, Antermaun, Breath Meditation, Om Dhyan.	10

Part C-Learning Resources

1. Singh S. P & Yogi Mukesh: Foundation of Yoga, Standard Publication, New Delhi, 2010.
2. Swami Dhirendra Brahmchari: YogasanaVijnana, 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.
6. 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

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			