

Part A Introduction

Program: Degree Course Level - IIIrd Year Session: 2023-24

Course Code

V3-COM-GSTT

Course Title

Personal tax planning

Course Type

Vocational

Pre-requisite

No

Course Learning outcomes (CLO)

After completion of course, students will be able to

- Examine how tax planning is useful and essential for every tax payer
- understand the concept of tax evasion and tax planning from direct taxes point of view.
- Determine residential status and its relationship with tax planning.
- Examine how tax planning is permitted under different provisions of the Income Tax Act.
- Assess the tax liability of individuals and HUFs having income under different heads, by considering tax planning measures providing for optimal tax relief.
- Choose the avenues of investment with an intent to reduce tax liabilities and identify merits and limitations of different means of investments and examine various provisions relating to deduction and collection of tax at source and advance tax obligations.

Expected Job Role / career opportunities

- Tax consultant
- Accountant
- Tax policy Analyst
- Financial Analyst
- Internal Analyst
- External analyst
- Employment Tax Specialist
- Personal Financial Consultant

Credit Value

2 (Theory) + 2 (Practical) = 04

Part B- Content of the Course

Total No. of Lectures/ Practical: L-30/P-30 (60 Hrs)

Module	Topics	No. of lectures
I	Basic Concepts-Meaning, Need of Tax Planning- Principles and objectives of Tax Planning, Obligations of parties to Tax Planning, Tax Avoidance and Tax Evasion- Legal thinking on Tax Planning, Scope of Tax Planning.	8
II	Tax Planning with reference to residential status, Tax planning through exempted income for residents/ non-residents, Tax planning through permissible deductions for residents/non-residents, Tax planning with reference to clubbing provisions.	8
III	Tax Planning under different heads of Income, Tax planning measures relating to income from salary, Income from House Property, profits and gains of business or profession, capital gains and income from other sources.	7



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IV	<p style="text-align: center;">St. Paul Institute of Professional Studies Laalaram Nagar, Indore, M.P.</p> <p>Tax Planning through investments, Tax planning through various tax saving investment avenues available for individuals and HUF like Mutual funds, unit linked insurance plans, Bonds, Equity linked savings schemes, Post office savings schemes and others. Tax deductions under Income-tax Act.</p>	7
	Practical	No. of lectures
	<p>Practical Exercise The learners are required to:</p> <ol style="list-style-type: none"> 1. Computation of tax liability of individuals and HUF having different sources of income by considering the special exemption and deduction provisions under each head as well as the deductions from gross total income to minimize tax liability. 2. Computation of tax liability of an individual and HUF under the general provisions of the Income-tax Act, 1961 and under section 115BAC to determine which is more beneficial in each case. 3. Assess the remedies available under the Act by way of rectification, appeal and revision in case of aggrieved assesses based on the issue involved and threshold time limit. 4. Filling up return forms based on the details of income and deductions provided in respect of an individual/HUF and TDS details gathered from Form 16, Form 16A and 26AS. 	30
Part C-Learning Resources		
Text Books, Reference Books, Other resources		
<p>Reference Books</p> <ol style="list-style-type: none"> 1. Ahuja, G., & Gupta, R. (2018). Direct Taxes Ready Reckoner. New Delhi: Wolters Kluwer India Private Limited 2. Singhania, V. K., & Singhania, K. (2020). Direct Taxes: Law & Practice. New Delhi: Taxmann publication 3. Mehrotra, H. C., & Goyal, S.P (2023). Income Tax: Law & Practice. Agra: Sahitya Bhawan publication 4. Saklecha & Saklecha (2023). Income Tax: Law & Practice. Indore: Satish Printers and publication 		
<p>Suggested equivalent online courses: e-reading:</p> <ol style="list-style-type: none"> 1. www.incometaxindia.gov.in 2. www.onlinecourses.swayam2.ac.in 		
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Part A Introduction

Program:	Degree Course	Level - IIIrd Year	Session: 2023-24
Course Code	V3-COM-REMT		
Course Title	CONSUMER AFFAIRS AND CUSTOMER CARE		
Course Type	Vocational		
Pre-requisite (if any)	No		
Course Learning outcomes (CLO)	<p>After completion of course, students will be able to</p> <ul style="list-style-type: none"> • know the concept of consumer, consumer buying process, consumer dissatisfaction and consumer markets and their related formats; • learn about consumer rights and various standards for consumer protection in India; • learn about consumer protection available under various laws; • analyse the role of industry regulators in consumer protection; • learn about various issues related to consumer affairs 		
Expected Job Role / career opportunities	Front Desk Manager, Retail Store Manager, Manager of Consumer Affairs, Cashiers, Call Center Representatives, Teller, Flight Attendants, Patient coordinators, Guest Service Agent etc....		
Credit Value	2 (Theory) + 2 (Practical) = 04		

Part B- Content of the Course

Total No. of Lectures + Practical (in hours per week): L-1 Hr / P-1 Lab Hr (=2 Hrs)		
Total No. of Lectures/ Practical: L-30 / P-30 (60 Hrs)		
Module	Topics	No. of lectures (Total 30)
I	Introduction- Concept of Consumer, Consumer buying process and Post-Purchase behaviour, Factors affecting voicing of consumer grievances, Alternatives available to Dissatisfied Consumers: Private action and Public Action; Conciliation and Intermediation for out-of-court Redressal. Nature of markets: Liberalization and Globalization of markets with special reference to Indian Consumer Markets, E-Commerce with reference to Indian Market, Concept of Price in Retail and Wholesale, Maximum Retail Price (MRP), Fair Price, GST, labelling and packaging and relevant laws, Legal Metrology.	10
II	Role of Industry Regulators in Consumer Protection - Banking: RBI and Banking Ombudsman Insurance: IRDA and Insurance Ombudsman Telecommunication: TRAI	10

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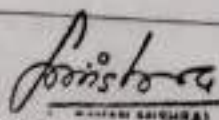
	Food Products: FSSAI Electricity Supply: Electricity Regulatory Commission Real Estate Regulatory Authority	
III	Contemporary Issues in Consumer Affairs- Evolution of Consumer Movement in India, Formation of consumer organisations and their role in consumer protection, Misleading Advertisements and sustainable consumption, National Consumer Helpline, Comparative Product testing, Sustainable consumption and energy ratings.	10

	Practical	No. of lecture
	The learners are required to: 1. Analyse leading Cases decided under Consumer Protection law by Supreme Court/National Commission; 2. Medical Negligence; 3. Banking; Insurance; 4. Housing & Real Estate; 5. Electricity and Telecom Services; 6. Education; 7. Defective Products; 8. Unfair Trade Practices. 9.	30

Part C-Learning Resources

Text Books, Reference Books, Other resources

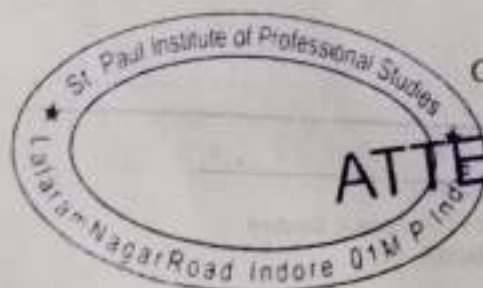
1. Dutta, Consumerism and Consumer protection in India, Himalaya publication, Nagpur
2. Khanna, S. R., Hanspal, S., Kapoor, S., & Awasthi, H. K. (2007). Consumer Affairs. Hyderabad: Orient Blackswan.
3. Choudhary, R. N. P. (2005). Consumer Protection Law Provisions and Procedure. New Delhi: Deep & Deep Publications Pvt. Ltd.
4. Ganesan, G., & Sumathy, M. (2012). Globalisation and Consumerism: Issues and Challenges. New Delhi: Regal Publications.
5. Kapoor, S. (2019). Consumer Affairs and Customer Care. Delhi: Galgotia Publishing Company. Lerner, A. P. (1972).
6. Misra, S. & Chadah, S. (2012). Consumer Protection in India: Issues and Concerns. New Delhi: Indian Institute of Public Administration.
7. Rajyalaxmi, R. (2012). Consumer is King. Prayagraj: Uttar Pradesh: Universal Law Publishing Company.
8. Reena Yadav, Deepti Gupta, Consumer Affairs And Customer Care, JSR Publishing House



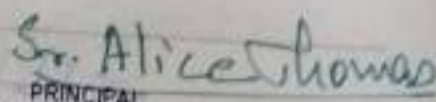
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Suggested equivalent online courses: e-reading:

1. <https://www.kopykitab.com/blog/author/2020/05/Class-12-Chapter-12-Business-Studies-Revision-Notes.pdf>
2. <https://edurev.in/t/73048/Chapter-Notes-Chapter-12-Consumer-Protection--BST->
3. <https://gdcboysang.ac.in/About/droid/uploads/CP-Bcom6thSem.pdf>
4. <https://lsms.ac/wp-content/uploads/2023/02/12.pdf>
5. <https://www.k-state.edu/engagement/docs/pdfs/Session%201-%20Option%203%201.pdf>
6. Chromeextension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.sccc.edu/sites/default/files/Consumer%20Affairs%20and%20Customer%20Care%20by%20Kavita%20Kamboj.pdf
7. Chromeextension://efaidnbmnnnibpcajpcglclefindmkaj/https://iritrn.indianrailways.gov.in/iritrn/uploads/files/1436167821091-Notes%20on%20Consumer%20Protection%20Law.pdf

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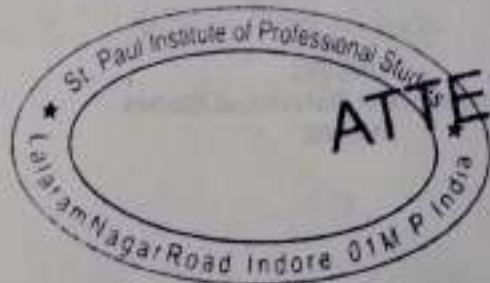
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PART - A Introduction			Session 2023-24
Programme:Degree	Class : 3 rd Year		
Course Code	V3-COM – SALT		
Course Title	Service Marketing		
Course Type	Vocational		
Pre-requisite(if any)	No		
Course Learning Outcomes (CLO)	<ul style="list-style-type: none">• After Completion of Course. Students will be able to -• To analyze and develop student's understanding of those aspects of marketing of particular relevance to service producing organizations.• To recognize the present strategies and approaches for addressing these challenges.• To develop student's abilities to identify services decision problems, ascertain alternatives, define crucial issues, analyze, make decisions and plan the implementation of these decisions.• To employ the basic knowledge on challenges in distribution process.• To give an overview and analyze the present scenario on the services in the organized retailing.		
Expected Job Role / Career Opportunities	Opportunity in the field of various services like, Health care Services, Marketing E-Services, Business process outsourcing (BPO), Medical transcription Services, Knowledge process outsourcing Services (K PO) E-Learning (Indian Context) Services, Mutual Funds Service. Day Care, Portfolio Service, Education Services, Hospitality Services in India and &Abroad.		
Credit Value	2 (Theory) + 2 (Practical) = 04		
PART - B Content of the Course			
Total No. of Lectures + Practical (in hours per week) L-1 Hr. / P-1 Lab Hr (=2 Hrs)			
Total No. of Lectures / Practical :L-30/P-30 (60 Hrs)			
Module	Topic		No. of Lectures
I	Foundation of Services Marketing : The concept of Services, Nature of Services, Characteristics of Services, Classification of Services, Services Marketing Distinctive Characteristics of Services Four I's of Services – Intangibility, Inconsistency and Inventory. Services Marketing And its Strategic Aspects : Concept, Importance of Services Marketing, Growth of Services Marketing in Indian and Global Scenarios, Targeting a Few Segments Positioning a Service in the Marketplace, Targeting Customers and Building Relationships.		10
II	The Services Marketing Mix and Distribution Strategies : Service Product, Service Products ; 8 LH Bundled with Conventional Products and Standalone, Service Life Cycle, Service Design, Challenges in Distribution of Service, Personal Selling – Advertising and Sales Promotion in Service Industry, Customer Satisfaction & Service Quality in Service Marketing, Monitoring and Measuring Customer Satisfaction – SERVQUAL & GAP Model, Handling Complaints Effectively.		10
III	Services in Organized Retailing : Health care Services, Marketing E- Services,		10



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	Business process outsourcing (BPO), Medical transcription Services, Knowledge process outsourcing Services (K PO) E-Learning (Indian Context) Services, Mutual Funds Service, Day Care, Portfolio Service, Education Services, Hospitality Services.	
	<p style="text-align: center;">Practical</p> <ol style="list-style-type: none"> 1. Formation of a strategy to targate customers & buildup relationship for selected service industry. 2. Identify Service qualities issues in selected service industry and preparation of an action plan to maintain service quality. 3. Preparation of complaints handling system in selected service industry. 4. Implementation of SERVQUAL for measuring quality of services in selected service industry. 5. Designing service capes for a Five Star Hotel / Hospital / Educational Institution. 6. Preparing a blue print for a selected service industry. 7. Preparation of an attracting package of services for Hotel / Hospital Industry / Travel & Tourism as a marketing professional. 8. Formulating a marketing mix for the mutual funds services in Indian perspective. 9. Designing a imaginary portfolio for your client considering resentrare in the stock market. 10. Role of a Marketer in improving the quality of education to the users and at the same time ensuring subserving of social interests. 	30
Part – C Learning Resources		
Preparation : Text Books, Reference Book, Other Resources		
<ol style="list-style-type: none"> 1. S.M. Jha, Service Marketing, Himalaya Publishing House Pvt. Ltd. Mumbai 2. Rampal. M.K. & Gupta S.L., Service Marketing, Galgotia Publishing, New Delhi 3. Valerie A Zeithaml, Services Marketing : Integrating Customer Focus Across the Firm, Second Edition, MC Graw – Hill 4. Christopher Lovelock, Service Marketing : People, Technology & Strategy, Seventh Edition, Pearson Education, New Delhi 5. Ravi Shankar Service Marketing, First Edition, Excel Books, New Delhi 6. Bryson J.M., Strategic Planning for Public Service and nonprofit organizations, First Edition, Pergamon Press 		

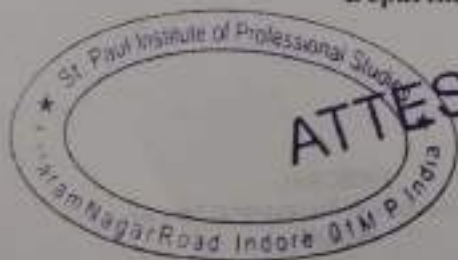
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Part A Introduction		
Program: Degree		Level – IIIrd Year
Session: 2023-24		
Course Code	V3- COS-WEBT	
Course Title	Web Designing Techniques	
Course Type	Vocational	
Pre-requisite (if any)	Web Designing in Diploma (II Year)	
Course Learning outcomes (CLO)	After completion of course, students will be able to : <ul style="list-style-type: none">• Create different types of design formats.• Using different fonts, grids and layouts for Creating Designs in Canva.• Build Single Page Applications using AngularJS• Integrate forms with AngularJS• Organize code using modules and Configuring routes• Define business logic using controllers• Provide new behaviors to HTML using AngularJS directives• Extend AngularJS with custom directives, filters and services• Enhance the UI using animations and Bootstrap	
Expected Job Role / career opportunities		
Credit Value	2 (Theory) + 2 (Practical) = 04	
Part B- Content of the Course		
Total No. of Lectures + Practical (in hours per week): L-1 Hr / P-1 Lab Hr (=2 Hrs)		
Total No. of Lectures/ Practical: L-30 /P-30 (60 Hrs)		
Module	Topics	No. of lectures (Total 30)
I	Introduction to Canva: Overview of Canva interface and features, Creating an account and setting up a profile, Understanding the different types of design formats. Design Basics: Using different fonts and understanding color combinations; Designing with grids and layouts. Creating Designs: Uploading Images, Using Canva's templates and elements, Creating presentations, posters, and flyers.	4
II	Introduction to AngularJS: Overview of AngularJS and its architecture, Setting up an AngularJS development environment, Creating a basic AngularJS application, AngularJS Expressions and Modules, AngularJS Directives Controllers and Services:	6

	AngularJS Controllers, Creating and using controllers, Understanding the role of services in AngularJS, Creating and using services to share data and functionality	
III	Data Binding and Scope: AngularJS Data Binding, Using data binding to update the view in real-time, AngularJS Scopes, AngularJS Filters & Services, AngularJS Http and Tables Forms and Validations: Creating and validating forms with AngularJS	6
IV	Routing and Navigation: Creating routes and configuring navigation in AngularJS, Using the AngularJS router to navigate between pages, Creating nested routes and using route parameters Advanced Topics: AngularJS API, CSS and Animations, AngularJS Application	6
V	Introduction to Bootstrap: Overview of Bootstrap and its features, Setting up the development environment, Understanding the Bootstrap grid system Layout and Navigation: Creating and using the navbar component, Creating and using the grid system for layout Typography and Tables: Using typography classes to style text, Creating and using tables Forms and Buttons: Creating and using forms, Styling forms with Bootstrap classes, Creating and using buttons and button groups	8

Practical		No. of lectures
CANVA 1. Create a new design in Canva for your College Website. 2. Design graphics for social media platforms such as Instagram and Facebook. 3. Upload your own images to use in Canva designs and add text in it? 4. Use different file formats to use when exporting Canva designs? 5. Resize a Canva design for different platforms or print sizes? 6. Use any design templates in Canva that can be used for specific purposes, such as business cards or resumes? 7. Design a Canva image and download finished Canva design to computer or mobile device?		30
AngularJS 1. Write a simple program that demonstrates how to create an AngularJS application that displays a list of items. 2. Create a simple example program in AngularJS that demonstrates data binding. 3. Write a program that uses AngularJS to create a simple to-do list. 4. Create a form with input field and apply validation rules such as min/max length using AngularJS. 5. Write a program using AngularJS to create a weather application that fetches the weather		(02 Hours each)

- data from an API and displays it on screen.
6. Create an application in AngularJS to create an e-commerce shopping cart application.
 7. Creating a simple calculator using AngularJS.
 8. Write a program in AngularJS for making HTTP request.
 9. Using AngularJS, create a blog that displays a list of posts and allows the user to view individual posts.
 10. Create a quiz app that allows the user to answer a series of questions and displays their score at the end. You'll need to create a form that allows the user to select their answers.
 11. Write a program to build an image gallery using AngularJS.

Bootstrap

1. Write a program to use Bootstrap's grid system to create a responsive layout of a Webpage.
2. Create a responsive navigation bar using Bootstrap.
3. Write a program to use Bootstrap to style HTML forms.
4. Write a program to build an image gallery using Bootstrap's grid system.
5. Using Bootstrap's form components; create a user registration form.

Suggested Web links & Resources :

<https://www.canva.com/learn/how-to-canva-beginners-guide/>

<https://www.canva.com/learn/a-step-by-step-guide-to-designing-from-scratch/>

<https://louisem.com/7700/how-to-use-canva-infographichttps://d31kydh6n6r5j5.cloudfront.net/uploads/sites/158/2020/06/Canva-Userguide.pdf>

<https://www.w3schools.com/angular/default.asp>

<https://www.tutorialspoint.com/angularjs/index.htm>

<https://www.w3schools.com/angular/>

https://www.tutorialspoint.com/angularjs/angularjs_tutorial.pdf

<https://pega.holla.cz/wp-content/uploads/2015/10/Learning-AngularJS-A-Guide-to-AngularJS-Development.pdf>

<https://www.w3schools.com/bootstrap5/>

<https://www.tutorialspoint.com/bootstrap/>

https://www.tutorialspoint.com/bootstrap/bootstrap_tutorial.pdf

<http://www.cs.toronto.edu/~mashiyat/csc309/Tutorial/6/Bootstrap.pdf>

<https://getbootstrap.com/docs/5.3/getting-started/introduction/>

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Part A Introduction

Program: Under Graduate Degree Course Level - B.A. IIIrd year Session: 2023-24

Course Code	V3-PSY-DEVT
Course Title	Personality Development
Course Type	Vocational
Pre-requisite (if any)	Diploma Course
Course Learning outcomes (CLO)	After completion of course, students will be able to 1. Students will acquire the knowledge of different skills of personality development. 2. Students will gain insight about the Importance of attitude in personality development. 3. Students will be capable of assessing the personality. 4. Students will be able to develop the ability for use of projective tests and personality inventories. 5. Students will be aware about the psychological tests and their use in personality evaluation.
Expected Job Role / career opportunities	
Credit Value	2 (Theory) + 2 (Practical) = 04

Part B- Content of the Course

Total No. of Lectures + Practical (in hours per week): L-1 Hr / P-1 Lab Hr (=2 Hrs)

Total No. of Lectures/ Practical: L-30 / P-30 (60 Hrs)

Module	Topics	No. of lectures (Total 30)
I	Attitude and Personality Development:- Meaning of attitude, role of attitude in Personality Development, positive and Negative attitude, advantages and disadvantages of attitude, ways to develop positive attitude, difference between personalities having positive and negative attitude.	10
II	Skills of Personality Development:- Concept and needs of personality development skills, types of personality development- Rapport development skills, skills for successful interview, thinking and problem solving skills, skills of social media management and personality enhancement skills.	10

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III	Personality Assessment:- Purpose of personality assessment, Methods of personality assessment- observation method, Interview method. Types of Psychological tests for personality assessment- personality Inventories and Projective tests.	10
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	Practical	No. of lectures
1.	Report on ways to develop positive attitude.	30
2.	Report the strategies of problem solving.	(02
3.	Report on Social Media Management.	Hours
4.	Write up the ways of personality Grooming.	each)
5.	Personality Evaluation through Projective tests.	

Project/ Field trip:

1. Interview of a person having positive attitude.
2. Attitude survey report on any current social issue.

Part C-Learning Resources

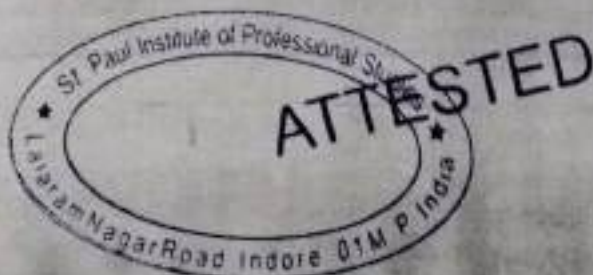
Text Books, Reference Books, Other resources

Suggested Readings:-

1. Andrews, Sudhir (1988) How to Succeed at Interviews. 21th (rep.) Tata McGraw- Hill, New Delhi.
2. Covey Stephen (1989). The 7 Habits of Highly Effective People NY: Free Press
3. Hindle, Him (2003) Reducing Tress. Essential Manager Series D K Publishing.
4. Lucas, Stephen (2001) Art of Public Speaking. Tata- Mc-Graw Hill, New Delhi.
5. गार्डेन स्टेफ ए व्यवस्थित विकास आनंद फेरबैक्स
6. Petes S J Francis (2011) Soft Skills and Professional Communication Tata McGraw- Hill Education New Delhi.
7. शर्मा पी.के. (2014) "व्यवस्थित विकास" आनंद फेरबैक्स
8. Smith, B (2004) Body Language. Roha Book Company, New Delhi.
9. अरबाना एम एवं बर्मी के (1999) व्यवस्थित मनोविज्ञान गोरीलाल बनारसी दास-नई दिल्ली

Suggested digital platforms web links:-

<https://egvankosh.ac.in/handle/123456789/23181>



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Part A Introduction

Program: Degree Course Level - IIIrd Year Session: 2023-24

Course Code V3-COM-DIGT

Course Title CYBER CRIMES AND LAWS

Course Type Vocational

Pre-requisite (if any) No

Course Learning outcomes (CLO)

After completion of course, students will be able to:

1. Identify cyber risk associated with online activities
2. Prepare them for safe working in the vertical having varied access points, data sources, network and system related issues, especially in online transactions.
3. Generate and preserve electronic evidences for personal and professional use.
4. Work in virtual space safely and with business process or products conforming to the regulatory framework and not falling under the ambit of cybercrimes.
5. Analyze the cases and find pertinent facts for resolutions.

Expected Job Role / career opportunities

Legal Advisor, Cyber Security Administration & Regulatory Compliance Analyst, Vice President - Senior Security Manager, Cyber Security Consultant, RA - CSR - Cyber - DP - Manager, Senior Compliance Specialist, Cyber Lawyer or Cyber Law Specialist, Cyber Assistant, Internal Consultant

Credit Value 2 (Theory) + 2 (Practical) = 04

Part B- Content of the Course

Total No. of Lectures + Practical (in hours per week): L-1 Hr / P-1 Lab Hr (=2 Hrs)

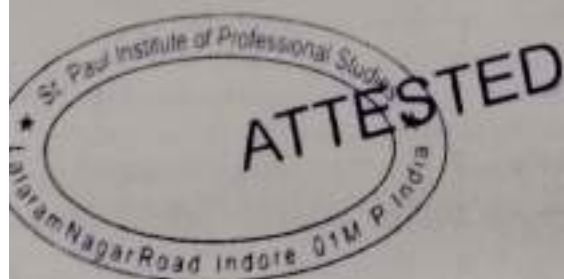
Total No. of Lectures/ Practical: L-30 / P-30 (60 Hrs)

Module	Topics	No. of lectures (Total 30)
1	<p>Introduction to Cyber World</p> <p>Introduction to Cyber World, Cyber Security V/s Cyber Law, Types of Cyber Threats, Difference between Cyber Crimes and Conventional Crimes, Areas Comes under Cyber Law, Jurisdiction area of cyber law.</p> <p>Type of Cyber Crimes like - Piracy, Phishing, Hacking of information, Data Breach, CSS Attacks, Cyber Harassments, SQL Injection, Identity Hack, Cyber terrorism, DOS, Insider Attacks, Dark Web using TOR, Credit Card/Debit Card/UPI Hackings, Cyber Stalking, Cyber bullying, Eaves dropping attack.</p>	10



	online libel/slander, Social Engineering, Cryptojacking, Virtual Currency Fraud, Vishing (Voice phishing), IOT Attacks, Phone Hacking, Child Pornography, Human Trafficking, Malicious Advertisement Campaign(Malvertising), online gambling, Hacking into voting systems, Breach of IPR, patent & Copyright etc	8
II	Definitions under IT Act, 2000; Concept of Internet, Web Centric Business, E Business, Electronic Governance, Cyber jurisdiction, Contemporary Business Issues in Cyber Space, Security risks: Instant messaging platform, social networking sites, mobile applications and Internet of Things (IOT). Domain name dispute and their resolution, E-forms; EMoney, regulations of PPI (Pre-Payment Instruments) by RBI, Electronic Money Transfer, Privacy of Data and Secure Ways of Operation in Cyber Space.	6
III	Electronic Records Authentication of Electronic Records; Legal Recognition of Electronic Records; Legal Recognition of Digital Signatures; Applications and usage of electronic records and Digital Signatures in Government and its Agencies; Retention of Electronic Records, Intermediaries and their liabilities; Attribution, Acknowledgement and Dispatch of Electronic Records; Secure Electronic Records and Digital Signatures.	6
IV	Regulatory Framework Regulation of Certifying Authorities; Appointment and Functions of Controller; License to issue Digital Signatures Certificate; Renewal of License; Controller's Powers; Procedure to be Followed by Certifying Authority; Issue, Suspension and Revocation of Digital Signatures Certificate, Duties of Subscribers; Penalties and Adjudication; Appellate Tribunal; Offences; Overview of GDPR and Indian data protection regime	6
Practical		No. of lectures
	1. Social Media Identity Hack Demo 2. Domain Name Registration 3. Testing Franchise News 4. Using the CEIR.gov.in Portal 5. Using the cybercrime.gov.in portal 6. Discuss Case Study on Financial Cyber Fraud 7. Discuss the case study on the use of IT Act 2000	30

Project/ Field trip:



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Part C-Learning Resources

Text Books, Reference Books, Other resources

1. Cyber Crimes and Laws, Dr. U.S. Pandey, Dr. Verinder Kumar, Himalaya Pub. House New Delhi.
2. Arora, Sushma. and Arora R. Cyber crimes and laws, Taxmann Pvt Ltd, New Delhi.
3. Brian, Craig. Cyber Law: The Law of the Internet and Information Technology. Pearson Education.
4. Rattan J. Cyber Crime and Information Technology, Bharat Law House, Pvt Ltd.
5. Sharma J. P., and Kanojia, S. (2018). E Business and Cyber Laws. Bharat Law house Pvt Ltd.
6. Rajanikant Verma Amarjeet, Cyber Crimes & Laws, Bharti Publications, New Delhi.
7. Pavan Duggal, Cyber Laws, Lexis Nexis Publication

Suggested equivalent online courses: e-reading:

<https://swayam.gov.in>

<https://onedatai.com/cyber-crime-in-hindi/>

<https://testbook.com/ias-preparation/cybercrime?language=hindi>

<https://www.studocu.com/in/document/maharshi-dayanand-university/ballb/cyber-law-notes-1-help/44665606>

<https://www.bhau.ac.in/dept/Law/TM/1.pdf>

<https://www.youtube.com/watch?v=9NpHk88Svys>

<https://lawbhoomi.com/ip-issues-and-cyber-law/>

[https://mdu.ac.in/UpFiles/UpPdfFiles/2021/Jun/4_06-11-2021_14-](https://mdu.ac.in/UpFiles/UpPdfFiles/2021/Jun/4_06-11-2021_14-5443_Computer%20Applications%20in%20Business.pdf)

[5443_Computer%20Applications%20in%20Business.pdf](https://mdu.ac.in/UpFiles/UpPdfFiles/2021/Jun/4_06-11-2021_14-5443_Computer%20Applications%20in%20Business.pdf)

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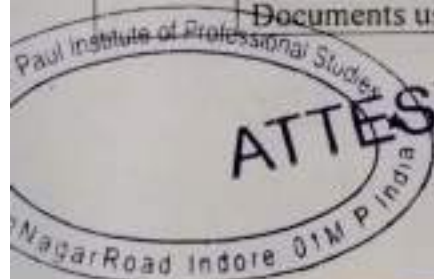
Part A Introduction		
Program:	Degree Course	Level - IIIrd Year
		Session: 2023-24
Course Code	V3- COM-TALT	
Course Title	COMPUTER APPLICATIONS IN BUSINESS	
Course Type	Vocational	
Pre-requisite (if any)	No	
Course Learning outcomes (CLO)	<p>After completion of the course, learners will be able to:</p> <ol style="list-style-type: none"> 1. Explain the basic concepts of computer system; 2. Know about Operating System, Overview of various Computer, & Mobile OS and Applications; 3. Analyze and compare the features of various mobile payment apps; 4. Perform various features of Word processing such as Table, Mail merge, Hyperlink, etc.; 5. Prepare a business presentation on MS PowerPoint; 6. Perform various mathematical, logical, and other functions on a large set of data using MS Excel; 7. Analyze and report accounting data using MS Excel; 8. Demonstrate skill to use RDBMS and MS Access in business processes; 9. Develop macros to streamline the business functions; 10. Explain various functionalities of Accounting Software 	
Expected Job Role / career opportunities	Software Developer, Database Administrator, Systems analyst, Computer Network Analyst, Computer Operator, Office Assistant, Data Analyst, Internal Analyst, External analyst, Information Security Analyst, Web developer, Computer Research Scientist etc.	
Credit Value	2 (Theory) + 2 (Practical) = 04	

Part B- Content of the Course

Total No. of Lectures + Practical (in hours per week): L-1 Hr / P-1 Lab Hr (=2 Hrs)

Total No. of Lectures/ Practical: L-30 /P-30 (60 Hrs)

Module	Topics	No. of lectures (Total 30)
1	<p>Word Processing</p> <p>Introduction to word Processing, Word processing concepts, Use of Templates, Working with word document: Editing text, Find and replace text, Formatting, spell check, Autocorrect, Autotext; Bullets and numbering, Tabs, Paragraph Formatting, Indent, Page Formatting, Header and footer, Tables: Inserting, filling and formatting a table; Inserting Pictures and Video; Mail Merge: including linking with Database; Printing documents. Creating Business Documents using the above facilities</p>	8



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II	Preparing Presentations Basics of presentations: Slides, Fonts, Drawing, Editing; Inserting: Tables, Images, texts, Symbols, Media; Design; Transition; Animation; and Slideshow. Creating Business Presentations using above facilities	6
III	<u>Spreadsheet and its Business Applications</u> Spreadsheet concepts, managing worksheets; Formatting, Entering data, Editing, and Printing a worksheet; Handling operators in formula, Project involving multiple spreadsheets, Organizing Charts and graphs. Spreadsheet functions: Mathematical, Statistical, Financial, Logical, Date and Time, Lookup and reference, Database, and Text functions.	8
IV	Creating Business Spreadsheet Creating spreadsheet in the area of: Loan and Lease statement; Ratio Analysis; Payroll statements; Graphical representation of data; Frequency distribution and its statistical parameters; Correlation and Regression. DBMS Software: Environment; Tables; Forms; Queries; Reports; Modules; Applying DBMS in the areas of Accounting; Managing the data records of Employees, Suppliers and Customer	8

Practical		No. of lectures
<ol style="list-style-type: none"> 1. Create a document and apply various formatting options. 2. Design greeting cards using word art for various festivals. 3. Create your resume and use page borders and shading. 4. Create a document and insert headers and footers, page titles, etc. 5. Set Margins, Orientation, Size, Columns, Wa Marks, Page Color and Page Borders to create the document. 6. Insert the table into the document. 7. Prepare a mark sheet of your class subjects. 8. Apply Securing Creating, Editing, Saving, Printing 9. Work on the following exercise in the workbook: <ol style="list-style-type: none"> A. copy an existing sheet B. rename old sheet C. Insert a new sheet in an existing workbook D. Delete the renamed sheet. 		30
Project/ Field trip:		



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Part C-Learning Resources

Text Books, Reference Books, Other resources

1. Dr. S. Sudalaimuthu, Mr. S. Anthony Raj, Computer Application in Business, Himalaya Publishing House Pvt. Ltd
2. Sanjay Saxena, A First Course in Computers, Vikas Publishing House, New Delhi
3. Pradeep K. Sinha and Preeti Sinha, Foundation of Computing, BPB, Publication.
4. Deepak Bharihoka, Fundaments of Information Technology, Excel Book, New Delhi
5. V. Rajaraman, Introduction to Information Technology, PHI, New Delhi
6. R. Hunt, J. Shelley, Computers and Common sense, Prentice Hall of India New Delhi
7. Leon, M. Leon, Fundamentals of Information Technology, Leon Vikas, (4) Software manuals

Suggested equivalent online courses: e-reading:

<https://www.himpub.com/documents/Chapter1197.pdf>

https://oms.bdu.ac.in/ec/admin/contents/171_16SACAOB2_2020051908432511.pdf

<https://www.scribd.com/document/431064572/Computer-Application-in-Business-NOTES-pdf#>

<https://tnou.ac.in/wp-content/uploads/2021/01/BBA-Computer-Applications.pdf>

<https://qmcmem.com/qmcintra/bba/ANSWER%20KEY/CAB%20%20MAM3H%20key%20BBA.pdf>

<https://www.studocu.com/in/document/bangalore-university/bachelor-of-business-administration/computer-application-in-business-notes/23728811>

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Part A Introduction

Program: Under Graduate Degree Course		Level - IIIrd Year	Session: 2023-24
Course Code	V3-COM-E1MT		
Course Title	Import Export Finance Procedure		
Course Type	Vocational		
Pre-requisite (if any)	Diploma course		
Course Learning outcomes (CLO)	After completion of course, students will be able to <ul style="list-style-type: none"> ● Understand updates information of RBI guidelines for foreign trade ● Equip students with institutional financing system in foreign trade ● Understand Pre-shipment finance documents and procedures ● Understand Post-shipment finance documents and procedures ● Understand Export incentives ● Understand Payments system in foreign trade 		
Expected Job Role / career opportunities	Import/Export Finance Expert, Consultant of foreign trade, Merchant Banker, Import Specialist, International Trade Finance Manager, Supply Chain Manager		
Credit Value	2 (Theory) + 2 (Practical) = 04		

Part B- Content of the Course

Total No. of Lectures + Practical (in hours per week): L-1 Hr / P-1 Lab Hr (2 Hrs)

Total No. of Lectures/ Practical: L-30 / P-30 (60 Hrs)

Module	Topics	No. of lectures (Total 30)
I	Import Export Finance- Import/Export credit, Financing foreign receivables advances against collection, discounting trade acceptance, Institutional support for export/import finance in India – RBI guideline, international chamber of commerce, stages of export/import finance, new schemes for export finance, foreign exchange guideline by RBI.	10
II	Pre and Post shipment Export Credit- Introduction, need of export finance, Financing facilities, Pre shipment finance for exporters, Pre shipment credit in foreign currency (PCFC). Need for post shipment export finance, Mechanism of dispersal post shipment finance, gold card schemes for exporters, Interest equalization schemes.	10
	Payment terms and Procedure- Introduction, advance payment,	

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documents against payment, document against acceptance, letter of credit, Understanding the risk matrix in payment mode, factors affecting the choice of payment mode, modes of payment, methods of funds transfer.	10
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	Practical	No. of lectures
1.	Proposal of Export Credit	30
2.	Flow Chart of RBI guidelines	(02
3.	Identification of Foreign Exchange Dealing Process in India	Hours
4.	Listing of Foreign Exchange Dealing Institution in India	each)
5.	Proposal for Pre-Shipment Finance	
6.	Listing of Commercial Bank Dealing Foreign Exchange in India	
7.	EXIM Bank Working Mechanism	
8.	Preparation of Letter of Credit	
9.	Listing of Export Incentives	
10.	Listing of Pre-Shipment Finance Documents	
11.	Listing of Post-Shipment Finance Documents	
12.	Calculation of Risk matrix in Payment Mode	

Project/ Field trip:

Part C-Learning Resources

Text Books, Reference Books, Other resources

1. Export Import Procedure and Documentation by Madhurima Lall, Sultan Ahmad: S.Chand and Sons New Delhi
2. Export and Import Management by Ram Singh: SAGE
3. Foreign trade and Export-Import policy of India by Madhusudana: H.S. New Century Publications
4. Export Import Procedures by C Rama Gopal: New Age International Publishers
5. IGNOU e-gyaankosh E-Library

Suggested equivalent online courses: e-reading:

1. https://legacy.trade.gov/guide_to_exporting.pdf
2. <https://msme.gov.in>
3. <https://www.cbic.gov.in>
4. <https://www.unionbankofindia.co.in>
5. <https://dde.pondiuni.edu.in>



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Part A Introduction

Program:	Degree Course	Level - IIIrd Year	Session: 2023-24
Course Code	V3-COM-FINT		
Course Title	STOCK MARKET OPERATIONS		
Course Type	Vocational		
Pre-requisite (if any)	NO		
Course Learning outcomes (CLO)	After completion of course, students will be able to: 1. Explain the basic concept of securities market; 2. Practice trading on stock market; 3. Analyze the legal framework of securities market; 4. Explain different segment of Stock Exchange; 5. Perform demat trading.		
Expected Job Role / career opportunities	Market research analyst, Equity dealer, financial manager/relationship manager, Trader, Financial planner, Arbitrage dealer, Business development manager, Investment advisor, Mutual fund advisor, Broker / sub-broker etc.		
Credit Value	2 (Theory) + 2 (Practical) = 04		

Part B- Content of the Course

Total No. of Lectures + Practical (in hours per week): L-1 Hr / P-1 Lab Hr (=2 Hrs)

Total No. of Lectures/ Practical: L-30 / P-30 (60 Hrs)

Module	Topics	No. of lectures (Total 30)
I	Introduction -Concept and types of Securities; Concept of return: Concept, types and measurement, Development of Securities market in India. Primary Market Concept, Functions and Importance; Functions of New Issue Market (IPO, FPO & OFS); Methods of Floatation- fix price method and book building method; Pricing of Issues; Offer Documents; Underwriters, Lead Managers, Syndicate Members, Brokers, Registrars, Bankers, ASBA; SME IPOs and Listing of Securities	10
II	Secondary Market Concept; Functions and Importance; Mechanics of Stock Market Trading-Different Types of Orders, Screen Based Trading, Internet-Based Trading and Settlement Procedure; Types of Brokers. Regulatory Framework SEBI (Issue of Capital and Disclosure Requirements) Regulation 2018; Securities Contract Regulation Act and SEBI (Listing Obligations and Disclosure Requirements) Regulation 2015.	10

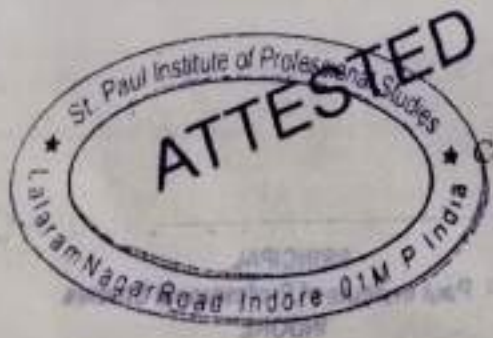
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III	<p>Demat Trading- Stock Exchanges and Intermediaries; Concept and Significance of Demat Trading; Role of Depositories and Custodian of Securities in Demat Trading; SEBI Guidelines and other Regulations Relating to Demat Trading; Procedure of Demat Trading.</p> <p>Mutual Funds :-Concept and background on Mutual Funds: Advantages, Disadvantages of investing in Mutual Funds, Types of Mutual funds: Open ended, close ended, equity, debt, hybrid, money market, and entry load vs. exit load funds. Factors affecting choice of mutual funds. Mutual fund agencies ranking and its usage, calculation and use of Net Asset V</p>	10
	Practical	No. of lectures
	<p>Practical Exercises: The learners are required to:</p> <ol style="list-style-type: none"> 1. Prepare the steps involved in pre and post management of hypothetical case of IPO/FPO. 2. Make a comparative analysis of IPOs to identify parameters of success and causes of failure. 3. Expose themselves to trading screen of National Stock Exchange (www.nseindia.com) and demonstrate: 4. Procedure of placing buying /selling order. 5. Trading Workstation Station (TWS) of spot market and financial derivative markets (Futures and Options). 6. Learn demat trading and investment with the help of relevant software (Working on Virtual trading platform). 	30

Part C-Learning Resources

Text Books, Reference Books, Other resources

1. Balram, Stock Market Operations, Himalaya Publishing House Nagpur
2. Alok Goyal, Mridula, Fundamentals of Stock Market, VK Global Publications Pvt Ltd, New Delhi
3. Benjamin, G. *The Intelligent Investor*, New York: Harper Publishing, Dalton, J.M.
4. Dr. F. C. Sharma, Financial Market Operations, SBPD Publications, Agra.
5. Prof. (Dr). Vanita Tripathi Neeti, Investing in Stock Markets, Taxmann Publications, New Delhi.
6. Gordon, E. & Natarajan, K., *Financial Markets and Services*, Himalaya Publishing House. New Delhi.
7. Argimiro Arratia, Investing in Stock Markets, Ane Books Pvt. Ltd, New Delhi.



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Suggested equivalent online courses: e-reading:

1. https://www.academia.edu/33402044/Complete_Lecture_Notes_for_MBA_643_Stock_Market_Theory_and_Practice_pdf
2. Chromeextension://efaidnbmnnnibpcajpcgglefindmkaj/https://www.jaincollege.ac.in/jecvvp/pdf/IV-Sem-SCM-unit3.pdf
3. extension://efaidnbmnnnibpcajpcgglefindmkaj/https://www.flame.edu.in/pdfs/fil/presentations/FIL_Stock%20Market.pdf.
4. <https://www.teachmint.com/tfile/studymaterial/directtradeworld/trading/basicofsharemark etpdf/a1b56ee3-2e6e-48e7-9b55-b65d1497969b>
5. chrome-extension://efaidnbmnnnibpcajpcgglefindmkaj/https://static.nseindia.com/s3fs-public/2019-06/Basics_of_finmkts.pdf
6. chrome-extension://efaidnbmnnnibpcajpcgglefindmkaj/https://nios.ac.in/media/documents/srsec319new/319EL18.pdf.

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Part A Introduction

Program: Degree	Class -	Year: III	Session: 2023-2024
Subject: Computer Application			
1	Course Code	53-COAP2G	
2	Course Title	E-Commerce	
3	Course Type (Core Course/ Discipline Specific Elective/Elective/Generic Elective/Vocational/.....)	Generic Elective	
4	Pre-requisite (if any)		
5	Course Learning outcomes (CLO)	<p>On successful completion of this course, the students will be able to:</p> <ol style="list-style-type: none"> 1. Learn the fundamentals of E - Commerce and its process. 2. Understand the role of E- commerce in the present scenario along with the concepts of security and its applications. 3. Gain knowledge of e-commerce business needs and resources and match to technology considering human factors and budget constraints 4. Apply knowledge of changing technology on traditional business models and strategy. 5. Have skills to Communicate effectively and ethically using electronic communication 	
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- 90 Tutorials-Practical (In hours per week): 31 Lectures per week		
Unit	Topics	No. of Lectures (1 Hour Each)
I	<u>Introduction</u> Brief history of e-commerce ,Types , Advantages & Disadvantages of e-commerce , Elements of e-commerce , Principles of e-commerce , Messaging and Information distribution , Messaging and information distribution , Common service infrastructure , other key support layers	10
II	<u>EDI to e-commerce</u> : EDI - Origin , System approach and communication approach , Migration to open EDI- Approach , Benefits , Mechanics , E-com with WWW/Internet. E-Government Concepts, Applications of G2C, G2B, G2G	10




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III	<u>Electronic communication</u> PC and networking, Network topologies and communication media, E-mail, OSI and TCP/IP Models, LAN, WAN, MAN Internetworking - Bridges and gateways, Internet Vs Online services, Open vs Closed Architecture, Controlled contained Vs Uncontrolled contained, Metered Pricing Vs Flat pricing, Innovation Vs Control.	25
IV	<u>WWW & Electronic Payment System</u> Applications - what is web, Why is the Web such a hit, The Web and E-Com Concepts & Technology -Key concepts, Web Software development Tools. Electronic payment system - Overview, Electronic or digital cash, Electronic Checks, Online credit card based system, other Engineering financial instruments, Consumer legal and Business issues.	20
V	<u>Security and Application</u> Need of computer security, Specific intruder approaches, Security strategies, Cryptography, Public key encryption, Private key encryption, Digital signatures <u>Advertising on the internet</u> : Marketing, Creating a website, Electronic publishing issues, EP architecture, EP tools, Web page-EP-Baseline issues, Application tools and publishing on the internet.	25

Keywords/Tags:

Part C-Learning Resources

Text Books, Reference Books, Other resources

Suggested Readings:

1. *Electronic Commerce* By Ravi Kalakota and Andrew B. Whinston.
2. *Web Commerce Technologies Handbook* By Daniel Minoli & Emma Minoli
3. *E-Commerce* By Dr. Varinder Bhatia
4. *Promise Of E-Governance* By M P Gupta
5. मध्य प्रदेश हिन्दी शोध अकादमी की पुस्तकें

Suggestive digital platforms/ web links

1. https://onlinecourses.nptel.ac.in/noc19_mg34/preview
2. https://onlinecourses.swayam2.ac.in/cec19_cm01/preview
3. [https://www.coursera.org/lecture/innovative-entrepreneur/e-commerce-the-internet-as-a-act\[img-platform-DYSNa](https://www.coursera.org/lecture/innovative-entrepreneur/e-commerce-the-internet-as-a-act[img-platform-DYSNa)
4. <https://www.mooc-list.com/tags/e-commerce-market>
5. https://onlinecourses.swayam2.ac.in/nou21_cm14/preview

Suggested equivalent online courses:

1. <https://www.udemy.com>
2. <https://www.coursera.org/professional-certificates>

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3. <https://www.cdx.org/learn/e-commerce>
4. <https://www.coursera.org/courses?query=e-commerce>

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)	Class Test Assignment/Presentation	30
External Assessment : University Exam Section Time : 03:00 Hours	Section (A) : Very Short Questions Section (B) : Short Questions Section (C) : Long Questions	70

Any remarks/ suggestions:



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Theory Paper

Part A Introduction			
Program: Degree		Class : BBA	Year: III
Session: 2023-24			
Subject: WORKING CAPITAL MANAGEMENT			
1	Course Code	M3-BBAC2T	
2	Course Title	BBA (Group C) - Finance	
3	Course Type (Core Course/ Discipline Specific Elective/Elective/Generic Elective/Vocational/.....)	Paper : Minor / Elective (Group C)	
4	Pre-requisite (if any)	The student must have studies this group in 2 nd year (Diploma)	
5	Course Learning outcomes (CLO)	<p>On successful completion of this course, the students will be able to:</p> <ul style="list-style-type: none"> Equip themselves with the conceptual knowledge of management of Working Capital. Understand the importance of cash management. Acquaint themselves with the concept of credit policy and credit management. Learn to apply sound techniques for managing inventory. Acquaint themselves with various tools of short-term financing, debt financing and bank financing. 	
6	Credit Value	6 Credits	
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 Hour Each)



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1	Working Capital: Concept, Definition, types, Importance, Need and Objectives of Working Capital, Determinants of working capital, Excess working capital and inadequate working Capital, Disadvantages of Excess working capital and inadequate working Capital, Operating cycle - Concept	18
2	Meaning, definition and nature of cash, Motives for holding cash, Cash Management, Meaning of Cash Flow, Determination of optimum cash balance, Cash Management Models, Management of Marketable Securities	18
3	Concept and definition of receivables, cost of maintaining receivable, factors influencing the size of receivables, forecasting of receivables, objectives of receivable management, factoring and receivable management, types of factoring	18
4	Meaning and nature of inventory, purpose and benefit of holding inventory, risk and cost of holding inventories, objectives of inventory management, tools and techniques of inventory management	18
5	Financing of working capital, determining the working capital financing mix, new trends in financing of working capital by banks, latest committees regarding working capital- Kannan Committee, Marathe Committee	18

Keywords/Tags: Working Capital, Cash Management, Credit Management, Inventory Management, Short Term Financing, Monetary Market.

Part C-Learning Resources

Text Books, Reference Books, Other resources

Suggested Readings:

1. Kuchhal S.C., 'Financial Management', Chaitanya Publishing House, Allahabad, 1988.
2. Khan M.Y. & Jain P.K., 'Financial Management', Tata McGraw-Hill Publishing Company Limited, New Delhi, 1984.
3. Pandey I.M., 'Financial Management' Vikas Publishing House, New Delhi. 2016. Eleventh edition.
4. Besant A., Raj C., 'Corporate Financial Management', Tata McGraw Hill, New Delhi, 1995.



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Professional Management, BBA Course

Second edition.

5. Chandra Prasanna, 'Financial Management, Theory and Practice', McGraw Hill, New Delhi, 2019, Tenth Edition.
6. Bhattacharya, Hrishikes, 'Working Capital Management: Strategies and Techniques', PHI, Fourth Edition.
7. Sharma & Gupta, Kalyani Publishers, New Delhi, 2020

Suggestive digital platforms/ web links

http://sdeuoc.ac.in/sites/default/files/sde_videos/VISem_BBA_working_capital_mgmnt.pdf

<https://www.investopedia.com/terms/w/workingcapitalmanagement.asp>

<http://www.jiwaji.edu/pdf/ecourse/commerce/UNIT-5%20Working%20Capital.pdf>

<http://www.jmpcollege.org/downloads/MODULE4.pdf>

<https://rajdhanicollege.ac.in/admin/ckeditor/ckfinder/userfiles/files/Management%20of%20Inventory.pdf>

<http://anucde.info/materialpdf/L-13.pdf>

<http://anucde.info/materialpdf/L-12.pdf>

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)	Class Test Assignment/Presentation	30
External Assessment : University Exam Section Time : 03.00 Hours	Section(A) : Very Short Questions Section (B) : Short Questions Section (C) : Long Questions	70

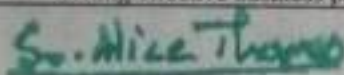
Any remarks/ suggestions:



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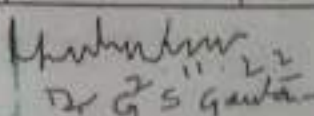
Theory Paper

Part A Introduction			
Program: Degree		Year: III	Session: 2023-24
Subject: English Literature			
1	Course Code	A3-ELIT1G	
2	Course Title	Business English (Theory)	
3	Course Type (Core Course/ Discipline Specific Elective/ Elective/ Generic Elective (Vocational/.....)	Generic Elective	
4	Pre-requisite (if any)	Open for All	
5	Course Learning Outcomes (CLO)	On successful completion of this course, the students will be able to: <ol style="list-style-type: none"> 1. Define and depict the basics of business communication in English, 2. Acquire communicative competence in the field of business, 3. Increase their knowledge of key business concepts worldwide. 4. Write and read basic business reports, faxes, and memos, 5. Expand vocabulary related to general business situations, 6. Develop confidence to deal with people and basic issues in the business world. 	
6	Credit Value	4	
7	Total Marks	Max. Marks: 30 + 70	Min. Pass Marks: 15
Part B- Content of the Course			
Total No. of Lectures (in hours per week): 02			
Total No. of Lectures: 60 Lectures			
Unit	Topics	No. of Lectures (1 Hour Each)	
I	Introduction to Business English <ul style="list-style-type: none"> • Basics of Corporate Communication • Cross-cultural awareness Keywords: Marketing, Start-up, USP	15	
II	Business Correspondence <ul style="list-style-type: none"> • Emails- register, style, standard phrasing * • Notes and memos, Business specific language phrases Keywords: HR, Branding, Recruitment, Public Relations	15	
III	Business Proposals <ul style="list-style-type: none"> • Formats, methods, and principles of business proposals • Writing effective business proposals 	15	


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	Keywords: <i>Stakeholders, Leverage, Clauses</i>	
IV	Business Reports <ul style="list-style-type: none"> Skim reading reports and news feeds Writing reports: style, conventions, register 	15
	Keywords: <i>Freelance, Revenue, Balance-sheet</i>	

Keywords/Tags:

Part C-Learning Resources**Text Books, Reference Books, Other resources****1. Suggested Readings:**

1. Bhalla, P., "Business English", VS Publishers, India, 2016.
2. Digiacomo, M., "The English Grammar Workbook for Adults: A Self-Study Guide to Improve Functional Writing", Rockridge Press, 2020.
3. Gupta, R., "Rapidex Business English", Pustak Mahal, India, 2017.
4. Kapoor, RR., "In Translation: Literature Across the World", Authors Press, India, 2021.

2. Suggestive digital platforms/ web links

1. www.eshiksha.mp.gov.in
2. <https://www.northeastern.edu/graduate/blog/what-is-corporate-communications/>
3. <https://www.instructionalsolutions.com/blog/business-email>
4. <https://blog.hubspot.com/sales/how-to-write-business-proposal>
5. [https://en.wikipedia.org/wiki/Proposal_\(business\)](https://en.wikipedia.org/wiki/Proposal_(business))
6. <https://www.unr.edu/writing-speaking-center/student-resources/writing-speaking-resources/how-to-write-a-business-report#:~:text=A%20business%20report%20is%20a,show%20you%20the%20basic%20outline>
7. <https://blog.bit.ai/business-report/>

3. Books published by Madhya Pradesh Hindi Granth Academy, Bhopal**Suggested equivalent online courses:**

1. Free Business English Tutorial - UdeMy link:
<https://www.udemy.com/course/free-business-english-course/>
2. Free Business English Lessons - Oxford Online English link:
<https://www.oxfordonlineenglish.com/free-business-english-lessons>

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)	Class Test Assignment/Presentation	30
External Assessment : University Exam Section Time : 03.00 Hours	Section(A) : Very Short Questions Section (B) : Short Questions Section (C) : Long Questions	70

Any remarks/ suggestions:

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Practical Paper

Part A Introduction			
Program: Degree		Year: III	Session: 2023-24
Subject: English Literature			
1	Course Code	A3-ELIT1R	
2	Course Title	Practising Business English (Practical)	
3	Course Type (Core Course/ Discipline Specific Elective/ Elective/ Generic Elective/ Vocational/.....)	Generic Elective	
4	Pre-requisite (if any)	Open for All	
5	Course Learning Outcomes (CLO)	<p>On successful completion of this course, the students will be able to:</p> <ol style="list-style-type: none"> 1. Define and depict the basics of business communication in English, 2. Acquire communicative competence in the field of business, 3. Increase their knowledge of key business concepts worldwide, 4. Write and read basic business reports, faxes, and memos, 5. Expand vocabulary related to general business situations, 6. Develop confidence to deal with people and basic issues in the business world. 	
6	Credit Value	2	
7	Total Marks	Max. Marks: 100	Min. Pass Marks: 35
Part B- Content of the Course			
Total No. of Lectures/Practical (In hours per week): 01 lecture of 2 hours			
Total No. of Lectures: 30 Lectures			
Unit	Topics	No. of Lectures (2 Hours Each)	
1	Presentation and Negotiation <ul style="list-style-type: none"> • Presentation: <ul style="list-style-type: none"> ◦ How to: <ul style="list-style-type: none"> ■ Introduce a topic effectively ■ Link and sequence ideas ■ Conclude ■ Respond to questions • Negotiation: <ul style="list-style-type: none"> ◦ How to: <ul style="list-style-type: none"> ■ Use key negotiating language and frame your argument ■ Negotiate with suppliers and customers 	15	



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	Keywords: Allocation of assets, Entrepreneur, Gig economy	
II	Social English <ul style="list-style-type: none"> How to: <ul style="list-style-type: none"> Indulge in speed networking Present an elevator pitch Perform well in business conventions: information and communication 	15
	Keywords: Skillset, Investment, Ownership	

Keywords/Tags:

Part C-Learning Resources

Text Books, Reference Books, Other resources

1. Suggested Readings:

- Bhalla, P., "Business English", VS Publishers, India, 2016.
- Digiacomio, M., "The English Grammar Workbook for Adults: A Self-Study Guide to Improve Functional Writing", Rockridge Press, 2020.
- Gupta, R., "Rapidex Business English", Pustak Mahal, India, 2017.

2. Suggestive digital platforms/ web links

- www.eshiksha.mp.gov.in
- <https://www.skillsyouneed.com/ips/negotiation.html>
- <https://www.slideshare.net/mrorg/negotiation-skills-presentation>
- https://en.wikipedia.org/wiki/Speed_networking
- https://en.wikipedia.org/wiki/Elevator_pitch

3. Books published by Madhya Pradesh Hindi Granth Academy, Bhopal

Suggested equivalent online courses:

- Free Sales and Negotiation Skills Course - ALISON.COM**
<https://alison.com/course/sales-and-negotiations-skills>
- Free Course on Negotiation, Mediation and Conflict Resolution Specialization - COURSEARA.COM**
<https://www.coursera.org/specializations/negotiation-mediation-conflict-resolution>

Suggested Academic Activities for Experiments:

- Testing the learners' pronunciation abilities through reading out any authentic text.
- To test the learners' knowledge about the meaning, synonyms, antonyms of difficult words used in any standard text and their usage in new sentences.
- To test the learners' knowledge about the different possible forms of root words from any standard text/daily newspapers and their usage in new sentences.
- Identifying different tenses and prepositions used in any authentic text/daily newspaper and recreating sentences from them.
- Identifying types of sentences used in any standard text and reusing them to form new sentences.

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6. To conduct quiz activities for the learners based on different parts of speech (noun, pronoun, verb, adverb, adjective, preposition, conjunctions, exclamation)
7. Identifying connectors (for example: but, moreover, furthermore, hence, therefore, so, in the light of the above etc) from any standard text and reusing them in situational English.
8. Identifying literary devices and figures of speech from any authentic text/daily newspapers/magazines.
9. Identifying verbal phrases, idioms, and proverbs found in any authentic text/daily newspapers/magazines and using them in real-life/situational English. (Lexical Approach)
10. Voice and language modulation activities
11. Enactment through body language and expression
12. Testing the fluency of the learners through real-life/situational (informal) English.
13. Recreating sentences from Formal into Informal English.
14. Learners should be asked to continuously practice language skills (LRW) based on resources available in the classroom

For example: speech available on the mobile internet platforms like YouTube, EDX etc can be used for listening exercise; using newspapers and standard textbooks for reading and writing skills; based on these three activities (LRW), learners should be inspired to practice the speaking skill.

Part D-Assessment and Evaluation

Suggested Continuous Evaluation Methods:

Internal Assessment	Marks	External Assessment	Marks
Class Interaction /Quiz	30	Viva Voce on Practical	70
Attendance		Practical Record File	
Assignments (Charts/ Model Seminar / Rural Service/ Technology Dissemination/ Report of Excursion/ Lab Visits/ Survey / Industrial visit)		Table Work / Experiments	
Total Marks : 100			

Any remarks/ suggestions:



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Part A Introduction			
Program: Degree	Class: III Year Degree course	Year: 2023	Session: 2023-24
Subject : NCC			
1	Course Code		
2	Course Title	NCC Part III	
3	Course Type (Core Course/Elective/Generic Elective/Vocational/.....)	Elective	
4	Pre-requisite (if any)	To study this course, a student must have passed Diploma Course 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 understand the role of NCC in different walks of life. They will come to know the basic information of map reading, Field Crafts, Fire discipline, Civil defense and disaster managements. It also give awareness to the youth about different weapons of Army, Navy and Air Force. They will also come to know about the importance of Yoga for health and concentration. Students will also know the procedure of SSB and interview skills.	
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			No. of Lectures
I	(A) Basic information of Map Reading, Limitations and uses of maps, Conventional signs, Relief and contour. Compass and Bearing, Service Protector. Method of finding north, Grid reference and Service protector, (B) Field Craft- Essential part of field crafts: Judging distance, Indication and recognition of target, Camouflage and concealment, Fire and movement, Field signal Section formation and platoon formation		15
II	(A) Discipline in firing range, Fire orders, Range procedure and safety precautions, Fire units, Fire control orders, Battle procedure and its characteristics, Sectional battle drill, Sentry, Scout, Petrol and Ambush (B) Custom and culture, Role of NCC in maintaining Unity and integrity of the country		15



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III	(A) Civil Defense and Disaster Managements, Fire fighting, Health and Hygiene, Importance of Yoga, Energy Conservation, AtmaNirbhar Bharat. (B) Role of NCC in Beti Bachao and Beti Pado movement, Types of Adventure activities in NCC, Various weightage for NCC 'B' & 'C' Certificate holders. General information about SSB and Interview skills	15
IV	(A) Different weapons of Army, Navy and Air Force : Rifle .303 and .22, SLR, LMG, Stan Machine Carbine (SMC), Mortar, HE Grenade, Pistol Types of different ships, submarines and air crafts in Indian Navy Types of air crafts in air force and weapons for safety against the air attack (B) Different Indian wars after independence	15

Part C-Learning Resources

Text Books, Reference Books, Other resources

Suggested Readings:

S. No.	Name of Writers	Name of Book	Name of Publishers	Year of Publication
1	Chauhan, Lt.(Dr.) Rajeev Kumar	NCC National Cadet Corps	Aakriti Publication	2021
2	Gupta, R.K.	NCC National Cadet Corps (Hindi & English)	Ramesh publication	2021
4	NCC Directorate	Hand Book of NCC	Kant Publication, Itawa	2017
5	NCC Directorate	Hand book of NCC an unique book for NCC Cadets	Naveen Publication	2019
6	Ranjan, Shashi and Kumar, Aashish	Handbook of NCC	Goodwin Publication	2021
7	NCC Directorate M.P. & C.G and DG NCC Delhi	Cadets Hand book (General subject) (English and hindi)	NCC Directorate M.P. & C.G.	2018
8	NCC Directorate M.P. & C.G and DG NCC Delhi	Cadet hand book of specialized subject SD/SW (English and hindi)	NCC Directorate M.P. & C.G and DG NCC Delhi	2018
9	DG NCC Delhi	Cadet Hand book specialized subject(Air wing) SD/SW	DG NCC Delhi	2018
10	DG NCC Delhi	Cadet Hand book specialized subject(Naval wing) SD/SW	DG NCC Delhi	2018
11	Y. K. Sharma and R. L. Nigam	Sanaya Vigyan part II (Hindi)	AlkaPrakashan, Kanpur	2011
12	Maj. R C Mishra	Hand Book Of NCC (Hindi)	KantiPrakashanItawa	1995
13	Sawami Satyanand Saraswati	Asana Pranayam Munda Bandha	Yog publication trust Mungare Bihar	2018
14	O P Tiwari	Asana Why and How (English and Hindi)	Kaivalyadham, S.M.Y.M. Samiti, Lonavla, India	2018
15	पवन गुरु भ्रमरा गुरु	योग का ज्ञान (हिन्दी)	योग संप्रदाय एवं अनुसंधान केन्द्र, 24, पत्राकार बालेजी भोपाल	2014

2. Suggestive digital App: DG NCC training App. Version 2.0.1

Suggested equivalent online courses:

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Part D-Assessment and Evaluation

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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

External Assessment : 70
University Exam Section:

Time :

Any remarks/ suggestions: NIL

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भाग अ-परिचय			
विषय पाठ्यक्रम	कक्षा-तृतीय वर्ष	वर्ष : 2023	सत्र : 2023-2024
विषय : राष्ट्रीय कैडेट कोर (NCC)			
1	विषय कोड	NCC	
2	विषय शीर्षक	एनसीसी भाग-3	
3	विषय का प्रकार	ऐच्छिक	
4	पूर्व-अपेक्षा (यदि कोई)	इस पाठ्यक्रम के अध्ययन के लिए विद्यार्थियों का डिप्लोमा पाठ्यक्रम में उल्लिखित होना एवं विहितसीध रूप से योग्य होना चाहिए। इस पाठ्यक्रम को वैकल्पिक विषय के रूप में चुना जा सकता है एवं यह सभी के लिए खुला है।	
5	पाठ्यक्रम सीखने के परिणाम (सीएलओ)	विद्यार्थी जीवन के विभिन्न क्षेत्रों (चरणों) में एनसीसी की भूमिका समझ पाएंगे। वे मानचित्र, वाहन, फील्ड, क्राफ्ट (क्षेत्र शिल्प), अग्नि अनुशासन, नागरिक सुरक्षा, आपदा प्रबंधन की आधारभूत सूचनाओं को जान पाएंगे। यह दुवाओं को धरमेना, नीमेना एवं वायुसेना के विभिन्न शस्त्रों के बारे में जागरूक करेगा। वे स्वस्थ एवं एकता के लिए योग के महत्व को जान पाएंगे। विद्यार्थी एम.एन.सी. प्रक्रिया एवं साक्षात्कार कौशल को जान पाएंगे।	
6	क्रेडिट मूल्य	सैद्धांतिक - 04	
7	कुल अंक	अधिकतम अंक: 30+70	न्यूनतम अंक: 35

भाग ब-व्यावहारिक पाठ्यक्रम की सामग्री

व्याख्यानों की कुल संख्या (प्रति सप्ताह घंटों में) : प्रतिसप्ताह 2 घंटे

क्रेडिट- 4 (कुल व्याख्यान 80 घंटे)

इकाई	विषय	व्याख्यानों की संख्या
इकाई-1	(अ) मानचित्र वाहन की आधारभूत जानकारी, मानचित्रों के प्रयोग एवं सीमार्क कन्वेंशनल चिन्हें, राहत और समीप दिशासूचक चिह्न एवं ट्रिगोन (ट्रिकोमचक ट्रिगोन), सेवारक्षक, उल्लर (नार्थ) इंडेक्स की विधियां चिह्न संदर्भ और सेवारक्षक। (ब) I. क्षेत्रशिल्प (फील्ड क्राफ्ट) क्षेत्रशिल्प के आवश्यक भाग- पासले का अनुमान लगाना, लक्ष्य के स्थिति एवं मान्यता, छलावरण एवं आइ.फायर और मूवमेंट(गति), फील्ड सीगनल II. सेक्शन बनाना एवं प्लाटून बनाना	15 घण्टे
इकाई-2	(अ) फायरिंग रेंज सीमा में अनुशासन, फायर के आदेश रेंज प्रक्रिया एवं सुरक्षा के पूर्व उपाय, फायर इकाई, फायर नियंत्रण आदेश यह प्रक्रिया एवं इनके अभिलक्षण, सेक्शनल (खंडीय), संशाम (पुछ) डिल, पहरदारी, स्काउट, गेट्रोल एवं घात लगाना। (ब) रीति रिवाज एवं संस्कृति राष्ट्र की एकता और अखंडता को बनाये रखने में एनसीसी की भूमिका	15 घण्टे
इकाई-3	(अ) नागरिक सुरक्षा एवं आपदा प्रबंधन, अग्निशमन, स्वस्थ एवं सफाई, योग का महत्व, ऊर्जा संरक्षण, आत्मनिर्भर भारत। (ब) बेटी बचाओ, बेटी पढ़ाओ आंदोलन में एनसीसी की भूमिका एनसीसी (राष्ट्रीय कैडेट कोर) में साहसिक गतिविधियों के प्रकार एनसीसी "बी" एवं "सी" प्रमाणपत्र धारकों हेतु विभिन्न अधिभार एसएसबी और साक्षात्कार कौशल के संबंध में सामान्य जानकारी।	15 घण्टे



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इकाई-4	(अ) बल्लेबा, नीलेना एवं बाबुलेना के विभिन्न शस्त्र - 22 एवं 303 एम.एल.आर, LMG, स्टेन मशीन कारबाईन (एन.एम.सी) मोर्टार, एवं ई-वेनेज, विस्फोट, भारतीय नीलेना में विभिन्न जहाज, फुडूजी, एयरक्राफ्ट (हवाई जहाज) बाबुलेना में एयर (हवाई जहाज) के प्रकार एवं वायु आक्रमण के विरुद्ध सुरक्षा के हथियार (ब) स्वातंत्रता के पश्चात विभिन्न भारतीय युद्ध।	15 घण्टे <i>Shiksha</i> LIBRARY
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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	Chauhan, Lt.(Dr.) Rajeev Kumar	NCC National Cadet Corps	Askriti Publication	2021
3	Gupta, R.K.	NCC National Cadet Corps (Hindi & English)	Ramesh publication	2021
4	NCC Directorate	Hand Book of NCC	Kant Publication, Itawa	2017
5	NCC Directorate	Hand book of NCC an unique book for NCC Cadets	Naveen Publication	2019
6	Ranjan, Shashi and Kumar, Ashish	Handbook of NCC	Goodwin Publication	2021
7	NCC Directorate M.P. & C.G and DG NCC Delhi	Cadets Hand book (General subject) (English and hindi)	NCC Directorate M.P. & C.G.	2018
8	NCC Directorate M.P. & C.G and DG NCC Delhi	Cader hand book of specialized subject SD/SW (English and hindi)	NCC Directorate M.P. & C.G and DG NCC Delhi	2018
9	DG NCC Delhi	Cadet Hand book specialized subject(Air wing) SD/SW	DG NCC Delhi	2018
10	DG NCC Delhi	Cadet Hand book specialized subject(Naval wing) SD/SW	DG NCC Delhi	2018
11	Y. K. Sharma and R. L. Nigam	Sanaya Vigyan part I(Hindi)	AlkaPrakashan, Kanpur	2011
12	Maj. R C Mishra	Hand Book Of NCC (Hindi)	KantiPrakashanItawa	1995
13	SawamiSatyanandSaraswati	Asana PranayamMundraBandha	Yog publication trust Munger Bihar	2018
14	O P Tiwari	Asana Why and How (English and Hindi)	Kaivalyadham, S.M.Y.M. Samiti, Lonavla, India	2018
15	पवन गुरु ममता गुरु	योग का जादू (हिन्दी)	योग साधना एवं अनुसंधान केन्द्र, 24, पन्नाकर कालोनी भोपाल	2014

2. Suggestive digital App: DG NCC training App. Version 2.0.1

Suggested equivalent online courses:

Part D-Assessment and Evaluation

Suggested Continuous Evaluation Methods:

Maximum Marks : 100

Continuous Comprehensive Evaluation (CCE) : 30 marks University Exam (40%) : 70 marks

Internal Assessment :	
Continuous Comprehensive Evaluation (CCE) : 30	
External Assessment : 70	
University Exam Section:	
Time :	

ATTESTED

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Any remarks/ suggestions: NIL

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Syllabus of Practical Paper

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Part A Introduction

Program: Degree	Class: III Year Degree Course	Year: 2023	Session: 2023-24
Subject: NCC			
1	Course Code		
2	Course Title	NCC Training Part III	
3	Course Type (Core Course/Elective/Generic Elective/Vocational/.....)	Elective	
4	Pre-requisite (if any)	To study this course, a student must have passed second year (Diploma course) 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)	Students will understand General and words of command, Turn on the march and Saluting. Aim of the course is to inculcate a sense of discipline, create self confidence and to create a human resource of organized, trained youth. Give awareness to the youth about different postures of yoga and its benefits. They will also know Interview skills and SSB Procedure	
6	Credit Value	02	
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) : 2 Hours
L-T-P: 00-00-01

S.No.	Topics	No. of Lectures	No of Tutorial
Unit-I	Drill : General and words of command, Turn on the march and Saluting Judging distance, Field signals Aiming procedure and fire orders. Safety measures at firing range	15	
Unit-II	Group Discussion on current topics and issues. (National & international) Interview skills and SSB Procedure Public Speaking/Extempore Different postures of yoga and its Benefits	15	
TOTAL		30	

Keywords/Tags:



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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	Chauhan, Lt.(Dr.) Rajeev Kumar	NCC National Cadet Corps	Aakriti Publication	2021
2	Gupta, R.K.	NCC National Cadet Corps (Hindi & English)	Ramesh publication	2021
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6	Ranjan, Shashi and Kumar, Aashish	Handbook of NCC	Goodwin Publication	2021
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8	NCC Directorate M.P. & C.G. and DG NCC Delhi	Cadet hand book of specialized subject SD/SW (English and hindi)	NCC Directorate M.P. & C.G. and DG NCC Delhi	2018
9	DG NCC Delhi	Cadet Hand book specialized subject(Air wing) SD/SW	DG NCC Delhi	2018
10	DG NCC Delhi	Cadet Hand book specialized subject(Naval wing) SD/SW	DG NCC Delhi	2018
11	Y. K. Sharma and R. L. Nigam	Sanaya Vigyan part I (Hindi)	Alka Prakashan, Kanpur	2011
12	Maj. R C Mishra	Hand Book Of NCC (Hindi)	Kanti Prakashan Itawa	1995
13	Sawami Satyanand Saraswati	Asana Pranayam Mudra Bandha	Yog publication trust Mungare Bihar	2018
14	O P Tiwari	Asana Why and How (English and Hindi)	Kaivalyadham, S.M.Y.M. Samiti, Lonavla, India	2018
15	पद्म गुप्त ब्रह्मचारी	योग का जादू (हिन्दी)	योग संधान एवं अनुसंधान केन्द्र, 24, पद्मकर कालोनी रोपल	2014

2. Suggestive digital App: DG NCC training App. Version 2.0.1

Suggested equivalent online courses:



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Sr. Alice Thomas

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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	10	Practical Record File	10
Assignments	10	Drill, Group Discussion, Public Speaking	50
TOTAL	30	TOTAL	70

Any remarks/ suggestions:

Rg
 (R.K. VISHAY)



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भाग अ - परिचय

द्वितीय पाठ्यक्रम

कक्षा-तृतीय वर्ष

वर्ष : 2023

सत्र : 2023-2024

विषय : राष्ट्रीय कैडेट कोर (NCC)

1	विषय कोड	NCC
2	विषय शीर्षक	एनसीसी भाग-3
3	विषय का प्रकार	इलेक्टिव
4	पूर्व-अपेक्षा (यदि कोई)	इस पाठ्यक्रम के अध्ययन के लिए विद्यार्थियों का डिप्लोमा पाठ्यक्रम में उत्तीर्ण होना एवं चिकित्सीय रूप से योग्य होना चाहिए। इस पाठ्यक्रम को वैकल्पिक विषय के रूप में चुना जा सकता है एवं यह सभी के लिए खुला है।
5	पाठ्यक्रम सीखने के परिणाम (सीएलओ)	विद्यार्थी आज्ञा (कमांड) के शब्दों में सामान्य जानकारी को समझ पायेंगे। मार्च चालू करना एवं सलामी देना। इस पाठ्यक्रम का उद्देश्य अनुशासन के जर्न को मन में बैठाना है, आत्म विश्वास उत्पन्न करना एवं संगठित व प्रशिक्षित युवाओं का मानव संसाधन बनाना है। योग के विभिन्न आसन एवं इनके लाभों के बारे में युवाओं में जागरूकता लाना है। वे एसएसबी प्रक्रिया एवं साक्षात्कार कौशल को भी जान पायेंगे।
6	क्रेडिट मूल्य	प्रायोगिक- 02
7	कुल अंक	अधिकतम अंक: 30+70 न्यूनतम अंक: 35

भाग ब-व्यावहारिक पाठ्यक्रम की सामग्री

व्याख्यानों की कुल संख्या (प्रति सप्ताह घंटों में) : प्रतिसप्ताह 2 घंटे -
क्रेडिट- 2 (कुल व्याख्यान 30 घंटे)

इकाई	विषय	व्याख्यानों की संख्या
इकाई-1	द्विज सामान्य एवं आज्ञा (कमांड) के शब्द, मार्च चालू करना एवं सलामी देना, फासले का अनुमान लगाना। फील्ड सिग्नल एवं सक्षीकरण प्रक्रिया एवं फायर के आदेश, फायरिंग रेंज में सुरक्षा के मानक।	15 घण्टे
इकाई-2	समसामयिक शीर्षकों एवं मुद्दों पर समूह चर्चा (राष्ट्रीय एवं अंतर्राष्ट्रीय), साक्षात्कार कौशल एवं एसएसबी प्रक्रिया • सार्वजनिक भाषण/तात्कालिक भाषण। • योग के विभिन्न आसन एवं उनके लाभ।	15 घण्टे



Rg
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Part C- Learning Resources

Text Books, Reference Books, Other resources

Suggested Readings:

LIBRARY

St. Paul Institute of Professional Studies
Lalaram Nagar Road, INDORE M.P.

S. No.	Name of Writers	Name of Book	Name of Publishers	Year of Publication
1	Chauhan, Lt.(Dr.) Rajeev Kumar	NCC National Cadet Corps	Aakriti Publication	2021
3	Gupta, R.K.	NCC National Cadet Corps (Hindi & English)	Ramesh publication	2021
4	NCC Directorate	Hand Book of NCC	Kant Publication, Itawa	2017
5	NCC Directorate	Hand book of NCC an unique book for NCC Cadets	Naveen Publication	2019
6	Ranjan, Shashi and Kumar, Aashish	Handbook of NCC	Goodwin Publication	2021
7	NCC Directorate M.P. & C.G and DG NCC Delhi	Cadets Hand book (General subject) (English and hindi)	NCC Directorate M.P. & C.G.	2018
8	NCC Directorate M.P. & C.G and DG NCC Delhi	Cadet hand book of specialized subject SD/SW (English and hindi)	NCC Directorate M.P. & C.G and DG NCC Delhi	2018
9	DG NCC Delhi	Cadet Hand book specialized subject(Air wing) SD/SW	DG NCC Delhi	2018
10	DG NCC Delhi	Cadet Hand book specialized subject (Naval wing) SD/SW	DG NCC Delhi	2018
11	Y. K. Sharma and R. L. Nigam	Sanaya Vigyan part I (Hindi)	Alka Prakashan, Kanpur	2011
12	Maj. R C Mishra	Hand Book Of NCC (Hindi)	Kanti Prakashan Itawa	1995
13	Sawami Satyanand Saraswati	Asana Pranayam Mudra Bandha	Yog publication trust Mungare Bihar	2018
14	O P Tiwari	Asana Why and How (English and Hindi)	Kalvalayacham, S.M.Y.M. Samiti, Lonavla, India	2018
15	पवन गुरु ममता गुरु	योग का जादू (हिन्दी)	योग सन्ध्या एवं अनुसंधान केन्द्र, 24, पशुकार कालोनी भोपाळ	2014

2. Suggestive digital App: DG NCC training App. Version 2.0.1

Suggested equivalent online courses:

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	10	Practical Record File	10
Assignments	10	Drill, Group Discussion, Public Speaking	50
TOTAL	30	TOTAL	70

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Any remarks/ suggestions:

Part A : Introduction			
Program :- Degree Course		Class: All Faculty III Year	Year : 2023 Session : 2023-2024
Subject : National Service Scheme (NSS)			
1	Course Code	NSS	
2	Course Title	Concept of National Service Scheme	
3	Course Type	Elective	
4	Pre-requisite (If any)	To study this course, students must have passed the Diploma course and must be university qualified. This course can be chosen as an elective subject and is available to all.	
5	Course Learning outcomes (CLO)	<p>Course Objective :-</p> <ol style="list-style-type: none"> 1. Main Objective of syllabus is developing the personality and character of the students youth through voluntary community service. It will also help them understand the rich cultural diversity of India and have pride through a better knowledge of the Country. 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 and. 6. Utilize their knowledge in finding practical solutions to individual and community problems. <p>Learning Outcome :- To impart hands - on skills in preparation. The end of the paper, a student should be able to :</p> <ol style="list-style-type: none"> 1. Understand the importance of having community problems and their solution. It might help in job opportunity in some Government approved NGOs, and Ministry of Youth affairs and Sports. 2. The students can carry out basic information about Community, which in turn and be of great 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 - 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

Unit	Topics	Number of Lectures
Unit - 1	family and society <ul style="list-style-type: none"> • Concept of family, community and society • Development of family dynamics and its effects • Human Values and Gender Justice • human right 	12 Hours
Unit - 2	Health, Hygiene and Personal Hygiene <ul style="list-style-type: none"> • Health, Education-Definition of need and area • Healthy Lifestyle - Diet and Nutrition • Clean drinking water, diseases caused by clean water, cleanliness • HIV / AIDS Drugs and other dangerous substances • Home Medicine, First Aid, National Health Program Yoga is a tool for a healthy lifestyle 	12 Hours
Unit - 3	Youth and Crime <ul style="list-style-type: none"> • Sociological and Psychological Factors influencing Youth Crime • Peer Mentoring in preventing crimes • Awareness about Anti-Ragging • Cyber Crime and Prevention • Juvenile Justice 	12 Hours
Unit - 4	Use of Electronic resources <ul style="list-style-type: none"> • Digitalization, Online information • Digital locker, Banking System – profit and loss • Use of mobile and other apps – profit and loss • Financial literacy, cash less transaction • CM helpline. 	12 Hours
Unit - 5	Schemes <ul style="list-style-type: none"> • Various public welfare schemes of the government, self-employment oriented schemes, various grant schemes • Role of financial and allied service providers • Entrepreneur- Definition, Meaning and Characteristics and Problems • Soil testing, grain storage and weed control 	12 Hours



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Part C : Learning Resources

Text Books, Reference Books, Other resources

Suggested Reading Materials :

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

Suggested equivalent online courses :

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

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

<http://nss.nic.in>

Part D : Assessment and Evaluation (Theory)

Maximum Marks :

Continuous Comprehensive Evaluation (CCE) :

University Exam (UE) :

Time : 03.00 Hours

30

70

Internal Assessment :

Continuous Comprehensive
Evaluation (CCE)

Class Test

Assignment/Presentation

Total

30

External Assessment :

University Exam

Section (A) : Very Short
Questions

Section (B) : Short
Questions

Section (C) : Long
Questions

Total

70

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LIBRARY

St. Paul Institute of Professional Studies
Laxman Nagar Road, INDORE M.P.

भाग अ - परिचय

विद्यार्थी पाठ्यक्रम	कक्षा- तृतीय वर्ष	वर्ष : 2023-24	सत्र : 2023-24
विषय : राष्ट्रीय सेवा योजना			
1 विषय कोड	NSS		
2 विषय शीर्षक	राष्ट्रीय सेवा योजना की संकल्पना		
3 विषय का प्रकार	वैकल्पिक		
4 पूर्व-अपेक्षा (यदि कोई)	<ul style="list-style-type: none"> इस पाठ्यक्रम के अध्ययन करने के लिए विद्यार्थियों का डिप्लोमा पाठ्यक्रम में उत्तीर्ण होना एवं विश्वविद्यालयीन रूप से योग्य होना चाहिए। यह कोर्स वैकल्पिक विषय के रूप में चुना जा सकता है और यह सभी के लिए उपलब्ध है। 		
5 पाठ्यक्रम सीखने के परिणाम (सीएलओ)	<p>Course Objective :-</p> <ol style="list-style-type: none"> 1. पाठ्यक्रम का मुख्य उद्देश्य स्वैच्छिक समाज सेवा के माध्यम से युवाओं के व्यक्तित्व और चरित्र का विकास करना है। यह उन्हें भारत की समृद्ध सांस्कृतिक विविधता को समझने और देश के बेहतर ज्ञान के माध्यम से गौरवान्वित करने में भी मदद करेगा। 2. समुदाय को समझना जिसमें वे काम करते हैं और उनके मध्य संबंध स्थापित करना। 3. समुदाय की जरूरतों और समस्याओं को पहचानना एवं उन्हें समस्या-समाधान में शामिल करना। 4. आपात स्थितियों और प्राकृतिक आपदाओं से निपटने की क्षमता विकसित करना। 5. राष्ट्रीय एकता और सामाजिक सद्भाव को स्थापित करना। 6. व्यक्तिगत और सामुदायिक समस्याओं के व्यावहारिक समाधान खोजने के लिए सार्थक प्रयास करना। <p>Learning Outcome :-</p> <p>युवा अपने कौशल व्यक्तित्व का विकास करने में सक्षम हो सकेंगे।</p> <ol style="list-style-type: none"> 1. सरकार द्वारा अनुमोदित गैर सरकारी संगठनों और युवा मामलों और खेल मंत्रालय में नौकरी के अवसर प्रदान करने में मदद मिलेगी। 2. समाज के बारे में युवाओं को बुनियादी जानकारी प्राप्त होगी। जो 3. आपदा प्रबंधन क्षेत्रों में बहुत मददगार हो सकेगी। 4. छात्र सोशल कम्युनिटी कोर्स में भी जा सकते हैं विभिन्न सामाजिक गतिविधियों से संबंधित विभागों में अवसर प्राप्त कर सकते हैं। 		
6 क्रेडिट मूल्य	सैद्धांतिक- 04		
7 कुल अंक	अधिकतम अंक : 30 + 70		न्यूनतम अंक : 35



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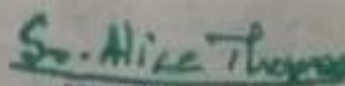
St. Paul Institute of Professional Studies
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Part B : Content of the Course

Total numbers of Lectures (in hours per week) : 2 hours per week
 Total Lectures : 60 hours

Unit	Topics	Number of Lectures
इकाई-01	परिवार और समाज- <ul style="list-style-type: none"> परिवार की अवधारणा समुदाय और समाज परिवार में गतिशीलता का विकास और उसके प्रभाव मानव मूल्य एवं नैतिक न्याय मानव अधिकार 	12 Hours
इकाई-02	स्वास्थ्य, स्वच्छता एवं व्यक्तिगत स्वास्थ्य - <ul style="list-style-type: none"> स्वास्थ्य शिक्षा-परिभाषा आवश्यकता और क्षेत्र स्वस्थ जीवन शैली- आहार एवं पोषण स्वच्छ पेयजल, स्वच्छ जल से होने वाली बिमारियाँ, स्वच्छता एच.आई.व्ही.एड्स नशा एवं अन्य घातक पदार्थ घरेलू चिकित्सा, प्राथमिक चिकित्सा, राष्ट्रीय स्वास्थ्य कार्यक्रम स्वस्थ जीवन शैली के लिये योग एक साधन 	12 Hours
इकाई-03	युवा एवं अपराध - <ul style="list-style-type: none"> युवा अपराध को प्रभावित करने वाले सामाजिक एवं मनोवैज्ञानिक कारक अपराधों को रोकने में सहकर्मी सलाह रैगिंग रोकने की जागरूकता मायबर अपराध और उसकी रोकथाम किशोर न्याय 	12 Hours
इकाई-04	इलेक्ट्रॉनिक संसाधनों का प्रयोग- <ul style="list-style-type: none"> डिजिटलाइजेशन आनलाईन जानकारी डिजिटल लाकर, बैंकिंग प्रणाली - लाभ एवं हानि मोबाइल एवं अन्य एप्स का प्रयोग- लाभ एवं हानि वित्तीय साक्षरता, नगद रहित संव्यवहार सीएम हेल्प लाईन 	12 Hours
इकाई-05	योजनाएँ- <ul style="list-style-type: none"> शासन की विभिन्न जन कल्याणकारी योजनाएँ, स्वरोजगार उन्मुख योजनाएँ, विभिन्न अनुदान योजनाएँ वित्तीय एवं सहयोगी सेवा प्रदाता संस्थाओं की भूमिका उद्यमी- परिभाषा, अर्थ एवं सक्षण एवं समस्याएँ मिट्टी परीक्षण, अन्न भण्डारण एवं खरपतवार पर नियंत्रण 	12 Hours




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LIBRARY

St. Paul Institute of Professional Studies
Lalaram Road, Indore - 462002

Part C : Learning Resources

Text Books, Reference Books, Other resources

Suggested Reading Materials :

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

Suggested equivalent online courses :

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

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

<http://nss.nic.in>

Part D : Assessment and Evaluation (Theory)

Maximum Marks :

Continuous Comprehensive Evaluation (CCE) :

University Exam (UE) :

Time : 03.00 Hours

100

30

70

Internal Assessment :

Continuous Comprehensive
Evaluation (CCE)

Class Test

Assignment/Presentation

Total

30

External Assessment :

University Exam

Section (A) : Very Short
Questions

Section (B) : Short
Questions

Section (C) : Long
Questions

Total

70



S. N. Thakur

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Part A : Introduction

LIBRARY

St. Paul Institute of Professional Studies
Lalaram Nagar Road, INDORE 462 011

Program - Degree Course

Class: - III Year

Year : 2023

Session : 2023-2024

Subject : National Service Scheme

1	Course Code	NSS :
2	Course Title	Practical / Project Work
3	Course Type	Elective
4	Pre-requisite (If any)	<ul style="list-style-type: none"> To study this course, students must have passed the Diploma course and must be university qualified. This course can be chosen as an elective subject and is available to all.
5	Course Learning outcomes (CLO)	<p>Course Objective :-</p> <ol style="list-style-type: none"> Each student will have the option to select two skill-areas out of the list based on the local conditions and opportunities, and will prepare a report based on field situation. <p>Learning Outcome :- To impart hands-on skills in preparation The end of the paper, a student should be able to :</p> <ol style="list-style-type: none"> Project work of NSS will aim to enhance the employment potential of the NSS volunteers or, alternately to help them to community.
6	Credit Value	Theory - 2
7	Total Marks	Max. Marks: 30+70 Min. Passing Marks : 35

Part B : Content of the Project Work

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

Credits - 2 (Total Lectures : 30 hours)

Scheme of Project work Examination: -

Max. Marks (100)

(A) Internal Assessment :-

Max. Marks-

1. Class Interaction.

2. Quiz.

3. Seminar.

4. Assignments (Charts, Rural Service, Technology Dissemination/Excursion/ Lab Visit/ Industrial Training.

30

(B) List of Practical / Project Work:-

Max. Marks-

1. As a volunteer Social work done by student to a adopted village at least 07 days.

2. To get training of disaster management.

3. A case study done on regional health problem.

70

OR

NSS Project Report for C-Certificate (Minimum 30 Page)

4. Arrange / participate the workshops of personality development.

5. Tour to Skill/ entrepreneurship development institutions and get information

6. Prepare project plan of two selected business.

7. Prepare A report to show effect of social service awareness work.

8. Viva - Voce

9. Practical Record.



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Part C : Learning Resources

Text Books, Reference Books, Other resources

Suggested Readings :

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>

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भाग अ - परिचय		कक्षा: तृतीय वर्ष	वर्ष: 2023	सत्र: 2023-2024
शेड्यूल: विद्यार्थी पाठ्यक्रम		विषय: राष्ट्रीय सेवा योजना		
1	विषय कोड	रा.से.यो.		
2	विषय शीर्षक	एन.एस.एस. - प्रायोगिक कार्य/परियोजना		
3	विषय का प्रकार	वैकल्पिक		
4	पूर्व-अपेक्षा (यदि कोई)	<ul style="list-style-type: none"> इस पाठ्यक्रम के अध्ययन करने के लिए विद्यार्थियों का डिप्लोमा पाठ्यक्रम में उत्तीर्ण होना एवं विश्वविद्यालयीन रूप में योग्य होना चाहिए। यह कोर्स वैकल्पिक विषय के रूप में चुना जा सकता है और यह सभी के लिए उपलब्ध है। 		
5	पाठ्यक्रम सीखने के परिणाम (सीएनओ)	<p>पाठ्यक्रम का उद्देश्य:- प्रत्येक छात्र के पास स्थानीय परिस्थितियों और अवसरों के आधार पर मूखी में से दो कौशल-क्षेत्रों का चयन करने का विकल्प होगा, और क्षेत्र की स्थिति के आधार पर एक रिपोर्ट तैयार करेगा।</p> <p>सीखने के परिणाम:- एन.एस.एस. के अध्ययन से विद्यार्थी में व्यावहारिक कौशल का विकास होगा, विद्यार्थी को पेपर के अंत में पाठ्य सामग्री व्यक्तिगत विकास में सक्षम बनाएगी। एन.एस.एस. के परियोजना कार्य का उद्देश्य एन.एस.एस. स्वयंसेवकों की रोजगार क्षमता को बढ़ाना या सरकार द्वारा अनुमोदित गैर सरकारी संगठनों, युवा मामलों और खेल मंत्रालय में मौकरी के अवसरों में उनकी मदद करना है।</p>		
6	क्रेडिट मूल्य	प्रायोगिक - 02		
7	कुल अंक	अधिकतम अंक: 20+70	न्यूनतम अंक: 35	

भाग ब - व्यावहारिक पाठ्यक्रम की सामग्री	
व्याख्यानों की कुल संख्या (प्रति सप्ताह घंटों में): प्रति सप्ताह 2 घंटे	
क्रेडिट - 02 (कुल व्याख्यान 30 घंटे)	
प्रायोगिक परीक्षा की योजना:-	अधिकतम अंक (100)
(A) आंतरिक मूल्यांकन:-	अधिकतम अंक - (30)
1. कक्षाएं दर्शकाल।	
2. प्रश्नोत्तरी।	
3. समीक्षा।	
4. असाइनमेंट	



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(B) बाहरी आकलन:-

अधिकतम अंक - (70)

1. किसी चिन्हित गाँव ग्राम या बस्ती में स्वयंसेवक के रूप में सात दिवसीय समाज सेवा कार्य
2. आपदा प्रबंधन का प्रशिक्षण
3. क्षेत्रीय स्वास्थ्य समस्या पर एक केस स्टडी
अथवा
राष्ट्रीय सेवा योजना की प्रमाण पत्र हेतु - परियोजना प्रतिवेदन (न्यूनतम 30 पेज)
4. व्यक्तित्व विकास की कार्यशाला/संगोष्ठियों का आयोजन/भागीदारी
5. कौशल/उद्यमिता विकास की संस्थाओं का भ्रमण एवं जानकारी प्राप्ति
6. दो व्यवसाय को चयन कर परियोजना प्रस्ताव का निर्माण
7. समाज सेवा जनजागृति कार्यों के प्रभाव परीक्षण की रिपोर्ट तैयार करना
8. मौखिक परीक्षा
9. प्रायोगिक रिकॉर्ड।

भाग स : सीखने के संसाधन

पाठ्य पुस्तकें, संदर्भ पुस्तकें, अन्य संसाधन

सुझाए गई पाठ्य सामग्री:-

1. राष्ट्रीय सेवा योजना विद्यार्थी कार्य दायरी।
2. रासेयो संबंधी भारत सरकार का मैन्युअल 2006।
3. मध्यप्रदेश रासेयो संहिता।
4. राष्ट्रीय सेवा योजना संकल्पना - प्रो. डॉ. संकाय चक्र, डॉ. प्रमोद प्रभाकर, डायमण्ड प्रकाशन पुणे।

सुझाए गए समकक्ष ऑनलाइन पाठ्यक्रम सामग्री:-

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

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

<http://nss.nic.in>



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Format for Syllabus of Theory Paper

Part A Introduction		
Program: Certificate/Diploma Degree/	Class: UG III Year	Year: 2023-24 Session:
Subject: Physical Education		
1	Course Code	
2	Course Title	Sports Sciences and Organisation in 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)	<ul style="list-style-type: none"> After study this subjects' students will develop the concept of biomechanics and sports biomechanics and apply its knowledge in sports and general life. Will able to understand the importance of good posture. Students will understand the concept of exercise physiology, learn the basic concept of energy transfer system in body. Understand the concept of ergogenic aids and its use and misuse. And able to know how to exercise in hot and humid environment. Able to apply the concepts of Sports Psychology in teaching and learning activities, will able to implement behaviour strategies and psychological skill for promoting health and wellbeing of common man. Leadership camp / Adventure Activity / Trekking and Hiking like activities will develop leadership, followership, and many more psychological qualities. To develop the knowledge of structure and functions of a health club. To acquaint the students with the knowledge of maintaining health and fitness and can work as personal trainer or home trainer and earn money. After completing this course, the students will be able to manage or help in the organisation of sports competitions / Fitness / Recreational activities.
6	Credit Value	4
7	Total Marks	Max. Marks: 30+70 Min. Passing Mark: 35
Part B- Content of the Course		
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P:		
Lectures - 60 Hours		
Unit	Topics	No. of Lectures
1	Sports Biomechanics: <ul style="list-style-type: none"> Meaning and concept of Biomechanics and Sports Biomechanics. Movement of the Body: terminology of the movement around a joint Concept of Newton's laws of motion and its application in General Life and Sports Activity 	12

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	<ul style="list-style-type: none"> • Basic Concept of Friction and Lever, and its use in sports and general life. • Basic Concept of Equilibrium and Projectile and its use in sports and general life. • Basic concept of Good and Bad Posture, Causes of bad posture, Types of postural deformities and General guidelines for maintenance of good posture. 	
II	Exercise Physiology: <ul style="list-style-type: none"> • Meaning, definition, and concept of Exercise Physiology. • Scope of Exercise Physiology in human life • Energy pathways for muscular activities: Concept of ATP-CP system, Lactic Acid System and Aerobic System. • Physiological basis of fatigue. • Ergogenic Aids: Its Concept and Classification of Doping Substance. • Guidelines for Physical Activities under Hot, Humid and Cold Environment. 	12
III	Sports Psychology: <ul style="list-style-type: none"> • Concept of Sports Psychology • Need and Importance of Sports Psychology • Role of sports in development of Personality • Role Motivation, Aggression, Anxiety in sports • Concept of Stress and its management • Meaning and Definition of leadership, Qualities and competencies required for the Sports Manager/Administrative Leader. 	12
IV	Gym Management and Fitness Training: <ul style="list-style-type: none"> • Concept of a Gym / Health Club (Basic Facilities) • Equipment for modern gym (Strength Section, Cardio Section, Floor Exercise and Yoga Section) • Various Programs: Training Protocol and Effects <ul style="list-style-type: none"> ➤ Cardio Training: Treadmill Run, Aerobics ➤ Strength Training: Multi Gym Stations, Floor Strength Exercises and Pilate for Core Strength ➤ Reaction Drills for speed ➤ Yoga: Asaan and Pranayam for Health and Fitness 	12
V	Organization and Management of Competition and Recreation Activity <ul style="list-style-type: none"> • Concept Meaning and Importance of Competitions (Intramural and Extramural) • Management and Planning for organization of competitions (pre, during and post competition) • Tournament and its types: Knock-out, Round Robin and Combination Type. • Drawing Fixture- Single Knock out, Stair Case League • Recreation Activity: - Concept, Aim, Characteristics, and importance of recreation • Types of recreational activities for various age categories. 	12

Keywords/Tags:

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Biomechanics, Sports Biomechanics, Movement around a joint, Newton's laws of motion, Friction, Lever, Equilibrium, Projectile, Good and Bad Posture, Causes of bad posture, Postural deformities, Exercise Physiology, Energy pathways, Phosphagen, ATP-CP system, Anaerobic Glycolysis, Lactic Acid System, Aerobic Glycolysis, Aerobic System, Fatigue, Ergogenic aids, Doping, Exercise in Hot and Cold Climate, Sports Psychology, Personality, Motivation, Aggression, Anxiety in sports, Stress and its management, Leadership in Physical Education, Gym Management, Fitness Training, Modern Gym Equipment, Cardio Training, Strength Training, Speed Training, Endurance Training, Flexibility, Agility, Training for Coordinative abilities, Asana for General Health, Pranayam for General Health, Meaning of Competition, Intramural, Extramural, Pre Meet Work, During Meet Work, Post Meet Work, Knock out Tournaments, League Tournaments, Drawing Fixture, Recreation, Recreation in Physical Education, Recreational Activities.

Part C-Learning Resources

Text Books, Reference Books, Other resources

Suggested Readings:

- Duane Knudson, "Fundamentals of Biomechanics" Springer International Publishing, 2021
- Peter Merton McGinnis, "Biomechanics of Sport and Exercise" Human Kinetics, 2013
- Susan Hall, "Basic biomechanics" McGraw-Hill Education, 2007
- Dr. A.K. Uppal, Dr. Jogiswar Goswami, "Kinesiology and Biomechanics" Friends Publication, 2020
- William D. McArdle, Frank I. Katch, Victor L. Katch, "Essentials of Exercise Physiology" Lippincott Williams & Wilkins, 2006
- Sharon Plowman, Denise Smith, "Exercise Physiology for Health, Fitness, and Performance" Lippincott Williams & Wilkins, 2007
- Terry J. Housh, Joel T. Cramer, Joseph P. "Weir Laboratory Manual for Exercise Physiology" Exercise Testing, Taylor & Francis 2017
- Corey H. Evans, Russell D. White, "Exercise Testing for Primary Care and Sports Medicine Physicians" Springer New York, 2009
- Perry, "Sport Psychology: A Complete Introduction" John Murray Press, 2016
- Matt Jarvis Sport Psychology: A Student's Handbook, Routledge, 2006
- David Tod, "Sport Psychology: The Basics" Taylor & Francis Group, 2014
- Yigal Pinchas, "The Complete Holistic Guide to Working Out in the Gym" University of Calgary Press, 2006
- Douglas Brooks, "The Complete Book of Personal Training" Human Kinetics, 2004
- Amy Ippoliti and Taro Smith, PhD, "The Art and Business of Teaching Yoga" New World Library, 2016
- Greg LeMond, Mark Horn, "The Science of Fitness: Power, Performance, and Endurance" Elsevier Science, 2014
- Karen Bill, "Sport Management" SAGE Publications, 2009
- Russell Hoye, "Sport Management: Principles and Applications" Elsevier Butterworth-Heinemann, 2012
- Milena M. Parent, Jean-Loup Chappelet, "Handbook of Sports Event Management" Routledge, 2017
- Jennifer Pharr Davis, Haley Blevins "Outdoor School: Hiking and Camping" Odd Dot, 2021
- Robin Sykes, "Minor Games and Relay Activities" E.P. Publishing, 1976
- John Byl, "Co-ed Recreational Games" Human Kinetics, 2002

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Suggestive digital platforms web links

- <https://www.cvs.edu.in/upload/physical%20education%20GE%204.pdf>
- <https://icrt.org/papers/IICRT2210470.pdf>
- <https://www.physio-pedia.com/Posture>
- <https://theathleteblog.com/calculate-maximum-heart-rate/>
- <https://www.dignityhealth.org/articles/how-to-determine-your-maximum-heart-rate>
- https://en.wikipedia.org/wiki/VO2_max
- <https://www.healthline.com/health/vo2-max#about-vo%E2%82%82-max>
- <https://www.wikihow.com/Measure-VO2-Max>
- <https://www.calculatorsoup.com/calculators/health/target-heart-rate-zone-calculator.php>
- <https://www.uvic.ca/education/assets/docs/best-personality-tests-2019.pdf>
- https://oml.eular.org/sysModules/obxOML/docs/id_150/State-Trait-Anxiety-Inventory.pdf
- <https://paa.com.au/wp-content/uploads/2018/08/AQ-Sample-Test-Report.pdf>
- <https://coe.uoregon.edu/cds/files/2018/01/Motivational-Assessment-Scale-II.pdf>

Suggested equivalent online courses:

Part D-Assessment and Evaluation

Suggested Continuous Evaluation Methods:

Maximum Marks: 100

Continuous Comprehensive Evaluation (CCE): 10 marks,

University Exam (UE) 75 marks

Internal Assessment: Continuous Comprehensive Evaluation (CCE): 30	Class Test Assignment/Presentation	30
External Assessment: University Exam Section: Time: 03:00 Hours	Section(A): Very Short Questions Section (B): Short Questions Section (C): Long Questions	Total 75

Any remarks/ suggestions:



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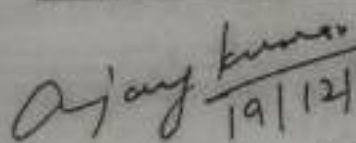
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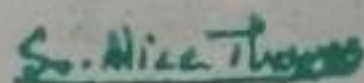
सैद्धांतिक प्रश्नपत्र के पाठ्यक्रम हेतु प्रारूप

भाग 3A- परिचय			
पाठ्यक्रम: प्रमाण	कक्षा : स्नातक	वर्ष : 2023-24	सत्र:
पत्र/डिप्लोमा/डिग्री/....			
विषय: शारीरिक शिक्षा			
1	पाठ्यक्रम का बौद्ध		
2	पाठ्यक्रम का शीर्षक	शारीरिक शिक्षा में खेल विज्ञान और संगठन	
3	पाठ्यक्रम का प्रकार : (कोर कोर्स/इलेक्टिव/जेनेरिक इलेक्टिव/वोकेशनल/.....)	इलेक्टिव (वैकल्पिक)	
4	पूर्वपेक्षा (Prerequisite) (यदि कोई हो)	इस पाठ्यक्रम को किसी भी संकाय के छात्रों द्वारा वैकल्पिक विषय के रूप में चुना जा सकता है और यह सभी के लिए खुला है।	
5	पाठ्यक्रम अध्ययन की परिलब्धियां (कोर्सलनिंग आउटकम)(CLO)	<ul style="list-style-type: none"> इस विषय का अध्ययन करके विद्यार्थी खेलों एवं सामान्य जीवन में जीव यांत्रिकी, खेल जीव यांत्रिकी की अवधारणा को विकसित कर सकेंगे और इसके ज्ञान का प्रयोग सामान्य जीवन में कर पाएंगे। साथ ही उपयुक्त मुद्रा के महत्व को भी समझ पाएंगे। विद्यार्थी व्यायाम शरीर क्रिया विज्ञान की अवधारणा को भी समझ सकेंगे, शरीर में ऊर्जा स्थानांतरण तंत्र की सामान्य अवधारणा को भी सिखने में सक्षम होंगे। ऊर्जाजनक सहायता की अवधारणा और इसके प्रयोग एवं दुरुपयोग को भी समझ पाएंगे। साथ ही उष्ण एवं आदर वातावरण में व्यायाम कैसे किया जाये को जान पाएंगे। खेल मनोविज्ञान की अवधारणा को शिक्षण एवं अधिगम क्रियाकलापों में प्रयोग में लाने में सक्षम बनेंगे, खेल मनोविज्ञान की अवधारणा को शिक्षण एवं अधिगम क्रियाकलापों में प्रयोग में लाने में सक्षम बनेंगे, सामान्य इंसान के स्वास्थ्य एवं कल्याण को बढ़ावा देने के लिए व्यावहारिक योजनाओं और मनोवैज्ञानिक कौशलों का प्रयोग कर पाएंगे। नेतृत्व शिथिर / साहसिक गतिविधि / ट्रेकिंग और लंबी पैदल यात्रा जैसी गतिविधियों से नेतृत्व, अनुसरण और कई अन्य मनोवैज्ञानिक गुणों का विकास होगा। हेल्थ क्लब के जरूरी एवं इसके द्वारा सम्बंधित ज्ञान को विकसित किया जा सकेगा। विद्यार्थियों को स्वास्थ्य एवं दक्षता/ फिटनेस के ज्ञान एवं व्यक्तिगत प्रशिक्षक, होम ट्रेनर के रूप में व्यावसायिक रूप से कार्य में परिचित होकर धनोर्जन किया जा सकेगा। इस कोर्स की समाप्ति के पश्चात विद्यार्थी किसी संस्था में खेल प्रतिस्पर्धाओं, फिटनेस, मनोरंजक गतिविधियों के प्रबंधन हेतु सहयोग या सहायता करने में सक्षम बन पाएंगे। 	




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6	क्रेडिट मान	4
7	कुल अंक	अधिपक्ष अंक: 30+70 न्यूनतम उत्तीर्ण अंक: 25
भाग ब- पाठ्यक्रम की विषयवस्तु		
व्याख्यान की कुल संख्या-ट्यूटोरियल-प्रायोगिक (प्रति सप्ताह घंटे में): L-T-P:		
व्याख्यान - 60 घंटे		
क्रमांक	विषय	व्याख्यान की संख्या
I	खेल जैव यांत्रिकी <ul style="list-style-type: none"> • जैव यांत्रिकी, खेल जैव यांत्रिकी का अर्थ एवं अवधारणा • शारीरिक गति: एक जोड़ के चारों ओर की गति सम्बंधित शब्दावली • न्यूटन के गति के नियमों की अवधारणा, सामान्य जीवन एवं खेल गतिविधियों में इनके प्रयोगों की अवधारणा • घर्षण और उल्लेख की सामान्य अवधारणा, सामान्य जीवन एवं खेलों में इनके प्रयोग • संतुलन और प्रक्षेप्य की सामान्य अवधारणा, सामान्य जीवन एवं खेलों में इनके प्रयोग • अच्छी मुद्रा और बुरी मुद्रा की सामान्य अवधारणा, बुरी मुद्रा के कारण, मुद्रा विकृति के प्रकार और अच्छी मुद्रा के लिए सामान्य निर्देश। 	12
II	व्यायाम शरीर क्रिया विज्ञान <ul style="list-style-type: none"> • व्यायाम शरीर क्रिया विज्ञान का अर्थ परिभाषा एवं अवधारणा • मानव जीवन में व्यायाम शरीर क्रिया विज्ञान का क्षेत्र • मांसपेशीय गतिविधियों के लिए ऊर्जा मार्ग: ए.टी.पी - सी.पी. तंत्र, लैक्टिक एसिड एवं एरोबिक तंत्र • हृदय की शारीरिक क्रियात्मक आधार • ऊर्जा जनक सहस्रता: डीपिंग पदार्थों की अवधारणा एवं वर्गीकरण • गर्म, लम, और ठण्डे वातावरण में शारीरिक गतिविधियों के लिए दिशा निर्देश 	12
III	खेल मनोविज्ञान <ul style="list-style-type: none"> • खेल मनोविज्ञान की अवधारणा • खेल मनोविज्ञान की आवश्यकता एवं महत्व • व्यक्तित्व के विकास में खेलों की भूमिका • प्रेरणा, अभियान, और चिंता की भूमिका • तनाव की अवधारणा एवं इसका प्रबंधन 	12

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	<ul style="list-style-type: none"> • नेतृत्व का अर्थ एवं परिभाषा, योग्य प्रबंधक का प्रशासनिक नेतृत्व के लिए आवश्यक गुण एवं दक्षता 	
IV	जिम प्रबंधन एवं फिटनेस प्रशिक्षण <ul style="list-style-type: none"> • जिम, हेल्थ क्लब (सामान्य सुविधाएँ) की अवधारणा • आधुनिक जिम के लिए उपकरण (स्टैंड वर्ग, कार्डियो वर्ग, फ्लोर व्यायाम, एवं योग वर्ग) • विभिन्न कार्यक्रम: प्रशिक्षण प्रोटोकॉल एवं इसके प्रभाव <ul style="list-style-type: none"> > कार्डियो ट्रेनिंग: ट्रेडमिल रन एवं एरोबिक्स > स्टैंड ट्रेनिंग: मल्टी-जिम स्टेशन, फ्लोर स्टैंड व्यायाम, एवं कोर स्टैंड के लिए पिज़ाटे व्यायाम > गति हेतु प्रतिक्रिया ट्रेन > योग: स्वस्थ एवं फिटनेस के लिए आसन एवं प्राणायाम 	12
	प्रतिस्पर्धा एवं मनोरंजन गतिविधि का आयोजन एवं प्रबंधन <ul style="list-style-type: none"> • प्रतिस्पर्धा की अवधारणा, अर्थ एवं महत्व (इंट्राम्यूरल और एक्स्ट्राम्यूरल) • प्रतिस्पर्धा के आयोजन हेतु प्रबंधन एवं योजना (प्रतियोगिता से पूर्व, प्रतियोगिता के दौरान एवं प्रतियोगिता के पश्चात) • टूर्नामेंट एवं उसके प्रकार: नॉक आउट, राउंड रॉबिन, एवं कॉम्बिनेशन प्रकार • फिक्सचर टूर्नामेंट: सिगल नॉक-आउट, स्टेयर केस लीग • मनोरंजन गतिविधि: मनोरंजन की अवधारणा, सक्षम, विशेषताएं, और महत्व • अलग-अलग उम्र की श्रेणियों के लिए मनोरंजन गतिविधियों के प्रकार 	12

सार बिंदु (कीवर्ड)/टैग:

पाठ्यक्रम के अंग्रेजी संस्करण के साथ संलग्न है।

भाग स-अनुशंसित अध्ययन संसाधन

पाठ्य पुस्तकें, संदर्भ पुस्तकें, अन्य संसाधन

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

पुस्तकें एवं अन्य पाठ्य सामग्री पाठ्यक्रम के अंग्रेजी संस्करण के साथ संलग्न है।

अनुशंसित समकक्ष ऑनलाइन पाठ्यक्रम: अंग्रेजी संस्करण के साथ संलग्न है।

भाग द-अनुशंसित मूल्यांकन विधियाँ:

अनुशंसित सतत मूल्यांकन विधियाँ:

अधिकतम अंक: 100

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सतत व्यापक मूल्यांकन (CCE) अंक: 3.5 विश्वविद्यालयीन परीक्षा (UE) अंक: 70		
आंतरिक मूल्यांकन:	फ्लास टेस्ट	30
सतत व्यापक मूल्यांकन (CCE):	असाइनमेंट/प्रस्तुतीकरण (प्रेजेंटेशन)	कुल अंक:
आकलन:	अनुभाग (अ): अति लघु प्रश्न	कुल अंक: 70
विश्वविद्यालयीन परीक्षा:	अनुभाग (ब): लघु प्रश्न	
समय: 03.00 घंटे	अनुभाग (स): दीर्घ उत्तरीय प्रश्न	
फोटो टिप्पणी/सुझाव:		



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Format for Syllabus of Practical Paper

Part A Introduction			
Program: Certificate/Diploma Degree/	Class:	Year:	Session:
Subject: Physical Education			
1	Course Code	Sports Sciences and Organisation in Physical Education Elective	
2	Course Title		
3	Course Type (Core Course/Elective/Generic Elective/Vocational/....)		
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)	<ul style="list-style-type: none"> Students will be able to analyse the concept of lever in the daily life activities and sports activities, able to use a very common gadget i.e., their mobile phone in analysing action photo and able to analyse the postural deformities. They will learn to measure target heart rate zones for various training intensity, and VO₂ Max which will help sports person and common people for maintaining training load. They will learn to measure psychological characteristics of human being using various questionnaire. Leadership camp / Adventure Activity / Trekking and Hiking like activities will develop leadership, followership, and many more psychological qualities. To develop the knowledge of structure and functions of a health club. Practically learn the exercises for various fitness component and to acquaint the students with the knowledge of maintaining health and fitness and can work as personal trainer or home trainer and earn money. Students will be able to organise or can be helpful in organisation of competition, can act as a stress management teacher using recreation minor game for people. 	
6	Credit Value	2	
7	Total Marks	Max. Marks: 100	Min. Passing Marks: 35
Part B- Content of the Course			
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P:			
Practical - 30 Hours			
Unit	Topics	No. of Lectures	
1	<ul style="list-style-type: none"> Developing or reviewing the concepts of levers using various daily life and sports activity. Learn to take two dimensional still action photo and video by using mobile camera in normal and slow-motion mode. 	5	

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	<ul style="list-style-type: none"> Identify the Postural Deformities (Kyphosis, Scoliosis, Lordosis, Flat Foot, and Knock Knee) by Visual Observation. 	
II	<ul style="list-style-type: none"> Aerobic system evaluation: Maximum HR (Karvonen Formula) & VO₂ Max: Without a fitness test. Without a fitness test (VO₂ Max = $15 \times (HR_{\text{Max}} / HR_{\text{Rest}})$) Measurement of target heart rate for warm up, aerobic and anaerobic zones by Karvonen method. 	5
III	<ul style="list-style-type: none"> Assessment of Personality, Anxiety, Aggression and Motivation using questionnaire. (Any two) College or Institute may organize 3 to 5 days Leadership Camp / Adventure Activities / Hiking & Trekking Activities for developing Leadership qualities of the students. (On Self Expense Basis) (Note: College / Institution may take help of some outsourcing organization such as Youth Hostel Association of India or Bharat Scout, and Guide services to organize these activities. 	7
IV	<ul style="list-style-type: none"> Visit a modern Gym and prepare list of modern equipment, prepare notes on their use and effects on health and fitness. Learn exercises for aerobics using number counts and music. Practicing Floor Strength exercise Practicing Pilate Exercise for core strength Collect at least 3 reaction drills from internet and practice them in ground. Asanas and Pranayam for general health and fitness 	7
V	<ul style="list-style-type: none"> Conduct a small interclass / open tournament of a game (Team / Individual) for students as per the available facility in the college / institute. Act as student teacher and conduct some minor recreational games for a group of students for mental relaxation. 	6

Keywords/Tags:

Listed in theory section can also be used for the reference purpose for practical's

Part C-Learning Resources

Text Books, Reference Books, Other resources

Suggested Readings:

Note: Books listed in theory section can also be used for the reference purpose for practical's

Suggestive digital platforms web links

Note: Web links listed in theory section can also be used for the reference purpose for practical's.

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Suggested equivalent online courses:

Part D-Assessment and Evaluation

Suggested Continuous Evaluation Methods:

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

Any remarks/ suggestions:



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भाग अ - परिचय			
पाठ्यक्रम: प्रमाण पत्र/डिप्लोमा/डिग्री/....	कक्षा : स्नातक	वर्ष: 2023-24	सत्र:
विषय: शारीरिक शिक्षा			
1	पाठ्यक्रम का कोड		
2	पाठ्यक्रम का शीर्षक	शारीरिक शिक्षा में खेल विज्ञान और संगठन	
3	पाठ्यक्रम का प्रकार : (कोर कोर्स/इलेक्टिव/जेनेरिक इलेक्टिव/योकेशनल/....)	इलेक्टिव (वैकल्पिक)	
4	पूर्वपेक्षा (Prerequisite) (यदि कोई हो)	इस पाठ्यक्रम को किसी भी संकाय के छात्रों द्वारा वैकल्पिक विषय के रूप में चुना जा सकता है और यह सभी के लिए खुला है।	
5	पाठ्यक्रम अध्यापन की परिलक्षितियां (कोर्स लर्निंग आउटकम)(CLO)	<ul style="list-style-type: none"> छात्र दैनिक जीवन की गतिविधियों और खेल गतिविधियों में लीवर की अवधारणा का विश्लेषण करने में सक्षम होंगे, एक आसान गैजेट उनके मोबाइल फोन का उपयोग करके एक्शन फोटो का विश्लेषण करने में और फोरट्रल चिकित्सा का विश्लेषण करने में सक्षम होंगे। वे विभिन्न प्रशिक्षण तैयारी के लिए लक्षित हृदय गति जोन, और VO2 मैक्स को मापना सीखेंगे जो प्रशिक्षण भार को बनाए रखने के लिए खिलाड़ियों और आम लोगों की मदद करेंगे। वे विभिन्न प्रशिक्षण की उपयोग करके मानव की मनोवैज्ञानिक विशेषताओं को मापना सीखेंगे। नेतृत्व शिथिल / साहसिक गतिविधि / ट्रेकिंग और लंबी पैदल यात्रा जैसी गतिविधियों से नेतृत्व, अनुसरण और बार्ड अन्य मनोवैज्ञानिक गुणों का विकास होगा। स्वास्थ्य क्लब की संरचना और कार्य का ज्ञान विकसित करना सीखेंगे। व्यावहारिक रूप से विभिन्न फिटनेस घटक के लिए व्यायाम और छात्रों को स्वास्थ्य और फिटनेस बनाए रखने के ज्ञान से परिचित होंगे और व्यक्तिगत प्रशिक्षक या होम ट्रेनर के रूप में काम कर सकेंगे और पैसा कमा सकेंगे। छात्र प्रतियोगिता आयोजित करने में सक्षम होंगे या सहायक हो सकते हैं, लोगों के मनोरंजन के छोटे खेल का उपयोग करके तनाव प्रबंधन शिक्षक के रूप में कार्य कर सकेंगे। 	
6	क्रेडिट मान	2	



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7	कुल अंक	अधिकतम अंक: 100	न्यूनतम उत्तीर्ण अंक: 35
भाग ब- पाठ्यक्रम की विषयवस्तु			
व्याख्यान की कुल संख्या-दृष्टांतोरियल-प्रायोगिक (प्रति सप्ताह घंटे में): L-T-P:			
प्रायोगिक - 30 घंटे			
इकाई	विषय	व्याख्यान की संख्या	
I	<ul style="list-style-type: none"> विभिन्न दैनिक जीवन और खेल की गतिविधियों में प्रयोग में लाये जाने वाले लीवर की अवधारणा मोबाइल कैमरा की मदद से सामान्य एवं स्लो-मोशन मोड में द्वी-विनीय एक्शन फोटो और वीडियो लेने का अधिगम दृश्य निरीक्षण के जरिये मुद्रा विकृति की पहचान करना (स्कैफोसिस, लॉर्डोसिस, स्कोलिओसिस, फ्लैट फुट, लीफ नी) 	5	
II	<ul style="list-style-type: none"> एरोबिक सिस्टम मूल्यांकन: अधिकतम एच.आर. (कार्योत्तेज सूत्र) और VO2 मैक्स. बिना शारीरिक दक्षता $> \text{बिना शारीरिक दक्षता VO2 मैक्स.} = 15 \times (\text{एच. आर. मैक्स.} / \text{एच. आर. रेस्ट})$ वामे अप, एरोबिक और एनारोबिक जोन के लिए टारगेट हृदय दर का मापन, (कार्योत्तेज विधि द्वारा) 	5	
III	<ul style="list-style-type: none"> प्रश्रवली के प्रयोग से व्यक्तित्व, चिंता, आक्रामकता, और अभिप्रेरण का मूल्यांकन (कोई भी दो) कॉलेज या संस्थान में विद्यार्थियों की नेतृत्व गुणों को विकसित करने के लिए 3 से 5 दिनों का लीडरशिप कैम्प/सहस्रिक गतिविधियां/ हाईकिंग या ट्रेकिंग गतिविधि का आयोजन (अपने स्वयं के व्यय से) नोट: इन गतिविधियों के आयोजन के लिए कॉलेज/ संस्थान कुछ बाहरी संस्थाओं से मदद से सफल है, जैसे- यूथ होस्टल एसोसिएशन ऑफ इंडिया, भारत स्काउट्स, और गाइड। 	7	
IV	<ul style="list-style-type: none"> एक आधुनिक जिम में मुआयना करें, और आधुनिक उपकरणों की सूची, स्वास्थ्य और फिटनेस पर इनका प्रभाव की नोट्स बनाएं। लंबर काउंट्स और म्यूजिक के प्रयोग से एरोबिक्स के लिए व्यायाम को सीखें। फ्लोर स्ट्रेच व्यायाम का अभ्यास वॉर स्ट्रेच के लिए पिलाटे व्यायाम का अभ्यास इंटरनेट से कम से कम तीन प्रतिक्रिया द्रुत निष्कर्ष-करी मैदान में उनका अभ्यास करें सामान्य स्वास्थ्य और फिटनेस के लिए आसत और पाण्ड्याम 	7	



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V	<ul style="list-style-type: none"> • कॉलेज या संस्थान में उपलब्ध सुविधाओं के साथ विद्यार्थियों के लिए एक इंटर फ्लास / ओपन टूर्नामेंट (टीम / व्यक्तिगत खेल) का आयोजन • मानसिक आराम के लिए विद्यार्थी शिक्षा के रूप में बच्चों के छोटे समूहों में कुछ माइनर मनोरंजन खेलों का आयोजन 	6
<p>सार बिंदु (कीवर्ड)/टैग: पाठ्य सामग्री पाठ्यक्रम के अंग्रेजी संस्करण के साथ संलग्न है,</p>		
भाग स-अनुशंसित अध्ययन संसाधन		
पाठ्य पुस्तकें, संदर्भ पुस्तकें, अन्य संसाधन		
अनुशंसित सहायक पुस्तकें / ग्रन्थ/अन्य पाठ्य संसाधन/पाठ्य सामग्री:		
नोट: पुस्तकें एवं अन्य पाठ्य सामग्री पाठ्यक्रम के अंग्रेजी संस्करण के साथ संलग्न है.		
अनुशंसित डिजिटल प्लेटफॉर्म वेब लिंक:		
नोट: वेब लिंक पाठ्यक्रम के अंग्रेजी संस्करण के साथ संलग्न है.		
अनुशंसित समकक्ष ऑनलाइन पाठ्यक्रम:		
भाग द -अनुशंसित मूल्यांकन विधियां:		
अनुशंसितसतत मूल्यांकन विधियां:		
आंतरिक मूल्यांकन	अंक	बाह्य मूल्यांकन
कक्षा में संवाद /प्रश्नोत्तरी		प्रायोगिक मौखिकी (याचका)
उपस्थिति		प्रायोगिक रिकॉर्ड पत्राङुल
असाइनमेंट (घाट/मॉडल/सेमिनार/ग्रामीण सेवा/प्रायोगिकी प्रसार/भ्रमण (करकरान) की रिपोर्ट/सर्वक्षण/प्रयोगशाला भ्रमण (लेब विजिट)/औद्योगिक यात्रा		टेबल / मैदानी कार्य प्रयोग
कुल अंक	30	70

वेब टिप्पणी/सुझाव:

Ajay Kumar
19/12/22
Chairman (Phy. Edu.)

Dr. Nisha Thakur
PRINCIPAL
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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)	<p>After studying this Course, the Student will be able to-</p> <ul style="list-style-type: none">• 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 <ol style="list-style-type: none">1. Introduction of Tally ERP 9, Info Manu, Creation of a Company, Gateway of Tally,2. Account information: Ledgers and Groups creation3. Inventory information: Determination of stock groups, Stock items and stock units4. 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: <ul style="list-style-type: none">• 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 <ul style="list-style-type: none">• https://sscestudy.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

E-quiz

30 Marks

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	<p>The successful completion of this course shall enable the student:</p> <ul style="list-style-type: none">• 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 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.	18
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. Nolakha, 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_on19May2016.pdf
2. <http://www.gdcboysang.ac.in/Aboutdroid/uploads/B15thSemBcom.pdf>
3. https://ebooks.lpude.in/management/bba/term_5/DMGT303_BANKING_AND_INSURANCE.pdf
4. <https://www.subhahiv.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 Laws	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:

- https://sdek24.com/tag/business-law-notes-hindi/#google_vignette
- <https://www.gkpad.com/2020/09/bcom-books>
- <https://www.geektonight.com/business-law-notes/>
- 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 :	Class Test Assignment/Presentation	30
Continuous Comprehensive 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. I st 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	<p>Upon successful completion of the course a student will be able to</p> <ol style="list-style-type: none">1. Understand how households (demand) and businesses (supply) interact in various market structures to determine price and quantity 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 Pricing6. 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, Ricardian and modern theories of Rent, Quasi Rent, Wages- concept, nominal and real 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 Publication Agra

Suggestive digital platforms, web links:

1. [https://www.icsi.edu/media/website/Business%20Economics%20\(FndProg\).pdf](https://www.icsi.edu/media/website/Business%20Economics%20(FndProg).pdf)
2. <http://www.ddegjustaciniistudymaterialibbaibba-103.pdf>
3. <https://old.mu.ac.in/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 Evaluation (CCE):30	Assignment/Presentation	
	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
Subject: Commerce		Session: 2023-2024
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
1	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. Modern 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 modern 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	Agr
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: 1 st Year	Session 2023-24
Subject: Commerce			
Course Code	CO-101		
2. Course Title	Financial Accounting (Paper I)		
3. Course Type	Core		
4. Pre-requisite	Not required open for all		
5. Course Learning Outcomes	<p>Successful completion of this course, the student will be able to:</p> <ul style="list-style-type: none"> 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 Brahmhatt, Financial Accounting, Devi Ahilya 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 Evaluation (CCE):30	Assignment/Presentation	
	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: 1 st Year	Session 2023-24
Subject: Commerce				
1	Course Code	VO-104		
2	Course Title	Retail Management		
3	Course Type	Vocational		
4	Pre-requisite	Open for all		
5	Course Learning Outcomes	<p>After the successful completion of the course, the student shall be able to:-</p> <ul style="list-style-type: none"> 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.	<p>Fundamentals of Retail Management</p> <p>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.</p> <p>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.</p>	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 infrastructure for 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, Branch A/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, 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 hindigranth academy
10. Mehta and Brahmabhatt, Financial Accounting, Devi Ahilya Prakashan, Indore

Suggestive digital platforms, web links:

1. <https://www.dcegjust.ac.in/studymaterial/bba/cp-104.pdf>
2. <https://www.dcegjust.ac.in/studymaterial/mba/cp-104.pdf>
3. <https://dceppanacademy.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 E-quiz 30 Marks
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: 1 st 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	<p>After the successful completion of the course, the student shall be able to:-</p> <ul style="list-style-type: none">• 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, Avoidance and Reduction along with Business Continuity Practices.		
6	Expected Job Role/ Career Opportunities	<p>Business Opportunities: Manufacturer, Exporter, Merchant Exporter, Manufacturer cum Merchant Exporter, As a Consultant</p> <p>Job Opportunities: Shipping and Logistics, International Marketing, Documentation and Legal Banks/ Trade Advisory, Airlines and Cargo.</p>		
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 •EOGC, Insurance, EEFC and Forward Contract • Export Incentives	10

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Practical	<ul style="list-style-type: none">• 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/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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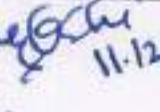


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Format for Syllabus of Theory Paper

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://booksszoo21e.co.in/books/about/Effective-Business-Communication.htm?rid=Dz0jjo1NoIC>

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-quize	
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)	<p>1 Student will be able to assess the global context for planning, coordinating, and monitoring managerial behaviour.</p> <p>2-Through various planning and decision-making techniques, students can learn about how businesses ensure to remain in a competitive market.</p> <p>3. Students will understand various forms of organizational structures and their importance.</p> <p>4. Students can learn about various strategies used by businesses to maintain and improve employee efficiency.</p> <p>5. Students will be able to understand how organizations use different leadership styles to stay competitive.</p>	
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)



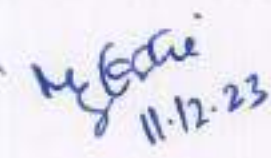
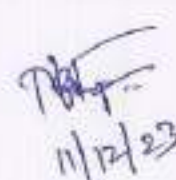

web links:

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 :	Class Test	30
Continuous Comprehensive Evaluation (CCE):30	Assignment/Presentation	
	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	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:	
<ul style="list-style-type: none"> 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.O 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	<p>Banking: Historical background, classification of bank. Meaning, definition and functions of commercial bank. Role of banks in economic growth. Features of Indian banking system.</p> <p>Bank Deposits: Meaning and types. Features of bank accounts. Procedure to open and close bank accounts (Including online procedure).</p> <p>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.</p>	12
4	<p>Insurance: Origin and development of insurance. Meaning, principles and importance of insurance. Classification of insurance.</p> <p>Life Insurance: Meaning, objectives, principles and importance. Types of life insurance policy. Claim procedure and settlement.</p> <p>General Insurance: Meaning, objectives and importance. General Insurance Policies: Vehicle, health, household goods, commercial premises and goods and another available policies.</p>	12
5	<p>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.</p> <p>Mutual Funds: Concept, salient features, importance and types. Systematic Investment Plan (SIP). Performance of mutual funds in India.</p>	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 & Insurance Sahitya Bhawan Pub. Agra
6. Dr. R. L. Nolkhha 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://ncert.nic.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%](https://vtechworks.lib.vt.edu/bitstream/handle/10919/70961/Fundamentals%20of%20Business%20%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
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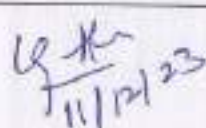
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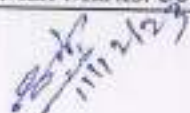
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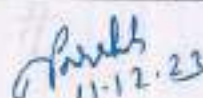


PART A: Introduction			
Program: Certificate		Class: B.C.A.	Year: I Year
			Session: 2023-24
1.	Course Code	BC/DIT	
2.	Course Title	Computer Fundamentals, Organization and Architecture	
3.	Course Type (Core Course/Elective Generic Elective/ Vocational)	Major - Paper I	
4.	Pre-Requisite (if any)	To study 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: <ul style="list-style-type: none">• 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

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IV	<p>Register Transfer and Micro operations: Register Transfer Language, Register Transfer, Bus & Memory Transfer, Arithmetic Micro-operations, Logic Micro-operations, Shift Micro-operations.</p> <p>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.</p> <p>Pipelining: concept of pipelining, introduction to Pipelined data path and control-Handling Data hazards & Control hazards.</p> <p>Memory and I/O Systems - Peripheral Devices, I/O Interface.</p>	15
V	<p>Data Transfer Schemes - Program Control, Interrupt, DMA Transfer, I/O Processor.</p> <p>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.</p> <p>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.</p> <p>Parallel Computing projects of India - PARAM, ANUPAM, FLOSOLVER, CHIPPS etc. Other relevant contributors and contributions,</p>	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	30
	Assignment/Presentation - E-quize	
External Assessment: University Exam Section: 70 Time : 03.00 Hours	Section(A) : Six Objective 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
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	BC101P	
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)	<p>After the completion of this course, a successful student will be able to do the following:</p> <ul style="list-style-type: none">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

30

- I. Computer Fundamentals
 - a) Identify 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 RS flip-flops using NAND and NOR gates
 - k) Verify the truth table of JK flip-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

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Part A-Introduction

Programme : Certificate		Class: B.Sc.	Year: 1 st 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	<p>On completion of this course, learners will be able to:</p> <ol style="list-style-type: none">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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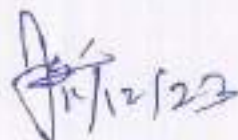


Part B: Content of the course

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

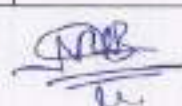


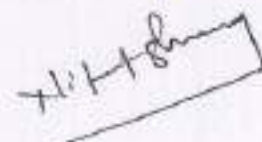

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4	<p>Memory and I/O Systems - Peripheral Devices, I/O Interface, Data Transfer Schemes - Program Control, Interrupt, DMA Transfer, I/O Processor, Memory Hierarchy, Processor vs. Memory Speed, High-Speed Memories, Main memory, Auxiliary memory, Cache Memory, Associative Memory, Interleaving, Virtual Memory, Memory Management.</p> <p>Parallelism — meaning, types of parallelism, introduction to Instruction-level-parallelism, Parallel processing challenges, Applications.</p> <p>Flynn's classification — Introduction to SISD, SIMD, MISD, MIMD</p> <p>Hardware multithreading — Introduction, types, advantages and applications.</p> <p>Multicore processors — Introduction, advantages, difference from multiprocessor.</p>	12
5.	<p>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.</p> <p>Parallel Computing projects of India — PARAM, ANUPAM, FLOSOLVER, CHIPPS etc. Other relevant contributors and contributions</p>	12
<p>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</p>		

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Part A-Introduction

Programme : Certificate		Class: B.Sc.	Year: 1 st 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 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/106/106/106106166/>

<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: 1 st 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	<p>On completion of this course, learners will be able to:</p> <ol style="list-style-type: none">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 styles6. 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 I/O (printf, scanf, 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://nptel.ac.in/courses/106/106/106106127/>
Suggested equivalent online courses
<https://nptel.ac.in/courses/106/105/106105151/>
<https://nptel.ac.in/courses/106/105/106105171/>
https://onlinecourses.swayam2.ac.in/cec19_m_g35/prev_iew

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Part D- Assessment and 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 Evaluation (CCE):30	Assignment/Presentation	
	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: 1 st Year	Session 2023-24
Subject: Computer Science			
1 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	<p>On completion of this course, learners will be able to:</p> <ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 1. 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: <ol style="list-style-type: none"> 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. <ol style="list-style-type: none"> 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	<ol style="list-style-type: none">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 (using 2, different effects).6. Design a presentation using charts and tables of the marks obtained in class	10
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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 $1+1/1!+2/2!+3/3!+\dots+n/n!$

19. Write a program to create a pyramid structure

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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://nptel.ac.in/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)	<p>After the successful completion of the course, the student shall be able to:-</p> <ul style="list-style-type: none">• 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, LinkedIn, 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	<ul style="list-style-type: none">• 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. <i>Keywords: Titles, Meta Tags</i>	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, LinkedIn Marketing, Instagram Marketing, social media Analytical Tools. <i>Keywords: Google, Word press, FB, LinkedIn, Instagram, Analytics, SMO, Verbal Communication, Non- Verbal Communication, Infra personal and Interpersonal communication.</i>	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. <i>Keywords: PPC, Google Ad words, Reports, SEM, Google Analytics, Ad Design, Social Media, Affiliate</i>	10

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Practical	
<ul style="list-style-type: none">• Design SEO 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:	
https://www.wordstream.com/linkbuilding#:~:text=Building%20links%20is%20one%20of%20the%20best%20ways%20to%20grow%20your%20site.	
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
E-quiz

30 Marks

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: <ol style="list-style-type: none">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-xhzlOmpZwkylQo2b%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 :	Class Test	30
Continuous Comprehensive Evaluation (CCE):30	Assignment/Presentation	
	E-quiz	
External Assessment :	Section(A) : Six Very Short Questions	06 x 01 = 06
University Exam Section: 70	Section (B) : Five Short Questions	05 x 08 = 40
Time : 03.00 Hours	Section (C) : Two Long Questions	02 x 12 = 24
		Total 70

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PART-A :INTRODUCTION		
Program: Certificate	Year: First Year	Session:2023-2024
Course Code	VO-106	
Course Title	E-Accounting and Taxation with GST	
Course Type	Vocational	
Pre-requisite (if any)	Open For All	
Course Learning outcomes (CLO)	Learning Outcomes of The course After the successful completion of the course the student shall be able to : <ol style="list-style-type: none">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	<ol style="list-style-type: none">1. Income Tax Consultant2. Taxation Research Analyst3. GST Consultant4. 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 12 th .	
5	Course Learning outcomes (CLO)	<p>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</p> <ul style="list-style-type: none">Different genres of drama, like comedy, tragedy, epic theatre, and commedia dell'arteDistinctive features of Sanskrit, Greek, English, American, and Indian playsDramatic 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 33

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	<ul style="list-style-type: none"> Classical Drama 1.1 Sophocles: Oedipus Rex Story <p>Keywords: Sanskrit theatre, Rasa theory, Classical tragedy, Greek tragedy, Greek theatre, Trilogies, Plot structure, Oedipus Complex, Electra, Complex, Epic theatre</p>	15

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Suggested digital platforms weblinks:

"Restoration Drama in England I Encyclopedia.Com." Encyclopedia.Com. 2010.
WWW.encyclopedia.com/humanities/culture-magatmestrestoration-drama-englanci

Restoration Drama in England I Encyclopedia.Com." Encyclopedia.Com. 2010.
WWW.encyclopedia.com/humanities/culture-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-characteristic-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.com/topic/Abhijnanashakuntala>

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

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Shalini / 11/12/23



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

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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
I	<ul style="list-style-type: none"> • Introduction to Literature and its classification -- Poetry from Chaucer to Milton <ul style="list-style-type: none"> 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 <i>The Prologue to The Canterbury Tales</i>) 1.3 John Donne: Death Be Not Proud 1.4 John Milton: On His Blindness <p>Keywords/ Tags: <i>Figurative language, Extended metaphor Hyperbole, Imago; Iambic pentameter Foot line, Narrative poetry, 114etaphysical poetry, Puritan era</i></p>	15
II	<p>2. Poetry in Neoclassical and Romantic Age</p> <ul style="list-style-type: none"> 2.1 Alexander Pope: The Rape of the Lock - Canto III 2.2 William Wordsworth, Solitary Reaper, Daffodils 2.3 John Keats: Ode to Autumn <p>Keywords/ Tags: <i>Nature poet, Wordsworth's theory of poetry; Spontaneity, Lyrical Ballads, Fancy and Imagination, Supernatural poetry, Revolutionary poet, Sensuousness, Hellenisni, Negative capability, Aesthetic beauty</i></p>	15
III	<p>3. Poetry in Victorian Age</p> <ul style="list-style-type: none"> 3.1 Alfred Lord Tennyson: Break Break Break 3.2 Robert Brownin2: The Last Ride Together 3.3 Matthew Arnold: Dover Beach <p>keywords/ Tags: <i>Victorian age, Industrial revolution, Victorian society Autobiographical note, Tennyson and Clough, Dramatic monologue, Pastoral elegy, Oxford movement, Campus poetry</i></p>	15

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IV	<ul style="list-style-type: none"> Indian Poetry <ul style="list-style-type: none"> 4.1.Toru Dutt: Our Casuarina Tree, Sita 4.2 Sarojini Naidu: Indian Weavers 4.3 Rabindranath Tagore: Gitanjali Song No 1 & 2 <p>keywords/ Tags: <i>Indo-Anglican poetry, Simile and Metaphor: Spirituality. Poetry of Indian Independence. Indian thence. I-lysticism.Spiritualism. Indian Mythological Characters</i></p>	15
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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 After-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 Summary*, 17 Nov. 2017,
eng.ishsummary.com/indian-poetry-inenglish.

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

Polly. "A Brief History of English Poetry." *The Culture Project*, 17 Apr. 2017,
thecultureprojectblog.wordpress.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 Summary*, 17 Nov. 2017,
eng.ishsummary.com/indian-poetry-inenglish.

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

Polly. "A Brief History of English Poetry." *The Culture Project*, 17 Apr. 2017,
thecultureprojectblog.wordpress.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/ap/english-literature-composition-part-2-poems-2> AP English Literature and Composition, Part 2: Poems on EDX by Maggie Sokolik, University of California, Berkeley

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

<https://www.classcentral.com/course/modern-american-poetry>
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 :	Class Test	30
Continuous Comprehensive Evaluation (CCE): 30	Assignment/Presentation	
	E-quize	
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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Rohini 11/12/23



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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-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 12 th .	
	Course Learning outcomes (CLO)	<p>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:</p> <ul style="list-style-type: none"> • 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 <p>The course is •beneficial for learners in understanding the mechanism of literature in a creative manner. This course will:</p> <ul style="list-style-type: none"> • 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: O Captain! My Captain! 1.2 Robert Frost: The Road Not Taken Keywords/ Tags: Modern poetry, WWI. Imagination and Reality, War poetry Symbolist movement, Patriotic poetry WWII, The Holocaust. Confessional poem T	10
II	2. British and Indian Poetry 2.1 William Shakespeare: Sonnet 116 Let Me Not to the Marriage of True Minds 2.2 PB Shelley: Ode to the West Wind 2.3 Guru Nanak Dev: The Sky is Your Platter Keywords! Tags: Romanticism. Revolutionary spirit. Impact of the French revolution. Lord Byron. Disillusionment. Irish literary revival	10
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*. 1st ed. Penguin Books. 2013.

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


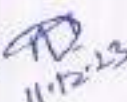



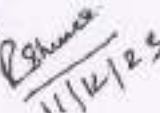


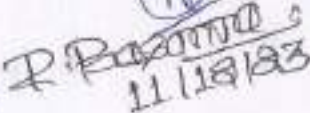
Frost, Robert. *The Poems of Robert Frost: Poetry for the Ages*. Independently published, 2019.
 Lehman, David, and John Brehm. *The Oxford Book of American Poetry*. 1st ed., Oxford University Press, 2006.

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 :	Class Test	30
Continuous Comprehensive Evaluation (CCE):30	Assignment/Presentation	
	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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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 12 th level.	
5.	Course Learning Outcomes (CLO)	<ol style="list-style-type: none">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: <ul style="list-style-type: none"> 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 <i>Keywords: Environment, Forest, Mineral, Food, Land, Water, Energy, Sustainable Development</i>	5 Hrs.
II	Biome, Ecosystem and Biodiversity: <ul style="list-style-type: none"> 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. <i>Keywords: Biome, Ecosystem, Biodiversity</i>	4 Hrs.
III	Environmental Pollution, Management and Social Issues: <ul style="list-style-type: none"> 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. <i>Keywords: Pollution, Environmental Legislation, Environmental Movement, Environmental programme and organization.</i>	6 Hrs.

Suggested activities: (at least one)

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

- The Health Effects of Climate Change (edx)
- Climate Change: Financial Risks and Opportunities (edx)
- Introduction to Environmental Law and Policy (coursera)
- Women in environmental biology (coursera)
- Our Earth: It's Climate, History, and Processes (coursera)
- 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)	<p>After studying this Course, the Student will be able to;</p> <ol style="list-style-type: none">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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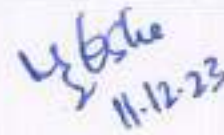


Part B Content of Course		
Total No. of Lectures+ Practical (in hours per week) : L-1 Hr / P – 1 Lab Hr		
Total No. of Lectures / Practical: L- 30hrs/ P- 30hrs		
Module	Topic	No of Hrs
I	Overview of Financial Services Meaning, Importance and Scope of financial services, Indian financial system, Brief 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
<p>Suggested Readings:</p> <ol style="list-style-type: none"> (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, O. P. Banking and Insurance. New Delhi: Himalaya Publishing (2011). <p>Suggestive digital platforms web links</p> <ol style="list-style-type: none"> 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://sgplis.org/ers/misc/TF10043.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

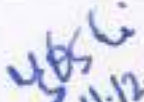
Section C – Long Answer Questions –

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 <ul style="list-style-type: none"> • 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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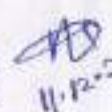
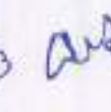



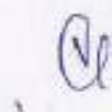
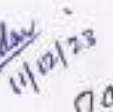
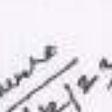


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Syllabus of Paper
BA I Year: Generic English (Theory + Tutorial)

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 be opted as an elective by the students of following subjects: (Class 12 th passed in any discipline /Open for all)	
5	Course Learning Outcomes (CLO)	<p>The study of this course will enable the students to acquire the knowledge of</p> <ul style="list-style-type: none"> • Phonology and Morphology. • Syntax and Structure, and • Vocabulary and Discourse. <p>The students will be able to converse in real life situations with effective language skills. The course will also help them</p> <ul style="list-style-type: none"> • 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


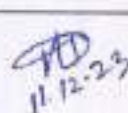
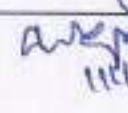
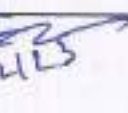

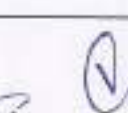
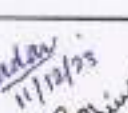

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Unit	Topics	No. of Lectures
I	<ul style="list-style-type: none"> Communication 1.1 What is communication? Its meaning, types & its purpose in the age of Globalization. 1.2 Communicative needs and problems 1.3 Expansion of an idea • 1.4 Rules of use of language, use of appropriate words • Keywords/Tags: <i>Linguistic and communicative competence, Communication, affective and cognitive strategies, ESL EFL. Acquisition of LI, L2 and Collocational language</i> 	10
II	<ul style="list-style-type: none"> • Practicing Listening skill, 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 Precising writing and paraphrasing 2.5 Vocabulary enrichment Keywords/Tags: <i>LRWS, Receptive skills, Attentive listening. Word stress. Intonation. Syllable. Received pronunciation (RP). Summarizing. Pragmatic competence</i> 	20

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III	<ul style="list-style-type: none">• Practicing Writing and Speaking Skills <p>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</p> <p>3.2 Communicative approach, lexical approach, task based learning</p> <p>3.3 Report writing, Story writing, Daily routine in English</p> <p>3.4 Situational conversation between two friends on different topics</p> <p>Keywords/Tags: Productive skills, Code 'mixing, Situational conversation, Structural English. Frequent use of proverbs, phrases and</p>	15
IV	<ul style="list-style-type: none">• Application of Communicative English <p>4.1 Translation (from Hindi to English and vice-versa)</p> <p>4.2 Group and Peer Discussions, Role play</p> <p>4.3 Contrastive analysis between L1 and L2: At structural, phonological and lexical levels with examples</p> <p>Keywords/Tags: <i>Literary translation, Translation theories, L1 Interference, Bilingualism, Types of Role-Play Conversational English</i></p>	15

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Part C- Learning Resources


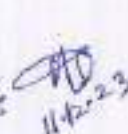


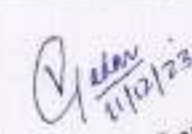

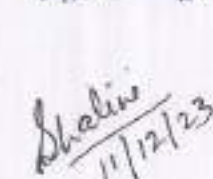

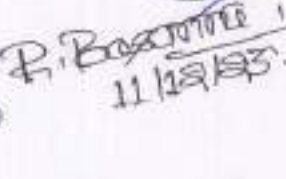
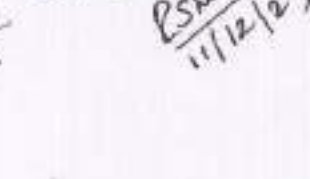
Text Books, References, Books, and Other Resources

"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.

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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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 : Competition 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, Delhi.
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, Macmillan, 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 assessed 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, Himalaya Publication
2. Financial Accounting- Dr. K.S. Raman & Dr. M.A. Arulanadam, Himalaya Publication.
3. Financial Accounting D.K. Gangwar & Dr. Sharda Gangwar, Himalaya 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 Bhawan Publication & Distributors
8. Financial Accounting — Dr. Kerim & Khanuja Mehta, Sahitya Bhawan Publication & Distributors, (P) Ltd. Agra.
9. Book Keeping & Basic Accounting — Dr. S.K. Singh, Sahitya Bhawan Publication & Distributors, (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 Crossin, of cheque; Presentation of negotiable instruments.
3	MRTTP 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 principles and 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 - 4 Interpersonal 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 - Advanced 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 course/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)	<p>Course Objective:-</p> <ol style="list-style-type: none"> 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. <p>Learning Outcome:- To impart hands-on skills in preparation. The end of the paper, a student should be able to:</p> <ol style="list-style-type: none"> 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: <ul style="list-style-type: none">History and Philosophy.Aims and ObjectivesEmblem sign, NSS badge, NSS flag.NSS Songs: Lakshya Geet, Sadbhawna Geet, Rastriye yuva Geet. Organization of NSS, Regular Activities and Programmes: <ul style="list-style-type: none">Organization structure of NSS.Concept of regular activitiesBasis 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: <ul style="list-style-type: none">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: <ul style="list-style-type: none"> • 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. <p>Key Words: Youth volunteerism.</p>	10
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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 :	Class Test	30
Continuous Comprehensive Evaluation (CCE): 30	Assignment/Presentation	
	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/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 12 th 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. Assignments. | (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:-	05
Communication Skill:- Personality development, Communications skill development, Problem - Solving. Key Words- Communication skill project activity.	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 Programme:- Peer mentoring in preventing crimes, Cyber crime and prevention, Juvenile justice, Save girls child protection, Blood donation awareness, Swachh Bharat abhiyan, Corona virus awareness etc. Key Words- Volunteerism awareness project activity.	07 Hours

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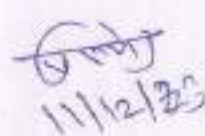
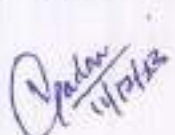
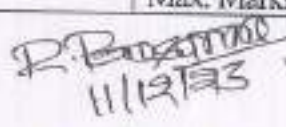
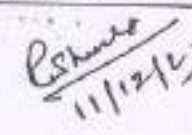
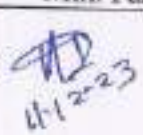

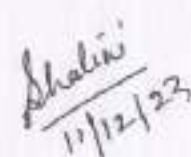



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Syllabus of Theory Paper

Part A Introduction			2023-24
Program: Certificate/ Diploma/Degree/		Year: I Year	Session: 2021-22
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 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, Dale	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	

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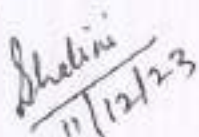
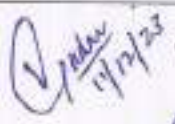


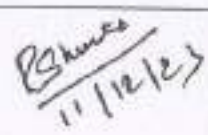
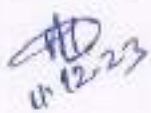



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21	Gupta, R.K.	NCC National Cadet Corps (Hindi & English)	Ramesh publication	2021
22		Hand Book of NCC	Kanti Publication, Itawa	2017
23		Hand book of NCC an unique book for NCC Cadets	Naveen Publication	2019
24	Ranjan, Shashi and Kumar, Aashish	Handbook 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.m.wikipedia.org 2. https://www.firstaidforfree.com				
Suggested equivalent online courses:				

Part D- Assessment and Evaluation		
Suggested Continuous Evaluation Methods:		
Maximum Marks: 100		
Continuous Comprehensive Evaluation (CCE) : 30 marks University Exam (UE) : 70 marks		
Internal Assessment :	Class Test	30
Continuous Comprehensive Evaluation (CCE):30	Assignment/Presentation	
	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/ Subject: NCC	Year: 1 Year	Session: 2023-24
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
1	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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11	Group Discussion on current topics and issues (National & international)	15
	Public Speaking/Extempore	
	First Aid: Bandages and CPR	

Part C- Learning Resources

Text Books, Reference Books, Other resources

Suggested Readings:

S.No	Writer	Name of Book	Name of Publication	Year of Publication
1	Ranjan, Shashi and Kumar, Aashish	Handbook of NCC	Goodwin Publication	2021
2	Chauhan, L.(Dr.) Rajeev Kumar	NCC National Cadet Corps	Aakriti Publication	2021
3		Cadets Hand book	NCC Directorate M.P. & C.G.	
4	Goyal, Hariom	Personality Development	Kalpaz Publication, India	
5	Mitra, Barun K.	Personality Development and Soft Skills	Oxford University Press, India	
6	Manivannan, C. and Latha Manivannan, T.	Text Book of First Aid and Emergency Nursing	EMMESS Medical Publishers	2020
7	Popli, Harvinder and Sharma, Nirmal	Emergency First aid Safety Oriented	CBS Publishers	
8	Jain, N.C. and Saakshi	First Aid and Emergency Case	AITBS Publishers	2019
9	Pippa, Dr. Kereh	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. <https://www.firstaidforfree.com>

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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)	<p>After the completion of this course, a successful student will be able to:</p> <ul style="list-style-type: none">• Describe the importance of computer system sources and the role of operating system in their management policies and algorithm.• Specify objectives of modern 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 hard 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, Aryabhata Linux, contributions of innovators- Rajan Sheth, Sunder Pichai etc.	16
PART C: Learning Resources		
Textbooks, Reference Books, Other Resources		
Suggested Readings		
Textbooks:		
<ul style="list-style-type: none"> 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:		
<ul style="list-style-type: none"> G. Nott, Operating System: A Modern 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	30
	Assignment/Presentation - E-quize	
External Assessment: University Exam Section: 70 Time : 03.00 Hours	Section(A) : Six Objective 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

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: <ul style="list-style-type: none">• 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: <ul style="list-style-type: none">a) Linux Directory Commands: pwd, mkdir, rm-rf, ls, cd, cd/, cd~b) Linux File Commands: touch, cat, cat >, cat >>, rm, cp, mv, renamec) Linux Permission Commands: su, id, useradd, passwd, groupadd, chmod, groupdel, chown, chgrpd) Linux File Content & Filter Commands: head, tail, tac, more, less, grep, cat, cut, grep, comm, sed, tee, tr, uniq, wc, od, sort, diffe) Linux Utility Commands: find, be, locate, date, cal, sleep, time, df, mount, exit, clear, gzip, gunzipf) Linux Networking Commands: ip, ssh, mail, ping, hostg) Edit Crontab file: to wall message on system on particular time automatically.h) Vi Editor: Create file, edit, save and quit. Highlighting 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:	
<ul style="list-style-type: none"> 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/ Beursion/ Lab visit/ Industrial Training)	10 Marks	Reports of excursion/ Lab visits/ industrial training/ Survey/ Collection/ Models	10 Marks
Total	30 Marks	Total	70 Marks
Excursion, / Lab visits/ Industrial			

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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)	<p>After studying this course the Student will be able to</p> <ul style="list-style-type: none">To cultivate skills for successful life and learn to handle failuresTo learn the process of goal setting and SWOT analysisTo understand the importance of time and stress managementTo develop core skills for employabilityTo develop effective communication skillsTo realize the role of technology in personality development	
Expected Job Role / career opportunities	<ul style="list-style-type: none">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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G. S. Singh 11/12/23

Q. Yadav 11/12/23



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Part C- Learning Resources



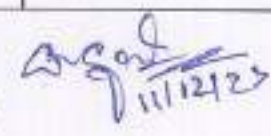
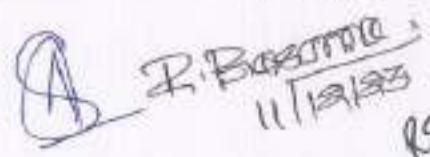
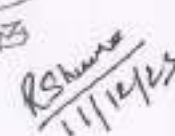
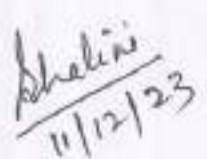

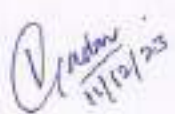
Suggested Readings:

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

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

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Part A-Introduction

Programme : Certificate		Class: UG	Year: 1 st Year	Session 2023-24
Subject: Physical Education				
1	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 course and it is open for all.		
5	Course Learning Outcomes	<p>On completion in of this course, learners will be able to:</p> <p>Know the Physical Education and Sports better and</p> <p>May excel in this area in their personal, social and professional life.</p> <p>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.</p> <p>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."</p> <p>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.</p> <p>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.</p>		
6	Credit Value	4		
7	Total Marks	Max. Marks: 30+70 Min. Passing Marks:35		

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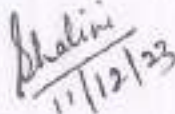
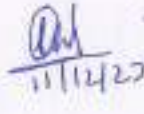
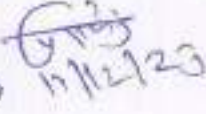
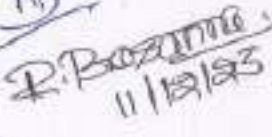
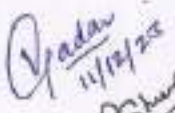
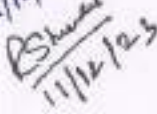
Part C-Learning Resources

Text Books, Reference Books, Other Resources

1. Singhm Ajmer, Gill Jagtar Singh, Balish 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 :	Class Test	30
Continuous Comprehensive Evaluation (CCE):30	Assignment/Presentation	
	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 Practical Paper

Part A- Introduction		
Program: Certificate/Diploma Degree/	Year: I Year	Session: 2023-24
Subject: Physical Education		
1	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)	<p>On completion of this course, learners will be able to:</p> <p>Students will be 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.</p> <p>Students will be able to conduct The American Alliance for Health, Physical Education, Recreation and Dance (AAHPERD) fitness test for others and will be able to guide for fitness exercise.</p> <p>Students will be able to measure Heart / Pulse Rate, Blood Pressure, Body Mass Index (BMI) and Body Fat Percentage and this will be useful at individual and community for assessment purpose. .</p> <p>They will learn to conduct recreational activities for community or can organize play day activity in their institution.</p> <p>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.</p>
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 <u>Organisation of recreational activities / Play Day</u> 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 1 st Game - July to Dec 2 nd 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. O., & Buzzichelli, C. A. "Periodization: Theory and Methodology of Training." USA: Human kinetics. 2019(6th ed.)
- Brooks, D. Effective "Strength Training". USA: Human Kinetics. 2001
- Brown, E. L. Ferrigno, V. A., & Santana, J. C. "Training for Speed, Agility and Quickness." USA: Human Kinetics. 2000

Note: Books listed in theory section can also be used for the reference purpose for practical.

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Suggestive digital platforms web links

- <https://www.healthline.com/health/how-to-check-heart-rate#target-heart-rates>
- <https://www.mvssportsfitness.com/2020/05/aahperd-fitness-test.html?m=1>
- <http://www.playday.org.uk/about-playday/whats-Playday>
- 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 :	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	BS-103T	
2.	Course Title	Mechanics and General Properties of Matter (Paper 2)	
3.	Course Type (Core/Elective/Generic Elective/Vocational/...)	Core course	
4.	Pre- requisite (If any)	To study this course, a student must have had the subject Physics in 12 th class.	
5.	Course Learning Outcomes (C L O)	<ol style="list-style-type: none">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	<p>Historical background and Mathematical Physics</p> <p>Historical background:</p> <p>1.1 A brief historical background of mathematics and mechanics in the context of India and Indian culture.</p> <p>1.2 A brief biography of Varahamihira and Vikram Sarabhai with their major contribution to science and society.</p> <p>Mathematical Physics:</p> <p>2.1. Scalar and vector fields, Gradient of a scalar field and its physical significance.</p> <p>2.2. Vector integral: line integral, surface integral and volume integral, Divergence of a vector field and its physical significance, Gauss divergence theorem.</p> <p>2.3. Curl of a vector field and its physical significance, Stokes and Green's theorem, Numerical problems based on the above topics.</p> <p>Keywords/Tags: Scalar field, Vector field, Vector integral, Gradient, Divergence, Curl.</p>	12
II	<p>Mechanics of Rigid and deformable bodies</p> <p>Rigid body mechanics:</p> <p>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.</p> <p>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.</p> <p>Mechanics of deformable bodies:</p> <p>2.1. Hook's law, Young's modulus, Bulk modulus, Modulus of rigidity and Poisson's ratio, Relationship between various elastic moduli.</p> <p>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.</p> <p>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, r and a of the material of a wire, Bending of beam, Cantilever, Beam supported at its ends and loaded in the middle.</p> <p>Keywords/Tags: Rigid body, Centre of mass, Moment of inertia, Poisson's ratio.</p>	12

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III	<p>Fluid mechanics</p> <p>Surface Tension:</p> <p>1.1. Inter-molecular forces and potential energy curve, force of cohesion and adhesion.</p> <p>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.</p> <p>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.</p> <p>Viscosity:</p> <p>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.</p> <p>2.2. Bernoulli's theorem and its applications (Velocity of efflux, shapes of wings of airplane, Magnus effect, Filter pump, Bunsen's burner).</p> <p>2.3. Viscous flow of a fluid, Flow of liquid through a capillary tube, Derivation of Poiseuille's formula and limitations, Stocks formula, Motion of a spherical body falling in a viscous fluid.</p> <p>Keywords/Tags: Inter-molecular force, Surface tension, Angle of contact, Capillarity, Viscosity, Euler's equation, Poiseuille's formula.</p>	12
IV	<p>Gravitational potential and Central forces</p> <p>1 Gravitational potential:</p> <p>1.1. Conservative and non-conservative force field, Conservation of energy in motion under the conservative and non-conservative forces, Potential energy.</p> <p>1.2. Conservative 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.</p> <p>1.3. Gravitational self-energy, Gravitational self-energy of a uniform spherical shell and a uniform solid sphere.</p>	12

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2	<p>Central forces:</p> <p>2.1. Motion under Central forces, Conservative characteristics of central forces.</p> <p>2.2. The motion of a two particles system in Central force, Concept of reduced mass, Reduced mass of positronium and hydrogen.</p> <p>2.3. Motion of particles in an inverse-square central force, Motion of celestial bodies and derivation of Kepler's laws.</p> <p>2.4. Elastic and inelastic scattering (elementary idea).</p> <p>Keywords/Tags: Conservative force field, Gravitational potential, Gravitational self-energy, Central force, reduced mass, Scattering.</p>	
V	<p>Relativistic Mechanics and Astrophysics</p> <p>1. Relativistic Mechanics:</p> <p>1.1. Frame of references, Galilean transformation, Michelson - Morley experiment.</p> <p>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.</p> <p>1.3. Mass-energy equivalence and its experimental verification.</p> <p>2. Astrophysics:</p> <p>2.1. Introduction to the Universe, Properties of the Sun, Concept of Astronomical Distance.</p> <p>2.2. Life cycle of a stars, Chandrasekhar Limit, H-R diagram, Red giant star, White dwarf star, Neutron star, Black hole.</p> <p>2.3. Big Bang Theory (elementary idea).</p> <p>Keywords/Tags: Transformation, Mass-energy equivalence, Astronomical distance, Chandrasekhar limit, Black hole.</p>	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", Shyam Lal Charitable Trust, New Delhi.	
5. Sears and Zeemansky, "University Physics", Pearson Education.	
Suggested equivalent online courses:	
1. https://nptel.ac.in/courses/115/103/115103036/ Mathematical Physics by Dr. Saurabh Basu , Department of Physics, Indian Institute of Technology Guwahati	
2. https://nptel1.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
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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 12 th class.
5.	Course Learning Outcomes (C L O)	<ol style="list-style-type: none"> 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		
Total numbers of Practical (in hours): 60		
Sr. No.	List of experiments	Number of Practical (in hours)
1.	Determination of Young's modulus, modulus of rigidity and Poisson's ratio of material of a wire using Searle's method.	60
2.	Determination of Young's modulus of material of a metallic bar by bending of beam method.	
3.	Determination of acceleration due to gravity (g) using Bar pendulum.	
4.	Determination of acceleration due to gravity (g) using Kater's reversible pendulum.	
5.	Determination of modulus of rigidity of a rod with the help of Barton's apparatus.	
6.	Determination of coefficient of viscosity of liquid using Poiseuille's method.	

Dr. Anil
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Nitin Sharma



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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)	<ol style="list-style-type: none"> Students will be able to understand nature of Indian Political System and its determinants. 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. They will be able to understand basic problems of Indian Political System. 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 *Gurpreet 11/12/23* *R. B. 11/12/23* *Bhushan 11/12/23*



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4	Challenges of India Political System: <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> 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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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)	<p>After the completion of this course, a successful student will be able to do the following:</p> <ul style="list-style-type: none">• 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 I/O Operation, Managing Output with Manipulators, Exception Handling.	8

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IV	<p>Data Structure: Basic concepts, Linear and Non-Linear data structures Algorithm Specification: Introduction, Recursive algorithms, Data Abstraction, Performance analysis.</p> <p>Arrays: Representation of single, two-dimensional arrays, triangular arrays, sparse matrices-array and linked representations.</p> <p>Stacks: Operations, Array and Linked Implementations, Applications- Infix to Postfix Conversion, Infix to Prefix Conversion, Postfix Expression Evaluation, Recursion Implementation.</p> <p>Queues: Definition, Operations, Array and Linked Implementations. Circular Queue- Insertion and Deletion Operations, Dequeue (Double Ended Queue), Priority Queue- Implementation.</p>	15
V	<p>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</p> <p>Trees: Representation of Trees, Binary tree, Properties of Binary Trees, Binary Tree Representations- Array and Linked Representations, Binary Tree Traversals, Threaded Binary Trees.</p> <p>Heap: Definition, Insertion, Deletion.</p> <p>Graphs: Graph ADT, Graph Representations, Graph Traversals, Searching.</p> <p>Hashing: Introduction, Hash tables, Hash functions, Overflow Handling.</p> <p>Sorting: Bubble Sort, Selection Sort, Insertion Sort, Quick Sort, Merge Sort, Comparison of Sorting Methods.</p> <p>Search Trees: Binary Search Trees, AVL Trees- Definition and Examples.</p> <p>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.</p>	20

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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)	<p>After the completion of this course, a successful student will be able to do the following:</p> <ol style="list-style-type: none">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 Schildt, "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=BCIS40yzsA>

<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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Unit IV —	Learning & Memory Nature, Types and Theories of Learning—Thomdike, 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
1. Keywords/Tags: Psychology in Indian Context 2. Visual and Auditory sensation 3. Laws of perceptual organization 4. Memory improvement techniques 5. Maslow's need hierarchy theory		
Part C-Learning Resources		
Text Books, Reference Books, Other resources		
Suggested Readings: 1. Baron, R.A. & Misra, G. (2016) Psychology 5 th edition Pearson India education Services Private Limited, New Delhi 2. Chadha, N.K. (1991) Introduction to Psychology REU ANCE Publication 3. Feldman, R.S. (2011) Understanding Psychology, 10 th edition, Tata McGraw Hill, New Delhi 4. Mishra, G & Mohanty, A.K. (2002) Perspectives on Indigenous Psychology (edited) New Delhi, Concept publishing Company 5. सिंह ए.के. (2011) उद्धार सामान्य मनोविज्ञान मेरीकल 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://nptel.ac.in/confess*109/106/109106059 Human Behaviour https://nptel.ac.in/courses/109/103/109103142 Introduction, psychology part one 11 Edition Psychology Notes The Psychology Notes Headquarter https://ivivw.PsychologyNotesHQ.co.in		
Suggested equivalent on line courses:		

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 Ash 11/12/23
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 Shalini 11/12/23
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Format for Syllabus of Practical Paper

Part A Introduction			
Program: "Certificate/Diploma Degree/ Certificate"		Class": B.A	Year: 1 Year Session: 2023-24
1	Course Code	Subject: Psychology BA-103P	
2	Course Title	Practical Work (paper 1/2)	
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)	1 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 personality 4. SWOC		

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P. B. B. B.
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T. B. B. B.
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A. B. B. B.
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Part C-Learning Resources

Test Books, Reference Books, Other resources

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

Suggested Readings:

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

Suggested 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 Evaluation (CCE):30	Assignment/Presentation	
	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 पाठ्यक्रम: प्रथम प्रश्न 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 पाठ्यक्रम	
1	कोर्स कोड:	FC-103	
2	कोर्स का धीर्षक	भाषा और संस्कृति	
3	कोर्स का प्रकार	आधार पाठ्यक्रम	
4	कोर्स अपेक्षित	कक्षा 12वीं उत्तीर्ण किसी भी विषय समूह से।	
5	कोर्स अधिगम उपलब्धि (लर्निंग आउटकम) (CLO)	1. उत्कृष्ट साहित्यिक पाठों के अध्ययन से रुचि 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. मैथिलीशरण गुप्त परिचय पाठ: मातृभूमि (कविता)	5 घण्टा		
	2. प्रेमचन्द: परिचय पाठ: शतरंज के खिलाड़ी (कहानी)			
	3. व्यंग्य शरद जोशी- जीप पर सवार इल्लियों			
इकाई- दो				
	1. वैचारिक-भारतीय भाषाओं में राम	5 घण्टा		
	2. आचार्य रामचन्द्र शुक्ल: परिचय पाठ: उत्साह (भावमूलक निबन्ध)			
	3. रामधारी सिंह दिनकर परिचय पाठ: भारत एक है (संस्कृति)			
	4. आदिशंकराचार्य - जीवन व दर्शन			
इकाई- तीन				
	1. पर्यायवाची शब्द; विलोम शब्द: 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 वड) टैंग				

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सर्व करे:			
मैथिलीशरण गुप्त	मैथिलीशरण गुप्त की कविता मातृभूमि		
प्रेमचन्द	प्रेमचन्द: शतरंज के खिलाड़ी		
रामधारी सिंह दिनकर	भारत एक है रामधारी सिंह दिनकर		
आचार्य रामचन्द्र शुक्ल	उत्साह आचार्य रामचन्द्र शुक्ल निबन्ध		
स्वामी विवेकानन्द	शिकांगो व्याख्यान		
धर्म क्या है			
अद्वैत			
भाषा विकास			
भाषा परिभाषा			
अवधारणा का अर्थ एवं परिभाषा			
उदासीकरण की विशेषता			
पर्यायवाची शब्द			
विलोम शब्द			
अनेक शब्द के लिए एक शब्द			
संधि			

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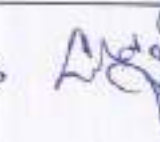
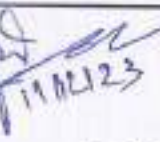

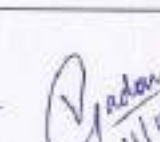
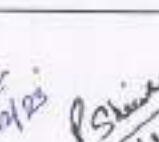
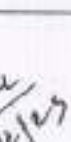


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(भाग-सी) परिचय			
अनुशासित अध्ययन संसाधन			
पाठ्य पुस्तके, सन्दर्भ पुस्तके, अन्य संसाधन			
1	प्रेमचन्द - मानसरोवर, खण्ड: 3		
2	आचार्य रामचन्द्र शुक्ल - चिन्तामणि, भाग 1		
3	डॉ. वासुदेव नन्दन प्रसाद: आधुनिक हिन्दी व्याकरण और रचना, भारती भवन, ठाकुर बाड़ी रोड, पटना, बिहार		
4	डॉ. राजेश्वर चतुर्वेदी, हिन्दी व्याकरण- उपकार प्रकाशन, आगरा उ.प्र.		
5	हिन्दी ज्ञान कोश		
6	इन्टर नेट सामग्री - टैग 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)	<p>After studying this Course the student will be able to-</p> <ul style="list-style-type: none">❖ 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	<p>Job Role - Web Designer/Front End Developer/ Creative Ad Designer</p> <p>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.</p> <p>Career Opportunities -</p> <p>Typical employers of web designers are-</p> <ul style="list-style-type: none">❖ 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	<p>Introduction to Internet- World Wide Web, Internet Addressing, Browser, URL, Web server, website, homepage, Domain Name. Basic concepts.</p> <p>Softwares for Web Designing - Notepad/Notepad++, Dreamweaver, Blue Griffon, Net beans, Sea Monkey, Word press, Sublime.</p> <p>Introduction to HTML: HTML Tags and Attributes, HTML Basic Tags, Formatting Tags, HTML Color Coding, Div and Span Tags for Grouping.</p> <p>Lists: Unordered Lists, Ordered Lists, Definition list. Images: Image and Image Mapping.</p> <p>Hyperlink: URL-Uniform Resource Locator, URL Encoding. Table: <table>, <th>, <tr> <td>, <caption>, <thead>, <tbody>, <tfoot>, <colgroup>, <col>.</p> <p>Attributes Using Iframe as the Target</p> <p>Form: <input>, <textarea>, <button>, <select>, <label></p> <p>Headers: Title, Base, Link, Styles, Script</p> <p>HTML Meta Tag, XHTML, HTML Deprecated Tags & Attributes</p> <p>CSS: Introduction, Features and benefits of CSS, CSS Syntax, External Style Sheet using <link>, Multiple Style Sheets, Value Lengths and Percentages.</p> <p>Selectors: ID Selectors, Class Selectors, Grouping Selectors, Universal Selector, Descendant/Child Selectors, Attribute Selectors, CSS-Pseudo Classes.</p> <p>Color Background Cursor: background-image, background-repeat, background- position, CSS Cursor</p> <p>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.</p>	8
II	<p>Lists Tables: list-style-type, list-style-position, list-style-image, list-style, CSS Tables (border, width & height, text-align, vertical-align, padding, color)</p> <p>Box Model: Borders & Outline, Margin & Padding, Height and width, CSS Dimensions.</p> <p>Display Positioning: CSS Visibility, CSS Display, CSS Scrollbars, CSS Positioning (Static Positioning, Fixed Positioning, Relative Positioning, Absolute Positioning), CSS Layers with Z-Index.</p> <p>Floats: The float Property, The clear Property, The clearfix Hack.</p> <p>The JavaScript: Nature of JavaScript, Script Writing Basics, Enhancing HTML Documents with JavaScript, The Building Blocks.</p> <p>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.</p> <p>JavaScript Conditionals: Introduction to Conditionals, Conditionals in JavaScript, Ternary Operators and Conditionals. Conditional Ladder & Switch statement.</p>	10










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III	<p>JavaScript Arrays: Introduction to Arrays, Declaring and Mutating Arrays, Array Methods and Properties, Replication with Array Methods, Multi-dimensional Arrays.</p> <p>JavaScript Loops: Introduction to Loops, Loops in JavaScript, While and Do/While Loops, For Loops, Break and Continue in Loops, Iterating Arrays, Iterating Objects.</p> <p>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.</p> <p>JavaScript Scope: Scope Introduction, Scope in JavaScript, Lexical Scope, Module Scope.</p> <p>Method of Adding Interactivity to a Web Page, Creating Dynamic Web Pages; Concept of Java Scripting the Forms.</p> <p>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.</p>	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 entities 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 (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 50pt 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/html-xml-css/Sams%20Teach%20Yourself%20HTML,%20CSS,%20and%20JavaScript%20All%20in%20one.pdf> (PDF: 608 pages)
- <http://www.nematrion.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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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. Anuloma Viloma/Nadi Shodhana 6. Shitali 7. 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 Dhyana.	10 ✓

Part C-Learning Resources

1. Singh S. P & Yogi Mukesh: Foundation of Yoga, Standard Publication, New Delhi, 2010.
2. Swami Dharendra Brahmachari: Yogasana Vijnana, Dharendra 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.
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7. Dr. Vishwanath Prasad Sanha: Dhyana Yoga, Bhartiya Yog Sansthan, New Delhi, 1987.
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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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