PART A: Introduction				
Program: UG Level		Class: I Year	Year: 2021-22	Session: 2021-22 onwards
Subject: **Foundation Course (English)**				
1.	Course Code	X1-FCHB1T		
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 Credit		
7.	Total Marks	Max. Marks: 50	Min. Pass Marks:17	

PART B: Content of the Course		
Total No. of Lectures-Tutorials- Practical (in hours per week): L-T-P		
Total No. of Lectures:		
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,	05

Foundation Course: ENVIRONMENTAL EDUCATION

PART A: Introduction				
Program: UG Level Certificate	Class: UG I Year		Year: FIRST Year.	Session: 2021-22 onwards
Subject: Environmental Education				
1.	Course Code	X1-FCAC1T		
2.	Course Title	**Environmental Education**		
3.	Course Type (Core Course/Elective/Generic Elective/ Vocational	**Foundation Course**		
4.	Pre-Requisite (if any)	A course intended to create awareness about the life of human beings which is an integral part of environment; and to inculcate the skills required to protect the environment from all sides. To study this course, the student must have a knowledge about the environmental components, pollution, biodiversity, and ecosystem at senior secondary, class 12th level.		
5.	Course Learning Outcomes (CLO)	1. To understand various aspects of life forms, ecological processes, and the impacts on them by the human during Anthropocene 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** Credit		
7.	Total Marks	Max.Marks : 50	Min. Passing Marks:17	

(डा॰ अर्चना पंचोली)

संशोधित

आधार पाठ्यक्रमः प्रथम प्रश्न पत्र – हिन्दी भाषा

(भाग–ए) परिचय

	कार्यक्रम : यूजी लेवल प्रमाण–पत्र	कक्षा : बी.ए. / बी.कॉम / बी.एसारी. / बी.एच.एसारी. / बी.सी.ए / बी.बी.ए (प्रथम वर्ष)	वर्ष 2021	सत्र 2021 2022
	विषय :–	आधार पाठ्यक्रम		
1	कोर्स कोडः	X1-FCEAIT		
2	कोर्स का शीर्षकः	भाषा और संस्कृति		
3	कोर्स का प्रकार	आधार पाठ्यक्रम		
4	कोर्स अपेक्षित	कक्षा 12वी उत्तीर्ण किसी भी विषय समूह से।		
5	कोर्स अधिगम उपलब्धि (लर्निंग आउटकम) (CLO)	1.उत्कृष्ट साहित्यिक पाठो के अध्ययन से 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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Foundation Course: Yoga and Meditation

Part-A: Introduction				
Program: Certificate course		**Class**: B.A. 1 Year	**Year**: 2021	**Session**: 2021 – 2022
Subject: Yogic Science				
1.	**Course Code**	A1-YOSC1F		
2.	**Course Title**	**Yogaand Meditation (Paper-2)**		
3.	**Course Type**	Foundation Course		
4.	**Pre-requisite (If any)**	For BA I Year students, this course is compulsory for all.		
5.	**Course Learning Outcomes**	After studying this course,students will be able to: • Take care of their own Physical Mental emotional, social and spiritual health.		
6.	**Credit Value**	Theory-**2**		
7.	**Total Marks**	Max. Marks: 50	Min. Passing Marks: 17	

Part-B: Content of the Course

Total numbers of Lectures (in hours per week): 2 hours per week
Total Lectures: 30 hours; L – T – P: 2 – 0 – 0

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

सैद्धांतिक प्रश्नपत्र के पाठ्यक्रम हेतु प्रारूप

भाग अ - परिचय				
कार्यक्रम: **प्रमाण पत्र**		कक्षा : **बी.ए.**	वर्ष:: **प्रथम वर्ष**	सत्र: 2021-22
विषय: हिंदी साहित्य				
1	पाठ्यक्रम का कोड	**A1-HLIT1T**		
2	पाठ्यक्रम का शीर्षक	**हिंदी काव्य (प्रश्न पत्र 1)**		
3	पाठ्यक्रम का प्रकार ⊛कोर कोर्स/इलेक्टिव/जेनेरिक इलेक्टिव/वोकेशनल/.....)	**कोर कोर्स**		
4	पूर्वापेक्षा (Prerequisite) (यदि कोई हो)	इस कोर्स का अध्ययन करने के लिए, विद्यार्थी ने किसी भी विषय से कक्षा 12वीं प्रमाण पत्र/डिप्लोमा किया हो, पात्र हैं।		
5	पाठ्यक्रम अध्धयन की परिलब्धियां (कोर्स लर्निंग आउटकम) (CLO)	1 इस पाठ्यक्रम के अध्ययन से विद्यार्थी हिन्दी काव्य की सुदीर्घ परम्परा से परिचित होंगे। 2 प्रसिद्ध रचनाओं के अध्ययन से देश की सामाजिक, सांस्कृतिक एवं राष्ट्रीय पृष्ठभूमि से सुविज्ञ होंगे। 3 विद्यार्थियों के व्यक्तित्व का विकास होगा, उनकी जीवन दृष्टि का विस्तार होगा जिससे वह जीवन एवं जीवन मूल्यों को समझने में सक्षम होंगे। 4 रचनात्मक कौशल में दक्षता होगी जिससे उन्हें रोजगार की अनेक संभावनायें मिलेगी।		
6	क्रेडिट मान	06		
7	कुल अंक	अधिकतम अंक: 25+75	न्यूनतम उत्तीर्ण अंक: 33	

भाग ब- पाठ्यक्रम की विषयवस्तु

व्याख्यान की कुल संख्या- 90 (प्रति सप्ताह घंटे में 02)

इकाई	विषय	व्याख्यान की संख्या
इकाई-I	**भारतीय ज्ञान परंपरा के अन्तर्गत हिन्दी साहित्य के इतिहास की पृष्ठभूमि एवं प्रमुख कवि** **I हिन्दी साहित्य के इतिहास की पृष्ठभूमि-** 1.1. काल विभाजन एवं नामकरण 1.2. आदिकाल की सामाजिक एवं सांस्कृतिक पृष्ठभूमि 1.3. आदिकालीन काव्य धाराएँ एवं प्रवृतियाँ 1.4. आदिकालीन कवि **II प्रमुख कवि-** **2.1 गोरखनाथ (व्याख्या एवं समीक्षा)** गोरखबानी सबदी- पद सं. 2, 4, 7, 8, 16 राग रामग्री पद 10, 11	16

17.8.2021

सैद्धांतिक प्रश्नपत्र के पाठ्यक्रम हेतु प्रारूप

भाग अ - परिचय				
कार्यक्रम: **प्रमाण पत्र**		कक्षा : **बी.ए.**	वर्ष:: **प्रथम वर्ष**	सत्र: 2021-22
विषय: हिंदी साहित्य				
1	पाठ्यक्रम का कोड	**A1-HLIT2T**		
2	पाठ्यक्रम का शीर्षक	**कार्यालयीन हिंदी एवं भाषा कम्प्यूटिंग (प्रश्न पत्र 2)**		
3	पाठ्यक्रम का प्रकार :(कोर कोर्स/इलेक्टिव/जेनेरिक इलेक्टिव/वोकेशनल/.....)	कोर कोर्स		
4	पूर्वापेक्षा (Prerequisite) (यदि कोई हो)	इस कोर्स का अध्ययन करने के लिए, विद्यार्थी ने किसी भी विषय से कक्षा **12**वीं प्रमाण पत्र/डिप्लोमा किया हो, पात्र हैं।		
5	पाठ्यक्रम अध्धयन की परिलब्धियां (कोर्स लर्निंग आउटकम) **(CLO)**	1 इस कोर्स के माध्यम से विद्यार्थी कार्यालय के कार्यों की मूलभूत जानकारी एवं कार्यशैली से परिचित हो सकेंगे। जिससे वे कार्यालयीन कार्य करने में सक्षम होंगे। 2 नई तकनीकी के माध्यम से ज्ञान विज्ञान के-क्षेत्र में विशेषज्ञता प्राप्त कर सकेंगे 3 भाषा कम्प्यूटिंग में दक्षता होगी तथा रोजगार प्राप्ति के अवसर मिलेंगे।		
6	क्रेडिट मान	06		
7	कुल अंक	अधिकतम अंक: 25+75	न्यूनतम उत्तीर्ण अंक: 33	

भाग ब- पाठ्यक्रम की विषयवस्तु		
व्याख्यान की कुल संख्या- 90 (प्रति सप्ताह घंटे में 02)		
इकाई	विषय	व्याख्यान की संख्या
इकाई-1	**कार्यालयीन हिन्दी का स्वरूप, उद्देश्य एवं क्षेत्र:** 1.1 कार्यालयीन हिन्दी का स्वरूप एवं उद्देश्य 1.2 कार्यालयीन हिन्दी तथा सामान्य हिन्दी का संबंध एवं अंतर 1.3 कार्यालयीन कार्यकलाप की सामान्य जानकारी 1.4 हिन्दी के प्रयोजनमूलक संदर्भः कार्यालयीन, साहित्यिक, वाणिज्यिक, वैज्ञानिक, तकनीकी, विधिक एवं कानूनी, जनसंचार माध्यम आदि। राजभाषा हिन्दी की संवैधानिक स्थिति एवं प्रमुख प्रावधान।	16
इकाई-2	**हिन्दी के शब्द संसाधन (कम्प्यूटर टंकण)** 1.1 हिन्दी में उपलब्ध सॉफ्टवेयर एवं विभिन्न की-बोर्ड, देवनागरी लिपि के विविध फोण्ट्स, यूनीकोड, हिन्दी स्लाइड, पी.पी.टी., पोस्टर निर्माण, स्पीच टू टेक्स्ट एवं	18

29.05.2021

29.05.21

डॉ पुष्पा दुबे
अध्यक्ष, केन्द्रीय अध्ययन मण्डल
बी०ए० प्रथम वर्ष, हिन्दी साहित्य

BA I Year: English Literature

Part A Introduction				
Program: Certificate Course		Class`: BA	Year: I	Session: 2021-22
Subject: English Literature (Theory)				
1	Course Code	A1-ELIT1T		
2	Course Title	Study of Drama (Paper I, Theory)		
3	Course Type (Core Course/Elective/Generic Elective/Vocational/.....)	Core Course		
4	Pre-requisite (if any)	To study this course, a student must have had the subject English Language/ English Literature in class 12th.		
5	Course Learning outcomes (CLO)	The course will inculcate team work, communicative ability, creativity and aesthetic sense in students, enabling them to understand, in detail, drama and the theatre. Through this course, the students will acquire the knowledge of • Different genres of drama, like comedy, tragedy, epic theatre, and commedia dell'arte • Distinctive features of Sanskrit, Greek, English, American, and Indian plays • Dramatic techniques and elements like plot, theme, character, spectacle and narrative		
6	Credit Value	4 (Theory) + 2 (Practical)		
7	Total Marks	Max. Marks: 25+75	Min. 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
I	• Classical Drama 1.1 Sophocles: Oedipus Rex - Story **Keywords:** *Sanskrit theatre, Rasa theory,Classical tragedy, Greek tragedy, Greek theatre, Trilogy, Plot structure, Oedipus Complex, Electra Complex, Epic theatre*	15
II	• Renaissance Drama 2.1 Christopher Marlow: Dr. Faustus	18

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

Any remarks/ suggestions:

Part A Introduction				
Program: Certificate Course		**Class`: BA**	**Year: I**	**Session: 2021-22**
Subject: English Literature (Practical)				
1	**Course Code**	**A1-ELIT1P**		
2	**Course Title**	**Applied Drama (Paper 1, Practical)**		
3	**Course Type (Core Course/Elective/Generic Elective/Vocational/.....)**	**Core Course**		
4	**Pre-requisite (if any)**	**To study this course, a student must have had the subject English Language/English Literature in class 12th.**		
5	**Course Learning outcomes (CLO)**	The course will inculcate team work, communicative ability, creativity and aesthetic sense in students, enabling them to understand, in detail, drama and the theatre. Through this course, the students will acquire the knowledge of • Different genres of drama, like comedy, tragedy, epic theatre, and commedia dell`arte • Distinctive features of Sanskrit, Greek, English, American, and Indian plays • Dramatic techniques and elements like plot, theme, character, spectacle and narrative		
6	**Credit Value**	**2**		
7	**Total Marks**	Max. Marks: 25+75	Min. Passing Marks:33	

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	**1. American Drama**	**10**

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BA I Year: English Literature

Part A Introduction				
Program: Certificate Course		Class`: BA	Year: I	Session: 2021-22
Subject: English Literature (Theory)				
1	Course Code	A1-ELIT2T		
2	Course Title	Study of Poetry (Paper 2, Theory)		
3	Course Type (Core Course/Elective/Generic Elective/Vocational/.....)	Core Course		
4	Pre-requisite (if any)	To study this course, a student must have had the subject English Language/English Literature in class 12th.		
5	Course Learning outcomes (CLO)	The Study of Poetry will not only instruct and delight the students, but also inspire them to have positivity, creativity, and a new way of thinking. After the study of this paper, the students will be able: • to identify, interpret, analyze and appreciate the various elements of poetry, • to develop literary intellect, and • to appreciate the lyrical and sonorous quality of language.		
6	Credit Value	4 (Theory) + 2 (Practical)		
	Total Marks	Max. Marks: 25+75	Min. 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
I	• **Introduction to Literature and its classification -- Poetry from Chaucer to Milton** 1.1 Figures of Speech: Definition of Poetry according to the Poets discussed in this paper; Different ages with different socio-economic and political backgrounds; Literary Terminology 1.2 Geoffrey Chaucer: The Wife of Bath, The Pardoner (from *The Prologue to The Canterbury Tales*) 1.3 John Donne: Death Be Not Proud 1.4 John Milton: On His Blindness **Keywords/ Tags:** *Figurative language, Extended metaphor, Hyperbole, Imagery, Iambic pentameter, Foot line, Narrative poetry, Metaphysical poetry, Puritan era*	15

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Part A Introduction			
Program: Certificate Course	Class: BA	Year: I	Session: 2021-22

Subject: English Literature (Practical)			
1	Course Code	A1-ELIT2P	
2	Course Title	Applied Poetry (Paper 2, Practical)	
3	Course Type (Core Course/Elective/Generic Elective/Vocational/.....)	Core Course	
4	Pre-requisite (if any)	**To study this course, a student must have had the subject English Language/English Literature in class 12th.**	
5	Course Learning outcomes (CLO)	The Study of Poetry will not only instruct and delight the students but also inspire them to have positivity, creativity, and a new way of thinking. After the study of this paper, the students will be able: • to identify, interpret, analyze, and appreciate the various elements of poetry, • to develop literary intellect, and • to be able to appreciate the lyrical and sonorous quality of language and create poetry. The course is beneficial for learners in understanding the mechanism of literature in a creative manner. This course will: • accelerate the confidence of students for extempore English and surge their knowledge; and • promote the analytical and arguing capacity of students.	
6	Credit Value	2	
7	Total Marks	Max. Marks: 25+75	Min. Passing Marks: 33

Part B- Content of the Course

Total No. of (Practical) Lectures- (in hours per week): 01
Total (Practical) Lectures: 30

Unit	Topics	No. of Practicals /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 poetry*	10

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Part A: Introduction				
Program: Certificate Course		Class: B.A. I Year	Year: 2021	Session: 2021-2022
Subject: Geography				
1.	Course Code	A1 – GEOGT		
2.	Course Title	*Paper – I: Human Geography: Environment and Culture*		
3.	Course Type (Core/ Elective/ Generic Elective/ Vocational/...)	Paper 1 Core course		
4.	Pre-requisite (If any)	To study the course, a student must have passed 12th Class.		
5.	Course Learning Outcomes (CLO)	After the completion of course, the students will be able to: i. Discuss and describe the major concepts and key principles of Human Geography including place, space, scale and landscape. ii. Appreciate the diversity of the cultural backgrounds and places. iii. Approach problem solving from a geographic perspective by understanding the role location plays.		
6.	Credit Value	Theory – 4		
7.	Total Marks	Max. Marks: 25+75	Min. Passing Marks: 33	

Kulsum
16.8.21

Part A: Introduction				
Program: Certificate Course		**Class:** B.A. I Year	**Year:** 2021	**Session:** 2021-2022
Subject: Geography				
1.	**Course Code**	**A1 – GEOG1P**		
2.	**Course Title**	***Practical Paper – 1: Cartographic Techniques***		
3.	**Course Type (Core/ Elective/ Generic Elective/ Vocational/...)**	Core course		
4.	**Pre-requisite (If any)**	To study this course, a student must have passed 12th Class.		
5.	**Course Learning Outcomes (CLO)**	After the completion of course, the students will be able to: i. Develop hands on skills in diagrammatic representation of data. ii. Comprehend thematic mapping techniques, its cartographic representation and interpretation. iii. Take up Cartography as a profession.		
6.	**Credit Value**	Practical - 2		
7.	**Total Marks**	Max. Marks: 25+75	Min. Passing Marks: 33	

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Part A: Introduction			
Program: Certificate Course	**Class:** B.A. I Year	**Year:** 2021	**Session:** 2021-2022
Subject: Geography			

1.	**Course Code**	**A1 - GEOGRT**	
2.	**Course Title**	*Paper – 2: Physical Geography – Lithosphere (Geomorphology)*	
3.	**Course Type (Core/ Elective/ Generic Elective/ Vocational/...)**	Core course	
4.	**Pre-requisite (If any)**	To study the course, a student must have passed 12th Class.	
5.	**Course Learning Outcomes (CLO)**	After the completion of course, the students will have ability to: i. Understand the internal structure of the earth, rocks that compose it and forces within the earth that act to deform it. ii. Learn about the contribution of ancient Indian scholars in the development of Physical Geography. iii. Analyze how the natural and anthropogenic operating factors affect the development of land forms. iv. Understand about the denudation processes that unceasingly act at the earth's surface to shape land forms and reduce relief. v. Assess the role of structure, stage and time in shaping the land forms.	
6.	**Credit Value**	Theory – 4	
7.	**Total Marks**	Max. Marks: 25+75	Min. Passing Marks: 33

16.8.21

Part A: Introduction				
Program: Certificate Course		**Class:** B.A. I Year	**Year:** 2021	**Session:** 2021-2022
Subject: Geography				
1.	**Course Code**	**A1 – GEOG2P**		
2.	**Course Title**	***Practical** Paper – 2: **General** Cartography*		
3.	**Course Type (Core/ Elective/ Generic Elective/ Vocational/...)**	Core course		
4.	**Pre-requisite (If any)**	To study this course, a student must have passed 12th Class.		
5.	**Course Learning Outcomes (CLO)**	After the completion of course, the students will be able to: i. Learn the principles of Map Design, Map Reading and Construction of Scale. ii. Create professional and aesthetically pleasing maps through thoughtful application of Cartographic Conventions. iii. Comprehend the principles and types of Surveying and learn the Chain and Tape survey.		
6.	**Credit Value**	Practical - 2		
7.	**Total Marks**	Max. Marks: 25+75	Min. Passing Marks: 33	

16.8.21

Format for Syllabus of Theory Paper

Part A Introduction				
Program: Certificate/Diploma Degree/		Class: BA I Year	Year: 2021	Session: 2021-22
Subject: Political Science				
1	Course Code	A1-POSC1T		
2	Course Title	Political 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 passed 12th. Student of any subject can study this course.		
5	Course Learning outcomes (CLO)	1. Student will be able to understand meaning and significance of Political theory, different ideologies and approaches. 2. They will be able to explain concept of state and its changing nature. 3. They will learn what is power and authority and how they are interwoven. These two concepts will further enhance their understanding of politics. 4. They will be able to learn different dimensions of sovereignty and its relation with state. 5. They will be able to explain liberty, equality, justice and rights. Understanding of these key political concepts will facilitate students in real political world. 6. They will be able to explain different models of democracy and theories of representation.		
6	Credit Value	6		
7	Total Marks	Max. Marks: 25+75	Min. Passing Marks:33	

Part B- Content of the Course

Total No. of Lectures (in hours per week): 6 Hours per week
Total Lectures- 90 Hours

Unit	Topics	No. of Lectures
1	**Understanding Political Theory** 1. Political Theory: Meaning and Significance 2. Approaches to study of Politics 3. Different terms- Political Science, Political Philosophy, Political Theory, Political Thought and Politics 4. Introducing Ideologies	18
2	**Concept of State** 1. Defining State, Elements of state 2. Theories of Origin of State	15

Dr. J.C. Sinha
Professor Political Science
Govt.P.G. College Jhabua (M.P.)

Format for Syllabus of Theory Paper

Part A Introduction				
Program: Certificate/Diploma Degree/		**Class: BA I Year**	**Year: 2021**	**Session: 2021-22**
Subject: Political Science				
1	**Course Code**	**A1-POSC2T**		
2	**Course Title**	**Indian Constitution**		
3	**Course Type (Core Course/Elective/Generic Elective/Vocational/.....)**	**Core Course**		
4	**Pre-requisite (if any)**	**To study this course, a student must have passed 12th. Student of any subject can study this course.**		
5	**Course Learning outcomes (CLO)**	1. Students will be able to understand the constitutional development in India. 2. They will be able to answer how constituent assembly was formed. 3. They will be able to describe the significance of the Preamble, Fundamental rights and Directive Principles of State Policy in the constitutional design of India. 4. They will be able to answer questions pertaining to the function and role of the President, Prime Minister, Governor, Chief Minister, Parliament and State legislature, and the courts in the Constitutional design of India. 5. They will be able to identify the power division in constitutional setup.		
6	**Credit Value**	**6**		
7	**Total Marks**	Max. Marks: 25+75	Min. Passing Marks:33	

Part B- Content of the Course		
Total No. of Lectures (in hours per week): 6 Hours per week **Total Lectures- 90 Hours**		
Unit	**Topics**	**No. of Lectures**
1	**Genesis of the Indian Constitution and Salient Features** 1. Constitutional Development in India.	**18**

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

Part(A)Introduction

Programme : Certificate Course	Class : B.A Ist Year	Year : First	Session : 2021-2022

Subject: SOCIOLOGY

01	**Course Code**	A1-SOCI 1T
02	**Course Title**	**Indian Society and Culture I** paper
03	**Course Type**	CoreCourse
04	**Pre-requisite**	**OpenforallB.A1styearstudents.**
05	**Course Learning Outcomes (CLO)**	This paper is expected to bring familiarity among student about Indian society. It will present a comprehensive, integrated and empirical profile of Indian society. It is supposed that the structure and processes operative in the society, the changing agents operating in Indian society presented in this paper will also enable students to gain a better understanding of their own situation and region. 1. Get an impression about the basic composition of Indian society, its historica moorings, basic philosophical foundations of the society and the in stitutions. 2. The student will have extensive comprehension of Indian traditions and the opportunity to explore and express them. 3. They will also learn in detail about the threelayers of Indian society: namely "Aranyak, Lok (Gramya) and Nagar" 4. After reading this course the student will beable to understand and strengthen local/regional employment avenues.
06	**Credit Value**	Theory-6
07	**Total Marks**	Maximum Marks : 25+75 / Minimum Passing Marks : 33

Economics - Syllabus of Theory Paper

Part A Introduction				
Program: Certificate		**Class: B.A. I year**	**Year: 2021** (I st year)	**Session:2021-22**
Subject: Economics				
1	**Course Code**	A1-ECON1T		
2	**Course Title**	**MICRO ECONOMICS (Paper 1)**		
3	**Course Type (Core Course/Elective/Generic Elective/Vocational/.....)**	**CORE COURSE**		
4	**Pre-requisite (if any)**	12th Pass in Any Discipline		
5	**Course Learning outcomes (CLO)**	After completing this course, students will be able to understand rational behaviour and fundamentals of microeconomics. They will be able to explain consumer's and producer's behaviour and their optimum decisions. Students will be able to know about the firms and industry, markets and their decisions about optimum production. They will be also able to explain the theory of distribution and concept of economic welfare. Learning microeconomics is an excellent way to gain an understanding of many factors that affect us in the real-world, such as methods of buying goods, product pricing and input pricing. Ultimately, learning microeconomics is key in learning about the principles of economics.		
6	**Credit Value**	06		
7	**Total Marks**	Max. Marks: 25+75		Min. Passing Marks:33

Part B- Content of the Course

Total No. of Lectures-Tutorials-Practical (in hours per week):03 hours
L-T-P:

Unit	Topics	No. of Lectures
I. Introduction of Economics	1. Definition, Scope and Nature of Economics 2. Relation of Economics with other Social Science Subjects 3. Positive and Normative Economics 4. Methods of Economic Analysis -Inductive and Deductive methods. 5. Basic Concepts – Commodity, Price, Value, Rational Behaviour, Economic Laws, Wants and Choices 6. Central Problems of An Economy -Production Possibility Curve	**18**

29.5.21 (डॉ. दीपिका वत्स)

Economics - Syllabus of Theory Paper

Part A Introduction				
Program: Certificate		**Class: B.A. I Year**	**Year: 2021** I^st year	**Session:2021-22**
Subject: Economics				
1	**Course Code**	A1-ECON2T		
2	**Course Title**	INDIAN ECONOMY(Paper 2)		
3	**Course Type (Core Course/Elective/Generic Elective/Vocational/.....)**	CORE COURSE		
4	**Pre-requisite (if any)**	12 th Pass in Any Discipline		
5	**Course Learning outcomes (CLO)**	After completing this course, students will be able to sharpen the analytical skills by highlighting on broad overview of the Indian economy. They will be familiar with the issues related to Agriculture, Industry, Foreign Trade, Economic Planning and various Economic Problems of India. Students will be acquainted with broad overview of Madhya Pradesh Economy. They will be able to develop, analyse and interpret events and issues related to Indian Economy.		
6	**Credit Value**	06		
7	**Total Marks**	Max. Marks: 25+75	Min. Passing Marks: 33	

Part B- Content of the Course

Total No. of Lectures-Tutorials-Practical (in hours per week): 03 hours

L-T-P:

Unit	Topics	No. of Lectures
I. Introduction	1. Characteristics of Indian Economy 2. Trends and Sectoral Composition of National Income 3. Sectoral Distribution of Workforce 4. Natural Resource Endowments- Land, Water, Livestock, Forest and Minerals 5. Demographic Features - Population Composition, Size and Growth Rates 6. Problems and Causes of Over-Population and Population Policy	18
II Agriculture	1. Nature, Importance and Characteristics of Indian Agriculture	

दीपिका 29.5.21 (डॉ. दीपिका दवले)

Format for Syllabus of Theory Paper

Part A Introduction				
Program: Certificate		Class: BA I	Year : 2021	Session : 2021-22
Subject : History				
1	Course Code	A1-HIST-1T		
2	Course Title	Idea of Bharat		
3	Course Type (Core Course/Elective/Generic Elective/Vocational/.....)	Core Course		
4	Pre-requisite (if any)	This course can be opted by any student who has passed 12th class.		
5	Course Learning outcomes (CLO)	Students will acquire knowledge regarding the primitive life and cultural status of the people of ancient India. They can gather knowledge about the society, culture, religion and political history of ancient India. They will also acquire the knowledge of changing socio-cultural scenarios of India. By studying this paper, students will get to know the golden past of India and feel proud of themselves.		
6	Credit Value	06		
7	Total Marks	Max. Marks: 25+75	Min. Passing Marks:33	

Part B- Content of the Course

Total No. of Lectures-Tutorials-Practical (in hours per week) : L-T-P : 3 H/W

Unit	Topics	No. of Lectures
I	Concept of Bharatvarsha I. Understanding of Bharatvarsha II. Eternity of synonyms Bharat III. Indian concept of time and space IV. Indian View of History V. The Glory of Indian Literature: Ved, Vedanga, Upanishads, Epics, Jain and Buddhist Literature, Smriti, Puranas Etc.	18
II	Indian Knowledge Tradition. Art and Culture I. Evolution of language and Script: Brahmi, Kharoshthhi, Pali, Prakrit, Sanskrit, Tigaliri etc II. Salient features of Indian Art & Culture III. Indian Educational System IV. The Ethics of Indian Valor	18
III	Dhrama, Philosophy and Vasudhaiva Kutumbakam I. Indian Perception of Dharma and Darshan II. The Concept of Vasudhaiva Kutumbakam : Man, Family, Society and World III. Polity and Governance IV. The Concept of Janpada & Gram Swarajya	18
IV	Science, Environment and Medical Science	18

Format for Syllabus of Theory Paper

Part A Introduction				
Program: Certificate	Class : BA I	Year : 2021	Session : 2021-22	
Subject : History				
1	Course Code	A1-HIST-2T		
2	Course Title	History of Ancient India (From Early to 1205 AD)		
3	Course Type (Core Course/Elective/Generic Elective/Vocational/.....)	Core Course		
4	Pre-requisite (if any)	This course can be opted by any student who has passed 12th class.		
5	Course Learning Outcomes (CLO)	The students will learn to analyze the various stages of evolution and development of man in the Prehistoric, Protohistoric and Historic Age. To have an in depth knowledge about the ancient civilizations of India like Indus-Saraswati Civilization, Vedic civilization, Later Vedic Civilization etc. and compare them with the other contemporary civilizations of the world. To explain in detail about golden past of India during the Mauryan and Gupta period, their conquests, art, architecture and literature, etc. They will able to write meaningful essays on the brave and courageous Rajput clans and the South Indian dynasties of India.		
6	Credit Value	06		
7	Total Marks	Max. Marks: 25+75	Min. Passing Marks:33	

Part B- Content of the Course

Total No. of Lectures-Tutorials-Practical (in hours per week) : L-T-P : 3 H/W

Unit	Topics	No. of Lectures
I	Prehistoric and Protohistoric Period History-Meaning, Nature, Scope & Significance. Sources of Ancient Indian History. Geographical Condition of Ancient India. Prehistoric India : Stone Age - Palaeolithic, Mesolithic, Neolithic and Chalcolithic Cultures. Protohistoric India - Indus/ Saraswati Civilization-Origin, expansion & Decline. Economic, Social and Religious Life. Town Planning and different arts. The New centres of Harappan Civilization. Vedic Culture - Rig Vedic and Post Vedic Period - Political, Social, Economic and Religious Life.	18
II	Mauryan and Post Mauryan Period Mahajanapadas and Republics in 6th cen. BC. Religious Revolution in North India - Jainism and Buddhism. Rise of Magadha. Alexander's Invasion and Its Impact. Establishment of Mauryan Dynasty - Chandragupta Maurya and his Administration, Asoka and his Dhamma. Mauryan Culture and Architecture. Decline of Mauryan empire. Shunga Dynasty-Pushyamitra Shunga and his Achievements. Satvahana Dynasty-	18

Jyotsna Agarwal

Part A - Introduction				
Program: Certificate		**Class:** B.Sc. I Year	**Year:** 2021	**Session:** 2021-2022
Subject: Physics				
1.	**Course Code**	S1-PHYST1		
2.	**Course Title**	**Thermodynamics and Statistical Physics (Paper 1)**		
3.	**Course Type (Core/Elective/Generic Elective/Vocational/...)**	Core course		
4.	**Pre- requisite (If any)**	To study this course, a student must have had the subject Physics in 12th class.		
5.	**Course Learning Outcomes (CLO)**	1. The course would enable the students to understand the basic Physics of heat and temperature in relation to energy, work, radiation and matter. 2. The students are expected to learn that "how laws of thermodynamics are used in a heat engine to transform heat into work". 3. This course will also develop an understanding of the various concepts of statistics and the methods to apply them in thermodynamics. 4. Students will understand the importance of studying statistical mechanics with the behavior of particles under classical and quantum conditions.		
6.	**Credit Value**	4		
7.	**Total Marks**	Max. Marks: 25+75	Min. Passing Marks: 33	

Part A - Introduction				
Program: Certificate		**Class:** B.Sc. I Year	**Year:** 2021	**Session:** 2021-2022
Subject: Physics				
1.	**Course Code**	S1-PHYS1P (1P)		
2.	**Course Title**	**Thermodynamics and Statistical Physics Lab (Paper I)** (1)		
3.	**Course Type (Core/Elective/Generic Elective/Vocational/...)**	Core course		
4.	**Pre- requisite (If any)**	To study this course, a student must have had the subject Physics in 12th class.		
5.	**Course Learning Outcomes (CLO)**	1. The students would gain practical knowledge about heat and radiation by performing various experiments. 2. The students will acquire knowledge about the different forms of distribution of subatomic particles in the system using statistical methods. 3. The students will be able to use various thermodynamical instruments in daily life.		
6.	**Credit Value**	**2**		
7.	**Total Marks**	Max. Marks: 25+75	Min. Passing Marks: 33	

Part A - Introduction				
Program: Certificate		**Class:** B.Sc. I Year	**Year:** 2021	**Session:** 2021-2022
Subject: Physics				
1.	**Course Code**	S1-PHYS2T		
2.	**Course Title**	**Mechanics and General Properties of Matter (Paper 2)**		
3.	**Course Type (Core/Elective/Generic Elective/Vocational/...)**	Core course		
4.	**Pre- requisite (If any)**	To study this course, a student must have had the subject Physics in 12th class.		
5.	**Course Learning Outcomes (CLO)**	**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: 25+75	Min. Passing Marks: 33	

Part A - Introduction				
Program: Certificate		**Class:** B.Sc. I Year	**Year:** 2021	**Session:** 2021-2022
Subject: Physics				
1.	**Course Code**	S1-PHYS2P		
2.	**Course Title**	**Mechanics and General Properties of Matter Lab (Paper 2)**		
3.	**Course Type (Core/Elective/Generic Elective/Vocational/...)**	Core course		
4.	**Pre- requisite (If any)**	To study this course, a student must have had the subject Physics in 12th class.		
5.	**Course Learning Outcomes (CLO)**	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: 25+75	Min. Passing Marks: 33	

B.Sc. I Year Chemistry Syllabus

CBCS Annual Pattern
From Academic Year 2021-2022

Paper I

Part A Introduction				
Program-CERTIFICATE		**Class-B.Sc.**	**Year- First**	**Session: 2021-2022**
Subject - Chemistry				
	Course Code	S1-CHEM1T		
	Course Title	**Fundamentals of Chemistry(Paper I)**		
	Course Type	Core Course		
	Pre-requisite (if any)	To study this course our students must have had the subject Chemistry in class +2 or equivalent.		
	Course Learning Outcomes (CLO)	By the end of this course students will learn the following aspects of Chemistry: 1. Ancient Indian chemical techniques. 2. Various theories and principles applied to reveal atomic structure. 3. Significance of quantum numbers. 4. Concept of periodic properties of elements. 5. Theories related to chemical bonding. 6. Acid-base concept, ph, buffer. 7. Factors responsible for reactivity of organic molecules. 8. Basics and mechanism of chemical kinetics. 9. Properties of electrolytes.		
	Credit Value	4		
	Total Marks	Maximum Marks: CCE-25, University Exam (UE)- 75	Minimum Passing Marks: 33	

Part B- Content of the course		
Total No. of Lectures-Tutorials-Practical (In hours per week): L-T-P:60-0-30		
Unit	**Topic**	**No. of lectures**
1	**(a)**Chemical techniques in ancient India: General Introduction **(b)** Contribution of ancient Indian scientists in chemistry e.g. metallurgy, dyes, pigments, cosmetics, Ayurveda, Charak Sanhita. **Atomic Structure:** (i) Review of Bohr's theory and its limitations. Atomic spectrum of Hydrogen. Dual nature of particles and waves, de Broglie's equation, Heisenberg's	2+4

PRACTICAL				
Program- CERTIFICATE		Class- B.Sc.	Year- First	Session: 2021-2022
Subject –Chemistry				
1	Course Code	S1-CHEM1P		
	Course Title	**Qualitative & Quantitative Chemical analysis** (Paper-I)		
2	Course Type	Core Course		
3	Course Learning Outcomes (CLO)	By the end of this course students will learn the following aspects of Laboratory exercises in Chemistry: 1. Importance of chemical safety and lab safety while performing experiments in laboratory 2. Qualitative inorganic analysis 3. Elemental analysis of organic compounds (non-instrumental) 4. Qualitative identification of functional group of organic compounds 5. Techniques of pH measurements 6. Preparation of buffer solutions		
4	Credit Value	2		
	Total Marks	Maximum Marks: University Exam (UE)-75, CCE-25	Minimum Passing Marks: 33	

	External Assessment	Marks
1	**Experiments to be performed in laboratory**	**50**
	Qualitative inorganic analysis **20 Marks** Identification of simple inorganic mixture (5 radicals) with two/three acidic and two/three basic radicals (including typical combinations), special emphasis on learning theoretical concepts of strong, moderate and weak electrolytes, ionic product, common ion effect. Solubility and solubility product. **Qualitative organic analysis** **7+8 Marks** 1. Detection of hetero-elements (N, S, Cl, Br, I) in organic compounds 2. Functional group tests for alcohol, aldehyde, carboxylic acid, carbohydrate, phenols, nitro, amine and amide. **Quantitative analysis of acid, alkali and buffer solutions** **15 Marks** **Ionic Equilibria** 1. Measurement of pH of different solutions of acids and alkalies using pH-meter (may use aerated drinks, fruit juices, shampoos and soaps) *Note-use dilute solutions of soaps and shampoos to prevent damage to the*	

B.Sc. I Year Chemistry Syllabus

CBCS Annual Pattern
From Academic Year 2021-2022

Paper II

Part A Introduction			
Program- CERTIFICATE	**Class- B.Sc.**	**Year- First**	**Session: 2021-2022**
Subject - Chemistry			
Course Code	S1-CHEM2T		
Course Title	**Analytical Chemistry (Paper II)**		
Course Type	Core Course		
Pre-requisite (if any)	To study this course students must have had the subject Chemistry in class +2 or equivalent.		
Course Learning Outcomes (CLO)	By the end of this course students will learn the following aspects of Chemistry: 1. Basic concepts of Mathematics for Chemists. 2. Fundamentals of analytical chemistry and steps involved in analysis. 3. Basic knowledge of Computer for chemists. 4. Basic Concepts of Chemical equilibrium. 5. Principles of Chromatography and chromatographic techniques. 6. Various techniques of Spectroscopic Analysis.		
Credit Value	4		
Total Marks	Maximum Marks: CCE-25, University Exam (UE)- 75	Minimum Passing Marks: 33	

Part A: Introduction				
Program: Certificate Course		**Class:** B.Sc. I Year	Year: **2021**	Session: 2021-2022
Subject: Mathematics				
1	**Course Code**	S1-MATH1T		
2	**Course Title**	Algebra, Vector Analysis and Geometry (Paper 1)		
3	**Course Type**	Core Course		
4	**Pre-requisite (if any)**	To study this course, a student must have had the subject Mathematics in class 12th.		
5	**Course Learning Outcomes (CLO)**	The course will enable the students to: 1. Recognize consistent and inconsistent systems of linear equations by the row echelon form of the augmented matrix, using the rank of matrix. 2. To find the Eigen values and corresponding Eigen vectors for a square matrix. 3. Using the knowledge of vector calculus in geometry. 4. Enhance the knowledge of three dimensional geometrical figures (eg. cone and cylinder).		
6	**Credit Value**	Theory: 6		
7	**Total Marks**	Max. Marks: 25 + 75	Min. Passing Marks: 33	

Part B: Content of the Course		
Total No. of Lectures (in hours per week): 3 hours per week **Total Lectures:** 90 hours		
Unit	Topics	No. of Lectures
I	1.1 Historical background: 1.1.1 Development of Indian Mathematics: Later Classical Period (500 -1250) 1.1.2 A brief biography of Varahamihira and Aryabhatta 1.2 Rank of a Matrix 1.3 Echelon and Normal form of a matrix 1.4 Characteristic equations of a matrix 1.4.1 Eigen-values 1.4.2 Eigen-vectors	15
II	2.1 Cayley Hamilton theorem 2.2 Application of Cayley Hamilton theorem to find the inverse of a matrix. 2.3 Application of matrix to solve a system of linear equations 2.4 Theorems on consistency and inconsistency of a system of linear equations 2.5 Solving linear equations up to three unknowns	18

Rajput —
(Dr Amit Rajput)

Part A: Introduction				
Program: Certificate Course		**Class:** B.Sc. I Year	**Year:** 2021	**Session:** 2021-2022
Subject: Mathematics				
1	**Course Code**	S1-MATH2T		
2	**Course Title**	Calculus and Differential Equations (Paper 2)		
3	**Course Type**	Core Course		
4	**Pre-requisite (if any)**	To study this course, a student must have had the subject Mathematics in class 12^{th}.		
5	**Course Learning Outcomes (CLO)**	The course will enable the students to: 1. Sketch curves in a plane using its Mathematical properties in the different coordinate systems of reference. 2. Using the derivatives in Optimization, Social sciences, Physics and Life sciences etc. 3. Formulate the Differential equations for various Mathematical models. 4. Using techniques to solve and analyze various Mathematical models.		
6	**Credit Value**	Theory: 6		
7	**Total Marks**	Max. Marks: 25 + 75	Min. Passing Marks: 33	

Part B: Content of the Course		
Total No. of Lectures (in hours per week): 3 hours per week **Total Lectures:** 90 hours		
Unit	Topics	No. of Lectures
I	1.1 Historical background: 1.1.1 Development of Indian Mathematics: Ancient and Early Classical Period (till 500 CE) 1.1.2 A brief biography of Bhāskaracharya (with special reference to Lilavati) and Madhava 1.2 Successive differentiation 1.2.1 Leibnitz theorem 1.2.2 Maclaurin's series expansion 1.2.3 Taylor's series expansion 1.3 Partial Differentiation 1.3.1 Partial derivatives of higher order 1.3.2 Euler's theorem on homogeneous functions 1.4 Asymptotes 1.4.1 Asymptotes of algebraic curves 1.4.2 Condition for Existence of Asymptotes 1.4.3 Parallel Asymptotes 1.4.4 Asymptotes of polar curves	18

(Dr. Anil Rajput)

Part A Introduction				
Program: Certificate		Class: B.Sc. 1st year	Year : 2021	Session: 2021-22
Subject: Botany				
1	Course Code	S1-BOTA1T		
2	Course Title	Applied Botany (Paper I)		
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 Biology/ Life Sciences/ Agriculture in class/12th		
5	Course Learning outcomes (CLO)	By the end of this course the student should have: • Understood the significance and role of botany. • Learnt the basic aspects of applied botany. • Gained knowledge about employment opportunities in field of botany • Gained knowledge about start-up opportunities in the field of botany • Learnt about opportunities of social services • Gain knowledge about best health practices		
6	Credit Value	04 Credits		
7	Total Marks	Max. Marks: 25+75	Min. Passing Marks:33	

Part B- Content of the Course

Total No. of Lectures- 60 Hours Tutorials- 00 Practical -00 (04 hours per week): L-T-P:

Unit	Topics	No. of Lectures
I	1.1Introduction, objectives and importance of Applied botany 1.2 History and evolution of botany 1.3 Relation of plants to man and relation with other services 1.4 Various disciplines of botany and theirapplications to human welfare	12
II	1.1 Definition and types of pollution and pollutants **1.2 Phytoremediation**: Air, water, soil, noise and thermal pollutants (Any 5 plants with botanical name, family) and their role in pollution control. 1.3Bioremediation: definition and types	12
III	1.1Ancient agricultural practices. **1.2Modern agriculture practices**: Polyhouse, Drip irrigation, hydroponics, computer-based agriculture,	12

29/5/21
(Dr. K. W. SHAH)

Part A Introduction				
Program: Certificate		Class: B.Sc. 1st year	Year: 2021	Session: 2021-22
Subject: Botany				
1	Course Code	S1-BOTA1P		
2	Course Title	Applied Botany Practical (paper I)		
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 Botany, Biology, Life Science in class/12th/.		
5	Course Learning outcomes (CLO)	On completion of this course, learners will be able to: By the end of this course the student should have knowledge of practical skill related with ethnobotany, tissue culture, application of bioinformatics software and tools of recombinant DNA technology.		
6	Credit Value	2 Credits		
7	Total Marks	Max. Marks: 25+75	Min. Passing Marks:33	

Part B- Content of the Course		
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P:		
Unit	Topics	No. of Lectures
I	1. Identification of ethnomedicinal plants 2. Preparation of soil health card of any agricultural field 3. Study of vermicompost and composting of kitchen waste 4. Use of BLAST and FASTA 5. Prepare the list of important air, water and soil pollutants of local areas 6. **Plant tissue culture technique**: sterilization, inoculation, culture media, acclimatization and hardening, 7. Preparation of list of ethnomedicinal, food, fibre plant locally available 8. **Tools of recombinant DNA technology**: Restriction, enzymes, plasmid vectors, other enzymes 9. Study of global warming, acid rain and water	30

29/5/21
(Dr. K-W. SHAH)

Part A Introduction				
Program: Certificate		Class: BSc-I	Year:2021	Session:2021-22
Subject: Botany				
1	Course Code	S1-BOTA2T		
2	Course Title	Basic Botany (paper II)		
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 botany in class/12th/ certificate/diploma.		
5	Course Learning outcomes (CLO)	• This course will help the student to understand the diversity of plants and evolutionary process in plant kingdoms. • It gives an accounts of plant adaptations from aquatic condition to colonize terrestrial habitat. • The changes in morphological, anatomical and reproductive structures that propel plant evolution can be investigated. • The economic importance and significance of plants in nature will be understood. • They will be acquainted with locally prevalent microbial diseases of plants and humans		
6	Credit Value	4 Credits		
7	Total Marks	Max. Marks: 25+75	Min. Passing Marks:33	

Part B- Content of the Course

Total No. of Lectures- 60Tutorials- 0 Practical =0 (theory 4 hours per week): L-T-P:

Unit	Topics	No. of Lectures
I	**1.1 History of Botany and Indian Contributions.** **1.2**Morphological Characteristics of lower and higher plants(Angiosperms). **1.3**Types of leaves, Inflorescence, Flowers and Fruits. **1.4** Structure of Plant cell and cell organelles, Prokaryotic and Eukaryotic Cells, types of Cell division. **1.5** Microscope structure and function of light microscope (magnification and resolving power), **1.6** Various types of Microscopes: Bright field, Phase Contrast, SEM and TEM.	12
II	**1. Algae** **1.1**General characteristics **1.2**Range of thallus organization, reproduction. **1.3**Types of life-cycles in algae **1.4** Role of algae in nature and its economic importance.	12

29/5/21
(Dr. K. W. SHAH)

Part A Introduction				
Program: Certificate		Class: 1st year	Year: 2021	Session: 2021-22
Subject : Botany Practical				
1	Course Code	S1-BOTA 2P		
2	Course Title	Basic Botany Practical (Paper II)		
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 of Biology/ Life science/Agriculture in class 12th.		
5	Course Learning outcomes (CLO)	• Students will learn to carry out practical work in the laboratory, • Interpreting plant morphology and anatomy of various groups of lower and higher plants. • Students will be able to identify the major groups of microorganisms.		
6	Credit Value	2 Credits		
7	Total Marks	Max. Marks: 25+75	Min. Passing Marks:33	

Part B- Content of the Course

OTotal No. of Practical- 30 HoursTutorials- 00 -Practical (2 hours per week): L-T-P:

Unit	Topics	No. of Practical
I to V	1. Study of various types of leaves , inflorescence, Flowers and fruits. 2. Understanding various parts of Microscope(simple and compound microscope) 3. Study of plant cells (e.g. Onion etc.) 4. Study of permanent slides of Mitosis and meiosis 5. Study of Electron Micrographs of Cell and organelles from Internet, You -Tube. 6. Identification of various algae from specimens, slides and temporary mounts of water from nearby areas like, *Nostoc, Oscillatoria, Volvox, Spirogyra, Oedogonium, Chara,* and specimens and pictographs of marine algae like *Ectocarpus, Sargassum, Polysiphonia.* 7. Study and identification of some Bryophytes like *Riccia, Marchantia, Anthoceros, Funaria and* Field visit. 8. Study of some fossils (specimens and slides) 9. Study of some Pteridophytes like *Lycopodium, Sellaginella, Equisetum, Marselia* andstudy of any one fern	30

29/5/21
(Dr. K. W. SHAH)

Theory Syllabus

Part A Introduction			
Porgramme : Certificate Course	**Class :** B.Sc.	**Year :** I year	**Session :** 2021-2022
Subject: Zoology			

1	**Course Code**	**S1-ZOOL1T**	
2	**Course Title**	**Animal Diversity: Non-Chordata (Paper – 1)**	
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 Biology in 12th Class	
5	**Course Learning outcomes (CLO)**	Upon completion of the course students should be able to 1. Learn about the importance of systemic, taxonomy and phylogeny to get a concrete idea of evolution of non-chordate phyla. 2. Understand the various morphological, anatomical structures and functions of animals of different phyla. 3. Get the knowledge about economic, ecological and medical significance of various animals in human welfare. 4. Understand the important parasites and their control measures.	
6	**Credit Value**	**4**	
7	**Total Marks**	Max. Marks: 25+75	Min. Passing Marks:33

Dr. U.S. Parmar
Chairman
Central Board of Studies
Subject – Zoology
Date - 29.05.2021

Practical Syllabus

Part A Introduction			
Porgramme : Certificate Course	**Class :** B.Sc.	**Year :** I year	**Session :** 2021-2022
Subject: Zoology			

1	**Course Code**	**S1-ZOOL1P**	
2	**Course Title**	**Invertebrata (Paper I)**	
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 Biology in 12th Class	
5	**Course Learning outcomes (CLO)**	Upon completion of the course students should be able understand 1. Identify invertebrate animals of different phyla and their histology through study of museum specimens and slides 2. Learn their different systems through dissections 3. Enhance collaborative learning and communication skills through practical sessions, team work, group discussions, assignments and projects.	
6	**Credit Value**	**2**	
7	**Total Marks**	Max. Marks: 25 +75	Min. Passing Marks:33

Dr. U.S. Parmar
Chairman
Central Board of Studies
Subject – Zoology
Date - 29.05.2021

Theory Syllabus

Part A Introduction			
Porgramme : Certificate Course	**Class :** B.Sc.	**Year :** I year	**Session :** 2021-2022
Subject: Zoology			
1	**Course Code**	**S1-ZOOL2T**	
2	**Course Title**	**Cell biology, Reproductive biology and Developmental Biology (Paper II)**	
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 Biology in 12th Class.	
5	**Course Learning outcomes (CLO)**	Upon completion of the course students should be able to 1. Develop deeper understanding of what life is and how it functions at cellular level 2. Understand the nature and basic concepts of Cell biology, Reproductive and Developmental biology 3. Understand structure and functions of cell membrane and cellular organelles 4. Understand the importance of latest reproductive trends, reproductive techniques to be applied for human welfare. 5. Understand the general patterns and sequential developmental stages during embryogenesis; and understand how the developmental processes lead to establishment of body plan of multi-cellular organisms. 6. Understand about the evolutionary development of various animals.	
6	**Credit Value**	**4**	
7	**Total Marks**	Max. Marks:25 +75	Min. Passing Marks:33

Dr. U.S. Parmar
Chairman
Central Board of Studies
Subject – Zoology
Date - 29.05.2021

Practical Syllabus

Part A Introduction				
Porgramme : Certificate Course		**Class :** B.Sc.	**Year :** I year	**Session :** 2021-2022
Subject: Zoology				
1	**Course Code**	**S1-ZOOL2P**		
2	**Course Title**	**Cytology, Reproductive biology and Embryology (Paper 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 Biology in 12th Class.		
5	**Course Learning outcomes (CLO)**	Upon completion of the course students should be able to understand 1. The different stages of mitotic and meiotic cell division and special types of chromosomes 2. Different stages of embryology 3. Through squash preparations understand the stages of cell division and structure of polytene chromosome 4. Enhance collaborative learning and communication skills through practical sessions, team work group discussion, assignments and project.		
6	**Credit Value**	**2**		
7	**Total Marks**	Max. Marks:25 +75	Min. Passing Marks:33	

Dr. U.S. Parmar
Chairman
Central Board of Studies
Subject – Zoology
Date - 29.05.2021

Part A - Introduction			
Programme: Certificate	**Class: B.Sc.**	**First Year**	**Session: 2021-22**

Subject: Microbiology

1	**Course Code-**	**S1-MBIO1T**	
2	**Course Title**	General Microbiology and Cell Structure (Paper I)	
3	**Course Type**	Core Course	
4	**Pre-requisition**	To study this course a student must have had the subject Biology in class 12^{th}	
5	**Course Learning Outcomes (CLO)**	After completing this course in Microbiology, a student shall have understanding of - • Indian traditional knowledge and historical background of Microbiology. • Structure and transmission of Viruses. • Cell structures and cell organization of bacteria. • Different kinds of unicellular prokaryotic and eukaryotic microorganisms based on specific characteristics. • General characteristics of important Eubacteria..	
6	**Credit Value**	**4**	
7	**Total Marks**	Max. Marks: **25+75**	Min. Passing Marks: **33**

29/5/21
(Anil Prakash)

Part A - Introduction				
Programme : Certificate Course		**Class: B.Sc.**	**Year: First Year**	**Session: 2021-22**
Subject: Microbiolog				
1	**Course Code-**	**S1-MBIO1P**		
2	**Course Title**	Study of Microorganisms (**Paper 1**)		
3	**Course Type**	Core Course		
4	**Pre-requisition**	To study this course a student must have had the subject Biology in class 12^{th}		
5	**Course Learning Outcomes (CLO)**	**On completion of this course, learners will be able to understand:** • Isolation of various types of bacteria and yeasts • Microscopic examination of various types of bacteria, fungi and protozoa. • Structure of important animal, plant and bacterial viruses using electron micrographs.		
6	**Credit Value**	**2**		
7	**Total Marks**	Maximum Marks : **25+75**		Min. Passing Marks: **33**

29/5/21

Anil Prakash

Part A - Introduction			
Programme: Certificate Course	**Class: B.Sc.**	**First Year**	**Session: 2021-22**
Subject : Microbiology			

1	**Course Code-**	**S1-MBIO2T**	
2	**Course Title**	Microbial Techniques (**Paper II**)	
3	**Course Type**	Core Course	
4	**Pre-requisition**	To study this course a student must have had the subject Biology in class 12^{th}	
5	**Course Learning Outcomes (CLO)**	After completing this course in Microbiology, a student shall have understanding of – • Recall the basic lab glassware to be used in the laboratory. • Summarize different methods of sterilization and isolation of pure cultures. • Understand the working of different kinds of instruments and microscopes. • Apply serial dilution technique to isolate the bacteria. • Practice different methods to culture bacteria in the laboratory • Illustrate a method to differentiate between Gram positive and Gram negative bacteria.	
6	**Credit Value**	**4**	
7	**Total Marks**	Max. Marks: **25+75**	Min. Passing Marks: **33**

29/5/21

Anil Prakash

Part A - Introduction				
Programme : Certificate Course		**Class: B.Sc.**	**Year: First Year**	**Session: 2021-22**
Subject: Microbiology				
1	**Course Code-**	**S1-MBIO2P**		
2	**Course Title**	Microbial Tools and Techniques (Paper 2)		
3	**Course Type**	Core Course		
4	**Pre-requisite (if any)**	To study this course a student must have had the subject Biology in class 12th		
5	**Course Learning Outcomes (CLO)**	**On completion of this course, learners will be able to understand:** • Basic knowledge of glassware, microscopes and different kinds of instruments used in the microbiology laboratory. • Basic media preparation technique, autoclaving, cleaning and sterilization of glassware. • Preparation of liquid and solid culture media. • Isolation of microorganisms by different plating methods.		
6	**Credit Value**	**2**		
7	**Total Marks**	Maximum Marks : **25+75**	Min. Passing Marks: **33**	

29/5/21

Anil Bakshi

PART A: Introduction				
Program: **Certificate**		Class: **B.Sc.**	Year: **I Year**	Session: **2021-22**
Subject: **Computer Science**				
1.	Course Code	**S1-COSC 1T**		
2.	Course Title	**Computer System Architecture (Paper I)**		
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 Physics/Maths in 12th class.		
5.	Course Learning Outcomes(CLO)	**On completion of this course, learners will be able to:** 1. Understand the basic structure, operation and characteristics of digital computer. 2. Be able to design simple combinational digital circuits based on given parameters. 3. Familiarity with working of arithmetic and logic unit as well as the concept of pipelining. 4. Know about hierarchical memory system including cache memories and virtual memory. 5. Understand concept and advantages of parallelism, threading, multiprocessors and multicore processors. 6. Know the contributions of Indians in the field of computer architecture and related technologies.		
6.	Credit Value	**Theory – 4 Credits**		
7.	Total Marks	Max. Marks : **25+75**	Min. Passing Marks: **33**	

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 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.	10

Abhilasha Kumar

PART A: Introduction				
Program: **Certificate**		Class: **B.Sc.**	Year: **I Year**	Session: **2021-22**
Subject: **Computer Science**				
1.	Course Code	**S1-COSC2T**		
2.	Course Title	**Programming Methodologies & Data Structures (Paper 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 Physics/Maths in 12th class.		
5.	Course Learning Outcomes(CLO)	**On completion of this course, learners will be able to:** 1. Develop simple algorithms and flow charts to solve a problem with programming using top down design principles. 2. Writing efficient and well-structured computer algorithms/programs. 3. Learn to formulate iterative solutions and array processing algorithms for problems. 4. Use recursive techniques, pointers and searching methods in programming. 5. Will be familiar with fundamental data structures , their implementation; become accustomed to the description of algorithms in both functional and procedural styles 6. Have knowledge of complexity of basic operations like insert, delete, search on these data structures. 7. Possess ability to choose a data structure to suitably model any data used in computer applications. 8. Design programs using various data structures including hash tables, Binary and general search trees, heaps, graphs etc. 9. Assess efficiency tradeoffs among different data structure implementations. 10. Implement and know the applications of algorithms for searching and sorting etc. 11. Know the contributions of Indians in the field of programming and data structures.		
6.	Credit Value	**Theory – 4 Credits**		
7.	Total Marks	Max. Marks : **25+75**	Min. Passing Marks: **33**	

Abhilasha Kumar

PART A: Introduction				
Program: **Certificate**		Class: **B.Sc.**	Year: **I Year**	Session: **2021-22**
Subject: **Computer Science**				
1.	Course Code	**S1-COSC2P**		
2.	Course Title	**Office Tools & Programming Methodology Lab (Paper 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 Physics/Maths in 12th class.		
5.	Course Learning Outcomes(CLO)	**On completion of this course, learners will be able to:** 1. Develop simple algorithms and flow charts to solve a problem with programming using top down design principles. 2. Writing efficient and well-structured computer algorithms/programs. 3. Learn to formulate iterative solutions and array processing algorithms for problems. 4. Use recursive techniques, pointers and searching methods in programming. 5. Possess ability to choose a data structure to suitably model any data used in computer applications. 6. Implementation of algorithms for searching and sorting.		
6.	Credit Value	**Practical – 2 Credits**		
7.	Total Marks	Max. Marks : **25+75**	Min. Passing Marks: **33**	

PART B: Content of the Course		
No. of Lab Practicals (in hours per week): **2 Hrs per week**		
Total No. of Lab.: 30 Hrs		
	Suggestive list of Practicals	**No. of Labs.**
	I. Office Tools **a. Using a Text Editor Tool** 1. Create a document and apply different Editing options. 2. Create Banner for your college. 3. Design a Greeting Card using Word Art for different festivals. 4. Design your Bio data and use page borders and shading.	30 Hrs.

Abhilasha Kumar

Format for Syllabus of Theory Paper

Part A Introduction				
Program: Certificate		**Class`: BBA I Year**	**Year:2021**	**Session:2021-2022**
Subject: BUSINESS MANAGEMENT				
1	**Course Code**	M1-BBAA1T (Group-I)		
2	**Course Title**	**BBA**		
3	**Course Type (Core Course/Elective/Generic Elective/Vocational/.....)**	(Core Course)		
4	**Pre-requisite (if any)**	Not Required (Open for All)		
5	**Course Learning outcomes (CLO)**	1. Student will be able to assess the global context for planning, coordinating, and monitoring managerial behaviour. 2-Through various planning and decision-making techniques, students can learn about how businesses ensure to remain in a competitive market. 3. Students will understand various forms of organizational structures and their importance. 4. Students can learn about various strategies used by businesses to maintain and improve employee efficiency. 5. Students will be able to understand how organizations use different leadership styles to stay competitive.		
6	**Credit Value**	(Credit) 6		
7	**Total Marks**	Max. Marks: 25+75	Min. Passing Marks:33	

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:

28.5.2021

Prof. Dr. S.K. Khatik.
Chairman, Central Board of Studies,
Professional Management BBA Course.

Format for Syllabus of Theory Paper

Part A Introduction				
Program: Certificate		**Class`:** BBA I Year	**Year:2021**	**Session:2021-2022**
Subject: COMMUNICATION SKILLS				
1	**Course Code**	M1-BBAA2T (Group-I)		
2	**Course Title**	**BBA**		
3	**Course Type (Core Course/Elective/Generic Elective/Vocational/.....)**	(Core Course)		
4	**Pre-requisite (if any)**	Not Required (Open for All)		
5	**Course Learning outcomes (CLO)**	1. 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: 25+75	Min. Passing Marks:33	

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	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**
Keywords/Tags:		

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, Radha Pub.,

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Prof. Dr. S. K. Khatik.
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Professional Mgt. BBA Course.

Format for Syllabus of Theory Paper

Part A Introduction				
Program: Certificate		**Class`:** BBA I Year	**Year:2021**	**Session:2021-2022**
Subject: MICRO ECONOMICS				
1	**Course Code**	M1-BBAB1T (Group-II)		
2	**Course Title**	**BBA**		
3	**Course Type (Core Course/Elective/Generic Elective/Vocational/.....)**	(Core Course)		
4	**Pre-requisite (if any)**	Not Required (Open for All)		
5	**Course Learning outcomes (CLO)**	1. Students will understand the importance of basic principles of micro economics. 2. Students will be able to understand the basics of demand-supply rules and elasticity. They will also learn how to implement it. 3. Utility, apathy analysis and market surplus, students will be able to understand. 4. Students will be able to understand production principles, classify costs and incomes. 5. Students will be able to understand the comparison of different market systems. 6. Students will be able to understand how national income is calculated.		
6	**Credit Value**	(Credit) 6		
7	**Total Marks**	Max. Marks: 25+75	Min. Passing Marks:33	

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	Introduction to economics, Definitions of economics, Nature and Scope of Economics, Significance and Evolution of Micro Economics, Functions of Managerial Economics.	**10**
2	Concept of Law of Demand, Law of Supply, Concept of Market Equilibrium, Elasticity of Demand, Demand Determinants.	**15**
3	Utility Analysis, Marginal Concept of Utility, Indifference Curve Analysis: Assumptions, Properties of Indifference curve, Theory of Consumer Surplus.	**20**
4	Elements of Cost, Factors of Production, Theory of Rent, Theory of Interest, Theories of Profit.	**20**
5	National Income: Estimates and Analysis (GNP, NNP, GDP, HDI), Methods of Measurement of National Income, Types of Market Structure, Perfect v/s Imperfect Market, Trade Cycles.	**25**
Keywords/Tags:		

Part C-Learning Resources

Text Books, Reference Books, Other resources

Suggested Readings:

- Maddala& Miller, Microeconomics Theory and Applications, 13th Reprint 2017
- Sinha V. C., Principles of Economics, Sahitya Bhawan Publication, Agra

28.5.2021

Prof. Dr. S. K. Khatik
Chairman, Central Board of Studies,
Professional Mgt. BBA Course

Format for Syllabus of Theory Paper

Part A Introduction				
Program: Certificate		**Class`: BBA I Year**	**Year:2021**	**Session:2021-2022**
Subject: BUSINESS STATISTICS				
1	**Course Code**	M1-BBAB2T (Group-II)		
2	**Course Title**	**BBA**		
3	**Course Type (Core Course/Elective/Generic Elective/Vocational/.....)**	(Core Course)		
4	**Pre-requisite (if any)**	Not Required (Open for All)		
5	**Course Learning outcomes (CLO)**	1. Statistical Research Tools will increase student's ability to understand how to perform social researches. 2. Students will be equipped with knowledge about analysing 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: 25+75	Min. Passing Marks:33	

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:

Part C-Learning Resources

Text Books, Reference Books, Other resources

Suggested Readings:

- Fundamentals of Statistics, S.C. Gupta, Himalaya Publishing House
- Basic Business Statistics: Concepts and Applications, Berenson and Levine, Pearson Education.
- Business Statistics, N. D.Vohra, TATA McGraw Hill.
- D.N. Elhance: Fundamental of Statistics, Kitab Mahal, Allahabad
- Gupta, S.P.: Business Statistics, Sultan Chand and Sons, New Delhi.
- Statistical Analysis, Dr P.C 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:

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Chairman, Central Board of Studies,
Professional Mgt. BBA Course

Format for Syllabus of Theory Paper

Part A Introduction				
Program: Certificate		**Class`:** BBA I Year	**Year:2021**	**Session:2021-2022**
Subject: FINANCIAL ACCOUNTING				
1	**Course Code**	M1-BBAC1T (Group-III)		
2	**Course Title**	**BBA**		
3	**Course Type (Core Course/Elective/Generic Elective/Vocational/.....)**	(Core Course)		
4	**Pre-requisite (if any)**	Not Required (Open for All)		
5	**Course Learning outcomes (CLO)**	1. Students will be able to understand the basics of bookkeeping and accounting. 2. Students will be able to know about accounting software. 3. Students will be able to do the accounting work of the business unit. 4. They will be in a position to understand and technically use bank reconciliation, branch accounts and departmental accounts. 5. Students will understand the concept of Royalty accounting and Hire-purchase accounting and learn what accounting remedies relate to them and where it can be used.		
6	**Credit Value**	(Credit) 6		
7	**Total Marks**	Max. Marks: 25+75	Min. Passing Marks:33	

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	Accounting and its place in business and relationship with other financial areas, Double Entry System, Book Keeping- Meaning, Advantages, Concepts and Conventions, Difference between Financial Accounting, Cost Accounting and Management Accounting.	10
2	Type of books of accounts and their preparation, Journal, Ledger, Trial balance and Depreciation, Computerized Accounting software (Cloud books, Wave and Tally).	20
3	Preparation of Final Account: Trading Account, Profit & Loss Account, Balance Sheet. Preparation of EMI Chart.	20
4	Bank Reconciliation Statement, Branch Accounts and Department Accounts.	20
5	Royalty Accounts, Hire Purchase Accounts- Accounting record in the book of purchaser and vendor.	20

Keywords/Tags:

Part C-Learning Resources

Text Books, Reference Books, Other resources

Suggested Readings:

- Mukherjee Hanif, Financial Accounting, Tata McGraw Hills, New Delhi
- Shukla & Grewal, Financial Accounting, S Chand Publishing, 2019, New Delhi

28.5.2021

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Professional Mgt. BBA Course

Format for Syllabus of Theory Paper

Part A Introduction				
Program: Certificate		**Class`: BBA I Year**	**Year:2021**	**Session:2021-2022**
Subject: BUSINESS MATHEMATICS				
1	**Course Code**	M1-BBAC2T (Group-III)		
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)**	Students will learn to prepare and calculate Invoice, Ratio, Simultaneous equation in two or three variables, Matrices, Logarithm, formulate word problems in order to solve the problems using various methods, Commission, Discount, and Brokerage, Profit and Loss, and then interpret and clearly convey the results in real-world scenarios.		
6	**Credit Value**	(Credit) 6		
7	**Total Marks**	Max. Marks: 25+75	Min. Passing Marks:33	

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	Ratio — Gaining and Sacrificing Ratio, Proportion, Percentage, Averages — Simple and Weighted Averages.	15
2	Simultaneous Equations — Meaning, Characteristics, Types and Calculations, Preparation of Invoice.	18
3	Determinants and Matrices, Matrix- Definition. Types, Basic Operations on Matrices, Transpose of Matrix. Determinants- Minors and Co factor. Adjoint and Inverse of Matrix.	20
4	Practical approach and application of Vedic Maths. Logarithms and Antilogarithms — Principles and Calculations. Simple and Compound Interest.	20
5	Commission, Discount, Brokerage and Profit and Loss	17

Keywords/Tags:

Part C-Learning Resources

Text Books, Reference Books, Other resources

Suggested Readings:

- Spooner H.A. and D.A.L Wilson, The essence of Mathematics for Business, Prentice Hall of India Private Limited, New Delhi latest edition
- S.M. Shukla: Business Mathematics, Sahitya Bhawan, Agra latest edition (Hindi and English Medium)
- V. Sundaresan and S.B. Jeysoelan: An Introduction to Business Mathematics, S.Chand&Co.Pvt. Ltd,New Delhi Latest edition
- M. Raghavanchari: Mathematics for Management, An Introduction Tata McGraw Hill Publishing company Ltd. New Delhi latest edition
- Dr. J P Mishra, Business Mathematics, Sahitya Bhawan, Agra (Hindi Medium).

28.5.2021

Prof. Dr. S. K. Khatik.
Chairman, Central Board of Studies,
Professional Mgt. BBA Course

PART A: Introduction			
Program: **Certificate**	Class: **BCA**	Year: **I Year**	Session: **2021-22**

1.	Course Code	S1-BCAC1G	
2.	Course Title	**Computational Mathematics**	
3.	Course Type (Core Course/Elective/Generic Elective/ Vocational	**Elective**	
4.	Pre-Requisite (if any)	Students must have basic analytical aptitude.	
5.	Course Learning Outcomes (CLO)	**On successful completion of the course the students shall be able to:** 1. Implement trigonometric solutions for measurements in real world scenarios 2. Implement matrices and simultaneous equations to solve complex problems 3. Use statistical tools efficiently 4. Use Mathematical Logic and predicate calculus for solving problems 5. Apply the concepts of set theory for finding solutions to set related problems	
6.	Credit Value	**Theory - 6 Credits**	
7.	Total Marks	Max. Marks: **25+75**	**Min. Passing Marks: 33**

PART B: Content of the Course

No. of Lectures (in hours per week): **3 lectures Per week**

Total No. of Lectures: **90 Hrs.**

Unit	Topics	No. of Lectures
I	**Trigonometry:** Angles & their Measurement, Values of Trigonometric Ratios, Height and Distances. **Elementary Matrices** and types of matrices.	18
II	**Equations:** Simultaneous linear equations, Methods of Solving Simultaneous equations, Quadratic equations.	18
III	**Statistics:** Frequency Distribution, Measure of Central Tendency: Mean, Mode, Median, Measures of variation: Mean deviation Standard Deviation,	18
IV	**Mathematical Logic:** Statements and notations, Connectives: Negation, Conjunction, And Disjunction. Statement formulas and truth tables. Tautologies, Tautological implications, contradiction contingency	18
V	**Set Theory:** Basic concepts of set theory, notation, inclusion and equality of sets, the power set, types of sets, operations on set, Venn diagrams.	18

Part A Introduction				
Program: Certificate Course		**Class:**BCAI Year	**Year:** 2021	**Session:** 2021-2022
1	Course Code	S1-BCAC2G		
2	Course Title	Discrete Mathematics		
3	Course Type	Elective		
4	Pre-requisite (if any)	Open for All		
5	Course Learning Outcomes (CLO)	The course will enable the students: 1.Apply the Boolean algebra, switching circuits and their applications. 2. Minimize the Boolean Function using Karnaugh Map. 3. Understand the lattices and their types. 4. Graphs, their types and its applications in study of shortest path algorithms. 5. Test whether two given graphs are isomorphic. 6. Understand the Eulerian and Hamiltonian graphs. 7. Represent graphs using adjacency and incidence matrices. 8. Understand the discrete numeric functions, generating functions and Recurrence Relations.		
6	Credit Value	**Theory:**6Credit		
7	Total Marks	Max. Marks: 25 + 75	Min. Passing Marks: 33	

Part B - Content of the Course		
Total No. of Lectures (in hours per week): 3 hours per week **Total Lectures:** 90 hours		
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.	18
II	**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.	18
III	**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.	18

Part A Introduction			
Program: Certificate Course	**Class:** BCA I Year	**Year:** 2021	**Session:** 2021-2022

1	Course Code	S1-BCAD1G	
2	Course Title	Numerical Methods	
3	Course Type	Elective	
4	Pre-requisite (if any)	Open for All	
5	Course Learning Outcomes (CLO)	The course will enable the students to: 1. Understand numerical methods to find the solution of a system of linear equations. 2. Compute interpolation value for real data. 3. Findquadrature by using various numerical methods. 4. Solve system of linear equations by using various numerical techniques. 5. Obtain solutions of ordinary differential equations by using numerical methods.	
6	Credit Value	**Theory:** 6Credit	
7	Total Marks	Max. Marks: 25 + 75	Min. Passing Marks: 33

Part B - Content of the Course

Total No. of Lectures (in hours per week): 3 hours per week
Total Lectures: 90 hours

Unit	Topics	No. of Lectures
I	**Methods for Solving Algebraic and Transcendental Equations**: Bisection Method, RegulaFalsi Method, Secant Method, Newton-Raphson Method, Ramanujan Method.	18
II	**Interpolation:** Lagrange interpolation, Finite difference operators, Interpolation formula using Differences, Gregory-Newton Forward Difference Interpolation, Gregory-Newton Backward Difference Interpolation.	18
III	**Numerical Integration:** Newton- Cote's formulae, Trapezoidal rule, Simpson's 1/3 rule, Simpson's 3/8 rule, Gauss Integration.	12
IV	**Methods to Solve System of Linear Equations:** Direct method for solving system of linear equations: Gauss elimination, LU decomposition, Cholesky decomposition. Iterative method:Jacobi, Gauss-Seidel.	21
V	**Numerical Solution of Ordinary Differential Equations:** Single step methods: Picard, Taylor's series, Euler, Runge-Kutta. Multistep methods: Predictor-corrector, Modified Euler, Milne-Simpson.	21

Keywords/Tags:
Algebraic and transcendental equations, Interpolation, Numerical Integration, Gauss elimination method, LU decomposition, Jacobi method, Gauss-Seidel method, Picard method, Runge-Kutta method, Predictor-corrector method, Milne-Simpson method.

Remark: Scientific calculator will be allowed during examination.

Part A Introduction				
Program: Certificate Course		**Class:** BCA I Year	**Year:** 2021	**Session:** 2021-2022
1	Course Code	S1-BCAD2G		
2	Course Title	Probability and Statistics		
3	Course Type	Elective		
4	Pre-requisite (if any)	Open for All		
5	Course Learning Outcomes (CLO)	This course will enable the students to: 1. Describe and calculate the mean deviation, standard deviation, range, quartiles and percentiles. 2. Understand and use the terminology of probability. 3. Determine whether two events are mutually exclusive and independent. 4. Calculate probabilities using the addition and multiplication rules. 5. Recognize and understand discrete and continuous probability distribution functions, binomial, uniform and exponential probability distribution. 6. Calculate and interpret the correlation coefficient. 7. Understandthe basic concepts of linear regression and correlation. 8. Interpret the Student's t probability distribution, chi-square goodness-of-fit, F and Z test.		
6	Credit Value	Theory: 6Credit		
7	Total Marks	Max. Marks: 25 + 75	Min. Passing Marks:	

Part B - Content of the Course		
Total No. of Lectures (in hours per week):3 hours per week **Total Lectures:**90 hours		
Unit	Topics	No. of Lectures
I	**Theory of Probability - I:** Event and Sample space, Probability of an event, Addition and multiplication theorem of probability, Inverse probability, Baye's theorem. Continuous probability.	18
II	**Theory of Probability - II:** Probability density function and its applications, Standard deviation of various continuous probability distributions, Mathematical expectation, Expectation of sum and product of random variables.	18
III	**Dispersion and Distribution:** Measures of dispersion: Range and interquartile range, Mean deviation and Standard deviation, Moments, Skewness and kurtosis. Moment generating function. Theoretical distribution: Binomial, Poisson, Rectangular, Exponential.	18

PART A: Introduction				
Program: **Certificate**		Class: **B.C.A.**	Year: **I Year**	Session: **2021-22**

1.	Course Code	S1-BCAA1T	
2.	Course Title	**Computer Fundamentals, Organization and Architecture**	
3.	Course Type (Core Course/Elective/Generic Elective/ Vocational	**Major – Paper I**	
4.	Pre-Requisite (if any)	To study this course, a student must have basic knowledge of Computers.	
5.	Course Learning Outcomes (CLO)	**After the completion of this course, a successful student will be able to :** • Understand the basic structure, operation and characteristics of digital computer. • Design simple combinational digital circuits based on given parameters. • Understand the working of arithmetic and logic unit. • Know about hierarchical memory system including cache memories and virtual memory. • Know the contributions of Indians in the field of computer architecture and related technologies.	
6.	Credit Value	**Theory – 4 Credits Practical - 2 Credits**	
7.	Total Marks	Max. Marks : **25+75**	Min. Passing Marks: **33**

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.	8
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.	10

PART A: Introduction				
Program: **Certificate**		Class: **B.C.A**	Year: **I Year**	Session: **2021-22**
1.	Course Code	S1-BCAA1P		
2.	Course Title	**Computer Fundamentals and Digital Lab**		
3.	Course Type (Core Course/Elective/Generic Elective/ Vocational	**Major – Paper I**		
4.	Pre-Requisite (if any)	Open for All		
5.	Course Learning Outcomes(CLO)	**After the completion of this course, a successful student will be able to do the following:** • Familiarity with parts of the computer and peripheral devices used with the computer. • Realization of the basic logic and universal gates. • Verify the behavior of logic gates using truth tables. • Implement Binary-to -Gray, Gray-to -Binary code conversions. • Design half and full adder circuit using basic gates. • Design and construct flip flops and verify the excitation tables.		
6.	Credit Value	**Practical - 2 Credits**		
7.	Total Marks	Max.Marks: **25+75**	Min. Passing Marks: **33**	

PART B: Content of the Course		
No. of Lab. Practicals (in hours per week): **1 Hrs. per week**		
Total No. of Labs: **30 Hrs.**		
	Suggestive list of Practicals	**No. of Labs.**
	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 gates 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	30 Hrs.

PART A: Introduction				
Program: **Certificate**		Class: **B.C.A.**	Year: **I Year**	Session: **2021-22**
1.	Course Code	S1 - BCAA2T		
2.	Course Title	**Programming Methodology & Data Structures**		
3.	Course Type (Core Course/Elective/Generic Elective/ Vocational	**Major – Paper II**		
4.	Pre-Requisite (if any)	To study this course, a student must have basic knowledge of Computers.		
5.	Course Learning Outcomes(CLO)	**After the completion of this course, a successful student will be able to do the following:** • Develop simple algorithms and flow charts to solve a problem with programming using top down design principles. • Writing efficient and well-structured computer algorithms/programs. • 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 : **25+75**	Min. Passing Marks: **33**	

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.	8

PART A: Introduction			
Program: **Certificate**	Class: **B.C.A.**	Year: **I Year**	Session: **2021-22**

1.	Course Code	S1-BCAA2P
2.	Course Title	**Programming Methodology & Data Structures Lab**
3.	Course Type (Core Course/Elective/Generic Elective/ Vocational	**Major – Paper II**
4.	Pre-Requisite (if any)	To study this course, a student must have basic knowledge of Computers.
5.	Course Learning Outcomes(CLO)	**After the completion of this course, a successful student will be able to do the following:** 1. Develop simple algorithms and flow charts to solve a problem with programming using top down design principles. 2. Writing efficient and well-structured computer algorithms/programs. 3. Learn to formulate iterative solutions and array processing algorithms for problems. 4. Use recursive techniques, pointers and searching methods in programming. 5. Possess ability to choose a data structure to suitably model any data used in computer applications. 6. Implement and know the applications of algorithms for searching and sorting etc.
6.	Credit Value	**Practical – 2 Credits**
7.	Total Marks	Max. Marks : **25+75** | Min. Passing Marks: **33**

PART B: Content of the Course

No. of Lab Practicals (in hours per week): **1 hour per week**

Total No. of Lab.: **30 Hrs.**

	Suggestive list of Practicals	No. of Labs.
	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	30

Part A: Introduction

Programme: Certificate	Class : B.COM. I Year		Session 2021-22
Subject :	Commerce		
Course Code:	C1-COMA1G		
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	4		
Total Marks	Max. Marks – 25+75	Min. Passing Marks 33	

Part B: Content of the course

Total No. of Lectures (in hours per week)- 3		
Unit	Topic	No. of lectures
Unit – 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 precautions.	12
Unit – 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
Unit – 3	**Banking**:Historical background,classification of bank. Meaning, definition and functions of commercial bank. Role of banks in economic growth. Features of Indian banking system. **Bank Deposits**: Meaning and types. Features of bank accounts. Procedure to open and close bank accounts (Including online procedure). **Loans and Advances**: Principles to sanction loans and advances.Classification of loans and advances. Procedure to apply for house loan, personal loan, education loan and commercial loan.	12

Part A introduction

Programme : Certificate Class:B.COM.1st Year		Session 2021-22
Subject: Commerce		
1	CourseCode	C1-COMB2G
2	Course Title	Fundamental of Accounting
3	Course Type	Elective
4	Pre-requisite	Not required (open for all except the students of commerce)
5	Course Learning Outcomes	Learning Objective: To understand the meaning accounting andaccountancy. To understand the terms used in accountingsystem. To know how the accounting entries are posted inbooks. To know the accounting system for non profitorganisation. Outcomes:- After the completion of the course, Students will be ableto 1. To record the basic journalentries. 2. Memorize how to calculate depreciation by applying variousmethods. 3. Maintain the financial statements of a businessentity. 4. Rectify errors inaccounts.
6	Credit Value	6
7	Total Marks	Max marks : 25+75 Minimum Passing Marks 33

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 :-History , Definition ,Development , Objective ,Basic Concept ,Principals ,Assumption and Convention of Accounting	10
2	Principles of Double Entry System , Preparation of Journal , Subsidiary Books , Preparation of Ledgers	15
3	Preparation of Trial Balance , Rectification of Errors	10
4	Preparation of Final Accounts with Adjustment	15
5	Depreciation Accounting :-Definition , Reasons governing the existence of depreciation Method , Objectives of providing of Depreciation , Factors Determining the Amount of Depreciation ,Methods of Charging Depreciation Practical Questions of Depreciation Accounting :- Fixed and Written down value method only Bank Reconciliation	15
6	Accounts of Non Profit Organisation and Professionals	10
Keywords/Tags:Financial Accounts, balance sheet, P&L a/c, single entry system		

(PROF. PAVAN MISHRA)

GE TH-2 GENERIC ELECTIVE SUBJECT THEORY PAPER-II				
PART A: INTRODUCTION				
Program: Certificate Course		**Class: B.Com.**	**Year: 1st**	**Session: 2021-22**
Subject: Rural Banking				
1	Course Code	**A1-RBAN2G**		
2	Course Title	**Banking Institutions in India**		
3	Course Type: Core Course/ Elective/ Generic Elective / Vocational/ ….)	**Elective**		
4	Pre-requisite (if any)	No pre-requisite		
5	Course Learning outcomes (CLO)	CLO1. Students will gain a strong understanding about the Banking Structure in India. CLO2. Students will get acquainted with regulatory structure of Banking sector in India. CLO3. Students will understand about various banking institutions including rural banking institutions along with their basic functions and their role in economic development. CLO4. Students will gain a deeper insight about emerging trends in banking in India.		
6	Credit Value	**4 (Theory)**		
7	Total Marks	Max Marks: 25+75= 100	Min Passing Marks: 33	

PART B-CONTENT OF THE COURSE

Total No. of Lectures-Tutorials-Practical (in hours per week): 2 Hours per Week
L-T-P:

Unit	Topics	No. of Lectures
Unit-I	**Introduction:** Structure of the Indian banking system, Origin and evolution of banks, Concept, Definitions and importance of Bank, Primary and Secondary functions of Bank, Role of Banks in Economic Development, Prospects and Challenges of Indian Banking System **Keywords** – Indian Banking System, Structure of Indian Banking System, Challenges to Indian banking.	12

Prof. Kanhaiya Anvja

GE TH-1 GENERIC ELECTIVE SUBJECT THEORY PAPER-I				
Part A : Introduction				
Program: Certificate Course		Class : B.Com.	Year : 1st	Session : 2021-22
Subject : Rural Banking				
1.	Course Code	**A1-RBAN1G**		
2.	Course Title	**Money & Banking**		
3.	Course Type	**Elective**		
4.	Pre-requisite (If any)	No Pre-requisite		
5.	Course Learning Outcomes (CLO)	After successful completion of this course, students will: CLO1. understand about the origin of Money and Banking. CLO2. learn about various concepts of Money, its functions, value, money market and monetary policy operations. CLO3. understand about various banking institutions along with their basic functions and their credit creation role. CLO4. understand about the Central bank of our country and assess the objectives and functions of Reserve Bank of India (RBI) CLO5. also analyze the Banking Sector Reforms and gauge at the recent trends in Banking System in India.		
6.	Credit Value	**4 (Theory)**		
7.	Total Marks	Max. Marks : 25+75 =100	Min. Passing Marks : 33	

PART B-CONTENT OF THE COURSE

Total No. of Lectures - Tutorials-Practical (in hours per week): 2 Hours per Week

L/T/P:

Units	Topics	No. of Lecturers
I	**Money: Meaning, Functions and Classification:** Concept, Definition, functions and importance of money. Classification of money, Role of money in capitalist, socialist and mixed economies. Essential quality of good money, Money Aggregates, Paper money – meaning , forms, principles & methods of note issue in India. Gresham's Law, Demonetization. **Keywords** – Money, Role of money, Paper money, Demonetization, Money Aggregates.	12
II	**Value of money and Economic Fluctuations:** Theories of value of money - Quantity theory of money, Fisher's and Cambridge equations and income theory. Economic fluctuations - Inflation and Deflation of money. Stagflation. **Keywords** – Value of money, Economics Fluctuations, Inflation, Deflation, Stagflation	12

Prof. Kanhaiya Ahuja

PART A : INTRODUCTION				
Program: Certificate		**Class: B.Com.**	**Year: 1st**	**Session:** 2021-22
Subject: B.Com.				
1	Course Code	**C1 – COHB - 1G**		
2	Course Title	**Business Organization and Management**		
3	Course Type: Core Course/ Elective/ Generic Elective / Vocational/ ….)	Open **Elective**		
4	Pre-requisite (if any)	**Open to all except B.Com. (Honours) Student**		
5	Course Learning outcomes (CLO)	**After successful completion of this course students will** **CO1.** Develop a basic understanding about Business organization and its forms. **CO2.** Develop rudimentary concept of plant location, layout and size of business units and their respective importance in the practical world. **CO3.** Acquire an understanding of business combinations rationalization and nationalization. **CO4.** Gain insight into the management process and its functions of planning, organizing, staffing, directing and control.		
6	Credit Value	6		
7	Total Marks	Max Marks: 25+75= 100	Min Passing Marks: 33	

PART B-CONTENT OF THE COURSE

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

L/T/P: 4/0/0

Unit	Topics	No. of Lectures
1	**Business Organization** **Business organization & its Forms** Business: Concept, Meaning, Features, Stages of development of Business, importance of business; Classification of Business activities; **Business Organization**: Meaning, characteristics, objectives, Evolution of Business Organization; Difference between Industry and Commerce and Business and Profession, Modern Business and its Characteristics Forms of Business: -Sole Trader, Partnership, HUF, Limited	18

31-5-21
(Dr. A.K. Gautam)
Chairman

Format for Syllabus of Theory Paper

Part A Introduction				
Program: Degree	**Class: B.COM**	**Year: I Year**	**Session:2021-2022**	
Subject: Commerce				
1	**Course Code**	**C1- COMA 2T**		
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: 25+75	Min. Passing Marks:33	

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.	15
6	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.	15
Keywords/Tags:		

(DR. PAVAN MISHRA)

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

Part A Introduction				
Program: Certificate Course		Class`: BA	Year: I	Session: 2021-22
Subject: Generic English				
1	Course Code	A1-ELIT1G		
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 12th passed in any discipline /Open for all		
5	Course Learning Outcomes (CLO)	The study of this course will enable the students to acquire the knowledge of • Phonology and Morphology, • Syntax and Structure, and • Vocabulary and Discourse. The students will be able to converse in real-life situations with effective language skills. The course will also help them; • Acquire literary sense, • Use idiomatic and lexical language, and • Communicate effectively across the globe.		
6	Credit Value (T+P)	4(3+1)+0 =4		
7	Total Marks	Max. Marks: 25+75	Min. Passing Marks: 33	

Part B- Content of the Course

Total No. of Lectures-Tutorials-Practical (in hours per week): 1.5+0.5+00=02
L-T-P: 45+15+00=60

Unit	Topics	No. of Lectures	No of Tutorials
I	• Communication 1.1 What is communication? Its meaning, types & its purpose in the age of Globalization	10	03

81/8/21
Dr G S Gautam

PartA:Introduction				
Program: CERTIFICATE		**Class : UG**	**Year: I year**	**session :2021-2022**
Subject:Computer Application				
1.	**Course Code**	**S1-COAP1G**		
2.	**Course Title**	**Computer Fundamentals**		
3.	**Course Type**	**Elective**		
4.	**Pre-requisite (If any)**	-		
5.	**Course Learning Outcomes (CLO)**	**On the completion of this course student will be able–** • **To understand the fundamentals of computer** • **To use computer in his daily life as well as can do assigned official work with ease.** • **Troubleshoot, issues related to working with computer and internet** • **To communicate through internet as well as can use IT for day to day work**		
6.	**Credit Value**	**4**		
7.	**Total Marks**	**Max.Marks:25+75**	**Min.Passing Marks:33**	

PartB:Content Of the Course
Computer Fundamentals

Total No. of Lectures =60(2 hours/lectures per week):2-0-0

Unit	Topics	No. of Lectures
I	Knowing computer: What is Computer, Basic Applications of Computer; Components of Computer System, Modern Central Processing Unit (CPU), Video Display Unit, Keyboard and Mouse, Optical Storage Devices, Basics of Hard Drive, Concepts of Hardware and Software; Concept of Computing, Data and Information; Applications of Information Electronics and Communication Technology; Connecting keyboard, mouse, monitor and printer to CPU and checking power supply. **Computer software & its types:** System software, Application software. Types of operating systems, Role of operating system, Utility programs, Packages, Communication software, commonly used application software	12
II	Operating Computer using GUI Based Operating System: What is an Operating System; Basics of Popular Operating Systems; The User Interface, Basics of O.S Setup; Common utilities. **MS Windows Operating System:** Definition and functions, basic components of Windows. Icons. Desktop, Taskbar, Notification Area. Files and folders, Start menu operations, my computer, network neighbourhood, recycle-bin, windows explorer, creating copying, moving and deleting files, setting wall paper, changing the mouse pointer, paint, notepad, Setting date and time, screen saver, and appearance. Using Mouse; Using right Button of the Mouse and Moving Icons on the screen, Use of Common Icons, Status Bar, Using Menu and Menu-selection, Running an Application, Viewing of File, Folders and Directories, Creating and Renaming of	12

(DR D NGOSWAMI)

Format for Syllabus of Theory Paper

Part A Introduction			
Program: Certificate	Class: BA I	Year : 2021	Session : 2021-22
Subject : History			

1	Course Code	A1-HIST-2G
2	Course Title	Constitutional History of India
3	Course Type (Core Course/Elective/Generic Elective/Vocational/.....)	Elective
4	Pre-requisite (if any)	This course can be opted by any student who has passed 12th class.
5	Course Learning outcomes (CLO)	Students will analyze the salient features of the constitutional development during Company's Rule in India from 1773 – 1857 and to assess their impact on the freedom struggle of India. They will know about the influence of the British Crown on India. They will be able to write a detailed essay on the various acts passed during the Crown's period in India from 1858 - 1947 and their impact on the socio political life of India. Students will be able to critically examine the major reforms by the British Government in India and highlight their salient features. They will gain the knowledge of Indian Constitution.
6	Credit Value	04
7	Total Marks	Max. Marks: 25+75 / Min. Passing Marks:33

Part B- Content of the Course

Total No. of Lectures-Tutorials-Practical (in hours per week) : L-T-P : 2 H/W

Unit	Topics	No. of Lectures
I	Constitutional Development During Company's Rule (1773 - 1793) Regulating Act of 1773 : causes for the passing of the Regulating Act, main provisions of the Act. Bengal Judicature Act 1781, Indian Bill of Dundas 1783, Fox India Bill 1783, Pitt's India Act of 1784, Charter Act 1793.	12
II	Constitutional Development During Company's Rule (1833 -1854) Charter Act of 1813 : main provisions of the Act, Charter Act of 1833 - background, main provisions, Charter Act of 1853 - background, main provisions of the Act, significance of the Act, Government of India Act 1854.	12
III	Constitutional Development during the Rule of the Crown Government of India Act, 1858 - Background, main provisions of the Act, evaluation of the Act, Queen Victoria's Proclamation Letter, significance of the proclamation. Indian Council Act 1861- causes for the passing of the Act, provisions of the Act, provisions related to Provincial Legislative Assemblies, defects of the Act, significance of the Act, Indian Council Act 1892 - causes for passing of the Act, main provisions of the Act, defects of the Act, significance of the Act.	12

Jyotsna Agarwal

Part A Introduction			
Program: Certificate		**Year: First Year**	**Session: 2021-22**
Course Code	V1-ZOO-DAMT		
Course Title	**Dairy Management**		
Course Type	**Vocational**		
Pre-requisite (if any)	Open for All		
Course Learning outcomes (CLO)	**After studying this Course the Student will be able to** 1. Gain knowledge about production, planning & management of dairy. 2. Impart knowledge & technical proficiency in clean milk production, handling and processing of milk, manufacture of dairy products. 3. Develop technician level human resources for the dairy industry. 4. Upgrade the technical proficiency of workers / technicians working in the dairy and allied sectors. 5. Develop young entrepreneurs for self-employment through dairy technology and associated activities.		
Expected Job Role / career opportunities	1. Can find opportunities of the government & co-operative schemes regarding the establishment of dairy farm and plants 2. May be appointed as farm manager, dairy manager and dairy product distributor 3. One can also start his own business venture		
Credit Value	**4**		

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-30 Hrs**

Module	Topics	No. of Hours
I	**Management of Dairy Farm and Dairy Animals** **1. <u>Management of Dairy Farm:</u>** 1.1. Introduction 1.2. Managing Dairy Facilities - Selection of site, Housing system, Layout and design of different building for animals 1.3. Dairy Equipment and Utilities 1.4. Cooling, Cleaning and Sanitization Management **2. <u>Management of Dairy Animals:</u>** 2.1. Dairy Breeds - Indigenous and Exotic Breeds 2.2. Breeding Dairy Cattle (Elementary Idea) 2.3. Dairy Animal Comfort Management 2.4. Feeding Management 2.5. Pest and Disease of Dairy Cattle 2.6. The Lactation Cycle	10

Part A Introduction		
Program: Certificate	**Year: First Year**	**Session: 2021-22**
Course Code	**V1-COA-DTPT**	
Course Title	**Desk Top Publishing**	
Course Type	**Vocational**	
Pre-requisite (if any)	**Open for All**	
Course Learning outcomes (CLO)	**After studying this Course the Student will be able to** • Understand basics of computer and its related terminology. • Write, Edit & Print documents using MS-WORD & EXCEL. • Understand various software used for Desktop Publishing and would be able to create and design documents with text and graphics like newspaper ad, wedding cards, visiting cards, greeting cards etc. • Using PageMaker, CorelDraw & Photoshop. Understand Colour concept in Printing	
Expected Job Role / career opportunities	**After studying this Course the Student will be able to pursue his/her career as a/an:** • Graphic designer • Multimedia Editor • Logo Designer • Office Assistant • Desktop Publishing Operator	
Credit Value	**4**	

PART-A :INTRODUCTION		
Program: Certificate	**Year: First Year**	**Session:2021-2022**
Course Code	**V1-COM-GSTT**	
Course Title	**E-Accounting and Taxation with GST**	
Course Type	**Vocational**	
Pre-requisite (if any)	**Open For All**	
Course Learning outcomes (CLO)	**Learning Outcomes of The course** **After the successful completion of the course the student shall be able to :** 1. Know the of concept of E-Accounting. 2. Obtain of theoretical and practical knowledge of Income Tax Act. 3. Achieve Information relating Computation of Taxable Income and Tax Liability. 4. Know of historical background and implementation of GST Act. 5. Know of Concept of supply and Information of Input Tax Credit.	
Expected Job Role / career opportunities	1. Income Tax Consultant 2. Taxation Research Analyst 3. GST Consultant 4. GST Compliance Practice	
Credit Value	**4**	

PART-A :INTRODUCTION		
Program: Certificate	**Year: First Year**	**Session:2021-2022**
Course Code	**V1-COM-GSTT**	
Course Title	**E-Accounting and Taxation with GST**	
Course Type	**Vocational**	
Pre-requisite (if any)	**Open For All**	
Course Learning outcomes (CLO)	**Learning Outcomes of The course** **After the successful completion of the course the student shall be able to :** 1. Know the of concept of E-Accounting. 2. Obtain of theoretical and practical knowledge of Income Tax Act. 3. Achieve Information relating Computation of Taxable Income and Tax Liability. 4. Know of historical background and implementation of GST Act. 5. Know of Concept of supply and Information of Input Tax Credit.	
Expected Job Role / career opportunities	1. Income Tax Consultant 2. Taxation Research Analyst 3. GST Consultant 4. GST Compliance Practice	
Credit Value	**4**	

Part-A : Introduction

Program : Certificate		**Class:** B.A. I Year	**Year:** 2021	**Session:**2021-22
Subject: Business Economics				
1.	**Course Code**	A-1-BECO2G		
2.	**Course Title**	Economics of Money & Banking		
3.	**Course Type (Core Course/Elective/ Generic Elective/Vocational**	Elective-		
4.	**Pre-requisite (if any)**	----------		
5.	**Course Learning outcomes (CLO)**	This course will enable to the student to develop an awareness about the basic concepts, theories and approaches to understand the role and the functioning of the monetary and banking systems, with relevance to the Indian business context.		
6.	**Credit Value**	Theory-6		
7.	**Total Marks**	Max. Marks: 25+75=100	Min. Passing Marks: 33	

Part A Introduction		
Program: Certificate	**Year: First Year**	**Session: 2021-22**
Course Code	**V1-ELE-ELXT**	
Course Title	**ELECTRONIC TECHNOLOGY**	
Course Type	**Vocational**	
Pre-requisite (if any)	**10+2with Science**	
Course Learning outcomes (CLO)	**After studying this Course, the Student will be able to** • Carry out thetestingprocedureof basic electrical componentsandcircuitsbymakinguseofdifferenttest instruments. • Define the procedure ofmakingPrinted Circuit Board (P.C.B). • Understand the concepts and principles used in Radio/Audio/Video Systems. • Understand the devices used in Communication system and also learn the art of their maintenance. • Test differentelectroniccomponents such as Resistors, Capacitors, Inductors, diodes and transistors. • Test thequality ofelectroniccircuits used in day-to-day life. • Locate thefaultatcomponentlevelandatthe advanced circuit Level.	
Expected Job Role / career opportunities	• Electronic System testing Assistant. • Electrical and Electronics Instrumentation Workman. • Technical Research Specialist • Field service Executive • Expert at Electrical and Electronics appliances / components maintenance • Testing and maintenance expert at sites of analog and digital signal transmission • Testing, maintenance and repair of PCB's	
Credit Value	**4**	

Part A: Introduction				
Program: Certificate Course		**Class:** B.A. I Year	**Year:** 2021	**Session:** 2021-2022
Subject: Geography				
1.	**Course Code**	**A1 – GEOG2G**		
2.	**Course Title**	***: Environmental Issues and Disaster Management***		
3.	**Course Type (Core/ Elective/ Generic Elective/ Vocational/...)**	Elective course		
4.	**Pre-requisite (If any)**	To study the course, the student must have passed 12th Class.		
5.	**Course Learning Outcomes (CLO)**	After the completion of course, the students will be able to: i. Comprehend the dynamic interactive relationship between Man and Environment. ii. Get in depth understanding about the various disasters in the country. iii. Develop thorough understanding about the Human responses to the disasters.		
6.	**Credit Value**	Theory – 4		
7.	**Total Marks**	Max. Marks: 25+75	Min. Passing Marks: 33	

16.8.21

Part A Introduction		
Program: Certificate	**Year: First Year**	**Session:2021-22**
Course Code	**V1-COM-FINT**	
Course Title	**FINANCIAL SERVICES AND INSURANCE**	
Course Type	**Vocational**	
Pre-requisite (if any)	**Open for All**	
Course Learning outcomes (CLO)	**After studying this Course, the Student will be able to;** 1. Understand the functions of Banking and Insurance services. 2. Know about and able to perform various financial services such as Banking, Investment Advisory, Wealth Management, Mutual Funds, Insurance Consultancy, Stock Market, Capital Restructuring, Portfolio Management etc. 3. Enhances knowledge about the legal and regulatory aspects of Banking & Insurance. 4. Aware about the financial derivatives. 5. Develop skills to work in financial and insurance services.	
Expected Job Role / career opportunities	**Financial Consultant**	
Credit Value	**4**	

Part A introduction

Programme : Certificate Class:B.COM.1st Year		Session 2021-22
Subject: **Commerce**		
	CourseCode	C1-COMA1T
2	Course Title	**Financial Accounting**
3	Course Type	Core
4	Pre-requisite	Not requiredopen for all
5	Course Learning Outcomes	**Successful completion of this course, the student will be able to:** • Acquire conceptual knowledge of basics of accounting • Identify events that need to be recorded in the accounting records • Developtheskillofrecordingfinancialtransactionsandpreparationofreports in accordance with GAAP • Describe the role of accounting information and itslimitations • 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 : 25+75 Minimum Passing Marks 33

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	15
6.	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	15
Keywords/Tags:financial A/c, Depreciation, Accounting Standard,branch a/c, royalty A/c ,partnership a/c,Computerized Accounts.		

(PROF. PAVAN MISHRA)

Part A introduction

Programme : Certificate Class:B.COM.1st Year session 2021-22		
Subject: COMMERCE (Business regulatory Framework)		
1	CourseCode	C1 COMA 2T
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 Forumsand,to Understand the Meaning and The Various Legislations with Regard to The Cyber Laws
6	Credit Value	6
7	Total Marks	Max marks : 25+75 Minimum Passing Marks 33

Part B: content of the course

Total No. of Lectures (in hours per week)- 3, Total lectures: 90		
unit	topic	No. of lectures
1	Historical background of Business laws in India, Indian Contract Act 1872 -GENERAL LAWAS	
2	Contact relating to Indemnity and Guarantee	
3	Negotiable instrument Act 1881 -General Introduction Negotiable instrument(amendment) Act 2002	
4	General introduction of Consumer Protection Act 1986 and 2018, FEMA	
5	Indian Partnership Act 1932-General introduction	
	Limited Liability Partnership Act 2008	
Keywords/Tags:The name of all act is the key word.		

Format for Syllabus of Theory Paper

Part A Introduction			
Program: Certificate	Class: BA I	Year : 2021	Session : 2021-22
Subject : History			

1	Course Code	AI-HIST-1G
2	Course Title	Heritage Management in India
3	Course Type (Core Course/Elective/Generic Elective/Vocational/.....)	Elective
4	Pre-requisite (if any)	This course can be opted by any student who has passed 12th class.
5	Course Learning outcomes (CLO)	The students will gain knowledge of the basic concepts related to Heritage and the challenges of heritage management. They will be able to present a detailed essay on the various sources of cultural heritage, intangible heritages and role of digital technology in heritage management. They may Learn about the various ethics and methods of preservation and conservation of heritage and inspire others also to contribute towards maintenance of our heritage. Students will be able to know about the problems, laws, and parameters of heritage management.
6	Credit Value	04
7	Total Marks	Max. Marks: 25+75 / Min. Passing Marks:33

Part B- Content of the Course

Total No. of Lectures-Tutorials-Practical (in hours per week) : L-T-P : 2 H/W

Unit	Topics	No. of Lectures
I	Concept Origin, Type and Management of Heritage (i) Definition, Origin and type of Heritage. (ii) Concept of Heritage Management. (iii) Challenges of Heritage Management. (iv) Heritage Management & Sustainable Development.	12
II	Sources and Planning of Cultural Heritage Management (i) Sources of Cultural Heritage Studies. (ii) Intangible Heritage Management. (iii) Planning and Strategies towards Heritage Management. (iv) Role of digital technology in Heritage Management.	12
III	Preservation and Conservation (i) Ethics of Conservation and Preservation. (ii) Principles of maintenance Heritage resources. (iii) Environmental factors and impacts of intangible Heritage resources. (iv) Role of local people participation in Heritage Management. (v) Heritage Management Organization : Archaeological Survey of India	12

(Dr. Jyotsna Agarwal)

भाग अ - परिचय				
कार्यक्रम : प्रमाण पत्र		कक्षा : प्रथम वर्ष	वर्ष : 2021	सत्र : 2021-22
विषय : प्रयोजनमूलक हिंदी (Functional Hindi), प्रश्न पत्र : प्रथम (वैकल्पिक)				
1	पाठ्यक्रम का कोड	A1-FHIN1G		
2	पाठ्यक्रम का शीर्षक	हिंदी और विज्ञापन व्यवसाय		
3	पाठ्यक्रम का प्रकार	जेनेरिक (Generic Elective)		
4	पूर्वापेक्षा (Prerequisite)	इस कोर्स का अध्ययन करने के लिए, छात्र ने किसी भी संकाय/विषय में कक्षा 12वीं अथवा समकक्ष परीक्षा उत्तीर्ण की हो। (Open for all)		
5	पाठ्यक्रम अध्ययन की परिलब्धियां (कोर्स लर्निंग आउटकम) (CLO)	आज के वैश्वीकरण एवं बाजारवाद के दौर में विज्ञापन एक सशक्त माध्यम के रूप में उभर कर सामने आया है। विज्ञापन का क्षेत्र अत्यधिक व्यापक एवं बहुआयामी है। न केवल उत्पाद कंपनियों द्वारा वस्तु का प्रचार-प्रसार किया जा रहा है बल्कि जनकल्याण, शैक्षणिक संस्थाओं एवं सूचनाओं के प्रचार-प्रसार में भी विज्ञापनों की महती भूमिका है। हिन्दी आज बाज़ार की जरूरत बन गयी है। हिंदी बोलने-समझने वालों की संख्या में आशातीत वृद्धि होने के कारण विपणन-कंपनियों को अपने उत्पाद बेचने के लिए हिंदी में तैयार विज्ञापन की अत्यंत आवश्यकता है। हिंदी भाषा के माध्यम से विभिन्न जनसंचार माध्यमों में विज्ञापन व्यवसाय द्वारा रोजगार की अपार संभावनाएं हैं। विज्ञापन की अवधारणा, आवश्यकता, निर्देश व सिद्धांत, विज्ञापन-लेखन की रचना-प्रक्रिया से विद्यार्थी को परिचित कराना ही इस पाठ्यक्रम के अध्ययन-अध्यापन का प्रयोजन है। **पाठ्यक्रम के अध्ययन से -** 1. इस पाठ्यक्रम के अध्ययनोपरांत विद्यार्थी को प्रिंट मीडिया,इलेक्ट्रॉनिक मीडिया, विज्ञापन एजेंसियों व अन्य संस्थाओं में विज्ञापन-लेखन के माध्यम से रोजगार के अवसर उपलब्ध हो सकेंगे। 2. विभिन्न प्रकार के विज्ञापनों से संबंधित स्लोगन, गीत, जिंगल-लेखन, तुकांत कविता, रेखाचित्र, बैनर, पोस्टर, रंग-संयोजन, कैलेंडर-निर्माण आदि के कौशल का विकास विद्यार्थी में हो सकेगा। 3. अपने देश समाज एवं क्षेत्र विशेष के उपभोक्ता की रुचि, क्रय-शक्ति एवं वस्तु की मांग से विद्यार्थी विज्ञापन-लेखन के दौरान परिचित होगा, जिससे उसमें विश्लेषण क्षमता का विकास हो सकेगा। 4. विज्ञापन को तथ्यात्मक बनाने के लिए विद्यार्थी विभिन्न उत्पाद कंपनियों के उत्पादों की जानकारी प्राप्त करने का प्रयास करेगा जिससे उसमें तुलनात्मक एवं तार्किक विवेचन की क्षमता का विकास होगा, जिससे वह स्वयं का व्यवसाय आरंभ करने के लिए भी प्रेरित हो सकेगा 5. विज्ञापन-लेखन के अभ्यास से विद्यार्थी में कल्पनाशीलता, रचनात्मकता एवं भाषा के विविधता भरे कौशल की अभिवृद्धि होगी।		
6	क्रेडिट मान	सैद्धान्तिक - 4		
7	कुल अंक	अधिकतम अंक : 25+75	न्यूनतम उत्तीर्ण अंक : 33	

विष्णु अग्रवाल

(डॉ० विष्णु कुमार अग्रवाल)

THEORY SYLLABUS

PART A INTRODUCTION			
Porgramme : Certificate Course	**Class :** B.Sc.	**Year :** I year	**Session :** 2021-2022
SUBJECT: ZOOLOGY			

1	Course Code	**S1-ZOOL1G**	
2	Course Title	**Human Diseases**	
3	Course Type (Core Course/Elective/Generic Elective/Vocational/.....)	**Elective**	
4	Pre-requisite (if any)	The course can be opted as Generic Elective by the students of all streams after passing class 12th .	
5	Course Learning outcomes (CLO)	Upon completion of the course students will be able 1. To gain the knowledge of various human diseases. 2. To understand the causes of human diseases. 3. To explain the structures of disease causing virus, bacteria and protozoa.	
6	Credit Value	3	
7	**Total Marks**	Max. Marks: 25 +75	Min. Passing Marks:33

29.05.2021
(Chairman)
C. B.O.S. Zool.

PRACTICAL SYLLABUS

PART A - INTRODUCTION			
Porgramme : Certificate Course	**Class :** B.Sc.	**Year :** I year	**Session :** 2021-2022
SUBJECT: ZOOLOGY			

1	Course Code	**S1-ZOOL1R**	
2	Course Title	**Laboratory work on Human Diseases**	
3	Course Type (Core Course/Elective/Generic Elective/Vocational/ .....)	**Generic Elective**	
4	Pre-requisite (if any)	The course can be opted as Generic Elective by the students of all streams after passing class 12th.	
5	Course Learning outcomes (CLO)	Upon completion of the course students will be able 1. To gain the knowledge of various human diseases. 2. To understand the pathological tests of various human diseases. 3. To explain the structures and lifecycles of various parasites.	
6	Credit Value	1	
7	**Total Marks**	Max. Marks: 25 +75	Min. Passing Marks:33

PART B - CONTENT OF THE COURSE

Total No. Of Lectures-Tutorials-Practical (in hours per week): 02 hours per week
L-T-P :

Unit	Topics	No. of Lectures
1.	Study of museum specimens and slides relevant to theory paper : Human diseases	10
2.	Study of life cycle of various ectoparasites and endoparasites, viz. Mosquito, round worm, Schistosoma etc.	10
3.	Study of simple instruments : Microscope, Centrifuge, Stethoscope, Sphygmomanometer etc.	05
4.	Virtual demonstration of various diagnostic tests, viz, T.B Skin test, VIDAL Test, Malaria antigen test etc.	05

Keywords/Tags : Human diseases, Ectoparasites, Endoparasites, Mosquito, Round worm, Schistosoma, Diagnostic tests

Dr. U.S. Parmar
Chairman
Central Board of Studies
Subject – Zoology
Date – 29.05.2021

Economics - Syllabus of Theory Paper

Part A Introduction				
Program: Certificate		**Class: B.A. I year**	**Year: 2021**	**Session:2021-22**
Subject: Economics				
1	**Course Code**	A1-ECON2G		
2	**Course Title**	INDIAN ECONOMY- AN INTRODUCTION		
3	**Course Type (Core Course/Elective/Generic Elective/Vocational/.....)**	Elective		
4	**Pre-requisite (if any)**	12th Pass in Any Discipline		
5	**Course Learning outcomes (CLO)**	After completing this course, students will be able to understand the basic concepts of the Indian economy. They will be familiar with the issues related to Agriculture, Industry, Foreign Trade, Economic Planning and various Economic Problems of India. They will also be able to understand the various issues of Madhya Pradesh Economy.		
6	**Credit Value**	04		
7	**Total Marks**	Max. Marks: 25+75	Min. Passing Marks:33	

Part B- Content of the Course

Total No. of Lectures-Tutorials-Practical (in hours per week):02 hours
L-T-P:

Unit	Topics	No. of Lectures
I. Introduction	1. Characteristics of Indian Economy 2. Trends and Sectoral Composition of National Income 3. Sectoral Distribution of Workforce 4. Natural Resource Endowments- Land, Water, Livestock, Forest and Minerals 5. Human Resources in India	12
II. Agriculture	1. Nature, Importance and Characteristics of Indian Agriculture 2. Trends in Agricultural Production and Productivity 3. Green Revolution-An Overview 4. Agriculture Finance and Insurance 5. Agriculture Marketing	12
III. Industry and Foreign Trade	1. Industrial Development of India after Independence 2. New Industrial Policy of 1991 3. Role of Public Sector and Private Sector in	12

29.5.21

Format for Syllabus of Theory Paper

Part A Introduction				
Program: Certificate/Diploma Degree/		**Class: BA I Year**	**Year: 2021**	**Session: 2021-22**
Subject: Political Science				
1	**Course Code**	**A1-POSC2G**		
2	**Course Title**	**Indian National Movement**		
3	**Course Type (Core Course/Elective/Generic Elective/Vocational/.....)**	**Generic Elective**		
4	**Pre-requisite (if any)**	**Open for all.**		
5	**Course Learning outcomes (CLO)**	1. Students will be able to understand rise and growth of national movement in India. 2. They will be able to answer how socio-religious movement influenced the national consciousness. 3. They will be able to answer questions pertaining to Indian National Congress and its deferent phases. 4. They will be able to describe the significance of Gandhian Movement. 5. They will be able to identify other important movements and their role in National Movement. 6. They will understand the rise and consequences of communalism and the process of transfer of power.		
6	**Credit Value**	**6**		
7	**Total Marks**	Max. Marks: 25+75	Min. Passing Marks:33	

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	**Background of Indian National Movement** 1. First freedom struggle of 1857 2. Major Social and Religious Movement in 19th century 3. Rise and growth of National Consciousness 4. Emergence of the Indian National Congress: Moderates and Extremists	23

Dr. J. C. SINHA
Professor
(Political Science)
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Part A Introduction				
Program : Certificate Course		Class : B.A. 1st year	Year : 2021	Session: 2021-2022
Subject : Sociology				
1	Course Code	A1- SOCI 1G		
2	Course Title	Introduction to Sociology (Paper I)		
3	Course Type (Core Course/Elective/Generic Elective/Vocational/.....)	Elective		
4	Pre-requisite (if any)	This is an elective paper open for all students of 1st year, except those who have opted Sociology as core paper.		
5	Course Learning outcomes (CLO)	1. This course will enhance the conceptual learning and understanding of the basic concepts used in Sociology. 2. The paper will contribute in enriching the vocabulary and scientific temperament of the students about human society. 3. In this course students will get information about employment opportunities related to the discipline of Sociology. 4. The course will provide knowledge about socio-cultural processes.		
6	Credit Value	Theory - 4		
7	Total Marks	Max. Marks: 25+75	Min. Passing Marks:33	

Part A : Introduction				
Program: CERTIFICATE		**Class : UG**	**Year: I year**	**session :2021-2022**
Subject : M. S. Office				
1.	**Course Code**	**S1-COAP2G**		
2.	**Course Title**	**M. S. Office**		
3.	**Course Type**	**Elective**		
4.	**Pre-requisite(If any)**	Students should have a basic understanding of Computer peripherals like mouse, keyboard, monitor, screen, etc. and their basic operations.		
5.	**Course Learning Outcomes (CLO)**	**On the completion of this course student will be able –** • To Create and manage professional documents using word. • Analyze, manage and present data using excel. • Create and manage presentation using power point. • To insert a table, picture, or drawing into the document. • To prepare the document to be sent as a circular letter.		
6.	**Credit Value**	**2**		
7.	**Total Marks**	**Max. Marks: 25+75**	**Min. Passing Marks: 33**	

Part B: Content Of the Course
M. S. Office

Total No. of Lectures =30 (1 hour/lecture per week) :1-0-0

Unit	Topics	No. of Lectures
I	MS Word: Introduction, Features & area of use. Working with MS Word: Ribbon tabs-Home, Insert, Page Layout, References, Mailings, Review and View, Using word to create a new document, open, save and print a document, edit and format text, change the page layout, background and borders, insert headers and footers, insert and edit tables, insert clip art and pictures to documents. Formatting Fonts in word, Drop Cap in word, Applying Text effects, Using Character Spacing, Borders and Colors, Inserting Header and Footer, Using Date and Time option in Word. Creating project abstract Features to be covered:-Formatting Styles, Inserting table, Bullets and Numbering, Changing Text Direction, Cell alignment, Footnote, Hyperlink, Symbols, Spell Check , Track Changes	**6**
II	Creating a Newsletter : Features to be covered:- Table of Content, Newspaper columns, Images from files and clipart, Drawing toolbar and Word Art, Formatting Images, Textboxes and Paragraphs Creating a Feedback form - Features to be covered- Forms, Text Fields, Inserting objects Mail Merge : creating custom document, creating main document, creating data source , editing data source, opening a data source, sorting the data source, finding a record in data source, editing main document,	**6**

(DR D N GOSWAMI)

Part- A
Introduction

Program: certificate	Class : UG I	Year: 2021	session:2021-2022

Subject : Computer Application

1.	**Course Code**	**S1-COAP2R**
2.	**Course Title**	**M S Office (Practical)**
3.	**Course Type**	**Generic Elective**
4.	**Pre-requisite(If any)**	
5.	**Course Learning Outcomes (CLO)**	On the completion of this course student will be able - • To use keyboard shortcuts to perform tasks. • To create a new document, open, save and print a document. • To edit and format text, change the page layout, background and borders. • To modify power point custom template presentation. • To insert clip art and pictures to documents. • To navigate the start menu to locate programs, files, and settings & create files and folders. To create a word document with customized template.
6.	**Credit Value**	**2**
7.	**Total Marks**	**Max. Marks: 25+75** / **Min. Passing Marks: 33**

Part- B Content Of the Course
M S Office (Practical)

Total No. of Labs = 30 labs each of 2 hours duration (1 lab per week)

Practical Lab will be conducted based on the theory Syllabus

List of Practical

1. Create a document and apply different formatting options.
2. Design a Greeting Card using Word Art for different festivals.
3. Create your Bio-data and use page borders and shading.
4. Create a document and insert header and footer, page title etc.
5. To create a document, set the margins, orientation, size, column, water mark, page color and page borders.
6. Insert a table into the document.
7. Prepare a mark sheet of your class subjects.

30 HRS

(DR D N GOSWAMI)

PART A: Introduction				
Program: **Certificate**		Class: **B. Sc.**	Year: **I Year**	Session: **2021-22**
Subject: **Computer Science**				
1.	Course Code	**S1-COSC2G**		
2.	Course Title	**Multimedia & Animation**		
3.	Course Type (Core Course/Elective/Generic Elective/ Vocational	**Elective**		
4.	Pre-Requisite (if any)	To study this course, a student must have prior basic knowledge of using computer and internet. This course is **open for all.**		
5.	Course Learning Outcomes(CLO)	**On completion of this course, learners will be able to:** 1. Describe the various elements and aspects of multimedia and animation. 2. Understand the role played by various multimedia platforms. 3. Learn to add pictures, graphics, sound and animation to prepare a project. 4. Learn the presentation skills and ideas with creativity by using multimedia tools. 5. Apply tools and techniques to create basic 2D and 3D animation.		
6.	Credit Value	**Theory – 2 Credits**		
7.	Total Marks	Max. Marks: **25+75**	Min. Passing Marks: **33**	

PART B: Content of the Course		
No. of Lectures (in hours per week): 1 Hr. per week		
Total No. of Lectures: **30 Hrs.**		
Module	**Topics**	**No. of Lectures**
I	**Introduction to Multimedia:** What is multimedia, Multimedia and Hypermedia, Components of multimedia -textual, images, graphics, animation, audio and video, Linear and Non-Linear Multimedia, Application of Multimedia, Requirement of Multimedia System. **Multimedia Authoring Tools :** Multimedia Authoring, Multimedia Authoring Metaphors, Multimedia Production, Multimedia Presentation and tools, Automatic Authoring, Editing and Authoring Tools. Multimedia Hardware, Compression & Decompression.	6
II	**Fonts and Hypertext:** Usage of text in Multimedia, Families and faces of fonts, outline fonts, bitmap fonts, International character sets and hypertext, Digital font's techniques. **Image fundamentals:** Image formats, Bitmap and Vector, Color Models, Color palettes, 2D Graphics, Image Compression and File Formats : GIF, JPEG, JPEG 2000, PNG, TIFF, EXIF, PS, PDF, Basic Image Processing, Use of image editing software, Photo Retouching, Image resolution, Colour, Raster and Vector Graphics.	6
III	**Audio fundamentals:** Audio quality, formats and devices, Digitization of sound, frequency and bandwidth, decibel system, data rate, audio file format, Sound synthesis, Musical Instrument Digital	6

Abhilasha Kumar

PART A: Introduction				
Program: **Certificate**	Class: **B. Sc.**		Year: **I Year**	Session: **2021-22**
Subject: **Computer Science**				
1.	Course Code	**S1-COSC2R**		
2.	Course Title	**Multimedia & Animation Lab**		
3.	Course Type (Core Course/Elective/Generic Elective/ Vocational	**Elective**		
4.	Pre-Requisite (if any)	To study this course, a student must have prior basic knowledge of using computer and internet. This course is **open for all.**		
5.	Course Learning Outcomes(CLO)	**On completion of this course, learners will be able to:** 1. Describe the various elements and aspects of multimedia and animation. 2. Understand the role played by various multimedia platforms. 3. Learn to add pictures, graphics, sound and animation to prepare a project. 4. Learn the presentation skills and ideas with creativity by using multimedia tools. 5. Apply tools and techniques to create basic 2D and 3D animation.		
6.	Credit Value	**Practical - 2 Credits**		
7.	Total Marks	Max. Marks: **25+75**	Min. Passing Marks: **33**	

PART B: Content of the Course		
No. of Lab. Practicals (in hours per week): **2 Hrs. per week**		
Total No. of Lab Hrs.: 30 Hrs		
	Suggestive List of Practicals	**No. of Labs.**
	Note: In the first week of the lab, the instructor must facilitate the students with the basic operation of multimedia tools and software like Coreldraw, Photoshop, Picasa, Sound forge, Waveform Editor, Moviemaker, Dreamweaver, Macromedia Flash, 3D Max, Blender etc. or any other open source suitable multimedia tools. 1. Prepare a multimedia presentation 2. Prepare and edit different types of images, and their conversion into other file formats. 3. Learning to do Image, Audio and Video file Compression. 4. Prepare different types of graphics. 5. Design multimedia posters and banners. 6. Morphing and Tweening of images. 7. Create animation of basic movements like bouncing a ball, moving a wheel, dancing a doll etc. 8. Apply different operations (rotation, scaling, movement etc..) on objects.	

Abhilasha Kumar

Syllabus of Theory Paper

Part A Introduction				
Program: Certificate/ Diploma/Degree/		Class: I Year	Year: 2021	Session: 2021-22
Subject : NCC				
1	Course Code			
2	Course Title	NCC Awareness		
3	Course Type (Core Course/Elective/Generic Elective/Vocational/.....)	Elective		
4	Pre-requisite (if any)	To study this course, a student must have passed 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: 25+75	Min. Passing Marks:33	

Part B - Content of the Course

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

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

Syllabus of Practical Paper

Part A Introduction			
Program: Certificate/Diploma Degree/	Class: I Year	Year: 2021	Session: 2021-22

Subject: NCC			
1	Course Code		
2	Course Title	NCC Training	
3	Course Type (Core Course/Elective/Generic Elective/Vocational/.....)	Elective	
4	Pre-requisite (if any)	To study this course, a student must have passed 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)	Aim of the course is to inculcate a sense of discipline, create self confidence and to create a human resource of organized, trained youth and to develop the quality of immediate and implicit the obedience of orders. Trained the youth to meet any medical emergency by giving first aid.	
6	Credit Value	02	
7	Total Marks	Max. Marks: 25+75	Min. Passing Marks:33

Part B- Content of the Course

Total No. of Lectures-Tutorials-Practical (in hours per week):
L-T-P: 00-00-01

S.No.	Topics	No. of Lectures	No of Tutorial
Unit-I	Drill : General and Words of command : Attention, Stand at ease, Stand easy. Turning : Right turn, Left turn and About turn. Sizing, Forming up in three ranks. Numbering and dressing of Troupe. Salute in Army, Navy and Air Force, Its description and training. Falling out and dismissing.	15	
Unit-II	Group Discussion on current topics and issues (National & internationals)	15	
	Public Speaking/Extempore		
	First Aid: Bandages and CPR		
	TOTAL	30	

Keywords/Tags: Drill, Troupe, Salute, First aid, CPR

Part C-Learning Resources

Text Books, Reference Books, Other resources

Part A : Introduction				
Program :- Certificate/Diploma/Degree Course		Class: I Year	Year : 2021	Session : 2021-2022
Subject : National Service Scheme (NSS)				
1	Course Code	NSS : 101		
2	Course Title	Concept of National Service Scheme		
3	Course Type	Elective		
4	Pre-requisite (If any)	To study this course, a student must have passed 12th class with any subject . The course can be opted as an elective and it is open for all.		
5	Course Learning outcomes (CLO)	**Course Objective :-** 1. Main Objective of syllabus is developing 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. **Learning Outcome :-** To impart hands - on skills in preparation. The end of the paper, a student should be able to : 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: 25+75	Min. Passing Marks : 33	

Part A :Introduction

Program:- Certificate/Diploma/Degree Course	Class: B.Sc. I Year	Year : 2021	Session : 2021-2022

Subject : National Service Scheme (NSS)

1	**Course Code**	NSS : 102	
2	**Course Title**	Project Tools of NSS	
3	**Course Type**	Practical/ Project Work	
4	**Pre-requisite (If any)**	To study this course, a student must have passed 12th class with any subject . The course can be opted as an elective and it is open for all.	
5	**Course Learning outcomes (CLO)**	**Course Objective :-** Each student will have the option to select two skill-areas out of the list based on the local conditions and opportunities, and will prepare a report based on field situation. **Learning Outcome :-** To impart hands - on skills in preparation The end of the paper, a student should be able to : Project work of NSS will aim to enhance the employment potential of the NSS volunteers or, alternately to help them to Job Opportunities in government approved NGOs, Ministry of Youth Affairs and Sports.	
6	**Credit Value**	**Practical – 02**	
7	**Total Marks**	**Max. Marks: 25+75**	**Min. Passing Marks : 33**

Part B : Content of the Practical Course

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

Credits – 02 (Total Lectures : 30 hours)

Scheme of Practical Examination: - **Max. Marks (25 + 75 = 100)**

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

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

(B) External Assessment:- **Max. Marks- 75**

1. Report of Regular Activities in the Society. (15)
2. Report on NSS Volunteerism. (10)
3. Report on Communication Skills. (10)
4. Report on Camping Activity. (15)
5. Report of Excursion/Training/Survey/ Data collection. (10)
6. Viva – Voce (05)
7. Practical Record. (10)

PART A: Introduction			
Program: **Certificate**	Class: **B.C.A.**	Year: **I Year**	Session: **2021-22**

1.	Course Code	S1 - BCAB2T	
2.	Course Title	**Operating System**	
3.	Course Type (Core Course/Elective/Generic Elective/ Vocational	**Minor**	
4.	Pre-Requisite (if any)	Open for all	
5.	Course Learning Outcomes (CLO)	• **After the completion of this course, a student shall be able to do the following:** • Describe the importance of computer system resources and the role of operating system in their management policies and algorithms. • 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 disk space management. • To understand and identify potential threats 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 : **25+75**	Min. Passing Marks: **33**

PART B: Content of the Course		
No. of Lectures (in hours per week): **2 Hours 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,	14

PART A: Introduction			
Program: **Certificate**	Class: **B.C.A.**	Year: **I Year**	Session: **2021-22**

1.	Course Code	S1- BCAB2P	
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 student shall be able to:** • Operate the Linux system. • Do administration • Use Vi Editor	
6.	Credit Value	**Practical – 2 Credits**	
7.	Total Marks	Max. Marks : **25+75**	Min. Passing Marks: **33**

PART B: Content of the Course

No. of Lab. Practicals (in hours per week): **1Hr. per week**

Total No. of Lab.: **30 Hrs.**

	Suggestive List of Practicals	No. of Labs.
	Linux: **a) Linux Directory Commands:** pwd, mkdir, rm -rf, ls, cd,cd / , cd ~ **b) Linux File Commands:** touch, cat, cat >, cat >>, rm , cp, mv, rename **c) Linux Permission Commands:**su, id, useradd, passwd, groupadd, chmod, groupdel, chown, chgrp **d) Linux File Content & Filter Commands:** head, tail, tac, more, less, grep, cat, cut, grep, comm, sed, tee, tr, uniq, wc, od, sort, diff. **e) Linux Utility Commands:** find, bc, locate, date, cal, sleep, time, df, mount, exit, clear, gzip, gunzip. **f) Linux Networking Commands:** ip, ssh, mail, ping, host **g) Edit Crontab file:** to wall message on system on particular time automatically. h) **Vi editor:** Create file, edit, save and quit. Highligting the searched term within a file. cut, yank, undo.	30

PART C: Learning Resources

Textbooks, Reference Books, Other Resources

Suggested Readings

Textbooks:

- Linux by Sumitabh Das
- Linux Bible
- मध्यप्रदेश हिंदी ग्रंथ अकादमी से प्रकाशित विषय से संबंधित पुस्तकें।

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

Part A Introduction		
Program: Certificate	**Year: First Year**	**Session: 2021-22**
Course Code	**V1-HOR-ORGT**	
Course Title	**Organic Farming**	
Course Type	**Vocational**	
Pre-requisite (if any)	**Open for All**	
Course Learning outcomes (CLO)	**After studying this Course the Student will be able to:** • **Prepare media for protected cultivation.** • **Demonstrate irrigation and fustigation, green house operations, irrigation and fustigation, care and maintenance of protected structure.** • **Demonstrate special horticultural practices in protected cultivation** • **Identify and control of insect-pest and diseases, harvest and post-harvest practices.**	
Expected Job Role / career opportunities	**Job opportunities in government sector as well as private sector and self employment.**	
Credit Value	**4**	

Part A Introduction		
Program: Certificate/Diploma/Degree	**Year: First Year**	**Session:2021-22**
Course Code	**V1-PSY-DEVT**	
Course Title	**PERSONALITY DEVELOPMENT**	
Course Type	**Vocational**	
Pre-requisite (if any)	**Open for all**	
Course Learning outcomes (CLO)	**After studying this course the Student will be able to** • To cultivate skills for successful life and learn to handle failures • To learn the process of goal setting and SWOT analysis • To understand the importance of time and stress management • To develop core skills for employability • To develop effective communication skills • To realize the role of technology in personality development	
Expected Job Role / career opportunities	• Growth and value addition in the respective job profiles	
Credit Value	**4**	

Part A: Introduction				
Program: Certificate Course		**Class:** B.A. I Year	**Year:** 2021	**Session:** 2021-2022
Subject: Geography				
1.	**Course Code**	**A1 – GEOG1G**		
2.	**Course Title**	*Paper : Physical Geography*		
3.	**Course Type (Core/ Elective/ Generic Elective/ Vocational/…)**	Elective course		
4.	**Pre-requisite (If any)**	To study the course, a student must have passed 12th Class.		
5.	**Course Learning Outcomes (CLO)**	After the completion of course, the students will be able to: i. Learn about the Universe, Solar system, Interior of the Earth and denudation processes that shape the land forms. ii. Understand the elements of Weather and Climate, Atmospheric processes and Climatic classification. iii. Learn about the Hydrological cycle, Ocean bottom relief and Marine Resources.		
6.	**Credit Value**	Theory – 4		
7.	**Total Marks**	Max. Marks: 25+75	Min. Passing Marks: 33	

16.8.21

Part A - Introduction				
Program: Certificate		Class: B.A.	Year: I Year	Session: 2021-22
Subject: Public Administration				
1	Course Code	A1-PUAD1G		
2	Course Title	**Public Administration : Theory and Practice**		
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 Open for all		
5	Course Learning Outcomes (CLO)	1. Acquire the knowledge of administrative practices and functioning of administration. 2. Learn about the key concept of academic discipline of Public Administration 3. Understanding the role of public administration as the main instrument to achieve developmental goals.		
6	Credit Value	04		
7	Total Marks	Max. Marks: 25+75	Min. Passing Marks: 33	

Part B – Content of the Course		
Total No. of Lectures – Tutorials (in hours per week) : L-T		
Unit	**Topics**	**No. of Lectures**
1	**Introduction of Public Administration**: Meaning, Nature, Scope and Importance of Public Administration. New Public Administration. Public and Private Administration. New Public Management (NPM), Recent trends in Public Administration.	**12**
2	**Organisational Structure** : Chief Executive - Meaning, Types of Executive, Functions and Powers. Line and Staff Agencies – Meaning, Types and Functions, Distinction between the line and staff. **Principles of Organisation** : Meaning, Types of organization formal and in formal organization. Principles – Hierarchy, Span of Control, Unity of Command, Centralization and Decentralization, Supervision and Co-ordination.	**12**
3	**Personnel Administration**: Meaning, Objectives, Importance, Main features and Problems of Personnel Administration. The concept of Bureaucracy – Meaning, Views of Max Weber on Bureaucracy, Types of Bureaucracy, Characteristics, Merits and Demerits. Recruitment, Training, Promotion, Union Public Service Commission in India – Organisation, Powers and Role.	**12**

Dr. Mukesh Jain
अध्यक्ष
लोक प्रशासन अध्ययन मंडल

Part A Introduction		
Program: Certificate	**Year: First Year**	**Session:2021-2022**
Course Code	**V1-COM-REMT**	
Course Title	**Retail Management**	
Course Type	**Vocational**	
Pre-requisite (if any)	**Open for all**	
Course Learning outcomes (CLO)	**After the successful completion of the course, the student shall be able to-:** • Understand 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.	
Expected Job Role / career opportunities	**Business Opportunities** Retail Outlet Owner, Retail Management Consultant, Retail Service Provider **Job Opportunities** Window Dressing, Retail Outlet Designer, Retail Inventory Manger, Merchandise Professional in Branded Companies, Visual Merchandiser, E-Commerce Business Operator.	
Credit Value	**4**	

Part A Introduction		
Program: Certificate	**Year: First Year**	**Session: 2021-22**
Course Code	**V1-COM-SALT**	
Course Title	**SALESMANSHIP**	
Course Type	**Vocational**	
Pre-requisite (if any)	**Open for All**	
Course Learning outcomes (CLO)	**After studying this Course the Student will be able to** 1 Basic Selling Techniques: Demonstrate effective selling skills. 2 Contract and Sales Negotiations: Apply negotiation techniques to selling situations. 3 Customer Profiling: Identify and profile the various selling styles. 4 Sales Proposal Writing: Apply the principles of proposal writing. 5 Customer Service Skills: Identify successful techniques for working with customers in business situations. 6 Provides students with the knowledge and skills necessary to enable them to perform adequately in any single functional area of sales management. 7 Helps developing effective selling skills as required in the today's competitive industry	
Expected Job Role / career opportunities	Sales development representative (SDR), inside and outside functions of representative, Sales Manager. Customer success manager (CSM), Medical representative, Sales agents, Manufacturer representative.	
Credit Value	4	

Part A Introduction				
Program : Certificate Course		Class : B.A. 1st year	Year : 2021	Session : 2021-2022
Subject : Sociology				
1	Course Code	A1- SOCI 2G		
2	Course Title	**Sociology of India Paper- II**		
3	Course Type (Core Course/Elective/Generic Elective/Vocational/.....)	Generic Elective		
4	Pre-requisite (if any)	This is an elective paper open for all students of 1st year, except those who have opted Sociology as core paper.		
5	Course Learning outcomes (CLO)	The course will enhance the conceptual learning and understanding of the basic concepts used in Sociology: 1. The students will know about the Indian social structure. 2.Thecourse will enhance understanding about predominant Social issues of Indian Society. 3.This course will enhance the understanding about Tribal, Rural and Urban Society in terms of their life, cultural Tradition and living patterns.		
6	Credit Value	Theory - 4		
7	Total Marks	Max. Marks: 25+75	Min. Passing Marks:33	

Part A Introduction		
Program: Certificate	**Year: First Year**	**Session:2021-22**
Course Code	**V1-ZOO-VERT**	
Course Title	**Vermicomposting**	
Course Type	**Vocational**	
Pre-requisite (if any)	Open for all	
Course Learning outcomes (CLO)	**After studying this Course the Student will be able to:** • Understand concepts of biofertilizers like vermicomposting. • Understand techniques in Vermicomposting. • Get the opportunities of employment. • Improve the soil quality by promoting the biofertilizers.	
Expected Job Role / career opportunities	Field Sales Executive in biofertilizers & vermicompost industry	
Credit Value	**4**	

Part A Introduction		
Program: Certificate	**Year: First Year**	**Session: 2021-22**
Course Code	**V1-COS-WEBT**	
Course Title	**Web Designing**	
Course Type	**Vocational**	
Pre-requisite (if any)	**Open for All**	
Course Learning outcomes (CLO)	**After studying this Course the student will be able to –** ❖ Code a handful of useful HTML & CSS examples ❖ Build semantic, HTML & CSS web page ❖ Write basic scripts ❖ Use Names, Objects, and Methods ❖ Add Interactivity to a Web Page ❖ Create Dynamic Web Pages using Java Script in HTML forms.	
Expected Job Role / Career opportunities	**Job Role** - Web Designer / Front End Developer/ Creative Ad Designer **Job Description** – Web designers develop functional and appealing web pages, websites, web applications, online advertisements for individuals, businesses and government agencies to establish their online presence. They use knowledge of computer programming and graphic design to create websites that meet client needs. **Career Opportunities –** Typical employers of web designers are – ❖ Software companies ❖ IT consultancies ❖ Specialist web design companies ❖ Large corporate organisations ❖ Any organisation that uses computer systems ❖ Self-employment/freelance work is often possible for individuals with appropriate experience. ❖ Vacancies are advertised online, by career services and by recruitment agencies.	
Credit Value	**(4) Theory – 2 Practical – 2**	

Abhilasha Kumar
Chairman, Central Board of Studies, Computer Science