B.A.PROGRAMME
(COMPULSORY LANGUAGE AND DISCIPLINE COURSES)

The Restructured B.A. Programme
Effective from July 2004
University of Delhi

UNIVERSITY OF DELHI
DELHI
Introduction

A new B. A. Programme came into force with effect from July 2004. The erstwhile B. A. (Pass) has been replaced by a new programme of study leading to the B.A. degree. The Academic Council of the University of Delhi adopted the Report of the B. A. Restructuring Committee and decided to introduce a new B. A. Programme in its meeting held on 23rd September, 2003. Under this Resolution a B. A. Programme Committee was constituted at the University level to formulate Foundation and Application Courses and take appropriate measures to implement the programme. Subsequently University Departments was also asked to draft compulsory language and discipline courses in their respective fields.

The Academic Council adopted the Foundation and Application Courses along with some changes in the earlier resolution in its meeting held on 28.5.2004. The first set of compulsory language and discipline courses was also approved in the same Academic Council Meeting 28.5.2004 and the second set of courses on 11.12.2004, the third set of courses on 17.3.2005 and the fourth set of courses on 23.4.2005, were approved.

Perspective

The perspective for the B.A. Programme is based on the view that there is need for an undergraduate programme relevant to the immediate environment of social opportunities while, at the same time, giving the student the basic intellectual equipment expected of a programme of higher education. It was an important initiative to provide quality education to the B.A. students and enabling them to have a solid grounding in some disciplines, acquire linguistic skills and some foundational knowledge and be equipped with some skills to enter the world of work. Consequently, the objectives of the B.A. Programme are:

- To enable a Graduate to acquire the basic intellectual equipment in terms of thinking ability, linguistic skills and reasonable knowledge in certain fields with which he/she can enter the world of work.
To give the students enough knowledge in a discipline to pursue postgraduate studies. It is conceived both as a terminal degree with substantial intellectual equipment and as an enabling degree for higher studies.

By offering a combination of relevant courses, changing the method of teaching in the direction of greater interaction between teachers and students and re-organizing the examination system, this objective is sought to be achieved within the overall framework of the existing workload and faculty strength in the colleges.

To put in place structure and the contents of the programme to make it an integrated and interdisciplinary programme with flexibility and choice.

To provide the students a demanding, but worthwhile and enjoyable experience, in the form of a liberal education to enter the wider world of work or go for higher studies after three years of college.

Ordinance relating to B.A. Programme

(B.A. Examination) as amended by the Executive Council on 04.06.2004.

The Restructured B. A. Programme shall be implemented in the regular stream with effect from the academic year beginning July 2004.

With the implementation of this B.A. Programme, the existing B.A. (Pass) and other restructured and vocational B.A. (Pass) in the regular stream shall stand discontinued with effect from July 2004. Those students admitted to the aforesaid B.A. (Pass) in July 2003, or earlier, shall be governed by the provisions of the B.A. (Pass) until the expiry of their respective span period.

1. Components:

It shall comprise four categories of courses, viz., Discipline Courses, Language Courses, Foundation Courses and Application Courses.

(a) **Discipline courses** are courses that give the basics of the disciplines, while at the same time introducing the student to the recent developments in the field of study.

(b) **Language Courses** are courses to enhance linguistic skills and literary sensibilities in students.

(c) **Foundation Courses** are courses to help the students learn certain basic things about pursuit of knowledge, such as economic, social, cultural and political environment and major contemporary concerns.

(d) **Application Courses** are courses to provide practical skills and additional competencies to better equip the student but for which students do not have to go outside the University system.

2. Structure:

There shall be a total of twelve courses over three-year period with four courses taught and examined every year. A full year course will have 3 credits and the whole programme will have 36 credits for 12 courses. Each course shall have a value of three units, each unit taught in one term with a specified teaching time per unit. The courses may extend over one, two or three terms. The number of credits for a course shall be defined in terms of a specified teaching time.

Additional courses or modules may be taken by a student beyond the stipulated requirements, both as audited courses or courses for which special certificates may be given after the student has taken the examinations.

The twelve courses shall have the following distribution over the three-year period, with four courses each year:

<table>
<thead>
<tr>
<th>Course Category</th>
<th>Number of Courses to be Chosen by a Student</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discipline Courses  (in 2 disciplines)</td>
<td>6 (3 + 3)</td>
<td>1+1</td>
<td>1+1</td>
<td>1+1</td>
</tr>
<tr>
<td>Language Courses    (in 2 languages)</td>
<td>4 (2 + 2)</td>
<td>1+1</td>
<td>1+1</td>
<td>1+1</td>
</tr>
<tr>
<td>Foundation Courses</td>
<td>1</td>
<td>-</td>
<td>1</td>
<td>-</td>
</tr>
<tr>
<td>Application Courses</td>
<td>1</td>
<td>-</td>
<td>-</td>
<td>1</td>
</tr>
<tr>
<td>Total Number</td>
<td>12</td>
<td>4</td>
<td>4</td>
<td>4</td>
</tr>
</tbody>
</table>
**Discipline Courses**: A student shall do 6 discipline courses, 3 in each discipline in Social Sciences, Humanities, Languages, Mathematical Sciences, Commerce, Home Science, Education, Music & Fine Arts and Applied Social Sciences & Humanities.

**Language Courses**: A student shall do 4 language courses. Of these, 2 courses are to be in English and 2 courses are to be in Hindi/other Indian Languages.

Appropriate language courses in stream A, B & C will be offered to specific groups of students on the advice of the B.A. Committee of the College keeping in view their specific academic needs according to the rules to be made in consultation with the Departments. Students who have not studied Indian Languages at School shall have the option of taking two additional courses in a discipline in lieu of the two courses in Hindi or other Indian Languages.

**Foundation Courses**, comprising any sub-set of the following, shall be on offer in each college, of which every student shall choose one course:

- Social Enquiry
- Contemporary India: Economy, Politics and Society
- Human Rights, Gender and Environment
- Language, Literature and Culture.

The foundation courses, their contents and the readings shall be worked out and finalized by the University B.A. Programme Committee.

**Application Courses** shall be offered in each college depending upon the faculty profile and the availability of facilities, of which, every student shall choose one course. The application courses, their contents and the readings shall be worked out and finalised by the University B.A. Programme Committee.

A student may apply to the B.A. Committee of the college for special permission to take a maximum of two additional courses from the list of Foundation Courses and Application Courses in lieu of the corresponding number of Discipline Courses provided that the student takes a minimum of four Discipline Courses in two disciplines.

Students shall not be ordinarily allowed to take more than eight language courses in all including the Application Courses on Translation and Creative Writing and not more than six courses in any one language. The Foundation Course, Language, Literature and Culture is an Inter Disciplinary Course and will not be counted as a Language Course.

Students opting for three courses in Commerce shall not be ordinarily allowed to take application courses on Banking and Insurance, Entrepreneurship and Tax Management unless specially permitted by the B.A. Committee of the college.

Students opting for three courses in Mathematics shall not be allowed to take application courses on Mathematics for Social Sciences.

Students taking three courses in Statistics shall not be allowed to take application courses on Basic Statistics.

Students taking three courses in Computer Science shall not be allowed to take the application course on Computer Application/Information Technology.

A Student taking a language as a discipline has the option of dropping the two compulsory language courses and may take the same number of Courses in a discipline instead.

3. **The University B.A. Programme Committee**:

There shall be a B.A. Programme Committee of the University of Delhi, whose composition has been laid down in regulations on the subject.

The University B.A. Programme Committee shall consider and formulate new proposals to add or modify the Foundation and Application Courses and introduce new inter-disciplinary courses (since they are not part of any single Discipline) for approval by the Academic Council. The Discipline and Language Courses shall continue to be formulated by the Departments through their B.A. Committee of Courses (The existing B.A. (Pass) Committees of Courses shall be re-named as B.A. Committees of Courses).

The Committee shall be empowered to review the B.A. Programme as a whole and make changes in specific aspects or components from time to time or as and when necessary. It shall endeavour to address the needs of the Hindi medium students and those enrolled in the School of Correspondence Courses in transition to Campus of Open Learning.

Every College offering the B.A. Programme shall have a B.A. Committee to administer the B.A. Programme and to coordinate with the University B.A. Programme Committee. The composition of the Committee shall be as per regulations on the subject.
4. Teaching Methods:
In case a particular course is not offered in a College, the B.A. Committee may consider allowing the students to attend classes in another College where it is offered provided the B.A. Committees of both the colleges agree and make arrangements for teaching, evaluation and computation of attendance. Every college shall offer a critical minimum number of courses.

5. Examinations:
The evaluation system for the B.A. Programme shall include continuous internal assessment based on tutorials/written assignments/term papers/presentations/seminars, House Examinations and attendance, in addition to the annual University Examinations, in accordance with Ordinance VIII-E.

6. Pass percentage and classification of successful candidate:
The minimum marks required to pass the examination at the end of each year (Part-I examination, Part-II examination and Part-III examination) shall be 36% in each course (theory and practical separately) and 36% in the aggregate of four courses.
The candidate must secure 36% marks in the University examination and 36% marks in the total of University examination and Internal Assessment taken together.

Provided that at the end of the 1st year, a candidate who has not passed the Part-I examination but has secured at least 25% marks in the aggregate of the all the courses taken together (including Internal Assessment and practical test, if any) and pass marks (separately in theory and practical) in at least two courses, may be permitted to proceed to the 2nd year class and take subsequently the examination in the remaining courses of Part-I in which he/she has not secured the pass marks, along with the Part-II examination.

Similarly, at the end of the 2nd year, a candidate who does not pass the Part-II examination (including a candidate who has not passed the Part-I examination also) but has secured at least 25% marks in the aggregate (including Internal Assessment and practical tests, if any) of the Part-II examination and pass marks (separately in theory and practical in at least two courses of 2nd year, may be permitted to proceed to the 3rd year class and take the examination in the remaining courses of Part-I and/or Part-II which he/she might have not cleared by then, along with the Part-III examination.

A candidate for the Part-III examination who has not passed but has secured at least 36% marks in any course/s (theory and practical separately) shall be exempted from re-appearing in those courses.

The successful candidates will be classified on the combined results of Part-I, Part-II and Part-III examinations as follows:-
- First Division - 60% marks or more in the aggregate.
- Second Division - 50% marks or more but less than 60% in the aggregate.
- Third Division - All others.

Regulations:
The B.A. Programme Committee of the University shall be made up of the following members:

Three Deans including Deans of Arts and Social Sciences and one other Dean by rotation from the Faculties of Mathematical Sciences, Commerce and Business, Education, Music & Fine Arts and Applied Social Sciences & Humanities.

Three Heads of Departments by rotation not represented by the Deans.

Three Principals by rotation.

Three Professors nominated by the Vice-Chancellor.

Eight College teachers by seniority, of whom four shall have experience up to 10 years.

Two distinguished academics from outside the University nominated by the Vice-Chancellor.

The Chairperson of the Committee shall be nominated by the Vice-Chancellor.

The quorum of a meeting of the University B.A. Programme Committee shall be seven members including one Dean, one Head of the Department, one Principal, one Professor and two College teachers. The Committee shall formulate its own modalities regarding conduct of meetings, other than the quorum.

The Committee shall be reconstituted every two years.

The B.A. Committee of the College will consist of Teacher-in-Charge of the Departments participating in the B.A. Programme with the Principal or her/his nominee as Convener.

The B.A. Committee of the college shall be reconstituted every two years.
COMPULSORY LANGUAGE COURSES

1. English
2. Hindi
3. Sankrit
4. Urdu
5. Panjabi
6. Assamese
7. Bengali
8. Marathi
9. Oriya
10. Sindhi
11. Tamil
12. Telugu
13. Kannada
14. Manipuri
15. Buddhist Studies (Pali)

ENGLISH
BASIC ENGLISH (STREAM C)

Duration: 2 Years

Objective: To develop the following skills:

Reading:
- Ability to read silently and comprehend the central idea as well as details in simple and short passages.
- Ability to read a text aloud at a normal speed and pronounce words correctly.

Writing:
- Ability to write legibly, using appropriate cases (higher and lower) and punctuation.
- Ability to fill a variety of forms in daily use.
- Ability to write short notes, simple notices, invitations, leave and job applications.
- Ability to organise a paragraph using appropriate linkers, writing simple descriptive and narrative pieces.

Listening
- Ability to understand words, in isolation and context.
- Ability to understand instructions, requests and class lectures.

Speaking
- Ability to pronounce words correctly in everyday use.
- Ability to use expressions of greeting and leave-taking, thanking and apologizing; introducing self and others; refusing and accepting; asking permission and asking for a favour.
Vocabulary
• Ability to use words listed in the vocabulary list.
• Ability to use a dictionary.

Grammar
As in Raymond Murphy's Essential English Grammar (Upto lesson 106).

INTERMEDIATE ENGLISH (STREAM B)

Duration: 2 Years

Objective: To develop the following skills:

Reading:
• Ability to understand and assimilate the main ideas and specific details in a 400-500 words text of moderate difficulty.
• Ability to read a text at normal speed with correct pronunciation, intonation and pauses and also with appropriate facial expression and gestures (especially in poetry and drama).

Writing:
• Ability to write a letter of request, complaint, apology, order, etc.
• Ability to write an application for a job with a covering letter.
• Ability to write an advertisement for selling/buying an item.
• Ability to write a notice, a poster, recipe, etc.
• Ability to produce a paragraph on a given topic.
• Ability to write a short narrative or short essay (upto 300 words).

Listening:
• Ability to comprehend the gist as well as details of a talk, lecture, discussion, news item, announcement, etc.
• Ability to take notes.

Speaking:
• Ability to pronounce words correctly with proper stress and speak English with proper intonation.
• Ability to introduce self and others; socialize; make requests; seek permission and information: place an order; refuse help; accept an invitation and give directions.
ADVANCED ENGLISH (STREAM A)

Duration: 2 years

Objective: To help the students to cope with the new challenges and expectations of the fast changing job market - handling clients preparing business reports, holding discussions; preparing a speech or write-up on a given theme.

- To develop the following skills:

Reading:
- Ability to understand literary and advanced texts.

Writing:
- Ability to write short and coherent essays (up to 500 words).
- Ability to summarize and make notes.
- Ability to handle English for creative use e.g., write a poem; transform a story into a play or a dialogue; write a story based on a novel etc.

Speaking:
- Ability to pronounce words correctly by focusing on intonation and word stress as well as on individual sounds; iron out problem areas.
- Ability to participate in debates, compere programmes, conduct interviews, evaluate a programme/event/text; hold discussions.

Listening:
- Ability to understand a variety of different accents.

Vocabulary
- Ability to use the dictionary.
- Ability to understand and use a wide range of words, including collocations and idiomatic expressions (as in the vocabulary list provided).

Grammar:
As in Raymond Murphy's Intermediate English Grammar.

Vocabulary
- Ability to understand the finer nuances of the English language

Grammar
- As in Martin Hewing's Advanced English Grammar.
(HINDI LANGUAGE 'A')

100 vad

1. ikBradyu %
   1. lKfQ; tu lewpg ds än; cK foKl gS
   2. fKufKcMj/leZ
   3. t;j
   4. leKt: vKjQj; fDr
   5. vK/kqfd; fKjhn lKfQ; ch jKuufrf; foklr
   6. vfiKklaKlAKZ
   7. HkKUkcgK.kj
   8. cryK Hkcjhy; leKt
   9. vKdks vhr* ls
   10. ikBrkoluhiKjKj
   11. gifiKkofiKjKjKj
   12. fe=ls lajKj
   (ikB ladyu fikkx )kJkxSkj fijk tg:sekA)

2. nagpdg, cMks/Au
   dKgy fdlh, diqurdi jvk/ikfjr iz'u ivNstk, xA
   1. kTwoklala3k4k
   2. kJ.

3. vqPnysi[kuch 'kUj] ikKfO'sK.k] lagfrKjJalDr
   25 vad
   dKvKcKjKj, jk voekKhe 'kOjKjA.
4 सरकार ने लेखा कि दलितों के लिए स्थापित रहेगी एक नयी बैठक।
5 इन बैठकों में अनेक मुद्दों आएंगे जिन्हें लेकर युवाओं की जमीलत की आवश्यकता है।
4 संख्येण:
(1) रहेबदेहफ़्रक्केकक़ेंकैफ़िक्यसको.क्लॅफ़ेक्ज़ाक्क.
(2) हक्सफ़िक्यसको.क्लॅफ़ेक्ज़ाक्क.

5 ds'किफ्प.फिहफिह् 'कस्के'केरहाast 'के 'कस्के'केरहाast 'कस्के'के 'कस्के'के 'कस्के'के 'कस्के'के 'कस्के'के
हिन्दी भाषा का डाक वाइल्ड एक्सप्रेस आस्ट्रोनाविकॉमन्स के लिए दिशाप्रद का माध्यम है।

उत्तर का निर्णय है।

1. कृपया विवरण दीजिए
2. कृपया विवरण दीजिए
3. कृपया विवरण दीजिए
4. कृपया विवरण दीजिए
5. कृपया विवरण दीजिए
6. कृपया विवरण दीजिए
7. कृपया विवरण दीजिए
8. कृपया विवरण दीजिए
9. कृपया विवरण दीजिए
10. कृपया विवरण दीजिए

11. कृपया विवरण दीजिए
12. कृपया विवरण दीजिए
13. कृपया विवरण दीजिए
14. कृपया विवरण दीजिए
15. कृपया विवरण दीजिए
16. कृपया विवरण दीजिए
17. कृपया विवरण दीजिए
18. कृपया विवरण दीजिए
19. कृपया विवरण दीजिए
20. कृपया विवरण दीजिए
4  हिंदी भाषा के लिए वाक्य सूची
   i)  कुछ दयालु
   ii)  कुछ दयालु
   iii)  कुछ दयालु

5  वाक्य सूची के लिए वाक्य सूची
   i)  कुछ दयालु
   ii)  कुछ दयालु
   iii)  कुछ दयालु
   iv)  कुछ दयालु

100 वाक्य
SANSKRIT
izFke bdkbZ (Unit-I)
• lait dask gaj
  120 vad
• izFke bdkbZ (Unit-II)
  • izFke bdkbZ (Unit-III)
  • izFke bdkbZ (Unit-IV)

f`zh; bdkbZ (Unit-II)
• izFke bdkbZ (Unit-III)
  • izFke bdkbZ (Unit-IV)

\[\text{izFke bdkbZ (Unit-I)}\]
• lait dask gaj
  20 vad
• izFke bdkbZ (Unit-II)
  • izFke bdkbZ (Unit-III)
  • izFke bdkbZ (Unit-IV)

\[\text{f`zh; bdkbZ (Unit-II)}\]
• izFke bdkbZ (Unit-III)
  • izFke bdkbZ (Unit-IV)

\[\text{izFke bdkbZ (Unit-I)}\]

\[\text{f`zh; bdkbZ (Unit-II)}\]

\[\text{izFke bdkbZ (Unit-III)}\]

r`zh; bdkbZ (Unit-III)
• izFke bdkbZ (Unit-IV)

\[\text{izFke bdkbZ (Unit-I)}\]

\[\text{f`zh; bdkbZ (Unit-II)}\]

\[\text{izFke bdkbZ (Unit-III)}\]

\[\text{izFke bdkbZ (Unit-IV)}\]
I Year

(For those students who have passed Elective Urdu in class XII at the Senior Secondary Level)

SYLLABUS

1. Fasana-e-Shah-e-Yaman Rajab Ali Beg Suroor
2. Ghazal Ke Khutoot Mirza Ghalib
3. Mashriqi Tamaddun Ka Aakhri Namuna Abdul Haalem Sharar
4. Ek Khutba-e-Sadarat Abul Kalam Azad
5. Qaumi Yakjehti, Culture Aur Zaban Jameel Jalibi
6. Poos Ki Raat Prem Chand
7. Mureedpur Ka Peer Patras Bukhari
8. Toba Tek Singh Saadat Hasan Manto
9. Adab Aur Taquazay Intizar Hussain
10. Urdu Insha Rashid Hasan Khan
11. Ghazleain Mohammed Taqui Meer
13. Ghazlein Khwaja Meer Dard
14. Ghazlein Mirza Ghalib
15. Ghazlein Momin Khan Momin
16. Banjara Nama Nazir Akbarabadi
17. Murgh-e-Aseer Ki Nasihat Daya Shanker Naseem
18. Hazrat Hur Ki Shahadat Meer Anees
19. Taraqi Ki Rahein Altaf Husaini Hal)
20. Lab-e-Sahil Aur Mauj Akbar Allahabadi

Books Prescribed:
1. Urdu Ka Naya Nisab (Part-I): Department of Urdu, University of Delhi, Delhi.

Books Recommended:
3. Nai Urdu Qawaid By Dr. Ismat Jawed, Pub; N.C.P.U.L.- New Delhi-110066

II/III Year

SYLLABUS

Duniya Peh Ummeed Qayam Hai Syed Ahmed Khan
Mirza Ghalib Altaf Hussain Hali
Sir Syed Marhoom Aur Urdu Literature Shibli Nomani
Phool Walon Ki Sair Mirza Farhatullah Baig
Mahatma Gandhi Ka Falsafa-e- Hayat Aabid Hussain
Do Adabi Dabistan Makhooz
Bichchu Phoophi Ismat Chughtai
Ghazal Aur Uski Haiyat Akhtar Ansari
Anandi Gulam Abbas
Carmen Qurratul Ain Hyder
Ghazlein Hasrat Mohani
Ghazlein Jigar Muradabadi
Ghazlein Firaq Gorakhpuri
Ghazlein Faiz Ahmed Faiz
Ghazlein Nasir Kazmi
Shua-e-Ummeed Mohd. Iqbal
Shikast-e-Zindan Ka Khwab Josh Maleeh Abadi
Aey Ishq Kahin Le Chal Akhtar Shirani
Mujh Se Pehli Si Mohabbat Faiz Ahmad Faiz
Dasna Station Ka Musafir Akhtar-ul Iman

Books Prescribed:
1. Urdu Ka Naya Nisab (Part-II): Department of Urdu, University of Delhi, Delhi.

Books Recommended:
4. Meer Amman Say Abdul Haque Tak by Syed Abdullah
**I Year**

(For those students who have passed Urdu in class X at the Senior Secondary Level or passed Urdu (Core) in XII class at Senior Secondary Level)

**SYLLABUS**

1. Tahzeebul Akhlaque Ke Maqasid  
   Sir Syed Ahmad Khan
2. Ghalib Ke Khutut  
   Mirza Ghalib
3. Amarat-o-Darya dili Ke Karamay  
   Mohammad Husain Azad
4. Shairi Ki Haqeeqat  
   Shibli Nomani
5. Nai Aur Purani Tehzeeb Ki Takkar  
   Farhat Ullah Baig
6. Bade Ghar Ki Beti  
   Prem Chand
7. Diya Salai  
   Khwaja Hasan Nizami
8. Adab Mein Qaumi Yakjehti  
   Masood Hussain Khan
9. Nasr Ki Haqeeqat  
   Hafeez Siddiqui
10. Alfaz Aur Talaffuz  
    Rasheed Hasan Khan
11. Ghazlein  
    Mohammed Taqui Meer
12. Ghazlein  
    Mirza Ghalib
13. Ghazlein  
    Shaikh Ibraheem Zauq
14. Ghazlein  
    Momin Khan Momin
15. Ghazlein  
    Dagh Dahalvi
16. Muflisi  
    Nazeer Akbarabadi
17. Sher Se Khitab  
    Altaf Husain Halı
18. Barish Ka Pahla Qatra  
    Ismail Merathi
19. Ramayan Ka Ek Seen  
    Brij Narayan Chakbast
20. Qata (Tareeq-e-Amal Pe Waz)  
    Akbar Allahabadi

**Books Prescribed:**
1. Urdu Nasr-o-Nazm Ka Intekhab (Part-I) : Department of Urdu, University of Delhi, Delhi.

**Books Recommended:**
1. Urdu Adab Ki Tareeq by Noor-ul-Hasan Naqvi, Educational Book House, Aligarh.
2. Insha Aur Talaffuz : Rasheed Hasan Khan, Maktaba Payame Taleem, New Delhi.

**II/III Year**

**SYLLABUS**

1. Buri Shairi Ke Naqusan  
   Altaf Hussain Hali
2. Urdu Literature Ke Anasire Khamsa  
   Mehdi Afadi
3. Aag  
   Zaka-Ullah Dahlvi
4. Qual-e-Faisal  
   Abul Kalam Azad
5. Savery Jo kal Aankh Meri Khuli  
   Patras Bukhari
6. Lajwanti  
   Rajinder Singh Bedi
7. Naya Qanoon  
   Saadat Hasan Manto
8. Charpai  
   Rasheed Ahmad Siddiqui
9. Qalandar  
   Qurratul-Ain Hyder
10. Kuchh Hawa Ke Bare Men  
    Makhooz
11. Ghazlein  
    Shada Azemabadi
12. Ghazlein  
    Fani Badauni
13. Ghazlein  
    Asghar Gondvi
14. Ghazlein  
    Hasrat Mohani
15. Ghazlein  
    Majrooh Sultanpuri
16. Chand Aur Taare  
    Mohd. Iqbal
17. Kisan  
    Josh Maleehabadi
18. Raat Aur Rail  
    Majaz Lucknowi
19. Toota Hua Sitara  
    Sardar Jafri
20. Paiman-E-Wafa  
    Akhtar-ul-Iman

**Books Prescribed:**
1. Urdu Nasr-o-Nazm Ka Intekhab (Part-II): Department of Urdu, University of Delhi, Delhi.

**Books Recommended:**
1. Urdu Adab Ki Tareeq by Noor-ul-Hasan Naqvi, Educational Book House, Aligarh.
2. Insha Aur Talaffuz : Rasheed Hasan Khan, Maktaba Payame Taleem, New Delhi.
URDU : (Stream - C)

I Year

(i) For those students who have passed Urdu in class VIII Level.
(ii) For candidates who have passed any oriental examination in Urdu conducted by Jamia-i-Urdu (Aligarh recognized by the Ministry of Education, Govt. of India for the purpose of employment).
(iii) For candidates whose mother tongue is Urdu but who for some reason could not offer it at School Level (such candidates will go through a test by teacher in charge of Urdu Deptt. concerned college).

SYLLABUS

1. Sair Pehle Darwesh Ki Meer Amman Dehlavi
2. Ghalib Ke Khutoot Mirza Ghalib
3. Kahili Sir Syed Ahmad Khan
4. Mirza Zahir Daar Beg Nazeer Ahmad
5. Adab Kise Kehte Hain Athar Pervez
6. Matya Burj Ke Halaat Abdul Haleem Sharar
7. Mujhe Mere Doston Se Bachao Sajjad Hyder Yeldaram
8. Cinema Ka Ishque Patras Bukhari
10. Hajj-e-Akbar Prem Chand
11. Ghazlein Hasrat Mohani
12. Ghazlein Jigar Muradabadi
13. Ghazlein Firaq Gorakhpuri
14. Ghazlein Ibn-e-Insha
15. Ghazlein Parveen Shakir
16. Aadmi Nama Nazeer Akbar Abadi
17. Hunar Ka Jahan Garm Bazaar Hai Altaf Husain Hali
18. Farzi Lateefa Akbar Allahabadi
19. Maadar-e-Watan Durga Sahai Suroor Jahanabadi
20. Naya Shivala Dr. Mohammad Iqbal

Books Prescribed:
1. Nai Darsi Kitab (Part 1): Department of Urdu, University of Delhi, Delhi.

Books Recommended:
II / III Year

SYLLABUS

1. Rasm-o-Riwaj  
   Sir Syed Ahmad Khan

2. Zamin Ki Hikayat  
   Zakaullah Dehlavi

3. EkYaadgar Wasiyat  
   Jawahar Lal Nehru

4. Machchar  
   Khwaja Hasan Nizami

5. Aakhri Qadam  
   Zakir Hussain

6. Padhane Ka Shouque  
   Mirza Farhatullah Beg

7. Mirza Chapati  
   Ashraf Saboohi

8. Urdu Zabaan  
   Abdul Haque

9. Moonh Phat Aina  
   Shaukat Thanvi

10. Ghazlein  
    Shaikh Ibraheem Zauq

11. Ghazlein  
    Khwaja Hyder Ali Atish

12. Ghazlein  
    Bahadur Shah Zafar

13. Ghazlein  
    Dagh Dehlavi

14. Ghazlein  
    Josh Maleehabadi

15. Badli Ka Chand  
    Akhter Sheerani

16. O Des Se Aane wale Bata  
    Faiz Ahmad Faiz

17. Mauzu-e-Sukhan  
    Akhtar-UI-lman

18. Sharif insano  
    Sahir Ludhianvi

Books Prescribed:

1. Nai Darsi Kitab (Part II) : Department of Urdu, University of Delhi, Delhi.


Books Recommended:

1. Urdu Adab Ki Tareekh by Noor-ul-Hasan Naqvi.
3. Urdu Kaisay Likhein by Rasheed Hasan Khan.

PUNJABI

SYLLABUS

1. Parhnana :
   - 400-500 shabadan de rata ku mushkil path vichle mukh vicharan at khas tafseelan nu samjhan ate atamsaat karani di samartha.
   - Ik path (visshesh taar ke kavita ke natak) da mukh ate sahi prabhaav te mudravan sahit ucharan, bol de utrao charhao te vakfe sahit aam speed nal parhan di samartha.

2. Likhnaa :
   - Benti-pattar, shikiat-pattar, adesh-pattar adi likhan di samartha.
   - Naukari lae covering-pattar sahit arzi likhan di samartha.
   - Ik dikte gae vishe utra ik para likhan di samartha.
   - Notice, poster, pakwan-vidhi likhan di samartha.

3. Sunhnaa :
   - Ik varta, bhashan, bahis, akhbari khabar, ailaan de saransh te vistaar nu samjhan di samartha.

4. Bolanaa :
   - Shabdan nu shudh ate sahi dabao sahit ucharan ate sahi bol-utrao te charhao sahit Punjabi bolan di samartha.
   - Swai bare te horan nu jan-pachhan karoa, milan-julan; benatian karan; ijazat te jankari leain; order den; madad lain ton inkar karan; saddapattar sawikar karan ate hadaitan dain di samartha.

5. Shabad-bhandar ate Viakaran :
   - Kosh vartan di samartha.

   Recommended Book

1. Lazmi Punjabi Viakaran, Punjabi Academy Delhi.
1. **Parhnàn:**
   - Sahitik ate uch-padhari pathan nu samjhan di samartha.

2. **Likhnan:**
   - Laghu ate sugathit prastav (500 shabadan tak) likhan di samartha.
   - Saransh te notes tiar karan di samartha.
   - Punjabi da sirjanatmak istemal - kavita likhan, kahani nu natak jan vartalap vich badalan, kise novel utte adharit kahani likhan-di samartha.

3. **Bolanàn:**
   - Bol de utrao-charhao, bol ate vibhin dhunian utte dhian kentrit kar ke shabadan di sahi varton di samartha.
   - Bahisan, compere programman vich shirkat karan, interview lain, programme/ghatna/ path da mulankan karan di samartha.

4. **Sunhanàn:**
   - Vibhin kism de ucharanan nu samjhan di samartha.

5. **Shabad-bhandar ate Viakaran :**
   - Punjabi jaban de nafasati pehluan nu samjhan di samartha.
   - Punjabi Viakaran dian barikian di Samajh.

**Recommended Book**
1. Uchera Punjabi Viakaran, Punjabi Academy, Delhi.

---

1. **Parhnàn :**
   - Sahitik ate uch-padhari pathan nu samjhan di samartha.

2. **Likhnan :**
   - Laghu ate sugathit prastav (500 shabadan tak) likhan di samartha.
   - Saransh te notes tiar karan di samartha.
   - Punjabi da sirjanatmak istemal - kavita likhan, kahani nu natak jan vartalap vich badalan, kise novel utte adharit kahani likhan-di samartha.

3. **Bolanan :**
   - Bol de utrao-charhao, bol ate vibhin dhunian utte dhian kentrit kar ke shabadan di sahi varton di samartha.
   - Bahisan, compere programman vich shirkat karan, interview lain, programme / ghatna / path da mulankan karan di samartha.

4. **Sunhanan :**
   - Vibhin kism de ucharanan nu samjhan di samartha.

5. **Shabad-bhandar ate Viakaran :**
   - Punjabi jaban de nafasati pehluan nu samjhan di samartha.
   - Punjabi Viakaran dian barikian di Samajh.

**Recommended Book**
1. Uchera Punjabi Viakaran, Punjabi Academy, Delhi.
PUNJABI : (Intermediate Punjabi) - Stream B

1. Parhnan:
   • 400-500 shabadan de rata ku mushkil path vichle mukh vicharan ate khas tafseelan nu samjhan ate atamsaat karan di samartha.
   • Ik path (vishesh taur te kavita te natak) da mukh ate sahi prabhav te mudravan sahit ucharan, bol de utrao charhao te vakfe sahit aam speed nal parhan di samartha.

2. Likhnan:
   • Benti-pattar, shikiat-pattar, adesh-pattar adi likhan di samartha.
   • Naukari lae covering-pattar sahit arzi likhan di samartha.
   • Kise vastu di kharid / farokhat lae ishtihar likhan di samartha.
   • Notice, poster, pakvan-vidhi likhan di samartha.
   • Ik ditte gae vishe ute ik para likhan di samartha.
   • Ik laghu (300 shabdan tak)-birtant jan nikki kahani likhan di samartha.

3. Sunhnan:
   • Ik varta, bhashan, bahis, akhbari khabar, ailaan te saransh te vistaar di samartha.
   • Notes lain di samartha.

4. Bolanan:
   • Shabdan nu shudh ate sahi dabao sahit ucharan ate sahi bol-utrao te charhao sahit Punjabi bolan di samartha.
   • Swai bare te horan nu jan-pachhan karaon, milan-julan, benatian karan, ijazat te jankari lain, order den, madad lain ton inkar karan, sadda-pattar sawikar karan ate hadaitan dain di samartha.

5. Shabad-bhandar ate Viakaran:
   • Kosh vartan di samartha.
   • Anek kism de shabadan nu uhnan dian vibhin arth sambhavnavan ate muhavaredar pragtavian nu samjhan te vartan di samartha.
   • Punjabi Viakaran di buniadi samajh.

Recommended Book
Lazmi Punjabi Viakaran, Punjabi Academy, Delhi.

PUNJABI : (Basic Punjabi) - Stream C

1. Parhnan:
   • Khamosh reh ke parhan ate kendri vichar ate saukhe te sankhep pathan vichle Vistharan nu samjhan di samartha.
   • Aam speed ute path nu uchi awaz vich parhan ate sahi rup vich shabad-ucharan di samartha.

2. Likhnan:
   • Bisram - chinhan sahit shudh ate saaf likhan di samartha.
   • Rozana varton de forman dian vibhin kisman nu bharan di samartha.
   • Chhote notes, saukhe notice, sadda-pattar, chhutti te naukri lae binai - pattar likhan di samartha.
   • Dhukven yojakan di varton nal para tiar karan; saukhe varnanatmak te birtantak parai likhan di samartha.

3. Sunhnan:
   • Sandarbh viheen ate sandarbh sahit shabadan nu samjhan di samartha.
   • Hadaitan, bentian te class de lecturan nu samjhan di samartha.

4. Bolanan:
   • Rozanan varton de lafzan nu shudh rup vich ucharan di samartha
   • Sawagati te vidaigi, shukrane ate muafi mangan, prichay karaun te hornan nal milan; inkar te savikar karan, ijazat mangan te nigah-e-karam di mang karan de haven-bhavan nu vartan di samartha.

5. Shabad-bhandar te Viakaran:
   • Shabadavali suchi vich shabadan nu samjhan di samartha.
   • Shabad-Kosh vartan di samartha.
   • Viakaran de mudhle neman bare jankari.

Recommended Book
1. Mudhla Punjabi Viakaran, Punjabi Academy, Delhi.
ASSAMESE

B-Language Component : 2 Papers

PAPER - I:

Section A: Skills in language Use: 40 marks
- Composition: Essay / Letter writing 15 marks
- Comprehension 15 marks
- Idioms and Proverbs 5 marks
- Technical Terms 5 marks

Text: Asamiya Rachana Sankalan, edited by Ms. T. Barua, Published by Students Stores Guwahati

Section B: History of Culture 35 marks
- Related to concern language
  Text: Asamar Loka Sankriti by Dr. B. K. Baruah, by Lawyers Books Stall, Guwahati

PAPER - II: Study of Literary texts 75 marks

1. An Anthology/Collection of Short Stories 25 marks
  Text: Adhunik Asamiya Galpa Sangraha edited by Pt. T. Goswami, published by Sahitya Academy New Delhi. Only the few authors are recommended:
  (a) Nagendra Narayan Chaudhry
  (b) Mahichandra Bara
  (c) Sarat Chandra Goswami

2. A Long Poem (Khyanda Kavya) 25 marks
  Text by Sita Haran Kavya by Bhola Nath Das, published by Lawers Books Stall, Guwahati

3. A Play: Kukur Nechiya Manuha - by Mehendra 25 marks
  Bathaukar, published by Jyoti Prakashan Guwahati.

b) Language Component : 2 Papers

PAPER I:

Section A: Bhasa aru Sahitya (1956) by Dr. Upendra Nath Sarna, Published in Guwahati.

Section B: History of Culture
- (a) Asamiya Sahityr Buranji (6th pail) edited by Shri Homen Borgohain, Published by Anand Ram Barooah Institute of Languages Guwahati.
- (b) Asomar Loka Sahitya by Pralulla Dulla Goswami, Published in Guwahati.
- (c) Asomar Loka Natya by Shri Ram Goswami, Published in Guwahati

PAPER II: Study of Literary texts

"Ahar" by Shri Arun Sharma published in Guwahati.
"Bagh" by Himendra Kumar Barthakur (1971).
"Published in Guwahatis.
BENGALI

B-Language Course : 2 Papers 75 marks

PAPER - I:

Section A: Skills in language use 40 marks

1. Essay / Story Writing 15 marks
2. Comprehension of a Prose / Poetry Passage 15 marks
3. Idioms and Proverbs 5 marks
   (The Students will be expected to use appropriately at least five proverbs/idioms
4. Translation of technical terms into Bengali 5 marks

Section B: History of Bengali Culture 35 marks

The Following two texts have been prescribed:
   a. Sekal O Ekal - Rajnarayan Basu
   b. Bangalir Itihas - Nihar Ranjan Ray (The Students are expected to read the abridged version of this book by Subhas Mukhopadhyay)

PAPER II: Study of Literary texts 75 marks

The following texts are prescribed:

1. Kathaguchcha (Anthology of short stories) 25 marks
   The following five stories have been prescribed:
   i. Durasha - Rabindranath Tagore
   ii. Abhagir Swarga - Sairatchandra Chattopadhyay
   iii. Bhushandir Mathe - Parashuram
   iv. Puin Macha - Bibhutibhushan Bandopadhyay
   v. Aloy Phera - Samaresh Basu
2. Meghnadadh Kavya (1st Canto) 25 marks
   - Michael Madhusudan Dutta
3. Chirakumar Sabha - Rabindranath Tagore 25 marks

MARATHI

B) Course II : 2 papers of 75 marks each.

PAPER - I:

Section A: Skills of language use 40 marks

Books Prescribed :
   'Vyávahárik Marathi' by L.R. Nasirabadkar
   Phadhike Prakashan, Kolhapur

Section B: History of Culture 35 marks

Books Prescribed :
   'Rámarájyaci Sfurtikendre' by R.C. Dhere
   Lalitvaibhav Prakashan, Pune

PAPER II: Study of Literary texts 75 marks

Books Prescribed :

1. 'Caukat' - Ed. Vilas Khole, Shree Vishakha Prakashan, Pune.
2. 'Virahatarang' by Madhav Julian, Venus Prakashan, Pune.
3. 'Dusará Pesawá' by V. V. Shirwadkar, Continental Prakashan, Pune.
### ORIYA

**B) Language Course**

<table>
<thead>
<tr>
<th>Paper</th>
<th>Marks</th>
<th>Section A</th>
<th>Books Prescribed</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAPER I</td>
<td>75</td>
<td>Skills of language use</td>
<td>Composition: Essay/Letter Writing, Comprehension, Idioms and Proverbs, Technical Terms</td>
</tr>
<tr>
<td>PAPER II</td>
<td>75</td>
<td>Study of Literary texts</td>
<td><strong>Books Prescribed:</strong>&lt;br&gt;1. <em>Odia Sahityara Samajika O Samskratik Itihasa</em>&lt;br&gt;The Orissa State Burea of Texts Book&lt;br&gt;Preparation and Production, Bhubaneswar-2001</td>
</tr>
</tbody>
</table>

### SINDHI

**B) Language Course**

<table>
<thead>
<tr>
<th>Paper</th>
<th>Marks</th>
<th>Section A</th>
<th>Books Prescribed</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAPER I</td>
<td>75</td>
<td>Skills of Language use</td>
<td><strong>Books Prescribed:</strong>&lt;br&gt;1. <em>Sindhi Bhasha: Vyakaran Evam Prayog,</em>&lt;br&gt;Dr. M. K. Jetley, D-127, Vivek Vihar, New Delhi-95</td>
</tr>
</tbody>
</table>
TAMIL

B)-Language Course

PAPER I:

Section A: Skills of language use
- Essay or Letter Writing: 15 marks
- Comprehension: 15 marks
- Idioms and Proverbs: 5 marks
- Technical terms: 5 marks

Section B: History of Tamil Culture

References:
(i) Nalla Tamil Eluda Venduma?
   By A.K. Parandamanar, Pāri Nilaiyam, Chennai.
(ii) Ungal Tamilai Terindu Kollungal
   By Tamilannal Meenakshi Puttaha Nilaiyam Madurai.

PAPER II: Study of Literary Texts

1. Engum Vànam by Kaveri Kaavya Publications
   14, First Cross Road Trustpuram, Kodambakkam
   Chennai - 600 024
2. Kuyil Pàttu by Bharathiyar
   Sanjivi Parvadattin Càral by Bharathi Dasan.
3. Ramanujan Plays:
   (i) Veriyàttam
   (ii) Maunakkuram
   (iii) Pinam Tinnitus Sàttirangal
   (iv) Mugappoligal
   Kaavya Publications 14, First Cross Road, Trustpuram,
   Kodambakkam, Chennai - 600 024

TELUGU

B)-Language Course

PAPER I:

Section A: Skills of Language use
- Essay or Letter Writing: 15 marks
- Comprehension: 15 marks
- Idioms & proverbs: 5 marks
- Technical terms: 5 marks

Section B: History of Telugu Culture

References:
Andhrula Charitra Samskrithi
By Khandavalli Lakshmiranjanam & Balendusekharam
Balasaraswathi Book Depot, Chennai - 600 001

PAPER II: Study of Literary Texts

1. Short Stories:
   (i) Gulabi Attairu by Sripada Subrahmanya Sastry.
   (ii) Varsham by Rachakonda Viswanatha Sasiry.
   (iii) Dharmavadddee by Tripurameni Gopichand.
   (iv) Satyavratudu by Dhanikonda Hanumanta Rao.
   (v) Moogajeevulu by IIIindala Saraswati Devi.
   (vi) Vendi Kancham by Munimanikyam Narasimha Rao.
2. Long Poem: Koyya Gurram by Nagnamuni
   Prajsamy Pracuranalu, M. S. 87, Malak Pet Colony, Hyderabad - 500 036.
3. Drama: Svapna Vasavadattamu by Cilakamarti
   Lakshminarasimham (1913).
ASSAMESE

B - COURSE

PAPER-I:

: 75 marks

Section A: Skills of Language Use:

Paragraph-writing on a given topic (150 words): 15 marks
Comprehension: 15 marks
Correction of incorrect sentences: 5 marks
Synonyms & Antonyms: 5 marks

Section B:

One modern prose text
(Collection of five short stories)

Asamiya Glapa Sankalan, Ed. by
T.N. Goswami. Published by Sahitya
Akademy

PAPER-II:

Study of literary texts

: 75 marks

1. Short novel: Sataghnee by B. K. Bhattacharya
Bari Prakash, Guwahati, 1986

2. One act play: Bagh by H. K. Barthakur
Lawyers Book Stall, Guwahati, 1998

3. Collection of modern poems: Satapatra by J. N. Sarma,
Nogaon, 1968

C-COURSE:

PAPER-I:

: 75 marks

Section A: Skills of Language Use:

Letter Writing: 15 marks
Comprehension: 15 marks
Change of sentences according to given
suggestions: 10 marks

Section B:

About 100 pages from a travelogue

Ranga Karabir Phul by Hem Baruah,

PAPER-II:

Study of literary texts

: 75 marks

1. A children's novel: Mahabharatar Rahghara
T. N. Barpuzari, Barkatakari Company Jorhat,
1970.

2. A children play: Akharar Jakhala by Nava
Kanta Baruah.

3. A collection of folk tales of folk songs: Burhi
Aair Sadhu, L. N. Bezbarua, Lawyers Book
BENGALI

B - COURSE

PAPER-I (Compulsory language for student who have studied Bengali up to Class Xth.)

Section A: Skills of Language Use : 40 marks
- Paragraph-writing on a given topic (150 words) : 15 marks
- Comprehension : 15 marks
- Correction of incorrect sentences : 5 marks
- Synonyms & Antonyms : 5 marks

Section B: One modern prose text : 35 marks
(Collection of five short stories)

The following stories only from Bangla Galpa Sankalan Part I, Sahitya Academy, Delhi, 1991
  a. Mahesh by Sarat Chandra Chaterjee
  b. Damarucharit by Troilokyonath Mukherjee
  c. Chikitisa Sankat by Parashuram
  d. Aleya - Nirupama Devi
  e. Rasamayer Rashikaita by Pravat Kumar Mukherjee

PAPER-II

Study of literary texts : 75 marks

2. One act play: Vidyasagar by Banaful, 1945, D. M. Library, Kolkata
   The following pieces: Nirjharer Swapna Bhanga, Duranta Aasha, Sadharan Meye, Or a Kaj Kare, Sabujer Abhijan

C-COURSE :

PAPER-I (Compulsory language for student studied up to Class VIII)

Section A: Skills of Language Use : 40 marks
- Letter Writing : 15 marks
- Comprehension : 15 marks
- Change of sentences according to given suggestions : 10 marks

Section B: About 100 pages from a travelogue : 35 marks

Deshe Bideshe (1949)

PAPER-II

Study of literary texts : 75 marks

2. A children’s play: Lakkhoner Shaktishel by Sukumar Ray, Jhalapala, Kolkata, 1974
3. A collection of folk tales or folk songs: Tuntunir Boi by Upendra Kishor Roychoudhuri
B-COURSE:

PAPER-I

Section A: Skills of Language Use : 40 marks
Paragraph-writing on a given topic (150 word) : 15 marks
Comprehension : 15 marks
Correction of incorrect sentences : 5 marks
Synonyms & Antonyms : 5 marks

Section B: One modern prose text : 35 marks
(Collection of five short stories

Saha Kathakar, Editor: Dr. Bhalachandra Phadke Continental, Pune, 1987.
Following Short Stories are prescribed:
Kidaleli Manse by Gangadhar Gadgil
Shala by Vyankatesh Madgulkar
Natak by Shankar Patil
Radhi by G.A. Kulkarni
‘Bhook’ by Baburao Bagul

PAPER-II

Study of literary texts : 75 marks
1. A children’s novel : Faster Fenechi Kashmiri : 25 marks
2. A children’s play : Jevha Misha Choris Jatat : 25 marks
by Anand Ghatugde, Wangmayseva, Nasik Road.
3. A collection of folk tales or folk songs : 25 marks
Vanavasi Seeta edited by Usha Joshi, Hyderabad.

C-COURSE:

PAPER-I

Section A: Skills of Language Use : 40 marks
Letter Writing : 15 marks
Comprehension : 15 marks
Change of sentences according to given suggestions : 10 marks

Section B: About 100 pages from a travelogue : 35 marks
Patlachi London-Wari by Anand Patil, Lokavangmay Griha, Mumbai, 2002 (Chapter1 to 4)

PAPER-II

Study of literary texts : 75 marks
2. One act play: Bandu, Nanu Ani Gulabi Hatti by Gangadhar Gadgil
(Poems I to 10)
ORIYA

B-COURSE:

PAPER-I

Section A: Skills of Language Use : 40 marks
- Paragraph-writing on a given topic (150 word) : 15 marks
- Comprehension : 15 marks
- Correction of incorrect sentences : 5 marks
- Synonyms & Antonyms : 5 marks

Section B: One modern prose text : 35 marks
(Collection of five short stories)

PAPER-II

Study of literary texts : 75 marks
1. Short novel
2. One act play
3. Collection of modern poems

C-COURSE:

PAPER-I

Section A: Skills of Language Use : 40 marks
- Letter Writing : 15 marks
- Comprehension : 15 marks
- Change of sentences as per the given cues : 10 marks

Section B: About 100 pages from a travelogue : 35 marks

PAPER-II

Study of literary texts : 75 marks
1. A children’s novel : 25 marks
2. A children’s play : 25 marks
3. A collection of folk tales or folk songs : 25 marks
SINDHI

B-COURSE:

PAPER-I

Section A: Skills of Language Use: 40 marks

Paragraph-writing on a given topic (150 words): 15 marks
Comprehension: 15 marks
Correction of incorrect sentences: 5 marks
Synonyms & Antonyms: 5 marks

Section B: One modern prose text 35 marks
(Collection of five short stories)

Visariyan Na Visran by Loknath Jetley, Publisher, Sindhi Book Trust, Delhi.

PAPER-II

Study of literary texts 75 marks

1. Short novel: Vidhwa by Bambhani Nariandas: 25 marks
2. One act play: Toofani Rat by Mahboobani Goverdhan, University of Delhi, 1972: 25 marks

C-COURSE:

PAPER-I

Section A: Skills of Language Use 40 marks

Letter Writing: 15 marks
Comprehension: 15 marks
Change of sentences according to given suggestions: 10 marks

Section B: About 100 pages from a travelogue 35 marks

Tu Sindh Mein Rahi Pau by Thakur Chawla, Sindhi Book Trust, Delhi, 2005.

PAPER-II

Study of literary texts 75 marks

3. A collection of folk tales or folk songs: A collection of Sindhi Folk Songs - “Rang Birangi Geet Ed. by Jiwat Gogia, Gujarat Sindhi Academy, Gandhi Nagar, 1991.: 25 marks
TAMIL

B-COURSE: (For students who have studied Tamil upto Xth Std.)

PAPER - I

Section A: Skills of Language Use

- Letter Writing: 15 marks
- Comprehension: 15 marks
- Correction of incorrect sentences: 5 marks
- Synonyms & Antonyms: 5 marks

Section B: One modern prose text

(A collection of five short stories)

Aimbathandut Tamil Cirukataikal (Fifty years of Tamil Short Stories) Vol-II, (2000)
Ed. by Sa. Kandasamy, Published by Kavitha Publications, 8, Maacilaamani Street, Paandi Bazar, Chennai-17.

(Paper II)

Study of literary texts

1. Short novel: Kohilaa Enna Ceyduvittaal
   by Jayakaanthan Meenakshi
   Puthaka Nilayam Thanappa
   Muthali St. Madurai-625 001

2. One act play: Kurinjippaaatu
   by Ingulab Mithra Arts and Creations, 32/9 Arcot Road
   Chennai-600024

3. Collection of modern poems:
   Parattkal Athan Sathantharam (An anthology of 20th century Tamil poetesses), 2000
   Ed. by Krishnaangini, Published by Kaavaya Publications, No. 14, 1st Cross Street, Trust Puram, Kodambakkam, Chennai-600 024.
   Page No. 1 to 127 only.)

C-COURSE: (For students who have studied Tamil upto VIIIth Std.)

PAPER - I

Section A: Skills of Language Use

- Letter Writing: 15 marks
- Comprehension: 15 marks
- Change of sentences according given suggestions: 10 marks

Section B: About 100 pages from a travelogue

Maanikkavaacagar Adicchuvattil
by S. Sivabatha Sundaram Vaarathi
Pathippukam, 13, Dheena Dhayalu St.
T.Nagar, Chennai-17

PAPER II

Study of literary texts

1. A children’s novel: Pinjuk Karangal
   (Collection of Short Stories)
   Ed. by A. Aloysious “SAVE”
   18, Thennam Palayam Main Road
   Tiruppoor-641 604

2. A children’s play: Maalumi
   by Velu Saravanam Kaavya
   14, 1st Cross St., Trust Puram,
   Chennai - 600 024

3. A collection of folk tales or folk songs:
   Naattuppura Needikkadaigaal
   Ed. by Kalaniyooran Thanmanane
   14, 1st Cross St., Trust Puram.
   Chennai - 600 024
TELUGU

B-COURSE :

PAPER - I

Section A: Skills of Language Use : 40 marks
Paragraph-writing on a given topic (150 words) : 15 marks
Comprehension : 15 marks
Correction of incorrect sentences : 5 marks
Synonyms & Antonyms : 5 marks

Section B: One modern prose text : 35 marks
(Collection of five short stories)
a. Nyayam by Kodavatiganti Kutumba Rao
b. Valayam by Chaganti Thulasi
c. Sivakantha by Puranam Subrahmanya Sarma
d. Jari Anchu Thellachira by Rachakonda Viswanatha Sastry
e. Kottha Cheppulu by Karuna Kumara

(Available with Telugu Department, S.V. College, New Delhi -110021)

PAPER - II

Study of literary texts : 75 marks
2. One act play: Kulamleni Pilla by Pinisetty Kondapalli Veeraiah & Sons, Rajahmundry.
3. Collection of modern poems:
   a. Prabodhamu by Rayaprolu Subba Rao
   b. Sarachhandrika by Sri Sri
   c. Sankranthi by Thummala Sitharama Murthy
   d. Mee Votunake by Kundurthi Anjaneyulu
   e. Swechhaganamu by Devulu Palli Krishna Sastry

(Available with Telugu Department, S.V. College, New Delhi)

C-COURSE :

PAPER - I

Section A: Skills of Language Use : 40 marks
Letter Writing : 15 marks
Comprehension : 15 marks
Change of sentences according to given suggestions : 10 marks

Section B: About 100 pages from a travelogue : 35 marks
Kasiyathra Charithra by Yenugula Veerasamaiah
Published by Telugu University Hyderabad.

PAPER - II

Study of literary texts : 75 marks
1. A children’s novel: Vichithra Vyakthi by Nanduri Rama Mohan Rao, Published by Novodaya Publishers Vijayawada
3. A collection of folk tales or folk songs : 25 marks
   Bhartti Vikramarkuni Sahasa Gadhalu by Rentala Gopala Krishna, Navaratna Book Centre, Vijayawada
KANNADA

B-COURSE :

PAPER - I : 75 marks

Section A: Skills of Language Use : 40 marks

- Paragraph-writing on a given topic (150 words) : 15 marks
- Comprehension : 15 marks
- Correct of incorrect sentences : 5 marks
- Synonyms and Antonyms : 5 marks

Section B: One Modern Prose Text (Short Stories) : 35 marks


PAPER-II : Study of Literary Texts : 75 marks

1. Short Novel : 25 marks

2. One Act Play : 25 marks


B-COURSE :

PAPER - I : 75 marks

Section A: Skills of Language Use : 40 marks

- Letter Writing : 15 marks
- Comprehension : 15 marks
- Changing of sentences as per instructions given : 10 marks

Section B: One Modern Prose Text (Travelogue) : 35 marks


PAPER-II : Study of Literary Texts : 75 marks

1. Short Novel : 25 marks

2. One Act Play : 25 marks

3. Collection of Folk Tales : 25 marks
MANIPURI

B-COURSE :

PAPER - I

Section A: Skills of Language Use : 40 marks
Paragraph-writing on a given topic (150 words) : 15 marks
Comprehension : 15 marks
Correction of incorrect sentences : 5 marks
Synonyms & Antonyms : 5 marks

Text : Remedial Manipuri by Prof. P.C. Thoudam,
Meitei Lonmit by Prof. M. S. Ningomba.

Section B: One modern prose text : 35 marks
(Collection of five short stories)
Modern Manipuri Prose-Published by Sahitya Purishad, Imphal, 1990.

PAPER - II

Study of literary texts : 75 marks
2. One act play : Manipuri Leela Macha Published by Cultural Forum. : 25 marks

C-COURSE :

PAPER - I

Section A: Skills of Language Use : 40 marks
Letter writing : 15 marks
Comprehension : 15 marks
Change of sentences according to given suggestions : 10 marks
Text : Remedial Manipuri by P.C. Thoudam, 1990

Section B : About 100 pages from a travelogue : 35 marks

PAPER - II

Study of literary texts : 75 marks
3. A collection of folk tales or folk songs : 25 marks
Language Course (if candidate wants to opt in lieu of English and Hindi/MIL.)

PAPER - I

STUDY OF PĀLI LANGUAGE

(a) Linguistic Position of Pāli Language
   (i) Position of Pāli in the Indo-Aryan Family of Languages
   (ii) Origin and Homeland of Pāli
   (iii) Basic Characteristics of Pāli

(b) Introduction to Pāli Grammar
   (i) Vannamālā (alphabet)
   (ii) Kālā (tense)
   (iii) Kāraka (case)
   (iv) Saddarūpa (Declension of word)
   (v) Dhītugana (verbal roots)

(c) Formation of sentences and translation
   (i) Formation of sentences of Pāli words and Verses.
   (ii) Translation from Hindi/English to Pāli.
   (iii) Translation from Pāli to Hindi/English.

(d) Internal Assessment

SUGGESTED READINGS
2. A. P. Buddhadatta. The Higher Pāli Course. Colombo. 1951
5. Dharmarakshita, Pāli Vyākarana.

PAPER - II

STUDY OF PĀLI LANGUAGE

(a) Pāli Grammar
   (i) Sandhi (Euphony)
   (ii) Samāsa (Compound)
   (iii) Tbhatti (Case-endings)

(b) Composition and Comprehension
   (i) Formation of Sentences
   (ii) Written Comprehension and Expression
   (iii) Translation

(c) Essay in Pāli on Early Theravāda Buddhist theme
   (Buddha, Ariya-sacca, Nibbāna, Sila, Samādhi, Paññā, Brahmavihāra Kamma, Sikkhāpada)

(d) Internal Assessment

Suggested Readings :
5. Dharmarakshita, Pāli Vyākarana.
## Discipline Courses in Languages

1. English
2. Hindi
3. Sanskrit
4. Urdu
5. Panjabi
6. Assamese
7. Bengali
8. Marathi
9. Oriya
10. Sindhi
11. Tamil
12. Telugu
13. French
14. German
15. Spanish
16. Italian
17. Persian
18. Arabic

## ENGLISH

### 1st Year

*The Individual and Society, An Anthology* comprising a wide selection of poems, short stories and prose pieces.

### 2nd Year English Literature

One Shakespeare Play, one nineteenth century novel, one twentieth century novel and a selection of twenty four short poems from the Renaissance of the twentieth century.

### 3rd year Post-colonial Literatures

**FIRST YEAR**

<table>
<thead>
<tr>
<th>Section 1: Caste/Class (29 Pages)</th>
<th>Genre</th>
<th>Approx pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Jotirao Phule</td>
<td>Caste Laws</td>
<td>Easy (extract)</td>
</tr>
<tr>
<td>2. Valmiki</td>
<td>Jothan</td>
<td>Narrative Essay</td>
</tr>
<tr>
<td>3. Premchand</td>
<td>Deliverance</td>
<td>Fiction</td>
</tr>
<tr>
<td>4. Ismat Chughtai</td>
<td>Kallu</td>
<td>Fiction</td>
</tr>
<tr>
<td>5. Hira Bansode</td>
<td>Bosom Friend</td>
<td>Poem</td>
</tr>
</tbody>
</table>

**Section 2: Gender (21 Pages)**

| 6. Virginia Woolf | Shakespeare's Sister | Essay | 7-8 |
| 7. Rabindranath Tagore | The Exercise Book | Fiction | 5 |
| 8. Jamaica Kincaid | Girl | Prose Monologue | 1.5 |
| 9. Marge Piercy | Breaking Out | Poem | 1.25 |
| 10. W. B. Yeats | A Prayer for My Daughter | Poem | 2 |
| 11. Eunice D' Souza | Marriages are made | Poem | 0.5 |
| 12. Ambai | Yellow Fish | Short Story | 2 |
| 13. Margaret Atwood | Reincarnation of Captain Cook | Poem | 0.5 |
| 14. A. K. Ramanujan | Highway Stripper | Poem | 1 |

**Section 3: Race (20-21 Pages)**

<p>| 15. Roger Mais | Blackout | Fiction | 4 |
| 16. Wole Soyinka | Telephone Conversation | Poem | 1 |
| 17. Maya Angelou | Still I Rise | Poem | 1.5 |</p>
<table>
<thead>
<tr>
<th>Text</th>
<th>Author</th>
<th>Genre</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>18.</td>
<td>Nadine Gordimer</td>
<td>Jump</td>
<td>Fiction</td>
</tr>
<tr>
<td>19.</td>
<td>Langston Hughes</td>
<td>Harlem</td>
<td>Poem</td>
</tr>
</tbody>
</table>

**Section 4 Violence and War (28-9 Pages)**

<table>
<thead>
<tr>
<th>Text</th>
<th>Author</th>
<th>Genre</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>20.</td>
<td>Siegfried Sassoon</td>
<td>Return from the Somme</td>
<td>Prose Description</td>
</tr>
<tr>
<td>21.</td>
<td>Wilfred Owen</td>
<td>Dulceet Decorum Est</td>
<td>Poem</td>
</tr>
<tr>
<td>22.</td>
<td>Edna St. Vincent Millay</td>
<td>Conscientious Objector</td>
<td>Poem</td>
</tr>
<tr>
<td>23.</td>
<td>Henry Reed</td>
<td>The Naming of Parts</td>
<td>Poem</td>
</tr>
<tr>
<td>24.</td>
<td>Bertolt Brecht</td>
<td>General that Tank...</td>
<td>Poem</td>
</tr>
<tr>
<td>25.</td>
<td>I. Hussain</td>
<td>A Chronicle of the Peacocks</td>
<td>Essay</td>
</tr>
<tr>
<td>26.</td>
<td>Manto</td>
<td>The Dog of Tetwal</td>
<td>Fiction</td>
</tr>
<tr>
<td>27.</td>
<td>Amitav Ghosh</td>
<td>Ghosts of Mrs Gandhi</td>
<td>Anecdotal essay</td>
</tr>
</tbody>
</table>

**Section 5 Living in a Globalised World (40 Pages)**

<table>
<thead>
<tr>
<th>Text</th>
<th>Author</th>
<th>Genre</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>28.</td>
<td>Roland Barthes</td>
<td>Toys</td>
<td>Essay</td>
</tr>
<tr>
<td>29.</td>
<td>Bidhas Sen</td>
<td>Zero-Sum Game</td>
<td>Fiction</td>
</tr>
<tr>
<td>30.</td>
<td>C. B. Divakaruni</td>
<td>Indian Movie New Jersey</td>
<td>Poem</td>
</tr>
<tr>
<td>31.</td>
<td>Imtiaz Dharker</td>
<td>At the Lahore Karhai</td>
<td>Poem</td>
</tr>
<tr>
<td>32.</td>
<td>Edward Brathwaite II</td>
<td>Colombus</td>
<td>Poem</td>
</tr>
</tbody>
</table>

**Note**

1. It was felt that the first year of this course should be a transitional one from school and that an anthology of essays short stories and poems would be the best form. It was also felt that the course should look interesting, relevant and up-to-date, so as to attract students. The texts have been chosen under the broad rubric of The Individual and Society, that is, we have taken texts that raise questions of caste, class, gender, race and war, and how they affect the individual. As modern society moves towards globalisation, colonial exploitation takes new forms, people settle in new places to find work, and cross-cultural encounters become a daily part of life. These issues have been reflected in the final section. Since globalisation is now a fact of life we have not hesitated to use texts from all over the world, including some in translation. The texts are mainly twentieth-century: the earliest text dates from 1873, the latest from 1999.

2. These texts add up to about 140 pages, excluding introductory and other notes, exercises etc.
THIRD YEAR

POST-COLONIAL LITERATURES

One Paper with three Sections:

(a) Latin America

Short Stories

(i) Gabriel Garcia Marquez : Balthazar’s Marvellous Afternoon (5-6 pages)
(ii) Octavio Paz. : The Blue Bouquet (3.5 pages)
(iii) Joao Guimaraes Rosa' : The third Bank of the River (5 pages)
(iv) Author Clarice Lispector Love (6 pages)

Poems

Pablo Neruda
- Fable of the Mermaid and the Drunks
- The Portrait in the Rock
- Ode to the Clothes
- Tonight I can write

(b) Africa

(i) Novel Achebe Things fall Apart
(ii) Prose Ngugi Decolonising the Mind (5 page extract, not the same as BA Hons.)

(a) India

(i) Novel : Rohinton Mistry : Such A long Journey.
(ii) Play : Tendulkar : Silence ! The Court is in Session.
(iii) Story : Maheshweta Devi : The Hunt, tr. Gayatri Spivak

(b) in

1. nyfiga.xkoeqgjckj—inla[jk5] i="Bla[jk5]
2. dfyfiga.xkoeqgjckj—inla[jk13] i="Bla[jk13]
3. figa.xkoeqgjckj—inla[jk17] i="Bla[jk17]
<table>
<thead>
<tr>
<th>Reference</th>
<th>Title</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vachaspati Gerola</td>
<td>History of Sanskrit Literature</td>
<td>100</td>
</tr>
<tr>
<td>A.B. Keith</td>
<td>History of Sanskrit Literature</td>
<td>25</td>
</tr>
</tbody>
</table>

Dharmashastra in Contemporary Times - Edited by Mrs. Sudesh Narang
URDU

PAPER - I (1st Year)

MODERN & MEDIEVAL POETRY

SYLLABUS

Marks 75

Book Precribed - Intikhab -E-Manzumat (Part I & II)
Pub. Uttar Pradesh Urdu AcademY, Lucknow

Part-A: GHAZALIYAT

Wali Dacni: Ghazal No. 2,4
Momin: Ghazal No. 1,8
Hasrat Mohani: Gh. No. 2,4
Meer Dard: Gh No. 1,3,7
Mirza Ghalib: Gh. No. 1,4,9,11
Firaq Gaurakhpuri: Gh. No. 4,6,7
Shaad Azimabadi; Gh. No. 2,7

Meer Taqi Meer: Ghazal No. 2,5,6,14
Asghar Gondvi: Gh. No. 2,4
Faiz Ahmad Faiz: Gh. No. 4,5,6
Khwaja Aatish: Gh. No. 2,7
Fani Badayuni : Gh. No. 5, 6, 7
Daagh Dehlvi: Gh. No. 2,4

Part B: MANZOOMAT

Nazeer Akbarabadi: Aadmi nama
Maulana Hali; Marsiya-e-Delhi
Chakbast: Gokhley Kaya Marsiya
Iqbal : Shoia-e-Ummeed, Naa Shiwala
Akbar Allahabadi : Farzi Latifa
Akhtar Shirani : O Des Se Aanewale Bata
Majaz Lucknawi: Nazar-e-Aligarh
Josh Maleehabadi : Shikast-e-Zindan ka Khawab
Fazi : Subh-e-Aazadi
Akhtanrul Maan : Ek Ladka

Part C : QASEEDA, MARI SYA AND MASNAVI

Qaseeda :
1. Suada : Qaseeda ShahrAashoob
2. Zuaq : Dar Madh-e-Bahadur Shah Zafar

Marsiya :
1- Aneesi : Namak-e-Khawan-e-Takallum Hai Fasahat meri
   (Ibtidai 20 Bund)
2- Dabeer Dast-e-Khuda Ka Quwat-e-Bazoo Husain hai
   (Ibtedai 17 Bund)

Masnavi :
1 : Meer hasan : Masnavi Sehrul Bayan (Talkhees)

Recommended Books :-

1. Wali Se Iqbal Taak; Sayyad Abdulah, Education Book House, Aligarh
2. Urdu Qaseeda Nigari: Dr. Abu Mohammad Sahar
3. Urdu Masnavi Shumali Hind mein: Dr. GiyanChand Jain
4. Teen Masnaviyani : Khan Rasheed
5. Urdu Marsiye Ki Samajeyat : S.M. Aqeel Rizvi
6. Urdu Marsiye Ka Irteqa : Maseeh-uz-Zaman
7. Urdu Shaeri ka Fanni Irtaqa: Farman Fatehpuri
8. Jadeed Nazm Number : Saughat Banglore
10. Urdu Shaeri Ka Samaji Pas Manzar: Ejaz Hussain
11. Urdu Adab Ki Tanqeedi Tareehk : Ehtesham Hussain
I. Book Prescribed:

1. URDU KE SHAHKAR AFSANE: Ed. Prof. Sadique

Following Short Stories:

(i) Guzra Hua Zamana, Sir Sayyed
(ii) Kafan, Prem Chand
(iii) Aakhir Koshish, Hayatullah Ansari
(iv) Anandi, Ghulam Abbas
(v) Garm Coat, Rajinder Singh Bedi
(vi) TobaTek Singh, Saadat Hasan Manto
(vii) Aadhey Ghante Ka Khuda, Krishan Chandra
(viii) Gadariya, Ashfaq Ahmad.

2. CHAR NOVELETTE
   Qurratul Ain Hyder
   Pub. Educational Book House, Aligarh

   Following novelette:
   Seeta Haran

II. Classical Prose:

Sair Pehle Darwaish Ki, Bagh-o-Bahar, Meer Amman
Bandar Ki Taqeer, Fasana-e-Ajaib, Rajab Ali Beg Suroor
Khutoote Ghalib (1-25), Urdu-e-Maulla, Mirza Ghalib
Nahin Rehta, Such Aur Jhoot Ka Razm Nama, Narang-e-Khayal, Mohd. Hasan Azad

III. Drama:


Following four Dramas:

(i) Fankar (ii) Jonk (iii) Mahal Sara (iv) Chhotey Miyan

Short introduction of important literary movements with special reference to:
Fort William College, Delhi College, Aligarh Literary Movement, Tarraqui Pasand Tehreek

Books Recommended:

1. Naya Afsana: Waqar Azeem

2. Dastan Se Afsane Tak: Waqar Azeem

3. Urdu Ki Nasri Dastanein : Gyan Chand
   Pub. Uttar Pradesh Urdu Academy, Lucknow.

4. Tarraquki Pasand Tehreek Aur Urdu Afsana: Dr. Sadiq

5. Dastan Se Novel Tak: Ibne Kanwal


7. Wajhi Se Abdul Haq Tak: Sayyad Abdullah
PAPER - I (IIIrd YEAR)

Objective

This course shall prepare such student who would be able to write Feature, Short-story, Essay, Reportage, Drama, Book Review and writing for Radio and Television. It also develops talent, confidence among student to express themselves through his own writing. This course will also helpful to become a writer. The course has been design for the student of all streams of Urdu Language for B.A. course.

Unit - I :
The art of writing; A.-Tropes and figure (Simile, [        ] Pun [ ] Paradox [ ] Hyperbole, [ ] Euphemisms [ ] Irony [ ] Allusion [ ] Symbolism,[ ] and ambiguity, [ ]. He follows prose form of Lit. A---Language varieties=with reference to region, class, groups etc.

Unit-II :
Modes and forms of writing Prose :
B- Drama and Opera, The dramatic versions of narration, Dialogue, plot, Characterization, non-verbal/non preformateed element.
C- Poetry, Rhyme, [ ] Rhythm [ ] Meter [ ] Verse Forms [ ] Beher, Wazan, Radeef, Quafia, Ghazal, Nazm, Masnavi, Marsia, etc.

Unit - 3 :
Writing for Electronic Media and print media and its development through the ages [Urdu] commercials, short-play, interviews etc. [Radio and T.V. means a student have to write on cultural political economic, or issues such as gender sensitization which are prevailing in the society or issues, events of his /her surroundings in the form of Drama, Feature, Talk, survey report, etc. approved/ allotted by the college Department.]

C—History of Urdu journalism Urdu Service [A.I.R.] and T.V. of above mention prose form.

Practical—Marks 30.
A student have to write prose form [a short-story, reportage, a play, an essay, a feature, a survey report, out of them any four will be allotted by the Department of the college.

In an academic year and submit at the time of viva duly sign by the teacher. All prose forms will have equal marks.

VIVA—Marks 15
There will be on the spot practical test of writing any two-prose form or one prose & one poetic form as desired/allotted by the Department, as well as viva relating to theory of prose/poetic forms.

There will be one external and one internal examiner. Practical examination will be held in the respective colleges.

Books Recommended:
1. Tareekh-e-Sahafat-e-Urdulmdad Sabri
2. Urdu Mass Media
3. Iblaghiyat
4. Urdu Radio Aur Television Mein
   Tarseel -O- Iblagh
5. Khabar Nigari
6. Awami Zaraye Tarseel
7. Urdu Sahafat: Tarjuma-o- Ibarat
8. Television Nashriyat
9. Urdu Mein Reportage Nigari

Imdad Sabri
Fazlul Haq
Shahid Husain
K..A. Siddiqui
Shafey Qidwai
Ashaque Mohd Khan
Sayyad Ziaullah
Anjum Usmani
Abdul Aziz, Saqi book Depot, Delhi
PUNJABI COMPULSORY
(Note : For candidates who offered Punjabi in XIIth Class)

PAPER 1 (1st year)

SYLLABUS

1. Gurcharan Singh Arshi and Baljeet Kaur (ed.), Sagar-Sippian, Publication Bureau, Punjabi University, Patiala.
3. Para-writing
4. Answer of the questions after reading the given paragraph.
5. Functional Punjabi:
   A. Viakaran de buniyadi tatt.
   B. Punjabi dhuni-vioant: swar, vianjan, ucharan ang, ucharan sthan te vidhian.
   C. Bhasha Vanagian: bhasha da taksali rup, bhasha ate up-bhasha da antar, Punjabi up-bhashavan de pachhan-chinh.
   D. Shabad banhtar ate shabad-rachna: paribhasha, mudhle sankalap.
   E. Shabad Sharenian
   F. Naon-Vakansh ate Kiriya-vakansh.

Recommended Books :
2. Lal Singh ate Harkirat Singh, College Punjabi Viakaran, Punjab State University Text-book Board, Chandigarh.

PUNJABI OPTIONAL
(Note : For candidates who offered Punjabi in Xth Class and also for those who for some reasons could not offer it at any level)

PAPER I (1st year)

SYLLABUS

3. Punjabi muhavare ate akhaanh.
5. Functional Punjabi:
   A. Shabad rachna te vaak-rachna
   B. Kaarak
   C. Samanarthak ate vipreetarthak shabad
   D. Shabad-jorh te unhaan de nem
   E. Bahute shabadan di than ik shabad

Recommended Books :
2. Lal Singh ate Harkirat Singh, College Punjabi Viakaran, Punjab State University Text-book Board, Chandigarh.
PUNJABI COMPULSORY
(Note: For candidates who offered Punjabi in XIIth class)

PAPER I (IIInd year)

SYLLABUS

1. Gurcharan Singh Arshi and Satinder Singh (ed.), Kav-Suraan, Publication Bureau, Punjabi University, Patiala.
3. Precis-writing (Sankhep rachna)
4. Official letter-writing (Daftari chitthi-pattar)
5. Functional Punjabi:
   A. Mool viakarnik ikaiian di pachhan te sathapti
   B. Vak-banhtar ate vak-rachna
   C. Up-vak banhtar: pachhan ate karaj
   D. Shabad-jorhan de niyam
   E. Karak ate karaki sambandh
   F. Gurmukhi lippi dian visheshtavaan

Recommended Books:
2. Lal Singh ate Harkirat Singh, College Punjabi Viakaran, Punjab State University Text-Book Board, Chandigarh.

PUNJABI OPTIONAL

SYLLABUS

IIInd Year

4. Answers of the questions after reading the given paragraph.
5. Functional Punjabi:
   A. Vigiapan
   B. Shabad shakti
   C. Alankar: upama, roopak, yamak, atkathni, anupras
   D. Punjabi bhasha di vigianik banhtar
   E. Punjabi bhasha de registeran sambandhi jan-pehchan.

Recommended Books:
1. Punjabi Sanchar-yogta abhias, Punjab State University Text-Book Board, Chandigarh.
2. Dr. Lal Singh ate Harkirat Singh, College Punjabi Viakaran, Punjab State University Text-Book Board, Chandigarh.
IIIrd Year

(Note: For candidates who offered Punjabi in XIIth Class and also for those who offered Punjabi in Xth Class)

SYLLABUS

3. Bajwa, Ranjit Singh and Vir Singh Randhawa (ed.), Sabhiachar ate Punjabi Sabhiachar (Nibandh-sangrah), Guru Nanak Dev University, Amritsar.
4. (A) Bharati te Pachhmi alochana - pranali nal sambandhit mool sankalp, abhidha, lakshana, vianjana, rupak, upma, aucthya, rasa, alankar, vakrokti, sadharanikaran, virechan, classicivad, romancevad, yatharathvad, myth, sanrachna, prateek, bimb, shellie.
   (B) Literary Forms: Var, jangnama, qissa, Qafi, nibandh, nikki kahani, nazam, geet, gazal, rubaai, khulli kavita, novel, ikangi.

Recommended Books:

IIIrd Year

(Note: For candidates who offered Punjabi in Xth Class and also for those who for some reasons could not offer it at any level)

PAPER I (IInd Year)

SYLLABUS

3. Punjabi Bhasha, Upbhashavan ate Gur-mukhi lippi.

Recommended Books:
ASSAMESE

PAPER I (IInd Year)

SYLLABUS

Paper B: Poetry Marks 75

Books Prescribed

1. Sansayana edited by Dr. M. Neog, published by Sahitya Akademy, New Delhi

Paper II: Fiction and Drama Marks: 75

Books Prescribed

1. Fiction Jibanar Batat by B.K. Barua, Published by Lawyers Book Stall, Guwahati
2. “Karengar Ligiri” by Jyoti Prasad Agarwalla, (Drama) - Published by Lawyer Book Stall, Guwahati

Following author to be read :

a. Sayad Abdul Malik
b. Jogesh Das
c. Saurav Kumar Chaliha
d. Habendranath Sakia
e. Homen Bargohain
f. Mohim Bora
g. Nimupma Bargohain
h. Mamoni Goswami

Paper III: History of Literature Marks 75

1. Asamiya Sahityar Ruprekha by Dr. Maheshwar Neog - Published by Lawyers Book Stall, Guwahati -781001.

BENGALI

PAPER I: Poetry Marks: 75

Books Prescribed

   (The following pieces are prescribed)
   a. Sakhi Hamari Dukher nahi or - Vidyapati
   b. Soi Keba Sunaila Shyamanam — Chandidas
   c. Sukhera Lagia e ghar badhini — Jnanadas
   d. Kantaka gari kamala sama podatal — Govindadas
   e. Mon re krishi kaj Janona - Ramprasad
   f. Surjo jay asto giri aise jamini - Bharatchandra
   g. Dasharather Prati kekaye — Micheal Madhusudan
   h. Vandemataram: Bankimchandra
   i. Ektimatra : Rabindranath Tagore
   j. Sundar: Rabindranath Tagore

   (The following pieces have been prescribed)
   a. Saswati - Sudhindranath Datta
   b. Banalata Sen - Jibanananda Das
   c. Sangati - Amiya Chakraborti
   d. Ghorsawar-Bishnu De
   e. Micdishhiler Mukh - Subhas Mukhopadhyay
   f. Runner - Sukanta Bhattacharya
   g. Ami Kabi Jato Kamarer - Premendra Mitra
   h. Shikal Bhangar gan - Najrul Islam
   i. Kachi Dab : Jatindranath Sengupta
   j. Sinthi MorTheke : Radharani Debi
PAPER II: Fiction and Drama Marks: 75
The following texts have been prescribed:
   a. Aranyak - Bibhutibhushan 25 marks
      Bandyopadhyay
   b. Galpaguchchha (An anthology of short stories) - Rabindranath Tagore 25 marks
The following pieces have been prescribed:
   a. Chhuti, Shasti, Samapti, Strir Patra, Aparichita
   b. Buro Saliker Ghare Ro - 25 marks
      Micheal Madhusudan Datta

PAPER III: History of Bengali Literature Marks 75
The following book have been prescribed
   Bangla Sahityar Sampurna Itibritta - Asit Kumar Bandyopadhyay

PAPER I: Poetry Marks 75
Books Prescribed:

PAPER II: Fiction and Drama Marks 75
Books Prescribed:
1. 'Gotàvalà’ by Anand Yadav, Mauj Prakashan, Mumbai.
2. 'Sahà Kathàkâr’ Ed: Dr. Bhalchandra Phadke. Continental Prakashan, Pune.
3. ‘Kaunteya’ by V.V. Shirwadkar, Continental Prakashan, Pune.

PAPER III: History of Literature Marks 75
Books Prescribed:
1. ‘Pràcin Marathi Wangmayàcà Itihàs’ by L.R. Nasirabadkar, Phadke Prakashan, Kolhapur.
<table>
<thead>
<tr>
<th>ORIYA</th>
<th>SINDHI</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PAPER I: Poetry</strong></td>
<td><strong>PAPER I: Poetry</strong></td>
</tr>
<tr>
<td>Marks 75</td>
<td>Marks 75</td>
</tr>
<tr>
<td>Books Prescribed:</td>
<td>Books Prescribed:</td>
</tr>
<tr>
<td>1. 'Samchayan' - Central Sahitya Akademi, New Delhi 1975</td>
<td>1. 'Choond Sindhi Shair' Central Sahitya Akademy New Delhi</td>
</tr>
</tbody>
</table>

| **PAPER II: Fiction and Drama** | **PAPER II: Fiction and Drama** |
| Marks 75 | Marks 75 |
| Books Prescribed: | Books Prescribed: |

| **PAPER III: History of Literature** | **PAPER III: History of Literature** |
| Marks 75 | Marks 75 |
| Books Prescribed: | Books Prescribed: |
Tamil

PAPER I: Tamil Poetry

Marks 75

1. 'Nedunal Vadai' - by Nakkirar
2. 'Tamil Vidi Tudu' by Chokkanuadap Pulavar
3. Puratkik Kavi by Bharati Dasan

PAPER II: Tamil Fiction and Drama

Books Prescribed:

(i) Kalmaram (Novel) by Thilagavathi, Rudra Pathippagam, 14-A, First St., Arulananda Amma Nagar, Thanjavur-613007
(ii) Camibattiva Tamile Cirukadaigal (short stories) by Vallikkannan A. Siva Subramanian (Ed.) National Book Trust, A-5, Green park, New Delhi - 16
(iii) Bali Adugul by Dr. K. A. Gunasekaran. Kaavya, 14, First Cross Street, Trustpuram, Kodambakkam, Chennai - 24.

PAPER III: Histor of Tamil Literature:

Marks 75

Tamil Ilakkiya Varalaru by MU. VA. Sahitya Akadami, New Delhi - 1.

Telugu

PAPER I: Telugu Poetry

Marks 75

(i) Udankopakhanaamu by Nannaya.
(ii) Parasurama - Dhanurbhbangamu by Mallikarjuna Bhattu
(iii) Vitarana Veeramu by Bammara Potana
(iv) Chiluka Vishnusayujyamu anduta by Tenali Ramakrishna Kavi.
(vi) Matrutvam by Volga.

PAPER II: Telugu Fiction and Drama

Marks 75

(i) NOVEL - Chaduvu by Kodavatiganti Kutumba Rao, Visalandhra Publishing House, Hyderabad - 500 001.
(ii) SHORT STORIES -
2. Bharya by Gudipati Venkata Chalam.
6. Oorabavi by Kolakaluri Enoc.
(iii) DRAMA - Brahma Vivahamu by Kandukuri Veeresalingam.

PAPER III: History of Telugu Literature:

Marks 75

(i) Ancient period to 1500 A.D.
(ii) Prabandha Yugamu - From 1500 A.D. to 1857 A.D.
(iii) Modern Period.
Reference Books:

1. **Telugu Vangmaya Sangraha Charitra**  

2. **Telugu Sahitya Charitra** by Dwa. Na. Sastry,  

---

**FRENCH**

Marks 75

No. of classes per week: 4 periods + 1 tutorial period per group.

1 YEAR

**PAPER I:** Study of the Language 100 marks

- Communicative Grammar 35 marks
- Written comprehension and expression 20 marks
- Oral expression 20 marks
- Internal assessment 25 marks

**Text book:**

E. BERARD et al.: «Tempo I Methode de francais », ed. Didier/Hatier, 1996,  
Unites 1-8

**Additional material:**


Any other additional material required will be provided by the department

2nd YEAR

**PAPER II:** Study of the Language 100 marks

- Communicative grammar 30 marks
- Written comprehension and written expression 25 marks
- Oral expression 20 marks
- Internal assessment 25 marks

**Text book:**

E. BéArARD et al.: «Tempo I Methode de françaIs», ed. Didier/Hatier, 1996,  
Unites 9-12

E. BéArARD et al.: «Tempo 2 Methode de francaIs», ed. Didier/Hatier, 1996,  
Unites 1-3
Additional material:
Any other additional material required will be provided by the department.

3rd YEAR

PAPER III : French for specific purposes and Literature

<table>
<thead>
<tr>
<th>COMPONENT</th>
<th>MARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Study of simple Literary text</td>
<td>20</td>
</tr>
<tr>
<td>French for specific purposes</td>
<td>20</td>
</tr>
<tr>
<td>Translation</td>
<td>15</td>
</tr>
<tr>
<td>Oral expression</td>
<td>20</td>
</tr>
<tr>
<td>Internal assessment</td>
<td>25</td>
</tr>
</tbody>
</table>

Text book:
E. Bearard et al. : « Tempo 2 Methode de francais », ed. Didier/Hatier, 1996, Unites 4-9
A selection of short stories, poems and a novel/play from prescribed textbook and/or provided by the department.

French for specific purposes - Additional material to be provided by the department.
**GERMAN**

No. of classes per week: 4 periods + 1 tutorial period per group

### 1st YEAR

**PAPER I : Study of the language**

<table>
<thead>
<tr>
<th>Component</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communicative Grammar</td>
<td>35</td>
</tr>
<tr>
<td>Written comprehension and expression</td>
<td>20</td>
</tr>
<tr>
<td>Oral expression</td>
<td>20</td>
</tr>
<tr>
<td>Internal assessment</td>
<td>25</td>
</tr>
</tbody>
</table>

**Text book:**

W.R.GOYAL Publishers & Distributors, Delhi.

**Additional material:**

Sprachkurs Deutsch I, Verlag Moritz Diesterweg, Frankfurt am Main 1989
GOYL Saab Publishers & Distributors, Delhi.
Any other additional material required will be provided by the Department.

### 2nd YEAR

**PAPER II: Study of the language**

<table>
<thead>
<tr>
<th>Component</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communicative grammar</td>
<td>30</td>
</tr>
<tr>
<td>Written comprehension and expression</td>
<td>25</td>
</tr>
<tr>
<td>Oral expression</td>
<td>20</td>
</tr>
<tr>
<td>Internal assessment</td>
<td>25</td>
</tr>
</tbody>
</table>

**Text book:**

W.R.GOYAL Publishers & Distributors, Delhi.

**Additional material:**

Sprachkurs Deutsch 2; Verlag Moritz Diesterweg; Frankfurt am Main 1989 GOYL
Saab Publishers & Distributors, Delhi.
Any other additional material required will be provided by the Department.

### 3rd YEAR

**PAPER III : German for specific purposes and literature**

<table>
<thead>
<tr>
<th>Component</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Study of simple literary texts</td>
<td>20</td>
</tr>
<tr>
<td>German for specific purposes</td>
<td>20</td>
</tr>
<tr>
<td>Translation</td>
<td>15</td>
</tr>
<tr>
<td>Oral expression</td>
<td>20</td>
</tr>
<tr>
<td>Internal assessment</td>
<td>25</td>
</tr>
</tbody>
</table>

Text book:

W.R.GOYAL Publishers & Distributors, Delhi.

**Additional material:**

Sprachkurs Deutsch I, Verlag Moritz Diesterweg, Frankfurt am Main 1989
GOYL Saab Publishers & Distributors, Delhi.
Any other additional material required will be provided by the Department.
## SPANISH

No of classes per week: 4 periods + 1 tutorial period per group

### 1st YEAR

<table>
<thead>
<tr>
<th><strong>PAPER I: Study of the language</strong></th>
<th><strong>100 marks</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Communicative Grammar</td>
<td>35 marks</td>
</tr>
<tr>
<td>Written comprehension and expression</td>
<td>20 marks</td>
</tr>
<tr>
<td>Oral expression</td>
<td>20 marks</td>
</tr>
<tr>
<td>Internal assessment</td>
<td>25 marks</td>
</tr>
</tbody>
</table>

Text book:
J. S. Lobato et al., *Español Sin Fronteras*, Nivel Elemental, ed. 2003, SGEL

Additional Material
Additional material will be provided by the Department

### 2nd YEAR

<table>
<thead>
<tr>
<th><strong>PAPER II: Study of the language</strong></th>
<th><strong>100 marks</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Communicative grammar</td>
<td>30 marks</td>
</tr>
<tr>
<td>Written comprehension and expression</td>
<td>25 marks</td>
</tr>
<tr>
<td>Oral expression</td>
<td>20 marks</td>
</tr>
<tr>
<td>Internal assessment</td>
<td>25 marks</td>
</tr>
</tbody>
</table>

Text book:
J. S. Lobato et al., *Español Sin Fronteras*, Nivel Intermedio, ed. 2003, SGEL

Additional Material
Additional material will be provided by the Department

### 3rd YEAR

<table>
<thead>
<tr>
<th><strong>PAPER III: Spanish for specific purposes and literature</strong></th>
<th><strong>100 marks</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Study of literary texts</td>
<td>20 marks</td>
</tr>
<tr>
<td>Spanish for specific purposes</td>
<td>20 marks</td>
</tr>
<tr>
<td>Translation</td>
<td>15 marks</td>
</tr>
<tr>
<td>Oral expression</td>
<td>20 marks</td>
</tr>
<tr>
<td>Internal assessment</td>
<td>25 marks</td>
</tr>
</tbody>
</table>

Text book:
J. S. Lobato et al., *Español Sin Fronteras*, Nivel Avanzado, ed. 2003; SGEL

A selection of short stories, poems and a novel/play from prescribed textbook and/or provided by the department.

Spanish for specific purposes - material to be provided by the department

Additional Material
Additional material will be provided by the Department
ITALIAN

No of classes per week: 4 periods + 1 tutorial period per group

1st YEAR

PAPER I: Study of the language 100 marks

- Communicative Grammar 35 marks
- Written comprehension and expression 20 marks
- Oral expression 20 marks
- Internal assessment 25 marks

Text book:
1. Corrado Conforti-Linda Cuismano; Linea diretta 1, Corso di italiano per principianti, Edizioni Guerra, Perugia 1997
2. Corrado Conforti-Linda Cuismano. Linea diretta 1, Libro degli esercizi, Edizioni Guerra, Perugia 1997

Additional Material
Additional material will be provided by the Department

2nd YEAR

PAPER II: Study of the language 100 marks

- Communicative grammar 30 marks
- Written comprehension and expression 25 marks
- Oral expression 20 marks
- Internal assessment 25 marks

Text book:
1. Corrado Conforti-Linda Cuismano, Linea diretta 2, Corso di italiano a livello medio, Edizioni Guerra, Perugia 1997
2. Corrado Conforti-Linda Cuismano, Linea diretta 2, Libro degli esercizi, Edizioni Guerra, Perugia 1997
Additional Material

Additional material will be provided by the Department

3rd year

PAPER III: Italian for specific purposes and literature

<table>
<thead>
<tr>
<th>100 marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Study of literary texts 20 marks</td>
</tr>
<tr>
<td>Italian for specific purposes 20 marks</td>
</tr>
<tr>
<td>Translation 15 marks</td>
</tr>
<tr>
<td>Oral expression 20 marks</td>
</tr>
<tr>
<td>Internal assessment 25 marks</td>
</tr>
</tbody>
</table>

Text book:

Buttaroni, Susanna, Letteratura al naturale. autori italiani contemporanei. Bonacci 1989

A selection of short stories, poems and a novel/play from prescribed textbook and/or provided by the department.

Italian for specific purposes - material to be provided by the department.

Additional Material:

Additional material will be provided by the Department.
UNIT I

Prose
1. Sarzameen-e-Hind (Zaban-e-Farsi dar Hind)
2. Edi (Hijazi)
3. Too Niki Mi kun wa Dar Dajle Andaz
4. Kodak-e-Hoshyar
5. Dastan-e-Rusatm-o-Sohrab
6. Dastan-e-Siyawash

Poetry
1. Gazaliat-e-Amir Khusro (Tamam)
2. Shahrivar (Kdak-o-Khezan)
4. Iran (Sheikh Ahmad Kirmani)
5. Sobh (Yahaya Daulatabadi)
6. Darkhtkari (Abbas Yameeni Shareef)
7. Mathnavi Moulae Roomi (From begining up to Story of Tooti and Baqqal)

UNIT II

Translation of and unseen passage from English/Urdu/Hindi into Persian

UNIT IV

Reproduction of Persian Text into Simple Persian.

UNIT V

Short Notes on The Life and Works of Poets/Writers.
URFI

Har Sookhte Jani
Ay Mata-e-Dard

Iqbal

Mohavare Mabayen-e-Khuda Wa Insaan
(Diwan-e-Iqbal) page No. 114
Sarod-e-Anjum page No. 98

UNIT-III

Translation of an unseen passage from
English / Urdu / Hindi into Persian
Translation of an unseen passage from
Persian into English / Hindi/Persian

UNIT-IV

An Essay in Persian

UNIT-V

Short Notes on Poets and Authors related to text.

ARABIC

1st YEAR

SYLLABUS


2. Basic Arabic Grammar - The following topics are to be taught Word and its kinds, Masculine and Feminine, Definite and Indefinite, Singular, Dual, Plural, Sound Masculine Plural, Sound Feminine Plural, Broken Plural, Demonstrative Pronoun, Detached Pronoun, Attached Pronoun, Genitive Phrase, Adjectival Phrase, Preposition, Nominal Sentence, The Subject & Predicate, Verbal Sentence, The Doer, The Object, The Object of time and place. Conjugation of Past Tense, Conjugation of Present Tense, Active voice. Passive voice. Patterns of Healthy Trilateral Verbs.

3. Translation from Arabic into Urdu, Hindi or English.

4. Sentence formation.

5. Translation from English into Arabic

Prescribed Book:

Al-Qiratul wadihah- Wadiuz Zaman Kairanwi, Markazi Bookdapo, Matia Mahal, Delhi.

Books Recommended:


2nd YEAR

SYLLABUS

1. Reading, comprehension and translation of the text.


The following lessons only:
1,2,3,14,16,21,27,28,33,40-1,41 1-11,53,57,59.
Vol. II The following lessons only:
2,4,13,18,22,24,33,35,36,45,52,54.

2. Summarizing of the lessons.

3. Define, enumerate and exemplify the following Arabic grammar topics;
   Inna and its sisters, Kana and its sisters, the Five irregular nouns, circumstan-
   tial phrase or sentence, noun for specification, healthy and weak verbs, some
   irregular verbs, patterns of derived, trilateral and quadrilateral verbs:
   Taf’il, mufa’alah. if-al. tafa’ul, infi ‘al, ifte’al, istef’al, ifilal. fa-lala, tafa’lala
   subjunctive particles jussive particles

4. Reading the passage and answering the subsequent questions in the light
   of the paragraph.

5. Translation from English into Arabic.

6. Analysis of the sentences.

Books Recommended :

IIIrd YEAR

SYLLABUS

1. Text from Al-Qirat al-Rasheedah by Abdul Fattah Sabri and Ali Omer (Selected
   lessons from Vol. Ill and IV)
   Vol. Ill-lesson bearing the following Nos: 3,6,15, 17, 40, 41, 43,51,53, 54, 57, 69.
   Vol. IV- Lessons bearing the following Nos:
   4-1, 5-II,6-III, 7,9, 19,20,22,31, 32, 35,40,46.

2. Advanced Arabic grammar; the following topics - Absolute object, Object
   of reasoning. Object of company. Declinable and undeclinable noun, noun
   of instrument, Noun of place and time. Comparative and superlative Degrees,
   Ism al-sifah. Noun of exaggeration, Ism al-Maqsoor, Ism al-Manqoos,
   Particles of conditions and Asma al-Afal.

3. Composition of short essays.

4. Letter writing in Arabic

5. Re-writing passages by putting vowels

6. Summarization of the lessons

Books Recommended :
2. Commercial letter writing, Dr. Abu Bakr
3. Arabic Made Easy, Abul Hashim
4. Arabic Grammar G.W.Thatcher
Discipline Courses in other Subjects

1. Mathematics
2. Computer Science
3. Operational research
4. Statistics
5. Philosophy
6. Linguistics
7. Buddhist Studies
8. Music
9. Psychology
10. Home Science
11. Geography
12. History
13. Political Science
14. Sociology
15. Economics
16. Commerce

MATHEMATICS

PAPER I
PAPER I: Algebra and Calculus

SECTION - I

SECTION - II

SECTION - III
Limit and Continuity, Types of discontinuities. Differentiability of functions. Successive differentiation, Leibnitz’s theorem, Partial differentiation, Euler’s theorem on homogeneous functions.

SECTION - IV
Tangents and normals, Curvature, Asymptotes, Singular points, Tracing of curves.

SECTION - V
Rolle’s theorem, Mean Value Theorems, Taylor’s Theorem with Lagrange’s & Cauchy’s forms of remainder. Taylor’s series, Maclaurin’s series of sin x, cos x, e^x, log(1+x), (1+x)^n. Applications of Mean Value theorems to Monotonic functions and inequalities. Maxima & Minima. Indeterminate forms.

SECTION - VI
Reduction formulae, Integration of irrational and trigonometric functions. Properties of definite integrals. Quadrature, Rectification of curves, Volumes and areas of surfaces of revolution.
PAPER II

Geometre, Differential Equations and Algebra

UNIT-I: Geometry

Techniques for sketching parabola, ellipse and hyperbola. Reflection properties of parabola, ellipse and hyperbola and their applications to signals, classification of quadratic equation representing lines, parabola, ellipse and hyperbola.

UNIT-II: 3-Dimensional Geometry and Vectors

Rectangular coordinates in 3-space; spheres, cylindrical surfaces cones. Vectors viewed geometrically, vectors in coordinate system, vectors determine by length and angle, dot product, cross product and their geometrical properties.

UNIT-III: Ordinary differential equations

First order exact differential equations including rules for finding integrating factors, first order higher degree equations solvable for x, y, p, Wronskian and its properties, Linear homogeneous equations with constant coefficients, Linear non-homogeneous equations. The method of variation of parameters. Euler’s equations. Simultaneous differential equations. Total differential equations.

Applications of ordinary differential equations to Mixture Problems, Growth and Decay, Population Dynamics and Orthogonal trajectories.

UNIT-IV: Partial differential equations

Order and degree of partial differential equations, Concept of linear and non-linear partial differential equations, formation of first order partial differential equations. Linear partial differential equations of first order, Lagrange’s method, Charpit’s method, classification of second order partial differential equations into elliptic, parabolic and hyperbolic through illustrations only.

Applications to Traffic Flow.

UNIT-V: Algebra

Integers modulo n, Permutations, Groups, subgroups, Lagrange's Theorem, Euler's Theorem, Symmetry Groups of a segment of a line, and regular n-gons for n=3, 4, 5 and 6. Rings and subrings in the context of C[0,1] and Zn.

UNIT VI: Applied Algebra

Latin Squares, Table for a finite group as a Latin Square, Latin squares as in Design of experiments, Mathematical models for Matching jobs, Spelling Checker, Network Reliability, Street surveillance, Scheduling Meetings, Interval Graph Modelling and Influence, Model, Picher Pouring Puzzle, Travelling Sales Person Problem.

Note: The required number of lectures is: Six lectures per week

Maximum Marks: 100
Internal assessment: 25
Annual Examination: 75

Contents:

Unit I: sections 11.4,11.5 of [1] may be referred.
Unit II: sections 12.1 to 12.6, 13.1 of [1] may be referred. Familiarization of pictures in 12.7.
Unit III: Chapters 2, 3, 4, 7 of [2] may be referred.
Unit IV: Chapters 2, 3 of [3] may be referred.
Unit V: Chapter 1-sec.4, Ch. 2-sec.3, Ch. 3-sec.1.4 (upto 1.4.2), Ch.3-sec.3.6 (upto3.6.3) of [4] may be referred.
Unit VI: Chapter 12-sec.1.4 of [5], Ch.1-sec.1.3, 3.2, 3.3 of [6].

Recommended Books:

SELECTED TOPICS IN MATHEMATICS

IIIrd YEAR

Compulsory Part

UNIT-1 Analysis (38 marks)

Order completeness of Real numbers, open and closed sets, limit point of sets, Bolzano Weierstrass Theorem, properties of continuous functions, Uniform continuity.

Sequences, convergent and Cauchy sequences, sub-sequences, limit superior and limit inferior of a sequence, monotonically increasing and decreasing sequences, infinite series and their convergences, positive term series, comparison tests, Cauchy’s nth root test, D’ Alembert’s ratio test, Raabe’s test, alternating series, Leibnitz’s test, absolute and conditional convergence.

Riemann integral, integrability of continuous and monotonic functions, improper integrals and their convergences, comparison tests, Beta and Gama functions and their properties, Pointwise and uniform convergence of sequences and series of functions, Weierstrass M-test, Uniform convergence and continuity, Statement of the results about uniform convergence and integrability or differentiability of functions, Power series and radius of convergence, Fourier series.

UNIT-2 Computer Programming (13 marks)

Programming: Preliminaries, constants, variables, type declaration, expressions, assignment statements, input-output statements, Control statements, functions, Arrays, simple programs using these concepts. Control statements, functions, arrays, Format specification.

Books Recommended:

UNIT-3: (24 marks)

Any one of the following:
1. Numerical Analysis
2. Discrete Mathematics
3. Mathematical Statistics
4. Mechanics
5. Theory of Games

1. Numerical Analysis (24 marks)

Solution of linear equations: Gaussian elimination including pivoting and scaling, Iterative methods: Gauss Jacobi and Gauss Siedel methods, Convergence of iterative methods, Roots of Non-linear equations, Bisection method, Newton’s method, rate of convergence.

Interpolation: Lagrangian interpolating polynomials, divided difference, error analysis, Numerical integration: Newton - cotes integration formula, the trapezoidal rule, the Simpson’s rule, Gaussian Quadrature.

Books Recommended:

2. Discrete Mathematics (24 marks)

Basics of Graph Theory: Introduction, Paths and cycles, Hamiltonian cycles and the Travelling Sales person problem, A shortest -Path Algorithm, Representation of Graphs, isomorphism of graphs, Planar graphs.

Boolean Algebras and circuits: Combinatorial circuits, Properties of combinatorial circuits, Boolean Algebras, Functions and synthesis of circuits.

Books Recommended:

3. Mathematics Statistics: (24 Marks)

   Review Unit: Measures of Central tendency, Measures of dispersion, classical Definition of Probability.

   Measures of skewness and kurtosis Bivariate data, Scatter diagram, principles of least squares and its application in fitting of curves, correlation, Rank correlation and linear regression.

   Axiomatic definition of probability, simple theorems, probability and conditional probability, events, Bayes theorem with illustrations, Random variable, concept of mathematical expectations and its simple properties, moments and moment generating functions.

   Discrete and continuous distributions: Binomial, Poisson, geometric, uniform and normal distributions and their simple properties, central limit theorem.

Books Recommended:

4. Mechanics: (24 marks)

   Laws of friction, conditions of equilibrium of coplanar forces acting on a rigid body, centre of gravity, work and potential energy. Principle of virtual work, General force systems, Total force, Total moment relative to a base point force, Total moment relative to a base point.

   Newton’s Laws of motion, simple Harmonic motion, simple pendulum, projectiles, constrained motion in a circle, work and energy, orbital motion, motion of a particle under a central force.

Books Recommended:

5. Theory of Games: (24 marks)

   Introduction to linear programming, simplex algorithm, Duality in linear programming, statement of complementary slackness theorem.

   Statement of Fundamental Theorem of rectangular zero-sum games, properties of optimal strategies, Relation of dominance, Methods of solving rectangular Zero-sum games, Equivalence of rectangular games and linear programming.

Books Recommended:
1. G.Hadley, Linear Programming, Addison Wesley, 1980
PAPER I: Computer Fundamentals and Software Packages

**Computer Fundamentals:** Logical organization of a computer, memory, input-output devices, secondary storage devices, data representation.

**User Computer Interface:** User interface with the operating system (Linux/Windows), settings of monitor display, installing a new hardware and software, disk clean up, virus detection, protection and removal utilities, security of files, folders and networked drives, importance of passwords.

**Document Preparation:** Creating documents, formatting text, use of appropriate fonts, styles, layouts, mail merge, tables and pictures.

**Spreadsheet Handling:** Creating spreadsheet, use of labels, formatting text, date and time, mathematical, statistical and logical functions, graphs.

**Multimedia:** Multimedia basics, hardware, software; file formats, storage and standards; multimedia system architecture paradigms.

**Presentation Software:** Preparing a presentation including animation, sound, transitions and objects.

PAPER II: Database and Internet Technologies

**Databases:** Introduction to databases, database architecture, relational database system, constraints, data manipulation, database design using ER diagrams and normalization, SQL.

**Internet Technology:** Introduction to network terminology -LAN, MAN, WAN, transmission media and network topology; internet and intranet, LAN interconnection to internet; internet services-file transfer, remote login, electronic mail, e-mail configuration; Web technology: webmail, World Wide Web, web browser, web server and its capabilities, static and dynamic web documents, designing web pages using HTML, hyper-links, tables, frames, images, forms; hosting options and domain name registration; Java Script, dynamic HTML; dynamic web page generation techniques using ASP.

PAPER III:

**Elective I:**

**Programming in Visual Basic (VB)**

Identifiers, data types, assignment, operators and expression types, I/O statements, control structures, structure of VB program, built-in and user defined types, subroutine, functions, public, private, and static; and Dim statement.

Forms and built in controls, properties and events, code module, scale modes, printer object (printing text, setting fonts, graphics), common dialog boxes, picture controls, image-controls, send keys, MS- Common controls, error handling, classes, control arrays, MDI, SDI, file handling - text files.

Database Interface: Review of ANSI SQL, ODBC, DB- engine, workspaces, databases, recordsets, data bound control, Active X controls, ADO, Active X Data controls, RDO, data view window, data environment designer, data report utility.

Use of Visual Basic (VB) for transaction management, concurrency control, interfacing with RDBMS, backend stored procedure usage.

**Elective II**

**Multimedia Systems and Applications**

Multimedia Input Devices: Scanner, digital camera, microphone, video camera type setter.

Multimedia Output Devices: Sound/speaker, colour monitors, printers, storage devices: CD Roms, DVD.

Coding and Compression Formats for Image, Audio, Video.

Nonlinear Form of Presentation: Hypertext, hypermedia, human/computer interaction.

Cognitive Aspects of Information Transfer: Various models of structuring of content methodology for developing multimedia CDROMs.

Use of Multimedia tools: Sound editor, video editor, animator, authorising tools Multimedia databases, multimedia applications in education, libraries publishing, art and culture, medicine and industry.
PAPER I : Fundations of Operational Research


Linear Algebra: Determinant, Rank and Inverse of a Matrix, Eigen Values, Eigen Vectors, Vectors Space, Linear Dependence and Independence, Solution to System of Linear Equations, Basic Solution, Basis and its properties. Convex Sets and their properties : Extreme points and hyper plane.


Probability Distribution: Discrete (Binomial, Poisson and Geometric) and Continuous (Uniform, Exponential and Normal), Correlation and Regression, Estimation and Test of Significance of $\bar{x}$ and $S^2$.

Suggested Reading :

PAPER - II : Operational Research - I

Linear Programming


Inventory Management

Concepts and problems in inventory management. Classification of items: ABC, VED & FNSD. Different costs in inventory systems. Deterministic inventory models with or without shortages and with or without lead time. Safety Stock level. Single period stochastic inventory models.

Queueing Theory

General concepts of queueing system. Measure of performance, Arrival and service processes, single server and multi server models, channel in parallel and in series with limited and unlimited size. M/M/I, M/M/C, Birth and Death queueing systems.

Suggested Reading :
Dynamic Programming & Integer Programming


Reliability Theory


Scheduling

Basic Concepts of Project Management. Project Scheduling using PERT and CPM. Project Crashing.

Introduction to Sequencing.

N jobs 2 machines & N jobs 3 machines flow shop problem.

2 jobs- m machines job shop problem.

Suggested Reading:

STATISTICS

PAPER I: Probability and Statistical Methods-I

Important concepts in probability, classical, relative frequency and axiomatic approaches to probability and their merits and demerits, conditional probability, independence of events, additive and multiplicative laws of probability for two events only, Bayes theorem and its applications.

Discrete and continuous random variables, probability mass/density functions, mathematical expectation and its properties, moments, moment generating function, measures of central tendency, measures of dispersion, skewness and kurtosis.

Concept of bivariate, marginal and conditional distributions, correlation and regression for two variables, rank correlation, method of least squares and fitting of curves.

Standard univariate discrete and continuous distributions: Binomial, Hypergeometric, Geometric, Negative Binomial, Poisson and Normal and their properties.

PAPER II: Probability and Statistical Methods - II

Chebyshev’s inequality, Weak law of large numbers. Strong law of large numbers (statement only), Central limit theorem for independent identically distributed random variables with finite variance and its applications.

Parameter and statistic. Sampling distribution. Standard error, Sampling distributions of sample mean and sample variance for normal distribution, sampling distributions of t, F and chi-square statistics and tests of significance based on them. Large sample tests for single proportion and difference of two proportions, single mean and difference of two means, standard deviation. Simple numerical problems based on t, F, chi-square and large sample tests. Transformation of random variables.

PAPER III: (Any one of the following two optional papers)

Option (i) : Statistical Inference, Regression Analysis and Design of Experiments

Point estimation, requirement of a good estimator - consistency, unbiasedness, efficiency and sufficiency. Cramer-Rao inequality, minimum variance unbiased estimators, method of maximum likelihood, confidence intervals (assuming normality) for means, proportions, difference of means and of proportions.

Statistical hypothesis, critical region, two kinds of errors, level of significance and power of a test, Neyman-Pearson lemma (statement only), critical regions for simple hypotheses. Sign test and run test.

Fitting a straight line in matrix terms, variance and covariance of \( b_1 \) and \( b_2 \) from the matrix calculations, Bivariate and multiple linear regression. Linear models, Best linear unbiased estimator (BLUE), Gauss-Markov theorem, estimation of error variance.

Analysis of variance in one-way and two-way classified data with equal number of observations per cell, Basic principles of experimental designs, completely randomised, randomised block and latin square designs.

Option (ii) : Applied Statistics

Time Series and its components with illustrations, additive and multiplicative models, determination of trend by method of least squares, measurement of seasonal fluctuations by ratio to trend method.

Sources of demographic data, measures of fertility and mortality, standardised death rate, total fertility rate, gross reproduction rate, net reproduction rate, life tables and its features and applications.

Process and product control, producer’s and consumer’s risks, control charts for variables and attributes - \( \bar{X}, R \) and \( p \).

Need for sampling, principle steps in the conduct of sample surveys, simple random sampling, stratified random sampling, systematic sampling, ratio and regression methods of estimation.
PHILOSOPHY

PAPER - I : Logical Reasoning

Section - A (W.E. Marks :20)
Classification of Propositions and distribution of terms.

Traditional square of opposition and its Critique (Existential Import), Immediate inferences: Conversion, Obversion and Contraposition.

Mediate Inference (Categorical Syllogism), figures and moods, special rules governing each figure, rules and fallacies.

Section-B (W.E. Marks :40)
Types of truth Functions (Negation, Conjunction, Disjunction (Alternation), Conditional (Material Implication), Bi-conditional (Material Equivalence), Sheffer’s Stroke function. Interdefinability of Truth Functions.

Symbolization

Truth and validity. Decision procedures: Truth Table Method, Reductio ad absurdum

Formal proof of validity using only first nine rules of inference.

Predicate Logic: Universal and existential quantifiers, symbolization of sentences.

Section-C (W.E. Marks 15)
Informal fallacies - Definition and Examples

Readings:

PAPER - II : Ethics : Theory and Pratice

Section - A (W.E. Marks :40)

1. Ethics: A definition of the field and its demarcation from the fields of customs, conventions and laws.
3. Deontological Ethics: Immanuel Kant, concept of Duty, Good will, Categorical Imperative.

Section -B (W.E. Marks 20)

5. Euthanasia
6. Female Foeticide
7. Capital Punishment
8. Cruelty to Animals

Section -C (W.E. Marks 15)

9. Purusârtha
10. Nîskaṇa Karma
11. Buddhist and Jaina Ethics
12. Gandhi’s Concept of Ahi śâ

Readings for Section - A :


2. Aristotle, Nichomachean Ethics
   Book I 1094A - 1096A
   Book II 1103A - 1109B
   Book III 1110A - 1119B


Readings for Section - B


Readings for Section-C:


2. Bhagvad Gita, Ch. 2 and 3


‘On Ahimsa’ (Oct. 1916)
‘The doctrine of Sword’ (Aug. 1920)
‘Non-Violence’ (March 1922)

PHILOSOPHICAL DEBATES

PAPER III

SECTION - A


4. Sartre’s Critique of Determinism and his Humanism.


Readings:


3. (i) John Locke, An Essay concerning Human Understanding, London, 1706, Ch.XXIII.


SECTION - B

6. Carvaka's rejection of consciousness, Critique by Śaṅkhya and Advaita Vedānta.


8. Jain Anekāntavāda, Critique by Āmkaṇa.


10. Śaṅkhya dualism, Critique by Śaṅkara.

11. Śaṅkara's Concept of Brahma and Māyā, Critique, by Rāmānuja.

Readings:

6. (i) Śaṅkhya Pravacana Śūra : iii-21-22
   (ii) Brahma Śūra Samkara Bhāṣya. (SBS) 3.1.54.

7. (i) Nyāya jarī Motilal Banarasidas, Delhi pp 358-456,
   (ii) S.B.S 2, ii 25-30

8. S.B.S. 2. ii 32-34

9. (i) Śyādvāda jarī, Ch. On iśvara, 29-36
   (ii) Kumārila Śloka-vārtika, Ganganath Jha (tr), Ch-16, 47-51

10. SBS 2. ii 1-16

11. Rāmānuja Brahma Śūra 1 i.i. and 2 i.1
IInd YEAR

Course L002 Aspects of language and Linguistic Behaviour

UNIT I: Morphosyntactic Processes
Processes of word formation; structure of word, segmentation and analysis; type of sentences: Declarative, Interrogative [Yes-no, Wh- questions]; embedded sentences [coordination, complementation, relativization etc].

UNIT II: Language and Society
Scheduled and nonscheduled languages of India; regional speech varieties: lexical and phonological description; social differentiation of language; language and social inequality.

UNIT III: Language and Mind
Language as biological behaviour, brain and language; language faculty and language acquisition, motherese; normal and pathological language.

UNIT IV: Language and Machine
Computational linguistics and Natural language processing; parsing and generation, computer aided translation and language teaching.

UNIT V: Language and Literature
The relation of language to literature; emotive versus scientific language; standard language versus poetic language; stylistics and its relation to semiotics, aesthetics, and poetics; language variation and style.

Suggested Readings:

IIIrd YEAR

Course L003 Issues in Linguistic Applications

UNIT 1: Linguistics and Language Teaching
Learning theories and language teaching; notions of mother tongue (M.T.), other tongue (O.T.), second and foreign language teaching; methods of language teaching; syllabus design and language testing.

UNIT II: Linguistics and Translation
Principles of translation; different stages of translation; types of translation, interpretation and transcreation; problems of translation.

UNIT III: Linguistics and Business Communication
Interpersonal and business communication; message structure and message rewriting; effective textual strategies; clarity, conciseness, consistency and coherence; content, style and persuasion; document summarization; report writing.

UNIT IV: Linguistics and Lexicography
Structure and function of lexeme, types of dictionaries; dictionary making: collection, selection and organization of materials; problems in dictionary making.

UNIT V: Clinical Linguistics
Linguistics and language pathology; neurolinguistics and linguistic aphasiology; aphasia, agrammatism and dyslexia; speech pathology and stuttering.

Suggested Readings:
BUDDHIST STUDIES

PAPER - I

History of Origin and Development of Buddhism

(a) (i) Life of the Buddha 25
(ii) Origin and Development of Buddhist Sangha
(iii) Socio-Political aspects of Early Buddhism

(b) (i) Various Buddhist councils 25
(ii) Royal Patronage to Buddhism (Ashoka, Kanishka and Harsha)
(iii) Development of Various school of Buddhism

(c) (i) Spread of Buddhism outside India (Sri Lanka, Myanmar, China and Tibet) 25
(ii) Decline of Buddhism in India
(iii) Revival of Buddhism and neo-Buddhist movement in India

(d) Internal Assessment 25

Suggested Readings:

2. G.C. Pande, Studies In The Origins Of Buddhism, Allahabad, Allahabad University; 1957.
Buddhist Thought and Teachings

(a) (i) Basic Teachings of the Buddha
       (Four Noble Truths, Noble Eightfold Path, Theory of Dependent Origination, Nirvāṇa).
(ii) Three characteristics (Trilakshana) of the world
       (Anitya, Anīma, and Duhkha)
(iii) Buddhist Theory of Karma and Rebirth.

(b) Schools of Buddhist Philosophy: Sthaviravāda, Sautrāntika,
       Vaibhāṣika, Vijñānavāda, Mādhyamika.

(c) Buddhist concepts: Triratna, Trikāya, Brahmavihāra, Arahat,
       Bodhisattva, Pāramitā, Sila, Samādhi, Prajñā.

(d) Internal Assessment.

Suggested Readings:

11. N. Dutt, Buddhist Sects in India, Delhi; 1978.
12. Th. Stcherbatsky, Conception of Buddhist Nirvana, Leninrad; 1927.
1. Buddhist Educational Centers, Places and Art & Architecture 35 marks
   (a) Important Buddhist Educational Centres: Nalanda, Vikramashila, Odantapuri, Taxila.
   (b) Places of Buddhist Interest in India: Lumbini, Kapilavastu, Bodha-Gaya, Sarnath, Rajgir, Nalanda, Sravasti, Vaisali and Pataliputra. 10
   (c) Buddhist Art & Architecture 15
      (i) Schools of Buddhist Art: Gandhara, Mathura, Sarnath.
      (ii) Buddhist Cave Temples: Ajantà, Bhaja, Karle, Kanheri.
      (iii) Stupas & Caityas.

2. Rights and Duties of a ruler & Relevance of Buddhism in the Contemporary World 40 marks
   (a) Rights and Duties of a ruler 15
      (i) Rights and Duties of a ruler
      (ii) Formation of States.
      (iii) Duties of Son, Daughter, Students and Teachers.
   (b) Buddhist Ethical Values 10
      (i) Bio-ethics
      (ii) Environmental ethics
      (iii) Buddhism and Humanistic ethics
   (c) Buddhist response to social problems 10
      (i) Caste System
      (ii) Gender Issues
      (iii) Communal Harmony
      (iv) Violence

3. Internal Assessment 25 marks

Suggested Readings:

MUSIC
Hindustani Music (Vocal & Instrumental)
Layout and Courses of Study

PAPER - I
Theory (Unit - I) 38 marks

Theory of Indian Music (General) & Biographies of important Musicians, Composers and Musicologists.

There will be three sections; Candidates shall have to answer one question from each section, and two from any of the three sections, thus five questions in all.

Section - I
Study of the following terms:
(a) Nad, Pitch, Timbre, Intensity, Shruti, Swar, Saptak, Vadi, Samvadi, Anuvadi, Vivadi, Gamak, Alankar, That, Raga and its Lakshana, Tala.
(b) Study of the prescribed Ragas and Talas

Section - II
Biographies of Western and South Indian Musicians - Beethoven, Bach, Mozart, Thyagaraja, Shyama Sastri, Purandara Das.

Section - III
Biographies of North Indian Musicians -
Jayadeva, Ameer Khusro, Mansingh Tomar, Tansen, Maseet Khan, Raza Khan, Faiyyaz Khan, Abdul Karim Khan, Allauddin Khan.

Internal Assessments 12 marks

PAPER-I : Practical (Unit - 2) 38 Marks

Ragas : Alhaiya Bilawal, Yaman, Bhairav, Vrindavani Sarang, Jaunpuri, Bhimpalasi.

Vocal Music:
(a) Vilambit khyal in any two ragas
(b) One Dhrupad or one Dhamar in any raga other than the ones for vilambit khyal.
(c) Madhalaya Khyal in all the Ragas.
(d) Ability to recite the thekas of the following talas along with Tali and Khali : Teental, Jhaptal, Ektal, Chautal, Dhamar tala.
(e) Elementary knowledge of Tabla playing and also ability to play the theka of Teental.

Instrumental Music:
(a) Two Masitkhani Gats in any two Ragas.
(b) Razakhani Gats in all the Ragas.
(c) One Gat in any tala other than Teental.
(d) Ability to recite the thekas of the following talas along with Tali and Khali (same as in Vocal Music).
(e) Elementary knowledge of the Tabla playing and also ability to play the theka of Teental.
PAPER II (THEORY)

PAPER - II Theory (Unit I) 38 marks

Ancient and Medieval history upto Sharngadev and study of Ragas and Talas of I & II Year.

There will be three sections. Candidates shall have to answer two questions each from sections I and II and one question from section III. Thus five questions in all.

Note : - Writing of compositions in notation is compulsory.

Section - I
2. Brief study of the musical references found in the Ramayana and the Mahabharata.
3. Study of Natyashastra with reference to Jati and instruments.
5. Study of Sangeet Ratnakar with special reference to swara, classification of Ragas, Anibaddha and Nibaddha gana and Sthaya.

Section - II
1. Detailed study of the Ragas and Talas prescribed in I & IInd year.

Section - III
1. Writing of Composition in notation : Vilambit khyal, Dhrupad, Dhamar, Maseet Khani gat, Razakhani gat. Also Razakhani gat in any tala other than Teental.

Internal Assessment 12 Marks

PAPER - II Practical II (Unit-II) 38 Marks

Ragas - Bihag, Des, Malkauns, Bhupali, Hamir, Ramkali

VOCAL
(a) Vilambit khyal in any two Ragas.
(b) One Dhrupad or one Dhamar in two different Ragas.
(c) Madhyalaya khyal in all the Ragas.
(d) Ability to recite the thekas of the following talas along with Tali and Khali: Teental, Jhaptal, Ektal, Chautal, Dhamar, Dadra, Kaharva, Tilwada.
(e) Elementary knowledge of the technique of Tabla playing, also ability to play the thekas of Teental, Chautal and Ektal.

Instrumental:
(a) Three Masitkhani Gats in any three Ragas.
(b) Razakhani Gats in all the Ragas.
(c) Ability to recite the thekas of the following talas along with Tali and Khali - Teental, Jhaptal, Ektal, Chautal, Dhamar, Kaharva, Tilwada.
(d) One Gat in any tala other than Teental.
(e) Elementary knowledge of the technique of Tabla playing, also ability to play the thekas of Teental, Ektal, and Chautal.

Books Recommended:
2. Brihaddeshi - Matanga Muni.
7. Selected compositions available with teachers for Instrumental Music.
8. Other Hindi/English books suggested by teachers.

Books Recommended : 12 Marks

PAPER-III Theory (Unit I) 38 Marks

Theory of Indian Music (General and Applied) and History of Indian Music from the post Sharngadev period to modern Times.

There will be three sections. Candidates shall have to answer one question each from Sections I, II and III and two questions from any of the sections.
Section - I
(a) General discussion and definition of the following: Zamzama, Ghaseet, Soot, Kritan, Alap-Jor-Jhala, Equal Temperament, Just Intonation, Major minor Semi Tone, Dhrupad,Dhamar, Khyal, Thumri, Dadra, Tarana and Tappa.
(b) Detailed study of the Ragas of III year and Comparative study of the Ragas prescribed in I, II and III year.
(c) Writing of Talas and Compositions in notation.

Section - II
Swaras and Melas in Swaramelakalanidhi, Sangeet Parijat, Raga Tarangini, Chaturdandi Prakashika.

Section - III

Internal Assessment
12 Marks

PAPER III - Practical III - (Unit 2)
38 Marks

Ragas - Kedar, Puriya Dhanashri, Jaijaiwanti, Bageshree, Kafi, Todi.

Vocal :
(a) Vilambit khal in two Ragas.
(b) One Dhrupad or one Dhamar/Tarana or Sadra in two different ragas.
(c) Madhyalaya khyals in all the Ragas.
(d) Ability to recite the thekas of the following Talas along with Tali and Khali:
   Teental, Jhaptal, Ektal, Chautal, Dhamartal, Dadra, Kaharva, Tilwada, Roopak.
(e) Ability to play the thekas of the following talas on the Tabla:
   Teental, Ektal, Chautal, Dhamartal, Jhaptal.

Instrumental Music:
(a) Three Masitkhani Gats in any three Ragas.
(b) Razakhani Gats in all the Ragas.
(c) One Gat in any tala other than Teental.
(d) Ability to recite the thekas of the following Talas along with Tali and Khali:
   Teental, Jhaptal, Ektal, Chautal, Dhamartal, Dadra, Kaharva, Tilwada, Roopak.
(e) Ability to play the thekas of the following talas on the Tabla:

Books Recommended:
1. Sangeet Ratnakar-Pt. Sharngadev
2. Great Composers (series) - P. Sambamoorthy
4. Hamare Sangeet Ratna - Hathras (Hindi)
6. South Indian Musicians - Sri. P. Sambamoorthy
7. Selected Compositions available with teachers for Instrumental Music.
9. Hindustani Sangeet Shastha - Pt. V.N. Bhatkhande
10. Sangeet Samrat Tansen - Prabhudayal Mittal
11. The Geet Govind Kavya of Jayadeva - S.L. Shastri
12. Story of Indian Music - O. Goswami
13. The Oxford Dictionary of Music - Kennedy
15. The Larousse Encyclopedia of Music - Geoggrey Hindley
PSYCHOLOGY

PART - I

Orientation to Psychology

Course 001

Marks 45

Unit 1: Introduction to Psychology: A Science and a Perspective; Origins and Developments in the discipline; Methods: Experimentation and Case Study: 7

Unit 2: Biological Approach: The Physiological System: Neurons, Nervous System: Interaction of Mind and Body; Hereditary bases of behaviour. 8

Unit 3: Cognitive Approach: Perspectives on Consciousness, Perception, Learning, Memory, and Problem solving. 12

Unit 4: Developmental Approach: Methods and Issues in the study of Development; Cognitive Personality and Social Development: Contributions of Piaget, Erikson, Kohlberg and Vygotsky. 10

Unit 5: Socio-cultural Approach: Socialization; Understanding self and others; Culture. Self and Society. 8

Internal Assessment

Marks : 25

Attendance : 5 marks
Home Examination : 10 marks
Presentation/Assignment : 10 marks

Course 002

Practicum

Marks: 30

Students are required to conduct practicals under the supervision of instructor in the following areas:

Cognitive Processes I
Developmental Processes I
Social Processes I

(These practicals have to be context/field oriented)

Evaluation Scheme

Viva : 10 Marks
Record : 5 Marks
Conduction and report writing : 15 Marks

Reference Texts:


Reference Reading:

## PART - II

### Course 003 Social Psychology  
**Marks: 38**

**Unit 1:** **Introduction:** Historical foundations; Levels of social behaviour; Approaches towards understanding social behaviour.  
**Marks:** 8

**Unit 2:** **Individual Level Processes:** Social-Cognition and Attitude  
**Marks:** 6

**Unit 3:** **Interpersonal Processes:** Communication, Attraction, Prosocial behavior. Aggression.  
**Marks:** 6

**Unit 4:** **Group Dynamics:** Cooperation, Conflict, Identity Issues. Intergroup Conflict  
**Marks:** 6

**Unit 5:** **Social Issues:** Youth, Relationship with significant others; Gender and social inequality; Issue of intimacy, sexuality and work.  
**Marks:** 8

### Internal Assessment  
**Marks: 12**

- Attendance  
  **Marks:** 2
- Home Exam  
  **Marks:** 5
- Presentation/Assignment  
  **Marks:** 5

### Reference Texts

### Reference Readings
Course 004 Psychological Distress and Well-Being Marks: 38

Unit 1 Basic Concepts: Psychological distress, Abnormality and Psychological Wellbeing. 6

Unit 2 Theoretical Perspectives: Biological, Familial-cultural, Cognitive, Behavioural and Intrapsychic. 8

Unit 3 Psychological Disorders: (Only clinical picture) with reference to latest DSM system: 10
   (a) Types of Developmental Disorders: Mental retardation, Autism, ADHD, Learning Disability.
   (b) Clinical States: Anxiety disorders- Obsessive-compulsive disorders (OCD), Mood Disorders - unipolar, bipolar, and Schizophrenia - disorganised, catatonic, paranoid and simple.

Unit 4 Dealing with Psychological Distress Marks: 6

Unit 5 Enhancing Psychological Well Being: Optimism and Happiness Marks: 8

Internal Assessment Marks: 12
   Attendance 2
   Home Exam 5
   Presentation/Assignment 5

Reference Texts

Reference Readings

Internal Assessment Marks : 12
   Attendance 2
   Home Exam 5
   Presentation/Assignment 5
# PART - III

## Course 005  Psychological Skills  Marks: 45

**Unit 1-2**  Statistical Skills: Graphical representation of data; Descriptive Statistics: Mean and standard deviation; correlation and normal probabilities curve; Introduction to inferential statistics.  25

**Unit 3**  Psychological Testing: Characteristics of psychological tests: Reliability, Validity, Norms.  10

**Unit 4**  Interview and Observation:  10

### Reference Texts:


## Course 006  Practicum  Marks: 30

### Evaluation Scheme

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Test Administration and Interpretation</td>
<td>any 2</td>
</tr>
<tr>
<td>B</td>
<td>Interview/Observation</td>
<td>1</td>
</tr>
<tr>
<td>C</td>
<td>Case Study analysis</td>
<td>1</td>
</tr>
</tbody>
</table>

### Internal Assessment  Marks: 25

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance</td>
<td>5</td>
</tr>
<tr>
<td>Home Examination</td>
<td>10</td>
</tr>
<tr>
<td>Presentation/Assignment</td>
<td>10</td>
</tr>
</tbody>
</table>
HOME SCIENCE  
Nutrition and Health Education

PAPER - 1 : Elements of Food, Nutrition, and Health

Specific Objectives :

1. To familiarize the students with fundamentals of basic nutrition.
2. To make them aware of the means of conservation/enhancement of nutritive value of food.
3. To enable them to formulate balanced diets for various age groups.

Maximum Marks 50
Duration of Examination 2 hours
Periods per Week 2
Total Number of Periods in a Year 40-44

UNIT 1 2 Periods

• Basic concepts of food, nutrition and health.
• Determinants of good health

UNIT 2 16 Periods

• Elementary knowledge of nutrients - their functions; requirements; food sources, deficiency and excess.
  (i) Energy— factors affecting requirement.
  (ii) Carbohydrates — digestible and dietary fibre.
  (iii) Proteins and amino acids.
  (iv) Fats and fatty acids.
  (v) Vitamins:
      (a) Fat soluble vitamins: A, D, E and K.
      (b) Water soluble vitamins: B1, B2, B3, folic acid and Vitamin B 12; Vitamin C.
  (vii) Water.

UNIT 3 2 Periods

• Functions of food, food groups and the concept of a balanced diet.

UNIT 4 12 Periods

• Fundamentals of meal planning and the factors affecting it.
• Nutrient needs and planning of balanced diets for the following age/gender groups at different income levels :
  (i) Adults - men and women engaged in different levels of activity
  (ii) Pregnant Women
  (iii) Nursing Mothers
  (iv) Infants with special emphasis on infant feeding code
  (v) Children : preschoolers and school going
  (vi) Adolescents - boys and girls
  (vii) Elderly

UNIT 5 6 Periods

• Various methods of cooking and their effect on food/nutrients.
• Ways and means to conserving/ enhancing nutritive content of food during preparation.
• Convenience / fast foods.

UNIT 6 1 Period

• Potable water and domestic purification of water

UNIT 7 3 Periods

• Home level storage and preservation of foodstuffs.

Recommended Readings :


170

PART - I
Practical

<table>
<thead>
<tr>
<th>Maximum Marks</th>
<th>50</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duration of Examination</td>
<td>3 hours</td>
</tr>
<tr>
<td>Periods per Week</td>
<td>4 (1 Practical)</td>
</tr>
<tr>
<td>Total Practicals in Year</td>
<td>20 - 22</td>
</tr>
</tbody>
</table>

**Unit 1**
1 Practical
- Weights and measures

**Unit 2**
1 Practical
- Commonly used cookery terms

**Unit 3**
18 Practicals
- Planning of diets and preparation of meals for the following groups at different income levels:
  (i) Adults
      (a) Men and women engaged in different levels of activity
      (b) Pregnancy and lactation.
  (ii) Infants: complementary / infant foods.
  (iii) Preschool children.
  (iv) School going children with emphasis on packed school lunch.
  (v) Adolescents.
  (vi) Old age: Modification of diet for elderly men/ women.
- Planning and preparation of nutritious snacks for pregnant women, nursing mothers and preschool/school going children.
PAPER - II
Elements of Public Health Nutrition

Specific Objectives:
1. To enable the students to identify and prevent nutrition, health and social problems in the community.
2. To impart knowledge about various aspects of food safety and its application at the household level.

Maximum Marks 50
Duration of Examination 2 hours
Periods per Week 2
Total Number of Periods in a Year 40-44

Unit 1 2 Periods
• Definition of public health nutrition.
• Health care services in India.

Unit 2 10 Periods
• Major nutritional problems in the community - their identification, causes, treatment and prevention:
  (i) Protein energy malnutrition
  (ii) Vitamin A deficiency
  (iii) Nutritional anaemias
  (iv) Iodine deficiency disorders
  (v) Fluorosis

Unit 3 7 Periods
• Diet During common childhood illnesses
  (i) Fevers acute and chronic
  (ii) Diarrhoea
  (iii) Constipation.

Unit 4 7 Periods
• Chronic degenerative diseases - their causes, symptoms and prevention through dietary / lifestyle modification:
  (i) Obesity
  (ii) Hypertension
  (iii) Diabetes Mellitus.

Unit 5 4 Periods
• Social health problems - smoking, alcoholism, drug dependence and Acquired Immuno Deficiency Syndrome (AIDS).

Unit 6 14 Periods
• Food adulteration
  (i) Intentional adulteration in commonly consumed food items.
  (ii) Accidental-contamination: Botulism, Staphylococcal and aflatoxin intoxication.
  (iii) Household level detection of common adulterants in food items.
• Food Safety
  (i) Definition and factors affecting food safety.
  (ii) Importance of food labels in processed foods.
  (iii) Food laws, regulations and standards:
    (a) Prevention of Food Adulteration Act (PFA)
    (b) Agmark
    (c) Fruit Products Order (FPO)
    (d) Meat Products Order (MPO)
    (e) Codex Alimentarius
    (f) Bureau of Indian Standards (BIS)

Recommended Readings:
PART - II

Maximum Marks 50
Duration of Examination 3 hours
Periods per Week 4 (1 Practical)
Total Practicals in a Year 20 - 22

Unit 1 3 Practicals
- Planning and preparation of snacks for the following deficiency conditions:
  (i) Protein Energy Malnutrition (preschoolers)
  (ii) Anaemia (pregnant women)
  (iii) Vitamin A Deficiency (preschoolers/school going children)

Unit 2 2 Practicals
- Planning and preparation of low cost diet for the treatment of mild-moderate Protein Energy Malnutrition.

Unit 3 10 Practicals
- Planning and preparation of diets for the following disease conditions:
  (i) Diarrhoea
  (ii) Typhoid
  (iii) Tuberculosis
  (iv) Constipation

Unit 4 4 Practicals
- Market survey of available foods and collection of food labels.
- Simple household tests for the detection of some common food adulterants.

Unit 5 2 Practicals
- Visit to an Integrated Child Development Services project/Primary Health Centre
- Visit to Annual Health Mela
FOOD TECHNOLOGY

PAPER I-Elements of Food Technology

Objectives
1. To introduce the students to the field of Food Science and Technology.
2. To make them familiar with the composition and processing of different foodstuff.
3. To make them aware of the concept of food safety/food adulteration and various food laws/standards.

Theory

Maximum marks : 70
Duration of examination : 2½ hours
Periods/week : 3
Total No. of periods in a year : 68-72 periods

Content

Unit I

(a) Definition, scope and current trends in Food Science and Technology. 4
(b) Introduction to basic food groups and nutrients with special reference to losses during processing. 3
(c) Food processing techniques—selection of raw material, heating, cooling, dehydration, concentration, packaging and labeling. 8

Unit II

(a) Cereals - composition and nutritive value; types of cereals and their processing; breakfast cereals; gelatinization of starch and the factors affecting it. 5
(b) Pulses - composition and nutritive value; processing of pulses (milling, germination and fermentation); toxic constituents present in pulses. 4
(c) Fruits and vegetables - composition and nutritive value; pigments; browning (enzymatic, non-enzymatic, metallic); processed fruit and vegetable products. 6
(d) Milk and milk products - composition and nutritive value; liquid milk technology (clarification, pasteurization, homogenization, fortification, sterilization); types of milk and milk products; effect of processing on milk. 6
(e) Eggs, meat, fish and poultry - composition and nutritive value; structure of an egg; egg quality and deterioration; egg foams and their application; effect of heat on egg proteins; selection/purchasing criteria for meat, fish and poultry; tenderization of meat. 8
(f) Sugar - composition and nutritive value; types, forms and properties of sugars; manufacturing/refining of sucrose; sugar cookery. 4
(g) Fats and oils - composition and nutritive value; types of fats/oils and their functions; fat rancidity; extraction/processing of fats and oils. 5

Unit III

(a) Food additives - sweeteners, preservatives, colourings, flavourings, flour improvers, emulsifying agents, anticaking agents, leavening agents. 4
(b) Food adulterants and their effect on the health. 3
(c) Food laws and standards - PFA, FPO, BIS and Agmark; weights and measures. 4
(d) Food safety and consumer protection. 4
Practicals

<table>
<thead>
<tr>
<th>Part I</th>
</tr>
</thead>
<tbody>
<tr>
<td>Max marks       : 30</td>
</tr>
<tr>
<td>Duration of exam: 2 hours</td>
</tr>
<tr>
<td>Period per week : 2 (1 Practical)</td>
</tr>
<tr>
<td>Total practicals per year : 22-24</td>
</tr>
</tbody>
</table>

Content

1. Introduction to weights and measures and selection of raw material.  
2. Microscopic structure of various starches.  
3. Gelatinization of starch and the factors affecting it.  
5. Effect of heat, acid and alkali on various plant pigments.  
7. Factors affecting formation and stability of egg white foams.  
8. Behaviour of sugar at various temperatures.  
9. Simple household tests for detection of adulterants in common foods.  
10. Market survey of various processes foods with emphasis on nutritional labeling.

List of recommended readings:

PAPER II- Introduction to Baking and Preservation Technology

Objectives

1. To impart the students basic knowledge relating to the principles of baking and preservation.
2. To equip them with the necessary skills for cake production/processing and preservation of fruits/vegetables.

Theory

<table>
<thead>
<tr>
<th>Maximum Marks</th>
<th>50</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duration of exam.</td>
<td>2 hours</td>
</tr>
<tr>
<td>Periods/week</td>
<td>2</td>
</tr>
<tr>
<td>Total No. of periods in a week</td>
<td>44 - 48</td>
</tr>
</tbody>
</table>

Content

Part A

<table>
<thead>
<tr>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit I  Baking industry and its scope in the Indian economy. 2</td>
</tr>
<tr>
<td>Unit II Wheat grain - its structure; milling of wheat; types of refined wheat flour; composition of refined wheat flour (gluten, amyllose/amyllopectin, enzyme activity, moisture) and its storage. 8</td>
</tr>
<tr>
<td>Unit III Preparation of cakes - types of cakes; ingredients used; methods of batter preparation; steps in cake making, balancing of cake formula; evaluation of the baked cake; operational faults in cake processing and the remedial measures. 10</td>
</tr>
</tbody>
</table>

Part B

<table>
<thead>
<tr>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit IV Scope of preservation industry in India. 2</td>
</tr>
<tr>
<td>Unit V Post-harvest changes (physical, chemical and microbial) in fruits and vegetables along with the control measures. 5</td>
</tr>
<tr>
<td>Unit VI Principles of preservation of fruits and vegetables (asepsis, use of low temperature, use of high temperature, removal of moisture, removal of air, use of chemical preservatives, fermentation, irradiation, gas preservation) and methods based on them. 5</td>
</tr>
</tbody>
</table>

Part VII

<table>
<thead>
<tr>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Selection and handling of raw materials, preparation and evaluation of preserved products -</td>
</tr>
<tr>
<td>(a) jams, 3</td>
</tr>
<tr>
<td>(b) chutneys, and sauces, 3</td>
</tr>
<tr>
<td>(c) pickles, 3</td>
</tr>
<tr>
<td>(d) Squashes and syrups. 3</td>
</tr>
</tbody>
</table>

Practicals

<table>
<thead>
<tr>
<th>Maximum Marks</th>
<th>50</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duration of Examination</td>
<td>3 hours</td>
</tr>
<tr>
<td>Periods per Week</td>
<td>4 (1 Practical)</td>
</tr>
<tr>
<td>Total Practicals in a Year</td>
<td>22 - 24</td>
</tr>
</tbody>
</table>

Content

<table>
<thead>
<tr>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Preparation and sensory evaluation of cakes</td>
</tr>
<tr>
<td>(a) fatless sponge 2</td>
</tr>
<tr>
<td>(b) shortened cake 2</td>
</tr>
<tr>
<td>(c) eggless cake 2</td>
</tr>
<tr>
<td>2. Cake decoration techniques 2</td>
</tr>
<tr>
<td>3. Preparation and testing of end-point</td>
</tr>
<tr>
<td>(a) jams, 2</td>
</tr>
<tr>
<td>(b) chutneys and sauces 4</td>
</tr>
<tr>
<td>(c) pickles 2</td>
</tr>
<tr>
<td>(d) Squashes and syrups 4</td>
</tr>
<tr>
<td>and sensory/objective evaluation (including T.S.S. and acidity) of the finished product.</td>
</tr>
<tr>
<td>4. Sun drying of vegetables 1</td>
</tr>
<tr>
<td>5. Home level freezing of vegetables 1</td>
</tr>
</tbody>
</table>

List of recommended readings:


PAPER - 1 - Child Development

Objectives:

1. To develop an overview of the study of child development from prenatal stage to adolescence.
2. To help students appreciate key developmental areas—Physical, Motor, Cognitive, Language, Social & Emotional.

Maximum marks: 75
Duration of examination: 3 hrs.
Periods per week: 3
Total No. of period in a year: 68 - 72

Contents

<table>
<thead>
<tr>
<th>Unit-I</th>
<th>Introduction, brief history, scope and theoretical foundation.</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit-II</td>
<td>Methods of child study—cross sectional and longitudinal designs, observation, interview and questionnaire.</td>
<td>10</td>
</tr>
<tr>
<td>Unit-III</td>
<td>Prenatal development—factors affecting prenatal development (biological and environmental) Complications at birth, screening and diagnosis.</td>
<td>5</td>
</tr>
<tr>
<td>UNIT-IV</td>
<td>New born characteristics - Reflexes and capacities. Physical and motor development Cognitive development—attention and memory Language development Social and emotional development</td>
<td>10</td>
</tr>
<tr>
<td>UNIT-V</td>
<td>Pre-school years - Physical and motor development Cognitive development—attention, memory individual differences Language development Social and emotional development</td>
<td>5</td>
</tr>
</tbody>
</table>

UNIT VI Middle Childhood

Physical development

Cognitive development—attention, memory and intelligence Social and Emotional development

Unit VII Adolescence

Physical development Health and Puberty issues


UNIT VIII Socialization and Parenting, Parenting Skills, Modes of effective parenthood, Family dynamics.

Practical

Part I

Maximum marks: 25
Duration of examination: 2 hrs.
Period per week: 2 (1 practical)
Total No. of period in a year: 20 - 22

1. Observations of Children
2. Interviews
3. Intelligence Test—Bhatia’s—battery or’ performance tests of intelligence.
4. Projective tests - CAT
5. Anthropometric measurements

Recommended Readings:

FAMILY AND CHILD WELFARE

PAPER - II : Empowerment of Women and Children

Objectives :
1. To develop an understanding of issues related to women and children.
2. To make the students aware about the Government Programmes, Policies and Legal provisions for women and children.
3. To provide information related to maternal health & education.

Maximum marks : 75
Duration of examination : 3 hrs.
Period per week : 3
Total No. of period in a year : 68 - 72

Contents

<table>
<thead>
<tr>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Profile of women and children in India - Total population, child population, sex ratio, MMR, IMR, School Enrolment Rate.</td>
</tr>
<tr>
<td>2. Status of women - role, current issues, employed women in organized and unorganized sectors.</td>
</tr>
<tr>
<td>4. Governmental programmes/NGO programmes for women and children. ICDS, IWEP, SEWA, Mobile Creches, UNICEF, Balwadi Programme.</td>
</tr>
<tr>
<td>5. Maternal and Child Health (MCH) and Education.</td>
</tr>
</tbody>
</table>

Practical

Part I

Maximum marks : 25
Duration of examination : 2 hrs.
Period per week : 2 (1 practical)
Total No. of practicals in a year : 20 - 22

Recommended Readings :
APPAREL DESIGN AND CONSTRUCTION

Paper-I: Textiles and Apparel Paper-I

Specific Learning Objectives

1. To acquire the basic knowledge of common natural and man-made textile fibers and their properties relevant for its use, care and garment construction.
2. To gain basic knowledge and skills to identify various fibers and ascertain their properties through technical and non-technical tests.
3. To understand the basic steps involved in the production of yarns and fabrics.
4. To understand the basic techniques of weaving and knitting and be able to identify the various woven and knitted fabrics.
5. To become aware of the different kinds of fibers and trimmings available in the market and their end uses.
6. To become aware of the types of fabrics and associated quality parameters, specifications and other factors useful for their proper selection.
7. To develop proficiency in the use and care of tools and equipment related to pattern making, layout, cutting and sewing.
8. To understand the processes involved in preparation of a fabric for garment construction.
9. To understand of the use of basic stitches, seams and finishes to develop garments and other articles using creative ideas.
10. To be able to illustrate a geometric croqui and get acquainted with different kind of silhouettes and garments.

UNIT-I: Introduction to fiber, Yarn and Fabric Construction

1. Introduction to fibers:
   a. Primary and secondary properties of fibers.
   b. Fiber-classifications based on their origin (natural and man-made) and length (staple and filament), brand name.
   c. Identification of fibers through visual inspection, burning test, microscopic test, chemical test.
   d. Properties related to performance and care of the following fibers: cotton, linen, wool, silk, rayon, acetate and triacetate, nylon, acrylic, polyestery, elastomeric.

2. Yarn: Basic Principle of yarn making
   a. Mechanical and chemical spinning.
   b. Yarn properties- fineness and twist, yarn-numbering systems.
   c. Types of yarn-simple and complex.

3. Fabric construction:
   a. Weaving: woven structure-warp, weft, basic parts and their functions in a loom, basic and fancy weaves, their identification and properties.
   b. Knitting: Properties, basic weft and warp knitted structures, waies and course.
   d. Blends: Reasons for Blending, properties, common blends available in Market.

UNIT-II: Use and Selection of Fabrics

1. Fabrics available in the market:
   a. Use of fabrics: as fabrics (width, type, weight), trimmings, accessories, linings and interlinings.
   b. Home furnishings: selection, standard sizes of common household linen- pillow cover, bed linen, towel, cushion cover, table linen.

UNIT-III: Garment Construction

2. Sewing:
   a. Common terms: Grain line, seam allowance, ease, applique, bias, dart, fray, gusset, hemline, notch, stay stitching, trim, quilting, yoke, draft, pattern, disposal of fullness, grading.

Maximum marks: 40
Duration of examination: 2 hrs.
Period per week: 2
Total No. of period in a year: 40-44
b. Tools and equipments-required for measuring, drafting, pinning, marking, cutting and sewing. 1

c. Sewing machine: its parts, working defects and remedies, care and maintenance, use of different threads and needles for various fabrics. 1

Part I  Practical

Maximum marks : 60
Duration of examination : 4½ hrs.
Period per week : 6 (2 practicals)
Total No. of practicals in a year : 40 - 42

(No of Practical)

I. Fabric Science:

1. Fiber identification: 2
   a. Burning test
   b. Microscopic test
   c. Chemical test

2. Fabric study: 2
   a. Fabric count, balance
   b. Yarn slippage
   c. Weave identification

3. Analysis of yarn and fabric properties: 4
   a. Dimensional stability for cotton, rayon, wool
   b. Abrasion resistance
   c. Crease recovery
   d. Yarn count-cotton, worsted

4. A market survey of fabrics 2
   a. Collection of the swatches of the following:
      • Different type of fabrics made of natural and man made fibers

   • Fabrics made of simple and fancy yarns
   • Blends and mixture
   • Fabrics of basic and fancy weaves

b. Statement of the unit price, characteristics, end use

c. A list of names and addresses of the sources of swatches

d. Preparation of a portfolio covering the above.

II. Stitching:

1. Preparation of sample-file: 7/8
   a. Basic stitches:
      i. Temporary - even, uneven, basting, diagonal basting, thread mark
      ii. Permanent-hemming, blind hemming, back stitch, slip stitch, fine stitch, saree fall
      iii. Decorative- chain, herringbone, stem, running, lazy-daisy, satin, French knot, bullion stitch.
      iv. Seam and seam Finishes: Plain, French, run-n-fell, lapped, top stitching, corner, curved, piped seam, mitring
      v. Plackets : wrap n projection, continuous wrap opening, even hem, kurta placket
      vii Necklines and their finishing: bias binding, bias facing, shaped facing, mitre binding
      viii. Pleats, gathers and tucks

   b. Construction:
      a. Flanged Pillow cover. Frilled cushion cover, Plain Quilt cover, samples of curtain
      b. One-piece Apron
      c. Construction of petticoat, churidar
      d. Designing and Construction of a creative household-linen article using suitable decorations (embroidery/quilting/mix-n-match) and trimmings.
III. Fashion Sketching:
   a. Tools required for sketching
   b. Normal figure and fashion figure
   c. Geometric croqui
   d. Muscle figure: hand, feet, arms in action
   e. Different silhouettes: necklines, sleeves, skirts, tops

Market survey: Trimmings, fasteners, lining and interlinings:

Visits:
1. Visit to a handloom unit
2. Visit to a Textile-testing Lab.

PAPER-II: Textiles and Apparel

Specific Learning Objectives:
1. To understand the processes involved in fabric finishing and their significance.
2. To understand the various dyeing and printing processes and their application in creating designs for different articles.
3. To understand the different methods of taking measurements for garment construction and adopt correct methods in taking body measurements.
4. To develop basic blocks and adapt them into patterns for constructing garments for kids and adults.
5. To learn the necessary basic and advanced garments construction skills.
6. To understand the different kind of labels used in apparel and their significance.
7. To learn about the factors influencing the selection of fabric for clothing.
8. To be able to illustrate a fashion figure and understand the principles of draping dresses and adding accessories.

Maximum marks: 30
Duration of examination: 1½ hrs.
Period per week: 1
Total No. of period in a year: 20-22

UNIT - I: FINISHES

1. Finishes: Introduction and significance
   a. Regular finishes: scouring, bleaching, desizing, mercerization, tentering, calendaring, weighting, and fulling.
   b. Special finishes:
      i. Influencing appearance and hand-embossing, napping, acid, basic.
2. Finishing with color:
   a. Introduction- Natural and Synthetic dyes 1
   b. Suitability of dyes on different fabrics 1
   c. Stages of dye application and their effect on finished fabric 1
   d. Designing through dyeing and printing: resist dyeing techniques, methods of printing- with special reference to tie and dye, block printing, batik 2
   e. Color fastness parameters 1

UNIT-II : Selection of Fabrics for clothing and importance of labels.
1. Factors influencing selection of suitable fabrics for clothing: age, occasion, climate, figure, occupation, fashion. 2
2. Labels-fabric and garment labels, their types, importance of care labels 1

UNIT-III : Body Measurers and Pattern making
1. Body measurements- taking body measurements (body landmarks), methods of taking measurements, size charts, relationship of body measurements and sizes of ready made garments 2
2. General principles of clothing construction: 2-3
   • Methods of pattern development: flat pattern making, draping.
   • Kinds of paper pattern- individual pattern, commercial pattern.
   • Pattern information- marking symbols.

Practical Part II

| Maximum marks | 70 |
| Duration of examination | 5 hrs. |
| Period per week | 7 (2 practicals of 3/4) |
| Total No. of practicals in a year | 40 - 42 |

1. Fabric Science:
   No. of Practicals
   a. Dyeing of different fabrics using suitable dye classes- direct, acid, reactive- cotton, linen, rayon, wool, silk, chiffon, net, lace. 2
   b. Colorfastness testing :
      1. Wash fastness
      2. Light fastness
   c. Dyeing and printing techniques: samples of Tie and dye, block printing, batik 4
   d. Preparation of an article using dyeing and printing techniques:
      1. Designing
      2. Dyeing
      3. Printing and finishing 2

2. Garment construction:
   a. Constructibn of drafts and Patterns :
      1. Basic bodice beoks-child’s, adult’s 2
   2. Sleeve:
      a. Basic sleeve block-kids, adults 1
      b. Adaptation to set-in-sleeve : cap, flared, puff, bishod, and shirtsleeve. 2
   3. Skirt :
      a. Base Skirt block 1
      b. Adaptation to slim, flared, circular, gored-warp-around. 2
   4. Drafting of collars on basic neck line-convertible and non-convertible- peter pan, sailor, shirt collar- one piece, 2 piece, Chinese band. 2
   b. Construction of samples of different pockets (patch and set-in) and zipper placket. 2
   c. Adaptation of blocks into patterns to construct the following garments using appropriate decoration (embroidery, frills, laces, ties) :
      1 Children’s garments: A-line frock, Gathered frock, Bushirt, half-pant. 2/3
2. Adult’s garments:
   a. Saree blouse  
   b. Skirt-top  
   c. Kalidar-kurta, salwar  
   d. Gents kurta payjama

3. Fashion illustration:
   a. Silhouettes: Collars, pants, coats  
   b. Face analysis: front, side, 2/3 profile  
   c. Figure analysis- front view, profile, 3 ¼ view, back view  
   d. Accessories- footwear, purses  
   e. Draping of dresses on croqui

Projects:
2. Sample file of dyed and printed fabrics.

Visits:
1. Visit to a dyeing and printing unit.

Suggested Readings: For Part I & Part II
5. Carr Harold, Latham Barbara, (1994), "The technology of clothing manufacture"
10. Cooklin Gery 91997), "Garment technology for Fashion Designers”
11. Frings Gini Stephens, (1996), "Fashion from concept to consumer"
13. Ireland Patricks John, (1992), "Introduction to fashion design”
22. Bray Natalie (1999), "Dress pattern designing : the basic principles to cut and fit”
23. Aitken Leila, (1992), "The BBC step by step dressmaking course"
GEOGRAPHY

I Year

EARTH SYSTEMS

Unit I : Natural System

- Concept of System - Definition and Structure;
- Components of Natural System

Unit II : Atmosphere - Global Climatic System

- Heat Balance
- Atmospheric Circulation (Permanent Winds and Pressure Belts)
- Weather systems - Tropical Cyclones, Extra tropical Cyclones and Monsoons
- Basis of climatic Classification (Koppen)

Unit III : Lithosphere

- Interior structure of Earth - based on seismic evidences
- Plate Tectonics: plate movements and interactions - volcanism, seismicity, mountain building, folding and faulting
- Geomorphic processes of denudation - Normal Cycle of Erosion
- Processes of Soil Formation - Calcification, Salinization, Podzolization, Laterization, Gleying

Unit IV : Hydrosphere

- Hydrological cycle
- Oceanic circulation - formation of tides and currents

Unit V : Ecosphere

- Concept of Ecosystem
- Biogeochemical Cycles
- Terrestrial and Marine Ecosyslem

Suggested Readings :

II YEAR

Space & Society

Unit I : Elements of Space and Society
- Location
- Distance
- Social Space
- Spatial interaction
- Geography as an integrated discipline

Unit II: Population
(a) Growth and distribution of population
(b) Migration - causes and consequences
(c) Population theories & their relevance
   - Malthus
   - Demographic Transition theory.

Unit III: Human Occupance of space
(a) Definition of rural & urban settlements
(b) Social space in rural setting
(c) Internal Structure of city
(d) Organization - Growth, pattern and rural - urban fringe dynamics
(e) Central place theory

Unit IV : Economic Occupance of space
(a) Agriculture
   - Whittelsey’s classification of agriculture (nomadic herding, dairy farming, intensive subsistence & commercial grain farming)
   - Land capability classification
   - Measurement of agricultural productivity
   - Von Thunen’s Concentric Zone Model
(b) Industry
   - Industrial regions of world (Locational factors & characteristics)
   - Weber’s Theory of Industrial Location
(c) Services - Communication and transport
Unit: V Concept of human development

- Global pattern of human development
- Sustainable development
- Quality of life
- Social well being
- Gender development.

Note: In each unit, topics are to be discussed wherever possible, with reference to India.

Suggested Readings:

13. UNDP (various years). Human Development Reports.

III YEAR

Spatial Issues and Spatial Techniques

Part A: Spatial Issues

- Population - Resource Imbalance
- Climatic Changes
- Deforestation
- Floods
- Droughts

Note: These issues are to be studied under four heads, viz.. Spatial Extent and magnitude of the problem (at global level). Causes, Consequences and Mitigation measures.

Part B: Spatial Techniques

- Scales of Measurement: (Nominal, Ordinal, Interval and Ratio) and Significance of Statistics.
- Sources of Data: (Primary and Secondary) and Sampling Techniques (Spatial and Non-Spatial).
- Elements of a Map (Scales and Projections).
- Thematic Mapping: (Choropleth technique, Dot Method and Flow maps).
- Remote Sensing (Its Basis and Development; Platforms; Global Positioning System).

Note:

(1) The topics in the second part have been so chosen so as to give basic information about the tools/techniques of analysis in geography. They do not involve Laboratory work or hands on exercises. However, a few demonstrations in the laboratories by teachers teaching them are recommended.

(2) Unit A is for 60 marks and unit B carries 40 marks.
Suggested Readings:

Part A:


Part B:

HISTORY

Note on the Distribution, Choices and Units of the History Discipline Course of the proposed New B.A. Programme.

1. Students opting for History as part of the B.A. Programme are expected to do three papers out of a total of six.

2. In each year they can choose between two papers. However each student must take up at least one Non Indian history paper over the three years, i.e. Cultural Transformations in Early Modern Europe or Issue in World History: The Twentieth Century.

3. To provide necessary choices to the students all colleges offering the programme must offer all the six papers.

4. The six papers of the new B.A. History Discipline Course are to be distributed across three years as follows.

   **Year I - History of India upto 8th Century/Cultures in Indian Subcontinent**

   **Year II - History of India 8th - 18th Century/Cultural Transformations in Early Modern Europe.**

   **Year III - History - History of India 1750-1970/Issue in World History: the Twentieth Century**

5. Some of the papers have more than one unit. Where there are two units students must answer at least two questions from each unit. In papers with three units, students must answer at least one question from each unit.

   **PAPER I: HISTORY OF INDIA UP TO EIGHTH CENTURY A.D.**

   **UNIT - I**

1. Survey of Sources and Historiographical Trends; Regions, Environment and People and their significance for understanding early India.

   - Palaeolithic and Mesolithic Cultures: Sequence and Geographical distribution rock-art.
   - Advent of food-production; Neolithic Cultures.
   - Harappan Civilization: Origin and extent, political and economic organization art and religion. Decline and Late Harappan Cultures; Chalcolithic cultures outside the Harappan distribution zone.
   - Society, polity, economy and Religion as reflected in Vedic literature. The Aryan Problem; Iron Age Cultures with special reference to PGW and Megaliths.

   **UNIT - II**

6. Developments from sixth to fourth centuries B.C.: rise of territorial states, emergence of cities, social and material life, new religious movements.

7. The Mauryas: state, administration and economy, Ashoka’s Dhamma, art and architecture.

8. Post-Mauryan Patterns: Social, economic, political and cultural (literature: religion, art and architecture) developments with special reference to India’s external trade and cultural interactions; Sangam Age - literature, society and culture.

9. The Guptas and their contemporaries: state and administrative institutions, social and economic changes, religion, art and architecture, literature.

10. Towards the Early Medieval: Changes in society, polity, economy and culture with special reference to the Pallavas, Chalukyas and Vardhanas.

   *Rubrics 5 to 10 should be taught with reference to recent studies on gender, caste and property relations.*

   **Suggested Readings:**
   - Agrawal, D.P. *The Archaeology of India*
   - Basham, A.L. *The Wonder That was India*
   - Chakrabarti, D.K. *Archaeology of Ancient Indian Cities*
   - Chattopadhyay, B. *Kushan State and Indian Society*
Gonda, J.  
Gurukul Rajan and M.R.R. Varrier  
Huntington, S.L.  
Jaiswal, Suvira  
Jha, D.N.  
Kosambi, D.D.  
Kulke, H. and Rothermund, D.  
Maity, S.K.  
Margabandhu. C.  
Meenakshi, C.  
Ray, H.P.  
Ray, Niharjanan  
Sastri, K.A.N.  
Sharma, R.S.  
Subramanian, N.  
Thapar, Romila  
Yazdani, G.

Vishnuism and Shivaism: A Comparison  
Cultural History of Kerala  
The Art of Ancient India  
Caste: Origin, Function and Dimensions  
Ancient India in Historical Outline (1998 edn.)  
Culture and Civilization of Ancient India in Historical Outline  
A History of India  
Economic Life in Northern India in the Gupta Period  
Archaeology of Satavahana-Kshatrapa Times  
Social Life and Administration under the Pallavas  
Monastery and Guild  
Maurya and Post Maurya Art  
A History of South India  
Perspectives in Social and Economic History of Early India  
Aspects of Political Ideas and Institutions in Ancient India (1991 edn.)  
Sangam Polity  
History of Early India  
Ashoka and the Decline of the Mauryas (1997 edn.)  
Early History of the Deccan

206

PAPER II : Cultures in the Indian Subcontinent

UNIT-I

A Definitions of Culture and its various aspects

(i) Perspectives on Cultures.; Indian Cultural traditions : An overview.

(ii) Plurality of Cultures: Social Content of Culture.

1. Languages and Literature


2. Performing Arts

a) Hindustani, (b) Carnatic classical Music, (c) Devotional music; bhakti and sufi :
   - Classical and Folk Dance
   - Theatre: Classical, Folk, Colonial and Modern.

UNIT - II

3. Architecture: Meanings, Form and Function

(a) Rock cut- Mamallapuram (b) structural -temple architecture -Khajuraho complex and Tanjavur temple; (c) fort- Dalulatabad or Chittor forts; (d) palace-dargah at Fatehpur Sikri; (e) colonial- Lutyen’s Delhi.

4. Sculpture and Painting

(a) Silpashastric normative tradition; (b) Classicism-Narrative and Sculptural, Mural fresco paintings ; (c) post Classicism - Pallava- Cola; (d) medieval idiom - Mughal paintings, painters and Illustrated texts; (e) Modern - company school, Ravi Varma, Bengal School, Amrita Shergil and Progressive Artists.

5. Popular Culture

- Folk Lore and Oral tradition of kathas, narratives, legends and proverbs. Linkage of bardic and literary traditions.

- Festivals, fairs and fasts Links with tirtha, pilgrimage and localities.
- Textile and Crafts; the Culture of Food.

6. Communication, Patronage and Audiences
- Court Merchant groups and communities.
- Culture as Communication.

List of Basic Books:
Asher Catherine: *Architecture of Mughal India*.
Basham A.L.: *The Wonder that was India*. Volume I, New Delhi.
Chandra Prainod, ed.: *Studies in Indian Temple Architecture; Chapter 1*. AIIS, 1975.
*History and Culture of the Indian People*. Bharatiya Vidya Bhavan Series.
Mitter Partha: *Art and Nationalism in Colonial India*. OUP, Delhi.
Mukherji: *Folk Art of India*.

Tillotson G: *Havelis of Rajasthan*.
Vatsayana Kapila: *Indian Classical Dance*, Publications Division, New Delhi, 1974 (in Hindi Translation also).
PAPER III : History of India 8th Century to 18th Century

Unit-I

1. Characterizing Early Medieval India.
2. Social and economic conditions in India 8th - 12th Centuries; Evolution of Political structures of Rashtrakutas, Palas, Pratihars, Cholas and Rajput.
3. Indian Merchants in Overseas Trade (8th - 15th Centuries).
5. A Survey of religious and cultural developments including Tantricism and Nathpanthis.
6. Evolution of regional styles in art and architecture.

Unit-II

1. Foundation, Expansion and Consolidation of the Delhi Sultanate; North-West Frontier and the Mongols.
2. Military, administrative and economic reforms under the Khaljis and the Tughlaqs.
3. Fragmentation of the Sultanate; Rise of provincial kingdoms of (a) Gujrat (b) Mewar (c) Bengal (d) Vijayanagar (e) Bahamanis.
4. Sultanate Nobility and the working of iqta system.
5. Bhakti and Sufi Movements.

Unit-III

1. Emergence and Consolidation of Mughal State c. 16th c. - mid 17th Century.
2. Akbar to Aurangzeb: administrative structure - mansab and jagir; State and Religion - socio religious movements.
3. Agricultural Production, Land Revenue, Village Community, zamindars and peasantry.
5. Architecture and Paintings under the Mughals.
6. Mughal decline; interpreting the 18th Century.

Suggested Readings:

R. S. Sharma : Indian Feudalism
B. D. Chattopadhaya : Making of Early Medieval India
Derryl N. Maclean : Religion and Society in Arab Sindh
K. M. Ashraf : Life and Conditions of the People of Hindustan
M. Habib and K. A. Nizami : A Comprehensive History of India, Vol. V
Peter Jackson : Delhi Sultanate: A Political and Military History
Tara Chand : Influence of Islam on Indian Culture
Satish Chandra : A History of Medieval India, 2 Volumes
V. K. Jain : Trade and Traders in Western India. 1000-1300, Delhi
Irfan Habib : The Agrarian System of Mughal India 1556-1707, Revised ed. 1999
Irfan Habib (ed.) : Madhya Kaleen Bharat,(in Hindi), 8 Volumes, Raj
M. Athar Ali : Mughal Nobility under Aurangzeb, Revised ed. 1996
Shireen Moosvi : The Economy of the Mughal Empire
S. A. A. Rizvi : Muslim Revivalist Movements in Northern India during 16th and 17th Centuries
R. P. Tripathi : The Rise and Fall of the Mughal Empire,2 Volumes
I. H. Siddiqi : Some Aspects of Afghan Despotism
Kesvan Veluthat : Political Structure of Early Medieval South India
P. J. Marshall : The Eighteenth Century in Indian History.
PAPER IV: Cultural Transformation in Early Modern Europe: circa 1500-1800

Unit I

(1) Key Concepts and Historical Background
   a) The Idea of Early Modern; Perspectives on Culture in History
   b) An overview of the classical and Medieval legacy

(2) The Renaissance
   a) Society and Politics in Italian City States
   b) Humanism in Art and Literature
   c) Developments in Science and Philosophy
   d) Renaissance beyond Italy

(3) Upheaval in Religion
   (a) Papacy and its critics
   (b) The spread of Protestant sects in Northern Europe
   (c) Counter Reformation and religious strife
   (d) The economic and cultural impact of the Reformation

(4) The Conquest of the New World: Material, Social and Cultural Aspects

Unit II

(5) The Scientific Revolution and the Enlightenment
   (a) A New View of Universe and Matter
   (b) Reflections on the scientific method
   (c) Hobbes Locke and the Philosophes
   (d) Despotism and the Limits of Enlightenment

(6) Literary and Artistic Developments
   (a) Literary Trends from Dante to Shakespeare
   (b) Art from Baroque to Rococococo and Neo Classicism
   (c) Novel as an Art form
   (d) Women and the new Public Sphere

(7) Transitions in popular culture and everyday life c. 1550-1750
   (a) Family and Marriage Patterns
   (b) The ‘decline of magic’ and witchtrials
   (c) Popular Protests, J. acqueries and Food Riots
   (d) Absolutism and the Peasantry in Eastern Europe

Basic Readings:
(1) Illustrated Histories of Europe and/or the World such as Margaret King Western Civilisation: A Social and Cultural History, Ralph and Lerner (W.W. Norton & Co. New York/ London); Zaller and Greaves (Harper & Row Publications, New York); W. Burns, History of Civilizations, (Indian Reprint); Marvin Perry, (Houghton Mifflin Co., Boston) etc.


(3) Peter Burke Popular Culture in Early Modern Europe

(4) John Berger Ways of Seeing

(5) Relevant Chapters in Norman Davis Europe

(6) Tzevatan Todorov: Conquest of America

Besides Texts:
(1) Critical appreciation of contemporary novels like Pride and Prejudice and Gulliver's Travels and of dramatic productions of the era (The Marriage of Figaro, The Three-penn Opera).

(2) Documentary films from the BBC, The Learning Channel and The History Channel etc on European artists, monarchs, museums and developments like the Renaissance.

Suggested Further Readings:
(most are available at the P.S. Gupta Library, Dept of History and/or the Central Reference Library, University of Delhi):


---

**PAPER V-History of India 1750s-1970s**

65-70 Lectures

(Apart from the Text books, use of selected historical and literary texts/films should be encouraged as pedagogical tools. Project work/Assignments could be based on some of the listed literary historical texts/films. field visits, interviews and oral history)

1. **The First Century of Colonial Rule:**
   - Expansion and Consolidation of British Power
   - Institutions and Policies
   - Making of a Colonial Economy
   - Cultural Responses - Tradition and Reform

2. **The Revolt of 1857: Social and regional spread, consequences.**

3. **Modern Colonial State After the Revolt: 1858-1947.**
   - Idioms of Rule:
     (i) Knowing India - Race Caste, Religion, Custom
     (ii) Representative Politics - Constitutional Developments

4. **Nationalist Politics, 1858-1947.**
   - Phases of National Movement
   - Economic Nationalism and Cultural Nationalism
   - Mahatma Gandhi and Mass Nationalism: Gandhian thought, Techniques and Movements
   - Growth of Communal Politics
   - Partition of India

5. **Colonial Economy and Society:**
   - (a) Features of Colonial economy Patterns of Trade, Decline of traditional industry, Commercialisation and Agrarian stagnation, Growth of Modern Industry 1914-1947
   - (b) Features of Colonial Society:
     - English Education and Middle class
     - Indian capitalist class and growth of working class
(c) Social Movements:
  Issues of Social Reforms: The ‘Womens’ Question
  Phule. Ambedkar and the Caste question
  Dalit, Peasant, Tribal Movements

6. Independent India: Economy and Polity
  Constituent Assembly and Establishment of the Republic
  Economic and Social Change 1950-1970s
  Planned Economy, Industrialisation, Models of Growth
  Land Reform and the Structures of Domination in Rural India
  Foreign Policy
  Non-Alignment, Panchsheel
  Federalism and the Linguistic States
  Political Parties and Indian Politics 1950-1977

7. Independent India: Culture and Society
  Modern Indian Literature, Art and Films
  Scientific and Technological Developments
  Dalit and Backward Caste Self Assertion, Origins of environmentalism
  Peasant and Labour Movements.

Reading List:

Sugata Bose and Ayesha Jalal: Modern South Asia: History, Culture, Political Economy, New Delhi, 1998

Francine Frankel
Paul Brass

Bipan Chandra, Aditya Mukherjee, Mridula Mukherjee:
Gail Omvedt
Ramachandra Guha
K.G. Subrahmanyam

Radha Kumar
Wimal Dissanayake and K. Moti Gokulsingh

Selected Historical/Literary Texts:
1. Jyotiba Phule: Ghulomgiri
2. Bipan Chandra Pal: My Life
3. Mahatma Gandhi: Hind Swaraj/My Experiments with Truth
4. Jawaharlal Nehru: Discovery of India/Shy am Benegal (Relevant Sections of the Serial Bharat Ek Khoj)
5. Tagore/Satyajit Ray: Ghare Baire
6. M.N. Srinivas: Remembered Village
8. Profulla Mohanty: My Village
9. James Freeman: Untouchable a Life history
10. Rahi Massom Raza: Aadha Gaon
11. Gopinath Mohanty: Poraia

216
PAPER VI

Issues in World History : The 20th Century

1. Concepts and definitions: contemporary era; capitalist industrialization, modernity; imperialism.


3. 1917 Russian Revolution: origins; course; impact on Russia and the world.

4. Economic recovery and instability in Europe to 1929; global depression and its impact on industrialized and semi-colonial worlds; the Soviet experience to 1941.

5. Rise of fascism and its relationship to parliamentary democracy, liberalism and communism; case studies of Germany and Japan to the Second World War; the meaning of the Second World War.

6. Colonialism and nationalism; a Synoptic view; Social Transformation after the Second World War; Cold War; the career of Communist States.

7. Perspectives on Development and underdevelopment; Globalisation: a long view.


Basic reading materials:


* Excerpts from writings of Virginia Woolf, George Orwell, Pramoedya Ananta Toer, Chinua Achebe, others. [There are Hindi translations of texts of some of these writers.]

Suggested additional readings:


Political Theory and Thought

1. a. What is Politics?
   b. What is Political Theory?
   c. The Relevance of Political Theory
   d. Why Study the History of Political Thought?

   b. Western Thought: Thinkers and Themes
      i. Aristotle on Citizenship
      ii. Locke on Rights and Property
      iii. Rousseau on Inequality
      iv. J S Mill on Liberty and Democracy
      v. Marx on State
   c. Indian Thought: Thinkers and Themes
      i. Kautilya on State
      ii. Gandhi on Swaraj
      iii. Ambedkar on Social Justice
      iv. Nehru and Lohia on Democracy
      v. Periyar on Identity

3. Introducing Political Argument
   a. Understanding Political Argument
   b. Is Democracy Compatible with Economic Growth?
   c. Is Censorship Justified?
   d. Does Protective Discrimination Violate Principles of Fairness?
   e. Should the State Intervene in the Institution of the Family?

Political Theory and Thought
Readings

Essential Readings:
Wolff, J. (1996) An Introduction to Political Philosophy
Thomas Pantham and Bhikhu Parekh (ed.). Political Discourse.

Suggested Readings:
Hampton, J. (1997) Political Philosophy
Seidentop L, The Nature of Political Theory, OUP
Barbalet J.M, Citizenship, World View Publications
Hall, John and Ikenbery John, The State, World View Publications
Jones, Peter, Rights, Macmillan.
Parekh B. and Baxi U. (ed.). Crisis and Change in Contemporary India
Miliband, Ralph - Poulantzas Nicos debate in Robin Blackburn ed.. Ideology in Social Science.
Bottornore ed . Tom . *Dictionary of Marxist Thought*
Kymlicka Will and Norman W., *Citizenship in Pluralist Societies*, OUP
Michele Barrett, *Women’s Oppression Today*.
Susan Moller Okin, “Gender, the Public and the Private”, in David Held ed. *Political Theory Today*
Rodrigues Valerian, *Ambedkar: A Reader*, OUP
Sen, Amartya *Development as Freedom*

**PAPER - II : Compulsory**

**Indian Politics in Comparative Perspective**

1. Approaches to the Study of Indian Politics and Nature of the State in India: Liberal, Marxist and Gandhian.
2. National Movement and its Ideological Discourse and Political Legacies
3. Indian Constitution: Provisions and Institutional Functioning
4. Power structure in India: Institutional and Social (Caste-Dalit-Bahujan, class, patriarchy)
5. Federalism in India in Comparative Perspective with Special Reference to Canada.
6. Party System in India in comparison with that in the U.K.
8. Religion in Politics: Secularism and Communalism
9. Strategies of Development in India since Independence
10. Social Movements :
   i. Workers Movement
   ii. Peasants Movement
   iii. Women’s Movement
   iv. Environmental Movement

**Indian Politics in Comparative Perspective**

**Essential Readings**

(2) Partha Chatterjee (ed.) *State and Politics in India*, Delhi, OUP, 1997.
(3) Sudipto Kaviraj (ed.). *Politics in India*, Delhi, OUP, 1994.
Suggested Readings

(1) Partha Chatterjee, Nationalist Thought and the Colonial World, Delhi, OUP, 1986.


(3) Partha Chatterjee, Nation and its Fragments, Delhi, OUP, 1994.

(4) B. Arora and Douglas Verney (eds.), Multiple Identities in a Single State: Indian Federalism in the New Millennium, Delhi, Konark.

(5) B.D.Dua and M.P.Singh (eds.) Indian Federalism in the New Millennium, Delhi: Manohar, 2004


(10) T.N.Madan, Modern Myths, Locked Minds: Securalisation and Fundamentalism in India, Delhi, OUP, 1997

(11) Neera Chandhoke, Beyond Secularism, New Delhi, Sage.

(12) T.J.Byres (ed.) State, Plan Development and Liberalist in India. Delhi, OUP, 2000

(13) Nirja Gopal Jayal (ed.). Democracy in India, New Delhi, OUP, Deepak Nayyars chapter
   (b) Nivedita Menon (ed.). Gender and Politics in India. Delhi, OUP, 1999.

(14) Granville Austin, Indian Constitution: Cornerstone of a Nation, OUP,

(15) Pranab Bardhan, The Political Economy of Development in India.


(17) M.P. Singh and Himanshu Roy, (eds.) Indian Political System, Monak (2005).


PAPER - III Optional A

International Relations

1. Approaches to International Relations
   (a) Classical Realism: Hans Morgenthau
   (b) Neo-Realism: Kenneth Waltz
   (c) Neo-Liberalism: Complex Interdependence - Robert O. Keohane and Joseph S. Nye
   (d) Structural Approaches
      - World Systems Approach by Immanuel Wallerstein
      - Dependency School by Andre Gundre Frank

2. Cold War & Post-Cold War Era
   (a) Second World War & Origins of Cold War
   (b) Phases of Cold War: First Cold War
      - Detente
      - New Cold War
      - End of Cold War
   (c) Post Cold-War Era: U.S. Dominance Other Centres of Power
      (European Union, China, Russia & Japan)

3. India’s Foreign Policy
   (a) Basic Determinants (Historical, Geo-Political, Economic, Domestic and Strategic)
   (b) India’s Policy of Non-alignment
   (c) India: An Emerging Power

4. Globalisation
   (a) Meaning
   (b) Dimensions: Economic, Political, Technological and Cultural

5. Contemporary World: Issues and Actors
   (a) United Nations: Political Strengths and Weaknesses
   (b) Feminist Perspective: J. Ann Tickner
   (c) Global Environmental Issues
      i. Depletion of Fossil Fuels
      ii. Pollution (Air, Land and Water)
      iii. Global Warming
      iv. Bio-diversity
      v. Kyoto Protocol

International Relations

Reading:
(1) Phil Williams, Donald M. Goldstein and Jay M. Shafritz, eds., *Classic Readings of International Relations* (Belmont: Wadsworth Publishing Co. 1999).

Supplementary Readings:
Administration and Public Policy

1. Public administration as a discipline: Meaning, scope and significance of the subject, public and private administration, brief evolution and major approaches, and comparative approaches to public administration.

2. Administrative theories: the classical theory, scientific management, the human relation theory, and rational decision-making.

3. Development administration: Elements of development administration. Time and space dimension in the study of development administration, politics of development administration.

4. Understanding public policy: concept and theories, relevance of policy making in public administration, and process of policy formulation, and implementation and evaluation.

5. Contemporary developments: new public administration, new public management, good governance and development, corporate governance, feminist and ecological perspectives on public policy and administration.

6. Democratization, decentralization and social protection: administration, functional and fiscal decentralization, in rural and urban context, social welfare administration and social protection for weaker sections.

7. Citizens, policy and administration: criteria of successful administration, meaning and forms of public accountability, NGOs and peoples participation in public administration, role of machinery for redressal of public grievances, right to information and other innovations.

Administration and Public Policy

Select Readings

(7) Martin Minogue, 2001, The Internationalization of Public Management’ in W. McCourt and M. Minogue (eds), The Internationalization of Public Management: Reinventing the Third World State, Edward Elgar, UK.
(11) Richard Anderson, Public Policy.
(16) Mohit Bhattacharya and Bidyut Chakrabarty (eds) Public Administration: A Reader, Delhi University Press.

Further Readings:

SOCIOLOGY

PAPER-I

Introduction to Sociology

1. Nature and Scope of Sociology:
   (a) Relevance of sociology
   (b) Nature, society and culture
   (c) Relationship with other social sciences; social anthropology, history, psychology.

2. Sociological concepts and perspectives:
   (a) Individual, groups, socialization
   (b) Structure, function and process
   (c) Culture, institutions, and roles
   (d) Order, conflict and contradiction, change
   (e) Difference and inequality

3. Theoretical orientations: Functionalism, Marxism.

Readings:


Reading List:

1. Tripathi S. 1966 Samajik Manav Vigyan, Delhi, Rajkamal Prakashan.


PAPER-II

Sociology of India

1. India as a Plural Society:
   Religion, language, religion, ethnicity, nation

2. Social Institutions and Practices
   (a) Caste
   (b) Tribe
   (c) Village
   (d) Class
   (e) Family and Kinship
   (f) Gender

Readings:

1. Oommen, T.K. 1997, Citizenship and national identity: From Colonialism to globalism, New Delhi, Sage Publications; (Chapter-5).


6. Beteille, A. 1992, Society and politics in India, Oxford University Press, New Delhi, (Chapters 3 and 7)


**PAPER-III**

**Sociological Theories**

1. Kari Marx :
   (a) Materialist Interpretation of History
   (b) Class and Class Conflict

2. Max Weber :
   (a) Social Action
   (b) Ideal Types
   (c) Types of Authority

3. Emile Durkheim:
   (a) Social Fact
   (b) The Normal and the Pathological
   (c) Forms of Solidarity

4. Talcott Parsons:
   (a) Action Systems

5. Erving Goffman
   (a) Dramaturgical Approach
   (b) Symbolic Interaction

**Readings:**


Topic 1: Introduction
Reading: Ch. 1-5
(a) Problem of scarcity and choice; Concept of Production Possibility Curve (excluding section on index numbers).
(b) Demand & Supply: Determinants of demand, movements vs. shifts in demand curve, Determinants of Supply, Movements along a supply curve vs. shifts in supply curve; -Market equilibrium and price determination.
(c) Elasticity of demand and supply.
(d) Applications of demand and supply.

Topic 2: Consumer Theory
Reading: Ch. 6-7 (including appendices)
(a) Cardinal Utility Theory: Concept of Utility: Marginal utility and total utility; Consumer’s Equilibrium, Consumer’s demand curve; Consumers’ surplus; Paradox of value.
(b) Ordinal Utility theory: (Indifference curve approach): Consumer’s preferences; indifference curves; Budget line; Consumer’s equilibrium; Income and substitution effects; Price consumption curve and the derivation of demand curve for a commodity; Criticisms of the law of demand.

Topic 3: Production and Costs
Reading: Ch. 8 (including appendix)
(a) Production: Firm as an agent of production. Concept of production function. Law of variables proportions; Isoquants; Returns to scale. Economies & Diseconomies of scale.
Topic 4: Market Structures  
Reading: Ch. 9-11

(a) **THEORY OF PERFECT COMPETITION**: Assumptions; Theory of a firm under perfect competition; Demand & Revenue; Equilibrium of the firm in the short run and long run. The long run industry supply curve: increasing, decreasing and constant cost industry. Allocative efficiency under perfect competition.

(b) **THEORY OF A MONOPOLY FIRM**: Short run and long run equilibrium of a monopoly firm. Concept of supply curve under monopoly; Allocative inefficiency & dead weight loss under monopoly; Price discrimination.

(c) **IMPERFECT COMPETITION**: Differences between perfect competition, monopoly and imperfect competition;
   (i) Theory of monopolistic competition: Assumptions; Short-run Equilibrium; Long run Equilibrium; Concept of excess capacity; Empirical relevance.
   (ii) Oligopoly: Causes for the existence of oligopolistic firms in the market rather than perfect competition; Cooperative vs. Non-cooperative Behaviour & dilemma of oligopolistic firms; Game theoretic models; Long-run behaviour: the importance of entry barriers.

Topic 5: Consumer and Producer Theory in action  
Reading: Ch. 13

Responses of Equilibrium price & Quantity to changes in input prices; Changes in technology; Effects of taxation; OPEC: A case study of a Cartel; Principal-Agent theory Non-maximizing theories.

Topic 6: Income distribution and Factor pricing  
Reading: Ch.14

Demand for factors. Supply of factors, backward bending supply curve for labour concept of economic rent; Functional Distribution of Income.

Topic 7: Market success and Market Failure  
Reading: Ch.15

Basic functions of government; Market efficiency; Market failure; the meaning & cause; Public policy towards monopoly and competition.

Topic 8: International Trade  
Reading: Ch.34

Gains from trade; Terms of trade; The case for Protectionism; Fallacious trade policy arguments; Global commercial policy.

PAPER II: Macroeconomics

(To Be offered in the 2nd year)

1. **Introduction to Macroeconomics.**
   What is Macroeconomics? Macroeconomic Issues in an Economy.

2. **Introduction to National Income Accounting**
   Concepts of GDP and National Income; Measurement of National Income and Related Aggregates; Nominal and Real Income; Limitations of the GDP concept.

3. **National Income Determination**
   Actual and potential GDP; Aggregate Expenditure -Consumption Function, Investment Function; Equilibrium GDP; Concepts of MPS, APS, MPC, APC. Autonomous Expenditure; The Concept of Multiplier.

4. **National Income Determination in an Open Economy with Government**
   Fiscal Policy - Impact of Changes in Govt.Expenditure and Taxes; Net Export Function; Net Exports and Equilibrium GDP.

5. **GDP and Price Level in Short and Long Run**
   Aggregate Demand and Aggregate Supply; Multiplier Analysis with AD curve and Price level Changes; Aggregate Supply in Short Run and Long Run.

6. **Money in a Modern Economy**
   Concept of Money in a Modern Economy; Monetary Aggregates; Demand for Money; Quantity Theory of Money; Liquidity Preference and Rate of Interest; Money Supply and Credit Creation and Monetary Policy.

7. **IS-LM Analysis**
   Derivation of IS and LM Functions; IS-LM and Aggregate Demand; Shifts in AD Curve

8. **Balance of Payments and Exchange Rate**
   Balance of Payments; Market for Foreign Exchange; Determination of Exchange Rates.

Reference:

PAPER III: Economic Development and Policy in India

(To Be offered in the 3rd year)

Section A: Issues in Development and Planning with reference to India

1. Characteristics of underdeveloped countries with special reference to India.
2. Factors in development: Capital formation (physical and human), role of technology: sustainability, institutional factors.
4. Employment (in the organised and unorganised sectors) and unemployment (open, under, disguised, rural, urban) in India. Employment generation schemes and their impact.
5. Issues in Indian Planning: Objectives and critical evaluation (Growth, self-reliance, employment generation, inequality reduction, poverty removal, modernisation and competitiveness, economic reforms). Saving and Investment; Mobilisation of Internal and External finance, Centre-State financial relation.

Section B: Sectoral Aspects of the Indian Economy

3. Foreign Trade: Role and importance of foreign trade in India. The balance of trade and the balance of payments situation. India and the World Trade Organization (WTO).
4. Prices: Monetary and fiscal policies.

Readings:

5. Government of India. Five Year Plan. (latest)

Note: 1. With regard to each topic listed, due emphasis should be laid on analysis and not mere description of the relevant problem.
2. Details of the relevant chapters of readings based on revised editions with selections from the current literature, will be prescribed before the course is taught.
**VOCATIONAL COURSES UNDER COMMERCE STREAM**

**PART I : 1st Year B.A., IRPM**

**PAPER -1 Human Resource Management**

**Objectives:**
1. To understand the application of human resource importance at the workplace for business advantage.
2. To help in understanding the uses related to manpower selection.
3. To understand the identification & competency development.

**Learning Outcomes:**
Develop competencies in the area of recruitment, selection, training and compensation. It would develop a student to be a trainer and professional manager.

<table>
<thead>
<tr>
<th>Unit</th>
<th>Nature of business &amp; form of business</th>
<th>Lectures</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Definition of business, industry and commerce</td>
<td>2</td>
</tr>
<tr>
<td>2.</td>
<td>Forms of business organization - sole proprietorship, partnership and joint stock company</td>
<td>4</td>
</tr>
<tr>
<td>3.</td>
<td>Elements of factory organization</td>
<td>4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Unit-2</th>
<th>Nature and organization of human resource management</th>
<th>Lectures</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Nature scope and functions of HRM</td>
<td>2</td>
</tr>
<tr>
<td>2.</td>
<td>Role and challenges of HRM</td>
<td>6</td>
</tr>
<tr>
<td>3.</td>
<td>Distinction between HRM and HRD</td>
<td>6</td>
</tr>
<tr>
<td>4.</td>
<td>Job Analysis</td>
<td>6</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Unit-3</th>
<th>Recruitment &amp; Selection</th>
<th>Lectures</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Human resource planning</td>
<td>5</td>
</tr>
<tr>
<td>2.</td>
<td>Recruitment</td>
<td>10</td>
</tr>
<tr>
<td>3.</td>
<td>Selection and Placement</td>
<td>10</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Unit-4</th>
<th>Training and Development</th>
<th>Lectures</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Principles underlying training</td>
<td>5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Unit-5</th>
<th>Performance Management</th>
<th>Lectures</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Labour turnover and absenteeism</td>
<td>3</td>
</tr>
<tr>
<td>2.</td>
<td>Performance appraisal - concept methods and limitations</td>
<td>3</td>
</tr>
<tr>
<td>3.</td>
<td>Wage and salary administration - Job evaluation, methods of wage payment and incentive plans</td>
<td>5</td>
</tr>
<tr>
<td>4.</td>
<td>Human resource information system (HRIS)- Concept, functioning and application of computerized HRIS.</td>
<td>4</td>
</tr>
</tbody>
</table>

**Note:** Each unit will have one case study, which is to be discussed by the teachers in the class.

**References :**
PART II: IInd Year B.A. IRPM

PAPER -II Industrial Relations

Objectives:
1. To understand Industrial environment & settlements.
2. To understand the grievance mechanism.
3. To understand the Trade development in India.
4. To understand the collective bargaining & worked participation in management.

Learning Outcomes:
Help the student to deal with the industrial dispute and develop skill to handle collective bargaining.

Lectures

Unit - I Industrial Relation 15
1. Industrial relations, concepts, scope and environment 6
2. Anatomy of industrial disputes - concept and definition of industrial disputes, causes and effects of industrial disputes. 9

Unit-2 Prevention and settlement of industrial disputes 20
1. Preventive machinery 8
2. Settlement machinery - conciliation, arbitration and adjudication 12

Unit-3 Trade unionism 25
1. Definition, approaches and problems of trade union 10
2. Trade union movement in India 15

Unit - 4 Collective bargaining 25
1. Concept, definition and its role 5
2. Process of negotiation and collective bargaining 12
3. Limitations of collective bargaining 8

Unit-5 Workers participation in management 15
a. Concept and role of workers participation 7
b. Limitations of workers participation in India 8

Note: Each unit will have one case study, which is to be discussed by the teachers in the class.

References:
PART III : IIIrd Year B.A. IRPM

PAPER -III Industrial & Labour Legislation

Objectives:
1. To understand the various trade union Acts and Industrial Laws.
2. Various wage and Bonus acts for governing compensation package.
3. To help in understanding labour welfare and social security.

Learning Outcomes:
Help the student in skill development and application of industrial relation laws and wage legislation.

<table>
<thead>
<tr>
<th>Unit</th>
<th>Topic</th>
<th>Lectures</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Labour laws- concepts, origin, objective and classification</td>
<td>5</td>
</tr>
<tr>
<td>2.</td>
<td>Law on working conditions - Salient features and provisions relating to working conditions be read only.</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>a. The Factories Act, 1948</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>b. Contract Labour (Abolition and Regulation) Act 1986</td>
<td>5</td>
</tr>
<tr>
<td>3.</td>
<td>Industrial relations laws</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>a. Trade Union Act-1926</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>b. Industrial Dispute Act-1947</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>c. Industrial Employment (Standing order) Act -1946</td>
<td>3</td>
</tr>
<tr>
<td>4.</td>
<td>Wage Legislation</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>a. Minimum Wage Act - 1948</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>b. Payment of Wage Act-1936</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>c. Payment of Bonus Act -1965</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>d. Equal Remuneration Act-1976</td>
<td>5</td>
</tr>
<tr>
<td>5.</td>
<td>Laws for labour welfare and social security</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td>a. Workmen Compensation Act - 1923</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>b. Employees State Insurance Act. - 1948.</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>c. Employees Provident Fund and Miscellaneous Provision Act-1952.</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>d. Payment of Gratuity Act - 1972.</td>
<td>6</td>
</tr>
</tbody>
</table>

Note: Each unit will have one case study, which is to be discused by the teachers in class.

References:
PART III : IIIrd Year B.A. IRPM

PAPER -1V Organisational Behaviour

Objectives:
1. How individual differences determine industrial behaviour at work.
2. The role of motivation & leadership for effective work performance.
3. To understand the business communication.

Learning Outcomes:
Help in developing role of organization and individual interface for better motivation at work place.

<table>
<thead>
<tr>
<th>Unit-1 Introduction to organizational behaviour</th>
<th>Lectures</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Concept and relevance of OB</td>
<td>5</td>
</tr>
<tr>
<td>2. Limitations of OB</td>
<td>5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Unit-2 Individual behaviour in organization</th>
<th>Lectures</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Attitude</td>
<td>5</td>
</tr>
<tr>
<td>2. Perception-concept and limitations</td>
<td>5</td>
</tr>
<tr>
<td>3. Personality - concept and determinants</td>
<td>5</td>
</tr>
<tr>
<td>4. Job satisfaction-concept and implications</td>
<td>5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Unit-3 Group behaviour in organization</th>
<th>Lectures</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Industrial morale</td>
<td>5</td>
</tr>
<tr>
<td>2. Leadership theories - Theory X and theory Y, Fidler’s contingency theory and managerial grid</td>
<td>10</td>
</tr>
<tr>
<td>3. Group dynamics- concept, types and application.</td>
<td>5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Unit-4 Motivation</th>
<th>Lectures</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Definition of motivation</td>
<td>5</td>
</tr>
<tr>
<td>2. Theories of motivation-Maslow’s need hierarchy, Herzberg’s motivation - hygiene, Vroom’s expectancy and Adam’s Equity Theory</td>
<td>15</td>
</tr>
<tr>
<td>3. Application - Job redesign, Job enrichment and job enlargement.</td>
<td>10</td>
</tr>
</tbody>
</table>

Unit-5 Communication | Lectures |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Concept and process of communication</td>
<td>2</td>
</tr>
<tr>
<td>2. Types of communication-formal, informal, upward, downward and horizontal communication</td>
<td>10</td>
</tr>
<tr>
<td>3. Barriers of communications.</td>
<td>8</td>
</tr>
</tbody>
</table>

Note: Each unit will have one case study, which is to be discussed by the teachers in the class.

References:
ENTREPRENEURSHIP AND SMALL BUSINESS

PART I : 1ST YEAR B.A.

PAPER I : Organisation & Management of Business

Objective:
The purpose of this paper is to familiarise the students with the world of business and to impart fundamental skills in its organization and management.

Learning Outcomes:
After studying this paper, the students would be able to identify the scope of business as comprising industry, trade and commerce. They would be able to look at the business environment as a source of opportunities. They would become conversant with the various forms in which a small business may be organised and the managerial issues confronting a small business.

Contents:

(20 Periods)

2. Elements of management process in an organization. Managerial functions: planning, organizing, staffing, directing and controlling. Managerial roles: producing, implementing, and integrating, Mintzberg’s classification, Managerial levels and skills. Business communication, etiquettes and organization of business office.

(20 Periods)


(20 Periods)


(20 Periods)


(20 Periods)

Required Readings:

Recommended Readings:

Journals, Periodicals and Reports:
ENTREPRENEURSHIP AND SMALL BUSINESS

PART II: IIInd YEAR

PAPER II : Theory and Practice of Entrepreneurship and Small Business

Objectives:

The purpose of this paper is to prepare a ground where the students view entrepreneurship as a desirable and feasible career option.

Learning Outcomes:

After studying this paper, the students would be able to identify and assess for themselves the various personal resources, that is, the competencies required for starting and managing a business. They would be able to interpret the implications of India being a signatory to the WTO. After doing a due SWOT Analysis, that is, environmental opportunities and threats and personal strengths & weaknesses analysis, the students would be able to embark upon writing a business plan.

Contents:


2. Aspects of entrepreneurship friendly socio-cultural, techno economic, politico-legal environment. Implications of WTO for domestic entrepreneurship. Entrepreneurial competencies and entrepreneurial motivation’ performance and rewards. The past, the present and the future of entrepreneurship in India. (20 Periods)

3. Opportunity scouting and idea generation: role of creativity & innovation and business research. Sources of business ideas. Entrepreneurial opportunities in contemporary business environment, for example opportunities in network-marketing, franchising, business process outsourcing in the early 21st Century. Small business as the seedbed of entrepreneurship. (20 Periods)

4. The process of setting up a small business: preliminary screening and aspects of the detailed study of the feasibility of the business idea and preparation of business plan. Spectrum of small business in India. Its role in the economy and the challenges before it. (20 Periods)

5. Entrepreneurship in family business. Idea and the dynamics of Intra-corporate entrepreneurship or Intrapreneurship. Handling and managing succession issues, especially in family business. (20 Periods)

Required Readings:


Recommended Readings:

ENTREPRENEURSHIP AND SMALL BUSINESS

PART III: IIIrd YEAR

PAPER III: Operational Aspects of Small Business

Objectives:
The purpose of this paper is to equip the students with the basic skills in the management of a small business.

Learning Outcomes:
After studying this paper, the students would be able to appreciate the issue impinging on operations, marketing, finance and human resource management within a small business. More importantly, they would be conscious of the various crises they may have to confront during the various stages of business growth.

Contents:

   (25 Periods)


   (25 Periods)

3. Issues in small business marketing. The concept and application of product life cycle (plc), advertising & publicity, sales & distribution management. The idea of consortium marketing, competitive bidding/tender marketing, negotiation with principal customers. Basic


Journals, Periodicals and Reports
14. Science & Tech Entrepreneur
15. Journal of Entrepreneurship
understanding of consumer behaviour.

(15 Periods)


(15 Periods)


(20 Periods)

Required Readings:


Recommended Readings:


Journals Periodicals and Reports:

6. SEDME

4. State and grass root level policies and institutions with special references to National Capital Region. Roles, functions and schemes of Directorate of Industries, Institutes of Entrepreneurship Development (IEDs), State Finance Corporations (SFCs), State Industrial Development Corporations (SIDCs), Small Industries Services Institutes (SISIs), Technical Consultancy Organisations (TCOs), Product and Process Development Centres, Testing Laboratories, etc. State Industrial Investment Corporations (SIICs). Non-government initiatives and government-private sector partnering. Role of industries/entrepreneur’s associations and self-help groups. (25 Periods)

5. The provisions of the various industrial, commercial and labour laws applicable to the small-scale sector. Case for and progress on special laws for the small-scale sector. Reach of the various promotional programmes, evaluation of their effectiveness and the ways and means of accessing the available help. (20 Periods)

Required Readings:

Recommended Readings:

Journals, Periodicals and Reports:
7. Laghu Udyog Samachar (Hindi & English)
9. Report on the Various All - India Census of Small Scale Industrial Units.
10. SEDME
11. SIDBI Reports on Small Scale Industries Sector
BUSINESS DATA PROCESSING

PAPER I: Computer Fundamental and Software Packages

Objectives:
To provide computer skills and knowledge through a need based course for commerce students and enhance the student understanding of usefulness of information technology tools for a firm’s business operation.

Learning Outcome:
After studying this paper, a student will become IT literate. He should be able to understand the basic IT terminology. The student should be able to understand the role of information system in business world.

Unit - I 10 Lectures
Computer Fundamentals: Logical organization of computer, memory, input-output devices, secondary storage devices, data representation, generations of computer and computer languages.

Unit - II 10 Lectures
Computer Interface: User interface with the operating system (Linux/Windows), settings of monitor display, installing a new hardware and software, disk clean up, virus detection, protection and removal utilities, security of files, folders and networked drives, importance of passwords.

Unit - III 10 Lectures
Document Preparation: Creating documents, formatting text, use of appropriate fonts, styles, layouts, mail merge, tables and pictures.

Presentations Software: Preparing a presentation including animation, sound, transitions and objects.

Spreadsheet Handling: Creating spreadsheet, use of labels, formatting text, date and time, mathematical, statistical and logical functions, graphs.

Multimedia: Multimedia basics, hardware, software; file format, storage and standards; multimedia system architecture paradigms.

Note:
I. The specific software to used for programming and the relevant books will be notified by the department every three years. If any specific features mentioned above are not available in that software, then those parts will be deemed to have been deleted.

PAPER II: Database and Internet Technologies

Objective:
To provide computer skills and knowledge through a need based course for commerce students and to enhance the student understanding of usefulness of Database and Internet Technologies.

Learning Outcome:
After studying this paper, a student will be able to:

- Appreciate the relevance of database system in providing support to information system
- Appreciate the role of computers in generating the desired information and reports
- Appreciate the internet technology and its infrastructure

Unit - I
Database: Introduction to database. 5 Lectures

Unit - II
Database architecture, relational database, constraints, data manipulation. 10 Lectures

Unit - III
Database design using ER diagrams and normalization, SQL. 10 Lectures

Unit - IV
Internet Technology: Introduction to Internet and Internet, LAN interconnection to Internet; Internet service-file transfer, remote login, electronic mail; e-mail configuration, e-mail session with the features of an useful Internet e-mail package, webmail. 15 Lectures

Unit - V
World Wide Web, web browser with the features of a useful Internet web static and dynamic web documents. 10 Lectures

Note:
I. The specific software to used for programming and the relevant books will be notified by the department every three years. If any specific features mentioned above are not available in that software, then those parts will be deemed to have been deleted.
PAPER III: Computerised Financial Accounts

Objective: This course has been designed, to fulfill the basic objective for B.A. programme that the student can enter the world of business directly. In the earlier 2 modules, they are told about the various tools. In this module they will be taught their applications in the field of accounting. This course requires complete understanding of financial accounting

Learning Outcome:
After studying this paper, a student will be able to:

• Appreciate the relevance of computer in maintaining various types of ledgers and accounts in day to day business.

Unit - I: Introduction to accounting. Accounting meaning and objectives. Basic Accounting terms. Basic Assumptions. Basic Principles. 20 Lectures

Unit - II: Generation of Vouchers and Recording of transactions. Accounting equations. Double entry bookkeeping. Recording of entries; Journal; Ledger; trial balance. 20 Lectures

Unit - III: 20 Lectures
1. Data table design for accounting.

Unit - IV: 20 Lectures
1. Concept of grouping of accountings.
2. Codification of accounts. Maintaining the hierarchy of ledger.

Unit-V:
Application of computers in financial accounting
b. Use of any one of the accounting packages.

Note: Various software and Financial Accounting package referred above and relevant books will be notified by the department every 3 years separately.

PAPER IV : Programme Development Tools and Applications

Objectives:

Objective: The objectives of this course are to enable the students to acquire good programming skills using comprehensive language with GUI tools, object Oriented Programming, event driven programmming tools. This will enable them to appreciate the packages and other software in use and suggest the possible changes with proper cost evaluation.

Learning Objective: After studying this paper a student should be able to:

• Write modules in a programming language.
• Apply object oriented programming
• Develop simple database application projects.

Unit I : Introduction to computer programming:
• Basic purpose and concept of programming the context of business data processing. (3)

Unit 2: Programming elements : (30)
• Working with Forms:
  - Appearance, properties.
  - Events and Methods
  - Controlling one form with other
• Common Controls
• Programming an application.
• Event driven programming.
• Common properties, methods and common events.
• Variables: Declaring variables. Data types. User defined data types, Constants.
• Forcing variable declaration.
• Collection objects. Arrays.
• Procedure: Sub Procedure and Function Procedure
• Control Structures - Looping and Branching and conditional statements.
• Object and Classes.

Unit 3. Error Handling (2)
Unit 4: Object Oriented Programming:  
- Preliminary Concepts:  
  - Classes  
  - Instances  
  - Objects  
  - Derived Classes  
  - Base Classes

Unit 5: Database Programming:  
- OLEBD and ADO Data controls  
- ADO Recordset objects  
- Using Properties, Methods, Events  
- Collection of Recordset objects  
- SQL Query  
  - Select, INTO, FROM, WHERE, GROUP BY, ORDER BY

List of Applications:  
1. Payroll Accounting;  
2. Inventory Accounting;  
   - Stock Report (Quantity)  
   - Stock Report quantity and Value

Note:  
1. Paper 3 and 4 will have a combined practical of 100 marks. Paper 3 and paper 4 will have a theory component of 50 marks each.  
2. The specific software to used for programming and the relevant books will be notified by the department every three years. If any specific features mentioned above are not available in that software, then those parts will be deemed to have been deleted.

PART: 1ST YEAR B.A., Travel and Tourism

PAPER I: Fundamentals of Travel and Tourism  
75 marks

Objective:  
This paper is designed to cover the general information about tourism and about its major constituents, the product. This paper provides the study of the concept and history of tourism development. Definition, nature, importance and the construct of tourism are included in this paper. Apart from covering the nature and characteristics of tourism products, this paper also lays emphasis on the study of various types of tourism products, both natural and man-made, that India provides. This paper also provides information about the institutional organizations, both national and international, in the promotion and development of tourism.

Expected Learning Outcomes:  
The student is expected to gain familiarity with the basis of concepts of travel and tourism. The special emphasis is on India as a tourism destination.

Lectures

Unit - I - Conceptual Framework of Tourism  
12  
- Travelers, excursionist, tourists/visitors.  
- Tourism and tourist - domestic and international.  
- The dynamics of definitions.  
- Tourism product and its characteristics.  
- Tourism through the ages.

Unit - II - The Construct of Tourism - Objects of Tourism  
12  
- Types and forms of tourism.  
- Motivations for tourism.  
- Tourism as an object of pleasure: Scenic beauty, health and leisure.  
- Tourism as a preserver of heritage: Historical and religious sites.  
- Tourism as an object of culture: Holiday seasons. Tourism as a social habit  
- Tourism as a means of globalization: Theme of integration and identity.
Unit - III - Issues and Problems  

- Infrastructure and super-structure.
- Levels of Study.
- Global: International concerns, problems and organizations - WTO, IATA and ICAO
- Macro: National concerns and problems and organizations - Ministry of Tourism and ITDC.
- Meso: Local concerns and problems.
- Micro: Enterprise level concerns and problems.

Unit - IV - General Effects of Tourism  

Social, cultural and ecological effects.

a) Positive:
- Integrational.
- Nation building - appreciation of language, dress, food and customs.
- Information flows - travelogues.
- Removal of barriers - flow of goods.

b) Negative:
- Conflicts - cultural shock.
- Ecological degradation.

Unit - V - Tourism resource potential of India  

- Geography and tourism.
- Architectural heritage.
- Ancient, medieval and modern architecture.
- Important monuments.
- Performing arts.
- Schools of painting.
- Classical dances and dance styles.
- Folk dances.
- Schools of music.
- Musical instruments.
- Handicrafts.
- Fairs and festivals.
- Hill destinations.
- Beaches.
- Wildlife tourism.
- Desert tourism.

Map Work - In relation to ‘Tourism resource potential of India’

Suggested Readings:

PART II : IIND YEAR

PAPER II : Tourism Marketing and Travel Agency Business 75 marks

Objective:
This course covers analysis of the markets and their possible developments, packing of the product, pricing policies, publicity and advertising and public relations methods. This paper also includes the functions, organizational structure and recognition of travel agents, tour operators and excursion agents. The transportation sector, especially civil aviation and railways, as well as accommodation sector and its management are also part of this paper.

Expected Learning Outcomes:
This paper is meant for students to gain detail knowledge of the applied aspects of the tourism and travel. The special emphasis is on marketing as a tool in tourism.

- Lectures

Unit - I - Tourism Product and Pricing 36
- Principles and concepts of marketing.
- Meaning and nature of tourism marketing.
- How tourism marketing is different from the marketing of other products.
- Marketing of services.
- Marketing mix.
- Market research in tourism.
- Market research vs. Marketing research.
- Marketing vs. Selling.
- Consumer behavior.
- Buyer decision making process.
- Segmentation, targeting and positioning.
- Pricing strategies.

Unit - II - Tourism Promotion 12
- Promotional and publicity methods.
- Marketing and communication.
- Advertising.
- Public relations.
Unit - III - Tour Packaging

• Concept, characteristics, methodology and pricing of tour packaging.
• Designing and printing of tour brochure.
• Marketing of packaged tours.
• Marketing in different sectors of tourism, leisure and hospitality.

Unit - IV - Travel Agency Business

• Linkages in tourism and other sectors - travel agency, transportation, accommodation, food, nutrition and catering.
• Travel agency and its role in the tourism development.
• Functions and organizational structure of a travel agency and the tour operators.
• Types of travel agents and their responsibilities.
• Procedures for becoming a travel agent and tour operator in India.
• Method of getting IATA recognition and the advantages enjoyed by an IATA recognized travel agent.

Unit - V - Transportation and Accommodation

• Transportation and tourism development.
• Role of transportation in the growth of travel agency and tour operator business in India.
• Accommodation and tourism.
• Types of accommodation and their organization.

Suggested Readings:


5. Foster, Dennis L.  Sales and Marketing for the Travel Professional, McGraw-Hill, 1993
PART III: IIIrd YEAR

PAPER III : Economics of Tourism Industry  75 marks

Objectives:
This paper puts into place the modem perspective on tourism whereby it is treated and understood as an industry. Concepts of economics are applied to travel business and tourism. Certain new concepts, like leisure analysis, are included that would enable the student to understand the recent developments in the area.

Expected Learning Outcomes:
This is an advanced paper by which the student is expected to gain knowledge of the economic foundations of tourism as an industry. Students are also expected to know the importance of policy towards tourism industry.

Lectures

Unit - I - Theory of Consumer Behavior: As Applied to travel and tourism. 10

- Utility and household expenditure - choice.
- Law of demand - tourism demand function.
- Equi-marginal utility - tour package.
- Giffen goods - luxury tours and travels.
- Change and shift in demand - effect of other factors promotion and information, tastes, cultural influences.
- Elasticity of demand - its types and measurement.

Unit — II - Market and non-market analysis 20

- Difference between market and industry.
- Market demand.
- Derived demand and joint product - travel and tourism.
- Entertainment, tourism, travel, sport and adventure, as substitutes and complements.
- Externalities - pecuniary and non-pecuniary.
- Public goods and bads.
- Demand for leisure - Need Analysis, Leisure Motivational Scale and Flow.
- Existence value - preservation of nature.
- Travel cost method and contingent valuation - willingness to pay.

Unit - III - Nature of the tourism firm 25

- Objectives of the firm - Profit maximization and sales maximization.
- Fixed and variable costs.
- Direct and indirect costs.
- Average, marginal and total revenue and cost.
- Break-even point.
- Characteristics of different market forms.
- Product differentiation.
- Methods of pricing
  - Marginal cost pricing.
  - Cost-plus pricing.
  - Run-of-the-rate pricing.
  - Market skimming pricing.
  - Peak load pricing.
  - Price discrimination.
  - Price leadership.

Unit - IV - Tourism as an industry

- Needs - Auxiliary and Ancillary services.
- Factor supplies.
- Effects - Forward, backward and total linkages
  - Satellite industries.
  - Tourism Multiplier.
  - Employment.
- Logistics:
  - Air: Apex fares, auctioning, open and round tickets, excursion fares, charters.
  - Road: State transport, rent-a-car. Inter-state toll and duties.
  - Shipping: Cruises, inland waters and coastal shipping.
- New technologies - ATM, radio taxies, cash passport and credit cards.

Unit - V - Government policies and effective tourism development 25

- Tourism through the Five Year Plans.
PART III: IIIrd YEAR

PAPER IV: Management of Tourism and Travel Business 75 marks

Objective:
This paper caters to the third new dimension of tourism, namely, management. It gives an overview of management concepts that are necessary for running travel and tourism business, that is, financial management, operational management and planning. It also includes a study of certain new trends that are based on the functionality of tourism.

Expected Learning Outcomes:
This paper shall impart specialized knowledge relating to the management aspects of tourism. The student is expected to gain knowledge of management tools and special areas.

Lectures

Unit - I - Strategic Planning and Strategic Marketing 10
• Business Environment.
• Alliances - Market Sharing.
• Takeovers and Mergers.

Unit - II - Project Planning and Review - Destination Development 10
• Project Cycle.
• Techno-economic survey.
• Project appraisal and evaluation.

Unit - III - Operations Management 30
• Booking / Reservation / Blocking / Reconfirmation.
• Ticketing
  • Cancellation
  • Alteration
  • Class of travel
  • Class of booking.
• Communications.
• Invoicing.
• Discounting.
• Online booking and payments.
• Authorizations.
FOREIGN TRADE & PRACTICE

PAPER I: 1st Year Trend in World Trade and Trading Environment

Objective:
The objective of the course is to familiarise the student with trading environment and to make them realise the importance of trade. The course would acquaint the student the importance of trading blocks and the world institutions influencing the trading environment.

Learning Outcome:
After learning the contents of the paper, the students will be able to analyse the trading environment and would be able to choose market for exports or of imports. They will be able to assess systematic business risk. The course also makes the students to understand the economics of economic groupings and he will also obtain knowledge in respect of some specific economic groupings or custom unions, which would help him to make a strategy to take advantage of the situation.

Lectures

I  Trends in world trade  25
   (a) Growth
   (b) Volumes
   (c) Composition
   (d) Direction
   (e) Trade in services
   (f) Intra-industry trade

II  Trending Environment  25
   (a) Economic Environment and its components
   (b) WTO and Trading Environment
   (c) Barriers to trade (tariff and non-tariff)
   (d) Regionalisation of trading environment
   (e) Growing importance of MNC’s

III  Regional economic groupings among developed and developing Countries  25
   (a) Theories of economic integration, trade diversion, trade creation, welfare effects of trade

Suggested Readings:

5. National Geographic and Discovery channel Programs.
IV Commercial policies of developed and developing countries 15

(a) Instruments of commercial policies, tariff and non-tariff barriers
(b) Commercial policies in the context of inward and outward oriented policies
(c) Role of commercial policies in international trade relations

V (a) International institutions of trade: UNCTAD and WTO 5
(b) WTO and Trading environment
(c) International commodity agreements under UNCTAD

Text Books:


Paper II: IIInd Year Trend Procedures, Practices, Logistics and Legal Dimentions of International Business

Objective:
The course-curriculum would familiarise the student with procedural aspects of trade along with the practices being followed. In addition, the logistic aspects are also taught so that the supply is maintained as per the supply schedules agreed. Since international business is usually agreement based, it is essential to understand the legal dimensions. In this course, the student is made aware of these dimensions.

Learning Outcome:
Students after being taught this paper would be able to know about documentation required in the case of imports and exports will also be able to select appropriate logistics for trading for making supplies to the importers or receive goods at desired locations at minimum cost. He would also become aware of legal dimension involved in international marketing and exporting.

PART A— Trade Procedures and Practices Lectures

Unit-I
(a) Documentation framework: Export and import documents
(b) International business contracts: types, formation, elements, legal dimensions and dispute settlement

Unit-II
(a) Foreign exchange regulations and formalities
(b) Quality control and pre-shipment inspection - concept, schemes and procedures.

PART B - Logistics

Unit-III
1. Marketing and Logistic System Concepts, objectives and scope
2. International shipping and air transport Freight structure and practices
Unit-IV
1. Indian shipping and air transport; a Freight structure and practices: problems and policies
2. Multimodel transport
3. Co-ordination, Role of intermediation and intermediaries, clearing and forwarding agents, freight brokers and shipping agents.

PART C - Legal Dimensions of Trade

Unit -V
1. Law Relating to International Trade in India
2. International Sales Contract
3. Contracts Related to Credit, Carriage and Insurance
4. International Legal Conventions

Text Books :
2. Government of India; Handbook of Import and Export, Procedure
4. Brij Mohan; Working paper, IIFT
7. India Shipping - Planning Commission Report for Perspective year 2000. Ch. 1,2,8,9,10,11,13.
9. Coordination Role of Intermediaries, clearing and forwarding Agents, Freight, Brokers, Shipping Agents.
   -IIFT Background paper on Export Procedures and Documentation.
10. Foreign Exchange Management Act as amended from time to time and the rule there under.

PAPER III: IIIrd Year B. A. International Marketing and Exporting

Objective:
The objective of the course is to make the students understand the international markets for goods and services and prepare them for marketing of products. The students are made aware of export possibilities and use the provisions of export promotion as announced in policy statements.

Learning Outcome:
Students will become aware of various aspects of marketing, international marketing and exporting. He would also know how to adapt product to various markets. The student will be able to make and suggest strategic entry, marketing of products, advertising and stay in foreign location. Students would also know the difference in markets of developing and developed economics. They would also know the promotional and distributional aspects of exporting.

Lectures

Unit-I
1. International Marketing: conceptual framework
2. International Marketing Environment: major components and their analysis

Unit - II
3. Strategy formulation for global markets: the planning process, international market selection and entry decisions
4. Developing and adapting products for international markets

Unit - III
5. International pricing policies and decisions
6. Distribution strategy: channels and logistics

Unit - IV
7. Promotional strategies for international markets
8. Role of international marketing information system in decision making.

Unit - V
9. Organisational and control aspects of international marketing
10. Counter-trade as a marketing strategy.
Suggested Reading:


PAPER IV: IIIrd Year Financing of Trade and International Finance

Objective:
The objective of the course is to familiarise the students with various issues and aspects of trade financing. Student must be aware of the foreign exchange markets and various aspects of international financial environment.

Learning Outcomes:
Once the student learns this paper he would understand to set and think payment terms required to avoid credit risk. How to hedge risk; how to insure risks and would also know about the agencies which takeover risk. Since transactions involved payment and receipts in foreign currencies therefore he would require the knowledge of foreign exchange markets which this course provides.

PART-A

Financing of Trade

Unit - I  Lectures 15
1. Payment terms-instrument and method of financing including documentary credits and collection - uniform customs and practices (UCPS)
2. Export finance - facilities, incentives and procedures and pre and post shipment finance.
3. Business risk coverage; cargo, credit and foreign exchange risk coverage, cargo insurance, role and schemes of ECGC and commercial banks.

PART-B

International Finance

Unit - II  Lectures 15
1. Elements of International Financial Management:
   (a) Uniqueness of international finance and its growing importance
   (b) The international monetary system - hybrid system of exchange rate, goldstandard, Bretton woods (IMF and creation of SDRs), World Bank Beyond Eurapean Monetary System.
(c) (i) The foreign exchange market - foreign exchange rates - direct, indirect and cross exchange rates, bid and ask rates, transaction costs, spot market, forward market, Euro-Currency markets.

(ii) Arbitrage - locational triangular and covered interest arbitrage

Unit-III Lectures 15
1. The balance of payments and international economic linkages - supply and demand view of exchange rates, factors affecting exchange rate.
2. Parity conditions - purchasing power parity, interest rate parity, international fisher effect.

Unit-IV Lectures 15
1. Financing International Trade and Foreign Investment
   (a) Payment terms in international trade - cash in advance, letters of credit, draft, consignments, open account, financing techniques of international trade - banker’s acceptance, bill discounting, factoring, forfaiting, government sources of export and financing, and credit insurance and counter trade.
   (b) Equity financing - ADRs and GDRs - long term borrowing, syndicated loans, international bonds, MTNs etc.

Unit-V Lectures 20
10. Foreign Exchange Exposure and Risk
    (a) Concept and Difference - types of exposure - transaction, translation and economic exposure
    (b) Hedging Strategies - external and internal comparisons of hedging techniques.

Note: Latest books to be announced in the beginning of the Academic Session.

References:
8. Govt. of India, Handbook of Import, Export Procedures.
ADVERTISING, SALES PROMOTION AND SALES MANAGEMENT

PAPER I: 1st Year Marketing Communication

Objective:
The aim of the course is to familiarise the students with the basics of marketing and provide insights into the communication aspects of marketing.

Learning outcomes:
It is expected that the students will be able to develop the basic understanding of marketing and communication process. They will be able to understand the steps involved in development of marketing communication, determining the selection methods of marketing communication, and organizing it successfully.

1. Nature and importance of marketing; Modern marketing concept; Marketing mix; Consumer buying process; factors influencing buying behaviour.
   16 Lectures

2. Role of communication in marketing. Types of marketing communication, Communication process and its elements.
   14 Lectures

3. Steps in developing marketing communication - an overview; Identifying target audience - role of market segmentation; Determining communication objectives - sales and communication effects, AIDA model; Designing the message - content and structure decisions; Positioning considerations.
   30 Lectures

4. Determining promotion budget; Selecting methods of marketing communication - advertising, personal selling, public relations and sales promotion: their meaning, distinctive characteristics and functions; Factors affecting promotion mix.
   28 Lectures

5. Organising communication efforts; Integrated communication in marketing; Evaluation of marketing communication efforts.
   12 Lectures

Suggested Readings:
Objective:

The objective of the course is to familiarise the students with the concept of advertising, and the creative and media strategy.

Learning outcomes:

The students are expected to learn the insights of advertising, preparing advertising message, various media through which this message can be communicated, selecting the appropriate media and evaluation of advertising campaign.

1. Introduction to Advertising: Nature and importance; Role of advertising in national economy. Types of advertising. Setting of advertising objectives: communication and sales objectives, DAGMAR approach; Setting of advertising budget.
   
   20 Lectures

2. Advertising Message: Preparing an effective advertising copy; Elements of a print copy: headlines, body copy, slogan, logo, seal of approval; Role of color; Elements of broadcast copy; Copy development for direct mail.
   
   20 Lectures

3. Advertising Media: Print, audio-visual and outdoor media - their characteristics and applications; Media scene in India, Advertising media for rural markets - media options and their characteristics.
   
   20 Lectures

4. Developing Media Plan: Selection of a media category on the basis of its reach, frequency, impact, continuity, and GRP's cost; Other factors in influencing media choice; Media scheduling.
   
   22 Lectures

5. Evaluating Advertising Effectiveness: Communication and sales effects, Methods of measuring advertising effectiveness; Advertising department and agency relations: functions and organisation of an advertising department, Selection of an advertising agency; Agency-client relationship.
   
   18 Lectures

Suggested Readings:


PAPER III : IIIrd Year Sales Management

Objective:

The purpose of this course is to familiarize the students with the fundamentals of personal selling, selling process, management of sales force and ancillary aspects of sales management.

Learning outcomes:

The students will be able to develop an understanding of personal selling, buying motives, process of personal selling, sales force management, and sales budgeting.

1. **Personal Selling**: Nature and importance; Salesmanship, sales force management and sales management contrasted; Types of selling situations; Responsibilities of a sales manager; Career opportunities in selling.
   **18 Lectures**

2. **Buying Motives**: Concept of motivation, Maslow’s theory of need hierarchy; Dynamic nature of motivation; Buying motives and their uses in personal selling.
   **18 Lectures**

3. **Process of Personal Selling**: Prospecting and qualifying; Pre-approach and call planning; Approach; Presentation and demonstration; Objection handling; Closing the sale; Post sales activities.
   **22 Lectures**

4. **Sales Force Management**: Recruitment and selection of sales force; Training and direction; Motivation and compensation; Performance appraisal.
   **20 Lectures**

5. **Sales Budgeting**: Process and uses of sales budget; Sales territory planning; Sales quota; Sales and cost Analysis
   **22 Lectures**

Suggested Readings:

PAPER IV: IIIrd Year Sales Promotion and Public Relations

Objective:

The aim of the course is to familiarize the students with the basics and techniques of sales promotion and public relations.

Learning outcomes:

The students are expected to learn the various forms of sales promotion tools, develop a sales promotion programme, maintain public relations and deals with ethical and legal aspects of sales promotion and public relations.

1. Nature and importance of sales promotions; Forms of sales promotions: consumer-oriented sales promotion, trade-oriented sales promotion and sales-force-oriented sales promotions.

   18 Lectures

2. Major tools of Sales Promotions: premiums, price off, coupons, sampling, refunds and rebates, contests, games and lotteries, point of purchase, displays and demonstrations, use of logo, gifts, patronage, price packs, traffic builders, cyber-marketing. Convention, conferences, trade fairs, exhibitions and fashion shows, specialties and novelties.

   24 Lectures

3. Developing sales promotions programmes, pre-testing implementing, evaluating the result and making necessary modifications.

   18 Lectures

4. Public relations: meaning, features and growing importance; Similarities of publicity and public relations; Major tools of public relations: news, speeches, special event, handouts and leaflets, audio-visual, public service activities and other tools.

   26 Lectures

5. Ethical and legal aspects of sales promotion and public relations.

   14 Lectures

Suggested Readings:


OFFICE MANAGEMENT & SECRETARIAL PRACTICE

PAPER -I 1st Year Business Communication

Objective:
Effective business communication is the life blood of every organisation and also key to success in career. This paper intends to acquaint the students about communication theory and provide them ample exercise in communication through business correspondence.

Expected Learning Outcomes:
The students are expected to develop an understanding of the problems and principles of communicating in business. They are also expected to benefit by raising the level of their expression in writing letters. Ability to frame good attractive and effective business letters is an essential preliminary to a business career.

Unit I (15 Lectures)

1. Meaning and nature of communication. Importance of effective communication in business. (3 Lectures)

2. Objectives of communication- information, advices, order, suggestion, persuasion, education, motivation of raising morale etc. (4 Lectures)

3. Forms of communication- oral, written, visual, audiovisual, silence. (4 Lectures)

4. Types of communication- Downward, Upward, Lateral Horizontal, Diagonal, Grapevine etc. (4 Lectures)

Unit II (10 Lectures)

5. Principles of communication-7C’s of Communication. (3 Lectures)

6. Barriers to Communication. (3 Lectures)

7. Modern Technology and business communication- E-mail, Voicemail, Internet, Multimedia, Teleconferencing etc. (4 Lectures)
Unit III (8 Lectures)

Unit IV (30 Lectures)
10. Letters of enquiries and replies. (3 Lectures)
11. Letters of credit and status enquiries. (3 Lectures)
12. Letters of order (3 Lectures)
13. Letters of Execution of orders (4 Lectures)
14. Letters of Modification and cancellation of orders (2 Lectures)
15. Letters of Complaints and adjustments (3 Lectures)
16. Collection letters (3 Lectures)
17. Circular letters (3 Lectures)
18. Sales letters (3 Lectures)
19. Writing Advertisements (3 Lectures)

Unit V (37 Lectures)
20. Agency correspondence (3 Lectures)
21. Bank correspondence- Correspondence with customers (3 Lectures)
22. Employment related letters (3 Lectures)
23. Insurance letters- General insurance and life insurance (4 Lectures)
24. Correspondence of a company secretary (4 Lectures)
25. Agenda and minutes of meetings (3 Lectures)
26. Correspondence with Public authorities (3 Lectures)
27. Official correspondence (7 Lectures)
28. Drafting Fax messages and E-mail (3 Lectures)
29. Important terms and abbreviations (4 Lectures)

Suggested Readings:
PAPER II : IInd Year Office Management & Stenography (Part I & II)

PART I - Office Management

Objective:
The main purpose of this course is to familiarize the student with the activities of office. Smooth functioning of any organization depends upon the way various activities are organized, the facilities provided to the staff working in the office, the working environment, tools and equipment used in office etc.

Learning outcome:
Will make the student proficient in terms of managing general office activities like coordinating working environment. The student after getting fully acquainted with the latest office equipment will not face any problem in the open market.

Unit-I (25 Lectures)

1. Office & Office Management
   1.1 Meaning of office. Functions of office - primary and administrative management functions, importance of office, duties of the office manager, his qualities and essential qualifications.

2. Filing & Indexing
   2.1 Filing & Indexing - Its meaning and importance, essentials of good filing, centralized vs. decentralized filing, system of classification, methods of filing and filing equipment, weeding of old records, meaning of and need for indexing, various types of indexing.

3. Mail Mailing Procedures
   3.1 Mailing Procedures - meaning and importance of mail, centralization of mail handling work, its advantages, room equipment and accessories, sorting tables and rack, letter opener, time and date stamps, postal franking machine, addressing machine, mailing scales.

4. Forms & Stationery
   4.1 Office Forms - introduction, meaning, importance of forms, advantages of using forms, disadvantages of using forms, type of form, factors affecting forms design, principles of form design, form control.

   4.2 Stationery - introduction, types of stationery used in offices, importance of managing stationery, selection of stationery, essential requirements for a good system of dealing with stationery, purchasing principles, purchase procedure, standardization of stationery.

Unit-II (25 Lectures)

5. Modem Office Equipments
   5.1 Modem Office Equipment - Introduction, meaning and importance of office automation objectives of office mechanization, advantages, disadvantages, factors determining office mechanization, kinds of office machines, typewriters, electronic typewriters, duplicating machines, personal computers, Photocopier, fax, telephone, telephone answering machine, dictating machines etc.

   (5 lectures+5 lecture demonstrations = 10 lectures)

6. Use of Computers in offices
   6.1 Computer - introduction, evolution of computer era, components of computers, input and output devices, general
software used in offices, computer application in office management, advantages and limitations of computerization. 

(10 Lectures)

7. Abbreviations/Terms used in offices, modes of payment

7.1 Explanation of abbreviations/terms used in offices in day to day work, types of payments handled such as postal orders, cheques (crossed/uncrossed), post-dated and pre-dated cheques, stale cheques, dishonoured cheques.

(5 Lectures)

Suggested books for reading :

2. Terry, George R: Office Management and Control.

Mahal


PAPER II: IInd Year Office Management & Stenography

Stenography (English) PART II

Objective:
The main purpose of this course is to orient the students to understand the need of writing rapidly and accurately in this speed age. In order to make them a good writer, it is necessary for them to master the fascinating art of good writing. Every work has to be disposed of in the quickest possible time. They will be taught the principles laid down by Sir Isaac Pitman and use their application in the daily routine work of office.

Learning Outcome:

Soon after the completion of this course, the student will be able to write/ scribble accurately and speedily. This art of writing, based on sound has been adopted throughout the world in the day to day working in organizations. Once the speed and accuracy achieved, the same could be retained provided there is a regular practice.

Unit-III

(25 Lectures)

8. Stenography

8.1 Stenography - its introduction, brief history of Pitman’s Shorthand, types of other writing methods.

(1 Lecture)

9. Consonants

9.1 Consonants - Definitions, types of consonants, consonant and consonant stroke, form of strokes, number, size and direction of strokes, joining of strokes.

(2 Lectures)

10. Vowels

10.1 Vowels-its definition, long and short vowels, vowel signs and their places, position of outlines according to vowels, intervening vowel, diphthongs/triphones, punctuation signs, and their application.

(10 Lectures)
11. Grammalogues. Shortforms. alternative consonants

11.1 Short forms — definition, importance and use of logograms, grammalogues and phraseography, the phraseograms, its essential qualities

(6 Lectures)

12. Alternative forms of strokes:

12.1 Alternative forms of strokes, downward R & L Strokes, downward H, tick H and dot H, upward ‘ish’ strokes, semi circle or abbreviated w/y and their use.

(6 Lectures)

Unit-IV

(15 Lectures)

13. Circles & Loops

13.1 Circles &. Loops - small circle, its initial, medial and final use with straight and curved strokes, circle and strokes, loop initial and final loop ST/STR.

(7 lectures)

14. Hooks

14.1 Initial & Final Hooks - Initial hook of R & L with straight and curved strokes, initial large hooks KW/GW/KY/GY, compound consonants, final hooks of N/F/V, large final hook of shun.

(8 lectures)

Unit-V

(10 Lectures)

15. Halving & Doubling Principle

15.1 Halving & Doubling Principle - vocalizing of half length forms, halving for T or D, circle following half length forms, half length H, situations where halving principle not used. Halving and thickening of the strokes M, N, L, R. The signs for RT and LT. Joining of strokes of unequal length. Use of halving principle for past-tense, halving principle in phraseography.

(3 Lectures)

15.2 Doubling Principle - The general rule for doubling, doubling of straight strokes and the strokes MP and NG, alternative forms of MPR, MBR, NG-KR and NG-GR. Doubling of stroke L, circle S and double length strokes, use of doubling principle in phraseography.

(3 Lectures)

16. Prefixes & Suffixes

16.1 Prefixes - expression of the prefixes, initial common-, medial com, accom-, Intro-, etc. Logograms as prefixes.

(2 Lectures)

16.2 Suffixe - Suffixes and Terminations - The dot -ing, expressing -ality, - logical-ly, ment, mental-ly-ity, -ship, figures and contractions etc.

(2 Lectures)

Suggested books for reading:


Hindi Reading List:

The syllabus has included only English stenography. Thus there is no need of Hindi Reading List.
PAPER - III: IIIrd Year Modern Secretarial Practices

Objective:
The main objective of teaching this course is to familiarize the students with the duties and responsibilities of a Secretary. This will provide an opportunity to them to equip themselves with the requirements of the day in the job market. Besides, there will be intensive dictation sessions.

Expected Learning outcomes:
After the completion of this course, the student will understand the type of jobs he/she will have to perform whenever the need be. In this speed age, the knowledge of Shorthand writing is an additional advantage to the secretary to scribble on the diary or pad the important messages with greatest speed. Shorthand, which is a magnificent tool for recording things with speed in a quickest possible time, will naturally help the student to find employment opportunities.

Unit- I

1. Meaning of Secretary (3 Lectures)
   1.1 The student will be explained the role and responsibilities of a Secretary, his/her attributes, modern functions of a secretary in the changing scenario.
   1.2 Organising work-schedule (7 Lectures)
       This portion will include the general work-schedule of a secretary like booking appointments, maintenance of diary, reception of visitors and handling of telephone, writing of agenda, minutes of the meetings etc.

Unit-II

2. Shorthand Practical: (Dictation 12 lectures + 13 transcription sessions) (25 Lectures)
   2.1 Shorthand dictation - The secretary who is expected to be the master of recording and noting down word for word and produce a commendable transcript without any error, must be very accurate in recording. It is with this purpose the intensive shorthand dictation sessions will be organized in which the student will be given dictations at varied speeds from Shorthand Instructor at 60-80 words per minute and transcription on computer.

Unit- III

3. Shorthand Practical (Dictation 12 lectures + 13 transcription sessions) (25 Lectures)
   3.1 Shorthand Dictation - Shorthand sessions specially for dictating (unseen) letters - Business or official letters at the speed of 80-100 words per minute and transcription of passages on computer.

Unit- IV

4. Shorthand Practical (Dictation 12 lectures + 13 transcription sessions) (25 Lectures)
   4.1 Shorthand Dictation - Shorthand sessions specially for dictating passages taken from varied shorthand magazines at the speed of 80-100 words per minute and transcription of passages on computer only.

Unit- V

5. Shorthand Practical (Dictation 7 lectures + 8 transcription sessions) (15 Lectures)
   5.1 Dictation of words: The Student can acquire great speed in writing provided they are given intensive dictations from advance phraseography, special contractions and intersection.
Phrasing, contractions and special intersections facilitate the work of rapid verbatim reporting.

**Suggested Books for reading:**

9. Shorthand 10 years- Question Paper, Bhatia, R.C.
11. Magazines for speed practice:
   (i) Progressive Shorthand
   (ii) Naresh Gupta’s Magazine
   (iii) Pitman’s Shorthand
   S.S. Publication

**Hindi Reading List:**

*The syllabus has included only English stenography*. Thus there is no need of Hindi Reading List.

---

**PAPER IV: IIIrd Year Modern Office Practices and Computer Application**

**Objective:**

This compulsory module provides students with basic keyboard skills, an introduction to the various means by which the “user” interacts with computer applications and to the concepts and functionality of word processing, spreadsheet, database and desktop publishing applications.

**Expected Learning Outcomes:**

On completion of this module students will be able to demonstrate knowledge of the computer application. The student will feel fully equipped with computer background to take up the assignment. He/she will be able to enter into call center office.

**Unit-I**

1. **Computer: An introduction** (10 Lectures)

   1. **Introductory** (2 Lectures)
      - This part will discuss topics from basic computer history including development of mini, micro, mainframe computers. This will include knowledge of Computer parts such as keyboard, mouse, mouse pad, monitor, hard disk, floppy drive, CD-Rom drive. Tower box, functional parts of a computer. Computer peripherals/ports, accessories like calculator, phone dialer/work pad etc.

   1. **Meaning of important terminologies:** (2 Lectures)
      - This will include basic knowledge of various softwares, and hardware accessories networking terminology LAN, WAN, MAN etc. Internet terminology and usage.

2. **Effect of Antivirus and Firewalls** (1 Lecture)

   Use of antivirus, firewalls. Voice recognition systems and usage thereof.

   (3 Lectures)
Unit-II (30 Lectures)

3. Basics of Word Processing using MS-WORD (1 Lecture)

3.1 Word Processing (15 Lectures)
Introduction and apply word processing skills incorporating:
Text manipulation (delete, insert, overtype, move and copy)
Character formatting, Saving, Protecting document

3.2 Paragraphing (3 Lectures)
The main purpose of this topic is to acquaint the student with the different styles of Paragraphs, indents, spacing and alignment.

3.3 Page layout (margins, tabs etc) (5 Lectures)
This defines the way page is viewed that is Web, Outline, Print Layout and Normal also Page numbering etc.

3.3 Mail Merge (6 Lectures)
Feature for sending multiple addressees the same layout by building template of the document to be sent.

Unit-III (30 Lectures)

4. Basic knowledge of presentation software through MS-POWERPOINT (2 Lectures)

4.1 Create PowerPoint presentations (10 Lectures)
Using toolbar, on-line Help features and wizards to integrate text, graphics, shapes, word-art and which feature the following:
1. Power point screen, toolbars and pull down menus, views
2. Templates, wizards, auto layouts
3. Master slides

4.2 Adding graphics by incorporating (10 Lectures)
1. Clipart, graphics, word art, drawing toolbar
2. Changing the background and colour schemes
3. Object animation and transitions

4.3 Effective presentation layout and design (8 Lectures)
Developing graphics and color combination for slides; Packaging the presentation for porting onto other computers.

Unit-IV (16 Lectures)

5.1 Basic knowledge of spreadsheet generation using Excel 2000 (1 Lecture)

Introduction towards spreadsheet development by:
1. Entering Labels and Values
2. Filling series
3. Formulas and Functions, Copy, Move, Paste
4. Absolute Referencing
5. Calculate percentages
6. Edit Chart

5.2. File Storage and Retrieval methods in Excel (5 Lectures)
This shows the ability to retrieve data from pre existing spreadsheets previous and current version portability.

Unit-V (14 Lectures)

6.1 Use of financial package -TALLY incorporating: (14 Lectures)
Create/Manage Accounts, Modifying pre-existing tally records, importing TALLY data from existing database. Creating Inventory Records, Voucher Entry, Summarization, Reports, Ratio Analysis, Exporting data.

Suggested books for reading:
6. Internet for dummies, Kitab Mahal Publication

Hindi Reading List:
The syllabus has included only English stenography Thus there is no need of Hindi Reading List.
TAX PROCEDURE AND PRACTICES

PAPER I: Ist Year, Indirect Taxes (Central Sales Tax and Service Tax)

Objective:
The objective of this paper is to acquaint the students with basic knowledge of sales tax and service tax.

Learning Outcomes:
This paper will help the students to develop basic understanding of provisions regulating Central Sales Tax and Service Tax. They will also be able to know the various forms and documents required for these Tax Laws.

Course Contents:
Section A: 20 Lectures

1. Direct vs Indirect Taxation
   - Meaning and Importance of Tax
   - Tax Structure in India
   - Tax Authorities in India
   - Canons of Taxation
   - Introduction of VAT

Section B: Central Sales Tax

2. An overview of Central Sales Tax Act, Important terms & definitions. Concept of Sale or purchase of goods in the course of inter-state sale or in the course of import or export. (30 Lectures)

3. Registration of dealers & procedure thereof; Use of forms under CST and maintenance of records; Submission of return; Appeals, penalties, fines, and prosecutions. (20 Lectures)

Section C: Service Tax

4. Services liable for tax; Departmental clarifications. (20 Lectures)

5. Tax rates; Return of service tax (including e-return); Assessment, collection of tax, penalties, fines, and prosecutions (10 Lectures)

Suggested Readings:

Journals:
1. The Chartered Accountants, Published by The Institute of Chartered Accountant of India, Delhi.
2. The Chartered Secretary, Published by The Institute of Chartered Secretary of India, Delhi.
3. SEBI and Corporate Laws, Published by Taxmann Allied Services Pvt. Ltd., Delhi.
Objective:
The objective to this paper is to provide the basic knowledge of income tax law.

Learning Outcome:
The students are expected to have an understanding of income tax law and be able to compute the taxable income under different heads of income, deduction under chapter VI, compute tax liability and allow rebate and relief for an individual and partnership firm.

Course Contents:

1. Definitions, Previous Year, Assessment Year, Residential Status, Incomes which do not form part of Total Income (pertaining to individuals and firms).
   (10 Lectures)

2. Heads of Income; Salaries, Income from House Property. Profit & Gain of business and profession. Capital Gains, Income from other sources (pertaining to individuals and firms).
   (45 Lectures)

3. Clubbing of income, aggregation of income and set off and carry forward of losses (pertaining to individuals and firms).
   (8 Lectures)

4. Deduction from Gross Total Income under Chapter VIA, Rebate of Income Tax under Section 88, 88B & 88C. Relief under section 89, 90 and 91. (pertaining to individuals and firms).
   (17 Lectures)

5. Assessment of individuals and firms.
   (20 Lectures)

Suggested Readings:

Journals:
1. The Chartered Accountants, Published by The Institute of Chartered Accountant of India, Delhi.
2. The Chartered Secretary, Published by The Institute of Chartered Secretary of India, Delhi.
3. Taxman, Published by Taxmann Allied Services Pvt. Ltd., Delhi.
4. Income Tax Reporter, Published by Company Law Institute Chennai.

CD’s:
1. Taxmann’s Income Tax Rules and Forms on C, latest version
2. Taxmann’s Direct Tax Laws on CD, latest version
3. Taxmann’s ITD Decisions on CD, latest version
4. Taxmann’s TDS on CD, By Dr. Vinod K. Singhania and Dr. Kapil Singhania, latest version
5. Taxmann’s Tax Computation on CD, By Dr. Vinod K. Singhania and Dr. Kapil Singhania, latest version.
PAPER - III : IIIrd YEAR, Income Tax - Procedure & Practice and Wealth Tax

Objective:
The objective of this paper is to provide basic knowledge of income tax procedures and practices and also the basic understanding of Wealth-Tax Act.

Learning Outcome:
The students are expected to know the assessment procedure, T.D.S rules, advance tax, refund, appeals, interest, penalties and prosecutions. The student should be able to prepare all the relevant documents. They should also be able to compute Wealth Tax liability of assesses.

Course Contents:
1. Assessment Procedures: Assessment under section 143(1), regular assessment under section 143(3), best judgement assessment, income escaping assessment time limit for notice, time limit for completion of assessment and reassessment.
   (25 Lectures)
2. Tax deduction at source- Obligations of payer of income, TDS rates, rights of recipients to get payment without TDS or with lower TDS, certificates and return pertaining to TDS (including e-TDS returns)
   (20 Lectures)
3. Advance tax; Interest; Refund; Appeals (including reduction/waiver of penalties), rectification, revisions; (including documentations)
   (20 Lectures)
   (15 Lectures)

Section B: Wealth Tax
5. Important terms & definitions, computation of net wealth, exempted assets deemed assets, valuation of immovable property and jewellery.

Suggested Readings:

Journals:
1. The Chartered Accountants, Published by The Institute of Chartered Accountant of India, Delhi.
2. The Chartered Secretary, Published by The Institute of Chartered Secretary of India, Delhi.
3. Taxman, Published by Taxmann AlliedServices Pvt. Ltd., Delhi.
4. Income Tax Reporter, Published by Company Law Institute Chennai.

CD’s:
2. Taxmann’s Direct Tax Laws on CD, latest version.
3. Taxmann’s ITD Decisions on CD, latest version.
4. Taxmann’s TDS on CD, By Dr. Vinod K. Singhania and Dr. Kapil Singhania, latest version.
5. Taxmann’s Tax Computation on CD, By Dr. Vinod K. Singhania and Dr. Kapil Singhania, latest version.
Objective:
The objective of this paper is to give the knowledge of excise duty and customs law.

Learning Outcome:
The students are expected to have an understanding of various provisions, documentations and procedures under central excise and customs law. The students are also expected to know the e-returns wherever applicable.

Course Contents:

A. Central Excise

1. Nature & meaning of Central Excise; Important definitions; General Procedure including registration.  
   (15 Lectures)

2. Valuation of Excisable goods; Salient features of CENVAT and procedure for claiming credit.  
   (25 Lectures)

3. Maintenance of statutory records; Procedure for removal of goods; Penalties and prosecutions; Submission of return (including on-line submission of return)  
   (20 Lectures)

B. Customs

4. Important terms and definitions; Types of duties; Procedure to compute effective rate of duty; Types of Import-import of cargo, personal baggage and stores.  
   (20 Lectures)

5. Clearance procedure including filling of relevant documents; Steps and documents to be prepared; Penalties and prosecutions.  
   (20 Lectures)

Suggested Readings:

Journals
1. The Chartered Accountants, Published by The Institute of Chartered Accountant of India, Delhi.
2. The Chartered Secretary, Published by The Institute of Chartered Secretary of India, Delhi.
3. Taxman, Published by Taxmann Allied Services Pvt. Ltd., Delhi.
4. Excise Law Time.

CD's
*Taxmann 's Central Excise and Customs Rules and Forms on CD, Latest Editions.*
INSURANCE

PAPER - I : Ist YEAR, B. A., Elements of Insurance

Objective: marks : 100

To impart elementary knowledge of Insurance to the students

Learning Outcomes:

This paper is meant for students to gain in-depth knowledge of principles of insurance, insurance contract, documentation, underwriting and claims disposal. The special emphasis is on the theoretical framework of insurance.

1. Introduction to Insurance Lectures 25
   - Risk, Types of Risk, Management of Risk.
   - Relevance of Probability, Theory and Law of Large numbers.
   - History and Development of Insurance, Role of Insurance in Economic Development.
   - The Insurance market. Legal Environment, the Intermediaries & the Customer.
   - Reinsurance
     - Concept and Terminologies.
     - Methods of Re-insuring, types of re-insurance covers.

2. Principles of Insurance

   Utmost good faith, Insurable Interest, Indemnity, Contribution and Subrogation, Proximate Cause.

3. Nature of Insurance, Documents & Classification Lectures 25
   - A contract. Express & Implied Conditions, Conditions Subsequent & precedent to Liability, Non-payment of premium.
   - Proposal Forms, the Insurance Policy, Cover Note, Certificates, Renewal Notices, Endorsement and specifications.
   - Classification of Insurance Business, the different types of Life and General Insurance Policies.

4. Financial Aspects of Insurance (only Theoretical aspects) Lectures 20
   - Claims, Claim Reserves, Claim Expenses, Claim Ratio, Management expenses.
   - Insurance Funds & Investment, Taxation of Insurance Companies.

5. Introduction to Under-writing & Claims Lectures 20
   - Loss Minimization, Recovery and salvage disposal.

References:

PAPER - II : IIInd Year Regulatory Frame Work of Insurance

Objective: Marks 100

To impart working knowledge of regulatory framework of Insurance to the students

Learning Outcome:

This paper is meant for students to know more about the legislations and regulatory framework within which the insurance sector has to work.

1. Legislations Governing Insurance Business Lectures 20
   - The Insurance Act, 1938
   - General Insurance Business (Nationalization) Act, 1972
   - The IRDA Act, 1999

2. Statutes Requiring Compulsory Insurance Lectures 20
   - The Workmen's Compensation Act, 1923
   - The Public Liability Act, 1991

3. Other Important Legislations Lectures 15
   - Essentials of General Contract The Indian (Contract Act, 1872, Sec.-10)
   - The Carriage of Goods by Sea Act, 1923
   - The Indian Stamp Act, 1899.
   - Exchange Control Regulations / FEMA, 1999 (The Foreign Exchange Management)
   - The Office of Insurance Ombudsman
   - Other Relevant Acts.

Lectures 30

5. Investment & Accounting

Lecture 15

- The IRDA (Investment) Regulations, 2000
- Accounting - Reserves for Outstanding Claims
- Unexpired risk reserves
- Other reserves
- General Ledger
- Trial balance. Revenue account. Balance sheet
- Returns
- Code of Conduct for Insurance

References:
1. The Insurance Act, 1938, Taxman Publication.

PAPER - III : IIIrd Year Life Insurance

Marks 100

Objective:
To give basic knowledge of Insurance of Life Insurance to the students

Learning Outcomes:
This paper would provide students insight on life insurance plans, pricing, distribution, documentation and servicing.

1. Introduction

Lectures 10

- Purpose and need of Life Insurance
- Basic Principles of Life Insurance
- Terminologies-Premium, Sum assured, insured, proposer, nominee, survivor, assignee, assignment, riders etc.
- Changing scenario in the Indian Life Insurance Sector.

2. Life Insurance Plans, Pricing and Distribution

Lectures 40

A. Plans:

- Basic Plans of Insurance - Term & Pure Endowment, participating and non-participating.
- Whole Life policies. Money back Plans, Annuities
- Traditional/Unit linked plans
- Individual and group policies
- Policies for females, children, physically handicapped
- Insurance plans offered in other countries like-flexible premium plans, universal life policy, special type of whole life policies and family protection policies.

B. Pricing

- Basic elements in computation of premium: Office Premium, net premium, level premium
- Computation of premium, extra premium and rider premium
- Valuation, special reserves and profits.
C. Channels of Distribution

- The Distribution system of Life insurance
- Intermediaries
  - Agents-Individual, Corporate (including Bank assurance or BANC Assurance)
  - Brokers
- Employee Sales Officials
- Internet based selling or Direct Selling.

3. Life Insurance Underwriting and Documentation Lectures 20

A. Life Insurance Underwriting

- Need and Objective of Selection
- Factors affecting Mortality - family history, personal history, built / present health, occupation and environment, moral hazards, financial underwriting, female lives.

B. Policy Document

- Need and Format
- Preamble,
- Operative clause,
- Conditions and privileges,
- Alteration,
- Resource of Duplicate policy / or Loss of a Policy

4. Policy Servicing and Settlement of Claims Lectures 20

A. Policy Servicing

- Need of Policy Servicing
- Change of address, loans, survival benefits, assignment, revival, nomination, surrenders, addition of riders or additional benefits.

B. Policy Claims

- Maturity claims, death claims, early claims, survival benefit payments, accident benefit, disability benefit, claim document, settlement procedures

5. Contemporary Issues in Life Insurance Lectures 10

References:

9. Publication of Insurance Institute of India, Mumbai.
PAPER - IV : IIIrd Year Non-Life Insurance

Objective:
To give broad knowledge of Non-Life Insurance to the students.

Learning Outcomes:
To provide the students with knowledge on non-life insurance in detail.

1. Introduction
   Lectures 10
   • Purpose and need Basic principles
   • Growth and Development
     a. Global Scenario
     b. Indian Market

2. Fire Insurance
   Lectures 20
   • General Principles of Fire Insurance
   • Standard Fire and Special Perils Policy
   • Declaration and Floating Policy
   • Add on covers and exclusion of Covers
   • Reinstatement Value Policy and Consequential Loss Policy
   • Provisions of All India Fire Tariff.
   • Good & Adverse Features of Risks and importance of pre-inspection.
   • Settlement of Claims and Surveyor's Role

3. Marine Insurance
   Lectures 15
   • Marine cargo Insurance with a study of Institute Cargo Clauses.
   • Types of Marine Policies & Contracts.
   • Underwriting considerations & Rating of Marine Risks.
   • Duty & Increased value Insurance / Annual Policy.
   • Introduction to Hull Insurance.
   • Marine Documents.
• Types of Losses, Marine Claims & Recovery.
• Condition and warranties.
• General Average - Basic concept.

4. Motor Insurance Lectures 20
• Motor Proposal Form, Types of Policies, certificate of Insurance
• Provisions of the All India Motor Tariff.
• Underwriting considerations and Rating.
• Motor Portfolio in the Indian Market and the importance of Loss Control.
• Third Party Liability Claims, Motor Accident Claims Tribunals, Lok Adalats and other Conciliatory Forums
• Settlement of Claims.

5. (a) Health Insurance Lectures 15
• Standard Mediclaim Policy / Critical Illness / Health Plus / Tailor-made policies.
• Universal Health Insurance Scheme.
• Claim settlement. Cashless Facility, Role of TPA's.

(b) Miscellaneous Accidents Insurance & Engineering Lectures 10
• Traditional and Non-traditional covers.
• Burglary, Fidelity Guarantee, Public Liability, Householder’ & Shopkeepers Package Covers.
• Personal Accident, Group Personal Accident Covers.
• Project Insurance, Machinery Breakdown, Electronic Equipment, Cold Storage, Boiler Insurance, Industrial All Risk Policy.
• Other Covers.

(c) Rural Insurance Lectures 10
• IRDA (obligations of Insurers to Rural or Social Sectors) Regulations, 2002.
• Cattle Insurance and Insurance of other Livestock.

• Properties of Farmers and Agricultural equipment including Pumpsets, etc.
• Social Security and other schemes.

Books: