

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



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

UNIVERSITY OF DELHI  
DELHI

# B. A. PROGRAMME

W.E.F. 2004

COMPULSORY LANGUAGE AND DISCIPLINE COURSES

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### **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 The erstwhile B.A. (Pass) has been replaced by a new programme of study leading to the B.A. degree.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 conveyed 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.

- 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.
- Language Courses are courses to enhance linguistic skills and literary sensibilities in students.

- 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.
- 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 :

Course Category	Number of Courses to be Chosen by a Student	Year 1	Year 2	Year 3
Discipline Courses (in 2 disciplines)	6 (3 + 3)	1+1	1+1	1+1
Language Courses (in 2 languages)	4 (2 + 2)	1+1	1+1	1+1
Foundation Courses	1	-	1	-
Application Courses	1	-	-	1
Total Number	12	4	4	4

**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 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.

**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*.

## 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 understand the finer nuances of the English language

**Grammar**

- As in Martin Hewing's *Advanced English Grammar*.



HINDI

fgUhhHkk'kk ^d\* (HINDI LANGUAGE 'A)

iz'edkZ

(mu fo|kfkZ;ksads fy, ftUjsas 12 chad[kk rd fgUhi <hgSA)

100 vad

± ikB ladyu%

30 vad

- ± lkfgR; tu lewg ds ân; dk foocl gS dyd ".kHkAV
  - 2 fdkukSj/keZ j'qaz 'kdy
  - 3 ~~dk~~ t; 'kad j izlkn
  - 4 lekt vkSj O; fDr ejs hokZ
  - 5 vk/kqfud fgUhh lkfgR; dh jktuhfrd fojklr j'efo'kl 'keZ
  - 6 vfi'ekksack lak'kZ 'j'ekj.knps
  - 7 Hkk'kk g'kuh j; d'ps j'ek j;
  - 8 onyrk Hkk'jrh; lekt iwj'ant's'h
  - 9 ^vktos vhr\* ls Hk'h'el'g'h
  - 10- 'k'fDrkd'uhzdj.k iz'k'oj'ksf;
  - 11- galksgalkst'uhgalks j't'f'k'sj
  - 12- fe=ls layki e'.ky'k's
- (ikB ladyu fo'k'kx )k'j'k'rs;k'j'f'd;k'tk;s'k'k'A)

2 n'q'rd'pu,ads/ku

ds'oy'fdlh ,diq'rd'ij'vk/kk'f'jr'iz'u'iw'Ns'tk, ;xSA 15 vad

- ± lwj'dk'lk'rd'a'k'k's'k'k' /e'z'oj'Hk'j'h
- 2 j'k'; j'g'el'q's'h

3 v'q'f'N's'ny's[k'uch'k's'h] ikB'fo'ys'k.k] lag'fr'vk'Sj'lal'f'Dr 25 vad

ch'vo/k'k'j.kk, j] v'k'x'f'ux'e'k's'f'y;k;A

- 4 ys[ku&dk;Z&l&l&kef;d&l&keftd.fo'k;ksa ij ifjppkZ] 20 vad  
 fVi.kh] d&k&Z] ladn&vkfndkys[ku] v&k&spukRedn`f`V  
 dk f&okl] x] fo/k&ksack ,d&n&l's&sa v&urj.k (Hk'k.k.k]  
 ys[k] t&h] v&Redk] ladn] i] v&k] [ks&ans[h] izf&os&uv&fn)A
- 5 ds'k&ifj; &fj&h&fj&h'k&ods'k] ikfj&h'k'd'k&h] 10 vad  
 fj&h&v&az&st&h'k&ods'k] fj&h&fo&ods'k]A

**fj&h.Hk'k^ [k\* (HINDI LANGUAGE 'B)**

**iz&ed&Z**

100 vad

**(mu.fo]k&f&Z;ks&ds fy, ft&js&as l&od&ad[k&rd&fj&h.i<h&gS)**

- ± ik&B&lad&yu% 30 vad
- |   |                        |
|---|------------------------|
| 1 f'ko'ka&h&qs&f&v&B&vk&Sj [k&tr%&akey&M&dz&u | d&ye&od&ij&h&q&ir      |
| 2 v&u&ki d&h&ef&gek                           | x&ks'k'lad&j&fo]k&f&Z  |
| 3 tu'k&kk                                     | u&js&ins&o             |
| 4 fo&f&ey&dk&va&re&l&ans'k                    | j&e&iz&lk&n&fo&f&ey    |
| 5 d&yt  | g&k&j&h&iz&lk&n&f&os&h |
| 6 'q&H&k&ka&ek% ,d&th&u&r&ub                  | d&us&ky&fa&iz&h&kd&j   |
| 7 o&z&j&k&v&Sj&l&ad&fir (v&k&j&f&H&ka&va'k)   | j&e&fo&kl'ke&Z         |
| 8 fo&j&ml&h&ue&zn&ke&S;k&dh&t;                | g&f'kad&j&ij&lk&Z      |
| 9 lar&l&h&th&esa&M&S&Q;I&rg&sa                | 'k&j&ts'kh             |
| 10 d&raj                                      | ve&j&kar               |
| 11 ns[k&ks&ex&j;/;k&uls                       | iz&k&k&od&y            |
| 12 u&S&f&od&k&ck&l&z&sr                       | fo'd'ku&i&v&uk&;d      |
- (ik&B&lad&yu fo&h&k&x ]k&j&k&ns&;k&j&fo&;k&tk&;s&xk)
- 2 n&zo&r&dk&pu&v&Sj&ds&/ku&&ds&oy&fo&dh ,d&i&q&L&rd&ij&v&k&/k&f&jr 5  
 iz'u&i&v&N&st&k, p&sa
- |                |                     |
|----------------|---------------------|
| 1 ij&k         | ts&st&z             |
| 2 nl&rd&h&js&a | tx&h'k&u&nz&ek&f&oj |
- 3 i) 'k&h&v&F&k&Z&eh&ek&alk] laf{k&f&ir(Abbreviation)] ifj&o.k&h&Z(Acronym)] l&ke&f&ld 5  
 'k&h&v&F&k&Z&fo'y's'k&@i;k&Z;@fo&k&se&iz;@f&D&@ik&f&h&k&'d'k&A
- (i) dk&P;&@if&j&oz&u&@iz&R; {k&v&iz&R; {k&f&ku&@ck&D;&@:ik&U&rj.k&@ck&D;&@&;k&st&u&@  
 laf'y'v&@us&ck&F&h&Z&@k&f&oz&@k&k&ck&Red&ck&D;@le&k&l&@;kl'ks&y&h&A
- (ii) i&y&o&@la&{si.k&@;k&Z&;h&f&j&h&@v&{k&ck&j&f&j&h&A

4 ys[kudk;Z% 20

- (i) mxtZ.fIFkfrdkHkkf"kdvkys[k@.kZl@fj=.kA
- (i) HkkRed@kfdZ@oqkfjys[kuA

5 ds"kaifj; %fjH&fjH "kChds"kefjH&assth "kCh 10

ds"kaifjHkkf"kd "kChojh i;k; dph "kChds"ka

**fgjH.Hkk'kk ^x\*** HINDI LANGUAGE 'C'

**izfeokZ**

100 vad

**(mufo|kfeK;ksads fy, ftUjksaus 8had|kkrd|fgjH i<thgS)**

1 ikB&ladyu % 30 vad

- |    |  |                  |
|----|--|------------------|
| 1  | b'xkg                                  | izæm             |
| 2  | mj[kckvf/kckj                          | ; 'kily          |
| 3  | fganhok.ljyhdj.k                       | jæksojjksfjk     |
| 4  | ladfr                                  | ujšrnso          |
| 5  | xk;ksachvfuk;Zvko';dk; j               | f'koiwtu.lg;     |
| 6  | fnYyh ch vki chrh                      | Hxor'kj.kmik;/k; |
| 7  | mhikoyh.lkekftdeaxsENkdk.izfiek ioZ gS | gkjhizlknfjosh   |
| 8  | viuh&viuh chokjh                       | gfj'kadji jlkZ   |
| 9  | ÅijmBus ch eqllhcr                     | 'kjntks'kh       |
| 10 | Ekch&gkjh /kjrh dks vc foJke rhft,     | lqnykyogqpk      |
| 11 | miHksDdkndh lad fr                     | 'kdpj.kmops      |
| 12 | Hkk'kkj dshvkSji;kZoj.k                | vujie feJ        |
- (ikB ladyu foHkx jkjk rS;kj fo;k tk;sA)

2 mqr dpuvkSj dks/ku&fdlh, diqLrdijvk/kkfjr iz'u iwNstK; jSA 15

- 1- fuetjk izæm
- 2 vkt.Hkh [kjsqSarkykc vujie feJ

3 (i) "khsfuekZ.kchizfo;k% 25

Q;RifukewydmilZv;izR; @laf/k@lekl vkfn Q;kdjf.k ddsfv;ksaesa vraz.kA

- (ii) ekud orZuhA
- (iii) insca/k jpk% leR in@;kstd fpa;sack iz;ks@lak@fo'ks" k.k@ fo;kfo'ks" k.kinca/kA
- (iv) dD;&'kks/kudkj@fo;kl@insca/kvkfrA

4 ys[kudk;Z% 20

Ⓚ Kuufdkuds {ks=ksads jksollkekU; fo'k;ksaijys[k.fy[kuk

Ⓛ fjijsVZ lekckj] lwuk] i=vkfnckys[kuA

5 ds'ksifj;fgjhfjhf 'knd's'k] fgjhvaxsth 'knd's'k] ikfjkkf'kd

'kchjA 10

fgjhfHkk'kk ^d\* HINDI LANGUAGE'A

fj;h;@r'h; d'kZ

100 vad

(mufo|kfkZ;ksads fy, ftijsaus 12had(kkrdfjhf i<thgs)

100 vad

± ikB&ladyu% 30 vad

1 eopksufeyk jsdhhL;kj] vjhc#kkch 'kardk] t;'kadjizln

2 eop dne dne ij efidk

3 wQuds fotsk ('wQksadsdp\* lsLEikfrva'k) jas j3o

4 inkZnkksinkZfxjks misjnkEkv'd

5 dtkjin'ku tsisindk]

6 lekU; 'kns'j'ikfjkkf'kd 'kch Mv'pdk]

7 pj|kdkywj's folkfukl feJ

8 xghuhands liksaesa curkqkns'k jtsjnkEoj

9 esajjxZ @wHdkj

10 eq (LEikfrva'k) apsk

11 vcghavkth iqfyu ij fiz;rek Kujtu

12 n'k'kf/kdkj;k'q'kf/kdkj (laikfr) vjfohtsu

2 Ⓚ fgjhfHkk'kk ck lekU; ifj; % {ks=} d'syh] fookl 15 vad

Ⓛ ekud.fyfi vkSj orZuhA

Ⓛ jk'VHkk'kk] jkHkk'kk] laidZHkk'kk ds :iesafjhfA

3 Ⓚ vifBrva'k ij vk/kkfjr iz'uA 25 vad

Ⓛ x| vorj.kksadkvaxsth ls fgjh esavupkrA

Ⓛ x| folkksadk :ikarj.kA

- 4 Hkkf'kdvfHk; fDrds lkfgfR;d :lk 20 vad  
 (i) 'kCh 'kfDrA  
 (ii) yk{kf.kdiz;ksA  
 (iii) QaZA
- 5 ds'k&ifj; %vazsth&fjhdsk] ,dHkk'kh&fHkk'kh 10 vad  
 ds'k]mPkj.kds'k] learjds'A

**fjUhhHkk'kk ^[k\*HINDILANGUAGE'B**

**fj;h;(r`rh; d'kZ**

**(mu fo]kffkZ;ksads fy, fUjksaus 10chad(kkrdfjUhi<thgS)**

**100 vad**

- 1 ikB&ladyu% 30 vad
- 1 tYn&YhiSj<+kksa] gpfnsadn [kyk vkleu] fujyk  
 da/kksuukdblBaoca/kq
- 2 bR;kfn] la;Pnifjokj jts'kts'h
- 3 osfnu j& {ksahigh
- 4 ?kjdgj ejsah&kZ
- 5 xa/khthvkSjHkk'kk le; k (Eikfnrva'k) jefykl 'ekZ
- 6 dWngnl jkqjlg;
- 7 IqakwekjafR xqkdjays
- 8 u/kuk<; oZ;ku;sijtth ihh'ts'h
- 9 fdrkvkSju;k fg]kc fdrkc eksj 'jet's'h
- 10 ikw 'skjts'h
- 11 nqfu;kch.lcls g]lhuvkSjr latro
- 12 g]ts;EkkZEk (a'k) v'kys'k
- 2 (i) fjUhhHkk'kk dk.lkekU; ifj; % {ks=} dksyh] fookl 15 vad  
 (ii) ekul.fyfi vkSj arZuhA  
 (iii) j'VHkk'kk] j'tHkk'kk] laidZHkk'kk ds :iesafjUhA
- 3 (i) iYkou 25 vad  
 (ii) l&sk  
 (iii) e]g]js;kskfR;k

- 4 Hkk'kdvfHkO;fDrds lkfg; d:i 20 vad  
 (i) 'kG&'kD'A  
 (i) yk{kf.kdiz;ksA  
 (i) QaYA
- 5 ds'k&i;f; %egjo;ksksfDrds'k] i;kZ; 10 vad  
 ds'k] learjds'kA

**fgjrh.Hkk'kk ^x\*HINDILANGUAGE'C**

**f]h;(r`rh; d'kZ**

**(nu fo|kffkZ;ksads fy, ffUjsas8rad{krdfgjrh i<hgS)**

**100 vad**

- ± ikBcladyu% 30 vad
- |    |                               |                  |
|----|-------------------------------|------------------|
| 1  | ekVj                          | ukktq            |
| 2  | Hw[k] eqfDrchvka{kk} jgfid;sh | losZ'o;rk;ylDsk  |
| 3  | qnsolag                       | je'ksahgh        |
| 4  | dkjlkchM; jh (Eikfnrva'k)     | je/kch flagfnudj |
| 5  | /eZdhvM+                      | xks'kadjfo{BZ    |
| 6  | fokku;qx                      | eksu;jds'k       |
| 7  | Hk'kkkiz'u%isehksadlaHZeA     | 'jntks'h         |
| 8  | izqchuHk;jh; bfrqkl dkegub    | je'kj'k'kZ       |
| 9  | flMhds dnlfpu                 | izk'k'k'k        |
| 10 | phkeds'kesa                   | vlxj ot+kgr      |
| 11 | Ih'!qfalkfgalku'kfr           | e'kyikM;         |
| 12 | h                             | kad              |
- 2 (i) fgjrh.Hkk'kk ck.lkekU; if; % {ks=} d;syh] fooklA 15 vad  
 (ii) ekud.fyfi vkSj orZuhA  
 (iii) jk'V'Hkk'kk] jk'Hkk'kk] laidZHkk'kkds :iesa.fgjhA
- 3 (i) vifBr vorj.k ij vk/kkfjr y?kwUkj iz'uA 25 vad  
 (i) egjo;ksavkSjksksfDr;ksadkiz;ksA  
 (iii) O;kolkf;d i=&ys [kuA  
 (iv) dD;&'kks/kuA

- 4 (i) lelkef;dllekftdfo"ksaij fura/kys[kuA 20 vad  
(ii) izfrosuys[kuA
- 5 ds"ksifj; %vaxsthfgjndks"klkUrjds"kl  
,dHk"kh&f)Hk"khds"lA 10 vad

SANSKRIT

izfke'kZ&ikB;ø

100 vad

laId r dxO;ogkj] lkfgR; ] O;kogkfjdO;kdj.k] laId r yS[kuA

izfke bkbZ (Unit-I)

- laId r dxO;ogkj 20 vad
- fgrksins'k (axypj.k ls ySdj vfHkHkkodk;ka iqur lefiZrkur ro) 15 vad

f}rh; bkbZ (Unit-II)

- O;kogkfjdO;kdj.k] lfU/k] lekL] dkjd (iz;ksx ij vk/kfjr) 20 vad
- izfkekVde & Hkl 15 vad

r`rh; bkbZ (Unit-III)

- laId r yS[ku 15 vad
- vupkn 10 vad
- vupNnys[ku 5 vad
- dO;ka'k&; {kiz'u 15 vad

laHkZuk

- fgrksins'k % ukj;k
- l'j'jukvupknokSeqh % M'ndfiynsofjosh
- izfkekVde % Hkl
- o'gr-vupknopfuzk % pO/kjukSfV;ky
- e'jk'kj % Qkl
- laId r f'k[k.k]f.k % vkp;Zjhe 'kkLh

f}rh; o'kZ@r`rh; o'kZ&ikB;ø

100 vad

laId r dxO;ogkj] O;kdj.k] oSfnd IUHKZ] vupkn (dkjdizdj.k ij vk/kfjr) ] viBr IUHKZ rFkk laId r dkHkf'kdijfj;

izfke bkbZ (Unit-I)

- laId r dxO;ogkj 20 vad
- O;kdj.k & lekL (y-fl-ckS) 15 vad
  - d r~ izR;; & Dr] Drorg] DRk] rO;r~] vH; jA
  - rf r izR;; & viR; kFkZd & v.k~] b'k~] v'k~] 'kS'kd%?k] [k

f}rh; bkbZ (Unit-II)

- dP; 10 vad
- vupkn & dkjksa ij vk/kfjr 5 vad
- oSfndomifu'knr IUHKZ (vejHk'jh esa laxzgr) 20 vad
  - ½Xosn & e.My 10] v- 12] lw- 19]
  - ;topZsn & v-16] eU=-16] 17] v-19] eU= 9] v-22 eU= 22 23] v- 30] eU= 2] va 30] eU= 3] v- 36] eU= 17] 24
  - v'koZosn & dka- 19] v- 1] lwDr] 1&3] dka- 19] va- 15] lwDr 56-
  - NUksX;ksifu'kn & vksav/khfgHkddfr-----] ;fnoefgubfr-----

r`rh; bkbZ (Unit-III)

- laId r yS[ku (viBr va'kksackvupkn, ca iz'uksUkj) 15 vad
- laId r dkHkf'kdijfj; 15 vad

laHkZuk

- laId r f'k[k.k]f.k & vkp;Zjhe 'kkLh
- y'ko'f'k'udSeqh & o'njkt
- laId r'jukvupknopfuzk & dfiynsofjosh
- vejHk'jh & lEiknd & izs'nsizuk'edZ



## URDU : (Stream - A)

### 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. Ghalib Ke Khutoot                  | Mirza Ghalib           |
| 3. Mashriqi Tamaddun Ka Aakhri Namuna | Abdul Haleem 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. Ghazlein                          | Mohammed Taqui Meer    |
| 12. Ghazlein                          | Mirza Mohd. Rafi Sauda |
| 13. Ghazlein                          | Khawaja 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. Taraqqi Ki Rahein                 | Altaf Hussain Hali     |
| 20. Lab-e-Sahil Aur Mauj              | Akbar Allahabadi       |

#### Books Prescribed:

1. Urdu Ka Naya Nisab (Part-I): Department of Urdu, University of Delhi, Delhi.
2. Dars-e-Balaghat (Chapter Nos.II.VIII & IX): Pub. by N.C.P.U.L., New Delhi.

#### Books Recommended:

1. Mukhtasir Tareekh-e-Adab-e-Urdu By Aijaz Hussain; Jawed Publication, Allahabad.
2. Urdu Nasr Ka Funni Irtiqua By Farman Fatehpuri, Pub : Maktaba Jamia, New Delhi.
3. Nai Urdu Qawaid By Dr. Ismat Jawed, Pub; N.C.P.U.L.- New Delhi-110066
4. Urdu Imla By Rasheed Hasan Khan, N.C.P.U.L., New Delhi.
5. Asnaf-e-Adab Ed. Qamar Rais & Khaleeq Anjum.

## II/III Year

### SYLLABUS

- |                                      |                        |
|--------------------------------------|------------------------|
| Duniya Peh Ummeed Qayam Hai          | Syed Ahmed Khan        |
| Mirza Ghalib                         | Altaf Hussain Hali     |
| Sir Syed Marhoom Aur Urdu Literature | Shibli Noman           |
| Phool Walon Ki Sair                  | Mirza Farhatullah Baig |
| Mahatma Gandhi Ka Falsafa-e- Hayat   | Aabid Hussain          |
| Do Adabi Dabistan                    | Makhooz                |
| Bichhu Phoophi                       | Ismat Chughtai         |
| Ghazal Aur Uski Haiyat               | Akhtar Ansari          |
| Anandi                               | Ghulam 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.
2. Dars-e-Balaghat (Chapter Nos.II, VIII & IX only ) : Pub. N.C.P.U.L, New Delhi.

#### Books Recommended:

1. Mukhtasir Tareekh-e Adabe Urdu By Aijaz Hussain; Jawed Publication, Allahabad.
2. Nai Urdu Qawaid By Dr. Ismat Jawed Pub. NC.P.U.L., New Delhi
3. Urdu Imla By Rasheed Hasan Khan, N.C.P.U.L., New Delhi.
4. Meer Amman Say Abdul Haque Tak by Syed Abdullah
5. Urdu Nazm Ka Funni Irtiqua Ed. Farman Fatehpuri Pub. by Maktaba Jamia, Delhi.

## URDU : (Stream - B)

### 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 Karnamay  | 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 Aur Uski Qismein            | 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 Daharvi          |
| 16. Muflisi                         | Nazeer Akbarabadi     |
| 17. Sher Se Khitab                  | Altaf Husain Hali     |
| 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.
2. Darse Balaghat (Chapter Nos. II & VIII): N.C.P.U.L., New Delhi.

#### Books Recommended:

1. Urdu Adab Ki Tareekh by Noor ul Hasan Naqvi.
2. Wali Say Iqbal Tak by Syed Abdullah, Saqi Book Depot, Delhi.
3. Wajhi Say Abdul Haque Tak by Syed Abdullah, Saqi Book Depot, Delhi.
4. Insha Aur Talaffuz by Rasheed Hasan Khan, Maktaba Payame Taleem, New Delhi.
5. Nai Urdu Qawaid By Ismat Jawed Pub : NC.P.U.L., 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 Siddiqi |
| 9. Qalandar                          | Qurratul-Ain Hyder    |
| 10. Kuchh Hawa Ke Bare Men           | Makhooz               |
| 11. Ghazlein                         | Shaad Azeemabadi      |
| 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.
2. Darse Balaghat (Chapter Nos. III, IV, & IX): N.C.P.U.L., New Delhi.

#### Books Recommended:

1. Urdu Adab Ki Tareeqe by Noor-ul-Hasan Naqvi, Educational Book House, Aligarh.
2. Insha Aur Talaffuz : Rasheed Hasan Khan, Maktaba Payame taleem, New Delhi.
3. Nai Urdu Qawaid : By Ismat Jawed Pub. NC.P.U.L., New Delhi
4. Wali Say Iqbal Tak by Syed Abdullah Pub : Saqi Book Depot, Delhi.
5. Meer Amman Say Abdul Haque Tak by Syed Abdullah Pub : Saqi Book Depot, 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
9. Jeene Ka Saleeqa	Abul Kalam Azad
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.
2. Urdu Sarf By Mohammed Ansarullah Pub. Educational Book House, Aligarh.

### Books Recommended:

1. Asnaf-e-Adab Ed. Qamar Rais & Khaleeq Anjum.
2. Urdu Ki Kahani By Ehtisham Hussain, N.C.P.U.L., New Delhi.
3. Imla Nama Ed. G.C.Narang, N.C.P.U.L, New Delhi.
4. Urdu Adab Ki Eak Sadi by Syed Abdullah.

**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	Mirza Ghalib
11. Ghazlein	Shaikh Ibraheem Zauq
12. Ghazlein	Khwaja Hyder Ali Atish
13. Ghazlein	Bahadur Shah Zafar
14. Ghazlein	Dagh Dehlavi
15. Badli Ka Chand	Josh Maleehabadi
16. O Des Se Aane wale Bata	Akhter Sheerani
17. Mauzu-e-Sukhan	Faiz Ahmad Faiz
18. Qabr	Akhtar-UI-Iman
19. Sharif insano	Sahir Ludhianvi

**Books Prescribed:**

1. Nai Darsi Kitab (Part II) : Department of Urdu, University of Delhi, Delhi.
2. Urdu Nahav By Mohd. Ansarullah : Educational Book House, Aligarh.

**Books Recommended:**

1. Urdu Adab Ki Tareekh by Noor-ul-Hasan Naqvi.
2. Meer Amman Say Abdul Haque Tak by Syed Abdullah.
3. Urdu Kaisay Likhein by Rasheed Hasan Khan.
4. Ghazal Sara By Majnoon Gorakhpuri.

**SYLLABUS**

**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-vhidhi 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 de saransh te vistaar nu samjhan 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 leain; 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 uhnian dian vibhin arth-sambhavnavan ate muhavaredar pragtavian nu samjhan te vartan di samarthat.
- Punjabi Viakaran di buniadi samajh.

**Recommended Book**

1. Lazmi Punjabi Viakaran, Punjabi Academy Delhi.

**PUNJABI  
SYLLABUS**

**1. Parhnan:**

- 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 (Advance) : Stream A**

**1. Parhnan :**

- 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 zaban 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 sahith ucharan, bol de utrao charhao te vakfe sahith aam speed nal parhan di samartha.

### 2. Likhnan:

- Benti-pattar, shikiat-pattar, adesh-pattar adi likhan di samartha.
- Naukari lae covering-pattar sahith 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 sahith ucharan ate sahi bol-utrao te charhao sahith 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 uhanan 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 sahith shudh ate saaf likhan di samartha.
- Rozana vartan 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 vartan nal para tiar karan; saukhe varnanatmak te birtantak parai likhan di samartha.

### 3. Sunhnan :

- Sandarbh viheen ate sandarbh sahith shabadan nu samjhan di samartha.
- Hadaitan, bentian te class de lecturan nu samjhan di samartha.

### 4. Bolanan:

- Rozanan vartan 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 havan-bhavan nu vartan di samartha.

### 5. Shabad-bhandar te Viakaran:

- Shabadavali suchi vich darj shabadan nu vartan 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 Bholanath 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 Sahitya 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. Meghnadhadh 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 :

*'Vyāvahārik Marathi'* by L.R. Nasirabadkar  
Phadhke Prakashan, Kolhapur

### Section B :

**History of Culture 35 marks**

#### Books Prescribed :

*'Rāmarājyaci 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>B) Language Course</b>	<b>2 Papers</b>
<b>PAPER I :</b>	<b>75 marks</b>
<b>Section A: Skills of language use</b>	40 marks
Composition : Essay / Letter Writing Comprehension Idioms and Proverbs Technical Terms	
<b>Section B: History of Culture</b>	35 marks
<b>Books Prescribed :</b>	
1. <i>Odia Sahityara Samajika O Samskratik Itihasa</i> The Orissa State Burea of Texts Book Preparation and Production, Bhubaneswar-2001	
<b>PAPER II: Study of Literary texts</b>	<b>75 marks</b>
<b>Books Prescribed :</b>	
1. <i>Galpa Salpa</i> - Fakir Mohan Senapati 2. <i>Chilika</i> - Radhanath Roy 3. <i>Bakshi Jagabandhu</i> - Manoranjan Das.	

## SINDHI

<b>B) -Language Course</b>	<b>2 Paper</b>
<b>PAPER I :</b>	<b>75 marks</b>
<b>Section A: Skills of Language use</b>	<b>40 marks</b>
<b>Books Prescribed :</b>	
1. Sindhi Bhasha : Vyakaran Evam Prayog, Dr. M. K. Jetley, D-127, Vivek Vihar, New Delhi-95	
<b>Section B: History of Culture</b>	<b>35 marks</b>
<b>Books Prescribed :</b>	
1. <i>Sindhi Culture</i> - U. T. Thakur, Sindhi Academy, Paharganj, Delhi-55 2. <i>Sindh Story</i> - K. R. Malkani, Sindhi Academy, Paharganj, Delhi-55	
<b>PAPER II: Study of Literary texts</b>	<b>75 marks</b>
<b>Books Prescribed :</b>	
1. <i>Choond Sindhi Kahaniyoaon</i> , Part III - Ed. Prem Prakash, Central Sahitya Academy, New Delhi. 2. <i>Behtareen Choond Natak</i> - Ed. Prem Prakash. Central Sahitya Academy, New Delhi. 3. <i>Khandkavya</i> - 'Roopmaya' Pankhariyoon by Narayan Shyam.	

**TAMIL****B)-Language Course** **2 Paper****PAPER I:** **75 marks****Section A: Skills of language use** 40 marks

Essay or Letter Writing : 15 marks

Comprehension : 15 marks

Idioms and Proverbs : 5 marks

Technical terms : 5 marks

**Section B: History of Tamil Culture** 35 marks*Tamilar Nagarihamum Panpàdum by*

Dr. A. Dakshina Murthi

Ainthinai Pathippagam, Chennai - 600005

**References :**

- (i) *Nalla Tamil Eluda Venduma?*  
By A.K. Parandamanar, Pàri Nilaiyam, Chennai.
- (ii) *Ungal Tamilai Terindu Kollungal* by Tamilannal Meenakshi Puttaha Nilaiyam Madurai.

**PAPER II: Study of Literary Texts** **75 marks**

1. *Engum Vànã* 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 Tinnum Sàttirangal
- (iv) Mugappoligal

Kaavya Publications 14, First Cross Road, Trustpuram,  
Kodambakkam, Chennai - 600 024

**TELUGU****B)-Language Course** **2 Paper****PAPER I:****Section A: Skills of Language use** **40 marks**

Essay or Letter Writing : 15 marks

Comprehension : 15 marks

Idioms &amp; proverbs : 5 marks

Technical terms : 5 marks

**Section B: History of Telugu Culture** **35 marks**

**Telugu Velugulu** by C. Vedavathi, Visalandhra  
Publishing House, Hyderabad - 500 001.

Ref. : **Andhrula Charitra Samskrithi** by  
Khandavalli Lakshmiranjanam & Balendusekharam  
Balasaraswathi Book Depot, Chennai - 600 001

**PAPER II: Study of Literary Texts** **75 marks**

1. **Short Stories:** (i) **Gulabi Attairu** by Sripada Subrahmanya Sastry. (ii) **Varsham** by Rachakonda Viswanatha Sasiry. (iii) **Dharmavaddee** 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 Prajshvamyã 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:** : 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)**

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

### PAPER-II:

**Study of literary texts** : 75 marks

1. Short novel: *Sataghee* by B. K. Bhattacharya : 25 marks  
Bari Prakash, Guwahati, 1986

2. One act play: *Bagh* by H. K. Barthakur : 25 marks  
Lawyers Book Stall, Guwahati, 1998

3. Collection of modern poems: *Satapatra* by : 25 marks  
J. N. Sarma, Nogaon, 1968

### C-COURSE :

**PAPER - I** : 75 marks

**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

*Ranga Karabir Phul* by Hem Baruah,  
Lawyers Book Stall Guwahati, 1980.

### PAPER - II

**Study of literary texts** : 75 marks

1. A children's novel : *Mahabharatar Rahghara* : 25 marks  
T. N. Barpuzari, Barkatarki Company Jorhat,  
1970.

2. A children play : *Akharar Jakhala* by Nava : 25 marks  
Kanta Baruah.

3. A collection of folk tales of folk songs : *Burhi* : 25 marks  
*Aair Sadhu*, L. N. Bezbarua, Lawers Book  
stall, Guwahati, 1978.

## BENGALI

### B - COURSE

**PAPER - I** (Compulsory language for student who have studied Bengali upto 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

- Mahesh* by Sarat Chandra Chatterjee
- Damarucharit* by Troilokyonath Mukherjee
- Chikitsa Sankat* by Parashuram
- Aleya - Nirupama Devi*
- Rasamayer Rashikaita* by Pravat Kumar Mukherjee

### PAPER-II

**Study of literary texts : 75 marks**

- Short novel: *Ramer Sumati* by Sarat Chandra Chattarjee, Sarat Chandra Sahitya Samagra. Ananda Publishers, 1986. : 25 marks
- One act play: *Vidyasagar* by Banaful, 1945, : 25 marks  
*D. M. Library*, Kolkata
- Collection of modern poems: Sanchaita - : 25 marks  
Rabindranath Tagore, Viswa Bharati, 1959  
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 upto 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)

by Saiyad Mujtula Aali, New Age Publication, Kolkata. 2001.

### PAPER - II

**Study of literary texts : 75 marks**

- A children's novel.- *Kheerer Putul* by : 25 marks  
Abanindranath Thakur, Abanindra Rachanavali  
Vol-II, Kolkata, 1974
- A children's play: *Lakkhoner Shaktishel* by : 25 marks  
Sukumar Ray, Jhalapala, Kolkata, 1974
- A collection of folk tales or folk songs: : 25 marks  
*Tuntunir Boi* by upendra Kishor  
Roychoudhuri

## MARATHI

### 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

*Shal!a* 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. Short novel: *Kalyani* by Jyotsna Deodhar : 25 marks  
Popular, Mumbai 1968.
2. One act play: *Bandu, Nanu Ani Gulabi Hatti* : 25 marks  
by Gangadhar Gadgil
3. Collection of modern poems: *Divasendivas* : 25 marks  
by Anuradha Patil, Kusha, Aurangabad, 1992.  
(Poems I to 10)

### 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

1. A children's novel : *Faster Fenechi Kashmiri* : 25 marks  
*Karamat* : by B.R. Bhagwat, Utkarsha, Pune-1982.
2. A children's play : *Jevha Misha Choris Jatat* : 25 marks  
by Anand Ghatugde, Wangmayseva, Nasik Raod.
3. A collection of folk tales or folk songs : 25 marks  
*Vanavasi Seeta* edited by Usha Joshi, Hyderabad.

## 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)  
Prescribed Text: *Galpal Salpa* by Phakir Mohan Senapati, Cuttack: Grantha Mandir, 1991.

#### PAPER-II

##### Study of literary texts : 75 marks

1. Short novel : 25 marks  
Prescribed Text: *Matira Manisa*, by Kalindi Charana Panigrahi, Cuttack: Vidyapuri, 1982.
2. One act play : 25 marks  
Prescribed Text: *Galpa Ekankika*, BY Board of Secondary Education Orissa, Cuttack: BSE, 2001.
3. Collection of modern poems : 25 marks  
Prescribed Text: *Sahitya*, Cuttack.' Board of Secondary Education Orissa. 2001.

### 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

Prescribed Text: *Lankayatri*, by Kunja Bihari Das. Cuttack: Vidyapuri, 1976.

#### PAPER-II

##### Study of literary texts : 75 marks

1. A children's novel : 25 marks  
Prescribed Text: *Prayaschita*, by Phakir Mohan Senapati, Cuttack: Granth Mandir, 1981.
2. A children's play : 25 marks  
Prescribed Text: *Abhiyana*, by Kali Charan Pattanayak.
3. A collection of folk tales or folk songs : 25 marks  
Prescribed Text: *Odia loka kahani*, by Kunja Bihari Das, Bhubaneswar Orissa Sahitva Akademi. 1961.

## 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 Bhambhani Nariandas : 25 marks
2. One act play: *Toofani Rat by Mahboobani* Goverdhan, University of Delhi, 1972. : 25 marks
3. Collection of modern poems: *Sindhi Kavita Sangrah* by Jotwani Motilal, National Book Trust, Delhi, 1990. : 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

1. A children's novel: *Ashirwad* by Shewak Bhojraj, Kamla High School, Khar, Mumbai : 25 marks
2. A children's play: *Mahilen Mandi Marui* Ed. by Kimat Hari Singhani, Bhopal, M.P. : 25 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 the students who have studied Tamil upto Xth Std.)

### 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)**

*Aimbathandut Tamil Cirukataikal* (Fifty year of Tamil Short Stories) Vol-II, (2000)  
Ed. by Sa. Kandasamy, Published by Kavitha Publications, 8. Maacilaamani Street, Paandi Bazar, Chennai-17.  
(Last five short stories only i.e. No. 22-26.)

### PAPER - II

**Study of literary texts : 75 marks**

1. Short novel: *Kohilaa Enna Ceydovittaal* : 25 marks  
by Jayakaanthan Meenakshi  
Puthaka Nilayam Thanappa  
Muthali St. Madurai-625 001
2. One act play: *Kurinjippaattu* : 25 marks  
by Ingulab Mithra Arts and  
Creations, 32/9 Arcot Road  
Chennai-600024
3. Collection of modern poems : : 25 marks  
*Parattkal Athan Suthantharam* (An anthology of 20th century Tamil poetesses), 2000  
Ed. by Krishnaangini, Published by Kaavya 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 : 40 marks**

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

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

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

**PAPER-II : 75 marks**

**Study of literary texts**

1. A children's novel: *Pinjuk Karangal* : 25 marks  
(Collection of Short Stories)  
Ed. by A. Aloysious  
"SAVE"  
18, Thennam Palayam Main Road  
Tirupoor-641 604
2. A children's play: *Maalumi* : 25 marks  
by Velu Saravanam Kaavya  
14, 1st Cross St., Trust Puram,  
Chennai - 600 024
3. A collection of folk tales or folk songs: : 25 marks  
*Naattuppura Needikkadaigal*  
Ed. by Kalaniyooran Thannanane  
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)

- Nyayam* by Kodavatiganti Kutumba Rao
- Valayam* by Chaganti Thulasi
- Sivakantha* by Puranam Subrahmanya Sarma
- Jari Anchu Thellachira* by Rachakonda Viswanatha Sastry
- Kottha Cheppulu* by Karuna Kumara

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

#### PAPER-II

##### Study of literary texts : 75 marks

- Short novel: *Daivamichhina Bharya* by Chalam, A.P. Book Distributors, Rashtrapathi Road, Secunderabad. : 25 marks
- One act play: *Kulamleni Pilla* by Pinisetty Kondapalli Veeraiyah & Sons, Rajahmundry. : 25 marks
- Collection of modern poems: : 25 marks
  - Prabodhamu* by Rayaprolu Subba Rao
  - Sarachhandrika* by Sri Sri
  - Sankranthi* by Thummala Sitharama Murthy
  - Mee Votunake* by Kundurthi Anjaneyulu
  - 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

- A children's novel: *Vichithra Vyakthi* by Nanduri Rama Mohan Rao, Published by Novodaya Publishers Vijayawada : 25 marks
- A children's play: *Pending File* by Korrapati Gangadhara Rao, Aruna Publishing House, Vijayawada : 25 marks
- A collection of folk tales or folk songs : : 25 marks  
*Bharti 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**

Srinivasa. *Maastiyavara Kathegalu 11*. Bangalore:  
Jivana Karyalaya.

**PAPER-II: Study of Literary Texts : 75 marks**

1. Short Novel : 25 marks

Shivarama Karanta. *Choomanadudi*, Bangalore:  
Rajalakshmi Prekashana.

2. One Act Play : 25 marks

C. Srinivasaraju. *Muuru Eekaankagalu*.  
Bangalore: Iia Publishers.

3. Collection of Modern Poems : 25 marks

G.S. Shivarudrappa and C. Srinivasaraju. Eds.  
*Samukaaliina Kannada Kavite*. Bangalore:  
Bangalore University.

**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**

Krishnananda Kamat. *Vangadurshana*. Dharwar:  
Manohara Granthamala.

**PAPER-II: Study of Literary Texts : 75 marks**

1. Short Novel. : 25 marks

Srinivasa. *Subbanna*. Bangalore: Jivana  
Karyalaya.

2. One Act Play. : 25 marks

D.R. Bendre. *Saayoo Aata*. In *Kannadu  
Naataka : Vimarshe*. K. Marulasiddappa.  
Ed. (1978). Bangalore: Bangalore University.

3. Collection of Folk Tales. : 25 marks

G.S. Paramashivayya. Ed. *Pancha Loohada  
Kudure*. Bangalore: Karnataka Janapada  
and Yakshagana Academy.

## 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 Parishad, Imphal, 1990.

#### PAPER-II

**Study of literary texts : 75 marks**

1. Short novel : *IMA* by R. K. Shitaljit : 25 marks

2. One act play : *Manipuri Leela Macha* : 25 marks  
Published by Cultural Forum.

3. Collection of modern poems : Manipuri : 25 marks  
*Sheireng* by Sahitya Parishad, Imphal, 1987.

### 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**

*G.D.R. Diary* by N. Kunjamohan, 1987.

#### PAPER-II

**Study of literary texts : 75 marks**

1. A children's novel : *Novel Children* by : 25 marks  
Cultural Forum, Imphal.

2. A children's play : *Angangi Leela*-Published : 25 marks  
by Sahitya Parishad, 1990.

3. A collection of folk tales or folk songs : 25 marks  
*Phunga Wari* by Prof. I. R. Babu, 1990.

Language Course (if candidate wants to opt in lieu of  
English and Hindi/MIL.)

PAPER - I

STUYDY OF PĀLI LANGUAGE

- (a) **Linguistic Position of Pali Language** 25  
(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 Pali Grammar** 25  
(i) Vannamālā (alphabet)  
(ii) Kālā (tense)  
(iii) Kāraka (case)  
(iv) Saddarūpa (Declension of word)  
(v) Dhātugana (verbal roots)
- (c) **Formation of sentences and translation** 25  
(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** 25

SUGGESTED READINGS

1. A.P. Buddhadatta, The New Pāli Course, 2 parts, Colombo. 1946.
2. A. P. Buddhadatta. The Higher Pāli Course. Colombo. 1951 Bhikshu Satyapala, Kaccayanañāsa, Delhi : 1991.
4. Dwarka das Shastri, Bālāvatara, Varanasi, Bauddha Bharati. 1993.
5. Dharmarakshita, Pāli Vyākaraṇa.
6. Bhikshu J. Kashyapa, Pāli Mahāvyaākaraṇa, Delhi, 1985.
7. L. N. Tiwary & B. Sharma (ed.), Kaccāyana Vyākaraṇa. Varanasi, 1961.
8. B.C. Law, History of Pāli Literature 2 Vols., Delhi, Indological Book House 1987.
9. M. Winternitz, A History of Indian Literature, Delhi, Bhartiya Vidya Bhavan. 1985.
10. Bharat Singh Upadhyaya. Pāli Sahitya kā Itihāsa, reprint, Allahabad, Hindi Sahitya Sammelana : 1973.

PAPER - II

STUYDY OF PĀLI LANGUAGE

- (a) **Pāli Grammar** 25  
(i) Sandhi (Euphony)  
(ii) Samāsa (Compound)  
(iii) Tbhatti (Case-endings)
- (b) **Composition and Comprehension** 25  
(i) Formation of Sentences  
(ii) Written Comprehension and Expression  
(iii) Translation
- (c) **Essay in Pāli on Early Theravāda Buddhist theme** 25  
(Buddha, Ariya-sacca, Nibbāna, Sīla, Samādhi, Paññā, Brahmavihāra  
Kamma, Sikkhāpada)
- (d) **Internal Assessment** 25

Suggested Readings :

1. A.P. Buddhadatta, The New Pali Course, 2 parts. Colombo, 1946.
2. A. P. Buddhadatta. The Higher Pali Course. Colombo. 1951.
3. Bhikshu Satyapala, Kaccāyanañāsa. Delhi, 1991.
4. Dwarka das Shastri, Bālāvatāra, Varanasi, Bauddha Bharati, 1993.
5. Dharmarakshita, Pāli Vyākaraṇa.
6. Bhikshu J. Kashyapa, Pāli Mahāvyaākaraṇa, Delhi, 1985.
7. L. N. Tiwary & B. Sharma (ed.), Kaccāyana Vyākaraṇa. Varanasi, 1961.
8. Bharat Singh Upadhyaya. Pali Sahitya ka Itihasa, reprint, Allahabad, Hindi Sahitya Sammelana, 1973.
9. H. S. Shukla, Pali Nibandhavali, Varanasi, 1994.

## 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

##### Section 1 Caste/Class (29 Pages)

		Genre	Approx pages
1. Jotirao Phule	Caste Laws	Easy (extract)	4.5
2. Valmiki	Joothan	Narrative Essay	7
3. Premchand	Deliverance	Fiction	8
4. Ismat Chughtai	Kallu	Fiction	9
5. Hira Bansode	Bosom Friend	Poem	0.5

##### 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)

15. Roger Mais	Blackout	Fiction	4
16. Wole Soyinka	Telephone Conversation	Poem	1
17. Maya Angelou	Still I Rise	Poem	1.5

18. Nadine Gordimer	Jump	Fiction	7
19. Langston Hughes	Harlem	Poem	.5

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

20. Siegfried Sassoon	Return from the Somme	Prose Description	2
21. Wilfred Owen	Dulceet Decorum Est	Poem	1
22. Edna St. Vincent Millay	Conscientious Objector	Poem	0.5
23. Henry Reed	The Naming of Parts	Poem	1
24. Bertolt Brecht	General that Tank...	Poem	0.25
25. I. Hussain	A Chronicle of the Peacocks	Essay	9
26. Manto	The Dog of Tetwal	Fiction	4-5
27. Amitav Ghosh	Ghosts of Mrs Gandhi	Anecdotal essay	10+

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

28. Roland Barthes	Toys	Essay	2.5
29. Bidhas Sen	Zero-Sum Game	Fiction	8.5
30. C. B. Divakaruni	Indian Movie New Jersey	Poem	1.5
31. Imtiaz Dharker	At the Lahore Karhai	Poem	1
32. Edward Brathwaite II	Colombus	Poem	1

- 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.

## SECOND YEAR

1. PLAY : Shakespeare *The Merchant of Venice*.

2. 19th CENTURY NOVEL : Charles Dickens : *Oliver Twist*.

3. Twentieth Century Novel : Graham Greene *The Quiet American*.

4. POETRY :

#### (a) Renaissance (Sonnet and Love Lyric)

Shakespeare	- My Mistress' eyes are nothing like the sun - Since brass nor stone nor earth nor sounding sea.
Spenser	- One day I wrote her name upon the strand
Wyatt	- Whoso list to hunt
Milton	- On His Blindness
Donne	- The Sunne Rising

#### (b) 18th Century and Romantic

Swift	- A Beautiful Young Nymph Going to Bed
Blake	- London - Garden of Love
Wordsworth	- It is a Beauteous Evening Upon Westminster Bridge (sonnets)
Coleridge	- Frost at Midnight
Keats	- Ode to Autumn

#### (c) Victorian to 20th Century

Browning	- My Last Duchess
Tennyson	- The Lady of Shalott
Emily Dickinson	- Poems no. 341 "After great pain" - no. 670, "One need not be a Chamber" - no. 754, "My Life had stood - a Loaded Gun" - no. 1317, "Abraham to kill him" - no. 1551, "Thouse dying-then"
Hardy	- "Neutral Tones" - "The Darkling Thrush"
TS Eliot	- "Preludes"
Auden	- "Musee des Beaux Arts"
Plath	- The Moon and the yew Tree

## 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  
Basheer : The World - Renowned Nose.

ch, - ikB, Øe

fgjrhvur'kklu&izfkeo'kZ

iz'ui= & 1

100 vad

fgjrhdfork] ukvdkSj fgjrhdfork dk izo` fukxrbfngkl

(c) fgjrhdfork

50 vad

dhjnkL

dhjxzaFkkoyh] ikjluFkfrckjh] izfke laIdj.k 1961

(v) kfh

lxrjefgek dkSvax &

1 ikNSykk—rh;kgFkAinla[;k14] i`"Bla[;k134

2 dhjlxrjuka feyk—kfjek;SHh[kAinla[;k29] i`"Bla[;k139

isze fojgdkSvax &

1 pobZfdNjh jSafuch—frufysu jfrAinla[;k4] i`"Bla[;k141

2 fcjpkfcjkefrodS—kVlnkellaAinla[;k16] i`"Bla[;k143

lofej.kHktuefgkackSSvax &

1 ftfg?kfVizhfruiize—mift [k, csbkeAinla[;k9] i`"Bla[;k150

2 ikaplafxfimfimdjS—ik;kjæjraAinla[;k15] i`"Bla[;k151

(k) in

1 nyfguhaxkogeyxkj—Ainla[;k5] i`"B5&6

2 dyevkmgekjszsgjs—fuqns[ksaftmtkbjsAinla[;k13] i`-9

3-fi;kksjk fey;k lUkfx;kah—nuchrifucpkaAinla[;k17]

i`"Bla[;k11

**lwjkl**

lwjlkxj (iqyk [kaM]) laiknduamqykjsdktis;h] ukxjhizpkfj.kh.lHkk] d;jk.klh] r`rh; laLdj.k] laor~2015 fo-

- 1 vfcxr&xfr dNq dgr u vkosa in la[;k&2 i`-A
- 2 es;ksEuvurd;jk; lq[k ikosa in la[;k & 168 i`-55
- 3 tloefreuvfHkyk"kdjSA in la[;k & 76] i`-286
- 4 lqreq[knsf[ktlksnkQwJA in la[;k & 82] i`-288&289
- 5 lksffkr dj uuhr fy,A in la[;k & 99] i`-295
- 6 es;kjh] eksfg; ek[kuHkosA in la[;k & 264] i`-349
- 7 eqjyh rÅxqikyfg; HkkoFrA in la[;k & 655] i`-491&492

**ryjh**

fou; & if=dk] xhrik izsl] 27dk; la- & 2037

- 1 rwn;kyoj rhugSa] rwnkfugSa fhk[kk]A in la[;k & 79
- 2 vcykSa ulkh] vcuulSgkSa in la[;k & 105
- 3 ,silks dksmkj txekgh\ in la[;k & 162
- 4 d;gpd;Sa; fg; jgfu j;SaxkSA in la[;k & 172
- 5 d;S fouq jaks u i;jr] d;S jkaA in la[;k & 256
- j;epfjrekul] xhrik izsl] iq"ickfVck izlax] dykaM
- 1-ns[kudxqdy; j;nd;vk; — d<tbizhfrufkksf;JA

**fgjh**

fgj;h jRkdj] JhtxUkFknkl jRkdj] laLdj.k 1965  
nks;gk la[;k & 1] 14] 20] 35] 71] 148] 151] 191] 255] 300] 321] 327]  
347] 357] 363] 437] 489] 663

**ʔukan**

ʔukuanxzaFkq;h] laik] v;pk; Z fo'ukFk izlkn faJ] laLdj.k 2009 fo-

- 1 e;h lq;ku v;hfr d;js — I;kl f;uekj;reksghA nna 7] i`-6
- 2 iz;hrelq;ku es;js f;g; — d;S ʔ;ku; jlk; g;S nna 24] i`-9&10

- 3 igysaviuk; lq;ku l;ug — ;kSa f; 'k ʔ;ksf; j; StwA nna 38] i`-14
- 4 j;ko;S :i ch j;hfr v;wi — j; > d;S g;Fk f;ug; k; f; j; SA nna 41] i`-15
- 5 thoug; Sft; d; xfr tkur tku — g; k; v;hfr lq;rh; f; B f; n; S; SA nna ~189] i`-6
- 6 brck; V; j; h; lq; f; k — g; k; f; j; k; S; y; h; f; t; StwA nna 257] i`-83

**o;n**

f; j; h; d; k; o; x; a; k (iz; F; k; e; H; k; k; x; ) la- lq; k; k; d; j; i; k; M; s; ] ukxjhizpkfj.kh.lHkk] iz; F; k; e; la; L; d; j; k; i`-295&297

- 1 tk; g; n; s; d; N; q; — d; S; l; s; c; p; r; f; i; k; l; A nna ~ la[;k & 3
- 2 d; S; l; s; f; u; g; S; f; u; y; — e; x; j; l; k; S; a; c; S; j; A nna ~ la[;k & 5
- 3 v; i; h; i; g; g; p; p; f; o; k; f; j; — t; s; h; y; a; c; h; l; k; S; j; A nna ~ la[;k & 7
- 4 f; o; l; k; / k; u; m; l; e; — i; a; [k; k; c; h; i; k; S; A nna ~ la[;k & 8
- 5 v; k; S; n; s; u; j; d; h; — ʔ; k; v; r; ʔ; k; v; t; k; ; A nna ~ la[;k & 9
- 6 c; o; j; s; y; x; f; l; [k; — r; u; c; h; r; i; k; i; A nna ~ la[;k & 10
- 7 u; ; u; k; n; s; r; o; r; k; ; — c; o; j; h; d; f; g; n; s; r; A nna ~ la[;k & 15
- 8 v; f; i; j; p; S; r; s; — p; a; n; u; n; s; f; r; t; j; k; ; A nna ~ la[;k & 16
- 9 l; c; S; l; g; k; ; d; l; o; y; — r; h; i; f; g; a; n; s; r; c; o; p; k; ; A nna ~ la[;k & 19
- 10 nq'Vu; N; k; i; M; s; t; — g; k; s; r; u; l; s; r; A nna ~ la[;k & 22
- 11 t; S; l; s; c; a; / k; u; i; z; s; e; d; s; — u; f; i; d; j; S; H; k; S; a; j; A nna ~ la[;k & 24
- 12 l; k; p; > w; p; B; f; u; k; z; ; — u; h; j; d; s; r; k; s; ; A nna ~ la[;k & 29
- 13 d; k; j; / k; h; j; s; g; k; s; r; q; — d; s; r; l; h; a; p; k; s; u; h; j; A nna ~ la[;k & 31
- 14 v; k; S; n; s; u; j; d; s; i; s; v; — d; S; l; s; j; l; e; k; r; A nna ~ la[;k & 38
- 15 l; j; l; o; h; d; s; H; k; a; M; k; j; d; s; — f; u; [k; j; p; s; ʔ; k; v; t; k; i; A nna ~ la[;k & 40

**esf;kyh'kj;koq;ir**

- 1 ; 'k; k; s; / k; j; k; & f; l; f; / g; s; r; q; l; d; e; h; x; ; s; ] ; g; x; S; j; p; d; h; c; k; r; — l [kh] o; s; e; o; p; l; s; d; g; d; j; t; k; r; s; A
- 2 t; ; n; z; F; k; o; / k; & v; f; / k; d; k; j; [k; k; s; o; j; c; S; j; g; u; k; — D; ; k; D; ; k; u; g; h; a; d; j; r; s; d; g; k; s; A
- 3 l; k; d; s; r; & g; e; j; k; t; ; f; y; , e; j; r; s; g; S; a; \ (i` "B 307&308)



**izln**

- 1 'ksjflagdk 'ki=leiZ.k (vgj ls)
- 2 e/kqi xpxqkdj dgtkrk (vgj ls)
- 3 v#k ;ge/kp; ns'kgekjk (panzqirukvlls)

**fjjsk**

- 1 tkks fQj ,dckj
- 2 fkkqj
- 3 eavdyk

**uskqzu**

- 1 volky vkSj mlcs dkn
- 2 flarqj fryfdr Hky
- 3 rhu fnu rhu jkr

**Hckuhizln faJ**

- 1 xhQjs'k

**drkjukEkvzdy**

- 1 ;g /kjh gSml fdlku ch
- 2 etnwj dk tUe
- 3 pUhzxguk lsykSVrhcsj  
(rksQ;k ;k%rksiz'u)

**([k] ukvdl**

25 vad

vk''kk<+ dk ,d fnu % eksgu jkds'k (,dQ;k ;k% ,diz'u)

**(x) fgjrh dfork dk izo` fukar bfrgkl**

25 vad

vkfrky] HkfDrky & fuxqZ.k] lox.k dkQ; /kkjk] jhfrky] vk/kqfud  
 dky&f)osrh;qx] Nk;kdkn] izxfrok] u;hdfork  
 (,diz'u% ,dfvli.kh)

**fjrh; d'kZ**

**iz'ui= & 2**

100 vad

fgjrhx| fo/kk, ;] miU;kL vkSj fgjrhx| lkfg; dk  
 ifjp;kRedbfrgkl

50 vad

**(d) x| fo/kk, ;**

**fuk**

- ljkjiw.kZflag & etnwjhvkSjize
- vkp;Z jkqUhz 'kqy & d#.kk
- vkp;Z gkjhizln f)osrh & v'kksdcsQy

**fjstZ**

- jas jko & rQksadsdp

**Qak**

- gfj'kadji jkkZ & Hkksykjke dtho

**laej kQj kfp**

- fofgk & egnschokZ & (le`firch js[kk, ; ls)
- ccf/k;k & jeo {kcsukioh

**,dach**

- lw[khMkyh & misUhzakFkv'd

**;khu**

- fueZyokZ & pMksa ijpk;n h ls & ^czs[rvkSj] dmkL uxj'A

**objh**

- iapz & Bkobjk dQ;k;
- vejokUr & fMvhdysUVjh
- n'kkfiz;ank & dkiLh

**vkRedfkk**

- dpu ch vkRedfkk (laf{kIr) laEiknd% vfr dQk'jo us'kuy cql  
 VAV)

(rksQ;k ;k%rksiz'u)

**(k) miU;kl**

25 vad

- xcu & izsepŭh vĕkk
- vkick cāh & dŭHāMĥ

(doy fōlh, dmiU;kl ij vk/kkfjr iz'u iwNstĥ; saxs)  
(,dO;k[;k%, diz'u)

**(k) fgŭh x| dk ifjp; kRed bfrgkl**

fudU/k] ukVd] ,dkach] djuh] miU;kl] ;k=&lkgR;] vkRedFkk] laLej.k]  
js[kkf=Qā;] fjlskZt+  
(,diz'u%, d.fVi.kh)

**lgk; d v/; ; u l k e z h**

- izsepŭh vkSj muk; q& jkefoykl 'kekZ
- izsepŭh% fojklr dk lky & f'kodpekj faJ
- vka[kuns [kh & laik- dĕk izlkn
- ns'k d sbl nkSj esa & fo'ukĕk f=ikĕh
- jkeo` [k csuhioĥ vkSj muk.lkgR; & MĕW-xtkuu
- ejnsch & laik- ijekuan Jrdĕro
- ejnsch vĕh kuanuxzĕk & laik- lqfe kuanu iar
- dpu & d" .kpŭh z ik.M;k
- jkepŭh 'k d y vkSj fgarh vk y kspuk & jkefoykl 'kekZ
- nwljh ij jaijkch [kkt & ukeoj flag
- ubZ djuh% laHkZ vkSj izd' fir & nsch' kadj v dĕkh
- djuh% ubZ djuh & laikñ ukeoj flag
- ,dnpfu;k lekukarj & laikñ jktŭh z ;kro
- l`tu`khyrk dk ladV & fUR; kuan frckjh
- fgarh ,dkach ch f'kyi fof/k dk fookl & fl'ukĕk dpekj
- vkpk;Z jkepanz 'k d y dk fpanu btxr & d" .knĕk ikyhdky
- vkRedFkk Lo:i vkSj fookl & fouhrik v z zok y
- fgŭh lkgR; ds'k Hkxsl] laikñ /khjŭh z oekZ

**r`h; d k Z**

iz'ui= & 3 (foŕyi)

fo|kĕkZ oZ d] [k] x esa ls fōlh , dck puko djsaA

**oZ (c) Hk'kk fōku vkSj fgŭh Hk'kk** 100 vad

**lkekU; Hk'kk fōku** 50 vad

- Hk'kk% ifjHk'kk] vĕhy [k.k
- Hk'kk fōku% ifjHk'kk] Lo:i] v/; ; uch iĕfr; k;
- Hk'kk fōku ds v/; ; u ds fōkx
  - dD; fōku% ifjHk'kk] dD; ds vax] dD; chvko'; dĕk; j] dD; ds izckj] inca/k] midD;A
  - :ifōku% in ls rkRi;Z] 'kCh vkSj in esa varj
  - 'kCh fōku% 'kCh ifjHk'kk] 'kCh s ad oĕhZ d j.k] 'kCh fōkZ.k] milxZ] izR; ;A
  - /ofu fōku% /ofu; ksa d oĕhZ d j.k & Ioj] O; atu] Iojksa O; atuksa ds oĕhZ d j.k ds vk/kkj (fgŭh ds laHkZ esa) /ofu ifj oĕhZ d j.k Lo:i] fn'kk; j , oadkj.kA
  - vĕkZ fōku% d r qksa ds uke d j.k d vk/kkj] vĕkZ ifj oĕhZ d j.k fn'kk; j] d j.kA

**fgŭh Hk'kk** 50 vad

- fgŭh Hk'kk l s s r R i ; Z] fgŭh Hk'kk {k s =} v ŭ ; Hk'kk {k s =}
- fgŭh ch iz o j [k d s f y ; k ;
- ekud fgŭh% Lo:i vkSj fo'ks'kk; j
- jk'v Hk'kk vkSj jk'v Hk'kk ds : esa fgŭh
- nsokxjh fyfi% ifjp;] fo'ks'kk; j] ekud d j.k

**lgk; d v/; ; u l k e z h**

- Hk'kk fōku d h k w f e k & ns o ŭ h z i k ĕ k 'kekZ
- Hk'kk 'kkĕ=ch :ijs [kk & m; ukj; .k frckjh

- Hkk"kkföku&HksjukEkfrdjh
- Hkk"kkvkSj lekt & jkefoykl "kekZ
- vk/kqfudHkk"kkföku& jktef.k "kekZ
- fgjrh %mm-Hko] fockl vkSj Lo:i & gjnso dkgjh
- fgjrhO;kdj.k & dkerkizlkn xq#
- fgjrhHkk"kk %Lo:i vkSj fockl & dSyk"kpÜnzHkkfV;k
- fgjrhHkk"kkch.lajpak & HksjukEkfrdjh
- fgjrhHkk"kkckbfqjl & /khjÜnzæZ
- fgjrh "kChkuq"kklu & fd"kksjnkldktis;h
- fgjrhHkk"kk % lajpak ds fofo/kvk;ke & jdhuzkEk JhdLro
- vk/kqfudHkk"kkföku & d ik"kaej flag

**æZ ([k] lkfgR;kykspu**

**100 vad**

**dkO; 'kkL=**

**50 vad**

- jl & ifjHkk"kk] jl ds vax] jl ds Hksn & y{k.k vkSj mkgj.k
- "kCh "kfr
- vaxdkj
- bh
- dkO; ds Hksn & egrdkO;] [k.MdkO;] eprdvkfnA
- dkO;xqk

**vk/kqfudvkykspuk**

**50 vad**

- vkykspuk dk Lo:i] vkykspuk rFkk dkO; "kkL=esa varj
- vk/kqfudks/k rFkke/; d;huds/k
- izeq[kx| fo/kk, ; & fura/k] ukVd] dgjh] mlU;k]l
- fgjrh vkykspuk ds izeq[k vo/kkj.kkkRed.in & yksoaxy] fo#ksa dk lketL;] ekudhj.k] frac] izhd] fekd] QSA silhA

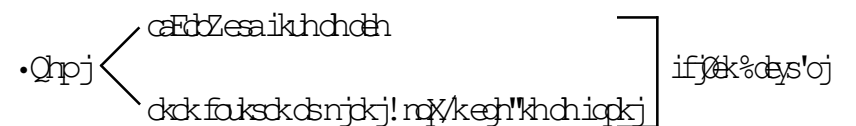
**lgk;dv/;;u&lkeszh**

- dkO; "kkL= & HkhjEk feJ
- lkfgR; lgpj & gkjhizlkn f)osrh
- dkO; rÜb foe"KZ & jkewfrZ f=ikEh
- Hkkjrh; lkfgR; "kkL= & cynsomik/;k;
- Hkkjrh; dkO; "kkL= & lR;nsopkS/kjh
- jl ehalk & jkeÜnz "kqy
- jl flkUr & uxsh
- dkO; ds :i & xqyk jk;
- dkO; niZ.k & jkenfgu feJ
- dkO; flkUr & vkseizk "k "kkL=h
- vaxj edkjh & nsdshukEk "kekZ
- dkO; kq; niZ.k & fct;cgkj voLFkh
- lkfgR; flkUr & jkevo/k f)osrh
- fgjrh vkykspuk % chdha "kCh & fueZyktSu
- fekd; vo/kkj.kkkvkSj; fkdEKZ & jes"kkSre
- vk/kqfud fgjrh vkykspuk ds dht "kCh & dpu flag
- lkfgR;] bfrqjl vkSj vk/kqfuds/k laiknd ".krÜk "kekZ] gfjeksgu "kekZ

**æZ (x) n`';&J; ek;/e vkSj fgjrh lkfgR;**

**100 vad**

- n`'; &J; ek;/e %Lo:i] izdkj & (jsfM;ks] Vh-dh-] 25 vad  
fQe] jaxeap] ifjp;] bfrqjl] n`';&J; ek;/eksa dh  
lkekftdHkwfeek] ehM;k dh ikfjHkkf"kd "kChkjh
- n`';&J; ek;/eksa ds fofo/k :i % 25 vad





- /ofu :id&Nrfj;k; & eksqu jkds'k
- #ikurj.k
  - jsm̩ks ds fy, & rhu, dar & fuezyokZ
  - VsyhfQYe ds fy, & rel & Hkh'elkg h
  - jaxap ds fy, & egHkst & eUwHak h
- o'Ukfp= (MD; wesaVh) nUkj [kMck anykpsgj k% aksgj ' ; ketks'kh
- /kkjkokfgd & urek isM+ & jgheklwe jt+k
- fQYe & rhljh dlenQZ ekjs x, xqQe & Q.kh'ojukEk js.kq
- ukVd & ; {kiz'u & y{ehukjk; .k yky

- n`'; & J; ek;/ eksads fy, ys [ku (ekSfyd, oa ltZukRed) 25 vad  
 lekpkj] dkkZ] ifjppkZ] lk[kkRokj] :id] Qppj] fdkkiu]  
 o'Ukfp=] VsyhfQYe] /kkjkokfgd] Qppj fQYe vkfnds fy,  
 (d) vkys [kys [ku ([k) iVfkkys [ku (x) lacknys [ku

(jsm̩ks] Vh-dh-] fQYevSj jaxap ds lanHkZesa)

- ifjksuk 25 vad
- fgj h lktgr; dh fofo/k fo/kkksackn`'; & J; ek;/ eksaesa :ikarj.k

**lgk;d v/; ; u lkexzh**

- iVfkkys [ku & aksgj ' ; ketks'kh
- d'kk iVfkk & eUwHak h
- Hsa'okkZ] iszldak'asl & laik- je'kj.ktks'kh

- QPkjys [kuckIo:i & laik- je'kj.ktks'kh
- jsm̩ks dkkZ f'kYi & flukEk d'pkj
- jsm̩k ukV; ; f'kYi & flukEk d'pkj
- jsm̩ks izlkj.k & dS'ky'kekZ
- fganh jsm̩ks ukVd % v|ru v/; ; u & t; Hxxdu xqf'rk
- jsm̩ks ukVd & m'kk IDLak
- n'kZuin'kZuinso'uzjt vadbj
- jaxap & cyUr xokhZ
- jaxdZ vkSj ehfm̩k & t; nso rustk
- flusek ds dkjsesa & ullheeqUhdhj
- flus flukUr & vupie vks>k
- fQYe {ks=s jax [ks=s & ve`rykyukxj
- nUkj vk/kofud ehfm̩k rdhd & g'kZnso
- czsd ds n'kq/kh'kipSjh
- fdkkiu chmfu; k & d'pqn 'kekZ
- vk/kofud fdkkiu & izse ikratfy
- vk/kofud fdkkiu vkSj tulaidZ & rkjs'k HkkfV;k
- fdkkiu ek;/e, oa izpkj & fot; d'pU'S'B] izraq v'fkb;k
- n`'; J; ek;/eys [ku & jktsUhz feJ] bZ'khrk feJ
- Vh-dh-VkEl & lq/kh'kipSjh
- Vsyhfotu ys [ku & vlxj otkgR] izHkkR jatu
- ehfm̩k ys [ku & laik- jes'kpuhz f=ikBh] iouvxzdky
- jsm̩k vkSj nwjn'kZuin=dkf'jrk & gfjeksqu
- lekpkj] Qppj ys [ku, oa laiknu d'k & gfjeksqu
- iVfkkys [ku % Qppj fQYe & mes'k jk'BkSj
- vk/kofud tulapkj vkSj fgj h & gfjeksqu

- tæk;/e% izkS|ksfxchvkSj fopkj/kk'jk & txh'ojjropsZrh
- lR;thr jk; dk flusek & fopkUkUhrnk|xq|rk
- tæk;/e.lS'kfUrch & lq/kk flag] txh'ojjropsZrhA

## lāḍr

### iz'kēo'kZ & ikB;œ&l

100 vad

i|dkO;] x|dkO; rFkk laLd' r lkfgR; dk bfrgkl

### iz'kēokkZ

- |   |   |        |
|---|---|--------|
| 1 | j'opa'kejdQe~&iz'kēkZ                     | 13 vad |
| 2 | uhfr'krde~&iz'kjFkd50 'yksd               | 12 vad |
| 3 | O;kdj.k & lfU/k vkSj dkjd (ikBijvk/kkfjr) | 10 vad |

### fj;rh; bdkZ

25 vad

iapTje~ (yC/kiz.kk'k)

O;kdj.k & lfU/k ,ca dkjd (ikBijvk/kkfjr) 10 vad

### r`rh; bdkZ

ejdkO;] [k.Mko; rFkk x|dkO; dk bfrgkl 30 vad

### lāḍr

j'opa'kejdQe~&	&	dkfykl
uhfr'krde~	&	HkZgfj
iapTje~	&	f'kq'kZ
laLd' r lkfgR; dk bfrgkl	&	vkq;Z cynsomik;/k;
History of Sanskrit Literature :		Vachaspati Gerola
History of Sanskrit Literature :		A.B. Keith

f}rh; o'kZsikB~;ØeII 100 vad

n`';dkO;] 'kkI=ifjp;] oSfnd.lkfgR; rFkkn`';dkO; dk.bfngl]

'kkI=ksackbfnglA

izk.kkZ

- 1 vfHkkku'kkdUye~&profkZvad 15 vad
- 2 nwdDe~ 15 vad
- 3 O;kdj.k & lekL (ikB ij vk/kkfjr) 5 vad

f}rh; bkkZ

1 rkoizdU/ku 15 vad

(v) ikraty;ksxlw=ls fuEufyf[kr lw=%&  
 izFkeikn&lw=la[;k&1]2]3]12]17]23] 32]33]35]  
 37]38]39]42]43]44  
 f}rh;ikn&lw=la[;k&29]30]32]33]42]45]46]49]53]54

(Ø) JhenHxon~xhrik & f}rh; v;/k; & 'yksd.la[;k&  
 13] 15] 22] 23] 38] 47] 48] 54] 55] 56] 57] 62] 63] 64] 67] 71  
 (Kku;ksx,ca deZ;ksx f}rh; v;/k; ij vk/kkfjr)

2 i;kZoj.kizdU/ku 10 vad

(v) tylaj{k.k&½XosnI-23-20-III. 33-13-X.137-6  
 vFkoZosn1-4-2] 6-24-1] rS0vk01-26-7

(k) dk;qIaj{k.k&½XosnI.186-1]I.136-6]III-92-5]X.92-13]X-168-4]  
 ;topsZn20-15

(Ø) o`{klaj{k.k½XosnX.97-2]X-97-4] ;topsZn1-25  
 vFkoZosn18-1-17] 10-8-31] 12-1-11

(Ø) Hwfelaj{k.k&12-1-12] 27] 35] 58] 62

(t) /ofuiznw"K.k&½XosnX.136-3- ;topsZn26-15] 36-17

1 euqIe`fir lIre v;/k; 'yksd.la[;k 123 ls ysdj 139 rd

2 dSfV; vFkZ'kkI=&rsbZldav;/k; ('kqj dO; o;kj)

r`rh; bkkZ

(v) oSfnd.lkfgR; dk.laf{kIrbfngl & 10 vad

(k) n`';dkO; dk.laf{kIrbfngl & 10 vad

(Ø) 'kkI=ksack.laf{kIrbfngl & 10 vad

IUHkZdEFk&vfHkkku'kkdUye~ & dkfynkl

nwdDe~ & HkkL

ikraty;ksxlw= & eaf"Zirafy

JhenHxon~xhrik

oksasai;kZoj.kIaj{k.k & MWOizo'skIDsk

laId r lkfgR; dk.bfngl & vkpk;Z cynsomik;/k;

childa 'kkChob laId rukvD & MWOm"kk.IR;ozr

oSfnd.lkfgR; o laId fir & vkpk;Z cynsomik;/k;

euqIe`fir & IEikrd&jes'o'jKVW

dSfV; vFkZ'kkI= & vupkrd&mn;dhj'kkI=h

Dharmshastra in Contemporary Times - Edited by Mrs. Sudesh Narang

## URDU

### PAPER - I (1st Year)

#### MODERN & MEDIEVAL POETRY

#### SYLLABUS

Marks 75

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

#### Part-A: GHAZALIYAT

Wali Daccni: Ghazal No. 2,4	Meer Taqi Meer: Ghazal No. 2,5,6,14
Momin: Ghazal No. 1,8	Asghar Gondvi: Gh. No. 2,4
Hasrat Mohani: Gh. No. 2,4	Faiz Ahmad Faiz: Gh. No. 4,5,6
Meer Dard: Gh No. 1,3,7	Khawaja Aatish: Gh. No. 2,7
Mirza Ghalib: Gh. No. 1,4,9,11	Fani Badayuni : Gh. No. 5, 6, 7
Firaq Gaurakhpuri: Gh. No. 4,6,7	Daagh Dehlvi: Gh. No. 2,4
Shaad Azimabadi; Gh. No. 2,7	

#### Part B: MANZOOMAT

Nazeer Akbarabadi: Aadmi nama  
Maulana Hali; Marsiya-e-Delhi  
Chakbast: Gokhley Kaya Marsiya  
Iqbal : Shoa-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, MARSIIYA 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 (Ibtidai 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 Masnaviyan : 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 Bangalore
9. Dars-e-Balaaghat : Taraqqi Urdu Board, New Delhi
10. Urdu Shaeri Ka Samaji Pas Manzar: Ejaz Hussain
11. Urdu Adab Ki Tanqeedi Tareekh : Ehtesham Hussain

## PAPER - II

### I Book Prescribed :

1. URDU KE SHAHKAR AFSANE: Ed. Prof. Sadique  
Pub. Modern Publications, New Delhi.

#### Following Short Stories:

- |                              |                     |
|------------------------------|---------------------|
| (i) Guzra Hua Zamana         | Sir Sayyed          |
| (ii) Kafan                   | Prem Chand          |
| (iii) Aakhri 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 Taqreer	Fasana-e-Ajaib	Rajab Ali Beg Suroor
Khutoote Ghalib (1-25)	Urdu-e-Maulla	Mirza Ghalib
Insan Kisi Hal Mein Khush		
Nahin Rehta	Narang-e-Khayal	Mohd. Hasan Azad
Such Aur Jhoot Ka Razm Nama	Narang-e-Khayal	Mohd. Hasan Azad

### III. Drama :

Naye Drame: Ed. Mohd. Hasan, Maktaba Jamia, Delhi

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  
Pub. Educational Book House, Aligarh.
2. Dastan Se Afsane Tak: Waqar Azeem  
Pub. Educational Publishing House, Delhi.
3. Urdu Ki Nasri Dastanein : Gyan Chand  
Pub. Uttar Pradesh Urdu Academy, Lucknow.
4. Tarraqui Pasand Tehreek Aur Urdu Afsana: Dr. Sadiq  
Pub. Urdu Majlis, Delhi.
5. Dastan Se Novel Tak: Ibne Kanwal  
Pub. Maktaba Jamia Ltd., Delhi.
6. Beesween Sadi Mein Urdu Novel: Yousuf Sarmast  
Pub. N.C.P.U.L., New Delhi.
7. Wajhi Se Abdul Haq Tak: Sayyad Abdullah  
Pub. Educational Publishing House, Delhi.



## 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 :

A- Short Story, Reportage, Essay, Feature, Book-Review, Travelogue, Different style narration.

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-Urdu                          | Imdad Sabri                        |
| 2. Urdu Mass Media                                   | Fazlul Haq                         |
| 3. Iblaghiyat  | Shahid Husain                      |
| 4. Urdu Radio Aur Television Mein Tarseel -O- Iblagh | K..A. Siddiqui                     |
| 5. Khabar Nigari                                     | Shafey Qidwai                      |
| 6. Awami Zaraye Tarseel                              | Ashaque Mohd Khan                  |
| 7. Urdu Sahafat: Tarjuma-o-lbarat                    | Sayyad Ziaullah                    |
| 8. Television Nashriyat                              | Anjum Usmani                       |
| 9. Urdu Mein Reportage Nigari                        | Abdul Aziz, Saqi book Depot, Delhi |

## PUNJABI COMPULSORY

(Note : For candidates who offered Punjabi in XIIth Class)

### PAPER 1 (Ist year)

#### SYLLABUS

1. Gurcharan Singh Arshi and Baljeet Kaur (ed.), **Sagar-Sippian**, Publication Bureau, Punjabi University, Patiala.
2. Nanak Singh, Pavittar Pabi, Arse publishers, Delhi.
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 :

1. Puar, Joginder Singh ate hor, *Punjabi Bhasha da Viakaran*, Bhag I ate Bhag II, Punjabi Bhasha Academy, Jalandhar, 1991 ate 1992.
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 (Ist year)

#### SYLLABUS

1. Sutinder Singh Noor (ed.), **Saptika**, Arsee Publishers, Delhi.
2. Gurbakhsh Singh, **Merian Abhul Yadaan**, Navyug Publishers, Delhi.
3. Punjabi muhavare ate akhaanh.
4. Para-writing.
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 :

1. Puar, Joginder Singh ate hor, *Punjabi Bhasha da Viakaran*, Bhag I ate Bhag II, Punjabi, Bhasha Academy, Jalandhar, 1991 ate 1992.
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 (IInd year)

#### SYLLABUS

1. Gurcharan Singh Arshi and Satinder Singh (ed.), **Kav-Suraan**, Publication Bureau, Punjabi University, Patiala.
2. Harcharan Singh, *Kal Ajj te Bhalat*, Arsec Publishers, Delhi.
3. *Precis-writing* (Sankhep rachna)
4. *Official letter-writing* (Daftari chitthi-pattar)
5. *Functional Punjabi*:
  - A. Mool viakarnik ikaiaan 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 lipi dian visheshtavaan

#### Recommended Books :

1. Puar, Joginder Singh ate hor, *Punjabi Bhasha da Viakaran*, Bhag I and Bhag II, Punjabi Bhasha Academy. Jalandhar. 1991 ate 1992.
2. Lal Singh ate Harkirat Singh, *College Punjabi Viakaran*, Punjab State University Text-Book Board, Chandigarh.

## PUNJABI OPTIONAL

### SYLLABUS

#### IInd Year

1. Manjit Singh (ed.), **Navdeepika**, Arsee Publishers, Delhi.
2. Roshan Lan Ahuja etc. Manjit Pal Kaur (ed.) *Adhunik Jhangi*, Guru Nanak Dev, University Amritsar.
3. *Shabad-jorhan te vakaan di sudhaee*.
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.
3. Kartar Singh, *Navin Punjabi Pingal*, Lahore Book Shop, Ludhiana.

## PUNJABI COMPULSORY

### IIIrd Year

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

#### SYLLABUS

1. Gurcharan Singh Arshi (ed.). **Sagarika**, Arsee Publishers, Delhi.
2. Sahni, Balraj, **Mera Pakistani Safarnama**, Arsee Publishers, Delhi
3. Bajwa, Ranjit Singh ate Vir Singh Randhava (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. auchitya, rasa, alankar, vakrokti, sadharanikaran, anukaran, 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 :

1. Arshi, Gurcharan Singh, *Sidhant-Chintan: Astitva ton Virachna tak*, Arsee Publishers, Delhi.
2. Jaggi. Gursharan Kaur, *Bharati Kav-Shastra*, Arsee Publishers, Delhi.
3. Jaggi, Rattan Singh (ed), *Punjabi Sahit Kosh*, Punjabi University, Patiala.

## PUNJABI OPTIONAL

### 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 (IIInd Year)

#### SYLLABUS

1. Dhillon, Harjinder Singh ate Narjit Singh Khaira (ed.), **Madhkali Punjabi Kav** (1700-1900), Guru Nanak Dev University, Amritsar.
2. Dr Harbhajan Singh (ed), **Katha Punjab**, Part I, National Book Trust, New Delhi.
3. Punjabi Bhasha, Upbhashavan ate Gur-mukhi lippi.
4. Amarjit Singh, **Punjabi Sahit da Itihas** (1700-1900), Guru Nanak Dev University Amritsar.

#### Recommended Books :

1. Parminder Singh, Kirpal Singh Kasel, *Punjabi Sahit da Itihas*, Lahore Book Shop, Ludhiana.
2. Harkirat Singh, *Bhasha to Bhasha Vigian*, Lahore Book Shop, Ludhiana, 1983.
3. G. B. Singh, *Gurumukhi Lippi da Nikas te Vikas*.

**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
3. Collection of short stories: - Asamiya Galpa Sankalan (second part) edited by Shri Homen Bargohain, published by “Asam Publication Board”, Guwahati, Ist publication 1976

Following author to be read :

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

**Paper III: History of Literature 75marks**

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

**BENGALI****PAPER I: Poetry****Marks: 75**

Books Prescribed

1. Kavyabitan : ed. Pramathanath Bishi & Tarapada Mukhopadhyay  
(The following pieces are prescribed)
  - a. Sakhi Hamari Dukher nahi or - Vidyapati
  - b. Soi Keba Sunaila Shyamanam — Chandidas
  - c. Sukhera Lagia e ghar badhinu —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 kekayee - Micheal Madhusudan
  - h. Vandemataram: Bankimchandra
  - i. Ektimatra : Rabindranath Tagore
  - j. Sundar: Rabindranath Tagore
2. Adhunik Bangla Kavya - ed. Buddhadv Basu  
(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****75 marks**

The following book have been prescribed

Bangla Sahityar Sampurna Itibritta -Asit Kumar  
Bandyopadhyay

**MARATHI****PAPER I: Poetry****Marks 75**

Books Prescribed :

1. '*Bhaktigangechyā Vātevar*' Ed : H. V. Inamdar.  
Vilas Khole, Sanjay Prakashan, Pune.
2. '*Kāvyavāhini*' Vol 4' Ed : Kusumagraj, R. S. Joag  
Continental Prakashan, Pune.

**PAPER II: Fiction and Drama****Marks 75**

Books Prescribed :

1. '*Gotāvalā*' by Anand Yadav, Mauj Prakashan,  
Mumbai.
2. '*Sahā Kathākār*' 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. '*Prācin Marathi Wangmayācā Itihās*' by L.R.  
Nasirabadkar, Phadke Prakashan, Kolhapur.
2. '*Pradaksinā*' Vol.I & II Continental Prakashan,  
Pune.

**ORIYA****PAPER I: Poetry Marks 75**

Books Prescribed :

1. '*Samchayan*' - Central Sahitya Akademi, New Delhi 1975

**PAPER II: Fiction and Drama Marks 75**

Books Prescribed :

1. *Danapani* - Gopinath Mohanty, Cuttack Students store, Cuttack 1950.
2. *Sagara Manthan* - Manoranjan Das, Orissa Book Store, Cuttack, 1992.
3. *Lakshmira Abhisara* - Manoj Das, Grantha Mandir, Cuttack, 1997.

**PAPER III: History of Literature Marks 75**

Books Prescribed :

1. *Odia Sahityara Itihaas* - Mayadhav Mansingh, Granth Mandir, Cuttack, 1976.
2. *Odia Sahityara Sankhipta Parichaya* - Brundaban Chandra Acharya, Grantha Mandir, Cuttack, 1979.
3. *Odia Sahityara Adiparba* - Surendra Mohanty. Cuttack Students' Store, Cuttack, 1996.

**SINDHI****PAPER I: Poetry Marks 75**

Books Prescribed :

1. '*Choond Sindhi Shair*' Central Sahitya Akademy New Delhi

**PAPER II: Fiction and Drama Marks 75**

Books Prescribed :

1. *Choond Sindhi Kahaniyoon* — Ed. Popti Hiranandani and Hiro Shewkani, Central Sahitya Akademy, New Delhi.
2. *Choond Sindhi Eakanki* - Ed. Prem Prakash, Central Sahitya Akademy, New Delhi.
3. *Pakhiara Valar Khan Vichuria*, Govind Malhi. Mumbai.

**PAPER III: History of Literature Marks 75**

Books Prescribed :

1. '*Sindhi Sahitya Jo Itihas* - Dr. M.K. Jetley, D-1 27. Vivek Vihar, New Delhi - 95

**TAMIL****PAPER I: Tamil Poetry Marks 75**

1. 'Nedunal Vadai' - by Nakkirar
2. 'Tamil Vidu Tudu' by Chokkanuadap Pulavar
3. *Puratic Kavi* by Bharati Dasan

**PAPER II: Tamil Fiction and Drama Marks 75**

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) *Udankopakhanamu* by Nannaya.
- (ii) **Parasurama - Dhanurbhangamu** by Mallikarjuna Bhattu
- (iii) **Vitarana Veeramu** by Bammera Potana
- (iv) **Chiluka Vishnusayujyamu anduta** by Tenali Ramakrishna Kavi.
- (v) **Navami chiluka Munnudi** by Sishtla Umamaheswara Rao.
- (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 -
  1. Mee Peremiti by Gurajada Appa Rao.
  2. Bharya by Gudipati Venkata Chalam.
  3. Galivana by Palagummi Padma Raju.
  4. Himsa by Kalipatnam Rama Rao.
  5. Bonsai Bratuku by Abburi Chaya Devi.
  6. Oorabavi by Kolakaluri Enoc.
- (iii) DRAMA - Brahma Vivahamu by Kandukuri Veeresalingam.

**PAPER III: History of Telligu 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**  
(Ed.) Kurma Venugopala Swamy, Kaviraja  
Publishers, Tenali (1960).
2. **Telugu Sahitya Charitra** by Dwa. Na. Sastry,  
Visalandhra Publishing House, Hyderabad (1998).

**FRENCH****Marks 75**

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

**I 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:**

**Y. LOISEAU ET R. MERIEUX**; «Exercices de grammaire francaise (cahier debutants)», ed. Didier, 1998

**A. AKYUZ et al.** : « *Exercices de grammaire en contexte (niveau debutants)* » , ed. Hachette, 2000

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. Bearard et al.** : « *Tempo I Methode de francais* », ed. Didier/Hatier, 1996,  
Unites 9-12

**E. Bearard et al.** : « *Tempo 2 Methode de francais* », ed. Didier/Hatier, 1996,  
Unites 1-3

**Additional material:**

Y. LOISEAU ET R. MERIEUX: « *Exercices de grammaire (cahier debutants et intermediaire)* »,ed. Didier, 1998

A. AKTUZ et al. : « *Exercices de grammaire en contexte (niveau debutants et intermediaire)* »,ed. Hachette, 2000

Any other additional material required will be provided by the department.

**3rd YEAR**

**PAPER III : French for specific purposes and Literature**

**100 marks**

Study of simple Literary text	20 marks
French for specific purposes	20 marks
Translation	15 marks
Oral expression	20 marks
Internal assessment	25 marks

**Text book:**

**E. Bearard** et al. : « *Tempo 2 Methode de francais* », ed. Didier/Hatier, 1996, Unites 4-9

**A. Grunenberge et B. Tautzin:** “*Comment vont les affaires?*” Hachette, 2000.

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 100 marks

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

#### Text book:

Moment Mal 1, Langenscheidt KG, Berlin and Muchen, 1998.  
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 100 marks

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

#### Text book:

Moment Mal 2, Langenscheidt KG, Berlin and Muchen, 1998.  
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

**100 marks**

Study of simple literary texts	20 marks
German for specific purposes	20 marks
Translation	15 marks
Oral expression	20 marks
Internal assessment	25 marks

## SPANISH

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

### Ist 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:

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

#### 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:

J. S. Lobato et. al., *Espanol Sin Fronteras*, Nivel Intermedio, ed. 2003, SGEL

#### Additional Material

Additional material will be provided by the Department

### 3rd YEAR

## PAPER III : Spanish for specific purposes and literature

**100 marks**

Study of literary texts	20 marks
Spanish for specific purposes	20 marks
Translation	15 marks
Oral expression	20 marks
Internal assessment	25 marks

#### Text book:

J. S. Lobato et al., *Español Sin Fronteras*, Nivel Avanzado, ed. 2003; SGEL  
Aguirre B. y Rother K., *EL ESPAÑOL por profesiones. Comercio Exterior*, ed. 1996, 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

**100 marks**

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

100 marks

Study of literary texts	20 marks
Italian for specific purposes	20 marks
Translation	15 marks
Oral expression	20 marks
Internal assessment	25 marks

#### 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.

## PERSIAN

#### PAPER I : Prose, Poetry and Translation

##### UNIT I : Prose

1. Farsi Borai Ghair Farsi Zabanani by Sameene Baghcheban

##### UNIT II : Poetry

1. Ghazaliyat-e-Hafiz (5) Nisab-e-Jadeed-e-Farsi  
تغزلیات حافظ (۵) نصاب جدید فارسی
2. Rubaiyat Umbar Khayam (25) do  
رباعیات عمر خیام (۲۵) نصاب جدید فارسی
3. Ghazaliyat-e-Hasan Dehlavi (4)  
دیوان امیر حسن دهلوی تصحیح از دکتر نرگس جهان  
Ed. Dr. Nargis Jahan Page Nos. 136, 160, 204, 208  
ص ۲۰۸، ۲۰۴، ۱۶۰، ۱۳۶ (از فافا ۳)
4. Kitab-e-Khoob (Azfa Vol-III)  
کتاب خوب (از فافا ۳)
5. Mehrgan  
مهرگان
6. Mihaan-e-Khish ra Kunim Abad  
میهان خش را کنیم آباد
7. Roobah wa Zaagh  
روباد و زاغ
8. Madar (Iraj Mirza)  
مادر (یرج میرزا)

##### UNIT III

Translation of an unseen passage from English/Urdu/Hindi into Persian. M.10

##### UNIT IV

Grammar M.5

1. Verb (All the tenses)
2. Ism, Ism-e-Fael, Isme, Maful, Murakkab-e-Izafi, Murakkab-e-Tausifi, Murakkab-e-Adabi, Zamir-e-Munfasil, Zamir-e-Muttasil, Jar Majroor, Peeshawand and Paswand, Jama, Wahid, Sifat, Mausuf, Tashbih, Isteara, Talmih, Tazad, Laffo Nashar & Husn-e-Talil

##### UNIT V

Short Notes on the Poets and Authors related to Text M.10

**PAPER II****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

M.25

**UNIT - II****Poetry**

1. Gazaliat-e-Amir Khusro (Tamam)
2. Shārhyaar (Kdak-o-Khezan)
3. Jawanan-e-Nafarman-o-Madar
4. Iran (Sheikh Ahmad Kirmani)
5. Sobh (Yahaya Daulatabadi)
6. Darkhtkari (Abbas Yameeni Shareef)
7. Mathnavi Moulana Roomi (From begning up to Story of Tooti and Baqqal)

M.25

**UNIT - III**

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

M.10

**UNIT - IV**

Reproduction of Persian Text into Simple Persian.

M.10

**UNIT - V**

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

M.5

**PAPER III****Prose, Poetry Translation and Essay****UNIT I**

Marzaban Name : (The Following stories)

- (a) Barzigar Be Mar
- (b) Ahu we Moosh-o-Oqab
- (c) Dastan-e-marde-e-Tame 'Ba Nav Kharah

Qissaha-e-Khub

- (a) Guwahi-e-Darakht
- (b) Duzd-e-Haris

مرزبان نامه

۱. برزیگر با مار

۲. آهو و موش و عقاب

۳. داستان مرد ظامع با نوخره

قصه های خوب

۱. گواهی درخت

۲. دزد حریص

ملك الشعرا بهار

۱. در راه عشق

۲. جهنمی

۳. حسن نیت

۴. خبری

۵. نصیحت به جوانان

۶. ضلال و دلال

**UNIT II****Malikush Shoara Bahar**

Dar Rahe-e-Ishq  
Jahannamiyah  
Hush-e-Niyat  
Bi Khabari  
Nasihah Bejawanan  
Zalal-O-Dalal

سینین کبهانی

۱. مینتاب خزان

۲. باز

۳. نیلوفر آبی

**Seemeen-e-Behbahani**

Mahtab-e-Khezan  
Baaz  
Neelo Far Aabi

**Parveen Etesami**

Ashk-e-Yateem  
Imrooz-o-farda  
Umeed-o-Rehaee  
Qasaed-e-Qaani  
Dar Shekayat Az Mamdooh  
Mah-e-Ramzaan Amad

پروین اعتصامی

۱. اشک یتیم

۲. امروز و فردا

۳. امید رهایی

قصاید قالی

**URFI**

Har Sookhte Jani  
Ay Mata-e-Dard

**عرفی**

۱. حر سوخته جانی  
۲. ای متاع درد

**Iqbal**

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

**اقبال**

۱. مہوارہ ما بین خدا و انسان  
(دیوان اقبال صفحہ ۱۱۴)  
۲. سرود انجم (دیوان اقبال صفحہ ۹۸)

**UNIT - III**

Translation of an unseen passage from  
English / Urdu / Hindi into Persian 10  
Translation of an unseen passage from  
Persian into English / Hindi/Persian

**UNIT-IV**

An Essay in Persian 10

**UNIT-V**

Short Notes on Poets and Authors related to text. 5

**ARABIC****1st YEAR****SYLLABUS**

1. Text from al-Qiratul Wadihah Vol. 1 by Waheeduz Zaman al-Keranwi, Dewband.
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 :**

1. The Essential Arabic - Prof. R.I. Faynan , 2003, Goodword, New Delhi.
2. A Practical Approach to the Arabic Language - Dr. Wali Akhtar Nadvi, 2004, AI-Aman House, New Delhi-25.
4. Arabic for Beginners- Dr. Syed Ali 2001, UBSPD.NewDelhi.
5. Mo allim-al-Arabic- Dr. Shafiur Rahman, Kutub Khana Rehmania, Delhi.
6. Minhaj al-Arabiyyah Part I & II - Syed Nabi.



## 2nd YEAR

### SYLLABUS

1. Reading, comprehension and translation of the text.

AI-Qirat al-Rasheedah Vol.I Abdul Fattah Sabri and Ali Omer, Markazi Bookdapo, Matia Mahal. Delhi.

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, circumstantial 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 :

1. The Essential Arabic Grammar - Prof. R.I. Faynan. 2003, Goodword, New Delhi.
2. Mu'in al-Arabiyyah - Dr. Shafiur Rahman Kutub Khana Rehmania. Delhi.
3. Arabi Ka Mu "allim - Part III & IV: Abdul Sattar Khan , Markazi Bookdapo. Matia Mahal, Delhi.
4. Arabic Made Easy - Abdul Hashim.

## IIIrd YEAR

### SYLLABUS

1. Text from al-Qirat al-Rasheedah by Abdul Fattah Sabri and Ali Omer (Selected lessons from Vol. III and IV)  
Vol. III-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, Is m al-Maqsoor, Ism al-Manqoos, Particles of conditions and Asma al-Afal.
3. Composition of short essays.
4. Letter writing in Arabic
5. Re-wrtng passages by putting vowels
6. Summarization of the lessons

#### Books Recommended :

1. Al-Qirat al-Rasheedah (Vol. III and IV): Abdul Fattah Sabri and Ali Omer. [Selected lessons] Markazi Bookdapo, Matia Mahal, Delhi.
2. Commercial letter writing, Dr. Abu Bakr
3. Arabic Made Easy, Abul Hashim
4. Arabic Grammar G.W.Thatcher
5. A New Arabic Grammar J.A.Haywood & H.M. Nahmad. 1993, Lund Humphries, London
6. A Grammar of the Arabic Language - W. Wright.

## 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

Definition and examples of a vector space, Subspace and its properties, Linear independence and dependence of vectors, basis and dimension of a vector space. Types of matrices. Rank of a matrix. Invariance of rank under elementary transformations. Reduction to normal form- Solutions of linear homogeneous and non-homogeneous equations with number of equations and unknowns upto four. Cayley-Hamilton theorem, Characteristic roots and vectors.

##### SECTION - II

De Moivre's theorem (both integral and rational index). Solutions of equations using trigonometry, Expansion for  $\cos n\theta$ ,  $\sin n\theta$  in terms of powers of  $\sin \theta$ ,  $\cos \theta$ , and  $\sin \theta$ ,  $\cos \theta$  in terms of Cosine and Sine of multiples of  $\theta$ , Summation of series, Relation between roots and coefficients of  $n$ th degree equation. Solutions of cubic and biquadratic equations, when some conditions on roots of the equation are given, Symmetric functions of the roots for cubic and biquadratic equations. Transformation of equations.

##### 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  $\sin x$ ,  $\cos x$ ,  $e^x$ ,  $\log(1+x)$ ,  $(1+x)^m$ , 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.

Parametric equations of lines in plane, planes in 3-space.

#### 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  $Z_n$ .

## 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 Influences Model, Piche 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 (upto 3.6.3) 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:

1. Calculus, H. Anton, 1. Birens and S.Davis, John Wiley and Sons, Inc. 2002.
2. Differential Equations, S.L.Ross, John Wiley and Sons, Third Edition, 1984.
3. Elements of Partial Differential Equations, I.Sneddon, McGraw-Hill International Editions, 1967.
4. Abstract Algebra with a Concrete Introduction, John A. Beachy and William D. Blair, Prentice Hall, 1990.
5. Modern Abstract Algebra with Applications, W.J. Gilbert, John Wiley & Sons 1976.
6. Applied Combinatorics, A Tucker, John Waley & Sons, 2003.

## PAPER III

### 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 Gamma 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:

1. R.G. Bartle and D.R. Sherbert, Introduction to Real Analysis, John Wiley and Sons (Asia) Pvt. Ltd., 2000.
2. Richard Courant & Fritz John, Introduction to Calculus and Analysis I, Springer-Verlag, 1999.

3. S. K. Berbarian, Real Analysis, Springer - Verlag, 2000.

4. H. Deital & P. Deital C++: How to program, Pearson education, New Delhi, 2004.

#### 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 :

1. C.F. Gerald and P.O. Wheatlay, Applied Numerical Analysis, Sixth edition, Addison -Wesley, New York( 1999).
2. M.K. Jain, S.R.K. Iyengar and R.K. Jain, Numerical Methods for Scientific and Engineering Computation, New Age International Publisher, 4 th Edition, New Delhi (2003).

#### 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:**

1. Richard Johnsonbough, Discrete Mathematics Pearson Education Inc., 2002.
2. C.L.Liu Elements of Discrete Mathematics Mc Graw-Hill Book, 1985.

**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:**

1. V.K.Rohtagi, An introduction to Probability Theory and Mathematical Statistics, John Wiley and Sons, 1976.
2. R.V. Hogg and A.T.Craig, Introduction to Mathematical Statistics - Amerind Publishers Co. Pvt. Ltd., (1970).
3. A.M.Mood and F.A.Graybil & Boes., Introduction to the Theory of Statistics, McGraw Hill Book Company, 1963.

**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:**

1. J.L.Synge and B.A.Griffith, Principles of Mechanics, McGraw Hill Int., 1959.
2. A. S. Ramsey Statics, Cambridge University Press, CBS Publication & Distributors, Delhi 1985.
3. F. Chorlton, A Textbook of Dynamics, CBS Publication & Distributors Delhi, 1985.

**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
2. S.I.Gass, Linear Programming, 3rd Edition, McGraw Hill, N.Y. 1969.
3. J.C.C.Mckinsey, Introduction to Theory of Games, McGraw Hill Book. Co., N.Y., 1952.
4. O.R.Meyerson, Game Theory : Analysis of Conflict, Harvard University Press, Cambridge Mass, 1991.

## COMPUTER SCIENCE

### 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 inter-connection 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.

## OPERATIONAL RESEARCH

### PAPER I : Foundations of Operational Research

**Basics of O.R. :** Origin & Development of O.R. Definition, Meaning and Different phases of O.R. Study, Scope and Limitations of O.R., Mathematical Formulation of O.R. problems.

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.

**Statistics :** Measure of Location, Dispersion, Skewness & Kurtosis, Probability: Definition, Addition and Multiplication Law of Probability, Baye's Theorem, Random Variable and Mathematical Expectations.

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 :

1. Hamdy, A. Taha : Operational Research : An Introduction, 6th Ed., Prentice Hall, 1996.
2. Churchman, C. West Russel, L. Ackoff and Arnott, E.L. : Introduction to Operations Research, John Wiley & Sons Inc., New York, 1957.
3. Hadley, G. : Linear Algebra, Narosa Publishing House, 2002.
4. Freund, J.E. and Walpole, R.E. : Mathematical Statistics, 5th Ed., Prentice Hall of India, 1999.
5. Hogg, R.B. and Craig, A.T. : Introduction to Mathematical Statistics, 4th Ed., Macmillan Publishing Co. Inc., 1978.

## PAPER - II : Operational Research - I

### Linear Programming

Linear Programming: Concepts and Problem Formulation, Graphical Method, Simplex Method, Two-phase Simplex Method, Duality in L.P., Dual Simplex Algorithm, Sensitivity Analysis, Transportation and Assignment Problem. Game Theory : Solution of two-person- zero sums game and its equivalence to L.P.P.

### 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 :

1. Hadley, G. : Linear Programming, Addison, Wesley, 1969.
2. Gass, S.I. : Linear Programming, 3rd McGraw Hill, New York, 1969.
3. Hadley, G. and Whitin, T.M. : Analysis of Inventory Systems, Prentice Hall, 1963.
4. Hamdy, A. Taha : Operations Research : An Introduction, 6th Ed., Prentice Hall, 1996.
5. D. Gross and Harris, C.M. : Fundamentals of Queueing Theory, John Wiley, 1985.

## **PAPER - III. Operational Research - II**

### **Dynamic Programming & Integer Programming**

Dynamic Programming, Bellman's Principle of Optimality. Simple application of Dynamic Programming. Introduction to Integer Programming.

### **Reliability Theory**

Basics of reliability. Classes of life distribution, series, parallel and standby configuration. Discrete replacement policies. Concepts and definitions of preventive maintenance, corrective maintenance and age replacement.

### **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 :**

1. Hadley, G. : Non-Linear and Dynamic Programming, Addison-Wesley, 1964.
- 2.. Bellman, R. : Dynamic Programming, Princeton Univ., Press N.J., 1965.
3. Hiller, F.S. and Lieberman, G.J. : Introduction to Operations Research, 7th Ed., McGraw Hill, 2001.
4. Raju, G. John : Optimization and Probability in Systems Engineering, Van Nostrand Reinhold Company, 1970.
5. Wiest, J.D. and Levy, F.K. : A Management Guide to PERT-CPM, Englewood Cliffs, N.J. : Prentice-Hall.
6. Sasioni, M., Yaspan, A. and Friedman, L. : Operations Research : Methods and Problems, John Wiley & Sons, 1959.



## 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  $b_0$  and  $b_1$  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:

1. I. M. Copi & Carl Cohen, *Introduction to Logic*, Prentice Hall of India, New Delhi, 1997. (Hindi translation available).
2. A. H. Basson and D. J. O'Conner, *Introduction to Symbolic Logic* University Tutorial Press, London, 1965. (Chapter 3).

### PAPER - II : Ethics : Theory and Practice

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

1. **Ethics** : A definition of the field and its demarcation from the fields of customs, conventions and laws.
2. **Virtue Ethics**: Aristotle: Well-being Definition of Virtue, Concept of the Golden mean with special reference to Courage and Temperance, Moral and Intellectual virtue.
3. **Deontological Ethics** : Immanuel Kant, concept of Duty, Good will, Categorical Imperative.
4. **Consequentialist Ethics**: Mill's Utilitarianism.

#### 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. Purusārtha
10. Nişkama Karma
11. Buddhist and Jaina Ethics
12. Gandhi's Concept of Ahi sà

#### Readings for Section - A :

1. (i) John Nuttal, *Moral Questions : An Introduction to Ethics*, Macmillan, London, 1993.  
(ii) J.L. Mackie, *Ethics: Inventing Right and Wrong* Harmondsworth, Middlesex, 1977.
2. Aristotle, *Nicomachean Ethics*  
Book I 1094A - 1096A  
Book II 1103A - 1109B  
Book III 1110A - 1119B
3. Immanuel Kant, *Groundwork of Metaphysics of Morals*, Lawrence Pasternack (ed), Routledge. Preface and Chapter 1.
4. J. S. Mill, 'Utilitarianism' in Mary Warnock, (ed.) *Mill : Utilitarianism and Other Writings*, Collings, Glasgow, 1962.

## Readings for Section - B

1. 'Euthanasia-For and Against' in Jenny Teichman, *Social Ethics*, Blackwell, U.S.A. 1996.
2. (i) Manmeet Kaur, 'Female Foeticide'-A Sociological Perspective'. The journal of Family Welfare, March 1993, 39.  
(ii) Mary Ann Warren, 'Sex Selection: Individual Choice or Cultural Coercion' in *Bio Ethics: An Anthology*, Blackwell, 1999.
3. (i) 'Punishment and the Death Penalty' in T.L. Beauchamp and T.P. Pinkard(ed). *Ethics and Public Policy: An Introduction to Ethics*, Prentice Hall 1983.  
(ii) Jonathan Glover, *Causing Death and Saving Lives*, Penguin Books, England 1977 Ch. 18.
4. 'Taking Life: Animals' in Peter Singer, *Practical Ethics*. C.U.P. 1993.

## Readings for Section-C:

1. Rajendra Prasad, 'The Theory of Purusharthas: Revaluation and Reconstruction' in *Karma Causation and Retributive Morality*, I.C.P.R., 1989.
2. *Bhagvad Gita*, Ch. 2 and 3
3. (i) S. Radhakrishnan, *A History of Indian Philosophy*, Vol. I, George Alien and Unwin 1983.  
(ii) I.C. Sharma, *Ethical Philosophies of India*, Harper and Row, U.S.A 1965.
4. Rudranshu Mukherjee,(ed), *The Penguin Gandhi Reader*, Penguin, New Delhi, 1993.  
'On Ahimsa' (Oct. 1916)  
'The doctrine of Sword' (Aug. 1920)  
'Non-Violence' (March 1922)

## PHILOSOPHICAL DEBATES

### PAPER III

#### SECTION - A

1. Knowledge and Opinion: Plato.
2. Descartes' Mind-Body Dualism and its critique by Ryle.
3. Berkeley's Critique of Locke's Theory of Material Substance.
4. Sartre's Critique of Determinism and his Humanism.
5. Russell and Copleston debate on the Existence of God.

#### Readings:

1. Plato, *Republic* (tr) Lee, Penguin, England Book VI, 502- 52 I
2. (i) Rene Descartes, *Meditations Concerning First Philosophy*, Meditation II, J.J.BIom (ed), Descartes : The *Essential Writings*, Harper Torch Books 1977.  
(ii) Gilbert. Ryle, *The Concept of Mind*, Hutchinson, 1949, Ch-I.
3. (i) John Locke, *An Essay concerning Human Understanding*, London, 1706, Ch.XXIII.  
(ii) George Berkeley. *The Principles of Human Knowledge*. G.J. Warnock, (ed), Fontana Press, Great Britain, 1985. Part-I, Sections 1-24.
4. Jean Paul' Sartre, *Existentialism and Humanism*, (tr). Philip Mairet, Methuen, London, 1948.
5. Bertrand Russell, *Why I am not a Christian* George Allen and Unwin, London 1957 including the B.B.C debate between Russell and Copleston Broadcast in 1948.

## SECTION - B

6. Cārvakā's rejection of consciousness, Critique by Sāmkhya and Advaita Vedānta.
7. Buddhist Theory of Ksanikavāda, Nyāya and Śā kara's Critique.
8. Jain Anekāntavāda, Critique by amkara.
9. Nyāya Proofs for the existence of God, Jain and Mimāmsā Critique of theism.
10. Śāmkhya dualism, Critique by Śā kara.
11. Śā kara's Concept of Brahma and Māyā, Critique, by Rāmānuja.

### Readings :

6. (i) *Sāmkhya Pravacana Sūtra* : iii-21-22  
(ii) *Brahma Sūtra Samkara Bhāṣya*. (SBS) 3.1.54.
7. (i) *Nyāyama 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) *Syādvādma njarī*, Ch. On iśvara, 29-36  
(ii) Kumārila *Ślokavārtika*, Ganganath Jha (tr), Ch-16, 47-51
10. SBS 2. ii 1-16
11. *Rāmānuja Brahma Sūtra* 1 i.I. and 2 i.1

## LINGUISTICS

### Course L001 Introductory Inguistics

#### I YEAR

##### UNIT I:

Language as a system of communication: Human and non-human communications, communicative functions; language, speech and writing; language and thought the concept of linguistic sign; the arbitrary nature of linguistic sign; writing systems.

##### UNIT II:

Structure of language : levels of linguistic structure : phonological, morphological, syntactic and semantic; the concepts of speech-sound, phoneme and allophone; word and morpheme, the concepts of morph, morpheme and allomorph; inflection versus derivation; form classes (grammatical categories); morpho-syntactic primes : tenses, aspect, mood, voice, case, person, number, gender, government and agreement, compounding and other processes of word formation; phrase, clause and sentence structure; basic notions of meaning relations.

##### UNIT III:

Interrelationship in language: form versus substance; syntarmatic and paradigmatic relationships; synchronic versus diachronic study of language; la langue versus la parole; linguistic competence and linguistic performance.

##### UNIT IV:

Language, culture and society : Speech-communities; language and culture; language, dialect and idiolect; sociolinguistic variation; bi/multilingualism.

##### UNIT V:

Language classification and change : The genealogical, typological and areal system of classification of languages; language families; phonetic and phonemic change; morphological and syntactic change; analogy as a process of language change; language contact and convergence.

#### Suggested Readings :

Akmajian, A., R.A. Damers and R.A. Harnish (2nd edition) 1984. Linguistics : An introduction to Language and Communication Cambridge, M.A. : MIT Press.

Bloomfield, L. 1933. Language. New York : Holt Indian Reprint, Delhi, Motilal Banarasi Das.

Fromkin V. and R. Rodman. 1974. An Introduction (Language. New York: Holt, Rinehart and Winston.

Hockett, C.F. 1958. A Course in Modern Linguistics. New York: Macmillan.

Lyons, John. 1968. Introduction to Theoretical Linguistics. Cambridge: Cambridge University Press.

Lyons, John. 1981. Language and Linguistics,. Cambridge: Cambridge University Press.

Yule, G. 1996. The Study of Language (2nd edition) Cambridge: Cambridge University Press.

## **IIInd 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:**

Fromkin, Victoria. 1988. An introduction to language. New York: Holt, Rinehart and Winston.

Verma, S. K and Krishnaswamy, N. 1989. Modern linguistics: An introduction. New Delhi: Oxford University Press.

Fasold, Ralph. 1990 The sociolinguistics of language. Cambridge: Blackwell.

Caplan, D. 1987. Neurolinguistics and linguistics aphasiolog. Cambridge: Cambridge Universit Press.

Grishman, Ralph. 1987. Computational linguistics : An introduction, Cambridge : Cambridge Universit Press.

Yule, G. 1996. The study of language. Cambridge : Combridge Unviersity Press.

Caroll, D.W. 1994. Psychology of language. California : Brooks Cole Co.

### **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 :**

Fromkin, Victoria. 1988. An introduction to language. New York, Holt, Rinehart and Winston.

Lehman and DuFrene. Himstreet and Baty's Business Communications. Southwester Publishing Company, Anniversary Edition.

Zgusta,L. 1971. Manual of Lexicography. The Hague: Mouton.

Mishra B.G. 1982. The art and craft of lexicograph. 2nd edition.

H. Douglas Brown. 1994. Principles of Language learning and teaching, Englewood Cliffs, NJ : Prentice Hall Regents.

Basnett, S. and Lefevere, A. eds. 1990. Translation, history and culture. London : Pinter Publishers.

Caplan, D. 1987. Neurolinguistics and linguistic aphasiology. Cambridge : Cambridge University Press.

Caplan, D. 1997. Language : structure, processing and disorders. Cambridge: Cambridge University Press.

Goodglass, H. 1993. Understanding Aphasia. San Diego : Academic Press.

Gordzinsky, Y. 1990. Theoretical perspective on language deficits. Cambridge : MIT Press :

## 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 :

1. P. V. Bapat (Ed.), 2500 Years of Buddhism, New Delhi: Government of India, Publication Divisions.
2. G.C.Pande, Studies In The Origins Of Buddhism, Allahabad, Allahabad University; 1957.
3. A.K. Warder, Indian Buddhist, Delhi; Motilal Banarsidas; 1980.
4. Sanghasen Singh (Ed.) Ambedkar On Buddhist Conversion And Its Impact, Delhi, Eastern Book Linkers, 1990.
5. K. T. S. Sarao, The Origin And Nature Of Ancient Indian Buddhism, Delhi, Eastern Book Linkers, 1989.
6. Rahul Sankrityayan, Tibbet Mein Bauddha Dharma, Reprint Allahabad, Kitab Mahal; 1973.
7. H. Bechert & R. Gombrich (ed), The World of Buddhism, 2nd edition, London; 1984.
8. R. Thapar, Asoka and the Decline of the Mauryas, Oxford India Paperbacks, Delhi:OUP;1998.

9. R. C. Mitra, The Decline of Buddhism in India, Calcutta; 1954.
10. E. Zurcher, Buddhism: Its Origin and Spread in Worlds, Maps and Pictures, London, 1962.
11. GC Pande Bauddha Dharma Ke Vikas Ka Itihas, Lucknow:1963.

## PAPER - II

### Buddhist Thought and Teachings

- (a) (i) Basic Teachings of the Buddha 35  
(Four Noble Truths, Noble Eightfold Path, Theory of Dependent Origination, Nirvāna).
- (ii) Three characteristics (Trilakshana) of the world  
(Anitya, Anātma, and Duhkha)
- (iii) Buddhist Theory of Karma and Rebirth.
- (b) Schools of Buddhist Philosophy: Sthaviravāda, Sautrāntika, Vaibhāsika, Vijñānavāda, Mādhyamika. 20
- (c) Buddhist concepts: Triratna, Trikāya, Brahmavihāra, Arahat, Bodhisattva, Pāramitā, Sila, Samādhi, Prajñā. 20
- (d) Internal Assessment. 25

### Suggested Readings :

1. P. V. Bapat (Ed.), 250 Years of Buddhism, New Delhi: Government of India, Publication Divisions.
2. G.C.Pande, Studies In The Origins of Buddhism, Allahabad, Allahabad University, 1957.
3. A.K.. Warder, Indian Buddhist, Delhi; Motilal Banarsidas; 1980.
4. N. Dutta, Mahayana Buddhism, Calcutta; 1993.
5. T. R. V. Murti, Central Philosophy of Buddhism, London, Alien & Unwin, 1955.
6. Rahul Sankrityayan, Bauddha Darshana, Reprint Patna, 1973.
7. Baldeva Upadhyaya, Bauddha Darshana Mimansa, reprint, Banaras; 1978.
8. Bharat Singh Upadhyaya, Bauddha Darshan Evam Anya Bhgrtiya Darshana, Vol. I, reprint, Allahabad, 1993.
9. H.H.The Dalai Lama, The Way to Freedom, Office of H. H. The Dalai Lama, 2000.

10. E. Conze, A Sort History of Buddhism, 2nd edition, London; 1981.
11. N. Dutt, Buddhist Sects in India, Delhi; 1978.
12. Th.Stcherbatsky, Conception of Buddhist Nirvana, Leninrad; 1927.
13. Th. Stcherbatsky, Conception of Buddhism, London; 1923.
14. K.N. Jayatilleke, The Message of the Buddha, London 1975.



## PAPER - III

### Cultural Heritage and Its Relevance in the Contemporary World

1. Buddhist Educational Centers. Places and Art & Architecture 35 marks
  - (a) Important Buddhist Educational Centres. Nalanda, Vikramashīlā, Odantapuri, Taxila.
  - (b) Places of Buddhist Interest in India Lumbini, Kapilavastu, Bodha-Gayā, Sarnath, Kusinagar, Rajgir, Nālandā, Srāvastī, Vaisāli and Pataliputra. 10
  - (c) Buddhist Art & Architecture 15
    - (i) Schools of Buddhist Art: Gāndhāra, Mathurā, Sarnath.
    - (ii) Buddhist Cave Temples: Ajantā, Bhaja, Karle, Kanheri.
    - (iii) Stupas & Caityas.
2. (a) Rights and Duties of a ruler & Relevance of Buddhism in the Contemporary World. 40 marks
  - (i) Rights and Duties of a ruler 15
  - (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 :

1. P. V. Bapat (Ed.) 250 years of Buddhism, New Delhi : Government of India published by Publication Divisions.

2. H. Bhattacharya, the Cultural Heritage of India, Vol IV Calcutta, 1956.
3. F.R. Allchin, How old is the city of Taxila? Antiquity, LVI; 8-14.
4. K.D. Bajpai, Yug-yugon mein Uttara Pradesh, Allahabad:1955.
5. D.D. Kasambi, Ancient Kosala and Magadh, JBBRAS, XXVIII, 1952 : 108-123.
6. D. Mitra, Buddhist Manuments, Calcutta : 1971.
7. G. Eradosy Urbanisation in Early Historic India Oxford, Oxford;1943.
8. P. Brown, Indian Architecture, Vol. 1 Calcutta ; 1943.
9. S. Piggot, Some Ancient Cities of India, Oxford, 1943.
10. H. Goetz, India ; Five Thousand Years of Indian Art, London;1959.
11. N. Wagle, Society at the Time of Buddha, Bombay ; 1968.
12. H.A.L. Hart, The Concept of Law Oxford, OUP; 1961.
13. P. Taylor, Respect for Nature, Princeton University Press, 1993.
14. D.Keown, The Nature of Buddhist Ethics, New York 1992.

## 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:

- Nad, Pitch, Timbre, Intensity, Shruti, Swar, Saptak, Vadi, Samvadi, Anuvadi, Vivadi, Gamak, Alankar, That, Raga and its Lakshana, Tala.
- 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

- One Dhrupad or one Dhamar in any raga other than the ones for vilambit khyal.
- Madhalaya Khyal in all the Ragas.
- Ability to recite the thekas of the following talas along with Tali and Khali : Teental, Jhaptal, Ektal, Chautal, Dhamar tala.
- Elementary knowledge of Tabla playing and also ability to play the theka of Teental.

#### Insturmental Music :

- Two Masitkhani Gats in any two Ragas.
- Razakhani Gats in all the Ragas.
- One Gat in any tala other than Teental.
- Ability to recite the thekas of the following talas alongwith Tali and Khali (same as in Vocal Music).
- Elementary knowledge of the Tabla playing and also ability to play the theka of Teental.

## PAPER II (THEORY)

### PAPER - II Theory (Unit 1)

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

1. Samvedic Music.
2. Brief study of the musical references found in the Ramayana and the Mahabharata.
3. Study of Natyashastra with reference to Jati and instruments.
4. Study of Brihaddeshi with special reference to Ragas.
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 & II nd 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.

#### Internal Assessment

12 Marks

#### Books Recommended :

1. Bhartiya Sangeet Ka Itihas - Sharat Chandra Paranjape.
2. Brihaddeshi - Matanga Muni.
3. Sangeet Ratnakara - Pt. Sharngdeva.
4. Natya Shastra - Bharat Muni.
5. Hindustani Sangeet Paddhati - Pt.V.N.Bhatkhande (4 vols).
6. Kramik Pustak Malika - Pt.V.N. Bhatkhande.
7. Selected compositions available with teachers for Instrumental Music.
8. Other Hindi/English books suggested by teachers.

### 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

Life and Contributions and following Musicologists to the History of Music. S. M. Tagore, Pt. V.N. Bhatkhande, Pt. V.D. Paluskar, Sh. K.D. Banerjee.

**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 Kali : 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.

### Insturmental 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 alongwith Tali and Khali. Teental, Jhaptal, Ektal, Chautal, Dhamartal, Dadra, Kaharva, Tilwada, Roopak.
- (e) Ability to play the thekas of the following talas on the Tabia : Teental, Ektal, Chautal, Dhumartal, Jhaptal.

### Books Recommended:

1. Sangeet Ratnakar-Pt. Sharngadev
2. Great Composers (series) - P. Sambamoorthy
3. Music of India - H.A. Popley
4. Hamare Sangeet Ratna - Hathras (Hindi)
5. Gopal Krishna Bharti, Ghanam - Krishna Iyer, Vadiya Nath Iyer, and other Biographical sketches - U.V. Swaminath Iyer
6. South Indian Musicians - Sri. P. Sambamoorthy
7. Selected Compositions available with teachers for Instrumental Music.
8. Kramik Pustak Malika (I-IV vols). - Pt. V.N. Bhatkhande
9. Hindustani Sangeet Shastra - Pt. V.N. Bhatkhande
10. Sangeet Samrat Tansen - Prabhudayal Mittal
11. The Geet Govind Kavyaof Jayadeva - S.L. Shastri
12. Story of Indian Music - O. Goswami
13. The Oxford Dictionary of Music - Kennedy
14. Introduction to Music - The Barner and Noble outline Series
15. The Larousse Encyclopedia of Music - Geoggrey Hindley
16. The New Oxford Companion to Music - Denis Arnold ( Vol. A-J and K-Z).

## PSYCHOLOGY

### PART - I

#### Orientation to Psychology

#### Course 001 Marks 45

Unit 1	: <b>Introduction to Psychology</b> : A Science and a Perspective; Origins and Developments in the discipline ; Methods : Experimentation and Case Study :	7
Unit 2	: <b>Biological Approach</b> : The Physiological System : Neurons, Nervous System : Interaction of Mind and Body; Hereditary bases of behaviour.	8
Unit 3	: <b>Cognitive Approach</b> : Perspectives on Consciousness, Perception, Learning , Memory, and Problem solving.	12
Unit 4	: <b>Developmental Approach</b> : Methods and Issues in the study of Development; Cognitive Personality and Social Development: Contributions of Piaget, Erikson, Kohlberg and Vygotsky.	10
Unit 5	: <b>Socio-cultural Approach</b> : Socialization; Understanding self and others; Culture. Self and Society.	8

#### Internal Assessment Marks : 25

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

#### 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 :

1. Baron, R.A. (2001). *Psychology (5th Ed.* Indian reprint 2005). Delhi: Pearson Education (Units-1 & 2).
2. Glassman, W.E. (2000). *Approaches to psychology.* (III ed.) London: Open University Press.(Unit 1, 2 & 3).
3. Mann, L. ( 1969). *Social psychology.* New York : John Wiley (Unit - 5).
4. Pennigton, D. (2003). *Essential personality.* Oxford University Press. (Unit-5).
5. Sternberg, R.J. (2001). *Psychology: In search of the human mind.* (3rd ed.). New York-Harcourt College Publishers. (Units-2, 3 & 4).
6. Tavis, C & Wade, C. (1997) *Psychology in perspective* (II edition) New York : Addison-wesley Educational Publishers Inc. (Chapter 9-10 Units- 1 & 5).
7. Zimbardo, P.G. & Puch F.L. *Psychology and life.* (14th Ed.) Harper Collins (Units-1 & 2).

### Reference Reading :

1. Kail, R. (1998) *Children & their development.* New Jersey : Prentice Hall, (Unit-1).
2. Sharma D. (2003) *Childhood Family and socio-cultural change in India. Reinterpreting the inner word.* New Delhi : Oxford University Press. (Unit-4).
3. Misra, G. (1990). *Applied social psychology in India.* New Delhi: Sage Publications.(Unit - 5).
4. Tripathi, R.C. (2001). Aligning development to values in India. In A.K. Dalal & G. Misra (eds) *New Direction in Indian Psychology Vol. I : Social Psychology* (pp. 307-325), New Delhi : Sage Publications.

## PART - II

Course 003	Social Psychology	Marks: 38
Unit I :	<b>Introduction :</b> Historical foundations; Levels of social behaviour; Approaches towards understanding social behaviour.	: 8
Unit 2 :	<b>Individual Level Processes :</b> Social-Cognition and Attitude	6
Unit 3 :	<b>Interpersonal Processes :</b> Communication, Attraction, Prosocial behavior. Aggression.	6
Unit 4 :	<b>Group Dynamics :</b> Cooperation, Conflict, Identity Issues. Intergroup Conflict	6
Unit 5 :	<b>Social Issues :</b> Youth, Relationship with significant others; Gender and social inequality; Issue of intimacy, sexualily and work.	8

### Internal Assessment Marks: 12

Attendance	2
Home Exam	5
Presentation/Assignment	5

### Reference Texts

1. Atwater Eastwood (1995). *Psychology for living : Adjustment growth and behaviour today*. New Delhi : Prentice Hall. (Unit - 5).
2. Baron, R.A. & Byrne, D. (2004) *Social psychology* (10th edition), Delhi : Pearson Education Pvt. Ltd. (Units-1, 2, 3 & 4).
3. Feldman, R.S. (1998). *Social psychology* (2nd edition). New Jersey: Prentice Hall. (Chapter: 4 : Unit-4).
4. Smith, P.B. & Bond, M.H. (1994). *Social psychology across cultures*. Boston: Allyn & Bacon (Chapter 5: Units-1, 2 & 3).
5. Sternberg R. J. (2001). *Psychology in search of human mind*. (3rd ed.). New York: Harcourt College Publishers. (Unit-1 & 5).

### Reference Readings

1. Dalal A. K. & Misra G. (2001). *New direction in Indian psychology*, Vol I Social psychology New Delhi : Sage Publications.
2. Sharma, D. (2003), *Childhood, family, and sociocultural change in India. Reinterpreting the inner World* New Delhi : Oxford University Press.
3. Sherif, M & Sherif, C.W. (1969) *Social psychology*, New York: Harper & Row.
4. Kakar, S. (1992). *Culture and psyche*, New Delhi : Oxford Univerisity Press.

**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**

1. Baron, R.A. (2001) *Psychology* (5th Ed. Indian re-print 2005) Delhi : Pearson Education Pvt. Ltd. (Chapter 15 : Unit 4).
2. Bootzin, R., & Accella, R. (2000). *Abnormal Psychology : Current Perspectives*. (6th Ed.) New York : McGraw Hill (Unit-2).
3. Carr, Alan (2004) *Positive psychology : The Science of happiness and human strength* Newyork : Brunner - Routledge (Unti 5).
4. Carson R.C. & Butcher, J.N. (2000) *Abnormal psychology in modern life*. Boston : Allyn & Bacon. (Chapter 3b : Unit-I & 2).
5. Frude, N. (1998). *Understanding abnormal pschology*. Oxford Blackwell Publishers. (Unit-2).

6. Sternberg, R.J. (2001), *Psychology In search of the human mind*. (3rd ed.) New York : Harcourt College Publishers. (Units-2 & 3b).

**Reference Readings**

1. Kakar, S. (1981) *Shamans, mystics and doctors*. New Delhi : Oxford University Press. (Intrdouction & Epilogue : Unit I).
2. Venkatesan, S. (2004). *Children with developmental disabilities*. New Delhi : Sage Publications. (Chapter 1 : Univ 3A).

**Internal Assessment Marks : 12**

Attendance 2  
Home Exam 5  
Presentation/Assignment 5

## PART - III

Course 005	Psychological Skills	Marks: 45
Unit 1-2	<b>Statistical Skills</b> : Graphical representation of data; Descriptive Statistics : Mean and standard deviation: correlation and normal probabilities curve; Introduction to inferential statistics.	25
Unit 3	<b>Psychological Testing</b> : Characteristics of psychological tests : Reliability, Validity, Norms.	10
Unit 4 :	<b>Interview and Observation</b> :	10

### Reference Texts :

1. Anastasi, A. & Urbina, s. (2002). *Psychological testing*. Delhi : Pearson Education.
2. Baron, R.A- (2001). *Psychology* (5th Ed. Indian re-print 2005). Delhi: Pearson Education.
3. Cohen, R.J- Swerdlik, M.E. & Philips, S.M. (1988). *Psychological testing and assessment* (3rd ed.). California : Mayfield Publishing Company (Ch-1,2,8,18).
4. May, Tim (1997). *Social research: issues, methods and process*. Buckingham : Open University Press.
5. Minium, E.W., King, B.M., & Bear, G. (1993). *Statistical reasoning in psychology and education* (3rd ed.). New York; John Wiley and Sons.

Course 006	Practicum	Marks: 30
	A Test Administration and Interpretation	any 2
	B Interview/Observation	I
	C Case Study analysis	I

### Evaluation Scheme

Viva	5
Records	10
Conduction and report writing	15

Internal Assessment	Marks: 25
Attendance	5
Home Examination	10
Presentation/Assignment	10



# HOME SCIENCE

## Nutrition and Health Education

### PAPER - I : 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 : B<sub>1</sub>, B<sub>2</sub>, B<sub>3</sub>, folic acid and Vitamin B 12; Vitamin C.
  - (vi) Minerals: Calcium, Phosphorus, Sodium, Potassium, Iron. Zinc, Iodine, Fluoride.
  - (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 :

1. Rajalakshmi,R. Applied Nutrition. New Delhi: Oxford & IBH, 1984.
2. Mudambi, SR and Rajagopal, MV. Fundamentals of Foods and Nutrition, New Delhi : New Ages International,2001.

3. Swaminathan. M. Essentials of Foods and Nutrition. Bangalore: BAPPCO, 2003.
4. Ghosh S. Feeding and Care of Infants and Young Children. New Delhi: Voluntary Health Association of india, 1985.
5. Gopalan, C. and others. Nutritive Value of Indian foods. Hyderabad: National Institute of Nutrition, 1994.
6. Park, K. Textbook of Preventive and Social Medicine Jabalpur: Banarsidas Bhanot, 2002.
7. King, F., Burgess, HJ. Nutrition for Developing Countries. London: Oxford University Press, 1972.
8. Brown, Judith E. Nutrition Now. Minnsota; West Publishing, 1995.
9. Khanna, K and others. Text Book of Nutrition and Dietetics. New Delhi. Phoenix Publishing House, 1997.
10. Bamji MS, Rao NO, and Reddy V. Text Book: of Human Nutrition. New Delhi: Oxford & IBH 2003.
11. Wadhwa, A and Sharma, S. Nutrition in the Community, New Delhi : Elite Publishing, 2003.
12. Raina, U and others Basic Food Preparation, New Delhi ; Orient Longman, 2002.
13. [Citation in Hindi script, partially illegible]

**PART - I  
Practical**

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

- Unit 1** **1 Practical**
- Weights and measures
- Unit 2** **1 Practical**
- Commonly used cookery terms
- Unit 3** **18 Practical**
- 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** **4Periods**

- 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 :**

1. Khanna, K and others. Text Book of Nutrition and Dietetics. New Delhi: Phoenix Publishing House, 1997.

2. Bamji MS, Rao NO, and Reddy V. Text Book of Human Nutrition. New Delhi: Oxford & IBH, 2003.
3. Wadhwa, A. and Sharma.S. Nutrition in the Community. New Delhi: Elite Publishing, 2003.
4. Raina,U. and others. Basic Food Preparation. New Delhi: Orient Longman, 2002.
5. Rajalakshmi, R. Applied Nutrition. New Delhi : Oxford & IBH, 1984.
6. Swaminathan, M. An Advanced Textbook on Food and Nutrition, Volumes I and II. New Delhi : BAPPCO, 2003.
7. Park, K. Textbook of Preventive and Social Medicine Jabalpur: Banarsidas Bhanot, 2002.
8. Ministry of Health and Family Welfare, Policy on Control of Nutritional Anaemia, New Delhi, 1991.
9. Ministry of Health and Family Welfare, - Prevention and Treatment of vitamin A Deficiency, New Delhi, 1991.
10. Ministry of Health and Family Welfare, Policy on management of Vitamin A Deficiency New Delhi, 1991.
11. Alleyne GAO and others, Protein Energy Malnutrition. New Delhi ; Jaypee Bros. 1989.
12. eYgu] xqIrk] tSu%vkgkj vk; kstu [kk| laj[k.k, ca x`gC; dFkkubZ fnYh% loYrku pUn , .MlUl] 1990 A
13. faJk, ca vxzky%vkgkj, ca iks" k.k fdku] vxj k% lkgR; izdk"ku 1996A

## PART - II

### Practical

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	Periods
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	Periods
(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****Part I**

Max marks	:	30
Duration of exam	:	2 hours
Period per week	:	2 (1 Practical)
Total practicals per year	:	22-24

**Content****Practicals**

1. Introduction to weights and measures and selection of raw material.	2
2. Microscopic structure of various starches.	2
3. Gelatinization of starch and the factors affecting it.	2
4. Germination of pulses.	1
5. Effect of heat, acid and alkali on various plant pigments.	6
6. Enzymatic browning of fruits and vegetables.	1
7. Factors affecting formation and stability of egg white foams.	4
8. Behaviour of sugar at various temperatures.	2
9. Simple household tests for detection of adulterants in common foods.	2
10. Market survey of various processes foods with emphasis on nutritional labeling.	1

**List of recommended readings :**

1. Lowe B. Experimental cookery. New York; John Wiley and Sons Inc, 1995.
2. Swaminathan M. Food science, Chemistry and experimental foods. Ganesh and Co. 1987.
3. Bennion M, Hughes. Introductory foods. New York: Macmillan Publishing Co. Inc. 10th edition, 1995.
4. Manay S, Shadaksharaswamy M. Food facts and principles. New Delhi Wiley Eastern Ltd. 1987.
5. Sri Lakshmi. Food Science. New Age International Limited; 2001.
6. Shrivastva S. S. Fruit preservation and methods. Delhi: Kitab Mahal, 2000 (Hindi edition).

7. Jacob T. Food adulteration. Delhi: Oxford and IBH Publishing Co. 1981.
8. Desrosier NW. Elements of food technology. Westport: AVI Publishing Co. 3rd edition, 1984.
9. Chandrashekhar U. Food Science. New Delhi: Phoenix, 2002.
10. Wadhwa A and Sharma S. Nutrition in the community. New Delhi: Elite Publishing House Private Limited, 2003.

## PAPER II- Introduction to Baking and Preservation Technology

### Objectives

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

### Theory

Maximum Marks	50
Duration of exam.	2 hours
Periods/week	2
Total No. of periods in a week	44 - 48

### Content

Part A	Content	Period
<b>Unit I</b>	Baking industry and its scope in the Indian economy.	2
<b>Unit II</b>	Wheat grain - its structure; milling of wheat; types of refined wheat flour; composition of refined wheat flour (gluten, amylose/amylopectin, enzyme activity, moisture) and its storage.	8
<b>Unit III</b>	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
<b>Part B</b>		
<b>Unit IV</b>	Scope of preservation industry in India.	2
<b>Unit V</b>	Post-harvest changes (physical, chemical and microbial) in fruits and vegetables along with the control measures.	5
<b>Unit VI</b>	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

## Unit VII Selection and handling of raw materials, preparation and evaluation of preserved products -

- |                           |   |
|---------------------------|---|
| (a) jams,                 | 3 |
| (b) chutneys, and sauces, | 3 |
| (c) pickles,              | 3 |
| (d) Squashes and syrups.  | 3 |

### Part I

### Practicals

Maximum Marks	50
Duration of Examination	3 hours
Periods per Week	4 (1 Practical)
Total Practicals in a Year	22 - 24

### Content

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

### List of recommended readings :

- Charley H. Food Science. New York: John Wiley and Sons, 2nd edition, 1982.
- Potter NN, Hotchkiss JH Food Science. New Delhi: CBS Publishers and Distributors, 5th edition, 1995.

3. Cruess WV. Commercial fruit and vegetable products. New Delhi: Allied Scientific Publishers, 1997.
4. Manay S. Shadaksharaswamy M. Food facts and principles. New Delhi: Wilcy Eastern Ltd 1987.
5. Shrivastva S. S. Fruit preservation and methods. Delhi: Kitab Mahal, 2000 (Hindi edition).
6. Siddhapa G S, Lal G and Tandon, Preservation of fruits and vegetables. New Delhi: Indian Council of Agricultural Research, 1986.
7. Arora SM. Handbook of bakery products. Delhi: Small Industry Research Institute.
8. Dubey SC. Basic Baking, Mumbai : GD Enterprises.
9. Khurdia DS. Preservation of fruits and vegetables. New Delhi: Indian Council of Agricultural Research, 1995.



**FAMILY AND CHILD WELFARE**

**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

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

<b>UNIT VI</b>	Middle Childhood	Physical development Cognitive development-attention, memory and intelligence Social and Emotional development	5
<b>Unit VII</b>	Adolescence	Physical development Health and Puberty issues Cognitive development - abstract thinking, Attention, memory. Social and Emotional development Development of Identity.	10
<b>UNIT VIII</b>	Socialization and Parenting, Parenting Skills, Modes of effective parenthood, Family dynamics.		5

**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 :**

- Banerjee, B.G. (1987). *Child Development and Socialization*. Delhi : Deep Publications.
- Hetherington, E.M. and Parke, R.D. (1993) *Child Psychology A : Contemporary viewpoint*. Toronto : McGraw Hill.
- Kanhai.P (2002) *Encyclopedia of Child Development*. New Delhi Commonwealth Publishers.
- Goode W.E. and P.K.Halt (1952) *Methods in Social research*, New York McGraw Hill.
- Verma, P. and Srivastava B.N. (1996) *Bal Manovigyan Bal Vikas*.
- Inder P. Singh and M.K. Bhasin : (1989) *Anthropometry* Delhi : Kamla Raj Enterprises.

## 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	Period
1.	Profile of women and children in India - Total population, child population, sex ratio, MMR, IMR, School Enrolment Rate.	15
2.	Status of women - role, current issues, employed women in organized and unorganized sectors.	15
3.	Legislative provisions for women and children-Child Labour Prohibition Act, Prenatal Diagnostic Techniques Act, Hindu Adoption and Maintenance Act, Guardianship and Wards Act, Juvenile Justice Act, Minimum Wages Act, Equal Remuneration Act, Maternity Benefit Act.	15
4.	Governmental programmes / NGO programmes for women and children. ICDS, IWEP, SEWA, Mobile Creches, UNICEF, Balwadi Programme.	10
5.	Maternal and Child Health (MCH) and Education.	5

#### 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

1. Visits to two institutions for women
2. Visit to three child welfare organizations.

#### Recommended Readings :

- Barnabas, A.P.; Anandalakshmy, S.; Chandra S. and Bose, A.B. (eds) (1980). *Profile of the Child in India ; Policies and Programmes*. New Delhi. Ministry of Social Welfare, GOI.
- Chowdhary, D.P. (1993). *Handbook of Social Welfare*. Delhi : Atma Ram & Sons.
- Rose.K. (1997). *Where Women are Leaders*. Sage Publications.
- Self Employed Women's Association (1991). *Shram Shakti Report of the National Commission of Self-employed Women*. Ahmedabad: SEWA.

## 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 fabrics 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.

Maximum marks	: 40
Duration of examination	: 2 hrs.
Period per week	: 2
Total No. of period in a year	: 40 - 44

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

1. Introduction to fibers:
  - a. Primary and secondary properties of fibers. 3
  - b. Fiber-classifications based on their origin (natural and man-made) and length (staple and filament), brand name. 2
  - c. Identification of fibers through visual inspection, burning test, microscopic test, chemical test. 3

- d. Properties related to performance and care of the following fibers: cotton, linen, wool, silk, rayon, acetate and triacetate, nylon, acrylic, polyester, elastomeric. 5
2. Yarn: Basic Principle of yarn making
  - a. Mechanical and chemical spinning. 3
  - b. Yarn properties- fineness and twist, yarn-numbering systems. 2
  - c. Types of yarn-simple and complex. 2
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. 4
  - b. Knitting: Properties, basic weft and warp knitted structures, wales and course. 2
  - c. Other methods of fabric construction: felting, non-woven, laces, braids, and nets- their properties. 2
  - d. Blends: Reasons for Blending, properties, common blends available in Market. 1

#### 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. 3
  - b. Home furnishings: selection, standard sizes of common household linen- pillow cover, bed linen, towel, cushion cover, table linen. 2-3

#### UNIT-III : Garment Constructron

1. Preparation of fabrics for clothing construction-shrinking, straightening, layout, marking and cutting of patterns, fabric estimation. 2
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. 2

- 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
- Burning test
  - Microscopic test
  - Chemical test
2. Fabric study- 2
- Fabric count, balance
  - Yarn slippage
  - Weave identification
3. Analysis of yarn and fabric properties: 4
- Dimensional stability for cotton, rayon, wool
  - Abrasion resistance
  - Crease recovery
  - Yarn count-cotton, worsted
4. A market survey of fabrics 2
- 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:

7/8

##### 1. Preparation of sample-file:

###### a. Basic stitches:

- Temporary - even, uneven, basting, diagonal basting, thread mark
- Permanent-hemming, blind hemming, back stitch, slip stitch, fine stitch, saree fall
- Decorative- chain, herringbone, stem, running, lazy-daisy, satin, French knot, bullion stitch.
- Seam and seam Finishes: Plain, French, run-n-fell, lapped, top stitching, corner, curved, piped seam, mitring
- Plackets : wrap n projection, continuous wrap opening, even hem, kurta placket
- Fasteners : button, buttonholes, press buttons, hook-n-eye, Velcro, zip fastener.
- Necklines and their finishing: bias binding, bias facing, shaped facing, mitre binding
- Pleats, gathers and tucks

##### 2. Construction:

8

- Flanged Pillow cover. Frilled cushion cover, Plain Quilt cover, samples of curtain
- One-piece Apron
- Construction of petticoat, churidar
- Designing and Construction of a creative household-linen article using suitable decorations (embroidery/quilting/mix-n-match) and trimmings.

### III. Fashion Sketching:

6

- 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

No. of Classes

1. Finishes: Introduction and significance
  - a. Regular finishes-scouring, bleaching, desizing, mercerization, tentering, calendaring, weighting, and fulling. 3
  - b. Special finishes:
    - i. Influencing appearance and hand-embossing, napping, acid, basic. 2
    - ii. Functional finishes-durable press, shrinkage control, flame retardant, water-repellant, moth proofing, and heat setting. 3

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 Measurements 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

<b>1. Fabric Science :</b>	<b>No. of Practical</b>
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
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	1
2. Dyeing	1
3. Printing and finishing	2

**2. Garment construction:**

a. Construction of drafts and Patterns :	
1. Basic bodice blocks-child's, adult's	2
2. Sleeve:	
a. Basic sleeve block-kids, adults	1
b. Adaptation to set-in-sleeve : cap, flared, puff, bishop, and shirtsleeve.	2
3. Skirt :	
a. Base Skirt block	1
b. Adaptation to slim, flared, circular, gored-wrap-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 2
  - b. Skirt-top 2
  - c. Kalidar-kurta, salwar 3
  - d. Gents kurta payjama 2

**3. Fashion illustration:**

- a. Silhouettes: Collars, pants, coats 1
- b. Face analysis: front, side, 2/3 profile 2
- c. Figure analysis- front view, profile, 3/4 view, back view 3/4
- d. Accessories- footwear, purses 2
- e. Draping of dresses on croqui 2

**Projects :**

1. Market survey of different type of fabric and Garment labels.
2. Sample file of dyed and printed fabrics.

**Visits:**

1. Visit to a dyeing and printing unit.

**Suggested Readings : For Part I & Part II**

1. Seiler-baldinger Annemarie, (1994), "Textiles - A classification of Techniques", Macmillan education Ltd.
2. Tortora Phyllis G, (1997), "Understanding Textiles", Prentice Hall, NY
3. Pizzuto Joseph J, (1990), "Fabric Science", Fairchild Publications, NY.
4. Weber Jeanette, (1990), "Clothing-fashion, fabrics, construction", Mcmillan/McGraw-Hill, NY.
5. Carr Harold, Latham Barbara, (1994), "The technology of clothing manufacture"
6. Jewel Raul, (200), "Encyclopedia of dress making"
7. Fritz Ann, Cant Jennifer, (1988), "Consumer Textiles"
8. Vashi I.G, Gandhi M.H, (1991), "Modern Dictionary -Textile Chemistry"
9. Castellino Meher, (1994), "Fashion Kaleidoscope"

10. Cooklin Gery 91997), "Garment technology for Fashion Designers"
11. Frings Gini Stephens, (1996), "Fashion from concept to consumer"
12. Gioello Debbie Ann, Berke Beverly, (1994), "Fashion Production terms"
13. Ireland Patricks John, (1992), "Introduction to fashion design"
14. Abling Bina, (1998), "Fashion Sketchbook"
15. Armstrong Helen Joseph, (1987), "Pattern making for fashion design"
16. Calan Georgina O'Hara, (1998), "The Thames and Hudson dictionary of fashion and fashion designers"
17. Ireland Patrick John, (1995), "Fashion design illustration-Children"
18. Mortimer-Dunn Gloria, (1996) "Pattern design for children's clothes"
19. Kindersley Dorling, (1996), "The complete book of sewing"
20. Geringer Susan, (1986), "Fashion : color, line and design"
21. Shoben Martin M, Ward Janet P, (1988), "Pattern cutting and making up"
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 1 : 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 Ecosystem

### **Suggested Readings :**

1. Chorley, R. J., Schumm, S. A. and Sugden, D. E. (1984), "Geomorphology", Methuen, New York.
2. Critchfield, H. J. (1974), "General Climatology", Prentice Hall.
3. Critchfield, H. J. (1987), "Samanya Jalvayu Vigyan", M. P. Granth Academy, Bhopal.



4. Gupta, S. L. (1992), "Bhuakriti Vigyan", Hindi Directorate, University of Delhi.
5. Gupta, S. L. (1998), "Jalvayu Vigyan", Hindi Directorate, University of Delhi.
6. Sharma, R.C. and Vatal M (1995), "Oceanography for Geographers", Chaitanya Publishing House, Allahabad.
7. Sharma, P. D. (2001), "Ecology and Environment". Rastogi Publications, Meerut.
8. Singh, S. (1997), "Environmental Geography", Prayag Pustak Bhawan, Allahabad.
9. Singh, S. (2000), "Physical Geography", Prayag Pustak Bhawan, Allahabad.
10. Singh, S. (2000) ' "Bhautik Bhugol" Vasundhara Prakashan, Gorakhpur.
11. Strahler, A.N. (1993), "Principles of Earth Sciences", John Wiley & Sons, New York.
12. Strahler, A. H. and Strahler, A.N. (1997), "Physical Geography: Science and Systems of the Human Environment", John Wiley & sons. New York.
13. Strahler, A. H. and Strahler, A.N, (2000), "Introducing Physical Geography", John Wiley & sons, New York.

## 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 :

1. Ahmad, A. (1999), "Social Geography of India", Rawat Publications, Jaipur.
2. Chandna R.C. (2000), "Geography of Population", Kalyani Publishers, New Delhi.
3. Clarke, J. 1- (1972) Population Geography. Pergamon Press, Oxford.
4. Fellmann, J.D, Getis, A. and Getis, J. (2003), "Human Geography : Landscapes of Human Activities", McGraw Hill, New Delhi.
5. Hussain, M. (2000), "Agricultural Geography", Inter-India Publications, Delhi.
6. Leong, G. C. and Morgan, G.L. (1982), "Human & Economic Geography". Oxford Univ. Press.
7. Marten, G. G. (2003), "Human Ecology-Basic Concepts for Sustainable Development", Earthscan Publications Ltd., London.
8. Raju, S. (et al) (2000), "An Atlas of Women and Men in India", Kali for Women, Delhi.
9. Rubenstein. J.M. (2004) : Cultural Landscape : An Introduction to Human Geography", Prentice Hall.
10. Shukla, B.R.K. and Rastogi, S., "Manav Vigyan", Lucknow.
11. Singh, J. & Dhillon, S.S. (1984), "Agricultural Geography", Tata McGraw Hill Publishing Company Ltd., New Delhi.
12. Singh, Jagdish (2002), "Manav Evam Aarthik Bhogol, Gyandaya Prakashan, Gorakhpur.
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*).
- Computers and Geographical Information System (GIS): (*Hardware, Software and components of GIS*).
- 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 :

1. Burton, Ian Kates & White ( 1978), "Environment as Hazard" Oxford University Press, New York.
2. Ghosh, B.N. (1978) "Population Theories and Demographic Analysis". Meenakshi Prakashan, Meerut.
3. Leong, G. and Morgan, M., (1982) "Human and Economic Geography" Oxford University Press.
4. Lutgens (Frederick K) and Tarbuck.(Edward.J), ( 1998), "Atmosphere-Introduction to Meteorology", Prentice Hall, New Jersey.
5. Pal, SK. (2000), "Socio-economic Issues in India since Independence-Status Growth and Development - Vol I & II", B.R. Publication, Delhi.
6. Panda, B.P. "Jansankhya Bhugol", Madhya Pradesh Granth Academy, Bhopal.
7. Singh, S. "Paryavaran Bhugol", Prayag Pustak Bhawan, Allahabad.
8. Singh, S., "Environmental Geography", Prayag Pustak Bhawan, Allahabad.
9. Strahler, A. H. and Strahler, A.N. (1997) *Physical Geography: Science and Systems of the Human Environment*, John Wiley & sons. New York.
10. Tata Energy Research Institute (2002) *Making Sense of Climate Change*, New Delhi.
11. *TERI Energy Data Directory and Yearbook 1999/2000*, Tata Energy Research Institute, New Delhi.
3. Guha.P.K. (2003), "Remote Sensing for Beginner", Affiliated East-West Press, Delhi.
4. Gupta, K.K & Tyagi, V.C. (1992), "Working with Maps", Survey of India, DST, New Delhi.
5. Mahmood, A.(1993), "Statistical Methods in Geographical Studies", Rajesh Publications, Delhi.
6. Monkhouse, F.J.(1971), "Maps and Diagrams", Methuen Co. Ltd., London.
7. Nag, P. and Kudrat, M. (1998), "Digital Remote Sensing", Concept Publishing Company.
8. Pal, S.K.( 1998), "Statistics for Geoscientists", Tata McGraw Hill, New Delhi.
9. Robinson, A. (1953), "Elements of Cartography", John Wiley and Sons Inc., New York.
10. Sharma, J.P. "Prayogic Bhugol", Rastogi Publishers, Meerut.
11. Singh R.L. (1998), "Prayogic Bhoogol Rooprekha, Kalyani publications, New Delhi.
12. Steers, J.A. (1965), "An Introduction to the Study of Map Projections", London.

### Part B :

1. Burrough, P.A.(1986), "Principles of Geographic Information System for Land Resource Assessment", Oxford University Press, London.
2. Cunningham, Mary Ann, & Cunningham (William, P.), (2003), "Principles of Environmental Science: Inquiry & Application", Tata McGraw Hill & Co.

## 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.

2. Palaeolithic and Mesolithic Cultures: Sequence and Geographical distribution rock-art.
3. Advent of food-production; Neolithic Cultures.
4. Harappan Civilization: Origin and extent, political and economic organization art and religion. Decline and Late Harappan Cultures; Chalcolithic cultures outside the Harappan distribution zone.
5. 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.       | <i>The Archaeology of India</i>   |
| Alichin, F.R and B. | <i>Origins of a Civilization: The Prehistory and early Archaeology of South Asia.</i> |
| Basham, A.L.        | <i>The Wonder That was India</i>  |
| Chakrabarti, D.K    | <i>Archaeology of Ancient Indian Cities</i>   |
| Chattopadhyay, B.   | <i>Kushan State and Indian Society</i>  |

Gonda, J. Gurukul Rajan and M.R.R. Varrier	<i>Vishnuism and Shivaism: A Comparison</i> <i>Cultural History of Kerala</i>
Huntington, S.L.	<i>The Art of Ancient India</i>
Jaiswal, Suvira Jha, D.N. Kosambi, D.D. Kulke, H. and Rothermund, D. Maity, S.K.	<i>Caste: Origin, Function and Dimensions</i> <i>Ancient India in Historical Outline (1998 edn.)</i> <i>Culture and Civilization of Ancient India in</i> <i>Historical Outline</i> <i>A History of India</i> <i>Economic Life in Northern India in the Gupta Period</i>
Margabandhu. C. Meenakshi, C.	<i>Archaeology of Satavahana-Kshatrapa Times</i> <i>Social Life and Administration under the Pallavas</i>
Ray, H.P. Ray, Niharranjan Sastri, K.A.N. Sharma, R.S.	<i>Monastery and Guild</i> <i>Maurya and Post Maurya Art</i> <i>A History of South India</i> <i>Perspectives in Social and Economic History of</i> <i>Early India</i>
Sharma, R.S.	<i>Aspects of Political Ideas and Institutions in</i> <i>Ancient India (1991 edn.)</i>
Subramanian, N. Thapar, Romila Thapar, Romila Yazdani, G.	<i>Sangam Polity</i> <i>History of Early India</i> <i>Ashoka and the Decline of the Mauryas (1997 edn.)</i> <i>Early History of the Deccan</i>

## PAPER II : Cultures in the Indian Subcontinent

### UNIT-1

*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

- Sanskrit: Kavya - Kalidasa's *Ritusambhara*; Prakrit: *Gatha Saptasati* , Indo- Persian Literature: Amir Khusro's works; Urdu poetry and prose: Ghalib. Rise and Development of vernacular language and literature : A survey

#### 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.
- Nationalism and the issue of Culture; Institutions of Cultural Practices : Colonial and Post Colonial.

**List of Basic Books :**

- Asher Catherine, (ed.): *Perceptions of India's Visual Past*. AIIS, Delhi. 1994.
- Asher Catherine: *Architecture of Mughal India*.
- Banerjea J. N. *The Development of Hindu Iconography*, Calcutta, 1956.
- Basham A L. : *The Wonder that was India*. Volume I. New Delhi.
- Brown Percy: *Indian Architecture, Buddhist Hindu and Islamic*. Vol 1. II. Mumbai, 1956.
- Bussagli M and Sivaramamurthy C. : *5000 Years of Indian Art*, New York. n.d.
- Chandra Prainod, ed.: *Studies in Indian Temple Architecture*; Chapter 1. AIIS, 1975.
- Deva, B.C. *An introduction to Indian Music*, Delhi, 1973.
- History and Culture of the Indian People*. Bharatiya Vidya Bhavan Series.
- Huntington Susan L.: *The Art of Ancient India*. Tokyo. New York, 1985.
- Kramrisch, Stella. *The Art of India*, Orient Book Depot. Delhi, 1987.
- Maxwell, T.S: *Image: Text and Meaning: Gods of South Asia*, OUP. Delhi.
- Miller Barbara Stoler: *The Powers of Art: Patronage in Indian Culture*, OUP, DELHI 1992.
- Mitter Partha: *Much Maligned Monsters*, Oxford, 1977.
- Mitter Partha: *Art and Nationalism in Colonial India*. OUP, Delhi.
- Mukherji: *Folk Art of India*.
- Rizvi, S. A. A.: *The Wonder that Was India*. Volume II., New Delhi.

Tillotson G: *Havelis of Rajasthan*.

Varadpande M.L. *History of Indian Theatre: Invitation to Indian Theatre*, New Delhi, 1987.

Vatsayana Kapila: *Indian Classical Dance*, Publications Division, New Delhi, 1974 (in Hindi Translation also).

*Traditional Indian Theatre: Multiple Streams*. Hindi translation: *Paramparik Bharatiya Rangmanch*: Anant Dharayen NBT, New Delhi. 1995.

Zimmer, H.: *Myths and Symbolism in Indian Art and Civilization*, Princeton Press, New Jersey, n.d.

Cohn, Bernard, *India : The social Anthropology of a civiliation in* Bernard cohn Omnibus, OUP, 2004.

### 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).
4. Arabs in Sind: Polity Religion and Society.
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.
6. The Mughal-Afghan conflict and the Second Afghan empire.

#### 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.
4. Crafts, Artisans and *Karkhanas*, Internal and Overland Trade, Indian Merchants and overseas Trade (15th - 18th Centuries).

5. Architecture and Paintings under the Mughals.
6. Mughal decline; interpreting the 18th Century.

#### Suggested Readings :

- R. S. Sharma : *Indian Feudalism*
- B. D. Chattopadhyaya : *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*
- Tapan Ray Chaudhary and Irfan Habib (ed.) : *The Cambridge Economic History of India, Vol. I*
- 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 Kamal*
- 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 Reformations

**(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 Rococo 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 witch trials
- (c) Popular Protests, jacqueries 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.
- (2) Relevant chapters on religion, education, literature and the arts in H.G. Koenigsberger and G.L. Mosse, *Europe in the Sixteenth Century*. Pennington, *Europe in the Seventeenth Century* and M.S. Anderson, *Europe in the Eighteenth Century*, (All published by Longman)
- (3) Peter Burke *Popular Culture in Early Modern Europe*
- (4) John Berger *Ways of Seeing*
- (5) Relevant Chapters in Norman Davis *Europe*
- (6) Tzvetan 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-penny 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):

Jacob Burckhardt. *The Civilisation of the Renaissance in Italy*. 1860/1958.

J. Huizinga, *The Waning of the Middle Ages*. 1925/ 1978.



Ferdinand Braudel, *Civilisation and Capitalism*, Phoenix, 1988.

Perry Anderson, *The Lineages of the Absolutist State*. 1974.

Philip Aries and George Duby eds. *A History of Private Life. vol II*. Harvard, 1988.

.Keith Thomas, *Religion and the Decline of Magic*. 1974.

Leroy Ladurie, *The Peasants of Languedoc*. 1974.

Werner Rosener, *The Peasantry of Europe*. Basic Blackwell, 1994 (from German).

Carlo Ginsberg, *Cheese and the Worms*, John Hopkins University Press (JHUP), 1983.

Natalie Zemon Davis, *The Return of Martin Guerre*. Harvard Univ. Press, 1983/2001.

Margaret Jacob. *The Cultural Meaning of the Scientific Revolution*. 1988.

Hugh Kearney, *Science and Social Change 1500-1700*. 1971.

Peter Gay. *The Enlightenment: An Interpretation*, 1967.

## 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. Tech- niques 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 Mod- ern 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*
- Sekhar Bandyopadhyaya *From Plassey to Partition*
- Barbara D Metcalf and T.R Metcalf: *A Concise History of India, Cambridge, 2002*
- C.A Bayly : *An Illustrated History of Modern India 1600-1947. London 1990*
- Sumit Sarkar. *Modern India 1885-1947, Macmillan, 1983*
- Mushirul Hasan- *John Company to the Republic: A Story of Modern India*
- R.P.Dutt *India Today*
- Thomas Metcalf *Ideologies of the Raj*
- R.Jeffery, J Masseloss, P. Reeves(ed) *From Rebellion to the Republic*
- Bipan Chandra: *Nationalism and Colonialism*
- Urvashi Butalia *The Other Side of Silence*

- Francine Frankel *India's Political Economy 1947-1977*
- Paul Brass *The Politics of India since Independence*
- Lloyd and Susan Rudolph: *In Pursuit of Laxmi: the Political Economy of the Indian State, Chicago, 1987.*

- Bipan Chandra, Aditya Mukherjee, Mridula Mukherjee: *India After Independence, Viking, 1999*
- Gail Omvedt *Dalits and Democratic Revolution*
- Ramachandra Guha *This Fissured Land*
- K.G.Subrahmanyam *The Living Tradition: perspectives on Modern Indian Art*
- Radha Kumar *A History of Doing*
- Wimal Dissanayake and K.Moti Gokulsingh *Indian Popular Cinema : A Narrative of Cultural Change*

*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/Shyam Benegal (Relevant Sections of the Serial Bharat Ek Khoj)*
- 5 *Tagore/Satyajit Ray-Ghare Baire*
- 6 *M.N.Srinivas- Remembered Village*
- 7 *Prakash Tandon- Punjab Century Vol I*
- 8 *Profulla Mohanty- My Village*
- 9 *James Freeman- Untouchable a Life history*
- 10 *Rahi Massom Raza- Aadha Gaon*
- 11 *Gopinath Mohanty-Poraia*

## PAPER VI

### Issues in World History : The 20th Century

1. Concepts and definitions: contemporary era; capitalist industrialization, modernity; imperialism.
2. First World War-analysis of its causes, courses and consequences in Europe and the World. Paris Peace Settlement; League of Nations; Mandate System.
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.
8. Social Movements in the North and the South: Ecological, Feminist, Human Rights issues.
9. Modernity and Cultural Transformation: emerging trends in culture, media and consumption.

#### Basic reading materials:

- \* E. J. Hobsbawm, *The Age of Extremes. 1914-1991* (New York: Vintage, 1996)
- \* Carter V. Findley and John Rothey, *Twentieth-Century World* 3rd edn (Boston : Houghton-Mifflin, 1994 5th ed., 2003)
- \* Norman Lowe. *Mastering Modern World History* (London: Palgrave Macmillan, 1997)  
[Macmillan Master Series: designed for UK CGSE exams]
- \* Richard Overly, *The Times Complete History of the World*, 6th edn. (London: Collins, 2004)

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

#### Suggested additional readings:

- \* Jeffrey Weeks, *Sex. Politics and Society: the Regulation of Sexuality in Britain Since 1800*, 2d edn. [chapters. 13-14] (London: Longman, 1989)
- \* John Dower, *Embracing Defeat: Japan in the Wake of World War Two* (New York: W. W. Norton, 2000)
- \* Mark Mazower, *The Balkans: A Short History* [especially chap. 4] (New York: Modern Library, 2000; paperback, 2002)
- \* Basil Davidson, *Modern Africa: A Social and Political History*, 3d edn. (London/New Jersey: Addison-Wesley, 1995)
- \* Ernest Mandel, *The Meaning of the Second World War* (London: Verso, 1986)
- \* I, Rigoberta Menchu: *An Indian Woman in Guatemala* [memoir of 1992 Nobel Peace Prize winner] (London: Verso, 1987) [Hindi translation exists]
- \* Jamaica Kincaid, *A Small Place* (New York: New American Library, 1989)
- \* Jonathan Spence, *The Gate of Heavenly Peace: the Chinese and Their Revolution, 1895-1980* (Penguin, 1982)
- \* Neil Postman. *Amusing Ourselves to Death: Public Discourse in the Age of Show Business* (Penguin, 1986)
- \* V. Kiernan, 'Nationalist Movements and Social Classes,' in A.D. Smith, ed., *Nationalist Movements* (London: Macmillan, 1976), pp. 110-33
- \* W. H. G. Armytage, *The Rise of the Technocrats: A Social History* (London: Routledge and Kegan Paul, 1965)

## POLITICAL SCIENCE

### PAPER - I: Compulsory

#### 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?
2.
  - a. *Concepts*: Democracy, Liberty, Equality, Justice, Rights, Identity, Citizenship, Property, Civil Society, and State.
  - 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 :

- Miller, D. (2003) *Political Philosophy: A Very Short Introduction*
- Wolff, J. (1996) *An Introduction to Political Philosophy*
- Hampsher-Monk, I. (1992) *A History of Modern Political Thought*.
- Mehta, V. R. (1996) *Foundations of Indian Political Thought : An Interpretation* 2nd revised edition. New Delhi, 1996.
- Thomas Pantham and Bhikhu Parekh (ed.). *Political Discourse*,

#### Suggested Readings :

- Kymlicka, W. (1990) *Contemporary Political Philosophy*, 2nd ed. 2002
- Plant, R. (1991) *Modern Political Thought: An Introduction*
- Hampton, J. (1997) *Political Philosophy*
- Goodin, R. and Pettit, P. eds. (1997) *Contemporary Political Philosophy: An Anthology*
- Matravers, D. and Pike, J. eds. (2003) *Debates in Contemporary Political Philosophy*
- Seidentop L, *The Nature of Political Theory*, OUP
- Goodin, R. and Pettit, P. eds. (1998) *A Companion to Contemporary Political Philosophy*
- Simon, R.L. ed. (2002) *The Blackwell Guide to Social and Political Philosophy*
- Strauss, L. and Cropsey, J. eds. (1972) *History of Political Philosophy*, 2nd ed.
- Waldron, J. ed. (1984) *Theories of Rights*
- Raz, J. (1986) *The Morality of Freedom*.
- Rawls, J. (1971) *A Theory of Justice*.
- Macpherson, C.B. (1962) *The Political Theory of Possessive Individualism*.
- Barbalet J.M, *Citizenship*, World View Publications
- Hall, John and Ikenberry 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*  
 Chandhoke Neera, *State and Civil Society*, Sage.  
 Kymlicka Will and Norman W., *Citizenship in Pluralist Societies*, OUP  
 Harrison, Ross, *Democracy*, Routledge.  
 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.
7. Human Rights in India: Rights in the Indian Constitution and Social Practices. Comparative Study with Special Reference to Experience in China.
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**

- (1) Zoya Hasan (ed.) *Politics and the State in India*, Delhi, Sage, 2000.
- (2) Partha Chatterjee (ed.) *State and Politics in India*. Delhi, OUP, 1997.
- (3) Sudipto Kaviraj (ed.). *Politics in India*, Delhi, OUP, 1994.
- (4) Bipan Chandra et. el. (ed), *India After Independent*, Delhi, Viking, 1999.

## Suggested Readings

- (1) Partha Chatterjee, *Nationalist Thought and the Colonial World*, Delhi, OUP, 1986.
- (2) Francine Frankel and M.S.A Rao (eds.), *Dominance and State Power in Modern India: Decline of Social Order*, Vol. I and 2, Delhi, OUP, 1989.
- (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
- (6) Atul Kohli (ed.), *Indian Democracy: State-Society Interface*. New Delhi, Orient Longman, 1989
- (7) Paul Webb, *The Modern British Party System*. London, Sage, 1999.
- (8) Michael Jacobsen and Ole Brun (ed.) *Human Rights and Asian Values: A Survey*. Curzon. 2000.
- (9) Rajeev Bhargava (ed.), *Secularism and its Critics*. Delhi, OUP, 1998
- (10) T.N.Madan, *Modern Myths, Locked Minds: Secularisation 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
  - (a) Ghanshyam Shah (ed.)\_ *Social Movements and the State*. Delhi, Sage, 2002.
  - (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*.
- (16) Rudolph and Rudolph, *In Pursuit of Lakshmi : Political Economy of Indian State* (1987).
- (17) M.P. Singh and Himanshu Roy, (eds.) *Indian Political System*, Monak (2005).
- (18) Atul Kohli (ed.) *Success of Indian Democracy* (2003).
- (19) Achin Vanaik, *The Painful Transition : Bourgeois Democracy in India*.
- (20) Rekha Saxena (ed.) *Mapping Canadian Federalism for India*, Konark (2003).

## PAPER - III Optional A

### International Relations

- I. 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 Gunde 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).
- (2) Robert J. Art and Robert Jervis, *International Politics Enduring eds. Concept and Contemporary Issues 5th edition*, (New York: Longman, 1999).
- (3) John Baylis and Steve Smith, eds., *The Globalization of World Politics: An Introduction to International Relations*, (Oxford: Oxford University Press, 2001).
- (4) Andreas Wenger and Doron Zimmermann, eds., *International Relations: From the Cold War to the Globalized World*. London: Lynne Rienner, 2003.
- (5) Appadorai and M.S. Rajan, eds., *India's Foreign Policy and Relations*. (New Delhi: South Asian Publishers, 1985).
- (6) Wayne C. McWilliams and Harry Piotrowski, *The World Since 1945: A History of International Relations*. Fifth edition, London: Lynne Rienner Publishers, 2001.

#### Supplementary Readings :

- (1) M. Smith, R. Little and M. Shackleton, eds., *Perspectives on World Politics*. (Open University Press, 1981).
- (2) Indian Foreign Service Institute, *India's Foreign Policy: An Agenda for the 21st Century* , Vols. I & 2 (New Delhi: Konark Publishers, 1998).
- (3) *Pelican History of the 20th Century*. (London: Pelican, 1999).
- (4) Achin Vanaik, ed., *Globalisation and South Asia: Multidimensional Perspectives*. (New Dehi: Manohar, 2003).
- (5) J. Ann Tickner, *Gendering World Politics: Issues and Approaches in the Post-Cold War Era*. (Columbia University Press, 2001).
- (6) Joshua S. Goldstein, *International Relations*. Fifth edition, (New Delhi: Pearson Education, 2003).
- (7) Frank J. Lechner and John Boli, eds., *The Globalization Reader*. 2nd edition, Oxford: Blackwell, 2004.

## PAPER - III Optional B

### 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

- (1) A. Avasthi and S. Maheshwari, 2003, *Public Administration*, Laxmi Narain Agarwal, Agra.
- (2) Felix Nigro, 1970, *Modern Public Administration*, Harper International.
- (3) James Manor, 1999, *The Political Economy of Democratic Decentralization*, The World Bank, Washington D.C.
- (4) Jean Dreze & Amartya Sen, 1995, *India: Economic Development and Social Opportunity*, Oxford University Press, Delhi.

- (5) Kate McLaughlin, Stephen P. Osborne & Ewan Ferlie, 2002, *New Public Management: Current trends and future prospects*, Routledge, London & New York.
- (6) Martin Albrow, 1978, *Bureaucracy*, Macmillan, London.
- (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.
- (8) Mohit Bhattacharya, 1999, *Restructuring Public Administration: Essays in Rehabilitation*, Jawahar, New Delhi.
- (9) Mohit Bhattacharya, 2001, *New Horizons in Public Administration*, Jawahar, New Delhi.
- (10) Nicholas Henry, 1999, *Public Administration and Public Affairs*, Prentice-Hall of India, Delhi.
- (11) Richard Anderson, *Public Policy*.
- (12) Thomas R. Dye, 1975, *Understanding Public Policy*, Prentice Hall, New Jersey.
- (13) W. Hyderbrand, 1977, 'Organizational Contradictions in Public Bureaucracies: Towards a Marxian Theory of Organizations', *Sociological Quarterly*, 18.
- (14) W. Hydraband, 1980, 'A Marxist Critique of Organization Theory' in W. Evan (ed) *Frontiers in Organization & Management*, Praeger, New York.
- (15) Yehezkel Dror, 1989, *Public Policy Making Reexamined*, Transaction Publication, Oxford.
- (16) Mohit Bhattacharya and Bidyut Chakrabarty (eds) *Public Administration : A Reader*, Delhi University Press.

#### Further Readings :

- (1) Chester Bernard, 1938, *The Functions of Executive*, Harvard University Press, Cambridge.
- (2) Edward Wiedner (ed), 1970, *Development Administration in Asia*, Duke University Press, Durham.
- (3) George F. Gant, 1979, *Development Administration: Concepts, Goals. Methods*, University of Wisconsin Press, Madison.



- (4) Hahn Been Lee, (ed), 1953, *Time, Change and Administration*.
- (5) Herbert Simon, 1967, *Administrative Behaviour: A Study of Decision Making Process in Administrative Organizations*, Macmillan, New York.
- (6) James March and Herbert Simon, 1958, *Organization*, Wiley, New York.
- (7) James Mooney, 1954, *The Principles of Organization*, Harper & Row, New York.
- (8) Kamenka & M. Krygier (eds), 1979, *Bureaucracy*, Edward Arnold, London.
- (9) Leftwich, 1994, 'Governance in the State and the Politics of Development', *Development and Change*, Vol 25.
- (10) Milton J. Esman, 1986, 'Politics of Development Administration' in John D. Montgomery & William Siffins (ed), *Approaches to Development, Politics, Administration and Change*, McGraw Hill, New York.
- (11) Myron Weiner, 1998, 'India's Minorities: Who are they? What do they Want?' in Partha Chatterjee (ed), *State and Politics in India*, Oxford University Press, Delhi.
- (12) Peter M. Blau, 1955, *The Dynamics of Bureaucracy*, Cambridge University Press, Cambridge.
- (13) Peter Self, 1984, *Administrative Theories and Politics: An Inquiry into the Structure and Process of Modern Government*, S. Chand and Co., New Delhi.
- (14) Rajni Kothari, 1998, 'Rise of the Dalits and the Renewed Debate on Caste' in Partha Chatterjee (ed), *State and Politics in India*, Oxford University Press, Delhi.

## 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:

1. Bottomore, T.B. 1986. *Introduction to Sociology*. (Revised edition), London: Alien and Unwin, (Relevant chapters).
2. Beattie J, 1951. *Other Cultures*, London: Cohen and West, (Relevant chapters).
3. Firth, R, 1956. *Human Types*. London: Thomas Nelson and Sons Ltd., (Chapter 1).
4. Giddens, A. 1997. *Sociology*. Cambridge: Polity Press, (Chapters 1, 2, 10.).
5. Bierstedt, R. 1974. *The social order*. New York: McGraw Hill, Part 2,3,4 (Chapters 8-10), 6.
6. Radcliffe-Brown, A.R. 1976. *Structure and function in primitive society*, London: Routledge and Kegan Paul, (Chapters 9 and 10).
7. Merton, R.K, 1968. *Social theory and social structure*. Glencoe, III.: Free Press and New Delhi: American Publishing Co (Pvt.) Ltd., (Chapter 3).
8. Bottomore, T. and R. Nisbet (eds.)1978. *A History of sociological analysis*. New York: Basic Books, (Relevant chapters).

9. Bottomore, T. 1983. "Contradiction", in T. Bottomore (ed.). *Dictionary of Marxist thought*, Oxford, Basil Blackwell.
10. Sills D.L, (ed.). 1968. *The international encyclopaedia of social sciences*. New York: Macmillan, (Selected articles as required).
11. Linton, R, 1936. *The study of Man*, New York, Appleton Century Crofts, (Chapter 8).
12. Beteille, A, 1994. *Essays in contemporary sociology*. New Delhi: Oxford.
13. Horton P.B, and C.L. Hunt, 1985. *Sociology*, New York: McGraw Hill.

**Reading List :**

1. Tripathi S. 1966 *Samajik Manav Vigyan*, Delhi, Rajkamal Prakashan.
2. Uperti, H. 1968 *Samajashastra*, Jaipur Rajasthan Visvavidyalaya.
3. Srivastava, R.L. 1971 *Manav Sanskrit tatha Samaj*, Bhopal Madhya Pradesh Hindi Granth Academy.
4. Sachidanand 1973 *Samajik Nrivigyanki Bhoomika*, Patna, Bihar Hindi Granth Academy.
5. Dube, S.C. 1960 *Mana our Sanskriti*, Delhi Rajkamal.

**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).
2. Shah, Ghanshyam, (ed.) 2002, *Social Movements and the State*, Sage Publications; New Delhi (Chapters: Introduction, Chapter-1, 2, 3 and 4).
3. Sharma, Ursula, 2001, *Caste*. Foundation Books, New Delhi.
4. Gupta, Dipankar, (ed) 1992, *Social stratification in India*, New Delhi, Oxford University Press, (Pp. 1-23; 28-34; 35-48; 93-109; 261-270; 307-325).
5. Ambedkar, B.R., 1971, (1935). *Annihilation of caste*, Bheem Patrika Publications.
6. Beteille, A. 1992, *Society and politics in India*, Oxford University Press, New Delhi, (Chapters 3 and 7)
7. Xaxa, V. 2003, "Tribes in India" in V.Das (ed), *Oxford India Companion to Sociology and Social Anthropology*, Oxford University Press, New Delhi, (Pp.373-408).
8. von Furer Haimendorf, Christoph. 1982. *Tribes of India : The struggle for survival*. Delhi: Oxford University Press. (Relevant chapters).
9. Madan, Vandana, (ed.) 2002, *The village in India*, Oxford University Press, (Relevant chapters).
10. Srinivas, M.N. 1996, *Village, caste, gender and method*. Delhi: Oxford University Press. (Pp.1-37; 73-120).

11. Shah, A.M. 1997, *Family in India*, New Delhi: Orient Longman, (Chapters 1 -3).
12. Karve, Irawati. 1994. "The kinship map of India", in Patricia Uberoi (ed.): *Family, kinship and marriage in India*. Delhi: Oxford University Press. (Pp.50-73).
13. Madan, T.N. (ed.) 1991. *Religion in India*. Delhi: Oxford University Press. (Pp. 1- 22; 339-350).
14. Shah, Ghanshyam. 2001, *Dalit identity and politics*. Delhi: Sage Publications. (Relevant chapters).
15. Singer, Milton, 1972. *When a great tradition modernizes*. New York: Praeger, (Relevant chapters).
16. Agnihotri, I. and R. Palriwala. 2001. "Tradition, the family and the state: Politics of the women's movement in the eighties", in *Gender and Nation*. Delhi: Nehru Memorial Museum and Library. (Pp. 167-211).

### 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:

1. Aron, R, 1967, *Main Currents in Sociological Thought* London:Weidenfield and Nicholson, (Vol. I, Pp.107-180; Vol 2 Pp. 11-97-177-252).
2. Gerth, H.H. and C. Wright Mills (eds.) 1948, *From Max Weber : Essays in Sociology*, London : Routledge And Kegan Paul, (Introduction).
3. Giddens, A, 1971, *Capitalism and Modern Social Theory*, Cambridge: Cambridge University Press.
4. Ritzer, G, 1996, *Sociological Theory*, Vols. I and II, New York: McGraw-Hill.
5. Durkheim, E, 1958, *The Rules of Sociological Method*, Glencoe: Free Press, (Chapters I and 3).

6. Jones, R.A-,1986, *Emile Durkheim : An Introduction to Four Major Works*. London : Sage, (Relevant sections).
7. Parsons, T. and E. Shils, (ed) 1951, *Towards a General Theory of Action*. New York: Harper and Row Publishers. (Part-1, Chapter 1).
8. Chatterji, R, 2001-2002, 'Talcott Parsons' in *Department of Correspondence Studies. Punjab University, Chandigarh*.
9. Rose. A.M. (ed) 1962, *Human Behaviour and Social Process-. An Interactionist Approach*, London: Routledge & Kegan Paul, (Chapters I and 2).
10. Goffman, E. 1973, *The Presentation of Self in Everyday Life*. The Overlook Press, (Chapters I and 2).

## ECONOMICS

### PAPER I : Principles of Microeconomics

(To be offered in the 1st year)

#### Core Text Book

R. G. Lipsey & K.A. Chrystal: Principles of Economics, 9th edition, OUP, 1999.

#### 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.
- (b) Costs: Costs in the short run. Costs in the long run, Profit maximization and cost minimization. Equilibrium of the firm, Technical / Technological Change: the very long run.

**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:**

*R.G.Lipsey and K.A.Chrystal -Principles of Economics (9th Edition) 1999 Chapters 20 to 28 ; ( Oxford University Press).*

### 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.
3. Population and Economic Development, Demographic trends, urbanisation. occupational structure and population policy.
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

1. **Agriculture:** Its importance in the Indian Economy. Problems and solutions regarding low productivity, agricultural credit, agricultural labour, agricultural marketing, and agricultural pricing. The Green Revolution and its aftermath. Land reform, regional variations and choice of agrarian techniques.
2. **Industry:** Industrial Policy: pre and post 1991. Relative roles of large and small scale. Public vs. Private sector. The role and forms of foreign capital (Foreign Institutional Capital, Foreign Direct Investment).
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:

1. M.A. Todaro, *Economic Development in the Third World*. Addison-Wesley. 6th ed. Chs. 1-3.
2. Uma Kapila, "*Indian Economy since Independence*". 16th edition. Academic Foundation(2004).

3. Arvind Virmani. *Accelerating Growth and Poverty Reduction: A Policy Framework for India's Development* (2004).
4. Government of India, *Economic Survey* (latest)
5. Government of India. *Five Year Plan*. (latest)
6. Government of India. Finance Commission

- 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 work place 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.

	<b>Lectures</b>
<b>Unit -I Nature of business &amp; form of business</b>	<b>10</b>
1. Definition of business, industry and commerce	2
2. Forms of business organization - sole proprietorship, partnership and joint stock company	4
3. Elements of factory organization	4
<b>Unit-2 Nature and organization of human resource management</b>	<b>20</b>
1. Nature scope and functions of HRM	2
2. Role and challenges of HRM	6
3. Distinction between HRM and HRD	6
4. Job Analysis	6
<b>Unit-3 Recruitment &amp; Selection</b>	<b>25</b>
1. Human resource planning	5
2. Recruitment	10
3. Selection and Placement	10
<b>Unit -4 Training and Development</b>	<b>30</b>
1. Principles underlying training	5

2. Training methods	10
3. Training Evaluation	10
4. Career Planning	5

#### **Unit-5 Performance Management 15**

1. Labour turnover and absenteeism	3
2. Performance appraisal - concept methods and limitations	3
3. Wage and salary administration - Job evaluation, methods of wage payment and incentive plans	5
4. Human resource information system (HRIS)- Concept, functioning and application of computerized HRIS.	4

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

##### References :

1. Chadha, N. K. (2002) Human Resource Management - Issues, Case Studies & Experiential exercises (2nd editors) Sri Sai Printographers: New Delhi.
2. Chadha, N. K. (2004) Recruitment and Selection - A Practical Approach. Golgotia: New Delhi.
3. Chhabra, T. N. (2000), Human Resource Management, Concepts and Issues, 2000, Dhanpat Rai and Co., New Delhi.
4. Davar, R. S. Personnel Management and Industrial Relations, Vikash Pub. House, New Delhi.
5. Gupta, C. B., (1996) Human Resource Management, Sultan Chand & Sons, New Delhi.
6. Flippo Edwin, (2000) Personnel Management, , Tata McGraw Hill, New Delhi.
7. Rao, V.S.P. (2000) Human Resource Management, Text and Cases, Excel Books, New Delhi.
8. Singh, B.P. & Chhabra, (2000) T. N. Organization of Business and Industry, Dhanpat Rai & Sons, New Delhi.
9. Tripathy, P. C. (2000), Personnel Management and Industrial Relation, Sultan Chand and Sons, New Delhi.

## 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.

	<b>Lectures</b>
<b>Unit - I Industrial Relation</b>	<b>15</b>
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
<b>Unit-2 Prevention and settlement of industrial disputes</b>	<b>20</b>
1. Preventive machinery	8
2. Settlement machinery - conciliation, arbitration and adjudication	12
<b>Unit-3 Trade unionism</b>	<b>25</b>
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 :

1. Aggarwal, S. L. (1980) Industrial Relations Law in India, Macmillan Comp. India Ltd., New Delhi.
2. Chadha, N. K. (2002) Human Resource Management - Issues, Case studies experiential exervices. (2nd edition) Sri Sai Pintographers : New Delhi
3. Chhabra, T.N. & Suri (2000) Industrial Relations Concept & Issues, Dhanpal Rai & Sons, Delhi.
4. Memoria, C.B., (1995) Dynamics of Industrial Relations in India-Himalaya Publishing House, Mumbai.
5. Monappa, A. (1995) Industrial Relations, Tata McGraw Hill Publishing Com. Limited, New Delhi.
6. Ramaswami, E.A. & Ramaswami V. (1981) Industry and Labour, Oxford Publications, New Delhi.



### 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.

	<b>Lectures</b>
<b>Unit - I Labour laws- concepts, origin, objective and classification.</b>	<b>5</b>
<b>Unit-2 Law on working conditions - Salient features and provisions relating to working conditions be read only.</b>	<b>15</b>
a. The Factories Act, 1948	10
b. Contract Labour (Abolition and Regulation) Act 1986	5
<b>Unit -3 Industrial relations laws</b>	<b>20</b>
a. Trade Union Act-1926	5
b. Industrial Dispute Act-1947	12
c. Industrial Employment (Standing order) Act -1946	3
<b>Unit-4 Wage Legislation</b>	<b>25</b>
a. Minimum Wage Act - 1948	5
b. Payment of Wage Act-1936	5
c. Payment of Bonus Act -1965	10
d. Equal Remuneration Act-1976	5

<b>Unit-5</b> Laws for labour welfare and social security	30
(a) Workmen Compensation Act - 1923	7
(b) Employees State Insurance Act. - 1948.	10
(c) Employees Provident Fund and Miscellaneous Provision Act-1952.	7
(d) Payment of Gratuity Act - 1972.	6

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

##### References :

1. Aggarwal, S. L. (1981) Industrial Relations Law, Sultan Chand & Sons, New Delhi
2. Bareja, J. K. (2002) Industrial Law, Galgotia & Co., New Delhi.
3. Bhargav, Amit (Ed.) (2003), "Taxman's Labour Laws" Taxman Publication, New Delhi
4. Malik, P.L. (1986) Industrial Law, Eastern Bok Comp. Allahabad,.
5. Memorial, C. B. (1995) Dynamics of Industrial Relations in India, Himalaya Publications House, Mumbai.
6. Mishra, N. R. Mishra, S.K. (1992), An Introduction to Labour & Industrial Laws, Pioneer Books, New Delhi.
7. Sinha, G.P. & Sinha, PRN (1977), "Industrial Relation and Labour Legislation India", Ox ford IBH, New Delhi.

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

#### PAPER -IV 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.

	<b>Lectures</b>
<b>Unit-1 Introduction to organizational behaviour</b>	<b>10</b>
1. Concept and relevance of OB	5
2. Limitations of OB	5
<b>Unit-2 Individual behaviour in organization</b>	<b>20</b>
1. Attitude	5
2. Perception-concept and limitations	5
3. Personality - concept and determinants	5
4. Job satisfaction-concept and implications	5
<b>Unit-3 Group behaviour in organization</b>	<b>20</b>
1. Industrial morale	5
2. Leadership theories - Theory X and theory Y, Fidler's contingency theory and managerial grid	10
3. Group dynamics- concept, types and application.	5
<b>Unit-4 Motivation</b>	<b>30</b>
1. Definition of motivation	5
2. Theories of motivation-Maslow's need hierarchy, Herzberg's motivation - hygiene, Vroom's expectancy and Adam's Equity Theory	15

3. Application - Job redesign, Job enrichment and job enlargement.  
10

<b>Unit-5 Communication</b>	<b>20</b>
1. Concept and process of communication	2
2. Types of communication-formal, informal, upward, downward and horizontal communication	10
3. Barriers of communications.	8

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

##### References :

1. Blum, M.L. & Naylor, J.C. (1987) Industrial Psychology, CBS Publication, New Delhi.
2. Chadha, N.K. (2002) Human Resource Management - Issues, case studies and experiential exercises, Shri Sai Printographers : New Delhi.
3. Donnettee, Marvin (1976) Handbook of Industrial Psychology, and Organisation Behaviour Vol. 1 to 4 Jaico : Mumbai.
4. Gray, J.L. & Strake, F.A. (1981), Organizational behaviour, concepts and applications, Cherries E.Merrill Pub, Columbus, Ohio, USA.
5. Luthans F., (2002) VIth edition Organisational Behaviour, McGraw, New York.
6. Robbin, S.P., (1999) Organizational behaviour, concepts, controversies and applications, Prentice Hall, New Delhi.

## 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:

1. Definition and nature of business, industry & commerce and their interrelationship. The concept of business system, system elements, interrelationship and interaction. Elements of business environment: geographic-ecological, economic, socio-cultural, politico-legal, and international. Business-environment interface.

(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)

3. Business location: comparative cost and competitive advantage perspectives of international, national and local concentration/dispersal of business activities. Government of India's policies and programmes in relation to business location.

(20 Periods)

4. Forms of business organization; their relative importance, suitability, merits and drawbacks with special reference to small business. Sole proprietorship, partnership, and joint stock company form of business. Legal aspects of the Hindu undivided family and partnership form of business. Co-operative ventures and self help groups.

(20 Periods)

5. Types of companies: private and public, legal requirements & formation; suitability of company form small business. Business combinations, joint venturing, strategic alliances and networks. Multinational corporations and modes of entry in international business.

(20 Periods)

##### Required Readings :

1. Chhabra, T.N., *Modern Business Organisation*, New Delhi, Dhanpat Rai & Sons, Latest Edition.
2. Duggal, Balraj, *Office Management and Commercial Correspondence*. New Delhi, Kitab Mahal, Latest Edition.

##### Recommended Readings :

3. Sharma, R.C. and Krishna Mohan, *Business Correspondence and Report Writing: A Practical Approach to Business and Technical Communication*, New Delhi, Tata-McGraw-Hill, Latest Edition.

##### Journals, Periodicals and Reports :

4. Any two Business Magazines from among Business Today, Business World, Business India, and the like.

## ENTREPRENEURSHIP AND SMALLBUSINESS

### PART II : IInd 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:

1. Entrepreneur-Entrepreneurship- Enterprise: Conceptual issues. Entrepreneurship vs. management. Roles and functions of entrepreneurs in relation to the enterprise and in relation to the economy. Theories of entrepreneurial supply: trait based and resource based theories. Entrepreneurship as an interactive process between the person and the environment. Formation of entrepreneurial identity and career departure points.

(20 Periods)

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 Intracorporate entrepreneurship or Intrapreneurship. Handling and managing succession issues, especially in family business.

(20 Periods)

##### Required Readings :

1. Panda, Shiba Charan, *Entrepreneurship Development*, New Delhi, Anmol Publications. Latest Edition.
2. Taneja, Satish and Gupta, S.L., *Entrepreneurship Development-New Venture Creation*, Galgotia Publishing House, New Delhi. Latest Edition.
3. Holt, David H., *Entrepreneurship: New Venture Creation*, Prentice-Hall of India, New Delhi. Latest Edition.

##### Recommended Readings :

4. Berger, Brigitte, (Ed.), *The Culture of Entrepreneurship*, New Delhi, Tata McGraw-Hill Publishing Company Limited, 1991.
5. Brandt, Steven C., *The 10 Commandments for Building a Growth Company*, Third Edition, Macmillan Business Books, Delhi, 1997.
6. Bhide, Amar V., *The Origin and Evolution of New Businesses*, Oxford University Press, New York, 2000.
7. Dollinger, Marc J., *Entrepreneurship: Strategies and Resources*, Illinois, Irwin, 1995.
8. Verma, J.C., and Gurpal Singh, *Small Business and Industry' A Handbook for Entrepreneurs*, New Delhi, Sage, 2002.
9. Sebastian, Jose and, Sanjay Thakur, *Not Born - The Created Entrepreneurs*, Ahmedabad, Entrepreneurship Development Institute of India, 1994.
10. Sharma, R.A., *Entrepreneurial Change In Indian Industry*, New Delhi, Sterling Publishers Pvt. Ltd., 1980.

11. Sharma, R.A., *Entrepreneurial Performance in Indian Industry*, New Delhi, Inter India, 1985.
12. Vesper, Karl H., *New Venture Strategies*, (Revised Edition), New Jersey, Prentice-Hall, 1990.
13. Gita Piramal, *India's Industrialists*, New Delhi, Peguin.

#### **Journals, Periodicals and Reports**

14. Science & Tech Entrepreneur
15. Journal of Entrepreneurship

## **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 crisis they may have to confront during the various stages of business growth.

##### **Contents:**

1. Managerial roles and functions in a small business. Entrepreneur as the manager of his business. The need for and the extent of professionalisation of management of small business in India. Operations management: designing and redesigning business processes, layout, production planning & control, implementing quality management and productivity improvement programmes. Basic awareness of issues in materials, environment and energy management.
 

**(25 Periods)**
2. Principles of double-entry book-keeping: journal entries, cash-book, pass book, and Bank Reconciliation Statement, ledger accounts, trial balance and preparation of final accounts: Trading and Profit & Loss Account; Balance-sheet. Financial management in a small business. Fixed assets and their financing. Debt-equity ratio and the analysis & management of risk-return in business. Funds flow statement and the integrated ratio analysis. Management of cash, receivables and inventory. Cost planning and control. Awareness of leasing, factoring and credit rating services.
 

**(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

understanding of consumer behaviour. Understanding and implementing the idea of 'value for money.'

**(15 Periods)**

4. Management of human resources in small business. Entrepreneur as the source of human capital. Issues in attracting and retaining talent in the prevalent human resource environment. Entrepreneurial self-renewal and succession planning. Managing industrial relations.

**(15 Periods)**

5. Management crises in business growth. The pros and cons of alternative growth options: Internal expansion, acquisitions & mergers, integration & diversification. Entrepreneurial forays in international business. Entry strategies. Basic understanding of export/import documentation and procedures.

**(20 Periods)**

#### **Required Readings :**

1. Verma, J.C., and Gurpal Singh, *Small Business and Industry - A Handbook for Entrepreneurs*, New Delhi, Sage, 2002.
2. Malhotra, I.S. and Gupta S.L., *Management of Small Scale Industries*, New Delhi, Galgotia Publishing Company, Latest Edition.

#### **Recommended Readings :**

1. Brandt, Steven C., *The 10 Commandments for Building a Growth Company*, Third Edition, Macmillan Business Books, Delhi, 1997.
2. Deeks, John, *The Small Firm Owner-Manager: Entrepreneurial Behaviour and Management Practices*, US, Praeger Publishers, 1987.
3. Dollinger, Marc J., *Entrepreneurship: Strategies and Resources*, Illinois Irwin, 1995.
4. Nanda, K. C., *Credit and Banking: What Every Small Entrepreneur (and Banker) Must Know*, New Delhi, Response Books, 1999.
5. Patel, V.G., *The Seven Business Crises and How to Beat Them*, Tata McGraw, New Delhi, 1995.

#### **Journals Periodicals and Reports :**

6. SEDME
7. Journal of Entrepreneurship.

## **ENTREPRENEURSHIP AND SMALL BUSINESS**

### **PART IV : IIIrd YEAR**

#### **PAPER IV : Institutional and Policy Support for Small Business**

##### **Objectives:**

The purpose of this paper is to acquaint the students with the policies, laws, and the institutions having a bearing on entrepreneurship and small business.

##### **Learning Outcomes:**

After studying this paper, the students would have developed an awareness of the availability of the institutional and policy support, incentives and other forms of encouragement for setting up a small business. They would develop an idea and inclination for interacting with the grass root agencies with a view to availing their help in realizing their dreams.

##### **Contents:**

1. Genesis and the evolution of the Government of India's small-scale sector policy: Gandhian philosophy and the recommendations of the Ford Foundation team. Industrial Policy Resolutions 1956, 1977, 1991 and the reports of the relevant committees. Small -scale industries definitional issues and the small -scale business establishments.  
**(15 Periods)**
2. The contemporary perspectives on Infrastructure Development, Product and Procurement Reservation, Marketing Assistance, Subsidies and other Fiscal & Monetary Incentives. Policy from individual entrepreneurs/ units to cluster development. Ministry of Small-scale Industries and role of the Small Industries Development Organisation (SIDO)  
**(15 Periods)**
3. National-level financial and non-financial institutions for entrepreneurship and small business development and their roles, functions and schemes: Small Industries Development Bank of India (SIDBI), National Small Industries Corporation (NSIC), National Institute of Small Industries and Entrepreneurship Development (NIESBUD), Entrepreneurship Development Institute of India (EDII), National Institute of Small Industries Extension Training (NISIET). Commodity boards and exports promotion councils.  
**(25 Periods)**

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 :

1. Verma, J. C. and Guralp Singh, *Small Business and Industry- A Handbook for Entrepreneurs*, New Delhi, Sage, 2002.
2. Nanda, K. C., *Credit and Banking: What Every Small Entrepreneur (and Banker) Must Know*, New Delhi, Response Books, 1999.

#### Recommended Readings :

3. Awasthi, Dinesh N. and Jose Sebastian, *Evaluation of Entrepreneurship Development Programmes*, New Delhi, Sage Publications Private Limited, 1996.
4. Juneja, J.S., *Small and Medium Enterprises*, Deep & Deep Publications Pvt. Ltd., New Delhi, 2002.
5. Kanungo, Rabindra N., (Ed.), *Entrepreneurship and Innovation Models for Development*, New Delhi, OBS for Transformation, Sage Publications Pvt. Ltd., 1998.
6. Saini, J. S., *Entrepreneurship Development: Programmes and Practices*, Deep & Deep Publications Pvt. Ltd., New Delhi, 2003.

#### Journals, Periodicals and Reports :

7. Laghu Udyog Samachar (Hindi & English)
8. Report of the Expert Committee on Small Enterprises, (Abid Hussain Committee), New Delhi, Ministry of Industry, Government of India, 1997.
9. Report on the Various All - India Census of Small Scale Industrial Units.
10. SEDME
11. SIDBI Reports on Small Scale Industries Sector
12. Structure and Promotion of Small Scale Industry, (IINCAER - FNST Study), New Delhi, National Council of Applied Economic Research - Friedrich Naumann Stiftung, 1993.

## 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

**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.

#### 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.

#### Unit-IV 10 Lectures

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

#### Unit-V 10 Lectures

**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 10 Lectures

Database architecture, relational database, constraints, data manipulation.

#### Unit-III 10 Lectures

Database design using ER diagrams and normalization, SQL.

#### Unit-IV 15 Lectures

**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.

#### Unit-V 10 Lectures

World Wide Web, web browser with the features of a useful Internet web static and dynamic web documents.

#### 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.
2. Fundamentals of computerized 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

- a. Developing programs to prepare ledger and trial balance. Cash Book, Bank Book, Journal Book.
- 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 programming 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:** (5)

- Preliminary Concepts:
  - Classes
  - Instances
  - Objects
  - Derived Classes
  - Base Classes

**Unit 5: Database Programming:** (5)

- 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 be 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 constituent, 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** **12**

- 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** **12**

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** **46**

- 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 :**

**6**

1. Burkart, A.J & Medlik, S.: *Tourism: Past, Present and Future*, Heinemann Professional Publishing, London, 1986 reprint
2. Mill, Robert and Christie & Morrison Alastair M.: *The Tourism System: An Introductory Text*, Prentice-Hall International, London, 1992.
3. Holloway, Christopher *J. The Business of Tourism*, Pitman Publishing, London, 1989
4. Kamra, Krishan, K & Chand, Mohinder: *Basics of Tourism: Theory, Operation and Practice*, Kanishka Publishers, New Delhi, 2002.
5. Bhatia, A.K. : *Tourism Development: Principles and Practices*, Sterling, New Delhi, 1995.
6. Foster, Douglas *Travel and Tourism Management*, Macmillan, 1985.
7. IITTM *Growth of Modern Tourism - Monograph*, IITTM, New Delhi, 1989.
8. IITTM *Tourism as an Industry*, IITTM, New Delhi, 1989.
9. Wahab, S.E. *Tourism Management*, Tourism International Press, London, 1986.

10. Harle, J.C. *The Art and Architecture of the Indian Subcontinent*, Penguin Books, 1990.
11. Brown, Perey Indian Architecture {Buddhist and Hindu) and (*Islamic Period*), Bombay, 1942 and Calcutta, 1942 respectively.
12. Gupta I. C. & Kasbekar Sushma *Tourism Products of India*. Indore, 1995.
13. Basham, A.L. *The Wonder that was India*, Rupa and Co., Delhi, 1988.
14. Westlake, Graeme, D. *An Introduction to the Hill Stations of India*, Harper Colins Publishers, India, 1993.
15. Mishra, Lavkush *Cultural Tourism in India*, Mohit Publications, New Delhi, 1999.
16. Singh, Ratandeeep *Tourist India: Hospitalities Services*, Kanishka, New Delhi, 1996.
17. Day, C.R. *The Music and Musical Instruments of Southern India and the Deccan*, Delhi, Reprint, 1990.
18. Rele, Kanak *Indian Classical Dances and the Seven Classical Dance Styles*, A Video Film; *HandBook of Indian Classical Dance Terminology*, Bombay, 1992.

## PART II : IIND YEAR

### PAPER II : Toursim 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

36

#### Unit - I - Tourism Product and Pricing

- 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** **12**

- 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** **18**

- 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** **22**

- 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 :**

1. Kotler, Philip *Marketing Management: Analysis, Planning Implementation, and Control*, Prentice Hall of India, New Delhi.
2. Brigs, Susan *Successful Tourism Marketing: A Practical Handbook*, Kogan Page, London, 1997.
3. Middleton, Victor T.C *Marketing in Travel and Tourism*, Butterworth Heinemaun, Oxford, 1994
4. Brunt, Paul *Market Research in Travel and Tourism* Butterworth Heinemaun, 1997.

5. Foster, Dennis L. *Sales and Marketing for the Travel Professional*, McGraw-Hill, 1993
6. Witt, Stephen R. & Moutinoh, Luiz *Tourism Marketing and Managemen Handbook*. Prentice Hall. London. 1994
7. Baker, M.J. *Marketing: An Introductory Text*, Macmillan, 1985.
8. Veal, A.J. *Research Methods for Leisure and Tourism: a Practical Guide*, Longman,1992
9. Mohamed. H. Peeru *Marketing: A Financial Approach*, Kaveri, New Delhi, 1997.
- 10 Aaker, David A. & co. *Advertising Management*, Prentice Hall of India, New Delhi 1995
- 11 Agarwal, Surinder *Travel Agency Management*, Communication India, 1993
- 12 Negi, Jagmohan *Travel Agency and Tour Operation: Concepts and Principles*, Kanishka, New Delhi, 1998
- 13 Foster, Dennis L. *An Introduction to Travel and Tourism*, McGraw-Hill, 1994
- 14 Bhatia, A.K. *Tourism Development - Principles and Practices*, Sterling, 1992.

### PART III: III<sup>rd</sup> YEAR

#### PAPER III : Economics of Tourism Industry

75 marks

##### Objectives:

This paper puts into place the modern 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 taxis, cash passport and credit cards.

#### Unit - V - Government policies and effective tourism development

25

- Tourism through the Five Year Plans.
- National Committee on Tourism - 1988.
- National Action Plan - 1992.

- Private and Public ownership.
- Consumer protection.
- Civil Aviation Policy - open skies.
- Fiscal and other incentives of the tourism sector.
- Tourism Legislation.
- Foreign exchange potential.
- India's position in world tourism.
- Future Prospects of Tourism in India.

#### Suggested Readings :

1. Bull, A. (1995) *The Economics of Travel and Tourism*, Longman: UK.
2. Cooke, A. (1994) *Economics Of Leisure And Sport*, ITBP: UK.
3. Cullen, P. (1997) *Economics for Hospitality Management*, ITBP: UK.
4. Evans, M.J., Moutinho, L. and Van Raaij, W.F. (1996) *Applied Consumer Behaviour*, Addison Wesley Longman: UK.
5. Gee, C.Y., Makens, J.C. and Choy, D.J.L. (1997) *The Travel Industry*, Van Nostrand Reinhold: UK.
6. Report of National Committee on Tourism, "Know India", 1988.
7. National Action Plan, 1992.
8. Various Reports of World Tourism Organizations.
9. Bezbaruah, M.P., *Indian Tourism Beyond the Millennium*, Gyan, New Delhi, 1999.
- 10 Kamra, Krishan K., *Tourism, Theory, Planning and Practice*, Indus, New Delhi. 1997.

### 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.

	<b>Lectures</b>
<b>Unit -1 - Strategic Planning and Strategic Marketing</b>	<b>10</b>
<ul style="list-style-type: none"> <li>• Business Environment.</li> <li>• Alliances - Market Sharing.</li> <li>• Takeovers and Mergers.</li> </ul>	
<b>Unit - II - Project Planning and Review - Destination Development</b>	<b>10</b>
<ul style="list-style-type: none"> <li>• Project Cycle.</li> <li>• Techno-economic survey.</li> <li>• Project appraisal and evaluation.</li> </ul>	
<b>Unit - III - Operations Management</b>	<b>30</b>
<ul style="list-style-type: none"> <li>• Booking / Reservation / Blocking / Reconfirmation.</li> <li>• Ticketing               <ul style="list-style-type: none"> <li>• Cancellation</li> <li>• Alteration</li> <li>• Class of travel</li> <li>• Class of booking.</li> </ul> </li> <li>• Communications.</li> <li>• Invoicing.</li> <li>• Discounting.</li> <li>• Online booking and payments.</li> <li>• Authorizations.</li> </ul>	

- Customer Services.
- Vendors.

**Unit - IV - Financial Management** **30**

- Accounting.
- Financial statements.
- Financial ratios and performance
- Credit system.
- Commission.
- Direct sales.
- Banking operations.
- Forex Management.

**Unit - V - New Trends in Tourism** **20**

- Health tourism.
- Ski resorts.
- Adventure sports.
- Time share.
- Heritage tours.
- Eco-tourism.
- Buddhist tourism.
- MICE.
- Rural tourism.
- Space tourism.

**Suggested Readings :**

1. Harris, P. (1995) *Accounting and Finance for the International Hospitality Industry*, Butterworth Heinemann: UK
2. Harrison, D. (ed) (1992) *Tourism and the Less Developed Countries*, Wiley: UK
3. Goodall, B. and Ashworth, G. (eds.) (1988) *Marketing in the Tourism Industry: The Promotion of Destination Region*, UK
4. O’Cornnor, P. (1996) *Using Computers in Hospitality* Cassell: UK
5. *National Geographic* and *Discovery* channel Programs.

**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**

- |            |  |           |
|------------|--|-----------|
| <b>I</b>   | <b>Trends in world trade</b>   | <b>25</b> |
|            | <ul style="list-style-type: none"> <li>(a) Growth</li> <li>(b) Volumes</li> <li>(c) Composition</li> <li>(d) Direction</li> <li>(e) Trade in services</li> <li>(f) Intra-industry trade</li> </ul>   |           |
| <b>II</b>  | <b>Trending Environment</b>  | <b>25</b> |
|            | <ul style="list-style-type: none"> <li>(a) Economic Environment and its components</li> <li>(b) WTO and Trading Environment</li> <li>(c) Barriers to trade (tariff and non-tariff)</li> <li>(d) Regionalisation of trading environment</li> <li>(e) Growing importance of MNC’s</li> </ul> |           |
| <b>III</b> | <b>Regional economic groupings among developed and developing Countries</b>  | <b>25</b> |
|            | <ul style="list-style-type: none"> <li>(a) Theories of economic integration, trade diversion, trade creation, welfare effects of trade</li> </ul>  |           |



- (b) Forms of economic integration
- (c) Important regional groupings: European union, APEC, ASEAN, SAARC, MECASUR, NAFTA

**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:**

1. Sodersten B.O. and Geoffrey Reed (1994) International Economics, Macmillan Press Ltd., Hampshire London, Introduction and Chapter 1.
2. Kindleberger (Charles P) International Economics, Homewood Illionis Richard D. Irwin.
3. Salvatore Dominic (2001), International Economics, John Wiley and Sons, New York, Chapters 1 to 10.
4. Gerald M. Meier, International Economics, The theory of Policy Oxford University Press.
5. Friedrich, International Economics Concepts and Issues International Student ed. McGraw Hill Kogakusha, Ltd.
6. Mordechai E. Kreinin, International Economics; A policy Approach; Harcourt Brace Jovanovich, Inc. New York.
7. Charles, E. Stanley: International Economics, Analysis and Issues, Prentice-Hall, Inc. Englewood cliffs. New Jerseys.
8. David Young : International Economics, Intertext Books, London.

**Paper II: Hind 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 15**

- (a) Documentation framework: Export and import documents
- (b) International business contracts: types, formation, elements, legal dimensions and dispute settlement

**Unit-II 15**

- (a) Foreign exchange regulations and formalities
- (b) Quality control and pre-shipment inspection - concept, schemes and procedures.

**PART B - Logistics**

**Unit-III 20**

1. Marketing and Logistic System Concepts, objectives and scope
2. International shipping and air transport Freight structure and practices

**Unit-IV** **20**

1. Indian shipping and air transport; a Freight structure and practices: problems and policies
2. Multimodal transport  
Government of India Ministry of surface. Transport Multimodal Act - 1993.
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** **30**

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 :**

1. Paras Ram, Export: What, Where and How, Anupam Publishers, Delhi-1995.
2. Government of India; Handbook of Import and Export, Procedure
3. H.B. Desai, Indian Shipping perspectives, Anupam Publications, Delhi-1988.
4. Brij Mohan; Working paper, IIFT
5. IIFA Report - freight, Tariff and Practices of shipping.
6. IIFT Report : System Approach to carriage & shipment of Export Cargo.
7. India Shipping - Planning Commission Report for Perspective year 2000. Ch. 1,2,8,9,10,11,13.
8. Multimodal Transport - Govt. of India : Min of surface Transport Multimodal Act of India 1993.
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.
11. Lew, Julion D.M. and Clive Stanbrook (eds) International Trade Law & Practice (Euromoney Pub., London, 1983).
12. Hearn, Patric, International Busines Agreement (Grower, 1981).

**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** **16**

1. International Marketing: conceptual framework
2. International Marketing Environment: major components and their analysis

**Unit - II** **16**

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** **26**

5. International pricing policies and decisions
6. Distribution strategy: channels and logistics

**Unit - IV** **21**

7. Promotional strategies for international markets
8. Role of international marketing information system in decision making.

**Unit - V** **21**

9. Organisational and control aspects of international marketing
10. Counter-trade as a marketing strategy.

### **Suggested Reading :**

1. Kotler Philips, Marketing Management, Edu. Prentice Hatt of India, New Delhi.
2. Curlift Still and Govoni, Fundamentals of Modern Marketing Prentice Hall of India, New Delhi 1985.
3. Cateora, Philip, International Marketing, Richaid D. Irwm, 1987.
4. Terpestra, Ivern. International Marketing Dryden Press, 1987.
5. Kirpalani, V. H. International Marketing Prentice Hall, 1984.
6. Czinkota Michael R. (Ed.) Export Promotion of the public and Private Sector interaction, Praeger, U.S.A.
7. Penelope Harti and - Thunbeg & Morris H. Grawford (ed.): Govt. for Exports, Lexington Books, D.C. Heath and Company Lexinmgton, Massachusetts, Toronto.
8. Khurana. P.K.: Export Management. Galgotia Publishing Company New-Delhi.
9. M. L. Verma : Foreign Trade Management in India, Vikas Publication.
10. B. Bhattacharyya: Export Marketing. Strategies for Success A Primer for India Managers Global Business Press, New Delhi.

### **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 European 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:**

1. Shapiro Alan C. (2003), Multinational Financial Management, John Wiley and Sons U.S.A. Chapters 2,3,4,10, 11, 18.
2. Seth A. K. (2004), International financial Management, Galgotia Publishing Company, WEA, Karol Bagh, India, Chapters, 2,3,10,11,6,7, 12, 13, 14.
3. Pilbeam Keith (2001), International Finance, Macmillan Press Ltd., London U. K., Chapters 1, 2,6,9.
4. Apte P.G. (1998), International Finance Management, Tata McGraw Hill Publishing Company, India. Chapters 3,4,6, 7, 11, 12, 13, 14.
5. Maurice Levi, International Finance, Mcgraw Hill, 1984.
6. Geral G. Gray and Robert W. Kohb, International Finance, Concept and Issues, Robert F. Daune, 1983.
7. Ingo Waters, and Trac Miurray (ed.). Handbook of internaional Busines John, Wiley and Sons, New York.
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 the 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:

1. Etzel, Michael J., Walker, Bruce and William J. Stanton, *Fundamentals of Marketing*, 11th edition, McGraw Hill Publishing Co., New York, 1999.
2. Armstrong, Gary and Philip Kotler, *Marketing: An Introduction*, Pearson Education Asia, 2000.
3. Ray, Michael L., *Advertising and Communication Management*, Prentice Hall, Inc.
4. Wright, Winter and Zeigter, *Advertising* Fifth Edition, Tata McGraw Hill Publishing Co. Ltd.

## PAPER II: 2nd Year Advertising

### 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:

1. Sandage, C. H., Vernon Fly Burger and Kim Rotzoll, *Advertising Theory and Practice*, Eleventh Edition, Richard D. Irwin INC., All India Traveller Book Seller Delhi.
2. Dunn, S. Watson and Arnold M. Barban, *Advertising - Its Role in Modern Marketing*, Fifth Edition, CBS College Publication, New York
3. Mandell, Maurice I., *Advertising* Fourth Edition, Prentice-Hall of India Ltd., New Delhi.
4. Dirksen, Charles I. and Arthur Kroeger, *Advertising Principles, Problems and Cases* Fifth Edition, Richard D. Irwin Inc., Homewood: Illinois
5. Kleppner, Otto, *Advertising Procedure*, Eighth edition, Prentice-Hall of India Ltd., New Delhi.
6. Wright, Winter and Zeigler, *Advertising* Fifth Edition, Tata McGraw Hill Publishing Co. Ltd.
7. Vanden, Bruce G. Bergh and Helen Katz, *Advertising Principles - Choice, Challenge Change*, NTC Business Books, Lincoln wood Illinois USA.
8. Kuegler, Thomas J., *Web Advertising and Marketing*, Third Edition, Prentice-Hall of India Pvt. Ltd., New Delhi.

### **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 anent aspects of sales maaagement.

#### **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:**

1. Still, Richard R., Edward W. Cundiff and Norman A. P. Govoni, *Sales Management: Decision Strategies and Cases*, 5th edition, Prentice Hall of India Ltd., New Delhi.

2. Rusell, F. A. Beach and Richard H. Buskirk, *Selling: Principles and Practices*, 11th edition, McGraw Hill Inc., 1982.
3. Stanton, William J., Richard H. Buskirk and Rosann Spiro, *Management of the Sales force*, Richard D. Irwin/McGraw - Hill, 1999.
4. Futrell, Charles, *Sales Management: Behaviour, Practices and Cases*, The Dryden Press, 1981.
5. Pedesson, Charles A. Wright, Milburn d.. And Weitz, Barton A., *Selling: Principles and Methods*, 8th edition, Richard, Irvin, 1984

## **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:**

1. Blattberg, Robert C and Scott A. Neslin,. *Sales Promotions: Concepts, Methods and Strategies*. New Jersey: Prentice Hall, 1990.
2. Cummins, J., and R. Mullins, *Sales Promotions*, 3rd Ed. London: Kogan Page, 2002.
3. Ulanoff, S.M. *Handbook of Sales Promotions*. New York: McGraw Hill, 1985.
4. Still, R., E.W. Cundiff and N. A. P. Govoni, *Sales Management: Decision Strategies and Cases*, 5th Ed. New Delhi: Prentice Hall of India Ltd., 1999.
5. Quelch, J.A. *Sales Promotions Management*, New Jersey: Prentice Hall, 1989.
6. Kotler Philip, *Marketing Management*, 11th Ed. New Delhi: Prentice Hall of India, 2002.
7. Patel, J. S.K. *Salesmanship and Publicity*, Sultan Chand & Sons, N. Delhi.



## **OFFICE MANAGEMENT & SECRETARIAL PRACTICE**

### **PAPER -I Ist 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)**

8. Nature, need and kinds of a letter, qualities of an effective business letter. (4 Lectures)
9. Structure and layout of a business letter. (4 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 :**

1. Lesikar, R.V. and Pettit, J.D., JR, *“Business Communication, Theory ana Application.* Richard D.irwin, INC. Homewood, Illinois 60430.
2. Lesikar, R.V. and Pettit, J.D., JR & Flatley, M.E., Lesikar’s *“Basic Business Communication “*, Tata McGraw - Hill.
3. Murphy, Herta A. & Hide brandt, Herbert W. *“Effective Business Communications”*, Tata McGraw-Hill.
4. Moni P Pally, M.M, *“ Business Communication Strategies”*, Tata McGraw Hill Publishing Company Ltd.
5. Pal Rajendra & Korlahalli, J.S., *“Essentials of Business Communication”* Sultan Chand & Sons.
6. Pal Rajendra & Korlahalli, J.S., *“Essentials of Organisational Communication”*, Sultan Chand & Sons.
7. Ramesh, M.S. and Pattanshetti, C.C., *“Business Communication”*, R. Chand & Co.
8. Sinha, K.K, *“Business Communication”*, Galgotia Publishing Company.
9. Sharma, R.C and Mohan, Krishna, *“Business Correspondence and Report Writing”*, Tata McGraw- Hill.
10. Taylor, Shirley, *“Modern Business Letters”*, Financial Times Pitman Publishing.

## 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.

(6 Lectures)

##### 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.

(7 Lectures)

##### 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 Lectures)

3.2 Inward and outward mail - receiving, sorting, opening, recording, making, distributing, folding of letters sent, maintenance of peon book, dispatching, courier services.

(4 Lectures)

#### 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.

(2 Lectures)

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.

(2 lectures)

#### Unit-II (25 Lectures)

##### 5. Modern Office Equipments

5.1 Modern 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 :

1. Leffingwell & Robbinson : *Text book of office Management*. Tata McGraw Hill Publishing Co. Ltd. 3rd reprinted Edn. 1982.
2. Terry, George R: *Office Management and Control*.
3. Mills G and Standingford 0 : *Office organization and method*, 2nd Edn. Pitman; 1971.
4. Ghosh, Evam Aggarwal : *Karyalaya Prabandh*, Satvaan Sanskaran.
5. Ghosh, P. K. : *Office Management*, Sultan Chand& Sons.
6. Duggal, B : *Office Management & Commercial Correspondence*, I Edn. 1989, Kitab.

#### Mahal

7. Raman, Raja : *Fundamentals of Computer*, II Edn, Prentice Hall Hill Pub.Ltd.
8. Arora, S.P., "Office Organisation and Management" Vikas Publishing House Pvt. Ltd.
9. Chopra R. K." Office Management", Himalaya Publishing House".
10. Bhatia, R.C.- Office Management - Golgotia Publishers, K. Bagh.

## PAPER II: IInd Year Office Management & Stenography

### Stenography (English) PART II

#### Objective:

The main pinpose 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 :

1. Pitman, Isaac: *Pitman's Shorthand Instructor*. A H Wheeler Publications.
2. Thorpe, E and Kuthiala, O.P. : *You too can write 200 wpm and above*, Pitman SS Publications.
3. Pitman, Isaac: *The New Phonographic Phrase Book*, 17th Edn, 1996, Wheeler Publications.
4. Hynes James: *The Practical Phraser*, I Edn. 1979, Wheeler Publications.
5. Aiyar, K.S. : *Reporter's Phrase Book*", 7th Indian Reprint, 1994. A H Wheeler Publications.
6. Kuthiala, O. P. : *Pitman Letter Writing* -Part I, II & III, Pitman S S Publications.
7. Bhatia, R.C., " Principles of Short-hand Theory", G.Lal & Co.

### 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 (10 Lectures)

#### 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 (25 Lectures)

#### 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 (25 Lectures)

#### 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 (25 Lectures)

#### 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 (15 Lectures)

#### 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 :

1. Pitman, Isaac: *Pitman's Shorthand Instructor*. Wheeler Publications.
2. Thorpe, E and Kuthiala, O.P. : *You too can write 200 wpm and above*. Pitman SS Publications.
3. Pitman, Isaac: *The New Phonographic Phrase Book*, 17th Edn., 1996, Wheeler Publications.
4. Hynes James: *The Practical Phraser, I Edn.* 1979, Wheeler Publications.
5. Aiyar, K.S. : *Reporter's Phrase Book*", 7th Indian Reprint, 1994. A H Wheeler Publications.
6. Ghosh, P.K.: *Secretarial Practice and Office Management*'.
7. Jain and Dugar, "Secretarial Practices.
8. Principles of Shorthand Theory - Bhatia, R.C. (G. Lal & Son).
9. Shorthand 10 years- Question Paper, Bhatia, R.C.
10. "Graded Dictation" by Kuthiala O.P. Pitman S.S. Publications, 12/26, East Patel Nagar.
11. Magazines for speed practice:  
(i) Progressive Shorthand  
(ii) Naresh Gupta's Magazine  
(iii) Pitman's Shorthand  
S.S. Publication
12. Kuthiala, O.P., 2000 Common Words.
13. Bhatia, R.C. "English shorthand theory" Arya Book Depot.

### 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

(10 Lectures)

#### 1. Computer: An introduction

(2 Lecture)

##### 1.1 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.

##### 1.2 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, otype, 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: (10 Lectures)  
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, im-  
porting TALLY data from existing database. Creating Inventory  
Records, Voucher Entry, Summarization, Reports, Ratio Analysis,  
Exporting data.

**Suggested books for reading :**

1. Sinha, P K, "Computer Fundamentals - Concepts, System & Application", BPB Publications.
2. Raja Raman, V, "Fundamentals of Computer" II Edn, Prentice Hall Pvt. Ltd.
3. Weisskopf, Gene, "The ABCs of MS - Office", BPB Publications.
4. Harly Hahn, "The Internet - Complete reference", H Edn, Tata McGraw Hill Pub. Ltd.
5. Douglas E. Comer, "Complete Networks & Internet II Edn, Pearson Edu. Asia Pvt. Ltd.
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:

1. Dr. Vinod K. Singhanian and Monika Singhanian, *Student's Guide to Incometax (including Sales Tax)*, Taxmann Publications Pvt. Ltd., Delhi, Latest edition.
2. Mahesh Chandra & D.C. Shukla, *Income-tax and Sales Tax*, Pragati Publication, Latest edition.
3. Girish Ahuja & Dr. Ravi Gupta, *Systematic Approach to Income Tax & Sales Tax*, Bharat Law House, Delhi, Latest edition.
4. V.S. Datey, *Indirect tax Law and practice*, Taxmann Publications Pvt. Ltd., Delhi, Latest edition.
5. Dr. Sanjeev Kumar, *Systematic Approach to Indirect Taxes*, Latest edition.
6. V. S. Datey, *Central Sales Tax*, Taxmann Publications Pvt. Ltd., Delhi, Latest edition.
7. S. S. Gupta, *Service Tax - How to meet your obligation*, Taxmann Publications Pvt. Ltd., Delhi, Latest edition.
8. Dr. Vinod K. Singhanian, *Element of Service Tax*, Taxmann Publications Pvt. Ltd., Delhi, Latest edition.

#### 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.*

## PAPER - II : IInd Year, Income Tax Law

### 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 :

1. Dr. Vinod K. Singhania and Monika Singhania, *Student's Guide to Incometax (including Sales Tax)*, Taxmann Publications Pvt. Ltd., Delhi, Latest edition.
2. Dr. Vinod K. Singhania and Dr. Kapil Singhania, *Direct Tax Law and Practice*, Taxmann Publications Pvt. Ltd., Delhi, Latest edition.
3. Mahesh Chandra & D.C. Shukla, *Income-tax and Sales Tax*, Pragati Publication, Latest edition.
4. H.C. Mehrotra, *Income-tax Law*, Sahitya Bhawan, Agra, Latest edition.
5. Girish Ahuja & Dr. Ravi Gupta, *Systematic Approach to Income Tax & Sales Tax*, Bharat Law House, Delhi, Latest edition.
6. Pagare, Dinkar, *Law and Practice of Income Tax*, Sultan Chand & Sons, New Delhi, Latest edition.

### 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.

### CourseContents:

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)

4. Penalties & Prosecutions: Procedure for imposing penalties, waiver of penalty, nature of default and penalties imposable. Search and seizures.

(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 :

1. Dr. Vinod K. Singhania and Monika Singhania, *Student's Guide to Incometax (including Sales Tax)*, Taxmann Publications Pvt. Ltd., Delhi, Latest edition.
2. Dr. Vinod K. Singhania and Dr. Kapil Singhania, *Direct Tax Law and Practice*, Taxmann Publications Pvt. Ltd., Delhi, Latest edition.
3. Mahesh Chandra & D.C. Shukla, *Income-tax and Sales Tax*, Pragati Publication, Latest edition.
4. H.C. Mehrotra, *Income-tax Law*, Sahitya Bhawan, Agra, Latest edition.
5. Girish Ahuja & Dr. Ravi Gupta, *Systematic Approach to Income Tax & Sales Tax*, Bharat Law House, Delhi, Latest edition.
6. Pagare, Dinkar, *Law and Practice of Income Tax*, Sultan Chand & Sons, New Delhi, Latest edition.

### 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 :

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 - IV : IIIrd YEAR Indirect Taxes - (Central Excise and Customer)**

### **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:**

1. V.S. Datey, *Indirect tax Law and practice*, Taxmann Publications Pvt Ltd., Delhi, Latest edition.
2. Dr. Sanjeev Kumar, *Systematic Approach to Indirect Taxes*, Latest edition.
3. Jain R. K., *Customs Tariff Act, Excise Tariff Act and their Manuals*. Centax Publications Ltd., New Delhi, Latest edition.

### **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

- Share Capital Requirement, Solvency of an Insurer, Shareholder Fund, General & Free Reserves.
- Premium, Theory of Rating, Premium Reserves, Cross and Net Business, Commission / Brokerage, Premium Tax / Stamp Duty.
- Claims, Claim Reserves, Claim Expenses, Claim Ratio, Management expenses.
- Insurance Funds & Investment, Taxation of Insurance Companies.

#### 5. Introduction to Under-writing & Claims

Lectures 20

- Acceptance of New Business, Procedure, Risk analysis & assessment, Risk Inspection, Risk Management.
- Preliminary Procedure, Investigation & Assessment, Surveyors & Loss assessors. In-house survey. Claims Documents, Arbitration, Limitation, Settlement of claims
- Loss Minimization, Recovery and salvage disposal.

#### References:

1. Black, K. and Skipper, H.D. “*Life and Health insurance*” 13th edition Pearson Education.
2. Crane, F. 6, “*Insurance Principles and Practices* John Wiley and Sons, New York (1980).
3. Desai, C. R. “*Life Insurance in India - Its History and Dimensions*”, Macmillan, India, 1973.
4. Dorfman, M. S., “*Introduction to Insurance*”, Prentice Hall, 1982.
5. Holyoake, J. and Weipers, W., “*Insurance*”, Institute of Financial Services, U. K. 2002.
6. Mehr, R. I., “*Fundamentals of Insurance*”, Irwin, 1986.

7. Mishra, M.N., *“Insurance Principles and Practice”* S. Chand & Co. Delhi, 2004.
8. Rejda, G.E., *“Principles of Risk Management and Insurance”* 8th Edition, Pearson Education.
9. Vaughan, E. J. and Vaughan, T., *“Fundamentals of Risk and Insurance”*, 9th Edition, Wiley & Sons.
10. Elements of Insurance, D.S. Hansell.
11. Elements of Insurance, W. A. Dinsdale & D.C. Mac Murdie.
12. Madeen Law of Insurance in India-H.S. N. Murthy.
13. Insurance Theory and Practice - M.J. Mathew.

## **PAPER - II : IInd 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 Motor Vehicles Act, 1988/1998
- 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 Marine Insurance Act, 1963.
- The Carriage of Goods by Sea Act, 1923
- The Carriers Act, 1965.
- The Indian Stamp Act, 1899.
- Exchange Control Regulations / FEMA, 1999 (The Foreign Exchange Management)
- The Consumer Protection Act, 1986.
- The Office of Insurance Ombudsman
- Other Relevant Acts.

4. THE IRDA (Licensing of Insurance Agents) Regulations, 2000 & The IRDA (Insurance Brokers) Regulations, 2002. The IRDA (Third party Administrators - Health Services), Regulations, 2001 & The Insurance Surveyors & Loss Assessors (Licensing, Professional Requirements and Code of Conduct) Regulations, 2000.

**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.
2. The IRDA Act, 1999, Taxman Publication.
3. The Motor Vehicles Act, 1998, Taxman Publication.
4. The Workmen's Compensation Act, 1923, Taxman Publication.
5. The Contract Act, 1872, Taxman Publication.
6. Marine Insurance Act, 1963, Taxman Publication.
7. The Carriage of Goods by Sea Act, 1923, Taxman Publication.
8. The Carriers Act, 1965, Taxman Publication.
9. The Indian Stamp Act, 1899, Taxman Publication.
10. The Consumer Protection Act, 1986, Taxman Publication.
11. The workman compensation Act, 1923.
12. The Public Liability Act, 1991.

**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:**

3. Black, K. and Skipper, H.D. “*Life and Health Insurance*” 13th edition, Pearson Education.
4. Dorfman, M. S., “*Introduction to Insurance*”, Prentice Hall, 1982.
5. Holyoake, J. and Weipers, W., “*Insurance*”, Institute of Financial Services, U.K. 2002.
6. Mehr, R. J., “*Fundamentals of Insurance*”, Irwin, 1986.
7. Mishra, M.N., “*Insurance Principles and Practice*” S. Chand & Co. Delhi, 2004.
8. Rejda, G.E., “*Principles of Risk Management and Insurance*” 8th Edition, Pearson Education.
9. Publication of Insurance Institute of India, Mumbai.



**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:**

1. Black, K. and Skipper, H.D. "*Life and Health insurance*" 13th edition, Pearson Education.
2. Crane. F. 6, "*Insurance Principles and Practices*", John Wiley and Sons. New York (1980).
3. Desai, C.R. "*Life Insurance in India - Its History and Dimensions*", Macmillan, India, 1973.
4. Dorfman, M.S., "*Introduction to Insurance*", Prentice Hall, 1982.
5. Holyoake, J. and Weipers, W., "*Insurance*", Institute of Financial Services, U.K. 2002.
6. Mehr, R.I., "*Fundamentals of Insurance*", Irwin, 1986.
7. Mishra, M.N., "*Insurance Principles and Practice*" S. Chand & Co. Delhi, 2004.
8. Rejda, G.E., "*Principles of Risk Management and Insurance*" 8th Edition, Pearson Education.
9. Vaughan, E.J. and Vaughan, T., "*Fundamentals of Risk and Insurance*", 9th Edition, Wiley & Sons.
10. Publications of Insurance Institute of India, Mumbai.