

## Pool of Ability Enhancement Courses (AEC)

First Year		Second Year	
Semester-I (AEC-1)		Semester-III (AEC-3)	
Course Code	Nomenclature of Course	Course Code	Nomenclature of Course
B-AEC-101	English-I	B-AEC-301	English-III
B-AEC-102	हिंदी -1	B-AEC-302	हिंदी -2
B-AEC-103	संस्कृत -1	B-AEC-303	संस्कृत -2
Semester-II (AEC-2)		Semester-IV (AEC-4)	
Course Code	Nomenclature of Course	Course Code	Nomenclature of Course
B-AEC-201	English-II	B-AEC-401	English-IV
B-AEC-102	हिंदी -1	B-AEC-402	हिंदी -3
B-AEC-103	संस्कृत -1	B-AEC-403	संस्कृत -3
The students of 1 <sup>st</sup> year will study AEC-1 in English language in any of the semester i.e. I or II. The AEC-2 may be selected in any of the language i.e. Hindi, English, Sanskrit		Students will opt for one AEC-4 from the pool in this category offered by Department/Institute/College. AEC in other Modern Indian languages (MILs) after getting approval from the university	

  
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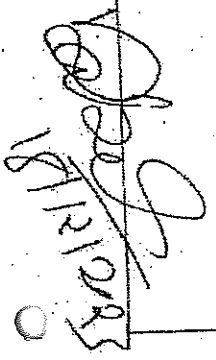
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### Pool of Skill Enhancement Courses (SEC)

Semester -1		Semester -2		Semester -3	
Course Code	Nomenclature of Course	Course Code	Nomenclature of Course	Course Code	Nomenclature of Course
B-SEC-101	Office and Spreadsheet Tools	B-SEC-201	Digital Marketing	B-SEC-301	Tour and Travel Management
B-SEC-102	Accounting through Tally	B-SEC-202	Food and Beverage Services	B-SEC-302	Health Care Management & First Aid Training
B-SEC-103	Business Communication	B-SEC-203	Vedio Mathematics	B-SEC-303	Catering skills
B-SEC-104	Office Management	B-SEC-204	Renewable Energy Sources	B-SEC-304	Proficiency in German-III
B-SEC-105	Stock Market Operations	B-SEC-205	Typing Shorthand in Hindi	B-SEC-305	Proficiency in French-III
B-SEC-106	Cyber Security	B-SEC-206	Web Designing and Development	B-SEC-306	Proficiency in Russian-III
B-SEC-107	Financial Literacy	B-SEC-207	Proficiency in German-II	B-SEC-307	Indian Cuisine
B-SEC-108	Typing Shorthand in English	B-SEC-208	Proficiency in French-II	B-SEC-308	Waste Management Techniques
B-SEC-109	Proficiency in German-I	B-SEC-209	Proficiency in Russian-II	Students will opt for one SEC from the pool in this category offered by the Department/Institute/College. Department/Institute/College can add more SEC in the pool after getting approval from the University.	
B-SEC-110	Proficiency in French-I	B-SEC-210	Computer Hardware Maintenance		
B-SEC-111	Proficiency in Russian-I	B-SEC-211	IT Return Filing		
Students will opt for one SEC from the pool in this category offered by the Department/Institute/College. Department/Institute/College can add more SEC in the pool after getting approval from the University.		B-SEC-212	Textile Coloring and Designing		
		B-SEC-213	Translation English-Hindi		
		B-SEC-214	Content Writing		

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**Pool of Skill Enhancement Courses (SEC)**

Students will opt for one SEC from the pool in this category offered by the Department/Institute/College. Department/Institute/College can add more SEC in the pool after getting approval from the University.

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## Pool of Value Added Courses (VAC)

		First Year				Second Year			
		VAC-1		VAC-2		VAC-3		VAC-4	
Course Code	Nomenclature of Course	Course Code	Nomenclature of Course	Course Code	Nomenclature of Course	Course Code	Nomenclature of Course	Course Code	Nomenclature of Course
B-VAC-101	Human Values and Ethics	B-VAC-201	Constitutional Values and Fundamental Duties	B-VAC-301	Environmental Studies	B-VAC-401	Climate Change		
B-VAC-301	Environmental Studies	B-VAC-202	Yoga and Meditation	B-VAC-101	Human Values and Ethics	B-VAC-402	Ecology and Literature		
		B-VAC-203	Panchkosha Holistic Development of Personality			B-VAC-403	Women Rights and Community		
		B-VAC-204	Culture History of Haryana			B-VAC-404	Indian Traditional Sports		
		B-VAC-205	Ayurveda and Nutrition			B-VAC-405	Gurukul Tradition and Philosophy of Bhagat Phool Singh		
		B-VAC-206	Intellectual Property Rights			B-VAC-406	Sustainable Development Goals		
		B-VAC-207	Indian Heritage & Civilization			B-VAC-407	Universal Human Values		
		B-VAC-208	Indian Knowledge System			B-VAC-408	Life Skills from Bhagwat Gita		
		B-VAC-209	Artificial Intelligence						
		B-VAC-210	Disaster Management						
50% of students of 1st semester		Students will opt for one VAC course				The students, who have taken			
						Students will opt for one VAC course from the pool in this category offered by Department/ College/ Institute. Department/ College/ Institute can offer any other value added course after getting			

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**Pool of Value Added Courses (VAC)**

<p>of Department/ College/Institute will be offered a course on Human Values and Ethics and the remaining 50% will be offered course on Environmental Studies.</p>	<p>from the pool in this category offered by Department/ College/ Institute. Department/ College/ Institute can offer any other value added course after getting approval from the University</p>	<p>Human Values and Ethics course in the I<sup>st</sup> semester, will study a course on Environmental Studies and vice-versa</p>	<p>approval from the University</p>
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# English-I

Course Code: B-AEC-101

**Total Credits: 2**

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1 - 1 - 0

**External Theory Marks: 35**

**Internal Assessment Marks: 15**

**Time allowed: 1:30 hrs**

## **Course outcomes:**

CO1: Learners understand the structure of language and how language varies over time, across social situations and social groups.

CO2: To be proficient in articulating thoughts and communicating ideas in English language.

CO3: To participate in debates and discussions where ideas are tested and sharpened and honing the skill of public speaking.

CO4: Student should be able to effectively use English language to meet professional and personal goals and hold meaningful conversations.

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## **Unit – I**

- Speech Sounds in English Language.
- Accent, Rhythm and Intonation
- What is Listening & types of Listening.
- Barriers to Listening.
- Story-based method and task-based method.

## **Unit – II**

- What is Speaking?
- Different contexts of Speaking.
- Learning language as a skill:
  - i. Pronouncing new sounds
  - ii. Selecting vocabulary items
  - iii. Producing grammatical structures
  - iv. Using devices for managing conversations
- Developing spoken skills through exposure and use.
- Integrating skill learning and natural-learning

### Recommended Readings:

1. Anderson, Anne and Tony Lynch. *Listening*. Oxford: OUP, 1988. Print.
  2. Field, John. *Listening Comprehension*. London: Macmillan, 1983. Print.
  3. Geddes, Marion. *How to Listen*. London: BBC, 1988. Print.
  4. Ur, Penny. *Teaching Listening Comprehension*. Cambridge: CUP, 1984. Print.
  5. Scarborough, David. *Reasons for Listening*. Cambridge: CUP, 1984. Print.
  6. Bialystock, E. *Communication Strategies*. Oxford: Basil Blackwell, 1990. Print.
  7. Noalsco, Rob and Lois Arthur. *Conversations*. Oxford: OUP, 1987. Print.
  8. Pattison, P. *Developing Communication Skills*. Cambridge: CUP, 1987. Print.
  9. Rivers, W.M. *Communicating Naturally in a Second Language*. Cambridge: CUP, 1983. Print.
  10. Widdowson, H.G. *Aspects of Language Teaching*. Oxford: OUP, 1990. Print.
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### Instructions for External Theory Paper Setter/Examiner:

**Note: The paper must be strictly according to the prescribed syllabus.**

The question paper shall be of 35 marks (Unit I of 18 marks and unit II of 17 marks each) and must be strictly according to the prescribed syllabus. The question shall be set on all units covering all the topics and providing sufficient choice to the examinee. The questions may have sub-parts.



Bhagat Phool Singh Mahila Vishwavidyalaya, Khanpur Kalan

SCHEME AND SYLLABUS OF HINDI FOR 4-YEAR UNDERGRADUATE PROGRAMME  
(MULTI-DISCIPLINARY) W.E.F. 2024-25

3 Year Undergraduate Multi Discipline Program (HINDI) Syllabus, Semester-2

Course(B-AEC- 102)		Session 2024-2025	
Subject- 2ND Semester		हिंदी -I Course Code-B-AEC- 102	
Level of the course	100-199		
Credits	Theory-2	Tutorial -0	Total-3
Contact Hours	2 per week	0-per week	2 per week
Suggested Evaluation Method			
Total Marks: 50	50		
Internal Assessment: 15 Marks	Class Participation	04	
	Seminar/Presentation/Assignment/Quiz/Class Test etc.	04	
	Mid Term Exam:	07	
Term-End Examination. (External) 35 Marks	35		
<b>हिंदी -1</b> COURSE CODE: B-AEC- 102			
कुल क्रेडिट 02			कुल अंक: 50
समय = 1.5 घंटे			आंतरिक मूल्यांकन: 15
			बाह्य मूल्यांकन: 35
<b>पाठ्यक्रम परिणाम</b>			
CO1 रोजगार एवं व्यवसाय के क्षेत्र में हिंदी को प्रतिष्ठित करना होगा।			
CO2 हिंदी भाषा के मानक रूप को प्रतिष्ठित करना होगा।			
CO3 अंतरराष्ट्रीय स्तर पर हिंदी की पहचान करनी होगी।			
CO4 हिंदी भाषा के माध्यम से राष्ट्रीयता का भाव उत्पन्न करना होगा।			
<b>इकाई 1:-</b>			
अनुवाद का अर्थ, परिभाषा और स्वरूप			
अनुवाद; कला, विज्ञान और शिल्प			
अनुवाद का महत्त्व			

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### अनुवादक के गुण

### अनुवाद की चुनौतियां

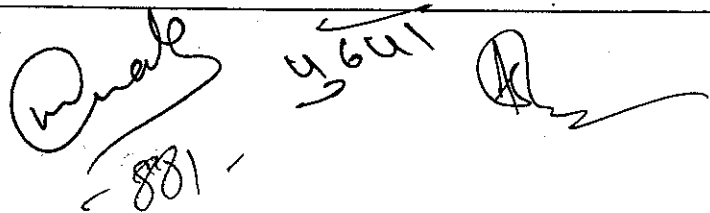
अनुवाद के प्रकार: शब्दानुवाद, छायानुवाद, व्याख्यानुवाद, आशुनुवाद  
अनुवाद में कंप्यूटर की भूमिका

### इकाई 2:- प्रयोजनमूलक हिंदी और अनुवाद

- प्रयोजनमूलक हिंदी और अनुवाद की भूमिका
- सीरियलों का हिंदी अनुवाद
- कार्यालय में प्रयुक्त हिंदी अनुवाद
- बैंकिंग साहित्य का हिंदी अनुवाद
- डबिंग क्षेत्र में हिंदी अनुवाद
- हिंदी साहित्य का अन्य भाषाओं में अनुवाद
- अनुवाद के क्षेत्र में रोजगार की संभावनाएं

### सहायक ग्रंथ सूची

- डॉ सुरेश सिंघल: अनुवाद सिद्धांत एवं व्यवहार, अभिनव प्रकाशन, दिल्ली 6
- डॉ० पूरनचंद टंडन, प्रयोजनमूलक हिंदी और अनुवाद, किताब घर, नई दिल्ली - 2
- वृहत पारिभाषिक शब्द-संग्रह, मानवीकी खंड दो, वैज्ञानिक एवं तकनीकी शब्दावली आयोग, केंद्रीय हिंदी निदेशालय तथा समाज कल्याण मंत्रालय, भारत सरकार।
- डा० हरिश्चंद्र वर्मा, भाषा और भाषा विज्ञान, लक्ष्मी पब्लिशिंग हाउस, रोहतक।
- डॉ हरिश्चंद्र वर्मा, शुद्ध लेखन और हिंदी का मानक रूप, विद्या भारती संस्कृति शिक्षा संस्थान, कुरुक्षेत्र हरियाणा।
- [www.encyclopedia.centre.com](http://www.encyclopedia.centre.com)
- [www.wikipedia.com](http://www.wikipedia.com)
- [www.culturepedia.com](http://www.culturepedia.com)
- [www.archive.org\(hindi shabd sagar\)](http://www.archive.org(hindi shabd sagar))

  
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Bhagat Phool Singh Mahila Vishwavidyalaya, Khanpur Kalan

SCHEME AND SYLLABUS OF HINDI FOR 4-YEAR UNDERGRADUATE PROGRAMME  
(MULTI-DISCIPLINARY) W.E.F. 2024-25

**आवश्यक निर्देश:-**

- इकाई एक में से चार प्रश्न दिए जाएंगे जिसमें से विद्यार्थी को तीन करने होंगे, कुल अंक 15 होंगे।
- इकाई 2 में से चार प्रश्न पूछे जाएंगे, जिसमें से विद्यार्थी को तीन के उत्तर देने होंगे। कुल अंक 15 होंगे।
- समस्त पाठ्यक्रम में से विद्यार्थी को पांच बहुविकल्प प्रश्नों के उत्तर देने होंगे, प्रत्येक प्रश्न एक अंक का होगा।

Course(B-AEC-302 )		Session 2024-2025	
Subject- 3rd Semester		हिंदी -I Course Code-B-AEC-302	
Level of the Course	100-199		
Credits	Theory-2	Tutorial -0	Total- 3
Contact Hours	2 per week	0-per week	2 per week
<b>Suggested Evaluation Method</b>			
Total Marks: 50	50		
Internal Assessment: 15 Marks	Class Participation		04
	Seminar/Presentation/Assignment/Quiz/Class Test etc.		04
	Mid Term Exam:		07
Term-End Examination. (External) 35 Marks	35		

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**Bhagat Phool Singh Mahila Vishwavidyalaya Khanpur Kalan**  
**CURRICULUM OF BACHELOR OF ARTS IN SANSKRIT**

**Semester- 1**

Course Nomenclature: संस्कृत भाषा एवं भारतीय संस्कृति-बोध /1

Course Code : B-SKT→AEC1-103

**Total Credits : 2**

**L-T-P**

**2-0-0**

**External Theory Marks:35**

**Internal Theory Marks:15**

**Time Allowed: 1.5 Hours**

**Course Outcomes:** छात्रों को भारतीय ज्ञान-परम्परा,सभ्यता एवं संस्कृति का बोध होगा तथा विद्यालय संबन्धी व्यावहारिक शब्दों/पक्षियों/खद्यान्तों आदि के संस्कृत नाम का प्रता चलने से उनका शब्दकोश समृद्ध होगा। श्लोकों के शुद्ध लेखन एवं पठन के माध्यम से वे जीवन के आदर्शों/ मूल्यों को समझते हुए श्रेष्ठ कर्मों की ओर अग्रसर होंगे।

**Unit -I**

1. भारतीय संस्कृति का वृहत् इतिहास (भाग -1) लेखक -डॉ० एस. एल. नागोरी 7अंक  
(पाठ-1, भारतीय संस्कृति का रूप)  
सारांश/वर्णन विषय पर आधारित प्रश्न।

**Unit -II**

2. भारतीय संस्कृति का वृहत् इतिहास (भाग -1) लेखक -डॉ० एस. एल. नागोरी 7अंक  
(पाठ-2, वर्णाश्रम व्यवस्था )  
सारांश/वर्णन विषय पर आधारित प्रश्न

**Unit -III**

- 3.(क) संस्कृत में विद्यालय संबन्धी वस्तुओं के नाम। 4अंक  
कलासरुम, मेज, कुर्सी, बेंच(पुस्तक रखने की), बेंच(बैठने की)  
बैग, किताब, कलम, टीचर, अलमारी, अध्यापिका, शूज, कमरा, खिड़की,  
पंखा, इन्स्पेक्टर, डॉक्टर, कम्प्यूटर, कंघी, रजिस्टर, कॉपी, झाड़ू, कॉलेज,  
स्कूल, यूनिवर्सिटी, किवाड़, गेट, मेन गेट, कैंची, गेट कीपर, पियन, वलक,  
मैदान, गेंद, फुटबाल, घण्टा, चपरासी, चॉक, चांसलर, झाड़ू, टाइमटेबल, दरी, निब  
प्रिंसिपल, फाउण्टेन पेन, दरी, फीस, फाइल, यूनिफॉर्म, दीवार घड़ी, एंशी, सहपाठी।

(ख) संस्कृत में पक्षियों के नाम।

कोयल, कौआ, चील, बगुला, मोर, मुर्गी, तोता, पतंगा, राजहंस, चमगादड़ 3अंक

गौरैया, कबूतर, उल्लू, बटेर, हंस, गरुण, चकवा, मैना, बतख, पक्षी।

**Bhagat Phool Singh Mahila Vishwavidyalaya Khanpur Kalan**  
**CURRICULUM OF BACHELOR OF ARTS IN SANSKRIT**

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**Unit -IV**

- 4.(क)संस्कृत में पाश्चात्य खाद्यान्नों के नाम। 7अंक  
चिप्स, चाकलेट, स्नैक्स, पिज्जा, बर्गर, सैंडविच, फूट जैम, आइसकीम,  
केक, बिस्किट, कोल्डड्रिंक, च्यूइंगम, कोल्डकॉफी, कॉफी पाउडर, सोडापानी।  
(ख)कण्ठस्थ किन्हीं दो श्लोकों का शुद्ध लेखन।

**Recommended Books/e-resources/LMS:**

1. भारतीय संस्कृति का वृहत् इतिहास (भाग -1) लेखक -डॉ० एस. एल. नागोरी।
2. वृहद् अनुवाद चन्द्रिका-चक्रधर नौटियाल, मोतीलाल बनारसी दास, दिल्ली 2003।

**प्रश्नपत्र-निर्माण के लिये निर्देश:-**

1. प्रश्न पत्र में कुल (5) प्रश्न दिए जाएं। प्रश्न पत्र के लिए कुल 35 अंक निर्धारित हैं। सभी प्रश्न समान अंक के होंगे अर्थात् प्रत्येक यूनिट से प्रश्न सात (7) अंको का होगा। प्रश्न-पत्र हल करने का समय डेढ़ (1.5) घंटे होगा।
2. प्रथम प्रश्न पाठ्यक्रम के चारों घटकों में निर्धारित विषयों के आधार पर बनाया जाए। यह प्रश्न अनिवार्य होगा। इसके अन्तर्गत लघूत्तर वाले विकल्परहित सात (7) प्रश्न पूछे जाएँ। प्रत्येक लघूत्तरात्मक प्रश्न एक अंक (1) का होगा।
3. द्वितीय, तृतीय, चतुर्थ तथा पंचम प्रश्न का निर्माण पाठ्यक्रम के प्रथम, द्वितीय, तृतीय, चतुर्थ घटक में निर्धारित विषय के आधार पर किया जाएगा। पाठ्यक्रम के प्रत्येक घटक से 50 प्रतिशत विकल्प के साथ ही परीक्षार्थी से प्रश्न पूछा जाएगा। प्रत्येक घटक से प्रश्न का उत्तर लिखने को कहा जाएगा।
4. परीक्षार्थी को प्रश्नोत्तर की भाषा के चयन हेतु हिन्दी/संस्कृत का विकल्प दिया जाएगा।

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Chairperson  
Date

## English-II

Course Code: B-AEC-201

**Total Credits: 2**

L - T - P

1 - 1 - 0

**External Theory Marks: 35**

Internal Assessment Marks: 15

Time allowed: 1:30 hrs

### Course outcomes:

CO1: Learn to comprehend and interpret discourses.

CO2: Learn to compose comprehensive and well-structured paragraphs.

CO3: Learn to utilize literary terms and vocabulary, critical methods, and various lenses of interpretation in their writing.

CO4: Learn the formatting and documenting conventions of the discipline.

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### Unit – I

- What is Reading?
- The purposes of Reading.
- Different kinds of Reading.
- Reading aloud and silent reading.
- Mechanics of reading.

### Unit – II

- What is writing?
- The basic Unit in writing.
- Form vs. Meaning.
- Language and thought.
- Types of writing.
- Functions of writing.
- Sub-skills of writing.

### Recommended Readings:

1. Britton James. *Teaching Writing*. In Davies, A. (ed.) *Problems of Language and Learning*. London: Heinemann, 1975. Print.
2. Byrne, Don. *Teaching Writing Skills*. London: Longman, 1979. Print.
3. White, Ron. *Teaching Written English*. London: George Allen and Unwin, 1980. Print.
4. CIEFL. *CDC Report*. 1989.
5. Doff, Adrian. *Teach English. A Training Course for Teachers. Trainer's Handbook*. Cambridge: CUP, 1988. Print.
6. Ghosh, R.N. and B.K. Das. "Teaching the Skills of English" in the *Methods of Teaching English*. Hyderabad: CIEFL, 1973. Print.
7. Grellet, Françoise. *Developing Reading Skills*. Cambridge: CUP, 1981. Print.

885-

8. Williams, Eddie. *Reading in the Language Classroom*. Hongkong: Modern English Publications, 1984. Print.
  9. Munby, J. *Communicative Syllabus Design*. Cambridge: CUP, 1978. Print.
  10. Webster, James. *Reading Matters. A Practical Philosophy*. London: McGraw-Hill Book Company (UK) Ltd, 1982. Print.
- 

**Instructions for External Theory Paper Setter/Examiner:**

**Note: The paper must be strictly according to the prescribed syllabus.**

The question paper shall be of 35 marks (Unit I of 18 marks and unit II of 17 marks each) and must be strictly according to the prescribed syllabus. The question shall be set on all units covering all the topics and providing sufficient choice to the examinee. The questions may have sub-parts.

**Bhagat Phool Singh Mahila Vishwavidyalaya Khanpur Kalan**  
**CURRICULUM OF BACHELOR OF ARTS IN SANSKRIT**

**Semester- 2**

Course Nomenclature: संस्कृत भाषा एवं भारतीय संस्कृति-बोध -2  
Course Code : B-SKT-AEC2 -203

**Total Credits : 2**  
**L-T-P**  
**2-0-0**

**External Theory Marks:35**  
**Internal Theory Marks:15**  
**Time Allowed: 1.5Hours**

**Course Outcomes:** छात्रों को भारतीय ज्ञान-परम्परा,सम्भ्यता एवं संस्कृति का बोध होगा तथा विविध खाद्य पदार्थों/ विविध प्रकार के रंगों के लिए प्रयुक्त होने वाले संस्कृत शब्दों का पता चलने से छात्रों का शब्द भण्डार बढ़ेगा। ईश्वर-स्तुति / प्रार्थनापासना मन्त्रों/श्लोकों के लेखन एवं पठन से भारतीय जीवन पद्धति एवं मूल्यों में उनका विश्वास दृढ़ होगा।

**Unit -I**

1. भारतीय संस्कृति का बृहत् इतिहास (भाग -1) लेखक -डॉ० एस. एल. नागोरी 7अंक  
(पाठ-3, पंच यज्ञ एवं संस्कार )  
सारांश/वर्ष विषय पर आधारित प्रश्न।

**Unit -II**

2. भारतीय संस्कृति का बृहत् इतिहास (भाग -1) लेखक -डॉ० एस. एल. नागोरी 7अंक  
(पाठ-4, प्राचीन भारत में नारी की स्थिति)  
सारांश/वर्ष विषय पर आधारित प्रश्न।

**Unit -III**

- 3.(क) भारतीय खाद्यान्नों/पकवानों के नाम संस्कृत में। 7अंक  
धान, आटा,चावल,मूँग,उड़द,गेहूँ, पूड़ी, रायता, इडली,सांभर,  
अचार,अण्डा, अमचूर,आटा, आलूटिक्की, कढ़ी,काफी,केक,खिचड़ी,पापड़,  
हलवा,फ्रूटजैम,खीर,गुड़,चटनी,चाय,चीनी,डबलरोटी,दहीबड़ा,दूध,दाल,नमक,  
तेल,पकवान,पनीर,पराठा,भात,मक्खन,मठरी,मुर्ब्बा,राजमा,लस्सी,समोसा  
सैंडविच,सेवई,सुबह का नाश्ता,मूँगफली,ग्रीन टी,प्याज,प्याज डोसा,रसम।

(ख) रंगों के नाम संस्कृत में।

लाल,हरा,नीला,पीला,नारंगी,काला, सफेद,बैंगनी,नारंगी,गुलाबी  
भूरा,आसमानी,गहरा लाल,गेहूँ,जैसा रंग,सुनहरा,चाँदी,केसरिया  
मिट्टी जैसा रंग,ग्रे,गहरा नीला,खाकी रंग,ताँबा,मैजेंटा।



Bhagat Phool Singh Mahila Vishwavidyalaya Khanpur Kalan  
CURRICULUM OF BACHELOR OF ARTS IN SANSKRIT

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Unit-IV

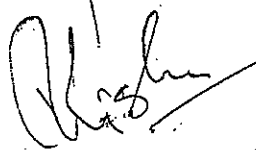
4. (क) कण्ठस्थ दो श्लोकों का शुद्ध लेखन। 7 अंक  
(ख) शांतिमंत्र, गायत्री मंत्र, महामृत्युंजय मंत्र लेखन एवं अनुवाद।

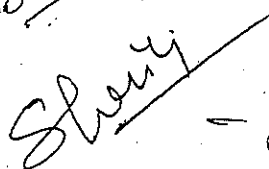
Recommended Books/e-resources/LMS:

1. भारतीय संस्कृति का वृहत् इतिहास (भाग -1) लेखक -डॉ० एस. एल. नागोरी
2. वृहद् अनुवाद चन्द्रिका-चक्रधर नौटियाल, मोतीलाल बनारसी दास, दिल्ली 2003।
3. वैदिक प्रेरण फॉर नॉलेज, पीस एंड कोएक्जिस्टेंस - प्रो० बी. बी. चौबे।

प्रश्नपत्र-निर्माण के लिये निर्देश:-

1. प्रश्न पत्र में कुल (5) प्रश्न दिए जाएं। प्रश्न पत्र के लिए कुल 35 अंक निर्धारित हैं। सभी प्रश्न समान अंक के होंगे अर्थात् प्रत्येक यूनिट से प्रश्न सात (7) अंकों का होगा। प्रश्न-पत्र हल करने का समय डेढ़ (1.5) घंटे होगा।
2. प्रथम प्रश्न पाठ्यक्रम के चारों घटकों में निर्धारित विषयों के आधार पर बनाये जाएँगे। यह प्रश्न अनिवार्य होगा। इसके अन्तर्गत लघूत्तर वाले विकल्परहित सात(7) प्रश्न पूछे जाएँगे। प्रत्येक लघूत्तरात्मक प्रश्न एक (1) अंक का होगा।
3. द्वितीय, तृतीय, चतुर्थ तथा पंचम प्रश्न का निर्माण पाठ्यक्रम के प्रथम, द्वितीय, तृतीय, चतुर्थ घटक में निर्धारित विषय के आधार पर किया जाए। पाठ्यक्रम के प्रत्येक घटक से 50 प्रतिशत विकल्प के साथ ही परीक्षार्थी से प्रश्न पूछा जाएगा। प्रत्येक घटक से प्रश्न का उत्तर लिखने को कहा जाएगा।
4. परीक्षार्थी को प्रश्नोत्तर की भाषा के चयन हेतु हिन्दी/संस्कृत का विकल्प दिया जाएगा।





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## English-III

Course Code: B-AEC-301

**Total Credits: 2**

L - T - P

1 - 1 - 0

**External Theory Marks: 35**

**Internal Assessment Marks: 15**

**Time allowed: 1:30 hrs**

### **Course outcomes:**

CO1: Developing an understanding of appropriate word forms and vocabulary.

CO2: Use a variety of accurate sentence structures meaningfully in written and oral form.

CO3: Developing students' ability to infer meaning.

CO4: Acquiring linguistic competence for employability.

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### **Unit – I**

The Verbal:

- Main Verbs and Auxiliaries
- Tense, Aspects, Voice
- Meanings of the Modal Verbs
- Multi-word-verbs

Adjectives

Adverbs

Sentence modifiers

### **Unit – II**

The Noun Phrase:

- Basic Noun Phrase
- Determiners: article features
- Pronouns and Case
- Relative clauses and other post modifiers.

The Prepositional Phrase

Basic Sentence

Compound and Complex Sentences

### **Recommended Readings:**

1. Greenbaum, S. *An Introduction to English Grammar*. Essex: Longman, 1991. Print.
2. Quirk, R. and S.Greenbaum. *A University Grammar of English*. London: Longman, 1973. Print.

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3. Leech, G. and J. Svartik. *A Communicative Grammar of English*. London: Longman, 1975. Print.
  4. Leech, G. *English Grammar Today*. London: The Macmillan Press, 1982. Print.
  5. Sinclair, J. *Collins Cobuild English Grammar*. New Delhi: Rupa & Co., 1990. Print.
  6. Greenbaum, S. *The Oxford English Grammar*. Oxford: OUP, 1996. Print.
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**Instructions for External Theory Paper Setter/Examiner:**

**Note: The paper must be strictly according to the prescribed syllabus.**

The question paper shall be of 35 marks (Unit I of 18 marks and unit II of 17 marks each) and must be strictly according to the prescribed syllabus. The question shall be set on all units covering all the topics and providing sufficient choice to the examinee. The questions may have sub-parts.

Bhagat Phool Singh Mahila Vishwavidyalaya, Khanpur Kalan

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SCHEME AND SYLLABUS OF HINDI FOR 4-YEAR UNDERGRADUATE PROGRAMME (MULTI-DISCIPLINARY) W.E.F. 2024-25

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Course(B-AEC-302 )		Session 2024-2025	
Subject- 3rd Semester AEC-302		हिंदी -1 Course Code-B-	
Level of the Course	100-199		
Credits	Theory-2	Tutorial -0	Total- 3
Contact Hours	2 per week	0-per week	2 per week
<b>Suggested Evaluation Method</b>			
Total Marks:	50	50	
Internal Assessment: 15 Marks	Class Participation		04
	Seminar/Presentation/Assignment/Quiz/Class Test etc.		04
	Mid Term Exam:		07
Term-End Examination. (External) 35 Marks	35		
<b>हिंदी -1</b> <b>COURSE CODE: B-AEC-302</b>			
कुल क्रेडिट 02			कुल अंक 50
50			
समय = 1.5 घंटे			आंतरिक मूल्यांकन 15
15			
मूल्यांकन: 35			बाह्य: 35
पाठ्यक्रम परिणाम			
CO1 कंप्यूटर के विभिन्न अंगों एवं उनके कार्यों का ज्ञान होगा			
CO2 कंप्यूटर पर हिंदी के विभिन्न फॉन्ट का ज्ञान होगा।			

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**Bhagat Phool Singh Mahila Vishwavidyalaya, Khanpur Kalan**

**SCHEME AND SYLLABUS OF HINDI FOR 4-YEAR UNDERGRADUATE PROGRAMME (MULTI-DISCIPLINARY) W.E.F. 2024-25**

- CO3 हिंदी की विभिन्न वेबसाइट्स का ज्ञान होगा।  
CO4 हिंदी में प्रकाशित विभिन्न ई पत्र पत्रिकाओं का ज्ञान होगा।  
CO5 हिंदी में टाइपिंग का प्रशिक्षण प्राप्त होगा।  
CO6 कंप्यूटर और हिंदी भाषा

इकाई 1 :- कंप्यूटर और हिंदी  
कंप्यूटर परिचय एवं महत्व  
कंप्यूटर का संरचनात्मक स्वरूप  
हिंदी के विविध फोंट  
कंप्यूटर में हिंदी की चुनौतियां एवं संभावनाएं  
हिंदी के विभिन्न की बोर्ड

इकाई 2:- हिंदी भाषा और प्रौद्योगिकी

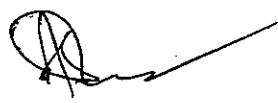
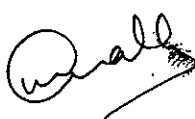
- इंटरनेट पर हिंदी
- हिंदी की वेबसाइट
- यूनिकोड, देवनागरी लिपि और हिंदी भाषा
- इंटरनेट पर हिंदी के पत्र पत्रिकाएं
- हिंदी भाषा शिक्षण और ई लर्निंग

संदर्भ ग्रंथ सूची :-

- विजय कुमार मल्होत्रा, कम्प्यूटर के भाषिक अनुप्रयोग
- संतोष गोयल, हिंदी भाषा और कंप्यूटर
- डा नरेश मिश्र, प्रयोजनमूलक हिंदी राजपाल एंड संस दिल्ली 6
- [www.encyclopedia.centre.com](http://www.encyclopedia.centre.com)
- [www.wikepa.com](http://www.wikepa.com)
- [www.culturepedia.com](http://www.culturepedia.com)
- [www.archive.org](http://www.archive.org)

आवश्यक निर्देश:-

- इकाई एक में से चार प्रश्न दिए जाएंगे जिसमें से विद्यार्थी को तीन करने होंगे, कुल अंक 15 होंगे।
- इकाई 2 में से चार प्रश्न पूछे जाएंगे, जिसमें से विद्यार्थी को तीन के उत्तर देने होंगे। कुल अंक 15 होंगे।

  
  
565  
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## English-IV

Course Code: B-AEC-401

**Total Credits: 2**

L - T - P

1 - 1 - 0

**External Theory Marks: 35**

**Internal Assessment Marks: 15**

**Time allowed: 1:30 hrs**

### Course outcomes:

CO1: describe or express their opinions on topics of personal interest such as their experiences of events, their hopes and ambitions.

CO2: read and understand information on topical matters and explain the advantages and disadvantages of a situation.

CO3: write formal letters, personal notes, blogs, reports, and texts on familiar matters.

CO4: comprehend and analyse texts in English.

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### Unit – I

Fluency in English Language:

- In the University: Introducing oneself -- Note-making (Introduce yourselves as individuals and as groups -- group discussion exercise Take notes on your fellow students' introductions, Introduce characters from the text you are reading via posters)
- In the domestic sphere: Diary/ Blog writing (Write a diary entry and convert it into a blog post, Convert a transcript/ script/ piece of dialogue into a diary entry/ blog post)
- In public places: CV Job applications (Write the CV of a fictional character, Write the perfect job application for your dream job)

### Unit – II

Oral Presentations:

- Debate, Elocution
- Anchoring, Public Address
- TED Talks, Narrating Events
- Storytelling and Poem Recitation

### Recommended Readings:

1. Allen, W. S. *Living English Speech*. London: Orient Longman, 1968. Print.
  2. Balasubramanian, T. *A Text Book English Phonetics for Indian Students*. Madras: Macmillan India Ltd., 1981. Print.
  3. Bansal, R. K. and J.B. Harrison. *Spoken English: A Manual of Speech & Phonetics*. Hyderabad: OBS, 2013. Print.
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4. Davidson, Jeff. *The Complete Guide to Public Speaking*. Breathing Space Institute, 2003. Print.
  5. Goleman, Daniel. *Working with Emotional Intelligence*. London: Bantam Books, 1998. Print.
  6. Hall, Calvin S. et al. *Theories of Personality*. New Delhi: Wiley. rpt. 2011. Print.
  7. Holtz, Shel. *Corporate Conversations*. New Delhi: PHI. 2007. Print.
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**Instructions for External Theory Paper Setter/Examiner:**

**Note: The paper must be strictly according to the prescribed syllabus.**

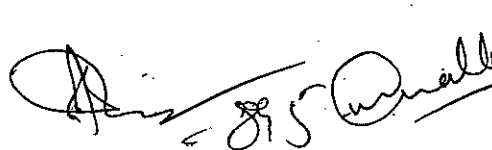
The question paper shall be of 35 marks (Unit I of 18 marks and unit II of 17 marks each) and must be strictly according to the prescribed syllabus. The question shall be set on all units covering all the topics and providing sufficient choice to the examinee. The questions may have sub-parts.

Bhagat Phool Singh Mahila Vishwavidyalaya, Khanpur Kalan

SCHEME AND SYLLABUS OF HINDI FOR 4-YEAR UNDERGRADUATE PROGRAMME (MULTI-DISCIPLINARY) W.E.F. 2024-25

- समस्त पाठ्यक्रम में से विद्यार्थी को पांच बहुविकल्प प्रश्नों के उत्तर देने होंगे, प्रत्येक प्रश्न एक अंक का होगा।

Course(B-AEC-402 )		Session 2024-2025	
Subject- 4th Semester AEC-402		हिंदी 3 Course Code-B-	
Level of the course	100-199		
Credits	Theory-2	Tutorial -0	Total- 3
Contact Hours	2 per week	0-per week	2 per week
<b>Suggested Evaluation Method</b>			
Total Marks:	50	50	
Internal Assessment: 15 Marks	Class Participation		04
	Seminar/Presentation/Assignment/Quiz/Class Test etc.		04
	Mid Term Exam:		07
Term-End Examination. (External) 35 Marks	35		
हिंदी -3 मीडिया लेखन COURSE CODE: B-AEC402			
कुल क्रेडिट 02 50			कुल अंक 50
समय = 1.5 घंटे 15			आंतरिक मूल्यांकन 15 बाह्य मूल्यांकन = 35

 4661



**Bhagat Phool Singh Mahila Vishwavidyalaya, Khanpur Kalan**

**SCHEME AND SYLLABUS OF HINDI FOR 4-YEAR UNDERGRADUATE PROGRAMME (MULTI-DISCIPLINARY) W.E.F. 2024-25**

बाह्य

मूल्यांकन: 35

पाठ्यक्रम परिणाम

CO1 प्रयोजनमूलक हिंदी की तकनीक एवं इसके विभिन्न रूपों का ज्ञान होगा।

CO2 विद्यार्थी को भाषायी ज्ञान होगा।

CO3 विद्यार्थी को प्रयोजनक मूलक हिंदी के विकास क्रम का मूलभूत ज्ञान होगा।

CO4 विद्यार्थी को प्रयोजनमूलक हिंदी के विभिन्न रूपों एवम् लिपि का ज्ञान होगा।

इकाई 1 :- संपादन कला

प्रिंट मीडिया

इलेक्ट्रॉनिक मीडिया

फीचर लेखन

रिपोर्ट लेखन

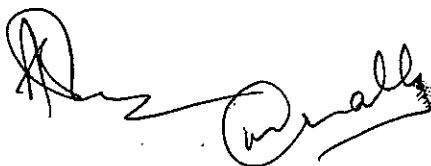
पृष्ठ सजा एवं प्रस्तुतीकरण

इकाई 2:- प्रमुख जनसंचार माध्यम

प्रेस, रेडियो, टेलीविजन, इंटरनेट, वीडियो, पावर प्वाइंट प्रेजेंटेशन, हिंदी के प्रमुख पोर्टल।

संदर्भ ग्रंथ सूची :-

- डा अशोक कुमार शर्मा, संचार क्रांति और हिंदी पत्रकारिता
- डॉ मनमोहन सिंह, समाचार पत्र:- लेखन एवं मुद्रण कला
- डॉ बहादुर सिंह, प्रयोजनमूलक हिंदी:- व्यावसायिक एवं तकनीकी स्वरूप, माधव प्रकाशन, यमुनानगर।
- डॉ नरेश मिश्र, प्रयोजनमूलक हिंदी
- डॉ सुरेश सिंघल, अनुवाद सिद्धांत की रूपरेखा।
- सुरेश सिंघल, अवधारणा और आयाम
- अनुवाद, केंद्रीय हिंदी निदेशालय मानव संसाधन विकास मंत्रालय की आंशिक वित्तीय सहयोग से प्रकाशित त्रैमासिक पत्रिका।
- डॉ मंजू मुकुल, संप्रेषण:- चिंतन और दक्षता
- मनोहर प्रभाकर:- फीचर लेखन



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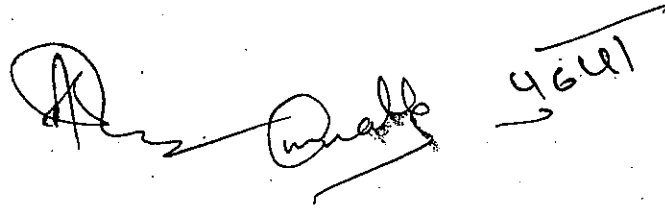
**Bhagat Phool Singh Mahila Vishwavidyalaya, Khanpur Kalan**

**SCHEME AND SYLLABUS OF HINDI FOR 4-YEAR UNDERGRADUATE PROGRAMME (MULTI-DISCIPLINARY) W.E.F. 2024-25**

- ओम गुप्ता, मीडिया लेखन और विचार।
- एच के अग्रवाल, सरकारी संस्थानों में टिप्पणी और प्रारूप लेखन।
- [www.encyclopedia.centre.com](http://www.encyclopedia.centre.com)
- [www.wikepa.com](http://www.wikepa.com)
- [www.culturepedia.com](http://www.culturepedia.com)
- [www.archive.org](http://www.archive.org)

**आवश्यक निर्देश:-**

- इकाई एक में से चार प्रश्न दिए जाएंगे जिसमें से विद्यार्थी को तीन करने होंगे, कुल अंक 15 होंगे।
- इकाई 2 में से चार प्रश्न पूछे जाएंगे, जिसमें से विद्यार्थी को तीन के उत्तर देने होंगे। कुल अंक 15 होंगे।
- समस्त पाठ्यक्रम में से विद्यार्थी को पांच बहुविकल्प प्रश्नों के उत्तर देने होंगे, प्रत्येक प्रश्न एक अंक का होगा।

 4/6/21

## Office and Spreadsheet Tools

### B-SEC-101

**Total Credits : 3**  
L - T - P  
0 - 1 - 4

**External Practical Marks: 50**  
**Internal Assessment Marks : 25**

**Course outcomes:** After completing this course, the learner will be able to:  
CO1: understand the basic concept of MS Word and MS Excel  
CO2: perform editing and formatting in documents and spreadsheets  
CO3: perform various logical, arithmetic, and financial functions in MS Excel  
CO4: create and use charts and graphs in documents and spreadsheets.

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#### Unit-I

**MS Word:** Word interface, creating and saving a document, home toolbar, font style, format, editing tools, insert table, merge table, table properties, auto fit, image, header, footer, page layout, page and section breaks, references, find, replace, goto, review, track changes, view, printing document, and frequently used shortcuts.

#### Unit -II

**MS Excel:** Excel Inter face, worksheet area, frequently used commands in Excel, basic functions in Excel, relative & absolute referencing, logical functions:  
Arithmetic functions: sum & sumif, average & average if, count & countif, Running Total, If & nested if

#### Unit -III

Custom list, filter, conditional formatting, V-Lookup & H-lookup, validation, preparation of tables, table styles, filter and sort a table, freeze panes, create charts, format charts, insert and format objects and graphs.

#### Recommended Readings:

1. Elizabeta A. Microsoft Word 2022. Kindle Unlimited Publisher. 2021.
  2. S Ina A Lex. Excel formulas and functions: Cool Tips and Tricks wit Formulas in Excel. Caprioru Publisher. 2019.
  3. Ramirez Adam. Excel formulas and functions Step by Step Guide With Examples. Caprioru Publisher. 2019.
- 

**Instructions for External Examiner:** The students shall be evaluated on the basis of external practical, viva voce and project comprising of 20 marks for practical exercises on computer, 10 marks for viva voce and 20 marks for project file.

## Accounting through Tally B-SEC-102

**Total Credits : 3**

L - T - P

0 - 1 - 4

**External Practical Marks: 50**

Internal Assessment Marks : 25

Time allowed : 2 hrs

**Course outcomes:**

CO1: To understand and acquire skills to use diverse accounting tools.

CO2: To develop ability to use accounting software's for financial analysis and decision making.

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### Unit – I

Basics of Accounting: Account types, accounting rules, accounting principles, double-entry system, financial statements, transactions, and many other basic concepts, Introduction to Tally: Pre-requisites and utility, Fundamentals of Tally ERP 9 – Create, Alter, Updating, Protecting, Backup, Restore and Shut down Company in Tally ERP 9.

### Unit – II

Accounting Configuration & Features: Group Creation, Ledger Creation, Voucher Creation; Voucher Entry: Inventory voucher, non-accounting voucher, Order processing voucher. Inventory Configuration & Features: Inventory and Stock groups, Stock Unit, Batches and Expiry. Journal Entry, Ledger posting.

### Unit – III

Financial Reports: Preparation of Final Accounts i.e. Balance – sheet, Trading and Profit and Loss A/c, Trial balance, Sales register, Purchase register, Cash book, Bank book, Journal register. Cash and Funds Flow Analysis, Graphic representation of Financial Performance.

**Recommended Readings:**

1. Tally Professional Combo Vol 1 & Vol 2. Sahaj Enterprises Professional ed. India, 2022. Print ISBN 978-8195243891.
2. Tally Prime with GST - A Complete Training Guide with Assignment. T Balaji Publication India. Print ISBN 978-8195295425
3. Tally Education Pvt. Ltd. Official Guide To Financial Accounting Using Tally. Erp 9. BPB Publications 2018. Print ISBN 9387284999

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**Instructions for External Practical Paper Setter/Examiner:**

The practical examination will be conducted by a board of two examiners i.e. one External and one Internal. The assessment shall be done on the basis of practical assignment, industry case studies and viva voce etc. The external and internal examiner shall be appointed by the chairperson of the department concerned.

— 899 —

## BUSINESS COMMUNICATION

B-SEC-103

Total Credits: 3

L - T - P

2 - 1 - 0

External Theory Marks: 50

Internal Assessment Marks: 25

Time allowed: 2 hrs

### Course Outcomes:

**CO1:** Students will be able to understand fundamentals of communication and able to use concept in day to day world

**CO2:** Students will be able to demonstrate necessary skills to handle day-to-day managerial responsibilities, such as - making speeches, controlling one-to-one

**CO3:** Students will be able to understand different ways of non verbal communication

**CO4:** Students will be able to understand different methods of written communication

### UNIT-I

Purpose and process of communication; myths and realities of communication; paths of communication; oral communication: noise, barriers to communication; listening- listening process, types of listening, deterrents to listening process, essentials of good listening; telephonic communication. Presentation skills: prerequisites of effective presentation;

### UNIT-II

Non verbal communication: gestures, handshakes, gazes, smiles, hand movement, styles of working, voices modulations, body sport for interviews; business etiquettes: business dining, business manners of people of different cultures, managing customer care.

### UNIT-III

Written communication: mechanics of writing ,report writing, circulars, notices, memos, agenda and minutes; business correspondence- business letter format, styles of letter arrangement, types of letters, telex manages, facsimiles, electronic mail; dairy writing; developing resumes.

### Recommended Reading:

1. Kaul, Asha. Business Communication, New Delhi: PHI
2. Chaturvedi, P.D., and Mukesh Chaturvedi. Business Communication. Pearson Education
3. McGrath, E.H. Basic Managerial Skills for All. New Delhi: PHI

**Instruction for External Theory Paper Setter/Examiner:**

The question paper will have two sections. Section 'A' shall comprise of 5 questions of 4 marks each, all are compulsory. Section 'B' will contain 6 questions (2 questions from each unit) of 10 marks each. The students will be required to attempt any three questions (one question from each unit).

## OFFICE MANAGEMENT

Code: B-SEC-104

Total Credits- 03

L-T-P

3- 0-0

Internal Marks: 25

External Marks: 50

Time Allowed : 2 hrs.

### Course Outcomes:

CO1: To understand the functioning of a modern office.

CO2: To understand and acquire knowledge of internal and external correspondence, Internet and email

CO3: To acquire operational knowledge of various office equipments.

### Unit -1

Meaning of office, Importance of office, Functions of an office, Qualities of an office manager, Sections and sub sections of an office, Office furniture and fixtures, Office Layouts. Working facilities – lighting arrangements; seating arrangement; Air-conditioning; ventilation; interior decoration; recreational facilities; safety and sanitary arrangement; pollution, noise and security control etc.

### Unit - 2

Meaning and importance of Office correspondence, Incoming correspondence procedures, Outgoing correspondence procedures, Ordinary post, Registered post, Parcel, Speed post, Courier and e-mail etc., Traditional and modern filing methods, CFMS, Internet and e-mail, Video conferencing.

### Unit- 3

Uses and Operations of Modern Office Equipments: Printers, Photocopier, Conference equipments, Computer and peripherals like scanner, speakers etc., CCTV, Electronic billing machine, Biometric device. LED Projector etc.

### INSTRUCTIONAL STRATEGY

The teacher of this subject should supplement the classroom teaching with industrial/field visits. Experts from various organizations should be invited to deliver expert lectures. Mock situations may be created in the classroom and students may be given live experiences/environment/ culture to enable them appreciate the real life situation.

### RECOMMENDED BOOKS

1. Office Management by Shashi Gupta and Sushil Nayya, Kalyani Publications, New Delhi
2. Office Management by P.K. Gupta, Kalyani Publications, New Delhi
3. Office Management by Ghosh and Aggarwal, Office Management by Ghosh and Aggarwal.

# Stock Market Operations

## Course Code: B-SEC-105

**Total Credits: 3**

L- T - P

2 - 1 - 0

**External Theory Marks: 50**

**Internal Assessment Marks: 25**

**Time allowed: 2 hrs**

**Course outcomes:** On successful completion of the course, the Students will be able to:

CO1: Explain the art of investing in stock markets and provide conceptual understanding of the concept of stock exchange in India.

CO2: Explain the various stocks included in the Sensex and other indices.

CO3: Demonstrate the process of opening demat accounts and the process of margin and short selling activities and Develop the efficient stock portfolios.

CO4: Articulate the actions taken by the SEBI in protecting the interests of small investors.

### Unit - I

Financial markets- Meaning and Significance; Money market and capital market - market for debt and equity issues; primary market- IPOs and SFOs; secondary markets - meaning, objectives, functions. Stock exchanges-historical background; management and regulation of stock exchanges in India; Major stock exchanges in India - BSE, NSE and OTCEI; regional stock exchanges in India. SEBI - establishment, objectives and functions; SEBI's regulations relating to stock markets; future challenges.

### Unit - II

Objectives and benefits of investment analysis, investment alternatives. New issue market, cost and mechanics of investing in securities, Open outcry system and screen based trading; settlement procedure, transaction cost, buying and selling shares - procedure; market order and limit order; internet trading; buying on margin and short sale; problems relating to Margin trading and short selling.

### Unit - III

Listing of Securities-Listing requirements, procedure, fee - Listing of rights issue, bonus issue, further issue - Listing conditions of BSE and NSE - Delisting.; Stock brokers-functions of brokers. Stock Market Indices: meaning, purpose, and consideration in developing index and methods and problems. Stock market indices in India: BSE indices; NSE indices; S&P CNX Nifty: scrip selection criteria and construction. Risk management system in BSE & NSE.

### Skill Development Activities

1. Collect information on NASDAQ, Nifty, Sensex and write brief report on the same.
2. List out the recent IPO in Indian Primary Market.
3. List out the leading share brokers in India.
4. Procedure for Opening the Demat A/c. List out the functions of CDSL and NSDL.
5. Identify a company of your choice and record its share prices for one month.
6. Any other activities, which are relevant to the course.

903



### Recommended Readings:

1. Prasanna, Chandra. Investment Analysis and Portfolio Management. 6<sup>th</sup> ed. New Delhi: McGraw Hill, 2021. Print.

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  2. Bodie, Kane, Marcus and Mohanty. Investments. 11<sup>th</sup> ed. New Delhi: McGraw Hill Publications, 2019. Print
  3. P S Bala Ram and T Srilakshmi. Stock Market Operations. 1<sup>st</sup> ed. New Delhi: Himalaya Publications, 2016. Print.
  4. F C Sharma. Financial Market Operations. Latest ed. New Delhi: SBPD Publications, 2015. Print.
  5. Jaydeb Sarkhel and Seikh Salim. Indian Financial System and Financial Market Operations. Latest ed. New Delhi: McGraw Hill, 2018. Print.
  6. Michael Simmons. Securities Operations. Latest ed. New Delhi: Wiley Publications, 2002. Print.
  7. Robert G Hagstrom. The Warren Buffett Way. 3<sup>rd</sup> ed. New Delhi: Wiley Publications, 2013. Print.
  8. S. Guruswamy. Capital Markets. Latest ed. New Delhi: TMH. 2009. Print.
  9. Alan R. Kanuk. Capital Markets in India. Latest ed. New Delhi: John Wiley. 2007. Print
- 

**Instructions for External Theory Paper Setter/Examiner:** The question paper will have two sections. Section 'A' shall comprise of 5 questions of 4 marks each, all are compulsory. Section 'B' will contain 6 questions (2 questions from each unit) of 10 marks each. The students will be required to attempt any three questions (one question from each unit).

## Cyber Security B-SEC-106

**Total Credits: 3**

L - T - P

2 - 1 - 0

**External Theory Marks: 50**

Internal Assessment Marks: 25

Time allowed: 2 hrs

### **Course outcomes:**

- CO1: Students will be able to understand the concept of Cyber Security and Computer Ethics.  
CO2: Became familiar about cyber crime and cyber law  
CO3: To became familiar with the concept of Cyberspace, Legal aspects of Cyber Crime  
CO4: To understand basic concept of digital payments, E- Commerce, Social Media Crimes
- 

### Unit – I

#### **Introduction to Cyber security**

Introduction: Computer Security, Authentication, Threats, Cryptography, Vulnerabilities

**Attacks:** Web Attack, Browser Attack, Email Attacks, Website Data  
Computer Ethics and Security Policies

### Unit – II

#### **Tools**

Network Tools: Firewalls, Packet filters, Types of Firewalls, Network Address Translation, Virtual Private Networks, Intrusion Detection System

**Cyber Law:** Classification of Cyber Crimes, Legal perspective of Cyber Crimes, IT Act, Cyber Security in India

### Unit – III

#### **Cyber Crime**

Hacking, Criminal Behaviour, Digital Forensics, Realms of Cyber World, Cyberspace, Digital Identity

E- Commerce, Online Banking, Credit Card and UPI Security, Types of Social Media, Guidelines for Social Media and basic Window Security

### **Recommended Readings:**

1. R.C.Mishra, Cyber Crime Impact in New Millennium, Auther Press, Edition 2010
2. Kumar K, Cyber Laws: Intellectual Property & E-Commerce Security, Dominant Publishers

### **Instructions for External Theory Paper Setter/Examiner:**

Nine questions will be set in all by the examiners taking three questions from each unit and one question containing short answer type questions from entire syllabus. Students will be required to attempt six questions, selecting two questions from each unit. Question No.1 is compulsory which is from entire syllabus.

**Financial Literacy**  
**Course Code :- B-SEC-107**

**Total Credits : 3**  
L - T - P  
2 - 1 - 0

**External Theory Marks: 50**  
**Internal Assessment Marks : 25**  
Time allowed : 2 hrs

**Course outcomes:**

- CO1: understand the basics of financial literacy, personal finance and financial planning.  
CO2: gain the knowledge of investment and different investment avenues available for managing finance.  
CO3: understand the different banking products.  
CO4: develop proficiency for analysing different digital payment system.
- 

**Unit – I**

Financial Planning and Personal finance : Meaning, Importance, Scope and Perquisites of Financial Literacy. Personal finance: Concept, need, principles, scope; Personal finance services and strategies; Personal financial planning: Process, factors affecting; Financial planner: Role and functions; Financial objectives; Time Value of Money: Compounding and discounting.

**Unit – II**

Investment Planning and Management : Basics of investment; Investment avenues and strategies; Mutual Funds: Concept, types, asset management companies, identifying mutual fund for investment; Investing in stock markets: Identifying stocks, holding, day trading, hedging instruments, etc.; Investing in real estate: Identifying properties, likely legal issues in purchase of property, documents in purchase of property; Other avenues for investment: Gold bonds, sovereign bonds, , tax saving instruments, PPF, Provident Fund, etc.; Identifying risky avenues for investment.

**Unit – III**

Banking and Digital Payment System : Banking products and services. Digitalisation of financial transactions : Debit Cards, Credit Cards, Net Banking, UPI transactions and Digital Wallets.

**Recommended Readings:**

1. Jack R. Kapoor, Les R. Dlabay, Robert J. Hughes, Melissa Hart. Personal Finance. 12th edition. Tata McGraw Hill India. 2020.
2. Madura Jeff. Personal Finance. 7th edition. Pearson India. 2020.
3. Arthur J. Keown. Personal Finance. 8th edition. Pearson India. 2018.
4. Madhu Sinha. Financial Planning: A Ready Reckoner. 2nd edition. McGraw Hill. 2017.
5. Lewis Altfest. Personal Financial Planning. Tata McGraw Hill. 2016.
6. M.N. Gopinath: Banking Principles and Operations. 7th Edition. Snow White Publisher, Mumbai. 2021.

**Instructions for External Theory Paper Setter/Examiner :** The examiner shall set seven questions in all covering the whole syllabus. Question no.1 will be compulsory covering all the units and shall carry seven small questions of two marks each. The rest of the six

questions will be set from all three units. The students will be required to attempt three questions (at least one question from each unit) carrying 12 marks each.

## TYPING SHORTHAND (ENGLISH)

Code: B-SEC-108

Total Credits- 03

L-T-P  
2-0-2

Internal Practical Marks: 25  
External Practical Marks: 25  
External Theory Marks: 25  
Time Allowed : 2 Hrs.

### Course Outcomes:

- CO1: To understand and acquire typing skill.  
CO2: To acquire basic knowledge of Stenography.  
CO3: To acquire advanced knowledge of Stenography.

### Unit -1

Proper sitting posture on the computer, Practicing second row (home row), upper row and bottom row, Practicing words and simple sentences, Practicing shift keys and other non-printing keys and ensuring proper margins and linespacing, Practice of small paragraphs of about 100-150 words

### Unit- 2

Importance of shorthand, Emphasis on phonetic system in Pitman's shorthand, Sitting position, Holding of pen and Note book and their quality, Consonants, Straight, Curves, Joining of consonants, Vowel Signs- vowel indication, First Place, Second Place, Third Place, Intervening vowels and their positions, Grammalogues and punctuation, Alternate forms of 'H' (upward and downward), Abbreviated 'W', Circle 'S' and 'Z' (left and right), Stroke 'S' and 'Z'.

### Unit- 3

Loops 'STR', Initial hooks to straight strokes and curves, Alternate forms of 'FR', 'VR' etc., Intervening vowels, Circle or loop preceding initial hooks, Final hooks of 'N' and 'F', Circles and loops to final hooks, The SHUN hook. The Aspirate, Upward and downward 'R', Upward and downward 'L' and 'Sh', Compound Consonants, Vowel Indication, The Halving Principle, The Doubling principle, Diaphonic or Two vowel signs, Dictation from seen passages, Dictation from unseen passages.

### INSTRUCTIONAL STRATEGY

For effective teaching of stenography, it is important for the teacher to familiarize students with the general background, scope of work, employment opportunities and future prospects in order to motivate them for continuous, organised and methodical learning and practising. Stenography being a new language science for students, complimentary to the language of English, the teacher is expected to simultaneously built up the language skills of learners to achieve the goal. For securing masters in the skill the following steps are prescribed:

1. Assessment of student group profile i.e. determining the aptitude level of each student. The intake not to exceed 15-20 students
2. Presentation of subject with due emphasis on practicals
3. Proportional teaching of topics during the prescribed semester period
4. Use of only shorthand notebook and pencil
5. Ensure right direction for writing strokes and signs and their proper length
6. Emphasis on legibility of outlines and repeated practice
7. Monitoring of vowel placement and positioning at the initial stage.
8. Repeated practice of prescribed word exercises, grammalogues, phrases etc.
9. Strict adherence to speed exercises at different speed levels from simple to complex
10. Practice variety of speed drills and Periodical tests

### Recommended Readings:

1. Pitman's Shorthand

- 902 -

# Proficiency in German-I

B-SEC 109

Total Credits: 3

External Theory Marks: 50

L - T - P

Internal Assessment Marks: 25

2 - 1 - 0

Time allowed: 2 hrs

## Course outcomes:

CO1: Communicate day to day life situations in basic/elementary German language effectively.

CO2: Possess knowledge of the values and beliefs of German culture and interact respectfully with diverse groups in basic/elementary German.

Contents: Elementary German based on text book Tangram Aktuell Niveau A1/1, Lektion-1 & Lektion 2.

## Unit – I

### Hallo! Wie geht's (Hello, How are you?)

Greetings and introducing in German

Formal/Informal Dialogs

Verb position in sentences.

Counting 1-100,

Country, language and profession

Simple dialogues on life situations

## Unit – II

### Begegnungen (Meeting with the people)

Address, Telephone number details

Alphabet und spellings in German

Nominative case: Bestimmter, unbestimmter und negativer Artikel.

Akkusativ case : Unbestimmter und negative Artikel

## Unit – III

### Bestellungen (to order at a restaurant)

Food and Drink culture

Verb conjugation: present tense

Simple dialogues on life situations

Prescribed text book: Tangram Aktuell Niveau A1/1 Lektion 1-4, Lektionen 1&2, Max Heuber Verlag, Ismaning, 2005, [Published and distributed in India by German book Depot Delhi].

## Recommended Readings:

1. Sprachkurs Deutsch I & 2, Moritz Diesterweg Verlag, Frankfurt am Main, 1989, [Published and distributed in India by Goyal Saab Publishers & Distributors, New Delhi 1997]

## Instructions for External Theory Paper Setter/Examiner:

Student shall select 5 out of 7 questions. Each question carries 10 Marks. (5X10=50)

— 209

# Proficiency in French-I

B-SEC 110

Total Credits: 3

External Theory Marks: 50

L - T - P

Internal Assessment Marks: 25

2 - 1 - 0

Time allowed: 2 hrs

## Course outcomes:

CO1: Communicate day to day life situations in basic/elementary French language effectively.

CO2: Possess knowledge of the values and beliefs of French culture and interact respectfully with diverse groups in basic/elementary French.

## Contents:

### Unit – I

Identity, know-how of a particular lifestyle

Introducing oneself in a group

Verbs, masculine, feminine, interrogation, négation

### Unit – II

Lifestyle, Things specific to a country

Telling about what we know or like about

a city or a village or a famous place

Articles, adjectives, interrogation

### Unit – III

Leisure time activities, sports

Giving an idea, accepting or

Refusing an idea or an activity

Verbs, near future, prepositions

Prescribed text book: *Echo – A1*, CLE International [Distributed in India by W. R. Goyal Publishers & Distributors, Delhi]

## Recommended Readings:

1. *Version Originale 1 – A1*, Maison de langues [Distributed in India by W. R. Goyal Publishers & Distributors, Delhi]
2. *Connexions 1*, Didier [Distributed in India by W. R. Goyal Publishers & Distributors, Delhi]
3. *Alter Ego-1*, Hachette [Distributed in India by W. R. Goyal Publishers & Distributors, Delhi]
4. *Forum-1*, Hachette [Distributed in India by W. R. Goyal Publishers & Distributors, Delhi]
5. *450 Exercices de Grammaire*, CLE International [Distributed in India by W. R. Goyal Publishers & Distributors, Delhi]

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## Instructions for External Theory Paper Setter/Examiner:

Student shall select 5 out of 7 questions. Each question carries 10 Marks. (5X10=50)

- 9/10 -

# Proficiency in Russian-I

B-SEC 111

Total Credits: 3

External Theory Marks: 50

L - T - P

Internal Assessment Marks: 25

2 - 1 - 0

Time allowed: 2 hrs.

## Course outcomes:

CO1: Communicate day to day life situations in basic/elementary Russian language effectively.

CO2: Possess knowledge of the values and beliefs of Russian culture and interact respectfully with diverse groups in basic/elementary Russian.

Contents: Elementary Russian based on text book Way to Russia 1.1 Goyal Saab (Ch 1-4)

## Unit – I

Кто это? Что это? (Who is this? What is this?)

Vowels, consonants,

Voiceless voiced sounds

Pronouns: Demonstrative and personal

Simple dialogues

## Unit – II

Здравствуйте! Как дела? (Hello! How are you? )

Intonation, construction,

Vowel pronunciation

Parts of speech: Nouns, Pronouns and adjectives

Nouns of Living, and Non living

Simple dialogues

## Unit – III

Диалог по телефону (Telephonic dialogues)

Gender, singular & plural

Self introduction

Simple dialogues

Myself and family

Simple dialogues

Prescribed text book: Antonova V.E. et. Al.: "Daroga v Rossiyu" A1 (Level 1.1), [Textbook of Russian Language, 8th ed, St. Petersburg, Zlatoust –MSU, 2012 (Ch 1-4)

## Recommended extra readings:

.G. Ovsienko "Russian for Beginners", S.Khavronina et al: "Russian in exercises" Russky Yazyk; Moscow.

## Instructions for External Theory Paper Setter/Examiner:

Student shall select 5 out of 7 questions. Each question carries 10 Marks. (5X10=50)

- 911 -



**Bhagat Phool Singh Mahila Vishwavidyalaya Khanpur Kalan**  
**CURRICULUM OF BACHELOR OF ARTS IN SANSKRIT**

17

**Semester- 1**

Course Nomenclature: योग एवं व्यक्तित्व-विकास

Course Code : B-SEC-112

Total Credits : 3

L-T-P

2-1-0

External Theory Marks:50

Internal Theory Marks:25

Time Allowed: 2 Hours

**Course Outcomes:** इस घटक से छात्रों को प्राचीन भारतीय ज्ञान परम्परा एवं वर्तमान जीवन में योग,सात्विक आहार,सदाचरण एवं अष्टांग योग आदि का महत्त्व ज्ञात होगा।विभिन्न आसनों एवं प्राणायाम के माध्यम से छात्रों को शारीरिक-मानसिक स्वास्थ्य लाभ हेतु प्रेरणा मिलेगी।

**Unit –I**

1. योग का परिचय।

10अंक

- योग: कर्मसु कौशलम्।
- समत्वं योग उच्यते।
- योगश्चित्तवृत्ति निरोधः।

योग की व्युत्पत्ति, अर्थ एवं परिभाषा / विशेषताएँ / महत्व आदि से संबन्धित प्रश्न पूछे जाएँगे।

**Unit –II**

2. अष्टांग योग का परिचय। (पातंजलयोगदर्शनम्)

10अंक

- यमनियमासनप्राणायामप्रत्याहारधारणाध्यानसमाधयोऽष्टावंगानि।
  - अहिंसासत्यास्तेयब्रह्मचर्यापरिग्रहाः यमाः।
  - शौचसन्तोषतपः स्वाध्यायेश्वरप्रणिधानानि नियमाः।
  - स्थिरसुखमासनम्।
  - श्वासप्रश्वासयोगोर्गतिविच्छेदः प्राणायामः।
  - स्वविषयासंप्रयोगे चित्तस्वरूपानुकार इवेन्द्रियाणां प्रत्याहारः।
  - देशबन्धचित्तस्य धारणा।
  - तत्र प्रत्ययैकतानता ध्यानम्।
  - तदेवार्थमात्रनिर्भासं स्वरूपशून्यमिव समाधिः।
- सूत्रों की व्याख्या पूछी जाएगी।

**Unit –III**

3. आसन एवं प्राणायाम।

10अंक

पद्मासन, वज्रासन, ताड़ासन, धनुरासन, गोमुखसन, सर्वांगासन, श्वासन।

• प्राणायाम- कुम्भक, रेचक, पूरक।

आसन एवं प्राणायाम से पूर्व सावधानियों और तैयारी, मानव के शरीर एवं मन पर उनका प्रभाव।

उपरोक्त आसन/प्राणायाम की विशेषता अथवा लाभ, सावधानियों आदि अथवा इनकी विविध मुद्राओं को रेखांकित करने से संबन्धित प्रश्न पूछे जाएँगे।

*Alisha*

*Shweta* -9/12-

*[Signature]*  
Chairperson  
Date

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**Bhagat Phool Singh Mahila Vishwavidyalaya Khanpur Kalan**  
**CURRICULUM OF BACHELOR OF ARTS IN SANSKRIT**

**Unit -IV**

4. यौगिक संस्कृति और मूल्य शिक्षा।

10अंक

यौगिक संस्कृति-चार पुरुषार्थ, चार आश्रम, चार सिद्धान्त (विवेक, वैराग्य, षट् सम्पत्ति, मुमुक्षुत्व )  
आहार की यौगिक अवधारण-सात्विक, राजसिक, तामसिक और मिताहार।  
नैतिक मूल्य, मूल्यों का क्षय आधुनिक-जीवन के संदर्भ में प्राचीन भारतीय मूल्यों की प्रासंगिकता।

उपरोक्त संदर्भ से जुड़े आलोचनात्मक/समीक्षात्मक प्रश्न पूछे जाएंगे।

**Recommended Books/e-resources/LMS:**

1. पातंजलयोगदर्शनम् - डॉ० देवी सहाय पाण्डेय।
2. योगासन एवं योगसाधना-डॉ० सत्यपाल, चौखम्भा संस्कृत संस्थान, वाराणसी।
3. योग संदर्शिका- दिव्य प्रकाशन, पतंजलि योगपीठ, हरिद्वार।
4. योगदर्शन-हिन्दी व्याख्या सहित, गीता प्रेस गोरखपुर।
5. योग के मूलभूत सिद्धान्त-डॉ० प्याम सुन्दर पाल।

**प्रश्नपत्र-निर्माण के लिये निर्देश:-**

1. प्रश्न पत्र में कुल (5) प्रश्न दिए जाएंगे। प्रश्न पत्र के लिए कुल 50 अंक निर्धारित हैं। सभी प्रश्न समान अंक के होंगे अर्थात् प्रत्येक प्रश्न दस (10) अंको का होगा। प्रश्न-पत्र हल करने का समय दो (2) घंटे होगा।
2. प्रथम प्रश्न पाठ्यक्रम के चारों घटकों में निर्धारित विषयों के आधार पर बनाया जाए। यह प्रश्न अनिवार्य होगा। इसके अन्तर्गत लघूत्तर वाले विकल्परहित चार (4) प्रश्न पूछे जाएंगे। प्रत्येक लघूत्तरात्मक प्रश्न 2.5 अंको का होगा।
3. द्वितीय, तृतीय, चतुर्थ तथा पंचम प्रश्न का निर्माण पाठ्यक्रम के प्रथम, द्वितीय, तृतीय, चतुर्थ घटक में निर्धारित विषय के आधार पर किया जाएगा। पाठ्यक्रम के प्रत्येक घटक से 50 प्रतिशत विकल्प के साथ ही परीक्षार्थी से प्रश्न पूछा जाएगा तथा प्रत्येक घटक से प्रश्न का उत्तर लिखने को कहा जाएगा।
4. परीक्षार्थी को प्रश्नोत्तर की भाषा के चयन हेतु हिन्दी/संस्कृत का विकल्प दिया जाएगा।

## **Digital Marketing**

**Course Code: B-SEC-201**

**Total Credits: 3**

L - T - P

2 - 1 - 0

**External Theory Marks: 50**

**Internal Assessment Marks: 25**

**Time allowed: 2 hrs**

### **Course outcomes:**

CO1: Students will be familiar with the concepts and issues in digital marketing.

CO2: Students will be able to understand the key technologies and strategies used by firms in digital marketing.

CO3: Students will be able to learn key components of digital marketing.

### **Unit – I**

Introduction to Digital Marketing-Fundamentals of Digital marketing & Its Significance, Traditional marketing Vs Digital Marketing, Evolution of Digital Marketing, Importance of Digital Marketing in today's business landscape, challenges faced by an organization in digital era, Online marketing mix, segmentation and targeting in virtual world, issues of online marketing.

### **Unit – II**

Digital Marketing Strategies - Understanding multiple strategies such as Paid Search Advertising, Search Engine Optimization (SEO), Social Media Marketing, Content Marketing, Native Advertising, Email Marketing and Affiliate Marketing

### **Unit – III**

Digital Marketing Mix: Online Advertising, Lead Generation, Social Media Marketing, Content and Copywriting. Influencer Marketing: Influencer, Payment to Influencer, difference between influencer marketing and celebrity endorsements.

### **Recommended Readings**

1. Godfrey Parkin. Digital Marketing: Strategies for Online Success. New Holland. Print
2. Strauss. J & Frost. R. E- Marketing. Pearson Education. Print
3. Deepak Bansal. A Complete Guide to Search Engine Optimization. B.R Publishing Corp. Print
4. Seema Gupta. Digital Marketing, 3e. **3<sup>rd</sup> Edition**. McGraw Hill Education (India) Private Limited, 2020. Print

**Instruction for External Theory Paper Setter/Examiner:**

The question paper will have two sections. Section 'A' shall comprise of 5 questions of 4 marks each, all are compulsory. Section 'B' will contain 6 questions (2 questions from each unit) of 10 marks each. The students will be required to attempt any three questions (one question from each unit).

# Food & Beverage Services

B-SEC-202

**Total Credits:**

25

L - T - P

2 - 0 - 2

**External Theory Marks:**

**External Practical Marks: 25**

Internal Assessment Marks: 25

Time allowed: 2hrs

**Course outcomes:** On successful completion of this course learners will be able to:

- CO1:** Understand the origin of F&B Service industry, F&B operations and outlets  
**CO2:** Demonstrate knowledge of all the menu items, which offered in the F&B outlet.  
**CO3:** Use the different types of equipment in the F&B Service outlets.  
**CO4:** Learn the correct process of Food & Beverages service products.

## Unit - I

### Introduction to Food & Beverage Industry:-

Introduction and Origin of Food & Beverage Industry. Food & Beverage Operations (Types of F&B Outlets) Restaurant, Coffee Shop, Room Service, Bars, Banquets, Appetizers, Business Centres, Discotheques & Night Clubs. Ancillary department. Classification of F&B Establishments (Commercial & Non-Commercial).

## Unit - II

### Types of Services & Equipments:-

Functions of Food & Beverages Service department. Types of Service such as Table Service, English Silver, American, French, Russian. Self- Service, Buffet & Cafeteria Specialized Service. Food & Beverage Service Equipment, Types & usage of equipment's. Furniture, Chinaware, Silverware & Glassware, Linen.

## Unit - III

### Restaurant Planning & Designing:-

Planning and Development of Restaurant Planning, Space, Lighting, decoration. Mise-en-place & Mise-en-scene. Functioning of various Food & Beverages outlets. Types of Menus, Types of Meals, Functions of Menu,

### Practical Components:

- Familiarization with F&B Equipments
- Basic cover layouts
- Table Setup
- Napkin folding
- Different style of services

### Recommended Readings:

1. R. Singaravelavan, Food and Beverage Service Author Name. Book Title. 1<sup>st</sup> ed. Oxford University Press, 2011. Print
2. Dennis Lillicrap, John Cousins, Food & Beverage Service, 8th Edition, Hodden Education, 2010. Print.
3. Vijay Dhawan, "Food and Beverages Services", Frank Brothers and Company, Gautam Budh Nagar, 2000. Print.
4. Sudhir Andrews, Food & Beverage Service A Training Manual, 3rd Edition , Tata Mc Graw Hill Education, Noida, UP, 2015

### Instructions for External Theory Paper Setter/Examiner:

The examiner shall set seven questions in all covering the whole syllabus except practical component. Question no-1 will compulsory covering all the units and shall carry four small questions of one mark each. The rest of three questions one from each unit will be set and all questions shall carry 07 marks. 9/16 -

## Vedic Mathematics

B-SEC-203

Total Credits: (2+1=3)

L-T-P

2-0-0

External Theory Marks:35

Internal Assessment Marks:15.

Time Allowed: 3 Hours

### Course Outcomes:

- CO1:** Gain the knowledge of Sutras and Upsutras from Vedic Mathematics. Perform simple arithmetic calculations with speed and accuracy.
- CO2:** Have the procedural knowledge of multiplication of complicated numbers quickly with the aid of Vedic sutras and generate tables of any number.
- CO3:** Make use of Vedic sutras to quickly divide, and find LCM and HCF of many digit numbers.
- CO4:** Acquire the cognitive skills to calculate square and cube roots of numbers speedily with accuracy.

### Unit-I

History of Vedic Mathematics and introduction to its Sutras and Upsutras. Addition in Vedic Mathematics: Without Carrying, Dot Meth method subtraction in Vedic Mathematics: Nikhilam Navatashcaramam Dashatah (All from 9 last 10). Fraction: Addition and Subtraction.

### Unit-II

Multiplication of two numbers of two digits (Ekadhikena Purvena method), Multiplication of two numbers of three digits, (Ekanyunena Purvena method, Urdhva Tiryagbhyam method, Nikhilam Navatashcaramam Dashatah method), Combined Operations, Generating Tables (Nikhilam).

### Unit-III

Division: Nikhilam Navatashcaramam Dashatah (two digits divisor), Paravartya Yojyet Method (three digits divisor). Divisibility: Ekadhikena Purvena Method (two digits divisor), Eknunen Purvena Method (two digits divisor) LCM, HCF.

### Unit-IV

Squares of any two digits numbers: Base method, Squares of numbers ending in 5: Ekadhikena Purvena Method. Square Roots: Dwandwa Yoga (Duplex) Method, Square root (four digit number). Cubing: Yavadunam Method, Cube root (six digit numbers)

**Instructions for External Theory Paper Setters/Examiners:** The examiner will set 9 questions asking two questions from each unit and one compulsory question. The compulsory question (Question No. 1) will contain 7 parts covering entire syllabus. The examinee will be required to attempt 5 questions, selecting one question from each unit and the compulsory question.

## Practical

Total Credits: 1

L-T-P

0-0-2

External Practical Marks:20

Internal Assessment Marks:05

Time Allowed: 3 Hours

The examiner will set 4 questions at the time of practical examination by taking course outcomes (COs) into consideration. The examinee will be required to solve 2 questions. The evaluation will be done on the basis of practical record, viva-voce and written examination.

**Problem Solving**-Questions related to the following problems will be solved and record of those will be maintained in the Practical Note Book:

1. Addition of two 5-digit numbers by without carrying and dot method.
2. Subtraction of 5-digit numbers by base method.
3. Multiplication of 2-digit numbers by base method.
4. Multiplication of 3-digit numbers by numbers consisting of all 9s.
5. Multiplication of 3-digit numbers by numbers consisting of all 1s.
6. Multiplication of 3-digit numbers by Vinculum method.
7. Division of 2-digit and 3-digit numbers.
8. Generating table of any number.
9. Square of any 2-digit number by base method.
10. Square of any number ending with 5.
11. Square root of 4-digit numbers.
12. Cube root of 6-digit numbers.
13. LCM and HCF of numbers.
14. Answer checking by digit-sum method.

### Recommended Readings:

1. U. S. Patankar and S. M. Patankar (2018). Elements of Vedic Mathematics. TTU Press.
2. V. Singhal (2014). Vedic Mathematics for all ages. Motilal Banarsidas Publishers.
3. R.K. Thakur (2013). The Essentials of Vedic Mathematics. Rupa Publications. New Delhi.
4. P. Tiwari and V.K. Pandey (2012). Vedic Mathematics - Modern Research Methods. Campus Books International.
5. S. K. Kapoor (2006). Vedic Geometry Course. Lotus Press.
6. A. Gupta (2004). Power of Vedic Mathematics with Trigonometry. Jaico Publishing House.
7. S.B.K. Krishna Trithaji (1990). Vedic Mathematics. Motilal Banarsidas, New Delhi.

**Renewable Energy Sources**  
**Course Code: B-SEC-204**

<b>Total Credits: 02</b>			<b>External theory marks: 50</b>
<b>L</b>	<b>T</b>	<b>P</b>	<b>Internal Assessment Marks: 25</b>
<b>2</b>	<b>1</b>	<b>0</b>	<b>Time allowed: 2.00 hrs</b>

**Course Outcomes:** After completing this course students will be able to learn about:

<b>CO1:</b>	To understand the renewable energy sources
<b>CO2:</b>	To understand the working of power plants using renewable energy
<b>CO3:</b>	To understand the various methods of energy conversion from solar and wind
<b>CO4:</b>	To understand the sustainable energy sources along with their importance

**Syllabus**

**Unit-I**

<b>Introduction</b>	Definition: different types of energy sources, Renewable Energy Resources, Importance of Renewable Energy Resources, Types of Renewable Energy Resources, Present Indian and international energy scenario of conventional and RE sources.
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**Unit-II**

<b>Types of Renewable Energy Resources</b>	Wind Energy: Power in the Wind, Types of Wind Power Plants, Solar and thermal systems: Solar Radiation, Radiation Measurement, Solar Thermal Power Plant, thermal energy storage for solar heating and cooling, limitations. Bio-mass resources: environmental benefits, Geothermal Energy: Resources of geothermal energy, Environmental considerations, Classification of Hydropower plant.
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**Unit-III**

<b>Other Energy Sources</b>	Tidal Energy: Energy from the tides, Barrage and Non Barrage Tidal power systems. Wave Energy: Energy from waves, wave power devices, Ocean Thermal Energy Conversion (OTEC): Hydrogen Production and Storage, Fuel cell: Principle of working, various types, construction and applications.
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**Recommended readings**

- John Twideu and Tony Weir, "Renewal Energy Resources" BSP Publications, 2006.
- M.V.R. Koteswara Rao, "Energy Resources: Conventional & Non-Conventional" BSP Publications, 2006.
- C.S. Solanki, "Renewal Energy Technologies: A Practical Guide for Beginners" PHI Learning.
- Godfrey Boyle. "Renewable energy power for a sustainable future". Oxford University Press.

**Instructions for External Theory Paper Setter/Examiner**

Seven questions will be set in all by the examiners taking two questions from each unit (Each question is of 12 marks) and one question containing short answer type questions from entire syllabus (Seven questions of two marks each). Students will be required to attempt four questions in all by selecting at least one question from each unit. Question No.1 is compulsory which is from entire syllabus.



## Typing Short Hand in Hindi

B-SEC-205

**Total Credits : 3**

L - T - P

2 - 1 - 0

**External Theory Marks: 50**

**Internal Assessment Marks : 25**

**Time allowed: 2 hrs**

### Course outcomes:

After completion of the course, students will be able to:

CO1: Understand the basic concepts of Short hand

CO2: Apply the knowledge of Circle, Phraseography, Hook

CO3: Understand the concept of Compound Consonant, Halving, Doubling etc.

CO4: Learn and make Speed and practice

**UNIT 1:** definition, Consonant, Joining, Vowels, symbols, word sign etc.

**UNIT 2:** Basics of knowledge of Circle, Hook, Phraseography, loop, half circle, final hook,

**UNIT 3:** Definition of compound consonant, halving, doubling, prefix, suffix

**UNIT 4:** Learn and make speed with numbers, symbols, lines, spelling of country, department, etc.

### Recommended readings:

1. Manak ashulipi book

### Note:

- 1 Minimum passing marks for any subject (paper) shall be 40% in the external examination and 40 % in the aggregate of internal and external examinations of that subject.
- 2 There will be nine questions in total from all four units. First question is compulsory and set from all four units. Students will have to attempt any five questions in all selecting at least one question from each unit.

**WEB DESIGNING AND DEVELOPMENT**  
**CODE: B-SEC-206**

**NO OF CREDITS: 3**

**L T P**

**3 0 0**

**INTERNAL MARKS: 25**

**EXTERNAL MARKS: 50**

**TOTAL : 75**

**Course Outcomes:**

After studying this Course the student will be able to:

1. Code a handful of useful HTML & CSS examples
2. Build semantic, HTML & CSS web page
3. Write basic scripts
4. Use Names, Objects, and Methods
5. Add Interactivity to a Web Page
6. Create Dynamic Web Pages using Java Script in HTML forms.

**UNIT-I**

Introduction and Basic concepts of internet, Software for Web Designing, Introduction to HTML: HTML Tags and Attributes, Lists, Hyperlink, Form, Headers, HTML Meta Tag, XHTML, HTML Deprecated Tags & Attributes

**UNIT-II**

CSS: Introduction, Features and benefits of CSS, CSS Syntax, External Style Sheet, Multiple Style Sheets, Value Lengths and Percentages. Selectors, Color Background Cursor, Text Fonts

**UNIT-III**

Lists Tables: List-Style-Type, List-Style-Position, List-Style-Image, CSS Tables, Box Model, CSS Dimensions, Display Positioning, CSS Visibility, CSS Display, CSS Scrollbars, CSS Layers with Z-Index.

**UNIT-IV**

The JavaScript: Introduction to JavaScript, JavaScript Conditionals, JavaScript Arrays, JavaScript Loops, JavaScript Functions, JavaScript Scope

**RECOMMENDED READINGS:**

1. Jon Duckett, JavaScript And JQuery: Interactive Front-End Web Development, Wiley
2. Jennifer Niederst Robbins, Learning Web Design: A Beginner's Guide To HTML, CSS, JavaScript, And Web Graphics, O'reilly
3. Steven M. Schafer, HTML, XHTML, And CSS Bible, Wiley
4. Felke-Morris, Basics of Web Design: Html5 & Css3, 5th Edition, Pearson Education, 2019.
5. Felke-Morris, Web Development & Design Foundations with HTML 5, 10th Edition, Addison- Wesley, 2020.

**Note:** Nine questions will be set in all by the examiners taking two questions from each unit and one question containing short answer type questions from entire syllabus. Students will be required to attempt five questions, selecting one question from each unit. Question No.1 is compulsory which is from entire syllabus.

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# Proficiency in German-II

B-SEC 207

Total Credits: 3

External Theory Marks: 50

L - T - P

Internal Assessment Marks: 25

2 - 1 - 0

Time allowed: 2 hrs

## Course outcomes:

CO1: Communicate day to day life situations in basic/elementary German language effectively.

CO2: Possess knowledge of the values and beliefs of German culture and interact respectfully with diverse groups in basic/elementary German.

Contents: Elementary German based on text book Tangram Aktuell Niveau A1/1, Lektion-3& Lektion 4.

### Unit – I

#### Guten Tag! Ich suche (Good day, I look for..)

- Counting -100 and above
- Read and understand simple statistical data,
- Inform about the prices and make purchase
- Orient oneself in shopping mall
- Simple conversations at shopping mall

### Unit – II

#### Im Supermarkt (in the Supermarket)

- Shopping in Supermarket
- Orient oneself in supermarket
- Asking for guidance and opinions
- Simple conversations at supermarket

### Unit – III

#### LeseText: Beim neunten "Nein" kommen die Tränen

- Personal pronoun: dative, imperative sentences
- Simple conversations
- Reading Text: Beim neunten nein kommen die Traenen

Prescribed text book: Tangram Aktuell Niveau A1/1 Lektion 1-4, Lektionen 1&2, Max Heuber Verlag, Ismaning, 2005, [Published and distributed in India by German book Depot Delhi].

## Recommended Readings:

1.Sprachkurs Deutsch I &2, Moritz Diesterweg Verlag, Frankfurt am Main, 1989, [Published and distributed in India by Goyal Saab Publishers & Distributors, New Delhi 1997.

## Instructions for External Theory Paper Setter/Examiner :

Student shall select 5 out of 7 questions. Each question carries 10 Marks. (5X10=50)

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## Proficiency in French-II

B-SEC 208 (even semester)(syllabus)

Total Credits: 3

External Theory Marks: 50

L - T - P

Internal Assessment Marks: 25

2 - 1 - 0

Time allowed: 2 hrs

### Course outcomes:

CO1: Communicate day to day life situations in basic/elementary French language effectively.

CO2: Possess knowledge of the values and beliefs of French culture and interact respectfully with diverse groups in basic/elementary French.

### Contents:

#### Unit – I

Daily and Yearly events and activity  
Asking and giving precision about time  
Describing a past event

#### Unit – II

Travel, Transport  
Possessive and demonstrative adjectives  
Expressing advantages and disadvantages of an activity

#### Unit – III

Food, Meal, Feast  
Partitive article, asking question, *yes, no etc.*  
Describing Food or meal

Prescribed text book: *Echo – A1*, CLE International [Distributed in India by W. R. Goyal Publishers & Distributors, Delhi]

### Recommended Readings:

1. *Version Originale 1 – A1*, Maison de langues [Distributed in India by W. R. Goyal Publishers & Distributors, Delhi]
2. *Connexions 1*, Didier [Distributed in India by W. R. Goyal Publishers & Distributors, Delhi]
3. *Alter Ego-1*, Hachette [Distributed in India by W. R. Goyal Publishers & Distributors, Delhi]
4. *Forum-1*, Hachette [Distributed in India by W. R. Goyal Publishers & Distributors, Delhi]
5. *450 Exercices de Grammaire*, CLE International [Distributed in India by W. R. Goyal Publishers & Distributors, Delhi]

### Instructions for External Theory Paper Setter/Examiner:

Student shall select 5 out of 7 questions. Each question carries 10 Marks. (5X10=50)

## Proficiency in Russian-II

B-SEC 209 (even semester) (syllabus)

Total Credits: 3

External Theory Marks: 50

L - T - P

Internal Assessment Marks: 25

2 : 1 - 0

Time allowed: 2 hrs

### Course outcomes:

CO1: Communicate day to day life situations in basic/elementary Russian language effectively.

CO2: Possess knowledge of the values and beliefs of Russian culture and interact respectfully with diverse groups in basic/elementary Russian.

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Contents: Elementary Russian based on text book: Way to Russia 1.1 Goyal Saab (Ch 5-8)

### Unit – I

Моя семья (My Family)

Family and relationship

Intonation construction: complex sentences

Personal pronouns: singular

Possessive pronouns: singular

### Unit – II

Разговоры в магазине/в книжном киоске/ в библиотеке

(In the Supermarket/in the bookshop/ in the library)

Simple dialogues at supermarket

Simple dialogues at chemist shop

Visiting a doctor, Restaurant, library

Counting 1-100. Ordinal numbers 1-20.

### Unit – III

Text: Москва/ Измайловский парк/ на Арбате

(Text: Moscow/ Izmaylovsky Park/ at the Arbat)

Questions with question words

Yes or No questions

Verb Conjugation: Present tense.

Information about Moscow.

Prescribed text book: Antonova V.E. et. Al.: "Daroga v Rossiyu" A1 (Level 1.1), Textbook of Russian Language, 8th ed, St. Petersburg, Zlatoust –MSU, 2012 (Ch 5-8)

### Recommended Readings:

Recommended extra readings: V.G. Ovsienko "Russian for Beginners", S. Khavronina et al: "Russian in exercises" Russky Yazyk; Moscow.

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### Instructions for External Theory Paper Setter/Examiner:

Student shall select 5 out of 7 questions. Each question carries 10 Marks. (5X10=50)

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# Computer Hardware and Maintenance

Course Code: B-SEC-210

Total Credits : 3

External Theory Marks: 50

L - T - P

Internal Assessment Marks : 25

2 - 1 - 0

Time allowed : 2 hrs

## Course outcomes:

Upon successful completion of this course, the student will be able to:

*(Knowledge based)*

CO1: To classify and explain the function of PC, different computer hardware components; and functionality of hardware components and working of an operating system (OS);

CO2: Understand the purpose and functions of the computer peripherals;

*(Skills based)*

CO3: To install, configure, optimize and upgrade personal computers;

CO4: To be able to perform diagnostic procedures and troubleshooting techniques to personal computers, portable devices, operating systems and computer peripherals.

## Unit – I

**Introduction to Hardware:** Basic terms and introduction, and functions of system modules (System board, firmware, storage devices, monitor, boot process, ports). CMOS and BIOS, Overview of system components, Motherboard: definition, Components/connections in motherboard, Knowing mother board of PC, Identifying types of motherboard, SMPS: Circuit diagrams and pin assignments, working of SMPS Input and load requirements.

## Unit – II

**Memory requirements and I/O devices:** Features of different types memory modules, Reading memory error messages, adding RAM, Tips on installing memory chips. Disk structure: Cylinders, heads, platters, tracks and sectors, structure of a disk, hard disk controllers. Hard disk software installation: Physical formatting, partitioning, high level formatting, Hard disk installation.

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Keyboard : Keyboard and Mouse operation, Key switches, Common faults and diagnostics,  
Scanner: Working and types, CD- ROM drive:-CD drives mechanism installation of CD drive,  
Monitors: Display basics, Display adapter cards, VGA and super VGA, Failure, Printer: Types,  
Interfaces, Parts, Working Principle

### **Unit – III**

**Troubleshooting and maintenance:** Troubleshooting basics, Troubleshooting by visual  
Inspection, Preventative Maintenance, Using Preventative Maintenance Tools, POST :  
Functions, Test Sequence, Error messages, Troubleshooting Procedures and Preventative  
Maintenance: Identifying Troubleshooting Tools, Hardware tools, Diagnostic software,  
Materials and equipment, Software utilities, Maintaining Environmental Controls, Ventilation  
and airflow, Humidity and liquids, Dirt and dust, Power, UPS, and suppressors, Completing  
Maintenance Tasks, Case and components, Power supplies and utilities

### **Recommended Readings:**

Graves, Michael W.: "A Guide to PC Hardware Maintenance and Repair", Text Thompson  
Publishing, Second edition (2005). Print

Mueller, Scott M.: "Upgrading and Repairing PCS", Pearson's Education Inc., 20<sup>th</sup> Edition,  
(2012) Print

### **Instructions for External Theory Paper Setter/Examiner :**

All the units 1, 2 and 3 are of equal marks (12.5 marks each). Question 1 is compulsory to all;  
consisting of 12.5 marks and is taken from the entire syllabus; in which each units is equally  
represented with 4/4.5 marks. Each unit 1, 2, and 3 has internal choices for the students in  
which half part of unit (equivalent to 12.5 marks) is to be attempted.

**IT Return Filing**  
**B-SEC-211**

**Total Credits : 3**

L - T - P

2 - 1 - 0

**External Theory Marks: 50**

Internal Assessment Marks : 25

Time allowed : 2 hrs

**Course outcomes: The student shall be able to**

CO1: understand the basic process of computing taxable income and tax liability.

CO2: understand the concept of advance payment of tax and tax deduction at source and develop the ability of e-filing of TDS returns.

CO3: file IT return on individual basis.

CO4: know about various types of income tax return forms.

**Unit – I**

Introduction to income tax – basic terminology; types of assessee; income taxable under different heads- Income from Salary, House property, Business and Profession, Capital Gain and Other Sources; Meaning of ITR filing; difference between E-filing and regular filing of returns. E-filing process. due date of filing of income tax return.

**Unit – II**

Instructions for filling out form ITR-1 (SAHAJ), ITR-2 (Income other than PGBP), ITR-3 (Income from PGBP), ITR-4 (SUGAM); Introduction to Income Tax Portal; preparation of electronic return. Introduction to the concept of TDS; provisions in brief relating to advance payment of tax; prescribed forms for filing of TDS returns; exemption from TDS – Form 13, 15G, 15H

**Unit – III**

How to Register PAN, TAN, TIN, DIN and GSTIN online or manual. How to file Return Electronically on portal with or without Digital Signature Certificate. How to Pay Tax online through Net Banking. How to Generate Challans online and Manual. Form 16 B, How to view Tax Credit through 26AS, E Filing TDS Salary Return form 24Q and Challan.

**Recommended Readings:**

1. Ahuja, Girish. and Gupta, Ravi. Systematic Approach to Income Tax. Latest Edition, Bharat Law House, Delhi, 2023. Print.
2. Babbar, Sonal, Kaur, Rasleen and Khurana, Kritika. Goods and Service Tax (GST) and Customs Law. Latest Edition, Scholar Tech Press, 2023. Print
3. Bansal, K. M., GST & Customs Law, Latest Edition, Taxmann Publication, 2023. Print.
4. Gupta, S.S., Vastu and Sevakar, GST How to Meet Your Obligations, Latest Edition, Taxmann Publications, 2017, Print.
5. Singhania V. K , GST & Customs Law, Latest Edition, Taxmann Publication, 2023, Print.



6. Singhania, Vinod K. and Singhania Monica. Students' guide to Income Tax. University Edition. Taxmann Publications Pvt Ltd., New Delhi, 2023, Print.

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**Instructions for External Theory Paper Setter/Examiner :**

The examiner shall set seven questions in all covering the whole syllabus. Question no.1 will be compulsory covering all the units and shall carry seven small questions of two marks each. The rest of the six questions will be set from all three units. The students will be required to attempt three questions (at least one question from each unit carrying 12 marks each).

## Textile Coloring and Designing

B-SEC-212

**Total Credits : 3**

L - T - P

2 - 1 - 0

**External Theory Marks: 50**

Internal Assessment Marks : 25

Time allowed : 2 hrs

### Course outcomes:

After completion of the course, students will be able to:

CO1: Understand the basic concepts of Design

CO2: Apply the knowledge of elements and principle of design in Design Developments

CO3: Understand the concept of colour and its effect on designing

CO4: Learn and make use of dyeing and printing application.

**UNIT 1:** Design- definition, requirements of a good design, Types- natural and decorative, types of decorative design. Collage and its types – relief and flat. Introduction to principles of design- balance- proportion- emphasis, rhythm- harmony with their suitable example.

**UNIT 2:** Basics of elements of design: Lines – Horizontal, vertical, zigzag, diagonal and curve. Textures- Different types of textures, Shape: Geometrical, Realistic, Stylized, Abstract. Dots & Types of dots and their application in designing.

**UNIT 3:** Definition of colour with hue, value and chroma, color wheel; primary, secondary and tertiary colours, Colour Scheme, warm and cool colours, Colour value, tints, shades.

**UNIT 4:** Basic introduction to dyeing and printing, Difference between dyeing and printing, simple dyeing techniques: solid colour dye, tie and dye, shibori dyeing, simple printing techniques: block, screen and stencil

### Recommended readings:

1. Sumathi G. J., "Elements of Fashion and Apparel Design", Second Edition, New Age International Publisher, 2022, Print
2. Dr. Maulik Shah, "Basics of Textile Dyeing and Printing", Edition first, Shashwat Publication, 2023, Print
3. Student handbook on Textile Chemical Processing, 1<sup>st</sup> Edition by CBSE, 2014, E-Book
4. Hemalatha Jain, "Techniques of dyeing and printing" 1<sup>st</sup> Edition, Ane Books Pvt. Ltd, 2010, Print

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5. Manju Patni, "Textile Designing and printing", 1<sup>st</sup> edition-Hindi , Star publication, 2020, Print

**Note:**

- 1 Minimum passing marks for any subject (paper) shall be 40% in the external examination and 40 % in the aggregate of internal and external examinations of that subject.
- 2 There will be nine questions in total from all four units. First question is compulsory and set from all four units. Students will have to attempt any five questions in all selecting at least one question from each unit.

## Course Nomenclature: Translation from English to Hindi

Course Code: B-SEC-213

Total Credits: 3

External Theory Marks: 50L-

T-P

Internal Assessment

Marks: 252-1-0

Time

**Allowed: 2hrs**  
**Course Outcomes:** CO1. To introduce the learners to the significance of translation. CO2. To sensitise the learners towards the linguistic and cultural specificities of the two languages i.e. English and Hindi. CO3. To train the students in practical aspects of translation as an activity. CO4. To equip the students with translation skills. CO5. To enhance skill development and build confidence in over-all personality of the learners.

### UNIT I

Basics of Translation: Definition, Process, Objectives, DOs and DONTs of translation, limitations of translation, translation versus original, importance of translation as an activity

### UNIT II

Role and Qualities of a Translator, personality of the translator, the question of fidelity of the translator

### UNIT III

English to Hindi Translation:  
Understanding the specificities of the two languages, sentence structure  
Exercises for practice

#### Suggested Reading:

1. Bassnett, Susan and Peter Bused. *The Translator as Writer*. Continuum, 2006.
2. Mukherjee, Sujit. *Translation as Discovery*. Orient Blackswan, 2018.
3. Mukherjee, Sujit. *Translation as Recovery*. Pencraft International, 2004.
4. Bassnett, Susan and Andre Lefevere *Constructing Cultures: Essays on Literary Translation*. Cromwell Press, 1998.
5. Venuthi, Lawrence. *Translator's Invisibility: A History of Translation*. Routledge, 2017.

#### Instructions to the Paper Setter:

The question paper shall be of 50 marks (Unit I and II of 15 marks each and Unit III carrying 20 marks) and must be strictly according to the prescribed syllabus. The question shall be set on all units covering all the topics and providing sufficient choice to the examinee.

**Bhagat Phool Singh Mahila Vishwavidyala Khanpur Kalan**  
**Department of English**

**Course Nomenclature: Content Writing**  
**Course Code: B-SEC-214**

**Total Credits: 3**  
**L-T-P**  
**2-1-0**

**External Theory Marks: 50**  
**Internal Assessment Marks: 25**  
**Time: 2hrs**

**Course Outcomes:**

- CO1. To introduce learners to the basic concepts of Content Writing
- CO2. To sensitize them to the various styles and techniques of writing and editing
- CO3. To increase employ ability of the learners
- CO4. To create industry- academia interface through institutional support
- CO5. The knowledge of various styles and techniques of writing and editing
- CO6. A creation of an industry-academia interface through institutional support

**Unit I: Basics of Content writing**

- 1. The Concept of Content Writing and its relevance
- 2. Role and Functions of Content Writing
- 3. Scope and Types of Content Writing
- 4. Principles and processes of content writing

**Unit II: Plagiarism laws in Content Writing**

- 1. What is plagiarism, rules on plagiarism
- 2. How to write plagiarism-free copies

**Unit III: Types of Content writing**

- 1. The process of Content Writing— researching, structuring, formatting
- 2. Editing and Proof- Reading—following company style sheet, grammar, copy flow, restructuring, market research
- 3. Writing Styles -Non-fiction(Essays, Reports), Advertising, Newspapers
- 4. Writing blogs, case studies, write papers, write eBook

# Tour and Travel Management

B-SEC-301

**Total Credits: 3**

L - T - P

2 - 1 - 0

**External Theory Marks: 50**

Internal Assessment Theory Marks: 25

Time allowed: 2hrs

**Course Outcomes:** After completion of this course students will be able to:

CO1: Understand tourism and its types and form.

CO2: know about the tourism products and resources and tourist destinations.

CO3: Understand the basics functions of travel Agency and tour operators.

CO4: know about the documentation required to travel abroad.

## Unit-1

### **Components, Types and Forms of Tourism :-**

Meaning & definitions of tourism, Growth and development of Tourism, Nature & Classification of tourism & tourists. Components of tourism, Types and Forms of Tourism, Inbound and outbound Tourism, Domestic & International tourism.

## Unit-2

### **Tourism Products:-**

Definition & meaning of Tourism Resources, Tourism resources, Indian resources Cultural resources, Art and Architecture, Historical Monuments, Fairs and Festivals, Craftsmanship, Museums and Art Galleries. Natural tourist Resources, diversity in Land form and Landscape, Flora and Fauna, National Parks and Sanctuaries. Created tourist destinations.

## Unit-3

### **Travel Agency & Tour Operations :-**

History and growth of travel agency businesses, Types of travel agency and tour operations. Functions of Travel agency/Tour operations. Travel Documentation: Passports, its types, VISA, its types and requirements. Documents required for foreigners to visit India. Travel Organizations such as WTO, IATA, UFTAA, TAAL, IATO, ASTA, PATA and its functions. Types of Tour Operators. Types of Package Tours.

### **Recommended Readings:**

1. M.R. Dileep. Tourism, Transport and Travel management, 1<sup>st</sup> ed. Routledge, 2019
2. Prof. K. Tanja. Tour and Travel Management. India. Laxmi Publication Pvt Ltd. 2020. Print
3. Sampad kumar Swain, Jitendra Mohan Mishra. Tourism: Principles and Practices. India. oxford university, 2011
4. Sunetra Roday, Archana Biwal, Vandana Joshi. Tourism Operations and Management. India Oxford University Press; Illustrated edition, 2009.

### **Instructions for paper setter/examiner:**

The examiner shall set seven questions in all covering the whole syllabus. Question no-1 will compulsory covering all the units and shall carry four small questions of four marks each. The rest of three questions will be set from all the three units. The examiner will set two questions from each unit. All questions shall carry 12 marks.

933

## Catering Skills B-SEC-303

**Total Credits: 3**  
**25**

L - T - P  
2 - 0 - 2

**External Theory Marks:**

**External Practical Marks: 25**

Internal Assessment Marks: 25

Time allowed: 2hrs

**Course Outcomes:** After completion of this course students will be able to:

CO1: Understand about the concept of catering industry.

CO2: learn about the types of different catering service and buffet functions

CO3: learn the process of managing different types of Banquet functions

CO4: Develop different catering skills to organize event/ functions of different levels.

### Unit-I

#### **Catering Establishments and Functions:-**

Define Catering Industry, Commercial Catering, Institutional Catering and Hospital Catering. Planning, organizing & control. Types of Food & Beverage outlets, types of service offered.

### Unit-II

#### **Catering Operation:-**

Types of catering services, Functions of Catering. Buffet Catering. Factors to plan buffets, Area requirement, Planning and organization, Sequence of food, Types of Buffets, Display, Sit-down, Fork, Finger, Cold Buffet, Breakfast Buffets, Equipment, Supplies, Check list.

### Unit-III

#### **Banquet Management:-**

Nature and types of business event. Booking procedure, function planning, organizing & control. Function prospectus, Checklist, documentation & Standard Operating procedures (SOPS). Banquet management types of banquets i.e. Formal and informal. Banquet function menus, sitting plans. Organization, duties & responsibilities of Banquet department.

#### **Practical Components:**

- Food and beverage-how to serve in banquets.
- Layout and drawing of the function's prospectus.
- Planning of different types of buffet counters and setting the counters.
- Planning the table layouts of different types of banquet function.
- Preparation of function checklist of buffet.
- Seating plans of different Banquet functions.

#### **Recommended Reading:**

1. John Cousins, Dennis Lillicrap, Suzanne Weekes, Food And Beverage Service, 9<sup>th</sup> ed 2014. Print.
2. Kinton, Ronald, Victor Ceserani, and David Foskett. The theory of catering. E. Arnold, 2011, Oxford Press, Print.
3. Krupa Shanker M, Management Theory for the Hotel Professional, United Publisher, Mangalore, 2016, print.
4. Mohini Sethi & Surjeet Malhan, Catering Management - An Integrated approach, Macmillan Publisher New Delhi 2016, Print.

**Instructions for paper setter/examiner:**

The examiner shall set seven questions in all covering the whole syllabus except practical component. Question no-1 will compulsory covering all the units and shall carry four small questions of one mark each. The rest of three questions one from each unit will be set and all questions shall carry 07 marks.

935



## Indian Cuisine

B-SEC-307

**Total Credits:**

L - T - P

25

2 - 0 - 2

**External Theory Marks: 25**

**External Practical Marks:**

Internal Assessment Marks: 25

Time allowed: 2hrs

**Course Outcomes:** After completion of this course students will be able to:

CO1: Understanding of the characteristics of Indian foods.

CO2: Know about the herbs and spices used in Indian foods.

CO3: Know about the commodities used in Indian Cuisine.

CO4: Understand the fundamentals and basics preparations of Indian Cuisine.

### Unit-1

#### Indian Cuisine :-

Introduction, Philosophy of Indian Food, Key features, regional influences on Indian Regional Foods, its salient features and cooking. Condiments, Herbs and Spices Used in Indian Cuisine, various ways of using spices, their storage and usage tips.

### Unit-2

#### Commodities and their usage in Indian Kitchens:-

Introduction, Souring Agents, Colouring Agents, Thickening Agents, Tendering Agents, Flavouring and Aromatic Agents, Spicing Agents in Indian Kitchens. Purchasing and storing techniques.

### Unit-3

#### Secrets and Basics preparations of Indian Cuisine:-

Introduction, Types, Blending of Spices, Concept of Dry and Wet Masalas, Pastes used in Indian Cooking, Preparations of Basic Indian and Regional Gravies, Dals, Rice and Breads.

#### Practical Component:-

- Popular Indian Breakfast Preparations
- Preparation of Basic Indian Gravies.
- Preparation of Basic Indian Dals.
- Preparation of Basic Indian Rice.
- Preparation of Basic Indian Breads.

#### Recommended Readings:

1. Parvinder. S. Bali. Food Production Operations. 3<sup>rd</sup> ed. Oxford Higher Education. 2021, Print.
2. Parvinder. S. Bali. Theory of Cookery. 1<sup>st</sup> ed. Oxford Higher Education, 2017. Print.
3. Wayne Gisslen, Professional Cooking, 5<sup>th</sup> Edition, Wiley 2002. Print
4. David Foskett & Victor Ceserani. Ceserani & Kinton's The Theory of Catering, 11<sup>th</sup> ed, Hodder Education 2007.

#### Instructions for paper setter/examiner:

The examiner shall set seven questions in all covering the whole syllabus except practical component. Question no-1 will compulsory covering all the units and shall carry four small questions of one mark each. The rest of three questions one from each unit will be set and all questions shall carry 07 marks.

- 936 -

**Waste Management Techniques**  
**Course Code: B-SEC-308**

<b>Total Credits: 02</b>			<b>External theory marks: 50</b>
<b>L</b>	<b>T</b>	<b>P</b>	<b>Internal Assessment Marks: 25</b>
<b>2</b>	<b>1</b>	<b>0</b>	<b>Time allowed: 2.00 hrs</b>

**Course Outcomes:** After completing this course students will be able to learn about:

CO1:	Distinguish between different types of wastes along with their sources
CO2:	Various methods employed for collection and disposal of the waste
CO3:	Understand about the techniques used for the treatment of waste
CO4:	Observe the role of biotechnology in reduction of different waste

**Syllabus**

**Unit-I**

Definition, overview of solid waste management, types of solid wastes, sources of solid wastes, properties of solid wastes, Factors affecting the type and quality of waste, causes of Solid waste generation, associated risks of solid wastes, hierarchy of waste management options.  
Key components of solid waste management, Generation, storage (containers), collection, transportation (human powered, animal powered and motorized).

**Unit-II**

Disposal of solid waste (Landfills, composting, incineration and pyrolysis), Recycling and resource recovery, Methods of handling and processing of solid wastes: separation, screening, size reduction, densification, baling, cubing, compaction and pelleting  
Role of Biotechnology in waste minimization.

**Unit-III**

Land filling: Site selection criteria, landfill layout, Occurrence of gases and leachate in landfills: composition and characteristics, different phases of gases formation.  
Composting: definition, types, process description, design and operational consideration of aerobic composting; process. Description, design and operational consideration of anaerobic composting, vermicomposting.

**Recommended readings**

- Bhatia S.C. 'Solid and Hazardous Waste Management', Nice Printing Press, Delhi, 2007.
- Garg Santosh Kumar. 'Sewage Disposal and Air Pollution Engineering', 37<sup>th</sup> Edition, Khanna Publishers, 2008.
- John Pichtel. 'Waste Management Practices: Municipal, Hazardous and Industrial', 2nd Edition, CRC Press, USA, 2014.
- Tchobanoglous G., Theisen H., Vigil S.A. 'Integrated Solid Waste Management Engineering Principles and Management Issues', 2nd Edition, McGraw-Hill, USA, 2014.
- Singh, J.S., Singh, S.P. and Gupta, S.R. 'Ecology, Environment and Resource Conservation', S. Chand Publishing, New Delhi, 2015.
- Vesilind, P.A. and Worrell W.A. 'Solid Waste Engineering' 2nd Ed, Cengage India, 2016.
- CPHEEO. 'Manual on Municipal Solid Waste Management', Ministry of Urban Development', India, 2016.
- Rao M.N., Sultana Razia and Kota Sri Harsha. 'Solid and Hazardous Waste Management' BS Publications, 2017.
- Singh Jagbir and Ramnath AL. 'Solid Waste Management', Dreamtech Press, 2019.
- Masters Gilbert M. and Ela P. Wendell. 'Introduction to Environmental Engineering and Science', 10th Edition, Pearson Publications, 2019.

**Instructions for External Theory Paper Setter/Examiner**

The paper-setter is requested to set Nine questions in all by setting three questions from Each Unit equitably spread over the concerned unit. The students will have to attempt Five questions in all, selecting at least one question from each unit. All questions carry 10 marks each.

## Human Values and Ethics

Course Code: B-VAC-101

<b>Total Credits: 02</b>			<b>External theory marks: 35</b>
<b>L</b>	<b>T</b>	<b>P</b>	<b>Internal Assessment Marks: 15</b>
<b>2</b>	<b>0</b>	<b>0</b>	<b>Time allowed:1.30 hrs</b>

**Course Outcomes:** After completing this course students will be able to understand about:

CO1:	The need and importance of value education
CO2:	The importance of human values and ethics
CO3:	The integrated personality and well-being
CO4:	The professional ethics and global citizenship
<b>Syllabus</b>	
<b>Unit-I</b>	
Human Values	Understanding the need, content and process for Value Education. Classification of Value Education: understanding Personal Values, Social Values, and Moral Values and Spiritual Values. Values driven from different philosophy- Buddhism, Jainism, Hinduism and other religion. Meaning and nature of human values; Significance of human values in life; Relation between values and ethics.
<b>Unit-II</b>	
Ethics in life and Profession	Nature, characteristics and scope of professional ethics; Types of Professional Ethics; Professional Values: Trusteeship, Inclusiveness, Commitment, Sustainability, Accountability, Transparency, Impartiality, Integrity, empathy, Values for Global Citizenship: Equality, Justice, and Human Dignity.
<b>Recommended readings</b>	
<ul style="list-style-type: none"><li>• Dan P. McAdams, Kali Trzesniewski, Jennifer Lilgendahl, Veronica Benet-Martinez, Richard W. Robins. 'Self and Identity in Personality Psychology, Personality Science'. Vol. 2, Article e6035, <a href="https://doi.org/10.5964/ps.603">https://doi.org/10.5964/ps.603</a>, 2021.</li><li>• D.R. Kiran. Professional Ethics and Human Values, McGraw Hill Education (India), 2014.</li><li>• Kiran Kumar, K. Salagame: Meaning and Well-Being: Indian Perspectives, Journal of Constructivist Psychology, 2016.</li><li>• R.R. Gaur, R Sangal, G.P. Bagaria: A Foundation Course in Human Values and Professional Ethics, Excel Books, 2009.</li><li>• S.K. Kiran Kumar: An Indian conception of wellbeing, in Henry, J. (Ed) European Positive Psychology Proceedings 2002. Leicester, UK: British Psychological Society, 2003.</li><li>• Vivian L Vignoles: Identity: Personal and Social, Chapter to appear in Oxford Handbook of Personality and Social Psychology (2nded.), edited by Kay Deaux and Mark Snyder, 2017.</li></ul>	
<b>Instructions for External Theory Paper Setter/Examiner</b>	
The examiner is requested to set <b>Nine</b> questions in all i.e., One Compulsory Objective Type Question (7x1) without any choice, equitably distributed over the whole syllabi and Four Questions from Each Unit equitably spread over the concerned unit. The students will have to attempt <b>Five</b> questions in all, selecting two questions from each unit. All questions carry equal marks.	

- 938 -

# Constitutional Values and Fundamental Duties

## B-VAC-201

**Total Credits: 2**

L - T - P

2- 0 - 0

**External Theory Marks: 35**

Internal Assessment Marks : 15

Time allowed : 1.30 hrs

### **Course outcomes:**

CO1: To understand basic philosophy behind Preamble and fundamental rights under the Constitution of India;

CO2: To understand basic philosophy behind directive principles of state policy under the Constitution of India and fundamental duties for citizens;

CO3: To understand basic forms of government at Central and Regional Levels under the Constitution of India;

CO4: To understand relationship among organizations at Central and Regional Levels under the Constitution of India;

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### **Unit – I**

Idea of Constitution and Constitutionalism, Ideals of the Preamble including sovereignty, socialism, secularism, democracy, republican character of Indian State, justice, liberty, equality, fraternity, human dignity and the unity and integrity of the Nation, concept of citizenship, fundamental rights and its types and principles for constitutional remedies;

### **Unit – II**

Directive principle of justice and free access to justice, principle, principles of welfare state and egalitarian society, principles for early childhood care and education, principles for improving workers and public health and prohibition of intoxicating drugs, principles for promotion of educational and economic interests of weaker sections especially Scheduled Castes and Scheduled Tribes; principles against slaughtering animals especially cow and cattle, principles of uniform civil code, principles for protection of environment, principles for protection of monument or places of artistic or historic interest, principles of separation of functions of the state, principle for observation of international law, philosophy of fundamental duties for citizens;

### **Unit – III**

Democracy, representative democracy, democratic parliamentary form of government at Central and Regional levels including Municipalities and Panchayats, Principles of Collective Responsibility of Council of Ministers, Principles for constitution of parliament, legislative assembly in each state or union territory, Principles of Free and Fair Elections

### **Unit – IV**

939 -

Legislative and administrative relationship among government at central and regional levels, independent higher judiciary and lower judiciary in state; Services at Central and Regional levels, Principles of Contractual and Tortious Liability of the State,

**Recommended Readings:**

1. Dr. D.D. Basu, Introduction to the Constitution of India, 20<sup>th</sup> Edition, LexisNexis Butterworths Wadhwa Nagpur and 2011. Print.
  2. Madhav Khosla, India's Founding Moment: The Constitution of a Most Surprising Democracy, 1<sup>st</sup> Edition, Harvard University Press, 2020. Print.
  3. Granville Austin, The Indian Constitution: Cornerstone of a Nation, Clarendon Press Oxford, 1966. Print.
  4. Arun K Thiruvengadam, The Constitution of India: A Contextual Analysis, Hart Publishing, 2017, Print.
  5. M.P. Jain, Indian Constitutional Law, 6<sup>th</sup> Edition, LexisNexis Butterworths Wadhwa Nagpur, 2011. Print.
  6. Aakash Singh Rathore, Amberkar's Preamble: A Secret History of the Constitution of India, Penguin Random House India, 2020.
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**Instructions for External Theory Paper Setter/Examiner:**

1. The syllabi for external examination carries four units and it consists of three parts namely Part-A, B and C. Part-A is compulsory and it carries of three short questions of two marks each with at-least one question from each unit. Part-B carries four units with two questions of five marks each from each unit and a candidate is required to answer at-least one question from each unit. Part-C carries three questions of nine marks and a candidate is required to answer any one questions.

## Yoga and Meditation

B-VAC-202

Total Credits:2

L-T-P

1-1-0

Total Marks: 50

External Theory Marks :35

Internal Assessment Marks: 15

Time allowed : 1:30 hrs

Course Outcomes:

CO1: Students will understand relation of yoga, health & mental health.

CO2: Students will understand the benefits & effects of Meditation.

CO3: Analyze the techniques and body posture to bring out healthy change.

CO4: Promote the awareness of health through yoga.

### Unit I

#### Yoga for Health

1.1 concept of yoga: Meaning, definition of yoga.

1.2 History and development of yoga in India.

1.3 Surya Namaskar Steps, Mantra & its benefits

1.4 Meaning and importance of Astang yoga

1.5 Asanas : Uttanapadasana, Bhujangasana, Salabhasana, Naukasana, Vipareet Naukasana, Makarasana, Dhanurasana, Siddhasana, Svastikasana, Padmasana, Vakrasana, Ardhamatsyendrasana, Gomukhansana, Vajrasana, Supta-Vajrasana, Kurmasana, Uttana-Kurmasana, Padahastasana and Savasana.

1.6 Pranayama: Nadisodhana Anuloma-Viloma, Suryabedi, Ujjayi and sitkari.

### Unit II

#### Meditation:

2.1 Concept of Meditation: Meaning, Definition and type of Meditation.

2.2 Different meditation techniques (Focused breathing, mindfulness, Walking meditation, Anxiety relief meditation etc.)

2.3 Benefits of meditation for mental and emotional well-being

2.4 Establishing a regular meditation practice

2.5 Mudra: Define and their benefits (Prana Mudra, Vayu Mudra, Gyan Mudra, Prithvi Mudra and Agni Mudra)

2.6 Bandh : Define and their benefits ( Uddiyana bandha, Mula bandha and Jalandhara Bandha)

#### Recommended Readings:

1. Swami Satyananda Sarswati, Aasana -Pranayama -Mudra -Bandha, Yoga Publications Trust, Munger, Bihar, India (2006)

2. Anil Karwande, Yoga, Amit Brothers Publications 200s4

**For Paper Setter:** - The paper must be strictly according to the prescribed syllabus. The paper shall be of 35 marks. The question paper shall be of 35 marks (Until I-20 Marks, Until II-15 marks) and must be strictly according to the prescribed syllabus. The question shall be set on all units covering all units covering all the topics and providing sufficient choice to the examinee.

- 941 -

Course Nomenclature: Cultural History of Haryana

Course Code B-VAC-204

Total Credits : 2

L - T - P

2 - 0 - 0

External Theory Marks: 35

Internal Assessment Marks : 15

Time allowed : 1.30hrs

Course outcomes:

CO1: Understand the Cultural aspect of Haryana.

CO2: Understand the development of Harrapan civilisation in Haryana.

CO3: To make acquainted students with the knowledge of rich heritage of Haryana.

CO4: Understand the important architectural style and Art in Haryana.

Unit – I

1. Sources of History of Haryana
2. Harrapan civilization in Haryana
3. Vedic Civilization in Haryana
4. Art & Architecture in Haryana during ancient period

Unit – II

1. Society in medieval period
2. Art, Education & Language / dialect in Haryana
3. Cultural & Historical heritage in Haryana

Recommended Readings:

1. Buddha, Prakash, *Glimpses of Haryana*, Kurukshetra, 1967.
2. Kundu, C.L. and UdayShanker, *Education in Haryana Retrospect and Prospect*, Kurukshetra University, 1971.
3. Mittal, S.C., *Haryana : A Historical Perspective*, Atlantic Publication, Delhi, 1986.
4. Handa, Devender, *Sculptures From Haryana, Iconography & Style*, Aryan Books International publication, New Delhi, 2006.
5. Nurullah, S. & J.P. Naik, *History of Education in India*, London, 1951.
6. Phadke, H.A., *Haryana : Ancient and Medieval*, Harman Publishing House, New Delhi, 1990.
7. Singh, Chattar, *Social and Economic Change in Haryana*, National Book organisation, Delhi, 2004
8. Yadav, B.N.S., *Society and Culture of Northern India in the 12th Century*,

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RakaPublication , Allahabad ,2012.

9. Yadav, K.C. ,*Haryana: Studies in History and Culture*,Kurukshetra,1968.
10. Singh ,Mahender ,*Haryana: ItihasEvamSanskriti*(Hindi), Vols. I &II ,Patak  
Publisher &Distributor ,New Delhi,2023

**Instructions for External Theory Paper Setter/Examiner:**

1. Five questions shall be set in all, two questions from each unit candidate has to attempt 2 questions selecting at least one question from each unit,Each question shall carry 14 marks.
2. Question No 1 is, Compulsory and shall consist of *seven* short answer type Questions of 01mark each which shall be spread over the whole syllabus.

AS

943



# Intellectual Property Rights

B-VAC-206

Total Credits : 2

External Theory Marks: 35

L - T - P

Internal Assessment Marks : 15

1 - 1 - 0

Time allowed : 1.30hrs

## Course outcomes:

CO1: After completing this course, students will get sensitized about importance of IPRs and basic concepts of intellectual property

CO2: Students will be able to know the registration procedure, what constitutes IP infringement and Remedies available in case of infringement.

CO3: Students will get knowledge of copyright and issue of plagiarism while writing their projects, assignments.

CO4: Students will also be able to know the concepts of license and assignments of IPRs

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## Unit I

Intellectual Property Rights- Definition, Essentials and Types of Intellectual Property, Transfer of Intellectual Property- License and Assignments, Patent- Definition, Types of Patents, Inventions which are not patentable. Registration of patent, Infringement and Remedies

## Unit II

Copyright- Definition, Features of copyright, Subject matters of copyright, Registration, Exceptions under Copyright, Infringement and Remedies, Trademark and Geographic Indication of Goods. Objectives of National Intellectual Property Right Policy 2016

## Recommended Readings:

1. Wadehra, B.L., Law relating to Intellectual Property Laws, 5<sup>th</sup> Edition, New Delhi: Universal Law Publishing Co., 2016. Print
2. Narayanan, P., Intellectual Property Laws, 3<sup>rd</sup> Edition, New Delhi: Eastern Law House. 2020. Print
3. Ahuja, V.K.. Intellectual Property Rights, 3<sup>rd</sup> Edition, Lexis Nexis, 2017. Print
4. Ganguli, Prabuddha. Intellectual Property Rights: Unleashing the Knowledge Economy, 1<sup>st</sup> Edition, Tata McGraw Hill Education, 2017. Print
5. Cornish, William and Llewelyn David. Intellectual Property: Patent, Copyright, Trademark and Allied Rights, 6<sup>th</sup> Edition, U.K.: Thomson, Sweet and Maxwell, 2007. Print
6. Tiwari, Rupinder and Bhardwaj Mamta. Intellectual Property: A Primer for Academia, Panjab University Chandigarh, 2021. E Book.
7. Study Material, Intellectual Property Rights- Law and Practice, Module 3, Elective paper 9.4, The Institute of Companies Secretaries of India, New Delhi, 2014. E Book

**Course Nomenclature : Indian Heritage and Civilisation**

**Course Code B-VAC -207**

Total Credits : 2

L - T - P

2 - 0 - 0

External Theory Marks: 35

Internal Assessment Marks:15

Time allowed : 1.30hrs

**Course outcomes:**

CO1: Understand the distinctive features of Indian Culture.

CO2: Understand the features of various religious movements in Ancient India.

CO3: To make acquainted students with the knowledge of rich literary heritage of India .

CO4: Understand the link between culture & Heritage.

**Unit-1**

**Indian Culture: An Introduction**

1. Characteristics & Significance of Indian culture
2. Society in India through ages- Ancient period- varna and jati, family and marriage in India, position of women in ancient India, Contemporary period; caste system and communalism.
3. Religion and Philosophy in India: Ancient Period: Pre-Vedic and Vedic Religion, Buddhism and Jainism.

**Unit-II**

**Indian Languages, Literature & Art**

1. Evolution of script and languages in India: Brahmi Script & Kheroshti script.
2. Short History of the Sanskrit literature: The Vedas, The Brahmanas and Upanishads & Sutras, Epics: Ramayana, Mahabharata & Puranas.

**A Brief History of Indian Arts and Architecture:**

3. Indian Art & Architecture: Gandhara School and Mathura School of Art; Hindu Temple Architecture, Buddhist Architecture, Medieval Architecture and Colonial Architecture.

**Recommended Readings:**

1. Malik ,S.C. , *Understanding Indian Civilisation : A Framework of Enquiry*, Indian Institute of Advanced Study , Shimla,1975.
2. Mukerji ,D.P., *Sociology of Indian culture*, Rawat Publication ,Jaipur,1948.
3. Pandey ,Govind Chandra , *Foundations of Indian Culture*, Books & Books ,New Delhi ,1984.
4. Dutt,N.K., *Origin and Growth of caste in India* ,Calcutta ,Firm KLM,1986.
5. Majumdar ,R.C.(ed.) *The Vedic Age*, London.1951.
6. Basham ,A.L., *Studies in Indian History and Culture*, Sambodhi Publication Pvt.Ltd.Calcutta ,1964

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7. Basham ,A.L.,*The Wonder That was India* , Sidwik and Jackson ,London ,1954.
8. ParmodChandra ,(ed,)*Studies in Indian temple Architecture*, New Delhi 1975.
9. Percy Brown ,*Indian Architecture :Buddhist and Hindu Periods* ,Bombay 1971.
10. V.S.Agarwala,*Indian Art* , PrithiviPrakashan ,Varansi ,1965.

Instructions for External Theory Paper Setter/ Examiner: Instructions for External Theory Paper Setter/Examiner:

1. Five questions shall be set in all; two questions from each unit. Candidate has to attempt 2 questions selecting at least one question from each unit ,Each question shall carry 14 marks.
2. Question No 1 is, Compulsory and shall consist of *seven* short answer type Questions of 01 mark each which shall be spread over the whole syllabus.



## Indian Knowledge System B-VAC-208

**Total Credits : 2**

L - T - P

2 - 0 - 0

**External Theory Marks: 35**

Internal Assessment Marks : 15

Time allowed : 1.30hrs

### **Course outcomes:**

CO1: To sensitize the students about Indian Knowledge System and Tradition

CO2: To understand and evaluate the culture, civilisation, art and creative practices, skills and values in ancient Indian system.

CO3: To analyze and interpret the enriched scientific Indian heritage.

### **Unit – I**

Indian Knowledge System (IKS) : Introduction and Overview of Bharatavarsha, Organization, Historicity, Methodology and Framework of IKS; The Vedic Corpus: Introduction, classification and Sub-classification of Vedas; Philosophical Systems : Introduction, Development, Unique features, importance and type of Indian philosophical systems. Wisdom through the Ages and The Outreach of Indian Knowledge System.

### **Unit – II**

Glimpses of Foundational Literature of Indian Civilisation : The Vedangas and Vedic Life: A Distinctive Features, Indian Language Sciences; Indian Mathematics, Astronomy, Health Sciences, Architecture and Town Planning, Fine Arts, Textiles, and Indian Polity and Economy, glimpses of classical Literature in Sanskrit and Other Indian Languages, Humanities and Social Sciences: Health, Wellness and Psychology; Governance and Public Administration

### **Recommended Readings:**

1. Mahadevan, B., Bhat, Vinayak Rajat, Nagendra Pavana R.N. Introduction To Indian Knowledge System : Concepts And Applications. 3rd ed. New York: PHI, 2011. Print Book ISBN : 9789391818203.
2. Kapur K and Singh A.K (Eds) 2005). Indian Knowledge Systems, Vol. 1. Indian Institute of Advanced Study, Shimla. Tatvabodh of sankaracharya, Central chinmay mission trust, Bombay, 1995.
3. The Cultural Heritage of India. Vol.I. Kolkata:Ramakrishna Mission Publication, 1972.
4. Nair, Shantha N. Echoes of Ancient Indian Wisdom. New Delhi: Hindology Books, 2008
5. Dharampal, The Beautiful Tree: Indian Indigenous Education in the Eighteenth Century, Dharampal Classics Series, Rashtrottana Sahitya, Bengaluru, 2021.

### **Instructions for External Theory Paper Setter/Examiner:**

The examiner shall set 8 questions covering whole syllabus of 7 marks each out of which a student will have to attempt 5 questions.

947

# Artificial Intelligence

## B-VAC-209

**Total Credits: 2**

L - T - P

1 - 1 - 0

**External Theory Marks: 35**

**Internal Assessment Marks: 15**

**Time allowed: 1.30hrs**

### **Course outcomes:**

CO1: Define and explain the fundamental concepts of AI

CO2: Understand real time applications of AI

CO3: Understand social and economic implications of AI

CO4: Analyzing the potential of AI in different domains

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### **Unit - I**

Definition and scope of AI, History of AI, comparison of AI with Human Intelligence, Machine Learning and its types, Neural Networks, Computer vision and Natural Language Processing (NLP)

### **Unit - II**

Applications of AI in: Healthcare, Customer Service and Chat bots, Education, Finance, Transportation  
Impact of AI on employment and workforce, AI and innovation, Emerging trends and future directions in AI

### **Recommended Readings:**

1. S.Russell and P. Norvig, Artificial Intelligence: A Modern Approach, Prentice Hall, Latest Edition
  2. Tom Taulli, Artificial Intelligence Basics- A non Technical Introduction, Apress
- 

### **Instructions for External Theory Paper Setter/Examiner:**

Five questions will be set in all by the examiners taking two questions from each unit and one question containing short answer type questions from entire syllabus. Students will be required to attempt three questions, selecting one question from each unit. Question No.1 is compulsory which is from entire syllabus.

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**Disaster Management**  
**Course Code: B-VAC-210**

<b>Total Credits: 02</b>			<b>External theory marks: 35</b>
<b>L</b>	<b>T</b>	<b>P</b>	<b>Internal Assessment Marks: 15</b>
<b>1</b>	<b>1</b>	<b>0</b>	<b>Time allowed: 1.30 hrs</b>

**Course Outcomes:** After completing this course students will be able to:

CO1:	To provide basic conceptual understanding of disasters
CO2:	To provide basic understanding of types of disasters
CO3:	To understand approaches of Disaster Management
CO4:	To build skills to respond to disaster

**Syllabus**

**Unit-I**

Definitions- Hazard, Risk, Vulnerability, Disaster-Meaning, Nature Importance, Dimensions and scope of Disaster Management; Disaster Management Cycle, The Disaster Management Act 2005, Training and drills for disaster preparedness, Awareness generation program.

**Unit-II**

Natural and Man-made disasters, Natural disasters: Earthquakes, Floods, Landslide, Cyclones, Tsunami, Volcanoes, Avalanches, Global climate extremes. Man-made disasters: Terrorism, Gas leaks, Radiation leaks, Oil Spills, Forest Fires, Toxic waste Disposal.

**Recommended readings**

- Green Stephen, International Disaster Relief: Towards a Responsive systems. McGraw Hill Book Company, New York, 1980.
- Carter, W. Nick, Disaster Management: A Disaster Manager's Handbook. Asian Development Bank, Manila, 1991.
- Damon, P. Copola, Introduction to International Disaster Management. Butterworth Heineman, 2006.
- Rajan C.K. and Pandharinath N. 'Earth and Atmospheric Disaster Management: Nature and Manmade', S Publication, Hyderabad, 2009.
- Singh V., Aleya L., Singh M., and Singh K.K. 'Natural Disaster', APH Publishing Corporation New Delhi, 2010.
- Sahni P., Dhamija A. and Medury U. 'Disaster Mitigation: Experiences and Reflections', PHI; New title edition, 2011.
- Pandey, M. 'Disaster Management', Wiley India Pvt. Ltd., 2014.
- Murthy D.B.N. 'Disaster Management' Deep and Deep Publication PVT.Ltd. New Delhi, 2019.
- Sharma S.C. 'Disaster Management, Khanna Publishing House, 2021.

**Instructions for External Theory Paper Setter/Examiner**

The examiner is requested to set NINE questions in all by setting four questions from each unit and one compulsory question based on entire syllabus which will consist of objective type questions (7\*1). All questions carry equal marks. The candidate is required to attempt five questions in all by selecting at least two questions from each unit. Question No.1 is compulsory.

**Environmental Studies**  
**Course Code: B-VAC-301**

<b>Total Credits: 02</b>			<b>External theory marks: 35</b>
<b>L</b>	<b>T</b>	<b>P</b>	<b>Internal Assessment Marks: 15</b>
<b>2</b>	<b>0</b>	<b>0</b>	<b>Time allowed: 1.30 hrs</b>

**Course Outcomes:**

<b>CO1:</b>	Understand the basic concept of environmental studies and sustainable development
<b>CO2:</b>	Learn about the concept of ecosystem, various types of natural resources, value and conservation of biodiversity
<b>CO3:</b>	Learn about the different types of pollution, solid waste management, global environmental issues and environmental laws
<b>CO4:</b>	Know about the concept of population growth and its impacts on environment and environmental movements

**Syllabus**

**Unit-I**

<b>Introduction to environmental studies</b>	Multidisciplinary nature of environmental studies; Scope and importance; Concept of sustainable development.
<b>Ecosystems</b>	Definition, structure and function of ecosystem; Energy flow in an ecosystem: food chains, food webs, types of ecosystems
<b>Natural resources: Renewable and Non-renewable Resources</b>	Land degradation and soil erosion, Importance of forests, causes and impacts on deforestation on environment, use and over-exploitation of water, renewable and non-renewable energy sources.
<b>Biodiversity and Conservation</b>	Definition and its types, value of biodiversity, Endangered and endemic species of India. Threats and conservation of biodiversity

**Unit-II**

<b>Environmental pollution</b>	Types, causes, effects and controls; Air, water, soil and noise pollution, solid waste management, climate change, global warming ozone layer depletion and acid rain.
<b>Environmental Policies &amp; Practices</b>	Environment (Protection) Act, 1986, Air (Prevention and Control of Pollution) Act, 1981, Water (Prevention and control of Pollution) Act, 1974, Forest Conservation Act-1980 and Wildlife Protection Act-1972
<b>Human Communities and the Environment</b>	Impacts of Population growth on environment and human health, Role of Indian and other religions and cultures in environmental conservation and environmental movements.

**Recommended readings**

- Bharucha, E. A Textbook of Environmental Studies for Undergraduate Courses, Orient Blackswan Pvt Ltd. 2021.
- Kaushik, A & Kaushik, C.P. Perspectives in Environmental Studies. New Age International Pvt Ltd, New Delhi. 2022
- Goswami, P., Mandal, J. & Singh, S. A Textbook on Environmental Studies, Ashok book stall, Assam. 2022
- Basu, M. & Xavier Savarimuthu, S.J. Fundamentals of Environmental Studies. Cambridge University Press. 2017
- Singh, R.P. & Islam, Z. Environmental Studies. Concept Publishing Company. 2012

**Instructions for External Theory Paper Setter/Examiner**

The examiner is requested to set **Nine** questions in all i.e., **One** Compulsory Objective Type Question (7x1) without any choice, equitably distributed over the whole syllabi and **Four** Questions from Each Unit equitably spread over the concerned unit. The students will have to attempt **Five** questions in all, selecting two questions from each unit. All questions carry equal marks.

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## Climate Change

Course Code: B-VAC-401

<b>Total Credits: 02</b>			<b>External theory marks: 35</b>
<b>L</b>	<b>T</b>	<b>P</b>	<b>Internal Assessment Marks: 15</b>
<b>1</b>	<b>1</b>	<b>0</b>	<b>Time allowed: 1.30 hrs</b>

**Course Outcomes:** After completing this course students will be able to:

<b>CO1:</b>	Understand about the origin, structure and importance of earth's atmosphere
<b>CO2:</b>	Learn about the causes, concept and factors responsible for climate change
<b>CO3:</b>	Learn about various impacts of climate change on human and environment
<b>CO4:</b>	Acquire knowledge about mitigation strategies adopted worldwide to combat climate change

### Syllabus

#### Unit-I

Weather and climate; origin, composition and structure of atmosphere, basic atmospheric properties. Greenhouse gases – sources and trends in GHGs emission, role of aerosol, ozone and trace gases; Global warming, Climate change, natural and human induced climate change.

#### Unit-II

Impact of climate change: weather extreme, Sea level rise, Coral bleaching, Extinction risk of temperature sensitive species, melting of snow, ice and glaciers.  
Mitigation strategies for global warming; carbon sequestration, role of forests in carbon sequestration; Kyoto protocol, IPCC.

#### Recommended readings

- Miller Jr., G.T. 'Environmental Science: Working With the Earth', Wadsworth Publishing Company, Belmont, California, 1997.
- Steffen, W., A. Sanderson, P. D. Tyson, J. Jager, P. M. Matson, B. Moore, III, F. Oldfield, K. Richardson, H. J. Schnellhuber, B. L. Turner, II, and R. J. Wasson. 'Global change and the Earth system: a Planet under Pressure', Springer-Verlag, New York, New York, USA, 2004.
- Botkin, D.B. and E.A. Keller. 'Environment Science: Earth as a Living Planet', John Wiley & Sons Inc., New York, 2004.
- Philander, S.G. (ed.). 'Encyclopedia of global warming and climate change. 2nd edition, SAGE Publications, Inc., California, 2008.
- Singh, J.S., Singh, S.P. and Gupta, S.R. 'Ecology, Environment and Resource Conservation', S. Chand Publishing, New Delhi, 2015.
- Kaushik, A & Kaushik, C.P. Perspectives in Environmental Studies. New Age International Pvt Ltd, New Delhi. 2022.

#### Instructions for External Theory Paper Setter/Examiner

The examiner is requested to set NINE questions in all by setting four questions from each unit and one compulsory question based on entire syllabus which will consist of objective type questions (7\*1). All questions carry equal marks. The candidate is required to attempt five questions in all by selecting at least two questions from each unit. Question No.1 is compulsory.

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## Ecology and Literature

Course Code: B-VAC-402

Total Credits: 02			External theory marks: 35
L	T	P	Internal Assessment Marks: 15
1	1	0	Time allowed: 1.30 hrs

**Course Outcomes:** After completing this course students will be able to:

CO1:	Inculcate consciousness towards the <u>problematic situation</u> of Environment
CO2:	Think critically towards ecological crisis and the need for reducing carbon footprint
CO3:	Develop ecological consciousness leading to more responsible ecological behavior
CO4:	View environmental concerns as rose through plays, stories and poems

### Syllabus

#### Unit-I

Negotiating environmental issues creatively

- William Wordsworth: 'In April Beneath The Scented Thorn'
- Rabindranath Tagore: 'The Waterfall'
- Gieve Patel: 'On Killing a Tree'

#### Unit-II

Eco-critical literary representations

- Mary Oliver: 'Sleeping in the Forest'
- AK Ramanujan: 'A Flowering Tree'
- Mamang Dai: 'Small Towns and the River'

#### Recommended readings

- Akhter, Tawhida, and Ahmad Bhat, Tariq. Literature and Nature. United Kingdom, Cambridge Scholars Publishing, 2022.
- Shiva, Vandana. 'Development, Ecology and Women', Staying Alive: Women Ecology and Development. India: Zed Books, 1988.
- Carl, Safina. Prologue & Chapter 1, Beyond Words: What animals think and feel. Souvenir Press, 2015.
- Garrard, Greg. Ecocriticism. United Kingdom: Taylor & Francis, 2011.
- Wohlleben, Peter. The Hidden Life of Trees: What They Feel, How They Communicate—Discoveries from a Secret World. India: Penguin Books Limited, 2016.

#### Instructions for External Theory Paper Setter/Examiner

The examiner is requested to set NINE questions in all by setting four questions from each unit and one compulsory question based on entire syllabus which will consist of objective type questions (7\*1). All questions carry equal marks. The candidate is required to attempt five questions in all by selecting at least two questions from each unit. Question No.1 is compulsory.

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## WOMEN RIGHTS AND SOCIETY

B-VAC-403

Total Credits : 2

External Theory Marks: 35

L - T - P

Internal Assessment Marks : 15

2 - 0 - 0

Time allowed : 1:30hrs

**Objective:** To provide an understanding of various Women Rights and privileges provided to Indian Women and to give the students in-depth understanding of the perspectives and position of Women in different eras.

**Course Outcomes:-**

**After completion of the course the students will be able to:**

- Co1. Basic understanding of existence of various constitutional and political rights. Idea about the laws related to family and marriage, gender based violence and work.  
Co2. Develop an intersectional understanding of various perspectives and positions of women from historical to modern era.

### UNIT I:

#### RIGHTS OF WOMEN IN INDIA

**Constitutional Rights :** Indian constitution relating to women – Fundamental rights – directive principles of state policy – rights to equality – rights against exploitation – cultural and educational rights – the right to constitutional remedy.

**Political Rights:** Political Rights of women in India – Electoral process – women as voters, candidates and leaders – pressure group – 73rd and 74th amendment and representation of women in local self government – women in Rural and urban local bodies – Reservation of women

#### Laws related to family and marriage:

Rights inside the family: Rights related to abortion (Medical termination of pregnancy) Domestic violence, Dowry prohibition Act, family court act 1986. Indian penal code, 1860 – Bigamy (Sec - 494), Adultery (Sec- 497), Rape (Sec- 375,376), Cruelty to Wife (Sec – 498-A); Information in Police, Protection in cases of Arrest and Detention of Women in Police Lockup.

#### Laws related to gender based violence and work :

Laws against violence & sexual crimes: eve teasing, rape, indecent representation of women, abduction and kidnapping – Immoral trafficking –sexual harassment at work place and visakha Judgment.

## UNIT II:

### WOMEN IN INDIAN SOCIETY

A Historical Perspective, Early Vedic, Vedic, Colonial and Modern Periods, Position of Women in Contemporary India and Haryana

### REFERENCES

1. Anjani Kant, 2008, Women and the Law, A.P.H Publishing Corporation, NewDelhi.
2. Anu Saksena, 2004, Gender and Human Rights, Shipra, New Delhi
3. Arunima Baruah, 2004, The Soft Target-Crime Against Women, Kilaso Books, New Delhi
4. Dr.Dalbir Bharathi, 2008, Women and the law, A.P.H Publishing Corporation, NewDelhi.
5. P.D. Kaushik, 2007, Women Rights- Access to Justice, Bookwell, New Delhi.
6. IAWS, 1994, The State and The Women's Movement in India, IAWS, Delhi
7. National Commission for Women, 2001, Gender Equity-Making it Happen – Strategies and Schemes of Government of India, NCW, New Delhi

Course code – B-VAC-404

Course Title- Indian Traditional Sports

Total Credits :- 2

Total Marks-50

L - T - P

1 1 0

External Marks-35

Internal Marks-15

Duration - 1.5 hr.

**Course Outcomes.**

C O 1. This course teaches about introduction and concept about traditional sports.

C O 2. To understand the historical development of sports.

C O 3. Will help the students to promote healthy way of living.

**Unit – I**

1. Ancient wisdom in traditional sports of india.

1.1 History of traditional sports.

1.2 Ancient and traditional games of india.

1.3 Aims and objectives of ancient sports.

**Unit II**

2. Concept and Objectives of Traditional sports.

2. 1. Kabaddi, Ball badminton, Martial Arts, Kho-Kho,

1.2 Boat race, Mallakhamb, Polo, Shatranj, Teerandaji.

1.3 Kusti- Pehlwani, Gilli Danda

**Recommended Readings :-** Bhartiya Paramprik khel by Kanishk Pandy, The Indian Traditional games: A study of the significance and Evolution of Indian Traditional games by Dr. Jagadeesh Pillaí, Mapping Traditional games and sports by Mihir kumar, Ancient Indian sports A Historical Analysis journal by Lakhveer kaur and Rajesh Chander.

**For paper Setter :-** The paper must be strictly according to the prescribed syllabus. The paper shall be of 35 marks. The question paper shall be of 35 marks (Unit I—20 Marks, Unit II-15 marks) and must be strictly according to the prescribed syllabus. The question shall be set on all units covering all the topics and providing sufficient choice to the examinee. The questions may have sub-parts.

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**Gurukul Tradition and Philosophy of Bhagat Phool Singh**  
**B-VAC-405**

**Total Credits: 02**

L - T - P

2 - 0 - 0

**External Theory Marks: 35**

**Internal Assessment Marks: 15**

**Time Allowed: 90 Minutes**

**Course Outcomes:**

CO1: Acquainting Learners with the Salient Tenets of Gurukul Tradition and its Relevance

CO2: Understanding Bhagat Phool Singh Ji's Journey from an Idea to the Institution

CO3: Enabling Learners to Practice the Philosophy of Bhagat Ji in the Contemporary Context

CO4: Understanding the Concept of Societal Growth through Community Engagement

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**Unit - I**

- ✦ The History of Gurukul *Parampara* from Vedic Times to the Contemporary
- ✦ Women Education and Gurukul *Parampara*
- ✦ Gurukul Tradition and Modern Educational Systems
- ✦ Gurukul Tradition and the Global Context

**Unit - II**

- ✦ Critical Biography of Bhagat Phool Singh Ji: Idea to Institution
- ✦ Arya Samaj and Bhagat Phool Singh Ji: Social Context
- ✦ Bhagat Phool Singh Ji's Philosophical Tenets: *Jan Bhagidari* (community participation), *Upwas* (fasting), *Daan* (Philanthropy), *Jan Andolan* (mass movement), Experiential Education, *Ahimsa* (non-violence) Etc.
- ✦ Bhagat Phool Singh Ji and Women Empowerment Through Holistic Education

**Recommended Readings:**

1. आचार्य विष्णुमित्र विद्यामार्तण्ड, *अमर हुतात्मा श्री भक्त फूल सिंह जी का जीवन चरित्र*, 4<sup>th</sup> Edition, प्रकाशक, सचिव, महासभा गुरुकुल भैसवाल तथा कन्या गुरुकुल खानपुर कला (मुद्रक आचार्य प्रिंटिंग प्रेस, दयानन्द मठ, गोहाना रोड, रोहतक), 1996, Print.

**Instructions for External Theory Paper Setter/Examiner:**

- ✦ The question paper (to be set in Haryanvi, Hindi & English) shall consist of 05 questions (02 & 03 questions from Unit I & Unit II respectively) of 07 marks each.
- ✦ The questions are to be of critical nature requiring the learner to contextualise Gurukul tradition and the philosophical concepts of Bhagat Phool Singh Ji in the contemporary educational paradigms.
- ✦ The examinee can write answers in any of the three languages i.e. Haryanvi, Hindi and English.
- ✦ The internal assessment is to be based on presentations made by the concerned learners.

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गुरुकुल परंपरा और भगत फूल सिंह जी का दर्शन  
बी-वीएसी-405

कुल क्रेडिट: 02  
एल - टी - पी  
1-0-0

बाहरी सिद्धांत अंक: 35  
आंतरिक मूल्यांकन अंक: 15  
अनुमत समय: 90 मिनट

**पाठ्यक्रम परिणाम:**

- CO1: शिक्षार्थियों को गुरुकुल परंपरा के मुख्य सिद्धांतों और इसकी प्रासंगिकता से परिचित करवाना  
CO2: भगत फूल सिंह जी की एक विचार से संस्थान तक की यात्रा को समझना  
CO3: शिक्षार्थियों को समसामयिक संदर्भ में भगत जी के दर्शन को प्रयोग में लाने में सक्षम बनाना  
CO4: सामुदायिक सहभागिता के माध्यम से सामाजिक विकास की अवधारणा को समझना

**इकाई - I**

- ✦ वैदिक काल से समकालीन तक गुरुकुल परम्परा का इतिहास
- ✦ महिला शिक्षा एवं गुरुकुल परम्परा
- ✦ गुरुकुल परंपरा और आधुनिक शैक्षिक प्रणालियाँ
- ✦ गुरुकुल परंपरा और वैश्विक संदर्भ

**इकाई - II**

- ✦ भगत फूल सिंह जी की जीवनी: विचार से संस्थान तक
- ✦ आर्य समाज और भगत फूल सिंह जी: सामाजिक संदर्भ
- ✦ भगत फूल सिंह जी के दार्शनिक सिद्धांत: जन भागीदारी, उपवास, दान, जन आंदोलन, अनुभवात्मक शिक्षा, अहिंसा आदि
- ✦ भगत फूल सिंह जी और समग्र शिक्षा के माध्यम से महिला सशक्तिकरण

**अनुशासित पाठ्य सामग्री:**

1. आचार्य विष्णुमित्र विद्यामार्तण्ड, *अमर हुतात्मा श्री भक्त फूल सिंह जी का जीवन चरित्र*, चतुर्थ संस्करण, प्रकाशक, सचिव, महासभा गुरुकुल भैसवाल तथा कन्या गुरुकुल खानपुर कला (आचार्य प्रिंटिंग प्रेस, दयानन्द मठ, गोहाना रोड, रोहतक), 1996, मुद्रण।

**बाह्य सिद्धांत पेपर सेटर/परीक्षक के लिए निर्देश:**

- ✦ प्रश्न पत्र (हरियाणवी, हिंदी और अंग्रेजी में सेट किया जाएगा) में 07 अंकों के 05 प्रश्न (क्रमशः इकाई I और इकाई II से 02 और 03 प्रश्न) होंगे।
- ✦ प्रश्न विचारशील प्रकृति के होने चाहिए, जिसके लिए शिक्षार्थी को गुरुकुल परंपरा और भगत फूल सिंह जी की दार्शनिक अवधारणाओं को समकालीन शैक्षिक प्रतिमानों में प्रासंगिक बनाना होगा।
- ✦ परीक्षार्थी हरियाणवी, हिंदी और अंग्रेजी यानी तीन भाषाओं में से किसी एक में उत्तर लिख सकता है।
- ✦ आंतरिक मूल्यांकन संबंधित शिक्षार्थियों द्वारा की गई प्रस्तुतियों पर आधारित होना चाहिए।

## Sustainable Development Goals

Course Code: B-VAC-406

<b>Total Credits: 02</b>			<b>External theory marks: 35</b>
<b>L</b>	<b>T</b>	<b>P</b>	<b>Internal Assessment Marks: 15</b>
1	1	0	<b>Time allowed: 1.30 hrs</b>

**Course Outcomes:** After completing this course students will be able to:

CO1:	Understand about the concept, need and importance of sustainable development.
CO2:	Learn about the significance of different i.e. 17 sustainable development goals
CO3:	Will be able to advocate about the concept of 3R i.e. reduce, reuse and recycle
CO4:	Will be able to conceive the concept of sustainability and contribute effectively in society for achieving SDGs

### Syllabus

#### Unit-I

Sustainable Development: Meaning, Concept, Definition, History and Components; Ecology and Environmental conservation, Biodiversity loss and ecological imbalance; the role of higher education in sustainable development; Agenda 21 (1992); The Millennium Development Goals; Sustainable Development Goals. UNFCCC, COP, IPCC. Challenges to Sustainable Development

#### Unit-II

Sustainable Development Goals: No Poverty, Zero Hunger, Good Health and Well Being, Gender Equality, Decent work and Economic Growth, Industry, Innovation and Infrastructure, Reduce Inequalities: Goals: Clean water and Sanitation, Affordable and Clean Energy, Sustainable Production and Consumption, Climate Action, Life Below water, Life on Land, Peace Justice and Strong Institutions, Partner ships for the Goals.

#### Recommended readings

- Pezzey, J. Economic Analysis of Sustainable Growth and Sustainable Development'. Environment Department workingpaper No.15, The World Bank, 1989.
- Pearce, D.W. and Warford, J.J. World without End: Economics, Environment, and Sustainable Development. Oxford: Oxford University Press, 1993.
- Reid, D. Sustainable Development. An Introductory Guide, London: Earth scan Publications, 1995.
- Somnath Hazra and Anindya Bhukta. Sustainable Development Goals. Springer Cham, 2020.
- Somnath Hazra and Anindya Bhukta. Sustainable Development Goals- An Indian Perspective, Springer Cham, 2022.
- William M. Lafferty and Oluf Langhelle. Towards Sustainable Development, Palgrave Macmillan, 1999.
- G. Arjun, Sarkar A. and others: Environmental Issues & Sustainable Development, Notion India Press, Chennai, 2019.
- Ahlawat, A.: Sustainable development Goals, Notion India Press, Chennai, 2019.
- Ossewarde, M.J.: Introduction to Sustainable Development, Sage Publication, New Delhi, 2018.
- Mishra, J.: Growth with Sustainability, Notion India Press, 2018

#### Instructions for External Theory Paper Setter/Examiner

The examiner is requested to set NINE questions in all by setting four questions from each unit and one compulsory question based on entire syllabus which will consist of objective type questions (7\*1). All questions carry equal marks. The candidate is required to attempt five questions in all by selecting at least two questions from each unit. Question No.1 is compulsory.

# Universal Human Values

## B-VAC-407

**Total Credits : 2**

L - T - P

2 - 0 - 0

**External Theory Marks: 35**

Internal Assessment Marks : 15

Time allowed : 1.30hrs

### Course outcomes:

CO1: To introduce and inculcate value education.

CO2: To understand and develop harmony at various levels.

CO3: To recognise the implications of right understanding in life and profession.

### Unit – I

**Introduction to Value Education:** Understanding Value Education, Self-exploration as the Process for Value Education, Continuous Happiness and Prosperity – the Basic Human Aspirations, Right Understanding, Relationship and Physical Facility, Happiness and Prosperity – Current Scenario, Method to Fulfil the Basic Human Aspirations. **Harmony in the Human Being:** Understanding Human being as the Co-existence of the Self and the Body, distinguishing between the Needs of the Self and the Body, The Body as an Instrument of the Self, Understanding Harmony in the Self Lecture, Harmony of the Self with the Body, Programme to Ensure self-regulation and Health. **Harmony in the Family and Society:** Harmony in the Family – the Basic Unit of Human Interaction, Values in Human-to-Human Relationship, 'Trust' – the Foundational Value in Relationship, 'Respect' – as the Right Evaluation, Understanding Harmony in the Society, Vision for the Universal Human Order

### Unit – II

**Harmony in the Nature (Existence):** Understanding Harmony in the Nature, Interconnectedness, self-regulation and Mutual Fulfilment among the Four Orders of Nature, Realizing Existence as Co-existence at All Levels, The Holistic Perception of Harmony in Existence. **Implications of the Holistic Understanding** – a Look at Professional Ethics: Natural Acceptance of Human Values, Definitiveness of (Ethical) Human Conduct, A Basis for Humanistic Education, Humanistic Constitution and Universal Human Order, Competence in Professional Ethics, Holistic Technologies, Production Systems and Management Models-Typical Case Studies, Strategies for Transition towards Value-based Life and Profession

### Recommended Readings:

1. R R Gaur, R Asthana, G P Bagaria, A Foundation Course in Human Values and Professional Ethics, 2nd Revised Edition, Excel Books, New Delhi, 2019. ISBN 978-9387034-47-1.
2. The Teacher's Manual R R Gaur, R Asthana, G P Bagaria, A Foundation Course in Human Values and Professional Ethics – Teachers Manual, 2nd Revised Edition, Excel Books, New Delhi, 2019

### Instructions for External Theory Paper Setter/Examiner :

The examiner shall set 8 questions covering whole syllabus of 7 marks each out of which a student will have to attempt 5 questions.

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**Life Skills from Bhagwat Gita**  
**B-VAC-408**

**Total Credits : 2**

L - T - P

2 - 0 - 0

**External Practical Marks: 35**

Internal Assessment Marks : 15

Time allowed : 1.30hrs

**Course outcomes:**

- CO1: To understand the Indian and western philosophy of self, universe, personality and life.
- CO2: To understand and demonstrate application of Lessons of Shrimad Bhagwat Geeta in life situations.
- CO3: To apply the knowledge based upon Moral, Social Values and to realize the Karma Yoga.

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**Unit – I**

An introduction to Shrimad Bhagavad Gita and its relevance in the contemporary world. Basic introduction to eighteen Chapters, Current Challenges in Society, Governance and Business Management. Concept of Spirituality. Spirituality and religion.

Concept of Sharir, Mana, Buddhi, Chit, Ahankar, Sankhya Darshan and concept of universe, Concept of Aatma, Dwait evam Adwait darshan, Listening skills, The Notion of Meaningful Work, Axioms of Work & Performance, Karma Yoga, Nishkam Karma, Concept of devotional Service, the Opulence of the Absolute, Detachment from action and results for better performance.

**Unit – II**

Self-Management lessons from Shrimad Bhagavad Gita, Mind as a key player in an individual, Meditation as a tool for self-management, Concept of Ashtang Yoga, Role of Yoga in addressing stress & anxiety, Self-Management by understanding the world within, State of Sat Chit Anand. Personality and Trigunas: Sat, Tamas and Rajas, Self-Actualisation Perspectives on Leadership and Work.

**Note: Latest edition of readings may be used. The list of cases, references and relevant articles will be provided by the faculty in the class.**

**Recommended Readings:**

1. The Bhagavad Gita with The Commentary of Sri Sankaracharya: Samata Books/Chennai
2. The Bhagavad Gita with Text, Translation and Commentary in the Words of SriAurobindo (Paperback) : Sri Aurobindo Divine Life Trust
3. Shree Mad Bhagwat Geeta : Bhakti Vedant Book Trust

**Instructions for External Theory Paper Setter/Examiner :**

The practical examination will be conducted by a board of two examiners i.e. one External and one Internal. The assessment shall be done on the basis of life related case studies and viva voce etc. The external and internal examiner shall be appointed by the chairperson of the department concerned.

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