

ORDINANCE
FOR
DISTANCE EDUCATION PROGRAMMES
*(Approved by the Academic Council vide Resolution No. 28 Dated 30.05.2011
and by the Executive Council vide Resolution No.48 Dated 09.06-2011)*

WITH
EXPLANATORY NOTES

DIRECTORATE OF DISTANCE EDUCATION
MAHARSHI DAYANAND UNIVERSITY, ROHTAK (HARYANA) INDIA

ORDINANCE

DISTANCE EDUCATION PROGRAMMES

A. Directorate of Distance Education offers the following professional and traditional under/post graduate courses (in semester and/or annual mode) for the award of degrees/diplomas/certificates and these programmes will be governed by this Ordinance:

Sr. No.	Name of the Course	Duration	Scheme of Examination	Medium of Instruction and Examination
UNDERGRADUATE PROGRAMMES				
1.	Bachelor of Arts (BA)	3-Year	Annual	English/Hindi
2.	Bachelor of Commerce (B.Com)	3 Year	Annual	English/Hindi
3.	Bachelor of Business Administration (BBA)	3-Year	Semester	English/Hindi
4.	Bachelor of Computer Applications (BCA)	3-year	Semester	English
5.	Bachelor of Hotel Management (BHM)	3-Year	Semester	English/Hindi
6.	Bachelor of Tourism Management (BTM)	3-Year	Semester	English/Hindi
7.	Bachelor of Science (Animation & Multimedia) B.Sc.(Animation & M.M.)	3-years	Semester	English/Hindi
8.	Bachelor of Science (Interior Design) – B.Sc. (ID)	3-Years	Annual	English/Hindi
9.	Bachelor of Arts(Performing Arts) – B.A. (PA)	3-Years	Annual	English/Hindi
10.	Bachelor of Arts(Fine Arts)– B.A. (FA)	3-Years	Annual	English/Hindi
11.	Bachelor of Arts in Yoga – B.A. (Yoga)	3-Years	Annual	Hindi
12.	Bachelor of Journalism & Mass Communication – BJMC	3-Years	Semester	English/Hindi
13.	Bachelor of Library & Information Science) – B.Lib.& I.Sc.	1-Year	Annual	English/Hindi
14.	Bachelor of Education – B.Ed.	2-Year	Annual	English/Hindi
POSTGRADUATE PROGRAMMES				
15.	Master of Arts – in the following subjects: i) Hindi ii) English iii) Sanskrit iv) Economics v) Political Science vi) History vii) Public Administration	2-Year	Annual	Hindi English Sanskrit English/Hindi English/Hindi English/Hindi English/Hindi
16.	Master of Commerce (M.Com.)	2-Year	Annual	English/Hindi
17.	Master of Science (Mathematics) – M.Sc.(Math.)	2-Year	Annual	English/Hindi
18.	Master of Arts (Geography)	2-Year	Annual	English/Hindi
19.	Master of Business Administration (MBA)	2-Year	Semester	English/Hindi
20.	Master of Business Administration (Executive) - MBA (Executive)	18 Months	Semester	English/Hindi
21.	Master of Retail Management (MRM)	2-Year	Semester	English/Hindi
22.	Master of Hotel Management (MHM)	2-Years	Semester	English/Hindi
23.	Master of Tourism Management (MTM)	2-Years	Semester	English/Hindi
24.	Master of Computer Applications (MCA)	3-Year	Semester	English

25.	Master of Library & Information Science) – M.Lib.I.Sc.	1-Year	Annual	English/Hindi
26.	Master of Journalism and Mass Communication – MJMC	2-Years	Semester	English/Hindi
CERTIFICATE/DIPLOMA AND POSTGRADUATE DIPLOMA PROGRAMMES				
27.	Certificate Course in Corporate and Industrial Security Management – DCISM	Six month	Semester	English/Hindi
28.	P.G. Diploma in Corporate & Industrial Security Management –PGDCISM	1-Year	Annual	English/Hindi
29.	P.G. Diploma in Application of Psychology	1-Year	Semester	English/Hindi
30.	Post-Graduate Diploma in Yoga – PGDY	1-Year	Annual	English/Hindi
31.	P.G. Diploma in Public Relations & Media Management – PGDPR&MM	1-Year	Annual	English/Hindi
32.	P.G. Diploma in Public Relations & Advertising Management – PGDPR&AM	1-Year	Annual	English/Hindi
COLLABORATIVE PROGRAMMES				
33.	Bachelor of Business Administration (Financial Markets)* BBA (FM)	3-Years	Semester	English/Hindi
34.	Master of Business Administration (Financial Markets)* MBA (FM)	2-Years	Semester	English/Hindi

*These programmes will be offered by the DDE in collaboration with the National Stock Exchange of India.

[Explanation: The examination in respect of these programmes – MBA (FM) and BBA (FM) – will be conducted by the University and the NSE in accordance with the relevant Scheme of Examinations. An exemption will also be allowed to the candidates for appearing in specified papers. For details about the papers for which NSE will conduct the exam and for which University will conduct the exam and also for the exemption provisions on the basis of NCFM scores please refer to the Scheme of Examinations of MBA (FM) and BBA (FM).]

B. ADMISSION AND ELIGIBILITY

- The duration of the course leading to the Certificate/Diploma/Bachelor/Master's Degree shall be as specified in the above table. In case of semester based courses, each year shall be divided into two semesters.
- The admissions to the courses shall be made in the following manner:

Annual Scheme: Admissions to the courses covered under the Annual Scheme are made once in a year, normally in the month of July/August every year.

Semester Scheme: Admissions covered under the Semester/Six month scheme are made twice in a year in two cycles i.e. January cycle and July cycle.

Online Scheme: Admissions under the online scheme shall be made four-times in a year i.e. in the months of January, April, July and October every year to the courses as notified from time to time by the Directorate of Distance Education. The online admissions/examinations arrangement shall be executed as per the Regulations approved by the University, for this purpose and the same are annexed with the Ordinance.

- A candidate seeking admission to the course leading to the award of a Certificate/Diploma/Bachelor's Degree shall fulfill any of the following conditions:

Passed senior secondary examination on the pattern of 10+2 in any discipline, from a recognized Board of education or 3-Year Diploma from the Board of Technical Education, Haryana after Matriculation or an equivalent examination recognized by the University.

(Explanation: Please also read the provisions regarding admission to compartment students and lateral entry provisions given in the following paragraphs)

- A candidate seeking admission to the course leading to the award of Post-Graduate Diploma/Master's degree shall fulfill any of the following conditions:

Passed Bachelor's/Master's Degree in any discipline of this University or equivalent thereto and approved by the UGC/AIU or any regulatory Body constituted/established by the Act of Parliament/Central Government/State Government.

(Explanation: Please also read the provisions regarding admission to compartment students and lateral entry provisions given in the following paragraphs)

5. A candidate seeking admission to the course leading to the award of Master's degree in Hotel Management or Tourism Management under lateral entry scheme or Master of Business Administration (Executive) shall fulfill any of the following conditions:

Passed Bachelor's/Master's Degree in any discipline of this University or equivalent thereto and approved by the UGC/AIU or any regulatory Body constituted/established by the Act of Parliament/Central Government/State Government and has 3 years experience (after graduation) in a supervisory capacity in the relevant area in Government/Semi-government/Public Sector/Private Sector organization.

(Explanation: Please also read the provisions regarding admission to compartment students and lateral entry provisions given in the following paragraphs)

6. A candidate having compartment in the qualifying examination, mentioned under clause 3, 4 and 5 above, required for admission to the Certificate/Diploma/Bachelor's Degree/Master's Degree shall also be considered for admission, and shall be awarded degree as per the provisions of this Ordinance.

[Explanation: Students will be admitted to the courses as per the eligibility conditions laid down in clause 3, 4 and 5 above. However, students having compartment in any year or semester may be considered for admission to DDE programme. For example, a candidate 'A' got admission in B.A. (part-I) in 1985, (in any of the affiliated college of the MDU or any other University); appeared in the examination 1986 and got compartment in one or two papers. Then, appeared in 2nd year examination in 1987 and again got re-appear in one of the papers, but in 1988 when he appeared in the final year of B.A. examination, he passed all the papers. According to this provision he will be considered as eligible for admission in M.A. (Previous), subject to the condition that he will have to clear the compartmental papers from the concerned University before passing the final year of M.A. failing which his result will be with-held till he submits a prof of having cleared all the compartmental papers [Refer clause 5 of Miscellaneous Provisions given in the following paragraphs].

C. PROMOTION TO HIGHER YEAR/SEMESTER

The candidate may be promoted to the next semester/year of Bachelor's/Master's/P.G. Diploma's automatically unless detained from examination on any genuine grounds.

[Explanation: Any student registered with the MDU in any programme and has been allowed to appear in the examination against a given Roll No. in 2011 for any of the UG/PG level programme will be considered for promotion/admission in the next higher semester/class of the concerned programme].

It is clarified that if a candidate who has appeared in examination prior to 2011 examination and has been declared as fail in his/her result will not be considered for promotion/admission in the concerned programme/course.

This provision will not be applicable to the students who are not registered with the MDU for any programme.

D. EXAMINATIONS AND MINIMUM PASS MARKS

1. Examinations of all semesters of Bachelor's/Master's/Diploma courses will be held in January and July every year or on the dates notified by the University. Similarly, examinations of annual courses will be held in the months April/May or on the dates to be notified by the University.
2. Every candidate shall be examined in the subject(s) as per criteria laid down in the concerned Scheme of Examinations/Syllabus prescribed for the programme by the Academic Council from time to time.
3. The medium of instructions and examination shall be English/Hindi, as indicated under Clause A.
4. The minimum pass marks for passing any semester/annual examination shall be 35% jointly in theory (written paper), Internal Assessment, Practical/workshop/Viva-Voce/Training Report/Project Report/Dissertation etc. examinations (wherever applicable).

[Explanation: The marks for the conduct of practicals/viva-voce/work-shop/Training Report/Project Report will be awarded by the Examiners on the basis of the performance of the students in these papers. But so far as marks for the 'Internal Assessment' are concerned these will be awarded to the concerned students on the basis of the comprehensive subjective test to be conducted at the concerned Study Centre. The evaluated answer books will be kept in record, for inspection by the University, up to 3 months of the declaration of semester results, by the Study Centre.]

5. The evaluation of work-shop/project reports/training reports/dissertation and the conduct of practical examinations and viva-voce, etc. wherever applicable, shall be done by an examiner, on the invitation of concerned approved Study Centre, in the concerned subject. Such examinations will be conducted at the concerned approved Study Centre.

Any person working on permanent basis against the sanctioned post and is an approved teacher of the University or college having teaching experience of not less than FIVE years at the graduation level or above is eligible to conduct the examination.

The concerned Study Centre shall upload the marks awarded by the examiner to the University Website, along-with the proof of eligibility of the examiner, a hard copy of the award list and eligibility proof duly signed by the examiner may be submitted to the office of the Controller of Examinations within 15 days of the conduct of examinations.

[Explanation: Under the provisions of this Clause, the concerned Study Centre is authorized to invite an examiner, as per the eligibility conditions laid down in it, get the Project Report/Training Report evaluated, conduct the practicals and viva-voce examinations, wherever applicable, as per the schedule notified by the University. The Study Centre is required to upload the marks awarded by the examiner and the documents relating to eligibility of the examiner, in his presence, on the University's website. The Study Centre is also required to submit print copies of the awards uploaded and other documents to the Controller of Examinations of the University within 15 days of the conduct of practical or evaluation of the project/training report, as the case may be. The Study Centres are also advised to invite the Examiner(s) from the nearby stations only. In case the examiner(s) is invited beyond 100 KMs distance permission of the DDE/University may be sought. The concerned Study Centre is also required to make payment of TA/DA and examination fee to the examiner on the spot as per University Rules and submit the bills which will be reimbursed by the University in due course of time. If the examiner wish to travel by his own car/taxi permission of the University is required.

The proof of eligibility of the examiner will include: 1. The Approval Letter from the University, 2. Experience Certificate from the Institution/College/University.

M D University, issues a suggestive list of examiners from time to time. In case an examiner is from the suggestive list, the proof of eligibility is not needed]

6. The amount of examination fee in case of each re-appear/failed/improvement/mercy chance etc. to be paid by the candidate shall be decided by the University from time to time.
7. The grace marks will be awarded only for passing an examination. 1% Grace Marks will be calculated on the basis of the aggregate marks of an examination. Not more than 5 marks may be awarded in a paper/subject. The grace marks will be awarded only if the student passes the whole examination and not placing under re-appear.
8. The re-appear examinations of the students will be held along-with semester/annual examinations, as the case may be.
9. The re-evaluation in a paper will be allowed if a candidate has secure at least 20% marks in the theory paper. However, re-evaluation will not be allowed in a paper in which the candidate has secured 60% marks.

(Explanation: Re-evaluation in a paper will be allowed only in case of descriptive examinations. In the subjects where the examination is conducted on the basis of Multiple Choice Questions (MCQs) no re-evaluation is allowed)

E. MAXIMUM DURATION

Maximum duration for passing and improvement of scores of a programme shall be "Duration of the course + three years". For example, for two year Master's Degree course, maximum duration shall be 5 years and for three years Bachelor's courses the maximum duration shall be 6 years'.

F. ADMISSIONS THROUGH LATERAL ENTRY SCHEME

Lateral entry means a candidate having basic qualification and previous qualification in the relevant area of education to enter a higher semester/year. Accordingly, the University allows the admission of students in the following courses provided they fulfill the required conditions:

Qualifications	Semesters in which the admissions will be allowed as per lateral entry scheme					
	Bachelor of Business Administration (BBA)			Master of Bus. Admn. (MBA)		
	1/2 Semester	3/4 Semester	5/6 Semester	1/2 Semester	3/4 Semester	5/6 Semester
Certificate course in Management of one year duration.*		Eligible for Admission in 3 rd Semester.				Not applicable
2-Year Diploma in Bus. Admn./Bus. Mgt.*			Eligible for Admission in 5th Semester.			
PGDBM/PGDBA/M.Com./MHM/MTM*					Eligible for Admission in 3 rd Semester Of MBA	
	Bachelor in Computer Applications (BCA)			Master of Com. Appli.(MCA)		
1-year Certificate course in Comp. Applications*		Eligible for Admission in 3 rd Semester				Not applicable
2-year Diploma Course in Comp. Applications*			Eligible for Admission in 5th Semester			
3-year Bachelor of Comp. Appli./APGDCA/PGDCA/DOEACC ('A' level)*					Eligible for Admission in 3 rd Semester of MCA	
M.Sc.(CS)/M.Sc.(IT)/DOEACC ('B'/'C' level)*						Eligible for Admission in 5th Semester
	Bachelor of Hotel Management (BHM)			Master of Hotel Mgt. (MHM)		
1-Year Certificate course in Hotel Management*		Eligible for Admission in 3 rd Semester				Not applicable
2-Year Diploma in Hotel Management.*			Eligible for Admission in 5th Semester.			
Post-Graduate Diploma in Hotel/ Tourism Management*/Graduate with three years experience in the relevant field.					Eligible for Admission in 3 rd Semester.	
	Bachelor of Tourism Management (BTM)			Master of Tourism Management (MTM)		
1-Year Certificate course in Hotel Management .*		Eligible for Admission in 3 rd Semester				Not applicable
2-Year Diploma in Hotel Management.*			Eligible for Admission in 5th Semester.			
Post Graduate Diploma in Hotel/Tourism Management*/Graduate with three years experience in the relevant field.					Eligible for Admission in 3 rd Semester	
	Bachelor of Journalism & Mass-comm.(BJMC)			Master of Journalism & Mass-comm. (MJMC)		
1-Year Certificate course in Journalism/Mass-comm. .*		Eligible for Admission in 3 rd Semester				

2-Year Diploma in Journalism/Mass-comm.*			Eligible for Admission in 5th Semester.		Not Applicable
Post Graduate Diploma in Journalism/Masscomm.*				Eligible for Admission in 3 rd Semester	
Bachelor of Science (Animation & Multimedia)					
1-Year Certificate course in 3-D animation/Multi-media .*		Eligible for Admission in 3 rd Semester		Not applicable	
2-Year Diploma in Animation/Multimedia*			Eligible for Admission in 5th Semester.		
Bachelor of Arts (Fine Arts)					
1-Year Certificate Course in Fine Arts*		Eligible for Admission in 3 rd Semester			
2-Year Diploma in Fine Arts*			Eligible for Admission in 5th Semester.		
Bachelor of Arts (Performing Arts)					
1-Year Certificate Course in Performing Arts*		Eligible for Admission in 3 rd Semester			
2-Year Diploma in Performing Arts*			Eligible for Admission in 5th Semester.		
Bachelor of Science (Interior Design)					
1-Year Certificate Course in Interior Designing*		Eligible for Admission in 3 rd Semester			
2-Year Diploma in Interior Designing*			Eligible for Admission in 5th Semester.		
Bachelor of Arts in Yoga					
1-Year Certificate Course in Yoga*		Eligible for Admission in 3 rd Semester			
2-Year Diploma in Yoga*			Eligible for Admission in 5th Semester.		

* OR an equivalent qualification of this University or any other University/Institute recognized/approved by the UGC/AIU or any other regulatory Body established by the Act of Parliament/Central Govt./State Govt. from time to time as decided by the Director, DDE.

The courses mentioned in the above table are only indicative. Lateral Entry provisions are available in all the subjects. The courses which are not covered in the above table will be decided on case-to-case basis by the Directorate of Distance Education. For more details please read Miscellaneous Provisions given in the following paragraphs.

[Explanation: Admission of students will be made in accordance with the eligibility conditions as laid down under clause 3,4,5 and 6 of Clause “B. Admission and Eligibility” and first column of the tables to the courses offered by the DDE under Lateral Entry Scheme, above. The admission cases will be decided from case to case as stated above. It is further clarified that a student who has passed 3-Year Diploma from the Technical Education Board of any State after Matriculation, in the relevant trade will be allowed admission in the second year (or 3rd semester) of the relevant programme. For example, ‘X’ has passed 3-Year Diploma (after Matriculation) from any Board of Technical Education of any State, in the trade of ‘Computer Course’ or ‘Electronic and Communications’ will be considered as eligible for admission to 3rd Semester of BCA Programme. If Mr. “Y” has also passed the same Diploma after completing his +2 examination he will not be given any additional benefit or relaxation in admissions. If a person has passed B.A. 1st year from any other University or from this University, he is eligible to take admission in 2nd year of B.A. of DDE. If a person has passed B.A. 1st year from any other University or from this University and has compartment in B.A. 1st year may also be considered for admission to B.A. 2nd year of DDE. In this case it will be the sole responsibility of the person to clear his compartment from the parent University/Institution within a given time frame.]

G. EXIT SCHEMES

After the successful completion of 1st, 2nd and 3rd year of UG level programmes such as BBA, BCA, B.Sc. (Animation and Multi-media), Bachelor of Journalism and Mass Communication etc. the candidates will be awarded Certificate, Diploma and Bachelor's degree in the respective programme. Similarly, after the successful completion of 1st year, 2nd year or 3rd year of admission to Post-graduation programme the candidates will be awarded Post-graduate Diploma/Advanced Post-graduate Diploma/M.Sc. in the case of MCA/and finally Post-graduate Degree in the relevant programme. Detailed exit-scheme may be seen as under:

Sr. No.	Programme	After the completion of 1,2,3, years of UG or 1,2,3, years of PG students will be awarded					
		1 st year	2 nd year	3 rd year	1 st year/4 th year	2 nd year/5 th year	3 rd yr./6 th yr.
1.	BBA	Certificate in Management	Diploma in Management	Degree of BBA			
2.	MBA				PG Diploma in Bus. Admn./Mgt.	Degree of MBA	
3.	BCA	Certificate in Computer Science	Diploma in Computer Science	Degree of BCA			
4.	MCA				PG Diploma in Computer Applications	M.Sc. (CS)	Degree of MCA
5.	Bachelor of Hotel Mgt.	Certificate in Hospitality Management	Diploma in Hospitality Management	Bachelor of Hotel Management			
6.	Master of Hotel Management				PG Diploma in Hotel Management	Master of Hotel Mgt.	
7.	Bachelor of Tourism Management	Certificate in Tourism Management	Diploma in Tourism Management	Bachelor of Tourism Management			
8.	Master of Tourism Management				PG Diploma in Tourism Management	Master of Tourism Mgt.	
9.	Bachelor of Journalism & Mass-communication	Certificate in Journalism	Diploma in Journalism and M.Com.	Degree of BJMC			
10.	Master of Journalism and Mass-communication				PG Diploma in JMC	Degree of MJMC	
11.	B.Sc. (Animation & Multimedia)	Certificate in 3D Animation	Diploma in Animation & Multimedia	Degree of B.Sc. (A&M)			
12.	B.A.(Fine Arts)	Certificate of Fine Arts	Diploma in Fine Arts	Degree of B.A. (Fine Arts)			
13.	B.A. (Performing Arts)	Certificate of Performing Arts	Diploma in Performing Arts	Degree of B.A. (Performing Arts)			
14.	B.Sc. (Interior Design)	Certificate of Interior Designing	Diploma in Interior Designing	Degree of B.Sc. (Interior Designing)			
15.	B.A. (Yoga)	Certificate of Yoga	Diploma in Yoga	Degree of B.A. (Yoga)			

H. SHIFTING FROM REGULAR MODE TO DISTANCE MODE

1. The students who are pursuing any of the courses in M.D. University as a regular student and unable to continue as such on account of employment or any justified reason shall be allowed admission in the 3rd/5th semester or 2nd or 3rd year, of the programmes, as the case may be, being offered by the M.D. University. All such candidates shall be examined as per the scheme of examination and syllabi as is applicable to them in regular mode, from time to time.
2. The students who are pursuing any of the courses/programmes, as a regular/distance/open learning/correspondence courses student of any other University/Institute and unable to continue under any compelling circumstances or on account of any justified grounds shall be allowed admission in the 2nd or 3rd year or in 3rd/5th semester, as the case may be, under lateral entry in the concerned programme. All such candidates will be awarded degree/diploma/certificate accordingly.

[Explanation: Clause 1 and 2 of the above section allows the candidate admission in the programme which they could not complete due to one or the other reason. They will be allowed admission in relevant course, provided that they have passed the complete year of the concerned programme in which they seek admission. They will be examined as per the current Scheme of Examinations available in the University and accordingly they will be awarded degree under Distance Education (not regular) for the period for which they were remained student of the DDE.

For example, 'X' got admission in B.Com. (Part-I) in 1980 (in any affiliated colleges of the M.D. University or any other State University) and due to family circumstances could not complete the course. He is eligible for admission to B.Com. (Part-II) in 2011. But he will be examined as per the SOE currently in force and he will be awarded a B.Com. Degree on the basis of 2 years, under Distance Education, as per lateral entry provisions. Students with compartment may also be considered for lateral entry but degree can be awarded to them only after clearing the compartment from the parent University/Institution.]

I. PROVISIONS RELATING TO COLLABORATIVE PROGRAMMES

1. Directorate of Distance Education is offering the BBA (Financial Market) and MBA (Financial Market) programmes of 3 years and 2 years duration, respectively, in collaboration with the National Stock Exchange.
2. Admission to the BBA (Financial Market) and MBA (Financial Market) shall be open to a candidate who fulfills the eligibility conditions as laid down under Clause B (3), (4) and (5).
3. The students will be examined in the papers as per the respective scheme of examinations/papers prescribed/approved by the Academic Council from time to time. The papers included in the Scheme of Examinations, offered by the NSE will be examined and evaluated by the National Stock Exchange of India. The details of the same are given in the relevant Scheme of Examination.
4. The candidates will be eligible for the award of Certificate/Diploma/Advance Diploma/MBA degree in Financial Market as under:
 - (a) On passing of 1st Semester of MBA - Certificate in Financial Markets
 - (b) On passing of 1st & 2nd Semester of MBA - Diploma in Financial Markets
 - (c) On passing of 1st, 2nd & 3rd Sem. Of MBA - Adv. Diploma in Financial Market
 - (d) On passing of all the four Semesters - MBA (Financial Markets) degree

J. MISCELLANEOUS PROVISIONS

1. Admissions of the students to the distance education programmes are made only through its approved study centres. However, a student may be allowed direct admission to DDE, at his own risk and responsibility, if he so desirous for any justified reasons.
2. A student pursuing any of the programmes offered by M.D. University or any other University will be permitted to pursue any of the programmes being run by the Directorate of Distance Education of this University simultaneously.

[Explanation: According to this provision, any student who is pursuing any programme in this University or in any other University/Institute as a regular student or as a distant learner, he is eligible for admission to any of the programme(s) offered by the University through distance mode. A student is allowed to pursue any number of programmes of DDE simultaneously. In the event of clash in the dates of examination of the two independent courses, the University will not make any adjustments in the Date Sheet.]

3. 'NO' migration certificate is required to be submitted.
4. As soon as possible, after the termination of the examination the Controller of Examinations shall publish a list of candidates who have passed the semester/annual examination, as the case may be.
5. The University/DDE, after the completion of course, will award the degree/diploma/certificate to the eligible students ONLY. If the student is found to be not eligible even after completing the programme, University shall have right to cancel/with-hold his/her final result and the student shall have no legal right to claim the refund of fee or any financial or non-financial compensation.

[Explanation: As already explained at some place in this Ordinance that in case a candidate, who has re-appear/compartment(s) in the qualifying examinations and is admitted in any of the courses, offered by the DDE will be awarded the final degree or diploma or certificate as the case may be only when he submits the proof of his having cleared the compartmental/re-appear paper(s) within the stipulated period, failing which he will not be considered for the award of Degree. He shall also not have any legal right to claim the refund of fee or any financial or non-financial compensation].

6. The list of successful candidates after the completion of the final semester/year examination of the concerned programme shall be arranged in three divisions on the basis of the aggregate marks obtained in his Certificate/Diploma/Bachelor's degree/Master's Degree:
 - (i) Those who obtained 60% or more marks - First Division
 - (ii) Those who obtain 50% or more marks - Second Division
But less than 60% marks.
 - (iii) Those who obtain less than 50% marks - Third Division
 - (iv) Candidate who passes all the semester/annual examinations of the concerned programme in the first attempt obtaining 75% or more marks of the total aggregate shall be declared to have passed the relevant programme with Distinction.
7. Notwithstanding the integrated nature of the course(s) which is/are spread over more than one academic year/semester and the Ordinance in force at the time a student joins the course shall hold good only for the examination held during or at the end of the academic year/semester and nothing in this Ordinance shall be deemed to debar the University/DDE from amending the Ordinance and the amended Ordinance, if any, shall apply to all the students whether old or new.
8. Any other provision not contained in the above shall be governed by the rules and regulations framed by the University from time to time.

Scheme of Examination
BACHELOR OF ARTS (BA)
THREE YEAR PROGRAMME (ANNUAL)
2011

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks the theory marks secured by the candidate shall be proportionately enhanced.

BA-I

Paper	Nomenclature	External	Internal/ Practical
	Compulsory Subjects		
DEBA-101 A DEBA-101 B	English Paper-A Paper -B	35 35	15 15
DEBA-102	Hindi	70	30
	Elective Subjects Choose any two of the following:		
DEBA-103	History Option-1- History of India (earlier to 1526)	70	30
DEBA-104	Political Science Option-1-Political Theory	70	30
DEBA-105	Economics Option-1-Micro Eco. & Indian Economic Problems	70	30
DEBA-106	Sanskrit	70	30
DEBA-107A DEBA-107B DEBA-107C	Mathematics Algebra And Trigonometry Calculus And Ordinary Differential Equation Vector Analysis And Geometry	25 25 20	10 10 10
DEBA-108	Public Administration Elements of Public Administration	70	30
DEBA-109	Sociology Introduction to Sociology	70	30
DEBA-110 A DEBA-110 B	Military Science Paper 1- World Military History(Earliest times to 1789 A.D) (Theory) Paper 2- Practical	50	50
DEBA-111 A DEBA-111 B	Geography Paper 1- Introduction to Geography and Geography of India(Theory) Paper 2- Practical	50	50
DEBA-112	Qualifying Subject Environmental Studies		100

BA-II

Paper	Nomenclature	External	Internal/ Practical
	Compulsory Subjects		
DEBA-201 A	English Paper-A	35	15
DEBA-201 B	Paper -B	35	15
DEBA-202	Hindi	70	30
	Elective Subjects Choose any two of the following:		
DEBA-203	History Option-1-History of India (C.A.D 1526 to 1857)	70	30
DEBA-204	Political Science Option-1- Bhartiya Sarkar & Rajniti	70	30
DEBA-205	Economics Option -1-Macro Economics	70	30
DEBA-206	Sanskrit	70	30
DEBA-207A	Mathematics Advance Calculus	25	10
DEBA-207B	Differential Equations and Calculus of Variations	25	10
DEBA-207C	Mechanics	20	10
DEBA-208	Public Administration Option-1- Bhartiya Prashashan	70	30
DEBA-209	Sociology Option-1- Anusandhan Vidhi	70	30
DEBA-210 A	Military Science Paper 1- Option-B – Study of War (Theory)	50	50
DEBA-210 B	Paper 2- Practical		
DEBA-211 A	Geography Paper-1- Physical Geography(Theory)	50	50
DEBA-211B	Paper 2- Practical		

Third Year (BA-III)

Paper	Nomenclature	External	Internal
	Compulsory Subjects		
DEBA-301 A	English Paper-A	35	15
DEBA-301 B	Paper -B	35	15
DEBA-302	Hindi	70	30
	Elective Subjects Choose any two of the following:		
DEBA-303	History Option-2-History of Modern World	70	30
DEBA-304	Political Science Options-1-Comparative Govt. and Politics	70	30

DEBA-305	Economics Development & Environmental Economics and International Trade	70	30
DEBA-306	Sanskrit	70	30
DEBA-307A	Mathematics Analysis	25	10
DEBA-307B	Abstract Algebra	25	10
DEBA-307C	Programming in C & Numerical Analysis(Theory) Computer Practical in C based on Numerical Analysis in DEBA-307C(Practical)	20	
DEBA-307D			10
DEBA-308	Public Administration Options-2- Local Govt. and Administration in India	70	30
DEBA-309	Sociology Option-1- Indian Society	70	30
DEBA-310 A	Military Science Paper 1- Option-A – National Defence & Security (Theory)	50	
DEBA-310 B	Paper 2- Practical		50
DEBA-311 A	Geography Paper-1- Human Geography & Resources & Environment	50	
DEBA-311B	Paper 2- Practical		50

Important Note:

* The Environmental studies is a qualifying paper for all UG Courses i.e BA & B.Com. Students are required to qualify the same, otherwise final result will not be declared and degree will not be awarded. Paper setting, conduct of examination and its evaluation will be done at the study centre itself.

SCHEME OF EXAMINATION
BACHELOR OF COMMERCE (B.COM)
THREE YEAR PROGRAMME (ANNUAL)

2011

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

B.Com-I

Paper	Nomenclature	External	Internal/ Practical
DEBC-101	Business Communication	70	30
DEBC-102	Business Economics	70	30
DEBC-103	Business Management	70	30
DEBC-104	Business Mathematics	70	30
DEBC-105	Financial Accounting	70	30
DEBC-106 A DEBC-106 B	Basic of Computer Paper A- Theory Paper B- Practical	50	50
DEBC-107	Environment Studies(qualifying subject)	100	

B.Com-II

Paper	Nomenclature	External	Internal
DEBC-201	Business Regulatory Framework	70	30
DEBC-202	Business Statistics	70	30
DEBC-203	Company Law and Auditing	70	30
DEBC-204	Corporate Accounting	70	30
DEBC-205	Principles of Marketing	70	30
DEBC-206	Human Resource Management	70	30

B.Com-III

Paper	Nomenclature	External	Internal
DEBC-301	Advertisement & Sales Management	70	30
DEBC-302	Business Environment	70	30
DEBC-303	Income Tax	70	30
DEBC-304	Cost Accounting	70	30
DEBC-305	International Marketing	70	30
DEBC-306	Management Accounting and Financial Management	70	30

Important Note:

* The Environmental studies is a qualifying paper for all UG Courses i.e BA & B.Com. Students are required to qualify the same, otherwise final result will not be declared and degree will not be awarded. Paper setting, conduct of examination and its evaluation will be done at the study centre itself.

SCHEME OF EXAMINATION
BACHELOR OF BUSINESS ADMINISTRATION (BBA)
THREE YEAR PROGRAMME (SEMESTER SYSTEM)
2011

First Year

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.

Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks the theory marks secured by the candidate shall be proportionately enhanced.

First Semester

Paper	Nomenclature	External	Internal	Practical	Total Marks
DEBBA-101	Principles of Management	70	30		100
DEBBA-102	Business Mathematics	70	30		100
DEBBA-103	Financial Accounting	70	30		100
DEBBA-104	Computers in Management	50		50	100
DEBBA-105	Disaster Management	70	30		100

Second Semester

Paper	Nomenclature	External	Internal	Practical	Total Marks
DEBBA-201	Indian System of Business and Banking	70	30		100
DEBBA-202	Microeconomic and Banking Foundation of Business	70	30		100
DEBBA-203	Company Accounts	70	30		100
DEBBA-204	Computer Programming	50		50	100
DEBBA-205	Business Communication	70	30		100
DEBBA-206	Introduction to Psychology	70	30		100

Second Year

Third Semester

Paper	Nomenclature	External	Internal	Practical	Total Marks
DEBBA-301	Organizational Behavior	70	30		100
DEBBA-302	Business Statistics	70	30		100
DEBBA-303	Basic Costing	70	30		100
DEBBA-304	Macroeconomic Management	70	30		100
DEBBA-305	Data Base Management Systems	50		50	100

Fourth Semester

Paper	Nomenclature	External	Internal	Practical	Total Marks
DEBBA-401	Business Values and Ethics	70	30		100
DEBBA-402	Indian Business Environment	70	30		100
DEBBA-403	Business Laws	70	30		100
DEBBA-404	Business Research Methods	70	30		100
DEBBA-405	Introduction to Information Technology	50		50	100

Third Year

Fifth Semester

Paper	Nomenclature	External	Internal	Practical	Total Marks
DEBBA-501	Marketing Management	70	30		100
DEBBA-502	Financial Management	70	30		100
DEBBA-503	Production Management	70	30		100
DEBBA-504	Personnel Management	70	30		100
DEBBA-505	Advanced Information Technology	50		50	100

Sixth Semester

Paper	Nomenclature	External	Internal	Practical	Total Marks
DEBBA-601	Taxation Laws	70	30		100
DEBBA-602	Structured System Analysis and Design	50		50	100
DEBBA-603	Fundamentals of International Business	70	30		100
DEBBA-604	Consumer Protection	70	30		100
DEBBA-605	Project Report	100			100
DEBBA-606	Comprehensive Viva-voce	100			100

SCHEME OF EXAMINATION
BACHELOR OF COMPUTER APPLICATIONS (BCA)
THREE YEAR PROGRAMME (SEMESTER SYSTEM)
2011

First Year

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.

Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks the theory marks secured by the candidate shall be proportionately enhanced.

First Semester

Paper	Nomenclature	External	Internal	Total Marks
DEBCA-101	Computer Fundamental and Programming	70	30	100
DEBCA-102	Internet Technologies and applications	70	30	100
DEBCA-103	Multimedia Information Systems	70	30	100
DEBCA-104	Business Practices	70	30	100
DEBCA-105	Practical Software Lab. (based on Paper DEBCA-101 and Software Tools) (Two sittings)	70	30	100

Second Semester

Paper	Nomenclature	External	Internal	Total Marks
DEBCA-201	Data and File Structure	70	30	100
DEBCA-202	Structured Systems Analysis	70	30	100
DEBCA-203	Mathematical Foundations of Computer Science	70	30	100
DEBCA-204	Digital Electronics	70	30	100
DEBCA-205	Practical Software Lab. (based on Paper DEBCA-201 and Software Tools) (Two sittings)	70	30	100
DEBCA-206	Environment Studies(qualifying subject)*	70	30	100

Second Year

Third Semester

Paper	Nomenclature	External	Internal	Total Marks
DEBCA-301	Computer System Architecture	70	30	100
DEBCA-302	Algorithms and Advance Data Structure	70	30	100
DEBCA-303	Micro-processors and Assembly Language	70	30	100
DEBCA-304	Data Base Systems	70	30	100
DEBCA-305	Practical-Software Lab(based on paper DEBCA-302 and DEBCA-304) (Two sittings)	70	30	100

Fourth Semester

Paper	Nomenclature	External	Internal	Total Marks
DEBCA-401	Operating Systems Organization and UNIX	70	30	100
DEBCA-402	Software Engineering	70	30	100
DEBCA-403	Object Oriented Design and programming	70	30	100
DEBCA-404	Financial Accounting	70	30	100
DEBCA-405	Practical-Software Lab (based on paper DEBCA-401 and DEBCA-403) (Two sittings)	70	30	100

Third Year

Fifth Semester

Paper	Nomenclature	External	Internal	Total Marks
DEBCA-501	Data Communication And Networks	70	30	100
DEBCA-502	Computer Graphics	70	30	100
DEBCA-503	Principles of Visual And Windows Programming	70	30	100
DEBCA-504	Java Programming and Internet Applications	70	30	100
DEBCA-505	Practical-Software Lab (based on paper DEBCA-501,502, 503,504) (Two sittings)	70	30	100

Sixth Semester

Paper Code	Nomenclature	External	Internal	Total Marks
DEBCA-601	Project Report	100		100
DEBCA-602	Viva- Voce of Project Report	100		100

SCHEME OF EXAMINATION
BACHELOR OF HOTEL MANAGEMENT (BHM)
THREE YEAR PROGRAMME (SEMESTER SYSTEM)

2011

First Year

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.

Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks the theory marks secured by the candidate shall be proportionately enhanced

First Semester

Paper	Nomenclature	External	Internal/Practical	Total Marks
DEBHM- 101	Hospitality Management	70	30	100
DEBHM -102	Foundation Course in Management	70	30	100
DEBHM -103	Food and Beverage Service I	70	30	100
DEBHM -104	Food Production	70	30	100
DEBHM -105	Application of Computers	70	30	100
DEBHM -106	Workshop on Personality Development		100	100

Second Semester

Paper	Nomenclature	External	Internal/Practical	Total Marks
DEBHM- 201	Housekeeping	70	30	100
DEBHM -202	Front Office Operation I	70	30	100
DEBHM -203	Principles of Cookery	70	30	100
DEBHM -204	Food and Beverage Service II	70	30	100
DEBHM -205	Food Processing and Preservation Techniques		100	100
DEBHM -206	Workshop on Business Communication	100		100
DEBHM - 207	Environmental Studies		100	100

Important Note:

- * The Environmental studies is a qualifying paper for all UG Courses. Students are required to qualify the same, otherwise final result will not be declared and degree will not be awarded. Paper setting, conduct of examination and its evaluation will be done at the study centre itself.

SCHEME OF EXAMINATION
BACHELOR OF TOURISM MANAGEMENT (BTM)
THREE YEAR PROGRAMME (SEMESTER SYSTEM)

2011

First Year

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks the theory marks secured by the candidate shall be proportionately enhanced.

First Semester

Paper	Nomenclature	External	Internal	Total Marks
DEBTM -101	Principles of Tourism Management	70	30	100
DEBTM -102	Foundation Course in Management	70	30	100
DEBTM -103	Tourist Guide and Tour Operations	70	30	100
DEBTM -104	Tourism Economics	70	30	100
DEBTM -105	Application of Computers	70	30	100
DEBTM -106	Workshop on Personality Development	100		100

Second Semester

Paper	Nomenclature	External	Internal	Total Marks
DEBTM -201	Cultural Heritage of India	70	30	100
DEBTM -202	Business Communications Skills	70	30	100
DEBTM -203	Tourism Product in India I (Natural)	70	30	100
DEBTM -204	Tourism Product in India II (Cultural)	0	100	100
DEBTM -205	Religious Tourism in India	70	30	100
DEBTM -206	Field Trip Report $\frac{\text{Evaluation}}{\text{Viva - Voce}}$	$\frac{50}{50}$		100
DEBTM -207	Environment Studies		100	100

Important Note:

- * The Environmental studies is a qualifying paper for all UG Courses. Students are required to qualify the same, otherwise final result will not be declared and degree will not be awarded. Paper setting, conduct of examination and its evaluation will be done at the study centre itself.

SCHEME OF EXAMINATION
BACHELOR OF SCIENCE (ANIMATION & MULTIMEDIA)
THREE YEAR PROGRAMME (SEMESTER SYSTEM)

2011

First Year

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.

Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks the theory marks secured by the candidate shall be proportionately enhanced.

First Semester

Paper	Nomenclature	Nature of Exam.	Theory		Practical	Total Marks
			External	Internal		
DEBAM-101	Introduction to Computer & Internet	Theory	70	30		100
DEBAM-102	Introduction to Multimedia and Its Application	Theory	70	30		100
DEBAM-103	Drawing and Sketching	Theory+ Practical	50		50	100
DEBAM-104	Typography	Theory + Practical	50		50	100

Second Semester

Paper	Nomenclature	Nature of Exam.	Theory	Practical	Total Marks
DEBAM-201	Computer Graphics Part I: Photoshop	Theory + Practical	50	50	100
DEBAM-202	Computer Graphics Part I: Adobe Illustrator	Theory + Practical	50	50	100
DEBAM-203	Print Media Part I: CorelDraw	Theory + Practical	50	50	100
DEBAM-204	Print Media Part II: Quark Express	Theory + Practical	50	50	100
DEBAM-205	Environment Studies (qualifying subject)*		70	30	100

Important Note:

- * The Environmental studies is a qualifying paper for all UG Courses. Students are required to qualify the same, otherwise final result will not be declared and degree will not be awarded. Paper setting, conduct of examination and its evaluation will be done at the study centre itself.

Second Year

Third Semester

Paper	Nomenclature	Nature of Exam.	Theory	Practical	Total Marks
DEBAM-301	Introduction to Web Development	Theory + Practical	50	50	100
DEBAM-302	HTML	Theory + Practical	50	50	100
DEBAM-303	Computer Animation: Introduction to Flash	Theory + Practical	50	50	100
DEBAM-304	Content Authoring on Web Using Macro Media Dreamweaver	Theory + Practical	50	50	100

Fourth Semester

Paper	Nomenclature	Nature of Exam.	Theory	Practical	Total Marks
DEBAM-401	Developing Dynamics Web Pages using Java and VB Scripts	Theory + Practical	50	50	100
DEBAM-402	Introduction to 3Ds MAX	Theory + Practical	50	50	100
DEBAM-403	Workshop on Communication Skills	Workshop		100	100
DEBAM-404	Developing Presentation	Theory + Practical	50	50	100

Third Year

Fifth Semester

Paper	Nomenclature	Nature of Exam.	Theory	Practical	Total Marks
DEBAM-501	Introduction to Maya	Theory + Practical	50	50	100
DEBAM-502	Audio Editing: Sound Forge	Theory + Practical	50	50	100
DEBAM-503	Video Editing: Adobe Premier	Theory + Practical	50	50	100
DEBAM-504	Modeling Shoowreel	Practical		100	100

Sixth Semester

Paper	Nomenclature	Nature of Exam.	Theory	Practical	Total Marks
DEBAM-601	Character Set-up and Animation in Maya	Theory + Practical	50	50	100
DEBAM-602	Advance 3D Max	Practical		100	100
DEBAM-603	CG- Film Making	Theory + Practical	50	50	100
DEBAM-604	Animation Demo Reel	Practical		100	100

SCHEME OF EXAMINATION
BACHELOR OF SCIENCE (INTERIOR DESIGN)-B.SC. (ID)
THREE YEAR PROGRAMME (ANNUAL SCHEME)
2011

Note:

- There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.

Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks the theory marks secured by the candidate shall be proportionately enhanced.

First Year

Paper	Nomenclature	External	Internal	Total Marks
DEBSID- 101	Architectural Design-I	70	30	100
DEBSID- 102	Building Const & Material-I	70	30	100
DEBSID- 103	Architectural Graphics-I	70	30	100
DEBSID -104	Graphics-I	70	30	100
DEBSID -105	Estimation and Costing	70	30	100
DEBSID -106	History of Interior Design-I	70	30	100
DEBSID -107	Furniture Design-I	70	30	100
DEBSID -108	Building Services –I	70	30	100
DEBSID -109	Workshop-I			100
DEBSID -110	Workshop on Communication and Professional Practice-1			100
DEBSID -111	Environment Studies(qualifying subject)*	70	30	100

Important Note:

- * The Environmental studies is a qualifying paper for all UG Courses. Students are required to qualify the same, otherwise final result will not be declared and degree will not be awarded. Paper setting, conduct of examination and its evaluation will be done at the study centre itself.

Second Year

Paper	Nomenclature	External	Internal	Total Marks
DEBSID- 201	Architectural Design-2	70	30	100
DEBSID- 202	Building Const & Material-2	70	30	100
DEBSID- 203	Architectural Graphics-2	70	30	100
DEBSID- 204	Graphics-2	70	30	100
DEBSID- 205	Estimation and Costing	70	30	100
DEBSID- 206	Display	70	30	100
DEBSID- 207	Furniture Design-2	70	30	100
DEBSID- 208	Building Services -2	70	30	100
DEBSID- 209	Landscape Design	70	30	100
DEBSID -210	Workshop on Communication and Professional Practice-2			100

Third Year

Course	Nomenclature	External	Internal Marks	Total Marks
DEBSID -301	Structural Design	70	30	100
DEBSID -302	Dissertation			100
	Elective 1	70	30	100
	Elective 2	70	30	100
	Elective 3	70	30	100
	Elective 4	70	30	100

LIST OF ELECTIVES IN INTERIOR DESIGN

Paper	Nomenclature	External	Internal Marks	Total Marks
DEBSID -303	Interior Design	70	30	100
DEBSID -304	Interior Lighting Design	70	30	100
DEBSID -305	Interior Typology Studies	70	30	100
DEBSID -306	Furniture design	70	30	100
DEBSID -307	History of Interiors	70	30	100
DEBSID -308	Indian Architecture	70	30	100
DEBSID -309	Interior Maintenance	70	30	100
DEBSID -310	Energy Conscious Architecture	70	30	100
DEBSID -311	Interior Materials	70	30	100
DEBSID -312	Color Interiors	70	30	100
DEBSID -313	Interior Accessories	70	30	100
DEBSID -314	Construction Management	70	30	100
DEBSID -315	Multistoried Buildings	70	30	100
DEBSID -316	Low Cost Interiors	70	30	100
DEBSID -317	Art and Architecture	70	30	100
DEBSID -318	Architecture Journalism	70	30	100

SCHEME OF EXAMINATION
BACHELOR OF ARTS (PERFORMING ARTS)-B.A. (PA)
THREE YEAR PROGRAMME (ANNUAL) 2011

Note:

- There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.

Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks the theory marks secured by the candidate shall be proportionately enhanced.

B.A. I

Paper	Nomenclature	External	Internal assessment	Practical	Total Marks
DEBAPA-101	Hindi	70	30		100
DEBAPA-102	English	70	30		100
DEBAPA-103	Indian Classical Music (Vocal)	70	30	50	150
DEBAPA-104	OR Indian Classical (Instrumental Sitar)	70	30	50	150
DEBAPA-105	OR Indian Classical (Instrumental Tabla)	70	30	50	150
DEBAPA-106	Indian Classical Dance (Kathak)	70	30	50	150
DEBAPA-107	Indian Theatre (Litr. & Acting)	70	30	50	150
DEBAPA-108	OR Indian Theatre (Litr. & Direction)	70	30	50	150

B.A. II

Paper	Nomenclature	External	Internal assessment	Practical	Total Marks
DEBAPA-201	Hindi	70	30		100
DEBAPA-202	English	70	30		100
DEBAPA-203	Indian Classical Music (Vocal)	70	30	50	150
DEBAPA-204	OR Indian Classical Music (Instrumental Sitar)	70	30	50	150
DEBAPA-205	OR Indian Classical Music (Instrumental Tabla)	70	30	50	150
DEBAPA-206	Classical Dance (Kathak)	70	30	50	150
DEBAPA-207	Indian Theatre (Litr. & Acting)	70	30	50	150
DEBAPA-208	OR Indian Theatre (Litr. & Direction)	70	30	50	150

B.A. III

Paper	Nomenclature	External	Internal assessment	Practical	Total Marks
DEBAPA-301	Hindi	70	30		100
DEBAPA-302	English	70	30		100
DEBAPA-303	Indian Classical Music (Vocal) OR Indian Classical	70	30	50	150
DEBAPA-304	Music(Instrumental Sitar) OR Indian Classical	70	30	50	150
DEBAPA-305	Music(Instrumental Tabla)	70	30	50	150
DEBAPA-306	Classical Dance (Kathak)	70	30	50	150
DEBAPA-307	Indian Theatre (Litr. & Acting) OR	70	30	50	150
DEBAPA-308	Indian Theatre (Litr. & Direction)	70	30	50	150

SCHEME OF EXAMINATION
BACHELOR OF ARTS (FINE ARTS) B.A. (FA)
THREE YEAR PROGRAMME (ANNUAL SYSTEM)
2011

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks the theory marks secured by the candidate shall be proportionately enhanced.

B.A. I

Paper	Nomenclature	External	Internal	Practical	Total
	Theory Papers				
DEBAF-101	Hindi	70	30	--	100
DEBAF-102	English	70	30	--	100
DEBAF-103	Art Introduction and Appreciation	70	30	--	100
DEBAF-104	Environmental Sc.*				100
	Practical Papers				
DE BAF-105	Drawing	--	--	100	100
DEBAF-106	Painting	--	--	100	100
DE BAF-107	Design	--	--	100	100

Important Note:

* The Environmental studies is a qualifying paper for all UG Courses. Students are required to qualify the same, otherwise final result will not be declared and degree will not be awarded. Paper setting, conduct of examination and its evaluation will be done at the study centre itself.

B.A. II

Paper	Nomenclature	External	Internal	Practical	Total
	Theory Papers				
DEBAF-201	Art of the ancient Civilizations	70	30	--	100
DEBAF-202	History of Indian Art	70	30	--	100
DEBAF-203	Methods and Material	70	30	--	100
	Practical Papers				
DE BAF-204	Clay Modeling	--	--	100	100
DEBAF-205	Geometry & Perspective	--	--	100	100
DEBAF-206	Print Making	--	--	100	100

B.A. III

Paper	Nomenclature	External	Internal	Practical	Total
	Theory Papers				
DEBAF-301	Eastern Aesthetics	70	30	--	100
DEBAF-302	History of Western Art	70	30	--	100
	Practical Papers				
DE BAF-303	Nature Study	--	--	100	100
DE BAF-304	Portrait	--	--	100	100
DEBAF-305	Composition(D&P)	--	--	100	100
DEBAF-306	Life Study	--	--	100	100

SCHEME OF EXAMINATION
BACHELOR OF ARTS (YOGA)
THREE YEAR PROGRAMME (ANNUAL SYSTEM)
2011

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks the theory marks secured by the candidate shall be proportionately enhanced.

First Year

Paper	Nomenclature	Theory	Practical	Total Marks
DEBAY-101	Fundamentals of Yoga	70	30	100
DEBAY-102	Principles and practice of Hath Yoga	70	30	100
DEBAY-103	Indian Philosophy	70	30	100
DEBAY-104	Human Biology	70	30	100
DEBAY-105	Yoga Practical		100	100

Second Year

Paper	Nomenclature	Theory	Practical	Total Marks
DEBAY-201	Patanjali Yoga Sutra	70	30	100
DEBAY-202	Naturopathy	70	30	100
DEBAY-203	Human Consciousness	70	30	100
DEBAY-204	Yoga and Health	70	30	100
DEBAY-205	Yoga Practical		100	100

Third Year

Paper	Nomenclature	Theory	Practical	Total Marks
DEBAY-301	Yoga & Human Excellence	70	30	100
DEBAY-302	Yoga and Mental Health	70	30	100
DEBAY-303	Yoga in Geeta & Upanishad	70	30	100
DEBAY-304	Alternative Therapies	70	30	100
DEBAY-305	Yoga Practical-I		100	100

SCHEME OF EXAMINATION
BACHELOR OF JOURNALISM & MASS COMMUNICATION (B.J.M.C.)
THREE YEAR PROGRAMME (SEMESTER SYSTEM)

2011

First Year

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks the theory marks secured by the candidate shall be proportionately enhanced.

First Semester

Paper	Nomenclature	External	Internal assessment	Total Marks
DEBJMC-101	Communication Skills	70	30	100
DEBJMC-102	Hindi – I	70	30	100
DEBJMC-103	English-I	70	30	100
DEBJMC-104	Report Writing & Presentation	70	30	100
DEBJMC-105	Computer Skills for Business Management	70	30	100

Second Semester

Paper	Nomenclature	External	Internal assessment	Total Marks
DEBJMC-201	Leadership & Team Effectiveness	70	30	100
DEBJMC-202	Hindi – II	70	30	100
DEBJMC-203	English-II	70	30	100
DEBJMC-204	Technical & Creative Writing	70	30	100
DEBJMC-205	Desktop Publishing	70	30	100

SCHEME OF EXAMINATION
BACHELOR OF LIBRARY & INFORMATION SCIENCE (B.Lib.I.Sc.)
ONE YEAR PROGRAMME (ANNUAL)
2011

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Paper	Nomenclature	Theory	Practical	Assign.	Total
DEBLS-101	Library and Society	80		20	100
DEBLS-102	Library Management	80		20	100
DEBLS-103	Library Classification Theory	80		20	100
DEBLS-104	Library Classification (Practical)		80	20	100
DEBLS-105	Library Cataloguing Theory	80		20	100
DEBLS-106	Library Cataloguing (Practical)		80	20	100
DEBLS-107	Reference and Information Sources	80		20	100
DEBLS-108	Information Services	80		20	100
DEBLS-109	Information Technology: Basics	50	30	20	100

SCHEME OF EXAMINATION
BACHELOR OF EDUCATION (B.ED.)
PART-A (PAPERS-1 TO VI)

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Paper	Nomenclature	Max. Marks			Time (Hours)		
		Theory	Practical	Pedagogical /Project Skill Development	Theory	Practical Work	Skill Development
	<u>Pedagogical/Project</u>						
I	Education in Emerging Indian Society	80	--	20	3	3	1.30
II	Psychology of Teaching & Learning	80	20	--	3	1.30	
III-A	Secondary Education & School Management	50	--	--	1.30	--	--
III-B	(Option -4) Education & Vocational Guidance	50	--	--	1.30	--	
IV	Educational Technology	80	20	--	3	--	1.30
V-VI*	(Option-I)English	100	--	--	3	--	--
Group -A	(Option-2)Hindi	100	--	--	3	--	--
Group -B	(Option -5) Mathematics	100	--	--	3	--	
	(Option-7) Commerce	100	--	--	3	--	
Group -C	(Option -9) Life Science	100	--	--	3	--	
Group -D	(option-13)Physical Sci.	100	--	--	3	--	
	(option-16)Social Studies	100	--	--	3	--	

Paper V&VI : Content cum-methodology courses in Teaching subjects of School level will be as follows:

- Group-A : English, Hindi
- Group-B : Mathematics, commerce
- Group-C : Life Science
- Group-D : Physical Science, Social Studies

Note:

The candidate shall choose two subjects for Methodology of Teaching from the above mentioned four groups. They will choose these from two separate groups. One of the subjects selected for these papers shall be at least be the same as offered for degree course.

Paper	Nomenclature	Max. Marks			Time (Hours)	
		Theory	Practical Project Skill Development	Pedagogical/ Theory	Practical Work	Skill Development
VII	Work education Practical	--		--	--	1
VIII	Work Experience Practical					
a)	Chalk Board –Writing	--	30	--	--	3
b)	Preparing Teaching Aids	--	35	--	--	1
c)	Handling of Available Equip.	--	35	--	--	
d)	Cane Work/ Candle Making (for Blind Students Only)	--	100	--	--	3
VIII	Work experience- Practical*					
	(Option-1) Drawing & Painting	--	50	--	3	--
	(Option-5) Interior Decoration	--	50	--	3	--
	(Option-7) Gardening	--	50	--	3	--
	(Option-10) Candle Making (For Blind Students only)	--	100	--	3	--

Part-II (Papers VII to X)

* Students are required to opt for two work experiences out of the list mentioned above. Blind students will opt. for only one work experience i.e. Candle Making Carrying 100 Marks.

IX. Participation in Community Services & Co-curricular activities (On five point scale) Grades will be awarded (NSS, Sports, Social Service, Cultural & Literary activities. On Five point scale).

X. *Skill-in-Teaching

1. Teaching Subject-1 100 One School Period
2. Teaching Subject-2 100 One School Period

Note: Micro teaching lessons (Five per subject)

Planning mega lessons (Five per subject)

Mega lessons in simulation (Five per subject)

Model lessons by the teacher educator (Two lessons in each subject)

Discussion lessons by the teachers educator (Two in each subject)

Real Teaching in the school (15 lessons per subject)

Besides the above discussion lessons, one discussion lessons, one discussion lesson in each subject at the end of practice teaching in a school.

During practice Teaching, each student is supposed to take part in the morning assembly of the school, prepare a timetable, organize certain activities in the school, check the home task given to the students, maintain attendance register, prepare cumulative progress card and have knowledge of preparing school leaving certificate etc. A record of all these activities will be kept by the student teachers.

SCHEME OF EXAMINATION
MASTER OF ARTS (HINDI)
TWO YEAR PROGRAMME (ANNUAL)
2011

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

M.A. (Previous)

Paper	Nomenclature	External	Internal
DEMHN-101	Adhunik Hindi Kavita	70	30
DEMHN-102	Adhunik Gadya Sahitya	70	30
DEMHN-103	Hindi Sahitya Ka Etithas	70	30
DEMHN-104	Bhasha Vigyan Avam Hindi Bhasha	70	30
DEMHN-105	Vishesh Rachnakar (Kabir Das)	70	30

M.A. (Final)

Paper	Nomenclature	External	Internal
DEMHN-201	Prachin Avam Madhya Kalin Kavya	70	30
DEMHN-202	Kavya Sashtra and Sahitya Lochan	70	30
DEMHN-203	Proyojhan Molak Hindi	70	30
DEMHN-204	Bhartiya Shatiya	70	30
DEMHN-205	Hindi Natak Aur Rang Manch	70	30

SCHEME OF EXAMINATION
MASTER OF ARTS (ENGLISH)
TWO YEAR PROGRAMME (ANNUAL)
2011

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

M.A. (Previous)

Paper	Nomenclature	External	Internal
DEMEN-101	Literature in English (1550-1660)	70	30
DEMEN-102	Literature in English(1660-1798)	70	30
DEMEN-103	Literature in English(1798--1914)	70	30
DEMEN-104	Literature in English(1914 to present)	70	30
DEMEN-105	Poetry	70	30

M.A. (Final)

Paper	Nomenclature	External	Internal
DEMEN-201	American Literature	70	30
DEMEN-202	Critical Theory	70	30
DEMEN-203	Indian Writing in English	70	30
DEMEN-204	Literature and Gender	70	30
DEMEN-205	Linguistics and Stylistics	70	30

SCHEME OF EXAMINATION
MASTER OF ARTS (SANSKRIT)
2011

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

M.A. (Previous)

Paper	Nomenclature	External	Internal
DEMSK-101	Vedic Literature-I (Sahitya)	70	30
DEMSK-102	Sanskrit Vyakaran	70	30
DEMSK-103	Bhartiya Darshan	70	30
DEMSK-104	Laukik Sanskrit – Sahitya	70	30
DEMSK-105	Bhasha Vigyan	70	30

M.A. (Final)

Note: Select any one of the following group

Group-C

Paper	Nomenclature	External	Internal
DEMSK-201	Sanskriti & Dharamshastra	70	30
DEMSK-202	Drama & Prose	70	30
DEMSK-203	Kavya & Kavya Shastra	70	30
DEMSK-204	Kavya Shastra	70	30
DEMSK-205	Adhunik Sanskrit Sahitya	70	30

Group-D

Paper	Nomenclature	External	Internal
DEMSK-201	Sanskriti & Dharamshastra	70	30
DEMSK-206	Samhita & Grhyasutra	70	30
DEMSK-207	Vedic Ritual & Text	70	30
DEMSK-208	Vedic Text & Grammar	70	30
DEMSK-209	Tradition of Vedic Literature & Interpretation	70	30

SCHEME OF EXAMINATION
MASTER OF ARTS (ECONOMICS)
TWO YEAR PROGRAMME (ANNUAL)
2011

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

M.A. (Previous)

Paper	Nomenclature	External	Internal
DEMEC-101	Micro Economics Analysis	70	30
DEMEC-102	Macro Economics Analysis	70	30
DEMEC-103	Economics of Growth and Development	70	30
DEMEC-104	Mathematics for Economics	70	30
DEMEC-105	Statistical Methods	70	30

M.A. (Final)

Paper	Nomenclature	External	Internal
DEMEC-201	Indian Economics Policy	70	30
DEMEC-202	Public Economics	70	30
DEMEC-203	International Trade and Finance	70	30
DEMEC-204	Agricultural Economics	70	30
DEMEC-205	Managerial Economics	70	30

SCHEME OF EXAMINATION
MASTER OF ARTS (POLITICAL SCIENCE)
TWO YEAR PROGRAMME (ANNUAL)
2011

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

M.A. (Previous)

Paper	Nomenclature	External	Internal
DEMPS-101	Indian Govt & Politics	70	30
DEMPS-102	International Politics	70	30
DEMPS-103	Public Administration	70	30
DEMPS-104	Research Methodology	70	30
DEMPS-105	Western Political Thoughts	70	30

M.A. (Final)

Paper	Nomenclature	External	Internal
DEMPS-201	Comparative Politics & Political Analysis	70	30
DEMPS-202	Contemporary Political Thought and Theory	70	30
DEMPS-203	Diplomacy: Theory and Practice	70	30
DEMPS-204	Foreign Policy of India	70	30
DEMPS-205	International Laws	70	30

SCHEME OF EXAMINATION
MASTER OF ARTS (HISTORY)
TWO YEAR PROGRAMME (ANNUAL)
2011

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

M.A. (Previous)**Group-A**

Paper	Nomenclature	External	Internal
DEMHIS-101	Ancient Societies	70	30
DEMHIS-102	History of Haryana	70	30
DEMHIS-103	Medieval Societies	70	30
DEMHIS-104	Modern World	70	30
DEMHIS-105	State in India	70	30

M.A. (Final)

Note: Select any one of the following group

Group-B Ancient India

Paper	Nomenclature	External	Internal
DEMHIS-201	Historiography, Concept Methods and Tools	70	30
DEMHIS-202	History of India (Earliest times to 320BC)	70	30
DEMHIS-203	History of India (CAD320 to CAD1200)	70	30
DEMHIS-204	Ancient Indian Society & Culture (Upto 1200 AD)	70	30
DEMHIS-205	Indian Economy (Upto 1200AD)	70	30

Group-C Medieval India

Paper	Nomenclature	External	Internal
DEMHIS-201	Historiography, Concept, Methods and Tools	70	30
DEMHIS-206	History of India (C1200 to 1526AD)	70	30
DEMHIS-207	History of India (1526-1757)	70	30
DEMHIS-208	Socio Cultural History of India (C1200 to 1757AD)	70	30
DEMHIS-209	Economy of India (1200 to 1757AD)	70	30

Group-D Modern India

Paper	Nomenclature	External	Internal
DEMHIS-201	Historiography, Concept Methods and Tools	70	30
DEMHIS-210	History of India (1757 to 1950)	70	30
DEMHIS-211	National Movement (1885 to 1947)	70	30
DEMHIS-212	Society & Culture of India (1757 to 1947)	70	30
DEMHIS-213	Economy of India (1757 to 1947)	70	30

SCHEME OF EXAMINATION
MASTER OF ARTS (PUBLIC ADMINISTRATION)
TWO YEAR PROGRAMME (ANNUAL)
2011

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

M.A. (Previous)

Paper	Nomenclature	External	Internal
DEMPA-101	Administrative Theory and Thought	70	30
DEMPA-102	Indian Administration	70	30
DEMPA-103	Comparative Public Administration	70	30
DEMPA-104	Labour Welfare Administration	70	30

M.A. Second Year (Final)

Paper	Nomenclature	External	Internal
DEMPA-201	Development Administration	70	30
DEMPA-202	Human Resources Development	70	30
DEMPA-203	Research Methods	70	30
DEMPA-204	Financial Administration in India	70	30

SCHEME OF EXAMINATION
MASTER OF COMMERCE (M.COM)
TWO YEAR PROGRAMME (ANNUAL)
2011

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

First Year (Previous)

Paper	Nomenclature	External	Internal/Practical
DEMC-101	Accounting for Managerial Decisions	70	30
DEMC-102	Management Concepts and Organizational Behaviour	70	30
DEMC-103	Business Environment	70	30
DEMC-104	Managerial Economics	70	30
DEMC-105	Business Statistics	70	30
DEMC-106	Computer Applications to Business ----- Theory ----- Practical	60	40*

Second Year (Final)

Paper	Nomenclature	External	Internal
DEMC-201	Strategic Management	70	30
DEMC-202	Accounting Theory	70	30
DEMC-203	Advanced Cost Accounting	70	30
DEMC-204	Financial Management	70	30
DEMC-205	Human Resource Management	70	30
DEMC-206	Marketing Management	70	30
DEMC-207	Comprehensive Viva-Voce	50	

SCHEME OF EXAMINATION
MASTER OF SCIENCE (MATHEMATICS)
TWO YEAR PROGRAMME (ANNUAL)
2011

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

First Year (Previous)

Paper	Nomenclature	External	Internal
DEMMTH-101	Advanced Abstract Algebra	70	30
DEMMTH-102	Real Analysis	70	30
DEMMTH-103	Topology	70	30
DEMMTH-104	Programming in C	70	30
DEMMTH-105	Differential Equations	70	30

Second Year (Final)

Paper	Nomenclature	External	Internal
DEMMTH-201	Integration theory and Functional Analysis	70	30
DEMMTH-202	Partial Differential Equations and Mechanics	70	30
DEMMTH-203	Complex Analysis	70	30
	Two papers to be offered out of the following groups:-		
	Pure Group:		
DEMMTH-204	Advanced Discrete Mathematics	70	30
DEMMTH-205	Analytical Number Theory	70	30
	Applied Group:		
DEMMTH-206	Mechanics of solids	70	30
DEMMTH-207	Fluid Dynamics	70	30

SCHEME OF EXAMINATION
MASTER OF ARTS (GEOGRAPHY)
TWO YEAR PROGRAMME (ANNUAL)
2011

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

First Year (Previous)

Paper	Nomenclature	External	Internal
DEMGEO-101	Geomorphology	70	30
DEMGEO-102	Climatology and Bio-Geography	70	30
DEMGEO-103	Resource Geography (with special reference to India)	70	30
DEMGEO-104	Population Geography	70	30
DEMGEO-105	Practical:- i. Lab. Work test ii. Record and Viva-voce on Lab work Unit-I, Unit-II, Unit-III – Field Report and Viva-voce	70	30

Second Year (Final)

Paper	Nomenclature	External	Internal
DEMGEO-201	Modern Geographical Thought	70	30
DEMGEO-202	Research Methods and Quantitative Techniques in Geography	70	30
DEMGEO-203	Political Geography	70	30
DEMGEO-204	Social Geography	70	30
DEMGEO-205	Practical:- i. Lab. Work test ii. Record and Viva-voce on Lab work Unit-I, Unit-II, Unit-III – Field Report and Viva-voce	70	30

SCHEME OF EXAMINATION
MASTER OF BUSINESS ADMINISTRATION (MBA)
TWO YEAR PROGRAMME (SEMESTER SYSTEM)
2011

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks the theory marks secured by the candidate shall be proportionately enhanced.

First Semester

Paper	Nomenclature	External	Internal	Total Marks
DEMBA-101	Management Processes & Skill Development	70	30	100
DEMBA-102	Managerial Economics	70	30	100
DEMBA-103	Accounting for Managers	70	30	100
DEMBA-104	Quantitative Methods	70	30	100
DEMBA-105	Indian Ethos & Values	70	30	100
DEMBA-106	Computer Application in Mgt.(Theory)	50		100
	Practical	50		

Second Semester

Paper	Nomenclature	External	Internal	Total Marks
DEMBA-201	Financial Management	70	30	100
DEMBA-202	Marketing Management	70	30	100
DEMBA-203	Human Resource Management	70	30	100
DEMBA-204	Indian Business Environment	70	30	100
DEMBA-205	Production & Operation Management	70	30	100
DEMBA-206	Organizational Behaviour	70	30	100

Third Semester

Paper	Nomenclature	External	Internal	Total Marks
DEMBA-301	Business Policy & Strategic Analysis	70	30	100
DEMBA-302	Decision Support Systems and MIS	70	30	100
DEMBA-303	Research Methodology	70	30	100
DEMBA-304	International Business Environment	70	30	100
	Specialization Paper			
	Specialization Paper			
	Specialization Paper			

Fourth Semester

Paper	Nomenclature	External	Internal	Total Marks
DEMBA-401	Corporate Evolution & Strategic Implementation	70	30	100
DEMBA-402	Computer Networks and internet(Theory) Practical	50 50		100
DEMBA-403	Entrepreneurial Development	70	30	100
	Specialization Paper	70	30	100
	Specialization Paper	70	30	100
	Specialization Paper	70	30	50
DEMBA-404	Comprehensive Viva-Voce	100		100

Note:

- (I) Students are required to choose three optional papers from each set of specialization in 3rd and 4th semesters.
- (II) Students will be required to appear only in single specialization (consisting of 3 papers in 3rd and 3 papers in 4th Semester) examination along with their semester examinations as and when held.
- (III) Students desirous of doing any additional specialization, he/she can do it by appearing in examination as an ex-student, on payment of a fee of Rs. 1000.00 per paper within a period of two years after the completion of 2-Year MBA (DDE) Programme.

LIST OF OPTIONAL PAPERS (FOR III & IV SEMESTERS)

FINANCE

Paper	Nomenclature	External	Internal	Total Marks
DEMBA-III-FM1	Foreign Exchange Management	70	30	100
DEMBA-III-FM2	Project Planning, Analysis & Management	70	30	100
DEMBA-III-FM3	Working Capital Management	70	30	100
DEMBA-IV-FM4	International Financial Management	70	30	100
DEMBA-IV-FM5	Security Analysis & Investment Management	70	30	100
DEMBA-IV-FM6	Management of Financial Services	70	30	100

MARKETING MANAGEMENT

Paper	Nomenclature	External	Internal	Total Marks
DEMBA-III-MM1	Consumer Behaviour	70	30	100
DEMBA-III-MM2	Sales and Distribution Management	70	30	100
DEMBA-III-MM3	Advertising Management	70	30	100
DEMBA-IV-MM4	Industrial Marketing	70	30	100
DEMBA-IV-MM5	Service Marketing	70	30	100
DEMBA-IV-MM6	Planning and Managing Retail Business	70	30	100

HUMAN RESOURCE DEVELOPMENT

Paper	Nomenclature	External	Internal	Total Marks
DEMBA-III-HRD1	Strategic Human Resource Management	70	30	100
DEMBA-III-HRD2	Management of Industrial Relations	70	30	100
DEMBA-III-HRD3	Organizational Change and Intervention Strategies	70	30	100
DEMBA-IV-HRD4	Compensation Management	70	30	100
DEMBA-IV-HRD5	Cross Cultural and Global Human Resource Management	70	30	100
DEMBA-IV-HRD6	Human Resource Development	70	30	100

INFORMATION TECHNOLOGY MANAGEMENT

Paper	Nomenclature	External	Internal	Practical	Total Marks
DEMBA-III-IT1	Multimedia and Web Development	50		50	100
DEMBA-III-IT2	Software Engineering	70	30		100
DEMBA-III-IT3	System Analysis and Design	70	30		100.
DEMBA-IV- IT4	Object Oriented Analysis and Design using C++	50		50	100
DEMBA-IV-IT5	Programming in Java	50		50	100
DEMBA-IV- IT6	Database Management System	50		50	100

PRODUCTION & OPERATIONS MANAGEMENT

Paper	Nomenclature	External	Internal	Total Marks
DEMBA-III-POM1	Purchasing and Materials Management	70	30	100
DEMBA-III-POM2	Total Quality Management	70	30	100
DEMBA-III-POM3	Production Planning & Control	70	30	100
DEMBA-IV-POM4	Logistics Management	70	30	100
DEMBA-IV-POM5	Industrial Engineering	70	30	100
DEMBA-IV-POM6	Service Operations Management	70	30	100

INTERNATIONAL BUSINESS MANAGEMENT

Paper	Nomenclature	External	Internal	Total Marks
DEMBA-III-IB1	International Trade Theory and Practical	70	30	100
DEMBA-III-IB2	International Marketing	70	30	100
DEMBA-III-IB3	Foreign Exchange Management	70	30	100
DEMBA-IV-IB4	Export Import Procedure and documentation	70	30	100
DEMBA-IV-IB5	International Strategic Management	70	30	100
DEMBA-IV-IB6	International Financial Management	70	30	100

RETAIL MANAGEMENT

Paper	Nomenclature	External	Internal	Total Marks
DEMBA-III-RM1	Basics of Retail Management	70	30	100
DEMBA-III-RM2	Retail Organization and Resource Management	70	30	100
DEMBA-III-RM3	Operations and Merchandise Management for Retailers	70	30	100
DEMBA-IV-RM4	E-Retailing	70	30	100
DEMBA-IV-RM5	Mall-Management	70	30	100
DEMBA-IV-RM6	Retail Logistics and Supply Chain Management	70	30	100

SCHEME OF EXAMINATION
MASTER OF BUSINESS ADMINISTRATION
(EXECUTIVE) (MBA EXECUTIVE)
THREE SEMESTER PROGRAMME
2011

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks the theory marks secured by the candidate shall be proportionately enhanced.

First Semester

Paper	Nomenclature	External	Internal	Total Marks
DEMBAEX-101	Management Process and Skill Development	70	30	100
DEMBAEX-102	Managerial Economics	70	30	100
DEMBAEX-103	Quantitative Methods	70	30	100
DEMBAEX-104	Accounting for Managers	70	30	100
DEMBAEX-105	Business Environment	70	30	100
DEMBAEX-106	Workshop on Information Technology			100
DEMBAEX-107	Workshop on Soft Skills			100

Second Semester

Paper	Nomenclature	External	Internal	Total Marks
DEMBAEX-201	Human Resource Management	70	30	100
DEMBAEX-202	Marketing Management	70	30	100
DEMBAEX-203	Financial Management	70	30	100
DEMBAEX-204	Production & Operation Management	70	30	100
DEMBAEX-205	Research Methodology	70	30	100
DEMBAEX-206	Workshop on Business Etiquette			100
DEMBAEX-207	Minor Project			100

Third Semester

Paper	Nomenclature	External	Total Marks
DEMBAEX-301	Major Project Evaluation Viva- Voce	200 200	400

* Major project report will be submitted by the candidate latest by 31st Dec. of the relevant year.

SCHEME OF EXAMINATION
MASTER OF RETAIL MANAGEMENT (MRM)
TWO YEAR PROGRAMME (SEMESTER SYSTEM)
2011

Note:

- There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.

Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks the theory marks secured by the candidate shall be proportionately enhanced.

First Semester

Paper	Nomenclature	External	Internal	Total Marks
DEMRRM-101	Basics of Retail Management I	70	30	100
DEMRRM-102	Retail Institutional Framework	70	30	100
DEMRRM-103	Strategic Management	70	30	100
DEMRRM-104	Marketing Management	70	30	100
DEMRRM-105	Retail Business Legal Framework	70	30	100

Second Semester

Paper	Nomenclature	External	Internal	Total Marks
DEMRRM-201	Basic of Retail Management-II	70	30	100
DEMRRM-202	Retail Organization and Resource Management	70	30	100
DEMRRM-203	Operations and Merchandise Management for Retailers	70	30	100
DEMRRM-204	E-Retailing	70	30	100
DEMRRM-205	Mall Management	70	30	100
DEMRRM-206	Training Report $\frac{\text{Evaluation}}{\text{Viva - Voce}}$	$\frac{50}{50}$		100

Third Semester

Paper	Nomenclature	External	Internal	Total Marks
DEMRM-301	Retail Operations and Stores Management	70	30	100
DEMRM-302	Customer Service and Relationship Management	70	30	100
DEMRM-303	Retail Advertising and Sales Promotion	70	30	100
DEMRM-304	Retail Logistics and Supply Chain Management	70	30	100
DEMRM-305	Merchandising and Inventory Management	50		50
DEMRM-306	Comprehensive Viva-Voce:			

Fourth Semester

Paper	Nomenclature	External	Internal	Total Marks
DEMRM-401	Presentation Skills Workshop	70	30	100
DEMRM-402	Personality Development and Soft Skills Workshop	70	30	100
DEMRM-403	Training Report	100		100
DEMRM-403	Comprehensive Viva-Voce	100		100

SCHEME OF EXAMINATION
MASTER OF HOTEL MANAGEMENT (MHM)
TWO YEAR PROGRAMME (SEMESTER SYSTEM)
2011

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks the theory marks secured by the candidate shall be proportionately enhanced.

First Semester

Paper	Nomenclature	External	Internal	Total Marks
DEMHHM -101	Corporate Communication	70	30	100
DEMHHM -102	Front Office & Public Relation	70	30	100
DEMHHM-103	Team Management	70	30	100
DEMHHM -104	Accommodation and Leisure Management	70	30	100
DEMHHM -105	Food Production Techniques	70	30	100
DEMHHM -106	Workshop on Personality Development	70	30	100

Second Semester

Paper	Nomenclature	External	Internal	Total Marks
DEMHHM- 201	Supervision in Hospitality	70	30	100
DEMHHM -202	Alcoholic Beverages	70	30	100
DEMHHM -203	Advance Food Production	70	30	100
DEMHHM -204	Food and Beverage Operations and Control	70	30	100
DEMHHM -205	Hospitality and Tourism Economics	70	30	100
DEMHHM -206	Workshop on Computer Applications			100

SCHEME OF EXAMINATION
MASTER OF TOURISM MANAGEMENT (MTM)
TWO YEARS PROGRAMME (SEMESTER SYSTEM)
2011

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks the theory marks secured by the candidate shall be proportionately enhanced.

First Semester

Paper	Nomenclature	External	Internal	Total Marks
DEMTM 101	Human Resource Management	70	30	100
DEMTM 102	Cultural Tourism Management	70	30	100
DEMTM 103	Travel Agency Oerations	70	30	100
DEMTM 104	Accomodation and Leisure Management	70	30	100
DEMTM 105	Team Management	70	30	100
DEMTM 106	Workshop on Personality Development	70	30	100

Second Semester

Paper Code	Nomenclature	External	Internal	Total Marks
DEMTM 201	Entrepreneurship in Hospitality and Tourism	70	30	100
DEMTM 202	Tourism Resources	70	30	100
DEMTM 203	Tourist Behaviour	70	30	100
DEMTM 204	Air Travel Operations	70	30	100
DEMTM 205	Marketing for Hospitality and Tourism	70	30	100
DEMTM 206	Workshop on Computer Application	100		100
DEMTM 207*	Field Tour & Report			200

*** Field Tour & Report**

Paper	Nomenclature	Tour Report	Viva Voce	Total
DEMTM 208	Field Tour & Report	100	100	200

SCHEME OF EXAMINATION
MASTER OF COMPUTER APPLICATIONS (MCA)
THREE YEAR PROGRAMME (SEMESTER SYSTEM)
2011

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks the theory marks secured by the candidate shall be proportionately enhanced.

First Semester

Paper	Nomenclature	External	Internal	Total Marks
DEMCA-101	Foundation Course in IT And MS-Office 2000	70	30	100
DEMCA-102	Computer Networking & Multimedia	70	30	100
DEMCA-103	Programming in C and Data Structure	70	30	100
DEMCA-104	Computer Organization And Architecture	70	30	100
DEMCA-105	Practical-I (Based on DEMCA-101 & 103)	70	30	100

Second Semester

Paper	Nomenclature	External	Internal	Total Marks
DEMCA-201	Visual C++	70	30	100
DEMCA-202	Visual Basic & Oracle	70	30	100
DEMCA-203	System Analysis & Design	70	30	100
DEMCA-204	Practical-II (Based on DEMCA-201& 202)	70	30	100
DEMCA-205	Project Work, Report & Viva-Voce (Based on any Language, Software Development Tool, etc.)	70	30	100

Third Semester

Paper	Nomenclature	External	Internal	Total Marks
DEMCA-301	RDBMS	70	30	100
DEMCA-302	Software Engineering	70	30	100
DEMCA-303 A DEMCA-303 B	Operating System and Unix Programming in C & Data Structure*	70	30	100
DEMCA-304 A DEMCA-304 B	Internet, Web Programming & Java Computer Organization & Architecture*	70	30	100
DEMCA-305	Practical-III (Based on DEMCA-301 &303 (Based on DEMCA-301 & 304)	70	30	100

Fourth Semester

Paper	Nomenclature	External	Internal	Total Marks
DEMCA-401	Artificial Intelligence	70	30	100
DEMCA-402 A DEMCA-402 B	Computer Graphics System Analysis & Design*	70	30	100
DEMCA-403 A DEMCA-403 B	Object-oriented Analysis And Design Microprocessor and Assembly Language*	70	30	100
DEMCA-404	Practical-IV (Based on DEMCA-402& 403) (Based on DEMCA-401& 403)	70	30	100
DEMCA-405	Project Report	100		100

* These papers are applicable to those students who have done APGDIT course from M.D.University, Rohtak.

Fifth Semester

Paper	Nomenclature	External	Internal	Total Marks
DEMCA-501	Internet Programming using C#	70	30	100
DEMCA-502	Software Testing and Quality Assurance	70	30	100
DEMCA-503	Windows Programming	70	30	100
DEMCA-504	IT Management	70	30	100
DEMCA-505	Software Lab-Based on DEMCA-501& MCA-503	70	30	100

Sixth Semester

Paper Code	Subject	External		Total Marks
DEMCA-601	Project Report -Evaluation - Viva Voce	100 100		200

SCHEME OF EXAMINATION
MASTER OF LIBRARY & INFORMATION SCIENCE (M.Lib.I.Sc.)
ONE YEAR PROGRAMME

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Scheme of Examination

Paper	Nomenclature	Maximum Marks			
		Total	Theory	Practical	Assign.
DEMLS-101	Information Communication and Society	100	80	--	20
DEMLS-102	Information Sources, System and Programmes	100	80	--	20
DEMLS-103	Information Processing and Retrieval	100	80	--	20
DEMLS-104	Information Institutions Products and Services	100	80	--	20
DEMLS-105	Management of Library and information Centre	100	80	--	20
DEMLS-106 &-6P	Application of Information Technology	100	50	30	20
DEMLS-107	Research Methodology	100	80	--	20
DEMLS-108	Academic Library System	100	80	--	20

SCHEME OF EXAMINATION
MASTER OF JOURNALISM & MASS COMMUNICATION (M.J.M.C.)
TWO YEARS PROGRAMME (SEMESTER SYSTEM)
2011

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks the theory marks secured by the candidate shall be proportionately enhanced.

First Semester

Paper	Nomenclature	External	Internal assessment	Total Marks
DEMJMC-101	Fundamental of Journalism & Mass Communication	70	30	100
DEMJMC-102	Reporting	70	30	100
DEMJMC-103	Editing	70	30	100
DEMJMC-104	Indian Constitution & Press Law	70	30	100
DEMJMC-105	Computer Fundamentals	70	30	100

Second Semester

Paper	Nomenclature	External	Internal assessment	Total Marks
DEMJMC-201	Communication for Development	70	30	100
DEMJMC-202	Advertising & Public Relation	70	30	100
DEMJMC-203	Writing for Media	70	30	100
DEMJMC-204	Communication Research	70	30	100
DEMJMC-205	Personality Development & Business Communication	70	30	100

SCHEME OF EXAMINATION
CERTIFICATE IN CORPORATE AND INDUSTRIAL
SECURITY MANAGEMENT (CCISM)
SIX MONTH DURATION
2011-12

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks the theory marks secured by the candidate shall be proportionately enhanced.

Paper	Nomenclature	Internal	External	Total
DECCISM 1	General Aspect of Security	30	70	100
DECCISM 2	Security Management	30	70	100
DECCISM 3	Security Personnel	30	70	100
DECCISM 4	Fire Prevention and First Aid	30	70	100
DECCISM 5	Practical		100	100
DECCISM 6	Project -Evaluation -Viva-Voce		50 50	100

SCHEME OF EXAMINATION
PG DIPLOMA IN CORPORATE AND INDUSTRIAL
SECURITY MANAGEMENT (PGDCISM)
ONE YEAR PROGRAMME

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks the theory marks secured by the candidate shall be proportionately enhanced.

Paper	Nomenclature	External	Internal	Total Marks
DEPGDCISM-1	Security-Conceptual Aspects, Private /Industry Security	70	30	100
DEPGDCISM-2	Information Security, Organising Security Audit	70	30	100
DEPGDCISM-3	Security Personnel, Security Audit	70	30	100
DEPGDCISM-4	Fire Prevention and First Aid, Intelligence and Communications	70	30	100
DEPGDCISM-5	Practical	100		100
DEPGDCISM-6	Project --Evaluation --viva-voce	50 50		100

**SCHEME OF EXAMINATION
POST GRADUATE DIPLOMA IN
APPLICATION OF PSYCHOLOGY
ONE YEAR (ANNUAL)**

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks the theory marks secured by the candidate shall be proportionately enhanced.

Theory

<u>Theory</u>				
Paper	Nomenclature	External	Internal	Total Marks
DEDAP1	Counseling Skills	70	30	100
DEDAP2	Consulting Psychology	70	30	100
DEDAP3	Psychological Testing measurements	70	30	100
DEDAP4	HR and Corporate Psychology	70	30	100
<u>Practical</u>				
DEDAP5	Psychological assessment	100		100
DEDAP6	Counseling	100		100
DEDAP7	Qualitative methods and data analysis	100		100
DEDAP8	HR and consulting	100		100
<u>Project Work</u>				
DEDAP9	Project -evaluation -viva- voce	50 50		100

SCHEME OF EXAMINATION
POST GRADUATE DIPLOMA IN YOGA (PGDY)
ONE YEAR PROGRAMME (ANNUAL)
2011

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks the theory marks secured by the candidate shall be proportionately enhanced.

पेपर	नामांकन	लिखित	प्रयोगात्मक	अधिकतम अंक
DEPGDY-I	योग के आधारभूत तत्व	50	50	100
DEPGDY-II	मानव शरीर रचना- क्रिया विज्ञान एवं योगाभ्यास	50	50	100
DEPGDY-III	हठ योग के सिद्धांत	50	50	100
DEPGDY-IV	पतंजल योग दर्शन	50	50	100
DEPGDY-V	स्वस्थ वृत्त, आहार और यौगिक चिकित्सा	50	50	100
DEPGDY-VI	क्रियात्मक योग परीक्षा (समग्र)		100	100
DEPGDY-VII	क्रियात्मक परीक्षा भाग -2		100	100

SCHEME OF EXAMINATION
PG DIPLOMA IN PUBLIC RELATIONS AND
MEDIA MANAGEMENT (PGDPRMM)
ONE YEAR PROGRAMME (ANNUAL)
2011

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks the theory marks secured by the candidate shall be proportionately enhanced.

Paper	Nomenclature	External	Internal assessment	Total Marks
DEPGDPRMM-101	Personality Development & Business Communication	70	30	100
DEPGDPRMM-102	Advertising & Public Relation	70	30	100
DEPGDPRMM-103	Media Strategies	70	30	100
DEPGDPRMM-104	Writing for Media	70	30	100
DEPGDPRMM-105	Production Portfolio(Practical Assignments) and Viva Voce	100*	–	100

* 50 Marks for Production Portfolio (Practical Assignments) and 50 Marks for Comprehensive Viva Voce.

SCHEME OF EXAMINATION

PG DIPLOMA IN PUBLIC RELATIONS AND ADVERTISING MANAGEMENT (PGDPR&AM)

ONE YEAR PROGRAMME (ANNUAL SCHEME)

2011

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks the theory marks secured by the candidate shall be proportionately enhanced.

Paper No.	Nomenclature	External	Internal	Marks
DEPGDPRAM-101	Personality Development & Business Communication	70	30	100
DEPGDPRAM-102	Advertising & Public Relations	70	30	100
DEPGDPRAM-103	Advertising Management	70	30	100
DEPGDPRAM-104	Management of Marketing Communication	70	30	100
DEPGDPRAM-105	Production Portfolio(Practical Assignments) and Viva Voce	100*		100

* 50 Marks for Production Portfolio (Practical Assignments) and 50 Marks for Comprehensive Viva Voce.

SCHEME OF EXAMINATION
BACHELOR OF BUSINESS ADMINISTRATION
(BBA FINANCIAL MARKET)
THREE YEAR PROGRAMME (SEMESTER SYSTEM) 2011

First Year

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks the theory marks secured by the candidate shall be proportionately enhanced

First Semester

Paper	Nomenclature	External	Internal	Practical Marks	Total Marks
DEBBA101- FM	Principles of Management	70	30	-	100
DEBBA102- FM	Business Economics	70	30	-	100
DEBBA103- FM	Financial Accounting	70	30	-	100
DEBBA104- FM*	Introduction to Financial Markets	50		50	100
DEBBA105- FM*	Introduction to Mutual Fund	50		50	100
DEBBA106- FM**	Workshop on Computer and Office Applications		-	100	100
DEBBA107- FM**	Workshop on Business Communication Skills		-	100	100

Second Semester

Paper	Nomenclature	External Marks (Theory)	Internal Assessment Marks	Practical Marks	Total Marks
DEBBA201- FM	Macroeconomic Foundations	70	30	-	100
DEBBA202- FM	Business Statistics	70	30	-	100
DEBBA203- FM	Business Laws	70	30	-	100
DEBBA204- FM	Corporate Accounting	70	30	-	100
DEBBA205- FM	Capital Market Operations And Market Simulation***	50		50	100
DEBBA206- FM**	Workshop on Excel & Financial Modeling		-	100	100

*** Market Simulation is the practical paper of capital market operations paper

Second Year

Third Semester

Paper No.	Title of the Paper(s)	External Marks (Theory)	Internal Assessment Marks	Practical Marks	Total Marks
DEBBA301- FM	Business Taxation	70	30	-	100
DEBBA302- FM	Business Environment	70	30	-	100
DEBBA303- FM	Cost and Management Accounting	70	30	-	100
DEBBA304- FM**	Workshop on Business Etiquette	-	50	50	100
DEBBA305- FM*	Derivative Markets Operations	50	-	50	100
DEBBA306- FM	On the Job Training	-		100	100

Fourth Semester

Paper No.	Title of the Paper(s)	External Marks (Theory)	Internal Assessment Marks	Practical Marks	Total Marks
DEBBA401- FM	Financial Planning	70	30	-	100
DEBBA402- FM	Environment Management	70	30	-	100
DEBBA403- M**	Workshop on Research Methodology			100	100
DEBBA404- FM**	Workshop on Managerial Skills			100	100
DEBBA405- FM*	Commodities Market Operations	50	-	50	100
DEBBA406- FM	On the Job Training	-		100	100

Third Year

Fifth Semester

Paper No.	Title of the Paper(s)	External Marks (Theory)	Internal Assessment Marks	Practical Marks	Total Marks
DEBBA501- FM	Financial Management	70	30	-	100
DEBBA502- FM	Organizational Behavior	70	30	-	100
DEBBA503- FM	Business Process Outsourcing Skills	70	30	-	100
DEBBA504- FM*	Fundamental Analysis	50		50	100
DEBBA505- FM*	Introduction to Technical Analysis	50		50	100
DEBBA506- FM	On the job training	-		100	100

Sixth Semester

Paper No.	Title of the Paper(s)	External Marks (Theory)	Internal Assessment Marks	Practical Marks	Total Marks
DEBBA601- FM	Marketing of Financial Services	70	30	-	100
DEBBA602- FM	Human Resource Management	70	30	-	100
DEBBA603- FM	Small Business Management	70	30	-	100
DEBBA604- FM	Banking Operations Management	70	30	-	100
DEBBA605- FM*	Introduction to Currency Derivatives	50		50	100
DEBBA606- FM	Project Report			100	100

*** Notes:**

1. Students who have qualified any of these papers from NSE will be exempted from qualifying these papers if the student has valid NCFM certificate on the date of examination of these papers. The marks already obtained by the students in these papers shall be counted and shown in his/her marks sheet. However, a candidate shall be free to appear again in these papers to improve his marks or to obtain the revalidation from NSE. MDU will transfer marks / credits / grades of NSE papers, for award of degree of BBA (Financial Markets) or MBA (Financial Markets) as the case may be, for which the examination is conducted by NSE. MDU will transfer marks / credits / grades of NSE papers, for award of degree of BBA (Financial Markets) or MBA (Financial Markets) as the case may be, for which the examination is conducted by NSE.

2. The examination in these papers shall be conducted by NSE through online mode at the designated examination centres only.

** In the workshop papers the method of teaching and evaluation is "Workshop" wherein experts from the relevant fields shall be invited to train the students. There shall not be any theory paper in these subjects.

SCHEME OF EXAMINATION
MBA FINANCIAL MARKETS
2011-12

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks the theory marks secured by the candidate shall be proportionately enhanced.

First Year

Semester 1

Paper	Nomenclature	External	Internal	Practical/Workshop/Training Report Marks	Total Marks
DEMBA101FM	Management and Organization Behavior	70	30	-	100
DEMBA102FM	Managerial Economics	70	30	-	100
DEMBA103FM	Marketing Management	70	30	-	100
DEMBA104FM	Accounting for Managers	70	30	-	100
DEMBA105FM*	Introduction to Financial Markets & Mutual Fund	50		50	100
DEMBA106FM*	Capital Market Operations	50		50	100
DEMBA107FM**	Workshop on Computer Applications			100	100

Semester 2

Paper	Nomenclature	External	Internal	Practical/Workshop/Training Report Marks	Total Marks
DEMBA201FM	Human Resource Management	70	30	-	100
DEMBA202FM	Financial Management	70	30	-	100
DEMBA203FM*	Investment Analysis and Portfolio Management	50		50	100
DEMBA204FM*	Introduction to Derivatives – Equity & Currency	50		50	100
DEMBA205FM*	Commodities Market	50		50	100
DEMBA206FM*	Technical Analysis	50		50	100
DEMBA207FM**	Workshop on Quantitative Analysis and Business Research			100	100

Second Year

Semester 3

Paper	Nomenclature	External	Internal	Practical/Workshop/Training Report Marks	Total Marks
DEMBA301FM	Foreign Exchange Management	70	30	-	100
DEMBA302FM*	Depository Operations	50		50	100
DEMBA303FM*	Management of Life Insurance	50		50	100
DEMBA304FM*	Equity Research	50	-	50	100
DEMBA305FM*	Financial Valuation & Modeling	50	-	50	100
DEMBA306FM**	Workshop on Corporate Governance & Business Ethics			100	100
T – 1	On the Job Training	-		100	100

Semester 4

Paper	Nomenclature	External	Internal	Practical/Workshop/Training Report Marks	Total Marks
DEMBA401FM*	Marketing of Financial Services	70	30	-	100
DEMBA402FM*	Debt Market	50		50	100
DEMBA403FM*	Surveillance in Stock Exchanges	50		50	100
DEMBA404FM*	Options Trading Strategies	50		50	100
DEMBA405FM*	Regulatory Framework in Security Market	50		50	100
DEMBA406FM**	Workshop on Entrepreneurship Development			100	100
T – 2	On the job Training	-		100	100

*** Notes:**

- Students who have qualified any of these papers from NSE will be exempted from qualifying these papers if the student has valid NCFM certificate on the date of examination of these papers. The marks already obtained by the students in these papers shall be counted and shown in his/her marks sheet. However, a candidate shall be free to appear again in these papers to improve his marks or to obtain the revalidation from NSE.
 - The examination in these papers shall be conducted by NSE through online mode at the designated examination centres only.
- ** In the workshop papers the method of teaching and evaluation is “Workshop” wherein experts from the relevant fields shall be invited to train the students. There shall not be any theory paper in these subjects.

SYLLABUS

BACHELOR OF ARTS (BA)**B.A. PART-I****ENGLISH (COMPULSORY)****PAPER A****PAPER CODE DEBA-101 A****External: 35****Internal: 15****Note:**

1. The examiner is required to set question paper as per the guidelines/instructions given in the syllabi of the paper. The students are required to attempt the questions accordingly.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

A. Chronicles of Time: An Anthology of Poems ed. by Asha Kadian (Oxford University Press, New Delhi).

The following may be deleted:

- i) 'Leisure' by W.H. Davies
- ii) The Flute Player of Brindaban 'by Sarojini Naidu
- iii) The Soldier' by R. Brooke.

B. The Pointed Vision: An Anthology of Short Stories by Usha Bande and Krishan Gopal. (Oxford University Press, New Delhi)

C. Ideas Aglow by Dinesh Kumar and V.B. Abrol.

Following essays may be deleted:

- i) 'If s question Time' by Jayant V. Narlikar
- ii) An Interview with Christian Barnard' by N.Ram
- iii) In humanization of War by Huek Gutman,,

SCHEME OF EXAMINATION**Question-I** Explanation with Reference to the Context

The candidate will be required to attempt two passages each (with internal choice) one from the book of Poems and the" other from the Collection of essays, Ideas A glow. 5 Marks

Question-II Short answer type questions on (five questions to be attempted out of the given eight) 4 Marks

OR

Four short-answer type questions will be set on the prescribed short-stories and four short-answer questions will be set on the prescribed essays. The students will be required to attempt any five out of the given eight questions. 4 Marks

Question-III One essay-type question (with internal choice) will be set on each of the prescribed texts A & B. Students will be required to attempt one question each from both the texts. 7×2=14 Marks

Question-IV One essay type question (with internal choice) will be set on the book of essays. 7 Marks

Question-V Items based on the exercises appended to the essays in Text (C). 5 Marks

PAPER B
PAPER CODE DEBA-101 B

External: 35

Internal: 15

Note:

1. The examiner is required to set question paper as per the guidelines/instructions given in the syllabi of the paper. The students are required to attempt the questions accordingly.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Text Prescribed: A Remedial English Grammar for Foreign Students by FT. Wood.

The following items may be deleted:

Item Nos.:

8. Transformations
9. Confusion of Adjectives & Adverbs
10. Adverbial use of No, Not and None
13. The Pro word one
15. Redundant Pronouns & Preposition
16. The use of correlatives.

- | | |
|--|------------|
| Q.I Items based on the examples/exercises given in the prescribed text books of Grammar. | 12.5 Marks |
| Q.II Comprehension Passage (with five questions at the end.) | 7.5 Marks |
| Q.III Paragraph: The candidate will be required to write a paragraph on any one of the five given topics. | 5 Marks |
| Q.IV Letter/Application: Students will be asked to write a letter or an application. (The question will carry internal choice) | 5 Marks |
| Q.V Translation (From Hindi to English) of a passage consisting of 6 to 8 sentences. | 5 Marks |

OR

In lieu thereof expansion of an idea (with internal choice) into 100 words or so for foreign students including students of Non-Hindi Speaking States. 5 Marks

HINDI (COMPULSORY)
PAPER CODE DEBA-102

हिन्दी अनिवार्य

External: 70

Internal: 30

Note:

1. The examiner is required to set question paper as per the guidelines/instructions given in the syllabi of the paper. The students are required to attempt the questions accordingly.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive

examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

पाठ्य पुस्तक :

1. 'काव्य शिखर' - प्राचीन एवं मध्ययुगीन काव्य पर आधारित संज्ञक पुस्तक सं. डॉ. नरेश मिश्र, हिन्दी विभागाध्यक्ष म. द. विश्वविद्यालय, रोहतक।
2. "गद्य-शिखर" नामक गद्य संकलन सं. हिन्दी विभागाध्यक्ष, कु. विश्वविद्यालय जिसमें पाँच कहानियां और पाँच निबन्ध संकलित हैं।

निर्देश :-

1. पहला प्रश्न काव्य शिखर नामक काव्य संग्रह से व्याख्या के रूप में होगा। पाठ्यपुस्तक में निर्धारित कवियों में से किन्हीं चार कवियों की चार व्याख्याएं पूछी जाएंगी। परीक्षार्थियों को उनमें से किन्हीं दो की सप्रसंग व्याख्या करनी होगी। प्रत्येक व्याख्या 5 अंक की होगी और पूरा प्रश्न 10 अंकों का होगा।
2. किन्हीं दो कवियों का परिचय पूछा जाएगा, जिनमें से परीक्षार्थियों को एक का उत्तर देना होगा। इस प्रश्न के लिए 6 अंक निर्धारित हैं।
3. निर्धारित कवियों में से किन्हीं दो पर अनुशीलनी में से दो आलोचनात्मक प्रश्न पूछे जाएंगे। परीक्षार्थियों को किसी एक का उत्तर देना होगा। इस प्रश्न के लिए 8 अंक निर्धारित हैं।
4. लघूत्तरी प्रश्न द्रुतपाठ में निर्धारित चार कवियों (अमीर खुसरों, विद्यापति, भूषण, धनानन्द) पर पाठ्य पुस्तक की "अनुशीलनी" में से ही एक-एक प्रश्न अर्थात् चार प्रश्न पूछे जाएंगे, जिनमें से परीक्षार्थियों को किन्हीं दो प्रश्नों के संक्षिप्त (प्रत्येक लगभग 250 शब्दों में) उत्तर देने होंगे। प्रश्न परिचयात्मक प्रकृति के ही होंगे। प्रत्येक प्रश्न 3 अंकों का होगा और पूरा प्रश्न 6 अंकों का होगा।
5. निर्धारित पाठ्य पुस्तक गद्य-शिखर में संकलित निबन्धों और कहानियों में से व्याख्या के लिए दो-दो अवतरण दिए जाएंगे, जिनमें से परीक्षार्थियों को प्रत्येक से एक-एक अवतरण की सप्रसंग व्याख्या करनी होगी। प्रत्येक व्याख्या 5 अंकों की और पूरा प्रश्न 10 अंकों का होगा।
6. निर्धारित कहानीकारों और निबन्धकारों में से एक-एक का साहित्यिक परिचय पूछा जाएगा, जिनमें से परीक्षार्थियों को किसी एक का उत्तर देना होगा। इस प्रश्न के लिए 5 अंकों का होगा।
7. निर्धारित लेखकों में से किन्हीं दो पर अनुशीलनी में से दो आलोचनात्मक प्रश्न पूछे जाएंगे। परीक्षार्थियों को किसी एक का उत्तर देना होगा। इस प्रश्न के लिए 8 अंक निर्धारित हैं।
8. लघूत्तरी प्रश्न द्रुतपाठ में निर्धारित दो कहानीकारों (मोहन राकेश और मालती जोशी) और निबन्धकारों (महावीर प्रसाद द्विवेदी और सरदार पूर्ण सिंह) पर पाठ्य पुस्तक की अनुशीलनी में से ही एक-एक प्रश्न अर्थात् चार प्रश्न पूछे जाएंगे, जिनमें से परीक्षार्थियों को किन्हीं दो प्रश्नों के संक्षिप्त (प्रत्येक लगभग 250 शब्दों में) उत्तर देने होंगे। प्रश्न परिचयात्मक प्रकृति के होंगे। प्रत्येक प्रश्न चार अंकों का होगा और पूरा प्रश्न आठ अंकों का होगा।
9. अन्तिम प्रश्न काव्य शिखर की अनुशीलनी के व्याकरण पर आधारित होगा, जिसके लिए 9 अंक निर्धारित हैं। इसके अंतर्गत वर्तनी, पर्याय, विलोम, वाक्य के लिए एक शब्द, मुहावरे और लोकोक्ति निर्धारित हैं। इसमें 9 अनिवार्य वस्तुनिष्ठ प्रश्न होंगे। प्रत्येक प्रश्न के लिए चार विकल्प होंगे, जिनमें से एक शुद्ध उत्तर देना होगा।

HISTORY

OPTION –I HISTORY OF INDIA (FROM EARLIEST TIMES TO C.A.D. 1526)

PAPER CODE DEBA-103

External: 70

Internal: 30

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Section I

1. Survey of the sources.
2. Pre historic hunterer -gatherers: Paleolithic culture-sequence and geographical distribution. Mesolithic cultures-distribution and cultural developments.
3. Concept of the Neolithic-advent of food production.
4. Harappan Civilization-Origin, extent, urban planning, Nature of Social and economic condition, urban decline and late Harappan culture.
5. Society, Polity, economy, culture and religion as reflected in the vedic literature
6. Social developments- varna, Jati, marriage and property relations.
7. Rise of territorial states.
8. Rise of new religious movements in north India, Doctrines and social dimension of early Buddhism and Jainism.

Section II

1. The Mauryan Empire-State , administration and economy: Ashoka's Dharma-its nature and propagation; Mauryan art and architecture.
2. Post Mauryan period-Kushanas, Satavahanas, Cholas and Pandyas.
3. Sangam Age-Literature, society and culture.
4. Gupta Empire-administration, agrarian and revenue system, and trade; society, art, architecture, literature, science and technology.
5. Status of Women-marriage, property rights, sati, purdas and devadasi system.
6. Post-Gupta period upto 750AD-Pallavas, Chalukyas and vardhanas.
7. Polity and economy C.A.D 750-1200 Gurjara –Pratihara: Palas; Rashtrakuta.

Section III

1. Invasions of Ghaznavids and Ghorids; Causes of the success and their impact.
2. Rise and expansion of Delhi Sultanate: Illutmist, Balban, Allauddin Khilji and Mohammad Tughlaq.
3. Fragmentation and downfall of Sultanate.
4. Society and economy under the Sultanate.
5. Religion and culture; Bhakti and Sufi movements; art, architecture during the Sultanate.

Section IV

Maps

1. Important sites of the Harappan Civilization.
2. Ports, trading centres and trade routes of Ancient India.
3. Extent of Ashoka's Empire, Pillars and Edicts.
4. Extent of Harsha's Empire.
5. Extent of Allauddin Khalji's Empire.
6. Urban Centres during the Sultanate.

Suggested Readings:

- H.C. Ray, Chaudhary. Advanced History of India Delhi, 1971 (Hindi Also).
- R.S. Tripathi. Ancient India Delhi, 1977 (Hindi also).
- H.C. ray, Chaudhary. Political History of Ancient India, Calcutta, 1963.
- A.L. Basham. The Wonder that was India Delhi 1981(Hindi also).
- R.C. Majumdar and A.S. The Vakta Gupta Age Delhi 1981(Hindi also).
- Allchin, B and Allchin, F.R. Rise of civilization in India and Pakistan(Delhi Select Book Service Syndicate, 1983).
- Munshi, V.K.M.and R.R. Bhartiya Vidya Bhavan Series-Indian Inheritance, 3 vols (Bombay, Bhartiya Vidya Bhavan, 1965, 1970).
- Sharma R.S.Aspects of Political Ideas and Institutions in ancient India (Delhi, Motilal Bararsidass, 1991) (Revised Edition).
- Thapar B.K. recent Archaeological discoveries in India (Paris UNESCO, 1985).
- Thapar, Romila. A History of India, vol. 1 (Pelican, 1966, Penguin, Harmondsworth).
- Gardon Stewart. The Marathas, 1600-1818, The New Cambridge History of India 11.4(Delhi, foundation Books, 1994).
- Satish Chandra. Medieval India, From Sultanate to the Mughals (Delhi, Har Anand Publications, 1997).
- Verma, H.C. Madhya Kalin Barat 1540-1750, Part-II (Delhi Hindi Directorate, 1983).
- Habibula, A.B.M. Foundation of Muslim rule in India (In Hindi also).
- Lal, K.S. Khalji Vansh Ka Itithas (in Hindi also).
- Kanoongo, K.R. Life and Times of sher Shah Suri (in Hindi also).

POLITICAL SCIENCE

OPTION 1-POLITICAL THEORY

PAPER CODE DEBA-104

External: 70

Internal: 30

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Part-A

Nature and significance of Political Theory

Power and Authority

State: Original and Development

State: Dominant Perspectives

Sovereignty

Part-B

Citizenship, Rights and Liberty

Equality and Justice

Democracy

Development and Welfare State

Theories of Social change

Part-C

Short answer questions, at least five, spread over the entire syllabus.

Objective type (multiple choice) question over the whole syllabus.

Suggested Readings

N.P. Barry, Introduction to Modern Political Theory, London, Macmillan, 1995.

M. Carnoy, The State and Political Theory, Princeton NJ, Princeton University Press, 1984.

G.Catlin, A Study of the Principles of Politics, London and New York, Oxford University Press, 1930.

N.J. Hirschman and C.D. Stefano(eds.), Revisioning the Political Feminist Reconstruction of Tradition concepts in Western Political Theory, West View Press, Harper Collins, 1996.

D. Heater, Citizenship: The Civic Ideal in World History, Political and Education, London, Orient Longman, 1990.

D. Held, Models of Democracy, Cambridge, Polity Press, 1987, G Mclellan, D Held and S. Hall (eds.), The Idea of the Modern State, Milton Keynes, Open University Press, 1984.

D. Miller, social Justice, Oxford, The Clarendon Press, 1976.

D. Miller, (ed.), Liberty, Oxford, Oxford University Press, 1991.

D. Miller, Citizenship and National Identities, Cambridge, Polity Press, 2000.

S. Ramaswamy, Political Theory: Ideas and concepts, Delhi Macmillan, 2002.

R.M. Titmuss, Essays on the Welfare State, London, George Allen and Unwin, 1956.

F. Thankurdas. Essays on Political Theory, New Delhi, Gitanjali, 1982.

J. Waldron(ed.), Theories of Rights, New Delhi, Oxford University Press 1984.

S.Wasby, Political Science: The Discipline and its Dimensions, Calcutta, scientific Book Agency, 1970.

ECONOMICS

(OPTION-1-MICRO ECONOMICS AND INDIAN ECONOMIC PROBLEMS)

PAPER CODE DEBA-105

External: 70

Internal: 30

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit I

Introduction, Nature and scope of economics, choice as an economic problem.

Consumer's Behavior: Utility- Cardinal and ordinal approaches: Indifference curve:

Consumer's equilibrium (Hicks and Slutsky); Elasticity of demand Price, Income and gross; Consumer's Surplus.

Theory of production Costs; Production decisions, Production function, ISO-quant Law of variable proportions; Returns to scale; Economics of scale, Different concepts of costs and their interrelations.

Unit II

Market structure and commodity pricing; market forms perfect and imperfect markets; Equilibrium of firm perfect competitions, monopolistic competition, Factor pricing marginal productivity theory of distribution.

Unit III

Basic Features; Problems and planning in India; Characteristics of Indian economy; problems of poverty; inequality and unemployment; objectives of planning in Indian achievements and failures; new economics reforms: A basic idea.

Unit IV

Indian Agriculture, Nature and importance: Trends in agricultural production and productivity, Rural credit, Agricultural marketing.

Industry : industrial development during the planning period; new industrial Policy. Growth and problems of small scale industries.

Suggested Reading

Bach, G.L 1977, Economics, Prentice Hall of India, New Delhi.

Gauio, J.P. and Edward P.L (1996), Micro economics theory, Richard Irwin Home wood.

Handerson J. and R.E. Quandt (1990) Microeconomics Theory ; A mathematical approach, McGraw Hill, New Delhi.

Heath field and Wibe (1907), An introduction to cost and production functions, Macmillan London.

Kouisoionnis, A 1990) Modern Microeconomics, Macmillan.

Lipsey, R.G and K.A Christal (1999) Principles of Economics (9th Edition) Oxford Univ Press.

Mansfield . E. (1997) Microeconomics (9th Edition), W.W Norton and Company, New York.

Ray, N.C (1918) an introduction to Microeconomics, Mcmillan Company of India Ltd Delhi.

Raaj, W.J.I (1962) Price Theory, Mcmillan and Co. Ltd London.

Datt,R. and KPM Sundharam (2001), Indian Economy S.Chand & Co.

Dhingra I.C. (2001) The Indian Economics ; Envoinment and policy Sultan Chand & Sons, New Delhi.

Misra, S.K. and V.K.Puri (2001) Indian Economy- its Development Experience, Himalaya Publishing House Mumbai.

PAPER CODE DEBA-106

संस्कृत ऐच्छिक

External: 70

Internal: 30

Note:

1. The examiner is required to set question paper as per the guidelines/instructions given in the syllabi of the paper. The students are required to attempt the questions accordingly.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I संस्कृत वाग्व्यवहारः

अंक 10

एकक-1 संस्कृत व्यवहार साहसी (प्रकाशक संस्कृत भारती, माता मन्दिर गली, झण्डेवालान, नई दिल्ली) पुस्तक में से 1 से 8 विषयों तक संस्कृत में सरल प्रश्नोत्तर रूप में लिखित परीक्षा (शिष्टाचार, मेलनम्, सरलवाक्यानि, सामान्यवाक्यानि मित्र मिलनम्, यात्रा, प्रवासतः प्रतिनिर्वतनम्, छात्राः)

Unit-II संस्कृत ग्रन्थानुशीलनम्

अंक 21

- एकक-2 (क) हितोपदेशः (मित्र लाभः) 7
 (ख) दूतवाक्यम् (भासविरचितम्) 7
 (ग) शुकनासोपदेशु (कादम्बरीतः) 7

(पाठ्यांशो की व्याख्या व सार आदि)

Unit-III संस्कृत व्याकरणम्

अंक 21

- एकक-3 (क) शब्दरूप- राम, कवि, भानु, पितृ, लता, भति, नदी, धेनु, वधू, मातृ, फल, वारि, मधु, आत्मन्, दण्डिन्, वाच्, सरित्, सर्व, तद्, एतद्, यद्, किम्, इदम् (तीन लिंगों में), अस्मद्, युज्मद्, एक, द्वि, त्रि, चतुरः, पञ्चन् (तीनों लिंगों में) - 8
 (ख) धातुरूप परस्मैपदम्- भू, पठ्, हस्, नम्, गम्, अस्, हन, क्रुध, नशा, नृत्, अद्, इष्, पृच्छ, चिन्त्।
 आत्मनेपदम्- सेव, लभ्, रुच्, मुद्, याच्।
 उभयपदम् - कृ, नी, ह, भज्, पच। - 5
 (ग) सन्धि - अच् सन्धि, हल सन्धि, विसर्ग सन्धि। - 8

Unit-IV छन्द

एकक-4 अतुष्टप, आर्या, इन्द्रवज्रा, उपेन्द्रवज्रा, उपजाति, भालिनी, स्रग्धरा, वशस्थ, शिखरिणी, मन्दाक्रान्ता, वसन्ततिलका, शार्दूलविक्रीडितम्

Unit-V अनुवाद कण्ठस्थश्लोकाश्च

एकक-5 (क) हिन्दी से संस्कृत में सरल अनुवाद	- 7
(ख) कण्ठस्थ चार श्लोकों का शुद्ध लेखन	- 5
(प्रश्न पत्र में छपे श्लोकों से भिन्न)	

MATHEMATICS
ALGEBRA AND TRIGONOMETRY
PAPER CODE DEBA-107 A

External: 25

Practical: 10

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Section I (3 Questions)

Symmetric and Skew symmetric matrices, Hermitian and skew-Hermitian matrices. Elementary operations on matrices. Inverse of a matrix. Linear independence of row and column matrices. Row rank, column rank and rank of a matrix. Equivalence of column and row ranks: "Eigenvaluesr eigenvectors and the characteristic equation of a matrix. (Cayley Hamiltoifthet) fem and its use in finding inverse of a matrix. Applications of matrices to a system of linear (both homogenous and non-homogenous) equations. Theorems on consistency of a system of linear equations.

Section II (2 Questions)

Relations between the roots and coefficients of general polynomial equation in one variable. Transformation of equations. Descartes' rule of Signs. Solutions of cubic equations (Cordon method) and Bi quadratic equations (Descartes' and Ferrari Methods).

Section III (3 Questions)

Mapping, Equivalence relations and partitions. Congruence modulo. Definition of a group with examples and simple properties. Subgroups. Generation of groups. Cyclic groups. Cost decomposition. Langrange's theorem and its consequences. Fermat's and Euler's theorems. Homomorphism and Isomorphism. Normal Subgroups. Quotient groups. The fundamental theorem of homomorphism. Permutation groups. Even and odd permutations. The altering groups A_n . Cayley's theorem. Introduction to rings, Sub rings, integral domains and fields. Characteristic of a ring.

Section IV (2 Questions)

De Moivre's theorem and its applications. Direct and inverse circular and hyperbolic functions. Logarithm of a complex quantity. Expansion of trigonometrically functions. Gregory's series. Summation of series.

Suggested Reading

1. L.N. Herstein Topics in Algebra, Wiley Eastern Ltd. NewDelhi, 1975.
2. K.B. Datta, Matrix and Linear Algebra, Prentice Hall of India Pvt. Ltd. New Delhi, 2002.

3. P.B. Bhattacharya, S.K. Jain and S.R*. Nagpaul, First Course in Linear Algebra, Wiley Eastern, New Delhi, 1983.'
4. S.K. Jain, A. Gunawardena and P.B. Bhattacharya, Basic Linear Algebra with MAATLAB., Key College Publishing(Springer-Verlag),2001.
5. S.L. Loney, Plane Trigonometry Part II, Macmillan and Company, London.
6. Shanti Narayan, A text Books of Matrics, S. Chand & Co., New Delhi.
7. Peter V. O'Neil, Advanced Engineering Mathematics, ITPCompany, USA.
8. Alan Jafferey, Advanced Engineering Mathematics, Harcourt/Academic Press, USA.
9. K.A. Stroud, Advanced Engineering Mathematics, Industrial Press, Inc., New York.
10. K.A. Stroud, Enginnering Mathematics (Indian Edition),
11. Erwin Kreyszig, Advanced Engineering Mathematics, John Wiley and Sons.
12. Ayers, Modern abstract Algebra, Schaum Outline Series, Tata McGraw Hill.
13. Baumslag, Group Theory, Schaum Outline Series, Tata McGraw Hill.
14. Jai Singh, Abstract Algebra, Schaum Outline Series, Tata McGraw Hill.
15. Lipschutz, 3000 solved problems in Linear Algebra, Schaum Outline Series, Tata McGraw Hill.
16. Lipschutz, Linear Algebra, Schaum Outline Series, Tata McGraw Hill.
17. Moyer, Trigonmetry, Schaum Outline Series, Tata McGraw Hill.
18. Rich, Eiementry Algebra, Schaum Outline Series, Tata McGraw Hill.

CALCULUS AND ORDINARY DIFFERENTIAL EQUATIONS

PAPER CODE DEBA-107 B

External: 25

Practical: 10

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Section I (2 Questions)

Successive differentiation. Leibnitz theorem. Maciaurin and Taylor series expansions. Asymptotes. Curvature. Tests for concavity and convexity. Points of inflexion. Multiple points. Tracing of curves in Cartesian and polar coordinates.

Section II (3 Questions)

Reduction formulae. Quadrature. Rectification. 'Volumes and surfaces of solids of revolution.

Section III (3 Questions)

Exact differential equations. First order higher degree j equations solvable for x, y, p. clairaut's form and singular solutions, Geometrical meaning of a differential equation. Orthogonal trajectories. Linear differential equations with constant coefficients: Homogeneous linear ordinary differential equations. Total/differential equations.

Section IV (2 Questions)

Linear differential equations of second order, I Transformation of the equation by changing-the dependent variable/the independent variable, reduction of order. Method of variation of parameters and unknown coefficients, Ordinary simultaneous differential equations.

Books Recommended

1. Murray R. Spiegel, Theory and Problems of Advanced.; Calculus, Schaum's outline series, Tata McGraw Hill.
2. P.K. Jain and S.K. Kaushik, An Introduction to Real Analysis, i S. Chand & Co. New Delhi, 2000.
3. G.T. Simmons, Differential Equations, Tata McGraw, i Hill, 1972.
4. S.L. Ross, Differential Equations, John Wiley and Sons (Student Edition).
5. H.T. H. Piaggio, Elementary Treatise on Differential *Equations* and their Applications, C.B.S. Publisher and; Distributors, Delhi, 1985.
6. Peter V. O'Neil, Advanced Engineering Mathematics, ITPI Company, USA.
7. Alan Jafferey, Advanced Engineering Mathematics, Harcourt/ Academic Press, USA.
8. K.A. Stroud, Advanced Engineering Mathematics, Industrial Press, inc., New York.
9. K.A. Stroud, Engineering Mathematics (Indian .Edition), Replika Press Pvt. Ltd.
10. Erwin Kreyszig, Advanced Engineering Mathematics, John Wiley and Sons, 1999.
11. Khalil Ahmed, Text Book of Integral Calculus and Differential Equations, Anamaya Publishers, New Delhi.
12. Khalil Ahmed, Text Book of Differential Calculus, Anamaya Publishers, New Delhi.
13. Ayres, Calculus, Schaum Outline Series, Tata McGraw Hill.
14. Bronson, Theory and Problems of Differential Equations, Schaum Outline Series, Tata McGraw Hill.

VECTOR ANALYSIS AND GEOMETRY**PAPER CODE DEBA-107 C****External: 20****Practical: 10****Note:**

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Section I (2 Questions)

Scalar and vector product of three vectors. Product of four vectors. Reciprocal Vectors. Vector Differentiation. Gradient, Divergence and Curl.

Section II (2 Questions)

Vector integration. Theorems of Gauss, Green, Stokes and problems based on these.

Section III (3 Questions)

General equation of second degree. Tracing of conies. System of conies. Confocal Conies. Polar equation of conic.

Section IV (3 Questions)

General coincides, Paranoids. Plane...Sections of Coincides. Generating lines. Confocal coincides. Reduction -of Second Degree equation. Sphere, Cone, Cylinder.

PUBLIC ADMINISTRATION
ELEMENTS OF PUBLIC ADMINISTRATION
PAPER CODE DEBA-108

External: 70
Internal: 30

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Organization, meaning and basis, principles of Organization; Hierarchy, Span of Control, Decentralization, Supervision and Control, Communication. Public Relations Meaning, Methods and significance; Administrative Law; Delegated Legislation; Administrative Tribunals.

Forms of Administrative Organization, Department, Public Corporations; Parliamentary and Govt. Control over public Corporations, independent Regulatory Commission; Staff and Line Agencies.

Personnel Administration, Recruitment, Training, Promotion, Public Service Commission, Morale, Joint consultative Machinery (Whitley councils).

Preparation and passing of the Budget, Audit and its Preparation and significance, Parliamentary control over Public Finance. Accountability of Public Administration, Legislative and Judicial. E Governance in Public Administration.

SOCIOLOGY
INTRODUCTION TO SOCIOLOGY
PAPER CODE DEBA-109

External: 70
Internal: 30

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit I

Meaning and Perspectives: The Nature, Meaning, Scope and Growth of Sociology, Sociology and its Relationship with Social Anthropology, History, Economics and Political Science; Psychology Approaches to Sociology; Positivism: A Comte (Law of three stages); Functionalism : E. Durkheim (Social Fact) : Conflict : K. Marx (Historical Dialectical Materialism); Interpretative: Max Weber (Social Action, Ideal Type).

Unit II

Basic Concepts in Sociology: Society, Community, Institution, Association, social Groups, Social Structure, Status and Role Culture, Social Processes: Cooperation, Conflict and Competition Assimilation.

Unit III

Socialization and Social Control: Socialization as a Process of Learning, Stages and Agencies of Socialization; Theory of Socialization: Individual and Society, Social Control: Mechanism, Types.

Unit IV

Social Stratification, Social Mobility and Social Change: Meaning, Forms and Basis of Social Stratification; Social mobility and its Types; Social Change, Meaning and Type; Evolution and Revolution, Progress and Development – Factors of Social Change.

Unit V

Social Institutions : Family, Kinship and Marriage, Religion, Political and Economic. Types of societies, Rural , Urban, tribal, Industrial, Post-Industrial.

References:

1. Inkeles, Alex. What is Sociology, Prentice Hall, New Delhi, 1982.
2. Bottomore, t.B. Sociology: A Guide to problems and Literature Bombay : George Allen and Unwind (India), 1972.
3. Harlambos, M. Sociology: Themes and Perspectives. Oxford University Press, New Delhi, 1998.
4. Johnson, Harry. M. Sociology: A Systematic Introduction, Allied Publishers, New Delhi-1995.
5. Jayaram, N. Introductory sociology Macmillan New Delhi-1995.
6. Schaefer, Richard T. Sociology, Tata-McGraw Hill, New Delhi. 1999.
7. Mac. Lveer, R. M. and Society: An Introductory Analysis, Macmillan Co., Delhi, 1974.
8. Sorokin, P.A. Social Mobility, New York, 1927
9. Rocher, Guy. A General introduction to Sociology : A theoretical Perspective, Academic Publisher, Calcutta, 1990.

MILITARY SCIENCE

PAPER I WORLD MILITARY HISTORY(EARLIEST TIMES TO 1789 A.D)

PAPER CODE DEBA-110 A

External: 50

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.
1. Influence of Armament on the History of World, Inter-Relationship of weapons and tactics. Winteringham's Theory and Fuller's Classification. Constant Tactical Factor.
2. The Age of Valour;
 - (a) Comparative Study of Greek Phalanx and Roman Legion
 - (b) Detailed Study of the Battle of Arbella (331 B.C)

- (c) Battle of Cannae (216 B.C)
- (d) Reforms made by Alexander the Great in the Art of Warfare.
- 3. The Age of Chivalry:
 - (a) Decline of Infantry and Emergence of Cavalry with special reference to the Battle of Adrianople (378 A.D.).
 - (b) Study of Battle of Hastings (1068 A.D.).
 - (c) Study of Battle of Crecy (1346 A.D.).
 - (d) Causes of the Decline of Cavalry.
 - (e) Influence of Feudalism, Church and Chivalry, Medieval Warfare.
- 4. The Age of Gun-Powder:
 - (a) Advent of Fire Arms and re-emergence of Infantry
 - (b) Impact of Science and Technology on Warfare,
 - (c) Military reforms and contributions of Gustavo's Adolph's and Frederick the Great.
- 5. The Age of Steam:
 - (a) Revolution in Tactics.
 - (b) French Revolution 1789 A.D.
 - (c) Napoleonic Art of War.
 - (d) Battle of Waterloo 1815A.D.
- 6. Contemporary Military Thinkers:
 - (a) Suntsu
 - (b) Kautilya
 - (c) Machiavelli
 - (d) Clausewitz
 - (e) Jomini

Books-Recommended:

1. Armament and History -J.F.C. Fuller.
2. Weapons and Tactics -Tome Winter Ingham.
3. Makers of Modern Strategy-E.M.Earle.
4. Conduct of War-J.F.C. Fuller
5. A Hundred Years of War-Cyril Falls
6. An Introduction to the Art of War -S.T. Das
7. SainyaVigyan-B.N. Maliwal.

Paper II Practical

PAPER CODE DEBA-110 B

Practical: 50

1. **MAP**, its definition, Characteristics, Classification, Marginal information of a Topo-sheet and its utility for Military.
2. **CONVENTIONAL SIGNS** : Military and Geographical.
3. **GRID SYSTEM** : Four figure and six figure Map References.
4. **SHEET NUMBER**: Million Sheets 'Quarter inch sheets' 'Half inch Sheets' 'One inch Sheet' and index of Sheets.
5. **SCALE** : Definition, Three methods of representing scale, inter-conversion of Statement' into R.F. construction of simple scale line and the comparative scale lines.
6. **NORTH** : "Types of North" and finding out True North Direction by equal Altitude Method, Watch Method, Compass Method.

7. Bearing and Inter-conversions of Bearings in detail.
8. Liquid Prismatic Compass functions of its various parts, and the following exercises on the Prismatic Compass.
 - (a) To determine magnetic North by Compass.
 - (b) Setting the MAP by Compass.
 - (c) To find out the bearing of a point from other point situated on the ground.
 - (d) To determine own's and enemy's position on the MAP by Re-section and Inter-section methods with the help of compass.
 - (e) To set the compass in a particular direction for night march.
9. Determination of Individual Compass Error (ICE).
10. Service Protractor: its *types and uses*.

Books Recommended:

1. Military Map Reading by Gale and Polden.
2. 'Samrik Mancnitra Pathan' (Hindi) Professor-Hazari Lai.
3. 'Prakriyatmak Sanya Vigyan' (Hindi): Vol. I & II by B.N. Maliwal.
4. 'Sainik Manchitra Vigyan' MP. Verma.

GEOGRAPHY

PAPER I INTRODUCTION TO GEOGRAPHY & GEOGRAPHY OF INDIA

PAPER CODE DEBA-111 A

External: 50

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Section I

- (i) The nature of geography; objectives and relevance; place of geography in the classification of sciences; geography and other disciplines;
- (ii) Geography as the study of environment; man-environment relationship, ecology and ecosystem; environmental determinism, possibilism. Non-determinism.

Section II

- (iii) Use and relevance of map making techniques; and statistical methods in Geography (Mean, Median & Mode).
- (iv) Field work collection of primary data through physical and socio-economic surveys; Basic methods of statistical analysis of data and preparation of maps. (Standard Deviation and Covariance).
- (v) Introduction to modern techniques, use of air photos and satellite imageries, Remote Sensing as a tool for data generation and mapping.

Section III

- (i) India in the context of Southeast and South Asia; India, a land of diversities; unity within diversities. or Relief Regions and Drainage systems of India.

- (ii) Climate of India, climatic regions of India/Soil types of India their distribution.
- (iii) Minerals and power resources. Utilization and conservation of mica, Iron, coal and Bauxite; Hydre and thermal power resources. Spatial distribution of population and density; population exploring urbanization.

Section IV

- (i) Green Revolution vis-à-vis traditional farming; production and distribution of following major crops; wheat, rice, sugarcane, cotton, tea. Industries: Cotton Textile; Iron & Steel, Sugar; and Automobile.
- (ii) Contemporary issues; regional disparity; poverty, population. Explosion, globalization.
- (iii) Impact of development on Environment, Social and ethnic tension; gender discrimination and empowerment of women.

Suggested Readings

1. Deshpande CD. India-A Regional Interpretation Northern Bank Centre, New Delhi-1992.
2. Former, B.H. An Introduction to South Asia, Mehtuen, London, 1983.
3. Govt, of India: India-Reference Annual, 2001 Pub. Div, New Delhi-2001.
4. Govt, of India: National Atles of India, NATMO Publication, Calcutta.
5. Govt, of India: The Gazette of India, Vol. I & III Publication Division, New Delhi-1965.
6. Mitra A : Levels of Regional Development India Census of India Vol. I, Part-I-A (I) & (II) New Delhi-1967.
7. Routray, J.K. Geography of Regional Disparity Asian Institute of Technology, Bangkok, 1993.
8. Shafi, M : Geography of South Asia, McMillan & Co. Calcutta, 2000.
9. Singh.R.L. (ed.) India : A Regional Geography. National Geographical Society India, Varanasi, 1971
10. Spate H.K. and Learmonth, A. T.A.: India and Pakistan-Land, People and Economy Methuen & Co., London, 1967.
11. Valdiya, K.S. Dynamic Himalaya, University-Press, Hyderabad, 1990.
12. Wadia. D.N.: Geology of India, McMillan & Co., London-1967.
13. Abler Ronald R. et al Geography's Inner Worlds; Pervasive themes in contemporary American Geography; Rout ledge New Jersey. 1992.
14. Dikshit R.D.: The Arts and Science of geography-Integrated Readings Prentice Hall of India, New Delhi, 1994.
15. Dikshit R.D.: Geographical Thought-A Contextual History of Ideas. Prentice Hall of India P Ltd.

PAPER II PRACTICAL

PAPER CODE DEBA-111 B

Practical: 50

Unit I

The nature and scope of cartography Scale. R.F., Plain, Comparative and Diagonal, Representative fraction, Statement of scale, Classification of maps. Quantitative and qualitative (theory only)

Unit II

Types of cartographic symbols and their uses : (a) Point (b) Line (c) Area

Representation of Population Data (Density, Distribution, Growth and Age and Sex Pyramid)

Representation of Agricultural date (Use Erg graph, Bar Diagram and pidiagram).

Representation of Industrial and transport Data (Flow Line Chart, locational map, Graduated circle) (Point methods, Geometica symbol).

Unit III

Chain and Tape Survey

ENVIRONMENTAL STUDIES

PAPER CODE DEBA-112

External: 100

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit I

The Multidisciplinary nature of environmental studies. Definition, scope and importance. Need for Public awareness

Unit II Natural Resources

Renewable and non-renewable resources:

Natural resources and associated problems:

Forest resources : Use and over-exploitation : deforestation, case studies. Timber extraction, mining, dams and their effects on forests and tribal people.

Water resources: Use and over-utilization of surface and ground water, floods, drought, conflicts over water, dams benefits & problems,

Mineral resources: Use and exploitation, environmental effects of extracting and using mineral resources, case studies.

Food resources: World food problems, changes, caused by agriculture and overgrazing, effects of modern agriculture, fertilizer-pesticide problems, water logging, salinity, case studies.

Energy resources : Growing energy needs, renewable and non-renewable energy sources, use of alternate energy sources. Case studies.

Land resources : Land as a resource, land degradation, man induced landslides, soil erosion and desertification.

Role of and individual in conservation of natural resources.

Equitable use of resources for sustainable life styles.

Unit III Ecosystems

Concept of an ecosystem.

Structure and function of an ecosystem.

Producers, consumers and decomposers.

Energy flow in the ecosystem.

- Ecological succession.
- Food chains, food webs and ecological pyramids,
- Introduction, types, characteristic features, structure and function of the following ecosystem :
 - a. Forest ecosystem.
 - b. Grassland ecosystem.
 - c. Desert ecosystem.
 - d. Aquatic ecosystems (ponds, streams, lakes, rivers, oceans, estuaries).

Unit IV Biodiversity and its conservation

- Introduction - Definition: Genetic, species and ecosystem diversity.
- Biogeographically classification of India.
- Value of biodiversity: consumptive use, productive use, social, ethical, aesthetic and option values.
- Biodiversity at global, National and local levels.
- India as a mega-diversity nation.
- Hot-spots of biodiversity.
- Threats to biodiversity: habitat loss, poaching of wildlife, man-wildlife conflicts.
- Endangered and endemic species of India.
- Conservation of biodiversity: In-situ and ex-situ conservation of biodiversity. (8 lectures)

Unit V Environmental Pollution

Definition, causes, effects and control measures of:

- (a) Air pollution
- (b) Water pollution
- (c) Soil pollution
- (d) Marine pollution
- (e) Noise pollution
- (f) Thermal pollution
- (g) Nuclear hazards
 - Solid waster management: Causes, effects and control measures of urban and industrial wastes.
 - Role of an individual in prevention of pollution.

Pollution case studies Disaster management: floods, earthquake, cyclone and landslides.

Unit VI Social issues and the Environment:

- From unsustainable to sustainable development.
- Urban problems related to energy.
- Water conservation, rain water harvesting, watershed management.
- Resettlement and rehabilitation of people : its problems and concerns. Case studies.
- Environmental ethics: Issues and possible solutions. Climate change, global warming, acid rain, ozone layer depletion, nuclear accidents and holocaust. Case studies.
- Wasteland reclamation.
- Consumerism and waste products.
- Environment Protection Act.
- Air (Prevention and Control of Pollution) Act.
- Water (Prevention and control of Pollution) Act.
- Wildlife Protection Act.
- Forest conservation Act.
- Issues involved in enforcement of environmental legislation.
- Public awareness.

Unit VII Human population and the Environment

Population growth, variation among nations. Population explosion - Family Welfare Programme. Environment and human health. Human Rights. Value Education.

- HIV/AIDS.
- Woman and Child Welfare.

Role of Information Technology in Environment and human health.

Case Studies.

Unit VIII Field Work

- Visit to a local area to document environmental assets river/forest/grassland/hill/mountain.
- Visit to a local polluted site-urban/Rural/industrial/ Agricultural.
- Study of common plants, insects, birds.
- Study of simple ecosystems - pond, river, hill slopes, etc.

References

1. Agarwal, K.C. 2001 Environmental Biology, Nidi Pub. Ltd. Bikaner.
2. Bharucha, Frach, The Biodiversity of India, Mapin Publishing Pvt: Ltd. Ahmedabad 380013, India, Email: mapin(g)jcenet.net (R).
3. Brunner R.C. 1989, Hazardous Waste Incineration, Mc.Graw Hill Inc. 480p.
4. Clark R.S., Marine Pollution, Slanderson Press Oxford (TB).
5. Cunningham, W.P. Cooper, T.H. Qorhani, E. & Hepworth, M.T. 2001, Environmental Encyclopedia, Jaico Pub. House, Mumbai 1196p.
6. De A.K. Environmental Chemistry, Wiley Eastern Ltd.
7. Down to Earth, Centre for Science and Environment (R).
8. Gleick, H.P., 1993. Water in crisis, Pacific Institute for Studies in Dev., Environment & Security. Stockholm Env. Institute. Oxford Univ. Press. 473p.
9. Hawkins R.E, Encyclopedia of Indian Natural History, Bombay Natural History Society, Bombay. (R)
10. Heywood, V.H. & Watson, R.T 1995. Global Biodiversity Assessment. Cambridge Uni.
11. Jadtrav, H & Bhosale.-VM-. 1995^EnvifOHmefital Protection and Laws. Himalaya Pub. House, Delhi 284p.
12. Mckinney, M.L. & Schoch, RM 1996. Environmental Science Systems & Solutions, Web enhanced edition. 639p.
13. Mhaskar A.K., Matter Hazardous, Tekchno-Science Publications (TB).
14. Miller T.G. Jr. Environmental Sciences, Wadsworth Publishing Co. (TB).
15. Odum, E.P. 1971. Fundamentals of Ecology. W.B. Saunders Co. USA, 574p.
16. Rao M.N. & Datta, A.K; 1987. Waste Water Treatment.” Oxford & IBH Publ. Co: Pvt. Ltd.
17. Sharma, B.K. 2001, Environmental Chemistry, Goel Publication House, Meerut.
18. Survey of the Environment, The Hindu (M).
19. Townsend C, Harper J, and Michael Begon, Essentials of Ecology, Blackwell Science (TB).
20. Trivedi R.K., Handbook of Environmental Laws, Rules, Guidelines, Compliances and Standards, Vol. I and II Enviro Media(R).
21. Trivedi R.K. and P.K. Goel, Introduction to air pollution, Techno Science Publication (TB).
22. Wagner K.D., 1998. Environmental Management, W.B. Saunders Co. Philadelphia, USA.
23. A text book environmental education G.V.S. Publishers by Dr. J.P Yadav.

B.A. PART-II**ENGLISH (COMPULSORY)
PAPER CODE DEBA-201A****External: 35****Internal: 15****Note:**

1. The examiner is required to set question paper as per the guidelines/instructions given in the syllabi of the paper. The students are required to attempt the questions accordingly.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Text Prescribe

1. An Anthology of Poems edited by Dr. S.S. Sangwan published by Oxford University Press, New Delhi.
2. An Anthology of One-Act Plays edited by Dr. S.K. Sharma, published by Oxford University, Press, New Delhi.
3. Selected episodes form Mahabharata by C. Raja Qojmlachari, Published by Bharatiya Vidya Bhavan Bombay
4. The first 63 chapters from episode “Ganapti”, “The Scribe” to” Yudhistras Seeks Benediction” are prescribed for study.
5. A text book of Grammar written by Sh. Inderjit Kumar of G.M.N. College, Ambala Cantt and Dr. Sanjay Kumar, Reader and Head, Ch. Devi Lai University, Sirsa Published by Kurukshetra University, Kurukshetra.

Q. 1 Explanation with reference to the context. Candidate will be required to attempt two passages, one each from the book of poems and the book of one act plays. The passages will have internal choice. (6 marks)

Q. 2 Short-answer type questions.

Four short-answer type questions will be set on the prescribed poems and four short-answer type questions will be set on the prescribed book on fiction. The students will be required to attempt five questions out of given eight questions selecting at least two from each text (i.e. book of Poems and Books of Fiction). (5 marks)

Q. 3 One essay-type question (with internal choice) will be set on each of the prescribed book of poems and one-act plays, students will be required to attempt one question each from both the texts. (6 × 2 = 12 marks)

Q. 4 One essay-type question (with internal choice) will be set on the book of Fiction. (8 Marks)

Q. 5 Items based on the exercises appended to the one-act plays. (4 Marks)

PAPER CODE DEBA-201B**External: 35****Internal: 15****Note:**

1. The examiner is required to set question paper as per the guidelines/instructions given in the syllabi of the paper. The students are required to attempt the questions accordingly.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Q.1 Questions on Grammar on the prescribed items (use of Tenses in Communicative situations, Subject-verb concord, active and passive voice, narration, common errors, word power, vocabulary, idioms and phrases) based on prescribed text-book of Grammar but not necessary the same as those given in the textbook. (12 Marks)

Q.2 Questions on the following items in the prescribed book of Grammar,

- a) Transcription of simple words, listed in the text book *of* Grammar, The students will be required to transcribe 10 words out of given 15 words from the text book. (5 Marks)

Q.3 Comprehension passage.(with five questions at the end) (7.5 marks)

Q.4 Precise A passage of about 250 words will be given. (5 marks)

Q.5 Translation (from English to Hindi, of a passage consisting of 9 to 10 sentences.) (5.5 Marks)

PAPER CODE DEBA-202

हिन्दी अनिवार्य

External: 70

Internal: 30

Note:

1. The examiner is required to set question paper as per the guidelines/instructions given in the syllabi of the paper. The students are required to attempt the questions accordingly.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

पाठ्य पुस्तक/ पाठ्य विषय

1. अभिनव काव्य गरिमा स. डॉ. राम नरेश मिश्र, प्रकाशक खाटू श्याम प्रकाशन, रोहतक, दिल्ली।
2. “अभिनव गद्य गरिमा” कुरूक्षेत्र विश्वविद्यालय।
3. अंधेर नगरी-भारतेन्दु हरिश्चन्द्र।
4. जहाज का पंछी (संक्षिप्त संस्करण) इलाचन्द जोशी।
5. हिंदी साहित्य का इतिहास (आधुनिक काल)।

निर्देश :-

1. काव्य पुस्तक से व्याख्या के लिए चार पद्यावरण पूछे जाएंगे जिनमें से परीक्षार्थियों को दो की व्याख्या करनी होगी। प्रत्येक व्याख्या 6 अंकों की होगी। पूरा प्रश्न 12 अंकों का होगा।
2. काव्य पुस्तक से संबंधित किन्हीं तीन कवियों का साहित्यिक परिचय पूछा जाएगा जिनमें से परीक्षार्थियों को किसी एक का उत्तर देना होगा। यह प्रश्न 7 अंकों का होगा।
3. अंधेर नगरी से चार लघूत्तरी प्रश्न पूछे जाएंगे जिनमें से परीक्षार्थियों को दो प्रश्नों के उत्तर देने होंगे। प्रत्येक प्रश्न 5 अंकों का होगा।
4. “जहाज का पंछी” उपन्यास से चार आलोचनात्मक प्रश्न पूछे जाएंगे। जिनमें से परीक्षार्थियों को 2 प्रश्नों के उत्तर देने होंगे। प्रत्येक प्रश्न 8 अंकों का होगा।
5. “अभिनव गद्य गरिमा” से चार गद्यांश पूछे जाएंगे जिनमें से परीक्षार्थी को दो की सप्रसंग व्याख्या करनी होगी। प्रत्येक व्याख्या 6.5 अंकों की होगी। इससे चार लघूत्तरी प्रश्न पूछे जाएंगे। जिनमें से परीक्षार्थियों को किन्हीं दो प्रश्न के उत्तर देने होंगे।
6. आधुनिक हिन्दी साहित्य के इतिहास से इस प्रश्न अति लघूत्तरी पूछे जाएंगे जिनमें से परीक्षार्थियों को 8 प्रश्नों का उत्तर देना होगा। प्रत्येक का उत्तर लगभग 50 शब्दों में देना होगा। प्रत्येक प्रश्न 1.5 अंकों का होगा। पूरा प्रश्न 12 अंकों का होगा।

HISTORY

OPTION I HISTORY OF INDIA (EARLIER TO 1526-1857)

PAPER CODE DEBA-203

External: 70

Internal: 30

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Section I

1. Mughal Empire till 1707-Relations with Rajputs, Sikhs, deccan Kingdom, Maraths, Parsia and Cenral Asia.
2. Mughal administration and institutions : administrative structure, land revenue system : manasabdari and jagirdari.

Section II

1. Economic and technological development : agriculture, industry, trade, commerce and urban centers.
2. Society under Mughals (i) Social classes-ulema; nobility, Zamindars, peasantry, artisans, (ii) Status of Women.
3. Art and architecture under Mughals.
4. Religion and Culture : Religious policies of Akbar and Aurangzeb, Sufism; Bhakti Movement and Composite Culture.
5. Decline and disintegration of Mughal Empire.

Section III

1. Advent of European powers : Portuguese; French; and English.
2. Expansion and Consolidation of British rules: Occupation of Bengal, Warnen Hastings, Lord Wellesley, Lord Hastings, Lord Dalhousis.
3. Social Changes : Spread of Western education upto 1854: Raja Ram Mohan Rai and early social reformers; development of means of communications.
4. Economic Changes : Land revenue settlement-Permanent Settlement, Rayatwari and Mahalwari; decline of cottage industry and industrialization.
5. Early resistance against Company's rule; Revolt of 1857 Causes; nature and results.

Section IV

Maps

1. Political Condition of India in 1526.
2. Mughal Empire at the death of Akbar (1605).
3. Indian Powers and Kingdoms around 1765.
4. Centres of early resistance to Company's Rule.
5. Major Centres of Revolt of 1857-58.
6. Areas and Centres of Socio-religious movements in early 19th century India.

Section V

Objective type questions.

Suggested Readings

Verma. H.C. Madhyakaleen Bharat-Vol-II (154)

POLITICAL SCIENCE

OPTION-1 BHARTIYA SARKAR & RAJNITI

PAPER CODE DEBA-204

External: 70

Internal: 30

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Part-A

The Making of India's Constitution and its sources. Basic features of India's Constitution.

Preamble, Fundamental Rights and Duties and the Directive Principles of State Policy.

Union Government: President, Parliament, Cabinet and Prime Minister.

Part-B

Centre-State Relations

Supreme Court and the Constitutional Process.

Political Parties : National and Regional Parties.

The Election Commission Electoral Reforms. Major issues in Indian Political, Caste, religion. Language Region, Poverty-Alleviation.

Part-C

Short answer questions, at least five, spread over the entire syllabus. Objective type (multiple choice) questions spread over the whole syllabus.

Suggested Readings

G. Austin, The Indian Constitution: Corner Stone of Nation, Oxford, Oxford University Press, 1966.

G. Austin, Working a Democratic Constitution : The Indian Experience, Delhi, Oxford University Press 2000.

D.D. Basu, An Introduction to the Constitution of India, New Delhi, Prentice Hall, 1994.

D.D. Basu and B. Paarekh (ed). Crisis and Change in contemporary India, New Delhi, Sange, 1994.

C.R Bhambhri, The Indian State: Fifty years. New Delhi, Shipra, 1997.

P. Brass, Politics of India Since Independence Hyderabad, Orient Longman, 1990.

P. Brass, Language, Region and Politics in North India London, Cambridge University Press, 1974.

- A. Chanda, *Federalism in India: A Study of Union-State Relations*, London, George Allen & Unwin, 1965.
- S. Cambridge and J. Harriss, *Reinventing India: Liberalization Hindu Nationalism and Popular Democracy*, Delhi, Oxford University Press, 2001.
- B.L. Fadia, *State Politics in India*, 2 vols, New Delhi, Rediant PubHshers, 1984.
- R.L. Hardgrave, *India: Government and Politics in a Developing Nations*, New York, Harcourt, Braqce and World, 1965.
- N.G. Jayal (ed.). *Democracy in India*, Delhi, Oxford University Press, 2001.
- S. Kaushik (ed.) *Indian Government aad Politics*, Delhi University, Directorate of Hindi Implementation, 1990.
- A. Kohli, *Democracy and Discontent: India's Growing Crisis of Goveability*, Cambridge, Cambridge University Press, 1991.
- R. Kothari, *Politics in India*, New Delhi, Orient Longman, 1970.
- R. Kothari, *Party System and Election Studies*, Bombay, Asia Publishing House 1967.
- W.H. Morris Jones, *Government and Politics in India*, Delhi, BI Publications, 1974.
- A.C.Noorani, *Constitutional Questions in India : The President, Parhament and the States*, Delhi, Oxford University Press, 2000.
- M. V. Pylee, *An Introduction to the constitution of India*, New Delhi, 1998.
- A. Ray, *Tension Areas in India's Federal System*, Calcutta, The World Press, 1970.
- N.C. Sahni (ed.). *Coalition Politics inIndia*, Jullundher, New Academic Pubhshing Company, 1971.
- J.R. Siwach, *Dynamics of Indian Government & Politics* New Delhi, SterHng Publishers, 1985.
- R. Thakur, *The Government & Politics of India*, London, Macmillan, 1995.

ECONOMICS

OPTION-1 MACRO ECONOMICS

PAPER CODE- DEBA-205

External 70

Internal 30

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit I

National income : Concepts and measurement, Say's Law of Market & the classical theory of employment, Keynes objection to the classics theory; Keynesian employment theory, consumption function Autonomous and induced investment; Investment multiplier, Theories of investment, MEC and accelerator.

Unit II

Trade Cycle theories-Samueison and Wicks, Control of trade cycles Growth models Harrod-Domar model and Solow model.

Unit III

Money-meaning functions and significance, Quantity theory of monej Keynesian theory of money, Inflation doman-pull and cost-push; effect and control of infection; Functions of commercial banks and Cento Bank; Credit and control; Recent reforms in banking sector in India.

Unit IV

Nature and Scope of Public Finance; The principle of maximum social advantage; Classification, canons and effects of Public expenditure Classification, canons and effects of taxation; Impact and incident taxes; Characteristics of a good tax system, Recent tax reforms India-an overview; Sources and effects of public debt; Methods of del redemption; Recommendations of Tenth Finance Commission.

Reading list

- Ackley, G (1976), Macroeconomics, Theory and Policy. Macmilk Publishing Company New York.
 Day, A.C.I., (1960), Outline of Monetary Economics, Oxford Universil Press, Oxford.
 Gupta, S.B (1994), Monetary Economics, S. Chand and Co., Delhi. -
 Heijora, B.J. and F.V. Pleg (2001), Foundation of Moder, Macroeconomic, Oxford University Press, Oxford.
 Lewis, M.K. and P.D. Mizan (2000), Monetary Economics, Oxfor; University Press, New Delhi.
 Shapiro, E (1996), Macroeconomic Analysis; Galgotia Publications, New Delhi.
 Ackley, C (T996)y!Maer0economic; Theory,,and Policy Macjogilb Publishing Co. New York.
 Bhargava, R.N. (1971), The Theory and working of Union Finance i. India Chaitanya Publishing House, Allabhad Gupta, S.B.(1994).

संस्कृत (ऐच्छिक) PAPER CODE- DEBA-206

External: 70

Internal: 30

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I

क) संस्कृत व्याकरण:-

संस्कृत व्यवहार साहसूत्री (प्रकाशक संस्कृत भारती, माता मंदिर गली झण्डेवालन नई दिल्ली) पुस्तक में से 6 से 16 विषयों तक संस्कृत में सरल प्रश्नोत्तर रूप लिखित परीक्षा (6 परीक्षा, 10 चलविम्, शिलका, 12 स्त्रियः, 13 वाक्य, 14 वेश भषणति, 15 काषलय, स्वस्थम्)
8 अंक

Unit-II

एकक-2 संस्कृत ग्रन्थानुशालम्

- | | |
|---|-------|
| क) रामायणम् (बालकाण्डम् प्रथम अध्याय) | 8 अंक |
| ख) श्रीमद्भागवद्गीता (द्वितीय अध्याय) | 8 अंक |
| ग) रघुवंशम् (द्वितीय, सर्ग) | 8 अंक |
| श्लोकों की व्याख्या व आलोचना प्रश्न, सार आदि) | |

Unit-III

एकक-3 संस्कृत व्याकरणम्

क) समास-अव्ययीभाव, कर्मधारय, द्वन्द्व, बहुव्रीहि	7
ख) वाच्य-कर्तृवाच्य, कर्मवाच्य, भाववाच्य आदि।	4
ग) कृतप्रत्यय-कत्वा, तुमुन्, व्यचत्, क्त, क्तवतु, शनृशावच, कृत्यत्, अनीयर।	4
घ) नद्धेत प्रत्यय-न्युत्इति, ठक्, त्व, तल्, छ	4
ड) जंत रूप व संस्कृत रूप-भु, पट्, गम्, पा, लिख, श्रृष्ट, मृ, दा, स्था, हन् धातुओं के लट् लकार, प्रथम पुरुष एकवचन में	4

Unit-IV

एकक-4 लघु सिद्धांत कौगुदी

(प्रत्याहार सूत्र तथा संज्ञा प्रकारण सोदाहरण सूत्र व्याख्या)	7
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Unit-V

एकक-5 अनुवाद, पत्र लेखनम्

1. हिन्दी से संस्कृत में सरल अनुवाद	4
2. सरल विषयों पर संस्कृत में पत्र लेखन।	4

MATHEMATICS

ADVANCE CALCULUS

PAPER CODE- DEBA-207 A

External: 25

Internal: 10

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Section I (3 Questions)

Definition of a sequence. Theorems on limits of sequences. Bounded and monotonic sequences. Cauchy's convergence criterion. Sequential continuity. Properties of continuous functions. Uniform continuity. Series of non-negative terms. Comparison tests. Cauchy's integral test. Ratio tests. Raabe's logarithmic, de Morgan and Bertrand's tests, Gauss test. Alternating series Leibnitz's Theorem. Absolute and conditional convergence.

Section II (5 Questions)

Mean value theorems and their geometrical interpretations. Darboux's intermediate value theorem for derivatives. Taylor's theorem with various forms of reminders. Limit and continuity of functions of two variables. Partial differentiation, Change of variables. Euler's theorem on homogeneous functions. Taylor's theorem for functions of two variables. Jacobians. Maxima, minima and saddle points of functions of two variables. Lagrange's multiplier method.

Section III (2 Questions)

Envelopes, Evolutes, Indeterminate forms.

Section IV (2 Questions)

Beta and Gamma functions. Double and triple integrals. Dirichlet's integrals. Change of order of integration in double integrals.

Books Recommended

1. T. M. Apostol, Mathematical Analysis, Narosa Publishing House, New Delhi. 1985.
2. R.R. Goldberg, Real Analysis, Oxford & I.B.H. Publishing Co., New Delhi, 1970.
3. D. Soma Sundaram and B. Choudhary, A First course in Mathematical Analysis. Narosa Publishing House, New Delhi, 1997.
4. Murray R. Spiegel, Theory and Problems of Advanced Calculus. Schaum Publishing Co. New York.
5. S.C. Malik, Mathematical Analysis, Wiley Eastern Ltd., New Delhi.
6. Earl D. Rainville Infinite Series. The Macmillan Company, New York.
7. Shanti Narayan. A Course of Mathematical Analysis. S. Chand and Company, New Delhi.
8. Advanced Engineering Mathematics, ITP : Company, USA
9. Alan Jafferey, Advanced Engineering Mathematics, Harcourt/ ; Academic Press, USA.
10. K.A. Stroud, Advanced Engineering Mathematics, Industrial K.A. Stroud, Engineering Mathematics (Indian Edition), Replika Press Pvt. Ltd.
11. Erwin Kreyszig, Advanced Engineering Mathematics John Wiley and Sons.
12. Klialil Ahmed, Text Book of Differential Calculus, Anamaya Publishers, New Delhi.
13. Wrede, Advanced Calculus, Schaum Outline Series, Tata McGraw Hill, New Delhi.

DIFFERENTIAL EQUATIONS AND CALCULUS OF VARIATIONS

PAPER CODE- DEBA-207 B

External: 25

Internal: 10

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Section I (2 Questions)

Series solutions of differential equations-Power series method, Bessel, Legendre and Hyper geometric equations. Bessel, Legendre and Hyper geometric functions and their properties, recurrence and generating relations. Orthogonality of Bessel functions and Legendre polynomials.

Section II (3 Questions)

Laplace Transformation-Linearity of the Laplace transformation. Existence theorem for Laplace transforms. Laplace transforms of derivatives and integrals. Shifting theorems. Differentiation and integration of transforms. Convolution theorem. Solution of differential equations and system of differential equations using the Laplace transformation, Fourier transforms and their properties, and their application to solutions of differential equations.

Section III (3 Questions)

Partial differential equations of the first order Lagrange's Solution. Some special types of equations which can be solved easily by methods other than the general method. Charpit's general method of solution and its special cases.

Partial differential equations of second and higher orders. Classification of linear differential equation of second order. Homogeneous and non-homogeneous equation with constant coefficients. Partial differential equations reducible to equation with constant coefficients.

Section IV (2 Questions)

Curves with torsion, principal normal, osculating circle, binomial, Serret-Frenet formulae, locus of centre of curvature, spherical curvature, surfaces, envelopes, edge of regression, fundamental magnitudes of the first order.

Books Recommended

1. D.A. Murry, Introductory Course on Differential Equations, Orient Longman, (India), 1967.
2. IN. Sneddon, Elements of Partial Differential Equations, McGraw Hill Book Company, 1988.
3. Frank Ayres, Theory and Problems of differential Equations, McGraw Hill Book Company, 1972.
4. SX. Ross, Differential Equations, John Wiley and Sons (Student Edition).
5. Peter V.O.'Neii, Advanced Engineering Mathematics, ITP Company, USA.
6. Alan Jafferey. Advanced Engineering Mathematics, HarcounV Academic Press, USA.
7. K. A. Stroud, Advanced Engineering Mathematics, Industrial Press, Inc., New York.
8. K.A. Stroud, Engineering Mathematics (Indian Edition), Replika Press Pvt. Ltd.
9. Erwin Kreyszig, Advanced Engineering Mathematics, John Wiley and Sons.
10. C.E. Weatherbiirn differential Geometry, ELBS.
11. Bronson, Theory and Problems of differential Equations, Schaum Outline Series, Tata McGraw Hill, New Delhi.
12. Duchateau, Partial Differential Equations, Schaum Outline series, Tata McGraw Hill, New Delhi.
13. Lipschutz, Differential Geometry, Schaum Outline Series, Tata McGraw Hill, New Delhi.
14. Spiegel, Lapalce Transforms, Schaum Outline Series, Tata McGraw Hill, New Delhi.
15. Spiegel, Theory and Problem of fourier analysis with Applications to Boundary Value Problems, Schaun> Outline Series, Tata McGraw Hill, New Delhi.

MECHANICS

PAPER CODE DEBA-207 C

External: 20

Internal: 10

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive

examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Section I (3 Questions)

Conditions of equilibrium of Coplanar forces. Virtual work in two dimensions. Proof of principle of virtual work and its converse for coplanar forces. Forces which may be omitted in forming the Equation of virtual work.

Section II (2 Questions)

Forces in three dimensions. Stable and unstable equilibrium.

Section III (3 Questions)

Velocities and accelerations along radial and transverse directions and along tangential and normal directions. Simple harmonic motion. Elastic strings. Motion on smooth and rough plane curves. Motion in a resisting medium. Motion of particles of varying mass.

Section IV (2 Questions)

Central Orbits, Kepler's laws of motion. Motion of a particle in three dimensions. Acceleration in terms of different coordinate systems.

Books Recommended

1. S.L. Loney, Statics-Macmillan Company, London.
2. S.L. Loney, An Elementary Treatise on the Dynamics of Particle and Rigid bodies. Cambridge University Press. 1956
3. E. Chorlton, Dynamics, CJS Publishers, New Delhi.
4. Peter V.O.'Neil, Advanced Engineering Mathematics, ITP Company, USA.
5. Alan Jafferey, Advanced Engineering Mathematics, Harcourt/ Academic Press, USA.
6. C. A. Stroud, Advanced Engineering Mathematics, Industrial Press. Inc, New York,
7. C.A. Stroud, Engineering Mathematics (Indian Edition), Replika Press Pvt. Ltd.
8. Erwin Kreyszig, Advanced Engineering Mathematics. John Aft lev and Sons

PUBLIC ADMINISTRATION

OPTION 1-INDIAN ADMINISTRATION

PAPER CODE DEBA-208

External: 70

Internal: 30

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Feature of Indian administration; its role in the context of democratic system and socio-economic development. Centre State Relationship-Administration and Financial relations.

Role of the president, Prime Minister and cabinet in Indian Administration, cabinet Secretarial, Organization and functions of Union Minister and State Secretariat, role of the Chief Secretary in State Administration.

Preparation of the Indian Budget, its enactment Parliamentary control over Public finance in India. Role of comptroller and Auditor-General over financial Administration, composition and functions of Public Accounts Committee and Estimate Committee at the Centre.

Civil Services: Recruitment, training, promotion, discipline, morale, Union Public Service Commission. District Administration: Its Features, role and position of the Deputy Commissioner and Superintendent of Police in District Administration. Accountability of Indian Administration to the Parliament and Judiciary; administration and citizen, Lokpal and Lok- Ayukt.

SOCIOLOGY

OPTION-1- RESEARCH METHODOLOGY

PAPER CODE DEBA-209

External: 70

Internal: 30

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit I

Basic Concepts in Social Research: Meaning, Scope and Significance of Social Research; Concept, hypothesis Fact and Theory.

Unit II

Scientific Study of Social Phenomena: Nature and Characteristic of Scientific Method; Objectivity and Subjectivity in social Research; Empiricism in sociology; Social Survey Social Research and its steps Research Design.

Unit III

Method of research and techniques of Data Collection: Quantitative and Qualitative Methods: Comparative Method; Observation, Case Study and content Analysis; Techniques of Date Collection, Sampling Questionnaire, Schedule and Interview.

Unit IV

Sources, Classification and presentation of Data: Primary and Secondary Sources of Data; Classification, Coding, tabulation, Graphical representation, Histogram, Polygon, Pie-Chart

Unit V

Statistical Methods in Social Research: Significance of Statistics in Social Research: Measures of Central Tendency: Mean, Mode and Medium; Measures of dispersion: Range; Mean Deviation, Standard deviation.

References

1. Goode, W.J.& Hatt Methods in Social Research, McGraw Hill Book Co. Ltd 1950.
2. Garrett. H.E. Statistics in Psychology and Education Vakils, Bombay, 1981.
3. Seltiz C. Hahedam Research Methods in Social Relations Holt Rine Hart and Winstion, 1951.
4. young, P.V. Scientific Social Survey and Research, Prentice Hall, New Delhi, 1988.
5. Kothari C.R. Research Methodology : Methods and Techniques, Wiley Eastern, Bangalore.
6. Kerlinger, F.N. Foundation of Behavioral Research Halt Rinehart and Winston, New York, 1973.

MILITARY SCIENCE

OPTION –B STUDY OF WAR

PAPER CODE – 210 A

External: 50

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Part A

Nature of War

- a) Definition of War, its scope, advantages and disadvantages,
- b) Evolution of War : Feudal, Dynastic, Peoples, Total and Nuclear Wars.
- c) Cold War : Psychological, Economic and Diplomatic Aspects.
- d) Guerilla War
- e) Features of Modern War.
- f) Future of War.

Principles of War

- a) Selection and Maintenance of Aim.
- b) Offensive action
- c) Concentration
- d) Economy of Force.
- e) Co-operation
- f) Security
- g) Surprise
- h) Mobility
- i) Maintenance of Moral and
- j) Administration

Strategy Tactics

Various definition, distinction, between Strategy and Grand Strategy Evolution of Tactics during 19th and 20th Century evolution of Strategy during 19th and 20th Century, strategy of Indirect-Approach-Strategy of Annihilation and Strategy of Exhaustion.

Part B

1. Indo-Pak War 1965 and 1971 A.D. with reference to the following:
 - i) Causes of War
 - ii) Study of War in Outline.
 - iii) Political and military lessons learnt
2. Origin and Causes of World War-I and II.

Suggested Books

1. Essentials of Military Knowledge; Maj. Gen. Pal it.
2. Nature of Modern War: Cyril Falls.
3. Samrik Sidhant: M.P. Verma
4. The Art of Land Warfare : B.N. Maliwal.
5. India Wilis the War ; S.N. Rampal.
6. An Introduction of the Art of War; S.T. Das
7. The Study of Indirected Approach : Hiffle Hart.
8. Yoddh Mimansa by Prof. M.C. Maheshwari.
9. The Study of Military History : Shappered.

PAPER-II (PRACTICAL)**MAP READING****PAPER CODE – 210 B****Practical: 50****Scale**

Construction of Time Scale and Diagonal Scale. Bearing and Inter- Conversion of Bearing with I.C.E Bining Position on the girded Map by intersection Method and Resection Method Relief features and their representation on the map. Types of slope and their representation on the map by CONTOUR lines. Gradient and slope of Degrees. To determine Inter-visibility between tow point; gradient method sim proportion method and section, Drawing method. To draw a field sketch from a given Route Report. Enlargement and Reduction of Maps. To prepare a Route Report from a given narrative data.

GEOGRAPHY**PHYSICAL GEOGRAPHY****PAPER CODE – 211 A****External: 50****Section-I**

The nature and scope of physical Geography : the place of n Geomorphology in physical Geography, Geological Time scale, Earth's interior, Wegner's theory of continental Drift; plate Tectonics'. Earth movements organic and eperogenic isostasy, earthquakes and volences.

Section-II

Rocks origin and composition of rocks; weathering: (river glacial wind, karst and coastal) Process of Geomorphology and land form, Mass wasting and soil formation. Evolution of landscape; concept of cycle of erosion.

Coastal environment. Application of Geomorphology to human activities, settlement transport land-use.

Section-III

Weather and climate; elements of weather and climate and their causes. Composition and structure of the atmosphere. Atmospheric temperature: Insulation, vertical, horizontal and seasonal distribution of Global temperature. Atmospheric pressure and winds; vertical and horizontal distribution of pressure; planetary and local winds. Atmospheric moisture; humidity, evaporation; and condensation hydrological cycle, types of precipitation world patterns of rainfall; Air masses concept and classification. Atmospheric disturbances; tropical and temperature cyclones.

Section-IV

Surface configuration of the ocean floor, continental shelf continental slope, abyssal plain, mid-oceanic and oceanic trenches Distribution of temperature and salinity of oceans and seas. Circulation of oceanic waters; currents of Atlantic, Pacific and Indian oceans Ocean as storehouse of resources for the future.

Suggested Readings:

Cambridge University Press 2000.

Monkhouse. F & J Principles of physical Geography. Hodder and Stoughton, London, 1960.

Pitty. A.: Introduction to Geomorphology Methuen, London, 1974.

Sharma H.S.: Tropical Geomorphology, concept New Delhi, 1987.

Singh, S.: Geomorphology, Prayagi Pustkalaya, Allahbad, 1998.

Strahler. A.N.: Environmental Geo-Science, Hamilton Publishing Santa Barbara, 1973.

Stahler A.N. and Stahler A.N.: Modern physical Geography, John Wiley & Sons. Revised edition, 1992.

Wooldridge, S.W. and Moygen, R.S. The physical basis of geography. An outline of Geomorphology, Longman Green & Co., Routledge, 1998.

Barry, R.G. & Chaley, R.J.: Atmosphere, Weather and Climate, Routledge, 1998.

Trewar, G.T.: An Introduction to climate, International Students Edition, McGraw-Hill, New York, 1988.

Garrison, I. Oceanography Wedsworth. Com. USA. 1998.

Kind, CAM: Oceanography for Geographers E. Arnold, London, 1938.

PAPER-II (PRACTICAL)

PAPER CODE – 211 B

Practical: 50

Section I

Methods of showing relief (hachures shading contours and layer tints) ; Representation of different landforms by contours. Drawing of profiles; cross and long profiles, superimposed. Composite and projected profiles and their relevance in land form mapping and analysis.

Section II

Representation of temperature, Pressure and rainfall data line (Examples isotherms, isobars and isohyets); and bar graphs. Drawing of climograph and hythergraph and their interpretation. Weather maps of India published by Indian Meteorological Department for July and January; Interpretation of Weather Maps.

Section III

Plane-Table Surveying : Plane Table survey by radiation intersection and traversing method. B.A. PART – III

B.A. PART III**ENGLISH (COMPULSORY)****PAPER- A****PAPER CODE DEBA-301 A****External: 35****Internal: 15****Note:**

1. The examiner is required to set question paper as per the guidelines/instructions given in the syllabi of the paper. The students are required to attempt the questions accordingly.

1. **POETRY: The Eternal Muse** edited by Dr. Brajesh Sawhney, Reader. Dept. of English, K.U.K., and Neena Malhotra, Head, Dept. of English, S.D. College, Ambala Cantt.

2. **PLAY** : Macbeth by William Shakespeare.

Scheme of Examination

- Q. 1 (a) One passage (with internal choice for explanation with reference to the context from **The Eternal Muse** will be set.
 (b) Similarly, there will be one passage (with internal choice) for explanation with reference to the context from Macbeth. (4+4=8 Marks)
- Q.2 Two short questions (with internal choice) each on Poetry and the Play requiring critical understanding of the poems and the play. (4+4=8 Marks)
- Q.3 One essay-type questions (with internal choice) on the book of poems, requiring first hand appreciation of the poems. (7 marks)
- Q.4 *One* essay-type question (with internal choice) on the play requiring first-hand- appreciable of the text, Including appreciation of theme/characters/ plot. (7marks)
- Q.5 (a) 5 out of short-answer type questions on the poems it (**The Eternal Muse**) to be attempted. (5 Marks)

ENGLISH (COMPULSORY)**PAPER- B****PAPER CODE DEBA-301 B****External: 35****Internal: 15****Note:**

1. The examiner is required to set question paper as per the guidelines/instructions given in the syllabi of the paper. The students are required to attempt the questions accordingly.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

PRESCRIBED BOOKS

1. A Text book of English Grammar and Composition edited by (i) Dr. S.C. Sharma, Head Dept. of English, University College, Kurukshetra, (ii) Sh. ShivNaain, Sr. Lecturer in English, University College, Kurukshetra, Dr. Gulab and Mr. Pankaj of Hindu College, Sonapat.

The text book of Grammar will focus on the following items;

- | | |
|---|---------|
| a) Essay : 400 words | 8 marks |
| b) Letter/Application | 5 marks |
| c) Precis | 7 marks |
| d) Vocabulary-Synonyms, Antonyms
One Word Substitution | 4 marks |
| e) Correction of incorrect sentences/
Do as directed | 4 marks |

2. The spectrum of life: A Selection of Modern Essays by Late Dr. M.K. Bhatnagar, Ex Prof. Dept. of English M.D. University, Rohtak - 7 Marks

Scheme of Examination

- Q.1 The Students shall be required to attempt an essay of approximately 400 words, on any one topic out of the four given in the question paper. The topics may be of descriptive or general nature.
- Q.2 One question with internal choice will be set asking the students to write a letter/application. (Personal/Business Correspondence)
- Q.3 Precis of a given passage (with internal choice)
- Q.4 Grammar (vocabulary; synonyms, Antonyms, one-word-substitution and correction of incorrect sentences, (including items covered in the exercise contained in the book of essays).
- Q.5 One essay type question with internal choice on the Spectrum of life : A Selection of Modern Essays.

PAPER CODE DEBA-302

हिन्दी (अनिवार्य)

External: 70

Internal: 30

Note:

- The examiner is required to set question paper as per the guidelines/instructions given in the syllabi of the paper. The students are required to attempt the questions accordingly.
- Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

पाठ्य-पुस्तक विषय

- हरियाणा लोकधारा : सम्पादक डॉ० मीरा गौतम प्रोफेसर हिन्दी विभाग, कुरुक्षेत्र विश्वविद्यालय, कुरुक्षेत्र।
1. गरीबदास 2. नितानंद 3. बाजे भगत 4. लखमी चन्द 5. मांगे राम 6. साधू राम 7. बस्तीराम 8. फौजी मेहर सिंह 9. तारा दस विलक्षण 10. जयनारायण कोशिक 11. जगदीश चन्द्र वत्स 12. भारत भूषण सांघीवाला।

नोट : कवि परिचय, व्याख्या एवं प्रश्न पर लिखे गए कवियों में से पूछे जाएंगे। गद्य भाग में से आसा की किरण (हरियाणवी कहानी) साझ और (हरियाणवी नाटक) तथा स्वर्ण जयन्ती (हरियाणवी एकांकी) पाठ्यक्रम में रखे गये हैं।

नोट : गद्य भाग में से केवल दो आलोचनात्मक प्रश्न पूछे जाएंगे, जिनमें से किसी एक का उत्तर देना होगा।

- प्रयोजनमूलक हिंदी और काव्यांग - डॉ० नरेश मिश्र अभिनव प्रकाशन, नई सड़क दिल्ली।

अंक विभाजन

1. हरियाणवी जनपदीय भाषा और साहित्य पर आधारित कवियों में से व्याख्या के लिए चार अवतरण पूछे जाएंगे। परीक्षार्थियों को इनमें से दो की व्याख्या करनी होगी। प्रत्येक व्याख्या 4 अंकों की होगी।
2. निर्दिष्ट कवियों में से किन्हीं दो कवियों का साहित्यिक परिचय पूछा जाएगा। परीक्षार्थियों को इनमें से किसी एक का परिचय देना होगा। यह प्रश्न 6 अंकों का होगा।
3. निर्धारित कवियों की अनुशीलनी में दिए गए प्रश्नों में से दो प्रश्न पूछे जायेंगे। परीक्षार्थियों को इनमें से किसी एक का उत्तर देना होगा। यह प्रश्न 5 अंकों का होगा।
4. गद्य भाग में से पूछे गए दो आलोचनात्मक प्रश्नों में से कोई एक प्रश्न करना होगा। यह प्रश्न 5 अंकों का होगा।
5. प्रयोजनमूलक हिन्दी और काव्यांग पर आधारित पाठ्य पुस्तक से 4 प्रश्न पूछे जाएंगे, इनमें से परीक्षार्थियों को दो प्रश्नों के उत्तर देने होंगे। प्रत्येक प्रश्न 7 अंकों का होगा।
6. **हिन्दी साहित्य का इतिहास** (आदिकाल और मध्यकाल) से 4 प्रश्न पूछे जायेंगे इनमें से किन्हीं दो प्रश्नों के उत्तर देने होंगे। प्रत्येक प्रश्न 7 अंकों का होगा।
7. हिन्दी साहित्य का इतिहास (आदिकाल-मध्यकाल) और प्रयोजनमूलक हिन्दी पाठ्य पुस्तक दोनों में से 5-5 अति लघुतरी प्रश्न पूछे जाएंगे, इनमें से किन्हीं पाँच प्रश्नों के लगभग 50 शब्दों में उत्तर देने होंगे। प्रत्येक प्रश्न 2 अंक का होगा और पूरा 10 अंकों का होगा।
8. काव्यांग से दो रसों के और दो अलंकारों के सोदाहरण लक्षण पूछे जाएंगे। इनमें से एक रस और एक अलंकार का लक्षण सोदाहरण लिखना होगा। यह प्रश्न 4+4=8 अंकों का होगा।

HISTORY

OPTION-2 HISTORY OF MODERN WORLD

PAPER CODE DEBA-303

External: 70

Internal: 30

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Section I

1. Prehistoric huntergatheres : Paleolithic and Mesolithic cultures.
2. Food produces and Villages Settlements.
3. bronze age civilization : Egypt and Mesopotamia – Socio Economic Structure, Science and Technology.
4. Iron Age civilization : Greece and Rome –Policy, economy and society
5. Origin of feudalism in western and central Europe : Manorial system, Rise of Inter – dependency, Position of peasantry under feudalism Role of Church.
6. Feudal Dynamism: Technology innovation, Population growth, Revival of long distance trade and rise of town, Decline of feudalism.

Section II

1. Arabia before Islam.
2. Rise of Islam Prophet and Pious Caliphs
3. Evolution of Islamic state with special reference to state under Ummayyids and Abbasids.
4. Society under umayyads and Abbasids.
5. Administrative structure under ummayyads and Abbasids.

Section III

Maps

1. An outline of Bronze Age civilizations indicating important sites.
2. Location of important town of Greek Civilization.
3. Location of important towns of Roma World.
4. Trade routes and towns under Arab Empire.

Section IV

Objectives types Questions:

Suggested Readings:

- Anderson P. Passages from Antiquity to Marc Bloch Feudalism Feudal Society; 2 Vols.
 Henri Pirenne, Social and Economic History of Medieval Europe.
 Maurice Dobb, Studies in the Development of Capitalism.
 White Jr. Lynn, Medieval Technology and social Change.
 Mukhia, Harbans, The Feudalism Debate (in Hindi also).
 Gupt, P.S. (ed.) Adhunik Pashim Ka Udhay (in Hindi).
 Virotram, Balmukand, Madhya Kallen Europe ka Itihas (in Hindi).
 Hitti, P.K. History of the Arabs.
 Ali.K. Studies in Islamic History.
 Sahu, Kishori Prashad Islam –Udbhav aur Vikas.
 Levy, R. Social Structure of Islam.

POLITICAL SCIENCE

OPTION (I) COMPARATIVE GOVERNMENT AND POLITICS

PAPER CODE DEBA-304

External: 70

Internal: 30

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

(Government and Politics of UK, USA, China, Switzerland)

Part A

Approaches to the study of comparative Politics.
 Constitution and constitutionalism
 Constitution Structures: Executive, Legislature and Judiciary
 Political Culture.

Part B

Political parties and Party Systems
 Interest Groups and Pressure Groups
 State and Local Government
 Socio-Economic bases of the constitution
 Women and the Politics Process

Part C

Short answer questions, at least five, spread over the entire syllabus, Objective Type (Multiple choice) questions spread over the whole syllabus.

Suggested Readings

- G.Almond al., Comparative Political Today : A world view, 7th edn. New York, London, Harper/Collins 2009.
 W. Begehot, The English Constitution, London, Fontana, 1962.
 A.H. Birch, British System of Government, 4th and London, George Alen and Unwin 1980.
 J. Blondel, An Introduction to comparative Government London Weidenfeld and Nicoloson, 1969.
 J.Blondel, Modern Democracies, Vol. 2, New York Macmillan, 1921.
 I.Derbyshire, Politics in China, London Chambers, 1991.
 H.F. Finer, Theory and Practice of Modern Government, London Methuen, 1969.
 S.E. Finer Comparative Government, Harmondsworth, Penguin, 1974.
 J.Gettings, China Changes Face: The Road from Revoltion 1949-89 London, Oxford University Press 1989.
 E.S. Griffin, The American System of Government, 6th edn. London Methuen, 1983.
 H.Harding, China, Second Revolution : Reforms after Mao. United Washington DC, Brookings Institute, 1987.
 Inter-Parliamentary Union, Women in National Parliaments, 2000.
 D. Kavangh, British Politics: Continuity and Change, Oxford, Oxford University Press, 1985.
 H.J. Laski, American Democracy : A Commentary and A Interpretation, London, Unwin 1948.
 A Liphrt, Electoral Systems and Party System New Haven CT, Yale University Press, 1994.
 A Lijhart, (ed.) Parliamentary versus Presidential Government, Oxford and New York, Oxford University Press, 1992.
 A Lijphart, Democracies: Patterns of Majoritarian and Consensual Government in Twenty One Countries New Haven CT and London, Yala University Press, 1992.
 R.C. Macridis and R.E. Ward, Modern Political Systems : Europe and Axia 2nd Edn. Englewood Cliffs No. Prentics Hall, 1968.
 R.Maddex, Constitutions of the world., 2nd Edn. Washington DC and London CQ Press, 2000.
 P.Mair, The West European Party System, Oxford University Press, 1998.
 T.Munro, The Governments of Europe, New York, Macmillan, 1963.
 B.Nelson and N. Chowdhary (ed.) Women and Politics Worldwide, Delhi, Oxford University Press 1997.
 D.Olson, Legislative Institutions : A comparative View, Armonk NY, M.E.Sharpe, 1994.
 V.Randall, Woman and Politics: An International Perspective, 2nd Edn., Chichago, University of Chicago Press, 1987.
 A. Randal, P. Heywood and V. Wright Developments in West European Politics, Besingstoke, Macmillan, 1997.

- K.C. Wheare, Federal Government, 4th Edn. Oxford and New York Oxford University of Chicago Press, 1987.
 M. Randal, P. Heywood and V. Wright, Developments in West European Politics, Besingstoke, Macmillan, 1997.
 K.C. Wheare, Federal Government, 4th Edn. Oxford and New York Oxford University Press, 1963.
 J.Wilson, American Government, 4th Edn. Boston Massachusetts, Houghton Mifflin, 1997.

ECONOMICS

PAPER- DEVELOPMENT & ENVIRONMENTAL ECONOMICS AND INTERNATIONAL TRADE

PAPER CODE DEBA-305

External: 70

Internal: 30

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Part-A (DEVELOPMENT AND ENVIRONMENTAL ECONOMICS)

Unit 1

Economic growth and development Determinants and measurement of development : vicious circle of poverty- Development with unlimited supply of labor(leqi's Model), - Balanced and unbalanced growth; critical minimum effort thesis (Harvey Leireinstein).

Unit II

Environment as a necessity and luxury; Population environment linkage; Market failure in case of environmental good; environment as a public good; Prevention and Control of Pollution; Environment as a public good; Prevention and control of pollution Environmental legislation; Meaning, importance and indicators. Sustainable development.

Part- B (International Economics)

Unit III

Meaning of balance of payments equilibrium. Causes and effect of BOP disequilibrium and corrective measures; Foreign trade multiplier; functions of IMF, World Bank and WTO; changes in the composition and direction of foreign trade of India since 1991. Cause of persistent deficit in India's BOP and corrective measures.

Reading List :

1. Adelman 1 (1961), Theories of Economics Growth and Development. Stanford University Press, Stanford.
2. Behrman, S and T.N. Srinivasan (1995)m Handbook of Development Economics, Vol. 1 to 3 Elsevire, Amsterdam.
3. S(1996) An introduction to Development Economics, Allen and Unwin London.
4. Hayami, Y (1997) Development Economics Oxford University Press, New York.
5. Higgins, (1997), Economics Development, Noretton, New York
6. Kindleberger, C.P. (1977) Economic Development 30, Mc Graw Hill New york.

7. Meier, G.M. (1995), Leading issues in Economic Development Co. Oxford University Press, New York.
8. Myint, Hie (1971), Economic Theory and under Development Countries* Oxford University Press, New York
9. Kindleberger, C.P. (1973), international Economy R.B. Irwin Homewood.

PAPER CODE DEBA-306

संस्कृत (एच्छिकम्)

लिखित : 70

आंतरिक मूल्यांकन : 30

Note:

1. The examiner is required to set question paper as per the guidelines/instructions given in the syllabi of the paper. The students are required to attempt the questions accordingly.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I

संस्कृत वाग्व्यवहार

एकक-1 संस्कृत व्यवहारसाहस्री (प्रकाशक संस्कृत भारती, माता मन्दिर गली वाणिज्यम् 20 वातावरणम् 21 गृहसम्भाषणम् 22 पितरः च-23 माता पितरौ 24 पुत्राः 25 अतिथिः 26 संकीर्ण, वाक्यानि) 8 अंक

Unit-II

संस्कृत ग्रन्थानु शीलनम्

एकक-2 अभिज्ञान शाकुन्तलम् 16 अंक
(श्लोकों व सूक्तियों की व्याख्या आलोचनात्मक प्रश्न व सार)

Unit-III

संस्कृत साहित्येनिहास :

एकक-3 (क) संहिता, ब्राह्मण, आरण्यक, उपनिषद् व वेदाङ्क साहित्य 8 अंक
(ख) रामायण, महाभारत, अश्वघोष, भास, कालिदास, बाणभट्ट, सुबन्धु, दण्डी,
भवभूति, भारवि श्री हर्ष, माघ, अम्बिकादत् व्यास।
(लेखकों व कृतियों का सामान्य परिचय) 8 अंक

Unit-IV

लघु सिद्धांत कौमुदी

एकक-4 (क) कारक प्रकरण 8 अंक
(ख) स्त्री प्रत्यय प्रकरणम् 8 अंक
अशुद्धि शोधन, वाक्य रचना व सूत्रों की व्याख्या।

Unit-V**अलंकार निबन्धेश्च**

एकक-5 (क) अलंकार अनुप्रास श्लेज, यमक, उपमा, उत्प्रेक्षा, रूपक, अर्थान्तरन्यास, अतिशयोक्ति, विभावना, विशेषोक्ति	7 अंक
(ख) सरल विषयों पर सरल संस्कृत में निबन्ध	7 अंक

MATHEMATICS
PAPER-I - ANALYSIS
PAPER CODE DEBA-307 A

External: 25

Internal: 10

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Section - I (3 Questions)

Riemannintegral Integrability of continuous and monotonic functions. The fundamental theorem of integral calculus, Mean value theorems of integral calculus.

Countable and uncountable sets. Cantor's set series of arbitrary terms. Convergence, divergence and oscillation, Abel's Dirichlet's tests, Multiplication of series, Double series.

Section- II (3 Questions)

Improper integrals and their convergence. Comparison tests. Abel's and Dirichlet's tests. Frullani's integral. Integral as a function of a parameter Continuity, derivability and integrability of an integral of a function of a parameter.

Fourier Series, Fourier expansion of piecewise-monotonic function.

Section- III (2 Questions)

Definition and examples of metric spaces Neighbourhoods. Limit Points, Interior points. Open and closed sets. Closure and interior. Boundary points. Sub-space Cauchy sequences completeness Cantor's intersection theorem. Contraction principle Construction of real numbers as the completion of the incomplete metric space of rationals. Real numbers as a complete ordered field. Dense subsets. Baire category theorem.

Section-IV (2 Questions)

Separable, second countable and first countable spaces. Continuous functions. Extension theorem. Uniform continuity Isometry and homeomorphism Equivalent metrics. Compactness. Sequential Compactness. Totally bound spaces. Finite intersection property. Continuous functions and compact sets. Connectedness. components continuous function and connected sets.

Books Recommended

- T.M. Apostol, Mathematical Analysis, Narosa Publishing House, New Delhi, 1985.
 R.R. Goldberg, Real Analysis, Oxford & IBH Publishing Co. New Delhi, 1985.
 E.T. Copson, Metric Spaces, Cambridge University Press, 1968.
 G.F. Simmons, Introductions to Topology and Modern Analysis McGraw-Hill, 1963.
 Babu Ram, Metric Spaces, Vinayaka Publishers, New Delhi.
 Mursaleem-Elements of Metric Spaces, Anamaya Publications, New Delhi.
 Jain, P.K. and Ahmad, K. Metric Spaces, Narosa Publishing -House, New Delhi.
 Peter V.O. Neil, Advanced Engineering Mathematics, 11 Company, USA.
 Alan Jafferey, Advanced Engineering Mathematics, Harcourt Academic Press, USA.
 K.A. Stroud, Advanced Engineering Mathematics, Industry Press, Inc. New York.
 K.A. Stroud, Engineering Mathematics (Indian Edition), Repi Press, Pvt. Ltd.
 Erwin Kreyszig, Advanced Engineering Mathematics, John Wiland Sons.
 Lipschitz Set Theory and Related Topics, Schaum, Outline Series. Tata Mc Graw Hill, New Delhi.

PAPER II ABSTRACT ALGEBRA**PAPER CODE DEBA-307 B****External: 25****Internal: 10****Note:**

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Section I (3 Questions)

Group-Automorphisms, inner automorphism, Automorphism groups and their computations. Conjugacy relation. Normalized Counting principle and the class equation of a finite group. Center for Group of prime-order. Abelianizing of a group and its universal property. Sylow's theorems. p-Sylow subgroup structure theorem for finite Abelian groups.

Section II (2 Questions)

Ring theory-Ring homomorphism, Ideals and Quotient Rings. Field of Quotients of an Integral Domain. Euclidean Rings. Polynomial Rings. Polynomials over the Rational Field. The Eisenstein Criterion. Polynomial Rings over Commutative Rings. Unique factorization domain. Unique factorization domain implies so is $R[x_1, x_2, \dots, x_n]$.

Section III (3 Questions)

Definition and examples of vector spaces. Subspaces Sum and direct sum of subspaces. Linear span Linear-dependence, independence and their basic properties. Basis Finite dimensional vector spaces. Existence theorem for bases. Invariance of the number of elements of a basis set, Dimension Existence of complementary subspace of a subspace of finite dimensional vector space. Dimension of sums of subspaces Quotient space and its dimension. Linear transformations and their representation as matrices. The Algebra of linear transformations. The rank nullity theorem. Change of basis. Dual space. Bidual space and natural isomorphism. Adjoin of a linear transformation. Eigen values and eigenvectors of a linear transformation Diagonalisation. Annihilator of a subspace Bilinear, Quadratic and hermitian forms.

Section IV (2 Questions)

Inner Product Spaces-Cauch-Schwarz inequality. Orthogonal vectors, Orthogonal complements. Orthonormal Sets and bases. Bessel's inequality for finite dimensional spaces. Gram-Schmidt Orthogonalization process. Modules, Sub modules, Quotient modules Homomorphism and Isomorphism theorems.

Books Recommended

1. I.N. Herstein, Topics in Algebra, Wiley Eastern Ltd., New Delhi, 1975.
2. N. Jacobson, Basic algebra, Vols. I & II, W.H. Freeman, 1989.
(also published by Hindustan Publishing Company).
3. K. Hoffman and R. Kunze, Linear Algebra, 2nd Edition, Prentice Hall, Englewood Cliffs, New Jersey, 1971.
4. S.K. Jain, a Gunawardena & P.B. Bhattacharya Basic Linear Algebra with MATLAB Key College Publishing (Springer-Verlag)2001.
5. S.Kumaresan, Linear Algebra, A Geometric Approach, Prentice Hall of India, 2000.
6. Vivek Sahal and Vikas Bist Algebra, Narosa Publishing House, 1997
7. L.S.Luther and I.B.S. Passi Algebra, Vol 1 Group, Vol 2 Rings, Narosa Publishing House (Vol-I 1996, Vol-II,1999) ..."
8. Peter V O'Neil, Advanced Engineering Mathematics, Harcourt/ Academic Press, USA.
9. Alan Jafferey, Advanced Engineering Mathematics, Industry- Press, Inc. New York.
10. K.A. Stroun, Advanced, Engineering Mathematics, (India Edition, replika Press Pvt. Ltd.
11. Erwin Kreyszig, Advanced Engineering Mathematics, John Wile and Sons.
12. Jai Singh, abstract Algebra, Schaum Outline Series, Tata Mc Graw Hill, New Delhi.

PAPER III PROGRAMMING IN C AND NUMERICAL ANALYSIS

PAPER CODE DEBA-307 C (THEORY)

External: 20

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Section I (3 Questions)

Programmer's model of a computer, Algorithms Flow Charts, Data Types. Arithmetic and input/output instructions. Decisions control structures. Decision statements. Functions. Recursions Preprocessor.

Section II (2 Questions)

Arrays Puppeting of string. Structures Pointers, File formatting.

Section III (3 Questions)

Solution of Equations : Bisection, Secant, Regular Falsi, Newton's Method, Roots of Polynomials.

Interpolation : Lagrange and Hermite Interpolation, Divided Differences, Difference Schemes, Interpolation Formula, Besse Interpolation Formula.

Numerical Differentiation using Newton's Formulae and Neown's divided differences'

Numerical Quardrature : Newton-Cote's formulas, Gauss Quardrature Formulas.

Linear Equations ; Direct Methods for solving Systems of Linear Equations (Gauss Elimination. LU Decomposition, Cholesky Decomposition). Iterative Methods (Jacobi, Gauss, Seidel, Relaxation Methods)

Algebraic, Eignevalue problem : Jacobi's Method Givens Method. Householder's Method, Power Method, QR Method, Lanczos' Method

Section IV (3 Questions)

Ordinary Differential equations : Euler method, Single step Methods, Runge-Kutta's Method. Multi-step Methods, Milne-Simpson Method, Methods Based on Numerical integration methods Based on Numerical Differentiation, Boundary Value Problems, Eigenvalue Problems.

Approximation : Different Types of Approximation, Least Square Polynomial Approximation, Polynomial Approximation using Orthogonal Polynomials, approximation with exponential Functions. Monte Carlo integration, hit or miss Monte Carlo integration, Monte Carlo integration for improper integrals, error analysis for Monte Carlo integration.

Books Recommended

1. Byron S. Gottfried, Theory and Problems of Programming with C, Tata Mc Graw-Hill, Publishing Co. Ltd. 1998.
2. C.E. Froberg, Introduction to Numerical Analysis, (Second Edition), Addison Wesley 1979.
3. Melvin, J Maron, Numerical Analysis A Practical Approach, MACmillan Publishing Co., Inc. New York, 1982.
4. M.K. Jain, S.R.K. Lyenger, R.K. Jain, Numerical Methods Problems and Solutions, New Age International (P) Ltd., 1996.
5. R.Y. Rubistein, Simulation and the Monte Carlo Methods, John Wiley, 1981.
6. Peter V. O'Neil, Advanced Engineering Mathematics, ITP Company, USA.
7. Alan Jafferey, Advanced Engineering Mathematics, Hartcourt/ Academic PReSS USA.
8. K.A. Stroud, Advanced engineering Mathematics, (Indian Edition), Replika Press Pvt. Ltd.
9. K.A. Stroud, Advanced Engineering Mathematics, Industrial Press, Inc. New York.
10. Erwin Kreyszig, Advanced Engineering Mathematics, John Wiley and sons.
11. Scheid, Theory and Problems of Numerical Analysis, Schaum Outline Series, Tata McGraw Hill, New Delhi.

COMPUTER PRACTICAL IN C PAPER CODE DEBA-307 D

Practical: 10

Section – A

List of Practical

1. Program to convert a decimal number to its binary equivalent
2. Program to generate first in prime numbers.
3. Program to calculate compound interest.
4. Program to compute the value of (pie) from the series/4=1-1/ 3 + 1/5+..... Correct up to four decimal places.
5. Program to count numbers using pointers.
6. Program to count number of vowels and consonants in a given sentence.
7. Program for pattern matching of two strings.
8. Program to reverse the strings character by character and word by word.
9. Program to illustrate encryption and decryption of a string.

10. Program to write a function to find the GCD of two integers and use it to find the GCD of three integers.
11. Program to calculate the area and perimeter of a circle using function call by reference.
12. Program to generate first in Fibonacci terms using recursion.
13. Program to find transpose of a matrix.
14. Program to multiplication of matrices- $m \times n$ by $n \times p$ using function.
15. Program to find the inverse of a square matrix.

Section – B

Program to find roots of an equation by Bisection method.

Program to find roots of an equation by Newton-Raphsh method.

Program to find roots of an equation by Regular -Falsi method.

Program to interpolation by Newtons-Forward method.

Program for interpolation by Lagrange's method.

Program to Numerical integration by Trapezoidal Rule.

Program to Numerical integration by Simpsons Rule.

Program to solution of linear simultaneous equations by Gauss-Elimination method.

Program to solution of linear simultaneous equations by Gauss-seidal method.

Program to solution of linear simultaneous equations by method.

Program for numerical solution of ODE by Euler's method.

Program to numerical solution of ODE by modified Euler's method.

Program for least square polynomial approximation.

Program to find area of region between x-axis and curve $y=1/x$ by Monte Carlo integration.

PUBLIC ADMINISTRATION

OPTION –(II) LOCAL GOVERNMENT AND ADMINISTRATION IN INDIA ADMINISTRATION.

PAPER CODE DEBA-308

External: 70

Internal: 30

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Local Government : Meaning and significance, evaluation of Local Government in India since 1882.

Municipalities : Composition, Functions, finances, personnel, general working of Municipal bodies with special reference to Haryana and Punjab, State Government's control over municipal bodies.

State Department and Directorate of Municipal bodies, its organization and functions.

Role of the Ministry of Urban Development as well as the Central Council of Local Self-Govt. in regard to municipalities.

Municipal Corporation: Composition, functions and finances, Town and Metropolitan Planning in India, 74th Constitutional Amendment Act, 1992.

District Administration : Its features, purposes, problems.

Deputy Commissioner : Deputy Commissioner : his role and position, administration change in the context planning and Development at district level,

Division Commissioner : his role and position : State Headquarter's control over district Administration.

Rural Local Government : Zila Parishad, Panchayat Samiti

Panchayat : Their composition, function, finances, personnel State Government's control over their working, role of political parties in Panchayati Raj, 73rd Constitutional amendment 1992.

Role of State and Union Government in regard to Panchayati Rural Institutions in Policy, assistance training and general control problems rural –urban relationship.

SOCIOLOGY

OPTION –I-INDIAN SOCIETY

PAPER CODE DEBA-309

External: 70

Internal: 30

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit I

Conceptual Issues: Indian Society : Evolution ; Textual and Field view, Indian Social Structure its Components and characteristics. Unity and diversity.

Unit II

Basic Institution : Kinship, family, marriage, Religion, caste and Class, Changing Dimensions.

Unit III

Social Change: Processes of Reform Movements, Sanskritization Modernization, westernization, Secularization and Globalization.

Unit IV

Social Problems and Issues: communalism, Minority, Backward Classes and Dalits, Population, Gender Discrimination, Terrorism, Ecological Degradation and Environmental Pollution.

Unit V

Society & Environment : Issue of Social Justice : Dalits, Backward classes, Minorities and Women, Social Problem : Social Tension Communalism; AIDS; Ecological degradation and Environment Pollutions over Population.

Reference

1. Prabhu, P.H. Hindu Social Organisation.
2. Srinivas, M.N. India : Social Structure, Hindustan Publications, 1980.
3. Srinivas, M.N. Social change in Modern India Orient Longman, New Delhi.
4. Dube, S.C. Indian Society Structure, Hindustan Publication, 1980.
5. Sharma K.L. (Ed.) Caste and Class, Rawat, Jaipur 1994.
6. Ahuja, Ram. Society in India; Concept, Theory and Recent Trends, Rawat.
7. Singh, Yogender. Indian, Social Structure; Hindustan Publication, New Delhi.
8. Karve, Iravati. Hindu Society, An Interpretation Deccan College, Poona, 1961.
9. Uberoi, Patricia. Family, Oxford University Press 1993.
10. Ghurya G.S, Social Tension, Popular Prakashan Bombay, 1968.
11. Beteille Andre. Backward Classes Contemporary India, OUP, New Delhi, 1992.
12. Mandal Baum. D.G. Society in India, OUP, New Delhi, 1992.
13. Bose, N.K. Structure of Hindu Society
14. Saty Murth, T.V. Region, Religion Caste, Gender and Culture in contemporary India, OUP, New Delhi, 1996.
15. Sethi, Raj Mohini. (Ed.) Globalisation, culture and Woman, Rawat Publication, 1999.
16. Kapadia, K.M. Marriage and Family in India, Oxford.
17. Madan, T.N. Religion in India, OUP Delhi 1991.
18. Doshi, S.L. and Jain. Rural sociology, Rawat Publication, Jaipur.
19. Harrison, David. Sociology of Modernisation and Development, Reuelledge, 1988.
20. India Society. N.C.E.R.T.

MILITARY SCIENCE

OPTION-1 NATIONAL DEFENCE & SECURITY

PAPER CODE DEBA-310 A

External: 50

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.
1. Meaning of National Defence and security.
2. Essentials of National Defence.
 - i) Geographical Factors, Location, Frontiers, Terrain Climate
 - ii) Economic Factors Resources : Industrial and Scientific development, transport and communication.
 - iii) Internal Political conditions. iv) Defence Mechanism of Modern State.
3. India's Defence Problem from 1947 to date.
4. India's Defence Policy.
5. Nuclear Policy of India.
6. Civil Military relations of India.

7. Civil Defence
 - i) Definition
 - ii) Need and Importance of Civil Defence.
 - iii) Organization and measures of Civil Defence
8. Military in Aid to Civil power.
9. Geostrategic location of India
10. Importance of Indian Ocean in India's Defence
11. India's Relations with :-

i) Pakistan	ii) China
iii) Bangla Desh	iv) Sri Lanka
v) Nepal	vi) Afganistan
12. War Finance Taxation, Borrowing and Inflation.
13. Cost of War (Real cost of war)
14. Economic Mobilization
15. Comparative study of defence budget of India and Pakistan.

Book Suggested:

India's Defence Problem : S.S. Khera.

Defence without Drift : P.V. Rao.

India in the Search of Power : M.K. Chopra

India the Indian Ocean : K.M. Panikar

Restriya Partiraksha : Maik Kumar

India's Quest for Security : L.J. Kevic

Economic Problems of War and Peace L Robbins

Defence Mechanism of the state : Dr. Nagender Singh

Rastriya Partiraksha : B.M. Maliwal

Economic and Commercial Geography of India : a Das Gupta

India Nuclear Estate : Dhirender Sharma

Dimensions of National Security by Prof. M.C. Maheshweri and Dr. Ashok Kumar Singh.

PRACTICAL

PAPER CODE DEBA-310 B

Practical: 50

Elementary Tactics Upto Infantry Platoon Level

1. Sand Model- Meaning importance and preparing.
2. Detailed study of an infantry platoon including organization weapons and equipments.
3. Study of field craft with reference to the following :

a) Ground	b) Cover	c) Camouflage	d) Concealment	e) Observation
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4. Application of Fire, Fire control and Fire Control orders.
5. Tactical Formations-section and Platoon.
6. Verbal order.
7. Patrol-Types and stage of Patrolling.
8. Battle procedure.

9. Military Appreciation of a situation in Attack and Defence.
10. Platoon in attack- Types, principles of defence, defence exercise.
11. Platoon Attack-Types, Principles of Attack, Stages of attack Battle craft for platoon in attack and platoon attack exercise.
12. Military Message Writing.
13. Ambush-Organization of ambush party, ambush operation.
14. Lecture on any theory topic.

GEOGRAPHY

PAPER- HUMAN GEOGRAPHY & RESOURCES & ENVIRONMENT

PAPER CODE- DEBA-311 A

External: 50

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Section I

Natural and scope of human Geography ;

Branches of Human Geography

Concepts of man-environment relationship

Division of Mankind spatial distribution of races and tribes of India: early economic activities of mankind food gathering hunting, fishing and vegeculture, shifting cultivation.

Section II

1. Human adaption to the environment
 - i) Cold region-Eskimo
 - ii) Hotregion-Bushman
 - iii) Platea-Gonds
 - iv) Mountain-Gujjars
2. Distribution and world pattern of population concepts of over population under population and optimum population.
3. Population theories : Maihusion and Recardo.

Section III

1. Meaning nature and components of resources and environment.
2. Distribution and utilization and conversation of biotic (flora and fauna) abiotic (water, mineral and energy resources).

Section IV

1. Number density, growth of population pressure and environment degradation.
2. Classification of Environment Natural and Human; Man environment inter-relations with respect to population size types of economy and technology of development, degraded and sustainable development.

Books Recommended:

1. Bergwan, Edward E : Human Geography : Culture, connection and landscape, Printice Hall, New Jersey.
2. Carr, M : Patterns, Process and change in Human Geography Machmillan education, London, 1987.
3. Fellman, J .L. Human Geography Landscapes of Human Activities : Brown and benchman Pub, U.S.A. 1997.
4. De Blij H.J. Human Geography Culture society and Scape John Wiley, New York, 1996.
5. Mc Bride, P.J. Human Geography systems/patterns and chanf, neison, U.K. and Canada, 1956.
6. Michael, Can : New Patterns : Process and change in Human-Geography Nelson, 1997.
7. Agarwal, A et. ah: The Citizen's Fifth Report centre for Science & Environment, New Delhi, 1999.
8. Alexender, a et. al.: The Citizen's Fifth Report centre for Science & Environment, New Delhi, 1999.
9. Chandna, R.C : A Geography of population : concepts Determine and patterns, Kalyani Publishers, New Delhi, 1986.
10. Global Encironment Outlok Earthscan, London, 2000.
11. Herpor Petor : Geography-A Nodern Synthesis, Herprer & Ro Publishers, New York, 1975.
12. Janaki, V.A. Economic Geography, Concept Publishing Co. New, Delhi, 1965.
13. Rold, D; Sustainable Development, Earthscan Pub. London
14. Sharma, H.S. and Chattopadhaya S.K., Sustainable Developments concepts and issue : Concepts New Delhi,
15. UNESCO : Use and conservation of the Biosphere, Paris.

PAPER II CARTOGRAPHY (PRACTICAL)**PAPER CODE- DEBA-311 B****Practical: 50****Section I**

Use of Mean, Median and Standard Deviation of numerical spatial data and mapping scatter diagram association and relationship.

Section II

Map Projections : General principles, classification, Drawing gratiouly on the following projections by graphical and mathematical methods.

- a) Cylindrical b) Conical c) Zenithal d) Conventional at least two exercises from each

Section III

Prismatic compass survey by radiation. Intersection, open traverse and close traverse methods

Section IV

Field work and Field-Report: Select and area near the institution comprising of either agriculture, urban, industrial, transport survey. The field report will be based on primary survey through questionnaire or field investigation.

Distribution of marks

Exercises	20
Field Work	10
Practical record	10
Viva-Voce	10

Books Recommended :

1. Geography, S : Staistical methods and the Geographer, Longman S.S. London, 1963 Geography.
2. Khan, A.A.:TextbookofpracticalGeogi^phy Concept New Delhi, 1995.
3. Lawarence, G.R.P.: Cartgraphic Methods, Methuen, Lndh 1968.
4. Monkhouse, F.J. & Wilkimson, H.R. Maps and Diagrams, MethuenLondon, 1994.
5. Pal, S.K. Statistics for geoscientists - Techniques and Application concept, New Delhi, 1998.
6. Sarkar, A.K. Geography A Systemetic Approach Orient concept. New Delhi, 1997.
7. Singli, R.I. Elements of Practical Geography, Kalyani Pub. New Delhi.

BACHELOR OF COMMERCE (B.Com)

B.Com I

BUSINESS COMMUNICATION

PAPER DEBC-101

External: 70

Internal: 30

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit I

Introducing Business Communication : Basic Forms of Communicating; communication Models and process; Effective communication; theories of communication, Audience analysis .

Unit II

Self Development and Communication : Development of positive personal attitude; SWOT analysis; Vite's model of interdependence; Whole communication.

Unit III

Corporate Communication: Formal and informal communication networks; Grapevine; Miscommunication (Barrier communication); Group discussion; Mock interviews; seminars; Effective listening exercise; individual and group presentations and reports writing.

Unit IV

Principle of Effective Communication.

Unit V

Writing Skills: Planning business message; Rewriting and edition; The first draft; Reconstructing the final draft; business letters and memo formats; appearance request letters; Good news and bad news letters; Persuasive letters; Sales letters; Collection letters; office memorandum.

Unit VI

Report Writing : introduction to a proposal, short report and formal report, report preparation.

Oral presentation : Principles of oral presentation factors affecting presentation, sales presentation. Training presentation, conducting surveys, speeches to motivate, effective presentation skills.

Unit VII

Non Verbal Aspects of Communicating

Body language : kinetics, Proxemics, Para language; effective listening; principles of effective listening; factors affecting listening exercise; oral, written, and video conferencing; etc.

International Communication: Cultural context; Writing and presenting in international situations; inter-cultural factors in interactions. Adapting to global business.

BUSINESS ECONOMICS

PAPER DEBC-102

External: 70

Internal: 30

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit I

Introduction: Basic problems of an economy; Working of price mechanism.

Unit II

Elasticity of Demand: Concept and measurement of elasticity of demand; Price, income and cross elasticity's; Average revenue, marginal revenue, and elasticity of demand; Determinants of elasticity of demand; Importance of elasticity of demand.

Unit III

Production Function: Law of variable proportions, Iso-quants; Economic regions and optimum factor combination; Expansion path; Returns to scale; Internal and external economies and dis-economies; Ridge lines.

Unit IV

Theory of Costs: Short-run and long-run cost curves-traditional and modern approaches.

Unit V

Market Structures: Market Structures and business decisions; Objectives of a business firm.

- a) **Perfect Competition:** Profit maximization and equilibrium of firm and industry; Short-run and long run supply curves; Price and output determination; Practical applications.
- b) **Monopoly:** Determination of price under monopoly; Equilibrium of a firm; Comparison between perfect competition and monopoly; Multi-plant monopoly; Price discrimination. Practical applications.
- c) **Monopolistic Competition:** Meaning and characteristics; Price and output determination under monopolistic competition; Product differentiations; Selling costs; Comparison with perfect competition; Excess capacity under monopolistic competition.
- d) **Oligopoly:** Characteristics, indeterminate pricing and output; Classical models of oligopoly; Price leadership; Collusive oligopoly; kinked demand curve.

Unit VI

Factor Pricing-I: Marginal productivity theory and demand for factors; Nature of supply of factor inputs; Determination of wage rates under perfect competition and monopoly; Exploitation of labor; Rent-concept; Ricardian and modern theories of rent; Quasi rent.

Unit VII

Factor Pricing-II: Interests-concept and theories of interest; Profit-nature, concepts, and theories of profit.

BUSINESS MANAGEMENT

PAPER DEBC-103

External: 70

Internal: 30

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit I

Introduction to Management: Concept, Nature, Process and Significance of Management; Managerial Roles (Mintzberg); Development of Management Thought, Classical and Neo-classical Systems; Contingency Approaches.

Unit II

Planning: Concept process and Types; Decision Making Concept and Process; Bounded Rationality; Management by Objectives; Corporate planning Environment analysis and diagnosis; Strategic formulation.

Unit III

Organizing: Concept Nature; Process and Significance; Authority and Responsibility Relationship; Centralization vs. Decentralization; Departmentation; Organization Structure Forms and contingency factors.

Unit IV

Motivating and Leading people at Work; Motivating concept; Theories- Maslow, Herzberg, Mcgreggor, a Ouchi; Financial and non-financial incentives.

Leadership concept and leadership styles; Leadership theories (Tannenbaum and Schmidt); Likert's System Management; Communication- Nature, Process, networks and barriers; Effective communication.

Unit V

Managerial Control; Concept and process; effective control system; Techniques of control traditional and modern.

Unit VI

Management of Change : Concept, Nature and process of planned change; resistance to change; Emerging horizons of management in a changing environment

BUSINESS MATHEMATICS

PAPER DEBC-104

External: 70

Internal: 30

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit I

Calculus: (Problems and theorems involving trigonometrically ratios are not to be done).

Differentiation: Partial derivatives up to second order; Homogeneity of functions and Euler's theorem; total differentials Differentiation of implicit function with the help of total differentials.

Maxima and Minima; Cases of one variable involving second or higher order derivatives; Cases of two variables involving not more than one constraint.

Integration: Integration as anti-derivative process; Standard forms; Methods of integration-by substitution, by parts, and by use of partial fractions; Definite integration; Finding areas in simple cases; Consumers and producers surplus; Nature of Commodities learning Curve; Leontiff Input-Output Model.

Unit II

Matrices and Determinants: Definition of matrix; Types of matrices; Algebra of matrices; Properties of determinants; calculation of values of determinants up to third order; Adjoint of a matrix, through adjoint and elementary row or column operations; Solution of system of linear equations having unique solution and involving not more than three variables.

Unit III

Linear Programming-Formulation of LPP: Graphical method of solution; Problems relating to two variables including the case of mixed constraints; Cases having no solution, multiple solutions, unbounded solution and redundant constraints.

Simplex Method—Solution of problems up to three variables, including cases of mixed constraints; Duality; Transportation Problem.

Unit IV

Compound Interest and Annuities: Certain different types of interest rates; Concept of present value and amount of a sum; Types of annuities; Present value and amount of an annuity, including the case of continuous compounding; Valuation of simple loans and debentures; Problems relation to sinking funds.

FINANCIAL ACCOUNTING

PAPER DEBC-105

External: 70

Internal: 30

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.

2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Meaning and Scope of Accounting: Need development, and definition of accounting; Book-keeping and accounting; Persons interested in accounting; Disclosures; Branches of accounting; Objectives of accounting.

Accounting Principles: International accounting standards (only outlines); Accounting principles; Accounting standards in India (only outlines).

Accounting Transactions: Accounting Cycle; Journal; Rules of debit and credit; Compound journal entry; Opening entry; Sub-division of journal; Relationship between journal and ledger; Rules regarding posting; Trial balance.

Capital and Revenue: Classification of Income; Classification of expenditure; Classification of receipts.

Accounting concept of income: Accounting-concepts and income measurement; Expired cost and income measurement.

Final Accounts: Manufacturing account; Trading account; Profit and Loss account; Balance Sheet; Adjustment entries.

Rectification of Errors: Classification of errors; Location of errors; Rectification of errors; Suspense account; Effect on profit.

Depreciation Provisions and Reserves: Concept of depreciation, causes of Depreciation, depletion, amortization and dilapidation; Depreciation accounting; methods of recording depreciation; Methods for providing depreciation; Depreciation of different assets; Depreciation of replacement cost; Depreciation policy as per Accounting Standard: Depreciation accounting; Provision and reserves.

Accounts of Non-Trading institutions

Single Entry System

Voyage Account

BASICS OF COMPUTER

PAPER-A-THEORY

PAPER CODE-106 A

External: 50

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Fundamentals of Computers : Model of a digital computer, Functioning of a digital computer, Historical evolution of computers.

Classification of computers. Human being v/s Computer, Input output devices Storage devices, Types of software; Application and system software , multi programme, operating-system and its functions, Tirrie sharing, multiprocessing. Applications of computers in Commerce, Marketing, education and management.

Introduction to windows: Types of windows, Windows as an operating system, Windows explorer, using clipboard, using paint brush, control panel installing a printer.

MS-WORD: Fundamentals of MS-WORD : Menus, Toolbars, Ruler Scroll bar, creating, Editing saving. Importing Exporting and insert fig files; Working with Frames, Columns, Pictures, Tables, Macros.

Ms-Excel : Worksheet overview : Rows, Columns, Cell, Menus Creating worksheet, opening and saving worksheets, Formatting printing. Establishing Worksheet Links, Tables Creating and printing graphs. Macros, using V built-in functions.

**BASICS OF COMPUTER
PAPER-B-PRACTICAL
PAPER CODE DEBC-106 B**

Practical: 50

Practical:

MS Word

Windows

Distribution of Marks in practical examination

- | | |
|---------------------------|----------|
| 1. Practical work book | 10 Marks |
| 2. One practical question | 25 Marks |
| 3. Viva- Voce | 15 Marks |

B.Com II

**BUSINESS REGULATORY FRAMEWORK
PAPER CODE DEBC-201**

External: 70

Internal: 30

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Law of Contract (1872): Nature of Contract, Classification, Offer and Acceptance, Capacity of Parties to Contract; Discharge of Contract; Remedies for Breach of Contract Special Contrasts: Indemnity; Guarantee: Bailment and Pledge; Agency.

Sales of Goods Act 1930: Formation of Contracts of Sale; Goods and their Classification, Price; Conditions, and Warranties; Transfer of Property in Goods; Performance of the Contract of Sales Unpaid Seller and his Rights, Sale by Auction; Hire Purchase Agreement.

Negotiable Instrument Act 1881: Definition of Negotiable Instruments; Features; Promissory Note, Bill Exchange & Cheque; Types of Crossing; Dishonor and Discharge of Negotiable Instrument.

The Consumer Protection Act 1986: Salient Features; Definition of Consumer; Grievance Redressal Machinery.

Foreign Exchange Management Act 1999: Definition and Main Provisions.

BUSINESS STATISTICS
PAPER CODE DEBC-202

External: 70

Internal: 30

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit I

Introduction ; Statistics as a Subject, Statistical Data-Meaning and Types, Collection and Rounding of Data, Classification and Presentation of Data, Diagrammatic Presentation of Data, Graphic Presentation of Data, Statistical Averages, Measures of Dispersion.

Unit II

Method of Measurement of Correlation, Rank Correlation, Method of Concurrent Deviation, Coefficient of determination, Association of Attributes, Regression Analysis (Linear), Uses of Regression Analysis, Regression Lines, Regression Equations, Standard Error of Estimate.

Unit III

Index Number : Definition and Characteristics, Problems involved in the construction of Index numbers, the uses of averages, Construction of different type of indices. Simple aggregate method. Simple average of relatives. Weighted aggregate method, Test of adequacy, Time reversal test. Factor reversal test and the Circular test, Consumer price index, Time Series Analysis, Definition, Utility of Time Series Analysis, Components of time and concepts series-secular trend. Seasonal variations. Cyclical variations, irregular variations. Measurement of trend. Moving average and Least Square Methods, Interpolation and Extrapolation.

Unit IV

Probability concept and various approaches of defining probability. Additive rule. Applicative theorem. Conditional probability and Bayes Theorem, Probability distributions: Binomial, Poisson and Normal distributions.

COMPANY LAW AND AUDITING
PAPER CODE DEBC-203

External: 70

Internal: 30

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Introduction

Meaning, characteristics & Types of companies

Promotion and incorporation of companies;

Memorandum of association. Articles of Association, Prospectus; Borrowing power, mortgages and charges.

Directors-appointment, powers and Legal position.

Company meetings-kinds, quorum, voting, resolutions, minutes

Audit of Limited companies-Company auditor-appointment, powers, duties and liabilities; auditor report; Investigation-meaning, nature and importance.

Introduction; Meaning and Objectives of auditing; Types of audit; Internal audit.

Audit process; audit programme; Working paper and evidences; Routine checking and test checking

Internal Check System

Vouching; Verification of assets and liabilities.

CORPORATE ACCOUNTING

PAPER CODE DEBC-204

External: 70

Internal: 30

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Issue. Forfeiture and Re-issue of Shares; Redemption of Preference Shares, Issue and Redemption of Debentures. Profit/Loss prior to incorporation

Final accounts of Companies: Excluding Computation of Managerial Remuneration; Valuation of goodwill and shares. Accounting for Amalgamation, absorption of Companies as per Indian Accounting Standard.

Accounting for internal reconstruction: excluding re-construction schemes.

Consolidated Balance Sheet of Holding Companies with one Subsidiary only.

Liquidation of companies: Accounts of Banking and Insurance companies.

PRINCIPLES OF MARKETING

PAPER CODE DEBC-205

External: 70

Internal: 30

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.

2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Introduction: Nature and scope of marketing; Importance of marketing as a business function, and in the economy; Marketing concepts-traditional and modern: Selling vs. marketing, marketing mix; Marketing environment.

Consumer Behavior and Market Segmentation: Nature, scope, and significance of consumer behavior; Market segmentation – concept and importance; Bases for market segmentation.

Product: Concept of product, consumer, and industrial goods; product planning and development; Packaging-role and functions; Brand name and trade market; after-sales service; Product life cycle concept.

Price: Importance of price in the marketing mix; Factors affecting price of a product/service; Discounts and rebates.

Distribution Channels and Physical Distribution: Distribution channels-concept and role; Types of distribution channels; Factors affecting choice of a distribution channel; Retailer and wholesaler; Physical distribution of goods; transportation; Warehousing; Inventory control; Order processing.

Promotion: Methods of promotion; Optimum Promotion Mix; Advertising Media-, their relative merits and limitations, characteristics of an effective advertisement, Personal Selling, Publicity: Sales promotion and public relations.

HUMAN RESOURCE MANAGEMENT

PAPER CODE DEBC-206

External: 70

Internal: 30

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Human Resource Development: Concept, benefits and prerequisites. Difference between human resource development and human resource management. Role, functions and status of human resource manager. Role of chief executive, Line managers and HRD managers in developing human resources. Personnel policies, procedures and programmes. Human resource planning. Job evaluation.

Recruitment: steps in recruitment, recruitment policy, sources and methods of recruitment. Selection process and policy. Career planning: objectives and responsibilities; process, prerequisites advantages and limitations of career planning; career problems and their solutions. Training and development: concept and importance of training; training methods/techniques. Performance appraisal.

Wage and salary administration: Promotion, transfer, demotion, separation and absenteeism; labor turnover. Personnel records and audit.

Industrial relations in India: HD practices in Indian industries. Concept and forms of industrial democracy.

B.Com III**ADVERTISING AND SALES MANAGEMENT****PAPER CODE DEBC-301****External: 70****Internal: 30****Note:**

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Communication Process: Basic communication process, role and source; Encoding and decoding of message, media, audience, feedback, and noise.

Advertising and Communication Mix: Different advertising functions; Types of advertising, Economic social aspects of advertising; Advertising process-an overview setting advertising objectives and budget.

Creative Aspects of Advertising: Advertising appeals, copy writing headlines, illustration, message, copy types.

Advertising Media: Different types of media; Media planning and scheduling.

Impact of Advertising: Advertising Agency roles, relationship with clients, advertising department; Measuring advertising effectiveness; Legal and ethical aspects of advertising.

Sales Management: Sales Management, Personal Selling and Salesmanship, Organizing the sales efforts; Sales force management: Recruitment, Selection, Training Motivation, compensating and Controlling sales personnel, Sales Budget, Sales quotas and Sales Territories.

BUSINESS ENVIRONMENT**PAPER CODE DEBC-302****External: 70****Internal: 30****Note:**

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Course Inputs: Business environment: concept, components and importance

Economic trends (overview): Income, savings and investment Industry trade balance of payments, Money finance; prices.

Problems of growth: Unemployment; Poverty; regional imbalances; social injustice; Inflation; parallel economy; Industrial sickness.

Role of Government in Indian Economy: Monetary and fiscal policy; Industrial policy; Industrial licensing, privatization; devaluation; Export-import policy; Foreign investment; and collaborations.

Tenth five year plan: Major policies; resource allocation.

International Environment: International environment (overview); Trends in world trade and the problems of developing countries; foreign trade and economic growth.

International economic institutions: GATT, WTO, UNCTAD, World Bank, IMF.

INCOME TAX

PAPER CODE DEBC-303

External: 70

Internal: 30

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I

Definitions: Agricultural Income, Previous year, Assessment year, Assesses, Person, Casual Income, Total Income, Residence of assesses and incidence of Tax liability. Income exempted from tax: Income under the head salary, house property, business and profession (including depreciation allow-ance and investment allowance etc.) capital gains and other sources.

Unit II

Deduction from gross total income, set-off and carry forward of losses. Aggregation of incomes. Assessment of individuals, Hindu undivided families, and Firms (including computation of tax.)

Unit III

Income Tax Administration: Income Tax Authorities, Assessment procedure, Recovery and refund of tax, appeals and revision, penalties and prosecutions. Return filing by the individuals.

COST ACCOUNTING

PAPER CODE DEBC-304

External: 70

Internal: 30

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Introduction: Nature and scope of cost accounting, Cost concepts and classification, methods and techniques, Installation of costing system Concept of cost audit.

Accounting for material: Material control, Concept and techniques, pricing of material issues Treatment of material losses.

Accounting for labour: Labour cost control procedure, labour turnover, idle time and overtime; Methods of wage payment time and piece rates; incentive schemes.

Accounting for overheads: Classification and departmentalization; absorption of overheads; Determination of overhead rates: Under and over absorption, and its treatment.

Cost Ascertainment: Unit costing; Job, batch and contract costing operating costing; Process costing including inter process profits and excluding equivalent production and joint and by-products.

Cost Records: Integral and non-integral system; reconciliation of cost and financial accounts.

Standard Costing and variance analysis: Material and labour variances only; Budgetary control Marginal costing and break-even-analysis.

INTERNATIONAL MARKETING

PAPER CODE DEBC-305

External: 70

Internal: 30

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

International Marketing: Nature, Definition, and Scope of International marketing, Domestic Marketing vs. International Marketing, International Marketing Environment Economic Cultural, Political & Legal Environment.

Identifying and Selecting Foreign Markets: Foreign Market entry mode decisions.

Product Planning for International Market: Product designing, standardization vs. adoption; Branding, and packaging; Labeling and quality issues; After sales services.

International Pricing: Factors influencing international price; Pricing process and methods, International price quotation and payment terms.

Promotion of Product/services Abroad: Methods of international promotion; direct mail and sales literature; advertising; personal selling; trade fairs and exhibitions.

International Distribution: Distribution channels and logistics decisions; selection and appointment of foreign sales agents. Planning, organizing and controlling of International Marketing; Exim policy-an overview Trends in India's foreign trade.

MANAGEMENT ACCOUNTING AND FINANCIAL MANAGEMENT

PAPER CODE DEBC-306

External: 70

Internal: 30

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.

2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Management Accounting: Meaning, nature, scope and functions of management accounting in decision making; Management accounting vs financial accounting; Tools and techniques of management accounting.

Financial Statement: Meaning and types of financial statement; Limitations of financial statements; Objectives and methods of financial statements analysis; Ratio analysis Classification of ratios-Profitability ratios, turnover ratios, liquidity ratios, turnover ratios advantages of ratio analysis, Limitations of accounting ratios.

Fund Flow Statement, Cash flow statement as per Indian Accounting standard,

Financial management: Financial goal; Profit vs. Wealth maximization: financial function investment, financing and dividend decision; financial planning, over-capitalization and under investment, financing, and dividend decision; financial planning, over-capitalization and under capitalization.

Capital Budgeting: Nature of investment decision; investment evaluation criteria, net present value; internal rate of return profitability index payback period accounting rate of return NPV and IRR comparison, excluding risk analysis.

Cost of Capital: Significance of cost of capital; calculating cost of debt; Preference, Equity and retained earnings; Combined (weighted) Cost of capital.

Capital structure theories and determinants.

Hypothesis; forms of dividends and stability in dividends; determinants.

Management of Working Capital: Nature of working capital significance of working capital operating cycle and factors determining of working capital requirements. Estimation of working capital.

BACHELOR OF BUSINESS ADMINISTRATION (BBA)

First Semester

PRINCIPLES OF MANAGEMENT

PAPER CODE DEBBA-101

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

UNIT-I

Concept and Nature of Management:- Significance of Management; Meaning of Management; Changes in Management Concepts; Nature of Management; Management a Science or an Art or a Profession; Functions of Management; Managerial Hierarchy; Management skills; Social Responsibilities and Ethics.

UNIT-II

Management Thought:- Approaches to Management - Max Weber's Bureaucracy; F.W.Taylor's Scientific Management; Henry Fayol's Process and Operational Management; Human Relations Approach; Behavioral Approach; System Approach and Contingency Approach.

UNIT-III

Planning and Decision Making;- Concept, Nature and Elements of Planning; Kinds of Plans; Levels of Planning; Various Stages (steps) in Planning; Decision Making and Process of Rational Decision Making; Concept of Organizational Structure; Bases of Organizing; Delegation and Decentralization of Authority.

UNIT-IV

Leading Management Control:- Meaning and Significance of Leadership; Leadership Styles; Essentials of Successful Leadership; COMMUNICATIONS;- Importance and Process of Communication; Barriers to Communications and Overcoming these Barriers; Principles of Effective Communication.

MOTIVATION;- Definition, Motives and Motivation, Models of Motivation-Maslow's Need Hierarchy Model, M.C.Greger's Participation Model, Herzberg's Model Varoom's Model, Alderfer's and Mc Clelland's Models.

CONTROLLING;- Definition and Elements of Control Process; Kinds of Control System; Pre--Requisites of Effective Control System; An Overview of Budgetary And Non-Budgetary Control Devices.

BUSINESS MATHEMATICS

PAPER CODE DEBBA-102

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.

2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

UNIT I

Theory of Sets: Meaning, elements; types, presentation and equality of sets. Union, intersection, compliment & difference of sets, Venn diagrams. Cartesian product of two sets. Applications of Set theory.

UNIT II

Indices & Logarithms, Arithmetic, Geometric and Harmonic progressions and their business applications; Sum of squares and cubes of first natural numbers.

UNIT III

Permutations, combinations and Binomial Theorem (positive index).

UNIT IV

Matrices - Types, properties, addition, multiplication, transpose and inverse of matrix. Properties of determinants, solution of simultaneous Linear Equations. Differentiation of Standard Algebraic Functions; Business Applications of Matrices and Differentiation.

FINANCIAL ACCOUNTING

PAPER CODE DEBBA-103

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

UNIT-I

Accounting - Meaning, Nature, Functions and Significance. Types of Accounting, Accounting Equation, Concepts & Conventions.

UNIT-II

Review of Accounting cycle:Recording, Posting and Accounting Process, Journal, Ledger, and Trial Balance; Preparation of Trial Balance; Bank Reconciliation Statement,

UNIT-III

Preparation of Final Accounts of Sole Trader.

UNIT-IV

Depreciation Accounting: Concepts and Methods (Straight Line and Written Down Methods only); Receipt and Payments Accounts; Income and Expenditure Accounts.

COMPUTERS IN MANAGEMENT

PAPER CODE DEBBA-104

External: 50

Practical: 50

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

UNIT I

Introduction to Computers: Classification, Evolution, Computer System Organization (Hardware, Software & User), Capabilities, Characteristics & Limitations of Computer System, Operating System - Types & Features, Multiprogramming, Multi User system.

UNIT II

Number System & Programming Languages: Binary Number System, Computer Languages and its types, Generation of Computer Languages. Character Codes (ASCII, EBCDIC, ISCII)

UNIT III

Data Processing Cycle, Business Information and Automation, Classification of Information, Characteristics of Information.

UNIT IV

Impact of Computers on Society, Computer Applications in Offices, Communication, Education, Medical field, Banks.

DISASTER MANAGEMENT

PAPER CODE DEBBA-105

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit I

Introduction to Disaster Management- Dimensions of Natural and Anthropogenic Disasters, Principles/Components of Disaster Management, Overview of Disaster Manager's tasks, Natural Disasters and Mitigation Efforts, Managing activities during Earthquakes, Floods, Drought, Cyclones, Avalanches, Technological, Landslides, Tornadoes, Avalanches, Heat waves and Global warming, Forest Fires, Oil Fires, Accidents in Coal Mines.

Unit II

Socio-economic Costs of natural disasters, social risk management, social protection, role of cooperation and coordination, Role of states, NGOs and local agencies, Risk Assessment and Disaster Response, Formulation of disaster Risk reduction plans, implementation and monitoring, Insurance and Risk Management, Institution Awareness and Safety programmes.

Unit III

Psychological and social Dimensions in Disasters, Trauma and Stress, Emotional Intelligence, Electronic Warning Systems, Recent Trends in Disaster Information Provider, Geo informatics in Disaster Studies, Remote sensing and GIS Technology, Laser Scanning.

Unit IV

Disaster Management in India Disaster Preparedness, Disaster mitigation, Forecasting and Warning of disasters, Assessing Risk and vulnerability, Rehabilitation of victims, Managing Refugee Camps, and relief workers, Role of Armed Forces/Other agencies in Disaster Management, Role of media in disaster management.

Second Semester

INDIAN SYSTEM OF BUSINESS AND BANKING

PAPER CODE DEBBA-201

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I

Introduction: Concept of Business and Business Organization Forms of Business Organization, Sole Proprietorship, Partnership, Joint Hindu Family, Cooperative Societies, Joint Stock Companies and Multinational Corporations.

Unit-II

Distribution and Insurance System: Distribution Channel, Life Insurance Corporation of India and General Insurance Corporation of India.

Unit III

Indian Banking System: Reserve Bank of India and Commercial Banking System.

Unit IV

Industrial Financing Institutions, Export-Import Bank of India.

MICROECONOMIC AND BANKING FOUNDATIONS OF MANAGEMENT
PAPER CODE DEBBA-202

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit I

Nature and scope of economics; functional areas of microeconomics; demand, supply and competitive equilibrium; law of demand; elasticity of demand and supply; consumer's equilibrium – utility and indifference curve approaches.

Unit II

Short and long run production function; laws of return; optimal input combination; cost classification; cost curves and their interrelationships; plant size and economics of scale; location of industries; growth of a business firm-motives and methods; optimum size of the firm.

Unit III

Basic characteristics of perfect competition; monopoly, monopolistic competition and oligopoly; measurement of market concentration and monopoly power; diversification; vertical integration and merger of firms; aspects of non-price competition.

Unit IV

Characteristics of various factors of production; mobility and productivity of factors; determination of rent, interest and wages; alternative theories of profit; marginal productivity theory of distribution.

COMPANY ACCCOUNTS

PAPER CODE DEBBA-203

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit I

Accounting for share capital transaction. Issue of shares at par, at premium and at discount. Forfeiture of shares. Re-issue of forfeited shares; Redemption of preference shares.

Unit II

Debentures; Issue of debentures, provision for redemption of debentures and redemption of debentures.

Unit III

Preparation of final accounts of companies having regard to the provisions of companies Act., 1956 in general and Schedule VI to the Companies Act in particular. Underwriting Commission and Underwriting Agreement, Accounting treatment and determination of the liability of underwriters.

Unit IV

Simple problems of amalgamation, Absorption and External Reconstruction.

COMPUTER PROGRAMMING

PAPER CODE DEBBA-204

External: 50

Practical: 50

Note:

1. There will be 50 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I

Flowcharts, Algorithm, Decision Table and Decision Tree

Unit-II

Compiler, Interpreter, Assembler, Sorting and Searching Techniques and their Algorithm

Unit-III

Language: Basic structure of a C program, Constants, Variables and Data types, Operators & expressions, I/O Operations, Decision, Branching and Looping

Unit-IV

Arrays, Handling of Character Strings, User-Defined Functions, Storage Classes

BUSINESS COMMUNICATION

PAPER CODE DEBBA-205

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.

- Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I

Introducing the Concept: Meaning, Nature and scope of communication, Process of Communication, Characteristics of Business Communication, Importance of Effective B.C. Objectives of B.C. Types/Pattern of B.C.; Media/Channels of B.C. Principles of B.C.; Barriers to B.C.

Unit-II

Written Communication-I (a) Business Letter Writing, (b) Business Report Writing, Importance, Need, Types, Techniques, Language, Structure, Planning and Drafting.

Written Communication-II; (a) Preparing Official Communication, Circular, Notification, Amendment, Press Communiqué, DO letter, Telegram. (b) Writing proposals, Agenda and Minutes of meeting. Dictating: Importance of Dictation, Suggestions for better dictation, Giving Instructions and Demonstration, Clear Instructions on Individual Jobs, Suggestions for Cutting correspondence costs.

Unit-III

Oral Communication; Communicating with one: Interviewing-Art of effective interviewing, Types of Interviewing, Techniques of Interviewing, Qualities of Interviewer and Interviewee, Planning of Interviewing, Process of Interviewing. Communicating within groups: Presentational speaking-preparation of speech, Presentation of Speech, Guidelines for Effective Speech making. Communicating within groups: Discussion and Conference Participating and leading in conferences, Planning and Procedure of problem-solving conferences. Importance of Body language in interview, Speech and conference

Unit-IV

Audiovisual Communication: Role of Audio-Visual Communication, Channels of Audio-Visual Communication, Importance of Body language in non-verbal communication, Graphic Communication, Types of Graphical display, Merits and Demerits of Graphical Display. Role of Public Relation in Business Communication, Objective of P.R., Tools of P.R., Interaction between P.R. and Journalism. Role of Advertisement in Business Communication, Characteristics of Effective Advertisement, Art of Effective Advertisement, Structure of Advertisement Copy, Types of Advertisement copy.

INTRODUCTION TO PSYCHOLOGY

PAPER CODE DEBBA-206

External: 70

Internal: 30

Note:

- There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
- Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I

Nature of Psychology: Approaches to Psychology, Scope of Contemporary Psychology, Research Methods in Psychology, Measurement in Psychology, Perceptions; Concept, Process, Absolute Threshold, Differential, Subliminal Perception. Dynamics of Perception: Perceptual Selection, Organization and Interpretation.

Unit-II

Learning and Memory: Classical conditioning, Operant Conditioning, Concept of reinforcement, Cognitive learning, Short-term memory, Long-term memory, Improving memory.

Unit-III

Personality and its assessment: Shaping of personality-Trait Approach, Social approach, Psychoanalytic approach, Phenomenological approach, Personality assessment.

Unit-IV

Emotion: Theories of Emotions, Optimal level of arousal, Stress Frustration, Reaction of Frustration, Anxiety, Defence Mechanism Stress, Attitude formation and change

Third Semester**ORGANIZATIONAL BEHAVIOUR****PAPER CODE DEBBA-301****External: 70****Internal: 30****Note:**

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

UNIT-I

Introduction:- The field of Organizational Behaviour Reasons to study O.B. Foundations and Background of OB, Approaches to OB, Contributing discipline to OB Field.

UNIT-II

Industrial Behaviour: Individual differences – Abilities, intelligence; personality- Meaning, development of personality, personality traits, major determinants. Perception- Nature, importance, perceptual selectivity, perceptual Organization, social perception; Attitudes- Nature, dimensions, importance; Job Satisfaction – importance, sources & consequences.

UNIT-III

Motivation and Learning:- Motivation – Meaning; motives, process content theories and process theories of motivation, relationship between motivation and performance learning – Meaning, types; Theories of learning, Reinforcement, Law of effect, punishment.

UNIT-IV

Group Behaviour:- Group – Concept, nature, classification; stages of group development, Group dynamics; Group Behaviour; Group structure, task & processes; Group cohesiveness; Dynamics of informal groups; Group decision – making.

BUSINESS STATISTICS
PAPER CODE DEBBA-302

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

UNIT-I

Data Classification, Tabulation and Presentation: Meaning, objectives and types of classification, formation of frequency, Role of tabulation, types of tables, significance of diagram and graphs.

UNIT-II

Measures of Central Tendency and Dispersion: Meaning, and objectives of measures of Central Tendency, different measure viz. Arithmetic mean, Median, Mode, Geometric Mean and Harmonic Mean, characteristics, applications and limitations of these measures. Measures of variation viz. Range, Quartile Deviation Mean Deviation, Standard Deviation, Co-efficient of Variation and Skew ness.

UNIT-III

Correlation and Regression: Meaning of Correlation, types of Correlation: Positive and Negative Correlation, Simple, Partial and Multiple Correlation, Methods of studying Correlation; Scatter diagram, graphic and direct method. Properties of Correlation Co-efficient, Rank Correlation, Co-efficient of Determination, Lines of Regression, Co-efficient of Regression, Standard Error of Estimate.

UNIT-IV

Index Numbers and Time Series: Index Number and their uses in business. Construction of simple and weighed price, quantity and value index numbers Test for an ideal index numbers, Components of Time Series viz. Secular Trend, Cyclical, Seasonal and Irregular Variations, methods of Estimating Secular Trend. Seasonal Indices and its use in Business Forecasting and Limitations, Calculating Growth Rate in Time Series.

BASIC COSTING
PAPER CODE DEBBA-303

External: 70
Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

UNIT-I

Introduction: Objectives, Elements of cost, Cost Sheet, Importance of Cost Accounting, Types of Costing, Installation of Costing System, Difference between Cost Accounting and Financial Accounting.

UNIT-II

Material and Labour Cost Control: Meaning and objectives of Material control, Material Purchase Procedure, Fixation of Inventory levels – Reorder level, EOQ, Minimum level, Maximum level, Danger level and Methods of Valuing Material Issues – FIFO, LIFO, HIFO, NIFO.

Labour and Cost Control; its importance, Methods of Time Keeping and Time Booking. Treatment and Control of Labour Turnover, Idle Time, Overtime, Systems of Wage Payment – Time Wage System, Piece Wage System and Balance or Debt Method.

UNIT-III

Overheads – Classification, Allocation and Apportionment of Overheads. Absorption of Overheads, Under – Absorption and Over Absorption.

UNIT-IV

Methods of Costing – Job, Batch, Contract and Process Costing excluding Evaluation of work in progress.

MACROECONOMIC MANAGEMENT
PAPER CODE DEBBA-304

External: 70
Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

UNIT-I

Nature and scope of macroeconomics; functional areas of macroeconomic management; circular flow of income; national income accounting – alternative concepts and measures of national income and their interrelationship; stock and flow variables; aggregate demand; supply and macroeconomic equilibrium; nature of a trade cycle, causes of booms and recessions.

UNIT-II

Macro analysis of consumer behaviour; cyclical and secular consumption income relationship; absolute, relative and permanent income hypotheses; other factors affecting aggregate consumption; simple Keynesian model of income determination; multiplier analysis

UNIT-III

Functional areas of fiscal management; nature of fiscal policy fiscal deficits; fiscal policy in relation to growth and price stability; basic issues in fiscal deficit management; nature and management of public debt; business taxes – types, rationale and incidence.

UNIT-IV

Functional areas of monetary management; money supply measures; money creation process and money multiplier; instruments of monetary control; promotional and regulatory role of central banking and monetary policy; inflation management.

DATA BASE MANAGEMENT SYSTEM**PAPER CODE DEBBA-305****External: 50****Practical: 50****Note:**

1. There will be 50 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

UNIT-I

Concept of Data Base, Objectives of Data Base, Advantages and Limitations of Data Base, Entities, Attributes, Relationships (I:I, I:M, M:M)

UNIT-II

Schema, Subschema, Data base Administration, 4GL, SQL

UNIT-III

Introduction to Data Models, Hierarchical, Relational & Network Data Models.

UNIT-IV

Distributed Data Base System, Backup & recovery procedures in Data Base System, Normalization in Relational Data Base.

Fourth Semester**BUSINESS VALUE AND ETHICS****PAPER CODE DEBBA-401****External: 70****Internal: 30****Note:**

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I

Meaning and Nature of Values; Values in context of Business; Mission Statement and Role of Corporate Values in shaping it; influence of Individual Values on Morality of Managers; Indian Values and Changing Value systems of India.

Unit-II

Ethics; Evolution of Ethics and their relation to values, norms, morals. Nature of Ethics and Relevance to Business; Virtue theory; Utilitarianism and its Applications to Business; Rights; Justice; Profit Maximization vis-à-vis Ethics.

Unit-III

Contemporary Issues: Workplace Spirituality; Indian Ethos for Business; Vedanta and Managers. Corporate Social Responsibility: Public Policy of a Corporation and its role in a market society; the nature of an ethical corporation; concept of Total Ethical Management.

Unit-IV

Ethical Responsibilities of Business towards customers; Ethical Issues in Marketing; Issues relating to Product Safety, Product Quality, Pricing and Promotion. Ethical Responsibility of Business towards employees; whistleblowing; the changing workplace; employees discrimination; harassment of female workforce; rights and obligations of employees and employers.

INDIAN BUSINESS ENVIRONMENT**PAPER CODE DEBBA-402****External: 70****Internal: 30****Note:**

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I

Nature, components and determinants of business environment; basic nature of Indian economic system; relation size and growth of public and private corporate sector; social responsibility of business; broad features of India's new economic policy.

Unit-II

Trend and pattern of industrial growth; review of industrial policy developments; industrial licensing policy; liberalization of the private sector; trends and issues in corporate management; growth and problems of the small scale sector; public sector reforms and privatization the problem of industrial sickness; MRTP Act, SICA and Industrial Disputes Act.

Unit-III

Development banks for corporate Sector (IDBI, IFCI, ICICI)- trends pattern and policy; regulation of stock exchanges and the role of SEBI; banking sector reforms; challenges facing public sector banks; growth and changing structure of non bank financial institutions; problem of non performing assets in Indian Banks.

Unit-IV

Trend and pattern of India's foreign trade and balance of payments; latest EXIM policy-main features; policy towards foreign direct investment; globalization trends in Indian economy; role of MNCs; India's policy commitments to multilateral institutions-IMF, World Bank and WTO.

BUSINESS LAWS

PAPER CODE DEBBA-403

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I

The Indian Contract Act, 1872. Essentials of a valid contract Void Agreements. Performance of Contracts. Breach of contract and its remedies. Qasi-contracts.

Unit-II

The sale of Goods Act, 1930: Formation of contract; Conditions and warranties. Transfer of property. Performance of contract: Rights of an unpaid seller.

Unit-III

The Negotiable Instruments Act, 1881: Nature and types, Negotiation and Assignment. Holder-in-Due Course, Dishonour and Discharge of a Negotiable Instrument.

Unit-IV

The Companies Act, 1956. Nature and types of Companies, Formation, Memorandum and Articles of Association, Prospectus. Allotment of Shares. Shares and Share capital, Membership, Borrowing powers, Management and meetings, winding up.

BUSINESS RESEARCH METHODS**PAPER CODE DEBBA-404****External: 70****Internal: 30****Note:**

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I

Decisional Research: Definition and Scope; Role of Decision maker and research; Identification of problems; decision steps and research objectives, uncertainty and decision research, Research Design: Descriptive, Exploratory, Descriptive, Diagnostic and Experimental.

Unit-II

Data Collection: Secondary and Primary Data sources; Techniques of Data Collection; Sampling: Procedure, Probability and Non-probability sampling; Sampling errors; Tabulation of Data; Attitude Scales and measurement of attitude.

Unit-III

Data Analysis: Interpretation and presentation; basic consideration in choice of analysis and statistical techniques; hypothesis testing; tests of significance; chi-square analysis.

Unit-IV

Report Writing: Substance of Research Based Reports, Formats of reports, Report writing Technique and Final Presentation of the report.

INTRODUCTION TO INFORMATION TECHNOLOGY**PAPER CODE DEBBA-405****External: 50****Practical: 50****Note:**

1. There will be 50 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I

Introduction to Networks: User of a Network, Categories of Networks, Topologies, Network Media & Hardware, Network Software.

Unit-II

Word Processor: Advantage, Entering Text, Editing Text, Formatting Text, Mail Merge

Unit-III

Electronic Spreadsheets: Advantages, Application Areas, Creating a Worksheet, Functions, Types of Graphs, Creating Graphs, Formatting Cells, Macros.

Unit-IV

Introduction to Internet: Background & History, Working, Major Features, Accessing the Internet, Major Application Areas, Introduction to Multimedia.

(Fifth Semester)**MARKETING MANAGEMENT****PAPER CODE DEBBA-501****External: 70****Internal: 30****Note:**

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

UNIT-I

Introduction to Marketing; Core concepts of marketing; Orientation towards market place; Difference between Marketing and Selling; Marketing Process; Marketing Environment.

UNIT-II

Determinants of consumer behaviour; Consumer's Purchase decision process; Market Segmentation and Target Marketing; Marketing Research; Marketing Information System; Planning of Marketing Mix.

UNIT-III

Product decisions; Branding and Packaging decision; Product Life Cycle; Pricing strategy.

UNIT-IV

Selecting and Managing Marketing channels; Retailing, Wholesaling and Physical Distribution; Communication and Promotion mix; Designing Effective Advertising Program; Sales Promotion.

FINANCIAL MANAGEMENT
PAPER CODE DEBBA-502

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

UNIT-I

Evolution, Scope and function of Finance Managers, Objectives of the firm; Profit Vs Wealth Maximization.

UNIT-II

Investment Decisions; Brief Introduction of Cost of Capital; Methods of Capital Budgeting; ARR.PBP. NPV and IRR, Capital Rationing, (Simple problems on Capital Budgeting Methods)

UNIT-III

Financing Decision: Financial Leverage; Capital Structure Theories: NI, NOI and Traditional approach; EPS-EBIT Analysis; Brief discussion on sources of long term finances.

UNIT-IV

Dividend decision and Management of Working Capital: Determinants of Dividend Policy; Walter's Dividend Model; Working Capital of Concept and Operating Cycle Method, Brief discussion on Management of Cash, Receivable and Inventory. (Simple problem on operating cycle and Inventory Management).

PRODUCTION MANAGEMENT
PAPER CODE DEBBA-503

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

UNIT-I

Production/Operations Management: Introduction, Major decisions; objectives and activities; Difference between products and services (from POM view point). Characteristics of a production system.

UNIT-II

Types of production systems: Production to order and production to stock; Plant Location: Factors affecting locations & evaluating different locations; Plant Layout: Meaning, objectives, characteristics and types; Plant layout and materials handling.

UNIT-III

Production Planning and Control: Meaning, objectives, advantages and elements, PPC and production systems, Aggregate planning and Master production Schedules, Sequencing and assignment problems. Motion and Time Study.

UNIT-IV

Inventory Control: Objectives, advantages and techniques (EOQ Model and ABC Analysis). Quality Control: Meaning and importance; Inspection, quality control charts for variables & attributes and Acceptance Sampling; Maintenance; Meaning; importance and types.

PERSONNEL MANAGEMENT**PAPER CODE DEBBA-504****External: 70****Internal: 30****Note:**

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

UNIT-I

Personnel Management: Definition, Nature, Objectives Changing Scope of Personnel Management. Challenges to modern personnel management, Personnel Management environment in India, Role of Personnel Management in Organization, Personnel functions, personnel policies.

UNIT-II

Procurement: Job analysis, job description, job specification, Human Resource Planning – Significance & Process, Recruitment – Sources & methods, Selection criteria and process, induction training.

UNIT-III

Development: Concepts of Training and Development, Need for and benefits of training, Assessing training needs, training techniques, Management Development – Nature & purpose, Approaches for developing managers – Job Rotation, Coaching, Junior Board & Case method, Role playing, Management Games, Career planning, Managing promotions & transfers.

UNIT-IV

Compensation: Objectives, Compensation, Factors influencing compensation, components of pay structure, Methods of pay fixation, Incentives-financial, Incentives for the employees, managers, Organization wide Incentive plans, employee benefits & services, performance appraisal-techniques, problems and issues.

ADVANCED INFORMATION TECHNOLOGY

PAPER CODE DEBBA-505

External: 50

Practical: 50

Note:

1. There will be 50 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

UNIT-I

Internet: Concepts, Internet Service Provider, Setting Windows Environment for Dialup, Networking, Dialing of Networks, Search Engine Concept, Searching Web using Search Engines, Audio on Internet, Adding File Types in MS Internet Explorer, Subscribing to News Groups.

UNIT-II

Intranet: Intranet Concepts and Architecture; Building Corporate Wide Web, The HTTP Protocols (Understanding Application Layers), Intranet Infrastructure, Fundamental of TCP/IP (Understanding transport layers), Intranet Connectivity, Intranet Security Design, Intranet as Business tool, Future of Intranet, Costs of Intranet, Protocols of Communications.

UNIT-III

Introduction of MS-Back Office, Electronic Communication, ISP Type of Accounts, Tools; Sending & receiving mails, Electronic Tele & Video Conferences.

UNIT-IV

Multimedia – Introduction, Tools & Technique, Multimedia – Hardware (Windows, Production Platforms & Peripherals), Multimedia – Software (Authorizing Tools), Multimedia Building Blocks (Text, Sound, Images, Animation, Video), Assembling & Developing the projects.

Sixth Semester

TAXATION LAWS

PAPER CODE DEBBA-601

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I

Basic concepts of Income Tax, Residential Status and Tax incidence, Income Exempted from Tax

Unit-II

Income from salaries, Income from House property and Income from Profits & Gains of Business and profession

Unit-III

Income from capital Gains, Income from other sources; Set off and carry forward of Losses; Clubbing of Income

Unit-IV

Deductions from Gross Total Income, Assessment of Individuals, HUF and Firms

STRUCTURED SYSTEMS ANALYSIS & DESIGN

PAPER CODE DEBBA-602

External: 50

Practical: 50

Note:

1. There will be 50 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I

Introduction to Analysis & Design: SDLC, CASE tools for Analyst, Role of System Analyst, ER Data Models, Feasibility Study – Economic, Technical, Operational

Unit-II

Design of Application: DFDs, Form Design, Screen Design, Report Design, Structure Chart, Data Requirements, Data Base Definition, Equipment Specification & Selection, Personnel Estimates, I-O Design, Storage Requirements

Unit-III

Implementation & Installation: Data Dictionary, Structured English, Decision Tables, Decision Trees, Installation Types, Logical Design to Physical Implementation

Unit-IV

Introduction to Distributed Data Processing & Real Time System: Evaluating Distributing System, Designing Distributed Data Bases, Event Based Real time Analysis Tools, State Transition Diagrams

FUNDAMENTALS OF INTERNATIONAL BUSINESS

PAPER CODE DEBBA-603

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I

Nature and main fields of International Business; Domestic versus International Business; major risks and challenges of IB; International business environment – components and determinants; the process of internationalisation of business; concept of globalisation; balance of payments accounting; basic nature of foreign exchange market

Unit-II

Nature of multinational enterprise and foreign direct investment; basic motives and determinants of foreign direct investment; methods & forms of international business entry; strategic orientation of MNCs; basics of MNE strategy formulation and implementation

Unit-III

International trade theory – the theory of absolute advantage; theory of comparative advantage; factor endowment theory and international product life-cycle theory; tariff and non-tariff barriers to international trade; international logistic decisions; major trade documents; main intermediaries in international trade

Unit-IV

Assessing international markets; designing products for foreign markets; branding decisions; promotional decisions; pricing decision; basic methods of international payment. Regulation of international business – a overview of the role of WTO, IMF, UNCTAD and World Bank.

CONSUMER PROTECTION

PAPER CODE DEBBA-604

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I

Concept of consumer, Types of consumers; need for consumer protection; methods of consumer protection – legal and voluntary; consumer buying motives; doctrines of caveat emptor and caveat venditor; Concept of consumer's sovereignty

Unit-II

Measures for consumer protection in India; basic provisions of the consumer Protection Act., 1986; consumer rights; Organizational set up – National and State Consumer Protection Councils; District Forum, State Commission and National Commission; their functions, powers and jurisdiction, Grounds of filing complaint; procedure of filing a complaint; relief available

Unit-III

Consumer protection measures under the Monopolies and Restrictive Trade Practices Act., 1969; concept and remedy against unfair trade practices and restrictive trade practices; consumers; roles and rights under the MRTP Act

Unit-IV

Recent developments in consumer protection movement in India; role of voluntary consumer Organizations product testing; growing consumer awareness role of the media and Government; formation and registration of a voluntary consumer Organization; business self-regulation; Advertising Standards Council of India.

Project Report**Paper Code: DEBBA- 605****External:100****Comprehensive Viva-voce****Paper Code: DEBBA- 606****External:100**

BACHELOR OF COMPUTER APPLICATIONS (BCA)

First Semester

COMPUTER FUNDAMENTALS AND PROGRAMMING

PAPER CODE: DEBCA-101

External:70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks the theory marks secured by the candidate shall be proportionately enhanced.

Computer Fundamentals

Number system: decimal, octal, binary and hexadecimal; Representation of integers, fixed and floating points, character representation: ASCII, EBCDIC; Functional units of computer, I/O devices, primary and secondary memories;

Programming Fundamentals

Algorithm development, Techniques of problem solving, Flow-charting, Step-wise refinement, Algorithms for searching, Sorting (exchange and insertion), merging of ordered lists.

Programming

Representation of integers, characters, real Data types: constants and variables; Arithmetic Expressions, Assignment, statement, Logical expression, Sequencing, Alteration and iteration; ring processing; Sub programs, Recursion, Files and pointers; Structured programming concepts; Top down Design, Development of efficient programs; program correctness; Debugging and testing of Programs.

INTERNET TECHNOLOGIES AND APPLICATIONS

PAPER CODE: DEBCA-102

External:70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

UNIT I

Network layer functions and protocols: Switching; routing and congestion control: X.25 ; Internet Protocol(IP)

UNIT II

Transport layer functions and protocols: Addressing flow control; connection management, multiplexing, transmission control, protocol (TCP) and user datagram protocol (UDP), socket and TLI interface

UNIT III

Application layer services and protocols: Domain name services network protocol; electronic mail and file transfer protocol, World Wide Web

UNIT IV

Survey of contemporary Internet Technologies: The role, use and implementation of current tools, basic TCP/IP, name, space, correctness and protocols, Worldwide/HTML techniques for text, images, links and forms

UNIT V

Indexing Methods: Gopher, WAIS, Server side programming, CGI scripts, Security issues, Emphasis on understanding, exploring and extending Internet technologies using Java and Perl

MULTIMEDIA INFORMATION SYSTEM**PAPER CODE: DEBCA-103****External:70****Internal: 30***Note:*

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Introduction to multimedia technology-computers, communication and entertainment; framework for multimedia; M/M devices, presentation devices and the user interface; M/M presentation and authoring.

Digital representation of sound and transmission of brief survey of speech recognition and generating digital image compression; JPEG image compression standard; MPEG motion video compression; based media representation and delivery.

M/M Software environments; limitations of workstation operating system; M/M system service; OS Support for continuous media applications; media stream protocol; M/M/file systems and information representation; data-media for M/M and Hypermedia information. Applications of M/M; intelligent M/M system. Desktop BR; Virtual reality OS; distributed virtual environment system; virtual environment displays and orientation tracking; visually coupled system requirements intelligent VR software systems.

Applications of environments in various fields, such as medical, entertainment, manufacturing, business, education etc.

BUSINESS PRACTICE**PAPER CODE: DEBCA-104****External:70****Internal: 30***Note:*

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive

examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Introduction to Modern Business.

What are management function, planning organization, directing and control.

Introduction to Organization Behavior.

Individual in an organization, Group in an organization, Organization as a system.

Introduction to Human Resource management.

Human resource Planning-Job analysis, Recruitment and training compensation management-payroll and incentives. Human Resource information system. Computer based employee information system. Software package to be used for building an information system for employees, training, recruitment & job analysis A payroll package to be used. Decision analysis: Investment analysis, annuity analysis, compounding analysis, Inventory Theory- EOQ, JIT, Production Scheduling PERT and CPM.

PRACTICAL SOFTWARE LAB

PAPER CODE: DEBCA-105

External: 70

Internal: 30

Practical Software Lab. (based on Paper DEBCA-101 and Software Tools) (Two sittings)

Second Semester

DATA AND FILE STRUCTURE

PAPER CODE: DEBCA-201

External:70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Data Structure

Linear and list structures; Arrays, stacks, queues, and lists; Sequential and linked structures; Simple lists, circular lists, doubly linked lists, Operations on all these structures and applications: Arrays; Multidimensional arrays, sequential allocation, address calculations, sparse arrays, Tree structures: Trees, binary trees, Tree traversal algorithms, threaded trees, binary search trees, tree in search algorithms, B-tree and applications.

File Structure

Physical storage devices and their characteristics, constituents of a file viz. Fields, records, fixed and variable length records, primary and secondary keys; File operations, Basic file system operations, File Organizations; serial sequential, Indexed sequential, Direct, inverted, multilist. Hashing functions and collision handling methods.

STRUCTURED SYSTEMS ANALYSIS AND DESIGN

PAPER CODE: DEBCA-202

External:70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Introduction to systems and contemporary systems analysis:

Effective communication in systems analysis: Tools of the systems analysis, problem definition, classification, data collection and analysis.

System planning and alternative, Feasibility and proposal; Use and Management involvement. Planning alternative, design considerations, systems feasibility, section of a system plan, the system proposal.

System Cost Determination: System costs and system benefits, comparative cost analysis, data processing costs, DP cost centre concept.

A structured Approach to System Design: Structured Top-down design, Logical design requirements, data administration and data dictionaries, auditable systems; Forms requirements design, CRT screen design, Program specification, development completion schedule, Structured Walk Through.

Project Management Control: Development of standards, project control, Gantt Charts, PERT & CPM.

System Conversion and Implementation: Planning considerations, Conversion methods, systems follow-up, quality assurance of new system.

MATHEMATICAL FOUNDATIONS OF COMPUTER SCIENCE

PAPER CODE: DEBCA-203

External:70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Fundamentals of electronics devices: Overview of semi-conductors physics, diode and transistor characteristics, diode and transistor as a switch.

Saturated and non-saturated logic, TTL, ECL, MCS, CMCS logic circuits; OR, AND, NOT, EX-OR logic, Positive and negative logic; De Morgan's theorem, Universal building blocks, laws and theorems of Boolean Algebra, TTL NAND gates, open collector TTL; wire-or; three state logic; simplifying logic circuits-sum of product and product or sum form, algebraic simplification, Karnaugh simplification; arithmetic circuits; flip-flops and multi-vibrator circuits, counter design techniques; shift registers; encoder, decoder, multiplexor, demultiplexor circuits; D/A and AD conversion.

DIGITAL ELECTRONICS
PAPER CODE: DEBCA-204

External:70
Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Basics of Semiconductor Physics: Crystalline Structure of the Solids; Crystal Lattice; Band Theory of Solids; Conductor, Insulator, and Semiconductor; Intrinsic and Extrinsic semiconductor.

Semiconductor Device: formation of PN Junction; formation of Depletion Layer; Biasing of PN Junction; Characteristics of PN Junction; PN Junction as a Amplifier.

Junction Transistor: Formation of Junction Transistor; Modes of Study of Junction Transistors; Various Junction Transistor Configurations; Transistors as an Amplifier; Various gains of Junction Transistor.

Boolean Algebra: Boolean Algebra; Basic Theorem and Postulates of Boolean Algebra; Boolean Functions; Algebraic Manipulation of Boolean Functions; Duals and Complements of Boolean Functions; Canonical and Standard Forms; Conversion between Canonical Forms.

Basic Gates: Basic Logic Gate; Derived Gate; –ve and +ve Logic.

Simplification of Boolean Functions: The K-Map Simplification; Product of Sums Simplification; Don't-care Conditions.

Combinational Circuits: Combinational Logic Design; Arithmetic Logic Circuits; Magnitude Comparators, encoder, Decoder; Multiplexers and De-Multiplexer; Implementation of Boolean Functions with MUX.

Sequential Digital Systems: A 1-bit Storage Cell; S-R Flip-Flop; The J-K Flip-Flop; D-Type Flip-Flop; The T-Type Flip-Flop.

Shift Register: Parallel-to-Serial Converter; Parallel in Parallel Out; Ripple (Asynchronous) Counters; Up-Down Counter; Synchronous Counters.

Multi Vibrators: Application of Logic Gates in Timing Circuits; Understand the Operation of the OPAMP; Schmitt Trigger.

PRACTICAL SOFTWARE LAB
PAPER CODE: DEBCA-205

External: 70
Internal: 30

ENVIRONMENT STUDIES (QUALIFYING SUBJECT)*
PAPER CODE: DEBCA-206

External:100

Third Semester**COMPUTER SYSTEM ARCHITECTURE****PAPER CODE: DEBCA-301****External:70****Internal: 30****Note:**

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Register transfer and Micro-operations, Register Transfer Language, Bus and Memory

Transfers, Arithmetic, Logic Micro-operations, Shift Micro-operations

Basic Computer Organization and Design: Instruction and Instructions Code, Compute Instructions, Timing and Control, Instruction Cycle, memory Reference Instructions, Input Output and Interrupts, Computer Description.

Programming the Basic Computer: Machine Language, Assembly Language, The assemble program loops, programming Arithmetic and Logic, Subroutines, Input-Outputs Programming, Micro-programmed Control, Control Memory, Address Sequencing Micro-programming Examples, Design of Control Unit

Central Processing Unit: General Register Organization Stack Organization Instruction Formats, Addressing Modes, Data and Transfer Manipulation, Program Control, Reduced Instructions Set Computer, Pipeline and Vector Processing parallel processing Pipeline, Arithmetic Pipeline, RISC Ouoekubem Vector Processing, Arrays Processors

Computer Arithmetic: Addition and Subtraction, Multiplication Algorithms, Division Algorithm, Floating-Point Arithmetic Operations, Decimal Arithmetic Unit, Decimal Arithmetic Operations

Input-Output Organization: Peripheral Devices, Input-output Interface, Asynchronous Data Transfer, Modes of Transfer, Priority Interrupt, Direct Memory Access (DMA), Input/output Processors (IOP), Serial Communication Multi-processors, Characteristics of Multi-processors, Inter-connection Structure, Inter-processor Communication and Synchronization, Cache Coherence.

ALGORITHMS AND ADVANCED DATA STRUCTURES**PAPER CODE: DEBCA-302****External:70****Internal: 30****Note:**

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Trees: Search Trees, threading

Storage Management: Run time Storage Management, Garbage Collection and Compaction.

Sorting Techniques: Insertion Sort, Quick Sort, Merge Sort, Heap Sort, Selection Sort, Radix Sort, External Sort, Lower Bound for Sorting by Compression of Keys, Selection and Adversely argument Traversal: Minimum Spanning Tree. Shortest Path, Graph Component Algorithms, String Matching KMP and Boyer Moore Algorithms.

Dynamic Programming: Matric Multiplication and Optimal Binary Search tree Algorithms.

NP Complete Problem: Complexity Classes P and NP; Examples of Problems in the NP Class.

Parallel Algorithms: Parallelism, PRAM and other Models, Parallel Algorithms Finding Maximum Elements in a list Merging and Sorting.

MICRO-PROCESSOR AND ASSEMBLY LANGUAGE

PAPER CODE: DEBCA-303

External:70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Evolution of Micro-Processor: Overview of Intel Pro-Pentium Motorola 68000 Series, Power PC, DEC-Alpha chip, RISC and CISC Architecture

Basic Micro-Processor Architecture and Interface: Internal Architecture, External System Bus, Architecture, Memory and Input/Output Interface

Programming Mode: General-Purpose Register, Pointer and Index Registers, Flag, Segment Register, Program Invisible Register, Memory Addressing and Addressing Modes, Memory Interfacing, Memory Address Decoding, Cache Controllers

Basic I/O Interface: Memory Mapped I/O, Basic Input/Output and Handshaking, Input/Output Port Address Decoding, 8255 Programmable Peripheral Interface, 8279 Programmable Keyboard and Display Interface, 8254 Programmable Time, 8251 Programmable/Communication Interface, Interrupts—Interrupt Vector, Vector tables and Software Interrupt, 8259 Programmable Interrupts Controller, Real-Time Clock, Direct Memory Access, 8237/8257 DMA Controller, Video Controllers, Shared Bus Controller

(This course should be taught in the context of 8085 to Intel – Pro Pentium micro-processor and its assembly languages.)

DATABASE SYSTEMS

PAPER CODE: DEBCA-304

External:70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive

examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Data Modelling for a database: Recording and Files, Abstraction and Data Integration.

Database Management System: Relational, Network; Hierarchical.

Relational Data Manipulations: Relational Algebra, Relational Calculus, SQL.

Relational Data Design: Functional Dependencies, Finding Keys 1st to 3rd NFs, BCNF, Losses Join and Dependency Preserving Decomposition, Computing Closures of Set FDs Finding Keys.

Query Processing: General Strategies for Query Processing. Query Optimization, Query, Processor, Concepts of Security, Concurrency and Recovery.

Database Design Project: Definition and Analysis of Evening Systems, Preliminary and Final design, Testing and Implementation Operation and Tuning.

Use of Relational DBMS package for class project

PRACTICAL-SOFTWARE LAB

PAPER CODE: DEBCA-305

External: 70

Internal: 30

Fourth Semester

OPERATING SYSTEMS ORGANISATION AND UNIX

PAPER CODE: DEBCA-401

External:70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Operating Systems Overview

Operating Systems as an Extended Machine And Resource Manager, Operating Systems Classification, Operating Systems And System Calls, Operating Systems Architecture

Process Management Functions

Process Model, Hierarchies and Implementation, Process States and Transitions, Multitasking, Multiprogramming and Multi-Threading, Level Of Schedulers and Scheduling Algorithms, Micro-Kernel Architecture

Memory Management Functions

Memory Management of Single User Operating Systems, Memory Partition, Memory Swapping, Memory Paging, Memory Segmentation, Virtual Memory

Device Management Functions

I/O Device Controllers, Interrupt Handlers, Device Independent I/O Software, User-Space I/O Software, Disk Scheduling, Clock Hardware Software, Disk Scheduling, Clock Hardware Software, Terminal Input/Output Software, File Management Functions, File Naming, File Structure, File Types, File Access Method, File Attributes, File Operations, Symbolic Links, File Sharing And Locking, File Protection And Security, Hierarchical Directory Systems, Distributed File Systems

Concurrent Programming

Sequential And Concurrent Process, Precedence Graph, Bernsterin's Conditions, Mutual Exclusion Problem, Time-Dependency And Critical Code-Section, Classical Process Co-Ordination Problems, Deadlock Handling, Inter-Process Communication

SOFTWARE ENGINEERING

PAPER CODE: DEBCA-402

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I

Software engineering fundamentals: Emergence of software engineering (definition and paradigms), a generic view of software engineering, structured analysis, statement of system scope, processes and their allocation to physical elements, steps involved in review process, SRS document, ranked for importance and for stability, organization of SRS document, review of correctness and readability.

Unit-II

Designing software solution: Refining the software specification, application of fundamental design and concept for data, architectural and procedural design using software blueprint methodology, object oriented design paradigm, creating a design document, review of conformance to software requirement and quality.

Unit-III

Software implementation: Relationship between design and implementation, implementation issues and programming support environment, coding the procedural design, good coding style.

Unit-IV

Software testing: System testing, testing fundamentals, test oracles, limitation of testing, strategic issues in testing, software testing methods, integration testing, functional testing, structural testing.

Unit-V

Software maintenance: Introduction, categories of maintenance, corrective maintenance, adaptive maintenance, perfective maintenance.

OBJECT ORIENTED DESIGN AND PROGRAMMING**PAPER CODE: DEBCA-403****External: 70****Internal: 30****Note:**

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I

Introduction to Object Oriented Modelling

Unit-II

Modelling Techniques, Object Modelling, Dynamic Modelling, Functional Modelling

Unit-III

Object Oriented Design

Unit-IV

Comparison of Methodologies

Unit-V

Design Implementation

Unit-VI

Object-Oriented Languages, Applications

Unit-VII

Beginning with C++, Tokens, Expressions and Control Structure, Functions in C++, Classes and Objects, Constructors and Destructors, Operator Overloading and Type Conversions, Inheritance: Extending Classes, Pointers, Virtual Functions and Polymorphism.

FINANCIAL ACCOUNTING**PAPER CODE: DEBCA-404****External: 70****Internal: 30****Note:**

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.

2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.
1. **Conceptual Framework of Accounting:** Nature and Scope of Accounting information, Identifying and recording accounting transaction using traditional and accounting equations approach. Generally accepted accounting principles. Accounting Standards in India. Bases of accounting-Cash and accrued. Capital and Revenue item.
 2. **Fundamentals of Computerized Accounting system:** Concept of grouping the accounting heads, schemes of assigning the codes to accounting heads. Maintaining the hierarchy of Ledger accounts for preparing control accounts
 3. **Applications of Computers in Accounts:**
 - (a) Accounting procedures used, in practice, for recording Cash, Bank and Journal Transactions using appropriate voucher
 - (b) Preparation of Ledger counts, Cash Book, Journal Book and Bank Book
 - (c) Preparation of Trial Balance, Profit and Loss Accounts and balance Sheet
 - (d) Accounting for Petty Cash transactions and preparation of petty cash register
 - (e) Lease and loan accounting
 - (f) Accounting system for preparing and maintaining payrolls
 - (g) Inventory Accounting and Control
 - (h) Budget and Budgetary Control
 - (i) Accounting system for orders booking, Processing (forwarding and acceptance) and invoicing for a trading organization
 4. **Accounting for Decision Making Control:** Marginal costing and standard costing

PRACTICAL-SOFTWARE LAB

PAPER CODE: DEBCA-405

External: 70

Internal: 30

Fifth Semester

DATA COMMUNICATIONS AND NETWORK

PAPER CODE: DEBCA-501

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Data Communication: Concepts of data, signal, channel, band-width, bid-rate and baud-rate; fourier analysis; maximum data-rate of channel; analog and digital communications, asynchronous and synchronous transmission; data encoding techniques; modulation technique; multiplexing; TI/EI carrner systems; transmission medium; transmission errors, error-detection and correction code.

Network Classification and Data Communication Services: Local area networks, metropolitan area network, Wide area networks, wireless network, internet work, Switched multimega BCA Data Services, X.25, Frame Relay, narrowband and broadband ISDN, Asynchronous Transfer Modes.

Network Reference Models: Layered architecture, protocol hierarchies, interface and services; ISC-OSI reference model, TCP/IP reference Model; Novel Netware, Internet protocol stacks.

Datalink Layer-Functions and Protocols: Framing, error-control flow control, sliding window protocol, DHCL SLIP and PPP protocol.

Medium Access Sub-layer: CSMA/CD & Ethernet, token ring, FDDI; IEEE standards for LAN and WAN, satellite networks TDMA and VSAT.

COMPUTER GRAPHICS

PAPER CODE: DEBCA-502

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Development of computer graphics; basic graphics and standards; Raster Scan and Random Scan graphics; continual refresh and storages displays; display processors and character generators; colour display techniques; frame buffer and BCABCA operations concepts in raster graphics. Points, lines and curves; ration; polygon filling; conic-secion generation, antialiasing . Two dimensional viewing; basic transformations; interactive picture construction techniques, interactive inputs/outputs devices. Three-dimensional concepts; 3-D representations, and transformations; 3-D viewing; algorithm for 3-D volumes spot curve and surfaces; Fractals; Quadtree and Octree data structure. Hidden line and surface, rendering and animation.

PRINCIPLES OF VISUAL AND WINDOWS PROGRAMMING

PAPER CODE: DEBCA-503

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Visual Programming: Introduction, Elements of Visual Languages, Icons, Operators, Grammar, Representing Meaning i.e., Diagram Understanding, Extending Visual Languages for Multimedia, Teleaction Objects, Generalized Icons and Multimedia Operators, Multidimensional Language, Visual Programming Languages, Index Cells as Basic Components for Visual Programming, A Visual Programming Tool for Index Cell Construction, Visual Queries

Generalized Icons: Introduction, Generalized Icons, Examples of Iconic Systems, Formal Specification of Iconic Systems, Iconic Operators, Syntactic Analysis of Iconic Sentences, Semantic Analysis of Iconic Sentence, Specification of User Interfaces as Iconic Systems, Determination of Icon Purity, Fuzzy Iconic System

Visual Language Compiler: A Visual Language Compiler, The Icon Dictionary ID, Specification of Physical Part of an Icon, Specification of Logical Part of an Icon, Structure of ID, Examples for the Definition of ID, The Operator Dictionary OD, An Example, Implementation of the Visual Language Compiler, Discussion.

Windows Programming: The Environment of a Windows Application, Basic Concepts of Windows Programming, Types and Names, WinMain() Function, API Functions, Creating a Main Window, Event-Driven Programming, Displaying Text, The Device Context, The TextOut() Function, Programming with Graphics Device Interface (GDI), Receiving Commands and Data from User

JAVA PROGRAMMING AND INTERNET APPLICATIONS

PAPER CODE: DEBCA-504

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Internet Applications: Introduction to the Internet, E-mail Architecture and services, user agent, message format and transfer, SMTP, World Wide Web (www)-Domain Name System, The Client side, the server side, creating and loading information on the web, search engines, URL's, HTTP, FTP, Telnet, Web browsers, Chat and bulleting bond internet and NNTP (Network News Transfer Protocol)

Java and the Internet: The JAVA programming language and its characteristics, Java Runtime, environment, JAVA compiler, JAVA developers kit, running JAVA applications and JAVA applets

JAVA Programming: Elements of JAVA, Data types, scalar data types, operators and expressions, control structures, Class, objects and methods, constructors, finalized visibility controls, arrays, strings and vectors, inheritance, interfaces, packages, multireading, applet programming

Exception Handling: Defining and throwing exceptions, creating your own exceptions

Input/Output: Streams, byte and character stream, the class Printstream, data streams string tokenizer class, stream tokenizers Delegation Event Model, AWT classes, AWT controls, Layout managers and menus.

Sixth Semester

1. Project Report - Paper Code: DEBCA 601
2. Viva- Voce of Project Report- Paper Code: DEBCA 602

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PRACTICAL-SOFTWARE LAB

PAPER CODE: DEBCA-505

External: 70

Internal: 30

Semester-VI

PROJECT REPORT

PAPER CODE: DEBCA-601

External: 200

Project Report

Evaluation 100

Viva-Voce 100

BACHELOR OF HOTEL MANAGEMENT (BHM)

Semester-I

HOSPITALITY MANAGEMENT

PAPER CODE: DEBHM-101

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks the theory marks secured by the candidate shall be proportionately enhanced.

Course Contents:

Unit 1

Growth and Development of Hospitality Industry: Introduction (Hospitality and Tourism), The Growth of Hospitality Industry. Types of Hotel, Hotel Grading System, Changing Profiles of Hotel Industry. Growth and Development of Hospitality Industry in India, Servicing Inbound Tourists, State Tourism Department, Travel Related Products, Tourism and Indian Economy, Role of Ministry of Tourism (Government of India). Impact of Tourism on Indian Economy.

Unit 2

Development of Hotel and Tourism Business: What is Tourism? Definition of Tourism, Domestic Organization, State Offices of Tourism, The Economic Impact of Tourism, Promoters of Tourism, Eco Tourism, Cultures, Heritage and Tourism, Management in Tourism. Sustainable Eco-tourism Values and Principle Modes. Tourism Administration, Process of Marketing, Marketing Strategy, Advertising Effect Assessment, Contacts to People, Public Relations in Tourism.

Unit 3

The Departments of Hotel Organization and Operation: The Departments of Hotel Organization, Hotel Operation-Food and Beverage Division. The Culinary Art, Restaurant Business Development and Classification, Tourism and Hospitality, Planning for Regional Tourism, Events of Special Importance, Business of Hospitality.

Unit 4

Recreation and Leisure: Recreation, Leisure and Wellness, Voluntary Organization. Campus Recreation, Armed Forces and Employees Recreation. Recreation for Special Population. Tourism Trends, Historical Development of Tourism. Impact of Tourism. The Global Trends in Tourism, Enhancing Economics Opportunity, Protecting Natural and Cultural Heritage, Enhancing quality of Life in the Host Community.

Unit 5

Meetings, Conventions and Expositions: Meetings and Meetings Planners, Conventions Cost Exhibitions. Trends in Conventions Meetings and Exposition, Special Events and off Premise Catering, Key Players in the Industry, Event Management.

FOUNDATION COURSE IN MANAGEMENT**PAPER CODE: DEBHM-102****External: 70****Internal: 30****Note:**

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

UNIT 1

Definition, Functions, Process and Importance of Management Managerial Roles, Managerial Skills and Activities.

UNIT 2

Differences between Management and Administration Importance of Values and Ethics in Management.

UNIT 3

Evolution of Management Thought, Various Approaches to Management, Functions of Management.

UNIT 4

Nature and Purpose of Planning, Objectives, Types and Significance of Planning, Steps in Planning, Decision-Making.

UNIT 5

Nature and Purpose of Organizing, Organizing Principles, Span of Control, Line and Staff Relationship, Authority, Delegation and Decentralisation, Effective Organizing, Organizational Structures, Formal and Informal Organizations.

UNIT 6

Nature and Purpose of Staffing, Manpower Planning, Recruitment and Selection, Training and Development, Performance Appraisal.

UNIT 7

Directing: Effective Directing, Supervision, Motivation, Theories of Motivation, Job Satisfaction.

UNIT 8

Leadership: Concepts, Theories and Styles, Communication Process: Channels and Barriers, Effective Communication.

UNIT 9

Controlling: Elements of Managerial Control, Control Systems, Management Control Techniques, Effective Control Systems.

UNIT 10

Coordination: Concepts, Importance, Principles and Techniques of Coordination Concepts of Managerial Effectiveness.

FOOD AND BEVERAGE SERVICE – I

PAPER CODE: DEBHM-103

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Place of Catering in Hospitality Industry: Food Service Industry-Introduction, What is Catering Establishments?, Types of Food Service Operations, A Classification of Food and Beverage Operations, Some Other Types of Food Service Operations. Types of Catering Establishment, Scope in the Hospitality Industry.

Different Types of Services in Hotels: Types of Services in Hotels, Food and Beverage Service Methods, Relation of Catering Industries to Other Industries.

Staff Organisation in Restaurants and Kitchens: The Principle Staff of Different Types of Restaurants, Trends in Restaurant Operations, Duties and Responsibilities of Kitchen staff.

Food and Beverage Service Personnel in Hotel Industry: Attributes of Food and Beverage Service Personnel in Hotel Industry, Furniture and Equipments used in Restaurants, Lighting, Colour and Linen.

Food and Beverage Service Areas: Mise-en-place, Mise-en-scene, Food and Beverage Service Areas, Points to be Observed while Laying the Table, Points to be Observed while Waiting the Table, Don't Do this in a Restaurant, Taking Order on KOT and use of KOT.

FOOD PRODUCTION

PAPER CODE: DEBHM-104

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Introduction to Cookery: Definition, Culinary History, Food Production Management, Soups, Fish, Meat Cookery, Vegetables and Salads, Spices Used in Western and Indian Cookery, Weights and Volume Equivalent, Names of Ingredients in Several Indian languages.

Kitchen Organizations/Brigade: Kitchen - Organization, Sanitation and Safety Precautions in Kitchen, Equipment and Tools Used in Kitchen, Kitchen Equipment.

Garde Manger/Cold Kitchen: Functions and Importance, Use and care of Equipment and Utensils, Aspic, Chaudfroid, Galantine, Balotine, Terrines and Pates, Mousse and Mousseline.

Bakery and Patisseries: Yeast Goods Varieties, Cookies and Biscuits, Indian Confectionary.

Quantity Cooking: South Indian cuisine, Gujrat, Goan cuisine, Maharastrian cuisine, Bengali cuisine, Punjabi cuisine, Equipment used in Indian kitchen.

APPLICATION OF COMPUTERS

PAPER CODE: DEBHM-105

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit I

Computer Fundamental: Introduction, Evolution of Computer, Block Diagram of Computer, Functions of each Part, Organization of Computer, Characteristics of Computer, Various Fields of Computer, Classification of Computer, Introduction to Input and Output Devices, Monitor and its Types, Printer and Its, Types, Memory, Language, Data Representation

Unit II

Operating System: Introduction of Operating System, Function of Operating System, Types of Operating Systems, Booting Procedure, Basic System configuration, Important Terms, MS-Dos

Unit III

Microsoft Windows: Introduction, Unit Objectives, Overview of Different Versions of Windows, Basic Elements of Windows, Anatomy of an Application Window, Customising Windows, Working with Windows, Exploring Control Panel, Managing files and Folders, Overview of Windows Explorer, Windows Accessories

Unit IV

Computer Application in Business: Meaning and Classification of Market, Capabilities of Computer, Application of Information System (IS), Frontline Information and Database, Websites and Other Utility Softwares, Utility Softwares

Unit V

Communication and Networking: Networking Concepts, Communication Media, Networking Devices, Internet Services Provider, Digital Device in Mobile, Use of e-Mail, Browsers and browsing a Websites, Browsing of Websites, Searching Required Information on Internet using Search Engines.

WORKSHOP ON PERSONALITY DEVELOPMENT

PAPER CODE: DEBHM-106

External: 100

(a) Personality Enrichment

Grooming, Personal hygiene, Social and Business and Dining Etiquettes, Body language use and misuse, Art of good Conversation, Art of Intelligent Listening

(b) Stress Management

Meaning, purpose, techniques

(c) Personality Development Strategies

Communication Skills, Presentation Skills, Public Speaking, Extempore Speaking, importance and art of 'Small Talk' before serious business

(d) Interpersonal Skills

Dealing with seniors, colleagues, juniors, customers, suppliers, contract workers, owners etc at work place

(e) Group Discussion

Team behavior, how to effectively conduct yourself during GD, do's and don'ts, clarity of thoughts and its expression

(f) Telephone conversation

Thumb rules, voice modulation, tone, do's & don'ts, manners and accent

(g) Basic concept of Recruitment and Selection

Intent and purpose, selection procedure, types of interviews

(h) Preparing for interviews

Self planning, writing winning resume, knowledge of company profiles, academics and professional knowledge review, update on current affairs and possible questions

(i) Facing an interview panel

Time – keeping, grooming, dress code, document portfolio, frequently asked questions and their appropriate answers, self – introduction, panel addressing, mental frame – work during interviews

(j) Presentation

Presentation skills, seminar skills role – plays

(k) Electronic Communication Techniques: E mail, Fax,

Travel & Hospitality Etiquettes: **Bus , Train, Flight, Hotel Manners**

Semester-II**HOUSEKEEPING****PAPER CODE: DEBHM-201****External: 70****Internal: 30****Note:**

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit 1

The Housekeeping Department: Introduction to Housekeeping Department, Meaning of Housekeeping in Hotel, Importance of Housekeeping Department, Responsibilities of Housekeeping Department, Layout of the Department, Departments that Housekeeping Coordinates with the Other Departments, What does a room mean to a guest?

Unit 2

Organization Structure and Qualities of Housekeeping Staff: Organization Structure, Personal Attributes of Housekeeping Staff, Pleasant Personality, Physical Fitness, Personal hygiene.

Unit 3

Types of Rooms, Registers and Files Maintained: Types of Rooms, Guest Room Status, Guest Floor Rules, Housekeeping Control Desk, Handling Telephone Calls, Paging Systems and Methods, Handling Difficult Situations, Handling Room Transfers.

Unit 4

Public Area Cleaning and Room Cleaning Procedures: Cleaning of Public areas, Briefing and Scheduling of Staff, The Maid Cart, Cleaning Procedure of a Room, The Procedure of Room Maintenance, Evening Service, Second Service, Weekly Cleaning Procedure, Preparing a Room Report, Practices and Procedure for Floor Linen Room, Storage Tips. Care and Storage of out of Service Furniture, Linen room, Some Storage Tips and Practices, Par Stock, Inventory Control, Stock Taking, Exchange of Linen and Uniforms, Exchange of Linen/Uniforms with Laundry, Housekeeping Supply Room.

Unit 5

Laundry Services and Other Housekeeping Practices and Glossary: Laundry Services, the Laundry Process, Stain Removal, Dry-Cleaning, other Housekeeping Practices, Lost and Found Procedure, Carpets, the Flower Arrangements in Hotel, Fire Prevention, Training Meaning and Work of Cleaning Agents types of Detergents.

FRONT OFFICE OPERATION I**PAPER CODE: DEBHM-202****External: 70****Internal: 30****Note:**

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Introduction to Front Office Department: Evolution of Hotel Industry, Growth & Development of Hotel Industry, Classification of Hotel, Star System, Other Categories, Introduction & layout of Front Office Department, Different Sections of Front Office Department, Reservation, Reception, Information, Bell Desk, Cashier, Telephone, Business Center, GRE Desk, Importance of Front Office Department, Attributes of Front Office Staff, Coordination of Front Office with other departments, Housekeeping, Food and Beverage Service-Room Service, Maintenance, Stores, Sales.

The Guest Room, Tariffs and Plans: Categorizing the Guest Room, Types of Room, Room configurations, Room Designations, Room numbering, Room status Reconciliation, Tariff, Basis of charging, Tariff fixation, 24 hours basis/ number of night, Check out time day rate/discount, Meaning of Plan, European Plan, Continental Plan, Bermuda Plan, American Plan, Modern American Plan, Importance of communication system.

The Guest Cycle, Reservation and Registration System: Guest cycle, Reservation system, Sources and modes of reservation, Types of reservation, Computerized Reservation System, Reservation Record, Confirmation, Amendment and Cancellation, Group reservation, Registration System, Pre-registration Process, Guest Amenities, beginning the day at reception, Registration procedure, 'C' Form, Room Rack, Mail and key rack.

Luggage Handling, Complaints and Night Audit: Bell desk, Handling of Luggage, Left luggage handling, Complaints, Nature and Type, Handling of complaints, Follow-Up Procedures for Handling Complaints, Activities during guest stay, Wake call, Mail handling, Message handling, Room change procedure, Safe deposit facility, Night audit process, Purpose of night audit, Role of Night auditor.

Checkout and Bill Settlement: Guest checkout, The checkout procedures, Late checkout, Express checkout (ECO), Self checkout, Unpaid account balance, Method of settlement, Cash Mode, Credit Mode, Front Office Terminology.

PRINCIPLES OF COOKERY

PAPER CODE: DEBHM-203

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Introduction to Cookery: Aims and Objectives of Cooking, Raw Materials-Introduction. Classification and Use according to their Function Principles of food storage, Preparation of Ingredients. Mise-en-place, Methods of mixing, Texture fault and remedies. Effect of heat on food. Methods of cooking Temperature, Common culinary terms.

Kitchen Organization: Kitchen Organization. Sections of Kitchen, Kitchen Staff, Duties and Responsibilities of kitchen staff, Personal hygiene of kitchen staff, Working relationship. Self development, Co-ordination of kitchen staff with other departments, Sanitation and Safety precautions in Kitchen, Sanitation and Food Hygiene, Safety Precautions, Equipments and Tools used in Kitchen, Classification of equipments Weights/Sizes. Kitchen Equipments large Equipments, Mechanical Equipments, Small Equipments and Utensils.

Stock, Basic Sauces and Soups: Introduction of Stock, Classification of stock, Method of Preparation. Basic Sauces Introduction, Importance, Basic Sauces, Method of Preparation, Introduction of Soups, Services and Preparation of Sopups, Garnishes for Soups, Classification of Soups, International Soups.

Production Management: Production Management - Introduction, Kitchen Layout, Receiving and Preparation Area, Cooking Area, Wash up Area, Safety Precautions, Weight and Measures, Introduction to Larder, Functions and Importance Different Equipments and Larder Products, Galantine, Ballotine, Aspic, Chaudfroid.

Menu Planning: Introduction, functions of Menu, Parameters of quantity food menu Planning, Planning of menu for Quantity food Outlets, Canteen for Schools and Collages, Institutional Catering, Industrial Catering, Airlines, Railways, Seaways, other Services.

FOOD AND BEVERAGE SERVICE-II

PAPER CODE: DEBHM-204

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Menu knowledge and accompaniments: The Menu, Menu Knowledge, Menu, 13 course French classical menu General accompaniments and covers. Accompaniments and covers for cheese.

Types of Breakfast and afternoon tea: English Breakfast menu-consist of two-eith courses usually includes a cooked main course; Continental Breakfast Menu – consists of hot croissants/brioche or toasts with butter and preserves & tea or coffee as beverage. Brekfast service. Afternoon tea service. High Tea.

Non-alcoholic Beverages: Tea. Coffe. Other stillroom beverages. Non-alcoholic dispense bar beverages.

Introduction to Gueridon Service: Introduction, Gueridon service, Introduction to carving and jointing. Dishes involving work on the gueridon.

Supervisory Aspect of Food and Beverage Service: Introduction, Legal Considerations, Food and Beverage Revenue Control. Beverage Control, Performance Measures, Customer Relations, Staff Organisation and Training.

FOOD PROCESSING AND PRESERVATION TECHNIQUES

PAPER CODE: DEBHM-205

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit 1. Food Colour and Flavour: Cholorophyll, Carotenolds, Anthocyanins, Betalaines, Melanins, Natural Food Colourants, Artificial food, Colourants, Flavour, Sensory Perception of Flavour, Specific Flavour, Synthetic Flavours Flavour Retention during Food Processing, Natural Development in Foods.

Unit 2. Food Additives and Micro-Organisms Associated with Foods: Food Additives, Micro-organisms associated with food, importance of mold in foods.

Unit 3. Fermented Food and Food Chemicals: Food Fermentation, Microbial cultural used in food industry, Fermented Dairy products, Fermented Meat products, Fermented Vegetables products, Fermented Oriented Food products, Other fermented food, Fermented for flavour production, Micro-organism as food single cell protein, Food Chemical.

Unit 4. Food Borne Diseases: Food borne diseases, Food spoilage, Food fit for consumption, Deterioration of food, quality, Causes of food spoilage, Spoilage of various foods and food products.

Unit 5. Food Preservation: Food Preservation and Use of High Temperature, Food Preservation by Evaporation and Drying, Low Temperature Food Processing and Preservation, Food Preservation by Irradiation and Allied Operation in Food industry, Methods of Food Preservation. Aspects Removal, Anaerobic Conditions, Preservation by Use of High Temperature.

WORKSHOP ON BUSINESS COMMUNICATION

PAPER CODE: DEBHM-206

External: 100

UNIT-I

COMMUNICATION –TYPES & PROCESS

Introduction, definitions, Process of communication, Types of communication, upward, downward, horizontal, vertical and diagonal, verbal, nonverbal and oral and written. Interpersonal communication - one way/ two way, Mediums of communication, Listening, Barriers to Communication

UNIT-II**WRITTEN COMMUNICATION**

Business report, business representation, formal letter. Drafting effective letter, formats, style of writing, Use of jargons. Handling meetings: Types of meetings, Structuring a meeting: agenda and minutes, Conducting a meeting.

UNIT-III**SPEECHES**

Drafting, a speech, presentation, Personal grooming, Paragraphs and creative writing, Extempore

UNIT – IV**GROUP PRESENTATION**

Realizing the difference between a team and a group. Audience orientation, group projects.

Planning a presentation - Mind Mapping, Theme, Subject, Handling question and feed back.

Practical's:

Remedial Grammar: Agreement of verb and subject; Nouns: singular or plural? Some special cases; The partitive use of *of*; Tenses: Simple and progressive (continuous) forms of the present tense, simple and progressive forms of the past tense, the progressive form of the perfect and tense with since; the courtesy words *please* and *thank you* ; Dates and The Time.

Listening On The Job: Definition, importance and types of listening, Listening barriers, Guidelines for effective listening.

Effective Speaking: Addressing a group, Essential qualities of a good speaker, Audience analysis, Defining the purpose of a speech, organizing the ideas and delivering the speech: Practice delivering the speech.

Suggested Topics : Like 1. Promotion of awareness among high school students towards career in hospitality Industry. 2 Effective Communication for successful career etc

Introduction to Group Discussion Techniques with Debate and Extempore, Employment Interview,

Dialogue Writing focusing situations in hospitality sector. Hotel Terminology.

Practical aspects like:

1. Practicing role-play
2. Organize group discussion on : how to succeed in an interview
3. Organize debate competition.

ENVIRONMENTAL STUDIES***PAPER CODE: DEBHM-207****Internal: 100**

BACHELOR OF TOURISM MANAGEMENT (BTM)

First Semester

PRINCIPLES OF TOURISM MANAGEMENT

PAPER CODE: DEBTM-101

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks the theory marks secured by the candidate shall be proportionately enhanced.

Unit-1

Concept of Tourism and Industrial Background: Tourism: The Basic Concept, Tourism through Ages, Tourism in the Twentieth Century, General Tourism Trends, Types of Tourists, Tourism, Recreation and Leisure, their Inter-relationships.

Unit-2

Psychological Dimensions and Motivation of Travel: Introduction to Tourism in India, Definition of Motivation, Travel Motivators, Tourism as a Service Industry.

Unit-3

Tourism: Types, Forms, Products and Attractions: Tourism Activity, Inter-regional and Intra-regional Tourism, Inbound and Outbound Tourism, Forms of Tourism, Nature, Characteristics of Tourism Industry, Elements and Characteristics of Tourism Products, Tourism Product System, Tourism Product Life Cycle, Potential Areas for Innovation in Tourism.

Unit-4

Tourism and Transportation: Tourism and Transportation, Air Transportation, Land Transportation, Rail Transportation, Water Transportation, Management of Transport System in India, The Choice of a Mode of Transport.

Unit-5

Tourism: Planning Policies, Organization and Marketing: Need for Tourism Planning, Steps in the Planning Process, Organization of Tourism, Tourism Information Offices, Tourism Policy of India: An Exploratory Study, Tourism Marketing, Tourism Promotion.

FOUNDATION COURSE IN MANAGEMENT

PAPER CODE: DEBTM-102

External : 70

Internal : 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.

2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

UUNIT 1

Definition, Functions, Process and Importance of Management Managerial Roles, Managerial Skills and Activities.

UNIT 2

Differences between Management and Administration Importance of Values and Ethics in Management.

UNIT 3

Evolution of Management Thought, Various Approaches to Management, Functions of Management.

UNIT 4

Nature and Purpose of Planning, Objectives, Types and Significance of Planning, Steps in Planning, Decision-Making.

UNIT 5

Nature and Purpose of Organizing, Organizing Principles, Span of Control, Line and Staff Relationship, Authority, Delegation and Decentralisation, Effective Organizing, Organizational Structures, Formal and Informal Organizations.

UNIT 6

Nature and Purpose of Staffing, Manpower Planning, Recruitment and Selection, Training and Development, Performance Appraisal.

UNIT 7

Directing: Effective Directing, Supervision, Motivation, Theories of Motivation, Job Satisfaction.

UNIT 8

Leadership: Concepts, Theories and Styles, Communication Process: Channels and Barriers, Effective Communication.

UNIT 9

Controlling: Elements of Managerial Control, Control Systems, Management Control Techniques, Effective Control Systems.

UNIT 10

Coordination: Concepts, Importance, Principles and Techniques of Coordination Concepts of Managerial Effectiveness.

TOURIST GUIDE AND TOUR OPERATIONS

PAPER CODE: DEBTM-103

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive

examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit 1

Tour Operators and Tour Operations: The Tourist Guide, Duties and Responsibilities of a Tourist Guide, Categories of Tourist Guide, Tour Managers, Types of Tour Operators, Tour Wholesalers, Designing a Tour, Tour Operation, Input and Output of Tour Operation, Reservation System, Centralized Reservation System (CRS).

Unit 2

Tour Packages and Itinerary Planning: Package Tours, Categories of Package Tours, Types of Tour, Group Inclusive Tour, Free Individual Travelers, Package or Inclusive Tours, Travel Agency Resources, Computer Reservation System, Printed/Published References, Essentials of Itinerary Planning, International Time Calculator, Timetables, Constructing a Connection, An Official Airline Guide.

Unit 3

Tour Planning and Pre-tour Preparation: Tour Planning; New Destination, Package Pricing Strategies, Elements of Pricing, Factors Affecting Pricing, Pre-Tour Preparations, Tour Operational Techniques.

Unit 4

Reservation of Tourist Accommodation: Accommodation Sector, Hotels Industry in India, HAI, FHRAI, Hotel Meal Plans and Rates, Room Categories, Bedding Types, Room Locations, Hotel Reservation.

Unit 5

Tourist Transport: Tourist in India, Role of Transport in Tourism, Road Travel and Tourism, Rail Travel and Tourism, Sea Travel and Tourism, Air Travel and Tourism, Travel Documents.

TOURISM ECONOMICS

PAPER CODE: DEBTM-104

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-1

Introduction to Economics: Introduction to Micro Economics, Micro Economics, Ceteris Paribus, Concept and Types of Equilibrium, Positive and Normative Economics, Relation between Economics and Managerial Economics, Functions, Equations, Identities, Graphs, Lines and Slopes, Limits and Derivatives, Shifts of and Movement Along Curves, Time Series and Scatter Diagrams.

Unit-2

Demand Analysis: Introduction Objectives, Consumer Theory, Derivation of Demand Curve, Market Demand, Price Elasticity of Demand, Elasticity of Demand and Total Revenue, Income Elasticity of Demand, Cross-Price Elasticity of Demand, Demand Forecasting, Time-series Analysis, Review of Key Terms.

Unit-3

Supply and Cost Analysis: Objectives, Price Elasticity of Supply, Supply and Costs, Short-run Costs, The Short-run Supply Curve Under Perfect Competition, Long-run Costs, Internal Economies of Scale, External Economies of Scale, Review of Key Terms.

Unit-4

Market Structure: Meaning, Classification of Markets, Perfect Competition, Monopoly, Duopoly, Oligopoly, Monopolistic Competition.

Unit-5

The Hotel Industry and Economic Development: Role of Economics in the Hotel Industry, Historical Background, The Lodging Industry, Hoteling in India, Significance of the Hotel Industry, Tourism, Forms of Tourism, Objectives of Tourism, Significance of Tourism, Growth of Tourism, Foreign Exchange Earnings between 1991–2001, The Types of Hotels, Constraints of Tourism, Tourism Policy, Economic Development, Meaning and Measurement of Economic Growth, The Causes of Economic Growth, Economic Growth in Developing Countries.

APPLICATION OF COMPUTERS**PAPER CODE: DEBTM-105****External: 70****Internal: 30****Note:**

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Computer Fundamental: Introduction, Evolution of Computer, Block Diagram of Computer, Functions of each Part, Organization of Computer, Characteristics of Computer, Various Fields of Computer, Classification of Computer, Introduction to Input and Output Devices, Monitor and its Types, Printer and Its, Types, Memory, Language, Data Representation

Operating System: Introduction of Operating System, Function of Operating System, Types of Operating Systems, Booting Procedure, Basic System configuration, Important Terms, MS-Dos

Microsoft Windows: Introduction, Unit Objectives, Overview of Different Versions of Windows, Basic Elements of Windows, Anatomy of an Application Window, Customising Windows, Working with Windows, Exploring Control Panel, Managing files and Folders, Overview of Windows Explorer, Windows Accessories

Computer Application in Business: Meaning and Classification of Market, Capabilities of Computer, Application of Information System (IS), Frontline Information and Database, Websites and Other Utility Softwares, Utility Softwares

Communication and Networking: Networking Concepts, Communication Media, Networking Devices, Internet Services Provider, Digital Device in Mobile, Use of e-Mail, Browsers and browsing a Websites, Browsing of Websites, Searching Required Information on Internet using Search Engines.

WORKSHOP ON PERSONALITY DEVELOPMENT**PAPER CODE: DEBTM-106****External: 100****(a) Personality Enrichment**

Grooming, Personal hygiene, Social and Business and Dining Etiquettes, Body language use and misuse, Art of good Conversation, Art of Intelligent Listening

(b) Stress Management

Meaning, purpose, techniques

(c) Personality Development Strategies

Communication Skills, Presentation Skills, Public Speaking, Extempore Speaking, importance and art of 'Small Talk' before serious business

(d) Interpersonal Skills

Dealing with seniors, colleagues, juniors, customers, suppliers, contract workers, owners etc at work place

(e) Group Discussion

Team behavior, how to effectively conduct yourself during GD, do's and don'ts, clarity of thoughts and its expression

(f) Telephone conversation

Thumb rules, voice modulation, tone, do's & don'ts, manners and accent

(g) Basic concept of Recruitment and Selection

Intent and purpose, selection procedure, types of interviews

(h) Preparing for interviews

Self planning, writing winning resume, knowledge of company profiles, academics and professional knowledge review, update on current affairs and possible questions

(i) Facing an interview panel

Time – keeping, grooming, dress code, document portfolio, frequently asked questions and their appropriate answers, self – introduction, panel addressing, mental frame – work during interviews

(j) Presentation

Presentation skills, seminar skills role – plays

(k) Electronic Communication Techniques: E mail, Fax,

Travel & Hospitality Etiquettes: **Bus , Train, Flight, Hotel Manners**

Semester-II**CULTURAL HERITAGE OF INDIA****PAPER CODE: DEBTM-201**

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
 2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.
- 1. Cultural and Heritage Tourism:** Cultural Tourism: Introduction, Cultural and Tourism-Relationship, Culture and Heritage. Tourism, Heritage Tourism: Introduction, Heritage: Concept, Heritage Product, Heritage Tourism, Heritage: Indian Context, Cultural Tourism in India, Indian Music, Indian Dance, Art and Crafts, Indian Architecture, Temple Architecture, Mughal Architecture, Indo-European Architecture, Monuments of India, Festive Heritage, Famous Festivals of India, Cultural Heritage Fair of India, Famous Fairs in India, Cuisines in India, Costumes in India. Languages in India, Tribes in India, Enacting Art, Performing Culture of India, Music of India, Dances of India, Creative Heritage,

Discovered Heritage and Religious Heritage, Architecture in India, Excavations in India, Forts in India, Monuments in India, Museums in India, Religious Heritage, Pilgrimage in India, Temples in India, Gurdwaras in India, Mosques in India, Churches in India.

2. **Heritage Tourism in India and Tourism Aspects:** Art and Craft tours of India, Festival Tourism in India, Monuments of India, Pilgrimage Tourism in India, Museum Tours of India, Railway Tourism in India, Hotels and Resorts in India, Yoga Tours of India.
3. **Monuments and Museums:** Monuments during the Ancient Period, Stupas, Major Styles Shapes, Plans, Languages of Temples, Moghul Architecture, Christian and Sikh Architecture, Public Buildings, World Heritage Sites of India, Role of Archeological, Survey of India, Museums-History of Indian Museums, Types of Museums.
4. **Living Culture and Performing Arts:** Living Culture, Paintings, Miniatures, Folk Art and Painting, Madhubani, Warli Painting, Indian Tribal Paintings, Rajastani Phad Paintings, Glass Paintings, Thangka Paintings, Batik Painting, Handi Crafts of India, String Puppets, Dolls of India, Textiles, Paithani, Patola, Phulkari, Chikankari, Kin Khwab, Jamawar, Kantha, Bandhej, Jamdani, Fold Dances of India, Classical Dances, Music, Indian Musical Instruments, Spiritual Arts and Performing Arts.
5. **Cultural Tourism in India — Its Promotion and Publicity:** Cultural Heritage of India, History of Religion, National Parks and Sanctuaries, Adventure Sports and Special Interest Tours, Place on Wheels, Heritage Hotels, Tourism Publicity and Promotion and Marketing of Tourism Cultural Tourism.

BUSINESS COMMUNICATION SKILLS

PAPER CODE: DEBTM-202

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit 1

Essentials of Grammar: Parts of Speech, Some Important Aspects, Noun, Pronoun, Adjective, Verb, Adverb, Prepositions, Conjunction, Use of Articles

Unit 2

Vocabulary Extension: Introduction, Synonyms and Antonyms, Idioms and Phrases

Unit 3

Paragraph Writing and Comprehension: Paragraph Writing, Paragraph Development by Examples, Paragraph Development by Comparison, Paragraph Development by Contrast, Paragraph Development by Definition, Paragraph Development by Classification, Paragraph Development by Space and Time, Paragraph Development by Process Description, Paragraph Development by Cause and Effect, Paragraph Development by Generalization, Comprehension

Unit 4

Mechanics of Writing: Stages of Writing, Preparing Notes, How to Compose Business Messages; Style and Tone, Dictionary and Thesaurus. Usage, Punctuation, Deleting Redundancies/Using Simple Words

Unit 5

Business Correspondence: Essentials of Effective Letter Writing, Language of Business Writing, Appearance of Business Letter, Printed Stationary, Parts of Letter, Styles of Layout, Planning the Letter, Composing the Letter, Types of Letters.

TOURISM PRODUCT OF INDIA I (NATURAL)**PAPER CODE: DEBTM-203****External: 70****Internal: 30***Note:*

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I

India: General introduction, states & capitals, physiographic units, seasons and climatic regions & their impacts on tourism. Natural vegetation & wild animals of India & wild life tourism, India: a destination for all reasons & seasons.

Unit-II

The Northern Mountains: General introduction of the Himalayas & other ranges, their importance for religious, hill station & adventure tourism. A case study of Sri Nagar, Shimla, Nainital, Darjeeling & Gangtok.

Unit-III

The Central Plains: General introduction of deserts & central plains. Their importance for cultural, religious & adventure tourism. A case study of Amritsar, Jaipur, Delhi, Lucknow, Kolkata.

Unit-IV

The Peninsula: General features of Indian peninsula with their tourism significance. A case study of Bhopal, Khajuraho, Hyderabad, Bangalore, Ooty The coastal plains and islands: General features of coastal regions, their importance for religious, cultural & beach tourism. A case study of Mumbai, Goa, Cochin, Chennai, Andaman & Nicobar.

TOURISM PRODUCT OF INDIA II (CULTURAL)**PAPER CODE: DEBTM-204****External: 70****Internal: 30***Note:*

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit I: Introduction to Culture

- Culture: Concept and its essential Features
- Indian Culture: Fundamentals of Indian Culture; Indian culture through the ages
- Culture and tourism relationship with special reference to India

Unit II: Indian Architecture – I

- Buddhist Architecture: Ajanta, Ellora and Sanchi
- Hindu Architecture: Khajuraho temples, Sun temple of Konark, Shore temple of Mamallapuram and Brihadisvara temple at Thanjavur
- Medieval Architecture: Taj Mahal, Red Fort of Delhi, Fatehpur Sikri and Qutub Minar

Unit III: Dances and Music of India

- Classical Dances of India
- Classical Music of India

Unit IV: Major Fairs and festivals of India and their significance for tourism: Holi, Dussehra, Diwali, Baisakhi, Pongal, Bihu, Desert festival – Jaisalmer, Surajkund Craft fair, International Trade Fair - New Delhi

RELIGIOUS TOURISM IN INDIA**PAPER CODE: DEBTM-205****External: 70****Internal: 30****Note:**

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

UNIT I: Major Religions in India – I

- Hinduism (Vedic, Bhagvatism and Shaivism streams): basic features; Growth over the Years
- Buddhism and Jainism: Their teachings and Philosophy

UNIT II: Major Religions in India – II

- Islam and Christianity in India: Basic Features and geographical Extent
- Sikhism: Basic Features

UNIT III: Major Religious Destinations of India – I

- Hinduism: Four Dhams i.e. Badrinath, Rameshwaram, Puri and Dwarka; Varanasi, Mathura - Vrindavan, Haridwar, Vaishno Devi, Allahabad and Tirupati
- Buddhism & Jainism : Bodh Gaya, Sarnath, Mount Abu, Palitana
- Islam, Christianity and Sikhism: Ajmer, Goa and Amritsar,

UNIT IV: Religious Tourism: An Overview

- Religious Tourism: Concept, Definition and Significance
- Trends and Pattern in Religious tourism in India
- Problems and Prospects of Religious Tourism in India

FIELD TRIP REPORT
PAPER CODE: DEBTM-206

Evaluation of Field Trip Report: 50
Viva-Voce of Field Trip Report: 50

The examination shall be conducted by the Board of Examiners AS PER PROVISIONS IN THE ORDINANCE.

**ENVIRONMENTAL STUDIES (COMMON WITH ALL
GRADUATE COURSE)**

PAPER CODE: DEBTM-207

Internal: 100

BACHELOR OF SCIENCE (ANIMATION OF MULTIMEDIA)

First Semester

INTRODUCTION TO COMPUTER & INTERNET

PAPER CODE: DEBAM-101

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks the theory marks secured by the candidate shall be proportionately enhanced.

Unit 1

Introduction to Computers: What is a Computer? Some Beginning Terms, What Makes a Computer Powerful, Speed, Reliability, Storage, Diligence, Versatility, Power of Remembering, No IQ, No Feeling, History of Computer, Calculating Machines, Napier's Bones, Slide Rule, Pascal's Adding and Subtractory Machine; Leibniz's Multiplication and Dividing Machine, Babbage's Analytical Engine, Mechanical and Electrical Calculator, Modern Electronic Calculator, Computer Generations, First Generation Computers, Second Generation Computers, Third Generation Computers, Fourth Generation Computers, Fifth Generation Computer, Types of Computers, Personal or Micro, Descriptions of Personal Computers, Main Frame, Supercomputers Server, Minicomputer.

Unit 2

Computer Organisation: Introduction, Basic Computer Operations, Input, Storage, Processing, Output, Control, Functional Units, Arithmetic Logical Unit (Alu), Control Unit (Cu), Central Processing Unit (CPU), Memory System in a Computer, Capacity of Primary Memory, Random Access Memory (Ram), Read Only Memory (Rom), Prom, Eprom, Cache Memory, Registers, Secondary Storage, Magnetic Tape, Magnetic Disk, Optical Disk.

Unit 3

Software Application: Word processing, Create, Format, Print, Desktop publishing, Levels of Software, Spreadsheet, Database, Types of databases, Relational Database, Queries, Graphics Programs, Paint, Drawing Programs, Animation and Video Programs, Presentation, Programs, Communication Programs, FTP (File-Transfer Protocol). Chat, Instant, Messaging, HTML Editor, Project Management Program Integrated Software.

Unit 4

Input to Computers: Types of Input, Keyboard, Mouse, Trackball, Glide-pad, Game Devices, Pen, Touch-screen, Digitizers and Graphic Table, Point-of-sale Terminal (POS), Multimedia, Sound Input, Voice Input, Video Input, Data Automation, General Devices, OCR Software, Checking for Accuracy.

Unit 5

Data Processing: Processing is the Thinking, Processing, Digital Data, Digital Codes, Unicode, Parity, Machine Cycle, Speed, Memory Addresses, Update, Processor Speed, Physical Components, Microprocessor, ROM (Read Only Memory), Memory Devices, Memory Speed, Motherboard, ISA Slots, PCI Slots, Connectors, Memory Slots, Keyboard Plug, Power Connections, Processor Socket.

Unit 6

Output Devices: Types of Output, Categories of Output, Printer Features, how fast?, what Print quality?, what Printer will Print?, Cable Connection, Serial Cable, Parallel Cable, USB Cable, Types of Printers, Impact Printers, Types of Impact Printers, Non-Impact Printers, Types of Non-Impact Printers, Screen, LCD screen, Screen Features, Type of Screens.

Unit 7

Data Storage: Data Storage, Magnetic Disk, Types of Magnetic Disks, Disk Format, Tracks, Sectors, Clusters, Cylinders, Disk Capacity, Accessing Data, Magnetic Tape, Types of Tape, Tape Formats, Optical Disks, Advantages of Optical Disks, Disadvantages of Optical Disks, Care of Optical Disks (CDs, DVDs), Recording.

Unit 8

Internet Basks: What is the Internet?, Interoperable, Packet Switched, Data, Network, TCP/IP, e-mail, FTP, www, Gopher, Internet History, IP Address, Domain Name, Gateway, Repeater, Bridge, Router, Packet, Firewall Ethernet, WWW, Search Engine, URL, Home Page, Portal.

Unit 9

Internet Study: Introduction, Web Directories, Comprehensive Directories, Yahoo, Argus Clearinghouse Infoseek/Go Guide, Topical Directories, Search Engines, Crawlers, and Spiders, Alta Vista, Excite, HotBot, Lycos, Web Crawler, Meta-search Engines, Profusion. Search, Go2Net/MetaCrawie'r SavvySearch, Portals, My Yahoo!, Sbap.com, Search Strategies, AND, OR, NOT, Using the Wild Card, Beyond the Basics: Thinking Critically About Web Sites, Decoding Web Site Addresses, Evaluation of Information-Sources, How to Be Net Savvy.

Unit 10

Microsoft Word Xp 2003 Or 2002: Microsoft Word 2003/2002 for Windows, The Title Bar, The Menu Bar, The Ruler, Document View, Word 2002, Text Area, Exiting Word, Things You Need to Know, Click, Options, Word 2002. Nonprinting Characters, Recently Used File List, Setting Options, Highlighting Text, Highlighting Menu Items, Placing the Cursor Microsoft Word Basic Features, Typing and Using the Backspace Key, Inserting Text, Overtyping, Bold, Underline, and Italicize, Save File, More Basic Features, Open File, Cut and Paste, AutoText, Spell Check, Find and Replace, Font Size, Fonts, Save File, Working with Paragraphs, Sample Paragraphs, Space Before and Space, After, Line Spacing, Alignment, Hanging Indent Tab Key, Bulking, Numbering, Undo, Redo, and Printing, The Tab Key, Bullets and Numbering, Undo, & Redo, Selecting Accounting Software, Tables, Creating a Table, Moving; Around a Table, Selecting a Row and Bolding the Text, Right Aligning Text, Adding a New Row to the End of the Table, Adding a Row Within the Table, Resizing the Columns, Adding a New Column to a Table, Sorting a Table, The Sum Function, Deleting a Column, Merge Cell, Table Headings Converting Text to a Table, Splitting a Table, Table AutoFormat.

INTRODUCTION TO MULTIMEDIA AND ITS APPLICATION

PAPER CODE: DEBAM-102

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-1

Introduction to Multimedia Systems: History of Multimedia Systems, What is Multimedia? Challenges for Multimedia Systems, Desirable Features for a Multimedia System, Components of a Multimedia System, Applications, Trends in Multimedia.

Unit-2

Multimedia Systems and Applications: Categorization of Multimedia, Major Characteristics of Multimedia, Terminology, Usage, Structuring Information in a Multimedia Form.

Unit-3

Computer Graphics: Computer Graphics, Bitmap Images, Vector Graphics, Graphics Software, Graphics File Format.

Unit-4

Computer Animation: Introduction, Early Animation Techniques, Innovations of Animators at Disney, Types of Animation, Software for Animation, Difference Between Traditional Animation and Computer Animation, Pixar and Disney Studio.

Unit-5

Interactive Media: Introduction, Terminology, World Wide Web, Internet Forums, Computer Games, Mobile Telephony, Interactive Television, Hypermedia.

Unit-6

Multimedia Hardware: Multimedia Computers, Input Devices, Output Devices, End User Hardware Issues, Storage, Buses.

Unit-7

Multimedia in Education: Introduction, Terminology, Education Online, The Problem is the Solution, A Vision for the Future, Conclusion.

Unit-8

Multimedia and Virtual Reality: Introduction to Multimedia and Virtual Reality, Technological Issues, Computer Science Aspects, User Interface, Interaction with Geographic Information, Applications, Potential.

Unit-9

Multimedia: Application and Future: Multimedia, Applications For Multimedia, Multimedia in the Future.

DRAWING AND SKETCHING**PAPER CODE: DEBAM-103****External: 50****Practical: 50****Note:**

1. There will be 50 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit 1: Introduction to Drawing

How to Draw, How to Choose a Pencil, How to Improve Your, Drawing Skills, How to Ink a Drawing, How to Sketch.

Unit 2: Drawing Shapes and Forms

Draw a Box, Draw a Circle, Draw a cylinder, Draw a Hexagon, Draw a Perfect Pentagon, Draw a Octagonal Based Pyramid, Draw a Cartoon Car, Draw a Simple House

Unit 3: Drawing Text and Lettering

How to Draw 3D Block Letters, How to Draw Bubble Letters, How to Make an Ambigram, How to Have Beautiful Writing , How to Improve Your Calligraphy Writing, How to Design a Logo

Unit 4: Drawing Realistic and Cartoon Characters

How to Draw Basic Human Figures, Hoe to Draw a Body , How to Draw People, How to Draw Realistic People, How to Draw Human Faces, How to Draw a Cartoon Man, How to Draw a Funny Looking Face, How to Draw a Simpsons Character

Unit 5: Drawing Animals

How to Draw Realistic Animals with Depth, How to Draw an Elephant, Draw a Horse, How to Draw a Bird, Hoe to Draw a Cat, How to Draw a Dog, How to Draw a Pig, How to Draw a Dog Face, How to Draw a Frog

Unit 6: Cartoon and Comic Drawing

How to Draw a Cartoon like Face, How to Draw Bobble Men , How to Draw a Cartoon Cat, How to Draw a Cute Cartoon Person, How to Draw a Cartoon Monkey, How to Draw a Stick Figure, How to Draw Monsters, How to Draw a Sea Creature

Unit 7: Perspective Drawing

One Point Perspective, Two Point Perspective

TYPOGRAPHY**PAPER CODE: DEBAM-104**

External: 50

Practical: 50

Note:

1. There will be 50 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Type Technology: History and Emergence

Type Technology-The Four Revolutions, Type Forms Through the Centuries, Decorative & Display Type, Synthesis.

Typography

Introduction to Typography, Design, Basic Type Anatomy, Major Typeface Classifications, Letter spacing, Type Measurement, Font-Type Definitions, Typographic Terms, When Choosing Typefaces do.

Typographic Design Consideration

Measure the Measure, Hanging Punctuation, Ligatures, Typographic Hierarchy – Size, Typographic Hierarchy - Weight.

In-Design Tutorial for Typographic Designs

Tutorial #1: Simple Type Exercise, Tutorial #2: Simple Formatting, Tutorial #3: Simple Table, Tutorial #4: Complex Formatting, Tutorial #5: Graphic Creation.

Copy Preparation, Design and Layout

Copy Preparation, The Printers' Point System, Principles of Design, Margins, Layouts for DTP & Printing, Type Faces, Classification of Types, Type Setting, Proof Reading.

File and Font Formats

File Formats, File Format Extensions, Font Formats, Font Format Extensions.

Second Semester**COMPUTER GRAPHICS PART I: PHOTOSHOP****PAPER CODE: DEBAM-201****External: 50****Practical: 50****Note:**

1. There will be 50 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Introduction: What is Photoshop?, The RGB Color Space, Digital Image Types: Vectors and Bitmaps, Internet Image Standards.

Photoshop Workplace: The Workplace, The Photoshop Workspace, Preferences, ImageReady.

Creating Images: Creating New Images, Contents, Image Window, Scanning Images into Photoshop, Importing Existing Images into Photoshop, Magnification/Navigation Controls, The History Palette, The Snapshot.

Creating and Using Selections: Selections and Channels, Multiple Selections, Modifying Selections, The Info Palette, Moving Selections, Selection Tool Options, Creating Selections in Quick Mask Mode.

Photoshop's Layer: Layers, Using Layers, Creating New Layers, Text and Layers, Layer Styles, Managing Layers.

Editing Images: Using the Painting and Drawing Tools, Pattern Stamp Tool, Gradient Tool, Using the Type Tool, The Character Palette, The Paragraph Palette, Fine-Tuning Filters with Fade, Curves, Adjustment and Fill Layers.

Editing Vector Shapes: Working with Vector Content, Creating a Selection from a Path, The Shape Tools, Combination Options, Generic Shape Tool Options, Layer Style.

Creating Static Image: Creating a Logo in Photoshop, Preparing the Logo for the Internet, Save for Web, Creating a Custom Logo.

COMPUTER GRAPHICS PART II: ADOBE ILLUSTRATOR**PAPER CODE: DEBAM-202****External: 50****Practical: 50****Note:**

1. There will be 50 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit 1

Understanding Illustrator: Understand Illustrator's Role in the World of Digital Graphics, Get Your Hands Around Illustrator's Curves, Understand Paths, Anchor Points, and Fills, Use Illustrator with Other Programs, Get Around in Illustrator, Open a File, Use the Window Menu to Organize Views, Work with Palettes, Use Illustrator's Toolbox, Tools in Illustrator, Default Displayed Tools, Tearoffs, Pan Tools, Line Segment Tools, Rotate Tools, Warp Tools, Sprayer Tools, Eyedropper Tools, Hand Tools, Direct Selection Tools, Type Tools, Shape Tools, Scale Tools, Pencil Tools, Graph Tools, Blend Tools, Scissors Tools, Fills and Views

Unit 2

Creating Documents: Set Up a New Document, Customize Preferences, Set Default File & Clipboard Settings, Navigate Your Page

Unit 3

Draw with the Pencil and Brush Tools: Draw with the Pencil Tool, Edit Anchor Points with the Direct Selection Tool, Define Caps and Joins, Assign Stroke or Fill Colors with the Eyedropper or Paint Bucket Tool

Unit 4

Draw with the Pen Tool: Pen Tool, Create and Edit Smooth Anchor Points, Draw Wave Forms, Manipulate Control Points, Edit with the Pen Tool, Manage Paths.

Unit 5

Work with Shapes: Shapes, Draw Ellipses and Circles, Draw Polygons and Stars, Flare Tool, Pathfinder Tools, Use Shape Modes

Unit 6

Scale, Skew, and Rotate: Scale, Skew, and Rotate, View a Bounding Box, Resize and Reshape with a Bounding Box, Rotate and Flip with a Bounding Box, Use More Transform Tools

Unit 7

Text Formatting: Format Characters, Define Stroke and Fill for Type, Format Paragraphs, Align Paragraphs, Display Hidden Characters, Set Tabs, Define Type Styles, Convert Text to Outlines

Unit 8

Import Artwork: Import Art, Choose Between Importing and Linking, Trace Imported Bitmaps, Organize Bitmaps with the Links Palette

Unit 9

Filters and Effects: Applying Effects, Two Types of Effects, Path-Bending Effects, Convert To Shape Effects, Path Effects, Pathfinder Effects, Rasterize Effects, SVG Filter Effects, Warp Effects, Exploring Fill Effects, Applying Filters, Applying a Gradient Mesh

PRINT MEDIA PART I: COREL DRAW

PAPER CODE: DEBAM-203

External: 50

Practical: 50

Note:

1. There will be 50 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Object Overview: Object Overview, Pick Tool Overview, Shape Tool Overview, Zoom Tool Overview, Freehand Tool Overview, Rectangle Tool Overview, Ellipse Tool Overview, Spiral Tool Overview, Polygon Tool Overview, Graph Paper Tool Overview.

Tools: Selecting Objects, Align Objects, Distribute Object Sets, Group and Ungroup Objects, Modify Multiple Objects, Copy Object Properties, Using Guidelines, Undo/Redo/Revert Commands, Changing Object Order, Cut or Copy an Object.

Pattern Fill: Pattern Fill Overview, Using Preset Full color Fills, Loading Full Color Fills, Using Bitmap Pattern Fills, Load External Bitmap Fills, Using Pattern Fill Options.

Fill Tool: Fill Tool Overview, Creating Solid Fills, Fountain Fill Overview, Creating Linear Fountain Fills, Creating Radial Fountain Fills, Creating Conical Fountain Fills, Creating Square Fountain Fills, Creating Custom Fountain Fills.

Text Tool: Text Tool Overview, Create Artistic Text, Create Paragraph Text, Change Font, Set Default Font and Size, Align Artistic Text, Align Paragraph Text.

Vectors and Bitmaps: Vectors and Bitmaps, Set View, Work in Wire frame View, Hints for Learning CorelDraw, Menu Overview: Part 1, Menu Overview: Part 2, Dockers Overview.

Import/Export Overview: Import/Export Overview, Import a File, Edit Vector Import, Edit Bitmap Import, Export a File, Export GIF File, Export JPG File, Export AI File, Export CDR File.

PRINT MEDIA PART II: QUARK EXPRESS

PAPER CODE: DEBAM-204

External: 50

Practical: 50

Note:

1. There will be 50 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.

2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-1

Introduction: Introduction, Basic Objects - Boxes and Lines, Object Shape, Outline and Colour Properties, Tools and References

Unit-2

Setting Up Quarkxpress References: Part One: Setting up Application Preferences; Edit > References > Application.

Unit-3

Setting Up Quarkxpress References: Part Two: Edit > Preferences > Document, "General" tab, Paragraph tab, Character tab, Total tab and Trapping tab, Creating Setting Up QuarkXPress™ Tool Defaults - Part One, Creating Setting Up QuarkXPress™ Tool Defaults - Part Two, Setting up the Colour Palette.

Unit-4

Images with Embedded Clipping Paths in Quarkxpress: Clipping Paths.

Unit-5

Working with Master Pages in Quarkxpress: Master Pages, Changing Master Page Objects to Document Page Objects, How to Change the Margins.

Unit-6

Recovering from and Preventing Data Loss In Quark: Enable Auto Backups, Save Often, Make Laser Printouts, Data Recovery - Step by Step, Corrupted Image, Corrupted QuarkXpress Document File, Test Your Backups.

Unit-7

Appending H & JS in Quarkxpress: Hyphenation and Justification, Tips for Fast Working.

Unit-8

Creating Stroked Text in Quarkxpress: Introduction, Using Adobe Illustrator to Create the Effect, Using Quarkxpress to Create and Effect.

Unit-9

Working with EPS Files in Quarkxpress and Photoshop© - Part One: Introduction, Working with EPS Files.

ENVIRONMENT STUDIES (QUALIFYING SUBJECT)*

PAPER CODE: DEBAM-205

Internal: 100

BACHELOR OF SCIENCE (INTERIOR DESIGN)

First Year

ARCHITECTURAL DESIGN-I

PAPER CODE: DEBSID-101

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks the theory marks secured by the candidate shall be proportionately enhanced.

INTENT

Introduce in to the mathematical mind set of the students from any stream an aesthetic line of thinking. Inculcating a sense of joy in 'design' and its process.

CONTENT

Potential of a line, composition using lines.

Two dimensional compositions of simple geometric shapes (triangles, rectangles, circles) as lines and as two dimensional solid shapes in monochromatic schemes and in color schemes.

Application of form and color in differing visual creative situation like design of a carpet, a sari border, a necktie, a rangoli, a pavement pattern, curtain fabric and the like. Exercises in composing 3 dimensional objects and their representation in 2-D

Exercises in design of simple mono cellular buildings like guard house, flower kiosk, milk parlor etc.

BUILDING CONSTRUCTION MATERIALS-I

PAPER CODE: DEBSID-102

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

INTENT

To introduce the students to the dynamics of Building Construction and an appreciation of the use of Building Materials in architecture and interior designing as an integral component of the conversion of design Concepts into tangible reality.

To make the students aware with the basic components of building envelope and to familiarize them with elementary and basic building material like brick and stone and with the principle of construction using these material.

CONTENTS

Basic components of a “building”
 Brick as a building material
 Brick Masonry tools
 Brick walling and joints
 Brick Jallies
 Brick Arches
 Stone as a building material
 Stone Masonry Tools
 Timber as a building material
 Carpentry tools
 Plywood and boards – types and qualities
 Types of Doors, Windows, Ventilators, and their details
 Moldings.
 Types of wooden staircase and their details
 Sliding and folding wooden doors, sliding wooden doors
 Substitute wood products

ARCHITECTURAL GRAPHICS–I**PAPER CODE: DEBSID-103****External: 70****Internal: 30****Note:**

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

INTENT

To develop the skill of drafting using computers/manually.

CONTENT

Acquaintance with the computer
 Introduction to drafting equipment/computers
 Drafting of lines, Orthographic projections, Representing simple solids, Lettering,
 Architectural Graphic Symbols, Drawing Scales, Measured drawing of a simple object/
 Drawing, editing, modifying commands in 2-d using AutoCAD, Setting and plotting drawings on standard formats Projection
 of group of solids, section of solids, development of surface, inter penetration of solids, isometric view of simple forms
 Axonometric view/Drawing, editing, modifying commands in 3-d using AutoCAD

GRAPHICS I

PAPER CODE: DEBSID-104

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

INTENT

To develop the skill of using the pencil in free hand drawing and rendering to support Architectural Design and Drawing

CONTENTS

Use of Pencil

Lines

Shading with pencil

Indoor sketching

Drawing scaled graphics

Use of pencil colors for rendering

Color wheel

Theory of color aesthetics

Representing building material and color

Use of poster color and rendering

Use of ink for rendering

Rendering on different kinds of paper

ESTIMATION AND COSTING-1

PAPER CODE: DEBSID-105

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

INTENT

To make students understand the importance, techniques of estimating and costing and valuation and principles of economics in building design.

CONTENT

- Importance and estimating costing
- Costing and valuation, different types of estimates
- Thumb rules used in estimating
- Methods of preparing BOQ, long wall short wall method
- Centre line Method
- BOQ for journey works
- Quantity estimation for finishes

HISTORY OF INTERIOR DESIGN–1**PAPER CODE: DEBSID-106****External: 70****Internal: 30****Note:**

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

INTENT

To inculcate the appreciation of 'History of Interior Design' in the larger context of Time, Space, Man and Architecture; to develop a curiosity of a past era; to appreciate the glory of a past era through its Architecture and interior design.

CONTENTS

This unit encompasses a broad survey of the history of design from the civilizations of antiquity to the opening of the 20th century – including architecture, industrial design, interior design and landscape architecture. It is a first year foundation unit and serves as preparation for more detailed and specialized studies in history and theory in subsequent years. Key designs, ideas and artefacts and the aesthetic, environmental, technological, socio-cultural and political factors that related to their production will be analysed.

FURNITURE DESIGNING- I**PAPER CODE: DEBSID-107****External: 70****Internal: 30****Note:**

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.

2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

INTENT

To appreciate “design”, the background thinking in the design of art forms; the design of furniture.

CONTENT

Meaning of design

Design in everyday life.

Elements of Design- Line, form, color texture

Principles of Design-Unity, variety, hierarchy,

Scale and proportions.

This unit focuses on furniture as an integral element of an interior environment and of personal and cultural identity. These aspects will be contextualized in an appropriate furniture design project.

Topics covered in this unit include:

- A focus on interaction factors such as visual cues and psychological responses
- An historical analysis of the role of furniture in interior design
- Historic, contemporary and future trends
- Furniture design and documentation

BUILDING SERVICES-I

PAPER CODE: DEBSID-108

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

INTENT

Basic intent of this course is to make student familiar with concepts of climatology which they can incorporate their design exercise.

CONTENTS

Traditional use of material and shelter design

Climate and its elements

Human Comfort design guidelines

Micro climate

204

Thermal comfort factors

Ventilation and air movement and their architectural implications

Basic introduction to plumbing, lighting, and air conditioning.

Note:

Detailed teaching programme to be made before the commencement of the academic year and circulated to the students at the commencement of the semester.

WORKSHOP-I

PAPER CODE: DEBSID-109

External: 100

INTENT

To appreciate the complexity of working by ones own hand; to familiarize students with the complexity of making quick and rendered models to sport design presentation.

CONTENT

Model making materials

Model making techniques for quick study models

Use of carpentry tools

Characteristics of wood

Exercise in making of carpentry joints

Exercises using commercial boards

Model making in mount board and thermocol

Making of one detailed model of a building

Tools for model making

Practicing cutting and joining for architectural models

Making one detailed model of individual designs

WORKSHOP ON

COMMUNICATION SKILLS AND PROFESSIONAL PRACTICE-I

PAPER CODE: DEBSID-110

External: 100

INTENT

To inculcate the technique and skill of effective communication mediums for the running of an effective architectural practice.

CONTENT

Principles of communication

Office English

Interview skill, technical presentation

Report writing

Writing for publication:

Spoken English (oral presentation)

Meetings

innovative English

Creative writing

ENVIRONMENT STUDIES (QUALIFYING SUBJECT)*

PAPER CODE: DEBSID-111

Internal: 100

Third Year

ARCHITECTURAL DESIGN-2

PAPER CODE: DEBSID-201

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

INTENT

Appreciation of the complexities and contradictions in the architectural design process

CONTENT

Exercises in design of small buildings like primary health clinic, nursery school, neighborhood shopping incorporating services.

Note:

Detailed teaching programme to be made before the commencement of the academic year and circulated to the students at the commencement of the academic year .

Visits to proto type situations to be arranged off the studio hours

At least 4 exercises should be done.

BUILDING CONSTRUCTION MATERIAL-2

PAPER CODE: DEBSID-202

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive

examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

INTENT

To understand the RCC construction details used in 3-4 storied buildings as a building material as well as in interior treatments.

CONTENT

RCC as a material
 RCC staircase
 Flooring and roofing details
 Detailed section through a 4 storied building
 Concept of frame structures
 Steel staircase
 Steel cladding
 Collapsible and rolling shutters
 Joinery details
 Kitchen detail
 Toilet detail
 Staircase detail
 Wardrobe detail
 Services layout

ARCHITECTURAL GRAPHICS-2

PAPER CODE: DEBSID-203

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

INTENT

To make students understand the concept of computer representation and study of advanced software.

CONTENT:

Autocad / Drawing, editing, modifying commands Revit, 3-D max introduction.

GRAPHICS-2

PAPER CODE: DEBSID-204

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

INTENT

The intention of this course is to further augment and enhance the architectural and interior rendering techniques of students using viral mediums (in relation to appropriate base material) with an ultimate objective, that at the completion of this particular programme the students should be able to render a set of arch. Presentation drawings of a small building in varied medium color pencil water color including landscape, automobiles and human figures.

CONTENT

Perspective drawing, its concepts and various elements and methods.

1 point perspective drawing of a simple situation

Shade and shadow of object of different shape at different levels and planes

Shade and shadows of architectural fenestrations

Shade and shadow of façade of simple building

Rendering of all architectural drawings in

Oil Patels

Markers

Charcoal Pencil

Cut and Paste

Water Color

Poster Color

Techniques for rendering drawings in color pencil, water color and

Rendering of plan, sections and elevation in different mediums

Rendering of two point perspective of a building in different mediums

Rendering of one point perspective of an interior space in ink

ESTIMATION & COSTING

PAPER CODE: DEBSID-205

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.

- Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

INTENT

To make students understand the importance, techniques of estimating and costing and valuation and principles of economics in building design.

CONTENT

- Principles of economics in building planning.
- Price rise Mechanism in tenders.
- Abstract of cost of estimate of Project.
- Valuation
- Various forms of tenders in building civil and interior works
- Analysis of rates for various building and interior works.

Note:

Detailed teaching programme to be made before the commencement of the academic year and circulated to the students at the commencement of the academic year.

DISPLAY

PAPER CODE: DEBSID-206

External: 70

Internal: 30

Note:

- There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
- Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

INTENT

To make students experiments in different types of Display in interior and exterior facades and places.

CONTENT

Various types of Display

FURNITURE DESIGNING -2
PAPER CODE: DEBSID-207

External: 70
Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

INTENT

To develop a creativity for furniture design understanding the comfort and aesthetics of an area. It is an advancement in design process for the students.

CONTENT

- Historic, contemporary and future trends
- Furniture design and documentation

BUILDING SERVICES–2 (LIGHTING/ACOUSTICS/AIRCONDITIONING)

PAPER CODE: DEBSID-208

External: 70
Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

INTENT

To understand the implication and application of natural and artificial lighting, importance of acoustics, and air conditioning in Architecture and interiors.

CONTENT

Natural lighting
Artificial lighting
Requirement for different situations
Lamps and luminaries
Outdoor lighting

210

Specialized lighting like art galleries etc.

Electrical system wires

Electricity distribution system with a building

Safety devices

Electrical wiring systems

Generation transmission and distribution of electricity

Graphic electrical symbols

Load calculation of a small building

Terminology in acoustics.

Behavior of sound.

Acoustical defects and their solutions.

Acoustics material

Principles of good acoustical design for different building types.

Noise

Fire-fighting

First resistant rating

Fire resisting materials

Fire protection equipments

NBC standards for fire fighting

Human comforts conditions

Natural and mechanical ventilations

Air-conditioning principles, systems and methods

Architectural interventions in air-conditioned buildings, study of materials (interiors) for air conditioned spaces

Types and layout of centrally air-conditioning systems

Lift location, systems, sizes equipment spatial requirement

Escalators location, equipment

LANDSCAPE DESIGN

PAPER CODE: DEBSID-209

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

INTENT

To appreciate the issues related to small landscape situations in exterior as well as interior areas.

CONTENT

Principles of landscape design
 Elements of landscape design and their various manifestations
 Plant material: Shrubs, trees, plants, ground cover.
 Water and its manifestations
 Use of earth and stone as element of landscape.
 Landscape Design Exercises for different architectural situations.
 Introduction to Landscape and climatology.

WORKSHOP ON COMMUNICATION AND PROFESSIONAL PRACTICE-2**PAPER CODE: DEBSID-210****External: 100****INTENT**

To acquaint the student with building legislation and basic office procedure and management techniques .

CONTENT

Building Bye Laws professional practice, office management, project management.
 Study of building Bye laws and study of national building code.
 Study of building Bye laws of Chandigarh and Delhi
 Submission drawings – study and requirements
 Office administration
 Office Correspondence, Filing and record keeping.
 Dealing with different personnel.
 Legal responsibilities and ethics.
 Notice inviting tenders, tender documents agreement contract.
 Professional practice: Negotiation arbitration, arbitrator its advantages/disadvantages, billing, accounting .
 Project management
 Site organization and Networking techniques
 Time analysis, CPM PERT.
 Value engineering Man power and labor laws.
 Basic accounts techniques and book keeping.
 The intention is to acquaint the students with issues related to office management and professional practice.
 Study of office practices

Third Year

STRUCTURAL DESIGN
PAPER CODE: DEBSID-301

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

INTENT

To enhance the understanding of RCC and timber structures

CONTENTS

Theory and design of simply supported circular and ribbed slabs subjected to uniformly distributed loads

Fixed beams: Bending moment diagrams for a fixed beam subjected to uniformly distributed load and point load. Formula to be explained – no derivation)

Theory and design of reinforced T-beams, inverted T-beams and isolated T-beams, singly reinforced L-beams

Theory and design of isolated sloped column footing for a square, rectangular and circular column subjected for axial loads

Column footings subjected to eccentric loading

RCC footing for axially loaded RCC and brick walls.

DISSERTATION

PAPER CODE: DEBSID-302

External: 100

The development of thesis is the students opportunity to prove that he has adequate ability to handle all phases of design. The definition or thesis is a proposition that offers to prove. It is a subject for scholastic study through analysis. It is a development and presentation of the interior design of building including its setting in a specific environment and its technical aspects. In former – times the thesis was perhaps the only evidence of a student's academic ability in the subject.

After an orientation talk by the thesis coordinator each student will submit to the HOD, Arch. his/her subject he/she proposes to work upon. The criterion for the choice of the subject will be its relevance to the actual needs of the region/country. The student will commence the work on the subject only after it has been approved by the HOD/Principal. Students are divided into groups for thesis work, each group being entrusted for guidance to a thesis guide who will be responsible for one particular group.

Contents of Thesis

Among other things, a thesis project will comprise of the following:

- (a) A written and illustrated report which should include validity of the chosen project, methodology, prototype studios, client's and designer's briefs, conclusion design criteria along with sketches, photographs, tables and diagrams etc.
- (b) A fully worked-out design proposal.

BACHELOR OF ARTS (PERFORMING ARTS)

B.A-I

HINDI DEBAPA-101

External: 70

Internal: 30

Note:

1. The examiner is required to set question paper as per the guidelines/instructions given in the syllabi of the paper. The students are required to attempt the questions accordingly.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Syllabus and course of Reading: As prescribed by the University BA Part -I

ENGLISH DEBAPA-102

External: 70

Internal: 30

Note:

1. The examiner is required to set question paper as per the guidelines/instructions given in the syllabi of the paper. The students are required to attempt the questions accordingly.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Syllabus and course of Reading: As prescribed by the University BA Part -I

INDIAN CLASSICAL MUSIC (VOCAL) DEBAPA-103

External: 70

Internal: 30

Notes:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks the theory marks secured by the candidate shall be proportionately enhanced.

Theory:**Section-A:**

- Sixteen objective type questions covering the entire syllabus.
- Notation of slow and fast Khayals in the Ragas prescribed in the Syllabus. Ragas: Yaman, Alhaiya, Bilawal, Hamir, Vrindawani Sarang and Kafi.

Section-B:

- Definitions of the Sangeet: Swara, Saptak, Nad, Shruti, Raga, That, Vadi, Samvadi, Anuvadi, Vivadi, Khayal, Tarana, Tali, Khali, Avartna, Alankar, Varna, Vageyakar, Parmelpraveshak, Raga, Major Tone, Major Tone.
- Difference between Margi and Deshi.
- Methods of ancient and present Alap gan.
- Origin of Music according to Hindu Mythology.

Section-C

- Description of the prescribed Ragas and Talas (Ektal, Chautal, Sultal, Jhaptal, Rupak)
- The role of Music in National Intergation.
- Contribution towards Music by the following:-
 - Pt. Vishnu Digamber Paluskar;
 - Pt. V.N. Bhatkhande;
 - Pt. Onkarnath Thakur;
 - Pt. Narayan Roy Vyas;
 - Ustad. Abdul Karim Khan.

Practical:**Practical: 50**

- One Drut Khayal with Alap and Tanas in each-Yaman, Alhaiya, Bilwal, Hamir, Vrindavini Sarang, Kafi.
- Two slow Khayal in primary style of Gayaki in any of the prescribed Ragas.
- One Dhruwad or Dhamar with Dugun. One Sargam Geet and One Lakshan Geet in any prescribed Ragas, and one Tarana in any prescribed Ragas.
- National Anthem on Harmonium.
- Ability to demonstrate Ektal, Chautal, Sultal, Jhaptal, and Rupak with reciting bols by hand in Thah and Dugun Layakaris and ability to play Teental and Dadra on Tabla.

INDIAN CLASSICAL MUSIC (INSTRUMENTAL-SITAR)**DEBAPA-104****External: 70****Internal: 30****Note:**

- There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
- Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Theory:**Section-A**

- a. Sixteen Objective type questions covering the entire syllabus.
- b. Notation of Maseet Khani and Razakhani gats in the Ragas: Bihag, Bhupali, Yaman, Vrindavini, Sarang, Khamaj and Asavari.

Section-B

- a. Definition of: Naad, Shruti, Soot, Meend, Ghaseet, Gat, Jhala, Toda, Zamazana, Nayak-Nayaki, Raga and That, Vadi-Samvadi, Anunadi, Vivadi, Sam and Khali.
- b. Classification of Indian Instruments.
- c. Formation of 72 Melakartas of Pt. Vaynkat Mukhi.
- d. Comparison of Uttari and Dakshini Systems.

Section-C

- a. Description of the prescribed Ragas and Talas (Rupak, Jhaptal, Ektal, Tilwada).
- b. Contribution towards Music by-
 1. Pt.Ravi Shankar
 2. Ustad Vilayat Khan
 3. Ustad Allaudin Khan
- c. Role of media in the development of Indian Classical Music.
- d. Vadkon ke Gun aur Dosh.

Practical:**Practical: 50**

- a. One Drut gat with Alaps, Toras and Jhala in each of the prescribed Rages i.e.
 1. Bihag
 2. Bhupali
 3. Yaman
 4. Vrindavani Sarang
 5. Khamaj
 6. Asavari
- b. Two slow gats with extempore presentations.
- c. One gat in Rupak Tal with Tora in any Raga prescribed in the course.
- d. Playing of National Anthem and capability to play at least three Alankars in all the Ragas of the syllabus.
- e. Ability to demonstrate Rupak, Jhaptal, Ektal and Tilwada with reciting bols by hand in Thah and Dugan Layakaris and ability to play Teental and Dadra on Tabla.

INDIAN CLASSICAL MUSIC (INSTRUMENTAL-TABLA)**DEBAPA-105****External: 70****Internal: 30****Note:**

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive

examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Theory:

- Definition of the following technical terms: Uthan, Palta, Kayada, Rela Mohara, Tigun, Sangeet, Naad, Shruti, Swar, Saptak, Pushkar, Tihai.
- Ability to write the prescribed in various difficult Layakaries just as Dugun and Aarhlya.
- Ability to write the following essays:
 - Importance of Music in Life.
 - Rules of Solo Performance in Tabla.
 - The rules of accompaniments in Table.
- Life sketches of Krishan Maharaj, Kanthe Maharaj, Ahmad Jan Thirikava.

Practical:

Practical: 50

- Knowledge of showing by Hand Dugun, Tigun, and Chougun Talas.
- Ability to play on Table the following Talas with their varieties:
 - Tukras
 - Two Peshkars
 - Four Kayadas and Paltas
 - Few Tihaiies and Relas.
- Rupak, Ektal, Dipchandi, Sultal, Tilvada.
- Ability to play with Lahara.

Books Recommended:

- Tal Parichaya, Parts 1 & 2* by Sh Girish Chandra Srivastava
- Sangeet Nibandh Mala* by Sh. J.N. Pathak
- Sulabh Sangeet Shastra Part-II* by Sh. R.N. Telegaonkar
- Shastra Rag Prichya, Parts I & II* by Sh. Parkash Narayan and Sh. Munshi Ram
- Rag Parichya, Parts I and II* by Sh. G.C. Srivastava
- Tabla Shastra* by M.G. Godbole
- Tall Deepika* by Sh. M.G. Godbole

INDIAN CLASSICAL DANCE (KATHAK)

DEBAPA-106

External: 70

Internal: 30

Note:

- There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
- Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Theory:

- a. Knowledge of:
 1. Four neck movements
 2. Eight eye glances
 3. Six eyebrow movements
 4. Eight head movements
- b. Knowledge of all the Samyukta and Asamyukta Hasta Mudras based on Abhinava Darpan.
- c. Detailed knowledge of Costumes used in Kathak in different periods of its growth.
- d. A brief history of other classical styles of Dances other than the one offered for study.
- e. Knowledge of Natwari: its origin and its role in the formulation of Kathak in present form.
- f. Importance of Ras-Bhav in Dance.
- g. Definition of Kavit, Kasak, Musak and Kataksh.
- h. Detailed knowledge of the Folk Dances in the Region.
- i. Ability to notate all the Boles of Tora, Tukra, Paran etc. alongwith its basic Tal.

Note:

1. There will be eight questions set out of the Syllabus as given above.
2. One Question on notation will be compulsory.

Practical:**Practical: 50**

- a. Ability to dance in Teen Taal, varieties of Tatkar in different Layakaries, Ahmad, Vandana, Thath, Fast Aamd, Paran, Chakardar Paran, Kavit, Gat Nikas, Gat Bhav.
- b. Ability to demonstrate in Jhap Taal and Ek Taal.
- c. Four advanced Tukras, Amad, Paran, Tatkars with Tihais and Ability to Demonstrate the Thhekas on Dadra and Kehrwa on Tabla
- d. Ability to play Nagama on Harmonium.
- e. Practical knowledge of Neck, Head and Eye movements.
- f. Padhant of all the Bols learnt in different Taals.
- g. Knowledge of any important Folk Dance of the region.

Note: Distribution of marks in practical will be as under:

- a. Choice of student 15 marks
- b. Choice of Examiner 20 marks
- c. Theka on Taba 05 marks
- d. Playing of Nagama 05 marks
- e. Padhant 10 marks
- f. Viva 05 marks

INDIAN THEATRE (LITERATURE AND ACTING)**DEBAPA-107****External: 70****Internal: 30****Note:**

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.

2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Theory:

- a. Introduction to Indian Theatre: Definition of Drama, Kinds of Drama and its origin and development
- b. History of Indian Folk Theatre (Haryanvi Lok Natak 'Saang')
- c. Basics of Natyashatra
- d. Principles of Acting (based on Stanislavski Method).
- e. Detailed study of Method of Acting.

Practical:**Practical: 50**

- a. Glossary of Stage terms: Proscenium, Apron, Tormentor, Teaser, Sightlines, Cyclorama, Pivot Point, Pin role, Files, Curtain etc.
- b. Simple exercise in Yoga, Breathing.
- c. Rhythmic movements and improvisation: Walking, Turning and Adjustment.
- d. Different uses of hands and stage properties, Entire, Exit, Voice and Speech, Rectail (Verse & Prose) Communication Skill and Body Language.
- e. Enactment of simple roles and exercise in Mime

INDIAN THEATRE (LITERATURE AND DIRECTION)**DEBAPA-108****External: 70****Internal: 30****Note:**

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Theory:

- a. Introduction to Indian Theatre: Definition of Drama, Kinds of Drama and its origin and development.
- b. Modern Indian Drama: An introduction to prominent Playwrights with special reference to Mohan Rakesh and his play "Aashadh Ka Ek Din" (with intensive script reading).
- c. Basics of Atyashatra Introduction to Folk Theatre forms of India with special reference to Haryanvi Lok Natak 'Saang'.
- d. Basics of Natyashatra.
- e. Principles of Play Production.
- f. Analyzing the structure of the play from Directorial Point of View.
- g. Role of Director: Relationship between, Directors & Actors, Directors & Play Writers, Directors & Designers.

Practical:**Practical: 50**

- a. Glossary of stage terms: Proscenium, Apron, Tormentor, teaser, Sightlines, Cyclorama, Pivot Point, Pin role, Files, Curtain etc.

- b. Different uses of hands and stage properties, Entries Exits, Voice and Speech, Recital (Verse & Prose) Communication Skill and Body Language.
- c. Theatre Management and production of Small Skits.
- d. Procedure of Play Direction: i) Ist, IInd and IIIrd reading ii) Blocking of the play, iii) Composition, Movement & Business Mounting, Polishing, Technical Rehearsals, Grand Rehearsal, The performance, and iv) (i) Option Practical Book. (ii) Option Application Skill (From English to Hindi and vice-verse) with special reference to the prescribed play.

B.A-II

HINDI DEBAPA-201

External: 70

Internal: 30

Note:

1. The examiner is required to set question paper as per the guidelines/instructions given in the syllabi of the paper. The students are required to attempt the questions accordingly.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Syllabus and course of Reading: As prescribed by the University BA Part -II

ENGLISH DEBAPA-202

External: 70

Internal: 30

Note:

1. The examiner is required to set question paper as per the guidelines/instructions given in the syllabi of the paper. The students are required to attempt the questions accordingly.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Syllabus and course of Reading: As prescribed by the University BA Part -II

INDIAN CLASSICAL MUSIC (VOCAL) DEBAPA-203

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.

2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Theory:

Section-A

- a. Sixteen objective type questions covering the entire syllabus.
- b. Notation of Talas and the composition in the prescribed Ragas as follow:
 1. Chhayanut
 2. Shudh Kalyan
 3. Jai jai Wanti
 4. Malkauns
 5. Bhairav
 6. Ramkali Talas: Adachautal, Deepchandi, Tilwada, Tivara

Section-B

- a. Detailed study of Shailies:
 1. Dhrupad
 2. Dhamar
 3. Khayal
 4. Thumri
 5. Tappa
 6. Tarana
 7. Chaturang
 8. Trivat
 9. Geet
 10. Bhajan
- b. Short notes on:
 1. Avirbhav-Tirobhav
 2. Nayak-Nayaki
 3. Jaties of Raga
 4. Grama
 5. Murchhana
 6. Tanpura
 7. Sahayak Naad
- c. Placement of Swaras on Shruties by:
 1. Bharat-Matang
 2. Lochan
 3. Pundrik Vitthal
 4. Ramamatya.

Section-C

- a. Detailed description of Ragas and Talas prescribed.
- b. Contribution towards Music by:

1. Ustad Bade Gulam Ali Khan
2. Pt. Malikarjun Mansoor
3. Pt. Bhimsen Joshi.
- c. Mugalkaleen Sangeet, Haveli Sangeet.

Practical:**Practical: 50**

- a. One Drut Khayal with Alap, Bol, Tanas, Bol Alap in each of the following:
 1. Chhayanut
 2. Shudh Kalyan
 3. Jai Jai Wanti
 4. Malkauns
 5. Bhairav
 6. Ramkali Talas (Out of 6 Drut Khayals one may be set to any Taal other than 3 Taals)
- b. Two slow Khayal with extempore Alaps and Tanas in any of the prescribed Ragas.
- c. One Dhrupad with Dugun, Tigun and Chaugun and one Dhamar with Dugan in prescribed Ragas.
- d. One Tarana in any of the prescribed Ragas.
- e. Ability to demonstrate Adachautal, Deepchandi, Tilwara, Tivra with reciting Bols by hand in Thah and Dugun Layakaris and ability to play Chautal and Ektal on Tabla.

Note:

1. The candidate will be required to sing Vilambit and Drut Khayal in Rages of the Examiners' choice.
2. Harmonium will not be allowed as accompaniment in vocal music.

INDIAN CLASSICAL MUSIC (INSTRUMENTAL-SITAR)**DEBAPA-204****External: 70****Internal: 30****Note:**

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Theory:**Section-A**

- a. Sixteen Objective type questions covering the entire syllabus.
- b. Notation of Talas and the compositions in the prescribed Ragas:
 1. Jai jai Wanti
 2. Malkauns
 3. Deshkar
 4. Desh

5. Multani
 6. Gaud Sarang
- c. Talas:
1. Ada Chautal
 2. Deepchandi Tivra
 3. Chautal

Section-B

- a. Short notes on:
 1. Alpatva-Bahutva
 2. Avirbhav
 3. Parmel paraveshak Ragas
 4. Sandi Prakash Ragas
 5. Maseet Khani
 6. Razakhani
 7. Ameerkhani
 8. Gram
 9. Murchana
 10. Gats
- b. Methods of turning of Instruments and description of the Instruments.
- c. Swayambhu Nad.
- d. Sarnachatustaya of Bharat and Sharangdev.

Section-C

- a. Detail description of the Rages and Talas prescribed.
- b. Contribution towards Music by:
 1. Abdul Halim Zafar Khan
 2. Annpurna Devi
 3. Panna Lal Ghosh
 4. Inayant Khan
- c. Detailed description of the following Instrument:
 1. Sarod
 2. Violin
 3. Guitar
 4. Santoor
 5. Veena
 6. Tabla
- d. Different styles of Sitar Vadan.

Practical:

- a. One Drut gat with Alaps-Jor, Toras and Jhala in the prescribed Ragas:
 1. Jai jai Wanti
 2. Malkauns
 3. Deshkar

Practical: 50

4. Desh
 5. Multani
 6. Gaud Sarang
- b. Two slow gats with Extempore Alaps and Toras in any of the prescribed Ragas.
 - c. One Dhun in Bhairvi or Peelu Raga.
 - d. One Gat in Ektala in medium extempore with Toras and Jhalas in any of the prescribed Ragas.
 - e. Ability to demonstrate Adachautal, Deepchandi, Tivra Chautal with reciting bols by hand, Thah and Dugan Layakarais and ability to play Ektalaand Jhaptal on Tabla.

INDIAN CLASSICAL MUSIC (INSTRUMENTAL-TABLA)

DEBAPA-205

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Theory:

- a. Definitions with full explanation of Uthan, PharmaShee Paran, Nagma, Peshkar, Chakardar.
- b. Ten Varanaas of Talas.
- c. Full knowledge of Dakshani Tala system.
- d. Writing Method of Dugun, Tigun and Chaugan, Layakarais, Toras, Parans and Tihais.
- e. Life sketches of Sh. Shanta Parsad and Sh. Anokhe Lal.
- f. Ability to write northern Talas in Karnatak Tala Padhti.

Practical:

Practical: 50

- a. Talas prescribed: Rupak, Tivra, Jhaptal, Sultan, Deepchandi, Jhumra with proper Barhat on hand and Tabla. (Atleast ten Laggies each in Kenrava and Dadra).
- b. Practice to playing the above mentioned Talas with Vocal and Instrumental items.
- c. Knowledge of Shubh and Vikrit Swaras.
- d. Tuning of Tabla.
- e. Practice of Knol playing.

Books recommended:

1. *Tal Parichaya Part-1 and 2*: Girish Chander Srivastva, South Malaka Ganj, Allahabad (UP)
2. *Sangeet Nabandh Mala*: J.N. Pathak m27 Mahajan Tola, Allahabad (UP)
3. *Sulabh Sangeet Shastra Part-2*: R.N Telegaonkar, 30/148, Rajamandi, Agra (UP)
4. *Shastra Rag Prichaya Part-2&3*: Parkash Narain Munshi Ram, Parkash Bagh, Muthiganj, Allahabad.
5. *Rag Prichaya Part-2 & 3*: H.C Srivastva ,88, South Malaka, Allahabad
6. *Tabla Shatra*: M.G. Godbole, Pathak Publications, 27 Mahajani Tola, Allahabad.
7. *Taal Deepika*: M.G Godbole ,27, Mahajani Tola, Allahabad.

INDIAN CLASSICAL DANCE (KATHAK)

DEBAPA-206

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Theory:

- a. Original of Tal and its applications in Dance.
- b. History of Indian Stage.
- c. Comparative study of the different Gharans in Kathak.
- d. Study of Growing popularity of Indian Dances in the West.
- e. Detailed Knowledge of use Navaras and its application in Dance.
- f. Knowledge of Costumes, Background Music used in different Classical Dances.
- g. Detailed Knowledge of use of Hast Mudras in Dance.
- h. Life sketched of exponents of different Gharanas in kathak and their contribution to their own Gharanas.
- i. Notation of all the bols prescribed in Practical course.
- j. Detailed knowledge of Folk Dances of North India, their original background music and costumes.

Note:

1. There will be eight questions set out of the syllabus as given above.
2. One question on notation will be compulsory.

Practical:

Practical: 50

1. Systematic performance in Teen Tal:
 - a. Advanced Tatkar with Paltas, Ladis and Tihais in different Layakaries.
 - b. That
 - c. Two Varieties of Amads.
 - d. Guru Vandana and Ganesh Vandana.
 - e. Paran (4), Chakkaradar Paran (2) Tishra Jati Paran, 2 Kavita, Parmalu.
 - f. Gat Nikas
 - g. Gat Bhav on any one ie. Kalia Daman, Pangha, Goverdhan Lila, Makhan Chori.
 2. Ability to dance skillfully in jhaptal ektal: (a) That (b) Amada-1 (c) Karan (d) 1- Chakkaradar Paran (e) Kavita
 3. Dhamar (14 matra), Thtkar in Tha, Dugun, Simple, Tora 4, Amad-1.
 4. Ability to Demonstrate Toras of different Gharanas of Kathak.
 5. Ability to Dance any folk form of dancing of the candidate's choice.
 6. Ability to play Nagma and Thheka on Tabla of the Tals prescribed in the syllabus.
 7. Ability to do Padhant of Bols in the prescribed Tals.

Note: Distribution of marks in practical will be as under:-

1. Choice of the student: 15 Marks
2. Choice of the Examiner: 20 Marks

3. Thheka on Table:05 Marks
4. Playing Nagma: 05 Marks
5. Padhant:10 Marks
6. Viva:05 Marks

INDIAN THEATRE (LITERATURE AND ACTING)
DEBAPA-207

External: 70
Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Theory:

- a. Drama as an integrated and interdisciplinary Art form, Drama and Religion, Drama and other Arts.
- b. Introduction to Indian and Asian Theatre.
- c. Actor's art and its place in Theatre.
- d. External and International aids to an Actor.
- e. Actor's personality analysis.
- f. Scope and nature of actor training.

Practical:

Practical: 50

- a. Mime and Improvisation: Realistic and Rhythmic.
- b. Movement Relaxations.
- c. Body Awareness/Exercises: Yoga in relation to Theater, Yoga-10 postured, Eye and Eyebrow, Tongue twisting, breathing exercise.
- d. Theater Games and Tools of an Actor.
- e. Speech: Poetry Recitation, Narration, commentary, News Reading, Addressing Audience, Story Telling.
- f. Voice Projection: Use of Voices, Pitch and Volume, Dialogue Delivery, Rising and falling inflection, Voice Modulation: Weeping, coughing, shouting, Yelling etc.
- g. Pronunciation, Intonation, Paused, Pauses emphases.
- h. Practice of passages from Classical and Modern Indian Plays.

INDIAN THEATRE (LITERATURE AND DIRECTION)
DEBAPA-208

External: 70
Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive

examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Theory:

- a. Drama as an integrated and interdisciplinary Art form, Drama and Religion, Drama and other Arts.
- b. Introduction to Indian and Asian Theatre.
- c. Regional Dramatic History, both professional and amateur.
- d. Different dimensions of interpretation.
- e. Director's Role and responsibilities, Essential qualities required for becoming a good Director.

Practical:

- a. Adaptation of stories and poems for theatre.
- b. To interpret and block the given scene (s).

Practical: 50

B.A-III

HINDI

DEBAPA-301

External: 70

Internal: 30

Note:

1. The examiner is required to set question paper as per the guidelines/instructions given in the syllabi of the paper. The students are required to attempt the questions accordingly.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Syllabus and course of Reading: As prescribed by the University BA Part -III

ENGLISH

DEBAPA-302

External: 70

Internal: 30

Note:

1. The examiner is required to set question paper as per the guidelines/instructions given in the syllabi of the paper. The students are required to attempt the questions accordingly.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Syllabus and course of Reading: As prescribed by the University BA Part - III

INDIAN CLASSICAL MUSIC (VOCAL)

DEBAPA-303

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Theory:

Section –A

- a. Sixteen objective type questions covering the entire syllabus.
- b. Notations of the Talas compositions in the Ragas prescribed as follows:
 1. Todi
 2. Puria Dhanashree
 3. Bassant
 4. Kamod
 5. Bhimplasi
 6. Gaud Malhar
- c. Talas: Dhamar, Sultan, Teental ,Jhaptal, and Keharwa in Dugun, Tigun and Chaugun.

Section-B

- a. Origin and development of notation system.
- b. Merits and demerits of notation system.
- c. Shruti Swar relationship in the Granthas-Sangeet Rarnakar, Swarmalakalanidhi, Sadragchandrodaya, Sangeet.
- d. Contribution of the following scholars to Indian Music:
 1. Acharya K.C.D Brihaspati
 2. Lal Mani Mishra
 3. Thakur Jaidev Singh

Section –C

- a. Detailed description of the Ragas and Talas prescribed.
- b. Essay on “Teaching of Music through Ghana and Educational Institutions.
- c. Elementary knowledge of the folk Music of Haryana and Punjab.
- d. Contribution of the following to Indian Music:
 1. Pt. Vinayak Rao Patwardhan
 2. Ustad Amir Khan
 3. Gangubai Hangal
 4. Krishna Rao Shankar Pandit

Practical:**Practical: 50**

- a. One drut Khayal with Alaps Boltans and Tanas in each of the following Ragas:
 1. Todi
 2. Puria Shansari
 3. Basant
 4. Kamod
 5. Bhimplasi
 6. Gaud Malhar
- b. Two slow Khayals with extempore Alaps and Tanas in different Talas in any one of the prescribed Ragas.
- c. One Dhrupad and one Dhamar with Dugun, Tigun and Chaugun.
- d. Ability to demonstrate by hands the following Talas in Dugun, Tigun, Chaugun Layakaries: Dhamar, Sultal, Teental, Jhaptal and keharva as on Tabla also.
- e. One Tarana with simple and technical demonstration and its style.
- f. Tuning of Tanpura.

Note:

1. Harmonium will not be allowed as accompaniment in Vocal Music.
2. The candidate will be required to sing Vilambit and Drut Khayal in Ragas of the Examiners choice.

INDIAN CLASSICAL MUSIC (INSTRUMENTAL-SITAR)**DEBAPA-304****External: 70****Internal: 30****Note:**

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Theory:**Section-A**

- a. Sixteen objective type questions covering the entire syllabus.
- b. Notation of the Talas and Compositions in the Ragas prescribed as follows:
 1. Todi
 2. Mian Malhar
 3. Puria Dhanashari
 4. Tilak Kamod
 5. Darbari Kanhada
 6. Bageshwari.

Section-B

1. Origin and development of notation System along with their merits and demerits.
2. Shruti Swar relationship of the Granthas:- Sangeet Ratnakar, Chaturdanadiparkashika, Rag Tatva Vibodh.
3. Development of Indian classical Music during Medieval period.

Section- C

- a. The contribution of the following towards playing of Sitar:
 1. Mushtaq Ali Khan
 2. Nikhil Banerjee
 3. Ali Akbar Khan
 4. Vilayat Khan
- b. The role of electronic media in popularizing Indian Classical Music.
- c. The role of music in International cultural Exchange.

Practical:**Practical: 50**

- a. One Drut Gat with Alap, Jod, Tora and Jhala in each of the following:
 1. Todi
 2. Mian Malhar
 3. Puria Dhanashari
 4. Tilak Kamod
 5. Darbari Kanhada
 6. Bageshwari
- b. Two slow Gats with extempore Alaps and Tora in any of the prescribed Ragas.
- c. Ability to demonstrate by hand the following Talas in Dugun, Tigun, Chaugun, Dhamar, Sultan, Teenatal, Jhpal and Kehrava.

INDIAN CLASSICAL MUSIC (INSTRUMENTAL-TABLA)**DEBAPA-305****External: 70****Internal: 30****Note:**

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Theory:

- a. Evaluation of Tala and Tala-yantras.
- b. Popular Gharanas of Table or Pkhawaj vadam.
- c. Comparison of Uttri and Dakshini Tal Systems.
- d. Life history of- kadar Baksh, Pt. Chatur Lal, Parvat singh and Allahrakha.
- e. Importance of Tala in Music.

Practical:**Practical: 50**

- a. Tals prescribed: Adachautal, Tilwara, Dhamar, Mattal, Swari and Tappa Tals including the Tals prescribed in previous courses.
- b. Knowledge of Kholak and Mridang.
- c. Playing of all the prescribed Tals with Vocal and Instrumental performances as well as solo item.

Note:

1. The Student should be able to play Teental and Jhaptal with efficiency for fifteen minutes each.

INDIAN CLASSICAL DANCE (KATHAK)**DEBAPA-306****External: 70****Internal: 30****Note:**

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Theory:

2. Detailed study of Nayak-Nayaka Bhed.
3. Knowledge of Dakshini and Hindustani Tal Padhati.
4. History of Kathak Dance and its development since Vedic period to 20th century.
5. Knowledge of the techniques required for composing Indian Ballet (Naritya Natika).
6. Biographies and contribution of the following in their field of specialization:
 - a. Udeyshankar
 - b. Sitara Devi
 - c. Rukmani Arundalive
 - d. Birju Maharaj
 - e. Narayan Parsad.
7. Knowledge of the role of Kaviti and Thumari in Kathak.
8. Knowledge of the accompaniment values of an orchestra in Indian Ballet (Nritrya Natika).
9. Knowledge of the main folk Dances of different states of the country with their origin, costumes and Background.
10. Detailed study of Abhinaya with all its variations.

Note:

1. Eight questions set out of the syllabus as given above.
2. One question on notation is compulsory.

Practical:**Practical: 50**

1. A systematic performance of Teen Tal:
 - a. Advance Tatkar, Paltas, Tihais of different varieties.
 - b. Amad with all its types.
 - c. Advanced Paran, Chakardar Paran, Jati Paran Parmal, Farmaishi Param.

- d. Kavit, Vandana
- e. Gat Bhav on any one of the : Panghat ki Chhher-Chhar, Holi, Makhan Chori.

2. Ability to dance skillfully in the following Tals:

Dhamaar m Swari 15 (Matra), Jhaptal, Ektal

- a. Thhat
 - b. One Aamad
 - c. Four Advance Paran
 - d. Two Chksrdar Paran
 - e. One Kavit
 - f. Tatkar with Tihai.
3. Ability to demonstrate any Folk Dance.
 4. Ability to compose Dance on a theme (to be give during practical examination).
 5. Ability to do Padhant in all the Taals included in the syllabus.
 6. Ability to play Tatkar and Nagmas of all the Taals included in the syllabus.
 7. Practical demonstration of all the Mudra learned.
 8. Demonstration of Tatkar in Thha, Dugun, Chaugun in the Taals: Laxmi (18), Ashtmangal (22)

Note: Distribution of marks in practical will be as under:

1. Choice of student: 15 marks
2. Choice of Examiner: 20 marks
3. Thheka on Tabla:05 marks
4. Playing Nagma:05 marks
5. Padhant:10 marks
6. Viva:05 marks

INDIAN THEATRE (LITERATURE AND ACTING)

DEBAPA-307

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Theory:

- a. Different acting schools: Bharat, Stnislavski, Aleination theory of Brecht and Theory of bio-mechanics of Mayorhold.
- b. Acting in classical Sanskrit Drama, Acting in realistic play, acting in folk Theatre, acting in folk Theatre, acting in Melodrama.
- c. Story and characters, Character and problems, Involvement of characters in problems –result-climax.

Practical:**Practical: 50**

- a. Performance of 4 passages, one each of the following type:
 1. Sanskrit play
 2. Realistic Play
 3. Folk Theatre
 4. Melodrama.

INDIAN THEATRE (LITERATURE AND DIRECTION)**DEBAPA-308****External: 70****Internal: 30****Note:**

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Theory:

- a. What is Theatre, Play and Theatre, Role of Theatre in Society and Theatre as medium of communication and Education.
- b. Fundamentals of play direction.
- c. Composition: Emphasis, kinds of Emphasis.
- d. Problems in Emphasis: Stability; Sequence; Balance: Effect on Composition on audience emotions.
- e. Picturization: Body expression and relationship to other characters, Classification of scenes.
- f. Movement : Movement values, body movement, stage movement, movement and dialogue, movement and picturization, technical details of movement, general kinds of movement, motivation of movements, effect emotions, determining the rhythm of play and functions of Rhythm.
- g. Direction and Production of script: How to prepare production script?

Practical:**Practical: 50**

1. Direct a One-Act-Play.

BACHELOR OF ARTS (FINE ARTS)

First Year

HINDI PAPER CODE: DEBAF 101

Theory: 70
Internal: 30

Note:

1. The examiner is required to set question paper as per the guidelines/instructions given in the syllabi of the paper. The students are required to attempt the questions accordingly.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Syllabi of B.A. I (Distance Mode) Hindi (compulsory)will be applicable.

ENGLISH PAPER CODE: DEBAF 102

Theory: 70
Internal: 30

Note:

1. The examiner is required to set question paper as per the guidelines/instructions given in the syllabi of the paper. The students are required to attempt the questions accordingly.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Syllabi of B.A. I (Distance Mode) English (compulsory) will be applicable.

ART INTRODUCTION AND APPRECIATION PAPER CODE: DEBAF 103

Theory: 70
Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks the theory marks secured by the candidate shall be proportionately enhanced.

- a. Introduction to Art
- b. Approaches towards Art Conceptual and Representational
- c. Different forms of Art
- d. Elements of Art : space, line, colour, balance, texture, thym, form and space
- e. Ways of Seeing a painting
- f. Art in relation to society and politics
- g. Visual Acquaintance of great works of art on pictorial basis.

ENVIRONMENTAL STUDIES*

PAPER CODE: DEBAF 104

Internal: 100

DRAWING

PAPER CODE: DEBAF 105

Practical: 100

Drawing exercises are to learn accurate observation and skills of graphic presentation.

- a. Free hand drawing exercises from objects and nature to study proportion, volume and visual perspective suggestion of solidity by line as well as light and shade, realization of rhythmic relationship between line, mass value and texture, emphasis on variety of visual experience.
- b. Simple free- hand drawing from human figure to study proportion, centre of gravity and inclination of main masses based on anatomical structure. Exercise in drawing from memory, sketching both indoor and outdoor. Medium : Pencil, Charcoal, Crayon, Pastel, Pen and Ink

PAINTING

PAPER CODE: DEBAF 106

Practical: 100

To Learn theory of colours and develop the ability to draw and paint with them. Painting from objects and nature (landscape) study, creative rendering with colour, form, perspective, tone and texture. Medium : Collage, Pastels, Watercolour and Gouache.

DESIGN

PAPER CODE: DEBAF 107

Practical: 100

The main objective of learning Design is to understand the processes of form synthesis.

- a. Principles of design, distribution of space, language of proportion, behaviour of force and energy contained visual arrangement in its different facts.
- b. Design exercises in different media based on study from objects and nature as well as from imagination.

B.A.-II**ART OF THE ANCIENT CIVILIZATIONS****PAPER CODE: DEBAF 201****External: 70****Internal: 30****Note:**

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
 2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.
- a. Pre-historic Art
 - b. Mesopotamian (Near eastern) Art
 - c. Ancient Egyptian Art
 - d. Art from Indus Valley Civilization
 - e. Ancient Chinese Art (Before Christianity)
 - f. Ancient Japanese art (Before Christianity)
 - g. Ancient Greek Art
 - h. Ancient Roman Art

HISTORY OF INDIAN ART**PAPER CODE: DEBAF 202****External: 70****Internal: 30****Note:**

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
 2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.
- a. Mauryan Period : AShokan Capitals, Yaksha & Yakshi images.
 - b. Sunga Period Bharbut, Sanchi, Amravati.
 - c. Kushana Period Mathura & Gandhara School, Greco- roman influence
 - d. Western Indian cave architecture General characteristics of rock cut architecture. Bhaja, Karle and Ajanta.
 - e. Gupta Period Bagh Murals, Ajanta murals and sculptures, Gupta sculptures, Devgarh temple.
- Medieval Period : Chalukyas, Pallavas, Rashtrakutas.
- f. Early structural temples at Aihole, pattadakal.

- g. Late medieval style temples at Konark, Khajuraho and Mount Abu.
- h. South Indian Bronzes from Chola to Vijaynagar : technique of lost-wax process, Iconographic forms of various deities in South Indian images with special study of one or two best examples of South Indian sculptures
 - (i) Dance of Shiva
 - (ii) Devi
 - (iii) Balakrishna

METHODS AND MATERIAL

PAPER CODE: DEBAF 203

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
 2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.
-
1. Different kinds of surfaces for painting
 - a. Wood, Plywood, Cardwood, Canvas and paper
 - b. Kinds of papers and their suitability according to the medium
 2. Preparation of different surfaces for painting in water colour.
 3. Water Colour :
 - a. Equipment : Pigment, Brushes, Palette, Paper and mixing medium i.e. water, glues etc.
 - b. Stretching of paper
 - c. Various styles and techniques i.e. Japanese, Chinese, wash painting and academic water
 4. Oil Painting
 - a. Surface for the oil painting
 - b. Preparation of canvas-kinds of primers
 - c. Equipment- Colour, brushes and oils
 - d. Pigments- Earth colours, Metal colours- their combination and reaction.
 - e. Study of various methods from time to time i.e. oil and resin method. Oil and essential oil method, pure oil method.
 - f. Study of the use of oil medium by various artists viz., Van Eyke, Vandyke, Rembrandt, Delacroix and Dutch realistic artists.
 - g. New approach towards oil painting medium in the works of impressionists-Monet, Manet, Renoir and Seurat
 - h. Individualistic use of medium Van Gogh, Gauguin, Cezanne, Bonnard, Matisse, Rouault, Derain, Vlaminck.
 - i. Braque and Pablo Picasso
 5. Preservation of Paintings and cleaning of paintings.
 6. Mounting and Framing of Painting.

CLAY MODELING

PAPER CODE: DEBAF 204

Practical: 100

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Clay Modelling to develop visual awareness in three dimension, through manipulative skills in clay and plaster etc.

- a. Simple composition in clay, technique of baking and use of plaster of paris.
- b. Studies of understanding the aesthetics of three dimensional forms, texture and body, colour of materials. Principles of weight, volume, space and contour. (of UG Level) Medium : Clay, Plaster of Paris, Paper, metal foil/ sheet etc.

GEOMETRY AND PERSPECTIVE

PAPER CODE: DEBAF 205

Practical: 100

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
 2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.
- a. Introduction to orthographic projections in simple positions, drawing of plan, elevation and section of simple objects to scale, full size, reduced or enlarged.
 - b. Isometric projections.
 - c. Parallel and Angular Perspective.

PRINT MAKING

PAPER CODE: DEBAF 206

Practical: 100

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive

examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Basic techniques in surface printing in one and more colours, simple methods of making blocks with cork, cardboard or linoleum and experimental printing with other materials such as wire mesh, coarse fabric, cord etc

B.A.-III

EASTERN AESTHETICS

PAPER CODE: DEBAF 301

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.
 - a. An introduction to Indian Aesthetics and its brief historical background
 - b. Concept of beauty based on ancient scriptures and their relevance of Art
 - c. Shandanga Six elements of Indian Art
 - d. Theories of Rasa, Bhava Alankar
 - e. Concept of time in Indian art
 - f. Fundamentals of Indian Art based on Hindu canons- Natyashastra, Vishnudharmotara-purana Silpa shastra on techniques and Iconography
 - g. Concept of Rasa-Nishpathi
 - h. Introduction to Muslim aesthetics
 - i. Inter-relationship amongst Indian art (Visual literary, performing arts)

HISTORY OF WESTERN ART

PAPER CODE: DEBAF 302

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

- a. Early Christian Art
- b. Byzantine Art
- c. Romanesque Art
- b. Gothic Art
- e. Renaissance Art- Early and High : Giotto, Masaccio, Cimabue, Mantegna, Botticelli, Vinci, Raphael, Michelangelo, Durer, Titian. Art
- f. Mannerism period : El Greco, Brughel Tintoretto
- g. Baroque period : Rembrandt, Vermeer, Rubens, Caravaggio.
- h. Rococo Art : Frans Hall.
- i. Neo-Classicism : David Poussain
- j. Romanticism : Ingres, Goya, Delacroix, Blake

NATURE STUDY

PAPER CODE: DEBAF 303

Practical: 100

Study from nature – Landscape paintings in water colour

PORTRAIT

PAPER CODE: DEBAF 304

Practical: 100

Construction of skull- planes and masses of head, details such as eyes, nose, mouth etc. Relative proportions amongst head, neck and shoulders.

COMPOSITION (D&P)

PAPER CODE: DEBAF 305

Practical: 100

The two dimensional surface and its structural possibilities. Understanding of the various elements involved like line, form, texture colour, mass and space Various compositional exercises in different media abstract as well as concrete. Studies of object, human figures and animals etc. and their imaginative use in composition. Medium : Oil Pastel, Gouache and water colour.

Theory of pictorial space, forms and space grouping of figures in relation to the space. Organising and planning of compositions based on objects working out colour scheme according to the subject and its moods-selection of pigments and its application colour mixing. Medium : Oil

LIFE STUDY

PAPER CODE: DEBAF 306

Practical: 100

Model study from live model. Medium : Pencil, Pastels, Ink and Water colour

Advanced Model study from live model human structure, its contour and movement; age and sex characteristics, equilibrium and locomotion

Model study from live model. Human structure, its contour and movement.

BACHELOR OF ARTS (YOGA)**First Year****FUNDAMENTALS OF YOGA****PAPER CODE: DEBAY-101****External: 70****Internal: 30****Note:**

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I Introduction:

- Yoga it's Definition & Objectives.
- Historic background of Yoga
- Characteristics of a Yogi
- Relevance of Yoga in Modern age

Unit-II Yoga in different Texts:

- Veda
- Upanishads
- Geeta
- Sankhya
- Vedanta
- Tantra

Unit-III Types of Yoga: its brief introduction

- Hatha Yoga
- Raja Yoga
- Karma Yoga
- Gyana Yoga
- Bhakti Yoga
- Dhyana Yoga
- Mantra Yoga

Unit-IV Ancient and Contemporary Yogies of India:

- Maharshi Patanjali
- Gorakhnath
- Swami Vivekananda
- Sri Aurobindo
- Swami Dayanand Sarshwati
- Maa Sharada
- Mata Bhagwati Devi

Reference Books

1. Yoga Mahavigyan- Dr. Kamakhya Kumar
2. Yog Vijyan – Vijnananand Saraswati
3. Vedon mein yog vidya – Yogendra Purusharthy
4. Yoga Sara Samgraha – Gangadhar Jha
5. Chetana Ki Sikhar Yatra – Dr. Pranav Pandya.
6. Bharat Ke Sant Mahatma – Ramlaal
7. Bharat Ki Mahan Yogi – Vishwanath Mukharjee
8. Siddha, Sant and Yogi – Shambhurat Tripathy
9. Bharat ki mahaan Saadhikayen – Vishwanath Mukharjee
10. Kalyan(Bhakt Ank) – Gita press Gorakhpur
11. Kalyan(Sant Ank) – Gita press Gorakhpur
12. Kalyan(Yogank) – Gita press Gorakhpur
13. Kalyan(Yoga Tatwank) – Gita press Gorakhpur
14. Super Science of Yoga- Dr. Kamakhya Kumar
15. Ancient Yoga and Modern Science – T.N. Anatharaman
16. The Yoga Book – Stephen Sturgess
17. The Supreme Yoga – Swami Vinkateshananda
18. Sure Ways of Success – Swami Sivananda
19. Yoga Philosophy – S.N. Dasgupta
20. Asana Prayama ka yiganik vavachan, Dr. devvart acharya
21. Ashatang yoge, Dr. jagwanti deshwal

PRINCIPLES & PRACTICE OF HATH YOGAHA

PAPER CODE: DEBAY-102

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

(Based on Hatha Yoga Pradipika and Gheranda Samhita)

Unit-I Introduction:

- Hatha Yoga – its Definition & Objectives.
- Origin & Tradition of Hatha Yoga.
- Importance of Place, Environment & Season for *Hatha Sadhana*.
- Aids & Obstructions to *Hatha Sadhana*.
- Prohibited & Conductive food in *Hatha Sadhana*.

Unit-II Physical Purification, Stabilization & inner control disciplines –

- *Shatkarma*: Techniques, Benefits and Cautions.

- *Asanas*- their benefits and cautions
- *Pranayama* –their benefits and cautions
- *Mudra & Bandhas*: their benefits and cautions

Unit-III Inner Yoga (*Antarang Yoga*) –

- *Pratyahara*
- *Dhyana*: Techniques, Process & Benefits.
- Types of *Samadhi*. & their Process
- State of *Siddhi*.

Unit-IV Spiritual Energy:

- *Kundalini Shakti*
- *Chakras*
- Technique of awakening *Kundalini Shakti*.

Reference Books

1. Sadhana Paddhation Ka Jnan Aur Vinjan – Pt. Shriram Sharma Acharya Sampurna Bangmaya Khand-4
2. Hatha Yoga Pradipika –Swami Muktibodhananda ,Yoga Publication trust , Munger
3. Gheranda Samhita- Swami Niranjananda, Yoga Publication trust , Munger
4. Hatha Pradipika - Kaivalyadham Lonawala
5. Hatha Yoga Pradipika – Swatmaram Krut Swami Digamberji Pt. Raghunath Shastri Kokaje
6. Patanjali yog Pradeep- Swami Omananda Teerth, Geetepress
7. Yoga Rahashya – Dr Kamakhya Kumar
8. Yogapradipika- B.K.S. Iyengar
9. Gorakh Samhita- Gorakhnath Mandeer, Gorakhpur
10. Bhakti Sagar- Swami Charandas
11. Gheranda Samhita- Kaivalyadham, Lonawala
12. Vashistha Samhita(Yogakand)- Kaivalyadham, Lonawala
13. Textbook of Yoga- Yogeshwar
14. Mysterious Kundalini- Dr. Vasant Rele
15. Asan, Pranayama, Mudra, Bandha- Swami Satyananda Saraswati
16. Hatha Yoga Pradipika of Swatmaram- Theosophical Society, Ady

INDIAN PHILOSOPHY

PAPER CODE: DEBAY-103

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I

- **Introduction:** Meaning and definition of Philosophy; General Introduction of Indian Philosophies.
- **The Charvaka Philosophy:** General Introduction & Metaphysics
- **Buddhist Philosophy:** General Introduction & Metaphysics (The Four Noble Truths)
- **The Jain Philosophy:** General Introduction & Metaphysics (Anekantvad, Syadvad, Theory of Jiva, Bondage and Liberation)

Unit-II

- **The Nyaya Philosophy:** General Introduction & Theology, Proof's for the Existence of God)
- **The Vaisheshika Philosophy:** General Introduction & The Theory of Atomism
- **The Mimansa Philosophy:** General Introduction & Law of Karma.

Unit-III

- **The Sankhya Philosophy:** General Introduction, Theory of Causation - Satkaryavada, Prakriti and Purusha, Theory of Evolution, Bandage and Liberation.
- **The Yoga Philosophy:** General Introduction, Chitta, Chitta-Bhumi & The Eight fold path of Yoga, Samadhi, Vibhutiyan & Existence of God.

Unit-IV

- **The Philosophy of Vedant:** General Introduction
- **The Advaita Vedant of Shankaracharya:** General Introduction & Metaphysics. (Shankara's theory of World, Maya, Brahma, God, Soul, Bondage & Liberation-Gyana Yoga)

Reference Books

1. Bhartiya Darshan ki Roop rekha – H.P.Sinha
2. Outline of Indian Philosophy – H.P.Sinha
3. A Critical Survey of Indian Philosophy – C.D.Sharma
4. Indian Philosophy - Datta & Chartarjee.
5. History of Indian Philosophy (1-5 V01) - S.N.Dasgupta

HUMAN BIOLOGY**PAPER CODE: DEBAY-104****External: 70****Internal: 30****Note:**

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I Introduction:

- Definition of Anatomy and Physiology.
- Cell: Structure & Function
- Tissues: Types, Structure & Function.

Musculo-skeletal System:

- *Skeletal System:* General information, Different type of bone, its structure and function.
- *Muscular System:* General information, Different type of Muscle, its structure and function.

Unit-II Digestive and excretory System:

- *Digestive system:* General information, Different parts, structure and function.
- *Excretory system:* General information, Different parts, structure and function.

Unit-III Respiratory & Cardio- Vascular System:

- *Respiratory System:* General information, Different parts, structure and function.
- *Circulatory system:* General information, Different parts, its structure and function.

Unit-IV Nervous System & Endocrinal System:

- *Nervous System:* General information, Different parts, its structure and function.
- *Endocrinal system:* General information, Different Glands of Endocrinal system, its structure and function.

Reference Books

- | | |
|---------------------------------|---------------------------------|
| 1. शरीर क्रिया विज्ञान | – प्रियव्रत शर्मा |
| 2. शरीर रचना विज्ञान | – मुकुन्द स्वरूप वर्मा |
| 3. आयुर्वेदीय क्रिया शरीर | – रंजीत सहाय देशाई |
| 4. आयुर्वेदीय शरीर रचना विज्ञान | – ताराचन्द्र शर्मा |
| 5. मानव शरीरदीपिका | – मुकुन्द स्वरूप वर्मा |
| 6. शरीर रचना क्रिया विज्ञान | – जे. पी. ब्रदर्स |
| 7. Anatomy and Physiology | – J. P. Brothers |
| 8. A Glimpses of the Human Body | – Teles Shirley |
| 9. Basic Physiology | – E.D. Amour Fred |
| 10. Human Physiology | – Chakrabarti, Ghosh and Sahana |
| 11. Human Anatomy | – M. Lyse Prives |

YOGA PRACTICAL**PAPER CODE: DEBAY-105****Practical: 100****Note:**

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

A. ASANS

1. Pawan Muktasana
2. Tadasana
3. Triyak Tadasana
4. Katichakrasana
5. Vajrasana

6. Marjarasana
7. Uttanapad Asana
8. Swastik Asana
9. Vatayan Asana
10. Shava Asana
11. Ardhasalbha Asana
12. Surya Namaskar Asana
13. Detubandha Sarvang Asana
14. Variksha Asana
15. Side Chakrasana
16. Gomukha Asana
17. Janushira Asana
18. Manduka Asana
19. Ushtra Asana
20. Bhujanga
21. Ardha Halasana
22. Sarvang Asana
23. Ardha Halasana
24. Titibha Asana
25. Vrichika Asana
26. Hanumanasana
27. Nauka Asana
28. Baka Asana

B. BANDHA, MUDRAS

1. Mulabandha
2. Uddyan Bandha
3. Gyan Mudra
4. Prana Mudra
5. Apana Mudra
6. Jaladhar Bandh

C. SHAT KARMA

1. Kapal Bhati
2. Jal Neti
3. Rubbar Neti
4. Jala Kapalbhathi

D. PRANAYAM

1. Yogic Breathing
2. Nadi Shodhan
3. Aulom Vilom

E. PRAYER

1. 'OM' CHANTING

Second Year**PATANJALI YOGA SUTRA****PAPER CODE: DEBAY-201****External: 70****Internal: 30****Note:**

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I

- Definition of Yoga according to Patanjali Yoga Sutra
- Chitta & Chitta Vrittis
- Panch Klesh & Dukha
- Yoga Antaraya

Unit-II

- Abhyasa & Vairagya
- Steps of Astanga Yoga
- Yama & Benefits of Yama siddhi
- Niyama & Benefits of Niyama siddhi
- Pranayama & its benefits

Unit-III

- Pratyahara
- Dharana
- Dhyan: Types & Benefits
- Samadhi & its types
- Kaivalya

Unit-IV

- Types of Vibhuti
- Five kinds of Siddhis
- Kinds of Karma
- Swaroop Pratisthan.

Reference Books

1. Sadhana Paddhatiyon Ka Gyan Aur Vigyan – Sri Ram Sharma Acharya
2. Patanjali Yoga Pradeep – Geeta Press Gorakhpur
3. Four Chapters on Freedom – Swami Satyananda Saraswati
4. Patanjali Yoga Sutra – H R Nagendra
5. Sankhya Darshan aur Yoga Darshan – Sri Ram Sharma Acharya

NATUROPATHY

PAPER CODE: DEBAY-202

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I Introduction:

- Brief history of Naturopathy.
- Meaning & Definition of Naturopathy.
- Principles of Naturopathy.
- Basic elements of Naturopathy.

Unit-II Hydrotherapy:

- General Principles of Hydrotherapy
- Importance of water
- Properties of water
- Different uses of water in therapy.

Unit-III Mud Therapy & Other Therapies:

- Mud Therapy: Properties of mud, Types of mud, Preparation of mud for therapy & Different uses of mud for therapy.
- Air Therapy: Air & its importance, Properties of air & Uses of air.
- Sun therapy: Importance of sun rays & Different uses of sun rays.

Unit-IV Diet & Fasting:

- Role of Diet for health
- Meaning & Importance of Fasting
- Rules for fasting
- Types of fasting and their benefits

Reference Books

- | | | |
|--|---|-------------------------|
| 1. History and philosophy of Naturopathy | – | Dr. S.J. Singh |
| 2. Philosophy of Nature Cure | – | Dr. Henry Lindlhai |
| 3. The practice of Nature Cure | – | Dr. Henry Lindlhai |
| 4. Diet and Nutrition | – | Dr. Rudolf |
| 5. New Horizon in Chromo Therapy | – | Dr. S.J. Singh |
| 6. Art of Massage | – | J.H. Kellog |
| 7. Stri Rogon Ki Grih Chikitsa | – | Dr. Kulranjan Mukherjee |
| 8. Nature Cure | – | H K Bakhru |
| 9. Prakritik Ayurvedigyan | – | Dr. Rakesh Jindal |

HUMAN CONSCIOUSNESS

PAPER CODE: DEBAY-203

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I

- Meaning & Definition of Consciousness.
- Stages of Consciousness: Unconscious, Sub-Conscious, Conscious & Super-Conscious.
- Crisis of Human Consciousness
- The Yogic way of evolution of Human Consciousness.

Unit-II

- Human Consciousness in Vedic literature & Upanishad (Isha, Ken & Mandukya Upanishad)
- Human Consciousness in Buddhism & Jainism

Unit-III

- Sankhya & Human Consciousness
- Advaita Vedanta & Human Consciousness
- Astrology & Human Consciousness.
- Scientific & Psychological views of Human Consciousness

Unit-IV

- Factors affecting the Human Consciousness.
- Birth & Life
- *Bhagya & Purushartha*
- *Karmaphala Vidhana*
- *Sanskara & Punarjanam*

Reference

- | | |
|-------------------------------------|-------------------------|
| 1. भारतीय दर्शन में चेतना का स्वरूप | – डॉ. श्रीकृष्ण सक्सेना |
| 2. भारतीय दर्शन | – आचार्य बलदेव उपाध्याय |
| 3. प्रज्ञापुरुष का समग्र दर्शन | – डॉ. मंदाकिनी श्रीमाली |
| 4. मानव चेतना एवं योग विज्ञान | – डॉ. कामाख्या कुमार |
| 5. A Study in Consciousness | – Annie Besant |
| 6. Ayurveda and Mind | – Dr. David Frawley |
| 7. Seven States of Consciousness | |

YOGA & HEALTH

PAPER CODE: DEBAY-204

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I

- Meaning of definition of Health
- Importance of Health in Human life
- Components of Health
- Yoga & Health
- General causes of disease.

Unit-II

- General introduction of Hygiene
- Components of Hygiene
- Meaning & definition of diet
- Importance and role of diet
- Components of diet: Carbohydrate, Protein, Fat, Minerals, Vitamins & Water

Unit-III

Yogic management of following diseases:

- Indigestion
- Hyper acidity
- Constipation
- Colitis
- High & low Blood Pressure.

Unit-IV

Yogic management of following diseases:

- Arthritis
- Spondylitis
- Diabetes
- Asthma
- Obesity

Reference Books

1. Sadhana Paddhatiyon Ka Gyan Aur Vigyan – Sri Ram Sharma Acharya
2. Asan Pranayama se Adhi Vyadhi Nivaran – Sri Ram Sharma Acharya
3. Roga Aur Yoga – Sw. Satyananda Saraswati
4. Yogic Management of Common Diseases – Sw. Satyananda Saraswati
5. Yoga Therapy – Dr Kamakhya Kumar

YOGA PRACTICAL
PAPER CODE: DEBAY-205

Practical: 100

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

A. ASANS

1. Garuda Asana
2. Vatayana Asana
3. Pawan Mukta Asana
4. Natraj Asana
5. Parsva Chakrasana
6. Trikona Asana
7. Parvatasana
8. Gomukhasana
9. Ushtra Asana
10. Manduka Asana
11. Surya Namaskar – With Mantra
12. Yognidra Asana
13. Vakra Asana
14. Ardhmatsendra Asana
15. Sidha Asana
16. Badha Padama Asana
17. Akaran Dhanur Asana
18. Bhunama Asana
19. Paschimottan Asana
20. Sarvang Asana
21. Matsya Asana
22. Halasana
23. Bhujang/Sarpa Asana
24. Chakra Asana
25. Makra Asana
26. Sirsh Asana
27. Salbha Asana
28. Dhanur Asana
29. Kurma Asana

B. BANDHA MUDRAS

1. Jalandhar Bandh
2. Maha Bandh
3. Ashwani Mudra
4. Sambhi Mudra
5. Shanmukhi Mudra

C. SHAT KRAMA

1. Nauli
2. Tratak
3. Vaman Dhauti
4. Vastra Dhauti

D. PRANAYAMA

1. Surya Bhedan
2. Chandra Bhedan
3. Sheeti
4. Shitkari
5. Bhramari

E. PRAYER

1. 'GAYATRI' MANTRA

Third Year**YOGA & HUMAN EXCELLENCE****PAPER CODE: DEBAY-301****External: 70****Internal: 30****Note:**

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I Introduction:

- Concept of Human excellence
- Self – its meaning, importance and evaluation
- Factors of Human excellence
- Human excellence in Yogic Texts

Unit-II Factors of Human Excellence & Yoga -I

- Will Power
- Creativity

- Emotional Intelligence
- Memory

Unit-III Human Excellence & Yoga -II

- Self esteem and Self - confidence
- Decision making
- Adjustment and Social Excellence
- Leadership

Unit-IV Human Excellence & Yoga -III

- ESP
- SQ
- Perfection

Reference Books

1. Asana Pranayama Mudra Bandha – Sw. Satyananda Saraswati
2. Anatomy of Hatha Yoga
3. Yogic Exercises
4. Anatomy & Physiology of Yoga – M M Gore

YOGA & MENTAL HEALTH

PAPER CODE: DEBAY-302

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I Introduction

- Meaning & definition of Mental Health
- Importance of Mental Health
- Components of Mental Health
- Mental Health crisis
- Role of Yoga in Mental Health

Unit-II Mind & Consciousness

- Mind – Its Meaning , definition and Functions
- Stages of Mind- Unconscious , Sub-Conscious, Conscious and Super-Conscious
- Mind – Body Relation

Unit-III Psychological Approach to Mental Health

- Behavioural approach to Mental Health
- Cognitive approach to Mental Health
- Psychodynamic approach to Mental Health

Unit-IV Yogic Approach to Mental Health

- Maharshi Patanjali's Approach to Mental Health
- Hath Yogic Approach to Mental Health
- Vedantic Approach to Mental Health
- Geeta's Approach to Mental Health

Reference Books

- | | |
|---|--|
| 1. Modern Abnormal Psychology | – Arun Kumar Singh |
| 2. Fundamentals of Abnormal Psychology (4 th Edi.): by | – Ronald J. Comer (2005), Pub: Worth Publications, New York. |
| 3. Hand Book of Mental Health & Aging (2 nd Edi.): by | – James E. Birren, R. Bruce Slocene, Gene D. Cohen (1992): Pub: Academic Press, Inc, New York. |
| 4. Essential of Psychology (6 TH Edi.) | – Spencer A Rathus (2001) Pub: Harcourt College Publications, USA. |
| 5. Asana, Pranayama, Mudra, Bandha | – Swami Satyananda Saraswati |
| 6. Patanjali yog Pradeep | – Swami Omananda Teerth, Geetepress |
| 7. Hatha Yoga Pradipika | – Kaivalyadham Lonawala |
| 8. Patanjali Yog Sutras | – Woods |
| 9. A Study in Consciousness | – Annie Besant |
| 10. Ayurveda and Mind | – Dr. David Frawley |
| 11. Seven States of Consciousness | – Anthony Campbell |

YOGA IN GEETA & UPANISHAD**PAPER CODE: DEBAY-303****External: 70****Internal: 30****Note:**

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I

- Introduction of Geeta
- Geeta as a yogic text
- Concept of yoga in Geeta
- Obstructing & Helping element to Yoga sadhana
- Characteristics of a Yogi.

Unit-II

- Meaning & importance of Yagna
- Karma Yoga, Jyan Yoga & Bhakti Yoga in Geeta
- *Ishwar & Its Vibhuties*
- *Triguna & Path to be Gunateeth.*

Unit-III

- Introduction to Upanishad
- Importance of Upanishad
- Impact of Upanishad on Western thinkers*

Unit-IV

Yogic facts in-

- Nad-bindu (types of nada & Nadanusandhana)
- Dhyana-bindu (Importance of Dhyana & its Nature)
- Yoga- Tattwopanishad
- Yoga- Shikhopnishad
- Yoga- Kundalyepanishad

Reference

- | | |
|--------------------------------------|---------------------------|
| 1. Shri Mad Bhagwat Geeta | – Geeta Press, Gorakhpur. |
| 2. Outline of Indian Philosophy | – H.P.Sinha |
| 3. Indian Philosophy | – Datta & Chartarjee. |
| 4. 108 Upanishada- (Vol. I, II,III) | – Sri Ram Sharma Acharya |

ALTERNATIVE THERAPIES**PAPER CODE: DEBAY-304****External: 70****Internal: 30****Note:**

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I

- Meaning of Alternative Therapies & its importance.
- General introduction to following alternative Therapies-
 - o Naturopathy Unani
 - o Acupuncture Acupressure
 - o SujokSiddha
 - o Pranic healing Reiky
 - o Aroma

Unit-II

- Meaning & Definition of acupressure.
- Important elements of acupressure Jimi, Roller, Magic ball.
- Acupressure therapy of following Ailments: Diabetes, Constipation, Blood Pressure, Backache, Arthritis & Asthma.

Unit-III

- Pranic Healing and its importance

- Basic Chakras
- Principle of Pranic Healing
- Process of Pranic Healing.

Unit-IV

Pranic Healing of following diseases:

- Digestive disorder
- Cardiac disorders
- Urinary disorders
- Nervous disorders
- Endocrinal disorders.

References

- | | सन्दर्भ-ग्रन्थ |
|---|-----------------------|
| 1. व्यूषेशर | – डॉ. अत्तर सिंह |
| 2. एक्क्यूषेशर | – डॉ. एल. एन. कौठारी |
| 3. एक्क्यूषेशर के द्वारा आप ही अपने डाक्टर-डॉ. धीरेज गाला | |
| 4. सुजौक चिकित्सा-डॉ. आशा महेश्वरी | |
| 5. एक्क्यूषेशर | – डॉ. डी. पी. बोरा |
| 4. Miracles Through Pranic Healing | – Master Choa Kok Sui |
| 5. Advanced Pranic Healing | – Master Choa Kok Sui |
| 6. Pranic Psychotherapy | – Master Chos Kok Su |

YOGA PRACTICAL

PAPER CODE: DEBAY-305

Practical: 100

A. ASANAS

1. Surya Namaskar
2. Pada Hasta Asana
3. Vir Bhadra Asana
4. Ardaha Chandri Asana
5. Vir Bhadra Asana
6. Ardhbadha Padmottana Asana
7. Sirsh Pada Angushtha Asana
8. Paschimottana Asana
9. Ardha Matsendar Asana
10. Puran Asana
11. Shashank Asana
12. Padambakasana
13. Mayura Asana
14. Uthit Padama Asana
15. Ekpada Sikand Asana

16. Kapot Asana
17. Badha Padmasana
18. Halasana
19. Karan Pida Asana
20. Dwi Pada Pitham Asana
21. Titibha Asana
22. Setu Bandh-Sarvang Asana
23. Supta Vajra Asana
24. Puran Dhanur Asana
25. Salbha Asana
26. Omkara Asana
27. Angushtha Asana
28. Vrishchika Asana

B. BANDH- MUDRAS

1. Maha Bandha
2. Yog Mudra
3. Shankh Mudra
4. Viprit Karni Mudra

C. SHAT KARMA

1. Agnisar
2. Nauli
3. Gajkarni
4. Dand Dhauti
5. Vastra Dhauti

D. PRANAYAMA

1. Ujjai
2. Bhastrika
3. Bhramari
4. Aulom- Vilom

E. PRAYER

1. Shanti Path

BACHELOR OF JOURNALISM AND MASS COMMUNICATION

First Semester

COMMUNICATION SKILLS

PAPER CODE: DEBJMC-101

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks the theory marks secured by the candidate shall be proportionately enhanced.

UNIT - I

Introduction to Communication: Definition, Communication Cycle/Process, The Elements of Communication: Sender; Message; Channel; Receiver, Feedback & Context, Definition of Communication Process, Stages in the Process: Defining the context, Knowing the Audience, Designing the Message, Encoding, Selecting Proper Channels, Transmitting, Receiving, Decoding and Giving Feedback.

UNIT - II

Types of Communication: Formal, Informal, Verbal, Non-Verbal, Vertical, Horizontal, Diagonal.

UNIT - III

Principals of Effective Communication: Definition of Effective Communication, Communication Barriers and How to Overcome them, Developing Effective Messages, Thinking about Purpose, Knowing the Audience, Structuring the Message, Selecting Proper Channels, Minimizing Barriers and Facilitating Feedback.

UNIT - IV

Non-verbal Graphic Communication: Non-Verbal Codes: A-Kinesecs, B-Proxemics, C-Haptics, D-Vocalics, E-Physical Appearance, F-Chronemics, G-Artifacts, Aspects of Body Language, Interpreting Visuals & Illustrating with Visuals like Tables, Charts & Graphs.

UNIT - V

Formal Written Skills: Office Drafting : Circular, Notice and Memo, Job Application with Résumé, Business Correspondence: Enquiry, Order Letter, Complaint Letter and Adjustment Letter, Report Writing: Accident Report, Fall in Production, Progress/ Investigative, Defining & Describing Objects & Giving Instructions.

HINDI-I

PAPER CODE: DEBJMC-102

External: 70

Internal: 30

Note:

1. The examiner is required to set question paper as per the guidelines/instructions given in the syllabi of the paper. The students are required to attempt the questions accordingly.

- Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Syllabus and course of reading: As prescribed by the University BA - Part I Hindi (Compulsory).

ENGLISH-I PAPER CODE: DEBJMC-103

External: 70

Internal: 30

Note:

- The examiner is required to set question paper as per the guidelines/instructions given in the syllabi of the paper. The students are required to attempt the questions accordingly.
- Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Syllabus and course of reading: As prescribed by the University BA - Part I English (Compulsory).

Text Prescribed: A Remedial English Grammar for Foreign Students by FT. Wood.

The following items may be deleted:

Item Nos.:

- | | |
|---------------------------------------|--------------------------------------|
| 8. Transformations | 9. Confusion of Adjectives & Adverbs |
| 10. Adverbial use of No, Not and None | 13. The Pro word one |
| 15. Redundant Pronouns & Preposition | 16. The use of correlatives. |

REPORT WRITING AND PRESENTATION PAPER CODE: DEBJMC-104

External: 70

Internal: 30

Note:

- There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
- Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Management Information System

Information, As the basic of Communication, Written Communication, Communication Diagnosis, Communication Models, Consulting Models, Ethical Considerations Of Consulting, Consultant-Client Relationship, Consulting Practices. Diagnosis and Practices.

Preparation & Report Writing

Data Collecting and Data Analyzing Techniques, Audit, Practical Problems, Various parts/ sections of report, Components of Report, Report Writing Techniques

Presentation

Structure, Matter, Delivery, Use of Aids, Objective, Identification of Target Audience, Choosing the Appropriate Format, Organizing the Information & Report, Choosing Components of Presentation based on Objective, target Audience, Communication Language

COMPUTER SKILLS FOR BUSINESS MANAGEMENT

PAPER CODE: DEBJMC-105

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

UNIT - I: *Fundamentals of Information Technology:* Evolution of Computers, Classification of Computer Systems Block Diagram, Flowchart, Algorithm, Number System and Arithmetic, Binary, Octal and Hexadecimal Number System Binary Codes Conversions.

UNIT - II: *Computer Software:* Application and Systems Software, Word Processors, Spreadsheets, Presentation Graphics, Introduction to DBMS.

UNIT - III: *Managing Data:* Programming Languages and their Classification: Assemblers, Compilers and Interpreters.

Operating System: Functions of Operating Systems, Multitasking, Multiprocessing, Real Time Systems.

UNIT - IV: *Computer Hardware:* Central Processing Unit, Memories, I/O Devices and their Functions.

UNIT - V: *Computer Networks:* Overview of Computer Networks, Applications and Advantages of Computer Networks, Topologies (Ring, Bus, Star, Mesh), Communication Media and Devices, Types of Networks (LAN/WAN/MAN).

UNIT - VI: *Overview of CBIS Application:* Introduction to Internet and e-mail, Concept of: MIS, DSS, GDSS, ERP, OLIP, Data warehousing, Data Mining, e-Commerce.

Semester-II

LEADERSHIP AND TEAM EFFECTIVENESS

PAPER CODE: DEBJMC-201

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive

examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

1. Introduction to Leadership and Team effectiveness
2. Leadership: Type, Style and Behaviours
3. Leadership Contingency Theories: Propositions and Applications
4. Recent Development in Leadership Approaches
5. Team as a Medium of Learning, Development and Change and Role of Leadership
6. Role of Leadership in enhancing Interpersonal Trust
7. Managing Interpersonal and Intergroup Conflicts
8. Power Dynamics in Groups
9. Cross-cultural Influence on Leadership Effectiveness

HINDI-II

PAPER CODE: DEBJMC-202

External: 70

Internal: 30

Note:

1. The examiner is required to set question paper as per the guidelines/instructions given in the syllabi of the paper. The students are required to attempt the questions accordingly.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Syllabus and course of reading: As prescribed by the University BA - Part II Hindi (Compulsory).

ENGLISH-II

PAPER CODE: DEBJMC-203

External: 70

Internal: 30

Note:

1. The examiner is required to set question paper as per the guidelines/instructions given in the syllabi of the paper. The students are required to attempt the questions accordingly.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Syllabus and course of reading: As prescribed by the University BA - Part II English (Compulsory). Text book prescribed 'A course book of English Grammar, Composition and Translation.

TECHNICAL AND CREATIVE WRITING

PAPER CODE: DEBJMC-204

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Essential Grammar: Basic Sentence Patterns, Basic Parts of the Sentence, Parts of Speech, Phrases and Clauses

Business Correspondence and Application Letters: Common Types of Application Letters, Common Sections in Application Letters, Background Details in the Application Letter, Checklist of Common Problems in Application Letters, Complaint and Adjustment Letters, Inquiry Letters: Types and Contexts

Book Design: Introduction, Front and Back Covers, Title Page, Edition Notice, Disclaimers, Trademarks, Warranties, Safety Notices, Communication Statements, Table of Contents—List of Figures, Preface, Body Chapters, Appendixes, Glossary, Index, Reader-Response form, Book Design and Layout, Page Design, Headings, Lists, Notices, Tables, Highlighting, Margins, Indentation & Alignment, Fonts & Colour, Graphics and Tables, Graphics an Overview, Drawings, Diagrams, Photos, Uses of Illustrations and Photos, Formatting Requirements, Producing Illustrations, Photographs, Tables, Uses for Tables, Table Format, Producing Tables, Charts and Graphs, Producing Charts and Graphs, Documenting Graphics Indicating Sources, General Guidelines for Graphics—a Review

Technical Writing: About the Technical Report—Types of Technical Reports, Audience and Situation in Technical Reports, Topics for Technical Reports, General Characteristics of Technical Reports, Checklist for the Technical Report, More Technical Report, Technical Background Reports, Primary Research Reports, Business Plans, Technical Specifications

Creative Writing: Choose the Right Story Structure, Types of Structures, Narrative Structures, Structural Devices, Structural Issues, Choose the Right Way to Tell Your Story, Consider Multi-Media

Creative Writing Process: Introduction, Idea Collection Sheets, Categorizing Ideas, Converting to Mind Map form, Conversion to Linear form

DESKTOP PUBLISHING

PAPER CODE: DEBJMC-205

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

1. BASICS OF WINDOWS XP
2. DESK TOP PUBLISHING
3. PAGEMAKER 7.0
4. CORELDRAW
5. ADOBE ILLUSTRATOR CS4
6. ADOBE PHOTOSHOP CS4
7. INDESIGN CS4
8. QUARKXPRESS250-275

BACHELOR OF LIBRARY & INFORMATION SCIENCE (B.Lib.I.Sc.)

LIBRARY AND SOCIETY

PAPER CODE DEBLS-101

Theory 80
Assignment 20

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.

Section 1 : Development of Libraries and Their Role in Society.

Unit 1 : Role of Libraries in Modern Society.

Unit 2 : Laws of Library science.

Unit 3 : Development of Libraries in UK and USA.

Unit 4 : Library Development in Modern India-plans and programme

Section 2 : Unit 5 : National Libraries: A Descriptive Account of National Libraries of India, UK, USA & USSR.

Unit 6 : Academic Libraries : University, College and School Libraries.

Unit 7 : Public Libraries

Unit 8 : Special Libraries and Information Centres

Section 3 : Library Legislation

Unit 9 : Library Legislation and Model Public Library Act.

Unit 10 : Library Legislation in Indian States- their Salient Features

Section 4 : Resource sharing and User Studies

Unit 11 : User Studies

Unit 12 : User Education

Unit 13 : Resource Sharing – Concept, Need, Form, Resource Sharing- Selected Case Studies

Section 5 : Library Associations, Organization and Institution

Unit 14 : Librarianship as a Profession & Professional ethics.

Unit 15 : Role of Professional

Unit 16 : Organization and Institutions involved in Development of Library and Information Services.

LIBRARY MANAGEMENT

PAPER CODE DEBLS-102

Theory 80
Assignment 20

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.

Section 1 : Principles of Library Management

Unit 1 : General Principles of Management and the Application to Library Management.

Unit 2 : Library Organizational Structure.

Unit 3 : Management Information System.

Unit 4 : Physical planning

Section 2 : Information Resources Development

Unit 5 : Types of Information Resources Selection Principles including the communication Media.

Unit 6 : Different Types of Selection Tools and the Importance

Unit 7 : Acquisition Procedure Books and Non- Printing Material

Unit 8 : Acquisition of Periodicals and Serials

Unit 9 : Technical Processing

Section 3 : Use and Maintenance of the Library.

Unit 10 : Circulation Work

Unit 11 : Maintenance Shelving and Stock Verification etc.

Unit 12 : Elements of Binding and Preservation

Section 4 : Human Resource Development

Unit 13 : Human Resource Development Concept and Contours

Unit 14 : Personnel Planning

Unit 15 : Participatory Management and Total quality Management(TQM)

Section 5 : Library Finance, Library Budget

Unit-16 : Library Finance

Unit 17 : Budgeting and Accounting.

LIBRARY CLASSIFICATION THEORY**PAPER CODE DEBLS-103**

Theory 80
Assignment 20

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.

Section 1 : Elements of Classification Theory

Unit 1 : Basic Terminology and Historical Perspective.

Unit 2 : Perspective Need and Purpose of Library Classification.

Section 2 : Theory and Development of Library Classification

Unit 3 : General Theory of Library Classification

Unit 4 : Species of Schemes of Library Classification

Unit 5 : Learning about subjects

Section 3 : Approaches to Library Classification

Unit 6 : Postulation and Systems Approaches

Unit 7 : Fundamental Categories . Facet Analysis and facet Sequences

Unit 8 : Phase Relations and Common Isolates

Unit 9 : Devices in Library Classification

Section 4 : Study of Selected Schemes of Classification

Unit 10 : Dewey Decimal Classification

Unit 11 : Comparative Study of 19th, 20th and 21st Edition of DDC

Unit 12 : Universal Decimal Classification

Unit 13 : Colon Classification

Unit-14 : Different Versions of Colon Classification.

Unit 15 : Current Trends in Library Classification

LIBRARY CLASSIFICATION PRACTICE (PRACTICAL)
PAPER CODE DEBLS-104

Practical 80
Assignment 20

Note:

1. There will be three parts consisting of Ten Question each
2. The student is required to classify any 5 titles by Colon Classification 6th revised edition from part-A each title carries four Marks; Classify any 5 titles by Dewey Decimal Classification 19th edition from part-B and each title carried 4 Marks and Classify and 5 titles using both colon Classification 19th from Part –C and each title carries Eight Marks.
3. Copies of Dewey Decimal classification 19th ed and Colon Classification by S.R. Ranganathan 6th revised edition will be provided for use.
4. The class members assigned should specific as possible.
5. Furnish your answers in the question paper itself in the space provided against each title.
6. Question Paper should have English and Hindi version. Only transliteration of title should be done and not the translation.

Section 1: Dewey Decimal Classification (19th Edition) Part-I.

Unit 1 : Introductions, Structure and Organization

Unit 2 : Definitions, Notes and Instructions

Unit 3 : Introduction to Three Summaries and Steps in Classifying Documents

Unit 4 : Relative Index and its use

Section 2 : Dewey Decimal Classification (19th Edition) Part-2.

Unit 5 : Study of Tables and Schedules

Unit 6 : Auxiliary tables and Devices

Unit 7 : Practical Classification

Section 3 : Colon Classification (6th Edition) : Preliminaries

Unit 8 : Introduction, Structure and Organization

Unit 9 : Schedules and Techniques

Unit 10 : Steps in Classification

Section 4 : Colon Classification (6th Edition) : Introduction to the Application of Postulates and Principles for Facet Analysis and Synthesis.

Unit 11 : Humanities and Social Sciences

Unit 12 : Biological Sciences

Unit 13 : Physical Sciences and Generalia

LIBRARY CATALOGUING THEORY
PAPER CODE DEBLS-105

Theory 80
Assignment 20

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.

Section 1 : History, Purpose and Types of Library Catalogue.

Unit 1 : Library Catalogue: Objectives, Purpose functions

Unit 2 : History and Development of Library Catalogue codes.

Unit 3 : Physical form of Catalogue

Unit 4 : Types of Catalogues

Section 2 : Format of Catalogue Entries.

Unit 5 : Kinds of Entries

Unit 6 : Date Elements in Different Types of Entries

Unit 7 : Filing of Entries – Classified and Alphabetization.

Unit 8 : Centralized Cataloguing, cataloguing in Publication and MARC

Unit 9 : Machine Formats : MARC and CCF

Section 3 : Choice of Rendering of Headings

Unit 10 : Personal Authors (Western and Indian Names)

Unit 11 : Corporate Authors

Unit 12 : Pseudonyms, Anonymous Works and Uniform Titles

Unit 13 : Cataloguing of Non- Print Media

Section 4 : Subject Indexing, Vocabulary Control and Recent Development in Cataloguing.

Unit 14 : Subject Cataloguing -Problems

Unit 15 : Vocabulary Control : Subject Heading List Thesauri

Unit 16 : Subject Indexing Models

Unit 17 : Techniques for subject indexing

Unit 18 : Recent Trends in Library Cataloguing.

LIBRARY CATALOGUING (PRACTICAL)

PAPER CODE DEBLS-106

Practical 80
Assignment 20

Note:

1. There will be two parts consisting of 5 questions each, Part-A is devoted to AACR-II and Part –II to Classified Catalogue Code, 5th rev. edition
2. The students required to prepare entries for five titles selecting atleast 2 titles from each part. All titles carry equal Marks.
3. Copies of Colon Classification by S.R. Ranganthan 6th Revised Edition and Sears list of Subject Heading will be provided for use.

Section 1 : AACR-2R-Part -1

Unit 1 : Preliminaries

Unit 2 : Single Personal Author

Unit 3 : Shared responsibility and Editorial Direction

Unit 4 : Choice Among Different Names and References

Unit 5: Series and Multivolume

Section 2 : AACR -2R-Part -2

Unit 6 : Subject Headings

Unit 7 : Corporate Bodies

Unit 8: Uniform Titles and Serials

Unit 9 : Cataloguing of Non Print Material and Users –Guide to AACR-2R

Section 3 : Classified Catalogue Code Part-1

Unit 10: Preliminaries Classified Catalogue Code

Unit 11: Class Index Entries and Tracing

Unit 12: Personal Authors

Unit 13: Corporate Authors

Section 4 :Classified Catalogue Code Part-2

Unit 14 : Analytical Entries and Composite Books

Unit15 : Series and composite books.

Unit 16 : Multivolume

Unit 17: Periodical Publications

REFERENCE AND INFORMATION SOURCES

PAPER CODE DEBLS-107

Theory 80
Assignment 20

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.

Section 1 : Study of Reference Sources.

Unit 1 : Reference and Information Access Tools Overview.

Unit 2 : Types of References and Information Access tools.

Unit 3 : Kinds of Bibliographies.

Unit 4 : Indexing and Abstracting Periodicals

Unit 5: Reviews, States of Art Reports, Trends Reports.

Section 2 : Categories of Reference Sources –Part-1

Unit 6 : Dictionaries

Unit 7 : Encyclopedias.

Unit 8: Hand book, Manuals, year Books etc.

Unit 9 : Standards, Patents, Trade Catalogue etc.

Section 3 : Categories of Reference Sources –Part-2

Unit 10: Geographical Sources.

Unit 11: Biographical Sources.

Unit 12: Statistical Information Sources

Unit 13: Sources of Current Affairs.

Section 4 : Non Documentary Sources.

Unit 14 : Human Resources and referral Systems

Unit15 : Institutional Information Sources.

Unit 16 : Mass Media

INFORMATION SERVICES

PAPER CODE DEBLS-108

Theory 80
Assignment 20

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.

Section 1 : Information Services and Organizations

Unit 1 : Concept and need for Information.

Unit 2 : Information Services : an overview

Unit 3 : Users of Information Services

Unit 4 : Organizations of Information Services

Section 2 : Information Services and Techniques.

Unit 5 : Reference Services.

Unit 6 : Current Awareness Services.

Unit 7: Literature Search and Data Base Services.

Unit 8 : Document Delivery Service.

INFORMATION TECHNOLOGY : BASICS

PAPER CODE DEBLS-109

Theory 80
Assignment 20

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.

Section 1 : Information Technology : Concepts and Basics

Unit 1 : Introduction to Information Technology

Unit 2 : Introduction to Computers

Unit 3 : Telecommunications : Basics

Section 2 : Application Software

Unit 4 : Introduction to Application Software

Unit 5 : Library and Information Software Package .

Unit 6 : Features of Indian Software Package.

Section 3 : Library Automation

Unit 7 : Library House Keeping Operations

Unit 8 : Computerized Information Services .

Unit 9 : Management of Computerized Library .

Section 4 :Information System and Networks

Unit 10 : Basic Concepts and Contours of Computer based information systems.

Unit 11 : Library and Information Networks

Unit 12 : Resources Sharing Networks

Unit 13 : Internet

BACHELOR OF EDUCATION (B.Ed.)
EDUCATION IN THE EMERGING INDIAN SOCIETY
PAPER-I (THEORY)

External: 80

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.

I. Education and Philosophy

1. Philosophical Analysis of basic concepts of Education:
 - Education
 - Teaching
 - Instruction
 - Training
 - Introduction
 - Types of Education: formal, informal & Non-Formal
2. Philosophy Knowledge
 1. Concept of knowledge
 2. Types of knowledge
 3. Sources of knowledge
 4. Methods of acquiring knowledge

II. Education and Philosophy

1. Relationship between Education and Philosophy, Aims of Education, curriculum, methods of teaching, discipline and role of the teacher as influenced by idealism, naturalism and pragmatism.
2. Educational thoughts of Mahatama Gandhi, Tagore and Vivekanand and their impact on Indian Education.

III. Aims of Education in contemporary Indian Society

1. Education for;
 1. values;
 2. modernization;
 3. vocationalisation;
 4. health (physical, mental and emotional); and
 5. development of democratic outlook
2. Agencies of Education
 1. Formal agencies; School and State.
 2. Informal agencies; home, community, peer-groups, mass media.
 3. Home-school partnership; school-community collaboration.

IV. Structure and Concerns of Modern Indian Society

1. Structure of Indian Society; class; caste; religion, ethnicity and language.
2. Concerns of Indian Society : Democracy ; Social justice and equality, human rights, secularism, gender equality, social cohesion, national integration, population explosion, environmental degradation, globalization and privatization.
3. Educational and social change.

V. Education for National Development and its Futurology

1. Education and national development.

1. Meaning of national development.
 2. Education and national development
 3. Role of Education in economic development
 4. Education and human resource development
2. Futurology

Education in future India; schools, classrooms, teachers, methods, discipline.

PEDAGOGICAL SKILL DEVELOPMENT (PRACTICAL WORK)

External: 20

One Project on any one of the following:

1. Socio-economic educational survey of a nearby village urban setting.
2. Study of education and income patterns.
3. Role of education in women empowerment.
4. Any Project related to Literacy/Health/Environment/Family Environment.

SUGGESTED READINGS

Anand, C.L. et. al (Eds.) (1993) : The Teacher and Education in Emerging Indian Society, NCERT, New Delhi. Brubacher, John S. (1971) : Modern Philosophies of Education. Tata McGraw Hill, Delhi, Deiors, Jacques (1996); Learning the Treasure Within, Report to Unesco of the International Commision on Education for Twenty First century. UNESCO. Durkheim Emile (1956): Education ani Sociology. Free Press of Glencol, New York. Gore, M.A. et. Al. (1967) : Papers in Sociology of Education in India, NCERT, New Delhi, MHRD, Report of Education Commission 1964-66. Ministry of Education, Govt, of India, New Delhi.

PSYCHOLOGY OF TEACHING AND LEARNING PAPER-II (THEORY)

External: 80

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.

I. Psychology and its Relationship to Teaching

1. Concept of Psychology
2. Concept of teaching and learning
3. Relationship of Psychology to teaching and learning.
4. Levels and factors affecting teaching.

II. Development of Learner

1. Concept of growth and development
2. General principles of the development
3. Relative importance of heredity and environment in learner's development.
4. Stages and aspects of development with special reference to needs and problems of adolescents in the Indian context.

III. Psychology of Learning

1. Concept and characteristics of Learning

2. Factors affecting learning and motivation
3. Theories of learning:
 1. Learning by trial and error
 2. Classical conditioning
 3. Insight theory
 4. Operant conditioning
 5. Memory and forgetting
 6. Transfer of learning

IV. Nature of the Learner

1. Intelligence: Meaning, nature and theory of intelligence (two factor theory and Thurston's group factor theory). Measurement of intelligence and application of intelligence tests.
2. Creativity; Concept; Relationship with intelligence; Techniques for fostering creativity.
3. Interest and aptitude and their assessment.
4. Personality: Meaning, nature and assessment.

V. Guidance and Counseling

(i) Meaning, significance, types, steps, approaches and techniques, (ii) Concept of Disability, its identification, causes and management.

(PRACTICAL WORK)

External: 20

1. Administration, scoring and interpretation of the following psychological tests :
 1. Intelligence Test
 2. Personality Test
 3. Achievement Test
 4. Aptitude Test
 5. Creativity Test
 6. Interest Inventory
 2. Case Study

SUGGESTED READINGS

Anastasi, A. (1967): Individual Differences, John Wiley, New Delhi.

Ausubel, D.P. (1968) Educational Psychology : ACognitive Biew, Holt Rinchart and Winston, New York.

Bhatnagar, Suresh (1980) : Psychological Foundation of Teaching Learning & Development (Hindi), Loyal Book Depot, Meerut.

Bigge, M.L. (1967) : Learning Theories for Teachers, University Book Stall, Delhi.

SECONDARY EDUCATION AND SCHOOL MANAGEMENT PAPER-III A (THEORY)

External: 50

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.

Unit-I

Development of Secondary Education in India

1. Significant development in secondary education during the pre-independence period in India.
2. Review of secondary education in India after independence with special reference to :
 1. Secondary Education Commission (1952-53)
 2. Indian Education Commission (1964-66)
 3. National Policy on Education (1986)
 4. Acharya Ram Murthi Committee (1990)
 5. Programme of Action
3. Constitutional obligations related to education in India and designed changes in the educational system with special reference to the secondary education.

General Aims of Secondary Education.

Unit-II

Secondary Education; Problems and Issues

1. Quality of secondary education with specific reference to its aims and objectives, curriculum, methods of teaching, human and physical resources, administration and evaluation.
2. Vocationalization of secondary education: its need and implication.
3. Distance education and open learning, Moral Education and Women Education.
4. Teacher education at secondary level : Pre-service and In-service.
5. Study of secondary education system of two developed countries: U.S.A. & U.K.

Unit-III

School Management

1. Concept of school management
2. Management of human resources and material resources
3. Construction of time-table.
4. Class management.
5. Maintenance of school records
6. Organisation of school library
7. Organisation of co-curricular activities.

SUGGESTED READINGS

Bhatia K.K. & Chadda D.R.C (1980) : Modern Indian Education and its problems, Prakash Brothers, Ludhiana.

Chopra R.K. (1993) : Status of Teacher in India, NCERT New Delhi.

Menon T.K.N. & Kaul G.N. (1954) : Experiments in Teacher Training, New Delhi.

Ministry of Education, Govt, of India (1949) : Report of the University Education Commission, New Delhi; Report of the Secondary Education Commission (1962-53) Ministry of Education; Report of the Education Commission-Education and National Development (1964-66).

NCERX(1983) : The Teacher and Education in The Emerging Indian Society, NCERT, New Delhi.

NCTE (1988) : Competency based and Commitment Oriented Teacher Education for Quality School Education, Pre-service and In-service Programme, NCTE, New Delhi.

Nurullah S.& Naik J.R (1970) & Oad L.K. (Ed.)(1973) : A student History of Education in India.

Mc Millan & Co., Bombay; Shiksha Ke Nutam Aayam, Hindi Grantha Academic, Rajasthan.

Siddiqi M.A. (1993) : In Service Education of Teachers NCERT, New Delhi.

Singh L.C. & Sharma P.C. (1995) Teacher Education and the Teacher, Vikas Publishing House, New Delhi.

Singh, L.C. (Ed.) (1990) : Teacher Education in India-A Resource Book, NCERT, New Delhi.

Singh RP (1990) : Studies in Teacher Education, Bahri Publications, N. Delhi.

Warters J. (1964) Techniques of Counselling, McGraw Hill, New York.

Aggarwal J.C. (1967) Education Administration, School Organization and Supervision, Aiya Book Depot, Delhi.

Mukharjee S.N. (1963) Secondary School Admn.

EDUCATIONAL AND VOCATIONAL GUIDANCE

(OPTION-IV) PAPER-III B (THEORY)

External: 50

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.

Unit-I

1. Nature and meaning of Guidance.
2. Need of Educational and Vocational guidance.
3. Studying and appraising an Individual-its need and importance in educational and vocational guidance.

Unit-II

1. Measuring Achievement, Intelligence, Aptitude, Interest and Personality'-Inventories in Educational and Vocational Guidance.
2. Concept of Counseling and Counseling Interview.
3. Cumulative Record Card.

Unit-III

1. Guidance Services and their Organization in Schools.
2. Use of Educational and Occupational Information.
3. Role of teacher in guidance programme.

Books Recommended

1. Ohlen Merle, M., Guidance and Introduction, New York, Harcourt bruce, 1953.
2. Traxler, A.E. Techniques of Guidance, New York, Harcourt Bruce, 1953.
3. Warlens, Jane, Techniques of Counselling, New York, Mcgraw Hill, 1954.
4. Mehta, Porin, Handbook of Counselling, NCERT, 1976.

EDUCATIONAL TECHNOLOGY MANAGEMENT

PAPER-IV (THEORY)

External: 80

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.

Unit-I

- A. Concept, Meaning, Nature, Types, Scope and significance of Educational Technology.
- B. Communication Process
 1. Concept & Process
 2. Principles & Barriers

3. Classroom Communication (Verbal and non-verbal)
4. Different media of communication

Unit-II

Techniques of Behaviour Modification

1. Micro-teaching
2. Flander's interaction analysis
3. Role playing and gaming
4. Concept and Procedure of Action Research
5. Significance of Action Research in Teacher Education.

Unit-III

Programmed Learning

1. Meaning, Principles and Types of Programmed Learning
2. Development and Evaluation of Programmed Learning material.

Unit-IV

Models of teaching: Glaser's Basic Teaching Model, Bruner's Concept Attainment Model, Suchman Inquiry Training Model and Mastery Learning Model.

Unit-V

Information Technology; The concept, theory, approaches of Information Taxonomy of Information System, Information, Technology and Computers.

Computer Fundamentals : Input/Output, Data Storage Devices, Operating Systems Concepts, Graphical User Interface (GUI), Computer Virus, Internet and its tool like-Email. FTP (File Transfer Protocol), HTTP, www (World Wide Web). Browsers and E-Commerce.

Multimedia approach to Teaching-learning.

SUGGESTED READINGS

Apter, Michael, J. (1968). The Technology of Education, Mac Millan; London.

Chauhan, S.S. (1978). A Text Book of Programmed Instructions.

Dececeo, John, P. (1964). Educational Technology Readings in Programmed Instructions. Holt Rinehart and Winston.

Markle, Susan Meyer. Good Frames & A Grammar of Frame Writing. John Wiley & Sons.

Pangotra, Natendera Nath, Fundamental of Education Technology. International Publishers, Chandigarh.

Richmond, Kenneth, W (1969). The Teaching Revolution, Methuen & Company, London.

Ruhela, S.R (1973). Educational Technology.

Sharma, R.A. (1977). Shiksha Taknik. Modern Publishers, Meerut.

Amidon, E.J. and Elizabeth Hunter (1976) Improving Teaching .The analysis of classroom verbal instruction. New York, Holt Rinehart and Winston Inc.

Bloom, B.S. (1956) Taxonomy of Educational Objectives, Cognitive Domain Book, New York, Mc Kay.

Bruce Joyce and Marshaweil (1980). Model of Teaching, New Jersey, Prentice Hall.

Flander, Ned, A (1960). Analysis Teacher Behaviour London Addison, Wesley Publishing Company.

Hooda, R.C. and Rana S.S. (1993). Essentials of Teaching Learning (Hindi) : Raj Publications, Vijay Nagar, Bhiwani.

Hooda, R.C. (1997) Creativity and Mastery Learning, Silen Sea Publishers, Lajpat Nagar, Gurgaon.

Hooda, R.C. Hooda, S.K. and Dahiya S.S: (2001). Mastery Learning to Enhance Creativity S.S. Publishers, Delhi.

Jangira, N.K. & Singh, Ajit (1980), Core teaching skillJ-Micro teaching approach, New Delhi, NCERT.

Mavi, N.S. Programmed Learning, Kurukshetra (English),

PRACTICAL (INFORMATION TECHNOLOGY)

External: 20

*Know your computer (list the configurations, input/output devices).

Write and practice on Computer.

* How to start the computer, create a programme folder, create a file, save the file, close the file, shut down the computer. Use of Mouse and keyboard.

*Microsoft Windows.

1. Often used windows terms, managing the file system, printing in windows.

*Microsoft Word

1. Basic functions
2. Typing and Editing
3. Formatting Text
4. Page design and layout

(Student are supposed to prepare documents, New letters etc.)

*Microsoft Power Point.

1. Presentation Graphics
2. Introducing Power Point
3. Creating a Presentation.

*Read, compose and send E-mail messages

*What is World Wide Web (www) and how it works? Use a browser to search for documents and explore the Internet. What is Web Search Engines?

(Students are supposed to visit few web sites like [http:\ www.ncte-in-org](http://www.ncte-in-org), <http://www.ignou.org>, [.http://www.nic.in](http://www.nic.in), <http://www.mduonline.com> etc.

TEACHING OF ENGLISH

(OPTION-1) GROUP-A

PAPER-V & VI

External: 100

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.

I. Concept

1. Nature of language
2. Importance of language
3. Functions of language
4. Linguistic principles
5. Aims and objectives of teaching English.

II. Content and Pedagogical Analysis

1. Teaching of prose, poetry, composition and grammar.
2. Pedagogical analysis based on unit analysis, objectives, learning experience, chosen methods and material and evaluation of at least from prose, poetry, composition and grammar.

3. Preparation of micro lessons based on any of the following skills:

1. Questioning
2. Explaining
3. Illustration
4. Stimulus variation

III. Methods of Teaching and Skills of Teaching

1. Difference between an 'approach' and 'method', Major methods of teaching English : Grammar-cum-translation method, direct method and bilingual method.
2. Structural approach : Meaning of structure and pattern, principles of selection and gradation of structure, presentation and practice of structure.
3. Latest development In the approach and methods of teaching English including the linguistic communicative approach.
4. Development of following linguistic skills:
 1. Listening and understanding
 2. Speaking
 3. Reading
 4. Writing

IV. Instructional Material

1. Importance of instructional material and their effective use.
2. Use of following aids:
 1. Chalk Board
 2. Flannel Board
 3. Pictures
 4. Picture-cut-out
 5. Charts
 6. Tape-recorder
 7. Record-Player (Lingua phones)
 8. Radio
 9. Television
 10. Film and Filmstrips
 11. Overhead projector
 12. Language Laboratory

V. Evaluation

1. Basic principles of testing English. The difference between measurement and English.
2. The meaning and significance of comprehensive and continuous evaluation in evaluation.
3. Development of good test items in English (objective type, short answer type and essay type),

SUGGESTED READINGS

- Bansal, R.K. & Harrison, J.B. (1983). Spoken English for India. Orient-Lingman (II Ed.)
- Broughton Geoffrey et. al. Teaching English as a Foreign Language, London.
- Bhatia, K.K. (1968), New Techniques of Teaching English as a Foreign Language. NBS Educational Publishers, Chandigarh.
- Billows, F.L. (1961). The techniques of Language Teaching. Logoman, London.

**TEACHING OF HINDI
(OPTION-2) GROUP-A
PAPER-V & VI**

External: 100

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
1. मातृभाषा शिक्षण: अर्थस्वरूप महत्व एवं ब्लूम निर्धारित अनुदेशात्मक उद्देश्य।
2. भाषाई कौशल का सामान्य ज्ञान
 - श्रवण कौशल
 - भाषाण कौशल
 - पठन कौशल
 - लेखन कौशल
 - हिन्दी में उच्चारण-शिक्षण, अक्षर विन्यास एवं विराम चिन्ह
3. सूक्ष्म शिक्षण द्वारा विभिन्न कौशलों का ज्ञान
 - प्रश्न कौशल
 - दृष्यन्त कौशल
 - व्याख्या कौशल
 - पाठ योजना का अर्थ, महत्व एवं रूपरेखा
 - हिन्दी शिक्षण में अनुदेशात्मक सामग्री का अर्थ महत्व एवं उचित प्रयोग।
4. हिन्दी की विभिन्न विद्याओं का शिक्षण
 - कविता शिक्षण रस पाठ एवं बोध एवं बोध पाठ के रूप में
 - गद्य शिक्षण
 - व्याकरण शिक्षण (औपचारिक एवं अनौपचारिक)
 - रचना शिक्षण (कहानी रूप में पत्र व निबन्ध)
5. हिन्दी पाठ्यक्रम निर्माण एवं समीक्षा
 - हिन्दी पाठ्यपुस्तक की विशेषताएं एवं समीक्षा
6. हिन्दी में मूल्यांकन एवं गृहकार्य
 - हिन्दी में मूल्यांकन, अर्थ एवं स्वरूप हिन्दी पाठ्यक्रम निर्माण एवं समीक्षा
 - विद्याओं में मूल्यांकन प्रक्रिया
 - हिन्दी शिक्षण में गृहकार्य स्वरूप एवं संशोधन।

सन्दर्भ ग्रन्थ सूची

- | | |
|---|---|
| 1. शुक्ल, भगवती प्रसाद | हिन्दी शिक्षण लिपि। |
| 2. सुखिया, के. के. | हिन्दी ध्वनियां और उनका शिक्षण, रामनारायण लाल इलाहाबाद। |
| 3. तिवारी भोलानाथ तथा भाटिया कैलाश चन्द्र | हिन्दी शिक्षण लिपि प्रकाशन। दिल्ली-1980 |

- | | |
|---------------------------------|--|
| 4. निरंजन कुमार सिंह | माध्यमिक विद्यालयों में आधुनिक हिन्दी शिक्षण राजस्थान हिन्दी ग्रन्थ अकादमी, जयपुर। |
| 5. बाहरी हरदेव | व्यावहारिक हिन्दी व्याकरण, लोकभारती प्रकाशन, 1972। |
| 6. मंगल उमर 1991 | हिन्दी शिक्षण, देहली आर्य बुक डिपो। |
| 7. पाण्डेय आर.एस. 1992 | हिन्दी शिक्षण, आगरा विनोद पुस्तक मन्दिर। |
| 8. सिंह सावित्री 1992 | हिन्दी शिक्षण, मेरठ लायल बुक डिपो। |
| 9. श्री वास्तव राजेन्द्र प्रसाद | हिन्दी शिक्षण, दि मैक मिलन कम्पनी आफ इण्डिया लि. देहली 1973 |

TEACHING OF MATHEMATICS

PAPER-V & VI

GROUP-B (OPTION-5)

External: 100

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.

I Nature of Mathematics:

1. History of number system and metric system.
2. Meaning of mathematics, assumptions, postulates, axioms.
3. Aims and objectives of teaching of Mathematics at secondary stage.
4. Fundamentals of logic namely : use of if & then, and/for 'If & If only.
5. Translation of objectives in terms of behavioral outcomes.
6. Relationship with other subjects.
7. Values to be taught through teaching of Mathematics.
8. Contribution of Indian Mathematicians: Arya Bhatt, Bhaskarcharya & Ramanujan.
9. Development Curriculum.

II Methods and Techniques of Teaching of Mathematics

Methods:

1. Inductive-deductive
2. Analytic-synthetic
3. Problem Solving
4. Laboratory
5. Project

Techniques:

1. Oral Work
2. Written Work
3. Home assignment
4. Self Study
5. Supervised Study

III Pedagogical Analysis

Unit Analysis

1. Objectives formulation
2. Learning Experiences
3. Choosing Method and Material
4. Evaluation

Pedagogical analysis of the following

1. Sets
2. Congruency
3. Area
4. Volume
5. Ratio and Proportion
6. Equations

IV Instructional Planning & Material Development

1. Preparation of micro lesson plan.
2. Preparation of simulated *lesson* plan.
3. Preparation of class room lesson plan.
4. Preparation and use of audio-visual material and equipments.
5. Application of computer in teaching of Mathematics.

Evaluation

1. Comprehensive and continuous evaluation
2. Development of test items;
 - (i) Short answer
 - (ii) Objective type
3. Diagnostic testing and remedial teaching
4. Preparation of an Achievement Test.
5. Criterion and norm referenced test.

Suggested Readings

- Association of Assistant Teachers. The Teaching of Mathematics in U.K. Cambridge University, Press.
- Butler and Wren (1951). Teaching of Secondary Mathematics Mc Graw Hall Book Co. New York.
- Davis, D.R.(1951). The Teaching of Mathematics, Addison Wesley Prosps, London.
- Doiclani, B.F. (1972). Modem School Mathematics. Structure and Method.
- London Mathematics Association. Report on the teaching of Arithmetic, Algebra & Geometry. B. Bell & Sons.
- Nicholas, Engine, D. & Swain Robert. L. Mathematics for Elementary School teachers, Holt Rinehart & Winston, New York.
- Schonnell, F.K & Schonnell J, F.J. (1965). Diagnostic and Remedial teaching Arithmetic. Liver and Boyd, London.
- Schools Council(1972). Mathematics. Sterling Publishers, New Delhi.

TEACHING OF COMMERCE

PAPER-V & VI

GROUP-B (OPTION-7)

External: 100

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.

I Meaning, Nature and Concept of Commerce:

1. Meaning, nature and scope of commerce
2. Place of commerce in secondary school curriculum
3. Aims, objectives and values of teaching commerce.
4. Bloom's taxonomy of objectives.
5. Stating objectives *in* behavioural terms.

II Content and their Pedagogical Analysis:

1. Office Management
2. Bank
3. Trade
4. Insurance

Teacher will demonstrate pedagogical analysis of any one of the above topics. The students are expected to do pedagogical analysis of all the above topics. The examiner therefore can ask for pedagogical analysis of any one of the given topics. Following points should be followed for pedagogical analysis.

1. Identification of concepts
2. Listing behavioral outcomes.
3. Listing activities and experiments.
4. Listing evaluation techniques.

III Development of Instructional Material

1. Development and designing of curriculum
2. Development of text books
3. Development of self instructional material modules.
4. Development/Utilization of instructions aids-Charts, Maps, Graphs, Tables, Models, Film Strips, T.V. Computers.
5. Development of lesson plan

IV Methods of Teaching & Skills of Teaching

Method

1. Discussion Method
2. Problem solving method
3. Project method

Skills of Teaching Commerce :

1. Skill of narration
2. Skill of probing questions
3. Skill of stimulus variation

V Evaluation

1. Meaning & Importance of evaluation
2. Evaluation devices-written, oral, observation, records.
3. Preparation of unit test.

Suggested Readings

- Berbert A. Tone Principles of Business Education, Gargg Publishing Division.
- A.S. Baughtery. Methods of Basic Business & Economic Education, Western Publishing Co.
- Harm Harms & B.W. Stehr. Methods in Vocational Business Subject, Gragg Publishing Division, N.Y.
- Tone Popham & Freeman. Methods of Teaching Business Subject, Gragg Publishing Division N.Y.
- I.V. Doughlash, Blanford & NI Anderson Teaching Business Subjects, Prentice Hall, Inc. Englewood CHff, N.J.
- C.A. Nolan, Carlos, C. Haydon. Principles and problems of Business Education. South Western Publishing Co. N.Y.
- GOI. Teaching Commerce in Multipurpose School, DSPSE, New Delhi, 1961.
- GOI Report of the Special Committee on re-organization and Development of Polytechnic Education in India. Ministry of Education and Social Welfare, New Delhi, 1970-71.
- Srivivasan, K.R.A. Guide to the Methods of Teaching general Business, Regional College of Education, Mysore.
- Board of Sec. Edu. Rajasthan. Objectives of Teaching Commerce. Board of Secondary Education, Rajasthan, Ajmer.

TEACHING OF LIFE SCIENCE

PAPER-V & VI

GROUP-C (OPTION-9)

External: 100

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.

I Importance, Aims and Objectives

1. Importance of Life Science in School Curriculum
2. General aims and objectives of teaching Life Science.
3. Bloom's taxonomy of educational objectives.
4. Formulation of specific objective of Life Science in behavioural terms.

II Contents and Pedagogical Analysis

Contents:

1. Photosynthesis
2. Human digestive system-Respiratory, Excretory, Circulatory
3. Cell Structure
4. Micro-organism
5. Food chain
6. Ecological balance

Pedagogical analysis:

Following points should be followed for pedagogical analysis:

1. Identification of concepts

2. Listing behavioral outcomes
3. Listing activities and experiments.
4. Listing evaluation techniques.

Teacher will demonstrate pedagogical analysis of any one of the topics mentioned under contents above II (i). The examiner therefore can ask for pedagogical analysis of any of the given topics.

III Development of Instructional Material

Transaction of contents:

1. Unit Planning
2. Lesson Planning
3. Preparation of teaching aids
4. Development of aquarium, vivarium etc.
5. Development of demonstration experiments.

Development of self-instructional material (Linear programme)

IV Methods of Teaching and Skills (Practical and Micro-teaching)

Methods of teaching

1. Lecture-demonstration method
2. Project method
3. Problem solving method

Practical Skills

1. Preparation of temporary and permanent mounts
2. Collection and preservation of specimen

Micro teaching skills

1. Skill of introducing the lesson (set induction)
2. Skill of Questioning
3. Skill of illustration
4. Skill of explaining
5. Skill of stimulus variation

V Evaluation

1. Concept of measurement and evaluation
2. Formative evaluation
3. Summative evaluation
4. Different types of grading
5. Attributes of a good Achievement test
6. preparation of an objective type and achievement test

Suggested Readings

Bremmer, Jean, (1967). Teaching Biology, Macmillan, London.

Dastgir, Ghulam (1980). Science Kji Tadress, Translation of Sharma & Sharma Teaching of Sc.

Tarakki Urdu Board New Delhi. H & eller. R. (1967). New Trends in Biology Teaching, UNESCO, Paris. NCERT (1969).

Novak, J.D. (1970). The Improvement of Biology Teaching.

Sharma R.C., (1975). Modem Science Teaching. Dhanpat Rai & Sons, New Delhi.

TEACHING OF PHYSICAL SCIENCES

PAPER-V & VI

GROUP-D (OPTION-13)

External: 100

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.

I Concept

1. Importance of Physical Sciences in School Curriculum.
2. General aims and objectives of teaching Physical Sciences at Secondary School Staff.
3. Bloom's Taxonomy of Educational objectives.
4. Formulation of specific objectives in behavioural terms.

II Concept and Pedagogical Analysis :

Contents:

1. Energy-types
2. Transmission of Heat
3. Atomic Structure
4. Magnetism
5. Friction
6. Water as universal solvent

Pedagogical analysis of any one of the above topics

Following points should be followed for pedagogical analysis:

1. Identification of minor and major concepts
2. Listing behavioural outcomes
3. Listing activities and experiments
4. Listing evaluation procedure

III Transaction of contents and Development of Instructional Material

Transaction of contents:

1. Unit Planning and lesson planning
2. Preparation of teaching aids
3. Development of demonstration experiments
4. Co-curricular activities.
5. Development of self-learning material (Linear programme).

IV Methods of Teaching and Skills involved in teaching

1. Methods of teaching
2. Lectures Demonstration method
3. Project method
4. Problem solving method

Skills

1. Practical demonstration using laboratory
2. Improvisation of apparatus
3. Skill of introducing the lesson (set induction)
4. Questioning
5. Skill of Illustration with examples (visual)
6. Skill of explaining
7. Skill of using Black Board
8. Skill of Stimulus Variation

V Evaluation

1. Concepts of Measurement and evaluation and grading
2. Formative evaluation
3. Summative evaluation
4. Diagnostic evaluation
5. Characteristics of a good test
6. Preparation of an achievement test-objective tests.

Suggested Reading

Anderson, R.D. Developing Children's Thinking Through Science. Prentice Hall, New Delhi.

Carin, A.A. & Sund, R.D. (1976) Teaching Science Through Discovery. Merit. II Aⁱard project physics, (1968).

An Introduction to Physics (Vol-CI) Hurd Dehart, P. (1971). New Directions in Teaching School Science. Rand Me Nally Co., Chicago Kuthiro, (1970).

Physics Teacher Guide. Parker Publishing Co., New York, Lewis, J.L.(1977) Teaching of School Physics.

Longman. Group Ltd. London, Sharma R.C. (1981).

Modern Science Teaching. Dhantapt Rai and Sons., Delhi Weber, Physics for Teachers, A Modern Review (1965).

Mc Graw Hill. New, New York Anderson, R.D. (1970).

Developing Children's thinking through Science. Prentice Hall New Delhi. Cartin, A.A.& Sund R.D. (1972).

Teaching Science through Discover, Merrill, London. Gerrise, J & Madsfield, D. (1971).

Chemistry by Experiments and Understanding. New York. Hurd Dilburt, P. (1971).

New directions in teaching in school Science. Rand Mc Mally Co. Chicago Murry John, 1970.

Teaching of Science in Secondary School. Association for Science Education, NCERT.

Position of Science teaching in Indian Schools, NCERT Strategies in Science Education (RCE) Ajmer, Nuffield, (1968).

The Basic Course. Longman, London, Sharma. Teaching R.C. & Sharma. Teaching of Science Delhi, Siddiqui, N.N. Sidiuqi, Teaching of Science. New Delhi Asimov, 1 (1965).

Guide to Science, Vol. I, Pelican Books. Bal-vigyanik(1981).

Science Text Book for middle school. M.P. Text Book corporation. Boulind, H.F. teaching Physicals in Elementary schools.

Oxford University Press. Edler, Innovations in Science Teacher Education.

Penguin Books Rogers, E.M. Physics forthe Inquiring Mind Princeton University Press. Romey, W.D. (1968).

Inquiry Technique for Teaching of Science Prentice Hall, New Jersey. Jenkin, E & Whirefield R. Readings in Science Education, A Source Book Mc Graw Hill, London Ya-Perelan Physics for Entertainment.

MIR Publishers, Moscow. Walker, J. (1977). The Flying Circus of Physics. John Wiley and Sons.

TEACHING OF SOCIAL STUDIES

PAPER-V & VI

GROUP-D (OPTION-16)

External: 100

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.

I Concept, Objectives and Values

1. Meaning, Scope and importance of social studies in schools.
2. Aims and objectives of teaching social studies with special reference to present Indian Conditions.
3. Bloom's taxonomy of objectives.
4. Formulating specific objectives of social studies in behavioural terms.
5. Values of teaching social studies.

II Concept and their pedagogical analysis (upto Secondary level)

1. Evolution of Indian Civilization, golden period.
2. Mugal dynasty and impact on Indian Culture.
3. History of freedom movement
4. Concept of democracy secularism and socialism.
5. Constitution, Preamble, Salient features of Indian Constitution, fundamental duties.
6. Factors affecting Indian Society.
7. Globe: General information about globe, longitude and latitude.
8. Structure of Indian Economy.
9. Major issues facing Indian Economy today.
10. National presumes
11. Current five year plan.

Teacher will demonstrate pedagogical analysis of any one of the above topics. The students are expected to do pedagogical analysis of all the above topics. The examiner therefore can ask for pedagogical analysis of any one of the given topics.

Following points should be followed for pedagogical analysis:

1. Identification of concepts
2. Listing behavioural outcomes
3. Listing activities & Experiments
4. Listing evaluation techniques

III Development/utilization of Instructional material

1. Development of lesson Plan.
2. Development and evaluation of curriculum and text books in social studies.
3. Development of self-instructional modules.
4. Development of self instructional material
5. Preparation of slides & transparencies
6. Bulletin board

7. Maps
8. Charts
9. Graphs.
10. Models
11. Scrap books
12. Applications of Radio, Video, Computer & O.H.P.
13. Dramatization
14. Use of Community resources U. Designing of social studies lab.

IV Methods of Teaching and skills involved in teaching

1. Story Telling Method
2. Problem Method
3. Inductive and deductive method
4. Skills of Planning
5. Skill of questioning
6. Skill of Explaining
7. Skill of illustration with examples
8. Skill of stimulus variation
9. Skill of map reading

V Evaluation

1. Meaning, need and objectives of evaluation
2. Evaluation devices
3. Oral Test
4. Essay Type
5. Objective type
6. Diagnostic testing and remedial measures
7. Observation
8. Interest inventory
9. Rating scale

SUGGESTED READINGS

- Bining A.C. and Bining D.H. (1952) Teaching the Social Studies in Secondary School. Mc Graw Hill Book Company, New York.
- Choudhary, K.P. (1975). The effective Teaching of History in India. NCERT, New Delhi.
- Dhamija, Neelam (1953), Multi media Approaches in Teaching Scoial Studies. Harmen Publishing House, New Delhi.
- Dixit and Bughela, 11. (1972). Itihas Shikshan Hindi Granth Academy, Jaipur.
- Fenton, Edwin (1967).The New Social Studies.
- H.O Richart, Winston, Inc. New York, NCERT, (1988), Guidelines and Syllabi for Secondary Stage (Class IX,X) NCERT, New Delhi.
- Hashmi, M.A.A. (1975) Tarikh Kaisse, Riaz Shakir (1982). Maashiyat Kaise Parhaen. T. Urdu. Board, New Delhi.
- Khan, Raiz Shakir, Arthashastra Shiksha. Kota Open University Publishers Delhi.
- Mofat, M.R. (1955) Social Studies Instructions. Prentice Hall, New York.
- Mouley, D.S. Rajput Sarla & Verma, P.S. (1990), Nagrik Shastra Shikshan. Kota Open University.
- NCERT, (1968). National Curriculum for Primary & Secondary Education: A Frame work Revised Version, NCERT, New Delhi.

- Quillen, I.J. & Hanna, L.A. (1943) Education for Social Competence, Curriculum Sc. Instruction in Secondary School Study. Scott, Foreman & Co. Chicago Ruhela, S.P. & Khan, R.S. Samajik Vigayan Shiksha. Kota Open University, B.E.-5 UNESCO (1981)
- Hand-books for Teaching of Social Studies, UNESCO (1981).
- Handbooks for Teaching of Social Studies, UNESCO, Paris.
- Wesley E.B. (1950) Teaching Social Studies in High School Health & Co. Boston DC.
- Boosing N.L. (1970). Teaching in Secondary School. Amerinal Publishing Co. Pvt., New Delhi.
- Branard, M.C. (1953) Principles and Practice of Geography Teaching. University Tutorial Press, London.
- Burton W.H. (1972) Principles of History Teaching Methuen, London.
- Buch, M.B.(1972) Principles of History Teaching, Methuen, London.
- Buch, M.B. (1969). Improving Instructions in Civics NCERT, New Delhi.
- Callahan, JJ. Dark, L.H. (1982). Teaching in the Middle Secondary Schools Planning for Comperence. New York.
- Clark. I.H. State, I.S. (1967). Secondary School Teaching Methods University Tutorial Press, London.
- Khan R.S. and Ahmad, I. (Eds) (1955). Lesson Planning IASE, J.M.I., New Delhi.
- Lee, N. (Ed) (1975) Teaching Economics. Heinemann Educational Books, London.
- Laws, E.M. (1960). Teaching History in Secondary School, Sterling Publishers Delhi.
- Verma O.P. (1981) Geography Teaching, New Delhi.

WORK EDUCATION

PAPER-VII

(a) CHALK BOARD WRITING

Marks 30

1. Kinds of different chalk boards.
2. Strengths and limitations of chalk board writing.
3. Correct use of chalk board writing.
4. Pitfalls in chalk board writing.
5. Use of stencils and multiple chalk holders on the chalk board.
6. Knowledge of paint and chalk.

SESSIONAL & PRACTICAL WORK

1. Writing of English & Hindi letters and numbers in block capital forms and in running hands.
2. Use of coloured chalk.
3. Stick drawing: Human figures, birds and animals.
4. Use of match stick for drawing.
5. Simple drawing of common objects flowers, fruits and vegetables.

(b) PREPARING TEACHING AIDS

Marks 35

1. Meaning, concept and significance of teaching aids.
2. Importance and need of teaching aids.
3. Classification of teaching aids.
4. Material required for preparing teaching aids as: paper, colours, scale, pencil, rubber etc.
5. Effective use of teaching aids.

SESSIONAL & PRACTICAL WORK

The student will prepare the following teaching aids:

1. One Rexine Chalk board 21/2x3 1/2, pointer, duster.
2. Ten coloured charts (Full size paper=20"x30") i.e. five in each teaching subjects.

3. One working model or three-dimensional or relief models related to students teaching subjects.
4. Two slides related to their teaching subject.

(c) HANDLING OF AVAILABLE EQUIPMENT**Marks 35**

Each Teacher Education Institution will make available the following equipments for use of the students:

1. Overhead projector
2. Slide projector
3. Tape recorder
4. Epidiascope
5. T.V. & video-cassette recorder

The student will be required to get acquainted with the major components of the above equipment and their functions. They will be required to use any one of the above equipments (available in the institution in proper order). They will also prepare a scrap-book and get the same properly checked by concerned teachers.

(d) CANDLE MAKING (For blind students only)**Marks 100**

Materials used in making candles moulds, thread colour, oil etc.

1. Origin of wax
2. Types of wax
3. Types of candles
4. Use of candles
5. Making of candles
6. Precautions while making candles
7. Preservation of candles

WORK EXPERIENCE**PAPER-VIII****Any two of the following**

1. Drawing and painting
2. Interior decoration
3. Gardening
4. Candle making for blind students.

SESSIONAL & PRACTICAL WORK

Making of Different kinds of candles like

1. Simple candles
2. Decorative candles of different shapes
3. Scented candles
4. Mosquito repellent candles

(Option-I) DRAWING & PAINTING**Marks 40+10**

1. Arts and its place in education
2. Definition of arts.
3. Element of arts
4. Principles of arts
5. Colour theory
6. Design & its kinds
7. Art material
8. Appreciation of art

SESSIONAL & PRACTICAL WORK

1. Colour scheme-1/4 Sheet.
2. Design border & centre motif e.g. leaves, flowers, birds and animals.
3. Writing block capital letters (English)
4. Hindi (Free hand with Kalam)
5. Greeting cards
6. Use of play methods thread, spray potato etc.

(Option-5) INTERIOR DECORATION**Marks 40+10**

1. Importance of interior decoration
2. Principles of interior decoration
3. Factors to be considered while selecting furniture & furnishing of a house.
4. Colour combination & colour schemes.
5. Importance and types of flower arrangement

SESSIONAL & PRACTICAL WORK

1. Preparation of an article from waste material
2. Flower arrangement
3. Floor decoration.

(Option-7) GARDENING**Marks 40+10**

1. Plant life Parts of a flowering plant, transpiration photosynthesis and respiration.
2. Soil diffraction, compounds of soil, types of soil.
3. Soil fertilizers & manures Nitrogenous, Prophetic, Potassic fertilizers, their effect on plants. Mounds from yard Mauna, coupled green norms.
4. Irrigation Importance of water to plants, methods of irrigation, loss of water and its control.
5. Tillage Importance of tillage, tools and implements for Tillage, seedbed property, inter tillage.
6. Weeds & Diseases Harmful effects of weeds on crop plants, characteristics of weeds, common diseases and pests and their control.

SESSIONAL & PRACTICAL WORK

1. Maintenance of garden
2. Preparation of nursery bed.
3. Transplantation of plants
4. Potting of plants, preparation of bores.
5. Growing of at least two vegetables, two plants and raising one garden plant.

(Option -10) CANDLE MAKING (For blind students only)**Marks 100**

Materials used in making candles moulds, thread colour, oil etc.

8. Origin of wax
9. Types of wax
10. Types of candles
11. Use of candles
12. Making of candles
13. Precautions while making candles
14. Preservation of candles

MASTER OF ARTS (HINDI)

एम.ए. (पूर्वाद्ध)

PAPER – ADHUNIK HINDI KAVITA**PAPER CODE DEMHIN -101****External 70****Internal 30****(Part A)****Note:**

1. The examiner is required to set question paper as per the guidelines/instructions given in the syllabi of the paper. The students are required to attempt the questions accordingly.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

पाठ्य विज्ञय

- | | |
|--------------------------------|---|
| 1. मैथिलीशरण गुप्त | साकेत (नवम सर्ग) |
| 2. जय शंकर प्रसाद | कामायनी (श्रद्धा, झंडा और रहस्य सर्ग) |
| 3. सूर्यकांत त्रिपाठी 'निराला' | राम की भक्ति पूजा, सरोज स्मृति और कुकुरमुत्ता |

(Part B)

पाठ्य विज्ञय

- | | |
|----------------------------------|--|
| 1. सच्चिदानंद हीरानंद वात्स्यायन | 'अज्ञेय' नदी के द्वीप, असाध्य वीणा, बादरा अहेरी, मैंने देखा—एक बूंद, सोन मछली, सत्य तो बहुत मिले, खुल गयी नाव। |
| 2. गजानन माधव मुक्तिबोध | 'अंधेरे में' मुक्तिबोध की प्रतिनिधि कविताएँ। |
| 3. नागार्जुन | चंदू, मैंने सपना देखा, बाकी बच गया अंडा, अकाल और उसके बाद, शान की बंदूक, बाद को घिरते देखा है, तीन दिन तीन रात, मास्टर! आओ रानी हम ढोएंगे पालकी, तीनों बंदर बापू के, सत्य। |

PAPER – ADHUNIK GADYA SAHITYA**PAPER CODE DEMHIN -102****External 70****Internal 30****Note:**

1. The examiner is required to set question paper as per the guidelines/instructions given in the syllabi of the paper. The students are required to attempt the questions accordingly.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

(Part A)

1. खण्ड (क) में निर्धारित साहित्यकारों से सम्बद्ध दस लघु प्रश्न दिये जाएंगे। परीक्षार्थियों को प्रत्येक प्रश्न का (लगभग 30 से 50 शब्दों में उत्तर देना होगा। प्रत्येक प्रश्न दो अंकों का होगा और पूरा प्रश्न बीस अंकों का होगा।
2. खण्ड (क) में निर्धारित सभी सात शीर्षकों में से किन्हीं 6 में से एक-एक गद्यांश व्याख्या के लिए पूछा जाएगा, परीक्षार्थियों को इनमें से किन्हीं तीन की व्याख्या लिखनी होगी। प्रत्येक व्याख्या के लिए 10 अंक निर्धारित हैं। पूरा प्रश्न 30 अंकों का होगा।
3. द्रुत-पाठ के लिए निर्धारित प्रत्येक विधा से तीन-तीन रचनाओं के एक-एक प्रश्न पूछे जाएंगे। कुल 15 प्रश्न जिनमें से परीक्षार्थियों को प्रत्येक विधा के एक-एक प्रश्न करना अनिवार्य होगा। प्रत्येक प्रश्न चार अंका का होगा। लघुत्तरी प्रश्न परिचयात्मक प्रकृति के ही होंगे।
4. खण्ड (क) में निर्धारित सभी सात शीर्षकों से संबद्ध पांच आलोचनात्मक प्रश्न पूछे जाएंगे, परीक्षार्थियों को उनमें से किन्हीं दो के उत्तर देने होंगे आलोचनात्मक प्रश्न 15 अंक का होगा।

खण्ड 'क'

1. **गोदान** यथार्थ और आदर्श, कृत्रिम जीवन की पीड़ा का महाकाव्यात्मक उपन्यास, चरित्र-चित्रण, आधुनिकता, निपुणिका और नारी मुक्ति, भाजा-शिल्प।
2. **आवारा मसीहा** जीवनी के निकज पर, चरित्र-चित्र, उद्देश्य।
3. **निबन्ध निकज** पाठ्य निबंधकारों के निबंधों का वैशिष्ट्य और निबंध-शैली।

(Part B)

1. खण्ड (क) में निर्धारित साहित्यकारों से सम्बद्ध दस लघु प्रश्न दिये जाएंगे। परीक्षार्थियों को प्रत्येक प्रश्न का (लगभग 30 से 50 शब्दों में उत्तर देना होगा। प्रत्येक प्रश्न दो अंकों का होगा और पूरा प्रश्न बीस अंकों का होगा।
2. खण्ड (क) में निर्धारित सभी सात शीर्षकों में से किन्हीं 6 में एक-एक गद्यांश व्याख्या के लिए पूछा जाएगा, परीक्षार्थियों को इनमें से किन्हीं तीन की व्याख्या लिखनी होगी। प्रत्येक व्याख्या के लिए 10 अंक निर्धारित हैं। पूरा प्रश्न 30 अंकों का होगा।
3. द्रुत-पाठ के लिए निर्धारित प्रत्येक विधा से तीन-तीन रचनाओं के एक-एक प्रश्न पूछे जाएंगे। कुल 15 प्रश्न जिनमें से परीक्षार्थियों को प्रत्येक विधा से एक-एक प्रश्न करना अनिवार्य होगा। प्रत्येक प्रश्न चार अंक का होगा। लघुत्तरी प्रश्न परिचयात्मक प्रकृति के ही होंगे।
4. खण्ड (क) में निर्धारित सभी सात शीर्षकों से संबद्ध पांच आलोचनात्मक प्रश्न पूछे जाएंगे, परीक्षार्थियों को उनमें से किन्हीं दो के उत्तर देने होंगे आलोचनात्मक प्रश्न 15 अंक का होगा।

खण्ड 'क'

1. **आधे-अधूरे** प्रतिपाद्य, आधुनिकता बोध, प्रयोगधर्मिता, चरित्र-चित्रण और नाट्य भाजा।
2. **चन्द्रगुप्त** इतिहास और कल्पना, अभिनेयता, चरित्र-चित्रण, राष्ट्रीय और सांस्कृतिक संदर्भ
3. **कहानियाँ** पाठ्य कहानीकारों की कहानियों की विष्टिता, प्रतिपाद्य और चरित्र।

PAPER – HINDI SAHITYA KA ITIHAS**PAPER CODE DEMHIN -103**

External 70

Internal 30

Note:

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निर्देशः

1. पूरे पाठ्यक्रम में से दस अति लघु प्रश्न पूछे जाएंगे। परीक्षार्थियों को प्रत्येक प्रश्न का (लगभग 30 से 50 शब्दों में) उत्तर देना होगा।
2. पूरे पाठ्यक्रम से 10 लघुत्तरी प्रश्न पूछे जाएंगे, जिनमें से परीक्षार्थियों को 7 प्रश्नों के (लगभग 100-150 शब्दों में) उत्तर देने होंगे। प्रत्येक प्रश्न 5 अंक का होगा। पूरा प्रश्न 35 अंक का होगा।
3. खण्ड 'अ' और 'आ' दोनों खण्डों से कम-से-कम दो-दो और कुल मिलाकर पांच प्रश्न पूछे जाएंगे। परीक्षार्थियों को तीन प्रश्नों के उत्तर देने होंगे। जिनमें से प्रत्येक खण्ड से कम-से-कम एक प्रश्न करना अनिवार्य होगा। प्रत्येक प्रश्न 15 अंक का होगा।

पाठ्य विषय

खण्ड अ: प्राचीन एवं मध्यकालीन हिन्दी साहित्य का इतिहास

1. हिन्दी साहित्येतिहास के अध्ययन की पूर्व पीठिका
 - क. इतिहास दर्शन और साहित्येतिहास
 - ख. हिन्दी साहित्य के इतिहास लेखन की परंपरा, आधारभूत सामग्री और साहित्येतिहास के पुनर्लेखन की समस्याएं
 - ग. हिन्दी साहित्य का इतिहास: काल-विभाजन, सीमा निर्धारण और नामकरण
2. हिन्दी साहित्य का आदिकाल
 - क. नामकरण और सीमा ख. परिवेश: ऐतिहासिक, सामाजिक, सांस्कृतिक, साहित्यिक ग. वर्गीकरण: सिद्ध साहित्य, जैन साहित्य, नाम साहित्य, रासो साहित्य घ. आदिकालीन कविता की प्रवृत्तियाँ ङ. गद्य साहित्य च. प्रतिनिधि रचनाकार
3. हिन्दी साहित्य का भक्तिकाल
 - क. परिवेश: ऐतिहासिक, सामाजिक, सांस्कृतिक, साहित्यिक:
 - ख. भक्ति आंदोलन
 - ग. विभिन्न काव्य धाराएं : वैशिष्ट्य और अवदान
 - घ. संत काव्य धारा : वैशिष्ट्य और अवदान सूफी काव्य धारा : वैशिष्ट्य और अवदान
राम काव्य धारा : वैशिष्ट्य और अवदान कृष्ण काव्य धारा : वैशिष्ट्य और अवदान
 - ङ. गद्य साहित्य : भक्तिकालीन काव्य की उपलब्धियां; प्रतिनिधि साहित्यकार
4. हिन्दी साहित्य का रीतिकाल
 - क. नामकरण, ख. परिवेश : ऐतिहासिक, सामाजिक, सांस्कृतिक, साहित्यिक, ग. दरबारी संस्कृति और लक्षण-ग्रंथों की परंपरा, घ. विभिन्न काव्य धाराएं, रीतिबद्ध, रीतिसिद्ध, ङ. काव्यधाराओं की विशेषताएं, च. गद्य साहित्य, छ. प्रतिनिधि रचनाकार

खण्ड आ: आधुनिक हिन्दी साहित्य का इतिहास

1. आधुनिक हिन्दी साहित्येतिहास के अध्ययन की पूर्वपीठिका।
 - क. परिवेश : ऐतिहासिक, सामाजिक, सांस्कृतिक, साहित्यिक,
 - ख. 1857 ई. की राज्यक्रांति और पुनर्जागरण
2. भारतेंदु युग: रचनाकार और साहित्यिक विशेषताएं
3. द्विवेदी युग: प्रतिनिधि रचनाकार एवं साहित्यिक विशेषताएं
4. छायावादी काव्य: प्रतिनिधि रचनाकार और साहित्यिक विशेषताएं
5. उत्तर छायावादी काव्य

प्रगतिवाद	:	प्रतिनिधि रचनाकार एवं विशेषताएं
प्रयोगवाद	:	प्रतिनिधि रचनाकार एवं विशेषताएं

नयी कविता : प्रतिनिधि रचनाकार एवं विशेषज्ञताएं
 नवगीत : प्रतिनिधि रचनाकार एवं विशेषज्ञताएं
 समकालीन कविता : प्रतिनिधि रचनाकार एवं विशेषज्ञताएं

6. हिन्दी गद्य की निम्नलिखित विधाओं का विकास
 कहानी, उपन्यास, नाटक, निबंध, संस्मरण, रेखाचित्र, जीवनी, आत्मकथा, रिपोर्टाज
7. हिन्दी आलोचना: उद्भव और विकास
8. दक्खिनी हिन्दी साहित्य का संक्षिप्त परिचय
9. उर्दू साहित्य का संक्षिप्त परिचय

PAPER – BHASHA VIGYAN & BHASHA
PAPER CODE DEMHIN -104

External 70
Internal 30

Note:

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निर्देश:

1. पूरे पाठ्यक्रम में से दस अति लघु प्रश्न पूछे जाएंगे। परीक्षार्थियों को प्रत्येक प्रश्न का (लगभग 30 से 50 शब्दों में) उत्तर देना होगा।
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(क) भाजा विज्ञान

1. भाजा और भाजा विज्ञान

भाजा : परिभाजा और प्रवृत्ति
 भाजा : व्यवस्था और भाजा-व्यवहार
 भाजा : संरचना और भाजिक-प्रकार्य
 भाजाविज्ञान : परिभाजा-स्वरूप एवं व्याप्ति
 भाजाविज्ञान : अध्ययन की दिशाएं (वर्णनात्मक, ऐतिहासिक, तुलनात्मक)

2. स्वनविज्ञान

स्वनविज्ञान : स्वरूप और शाखाएं वाग्यंत्र और ध्वनि-उत्पादन प्रक्रिया
 स्वन : अवधारण और वर्गीकरण, स्वनगुण और उसकी सार्थकता, स्वनिक परिवर्तन की दिशाएँ
 स्वनिम : परिभाजा : अवधारण और भेद

3. रूप और वाक्य

रूपिम की अवधारणा और भेद (मुक्त आबद्ध, अर्थदर्शी-संबंधदर्शी रूपिम), संबंधदर्शी रूपिम के भेद और प्रकार्य।

वाक्य की अवधारणा और भाजा की इकाई के रूप में वाक्य,

टभिहितान्वयवाद और अविन्ताभिधानवाद, वाक्य के भेद, निकटस्थ, अवयव, वाक्य के गहन संरचना

4. अर्थविज्ञान

अर्थ की अवधारणा, शब्द-अर्थ संबंध, एकार्थकता, अनेकार्थता, विलोम

अर्थ-बोध के साधन, अर्थ-परिवर्तन के कारण, अर्थ-परिवर्तन की दिशाएं

5. भाजा विज्ञान का अन्य विज्ञानों से संबंध

साहित्य के अध्ययन में भाजा विज्ञान की उपयोगिता, भाजा विज्ञान और व्याकरण संबंध।

(ख)

1. हिन्दी भाजा की ऐतिहासिक पञ्चभूमि

भारतीय आर्य भाजाएँ

प्राचीन भारतीय आर्य भाजाएँ-वैदिक तथा लौकिक संस्कृत : परिचय

मध्ययुगीन भारतीय आर्य भाजाएँ-पालि, प्राकृत तथा अपभ्रंश-परिचय, आधुनिक भारतीय आर्य भाजाएँ-परिचय आधुनिक भारतीय आर्य वर्गीकरणहार्नले और प्रियर्सन के वर्गीकरण

2. हिन्दी और उसका विकास

अपभ्रंश (अवहट्ट सहित) और पुरानी हिन्दी स्वरूप और संबंध हिन्दी की उपभाजाएं : परिश्चमी हिन्दी और उनकी बोलियां पूर्वी हिन्दी और उनकी बोलियां, राजस्थानी और उनकी बोलियां, पहाड़ी और उनकी बोलियां

काव्य भाजा के रूप में अवधी का उद्भव और विकास, काव्य-भाजा के रूप में ब्रज का उद्भव और विकास, साहित्यिक हिन्दी के रूप में खड़ी बोली का उद्भव और विकास, मानक हिन्दी का रूपगत विवेचन।

3. हिन्दी का भाजिक स्वरूप

हिन्दी की स्वनिम व्यवस्था-खण्ड्य खण्ड्येतर खण्ड्य स्वनिम वर्गीकरण-स्वर एवं व्यंजन

हिन्दी शब्द-संरचना-उपसर्ग, प्रत्यय, समस्तपद रूप रचना-हिन्दी की व्याकरणिक कोटियाँ

लिंग, वचन, कारक और काल की व्यवस्था संदर्भ से हिन्दी संज्ञा, सर्वनाम, विशेषज्ञ और क्रिया रूप।

हिन्दी वाक्य रचना : सार्थकता, पदक्रम, अन्विति।

4. हिन्दी-प्रसार आंदोलन और हिन्दी के विविध रूप

हिन्दी-प्रसार आंदोलन प्रमुख व्यक्तियों और संस्थाओं का योगदान हिन्दी के विविध रूप-बोली, मानक भाजा, राजभाजा, राष्ट्रभाजा, संपर्क भाजा, अंतर्राष्ट्रीय भाजा, संचार भाजा हिन्दी की सवैधानिक स्थिति।

5. नागरी लिपि

नागरी लिपि नामकरण और विकास नागरी लिपि की वैज्ञानिकता

नागरी लिपि का मानकीकरण

6. हिन्दी में कंप्यूटर सुविधाएं

आंकड़ा-संसाधन और शब्द-संसाधन वर्तनी-शोधन

हिन्दी भाजा-शिक्षण

PAPER – VISHESH RACHNAKAR (KABIR DAS)**PAPER CODE DEMHIN-105****External 70****Internal 30****Note:**

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निर्देश:

1. पूरे पाठ्यक्रम में से दस अति लघु प्रश्न पूछे जाएंगे। परीक्षार्थियों को प्रत्येक प्रश्न का (लगभग 30 से 50 शब्दों में) उत्तर देना होगा।
2. पूरे पाठ्यक्रम से 10 लघुत्तरी प्रश्न पूछे जाएंगे, जिनमें से परीक्षार्थियों को 7 प्रश्नों के (लगभग 100-150 शब्दों में) उत्तर देने होंगे। प्रत्येक प्रश्न 5 अंक का होगा। पूरा प्रश्न 35 अंक का होगा।
3. खण्ड 'अ' और 'आ' दोनों खण्डों से कम-से-कम दो-दो और कुल मिलाकर पांच प्रश्न पूछे जाएंगे। परीक्षार्थियों को तीन प्रश्नों के उत्तर देने होंगे। जिनमें से प्रत्येक खण्ड से कम-से-कम एक प्रश्न करना अनिवार्य होगा। प्रत्येक प्रश्न 15 अंक का होगा।

पाठ्य विज्ञय**कबीर ग्रंथावली****व्याख्या हेतु निर्धारित अंश****(क) साखी-निम्नांकित अंग निर्धारित हैं:**

- | | | |
|----------------------------|---------------------------|----------------------------|
| 1. गुरुदेव कौ अंग | 2. सुमिरण कौ अंग | 3. बिरह कौ अंग |
| 4. ग्यान बिरह कौ अंग | 5. परचा कौ अंग | 6. निहकर्म पतिव्रता कौ अंग |
| 7. चितावणी कौ अंग | 8. मन कौ अंग | 9. माया कौ अंग |
| 10. सजह कौ अंग | 11. सांच कौ अंग | 12. भ्रम विधौज्ञण कौ अंग |
| 13. भेज कौ अंग | 14. कुसंगति कौ अंग | 15. साध कौ अंग |
| 16. साध महिमा कौ अंग | 17. मधि कौ अंग | 18. सारग्राही कौ अंग |
| 19. उपदेश कौ अंग | 20. बेसास कौ अंग | 21. सबद कौ अंग |
| 22. जीवन मष्टक कौ अंग | 23. हेत प्रीत सनेह कौ अंग | 24. काल कौ अंग |
| 25. कस्तूरिया मष्टग कौ अंग | 26. निद्या कौ अंग | 27. बेली कौ अंग |
| 28. अविहड कौ अंग | | |

(ख) पद: 1 से 100 तक**(ग) रमैणी: सम्पूर्ण**

- | | | |
|---------------------------------|------------------------------|------------------------------|
| 1. आलोच्य विज्ञय | 2. निर्गुण मत और कबीर | 3. भक्ति आंदोलन और कबीर |
| 4. मध्यकालीन धर्म साधना और कबीर | 5. कबीर का युग | 6. कबीर का जीवन |
| 7. कबीर का साहित्य | 8. कबीर की सामाजिक विचारधारा | 9. कबीर की धार्मिक विचारधारा |
| 10. कबीर की भक्ति | 11. कबीर का रहस्यवाद | 12. कबीर की भाजा |

13. कबीर का काव्य-शिल्प 14. कबीर का उलटवासियों 15. कबीर की प्रासंगिकता
 16. कबीर की साहित्य में प्रयुक्त कुछ पारिभाषित शब्द-अजपाजाप,
 17. अनहनाद, उनमन, निरंजन, सुरति, निरति, सहज, शून्य नाद-बिन्दु, औंधा कुआ।

एम.ए. हिन्दी (उत्तराब्द्ध)

PAPER – PRACHIN & MADHYA KALIN KAVYA
PAPER CODE DEMHIN-201

External 70

Internal 30

Note:

1. The examiner is required to set question paper as per the guidelines/instructions given in the syllabi of the paper. The students are required to attempt the questions accordingly.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

निर्देश:

1. पहले प्रश्न में खण्ड 'क' (क) में निर्धारित कवियों से संबंधित पाठ्य पुस्तकों में से एक-एक व्याख्या पूछी जाएगी, जिनमें से परीक्षार्थियों को किन्हीं तीन की व्याख्याएं करनी होंगी। प्रत्येक व्याख्या दस अंकों की होगी तथा पूरा प्रश्न दस अंकों का होगा।
2. खण्ड 'क' (ख) में निर्धारित आलोच्य विज्ञयों से संबंधित चार आलोचनात्मक प्रश्न पूछे जाएंगे, जिनमें से परीक्षार्थियों को दो प्रश्न करने होंगे। प्रत्येक प्रश्न 15-15 अंकों का होगा।
3. छठे प्रश्न में खण्ड 'ख' से आठ लघुत्तरी प्रश्न पूछे जाएंगे, जिनमें से परीक्षार्थियों को पांच प्रश्न (प्रत्येक लगभग 250 शब्दों में) के उत्तर लिखने होंगे। प्रत्येक प्रश्न चार अंकों का और पूरा प्रश्न बीस अंकों का होगा।
4. सातवें प्रश्न में दस अति लघुत्तरी प्रश्न पूछे जाएंगे। प्रत्येक प्रश्न का उत्तर (प्रत्येक लगभग 50 शब्दों में) देना अनिवार्य होगा। प्रत्येक प्रश्न दो अंकों का होगा और पूरा प्रश्न 20 अंकों का होगा।

पाठ्य विज्ञय

1. सूरदास: भ्रमरगगीर सार-सम्पादक: आचार्य रामचन्द्र शुक्ल
 भक्ति-भावना, श्रष्टंगार वर्णन, भ्रमरगीर परम्परा, सूर के भ्रमरगीत का प्रतिपाद्य, सहृदयता और भावुकता, सूर की राधा, गीतितत्व।
 पाठ्यपद-21 से 70 = 50 पद
2. तुलसीदास
 भक्ति-भावना, सामाजिक, सांस्कृतिक दृष्टि, लोकमंगल की भावना, तुलसीदास की सार्थकता, मानस की प्रबंध कल्पना।
 रामचरित मानस: उत्तरकाण्ड (81-130 = 150 दोहे-चौपाइयाँ)
3. बिहारी: बिहारी रत्नाकारे-सम्पादक: जगन्नाथ दास 'रत्नाकर'
 मुक्तक काव्य परंपरा और बिहारी, सतसई परंपरा और बिहारी, श्रष्टंगार वर्णन, सौन्दर्य बोध, बहुज्ञता। लघुत्तरी प्रश्नों के लिए निर्धारित कवि
 अमीर खुसरो, जायसी, रैदास, मीराबाई, रसखान, नन्ददास, दादू, रहीम, भूजण, घनानन्द = 10 कवि

PAPER – KAVYA SHASTRA & SAHITYA LOCHAN

PAPER CODE DEMHIN-202

External 70

Internal 30

Note:

1. The examiner is required to set question paper as per the guidelines/instructions given in the syllabi of the paper. The students are required to attempt the questions accordingly.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

निर्देश:

1. खण्ड 'क', 'ख' और 'ग' में से तीन-तीन आलोचनात्मक प्रश्न पूछे जायेंगे, जिनमें से परीक्षार्थियों को प्रत्येक खण्ड से एक-एक प्रश्न करना अनिवार्य होगा। प्रत्येक प्रश्न बीस अंकों का होगा।
2. खण्ड 'घ' में पूरे पाठ्य विज्ञय से आठ लघुत्तरी प्रश्न पूछे जायेंगे, जिनमें से परीक्षार्थियों को पाँच के उत्तर लिखने होंगे। प्रत्येक प्रश्न चार अंकों का और पूरा खण्ड प्रश्न बीस अंकों का होगा।
3. खण्ड 'ङ' (अंतिम प्रश्न) अति लघुत्तरी प्रकृति का होगा। इसमें अनिवार्य दस प्रश्न पूछे जायेंगे। परीक्षार्थियों को सभी प्रश्नों के उत्तर (प्रत्येक लगभग 50 शब्दों में) देने होंगे। प्रत्येक प्रश्न दो अंकों का होगा। पूरा प्रश्न 20 अंकों का होगा।

खण्ड-क: संस्कृत काव्यशास्त्र

1. काव्य : स्वरूप और प्रकार
काव्य लक्षण
काव्य-हेतु काव्य-प्रयोजन
काव्य के प्रकार
2. रस-सिद्धान्त
रस का स्वरूप रस निष्पत्ति
साधारणीकरण
सहृदय की अवधारणा
3. अलंकार का सिद्धान्त
अलंकार की अवधारणा
अलंकार सिद्धान्त की प्रमुख स्थापनाएँ
अलंकारों का वर्गीकरण
4. रीति सिद्धान्त
रीति का स्वरूप रीति एवं शैली
काव्य-गुण
रीति-सिद्धान्त की प्रमुख स्थापनाएँ
5. ध्वनि सिद्धान्त
ध्वनि का स्वरूप

ध्वनि सिद्धान्त की प्रमुख स्थापनाएँ

ध्वनि काव्य के प्रमुख भेद : गुणीभूत व्यंग्य काव्य, चित्रकाव्य

6. वक्रोक्ति सिद्धान्त

वक्रोक्ति का स्वरूप वक्रोक्ति के भेद

वक्रोक्ति और अभिव्यंजना

7. औचित्य सिद्धान्त

औचित्य का स्वरूप औचित्य की प्रमुख स्थापनाएँ औचित्य के भेद

खण्ड-ख : पाष्ठचात्य काव्यशास्त्र

8. प्लेटो – काव्य-सिद्धान्त
9. अरस्तू – (क) अनुकरण सिद्धान्त (ख) विरेचन सिद्धान्त
10. लॉजाइनस – उदात्त की अवधारणा
11. जान ड्राइडन – काव्य-सिद्धान्त
12. वर्ड्सवर्थ – काव्य-भाजा का सिद्धान्त
13. कॉलरिज – कल्पना सिद्धान्त
14. मैथ्यू आर्नल्ड – आलोचना का स्वरूप और कार्य
15. टी.एस. इलियट – निवैयक्तिकता का सिद्धान्त
16. आई.ए. रिचर्ड्स – संवेगों का संतुलन
17. सिद्धान्त और वाद – स्वच्छन्दतावाद, अभिव्यंजनावाद, मार्क्सवाद, फ्रायडवाद, अस्तित्ववाद

खण्ड-ग : हिन्दी काव्यशास्त्र

18. हिन्दी आलोचना का विकास
19. हिन्दी के प्रमुख आलोचक और उनकी आलोचना दृष्टि
आचार्य रामचन्द्र शुक्ल आचार्य नन्ददुलारे वाजपेयी
आचार्य हजारी प्रसादी द्विवेदी डॉ. रामविलास शर्मा

PAPER – PRAYOJAN MOLAK HINDI

PAPER CODE DEMHIN-203

External 70

Internal 30

Note:

1. The examiner is required to set question paper as per the guidelines/instructions given in the syllabi of the paper. The students are required to attempt the questions accordingly.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

निर्देश:

1. खण्ड 'क' से 'ङ' तक (पांचों खण्डों में) प्रत्येक से एक-एक प्रश्न पूछा जाएगा। परीक्षार्थियों को इनमें से किन्हीं तीन प्रश्नों के विस्तृत उत्तर लिखने होंगे। प्रत्येक प्रश्न बीस अंकों का होगा।

2. ञाञ्ठ प्रष्ठन लघुत्तरी प्रकृति का होगा। इसमें खण्ड 'क' से 'ङ' तक प्रत्येक से विकल्प सहित पांच प्रष्ठन पूछे जायेंगे, परीक्षार्थियों को पांचों प्रष्ठनों का उत्तर देना होगा। (विकल्प आधारित दस प्रष्ठनों में से पांच प्रष्ठनों के उत्तर देने होंगे। प्रत्येक प्रष्ठन 300 शब्दों का होना चाहिए और प्रत्येक प्रष्ठन 5 अंकों का होगा। पूरा प्रष्ठन 25 अंक का होगा।
3. अंतिम-सप्तम प्रष्ठन 'खण्ड ख' निर्धारित शब्दावली पर होगा। बीस शब्द दिये जायेंगे जिनमें से किन्हीं पन्द्रह के हिन्दी पारिभाषिक शब्द लिखना होगा। प्रत्येक शब्द के लिए एक अंक निर्धारित होगा। पूरा प्रष्ठन 15 अंक का होगा।

(क) कामकाजी हिन्दी

हिन्दी के विविध रूप: सर्जनात्मक भाषा, संचार भाषा, राजभाषा, माध्यम भाषा, कार्यालयी (राजभाषा) के प्रमुख प्रकार्य: प्रारूपण, पत्र-लेखन, संक्षेपण, पल्लवन, टिप्पणी, पारिभाषिक शब्दावली: परिभाषा, स्वरूप, महत्व, पारिभाषिक शब्दावली के निर्माण के सिद्धांत, ज्ञान-विज्ञान के विभिन्न क्षेत्रों की पारिभाषिक शब्दावली

(ख) हिन्द कम्प्यूटिंग

कंप्यूटर: परिचय और उपयोग, इंटरनेट: संपर्क उपकरण परिचय, इंटरनेट: समय मितव्ययिता का सूत्र, इंटरनेट, एक्सप्लोरर, नेटस्कैप नेवीगेटर, लिंक और ब्राउजिंग, ई-मेल : भेजना, प्राप्त करना (डाउन लोडिंग, अपलोडिंग), मशीनी अनुवाद : स्वरूप और प्रविधि

(ग) पत्रकारिता

पत्रकारिता का स्वरूप, भेद एवं महत्त्व, हिन्दी पत्रकारिता : उद्भव और विकास, समाचार लेखन कला, समाचार के स्रोत, प्रेम विज्ञप्ति, संपादकीय विभाग और संपादन, प्रूफ पठन और व्यावहारिक प्रूफ संशोधन, शीर्षक रचना एवं उसका संपादन, साक्षात्कार, विज्ञापन लेखन

(घ) मीडिया लेखन

जन संचार: प्रौद्योगिकी एवं चुनौतियाँ, जनसंचार माध्यमों का स्वरूप: मुद्रण, श्रव्य, दृश्य-श्रव्य, इंटरनेट, श्रव्य माध्यम (आकाशवाणी), मौखिक भाषा की प्रकृति, रेडियो नाटक, उद्घोषणा लेखन, फीचर, दृश्य-श्रव्य माध्यम (चलचित्र, दूरदर्शन, वीडियो), दृश्य माध्यमों की भाषा की प्रकृति, दृश्य एवं श्रव्य सामग्री का सामंजस्य, पार्श्ववाचन (वायस ओवर), विज्ञापन की भाषा, इंटरनेट: परिचय एवं सामग्री-संरचना,

(ङ) अनुवाद : सिद्धांत एवं व्यवहार

टनुवाद, परिभाषा एवं स्वरूप, क्षेत्र और प्रक्रिया, हिन्दी की प्रयोजनीयता में अनुवाद की भूमिका, कार्यालयी हिन्दी और अनुवाद, साहित्यिक अनुवाद : सिद्धान्त एवं व्यवहार, काव्यानुवाद और संबंधित समस्याएँ, कहानी अनुवाद और संबंधित समस्याएँ, विज्ञापन में अनुवाद, विधि 1 साहित्य का अनुवाद

(च) पारिभाषिक शब्दावली : भाषा विज्ञान

PAPER – BHARTIYA SAHITYA

PAPER CODE DEMHIN-204

External 70

Internal 30

Note:

1. The examiner is required to set question paper as per the guidelines/instructions given in the syllabi of the paper. The students are required to attempt the questions accordingly.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

निर्देश:

1. प्रष्ठम, द्वितीय और तृतीय खण्ड में से चार आलोचनात्मक प्रष्ठन पूछे जायेंगे। (प्रत्येक खण्ड से एक प्रष्ठन अनिवार्य रूप में होगा, किसी एक खण्ड से दो प्रष्ठन होंगे) चतुर्थ खण्ड से चार आलोचनात्मक प्रष्ठन होंगे (तीनों कृतियों से एक-एक प्रष्ठन अनिवार्य रूप में होंगे, किसी एक से दो प्रष्ठन होंगे।)

2. परीक्षार्थियों को प्रथम तीन खण्डों में से किन्हीं दो खण्डों से दो प्रश्नों के और चतुर्थ खण्ड की किन्हीं दो कृतियों से दो प्रश्नों के उत्तर देने होंगे। इस प्रकार परीक्षार्थियों को चार आलोचनात्मक प्रश्नों के उत्तर देने होंगे। सभी आलोचनात्मक प्रश्न 15 अंकों के होंगे।
3. अंतिम प्रश्न अति लघुत्तरी प्रवृत्ति का होगा। प्रथम तीन खण्डों से अनिवार्य दस प्रश्न पूछे जायेंगे। परीक्षार्थियों को इन प्रश्नों के लगभग 50 शब्दों में उत्तर देने होंगे। प्रत्येक प्रश्न दो अंकों का होगा। पूरा प्रश्न बीस अंकों का होगा।

पाठ्य विज्ञय

प्रथम खण्ड

1. भारतीय साहित्य का स्वरूप
2. भारतीय साहित्य अध्ययन की समस्याएँ
3. भारतीयता का समाजशास्त्र
4. हिन्दी साहित्य में भारतीय मूल्यों की अभिव्यक्ति

द्वितीय खण्ड: हिन्दी साहित्य का अध्ययन

1. पूर्वांचल भाजा वर्ग-बंगला
2. बंगला साहित्येतिहास का अध्ययन

तृतीय खण्ड: तुलनात्मक अध्ययन

1. हिन्दी-बंगला तुलनात्मक अध्ययन
2. हिन्दी-बंगला भाजा का तुलनात्मक अध्ययन
3. हिन्दी-बंगला साहित्य का तुलनात्मक अध्ययन

चतुर्थ खण्ड: उपन्यास, काव्य और नाटक अध्ययन

1. उपन्यास : अग्निगर्भ - महाश्वेता देवी (बंगला)
2. कविता संग्रह : वर्जा की सुबह - सीताकांत महापात्र (उड़िया)
3. नाटक : घासीराम कोतवाल - विजय तेंदुलकर (मराठी)

अंक विभाजन:

4. आलोचनात्मक प्रश्न $4 \times 15 = 60$ अंक
5. लघुत्तरी प्रश्न $5 \times 4 = 20$ अंक
6. 10 अति लघुत्तरी प्रश्न $10 \times 2 = 20$ अंक

PAPER – HINDI NATAK & RANG MANCH

PAPER CODE DEMHIN-205

External 70

Internal 30

Note:

1. The examiner is required to set question paper as per the guidelines/instructions given in the syllabi of the paper. The students are required to attempt the questions accordingly.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

निर्देश:

1. प्रथम प्रश्न में से 'खण्ड क' में निर्धारित सभी छः नाट्य-कृतियों में से एक-एक व्याख्या पूछी जाएगी, जिनमें से परीक्षार्थियों को किन्हीं तीन की सप्रसंग व्याख्या करनी होगी। प्रत्येक व्याख्या दस अंकों की होगी और पूरा प्रश्न तीस अंकों का होगा।
2. खण्ड-क में निर्धारित किन्हीं चार नाट्य-कृतियों पर चार आलोचनात्मक प्रश्न पूछे जायेंगे, जिनमें से परीक्षार्थियों को किन्हीं दो प्रश्नों के उत्तर देने होंगे। प्रत्येक प्रश्न पन्द्रह अंकों का होगा।
3. ञाष्ठ प्रश्न में 'खण्ड ख द्रुत पाठ' से आठ लघुत्तरी प्रश्न पूछे जायेंगे, जिनमें से परीक्षार्थियों को किन्हीं पाँच प्रश्नों के (लगभग 250 शब्दों में) उत्तर लिखने होंगे। प्रत्येक प्रश्न चार अंकों का होगा। पूरा प्रश्न बीस अंकों का होगा।
4. सप्तम प्रश्न 'खण्ड ख' के 'पाठ्य विज्ञय' पर आधारित होगा। इसमें दस अति लघुत्तरी अनिवार्य प्रश्न पूछे जायेंगे। परीक्षार्थियों को सभी प्रश्नों के उत्तर देने होंगे। प्रत्येक प्रश्न का उत्तर लगभग पचास शब्दों में होना चाहिए। प्रत्येक प्रश्न दो अंकों का होगा, पूरा प्रश्न बीस अंकों का होगा।

पाठ्य ग्रंथ

- | | |
|---------------------------------------|----------------------------|
| 1. भारत दुर्दशा-भारतेन्दु हरिश्चन्द्र | 2. अजातशत्रु-जयशंकर प्रसाद |
| 3. लहरों के राजहंस-मोहन राकेश | 4. अंधायुग-धर्मवीर भारती |

MASTER OF ARTS (ENGLISH)**M.A(Previous)****LITERATURE IN ENGLISH 1550-1660****PAPER CODE DEMEN-101****External: 70****Internal: 30****Section A****Note:**

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit 1 John Donne

Canonization

A Valediction : Forbidding Mourning

Holy Sonnet : Batter My Heart

Ecstasy

Relique

Andrew Marvel

To His Coy Mistress

The Garden

Unit 2 John Milton

Paradise Lost

Section B**William Shakespeare****Unit 3 King Lear****Unit 4 Twelfth Night****Unit 5 Measure for Measure****LITERATURE IN ENGLISH 1660-1798****PAPER CODE DEMEN-102****External: 70****Internal: 30****Note:**

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Section A

Unit 1 John Dryden

Absalom and Achitophel Book 1

Unit 2 Robert Burns

The Cottar's Saturday Night

Holy Willie's Prayer

The Jolly Beggars

Gray

Elegy Written in the Country

Churchyard

Odes: The Progress of Poesy

Ode for Music

Ode on the Spring

Ode on a Distant Prospect of Eton College

Section B

Unit 3 William Congreve

The Way of the World

Unit 4 John Dryden

All for Love

Unit 5 Voltaire

Candide

LITERATURE IN ENGLISH 1798-1914

PAPER CODE DEMEN-103

External: 70

Internal: 30

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Section A

Unit 1 William Wordsworth

Intimations of Immortality

Tintern Abbey

Keats

Ode to a Nightingale

Ode on a Grecian Urn

The Eve of Saint Agnes

Unit 2 Robert Browning

Rabbi Ben Ezra

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Fra Lippo Lippi
A Grammarian's Funeral
The Bishop Orders His Tomb
The Last Ride Together

Section B

Unit 3 Dickens

Bleak House

Unit 4 Emily Bronte

Wuthering Heights

Unit 5 Walter Pater

Appreciations: Style

Wordsworth

Rossetti

Postscript

LITERATURE IN ENGLISH 1914 TO THE PRESENT

PAPER CODE DEMEN-104

External: 70

Internal: 30

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Section A & B

Unit 1 T.S.Eliot

The Love song of J. Alfred Prufrock, The Waste Land

Unit 2 Phillip Larkin

The poetry of Departure, Ambulance, Going Going, Show Saturday

Ted Hughes

The Jaguar, Bayonet Charge, Six Young Men, Thrushes

Unit 3 D.H.lawrence

Sons and Lovers

Unit 4 Graham Greene

The Heart of the Matter

Unit 5 Toni Morrison

The Bluest Eye

POETRY
PAPER CODE DEMEN-105

External: 70
Internal: 30

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
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Section A**Unit 1 Spenser**

Facrie Queene

Unit 2 Pope

The Rape of Lock

Section B**Unit 3 Coleridge**

The Rime of the Ancient Mariner

Kubla Khan

Unit 4 Arnold

The Forsaken Merman

Dover Beach

Scholar Gypsy

Memorial Verses to Wordsworth

M.A (FINAL)

AMERICAN LITERATURE
PAPER CODE DEMEN-201

External: 70
Internal: 30

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
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SECTION A POETRY

Unit I

“Provide Provide”, “Mending Wall” “ The Road Not Taken,” “Two Tramps in Mud Time,” “ Stopping By Woods on a Snowy Evening,” “Birches,” “ The Onset.” “ After Apple Picking”

Robert Frost

Unit II

“The Revelation,” “ Sea-Trout and Butterfish,” “ Tract,” “ The Widows Lament in Spring Time, “ “ Young Sycamore,” “ Preface of Paterson Book One,” “ The Orchestra,” “ Negro Woman.”

William Carlos Williams

Unit III

“ I, too, sing America,” “Dream Variations.” “ The Weary Blues.” “ Mother to Son,” “ The Negro Speaks of Rivers,” “ Personal.” “ Merry Go-Round,” “ Song for a Suicide,” “**Harlem**,” “ **Birmingham**”

From the Poetry of the Negro (1941-1970 ed.) L.Hughes.

Langston Hughes

SECTION B FICTION

Unit IV A Farewell to Arms

Hemingway

Coleridge

Unit V The Grapes of Wrath

Steinbeck

Unit VI Herzog

Saul Bellow

CRITICAL THEORY PAPER CODE DEMEN-202

External: 70

Internal: 30

Note:

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SECTION A CLASSICAL EUROPEAN AND INDIAN THEORY

Unit I POETICS

Ariostle

Unit II NATYASHASTRA

Bharatamuni

SECTION B
ROMANTIC THEORY

Unit III PREFACE TO LYRICAL BALLADS

Wordsworth

Unit I BIOGRAPHIA LITERARIA

Coleridge

INDIAN WRITING IN ENGLISH
PAPER CODE DEMEN-203

External: 70

Internal: 30

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
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SECTION A

Unit I AUROBINDO

Savitri.

Unit II NISSIM EZEKIEL

Island

The Visitor

Poet, Lover, Bird Watcher

Patriot

Time to Change

Night of the Scorpion

SECTION B

Unit III MULAK RAJANAND

Coolie

Unit IV ANITA DESAI

Voices in the City

LITERATURE AND GENDER
PAPER CODE DEMEN-204

External: 70

Internal: 30

Note:

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SECTION A

Unit I Toril Moi

“Anglo- American Feminist Criticism” from Sexual/Textual Politics by Toril Moi.

Unit II Simone de Beauvoir

The Second Sex (“ Myth and Reality “, “Woman’s Situation and Character”, “ The Independent woman”)

SECTION B

Unit III Virginia Woolf

Mrs. Dalloway

Unit IV Alice Walker

Color Purple

Unit V Shashi Deshpande

That Long Silence

LINGUISTICS AND STYLISTICS

PAPER CODE DEMEN-205

External: 70

Internal: 30

Note:

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SECTION A

Linguistics

Unit I

1. Characteristics Features of Languages.
2. Varieties of Languages : Idiolect; Dialect; Standard Language and Register.
3. Prescriptive and Descriptive Approaches to Languages.
4. Saussure’s Contribution to Structural Linguistics :
 - (i) Synchronic and Diachronic
 - (ii) Langue and Parole.
 - (iii) Syntagmatic and Paradigmatic Relations.

SECTION B
English Language Teaching

Unit II

1. The Theory and Process of First Language Acquisition.
2. Introductory Approach to Second Language Learning.
3. Method and Approaches to Second Language Teaching.
 - (i) The Direct Method
 - (ii) The Bilingual Method
 - (iii) The Structural- Oral- Situational Approach

M.A. (PREVIOUS)

VEDIC SAHITYA
PAPER CODE DEMSK-101

External: 70

Internal: 30

Note:

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घटक-I ऋग्वेद

14

अग्नि (1.1); इन्द्र (2.12); पुरुज (10.90); हिरण्यगर्भ (10.121); नासदीय (10.129); विष्णु (1.54); सविता (4.54); अश्विनौ (7.71)।

घटक-II षुक्लयजुर्वेद एवम् अथर्ववेद

14

यजुर्वेद - अध्याय - 23 (1-16 मन्त्र), अध्याय - 36

अथर्ववेद - मेधाजनन (1.1), अपां भेज्जम् (1.6)

प्रजाभि राज्ञः संवरणम् (3.4); ब्रह्मचर्य (11.5);

भूमि (12.1.1-25 मन्त्र)

घटक-III ब्राह्मण एवं उपनिषद्

14

ब्राह्मण

ऐतरेयब्राह्मण - अध्यायः 33 (शुनःशोपाख्यान)

छातपथ-ब्राह्मण - 1.4.5.8-12 (वाङ्मनस् आख्यान)

उपनिषद्

1. कठोपनिषद्, 2. तैत्तिरीयोपनिषद् (शिक्षावल्ली)

घटक-IV वेदाङ्गसाहित्यम्

14

(क) निरुक्त (अध्याय 1-2)

(ख) पिङ्गल छन्दः सूत्र (वैदिक छन्द अध्याय-2, 3)

घटक-V वैदिक व्याकरण एवं व्याख्यापद्धति

14

(क) वैदिकव्याख्यापद्धति (प्राचीन एवम् अर्वाचीन)

अनुशंसित ग्रन्थ

1. ऐतरेयब्राह्मण, सायण भाष्य सहित, सम्पादक एवं अनुवादक, डॉ. सुधाकर मालवीय, तारा प्रिंटिंग वर्क्स, वाराणसी।
2. छातपथब्राह्मणम्, नाग पब्लिशर्स, जवाहर नगर, दिल्ली।
3. एकादशोपनिषद् भाष्य-सत्यव्रत सिद्धान्तालंकार, ग्रेटर कैलाशा, नई दिल्ली।
4. निरुक्त, कपिलदेव शास्त्री, साहित्य भण्डार, सुभाज बाजार, मेरठ।
5. पिङ्गलप्रणीतम् छन्दः शास्त्रम्, गुरुकुल महाविद्यालय, झज्जर, हरियाणा।
6. Nirukta Mimamsa, Shiv Narayan Shastri.
7. Philosophy of the Upnishads, S. Radhakrishnan
8. Constructive Survey of Upanishadic Philosophy, R.D. Ranade

SANSKRIT GRAMMAR
PAPER CODE DEMSK-102

External: 70

Internal: 30

Note:

1. The examiner is required to set question paper as per the guidelines/instructions given in the syllabi of the paper. The students are required to attempt the questions accordingly.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

यूनिट-I	लघुसिद्धान्त-कौमुदी (संज्ञा प्रकरण, स्त्रीप्रत्यय प्रकरण, समास प्रकरण)	14 अंक
यूनिट-II	लघुसिद्धान्त-कौमुदी (संधि, सुबन्त, प्रकरण)	14 अंक
यूनिट-III	लघुसिद्धान्त-कौमुदी (तिङन्त प्रकरण) भ्वादिगण (सम्पूर्ण), अदादिगण (अद्, इन्, अस्, दुह्, इण् धातुएँ), जुहोत्यादिगण (हु, भी, डुदाज), दिवादिगण (दिव, ष्टो, जन्), स्वादिगण (भ्रुज, स्तृज), तुदादिगण (तुद्, भ्रस्ज्, मुच्), रुधादिगण (रुध्; तष्टह, भुज्), तनादिगण (तन्, कष्ट), चुरादिगण (चुर, कथ, गण)।	14 अंक
यूनिट-IV	लघुसिद्धान्त-कौमुदी (कष्टदन्त और तद्धित प्रकरण) कष्टदन्त (सम्पूर्ण), तद्धित (अपत्याधिकार, रक्ताद्यर्थक, चातुरार्थक, ष्टौजिक, मत्वर्थीय प्राग्दिष्टीय, प्रागिवीय।	14 अंक
यूनिट-V	सिद्धान्त-कौमुदी (कारक प्रकरण)	14 अंक

Guide Line

Question paper will be set in Sanskrit & English.

- | | |
|--|------------|
| (i) Explanation of four sutras out of eight carrying 6 marks from each unit. | 6 × 5 = 30 |
| (ii) Formation of three words out of six carrying 8 marks from each unit. | 8 × 5 = 40 |

Note: Question/questions worth 14 marks is/are required to be answered in Sanskrit.

भारतीय दर्शन (द्वितीय-पत्र)
PAPER CODE- DEMSK-103

External: 70

Internal: 30

Note:

1. The examiner is required to set question paper as per the guidelines/instructions given in the syllabi of the paper. The students are required to attempt the questions accordingly.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

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इकाई-एक	तर्कसंग्रह	अंक : 14
इकाई-दो	सांख्यकारिका (1 से 21 कारिका)	अंक : 14
इकाई-तीन	सांख्यकारिका (22 से अन्त तक)	अंक : 14
इकाई-चार	अर्थसंग्रह	अंक : 14
इकाई-पांच	वेदान्तसार	अंक : 14

निर्देशः

1. प्रथम इकाई से चार व्याख्याएं पूछी जाएंगी जिनमें से दो करनी होंगी।
2. द्वितीय और तृतीय इकाई से चार कारिकाओं की व्याख्या तथा दो प्रश्न पूछे जायेंगे जिसमें से दो कारिकाओं की व्याख्या तथा एक प्रश्न का उत्तर देना होगा।
3. चतुर्थ इकाई में से दो प्रश्न पूछे जाएंगे जिनमें से एक का उत्तर देना होगा।
4. पञ्चम इकाई से चार व्याख्याएं पूछी जाएंगी जिनमें से दो करनी होंगी।

नोटः 14 अंक का उत्तर संस्कृत भाषा के माध्यम से लिखना अनिवार्य है।

लौकिक संस्कृत साहित्यम्

PAPER CODE: MEMSK 104

External: 70

Internal: 30

Note:

1. The examiner is required to set question paper as per the guidelines/instructions given in the syllabi of the paper. The students are required to attempt the questions accordingly.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Guidelines:

Unit I Explanations of two verses out of four carrying 7 marks each.	7 × 2 = 14
Unit II Explanations of two passages out of four carrying 7 marks each.	7 × 2 = 14
Unit III Explanations of two verses out of four carrying 7 marks each.	7 × 2 = 14
Unit IV One critical question out of two based on text carrying 14 marks should be asked.	14
Unit V Four Alankaras out of eight with definitions & examples only.	14

Note: One question with 14 marks is required to answered in Sanskrit.

Unit 1 Meghduta of Kalidasa

Unit 2 Harshchrita of Bana Bhatta, Ucchvasa-I.

Unit 3 Mricchakatikam

(Only Shlokas)

Unit 4 Sahityadarpana of Visvanatha, Pariccheda I, II, III (up to Karika 29)

BHASHA VIGYAN
PAPER CODE: MEMSK 105

External: 70

Internal: 30

Note:

1. The examiner is required to set question paper as per the guidelines/instructions given in the syllabi of the paper. The students are required to attempt the questions accordingly.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Guidelines:

- i. Question paper will set in Sanskrit and English
- ii. Candidates are required to answer one question out of two from each unit carrying 14 marks each.
- iii. One question worth 14 marks is requires to be answered in Sanskrit.

Unit-I

14 Marks

- i. Definition, Scope and Branches of Linguistics.
(भाषा विज्ञान की परिभाषा, क्षेत्र तथा शाखाएं)
- ii. Definition and Categories of Language
(भाषा की परिभाषा तथा प्रकार)
- iii. Origin and Development of Language
(भाषा का उद्भव तथा विकास)

Unit-II

14 Marks

- i. Phonetics
(ध्वनिविज्ञान)
- ii. Morphology
(पदविज्ञान)

Unit-III

14 Marks

- i. Syntax
(ध्वनिविज्ञान)
- ii. Semantics
(पदविज्ञान)

Unit-IV

14 Marks

- i. Morphological and Geographical division of the Language of the World
(विश्व की भाषाओं का आकृतिमूलक तथा पारिवारिक वर्गीकरण)
- ii. Indo-European Family
(भारोपीय परिवार)

Unit-V

14 Marks

- i. History of Linguistic Studies
(भाषाशास्त्र का इतिहास)
- ii. Paleography
(शिलालेख विज्ञान)

संस्कृति एवं शास्त्र

PAPER CODE: MEMSK 201

External: 70

Internal: 30

Note:

1. The examiner is required to set question paper as per the guidelines/instructions given in the syllabi of the paper. The students are required to attempt the questions accordingly.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

इकाई-I

14

मनुस्मृति (अध्याय 1-2)

इकाई-II

14

याज्ञवल्क्य स्मृति (व्यवहाराध्याय)

1. साधारण व्यवहार मात्रिक प्रकरण
2. असाधारण व्यवहार मात्रिक प्रकरण
3. ऋणदान प्रकरण
4. लेखा प्रकरण
5. दायविभाग प्रकरण
6. वाक्यपारुज्य प्रकरण
7. दण्डपारुज्य प्रकरण

इकाई-III

14

कौटिल्य अर्थशास्त्र

(प्रथम भाग, केवल प्रथम, द्वितीय अधिकरण)

इकाई-IV

14

रामायण और महाभारत

1. रामायण तथा महाभारत के संस्करण
2. रामायण तथा महाभारत के आख्यान
3. रामायण तथा महाभारत में समाज
4. रामायण तथा महाभारत का सांस्कृतिक महत्त्व
5. अपने अनुवर्ती साहित्य के प्रेरणास्रोत के रूप में रामायण तथा महाभारत

इकाई-V

14

पुराण

1. पुराण की परिभाजा
2. महापुराण एवं उपपुराण.
3. पुराणों में वर्णित सष्टि-विद्या
4. पुराणों में आख्यान
5. पुराणों का सांस्कृतिक महत्त्व.

दिष्टानिदेशः सभी प्रश्नपत्र संस्कृत और अंग्रेजी में होंगे।

इकाई-I, II & III

1. प्रत्येक इकाई में से दिए गए चार पद्यों/सूत्रों में से दो की व्याख्या पूरी जायेगी। प्रत्येक के 3½ अंक होंगे। $3.5 \times 2 \times 3 = 21$
2. प्रत्येक इकाई में से दिए दो आलोचनात्मक प्रश्नों में से एक का उत्तर देना होगा। प्रत्येक के 7 अंक होंगे। $7 \times 1 \times 3 = 21$

इकाई-IV

1. दिए गए दो प्रश्नों में से एक आलोचनात्मक प्रश्न का उत्तर देना होगा। $14 \times 1 = 14$

इकाई-V

1. दिए गए दो में से एक आलोचनात्मक प्रश्न का उत्तर देना होगा। $14 \times 1 = 14$

नोट: 14 अंक वाले उत्तर संस्कृत में लिखने अनिवार्य हैं।

DRAMA & PROSE**PAPER CODE: DEMSK 202**

Full Marks: 100

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-1	Kadambari (Mahashweta vratanta)	14
Unit-2	Shivrajvijya (1-3) Uchvaasa	14
Unit-3	Uttarramcharita (Bhavbhooti)	14
Unit-4	Ratnavali (Sri Harsha)	14
Unit-5	Karnabhara (Bhasa)	14

KAVYA AND KAVYA SHASTRA**PAPER CODE: DEMSK 203****Note:**

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.

2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit 1

Naisadhiyacaritam of Sri Harsa-Conto-I

(1-10,15-26,31-50,55-56,65-81,98-102,108-144)

Unit 2

Vikramankadeva of Caritam of Bilhana Canto-I

Unit 3

Visvagunadarsacampu of Venkatadhyari upto Jagannathkshetravarnanam.

Unit 4

Ayath-Collection of Radhavallabha Tripathi

- (a) Bhatt Mathuranath Shastri
- (b) Janaki Vallabh Shastri
- (C) Jagannath Pathak
- (d) 'Abhiraj' Rajendra Mishra
- (e) Radhavallabha Tripathi.

Unit 5

Origin and Development of Various forms of Mahakavya, Champu, Gadya etc., with their definitions given by Bhamaha, Dandi and Visvanatha.

काव्य शास्त्र

PAPER CODE: DEMSK 204

External: 70

Internal: 30

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

घटक-I	काव्य मीमांसा (1-5 अध्याय)	14
घटक-II	दृष्टारूपक (प्रथम एवं तृतीय प्रकाशा)	14
घटक-III	काव्य प्रकाशा- उल्लास 1 से 3; 4 (रसप्रकरण); 5; 7 (रसदोष)	14
घटक-IV	काव्यप्रकाशा (नवम-दशम उल्लास)	14
	अलंकार-अनुप्रास, श्लेष, वक्रोक्ति, उपमा, रूपक, उत्प्रेक्षा, समासोक्ति, दृष्टान्त, अर्थान्तरन्यास, निदर्शना, विभावना, विष्टोक्तोक्ति, अपहृति, संकर, संसृष्टि।	

घटक-V ध्वन्यालोक (प्रथम उद्योत)

14

अनुष्ठासित ग्रन्थ-

1. काव्यमीमांसा - राजशेखर।
2. दृष्टारूपक - व्या० भोलाशांकर व्यास, चौखम्बा विद्याभवन, वाराणसी।
3. दृष्टारूपक - व्या० डॉ० श्री निवास शास्त्री।
4. काव्यप्रकाशा, सम्पा० श्रीनिवास शास्त्री, साहित्य भण्डार, मेरठ।
5. काव्यप्रकाशा, व्याख्याकार - आचार्य विष्टवेष्टवर, ज्ञानमण्डल लि०, वाराणसी।
6. ध्वन्यालोक, व्याख्याकार - श्री कृष्ण कुमार।
7. ध्वन्यालोक, व्याख्याकार - आचार्य विष्टवेष्टवर।

आधुनिक संस्कृत साहित्य

PAPER CODE: DEMSK 205

External 70

Internal 30

Note:

1. The examiner is required to set question paper as per the guidelines/instructions given in the syllabi of the paper. The students are required to attempt the questions accordingly.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit I	पुरोधसः स्वप्नः, मायापतिः (शिवप्रसाद भारद्वाज)	14
Unit II	द्वा सुपर्णा - (राम जी उपाध्याय)	14
Unit III	अभिनव संस्कृत कथा (डॉ० नारायण शास्त्री काडर)	14
Unit IV	दयानन्द दिग्विजय (मंधात्रताचार्य) - (1-2 सर्ग)	14
Unit V	आधुनिक संस्कृत कवि परिचय (अम्बिकादत्त व्यास, बच्चूलाल अवस्थी, शिवप्रसाद भारद्वाज, रामजी उपाध्याय, नारायण शास्त्री, मेधव्रताचार्य, राधावल्लभ त्रिपाठी, राजेन्द्र मिश्र, हरि नारायण दीक्षित, रामकरण शर्मा)	14

OPTION - D

संहिता एवं गृह्यसूत्र (SAMHITA & GRHYASUTRA)

PAPER CODE: DEMSK 206

External: 70

Internal: 30

Note:

1. The examiner is required to set question paper as per the guidelines/instructions given in the syllabi of the paper. The students are required to attempt the questions accordingly.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive

examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

अथर्ववेद-सूक्त (Atharvaveda Hymns)

Unit – I (एकक-1)

1. रुधिरस्त्राव निवर्तनम् (1.17), 2. महद्ब्रह्म (1.32), 3. परमधाम (वेनसूक्तम्) (2.1), 4. कृमिनाष्ठानम् (2.32), 5. दीर्घायु प्राप्ति (3.11), 6. ब्रह्मौदनम् (4.34), 7. वाजिनीवान् ऋजभः (4.38)

Unit – II (एकक-2)

8. ब्रह्मगवी (5.18), 9. तक्मनाष्ठानम् (5.22), 10. अरिज्जक्षयणम् (व्मदे) (6.27), 11. अभययाचनम् (Driving away posts) (6.50), 12. केवलपति (पतिवष्ठीकरण) (7.38-39), 13. ब्रह्मचारिसूक्तम् (11.5)

Unit – III (एकक-3)

14. रोहित सूक्तम् (13.1, 1.10), 15. सूर्यासूक्तम् (14.1, 1-16), 16. विज्ञासहि (17.1), 17. रात्रि सूक्तम्, (19.50), 18. दुःस्वप्ननाष्ठानम् (19.57), 19. कुन्तापसूक्तम् (20.127)

Unit – IV (एकक-4)

आष्टवलायन गृह्यसूत्रम् (Asvalayana Grhyasutra) अध्याय 1-2

Unit – V (एकक-5)

पारस्कर गृह्यसूत्रम् (Paraskara Grhyasutra) अध्याय 1 काण्ड 2

Guidelines:

Questions Paper should be set in Sanskrit & English

Unit I, II & III

- | | |
|--|---------------|
| (i) Explanations of three mantras out of five carrying 3.5 marks each should be asked from each unit | 3.5×3×3 =31.5 |
| (ii) One critical question out of three carrying 10.5 marks should be asked (Covering all three units) | 10.5×1=10.5 |

Unit IV & V

- | | |
|--|------------|
| (iii) Explanations of two sutras out of four carrying 3.5 marks each should be asked from each unit. | 3.5×2×2=14 |
| (iv) One critical question out of two carrying 7 marks each should be asked from each unit. | 7×2=14 |

कर्मकाण्ड एवं पाठ (VEDIC RITUAL AND TEXT)

PAPER CODE: DEMSK 207

External 70

Internal 30

Note:

1. The examiner is required to set question paper as per the guidelines/instructions given in the syllabi of the paper. The students are required to attempt the questions accordingly.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

इकाई-I शतपथ ब्राह्मण (Satapath Brahmana) Kanda V. वाजपेय

इकाई-II शतपथ ब्राह्मण (Satapath Brahmana) Kanda V. राजसूय

इकाई-III शतपथ ब्राह्मण (Satapath Brahmana) Kanda V. चरकसौत्रामनी

इकाई-IV आश्वलायन श्रौतसूत्र (Asvalayana Srautasutra) अध्याय-2
(अग्न्याधानण अग्निहोत्र, पिण्ड पितृयज्ञ एवं)

इकाई-V कात्यायन श्रौतसूत्र (Katyayana Srautasutra) अध्याय-2-3
(दर्शपूर्णमासेहितः)

Guidelines:

Questions Paper should be set in Sanskrit & English

Unit I, II & III

- (i) Explanations of three mantras out of five carrying 3.5 marks each should be asked from each unit 3.5×3=10.5
(ii) One critical question out of three carrying 10.5 marks should be asked (Covering all three units) 10.5×3=31.5

Unit IV & V

- (iii) Explanations of six sutras out of ten from each unit carrying 3.5 marks each. 3.5×6=21.0
(iv) One critical question out of two carrying 7 marks. 7×1=7

Note : Questions / questions worth 14 marks is / are required to be answered in Sanskrit.

वैदिक ग्रन्थ तथा व्याकरण (VEDIC TEXT & GRAMMAR)

PAPER ODE: DEMSK 208

External 70
Internal 30

Note:

- The examiner is required to set question paper as per the guidelines/instructions given in the syllabi of the paper. The students are required to attempt the questions accordingly.
- Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I (एकक-1) - ऋग्वेद सूक्त (Rigveda Hymns)

14

भूमिका

- | | |
|------------------------|-------------------|
| 1. अग्निमारुत् (1.19) | 2. सूर्य (1.50) |
| 3. आप्रियः (1.142) | 4. विज्गु (1.154) |
| 5. ब्रह्मणस्पति (2.23) | 6. मित्र (3.59) |
| 7. बृहस्पति (4.50) | |

Unit-II (एकक-2) - ऋग्वेद सूक्त (Rgveda Hymns)

14

- | | |
|---------------------|------------------------|
| 8. मरुत् (5.57) | 9. पर्जन्य (5.83) |
| 10. पूजण् (6.53) | 11. वास्तोस्पति (7.25) |
| 12. वरुण (7.88) | 13. सरस्वती (7.95) |
| 14. नासदीय (10.129) | |

Unit-III (एकक-3)

ऐतरेय ब्राह्मण अ. 38-39 (Aitareya Brahmana, Chapters - 38-39)

Unit-IV (एकक-4) वैदिक व्याकरण (Vedic Grammar)

14

1. ऋग्वेद प्रातिष्ठाख्यम् (संज्ञा परिभाषा पटलम्) 2. पाणिनीय शिक्षा

Unit-V (एकक-5)**दयानन्द ऋग्वेदादि भाष्य भूमिका (Rgvedadibhasyabhumika of Dayananda)**

- | | |
|-----------------------------|-----------------------------|
| 1. वेदोत्पत्ति विज्ञयः | 2. वेदानाम् नित्यत्वविचारः |
| 3. सष्टिज्जिद्विद्याविज्ञयः | 4. नौविमानादि विद्याविज्ञयः |

Guidelines:

Question Paper should be set in Sanskrit & English

Unit I, II & III

- (i) Explanations of three mantras/passages out of five carrying 3.5 marks each should be asked from each unit.

3.5×3×3 = 31.5

- (ii) One critical question out of three carrying 9.5 marks should be asked (covering all three units).

9.5×1 = 9.5

Unit IV

- (i) Explanations of five sutras out of ten from both the text (5 each) carrying 3 marks each.

3×5 = 15

Unit V

- (ii) One explanation out of two and one question out of two carrying 7 marks each.

7×2 = 14

Note: Question/questions worth 14 marks is/are required to be answered in Sanskrit.

TRADITION OF VEDIC LITERATURE & INTERPRETATION**PAPER CODE: DEMSK 209**

External 70

Internal 30

Note:

1. The examiner is required to set question paper as per the guidelines/instructions given in the syllabi of the paper. The students are required to attempt the questions accordingly.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I	(Samhita) Rigveda, Atharvaveda, Samaveda, Yajurveda, Contents, Recensions, Textual Differences, Recitation.	14 Marks
Unit-II	(Brahmanas, Aranyakas, Upanishads) Their compositions, Contents styles. (Vedangas) Their significance, contents, styles.	14 Marks
Unit-III	(Survey of Vedic Studies) History of Traditional Interpretation: Brhaddevata, Sarvanukramani, Kalpasutras, Nirukta, Commentary of Skanda, Mahesvara, Madhava & Sayana etc.	14 Marks
Unit-IV	Survey of Modern Interpretation. 1. Western Scholars: Wilson, Roth, Whitney, Max Mueller, Oldenberg, Grassman, Hillebrandt Luders, Weber, Caland, Renou & Gonda, etc. 2. Indian Scholars: Dayananda, Aurovindo, Madhusudana Ojha & Sripada Damodara Satavalekara etc.	14 Marks
Unit-V	New Trends in Vedic Studies: Relevance in Modern Times	14 Marks

MASTER OF ARTS (ECONOMICS)

M.A. (PREVIOUS)

MICRO ECONOMICS ANALYSIS

PAPER CODE DEMEC 101

External 70

Internal 30

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I Nature and scope of Micro Economics. Role and significance of assumptions in economic analysis and appraisal ; of economic theories. Concepts of equilibrium, partial and general, static, comparative static and dynamic. Analysis of consumer behaviour, demand function, law of demand-Cardinal, Ordinal and Revealed preference approaches. Meaning, types and measurement of elasticity of demand: elementary idea of consumer's surplus: Bandwagon, snob and veblen effect. Consumer behaviour under conditions of uncertainty. Intertemporal consumption choice.

Production function. Laws of Production: short period and long period: Internal and External economics and diseconomies. Concept of cost of production. Derivation of short and long run cost curves and their interrelationship. Optimum input combinations. Multiproduct firm. Technical progress and production function; Hick's classification. Concepts of elasticity of substitution. Properties of CD and CES production functions. Empirical evidence on cost curves.

Unit-II Pricing process and equilibrium of firm and industry under perfect competition, monopoly (including discriminating monopoly and bilateral monopoly); monopolistic competition, oligopoly (including non-collusive oligopoly, duopoly models of Cournot and Bertrand and collusive models dealing with joint profit maximization, market sharing and leadership phenomena). Kinked demand model and price rigidity. Welfare effects of price control, price support and production quotas.

Marginalist debate. Average cost pricing principle. Bain's limit pricing model. Baumol's sales revenue maximisation hypothesis (Simple Static model). Behavioural approach (Cyert and March model).

Economics of search for information. Markets with asymmetric information.

Unit-III Neoclassical Theory of factor pricing: under competitive conditions, in case of monopolistic power in product market, bilateral monopoly and in case of monopoly union. Product Exhaustion problem. Rent and quasi rent, interest and profits. Technical process and factor shares.

Issues in General equilibrium analysis. Welfare economics.

Concept of social welfare-some early criteria-pareto optimality criterion and efficiency conditions-Kaldor-Hicks compensation criterion-Bergson's Social Welfare Function. Idea of theory of second best and Arrow's Impossibility theorem. Perfect competition and welfare maximisation, imperfect competition. Market failure and ways of correcting it.

MACRO ECONOMIC ANALYSIS

PAPER CODE DEMEC 102

External 70

Internal 30

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-1: Determination of Output and Employment: Classical Approach: Keynesian Approach (Two Sector Model Three Sector Model, and Four Sector Model): Kicks-Hanson Synthesis (Extended Model with Fixed Price Level): Equilibrium income and the interest rate in the product market and money market; Fiscal Policy effects on demand, Monetary Policy effect on demand, the Interaction of Monetary and fiscal policies. Extended model with Variable Price Level; Price and Output Level; Wage price flexibility and the Full Employment Equilibrium; Monetary-Fiscal Policies and the Full Employment Equilibrium.

Unit-2: Behavioural Foundation: Theories of Consumption: The Absolute Income Hypothesis; Relative Income Hypothesis, The Permanent Income Theory of Consumption; The Life cycle Theory of Consumption: Theories of Investment: The Present Value Criterion for Investment; The marginal Efficiency of Capital and Investment; The Accelerator Theory; The Financial Theory of Investment; The Demand for and Supply of Money: Classical Approach to Demand for Money - Quality Theory Approach, Fisher's Equilibrium; Cambridge Quantity. Theory; Keynes's Liquidity Approach - Transaction, Precautionary and Speculative Demand for Money - Aggregate Demand for Money. Friedman, Pstinkin, Baumal and Money Multiplier.

Unit-3 Inflation, Unemployment, Economic Growth and international Adjustment: Effects of Inflation; Demand side and Supply Side Theories of inflation. Inflation and Unemployment: Pressure Curve, Trade Offs (Trade off and Non Trade Off between Inflation and Unemployment). Adaptive Expectation and Rational Expectations.

Economic Growth: Harrod Domar Model, Neo-Classical Model with money and without money. International Adjustment: The Determination of National Income in open Economy; The International Transmission of disturbances: Transmission under Fixed Exchange Rates, Transmission under Floating Exchange Rates. Mundell-Elmings Model. Issue in Agriculture Price Policy, Its role and functions, Price determination, Evolution of Agriculture.

ECONOMICS OF GROWTH AND DEVELOPMENT

PAPER CODE DEMEC 103

External 70

Internal 30

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-1: Economic Growth, Economic development and sustainable development; Importance/role of Institutions-government and markets.

Perpetuation of underdevelopment-vicious circle of poverty circular causation, Structural view of underdevelopment. Measurement of development-Conventional, Human development index and quality of life indices.

Factors affecting economic growth and development-Natural resources, capital, labour, technology, human re-sources development and infrastructure.

Theories of development: Classical, Marx, Schumpeter and structural analysis of development- imperfect market paradigm, Lewis model of development, Ranis-Fei model. Dependency theory of development.

Unit-II: Approaches to development: Balanced growth, Critical minimum effort, big push, unbalanced growth, low income equilibrium trap.

Theories of economic growth: Model of growth of job Robinson and Kaldor; Harrod Domar model, Instability of equilibrium, Neo-classical growth Solow's model; Steady state growth

Technical Progress-Hicks, Harrod and learning by doing production function approach to the determinants of growth.

Cambridge criticism of neo-classical analysis of growth: The Capital controversy.

Unit-III Sectoral aspects of development: Importance of agricultural and industry in economic development; Trade and development; trade as an engine of growth, two-gap analysis, Prebisch, Singer and Murd views, gains from trade and LDCs. Choice of techniques and appropriate technology; Investment criteria; Cost-benefit analysis.

Objects and role of monetary and fiscal policies in economic development; Indicators and measurement of poverty; Techniques of planning; Pian models in India; Planning in a market-oriented economy.

Endogenous growth: Role of education, Research and knowledge-explanation of cross country differentials in economic development and growth.

MATHEMATICS FOR ECONOMISTS

PAPER CODE DEMEC 104

External 70

Internal 30

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I

Concept of a function and types of functions, solution of linear equations in two variables, quadratic equation and nature of roots, simple applications in Economics.

Matrices _ Types and simple operations on matrices, multiplication, transpose, trace, adjoint, inverse and rank of matrices. Determinants and their basic properties, Solution of a system of two and three equations by matrix inverse method and cramer's rule.

Input-Output Analysis: Input-Output transactions table, assumptions, technological coefficient matrix, solution of open input-output model, Leontief Matrix, Hawkins-Simon Conditions. The static open and closed models.

Unit-II

Differentiation – Meaning and economic interpretation of derivative and slope, rules of differentiation, partial and total derivatives – Economic applications. Homogenous functions. Euler's theorem, Problems of maxima and minima of single and multivariable (upto 3) functions; unconstrained and constrained optimization in simple economic problems; optimization with Langrangian method with upto 2 equality constraints. Simple applications in market equilibrium. Interpretation of marginal, average and elasticity concepts and their relationships.

Integration – Meaning and economic interpretation. Definite and indefinite integration involving single variable function, Simple rules of integration; Application to consumer's surplus and producer's surplus.

Unit-III

Differential equations; Non linear differential equations of the first order and first degree – variables are separable, homogenous differential equation, exact differential equation; linear differential equation of first order – homogenous differential equation with constant coefficients, non-homogenous differential equation with constant coefficients, general case; Linear differential equation of the second order with constant coefficient.

Difference equations; Homogenous and non-homogenous linear difference equation with constant coefficient; Linear first order, and second order, difference equations with constant coefficients, interaction between the multiplier and acceleration principle.

STATISTICAL METHODS PAPER CODE DEMEC 105

External 70

Internal 30

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I

Measures of central tendency: A.M, G.M., median, quartiles, deciles, percentiles and mode.

Measures of dispersion: Range, interquartile range, quartile deviation, mean deviation, standard deviation.

Index numbers: Problems and methods of construction of various types of indices, Laspeyres, Passche's and Fishers ideal index number; chain-base indices base shifting, splicing and deflating the index numbers. Cost of living index numbers and consumer price index numbers.

Time series analysis: Components of time series and their decomposition. Methods of measuring trend, cyclical, seasonal and irregular variations.

Unit-II

Random experiment, random variable sample space, exhaustive events, independent events, mutually exclusive events, equally likely events, simple and compound events, classical, relative frequency, and axiomatic approaches to probability, basic results on probability, conditional probability, Baye's theorem, economic applications of probability and Baye's theorem.

Concept and use of mathematical expectation (mean and variance), concept of density function, probability distributions; binomial, poisson and normal distributions, marginal and conditional distributions, properties and inter-relationships, fitting of distribution.

Unit-III

Correlation and regression: Simple correlation, Pearson, Spearman's correlation coefficients, multiple and partial correlation analysis, specification of a simple linear regression model, least square estimation of linear regression co-efficients, interpretation of correlation and regression co-efficients.

Sample and Census; methods and types of sampling, sampling error, small and large sample. Concept of an estimator and its sampling distribution; properties of a good estimator, concepts of point and interval estimation, OLS and ML estimators of regression parameters.

Elements of statistical Inference: Parameters and estimates; concepts of sampling distribution of a statistic, standard error, concept of hypothesis testing and tests of significance (z, t, chisquare and F test), Type I and Type II errors, level of significance and power of a test. Neyman Pearson lemna.

M.A. (ECONOMICS)**INDIAN ECONOMY POLICY****PAPER CODE DEMEC 201****External 70****Internal 30****Note:**

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

UNIT-I

Approaches to economic development and its measurement-sustainable development; Role of State, market and other institutions; Indicators of development- Human development Index (HDI), gender development indices (GDI); Objective and strategy of planning; Failures and achievements of Plans; Developing grass-root-organizations for development - Panchayats, NGOs and pressure groups; Board demographic features of Indian populations; Rural-urban migration; Urbanization and civic amenities; Concept and measurement of poverty - Head count index, poverty gap index, squared poverty gap index and Human poverty index (HPI); Income inequality; Energy; Social infrastructure-education and health; Environment; Regional imbalance; Issue and policies in financing infrastructure development.

UNIT-II

Institutional Structure-land reforms in India; Technological change in agriculture-pricing of agricultural inputs; Terms of trade between agriculture and industry; Agricultural finance policy: Agricultural Marketing and warehousing; Issues in food security - policies for sustainable agriculture; Industrial policy; Public sector enterprises and their performance; Problem of sick unit in India; Privatisation and disinvestment debate; Growth and pattern of industrialisation; Small-scale sector; Productivity in industrial sector; Exit policy- issues in labour market reforms; Approaches for employment generation; Structure and direction of foreign trade; Balance of payments; Issues in export in export policy and FEMA; Exchange rate policy; Foreign capital and MNCs in India; The progress of trade reforms in India.

UNIT-III

Fiscal federalism-centre-state financial relations; Finances of central government; Finances of state governments; Parallel economy; Problems relating to fiscal policy; Fiscal sector reforms in India; Analysis of price behaviour in India; Financial sector reforms; Interest rate policy; Review of monetary policy of RBI; Money and capital markets; Working of SEBI in India. Rationale of internal and external reforms; Globalization of Indian economy; W.T.O. and its impact on the different sectors of the economy; Need for issues in good governance; Issues in competition and safety nets in Indian economy.

PUBLIC ECONOMICS**PAPER CODE DEMEC- 202****External 70****Internal 30****Note:**

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive

examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

UNIT-I

Economic Rationale of Government, Fiscal functions; Market failures: Imperfections, Decreasing costs, Externalities and public goods; Concepts of Private Goods Pure Public Goods Mixed Goods and Merit Goods; Theory of Public Goods: The optional provision of Public Goods, Free Rider's Problem, Lindahl Equilibrium; Public choice and Fiscal decision making, Voting systems, Majority voting.

UNIT-II

Public Expenditure: Structure and Growth of Public Expenditure; Wagner's Hypothesis, Peacock-Wiseman hypothesis; Economic effects of Public Expenditure; Criteria for Public Investment, Social Cost-Benefits analysis: Valuation of benefits and costs, discount rate; Budgeting: Concepts of budgets Reforms in Expenditures budgeting and zero based budgeting; Budget making process in India; Public Expenditure in India; Trends and Issues.

UNIT-III

Theory of Taxation: Various approaches to Taxation, neutrality, equity, ability to pay, benefits principle, revenue maximization, income maximization, Analysis of incidence of taxes, Efficient tax design: Optional Taxation, Effects of Taxation on work effort, savings, investment and growth; Classification of taxes: Direct and indirect taxes, progressive, proportionate and regressive taxes, Ad-valorem and specific taxes; Tax systems in India: Structure, Composition and various economic issues,

UNIT-IV

Fiscal Federalism: Principles of Multi-Unit Finance; Principles of Grant Design; Indian Fiscal Federalism, Vertical and horizontal imbalances, Assignment of functions and sources of Revenue; Constitutional provisions; Finance Commissions and Planning Commission; Centre-State financial Relations in India, Problems of States' resources and indebtedness; Transfer of resources from Union and States to Local Bodies.

UNIT-V

Fiscal Policy: Instruments and transmission mechanisms: Fiscal policy for stabilization-automatic vs. discretionary stabilization; Various concepts of budgetary deficits, Fiscal Deficits in India: extent, trend and implication; Public Debts; Functional Finance and the controversy regarding burden of public debt and its shifting, Public Borrowing, Debt Management.

INTERNATIONAL TRADE AND FINANCE

PAPER CODE DEMEC- 203

External 70

Internal 30

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

UNIT-I

The pure theory of international trade - Theories of absolute advantage, comparative advantage and opportunity costs, modern theory of international trade; Theorem of factor price equalization; Empirical testing of theory of absolute cost and comparative cost - Heckscher - Ohlin theory of trade. Kravis and Linder theory of trade, Role of dynamic factors, i.e., change in tastes, technology and factor endowments in explaining the emergence of trade. The Rybezynski theorem-concept and policy implications of immiserizing growth; Causes of emergence and measurement of intra-industry trade and its impact on

developing economies. Measurement of gains from trade and their distribution; Concepts of terms of trade, their was and limitations for less developed countries; Trade as an engine of economic growth; Welfare implication— Empirical evidence and policy issues; The Theory of interventions (Tariffs, Quotas and non-tariff barriers); Economic effects of tariffs and quotas on national income, output, employment, term of trade, income distribution; Balance of payments on trading partners both in partial and general equilibrium analysis. The political economy of non-tariff barriers and their implications; Trade under imperfectly competitive market.

UNIT-II

Meaning an components of balance of payments; Equilibrium and disequilibrium in the balance of payments; The process of adjustment under system of gold standard, fixed exchange rates; Expenditure reducing and expenditure-switching policies and direct controls for adjustment; Policies for achieving internal and external equilibrium simultaneously under alternative exchange rate regimes; A critical review of the Absorption and monetary approaches to the theory of balance payment adjustment; Foreign trade multiplier with and without foreign repercussions and determinations of national income and output; Relative merits and demerits of fixed and flexible exchange rate in the context of growth and development in developing countries. Forms of economic cooperation; Static and Dynamic effects of a custom union and free trade areas.

UNIT-III

International Monetary System and Trade Policies in India

Multilateralism and WTO; Rise and fall of gold standard and Bretton - Woods system; Need, adequacy and determinants of international reserves; of IMF; International Monetary System with special reference to Post and developing countries; Reforms of the International Monetary System, and developing countries; Functions of GATT/WTO (TRIPS, TRIMS); Recent changes in the direction and composition of trade and their implication; Rationale and impact of trade reforms since 1991 on balance of payments, employment and growth, Problems of India's International debt; Working and regulations of MNCs in India; Instrument of export promotion and recent import and export policies and agenda for future.

AGRICULTURAL ECONOMICS

PAPER CODE DEMEC- 204

External 70

Internal 30

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

UNIT-I

Agriculture and Economic Development: Nature and Scope of Agricultural Economics, Role of agriculture in economic development. Interdependence between agriculture and industry, Agriculture in under-developed countries. Approaches to agriculture development: Schultz, Mellor, Boserup, Lewis, Ranis-Fei.

UNIT-II

Agricultural Production and Productivity: Production function, Factor-factor and product-product relationship, Equilibrium of the capitalist farm, peasant family farm and share tenant farm; Analysis of farm management; the production function approach, Farm budgeting and cost concepts; Measures of farm efficiency. Supply response in agriculture, Farm Size and productivity debate.

Agricultural Development and tenurial conditions-Land Reforms in India.

Review of Agricultural Development and policy adopted in India. Impact on production, rural employment, income distribution; overview of growth rates of production and productivity of major crops and regional disparities in Agricultural Development; Sustainability of this strategy.

UNIT-III

Issue in Agriculture Price Policy: Its role and functions, Price determination, Evolution of agricultural price policy in India, Terms of trade between agricultural and non public distribution system, Agricultural Marketing, Problems of Marketing agencies, Food Security & public distribution system, Agricultural credit: Sources, problems and government policies since independence, Co-operative movement in India - Organization, structure and development of different types of co-operative in India.

Model of production, Private and public investment in Agriculture;

Indian Agriculture & the world economy: International trade in agricultural commodities, World Trade Organization and International trade in agriculture, Role of MNCs in agri-business, Impact of WTO on Indian Agriculture.

MANAGERIAL ECONOMICS**PAPER CODE DEMEC- 205****External 70****Internal 30****Note:**

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

UNIT-I

Nature and Scope of Managerial Economics, Economic Theory and Managerial Economics, Market demand and demand forecasting: Market demand, meaning, types and determination, meaning, types and measurement of elasticity of demand, meaning and methods of demand forecasting, Survey methods-export opinion survey method, consumers interviews methods, statistical methods-trend method, regression method, leading indicator methods, simultaneous equation method.

UNIT-II

Theory of costs and break-even analysis. Various concepts of costs; Nature of cost functions (short and long period); Economics and diseconomics (internal and external); Estimation of cost-output relations; break-even analysis and its uses. Pricing Principles, policies and Practices; Limit pricing principle; Multiple product pricing, pricing in life cycle of a product statutory pricing.

UNIT-III

Capital budgeting and investment decision. Nature of capital budgeting problems, Evaluation of investment decisions. Sources and cost of capital. Alternative functions of business firms; Profit maximisation, sales revenue maximisation (Baumol); balanced growth rate maximisation (Mariss); managerial utility maximisation (Williamson); satisfying behaviour (Cyert & March).

MASTER OF ARTS (POLITICAL SCIENCE)

M.A. (PREVIOUS)

INDIAN GOVERNMENT AND POLITICS

PAPER CODE DEMPS-101

External 70

Internal 30

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-1

National Movement, Constitutional Development, Political Legtis and the Making of Indian Constitution, Ideological Basis of the Indian Constitution, Preamable, Fundamental Rights, Duties and Directive Prin-ciples.

Unit-2

Structure and Process I: President, Prime Minister, Council of Ministers, Working of Parliamentary System. **Structure and Process II:** Governor, Chief Minister, Council of State Legislature.

Federalism: Theory and Practice in India, Demands of Autonomy and Separatists Movement, Emerging Trends in Centre-State Relations.

Unit-3

Judiciary Supreme Court, Hight Court, Judicial Review, Judicial and Activism including Public Interest Litigation, Judicial Reform.

Unit-4

Political Parties, Pressure Group, Public Opinion Media, Peasant Movement, Election, Electoral Behaviour, Election Commission and Electoral Reforms.

Unit-5

Caste, Gendre, Dalit and Regional Issue's Problems of Nation Building and Integration; Panchayati Raj.

INTERNATIONAL POLITICS

PAPER CODE DEMPS-102

External 70

Internal 30

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I

1. International Politics: Meaning, Nature and Scope; Stages of Growth; International Politics as an autonomous discipline.
2. Contending Theories and Approaches to the study of International Relations; Idealist, Realist, Systems, Decision-making, Game and Communication.

Unit-II

1. Limits on State Action: World Public opinion, International Morality, Balance of Power, Collective Security and International Law.
2. Power, National Interest and Ideology in International Relations, Foreign Policy and Diplomacy and their Inter-relationship.

Unit-III

Cold War, Non-alignment, End of Cold War, Globalisation, New International Economic order, North-South Dialogue, South-South Co-operation, WTO, Neo-Colonialism and Dependency Conflict Resolution.

Unit-IV

Regional co-operation, European community, SAARC, ASEAN, APEC and OAS. Arms Control and Disarmament.

Unit-V

India's Relations with its neighbours, Distinguishing features of Indian Foreign Policy and Diplomacy.

PUBLIC ADMINISTRATION**PAPER CODE DEMPS-103****External 70**

Internal 30

Note:

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Unit-I

Development of Public Administration as a discipline; Public and Private Administration; New Public; Administration; Development Administration; Approaches to the study of Public Administration: Decision-making, Ecological and Systems.

Unit-II

Theories of organisation, Principles of organisation; Hierarchy, span of control, centralisation and decentralisation, delegation, coordination, Line and Staff Agencies; Types of organisation; formal & informal; Forms of organisation; department, Public corporation and board; Chief Executive; Types, functions and role.

Unit-III

Personnel Administration : Recruitment, Training Promotion, Employee-Employer Relations.

Bureaucracy: Theories, Types and Rule; Max Weber and his critics: Civil Servant-Minister, relationship.

Unit-IV

Financial Administration: Budget and Budgetary process; performance and Programme Budgeting; Legislative and Administrative Control over finance with special reference to India and U.K.

Unit-V

Administrative Culture, Administrative corruption, Administrative Reforms, Grievance-Redressal. Institutions: Ombudsman, Lokpal and Lokayukt; Panchayati Raj and Challenges of Development Impact of Liberalization on Public Administration.

RESEARCH METHODOLOGY

PAPER CODE DEMPS-104

External 70

Internal 30

Note:

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UNIT-I

Scientific Method : Basic Assumptions, Characteristics, Steps and Stages

Limitations of Scientific Method in Political Science Research. Source, Types and Nature of Hypothesis, Role of Hypothesis in Political Research.

UNIT-II

Social Science Research : Meaning, Nature, Objectives and Assumptions. Problems and limitations of Social Science Research, Types of Social Science Research.

UNIT-III

Selection and Formulation of Research Problem. Research Design : Importance and Role; Types of Research Design : Exploratory, Descriptive and Explanatory.

Need and Importance of Sampling, Types of Sampling, Characteristics and Problems of Representative Sample.

UNIT-IV

Types and Sources of Data, Techniques of Data Collection : Interview Schedule, Questionnaire, Participant and Non-participant Observation.

UNIT-V

Data Processing and Analysis : Classification, Codification, Tabulation

UNIT-VI

Types and Sources of Data, Techniques of Data Collection : Interview Schedule, Questionnaire, Participant and Non-participant Observation. Scaling Techniques.

Statistical Analysis : Mean, Median & Mode. Analysis of Secondary Data, Content Analysis. Report Writing, Problem of Objectivity in Social Science Research.

WESTERN POLITICAL THOUGHTS

PAPER CODE DEMPS-105

External 70

Internal 30

Note:

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This paper includes the political thought of Plato, Aristotle, St. Augustine, St. Thomas Aquinas, Machiavelli, Hobbes, Locke, Rousseau, Bentham. J.S. Mill and T.H Green.

M.A.(FINAL)

COMPARATIVE POLITICS AND POLITICAL ANALYSIS

PAPER CODE DEMPS-201

External 70

Internal 30

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Unit-I

Evolution of Comparative Politics as a discipline: Nature and scope: Approaches to the study of Comparative Politics: Traditional, Structural-Functional, Systems and Marxist Constitutionalism: Concepts, Problems and Limitations.

Unit-II

Forms of Government: Unitary-Federal, Parliamentary-Presidential: Organs of government: Executive, Legislative and Judiciary-their Interrelationship in comparative perspective: India, USA,UK and Switzerland.

Unit-III

Political Development, Political Modernization, Political Culture, Political Socialization/and Political Communication.

Unit-IV

Party systems and pressure Groups: Electoral systems

Unit-V

Political Elite: Elitist theory of Democracy: Bureaucracy-Types and role; Separation of Powers, Rule of Law. Judicial-Review Power. Authority and Legitimacy.

CONTEMPORARY POLITICAL THOUGHT AND THEORY

PAPER CODE DEMPS-202

External 70

Internal 30

Note:

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UNIT-I

1. Karl Marx
2. Lenin

UNIT-II

3. M.N. Roy: Critiques of Marxism and Radical Humanism
4. Mao Tse-Tung
5. Gramsci

UNIT-III

6. Mahatma Gandhi
7. Aurobindo Ghosh
8. Jai Prakash "Narain

UNIT-IV

9. Traditional Vs Modern Political Theory
10. Behaviouralism, Post-Behaviouralism
11. Debate on 'The Decline of Political Theory'
12. The End of Ideology
13. Rawls's Theory of Social Justice, Nozick

UNIT-V

14. Contemporary Liberalism
15. Fascism
16. Marxist Theory of State, Marxist Theory of Revolution
17. Positivism

DIPLOMACY.: THEORY AND PRACTICE**PAPER CODE DEMPS-203****External 70****Internal 30****Note:**

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
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Unit -1

Diplomacy: Definition, Nature, Objectives, Decline of Diplomacy and its Future, Foreign policy and Diplomacy: Power and Diplomacy Evolution of Diplomatic Practice: Occidental and Oriental Traditions: Classical Diplomacy, Old and New Diplomacy, Secret and Open Diplomacy.

Unit-II**Structure of Diplomatic Practice:**

Diplomatic Agents, classification, immunities and privileges, Corps Diplomatique, Principle of precedence and Ranks, Credentials and full powers. The ideal Diplomat, Functions of Diplomat Language of Diplomatic intercourse, forms and documents, Organisation of Ministry of External Affairs in UK USA and India.

Unit-III**Forms of Diplomatic Practice:**

Conference Diplomacy, shuttle Diplomacy, Summit Diplomacy, Democratic Diplomacy, Personal Diplomacy, Cultural Diplomacy, Diplomacy of Aid, Indian Diplomacy: Origin, Salient Features, Achievements, challenges, working of Indian Missions Abroad.

Unit-IV**Great Diplomat**

Cardinal Richelieu, Matternich, Taller and castlereagh Canning, Palmerston, Cavour. Bismaro, Wilson, Krishna Menon, K.M. Pennikar.

Unit-V

Role of Diplomacy in U.N. Bilateral and multilateral Diplomacy. Permanent Missions: Their Role and Tasks Structure and functioning of U.N. system Role of general assembly and Security Council in the maintenance of peace and security

FOREIGN POLICY OF INDIA**PAPER CODE DEMPS 204****External 70****Internal 30****Note:**

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-1

Objectives and Determinants of India's Foreign Policy,

1. Formative Phase
 - (a) Legacies of the freedom struggle.
 - (b) Domestic background.
 - (c) Nehru's perspective: critical analysis
 - (d) International Situation
2. Process of foreign policy making in India.

Unit-2

India's role in the Non-alignment movement: India and the Third world. India and the UN.

Unit-III

Economic factors in India's Foreign Policy : Politics of aid and trade, Role of multinational institutions and corporations. India's Nuclear Policy.

India's security Environment and India's Foreign Policy.

Unit-IV

India-Pakistan relations : policy and performance

India-China relations: policy and performance

India's policy toward the USA and Russia

Unit-V

Changing international environment, its impact on Indian Foreign Policy.

Indian foreign policy: achievements and challenges Indian ocean regional co-operation and zone of peace.

INTERNATIONAL LAWS
PAPER CODE DEMPS-205

External 70

Internal 30

Note:

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(A) Introduction

Nature and basis, Contribution of Grotius, sources, relationship with municipal law, subjects, codification, Afro-Asian Views, New dimensions of International Law.

(B) Laws of Peace

State territory : Modes of acquiring and losing it : (i) Delimitation of Boundaries : Rivers, canals, straits Bases of State Jurisdiction : Territorial sea and territorial Air Space - extent and Jurisdiction. (ii) Protection of individuals and groups : Statelessness and Double Nationality; Treatment of Aliens, Extradition, Asylum, Diplomatic Immunities and Privileges : Human Rights. (iii) International Legal Principles : Recognition; Succession; State Responsibility; Law of Treaties : Freedom of the High Seas : Basis of Jurisdiction; contiguous Zone; continental shelf; Exclusive economic Zone. (iv) Common Heritage of Mankind : Sea Bed and Ocean floor (Third Law of the sea convention 1982) Outer Space and Antarctica, Human Environment.

(C) Disputes, war and Neutrality

Settlement of disputes : Peaceful and compulsive means. War and its status, Non-War Hostilities, Legal consequences of War, Geneva Conventions : combatants and non-combatants (Protection of Civilians, Prisoners and non-combatants (Protection of Civilians, Prisoners of War, Sick and wounded).

Neutrality : its legal status in the 21st century; Rights and duties; Blockade, contraband; Prize Courts.

MASTER OF ARTS (HISTORY)**M.A. (PREVIOUS)****ANCIENT SOCIETIES****PAPER CODE DEMHIS-101****External 70****Internal 30****Note:**

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
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Unit-I**Origins**

Tool Making : Hunting and Gathering: Food Production and Village Settlements; Division of Labour and Craft Specialization.

Bronze Age Civilizations

1. Mesopotamia (upto the Akkadian Empire) : State Structure; Economy (Industry and Trade); Social stratification and Religion
2. Egypt (Old Kingdom; State Structure; Economy (Industry and Trade); Social Stratification and religion.
3. Harappan Civilization: Origin; Extent; Town Planning; Economy; Society; Religion; Decline.

Unit-II**Iron Age Cultures**

Greece: Agriculture; Currency; Scripts; religion; Crafts and Warfare Slave Societies in Ancient Greece and Rome: Agrarian Economy; Urbanisation and Trade; Cultures; Athenian.

Democracy: Roman Republic; Roman Empire and its Decline.

Unit-III**Vedic Society**

State Structure; Economy; Society; Religion; State Structure.

Age of Reason Revolt

Jainism; Buddhism

Agrarian Empires

The Mauryas and the Guptas with special reference to Society and Economy.

Decline of Trade and Commerce in Post Gupta Period.

Indian Feudalism: Origin, Development and Nature.

HISTORY OF HARYANA
PAPER CODE DEMHIS-102

External 70
Internal 30

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
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Unit-I

- (i) Source of Ancient Period
- (ii) Harapan Civilization : General Features
- (iii) Growth of Vedic Civilization and Historicity of battle of Mahabharata.
- (iv) Republic to Empire:
 - (a) Yaudheyas, Agras and Kunindas
 - (b) Pushpabbutis

Unit-II**(A) Rise of New Powers**

- (a) Gurjara- Pratiharas
- (b) Tomaras
- (c) Chahamanas
- (d) sources of Medieval Period

(B) Sultanate Period

- (a) Haryana on the Eve of Turkish Invasion
- (b) Revolts of Meos and Rajputs
- (c) Provincial Administration-Iqta System
- (d) Economic changes

(C) Mughal Period

- (a) First and Second battle of Panipat and Hemu; Revolt of Satnamis.
- (b) Pargana Administration
- (c) Economy- Land Revenue System; Cropping pattern and Irrigation System
- (d) Impact of Socio- Religious Movement –bhakti and Sufi.

Unit-III**(A) Struggle for power in Haryana in 18th Century**

- (a) Sources of Modern Period (b) Marathas, Jats and Sikhs (c) George Thomas

(B) Socio-Religious Movements in Haryana

- (a) Arya Samaj (b) Sanatan Dharam (c) Development of Education

(C) Political Movements

- (a) Revolt of 1857
- (b) Rise of Political Consciousness

- (c) National Movement (1885-1919)
- (d) Mass Movements; Non- Cooperation; Civil Disobedience; Praja Mandal, Quit India Movement ; Regional consciousness-Unionist Party.

MEDIEVAL SOCIETIES

PAPER CODE DEMHIS-103

External 70

Internal 30

Note:

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Unit-I

Western World: 8th Centure to Mid -15th Centure:

- (a) Transition from Ancient Society to Medieval Society.
- (b) State and Church; Church and Society.
- (c) Feudalism –Agrarian Structure and Relations.
- (d) Trade and Commerce.
- (e) Technology.
- (f) Religious and Cultural Development Reformation and Renaissance.

Unit-II

- (a) Rise of Islam; Socio-Political Background, Advent of Prophet Mohammed, Life and Techings.
- (b) Evolution of the Islamic State: From Medina to Caliphate to Empire.
- (c) Society under the Islamic State.
- (d) Ecomomy under the Islamic State.
- (e) The Arab Civilization –Intellectual and Cultural contributions.

Unit-III

India

- (a) Transition form Ancient to Medieval Society and Advent of Turks.
- (b) Structure of State.
- (c) Iqta, Mansab and Zamindari.
- (d) Disintegration of the Mughal State .
- (e) Religious Challenges: Bhakti Movement and Sufism.
- (f) Technological Developments.
- (g) Urbanisation.
- (h) Structure of Society – Groups and Classes.

MODERN WORLD
PAPER CODE DEMHIS-104

External 70
Internal 30

Note:

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Unit-I**Rise of Modern World-Economic Basis:**

- (a) Age of Mercantilism and Beginning of Capitalism.
- (b) Agricultural Revolution in Western Europe-15th to 18th Centuries.
- (c) Development of Capitalism in Britain, France, Germany and Japan.
- (d) Technological Revolution and Industrialization.
- (e) Imperialism

Rise of Modern World-Political Basis:

- (a) French Revolution-its Aims and Achievements.
- (b) Liberalism in Britain.
- (c) Nationalism in Italy and Germany.

Unit-II**Rise of New Economic, Social and Political Order:**

Making of the Russian Revolution—Establishment of a socialist State, its Economic and Political Aspects; and reactions in West.

World Order upto 1919.

- (a) Origins of the First World War; its Nature.
- (b) Peace Settlements and its long term consequences.

World between two wars:

- (a) Crisis in Capitalism and Great Depression.
- (b) Ideologies of Nazism and Fascism: Germany and Italy.

Second World War:

- (a) Origins, Nature and Results of War.

Unit-III**Colonialism in India**

- (a) Mercantile Capital Stage.
- (b) Free Trade/Industrial Capital Stage.
- (c) Finance Capital Stage.

China and the Western Domination:

- (a) Opium Wars and development of Spheres of Influence.
- (b) Anti Imperialist Movement in China.

- (c) Communist Revolution in China and its Impact.
- (d) De-Colonization and After
 - (i) Ideological Begins of Cold War.
 - (ii) Non- aligned Movements and Third World.

STATE IN INDIA
PAPER CODE DEMHIS-105

External 70

Internal 30

Note:

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Unit-I

- (a) Towards Formation of the State
Proto-State, Chiefdoms of latter Vedic times. Territorial States in the Age of Buddha.
- (b) The Mauryan State
Socio- economic Basis; Nature and Administration; Theory & Practice
- (c) Gupta Polity
Administrative organization; Tributary System; Socio-economic Basis
- (d) State formation in the South
Chiefdoms and the Cholas

Unit-II

- (a) Nature and Administration of the States under the Sultans of Delhi; Islamic Theory of States.
- (b) Vijaynagara State Structure; Features and Nature
- (c) The Mughal State

Nature and Administrative Institutions; Socio-economic Basis.

Unit-III

- (a) Colonial State
Political Economy; State Appartus; Instruments of Legitimation.
- (b) Stages of Development of Nation–state in India.
- (c) State in Independent India continuity and Change

M.A. (FINAL)

GROUP-B

HISTORIOGRAPHY, CONCEPTS, METHODS AND TOOLS

PAPER CODE- DEMHIS-201

External 70

Internal 30

Note:

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Unit I

1. Meaning Nature and Scope of History
2. Search for Source Material, Evaluation of Sources
3. Causation and Objectivity
4. History and Other Disciplines: Archeology, Geography, Anthropology, Sociology, Economics, Politics

Unit II

1. Tradition of Historical Writing: Greco- Roman Tradition; Ancient Indian Tradition, Medieval Historiography- Western, Arabic, Indian & Persian
2. Approaches to History: Theological, Orientalist, Imperialist, Positivist, Nationalist, Marxist, Annals, Sabalturn, and Post Modernist
3. Major Theories of History: Cycling, Historical Materialism, Structural, Ecological

Unit III

1. Debate In History
 - a. European Feudalism
 - b. Indian Feudalism
 - c. Rise of Capitalism
 - d. Origin of Imperialism

Area of Research Proposed- Preparation of Research Proposal

PAPER-HISTORY OF INDIA (EARLIEST TIME TO 320 BC)

PAPER CODE DEMHIS-202

External 70

Internal 30

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examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit I

1. Reconstructing Ancient Indian History: Source and Historiographical Trends.
2. Stone age hunters and gatherers:
 - (a) Paleolithic
 - (b) Mesolithic cultures
3. Early farming communities:
 - (a) Postorlism and Incipient Farming.
 - (b) Neolithic and Chalcolithic Village Cultures
4. Harappan Civilization:
 - (a) Origin and Expansion
 - (b) Town Planning and Drainage System
 - (c) Political System
 - (d) Decline

Unit II

1. Vedic Civilization:
 - (a) Beginning and Development
 - (b) Main Features
 - (c) Political Organisation and Institutions.
2. Janapadas and Mahajanapadas:
 - (a) Territorial state's-Monarchical and Republican
 - (b) Age of Reason and Revolt; Jainism; Buddhism; Ajivkism
3. Greek Invasion:
 - (a) Political condition of India on the eve of invasion of Alexander.
 - (b) Alexendere invasion and its effects
4. Towards Empire:
 - (a) Nandas-Establishment and Expansion.
 - (b) Mauryan Empire-Formation; Administration; Nature of State; Ashoka's Dhamma; Downfall.

Unit III

Post Mauryan Development:

1. Sungas
2. Kanvas
3. Indo-Creeks
4. Saka
5. Pahlavas
6. Satvahanas and Western Kshatrapas
7. Kushanas and their administration.
8. The Republics
 - (a) Yaudheyas
 - (b) Kunindas
 - (c) Audambaras

HISTORY OF INDIA (AD 320 TO 1200 AD)**PAPER CODE DEMHIS-203****External 70****Internal 30****Note:**

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit I**Towards Restoration of Empire:**

1. Political condition of India on the eve of Gupta's rise.
2. Gupta Empire : Rise and expansion; consolidation; Administrative Organisation.
3. Accounts of Fahien.
4. Vakataka Dynasty: Origin; Relation with Gupta's.

Unit II

1. Pushpbuties: Rise; Growth and Administration.
2. Recording India : Yuan Chwang and Itsing.
3. Yashovarman of Kannauj
4. Struggle for Paramountey:
 - (i) Pratiharas
 - (ii) Palas
 - (iii) Rastrakuta

Unit III

1. Early Medieval Feudal Dynasties of Northern and Southern India:
 - a. Chalukyas of Badami
 - b. Chandelas
 - c. Paramaras
2. Rise of New Powers :
 - a. The Chahamanas of Sakambhari
 - b. Gahadavals
3. Southern Powers :
 - a. The Pallavas
 - b. The Cholas

ANCIENT INDIAN SOCIETY & CULTURE (UPTO 1200 AD)
PAPER CODE DEMHIS-204

External 70

Internal 30

Note:

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Unit I

1. Enquiries into Socio-cultural life of harap an people
2. Vedic Society
3. Buddhist Society
4. Mauryan Society
5. Gupta Society
6. Early Medieval Society

Unit II

7. Family Organisation
8. Varna
9. Asramas
10. Sanskaras
11. Purusarthas
12. Marriage
13. Caste
14. Slavery
15. Untouchability
16. Labour

Unit III

Social institution & socio cultural developments

17. Education and Educational Institutions.
18. Status of Women (Customary and Legal) :
 - a. Family b. Marriage
 - c. Education d. Property Rights
19. Kusanas
20. Satvahanas
21. Syncretic elements of Indian Society
22. Sangam Age : Society and Culture
23. Communication and Social Cohesion

INDIAN ECONOMY
PAPER CODE DEMHIS-205

External 70

Internal 30

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit I

1. Survey of Sources.
2. Advent of Food Production – Neolithic Culture.
3. Urban Experiment – Harappan Culture.
4. Vedic Economy:
 - a. Early Vedic
 - b. Late Vedic
5. Economic condition of India from C 600 B.C. TO C 300 B.C.
 - a. Reemergence of Urbanization
 - b. Agrarian Economy

Unit II

1. Mauryan Economy.
2. Gupta Economy.
3. Early Medieval Economy:
 - a. Salient Features
 - b. Land Grants
 - c. Peasantry
 - d. Urban Debate

Unit III

1. Land System:
 - a. Land Revenue
 - b. Ownership land
 - c. Irrigation System
2. Trade & Commerce:
 - a. Trade : Internal Trade
 - b. Foreign Trade : Trade Relations with Roman and South –East Asian World.
 - C. Mechanisms of Trade: Trade Route, Forms of Exchange, Currency and Coinage.
3. Industries:
 - a. Metal
 - b. Post Making
 - c. textile
 - d. Other Industries
4. Guilds
5. Usuary
6. Patterns of Economic Development in Deccan and South India:
 - a. Agrarian Economy
 - b. Trade
 - c. Industries
7. Temple Economy.

GROUP–C**HISTORY OF INDIA (1200 AD 1526 AD)****PAPER CODE DEMHIS-206****External 70****Internal 30****Note:**

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit I

1. A brief Survey of Sources.
2. From Ghurid State to the Establishment of Delhi Sultanate.
3. 13th and 14th Century Sultanate:
 - a. Conquests & Expansion
 - b. Consolidation & Construction of Power
 - c. Sultans and Nobility
4. Mongol Problem

Unit II

1. State : Nature, Kingship; Barani's Theory of Kingship; Legitimacy
2. Nature of Afghan State
3. Evolution of Administrative Institution
4. Central and Provincial Administration

Unit III

1. Disintegration of the Sultanate.
2. Regional States: Jaunpur ; Malwa; Gujarat
3. Deccan and South – A Survey

HISTORY OF INDIA (1526 AD 1757 AD)**PAPER CODE DEMHIS-207****External 70****Internal 30****Note:**

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

UNIT I

1. A Brief Survey of sources –Persian and European.
2. Conquest of Hindustan and Establishment of an Empire : Babar ; Humayun; Akbar
3. The Decean and Expansion of the Mughals
4. The North-West and Central – Asian Experiments of the Mughal.

UNIT II

1. Formulation of Imperial Authority under Akbar and Jahangir
2. Kingship and Legitimacy
3. Formation of the Mughal Ruling Class
4. Mansabdari System
5. The Zamindars and Relationship with Mughals
6. Central and provincial Administration of the Mughals

UNIT III

1. War of Succession in Shahjahan's reign and shift in the character of Mughal state.
2. Disintegration of the Mughal Empire : Conventionalist Approach and Structuralist Approaches
3. The Eighteenth Century Debate.

SOCIO-CULTURAL HISTORY OF INDIA (1200 A.D 1757 A.D.)

PAPER CODE DEMHIS-208

External 70

Internal 30

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

UNIT I

1. Society on the Eve of Turkish Invasion:
 - (a) Main features of Social Structure.
 - (b) Religio – Cultural Traditions.
2. Establishment of Delhi Sultanate and Challenges to Indian Society.
3. Social Structure:
 - (a) Ruling class
 - (b) Religious Classes – Ulema, Sayvada and Sufis
 - (c) Middle Class
 - (d) Artisans
 - (e) Peasantry
4. Women and Gender Relations.

UNIT II

5. Development of Indian Islam
6. Bhakti Movement:
 - (a) Rise and Growth (b) Radicals – Kabir and Nanak (c) Traditionalist – Surdas and Tulsidas
7. Women Bhakta – Meerabai.
8. Impact of Bhakti Movement.
9. Impact of Suffism.
10. Sufism:
 - (a) Rise, growth and impact (b) Silsilahs: Chishti, Suhrawardi, Qadri, Naqshbandi.

UNIT III

11. Evolution of Akbar's Religious Ideas:

From Orthodoxy to Liberalism; Sulh – I – kul; Tawhid – I Ilahi
12. Muslim Orthodoxy and the Mughal state in the 16th and 17th Century.

ECONOMY OF INDIA (1200 A.D 1757 A.D.)**PAPER CODE DEMHIS-209****External 70****Internal 30****Note:**

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

UNIT I

1. Sultanate:

Pre-Sultanate Economy
2. Agrarian Economy: Land Revenue System, Peasantry; Famines, Iqta System; Village Organisation; Khuts, Muqaddams Chaudharies.
3. Technological Changes and Economy from 13th to 14th centuries.

UNIT II**Mughals:**

1. Land Revenue System: Magnitude; Methods of assessment; Mode of Payment; Other Rural Taxes and Exactions.
2. Categories of Peasant; Land Rights; Village Community and Village Officials.
3. Jagir System and its crisis; Agrarian Crisis; Ijara system and Mada-i-maash grants.
4. Potentialities of Capitalist Development under the Mughals.

UNIT III

1. Trade and Commerce during Sultanate period and External; Growth of Towns and Urbanization.
2. Industries and Mineral Resources during Mughal.
3. Trade and commerce during Mughal period: Inland and External: Centres of Large Scale Production; Euro-India Trade; Commercial Organisation: Merchants and Brokers Usury, Dadni system; Role of Cash Nexus.

GROUP-D**HISTORY OF INDIA (1757-1950)****PAPER CODE DEMHIS-210****External 70****Internal 30****Note:**

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit I

1. Sources:
 - (a) Archival Records
 - (b) Private Papers
 - (c) News Papers
 - (d) Periodicals
2. Pre-Colonial Polity
3. the Emergence of English East India Company as a Political and Territorial Power in India 1757-1765.
4. The Indian Resistance:
 - (a) Musore; 1767-1799
 - (b) Marathas : 1775-1818
5. Subsidiary Alliance System
6. Political Settlement 1817-1818
7. The Paramountcy 1818-1852
 - (a) Sind
 - (b) Punjab
 - (c) Nepal
 - (d) Burma
8. Doctrine of Lapse.

Unit II

1. Reaction to Colonial Rule:
 - (a) Discontent and Disaffection during Company's Rule.
 - (b) Revolt of 1857 : Nature, Participation and Impact.
2. Colonial Construction of India ;
 - (a) Administrative Structure – Central, Provincial and District
 - (b) Arms of State-Police, Army, Law and Civil Service.

Unit III

1. Foreign Relations of Colonial India
 - (a) Relations with Princely States
 - (b) Afghan Policy
 - (c) Persia and Persian Gulf Policy
 - (d) North West Frontier Policy
 - (e) Tibet Policy

2. Independent India
 - (a) Visions of New India
 - (b) Integration of Princely States
 - (c) Foreign Policy and Non – Alignment.

NATIONAL MOVEMENT (1885-1947)

PAPER CODE DEMHIS-211

External 70

Internal 30

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit I

1. Emergence of Indian Nationalism – Its Causes and Approaches
2. Genesis of Indian National Congress
3. Moderate and Extremist Programme 1885-1920
4. Anti Partition of Bengal and Swadesh Movement
5. Home-rule Movement

Unit II

1. Revolutionary Movement : 1906-1931 its Struggle and Ideology
2. Rise of Leftist Ideology in Indian Freedom Struggle
3. Emergence of Communal Politics:
 - (a) Muslim League
 - (b) Hindu Mahasabha
4. Role of Indian National Army in Indian Freedom Struggle

Unit III

1. Emergence of Mahatma Gandhi and Mass Movements:
 - (a) Non-co-operation, and Khilafat Movement
 - (b) Civil Disobedience Movement
 - (c) Quit India Movement
2. British Reaction and Reform:
 - (a) Simon Commission 1928
 - (b) Act of 1935
 - (c) Cripps Mission 1942
 - (d) Cabinet Mission 1946
3. Communal Politics at its Zenith-Demand for Pakistan and Partition of India
4. Transfer of Power

SOCIETY AND CULTURE OF INDIA (C.1757 – 1947 A.D.)

PAPER CODE DEMHIS-212

External 70

Internal 30

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit 1

Indian Society:

1. Characteristic features of Indian Society in 18th Century.
2. British understanding of Indian Society and their Social Policy.
3. Education:
 - a) Orientals and Anglicist Controversy. b) Macaulary Minute
 - c) Wood's Despatch of 1854 d) Its progressive in Socio- Political awakening
4. Press:
 - a) Rise and growth of the press b) English Press
 - c) Vernacular Press d) Its progressive role in Socio-Political awakening

Unit II

1. Socio – Cultural reforms:
 - a) Sati b) Infanticide
 - c) Widow Remarriage d) Age of Consent bill
2. Women:
 - a) Their Status in Indian Society b) Property rights c) Their Political Participation
3. New Classes:
 - a) Rise of new Classes b) Growth of the professional classes

Unit III

1. Indian Cultural Renaissance:
 - a) Its nature b) Its role in Socio- Cultural awakening
2. Socio- Religious Reform Movement:
 - a) Brahma Samaj b) Arya Samaj
 - c) Ram Krishan Mission d) Theosophical Society
 - e) Aligarh Movement f) Wahabi Movement
3. Depressed Class Movement:
 - a) Its rise and Growth b) Problem of Untouchability in Indian Society
4. British Rule in India
 - a) Its Legacy b) Impact on Indian Society & Polity.

ECONOMY OF INDIA (C. 1757 – 1947 A.D.)**PAPER CODE DEMHIS-213****External 70****Internal 30****Note:**

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

UNIT I

1. Pre-British Economic Organisation.
 - a) Rural Economy
 - b) Urban Economy
 - c) Trade
2. Disintegration of Pre-British Economic Organisation.
 - a) Experiments in Land Revenue Settlements-aims, Performance and results with special reference to permanent settlement Ryotwari settlement and Mahalwari Settlement.
 - b) Commercialisation of Agriculture.
 - c) Institutions of Finance and Rural Indebtedness.
 - d) Famines and Famine Policy.
 - e) Peasant revolts.
 - f) Development of Irrigation System.

UNIT II

1. Change and Continuity in Urban Economy.
 - a) Rise of Urban Markets and urban centres.
 - b) Development of Modern Industries in India with special reference to Cotton Textile, Jute and Iron and Steel Industry.
 - c) Industry Policy.
 - d) Industrial Labour and Trade Union Movement.
 - e) Development of Communication Post and Telegraph.
 - f) Development of transport – Railways.

UNIT-III

1. India in the Imperialist World System.
 - a) Foreign Trade-Stages of Mercantilism, Industrial Capitalism and Finance Capitalism
 - b) Drain of Wealth Theory.
2. The Fiscal System
 - a) Tariff Policy.
 - b) Modern Banking
 - c) Meaning Agency System

3. Price Movements
4. Population : growth, estimates and De-urbanization Controversy.
5. Environment and the State
 - a) Ecological Changes –settled peasant villages to control of the Colonial State on the forests.
6. De-Colonialism and Economy.
 - a) Consequences of British Rule on Indian Economy.

MASTER OF ARTS (PUBLIC ADMINISTRATION)

M.A. (Previous)

ADMINISTRATIVE THEORY AND THOUGHT

PAPER CODE DEMPA-101

External 70

Internal 30

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit I

Concept of Public Administration-Meaning, Nature, Scope and Significance; Public and Private, Administration; Public Administration-Science or an Art, Evolution of Public Administration, New Public Administration.

Unit II

Organizational-bases, Principles, and forms formal and informal, Classical and Neo-Classical Theory; *Contribution of Henri Fayol, Luthur Gulick and M.P. Follet.*

Unit III

Scientific Management and Human Relations Theories-contribution of F.W. Taylor and Elton Mayo respectively. Bureaucratic Theory with spe. ref. to Max Weber and Karl Marx.

Unit IV

Decision-Making Theory with spl. ref. to Herbert Simon. Theories of Motivation : Contribution of Herbert Maslow, Herzberg and Megergor.

Unit V

Controls over Public Administration-Executive, Legislative and Judicial, Delegated Legislation, Administrative Adjudication. Citizen and Administration, Responsive Administration.

INDIAN ADMINISTRATION

PAPER CODE DEMPA-102

External 70

Internal 30

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit I

Evolution of Indian Administration, Features of Indian Administration; Federal and unitary aspects of Indian administration; Role of Administration in Socio-Economic development.

Unit II

Administration at Central Level.

- i. Political Executive: Role of President and Prime Minister in the emerging Scenario.
- ii. Administrative machinery Role of Cabinet Secretariat and Cabinet, Secretary-A Critical analysis; Central Secretariat, P.M. Office, Ministries of Finance, Home, External Affairs and Defence.

Unit III

Administration at State Level

- i. Political Executive-Governor and Chief Minister-their roles,
- ii. Administrative Machinery State Secretariat and Role of Chief Secretary,
- iii. Dept. of Education, Agriculture, Home, Labour and Employment.
- iv. Central-State Relations Problems and Prospects.

Unit IV

Divisional Commissioner, Deputy Commissioner, D.D. P.O; District Police Administration, Administration of Food and Supply D.R.D.A. Democratic decentralization; Gandhain Concept of Pane hay ati Raj, Panchay ati Raj Institutions and their Role in Development, working of Urban Local Government, Town and Country Planning, HUD A.

Unit V

Issues in Indian Administration

- i. Administration Reforms in India.
- ii. Generalists specialists controversy in Administration.
- iii. Ethics Administration.
- iv. Redressal of Citizens Grievance-Lokpal and Lok Ayukta, Lok Adalat, District Consumer Forums.

COMPARATIVE PUBLIC ADMINISTRATION

PAPER CODE DEMPA-103

External 70

Internal 30

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit I

Concept of Comparative Public Administration, Meaning, Nature, Scope and Significance, Evolution of Comparative Public Administration, Features of Administration in Developed Countries with special reference to UK, USA, Japan and France, Features of Administration in Developing Countries.

Unit II

Environment of Administration-Political, Social, Economic and Cultural. Approaches of Comparative Public Administration; Ecological, Structural-Functional and Behavioural.

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Unit III

Contribution of Fred W. Riggs, Ferrel Heady, William Siffin and Montgomery in Comparative Public Administration.

Unit IV

A Comparative Study of Chief Executive, UK, USA, France, Japan and Switzerland. Local Government in UK, USA, France, Japan and Switzerland.

Unit V

Various Control Mechanisms over Administration in UK, USA, France, Japan and Switzerland, Machinery for redressal of Citizen's Grievances in UK, USA, France; Japan and Switzerland.

LABOUR WELFARE ADMINISTRATION

PAPER CODE DEMPA-104

External 70

Internal 30

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit I

Concept of Labour Welfare-Meaning, Nature, Principles, Scope and its Significance; Theories of Labour Welfare, Labour Policy in India, I.L.O. and Labour Welfare in India.

Unit II

Union Ministry of Labour and Employment, Central Chief Labour Commissioner, National Commission on Labour, State Labour Deptt. with Spl. ref. to Haryana, Labour Welfare Officer, Workers.Participation in Management.

Unit III

Labour Movement in India; Impact of Trade Union Movement On Indian Labour Movement; Trade Union Act, 1926 Registration and Recognition of Trade Unions Act, 1926 Registration and Recognition of Trade.Unions; Problems of organised and unorganised Labour in India Recruitment of Industrial Labour in India.

Unit IV

Labour Legislation in India: Workman Compensation Act 1923, Payment of Minimum Wage Act 1936, industrial Dispute Act 1947; Factories Act 1943.

Unit V

Labour Welfare Acts in India: EPF Act 1952, ESI Act 1948, Maternity Act 1961; Child Labour (Prohibition and Abolition Act) 1985.

M.A. (FINAL)

DEVELOPMENT ADMINISTRATION

PAPER DEMPA-201

External 70

Internal 30

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

UNIT I

Development: Concept, Dimensions and Approaches, Development Administration: Concept, nature, scope and pre-requisites, Evolution of Development, Administration Models, Development Administration, Role of Development Administration in developing countries.

UNIT II

Administrative Development: Concept, and its objectives Distinction between Development, Administration and Administration of Development; Institutional and Organisational arrangements for improving Administrative capability. Ecology of Administration; Interaction with political, socio-cultural and Economic System.

UNIT III

Bureaucracy and Development: Influence of Social background on Development Administration, Representative Bureaucracy Neutral Versus Committed Bureaucracy, Role of Bureaucracy with special reference to policy formulation and Implementation, Relationship of Bureaucrats and Politicians.

UNIT IV

Public Policy: Formulation and Implementation, Development Planning, Planning process-Formulation, Implementation and Evaluation; Planning Machinery at Centre, State and Local Levels Programmes and Projects Formulation and Implementation.

UNIT V

Citizens participation, in Development Administration, Specialised Agencies for Development, Role of Voluntary Agencies in Development Administration, Public Relations and Development Administration, Sustainable Development.

HUMAN RESOURCE DEVELOPMENT

PAPER DEMPA-202

External 70

Internal 30

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

UNIT I

Human Resource Development: Concept, Nature, Scope and Significance, Principles of Human Resource Development and its challenges. Functions of Human Resource Development, Human Resource Development-Culture and Climate, Human Resource Development Environment in India.

UNIT II

Mechanical Approach, Paternal Approach, Social System Approach in Human Resource Development, Human Resource Planning: Values in Planning, Main-power Planning, Career Development and Career Planning, Human Resource Development Strategies, Personnel Control, Personnel Audit.

UNIT III

Job-Analysis and Man Power requirements: Job Designing, Job Satisfaction, Job Terminology, Job Analysis Process, Job Description, Job Specification, Job-Enrichment, Work Force Analysis.

UNIT IV

Recruitment-procedure, Induction, Selection and Placement, Training and Development, Promotion: Seniority Vs Merit, Classification, Employee's Discipline. Removal and Appeal, Morale and Motivation, Retirement Benefits, Employees Grievance Handling: Whitlism in India.

UNIT V

Modern Management techniques-Management by objectives (MBO), Management of Interpersonal relations and Transactional Analysis, Organisational Development (OD) and Management Information System (MIS) for personnel administration-Use of EDP. Performance Appraisal and its methods, Research needs in Human Resource Development, Challenges and prospects of Human Resource Development, Emerging trends in Human Resource Development.

RESEARCH METHODS**PAPER DEMPA-203****External 70****Internal 30****Note:**

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

UNIT I

Meaning and characteristic of Science and Scientific Method, Steps in "Scientific method, Meaning, ne and Objectives of Social Research Types of Social Research Objectivity in Social Research.

UNIT II

Research Design-Meaning, types and its formulation Hypotheses-Meaning, importance, Sources and qualities of Workable hypothesis, Difficulties in the formulation of hypothesis.

Sampling: Meaning, Merits and demerits, types and procedure of selecting a representative sample.

UNIT III

Data Collection: sources of data collection primary and secondary. Techniques of Data Collection Observe Interview, Questionnaire and Schedule, Content Analysis.

UNIT IV

Processing and Analysis of data: Editing and Coding of Data; Classification and Tabulation of Data, Me|q of Central tendency-Mean, Mode and Medium; Mean Deviation and Standard Deviation, Co-relation!

UNIT V

Testing of Hypothesis Basic concepts concerning testing of hypothesis, procedure for hypothesis ti Chi-Square Test. Interpretation of data-Meaning, techniques and Precaution, Role of Computer in Report Writing.

FINANCIAL ADMINISTRATION IN INDIA**PAPER DEMPA-204****External 70****Internal 30****Note:**

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

UNIT I

Financial Administration: Evolution, Meaning, Nature, Scope, Objective, Agencies and Significance: Financial Administration under Capitalist, Socialist and Mixed Economy. Economic Policies: Monetary, Fiscal, Exim: Concept of Deficit Financing.

UNIT II

Budget-Meaning and Essentials of Budget; Types of Budgeting-Line-item, performance and Zero Based: Budgetary Process-Formulation, Enactment and Execution of Budget; Budget as an Instrument of Administration and Economic Development

UNIT II

Fiscal Federalism in India, Finance Ministry's control over Public Finance, Delegation of Financial Powers, Role of Finance Commission and Planning Commission.

UNIT IV

Parliamentary control over Public Finance, PAC, EC, Committee on Public undertakings, CAG; Accounting and Auditing system in India; Separation of Audit and Account; Modified Accounting system in India; Social and performance Audit.

UNIT V

Taxation, Administration; Features, Direct and Indirect Taxes, Co-operation Tax, Taxation Reforms Tax Administration, Financial Appraisal-Economic and Social; problems and prospects of financial administration, Reforms in Financial Management; Emerging trends in Financial Management.

MASTER OF COMMERCE (M.Com.)

M.Com (Previous)

ACCOUNTING FOR MANAGERIAL DECISIONS

PAPER CODE DEMC-101

External 70

Internal 30

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit I: Management Accounting-An Introduction: Definition; place, Financial Accounting vs, Cost Accounting vs. Management Accounting; Functions, Techniques, Principles; Scope; Utility: Limitations; Essentials for Success.

Budgetary Control; Managerial Control Process; Benefits; Limitations; Installation of the System; Classification of the Budgets; Preparation of different types of Budgets.

Standard Costing and Variance Analysis : Types of Standards, Standard Costing and Estimated Costing; Advantages; Limitations; Setting of Standards; Analysis of different types of material, labour and overhead variances.

Unit-II: Marginal Costing and Break-even Analysis: Marginal Cost; Marginal Costing and Differential Costing, Marginal Costing and Absorption Costing; Contribution Analysis; Cost-Volume-Profit Analysis; Different types of Break-even Points and Charts; Advantages and limitations of BE Charts, and Marginal Costing.

Decisions Involving Alternate Choices: Cost Concepts Associated with Decision-making; Evaluation Process; Specific Management Decisions-Make or buy; Expand or buy; Expand or Contract; Change vs. Status Quo: Retain or Replace; Explaining New Markets: Optimum Product Mix; Adding and Dropping a Product.

Unit-III: Capital Budgeting and Lease Financing: Capital Budgeting-Concept; nature, need, importance, Managerial Uses; Components, Terminology used in Evaluating; Capital Expenditures; Appraisal Methods-Pay Back Period; its variants. Accounting rate of return; Discounted Cash Flow Methods-NPV, IRR, Profitability Index-their Conflicts and Resolution; Capital Rationing; Risk Analysis and its models.

Lease Financing-Lease or buy decision; Evaluation of Lease methods;

Financial Statements : Analysis and interpretation-Forms and nature of financial statements; Uses and Limitations; types and tools of analysis; Comparative Financial Statements: common-Size statements: Trend Percentages.

Unit-IV: Accounting Ratio: Profitability ratios; Turnover Ratios; Solvency Ratios; Analysis of Capital Structure; Ratios as Predictors of insolvency; Significance Funds Flow Statement- Concepts; Uses; Preparation.

Unit-V: Cash Flow Statement: Objectives; Sources and Application; Preparation of Statement as per Indian Accounting Standard 3.

Responsibilities Accounting-Principles; Definition; Types of Responsibility Centres; Pre-requisites; Utility; Problems.

Reporting to Management-Steps for Effective Reporting; Requisites of Ideal Report;Types of Reports Uses.

MANAGEMENT CONCEPTS AND ORGANISATIONAL BEHAVIOUR

PAPER CODE DEMC-102

External 70

Internal 30

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-1: Schools of Management Thought: Scientific Process, Human Behaviour and Social System School, Decisions Theory School, Quantitative and System School, Contingency Theory of Management, Managerial Skills, Managerial Functions, Planning Concept Significance, Types; Organising Concept, Principles, Theories, Types of Organisations, Authority, Responsibility, Power, Delegation, Decentralisation, Staffing, Directing, Coordinating, Control Nature, Process and Techniques.

Unit-2: Organisational Behaviour: Organisational Behaviour Concept and Significance, Relationship between Management and Organisational Behaviour, Emergence and Ethical Perspective, Attitudes, Perception, Learning Personality, Transactional Analysis.

Unit-3: Motivation: Process of Motivation, Theories of motivation-need Hierarchy Theory, Theory X and Theory Y, Two Factor Theory, Alderfer's ERG Theory, McClelland's Learned need Theory, Victor Vroom's Expectancy Theory, Stacy Adams Equity Theory.

Group Dynamics and Team Development: Group Dynamics-Definition and Importance, Types of Groups, Group Formation, Group Composition, Group Performance Factors, Principle-centered Approach to Team Development.

Unit-4: Leadership: Leadership Styles; Theories- Trait Theory, Behavioral Theory, Fiedler's Contingency Theory, Harsey and Blanchard's Situational Theory; Managerial Grid; Likert's Four System of Leadership.

Organisational Conflict: Dynamics and Management, Sources, Patterns, Levels and Types of Conflict, Traditional and Modern Approaches to Conflict, Functional and Dysfunctional Organisational Conflicts, Resolution of Conflict.

Unit-5: Interpersonal and Organisational Communication: Concept of Two-way Communication, Communication Process, Barriers to Effective Communication Types of Organisational Communication, Improving Communication, Transactional Analysis in Communication, Organisational Development, Concept: Need for Change, Resistance to Change; Theories of Planned Change, Organisational Diagnosis, OD intervention.

BUSINESS ENVIRONMENT

PAPER CODE DEMC-103

External 70

Internal 30

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

UNIT I

Theoretical Framework of Business Environment Concept, Significance and nature of business environment; Elements of environments internal and external; Changing dimensions of business environment, Techniques of environmental scanning and monitoring. Dualism in Indian Society and problem of uneven distribution of income; Emerging rural sector in India; Social responsibilities of Business; Consumerism in India; Consumer Protection Act.

UNIT II

Economic System and Business Environment, Economic Planning in India-Types of Economic Plan; Prerequisites of Successful economic planning; Latest Five Year Plan; Economic Reforms in India; Industrial Policy-policy of pre and post liberalization era; Industries (Development and Regulation) Act; Competition Policy and Competition Acts.

UNIT-III

Public Sector: Objectives, pattern of growth; Changing role of public sector, Privatization and Disinvestments of public enterprises; Pricing policies in public enterprises; Fiscal policy, Monetary policy, Problem of NPA in the Banking sector; SEBI-functions, objectives; SEBI guidelines for fresh issue of shares, debentures and bonus shares.

UNIT-IV

Government Business Relationship: Roles of government in business, Economic Implications of Indian Constitution-Preamble, Directive Principles of State Policy, Fundamental Rights, Centre-state relationship;

Small Scale Industries-Importance, Problems and Policies; Industrial Sickness-problem, magnitude and remedies.

UNIT-V

Foreign Investment Policy; FEMA; Multinational Corporations and its role; EXIM Policy (Latest): An overview of International Economic Institutions and their working-WTO, IMF, World Bank.

MANAGERIAL ECONOMICS**PAPER CODE DEMC-104****External 70****Internal 30****Note:**

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit 1: Nature and Scope of Managerial Economics: Objectives of a firm; Economic theory and managerial theory; Managerial economists role and responsibilities; Fundamental economic concepts-incremental principle, opportunity cost principle, discounting principle, equi-marginal principle.

Unit 2: Demand Analysis: Individual and market demand functions, Law of demand, determinants of demand, Elasticity of demand: its meaning and importance, elasticity, income elasticity and cross elasticity; Using elasticity in managerial decision. Theory of consumer choice, cardinal utility approach, indifference approach, revealed preference and theory of consumer choice under risk; Demand estimation for major consumer durable and non-durable products; Demand forecasting techniques.

Unit 3: Production Theory: Production function, production with one and two variable inputs, Stages of production, Economic value analysis short and long run cost functions their nature, shape and inter-relationship, Law of variable proportions; Law of returns of scale.

Unit 4: Price Determination Under Different Market Conditions: Characteristics of different market structures, Price determination and firms equilibrium in short run and long run under perfect competition, monopolistic competition, oligopoly and monopoly.

Pricing Practices: Methods of price determination in practice, pricing of multiple products, price discrimination; International price discrimination and dumping, transfers pricing

Unit 5: Business Cycle; Nature and phases of a business cycle, Theories of business cycles, psycho-logical profit, monetary innovation, Cobweb, Samuelson and Hicks theories.

Inflation: Definition, characteristics and types; Inflation in terms of demand-pull and cost push factors, effects of inflation.

BUSINESS STATISTICS

PAPER CODE DEMC-105

External 70

Internal 30

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-1 : Probability and Expected Value:

Probability theory: Concepts of Probability; Different Approaches to Probability; Conditional Probability; Application of Addition and Multiplication Laws; Bayes Theorem and Inverse Probability; Mathematical Expectation.

Unit-2: Probability Distributions:

Probability Distributions: Binomial Distribution; Poisson Distribution and Name Distribution; Their Application to Business.

Unit-3 Statistical Inference-Tests of Hypothesis:

Testing of Hypothesis: Sampling Tests-Tests for Attributes; Chi-Square Test and Large Sample Tests .
Sampling tests for small samples –‘T’-test, ‘Z’-test, and ‘F’-test.

Unit-4 Time Series Analysis and Statistical Quality Control:

Time Series Analysis: The Concept of Time-series, Components of Time-series; Measurement of Trend (Linear and non-linear), Measurement of Seasonal Variations, Statistical Quality Control; Process Control-Control charts for Variables and Control Chart for Attributes; Product Control and Risk in Quality Control;

Unit-5 Regression Analysis and Association of Attributes:

Regression Analysis: Bivariate; Partial and Multiple Correlation and Regression (up to three variables)

Association of Attributes: Criterion of Independence; Consistency of Data (two and three attributes)

COMPUTER APPLICATIONS TO BUSINESS

PAPER CODE DEMC-106

External 60

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
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examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-1

Computer Hardware: computer system as information processing system; Computer system differences- types of computer systems, hardware options-CPU, input devices, output devices, storage devices, communication devices, configuration of hardware devices and their applications.

Personal computers: PC and its main components, hardware configuration, CPU and clock speed, RAM and secondary storage devices, other peripherals used with PC; factors influencing PC performance; PC as a virtual office.

Unit-2

Modern Information Technology: Basic idea of Local Area Networks (LAN) and Wide Area Networks (WAN); E-mail; Internet technologies, access devices, concept of a World Wide Web and Internet browsing; Multimedia.

Introduction to Operating systems: Software needs, operating systems, application softwares, programming languages; DOS; Windows- window explorer, print manager., control panel, paintbrush, calculator, desk top, my computer, settings, find, run; UNIX.

Unit-3

Word processing: Introduction and working with MS-Word in MS-Office; Word basic commands; Formatting-text and documents; Sorting and tables; Working with graphics; Introduction to mail merge.

Spread Sheets: Working with EXCEL-formatting, functions, chart features; Working with graphics in Excel; Using worksheets as database in accounting, marketing, finance and personnel areas.

Unit-4

Presentation with Power-Point: Power-point basics, creating presentations the easy way; Working with graphics in Power-Point; show time, sound effects and animation effects.

Introduction to Lotus smart Suite for Data Sheet Analysis: Structure of spreadsheet and its applications to accounting, finance and marketing functions of business; Creating a dynamic/sensitive worksheet, concept of absolute and relative cell reference; Using various built –in functions-mathematical, statistical, logical and finance functions; Goal seeking and back solver tools, using graphics and formation of worksheet, sharing data with other desktop applications, strategies of creating error-free worksheet.

Unit-5

Introduction to Accounting Packages: Preparation of vouchers, invoice and salary statements; Maintenance of inventory records; Maintenance of accounting books and final accounts; financial reports generation. Practical knowledge on Wings accounting and wings Trade (Softwares), Talley etc.

Introduction to Statistical Packages: Usage of statistical packages for analyses in research-Lotus and Excel, SPSS; SYSTAT.

(Practical Examination)

Practical: 40

The following areas are to be covered:-

Internet Technology – Applications

DOS, Windows, M.S.Word, Excel, Power Point, Lotus, Basic Commands.

Accounting Packages Tally etc. SPSS and SYSTAT – Software Packages – their application.

M.A. (FINAL)

STRATEGIC MANAGEMENT

PAPER CODE DEMC-201

External 70

Internal 30

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-1 Strategic Management Process: Defining Strategy, Levels at which Strategy operates, Approaches to Strategic Decision making, Process of Strategic Management, Roles of Strategists in Strategic. Management; Mission and purpose, Objectives and goals, Strategic Business Unit.

Unit-2 Environment and Organisational Appraisal: Concept of Environment and its components. Environmental Scanning and Appraisal; Organisational appraisal-its Dynamics, Considerations, Methods and Techniques. Structuring Organisational Appraisal, SWOT Analysis. ‘

Unit-3 Strategy Formulation: Corporate level Strategies; Grand Strategies, Stability Strategies, Expansion Strategies, Retrenchment Strategies, Combination Strategies, Corporate Restructuring; Business level Strategies and Tactics.

Strategic Analysis and Choice: The Process of Strategic Choice, Corporate Level Strategic Analysis, Business Level Strategic Analysis, Subjective Factors in Strategic Choice, Contingency Strategy, Strategic Plan.

Unit-4 Strategy Implementation: Inter relationship between formulation and Implementation. Aspects of Strategic Implementation, Project Implementation, Procedural Implementation, Resource Allocation.

Strategy and Structures: Structural Considerations, Structures for Strategies; Organisational Design and Change.

Behavioural Implementation: Leadership Implementation, Corporate Culture, Corporate Politics and Use of Power, Personal values and Business Ethics.

Unit-5 Functional Implementation: Functional Strategies, Functional Plans and Policies, Marketing Plans and Policies, Financial Plans and Policies, Personnel Plans and Policies, Operations Plans and Policies.

Strategic Evaluation and Control: An Overview of Strategic Evaluation and Control, Techniques of Strategic Evaluation and Control.

ACCOUNTING THEORY

PAPER CODE DEMC-202

External 70

Internal 30

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-1 Fundamentals: Meaning, Need; Nature, Classification, Evaluation, Role and Users of Accounting and Accounting Theory, History of Accounting Thoughts. Approaches to Accounting Theory. Accounting Postulates, Concepts and Principles.

Unit-2 Income Measurement: Concepts of Income Revenues, Expenses, Gains, losses, Assets, Liabilities and Equity. Depreciation Method, Depreciation and Indian Companies Act, Inventory: Inventory Coating methods. AS-2 on valuation of Inventories.

Unit-3 Corporate Reporting: Financial Reporting: Concept and development of Financial Reporting (including True blood Report, The Corporate Report, FASB Concept No. 1, Stamp Report). Specific Issues in Corporate Reporting: Segment, Social and Interim Reporting. Harmonization of Financial Reporting (including IASCs Guidelines.)

Unit-4 Contemporary Issues in Accounting: Accounting for Changing Prices, Human Resource Accounting. Financial Engineering (A Multi-disciplinary Approach to Risk Return Management)

Unit-5 Accounting Standards: Formation, Meaning, Benefits and Management of Accounting Standards, Process of Standards setting in India, U. K. and U.S.A. Elementary knowledge of Indian Accounting Standards. Lease Accounting Social Accounting.

ADVANCED COST ACCOUNTING

PAPER CODE DEMC-203

External 70

Internal 30

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

UNIT-1 Materials: Inventory system; turnover of material; stock audit; ABC analysis; Material productivity. Labour - Advanced specific incentive plans; profit-sharing and labour co-partnership; treatment of profits; labour productivity, treatment of chargeable expenses. Overheads - Comments on specific items of factory, office and selling and distribution overheads; distribution of inter-department service factory overheads; distribution of office overheads and distribution of selling and distribution overheads.

UNIT-2 Process Costing: Work in Progress; Inter-process profits; by products and joint products.

Marginal Costing- difference with absorption and differential costing; multiple break-even-point; application of the technique for specific managerial decision.

UNIT-3 Budgetary Control: Preparation of Cash Budget; flexible budget and master budget; Cost ratios; Zero base budgeting; performance budgeting.

Standard Costing-Application; Overhead and sales variance: revision variance; Control of variances ; Accounting procedure.

UNIT-4 Uniform Costing and Inter Firm Comparison: Presentation of cost information – diagrammatic and graphic presentation.

Costing reports - Requisites; steps; types; review

UNIT-5 Activity Based Costing: Meaning and importance; characteristics; steps involved; ideal system; usage; problems.

Cost reduction - Meaning and special features; cost control versus cost reduction; organisation; cost reduction Programme; value analysis; cost audit- functions and scope; cost audit and management audit: advantage; techniques; Cost audit report.

FINANCIAL MANAGEMENT

PAPER CODE DEMC-204

External 70
Internal 30

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced. **UNIT-I** Evaluation of Finance, Objectives of the Firm-Profit Max, And Wealth Max, Functions of Financial Management, Organisation of the Finance Function, Cost of Capital: Definition and Concepts, Measurement, the weighted average cost of Capital; Leverage: Operating and Financial, Combined Leverage.

UNIT-II Capital Budgeting, Meaning, Importance, Rational of Capital Budget, "Nature of Investment Decision, The Administrative framework, methods of appraisal, Capital Rationing, Inflation and Capital Budgeting; Capital budgeting under Risk and Uncertainties.

UNIT-III Working Capital Management, Concept, Need, Determinants, Finance mix for working capital, Estimating working capital needs, Cash management; The Cash Budget, Techniques of cash management and marketable securities; Management of receivables; Objectives, Factors affecting policies for managing accounts receivables; Inventory Management; Objectives, Inventory Management techniques.

UNIT-IV Financing Decisions: Capital Structure Theories, taxation and capital structure. Planning the capital structure. Factors affecting capital structure, E.B.LT.-E.P.S. analysis, ROI-ROE analysis, Assessment of Debt Capacity, Capital Structure Policies in Practice.

Dividend Decision: Theories of Dividends-traditional position, Gordon Model, Walter model, M.M. Model, Radical Model, Factors affecting dividend policy, stock dividends and stock splits, Repurchase of stock procedural and legal aspects of dividends.

UNIT-V Sources of Working Capital Funds: Accruals, trade, credit, commercial banks advances, public deposits, Inter corporate deposits, short term loans from financial institution, right debentures for working capital, commercial papers and factoring.

Regulation of Bank Finance:-Recommendations of Latest Committee.

HUMAN RESOURCE MANAGEMENT

PAPER CODE DEMC-205

External 70
Internal 30

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-1 An Introduction to Human Resource Management: Human Resource Management - An Introduction, Nature, Features, Scope, Objectives and importance of Human Resource Management, Functions of Human Resource Management - Managerial and Operative Functions; Qualification and Qualities of Human Resource Manager in an Organisation; Evolution and growth of Human Resource Management in India; Reasons for the growth of Human Resource Management in India; Future of Human Resource Management.

Unit-2 Recruitment: Selection, Training and Wages; Recruitment Concept, Source, Methods and Techniques of manpower supply; Characteristics of a good recruitment policy and principles of recruitment. Selection: Concept and Procedure.

Training: Concept, Need and Importance of Training. Methods of Training - On the Job and Off the Job Training. Methods and Principles of Training.

Wages: Meaning, Objectives and Theories of Wages; Methods of Wage Payment - Time Wage and Piece Wage methods; Concepts of Wage Fair, Minimum and Living Wages, Factors for determining wage structure of an organisation and essentials of satisfactory wage policy. Wage Incentives; Concept, Need and importance of incentives, special incentives - Profit Sharing and Co-partnership, essentials of ideal incentive system.

Unit-3 Trade Unions and Collective Bargaining: Trade Unions; Concept, Need, Functions and Objectives of trade unions, Origin, Growth and development of trade-unions in India, Difficulties and Principal drawbacks of trade-union movement in India.

Collective - Bargaining: Concept, Nature Scope and functions of Collective Bargaining in India. Essentials for the success of collective Bargaining in India.

Unit-4 Industrial Relations and Industrial Unrest: Industrial Relations: Concept, Importance and Objectives of industrial relations, Contents of Industrial relations, Participants of industrial relations, Requirement of a good industrial relation Programme.

Industrial Unrest: Meaning, forms and Causes of industrial disputes, Impact of industrial dispute on the Economy, Preventive and curative methods and agencies for reconciliation of industrial disputes.

Unit-5 Worker's Participation: Morale and Productivity of employees: Worker's Participation in Management (W.P.M): Concept, Need, Objectives and Forms of W.P.M. Pre-requisites of effective participation, Evaluation of the scheme of W.P.M. Essential features, Functions and progress of Joint Management Councils in India, Causes of failure of Joint-Management Councils. Employee Morale and Productivity: Concept, Nature and significance of Morale, Determinants of morale, Measurement of morale; Concept and Significance of productivity; Measurement of productivity, Measure to improve productivity, Relationship of morale and productivity.

MARKETING MANAGEMENT

PAPER CODE DEMC-206

External 70

Internal 30

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
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Unit-1 Introduction: Concept, nature, scope and importance of marketing: Marketing concept and its evolution; Marketing mix; Strategic marketing planning - An overview.

Market Analysis and Selection: Marketing environment-Macro and Micro Components and their impact on marketing decisions. Market segmentation and positioning, Buyer behaviour, Consumer decision making process.

Unit-2 Product Decisions: Concept of a product, Classification of products; Major product decisions; Product line and product mix; Branding, Packaging and labeling, Product life-cycle-strategic implications, New product development and consumer adoption process.

Unit-3 Distribution Channels and Physical Distribution Decisions: Nature, functions and types of distribution channels; distribution channel intermediaries; Channel management decisions; Retailing and wholesaling. Decision - areas in the Management of Physical Distribution.

Unit-4 Pricing Decisions: Factors affecting price determination; Pricing policies and strategies; Promotion Decisions; Communication process; Promotion mix advertising, personal selling, sales promotion, publicity and public relations; Determining advertising budget; Copy designing and its testing; Media selection; Advertising effectiveness; Sales promotion - tools and techniques.

Unit-5 Marketing Research: Meaning and scope of marketing research; Marketing research process.

Marketing Organisation and Control: Organizing and controlling marketing operations.

Issues and Developments in Marketing; Social, ethical and legal aspects of marketing; Marketing of services; International marketing; Green marketing; Cyber marketing; Relationship marketing and other developments in marketing.

COMPREHENSIVE VIVA-VOCE

PAPER CODE DEMC-207

External 50

MASTER OF SCIENCE (MATHEMATICS)**M.Sc. (Previous)****ADVANCE ABSTRACT ALGEBRA****PAPER DEMMTH-101****External 70****Internal 30***Note:*

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Section I (3 Questions)

Groups: Normal and subnormal series Composition series, Jordan –Holder theorem. Solvable groups. Nilpotent groups. Conjugate elements, class equation for a finite group. Sylow p-subgroup, Sylow's theorems and their simple applications. Survey of finite groups upto order 15.

Section II (2 Questions)

Canonical Forms: Similarity of linear transformations. Invariant subspaces Reduction to triangular form. Nilpotent transformations. Index of nilpotency. Invariants of nilpotent transformations. The primary decomposition theorem. Jordan blocks and Jordan forms.

Section III (2 Questions)

Field Theory. Algebraic and transcendental extensions. Separable and inseparable extensions. Normal extensions. Perfect fields. Finite fields. Primitive elements. Algebraically closed fields. Automorphism of extensions. Galois extensions. Fundamental Theorem of Galois Theory. Solution of polynomial equations by radicals. Insolvability of the general equation of degree 5.

Section IV (3 Questions)

Simple modules. Schaur's Lemma. Free modules fundamental structure theorem of finitely generated modules over principal ideal domain and its applications to finitely generated abelian groups.

Noetherian and Artinian modules and rings. Hilbert basis theorem. Wedderburn Artin theorem. Uniform modules. Primary modules and Noether-Lasker theorem.

REAL ANALYSIS**PAPER DEMMTH-102****External 70****Internal 30***Note:*

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit I

Sequence and series of functions, pointwise and uniform convergence, Cauchy criterion for uniform convergence, Weierstrass's M test, Abel's and Dirichlet's tests for uniform convergence, uniform convergence and continuity, Uniform convergence and Riemann-Stieltjes Integration, uniform convergence and differentiation., Weierstrass Approximation theorem, Power series, Uniqueness theorem for power series, Abel's and Tauber's theorems;

Unit II

Functions of several variables, linear transformations, derivatives in an open subset of \mathbb{R}^n , Partial derivatives, Higher order differentials, Taylor's theorem. Explicit and Implicit functions. Implicit function theorem and inverse function theorem. Change of variables. Extreme values of explicit and stationary values of implicit functions. Lagrange's multipliers method. Jacobian and its properties,-

Unit III

Definition and existence of Riemann-Stieltjes integral, Properties of the integral, Integration and differentiation, The fundamental theorem of calculus, Integration of vector-valued functions, -Rectifiable curves. Set functions, intuitive idea of measure, Elementary properties of measure, Measurable sets and their fundamental properties. Lebesgue measure of sets of real numbers, Algebra of measurable sets; Borel sets, Equivalent formulation of measurable sets in terms of open, Closed, F_σ and G_δ sets, "Non measurable sets.

Unit IV

Measurable functions and their equivalent formulations. Properties of measurable functions. Approximation of measurable functions by sequences of simple functions, Measurable functions as nearly continuous functions, Egoroff's theorem, Lusin's theorem, Convergence in measure and Fatou's theorem for convergence in measure. Almost uniform convergence. Shortcomings of Riemann Integral, Lebesgue Integral of a bounded function over a set of finite measure and its properties. Lebesgue integral as a generalization of Riemann integral,- Bounded - convergence theorem, Lebesgue theorem regarding points of discontinuities of Riemann-integrable. functions, Integral of non-negative functions, Fatou's Lemma, Monotone convergence-" Theorem, General Lebesgue Integral, Lebesgue convergence theorem.

Unit V

Vitali's covering Lemma, Differentiation of monotonic functions, Functions of bounded variation and its representation as difference of monotonic functions, Differentiation of Indefinite Integral, Fundamental Theorem of Calculus, Absolutely continuous functions and their properties.

L spaces, convex functions, Jensen's inequalities, Measure space, Generalized Fatou, Lemma, Measure and outer measure, Extension of a measure, Carathéodory Extension Theorem.

TOPOLOGY**PAPER DEMMTH-103****External 70****Internal 30****Note:**

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I

Definition and examples of topological spaces, closed sets and closure, dense subsets. "Neighbourhoods interior Exterior and boundary operations, Accumulation points and Derived sets. Bases and subbase. Subspaces and relative topology. Alternative method of defining a topology in terms of Kuratowski closure operator and neighbourhood systems. Continuous functions and homeomorphisms. Connected spaces. Connectedness on the real line. Components, Locally connected spaces,

Unit-II

Compactness, continuous functions and compact sets. Basic properties of compactness and finite intersection property. Sequentially and countably compact sets, Local compactness and one point compactification.

Separation axioms T_0 , T_1 , and T_2 spaces, Their characterization and basic properties, Convergence on T_0 space First and second countable spaces, Lindelof's Theorems, Separable spaces and separability.

Unit-III

Regular and normal spaces, Urysohn's Lemma and Tietze Extension Theorem, T_3 and T_4 spaces, Complete regularity and complete normality, T/A and T_s spaces.

Embedding and Metrization. Embedding Lemma and Tychonoff embedding Urysohn's Metrization Theorem.

Unit-IV

Product topological spaces, Projection mappings, Tychonoff product topology in terms of standard subbases and its characterization, Separation axioms and product spaces, Connectedness, locally connectedness and Compactness of product spaces. Product space as first axiom space.

Nets and filters. Topology and convergence of nets. Hausdorffness and nets. Compactness and nets. Filters and their convergence. Canonical way of converting nets to filters and vice-versa, ultra filters and compactness. Stone-Cech compactification.

Unit-V

Homotopy of paths, Fundamental group, Covering spaces, The fundamental group of the circle and fundamental theorem of algebra.

Covering of space, local finiteness, paracompact spaces, Michael's theorem on characterization of paracompactness in regular space, Paracompactness as normal, Nagata-Smirnov Metrization theorem.

PROGRAMMING IN C (THEORY)**PAPER DEMMTH-104****External 70****Internal 30****Note:**

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit I

An overview of programming. Programming language, Classification. C Essentials-Program Development. Functions. Anatomy of a C function. Variables and Constant. Expressions. Assignment Statements. Formatting Source Files. Continuation Character. The Preprocessor. Scalar Data Types-Declarations, Different Types of Integers. Different kinds of Integer Constants. Floating-Point Types. Initialization. Mixing Types. Explicit Conversions—Casts. Enumeration Types. The Void Data Type, Typedefs. Finding the Address of an object. Pointers.

Control Flow-Conditional Branching. The Switch Statement. Looping. Nested Loops. The break and continue State-ments. The goto statement. Infinite Loops.

Unit II

Operators and Expressions — Precedence and Associativity. Unary Plus and Minus operators. Binary Arithmetic Operators. Arithmetic Assignment Operators. Increment and Decrement Operators. Comma Operator. Relational Operators. Logical Operators. Bit- Manipulation Operators. Bitwise Assignment Operators. Cast Operator. Size of Operators. Conditional Operators. Memory Operators.

Unit III (2 Questions)

Arrays and Pointers — Declaring an Array. Arrays and Memory, Initializing Arrays, Encryption and Decryption. Pointer Arithmetic. Passing Pointers as Function Arguments. Accessing Array Elements through Pointers. Passing Arrays as Function Arguments. Sorting Algorithms. Strings. Multidimensional Arrays. Arrays of Pointers. Pointers to Pointers.

Unit IV

Strong Classes — Fixed vs. Automatic Duration. Scope. Global variables. The register Specifier. ANSI rules for the syntax and Semantics of the storage - class keywords. Dynamic Memory Allocation.

Structures and Unions-Structures. Linked Lists. Unions. Enum Declarations.

Functions - Passing Arguments. Declarations and Calls. Pointers to Functions. Recursion. The main () Function. Complex Declarations.

Unit V

The C Preprocessor-Macro Substitution. Conditional Compilation. Include Facility. Line Control.

Input and Output-Streams, Buffering. The <Stdio. H> header File. Error Handling. Opening and Closing a File. Reading and Writing Data/Selecting an I/O Method. Unbuffered I/O Random Access. The standard library for input/output.

DIFFERENTIAL EQUATIONS**PAPER DEMMTH-105****External 70****Internal 30****Note:**

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Section I (3 Questions)

Linear integral equations, some basic identities, initial value problems reduced to Volterra integral equations, Methods of successive substitutions and successive approximation to solve Volterra integral equations of second kind. Iterated kernels and Neumann series for Volterra equations. Resolvent kernel as a series in l , Laplace transform method for a difference kernel, Solution of a Volterra integral equation of the first kind.

Boundary value problems reduced to Fredholm integral equations, methods of successive approximation and successive substitutions to solve Fredholm equations of second kind. Iterated kernels and Neumann series for Fredholm equations. Resolvent kernel as a sum of series. Fredholm resolvent kernel as a ratio of two series. Fredholm equations with separable kernels, approximation of a kernel by a separable kernel, Fredholm Alternative.

Green's function, use of method of variation of parameters to construct the Green's function for a nonhomogeneous linear second order BVP, Basic four properties of the Green's function, Alternate procedure for construction of the Green's function by using its basic four properties. Reduction of a BVP to a Fredholm integral equation with kernel as Green's function, Hilbert-Schmidt theory for symmetric kernels. (Relevant topics from Jerri's book).

Section II (3 Questions)

ε -approximate solution, Cauchy-Euler construction of an ε -approximate solution, Equicontinuous family of functions, Ascoli-Arzelà lemma, Cauchy-Peano existence theorem.

Uniqueness of solutions, Lipschitz condition, Picard-Lindelof existence and uniqueness theorem for $\frac{dy}{dt} = f(t,y)$, solution of initial-value problems by Picard method.

Sturm-Liouville BVPs, Sturm's separation and comparison theorems, Lagrange's identity and Green's formula for second order differential equations, properties of eigenvalues and eigenfunctions, Prufer transformation, adjoint systems, self-adjoint equations of second order.

Linear systems, Matrix method for homogeneous first order system of linear differential equations, fundamental set and fundamental matrix, Wronskian of a system, Method of variation of constants for a nonhomogeneous system with constant coefficients, n th order differential equation equivalent to a first order system (Relevant topics from the books by Ross, and Coddington and Levinson).

Section III (2 Questions)

Nonlinear differential system, plane autonomous systems and critical points, classification of critical points – rotation points, foci, nodes, saddle points. Stability, asymptotical stability and unstability of critical points, almost linear systems, Liapunov function and Liapunov's method to determine stability for nonlinear systems.

Periodic solutions and Floquet theory for periodic systems, limit cycles, Bendixson non-existence theorem, Poincare-Bendixson theorem (Statement only), index of a critical point. (Relevant topics from the books by Ross, and Coddington and Levinson).

Section IV (2 Questions)

Motivating problems of calculus of variations, shortest distance, minimum surface of revolution, Brachistochrone problem, isoperimetric problem, geodesic. Fundamental lemma of calculus of variations, Euler's equation for one dependant function and its generalization to 'n' dependant functions and to higher order derivatives, conditional extremum under geometric constraints and under integral constraints (Relevant topics from the book by Gelfand and Fomin).

M.Sc. (Final)

INTEGRATION THEORY AND FUNCTIONAL ANALYSIS

PAPER DEMMTH-201

External 70

Internal 30

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit I

Signed measure, Hahn decomposition theorem, Jordan decomposition theorem, Mutually singular measure, Radon-Nikodym theorem. Lebesgue decomposition, Lebesgue-Stieltjes integral, Product measures, Fubini's theorem.

Baire sets, Baire measure, Continuous functions with compact support, Regularity of measures on locally compact support, Riesz-Markoff theorem.

Unit II

Normed linear spaces, Metric on normed linear spaces, Holder's and Minkowski's inequality, Completeness of quotient spaces of normed linear spaces. Completeness of \mathbb{R} , \mathbb{C} , \mathbb{R}^n , \mathbb{C}^n and $C[a, b]$. Bounded linear transformation. Equivalent formulation of continuity. Spaces of bounded linear transformations, Continuous linear functional, Conjugate spaces, Hahn-Banach extension theorem (Real and Complex form), Riesz Representation theorem for bounded linear functionate on V and $C[a, b]$.

Unit III

Second conjugate spaces, Reflexive spaces, Uniform boundedness principle and its consequences, Open mapping theorem and its application, projections, Closed Graph theorem, Equivalent norms, weak and strong convergence, their equivalence in finite dimensional spaces.

Unit IV

Compact operations and its relation with continuous operator. Compactness of linear transformation on a finite dimensional space, properties of compact operators, Compactness of the limit of the sequence of compact operators. The closed range theorem.

Inner product spaces, Hilbert spaces, Schwarz's inequality, Hilbert space as normed linear space, Convex set: in Hilbert spaces. Projection theorem.

Unit V

Orthonormal sets, Bessel's inequality, Parseval's identity, Conjugate of Hilbert space, Riesz representation theorem in Hilbert spaces. Adjoint of an operator on a Hilbert space, Reflexivity of Hilbert space, Self-adjoint operator, Positive operator, Normal and unitary operators, Projections on Hilbert space, Spectral theorem of finite dimensional spaces, Lax-Milgram theorem.

PARTIAL DIFFERENTIAL EQUATIONS AND MECHANICS

PAPER DEMMTH-202

External 70

Internal 30

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Section-I

Solution of three-dimensional Laplace equation by using the method of separation of variables in terms of Cartesian, cylindrical and spherical coordinates. Method of separation of variables to solve three-dimensional wave equation in Cartesian and spherical coordinates. Use of the method of separation of variables to find steady-state temperature in a rectangular plate, in a disk, in a bar with ends at different temperatures, in a semi-infinite bar, in an infinite plate, in a semi-infinite bar, in an infinite cylinder, in a solid sphere (Relevant topics from the books by Sneddon, and O'Neil).

Section-II

Kinematics of a rigid body rotating about a fixed point, Euler's theorem, general rigid body motion as a screw motion, moving Coordinate system - rectilinear moving frame, rotating frame of reference, rotating earth.

Moments and products of inertia, Angular momentum of a rigid body, principal axes and principal moment of inertia of a rigid body, kinetic energy of a rigid body rotating about a fixed point, Momental ellipsoid and equipotential systems, coplanar mass distributions, general motion of a rigid body.

Two-dimensional rigid body dynamics – problems illustrating the laws of motion and impulsive motion.

(Relevant topics from the book of Chorlton).

Section-III

D'Alembert's principle : Constraints, holonomic and non-holonomic systems, Degree of freedom and Generalised coordinates, virtual displacement and virtual work, statement of principle of virtual work (PVW), possible velocity and possible acceleration, D'Alembert's principle.

Lagrangian Formulation : Ideal constraints, general equation of dynamics for ideal constraints, Lagrange's equations of the first kind, independent coordinates and generalized forces, Lagrange's equations of the second kind, generalized velocities and accelerations. Uniqueness of solution, variation of total energy for conservative fields. Lagrange's variable and Lagrangian function $L(t, q, \dot{q}_i)$, Lagrange's equations for potential forces, generalized momenta p_i , Hamiltonian variable and Hamiltonian function $H(t, q, p)$, Donkin's theorem, ignorable coordinates.

Section-IV

Hamilton canonical equations, Routh variables and Routh function R , Routh's equations, Poisson Brackets and their simple properties, Poisson's identity, Jacobi – Poisson theorem.

Hamilton action and Hamilton's principle, Poincare – Carton integral invariant, Whittaker's equations, Jacobi's equations, Lagrangian action and the principle of least action.

Canonical transformation, necessary and sufficient condition for a canonical transformation, univalent Canonical transformation, free canonical transformation, Hamilton-Jacobi equation, Jacobi theorem, method of separation of variables in HJ equation, Lagrange brackets, necessary and sufficient conditions of canonical character of a transformation in terms of Lagrange brackets, Jacobian matrix of a canonical transformation, conditions of canonicity of a transformation in terms of Poisson brackets, Invariance of Poisson Brackets under canonical transformations.

Books Recommended

1. F. Gantmacher, Lectures in Analytic Mechanics, MIR Publishers, Moscow, 1975.
2. P.V. Panat, Classical Mechanics, Narosa Publishing House, New Delhi, 2005.
3. N.C. Rana and P.S. Joag, Classical Mechanics, Tata McGraw- Hill, New Delhi, 1991.
4. Louis N. Hand and Janet D. Finch, Analytical Mechanics, CUP, 1998.
5. Sneddon, I.N., Elements of Partial Differential Equations, McGraw Hill, New York.
6. O'Neil, Peter V., Advanced Engineering Mathematics, ITP.
7. F. Chorlton, Textbook of Dynamics, CBS Publishers, New Delhi.
8. H.F. Weinberger, A First Course in Partial Differential Equations, John Wiley & Sons, 1965.
9. K. Sankra Rao, Classical Mechanics, Prentice Hall of India, 2005.
10. M.R. Speigal, Theoretical Mechanics, Schaum Outline Series.

COMPLEX ANALYSIS

PAPER DEMMTH-203

External 70

Internal 30

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit I

Analysis functions, Cauchy-Riemann equation in cartesian and polar coordinates. Complex integration. ' Cauchy-Goursat Theorem. Cauchy's integral formula. Higher order derivatives. Morera's Theorem. Cauchy's inequality and Liouville's theorem, The fundamental theorem of algebra. Taylor's theorem.

Unit-II

Isolated singularities. Meromorphic functions. Maximum modulus principle. Schwarz lemma. Laurent's series. The argument principle. Rouché's theorem. Inverse function theorem.

Residues. Cauchy's residue theorem. Evaluation of integrals. Branches of many valued functions with special reference to $\arg z$, $\log z$ and z' .

Unit-III

Bilinear transformations, their properties and classifications. Definitions and examples of Conformal mappings. Space of analytic functions. Hurwitz's theorem. Montel's theorem. Riemann mapping theorem.

Weierstrass' factorisation theorem. Gamma function and its properties. Riemann Zeta function. Riemann's functional equation. Runge's theorem. Mittag-Leffler's theorem.

Unit IV

Analytic Continuation. Uniqueness of direct analytic continuation. Uniqueness of analytic continuation along a curve. Power series method of analytic continuation. Schwarz Reflection principle. Monodromy theorem and its consequences. Harmonic functions on a disk. Harnack's inequality and theorem. Dirichlet problem. Green's function.

Canonical products. Jensen's formula. Poisson-Jensen formula. Hadamard's three circles theorem.

Unit V

Order of an entire function. Exponent of Convergence. Borel's theorem. Hadamard's factorization theorem.

The range of an analytic function. Bloch's theorem. The Little Picard theorem. Schottky's theorem. Montel Caratheodory and the Great Picard theorem.

Univalent functions. Bieberbach's conjecture (Statement only) and the "1/4 theorem".

ADVANCED DISCRETE MATHEMATICS

PAPER DEMMTH-204

External 70

Internal 30

Note:

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Unit I

Formal Logic: Statement, Symbolic representation, tautologies, quantifiers, predicates and validity, propositional logic.

Semigroups and Monoids: Definitions and examples of semigroups and monoids (including those pertaining to concentration operations). Homomorphism of semigroups and monoids, Congruence relation and quotient semigroups, sub semigroups and sub monoids, Direct products basic homomorphism theorem.

Lattices: Lattices as partially ordered sets, their properties. Lattices and algebraic systems. Sub lattices, direct products and homomorphism. Some special lattices for example complemented and distributive lattices.

Unit II

Boolean Algebra: Boolean Algebra as Lattices. Various Boolean Identities Join-irreducible elements. Atoms and Minterms. Boolean Forms and their Equivalence. Minterm Boolean Forms, Sum of Products Canonical Forms. Minimization of Boolean Functions. Applications of Boolean Algebra to Switching Theory (using AND, OR and NOT gates). The Karnaugh Map method.

Unit III

Graph Theory - Definition of (undirected) Graphs, Paths, Circuits, Cycles and Subgraphs. Induced Subgraphs. Degree of a vertex. Connectivity. Planar Graphs and their properties. Trees, Duler's Formula for connected Planar Graphs, Complete and Complete Bipartite Graphs. Kuratowski's Theorem (statement only) and its use. Spanning Trees. Cut-sets. Fundamental

Cut-sets and Cycles/Minima! Spanning Trees and Kruskal's Algorithm. Matrix Representations of Graphs. Euler's Theorem on the Existence of Eulerian Paths and Circuits, Directed Graphs. Indegree and Outdegree of a Vertex. Weighted undirected Graphs. Dijkstra's Algorithm. Strong Connectivity & Warshall's Algorithm. Directed Trees. Search Trees. Tree Traversals.

Unit IV

Introductory Computability Theory - Finite state machines and their transition table diagrams. Equivalence of finite state machines. Reduced Machines, Homomorphism. Finite automata. Acceptors. Non-deterministic finite automata and Equivalence of its power to that of Deterministic Finite Automata. Moore and Mealy Machines.

Unit V

Grammar and Languages — Phrase Structure Grammars. Rewriting Rules. Derivations Sentential Forms. Language generated by Grammar. Regular, Context Free, and Context Sensitive Grammar and Languages. Regular sets, Regular Expressions and the Pumping Lemma, Kleene's Theorem.

Notions of Syntax Analysis. Polish Notations. Conversion of Infix Expressions to Polish Notations. The Reverse Polish Notation.

ANALYTICAL NUMBER THEORY

PAPER DEMMTH-205

External 70

Internal 30

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
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Unit I

Primes in certain arithmetical progressions, Fermat numbers and Mersenne numbers. Farey series and some results concerning Farey series. Approximation of irrational numbers by rationals. Hurwitz's theorem irrationality of e and n . The series of Fibonacci and Lucas. System of linear congruences Chinese Remainder Theorem. Congruence to prime power modulus.

Unit II

Quadratic residues and non-residues. Legendre's Symbol. Gauss Lemma and its applications. Quadratic Law of Reciprocity Jacobi's Symbol. The arithmetic in \mathbb{Z} . The group U_n . Primitive roots. The group U_p^n (p -odd) and U_2^n , The existence of primitive roots. The group of quadratic residues. Quadratic residues for prime power moduli and arbitrary moduli.

Unit III

Riemann Zeta Function $\zeta(s)$ and its convergence. Application to prime numbers. $\zeta(s)$ as Euler's product. Evaluation of $\zeta(2)$ and $\zeta(2k)$. Dirichlet series with simple properties. Dirichlet series as analytic function and its derivative. Euler products. Introduction to modular forms.

Unit IV

Diophantine equations, $x^2 + y^2 = z^2$ and $x^4 + y^4 = z^4$. The representation of number by two or four squares. Waring's problem. Four square theorem. The number $g(k)$ & $G(k)$. Lower bounds for $g(k)$ & $G(k)$.

Algebraic number and Integers; Gaussian integers and its properties. Primes and fundamental theorem in the ring of Gaussian integers. Integers and fundamental theorem in $\mathbb{Q}(\omega)$ where $\omega^3 = 1$, algebraic fields. Primitive polynomials. The general quadratic field $\mathbb{Q}(\sqrt{m})$, Units of $\mathbb{Q}(\sqrt{2})$. Fields in which fundamental theorem is false. Real and complex Euclidean fields. Fermat's theorem in the ring of Gaussian integers. Primes of $\mathbb{Q}(2)$ and $\mathbb{Q}(5)$. Luca's test for the primality of the Mersenne number.

Unit V

Arithmetical function $(j)(n)$, $u(n)$, $d(n)$ and $a(n)$ Mobius inversion formulae. Perfect numbers. Order and average order of $d(n)$, $\langle \cdot \rangle(n)$. The functions $\phi(x)$, $\psi(x)$ and $A(x)$. Bertrand postulate. Sum $p^{$1/p$}$ and product $1 + p^{$1/p$}$. Merten's theorem Selberg's theorem. Prime number Theorem.

MECHANICS OF SOLIDS**PAPER DEMMTH-206****External 70****Internal 30****Note:**

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit I

Analysis of Stein: Affine transformation. Infinite simal affine deformation. Geometrical interpretation of the componentsdsirain. Strain quaciric of Cauchy. Principal strains and invariants. Genera! infinitesimal deforma-i tion. Saint-VeMBt's equations of Compatibility. Finite deformations.

Unit II

Equations ofHasticity: Generalized Hooke's law. Homogeneous isotropic media. Elasticity moduli for isotro-1 pic media. Eqsiiilibrium and dynamic equations for an isotropic elastic solid. Strain energy function and its con-nection withlisike's law. Uniqueness of solution. Beltrami-Micheli compatibility equations. Saint-Venant's prin- i ciple.

Unit III

Two - dimesm&al Problems: Plane stress. Generalized plane stress. Airy stress function. General solution of Biharmonkequation, Stresses and displacements in terms of complex potentials. Simple problems. Stress function appnpiate to problems of plane stress. Problems of semi-infinite solids with displacements or stresses i prescribed onfc plane boundary.

Unit IV

Torsional Pi^lem: Torsion of cylindrical bars. Torsional rigidity. Torsion and stress functions. Lines of shear-ing stress. Sinfteproblems related to circle, ellipse and equilateral triangle.

Variationa) IHslSiods: Theorems of minimum potential energy. Theorems of minimum complementary energy. Reciprocal ths^em of Betti and Rayleigh. Deflection of elastic string, central line of a beam and elastic mem-brane. Torsionrfcylinders. Variational problem related to biharmonic equation. Solution of Euier's equation by Ritz, Galerkinaed Kantorovich methods.

Unit V

Elastic Waves Propagation of waves in an isotropic elastic solid medium. Waves of dilatation and distortion Plane waves. Elastic surface waves such as Rayleigh and Love waves.

FLUID DYNAMICS**PAPER DEMMTH-207****External 70****Internal 30****Note:**

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.

2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

UNIT I

Kinematics — Lagrangian and Eulerian methods. Equation of continuity. Boundary surface. Stream lines. Path lines and streak lines. Velocity potential. Irrotational and rotational motions. Vortex lines.

Equations of Motion—Lagrange's and Euler's equations of motion. Bernoulli's theorem. Equation of motion by flux method. Equations referred to moving axes Impulsive actions. Stream function.

Irrotational motion in two-dimensions. Complex velocity potential. Sources, sinks, doublets and their images. Conformal mapping, Milne-Thomson circle theorem. Two-dimensional irrotational motion produced by motion of circular, co-axial and elliptic cylinders in an infinite mass of liquid. Kinetic energy of liquid. Theorem of Blasius. Motion of a sphere through a liquid at rest at infinity. Liquid streaming past a fixed sphere. Equation of motion of a sphere. Stoke's stream function.

UNIT II

Vortex motion and its elementary properties. Kelvin's proof of permanence. Motions due to circular and rectilinear vortices.

Wave motion in a gas. Speed of Sound. Equation of motion of a gas. Subsonic, sonic and supersonic flows of a gas. Isentropic gas flows. Flow through a nozzle. Normal and oblique shocks.

UNIT III

Stress components in a real fluid. Relations between rectangular components of stress. Connection between stresses and gradients of velocity. Navier-stoke's equations of motion. Plane Poiseuille and Couette flows between two parallel plates. Theory of Lubrication. Flow through tubes of uniform cross section in form of circle, annulus, ellipse and equilateral triangle under constant pressure gradient. Unsteady flow over a flat plate.

UNIT IV

Dynamical similarity. Buckingham p-theorem. Reynolds number. Prandtl's boundary layer. Boundary layer equations in two-dimensions. Blasius solution. Boundary-layer thickness. Displacement thickness. Karman integral conditions. Separations of boundary layer flow.

MASTER OF ARTS (GEOGRAPHY)

M.A.(Previous)

GEOMORPHOLOGY PAPER CODE DEMGEO 101

External 70

Internal 30

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit I

Geomorphology-Definition, nature and scope; History and development of geomorphic ideas: Fundamental Concepts-uniformitarianism, geological structure, process and stage; Recent trends in Geomorphology; Earth's Interior-structure and constitution; sources of knowledge; composition and layering system; Recent views of earth's interior Plate tectonics-Meaning and concept; plates, margins and boundaries; plate motion; Tectonic activities along the boundaries-Mountain building, Earthquake and Vulcancity; Distribution of plates.

Unit II

Earth movement-Endogenetic forces; Structural Geomorphology- Faulting, folding and their geomorphic expressions. Earthquakeconcept, causes, classification, intensity and magnitude; effects of earthquake; geographical distribution of earthquakes. Vulcanism concept, mechanism and causes; Volcanoes-classification, volcanic materials, Topography produced by vulcancity and geographical distributions of volcanoes.

Unit III

The study of slopes: Main theories of slope development- Davis, King, Penck and Strahler, Exogenetic processes; concept of gradation, agents and processes of gradation; Weathering-meaning and concept; controlling factors; types and processes; geomorphic significance of weathering. Mass wasting-meaning and concept; classification and controlling factors; significance of mass wasting.

Unit IV

Geomorphic processes-dynamics of fluvial, aeolian, glacial and karst processes and resulting landforms. Erosion surfaces-meaning, identification of erosion surfaces-a case study.

Unit V

Applied Geomorphology-meaning, applications of geomorphology in Regional Planning, engineering projects, mineral exploration, hydrology and military operations; geomorphological mapping with a case study. Regional geomorphology of Punjab Plain, Aravalli region and Thar Desert of India.

CLIMATOLOGY & BIO-GEOGRAPHY

PAPER CODE DEMGEO 102

External 70

Internal 30

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.

2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit I

General Climatology-Nature and scope of climatology and its relationship with meteorology; climatic controls climatic elements atmospheric temperature, pressure moisture (humidity, evaporation, condensation, precipitation-formation types) atmospheric circulation general atmospheric Circulation-planetary winds, seasonal winds, local winds, jet stream; clouds-formation and types.

Unit II

Weather system and disturbances-air mass, fronts, cyclones, tomadoes; Ocean-atmospheric interaction-EL Nino, Southern Oscillation (ENSO) and La Nina, Monsoon winds, climate of India and its controls; western disturbances.

Unit III

Global climatic systems-Approaches to climatic classifications; classification of climate with special references to Koppen, Thornthwaite and Trewartha (theoretical aspects only); major climates of the world-tropical, mid latitude, polar and highland.

Unit IV

Applied Climatology: Climatic changes-evidences, possible causes, global warming and future changes in earth temperature; climate and agriculture with special reference to crop distribution, yield, phonology; atmospheric pollutants and their impact-problems or acid rain.

Unit V

Biogeography-Nature, field and functions: biosphere -definition, nature and composition; biospheric cycles, ecosystem-concept and functioning; evolution of living organism and factors influencing their distribution on the earth; Biomass and biogeographical realms-floristic regions and zoo- geographical realms.

Select Readings:

- Aggarwal, S.K. (1972) Fundamentals of Ecology, Ashish Publishers, New Delhi.
 Barry, R.G. and Chorely, R.J. (1982) Atmosphere, Weather and Climate, ELBS, Methuen & Co. Ltd. London.
 Bhutani Smita, (2000) Our Atmosphere, Kalyani Publishers, New Delhi.
 Critchfield, H.J. (1987) Climatology, Prentice Hall of India, New Delhi.
 Griffith, J.E. and Driscell, D.M. (1982) Survey of Climatology, Charles Merrill. Lal, D.S. (1993) Climatology, Chaitaya Publishing House, Allahabad.
 Pearo, N. (1977) Basic Biogeography, Langman, London.
 Riehl, H (1968) Introduction to Atmosphere, Mc Graw Hill, New York.
 Robinson, H (1982) Biogeography, ELBS, London.
 Robinson, P.J. and Henderson-Sellers (1986) Contemporary Climatology, Longman, London.
 Trewartha, G.T. (Latest edition) Introduction to Climate, Mc Graw Hill, New York.

RESOURCE GEOGRAPHY (WITH SPECIAL REFERENCE TO INDIA)

PAPER CODE DEMGEO 103

External 70

Internal 30

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.

2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit I

Nature, scope and significance of the Geography of Resources; Definition and concept of resources, classification of resources; natural resource availability, utilization and development; models and approaches to natural resource process; problems of resource utilization; population pressure, development and resource use. Qimmermann's, Kirk's and Broo-v field's Models.

Unit II

Use and misuse of resources: Global and Indian scenario; historical background and future prospects of natural resources-soil, water, mineral and forests (with special reference to India).

Unit III

Conservation and Management of Natural Resources; Meaning, principles and approaches to conservation of natural resources; resource conservation and management methods. Problems and prospects of natural resource management in India.

Unit IV

Human Resources-concept of human resources; human resource development; indicators of human resource development; education and development of human resources; occupational structure in India; structure of employment in India; human resource planning and regional disparities in human development in India.

Unit V

Natural resource utilization and regional development some select case studies: Tribal Area Development, Hill Area Development, Drought Prone Area Development, National Capital Region, and Indira Gandhi Canal Command Area.

Select Readings:

- Zimmermann, E.W. (1951) World Resources and Industries, Harper and Brothers, New Delhi.
 Ginsburg N. (1957) "Natural Resources and Economic Development' AAAG, Vol. 47, pp 197-212.
 Burton, I. and R.W. Kates (1984) Readings in Resource Management and Conservation, University of Chicago Press, Chicago.
 Ramesh, A (1984) Resource Geography Vol. 5, Heritage Publishers, New Delhi.
 Chand, M. and V.K. Puri (1985) Regional Planning in India, Allied Publishers, New Delhi.
 Raja, M. (1989) Renewable Resources, Development, Concept Pub., New Delhi.
 Bruce, Mitchell (1989) Geography and Resource Analysis, John Wiley and Sons, New York.
 Negi B.S. (1990) Geography of Resources, Kedar Nath and Ram Nath, Meerut.
 Guha, J.L. and P.R. Chattroj (1994) Economic Geography-A Study of Resources, The World Press, Pvt. Ltd. Calcutta.
 Ansari, A.H. Imam, S. and Alamtar Ali (1996) "Ecological Impact of Indira Gandhi Project in Western Rajasthan' Asian Profile, Vol. 24 No. 6, pp. 505-510 Mahapatra, A.C. (1998) Regional Development and Planning, Rewat Pub. Jaipur.
 Human Development Report (2001) Oxford University, Press.

POPULATION GEOGRAPHY

PAPER CODE DEMGEO 104

External 70

Internal 30

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.

2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit I

Human elements in Geography and the emergence of population geography as a field of specialization; Population Geography- definition, nature and scope; Recent trends; Relations with other disciplines demography and population studies; sources of data census, vital statistics, sample surveys etc- and their level of reliability with reference to India.

Unit II

Distribution and growth-concepts of distribution and density, its measures and mapping, world population distribution and its determinants; world growth in population- trends and patterns; regional dimension of population growth and demographic transition in India; theories of population growth-pre Malthusian views, Malthus' theory, views of social writers, optimum population theory, demographic transition model, logistic curve of population growth.

Unit III

Components of population change-fertility, mortality and migration; concepts and measurements of fertility and mortality; determinants and consequences of fertility and mortality; fertility transition in the world; world fertility levels and patterns: theories of fertility; fertility levels and patterns in India. Trends and patterns in world mortality; mortality in India. Migration-concept and measures; migration types-international and internal migration; major international migration streams in the world; internal migration in India. Theories and models of migration.

Unit IV

Population composition and characteristics-age and sex composition; literacy and education, material status, rural and urban composition, occupational structure; a geographical perspective of population composition in India-age, sex, marital status, literacy-male-female and rural-urban differentials in literacy, economic characteristics of population.

Unit V

Population and development-HDI and its components; population growth and economic development; population growth and environmental quality; population policies- types of population policies-fertility influencing, mortality influencing and migration influencing population policies. Population policy in India; population and health reproductive health and right; problems of population growth in the less developed world.

Select Readings:

- Agnihotri, SB (2000) Sex Ratio Patterns in Indian Population: A Fresh Explanation, Sage Publications, New Delhi.
- Beaujeu-Garnier J (1966), Geography of Population, Longman, London.
- Bhende Asha A and Kanitkar Tara (2002) Principles of Population Studies, Fourteenth Edition, Himalaya Publishing House, Mumbai.
- Chandna, R.C. (2002), Geography of Population: Concepts, Determinants and Patterns, Kalyani Publishers, New Delhi.
- Clarke, JI (1972) Population Geography, Second Edition, Pergamon Press, Oxford, England.
- Rubenstein, J.M. and Bacon R.S. (1990), The Cultural Landscape: An Introduction to Human Geography, Prentice-Hall of India, New Delhi.
- Knox, P.L. and Marston S.A. (1988), Places and Regions in Global Context, Prentice Hall, New Jersey.
- UNDP (2003), Human Development Report, Oxford University Press, Oxford.
- Woods, R (1979), Population Analysis in Geography, Longman.

PRACTICAL
PAPER CODE DEMGEO 105

External 70
Internal 30

Practical:

- i. Lab. Work test
 - ii. Record and Viva-voce on Lab work
- Unit-I, Unit-II, Unit-III – Field Report and Viva-voce

M.A.(FINAL)

MODERN GEOGRAPHICAL THOUGHT
PAPER CODE DEMGEO 201

External 70
Internal 30

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit I

The field of geography- its place in the classification of sciences; the tasks of geography as a social science; selected concepts in the philosophy of geography-distributions; relationships, areal differentiation and spatial organization; geographical versus sociological imagination towards a philosophy of social space.

Unit II

Dualisms in geography-systematic and regional geography, physical and human geography; Systematic geography and its relation with systematic sciences and with regional geography; the myth and reality about dualisms; Regional geography-concept of region, regionalization and the regional method.

Unit III

Dominant paradigms upto 1950: Exploration, environmental determinism, possibilism and regionalism; Quantification and development of theory in human geography-nature and consequences of quantitative revolution in geography; Scientific explanation-routes to scientific explanations (Inductive and deductive); Major modes of explanation (based on David Harvey).

Unit IV

The historical explanation in geography; approaches to the study of historical geography, impact of evolutionary biology on geographical thought; geography and environmentalism; the changing views on man-environment relationship.

Unit V

Anti positivism and the development of 'human centred' theories; behaviourism, humanistic; and radical responses; Modern Vs. postmodern geographics.

**RESEARCH METHODS AND QUANTITATIVE
TECHNIQUES IN GEOGRAPHY
PAPER CODE DEMGEO 202**

External 70

Internal 30

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit I Conceptual Basis

Meaning and purpose of research: approach to research problems : facts, hypotheses and theories; logic and scientific method-the roots to scientific explanation-deductive and inductive forms of references: logical fallacies-definition, measurement and classification; nature of geographic research; explanation in geography- some general problems; the geographic data matrix.

Unit II Methods of Analysis

Qualitative and Quantitative methods-an introduction; Significance of Quantitative Analysis in Geography; the nature of geographical data; kinds of measurement nominal, ordinal, interval and ratio; Variable discrete and continuous: tabulation of data; frequency distribution; cumulative frequency; class boundaries, class intervals and class limits; Partitioned Values (quartiles, deciles and percentiles).

Unit -III Summarizing Data

Arithmetic mean (individual values and grouped data), the standard deviation (individual values and grouped frequencies); the Gibbs-Martin Index of Diversification; the Ternary Diagram, Weaver's crop combination; Biasness of Scale; Composite Index.

Unit -IV Measures of Spatial Distribution

Point Distribution : Centographic Techniques- Mean Centre, Median Centre; Near neighbour Analysis. Line Distribution : Networks : Transport Networks-Accessibility of a node, route density, route sinuosity; traffic flow-traffic density, traffic connectivity. Areal Distribution: Lorenz curve, Index of concentration location quotient, Index of Dissimilarity or Ginni Co-efficient, Co-efficient of variability.

Unit -V Measures of Association Between Patterns

Construction and meaning of Scatter Diagram, Spearman's Rank and Product Moment Correlation Co-efficients, the ordinary least square method of fitting a regression line, explanation and residuals-ANOVA in testing of the estimates; residuals and their mapping; The Chi Square Analysis.

Note:

The question paper shall contain ten questions in all, including two questions from each unit. Candidate shall attempt five questions in all selecting at least one question from each unit. All questions carry equal marks.

POLITICAL GEOGRAPHY
PAPER CODE DEMGEO 203

External 70
Internal 30

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit I Nature, History and Development of Political Geography

Nature and Scope of Political Geography, Approaches to the Study of Political Geography; Morphological, Functional and World-Systems. Major schools of thought: The Organismic; The Chorological; Spatial-Behavioural; Political Economy, and Place Perspective.

Unit II State, Nation and Nation-State

Concept of State, Nation, Nation-State and Nation-Building; Colonialism, Decolonization and Neo Colonialism; Federalism and other forms of government; Globalisation and the crisis of the territorial state.

Unit III Geography of World Politics

The post 1945 transition of world order and the rise and transformation of the cold war-the post cold war global scene; The Multipolar World and the Strategic Ideas of S.B. Cohen; Globalisation of Capital; Past Developments and Current Trends; Eco-Politics between the Developed and Developing World.

Unit -IV Political Geography of South Asia

South Asia as a Geo-political region, India as a regional power in South Asia; Pokharan II and the security scenario in the South Asia.

Unit -V Political Geography of Contemporary India

Unity-diversity : Fifty years of Indian federalism; Interstate issues (water disputes and riparian claims) Area Administration: Emergence of New States; Administrative Area Reforms: 73rd amendment and the Panchayati Raj Administration, 74th Amendment and Urban Local Self-Government.

SOCIAL GEOGRAPHY
PAPER CODE DEMGEO 204

External 70
Internal 30

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit I

Nature and development of social geography; philosophical bases of social geography Positivists; structuralist; radical, humanistic, postmodern and post structuralist; social geography in the realm of social sciences.

Unit II

Space and Society: Understanding society and its structure and process; geographical bases of social formations; contribution of social geography to social theory; power relations and space.

Unit III

Towards a social geography of India; Social differentiation and region formation; evolution of Socio cultural regions of India; bases of social region formation; role of race, caste, ethnicity; religion and languages; Indian unity and diversity; social transformation and change in India.

Unit IV

Social well-being : Concepts of social well-being, physical quality of life, Human development; measurement of human development with social, economic and environmental indicators; Rural urban deprivation in India with respect to health care; education and shelter; deprivation and discrimination issues relating to women and under privileged groups; Patterns and bases of rural and urban society.

Unit V

Public policy and social planning in India: review of Five Years Plans and area plans towards social policy in India; strategies to improve social well-being in tribal, hill, drought and flood prone areas; Social and Environmental impact assessment of development projects.

PRACTICAL

PAPER CODE DEMGEO 205

External 70

Internal 30

Practical:

i. Lab. Work test

ii. Record and Viva-voce on Lab work

Unit-I, Unit-II, Unit-III – Field Report and Viva-voce

MASTER OF BUSINESS ADMINISTRATION (MBA)

First Semester

MANAGEMENT PROCESS & SKILL DEVELOPMENT

PAPER CODE DEMBA-101

External 70

Internal 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I

Introduction- Concept & nature of management; management processes, functions, skills and roles, evolution of management thoughts, systems and contingency approach, social responsibility of business

Unit-II

Planning & decision making-nature & elements of planning, stages in planning, levels of planning, strategic planning; decision making process, models of decision making; mbp, organising-meaning & nature, approaches to design organisation-closed & open system, bases for departmentation, span of control, delegation & decentralization.

Unit-III

Leading & recognition of human factor, motivation- theories & models, leadership styles and leadership effectiveness. management control-nature, control process, kinds of control systems, overview of control techniques, effective control system.

Unit-IV

Management skill development-importance and nature of business communication; process of communication, methods of communication, barriers in communication, effective communication & interactive skills, presentation of reports, public speaking, negotiation & conducting meeting.

MANAGERIAL ECONOMICS

PAPER CODE: DEMBA-102

External 70

Internal 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I

Nature of managerial economics; significance in managerial decision making, role and responsibility of managerial economist; objectives of a firm; basic concepts – short and long run, firm and industry, classification of goods and markets, opportunity cost, risk and uncertainty and profit; nature of marginal analysis

Unit-II

Nature and types of demand; Law of demand; demand elasticity; elasticity of substitution; consumer's equilibrium – utility and indifference curve approaches; techniques of demand estimation.

Unit-III

Short-run and long-run production functions; optimal input combination; short-run and long-run cost curves and their interrelationship; engineering cost curves; economies of scale; equilibrium of firm and industry under perfect competition, monopoly, monopolistic competition and oligopoly; price discrimination.

Unit-IV

Baumol's theory of sales revenue maximisation basic techniques of average cost pricing; peak load pricing; limit pricing; multi-product pricing; pricing strategies and tactics; transfer pricing.

ACCOUNTING FOR MANAGERS

PAPER CODE: DEMBA-103

External 70

Internal 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I

Financial Accounting-concept, importance and scope, accounting principles, journal, ledger, trial balance, depreciation (straight line and diminishing balance methodology), preparation of final accounts with adjustments.

Unit-II

Ratio analysis, fund flow analysis, cash flow analysis.

Unit-III

Management accounting- concept, need, importance and scope; cost accounting-meaning, importance, methods, techniques and classification of costs, inventory valuation.

Unit-IV

Budgetary control- meaning, need, objectives, essentials of budgeting, different types of budgets; standard costing and variance analysis (materials, labour); marginal costing and its application in managerial decision making.

QUANTITATIVE METHODS
PAPER CODE: DEMBA-104

External 70
Internal 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I

Basic mathematics for management: Functions-meaning, types and applications; arithmetic progression, geometric progression and matrices and their business applications.

Unit-II

Construction of frequency distributions and their analysis in the form of measures of central tendency and variations; types of measures, their relative merits, limitations and characteristics; skewness : meaning and co-efficient of skewness.

Unit-III

Correlation analysis- meaning & types of correlation, Karl Pearson's coeff. of correlation and spearman's rank correlation; regression analysis-meaning and two lines of regression; relationship between correlation and regression co-efficients. time series analysis-measurement of trend and seasonal variations; time series and forecasting.

Unit-IV

Probability: basic concepts and approaches, addition, multiplication and bayes, theorem. probability distribution-meaning, types and applications, Binomial, Poisson, Normal and Exponential distributions.

INDIAN ETHOS AND VALUES
PAPER CODE: DEMBA-105

External 70
Internal 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I

Model of management in the Indian socio-political environment ; work ethos; Indian heritage in production and consumption; Indian insight into TQM.

Unit-II

Problems relating to stress in corporate management-Indian perspective; teaching ethics; trans-cultural human values in management education.

Unit-III

Relevance of values in management; need for values in global change-Indian perspective; values for managers; holistic approach for managers in decision making; secular versus spiritual values in management.

Unit-IV

Personal growth and lessons from ancient Indian educational system; science and human values.

COMPUTER APPLICATIONS IN MANAGEMENT

PAPER CODE: DEMBA-106

External (Theory): 50

Practical: 50

Note:

1. There will be 50 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I

Introduction to Computer: Components, Classification, Organisation, Capabilities Characteristics & Limitations, Operating System, Application of Computer in Business, Computer Languages.

Unit-II

Network Fundamentals, Analog & Digital Signals, Bandwidth, Network Topology, Packet Transmission, Long Distance communication, Network Applications.

Unit-III

Introduction to database : Concept, Objectives, Advantage & limitations, entities, attributes, schema, subschema

Unit-IV

Internet: Internetworking, Concepts, Internet Protocol Addresses, WWW Pages & Browsing, Security, Internet Applications, E-Commerce: Fundamentals; Framework, Application.

Lab: Operating Systems Commands, Internet Surfing, MS Office, MS Word, MS Excel, MS Powerpoint

FINANCIAL MANAGEMENT

PAPER CODE: DEMBA-201

External 70

Internal 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I

Financial management-scope finance functions and its organisation, objectives of financial management; time value of money

Unit-II

Investment decisions importance, difficulties, determining cash flows, methods of capital budgeting; risk analysis (risk adjusted discount rate method and certainty equivalent method); cost of different sources of raising capital; weighted average cost of capital.

Unit-III

Capital structure decisions-financial and operating leverage; capital structure theories- NI, NOI, traditional and M-M theories; determinants of dividend policy and dividend models-Walter, Gordon & M.M. models.

Unit-IV

Working Capital- meaning, need, determinants; estimation of working capital need; management of cash; inventory management; receivable management.

MARKETING MANAGEMENT

PAPER CODE: DEMBA-202

External 70

Internal 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I

Nature & scope of marketing; Corporate orientation towards marketplace; building and delivering customer value and satisfaction; retaining customers; marketing environment; marketing research and information system.

Unit-II

Analyzing consumer markets & buyer behaviour; analyzing business markets & business buying behaviour; market segmentation, positioning and targeting; tools of product differentiation; marketing strategies in the different stage of the product life cycle.

Unit-III

New product development process; product mix and product line decisions; branding and packaging decisions; pricing strategies and programmes; managing marketing channels; wholesaling and retailing.

Unit-IV

Advertising and sales promotion; public relations; personal selling; evaluation & control of marketing effort; web marketing; green marketing; reasons for and benefits of going international; entry strategies in International marketing.

HUMAN RESOURCE MANAGEMENT

PAPER CODE: DEMBA-203

External 70

Internal 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.

- Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I

Concepts & Perspectives of HRM; HRM in changing environment, HRM functions, Role of HR Practitioners; HR Policies, Corporate objectives and Human Resource Planning.

Unit-II

Job Analysis, Role Analysis, Methods of Manpower Search, Attracting and selecting HR; Induction and socialisation, Manpower training & development; Career and succession Planning, Managing Organisational Renewal.

Unit-III

Compensation-Aims & components, Factors determining pay rates; Establishing pay rates, Job Evaluation; Pay for performance; Employee benefits & services; Performance appraisal, 360 degree feed back, Potential appraisal.

Unit-IV

Industrial Relations; Industrial disputes and dispute resolution; Trade Unions; Employee grievances and Discipline; Participation and Employee empowerment.

INDIAN BUSINESS ENVIRONMENT

PAPER CODE: DEMBA-204

External 70

Internal 30

Note:

- There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
- Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I

Nature, components and determinants of business environment; basic nature of Indian economic system; relation size and growth of public and private corporate sector; social responsibility of business; broad features of India's now economic policy.

Unit-II

Trend and pattern of industrial growth; review of industrial policy developments; industrial licensing policy; liberalisation of the private sector; trends and issues in corporate management; growth and problems of the small scale sector; public sector reforms and privatisation the problem of industrial sickness; MRTP Act, SICA and Industrial Disputes Act.

Unit-III

Development banks for corporate Sector (IDBI, IFCI, ICICI)- trends pattern and policy; regulation of stock exchanges and the role of SEBI; banking sector reforms; challenges facing public sector banks; growth and changing structure of non bank financial institutions; problem of non performing assets in Indian Banks.

Unit-IV

Trend and pattern of India's foreign trade and balance of payments; latest EXIM policy-main features; policy towards foreign direct investment; globalisation trends in Indian economy; role of MNCs; India's policy commitments to multilateral institutions-IMF, World Bank and WTO.

PRODUCTION & OPERATIONS MANAGEMENT

PAPER CODE: DEMBA-205

External 70

Internal 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I

Meaning, nature, scope and major decision areas of production management; production system: meaning and types (production to order & production to stock); facilities location; facilities layout and materials handling; line balancing.

Unit-II

Product and process planning & selection; capacity planning; aggregate planning and master production scheduling; materials requirement planning.

Unit-III

Planning and control in mass production, shop floor and batch production; line of balance; work study: objectives, pre-requisites and procedure, method study & work measurement.

Unit-IV

Materials management-meaning, importance and functions; purchasing management; stores management and inventory management; quality assurance- acceptance sampling, statistical quality control; maintenance management.

ORGANISATIONAL BEHAVIOUR

PAPER CODE: DEMBA-206

External 70

Internal 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I

Introduction to organisational behaviour, Foundation and background of OB, Contemporary Challenges-workforce diversity, cross-cultural dynamics, Foundations of Individual behaviour, Individual difference, Values and Attitudes

Unit-II

Perception, Personality, Learning, Motivation-Concepts and applications, Individual decision making.

Unit-III

Understanding and managing group processes-Interpersonal & group dynamics, Group cohesiveness, Group decision making, Emotional Intelligence-concept and applications, Understanding work teams, Power & Politics, Empowerment, Conflict & Negotiation.

Unit-IV

Leadership and Influence process, Understanding and managing organisational system-Organisational structure, Work design, Work stress, Organisational culture, Organisational change.

BUSINESS POLICY AND STRATEGIC ANALYSIS**PAPER CODE: DEMBA-301****External 70****Internal 30****Note:**

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I

Business policy as a field of study; nature and objectives of business policy; strategic management process-vision, mission, establishment of organisational direction, corporate strategy, strategic activation.

Unit-II

Top management : Constituents- board of directors, sub-committee, chief executive officer; task, responsibilities and skills of top management.

Unit-III

Formation of strategy : Nature of company's environment and its analysis; SWOT analysis; evaluating multinational environment; identifying corporate competence and resources; principles and rules of corporate strategy : strategic excellence positions.

Unit-IV

Strategic analysis and choice : BCG matrix; stop light strategic model; directional policy matrix model; grand strategy selection matrix; model of grand strategy clusters; behavioural considerations affecting strategic choice; contingency approach to strategic choice.

DECISION SUPPORT SYSTEM & MANAGEMENT INFORMATION SYSTEM**PAPER CODE: DEMBA-302****External 70****Internal 30****Note:**

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I

Decision Support System: Overview, components and classification, steps in constructing a dss, role in business, group decision support system

Unit-II

Information system for strategic advantage, strategic role for information system, breaking business barriers, reengineering business process, improving business qualities.

Unit-III

Information system analysis and design, information SDLC, hardware and software acquisition, system testing, documentation and its tools, conversion methods.

Unit-IV

Marketing IS, Manufacturing IS, Accounting IS, Financial IS.

RESEARCH METHODOLOGY**PAPER CODE: DEMBA-303****External 70****Internal 30****Note:**

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I

Introduction; meaning and nature of research; significance of research in business decision making, identification and formulation of research problem, setting objectives and formulation of hypotheses.

Unit-II

Research design and data collection; research designs – exploratory, descriptive, diagnostic and experimental data collection; universe, survey population, sampling and sampling designs. data collection tools- schedule, questionnaire, interview and observation, use of SPSS.

Unit-III

Scaling techniques; need for scaling, problems of scaling, reliability and validity of scales, scale construction techniques-arbitrary approach, consensus scale approach (Thurston), item analysis approach (Likert) and cumulative scales (Gut man's Scalogram)

Unit-IV

Interpretation and report writing; introduction, meaning of interpretation, techniques and precautions in interpretation and generalisation report writing- purpose, steps and format of research report and final presentation of the research report.

INTERNATIONAL BUSINESS ENVIRONMENT**PAPER CODE: DEMBA-304****External 70****Internal 30****Note:**

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.

- Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I

International Business : An overview-types of international business; the external environment; the economic and political environment, the human cultural environment; influence on trade and investment patterns; recent world trade and foreign investment-trends, country risk.

Unit-II

Balance of payment accounts and macro economic management; theories and institutions; trade and investment ; govt. influence on trade and investment.

Unit-III

World financial environment-tariff and non-tariff barriers, forex market mechanism, exchange rate determination, euro-currency market; international institutions (IMF, IBRD, IFC, IDA, MIGA) NBFC's and stock markets.

Unit-IV

Regional blocks and trading agreements; global competitiveness; global competition, HRD development, social responsibility; world economic growth and physical environment.

CORPORATE EVOLUTION AND STRATEGIC IMPLEMENTATION

PAPER CODE: DEMBA-401

External 70

Internal 30

Note:

- There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
- Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I

Introduction: Meaning and nature of strategy implementation, interdependence of strategic formulation and implementation; operationalizing the strategy-annual objectives, developing business and functional strategies; developing and communicating concise policies.

Unit-II

Detailed functional strategies: Developing key functional strategies in marketing in relation to product, price, promotion and place; key functional strategies in finance in relation to capital acquisition, capital allocation, dividend and working capital management, mergers and acquisitional policy; issues involved in R&D and production/operations decision areas; functional strategies in personnel viz. employee recruitment, selection and orientation, career development and counselling, performance evaluation and training and development, compensation, labour / union relations, discipline control and evaluation.

Unit-III

Institutionalizing the system: Structural considerations simple and functional organisational structures, divisional organisational structure, strategic business units, matrix organisation; role of structure-linking structure to strategy; organisational leadership-role of CEO; organisational culture-the strategy-culture connections and its managing; establishing strategic controls, operational control systems; monitoring performance and evaluating deviations, reward systems, motivating execution and control.

Unit-IV

Strategic review and evaluation: Process and criteria of evaluation of strategy; the case method of study meaning and kinds of cases; preparation and role of the instructor; strategic management audit; strategy and corporate evolution in Indian context

COMPUTER NETWORKS & INTERNET**PAPER CODE: DEMBA-402****External (Theory): 50****Practical: 50****Note:**

1. There will be 50 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I

Computer networks : Concepts of data transmission, transmission channel, half-duplex transmission, modems, client server computing

Unit-II

Introduction to OSI, TCP/IP reference models, routing and flow control, cryptography.

Unit-III

Internet: ISP, search engines, URL, DNS, browser, security, digital signatures, e-mail, Ipv6, HTTP

Unit-IV

HTML: Build a simple HTML document, tables, frames, links, adding multimedia documents, home page

Lab: Web Designing in HTML, Internet Surfing.

ENTREPRENEURIAL DEVELOPMENT**PAPER CODE: DEMBA-403****External 70****Internal 30****Note:**

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I

Entrepreneurial traits, types and significance; definitions, characteristics of entrepreneurial types, qualities and functions of entrepreneurs, role and importance of entrepreneurs in economic growth.

Unit-II

Competing theories of entrepreneurship; entrepreneurial development programme in India.-history, support, objectives, stages of performances; planning and EDP- objectives. target group, selection of centre, pre-training work; govt. policy towards SSI's; entrepreneurial input.

Unit-III

Entrepreneurial behaviour and entrepreneurial motivation; n-achievement and management success, entrepreneurial success in rural areas; innovation and entrepreneur; establishing entrepreneurs system.

Unit-IV

Search for business idea, sources of ideas, idea processing, input requirements: sources and criteria of financing, fixed and working capital assessment; technical assistance; marketing assistance; sickness of units and remedial assistance; preparation of feasibility reports and legal formalities and documentation.

COMPREHENSIVE VIVA-VOCE**PAPER CODE: DEMBA-404****External 100****SPECIALISATION-FINANCE****FOREIGN EXCHANGE MANAGEMENT****PAPER CODE: DEMBA-III-FM1****External 70****Internal 30****Note:**

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I

Nature of foreign exchange; sources of demand for and supply of foreign exchange – the balance of payments (bop) framework; equilibrium and disequilibrium in bop; nominal, real and effective exchange rates; competitive determination of rate of exchange – competitive mint par theory, monetary theory and portfolio balance approach purchasing power parity theory; overvalued and under valued currencies; fixed, flexible and hybrid exchange rate systems; International Monetary System.

Unit-II

General factors of exchange rate fluctuations; the DORNBUSCH Sticky – price theory of exchange rate volatility; exchange rate overshooting; Empirical patterns of exchange rate fluctuations; central banking intervention for exchange rate stability; effect of devaluation on trade balance; the J-curve effect.

Unit-III

Nature functions and participants of foreign exchange market; spot and forward markets; forward premium; methods of quoting exchange rates; cross rates of exchange; bid-ask spreads; relation between exchange rate interest rate and inflation rate; the Interest Rate Parity Theorem; the expectation theory; International Fisher Effect.

Unit-IV

Currency futures, options and determination of their market value, over-the-counter options; currency and interest rate swaps; measuring foreign exchange risk and exposure; techniques of exposure management.

PROJECT PLANNING, ANALYSIS AND MANAGEMENT

PAPER CODE: DEMBA-III-FM2

External 70
Internal 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I

Phases and objectives of capital budgeting; generation and screening of project ideas; market, demand and situational analysis, technical analysis and financial analysis.

Unit-II

Special decision situations, analysis of project risk; appraisal criteria, firm risk and market risk.

Unit-III

Social cost benefit analysis, UNIDO approach, SCBA by financial institutions, project financing in India- project appraisal by financial institutions, environmental appraisal of Projects.

Unit-IV

Project management: organisation, planning, control, human aspects and pre-requisites, net work techniques for project management; project review and administrative aspects.

WORKING CAPITAL MANAGEMENT

PAPER CODE: DEMBA-III-FM3

External 70
Internal 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I

Working Capital Management – meaning, importance, kinds, factors determining working capital, estimating working capital requirements;

Unit-II

Management of cash- motives for holding cash and marketable securities; cash system, managing the cash flows, types of collection systems, cash concentration strategies, disbursement tolls, investment in marketable securities; forecasting cash flows; managing corporate liquidity and financial flexibility; measures of liquidity, determining the optimum level of cash balances- baumol model, beranek model, miller-orr model, stone model.;

Unit-III

Receivable management- determining the appropriate receivable policy, marginal analysis, credit analysis and decision, heuristic approach, discriminant analysis, sequential decision analysis; inventory management-kinds of inventories, benefits and costs of holding inventories, inventory management and valuation, inventory control models;

Unit-IV

Short-term financing; programming working capital management; integrating working capital and capital investment processes; monetary system.; working capital control and banking policy in India; Delhi.

INTERNATIONAL FINANCIAL MANAGEMENT

PAPER CODE: DEMBA-IV-FM4

External 70

Internal 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I

Multinational financial management-An overview; evolution of International Monetary system and financial systems; cost and availability of financial flows; international financial instruments.

Unit-II

International cash management-aspect of international cash management; centralised vs decentralised cash management; international receivable management; securitisation of receivables.

Unit-III

International investments- international portfolio vs direct investment decisions; Multinational capital budgeting- application and interpretation; assessing and managing political risk; cost of capital and capital structure of multinational firm.

Unit-IV

International aspects of raising capital- strategic considerations in euro equity issues; international bond financing; dividend policy of multinational firms; taxation of multinational firm; country risk analysis; costs and risks of long term financing.

SECURITY ANALYSIS AND INVESTMENT MANAGEMENT

PAPER CODE: DEMBA-IV-FM5

External 70

Internal 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.

- Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I

Investment-return and risk; operations of Indian Stock Market; new issue market; listing of securities, OTCEI.

Unit-II

Cost of investing in securities; mechanics of investing; markets and brokers; investment companies; market indices and return.

Unit-III

Objectives of security analysis; investment alternatives; valuation theories of fixed and variable income securities; the return risk in the investment decision; government securities; non-security forms of investment; real estate investment; investment instruments of the money market;

Unit-IV

Fundamental and technical approach, efficient market theory; recent developments in the Indian stock market.

MANAGEMENT OF FINANCIAL SERVICES

PAPER CODE: DEMBA-IV-FM6

External 70

Internal 30

Note:

- There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
- Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I

Concept, nature and scope of financial services; regulatory framework for financial services, management of risk in financial services.

Unit-II

Stock exchange operations-trading and settlement mechanism; mutual funds; merchant banking services-managing issue of shares and bonds.

Unit-III

Leasing – theoretical framework, regulatory environment, accounting and tax aspect; debt securitization; housing finance – system and schemes, tax and funding of HFCs; credit-rating-methodology and process; symbols and credit rating agencies in India.

Unit-IV

Venture capital; factoring and forfeiting; bill discounting; hire-purchase finance and consumer credit.

SPECIALISATION-MARKETING MANAGEMENT

CONSUMER BEHAVIOUR

PAPER CODE: DEMBA-III-MM1

External 70

Internal 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I

Nature, scope and application of consumer behaviour; consumer needs & motives; lifestyle and psychographic segmentation; usage segmentation; benefit segmentation; product positioning; models of consumer behaviour.

Unit-II

Culture and subculture; social groups; family life cycle; family purchasing decision; personal influence and diffusion of innovation.

Unit-III

Personality and self concept; motivation and involvement; information processing; learning and memory; attitude and attitude change.

Unit-IV

Problem recognition; search and evaluation; purchasing processes; post purchase behaviour; organisational buying behaviour.

SALES AND DISTRIBUTION MANAGEMENT

PAPER CODE: DEMBA-III-MM2

External 70

Internal 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I

Nature and scope of sales management, setting and formulating personal selling objectives; theories of selling; steps in personal selling process; recruitment and selection of salesperson, compensation and motivation of salesforce.

Unit-II

Monitoring and performance evaluation; sales displays; sales meetings, sales contests; quotas; sales territories; sales budgeting and control.

Unit-III

Participants in distribution system; role and function of intermediaries; designing the distribution channel; conflict and power in the channel.

Unit-IV

Selection and motivation of the intermediaries; distribution analysis, control and management; distribution logistics; distribution costs, control and customer service.

ADVERTISING MANAGEMENT**PAPER CODE: DEMBA-III-MM3****External 70****Internal 30****Note:**

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I

Role, functions & benefits of advertising; promotional mix; promotional planning process; process of marketing communication; Wilbur Schramm's model; integrated marketing communication stimulation of primary and selective demand

Unit-II

Classification of advertising; determination of target market; advertising objectives; DAGMAR approach; building of advertising programme- message, headline, copy, logo, appeals, illustrations.

Unit-III

Evaluation of broadcast, print and support media; media planning & strategy; advertising budget; measuring advertising effectiveness.

Unit-IV

Advertising agency- organisation, role, types, selection, compensation & evaluation; client agency relationship(CAR); social, ethical, legal and economic aspects of advertising.

INDUSTRIAL MARKETING**PAPER CODE: DEMBA-IV-MM4****External 70****Internal 30****Note:**

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

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Unit-I

Nature of industrial marketing; industrial vs. consumer marketing management; industrial marketing concepts; nature of industrial buying, industrial marketing environment.

Unit-II

Dynamics of industrial buyer behaviour; industrial marketing strategy; assessing marketing opportunities; industrial marketing segmentation; targeting market and positioning.

Unit-III

Product strategy in industrial marketing; formulating channel strategy; marketing logistics; developing the industrial salesforce: planning, organizing and controlling the selling function.

Unit-IV

Managing advertising; sales promotion and publicity strategy; pricing strategy; pricing decision analysis; international industrial marketing.

SERVICE MARKETING

PAPER CODE: DEMBA-IV-MM5

External 70

Internal 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I

Distinctive aspects of service management: Nature of services; goods vs. service marketing; customer involvement in service process; managing service encounters; customer behaviour in service settings.

Unit-II

Targeting customers: Managing relationships and building loyalty; complaint handling and service recovery; positioning a service in the marketplace; creating the service product and adding value.

Unit-III

Pricing strategy for services: Customer education and service promotion; creating delivery system; enhancing value by improving quality and productivity.

Unit-IV

Balancing demand and capacity; managing customer waiting line and reservations; managing people in service organization; organising for service leadership.

PLANNING AND MANAGING RETAIL BUSINESS

PAPER CODE: DEMBA-IV-MM6

External 70

Internal 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.

- Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I

Introduction to retailing as an activity; introduction to retail marketing; consumer behaviour and retail operations.

Unit-II

Management of service and quality in retailing; retail marketing mix-the product, retail pricing, retail promotion, place-supply chain management; merchandise management.

Unit-III

Methods and approaches to retail marketing planning; retail location strategies and decisions; management of a retail brand.

Unit-IV

Consumerism and ethics in retailing; international retailing; the future of retailing; role of information technology in retailing.

SPECIALIZATION – HUMAN RESOURCE DEVELOPMENT

STRATEGIC HUMAN RESOURCE MANAGEMENT

PAPER CODE - DEMBA-III-HRD1

External 70

Internal 30

Note:

- There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
- Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I

Investment perspective of human resources, Human resource environment and emerging trends, Strategic role of HRM

Unit-II

Strategy formulation; HR contributions to strategy; Strategic planning and human resource planning, Design and redesign of work system.

Unit-III

Implementation of SHRM : Workforce utilisation, Employment practices, Performance management, Reward and Development system, Employee separation.

Unit-IV

Performance impact of HR practices, Human resource evaluation, Balance scorecard, Benchmarking HR practices.

MANAGEMENT OF INDUSTRIAL RELATIONS

PAPER CODE: DEMBA-III-HRD2

External 70

Internal 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I

Industrial Relations Perspectives: Concept, Scope & Objectives, Industrial Relations & Emerging Socio economic Scenario, Industrial Relations & the State Industrial Relations in India, Emerging trends in Industrial Relations, Industrial Relations and technological change.

Unit-II

Trade Unions- Functions and Objectives; Development of trade Unions in India; Pattern of trade Unions in Structure, Central trade Union Organisation; Registration and Recognition of trade Unions; Management of trade Unions; Problems of Indian trade Union Movement; White collar and Managerial trade Unions; Employers Association; Trade Union response toward liberalisation and technological change. Employee response to industrial restricting and organisation reengineering. Future of trade Unions.

Unit-III

Dynamics of Industrial Conflicts; Discipline and Grievance Management. Nature and types of collective Bargaining; Emerging trends in collective Bargaining, Productivity bargaining, negotiation and collective bargaining settlement, Settlement Machinery.

Unit-IV

Col-ownership Management- Concept, Significance and Historical Development; types of workers Participation in Management, Practices; Level of Participation; Models in WPM; Co-ownership Forms of WPM. Issues in Labour Flexibility participation; Strategies and Planning for Implementing WPM effectively. Empowerment and Quality Management.

ORGANISATIONAL CHANGE & INTERVENTION STRATEGIES

PAPER CODE: DEMBA-III-HRD3

External 70

Internal 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I

Understanding change: Nature of change, Forces of change, Types of Change, Models of Organisational Change, Managing Change-Transformational planning; Creating support system, Managing the transition.

Unit-II

Strategic leverages to implementing change-Structure based changes, Process based changes, Customer and competitors focussed strategies Change management-Dealing with individual and group, Overcoming resistance to change.

Unit-III

Organisational Development-Nature & Characteristics; OD Assumptions, Steps in OD, OD Interventions-Interpersonal & Role focussed interventions & Team interventions.

Unit-IV

System interventions, Survey feedback, Issues and Challenges for OD practioners, Ethics of OD professionals, OD in India-Past trends and future challenges, Evaluation of OD.

COMPENSATION MANAGEMENT**PAPER CODE DEMBA-IV-HRD4****External 70****Internal 30****Note:**

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I

Role of Compensation in organisation; Economic theories related to compensation; Strategic perspectives of Compensation; Compensation as motivational tool; Compensation policy.

Unit-II

Internal & External equities in compensation system; Determining the worth of jobs; Understanding Inter and Intra-industry compensation differentials, Designing pay structure and administering compensation package; Understanding different components of compensation package like fringe benefits, Incentives & retirement plans; Pay for performance plans.

Unit-III

Compensation of Special groups Corporate Directors, Chief executives, Senior Managers; Components of executive compensation package, Compensation of professionals and knowledge workers, R&D Staff, Sales compensation plan, Expatriate pay.

Unit-IV

Statutory provisions governing different components of reward systems; Working of different Institutions related to reward system like wage boards, pay commissions. Role of trade Unions in compensation management.

CROSS-CULTURAL AND GLOBAL HUMAN RESOURCE MANAGEMENT**PAPER CODE: DEMBA-IV-HRD5****External 70****Internal 30****Note:**

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.

- Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I

Human and cultural variables in global organisations. Culture-concept, characteristics & elements, Subcultures, Culture sensitivity, Culture Shock Hofstede's model of cultural dimensions, cultural differences and managerial implications

Unit-II

Cross-Cultural communications, Intercultural negotiations, Motivation in cross-cultural context, Cross cultural leadership, Multicultural teams.

Unit-III

HRM in global context, Linking HR to international expansion strategies, Global recruitment & selection, Selection Criteria for international assignment, Expatriate training, Developing international staff and multinational teams.

Unit-IV

Compensation & Performance appraisal, Expatriate performance Management in global perspective, Repatriation problems, Issues & Challenges in Global HRM

HUMAN RESOURCE DEVELOPMENT

PAPER CODE: DEMBA-IV-HRD6

External 70

Internal 30

Note:

- There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
- Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I

HRD-Concept, philosophy & goals, HRD instruments, processes and outcomes, HRD departments and their role, Role of HRD Managers, Competency requirements of HRD managers.

Unit-II

Designing HRD Interventions, HRD Interventions and their applications in organisations-Performance appraisal, Training, Potential appraisal & development, Assessment centre, Role analysis, Organisational development, Process consultation, in-basket exercises, HRD practices in India.

Unit-III

Business strategy & HRd, TQM & HRD, Role of CEO in HRD, Line managers & HRD, Role of HRD in service sector, HRD Strategies in Organisations.

Unit-IV

HRD climate in India, HRD for workers, HRD dimensions of Industrial relations, Role of trade Unions in HRD, Technology & HRD, Emerging trends & Challenges, HRD Audit.

**SPECIALIZATION –INFORMATION TECHNOLOGY MANAGEMENT
MULTIMEDIA AND WEB DEVELOPMENT**

PAPER CODE: DEMBA-III-IT1

External: 50

Practical: 50

Note:

1. There will be 50 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I

Introduction to Multimedia: Multimedia devices, authoring tools, creating multimedia, video-capturing, video on demand.

Unit-II

Data compression, JPEG standard, MPEG standard, DVI Technology, MIDI, brief survey of speech recognition and generation.

Unit-III

Introduction to Web design: Web development process, site types and architectures, navigation theory and practice.

Unit-IV

Introduction to Page: Page sizes, page types, web design tools; introduction to text: Fonts and text layout, formatting tags, text design issues for the web.

Lab: Each student is required to develop at least one website.

SOFTWARE ENGINEERING

PAPER CODE: DEMBA-III-IT2

External 70

Internal 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I

Concept of software engineering, software characteristics, software metrics and models: process and product metrics, size metrics (Mc Cable's Cyclomatic Complexity), Halstead theory, function point analysis.

Unit-II

Software Development: Phases, process models, role of metrics and measurement, software quality factors, cost estimations, COCOMO, project scheduling, quality assurance plans, project monitoring plans.

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Unit-III

System design, design objectives, effective modular design (functional independence, coupling, cohesion), design tools and techniques, prototyping, structured programming.

Unit-IV

Coding, verification, monitoring and control, testing. testing fundamentals, test case design, functional and structural testing, test plan, activities during testing, unit and integration testing.

SYSTEM ANALYSIS AND DESIGN

PAPER CODE: DEMBA-III-IT3

External 70

Internal 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I

Overview of system analysis and design business systems concepts, system development life cycle; project selection: sources of project requests, managing project review and selection, preliminary investigation.

Unit-II

Feasibility study: different types of feasibility, investigative study, cost/benefit analysis, fact findings.

Unit-III

System requirement specifications and analysis: data flow diagrams, data dictionaries, hipo, decision tables, decision trees, Warnier-orr diagrams and Nassi-Shneiderman charts; system controls and audit trail; system administration and training; conversion and operational plan.

Unit-IV

Organisational issues: attributes of a good analysis, the system analysts and law; communicating with computers: ergonomics, human problems in the automated office, designing human-machine systems.

OBJECT-ORIENTED ANALYSIS & DESIGN USING IN C++

PAPER CODE: DEMBA-IV- IT4

External 50

Practical 50

Note:

1. There will be 50 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I

Object-oriented concepts, object and classes, links and associations, inheritance and multiple inheritance, grouping constructs, polymorphism, encapsulation.

Unit-II

Object modelling, dynamic modelling, functional modelling, object-oriented system development

Unit-III

C++ language: Classes and objects, functions, constructors and destructors, overloading, type conversions

Unit-IV

Inheritance: Extending classes, pointers, virtual functions and polymorphism, input-output operations.

Lab: Programming in C++ on above defined syllabus

PROGRAMMING IN JAVA

PAPER CODE: DEMBA-IV-IT5

External 50

Practical 50

Note:

1. There will be 50 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I

Programming through JAVA: JAVA history, JAVA features, JAVA and internet, JAVA and WWW, hardware and software requirements, JAVA environment, program structure, JAVA tokens, JAVA virtual machine, constants, variables and data types, operators and expressions, decision making and branching, decision making and looping.

Unit-II

Classes, objects and methods, interfaces, packages, managing errors and exceptions, multithreading

Unit-III

Applet programming: local and remote applets, applets and applications, applet life cycle, creating an executable applet, applet tag, passing parameters to applets, i/o basics.

Unit-IV

String handling, event handling, AWT: Working with windows, graphics and text, controls, layout managers.

Lab: Java Programming and Internet Surfing.

DATA BASE MANAGEMENT SYSTEM

PAPER CODE: DEMBA-IV-IT6

External 50

Practical 50

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.

2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I

Concept of data base; Objectives of data base, advantages and limitations of data base; entities and attributes, schema and subschema; file organization, function, features.

Unit-II

Data models: Hierarchical and network, functions of data base management system, object oriented DBMS,

Unit-III

Data Independence: Logical and physical, data base administration, relational data model, normalization, concurrency, deadlock, Codd rules, backup & recovery.

Unit-IV

Distributed data base system: Introduction, options for distributing a database, objectives, problems of distributed system.

Lab: Programming in any RDBMS package on above defined syllabus.

SPECIALIZATION- PRODUCTION AND OPERATION MANAGEMENT

PURCHASING & MATERIALS MANAGEMENT

PAPER CODE: DEMBA-III-POM1

External 70

Internal 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
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Unit-I

Role, objectives, functions and organisation of purchasing management and materials management; their relationship with other departments; five R's of purchasing, materials planning in push and pull system; MRP & just in time purchasing

Unit-II

Determination & description of material quality; vendor rating, selection, development and relations; evaluating suppliers efficiency; price determination and negotiation; make or buy decisions.

Unit-III

Purchase procedure, records and forms; legal aspects of purchasing; public purchasing and tendering, international purchasing: procedures & documentation; purchasing of capital equipments; appraisal methods.

Unit-IV

Standardization, simplification & variety reduction; value analysis & engineering; stores layout; classification & codification; inventory control of spare parts; materials logistics-warehousing management, materials handling, traffic & transportation; disposal of scrap, surplus & obsolete materials; materials information system.

TOTAL QUALITY MANAGEMENT

PAPER CODE: DEMBA-III-POM2

External 70
Internal 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
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Unit-I

Concept & definition of quality; quality in manufacturing & services; brief history of quality movement; defining total quality management(TQM); principles of total quality-customer focus, continuous improvement & learning, empowerment & teamwork; role of senior management; quality council; core values & concepts; shared values & ethics. customer satisfaction; customer perception of quality; feedback from customers; using customer complaints to improve quality.

Unit-II

Employee involvement: motivation; empowerment; teams-types & characteristics of teams, team member roles, decision making methods and effective team meetings; suggestion system; recognition & reward; gainsharing; performance appraisal. supplier partnership: partnering; sourcing; supplier selection; principles of customer/supplier relations; supplier certification; supplier rating; relationship development. Philosophies of Quality Gurus- Deming, Juran & Crosby.

Unit-III

Quality Costs: Categories & elements, data collection & reporting, analysis & reduction of quality costs; plan-do-study-act cycle(PDSA); Q-7 tools: affinity diagram/KJ method, interrelationship diagraphs, tree diagram, matrix diagram, matrix data analysis, process decision program chart (PDPC), arrow diagram. tools for data collection & analysis: flow charts, checksheets, histograms, Pareto diagrams, cause & effect diagram, scatter diagrams, control charts. benchmarking: definition & types of benchmarking; reasons for benchmarking, benchmarking process. quality function deployment (QFD) : concept & benefits of QFD, QFD process, house of quality.

Unit-IV

Failure Mode & Effect Analysis(FMEA): Reliability & its requirements, failure rate, intent of FMEA, process of FMEA; introduction to the concepts of six sigma; Taguchi's loss function; concurrent engineering and Quality Circles- ISO/QS 9000-standards, Documentation ISO/QS 9000 elements, Internal audit & procedure, registration & regn. Process; ISO 14000 series standards, concepts & requirements of ISO 14001; Malcolm Balrige National Quality Awards.

PRODUCTION PLANNING & CONTROL

PAPER CODE: DEMBA-III-POM3

External 70
Internal 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
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examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I

Production, planning & control: meaning, importance, advantages, elements and procedure; production systems; forecasting for inventory and production control.

Unit-II

Planning and control for continuous and intermittent production systems; planning and control for projects and job shop systems; line balancing.

Unit-III

Just in time (JIT) production: meaning, principles, advantages and procedure; materials requirement planning; aggregate planning and master production scheduling (MRS); ERP

Unit-IV

PPC and input costs; role of PPC in optimum resource utilization and reducing inventory and production costs; planning and scheduling service operations.

LOGISTICS MANAGEMENT

PAPER CODE: DEMBA-IV-POM4

External 70

Internal 30

Note:

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Unit-I

Introduction to logistics and its interface with production and marketing; logistical mission: service & total cost; logistical operations integration; customer service; supply chain relationship; logistical resource: information.

Unit-II

Logistical resources: Information; forecasting; inventory strategy & management; transportation infrastructure & management

Unit-III

Warehouse management & material handling; packaging; logistics positioning; integration theory

Unit-IV

Planning & design & methodology; planning & design techniques; planning, costing & pricing; performance measurement & reporting.

INDUSTRIAL ENGINEERING
PAPER CODE: DEMBA-IV-POM5

External 70
Internal 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I

Productivity: Meaning, measurement and importance; productivity and standard of living; factors affecting productivity; improving productivity; determination of total time of a job; reducing ineffective time.

Unit-II

Work Study: Meaning, importance and procedure; human factor in the application of work study. working conditions and environment; pre-requisites for work study.

Unit-III

Method Study: Selection of jobs, record, examination and development, movements of workers in the working area; evaluate, define, install and maintain; method study in the office.

Unit-IV

Work Measurement: Purpose, uses, procedure and techniques; work sampling; time study; equipment, selecting and timing the job; rating and standard time; pre-determined time standards and standard data; uses of standard data.

SERVICE OPERATIONS MANAGEMENT

PAPER CODE: DEMBA-IV-POM6

External 70
Internal 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
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Unit-I

Services: meaning, nature and role in the economy; challenges in operation Management of services; service quality and service strategy.

Unit-II

New services development and process design; the supporting facilities; facility location & layout for services; operation standards and work measurement.

Unit-III

Forecasting demand for services; waiting-line analysis; capacity planning for services; managing capacity and demand.

Unit-IV

Product Support services; service delivery system; scheduling for services personnel & vehicles; quality & productivity improvement.

SPECIALIZATION- INTERNATIONAL BUSINESS MANAGEMENT

INTERNATIONAL TRADE THEORY AND POLICY

PAPER CODE: DEMBA-III-IB1

External 70

Internal 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
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Unit-I

Growing importance of trade in world economy; trade as an agent of globalisation; alternative bases and explanations of trade; gains from trade; term of trade – alternative concepts; trade equilibrium and determination of terms of trade. Significance of conceptual understanding of trade theory for IB manager.

Unit-II

Free trade versus protection; tariff classification; economic effects of tariff; tariff retaliation; export subsidies, countervailing duties and dumping; effects of a quota; international economic integration – forms and levels; trade creating and trade diverting effects of a custom union; repercussions of regional economic groupings on the strategy of international marketers.

Unit-III

Components of international trade policy; export promotion strategies; import substitution; rationale and working of free trade zones; assessing export potential for specific products in specific markets; logic of state trading and canalised trade; trade fairs and exhibition; commercial intelligence.

Unit-IV

Major quantitative and qualitative; trends in India's foreign trade since 1991; Major schemes and incentives for exporters; import control regime; impact of WTO provisions on trade policy; overall assessment of India's trade policy.

INTERNATIONAL MARKETING

PAPER CODE: DEMBA-III-IB2

External 70

Internal 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
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examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I

Nature of international marketing process; domestic versus international marketing; global marketing; benefits, tasks & challenges of international marketing; controllable versus uncontrollable factors in international marketing; International marketing environment; WTO framework and the international marketer; barriers facing international marketer; international marketing mix.

Unit-II

Understanding foreign consumers; international marketing research and information system; foreign market entry strategies; international product development; international market segmentation and product positioning; packaging and branding decisions; international PLC model.

Unit-III

Alternative channels of international distribution; channel selection; counter trade; transfer pricing; international advertising and development of global brands; major problems and challenges of international advertising; aspects of international sales management; web marketing.

Unit-IV

Price quotations and terms of sale; basic export procedures and documentation; cargo insurance; Methods of financing and means of payment.

FOREIGN EXCHANGE MANAGEMENT

PAPER CODE: DEMBA-III-IB3

External 70

Internal 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I

Nature of foreign exchange; sources of demand for and supply of foreign exchange – the balance of payments (bop) framework; equilibrium and disequilibrium in bop; nominal, real and effective exchange rates; competitive determination of rate of exchange – competitive mint par theory, monetary theory and portfolio balance approach purchasing power parity theory; overvalued and under valued currencies; fixed, flexible and hybrid exchange rate systems; International Monetary System.

Unit-II

General factors of exchange rate fluctuations; the DORNBUSCH Sticky – price theory of exchange rate volatility; exchange rate overshooting; Empirical patterns of exchange rate fluctuations; central banking intervention for exchange rate stability; effect of devaluation on trade balance; the J-curve effect.

Unit-III

Nature functions and participants of foreign exchange market; spot and forward markets; forward premium; methods of quoting exchange rates; cross rates of exchange; bid-ask spreads; relation between exchange rate interest rate and inflation rate; the Interest Rate Parity Theorem; the expectation theory; International Fisher Effect.

Unit-IV

Currency futures, options and determination of their market value, over-the-counter option; currency and interest rate swaps; measuring foreign exchange risk and exposure; techniques of exposure management.

EXPORT IMPORT PROCEDURES AND DOCUMENTATION**PAPER CODE: DEMBA-IV-IB4****External 70****Internal 30****Note:**

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I

Significance of procedures and documentation in international trade; procedures and documentation as trade barriers; WTO provisions; Aligned Documentation System (ADS); official machinery for trade procedures and documentation; ITC(HS) classification System ;Role of ICC; INCOTERMS; nature of export/trading houses.

Unit-II

Export order processing; export contract; export price quotations; shipping and custom clearance of export and import cargo; central excise clearance; main export and import documents; Role of forwarding agents; cargo insurance and claim procedure.

Unit-III

Methods of payment in international trade; documentary collection of export bills; UCPDC guidelines; realisation of export proceeds – provisions of RBI's Exchange Control Manual; pre-shipment and post-shipment finance; role of EXIM bank and ECGC in India.

Unit-IV

Major export promotion schemes in India – EPCGS, duty exemption scheme; DEPB scheme; SIL; facility for deemed exports; Export promoting institution's – role of export promotion councils, commodity boards and ITPO.

INTERNATIONAL STRATEGIC MANAGEMENT**PAPER CODE: DEMBA-IV-IB5****External 70****Internal 30****Note:**

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I

Identifying Strategic Alternative: Nature and dimensions of international strategic management; domestic versus international strategic management; function of international strategic planning; pre-requisites and complexities of international business strategy.

Unit-II

Strategic for foreign market entry and penetration; growth strategy; international business integration; strategy for risk and stability; revival strategic; restructuring and divestment.

Unit-III

Approaches to Strategy formulation: The traditional approach, modern approaches – Gap Analysis, Capital Investment Theory, ANSOFF' Adaptive Search Approach; Portfolio approaches – Boston's Model, GE – Mc Kinsey Model, Hofer's Model and Shell's Directional Policy Model; Competitive Strategy Vis-à-vis domestic firms.

Unit-IV

Strategy Implementation: Role and responsibility of the corporate leader; impact of competition, corporate cultures and personal values; Organisational structure for strategy formulation; factors of successful implementation of multinational strategy.

INTERNATIONAL FINANCIAL MANAGEMENT

PAPER CODE: DEMBA-IV-IB6

External 70

Internal 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
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Unit-I

Finance function in a multinational firm; institutional structure of international financial markets; cost and availability of international financial flows; international financial instruments.

Unit-II

International working capital Management: Aspects of international cash management; investment criteria and borrowing decisions; centralized versus decentralized cash management; international receivables management; securitization of receivables.

Unit-III

International Investment: International portfolio versus direct investment; factors and benefits of portfolio investment; international CAPM; determinants of volume, composition and direction of direct investment; capital budgeting for foreign direct investment; assessing and managing political risk.

Unit-IV

International aspects of raising capital: Strategic considerations in euro-equity issues; international bond financing; determining financial structure of foreign subsidiaries of MNCs; financial choices for an MNC and its foreign affiliates; costs and risks of financing.

SPECIALIZATION RETAIL MANAGEMENT
BASICS OF RETAIL MANAGEMENT
PAPER CODE DEMBA-III-RM1

External 70

Internal 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
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Unit-I

Introduction to Retailing: Importance of retailing in economy; Meaning and nature of retailing; Career options in retailing; Retailing in India: Growth, present size and nature; Technology induction in retailing - UPC, POS terminals, RFIO, etc. Future of retailing.

Unit-II

Types of Retailing: Stores classified by owners; Stores classified by merchandising categories; Wheel of retailing; Traditional retail formats vs. modern retail formats in India; Store and non-store based formats; Cash and carry business - Meaning, nature and scope;

Unit-III

Retailing models - Franchiser-franchisee, directly owned; Wheel of retailing and retailing life cycle; Co-operation and conflict with other retailers; Vertical marketing systems.

Unit-IV

Management of Retailing Operations: Retailing management and "the total performance model; Functions of retail management; Strategic retail management process: An overview; Retail planning

Retail planning - importance and process; Developing retailing strategies, objectives and action plans.

RETAIL ORGANIZATION AND RESOURCE MANAGEMENT

PAPER CODE DEMBA-III-RM2

External 70

Internal 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I

Setting Up a Retail Organisation: - Factors in Planning and Assessing a Retail-Organisation, Grouping Tasks into Jobs, Job-classification, Organizational Chart. .

Unit-II

Organizational Patterns in Retailing:- Organizational Arrangements by Small Independent Retailers by Departmental-Stores, by Chain-Retailers, by Diversified Retailers.

Unit-III

HRM in Retailing: Meaning; HR-Environment of Retailing, Women and Minorities in Retailing, HRM-Process in Retailing; Recruiting, Selecting, Training, Compensating and Supervising Retail Personnel..

Unit-IV

Motivation in Retail: Meaning, Importance, Hierarchy of Needs (Maslow's). Leadership in Retail-Area: Concept, Characteristics, Significance, Leadership Development, Leadership Styles

OPERATION AND MERCHANDISE MANAGEMENT FOR RETAILERS

PAPER CODE DEMBA-III-RM3

External 70

Internal 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I

*Operational Dimensions: Blueprint of Operations for Retail-Business, Inside format, size, and space-allocation in Retail-Stores, Store Security, Insurance, Credit Management, Computerization, Out sources, Crisis Management.

Unit-II

*Merchandise Management: Meaning, Philosophy; Buying Organisation Formats and Processes; Devising Merchandising Plans (Forecasts, Innovativeness, Assortment, Brands, Timing, Allocation); Category-Management; Merchandising Software;.

Unit-III

*Implementing Merchandising Plans (IMPs):- Sequential Steps for IMPs; Logistics with Goals; Inventory-Management,

Unit-IV

*Financial Merchandise Management (FMM): Overview, Cost and Retail Methods of Accounting for FMM; Merchandise Forecasting and Budgeting, Unit Control System (UCS); Financial Inventory Control.

E-RETAILING

PAPER CODE DEMBA-IV-RM4

External 70

Internal 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive

examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

UNIT-I

Foundation of e-Retailing: Meaning, Definition, Transition from Traditional Marketing to e-Marketing, Demographics and Targeting, Adaptability and Closed – Loop Marketing, Advantages of e-Retailing, Shortcomings of e-Retailing.

e-Retailing: The Application Domain: e-Retailing Practices, e-Retailing Application Perspective, e-Retailing Online Merchandising Techniques, Online Store Front, Creating Look & Feel, Online Brand Management, Online Purchasing.

UNIT-II

E-Retailing: The Current Trends: Current Trend Analysis and Measures, Current Status of Online Retailing, e-Retailing Statistics

E-Commerce: Procedures and Methods: Meaning and Usage, B2B Model, B2C Model, C2C Model, B2G Model, P2P Model, M- Commerce, e-Commerce Payment Systems, E-Payment Security Challenges, E-Payment Business Risks, E-Commerce Security Solutions

UNIT-III

Marketing mix in the age of E-retailing; the roles of cyber intermediaries in E-retailing; E-retailing and supply chain management system; Concept of online pricing; factors affecting online pricing; different methods of on line pricing; price discrimination in E-retailing; pricing strategies for information goods; dynamics pricing for E-retailing. Promotional strategies of E-retail business..

UNIT-IV

Customer loyalty in the age of E-retailing; role of E-CRM ; Third party assurance in retailing; Element of trust in E-retailing; ERP and E-retailing; Challenges in successful implementation of ERP in E-retailing; E-fulfillment-meaning, scope of process of E-fulfillment; Impact of E-retailing on traditional transportation system-issues and opportunities.

MALL-MANAGEMENT

PAPER CODE DEMBA-IV-RM5

External 70

Internal 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I Introduction

Concept of shopping mall, Growth of malls in India, Mall positioning strategies, Strategic planning for malls.

Unit-II Aspect in Mall Management

Concepts in mall design, Factors influencing malls' establishment, Recovery management, Aspect in finance, Human resources, Security and accounting, Legal compliances and issues, Measuring mall performance.

Unit-III Mall Operations

Store allocation, Leasing negotiations, Maintenance and repairs, Security and safety procedures and regulations, Operational activities, Footfalls measurement, Common area management.

Unit-IV Tenant Management

Selection of anchor tenant, Tenant mix, Types of retail formats, Multiplexes, Food courts, Branded stores, Specialty stores, Hypermarkets, Supermarkets, Mall resource allocation, Owner-tenant relationship.

RETAIL LOGISTICS AND SUPPLY CHAIN MANAGEMENT**PAPER CODE DEMBA-IV-RM6****External 70****Internal 30****Note:**

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-1

Basic Framework: Concepts of logistics and Supply Chain Management (SCM); Value chain analysis, Cost structure of supply chain and SCM; Six Sigma; Internationalization of SCM.

Integrated SCM: Concept, span and process of integrated SCM; Reverse logistics; Supply chain and continuous improvement; Supply chain modeling; Forecasting and financial planning; chain and after sales services; Creating life-cycle ownership value; Demand management; Product development process and SCM; Supply chain performance measurement.

Unit-II

Managing Relationships in SCM: Role of relationship marketing in SCM; Managing relationships with suppliers, service providers and customers; Captive suppliers and buyers; Strategic partnerships Supplier-retailer collaboration and alliances.

Purchasing Process: Strategic role of purchasing in the supply chain and total customer satisfaction; Types of purchases; Purchasing cycle; Multi velocity stock management; Supplier selection and evaluation; Purchase agreement; Purchasing cost management; International sourcing process and procedure: An overview.

Unit-III

Supply Chain and Information Management: Importance of information management; IT and business management systems - MR, DRP, ERP, PDM, EIP and CPFR; Globalization, technology and business chain management.

Unit-IV

Retail Supply Chain Management in India: Supply chain organisation structure and planning in different retail sectors - Food & grocery, apparel, consumer durables, and pharmaceuticals; Supply chain infrastructure in India - Transportation, storage and cold chains, logistics service providers; Technology induction in Indian retail supply chain; Supply chain management across the states -Taxation and regulation issues; Re-engineering the supply chain - Future directions.

MASTER OF BUSINESS ADMINISTRATION (EXECUTIVE)
MANAGEMENT PROCESS AND SKILL DEVELOPMENT
PAPER CODE: DEMBAEX-101

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I

Introduction- Concept & nature of management; management processes, functions, skills and roles, evolution of management thoughts, systems and contingency approach, social responsibility of business

Unit-II

Planning & decision making-nature & elements of planning, stages in planning, levels of planning, strategic planning; decision making process, models of decision making; mbp, organising-meaning & nature, approaches to design organisation-closed & open system, bases for departmentation, span of control, delegation & decentralization.

Unit-III

Leading & recognition of human factor, motivation- theories & models, leadership styles and leadership effectiveness. management control-nature, control process, kinds of control systems, overview of control techniques, effective control system.

Unit-IV

Management skill development-importance and nature of business communication; process of communication, methods of communication, barriers in communication, effective communication & interactive skills, presentation of reports, public speaking, negotiation & conducting meeting.

MANAGERIAL ECONOMICS
PAPER CODE: DEMBAEX-102

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I

Nature of managerial economics; significance in managerial decision making, role and responsibility of managerial economist; objectives of a firm; basic concepts – short and long run, firm and industry, classification of goods and markets, opportunity cost, risk and uncertainty and profit; nature of marginal analysis

Unit-II

Nature and types of demand; Law of demand; demand elasticity; elasticity of substitution; consumer's equilibrium – utility and indifference curve approaches; techniques of demand estimation.

Unit-III

Short-run and long-run production functions; optimal input combination; short-run and long-run cost curves and their interrelationship; engineering cost curves; economies of scale; equilibrium of firm and industry under perfect competition, monopoly, monopolistic competition and oligopoly; price discrimination.

Unit-IV

Baumol's theory of sales revenue maximisation basic techniques of average cost pricing; peak load pricing; limit pricing; multi-product pricing; pricing strategies and tactics; transfer pricing.

QUANTITATIVE METHODS

PAPER CODE: DEMBAEX-103

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I

Basic mathematics for management: Functions-meaning, types and applications; arithmetic progression, geometric progression and matrices and their business applications.

Unit-II

Construction of frequency distributions and their analysis in the form of measures of central tendency and variations; types of measures, their relative merits, limitations and characteristics; skewness : meaning and co-efficient of skewness.

Unit-III

Correlation analysis- meaning & types of correlation, Karl Pearson's coeff. of correlation and spearman's rank correlation; regression analysis-meaning and two lines of regression; relationship between correlation and regression co-efficients. time series analysis-measurement of trend and seasonal variations; time series and forecasting.

Unit-IV

Probability: basic concepts and approaches, addition, multiplication and bayes, theorem. probability distribution-meaning, types and applications, Binomial, Poisson, Normal and Exponential distributions.

ACCOUNTING FOR MANAGERS

PAPER CODE: DEMBAEX-104

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.

- Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I

Financial Accounting-concept, importance and scope, accounting principles, journal, ledger, trial balance, depreciation (straight line and diminishing balance methodology), preparation of final accounts with adjustments.

Unit-II

Ratio analysis, fund flow analysis, cash flow analysis.

Unit-III

Management accounting- concept, need, importance and scope; cost accounting-meaning, importance, methods, techniques and classification of costs, inventory valuation.

Unit-IV

Budgetary control- meaning, need, objectives, essentials of budgeting, different types of budgets; standard costing and variance analysis (materials, labour); marginal costing and its application in managerial decision making.

INDIAN BUSINESS ENVIRONMENT

PAPER CODE: DEMBAEX-105

External: 70

Internal: 30

Note:

- There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
- Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I

Nature, components and determinants of business environment; basic nature of Indian economic system; relation size and growth of public and private corporate sector; social responsibility of business; broad features of India's now economic policy.

Unit-II

Trend and pattern of industrial growth; review of industrial policy developments; industrial licensing policy; liberalisation of the private sector; trends and issues in corporate management; growth and problems of the small scale sector; public sector reforms and privatisation the problem of industrial sickness; MRTP Act, SICA and Industrial Disputes Act.

Unit-III

Development banks for corporate Sector (IDBI, IFCI, ICICI)- trends pattern and policy; regulation of stock exchanges and the role of SEBI; banking sector reforms; challenges facing public sector banks; growth and changing structure of non bank financial institutions; problem of non performing assets in Indian Banks.

Unit-IV

Trend and pattern of India's foreign trade and balance of payments; latest EXIM policy-main features; policy towards foreign direct investment; globalisation trends in Indian economy; role of MNCs; India's policy commitments to multilateral institutions-IMF, World Bank and WTO.

WORKSHOP ON INFORMATION TECHNOLOGY

PAPER CODE: DEMBAEX-106

External: 100

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

UNIT-I

Introduction to Computers – Characteristics, capabilities, limitations and applications of computers; types of computers; computer hardware, software; block diagram of computer and overview of working; types of computer language; generation of computer languages; functions and types of operating system

UNIT-II

Internet – Internetworking, concepts, internet protocol addresses, www and browsing, security, internet applications; e-commerce – traditional vs. e-commerce, benefits, limitations and applications, framework

UNIT-III

Working with Software Packages and Operating System – An introduction to PC software packages; word processor – working with text, tables, checking spelling and grammar, printing a document, mail merge; spreadsheet software – working with worksheet, formulas and functions, inserting charts; PowerPoint presentation – working with different views and designing presentation; windows XP – working with files and folders, windows explorer, system utilities in windows XP

UNIT-IV

Introduction to HTML – Building HTML documents, HTML tags, inserting text and images, backgrounds and color control, creating links, table layout and presentation, creating frames, forms

WORK SHOP ON SOFT SKILLS

PAPER CODE: DEMBAEX-107

External: 100

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

UNIT-I

Communication Skills – Concept, characteristics and process of communication; 7C's of communication; listening skills, verbal communication, non-verbal communication, body language; art of meeting and greeting, making effective conversation

UNIT-II

Presentation Skills – Difference between speech and presentation; handling of presentation audience questions, holding meetings, group discussion and interviews; structuring a presentation, delivering the presentation; situational presentation

UNIT-III

Behavioural Skills – Positive attitude, self management, problem solving skills, time management skills, anger management, coping skills, assertiveness team building skills

UNIT-IV

Business Etiquette – Business dress and grooming, office courtesies, etiquette for special occasions, meeting etiquette, dining etiquette

Semester-II**HUMAN RESOURCE MANAGEMENT****PAPER CODE: DEMBAEX-201****External: 70****Internal: 30****Note:**

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I

Concepts & Perspectives of HRM; HRM in changing environment, HRM functions, Role of HR Practitioners; HR Policies, Corporate objectives and Human Resource Planning.

Unit-II

Job Analysis, Role Analysis, Methods of Manpower Search, Attracting and selecting HR; Induction and socialisation, Manpower training & development; Career and succession Planning, Managing Organisational Renewal.

Unit-III

Compensation-Aims & components, Factors determining pay rates; Establishing pay rates, Job Evaluation; Pay for performance; Employee benefits & services; Performance appraisal, 360 degree feed back, Potential appraisal.

Unit-IV

Industrial Relations; Industrial disputes and dispute resolution; Trade Unions; Employee grievances and Discipline; Participation and Employee empowerment.

MARKETING MANAGEMENT**PAPER CODE: DEMBAEX-202****External: 70****Internal: 30****Note:**

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I

Nature & scope of marketing; Corporate orientation towards marketplace; building and delivering customer value and satisfaction; retaining customers; marketing environment; marketing research and information system.

Unit-II

Analyzing consumer markets & buyer behaviour; analyzing business markets & business buying behaviour; market segmentation, positioning and targeting; tools of product differentiation; marketing strategies in the different stage of the product life cycle.

Unit-III

New product development process; product mix and product line decisions; branding and packaging decisions; pricing strategies and programmes; managing marketing channels; wholesaling and retailing.

Unit-IV

Advertising and sales promotion; public relations; personal selling; evaluation & control of marketing effort; web marketing; green marketing; reasons for and benefits of going international; entry strategies in International marketing.

FINANCIAL MANAGEMENT

PAPER CODE: DEMBAEX-203

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I

Financial management-scope finance functions and its organisation, objectives of financial management; time value of money

Unit-II

Investment decisions importance, difficulties, determining cash flows, methods of capital budgeting; risk analysis (risk adjusted discount rate method and certainty equivalent method); cost of different sources of raising capital; weighted average cost of capital.

Unit-III

Capital structure decisions-financial and operating leverage; capital structure theories- NI, NOI, traditional and M-M theories; determinants of dividend policy and dividend models-Walter, Gordon & M.M. models.

Unit-IV

Working Capital- meaning, need, determinants; estimation of working capital need; management of cash; Inventory management; receivable management.

PRODUCTION AND OPERATIONS MANAGEMENT

PAPER CODE: DEMBAEX-204

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.

- Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I

Meaning, nature, scope and major decision areas of production management; production system: meaning and types (production to order & production to stock); facilities location; facilities layout and materials handling; line balancing.

Unit-II

Product and process planning & selection; capacity planning; aggregate planning and master production scheduling; materials requirement planning.

Unit-III

Planning and control in mass production, shop floor and batch production; line of balance; work study: objectives, prerequisites and procedure, method study & work measurement.

Unit-IV

Materials management-meaning, importance and functions; purchasing management; stores management and inventory management; quality assurance- acceptance sampling, statistical quality control; maintenance management.

RESEARCH METHODOLOGY

PAPER CODE: DEMBAEX-205

External: 70

Internal: 30

Note:

- There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
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Unit-I

Introduction; meaning and nature of research; significance of research in business decision making, identification and formulation of research problem, setting objectives and formulation of hypotheses.

Unit-II

Research design and data collection; research designs – exploratory, descriptive, diagnostic and experimental data collection; universe, survey population, sampling and sampling designs. data collection tools- schedule, questionnaire, interview and observation, use of SPSS.

Unit-III

Scaling techniques; need for scaling, problems of scaling, reliability and validity of scales, scale construction techniques-arbitrary approach, consensus scale approach (Thurston), item analysis approach (Likert) and cumulative scales (Gut man's Scalogram)

Unit-IV

Interpretation and report writing; introduction, meaning of interpretation, techniques and precautions in interpretation and generalisation report writing- purpose, steps and format of research report and final presentation of the research report.

WORKSHOP ON BUSINESS ETIQUETTE**PAPER CODE: DEMBAEX-206****External: 100****Note:**

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

UNIT-I

Business Etiquette – Office protocol and etiquette, professional conduct, use of courteous phrases in the workplace, proper way to make introduction, business dress, grooming

UNIT-II

Communication Etiquette – Written communication manners, listening skills, body language, voice tone and eye contact, telephone etiquette, e-mail, voice mail etiquette, ways to deal with difficult people, extending, accepting and declining invitations

UNIT-III

Business Meetings and Dining Etiquette – Attending business functions, etiquette in meetings, business socialization, organizing social events for business, dining manners, banquet etiquette

UNIT-IV

Global Manners – Importance of awareness of international customs, cultural taboos and practices, traveling etiquette, business etiquette in USA, Europe, Africa, Middle East, Latin America

MASTER OF RETAIL MANAGEMENT (MRM)

Semester-I

BASIC OF RETAIL MANAGEMENT I

PAPER CODE: DEMRM-101

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I

Introduction to Retailing: Importance of retailing in economy; Meaning and nature of retailing; Career options in retailing; Retailing in India: Growth, present size and nature; Technology induction in retailing - UPC, POS terminals, RFIO, etc. Future of retailing.

Unit-II

Types of Retailing: Stores classified by owners; Stores classified by merchandising categories; Wheel of retailing; Traditional retail formats vs. modern retail formats in India; Store and non-store based formats; Cash and carry business - Meaning, nature and scope;

Unit-III

Retailing models - Franchiser-franchisee, directly owned; Wheel of retailing and retailing life cycle; Co-operation and conflict with other retailers; Vertical marketing systems.

Unit-IV

Management of Retailing Operations: Retailing management and "the total performance model; Functions of retail management; Strategic retail management process: An overview; Retail planning

Retail planning - importance and process; Developing retailing strategies, objectives and action plans.

RETAIL INSTITUTIONAL FRAMEWORK

PAPER CODE: DEMRM-102

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
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Unit-I

*Retail Institution: Meaning, Characteristics by Ownership: Independent, Chain, Franchising, Leased, Department, Vertical Marketing System, Consumer-Cooperatives,

Note: These formats must be shared with their meaning, competitive advantages and disadvantages, size, functions, dynamics, managerial-issues and Relationships.

Unit-II

*Store Based Strategy-Mix Retail-I: Considerations in Planning. A Retail Strategy-Mix; Wheel of Retailing Theory, Scrambled-Merchandising, The Retail-Life-Cycle, Strategies of Evolving Retail-institutions (Mergers, Diversification, Downsizing). Case Study

Unit-III

*Store Based Strategy-Mix Retail-II: Cost Containment Approach, Food-Oriented Retailers and Their formats; Convenience Store, Conventional Supermarkets, Food Based Superstores, Combination Store, Box / Limited Line Store, Warehouse Store, General Merchandise-Retailers, Specialty Store, Traditional Departmental Store, Full Time Discount Store, Variety Store, Off-Price-Chain, Factory-Outlet, Membership-Club, Flea-Market. Case Study

Unit-IV

*Other Non-Traditional Retailing: Single-Channel and Multi - Channel-Retailing, Direct Marketing: Domain Key to Success, Emerging Trends; Steps in Direct Marketing Strategy; Key issues; Direct Selling; Vending Machines, Electronic Retailing; Scope, Characteristics; Video Kiosks, Airport Retailing. Case Study

STRATEGIC MANAGEMENT**PAPER CODE: DEMRM-103****External: 70****Internal: 30****Note:**

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I Strategic Management Process: Defining Strategy, Levels at which Strategy operates, Approaches to Strategic Decision making, Process of Strategic Management, Roles of Strategists in Strategic Management; Mission and purpose, Objectives and goals, Strategic Business Unit.

Unit-2 Environment and Organisational Appraisal: Concept of Environment and its components, Environmental Scanning and Appraisal; Organisational appraisal- its dynamics, Considerations, Methods and Techniques. Structuring Organisational Appraisal; SWOT Analysis.

Unit-3 Strategy Formulation: Corporate level Strategies; Grand Strategies, Stability Strategies, Expansion Strategies, Retrenchment Strategies, Combination Strategies, Corporate Restructuring; Business level Strategies and Tactics

Strategic Analysis and Choice: The Process of Strategic Choice, Corporate Level Strategic Analysis, Business Level Strategic Analysis, Subjective Factors in Strategic Choice, Contingency Strategy, Strategic Plan.

Unit-4 Strategy Implementation: Inter relationship between formulation and Implementation, Aspects of Strategic Implementation, Resource Allocation;

Strategy and Structures: Structural Considerations, Structures for Strategies;

Functional Implementation: Functional Strategies, Functional Plans and Policies, Marketing Plans and Policies,

Strategic Evaluation and Control: Overview of Strategic Evaluation and Control, Techniques of Strategic Evaluation and Control.

MARKETING MANAGEMENT

PAPER CODE: DEMRM-104

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I

Introduction: Nature, scope and importance of marketing; Traditional VS. modern view of marketing; Retailing viewed as case of services marketing; Retail marketing management: An overview.

Unit-II

Retailing Environment: Micro environment - Customers, suppliers, competitors and general publics; Michael Porter's five forces structural analysis of market; Macro environment: Socio-cultural, economic, technological, legal and political environments of retailing in Indian contexts.

Unit-III

Market Selection: Concept of target marketing, Retail market segmentation - Concept, importance and bases of market segmentation; Criteria for effective segmentation; Target market selection; Positioning concept: importance and bases, Retail store positioning and management of its image.

Unit-IV

Retail Marketing Mix Planning: Concept and planning of marketing mix; Retail product decisions and planning - Product: Meaning and importance; Product classifications; Product decisions - Product quality, Packaging and labeling, Product support services; Branding - Meaning, significance and types of branding in the context of a retail store; Major retail branding decisions; Customer services decision; Product mix - Concept I and decisions; Product life-cycle; New product introduction; Innovation diffusion and adoption.

RETAIL BUSINESS LEGAL FRAMEWORK

PAPER CODE: DEMRM-105

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I

Indian Contract Act 1872 (Part-I) Nature of Contract, Essential elements of a valid Contract; Offer and Acceptance, Condition, Capacity to Contract, Free Consent. Legality of Object.

Unit-II

Indian Contract Act 1872(Part-II) Void agreements, Contingent Contract, Performance of Contract, Discharge of Contract, Remedies for Break of contracts. Quasi Contracts.

Unit-III

Indian Contract Act 1872 (Part-III) Special Contracts Contract of Indemnity and Guarantee, Bailment and Pledge, Agency.

Unit-IV

Sale of Goods Act 1930 Negotiable Instruments Act 1881.. Consumer Protection Act 1986
Prevention of Food Adulteration Act 1954.

SEMESTER-II**BASICS OF RETAIL MANAGEMENT-II****PAPER CODE: DEMRM-201****External: 70****Internal: 30****Note:**

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I

Retailing Regulations and Laws: Regulation of retail institutions in India: Shop and Establishment Act,

Unit-II

Labour Laws - Factories Act, Workmen Compensation Act; An overview of the business laws governing retail business in India - The Indian Contract Act, 1872;

Unit-III

The Sales of Goods Act, 1930;

Unit-IV

The Consumer Protection Act, 1,986; FQI in retailing.

RETAIL ORGANISATION AND RESOURCE MANAGEMENT**PAPER CODE: DEMRM-202****External: 70****Internal: 30****Note:**

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks the theory marks secured by the candidate shall be proportionately enhanced.

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Unit-I

Setting Up a Retail Organisation: - Factors in Planning and Assessing a Retail-Organisation, Grouping Tasks into Jobs, Job-classification, Organizational Chart. .

Unit-II

Organizational Patterns in Retailing:- Organizational Arrangements by Small Independent Retailers by Departmental-Stores, by Chain-Retailers, by Diversified Retailers.

Unit-III

HRM in Retailing: Meaning; HR-Environment of Retailing, Women and Minorities in Retailing, HRM-Process in Retailing; Recruiting, Selecting, Training, Compensating and Supervising Retail Personnel..

Unit-IV

Motivation in Retail: Meaning, Importance, Hierarchy of Needs (Maslow's)..

Leadership in Retail-Area: Concept, Characteristics,Significance, Leadership Development, Leadership Styles

OPERATIONS AND MERCHANDISE MANAGEMENT FOR RETAILERS

PAPER CODE: DEMRM-203

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I

*Operational Dimensions: Blueprint of Operations for Retail-Business, Inside format, size, and space-allocation in Retail-Stores, Store Security, Insurance, Credit Management, Computerization, Out sources, Crisis Management.

Unit-II

*Merchandise Management: Meaning, Philosophy; Buying Organisation Formats and Processes; Devising Merchandising Plans (Forecasts, Innovativeness, Assortment, Brands, Timing, Allocation); Category-Management; Merchandising Software;.

Unit-III

*Implementing Merchandising Plans (IMPs):- Sequential Steps for IMPs; Logistics with Goals; Inventory-Management,

Unit-IV

*Financial Merchandise Management (FMM): Overview, Cost and Retail Methods of Accounting for FMM; Merchandise Forecasting and Budgeting, Unit Control System (UCS); Financial Inventory Control.

E-RETAILING

PAPER CODE: DEMRM-204

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.

- Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks the theory marks secured by the candidate shall be proportionately enhanced.

UNIT-I

Foundation of e-Retailing: Meaning, Definition, Transition from Traditional Marketing to e-Marketing, Demographics and Targeting, Adaptability and Closed – Loop Marketing, Advantages of e-Retailing, Shortcomings of e-Retailing.

e-Retailing : The Application Domain: e-Retailing Practices, e-Retailing Application Perspective, e-Retailing Online Merchandising Techniques, Online Store Front , Creating Look & Feel, Online Brand Management, Online Purchasing.

UNIT-II

E-Retailing - The Current Trends: Current Trend Analysis and Measures, Current Status of Online Retailing, e-Retailing Statistics

E-Commerce: Procedures and Methods: Meaning and Usage, B2B Model, B2C Model, C2C Model, B2G Model, P2P Model, M- Commerce, e-Commerce Payment Systems, E-Payment Security Challenges, E-Payment Business Risks, E-Commerce Security Solutions

UNIT-III

Marketing mix in the age of E-retailing; the roles of cyber intermediaries in E-retailing; E-retailing and supply chain management system; Concept of online pricing; factors affecting online pricing; different methods of on line pricing; price discrimination in E-retailing; pricing strategies for information goods; dynamics pricing for E-retailing. Promotional strategies of E-retail business.

UNIT-IV

Customer loyalty in the age of E-retailing; role of E-CRM ; Third party assurance in retailing; Element of trust in E-retailing; ERP and E-retailing; Challenges in successful implementation of ERP in E-retailing; E-fulfillment-meaning, scope of process of E-fulfillment; Impact of E-retailing on traditional transportation system-issues and opportunities.

MALL MANAGEMENT

PAPER CODE: DEMRM-205

External: 70

Internal: 30

Note:

- There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
- Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I Introduction

Concept of shopping mall, Growth of malls in India, Mall positioning strategies, Strategic planning for malls.

Unit-II Aspect in Mall Management

Concepts in mall design, Factors influencing malls' establishment, Recovery management, Aspect in finance, Human resources, Security and accounting, Legal compliances and issues, Measuring mall performance.

Unit-III Mall Operations

Store allocation, Leasing negotiations, Maintenance and repairs, Security and safety procedures and regulations, Operational activities, Footfalls measurement, Common area management.

Unit-IV Tenant Management

Selection of anchor tenant, Tenant mix, Types of retail formats, Multiplexes, Food courts, Branded stores, Specialty stores, Hypermarkets, Supermarkets, Mall resource allocation, Owner-tenant relationship.

TRAINING REPORT

PAPER CODE: DEMRM-206

Evaluation: 50

Viva-Voce: 50

SEMESTER-III

RETAIL OPERATIONS AND STORE MANAGEMENT

PAPER CODE: DEMRM-301

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I

Store Operations: Importance of store operations; Responsibilities of store operations; Store maintenance; Merchandising handling and controlling; Purchasing store supplies and equipment; Store security; Workrooms; Responsibility for customer services.

Unit-II .

Store Location: Selecting a city; Types of locations within a city; Trading area analysis; Catchment area analysis; Site evaluation; Terms of occupancy.

Store Design and Engineering: Store design and retailing strategy; Store design and facilities planning; Store in a store - Concept and importance; Store layout and departmentalizing; Departmental space requirements; Departmental locations; Internal layout of departments; Traffic building; In-store security and safety measures.

Unit-III

Store Organization: Meaning and importance; Principles of effective store organization and management; Formal organization structures; Informal organization - Objectives, policies and procedures.

Unit-IV

Operations Control: Expense control; Asset protection - Mechanism and control; Management control

Mechanism for in store control and control of chain stores; Trash management - Handling of scraps, rejects, perishables etc.

CUSTOMER SERVICE AND RELATIONSHIP MANAGEMENT

PAPER CODE: DEMRM-302

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I

Introduction: Importance and nature of customer service; Types of customer services - Primary vs.complimentary services, Pre-transaction, transaction and post-transaction services; Customer servicing decisions - Determining types of customer services to be provided, customer service levels and amount of services charges, Factors influencing customer service decisions.

Unit-II

Management of customer services: Assessing customer service expectations; Deciding about store opening hour and days policy; Planning and organizing delivery of customer services - Parking and rest room services; Creche and cafeteria services, Shopping carts, trolley and elevator facilities, Consumer counseling and education, Trial facilities, Billing/invoicing, payment and checkout services, Packaging and delivery services; Customer credit services, Alteration, repair and return services; Handling customer complaints and returns..

Unit-III

Retail Store Service Quality: Meaning and importance of service quality; Gap model of service quality;

Customer expectations - Meaning, types and their management, Retail store service quality Concept and its measurement; Service quality, value and satisfaction - An interface.

Unit-IV

Customer Centric People, Process and Physical Evidence Management: Importance of managing service staff and customers in retailing organisation; Role and types of service personnel; Mental, physical and emotional skills required for improved service staff performance, Handling interpersonal and intraorganisational conflicts concerning customer service, Service culture - Concept and importance; Strategies for building customer-oriented and service-oriented work force; Managing customers - Roles of customer receiving the service and other customers in service provision; Customer participation level in service, Strategies for enhancing customer role in service delivery.

RETAIL ADVERTISING AND SALES PROMOTION

PAPER CODE: DEMRM-303

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive

examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I

Introduction: Meaning, nature and purpose of advertising; advertising in the context of retailing; Integrated marketing communication (IMC), Advertising management process - An overview; Setting of retail advertising objectives and budgets. Media Decisions: Media planning - Media mix decisions: Popular media vehicles used in retail sector; Media timing and Scheduling.

Unit-II

Copy Writing: Creative strategy and copy writing; Different types of appeals; Copy layout; Evaluation of retail advertising effectiveness.

Advertising Agencies: Features, functions and types; Selection of advertising agency; Agency-client relations; Direct response advertising; Ethical and legal aspects of retail advertising.

Unit-III

Introduction to Sales Promotion: Meaning, nature and role of sales promotion; Major objectives and limitations of sales promotion; Major types of sales promotion tools and techniques - Manufacturer vs. Retail store sales promotion, Consumer vs. trade sales promotion.

Retail Store Sales Promotion: Objectives; Major retail store sales promotion tools for traffic building, purchase influencing and loyalty building - Sampling, price-off, coupon and money refund offers, premium, consumer contests and sweepstakes, point-of-purchase displays, demonstration, exchange offers, trade fairs and exhibitions.

Unit-IV

Trade promotion: Meaning and objectives; Major trade promotion schemes - Merchandise allowance, sales contests, point-of-purchase display assistance, trade discount, co-operative advertising.

Sales Promotion Planning and Control: Establishing objectives of sales promotion and selecting consumers for sales promotion; Developing, pre-testing, implementing, controlling and evaluating the sales promotion programme.

RETAIL LOGISTICS AND SUPPLY CHAIN MANAGEMENT

PAPER CODE: DEMRM-304

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
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Unit-1

Basic Framework: Concepts of logistics and Supply Chain Management (SCM); Value chain analysis, Cost structure of supply chain and SCM; Six Sigma; Internationalization of SCM.

Integrated SCM: Concept, span and process of integrated SCM; Reverse logistics; Supply chain and continuous improvement; Supply chain modeling; Forecasting and financial planning; chain and after sales services; Creating life-cycle ownership value; Demand management; Product development process and SCM; Supply chain performance measurement.

Unit-II

Managing Relationships in SCM: Role of relationship marketing in SCM; Managing relationships with suppliers, service providers and customers; Captive suppliers and buyers; Strategic partnerships Supplier-retailer collaboration and alliances. Purchasing Process: Strategic role of purchasing in the supply chain and total customer satisfaction;

Types of purchases; Purchasing cycle; Multi velocity stock management; Supplier selection and evaluation; Purchase agreement; Purchasing cost management; International sourcing process and procedure: An overview.

Unit-III

Supply Chain and Information Management: Importance of information management; IT and business management systems - MR, DRP, ERP, PDM, EIP and CPFR; Globalization, technology and business chain management.

Unit-IV

Retail Supply Chain Management in India: Supply chain organisation structure and planning in different retail sectors - Food & grocery, apparel, consumer durables, and pharmaceuticals; Supply chain infrastructure in India - Transportation, storage and cold chains, logistics service providers; Technology induction in Indian retail supply chain; Supply chain management across the states -Taxation and regulation issues; Re-engineering the supply chain - Future directions.

**MASTER OF HOTEL MANAGEMENT (MHM)
TWO YEAR PROGRAMME (SEMESTER SYSTEM) 2011**

Note:

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First Semester**CORPORATE COMMUNICATION****PAPER CODE: DEMHM-101****External: 70****Internal: 30****Note:**

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks the theory marks secured by the candidate shall be proportionately enhanced.

1. Principles of Communication

Introduction, Meaning and Definition of Communication, Scope of Communication, Nature of Communication, Process of Communication-models and theories, Communication Network, Types of Communication, Importance of Communication, Difference between Oral and Written Communication, 7C's and 4S's.

2. Listening Skills

What is Listening?, Definition of Listening, Meaning and Importance of Listening, Listening Process, Types of Listening, Types of Faculty Listening, Barriers in Listening, Why Barriers Succeed, Bad Listening Habits, Guidelines for Effective Listening.

3. Oral Skills

Introduction, Noise, and Barriers to Communication, Listening, Feedback, and Telephonic Message, Guidelines for Effective Oral Communication.

Presentation Skills

Planning, Preparing, Practising, Presenting, Presentation to Different Groups.

4. Non-verbal Communication

Introduction, What is Non-verbal Communication?, Relationship of Non-verbal Message with Verbal Message, Types of Non-verbal Communication, Paralanguage, Kinesics, Proxemics, Touch, Clothing, Time, Case Study.

5. Public Speaking, Interview Skills

Selection of the Topic, Audience Analysis, Researching and Planning and Speech, Organizing the Speech, Wording the Speech, Developing Confidence and Overcoming Fear, Nature of Interview, Process of Interview, Type of Interview, Successful Interview, Appearance and Dress.

6. Meeting and Conference

Purpose, Procedure, Planning and Arrangement of Meeting and Conference, Chairmanship, Participation, Physical Arrangement, Nature and Definition of Meeting and Conference, Types of Discussion Groups, Regulating Speech, Organising Conferences, and Evaluating Oral Presentation.

FRONT OFFICE AND PUBLIC RELATION

PAPER CODE: DEMHM-102

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit I

The Growth of Hospitality Industry: Introduction, Brief History, Growth of Hotel Industry, Growth and Development of Hospitality Industry in India, Introduction, Western Impact, India Resumes, Development of Hotel Industry, Types of Hotels, Secondary Hospitality Establishment, Hotel Grading system, Changing Profiles of hotel Industry, Introduction to Front Office Department, Section of Front Office, The Bell Desk, reception and Information, Front Office Cashiers, lobby Manager's Desk, Business Centers, Reservations, Control and Credit Offices, Back Office, Crew Group Co-ordination, Importance of Job Descriptions, Job Descriptions of Front Office Assistants, Job Descriptions of Front Office Assistants, Job Descriptions of Front Office Cashier, Job Descriptions of Night Auditor, Job Descriptions of Bell Boy, Job Descriptions of Bell Caption, Attributes of Front Office Staff, Threat of Reception, Rules for the Front Office Staff, Front Office Tacticts, Front Office Psychology, Qualities of Front Office Staff, Dept of Front Office Co-ordinators with

Unit II

Reservation and Registration Management and Handling of Complaints: Categorizing the Guest Room, Room Types, Room Status Reconciliation Sources and Modes reservation, Modes of Reservation, Reservation Management, Forecasting, Forecasting Factors, Completing Forecast, Forecasting Frequency, Forecasting Importance, Reservation Sale Management, Room Assignment, Registration Procedure and Importance of Registration, The Registration Form, Registration Procedure for Individuals and Groups, Dealing with Walk in Information, Check-out Time Day Rate and Discount, Meaning of Plan, Front Office Salesman ship, Types of complaints, Nature of Complaints and Classification of Complaints, Handling Complaints, Follow-up Procedure for Handling Complaints, Front Office Procedure for Emergencies.

Unit III

Front Office Responsibilities and Operations: Front Office Communications, Logbook Meaning and Importance, Need of Maintaining by Logbook, Importance and Need in Maintaining Information Directory, Procedure and Ways of Mail handling in Hotel, Handling and Providing Telephone Services, Room Rack, Mail Rack and Key rack, The Main Function of the Information Department, receive Messages, Control of Guest Room Keys, Handle Guest Mail, Cables, Telexes etc, Paging, Providing Information to the Guest, Handling and Providing Telephone Services, Staffing, Value Added Services, Safe Deposit Boxes, Operations Administration.

TEAM MANAGEMENT

PAPER CODE: DEMHM-103

External: 70
Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-1

Team Formation and Its Psychological Dimensions: Team work, types of team, production or service team, action/ negotiation teams. Project and development teams, advice and involvement teams, types of team and their differences. What makes a good team, innovation, Kaizen and employee involvement, psychological dimension of team, social identification, self esteem at work, social representation theory.

Unit-2

The Team and the Group Processes: Group and team processes, group norms, change to group norms, functions of group norms, pivotal and peripheral norms. Team norms, Group and team cohesion, factors in group cohesiveness. Team cohesion, roles and skills, roles in working groups, group building and maintenance role, team roles, team management wheel, team management index, team skills.

Unit-3

Principles of Team Building and Team Balance: Principles of team building, five different approaches, team and its leader, principles of team leadership, team leadership and social identification, need of team balance, assessing the team strength, using team wheels, key work functions of team, advising innovating, promoting, developing, organizing, producing, inspecting, maintaining, linking, assessing.

Unit-4

Team Management System: Team management systems instrument, measuring instrument, evaluating team performance, psychometric approaches to the team management 16 PF and the OPQ. The team performance curve, signs and principles of high team performance, team decision-making.

Unit-5

Implementing Team Work: Innovating teams at work, features of innovative teams, team factors contributing to organization, how a team can influence an organization, minority influence, characteristics of innovative team, factors in team success.

ACCOMODATION AND LEISURE MANAGEMENT

PAPER CODE: DEMHM-104

External: 70
Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.

- Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Introduction to Housekeeping Department: Introduction to Housekeeping department, Meaning of Housekeeping in Hotel, Types of Rooms, Housekeeping Layout, Responsibilities and Work, Attributes of Housekeeping Staff, Identifying Housekeeping Responsibilities.

Linen and Uniform Room: Line Room, Par Stock, Inventory Control, Linen Hire, Stock Taking, Uniform & Linen, Hotel Housekeeping Fresh Linen.

Laundry Services: Laundry Services. Floral Art, Basic principle of visual art, Principles of Flower Arrangement, Condition of plant material, Materials used in the flower arrangement, Points to be remembered, General rules of making floral art, Meaning and importance of floral art in Hotel and making themes by using flower types of arrangements for making themes.

Housekeeping Control Desk and Public Area: Meaning and Importance of control desk, Role of Control desk, The documents and Registers maintained by control desk, Public Area cleaning, Care and Storage of out of Service Furniture.

Other Housekeeping Practices: Fire Prevention, Textiles, Training, First Aid, Budgeting, Lost and Found Procedure, Daily routine and system of Housekeeping department, Cleaning Equipment, Cleaning agents, Guidelines for handling complaints.

FOOD PRODUCTION TECHNIQUES

PAPER CODE: DEMHM-105

External: 70

Internal: 30

Note:

- There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
- Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Introduction to Production Management: Definition, Culinary History, Nouvelle Cuisine, Aims and Objectives of Cooking Food, Basic Preparation, Equipments and Utensils, Safety and Security Precautions.

Fish/Meat/Vegetables Cookery: Fish Cookery, Egg Cookery, Meat Cookery, Vegetable Cookery, Spices Used in Western and Indian Cookery, Pulses, Rice, Name of Ingredients in Several Indian Language.

Cooking Materials: Foundation Ingredient, Preparation for Ingredients, Methods of Mixing Food, Texture, Methods of Cooking Food.

Patisserie: Variety of Pastries, Variety of Yeast, Small Cakes and Fruit Cakes, Glace and Butter Leing.

International Cuisine: French Cuisine, Italian Cuisine, Spanish Cuisine, Mexican Cuisine, Scandinavian Cuisine, Chinese Cuisine.

WORKSHOP ON PERSONALITY DEVELOPMENT

PAPER CODE: DEMHM-106

External: 100

(a) Personality Enrichment

Grooming, Personal hygiene, Social and Business and Dining Etiquettes, Body language use and misuse, Art of good Conversation, Art of Intelligent Listening

(b) Stress Management

Meaning, purpose, techniques

(c) Personality Development Strategies

Communication Skills, Presentation Skills, Public Speaking, Extempore Speaking, importance and art of 'Small Talk' before serious business

(d) Interpersonal Skills

Dealing with seniors, colleagues, juniors, customers, suppliers, contract workers, owners etc at work place

(e) Group Discussion

Team behavior, how to effectively conduct yourself during GD, do's and don'ts, clarity of thoughts and its expression

(f) Telephone conversation

Thumb rules, voice modulation, tone, do's & don'ts, manners and accent

(g) Basic concept of Recruitment and Selection

Intent and purpose, selection procedure, types of interviews

(h) Preparing for interviews

Self planning, writing winning resume, knowledge of company profiles, academics and professional knowledge review, update on current affairs and possible questions

(i) Facing an interview panel

Time – keeping, grooming, dress code, document portfolio, frequently asked questions and their appropriate answers, self – introduction, panel addressing, mental frame – work during interviews

(j) Presentation

Presentation skills, seminar skills role – plays

(k) Electronic Communication Techniques: E mail, Fax,

(l) Travel & Hospitality Etiquettes: Bus , Train, Flight, Hotel Manners

SUPERVISION IN HOSPITALITY

PAPER CODE: DEMHM-201

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Supervisor and Supervisory Management: The Supervisors Role, Obligation and Responsibilities of Supervisors, The Supervisor in the Middle, Obligation to Owners, Obligation to Customers, Obligations to Employees, Supervision of Innovation Activities, The Functions of Management, Managerial Skills, Technical Skill, Human Skill, Conceptual Skill, Quality Emphasis, Total Quality Management, Employee Ownerships Plans, Imp. Considerations in Participations, Personal skill & Qualities, Fundamental concept, Critical challenges facing Today's Enterprises, The Managers' Changing Role, Resistances to Change, Supervision Through Feedback Control System, Supervision Through Effectiveness.

Leadership and Communication: Supervision through Leadership, The Nature of Leadership, Leadership, Demand placed on Leadership, Leadership style, Situational Leadership, Transformational Leadership, Developing your own style, Case Study, Communication, Type of communications, Why communication is important, Obstacles good communications, Listening/bad listening practice, How to listen. Interpersonal communication process, Directing people at work, Sending clear messages, Getting your messages accepted. Making a positive impact, Supervision through organizational barriers, Supervision through productivity, Definition of morale, Personality concept, Attitude concept.

Create Positive Work Climate: Key Management Function, Distinguish between leadership & Management, What is planning? Project Management, Organizing, Decision making process; Employee expectation & Need, Your Experiences & technical skills, The way you behave, Unwritten Rules & Customs, Person to Person Relationship, Human Needs, Motivation, Supervision through motivation, The Supervisor, The meaning & importance of group, The imp. Of teamwork, Happy Team, The Difference between groups & teams, The happy/productive team.

Job Expectations: Motivational Drives, Power, The Meaning and nature of Job Satisfaction, Dimensions of Job Satisfaction, Work organization & Job design, Desirable task & Job Characteristics, Job analysis, The Job Description, Performance Standards, Other parts of the Job Description, Uses of the Job Description in Recruiting & Hiring, Employee Stress, Training, Evaluation the Performance, Job & career, Setting up a performance standard system, Analyzing a Job, Job Satisfaction, Redesigning Training & Development Programmes, Training Methods, Supervision of a Transport System, Supervision through control activities.

Recruitment and Selection Procedure: The Labour market, Jobs to be filled, Days and Hours of Works, Sources of Workers, Characteristic of Labour Area, Determining Labour needs, Defining job Qualification, Forecasting Personal Needs, Training Versus Buying Skills, Legal Aspects of Recruiting and Selecting, Equal Employment Operating by Laws, Eco Laws and the Hiring Process, Negligent Hiring, Recruiting, Recruitment & selection of staff, Person Specification, Difficulties & distastes of the job, Self-selection by applicants, The imp. Of job analysis, Attracting suitable applicants, Recruiting Principles, Internal Recruiting, External Recruiting, Evaluating Recruiting, Selecting The Right Person, Method of Selection, The Application Form, The Interviews, Testing, The Reference Check, Making the Choice, The Selection Decision, Design of the Induction Programme, Making the Offer, Supervision through Incentive, Financial Incentives, Non Financial Incentives, Absenteeism & Turnover, Causes of absenteeism, Methods to reduce absenteeism, Causes of turnover, Methods to reduce turnover, Control, Contemporary issues in control.

ALCOHOLIC BEVERAGES

PAPER CODE: DEMHM-202

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit 1

Wines: Wine Definition, History of wine, Development and Expansion of wine trade. Grapes wines/Viticulture, Grape varieties, Classification of Wines, Stages in Wine Making/Vinification. Wine Producing Countries.

Unit 2

Wines Equipment and Service: Types of Glassware, Equipment for service of Wine, Service of Wines. Pre and Post Meal Drink, Liqueurs, Types of Liqueurs, Making of Liqueurs Service of Liqueurs.

Unit 3

Spirits: Spirits Introduction and Definition-Post still and Patent Still, Brandy, Whisky, Rum, Gin, Vodka. Tequila, Beer, History, Manufacture, Types of Beer, Service of Beer, Storage of Beer, Ethnic Beverages of the world. Alcoholic Content with Reference to Proof Spirit. Matching food and Beverages.

Unit 4

Menu Terminology: The Menu, Types of Menu, Table'd hote. A la carte, Compiling of Menu, French Classical Menu sequence. Menu Knowledge-Glossary.

Unit 5

Cocktails: Mixed Drinks. Classification of Mixed Drinks, Making Cocktails, Whisk(e)y based Cocktails. Gin based Cocktails, Brandy based Cocktails, Rum based Cocktails, Vodka based Cocktails, Wine based Cocktails, Tequila based Cocktail

ADVANCE FOOD PRODUCTION**PAPER CODE: DEMHM-203****External: 70****Internal: 30****Note:**

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Kitchen Management: Placement of equipment, Flow of work, Budgeting for equipment, Hierarchy and staffing of kitchen stewarding department, Garbage disposal.

Stocks Fumets, Glazes Essences, Aspics: Recipes and quantities-8 of the above.

Consomme: Clarification and recipe for 8 lit of consommé, Different garnishment used consommé.

Pasta and Rice-Manufacture, different types and recipes: Fish method of preparation of different sauces served with fish

Meat Structure selections storages method of preparation: Cuts over temperature and cooking, Pultry and ground game Classification selection method of cooking

Modrrn techniques in preparation: Microwave, infrared vacuum reduction, Convection radiation cook chill cook freeze, Convenience foods, glossary of elementary terms (International)

International Cuisine: Great Britain, Italian, Spanish, Scandinavian French Chinese, Greek

Larder Organization: Control Liaison, Equipment, Cold Buffet, Charcutier,

Non-Edible Display: Ice carving, Fruit and Vegetable display, Salt Dough Pate.

FOOD AND BEVERAGE OPERATIONS AND CONTROL

PAPER CODE: DEMHM-204

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Place of Catering in Hospitality Industry: What is a Catering Establishment?, The Food & Beverage Operation Sector, Principles & Function of Catering Management, Variables in Food Service Operation, Food & Beverage Service Methods

Staff Organization: Staff Organization of Restaurant, The Organization Chart of Catering Management, Types of Services in Hotels, The Services of Breakfast & afternoon Tea, Specialized Form of Services

Attributes of Service Staff: Attributes of Service Staff, Attributes of Good Waiter, What is W-A-I-T-E-R? Work Related Attributes, Some things that efficient Service Personnel should avoid, Food & Beverage Service Area & Equipment, Size of Equipments

Planning Organization and Supervision: Service Areas, Planning Organization and Supervision in Food & Beverage Outlets, Functions of Management, The Menu

Fundamentals of Food and Beverage Control: Food Cost Control, Method of Controlling Food Costs, Calculation and Cost Statement, Gross Profit Ratio, Food Cost Ratio, Costing of Dishes, Meals and Events, Meal or Menu Costing, Costing for Events, Making Pricing Decisions, Beverages and Bar Control, Types of Bar and Beverage Operation, Bar Mise-en-Place Morning Shift, Beverage Operations, Managing Bar and Beverage Operation, Cocktail Bar, Bar and Cocktail List, Design of the Cocktail Bar, Equipment for Cocktail Bar, Glassware, Planning of the Bar, The Future of Bar, Social Concerns & Management, Changing Drinking Patterns, Bases for Spirits, Attributes of Bar Personnel, Special Consideration in Bar & Beverage Marketing, The Marketing Mix, Beverage – Pricing Strategic, Bar Control Systems.

HOSPITALITY AND TOURISM ECONOMICS

PAPER CODE: DEMHM-205

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-1

Introduction to Economics: Introduction to Micro Economics, Micro Economics, Ceteris Paribus, Concept and Types of Equilibrium, Positive and Normative Economics, Relation between Economics and Managerial Economics, Functions, Equations, Identities, Graphs, Lines and Slopes, Limits and Derivatives, Shifts of and Movement Along Curves, Time Series and Scatter Diagrams.

Unit-2

Demand Analysis: Introduction Objectives, Consumer Theory, Derivation of Demand Curve, Market Demand, Price Elasticity of Demand, Elasticity of Demand and Total Revenue, Income Elasticity of Demand, Cross-Price Elasticity of Demand, Demand Forecasting, Time-series Analysis, Review of Key Terms.

Unit-3

Supply and Cost Analysis: Objectives, Price Elasticity of Supply, Supply and Costs, Short-run Costs, The Short-run Supply Curve Under Perfect Competition, Long-run Costs, Internal Economies of Scale, External Economies of Scale, Review of Key Terms.

Unit-4

Market Structure: Meaning, Classification of Markets, Perfect Competition, Monopoly, Duopoly, Oligopoly, Monopolistic Competition.

Unit-5

The Hotel Industry and Economic Development: Role of Economics in the Hotel Industry, Historical Background, The Lodging Industry, Hoteling in India, Significance of the Hotel Industry, Tourism, Forms of Tourism, Objectives of Tourism, Significance of Tourism, Growth of Tourism, Foreign Exchange Earnings between 1991–2001, The Types of Hotels, Constraints of Tourism, Tourism Policy, Economic Development, Meaning and Measurement of Economic Growth, The Causes of Economic Growth, Economic Growth in Developing Countries.

WORKSHOP ON COMPUTER APPLICATIONS

PAPER CODE: DEMHM-206

External: 100

Unit I

Introduction to Computers: Introduction to Computer: Classification, Generations, Organization, Capabilities Characteristics & Limitations, Application of Computer in Hotel.

Unit II

Introduction to Computer Hardware: Components of Computers-Hardware: Hardware elements - input, storage, processing & output devices. Block diagram of computer,

Unit II

Introduction to Computer Software's & MIS: Types of Software, System Software, Application Software, Utility Software's, Use of MS-Office: Basics of MS-Word, MS-Excel and MS-Power Point, Concept and definitions of MIS, Role of MIS, Characteristics of MIS, Limitations of MIS.

Unit IV

Introduction to Internet & E-Commerce: Introduction to Internet: Definition of networks, concepts of web page, website and web searching (browsing).Benefits, Hardware and Software requirements, Web Browser, Search Engines, E-Commerce, Concept, framework, advantages, applications, basic infrastructure requirement, E-commerce categories.

Practical: In ref to Theory Syllabus

MASTER OF TOURISM MANAGEMENT (MTM)

First Semester

HUMAN RESOURCE MANAGEMENT

PAPER CODE: DENTM 101

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks the theory marks secured by the candidate shall be proportionately enhanced.

1. Concept of Human Resource Development: Introduction, Concept of Human Resource Development, Benefits of Human Resource Development to an Organization, Relationship of Human Resource Development to other HRM functions, Human Resource Development Mechanism, Contribution of Mechanism to HRD, Human Resource Department & its Task, Human Resource Development in India, Concept of Orientation, Types of Orientation, Employee Counseling.

2. Management Development and Leadership Motivation: Concept and Need of Management Development, Assessment of Training Needs, Management Development Methods, Introduction Performance Appraisal, Definitions of Performance Appraisal, Objectives of Performance Appraisal, Concept of Performance Appraisal, Process of Performance Appraisal, Uses of Performance Appraisal, Method or Techniques of Performance Appraisal, Importance of Performance Appraisal, What is motivation? Definition of Motivation. Types of Motivation.

3. Manpower and Human Resource Planning: Introduction to Manpower Planning, Need for Human Resource Planning. Process of Human Resource Planning, Auditing of Human Resource, Developing Human Resource Plan, Responsibility of Human Resource Planning, Job Analysis, Job Description, Job Specification, Job Enrichment, Introduction to Recruitment and Selection, Definition of Recruitment, Sources of Recruitment, Internal Sources, External Sources, Definition of Selection, Steps in the Selection Procedure, Interviews, Physical and Medical Examination, Final Interview and Induction.

CULTURAL TOURISM MANAGEMENT

PAPER CODE: DENTM 102

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Introduction to Cultural Tourism Management: Tourism: Concept and Significance, Basic Concepts of Tourism, Nature and Components of Tourism, Tourism as a Behaviour, Categories of Tourism, Other Categories of Tourism, Cultural, Cultural and Tourism Relationship.

Cultural Tourism in India: Cultural Tourism in India, Cultural and Heritage Tourism, Music, Dances, Art and Crafts, Fairs and Festivals of India, Indian Architecture, The Cuisines of India, Religions of India, Yoga Tours of India, Railway Tourism in India.

Managing Tourism at the Places of Heritage and their Significance: The Charter Ethos, The Dynamic Interaction between Tourism and Cultural Heritage, Objective of the Charter, Principles of the Cultural Tourism Charter.

Heritage Tourism-Concepts, Practice and Challenges: Introduction to Heritage Tourism, Heritage: Concept and Practice, The Challenger, Destination Management

Cultural Tourism Management: Cultural Tourism, Concepts and Significance, Principles Governing Cultural Tourism, Cultural Tourism Managements, Human Resources Development, Traditional Indian Management Practices, Traditional Vs. Modern Management Practices, HRD Strategies.

TRAVEL AGENCY OPERATIONS

PAPER CODE: DEMTM 103

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Introduction to Tourism and Travel Products: Tourism and Travel Industry, Travel Motivation, Tourism as a Behaviour, Travel Motivation, Travels through the Internet, Tourism and Travel Products, Tourism and Travel Market, Classification of Travel Market, Business Travel, Leisure Travel, The Travel Agency, Segment of the Vendors of the Travel Industry, Travel Related Services, travel Related Businesses, Food and Beverage, Travel Insurances, Sports Operator.

Organization and Working of a Travel Agency: Planning, Operating, Coordinating, Controlling, Marketing, Classification of Travel Agencies, Retail Travel Agent, Wholesale Travel Agency, Tour Operator, Forms of Organisation, Organizational Structure, International Passage Booking, Domestic Passage Booking, Tour Operation, Basic Principles in Packaging, Components of a Tour Package, Package Tours, Procedure for Appointment of Agent in India, Appointment of Agents Abroad, Modern Travel Agency.

Approval and Recognition of Travel Agencies: Opening a Travel Agency, Setup of a Travel Agency, Location, Finances, Promotion, Management, Procedures for Approval, Domestic Air Transport, Accommodation Sector, Ancillary Services, Credit, Automation and Computer, Financial Control, Application for IATA Approval.

Organisational Setup and Planning Patterns in Tourism Industry: Travel Agency Commission, Essential Information, Quoting Fares and Rates, Airline Schedules Information, Reservation, Flight Itinerary, Other Information, Required, ancillary Tourism Services, Services to the Tourists, Services to Suppliers, Other related Services, Car Hire and Rentals Services Insurance Services, Currency Services, Travel Document Services.

Economics of a Travel Agency Business: The Travels Business, Travel Marketing, Price of a Travel, Factors Influencing Pricing, Reservation Systems and Travel Business, Functions of CRS, Role of Travel Agents, Travel Agents Association.

ACCOMODATION AND LEISURE MANAGEMENT

PAPER CODE: DEMTM 104

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Introduction to Housekeeping Department: Introduction to Housekeeping department, Meaning of Housekeeping in Hotel, Types of Rooms, Housekeeping Layout, Responsibilities and Work, Attributes of Housekeeping Staff, Identifying ousekeeping Responsibilities.

Linen and Uniform Room: Line Room, Par Stock, Inventory Control, Linen Hire, Stock Taking, Uniform & Linen, Hotel Housekeeping Fresh Linen.

Laundry Services: Laundry Services. Floral Art, Basic principle of visual art, Principles of Flower Arrangement, Condition of plant material, Materials used in the flower arrangement, Points to be remembered, General rules of making floral art, Meaning and imorance of floral art in Hotel and making themes by using flower types of arrangements for making themes.

Housekeeping Control Desk and Public Area: Meaning and Importance of control desk, Role of Control desk, The documents and Registers maintained by control desk, Public Area cleaning, Care and Storage of out of Service Furniture.

Other Housekeeping Practices: Fire Prevention, Textiles, Training, First Aid, Budgeting, Lost and Found Procedure, Daily routine and system of Housekeeping department, Cleaning Equipment, Cleaning agents, Guidelines for handling complaints.

TEAM MANAGEMENT

PAPER CODE: DEMTM 105

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-1

Team Formation and Its Psychological Dimensions: Team work, types of team, production or service team, action/ negotiation teams. Project and development teams, advice and involvement teams, types of team and their differences. What makes a good team, innovation, Kaizen and employee involvement, psychological dimension of team, social identification, self esteem at work, social representation theory.

Unit-2

The Team and the Group Processes: Group and team processes, group norms, change to group norms, functions of group norms, pivotal and peripheral norms. Team norms, Group and team cohesion, factors in group cohesiveness. Team cohesion, roles and skills, roles in working groups, group building and maintenance role, team roles, team management wheel, team management index, team skills.

Unit-3

Principles of Team Building and Team Balance: Principles of team building, five different approaches, team and its leader, principles of team leadership, team leadership and social identification, need of team balance, assessing the team strength, using team wheels, key work functions of team, advising innovating, promoting, developing, organizing, producing, inspecting, maintaining, linking, assessing.

Unit-4

Team Management System: Team management systems instrument, measuring instrument, evaluating team performance, psychometric approaches to the team management 16 PF and the OPQ. The team performance curve, signs and principles of high team performance, team decision-making.

Unit-5

Implementing Team Work: Innovating teams at work, features of innovative teams, team factors contributing to organization, how a team can influence an organization, minority influence, characteristics of innovative team, factors in team success.

WORKSHOP ON PERSONALITY DEVELOPMENT**PAPER CODE: DEMTM 106****External: 100****(a) Personality Enrichment**

Grooming, Personal hygiene, Social and Business and Dining Etiquettes, Body language use and misuse, Art of good Conversation, Art of Intelligent Listening

(b) Stress Management

Meaning, purpose, techniques

(c) Personality Development Strategies

Communication Skills, Presentation Skills, Public Speaking, Extempore Speaking, importance and art of 'Small Talk' before serious business

(d) Interpersonal Skills

Dealing with seniors, colleagues, juniors, customers, suppliers, contract workers, owners etc at work place

(e) Group Discussion

Team behavior, how to effectively conduct yourself during GD, do's and don'ts, clarity of thoughts and its expression

(f) Telephone conversation

Thumb rules, voice modulation, tone, do's & don'ts, manners and accent

(g) Basic concept of Recruitment and Selection

Intent and purpose, selection procedure, types of interviews

(h) Preparing for interviews

Self planning, writing winning resume, knowledge of company profiles, academics and professional knowledge review, update on current affairs and possible questions

(i) Facing an interview panel

Time – keeping, grooming, dress code, document portfolio, frequently asked questions and their appropriate answers, self – introduction, panel addressing, mental frame – work during interviews

(j) Presentation

Presentation skills, seminar skills role – plays

(k) Electronic Communication Techniques: E mail, Fax,**(l) Travel & Hospitality Etiquettes: Bus , Train, Flight, Hotel Manners**

ENTREPRENEURSHIP IN HOSPITALITY AND TOURISM

PAPER CODE: DEMTM 201

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit I: Nature of Entrepreneurship and Small Business: The emergence of Small Business, Seeking Entrepreneurial Opportunities, Start-up and Buy-out Opportunities, Franchising Opportunities, Family Business Opportunities.

Unit II: Developing the New Venture Business Plan: The role of Business Plan for a New Venture, Creating a Competitive Advantage, Market Analysis and Formulating Marketing Plans, Selecting Management Team and Form of Organization, Location and Physical facilities, Accounting Statements and Financial Requirement, Sources of Finance.

Unit III: Small Business Marketing: Consumer Behaviour and Product Strategy, Pricing and Credit Strategies Promotion, Personal Selling, Advertising and Sales Promotion, Distribution Channels and Global Markets.

Unit IV: Managing Small Business Operation Professional Management in Growing Firm, Managing Human Resource, Quality Management and the Operation Process, Purchasing and Computer-based Inventory Management.

TOURISM RESOURCES

PAPER CODE: DEMTM 202

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit I

Concept of resource, attraction & product in tourism, meaning & characteristics, typology & nature of tourism resources. Nature & Scope to tourist places in India.

Unit II

Natural Tourism resources in India-Existing use patterns vis-a-vis potential with relation to varied landforms (mountains, deserts, beaches, coastal areas & islands), water bodies and biotic wealth (flora-fauna). Popular tourist destination for land based, water based and air based tourist activities.

Unit III

Study of wild life Parks, Sanctuaries & Tiger Reserves in India with case studies of Raja Ji National Park, Jim Corbett, Bharatpur Bird Sanctuary, Valley of Flowers & Gir National Park. Study of Hill station attractions & their environs with case studies of

Mussoorie, Nainital, Shimla & Manali beaches & Islands: Resources & their use patterns case studies of Goa, Kovalam, Andaman, Lakshadweep.

Unit IV

Buddhist Resources- Bodhi Gaya, Kushinagar, Sarnath, Sanchi & Ajanta.

Islamic resources- Delhi, Agra & Fatehpur Sikri

Hindu resources-Khajuraho, Mahabalipuram, Tirupati, Madurai, Vaishno Devi & Konark

Socio cultural resources - Important fairs and festivals with case studies of Kumbha Mela, Dussehra, Onam, Puri Rath Yatra & Chhath.

TOURIST BEHAVIOUR**PAPER CODE: DEMTM 203****External: 70****Internal: 30****Note:**

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

UNIT I

Understanding travel & tourism behavior, characteristics affecting consumer behavior cultural factors, social factors, personal factors, psychological factors, group factors, models of consumer behavior - economic man, passive man, cognitive man, emotional man, black box model, high commitment & low commitment consumer behavior.

UNIT II

Examination of tourist forms & types & their characteristics:- activities, interests & opinions of tourism market segments & their buying decision behavior. Buyer decision process - need recognition, information search, evaluation of alternatives, purchase decision, post purchase behaviour.

UNIT III

Tourist as an individual - tourist behaviour, tourist perception, learning and attitudes - concepts, process, important theories and application of the concepts to tourist behaviour.

UNIT IV

Specific consideration of host-guest interaction & their impact on physical, social & cultural environments, cross-cultural impacts. Management implication- consideration of the implications for tourism management, communication, promotion, tourist guide interactions

AIR TRAVEL OPERATION

PAPER CODE: DEMTM 204

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-1

Tourism and Travel Products: Tourism and travel market, business travel, leisure travel, the travel agency, segments of the vendors of the travel industry, travel related service, travel related business, international travel requirements.

Unit-2

Air Travel and World Airlines: Introduction, the question of sovereignty in airspace, international air law, formation of the ICAO, the formation of the IATA.

New US Policy in International Aviation: The late 1970s, the pursuit of open skies, air line code, fixing the price of air seats, the significance of airline passenger load factors. Pricing in relation to load factor.

Unit-3

Approval and Recognition: Opening a travel agency, set up for a travel agency, location, finances, promotion, management, travel agency manager, procedure for approval, rules for recognition of a travel agency, approval from international air transport association (IATA), IATA passenger sales agency agreement, IATA approval membership, IATA and international air travel, IATA-UFTAA training programme, domestic air travel, air corporation Act, 1994, domestic air transport.

Unit-4

Economics for a Travel Agency Business: The travel business, marketing travel, price of a travel, factors influencing pricing, yield management, price elasticity, reservation system, functions of CRS, role of travel agencies, difficulties of travel agents, incentives, remuneration and earnings, familiarization trips, working conditions.

Unit-5

Air Ticketing Techniques: Computer reservations system, Amadeus, sabre (computer system), controversy, code sharing, Galileo CRS, travel technology, airline ticket, electronic ticket, checking in with an e-ticket, self-service and electronic check-in, E-ticket limitations, boarding pass, yield management, geo (marketing) variable pricing, ticket revenue, operating costs, assets and financing, code sharing, e-ticket limitation.

MARKETING FOR HOSPITALITY AND TOURISM

PAPER CODE: DEMTM 205

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive

examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit I Introduction to Marketing

Needs, Wants and Demands; Products and Services; Markets; Marketing; The Production Concept, The Product Concept, The Selling Concept, The Marketing Concept, The Societal Marketing Concept; The Marketing Process, Marketing Strategies, Marketing Mix, The Marketing Environment.

Unit II Consumer Markets and Consumer Buyer Behavior

Characteristics, Factors Affecting Consumer Behavior, Types of Buying Decision Behavior, The Buyer Decision Process, The Buyer Decision Process for New Products, Consumer Behavior Across International Borders, Business Buyer Behavior. Market Segmentation (Concepts & Types), Targeting, and Positioning

Unit II Product Pricing and Services Strategy

What is Product, Product Classification, Product life cycle & strategies, Individual Product Decisions, Services Marketing (Concept & Characteristics), New-Product Development Strategy? Approaches to hospitality service pricing; marketing intermediates in hospitality business, Branding and Competitive Differentiation.

Unit IV Integrated Marketing Communication

The Marketing Communications Mix, The Changing Face of Marketing Communications, Integrated Marketing Communications, Socially Responsible Marketing Communication, Advertising, Sales Promotion, Public Relations, Direct Marketing, Personal Selling, Concept of Evangelism Marketing, CRM, Network Marketing and Interactive Marketing.

WORKSHOP ON COMPUTER APPLICATIONS

PAPER CODE: DEMTM-206

External: 100

Unit I

Introduction to Computers: Introduction to Computer: Classification, Generations, Organization, Capabilities Characteristics & Limitations, Application of Computer in Hotel.

Unit II

Introduction to Computer Hardware: Components of Computers-Hardware: Hardware elements - input, storage, processing & output devices. Block diagram of computer,

Unit II

Introduction to Computer Software's & MIS: Types of Software, System Software, Application Software, Utility Software's, Use of MS-Office: Basics of MS-Word. MS-Excel and MS-Power Point, Concept and definitions of MIS, Role of MIS, Characteristics of MIS, Limitations of MIS.

Unit IV

Introduction to Internet & E-Commerce: Introduction to Internet: Definition of networks, concepts of web page, website and web searching (browsing).Benefits, Hardware and Software requirements, Web Browser, Search Engines, E-Commerce, Concept, framework, advantages, applications, basic infrastructure requirement, E-commerce categories.

Practical: In ref to Theory Syllabus

FIELD TOUR AND REPORT

PAPER CODE: DEMTM-207

Evaluation: 100

Viva-Voce: 100

MASTER OF COMPUTER APPLICATION (MCA)

First Semester

FOUNDATION COURSE IN IT & MS-OFFICE 2000

PAPER CODE DEMCA-101

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks the theory marks secured by the candidate shall be proportionately enhanced.

Introduction: Historical evolution of computers, Classification of computers, Model of a digital computer, functioning of a digital computer, Why computers are useful? Human being Vs computer, Computer as a tool, Applications of computers (desktop publishing, sports, design and manufacturing, research and design, military, robotics, planning & management, marketing, medicine & health care, arts, communications).

Number systems and Boolean Algebra : What is Number system, necessity of binary number system, binary, octal and hexadecimal number system, inter-conversion of numbers, binary arithmetic, character codes, concepts of Boolean Algebra and its requirement.

Input/Output Devices : Punched cards, card-readers, key-punching machines, keyboards, mouse, joysticks, trackballs, digitizer, voice-recognition, optical-recognition, scanners, terminals, point-of-sale terminals, machine-vision systems. Hard-copy devices : Print quality, Impact printers - DMPs, Daisy-wheel printers, Line-printers, Drum printers, Chain printers; Non-impact printers - Inkjet, Laser, Thermal, LED; Plotters. Soft-copy devices : monitors, video-standards (VGA and SVGA).

Memory & Mass Storage Devices: Characteristics of memory systems, types of memory, RAM, ROM, magnetic disks - floppy disk, hard-disk; optical disks - CD, CD-I, CD-ROM; Magnetic tapes; Concepts of Virtual and Cache memory.

Software Concepts : Introduction, types of software - System & Application software; Language translators - Compiler, Interpreter, Assembler; Operating system - Characteristics, bootstrapping, types of operating, operating system as a resource manager; BIOS; System utilities - Editor, Loader, Linker, File Manager. Concept of GUI, GUI standards

Social Concerns : Positive and Negative Impacts of Computer Technology, Viruses and their types, Computer Crimes
Applications of Computers : Scientific, Education, Medicines & Health, Research, Sports, etc

MS-Office 2000

- **MS-Word :** Introduction to MS-Word, Standard Toolbar, WordWrap, Text formatting, Formatting Paragraphs, Applying Effects to Text, Applying Animation to Text.
- **MS-Excel :** Introduction to MS-Excel, Working with Toolbars, Formatting, Formulas, Data Management, Graphs & Chart, Macros, and other additional Functions.
- **MS-PowerPoint :** Introduction, PowerPoint Slide Creation, Slide-show, Adding Graphics, Formatting, Customizing and Printing.
- **MS-Access :** Introduction, Understanding Databases, Creating a Database and Tables Automatically, Creating and Customizing a Form, Adding, Editing, Sorting and Searching of Records, Creating and Printing Reports, Queries, Creating a Database and Application, Linking, Importing and Exporting Data, Form, Creating Reports, Creating Charts and Pivot Tables.

COMPUTER NETWORKING & MULTIMEDIA

PAPER CODE: DEMCA 102

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Computer Networking

Introduction to Computer Network, Why Computer Network ? Key Issues for Computer Network, Types of Network : LAN, WAN and MAN; Criteria for Classification of Computer Network, LANs : Hardware requirements for LAN, Transmission Channel for LAN, Network Interface Unit, Servers & Workstations, LAN Software. Introduction to Ethernet, Token Ring : Basics and Working, Cables, ring speed. WAN : Transmission Channel for LAN, hardware requirements : Bridges, Routers, Gateways. Private Networks, Public Networks : ISDN, PSTN, PSDN, Value Added Networks.

Connecting PCs : Simple switches, Printer sharing buffers, Zero-slot LANs, Media sharing LANs, Printer Servers, Client and Servers, Interface Cards, Media Access Control, Operating System features, OSI Model, TCP/IP Model, Data encoding & Communication Techniques, Multiplexing and Communication Hardware

Network topology, Network Protocols, Applications of Computer Network. Distributed data processing, Teletext and Videotext Networks

Communication Channels : Wire cables (Telegraph, telephone, twisted-pair, co-axial), Microwave, Fibre-optics, Communication satellites; Channel sharing, data-transmission

Multimedia

Introduction to multimedia technology - Computers, Communication and Entertainment; Framework for multimedia systems; M/M devices, presentation devices and the user interface; M/M presentation and authoring; Digital representation of sound and transmission; brief survey of speech recognition and generation; digital video and image compression; JPEG image compression standards; MPEG motion video compression; DVI technology; time-based media representation and delivery.

Audio Compression and Decompression, Audio Synthesis, MIDI, Speech Recognition & Synthesis, Video Capturing, Compression & Decompression, Real-time 3D, LANs and Multimedia.

Applications of M/M; Intelligent M/M system, Desktop Virtual Reality (VR), VR operating System, Virtual environment displays and orientation tracking; visually coupled system requirements; intelligent VR software systems.

Applications of environments in various fields viz. Entertainment, manufacturing, business, education, etc.

PROGRAMMING IN C AND DATA STRUCTURE

PAPER CODE: DEMCA 103

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive

examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Algorithm Development

Introduction to Problem Solving : Top Down Design, Algorithm, Characteristics of Algorithm, Implementation of Algorithms, Efficiency of Algorithms, Analysis of Algorithm.

Fundamental algorithms, Array Techniques, Merging, Sorting & Searching Techniques, Text Processing and Pattern Search, Dynamic Data Structure Algorithms, Recursive Algorithms.

Elements of Program Style, Flowcharts : Flowchart Symbols, Its Types, Benefits and Limitations; Decision Tables, Pseudocodes : Using User Input, Files, Reports and Output on Paper/Console; Practice of Algorithm Development and Flowcharting

C Programming

Basic concepts of programming, problem solving, algorithm designing and flowcharting, concept of structured programming, evolution of C language, advantages of C, variables and constants, operators, expressions, loops, arrays, functions, structures, pointers, file-handling, pre-processing, header-files.

Data Structure

Fundamental Notations: Primitive and Composite data types. Time and Space complexity of algorithms.

Data structures: Arrays, Stacks, Queues, Linked Lists, Trees and Graphs.

File Structures: Concepts of fields, records and files. Sequential file organisation, ISAM, Hashing techniques, Inverted Lists and Multilists.

Sorting: Internal and External sorting. Searching techniques and Merging algorithms

COMPUTER ORGANISATION AND ARCHITECTURE

PAPER CODE: DEMCA 104

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Representation of Information : Number Systems, Integer and Floating-point representation, Character codes – ASCII and EBCDIC

Basic Building Blocks and Circuit Design : OR, AND, NOT, XOR Gates; De Morgan's theorem, Universal building blocks, laws and theorems of boolean algebra, Simplifying logic circuits – sum of product and product of sum form, algebraic simplification, Karnaugh simplification; arithmetic circuits; flip-flops, counters; shift registers; encoder, decoder, multiplexor, demulti-plexor circuits.

Register transfer and Micro-operations: Register Transfer Language, Bus and memory. Transfers, Arithmetic. Logic Micro-operations, Shift Micro-operations

Basic Computer Organization and Design: Instruction and instructions Codes, Computer instructions, Timing and Control, Instruction Cycle, Memory Reference Instructions, Input-Output and Interrupts; Complete Computer Description.

Programming the Basic Computer: Machine Language, Assembly Language, The assembler, program loops, programming Arithmetic and Logic, Subroutines, Inputs-Outputs programming. Micro-programmed Control; Control Memory, Address Sequencing, Micro-program Example, Design of Control Unit.

Central Processing Unit: General Register Organization Stack Organization Instruction Formats, Addressing Modes, Data and Transfer Manipulation, Program Control, Reduced Instruction Set Computer, Pipeline and Vector Processing parallel processing Pipelining, Arithmetic Pipeline, RISC Quoekubem Vector Processing, Arrays Processors

Computer Arithmetic: Addition and Subtraction, Multiplication Algorithms, Division algorithm, Floating-Point Arithmetic Operations, decimal arithmetic Unit, Decimal Arithmetic Operations.

Input-Output Organization: Peripheral Devices, Input-Output interface, Asynchronous Data Transfer, Modes of transfer, Priority interrupt, Direct Memory Access(DMA), input-output processors(IOP), serial communication multi-processors, characteristics of multi-processors, Inter-connection structures, Inter-processor Arbitration, Inter-processor Communication and Synchronization, Cache Coherence

PRACTICAL I

PAPER CODE: DEMCA 105

External: 70

Internal: 30

Second Semester

VISUAL C++

PAPER CODE: DEMCA 201

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Introduction to Visual C++, Getting started with Visual C++, Reading Keystrokes from the keyboard, Handling mouse in VC++, Creating Menus, Toolbar Buttons, Status Bar prompts. Dialog Boxes: Using Buttons and Text Boxes, Creating Check boxes and Radio Buttons, LIST Boxes, Combo Boxes and Sliders, File Handling, Multiple Documents, and Multiple Views, creating Internet Programs- including a Web Browser, Creating Active X controls.

COM: Introduction, Building and using COM Servers in VC++, Building and Using Active X controls in VC++, Building Internet COM components with VC++, COM Security, New COM features Features in Windows 2000, Debugging and Profiling COM Components, Deploying COM Applications.

VISUAL BASIC & ORACLE

PAPER CODE: DEMCA 202

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.

- Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Visual Basic

Introduction, Analyzing, Controls and Properties, Coding, Loops, Dialog Boxes, Additional Controls- Option Buttons, Frames, Check Boxes, Scroll Bars, Timer Control, Procedures and Functions, Using Debugging Windows, Database Programming, Crystal Reports. Simple Active X controls.

Oracle

- Introduction to Oracle** : Overview of RDBMS, Getting started, Modules of Oracle, Invoking SQLPLUS, Data types, Data Constraints, Operators, Data manipulation - Create, Modify, Insert, Delete and Update; Searching, Matching and Oracle Functions.
- SQL*Forms** : Basic concepts, Form Construction, Creating default form, user-defined form, multiple-record form, Master-detail form.
- PL/SQL Blocks in SQL*Forms** : PL/SQL syntax, Data types, PL/SQL functions, Error handling in PL/SQL, package functions, package procedures, Oracle transactions.
- SQL*ReportWriter** : Selective dump report, Master-detail Report, Control-break Report, Test report.
- QL*Menu** : Various menu styles, using pull-down & bar-menu, Authorisation of SQL*Menu, Creating Oracle Menu, Granting Role Access, Generating & Executing Applications.
- Stored Procedures/Functions** : Stored procedures, How to create & execute procedures ?, Where to store procedures ?; Stored functions, How to create & execute functions ?, Where to store functions ? Where do procedures & functions reside ?
- Database Triggers** : Introduction, Use & type of database Triggers, Database Triggers Vs SQL*Forms, Database Triggers Vs. Declarative Integrity Constraints, How to apply Triggers ?, BEFORE Vs. AFTER Trigger Combinations, Creating a Trigger, Dropping a Trigger.
- Utilities** : Export/Import, SQL*Loader.

SYSTEM ANALYSIS & DESIGN

PAPER CODE: DEMCA 203

External: 70

Internal: 30

Note:

- There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
- Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Overview of system analysis and design. Business systems concepts, system development life cycle, project selection, feasibility, analysis, design, implementation, testing and evaluation.

Project Selection : Source of Project requests, managing project review and selection, preliminary investigation.

Feasibility Study : Technical and economical feasibility, cost and benefit analysis

System requirement specification and Analysis : Fact finding techniques, Data flow diagrams, data dictionaries, process organisation and interactions, Decision analysis, decision trees and tables.

Detailed design modularisation, modula specification, file design, system development involving data bases.

System Control and Quality : Assurance-Design objectives reliability and maintenance, software design and documentation tools top down , bottom up and variants, Units and intergration testing, testing practices and plans. System Controls, Audit trails.

System Administration and Training : conversion, and operation plans.

Hardware and Software Selection : Hardware acquisition, memory process, peripherals, bench marking, vendor selection, software selection-operating system languages, language process, performance and acceptance criteria.

PRACTICAL II

PAPER CODE: DEMCA 204

External: 70

Internal: 30

PROJECT WORK REPORT AND VIVA-VOCE

PAPER CODE: DEMCA 205

External: 70

Internal: 30

Third Semester

RDBMS

PAPER CODE: DEMCA 301

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
 2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.
- **Basic Concepts** : Introduction, Data Base users, Data models, Schema and Instances : DBMS Architecture and Data Independence, Database language, Data modelling using E-R Model.
 - **Relational Model** : Relational Model concepts, Relational model constraining, Update operations on relations. The relational Algebra, SQL-A Relational; Database Language.
 - **Database Design** : Informal Design Guidances for Relation Scheme, Functional Dependencics, Normal Form Based on Prinmary Keys. Boyeeee- codd Normal Form, Multivalued Dependencies and Forth Normal Form. The Database Design Process.
 - **Query Processing** : Basic Algorithms for Executing query operations, Using Neuristics in Query optimisation.
 - **Concurrency Control** : Cxoncepts, Locking Techniques for concurrency Control, Concurrency control based on Time stamp ordering, Multiversion concurrency control Techniques.
 - **Distributed Database** : Concepts, Overview of Client-server, Architecture , Data Fragmentation, Replication and Allocation Technique for Design Query Processing in Distributed Database

SOFTWARE ENGINEERING

PAPER CODE: DEMCA- 302

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Concepts of Software Engineering, Software Characteristics, components applications, software Metrics and Models; Process and Product Metrics, Size metric, Complexity metric (McCabe's Cyclometric Complexity), Halsted Theory, Function Point Analysis.

- **Software Development:** Phases, Process Models, Role of Management, Role of Metrics and Measurement, Software Quality factors.
- **Planning and Software Project:** Cost Estimation, COCOMO, Pulumn, Project Scheduling, Quality Assurance Plans, project Monitoring Plans
- **System Design :** Design Objectives, Design Principles, Effective Modular Design (Financial independence, Coupling Cohession), Design Tools and Techniques, Prototyping Structured Programming
- **Coding :** Programming Prancilices, verification, Monitoring and Control.
- **Testing :** Testing Fundamentals, Test case design, Functional Testing, Structural Testing, Test Plan activities during testing, Unit System , Integration Testing.
- **Reliability :** Concept of Software Reliability, Software Repair and Avalability, Software Errors and Faults Reliability Models (JM, GO, MUSA Markov) Limitations of Reliability Models.

OPERATING SYSTEM AND UNIX

PAPER CODE: DEMCA 303

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
 2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.
- **Operating systems overview:** Operating systems as an extended machine & resource manager, Operating systems classification; Operating systems and system calls; Operating systems architecture.
 - **Process Management functions:** process model, hierarchies, and implementation; process states and transitions; multi-programming, multi-tasking, multi-threading; level of schedulers and scheduling algorithms, micro-kernel architecture,
 - **Memory Management function:** memory management of single user operating systems partition, swapping, paging, segmentation, virtual memory.

- **Device Management function:** I/O devices and controllers, interrupt handlers, device independent I/O software, user-space I/O software; disk scheduling; clock hardware software; terminal input/output software. File management functions; file naming, structure, types, access mechanisms, attributes and operations; hierarchical directory systems, directory structures and directory operations; file space allocations; file sharing, file locking; symbolic links; file protection and security: distributed file systems.
- **Concurrent programming:** sequential and concurrent process; precedence graph, Bernsterins condition; time-dependency and critical code section, mutual exclusion problem; classical process co-ordination problems; deadlock handling, inter-process communication.
- **Unix Operating System :** Overview of UNIX OS in general and implementation of all above functions in Unix Operating System)

INTERNET, WEB PROGRAMMING & JAVA

PAPER CODE: DEMCA 304

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Internet Beginning and Current State, Hardware and Software requirement, ISP and Internet accounts, Web-Home page, URI, Browser, Security on Web, Plug-ins and helpers Searching tools and Search engine FTP, Gopher, Telnet and e-mail.

Web Authoring using HTML

Creating a Web page, Methods of Linking, Publishing, HTML, Text formatting and alignment, Font Control, Arranging text in lists, Images on a Web page, Backgrounds and Colour Control, Interactive Layout with Frames Javascript.

Programming through JAVA

JAVA History, Java features, Java and Internet, Java and World Wide Web, Hardware and software requirements, Java environment, Java Program Structure, Java Tokens, Java Virtual Machine, Constants, Variables and Data Types, Operators and Expressions, Decision Making and Branching, Decision Making and looping Classes and Methods, Interfaces, Packages, Managing Errors and Exceptions.

Programming

Applet

Local and remote Applets and Applications, Applet life cycle, creating and Executable. Applet, Passing Parameters to Applet. **JavaBeans, JDBC, CORBA, RMI. Overview of CGI Programming.**

PRACTICAL III

PAPER CODE: DEMCA 305

External: 70

Internal: 30

ARTIFICIAL INTELLIGENCE

PAPER CODE: DEMCA 401

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Problem solving

- **State space search:** Production systems, Search space control Depth first search, unknown search- Hill climbing best first search, branch and bound. Best First Search, Problem Reduction, Constraints, Satisfaction, Means End Analysis.

Knowledge Representation

- **Predicale logic :** Skolemzing queries, Unification, Modus ponens, Resolution, dependency directed back tracking.
- **Rule Based Systems:** Forward reasoning Conflict resolution, Backward reasoning. Use of non back track.
- **Structured Knowledge Representation Semantic Net :** Slots exceptions and defaults frames Handling uncertainty Probabilities reasoning, Use of certainty factor, Fuzzy logic

Learning

Concept of learning , (7.3) learning automation, genetic algorithm, learning by induction, neural nets back propagation

Experts Systems

Need and justification for expert systems, Knowledge acquisitions, Case studies MYCIN, RI

COMPUTER GRAPHICS

PAPERCODE: DEMCA 402

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Overview of Computer Graphics : Interactive graphics, passive graphics, Advantages of Interactive Graphics.

Display Devices: Refresh CRT, Random-Scand and Raster Scan Motitor, Colour CRT Monitors DVST Prasma, Penel Displays, LED and LCD monitors, Hard copy devices

Scan conversion: Scan converting a point, line, circle and ellipse

2-D graphics transformations (Rotations, Scaling, Translations, Reflecting Shearing), Composite 2D graphics transformations, 2-D viewing and clipping , Windowing concepts, clipping algorithms (Line, Area abd Text-Sutherland-Cohen, Mid-point subdivision), Window to view port transformation Printitive and attributes, Exterior and Interior clipping.

Interactive Graphics: Concept of Positioning and Pointing, Interactive Graphic Devices (Key Boards, Touch Panels, Light Pens, Graphic tablets, Joysticks, Mouse, Voice Systems), Interactive Graphical Techniques. Basic Positioning Methods, Constraints, Grids, Gravity field, Rubber Band Methods, Sketching, Dragging, Inking and Painting

Computer Graphic Software : Introduction, GKS (Primitive, attributes and Viewport, Display subroutines), PHIGS/PHIGS+

3-D Graphics : 3D Graphics transformations (Rotation, Rotation about an arbitrary line Scaling , Translation) , Parallel and Perspective Projections, Concepts of Hidden Line, Hidden Line and Surface elimination methods(Z-Buffer, Scan-line, Painter's Subdivision). 3-D viewing and clipping 3-D Object Representation: Wireframe model Bezier Curves and Surfaces

OBJECT-ORIENTED ANALYSIS AND DESIGN

PAPER CODE: DEMCA 403

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
 2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.
- **Abstract Data Types** : Model of Real World, Autonomy, Generation of correct Applications, Reusability Classes, Instance Values, Methods and Messages, Creating and destroying Objects, Constraints on object and Instance Variables, Pre and Post conditions of Methods.
 - **Inheritance**: Subsets as Subtypes, Sub typing of Structured Types Contrasting in inheritance with subtyping, Implicit Subtyping versus Explicit inheritance, Subtyping and dynamic binding class inheritance. Redefining Instance variables, Hiding Instance Variables inheriting methods, Method Overriding, Invoking Superclass method, Constrained Overriding, Inheriting the Interface, Excluding Super class Methods metaclasses, Explicit Support, Implicit of hidden Metaclasses, Object Oriented Languages without Metaclasses, Prototype Systems and Delegation, Multiple inheritance. Polymorphism, Object Identity, Object Modelling concepts, Object Oriented Design, Object Oriented Programming Languages, Object Oriented Database, Object Oriented User Interface.
 - **Overview C ++** : Linkages, How to make a Library, Functions, Macros
 - **Class & objects** : Data Members, Member Functions, Private and Public Members, Default Labels, Data hiding and Encapsulation, Arrays within a class, Class Function Definition and pass values
 - **Operator Overloading** : Operator Function, User Defined Type Conversion Literal, Large Objects, Assignments and Initialization, Subscripting, Function Call, Referencing , Increment and Decrement A string Class, Friends and Members.
 - **Inheritance through Extending C.** : Concept of Inheritance, Visibility Modes, Private, Public, Protected, Single Inheritance : Privately derived, Publically derived
 - **Streams, Templates and Design of Libraries** : Output, Input, Formatting, Files and Streams, Design of libraries
 - **Object Oriented Analysis & Design** : Object Oriented Development, System Design, Object Design, Entity Relationship Model, Overview of Existing methodologies.
 - **Semantic and Entity Relationship Modeling** : Contrasting Design for Data bases and OOA/OOD
 - **Overview of Existing Methodologies**: Object Oriented Analysis, Object Oriented Design, Object Diagram, Dynamic Model, Functional Model.

PRACTICAL IV
PAPER CODE: DEMCA 404

External: 70
Internal: 30

PROJECT REPORT
PAPER CODE: DEMCA 405

Evaluation: 50
Viva-Voce: 50

Fifth Semester

INTERNET PROGRAMMING USING C#
PAPER CODE: DEMCA 501

External: 70
Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Introduction to Internet, understanding the Internet, A tower of the Internet Hardware requirement to connect to internet, S/W requirement and internet Service products.

Internet Address, mail-using mail from shell account.

Understanding the web, using the web, Advanced topics using web from a shell a/c.

Introduction to use net file types used on the internet, Mailing lists, Telnet Talk: using talk from a shell a/c, IRC Basics, TCP/IP

Internet Programming with C#: Creating Applets, applications, security etc.; DB connectivity options, internet applications, DB access, User Interface classes

SOFTWARE TESTING AND QUALITY ASSURANCE
PAPER CODE: DEMCA 502

External: 70
Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive

examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Testing and the related concepts: significance and potential; Testability and features of Test cases.

Software Testing techniques; WBT, BBT, Ticking Box Testing; static analysis, symbolic testing, program mutation testing, input space, partitioning, functional program testing, data flow guided testing

Software testing strategies; Approach, Issues; integration, incremental, System, alpha, Beta testing etc; Comparative evaluation of techniques: Testing tools; Dynamic analysis tools, test data generators, Debuggers, test drivers etc

Technical Metrics for Software: Quality Factors, framework; Metrics for analysis, design, testing source code etc

Object Oriented Testing : OOT strategies and issues: Test Case design, interface testing

Quality assurance: Concept, importance and essence; FTR, structured walk through technique etc.

SW Reliability, validation, safety and Hazards Analysis; Features affecting quality of software; SQA Plan

Quality models : ISO 9000 and SEI-CMM and their relevance.

WINDOWS PROGRAMMING

PAPER CODE: DEMCA 503

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Windows basic concepts, window API, DEF Files, creating windows, message,

x-windows: Mouse and Keyboard.

Introduction to resources, designing and creating menus, pop-up menus, user defined resources.

Bitmaps and dialogues; Windows animation; Font basics; windows controls; Font display, static controls, edit controls, list boxes, psychic windows

Overview and structure of windows programming, coding conventions; displaying text, mouse, graphics device interfaces

IT MANAGEMENT

PAPERCODE: DEMCA 504

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive

examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Concept of Management and administration Management as art and profession; IT and Management: Role, Relationship, etc.

IT in Management: Function of Management; planning, organizing, staffing, directing, control, leadership communication; Organizations: forms, principles, functional areas of management, finance, personnel, production and marketing.

Special issues of IT Management and Experiences; Interaction between R & D and Engineering activities, Transfer of New product developments into manufacturing Technology planning and approaches; Efficient linking of user and developer Approaches for technological upgradation and change.

SOFTWARE LAB

PAPER CODE: DEMCA 505

External: 70

Internal: 30

PROJECT REPORT

PAPER CODE: DEMCA 601

Evaluation: 100

Viva-Voce: 100

**MASTER OF LIBRARY AND INFORMATION SCIENCE (M.LIB.I.SC.)
INFORMATION, COMMUNICATION AND SOCIETY**

PAPER CODE: DEMLS-101

**Theory: 80
Assignment: 20**

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.

Section-1: Information: Nature, Property and Scope

Unit-1 - Comparative Study of Data, Information and Knowledge

Unit-2 – Data: Definition, Types, Nature, Properties and Scope

Unit-3 – Information: Definition, Types, Nature, Properties and Scope

Section-2: Information Generation and Communication

Unit-4 – Communication Process and Media

Unit-5 – Generation of Information: Models and Forms

Unit-6 – Information Theory

Unit-7 – Information Diffusion Process

Section-3: Knowledge Generation Cycle

Unit-8 – Structure and Development of Knowledge

Unit-9 – Social Epistemology of Knowledge

Unit-10 – Knowledge Generation to Utilization

Unit-11 – Knowledge and Societal Survival

Unit-12 – Learning Process and Theories

Section-4: Information and Society

Unit-13 – Social Implications of Information

Unit-14 – Information as an Economic Resource

Unit-15 – Information Policies: National and International

Unit-16 – Information Society

INFORMATION SOURCES, SYSTEMS AND PROGRAMMES

PAPER CODE: DEMLS-102

**Theory: 80
Assignment: 20**

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.

Section-1: Multimedia

Unit-1 – Physical Medium of Information

Unit-2 – Print Media, Multimedia (Hypermedia) and Hypertext

Unit-3 – Non-print Media: Microform, Electronic and Optical Media

Section-2: Information Sources, Systems and Programmes: Subject wise Organization

Unit-4 – Humanities

Unit-5 – Social Sciences

Unit-6 – Science and Technology

Unit-7 – Non-Disciplinary Subjects

Unit-8 – International organizations

Section-3: Information Sources of Users

Unit-9 – Content Analysis and its Correlation to Clientele

Unit-10 – Customized Organization of Information Sources

Unit-11 – Citation Analysis of Information Sources and their Use

Unit-12 – Aids to Information Sources

Section-4: Information Experts as resource Persons

Unit-13 – Library and information Personnel

Unit-14 – Science and Technology Information Intermediaries

Unit-15 – Database Designers and Managers

Unit-16 – Media Personnel as Source of Information

INFORMATION PROCESSING AND RETRIEVAL

PAPER CODE: DEMLS-103

Theory: 80

Assignment: 20

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.

Section-1: Intellectual Organisation of Information

Unit-1 – Intellectual Organisation of Information: An Overview

Unit-2 – Classification Systems 1: General Systems

Unit-3 – Classification Systems 1: Special Systems

Unit-4 – Thesaurus: Its Structure and Functions

Section-2: Bibliographic Description and Subject Indexing

Unit-5 – Bibliographic Description: An Overview

Unit-6 – Standards for Bibliographic Record Format

Unit-7 – Bibliographic Description of Non-Print Media

Unit-8 – Indexing Process and Models

Section-3: Information Storage and Retrieval Systems

Unit-9 – Objectives of ISAR Systems

Unit-10 – ISAR Systems: Operation and Design

Unit-11 – Compatibility of ISAR Systems

Unit-12 – Evaluation of ISAR Systems

Section-4: Information Retrieval

Unit-13 – Information Retrieval Process

Unit-14 – The Process of Searching

Unit-15 – Search Strategies and Heuristics

Unit-16 – Common Command Languages and Multiple Database Searching

INFORMATION INSTITUTIONS, PRODUCTS AND SERVICES**PAPER CODE: DEMLS-104**

Theory: 80
Assignment: 20

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.

Section-1: Information Institutions

- Unit-1 – Information Institutions: Evolution and Growth
- Unit-2 – Information Centres: Type and their Organisation
- Unit-3 – Data Centres and Referral Centres
- Unit-4 – Information Analysis and Consolidation Centres

Section-2: Information Services

- Unit-5 – Literature Searches and Bibliographies
- Unit-6 – Technical Enquiry Service
- Unit-7 – Document Delivery Service
- Unit-8 – Translation Service

Section-3: Information Products

- Unit-9 – Information Newsletters, House Bulletins, In-house Communications
- Unit-10 – Trade and Product Bulletins
- Unit-11 – State-the-Art Reports and Trend Reports
- Unit-12 – Technical Digests

Section-4: Database Support Services

- Unit-13 – Databases: Types and Uses
- Unit-14 – Database Intermediaries such as Searchers, Editors, etc.
- Unit-15 – Online Information Systems and Information Networks
- Unit-16 – International Standards for Database Design and Development

MANAGEMENT OF LIBRARY AND INFORMATION CENTRES**PAPER CODE: DEMLS-105**

Theory: 80
Assignment: 20

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.

Section-1: Management Perspectives

- Unit-1 – Principles of Management
- Unit-2 – Management Functions
- Unit-3 – Managerial Quality and Leadership
- Unit-4 – Schools of Management Thought

Section-2: Systems Analysis and Control

- Unit-5 – Systems Analysis and Design
- Unit-6 – Work Flow and Organisation Routines
- Unit-7 – Monitoring Techniques
- Unit-8 – Evaluation Techniques

Section-3: Personnel Management

- Unit-9 – Overview of Personnel Management
- Unit-10 – Manpower Planning
- Unit-11 – HRD – Quality Improvement Programmes

Section-4: Financial Management

- Unit-12 – Budgeting and Types
- Unit-13 – Budgetary Control System
- Unit-14 – Costing Techniques
- Unit-15 – Cost Analysis

Section-5: Marketing of Information Products and Services

- Unit-16 – Information as a Marketable Commodity
- Unit-17 – Pricing of Information Products and Services
- Unit-18 – Marketing Strategies

APPLICATION OF INFORMATION TECHNOLOGY

PAPER CODE: DEMLS-106 & 6P

Theory: 50
Assignment: 20
Practical: 30

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.

Section-1: Overview of Information Technology

- Unit-1 – Overview of Computer Technology
- Unit-2 – Overview of Communication Technology
- Unit-3 – Overview of reprography and Micrography
- Unit-4 – Printing and Publishing Technology

Section-2: Library Automation

- Unit-5 – Use of Computers of Housekeeping Operations
- Unit-6 – Computer-based Acquisition Control
- Unit-7 – Computer-based Cataloguing
- Unit-8 – Computer-based Serials Control

Section-3: Design and Management of Databases

- Unit-9 – Database Concept and Database Components
- Unit-10 – Database Structure, Organisation and Search
- Unit-11 – Database Management Systems

Section-4: Networks

Unit-12 – Resource Sharing through Networks

Unit-13 – Networks and their Classification

Unit-14 – Network Architecture and Services

Unit-15 – Bibliographic Information Networks

RESEARCH METHODOLOGY**PAPER CODE: DEMLS-107****Theory: 80**
Assignment: 20**Note:**

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.

Section-1: Introduction to Research Methodology

Unit-1 – Meaning of Research

Unit-2 – Research Problems and Process of Research

Unit-3 – Sampling and Definition of Universe

Section-2: Design of Research

Unit-4 – Definition and Types of Research Design

Unit-5 – Observation, Descriptive, Diagnostic, Exploratory and Experimental Formulations

Unit-6 – Survey Analysis, Content Analysis, Sociometric Technique

Unit-7 – Constructive Typology, Projective Techniques and Statistical Study

Unit-8 – Case Study and Evaluation Studies

Section-3: Testing of Hypothesis

Unit-9 – Definition and Delimiting of Problem

Unit-10 – Measures of Central Tendency, Measures of Association, Co- relation Co-efficient, other contingencies

Unit-11 – Regression Analysis and Time Series Analysis

Unit-12 – Analysis and Inference

Unit-13 – Report Writing: Organisation of Report, Table Presentation and Reporting Format, Graphics in Report Presentation

ACADEMIC LIBRARY SYSTEM**PAPER CODE: DEMLS-108****Theory: 80**
Assignment: 20**Note:**

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.

Section-1: Academic Library

Unit-1 – Role of Academic Library in Education

Unit-2 – Academic Library as a Support System for Education

Section-2: Development of Academic Library

Unit-3 – Role of UGC in Promoting Academic Libraries, University, College and other Institutions

Unit-4 – Role of Library Authorities of the Institutions in Promoting Library Resources

Unit-5 – Development of Library Services

Unit-6 – Financial Management of Academic Libraries

Section-3: Collection Development

Unit-7 – Collection Development Policy, Weeding Policy

Unit-8 – Problems in Collection Organisation in an Academic Library

Unit-9 – Collection Development Programmes, Allocation of Funds to Collection-procurement, Curriculum and Collection, Development

Unit-10 – Library Committees and their Role in Collection Development

Section-4: Staffing and Staff Development for Academic Library

Unit-11 – Norms and Patterns for Staffing University, College and School Libraries

Unit-12 – Continuing Education Programmes for Academic Library Development

Unit-13 – Personnel Management in Academic Library

Section-5: Resource Sharing Programmes

Unit-14 – Resource Sharing Service – Its Objectives, Organisation and Development

Unit-15 – INFLIBENT and its Implications to Library Resource Sharing

Unit-16 – Regional and City Network of Libraries and their Importance

MASTER OF JOURNALISM AND MASS COMMUNICATION (M.J.M.C)

First Semester

FUNDAMENTAL OF JOURNALISM AND MASS COMMUNICATION

PAPER CODE: DEMJMC-101

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks the theory marks secured by the candidate shall be proportionately enhanced.

Unit 1 Definition of Journalism: Nature, Scope, Functions, Role of Press in Democracy, Principles of Journalism, Kinds of Journalism.

Unit 2 Press in India: A Brief Review of the Evolution of Indian Press-Origin, Growth and Development of Journalism.

Unit 3 Communication: Definition, Nature, Scope, Purpose, Process of Communication, Functions of Communication, Uses of Communication and Kinds of Communication.

Unit 4 Basic Models of Communication: Linear, Non-linear models. Theories of Communication-Hypodermic Needle Theory, Two-step and Multi-step Theory and Uses and Gratification Theory.

Unit 5 Media for Mass Communication: Print media, Electronic media-Radio, Television and New Media.

REPORTING

PAPER CODE: DEMJMC-102

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit I. News: Definitions, News Values, Sources of News, News Structure.

Unit II. Methods of writing a news story. Principles of news writing. Traits of a reporter.

Unit III. Reporting techniques, Qualities of a Reporter, News Elements, Pitfalls and Problems in Reporting, Attribution, Off-the-record, Embargo, Pool Reporting, Follow-up.

Unit IV. Reporting—Crime, Courts, Health, Civil Administration, Civic Society, Culture, Politics, Education Beats.

Unit V. Interviewing—Kinds, Purposes, Techniques, Interpretative and Investigative Reporting.

EDITING

PAPER CODE: DEMJMC-103

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit I

Newspaper Organization: Operations, functions and duties of the editorial departments.

Unit II

Need and Purpose of Editing: Principles of editing, print and electronic media.

Unit III

Duties and Responsibilities of Editor: News editor, chief sub editor, sub editor.

Unit IV

Headlines: Kinds of headlines, function of headlines, headline writing and unit count.

Unit V

Introduction to Typography: Graphic arts, importance and methods.

INDIAN CONSTITUTION AND PRESS LAW

PAPER CODE: DEMJMC-104

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit I

Indian Constitution: Preamble, Salient features, Fundamental Rights and Duties, Directive Principles of State Policy.

Unit II

Freedom of Speech and Expression: Article 19(1)(a) and Article 19(2). Concept of Freedom of Press. Press as a Fourth Estate. Press during Emergency.

Unit III

Media Laws: Defamation, Slander, Libel, Sedition, Obscenity, Censorship and Contempt of Court.

Unit IV

Media Acts: Official Secrets Act, Working Journalists Act of 1955, Parliamentary Proceedings and Privileges, The Press and Registration of Books.

Unit V

Press Council of India, Press Commissions of India, Right to Information Act, IT Act.

COMPUTER FUNDAMENTALS**PAPER CODE: DEMJMC-105****External: 70****Internal: 30****Note:**

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Module: Computer Fundamentals: (1) Introduction; (a) What is computer? (b) History of computers (c) Computer generations, (d) Types of computers, (e) Computers of computers, (f) Software and hardware, (2) Input–Output devices; (a) Keyboard (b) MICR, (c) Optical Scanners, (d) Pointing Devices, (e) Voice recognition system, (f) Digitizer, (g) Printer, (h) Plotter (i) VDU, (3) Computer Memory; (a) Primary memory – RAM, ROM, Various types of primary memories, (b) Secondary Memory Magnetic Tapes, Hard Disk, Floppy Disk, Optical Disk, CD, DVDs, (4) Operating System; (a) Introduction to DOS, (b) DOS commands, (5) Number System and computer Arithmetic; (a) Decimal Number System, (b) Binary Number System, (c) Octal Number System, (d) Hexa Decimal Number System, (6) Boolean Algebra, (7) Algorithm and Flowcharts; (8) Data and information concept, (9) Programming Languages; (a) Computer languages, Machine languages, Assembly languages, Low and high lever languages 4 GLS, Interpreters and compilers, (10) Introduction of–Computer Applications, Multimedia, Robotics, Artificial Intelligences, Computer Viruses, Caring for your PCs

Module: Operating System: Introduction; (1) Windows XP; Windows XP Requirement, Mouse Basics, Desktop, Components of a Window, Menu bar options, (2) Working with Windows; Getting familiar with the Desktop, Opening an Icon from the Desktop, Starting a Program, Moving from one Window to another, Making the My Computer Windows Active, Making the Notepad Window active, Enlarging a Windows to Screen Size, Reverting a Window to its Previous Size, Reducing the Window to a Taskbar Button, Adjusting the Window size freely, Closing a Window. Creating a Short-cut for a Program, Deleting the Shortcut icon, deleting the contents of the Recycle Bin, (3) Managing Files in Explorer; Opening a Program, Working in a file, Saving a File, Printing a File, Quitting a Program, Files and Folder in Windows. Opening the Explorer Program, Parts of the Explorer Window, Opening and Closing a Folder in Explorer. Creating new Sub-folder through Explorer, Copying a File, Renaming a File. -Copying a sub-folder (or a Sub-sum-folder), Moving a File folder, Deleting a File & folder, Removing the Contents of the Recycle Bin, (4) Control Penal; Change or Remove Programs, Add new programme, Adding or Removing Windows components, Date and Time, Changing the Date and Time, Setting Time Zone, Display, Screen Save, Wall paper or background, Desktop Customization, Buttrion/pointer/motion configuration, Printers and Faxes, Scanners and Cameras, Sound and Audio devices, System properties, Taskbar and star menu settings, user accounts network, (5) Familiarizing Accessories; Word pad, Notepad, Media Player, Calculator, Disk Defragmenter, Paint, Games, Help and support, (6) Working in DOS; Working in DOS, DOS Prompt, Typing a Command, Directories and Files, Root Directory, Path, Naming Files and Directories, Types of Files, DOS Commands; ? Displaying your Files on Screen, ? Displaying Files of some other Directory/Drive, ? Copying a File, ? Wild Cards, ? Deleting a File, ? Creating a Directory with the Make Directory Command, ? Changing the Directory (CD) Command, ? The AUTOEXEC.BAT File, ? The CONFIG.SYS File

Windows Vista: Introduction, Background, Guidelines for Basic users, Computer Setup, Features of Windows Vista, Difference between Windows XP and Vista, Menus, Windows Explorer, User Interface, Navigation and usages, Explorer, etc.

Unix/Linux Operating System: Getting Started On Unix, File System – Files & Directories, Unix Tools, Text Editor vi & Text Processing, Introduction To Linux

Introduction, History, Linux as Operating System, Multitasking Operating System, Multi User Operating, Minimum Hardware Requirement for Linux, Linux as File Server, Peer to Peer File Sharing, Linux as Print Server, Linux as Database Server, Linux as An Application Server, Linux as Router, Linux as Workstation.

Module: Office Application Tools

Office 2007: Introduction, Background, New features at a Glance, User interface, Office Button, Contextual tabs, Tool bars, Super Tool tips, Quick Access Toolbar, Zoom slider, Smart Art, File format, User Assistance, Outlook, Publisher, Info path, Visio, Share point Designer, Server Components.

Word: Introduction, Creating document, parts of Word windows, Mouse operations, Keyboard operations, Individual Key, Things to avoid, Formatting Features, Menus, Commands, Toolbars and their icons, Entering text, text in text box, changing font & font size, Alternative method, aligning the text, italicizing, bold text, numbering, bullets, spelling, print preview, Print, Document opening/saving/closing, Creating Template, creating tables, Inserting rows/columns, merging column/rows, moving table, drawing table, text box, formatting, picture insert, formatting a picture, formatting text. *Mail Merge*–Creating main document, creating data source, adding fields, removing fields, using address books, Creating a Mail Merge Document, Merging the Main Document with Data, Sending the Merged Document to the Printer, Saving the Main Document, Modifying records in the Data Source, Adding a New Record, Changing an Existing Record, Deleting an Existing Record, Closing the Main Document. *Macros*–Introduction, Inserting header and Footer, inserting Current date, time and page numbers, etc.

Excel: Introduction, Navigation, Selecting Cells, Entering & editing Text, Entering number, Entering Formulae, Entering Daters, Alignment, Menus, Command and Toolbars, Standard Toolbar, Formatting toolbar, Opening workbook, column width, series fill, entering formulas, copying and pasting the formula, summation, formatting cells, Currency notation, Centering, changing Font & Size, Column AutoFit, Inserting header & footers, page Setup, saving file. *Data Sort*–Data filters, Auto Filters, Valid Criteria, invalid Criteria, and Redundant Criteria etc. *Functions*–ROUND, SQRT, AVERAGE, AX, MIN, COUNT, SUM, IF, SUMIF, ABS, UPPER, LOWER TODAY, NOW, etc. *Simple Graphs*–Opening Excel and Entering Data, Drawing a Graph, Naming the Sheet, Saving the Workbook, Printing and Closing a Graphic Thee, Opening the Saved Graphic sheet.

Power Point: Introduction, Navigation in PowerPoint, Creating a New Presentation, Opening a Presentation, Creating a New Slide, Deleting a Slide, Copying a Slide, Numbering the Slides, Saving a presentation, Changing the default directory, Auto Save, Printing a presentation.

Access: *Introduction to Databases*–Defining a Database, Understanding RDBMS, Objects of a Relational database, Tables, Queries, RDBMS, Forms, Reports, Macros, Functions of a Database Management Systems (DBMS), Starting Access, Closing the Database Windows and Quitting Access. *Creating Tables*–Creating a Table, Working on Tables, Naming Fields, Entering, Records in the Table, Saving the Table, Defining Primary Key, Closing the Table, Adding Validations to the Table. *Updating Tables*–Opening a Table in Microsoft Access, Modifying a Table, Rearranging Fields, Adding a Field, Deleting a Field, Changing Column Width, Changing the Height of Rows, Selecting a Field, Selecting Multiple Fields, Editing Records in a Table, Table Print preview, Printing the Table, Saving and Closing the Table, Creating Relationships between Tables. *Working with Forms*–Creating a Form using the Form Wizard, Changing the Size of a Form, Changing the View of a Form, Changing to Design view, Changing to Datasheet View, Changing to Form View, Moving through the Records, Displaying the Next Record, Moving to the First Record, Moving the Last Record, Moving to the Previous Record, Adding a New field, Changing The Name of a Field, Editing the Field Data in a Form, Deleting a Record from the Form, Closing a Form, Renaming a Form and Quitting Access. *Handling Queries*–Creating a query on a Table, Sorting Records, Sorting Records according to a Field, Removing Sort from a Field, Hiding a Field, Unhidden a Field, Setting Criterion, Deleting Criterion, Performing Calculations, Saving a Query, Closing the Query and Quitting Access. *Generating Reports*–Create a report with Report Wizard, Printing a Report, Closing the Report and Quitting Access.

Outlook: Introduction, Working with Outlook, Parts of outlook windows, address book, editing contacts, changing view, finding a contact, filtering contacts, sorting contacts, calendar, tasks, journal, inbox, receiving E-mails.

Front Page: (1) Understanding Front Page, Open a page, Create A New page, New Page in Folder List, Opening A New Window, Open The Last page Automatically when You open front page, Find Text In The page, (2) Working with Views in FrontPage, (3) Customizing Your Workspace, (4) Designing webs, web pages-Add page Elements, Add Graphics, Format pages, Format page Element make pages Interactive, (5) Authoring HTML, (6) Ensuring web compatibility, (7) Analyzing webs, (8) Publishing webs, (9) Using FrontPage In workgroups, (10) Using FrontPage with office.

Module: Internet Technology: Introduction, Important Features, Internet Protocols, IP Address, DNS, Communication protocols, Connecting to the Internet, Dia-up/DSL, Cable modem, ISDN, Prerequisites for Internet (Hardware, Software, others), Modem configuration, (TCP/IP connection), Search Engine, E-mail (Creating an e-mail account, sending and receiving mails, internet phone,).

Second Semester

COMMUNICATION FOR DEVELOPEMENT

PAPER CODE: DEMJMC-201

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit I

Meaning, concept and process of development communication, development communication and society, measures of development communication, characteristics of developing countries, development communication experience

Unit II

Theories and paradigms of development communication, development communication dichotomies, problems of development communication, participatory development communication process with special reference to India

Unit III

Role of mass media organizations in development communication, newspaper, radio, TV, traditional media, PIB, DAVP, Song and Drama Division etc., strategies of development communication, role of NGOs in development

Unit IV

Development support communication in Agriculture, Health and Family Welfare, Education and Literacy, Environment, Women Empowerment, Poverty and Employment

Unit V

Case studies on:

- (a) Development Communication experience
- (b) Role of NGOs in development
- (c) Application of development support communication in Agriculture/Health and Family Welfare/Literacy

ADVERTISING AND PUBLIC RELATION

PAPER CODE: DEMJMC-202

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.

- Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit I

Evolution and growth of advertising, definitions of advertising, classification of advertising, national and global advertising.

Unit II

Advertising objectives, advertising campaigns, advertising agency, budget.

Unit III

Advertising media, media planning and scheduling, advertising effectiveness, regulations of advertising in India.

Unit IV

Nature and scope of public relations, qualifications and responsibilities of a public relations officer. Difference between publicity, public opinion, propaganda and public relations.

Unit V

House journals, corporate communication, professional organizations in public relations.

WRITING FOR MEDIA

PAPER CODE: DEMJMC-203

External: 70

Internal: 30

Note:

- There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
- Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit I

Historical Background of Writing: Elements of language, writing as coding of contents language of mediated communication.

Unit II

Principles and methods of effective writing for mass media communication, general rules of grammar, exceptions in mass media writing use of words, sentences, types and construction, use of tenses in mass media writing.

Unit III

Use of negatives and double negatives, adjectives and adverbs, transitional devices, redundancy. Methods of attribution, identification, quotation, paraphrasing.

Unit IV

Script: Concept and objectives, script writing and presentations (voice quality, modulation and pronunciation). Steps and formats of script writing, writing for anchoring and compering includes announcements.

Unit V

Translation: Meaning, types and principles of translation, translation and rewriting practices in mass media.

COMMUNICATION RESEARCH

PAPER CODE: DEMJMC-204

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit I

Introduction to mass communication research, meaning of research, scientific method, characteristics, steps in research identification and formulation of research problem in communication research.

Unit II

Basic elements of research, concepts, definitions, variables, hypothesis and causation. Hypothesis: Type of hypothesis, characteristics of good hypothesis, hypothesis testing, survey research, content analysis and historical method.

Measurement: Meaning levels and types of measurement.

Unit III

Sampling in communications research, types, their applications and limitations. Methods of Data Collection: Interview, questionnaire, observation and case study, applications and limitations of different methods.

Unit IV

Use of statistics in communication research, basic statistical tools, measures of central tendency (mean, mode and median), measures of dispersion (standard deviation), correlation and chi square.

Unit V

Data processing, analysis, presentation and interpretation of data, use of graphics in data presentation. Writing a research proposal, writing research report, components and style.

PERSONALITY DEVELOPMENT & BUSINESS COMMUNICATION

PAPER CODE: DEMJMC-205

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Module-I: Business English

Parts of Speech, Determiners, Tenses and Auxiliary Verbs, Plurals, Opposites, Comparatives and Superlatives, Questions, Words, Question Tags, Improving English Skills.

Module-II: Business Communication

Basics of Communication, Business Communication, Writing Skills: Business Letters, Internal Communication, Report Writing, Conducting Meetings, Resume Writing, The Role of Technology in Effective Communication.

Module-III: Personality Development

Meaning of Personality, Developing Self, Developing Communication Competence, Presentation Skills —‘Speak for Yourself’, Group Discussion, Interviews, Workplace Success.

CERTIFICATE IN CORPORATE AND INDUSTRIAL SECURITY MANAGEMENT (CCISM)

GENERAL ASPECT OF SECURITY

PAPER CODE DECCISM- 1

External: 70

Internal 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks the theory marks secured by the candidate shall be proportionately enhanced.

Fundamentals

- introduction
- Security - Its Meaning and Scope
- Types of Security Service
- Role of Private Security Service
- Front Office and Reception Handling

Functions of Security

- Preventive Security.
- Protective Security.
- Detective Security.
- Punitive Security

Physical Security

- Meaning, Definition and Scope
- Assessment of Current Security Level
- Practical Security Programme
- Perimeter security
- Physical Measures
 - (a) Control:
 - (b) Planning, Advice and Coordination.
- Access Control System

SECURITY MANAGEMENT

PAPER CODE DECCISM- 2

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Security Management

- Meaning and Scope- Crises and Risk Management
- Security Branch Functioning
- Natural Hazards
- Man-made Hazards- Strikes. Lockouts and Labour problems
- Crowd Control Management
- Disaster Management
- Traffic Control Management
- Cash in Transit.
- Front Office and Reception Handling
- ISO Procedures (QMS)

Work Place Security

- Unsafe situations in work place.
- Unsafe practices by workers.
- Definition of Industrial Accident.
- Responsibilities of the management,
- Duties of officials.
- Safety equipment.
- Colour codes.
- Safety training.
- Provisions of 'Factories Act' regarding safely.
- Search and Frisking.
- Patrolling, types of patrols and observations during patrolling .

Employee Unrest

- Causes of Employee Unrest.
- Types of Agitations.
- Natural Hazards.
- Man made Hazards - Strikes, Gheraos and Lockouts
- Crowd Control Measures.
- Disaster Management.
- Traffic Control Management.
- Front Office and Reception Handling.

SECURITY PERSONNEL

PAPER CODE DECCISM- 3

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Security Personnel

- Meaning and Scope
- Nature of Management and Work Environment
- Nature of Job
- Expectations of Job
- Characteristics of Security Personnel
- Training and Orientation
- Preparation of Duty Roster
- Checking the Guards
- Patrolling and Observation
- Report Writing
- Telephone Procedures
- Communication systems
- Search and frisking Procedures
- Evasion and Escape Procedures
- Types of first Information Systems
- Site and Post Instructions of SO/FO/SE/SI/ASO/SUP/SA
- CIT Training
- Computer Application
- Time Management
- Team Building/Team Work
- Badges and Rank Structures of Police and Armed Forces Duties
- Duties of Security Officers.
- Duties of Security Supervisor.
- Training and Orientation.
- Preparation of Duty Roster.
- Cheeking of Guards.
- Patrolling and Observation.
- Report Writing
- Liaison with local police.
- Relations with clients.

- Relation with employees.
- Relations with local administration.
- Lodging of an FIR

Legal Aspects Regarding Security Management

- General Description.
- Laws relating to Illegal entrance and trespass.
- Laws relating to security of documents.
- Laws relating to attacks and destruction of property.
- Laws relating to theft and misuse.
- Laws relating to security of workers.
- Laws relating to strikes.
- Laws relating to detention and arrest.
- Important provisions of Central and State legislations for security.
- Provisions of Indian Officials Secrets Act 1923.
- Provisions of EPF/ESI rules.
- Provisions of Right to Information Act.
- Private Security Regulation (Regulation) Act 2005

FIRE PREVENTION & FIRST AID

PAPER CODE DECCISM- 4

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Fire Fighting

- Fire Fighting
- Chemistry of Fire
- Types of Fire
- Causes of Fire
- Risks of Fire
- Action in case of Fire
- Means of Fire Prevention
- Means of Fire Extinction

First Aid

- What is First Aid
- Aims of First Aid
- Principles of First Aid

- First Aid
 - (a) Wounds
 - (b) Cardiopulmonary Resuscitation (CPR)
 - (c) Unconscious Patient
 - (d) Burns and Scalds
 - (e) Electrical Injuries
 - (f) Dog bite
 - (g) Snake bite
 - (h) Fractures

Communications

- Meaning and Scope
- Types of Communication
- Intrapersonal and interpersonal Communication
- Strengths and weaknesses of Communication

Practical Training (30 Hrs.)

- Drill
- Physical Training
- Perimeter Security; Access Control
- Mock Drill
- Fire Fighting
- First Aid
- Use of Security Equipment
- Visit to Installations

PRACTICAL

PAPER CODE DECCISM-5

External: 100

PROJECT

PAPER CODE DECCISM-6

Evaluation: 50

Viva-Voce: 50

**PG DIPLOMA IN CORPORATE AND INDUSTRIAL SECURITY
MANAGEMENT (PGDCISM)
SECURITY CONCEPTUAL ASPECTS, PRIVATE/INDUSTRY SECURITY
PAPER CODE- DEPGDCISM-1**

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks the theory marks secured by the candidate shall be proportionately enhanced.

Security: Conceptual Aspects

- Introduction
- Security: Definition, Meaning and Scope/Concepts
- 3 D Security
- Type of Security
- Type of security Service
- Role of private Security Service
- Functions of security
 - (a) Preventive Security
 - (b) Protective Security
 - (c) Detective security
 - (d) Punitive security

Security Awareness

- Introduction; Concept, Scope and Nature
- *The Security Awareness program*

Security and Law

- Statuary Obligations/ Legal Obligations concerning Security
- Indian Penal Code
- Criminal Penal Code
- Right to Self-Defence
- Arms Act
- Explosive Act

Private Security Services

- Meaning and Objectives
- Origin and Evolution
- Security Service in India

The categories of Private Security Services

- (a) Proprietary and Contract Security guard Service

- (b) Private Detective Agencies and personal clearance agencies
 - i. Proprietary and contract security Guard Services
 - ii. Advantages of Contract Guard
 - iii. Disadvantages of Contract Guard System
 - iv. Advantages of Proprietary guard services
 - v. Disadvantages of Proprietary guard services

Private Security Agencies (Regulation) Act- 2005

Physical Security

- Meaning, Definition and Scope
- Assessment of Current Security Level

Practical Security Programme

- (a) Security Policy
- (b) Division of Responsibility
- (c) Classification of information
- (d) Separation of duties
- (e) Employees awareness Training

Perimeter security

- (a) Barrier Planning
- (b) Fence standards.
- (c) Types of Security Fences

Physical Measures

- (a) Control:
 - i. Material Control
 - ii. Visitor Control
- (b) Planning, Advice and Coordination.
- (c) Departmental Plans
 - i. Access control
 - ii. Control over locks and keys,
 - iii. Intruder activated alarm systems,
 - iv. Intruder detection systems including closed circuit TV.
 - v. Control over access to car parks,

Access Control System

- (a) Varieties of Access Controls
- (b) Electronic Security System
- (c) Prevention of Mischief and Sabotage
- (d) Directing Security Operations
- (e) Coordination
- (f) Steps

Terrorism-Threat Perception and Safeguards

Introduction

- What is Terrorism
- Who is Terrorist:

Definition Causes of Terrorism

- (a) Manifestations of Terrorism
- (b) Types of terrorism
- (c) terrorism in India
- (d) Effects of terrorism on the India
- (e) Counter measures and safe guards
- (f) Terrorist attacks and techniques of prevention
- (g) Cyber terrorism

INFORMATION SECURITY, ORGANIZING SECURITY AUDIT**PAPER CODE- DEPGDCISM-2****External: 70****Internal: 30****Note:**

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Information Security

- Classification System
- Protective Measures
- Investigations
- Responsibilities

Security of Documents, Cyber Security and Personal**Security of Documents**

- (a) Top secret
- (b) Secret
- (c) Confidential Documents
- (d) Personal — not for publication (documents)
- (e) Physical Protection
- (f) Custody of Keys

Cyber Security

- (a) Threats
- (b) Counter Measures

Personal Security

- (a) Fire Prevention Measures
- (b) Security Measures in Offices

Information Security Management**Information Security and Personal Practices**

Confidentiality

- (a) Threats to Confidentiality
- (b) Confidentiality Models
- (c) Implementing Confidentiality Models
- (d) Practicing Against threats to Integrity

Special Project/Event/Conference Security

- Threats
- Protection of SPI
- Elements of the Project Security Plan

Bomb Threat and Emergency Handling

- Definitions
- Components of IED
- Bomb Threat and Evacuation
- Search Rules and Techniques
- Search of Vehicles
- Search of Buildings

Intelligence

- Introduction
- Fundamentals of Intelligence

Levels of Intelligence

- (a) Strategic
- (b) Operational
- (c) Tactical Levels

Types of Intelligence

- (a) Basic Intelligence
- (b) Estimative Intelligence
- (c) Indications Intelligence
- (d) Interdepartmental Intelligence
- (e) Scientific and Technical Intelligence

The Intelligence Cycle

- (a) Collection
- (b) Processing
- (c) Production
- (d) Dissemination
- (e) Sources of Information
- (f) Undercover Operations
- (g) Surveillance

Espionage

Brief History of Espionage

Prevention of Industrial Espionage

- (a) Investigations
- (b) Report Writing

Communications

- Meaning and Scope
- Types of Communication
- Means of Communication
- Strengths *and* weaknesses of Communication
- Models of Communication
- Dimensions of communication
- Language of Communication
- Communication as Information

SECURITY PERSONNEL, SECURITY AUDIT**PAPER CODE- DEPGDCISM-3****External: 70****Internal: 30****Note:**

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Security Management

- Meaning and Scope- Crises and Risk Management
- Security Branch Functioning
- Natural Hazards
- Man-made Hazards- Strikes- Lockouts and labor Problems
- Crowd Control Management
- Disaster Management
- Traffic Control Management
- Front Office and Reception Handling
- ISO Procedures (QMS)

Organizing Security Operation

Training and Orientation

- Planning
- Professionalism
- Ethical Standards
- Code of Conduct
- Decision Making
- Public Relation
- Leadership
- Personality Development
- Behavior
- Motivation and Tension

- Stress Management
- Liaison with Civil Administration

How to Set Up an Effective Security System

Common factor/Causes Affecting the Security of an Organization

- (a) Natural Causes
- (b) Wanton destruction
- (c) Employee Crime:
- (d) Conflict of interests:
- (e) Personnel problems
- (f) Accidents

Evaluation of risks

Determining the levels of security

- (a) Minimum Level Security
- (b) Low level Security
- (c) Medium level Security
- (d) High level Security
- (e) Maximum: To protect national level security interest

Phases of implementation

Phase I For immediate implementation (six weeks time)

Phase II For Implementation in the next six months

Phase III Long term measures involving construction. Import of equipment, relocation

Perimeter security system

- (a) Physical barriers.
- (b) Mechanical barriers.
- (c) Patrolling by security personnel
- (d) Electronic: surveillance systems
- (e) Intruder alarm systems.

Security Planning

- (a) Planning
- (b) Integrated System
- (c) Operational Analysis

Security of Installation

- Hotels
- Hospitals
- Banks, including Cash-in-Transit
- Airports
- Modernization of Security Functioning.

New Trends in Security Equipments

- Exterior protection system
- Interior protection system
- Access control system
- Communication and paging system
- Close circuit television system

FIRE PREVENTION AND FIRST AID, INTELLIGENCE AND COMMUNICATIONS

PAPER CODE- DEPGDCISM-4

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Security Personnel

- Meaning and Scope
- Nature of Management and work environment
- Nature of Job
- Expectation of Job
- Characteristics of Security Personnel
- Training and Orientation
- Preparation of Duty Roster
- Checking the Guards
- Patrolling and Observation
- Report Writing
- Telephone Procedures
- Communication systems
- Search and frisking Procedures
- Evasion and Escape Procedures
- Types of first information Systems
- Site and Post Instructions of SO/FO/SE/SI/ASO/SUP/SA
- CIT Training
- Computer Application
- Time Management
- Team Building/Team Work
- Badges and Ranks Structures of Police and Armed forces

Duties of Security Personnel

- Duties of Security Guards
- Duties of Security Supervisors
- Duties of Security Officers

Security Audit

- The Premises
- Critical Areas

- Security implication
 - (a) Perimeter
 - (b) Critical areas
 - (c) Movement of Material
 - (d) Human movement
 - (e) Raw material dump
 - (f) Packing/ loading
 - (g) Stores

Existing Security arrangements

Trade Union(s)

Observations

- (a) Security System and set up
- (b) Thefts
- (c) Alarm system
- (d) Communication System
- (e) Management of Critical Areas
- (f) Account of finished goods
- (g) Fire Fighting
- (h) Medical
- (i) Welfare
- (j) Security Orders
- (k) Recommendations

Security Audit Operations

- How to go about
- Security Audit
- The premises
- Critical Areas
- Security Implication
- Existing Security Arrangements Trade Union(s) Observations
- Recommendations Perimeter Security
- Access Control
- Security Set-up
- Supplementary assessment of Security aspects- Physical and personal security

Fire Fighting and Fire Protection

- Fire Fighting
- Chemistry of Fire
- Types of Fire
- Causes of Fire
- Risks of Fire
- Means of Fire Prevention
- Means of Fire Extinction

First Aid

What is First Aid

Aims of First Aid

Principles of First Aid

- (a) First Aid
- (b) Wounds
- (c) Cardiopulmonary Resuscitation (CPR)
- (d) Unconscious Patient
- (e) Burns and Scalds
- (f) Electrical Injuries
- (g) Dog bite
- (h) Snake bite
- (i) Fractures

Practical (30 Hrs.)

- Drill
- Physical Training
- Perimeter Security; Access Control
- Mock Drill
- Fire Fighting
- First Aid
- Use of Security equipment
- Visit to Installations

Project Work (30 Hrs)

Students will be required to make a Project report on planning a security set up of a medium sized installation / Hospital ,Hotel etc.

PRACTICAL**PAPER CODE- DEPGDCISM-5****External: 100****PROJECT****PAPER CODE- DEPGDCISM-6****Evaluation: 50****Viva-Voce: 50**

PG DIPLOMA IN APPLICATION OF PSYCHOLOGY
COUNSELLING SKILLS
PAPER CODE DEDAP-1

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks the theory marks secured by the candidate shall be proportionately enhanced.
1. Counseling: Concepts and contemporary trends.
2. Role of Counselors; Psychological & Social Dimensions.
3. Self-awareness for equipping self and others. Characteristics of Counsellors.
4. Counselling styles and techniques: Psychodynamic, Cognitive, Behavioral and personal Centered
5. Alternative modes of delivery
6. Training and, supervision in Counseling
7. Transactional Analysis.
8. Parenting Skills.
9. Identification & elimination of undesirable behavior

CONSULTING PSYCHOLOGY
PAPER CODE DEDAP-2

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced. Consultation involves use of behavioral; science knowledge and skills to transform the organization to a new state. Will globalization and external forces be so powerful that they will present organizations from being able to stay ahead of the change curve?
1. Bases of Consulting
2. Understanding and Building different type of consultancy with psychology.
 (Psycho- metrician, counselor, child guidance clinic, Psychological guidance clinic, Vocational and career guidance, Corporate consultancy etc)

3. Business Development:
 - Setting up centres and developing practice as product and product pricing
 - Business Development and Selling techniques
 - Buying proper material and tests
 - Planning and Managing Finances
 - Professional Affiliations and memberships
 - Preparation of different type of reports and delivery method
 - Computers and its usages in consultancy and other areas.
 - Code of conduct
4. Consultants: Professional self development, working with various clients, executing contracts
5. Becoming an OD consultant:
 - Academic Training,
 - Non-academic training,
 - Basic laboratory

PSYCHOLOGICAL TESTING & MEASUREMENT

PAPER CODE DEDAP-3

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Contents

Quantitative methods : Qualitative data collection , Analysis of co-variance , Multivariate analysis of variance', Discriminant functional analysis, Multiple and logistic regression, Factor analysis.

Qualitative' methods: Grounded theory, Discourse analysis, Ethnography, Use of narratives.

Reporting :& evaluating research

Functions and origins of psychological testing:

- Nature and use of Psychological Tests
- Characteristics of psychological testing
- Reliability : basic concepts, measurement and interpretation
- Validity : basic concepts, measurement and interpretation
- Norms : concepts and type
- Aptitude testing
- Intelligence testing

Personality testing

- Self Report,- Personality inventories
- Measuring interests and attitudes
- Other assessment techniques

Construction of Test

Application of Testing

- Major contexts of current tests in use.
- Ethical and social consideration in testing
- Assessment centre : Its role and application in Indian context

The following psychometric tests will form the part of course:

- Sixteen Personality Factory Questionnaire (16PF)
- Myers-Briggs Type Indicator (MBTI)
- Thematic Apperception Test (TAT)
- Fundamental Interpersonal Relationship orientation Behavior (FIRO-B)
- NEO-Five Factor Inventory Test (NEOFFI)
- Rorschach test
- Exposure to other tests

HR AND CORPORATE PSYCHOLOGICAL PAPER CODE DEDAP-4

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

PART A: THEORETICAL FOUNDATIONS

1. Work in 21st century
2. HR: Basic foundations and historical antecedents. Stages of evolution Approaches:
3. Deficiency, Developmental and Strategic
4. Individual in the organization: Motivation, values, altitude and career
5. Group dynamics, Decision making and communication. Power and leadership.
6. Organizational culture, Structure and design, Organizational change and development
7. Business and ethics; Dealing with ethical arid value dilemmas

PSYCHOLOGICAL ASSESSMENT PAPER CODE DEDAP-5

External: 100

COUNSELING

PAPER CODE DEDAP-6

External: 100

QUALITATIVE METHODS AND DATA ANALYSIS

PAPER CODE DEDAP-7

External: 100

HR AND CONSULTING

PAPER CODE DEDAP-8

External: 100

PROJECT

PAPER CODE DEDAP-9

Evaluation: 50

Viva-Voce: 50

PG DIPLOMA IN YOGA (PGDY)

योग के आधारभूत तत्व

PAPER CODE DEPGDY-I

लिखित: 50

प्रयोगात्मक: 50

Note:

1. There will be 50 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks the theory marks secured by the candidate shall be proportionately enhanced.

ईकाई-1

योग की अवधारणा एवं विभिन्न परिभाषायें, योग की परम्परा एवं इतिहास, योग का आधुनिक समय में महत्व, योगाभ्यास के लिए उपयुक्त स्थान, समय, वेशभूषा, यौगिक आहार- पथ्य व अपथ्य, योग साधना के साधक व बाधक तत्व।

ईकाई-2

वेद, उपनिषद, गीता, सांख्य, योग शास्त्र एवं आयुर्वेद में वर्णित योग का स्वरूप एवं मुख्य विशेषताएं।

ईकाई-3

योग की विभिन्न पद्धतियाँ - राजयोग (अष्टांग योग), हठ योग, ज्ञान योग, भक्ति योग, कर्म योग, मन्त्र योग।

ईकाई-4

(अ) प्राचीन योगी- महर्षि पतंजलि, आदि शंकराचार्य, गोरखनाथ।

(ब) अर्वाचीन योगी- महर्षि दयानन्द सरस्वती, श्री अरविन्द, स्वामी कुवलयाणन्द, स्वामी शिवानन्द, स्वामी विवेकानन्द।

ईकाई-5

भारत की प्रमुख योग संस्थाओं का संक्षिप्त परिचय- कैवल्यधाम लोनावला, बिहार योग भारती मुंगेर, मोरारजी देसाई राष्ट्रीय योग अनुसंधान संस्थान, नई दिल्ली, गुरुकुल कोंगड़ी वि.वि. हरिद्वार, विवेकानन्द योग संस्थान, बंगलौर, केन्द्रीय योग एवं प्राकृतिक चिकित्सा अनुसंधान परिषद, नई दिल्ली।

सन्दर्भ ग्रन्थ-

1. कल्याण योगांक - गीता प्रैस गोरखपुर
2. कल्याण योगतत्वांक - गीता प्रैस गोरखपुर
3. संत जीवन चरित्र - स्वामी शिवानन्द
4. उपनिषदों में सन्यास योग- डॉ. ईश्वर भारद्वाज

मानव शरीर रचना-क्रिया विज्ञान एवं योगाभ्यास

PAPER CODE DEPGDY-II

लिखित: 50

प्रयोगात्मक: 50

Note:

1. There will be 50 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

ईकाई -1

मानव शरीर विज्ञान- परिभाषा, विशेषताएं एवं योग में महत्व। शारीरिक अंगों की सामान्य रचना और संगठन। कोशिका - रचना एवं कार्य। उत्तक-रचना एवं कार्य। शरीर के विभिन्न संस्थानों की सामान्य जानकारी।

ईकाई -2

अस्थि संस्थान- रचना एवं कार्य: खोपड़ी, वक्ष, मेरूदण्ड, कण्ठ एवं ग्रीवा, कर्ण, हाथ एवं पैर की अस्थियां, जोड़ों के प्रकार एवं उन पर योग का प्रभाव। मांसपेशी संस्थान - प्रकार, रचना एवं कार्य। मांसपेशी संकुचन- अस्थिर, स्थिर, संयुक्त। नाड़ी पेशीय समन्वय एवं योग का प्रभाव, रक्त संचार प्रणाली के अंग, रचना एवं कार्य- हृदय, रक्त वाहिकाएं, रक्त के कार्य एवं योग का प्रभाव। रक्तचाप का मापन। लसीका संस्थान।

ईकाई-3

श्वसन संस्थान - रचना एवं कार्य। श्वसन प्रक्रिया- श्वास-प्रश्वास, सामान्य श्वास। योग्य वायु के तत्व। श्वास की गति। जैविक क्षमता। श्वास नियंत्रण एवं योग का प्रभाव। पाचन संस्थान - रचना, कार्य एवं योग का प्रभाव, चयापचय- कार्बोहाइड्रेट, स्निग्धा पदार्थ एवं नाईट्रोजन युक्त पदार्थ।

ईकाई -4

नाड़ी संस्थान एवं ज्ञानेन्द्रियां- नाड़ी घटक की रचना एवं कार्य: नाड़ी कोष एवं नाड़ी तंतु। केन्द्रिय नाड़ी तथा स्वचालित नाड़ी संस्थान के अंग, कार्य एवं योग का प्रभाव। ग्रंथि संस्थान - निःश्रोत ग्रंथियां - रचना, कार्य एवं योग का प्रभाव: पियूज, पिनियल, अवटुका, परावटुका, थायमस, अधिवृक्क, क्लोम तथा जनन ग्रंथि।

ईकाई -5

निष्कासन संस्थान - रचना कार्य एवं योग का प्रभाव - वृक्क या गुर्दा, त्वचा, मूत्राशय, फेफड़े, यकृत, बड़ी आंत। रोग प्रतिरोधि तंत्र एवं क्रिया तथा उन पर योग का प्रभाव।

सन्दर्भ ग्रन्थ-

1. शरीर रचना एवं क्रिया विज्ञान - डॉ. एस.आर. वर्मा
2. मानव शरीर दीपिका - मुकुन्द स्वरूप वर्मा
3. मानव शरीर रचना व क्रिया विज्ञान एवं योगाभ्यास - एम.एम. गौरे लोनावला
4. स्वास्थ्य शिक्षा एवं शरीर विज्ञान - एच. के. शर्मा एवं टी.के. सिंह
5. Anatomy & Physiology for Nurses

हठ योग के सिद्धान्त

PAPER CODE DEPGDY-III

लिखित: 50

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Note:

1. There will be 50 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
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ईकाई-1

- (अ) हठ योग की अवधारणा अर्थ एवं परिभाषा, हठ योग के उद्देश्य एवं इतिहास, हठ योग के सप्त साधन, आधुनिक जीवन में हठ योग की उपयोगिता, हठ योग सिद्धि का लक्षण।
- (ब) षट्कर्म - अर्थ, परिभाषा, उद्देश्य, वर्गीकरण (हठ योग प्रदीपिका एवं घेरण्ड संहितानुसार) हठ योग प्रदीपिका में वर्णित षट्कर्मों का अर्थ, विधि, सावधानियां एवं लाभ। शंख प्रक्षालन का अर्थ, विधि एवं लाभ।

ईकाई-2

आसन - अवधारणा, अर्थ, परिभाषा, उद्देश्य एवं शारीरिक स्थिति पर आधारित वर्गीकरण, आसन करने के सिद्धान्त एवं तैयारी की आवश्यकताएं। हठ योग प्रदीपिका एवं घेरण्ड संहिता में वर्णित आसनों की विधि एवं लाभ। आधुनिक जीवन में आसनों की उपयोगिता।

ईकाई-3

प्राणायाम- प्राण शब्द की अवधारणा एवं परिभाषा। प्राणायाम शब्द का अर्थ, परिभाषा एवं उद्देश्य, (पातंजल योग सूत्र, हठ योग प्रदीपिका एवं घेरण्ड संहितानुसार प्राणायाम का वर्गीकरण), प्राणायाम से पूर्व तैयारी की आवश्यकताएं एवं सिद्धान्त, हठ योग प्रदीपिका एवं घेरण्ड संहिता में वर्णित सहित, केवली प्राणायाम का अर्थ, विधि एवं लाभ। आधुनिक जीवन में प्राणायाम की उपयोगिता।

ईकाई-4

मुद्रा व बन्ध - अर्थ, परिभाषा, उद्देश्य, वर्गीकरण, करने के सिद्धान्त एवं तैयारी की आवश्यकताएं। हठयोगप्रदीपिका एवं घेरण्ड संहिता में वर्णित मुद्राओं का अर्थ, विधि एवं लाभ। योग साधना एवं यौगिक चिकित्सा में मुद्रा-बन्ध की उपयोगिता

ईकाई-5

धारणा, ध्यान, समाधि की अवधारणा, ध्यान की विभिन्न विधियाँ एवं लाभ। नाड़ियाँ, चक्रों एवं कुण्डलिनी की अवधारणा, योग साधन में इनका महत्व: स्वरोदय का अर्थ तथा इसके अनुसार करणीय-अकरणीय कर्म।

सन्दर्भ ग्रन्थ-

1. हठ प्रदीपिका- कैवल्यधाम लोनावाला
2. घेरण्ड संहिता- कैवल्यधाम लोनावाला
3. आसन, प्राणायाम, मुद्रा एवं बन्ध - बिहार योग भारती
4. अष्टांग योग-डॉ. जगवन्ती देशवाल-महर्षि दयानन्द वि.वि., रोहतक।

पातंजल योग दर्शन
PAPER CODE DEPGDY-IV

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Note:

1. There will be 50 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
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ईकाई-1

योग की परिभाषा। चित्त की अवधारणा, चित्तवृत्तियां, चित्त की भूमियां, चित्तवृत्ति निरोध के उपाय।

ईकाई-2

ईश्वर की अवधारणा एवं आवश्यकता, ईश्वर प्रणिधान, चित्तविक्षेप की अवधारणा, चित्त विक्षिप्ति के कारण, लक्षण एवं इसके निराकरण के उपाय, कर्म की अवधारणा एवं कर्म के सिद्धान्त।

ईकाई-3

क्रिया योग की अवधारणा, अंग, विधि, उद्देश्य, पंचकलेश। संयम की अवधारणा, विभूतियों का परिचय।

ईकाई-4

यम-नियमों की अवधारणा एवं उद्देश्य सहित विस्तृत वर्णन, आसन एवं प्राणायाम के स्वरूप, प्रकार एवं प्रक्रिया का वर्णन।

ईकाई-5

प्रत्यहार, धारणा एवं ध्यान की अवधारणा, इनकी विधियां एवं महत्व, समाधि की अवधारणा, उद्देश्य, प्रकार। कैवल्य का स्वरूप।

सन्दर्भ ग्रन्थ-

1. पातंजल योग प्रदीप - गीता प्रैस गोरखपुर
2. पातंजल योग विमर्श - डॉ. विजयपाल शास्त्री
3. योग दर्शन - राजबीर शास्त्री
4. पातंजल योग दर्शन - डॉ. करमबेलकर लोनावाला
5. Science of Yoga - I.K. Taimini

स्वस्थ वृत्त, आहार एवं यौगिक चिकित्सा

PAPER CODE DEPGDY-V

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प्रयोगात्मक: 50

Note:

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ईकाई-1

स्वस्थ वृत्त – परिभाषा, प्रयोजन एवं स्वास्थ्य निर्भरता के तत्त्व, स्वस्थ वृत्त आधारित दिनचर्या। व्यायाम – व्यायाम की परिभाषा, प्रकार, योगासन व व्यायाम का तुलनात्मक अध्ययन, अभ्यंग, स्नान, संधयोपासना, निद्रा, ब्रह्मचर्य तथा ऋतुचर्या

ईकाई-2

आहार- आहार की आवश्यकता, आहार के घटक, आहार की गुणवत्ता, मात्र एवं समय। सन्तुलित आहार की अवधारणा, उसके घटक द्रव्य, उपयोगिता। उपवास की अवधारणा एवं उपवास के प्रकार। नशीले पदार्थों के सेवन से हानि।

ईकाई-3

योग एवं स्वास्थ्य, यौगिक चिकित्सा का अर्थ, सिद्धान्त एवं क्षेत्र। योग चिकित्सा एवं स्वस्थ रहने के सामान्य उपाय।

ईकाई-4

मधुमेह, मोटापा, उच्च व निम्न रक्तचाप, गठिया, सर्दी-जुकाम, दमा, कमर दर्द (सर्वाइकल स्पोण्डिलाइटिस, लम्बर स्पोण्डिलाइटिस व स्लिप डिस्क), कब्ज, अम्लपित्त व अजीर्ण, उदरव्रण (अल्सर), नासांकुर वृद्धि, आमवात (संधिशोथ) एवं दृष्टिदोष।

ईकाई-5

मानसिक स्वास्थ्य, मानसिक रोगों के कारण व लक्षण, मानसिक रोग- मनस्ताप (न्यूरोसिस) व मनोविक्षिप्तता (साइकोसिस) चिन्ता, अवसाद, मानसिक तनाव, मनोदौर्बल्य।

सन्दर्भ ग्रन्थ-

1. स्वस्थ वृत्त विज्ञान – डॉ. रामहर्ष सिंह
2. यौगिक चिकित्सा – स्वामी कुवल्यानन्द
3. योग से आरोग्य – कालिदास जोशी
4. योग एवं यौगिक चिकित्सा – डॉ. रामहर्ष सिंह
5. आसन, प्राणायाम का वैज्ञानिक विवेचन – डॉ. देवव्रत आचार्य

क्रियात्मक परीक्षा भाग-1

PAPER CODE DEPGDY-VI

प्रयोगात्मक: 100

- (क) षट्कर्म- गजकरणी, सूत्रनेति, जलनेति, वस्त्रधौति, दण्डधौति, शंखप्रक्षालन, न्यौली, त्रटक, कपाल भाति (वातक्रम, शीतकर्म) अग्निसार।
- (ख) आसन – सूर्य नमस्कार, विपरीतकरणी, सर्वांगासन, मत्स्यासन, हलासन, भुजंगासन, अर्धाशलभासन, धनुरासन, वक्रासन, अर्धामत्स्येन्द्रासन, पश्चिमोत्तानासन, वज्रासन, सुप्त वज्रासन, ग्रोमुद्रा, उत्कटासन, बकासन, तौलांगुलासन, कुक्कुटासन, चक्रासन, वृक्षासन, शवासन, मकरासन, ताड़ासन, नौकासन, पादहस्तासन, बद्धपद्मासन, गोमुखासन, आकर्ण धानुरासन, कटि चक्रासन, सिद्धासन, पद्यासन, भद्रासन, वातायनासन, टिटिभासान, त्रिकोणासन, पादांगुष्ठासन, गरूडासन, हस्तपादांगुष्ठासन, जानु सिरासन, पवन मुक्तासन, सेतुबन्धा सर्वांगासन, वीरासन, उष्ट्रासन, शलभासन, मयूरासन, पर्वतासन, वष्टिचकासन, नटराजासन, हनुमानासन, कर्णपीडासन, मत्स्येन्द्रासन, शीर्षासन।

नोट: परीक्षा में कोई पांच आसन करवाएँ जाएँगे।

क्रियात्मक परीक्षा भाग-2**PAPER CODE DEPGDY-VII****प्रयोगात्मक: 100**

- (क) प्राणायाम से पूर्व तैयारी - दीर्घवसन क्रिया, अनुलोम- विलोम प्राणायाम (नाडी शोधन), सूर्यभेदन, उज्जायी, सीत्कारी, शीतली, भस्त्रिका, भ्रामरी, बाह्यवृत्ति, आभ्यन्तरवृत्ति, स्तम्भवृत्ति।
- (ख) मुद्रा एवं बन्ध - विपरीत करणी, महामुद्रा, अश्विनी, पण्मुखी, ब्रह्ममुद्रा, शाम्भवी, जालन्धर बन्ध, मूल बन्ध, उड्डीयान बन्ध, महाबन्ध।
- (ग) अजपा जप, ईश्वरीय प्रार्थनाएं/भजन, मंत्र जाप
- (घ) ध्यान, योग-निद्रा।

**PG DIPLOMA IN PUBLIC RELATION AND MEDIA MANAGEMENT
(PGDPRMM)**

PERSONALITY DEVELOPMENT & BUSINESS COMMUNICATION

PAPER CODE: DEPGDPRMM-101

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks the theory marks secured by the candidate shall be proportionately enhanced.

Module - I: Business English

Parts of Speech, Determiners, Tenses and Auxiliary Verbs, Plurals, Opposites, Comparatives and Superlatives, Questions, Words, Question Tags, Improving English Skills.

Module - II: Business Communication

Basics of Communication, Business Communication, Writing Skills: Business Letters, Internal Communication, Report Writing, Conducting Meetings, Resume Writing, The Role of Technology in Effective Communication.

Module - III: Personality Development

Meaning of Personality, Developing Self, Developing Communication Competence, Presentation Skills — 'Speak for Yourself', Group Discussion, Interviews, Workplace Success.

ADVERTISING & PUBLIC RELATION

PAPER CODE: DEPGDPRMM-102

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit I

Evolution and growth of advertising, definitions of advertising, classification of advertising, national and global advertising.

Unit II

Advertising objectives, advertising campaigns, advertising agency, budget.

Unit III

Advertising media, media planning and scheduling, advertising effectiveness, regulations of advertising in India.

Unit IV

Nature and scope of public relations, qualifications and responsibilities of a public relations officer. Difference between publicity, public opinion, propaganda and public relations.

Unit V

House journals, corporate communication, professional organizations in public relations.

MEDIA STRATEGIES**PAPER CODE: DEPGDPRMM-103****External: 70****Internal: 30****Note:**

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit 1 Overview of Media Strategies

Unit 2 Sectors of the Media Industry

Unit 3 Organization Structure

Unit 4 Economics of Print and Electronic Media and Budgeting

Unit 5 Targeting the Media

Unit 6 The Role of Editor

Unit 7 Marketing the Media

Unit 8 Advertising

WRITING FOR MEDIA**PAPER CODE: DEPGDPRMM-104****External: 70****Internal: 30****Note:**

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit I

Historical Background of Writing: Elements of language, writing as coding of contents language of mediated communication.

Unit II

Principles and methods of effective writing for mass media communication, general rules of grammar, exceptions in mass media writing use of words, sentences, types and construction, use of tenses in mass media writing.

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Unit III

Use of negatives and double negatives, adjectives and adverbs, transitional devices, redundancy. Methods of attribution, identification, quotation, paraphrasing.

Unit IV

Script: Concept and objectives, script writing and presentations (voice quality, modulation and pronunciation). Steps and formats of script writing, writing for anchoring and compering includes announcements.

Unit V

Translation: Meaning, types and principles of translation, translation and rewriting practices in mass media.

PRODUCTION PORTFOLIO

PAPER CODE: DEPGDPRMM-105

Evaluation: 50

Viva-Voce: 50

**PG DIPLOMA IN PUBLIC RELATION AND ADVERTISING MANAGEMENT
(PGDPRAM)**

PERSONALITY DEVELOPMENT AND BUSINESS COMMUNICATION

PAPER CODE: DEPGDPRAM-101

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks the theory marks secured by the candidate shall be proportionately enhanced.

Module - I: Business English

Parts of Speech, Determiners, Tenses and Auxiliary Verbs, Plurals, Opposites, Comparatives and Superlatives, Questions, Words, Question Tags, Improving English Skills.

Module - II: Business Communication

Basics of Communication, Business Communication, Writing Skills: Business Letters, Internal Communication, Report Writing, Conducting Meetings, Resume Writing, The Role of Technology in Effective Communication.

Module - III: Personality Development

Meaning of Personality, Developing Self, Developing Communication Competence, Presentation Skills—'Speak for Yourself', Group Discussion, Interviews, Workplace Success.

ADVERTISING AND PUBLIC RELATIONS.

PAPER CODE: DEPGDPRAM-102

External: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit I

Evolution and growth of advertising, definitions of advertising, classification of advertising, national and global advertising.

Unit II

Advertising objectives, advertising campaigns, advertising agency, budget.

Unit III

Advertising media, media planning and scheduling, advertising effectiveness, regulations of advertising in India.

Unit IV

Nature and scope of public relations, qualifications and responsibilities of a public relations officer. Difference between publicity, public opinion, propaganda and public relations.

Unit V

House journals, corporate communication, professional organizations in public relations.

ADVERTISING MANAGEMENT
PAPER CODE: DEPGDPRAM-103

External: 70
Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Module I

Advertising - An overview; meaning, nature and scope - evolution, importance, functions - Advertising and marketing mix, advertising and promotion mix.

Module II

Advertising management - Advertising department - Advertising agency - Functions - Selection and co ordination - Campaign planning - Strategy and execution - Advertisement objectives- advertisement budget - Purpose and methods.

Module III

Advertising creativity - Creative thinking process - Creative strategy - Style, appeal- Copy writing - Elements and types, copy writing for print, broadcast and other media - Copy testing - Art direction - Design elements and principles - Designing and producing print and broad cast advertisements

Module IV

Advertising media - Media decisions - Media planning - Objectives and strategy - Media profile - Print , broad cast, out door and other forms - Online advertising - Media scheduling - Measurement of advertisement effectiveness

Module V

Media Audience measurement methods - Readership research - Advertising evaluations - Multimedia package

MANAGEMENT OF MARKETING COMMUNICATION
PAPER CODE: DEPGDPRAM-104

External: 70
Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Module 1

Introduction to marketing communications, history of marketing communications, marketing communication and consumer behaviour, role of promotion in the marketing mix, integrated marketing communication, advertising, PR, publicity, sales promotion, direct marketing, event management, relative advantages and disadvantages, Internet and marketing communications.

Module 2

Need for marketing communications, market research, media options, different types of media, comparative advantages and disadvantages, media management, media planning, media scheduling, development of a media plan, market identification and media strategy, media strategies at different stages of brand life cycle.

Module 3

Introduction to creativity concept, growth of advertising in India, objectives of advertising, benefits of advertising, types of advertising, advertising organization, advertising communication process, construction of an advertisement, developing and appraising advertising messages, advertising media, budgeting for advertising programmes, research in advertising, evaluation of advertising effectiveness and advertising agencies, economic and social aspects of advertising, the ethical aspects of advertising, trends in advertising.

Module 4

Sales Promotion: Definition, scope, sales promotion tools, developing sales promotion campaigns, implementation and evaluation of sales promotion campaigns, trends in sales promotions.

Module 5

Publicity and Public Relations: Role and importance, tools used, direct marketing, scope and tools, telemarketing, Internet marketing, direct mailers, event management, event as a promotional tool, integration of marketing communication.

PRODUCTION PORTFOLIO**PAPER CODE: DEPGDPRAM-105****Evaluation: 50****Viva-Voce: 50**

BACHELOR OF BUSINESS ADMINISTRATION (FINANCIAL MARKET)**First Semester****PRINCIPLES OF MANAGEMENT****PAPER CODE: DEBBA101- FM****Theory: 70****Internal: 30****Note:**

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks the theory marks secured by the candidate shall be proportionately enhanced.

UNIT-I

Introduction – nature and process of management, basic managerial roles and skills, nature of managerial work; approaches to management – classical, behavioral, systems and contingency approaches; contemporary issues and challenges

UNIT-II

Planning and decision making – concept, purpose and process of planning, kinds of plans, strategies, policies and planning, premises, goal setting, MBO; decision making – nature and process, types of managerial decisions, decision making conditions, forms of group decision making in organization

UNIT-III

Organizing – fundamentals of organizing, bases of departmentation, distribution of authority, coordination; organization structure and design; leadership – nature and significance, leading and managing, leadership styles, leadership theories

UNIT-IV

Management Control – nature, purpose and process of controlling, kinds of control system, prerequisites of effective control system, resistance to control, controlling techniques

Suggested Readings:

1. Griffin, Ricky W, **Management**, Biztantra, New Delhi
2. Stoner, Freeman and Gilbert, Jr. **Management**, Pearson Education, New Delhi
3. Wehrich, Heinz and Harold Koontz, **Management: A Global Perspective**, Tata McGraw Hill
4. Daft, **Management**, Thompson Learning, New Delhi
5. Robbins, S.P., **Management**, Pearson Education

Note:

1. The external examiner will set 8 questions in the question paper selecting at least two questions from each unit.
2. The candidates will be required to attempt five questions in all, selecting at least one question from each unit.

BUSINESS ECONOMICS**PAPER CODE: DEBBA102- FM****Theory: 70****Internal: 30****Note:**

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.

- Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I Nature of managerial economics

Significance in managerial decision making, role and responsibility of managerial economist in business enterprise; objective of a firm;

Basic concepts – short and long run, firm and industry, classification of goods and markets, opportunity cost, risk and uncertainty and profit; nature of marginal analysis, **Profit Policy**

Unit-II

Consumer Behaviour: Utility approach; law of diminishing marginal utility and law of equi marginal utility; indifference curve approach, law of demand; elasticity of demand and its measurement, methods of demand forecasting.

Unit – III

Production function: Break even analysis and profit forecasting in short run, law of variable proportion; concept of cost and revenue, short run cost curves, concept of total, average and marginal revenue; relationship between average revenue, marginal revenue and elasticity of demand.

Unit – IV

Price determination: Under perfect condition, oligopoly, duopoly, monopoly and monopolistic competition; price discrimination.

Suggested Readings:

- Petersen & Lewis/Managerial Economics, 4th Edition, Prentice Hall of India
- J. Hirshleifer, Price Theory and Application, Prentice Hall of India
- J. Dean, Managerial Economics, Prentice Hall of India
- D. Salvatore, Managerial Economics in a Global Economy, Tata McGraw Hill
- E. F. Brigham and J. L. Pappas Managerial Economics, Dryden Press, Illinois.

The examiner will set 8 questions selecting 2 questions from each unit. In addition to this there will be a short case study, which will be compulsory. The candidate will attempt five questions in all including the compulsory case study and one question from each unit. All questions including case study carry equal marks.

FINANCIAL ACCOUNTING

PAPER CODE: DEBBA103- FM

Theory: 70

Internal: 30

Note:

- There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
- Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

UNIT-I

Accounting – Meaning, nature, functions and types of accounting, accounting concepts and conventions, Journal, Ledger

UNIT-II

Subsidiary Books, Trial Balance, Rectification of Errors

UNIT-III

Bank Reconciliation Statement, Preparation of Final Accounts with adjustments

UNIT-IV

Depreciation Accounting: Concepts and methods (Straight Line and Written Down Methods only); Receipt and Payments Accounts; Income and Expenditure Accounts

Suggested Readings:

The list of books, cases and other specific references, including recent articles will be announced in the class by the concerned teacher.

Note:

1. The External Examiner will set 8 questions in the question paper selecting at least two questions from each unit. In case, a Case Study is included it will carry marks equivalent to two questions.
2. The candidate will be required to attempt five questions in all, selecting at least one question from each unit.

INTRODUCTION TO FINANCIAL MARKETS

PAPER CODE: DEBBA104-FM*

External: 50

Practical: 50

1. Introduction

Investment basics terms like need for investment, equity, derivative, mutual fund, depositories etc. and various options available for investment. Securities, securities market and how one can invest in securities and role of regulator - SEBI. Primary market, procedure for buying shares through IPO, how to raise capital from foreign countries? Depository, difference compared to bank and dematerialisation of securities. (12 Hours)

2. Secondary Market

Introduction, stock exchange, stock trading, products in the secondary, equity investment, debt investment. Derivatives – types, options, commodity derivatives and financial derivatives. Debt Funds - Salient features, debt mutual fund schemes, fixed maturity plans. Capital protection funds, gilt funds etc. Liquid Funds – Salient features, portfolio churning etc. (16 Hours)

3. Analysis and Regulation in Financial Markets

Introduction to regulations governing equity market, techniques of analysis in stock market like ratio analysis, income tax and capital gains having direct relevance for investment / trading in stock market. (16 Hours)

4. Market Simulation Lab

Market simulation lab sessions on internet based software to develop basic numeric and keyboarding skills.(12 Hours)

P.S.: Students must read daily news papers like The Economic Times, Financial Express etc., watch business channels e.g. CNBC, NDTV Profit, ET Now etc. and get updates from websites of SEBI, NSE etc.

Text Books:

1. Financial Markets: A Beginners' Module, Workbook from NSE

Reference Books:

1. Gupta, L.C: Stock Exchange Trading in India; Society for Capital Market Research and Development, Delhi,1997.
2. Dalton, John M: How the stock Markets works,3rd edition,2001, New York Institute of Finance
3. I.M. Bhole, Financial Institutions and Market, 5th edition, 2nd reprint in 2009 Tata McGraw Hill.
4. Vasant Desai, Indian Financial System, 2nd edition, 1997, Himalaya Publisher.

INTRODUCTION TO MUTUAL FUNDS

PAPER CODE: DEBBA105-FM*

External: 50

Practical: 50

1. Mutual Funds

Introduction, mutual fund structure in India, custodian, AMC, NFO, role of registrar and transfer agents, investor rights and obligations. Mutual fund products and features – equity funds open ended & close ended, index fund, diversified large cap funds, midcap funds, sectoral funds. Equity schemes, ELSS, entry and exit load, expense ratio, portfolio turnover, AUM affect portfolio turnover etc. (14 Hours)

2. Gold ETFs, Debt and Liquid Funds

Introduction to exchange traded funds (ETF), salient features, working, NFO, market making by APS, creation units, portfolio deposit and cash component. Debt funds - salient features, interest rate and credit risk, pricing of debt instrument, debt mutual fund schemes. Liquid funds - salient features, floating rate scheme, portfolio churning. (16 Hours)

3. Methods for Investment in Mutual Funds

Overview, objectives of AMFI, advantages of mutual funds, systematic investment plan (SIP), systematic transfer plan (STP), systematic withdrawal plan (SWP), choosing between dividend payout, dividend reinvestment and growth options. Capital gains taxation, indexation benefit, FMPS, without indexation, with indexation (14 Hours)

4. Market Simulation Lab

Market simulation lab sessions on internet based software to develop keyboarding skills for cash market. (12 Hours)

P.S.: Students must read daily news papers like The Economic Times, Financial Express etc., watch business channels e.g. CNBC, NDTV Profit, ET Now etc. and get updates from websites of SEBI, NSE etc.

Text Books:

1. Mutual Fund: A Beginners' Module, Workbook from NSE

Reference Books:

1. Sundar Sankaran. Indian Mutual Funds Handbook – A Guide For, VISION BOOKS PVT LTD.
2. Amitabh Gupta, Mutual Funds in India, 1st Edition , 2002, Anmol Publications
3. P Mohana Rao, Working of Mutual Fund Organisations in India,1998, Kanishka Publications
4. Paul B. Farrell, The Winning Portfolio: How to choose the best Mutual Funds, 2008, Vision Books

WORKSHOP ON COMPUTER AND OFFICE APPLICATIONS

PAPER CODE: DEBBA106-FM**

External: 100

Unit 1 HARDWARE & WINDOWS OPERATING SYSTEM

Personal Computers – Identification/demonstration of different storage devices like CD & CD-drive, Hard Disk – HDD, Storing & retrieving data from various Storage Devices, Identification of various input & output devices. Different types of printer. Introduction to troubleshooting of Personal Computers. Introduction to Windows XP / Vista / Latest version, working with them and installation

Unit 2 WORD 2007

Introduction to Word 2007, Processing, Formatting, Managing documents and customizing Word 2007, Advanced Features

Unit 3 EXCEL 2007

Overview, Editing, Using formulas and functions, Formatting worksheets, Charting, pivot table, what if analysis,

Unit 4 Powerpoint 2007

Introduction, preparing presentation, formatting, designing slide, animation, slide show etc.

Unit 5 EMAIL & OUTLOOK

E-mails management, Introduction to Outlook 2007, internet research, computer viruses

Suggested Readings:

- Vikas Gupta, Comdex Computer Course Kit, Window Vista with Microsoft office 2007 Professional Edn with CD. Dreamtech Press, 2008
- Paul McFedries, Tricks of the Microsoft Office 2007 Guru, Pearson Education
- Jain, S, MS Excel 2007 Made Simple, BPB Publication
- John Walkenbach, Colin Banfield Excel 2007 for dummies,

WORKSHOP ON BUSINESS COMMUNICATION SKILLS

PAPER CODE: DEBBA107-FM**

External: 100

UNIT-I

Introduction: Basics of communication, seven Cs of effective communication, barriers to communication, ethical context of communication

UNIT-II

Business communication at workplace: Letter writing – component, layout and process, e-mail communication, bad news messages, persuasive written communication, memos, notice, agenda and minutes of meeting

UNIT-III

Report Writing: Types of business reports, structure of reports, short reports, long reports, abstracts and summaries, proposals

UNIT-IV

Communication skills: Reading skills, listening skills, note making, persuasive speaking, body language, gestures

Suggested Readings:

1. Murphy, Herta A., Herbert W. Hildebrandt & Jane P Thomas, Effective Business Communication, Tata McGraw Hill, New Delhi
2. Konera, Arun, Professional Communication, Tata McGraw Hill, New Delhi
3. McGrath, E.H., Basic Managerial Skills for All, PHI, New Delhi
4. Meenakshi Raman & Prakash Singh, Business Communication, Oxford University Press, New Delhi

Note:

1. The External Examiner will set 8 questions in the Question Paper selecting at least two questions from each unit. In case, a Case Study is included it will carry marks equivalent to two questions.
2. The candidates will be required to attempt five questions in all, selecting at least one question from each unit.

Second Semester

MACROECONOMIC FOUNDATIONS

PAPER CODE: DEBBA201-FM

Theory: 70
Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.

- Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

UNIT-I

Nature and scope of macroeconomics, circular flow of income; national income – alternative concepts and measures, income and their interrelationship, stock and flow variables, aggregate demand, supply and macroeconomic equilibrium

UNIT-II

Macro analysis of consumer behaviour, cyclical and secular consumption, income consumption relationship, absolute, relative and permanent income hypothesis, simple Keynesian Model of income determination; multiplier analysis

UNIT-III

Nature of fiscal policy, fiscal deficits, fiscal policy and income determination, basic issues in fiscal deficit management, nature and management of public debt; business taxes types, rationale and incidence

UNIT-IV

Demand for money: Definition of money, functions of money, theories of money; money supply measures; credit creation process and money multiplier, promotional and regulatory role of central bank

Suggested Readings:

- Gupta G.S., **Macroeconomics – Theory and Applications**, Tata McGraw Hill, New Delhi
- Edward Shapiro, **Macroeconomic Analysis**, Galgotia, New Delhi
- Gupta S.B., **Monetary Economics: Theory, Policy and Institutions**, S. Chand, New Delhi
- Vaish, M.C., **Macroeconomic Theory**, Vikas Publications, New Delhi
- D'Souza, Errol, **Macroeconomics**, Pearson Education, New Delhi
- Deen Burg, Thamar F, **Macro Economics: Concepts, Theories & Policies**, McGraw Hill, International Ed.
- Diulio, Eugene, **Schaum's Outline of Theory & Problems of Macro Economics**, McGraw Hill
- Arnold, Roger A, **Macro Economics**, South Western College Publishing, Thomson Learning

Note:

- The external examiner will set 8 questions in the question paper selecting at least two questions from each unit.
- The candidates will be required to attempt five questions in all, selecting at least one question from each unit.

BUSINESS STATISTICS

PAPER CODE: DEBBA 202-FM

Theory: 70

Internal: 30

Note:

- There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
- Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

UNIT-I

Statistics: Meaning, evolution, scope, limitations and applications; data classification; tabulation and presentation: meaning, objectives and types of classification, formation of frequency distribution, role of tabulation, parts, types and construction of tables, significance, types and construction of diagrams and graphs

UNIT-II

Measures of Central Tendency and Dispersion: Meaning and objectives of measures of central tendency, different measure viz. arithmetic mean, median, mode, geometric mean and harmonic mean, characteristics, applications and limitations of these measures; measure of variation viz. range, quartile deviation mean deviation and standard deviation, co-efficient of variation and skewness

UNIT-III

Correlation and Regression: Meaning of correlation, types of correlation – positive and negative correlation, simple, partial and multiple correlation, methods of studying correlation; scatter diagram, graphic and direct method; properties of correlation co-efficient, rank correlation, coefficient of determination, lines of regression, co-efficient of regression, standard error of estimate

UNIT-IV

Index numbers and time series: Index number and their uses in business; construction of simple and weighed price, quantity and value index numbers; test for an ideal index number, components of time series viz. secular trend, cyclical, seasonal and irregular variations, methods of estimating secular trend and seasonal indices; use of time series in business forecasting and its limitations, calculating growth rate in time series

Suggested Readings:

1. Gupta, S.P. & M.P. Gupta, Business Statistics
2. Gupta, C.B., An Introduction to Statistical Methods
3. Gupta, B.N., An Introduction to Modern Statistics
4. Sancheti, S.C. & V.K. Kapoor, Statistical Methods
5. Ellhans, D.N., Fundamentals of Statistics
6. Gupta, S.P., Statistical Methods
7. Sharma, J.K., Business Statistics, Pearson Education, New Delhi

Note:

1. The External Examiner will set 8 questions in the question paper selecting at least two questions from each unit. In case, a Case Study is included it will carry marks equivalent to one question.
2. The candidates will be required to attempt five questions in all, selecting at least one question from each unit.

BUSINEES LAWS**PAPER CODE: DEBBA203-FM****Theory: 70****Internal: 30****Note:**

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

UNIT-I

Law of contract: Elementary knowledge of essentials of a valid contract, performance of contract, mode of discharge of contract, remedies for breach of contract

Contract of agency: Definition of agent and agency, creation of agency, duties and rights of agent and principal, principal's duties towards agents and third parties; termination of agency

UNIT-II

Law of sale of goods: Definition and essential of a contract of sale, conditions and warranty, passing of property in goods; performance of contract – right of unpaid seller, remedies for breach of contract

UNIT-III

Partnership Act: Nature of a partnership firm, duties and rights of partners, relations of partners to third parties, minor to benefit of partnership, reconstitution of a partnership firm, dissolution of a firm

Information Technology Act: Meaning and scope of information technology act, digital signature, electronic governance, regulation of certifying authority, digital signature certificates, duties of subscribers, penalties adjudication and offences

UNIT-IV

Competition Act, 2002 – definitions, prohibition of certain agreements, abuse of dominant position, regulation of combinations, duties, powers & functions of competition commission of India; SEBI – its objectives, establishment and management, functions & powers

Suggested Readings:

1. Datey, V.S., **Business and Corporate Laws**, Taxmann Publications
2. Bansal, C.L., **Business and Corporate Laws**, Excel Books
3. Kuchhal, M.C., **Mercantile Law**, Vikas Publishing Pvt. Ltd.
4. Rama Krishna Raju, V., **Business Laws and Economic Legislation**, Himalaya Publishing House
5. **Economic Laws**, Taxmann Publications

Note:

1. The external examiner will set 8 questions in the question paper selecting at least two questions from each unit.
2. The candidates will be required to attempt five questions in all, selecting at least one question from each unit.

CORPORATE ACCOUNTING

PAPER CODE: DEBBA 204-FM

Theory: 70
Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

UNIT-I

Accounting for share capital transaction: Issue of share, forfeiture and surrender of shares, redemption of preference shares, buy-back of shares

UNIT-II

Debentures: Issue of debentures, methods of redemption of debentures; underwriting of shares and debentures; valuation of goodwill

UNIT-III

Statutory provision regarding preparation of company's final accounts, preparation of profit and loss account and balance sheet of company as per the requirement of Schedule VI of the companies act; acquisition of business and profit prior to incorporation

UNIT-IV

Banking company accounts: Meaning of banking, types of banking, capital adequacy works for banks, financial statement of banks

Insurance company accounts: Meaning of insurance, types of insurance, financial statement of insurance companies

Suggested Readings:

1. Sehgal, Ashok & Sehgal, Deepak, **Advanced Accounting Vol. II**, Taxmann, New Delhi
2. Mukherjee & Hanif, **Corporate Accounting**, Tata McGraw Hill, New Delhi
3. Arulanandam & Raman, **Corporate Accounting**, Himalaya Publishing House, New Delhi
4. Monga, J.R., **Corporate Accounting**, Margin Paper Bank, New Delhi
5. Maheshwari, S.N., **Advanced Accounting**, Vikas Publications

Note:

1. The external examiner will set 8 questions in the question paper selecting at least two questions from each unit.
2. The candidates will be required to attempt five questions in all, selecting at least one question from each unit.

CAPITAL MARKET OPERATIONS**PAPER CODE: DEBBA205-FM*****External: 50****1. Indian Capital Market**

Introduction, market segments, primary market, secondary market, products and participants, derivatives market, reforms, research, corporate and government securities market. NSE membership - stock brokers, sub-brokers, broker-clients relationship, trading mechanism, code of ethics etc.

2. Trading System

Introduction, NEAT system, market types, corporate hierarchy, local databases, market phases, order management, trade management, auction, limited physical market, RETDEBT market (RDM), trading, information downloaded to trading members and internet broking.

3. Clearing and Settlement

Introduction, key terminologies, transaction cycle, settlement process, settlement agencies, risks in settlement, securities settlement, funds settlement, shortages handling, risk containment measures, international securities, identification number, demat and electronic transfer of securities, investor protection fund, clearing software – data and reports download, file transfer protocol.

4. Legal Framework and Fundamental Valuation Concept

Introduction to various Acts governing securities Market - Securities Contracts (Regulation) Act, 1956, Securities Contracts (Regulation) Rules, 1957, Securities and Exchange Board of India Act, 1992, SEBI (Stock Brokers & Sub-Brokers) Regulations, 1992, SEBI (Prohibition of Insider Trading) Regulations, 1992, SEBI (Prohibition of Fraudulent and Unfair Trade Practices Relating to Securities Markets) Regulations, 2003, The Depositories Act, 1996, Indian Contract Act, 1872, The Companies Act, 1956, Income Tax Act, 1961, Money Laundering Act, 2002. Fundamental Valuation Concepts - Elementary statistical concepts, understanding financial statements, time value of money and equity research.

5. Market Simulation Lab

Market simulation lab sessions on internet based software to develop keyboarding skills for cash market.

P.S.: Students must read daily news papers like The Economic Times, Financial Express etc., watch business channels e.g. CNBC, NDTV Profit, ET Now etc. and get updates from websites of SEBI, NSE etc.

Text Books:

1. Capital Market (Dealers) Module, Workbook from NSE

Reference Books:

1. Moorad Choudhry. Capital Market Instruments, illustrated,2002, Prentice Hall
2. Dhankhar J N. Indian Capital Market in Operation,2009, Skylrk Publications
3. ED Madhusoodanan. Indian Capital Markets, Quest Publications
4. Gupta, L.C: Stock Exchange Trading in India; Society for Capital Market Research and Development, Delhi,1997.

MARKET SIMULATION*****PAPER CODE: DEBBA205-FM*****Practical: 50**

Working through various modules of mock trading software of NSE for acquiring speed and accuracy in Capital Market segment.

WORKSHOP ON EXCEL & FINANCIAL MODELLING**PAPER CODE: DEBBA206-FM******Practical: 100****1. Basic Excel**

Getting to Know Excel 2007, Managing Workbooks, Working with Worksheets, Entering and Editing Worksheet Data, Using Formulas and Functions, Creating and Using Names, Auditing Work. Formatting Data, Printing. Charting Data, Working with Tables,

2. Advance Excel

Goal Seeking and What-If Analysis, Analyzing Data with PivotTables.

3. Excel as a tool in Financial Modeling

Excel concepts - Basic commands. Functions - math's, logical, look up, date, text and financial. Chart, diagram, picture, background, auto format, conditional formatting, style, filter, sort. Formulas and macros. What if analysis, pivot table, pivot chart, scenario, goal seek, problem solver tool, advanced filter.

4. Financial Modeling Basic Concepts

Introduction, advanced functions of MS-Excel as a tool in financial modeling. Components of a financial model, building the template, filling in the historical data, identifying assumptions and drivers, forecasting various schedules and financial statement, building the supporting schedules, various approaches to valuation, key ratios, financial ratios and company analysis, building cases and sensitivity analysis: - looking at the probabilistic analysis of the best and worst case scenario.

Suggested Readings:

- Jain, S, MS Excel 2007 Made Simple, BPB Publication
- John Walkenbach, Colin Banfield Excel 2007 for dummies,
- Jonathan Swan, Practical Financial Modelling a guide to current practice, 2nd edition, 2005, CIMA publishing Publication
- Marek Musiela, Marek Rutkowski, Models in Financial Modelling, 2nd Edition, 2005 (3rd reprint 2009), Springer

Third Semester**BUSINESS TAXATION****PAPER CODE: DEBBA301-FM****Theory: 70****Internal: 30****Note:**

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

UNIT-I

Basic concepts of income tax, residential status and its incidence on tax liability, incomes exempt from tax; income from the had salary; income from house property

UNIT-II

Profits and gains of business and profession including depreciation; capital gains; income from other sources

UNIT-III

Clubbing and incomes, setting off and carrying forward of losses; general deductions from gross total income, assessment of individuals, computation of tax liability

UNIT-IV

Value added tax: Important definitions; need; merits and demerits; classification of goods and rates of tax; input tax credit; modes of computation of VAT; assessment and filling of return

Service Tax: nature and need; exemptions; registration; taxable services; assessment and filling of return

Suggested Readings:

1. Singhania, V.K. and Singhania, Monica, Student Guide to Income Tax, Taxman Publications
2. Ahuja, Girish and Gupta, Ravi, Income Tax, Bharat Publication
3. Singhania, V.K. and Singhania, Kapil, Direct Taxes Law and Practice, Taxman Publications
4. Singhania, V.K., Singhania, Kapil and Singhania, Monica, Direct Taxes Planning and Management, Taxman Publications
5. Lal, B.B., Direct Taxes, Pearson Education

Note:

1. One case study be discussed – per unit – in the class.
2. **Instruction for External Examiner:** The question paper will have two sections. Section 'A' shall comprise 8 questions (2 questions from each unit). The students will be required to attempt four questions (one question from each unit). Section 'B' will contain one CASE STUDY which will be compulsory. All the five questions will carry equal marks.

BUSINESS ENVIRONMENT**PAPER CODE: DEBBA302-FM****Theory: 70****Internal: 30****Note:**

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.

- Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

UNIT-I

Business Environment – Nature, structure and components of business environment; country risk; political risk and corporate adjustment; international impact on business environment; nature of Indian economy

UNIT-II

Economic reforms; current monetary and fiscal policy environment; competitive environment and the Competition Act 2002; Consumer and Investor's protection; corporate governance

UNIT-III

Industrial policy of 1991; public sector reforms; public private partnership; SMEs – threats and challenges; industrial sickness; industrial relations; Industrial Financial Institutions – IDBI, IFCI and ICICI

UNIT-IV

Balance of Payments scenario; foreign trade pattern and policy; globalization trends; environment for international direct investment; Foreign Exchange Management Act

Suggested Readings:

- Mishra S.K. and Puri V.K., Economic Environment of Business, Himalaya Publishing, New Delhi
- Bedi, Suresh, Business Environment
- Datt Ruddar and Sundaram, Indian Economy
- Govt. of India, Economic Survey (latest year), Govt. of India, New Delhi
- Sengupta N.K., Government and Business, Vikas Publication, New Delhi

Note:

- One case study be discussed – per unit – in the class.
- Instruction for External Examiner:** The question paper will have two sections. Section 'A' shall comprise 8 questions (2 questions from each unit). The students will be required to attempt four questions (one question from each unit). Section 'B' will contain one CASE STUDY which will be compulsory. All the five questions will carry equal marks.

COST AND MANAGEMENT ACCOUNTING

PAPER CODE: DEBBA303-FM

Time: 3 hours

Theory: 70

Internal: 30

Note:

- There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
- Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

UNIT-I

Cost Accounting – meaning, importance, methods, techniques; classification of costs and cost sheet; inventory valuation; an elementary knowledge of activity based costing

UNIT-II

CVP analysis – determination of break-even point, profit volume ratio, profit volume graph, margin of safety, CVP analysis in multiproduct firm, utility and limitation; marginal costing and its application in managerial decision making; elementary knowledge of target costing

UNIT-III

Budgetary control – meaning, need, objectives, essentials of budgeting, different types of budgets; standard costing and variance analysis (materials, labour)

UNIT-IV

Management accounting – concept, need, importance and scope; analysis and interpretation of financial statements – meaning, importance and techniques, ratio analysis; fund flow analysis; cash flow analysis

Suggested Readings:

1. Thukaram Rao, M.E., Cost and Management Accounting, New Age Publishers
2. Singhal, A.K. and Ghosh Roy, H.J., Accounting for Managers, JBC Publishers and Distributors, New Delhi
3. Pandey, I.M., Management Accounting, Vikas Publishing House, New Delhi
4. Horngren, Sundem and Stratton, Introduction to Management Accounting, Pearson Education, New Delhi
5. Hansen & Mowen, Cost Management, Thomson Learning
6. Mittal, S.N., Management Accounting and Financial Management, Shree Mahavir Book Depot, New Delhi
7. Jain, S.P. and Narang, K.L., Advanced Cost Accounting, Kalyani Publishers, Ludhiana

Note:

1. One case study be discussed – per unit – in the class.
2. **Instruction for External Examiner:** The question paper will have two sections. Section 'A' shall comprise 8 questions (2 questions from each unit). The students will be required to attempt four questions (one question from each unit). Section 'B' will contain one CASE STUDY which will be compulsory. All the five questions will carry equal marks.

WORKSHOP ON BUSINESS ETIQUETTE**PAPER CODE: DEBBA304-FM******Internal: 50****Practical: 50****UNIT-I**

Workshop Etiquette – Office protocol and etiquette, professional conduct, use of courteous phrases in the workplace, proper way to make introduction, business dress, grooming

UNIT-II

Communication Etiquette – Written communication manners, listening skills, body language, voice tone and eye contact, telephone etiquette, e-mail, voice mail etiquette, ways to deal with difficult people, extending, accepting and declining invitations

UNIT-III

Business Meetings and Dining Etiquette – Attending business functions, etiquette in meetings, business socialization, organizing social events for business, dining manners, banquet etiquette

UNIT-IV

Global Manners – Importance of awareness of international customs, cultural taboos and practices, traveling etiquette, business etiquette in USA, Europe, Africa, Middle East, Latin America

Suggested Readings:

1. Chaney, Lillian Hunt & Jeanethe Martin, The Essential Guide to Business Etiquette, Praeger, London
2. Fox, Sue, Business Etiquette for Dummies, Wiley Publishing Inc.

3. Dresser, Norine, Multicultural Manners, John Wiley & Sons Inc.
4. Langford, Beverly Y., The Etiquette Edge, AMACOM

Note:

Both internal as well as external workshops shall be conducted by a board of examiners to assess the performance of students. For internal evaluation, the board will be constituted by the Director, consisting of 3 senior faculty members. External board will consist 3 members – (1) Director of the Institute, (2) one academician and (3) one executive. Two members will form the quorum.

DERIVATIVES MARKET OPERATIONS

PAPER CODE: DEBBA305-FM*

Theory: 50
Practical: 50

1. Introduction to Derivatives

Derivatives - types, history, participants and economic functions. Understanding interest rates and stock indices - Indices construction, economic significance, application etc. Futures contracts, mechanism and pricing - forward contracts, introduction to futures, terminologies, pricing etc.

2. Pricing, Applications of Futures and Options

Understanding Beta, numerical illustration of applications of stock futures. Options contracts, mechanism and applications - option terminology, comparison between futures and options, options payoffs, application of options. Pricing of options contracts and Greek letters - variables affecting option pricing, the Black Scholes Merton model for option pricing (BSO), the Greeks.

3. Trading, Clearing and Settlement

Futures and options trading system, the trader workstation, futures and options market instruments, criteria for stocks and index eligibility for trading, charges. Clearing and settlement - clearing entities, clearing mechanism, settlement procedure, risk management and margining system.

4. Regulatory Framework and Accounting

Securities Contracts (Regulation) Act, 1956, Securities and Exchange Board of India Act, 1992, Regulation for derivatives trading, adjustments for corporate actions. Accounting for futures, accounting for options, taxation of derivative transaction in securities.

5. Market Simulation Lab

Market simulation lab sessions on internet based software to develop keyboarding skills for derivative market.

P.S.: Students must read daily news papers like The Economic Times, Financial Express etc., watch business channels e.g. CNBC, NDTV Profit, ET Now etc. and get updates from websites of SEBI, NSE etc.

Text Books:

1. Derivative Market (Dealers) Module, Workbook from NSE

Reference Books:

1. Overhaus Marcus. Equity Derivative - Theory and Application, 2002, John Wiley & Sons
2. N.D. Vohra & B.R. Bagri, Futures and Options, 2nd edition, 1998 (9th reprint 2009), Tata McGraw-Hill Publishing Company Ltd.
3. Hull C. John, "Options, Futures and Other Derivatives", 7th edition, 2009, Pearson Educations Publishers.
4. D.C. Parwari, Financial Futures and Options, Jaico Publishing House.

ON THE JOB TRAINING
PAPER CODE: DEBBA306-FM

Practical: 100

FINANCIAL PLANNING
PAPER CODE: DEBBA401-FM

Theory: 70
Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit I - Indian Financial System and Financial Planning Process

Basic Concepts of Financial Planning, Types of Financial Markets and Instruments, Participants in the Indian Financial System, Economic environment and indicators, Establishing Client-Planner Relationships, Gathering client data and determining goals and expectations, Analyse Client Objectives, Needs and Financial Situation, Developing appropriate strategies and presenting the financial plan, Implementing the financial plan, Monitoring the financial plan

Unit II – Financial Mathematics

Basics of Time value of money, Calculate and interpret time value of money, Calculation of annuities, Loan repayment schedule, Inflation-adjusted interested rates

Unit III - Financial Analysis, Cash Flow Planning and Budgeting

Cash flow planning, Budgeting, Personal use of management, Personal Financial Statement Analysis

Unit IV - Legal Aspects of financial planning

Contracts, Negotiable Instruments, Torts, Professional Liability, Fiduciary responsibility, Agency law, Consumer Protection, Investor Protection

Unit V – Economic Analysis

GDP, Calculations, Mortgage, Types of mortgage, CRR, SLR, Repo Rate, Reverse Repo Rate etc.

Suggested Readings:

- Introduction to Financial Planning by Taxmann
- Introduction to Financial Planning by Michael Toten
- Personal Financial Planning by G Victor

ENVIRONMENT MANAGEMENT
PAPER CODE: DEBBA402-FM

Theory: 70
Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.

- Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

UNIT-I

Introduction – Overview of environmental crisis; Ecosystem – concept, forest, grassland and desert ecosystem, aquatic ecosystem; Biodiversity – concept and biodiversity conservation

UNIT-II

Renewable and non-renewable natural resources – water resources, energy resources, forest resources, land, food and mineral resources; Pollution – air and noise pollution, water, soil and marine pollution, solid waste management

UNIT-III

Social issues and environmental – Issues related to energy, water conservation and rain harvesting; issues concerning displacement, resettlement and rehabilitation of people; global warming and Kyoto protocol; wasteland reclamation and management

UNIT-IV

Environmental Legislation – Environment Protection Act, Air (prevention and control of pollution) Act, Water (prevention and control of pollution) Act, Wildlife Protection Act, Forest Conservation Act

Suggested Readings:

- Rajagopalan R, Environmental Studies, Oxford University Press, New Delhi
- Kaushik Anubha, C.P. Kaushik, Perspective in Environmental Studies, New Age International (P) Ltd. Publishers
- Joseph Benny, Environmental Studies, Tata McGraw Hill Publishing Company Ltd., New Delhi
- Ubaroi, N.K., Environment Management, Excel Books, New Delhi

Note:

- The External Examiner will set 8 questions in the question paper selecting at least two questions from each unit. In case, a Case Study is included it will carry marks equivalent to two questions.
- The candidate will be required to attempt five questions in all, selecting at least one question from each unit.

WORKSHOP ON RESEARCH METHODOLOGY

PAPER CODE: DEBBA403-FM**

Practical: 100

UNIT-I

Introduction – Meaning and significance of research in management; types of research – historical studies, case studies, survey and experimental studies, criteria for good research, the manager and researcher relationship

UNIT-II

Research Process – Formulation of research problem, defining research problem need for research design, classification of research design, features of good research design, research proposal

UNIT-III

Sampling and Data Collection – Meaning and concept of sampling design, criteria of good sampling design; types of sampling design – probability and non-probability; data collection – types of data, sources and tools of data collection, questionnaire construction

UNIT-IV

Data Processing and Interpretation – Editing, coding, classification and tabulation of data, meaning and techniques of data interpretation; report writing – steps, layout and types

Suggested Readings:

1. Sekaram, Uma, Research Methods for Business – A Skill Building Approach, John Wiley & Sons (Asia) Pvt. Ltd., Singapore, 2003
2. Cooper, Donald R and Pamela S Schiendler, Business Research Methods, Tata Mc Graw Hill, New Delhi
3. Zikmund, G. William, Business Research Methods, Thomsom Business Information India Pvt. Ltd, Banglore
4. Kothari, C R, Research Methodology – methods and techniques, Vishwa Prakashan, New Delhi

Note:

Both internal as well as external workshops shall be conducted by a board of examiners to assess the performance of students. For internal evaluation, the board will be constituted by the Director, consisting of 3 senior faculty members. External board will consist 3 members – (1) Director of the Institute, (2) one academician and (3) one executive. Two members will form the quorum.

WORKSHOP ON MANAGERIAL SKILLS**PAPER CODE: DEBBA404-FM******Practical: 100****UNIT-I**

Introduction: Critical role of management skills, essential management skills, approach to skill development; personal skills – developing self awareness, managing personal stress, solving problems analytically and creatively

UNIT-II

Interpersonal Skills: Principles of supportive communication, building positive relationship through supportive communication, strategies for gaining power and influence, fostering motivating environment, managing interpersonal conflict

UNIT-III

Group Skills: Concept and dilemma of empowerment, fostering empowerment and delegation, building effective teams and promoting teamwork, leading positive change

UNIT-IV

Key Communication Skills: Making effective oral and written presentation, planning and conducting interviews, conducting successful meetings

Suggested Readings:

1. Wehtten, David A and Kim S Cameron, Developing Management Skills, Pearson Education, New Delhi
2. McGrath, E H Basic Managerial Skills for All, Prentice Hall of India Pvt. India, New Delhi
3. Hurlock, Elizabeth B, Personality Development, Tata McGraw Hill, New Delhi

Note:

Both internal as well as external workshops shall be conducted by a board of examiners to assess the performance of students. For internal evaluation, the board will be constituted by the Director, consisting of 3 senior faculty members. External board will consist 3 members – (1) Director of the Institute, (2) one academician and (3) one executive. Two members will form the quorum.

COMMODITIES MARKET OPERATIONS**PAPER CODE: DEBBA405-FM*****Theory: 50****Practical: 50****1. Introduction to Commodity Derivatives**

Introduction to derivatives, products, participants and functions, derivatives markets, difference between commodity and financial derivatives. Evolution of commodity exchanges, global commodity derivatives exchanges, latest

developments. The NCDEX platform – structure, exchange membership, risk management, clearing and settlement system and commodities traded on the NCDEX platform.

2. Application of Commodity Futures

Instruments available for trading - forward contracts, introduction to futures and options, payoff for F&O, using futures versus options. Pricing commodity futures - investment assets versus consumption assets, the cost of carry model, the futures basis. Using commodity futures for hedging, speculation and arbitrage.

3. Trading, Clearing and Settlement

Trading - futures trading system, entities in the trading system, commodity futures trading cycle, order types and trading, parameters, margins for trading in futures, charges, hedge limits. Clearing and settlement - clearing, settlement, risk management, margining at NCDEX and Standard Portfolio Analysis of Risk (SPAN).

4. Regulatory Framework of Commodity Derivatives

Rules governing commodity derivatives exchanges, participants, investor grievances and arbitration. Implications of Sales Tax, Value Added Tax (VAT) and obligations. Electronic Spot Exchange - NCDEX Spot Exchange Ltd. (NSPOT).

5. Market Simulation Lab

Market simulation lab sessions on internet based software to develop keyboarding skills for commodity market.

P.S.: Students must read daily news papers like The Economic Times, Financial Express etc., watch business channels e.g. CNBC, NDTV Profit, ET Now etc. and get updates from websites of SEBI, NSE etc.

Text Books:

1. Commodities Market Module, Workbook from NSE

Reference Books:

1. George Kleinman. Commodity Futures & Options, 2 (revised, illustrated), 2001, Financial Times Prentice Hall
2. John Stephens. Managing Commodity Risk, illustrated, 2001, John Wiley & Sons
3. Stanley Kroll. Professional Commodity Trader, 1995, Traders Press
4. Indian Institute of Banking & Finance. Commodity Derivatives, 2007, Macmillan India Ltd.

ON THE JOB TRAINING

PAPER CODE: DEBBA406-FM

Practical: 100

Fifth Semester

FINANCIAL MANAGEMENT

PAPER CODE: DEBBA501-FM

Theory: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

UNIT-I

Financial management – scope, finance functions and its organization, objectives of financial management; time value of money; sources of long term finance

UNIT-II

Investment decisions – importance, difficulties, determining cash flows, methods of capital budgeting; risk analysis (risk adjusted discount rate method and certainty equivalent method); cost of different sources of raising capital; weighted average cost of capital

UNIT-III

Capital structure decisions – financial and operating leverage; capital structure theories – NI, NOI, traditional and M-M theories; determinants and dividend policy and dividend models – Walter, Gordon & M M Models

UNIT-IV

Working Capital – meaning, need, determinants; estimation of working capital need; management of cash, inventory and receivables

Suggested Readings:

1. Pandey, I.M., Financial Management, Vikas Publishing House, New Delhi
2. Khan M Y, and Jain P K, Financial Management, Tata McGraw Hill, New Delhi
3. Keown, Arthur J, Martin, John D Petty J William and Scott David F, Financial Management, Pearson Education
4. Chandra, Prasanna, Financial Management, TMH, New Delhi
5. Van Home, James C, Financial Management and Policy, Prentice Hall of India
6. Brigham & Houston, Fundamentals of Financial Management, Thomsom Learning, Bombay
7. Kishore R, Financial Management, Taxman's Publishing House, New Delhi

Note:

1. One case study be discussed – per unit – in the class.
2. **Instruction for External Examiner:** The question paper will have two sections. Section 'A' shall comprise 8 questions (2 questions from each unit). The students will be required to attempt four questions (one question from each unit). Section 'B' will contain one CASE STUDY which will be compulsory. All the five questions will carry equal marks.

ORGANIZATIONAL BEHAVIOUR**PAPER CODE: DEBBA 502-FM****Theory: 70****Internal: 30****Note:**

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

UNIT-I

World of Organizational Behaviour – Historical perspective, contributing disciplines, challenges and opportunities for OB, managing diversity, work life balance, knowledge management; learning – theories and applications

UNIT-II

Individual Behaviour – Self concept, personality, abilities, values, attitudes and job satisfaction; perception, social perception and attribution; motivation – concepts and applications

UNIT-III

Team and Social Processes – Foundations of team dynamics, developing high performance teams, individual and group decision making, power and influence in workplace, managing conflict and negotiation

UNIT-IV

Organizational Dynamics – Foundations of organizational structure, organizational culture, organizational change and stress management

Suggested Readings:

1. Krietner, Robert and Angelo Kinicki, Organizational Behaviour, Tata McGraw Hill, New Delhi
2. McShane, Steven, Mary Glinow and Radha R Sharma, Organizational Behaviour, Tata Mc Graw Hill, New Delhi
3. Robbins, Stephen, Timothy A Judge and Seema Sanghi, Organizational Behaviour, Pearson Education, New Delhi

Note:

1. One case study be discussed – per unit – in the class.
2. **Instruction for External Examiner:** The question paper will have two sections. Section 'A' shall comprise 8 questions (2 questions from each unit). The students will be required to attempt four questions (one question from each unit). Section 'B' will contain one CASE STUDY which will be compulsory. All the five questions will carry equal marks.

BUSINESS PROCESS OUTSOURCING SKILLS**PAPER CODE: DEBBA503-FM****Theory: 70****Internal: 30****Note:**

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

UNIT-I

Introduction – Concept and history of outsourcing, BPO as socio-technical invention, drivers of business process outsourcing, sector's growth; types of BPOs – offshoring, onshoring, nearshoring, emerging trends in BPO, reverse outsourcing, business transformation outsourcing, stages of outsourcing

UNIT-II

Designing Outsourcing Project: Identify and select outsourcing opportunity; elements of strategic assessment – business value assessment, operational assessment, financial assessment, risk assessment

UNIT-III

Executing Outsourcing Projects: Vender assessment and selection, negotiation and executing contract, project initiation and transition; managing BPO – vender relationship infrastructure consideration and challenges continuing, modifying or terminating the contract

UNIT-IV

Key Dimensions: HR outsourcing, outsourcing of financial services, Knowledge Process Outsourcing, call centre and help desk outsourcing, future of BPO

Suggested Readings:

1. Click Rick L and Thomas N Duening, Business Process Outsourcing: The Competitive Advantage, John Wiley & Sons, Inc.

2. Power Mark J, Kevin C Desouza, Carlo Bonifazi, The Outsourcing Handbook: How to Implement a Successful Outsourcing Process, London and Philadelphia
3. Corbett Michael F, The Outsourcing Revolution: Why it Makes Sense and How to Do it Right, Dearborn Trade Publishing, A Kaplan Professional Company
4. Patel Alpesh B, Hemendra Aran, Outsourcing Success: The Management Imperative, Palgrave Macmillan

Note:

1. One case study be discussed – per unit – in the class.
2. **Instruction for External Examiner:** The question paper will have two sections. Section 'A' shall comprise 8 questions (2 questions from each unit). The students will be required to attempt four questions (one question from each unit). Section 'B' will contain one CASE STUDY which will be compulsory. All the five questions will carry equal marks.

FUNDAMENTAL ANALYSIS

PAPER CODE: DEBBA 504-FM*

Theory: 50

Practical: 50

1. Introduction to Fundamental Analysis

Introduction to fundamental analysis – Economy, Industry, and Company (EIC) analysis, key concepts e.g. time value of money, future and present value, risk and return, types of risks, measurement, Beta, risk return trade off, quantitative and qualitative aspects, concept of intrinsic value.

2. Economic Analysis

Economic analysis - economic indicators, gross domestic product, inflation, interest rates, credit policies, foreign direct investment, FIIs etc.

3. Industry Analysis

Industry analysis, life cycle of an industry, SWOT analysis, characteristics of industry analysis, Michael Porters five forces model.

4. Company Analysis

Company analysis - non financial aspect, the management - general analysis of company, SWOT analysis, quality-price matrix. Company analysis – financial, analysis of financial statements. Ratio analysis – Activity, Solvency and Valuation Ratios and leverage analysis. Valuation of companies, weighted average cost, cost of debt, cost of preferred stock, cost of equity, CAPM approach, discounted cash flow approach, discounted cash flow corporate valuation model, relative corporate valuation model. Research Report Writing and presentation to management and stake holders.

5. Market Simulation Lab

Market simulation lab sessions on fundamental analysis software such as Capitaline, CMIE Prowess etc.

P.S.: Students must read daily news papers like The Economic Times, Financial Express etc., watch business channels e.g. CNBC, NDTV Profit, ET Now etc. and get updates from websites of SEBI, NSE etc.

Note: The curriculum is under revision by NSE due to constant changes in financial market and will be provided before the corresponding semester starts.

Text Books:

1. Fundamental Analysis Module, Workbook from NSE

Reference Books:

1. Raghunath Palat, Fundamental Analysis for Investors, 2010 Edition, Vision Books
2. Charles P Jones, Investments: Analysis and Management, 9th Edition, Wiley India
3. Dun & Bradstreet. Equity Research and Valuation, 2008, Tata McGraw Hill
4. Gillian D. Elcock. How to Get an Equity Research Analyst Job, 1st edition, 2010 Ecademy Press

INTRODUCTION TO TECHNICAL ANALYSIS

PAPER CODE: DEBBA505-FM*

Theory: 50
Practical: 50

1. Introduction to Technical Analysis

Technical analysis, basic assumptions, strengths and weakness. Dow theory, the charts, candlestick charts analysis with one two and three candles like hammer, hanging man, shooting star, bearish and bullish harami etc.

(14 Hours)

2 Pattern Study

Support and resistance, head and shoulders, double top and double bottom and Gap theory.

(10 Hours)

3 Indicators

Indicators, types, benefits, comparisons. Simple moving average, exponential moving average. Trend following indicator, signals - moving average price crossover with single and multiple moving averages. Oscillators - relative strength index (RSI), momentum, applications of RSI, overbought and oversold, divergence, advanced concepts, moving average convergence/divergence(MACD). Using multiple indicators for trading signals, price sensitive techniques, volume sensitive techniques, composite methods, bull market and bear market tool kit application.

(12 Hours)

4 Risk Management, Trading Psychology and Trading Strategies

Risk Management – Need, techniques, uses of stop loss, qualities of successful traders, golden rules of traders, do's and don'ts in trading, rules to stop losing money, choosing the right market to trade, importance of discipline in trading. Day trading, advantages of day trading, risks associated with trading, strategies for day trading, momentum trading strategies.

(10 Hours)

5. Market Simulation Lab

Market simulation lab sessions to use technical analysis software such as Metastock, Advanced Gate etc.(10 Hours)

P.S.: Students must read daily news papers like The Economic Times, Financial Express etc., watch business channels e.g. CNBC, NDTV Profit, ET Now etc. and get updates from websites of SEBI, NSE etc.

Note:

The curriculum is under revision by NSE due to constant changes in financial market and will be provided before the corresponding semester starts.

Text Books:

1. Technical Analysis, Workbook from NSE

Reference Books:

1. Robert D. Edwards. Technical Analysis of Stock Trends, NINTH EDITION,2009, Vision Book
2. Martin J Pring. Technical Analysis Explained, 4 (illustrated), 2002, McGraw Hill
3. Darrell R Jobman. Handbook of Technical Analysis,1995, Probus Pub
4. William ENG. Technical Analysis of Stocks, Option,,1988 Probus Pub.
5. Jack D.Schwager. Technical Analysis,1996, John Wiley and Sons

ON THE JOB TRAINING
PAPER CODE: DEBBA506-FM

Practical: 100

Sixth Semester

MARKETING OF FINANCIAL SERVICES
PAPER CODE: DEBBA 601-FM

Theory: 70
Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit I – Introduction

Defining Marketing, Marketing the starting point, The Marketing Concept, Marketing Research, Consumer behavior, Marketing Segmentation and Product Development, Overview, Market Segmentation, Positioning, Product Development, Understanding Consumer, Product Mix, Promotion Mix

Unit II – Marketing Communication

Marketing Communication, Analysing Business Markets, Identifying Market Segments and Targets, Communication Models, Advertising, Sales Promotion, The Sales Force, Direct marketing, Public Relations

Unit III – Marketing of banking Services and Financial products

Marketing of Banking products and services, Distribution, Pricing and Promotion Strategy for Banking Services, Attracting and Retaining bank customers, Marketing strategy of credit cards and debit cards, Marketing strategy of current and saving accounts and different types of loans, Marketing strategies of mutual funds, Marketing of insurance products, Marketing of Pension Funds

Unit IV – Customer Relationship Management

Introduction, Strategy and Organization of CRM, Marketing Aspects of CRM, Analytical CRM, CRM Subsystems, Application of CRM, Ethical Issues in CRM

Unit V – E-CRM

Technology Selection, Integration of CRM with ERP and ERP II

Suggested Readings:

- Collins, J.C & Lazieer, W.C Beyond Entrepreneurship-Turning your business into an enduring great company, Prentice Hall
- A., Brown, A & Chalender, Marketing, Prentice Hall
- Managing and Marketing of Financial Services, Taxmann

HUMAN RESOURCE MANAGEMENT

PAPER CODE: DEBBA 602-FM

Theory: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

UNIT-I

Introduction – Evolution of HR function, contemporary perspective of HRM, goals of HRM, strategic role of HRM, financial impact of HRM activities

UNIT-II

Talent Acquisition – Analysis of work and human resource planning, recruitment, selection, placement, employee leasing, recruitment process outsourcing, outplacement, human resource information system

UNIT-III

Development and Assessment – HR assessment and development, institutionalizing performance management system, performance review, assessment centres, potential appraisal, career management, work force training, designing and administering employee and executive development programmes

UNIT-IV

Compensating HR – Philosophies regarding rewards, components and objectives of organizational reward system, policy issues in pay administration, individual and organization wide incentives, employee benefit plans, employee health and safety, labour relations and collective bargaining

Suggested Readings:

1. Cascio, Wayne F, Managing Human Resources, Tata McGraw Hill, New Delhi
2. Dessler, Gary and Biju Varkkey, Human Resource Management, Pearson Education, New Delhi
3. DeNisi, Angelo and Ricky W. Griggin, Human Resource Management, Biztantra – Houghton Migglin
4. Ivancevich, John, Human Resource Management, Tata Mc Graw Hill
5. Noe, Raymond, John Hollenbeck, Barry Gerhart and Patrick M Wright, Human Resource Management – Gaining Competitive Advantage, Tata Mc Graw Hill, New Delhi
6. Snell, Scott and George Bohlander, Human Resource Management, Cengage Learning

Note:

1. One case study be discussed – per unit – in the class.
2. **Instruction for External Examiner:** The question paper will have two sections. Section 'A' shall comprise 8 questions (2 questions from each unit). The students will be required to attempt four questions (one question from each unit). Section 'B' will contain one CASE STUDY which will be compulsory. All the five questions will carry equal marks.

SMALL BUSINESS MANAGEMENT

PAPER CODE: DEBBA 603- FM

Theory: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

UNIT-I

Genesis – The entrepreneurial life, choosing the right business, buying an existing business, franchises, understanding market, calculating start up costs, structuring business

UNIT-II

Developing Business Plan – Visualizing the dream, location plan, branding the business management, projecting financial requirements, sources of funds, small business technology, handling tax and legal requirements

UNIT-III

Growing the business – Customer relationship, product and supply chain management, pricing and credit decisions, advertising and promotion strategies

UNIT-IV

Managing the Small Business – Management human resources, managing operations, managing risks, managing assets, evaluating financial performance

Suggested Readings:

1. Longnecker, Moore, Petty and Palich, Managing Small Business, Cengage Learning India Pvt. Ltd.
2. Strauss, Steven, The Small Business Bible, John Wiley and Sons, Inc.
3. Kishel, Gregory and Patricia Kishel, How to Start, Run and Stay in Business, John Willy & Sons, Inc.
4. Hisrich, Robert, Small Business Solutions, Mc Graw Hill, Inc.
5. Morris, Michael, Starting a Successful Business , Kogan Page, London

Note:

1. One case study be discussed – per unit – in the class.
2. **Instruction for External Examiner:** The question paper will have two sections. Section 'A' shall comprise 8 questions (2 questions from each unit). The students will be required to attempt four questions (one question from each unit). Section 'B' will contain one CASE STUDY which will be compulsory. All the five questions will carry equal marks.

BANKING OPERATIONS MANAGEMENT

PAPER CODE: DEBBA 604-FM

Theory: 70

Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.

2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

1. Introduction & Banking Structure in India

Definition of banks, Evolution of Commercial Banks in India, Functions of Commercial Bank, Competitive Landscape of Banks in India. Banking Structure in India, Role of Reserve Bank of India vis-à-vis Commercial Banks

2. Deposit Accounts & Bank Lending

Introduction to Bank Deposits, Types of Deposit Accounts, Common Guidelines of Opening and Operating Deposit Accounts, Deposit Related Services, Deposit Services Offered to NRI, NRO, Non-Resident (External) Rupee Accounts, Foreign Currency Non Resident Account (Banks), Deposit Insurance, Banks insured by the DICGC, Features of the scheme. Principles of Lending and Loan policy, Compliance with RBI guidelines, Basics of Loan Appraisal, Credit decision-making and Review, Credit, Approval authorities, Credit appraisal and decision-making, Monitoring and Review of Loan Portfolio, Types of Advances, Working Capital Finance, Project Finance, Loans to Small and Medium Enterprises, Rural and Agricultural Loans, Directed Lending, Retail Loan, International Loans Extended by Banks, Management of Non Performing Assets, Classification of non-performing Assets, Debt Restructuring, Other recovery options SARFAESI Act, 2002

3. Bank Investments and Other Activities Of Commercial Banks

Investment Policy, Statutory Reserve Requirements, Maintenance of Statutory Liquidity Ratio (SLR), Penalties, Non-SLR Investments, Banks' Investment Classification and Valuation Norms. Other Basic Banking Activities, Para-banking Activities

4. Relationship between Bank and Customer and Evolving Trends

Strategy for expanding customer base, Services to different Customer Groups, Competition amongst Banks for Customers, Customer Relationship Management, Banking Ombudsman Scheme, Know Your Customer (KYC) norms, Prevention of Money Laundering Act (PMLA), 2002. Technology, Internet Banking, Mobile Banking Transactions, Point of Sale (PoS) Terminals, Outsourcing of Non-core Activities, Financial Inclusion, Initiatives taken by the RBI, Micro Credit

Text Books:

1. Commercial Banking: A Beginner's Module

Reference Books:

- G. P. Kapoor, Commercial Banking, APH Publishing 2004
- Ahmed, Masood, Mashood Ahmed Khan, Banking in India, Anmol Publications, 2003
- Muralidharan, Modern Banking: Theory and Practices, PHI Learning Pvt. Ltd.

INTRODUCTION TO CURRENCY DERIVATIVES

PAPER CODE: DEBBA 605-FM*

Theory: 50
Practical: 50

1. Basics of Equity Derivatives

Introduction, definitions of basic derivatives, put options, call options applications of derivatives and derivatives as a risk management tool.

2. Trading Futures and Options on Stock Exchanges

Trading Futures - Pay-off of futures, theoretical models for future pricing. Trading Options – option payouts, option strategies, determination of option prices and factors affecting option prices. Derivatives trading on NSE – using daily newspapers to track F&O, settlement of F&O, accounting and taxation.

3. Introduction to Currency Markets

Introduction to currency markets, exchange rates, factors affecting, currency futures, strategies using currency futures, hedging, speculation, arbitrage and NSE's currency derivatives segment.

4. Trading, Clearing, Settlement and Risk Management in Currency Futures

NSE membership - categories, eligibility and criteria, future contract specifications, trading system, placing orders, client broker relationship. Clearing, settlement and risk management system through margins of different kinds, clearing entities and settlement mechanism.

5. Market Simulation Lab

Market simulation lab sessions using technical analysis software such as Metastock for timing the currency futures trading decisions.

P.S.: Students must read daily news papers like The Economic Times, Financial Express etc., watch business channels e.g. CNBC, NDTV Profit, ET Now etc. and get updates from websites of SEBI, NSE etc.

Text Books:

1. Currency Derivatives: A Beginner's Module, Workbook from NSE

Reference Books:

1. A Graham. Currency Futures
2. Glenlake. Currency Risk Management, Currency Futures, Fitzroy Dearborn Publisher
3. Red Head: Financial Derivatives: An Introduction to Futures, Forward, Options, 1997, Prentice Hall of India.
4. A V Rajwade, Currency Exposures and Derivatives, Tata McGraw Hill, 2010 edition

PROJECT REPORT**PAPER CODE: DEBBA 606-FM****External: 100**

MASTER OF BUSINESS ADMINISTRATION (FINANCIAL MARKET)

First Semester

MANAGEMENT AND ORGANIZATIONAL BEHAVIOUR

PAPER CODE: DEMBA101-FM

Theory: 70
Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks the theory marks secured by the candidate shall be proportionately enhanced.

UNIT I

Introduction to Organizational Behavior, Foundation and background of Organization Behavior; Contemporary challenges: Work force Diversity, Cross Cultural Dynamics, Foundations of Individual Behavior, Individual Difference, Values and Attitudes, Perception, Personality, Learning, Motivation: Concepts & Applications

Organization: Components of Organization, Nature and variety of organizations: In terms of objectives, and Structure

UNIT II

Understanding and Managing Group Processes: Interpersonal Trust, Interpersonal Communication, Feedback Counseling, Transactional Analysis, Self-Fulfilling prophecy, Group Cohesiveness, Group Decision making, Emotional Intelligence: Concept and Applications, Leadership and Influence Process, Empowerment, Conflict and Negotiation

Organizational Structure: Elements of Structure, Functions of structure, Determinants of structures, Organizational Culture, Organizational Politics, Issues of Power and Authority

UNIT III

Concept and Nature of Management, Features of Management, Management as Science, Art & Profession, Evolution of Management thought approaches to Management: Classical, Behavioral, Quantitative and Contingency; Planning and Decision Making; Process and types of Planning, Management by OBJECTIVES

UNIT IV

Organizing: Nature & Principles, Departmentation, Span of Management, Authority and Responsibility, Delegation and Decentralization, Forms of Organizational Structure, Line, Staff and Authority relationships

Suggested Readings:

1. Daft, Management, Thomson Learning, BoDEMBAY.
2. Davis, Keith and Newstrom, J.W., Human Behaviour at Work, McGraw Hill.1985
3. Drucker, Peter F. , Management-Tasks, Responsibilities, Practices, Allied Publishers (P) Ltd. New Delhi
4. Griffin, R.W. and Moorhead, G., Organizational Behaviour, Houghton Mifflin Co.1999.
5. Hersey, Blanchard & Johnson, Management of Organisation Behaviour, N.Delhi.
6. Koontz & 'O' Donnel, Principles of Management.
7. Lesibaa, Basic Business Communication, Tata McGraw Hill Inc, N.Delhi.
8. Luthans, Fred, Organizational Behaviour, McGraw Hill.

MANAGERIAL ECONOMICS
PAPER CODE: DEMBA102-FM

Theory: 70
Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

UNIT-I

Nature of managerial economics; its significance in managerial decision making, role and responsibility of managerial economist in a business enterprise; objectives of a firm; basic concepts – short and long run, firm and industry, classification of goods and markets, opportunity cost, risk and uncertainty and profit; nature of marginal analysis

UNIT-II

Nature and types of demand; Law of demand; demand elasticity; elasticity of substitution; consumer's equilibrium – utility and indifference curve approaches; techniques of demand estimation.

UNIT-III

Short-run and long-run production functions; optimal input combination; short-run and long-run cost curves and their interrelationship; engineering cost curves; economies of scale; equilibrium of firm and industry under perfect competition, monopoly, monopolistic competition and oligopoly; price discrimination.

UNIT-IV

Pioneering Pricing, Cost Plus Pricing basic techniques of average cost pricing; multi-product pricing; pricing strategies and tactics; transfer pricing.

Suggested Readings:

1. D. Salvatore, Managerial Economics In A Global Economy. McGraw Hill, N.Y.
2. Dwivedi, D.N, Managerial Economics, Vikas Publishing House, New Delhi.
3. E.F. Brigham And J.L. Pappas, Managerial Economics, Dryden Press, Illinois.
4. J. Hirshleifer, Price Theory And Applications, Prentice Hall Of India, New Delhi.
5. J. Dean, Managerial Economics, Prentice Hall Of India, New Delhi
6. Peterson, Lewis, Managerial Economics, Prentice Hall of India, N.Delhi.

MARKETING MANAGEMENT
PAPER CODE: DEMBA103-FM

Theory: 70
Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive

examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Unit-I

Nature and scope of marketing: corporate orientation towards marketplace; building and delivering customer value and satisfaction; retaining customers; marketing environment; marketing research and information system

Unit-II

Analyzing consumer markets and buyer behaviour; analyzing business markets and business buying behaviour; market segmentation, positioning and targeting; tools of product differentiation; marketing strategies in the different stage of the product life cycle

Unit-III

New product development process; product mix and product line decisions; branding and packaging decisions; pricing strategies and programmes; managing marketing channels; wholesaling and retailing

Unit-IV

Advertising and sales promotion; public relations; personal selling; evaluation and control of marketing effort; web marketing; green marketing; reasons for and benefits of going international; entry strategies in international marketing

Suggested Readings:

1. Kotler Philip and Keller; **Marketing Management**; PHI, New Delhi
2. Kotler, Philip, Kevin Keller, A. Koshy and M. Jha, **Marketing Management in South Asian Perspective** , Pearson Education, New Delhi
3. Kerin, Hartley, Berkowitz and Rudelius, **Marketing**, TMH, New Delhi
4. Etzel, Michael J, **Marketing: Concepts and Cases**, TMH, New Delhi

ACCOUNTING FOR MANAGERS

PAPER CODE: DEMBA104-FM

Theory: 70
Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

UNIT-I

Book-keeping and Accounting — Accounting - Branches of Accounting - Concept and Role of Financial Accounting and Management Accounting - International Accounting Standards. Financial Accounting - Concepts and Conventions - Double Entry System - Preparation of Journal, Ledger and Trial Balance - Preparation of Final Accounts: Trading, Profit and Loss Account and Balance Sheet - Groups interested in Accounting Information - Introduction to Tally Package.

UNIT-II

Capital and Revenue Expenditure and Receipts - Depreciation - Meaning - Causes - Methods of Calculating Depreciation: Straight Line Method, Diminishing Balance Method and Annuity Method.

UNIT-III

Financial statement analysis and interpretation - Types of Analysis - Objectives - Tools of Analysis - Ratio Analysis: Objectives, Uses and Limitations - Classification of Ratios: Liquidity, Profitability, Financial and Turnover Ratios - Funds Flow Analysis and Cash Flow Analysis: Sources and Uses of Funds, Preparation of Funds Flow statement, Uses and Limitations.

UNIT-IV

Breakeven Analysis - Cost Volume Profit Relationship - Applications of Marginal Costing Techniques: Fixing Selling Price, Make or Buy, Accepting a foreign order, Deciding sales mix.

References

1. Horngren.C.T., ACCOUNTING FOR MANAGEMENT CONTROL- AN INTRODUCTION, Englewood Cliffs, Prentice Hall, 1965.
2. Anthony,r.N., MANAGEMENT ACCOUNTING-TEXT AND CASES, Homewood,R.D., Inwin, 1964.
3. Charumathi,B and Vinayakam,N., FINANCIAL ACCOUNTING, S.Chand & Company Ltd., New Delhi4.
4. Maheswari,S.N., MANAGEMENT ACCOUNTING, Sultan Chand & Sons, New Delhi.
5. Hingorani, Ramanathan & Grewal, MANAGEMENT ACCOUNTING.
6. Jain S.P. and Narang, K.L., COST ACCOUNTING.

INTRODUCTION TO FINANCIAL MARKETS & MUTUAL FUNDS

PAPER CODE: DEMBA105-FM*

Theory: 50

Practical: 50

1. Investment Basics

Investment basics terms like need for investment, equity, derivative, mutual fund, depositories etc. and various options available for investment. Securities, securities market and how one can invest in securities and role of regulator - SEBI. Primary market, procedure for buying shares through IPO, how to raise capital from foreign countries? Depository, difference compared to bank and dematerialisation of securities.

2. Secondary Market

Introduction, stock exchange, stock trading, products in the secondary, equity investment, debt investment. Derivatives – types, options, commodity derivatives and financial derivatives. Debt Funds - Salient features, debt mutual fund schemes, fixed maturity plans. Capital protection funds, gilt funds etc. Liquid Funds – Salient features, portfolio churning etc.

3. Mutual Fund Products and Features

Regulatory body, benefits, risks of investing, NAV, entry/exit load, types, fund offer document. Different type of mutual fund products, features, exchange traded funds (ETF) and gold ETFs.

4. Regulation, Analysis and Taxation

Regulations governing equity market and mutual funds. Introduction to techniques of analysis in stock market and mutual funds like ratio analysis. An introduction to Income tax, capital gains having direct relevance for investment / trading in stock market and mutual funds.

5. Market Simulation Lab

Market simulation lab sessions on internet based software to develop basic numeric and keyboarding skills.

P.S.: Students must read daily news papers like The Economic Times, Financial Express etc., watch business channels e.g. CNBC, NDTV Profit, ET Now etc. and get updates from websites of SEBI, NSE etc.

Text Books:

1. Financial Markets: A Beginners' Module, Workbook from NSE
2. Mutual Fund: A Beginners' Module, Workbook from NSE

Reference Books:

1. Gupta, L.C: Stock Exchange Trading in India; Society for Capital Market Research and Development, Delhi,1997.
2. Dalton, John M: How the stock Markets works,3rd edition,2001, New York Institute of Finance
3. Sundar Sankaran. Indian Mutual Funds Handbook – A Guide For, VISION BOOKS PVT LTD.
4. Christine Benz, Russel Kineel, peter Di Teresa. Morningstar Guide to Mutual Fund,2003, John Wiley and sons inc

CAPITAL MARKET OPERATIONS

PAPER CODE: DEMBA106-FM*

Theory: 50
Practical: 50

1. Indian Securities Market – an Overview

Introduction, market segments, primary market, secondary market, products and participants, derivatives market, reforms, research, corporate and government securities market. NSE membership - stock brokers, sub-brokers, broker-clients relationship, trading mechanism, code of ethics etc.

2. Trading

Introduction, NEAT system, market types, corporate hierarchy, local databases, market phases, order management, trade management, auction, limited physical market, RETDEBT market (RDM), trading, information downloaded to trading members and internet broking.

3. Clearing and Settlement

Introduction, key terminologies, transaction cycle, settlement process, settlement agencies, risks in settlement, securities settlement, funds settlement, shortages handling, risk containment measures, international securities, identification number, demat and electronic transfer of securities, investor protection fund, clearing software – data and reports download, file transfer protocol.

4. Legal Framework and Fundamental Valuation Concept

Introduction to various Acts governing securities Market - Securities Contracts (Regulation) Act, 1956, Securities Contracts (Regulation) Rules, 1957, Securities and Exchange Board of India Act, 1992, SEBI (Stock Brokers & Sub-Brokers) Regulations, 1992, SEBI (Prohibition of Insider Trading) Regulations, 1992, SEBI (Prohibition of Fraudulent and Unfair Trade Practices Relating to Securities Markets) Regulations, 2003, The Depositories Act, 1996, Indian Contract Act, 1872, The Companies Act, 1956, Income Tax Act, 1961, Money Laundering Act, 2002. Fundamental Valuation Concepts - Elementary statistical concepts, understanding financial statements, time value of money and equity research.

5. Market Simulation Lab

Market simulation lab sessions on internet based software to develop keyboarding skills for cash market.

P.S.: Students must read daily news papers like The Economic Times, Financial Express etc., watch business channels e.g. CNBC, NDTV Profit, ET Now etc. and get updates from websites of SEBI, NSE etc.

Text Books:

1. Capital Market (Dealers) Module, Workbook from NSE

Reference Books:

1. Moorad Choudhry. Capital Market Instruments, illustrated, 2002, Prentice Hall
2. Dhankhar J N. Indian Capital Market in Operation, 2009, Skylrk Publications
3. ED Madhusoodanan. Indian Capital Markets, Quest Publications
4. Gupta, L.C: Stock Exchange Trading in India; Society for Capital Market Research and Development, Delhi, 1997.

WORKSHOP ON COMPUTER APPLICATIONS

PAPER CODE: DEMBA107-FM**

Practical: 100

Unit 1 - HARDWARE & WINDOWS OPERATING SYSTEM (LATEST VERSION)

Personal Computers – Identification/demonstration of different storage devices like CD & CD-drive, Hard Disk – HDD, Storing & retrieving data from various Storage Devices, Identification of various input & output devices. Different types of

printer. Introduction to troubleshooting of Personal Computers. Introduction to Windows XP / Vista / Latest version, working with them and installation

Unit 2 - WORD 2010

Introduction to Word 2010, Processing, Formatting, Managing documents and customizing Word 2010, Advanced Features

Unit 3 - EXCEL 2010

Overview, Editing, Using formulas and functions, Formatting worksheets, Charting, pivot table, what if analysis,

Unit 4 - Powerpoint 2010

Introduction, preparing presentation, formatting, designing slide, animation, slide show etc.

Suggested Readings:

- Vikas Gupta, Comdex Computer Course Kit, Window Vista with Microsoft office 2010 Professional Edn with CD. Dreamtech Press, 2011
- Paul Mcfedries, Tricks of the Microsoft Office 2010 Guru, Pearson Educaton
- Jain, S, MS Excel 2010 Made Simple, BPB Publication
- John Walkenbach, Colin Banfield Excel 2010 for dummies,

Second Semester

HUMAN RESOURCE MANAGEMENT

PAPER CODE: DEMBA201-FM

Theory: 70
Practical: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

UNIT-I Concepts and Perspectives of HRM; HRM in changing environment; HRM functions; Role of HR practitioner; Managing the HR function; contribution of HR function to Organizational success; Evaluating HR functions.

UNIT-II HR policies; Job, role and competence analysis; Human resource planning; Recruitment and selection; Induction; Redundancy, outplacement and dismissal; Man power training and development; Career and succession planning; Managing organizational renewal.

UNIT-III Compensation – Aims and components, Factors determining pay rates; establishing pay rates; job evaluation and performance appraisal; pay for performance; employee benefits and services; 360 degree feedback; Potential Appraisal

UNIT-IV Industrial Relation; Industrial disputes and dispute resolution; Trade Unions; Employee grievances and discipline; Participation and employee empowerment

Suggested Readings:

1. Armstrong, Michael, A Handbook of Human Resource Management, Practice, Korgan Page.1999
2. Aswathappa, K., Human Resource and Personal Management, Tata McGraw Hill, New Delhi.
3. Casio, W.F., Managing Human Resources, Tata McGraw Hill.
4. Dessler, Gary, Human Resource Management, Pearson Education Asia, New Delhi
5. Ivancevich, John, M., Fisher, Schoenfeldt & Shaw, Human Resource Management, Houghton Mifflin.
6. Monappa, Arun, Managing Human Resources, Macmillan India Ltd. New Delhi.
7. Rao, V.S.P. Managing People, Excel Books, New Delhi.

FINANCIAL MANAGEMENT

PAPER CODE: DEMBA202-FM

Theory: 70
Practical: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

UNIT I

Finance Function: Concept, Scope and its relationship with other functional areas; Tools of Financial Analysis: Funds and Cash Flow Analysis, Ratio Analysis, Risk Return Trade off; Financial Forecasting: Performance income statement and Balance sheet, Cash Flow Forecasting under uncertainty, Financial Planning

UNIT II

Working Capital Management: Operating Cycle concept, Inventory, Accounts receivables, Cash and Accounts payables, Working capital requirement under seasonal, cyclical & growth conditions, Money Market Structure, Functions and recent developments, assessment of working capital funds, Patterns of funds movements; Working capital financing: RBI credit authorization scheme, cash credit system, lending norms, credit appraisal, review and enhancement, bill market schemes

UNIT III

Long term financial decisions: Wealth maximization and Time value of Money, Risk Return trade off; Investment Analysis: Cash Flow determination, Cost of capital, capital budgeting methods, processes and system, capital rationing, analysis under risk and inflationary conditions

UNIT IV

Capital Structure Planning: Operating and Financial Leverage, Capital Structure and value of the firm; Indian Financial System: Money and Capital Markets, Securities market regulations, Investment environment; Financing Decisions: Non convertible and convertible debentures, rights issues, management of earnings- dividend policy and retention of profits, bonus shares; Valuation: Decision making for various types of Valuation, Leasing, Mergers

Suggested Readings:

- Brigham & Houston, Fundamentals of Financial Management, Thomson Learning, BoDEMBAY
- Chandra, Prasanna, Financial Management, TMH, New Delhi
- Hone, Van Financial Management and Policy, Prentice Hall of India
- Khan M.Y, and Jain P.K., Financial Management, Tata McGraw Hill, New Delhi
- Kishore, R., Financial Management, Taxman's Publishing House, New Delhi
- Panday, I.M., Financial Management, Vikas Publishing House, New Delhi

INVESTMENT ANALYSIS & PORTFOLIO MANAGEMENT

PAPER CODE: DEMBA203-FM*

Theory: 50
Practical: 50

1. Investment Products

Investment goals, liquidity, investment horizons and taxation. Alternatives for investment, equity market, mutual funds, pension funds, endowment funds, insurance (life and non-life), banks, the money market, T-bills, commercial paper,

certificates of deposit, repos and reverses, the bond market, treasury notes (T-notes) and T-bonds, bonds. Fixed income securities - time value of money, interest rates, bond pricing bond yields, coupon yield etc.

2. Capital Market Efficiency and Modern Portfolio Theory

Capital market efficiency - Market efficiency, weak-form market efficiency, semi-strong market efficiency, strong market efficiency, departures from the EMH. Modern portfolio theory - Diversification and portfolio risks, portfolio variance - general case, equilibrium module: the capital asset pricing module, mean-variance, investors and market, behaviour, estimation of Beta and multifactor modules.

3. Financial Analysis and Valuation of Derivatives

Financial analysis and valuation - Analysis of financial statements, income statement (profit & loss), the balance sheet, cash flow statement, various financial ratios, the valuation of common stocks. Valuation of derivatives - Forwards and futures, pricing of call and put options and Black-Scholes formula.

4. Portfolio Management

Portfolio management, basic principles, investment management through investment in companies, mutual funds, money market instruments, index funds etc. Assessing portfolio management, costs, entry/exit loads and fees, Sharpe ratio, Treynor ratio, Jensen measure or (portfolio alpha).

5. Market Simulation Lab

Market simulation lab sessions on fundamental analysis software such as Capitaline, CMIE Prowess etc.

P.S.: Students must read daily news papers like The Economic Times, Financial Express etc., watch business channels e.g. CNBC, NDTV Profit, ET Now etc. and get updates from websites of SEBI, NSE etc.

Text Books:

1. Investment Analysis and Portfolio Management Module, Workbook from NSE

References:

1. Prasanna Chandra, Investment Analysis and Portfolio Management, 2008, Tata McGraw Hill.
2. S. Kevin, Security Analysis and Portfolio Management, 2006, Prentice Hall of India,
3. Khatri – Investment management and Security Analysis, 2006, Macmillan.
4. Donald E. Flscher, Ronald J. Jordan, Security Analysis and Portfolio Management; 6th edition, 1995, Prentice Hall of India.

INTRODUCTION TO DERIVATIVES - EQUITY & CURRENCY

PAPER CODE: DEMBA204-FM*

Theory: 50

Practical: 50

1. Basics of Equity Derivatives

Introduction, definitions of basic derivatives, put options, call options applications of derivatives and derivatives as a risk management tool.

2. Trading Futures and Options on Stock Exchanges

Trading Futures - Pay-off of futures, theoretical models for future pricing. Trading Options – option payouts, option strategies, determination of option prices and factors affecting option prices. Derivatives trading on NSE – using daily newspapers to track F&O, settlement of F&O, accounting and taxation.

3. Introduction to Currency Markets

Introduction to currency markets, exchange rates, factors affecting, currency futures, strategies using currency futures, hedging, speculation, arbitrage and NSE's currency derivatives segment.

4. Trading, Clearing, Settlement and Risk Management in Currency Futures

NSE membership - categories, eligibility and criteria, future contract specifications, trading system, placing orders, client broker relationship. Clearing, settlement and risk management system through margins of different kinds, clearing entities and settlement mechanism.

5. Market Simulation Lab

Market simulation lab sessions on internet based software to develop trading skills for derivative market.

P.S.: Students must read daily news papers like The Economic Times, Financial Express etc., watch business channels e.g. CNBC, NDTV Profit, ET Now etc. and get updates from websites of SEBI, NSE etc.

Text Books:

1. Equity Derivatives: A Beginner's Module, Workbook from NSE
2. Currency Derivatives: A Beginner's Module, Workbook from NSE

Reference Books:

1. N.D. Vohra & B.R. Bagri, Futures and Options, 2nd edition, 1998 (9th reprint 2009), Tata McGraw-Hill Publishing Company Ltd.
2. Red Head: Financial Derivatives: An Introduction to Futures, Forward, Options, 1997, Prentice Hall of India.
3. Glenlake. Currency Risk Management, Currency Futures, Fitzroy Dearborn Publisher
4. A Graham. Currency Futures, Routledge, 2001 edition

COMMODITIES MARKET

PAPER CODE: DEMBA205-FM*

Theory: 50
Practical: 50

1. Introduction to Commodity Derivatives

Introduction to derivatives, products, participants and functions, derivatives markets, difference between commodity and financial derivatives. Evolution of commodity exchanges, global commodity derivatives exchanges, latest developments. The NCDEX platform – structure, exchange membership, risk management, clearing and settlement system and commodities traded on the NCDEX platform.

2. Application of Commodity Futures

Instruments available for trading - forward contracts, introduction to futures and options, payoff for F&O, using futures versus options. Pricing commodity futures - investment assets versus consumption assets, the cost of carry model, the futures basis. Using commodity futures for hedging, speculation and arbitrage.

3. Trading, Clearing and Settlement

Trading - futures trading system, entities in the trading system, commodity futures trading cycle, order types and trading, parameters, margins for trading in futures, charges, hedge limits. Clearing and settlement - clearing, settlement, risk management, margining at NCDEX and Standard Portfolio Analysis of Risk (SPAN).

4. Regulatory Framework of Commodity Derivatives

Rules governing commodity derivatives exchanges, participants, investor grievances and arbitration. Implications of Sales Tax, Value Added Tax (VAT) and obligations. Electronic Spot Exchange - NCDEX Spot Exchange Ltd. (NSPOT).

5. Market Simulation Lab

Market simulation lab sessions on internet based software to develop trading skills for commodity market.

P.S.: Students must read daily news papers like The Economic Times, Financial Express etc., watch business channels e.g. CNBC, NDTV Profit, ET Now etc. and get updates from websites of SEBI, NSE etc.

Text Books:

1. Commodities Market Module, Workbook from NSE

Reference Books:

1. George Kleinman. Commodity Futures & Options, 2 (revised, illustrated), 2001, Financial Times Prentice Hall
2. John Stephens. Managing Commodity Risk, illustrated, 2001, John Wiley & Sons
3. Stanley Kroll. Professional Commodity Trader, 1995, Traders Press
4. Indian Institute of Banking & Finance. Commodity Derivatives, 2007, Macmillan India Ltd.

TECHNICAL ANALYSIS

PAPER CODE: DEMBA206-FM*

Theory: 50
Practical: 50

1. Introduction to Technical Analysis

Technical analysis, basic assumptions, strengths and weakness. Dow theory, the charts, candlestick charts analysis with one two and three candles like hammer, hanging man, shooting star, bearish and bullish harami etc. Pattern Study - Support and resistance, head and shoulders, double top and double bottom and Gap theory.

2. Major Indicators and Oscillators

Stochastics, RSI, Williams %R, MFI, Bollinger bands, Moving Averages, MACD, Other Investments

3. Major Theories in TA

Dow Theory and Eliot Wave Theory

4. Risk Management, Trading Psychology and Trading Strategies

Risk Management – Need, techniques, uses of stop loss, qualities of successful traders, golden rules of traders, do's and don'ts in trading, rules to stop losing money, choosing the right market to trade, importance of discipline in trading. Day trading, advantages of day trading, risks associated with trading, strategies for day trading, momentum trading strategies.

5. Market Simulation Lab

Market simulation lab sessions to use technical analysis software such as Metastock, Advanced Gate etc.

P.S.: Students must read daily news papers like The Economic Times, Financial Express etc., watch business channels e.g. CNBC, NDTV Profit, ET Now etc. and get updates from websites of SEBI, NSE etc.

Note:

The curriculum is under revision by NSE due to constant changes in financial market and will be provided before the corresponding semester starts.

Text Books:

1. Technical Analysis, Workbook from NSE

Reference Books:

1. Robert D. Edwards. Technical Analysis of Stock Trends, NINTH EDITION,2009, Vision Book
2. Martin J Pring. Technical Analysis Explained, 4 (illustrated), 2002, McGraw Hill
3. Darrell R Jobman. Handbook of Technical Analysis,1995, Probus Pub
4. William ENG. Technical Analysis of Stocks, Option,,1988 Probus Pub.
5. Jack D.Schwager. Technical Analysis,1996, John Wiley and Sons

WORKSHOP ON QUANTITATIVE ANALYSIS AND BUSINESS RESEARCH

PAPER CODE: DEMBA207-FM**

Practical: 100

Unit I BASIC MATHEMATICS FOR MANAGERS

Quantitative Decision Making – An Overview; Function and Progressions; Basic Calculus and Applications; Matrix Algebra and Applications

Unit II DATA COLLECTION AND ANALYSIS

Collection of Data; Presentation of Data; Measures of Central Tendency; Measures of Variation and Skewness

Unit III PROBABILITY AND PROBABILITY DISTRIBUTIONS

Basic Concepts of Probability; Discrete Probability Distribution; Continuous Probability Distributions; Decision Theory

Unit IV SAMPLING AND SAMPLING DISTRIBUTIONS

Sampling Methods; Sampling Distributions; Testing of Hypotheses; Chi Square Tests

Recommended Books:

1. "Operations Research", J. K. Sharma, McMillan India
2. "Quantitative Techniques in Management", N. D. Vohra, TataMcGraw Hill Publications

Reference:

1. Quantitative Methods for Business, Anderson Williams et-al.
2. Tulsian, Quantitative Techniques theory and problems, Pearson, PHI.
3. S. D. Sharma, "Operations Research", Kedar Nath and Ram Nath &Co. Ltd.
4. C. R. Kothari, "Quantitative Techniques", Vikas Publishing House.

Third Semester**FOREIGN EXCHANGE MANAGEMENT****PAPER CODE: DEMBA301-FM**

Theory: 70
Internal: 30

Note:

1. There will be 70 multiple choice questions (MCQ's) in the question paper consisting of one mark each. Students are required to attempt all the questions.
2. Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

UNIT-I

Nature of foreign exchange; sources of demand for and supply of foreign exchange – the balance of payments (bop) framework; equilibrium and disequilibrium in bop; nominal, real and effective exchange rates; competitive determination of rate of exchange – competitive mint par theory, monetary theory and portfolio balance approach purchasing power parity theory; overvalued and under valued currencies; fixed, flexible and hybrid exchange rate systems; International Monetary System.

UNIT-II

General factors of exchange rate fluctuations; the DORNBUSCH Sticky – price theory of exchange rate volatility; exchange rate overshooting; Empirical patterns of exchange rate fluctuations; central banking intervention for exchange rate stability; effect of devaluation on trade balance; the J-curve effect.

UNIT-III

Nature functions and participants of foreign exchange market; spot and forward markets; forward premium; methods of quoting exchange rates; cross rates of exchange; bid-ask spreads; relation between exchange rate interest rate and inflation rate; the Interest Rate Parity Theorem; the expectation theory; International Fisher Effect.

UNIT-IV

Currency futures, options and determination of their market value, over-the-counter options; currency and interest rate swaps; measuring foreign exchange risk and exposure; techniques of exposure management.

Suggested Readings:

1. BUCKLEY. A, Multinational Finance, Prentice Hall of India, New Delhi.
2. MAURICE D. LEVI, International Finance, McGraw Hill, NY.
3. PAUL EINZIP, A Textbook on Foreign Exchange.

DEPOSITORY OPERATIONS

PAPER FODE: DEMBA302-FM*

Theory: 50

Practical: 50

1. Capital Markets & Overview of NSDL

Overview of Capital Markets – Capital market participants, governing rules, Intermediaries, instruments, depositories, capital market process, internet initiatives at NSDL. Overview of NSDL – Key features of depository system, difference between bank and NSDL, legal framework, functions of depositories, services from NSDL

2. NSDL Business Partners

Business partners of NSDL, NSDL application software, service standards, benefits and safety and charge structure of NSDL

3. Core Services from NSDL

Account opening, transmission and nomination, dematerialisation, trading and settlement.

4. Special Services from NSDL

Pledge and Hypothecation, Corporate Actions, Public Issues, Debt Instruments and Government Securities, Warehouse Receipts, Tax Information Network (TIN)

5. Market Simulation Lab

Market simulation lab sessions / field training for opening DMAT Accounts.

P.S.: Students must read daily news papers like The Economic Times, Financial Express etc., watch business channels e.g. CNBC, NDTV Profit, ET Now etc. and get updates from websites of SEBI, NSE etc.

Text Books:

1. NSDL–Depository Operations Module, Workbook from NSE

Reference Books:

1. Vinay K Gaba. Depository Participants, 2000, Taxmann Allied Services
2. Ravi Pullani. SEBI SCRA and Depository Act – 1979 (B), Bharat Law House
3. Dr. Alok Goyal, Mridula Goyal. Financial Market Operations, Latest Edition 2006-07, Rahul Jain VK (india) Enterprises
4. David G. Mayes. Open Market Operations and Financial Markets, 1st edition, 2007, Routledge, New York, USA

MANAGEMENT OF LIFE INSURANCE

PAPER CODE: DEMBA303-FM*

Theory: 50

Practical: 50

1. Principles of Life Insurance, Premium and Bonuses

Introduction to Insurance, purpose, need, advantages, trustee, reinsurance, role of insurance in economic development. Life insurance contracts, insurable interest, features, principle of indemnity, different risks. Premium, risk net and pure premium, loadings, level, office, extra premiums, calculation of age, premium, life fund, actuarial valuation and bonus.

2. Life Insurance Products, Underwriting

Basic element, popular plans, convertible plans, with and without profit policies, children plans, variable insurance plans, Industrial Assurance Plans, SSS policies, riders, annuities, group insurance, agents role. Underwriting - Classification of risks, financial and data for underwriting, non medical underwriting, underwriting by agent, recent trends.

3. Insurance Documents, Policy Conditions and Claims

Introduction, proposal forms, personal statement, FPR, RPR, Policy document, endorsements, renewal and bonus notice, prospectus. Policy Conditions – introduction, age, grace, laps and non-forfeiture, paid up value, keeping policy in force, extended term insurance, revival, assignment, nomination, surrenders and loans, foreclosure, alteration, indisputability, MWP act policies, restriction. Maturity claims, survival benefit payments, death claim, accident and disability benefits.

4. Insurance Products, Agency and Regulations

Linked policy, option of fund, flexibility, NAV, lock in, charges, ULIPS and traditional insurance, annuities and pensions, IRDA guidelines. Agents role, regulations, procedure, remuneration, agency as profession etc. Insurance Act, 1938, LIC Act 1956, IRDA Act, 1999, Consumer Protection Act, 1986, Income tax Act, Married Women's Property Act 1874 and Micro Insurance.

P.S.: Students must read daily news papers like The Economic Times, Financial Express etc., watch business channels e.g. CNBC, NDTV Profit, ET Now etc. and get updates from websites of SEBI, NSE etc.

Note:

The curriculum is under revision by IRDA – Insurance Regulatory and Development Authority. The syllabus applicable at the time of semester examination will be made available.

Text Books:

1. Life Insurance workbook from Insurance Institute of India (IC33)

Reference Books:

1. Fundamentals of Risk and Insurance by Vaughan E.J. and Vaughan P.M.
2. H. Sadhak, Life Insurance in India, published in April 2009, Sage Publication
3. S K Bawa, Life Insurance Corporation of India: Impact of privatization and performance, Deep and Deep Publications
4. Practice of Life Assurance (H&E) (Revised) workbook from Insurance Institute of India (IC02)

EQUITY RESEARCH

PAPER CODE: DEMBA304-FM*

Theory: 50
Practical: 50

1. Introduction to Equity Research, and Economic Analysis

Equity Research an Introduction – Overview, market participants, types of research, role of an analyst, stocks and industry classification. Time value of money, future and present value, risk and return, types of risks, measurement, Beta, risk return trade off, quantitative and qualitative aspects, concept of intrinsic value. Economic analysis - economic indicators, gross domestic product, inflation, interest rates, credit policies, foreign direct investment, FIIs etc.

2. Industry and Company Analysis

Industry analysis, life cycle of an industry, SWOT analysis, characteristics of industry analysis, Michael Porters five forces model. Company analysis - non financial aspect, the management - general analysis of company, SWOT analysis, quality-price matrix. Company analysis – financial, analysis of financial statements. Ratio analysis – Activity, Solvency and Valuation Ratios and leverage analysis.

3 Valuation of Stocks and Firms

Valuation concepts, time value of shares, share models, discount rate, multiplier approach to share valuation, regression analysis, preferred stock. Valuation of firms, weighted average cost, cost of debt, cost of preferred stock, cost of

equity, CAPM approach, discounted cash flow approach, discounted cash flow corporate valuation model, relative corporate valuation model, advantages and disadvantages of relative valuation.

4. Report Writing and Presentation

Equity Research Report Writing – Information memorandum, format structure and content, source of information and its validity, desk research, independent appraisal of management information, expert / legal opinion

5. Market Simulation Lab

Market simulation lab sessions on fundamental analysis software such as Capitaline, CMIE Prowess etc.

P.S.: Students must read daily news papers like The Economic Times, Financial Express etc., watch business channels e.g. CNBC, NDTV Profit, ET Now etc. and get updates from websites of SEBI, NSE etc.

Note:

The curriculum is under revision by NSE due to constant changes in financial market and will be provided before the corresponding semester starts.

Text Books:

1. Equity Research Module, Workbook from NSE

Reference Books:

1. Jim Kelleher. Equity Valuation for Analysts and Investors, 2010, McGraw Hill
2. Dun & Bradstreet. Equity Research and Valuation, 2008, Tata McGraw Hill
3. Gillian D. Elcock. How to Get an Equity Research Analyst Job, 1st edition, 2010 Ecademy Press
4. James Valentine. Best Practices for Equity Research Analysts, illustrated, 2011, McGraw Hill

FINANCIAL VALUATION AND MODELING

PAPER CODE: DEMBA305-FM*

Theory: 50

Practical: 50

1. Excel as a tool in Financial Modeling

Excel concepts - Basic commands. Functions - math's, logical, look up, date, text and financial. Chart, diagram, picture, background, auto format, conditional formatting, style, filter, sort. Formulas and macros. What if analysis, pivot table, pivot chart, scenario, goal seek, problem solver tool, advanced filter.

2. Financial Modeling Basic Concepts

Introduction, advanced functions of MS-Excel as a tool in financial modeling. Components of a financial model, building the template, filling in the historical data, identifying assumptions and drivers, forecasting various schedules and financial statement, building the supporting schedules, various approaches to valuation, key ratios, financial ratios and company analysis, building cases and sensitivity analysis: - looking at the probabilistic analysis of the best and worst case scenario.

3. Cash Ratios and Non Cash Valuations

Cash Ratio - Structured model with a menu & accounting statements, Calculating key financial ratios, Deriving an international cash flow. Non Cash Flow Valuations -

Accounting methods, Dividend discount models, Market-based methods – EPS and multiples, Fundamentals EV/ EBITDA, EV/Sales, etc, Peer groups.

4. Forecasting Methods and Initial Valuations

Review of forecasting methods, relationship between company and financial strategy, identifying and forecasting key drivers, linkages and modeling problems, deriving free cash flow. Cost of capital and initial valuation - alternative theories – bonds and arbitrage pricing theory, capital asset pricing model constituents, asset and equity betas, mathematical derivation, methods of adding terminal value, producing an equity valuation, comparison to existing share price

P.S.: Students must read daily news papers like The Economic Times, Financial Express etc., watch business channels e.g. CNBC, NDTV Profit, ET Now etc. and get updates from websites of SEBI, NSE etc.

Note:

The curriculum is under revision by NSE due to constant changes in financial market and will be provided before the corresponding semester starts.

Text Books:

1. Financial Valuation and Modeling, Workbook from NSE

Reference Books:

1. Jonathan Swan, Practical Financial Modelling a guide to current practice, 2nd edition, 2005, CIMA publishing Publication
2. Marek Musiela, Marek Rutkowski, Models in Financial Modelling, 2nd Edition, 2005 (3rd reprint 2009), Springer
3. Financial Planning by Maria Bonila, Trinidad Casaus, Ramon Sala

WORKSHOP ON CORPORATE GOVERNANCE & BUSINESS ETHICS

PAPER CODE: DEMBA306-FM**

Practical: 100

UNIT-I

Model of management in the Indian socio- political environment; work ethos; Indian heritage in production and consumption; Indian insight into TQM.

UNIT-II

Problems relating to stress in corporate management- Indian perspective; teaching ethics; trans-cultural human values in management education.

UNIT-III

Relevance of values in management; need for values in global change-Indian; perspective; values for managers; holistic approach for managers in decision making secular versus spiritual values in management.

UNIT-IV

Personal growth and lessons from ancient Indian educational system; science and human values.

Suggested Readings:

1. Chakraborty, S.K., Foundations of Managerial work- Contributions from Indian Thought, Himalaya Publishing House Delhi.
2. Chakraborty, S.K., Management Effectiveness and Quality of Work-life- Indian Insights, Tata MacGraw Hill Publishing Company, New Delhi.
3. Chakraborty, S.K., Management by Values, Oxford University Press.
4. Drucker, P., Managing in Turbulent Times, Pan Books London.
5. Gandhi, M.K., The Story of My Experiment with Truth, Navjivan Publishing House, Ahmedabad.
6. Griffiths, B., The Marriage of East and West, Colling, London.
7. Kumar, S and N.K. Uberoi, Managing Secularism in the New Millennium, Excel Books.
8. Sundaram & Black , International Business Environment –Text & Cases, PHI, New Delhi

ON THE JOB TRAINING

PAPER CODE: T-1

Practical: 100

Fourth Semester**MARKETING OF FINANCIAL SERVICES****PAPER CODE: DEMBA401-FM*****Theory: 50****Practical: 50**

Unit I – Introduction: Defining Marketing, Marketing the starting point, The Marketing Concept, Marketing Research, Consumer behavior, Marketing Segmentation and Product Development, Overview, Market Segmentation, Positioning, Product Development, Understanding Consumer, Product Mix, Promotion Mix

Unit II – Marketing Communication: Marketing Communication, Analysing Business Markets, Identifying Market Segments and Targets, Communication Models, Advertising, Sales Promotion, The Sales Force, Direct marketing, Public Relations

Unit III – Marketing of banking Services and Financial products: Marketing of Banking products and services, Distribution, Pricing and Promotion Strategy for Banking Services, Attracting and Retaining bank customers, Marketing strategy of credit cards and debit cards, Marketing strategy of current and saving accounts and different types of loans, Marketing strategies of mutual funds, Marketing of insurance products, Marketing of Pension Funds

Unit IV – Customer Relationship Management: Introduction, Strategy and Organization of CRM, Marketing Aspects of CRM, Analytical CRM, CRM Subsystems, Application of CRM, Ethical Issues in CRM

Unit V – E-CRM

Technology Selection, Integration of CRM with ERP and ERP II

Suggested Readings:

- Collins, J.C & Lazieer, W.C Beyond Entrepreneurship-Turning your business into an enduring great company, Prentice Hall
- A., Brown, A & Chalender, Marketing, Prentice Hall
- Managing and Marketing of Financial Services, Taxmann

DEBT MARKET**PAPER CODE: DEMBA402-FM*****Theory: 50****Practical: 50****1. Introduction to Debt Market**

Debt instruments: fundamental features, Indian debt markets: a profile, central government securities: bonds, central government securities: t-bills, state government bonds, bond market indices and benchmarks.

2. Trading in Wholesale Debt Market (WDM)

Call money markets, corporate debt: bonds, commercial paper & certificate of deposits, repos, trading mechanism in the NSE-WDM.

3. Regulatory Framework

G-Sec Act 2006; SEBI (Issue and Listing of Debt Securities) Regulations 2008 and Market Practices and Procedures

4. Valuation of Bonds

Valuation of bonds, yield curve and term structure of interest rates – bootstrapping, alternative methodologies to estimate the yield curve, NSE ZCYC (Nelson Seigel Model), duration, fixed income derivatives – interest rate futures, swaps and guidelines.

P.S.: Students must read daily news papers like The Economic Times, Financial Express etc., watch business channels e.g. CNBC, NDTV Profit, ET Now etc. and get updates from websites of SEBI, NSE etc.

Text Books:

1. FIMMDA-NSE Debt Market (Basic) Module, Workbook from NSE

Reference Books:

1. Gautam Bhardwaj, The Future of India's Debt Market, 1998, Tata McGraw Hill
2. Suryanarayan. Debt Market, , 2002, ICFAI Publication Press
3. Frank Fabozzi. Fixed Income Analysis Workbook, 2nd edition , 2004, John Wiley & Sons
4. Dun & Bradstreet. Fixed Income Securities, 2008, Tata McGraw Hill
5. Ajay Shah, Dr. Sushan Thomas, Michael Gorham, Indian's Financial Marktes, 2008, Elsevier, USA

SURVEILLANCE IN STOCK EXCHANGES**PAPER CODE: DEMBA403-FM*****Theory: 50****Practical: 50****1. Introduction to Surveillance**

Importance of surveillance in stock exchanges, market surveillance mechanism. Basic investment mathematics - return and risk, fundamental analysis, financial statement analysis, cost of capital, capital structure, capital budgeting, time value of money and understanding market indices.

2. Surveillance and Risk Management

Introduction, surveillance activities, online surveillance, off-line surveillance, rumour verification. Risk management, risk containment measures, settlement guarantee mechanism, asset/capital adequacy, margins, inspection of books and investigation, penal charges and on-line monitoring.

3. Preliminary Analysis and Investigation

Processing of alerts, unique client code and the requirements, Prevention of Money Laundering Act, 2002 (PMLA), obligations of intermediaries, policies and procedures, monitoring of suspicious transactions, records maintenance, reporting to financial intelligence unit-India.

4. Rules and Regulations

Securities Contracts (Regulation) Act, 1956, Securities Contracts (Regulation) Rules, 1957, Securities and Exchange Board of India Act, 1992, SEBI (Stock Brokers & Sub-Brokers) Rules, 1992, SEBI (Stock Brokers & Sub-Brokers) Regulations, 1992, SEBI Guidelines on Disclosure and Investor Protection (DIP), SEBI (Prohibition of Insider Trading) Regulations, 1992, SEBI (Substantial Acquisition of Shares and Takeovers) Regulations, 1997, SEBI (Prohibition of Fraudulent and Unfair Trade Practices Relating to Securities Markets) Regulations, 2003, Corporate Governance, Investigation, Code of ethics.

P.S.: Students must read daily news papers like The Economic Times, Financial Express etc., watch business channels e.g. CNBC, NDTV Profit, ET Now etc. and get updates from websites of SEBI, NSE etc.

Text Books:

1. Surveillance in Stock Exchanges Module, Workbook from NSE

Reference Books:

1. Bharati V Pathak. The Indian Financial System: Markets, Institution and Services 3rd edition, Pearson Education India
2. John W. Labuszewski, John E. Nyhoff, Richard Co, Leo Melamed, Paul E Peterson. The CME Group Risk Management Handbook: Products and Applications, John Wiley and Sons, 2010
3. Marianne Frisen, Financial Surveillance, John Wiley and Sons, 2008
4. Garry J. Schinasi, International Monetary Fund. Safeguarding Financial Stability, 2005, IMF Multimedia Service Division

OPTIONS TRADING STRATEGIES

PAPER CODE: DEMBA404-FM*

Theory: 50
Practical: 50

1. Introduction to Options

Option terminology, options payoffs, payoff profile of buyer and seller of long and short asset, long call and short call, long put and short put

2. Options Strategies Basic

Long call, short call, synthetic long call, long put and short put. Covered call, long combo, protective call and covered put.

3. Options Strategies Intermediate

Long and short straddle, long and short strangle, collar

4. Options Strategies Advance

Bull call and put spread, bear call and put spread, long and short call butterfly, long and short call condor

5. Market Simulation Lab

Market simulation lab sessions on using different strategies for offering trading.

P.S.: Students must read daily news papers like The Economic Times, Financial Express etc., watch business channels e.g. CNBC, NDTV Profit, ET Now etc. and get updates from websites of SEBI, NSE etc.

Text Books:

- Options Trading Strategies Module, Workbook from NSE

Reference Books:

- Ralph Vince. Portfolio Management Formulas: Mathematical Trading Methods for the Futures, Options, and Stock Markets, 1990, John Wiley and Sons
- N.D. Vohra & B.R. Bagri, Futures and Options, 2nd edition, 1998 (9th reprint 2009), Tata McGraw-Hill Publishing Company Ltd.
- Hull C. John, "Options, Futures and Other Derivatives", 7th edition, 2009, Pearson Education Publishers.
- Guy Cohen. Options Made Easy: Your Guide to Profitable Trading 2nd edition, Pearson Education

REGULATORY FRAMEWORK IN SECURITY MARKET

PAPER CODE: DEMBA405FM*

Theory: 50
Practical: 50

1. Companies Act, 1956, SCRA, 1956 and Depositories Act, 1996

Companies Act 1956 - Incorporation of a Company, Prospectus, Allotment and Issue of Shares, Share Capital and Debentures, Management and Administration, Winding up.

Securities Contract Act, 1956 – Definitions, Listing of Securities, Penalties and Procedures. Depositories Act, 1996 – Definitions, Rights of Obligations of Depositories, Participants, Issuers and Beneficial owners, Enquiry and Inspection, Penalty.

2. SEBI Regulations Act, 1952, Circulars, Rules, Regulations and Bye-laws

Definitions, registration of stock brokers and sub brokers, registration of trading and clearing members, general obligations and responsibilities, inspection and procedure for action in case of default. Circulars, rules, regulations and bye-laws - NSE, NSCCL, SEBI and MoF circulars as enforced from time to time, NSE rules, regulations and bye-laws, NSCCL rules, regulations and bye-laws.

3. SEBI Rules and Regulations

SEBI (Prohibition of Fraudulent and Unfair Trade Practices relating to Securities Market) Regulations, 2003, SEBI (Prohibition of Insider Trading) Regulations, 1992, SEBI (Portfolio Managers) Regulations, 1993, SEBI (Underwriters) Regulations, 1993,

4. SEBI Rules and Regulations

SEBI (Ombudsman) Regulations, 2003, Compliance with the provision of listing agreement, Compliance with book building guidelines for raising funds through public issue, Compliance with SEBI(DIP) guidelines for raising funds through public issue

P.S.: Students must read daily news papers like The Economic Times, Financial Express etc., watch business channels e.g. CNBC, NDTV Profit, ET Now etc. and get updates from websites of SEBI, NSE etc.

Note:

The curriculum is under revision by NSE due to constant changes in financial market and will be provided before the corresponding semester starts.

Text Books:

1. Regulatory Framework in Security Market, Workbook from NSE

Reference Books:

1. Guide to SEBI, Capital Issues, Debentures & Listing in 2 Vols. 3rd Edn.2003, Shekhar Publications
2. SEBI Manual in 2 Vols with Free CD, 13th Edn 2009, Taxman Publications
3. Manual of SEBI Act, Rules, Regulations, Guidelines, Circulars, etc., in 2 Vols 15th Edn. 2009, Bharat Publication
4. Ramaiya Guide to Companies Act, 17th Edition, Box 2, 4 Vols, LexisNexis Publications

WORKSHOP ON ENTREPRENEURSHIP DEVELOPMENT

PAPER CODE: DEMBA406-FM**

Practical:100

Unit 1

Entrepreneur: Meaning of Entrepreneur; Evolution of the Concept; Functions of an Entrepreneur, Types of entrepreneur, Intrapreneur – an emerging class, Concept of Entrepreneurship-Evolution of Entrepreneurship; Development of Entrepreneurship; The entrepreneurial Culture; Stages in entrepreneurial process.

Unit 2

Creativity and Innovation: Creativity, Exercises on Creativity, Source of New Idea, Ideas into Opportunities. Creative problem solving: Heuristics, Brainstorming, Synectics, Value Analysis Innovation and Entrepreneurship: Profits and Innovation, Globalization, Modules of Innovation, Sources and Transfer of Innovation, Why Innovate, What Innovation, How to Innovate, Who Innovates.

Business Planning Process

Meaning of business plan, Business plan process, Advantages of business planning, Marketing plan, Production/operations plan, Organizational plan, financial plan, Final project report with feasibility study, preparing a model project report for starting a new venture.

Unit 3

Institutions supporting entrepreneurs Small industry financing developing countries, A brief overview of financial institutions in India, Central level and state level institutions, SIDBI, NABARD, IDBI, SIDO, Indian Institute of Entrepreneurship, DIC, Single window, Latest Industrial policy of Government of India Family Business Importance of family business, Types, History, Responsibilities and rights of shareholders of a family business, Succession in family business, Pitfalls of the family business, strategies for improving the capability of family business, Improving family business performance

Unit 4

International Entrepreneurship Opportunities: The nature of international entrepreneurship, importance of international business to the firm, International versus domestic entrepreneurship, Stages of economic development, Entrepreneurship entry into international business, exporting, Direct foreign investment, barriers to international trade.

Unit 5

Informal risk capital and venture capital: Informal risk capital market, venture capital, nature and overview, venture capital process, locating venture capitalists, approaching venture capitalists. Managing growth: Using external parties to help grow a business, franchising, advantages and limitations, investing in a franchise, joint ventures- types, Acquisitions and mergers

Recommended Books:

1. Poornima Charantimath, Entrepreneurship Development-Small Business Enterprise, Pearson Education, 2007
2. Robert D Hisrich, Michael P Peters, Dean A Shepherd, Entrepreneurship, 6th Edition, The McGraw-Hill Companies, 2007

Reference Books:

1. Dr. Mathew J. Manimala, Entrepreneurship theory at crossroads, Biztantra, 2007
2. Vasant Desai, Entrepreneurial Development and Management, Himalaya Publishing House, 2007
3. Maddhurima Lall, Shikha Sahai, Entrepreneurship, Excel Books, 2006
4. Kurakto, Entrepreneurship-Principles and practices, 7th Edition, 2007, Thomson publication

ON THE JOB TRAINING

PAPER CODE: T-2

Practical: 100