M.D.U., ROHTAK

Session 2020-21

A) Foundation Elective Courses

Students of all PG programmes under CBCS (w.e.f. 2018-19) are required to study one foundation elective course in 2nd semester for 2 years Programmes and in 4th Semester for 3 years Programmes. They may choose any one of the following courses (excluding the courses offered by the departments of their own subjects).

Sr. No.	Nomenclature of the course	Course Code	Offered by the Department of
1	Basics of Accounting	16COMF1	Commerce
2	Basics of E-Commerce	16COMF2	Commerce
3	Elements of Banking	16COMF3	Commerce
4	Computer Fundamentals	16CSAF1	Computer Science & Application
5	Appreciation of Short Stories	16ENGF1	English & Foreign Languages
6	Appreciation of Poetry & Prose	16ENGF2	English & Foreign Languages
7	Appreciation of Fiction	16ENGF3	English & Foreign Languages
8	Appreciation of Drama	16ENGF4	English & Foreign Languages
9	Moral Education	16GENF1	Genetics
10	Geography in Everyday Life	16GEOF1	Geography
11	Hindi language and Communication Skill	16HNDF1	Hindi
12	Food of India	18MHMCTF1	IHTM
13	Food & Dining Services	18MHMCTF2	IHTM
14	Entrepreneurship Development	16IMSF1	IMSAR
15	Communication and Soft Skills	16IMSF2	IMSAR
16	Introduction of Mass Media	17JRMO1	Journalism
17	Media law	16LAWF1	Law
18	Appreciation of Indian Music	16MUSF1	Music
19	Psychology for Everyday Living	16PSYF1	Psychology
20	Electronics Engineering	16 ECE F1	UIET (Electronics & Communication)

(Foundation Elective Paper)
Basics of Accounting
Paper Code: 16COMF1

Total Marks: 50
External Marks: 40
Internal Marks: 10

Time: 3 Hours
Credits = 02

Note: The examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 8 small questions of equal marks. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All questions shall carry equal marks

Unit-I

Meaning of Accounting, Accountancy and Book Keeping, Objectives of Accounting, Scope of Accounting, Types of Accounting, Limitations, Basic Accounting Terms, Double Entry System of Book Keeping, GAAP (Generally Accepted Accounting Principal), Basic accounting Equations

Unit-II

Journalizing: Classification of Accounts, Personal, Real and Nominal; Recording & posting of simple transactions only.

Unit-III

Preparation of Subsidiary Books: Cash Book(single column cash book) Purchase Book, Sales Book, Purchase Return, Sales Return Book, B/R and B/P Book.

Unit-IV

Preparation of Trial Balance, Preparing the Financial Statements Trading Account, Profit and Loss Account and Balance Sheet of sole proprietary business (Without Adjustment).

Suggested Readings:

1. D.K. Goyal: Financial Accounting, Arya Publications Pvt Ltd.
2. S.N. Maheshwari : An introduction to Accounting, Vikas Publishing House Pvt. Ltd.
3. Nishat Azmat and Andy Lymer: Basic Accounting: The step-by-step course in elementary accountancy, Kindle Edition
4. Anthony, R.N., a n d J.S. Reece, “Accounting Principles", Richard D. Irwin, Inc.
5. M onga, j.R., "Financial Accounting: Concepts and Applications", Mayoor Paper Backs, New Delhi.
6. Shukla, M.C., T.S. Grewal and S.C.Gupta, "Advanced Accounts", Vol-I, S.Chand & Co., New Delhi.

7. Gupta, R.L. and M. Radhaswamy, “Advanced Accountancy", Vol-I, Sultan C hand & Sons, New Delhi.

(Foundation Elective Paper)
Basics of E-Commerce
Paper Code: 16COMF2

Total Marks: 50
External Marks: 40
Internal Marks: 10
Time: 3 Hours **Credits = 02**

Note: The examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 8 small questions of equal marks. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All questions shall carry equal marks

Unit-I

E-Commerce: Meaning, Concept, Definitions, Origin and Development, Categories of E-Commerce: B2B, B2C, B2G, G2G,G2C; The Constitution of the E-Commerce: Portal of the Network, Customer Relationship Management, Supply Chain Management, Logistic Management, Decision Support; Supporting Environment for E-Commerce: Technical Environment, Legal Environment, Credit Environment and Financial Environment.

Unit-II

M-Commerce: The Origin of M-Commerce, M-Commerce Components, The Development of M-Commerce, The Application of M-Commerce

Unit-III

Payment Technologies for E-Commerce: Online Bank, E-Payment Tools: E-Payment System, Intelligent Card, E-check, E-wallet, E-Cash

Unit-IV

Electronic Commerce: Influence on Marketing: Product, Physical Distribution, Price, Promotion, Marketing Communication, Common e-Marketing Tools

(Foundation Elective Paper)
Elements of Banking
Paper Code: 16COMF3

Total Marks: 50
External Marks: 40
Internal Marks: 10 **Time: 3 Hours**

Credits = 02

Note: The examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 8 small questions of equal marks. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All questions shall carry equal marks

Unit-I

Introduction to Banking: Meaning, Concept, History of Banking, Business of Banking, Functions of Banking, Banker Customer Relationship, Recent Developments in Banking Industry: Corporate Banking, Retail Banking, International Banking, Rural Banking, Non-Banking Financial Intermediaries

Unit-II

Structure of Commercial Banks in India: Structure of Indian Banking System, Reserve Bank of India, Commercial Banks, Public Sector Banks, Private Sector Banks, Foreign Banks, Indian Banks vs. Foreign Banks.

Unit-III

Structure of Co-operative Banks in India: Co-operative Banks: Meaning, Definitions, Commercial vs. Co-operative Banks, Regional Rural Banks

Unit-IV

Structure of Apex Banking Institution in India: Meaning, Definitions, National Bank for Agriculture and Rural Development (NABARD), National Housing Bank (NHB), Small Industries Development Bank of India (SIDBI), Export Import Bank of India (EXIM Bank)

DEPARTMENT OF COMPUTER SCIENCE & APPLICATIONS

FOUNDATION COURSE

(16CSAF1)

COMPUTER FUNDAMENTALS

Total Marks: 50
External Marks: 40
Internal Marks: 10

Time: 3Hrs.

Note: Examiner will be required to set NINE questions in all. Question Number 1 will consist of total 8 parts (short-answer type questions) covering the entire syllabus and will carry 16 marks. In addition to the compulsory question there will be four units i.e. Unit-I to Unit-IV. Examiner will set two questions from each Unit of the syllabus and each question will carry 16 marks. Student will be required to attempt FIVE questions in all. Question Number 1 will be compulsory. In addition to compulsory question, student will have to attempt four more questions selecting one question from each Unit.

Unit-I

Historical Evolution of Computing Systems: Overview of Data Processing, History of Computing, Computer Generations; Characteristics of Computer, Anatomy of Computer, Classification of Computers.

Number Systems and Codes: Introduction, Number Systems and its types, and inter-conversion of Number Systems; ASCII and EBCDIC codes.

Input and Output Devices: Concept of Input/Output, Types of Input Devices; Output Devices – Printers, Plotters and Monitors.

Unit-II

Memory and Storage Devices: Characteristics of memory systems, memory hierarchy, Types of Memory – RAM, ROM, etc.; Magnetic Disks, Magnetic Tapes, Optical Disks; Concept of Cache Memory and Virtual Memory.

Software and Operating System Concepts: Introduction, Software Types, Language translators, System Utility Software, Application Software; Operating System – Characteristics, its functions, and its classification; User Interfaces – CUI and GUIs. DOS and Windows operating systems.

Unit-III

Working with Office Tools:

Using Word Processing: Opening and Closing of documents, Text creation and Manipulation, Moving Around in a Document, Formatting of text, Table handling, Spell check, language setting and thesaurus, Handling Multiple Documents, Printing of word document.

Using Spreadsheet tool: Basics of Spreadsheet; Manipulation of cells, Formulas and Functions, Editing of Spread Sheet, Page setups, header and footer, printing of Spread Sheet.

Using Slide Presentation Tool: Basics of powerpoint, Preparation and Presentation of Slides, Slide Show, Formatting and Clip Arts, Taking printouts of presentation / handouts.

Unit-IV

Communication and Networks: Data Communication, Transmission Modes, Basics of Computer networks, types of computer network - LAN, MAN, WAN; Network Topologies and Applications of Computer Networks.

Internet Basics: Concept of Internet, Application of Internet, WWW, Web-sites and URLs, Search Engine, Using Electronic mails, Instant Messaging, Web Browsing software, Surfing the Internet.

Social Concern: Positive and Negative Impacts of Computer Technology, Computer Crimes, Computer Virus: Definition, Types of viruses, Characteristics of viruses, anti-virus software.

Computer Applications: Data Analysis, Sports, Research, Education, Business, Medicines & Health Care, Weather Forecasting, Military.

Suggested Readings:

1. Nasib Singh Gill: Handbook of Computer Fundamentals, Khanna Books Publishing Co.(P) Ltd., New Delhi, 2016.
2. P.K Sinha: Computer Fundamentals, BPB Publications.
3. Nasib Singh Gill: Computing Fundamentals and Programming in C, Khanna Books Publishing Co.(P) Ltd., New Delhi.
4. V. Rajaraman: Fundamentals of Computers, PHI
5. Microsoft Office – Complete Reference – BPB Publication
6. Norton Peter: Introduction to Computer, McGraw-Hill.
7. Leon, Alexis & Leon, Mathews: Introduction to Computers, Leon Tech World.
8. C.S. French: Data Processing and Information Technology, BPB Publications.

DEPARTMENT OF ENGLISH AND FOREIGN LANGUAGES
FOUNDATION COURSES
Odd Semester

Course Code: 16ENGF1
Nomenclature of the Course: Appreciation of Short Stories

Total Marks: 50
External Marks: 40 Lectures 2
Internal Marks: 10 Total Credits: 2
Time: 3 hrs

Prescribed Texts

William Carlos Williams:	"The Use of Force"
James Thurber:	"The Catbird Seat"
Ernest Hemingway:	"In Another Country"
John Henry Noyes Collier:	"Wet Saturday"
Dylan Thomas:	"The Enemies"

[**Prescribed Book**: Brooks, Cleanth, John Thibaut Purser, and Robert Penn Warren. *An Approach to Literature.* 5th ed.]

Instructions to the Paper-Setter:

In Question 1, students will be required to explain one passage, out of the two given, with reference to the context. 8

In Question 2, students will be required to answer any four questions, out of the given six, in about 150 words each. 4 x 3 = 12

Questions 3 and 4 will be essay type questions. Both these questions carry 10 marks each.

Suggested Reading:

Currie, Gregory. *Narratives and Narrators.*

Davis, Robert Marry. Ed. *The Novel: Modern Essays in Criticism.*

Dietrich, R.F. and Roger H. Sundell. *The Art of Fiction.*

Miller, J. Hillis. *On Literature.*

Nayar, Pramod. K. *Studying Literature: An Introduction to Fiction and poetry.*

Scholes, Robert, and H. Klaus and Michael Silverman. *Elements of Literature.*

DEPARTMENT OF ENGLISH AND FOREIGN LANGUAGES
FOUNDATION COURSES
w. e. f. 2016-17 (Under CBCS)
Odd Semester

Course Code: 16ENGF2

Nomenclature of the Course: Appreciation of Poetry and Prose

Total Marks: 50
External Marks: 40 Lectures 2
Internal Marks: 10 Total Credits: 2
Time: 3 hrs

Unit I

Poetry

Wallace Stevens: "The Emperor of Ice-Cream"

Thomas Hardy: "Last Words to a Dumb Friend"

Ben Jonson: "To the Memory of my Beloved, the Author, Mr. William Shakespeare"

William Shakespeare: "Sonnet 66"

Geoffrey Chaucer: "The Prioress" (From *The Prologue*)

Robert Browning: "My Last Duchess"

[**Prescribed Book**: *Inside Poetry* by James Reeves and Martin Seymour-Smith]

Unit II

Essays

Charles Lamb: "The Two Races of Men"

Virginia Woolf: "The Death of the Moth"

Frances Bacon: "Of Studies"

Joseph Addison: "Female Orators"

Samuel Johnson : "Singularities Censured" (*Adventurer No. 131. Tuesday, February 5, 1754.*)

[Prescribed Book: *Elements of Literature* by Robert Scholes, H. Klaus and Michael Silverman]

Instructions to the Paper-Setter:

In Question 1, students will be required to explain one passage with reference to the context.

There will be one passage from each Unit.

8

In Question 2, students will be required to answer any four questions in about 150 words each.

There will be three questions from each unit.

4 x 3 = 12

In Questions 3 and 4 based on Units I and II respectively, students will be required to attempt critical appreciations. Both these questions carry 10 marks each.

DEPARTMENT OF ENGLISH AND FOREIGN LANGUAGES
FOUNDATION COURSES
Even Semester

Course Code: 16ENGF3

Nomenclature of the Course: Appreciation of Fiction

Total Marks: 50
External Marks: 40 Lectures 2
Internal Marks: 10 Total Credits: 2
Time: 3 hrs
Prescribed Texts

Unit I

Leo Tolstoy: *The Death of Ivan Ilych.*

(**Prescribed Book**: Kennedy, X.J. *An Introduction to Fiction.* Harper Collins, 1991).

Unit II

D.H. Lawrence: *The Man Who Died*

(**Prescribed Book**: *Interpreting Literature* (Fifth Edition) by K.L. Knickerbocker and H. Willard Reninger, Hold, Rinehart and Winston, Inc.1974).

Instructions to the Paper-Setter:

In Question 1, students will be required to answer any five questions in about 150 words each.

There will be four questions from each unit.

5 x 4 = 20

In Questions 2 and 3 based on Units I and II respectively, students will be required to attempt critical appreciations. Both these questions carry 10 marks each.

Suggested Reading:

Currie, Gregory. *Narratives and Narrators*.

Davis, Robert Murray.Ed. *The Novel: Modern Essays in Criticism.*

Dietrich, R.F. and Roger H. Sundell. *The Art of Fiction.*

Hudson, W.H. *An Introduction to The Study of English Literature.*

Miller, J. Hillis. *On Literature.*

Nayar, Pramod. K. *Studying Literature: An Introduction to Fiction and Poetry.*

Scholes, Robert, and H. Klaus and Michael Silverman. *Elements of Literature.*

DEPARTMENT OF ENGLISH AND FOREIGN LANGUAGES
FOUNDATION COURSES
Even Semester

Course Code: 16ENGF4
Nomenclature of the Course: Appreciation of Drama

Total Marks: 50
External Marks: 40
Internal Marks: 10 Total Credits: 2
Time : 3 hrs
Prescribed Text

William Shakespeare: *The Tempest*

Instructions to the Paper-Setter:

In Question 1, students will be required to explain one passage, out of the two given, with reference to the context. 8

In Question 2, students will be required to answer any four questions, out of the given six, in about 150 words each. 4 x 3 = 12

Questions 3 and 4 will be essay type questions. Both these questions carry 10 marks each.

Suggested Reading:

Interpreting Literature (Fifth Edition) by K.L. Knickerbocker and H. Willard Reninger, Hold, Rinehart and Winston.

Kennedy, X.J. *An Introduction to Fiction* by X. J. Kennedy.

Viva Modern Critical Interpretations of Shakespeare's The Tempest

Foundation course run by Department of Genetics.

(Foundation course)

MORAL EDUCATION

PaperCode:16GENF1

Total Marks: 50
External Marks: 40
Internal Marks: 10

Time: 2.00 Hours

Instructions

There will be a total of five questions. Question No. 1 will be compulsory and shall contain eight to ten short answer type questions without any internal choice and it shall cover the entire syllabus. The remaining four questions will include two questions from each unit. The students will be required to attempt one question from each unit. The students will attempt three questions in all.

UNIT I

Guiding principles for life

Ethics

a. Guidelines set by society
b. Changes according time and place

Morals

c. Guidelines given by the conscience
d. Always constant

Ethics in the workplace

a. Respect for each other
b. Obedience to the organization
c. Dignity of labour
d. Excellence in action

UNIT II

Concept of Trusteeship

a. Everything belongs to society
b. Man is only a caretaker
c. Our responsibility to ensure welfare of all

Importance of service

a. Responsibility of an individual
b. Man is only a caretaker
c Our responsibility to ensure welfare of all

MA Geography Semester-II
Foundation Course: 16GEOF1
GEOGRAPHY IN EVERYDAY LIFE

16GEOF1

Total Marks: 50
External Marks: 40
Internal Marks: 10

Learning Objectives

With spatial turn in the other social sciences and humanities and cultural turn in geography the spatial structure has begun to be seen not merely as an arena in which social life unfolds but rather as a medium through which social relations are produced and reproduced. All this has strengthened geography as a multidisciplinary and interdisciplinary discipline. Geography deepens understanding of many contemporary issues and challenges - climate change, food security, energy choices – that cannot be understood without a geographical perspective. It serves vital educational goals: thinking and decision making with geography helps us to live our lives as knowledgeable citizens, aware of our own local communities in a global setting. What we need is a global sense of the local, a global sense of place.

Learning Outcome

On completion of the course a student should be able to understand how geography permeates each and every aspect that concerns our living on this earth. They would know how Geography can use its versatility and multi-factor approach, co-existence between physical and human aspects, construction of ideas around space which are politically and administratively relevant, to its best advantage.

Unit I

Geography and Environment; Geography and Social Sciences; Geography and Development; Geography and Planning

Unit II

Geography and Governance; Geography and Globalization; Geography and Disasters; Geography and Cartography

Note: (i) The question paper will have three units. First two units of question paper will contain two questions from each unit of the syllabus. Candidate(s) are required to attempt two questions in all selecting one from each unit. Unit III shall be compulsory and shall contain five short answer type questions covering entire syllabus in which candidates will be required to attempt any five out of eight questions. All questions carry equal marks.

(ii) Internal Assessment of 10 marks will be 'Map Filling' about the location of important places, landforms, and geographical features in India and the world. The unit three shall be compulsory and shall contain five short answer type questions covering entire syllabus.

Recommended Readings

Daniels, Peter, Michael Bradshaw, Denis Shaw, and James Sidaway. 2012. An Introduction to Human Geography. 4th edition. Pearson Education Ltd. Harlow, England.

Herod, Andrew. 2009. Human Geography: the basics, Routledge, New York.

Hopper, Paul. 2012. Understanding Development: Issues and Debates, Polity Press. Cambridge, UK,.

Kant, Surya and Nina Singh ed. 2015. Geography Development Public Policy: Select Essays of Gopal Krishan. RK Books, New Delhi.

Kapur, Anu. 2010. Vulnerable India, Sage Publications, New Delhi.

Knox, Paul. 2014. Atlas of Cities. Princeton University Press.

Oxford Atlas of the World. 2015. 22nd edition. Oxford University Press.

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16HNDF1

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18MHMCTF1
Food of India

Course Code: 16MHMCTF1

Total Marks: 50
External Marks: 40
Internal Marks: 10
Credits: 2-0-0

Objective
Main aim of the course is to make students familiar with the fascinating Indian cuisine. Students will learn about regional specialties of all corners of our country.

Unit – 1
Indian Food: Introduction, Key Features & Factors that affect eating habits in different parts of the country i.e. geographic location, historical background, available ingredients, equipments, staple foods. Essentials of Indian Food: Spices, Herbs etc.
Food of Northern India (Kashmir, Punjab, Haryana, Delhi, Himachal, Uttar Pradesh): Introduction, geographic location, historical background, available ingredients, equipments, staple foods & Regional specialities.

Unit – 2
Western India (Rajasthan, Gujarat, Maharashtra) & Madhya Pradesh: Introduction, geographic location, historical background, available ingredients, equipments, staple foods & Regional specialities.

Unit – 3
Food of Eastern India (West Bengal, Orissa, Bihar and North-Eastern States): Introduction, geographic location, historical background, available ingredients, equipments, staple foods & Regional specialities.

Unit – 4
Food of South India (Andhra Pradesh, Tamil Nadu, Karnataka & Kerala) & Goa: Introduction, geographic location, historical background, available ingredients, equipments, staple foods & Regional specialities.

Practical
- Students shall perform practicals in food production lab regarding regional specialities of India. The dishes will be decided by the concerned faculty member.

Suggested Readings:
- Theory of Cookery, Krishna Arora, Frank Bros. & Co.
- Food Production Operations: Parvinder S Bali, Oxford University Press
- Modern Cookery (Vol- I & II) By Philip E. Thangam, Publisher: Orient Longman
- Practical Cookery By Kinton & Cesarani
- Theory of Catering By Kinton & Cesarani

- Professional Chef: The Art of Fine Cooking by Arvind Saraswat
- Prashad by J Inder Singh & Pradeep D Gupta
- Dawaat by J Kalra

18MHMCTF2 FOOD AND DINING SERVICES

Total Marks : 50
External Marks: 40
Internal Mars: 10
Credits: 2-0-0

UNIT-1 Food Service Industry

- Introduction and growth of the catering industry in India.
- Types of F&B operations.
- Classification of Commercial and Non-residential catering industry.
- Issues, challenges and current trends in catering industry.
- Careers in food service industry.

UNIT-2 Organization structure and Food service methods:

- Organization structure of food service staff in different hotels
- Duties and responsibilities of food service staff
- Food Service Methods- Introduction, importance, types, sequence.
- Rules for laying of table and waiting.
- Brief overview of Beverages -Introduction, types, service and storage.
- Food and beverage order taking

UNIT 3 Food and beverage service equipments-

- Flatware, Cutlery and Hollowware-Introduction, types, size, uses and storage.
- Glassware- Introduction, types, uses, full capacity, serving capacity and storage.
- Crockery - Introduction, types, size, uses and storage.
- Different types of restaurant linen
- Use of miscellaneous equipments like Baine Marie, plate warmer, hot plates, microwave oven, ice cream machine, coffee machine, ice cube machine, side boards, dish washing machine, glass washing machine. Nut cracker, grape scissors, Oyster service, caviar, lobsters, snails, cheese. Cigar cutters, wine bottle openers, gueridon equipment.

UNIT 4 Dining Etiquettes and Menu

- Dining etiquettes- Introduction, importance and rules to follow when you are dining at a restaurant.
- Menu- Introduction and types.
- French classical menu- Brief Overview

ENTREPRENEURSHIP DEVELOPMENT

Total Marks: 50
External Marks: 40
Internal Marks: 10

Course Code: 16IMSF1

Course Objective:
This course aims to acquaint the students with challenges of starting new ventures and enable them to investigate,
understand and internalize the process of setting up a
business.

Unit-I
Entrepreneurship: Concept, knowledge and skills requirement; characteristics of successful entrepreneurs; role of entrepreneurship in economic development; entrepreneurship process; factors impacting emergence of entrepreneurship

Uniti-II

Starting the venture: generating business idea – sources of new ideas, methods of generating ideas, opportunity recognition; environmental scanning, competitor and industry analysis; feasibility study – market feasibility, technical/operational feasibility, financial feasibility: drawing business plan

Unit -III
Functional plans: marketing plan – marketing research for the new venture, steps in preparing marketing plan, contingency planning; organizational plan – form of ownership, designing organization structure; financial plan – cash budget, working capital

Unit -IV
Sources of finance: debt or equity financing, commercial banks, venture capital; financial institutions supporting entrepreneurs; legal issues – intellectual property rights patents, trademarks, copyrights, trade secrets, licensing

Suggested Readings:

1. Hisrich, Robert D., Michael Peters and Dean Shephered, Entrepreneurship, Tata McGraw Hill, New Delhi
2. Barringer, Brace R., and R. Duane Ireland, Entrepreneurship, Pearson Prentice Hall, New Jersy (USA)
3. Lall, Madhurima, and Shikha Sahai, Entrepreneurship, Excel Books, New Delhi
4. Charantimath, Poornima, Entrepreneurship Development and Small Business Entreprises ,
5. Pearson Education, New Delhi

6. Kuratko, Donand and Richard Hodgetts, Entrepreneurship, Cengage Learning India Pvt. Ltd., New Delhi

Instructions for External Examiner: The question paper shall be divided in two sections. **Section 'A'** shall comprise of eight short answer type questions from whole of the syllabus carrying one mark each, which shall be compulsory. Answer to each question should not exceed 50 words normally. **Section 'B'** shall comprise 8 questions (2 questions from each unit). The students will be required to attempt four questions selecting one question from each unit. All questions will carry equal marks

COMMUNICATION AND SOFT SKILLS
Course Code: 16IMSF2

Total Marks: 50
External Marks: 40
Internal Marks: 10

Time Allowed: 3 Hours

Course Objective:
The objective of this course is to expose the students to basic communication and soft skills and to familiarize them with behavioral skills and business etiquettes.

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
Behavioral Skills - Positive altitude, 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

Suggested Readings:

1. Kaul, Asha, The Effective Presentation, Response Books, New Delhi
2. Fox, She, Business Etiquette for Dummies, Wiley Publishing inc.
3. Chaney, Lillian and Janette Martin, The Essential Guide to Business Etiquette, Praeger, London
4. Sanghi, Seema, Towards Personal Excellence, Response Books, New Delhi
5. Sherfield, Robert M, R J Montgomery and Patricia G Moody, Developing Soft Skills, Pearson Education, New Delhi
6. Chancy, Lillian and Janelte Martin, The Essential Guide to Business Etiquette, Praeger, Londonson Edueation, New Delhi

Instructions for External Examiner: The question paper shall be divided in two sections. **Section 'A'** shall comprise of eight short answer type questions from whole of the syllabus carrying two marks each, which shall be compulsory. Answer to each question should not exceed 50 words normally. **Section 'B'** shall comprise 8 questions (2 questions from each unit). The students will be required to attempt four questions selecting one question from each unit. All questions will carry equal marks.

DEPT. OF JOURNALISM AND MASS COMMUNICATION

Introduction to Mass Media

Total Marks: 50
External Marks: 40
Internal Marks: 10

Time Allowed: 3 Hours

Note: The question paper will be divided into Five Units carrying equal marks i.e. 16 marks for each question. Each of the First Four Units will contain two questions and the students shall be asked to attempt one question from each unit. Unit Five shall contain eight short answer type questions without any internal choice and it shall be covering the entire syllabus. As such, all question in Unit five shall be compulsory.

Unit 1

1.1 Mass Media: Definition, Meaning & Concept
1.2 Types of Mass Media
1.3 Traditional & Folk Media- Characteristic Features
1.4 Print Media, Electronic Media, New Media- Characteristic Features

Unit 2

2.1 Print Media- Brief History, Evolution from early times
2.2 Print Media in India- Role in freedom struggle, growth of print media after independence
2.3 Important newspapers and magazines of India, noted journalists; current role and importance of print media
2.4 Emergence of Regional Print Media, Challenges before Print Media, Emerging trends of Print Media

Unit 3

3.1 Origin and Development of Radio in India; role and importance of radio as a medium
3.2 A.I.R, Private FM, Community Radio;, Current status of Radio in India
3.3 Origin and Development of Television in India
3.4 Public and Commercial Television; role and importance of Television as a medium; present status of Television industry in India

Unit 4

4.1 Brief History and Development of Cinema in India
4.2 Cinema as a medium if mass communication- role and importance; Emerging trends in Indian Cinema
4.3 New Media- salient features, social media, social sharing to social activism- new media as a medium of mass communication
4.4 Current status of New Media, especially Web Journalism; Emerging trends & challenges

Internal Assessment **Total Marks : 20**

Note : The Break up of 20 marks for Internal Assessment (Theory Paper) is as under :

1. House Test	10 Marks
2. Class Attendance	05 Marks
3. Term Paper/Assignment	05 Marks

LL.M. SECOND SEMESTER EXAMINATION

(Media Law)

16LAWF1

Total Marks: 50
External Marks: 40
Internal Marks: 10

Time Allowed: 3 Hours

The question paper of each course will be divided into two sections A & B, Section A consists of Eight Small answer type questions (without internal choice) carrying 3 marks each covering the entire syllabus. This section as such will be compulsory. Section-B shall again consist eight questions carrying 14 marks each covering the entire syllabus. However, the candidate shall be required to attempt any four questions from this section.

NOTE FOR STUDENTS

Attempt all questions in Section A and Four Questions from Section B. Each Question in Section A carries 3 marks and each question in Section B carries 14 marks.

Unit: I. Introduction: Evolution of Media; Types of media: Print, Electronic; E-Media free flow of Information beyond boundaries and barriers; Difference between Visual and non-Visual Media- impact on People

Unit: II. Freedom of Speech and Expression- Article 19 (1) (a): An Introduction to Freedom of expression; Evolution of Freedom of Press; Restrictions under Constitution: Article 19 (2), Government power to legislate0- Article 246 read with the Seventh Schedule.; Power to impose Tax- licensing and licence fee; Advertisement & Ethics: Misleading Advertisement vis-à-vis Consumers rights.

Unit: III. Law of defamation and obscenity: Defamation; Libel, Slander; Obscenity; Sedition

Unit: IV. Development of laws relating to Mass Media via a vis International regime: Censorship of films; Censorship under Constitution; Censorship under the Cinematograph Act; Pre- censorship of films.

Select Bibliography:

- M.P. Jam, Constitutional Law of India (1994) Wadawa, Nagpur

- H.M. Seervai, Constitutional Law of India 2002 Vol. 1 Universal
- John B. Howard, "The Social Accountability of Public Enterprises" in Law and Community Controls in New Development Strategies (International Center for law in development 1980)
- Bruce Michael Boys, Film Censorship in India: A Reasonable Restriction on Freedom of Speech and Expression" 14 J.I.L.l 501 (1972)
- Rajiv Dhavan "On the Law of the Press in India" 26J.l.L.l 288(1984)
- Rajeev Dhavan "Legitimating Government Rhetoric: Reflections on Some Aspects of the Second Press Commission" 26 J.l.L.I 391 (1976)
- Soli Sorabjee, Law of Press Censorship in India (1976)
- Justice E.S. Venkaramiah, Freedom of Press: Some Recent Trends (1984)
- D.D. Basu, The Law of Press of India (1980)

Semester-2(Music)
Appreciation of Indian Music
16MUSF1

Paper Code	Core	Nomenclature of Papers	Maximum Marks	Internal Assessment Marks	Total Marks	Credit
16MUSF1	Foundation Elective	Appreciation of Indian Music	40	10	50	2

Structure of LTP

Lecture	Tutorials	Practical
3	1	0

Unit-I

- The study of sound and concept of Naad/swar
- Brief history of Indian Music
- Study of Technical terms of Indian Music
- An instroduction to Raga

Classification of Raga

Component/technical terms & structure of presentation of Raga

Unit-II

- Rhythm & Music

Laya & Taal

Writing of basic taalas-teental, ektaal, rupak, jhaptaal

- Writing an essay of 1000 words on relationship between Music and the subject belongs to you
- Music therapy and its impact on human body
- Different kind of compositional forms and their evolution

- Understanding music through Rag Mala painting

Department of Psychology

PAPER- (16PSYF1)

Psychology for Everyday Living

Credits : 2 (2Credit Theory:2 hrs/week

Total Marks: 50
External Marks: 40
Internal Marks: 10

Time Allowed: 3 Hours

Note:

a) *Nine questions would be set in all. Candidates would be required to attempt five questions.*
b) *There would be two questions (8 marks each) from each of the four Units. Candidates would attempt one question from each Unit.*
c) *Question No. IX would be compulsory. It shall be based on the entire syllabus and would contain eight short answer questions of one marks each*

Unit I

Science of Psychology: Definition, Goals, Basic and Applied areas of Psychology.

Self: Nature of self, Self-Regulation and Personal Growth.

Unit II

Intelligence: Definition; Theories: Theory of multiple intelligences, Triarchic theory, Emotional Intelligence.

Administration: Any one test of Intelligence/Emotional Intelligence.

Unit III

Personality: Definition;Theories: Trait and Type: Eysenck; Psychoanalytical: Freud; Humanistic: Maslow.

Administration: Any one objective test of Personality.

Unit IV

Stress and Coping: Nature of Stress; Sources; Stress reactions; Factors that influence reactions to stress.

Coping with stress: Modifying environment; Altering lifestyle.

Recommended Books:

Khatoon, N. (2012). General Psychology. Pearson: Delhi.

Baron, R.A. and Misra, G. (2016). Psychology. Pearson: Delhi.

Ciccarelli, S.K. and Meyer, G.E. (2006). Psychology. Pearson: Noida

FOUNDATION ELECTIVE COURSE

16ECEF1 ELECTRONICS ENGINEERING

		Marks	Credits
Exams	:	100	2
Sessionals	:	50	
Total	:	150	2
Duration of Exam	:	3 hrs.	

Instructions for setting of paper: Nine questions are to be set in total. First question will be short answer question covering whole syllabus and will be compulsory to attempt. Next eight questions will comprise of two questions each from the four sections. Student will be required to attempt four more questions selecting one from each section. Each question will be of 20 marks

UNIT 1

SEMICONDUCTOR DIODE : P-N junction and its V-I Characteristics, P-N junction as a rectifier, Switching characteristics of Diode. Diode as a circuit element, the load-line concept, half-wave and full wave rectifiers, clipping circuits, clamping circuits, filter circuits, peak to peak detector and voltage multiplier circuits.

UNIT 2

TRANSISTOR: Bipolar junction transistor : operation, characteristics, Ebers-moll model of transistor, CE, CB, CC configurations.
TRANSISTOR BIASING :Operating point, bias stability, collector to base bias, self-bias, emitter bias, bias compensation, thermistor & sensistor compensation.

UNIT 3

FIELD EFFECT TRANSISTORS: Junction field effect transistor, pinch off voltage, volt-ampere characteristics, small signal model, MOSFET Enhancement & Depletion mode, V-MOSFET. Common source amplifier, source follower, biasing of FET, applications of FET as a voltage variable resistor (V V R).

UNIT 4

DIGITAL ELECTRONICS: Binary, Octal and Hexadecimal number system and conversions, Boolean Algebra, Truth tables of logic gates (AND, OR, NOT) NAND, NOR as universal gates, Difference between combinational circuits and sequential circuits, Introduction to flip-flops (S-R & J-K).

TEXT BOOK :

1.Integrated Electronics: Millman & Halkias ; McGrawHill
2.Modren Digital Electronics: R.P. Jain; McGraw-Hill

REFERENCE BOOKS:

1.Electronics Principles: Malvino ; McGrawHill
2.Electronics Circuits: Donald L. Schilling & Charles Belove ; McGrawHill
3.Electronics Devices & Circuits: Boylestad & Nashelsky ; Pearson.