



SARDAR BHAGAT SINGH GOVERNMENT POSTGRADUATE COLLEGE, RUDRAPUR

PROGRAM OUTCOMES

ARTS

DEPARTMENT OF ECONOMICS

Programme Educational Objectives (PEOs) of the subject Economics –The programme educational objectives is to impart in depth knowledge to students about economic theory regarding utilization and allocation of resources including labour, natural resources and capital. Students would know how the economy is influenced by economic policy, technological advances and demographic conditions. The aim is to promote those students who are ready to serve the society locally and globally by applying knowledge of Economics and to eradicate the societal problems through sustainable development.

Programme Specific Outcomes (PSOs) –

- The students will be able to explain the contribution of economics to the analysis of non-market social issues.
- The students will develop the ability to explain core economic terms, concepts, and theories.
- To develop students understanding about how market for goods and services function and how income is generated and distributed.
- To give students in depth knowledge into special fields of choice like Agricultural, Demography, Statistics and Labour Economics.
- To develop tools of analysis, theory and concepts for practical application to current economic and development issues in the Indian context.
- To gather students and analyze relevant data as well as critically evaluate economic policy proposals and their diverse outcomes in relation to various contemporary economic models and theories.
- To demonstrate an integration of the subdivisions within economics such as economic development, financial economics, economic thought, monetary and fiscal policy, public finance, and international finance, and the application of these subdivisions to current economic issues and problems.

Course Outcome (CO) –The department runs degree course at Graduate and Post-graduate level and in this section the programme outcome for both levels is given separately.

GRADUATE PROGRAMME (B.A. ECONOMICS)

At present the yearly mode is conducted in graduation first and second year and semester mode is in graduation V and VI Semester(Third Year).

This comprises two compulsory papers in each year / semester with maximum marks 75 (Written Paper M.M. 55 + Assignment M.M.20 in semester) for B. A. Students.

Graduation Year I

Micro Economics I year, paper I

Outcomes:

- The behaviour of individuals and small organizations with the help of various theories developed in respective field.
- A comprehensive knowledge of Micro Economics will empower students to explain the social reality with better arguments and optimum solutions.
- It will result in equipping the students with the various aspects of consumer behaviour and demand analysis, production theory, cost theory, various markets as well as the equilibrium of a firm in modern market framework.

Basic Quantitative Technique for Economics I year paper II

Outcomes:

- To understand the economic problems and theories clearly quantitative technique (Mathematical, Statistical and Programming Techniques) is an essential part and this paper is designed to understand the student in this direction.

Graduation Year II

Macroeconomics& Public Finance Paper I

Outcomes:

- To make students familiar with the basic theoretical framework underlying in the field of macroeconomics and also aware students to study the aggregates and to provide overall idea about national income, economic policies and its implications.
- This will help them to understand and analyzing the impact of public finance on the allocation of resources and the distribution of income and analysis of public expenditure, taxation, budgetary procedures & debt issues in economy.

Money, Banking and International Trade Paper II

Outcomes:

- This will help to understand various concepts of money and money substitutes in economy.

- Able to understand various theories of money, inflation and banking system in an economy (Central & Commercial Banks).
- The course is helpful to understand the composition, direction and consequences of international trade.

Graduation III Year & Semester – V & VI

Problem and Prospects of Indian Economy Paper I

Outcomes:

- It will help in developing the structure of Indian economy through various pillars of economy and policies framed to run the economy.
- As a part also help in understanding the structure and policies of Uttarakhand's economy as a part of regional economy.
- It acquaints students with latest data and enhancing their analytical skills.
- They will be able to understand the landscape of Indian Economy and Uttarakhand's Economy.

History of Economic Thought Paper II

Outcomes:

- This will develop a chronological understanding of the development of economic thoughts (from classical to modern) which were developed in various schools of thought in different environment.

Post Graduate Level Course (Master of Arts in Economics) CBCS Pattern

The CBCS pattern is divided in four semesters.

Semester I & II comprises of five Core papers.

Semester III comprises two core papers along with Dissertation, Two Elective paper & One Open Elective Paper.

Semester IV comprises One Core paper along with viva-voce, three elective papers and one Open elective paper. [Semester level – I & II]

Advanced Microeconomics (1st and 2nd Semester) Core Paper

Outcomes:

- Understand Concept of equilibrium and economic model in economics.
- Understand Theory of consumer behaviour.
- Understanding the production and theory of cost in long and short period.
- Understanding the firm and various theories of maximisation.
- Understanding General equilibrium analysis.
- To understand the various type of markets and product pricing.
- Understanding the pricing of factors in market and concept of Welfare in economics through various theories.

Public Finance (1st and 2nd Semester)
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Core Paper

Outcomes:

- Understand the Principle of Maximum Social Advantage, Major Fiscal Functions and Functional and activating finance.
- Attain the advantages and knowledge of public investments and other government expenditures.
- Understand the possible burden, benefits and distribution of various types of taxes among various classes of people and impact of taxes. Incidence of taxes under various markets and Indian tax system.
- Understanding the needs of Public debt from all various sources to meet the requirement of an economy and welfare schemes.
- Understanding the Fiscal policies and its objectives especially in a developing economy. • Understanding the process of preparation, presentation and execution of budget of Union government.
- Understanding the Deficit financing and reports of the last finance commission. International Economics (1st and 2nd Semester) On success completion of the course the students will be able to understand –
- Identify the basic difference between inter-regional and international trade, various concepts of trade through international trade theories.

- Show the gains of international trade for an economy and terms of trades that how they are having importance in an economy.
- To understand the trade policy of Free Trade and Protection and to know the interventions in an economy.
- Understanding the functioning bodies and their objectives at international level for trade between the countries - GATT, WTO. History of Economic Thought (1st Semester) On success completion of the course the students will be able to develop a chronological understanding of the development of economic thoughts (from classical to modern thoughts) which were developed in various schools of thought in different environments including with special section to understand Indian Economic Thoughts.

Quantitative Techniques in Economics (Ist Semester)

Core Paper

Outcomes:

- To understand the scope, importance and limitations of Quantitative methods.
- Demonstrate the rules of Measure of Central tendency, Dispersion, Concept of Normal Distribution, Measures of Kurtosis and Skewness.
- Explaining the rules for calculating derivatives and calculating inter- relationship among total, marginal and average cost and revenue analysis. Calculating Maxima and Minima and optimal level of production of a firm.
- To understand the Elementary concepts of Linear Programming.
- Illustrate matrix operation and using Cramer rule to solve system of equations.
- Demonstrate the rules for calculating integration and describing the importance and application of integration in economics.
- Explain the rules for calculating Correlation and Regression to solve and predict for data analysis.
- Demonstrate the basic concept of probability with various laws and understanding use of Index Numbers for solving various economic problems.

Indian Economic Development and Policy (IInd Semester)

Core Paper

Outcomes:

- Develop ideas for the basic concept of Indian Economy and Demographic profile of Indian economy.

- Understand the importance of Human Resource in an economy and concept of Poverty and inequality in Indian environment.
- Understand the planning part of economy with centralised and decentralised institutions as well as magnitude of regional imbalances and regional planning in India.
- Demonstrating the role of agriculture in Indian economy and various food security schemes and Public Distribution System (PDS). Agriculture marketing and its structure.
- Understanding the Industrial structure of Indian economy in public and private system. Structure and functioning of Small and Cottage Industries in India.
- Understanding the globalization and its impact on Indian economy, effect of Foreign Direct Investment in economy and Information technology Industry in Indian environment.

Research Methodology (IInd Semester)

Outcomes:

- To understand the methods for social investigation and social research selection, research methods and procedures, field study and field experiences to develop the skills for a good researcher.
- To understand the theory to research design and tools.

Macroeconomics– I Semester III

Outcomes:

- Understanding and measuring the National income
- Understanding the concept and type of macroeconomics and importance of Keynesian economic theory in market.
- Understanding the Saving and Investment functions with concept of Multiplier and accelerator. Economics of Growth and Development On success completion of the course the students will be able to understand –
- To understand the concept of economic growth and development as well as indices of development and quality of life indices.
- To understand the classical and partial theories of growth models of dual economy which are given at different time for growth and development of an economy.

Dissertation

Outcomes:

To develop research insights in the students Elective Papers (Two papers will be chosen by the students)

Labour Economics (elective)

Outcomes:

- Understanding of nature and characteristics of labour market with special reference to Indian Labour Market.
- They will understand the recruiting methods followed by industries to recruit the industrial labour.
- To know the wage payment techniques and concept of wages in the industry environment as well as the determination of wages on various sectors (RuralUrban, Organised-Unorganised).

Advanced Statistics (elective)

Outcomes:

- They will enable to describe and discuss the key terminology, concepts tools and techniques used in statistical analysis of economic variables and attributes.
- Understand and critically discuss the process from statistical data collection to interpretation of data using analytical tools.
- Able to solve a range of problems using the techniques covered. Agricultural Economics (elective) On success completion of the course the students will be able to
- Sensitize the overall development and engine of growth in agriculture.
- Learn and identify the opportunities in those flourishing sectors such as horticulture, fishing and agro based industries.
- To understand the concept of organic farming, sustainable farming, livestock energy as well as the technological change in agriculture sector.
- Make them aware of the land distribution, tenure and farming system and the policies which were developed for land reforms in Indian agriculture environment.
- Gain knowledge of the rural unemployment, rural labour supply and agriculture wage along with various poverty eradication programmes in country. Open Elective Paper (for students of other streams)

Indian Economy (open elective)

Outcomes:

- Develop ideas for the basic concept of Indian Economy
- Understand the importance of Human Resource in an economy and concept of Poverty and inequality in Indian environment.
- Understand the planning part of economy with centralised and decentralised institutions as well as magnitude of regional imbalances and regional planning in India
- Understand the Industrial structure of Indian economy in public and private system.

Macroeconomics - II Semester IV

Outcomes:

- Understand the various concepts of money and role of banks.
- Understanding the concept of general equilibrium and types of market.
- Understanding the theories of trade cycle of various economists.

Viva-voce examination- Based on the dissertation submitted in 3rd semester

Elective Papers Industrial Economics

Outcomes:

- This will help students to study the firms, industries and markets.
- The paper will provide knowledge to understand theory, models, methods and concepts which explain the behaviour and functioning of industries.
- This also gives insight into how the firms organise their activities, as well as considering their motivation.
- This will develop that how industrial firms organise their activities as well as considering their motivation.

Financial Institutions and Markets

Outcomes:

- Functions of financial markets and intermediary institutions
- The structure and objectives of the financial market
- The structure of financial market and the contents of financial assets

- Basic concepts, functions and tools of the financial market: securities, currency, loans, precious metals and precious stones
- Understand the challenges of uncertain environment of financial markets, assess them and take appropriate financial and investment decisions.

Demography

Outcomes:

- The students will understand and aware to know the importance of population in economic development.
- To understand various theories explaining the population growth in an economy.
- The various demographic techniques also enable student to their analytic approach towards qualitative and quantitative aspects and characteristics of population. Economic Systems On successful completion of the course the students will be able to understand –
- Students will be able to understand the links between household behavior and the economic models of demand.
- It will also help in understanding the efficiency and equity implications of market interference, including government policy.

Open Elective Paper (for students of other streams)

Economy of Uttarakhand:

Outcomes:

- Develop ideas for the basic concept of Economy of Uttarakhand
- Understand the importance of Human Resource in economy of Uttarakhand and concept of migration and inequality in rural areas.
- Understand the planning part of economy as well as magnitude of regional imbalances and regional planning in India
- Understand the Industrial structure of Uttarakhand economy.

DEPARTMENT OF ENGLISH

Course outcome

1. After completing their graduation and post-graduation in English literature students feel more confident and competent to the liberalized, globalised corporate market of the time.
2. Rudrapur being an industrial Town requires human resource efficient in communication skill and English courses with empowering communication infuse self-confidence in students to fit the market.
3. English courses have enabled students to clear TOEFL and IELTS easily which are trend in the town.

Educational Objectives Of English Language and literature Learning**INTRODUCTION**

The objectives of English language and literature courses are

- 1) To enable the students to comprehend the spoken and written form of English language .
- 2) To develop students' ability to use English in day-to-day life and real life situation.
- 3) To understand the written text and to be able to use, skimming, scanning skills.
- 4) To write simple English to express ideas etc

The teachers play different roles to get these objectives of English language.

Role of English teacher in developing listening skills in students:

Listening is the basis to learn any language. No one can speak second language without listening to it. Students, who come from English medium, are good at English as they have English atmosphere in their class rooms. After completion of degrees, they are good at communicating in English.

5. Apart from enhancing communication both oral as well as written, English literature courses intend to develop comprehension of life and letters in students.
6. Along with, courses intend to expose students to literature and theories written world-over and swaying the global scenario.

7. Language is primarily spoken form. To know language means to understand and speak the language. The teachers conduct the following tasks which are helpful to learn and strengthen one's speaking skills
 8. By conducting Just A Minute (JAM), teacher build up confidence in students. They have to express their views on particular topic in English literature in a minute. It is helpful to them in the beginning of language learning.
 9. Encourage to participate in Role-Play which is one of the effective methods for language learning. It develops thinking skills and spontaneity
 10. By participating in conversations, they can improve their communicative functions or conversational skills like greeting, agree/disagree statements, accepting, rejecting invitations, apologies, asking and giving directions, suggestions...show more content...
- Teacher has to adapt technology to teach English language through literature.
10. The teachers motivate students constantly to learn English language through literature, drama, poetry and cinema.
 12. Basis of sensitising students are about the importance of correct pronunciation and create awareness about the use of effective pronunciation methods.

PROGRAMME OUTCOMES:

B.A.FirstSemester: EnglishLanguage (FoundationCourse)

MaximumMarks:100(including30marksofinternalassessment)

LearningOutcome:

- 1.Thecourses hallenable the students to effectively communicate in both orally and written in English.
- 2.The courses enable the students to use modern expressionsthey shall learn the basic principles ofEnglish grammar andtranslation from Hindi to English and vice-versa.
- 3.The course shall enable the students to write précis, comprehension, dialogue writing and expansion of an idea. Besides equipping them with presentation skills and vocabulary.

B.A. Second Semester (EnglishLanguage) FoundationCourse

MaximumMarks:100 (including 30 marks of internal assessment)

Learning Outcome:

1. The course shall enable the students to effectively communicate in both oral and written in English.
2. The course shall enable the students to use English they shall learn the basic principles of English grammar.
3. The course shall enable the students to write essay, letter, and application and draft bio-data, report, notice, agenda.

B.A. First Semester (English Literature) Paper-I: Prose till 18th Century**Learning Outcome:**

1. The course shall enable the students to become familiar with the growth and trend of English prose till eighteenth century through a close reading of the select essays of the representative prose writers of the period.
2. It shall acquaint the students to the political, economic, social and intellectual background so as to enable them to study the texts as representatives of the age.

Paper-II: Elizabethan Drama**Course Outcome:**

1. The course shall acquaint the students with the trends in Elizabethan drama through a close study of William Shakespeare's *Macbeth* and *Twelfth Night*.
2. It shall develop in the students the ability to interpret, analyse and evaluate both comedy and tragedy.

B.A. Second Semester (English Literature) Paper-I: Poetry till 18th Century**Program Outcome:**

1. The course shall enable the students to become familiar with the growth and trends of English poetry till eighteenth century through a close reading of the select poems of the representative poets of the period.
2. It shall introduce the students to the political, economic, social and intellectual backgrounds to enable them to study the poems as representatives of the age.

Paper-II: 16th Century Drama**Program Outcome:**

1. The course acquaints students with the major trends in 16th century English drama through a close reading of the text.

B.A.FirstSemester

(EnglishLiterature)

Paper-I:Prose till18 the Century

Learning Outcome:

- 1.The course shall enable the students to become familiar with the grow than trend so English prose till eighteenth century through a close reading of the select essays of the representative prose writers of the period.
- 2.It shall acquaint the students to the political,economic,social and intellectual background so as to enable them to study the texts as representatives of the age.

Paper-II:Elizabethan Drama

Course Outcome:

- 1.The course shall acquaint the students with them a trends in Elizabethan drama through a close study of William Shakespeare's Macbeth and TwelfthNight.
- 2.It shall develop in the students the ability to interpret,analyse and eval both comedy and tragedy.

B.A.SecondSemester

(EnglishLiterature)

Paper-I:Poetrytill18th Century

Program Outcome:

- 1.The course shall enable the students to become familiar with the grow than the trends of English poetry till eighteenth century through a close reading of the select poems of the representative poets of the period.
- 2.It shall introduce the students to the political,economic,social and intellectual backgrounds to enable them to study the poems as representatives of the age.

Paper-II: 16th Century Drama

Program Outcome:

- 1.The course acquaints students with the major trends in 16th century English drama through a close reading of the text

B.A.ThirdSemester (EnglishLiterature)

Paper-I: 19th Century Poetry

Program Outcome:

1. The course shall acquaint the students with the most significant English poets of nineteenth century through a close study of their representative poems.
2. It shall enable the students with the characteristic features of the literature of the Romantic age and the problems of the Victorian age and their reflection in the literature of the period.
3. It trains the student in the close reading of poems in the contexts of literary convention and history.

Paper-II:

19th Century Fiction

Program Outcome:

1. The course introduces the students with the main trends of the nineteenth century English fiction through a close study of Jane Austen's *Pride and Prejudice* and Thomas Hardy's *The Mayor of Casterbridge* which are representative of the respective age and the novelist.
2. It shall develop in the students the ability to interpret, analyse and evaluate works of fiction in the perspective of literary frame.

DEPARTMENT OF GEOGRAPHY (B.A. AND M.A.)

The Department of Geography prepares its students to get skilled in disciplinary theories, methodologies, and content. These expectations ground the following learning goals and objectives for undergraduate and post graduate majors.

The syllabus of undergraduates is divided in following manner.

UNDER GRADUATE (B. A/B.Sc.)

Program Outcomes: On completion of the course, the student will be able to:

SEMESTER I

PAPER I -PHYSICAL GEOGRAPHY

- Describe, Meaning, Scope and Branches of Physical Geography, Explain the Origin of the earth, Interior of the earth, Rocks
- Interpret Origin of continents and ocean basins and related theories, and describe Mountains, Plateau and Plains, Gradational processes, weathering and Erosion.
- Analyze Composition and structure of atmosphere, Isolation, Vertical and Horizontal Distribution of atmospheric temperature, Pressure and pressure belts, Winds: Planetary, Periodic and Local.
- Describe Ocean bottom topography, Ocean deposits, Salinity, Temperature, Ocean currents, Tides and Coral reefs.

PAPER II- GEOGRAPHY OF ASIA (Excluding India)

- Describe Structure and relief, Drainage, Climate, Natural vegetation, Soils, Natural regions of Asia
- Analyze Population distribution, Agriculture and agriculture regions, Principal minerals.
- Classify Industries and industrial regions, Transport, Major cities, Sources of power.

SEMESTER-II

PAPER I- GEOMORPHOLOGY

- Describe Nature and scope of Geomorphology, Dominant contemporary methodologies, The role and nature of time in Geomorphology, Space in Geomorphology
- Describe Models of Landscape Evolution: Davis, Penck, King and A time-independent model of Heck, Deterministic modelling of process-response.
- Analyze Isostasy, Seismicity, Vulcanicity, Tectonic and neo-tectonic landforms
- Describe Mass wasting and associated landforms, Landforms associated with geomorphic agents: surface water, underground water, glaciers, sea waves and winds

PAPER II- GEOGRAPHY OF INDIA (GUGP-202)

- Describe Physical features, Geologic structure, Drainage system, Climate, Natural vegetation, Soils, Natural regions
- Map Agriculture, Crops, Agriculture production, Agriculture regions, Irrigation, Livestock raising and Fishery

- Describe Industries Industrial regions, Minerals and Power resources
- Analyze Population density, distribution and urbanization, Transport, Multipurpose projects, Foreign trade, Regional development and planning

SEMESTER-III

PAPER I- CLIMATOLOGY AND BIOGEOGRAPHY

- Describe Nature and scope of climatology, General circulation of the atmosphere, monsoon, Local winds, Humidity, Fog and clouds, Precipitation, Air Masses, Cyclones and anticyclones.
- Classify Climate type and describe their distribution, understand Climate change Analyze Biosphere and bio-geography-concept, scope and components, Ecosystem concept, component and functioning, Ecology- some conceptual aspects
- Describe Distribution of plants in different ecosystem and ecological conditions, Distribution of animals in different ecosystem and ecological conditions, Environmental degradation.

PAPER II- HUMAN GEOGRAPHY

- Define concept of Human Geography and describe Nature and scope of Human Geography, Branches of Human Geography, Concept of man-environment relationship: Determinism, Possibilism and Neodeterminism
- Describe Evolution of man: Classification of races, Characteristics of races and their broad distribution, Human adaptation to the environment: Eskimo, Bushman, Masai, Naga and Tharus
- Map Growth and distribution of population, World pattern: Physical, economic and social factors, Major human agglomerations, Migration: Internal and international
- Describe and Classify Rural settlements: Types and pattern, Urban settlement: Evolution and classification, Rural houses in India, Cultural regions of the world

SEMESTER-IV

PAPER I- URBAN GEOGRAPHY

- Discuss concept of Urban Geography, Urbanism and urbanization, Trends of urbanization in the world
- Describe Towns and culture, Origin and growth of ancient towns, Modern towns and their problems, Site and situation of towns, Urban morphology: Meaning and principles
- Map Urban areas and conurbation, Rural-urban fringe, Umland
- Describe Functional classification of towns, Hierarchy of urban settlement, Town planning: Meaning and principles

PAPER II- ENVIRONMENT GEOGRAPHY

- Define Concept, Scope and evolution of Environmental Geography, Environment, Man and environmental processes
- Describe Ecosystem: Food chains, Trophic levels and Productivity, Energy flow, Circulation of element and Geo-biochemical cycle
- Describe Ecosystem services, Biomes, Bio-diversity, Soil system, Man and climate
- Interpret Environmental degradation, Environmental events and hazards, Environmental pollution, Environmental conservation and planning

PAPER II- WORLD REGIONAL GEOGRAPHY (EXCEPT ASIA)

- Explain Meaning and scope of Regional Geography, Regions and regionalism, Globalization and WTO, Population-environment and sustainable development
- Describe Europe: A geographical introduction, Physical structure, Economic and demographic pattern, Regional study of United Kingdom
- Describe North America: A geographical introduction, Physical structure, Economic and demographic pattern, Regional study of United States of America
- Describe Latin America: A geographical introduction, Physical structure, Economic and

demographic pattern, Regional study of Brazil

SEMESTER-V

PAPER I- EVOLUTION OF GEOGRAPHICAL THOUGHTS (GUGP-501)

- Define and analyze concept and purpose of Geography, Science and philosophy of Geography, The basic concepts of Geography, Techniques and tools in Geography, Different branches of Geography, Aspects of study and Relationship with other Sciences
- Describe Geography in classical times: Greek and Roman Geographers, Contribution by Arab Geographers, Renaissance, Eighteenth century Geography, Classical period of Geography
- Discuss Formulation of scientific Geography, Schools of thought; German, French, Environmental determinism, possibilism, Neo-determinism and probabilism, British, American and former Soviet Union
- Describe Dualism in Geography, Dichotomism of scientific and regional Geography; Unity in Geography, Recent Trends in Geography

PAPER II- OCEANOGRAPHY

- Define concept, scope and development of Oceanography, describe Distribution of water over the globe
- Map Relief of the ocean floor, Continental drift and ocean floor spreading, Composition of sea water
- Discuss Temperature in oceans, Salinity, density and water masses in oceans, Marine deposits
- Map and analyze Coral landforms, Waves and tides, Ocean currents, Marine life

PAPER II- AGRICULTURAL GEOGRAPHY

- Define Nature, scope, significance and development of Agriculture Geography, describe Approaches to the study of Agricultural Geography: Commodity, systematic, regional, behavioural and recent approaches etc., Origin and dispersal of agriculture
- Describe Determinants of agricultural land use: Physical, economic, social, and technological, Land holding and land tenure systems, Agricultural efficiency Concepts, Techniques and Methods of measurements; Methods of delimiting crop combination, cropping pattern, crop concentration, intensity of cropping, degree of commercialization, diversification and specialization
- Explain Theories of Agriculture Geography, von Thunen's theory (model) of agricultural location and its recent modifications, Demarcation of Agricultural regions, Whittlesey's classification of agricultural regions; Land use and land capability
- Describe Regional pattern of productivity in India, Green Revolution, White Revolution, Food deficit and food surplus regions; World pattern of Agriculture: Subsistence agriculture, Commercial farming, Plantation agriculture, Mixed agriculture, State, collective and cooperative farming

PAPER II- POPULATION GEOGRAPHY

- Describe Nature, Scope and Development of Population Geography; Source and Types of Population Data: Census, Sample Survey and Vital Registration System; Theories of Population: Classical and Modern
- Analyze World Population: Growth, Causes and Consequences; Factors Affecting Population Distribution; Demographic Transition Theory; Migration Types and Determinants
- Discuss Population Characteristics: fertility and Mortality; Age and Sex Structure; Occupational Structure; Human Resource Development and Human Development Index;

Urbanization

- Map Population Resource Region of India; Population Growth and Distribution in India;

Density Types; Population Problems and Population Policy in India

SEMESTER-VI

PAPER I- ECONOMIC GEOGRAPHY

- Define concept, aim and scope of economic geography, Resources, classify resources, describe conservation and concepts, Economic landscapes
- Analyze Primary production, Vegetation & forest economy, Soil resources, Mineral resources, Power resources, describe Resource conservation
- Define and map Agricultural regions, describe Principle crops, Theory of agriculture location, Theory of industrial location and industrial regions, Major industries
- Describe World transportation, International trade, patterns and trends, Major trade blocks, Globalization and developing countries

PAPER II- REGIONAL PLANNING AND DEVELOPMENT

- Define Regional concept in geography; Concept, Scope and purpose of Regional planning, classify regions
- Describe Regional Planning: Planning process - sectoral, temporal and spatial dimensions; short term and long-term perspective planning, Indicators of development and their data sources, measuring levels of regional development and disparities, Planning for a region's development and multi-regional planning in a national context
- Describe Regional development strategies: Concentration vs. dispersal, Case studies for plans of developed and developing countries, Regional planning in India, Regional development in India: problems and prospects, Regional disparities: causes and consequences
- Analyze Concept of Multi-level planning: Decentralized planning; people's participation in the planning process, Concept and approaches of urban development, Landscape ecology and sustainable urban development, Application of remote sensing and Geographic Information System in Development Planning

PAPER II- POLITICAL GEOGRAPHY

- Define basic concepts and scope of Political Geography; Describe Politics, Geopolitics; History and Development, Approaches of Political Geography.
- Discuss Concept of Nation, State and Nation-State; Geographic Characteristics of States: Size, Shape, Location, Cores and Capitals; Nation Building/Nationalism; Define Frontier and Boundaries; Differentiate Between Frontier and Boundaries; classify Boundaries and describe their Role and Importance in States Functioning.
- Describe Global Geo-politics; Interpret Mahan, Mackinder, Spykman and Seversky with Other Views Related to Heartland and Rimland.
- Describe Political Geography of India; Resource Development and Power Politics; Geopolitical Study of Indian Ocean; Political Geography of SAARC Region; Electoral Geography.

PAPER II- GEOGRAPHY OF TOURISM

- Define fundamental Concepts, classify Tourism; Describe Resources and Infrastructure for Tourism
- Assess Physical, Economical, Social and Cultural Impacts of Tourism; Describe Concept of Ecotourism, and New Emerging Trends in Tourism
- Discuss Tourism Marketing; Describe the Tourist Product, Tourism Circuits, Tour Agencies

Describe Globalization and Tourism; Tourism in India; Resource and Growth; National Tourism Policy in India; Tourism Organizations. Tourism in Uttarakhand: Policies and

POST GRADUATE (M. A/M.Sc)

PAPER I- ADVANCED PHYSICAL GEOGRAPHY

On completion of the course, the student will be able to:

- The students will be familiar with the earth's interior.
- Develop an idea about earth movements and the related topography.
- Acquire knowledge about different types of rock and their origin. Influence of the rocks on land form and topography.
- Getting familiar with the concept of hydrology
- Understanding the processes of erosion, deposition and resulting landforms.
- This course will familiarize students to the basic understanding of the constituents of Information Technology.
- The intention is to lay the foundation for the core subjects.
- To polish their practical knowledge in office automation tool.
- Describe, Meaning, Scope and Branches of Physical Geography, Explain the Origin of the earth, Interior of the earth, Rocks
- Interpret Origin of continents and ocean basins and related theories, and describe Mountains, Plateau and Plains, Gradational processes, Weathering and Erosion.
- Analyze Composition and structure of atmosphere, Isolation, Vertical and Horizontal Distribution of atmospheric temperature, Pressure and pressure belts, Winds: Planetary, Periodic and Local.
- Describe Ocean bottom topography, Ocean deposits, Salinity, Temperature, Ocean currents, Tides and Coral reefs

SEMESTER –I

PAPER II- NATURAL RESOURCE MANAGEMENT

On completion of the course, the student will be able to:

- Describe ecological processes, including human impacts that influence ecosystems change, natural succession and the future sustainability of natural resources.
- Characterize natural resources and be able to quantify at least one of these resources.
- Envision desired future conditions in an area to achieve a set of natural resource-related objectives, prescribe management actions needed to achieve those objectives, and evaluate success of these actions.
- Describe how the use, management and allocation of natural resources are affected by: laws, policies, economic factors (both market and non-market), and characteristics (including demographic, cultural, ethnic, and "values" differences) of private and public resource owners and users.
- Communicate effectively, orally and in writing, with audiences of diverse backgrounds.
- Work effectively with, and within, interdisciplinary and diverse groups to resolve management problems and achieve management objectives.

SEMESTER – I

PAPER III- ADVANCED GEOGRAPHY OF INDIA

On completion of the course, the student will be able to:

- Identifying and explaining the Indian Geographical Environment, from global to local scales.
- Applying geographical knowledge to everyday living.
- Applying knowledge of global issues to a unique scientific problem.
- Showing an awareness and responsibility for the environment and India.
- Evaluating the impacts of human activities on natural environments special reference to India
- Students will get an introduction to the main regions of the India in terms of both their

uniqueness and similarities.

- Students will be exposed to historical, economic, cultural, social and physical characteristics of India.
- Students will learn the relationships between the global, the regional and the local, particularly how places are inserted in regional and global processes.
- In addition to the ability of understanding and reading maps, students will develop cartography skills and will be able to create maps on their own.
- Students will be introduced to demographic, social and cultural attributes such as migration, social relations and cultural identity.

SEMESTER –I

Code: 104 (GMP-EC-i)

PAPER IV (a)-SOIL GEOGRAPHY

Max. Marks: 100

Term End Exam. Marks: 75

Internal Assessment Marks: 25

Lecture-04 par week

Learning Outcomes: On completion of the course, the student will be able to:

- Define soil and understand the importance of soil.
- Apply math, science, and technology in the field of soil resource

Engineering

- They will learn some strategies of soil resource management
- Explain why plants need soil.
- Be familiar with how soil layers are formed.
- Explain moisture retention capabilities of the three major soil particles.

- List and describe functions of soil.
- Describe ways soil can be enriched

SEMESTER – I

Code: 105 (GMP-EC - ii)

PAPER IV (b)-GEOGRAPHY OF TOURISM

Max. Marks: 100

Term End Exam. Marks: 75

Internal Assessment Marks: 25

Lecture-04 par week

Learning Outcomes: On completion of the course, the student will be able to:

- Understand and explain how the different geographies of tourism are created, maintained, and utilized in the modern world.
- Evaluate the impacts of tourism on present and future economies, cultures, societies, and physical environments.
- Define fundamental Concepts, classify Tourism; Describe Resources and Infrastructure for Tourism
- Assess Physical, Economical, Social and Cultural Impacts of Tourism; Describe Concept of Ecotourism, and New Emerging Trends in Tourism
- Discuss Tourism Marketing; Describe the Tourist Product, Tourism Circuits, Tour Agencies
- Describe Globalization and Tourism; Tourism in India; Resource and Growth; National Tourism Policy in India; Tourism Organizations. Tourism in Uttarakhand: Policies and

SEMESTER –I

Code: 106 (GMP –EC–iii)

PAPER IV (c)-INTEGRATED MOUNTAIN DEVELOPMENT WITH SPECIAL

REFERENCETO THE INDIAN HIMALAYA

Max. Marks: 100

Term End Exam. Marks: 75

Internal Assessment Marks: 25

Lecture-04 par week

Learning Outcomes: On completion of the course, the student will be able to:

- The epistemography of mountains as a research theme,
- The biogeography of mountain biodiversity,
- The geoecology of mountain societies,
- The case studies of water usage in orobiomes,
- The advances in ethnoecology research and mountain cultures,
- The urbanization of mountain areas and associated environmental impacts,
- The influence of globalization in socioeconomic scenarios of mountains, and
- The pathways for sustainable mountain development.

SEMESTER – I

Code: 107 (GMP - CCm –i):

DISSERTATION (MINOR)

Total Marks Allotted for Dissertation: 25

Evaluation by External Examiner: 10

Evaluation by Internal Examiner: 10

Viva – Voce Examination: 05

Learning Outcomes:

- Apply knowledge and develop skills further in quantitative and/or qualitative research procedures
- Research and process primary and/or secondary datasets for analysis (this may involve field research)
- Demonstrate ability to synthesise information and analytically process data
- Effectively time manage research progress to become an efficient independent learner
- Summarise key findings for presentation to academics and peers (poster format)
- Produce a final thesis within the allocated word limit which holistically presents findings in a well-structured, academically professional and self-critical format

SEMESTER – I

Code: 108 (GMP - CCm–ii):

SEMINAR/ PRESENTATION

Total Marks: 25

- Distinguish the multiple senses of a text (literal and beyond the literal).
- Identify and understand assumptions, theses, and arguments that exist in the work of authors.
- Evaluate and synthesize evidence in order to draw conclusions consistent with the text. Seek and identify confirming and opposing evidence relevant to original and existing theses.
- Ask meaningful questions and originate plausible theses.
- Critique and question the authority of texts, and explore the implications of those texts.

SEMESTER – I

Code: 109& 110 (GMP - P-i & P-ii)

PRACTICAL-: TOPOGRAPHICAL ANALYSISAND INTERPRETATION OF GEOLOGICAL MAPS (Pi); ANDFIELD SURVEY (Pii)

Term End Exam: Marks: 60

Record Work: Marks: 10

Viva Voce: Marks: 10

Field Survey: Marks: 20

- Reading and classifying Indian topographical maps
- Interpretation of topographical maps and preparation of base map, index map, drainage map, orographic map
- Interpretation of topographical maps and preparation of land use map, settlement map and transport network map.
- Reading Indian weather maps: Their interpretation and preparation of weather report

SEMESTER – II (2019 Onwards)

Code: 201 (GMP-CCM – i)

PAPER I- ADVANCED GEOMORPHOLOGY

Max. Marks: 100

Term End Exam. Marks: 75

Internal Assessment Marks: 25

Lecture-04 par week

Learning Outcomes: On completion of the course, the student will be able to:

- Describing human-environment, and nature-society interactions as well as global human and environmental issues.
- Identifying and explaining the planet's human and physical characteristics and processes, from global to local scales.
- . Evaluating the impacts of human activities on natural environments.
- Applying knowledge of global issues to local circumstances to evaluate the local effects of the issues.
- Showing an awareness and responsibility for the environment.

SEMESTER – II

Code: 202 (GMP-CCM-ii)

PAPER II- URBAN ENVIRONMENT AND PLANNING

Max. Marks: 100

Term End Exam. Marks: 75

Internal Assessment Marks: 25

Lecture-04 par week

Learning Outcomes: On completion of the course, the student will be able to:

- Students will acquire a solid base of knowledge in the principles and practices of learning, including urban spatial structure, local public finance, and economics of development, infrastructure provision, and globalization.
- Students will develop the skills necessary for the effective practice of planning, including its purpose, meaning and history; methods that envision future change; elements of plans; adoption, administration, and implementation of plans; speaking for the disadvantaged; laws and policies of environmental planning.
- Students will develop the values necessary for the effective practice of planning, including problem-solving skills; research skills; written, graphical, and oral skills; computational skills; collaboration with peers; meeting professional standards; forecasting and scenarios; implementation of plans; working with diverse communities.
- Students will learn the values and ethical standards affecting the practice of planning, including the values of justice, equity, fairness, efficiency, order, and beauty; the values of fair representation and equal opportunity; and respecting complex legacies.

SEMESTER – II

Code: 203 (GMP-CCM – iii)

PAPER III -EVOLUTION AND DEVELOPMENT OF GEOGRAPHICAL THOUGHT

Max. Marks: 100

Term End Exam. Marks: 75

Internal Assessment Marks: 25

Lecture-04 par week

Learning Outcomes: On completion of the course, the student will be able to:

- Main objectives of this course are to acquaint the students with the philosophy.
- Also teach the Methodology and historical development of geography as a professional field.
- The idea is to address the spirit and purpose of the changing geographies and to what we as geographers contribute towards knowledge production.
- The course aims at developing critical thinking and analytical approaches.
- Students will acquire an understanding of and appreciation for the relationship between geography and culture.

SEMESTER – II

Code: 204 (GMP-EC – i)

PAPER IV (a)- REMOTE SENSING APPLICATIONS

Max. Marks: 100

Term End Exam. Marks: 75

Internal Assessment Marks: 25

Lecture-04 par week

Learning Outcomes: On completion of the course, the student will be able to:

- Students will demonstrate knowledge of the foundations and theories of geographic information systems (GIS) and use the tools and methods of GIS.
- Students will demonstrate their knowledge of physical geography and the methods and techniques for observing, measuring, recording and reporting on geographic phenomena.
- Students will demonstrate their competence to work individually and as a team to develop and present a client-driven GIS solution.
- Student will be familiar with modern techniques in Geography.
- Students will be prepared to apply their skills in professional careers

SEMESTER – II

Code: 205 (GMP-EC – ii)

PAPER IV (b)-WORLD REGIONAL GEOGRAPHY

Max. Marks: 100

Term End Exam. Marks: 75

Internal Assessment Marks: 25

Lecture-04 par week

Learning Outcomes: On completion of the course, the student will be able to:

- Understand the use of maps/geo-technologies to explain geographic phenomena and patterns as they relate to world regions and their interrelationships.
- Apply geographic concepts to the study of regions or a specific region.
- Be able to compare and contrast human and physical patterns and their variations over space.
- Develop an appreciation of the complexities of regional and global environmental and socio-economic problems.
- Understand the concept of globalization and be able to place local issues in their global and historical context.

- Understand human-environment interactions in various regions around the world.
- Students completing the course will perform the outcomes listed below.
- Identify the major areas of the physical earth on which they live and the peoples with whom they must share the earth.
- Recognize the natural forces that effect the earths' form and function.
- Utilize accurate vocabulary in describing the earth's geography.
- Interpret current events in the light of the geography of the earth.
- Identify and describe the earths' regions in terms of population, culture, environment, geopolitical framework, and economic development

SEMESTER – II

Code: 206 (GMP-EC - iii)

PAPER IV (c)-BASES OF HYDROLOGY

Max. Marks: 100

Term End Exam. Marks: 75

Internal Assessment Marks: 25

Lecture-04 par week

Learning Outcomes: On completion of the course, the student will be able to:

- At the end of the semester students will different physical aspects of water as a natural resource.
- They will learn some strategies of water resource management.
- Learn Also about the conservation of water.
- Students can compute critical flow and critical depth in floodplain hydraulics.
- Students can delineate watersheds and stream polylines from digital elevation data.
- Students comprehend the physics of water flow and mass (e.g., solute) transport processes, can represent those processes with mass, momentum and energy conservation equations, and apply those equations in assessing water quantity and quality in surface and ground-water systems.
- Students comprehend statistical, analytical and numerical methods and associated limitations of modeling hydrologic flow and transport processes, and can apply quantitative models towards the analysis of water quantity, quality and management problems.
- Students comprehend basic water properties and can measure basic physical and biochemical aspects of water associated with hydrologic processes.
- Students comprehend the hydrologic cycle and related major water quantity and quality challenges and their relevance to human health and well-being, ecosystems, and the food supply.

SEMESTER – II

Code: 207 (GMP - CCm –i):

DISSERTATION (MINOR)

Total Marks Allotted for Dissertation: 25

Evaluation by External Examiner: 10

Evaluation by Internal Examiner: 10

Viva – Voce Examination: 05

Learning Outcomes:

- Apply knowledge and develop skills further in quantitative and/or qualitative research procedures
- Research and process primary and/or secondary datasets for analysis (this may involve field research)
- Demonstrate ability to synthesise information and analytically process data

- Effectively time manage research progress to become an efficient independent learner
- Summarise key findings for presentation to academics and peers (poster format)
- Produce a final thesis within the allocated word limit which holistically presents findings in a well-structured, academically professional and self-critical format

SEMESTER – II

Code: 208 (GMP - CCm–ii):

SEMINAR/ PRESENTATION

Total Marks: 25

- Distinguish the multiple senses of a text (literal and beyond the literal).
- Identify and understand assumptions, theses, and arguments that exist in the work of authors.
- Evaluate and synthesize evidence in order to draw conclusions consistent with the text. Seek and identify confirming and opposing evidence relevant to original and existing theses.
- Ask meaningful questions and originate plausible theses.
- Critique and question the authority of texts, and explore the implications of those texts.

SEMESTER – II

Code: 209& 210 (GMP - P-i & P-ii)

PRACTICAL-: Quantitative Techniques and Cartographic Representation of

Geographical Data (GMP-P-i) &(ii) Field Survey (GMP-P-ii)

Term End Exam: Marks: 60

Record Work: Marks: 10

Viva Voce: Marks: 10

Field Survey: Marks: 20

- Keeping in view the nature of data and purpose of study, students would be able to make a rational choice amongst listed various statistical methods.
- Demonstrate understanding of basic concepts of probability and statistics embedded in their courses.
- Show proficiency in basic statistical skills embedded in their courses.
- Students shall know how to organize, manage, and present data.
- Students shall know how to organize, manage, and present data.
- Demonstrate ability to write reports of the results of statistical analyses giving summaries and conclusions using nontechnical language.

SEMESTER –III

Code: 301 (GM P-CCM –i))

PAPER I- ENVIRONMENTAL MANAGEMENT AND SUSTAINABLE DEVELOPMENT

Max. Marks: 100

Term End Exam. Marks: 75

Internal Assessment Marks: 25

Lecture-04 par week

Learning Outcomes: On completion of the course, the student will be able to:

- provide definitions of environment, management, systems and organisations in relation to environmental management
- describe organisations as systems and their role in environmental management
- understand the usefulness of systems thinking in relation to environmental management in organisations

- explain how environmental management can be used as environmental protection and how organisations can define and manage risk.
- Demonstrate an understanding of comprehensive systemic analysis across both physical and behavioral dimensions involving society, the environment, and the economy.
- Define sustainability and assess the ways that sustainability topics are approached by a diversity of academic disciplines.
- Identify how globalized processes impact socioecological systems.
- Analyze the role of environmental sustainability in the promotion of comprehensive justice and equity.
- Apply critical thinking skills to provide sustainable solutions and build resilient communities.
- Utilize the appropriate methodological tools to analyze and address specific research questions.
- Articulate a comprehensive world view that integrates diverse approaches to sustainability.
- Understand the basic theoretical concepts and methodologies of both the physical and social sciences.
- Learn how to solve large-scale problems using a multitude of tools and approaches.
- Understand the basic sustainability concepts of homeostasis, carrying-capacity, cradle-to-grave recycling, evolutionary processes, inter-generational debt, socio-political adaptation, climate change, ecosystem services, and environmental justice—and understand the relationships between them.

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SEMESTER –III

Code: 302 (GM P-CCM –ii)

PAPER II- AGRICULTURAL GEOGRAPHY AND AGROECOSYSTEM MANAGEMENT

Max. Marks: 100

Term End Exam. Marks: 75

Internal Assessment Marks: 25

Lecture-04 per week

Learning Outcomes: On completion of the course, the student will be able to:

- Define Nature, scope, significance and development of Agriculture Geography, describe Approaches to the study of Agricultural Geography: Commodity, systematic, regional, behavioural and recent approaches etc., Origin and dispersal of agriculture
- Describe Determinants of agricultural land use: Physical, economic, social, and technological, Land holding and land tenure systems, Agricultural efficiency Concepts, Techniques and Methods of measurements; Methods of delimiting crop combination, cropping pattern, crop concentration, intensity of cropping, degree of commercialization, diversification and specialization
- Explain Theories of Agriculture Geography, von Thunen's theory (model) of agricultural location and its recent modifications, Demarcation of Agricultural regions, Whittlesey's classification of agricultural regions; Land use and land capability
- Describe Regional pattern of productivity in India, Green Revolution, White Revolution, Food deficit and food surplus regions; World pattern of Agriculture: Subsistence agriculture, Commercial farming, Plantation agriculture, Mixed agriculture, State, collective and cooperative farming

SEMESTER – III

Code: 303 (GMP-CCM – iii)

PAPER III- RURAL DEVELOPMENT PLANNING

Max. Marks: 100

Term End Exam. Marks: 75

Internal Assessment Marks: 25

Lecture-04 par week

Learning Outcomes: On completion of the course, the student will be able to:

- demonstrate knowledge and understanding of past and contemporary issues pertaining to rural development and livelihoods, including different definitions of rurality, as well as theories and frameworks for understanding urban and rural livelihoods and development, and the interaction between the two in developing countries;
- apply their knowledge and understanding, and problem-solving abilities, to independently identify rural development issues from a geographical perspective;
- demonstrate an ability to critically and systematically integrate knowledge, to analyse and assess complex phenomena and issues in the fields of rural development and rural livelihoods;
- critically analyse the empirical and theoretical connections between rural development;
- identify and analyse specific urban and rural development needs; and
- demonstrate an ability to clearly present and discuss conclusions, and the arguments behind them, orally and in writing.

SEMESTER –I

Code: 104 (GMP-EC-i)

PAPER IV (a)- CLIMATE CHANGE, IMPACTS AND ADAPTATION IN HIMALAYA

Max. Marks: 100

Term End Exam. Marks: 75

Internal Assessment Marks: 25

Lecture-04 par week

Learning Outcomes: On completion of the course, the student will be able to:

- understand the physical basis of the natural greenhouse effect, including the meaning of the term radiative forcing
- know something of the way various human activities are increasing emissions of the natural greenhouse gases, and are also contributing to sulphate aerosols in the troposphere
- demonstrate an awareness of the difficulties involved in the detection of any unusual global warming ‘signal’ above the ‘background noise’ of natural variability in the Earth's climate and of attributing (in whole or in part) any such signal to human activity
- understand that although a growing scientific consensus has become established through the IPCC, the complexities and uncertainties of the science provide opportunity for climate sceptics to challenge the Panel's findings.
- understand the current evidence for global warming
- model and apply the techniques of ‘measuring’ the Earth's temperature
- understand the current warming in relation to climate changes throughout the Earth's history
- explain factors forcing climate change, and the extent of anthropogenic influence
- assess the ‘best predictions’ of current climate models.

SEMESTER – III

Code: 305 (GMP-EC - ii)

PAPER IV (b)- SOCIAL AND CULTURAL GEOGRAPHY

Max. Marks: 100

Term End Exam. Marks: 75

Internal Assessment Marks: 25

Lecture-04 par week

Learning Outcomes: On completion of the course, the student will be able to:

- Students will develop a solid understanding of the concepts of “space,” “place” and “region” and their importance in explaining world affairs.
- Students will understand general demographic principles and their patterns at regional and global scales.
- Students will be able to locate on a map major physical features, cultural regions, and individual states and urban centers.
- Students will understand global and regional patterns of cultural, political and economic institutions, and their effects on the preservation, use and exploitation of natural resources and landscapes.
- Understand the nature, scope, and concept, relationship between culture and social environment, and right of information act.
- To examining the cultural complex and traits of culture and its concepts.
- Evolution to civilization and various cultural development and cultural system according to religion, language and geography, and global cultural changes.
- To study the origin and growth of culture and agriculture and its basic concepts.
- Understand the concept of space and social process and present status.
-

SEMESTER –III

Code: 106 (GMP –EC–iii)

PAPER IV (c)- GLACIAL GEOMORPHOLOGY

Max. Marks: 100

Term End Exam. Marks: 75

Internal Assessment Marks: 25

Lecture-04 par week

Learning Outcomes: On completion of the course, the student will be able to:

- Identifying, interpreting, and applying appropriate methods of geologic dating such as early methods of index fossils and stratigraphic sequences and recent methods using radioactive isotopes to determine how many years ago a given rock sample was formed.
- Identifying the major physical events in each of the geologic eras such as the building of mountain chains and the shifting of entire continents.
- Explaining how geologic structures are a dominant control in the evolution of various landforms.
- Evaluating how a geomorphic process controls the development of distinctive landforms.
- Differentiating between monocyclic landscape and multicycle landscape.
- Indicating the age of most of the world’s features and the reason for the common age.
- Analyzing how the development of present day land forms have been influenced by climatic changes and geological activity of the Pleistocene.

SEMESTER – III

Code: 307 (GMP - CCm –i):

DISSERTATION (MINOR)

Total Marks Allotted for Dissertation: 25

Evaluation by External Examiner: 10

Evaluation by Internal Examiner: 10

Viva – Voce Examination: 05

Learning Outcomes:

- Describe a relevant area of career development, career coaching, coaching or workrelated learning studies.
- Identify research methods.
- State research questions.
- Identify literature for review.
- Critically analyse and evaluate the knowledge and understanding in relation to the agreed area of study.

SEMESTER – III**Code: 308 (GMP - CCm–ii):****SEMINAR/ PRESENTATION****Total Marks: 25**

- In terms of **content**, students will be able to show competence in identifying relevant information, defining and explaining topics under discussion
- Students will be able to judge when to speak and how much to say, speak clearly and audibly in a manner appropriate to the subject, ask appropriate questions, use evidence to support claims, respond to a range of questions, take part in meaningful discussion to reach a shared understanding, speak with or without notes, show depth of understanding, demonstrate breadth of reading, use primary and secondary sources, show independence and flexibility of thought, help discussions to move forward, show intellectual leadership and effective time management.
- Students will demonstrate that they have paid close attention to what others say and can respond constructively. Through listening attentively, they will be able to build on discussion fruitfully, supporting and connecting with other discussants.
- Students will develop persuasive speech, present information in a compelling, wellstructured, and logical sequence, respond respectfully to opposing ideas, show depth of knowledge of complex subjects, and develop their ability to synthesize, evaluate and reflect on information.
- Through asking appropriate questions, students will demonstrate their understanding of discussions and spark further discussion.
- Students will be able to reach across diverse disciplines to apply theories, methods and knowledge bases from multiple fields to a single question or problem. They will be able to integrate schools of thought from several established fields into their discussion of a topic in order to show a well-rounded understanding.
- Students will engage with important questions that stimulate discussion and debate. While there is a great deal of diversity of subject matter in CSEM, many of the courses focus on ethical, cultural, and moral questions, on questions that enable students to reflect on themselves and on their place in society, and on questions that serve a public or civic purpose.
- Students will engage with works that are widely held to be significant in the field of study, while recognizing cultural diversity and the ever-changing nature of what is regarded as important.

SEMESTER – III**Code: 309& 210 (GMP - P-i & P-ii)****PRACTICAL-: SURVEYING AND MAP PROJECTION (Pi); AND FIELD SURVEY (Pii)****Term End Exam: Marks: 60**

Record Work: Marks: 10

Viva Voce: Marks: 10

Field Survey: Marks: 20

- To learn drawing of Scale Diagram for representing geographical data.
- Skill of drawing of map, graphs, diagrams scale.
- Get skill of Drawing of projection.
- Acquire knowledge of map making techniques.
- To understand to choose of projection according purpose of making maps.

SEMESTER – IV (2019 Onwards)

Code: 401 (GMP-CCM – i)

PAPER I- ADVANCED GEOGRAPHY OF UTTARAKHAND

Max. Marks: 100

Term End Exam. Marks: 75

Internal Assessment Marks: 25

Lecture-04 per week

Learning Outcomes: On completion of the course, the student will be able to:

- Understand the location, geostrategic importance, characteristics of size of Uttarakhand
- To examine the physiographic features of Uttarakhand
- To understand climatic variations, types of soil and vegetation and their problems.
- To extract and understand the natural resources, energy and mineral resources
- Understand to agricultural activities, patterns, regions, problems and prospect, and some important issues related to Uttarakhand.

SEMESTER –IV

Code: 402 (GM P-CCM –ii)

PAPER II- POPULATION GEOGRAPHY AND HUMAN RESOURCE DEVELOPMENT

Max. Marks: 100

Term End Exam. Marks: 75

Internal Assessment Marks: 25

Lecture-04 per week

Learning Outcomes: On completion of the course, the student will be able to:

- Understand the Nature and Scope of Population Geography and their evolution, significance and approaches for the study.
- Understand the Sources of Population Data and History of World Population and some factors responsible for world population and data sources for study.
- To understand the fundamental Concepts Related to Population such as density, over, optimum & under population, fertility, mortality and population for future perspectives.
- To review and understand the subject matter with the help of Theories of Population
- Fundamental/Basic Statistical Analysis using Statistical Software MS-Excel
- Understand the Population Movement, Migration and some causes, consequences and its effects.
- Understand the Nature and Scope of Settlement Geography Characteristics of Rural and Urban Settlements according to Indian Census and nature, scope, evolution and study methods.
- Understand the history of population
- Understand the types of data
- Study of distribution and density of population.
- Get knowledge of population theories

SEMESTER – IV

Code:403 (GMP-CCM – iii)
PAPER III- BIOGEOGRAPHY
Max. Marks: 100

Term End Exam. Marks: 75

Internal Assessment Marks: 25

Lecture-04 par week

Learning Outcomes: On completion of the course, the student will be able to:

- To introduce the student to the concept of biogeography.
- To introduce the components, interpretation and application of biogeography.
- Interaction between living organisms and non-living organisms.
- Living organisms with climate and physical environment.
- Know about biogeochemical cycle.
- To describe main theories underlying biogeographical research.
- To describe the historical factors that influence current species distributions.
- To describe processes such as extinctions, biological invasions, and dispersal in explaining biogeographical patterns
- To apply biogeographical concepts to a wide range of environmental problems

SEMESTER –IV

Code: 404 (GMP-EC–i)

PAPER IV (a)- INTEGRATED WATERSHED MANAGEMENT

Max. Marks: 100

Term End Exam. Marks: 75

Internal Assessment Marks: 25

Lecture-04 par week

Learning Outcomes: On completion of the course, the student will be able to:

- Understand the fundamentals concepts related to watershed, significances of watershed development, demarcation of watershed, types of watershed according to area and shape
- Study about the physical parameters of watershed, channel geometry and basi morphology.
- Understand the hydrological parameters, rainfall, aerial precipitation, evaporation and transpiration, infiltration, run off and drainage.
- Understand the watershed development planning and sample of watershed management and planning for appropriate development of watershed management for water conservation and development.

SEMESTER – IV

Code: 405 (GMP-EC - ii)

PAPER IV (b)- GIS AND GPS APPLICATIONS

Max. Marks: 100

Term End Exam. Marks: 75

Internal Assessment Marks: 25

Lecture-04 par week

Learning Outcomes: On completion of the course, the student will be able to:

- To Develops Skill of soil and water analysis techniques.
- To Suggests fertilizers to the crops according soil analysis.
- Understand the introduction of GIS software's special reference of ILWIS, to examining the types of GIS software and applications, introduction of menu, tools, page layout and setting, scanning image, import of image in the software.
- To study and understand the image registration and its analysis done in software.
- To understand and prepare the topology of point, line and polygon and understand

non spatial data analysis.

- To prepare the different kinds of map using GIS software and also create the profile of relief representation.
- To understand the GPS and its functions, work, types and components for field survey and make project report using both GPS and GIS software.

SEMESTER –IV

Code: 406 (GMP –EC–iii)

PAPER IV (c)- DISASTER MANAGEMENT

Max. Marks: 100

Term End Exam. Marks: 75

Internal Assessment Marks: 25

Lecture-04 per week

Learning Outcomes: On completion of the course, the student will be able to:

- Describe the four phases of emergency management and the role each of them plays in managing and mitigating a disaster.
- Delineate the role terrorism plays on society and how it impacts public policy and decision making
- Demonstrate the skills needed to effectively manage a disaster scene.
- List the resources needed and how to obtain those resources effectively mitigate disaster damage
- Describe the various emergencies in public health and the organization needed to reduce the threat to the public and mitigate pain and suffering of society
- List the psychological damage caused by disasters to both the civilian and the first responder and how to mitigate the effects of those disasters
- Recognize and identify the needs for an effective training program in emergency management
- Identify the core requirements to effective planning
- Demonstrate how to perform a risk analysis
- Describe the effective way to make decisions and problem solve during an emergency
- Prepare students to be future leaders in the Emergency Response fields
- List the methods of communication during a disaster and the reasons for using each one
- Have the graduate be an effective member of the incident command team at a disaster or crisis.
- Meet the Presidential Directive of having employees in emergency service professions trained in the Incident Management System

SEMESTER – IV

Code: 407 (GMP - CCm –i):

DISSERTATION (MAJOR)

Total Marks Allotted for Dissertation: 75

Evaluation by External Examiner: 25

Evaluation by Internal Examiner: 25

Viva – Voce Examination: 25

Learning Outcomes:

- encourage deeper understanding of the knowledge, skills and attributes required to earn a credential (degree), which could support:
- potential students in making decisions about what program / degree may most suit

their goals and expectations;

- current students by making often implicit expectations more explicit
- graduates in describing their skills to potential employers;
- employers in recognizing the skills an applicant would possess, as a graduate of that program; and
- support students and supervisors in determining areas where a student is meeting or has yet to meet learning outcomes required by their program and develop / modify growth plans accordingly;
- help students to take ownership over their learning and recognize how their coursework, professional development, independent work, and other experiences can help them to develop and integrate knowledge and competencies necessary for success in their field as well as meet the requirements of their program;
- increase clarity of how program outcomes and assessment are aligned.

SEMESTER – IV

Code: 408 (GMP - CCm–ii):

SEMINAR/ PRESENTATION

Total Marks: 25

- In terms of **content**, students will be able to show competence in identifying relevant information, defining and explaining topics under discussion
- Students will be able to judge when to speak and how much to say, speak clearly and audibly in a manner appropriate to the subject, ask appropriate questions, use evidence to support claims, respond to a range of questions, take part in meaningful discussion to reach a shared understanding, speak with or without notes, show depth of understanding, demonstrate breadth of reading, use primary and secondary sources, show independence and flexibility of thought, help discussions to move forward, show intellectual leadership and effective time management.
- Students will demonstrate that they have paid close attention to what others say and can respond constructively. Through listening attentively, they will be able to build on discussion fruitfully, supporting and connecting with other discussants.
- Students will develop persuasive speech, present information in a compelling, wellstructured, and logical sequence, respond respectfully to opposing ideas, show depth of knowledge of complex subjects, and develop their ability to synthesize, evaluate and reflect on information.
- Through asking appropriate questions, students will demonstrate their understanding of discussions and spark further discussion.
- Students will be able to reach across diverse disciplines to apply theories, methods and knowledge bases from multiple fields to a single question or problem. They will be able to integrate schools of thought from several established fields into their discussion of a topic in order to show a well-rounded understanding.
- Students will engage with important questions that stimulate discussion and debate. While there is a great deal of diversity of subject matter in CSEM, many of the courses focus on ethical, cultural, and moral questions, on questions that enable students to reflect on themselves and on their place in society, and on questions that serve a public or civic purpose.
- Students will engage with works that are widely held to be significant in the field of study, while recognizing cultural diversity and the ever-changing nature of what is regarded as important.

SEMESTER – IV

Code: 409& 410 (GMP - P-i & P-ii)

(i) Surveying, Interpretation of Geological Maps and Spatial Analysis (GMPP-

i) &(ii) Field Survey (GMP-P-ii)

Term End Exam: Marks: 60

Record Work: Marks: 10

Viva Voce: Marks: 10

Field Survey: Marks: 20

- Understand the different surviving techniques.
- Knowledge about preparation of layout.
- Understand the socio-economic condition of the villages.
- Acquire knowledge of preparation of drawing of profile with the help of

Dumpy level, Telescopic Alidade, Abney level and Sextant.

Upon completion of the Master of Arts in Geography, students will be able to demonstrate the following:

1. Compare and contrast the theories, philosophies, and concepts in the discipline of geography, including unifying themes of spatial patterns and structures, the interrelationship between people and places, and the interactions between nature and society.
2. Demonstrate an advanced understanding of and ability to differentiate among the various methodologies used in geographic research.
3. Acquire, analyze, evaluate, interpret and critique geographic data and/or research.
4. Communicate mastery of geographic data, theories, philosophies, and concepts in oral, written, and visual forms, with ethical engagement and respect for diversity of individuals, groups, and cultures.
5. Identify and assess how geographic concepts apply in the workplace and in everyday life to solve real-world problems.

DEPARTMENT OF HINDI (B.A. AND M.A.)
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Program outcomes:

On completion of B.A. and M.A. (Hindi), students are able to:

1. To understand the basic concept and subject of Hindi & its origin
2. To make or not the importance of subject Hindi & its Branches.
3. To understand various aspect of Hindi literature with a process to reach method and giving new mode and direction.
4. To make a attempt in different area and theory such as vocabulary and vice versa
5. To understand in the Literature more in a border areas then Mary confined to subject.
6. To know about Hindi literature its roots cause perspectives and methods.
7. Elaborating and understanding its philosophical methods of Hindi Literature.
8. Evaluating the concept of Hindi from past to present and making the society more closely through literature.

DEPARTMENT OF HISTORY

Program Outcomes For Undergraduate / Post Graduate Programme

Preamble

History, as we all know, is a vital source to obtain knowledge about a nation's soul. Of late, this has been argued and established that there can't be a nation without a past. Today, more than ever before, the challenges of globalization obligate historians and researchers to go beyond the local, national, and even continental frontiers of their knowledge. However, competing and keeping pace with the ever expanding horizon of history, one has to be sensitive in understanding the issues of nations history on larger canvas, absorbing polemics and not only create a belief of continuity by exploring nation's past, which lie in abundance. This certainly will further a dialog between past and present and a new narrative may emerge.

At the outset, it may well be stated that this draft document owes its origin to meet the fundamental challenges of ever changing academics scales at Global level. Thus, a high priority task in the context of future education development agenda in India is fostering quality higher education. The idea is to involve young minds in knowledge production and of greater participation of knowledge itself. Participation in knowledge, by young minds, is an important departure from the existing structure at undergraduate level. Implementation of new structure is based on guiding principles of LOCF. To clarify the issue, it's vital to quote a prudent part of Learning Outcome based Curriculum Framework (LoCF) for under graduate education. The fundamental premise underlying the learning outcome based approach to curriculum planning and development is that higher education qualifications such as Bachelor's Degree Programme are awarded on the basis of demonstrated achievement of outcomes (expressed in terms of knowledge, understanding, skills, attitudes and values) and academic standards expected of graduates of a programme of study.

Empiricism suggests that mere reproduction of knowledge in a classroom has lost its relevance in the rapidly changing global requirements. A young mind at the graduate level cannot be treated like an empty vessel. Instead the object in the class room shall be encouraged to participate in the exchange of ideas leading to develop the cognitive functioning rather than still with corny. It is with this assumption, the curriculum under LoCF is designed, to reiterate, as a guiding principle only, as justice to the glorious past and vast canvas of Indian History can only be done by providing the much needed space at micro and macro levels.

Historical facts are not static since new discoveries are constantly thrown up by archeology, generics, climate sciences and so on. As with all fields of knowledge, existing hypotheses need to be tested. This interaction should be the centre of discussion in a pro active classroom, which in turn can produce a researcher with an inquisitive and scientific temperament. As of late, quoting authority is seen as more important than primary material. The disdain for facts, in turn, has discouraged the systematic collation of primary evidence. Quite apart from removing major distortions, it will have two important benefits. First, it will make history more about exploration and discovery than about memorizing a static narrative. Second, it will give Indians a feeling of ownership over their own history with a broader worldview. Static classrooms need to be swapped for a more interactive one for fulfilling this purpose. Spirit of the draft LOCF is focused on this issue, as it states clearly "a sense of inquiry and capability for asking relevant/appropriate questions, problematizing, synthesizing and articulating; ability to recognize cause and effect relationships, define problems, formulate hypotheses, test hypotheses, analyze interpret and draw conclusions from data, establish hypotheses, predict cause and effect relationship: ability to plan execute and report the results of an experiment or investigation".

History is fragmentary by nature. It focuses on aspects or parts of an event, but not entirely. Despite the incessant efforts of a historian, it is impossible for him to capture everything about his choice of study. Availability of evidence, its reliability and consistency, available time and the objectives of the study shape his selection and utilization of sources and evidence. This may be a defining line for a historian, but cannot be a defining line for history of a nation, specifically like ours, which needs to be presented in totality rather than in any 'centric' form. It must be an organized critical study of such past activities of human beings as had produced significant effects on subsequent course of events in each part of the nation. Indeed, the main difficulty facing the historian and the history as a whole is not eliminating unanswerable or unimportant questions but choosing the important ones. A historian's choice of study is determined by personal values, concerns of those who support his work, the nature of the age in which he lives, or by a combination of the aforesaid. Significantly, the ways in which these influences operate are complex, and the historian himself is often unaware of them. Present curriculum guideline is an endeavor in this direction, as it focuses on introducing Nation's history on wider perspective at graduate level through core papers rather than comprehending the vast regions as ephemeral notions.

The problems and issues pertaining to historical knowledge is one of the core issues in designing a curriculum of history. The problems of knowledge in history are basically epistemological. To be sure, epistemology or the theory of knowledge is that branch of philosophy which concerned with the nature and scope of knowledge, its presuppositions and basis, the general reliability of claim to knowledge. A major challenge for the curriculum designing is how to deal approach. This method established the procedures and categories used by practicing historians in handling and understanding their material. This has led to a discussion of the ways in which historians divide up and classify the past, the manner in which they argue for and substantiate their interpretation, and the logical structure of the explanations they offer. Clearly, this new method of enquiry is very useful in finding and brick building evidences. His will also enable historians to make credible claims to their statements about the past. Thus, understanding the past in its nature and totality is a prime prerequisite for a future researcher.

In contemporary times, a shift from World History to Global History is at the centre of debate in western academic circles, I other parts de constructionist debates are still on, Oriental- Occidental clash of ideas and construction of history itself has in one way enlarged the scholarly domains, but on other hand polemics have also surfaced. In the midst of such scholarly activities future generation needs not only communicative exposure in the classroom but his/her mental facilities require a departure from semantic to self-conscious. Issue of self-conscious may have variables, one is such understanding and positioning of self in world order. In this positioning process colonial and post colonial debates have largely focused upon dialectics of certain angle. Thus, it seems necessary to introduce resurgence of Asian civilizations at the undergraduate level as a compulsory paper to shape the mental faculty of the student for better understanding of world order.

As per changing times, the other core papers have also been remodeled with introduction of a newspaper like 'Cultural heritage of India' and ' History of Communication and Media' with a view to develop skill at undergraduate level as per spirit and design of LoCF guidelines. A serious remodeling of medieval period has been done that covers larger portions of India for a better understanding of Nation history. A historian is essentially trained to be objective in his selection, analysis and interpretation of evidence. This curriculum is an attempt to acostomize the student to larger levels of Indian, Asian and World History which can broaden the arena of young minds and also bring a mark shift in the pedagogy.

1. Introduction

The objective of this programme is to prepare the students with a new vision to all the Under Graduate courses of History. It imbibes a Learning Outcome-based Curriculum Framework (LOCF) for the all Under Graduate programme in History to be adopted by different universities.

The LOCF approach is envisioned to provide a focused, outcome-based syllabus at the undergraduate level with an agenda to structure the teaching-learning experiences in a more student-centric manner. The LOCF approach has been adopted to strengthen student's experiences as they engage themselves in the programme of their choice. The Under-Graduate Programme will prepare the students for academia and also prepare them to use this knowledge for employment.

The given programme elaborates its nature and promises the outcomes that are to be accomplished by studying the courses. The programme also state the attributes that it offers to inculcate at the graduation level. The graduate attributes encompass values related to well-being, emotional stability, critical thinking, social justice and also skills for employability. The programme prepares students for sustainability and lifelong learning. This also tries to change the perception towards studying History.

The of B.A. History / M.A. History programme offers students access to recent historiography in the field organized in a pedagogical form that is accessible and interesting. It is structured for students in an inter-disciplinary programme providing them with a concise and thorough introduction to the discipline of History and remaining sensitive to the cognate discipline that they are also studying. It seeks to provide multiple points of intersection with disciplines in the Humanities and the Social Sciences, communicating modes by which a historical sensibility can enrich analysis and problem solving.

It is designed to bring out the best intellect of the student and also allow the student to keep pace with the contemporary development.

2. Program Outcome based Curriculum Framework

This course is designed to break the stereotypes of History learning and create interest amongst students to study History. This programme is organized to provide the greatest flexibility to its students. There are Core Disciplinary papers that provide the fundamental knowledge in the discipline of history and in the study of the History of India and the World. The programme is otherwise envisaged to provide a large amount of choice so that students can tailor their education on the basis of their interests. These provide not just knowledge and skills in history and contemporary history but also a vital skill in other disciplines as well. The B.A. History Programme course is interdisciplinary keeping in mind that specialization in History is the key to access cognate skills from other disciplines. This has a balanced combination of Core, Discipline Specific Electives and Skill Enhancement Courses. This enables a student of History to be well versed with other complementary subjects.

2.1 Nature and extent of the Programme

The B.A. History Programme is of three years duration. Each year is divided into two semesters. The total numbers of semester are six and it is presumed that each semester will be of sixteen weeks duration. The teaching and learning in the B.A. History Programme will involve theory classes (lectures) and tutorial classes.

The curriculum will be taught through formal lectures with the aid of power-point presentations, audio and video tools and other teaching aids can be used as and when required. There are additional requirements in certain courses for documentaries, cinema, field and archival work, visits to museums and project work, which can be taken care along with regular teaching and tutorials.

2.2 Aims of Bachelor degree Programme

The objective of this course is to:

- This also gives an idea about how historians research, frame an argument and debate details that have significance to understand the past and the present.
- The expected outcome is to provide students with a sense of how interconnected our present is with the past and how learning about the past provides them with the skills to understand the present.
- The idea is to equip the student so that their ability to think and analyze is enhanced also, they develop good research oriented perspective.

3. Graduate / Post Graduate Attributes

On completion of the course students are expected to have acquired the skills of critical thinking, rational enquiry, effective communication, and exploring the relationship between the past and the present while remaining sensitive to the larger historiographical debates that is important in the study of human society. The attributes expected from the graduates of B.A. History Programme are:

1. Knowledge of our History and Heritage through which significant developments in the history of the Indian subcontinent from earliest times up to the period after independence, and recent past.
2. Familiarity with the History and the process of development in other parts of the world as well as certain other societies, during the same era.
3. Ability to carefully read a complex historical narrative, evaluates its deployment of evidence, and understands its argument as well as critically analyzes the same.
4. Ability to identify patterns of change and continuity with regards to issues of contemporary significance over long durations as well as across diverse geo-cultural zones.
5. Sensitivity to different socio cultural issues and their acquaintance with the historical developments.
6. Respect for National ethos, human values and ideals constitutional values.
7. Capability to assume leadership roles and apply the above mentioned analytical abilities in various other non-familiar contexts.
8. Develop respect for our Heritage and culture and understand the strength of diversity of our country.

4. Qualification Descriptors

Upon successful completion of the course, the students receive a B.A. degree in the History. B.A. / M.A. History graduates of this department are expected to branch out into different paths seeking spheres of knowledge and domains of professional work that they find fulfilling. They will be able to demonstrate knowledge of major historical work and the ability to provide an overview of scholarly debates relating to History. This will establish a platform over which the student can pursue higher studies in History. It is expected that besides the skills specific to the discipline, these wider life skills of argumentation and communication, attitudes and temperaments, and general values inherent in a discipline that studies human beings in their social context, in all its complexity, ultimately enable learners to live rich, productive and meaningful lives. The list below provides a synoptic overview of possible career paths provided by an undergraduate training in history:

1. Administrative Assignments
2. Foreign Assignments for building International Relations
3. Journalism and Media

4. Policy Making and Governance
5. Public Life and People's Representation
6. Social Work and Social Cause
7. Archives, Museum & Archeological research
8. Teaching and Research

5. Programme learning outcomes

Students enrolled in the program complete a curriculum that exposes and trains students in a full range of essential skills and abilities. They will have the opportunity to master the following objectives.

- I.** To learn a basic narrative of historical events in a specific region of the world in a specific time frame.
- II.** To articulate factual & contextual knowledge of specific places & times, to make careful comparisons (across time, space & culture).
- III.** The ability to use bibliographical tools for the advanced study of history.
- IV.** To understand & evaluate different historical ideas, various arguments and point of view.
- V.** To develop an appreciation of themselves & of others through the study of the past in local, regional, national and global context.
- VI.** It instills an appreciation of the uniqueness of visual evidence and cultivates the particular skill of using visual evidence to understand human activity of the recent and distant past.

5.1 6. Structure of History Programme

Abbreviations

**CC= Core Course, EC=Elective Course, OEC = Open Elective Course L= Lecture,
T= Tutorial**

Note: 04 Credit = 100 marks, Semester end exam: 70% and internal assessment: 30 % Note: There shall be two specialized groups namely:

- **Ancient Indian History Group**
- **Medieval and Modern Indian History Group**

Note: student shall have to opt for the same group in all the further semesters as have been specified in tables below:

First Semester	Paper	Course	Title of Paper	Credit	Max Marks
Compulsory for Both Ancient Indian History	I	Core	World History (1453 - 1648 A.D.)	L+ T= Total 3+1= 4	100

and Medieval and Modern Indian History Groups	II	Core	Historiography : Sources and Early Trends	L+ T= 100 Total 3+1= 4	
	III	Core	History of Uttarakhand (From the beginning to Chand Period)	L+ T= 100 Total 3+1= 4	
For Ancient Indian History Group	IV	Core	Political History of India (600 BC- 320 A.D.)	L+ T= 100 Total 3+1= 4	
	V	Core	Society and Culture of India (From the beginning to 320 A.D.)	3+1= 4	100
For Medieval and Modern Indian History Group	VI	Core	Political and Economic History of Delhi Sultanate (A.D.1206 - 1526)	L+ T= 100 Total3+1= 4	
	VII	Core	Society and Culture of India (A.D.1206-1707)	L+ T= 100 Total3+1= 4	
Total number of Credits in the First Semester: 20 (Twenty)					

Second Semester					
	VIII	Core	World History (1648 to 1776 AD)	L+ T= 100 Total 3+1= 4	
Compulsory for Both Ancient Indian History and Medieval and Modern Indian History Groups					
	IX	Core	Historiography : Issues and Approaches	L+ T= 100 Total 3+1= 4	
	X	Core	History of Uttarakhand (Gorkha Invasion to 1950 AD)	L+ T= 100 Total 3+1= 4	
For Ancient Indian History Group	XI	Core	Economic History of India (600 B C -320 A.D.)	L+ T= 100 Total	
	XII	Core	Society and Culture of India (320 A.D.-1200 A.D.)	3+1= 4	
For Medieval and Modern Indian History Group	XIII	Core	Political and Economic History of the Mughals (A.D. 1526-1707)	L+ T= 100 Total	
	XIV	Core	Society and Culture of India (AD. 1708-1950)	3+1= 4	100
Total number of Credits in the Second Semester: 20 (Twenty)					

Third Semester

Compulsory for Both Ancient Indian History and Medieval and Modern Indian History Groups	XV	Core	World History (1776-1870 AD)	L+ T= Total 3+1= 4	100
	XVI	Core	Philosophy and Method of History	L+ T= Total 3+1= 4	100
Two of following Elective Course					
Compulsory for Both Ancient Indian History and Medieval and Modern Indian History Groups.	XVII	Elective	Indian National Movement: (AD. 1857-1919)	L+ T= Total 3+1= 4	100
For Ancient History Group. Not open for Medieval and Modern Indian History Group	XVIII	Elective	Political History of India (320 A.D.-1200 A.D.)	L+ T= Total 3+1= 4	100
For Medieval and Modern Indian History Group. Not open for Ancient History Group	XIX	Elective	Economic History of Modern India (1707 - 1857 A.D.)	L+ T= Total 3+1= 4	100
Open Elective (Any one)					
	XX	Open Elective	Introduction to Archaeology and Early Archaeological Cultures of India	Total = 4	100
	XXI	Open Elective	History of Journalism in India (Upto 1947)		
Total number of Credits in the Third Semester: 20 (Twenty)					
Fourth Semester					
Compulsory for Both Ancient Indian History and Medieval and Modern Indian History Groups	XXII	Core	World History (A.D. 1871 – 1945)	L+ T= Total 3+1= 4	100
Three of the following Elective Course					
Compulsory for All Students	XXIII	Elective	Viva- voce	--	100
Compulsory for Both Ancient Indian History and Medieval and Modern Indian History Groups	XXIV	Elective	Indian National Movement (AD. 1919-1950)	L+ T= Total 3+1= 4	100
Compulsory For Ancient History Group. Not open for Medieval and Modern Indian History Group	XXV	Elective	Economic History of India (320 A.D.-1200 A.D.)	L+ T= Total 3+1= 4	100

Compulsory For Medieval and Modern Indian History Group. Not open for Ancient History Group	XXVI	Elective	Economic History of Modern India (1858 A.D. -1947)	L+ T= Total 3+1= 4	100
	XXVII	Elective	Project / Dissertation		
Open Elective					
	XXVIII	Open Elective	Gandhi: Man and Ideas	Total = 4	100
Total number of Credit in the Fourth Semester: 20 (Twenty)					

6. DETAILED SYLLABUS

6.1 B.A. I History

Paper I : History of India Up to c. A.D. 1200 (75 Marks)

Unit 1: Meaning of History, Scope and Sources

Unit 2: Prehistoric period: Prehistoric hunter-gatherers: Paleolithic Mesolithic, Neolithic and Chalcolithic culture.

Unit 3: Proto-historic period : i. The Harappan civilization: Outline of Chalcolithic period, pattern in non-Harappan India.

ii. Iron Age culture in India: Megaliths in the Deccan, Far South and North.

iii. Rise of territorial states: Vedic, Mahajanapadas and rise of Magadha empire up to Mauryas.

Unit 4: The Mauryan and Post- Mauryan period: i. The Mauryas : State, administration, u. Post-Mauryan period: Sungas, Western Kshatrapas, Satavahanas, Kushanas, Cheras, Chola and Pandyas in the far South.

Unit 5: The Gupta and Post-Gupta period : i. Administration, agrarian and revenue systems ii. Post-Gupta period upto 750 A D Pallavas, Chalukyas and Vardhanas.

Unit 6: Polity and administration (A.D. 750-1200) : i. North India: Gurjara-Pratiharas, Palas and Senas. ii. Deccan: Rashtrakutas and their contemporaries.

iii. South India: Cholas and their contemporaries, relation with south East Asia.

iv. Invasions of the Arabs, Ghaznavids and Ghorids and their impact.

Paper II World History from Mid 15th century to 1814 A.D. (75 Marks)

1. Decline of Feudalism and the rise of the modern era-Renaissance and Reformation.

2. Economic origins of the modern western world: Mercantilism and commercial Revolution.

3. Rise of the Absolutist State: France, Spain and Britain.

4. Scientific Revolution, Agricultural Revolution and Industrial Revolution.

5. Glorious Revolution (1688)
6. American Revolution (1776)
7. French Revolution (1789)
8. Napoleon Bonaparte

6.2 B.A. II History

Paper I: History of India from c. AD 1200- 1760 (75 Marks)

Unit 1: Survey of Sources of Medieval Indian History

Unit 2: Early Medieval period (AI) 1200-1526)

1. Causes of the success of the Turks: Foundation and consolidation of the Sultanate: Mamluk: Iltutmish, Razia, Balban and Mongol invasions. 2. Expansion: (a) Allauddin Khalji-conquests, economic administrative and economic reforms (b) Tughlaqs-Mohammad-bin-Tughlaq's plans and Feroz Shah Tughlaq reforms and administration 3. Decline of Sultanate: (a) Timur's invasion (b) Lodhis: Theory of Kingship

Unit 3: Advent of the Mughals (AD 1526-1760)

- 1 Babar: conquest, Humayun : difficulties and failure
 2. Second Afghan Empire. Sher Shah administrative reforms
 3. Akbar: Religious and Rajput policy and his estimate Jahangir: Role of Noorjahan and character,
 - Shahjahan: War of succession, Aurangzeb: religious policy-
 4. Mughal Empire 1707 relation with Rajputs, Sikhs, Deccan Kingdom, Marathas, Persia and Central Asia.
 5. Mughal administration and institution: administrative structure-, land revenue system, Mansabdari and Jagirdari
 6. Decline and disintegration of the Mughal Empire.
- Unit 4: Peninsular India: Bahmani, Vijaynagar, Marathas and Tamil Kingdom: Polity and Administration.

Paper II World History from 1815 to 1945 Marks : 75

1. Age of Conservatism: Vienna Congress, Era of Metternich, Concert of Europe, French Revolutions of 1830 and 1848
2. Opium war of China and its awakening
3. Liberalism in England, American civil war.
4. Nationalism in Europe (i) Ideology of Nationalism (ii) Germany and Italy.
5. Rise of New Imperialism. Causes of First World War and peace Settlements
6. Russian Revolution (1917) : Causes and impact.
7. Economic and Social crisis in the inter-war years and emergence, of new ideologies: Nazism and Fascism.
8. Awakening of China and communist movements.

9. Emergence of USA and Japan as a world power after the First World War.
10. Second World War: Causes and results.

6.3 B.A. III History

Paper I History of India from A.D. 1761-1950 (75 Marks)

Unit I: 1. Expansion and consolidation of British Empire. (a) Tools of expansion: War and diplomacy- Bengal, Mysore, Marathas, North East, Rohillas, Awadh, Central India Sindh and Punjab; Subsidiary Alliance and Doctrine of Lapse. 2. Economic Changes: (a) Permanent settlement, Raiyatwari and Mahalwari, condition of peasants and recurrent famines. (b) Commercialization of agriculture and its effects. (c) Decline of cottage industries and economic drain. 3. Popular Resistance of company's rule . (a) Peasant and tribal movements (b) Revolt of 1857: causes, nature and results.

Unit: 2 National Movements: (a) Political associations and the INC: Moderates and Extremists (b) Emerging commercial trends. (c) Impact of the First World War. (d) Rise of Gandhi and the nature of Gandhian movements. (e) Revolutionary, peasants and depressed class movements. (f) Indian polity (1939-45) and the quit India movement (g) Subhash Chandra Bose and the INA (h) Communal politics and Partition. (i) India, 1947-1950: Integration of the Indian states.

Paper II Indian Society and Culture through the Ages –(75 Marks)

Unit I

1. Harappan Culture 2. Society, economy, culture and religion as reflected in Vedic Literature 3. Social developments Vanashram, Jati, Marriage, Sanskaras & Purusharths 4. Rise of new religious movements in North India. Doctrines & Social dimension of early Buddhism & Jainism 5. Asoka's dhamma-its nature and propagation, Mauryat, art and Architecture 6. The Shungas, Kushanas and Satavahanas. Kushana (Mathura and Gandhar) art and architecture. 7. Sangam Age- literature, society and culture. 8. The Gupta Age-Society and Culture. 9. Post-Gupta up to 1200 A.D. : Society and Culture.

Unit : 2

1. Medieval Society, art, architecture and literature. 2. Status of women: marriage, property rights, Sati, purdah and devadasi system: 3. Bhakti and Sufi movements. 4. Influence of Islam on Indian culture.

Unit : 3

1. Social change: Spread of western education, rise of professional classes and the emerging intelligentsia. 2. Growth of press: English and in Indian languages. 3. Indian Renaissance and Socio-religious movements: Brahma Samaj, Arya Samaj, Prathana Samaj, Ramkrishana Mission, Theosophical Society, Aligarh, Wahabi and Depressed class movements: 4. Status of women. 5. Impact of west of Indian society and cultures.

6.4 M.A. History Semester I

Paper I World History (1453 A.D.-1648 A.D.)

Decline of Feudalism - Salient features of medievalism - different manifestations of feudalism: economic, political and cultural.

Advent of Modern Age: Modernism - economic, political and cultural.

Emergence of Nation States and New Absolute Monarchies, rise and fall of absolutism; constitutionalism, Churchism and secular states.

End of the Theo-centric Europe; Thirty years' War and Treaty of Westphalia.

Paper II - Historiography: Sources and Early Trends

History: Meaning, nature, object and scope.

Subject matter of history and its relationship with other disciplines.

Historical Tradition : Herodotus., Thucydides, Tacitus and St. Augustine and Ibn Khaldun

Itihasa and Purana Tradition.

Historical ideas in early Buddhist and Jain literature.

Paper III - History of Uttarakhand (From the beginning to Chand Period)

1.Sources of the History of Uttarakhand.

Prehistoric -Unafraid-land.

Uttarakhand under the Kunindas.

Uttarakhand under the Paurava Varmans.

Uttarakhand under the Katyuris.

Post Katyuri Uttarakhand: Raikas; Chandras (Chands); Panwars.

Society of Uttarakhand

Paper IV Political History of India (600 BC- 320 A.D.)

Rise of Magadha.

Republics during the age of the Buddha and their administration.

Mauryas: Sources; rise of Chandragupta, his conquests and empire; Bindusar; Asoka- Character and achievements; decline of the Mauryas; administration.

1. 4 Sungas and Kanvas; Kharavela of Kalinga.

Satavahanas: rise of Satavahans; Gautamiputra Satakarni, political condition of Dakshinapatha under Satavahans

Endo-Greek: invasion; Menander.

7.Saka Kshatrapas of Western India.

8 Kushanas: rise of Kushanas: Kanishka.

Paper V Society and Culture of India (From the beginning to 320 A.D.)

Pre and Proto Historic Culture - Indus Society.

Early Vedic Society.

Later Vedic Society

Mauryan Society

Varnasrama dharma

Marriage system

Education system.

Status of Women 8. Ancient Indian polity: origin of State; kingship; Gana (republics)

Origin and development of Buddhism and Jainism

Development of language and literature: Pali, Prakrit and Sanskrit

Sanskaras

Caste system.

Art and Architecture: Harappan, Maurya, Sunga-Santvahana, Kushana, Mathura & Gandhar Art.

Paper VI Political and Economic History of Delhi Sultanate (A.D. 1206-1526 A.D.)

Sources of Delhi Sultanate

Background : Islam in India; Arab and Turk invasions.

Beginning of Delhi Sultanate; Slave dynasty.

Expansion of Sultanate: Khilji and Tughlaq dynasties.

Decline of % Sultanate: Sayyad and Lodi dynasties.

State and sovereignty in Sultanate period.

Administration and military system tinder Sultanate.

Invasion of Timur; its consequences.

Vijaynagar Empire.

Bahmani Empire.

Economic History

Agrarian system; revenue administration.

Trade and commerce.

Small industries and artisans.

Taxation.

Transport.

Irrigation

Economy of Vijayanagar and Bahmani Kingdom

Paper VII Society and Culture of India (A.D. 1206-1707)

1. Religious movements: Bhakti movement

Socio-religious movement: Sufi movement

Art and Architecture

Music and Painting during Medieval India

Education : Languages and Literature during Medieval India

Society and Religion during Medieval India

Status of Women.

Semester II

Paper No VIII World History (A.D. 1648-1776)

Changing world view of Europe: science, literature, art, rationalism; Enlightenment.

Aspects of Industrial Revolution.

Expansion of Europe: economic and political dimensions of colonialism.

Brief outline of American history; Causes of American Revolution.

Colonialism and nationalism in Latin American.

Beginning of Western interest in Far East and South Asia.

Modernization of Eastern Europe: Peter the Great; Catherine; eastern Question-Turki and Balkan States.

Paper No IX Historiography: Issues & Approaches

Development of biographical literature in India upto 1200 A.D; and Dynastic History - Kalhana

Amir Khusarau, Zai-ud-din Barni and Badauni.

Trends in modern European historiography: Enlightenment and Romanticism

1. 4. Positivist Historiography

Colonial Historiography

Nationalist Historiography

Marxist Historiography

Paper No X History of Uttarakhand (From Gorkhas to 1950 AD)

Gorkha invasion and rule.

Uttarakhand under the British (Trail to Ramsay).

Freedom struggle and local movements in Uttarakhand.

Trends in religious history of Uttarakhand.

Art and Architecture of Uttarakhand

Making of Uttarakhand society.

Survey of economic history of Uttarakhand.

Evolution of Education in Uttarakhand

Paper No XI Economic History of India (600B.C- 320A.D)

Land system: ownership; survey and measurements,

Agriculture; irrigation.

Industry and labour.

Trade and commerce.

Guild System

Revenue System

Monetary system.

Slavery.

Paper No XII Society and Culture of India (320 A.D. 1200 AD.)

Gupta Period: Nature of social change - Castes and Classes.

Society.

Status of women.

Renunciation.

Shankaracharya and his philosophy.

Sangam literature.

Nature of social change in early Medieval India- Castes and-Classes.

Society of the early medieval India.

Status of women in the early medieval India.

Art and Architecture of Gupta period: Golden age; Ajanta Paintings, Bagh Paintings; Rajpoot Art: Chandel art (Lingraj temple, Konark temple, Odisha); Rastrakoot art (Alora, Alifenta); Pallav art (Mahendra shaili, Maamall shaili (Rath temple Mahabalipuram). Rajsingh shaili); Chol art.

Paper No XIII Political and Economic History of Mughals (1526 A.D. -1707 A.D.) 1.Sources of Mughal history.

Condition of India on the eve of Mughal invasion.

Foundation of Mughal Empire: Babar; Humayun.

Shershah Suri and his administration.

Consolidation and expansion of Mughal Empire: Akbar; Jahangir; Shahjahan, Aurangzeb.

Mughal administration and military system.

Religious policy of Mughals

Deccan and North-Western policy of the Mughals.

Rise of Marathas; Shivaji.

Mansabdari system.

Agrarian system

Irrigation.

Revenue system.

Trade: internal and external; commerce.

15 Taxation.

16. Transport.

Paper No XIV Society and Culture of India (A.D. 1707-1950 A.D.)

Western influence on Indian culture.

Social movements during colonial period: Brahma Samai, Theosophical society; Arya Samaj; Aligarh Movement.

Modern Indian literature: Bangla, Hindi and Urdu.

Ramakrishna Mission and Jyotiba Phule

Colonial education system.

Rise and growth of Indian Journalism.

Aspects of Colonial culture.

Status of women in Medieval and modern India.

Cultural contribution of Mahatma Gandhi.

Semester III Core Courses

Paper No XV World History (1776 A.D. -1870 A.D.)

American Revolution

Society on the eve of French Revolution: Europe and France.

French Revolution: achievements and limitation.

Napoleon Bonaparte

Revolution and Counter Revolutions in Europe: Concert of Europe; Vienna Congress; Revolution of 1830; Era of Metternich; Revolution of 1848.

Colonial expansion of Europe: Struggle for Africa and South East Asia.

National Aspirations: Unification of Italy and Germany.

Paper No XVI Philosophy and Methods of History

Philosophy of History a Critical

b. Speculative

a. Causation in History

b. Generalizations in History

Objectivity, Subjectivity and Bias in History; Synthesis and interpretation

Historical Facts, Historical Criticism - External and Internal Criticism - Positive and Negative criticism

Annales School

Oral History

Gender

Paper No XVI I Indian National Movement (1857 A.D.-1919 A.D.)

Aspects of Indian Renaissance.

The Revolt of 1857: growth and significance.

Rise and growth of economic nationalism.

Rise and growth of pre-Congress organizations.

The first phase of Indian National Congress.

Partition of Bengal and Swadeshi Movement.

Constitutional development of India: Acts of 1858, 1861, 1909.

Revolutionary movements.

World War I, Russian Revolution and Indian struggle.

Paper No XVIII Political History of India (A.D 320 –1200A.D.)

Part A (A.D 320 –700A.D.)

Guptas: sources; origin and early history; Chandra Gupta I; Kacha; Samudra Gupta; Rama Gupta; Chandra Gupta II, Kumar Gupta I, Skanda Gupta; chronology after Skanda Gupta; decline of the Guptas; administration.

Vakatakas: historical survey; Gupta-Vakatakas relations.

Rise of new powers after the Guptas: Maukharis.

Hunas.

Pallavas.

Harsha and his times.

Political condition of India after Harsh.

Part B (A.D 700 –1200A.D.)

Gurjara pratiharas

Parmaras

Palas

Rashtrakutas

Cholas

Paper No XIX Economic History of Modern Indian (1707 A.D. - 1857 A.D.)

Indian Economy in the middle of 18th Century. The English East India Company and its rule in Bengal, South India.

The Permanent Settlement, Ryotwari and Mahalwari systems: objectives operation and impact.

Famine in India

Deindustrialization and Decay of Indian manufacturing

The Drain of wealth and its mechanism, magnitude and effects;

Commercialization of Indian Agriculture

Internal and External Trade: Nature and Composition

Credit and Finance.

Paper No XX Introduction to Archaeology and Early Archaeological Cultures of India

Introduction to Archaeology.

Definition of Archaeology –Its Meaning And Scope

History of Indian Archaeology; Exploration: Meaning of Exploration, Tools & Methods of Exploration.

Archaeology and its relation with other disciplines- (i) Chemistry, (ii) Physics (III) Geology, (iv) Botany.

Dating.

Survey of Pre/Early Harappan Chalcolithic cultures.

Harappan Civilization: Origin, Distribution, Date and Chronology, Town Planning, Arts and Crafts, Material culture

Late/Post Harappan Chalcolithic Cultures of North and North-Western India; Central India; Deccan.

The Copper Hoard culture and its relationship with the Ochre Colored Pottery.

Painted Grey Ware (PGW) & Northern Black Polished Ware (NBPW)

Paper XXI History of Journalism in India (Upto 1947)

Genesis and growth of press in India

Newspaper in India from the beginning to 1857

Main features of Indian press from beginning to 1857

Newspapers in India from 1857 to 1947

Main feature of Indian press from 1857 to 1947

Press: Rules, regulation and Prohibitions

News Agencies

News Editor of England

Press and the Indian National Movement

Press in Uttarakhand from Beginning to 1947

Press: Role and Impact

Semester IV

Paper XXII World History (1871 A.D. -1945 A.D.)

Bismarck, Kaiser William II, Colonial rivalry, First World War

Problem of peace between two World Wars: Paris Treaty; League of Nations.

Crisis in capitalist politico-economic system: Fascism and Nazism.

Russian Revolution-1905 and 1917 and post Revolution crises and solution.

Disintegration of Ottoman Empire and nationalism in Turki.

Second World War: background and significance.

Nationalism in China: colonial intrusion; nationalist resistance.

8 .Rise of Japan: modernization; rise and growth of militarism.

America in 19th and 20th centuries: Civil war; economic crisis; New Deal of Roosevelt.

Paper XXIII Viva- voce

Paper XXIV Indian National Movement (A.D. 1919-1950 A.D.)

Changing nature of National Movement: Home Rule League; Khilafat and Non co- operation Movements.

Revolutionary Movements

Swaraj Party and Simon Commission

Civil Disobedience Movement: Salt Satyagrah; and Quit India Movement.

I.N.A. and revolt in Royal Indian Navy.

Peasant's movements and Tribal Movements.

Communalism and Partition of India.

Role of women in National Movements.

. Constitutional development of India: Acts of 1919,1935.

The role of Indian Press in political awakening of the Country.

Paper XXV Economic History of India (A.D 320 –1200A.D.)

Part A (A.D 320 –700A.D.)

Land system.

Forced labour.

Agriculture.

Industry and labour

Trade and commerce

Guild System

Urban decay

Monetary system.

Feudalism.

Principles of taxation.

Part B (A.D 700 –1200A.D.)

Land system (b). Irrigation (c) Revenue system. (d). internal and External Trade (e). Slavery. (f). Feudalism.

Monetary system.

Taxation

Guild system.

Paper XXVI Economic History of Modern India (1858- A.D.- 1947 A.D.)

Population and National Income.

Agriculture: Land system market peasants labour and credit

Famine in India

The Railways Imperialism of free trade, economic and political impulse behind Railways construction, economic consequence of railways.

Rise of modern India Industries rise of cotton textiles industries and impediment to its Growth, jute, coal iron and steel.

Banking 1858-1947, and the emergence of Reserve Bank of India

Trade(internal & external) and Commerce.

Colonial State Income and expenses

Paper No XXVII Project / Dissertation

Paper XXVIII Gandhi: Man and Ideas

Gandhi: Thinker and Activist, Perspectives on Gandhi's life

Hind Swaraj - Intellectual and Political context; and the Idea of self-rule

Political and Economic ideas of Gandhi

Religious ideas of Gandhi: Tradition, orthodoxy and change in Hinduism, Religious diversity in India

Gandhi and Modern civilization

Gandhi's Nai Talim

Department of Psychology

Program Specific Educational Objectives of Psychology as a Subject at Undergraduate Level

S. B. S Govt. P. G. College, Rudrapur is the only Govt. College of the District which offers Graduation Degree in Psychology. Psychology is an interdisciplinary field of study. With multiple opportunities and career prospects in different applied areas, such as, schools, industries, organizations, community, and hospitals; Psychology has opened new horizons for the students of Udham Singh Nagar District. As a discipline, Psychology integrates the components of science and social science, both. The major fields studied under Psychology include the Basic psychological processes, Social Psychology, Psychopathology, Psychological measurement and Statistics, and the Systems of psychology at undergraduate level. Psychology is a multifaceted discipline with central focus on the scientific study of the mind and behaviour. It includes many sub-fields of study such as human development, sports, health, clinical, social behaviour and cognitive processes. The main goals of psychology are to describe, explain, predict and change the behaviour and mental processes of others. Psychology places considerable emphasis on human development across life span. The various areas of Applied Psychology have sound market value and would lead to social and psychological empowerment of the masses. Essentially, the knowledge of psychology is helpful for all people because it can explain why people act the way they do. With this kind of professional insight, psychologists in schools, hospitals, community or in industries, can help people improve their decision making, stress management and behaviour based on understanding of past behaviour to better predict their future behaviour. All of this can help people have more self-confidence, better communication, successful career and better relationships. Psychology can contribute a great deal towards national development.

Currently, the college is following semester mode of teaching in 2nd and 3rd year, but the annual mode is being followed in the 1st year, with the introduction of annual system from 2019-20.

The main objectives of the subject are:

- To acquaint students with the major concepts of psychology and to understand basic psychological processes of the mind.
- To introduce students with different perspectives and historical trends in the field of Psychology
- To prepare young students for studies, research and extension work
- To take science from the laboratory to the people

- To appreciate the role of psychology in the development and well-being of individuals, families and communities.
- To make students sensible enquirers by following ethics in psychology and to finally contribute to the welfare of humanity

Subject outcomes:

- Students will be able to demonstrate skills in complex cognitive processes, research, communication, ethical behaviour, and professional development.
- Students will be able to describe the basic characteristics of the science of psychology and will learn to apply them.
- They will understand major perspectives of psychology (e.g., biological, psychodynamic, cognitive, behavioural, sociocultural, etc.).
- Students will be able to explain the historical trends in the discipline of psychology
- Students will be able to design, conduct, and evaluate research that address psychological questions
- They will learn to apply psychological content and skills to professional work, exhibit self-regulation, and life direction to reach self-fulfillment and ensure well-being and development of the society

B.A. I (Psychology)

Paper-1: Basic Psychological Processes

Max. Marks: 50 (Internal- 15, External -35)

Paper-2: Social Psychology

Max. Marks: 50 (Internal- 15, External -35)

Practical

Max.Marks:50

Course objectives:

- Provide knowledge of various concepts, cognitions and principles of Psychology
- Awareness of social Psychological Processes

Learning outcomes:

On successful completion of the course the student will be able to-

- Know about Basic Psychological Processes
- Develop awareness about various cognitive functions
- Learn behavioural applications of Psychological principles
- Understand social dynamics of Psychological processes

B.A. III-IV Semester

Paper-1: Psychopathology 1-2

Max. Marks: 50 (Internal- 15, External -35)

Paper-2: Social Psychology 1-2

Max. Marks: 50 (Internal- 15, External -35)

Practical

Max. Marks: 50

Course objectives:

- Provide knowledge of various concepts, principles and perspectives of Psychopathology
- Understanding of social Psychological Processes

Learning outcomes:

On successful completion of the course the student will be able to-

- Know about various Psychopathological Processes and their etiology
- Develop awareness about various cognitive functions involved in it
- Learn behavioural applications of Psychological principles in the modification of behaviour
- Understand social dynamics of Psychological processes and psychopathologies
- Learn about ways to improve social interaction for making a healthy society

B.A. V-VI Semester

Paper-1: Psychological Measurement and Psychological Statistics

Max. Marks: 50 (Internal- 15, External -35)

Paper-2: Systems of Psychology 1-2

Max. Marks: 50 (Internal- 15, External -35)

Practical

Max.Marks:50

Course objectives:

- To provide knowledge of various concepts and principles of Psychological Measurement and Psychological Statistics
- To provide knowledge of various Systems of Psychology

Learning outcomes:

On successful completion of the course the student will be able to-

- Know about various tools and techniques of Psychological measurement
- Learn about various methods of data collection, tabulation and analysis
- Develop proficiency in statistical methods
- Develop skills for effective graphical presentations of results
- Be able to explain the historical trends in the discipline of psychology

DEPARTMENT OF POLITICAL SCIENCE
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The Department is dedicated to promote teaching and research in diverse fields of political science including Indian politics, comparative politics, international relations and human rights while maintaining the scholarship in some of the conventional fields like political theory and political philosophy. Presently, the department is offering Master's and PhD programmes in Political Science. The learning outcomes of the programmes are as follows:

- To develop comprehensive understanding of the subject by teaching both conventional and new areas of relevance in the domain of political theory and philosophy, Indian politics, comparative politics, public administration and international politics.
- To develop comprehensive and interdisciplinary knowledge by emphasizing inter-linkages between various political, economic and social issues and challenges.
- To generate socially-informed knowledge and cater to the educational upliftment of marginalized communities through papers like Human Rights, Political Ideas in Modern India and Women and Politics in India
- To develop theoretically rich and empirically grounded knowledge
- To motivate and inform students about the opportunities and future prospects in the field.
- To develop the overall personality of students and prepare them to compete and succeed in their endeavours.
- To provide a progressive, healthy and vibrant environment to its students as well as teachers for the purpose of developing a department known for its academic and intellectual pursuit.
- To inculcate the values of tolerance, progressiveness and fraternity that contributes towards the making of a healthy and prosperous society.
- An M.A Dissertation and its viva-voce was also introduced in 2019 to train the students in writing research papers.

DEPARTMENT OF SANSKRIT (B.A.)

PROGRAMME OUTCOMES:

- The courses taught in B.A. are drawn from ancient Sanskrit literature and modern prose Sanskrit literature.
- The courses also lay importance to both hard and soft skills.
- The students would be able to understand the secrets of Sanskrit literature.
- It will provide adequate knowledge of Sanskrit language which enables students to understand Sanskrit environmental national and global scenario.
- The program would provide the critical reasoning, understanding Sanskrit literature and have capacity analysis of key features and concepts of various commentaries in the discipline.
- Gain competencies and professional skills for teaching and conducting research in various fields in Sanskrit Grammar, Classical Sanskrit Literature, Vedic Literature and ancient Indian philosophy.
- The students would be able to understand societies and multi-dimensional application of Sanskrit language
- Understanding ancient scriptures written in Sanskrit, Pali & Prakrit.
- Inculcating in students social responsibility through Sanskrit literature student becomes responsible citizen of nation

PROGRAMME SPECIFIC OUTCOME :

- Creating a Sanskrit scholastic community well versed in both traditional as well as modern outlook and temperament.
- Become proficient users of Sanskrit language.
- : Create awareness about interdisciplinary perspectives of Sanskrit language
- Produce right knowledge about the utility of the Vedic ritualistic performances.

COURSES OUTCOMES:

- Students would be able to acknowledge the literary riches of their all time great Classical Sanskrit drama.
- Students would be able to interpret the Vedic text by the help of these etymologies.
- Students would be able to translate in two different styles, & they will be introduced in Sanskrit Melody.
- Students would be able to live the desirable ideals in modern age through the study of Ramayana.
- Students would be able to understand the Sanskrit language properly.
- Students would be able to learn the inner structure of Sanskrit drama by themselves.
- Students would be able to know the original source of later developments in ornate poetry.
- Students would be able to evaluate any Sanskrit drama with the help of Rasa- theory of Bharat Muni & will be able to pick up any flaws in poetry if present
- Students would be able to write an essay in Sanskrit, & their language-skill will be developed.
- Students would be able to understand the glorious cultural heritage of India.
- - Students would be able to understand the system of Traditional grammar.
- Students would be able to know the contribution of Shankaracharya in the field of Indian philosophy.
- Students would be able to understand three types of meanings, as expressed by poetic words.
- Students would be able to learn the Sanskrit Puranic literature by themselves.
- Students would know the variety of prose- writings in Sanskrit & they will be able to analysis compound formation.
- Students would know the Vedic Myths & religion, & they would also know the Development of Sanskrit language.
- Students would be able to translate simple Gujarati - sentences into Sanskrit languages, & would be able to use the traditional Lexicon
- - Students would know the Special features of Sanskrit Puranas & original source of our cultural heritage.

- - Students will be able to analyze Sanskrit noun-phrase into stem & suffixes, and would know the theory of meaning communication
- Students would know the impact of Vishnu-puran on the Bhagavat puran, & Influence of the Vishnu – puran in displacement of the Vedic myth of Indra- deity.
- - Students can produce the Sanskrit verb - phrases themselves, & they will know the importance of traditional grammar.
- Students would be able to understand & to pronunciation the Stotra–literature.
- Students would know major influence of literary Satire in social reform.
- Students would know the importance of the Brahmanicaltext in modern time.
- Students would know the doctrine of Vallabhacharya, and Importance Of Yoga.
- Students would know the beginning of the Alankar-school & the roll of Dandin.
- Students would be able to know that how we know the worldly things, & what is the importance of Non-Vedic philosophy.
- Students would be able to know the special contribution of Rajashekhar in the field of Indian poetics.
- Our students will be able to prepare stage-scripts of other drama
- The students would be able to explore the traditional Sanskrit text historically & comparatively.

DEPARTMENT OF SOCIOLOGY (B.A. AND M.A.)
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The Department of Sociology is striving hard to develop this as a national and international level sociological study center. Inculcating Contemporary development in sociological field while emphasizing the themes and topics of subject among students has been the core concern of department. Basic and applied dimensions of the subject have been covered extensively while teaching, as knowledge without wisdom is worthless.. This department has been involved in various research projects to achieve maximum objectivity in subject.

Developing innovative learning environments is necessary today, as traditional educational approaches will not be able to deliver 21st Century competencies for learners. Aims and objectives of the department is to meet 21st century challenges is as follows:

- 1- To promote sociology as a scientific study of society.
- 2- To teach students the concepts, theories and methods of sociological study.
- 3- To train students to understand and to interpret objectively the role of social processes, social institutions, social interactions in their lives.
- 4- To promote teaching and learning environment in campus and department.
- 5- To provide the knowledge and skills to students so that they are recognized globally as well as become socially responsible.
- 6- To provide facilities, infrastructure and resources to conduct meaningful research.
- 7- To have regional consideration with regards to local needs relevance, strength, limitations and the community services.
- 8- To strengthen the faculty members and students interactions in department and campus.

Program Outcome of Sociology

*it provides **initial knowledge about society, social life and social interactions.**

* It prepares an individual to social life by inculcating values, morals, and manners.

*It gives knowledge about communities in which he interacts like rural urban and tribal communities.

At PG level

- This course provides advanced sociological knowledge, perspectives and skills to wide cross sections of the learners.
- This course is designed to provide basic and advanced theoretical as well as methodological knowledge of sociology for application.
- This course has also aim to enhance the skills, capabilities and employment opportunities of the students in educational, research institutions and NGOs.
- This course has aim to make student rational, logical and critical and to develop their analytical skill of the social issues and events.
- To enhance the scientific knowledge and attitude about the society.
- To develop and in-built the capacity of the students to communicate effectively and use of sociological knowledge for better society.

Course Outcomes:

- The course is designed in such a way that it offers multiple opportunities to the learners. After completion of this course, student would get job opportunities in the fields of teachings, research, NGOs, corporate sectors and Governmental sectors.
- This course also helps students to qualify the NET/JRF/SET and Competitive Exams such as MPSC/UPSC/Social Welfare Departments and others etc.
- This course has also relevance in the field of production of knowledge about the human behavior, social issues and phenomena.
- This production of knowledge would be helpful to the policy makers, developmental organizations, researchers, social activist and social scientists.
- This course makes differentiate between common sense knowledge and sociological knowledge and this course provides scientific vocabulary, terms, concepts, methods and perspectives in accessing the social issues, events and problems.
- The sociological knowledge would be useful in the social engineering and social reconstruction of the social structure. The sociology not only provides employment opportunities alone, but also makes the students rational, critical and logical.

SCIENCE

DEPARTMENT OF BOTANY

UNDERGRADUATE LEVEL (B.SC.)

Annual And Semester Mode

OBJECTIVES:

- *To equip students with subject domain knowledge and technical skills pertaining to plants in a holistic manner.
- *It aims to train the students in all the areas of plant sciences with a unique combination of core and elective papers with significant interdisciplinary components as per CBCS.
- *To exposure them to new technologies that are currently used in the research.
- *To aware them about the social and environmental issues, significance of plants and their relevance to the national economy.

PROGRAM OUTCOME:

The program has been designed in such a manner that students would be benefitted as follows:

- *In terms of Knowledge and understanding of wide range of plant diversity present around them so that they may be able to evaluate its beauty, classify it and understand its role in ecosystem.
- *They become capable of thinking logically and analyse it and thus may develop their intellectual skills.
- *Become practically more skilful, with minimal risk.
- *Develop potential to work as a part of team.
- *By the use of internet and other sources may be able to communicate them properly and at a broader area.
- *Get ability to use library resources.
- *Apply scientific knowledge of basic life sciences and fundamental processes of plants.

*May get in habit of solving problems like identification of proper taxonomic position of plants which is very useful for plant systematic.

*Use medicinal plants for health problems, disorders and disease of human beings and estimate the phytochemical content of plants which meet the specified needs to appropriate consideration for the public health.

*Getting knowledge about latest and more reliable branches like biochemistry, Molecular Biology, Biotechnology, Plant Tissue culture experiments

refers to the variety and variability of life on earth. Introduction to Biodiversity ranging from Microbes (Viruses and Bacteria), to Fungi and to various plant groups (Algae and Archegoniates-Bryophytes, Pteridophytes and Gymnosperms) and information on the Ecological and Economic Importance of Microbes, Fungi and various plant groups to enable students understand and understand relevance of Microbes and Plants to environment and human well-being. Insight into the line of Plant Evolution on Earth and the consequent Biodiversity is instrumental in creating Awareness on the threats to biodiversity and sensitize young minds towards the Biodiversity Conservation for sustainable development.

COURSE OUTCOME (Annual/Semester mode)

B.Sc. I	PAPER I	ALGAE, FUNGI, BACTERIA, VIRUS, LICHENS,	*Provide an introduction to Biodiversity ranging from Microbes (Viruses and Bacteria), to Fungi, including diverse plant groups *To enable students to understand and appreciate the relevance of Microbes and Plants to environment (ecological significance) and human well-being (economic importance)
	PAPER II	BRYOPHYTA, PTERIDOPHYTA AND GYMNOSPERM	*Provide an introduction to Biodiversity ranging from Bryophytes to Gymnosperms
B.Sc. II	PAPER I	TAXONOMY, PLANT ANATOMY AND EMBRYOLOGY	*Identify classify the plants by using the key characters.
	PAPER II	CYTOGENETICS, PLANT BREEDING AND BIOTECHNOLOGY	*To understand the power of genetic material, and its use in plant sciences as well as in latest technologies.
B.Sc. III	PAPER I	PLANT PHYSIOLOGY, MORPHOGENESIS AND	To study the organization of cell, cell organelles and biomolecules (i.e protein, carbohydrate, lipid and nucleic acid) to gain

		BIOCHEMISTRY	knowledge on the activities in which the diverse macro molecules and microscopic structures inhabiting the cellular world of life are engaged. This will facilitate the students to understand the various metabolic processes such as respiration, photosynthesis etc. which are important for life.
	PAPER II	ECOLOGY, BIostatISTICS AND ECONOMIC BOTANY	<p>*To study basic concepts of ecology, biostatistics and economic botany.</p> <p>*To study about auto Ecology and population Ecology.</p> <p>*To study Population dynamics, community ecology, ecosystems, biological cycles.</p> <p>*to study applications of ecology, problems of human beings, protection of the nature and biodiversity, to study about economics of environment and planning, sustainable development.</p> <p>*to study the importance of biostatistics in theoretical as well as practical life.</p> <p>*To understand the value of plants in economic terms.</p>

DEPARTMENT OF CHEMISTRY

Mission, PEO, PO & PSO

Mission

The Importance of chemistry arises because so many other disciplines draw on certain chemical principles and concepts. Engineers need to know the chemical behaviour of the materials they use, Biologists need to know some chemistry in order to understand processes such as metabolism and energy conversion in organisms, people in the field of medical technology need to understand the chemical basis of the tests and analyses that they perform, pharmacists must understand the chemistry of drug reactions and interactions, nutritionists need to have some understanding of the way the body functions chemically so that they can provide the proper nutrients. So, many other fields are there where chemistry knowledge is required. Our mission is to prepare our students for all those fields where knowledge of chemistry is required including academia and industry.

Programme Educational Objectives (PEOs)

The department runs three programmes. At undergraduate level, it has a six-semester as well as annual mode degree course comprising of Inorganic, Organic & Physical, including laboratory classes related to all branches. The postgraduate course structure is of four semesters with inorganic and organic specializations. In Ph. D. programme, six-month course is compulsory with major areas of natural products chemistry and soil sciences.

Therefore, the objectives are to;

- ❖ educate and train the graduate and postgraduate students in all the theoretical and experimental aspects of chemistry.
- ❖ guide and expose the students for proper handling of the equipments.
- ❖ generate critical, creative and scientific skills and encourage the students for innovations.
- ❖ prepare the students for achieving their goals towards professional life.
- ❖ enhance the academic and professional ethics among students.
- ❖ motivate them towards group activities and team work.

Programme outcomes (POs)

After having completed the chemistry courses, the students will be able to;

- Work safely, take data carefully, record relevant observations, use time effectively, assess the efficiency of experimental methods, plan for experimental work and solve problems and think like a chemist.
- Identify the problems and resolve them.
- Have good intuitive sense of chemical reactions and mechanism.
- Think independently and work in a group to develop innovative methods to meet needs of the society.
- Operate and maintain the basic instruments used for analyses.
- Transform chemistry knowledge into industrial outcomes.
- Understand the importance of chemistry in research
- Have the leadership qualities which will allow them to be able to lead in any situation and in any areas.

Programme Specific Outcomes (PSOs) To prepare students who could pursue fruitful career they have chosen in academic or non-academic domains. The aim of running chemistry courses at different levels from Undergraduate to Ph. D. programme is to produce professionally qualified chemists who could look for better research and innovation in solid waste management and contributing to minimize environmental hazards.

Department of Mathematics Course- B.Sc. Mathematics
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Programme Outcome

- Enabling students to develop a positive attitude towards mathematics as a motivating and valued subject of study.
- A student should get a relational understanding of mathematical concepts and concerned Structure and should be able to follow the patterns involved in mathematical reasoning.
- Ability to analyse a problem, identify and define the computing requirements, which may be appropriate to its solution.
- Introduction to various courses like differential equation, algebraic structure like group theory, ring theory, field theory, metric spaces, number theory.
- Enhancing students' overall development and to equip them with mathematical modelling abilities, problem solving skills, creative talent and power of communication necessary for various kinds of employment.
- Ability to pursue advanced studies and research in pure and applied mathematical science.

Programme Specific Outcome

- Think in a critical manner.
- Know when there is a need for information, to be able to identify, locate, evaluate, and effectively use that information for the issue or problem at hand.
- Formulate and develop mathematical arguments in a logical manner.
- Acquire good knowledge and understanding in advanced areas of mathematics and statistics, chosen by the student from the given courses.
- Understand, formulate and use quantitative models arising in social science, Business and other contexts.

Course Outcome:**B.Sc. First Year****Course Title: “Paper-I” Matrix, Trigonometry and Vector Analysis****Outcomes:-**

- Gain Knowledge of fundamental concepts of Matrix.
- Learn to find the Triple product of vector products and their Applications
- Understand the applications of vector algebra
- Learn to find Polar representation of complex numbers, n-th roots of unity, De

Moivre's theorem for rational indices and its applications. Exponential, logarithmic, trigonometric and hyperbolic functions of the complex variable.

Course Outcome:

Course Title: "Paper II" Calculus

- ☐ Student will be able to understand limit, Continuity and differentiability, Rolle's theorem, Mean value theorem and their applications, intermediate value theorem.
- ☐ Successive differentiation, Taylor's and Maclaurin's series expansions, Indeterminate forms.
- ☐ Understand Beta and Gamma Functions, Change of order of integration in double integrals.
- ☐ Learn differentiation and integration under the integral sign.

Course Outcome:

Course Title: "Paper III" Geometry of Two and Three Dimensions

- ☐ Introduction to analytical geometry of 3 dimensional.
- ☐ Learn Cylindrical, Spherical coordinate systems, their transformations and their relation to Cartesian coordinate systems.
- ☐ Understand Projections, direction cosines and direction ratios, Change of axes, Plane, straight Line, intersection of three planes.
- ☐ Give the knowledge of General equation of second degree in three dimensions.

B.Sc. Second Year

Course Outcome:

Course Title: "Paper I" Algebra

- ☐ Learn transformation of equations, Descartes' rule of signs, Solution of cubic equations.
- ☐ Convergence and Divergence of sequence and series.
- ☐ Understand algebraic structure group, subgroup, abelian and cyclic group.
- ☐ Give the knowledge of Homomorphism, Kernel and Isomorphism.
- ☐ Understanding of rings, Special rings, Integral domain, skew field and fields.

Course Outcome:

Course Title: "Paper I" Algebra

- ☐ Student will be able to solve first order differential equations utilizing the standard

techniques for separable, exact, linear, homogeneous, or Bernoulli cases.

- ☐ Student will be able to understand Existence and uniqueness of the solution $dy/dx = f(x,y)$, Initial and boundary value properties, simple applications of differential equations of first order to the problems of general interest.
- ☐ Learn Homogeneous linear equations, Exact differential equations, Linear differential equations of second order with variable coefficients, Total differential equations, Solutions in series.
- ☐ Student will understand Partial differential equations of first order, Charpit's method, Linear partial differential equations with constant coefficients.

Course Outcome:

Course Title: "Paper III" Statics and Dynamics

- ☐ Learn centre of gravity in two and three dimensions.
- ☐ Strings in two dimensions (Common catenary of uniform strengths only), Virtual works, Forces in three dimensions, Central axis.
- ☐ Student will understand Kinematics, Rectilinear motions, Motion in resisting medium, Central orbits .
- ☐ Moments and products of inertia

B.Sc. III Year

Course Outcome:

Course Title: "Paper I" Linear Algebra and Linear Programming

- ☐ Introduction to vector space and subspace.
- ☐ Use algebraic skills essential for the study of systems of Linear equations, matrix algebra, vector spaces, eigenvalues and eigenvectors, Orthogonality and Diagonalization.
- ☐ Understand Linear transformations and Linear functional.
- ☐ Learn Linear Programming, Graphical Linear method, Simplex method, the dual of a linear programming problem.

Course Outcome:

Course Title: "Paper II" Analysis

- ☐ Describe fundamental properties of the real numbers that lead to the formal development of real analysis.
- ☐ Understand Riemann integral, Condition of integrability, Convergence and uniform convergence of improper integrals.
- ☐ Learn Point wise convergence, Uniform convergence, Test of uniform

convergence, Convergence and uniform convergence of sequences and series of functions.

- ☐ Understand the Functions of complex variable, Harmonic functions, Cauchy and Riemann equations, Analytic functions.
- ☐ Basic methods of complex integration and its application in contour integration

Course Outcome:

Course Title: “Paper III” Numerical Analysis

- ☐ Students will learn to apply appropriate numerical methods to solve the problem with most accuracy.
- ☐ Learn Finite differences, Difference operators, Newton's interpolation formula, divided differences.
- ☐ Understand Numerical differentiation, Numerical integration, Simpson's rule, Trapezoidal rule and their accuracy.
- ☐ Numerical solution of algebraic equations in two unknown quantities, Regula Falsi, Newton Raphson, Graff's root squaring method.

DEPARTMENT OF PHYSICS

PROGRAMME SPECIFIC OUTCOMES:

This undergraduate course in Physics would provide the opportunity to the students:

- To understand the basic laws and explore the fundamental concepts of physics.
-]To understand the concepts and significance of the various physical phenomena.
- To carry out experiments to understand the laws and concepts of Physics.
- To apply the theories learnt and the skills acquired to solve real time problems.
- To acquire a wide range of problem solving skills, both analytical and technical and to apply them.
- To enhance the student's academic abilities, personal qualities and transferable skills this will give them an opportunity to develop as responsible citizens.
- To produce graduates who excel in the competencies and values required for leadership to serve a rapidly evolving global community.
- To motivate the students to pursue PG courses in reputed institutions. This course introduces students to the methods of experimental physics. Emphasis will be given on laboratory techniques specially the importance of accuracy of measurements. Providing a hands-on learning experience such as in measuring the basic concepts in properties of matter, heat, optics, electricity and electronics.

Programme specific outcome: M.Sc. Physics

Understanding the basic concepts of physics particularly concepts in classical mechanics, quantum mechanics, statistical mechanics and electricity and magnetism to appreciate how diverse phenomena observed in nature follow from a small set of fundamental laws through logical and mathematical reasoning.

Learn to carry out experiments in basic as well as certain advanced areas of physics such as nuclear physics, condensed matter physics, nanoscience, lasers and electronics.

Understand the basic concepts of certain sub fields such as nuclear and high energy physics, atomic and molecular physics, solid state physics, plasma physics, astrophysics, general theory of relativity, nonlinear dynamics and complex system. • Gain hands on experience to work in applied fields.

Gain a thorough grounding in the subject to be able to teach it at college as well as school level.

Viewing physics as a training ground for the mind developing a critical attitude and the faculty of logical reasoning that can be applied to diverse fields.

DEPARTMENT OF STATISTICS (B.Sc.)

Program Outcome (PO):

*To develop analytical thinking and good communication skills during classroom teaching (through projects/presentation/practical).

*To help in generating gender sensitization and building of ethical values to become a responsible citizen when he/she graduates from the college.

Program Specific Outcome (PSO):

- The program in college is a compact combination of detailed courses of Statistics and adequate amount of courses on Computer Science, Mathematics and Operations research to complement and offer diversification after the completion of program.
- It will provide a platform for pursuing higher studies leading to post-graduate or doctorate degrees.
- It will help in equipping students with skill enhancement courses like Research methodology, Statistical packages and R language.
- It will help in development of technical skills which will prepare students to become globally competitive to enter into a promising professional life even after graduation.
- After this program a student get exposed to a number of job opportunities in fields of academics, Government Service, IAS, Indian Statistical/ Economic Services, Industries, Commerce, Investment Banking, Banks and Insurance Sectors, CSO and NSSO, Research Personnel/Investigator in Govt. organizations such as NCAER, IAMR, ICMR, Statistical and Economic Bureau & various PSUs., Market Research, Actuarial Sciences, Biostatistics, Demography etc. It also provides an array of non-traditional employment avenues ranging from Stock Brokers Analyst, Sports Analyst, Poll Analyst, Business Analyst, Financial Analyst, Content Analyst, etc.

DEPARTMENT OF ZOOLOGY (B.Sc)

Vision: To provide the students with diversity of knowledge so that they can utilize their knowledge for the welfare of the society.

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Course Outcomes:

*The knowledge of life cycle of animals, animal physiology help the students to keep well the domesticated animals like dog, cat, rabbit etc.

*Their syllabus also equips them in the fields of fishery, piggery, poultry and mixed pisciculture.

*They can also take up subject like rearing different animals that are inter-dependent on each other for food “Integrated Animal Farming”.

*The knowledge of Biodiversity and Pollution is imparted, therefore they can create public awareness programme by checking pollution and creating healthy environment.

*The student can join NGO that works for public health awareness, regarding awareness of disease spread by virus, bacteria etc.

*They can appear examination like IFS (Indian Forest Service) or any equivalent exam where Bachelor Degree B.Sc or B.Sc. Honours is the qualification required.

*Take up teaching profession at high school level.

*The students by developing personal skill can work in the field of sericulture farm, apiculture farm, zoological park, museum.

COMMERCE

DEPARTMENT OF COMMERCE

Course outcomes: B.Com. First Year

Group I- ACCOUNTING GROUP

Paper I- Financial Accounting

On completion of the course, students are able to-

- 1) Understand of meaning and scope of accounting.
- 2) Understand the importance of Double Entry system of accounting.
- 3) Understand about Insolvency Act 1909 and 1920.
- 4) Understand about Royalty system, Branch and Departmental Accounts.
- 5) Understand about the Indian partnership act

Paper-II Auditing

On completion of the course, students are able to-

- 1) Understand about the objectives, Importance and limitation of audit.
- 2) Understand about the various types of audits.
- 3) Understand about the importance of audit planning and working papers.
- 4) Understand about the procedure of vouching and verification of various assets & liabilities through vouching.
- 5) Understand about the powers, duties and liabilities of company auditors and audit of share capital and debentures.
- 6) Understand about the clear and qualified report of audit.

Group II- MANAGEMENT GROUP

Paper I- General & Office Management

On completion of the course, students are able to-

- 1) Understand the concept, nature and function of management.
- 2) Understand the object, importance and process of planning and decision making.
- 3) Understand the utility of Management by Objectives.
- 4) Understand the objectives, principles and forms of Organisations
- 5) Understand the merits and demerits of Centralization and Decentralization of authorities.
- 6) Understand the meaning, objectives and importance of Directing, Communication, Motivation, Leadership and Controlling.

- 7) Understand the meaning, objectives, function of Modern Office.
- 8) Understand the Principles and objectives of office communication.

Paper II- Business Environment

On completion of the course, students are able to-

- 1) Understand about nature and importance of business environment.
- 2) Understand about Economic, Socio Cultural, Political and Legal environment of business.
- 3) Understand about factors affecting economic development.
- 4) Understand about objectives of NITI Aayog.
- 5) Understand about Fiscal and Monetary Policy of India.
- 6) Understand about function and objectives of WTO, IMF and World Bank.

Group III- ECONOMICS & LAW GROUP

Paper I- Business Economics

On completion of the course, students are able to-

- 1) Understand about Micro and Macro Economics.
- 2) Understand about consumer behaviour and Marginal utility.
- 3) Understand about Law of demand and Supply.
- 4) Understand about factors related to production.
- 5) Understand about Total Cost, Average Cost and marginal cost of a product.
- 6) Understand about Monopolistic competition and perfect competition.
- 7) Understand about theories of Rent, Wages, Interest and Profit.

Paper II- Business Regulatory Framework

On completion of the course, students are able to-

- 1) Understand the nature and types of Contracts explained under Indian Contract Act 1872.
- 2) Understand about fair consideration and Free Consent of Party.
- 3) Understand about Agency contract terms.
- 4) Understand about Warranty, Transfer of Property and Unpaid Seller under Sale of Goods Act 1930.
- 5) Understand about Indian Partnership Act.
- 6) Understand about negotiable Instrument like Crossing the cheque.

Course Outcomes: B.Com. Second Year

Group I- ACCOUNTING GROUP

Paper I- Advanced Accounting

On completion of the course, students are able to-

- 1) Understand about types of shares and debentures along with their reissue and forfeiture process.
- 2) Understand about valuation of goodwill, liquidation of companies and Investment Accounts.
- 3) Understand about calculate profit on complete and incomplete voyage.
- 4) Understand about how to calculate claim under loss of stock and loss of profit policy.
- 5) Understand about difference between Banking companies and General Insurance Companies.

Paper II- Cost Accounting

On completion of the course, students are able to-

- 1) Understand about nature, objectives, importance and limitation of cost accounting
- 2) Understand about ideal system of cost accounting
- 3) Understand about different elements of cost and idle Time and Over Time.
- 4) Understand about Tender price and quotation price of article manufactured by company.
- 5) Understand about contract account and sub contract account, and calculation of profit on complete and incomplete contract
- 6) Understand about reconciliation of cost and financial accounts.
- 7) Understand about operating and process costing.

Group II- MANAGEMENT GROUP

Paper I- Basic Business Finance

On completion of the course, students are able to-

- 1) Understand about scope and functions of financial Management.
- 2) Understand about financial goal -Profit Maximization Vs. Wealth Maximization.
- 3) Understand about over capitalization and under capitalization.
- 4) Understand about capital structure of company and dividend policy of a company.
- 5) Understand about significance of cost of capital and calculation process of Cost of different types of Sources of capital.
- 6) Understand about types, uses, importance and limitation of Ratio Analysis.
- 7) Understand about fund and cash flow statement.

Paper II- Personal Management & industrial Relations

On completion of the course, students are able to-

- 1) Understand about the concept, definition, function and objectives of Personal Management.
- 2) Understand about the line and staff organisation, emerging role of Personal Management.

- 3) Understand about the policy and methods of Recruitment, selection process of promotion and transfer.
- 4) Understand about the need and importance of training along with the job evaluation.
- 5) Understand about the objectives and types of Motivation, communication and Leadership.
- 6) Understand about the function and principles of industrial relations and importance of Grievance Redressal.

Group III- ECONOMICS & LAW GROUP

Paper I- Money, Banking & Foreign Exchange

On completion of the course, students are able to-

- 1) Understand about the Money Market, Indian Market and Indian capital market.
- 2) Understand about the Monetary Policy, inflation and deflation.
- 3) Understand about the types of Banks and Banking System.
- 4) Understand about the role and credit control measures of RBI.
- 5) Understand about the International Payment, balance of payment and Rate of Exchange.
- 6) Understand about the International Financial Institutions, FEMA & FERA.

Paper II- Public Finance

On completion of the course, students are able to-

- 1) Understand the role and importance of Public Finance in National Economy.
- 2) Understand about the Public Revenue.
- 3) Understand about the various sources of public revenue.
- 4) Understand about the taxation.
- 5) Understand about the Public Debt and its effects.
- 6) Understand about the Public Expenditure, classifications and its effects on Indian Economy.
- 7) Understand about the Fiscal Policy and different types of finance.

Course outcomes: B.Com. Third Year

Group I- ACCOUNTING GROUP

Paper I- Income Tax Law & Accounts

On completion of the course, students are able to-

- 1) Understand about Assessment and Previous year and different heads of income of an individual.
- 2) Understand about residential status and casual income.
- 3) Understand about incomes exempted from tax.

- 4) Understand about calculation method interest on loan taken for self-occupied house and let out house.
- 5) Understand about short term and long-term income of capital assets and income from other sources.
- 6) Understand about the assessment of H.U.F, Firms and companies
- 7) Understand about the computation of total income and tax liabilities of various individuals.
- 8) Understand about rebates and relief and computation of total income and tax liability.
- 9) Understand about the assessment procedure, tax authorities and Tax planning.

Paper II- Management Accounting

On completion of the course, students are able to-

- 1) Understand about the nature, role, function and importance of Management Accounting
- 2) Understand about the importance and kinds of business budget.
- 3) Understand about the Break- Even analysis.
- 4) Understand about the basic concept of Marginal Costing and its implementation in various decision making
- 5) Understand the B.E.P analysis and uses of contribution
- 6) Understand about the objects and needs of reporting to management

Group II- MANAGEMENT GROUP

Paper I- Marketing Management

On completion of the course, students are able to-

1. Understand about the importance, nature and concept of Marketing Management.
2. Understand about the Marketing Mix & Market Segmentation.
3. Understand about the Product Planning and Product Development.
4. Understand about the Branding and Labelling of products through packaging.
5. Understand about the Consumer Behaviour and factors affecting their Buying Decision Making.
6. Understand about the Pricing Strategies and Policies in pricing the products.
7. Understand about the distribution channel of marketing.
8. Understand about the Promotion decision and Consumer protection.

Paper II- Statistical Analysis

On completion of the course, students are able to-

1. Understand the meaning, scope and limitations of Statistics along with collection of data.
2. Understand the objectives and uses of Mean, Median and Mode.
3. Understand the uses of Geometric Mean and Harmonic Mean and able to understand the difference between simple average and weighted average.

4. Understand the uses and importance of Mean Deviation and Standard Deviation.
5. Understand the uses of Rank Correlation and Coefficient of Correlation along with their uses and limitations.
6. Understand about National Income & Population Census.
7. Understand about the trend and fluctuation
8. Understand about the Index number.
9. Understand about the agricultural, industry and national income.

Group III- ECONOMICS & LAW GROUP

Paper I- Corporate Legal Framework

On completion of the course, students are able to-

1. Understand about Characteristics and Essential features of company.
2. Understand about types of company, transfer and transmission of shares and payment of dividend.
3. Understand about Article of Association and Memorandum of Association of Company.
4. Understand about the types of directors of company along with their rights and duties.
5. Understand about kinds of meeting, Agenda and reports.

Paper II- Insurance Law & Practice

On completion of the course, students are able to-

1. Understand about the nature, importance, functions and limitations of insurance.
2. Understand about the various basic principles of Life Insurance.
3. Understand about the various basic principles of Marine Insurance.
4. Understand about the various basic principles of Fire Insurance.
5. Understand about the various basic principles of Motor Insurance.
6. Understand about the various basic principles of Workmen Compensation.

COURSE STRUCTURE OF M.COM PROGRAMME (SEMESTER-WISE)

1. Programme Structure:

M.Com. programme is a two-year course divided into four-semesters. The course is of 84 Credits and for the award of degree, a student will be required to complete the credits as per the University norm.

Part – I (First Year)	Semester I	July-December
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Part – II (Second Year)	Semester II	January-June
	Semester III	July-December
	Semester IV	January-June

DEPARTMENT OF COMMERCE

M.Com. Programme Structure (CBCS)

Semesters	Core Course		Discipline Specific Electives		Skill-Enhancement Course		General/Open Electives		Seminar (Core)	Project (Core)	Total Credits
	No. of Papers	Credits	No. of Papers	Credits	No. of Papers	Credits	No. of Papers	Credits	Credits	Credits	
I	4	16	-	-	-	-	-	-	4	-	20
II	4	16	-	-	1	4	1	2	-	-	22
III	2	8	2	8	1	4	1	2	-	-	22
IV	2	8	2	8	-	-	-	-	-	4	20
Total	12	48	4	16	2	8	2	4	4	4	84

1. Important Points regarding Papers:

Core Paper means -

Compulsory Papers.

Discipline Specific Elective Paper -

Optional Papers within the Department. Skill-

Enhancement Elective Paper -

Optional Papers within the Department.

General/Open Elective Paper -

Open Elective means an elective paper/course which is available for students of all programmes of University, including students of same department.

2. Important Points regarding Credits:

Classroom Lecture/ Tutorial of one Hour = One Credit Per Week

Project /Dissertation Work of one Hour = One Credit Per Week

3. Guidelines for the Course and Scheme of Examinations:

- ☐ Candidates who have passed the B.Com. or B.Com. (Honours) will be considered eligible for admission to the Four Semester M.Com. Programme. The admission will be on the basis of merit. The M.Com. course shall be imparted to the students for two academic sessions consisting

of four semesters as given below. Candidates will be examined and evaluated at the end of each semester in the different courses of theory including internal assessment as per the grade points obtained against each course. The M.Com. Programme will consist of (a) Core Courses (b) Discipline Specific Elective Papers (c) Skill-Enhancement Elective papers and General/Open Elective Papers.

- ☐ Hindi & English shall be the medium of instruction and examination. Examinations shall be conducted at the end of each semester as per the Academic Calendar notified by the Kumaun University, Nainital. Each Course shall be of 2 to 4 credits and 30 % of the evaluation will be based

on internal assessment by the concerned teacher. Internal assessment will be done on the basis of Class Test/Assignments/Attendance etc.

- ☐ Students will be required to carry out a project-oriented dissertation work in 4th semester. The area of Dissertation shall be assigned to the students at the beginning of 3rd semester. The students will be required to submit the Project Oriented Dissertation by the end of 4th semester.
- ☐ The project-oriented dissertation will be evaluated jointly by supervisor and one external examiner. For the purpose of evaluation, the 50% of the grade points will be based on Final Presentation while 50% will be based on the evaluation of the dissertation.
- ☐ As the evaluation will be done under Grading system by the University; The rules of Kumaun University will be applicable for calculating SGPA (Semester Grade Point Average) and CGPA (Composite Grade Point Average). Candidate has to clear each paper with minimum of SGPA as decided by University.
- ☐ Examinations shall be conducted at the end of each Semester as per the Academic Calendar notified by the University and Candidates will get promoted from one to the next semester as per the university rules.

Detailed Course Structure For M.Com. Under CBCS					
Semester-I	Credits			Maximum Marks	
	Theory/ Seminar	Tutorial	Total	Internal	External

MCOM 101	Business Management	CORE COURSE C-1	3	1	4	30	70
MCOM 102	Statistical Analysis	CORE COURSE C-2	3	1	4	30	70
MCOM 103	Economics of Growth	CORE COURSE C-3	3	1	4	30	70
MCOM 104	Business Environment	CORE COURSE C-4	3	1	4	30	70
MCOM 105	Seminar (Write-up* and Presentation**)	CORE COURSE C-5	3	1	4	50*	50**
Total of Semester-I			20			5 0 0	
Semester-II			Credits			Maximum Marks	
			Theory	Tutorial	Total	Internal	External
MCOM 201	Organizational Behaviour	CORE COURSE C-6	3	1	4	30	70
MCOM 202	Accounting for Managerial Decisions	CORE COURSE C-7	3	1	4	30	70
MCOM 203	International Business	CORE COURSE C-8	3	1	4	30	70
MCOM	Income Tax	CORE COURSE	3	1	4	30	70

204		C-9					
MCOM 205	Skill-Enhancement Elective- I/II	SEE-1	3	1	4	30	70
MCOM 206	General/open Elective- I/II	GE-1	1	1	2	15	35
Total of Semester-II			22			5 5 0	
Semester-III			Credits			Maximum Marks	
			Theory	Tutorial	Total	Internal	External
MCOM 301	Research Methodology	CORE COURSE C-10	3	1	4	30	70
MCOM 302	Financial Management	CORE COURSE C-11	3	1	4	30	70
MCOM 303	Discipline Specific Elective- Group: A/B/C/D	DSE-1	3	1	4	30	70
MCOM 304	Discipline Specific Elective- Group: A/B/C/D	DSE-2	3	1	4	30	70
MCOM 305	Skill-Enhancement Elective- III/IV	SEE-2	3	1	4	30	70
MCOM 306	General/open Elective- III/IV	GE-2	1	1	2	15	35
Total of Semester-III			22			5 5 0	
			Credits			Maximum	

Semester-IV						Marks	
			Theory/ Project	Tutorial	Total	Internal	External
MCOM 401	Auditing and Corporate Governance	CORE COURSE C-12	3	1	4	30	70
MCOM 402	Corporate Tax Planning	CORE COURSE C-13	3	1	4	30	70
MCOM 403	Discipline Specific Elective-Group: A/B/C/D	DSE-3	3	1	4	30	70
MCOM 404	Discipline Specific Elective-Group: A/B/C/D	DSE-4	3	1	4	30	70
MCOM 405	Project/Comprehensive VIVA	CORE COURSE C-14	3	1	4	50	50
Total of Semester-IV			20			5	0
						0	0
Total of All Semesters (I+II+III+IV)			84			2	1
						0	0

Discipline Specific Electives		
[Any one Group to be chosen for Semester III & Semester IV] (DSE 1, 2 in III Semester and DSE 3, 4 in IV Semester)		
(Group A: Accounting)		
MCOM 303-A	DSE-1	Contemporary Areas of Financial Accounting
MCOM 304-A	DSE-2	Corporate Accounting
MCOM 403-A	DSE-3	Advanced Statistics
MCOM 404-A	DSE-4	Advanced Cost Accounting

(Group B: Marketing)		
MCOM 303-B	DSE-1	Marketing Research
MCOM 304-B	DSE-2	Advertising & Sales Management
MCOM 403-B	DSE-3	International Marketing Management
MCOM 404-B	DSE-4	Rural Marketing
(Group C: Human Resource Management)		
MCOM 303-C	DSE-1	Human Resource Management
MCOM 304-C	DSE-2	Industrial Relations
MCOM 403-C	DSE-3	Strategic Human Resource Management
MCOM 404-C	DSE-4	Management of Change and Development
(Group D: Finance)		
MCOM 303-D	DSE-1	International Financial Management
MCOM 304-D	DSE-2	Financial Institutions and Market
MCOM 403-D	DSE-3	Banking Operations
MCOM 404-D	DSE-4	Security Analysis and Portfolio Management

SEE-1 (Skill-Enhancement Elective-1) (Any One Paper in II Semester)		
MCOM 205-A	SEE-I	Entrepreneurship and Small Business
MCOM 205-B	SEE-II	Economic Development of Uttarakhand
SEE-2 (Skill-Enhancement Elective-2) (Any One Paper in III Semester)		
MCOM 305-A	SEE-III	E-Commerce
MCOM 305-B	SEE-IV	Business Communication

GE-1 (General/Open Elective-1) (Any One Paper in II Semester)		
MCOM 206-A	GE-I	Introduction to Accounting
MCOM 206-B	GE-II	Banking Operations
GE-2 (General/Open Elective-2) (Any One Paper in III Semester)		
MCOM 306-A	GE-III	Basics of Income Tax
MCOM 306-B	GE-IV	Business Ethics and Corporate Social Responsibility

Detailed Syllabi- M.Com. I Semester MCOM101- BUSINESS MANAGEMENT

- Unit I** Emergence of Management Thought, Nature and Significance of Management, Classical, Neo Classical, Modern Theories of Management, Human Behaviour and Social System School, Decision Theory School, Functions of a Manager, Social Responsibility of Managers.
- Unit II** Managerial Functions: Planning- Concept, Significance, Process or Steps in Planning, Organizing- Concept, Principles, Delegation of Authority and Responsibility, Staffing- Meaning, Nature, Importance, Directing, Co-ordinating, Controlling- Nature, Importance, Process and Techniques.
- Unit III** Motivation: Theories of Motivation, Need Hierarchy Theory, Theory X and Y, Two Factor Theory, Vroom Expectancy Theory, Leadership- Principles, Leadership Styles, Theories of Leadership.
- Unit IV** Interpersonal and Organizational Communication, Concept of two-way Communication, Communication Process, Barriers of Effective Communication, Types of Organizational Communication, Improving Communication.
- Unit V** Group Dynamics, Team Development and Organizational Development, Definition, Importance, Types of Group Formation and Team Development, Concept, Need and Features of Organizational Development, Process of Organizational Development

Suggested Readings:

1. Saxena, S.C. Business Administration and Management, Sahitya Bhawan, Agra
2. Sherleker, S.A., Sherleker Y.S., Principles of Business Management, Himalaya Publication House, New Delhi

MCOM102- STATISTICAL ANALYSIS

- Unit I** **Analysis of the Time Series:** Measurement of Secular Trend, Seasonal Variations, Cyclical; and Random Fluctuations.
- Unit II** **Regression Analysis:** Simple linear regression of Meaning and utility, regression lines and equations, regression coefficient.

- Unit III **Association of Attributes:** Classification of attributes, determination of unknown class frequencies, Consistency of data, methods of determining association, Chi Square Test.
- Unit IV **Interpolation and Extrapolation:** Meaning, importance, Graphic method, Algebraic method- Direct Binomial expansion method, Newton's method of Advances differences, Lagrange method, parabolic curve method.
- Unit V **Indian Statistics:** National Income, Population Statistics, Agriculture Statistics, Source of Indian Statistics-Central Statistical Organization, National Sample Survey.

Suggested Reading:

1. Gupta, C.B. Statistical Method- Sultan Chand, Delhi.
2. Gupta, S.C. and Indra Gupta Business Statistical- Himalaya Publication House, New Delhi.
3. Gupta, S.P. – Business Statistics- S. Chand and Company, Delhi.

MCOM103- ECONOMICS OF GROWTH

- Unit I Economic Growth and Economic Development, Economic backwardness, characteristics of underdevelopment, Obstacles to development.
- Unit II Problems of Capital, Formation, Financing of economic development, Fiscal, Price and Monetary policies for economic development. Fiscal, Price and Monetary policies for economic development.
- Unit III Dualistic theories of development, The Big-Push theory, Balanced and unbalanced growth.
- Unit IV Determinants of economic growth, Natural resources, Human resources.
- Unit V Rostows stages of economic growth. The general classical model with special reference to Harrod Domar Growth Models.

Suggested Reading:

1. Dhingra, I.C. Indian Economy: Environment & Policy, Sultan Chand & Sons, New Delhi.
2. Sarkar, Jayanta The Indian Economy, Pearson Education, New Delhi.
3. Dewett, K. K. Modern Economic Theory, S. Chand, New Delhi.

MCOM104- BUSINESS ENVIRONMENT

- Unit I Concept, Significance and Nature of Business Environment, Components of Business Environment, Internal and External Environment of Business, Changing Dimensions of Business Environment.
- Unit II Concept and Meaning of Environmental Analysis or Scanning, Characteristics of Environmental Analysis, Objectives, Process and Limitations of Environmental Analysis.
- Unit III Significance and Elements of Economic Environment, Economic System and Business Environment, Economic Reforms, Liberalization and Privatization.
- Unit IV Political and Legal Environment of Business, Critical Elements of Political Environment, Role of Government in Business, Fiscal and Monetary Policy.
- Unit V Socio-Cultural Environment, Critical Elements of Socio-Cultural Environment, Problem of Uneven Income Distribution, Social Responsibility of Business, International Environment of Business, International Economic Institutions- IMF, WTO and World Bank and their importance for India.

Suggested Reading:

1. Sinha, V.C, and Sinha Ritika, Business Environment, Sahitya Bhawan Publishers & Distributors, Agra
2. Cherunilam, Francis Business Environment, Himalaya Publishing House, New Delhi
3. Aswathappa, K. Essentials of Business Environment Himalaya Publishing House, New Delhi

Detailed Syllabi- M.Com. II Semester

MCOM 201- ORGANIZATIONAL BEHAVIOUR

Unit I Introduction to Organizational Behaviour:

Concept & Significance, Relation between Management & Organizational Behaviour, Individual Behaviour, Personality, Perception, Attitudes, Learning.

Unit II

Group Dynamics:

Definition, Importance, Types of Group Formation, Functions of Groups, Types of Team, Problem Solving Team.

Unit III

Organizational Change:

Types of Change, The Change Process, Objectives & Goals of Organizational Change, Resistance to Change, Organizational Resistance, Overcoming Resistance to Change.

Unit IV

Organizational Development:

Concepts, Need & Features of Organizational Development (OD), Process of OD, Organizational Development Interventions, Objectives of OD Programs.

Unit V

Organizational Conflict:

Meaning & Definition of Conflicts, Reasons & Types of Conflicts, Traditional & Modern Approaches of Conflicts, Functional & Dysfunctional Organization Conflicts, Resolution of Conflict.

Suggested Readings:

1. Pathak, R.D.; Organizational Behaviour in Changing Environment, Himalaya Publication Mumbai.
2. Korman, A.K.; Organizational Behaviour

3. Kumar N. & Mittal R.; Organizational Behaviour, Anmol Publication, New Delhi.

MCOM 202- ACCOUNTING FOR MANAGERIAL DECISIONS

- Unit I** (A) Management Accounting, Concept, Objectives, Nature and Scope, Difference between Management Accounting, Financial Accounting and Cost Accounting.
(B) Responsibility Accounting: Concept, Steps in responsibility Accounting, Responsibility Centers, Advantages and Limitations of Responsibility Accounting.
- Unit II** Budgeting: Definition of Budget- Essentials of Budgeting; Types of Budgets, Fixed and Flexible Budget, Budgetary Control; Zero-Base Budgeting – Performance Budgeting, Standard Costing and Variance Analysis: Kinds of Variances and their Uses, Material, Labour and Overhead Variances.
- Unit III** Marginal Costing and Break-Even Analysis: Concept of Marginal Cost- Marginal Costing and Absorption Costing – Marginal Costing versus Direct Costing, Cost–Volume –Profit Analysis; Break-Even-Analysis, Assumptions and Practical Applications of Break–Even-Analysis; Decisions regarding Sales–Mix, Make or Buy Decisions and Discontinuation of a Product Line, etc.
- Unit IV** Analysing Financial Statements: Methods of Analysis and Interpretation of Financial Statements, Comparative Financial Statements, Ratio Analysis.
- Unit V** Reporting to Management: Objectives of Reporting, Reporting Needs at Different Managerial Levels; Types of Reports, Modes of Reporting, Reporting of Different Levels of Management.

Suggested Reading:

1. Man Mohan and Goyal, Management Accounting, Sahitya Bhawan, Agra
2. Jagdish Prasad, Management Accounting, Kalyani Publishers, Ludhiana.
3. P.N. Reddy and H.R. Appannaiah, Essentials of Management Accounting, Himalaya Publishing House, New Delhi
4. Dr. R. R. Rustagi, Management Accounting, Taxmann, New Delhi
5. M.N. Arora, Accounting for Management, Himalaya Publishing House, New Delhi
6. Ravi M. Kishore, Advanced Management Accounting, Taxmann, New Delhi
7. Ravi M. Kishore, Management Accounting, Taxmann, New Delhi

8. I.M. Pandey, Management Accounting, Vikas Publishing House, New Delhi
9. S.P. Gupta, Management Accounting, Sahitya Bhawan, Agra

MCOM 203- INTERNATIONAL BUSINESS

- Unit-I** Management of International Trade: Introduction, Meaning, Need, Difference between Domestic and International trade, International Business (Trade) Theories- classical, Neoclassical, Modern and need for separate Theory of International Trade, The Balance of Payment Gains from Trade and Terms of trade Policies- Free vs Protection.
- Unit-II** Mechanism of International Payments and Control: Instruments of External Payments, Foreign Exchange Market, causes of fluctuations in exchange rates, Needs for Exchange Control, Techniques and methods of Exchange Control.
- Unit-III** Management Process and Control of International Trade/ Business: Management of Human Resources in MNCs, International Production and Logistic system, Multinational Corporate Culture, Information and Control System, Measurement Methods and Evaluation of Performance.
- Unit-IV** International Trade and Investment Theories: Mercantilism; Absolute Cost theory, Comparative Cost theory, Opportunity Cost theory, Factor endowment theory, Complimentary trade theories; International Business Strategies.
- Unit-V** International Financial Institutions: IMF, IBRD, IDA, IFC, Organization of European Union and its Impact, Euro- Dollar Exchange Market.

Suggested Readings:

1. Charles W.L. Hill and Arun Kumar Jain, International Business, McGraw Hill Education New Delhi
2. Daniels John, D. Lee H. Radenbaugh and David P. Sullivan. International Business, Pearson Education
3. Sumati Varma, International Business, Pearson Education.
4. Cherunilam, Francis. International Business: Text and Cases. PHI Learning
5. Bennett, Roger. International Business. Pearson Education.
6. Jaiswal, Bimal; International Business, Himalaya Publication
7. Hill, C.W.; International Business, TMH, 5th Ed.

MCOM 204- INCOME TAX

Unit I Residential Status and Tax Incidence, Agricultural Income, Assessment of Income under the Various Heads of Income, Exemption & Deductions Under Incomes Tax Act.

Unit II Provision of Income Tax relate to Depreciation, Set-off or carry forward of losses; Deductions and collection of tax at source, Advance payment of tax, penalties and interest.

Unit III Assessment of Individual, Computation of Tax liability for Individual, Rebates & Relief.

Unit IV Assessment of Hindu Undivided Family, Computation of Tax liability of HUF.

Unit V Assessment of firm, Computation of Tax liability of Firm.

Suggested Readings:

1. Singhania, Vinod K. and Monica Singhania. Students' Guide to Income Tax, University Edition. Taxmann Publications Pvt. Ltd., New Delhi.
2. Ahuja, Girish and Ravi Gupta. Systematic Approach to Income Tax. Bharat Law House, Delhi.
3. S.P. Goyal, Direct Tax Planning, Sahitya Bhawan, Agra
4. Lakhotia, R.N., Corporate Tax Planning, Vision Publications, New Delhi
5. Agarwal, B.K., Direct Tax Law and Accounts (Hindi and English)
6. Mehrotra, H.C. & Joshi C.S., Income Tax law and Accounts (Part-I), Sahitya Bhawan, Agra (Hindi & English)

Detailed Syllabi- M.Com. III Semester

MCOM301-RESEARCH METHODOLOGY

Unit I Research Methodology: Introduction, Meaning, Objectives, Types of Research, Research Process, Collection, Tabulation, Classification and Presentation of Data– Primary and Secondary, Applications of Measure of Central Tendency and Dispersion in Research.

Unit II Research Designs, Sampling Design, Measurement and Scaling Techniques.

Unit III Testing of Hypothesis (Parametric or Standard Tests of Hypotheses and Non-Parametric or Distribution Free Tests of Hypotheses).

Unit IV Analysis of Variance (ANOVA), Basic Principles of ANOVA, One way and two-way ANOVA.

Unit V Interpretation and Report Writing: Techniques of Interpretation, Precaution in

Interpretation, Significance of Report Writing, Different Steps in Report Writing, Layout of Report, Types of Report, Mechanics of Writing a Report.

Suggested Readings:

1. J.K. Sachdeva, Business Research Methodology, Himalaya Publishing House, New Delhi
2. C. R. Kothari, Research Methodology, Methods & Techniques, New Age International Publications
3. Sharma, J.N. "Research Methodology: The Discipline and its Dimensions" Deep and Deep, New Delhi.
4. Kumar, R. "Methodology of Social Sciences Research" Book Enclave, Jaipur.
5. Michael, V.P. "Research Methodology in Management" Himalaya Publishing House, Mumbai.
6. Jain, G.L. "Research Methodology Methods-Tools and Techniques" Mangal Deep Publications, Jaipur.

MCOM 302- FINANCIAL MANAGEMENT

- Unit I** Financial Management: Meaning, Nature and Scope of Finance, Financial Goal – Profit vs. Wealth Maximization, Finance Function – Investment, Financing and Dividend Decision.
- Unit II** Management of Working Capital: Meaning, Significance and Types of Working capital, Estimation of Working Capital Requirements. Sources of Working Capital, Dimensions of Working Capital Management.
- Unit III** Cost of Capital: Meaning and Significance of Cost of Capital, Calculation of Cost of Debt, Preference Capital, Equity Capital and Retained Earnings, Combined Cost of Capital (Weighted).
- Unit IV** (A) Capital Budgeting: Nature of Investment, Decisions, Investment Evaluation Criteria – Net Present Value Internal Rate of Return, Profitability Index, Pay-Back-Period, Accounting Rate of Return, NPV and IRR Comparison.
(B) Capital Structure Theories: Traditional and MM Hypothesis- without taxes and With Taxes, Determining Capital Structure in Practice.
- Unit V** Dividend Policies: Issues in Dividend Decisions, Walter's Model, Gordon's Model, M.M. Hypothesis, Dividend and Uncertainty, Relevance of Dividend, Dividend Policy in Practice, Forms of Dividends, Stability in Dividend Policy, Corporate Dividend Behaviour.

Suggested Readings:

1. Brealey, R. A. and Myers S. C. (2017) Principles of Corporate Finance. McGraw Hill.
2. Chandra, P. (2017) Financial Management-Theory and Practice. Tata McGraw Hill.
3. Damodaran, A. (2007). Corporate Finance: Theory and Practice. John Wiley & Sons.
4. Ravi M. Kishore, Financial Management, Taxmann, New Delhi.
5. Ehrhardt, M. C. & Brigham, E. F. (2003) Corporate Finance. Cengage Learning
6. Khan, M. Y. and Jain, P. K. (2017) Financial Management: Text, Problems and Cases. Tata McGraw Hill.
7. Pandey, I. M. (2016) Financial Management. Vikas Publishing
8. Van Horne, Financial Management & Policy, Prentice Hall of India Pvt Ltd., Delhi
9. G. Sudarsana Reddy, Financial Management Principles and Practice, Himalaya Publishing House, New Delhi

Detailed Syllabi- M.Com. IV Semester

MCOM 401- AUDITING AND CORPORATE GOVERNANCE

Unit I	Introduction Auditing: Introduction, Meaning, Objectives, Basic Principles and Techniques; Classification of Audit, Audit Planning, Internal Control – Internal Check and Internal Audit; Audit Procedure – Vouching and verification of Assets & Liabilities.
Unit II	Audit of Companies Audit of Limited Companies: Company Auditor- Qualifications and disqualifications, Appointment, Rotation, Removal, Remuneration, Rights and Duties Auditor's Report- Contents and Types. Liabilities of Statutory Auditors under the Companies Act 2013
Unit III	Special Areas of Audit: Special features of Cost audit, Tax audit, and Management audit; Recent Trends in Auditing: Basic considerations of audit in EDP Environment; Auditing Standards; Relevant Case Studies/Problems;
Unit IV	Corporate Governance Conceptual framework of Corporate Governance: Theories & Models, Broad Committees; Corporate Governance Reforms. Major Corporate Scandals in India and Abroad: Common Governance Problems Noticed in various Corporate Failures. Codes & Standards on Corporate Governance
Unit V	Corporate Social Responsibility (CSR): Concept of CSR, Corporate Philanthropy,

Strategic Planning and Corporate Social Responsibility; Relationship of CSR with Corporate Sustainability; CSR and Business Ethics, CSR and Corporate Governance; CSR provisions under the Companies Act 2013; CSR Committee; CSR Models, Codes, and Standards on CSR

Suggested Readings:

1. Kumar Ravinder, Sharma Virender, Auditing Principles and Practice, PHI Learning
2. Jha Aruna, Auditing. Taxmann Publication.
3. Viji Chandran & Spandana Priya C.S., Principles and Practice of Auditing: Vikas publishing
4. Kumar Anil, Corporate Governance: Theory and Practice, Indian Book House, New Delhi
5. Sharma, T.R. Auditing (Hindi & English), Sahitya Bhawan, Hospital Road, Agra
6. Tandon, B.N. Auditing, S. Chand & Co. Pvt. Ltd. New Delhi
7. Saxena, R.G. Principles & Practice of Accounting, Himalaya Publishing House, Delhi

MCOM 402- CORPORATE TAX PLANNING

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| Unit I | Meaning of Tax Planning and Management, Objectives, Characteristics, Nature, Importance, Scope, Types and Limitation of tax planning and management in corporate sector, Tax evasion, Tax avoidance. Difference between tax planning, tax evasion and avoidance. Difference between Tax Management and Tax Planning. |
| Unit II | Assessment of Companies: Computation of taxable income and corporate tax liability, Minimum Alternate Tax, Tax on distributed profits of domestic companies. |
| Unit III | Implications of Tax concessions and incentives for corporate decisions in respect of setting up a new business. Tax planning with reference to financial management decisions, capital structure decisions, dividend policy, Bonus share. |
| Unit IV | Tax planning in respect of own or lease, Purchasing of assets by instalment system or hire system. Sale of assets used for scientific research, Purchasing of an asset out of own funds or out of borrowed capital, manufacturing or buying or renovating an asset, shutting down or continuing decisions. |

Unit V Tax planning in respect of amalgamation or de-merger of companies

Suggested Reading:

1. Singhanian V.K.: Direct Taxes Law and Practice, Taxmann, New Delhi
2. Lakhotia R.N.: Corporate Tax Planning, Vision Publications, New Delhi
3. B.K. Agarwal: Direct Taxes Law and Accounts (Hindi and English) Navyug Sahitya Sadan, Agra
4. Mehrotra H.C. & Joshi, C.S.; Direct Taxes Law and Accounts, (Hindi and English) Sahitya Bhawan Publication, Agra
5. Ahuja and Gupta: Corporate Tax Planning and Management, Bharat Law House, New Delhi
6. Mehrotra & Goyal: Corporate Tax Planning & Management, Sahitya Bhawan Publications, Agra
7. Gaur, Narang & Puri: Corporate Tax Planning & Management, Kalyani Publications, New Delhi
8. Srinivas E.A.: Corporate Tax Planning, Tata McGraw Hill

DISCIPLINE SPECIFIC ELECTIVE

GROUP: B (Marketing)

MCOM 303-B

DSE-1 MARKETING RESEARCH

- Unit-I** Introduction to Marketing Research: Definition of MR, Classification of Marketing Research, The Marketing Research Process, Careers in Marketing research, Ethics in marketing research. Process of defining the problem, defining the Marketing Research problem Research Design Formulation- research design definition, research design Classification.
- Unit-II** Exploratory Research Design: Secondary data, Criteria for evaluating secondary data, Classification of secondary data, Internal secondary data- Database Marketing, Published External secondary Data- General business data, Government Sources, Syndicated data from Households-Survey, Purchase and media panels.
- Unit-III** Descriptive research Design: Survey and Observation Survey Methods: Classified by mode of administration-Telephone methods, Personal Methods, Mail Methods, Electronic Methods. Observation Methods: personal observation, Mechanical observation Audit, Content analysis, Trace analysis
- Unit-IV** Sources of Data collection: Primary and Secondary source, Methods of data Collection. Designing Questionnaire, Types of Questions, Scaling Techniques: Types of Scales, Criterion for good scale, General Procedure in Attitude Scaling, Selected Attitude Scales, Sampling Design, The sampling process, Sampling methods, Characteristics of Good Sampling Design, sampling and non-sampling errors, Sample size calculation (Numerical expected), Practical considerations in determining sample size.
- Unit-V** Data analysis: Data Processing, Data Analysis, Univariate analysis, Bivariate analysis, Multivariate analysis, Simple and cross tabulation, Simple and multiple regression, Factor analysis. Applications of Marketing Research: Cluster analysis for identifying market segments, conjoint analysis for Product research, Multi-dimensional scaling, discriminate analysis and perceptual mapping for Brand positioning research.
- Report writing: Purpose of Report, Classification of Report, Functions of Research

Report, Types of Reports, Principles of report writing, Fundamentals of good reports.

Suggested Readings:

1. Harper W. Boyd, Ralph Westfall and Stanley F. Stasch, Marketing research: Text and Cases, 2005.
2. Malhotra, Naresh K., Marketing Research, 5th Ed., Prentice Hall of India.
3. Cooper, Donald R. and Pamela S. Schindler, Marketing Research, Tata McGraw Hill, 2005.
4. Paul E. Green, et.al., Research for Marketing Decisions, Prentice-Hall of India Pvt. Ltd, New Delhi.
5. Donald S. Tull and Del I. Hawkins, Marketing Research: Measurement and Methods, Prentice- Hall of India Pvt. Ltd. New Delhi, 1998

MCOM 304-B

DSE-2 ADVERTISING & SALES MANAGEMENT

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| Unit I | Advertising Management: Introduction, Nature & Scope, Role, Social and Legal Aspects of Advertising. |
| Unit II | Advertising & Consumer Behaviours: The Marketing Communication Process, Communication Mix, Attitude Measurement, Problems in Measuring & Scaling. |
| Unit III | Message Strategy: Advertising Plan, Media Selection, Advertising Copy, Message Tactics, Creative Approach, Measuring Advertising Effectiveness. |
| Unit IV | Sales Management: Definition & Objective, Theories of Selling, Personal Selling Process the Sales Organization: Purpose & types, Techniques for setting up a Sales Organization, Role & Responsibilities of a Sales Manager. |
| Unit V | Sales Force Management: Recruitment, Selection & Training Controlling using Territories & Quotas, Sales Meetings & Contests, Evaluation & Supervision of Salesperson. |

Suggested Readings:

1. Kotler, Keller, Koshy And Jha “Marketing Management” 13th edition Pearson Education
2. Trehan Mukesh, Trehan Ranju, Advertising & Sales Management, Vikas Publishing House
3. Chunnawalla S.A., Advertising, Sales & Promotion Management, Himalaya Publisng House
4. Belch, MA & Belch GE – Advertising and Promotion, An Integrated Marketing Communications Perspective, Sixth Edition, Tata McGraw Hill
5. Manendra Mohan, Advertising Management, Concept and Cases, Tata McGraw Hill Publication.
6. Rajeev Batra, John G. Myers & David A. Aaker, Advertising Management, Pearson Publication

MCOM 403-B :DSE-3 INTERNATIONAL MARKETING MANAGEMENT

- Unit I Introduction to International Marketing: Meaning, nature and scope of international marketing; international marketing distinguished from domestic marketing. Exporting, international trade and international business; international marketing management process- an overview.
- Unit II International marketing Environment: Geographic, demographic, economic, political, legal, socio cultural environments- their nature and effects on international marketing operations, tariff and non-tariff barriers; WTO, UNCTAD, generalized system of preferences (GSP), regional economic groupings-European Union (EU), NAFTA, ASEAN, etc., facilities and incentives schemes for exporters.
- Unit III International Product/ Market Selection and Entry Modes: Selection products, selection market, various modes of entry into international markets and their evaluation, export licensing/franchising contracting, joint venture, setting up wholly owned subsidiary.
- Unit IV International Product Planning and Pricing: Product in international context, standardization vs. adoption decision, other considerations; packaging, branding after sales services, ISO 9001:2000 quality system standard, factors influencing price, pricing methods, decisions and pricing process, price quotations and related considerations.
- Unit V International Distribution and Promotion: Types and functions of foreign distribution channels, selection of middlemen, distribution logistics-transportation and warehousing decisions, International advertising-standardization vs. adaptation, selection of media, selection of agency, measuring advertising effectiveness.

Suggested Reading:

1. Vern Terpestra, International Marketing, Southwest Publication, 2005
2. Varshney RL and B. Bhattacharya, International Marketing- Indian Perspective, Sultan chand publication 2006.
3. Fayerweather, J, International Marketing Management, Sage Publication, 2006
4. Cateroa, R, Phylip, International Marketing, Tata Mc Graw Hill, 2006
5. Jain Subash, International Marketing Management, Southwest Publication, 2005

MCOM 404-B DSE-4 RURAL MARKETING

- Unit I Conceptual Framework, Nature & Characteristics of Rural Market; An Overview of Indian Rural Market; Challenges & Opportunities in Rural Market; Rural Marketing Models and Environment.
- Unit II Rural Consumer Behaviour, Characteristics of Rural Consumer, Consumer Behaviour Roles, Factors influencing Purchase of Products in Rural Market; Role of Government & NGOs in Rural Marketing; Similarities and Differences in Consumer Behaviour in Rural & Urban Markets.
- Unit III Rural Marketing Research, Process of Research in Rural Markets, Sources and Methods of Data Collection, Data Collection Approaches in Rural Markets; Principles of Innovation for Rural Market, Need for Innovation in Rural Market,
- Unit IV Rural Market Segmentation; Targeting and Positioning, Conditions for Effective Market Segmentation, Approaches for Segmenting the Rural Market, Rural Market Segmentation Tools; Promotion & Distribution Strategies for Rural Markets; A Comparative Analysis of Rural and Urban Markets.
- Unit V Marketing of Agricultural Produce and Inputs, Regulated markets, Cooperative Marketing & Processing Societies, Corporate Sector in Agri-Business: Cultivation, Processing & Retailing, Rural Marketing of FMCGs, Durables & Financial Services

Suggested Reading:

1. S.S. Acharaya, N.L. Agrawal Agriculture Marketing in India Oxford IBH. New Delhi- 1992
2. L. P. Singh Cooperative marketing in India and Abroad; Himalaya 2005
3. Sukpal Singh Rural Marketing Management; Sage 2002
4. H.C. Purohit Rural Marketing - Challenges and Opportunities; Shale Publications, New Delhi- 2006
5. Anil Saxena, Samiuddin, Harsh Rural Marketing opportunities and challenges; National Publishing House, New Delhi 2004
6. Mishra and Puri Development Issues of Indian Economy; Himalaya Publishing House
7. Acharya S.S. and Agrawal N.L; Agricultural Marketing in India
8. Beri, G.C, 'Marketing Research: Tata McGraw Hill Publishing Company, Ltd., 2000.

SKILL-ENHANCEMENT ELECTIVES : MCOM 205-A

SEE-I ENTREPRENEURSHIP AND SMALL BUSINESS

Unit I	Entrepreneurship: Entrepreneur, Entrepreneurship, Enterprise, Entrepreneurial personality qualities, Entrepreneurship as a career option, Types of Entrepreneurs.
Unit II	Entrepreneurial Environment, Role of Government and Institutional Support, Development of Women Entrepreneurs, Problems of women entrepreneurs, Institutional support for women entrepreneurs.
Unit III	Creativity, Innovation and Entrepreneurship: Creative thinking, Techniques of developing creative thinking.
Unit IV	Setting up of New Business Venture: Planning for Establishing Small Scale Enterprises, Opportunity Scanning and Identification, Assessment of Markets, Selection of a business idea, Preparation of Business Plan, Government Rules and Regulations.
Unit V	Small Business Management: Management of Small Enterprises; Marketing concepts for Entrepreneurs; Issues in Financial Management, Operations Management and Human Resource Management.

Suggested Readings:

1. Management and Entrepreneurship, Veer bhadra Havinal, New Age International Publishers
2. Entrepreneurship: New Venture Creation, David H. Holt
3. Entrepreneurship Development, Satish Taneja, Himalaya Publishing House
4. Entrepreneurship: Strategies and Resources, Marc J. Dollinger, Pearson Education
5. Entrepreneurship Theory and Practice, Raj Shankar, Tata McGraw-Hill Education
6. Entrepreneurship Development, C. B. Gupta, Srinivasan, Sultan Chand & sons MCOM 305-A

SEE III E-COMMERCE

Unit I	E-Commerce Overview: Traditional Commerce Vs E-Commerce; E-commerce & E- Business; Categories of E-commerce; Development & Growth of E-Commerce; Advantages & Disadvantages of E-commerce.
Unit II	E-Commerce Infrastructure: E-Commerce architectural framework; The Internet and Internet Protocols; Internet, Intranet and Extranets; Internet connection options; Security Issues in E-Commerce environment; Encryption Techniques;

	Payment systems; Legal, Ethical & Tax Issues in E-commerce.
Unit III	Online Marketing: Online Marketing; Business Models of E-Marketing; Online Advertisement; Online retailing; E-Auctions.
Unit IV	Online Services: Online Financial Services; Online Banking & Brokerage; Online Insurance Services; Online Real Estate Services; Online Travel Services; Online Hospitality Services; Online Recruitment Services; Online Publishing Services; Online Entertainment; E-Learning.
Unit V	Mobile Commerce: Definition of Mobile Commerce; Mobile Commerce Framework; Growth of Mobile Commerce; Benefits & Limitations of Mobile Commerce; Mobile Network Infrastructure; Information Distribution for Mobile Networks; Multimedia Content Publishing; Mobile Payment Models; Mobile Commerce Applications

Suggested Readings:

1. Gary P. Schneider, "Ecommerce-Strategy, Technology and Implementation", Cengage Learning, India Edition
2. Kenneth C. Laudon, Carol Guercio Traver, "E-commerce–Business, Technology, Society", Pearson, Low Price Edition.
3. Bharat Bhasker, "Electronic Commerce–Framework, Technologies and Applications", 3rd Edition. Tata McGraw, Hill,
4. CSV Murthy, "E-commerce-Concepts, Models & Strategies", HPH.
5. J. Christopher Westland & Theodore H K Clark, "Global Electronic Commerce – Theory and Case Studies", Oxford Universities Press.
6. Martin Bichler, "The Future of e-Markets", Cambridge press.

GENERAL/OPEN ELECTIVES: MCOM 206-A

GE-I INTRODUCTION TO ACCOUNTING

Unit-I	Meaning, Definitions & Objectives of Accounting; Accounting Concepts, Conventions & Principles; Accounting Cycle; An Overview of Accounting Standards Issued by ICAI and IFRS.
Unit-II	Single and Double entry system of Book Keeping; Accounting Equations; Preparation of Journal, Ledger and Trial Balance.
Unit-III	Final Accounts of Sole Trading Concern: Preparation of Trading and Profit & Loss Account, Balance Sheet with Adjustments.
Unit-IV	Depreciation Accounting; Bank Reconciliation Statement.
Unit-V	Financial Statement of Non-Profit Organization: Receipts and Payment Account, Preparation of Income and Expenditure Account and Balance Sheet.

Suggested Readings:

1. Tulsian, P.C. Financial Accounting, Pearson Education
2. Goel, D.K., Financial Accounting, Arya Publications, New Delhi (English & Hindi)
3. M.C. Shukla, T.S. Grewal and S.C. Gupta. Advanced Accounts. Vol.-I. S. Chand & Co., New Delhi. (English & Hindi)
4. S.N. Maheshwari and. S. K. Maheshwari. Financial Accounting. Vikas Publishing House, New Delhi. (English & Hindi)
5. Deepak Sehgal. Financial Accounting. Vikas Publishing H House, New Delhi.
6. Bhushan Kumar Goyal and HN Tiwari, Financial Accounting, International Book

House MCOM 306-A GEE-III BASICS OF INCOME TAX

- Unit I** Introduction to Indian Tax System; concept of tax; cannon of taxation; Different taxes levied by state/central govt.
- Unit II** Definitions of Important Terms used in Income Tax Act; Residential status; Incidence of tax; Exempted income.
- Unit III** Computation of Total Under Different Heads of Income.
- Unit IV** Deductions, rebate and relief; Clubbing of Income; set off and carry forward of Losses.
- Unit V** Computation of Total Income and Tax Liability of Individuals.

Suggested readings:

1. Singhania, Vinod K. and Monica Singhania. Students' Guide to Income Tax, University Edition. Taxmann Publications Pvt. Ltd., New Delhi.
2. Ahuja, Girish and Ravi Gupta. Systematic Approach to Income Tax. Bharat Law House, Delhi.
3. S.P. Goyal, Direct Tax Planning, Sahitya Bhawan, Agra
4. Lakhotia, R.N., Corporate Tax Planning, Vision Publications, New Delhi
5. Agarwal, B.K., Direct Tax Law and Accounts (Hindi and English)
6. Mehrotra, H.C. & Joshi C.S., Income Tax law and Accounts (Part-I), Sahitya Bhawan, Agra (Hindi & English)

DEPARTMENT OF EDUCATION (B.Ed)

Provisions of this ordinance shall be applicable to B.Ed. Program to be run in Faculty of Education, Kumaun University, Nainital and colleges affiliated to and recognized by the university for this purpose.

1. Vision and Mission Of Department of Education:

1.1. Vision: Facilitation of holistic development among prospective teachers, teacher-educators and scholars in the field of education.

1.2. Mission:

1.2.1. To inspire and guide students to join teaching profession at different levels in the country and abroad.

1.2.2. To motivate students to contribute towards development of teaching profession and educational system in India.

1.2.3. To inculcate values based on Constitutional ideals.

1.2.4. To organize workshop, seminars and conferences for integrated development of teachers, teacher educators and educational research scholars.

1.2.5. To promote research and development activities in education and allied fields.

1.2.6. To network with different agencies and institutions working in the area of teacher education in particular and education in general.

2. The Program:. The Bachelor of Education (B.Ed.) program is a two year (four semesters) professional course that prepares teachers for upper primary or middle level (classes VI-VIII), secondary level (classes IX-X) and senior secondary level (classes XI-XII).

3. Programme Objectives and Outcomes: The programme consists of Foundation

courses, courses on Enhancing Professional Competencies, School Observation, Internship and Community Work. Foundation courses include Philosophy & Sociology of Education, Developmental Psychology of Child, Language across Curriculum, Principles and Methods of Teaching, Pedagogy of School Subjects,

School Administration and Management, Educational Technology and ICT, Gender, School and Society, Environmental Education, Guidance and Counselling, Peace and Value Education, Basic Statistics, Education in Contemporary Indian Society, School Curriculum Development, Assessment and Learning and Understanding Inclusion in Schools. The Foundation courses are of two types: core and elective. These courses give due emphasis on developing reflective teachers with positive attitudes, values and perspective, along with skills for the craft of teaching. The programme functions under a global canvas created by concepts of 'learning to learn', and 'inclusiveness', and on concerns to make teacher education liberal, humanistic and responsive to the demands of multicultural society. It lays emphasis on non-didactic and dialogical explorations.

3.1. Broad objectives of the program:

3.1.1. To develop pupil- trainee's capacity for self-analysis, self-evaluation, adaptability, flexibility, creativity and innovation.

3.1.2. To develop capacity for self-directed learning, reflection, assimilation and articulation of innovations, and collaboration to work in groups.

3.1.3. To engage with subject-content, examine disciplinary knowledge and social realities, relate subject matter with social milieu of learners, and develop critical thinking.

3.1.4. To develop professional skills in pedagogy, observation, documentation, analysis and interpretation, drama, craft, story-telling and reflective inquiry.

3.1.5. To empower prospective teachers to relate with changing contexts of education.

3.1.6. To help teacher-trainees to view knowledge not as external to the learner but as something that is actively constructed during the process of learning.

3.2. Programme Specific Objectives: Specifically the program shall attempt towards:

3.2.1. Development of Identity as Teachers: Traditional idealism, esteem and importance attached to the role of teachers pose very high societal expectations for trainee-teachers. The programme is focussed on the development of identity as teacher among trainees.

3.2.2. Holistic Development of Teacher-trainees: The programme views teacher education as a holistic enterprise, involving action from multiple fronts to attain development of holistic teacher with rich knowledge and understanding, skill- repertoire, positive attitudes habits, values and capacity to reflect.

3.2.3. Inculcation of Social Responsibility: The program helps potential teachers to develop social sensitivity, consciousness and finer human sensibilities, and prepare them to care for children, enjoy to be with them, seek knowledge, own responsibility towards society and work to build a better world. This also develops sensitivity to the problems of the learners, commitment to justice and zeal for social reconstruction.

3.2.4. Facilitating Knowledge Generation: Pupil-teachers need to view learners as active participants in teaching-learning and not as mere recipients of knowledge; need to encourage their capacity to construct knowledge; and ensure that learning shifts away from rote methods. The programme aims to help student-teachers to view learning as a search for meaning out of personal experiences, and knowledge generation as a continuously evolving process of reflection.

3.2.5. Engagement of Theory with Field-Experiences: The programme integrates academic knowledge and professional learning into a meaningful whole and helps trainee-teachers to appreciate the potential of hands-on experience as a pedagogic medium.

3.2.6. Training in Organization of School Activities: The programme is intended to provide training to pupil-teachers in organizing learner-centred, activity based, participatory learning experiences – plays, projects, discussion, dialogue, observation and visits etc.

3.2.7. Acquisition of School related Knowledge: School knowledge is important for development of concepts related to management of school and classrooms. This promotes application of school knowledge in real life. The programme equips student-teachers to select and organise experiences gained from school observation and learn appropriate teaching-learning strategies.

3.2.8. Providing opportunity for Reflection and Independent-study: The programme provides opportunity for reflection and independent study without packing the training schedule with teacher-directed activities alone.

3.2.9. Engagement with Students in Real Contexts: The programme engages trainee-teachers with children in real contexts rather than teaching them about children through theoretical presentation alone. It helps them to understand psycho-social attributes and needs of learners, their special abilities and characteristics, their preferred modes of cognition, motivation and learning resulting from home and community socialization.

3.2.10. Preparing for Inclusive education: The programme equips student teachers to sensitively bring and include disadvantaged and special need children in classroom transactions. It intends to sensitize student-teachers to the philosophy of inclusive education and orient them to different kinds of adjustments that schools have to make in terms of infrastructure, curriculum, teaching methods and other practices.

3.2.11. Furthering Equitable and Sustainable Development: The programme intends to develop future teachers who promote equitable and sustainable development for all sections of society and respect for all, through educating them for gender equity, environmental sustainability, population control, values for peace and respect for rights of all.

3.2.12. Development of Reflective Practitioners: Pedagogical knowledge has to constantly undergo adaptation to meet the needs of diverse contexts through critical reflection by the teacher. The programme intends to build capacities to construct knowledge, to deal with different contexts and to

develop abilities to discern and judge during moments of uncertainty and fluidity that are characteristic of teaching/learning

environments..

3.3. Programme Specific Outcomes: After completion of the Program, learner's shall be able:

3.3.1. To assimilate and put to practice knowledge of Philosophical and sociological bases of education.

3.3.2. To acquire knowledge of various theories of Psychological development and their application in the field of education.

3.3.3. To learn and apply various teaching skills in classrooms.

3.3.4. To develop communication skills for effective teaching.

3.3.5. To develop ability to understand and apply various ICT tools in the field of education.

3.3.6. To develop understandings with respect to various pedagogical perspectives viz. Mathematics, Science, Languages, Social Studies, Commerce.

3.3.7. To appreciate the role of teacher, school and community in conservation of environment.

3.3.8. To apply their knowledge of fundamentals of guidance and counselling in dealing with problems of diverse learners, and recognize the role of teachers, school authorities and guidance-counsellor in providing guidance services.

3.3.9. To emphasize the role of teacher as an agent of social change through peace and value education, and to engage student-teachers in preserving positive values and bringing harmony between traditional and modern values.

3.3.10. To engage with school and students in real contexts and participate in school activities.

3.3.11. To develop and maintain teaching-learning resources, unit plans and reflective journals.

3.3.12. To select and organise subject content and learning experiences from the community and undertake activities for community development.

3.3.13. To engage with the educational issues of contemporary Indian society.

3.3.14. To analyze curriculum in Indian context and demonstrate how curriculum development can be linked to innovation and change.

3.3.15. To demonstrate skills, roles, responsibilities of an inclusive teacher.

4. Duration and working days

4.1. Duration: The B.Ed. Program shall be of a duration of two academic years (four semesters). Students shall be permitted to complete the program requirements of the two-year program within a maximum period of four academic years from the date of admission to the program.

4.2. Working days: There shall be at least two hundred working days each year, exclusive of the period of examination and admission.

5. Intake, eligibility, admission procedure, fees and medium

5.1. Intake: The basic unit size for the program shall be of fifty students. Increase in intake for an institution shall be subject to the approval of NCTE, State government and Kumaun University.

5.2. Eligibility: Following prescriptions shall govern eligibility for the program:

5.2.1. Candidate with at least fifty percent (50%) marks either in the Bachelor's Degree and/or in the Master's Degree in Sciences/ Social Sciences/ Humanities, Bachelor's in Engineering or Technology with specialization in Science and Mathematics with 55% marks or any other qualification equivalent thereto, shall be eligible for admission to the program.

5.2.2. Candidates belonging to SC/ST category must have obtained at least 45% marks in above or other equivalent examination.

5.2.3. Reservation and relaxation, if any, for SC/ST/OBC/EWS and any other applicable categories shall be as per the rules of State government.

5.2.4. A person who has taken B.A. Degree of the Punjab University in English and one other full elective subject other than a classical or modern Indian language after passing Honors examination either in Hindi or Punjabi may be admitted to B.Ed. program.

5.2.5. A candidate who has passed Vidyalankar or Vedalankar Examination of Gurukul Kangri (Haridwar) may be admitted to B.Ed. program provided he/she has passed the said examination in those subjects for which he/she is eligible for admission to M.A. course in this university.

5.2.6. A candidate who has passed Alankar Examination of Gurukul Kangri with any three subjects of B.A. Examination of Agra University along with English may be admitted to the program.

5.2.7. A person who has passed the B.A. Examination in General English and one other subject or takes the Master's degree after passing the B.A. Examination in General English and one other subject, shall not be eligible for admission in B.Ed. course.

5.3. Admission procedure: Admission shall be made on total merit of marks obtained in the B.Ed. Common Entrance Test (CET), to be conducted by Kumaun University for the purpose, plus weightage permissible vide the government order of State government.

5.4. Fees: The institution shall charge only such fee as prescribed by Kumaun University and/ or approved by State government.

5.5. Medium of instruction and examination: The medium of instruction and examination shall be Hindi/ English or both.

6. Program implementation

6.1. Attendance requirement: The minimum attendance requirement of students shall be 80% for theory courses and practicum and 90% for practical and school internship courses.

6.2. Transaction: The transaction of the B.Ed. curriculum framework shall be carried out as follows:

6.2.1. Theory: The theory courses are divided into four semesters (as shown in Table-6 (a to d)). Transaction of theory courses shall be carried out through theory and practicum, which may include discussion-groups, workshops, presentation, seminars, assignments, reports, specified activities etc. to enhance professional skills and understanding of student(s). These shall be part of the teaching modality.

6.2.2. Enhancing Professional Competences (EPCs): Courses for Enhancing Professional Competencies (EPC) have been incorporated as essential components with respect to developing professional competencies among pupil-teachers. Transaction of EPCs will be carried out in activity-centered, interactive, workshop/ block programs mode of suitable duration, to be decided by Head of the Dept. in consultation with teacher(s) designated for teaching these courses.

6.2.3. School Observation and Internship: Specific course of school observation has been incorporated to provide opportunities to teacher trainees before joining actual full-time internship. It is preparatory engagement with school functioning, requiring observation of various facets of school-life. School Internship shall provide for sustained, intensive full-time engagement with learners and school. Interns shall be provided opportunities to teach in schools with systematic supervisory support and feedback from the faculty and school teachers. Total duration of school Internship shall be of twenty weeks. This shall include:

- a. Four weeks simulated/micro teaching and supervised-practice teaching (Semester II).
- b. Sixteen weeks in schools (Semester III).

6.3. Implementation: The institution/department shall prepare a calendar for

all activities including internship and field attachment, which shall be displayed for the benefit of both students and teachers.

7. Examination and assessment:

7.1. Examination for Theory Courses:

7.1.1. For each theory course, 30% weightage shall be assigned for continuous internal assessment by course-teacher(s), and 70% for external, written examination on theoretical components covered in particular semester. This will be conducted by Controller of Examination, Kumaun University at the end of each semester.

7.1.2. A candidate should get enrolled/ registered for the semester-end examination. If enrollment/ registration is not possible owing to shortage of attendance or on medical grounds or any other reason(s), the candidate shall submit an affidavit for his/her reason thereof and intent. Such a student shall not be permitted to move to the next semester and shall re-do the semester in subsequent turn of that semester as a regular student (i.e. for odd semester in odd and for even semester in even after paying the required fee of that semester). Same rule shall be applicable for the candidate(s) who remain(s) absent in all the external written examination(s).

7.1.3. Semester examinations shall be designated as first semester

examination, second semester examination and so on.

7.1.4. The examination for all odd semesters shall normally be held on such dates as fixed by the university.

7.1.5. The examination for re-appearing in any subject(s) in the odd semester and that of in the even semester shall be held in the respective semesters along with the regular students.

7.1.6. Such students whose result declaration is delayed for no fault of his/her may attend classes of the next higher semester provisionally at his/her own risk and responsibility, subject to his/her passing the concerned semester examination. In case, the candidate fails to pass the concerned semester examination as per rules mentioned in this ordinance, his/her, attendance and studies in the next higher semester in which he/she was allowed to attend classes provisionally, shall stand cancelled. Such candidate(s) shall have to repeat the relevant academic semester (higher) in the next academic session along with regular students by paying dues/fees as to be paid by the fresh candidate.

7.1.7. Any student who fails to participate in classes, seminars, term papers, test, viva voce, practical and laboratory work etc. will be debarred from appearing in the semester examination. His /her internal assessment marks will be awarded as and when he/she attends regular classes incurs in the next applicable semester.

7.1.8. Examinations for courses shall be conducted only in the respective odd and even semesters as per the scheme of examination.

7.1.9. Regular as well as repeater(s) shall be permitted to appear/ re-appear in courses of odd semester only at the end of odd semester and for even semester with the even.

7.1.10. There shall be a provision of improvement examination after completion of Semester IV in any one theory course/paper.

7.1.11. The format of the marking scheme for question papers in theory courses in written examinations shall be as follows:

(a) For total of 70 marks : (Time: Three Hours): There shall be two sections in the question paper.

a. Section-A shall contain eight short answer questions, out of which examinee shall be required to answer five questions of five marks each, each to be answered in 150

words. (Maximum Marks=25)

b. Section-B shall contain three long answer questions, each with one internal choice. Each of these questions will be compulsory. Each question shall carry fifteen marks. (Maximum Marks = 45)

(b) For total of 35 marks: (Time Two Hours): There shall be two sections in the question paper.

a. Section-A shall contain five questions, out of which examinee shall be required to answer three questions, each

in 150 words. Each question shall carry 5 marks. (Maximum

Marks = 15

b. Section-B shall contain two questions, each with one internal choice. Each question will be compulsory and will carry ten

marks.(maximum Marks = 20).

7.2. Assessment of Theory-papers-linked-Practicum, EPCs, School observation and Internship:

7.2.1. For each theory course, at least 30% weightage shall be assigned for continuous internal assessment and 70% for written examination, to be conducted by Controller of Examination, Kumaun University.

7.2.2. The 30% marks shall be allotted for internal assessment based on seminar presentation, tests, assignments, prescribed activities etc. The weightage to be given to each of these components shall be decided by concerned teacher(s) teaching the course in consultation with the

Head of Department (HOD).

7.2.3. Internal assessment of EPCs, school observation and Internship courses will be done by designated teacher(s) responsible for teaching/ supervising/organizing the course or an internal board of teachers designated by HOD.

7.2.4. It shall be the responsibility of the concerned teacher(s) to display the marks secured by a candidate in internal assessments in above courses on the departmental notice-board within a reasonable time period prescribed by HOD.

7.3. External assessment of Internship and Teaching effectiveness: The Board of Final Teaching practical/Internship examination shall consist of two

external examiners and one internal examiner.

a. The internal examiner shall be from the concerned teacher's training

institutions by rotation.

b. Out of the two external examiners, one examiner shall be from other than Kumaun University.

c. The second external examiner in the University campus shall be from regular government colleges running B.Ed. course and affiliated to Kumaun University, other than the B.Ed. department/unit being run in self-finance mode.

d. In affiliated colleges, one external examiner shall be from Department of Education, Kumaun University campus, or government colleges running B.Ed. Course in regular mode, excluding self-finance departments/units.

e. Only those teachers who are appointed in permanent capacity and having a regular teaching experience of three years shall be appointed as external examiners.

7.3.2. In case a candidate is pass in theory courses, but fails in final teaching/internship, he/she shall not be given any chance to re-appear for the same.

7.3.3. with a view to ensure quality in Teacher Education Program, for candidates awarded more than 80% marks in Internship and assessment (either Internal or External), the following shall have to compulsorily provide justification of the same:

a. For Internal assessment: Head of Department.

b. For External assessment : the three members of Board of final teaching practical /Internship examination.

7.3.4. The above Board of examination will mandatorily evaluate records of

practicum/EPC/Practical completed by candidates during semester I, II,III and IV. It shall be the responsibility of the Head of Departments of concerned institute to keep and maintain such records.

7.4. General : Promotion to the next semester shall be admissible if a student passes at least 50% courses of the total (to be round off to the nearest lower digit say 2.5 becomes 2 and so on).

7.4.1. The passing marks shall be as follows:

a. 40% in written theory examination of each course in the semester

b. 40% in each practicum/EPC/ school observation/ practical course related internal assessment.

c. For Internship/ Final teaching: 40% out of total marks.

8. Division Criterion: Successful candidates shall be classified on the basis of the combined results of Semester I, II, III and IV examination as follows:

a. 60% or above of the aggregate marks of theory, practicum and Internship/ EPCs/Practical Courses: I division.

b. 48% or above of the aggregate marks of theory, practicum and Internship/ EPCs/Practical Courses but less than 60%: II division.

c. 40% or above of the aggregate marks of theory, practicum and Internship/ EPCs/Practical Courses but less than 48%: III division.

d. Separate divisions will be given on the basis total Marks obtained in all Theory Papers and total Marks obtained for Teaching

Competence (Including merks in EPCs, School Observation and Internship and Teaching Effectiveness).

9. Award of Degree: A candidate shall be awarded degree after the completion of full course, only if he/she has obtained the minimum required marks/ grades in all the Courses in each Semester.

Semester-I

B-101: Philosophical and sociological perspectives of Education

Course Objectives: The present course is aimed to attain following objectives among learners:

1. To develop an understanding of the concept of education.
2. To enable learners in identification of relationship between educational philosophy & sociology.
3. To develop knowledge about aims of education.
4. To providing understanding about philosophical and sociological determinants of education.
5. To provide knowledge of and appreciation for the contribution of select philosophical thinkers.
6. To facilitate understanding of the processes of culturalization, acculturation and enculturation.

Learning outcomes: On undergoing the course the learners will be able to:

1. Express the concept of education and state its various aims.
2. Explain relationship between educational philosophy and aims of education.
3. Explain various social factors influencing the process of education.
4. Express and compare ideas of select philosophical thinkers.
5. Understand the relationship between processes of education and culturalization.

B-102: Psychology of Development and Learning

Course Objectives: The present course is aimed to attain following objectives among learners:

1. Development of an understanding of features & problems of growth and development during different stages.
2. Attainment of ability to analyze the role of Educational Psychology.
3. Generating understanding of various factors influencing the process of growth & development with a view to facilitate effective teaching and learning.
4. Development of an ability to apply the knowledge of educational psychology in dealing with an individual student.
5. Development of an understanding of meaning & nature of learning.
6. Getting acquainted with theories of motivation and their use in classroom
7. Development of an understanding of the concepts of Intelligence and personality.
8. Understanding group processes in classroom.

Learning outcomes: The pupil- teacher will be able:

1. To understand salient features and problems of growth and development during different stages.
2. To analyze the role of teacher in developing socio-emotional climate in classroom.
3. To deal with adjustment and mental health relates issues of students.
4. To understand learning needs of students.
5. To use motivation strategies in classroom.
6. To guide personality development among students.
7. Use the concept of Intelligence and personality in determining teaching –learning strategies.

B-103: Principles and Methods of Teaching

Course Objectives: The present course is aimed to attain following objectives:

1. To enable students to understand the process of teaching & its various

components.

2. To enable students acquire knowledge about methods & techniques of teaching.
3. To facilitate understanding of the process of teaching and its various skills among students.
4. To provide knowledge about various models of teaching.

Learning outcomes: The student-teachers will

1. Understand the process of teaching and its components.
2. Understand various methods & techniques of teaching.
3. Be prepared to inculcate desirable components of teaching, skills and models of teaching.

EPC-104: Language across Curriculum

Course Objectives: Through undergoing this course the student-teacher will be able:

1. To Strengthen their language foundation
2. To enhance their ability to use language across different curricular areas.
3. To critically understand the role of language in text books.

Learning outcomes:

1. Understanding the role and importance of language in teaching-learning.
2. Acquisition of a critical understanding of the role of language in learning and development.

EPC-105: Psychological Tests

Course Objectives: The present course is aimed to attain following objectives:

1. To provide knowledge of theoretical background of selected psychological tests.
2. To acquaint students with the procedure of administering the select psychological tests in target respondent.
3. To enable students to compute test scores and interpret these with respect to the child.
4. To enable student-teachers to visualize implications for teaching and learning in the light of test results obtained.

Learning outcomes: The student-teachers will:

- 1-Understand application and related aspects of selected psychological tests.
- 2-Analyse test-results with a view to understand child psychology, learning needs and teaching strategy.

Semester-II

Pedagogy of School subject :- B-201-A/ B-201-B/ B-201-C/ B-201-D/ B-201-E/ B-201-F/ B-201-G/ B-201-H

Course Objectives:

- 1-To develop pedagogic understanding of Mathematics in the context of school and learner.
- 2- To develop pedagogic understanding of pupil-teacher with respect to sciences in the context of school and learner.
- 3- To develop conceptual understandings related to pedagogy of Biological sciences in the context of school and learner.
- 4- To create critical understanding about various approaches of teaching Hindi And English,Sanskrit.
- 5- To acquaint the learner with different strategies for teaching Social Studies at secondary and higher secondary level.
- 6- Development of Understanding with respect to meaning, aims & objectives of commerce teaching.

Learning outcomes: The learners will acquire:

1. Understandings mathematics as a discipline.
2. The ability to critically explore methods and techniques of mathematics teaching.
3. Have attained pedagogic understanding of physical sciences.
4. Acquire the necessary skills, attitudes, values and competency of a science teacher.
5. Understand the nature, characteristics and values related to biological sciences.
6. Understand development of Biology as a subject in National and International

context.

7. Develop an understanding of Indian classrooms with reference to use of English as a language.

8. Cultivate an understanding of pedagogic challenges posed by Sanskrit And Hindi as a subject.

9. The learner will acquire skills of evaluating cognitive, affective and psychomotor outcomes in Social studies.

10. To understand nature, need and importance of teaching commerce.

B-202: School Administration and Management

Course Objectives: The present course is aimed to attain following objectives:

1. To provide understanding related to concepts of organization, administration and management.
2. To generate understanding about the process of school management.
3. To provide knowledge about factors related to management of school.
4. To acquaint the learner with administrative structure and various schemes related to education.

Learning outcomes: The learner will be able:

1. To understand the concept of school organization, administration & management.
2. To understand the latest trends in school organization, administration & management.
3. To identify and analyse the educational structure in India
4. To identify various innovations in classroom management.

B-203: Educational Technology and ICT

Course Objectives: The present course is aimed to attain following objectives:

1. To familiarize student-teachers with fundamentals of Educational Technology.
2. To make student-teachers aware of use of ICT in Education.
3. To develop skills to use multimedia among student-teachers.
4. To enable student-teachers in using ICT for solving educational problems.

Learning outcomes: The student-teacher will:

1. Become aware of use of educational technology, ICT, Mass- media and multimedia.
2. Become abreast with new technological trends in education.
3. Get familiarized with fundamentals of ICT and multimedia.
4. Be able to make best possible use of ICT and Multimedia in solving problems of teaching and learning.

EPC-204: Technology Enabled Learning

Course Objectives: The present course is aimed to attain following objectives:

1. Development of knowledge and ability to wield ICT tools and devices.
2. To provide opportunity for hands on learning and exploring applications of ICT in education.
3. To provide skills in organizing and creating digital resources.
4. To enable learners for safe and secure use of ICT.

Learning outcomes: The student teacher will be able to:

- 1-Effectively use ICT tools, software applications and digital resources.
- 2-Integrate ICT into teaching-learning and evaluation process.
- 3-Use ICT for effective educational management.

EPC-205: Simulated, Micro and Supervised Teaching

Course Objectives: The present course is aimed to attain following objectives:

1. To provide an opportunity to learn the art of teaching through simulated technique.
2. To provide opportunities for practicing teaching skills in real classrooms.
3. To provide learning opportunities through participation in school activities.

Learning outcomes: The student-teacher will be able to:

- 1-Learn teaching skills and practice these in real classroom situations.
- 2-Take part in organization of different school activities.

3-Perform and deliver duties as specified from time to time.

Semester-III

B-301-A: Pre-internship and School Observation

Course Objectives: The present course is aimed to attain following objectives:

1. To provide student-teachers an opportunity to observe ongoing curricular and cocurricular activities in a school.
2. To give student-teachers opportunity to reflect over the quality and needed improvements in prevalent processes of classroom and school.
3. To provide student-teachers an opportunity to observe various records maintained in school.
4. To provide student-teachers an opportunity to participate and organize different activities in the school.
5. To provide student-teachers an opportunity to internalize different occupational roles expected of them as a teacher.
6. To prepare student-teachers to join Internship with full understanding of school and awareness for their different roles.

Learning outcomes:

1. The students will attain an understanding of different roles performed by teachers in school settings.
2. The learners will attain proficiency in handling and/or maintaining different records maintained in school.
3. The learners will attain a reflective attitude for improvement in different practice adopted in school.

B-301-B: Internship

Course Objectives: The present course is practical in nature. It is aimed to attain following objectives:

1. To provide student-teachers opportunity to perform the role of real teachers in real school settings.

2. To provide student-teachers opportunity to understand the workings of school organization.
3. To develop among student-teachers skill of dealing with students in real classroom.
4. To provide student-teachers opportunity to refine and adapt their teaching skill acquired through supervised practice-teaching.
5. To provide student-teachers opportunity to perform different responsibilities inherent in the role of teacher.
6. To provide student-teacher a hands on acquaintance and skill of handling different school records.
7. To provide student-teachers opportunity to understand students from a social and psychological perspective.

Learning outcomes: The student-teachers will:

1. Internalize different role expectations associated with teacher.
2. Acquire different skills required for performance of their role as a subject-teacher.

B-302-A: Gender, School and Society

Course Objectives: The present course is aimed to attain following objectives:

1. To develop basic understanding and familiarity with key concepts related to gender bias and parity.
2. To develop understanding of gradual paradigm shift in gender issues at national and international level.

Learning outcomes: The student teacher will be able to:

1. Develop a gender perspective in the field of education.
2. Engage with his/her own position in society vis-a-vis gender roles.

B-302-B.1: Teacher and Environmental Education

Course Objectives: The present course is aimed to attain following objectives:

1. To develop understanding with respect to environmental issues surrounding us.
2. To make student-teachers aware of ecosystem, disaster/natural calamities and their management.

3. To make student-teachers understand the role of teachers, students and community in protection and conservation of environment

Learning outcomes: The pupil-teacher will:

1. Develop understanding of his/her role in environmental conservation.
2. Acquire global understanding of issues related to climate change.

B-302-B.2: Guidance and Counseling

Course Objectives: The present course is aimed to attain following objectives:

1. To develop an understanding about the fundamentals of guidance and counselling.
2. To explain the nature, purpose and scope of guidance and counselling.

Learning outcomes: On successful completion of this course, student(s) will be able to:

1. Understand the concept of guidance/counselling and its significance for personality development of students.
2. Provide primary guidance service to needy students.

B-302-B.3: Value and Peace Education

Course Objectives: The present course is aimed to attain following objectives:

1. To develop understanding with respect to concept of human values and their types.
2. To explain value education and role of formal and informal agencies in development of values.

Learning outcomes: The learners will:

- 1-Understand the concept of value education and peace education.
- 2-Move towards development of positive attitudes to make peaceful and value oriented society.

B-302-B.3: Basic Statistics

Course Objectives: The present course is aimed to attain following objectives:

1. To develop an understanding of the role of Statistics in Education.
2. To explain the meaning, characteristics and uses of N.P.C.

Learning outcomes: Through undergoing the course the learner will:

1. Understand the concept and use of statistics in Education.
2. Understand the nature and application of basic statistical methods.

EPC-303: Community Work

Course Objectives: The present course is aimed to attain following objectives:

- 1-To facilitate and motivate learner's engagement in community work.
- 2-To develop understandings with respect to socio-cultural context of learners.

Learning outcomes: The learners will attain:

- 1-An understanding of the socio-cultural context and existing needs of students
- 2-Feel motivated to participate and organize specific community programmes to facilitate positive changes in community.

Semester-IV

Course Objectives: The present course is aimed to attain following objectives:

1. To facilitate development of understandings related to concept of education in contemporary Indian society.
2. To help understand the relationship between education and society through exploring education during different historical periods.
3. To develop knowledge about various developments in education at secondary level during post-independence period in India.
4. To enable learner in exploring various issues of Indian educational system.

Learning outcomes: The student teacher will be able to:

- 1-Get an opportunity of learn and evaluate different concepts and issues of contemporary Indian society and education.
- 2-Contextualize contemporary education in the light of its historical development.
- 3-Identify different problems of secondary education and issues that need policy focus.
- 4-Appreciate diverse perspectives on different issues of education.

B-402: School Curriculum Development

Course Objectives: The present course is aimed to attain following objectives:

1. To develop understandings about the concept and objectives of curriculum development.
2. To provide knowledge of principles, approaches and models of curriculum development.
3. To acquaint learners with the Indian context of curriculum development.
4. To develop understanding about the process of curriculum evaluation.
5. To develop understanding as to how curriculum development can be linked to innovation & change.

Learning outcomes: The student teacher will be able to:

- 1-Explain the concept and objectives of curriculum development.
- 2-Discuss approaches and principles of curriculum development.
- 3-Analyze curriculum in Indian context.
- 4-Discuss various measures for curriculum development.

B-403: Measurement & Evaluation

Course Objectives: The present course is aimed to attain following objectives:

1. To introduce student-teachers with scientific meaning and methods of evaluation.
2. To create among student-teachers an awareness regarding need for improving present day examination system.
3. To enable student-teachers to construct good questions for relevant testing & evaluation.
4. To equip student-teachers with skills in statistical analysis and interpretation of school examination results.

Learning outcomes: The student teacher will be able to:

- 1-Know the history of evaluation and its current practices.
- 2-Discuss various perspective and practices of testing.
- 3-Emphasize the need to view assessment as an aspect of learning.

4-Recognize the role of evaluation in motivating children to learn.

B-404: Inclusion In School Education

Course Objectives: The present course is aimed to attain following objectives:

1-To develop an understanding of concept, principles and development of Inclusive education in India.

2-To discuss various types of special children.

3-To provide knowledge of skills, roles, responsibilities and qualities of an inclusive teacher.

4-To enable students to understand the importance of guidance and counselling in Inclusive education

Learning outcomes: The student-teacher will be able to:

1-Explain the concept and historical background of inclusive education.

2-Explain various forms of special children.

3-Analyze various programmes of teacher preparation for inclusive education.

4-Appreciate role and responsibilities of teacher in Inclusive Education

EPC- 405: Joyful Learning: Program Anandam

Course Objectives: The present course is practical in nature, based on the Anandam program being run in DIETs of Uttarakhand under the scheme of SCERT. It is aimed to attain following objectives:

1-Develop the art of practicing happiness in school and classroom.

2-To create resources for making the process of learning joyful.

3-Arouse consciousness towards inner self and outside world, including environment of school and classroom.

4-Acquaint student-teachers with skills to keep school and classroom environment happy and free from stress, and evolve an encouraging work culture.

Learning outcomes: The student-teachers will become able to:

1. Express happiness and joy in feelings and behaviour in classroom and school.

2. Develop emotional stability and a sense of self-reliance as inherent in program Anandam.

3. Acquire skills of creative expression.
4. Create a joyful learning environment.

DEPARTMENT OF BUSINESS ADMINISTRATION (B.B.A.)

Program Outcomes:

- *An Understanding of Business Functions
- *Providing Global Perspectives
- *Developing Critical and Analytical Thinking Abilities
- * Interpersonal Skill Development

* Creating Social Sensitivity and Understanding CSR, Ethical and Sustainable

*Business Practices Demonstrate sensitivity to social, ethical and sustainability issues Developing Entrepreneurship Acumen

Program Specific Outcomes:

*Acquiring Conceptual Clarity of Various Functional Areas

* Ability to analyze various functional issues affecting the organization

*Demonstrating ability to evolve strategies for organizational benefits

*Analysis and interpretation of the data which is used in Decision Making

*Demonstrate the ability to develop models / frameworks to reflect critically on specific business contexts

*Demonstrate Effectively Oral and Written Communication

*Demonstrate Ability to work in Groups

* Demonstrate understanding of social cues and contexts in social interaction

*Develop Ethical Practices and Imbibe Values for Better Corporate Governance.

*Understand ethical challenges and choices in a business setting

*Demonstrate understanding of sustainability related concerns in varied areas

*Analyze Global Environment and its Impact on Business

* Understand the ecosystem of start up in the country

*Demonstrate the ability to create business plans

Business Organisation & Management

The syllabus of BBA 101

Unit- I Introduction: Business Concept & Objectives, Social Responsibility of Business Establishment of New Business Meaning, Objectives & Principles of Organisation, Size o Business Unit, Factors determining Size, Measurement of Size, Concept of Optimum Size.

Unit- II Norms of Business Organisation: Sole Trade ship, Partnership Firm Business (Public & Private), Formation & Choice of Business Organization, Definition of Management, Its Nature of Purpose, Fayol's Principles & Elements of Management, Recent Developments of Management Thought.

Unit – III Planning & Organising: Its nature & purpose types of plans. Planning steps & process. Management by Objectives (MBO), Decision Making,

Forecasting, Organisational Design & Organisation Structure, Power & Distribution of Authority.

Unit- IV Motivation, Leadership & Direction: Maslow's Need Hierarchy Theory, Herzberg's Two Factor Theory, Job Enlargement & Job Enrichment, Special Motivation Techniques, Definition & Approaches to Leadership, The principal Tasks of Leadership Role & Principles of Direction.

Unit-V Controlling: Concept & Process of Control, Principles of Controlling, Types of Controls, Human Aspects of Controls.

Suggested Readings:

1. Stoner, James A.F. etc *Management* 6th ed. New Delhi, Prentice Hall India, 1998
2. Weihrich, H and Koontz. H., *Management- A Global Perspective* 10th ed. New York, McGraw Hill, 1994.
3. Agarwal, R.D. *Organization and Management*, New Delhi, Tata McGraw Hill 2000.
4. Sherlekar, S.A. and Sherlekar, V.S, *Modern Business Organization & Management-Systems Approach* Mumbai, Himalaya Publishing House, 2000.

The syllabus of BBA 102

English Language & Communication Skills

Unit-I Significance of English Language: Different views, punctuation of English words, sound, symbols and attributes of good speech.

Unit-II Communication: Process, role, element, oral & written communication.

Unit-III Types of Communication: Effective verbal and written communication dyadic communication.

Unit-IV Business Communication: Business communication and document preparation technical description.

Unit-V Usage and Techniques: Essays, precise writing skills, presentation skill related to seminars, conferences, use of modern aids e.g. OHP, video conventions techniques.

Suggested Readings:

1. Wren, P.C & Martin, H., "*English Grammar Composition*".
2. Tondon, Seth, Agarwal, Maheswari, "*The Art of English Grammar & Composition*."

3. Sinha, K.K., “Business Communication”.

THE SYLLABUS OF BBA 103

Micro Economics

Unit-I Introduction: Definition, Nature & scope of Economics, Micro Economics & Macro Economics, Subject matter of Micro.

Unit-II Theory of Consumer Behaviour: Marginal Utility Analysis, Indifference Curve Analysis-Meaning & Characteristics, Price Line, Budget Line, Consumer's Equilibrium, Income Effect, substitution Effect.

Unit-III Demand Analysis: Meaning, Type, Law of Demand, Its Exceptions, Demand Curve, Demand Schedule, Elasticity of Demand, Types & measurement.

Unit-IV Production and Cost Analysis: Meaning & Importance, Factors of a Production, Production Function, Meaning & Types of Cost, Short Run, Long Run cost curves.

Unit-V Market Analysis: Meaning of Market, Classification & size of Market, Perfect & Imperfect Competition, Monopoly, Oligopoly, Price determination under Monopoly & Perfect.

Books Recommended:

1. Koustsoyiannis, A (1917), *Modern, Micro Economics*, London, Macmillan.
- Ahuja H.L. (2001) *Modern Economics, Theory & Practice* S. Chand & Company, New Delhi

THE SYLLABUS OF BBA 104

Statistics for Business Decision

Unit-I Introduction: Meaning & Importance of Quantitative Techniques in Business.

Unit-2 Data Analysis: Measures of Central Tendency & Dispersion, Skewness & Kurtosis, Arithmetic, Geometric & Harmonic Mean, Mode, Median, Quartile & their Physical Significance, Range,

Quartile Deviation, Mean Deviation, Standard Deviation, Measures of Skewness & Kurtosis.

Unit-III Probability Distribution: Two Types of Random Variables, Probability Distribution of Discrete Random, Variable, Binomial & Poisson Distribution, Probability distribution of Continuous Random Variable, Normal Distribution.

Unit-IV Correlation & Regression: Scatter Diagram, Karl Pearson's Coefficient of Correlation Bank & Correlation, Coefficient, Determination of Simple Linear regression, Method of least square Lines of Regression & their Application.

Unit-V Index Number: Meaning & preparation of Simple & Weighted Index numbers. Cost of living index Laspyere's. Paasche's & Index Number.

Suggested Readings:

- | | |
|-------------------------------|--------------|
| 1. Business Statistics | S.P. Gupta |
| 2. Fundamentals of Statistics | D.N. Elhance |

THE SYLLABUS OF BBA 105

Basic Accounting

Unit-I Conceptual framework- Meaning Concepts, Convention, Scope, Importance of Accounting.

Unit-II Recording: Account, Double Entry System of Bookkeeping, Rules of Bookkeeping, Journals.

Unit-III Classification & Summarizing: Ledger Posting and Preparation of trial balance, Managing & Importance of trial balance.

Unit-IV Analyzing: Manufacturing, Trading, Profit and Loss Accounts and Preparation of balance sheet with adjustments.

Unit-V Depreciation accounting: Meaning and importance, Method of depreciation Straight lines and written down values.

Suggested Readings:

1. *Khan & Jain Management Accounting-TMH*
2. *S.N. Maheswari & S.K. Maheswari, An Introduction to Accountancy,*

Vikas Publishing House.
Williams, Haka,, & Bettner, Financial and Managerial Accounting, Tata MC Graw Hill.

THE SYLLABUS OF BBA 106

Computer Fundamental – Theory

- Unit-I Introduction to Computers:** Definition of Electronic Computer, History, Generations, Characteristics and Application of Computers, Classification of Computers, Computer Hardware, CPU, RAM/ROM, Various I/O devices, Peripherals, Storage Media, Software Definition, Role and Categories, firmware and Human ware.
- Unit-II Programming Language Classification & Program Methodology Computer Languages:** Generation of Languages, Translators, Interpreters, Compilers, Compilers, Flow Charts, Dataflow Diagram, Assemblers, Introduction to 4 GLs, Digital Devices and Basic Network Concepts.
- Unit-III Data Communication & Networks:**
Basic concepts of Computer Networks, Networking of computers-Introduction of LAN and WAN, Network Topologies.
- Unit-IV Internet and Web Technologies**
Internet & World Wide Web: Hypertext Markup Language, DHTML, WWW, Gopher, FTP, Telnet, Web Browsers, Net Surfing, Search Engines, Email.
- Unit-V Concepts in Operating System, Office Tools and Data Management, Introductory concepts in operating system & Data Management:** Elementary Concepts in Operating System, textual Vs GUI Interface, Introduction to DOS, MS Windows, Ms office Tools, MS WORD, MS EXCEL, MS Power Point.
- Unit-VI IT Industry Trends, Careers and Application in India:**
Application to IT to Areas like E-Commerce, Electronic Governance, Multimedia and Entertainment.
- Unit-VII Information Representation:**
Introduction to Information representation in Digital Media, Text, image, graphics, Animation, Audio, Video etc., Introduction to JPEG, MPEG, MP3 & AVI

Suggested Readings:

1. D.S. Yadav “Foundations of IT” New Age, Delhi
2. Curtin, “Information Technology: Breaking News”, TMH
3. Rajaraman, “Introduction to Computers” PHI
4. Nelson, “Data Compression” BPB
5. Peter Nortans “Introduction to Computers” TMH
6. Leon & leon “Fundamental of information Technology” Vikas
7. Kanter, “Managing Information System”

THE SYLLABUS OF BBA 201

Organisational Behaviour

- Unit –I** Organizational Behaviour: Concept and Approaches of OB, Influence of Socio-cultural environment of human behaviour, Models of Individual Behaviour, Personality, Perception, Learning, Motivation.
- Unit-II** Inter Personal and Group Behaviour: Interpersonal Behaviour, Individual Difference nature, Types and Causes, Group Dynamics- Formal & Informal Groups, Group Cohesiveness.
- Unit-III** Problems of Human Relations: Conflict-Types & Causes, Conflict Management, Employee Grievance Handling Discipline, Counselling.
- Unit-IV** Communication: Concept, Types, Process & Importance of Communication.
- Unit-V** Organisational Development & Change: OD-Concept, Process & Techniques, Organisational Change-Need, Process, Resistance to Change, Overcoming Resistance to Change.

Suggested Readings:

1. Luthans, Fred “Organisational Behaviour” IRWIN McGraw-Hill, 1998
 2. Robbins, Stephen P. “Organisational Behaviour” Prentice Hall of India, 1998.
 3. Singh Y.P., & Pradeep Kumar, Organisational Behaviour, Cyber Tech. Delhi.
 4. Aquinas P.G., Organisational Behaviour, Excel Books, Delhi.
- Ashwathappa K., Organisational Behaviour, Himalaya Publishing House

THE SYLLABUS OF BBA 202

Business Communication

- Unit-I** Communication: Meaning & Importance of Communication, Essentials of an effective communication, Barriers to effective communication Channels of Communication.
- Unit-II** Types of Communication: Written or verbal communication, Formal & Informal Communication, Up-downward communication.
- Unit-III** Commercial Correspondence: Essentials of a good commercial correspondence Components of commercial correspondence, Different types of commercial correspondence & their drafting, Letter of Enquiry, Letter of credit order, complaint letter to insurance company & Banks.
- Unit-IV** Official Correspondence: Essentials of a good official Correspondence Different types of official correspondence & their drafting official letters. Semi-official letters, Circulars, Memo, Equality, Unemployment education.
- Unit-V** Press Communication: Essentials of Press Communication-Different Types of Press Communication & their drafting Inviting Tenders, Press Note, Advertisements.

Suggested Readings

Communication Management

Contemporary Business Communication

Parag Diwan

Scot Ober

THE SYLLABUS OF BBA 203

Business Environment

- Unit-I** Introduction: Nature & Scope of Business, Environmental Analysis: Objectives, Process, Uses & Limitations. Different Environments of Business.
- Unit-II** Consumer Protection Act, 1986
- Unit-III** The Monopolies and Restrictive Trade Practices Act 1969, Industries (Development and Regulation) Act 1951).
- Unit-IV** Political & Socio-Cultural Environment: Political Institutions, Constitution of India, State Intervention, Government in Business, Social Responsibility of Business, Sustainable Development, Business Ethics, Corporate Governance.
- Unit-VI** Economic Environment: Basic Economic Systems, Industrial Policy: Rationale & Objectives, Economic Liberalisation, Privatisation, Disinvestment, Pricing and Distribution controls.

Suggested Readings:

1. Aswathappa, K. *Essential of Business Environment 7th ed.* Mumbai, Himalaya Publication House-2002
2. Cherunilam, f *Business Environment 11th ed.* Mumbai, Himalaya Publishing House-2002.
3. Taxman, *Students Guide to Economic Laws*, 2000
4. Gulshan & Kapoor, *Business Law including Company Law*, New Age.

THE SYLLABUS OF BBA 204

Macro Economics

- Unit-I** Introduction: Meaning, Nature and importance, social accounting: Its uses preparation of social accounts in closed and open economy.
- Unit-II** National Income: Meaning and concepts GNP, NNP, NI, PI, DI, Measurement of National Income, Definition & Function of Money.
- Unit-III** Trade Cycle: Meaning, characteristic, Phases, Theories of Trade cycle, climate theory, psychological theory, Under-consumption theory, Monetary theory, over - investment theory.
- Unit-IV** Inflation: Definition, Inflating Gap, Inflation Process, demand pull and cost-push inflation, causes of inflation, control of inflation, Monetary measures, Fiscal measures, Non-monetary measures.
- Unit-V** Saving and Investment: Concept, Determinants of Saving, Saving : A Virture or Vice, Saving and Investment Equality, Unemployment Equilibrium.

Suggested Readings:

1. Gupta, G.S. *Macro Economics, Theory & Applications (2001)*. Tata McGraw-Hill Publishing Company Limited, New Delhi.

THE SYLLABUS OF BBA 205

Financial Accounting

Unit-I Final Accounts of Company

Methods of Presenting final Accounts: Horizontal, Vertical and summary
Form of Presenting Income statement; Comparative and Common Size
Statement.

Unit-II Company Accounts

Accounting Treatment for Shares & Debentures

Unit-III Financial Statement of No-For-Profit Organizations

Receipts and Payment Account, Income & Expenditure Account

Unit-IV Use of Computers in Accounting

Role of Computers in Accounting Financial Accounting Software: Tally

Unit-V Application of Tally:

PracticalSuggested Readings:

1. *"Financial Accounting" by P.C. Tusian, Pearson Publication*
2. *"Financial Accounting" by S N Maheswari*
3. *"Financial Accounting" by S.M. Shukla*
4. *"Financial Accounting" by R. Narayanswamy, PHI*
5. *"Financial Accounting by Ashok Benerjee, Excel Books*

THE SYLLABUS OF BBA 206

Business Mathematics

Unit-I Quadratic and Simultaneous Equations-

Methods for solution, Nature of roots, simultaneous equation in two
unknowns, simultaneous equations in three or more than three unknowns.

Unit-II Progressions-

Arithmetical progression, geometrical progression and harmonical
progression.

Unit-III Sets-

Types, operation with sets, union, intersection, algebra of sets, Venn diagram,
Application of set theory, Cartesian product.

Unit-IV Matrices and determinants-

Definitions, types, algebra of matrices, multiplication, transpose, determinants, properties of determinants, Cramer's rule, Adjoint, inverse of a matrix.

Unit-V Interest-

Simple interest, compound interest.

Unit-VI Logarithms-

Calculation of logarithm of a number, antilogarithm.

Profit & loss and discount related problems.

Suggested Reading:

1. *Business Mathematics, Quazi Zameerudding, V.K. Khanna.S.K. Bhambri (Vikas Publishing House)*
2. *Business Mathematics, Dinesh Khattar (CBS Publishers)*

THE SYLLABUS OF BBA 301

Human Resource Management

Unit-I Introduction: Concept, Importance & Functions of Human Resource Management, Personnel management and Human Resource Management, Resource Planning.

Unit-II Employment of Personnel: Recruitment & Selection, Orientation, Placement, Promotion, Demotion & Transfer.

Unit-III Training & Development: Need, Importance, Techniques

Unit-IV Performance Appraisal: Concept, Process, Importance & Methods, Job Enrichment & Job Enlargement.

Unit-V Remuneration: Need for a Wage Policy, Devising a Wage Structure; Individual & Group Incentive Plans, National Wage Policy, Wage determination & fixation of India.

Suggested Readings:

1. *Mamoria, C.B. & Gankar, S.V. "Personnel Management" Himalaya Publishing House, 2001*
 2. *PELippo, Edwin B., "Personnel Management"*
 3. *Ahuja & Shukla, Human Resource Management, Kalyani Publishers.*
- Ashwathappa K., Human Resource and Personnel Management TMH*

THE SYLLABUS OF BBA 302

Business Laws

Unit-I Indian contract Act, Contract meaning, Essentials, consideration, capacity

Unit-II Free consent, Void Agreement, Quasi contracts Performance, discharge,

Unit-III Indian Partnership Act: Partnership: meaning, essentials, rights & obligations of Partners, dissolution of Partnership.

Unit-IV Indian companies Act: Company: Formation (registration, incorporation)

commencement of business, memorandum, Articles, Prospective

Unit-V Shares, Directions, Meetings, Winding-up

Suggested Readings:

Company Law, Avtar singh

Mercantile Law, Avtar Singh

Mercantile Law, Rohini Goel (Taxman)

Business Laws & Economic Legislations, V.R. Raju, HPH

THE SYLLABUS OF BBA 303

Management Accounting

Unit-I Definitions, scope, function, importance & limitations of management. Accounting, distinction between management accounting, financial accounting & cost accounting, role.

Unit-II Cash flow statement-Meaning, objectives, users and limitations of cash flow, CVP analysis, problems in cash flow analysis.

Unit-III Differential costing/Increment analysis as tool of decision making-concept of incremental cost, sunk cost, relevant & irrelevant costs etc.

Unit-IV Product and price decisions- Accepting the special order. Continue to operate or shut down.

Unit-V Make or but decisions-Adding or dropping the product line sell now or process in future.

Suggested Readings:

Cost Accounting

N.K. Prashad

Management Accounting Khan & Jain

Management Accounting Nisar Ahmad, Anmol Publications Financial,

Cost & Management Accounting, P. Periaswamy, HPH

THE SYLLABUS OF BBA 304

Marketing Management

Unit-I Meaning, Scope & Importance of Marketing, Old and New Concept of Marketing, Distinction between selling and marketing., Marketing Environment, Segmenting, Targeting and Positioning.

Unit-II Marketing Mix. - Concept of Product, Consumer Product and Industry Product, Product Planning and Development, packaging, Branding, Concept of Product life cycle.

- Unit-III** Importance of Pricing, Functions in Marketing affecting the price of a product/ Service, Price Decisions- Initial Price setting, Discount etc.
- Unit-IV** Distribution : Channel of distribution; Meaning and Importance, Factors affecting the choice of distribution channel, Distribution Middlemen : Their Role, Function and types Relating and wholesaling
- Unit-V** Promotion: Promotion Mix, Advertising, Publicity, Sales Promotion and Personal Selling.

References

Kotler, Phillin "Marketing Management, Analysis, Planning Implementation

THE SYLLABUS OF BBA 305

International Business

- Unit-I** Nature and Scope of International Business, types of international business, importance of international business, growing relevance of international Business.
- Unit-II** Introduction of International Trade, Meaning and Need of International Trade, Difference between Domestic and international Trade, Need for separate theory of International Trade, Theories of International Trade, Gains from international Trade/Foreign Trade.
- Unit-III** Government influence on trade:- Free Trade v/s protectionism, Balance of payment, Current Account and Capital Account, Disequilibrium in Balance of Payment, Its causes, consequences and cures.
- Unit-IV** International Economic Institutions:- IMF, World Bank, WTO
- Unit-V** Foreign Exchange Market:- meaning and need, functions, Financing Foreign Trade:- payment terms:- Letter of Credit, Documents:- Bill of lading, Commercial Invoice.

Suggested Readings:

1. *International Trade, Francis Cherunilam (Tata McGraw Hill)*
2. *International Business, Francis Cherunilam (PHI)*
3. *International Trade, Raj Agarwal (Excel Publications)*
4. *International Business, V. Sharan, Pearson Education)*

THE SYLLABUS OF BBA 306

Financial Management

- Unit-I** Introduction: (8 Sessions) Concept of finance, Scope and Objectives; Profit Maximization Vs Wealth Maximization, Organization of Finance Function, Functions of Finance Manager, Time value of Money.
- Unit-II** Financing Decision: (10) (Sessions) Operating, Financial leverage and Combined, Cost of capital-Equity, Debt. Preference shares, Retained Earning and Weighted Average cost of Capital, Capital Structure Theories.
- Unit-III** Working Capital : (8) (Sessions) Concept, Factors affecting Working Capital Requirement Working Capital Finance and components of working capital, Overview of cash, Inventory and Receivables Management.

Unit-IV Investment Decision (8) (Sessions) Capital Budgeting- Natures and Importance, Techniques of Capital Budgeting-Discounted and Non Discounted.

Unit-V Divided Decision- (6) (Session) Concept of retained earning and Plough back of profits, Walter's and Gordon's Model, Factor affecting dividend decision.

Suggested Reading:-

1. *Financial Management, I.M Pandey (Vikas)*
2. *Financial Management and Policy, Van Horne (Pearson Education)*
3. *Financial Management, Khan & Jain (Tata McGraw-Hill)*
4. *Financial Management, R.P. Rustagi (Galgotia)*
5. *Financial Management, P. Chandra, TMH*
6. *Fundamentals of Financial Management, V. Sharam, Pearson Education*

THE SYLLABUS OF BBA 401

Production & Operations Management

Unit-I Production and Production System Productivity, Types of Productivity, Productivity Index Techniques to improve productivity & benefits of Productivity to the organization.

Unit-II Site selection for plant location, factories that effect site selection process selection- Production process, benefits and draw backs of each process. Control for mass, batch and job production, flow process charts.

Unit-III Tools used in the Industry, Material handling equipments, Inventory planning, Maintenance Management, Types of maintenance plans, TPM- Japanese approach.

Unit-IV Forecasting technique for production planning, Product life Cycle PPC (Production planning and control) Time and motion study.

Unit-V Quality assurance certifications, ISO 9000 series, TQM Kaizen, Different types of statistical control models.

Suggested Reading:

1. *Chunawalla & Patel "Production and operation Management" , Himalaya Publishers*
2. *Agarwal & Babasubramaniam " Industrial Engineering". Pragati Prakashan*
3. *Nair N.G. " Production and Operations Management" , Tata Mac Grawhill*
4. *Ramamurthy P., Production and Operatinons Management, New Age International.*
5. *Water D., Operations Management, PHI*

Environmental Science

Unit-I The Multidisciplinary Nature of Environmental Studies

- Definition, scope and importance
- Need of public awareness of environmental degradation, Disaster Management, Floods, earthquake, cyclone and landslides.

Unit-II

Natural Resources: Renewable and non-renewable

- 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 and problems.
- Mineral resources : Use and exploitation, environmental effects of extraction and using mineral resources and case studies.
- Food resources : World food problems, changes caused by agriculture and overgrazing effect of modern agriculture, Fertilizer-pesticide problems, water logging, salinity, and 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 source, land degradation, man induced landslides, soil erosion and desertification.
- Role of an individual in conservation of natural resources.
- Equitable use of resources for sustainable lifestyles.

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 lectures, structure and function of the following ecosystem:-
 - a) Forest ecosystem
 - b) Grassland ecosystem
 - c) Desert ecosystem
 - d) Aquatic ecosystem (ponds, streams, lakes, rivers, oceans, estuaries)

Unit-IV

Biodiversity and its Conservation

- Introduction-Definition: genetic, species and ecosystem diversity.
- Biogeographical classification of India.
- Value of biodiversity: consumptive use, productive use, social ethical, aesthetic and option values.

- Biodiversity: global, national and local level.
- 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.

Unit-V

Environmental Pollution

- Definition, causes, effects and control measures of :-
- Air pollution, water pollution, soil pollution, marine pollution, noise pollution, thermal pollution, nuclear hazards.
- Solid waste management: causes, effect and control measures of urban and industrial wastes.
- Role of an individual in prevention of pollution.
- Pollution case studies.

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.
- 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 right
- Value Education
- HIV / AIDS
- Women & Child Welfare
- Role of Information Technology in Environment and human health.

Income Tax Law & Practice

Unit-I Definition of Important Term used in Income Tax, Agricultural Income, Gross Total

Unit-II Types of Resident, Individuals, H.U.F., Firms & other Association of persons, Companies, Scope of Total Income on fee basis of Residence Exceptions from Tax.

Unit-III Computations of Income under the Head “Salaries”
Computation of Income under the Head “House Property”
Computation of Income from Business & Profession.

Unit-IV Computation of Income from Capital Gains & Other Sources.
Computation of total Income of an individual clubbing & set of & carry forward of losses.

Unit-V Deductions (u/s 80 D to SOU) Rebate & Relief Assessment of total income

Suggested Reading:

- | | |
|--|---------------------------|
| 1. <i>Students Guide to Direct Taxes</i> | <i>Dr. V.K. Singhania</i> |
| 2. <i>Direct Taxes</i> | <i>Dinkare Pagare</i> |
| 3. <i>Income tax law & Practice</i> | <i>H.C. Mabhotra</i> |

BBA - 404

Research Methodology

- Unit-I** Meaning, Importance, Research in Management Functions, Research for Decision Makers.
- Unit-II** Research Design, Research Process, Defining the Research Problem & Formulation of Hypothesis.
- Unit-III** Data: Source of Data, Data Collection techniques, Designing & questionnaire, Questionnaire Vs Schedule, Sampling Scaling Techniques.
- Unit-IV** Data Analysis, Statistical tools used in Data Analysis.
- Unit-V** Project Report Writing, Types of Reports, Layout of Research Report, Presentation and Submission of Reports.

Suggested Reading

1. *Kothari C.R., Research Methodology*
2. *Luch et al, Marketing Research*
3. *Berry G.C. Marketing Research*

BBA - 405

Indian Economics

Unit-I Meaning of Economy, Meaning of Colonialism, British rule & Exploitation of India

Unit-II Nature of Indian Economy as a: Developing Economy Mixed Economy, Dualistic Economy.

Unit-III Public Sector, Private Sector, Co-operative Sector, Small-Scale Sector: Their Role, Performance & Importance.

Unit-IV Poverty & Unemployment: Their Meaning & Indian Scenario

Unit-V Industrial Policy: Meaning & Objectives, Industrial Policy 1956 & 1991, Industrial Sickness in India.

Suggested Reading:

1. *Dhingra, I.C. & Garg, V.K, Economic Development & Planning, Sultan Chand & Sons*
2. *Rudradutta & Sundaram, Indian Economy, HPH*

E-Commerce

Unit-I Introduction to e-commerce and its applications, types of e-commerce solutions, e-commerce framework, categorization (B2B, B2C, C2C, G2B, G2C)

Unit-II Introduction to e-commerce laws, transactions security, digital documents

Unit-III Electronic data interchange (EDI), EDI applications in business **Electronic payment systems:** Introduction to banking network in online commerce, digital economy, electronic funds transfer (EFT), SWIFT, smart cards, bar coding.

Unit-IV Consumer search, information search and retrieval, information filtering, digital copyrights, public policy issues, internet governance, internet service providers, internet connectivity options.

Unit-V Internet marketing, commercial issues, infrastructure issues, social and cultural issues, dot coms, emerging trends.

Suggested Readings:

1. *e-commerce, A managers guide to e-business by Parag Diwan and Anil Sharma, Excel Books*
2. *electronic commerce, A managers guide by Ravi Kalakota and Andrew B Whinston, Addison Wesley (Pearsons Publication)*
3. *Frontiers of e-commerce by Kalakota and Whinston, Pearsons publications*
4. *E-Commerce by Murthy, Himalaya Publishing House, Delhi*

Business Policy & Strategic Management

Unit-I Introduction: Nature and Scope of Business Policy, Concept of Corporate Strategy, Levels of Strategy, Strategic Decision Making and its Issues.

Unit-II Strategic Management: The Process, Models and their importance. Strategists and their role in Strategic Management.

Unit-III Strategy Formulation: Hierarchy of Strategic Intent, Environmental Appraisal, Organisational Appraisal, Corporate and Business level Strategies, Strategic Analysis and Choice.

Unit-IV Strategy Implementation: Aspects, Structural, Behavioral & Functional Implementation.

Unit-V Strategic Evaluation and Control: Control, Operational Control, Techniques of Control, Managing Strategic Change, Strategic Management Case Analysis Techniques.

Suggested Readings:

1. *Kazmi, A Business Policy & Strategic Management 2nd ed. New Delhi, Tata MC Graw Hill, 2002.*
2. *Miller, A & Dess. G.G. Strategic Management 2nd ed. New York. McGraw Hill, 1996*
3. *Banerjee, B.P. Corporate Strategies New Delhi, Oxford University Press. 1999.*
4. *Pearce. J.A. & Robinson, R.B. Strategic Management 3rd ed. New Delhi ATTBS, 1997*

International Marketing

Unit-I Nature, Scope & Challenges in International marketing, Difference between international marketing and domestic marketing, international orientation.

Unit-II Trends in India's foreign trade, modes of entry into international market, institutional infrastructure for export promotion, EOU, EPZs, SEZs

Unit-III International marketing environment, international strategies related to product, price, promotion and distribution.

Unit-IV International Economic institutions:- IBRD, IDA, IFC, IMF

Unit-V Ex-im policy marketing protection & barriers, multinational corporation – definition, types of MNCs, disadvantages and advantages of MNCs.

Suggested Readings:

1. *International Business Francis Cherunilam (PHI)*
2. *International Marketing, Sak Onkvisit & John J Shaw*
3. *International Marketing, RL Varshney & B. Bhattacharya (Sultan Chand)*
4. *International Business, Subba Rao (Himalaya Publishing House)*

Industrial Relations & Labour Laws

Unit-I Industrial Relations: Definition & Approaches of Industrial Relations, Industrial Conflicts, Types & Causes of Industrial Conflicts, Industrial Relation Policy.

Unit-II Industrial disputes: Preventive Measures, Bipartite & Tripartite Bodies, Ethical Codes, Standing Orders, Grievance Procedure, Collective bargaining, Workers Participation in Management.

Unit-III The Factories Act, 1948: Scope Definitions, Approval of Licensing & Registration of Factories the Inspection Staff, Health Safety, Welfare, Working Hours of Adults, Employment of Women & Young persons Leave with Wages, Penalties & Procedure.

Unit-IV The Industrial Disputes Act, 1917: Scope & Object, Definition, Authorities, Notice of change Regerence Settlement of Industrial Disputes, Strikes & Lock-outs, Lay off & Retrenchment.

Unit-VThe Workmens Compensation Act 1923: Object, Definition, Employer's Liability for Compensation, Amount of Compensation, Appeals

Unit-VI The Trade Union Act 1926: Object Definition, Registration, Rights & Liabilities of office Bearers Change of name. Amalgamation, Discussion & Returns.

Unit-VII The Payment of Wages Act, 1936: Object, Definitions, Application of the Act, Deductions, Maintenance of Registers & Authorities Claims.

Suggested Reading:

Industrial relations Arun

MonappaBare Acts

Industrial Law P.L. Malik

Financial Markets & Institutions

Unit-1 (8 Sessions) An overview of financial institutions, Role of Financial Institution, fundamentals of financial Market, Functions of financial markets, recent trends in Indian financial Market.

Unit-2 (6 Sessions) Types of financial institution, Money market & capital market institution, types of financial markets money markets, primary markets, secondary markets, overview of forward markets, option markets, forex market.

Unit-3 (10 Sessions) Reserve Bank of India:- role & functions, commercial Ban – role, functions, Structure & Performance.

Unit-4 (6 Session) Development Bank:- Overview, Role & Functions.

Unit-5 (10 Session) Mutual Funds – Introduction, Functions of mutual funds, management of other financial Institutions venture capital (concept function of venture capital)

Suggested Reading:-

1. *The Indian financial System, Vasant Desai (Himalaya Publishing House)*
2. *Management of Indian financial Institutions, R.M. Srivastava (Himalaya Publishing House)*
3. *Indian financial System by Khan & Jain.*

BBA - 505

Advertising & Sales Management

Unit-I Advertising Management

Introduction, Nature and Scope, role Social and Legal Aspects of Advertising.

Unit-II Advertising & Consumer Behaviour:

The Marketing Communication Process, Communication Mix, Attitude Measurement, Problems in Measuring & Scaling.

Unit-III Message Strategy:

Advertising Plan, Media Mix, Media Selection, Advertising Copy, Message tactics, Creative Approach, Measuring Advertising Effectiveness.

Unit-IV Sales Management

Definition & Objective, Theories of Selling, Personal Selling Process, The Sales organization: Purpose & types, Techniques for setting up a sales organization, Role & Responsibilities of a Sales Manager.

Unit-V Sales Force Management:

Recruitment, Selection & Training, Controlling using Territories & Quotas, Sales Meetings & Contests, Evaluation & Supervision of Salesperson.

Suggested Readings:

1. *Advertising Management, Chunawala & Sethla*
2. *Advertising Management, Mohan Mahendroo*
3. *Sales Management, Richard R. Still, Edward W. Cundiff, Norman A.P. Govoni.*

BBA - 506

Consumer Behaviour

Unit-I Consumer's need and motives, Consumer as a perceiver and learner, Influence of personality and attitude on buying behaviour, Cultural, Social and economic factors affecting consumer behaviour, Consumer attitude formation and change.

Unit-II Factors affecting purchase decision, fundamental process of sensation, perception, emotion, motivation, cognition, consumer decision-making.

Unit-III Group influences: Role, status, norms, family influences life cycle effects, family decision making.

Unit-IV Nicosia and Howard sheth model of consumer behaviour, VALS typology of market segmentation

Unit-V Adoption and diffusion of innovation, cognitive dissonance, socio-economic and cultural aspects of Indian consumer market.

Suggested Readings:-

Consumer Behaviour

Schiffman. LG and Kanuk, LL

Consumer Behaviour

Louden

Marketing and consumer behaviour

Vyas, Sham, Babu

Consumer behaviour in India perspective

Nair, R. Suja

Management Information System

Unit-I Definitions of MIS, Meaning & role of MIS, comparison of manual and computerized information system, Types of information systems, Managerial use of information systems, Type of information systems, Managerial use of information systems, Sources & users of information system in the organization, framework of MIS, development of Information systems Information needs based on the hierarchy of management, Reasons for success and failure of information systems.

Unit-II Hardware and software selection for implementation of information systems, Introduction to LAN, Wan, Types of softwares, operating systems, Introduction of databases - fields records, need for databases, users training, DSS systems, Executive information system Expert system.

Unit-III Information systems planning to support long and short-range operations, Systems approach to development of information systems, Role of information systems in integrating the various functional departments in an organization.

Unit-IV Systems analysis – Systems development Life Cycle, Attributes of a systems Analyst. Top management support in MIS implementation, Tools used by the systems analyst DFD. Decision tables.

Unit-V Case studies related to MIS implementation in various organizations

Suggested Reading:-

James O Brian: "Management Information Systems" Galgotia publications

Rajaraman V "Systems Analysis and design of Information system "Eastern Economy Edition.

Elias M. Awad "Management Information Systems", Galgota publications

David Olson "Management Information System", tattoo Mac Grawhill

Jawadekar W.S. "Management Information Systems" Tata Mac Grawhill

BBA - 602

Entrepreneurship & Small Business Management

Unit-I Introduction: The New Concept of Entrepreneur, Entrepreneurial Functions, Entrepreneurial skills, Nature and importance, Types of entrepreneurs, Women Entrepreneurs.

Unit-II Entrepreneurship; Theories, Environment, Strategies and barriers of entrepreneurship; Creativity and innovation; Entrepreneurship Development Programmes.

Unit-III Establishing Small Scale Enterprise: Opportunities Scanning, Market Assessment for Small Scale Enterprise, Selection of site and choice of Technology; Project formulation and project report.

Unit-IV Institutional Support for SSI; Incentives & Subsidies for Small units; Technological upgradation, Marketing & Financial management in Small Enterprises; Sickness in SSI sector.

Suggested Readings:-

Shukla, M.B. "Entrepreneurship and Small Business Management" Kitab Mahal, Allahabada

*Sali, Bhanu. "Entrepreneurship Development"
Desai Vasant. "Management of Small Industry"*

Desai, Vasant. Dynamics of entrepreneurial Development and Management.

BBA - 603

Project Management

Unit-I Project Management- Nature, concept, Process of project management, Different types of needs leading to different types of projects under BMRED (Balancing, Modernization, Replacement, Expansion and Diversification)

Unit-II Project identification, generating and screening of project ideas, market and demand analysis, preliminary screening of projects, monitoring of environment.

Unit-III Financial techniques for project appraisal and feasibility, Capital Budgeting- discounted cash flow and non-discounted cash flow methods, social cost benefit analysis and economic rate of return.

Unit-IV Project Financing:- Sources of development finance, Institutional finance to entrepreneurs, Project financing in India.

Unit-V Project Review and Administrative Aspects-Performance evaluation, abandonment analysis Behavioural issues in Project abandonment, administrative aspects of capital budgeting.

Suggested Readings:-

1. *Projects planning, analysis selection, implementation & review, prasanna Chandra (Tata Mc-Graw-hill)*
2. *Project management, Vasant Deasi (Himalaya publishing house)*

BBA - 604

Rural Marketing

Unit-I Introduction: Importance of rural management, Agricultural and Non-Agricultural Section of Economy.

Unit-II Rural Development: Issues in rural development, Major problems of rural India, Schemes and policies for rural development.

Unit-III Rural Marketing: Characteristics of rural consumers, Village economy sources, Marketing of seeds, fertilizers, pesticides and machinery

Unit-IV Rural Finance: Rural Financial environment, Organization of rural credit supply, credit planning and implementation of credit programs for rural development, Saving and deposits mobilization in rural India, Financing of working capital and fixed capital, Monitoring, control and recovery of rural credit

Unit-V Co-operative Management: Co-operation: meaning and objectives, Development of Co-operatives in rural areas, Co-operative credit societies, Co-operative marketing, Evolution of some successful co-operative organizations.

Suggested Readings:-

Sadhu & Singh, : "Fundamentals of Agricultural Economics" Himalaya Publishing House.

Desai R.G. "Agricultural Economics" Himalaya Publishing House

Singh S, "Rural Marketing Management" Vikas Publishing House

Singh, K., Rural Development – Principles, Policies and Management" Sage Publications

BBA - 1

Marketing Services

Unit-I Nature and Definitions of Services. Differences in goods Versus Services Marketing. Services marketing Mix. Trends in Services Marketing. Classification of Different Types of Services.

Unit-II Positioning And Differentiation of Services, Positioning Process. Consumer Behavior in Services: Consumer Purchase Behavior in Services. Consumer Decision Making, Creating the service Product – Stages in New Service Development, Service Blueprint.

Unit-III Distributing Services – Distribution in Service Context, Services Distribution Planning, Options for Service Delivery, Key Intermediaries for Service Delivery and Strategies for Effective Service Delivery

Unit-IV Marketing Research for Services, Marketing Planning for Services, Internal Marketing, Relationship Marketing.

Suggested Readings:-

Service Marketing- The Indian Perspective By Ravi Shankar (Excel Books)

Service Marketing – People, Technology, Strategy By Christopher Lovelock & Jochen Wirlz (Pearson Education)

Service Marketing By Christopher H. Lovelock (Prentice Hall of India) Service Marketing- Integrating Customer Focus Across the Firm By Valarie A. Zeithaml & Mary Jo Bitner. (Tata Mc-Graw Hill)

BBA - 2

B.Voc- BANKING AND FINANCE SERVICES

ORDINANCE

FOR

BBA-3 B.Voc- BANKING AND FINANCE SERVICES

Offered by



KUMAUN UNIVERSITY, NAINITAL

2018-2019

By



Deen Dayal Upadhyay Kaushal Kendra

S.B.S. Government P.G. College,

Rudrapur (U.S. Nagar)

BBA - 4

Uttarakhand

Rules and Syllabi of Bachelor of Vocational Degree in Banking and Finance Services Programme

1. Definition:

The title of the Programme shall be Bachelor of Vocational Degree in Banking and Finance Services or B.Voc- Banking and Finance Services of Kumaun University, Nainital. The Bachelor of Vocational Degree in Banking and Finance Services Programme shall be a full time three years (Six semesters) Programme of Teaching, learning and skill oriented.

2. Number of seats:

2.1. The Number of seats in B.Voc- Banking and Finance Services Programme is presently Fifty (50) which was sanctioned by University Grants Commission (UGC). The number of seats can be increased by the competent authority of UGC / University / Government from time to time. Out of these seats reservation shall be applicable as per the university/Govt. rules.

2.2. If the required number of candidates in any of the reserved category is/are not available, the vacancies under such circumstances will be filled up out of general category candidates as per the rules, provided such candidates are eligible otherwise.

3. Eligibility:

3.1. Eligibility for these seats shall be Intermediate in any Stream and from any authorized Board (either Regular or Open Board) with minimum passing marks.

3.2. There is no Age limit for the candidate for the admission in this Programme.

4. Admission:

4.1. The candidates for admission to the first year of B.Voc- Banking and Finance Services Programme shall be selected as per the merit obtained through Entrance Test / or Intermediate merit and Personal interview.

4.2. The details of the Entrance test and the rules for admission to the Programme shall be as prescribed by the University/State government from time to time.

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- 4.3. Candidates who fulfill the eligibility conditions as enumerated earlier shall be allowed totake admissions on or before the last date specified for the purpose.

5. Fee

- 5.1. A candidate selected for admission shall be required to pay the prescribed fees i.e. Rs4000 (four Thousand) in full and should secure admission on or before the last date notified for the purpose. Failure to do so will result in forfeiture of his/her claim for admission and the vacant seats will be offered to the next candidate.
- 5.2. Fee payable per semester /year can be increased as decided by the Advisory Committeeof DDUKK / State Government / University from time to time.
- 5.3. The fee shall be payable through Cash / Cheque / Demand Draft drawn in favor of Principal DDU Kaushal Kendra, SBS Govt. P.G College, Rudrapur or through any other mode as notified by the authorities.
- 5.4. Any fee, once paid shall not be refundable except as prescribed by regulatory authorities.
- 5.5. The receipts and grants shall be utilized exclusively on facilities to be provided for smooth running of the B.Voc- Banking and Finance Services Programme.
- 5.6. Examination fee will be additional as per University rules per semester.
- 5.7. Assessment fee will be additional as per NSDC / Assessment Authority i.e., BFSI Sector Skill Council

6. Course Curriculum and duration:

- 6.1. Total duration of Bachelor of Vocational Degree in Banking and Finance Services Programme shall be three academic years.
- 6.2. The curriculum for the B.Voc- Banking and Finance Services Programme shall be divided into three years (6 semesters). It shall include lectures, Lab, practicals, seminars, workshops and project work etc. in addition to industry training. Programme shall also include co-curricular and extracurricular activities as prescribed from time to time.
- 6.3. There is no time boundations for completing the Bachelor of Vocational Degree in Banking and Finance Services Programme.
- 6.4. The Duration of the Course for the award of 'Certificate' / 'Diploma' / Advance Diploma and B.Voc- . Degree to the successful learners in both skills and general education components of the curriculum may be done as illustrated at Table 1.

Table 1

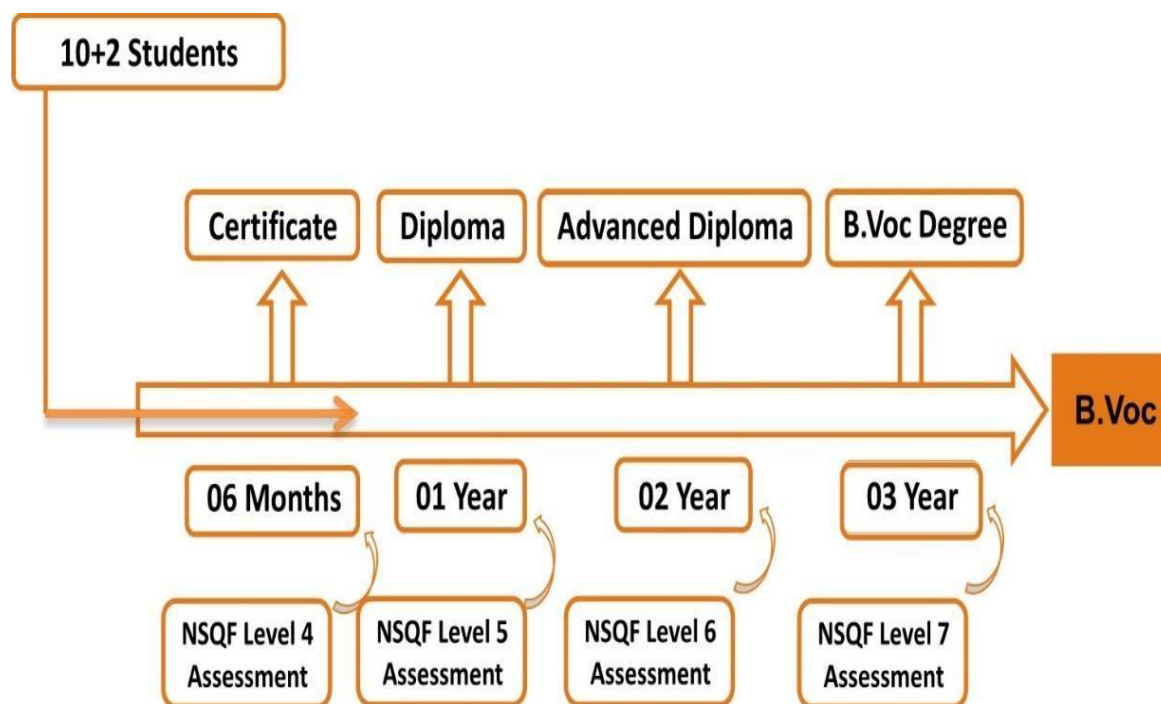
S.No.	Course	Semester	Duration
1.	Certificate in Banking & Finance Services	1 (One)	Six Month (6 Month)

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2.	Diploma in Banking & Finance Services	2 (Two)	One-Year (12 Month)
3.	Advance Diploma in Banking & Finance Services	4 (Three)	Two-Year (24 Month)
4.	B.Voc- . in Banking & Finance Services	6 (Six)	Three- Year (36 Month)

6.5. Assessment of Skill Component under NSQF in Vocational Courses

The Students have the option to exit at different stages as per their needs. An academic progression for the students in vocational stream is illustrated below:



7. Attendance :

- 7.1. Every student is required to attend all the lectures, Lab, tutorials, practical and other prescribed curricular and co-curricular activities. He must have at least 75 percent attendance in lectures / Lab /practical.
- 7.2. No student shall be considered to have pursued a regular course of study unless he is certified by competent authority of the department to have attended the 3/4th of the total

BBA - 7

number of lectures, Lab, tutorials and practical conducted in each semester during his course of study. The authority may permit a student to proceed to next semester, who falls short of the required percentage of attendance by not more than 10 percent of the lectures, Lab, practical and tutorials conducted during the first/ second/third/fourth/fifth and Sixth semester for the course provided that he fulfills other conditions.

8. Scheme of Examination and Evaluation:

8.1. The maximum marks allotted for all papers shall consist of marks for end-semester examination (both theory and practical as applicable) and internal assessment. Each paper will carry 70 marks, out of which 30 marks will be reserved for internal assessment. The scheme of examination and evaluation is provided in Annexure-I.

8.2. Student's performance shall be evaluated through continuous assessment in the form of test, assignment, practical, Lab, seminar, workshop, viva-voce, class participation, industrial visit, field work, conduct and discipline. Weightage given to each of these factor for internal assessment shall be as follows:

a) Mid-term test	10 Marks
b) Presentation/ assignment/Workshop/Seminar/ Quiz etc	10 Marks
c) Industrial visit/ Field work / Extra Curricular activities etc	05 Marks
d) Attendance/ Class participation/Conduct/discipline etc	05 Marks
Total	30 Marks

8.3. A student who fails to participate in classes, term paper, test, practical etc. may be debarred from appearing in the examination and no internal assessment marks will be provided. His internal assessment marks will be given when he attends regular classes in the next appropriate session. No special classes shall be conducted for him.

8.4. The remaining 70 marks in each theory paper shall be awarded on the basis of written end session examination of three hour duration at the end of each semester.

8.5. Every candidate shall have to undergo summer training for two to five weeks duration in a reputed business/ industrial organization at the end of second semester. Upon completion of the training, each student will be required to submit the detailed report along with a softcopy

8.6. The Minimum marks for passing the examination for each semester shall be 45 percent in each paper 50 percent in practical, project/training report, viva-voce and 50 percent in aggregate of the semester.

8.7. To be promoted to B.Voc- Banking and Finance Services II-year, the candidate shall have to pass four (04) out of six (06) theory papers of B.Voc- Banking and Finance Services I-year, (i.e. Semester I & II combined).

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Provided that candidates who fail to secure 45 percent marks in more than one papers in the first semester of B.Voc- Banking and Finance Services I-year shall have to seek re-admission/continuation in the subsequent academic session. Provided further that candidates who fail to secure 45 percent marks in more than two papers of B.Voc- Banking and Finance Services I-year (i.e. Semester I & II combined) shall not be allowed to pursue a course of B.Voc- Banking and Finance Services II-year and shall have to appear in all papers of B.Voc- Banking and Finance Services I-year examination in the subsequent academic session as a regular or an ex-student. Same provisions will apply to the students studying in B.Voc- Banking and Finance Services II-year.

- 8.8. A candidate admitted to the examination in any semester who has secured the minimum marks to pass in each paper but has not secured the minimum marks to pass in aggregate, may re-appear in any or all of those papers subject to maximum of three papers of the semester concerned in which he has secured less than 50 percent marks, so as to secure the minimum marks prescribed to pass in aggregate.

Provided that if any candidate obtains less than 50 percent marks in aggregate in B.Voc- Banking and Finance Services I year, shall be allowed to appear for improvement in a maximum of two papers along with the B.Voc- Banking and Finance Services II-year examination in the subsequent academic session.

Provided further that if any candidate obtains less than 50 percent marks in aggregate of B.Voc- Banking and Finance Services I year and II-year combined, shall have to appear for improvement in any or all papers of B.Voc- Banking and Finance Services II-year in which he has obtained less than 50 percent marks, in the subsequent academic sessions as an ex-student to make 50 percent marks in aggregate.

- 8.9. Candidate shall be allowed to appear in back paper examination only in the regular examination of the appropriate semester in the subsequent academic session without any limit on number of attempts during permissible tenure of the Programme. However, Candidates appearing in the final semester examination may be allowed to appear in all the back papers of previous semesters subject to payment of special fee as decided by the appropriate authority of University.

Provided that internal assessment marks of back papers shall not be changed for a promoted candidate or an Ex-student. However, if failed candidate seeks re-admission then candidate's internal marks shall be awarded afresh.

The students of final year will be provided with facility of special back paper of VI semester within one month after the declaration of the result of final semester.

Back paper facility shall be available in project/viva-voce/practical examinations as per university rules.

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8.10.Guidelines for paper setting shall be as provided in the Annexure- II.

9. Award of Degree:

Successful candidates shall be classified on the basis of the combined results of I-year, II-year and III- year examinations as follows:-

First Division with Distinction: 75 percent marks in aggregate or above.

First Division: 60 percent marks in aggregate or above but less than 75 percent.

Second Division: 50 percent marks in aggregate or above but less than 60 percent.

10. Miscellaneous :

- i. The Advisory Committee of DDU Kaushal Kendra can make any change in the scheme, particularly in respect of the courses prescribed, with a view to adopt and cope with the rapidly changing scenario on the one hand, and to meet the requirements of the jobs created in different sectors of the economy on the other.
- ii. Academic & Industrial tour /visit may be organized by the department for the students.
- iii. Head of the department may grant waiver/relaxation in attendance during the any semester to the students who have got the job placement.
- iv. Use of ordinary calculator (Non-scientific, Non-programmable) is permitted in numerical type papers/courses only.
- v. The medium of instruction for the Programme will be English and Hindi both.
- vi. Any aspect not explicitly mentioned in these ordinances shall be decided by the Advisory Committee / Vice- Chancellor in consultation with the Head of the Department and which will be the final and binding on all concerned.
- vii. All disputes are subject to Nainital Jurisdictions.

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FIRST- YEAR

SEMESTER - 1

Course Title I: Principles of Banking BVBFS-101)

Course credits: 4

Course contents/Syllabus:

Sr. No.	Module	Key Learning Outcomes	Weightage (%)
1	Introduction to Banking	<ul style="list-style-type: none">• Introduction and History of Banking and financial institutions in India: Commercial Banks, Cooperative Banks, Regional Rural Banks, Agriculture and Rural Development Banks (SLDBs),• Development Banks and NBFCs; their constitution, Functions, Working and Evolution.• Reserve Bank of India: Traditional and Developmental Functions and Working. Objectives, Instruments of Monetary Policy. Credit and Credit-Creation, Methods of Credit Control.	25%
2	Basics of Banking	<ul style="list-style-type: none">• Understanding the types of Deposits and explain features, benefits, variants of Savings, Current, Fixed and recurring deposit• Types of Loans- Retail lending, secured and unsecured• Understanding the rights, duties and responsibilities of bankers and banker-customer relationship	25%
3	Banking Business and Banking Regulation	<ul style="list-style-type: none">• Nature of Banking Business: Socio, Economic and legal environment of banking business in India – official regulation and control over banks in India:• Banking Regulation Act, 1949, Reserve Bank of India Act, 1934, Banking companies Act, 1970 etc – Diversification of Banking in India.	25%

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4	Forms of Banking and Banking System Reforms	<ul style="list-style-type: none">• Forms of Banking: Branch Banking, Unit Banking, Group Banking, Chain Banking, Correspondent Banking. Process of Bank Management; Branch location policies and decisions, organizational Structure of Commercial Banks in India.• India Department set up of Head office, Zonal Office, Regional office and Branchy offices. Delegation of authority in banks.• Banking System Reforms-Reports of Committees, Chakravarty Committee, Narasimham committee I& II.	25%
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Suggested Readings:

- Commercial Banking by Indian Institution of Bankers volume I, II and III
- Report of committee on Customer Service by Indian Banks Association
- Indian Financial System by H.R.MachirajuVasanth Desai, Indian Banking- Nature and Problems, Himalaya Pub.House, Mumbai.
- Khan, M.Y., Indian Financial System, Tata McGraw Hill Publishing Comp. Ltd., New Delhi
- Guruswamy, S., Banking in the New Millennium, New Century Publications, New Delhi
- Uppal R K, & Rimpi Kaur, Banking Sector Reforms in India, New Century Pub., New Delhi

Course Title: II Business Correspondent and Business Facilitator BC/BF (BVBFS-102)Course

credits: 4

Course contents/Syllabus:

Srl. No.	Module	Key Learning Outcomes	Weightage (%)
1	Know Your Customer Documents and procedures	<ul style="list-style-type: none">• Introduction of Banking• Understand what is KYC• Identify what documents are required for KYC• State alternatives in case certain documents are not available	25%

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2	Form Filling – manual & Electronic	<ul style="list-style-type: none"> • Understand various forms • Be able to fill various forms independently 	
3	Account Opening Process	<ul style="list-style-type: none"> • Facilitate account opening, filling up of forms, KYC formalities. • Facilitate filling up of loan application forms and submission of necessary documents • Facilitate opening of fixed deposits, advice regarding micro insurance and investment products. • Handle queries, follow up to resolve complaints • Coordinate for submission of documents, verification, and account opening. • Communicate account details to the customers, handover deliverables like smart card/debit card. 	25%
4	Cheque acceptance and pay – in- slip process	<ul style="list-style-type: none"> • Understand what is a cheque • Know dos and don'ts of cheques. • Understand validity of cheques and what makes cheques invalid • Know how to fill a pay in slip • Identify errors and mistakes in filling a pay in slip 	
5	Banking in the digital era	<ul style="list-style-type: none"> • Understand Digital Banking • Be aware of what services can be available online • Learn how to navigate various websites of banks 	
6	Understanding Wallets, BHIM, UPI	<ul style="list-style-type: none"> • Understand different wallets • Know rules and regulations around wallets • Be able to transfer money to wallets • Be able to transfer money from wallets to bank accounts • Be able to make payments from wallets • Be able to receive payments from wallets • Understand UPI and BHIM • Be able to operate and use UPI and BHIM 	25%
7	Understanding NEFT / RTGS	<ul style="list-style-type: none"> • Know what is NEFT, RTGS and IMPS • Know the limits and timelines around each of the above • Should be able to use each of the above independently 	

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8	Risks in Online Banking	<ul style="list-style-type: none">• Know about the risks in online banking• Use of passwords, strong passwords, weak passwords	25%
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Suggested Readings:

- Practice of Law of Banking by H. R. Suneja
- Banking Law and Practice by P. N. Varshney
- Practice of Banking Advances by Bedi and Hardikar
- Law and Practice of Banking by P. N. Varshney and GopalSwaroop
- Banking- Theory, Law and Practice by Gordon & Natarajan
- Practice and Law of Banking by B. S. Khubchandani
- Law and Practice of Banking by S. K. Davar
- Banking Law and Practices in India by Tannan

Course Title: III Mutual Fund Agent (BVBFS-103)Course

credits: 4

Course contents/Syllabus:

Srl. No.	Module	Key Learning Outcomes	Weightage (%)
1	Basics of Mutual Funds	<ul style="list-style-type: none">• Introduction• History of Mutual Funds• Structure of Mutual Funds• Financial Planning and Potential and Potential Investors• Role of a Mutual Fund Agent• Legal & Regulatory Environment• Macro-Economic Environment	25%
2	Marketing and Sale of Mutual Funds	<ul style="list-style-type: none">• Structure of Mutual Fund Products• Accounting of Mutual Funds• Tax and Tax-Related Regulations• Financial Planning• Marketing of Mutual Funds	

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3	Assist with purchase of Mutual Funds	<ul style="list-style-type: none">• Offer Documents and Application Forms• Account Opening and KYC Process• Modes of Investment• Timing of Investment• Risk Allocation and Portfolio Selection	
4	Perform after-sales activities	<ul style="list-style-type: none">• Customer Relationships• After Sales Services	
5	Employability & Entrepreneurship Skills	<ul style="list-style-type: none">• Personal Strengths & Value Systems• Digital Literacy : A Recap• Money Matters• Preparing for Employment & Self Employment• Understanding Entrepreneurship• Preparing to be an Entrepreneur	

Suggested Readings:

- Mutual fund Agent : By Indian Institute of Banking & Finance
- Indian Mutual Funds Handbook: A Guide for Industry Professionals and Intelligent Investors: By Sundar Sankaran.
- Indian Mutual funds for Beginners: A Basic Guide for Beginners to Learn about Mutual Funds in India: By Vipin Kats
- Mutual Fund Handbook for IFAs Paperback : By Brijesh Dalmia
- Mutual Fund Distributors : By National Institute of Securities Markets(NISM)

BBA - 15**SEMESTER -2****Course Title – IV Dealer BFSI (BVBFS-201)****Course credits: 4****Course contents/Syllabus:**

Srl. No.	Module	Key Learning Outcomes	Weightage (%)
1	Basics of Equity markets and market instruments	<ul style="list-style-type: none">• Understand what is Stock markets & market instruments• Appreciate role of stock markets in the economy, the importance of regulator (SEBI).• Get an overview of primary and secondary markets• Understand the difference between trading account and Demat accounts• Understand the role of brokers and process of membership in equity markets	25%
2	Know Your Customer Documents and procedures	<ul style="list-style-type: none">• Understand what is KYC• Identify what documents are required for KYC• State alternatives in case certain documents are not available	
3	Form Filling – manual & Electronic	<ul style="list-style-type: none">• Understand various forms – trading a/c and Demat a/c• Be able to fill various forms independently	
4	Trading terminal	<ul style="list-style-type: none">• Understand and learn how to use the trading terminal• Learn how to Create a market watch• Learn how to execute buy and sell transactions• Know how to check the order book• Understand how to check the Demat holding statement• Learn to practise technical analysis and fundamental analysis	25%
5	Punching orders on the terminal	<ul style="list-style-type: none">• Understand types of order entries• Learn short cuts of the trading terminal• Know how to place orders and give	

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		confirmations	
6	Clearing and settlement procedures and pay-in payout obligations	<ul style="list-style-type: none">• Understand role of the clearing house and its members• Be aware of method of paying and payout obligations• Learn how process paying and payout requests	25%
7	Rules and regulations for Demat accounts	<ul style="list-style-type: none">• Understand dematerialisation and rematerialisation• Know rules and regulations of Demat accounts• Be able to fill a Demat slip• Be able to punch in transfer of securities• Learn the importance of POA• Be able to settle off market trades	
8	Understand client positions and create reports	<ul style="list-style-type: none">• Know what is the client's position• Know the method of creating reports• Should be able to interpret reports and client position	25%
9	Risks in Equity Markets	<ul style="list-style-type: none">• Know about the risks in equity markets• Understand the methods of reducing risks• Be aware of human error risk and ways of resolving it	
10	Review client portfolio and advising on changes	<ul style="list-style-type: none">• Learn how to review client portfolios• Know how to help them make changes• Practise how to make model portfolios• Help your client make a well diversified portfolio	

Suggested Readings:

- Treasury Management: By Indian Institute of Banking & Finance, Macmillan.
- The Handbook of Fixed Income Securities: By Frank J. Fabozzi, Tata McGraw Hill.
- Fixed Income Securities Valuation, Risk and Risk Management: By K. N. Mukherjee NIBM, 2014.

BBA - 17

- Securities Markets Foundation : By National Institute Of Securities Markets (NISM)

Course Title –V Managerial Economics (BVBFS-202)Course

credits: 4

Course contents/Syllabus:

Srl. No.	Module	Key Learning Outcomes	Weightage (%)
1	Economics and Managerial Economics	<ul style="list-style-type: none">• Introduction and Meaning of Economics and Managerial Economics• Micro and Macro Economics- Scope and Importance• Managerial Economics-Scope, Importance and Limitations• Responsibility of Managerial Economics	25%
2	Meaning and Importance of Consumption	<ul style="list-style-type: none">• Introduction and Meaning of Consumption• Utility – Marginal and Total Utility• Law of Diminishing Marginal Utility• Demand and Law of Demand, Elasticity of Demand• Law of Supply and Elasticity of Supply• Indifference Curves Meaning and Characteristics• Consumers Surplus	
3	Theory of Production and Cost	<ul style="list-style-type: none">• Theory of Production Returns to Variable Factor• Production Function- Law of Diminishing• Return to Scale- Constant Return, Increasing Return and Decreasing Return• Cost- Concepts of Costs, Money Cost, Opportunity cost, Marginal Cost and Total Cost• Short-Run Cost Function and Long-Run Cost Function	

BBA - 18

4	Distribution and Theories of Distribution	<ul style="list-style-type: none">• Introduction and Meaning of Distribution• Marginal Productivity and Modern Theory of Distribution• Rent Meaning and Definition-Ricardian and Modern Theory of Rent• Wages Meaning and Definition and Theories of Wages and Modern Theory of Wages• Interest Meaning and Definition – Classical Theory, Neo Classical Theory, Keynes's Theory and Modern Theory Interest• Profit Meaning and Definition- Rent, Wages, Marginal Productivity and Modern Theory of Profit	25%
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Suggested Readings:

- Managerial Economics by Dr. Man Mohan Prasad & Dr. Kamini Sinha
- Managerial Economics by D.S Dwivedi
- Managerial Economics by H.L. Ahuja
- Managerial Economics by Narayanan Nadar E

Course Title –VI Basic Accounting (BVBFS-203)Course

credits: 4

Course contents/Syllabus:

Srl. No.	Module	Key Learning Outcomes	Weightage (%)
1	Introduction to Accounting System	<ul style="list-style-type: none">• Accounting concepts• Need for Accounting• Function of Accounting• Branches of Accounting• Accounting Cycle• Limitation for Financial Accounting• Accounting Terminology	25%
2	Accounting Equation	<ul style="list-style-type: none">• Introduction and Meaning• Accounting Equation• Effects of Business Transactions on Accounting Equation	

BBA - 19

		<ul style="list-style-type: none"> Rules of Accounting Equation 	
3	Double Entry System	<ul style="list-style-type: none"> Introduction and Meaning Classification of Accounts Rules of the Double Entry System or Rules of Debit and Credit Analysis of Transactions Advantages and Disadvantages of Double Entry System 	
4	Journal	<ul style="list-style-type: none"> Introduction and Meaning of Journal Objectives of Journal Rules of Journalizing Analysis of Transactions Miscellaneous Journal Entries Advantages and Disadvantages of Journal 	25%
5	Ledger	<ul style="list-style-type: none"> Introduction and Meaning of Ledger Format or Ruling of Ledger Ledger Posting Balancing of Accounts Difference between Journal and Ledger Advantages of Ledger 	
6	Trial Balance	<ul style="list-style-type: none"> Introduction and Meaning of Trial Balance Objectives of Trial Balance Methods of Preparing Trial Balance Advantages of Trial Balance Limitations of Trial Balance Errors of Trial Balance Location of Errors in Trial Balance 	25%
7	Sub-Divisions of Journal	<ul style="list-style-type: none"> Introduction and Meaning of Sub-Divisions of Journal General Journal or Journal Proper Special Journal or Subsidiary Books Purchase Book Sales Book Purchases Return Book Sales Return Book Bills Receivable Book Bills Payable Book 	

BBA - 20

8	Cash Book	<ul style="list-style-type: none">• Introduction and Meaning of Cash Book• Meaning of Cash Book• Cash Book As a Principal Book of Accounts• Types of Cash Book• Simple or Single Column Cash Book• Two Columnar Cash Book or Double Column Cash Book• Three Columnar Cash Book or Triple Column Cash Book• Bank Cash Book• Petty Cash Book	25%
9	Final Accounts	<ul style="list-style-type: none">• Introduction and Meaning of Final Accounts• Ascertainment of Income• Trading and Profit and Loss Account• Balance Sheet• Limitations of Final Accounts• Precautions while Preparing Final Accounts• Manufacturing Account	
10	Application of Computers in Accounting	<ul style="list-style-type: none">• Introduction and Meaning of Application of Computers in Accounting• Relationship of Computerized Accounting and Financial Accounting• Evolution of Computerized Accounting System• Components of Computerized Accounting System• Stages of Accounting Data Processing• Components of Computers in Accounting• Applications of Computerized Accounting System• Advantages of Computerized Accounting System• Importance of Computerized Accounting System• Limitations of Computerized Accounting System ‘	25%

Suggested Readings:

BBA - 21

- Basic Accounting by Rajni Sofat, Preeti Hiro.
- Fundamentals of Accounting by Donatila Agtarap-San Juan.
- Accounting Handbook (Barron's Accounting Handbook):By Joel G. Siegel , Dr. Jae K. Shim
- Basic Accounting Simplified by Alvin L. Lesser & Gary S. Lesser

SECOND – YEAR

SEMESTER – IIIrd

Course Title –VII Financial Inclusion Officer (BVBFS-301)

Course credits: 4

Course contents/Syllabus:

Srl. No.	Module	Key Learning Outcomes	Weightage (%)
1.	Finance Life Cycle	<ul style="list-style-type: none">• Understand concepts of Income, Savings and Consumption• Understand the importance of Savings• Understand the difference between savings and investments	25%
2.	Concept of Time Value of Money	<ul style="list-style-type: none">• Present Value, Future value, Relevance of time preference for money, Reasons for changing time value of money,• Annuities• Calculations of EMI	
3.	Financial Planning and Advising	<ul style="list-style-type: none">• Introduction to Financial Planning• Importance of financial planning• Objectives of financial planning• Need for financial planning	
4.	Tax Planning	<ul style="list-style-type: none">• Personal Income Tax Rates• Personal Income Tax Deductions – Scope of Section 80	

BBA - 22

		<ul style="list-style-type: none"> • C of Income Tax Act • Instruments available for Tax Planning • Insurance – Life Medical Insurance • Housing Loan o • NPS 	25%
5.	Insurance Planning	<ul style="list-style-type: none"> • Concept of Risk • Concept of Insurable Interest • Human Life Value • Importance of Medical insurance • Endowment Products • Money Back Products • Pension Products • Unit Linked Insurance Products 	
6.	Retirement Planning	<ul style="list-style-type: none"> • Concept of Retirement Planning • Defined Benefit Plans vs. Defined Contribution Plans • Public Provident Fund • Employee Provident Funds • Pension Plans of Insurers • National Pension Scheme 	25%
7.	Goal Setting	<ul style="list-style-type: none"> • Setting Customers Goals • Short Term, Long Term and Medium Term Goals • Vacations o Marriage • Buying a House • Buying a Car • Children's education • Children's marriage • Retirement • Quantifying Goals 	
8.	Asset Classes	<ul style="list-style-type: none"> • Identifying different Asset Classes for Investments • Debt as an Asset Class • Equities as an Asset Class • Real Estate as an Asset Class 	

BBA - 23

		<ul style="list-style-type: none">• Mutual Funds as an Asset Class• Gold as an Asset Class	25%
9.	Risk Profiling	<ul style="list-style-type: none">• Identifying Customers Risk Profile.• Asset allocation based on Risk Profile• Portfolio Rebalancing	
10.	Preparation of a Financial Plan	<ul style="list-style-type: none">• Preparation of Comprehensive Financial Plan using Case studies	

Suggested Readings:

- BFSI Participant Handbook for Financial Inclusion Officer by NSDC
- Financial Inclusion in India by N. Mani
- Financial Inclusion, Inclusive Growth & the Poor by Padmaja Mishra
- Financial Inclusion An Overview :A Road Map For Inclusive Growth by Susanta Kumar Sethy

Course Title –VIII Micro Finance and Debt Recovery Agent (BVBFS-302)Course

credits: 4

Course contents/Syllabus:

Srl. No.	Module	Key Learning Outcomes	Weightage (%)
1	Financial Inclusion	<ul style="list-style-type: none">• Describe Financial Inclusion/ Exclusion• Describe Role of Women in Economic upliftment of families; Reasons for FI, Latest Schemes of Government like PMJDY, Atal Pension Yojana	25%
2	Deposit and Credit Products	<ul style="list-style-type: none">• Explain deposit products offered by MFIs, types of customers who can avail of these products, features, application process.	

BBA - 24

		<ul style="list-style-type: none"> Explain retail loans, MSME loans, Agri Loans, micro loans, features of each type of loan. 	
3	Loan Documentation and Disbursement	<ul style="list-style-type: none"> Required Documents for loan sanction, terms and conditions. Branch Confirmatory Meetings, Documents checking, obtaining signatures in relevant documents and disbursement of loan - process involved. 	25%
4	Accounting and Settlement	<ul style="list-style-type: none"> Settlement process, updating of MIS records, accounting for loans, review and follow up 	
5	Basics of Selling	<ul style="list-style-type: none"> Need Creation Importance of benefits on the customer and the sale Various methods of probing Distinguish the difference between doubts and objections Various methods to handle doubts & objections 	
6	DRA basics	<ul style="list-style-type: none"> Describe the Role definition of DRA and need in current context Learn Eligibility criteria and personal attributes of a DRA Comprehend the Rights, duties and obligations of a DRA Recognize and apply Code of conduct, fair practices code Perform Credit counseling Device a Debt management plan 	25%
7	Specific soft skills	<ul style="list-style-type: none"> Learn Basics of Communication Apply various forms of communication Make communication effective 	

BBA - 25

		<ul style="list-style-type: none">• Perform client Negotiations• Use appropriate Telephone etiquette and Meeting etiquette	
8	Case laws on recovery issues	<ul style="list-style-type: none">• Learn RBI guidelines on debt recovery• Learn Asset reconstruction laws• Describe Banking regulations relevant to consumer protection• Describe Contract law – agent concepts• Learn from International best practices	25%

Suggested Readings:

- BFSI Participant Handbook for Micro Finance and Debt Recovery Agent by NSDC.
- Handbook on Debt Recovery by Indian Institute of Banking & Finance

Course Title –IX Risk and Insurance Management (BVBFS-303)Course

credits: 4

Course contents/Syllabus:

Sl. No.	Module	Key Learning Outcomes	Weightage (%)
1	Introduction to Insurance and Legal Principles of Insurance	<ul style="list-style-type: none">• Importance of insurance, evolution of insurance.• Determine protection against economic losses arising as a result of unforeseen events, Insurance as an instrument of risk transfer.• Describe essentials of a valid contract of insurance, insurable interest, utmost good faith, material facts and indemnity.	25%

BBA - 26

2	Risk and Insurance	<ul style="list-style-type: none">Describe risk, types of risk, assessing risk, risk and general insurance and risk and life insurance.	
3	Life Insurance Products, Annuities, Pensions and Health Insurance	<ul style="list-style-type: none">Explain life insurance products – traditional and non - traditional life insurance products.Ascertain Human Life Value, individual life cycle, role and types of financial planning.	25%
4	Applications, Price and Valuation of Life Insurance	<ul style="list-style-type: none">Explain applications of life insurance.Explain basic elements of pricing, surplus and bonus.	
5	Documentation	<ul style="list-style-type: none">Explain proposal stage documentation.Explain policy stage documentation.	
6	Underwriting	<ul style="list-style-type: none">Explain basic concepts, non-medical and medical underwriting	
7	Regulatory Aspects	<ul style="list-style-type: none">Describe insurance regulations and regulatory framework, code of conduct.	25%
8	Life Insurance Selling Process	<ul style="list-style-type: none">Explain sales process, basics of selling, recommendation of product, closing the sale.	
9	Accounting of Insurance	<ul style="list-style-type: none">Explain accounting for life and general insurance.	
10	Claims Under Life Insurance, Customer service and Grievance Redressal Mechanism	<ul style="list-style-type: none">Describe types of claims and claims procedure.Determine Importance of customer service, role of insurance agent and communication skills Consumer courts and ombudsman.	

Suggested Books:

- Agarwal, OP, Banking & Insurance, Himalaya Publishing House, Mumbai
- George E Rejda, Principles of Risk Management & Insurance, Pearson Education,

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- New Delhi
- Balachandran S., General Insurance, Insurance Institute of India, Mumbai
- Arthur C., William Jr., Michael Smith, Peter Young, Risk Management and Insurance, Tata McGraw Hill Publishing Company, New Delhi
- Tripathy Nalini Prava & Prabir Pal, Insurance Theory & Practice, Prentice Hall of India Pvt. Ltd., New Delhi. Balachandran S., Life Insurance, Insurance Institute of India, Mumbai.
- Singh Harnam, Insurance Industry in India: Issues & Concerns Lambert Publishers Germany.

SEMESTER IVth

Course Title –X Compliance Officer (BVBFS-401)Course

credits: 4

Course contents/Syllabus:

Srl. No.	Module	Key Learning Outcomes	Weightage (%)
1.	Introduction to Audit	<ul style="list-style-type: none">• Concept of Audit• Internal Audit vs. External Audit• Statutory Audit• Responsibilities of an auditor• Duties of an auditor	25%
2.	Internal Audit	<ul style="list-style-type: none">• Concept of Internal Audit• Segregation of Duties• Maker – Checker Concept• Importance of Scoping• Concept of Sampling• Pareto Principle	25%

BBA - 28

3.	Information Technology Audit	<ul style="list-style-type: none">• Checking Technology Dependencies• Access Control Matrix• Approval Matrix• Establishing an audit trail• Documentation and importance	
4.	RBI Regulations	<ul style="list-style-type: none">• Regulations on Customer acquisition• Regulations on Know Your Customer• Regulations on Wallets, Digital Accounts and Electronic modes of payment	25%
5.	IRDA Regulations	<ul style="list-style-type: none">• IRDA Regulations on Payment of Commissions• IRDA Regulations on Projection of Returns• IRDA Regulations on Customer Acquisition	
6.	SEBI Regulations	<ul style="list-style-type: none">• SEBI Regulations for Mutual Funds• SEBI Regulations for Brokers• SEBI Regulations for Independent Financial Advisors	
7.	Reporting Knowledge	<ul style="list-style-type: none">• Knowledge of periodic reports to be submitted to• RBI• SEBI• IRDA	25%

Suggested Readings:

- BFSI Participant Handbook for Compliance Officer by NSDC.
- Compliance in Banks by Indian Institute of Banking & Finance
- The Saga of an AML Compliance officer by Dennis M. Lorme

BBA - 29**Course Title –XI Retail Banking (BVBFS-402)Course****credits: 4****Course contents/Syllabus:**

Srl. No.	Module	Key Learning Outcomes	Weightage (%)
1	Introduction to Retail Banking	<ul style="list-style-type: none">• Retail Banking : Introduction• Retail Banking : Role within the Bank Operations• Applicability of Retail Banking Concepts and Distinction Between Retail and Corporate Banking	25%
2	Retail Products	<ul style="list-style-type: none">• Customer Requirements• Product Development Process• Credit Scoring• Important Retail Asset Products• Credit and Debit Cards• Remittance Products	25%
3	Marketing in Retail Banking	<ul style="list-style-type: none">• Marketing in Retail Banking• Delivery Channels in Retail Banking• Delivery Models• Customer Relationship Management in Retail Banking• Service Standards for Retail Banking• Technology in Retail Banking	
4	Other Issues Related to	<ul style="list-style-type: none">• Recovery of Retail Loans	

BBA - 30

	Retail Banking	<ul style="list-style-type: none">• Securitization• Other Issues in Retail Banking	25%
5	Additional Reading Material on Home Loans	<ul style="list-style-type: none">• Lender's Appraisal Procedure• Securitization-Mortgage Backed Securities• Housing Finance and Tax Planning• Valuation of Real Property	

Suggested Readings:.

- Retail Banking by Dr. J. Sethuraman Macmillan Publication, Indian Institute of Banking & Finance.
- Retail Banking in India by O.P. Agarwal
- Retail Banking Technology by Suresh Samudrala

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Course Title –XII ACCOUNTING &FINANCE FOR BANKERS (BVBFS-403)

Course credits: 4

Course contents/Syllabus:

Srl. No.	Module	Key Learning Outcomes	Weightage (%)
1	Basics of Business Mathematics	<ul style="list-style-type: none">• Calculation of Interest• Basel II Accord-An Overview• Calculation of YTM• Capital Budgeting• Depreciation• Foreign Exchange Arithmetic	25%
2	Principles Of Bookkeeping	<ul style="list-style-type: none">• Definition, Scope and Accounting Standards• Basic Accountancy Procedures• Maintenance of Cash/Subsidiary Books and Ledger	25%
3	Special Accounts	<ul style="list-style-type: none">• Bank Reconciliation Statement• Trial Balance, Rectification of Errors and Adjusting & Closing Entries• Capital and Revenue Expenditure• Inventory Valuation• Bills of Exchange• Consignment Account• Joint Venture• Leasing and Hire-Purchase• Accounts of Non-Trading Organizations• Depreciation Accounting• Accounting from Incomplete Records (Single Entry System)• Ratio Analysis	
4	Final Accounts	<ul style="list-style-type: none">• Balance Sheet Equation• Partnership Accounts• Final Accounts of Banking Companies• Company Accounts - I• Company Accounts - II	25%

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		<ul style="list-style-type: none">Accounting in Computerized Environment	
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Suggested Readings:

- BFSI Participant Handbook for ACCOUNTING & FINANCE FOR BANKERS by NSDC.
- Accounting and Finance for Bankers by Med
- Accounting And Finance For Bankers by N.S. Toor & Arundeeep Toor

THIRD – YEAR

SEMESTER Vth

Course Title –XIV International Trade Finance (BVBFS-501)Course

credits: 4

Course contents/Syllabus:

Srl. No.	Module	Key Learning Outcomes	Weightage (%)
1.	Analysis of Financial Statements	<ul style="list-style-type: none">Ratio AnalysisBalance Sheet RatiosProfitability RatiosLiquidity RatiosAnalysing Companies using Ratios	25%
2.	Types of International Finance	<ul style="list-style-type: none">Pre Shipment FinancePost Shipment FinanceTerms and Conditions from various banks	25%
3.	Letters of Credit	<ul style="list-style-type: none">What is Letter of CreditInternational Norms and ConventionsTypes of Letters of CreditParties to a Letter of Credit	

BBA - 33

4.	Documentati on in International Trade	<ul style="list-style-type: none">• Bill of Lading• Insurance• Concept of High Seas• Pricing conventions interpretation – FOB etc.	25%
5.	Types of Working Capital Requirement in International Trade Finance	<ul style="list-style-type: none">• Letter of Credit Facility• Letter of Credit Discounting• Bill Discounting• Margins and Settlement	
6.	Foreign Exchange	<ul style="list-style-type: none">• Theories of Foreign Exchange• Foreign Exchange Quoting Conventions• Foreign Exchange Markets• Hedging Foreign Exchange Risk• Forward Contracts• Future Contracts	25%

Suggested Readings:

- Foreign Trade and Foreign Exchange by B. K. Chaudhari & O. P. Agarwal
- Hand Book on Lending to Agriculture by D. P. Sarada
- RBI, IBA and NABARD Journals.
- International Trade Finance (2017 Edition) by IIBF Paperback.
- Foreign Exchange Facilities for Individuals by Indian Institute of Banking and Finance Paperback.

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Course Title –XV Good & Service Tax Account Assistant (BVBFS-502) Course credits:

4

Course contents/Syllabus:

Srl. No.	Module	Key Learning Outcomes	Weightage (%)
1	Understanding GST Concepts	<ul style="list-style-type: none">• Describe Goods & Services with their cross linkages• Identify the Fundamental Concepts of GST• Identify cases where CGST and SGST will work simultaneously• Explain how IGST is levied• Identify whether a transaction is taxable under CGST, IGST or SGST	25%
2	Incidence of Taxation	<ul style="list-style-type: none">• Identify the Incidence of Taxation• Learn about Time of Supply of Goods• Define Location of supplier of goods• Define the recipient with respect to supplies involving payment and supplies not involving payment	
3	Registration	<ul style="list-style-type: none">• Outline the PAN based Registration• Process, its rules, and the Purpose of registration• Explain single or separate registration for business vertical• Identify whether registration should be done centrally or selectively in each state• List the details to be furnished during registration• Identify common mistakes made during registration• Differentiate between Taxable Person vs. Registered Person• Identify the Registration Timelines – Migrations• Explain the benefits of registration• Demonstrate form filling with case studies	25%
4	Calculation of Tax Liability	<ul style="list-style-type: none">• Define Input Credit• Identify Input Tax Credit eligibility using case studies• Explain the concept of reversal of VAT• Define tax liability for Goods in Transit• Define Consideration	

BBA - 35

		<ul style="list-style-type: none">• Value transactions having non-monetary consideration	
5	Maintenance of Books	<ul style="list-style-type: none">• Maintain different types of ledgers• Prepare documents such as Invoice, Credit Note and Debit Note.• Identify the different types of returns and their applicability to the business- Monthly Returns, Quarterly Returns• Navigate the GST Websites-GSTN, CBEC etc.• File periodic returns online	25%
6	Payment under GST	<ul style="list-style-type: none">• Identify the Types of Payment, Modes of Payment, Rules of Collection of Tax• Prepare different Challans, CPIN & CIN• Distinguish between TDS and TCS• Identify cases for reversal of credit• Calculate tax based on various Case studies• Memorize the due dates for payment• List the penalties for late payment• Demonstrate the process of online payment	

Suggested Books:

- Uppal RK, Banking with Technology, New Century Publications, New Delhi
- Murdick RG, Ross JHE and Clagget JR, Information System for Modern Management, Prentice Hall of India, New Delhi
- Kaptan SS, Indian Banking in Electronic Era, New Century Publications, New Delhi
- Khan M.Y., Indian Financial System, Tata McGraw Hill Publishing Company Ltd., New Delhi
- Vasantha Desai, Indian Banking-Nature and Problems, Himalaya Publishing House, Mumbai.
- Uppal RK, Pooja, Transformation in Indian Banks-Search for Better tomorrow,

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Course Title –XV Entrepreneurship and Self-Employment (BVBFS-503)Course

credits: 4

Course contents/Syllabus

Srl. No.	Module	Key Learning Outcomes	Weightage (%)
1.	Introduction of Entrepreneur, Entrepreneurship & Entrepreneurship Development	<ul style="list-style-type: none">• Understand the concept of entrepreneur.• Various types of entrepreneurs.• Know the concept of entrepreneurship.• Understand the factors responsible for the growth of entrepreneurship• Know the basic characteristics of entrepreneur.• Understand the growth of entrepreneur with the help of examples.	20%
2.	Functions and Need of Entrepreneurs, distinction between Entrepreneur and a Manager	<ul style="list-style-type: none">• Understand the functions & need of entrepreneur.• Know the basic differences between entrepreneur and a manager.• Understand the concept with the help of examples.	
3.	Women Entrepreneurship	<ul style="list-style-type: none">• Understand the concept of Women Entrepreneurship.• Understand the characteristics of Women Entrepreneurs.• Understand the problems faced by Women Entrepreneurs.• Understand the concept with the help of case studies/examples.	20%
4.	Rural Entrepreneurship	<ul style="list-style-type: none">• Understand the concept of rural entrepreneurship• Understand the need for rural entrepreneurship• Know the problems of rural entrepreneurs• Role of NGO in developing Rural Entrepreneurship	

BBA - 37

5.	Tourism Entrepreneurship	<ul style="list-style-type: none">• Understand the concept of Tourism & Tourism Entrepreneurship• Need of Tourism Entrepreneurship• Importance of Tourism Entrepreneurship	20%
6.	Social Entrepreneurship	<ul style="list-style-type: none">• Understand the concept of Social Entrepreneurship.• Understand the History of Social Entrepreneurship• Know the Challenges of Social entrepreneurship.• Understands the role of Government for Social entrepreneurship.	
7.	Factors Affecting Entrepreneurship Growth	<ul style="list-style-type: none">• Know the factors that affect the establishment and growth of entrepreneurship;• Understand the role of economic factors in the growth of entrepreneurship;• Explain the various types of non-economic factors that affect the entrepreneurship development;• Describe the relevance of psychological factors in the development of entrepreneurial society;• Know the importance of government action in the growth of entrepreneurship; and• Analyze other factors along with their implications in the growth of entrepreneurship.	20%
8.	Entrepreneurial Development Programmes	<ul style="list-style-type: none">• Understand the concept of Entrepreneurial Development Programmes (EDPs);• Know the needs and objectives of EDPs;• Explain the present status of EDPs in India;• Understand the role, relevance, and effectiveness of EDPs in the development of an entrepreneur;• Describe the various phases of entrepreneurial development programmes, and Highlight the challenges faced in the conduct of EDPs.	

BBA - 38

9.	MSME Policy in India	<ul style="list-style-type: none">• Understand the government approach towards the promotion and development of MSMEs;• Explain the various policies of the government for the development of MSME sector;• Evaluate each policy of government on various parameters/components; and• Choose the relevant policy for the establishment of enterprise.	20%
10.	Agencies for Consultancy, Training and other Support	<ul style="list-style-type: none">• Understand the Supporting Institutions for the development of SSIs• To have the knowledge about the Agencies which are giving Consultancy Support• Describe the Schemes given by the Agencies• Understand the Role of NGOs	

Suggested Readings:

- Dr G K Varshney: Fundamentals of Entrepreneurship
- BFSI Participant Handbook for Entrepreneurship and Self-Employment by NSDC.
- Entrepreneurship, Self-Employment and Retirement by N.Sappleton and F. Lourenco

SEMESTER- SIX

Course Title –XVI Credit Administration and Monitoring Manager (BVBFS-601)Course credits: 4

Course contents/Syllabus:

Srl. No.	Module	Key Learning Outcomes	Weightage (%)
1.	Principles of Risk Management	<ul style="list-style-type: none">• Risk Assessment• Risk vs. Return• Individual Risk vs. Portfolio Risk	25%
2	Project Assessment	<ul style="list-style-type: none">• Evaluation of Project Reports• Technical Evaluation	

BBA - 39

		<ul style="list-style-type: none">• Financial Evaluation	25%
3	Project Evaluation	<ul style="list-style-type: none">• Calculation on Internal Rate of Return• Calculation of Payback Period• Using Net Present Value to Accept / Reject a Project• Using DCF techniques to evaluate projects• Sensitivity Analysis	
4	Capital Structures	<ul style="list-style-type: none">• Debt vs. Equity• Preference Shares• Evaluating Capital Structures	25%
5	Credit Risk Assessment and Monitoring	<ul style="list-style-type: none">• Identification of Red Flags• Using Ratio analysis to judge health of a customer• Assigning a Credit Rating to a Customer	
6	Defining and Monitoring Non Performing Assets	<ul style="list-style-type: none">• Extension of Credit or Pulling the Plug• Restructuring Stressed Assets• Creating Provisioning	25%

Suggested Readings:

- BFSI Participant Handbook for Credit Administration and Monitoring Manager by NSDC.
- Bankers Handbook on Credit Management by Indian Institute of Banking and Finance
- Credit Appraisal, Risk Analysis & Decision Making by Dr. D.D Mukherjee

BBA - 40

Course Title –XVII Business Ecosystem& Startups (BVBFS-602)

Course credits: 4

Course contents/Syllabus:

Srl. No.	Module	Key Learning Outcomes	Weightage (%)
1	Understanding Business & Entrepreneur	<ul style="list-style-type: none">• Know who is an entrepreneur• How is an entrepreneur different from a businessman?• What is the history of entrepreneurship?• What is the entrepreneurial history of India?• Social entrepreneurs and their contribution to the society	20%
2	Business- its Environment and Evolution	<ul style="list-style-type: none">• How the environmental affects the business• What are the political and legal environment, and socio-cultural environment?• What are the ecological environment and economic environment?• What are the competitive environment and technological environment?• Know the various entrepreneurial theories which have evolved over a period of time	
3	Business Ecosystem	<ul style="list-style-type: none">• Learn a broader perspective of business as a ecosystem• A Business Ecosystem Model and its life cycle• Demonstrate an understanding of the various theoretical approaches linked to ecosystem.• Critically evaluate the different approaches to ecosystem.• Examine the challenges faced by managers in effectively running organizations in today's dynamic environment.• Appreciate the contribution made by the theoretical explanation of various forms of ecosystems in developing a comprehensive understanding of	20%

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		<p>Business ecosystem</p> <ul style="list-style-type: none">• Understand the key features of business ecosystem.• Analyze the difference between business ecosystem and business environment.• Identify the interplay of various forces in the business ecosystem.• Know the importance of understanding the nature of multidimensional business ecosystem (for entrepreneurs as well as existing players) through the study of its various aspects such as complexity, dynamism, diversity etc.	
4	New Venture Planning Process and Feasibility Analysis and Business Plan	<ul style="list-style-type: none">• Learn about the various steps in the planning process of starting a new business• Learn about the Hult model• Learn about the inter relationship between entrepreneur, environment and the planning process for new venture.• Know about the four stages in business growth• Identify each of these stages distinctly• Learn about different challenges faced by firms through different stages of growth• Learn about the tasks which should be undertaken to overcome these challenges• Understand what is feasibility analysis• Learn about the various steps involved in conducting feasibility analysis• Understand the reasons and benefits of developing a plan.• Describe the important elements of a business plan.• Learn about the “Five Cs of Credit” and their importance to potential investors and lenders regarding business plan	
5	E-Commerce, Franchising and Acquiring	<ul style="list-style-type: none">• Know the relationship between E-Commerce and Entrepreneur• Learn the factors that should be considered before	

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	Existing Business	<p>starting online business</p> <ul style="list-style-type: none">• Describe the advantages of using internet in business• Learn various strategies for E-success• Learn the meaning, advantages and disadvantages of franchising• Describe the important things to be considered while buying a franchise• Analyse the advantages and disadvantages of acquiring an established business• Know the important points to be considered while buying an existing business	20%
6	Ownership Patterns and Legal Issues	<ul style="list-style-type: none">• Know the concept of various ownership patterns.• Learn about sole proprietorship, partnership, Cooperative Society, LLP, Private and Public Limited Companies.• Identify the advantages and disadvantages of different types of Ownership.• Evaluate the factors affecting business organization by going for a specific Ownership Pattern.• Know the meaning of patents, copyrights and trademarks.• Learn to differentiate patent, copyrights and trademarks.• Identify the legal prospectus of intellectual property rights.• Evaluate the benefits of Intellectual Property Rights.	
7	The Product Concept & Commercial Opportunities	<ul style="list-style-type: none">• The meaning of the word 'product' in marketing.• The characteristics of products and how companies differentiate products.• The concept of customer-value hierarchy.• The concept of Product life cycle.	20%
8	Market Research for New Venture	<ul style="list-style-type: none">• Why market research is important for the new venture.• Concepts of market information system, marketing	

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		research and its scope. <ul style="list-style-type: none">• Explanation of Market research and its process.• Public policy and ethics in marketing research.	
9	Venture Capital	<ul style="list-style-type: none">• Understand the concept of venture capital• Learn about the various financing instruments used by venture capital firms• Identify different stages of funding• Understand the funding process• Analyze the factors that influence venture capital firms choice of investment• Understand the different exit strategies available to venture capitalists• Learn about the SEBI provisions with regard to venture capital firms	20%
10	Entrepreneurial and Startup Strategy	<ul style="list-style-type: none">• What is a strategy• How is a strategy formulated?• How establish your Idea into Business.• How to create USP for Your Business• Startup Opportunities in Post Covid-19 Phase.• Mantras for the Success of Startups.	

Suggested Readings:

- Dr G K Varshney: Fundamentals of Entrepreneurship
- Rohit Prasad: Start-Up Sutra
- <http://epgp.inflibnet.ac.in/Business Ecosystem>

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Course Title –XVIII Organizational Behavior (BVBFS-603) Course credits:

4

Course contents/Syllabus:

Srl. No.	Module	Key Learning Outcomes	Weightage (%)
1	Organisational Behaviour: Meaning, concept, Importance and field of study	<ul style="list-style-type: none">• Introduction• Meaning and Definitions of OB• Fundamental concepts of OB• Scope of OB• Key elements of OB• Approaches of OB• Importance of OB• Contribution of Various Field in OB	25%
2	Roles and Skills of managers Challenges and Field of OB: Individual, Groups and Systems as building blocks	<ul style="list-style-type: none">• Managerial functions• Managerial roles• Managerial skills• Emerging challenges and opportunities for OB• Organizational environment and OB• Individuals in the organisations• Group behaviour• Organisational systems and resources	
3	Organisational behaviour models and Evolution of Organisational behaviour	<ul style="list-style-type: none">• Basic OB model• Types of OB models• Behavioural models• Industrial Revolution• Scientific management• Administrative theory of management• Bureaucratic model of organisation.• Human Relations Movement• Behavioural science approach	25%
4	Research in	<ul style="list-style-type: none">• Purpose of Research	

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	Organizational Behaviour	<ul style="list-style-type: none"> • Research Terminology • Research Design • Data Collection • Ethics in Research • Evaluating Research 	
5	International Organizational Behaviour	<ul style="list-style-type: none"> • Impact of Culture on International Organizational Behaviour • Communication in an International Organizational Behaviour • Motivation across Culture • Managerial Leadership across Cultures 	
6	Foundations of Organization Structure	<ul style="list-style-type: none"> • Need of organisation structure • Elements of organisation structure • Determinants of organizational structure 	25%
7	Organizational Design	<ul style="list-style-type: none"> • Principles of organisational design • Types of different designs 	
8	Organizational Culture	<ul style="list-style-type: none"> • Characteristics of organizational culture • Levels of culture • Uniformity in culture • Functions of culture • Origin of culture • Sustaining the culture 	25%

Suggested Readings:

- Essentials of Organizational Behaviour: By Stephen P. Robbins, Timothy A. Judge
- Organizational Behaviour: By Chandan, J. S. Vikas
- Organisational Behaviour by Prasad, L. M. Sultan S. Chand & Co.
- प्रबन्ध एवं संगठनात्मक व्यवहार (Management & Organizational Behaviour): By Dr. Priyavrat Narayan Yadav

Annexure –I

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Scheme of Examination & Evaluation for B.Voc- Banking and Finance Services

First Year

First Semester

Sl. no.	Course Code	Course	Internal Assessment	External Assessment		Subject Total	Min Pass marks
				Theory	Practical/ Viva-Voce		
1	BVBFS 101	Principles of Banking	30	70		100	45
2	BVBFS 102	Business Correspondent and Business Facilitator	30	70		100	45
3	BVBFS 103	Mutual Fund Agent	30	70		100	45
Total						300	

Second Semester

Sl. no.	Course Code	Course	Internal Assessment	External Assessment		Subject Total	Min Pass marks
				Theory	Practical/ Viva-Voce		
1	BVBFS 201	Dealer BFSI	30	70		100	45
2	BVBFS 202	Managerial Economics	30	70		100	45
3	BVBFS 203	Basic Accounting	30	70		100	45
4	BVBFS 204	Comprehensive Viva -Voce			100	100	50
Total						400	

Second Year

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Third Semester

Sl. no.	Course Code	Course	Internal Assessment	External Assessment		Subject Total	Min Pass marks
				Theory	Practical/ Viva-Voce		
1	BVBFS 301	Financial Inclusion Officer	30	70		100	45
2	BVBFS 302	Micro Finance and Debt Recovery Agent	30	70		100	45
3	BVBFS 303	Risk and Insurance Management	30	70		100	45
Total						300	

Fourth Semester

Sl. no.	Course Code	Course	Internal Assessment	External Assessment		Subject Total	Min Pass marks
				Theory	Practical/ Viva-Voce		
1	BVBFS 401	Compliance Officer	30	70		100	45
2	BVBFS 402	Retail Banking	30	70		100	45
3	BVBFS 403	Accounting & Finance For Bankers	30	70		100	45
4	BVBFS 404	Comprehensive Viva- Voce			100	100	50
Total						400	

Third Year

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Fifth Semester

Sl. no.	Course Code	Course	Internal Assessment	External Assessment		Subject Total	Min Pass marks
				Theory	Practical/ Viva-Voce		
1	BVBFS 501	International Trade Finance	30	70		100	45
2	BVBFS 502	Good & Service Tax	30	70		100	45
3	BVBFS 503	Entrepreneurship and Self Employment	30	70		100	45
Total						300	

Third Year

Sixth Semester

Sl. no.	Course Code	Course	Internal Assessment	External Assessment		Subject Total	Min Pass marks
				Theory	Practical/ Viva-Voce		
1	BVBFS 601	Credit Administration and Monitoring Manager	30	70		100	45
2	BVBFS 602	Business Ecosystem & Startups	30	70		100	45
3	BVBFS 603	Organizational Behavior	30	70		100	45
4	BVBFS 604	Comprehensive Viva Voce			100	100	50
Total						400	

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B.Voc- Banking and Finance Services Programme

GUIDELINES FOR PAPER SETTERS

1. The question paper shall be of 70 marks.
2. The question paper shall have Two Sections 'A', and 'B'. The division of marks is given below.
3. An appropriate note may be prepared by the paper setter for each section.

Section –A Marks

(5x8) 40

- i. The section shall contain 10 questions out of which 8 questions are to be attempted.
- ii. Each question shall be of 5 marks.
- iii. Length of each answer should be about 125-150 words.

Section –B Marks

(15x2) 30

- i. The section shall contain Two Long answer type questions with internal choice (i.e. for every question there will be an internal choice, therefore total number of questions in this section shall be four).
- ii. Examinees are required to attempt all the questions of this section. Each question shall carry 15 marks.

Note: *The contents of these guidelines can be modified by the Advisory Committee / convener/Head as and when necessary.*

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