

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

**ORDINANCE NO. BPSMV/CBCS/2016/1**

## **CHOICE BASED CREDIT SYSTEM ORDINANCE**

**(w e.f. July 2016)**

Applicable To All the Post Graduate and Undergraduate Programmes being run in the University Teaching Departments, at BPS Mahila Vishwavidyalaya, Khanpur Kalan Campus (Excluding L.L.B., L.L.M., B.A.M.S., B.Ed., M.Ed., M.P.Ed., B.P.Ed. B. Tech., M. Tech., Ph. D. and M. Phil. Programmes offered at BPSMV, Khanpur Kalan Campus, Programmes offered at IHL, Constituent Colleges, South Campus Bhainswal Kalan and programmes offered at regional centres Lula Ahir, Rewari and Kharal, Narwana)

Notwithstanding anything contained in any rule for Post Graduate and Undergraduate Programmes this ordinance shall apply to every student/programme of 2&1year/3-year PG/UG programme running by the University and its constituent college at BPS Mahila Vishwavidyalaya, Khanpur Kalan Campus.

### **1. Definitions :**

- 1.1.1.1 **Academic Year:** Two consecutive (one odd + one even) semesters constitute one academic year.
- 1.1.1.2 **Choice Based Credit System (CBCS):** The CBCS provides choice for students to select from the prescribed courses (core, elective or minor or soft skill courses).
- 1.1.1.3 **Course:** Usually referred to, as 'papers' is a component of a programme. All courses need not carry the same weight. The courses should define learning objectives and learning outcomes. A course may be designed to comprise lectures/ tutorials/laboratory work/ field work/ outreach activities/ project work/ vocational training/viva/ seminars/ term papers/assignments/ presentations/ self-study etc. or a combination of some of these.
- 1.1.1.4 **Credit Based Semester System (CBSS):** Under the CBSS, the requirement for awarding a degree or diploma or certificate is prescribed in terms of number of credits to be completed by the students.
- 1.1.1.5 **Credit Point:** It is the product of grade point and number of credits for a course.
- 1.1.1.6 **Credit:** A unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work/field work per week.
- 1.1.1.7 **Cumulative Grade Point Average (CGPA):** It is a measure of overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all the semesters. It is expressed up to two decimal places.

- 1.1.1.8 **Grade Point:** It is a numerical weight allotted to each letter grade on a 10-point scale.
- 1.1.1.9 **Letter Grade:** It is an index of the performance of students in a said course. Grades are denoted by letters O, A+, A, B+, B, C, P and F.
- 1.1.1.10 **Programme:** An educational programme leading to award of a Degree, diploma or certificate.
- 1.1.1.11 **Semester Grade Point Average (SGPA):** It is a measure of performance of work done in a semester. It is ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places.
- 1.1.1.12 **Semester:** Each semester will consist of 15-18 weeks of academic work equivalent to 90 actual teaching days. The odd semester may be scheduled from July to December and even semester from January to June.
- 1.1.1.13 **Transcript or Grade Card or Certificate:** Based on the grades earned, a grade certificate shall be issued to all the registered students after every semester. The grade certificate will display the course details (code, title, number of credits, grade secured) along with SGPA of that semester and CGPA earned till that semester.

## 2. Types of Courses:

Courses in a programme may be of three kinds: Core, Elective and Foundation.

- 2.1 **Core Course:** There may be a Core Course in every semester. This is the course which is to be compulsorily studied by a student as a core requirement to complete the requirement of a programme in a said discipline of study.
- 2.2 **Elective Course:** Elective course is a course which can be chosen from a pool of papers. It may be:
- Supportive to the discipline of study
  - Providing an expanded scope
  - Enabling an exposure to some other discipline/domain
  - Nurturing student's proficiency/skill.

An elective may be "Generic Elective" focusing on those courses which add generic proficiency to the students. An elective may be "Discipline centric" or may be chosen from an unrelated discipline. It may be called an "Open Elective."

- 2.3 **Foundation Course:** The Foundation Courses may be of two kinds: Compulsory Foundation and Elective foundation. "Compulsory Foundation" courses are the courses based upon the content that leads to Knowledge enhancement. They are mandatory for all disciplines. Elective Foundation courses are value-based and are aimed at man-making education.
- 2.4 The University shall provide to the students a pool of Open Elective/Foundation elective courses (Even/Odd semester) which may be offered by the following departments of the University:
- 2.4.1 Department of English
- 2.4.2 Department of Management Studies
- 2.4.3 Department of Commerce
- 2.4.4 Department of Economics
- 2.4.5 Department of Foreign Languages
- 2.4.6 Department of Social Work
- 2.4.7 Department of History

- 2.4.8 Department of Political Science
- 2.4.9 Department of Hospitality and Hotel Administration
- 2.4.10 Any other department willing to offer Open Elective/Foundation Elective course.
- 2.5 Every Department of the University shall offer at least two Open Elective Courses (One related to Even Semester and another related to Odd Semester) for the preparation of University Level list of Open Elective Courses.
- 2.6 The Board of Studies of the respective programme shall decide which course shall be offered as Open Elective Course for the students of other Departments.
- 2.7 The courses offered by the participative Department as Open elective courses for the central pool of the University shall be approved by the Board of Studies of the respective programme.
- 2.8 The class of the Open elective course shall be conducted from 3:00 to 4:00 p.m. in every department of the University.
- 2.9 The course code of the open elective courses (Even and Odd Semester) shall be decided by the Examination Branch.
- 2.10 A student shall have the liberty to opt Open Elective course from the list prepared by the University, as per the requirement of the scheme of the programme. However, the Open Elective course shall not be related to the department in which the student is enrolled.
- 2.11 The Board of Studies of the respective programme shall decide in which semester the programme the Open Elective Course will be offered.
- 2.12 The medium of instruction for examination of Open Elective Course shall be Hindi/English. In case of Open Elective Course offered by Department of English, the medium of instruction for examination shall be English.
- 2.13 The minimum credit for open elective course shall be 4 & marks will be 100 only.

**3. Examination and Assessment:**

**3.1 Letter Grades and Grade Points:**

- 3.1.1 A 10-point grading system with the following letter grades shall be used to grade the academic performance of a student :

**Grades and Grade Points**

Letter Grade	Grade Points
Outstanding (O)	10
Excellent (A+)	09
Very Good (A)	08
Good (B+)	07
Above Average (B)	06
Average (C)	05
Pass (P)	04

Fail (F)	00
Absent (AB)	00

3.1.2 Award of Grades and corresponding grade points should be based on Absolute grades as under :

### Grade Conversion

Letter Grade	Grade Points	Marks
Outstanding (O)	10	85-100
Excellent (A+)	09	75-84
Very Good (A)	08	65-74
Good (B+)	07	55-64
Above Average (B)	06	50-54
Average (C)	05	41-49
Pass (P)	04	40
Fail (F)	00	Less than 40
Absent (AB)	00	Absent

These grade points have been set keeping in view the UGC requirements of Grade B and B+ to be not less than 50 and 55 percent, respectively.

3.1.3 A student obtaining Grade F shall be considered failed and will be required to reappear in the examination.

3.1.4 For non credit courses 'Satisfactory' or "Unsatisfactory' shall be indicated instead of the letter grade and this will not be counted for the computation of SGPA/CGPA.

### 3.2 Assessment :

3.2.1 In case of at least 50% of core courses offered in different programmes across the disciplines, the assessment of the theoretical component towards the end of the semester should be undertaken by external examiners from outside the university conducting examination, who may be appointed by the competent authority. In such courses, the question papers will be set as well as assessed by external examiners.

3.2.2 In case of the assessment of practical component of such core courses, the team of examiners should be constituted on 50 – 50 % basis. i.e. half of the examiners in the team should be invited from outside the university conducting examination.

3.2.3 In case of the assessment of project reports / thesis / dissertation etc. the work should be undertaken by internal as well as external examiners.

3.2.4 The ratio of external and internal evaluation will be 80:20, respectively. However, keeping in view the norms of the respective regulatory bodies i.e. AICTE, BCI, CCIM, PCI, NCTE etc. the external and internal evaluation range may be changed by the University.

3.2.5 The grade points awarded to a student in any particular course/paper will be based on the performance of the student in the internal assessment (sessional tests, attendance and assignments/presentations etc.) and the external assessment (end semester

examination) taken together. The distribution of internal marks shall be as per the respective programme ordinances.

#### 4. Computation of SGPA and CGPA:

4.1 The following procedure to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be used :

4.1.1 The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e

$$SGPA (S_i) = \frac{\sum(C_i \times G_i)}{\sum C_i}$$

where  $C_i$  is the number of credits of the  $i$ th course and  $G_i$  is the grade point scored by the student in the  $i$ th course.

4.1.2 The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, i.e.

$$CGPA = \frac{\sum(C_i \times S_i)}{\sum C_i}$$

where  $S_i$  is the SGPA of the  $i$ th semester and  $C_i$  is the total number of credits in that semester.

4.1.3 The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

4.2 Illustration of Computation of SGPA and CGPA and Format for Transcripts Computation of SGPA and CGPA

##### Illustration for SGPA

Course	Credit	Grade letter	Grade point	Credit Point (Credit x Grade)
Course 1	3	A	8	3 X 8 = 24
Course 2	4	B+	7	4 X 7 = 28
Course 3	3	B	6	3 X 6 = 18
Course 4	3	O	10	3 X 10 = 30
Course 5	3	C	5	3 X 5 = 15
Course 6	4	B	6	4 X 6 = 24
	20			139

Thus,  $SGPA = 139/20 = 6.95$

Illustration for CGPA

<b>Semester 5</b>	<b>Semester 6</b>		
Credit : 26 SGPA:6.3	Credit : 25 SGPA: 8.0		
<b>Semester 1</b>	<b>Semester 2</b>	<b>Semester 3</b>	<b>Semester 4</b>
Credit : 20 SGPA:6.9	Credit : 22 SGPA:7.8	Credit : 25 SGPA: 5.6	Credit : 26 SGPA:6.0

$$\text{Thus, CGPA} = \frac{20 \times 6.9 + 22 \times 7.8 + 25 \times 5.6 + 26 \times 6.0 + 26 \times 6.3 + 25 \times 8.0}{144} = 6.73$$

144

**5 General Guidelines:**

- 5.1 The Teaching Methodology of the Open elective courses shall be as per requirement of the offered Course.
- 5.2 The gap of one/two semesters missed by the student(s), as the case may be, will count towards the total duration of the programme permissible under the regulations.
- 5.3 Grace marks shall be awarded in the Open Elective course as per the norms of University.
- 5.4 In case of student's migration from another University to BPSMV, the equivalence of the Open Elective/Foundation Elective Course shall be decided by the Equivalence Committee of the University.
- 5.5 All academic problems of the students other than those affecting the University rules and regulations framed from time to time may be looked into by a committee constituted by the Dean Academic Affairs.
- 5.6 Where this document is silent about any rule, the related Programme Ordinance, University Ordinance, calendar and regulations as framed from time to time shall be applicable.

v.

Communication Skills in English

Level 4:

Unit-I: Communication:

- a. Process of Communication
- b. Myths and Realities of Communication
- c. Barriers of Communication
- d. Overcoming Barriers and Talk Tactics
- e. Non-Verbal Communication

158/6  
M-18

1231  
M-19

Unit-II: Listening Skills

- a. What is Listening, Listening/Hearing
- b. Listening Process
- c. Types of Listening
- d. Active Listening and Strategic Manoeuvres
- e. Deterrents of Good Listening

Unit-III: Oral and Professional Communication

- a. Public Speaking
- b. Discussions, Debate and Seminar
- c. Situational Simulation
- d. Writing Email, Memo and Notice
- e. Business Letters, Report Writing

Unit-IV: Critical and Comprehension Skills

- a. Newspapers/Magazines/Fliers
- b. Maps/Graphs/Statistics
- c. Listening and Note-taking
- d. Reading and Note-taking
- e. The literary genres (Poetry/Poetry/Drama)

Suggested Readings:

Asha Kaul, *Business Communication*. New Delhi: PHI, 2009.  
 Sethi and Dhamija. *A Course in Phonetics and Spoken English*. New Delhi: PHI 2009  
 Bhatnagar, Nitin and Mamta Bhatnagar, *Communication English for Engineers and Professionals*. Delhi Pearson, 2010

Instructions for the Paper Setter:

- a. The paper must be strictly according to the prescribed syllabus. The paper shall be of 80 marks.
- b. The paper shall comprise four units corresponding to the four units in the syllabus.
- c. In units. I II and III, the students shall attempt questions of 20 marks each.
- d. In the fourth unit the candidates shall attempt either of the two topics given in the syllabus. It shall also carry 20 marks. The paper setter shall give internal choice to the students.

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Dr. A. K. Singh

**OBJECTIVES:**

1. To develop language skills
2. To help students acquire the ability to use correct in English in real-life situations.
3. To help students improve their active and passive vocabulary.
4. To demonstrate basic word processing skills and creating meaning in written assignments.
5. To help students take up a systemic study about language.
6. To hone language skills for academic and professional purposes.

**UNIT I - Language Basics****Parts of Speech**

- i) Noun, Pronoun, Adjective, Preposition
- ii) Adverb, Conjunction, Interjection. 3 marks

**Sentences**

- i) Subject and predicate
- ii) Statements (affirmative and negative), questions, imperatives and exclamations
- iii) Basic sentence patterns
- iv) Agreement of verb and subject 5 marks

**Determiners, Demonstratives and Quantifiers**

- i) A/an
- ii) The use of 'the' and zero article
- iii) This, that, these, those
- iv) Possessives
- v) Some, any, many (of), much (of), most (of) all (of), whole (of), both (of) no, none (of), (a) few, (a) little, a lot of, , each and every. 5 marks

**Prepositions**

- i) The expression of time
- ii) The expression of place
- iii) Direction and manner
- iv) Cause and instrument
- v) Idiomatic phrases 7 marks

**UNIT II - Verb Forms****Introducing Verb Forms**

- i) Ordinary and auxiliary
- ii) Be, have and do
- iii) Action and state verbs
- iv) Linking verbs: be, appear, seem etc.
- v) Modals (functional and defective) 6 marks

**Tense**

- i) The simple present ( I do) and progressive (I am doing)
- ii) The present perfectives (I have done/ I have been doing)
- iii) The simple past (I did) and progressive ( I was doing)
- iv) The past perfectives (I had done/ I had been doing)
- v) Talking about future 7 marks



M.A. History and Archaeology  
SEMESTER-III

HIS-2211: History of Haryana (Earliest Times to Sultanate)

Max Marks : 100

External Marks : 80

Internal Marks : 20

Time: 3 Hours

709  
D-18

Note: The examiner shall set nine questions in all. Question No. 1 will be compulsory containing eight short answer type questions (2 marks each) covering all the units. The rest of the eight questions will be set from all the four units ( two from each unit). The candidate shall attempt five questions in all, selecting one question from each unit and the compulsory question. All questions shall carry equal marks.

## Unit-I

## Early Phase:

- f) Sources of Ancient History of Haryana
- g) The Stone Age
- h) Harappan Civilization : General Features
- i) Vedic Civilization : Origin and Development, Traditional History of the Kurus.

## Unit-II

## Towards State Formation:

- d) Origin and Development of Monarchy
- e) Historicity of the Battle of Mahabharata
- f) Yaudheyas
- d) Agras and Kunindas
- j) Pushpabhutis

## Unit-III

## Rise of New Powers:

- b) Gurjara- Pratiharas
- b) Tomaras
- d) Chahmanas
- d) The Battles of Tarain and their impact

## Unit-IV

## Sultanate Period:

- e) Sources of Medieval History of Haryana
- f) Haryana on the eve of Turkish Invasion
- g) Revolts of Meos and Rajputs
- h) Provincial Administration.

## Suggested Readings:

- Buddha Prakash, *Haryana through the Ages*, Kurukshetra University, Kurukshetra, 1962.
- \_\_\_\_\_, *Glimpses of Haryana*, Kurukshetra University, Kurukshetra, 1969.
- Das Gupta, K.K., *Tribal History of Ancient India*,
- Devahuti, D., *Harsha : A Political Study*, Oxford Clarendon Press, 1970.
- Dwivedi, H.N., *Dilli ke Tomar (736-1193)*, Vidya Mandir Prakashan, Gwalior, 1973.
- Goyal, J.B., (ed.) *Haryana-Puratatna, Itihas, Sanskriti, Sahitya evom Lokwarta*, Delhi, 1966.
- Gupta, S.P. & Rama & Chandran, K.S., *Mahabharata: Myth and Reality*, Agam Prakashan, New Delhi, 1976.
- Phadke, H.A. *Haryana: Ancient and Medieval*, Harman Publication House, New Delhi, 1990.
- Phogat, S.R., *Inscriptions of Haryana*, Kurukshetra University Kurukshetra, 1978.
- Puri, B.N., *History of Gurjar-Pratiharas*, Munshiram Manoharlal, New Delhi, 1968. ,

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- Sen, S.P. (Ed.), *Sources of the History of India*. Vol. II, Munshiram Manoharlal, New Delhi, 1979.
- Sharda. Sadhu Ram, *Haryana-Ek Sanskritik Adyayan*, Bhasha Vibhag. Haryana, Chandigarh, 1978.
- Sharma, D., *Early History of Chahamanas*, Delhi, 1959.
- Singh. Fauja (ed.), *History of the Punjab*, Vol. I-III. Publication Bureau. Punjab University, Patiala, 1997-2000.
- Suraj Bhan, *Excavations at Mithathal (1968) and other Explorations in Satluj Yamuna Divide*. Kurukshetra University, Kurukshetra, 1975.
- Tripathi, R.S.. *History of Kanauj*, Munshiram Manoharlal, New Delhi, 1964.
- Yadav, K.C., *Haryana: Itihas evom Sanskriti*. Part 1 & 2, Manohar Publisher, New Delhi, 1994 (2<sup>nd</sup> Ed.)

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M.A. History and Archaeology  
SEMESTER-IV

HIS-2212: History of Haryana (1526 to 1947 A.D.)

Max Marks : 100

External Marks : 80

Internal Marks : 20

Time: 3 Hours

1591  
M-18

① 883  
D-18

Note: The examiner shall set nine questions in all. Question No. 1 will be compulsory containing eight short answer type questions (2 marks each) covering all the units. The rest of the eight questions will be set from all the four units ( two from each unit). The candidate shall attempt five questions in all, selecting one question from each unit and the compulsory question. All questions shall carry equal marks.

**UNIT-I**

**Mughal Period:**

- d) First and Second Battle of Panipat, Hemu's Life & Achievements  
e) Revolt of Satnamis      c) Paragana Administration  
f) Economy – Land Revenue System  
g) Irrigation System      f) Bhakti and Sufi Movements

**UNIT-II**

**Politico-Religious Developments:**

- b) Marathas Incursion      b) George Thomas  
f) Sikh Intrusion      d) Arya Samaj  
e) Sanatan Dharma Sabha      f) Development of Education & Literature

**UNIT-III**

**Political Movements:**

- c) Revolt of 1857 : Causes, events, nature & effects  
d) Rise of Nationalism      c) Political Condition (1885-1919)  
d) Unionist Party and Sir Chhotu Ram

**UNIT-IV**

**Gandhian Movements:**

- b) Non-Cooperation      b) Civil Disobedience  
c) Quit India Movement      d) Praja Mandal Movement

**SUGGESTED READINGS:**

- Ashraf, K.M.      *Life and Conditions of the People of Hindustan*, Pearl Publication, Calcutta, 1983.
- Datta, Nonica,      *Formation of an Identity : A Social History of Jats*, Oxford University Press, New York, 1999.
- Gupta, H.R.      *The Marathas and Battle of Panipat*, New Delhi.
- Irfan, Habib      *Cambridge Economic History of India*, Cambridge University Press, Cambridge, 1982.
- Jagdish. Chander      *Freedom Struggle in Haryana*. Vishal Publication. Kurukshetra. 1982.
- Kenneth. W. Jones      *Arya Dharam*, Manohar Book Service, New Delhi, 1976.
- Mittal. S.C.      *Haryana: A Historical Perspective*, New Delhi, 1986.

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1591 (2)  
M-18

Pardaman Singh & S.P. Shukla (ed.)—*Freedom Struggle in Haryana and the Congress, 1885-1985*.  
Published by Haryana Pradesh Congress (I) Committee. 1985.

Phadke, H.A. *Haryana: Ancient and Medieval*, Harman Publication, Delhi, 1990.

Prem Chaudhary, *Punjab Politics: The Role of Sir Chhotu Ram*, Vikas Publishing House, New  
Delhi, 1985.

Ranjeet Singh *Haryana ke Arya Samaj ka Itihas*, Rohtak, 196 (in Hindi)

Shukla, S.P. *India's Freedom Struggle and Role of Haryana*, Criterion Publication, 1985.

Verma, D.C. *Sir Chhotu Ram : His Life and Times*, Sterling Publication, New Delhi, 1981.

Yadav, K.C. *Rao Tula Ram and Revolt of 1857*, S. Parmod and Co. Jalandhar City, 1975.

\_\_\_\_\_ *Revolt of 1857 in Haryana*, Manohar Publication, New Delhi

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## AREAS OF SOCIAL WORK PRACTICE- I

Time : 3 hours

External Marks : 80  
Internal Marks : 20Total Credit : 4.5  
Total Marks : 100646  
7-17  
703  
7-18

## Objectives:

- Gain insight into the emerging needs and problems of older persons vis-à-vis services /programmes for the elderly.
- Develop critical understanding of the policies and programmes for older persons at the national and international levels.
- Understand issues and concerns related to persons with disability and their caregivers
- Critically appraise policies, programmes with regard to disability and understand various intervention strategies at individual, family and societal level.

## UNIT- I OLD AGE: CONCEPT, NEEDS AND PROBLEMS

- Definition of old age (developmental, biological, social, psychological and cultural perspective)
- Demography of the Ageing in India and implications of Greying of the Population
- Changing family norms and emerging problems of older persons: Relationship with caregivers.
- Mental health consequences of ageing: Anxiety, depression, suicide tendencies and dementia
- Rights of older persons against neglect, abuse, violence and abandonment

## UNIT-II POLICY, PROGRAMMES AND INTERVENTIONS FOR OLD AGE

- National Policy for older persons 1999 and Integrated programme for Older persons
- Maintenance and Welfare of Parents and Senior Citizens Act, 2007- its critical analysis
- Caring for the elderly: Issues and problems faced by the family
- Institutional services for the elderly: Interventions for enhancing well being of the institutionalized elderly
- Community services: multi service day care centres, information and referral services.
- Social work interventions in Hospice and palliative care

## UNIT-III LIVING WITH DISABILITY

- Disability: Concept, Models and classification.
- Incidence and prevalence of disability: National and international perspectives
- Societal attitude toward Persons with Disability (PWD): Social, Psycho-social and cultural needs and problems of PWDs.
- Psychosocial factors and coping with disability
- Human rights violations and protection of rights

## Unit-IV POLICIES, PROGRAMMES AND INTERVENTIONS FOR PERSONS WITH DISABILITY

- Critical analysis of various legislations (Mental Health Act, PWD Act & National Trust Act)
- International convention on Disability and its impact-UNCRPD.

- Prevention and Rehabilitation of Persons with Disability
- Multidisciplinary framework of disability work: Roles and functions of professionals
- Community based rehabilitation: Philosophy, approaches and programmes
- Networking and advocacy-approaches, strategies and processes.

703  
D-18

546  
D-17

### References

1. An Aging India: Perspective, Prospects and Policies By Phoebe S Liebig, S. Irudaya Raja. Routledge. 2013
2. Bali, A.P. (ed.) 1999, Understanding Greying People of India. New Delhi: Inter India Publication.
3. James E. Birren(eta)Handbook on Mental Health and Aging. Academic Press, 2013.
4. Ramamurthi, P.V., Jamuna, D. (eds.), Handbook of Indian Gerontology. New Delhi: Serial Publication. 2004.
5. Tandon, S.L.2001; Senior Citizens: Perspective for the New Millennium. New Delhi: Reliance Publishing House.
6. Bennett, G., Kingston, P., & Penhale, B.1997; The Dimensions of Elder Abuse: Perspectives for Practitioners. London: Macmillan Press.
7. Grau. L., & Susser, I. (eds.)1989; Women in the later years: Health, Social & Cultural Perspectives. Binghamton, NY: Haworth Press.
8. Dhillon, P.K. 1992; Psychosocial Aspects of Ageing in India. New Delhi: Concept Publishing Company.
9. Knight, B.G.2004; Psychotherapy with Older Adult. California: Sage Publication
10. Marshall, M, Social Work with Old People. The Macmillan Press Ltd, 1983.
11. Albrecht, G.L., Seelman, K.D., & Bury, M. (eds.), Handbook of Disability Studies. California: Sage Publications, 2001.
12. Rothman, J.C, Social Work Practice Across Disability. Boston: Allyn & Bacon, 2003.
13. Banerjee, G, Legal Rights of Person with Disability, New Delhi: RCI.2001
14. G. Karna, Disability Studies in India: Retrospect and Prospects, New Delhi: Gyan Publishing House, 2001
15. G. Karna, United Nations and the Rights of Disabled Persons: A Study In Indian Perspective. New Delhi. 1999
16. Batra, S. (ed.)2004; Rehabilitation of the Disabled: Involvement of Social Work Professionals, New Delhi: RCI.
17. Swain, J., French, S. &Thomas, C.C.2004;Disabling Barrier, Enabling Environments. New Delhi: Sage Publications.
18. Tilstone, C., Florian, L., & Beveridge, S. (eds); 1998; Promoting Inclusive Practice. London: Routledge
19. Hegarty, S., & Alur, M.2002; Education and Children with Special Needs from Segregation to Inclusion. New Delhi: Sage Publications.
20. Venkatesan, S. 2005; Children with Developmental Disabilities: A Training Guide for Parents, Teachers and Caregivers. New Delhi: Sage Publications.

### Instruction for Examiners:

Each theory paper shall be of 80 marks and shall comprise of 9 questions. The candidate shall be required to attempt 5 questions. Each course is divided into four units. The examiner shall set 9 questions in all. Out of which 8 questions shall be from 4 Units by selecting two each from each of 4 units. Each unit shall have 2 questions of 15 marks each.

Question No. one will be compulsory consisting of 10 short answer type questions spreading over the whole syllabus, to be answered in 30-35 words and carrying 2 marks each. In addition to on compulsory question, candidate are required to attempt 4 long answer type questions, by selecting one each from each of 4 units.

## AREAS OF SOCIAL WORK PRACTICE-II

Time : 3 hours

External Marks : 80  
Internal Marks : 201585  
M-181230  
11-19Total Credit : 4.5  
Total Marks : 100

## Objectives

- To introduce HIV/AIDS as area of social work practice in order to generate scientific knowledge, its prevalence, targeted intervention programmes and role of social work.
- To help students to understand the concept of sustainable development and recognize the challenges of sustainable development and enable students to analyze the relationship between ecosystem and biodiversity and to assess the causes, effects and measures to control the pollution and to understand the role of individual in this context.
- Develop understanding of disasters and disaster management and acquire a critical perspective of the policy framework, institutional structures and programmes for disaster management in India

## UNIT-I HIV/AIDS and SOCIAL WORK PRACTICE (A)

- The pandemic of HIV/AIDS: extent of the problem, routes of transmission, nature and progression of the disease
- Behaviour change communication for safer sex practices among special populations
- Targeted Interventions among high-risk groups like people in same sex relationships, injecting drug users, hemophiliacs, sex workers, truck drivers, transgendered people etc
- Current and experimental treatments/protocols (ART/HAART)

## UNIT-II HIV/AIDS and SOCIAL WORK PRACTICE (B)

- Community based HIV/AIDS Care and Support for PLHA
- National AIDS prevention and control policy, critical appraisal of National AIDS control programme.
- Skills and techniques of pre and post test counseling
- Advocacy, community mobilization, lobby efforts and networking with AIDS Service Organizations (ASO)
- Ethics in social work practice with PLHA

## UNIT-III SUSTAINABLE DEVELOPMENT AND ENVIRONMENTAL PROTECTION

- Meaning of Development and Sustainable Development- concept, scope and importance of Environment protection; Ecosystem – Concept and function
- Introduction to Biodiversity – Definition: genetic, species and ecosystem diversity – Conservation of biodiversity - causes, effects and control measures of pollutions.
- Nuclear hazards, Soil waste Management, Causes, effects and control measures of urban and industrial wastes
- Environment Protection Act and Forest Conservation Act

## UNIT-IV DISASTER MANAGEMENT

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2

- Understanding of disaster: meaning, factors, causes and effects
- Disaster related concepts and definitions: Hazard, Risk, Vulnerability and Disaster; different forms of Natural and Manmade Disasters
- Disaster Management Policy and programmes in India; National Disaster Management Framework; National Guidelines on Psychosocial support and mental health services in disasters
- Mental health consequences of disaster: grief reactions, post-traumatic stress disorders
- Specific psychosocial needs of vulnerable groups like children, women, older persons and persons with disability
- Post trauma care and counseling including grief counseling with survivors, Mass catharsis Management and caring of careers

### References

1. Sahni, P., Dhameja, A., & Medury, U, Disaster Mitigation: Experiences and Reflections. New Delhi: Prentice Hall of India Pvt. Ltd, 2001.
2. Sinha, P.C. (ed.), Encyclopedia of Disaster Management. New Delhi: Anmol Publications Pvt. Ltd, 1998
3. Ehrenreich, J.H., Coping With Disaster: A Guidebook to Psychosocial Intervention. Old Westbury, NY: Center for Psychology and Society, 2001.
4. Singh, R.B. (ed.) 1996; Disasters, Environment and Development (Proceedings of International Geographical Union Seminar. New Delhi: AA Balkema/ Rotterdam/Brookefield.
5. CAPART, 1995; Proceedings of CAPART Workshop on Strengthening of Community Participation in Disaster Reduction. New Delhi.
6. Carter, W.N.; 1992; Disaster Management: A Disaster Manager's Handbook. Manila: Asia Development Bank.
7. A. Mead Over; HIV/AIDS Treatment and Prevention in India: Modeling the Costs and Consequences, Volume 1, World Bank Publication, 2004.
8. Innovative Approaches to HIV Prevention: Selected Case Studies. Best Practice Collection. Geneva: UNAIDS, 2000.
9. HIV/AIDS and Human Rights - International Guidelines. Geneva: United Nations, 1998.
10. Bury, J., Morrison, V. & McLachlan, S; Working with Women and AIDS: Medical, Social and Counselling Issues. New York: Tavistock Routledge, 1992.
11. Boyd-Franklin, N., Steiner, G.L. & Boland, M.G. Children, Families and HIV/AIDS: Psychosocial and Therapeutic Issues. New York: Guilford press.
12. Das, R.C., Barul, J.K., Sahu, N.C. & Mishra, M.K.; The Environment divide: the Dilemma in Developing Countries. New Delhi: Indus Publishing co, 1998.
13. Reid, D.E. Sustainable Development: An Introductory Guide. London: Earthscan Publications. 1990.
14. Negi, S.S. 1991; Environmental Degradation and Crisis in India. New Delhi: Indus Publishing Company.
15. Singh, H. (ed.); 1992; Environmental Policy and Administration. Jaipur: Printwell
16. National AIDS Control Organization, National AIDS Prevention and Control Policy, New Delhi: NACO.
17. Dane, B.O., Miller, S.O. 1992 AIDS: Intervening with Hidden Grievors. New York: Auburn House.



18. van Vugt, J.I. 1974, AIDS prevention and services. Community Based Research. Connecticut Bergin & Garvey.
19. Overall, C. and Zion, W.P. 1991; Perspectives on AIDS: Ethical and Social Issues. New York Oxford University Press
20. Sundaram K.V. Jha, M.M & Mrityunjay, M.(ed.); Natural resources management and livelihood security: survival strategies & sustainable policies. New Delhi: Concept publishing co, 2004.

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**Instruction for Examiners:**

Each theory paper shall be of 80 marks and shall comprise of 9 questions. The candidate shall be required to attempt 5 questions. Each course is divided into four units. The examiner shall set 9 questions in all. Out of which 8 questions shall be from 4 Units by selecting two each from each of 4 units. Each unit shall have 2 questions of 15 marks each.

Question No. one will be compulsory consisting of 10 short answer type questions spreading over the whole syllabus, to be answered in 30-35 words and carrying 2 marks each. In addition to on compulsory question, candidate are required to attempt 4 long answer type questions, by selecting one each from each of 4 units.

# ANNEXURE - 33

## Intellectual Property Rights

External Marks: 80  
Internal Marks : 20

Total Credit : 4  
Total Marks : 100

The whole syllabus is divided into 4 units. The paper consists of 100 marks (80+20). The theory paper will be of 80 marks. It is divided into two parts. Part I is compulsory and it consists of 8 questions carrying 2 marks each. Part II consists of 4 units carrying 2 questions from each units. The student is required to attempt one question from each unit. Each question carries 16 marks.

### Unit I

#### Introduction:

Intellectual Property. Nature and Scope. Industrial and Non industrial Property. Different forms of Intellectual Property and conceptual Analysis of Patent, Copyright, Trade Marks, GI, Design Historical Development of IPR's in India. Overview of WTO TRIPs Agreement.

### Unit II

#### Indian Patent Act 1970

Patent- Definition. Essentials of Patent. Specifications and its types, Patentable subject Matter. Registration of Patents. Infringement and Remedies Authorities, WIPO and Paris Convention.

### Unit III

#### Trade Marks Act 1999 and GI Act 1999

Trade Marks and Geographical Indication of Goods. Differences and Similarity. Types of Trade Marks. absolute and conditional grounds of refusal. Registration of Trade Marks. Infringement and Remedies. Authorities, Madrid Agreement.

### Unit IV

#### Copyright Act 1957

Copyright: Concept, Subject Matter of Copyright, Registration of Copyright. Doctrine of Fair Use (Copyright Matter). Infringement and Remedies. Authorities. Overview of Berne Convention.

#### Suggested Readings

Ahuja V.K., Law relating to Intellectual Property Rights  
Ganguli Prabhuda, IPR: unleashing the knowledge economy  
Wattal Jaishree: Intellectual Property Rights : The way forward for developing countries  
Kaul, A.K., Gatt to WTO: Law, Economics and Politics  
Patent Act 1970  
Copyright Act 1957  
Trade Mark Act 1999  
Geographical Indication of Goods Act 1999

*Signature*

## ENV - 100 ENVIRONMENTAL POLLUTION (For odd semester)

L T P  
4 0 0 (4 Credits)

701  
2-18

Marks for External Exam : 80  
Marks for Internal Exam : 20  
Total : 100  
Time : 3 Hours

### Note:

The examiner is requested to set nine questions in all taking two questions from each unit and one **compulsory** question. The compulsory question will consist of four parts and will be distributed over the whole syllabus. The candidate is required to attempt five questions selecting one from each unit and the compulsory question.

**Objective:** To educate the students about the environmental concerns and various issues related to environmental pollution.

### UNIT - I

Air pollution- natural and anthropogenic sources of pollution, primary and secondary pollutants, transport and diffusion of pollutants, gas laws governing the behavior of pollutants in the atmosphere. Methods of monitoring and control of air pollution, SO<sub>2</sub>, NO<sub>x</sub>, CO, SPM.

### UNIT - II

Water pollution – types, sources and consequences of water pollution, physico-chemical and bacteriological sampling. Analysis of water quality, standards, sewage and wastewater treatment and recycling, water quality and standards.

### UNIT - III

Soil pollution chemical and bacteriological sampling as analysis of soil quality, soil pollution control, industrial waste effluents and heavy metals and their interactions with soil components.

### UNIT - IV

Noise pollution - sources of noise pollution, measurement and indices. Marine pollution, sources of marine pollution and its control. Effects of pollutants on human beings, plants, animals and climate. Air quality standards.

### SUGGESTED TEXT BOOKS AND REFERENCES:

1. Air pollution and control - K.V.S.G. Murlikrishan
2. Industrial noise control - Bell & Bell
3. Environmental engineering -Peary
4. Introduction to environmental engineering and science - Gilbert Masters.

**MAL-203 APPLIED STATISTICS**  
**(For odd semester) 3<sup>rd</sup> Semester**

L T P  
4 0 0 (4 Credits)

Marks for External Exam : 80  
Marks for Internal Exam : 20  
Total : 100  
Time : 3 Hours

**Note:**

The examiner is requested to set nine questions in all taking two questions from each unit and one **compulsory** question. The compulsory question will consist of four parts and will be distributed over the whole syllabus. The candidate is required to attempt five questions selecting one from each unit and the compulsory question.

**Objectives:** To familiarize students with Basic Statistics and their applications.

**UNIT-1**

Measures of Central Tendency: Mean, Median, Mode, Dispersion, Range, Quartile deviation, Standard Deviation, Moments, Skewness and Kurtosis.

**UNIT-2**

Introduction to theory of Probability. The concept of probability, Additive and Multiplicative Laws of Probability, Sampling Theory – Population and sample, Types of Sampling, Null Hypothesis, Type II and I errors, Levels of significance

**UNIT-3**

Solution of Linear Programming Problems (LPP): Feasible solution, Basic feasible solution, Convex Set and their properties. Solution of LPP using Graphical Method & Special Cases.

**UNIT-4**

Correlation & Regression: Karl Pearson's coefficient of correlation, correlation coefficient and lines of regression, Regression Coefficients and their properties.

**Suggested Text Books & References:**

1. Spiegel M. R., "Theory and problems of Probability, Statistics". (Schaum's Outline Series) - McGraw Hill Book Co.
2. Gupta S C and Kapur V K, Fundamentals of Mathematical Statistics - Sultan Chand & Sons.
3. Grewal B S, Higher Engineering Mathematics, 40<sup>th</sup> Edition, Khanna Publisher
4. Robert E Stine and Dean Foster, Statistics for Business- Decision making and analysis, Pearson.

External Marks:80  
Internal Marks: 20  
Time: 3 Hrs

640  
D-17

## PRINCIPLES OF MANAGEMENT (CBCS) ODD SEMESTER

Paper Code: BBL-102

Credit:4

**Course Objective:** The objective of this paper is to familiarize the students with basic management concepts and behavioural processes in the organization.

### Unit-I:

Nature, Scope and Significance of Management; Process of Management; Management as an Art, Science and Profession; Management and Administration; Role of Managers; Principles of Management; Levels of Management

### Unit-II

Planning : Meaning and Importance of Planning; Planning Process; Making Planning Effective; Types of Plans; Decision Making : Concept, Nature, Types of Decision, Process and Techniques, Creativity in Decision Making . Management by Objectives

### Unit-III

Organizing-Nature, Importance, Process and Principles of Organizing Departmentation, Decentralization, Centralization, Delegation, Authority and Responsibility Relationship - Line, Staff and Functional; Formal vs. Informal Organizations. Directing: Concept, Nature and Importance

### Unit-IV

Leadership: Meaning, Importance and Characteristics of a Good Leader, Trait Theories, Managerial Grid, Robert House theory, Path Goal theory, Blake & Mouton theory. Control: Nature, Process and Significance, Control Methods: Pre-action Control, Steering Control and Post-action Control, Control Techniques.

### Suggested Readings:

1. Koontz, H. and Wehrich, H.: Management, 10<sup>th</sup> ed., McGraw - Hill, New York
2. Robbins, S.P. : Management, 5<sup>th</sup> ed., Englewood Cliffs, Prentice Hall Inc., New Jersey,
3. Stoner, J. etc: Management, 6<sup>th</sup> ed., Prentice Hall of India, New Delhi
4. Luthans, F.: Organizational Behaviour, 7<sup>th</sup> ed., Mc Graw Hill, New York.
5. Rao, V. S. P.: Management, Excel Books, New Delhi, 2012.

CBCS-ECO-I

**CBCS-Syllabus  
Semester-III  
Elements of Economics**

Time: 3 hrs.

642  
9-17

699  
9-17

Max. Marks: 100  
External: 80  
Internal: 20

**Unit –I**

Demand Analysis and Supply Analysis, Consumer Equilibrium, Utility and Indifference Curve; Production Function, Cost Function, Economies of Scale, Law of Returns. Basic Features of Markets: Perfect Competition, Monopoly. Monopolistic Competition, Bilateral Monopoly, Oligopoly, Duopoly, Cartels.

**Unit –II**

Various Concepts of National Income, Consumption Function, Investment Function and Multiplier, Trade Cycles, Inflation, Monetary and Fiscal Policy, Money Supply, Money Multiplier, Various Definitions of Money. High Powered Money.

**Unit –III**

Basic Concepts of Growth and Development, PQLI, HDI, GDI, Measurement of Poverty and Inequality, Vicious circle of poverty, Balanced and Unbalanced Growth Theory, Sustainable Development.

**Unit –IV**

Basic Characteristics of Indian Economy and Issues of Indian Economy ( Inflation, Poverty, Unemployment, Black money and Inequalities), Economic Reforms, Liberalisation and Globalization, Current Issues of Indian Economy, NITI Aayog versus Planning commission, Centre-State Finance Relations (14<sup>th</sup> Finance Commission), Poverty, Unemployment in India.

**Suggested Readings:**

1. Pindyck Robert S Ruben Feld Daniel, "Microeconomics, Prentice Hall of India.
2. Koutsoyiannis A (1979): Modern Micro-Economics McMillan Press London
3. Shapiro E (2003): Macroeconomic Analysis, Galgotia Publications New Delhi.
4. Rana and Verma: Macroeconomic Analysis, Vishal publications.
5. Mankiw: MacroEconomics MIT Press Cambridge.
6. Thirlwall, A.P. (2003), "Growth and Development", Seven edition, Palgrave Macmillan, New York.
7. Tadoro, Michael & Stephen C Smith (2004), "Economics Development", Seventh edition, Oxford University Press, New Delhi.
8. Dutt Rudder and K.P.M Sunderam (2001): Indian Economy, S Chand & Co.Ltd.New Delhi.
9. Mishra S.K & V.K Puri (2001) "Indian Economy and –Its development experience". Himalaya Publishing House.

CBCS-ECO-II

CBCS-Syllabus  
Semester-III  
Indian Economy

Time: 3 hrs.

Max. Marks: 100  
External: 80  
Internal: 20

Unit-I

Basic features and problems of Indian Economy: - Nature of Indian Economy, demographic features and Human Resource Development (HDI), Problems of Poverty, Unemployment, Inflation, income inequality, Black money in India.

Unit-II

Sectoral composition of Indian Economy: - Issues in Agriculture sector in India, land reforms, Green Revolution and agriculture policies of India, Industrial development, small scale and cottage industries, industrial Policy, Public sector in India, service sector in India.

Unit-III

Economic Policies: - Economic Planning in India, Planning commission v/s NITI Aayog, Monetary policy in India, Fiscal Policy in India, Centre state Finance Relations, Finance Commission in India, LPG policy in India.

Unit-IV

External sector in India: - India's foreign trade value composition and direction, India balance of payment since 1991, FDI in India, Impact of Globalization on Indian Economy, WTO and India.

Suggested Readings:

- Dutt Rudder and K.P.M Sunderam (2001): Indian Economy, S Chand & Co. Ltd. New Delhi.
- Mishra S.K & V.K Puri (2001) "Indian Economy and -its development experience", Himalaya Publishing House.
- KapilaUma: Indian Economy: Policies and Performances, Academic Foundation Bardhan, P.K. (9th Edition) (1999), The Political Economy of Development in India, Oxford University Press, New Delhi.
- Jalan, B. (1996), India's Economic Policy- Preparing for the Twenty First Century, Viking, New Delhi.

External Marks: 60  
 External Practical: 20  
 Internal practical: 20  
 Time: 3 Hrs

**Objectives:**

This course aims to acquaint the learners with the Great Indian cuisine, the food philosophy and regional cuisines of India. Students shall learn and develop traditional and contemporary Indian food production skills in the laboratory, supplemented with theoretical inputs. Learners shall be exposed to the Indian cooking methods and techniques; the use and care of equipments; masalas, pastes, gravies and ingredients along with their roles in various areas of professional kitchen.

**Unit I****Indian Cooking**

Introduction, Philosophy of Indian Food, The great Indian Cuisine - Key features, Regional Influence on Indian Food, Popular Food of India (At least one simple three course menu from each region of India, North, East, south, West and Central India: its salient features and cooking).

**Unit II**

**Condiments, Herbs and Spices Used in Indian Cuisine:** Introduction, Condiments, Herbs and Spices used in Indian Cuisine (Allspice, Ajwain, Aniseed, Asafoetida, Bay leaf, Cardamom, Cinnamon, Cloves, Coriander seeds, Cumin, Chilli, Fenugreek, Fennel, Mustard, Pepper, Poppy Seeds, Saffron, Tamarind, Turmeric, Celery, Curry Leaf, Marjoram, Pomegranate Seeds, Stone Flowers, Basil, Bitter Root, Black Salt, Red Chilli, Rock Salt) Various ways of using spices, their storage and usage tips.

**Unit III**

**Masalas, Pastes and Gravies in Indian cooking:** Masalas and Pastes: Introduction, Types, Blending of Spices, Concept of Dry and Wet Masalas, Pastes used in Indian Cooking, Purchasing, Storing Considerations. Basic Indian Gravies: Introduction, Gravies and Curries, Regional Gravies, Gravy Preparations. Knowledge about Souring Agents, Colouring Agents, Thickening Agents, Tendering Agents, Flavouring and Aromatic Agents, Spicing Agents in Indian Kitchens

**Unit IV**

**Regional Cuisines of India:** Cuisines of Kashmir, Punjab, Haryana, Rajasthan, Maharashtra & Awadh: Introduction, Geographical Perspectives, Brief Historical Background, Characteristics & Salient Features of Cuisine, Key Ingredients, Popular Foods, Seasonal Foods, Special Equipments, Staple Diets, Specialities during Festivals and Other Occasions, Community Foods.

**Practical:**

1. Understanding Indian Cooking and Preparation of simple popular foods of India. (At least one simple three course menu from each region of India, North, East, South, West and Central India its salient features and cooking).

2. Condiments, Herbs & Spices in Indian Kitchen - Do's & Don't's

3. Understanding Preparations of Masalas, Pastes and Gravies in Indian Kitchen

Preparation of:

- (i) Makhni Gravy
- (ii) Green Gravy
- (iii) White Gravy



- (iv) Lahabdar Gravy
- (v) Kadhai Gravy
- (vi) Achari Gravy
- (vii) Malai Kofta Gravy
- (viii) Yakhti Gravy
- (ix) Yellow Gravy
- (x) Korma Gravy

- Two Menus about 3-5 dishes per menu per state in context with theory syllabus

Note: For focused inputs Regional Theme Lunches/ Festivals may be organised as a part of activity based learning.

#### Suggested Readings:

- Quantity Food Production Op. and Indian Cuisine – Parvinder S Bali, Oxford University Press
- A Taste of India By Madhur Jaffrey - John Wiley & Sons
- Food of Haryana: The Great Chutneys – Dr Ashish Dahiya, University Press, MDU
- Indian Gastronomy – Manjit Gill, DK Publishers
- Food of Haryana: The Great Desserts – Dr Ashish Dahiya, University Press, MDU
- Punjabi Cuisine – Manjit Gill
- My Great India Cook Book – Vikas Khanna
- Modern Cookery (Vol -1) By Philip E. Thangam, Publishers: Orient Longman
- Practical Cookery By Kinton & Cessarani
- Hymns from the Soil: A Vegetarian Saga
- Practical Professional Cookery By Kauffman & Crooknell
- Professional Cooking by Wayne Casslen, Publisher: Le Cordon Bleu
- Theory of Catering by Kinton & Cessarani
- Theory of Cookery By K. Arora, Publisher: Frank Brothers

External Marks: 80  
Internal Marks: 20  
Time: 3 hrs.

### ENTREPRENEURSHIP DEVELOPMENT

PAPER CODE: BBL-308

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

#### Unit-I

Entrepreneurship: Concept, knowledge and skills requirement; characteristics of successful entrepreneurs; role of entrepreneurship in economic development; entrepreneurship process; factors impacting emergence of entrepreneurship; the changing role of entrepreneurs.

#### Unit-II

Starting the venture: generating business idea - sources of new ideas, methods of generating ideas, creative problem solving, opportunity recognition; environmental scanning, competitor and industry analysis; feasibility study - market feasibility, technical/operational feasibility, financial feasibility: drawing business plan; preparing project report; presenting business plan to investors

#### Unit-III

Functional plans: marketing plan - marketing research for the new venture, steps in preparing marketing plan, contingency planning; organizational plan - form of ownership, designing organization structure, job design, manpower planning; Financial plan - cash budget, working capital, proforma income statement, proforma cash flow, proforma balance sheet, break even analysis

#### Unit-IV

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

#### Suggested Readings:

1. Hisrich, Robert D., Michael Peters and Dean Shepherd, **Entrepreneurship**, Tata McGraw Hill, New Delhi
2. Barringer, Brace R., and R. Duane Ireland, **Entrepreneurship**, Pearson Prentice Hall, New Jersey (USA)
3. Lall, Madhurima, and Shikha Sahai, **Entrepreneurship** Excel Books, New Delhi
4. Charantimath, Poornima, **Entrepreneurship Development and Small Business Enterprises**, Pearson Education, New Delhi.
5. Khanka, S.S., **Entrepreneurial Development**, S.Chand, New Delhi.
6. Desai, Vasant, **Dynamics of Entrepreneurial Development and Management**, Himalaya Publishing House.

**Instruction for Paper Setter:** The question paper will have two sections. Section 'A' shall comprise of 5 small question of 4 marks each out of which 5 questions are compulsory. Section 'B' will contain 8 question (2 questions from each unit) of 15 marks each. The students will be required to attempt four question (one question from each unit)  
Syllabus (BBA) w.e.f. session 2016-17

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Kandur  
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M-18

1225  
M-19

External Marks: 80  
Internal Marks: 20  
Time: 3 hrs.

**ENTREPRENEURSHIP DEVELOPMENT (CBCS) EVEN SEMESTER  
PAPER CODE: BBL-308**

**Credit: 4**

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

**Unit-I**

Entrepreneurship: Concept, knowledge and skills requirement; characteristics of successful entrepreneurs; role of entrepreneurship in economic development; entrepreneurship process; factors impacting emergence of entrepreneurship; the changing role of entrepreneurs.

**Unit-II**

Starting the venture: generating business idea - sources of new ideas, methods of generating ideas, creative problem solving, opportunity recognition; environmental scanning, competitor and industry analysis; feasibility study - market feasibility, technical/operational feasibility, financial feasibility; drawing business plan; preparing project report; presenting business plan to investors

**Unit-III**

Functional plans: marketing plan - marketing research for the new venture, steps in preparing marketing plan, contingency planning; organizational plan - form of ownership, designing organization structure, job design, manpower planning; Financial plan - cash budget, working capital, proforma income statement, proforma cash flow, proforma balance sheet, break even analysis

**Unit-IV**

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

**Suggested Readings:**

1. Hisrich, Robert D., Michael Peters and Dean Shepherd **Entrepreneurship**, Tata McGraw Hill, New Delhi
2. Barringer, Brace R., and R. Duane Ireland, **Entrepreneurship**, Pearson Prentice Hall, New Jersey (USA)
3. Lall, Madhurima, and Shikha Sahai, **Entrepreneurship** Excel-Books; New Delhi
4. Charantimath, Poornima, **Entrepreneurship Development and Small Business Enterprises**, Pearson Education, New Delhi.
5. Khanka, S.S., **Entrepreneurial Development**, S.Chand, New Delhi. Desai, Vasant, **Dynamics of Entrepreneurial Development and Management**, Himalaya Publishing House. External Marks: 80

1580  
M-18

1225  
M-19

Internal Marks: 80  
Internal Marks: 20  
Time: 3 hrs.

**ENTREPRENEURSHIP DEVELOPMENT (CBC S) EVEN SEMESTER**  
**PAPER CODE: BBL-308**

**Credit: 4**

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

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

**Unit-II**  
**Starting the venture:** generating business idea - sources of new ideas, methods of generating ideas, creative problem solving, opportunity recognition; environmental scanning, competitor and industry analysis; feasibility study - market feasibility, technical/operational feasibility, financial feasibility; drawing business plan; preparing project report; presenting business plan to investors

**Unit-III**  
**Functional plans:** marketing plan - marketing research for the new venture, steps in preparing marketing plan, contingency planning; organizational plan - form of ownership, designing organization structure, design, manpower planning; Financial plan - cash budget, working capital, proforma income statement, proforma cash flow, proforma balance sheet, break even analysis

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

**Suggested Readings:**

1. Hisrich, Robert D., Michael Peters and Dean Shepherd Entrepreneurship, Tata McGraw Hill, New Delhi
2. Barringer, Brace R., and R. Duane Ireland, Entrepreneurship, Pearson Prentice Hall, New Jersey (USA)
3. Lall, Madhurima, and Shikha Sahai, Entrepreneurship Intel Books, New Delhi
4. Charantimath, Poornima, Entrepreneurship Development and Small Business Enterprises, Pearson Education, New Delhi.
5. Khanka, S.S., Entrepreneurial Development, S.Chand, New Delhi. Desai, Vasant, Dynamics of Entrepreneurial Development and Management, Himalaya Publishing House. External Marks: 80

CBCS-ECO-III

CBCS-Syllabus  
Semester- IV  
Basic Statistics

Time: 3 hrs.

1582  
M-18

1227  
M-19

Max. Marks: 100  
External: 80  
Internal: 20

**Unit –I**

Measures of Central Tendency: Mean, Median, Mode, Geometrical Mean, Harmonic Mean; Measures of Dispersion; Range, Interquartile Range, Interquartile Deviation, Mean deviation, Standard Deviation, Variation, Coefficient of Variation and Lorenz Curve.

**Unit –II**

Correlation Analysis, Regression Analysis: Time Series: Measurement Trends & Seasonal Variation, Estimation of Growth Rates and Forecasting with OLS.

**Unit –III**

Data Analysis, Method of Data Collection; Census, Sampling: Fundamentals, Statistical Quality Control, Index Number (Simple Index Number and Weighted Index Number), Association of Attributes.

**Unit –IV**

Probability: Additional and Multiplication Theorem, Tests of Hypothesis: Standard Error Test, T-Test, Z-Test, F-Test, Chi-Square Test, Analysis of Variance and Analysis of Covariance.

**Suggested Readings:**

1. Gupta S.C and V.K Kapoor (1993). "Fundamentals of Applied Statistics", S. Chand and Sons, New Delhi.
2. Spiegel, M.R (1992). "Theory and Problems of Statistics", 3rd Edition, Mc Graw Hill Books London.
3. Croxton, F.E & D.J. Cowden and S.K Klein (1973). "Applied General Statistics", Prentice Hall, New Delhi.
4. Yates, Frank, "Sampling Methods for Census and Surveys", Charles, Griffin Co., London.
5. Cochran, W. G., "Sampling Techniques", John Willey, New York.

1226  
M-19

1581  
M-18

## CBCS-II THEME EVENT IN HOSPITALITY & TOURISM

Unit - 1 Events- The Concept, Nature, Definition and scope, C's of Events, advantage and disadvantage of Events, Categories and Typologies, Skills required to be a good Event Planners.

Unit - 2 Organising & Designing of Events, key elements of Events, Event Infrastructure, core concept, core people, core talent, core structure, Setting Objectives for the Event, Negotiating Contracts with event Organizers, Venue, Media.

Unit - 3 Marketing & Promotion of Events: Nature of Event Marketing, Process of Event Marketing, The Marketing Mix, Sponsorship. Promotion: Image/ Branding, Advertising, Publicity and Public Relation.

Unit -4 Managing Events: Financial Management of Events, Staffing, Leadership. Safety and Security: Occupational Safety and Health, Incident Reporting, Crowd Management and Evacuation. Note: An Event such as Conference/ Seminar may be planned and organised to supplement learning of students.

### Suggested Readings: -

- A.K. Bhatia, 'Event Management', Sterling Publishers Pvt. Ltd. Delhi.
- Anton Shone & Bryn Parry, 'Successful Event ;2Management
- Coleman, Lee & Frankle, Powerhouse Conferences. Educational Institute of AHMA
- Hoyle, Dorf & Jones, Meaning conventions & Group business. Educational institute of AH & MA.
- Joe Jeff Goldblatt, "Special Events: Best Practices in Modern Event Management (Hospitality, Travel & Tourism)", John Willy and Sons, New York
- Leonard H. Hoyle, Jr, 'Event Marketing', John Willy and Sons, New York
- Lynn Van Der Wagen, Carlos, Event Management, Pearson, New Delhi.
- Sanjay Singh Gaur, Sanjay V Saggere, Event Marketing Management, Vikas Publication, New Delhi
- John Beech, Sebastian Kaiser, Robert Kaspar
- The Business of Events Management ; Pearson Publications

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Print

**MASTER IN HOTEL MANAGEMENT**  
**BPS Women University, Khanpur Kalan, Sonapat**  
**[www.bpswomenuniversity.ac.in](http://www.bpswomenuniversity.ac.in), [hm.bpsmv@gmail.com](mailto:hm.bpsmv@gmail.com)**

**Guidelines for Paper Setting/ Exams**

**Instructions of Paper Setting:-**

The questions paper will have two sections. Section 'A' shall comprise of 5 small question of 4 marks each out of which 5 questions are compulsory. Section 'B' will contain 8 question (2 questions from each unit) of 15 marks each. The students will be required to attempt four question (one question from each unit)

Syllabus (MHM) w.e.f session 2016-17

**BACHELOR IN HOTEL MANAGEMENT**  
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Syllabus (BHM) w.e.f session 2016-17

1362  
M-19-RC

## Indian Government and Politics

Max. Marks: 100

Internal Marks: 20

External Marks: 80

**Note:** The question paper will consist of nine questions. The candidate shall attempt five questions in all. Question No. 1 will be compulsory. The compulsory question will consist of four short answer type conceptual/thematic questions of equal marks (i.e. 4 marks each) spread over the whole syllabus. The Candidate shall attempt four more questions selecting at least one from each Unit. Each question will carry 16 marks.

**Unit-I** Historical Background, Fundamental Rights & Duties, Directive Principles of State Policy, Constitutional Amendments

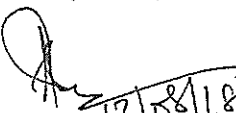
**Unit-II** Union and State Government- President, Prime Minister, Cabinet and Council of Ministers  
State- Governor, Chief Minister.  
Union Parliament and State Vidhan Sabha  
Local Government- Rural and Urban.

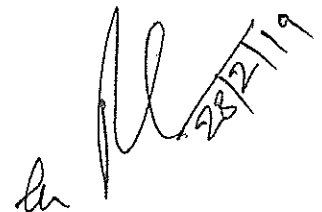
**Unit-III** Judiciary- Supreme Court and the High Courts  
Judicial Review, Judicial Activism including Public Interest Litigation Cases, Judicial Reforms

**Unit-IV** Indian Federalism- Theory and Practice  
Demands for State Autonomy and Separatist Movements.  
Impact of Caste, Religion, Regionalism; Language.  
Weaker Sections -SC, ST and OBC and Gender Issues.  
Problems of Nation Building and Integration.  
Emerging Trends in Indian Polity.

**Readings:**


1. G. Austin, *The Indian Constitution: Corner Stone of a Nation*, Oxford, Oxford University Press, 1966.
2. P. Bardhan, *The Political Economy of Development in India*, London, Oxford, Blackwell, 1984.
3. D.D.Basu, *An Introduction to the Constitution of India*, New Delhi, Prentice Hall, 1994.

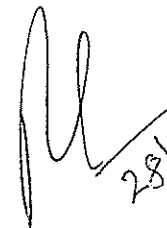

  
13/08/18  
Chairperson Department of Political Science  
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28/12/19



4. C.P. Bhambri, *The Indian State: Fifty Years*, New Delhi, Shipra, 1999.
5. K.R. Bombwall, *The Foundations of Indian Federalism*, Bombay, Asia Publishing House, 1967.
6. P.R. Brass, *Politics of India Since Independence*, 2nd edn., Cambridge, Cambridge University Press, 1994.
7. N. Chandhoke, *Beyond Secularism: The Rights of Religious Minorities*, Delhi, Oxford University Press, 1999.
8. B.L. Fadia, *State Politics in India*, 2 Vols., New Delhi, Radiant, 1984.
9. A.Kaushik, *Democratic Concerns: The Indian Experience*, Jaipur, Alekh, 1994.
10. S.Kaviraj, *Politics in India, Delhi*, Oxford University Press, 1998.
11. A.Kohli (ed.), *India's Democracy: An Analysis of Changing State-Society Relations*, Princeton NJ, Princeton University Press, 1988.
12. A.Kohli, (ed), *The Success of India's Democracy*, Cambridge, Cambridge University Press, 2001.
13. R.Kothari, *Caste and Politics in India*, New Delhi, Orient Longman, 1970.
14. R. Kothari, *Politics in India*, New Delhi, Orient Longman, 1970.
15. W.H. Morris Jones, *Government and Politics in India*, Delhi, BI Publications, 1974.
16. M.V. Pylee, *An Introduction to the Constitution of India*, New Delhi, Vikas, 1998.
17. Abbas, *Indian Government and Politics*, Pearson, New Delhi, 2012.
18. Neera Chandoke, *Contemporary India*, Pearson, New Delhi, 2012.
19. Pravin Kumar Jha, *Indian Politics in Comparative Perspective*, Pearson, New Delhi, 2012.
20. Pravin Kumar Jha, *Tulnatamak Paripekchay Mein Bhartiya Rajniti*, Pearson, New Delhi, 2012.

  
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Sundergarh

  
28/2/19  


1232  
13-19**State Politics in India (with special reference to Haryana)**

Max. Marks: 100  
 Internal Marks: 20  
 External Marks: 80  
 Time: 3 Hours

Note: The question paper will consist of nine questions. The candidate shall attempt five questions in all. Question No. 1 will be compulsory. The compulsory question will consist of four short answer type conceptual/ thematic questions of equal marks (i.e. 4 marks each) spread over the whole syllabus. The Candidate shall attempt four more questions selecting at least one from each Unit. Each question will carry 16 marks.

- UNIT-I** Determinants of State Politics, Linguistic Reorganization of States in India.
- UNIT-II** Office of the Governor, Governor's Discretionary Powers, Politics of President's Rule in the States.
- UNIT-III** Federalism in India: Theory & Practice, Centre-State Legislative, Administrative & Financial Relations.
- UNIT-IV** Demands for Separate States in India, Secessionist Movements in India- Punjab, Jammu & Kashmir and the North- East, Problem of Naxalism in Indian States

**Readings:**

1. G. Austin, The Indian Constitution: Corner Stone of a Nation, Oxford, Oxford University Press, 1966.
2. A.Chanda, Federalism in India : A Study of Union-State Relations, London, George Allen & Unwin, 1965.
3. P.Chatterjee (ed.), States and Politics in India, Delhi, Oxford University Press, 1997.
4. A.Kohli (ed.), India's Democracy : An Analysis of Changing State - Society Relations, Princeton, Princeton University Press, 1988.
5. A.Kohli, Democracy and Discontent : India's Growing Crisis of Governability, Cambridge, Cambridge University Press, 1991.
6. R. Kothari, Politics in India, New Delhi, Orient Longman, 1970.
7. I.Narain (ed.), State Politics in India, Meerut, Meenakshi Parkashan, 1967.

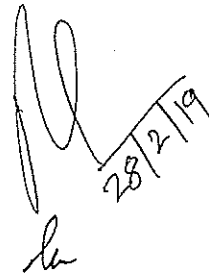
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8. S. Pai, State Politics : New Dimensions : Party System, Liberalization and Politics of Identity, Delhi, 2000.
9. S.C. Mittal, Haryana : A Historical Perspective, New Delhi, Atlantic Publishers, 1986.
10. K.C. Yadav, Haryana Ka Itihas, 3 Volumes, New Delhi, Macmillan India Ltd., 1981.
11. P.D. Sharma, Legislative Elite in India : A Study in Political, Socialization, Kurukshetra, Vishal, 1984.
12. Harinder K. Chhabra, State Politics in India, Delhi, Surjeet Publications, 1980.
13. B.L. Fadia, State Politics in India, Vol I & II, New Delhi, Radiant Publishes, 1984.
14. O.P. Goel, Caste and Voting Behaviour, New Delhi, Ritu Publishers, 1981.
15. Subhash C. Kashyap, The Politics of Defection - A Study of State Politics in India, Delhi, National Publishing House, 1969.
16. T.R. Sharma (ed.), New Challenges of Politics in Indian States, New Delhi, Uppal Publishing House, 1985.
17. P. Choudhary, The Veiled Women: Shifting Gender Equations in Rural Haryana 1880-1990, Delhi, Oxford University Press, 1994.
18. Other Readings: Journal of Haryana Studies, Kurukshetra University Research Journal of Arts and Humanities.



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Sonapat Haryana





**MAL-204 Basics of Calculus**  
**(For even semester) 2<sup>nd</sup> Semester**

L T P  
4 0 0 (4 Credits)

Marks for External Exam : 80  
Marks for Internal Exam : 20  
Total : 100  
Time : 3 Hours

**Note:**

The examiner is requested to set nine questions in all taking two questions from each unit and one compulsory question. The compulsory question will consist of four parts and will be distributed over the whole syllabus. The candidate is required to attempt five questions selecting one from each unit and the compulsory question.

**UNIT-1**

Limit, Continuity and differentiability, derivatives of composite functions, Chain rule, derivatives of inverse trigonometric functions, derivatives of implicit functions, concept of exponential and logarithmic functions and their derivatives, Logarithmic differentiation, derivatives of parametric function.

**UNIT-2**

Application of derivatives: rate of change, increasing and decreasing functions, tangent and normals, maxima and minima, Rolle's and Lagrange's theorem.

**UNIT-3**

Integral calculus, Integration as reverse process of differentiation, integration by substitution, by partial fraction, by parts, definite integrals.

**UNIT-4**

Applications of definite integrals, area under simple curves, especially lines, circles, parabolas, ellipses (in standard form only), area between the two above said curves, Multiple Integrals.

**References:**

1. Elements of Mathematics, M. L. Bhargava and Janardhan dinodia, Jeevansons publications
2. Differential and Integral calculus by Shanti Narayan





H. Cont. . . . . SEM - III  
Paper . . . . . English (Creative)

Money: 80  
Fuel: 100  
Total marks: 180

UNIT - I  
A brief introduction to literature : Fiction  
Various genres of literature under study will be introduced  
briefly to the students along with the names of famous  
propagators of concerned genre.

Short Stories - 4 stories

1. 'Pigeon at Daybreak' by Anita Das
2. 'Within the Photographer' by Stephen Leacock
3. 'The Journey' by Tamsela No
4. 'The Refugee' by K.M. Abbas

UNIT - II

Short Stories - 4 stories

1. 'Punching Clock' by Premishwar Nathi Rami
2. 'Belknap's Fox' by William of Maryonvi John John
3. 'The Clock' by Premshwar
4. 'The Island' by R. S. . . . .



UNIT - III

Grammar & -

- 1. Tenses
- 2. Active voice
- 3. Parts of speech
- Passive voice
- Parts of introduction of
- parts of speech

UNIT. IV

- 1. Letter writing
- 2. Resume writing
- 3. Mail writing

(Orders and Complaints)

Mem. Third Semester

Subject: Public Administration (Elective)

Marks: 50  
 Internal Assessment : 20

Unit-I

Public Administration: Evolution, Meaning, Nature, Scope, significance and its relations with Political Science, Economics and Law; Public and Private Administration; New Public Administration; and New Public Management.

Unit-II

Organization: Meaning and Basis. Principles of Organization Hierarchy, Span of control, Co-ordination, Supervision and Control, Communication, Decentralization and Delegation.

Unit-III

Forms of Organizations: Formal and Informal, Department, Board, Corporation and Commission and Independent Regulatory Commission.

Unit-IV

Chief Executive: Meaning, Types and Role. Line, Staff and Auxiliary Agencies. Public Relations: Meaning, Means and Significance.

Micro III<sup>rd</sup> Semester

Subject: Macro Economics

(Elective)

Max. Marks: 100

External: 60

Internal: 20

Time Allowed: 3 hours

Unit-I

- 1.1 Nature and Scope of Macro Economics
- 1.2 Difference between Micro and Macro Economics
- 1.3 Importance of Macro Economics
- 1.4 Concepts, measurement and limitations of National Income Statistics
- 1.5 Circular flows of Income in Two, Three and four Sector Economy.

Unit-II

- 2.1 Say's Law of Market
- 2.2 Classical Theory of Income and Employment
- 2.3 Regression Theory of Income and Employment
- 2.4 Principle of Elastic Demand
- 2.5 Comparison between Classical and Regression Theory

Unit-III

- 3.1 Consumption Function: Meaning and Technical Attributes.
- 3.2 Significance of MPC
- 3.3 Psychological Law of Consumption & its Implications.
- 3.4 Short run and long run consumption curves.

Unit - IV

- 4.1 Meaning of Capital and Investment
- 4.2 Types of Investment
- 4.3 Marginal Efficiency of Capital (MEC)
- 4.4 Relation between MEC and MPEI
- 4.5 Factors affecting Investment To Invest

M.Com (Two Year Course) 3rd Semester  
Computer Application in Business (

Max Marks: 80  
Inter. Ass. 20

Time: 3 hours

Unit - 1

Introduction to Computer: definition components and characteristics of computers; Input and output devices: memory and mass storage devices, Introduction to modern CPU and processors. Computer software: introduction types of software: system, application and utility software; programming languages.

Unit - 2

Information Technology in Business: Concept of information technology: Local Area Network media & topologies and Wide Area Networks; Electronic data processing; Internet and extranet, concept and evolution; World Wide Web; Multimedia technologies; Video conferencing; Broadband networks; Planning and designing web pages.

Unit -3

Documentation Using MS-Word - Information to office Automation ; Creating & Editing Document, Formatting Document , Auto text, Auto correct, Spelling and Grammar Tool, Document Dictionary , Page Formatting, Bookmark, Advance Features of MS-Word-Mail Merge , Macros, Tables, File Management, Printing, Styles. Linking and embedding object, Template.

Unit-4

Spread Sheets: Working with EXCEL-formatting, Functions, Chart features; working with graphics in excel; using worksheets as database in accounting; marketing finance and personnel areas. Presentation with Power -Point basics, creating presentations the way; Working with graphics in power-point; show time, sound effects and animation effects.

Mcq. III<sup>rd</sup> Semester

Subject: Political Science Elective

Indian Constitution

Marks - 80  
Duration - 20

Time Allowed: 3 hours

Unit - I

Indian Constitution - sources and features, Preamble, Fundamental Rights, Fundamental Duties and Directive Principles of state Policy.

Unit - II

Union and State Executive - President, Prime Minister, Council of Ministers, State Executive - Governors, Chief Minister and Council of ministers.

Unit - III

Union and State Legislatures - Parliament - Composition and Functions; Speaker of Lok Sabha Amendment Process; State Legislature - Vidhan Sabha; Panchayati Raj.

Unit - IV

Judiciary - Supreme Court, High Courts, Judicial Review.

M. Com III<sup>rd</sup> Sem.

SUB :- History (Elective)

Mark :- 80

Internal Assessment :- 20

Time Allowed :- 3 Hr.

UNIT :- I :-

Meaning and scope of history  
Sources of ancient Indian history  
Pre - Historic Age: Hunter gatherers  
Concept of Neolithic: Origin of the Agriculture system.  
Harappan Civilization: Origins, Extent, Town Planning  
Economy, Society, Arts and Political Organization.

UNIT :- II :-

Vedic Culture: Polity, Society, Religion and Literature  
Social Institutions: Varns, Caste, Untouchability and  
Gender Relations.  
Emergence of state with special reference to the  
Rise of Magada Empire.  
Religious Movements :- Buddhism and Jainism.

UNIT III :-

Mauryan Empire :- Polity, Administration, Ashoka's  
Dhamma - Nature and Propagations.  
Post Mauryan Empire: Kushanas and Satavahans.  
 Gupta Empire: State, Administration, Society, Economy.  
Utkal, Gandhars, Art and Architecture.

UNIT :- IV :-

Maps (India)

Important sites of Harappan Civilization.

Ports and Urban Centers in Ancient India.

Ashoka's Empire : Extent, Pillars and Edicts.

Extent of Kanishka's Empire.

Extent of Samudragupta's Empire.

MCQs. 1<sup>st</sup> Semester

Subject: Health and Physical Education

Time: 3 hours

Max. Marks = 100  
External : 80  
Internal : 20Unit-I

Concept of Physical Education - Meaning, nature, scope, importance, illusions, objectives.

Concept of Health and health education; Meaning, nature, scope, importance, objectives, principles, health related organisations and programmes.

Unit-II

Communication diseases: meaning, types, reasons, control or preventive measures.

Meaning of immunity, types, achieving measures, Occupational health: meaning, scope, effective elements, Problems and remedies.

Unit-III

Posture: concept of Posture, good posture, positions, importance. Meaning of Postural deformities, reasons and remedies. Different body system and effects of exercise on various system.

Unit-IV

Basic concept of stress, what is meaning, causes, symptoms, fatigue, stressors, meaning, types, reasons, prevention.

Psychology and sports psychology: meaning, importance, Motivation - meaning, importance, sportmanship, ethics, interest, learning



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MCOM. 4<sup>TH</sup> SEMESTER

SUBJECT: PUBLIC ADMINISTRATION

TIME: 3 HOURS

THEORY: 80

INTERNAL: 20

Unit-I

Theories of Organization: Scientific Management Theory (F.W.Taylor), Classical (Henry Fayol, Luther Gulick, M.P. Follet, Mooney and Reiley.) and Bureaucratic (Max Weber).

Unit-II

Personnel Administration: Meaning; Nature and Significance. Elements of Personnel Administration: Recruitment, Training/ Capacity Building, Promotion, Motivation and Morale.

Unit-III

Budget: Principles, Preparation and Enactment of Budget. Public Funds: Accounting and Auditing. Financial Control: Parliamentary (Parliament and its committees) and Executive Control.

Unit-IV

Meaning and Significance of followings:

- I. Administrative Law.
- II. Delegated Legislation.
- III. Administrative Tribunal.
- IV. Public Policy

*(Signature)*

