Sr. No.	Programme	Name of Course	Course ID
1	B.A. Programme (Public Administration)	International Administration	240/PAM/MI301
2	B.A Major in Economics	Economy of Haryana	240/ECO/MI301
3	B.A. Psychology	Psychology of media	240/PSY/MI301
4	B.A. English (Single Major and Multidisciplinary)	Modern Drama	240/ENG/MI301
5	B.A. History	Gandhian Thought and Movements	240/HIS/MI 301
6	B.A. Sociology (Multidisciplinary)	Indian Society: Structure and Change	240/SOCM/MI301
7	B.A. Geography	Socio-cultural Geography	240/GEO/MI301
8	Bachelor of Science (Multidisciplinary) in Computer Science	Computer Hardware and maintenance	240/CS/MI301
9	B.A./B.Sc. (Mathematics)(Single Major)	Statistical Methods	240/MAT/MI301
10	B Sc Life Science (Zoology)	Introductory Human Physiology	240/ZOOL/MI301
11	B.Com	Working Capital	240/COM/MI301
12	B.Com	Corporate Governance	240/COM/MI302
13	B.Sc. Physics (Single Major)	Physics-III	240/PHY/MI301
14	B.A. with major in Political Science	Awareness about RTI and Consumer Rights	240/PS/MI301
15	Bachelor of Computer Applications	Information Security	240/BCA/MI302
16	Bachelor of Computer Applications	Cyber Security	240/BCA/MI303
17	Bachelor of Computer Applications	Computer Hardware and maintenance	240/BCA/MI301
18	Hospitality and Hotel Administration	Facility Operations Housekeeping Level-3	240/HHA/MI301
19	BBA	RETAIL MANAGEMENT	240/BBA/MI301
20	B Sc Life Science (Botany)	Organic farming	240/BOT/MI301
21	B.Sc. With major in Biotechnology	Applications of Biotechnology in Agriculture and Environment	240/BIOT/MI301
22	Bachelor of Arts (Journalism and Mass Commuinication)	Newspaper production	240/JMC/MI301
23	B.Sc. Animation & Multimedia	Video Editing	240/ANI/MI301
24	M.A. (Integrated) Journalism & Mass Communication	Writing for News Media	242/JMC/MI301
25	MBA Integrated (3rd semester)	Cost accounting	242/MBAI/MI301
26	B.Sc. Chemistry (Single Major)	Chemistry of Biomolecules-I	240/CHE/MI301

27	B.A. (Multidisciplinary) Physical Education	Sports Sociology	240/PE/MI301
28	B.A. Multidisciplinary (Music (V))	Basics of Hindustani Music	240/MV/MI301
29	B.A. Multidisciplinary (Music (I))	Basics of Hindustani Music INSTRUMENTAL	240/MI/MI301
30	Bachelor of Science in Home Science	Food Microbiology	240/HS/MI301
31	BTTM	Fundamentals of Management	240/BTM/MI301
32	Diploma in Yoga	Yoga Practium-3	243/YOG/MI301
33	M.A (Integrated) Development Studies	Introduction to Indian Constitution	242/DSI/MI301
34	MCA-INTEGRATED	Computer Hardware and Maintenance	242/MCAI/VO301
35	UG Hindi single major	व्यवसायिक संप्रेषण और हिंदी भाषा	240/HIN/MI301

240|PAM|MI301

MINOR COURSE

Semester III
MIC-3 International Administration

MIC- 3 International Administration (Credits-04)	**Maximum Marks: 100**
Course ID:	**Theory Examination: 70**
Semester III	**Theory Internal Assessment:30**
	Examination Time: 3 hrs

Course Outcomes: After completing this paper, the students will be able to;
CO-1: Understand the rationale behind the establishment of international organizations and their impact on global development scenarios.

CO- 2: Analyze the organizational structure and functions of the United Nations and its specialized agencies.

CO- 3: Evaluate the effectiveness of regional organizations like SAARC, ASEAN, G-20, and the European Union in promoting regional development.

CO- 4: Assess the roles and challenges of international economic organizations such as the WTO, World Bank, IMF, and ADB in global economic development.

(c) **Note:**

1. **Nine Questions will be set in all and students will be required to attempt 5 questions.**
2. **Question No. 1 will be compulsory and will consist of 7 short answer type questions of 2 marks spread over the entire syllabus (2x7=14 marks).**
3. **For the remaining eight questions, students will attempt 1 out of 2 questions from each of the four units (14 marks each).**

Unit I

- Role of International Organisations in Development: Rationale and Overview of the global scenario.
- UN structure: Organisation, Functions and Working of General Assembly, Security Council, Secretariat.

Unit II

- Specialized Agencies of the United Nations: Organisational Structure.
- Functions/ Programmes and Working of UNESCO; UNICEF; ILO; WHO.

Unit III

- Regional Organisations: Organisational Structure, Functions, Role.
- Issues in working of G-20, and European Union.

Unit IV

- International Economic Organisations: Organisational Structure, Functions, Role.
- Issues in working of World Bank (WB) and International Monetary Fund (IMF).

Suggested Readings:

1. Banerjee, A. M., & Sharma, M. R. (2007). *Reinventing the United Nations*. Prentice Hall of India.
2. Cable, V. (1999). *Globalization and global governance*. Royal Institute of International Affairs. Goel, S. L. (1976). *International administration*. Sterling Publishers.
3. Pease, K.-K. S. (2017). *International organisations*. Routledge.

Websites:

4. Association of Southeast Asian Nations. (n.d.). *Home page*. Retrieved May 16, 2025, from https://www.aseansec.org
5. International Labour Organization. (n.d.). *Home page*. Retrieved May 16, 2025, from https://www.ilo.org
6. South Asian Association for Regional Cooperation. (n.d.). *Home page*. Retrieved May 16, 2025, from https://www.saarc-sec.org
7. United Nations. (n.d.). *Home page*. Retrieved May 19, 2025, from https://www.un.org

Max. Marks: 100 Internal Assessment Marks: 30 End Term Exam Marks: 70	Time: 3 Hrs

Part-B Contents of the Course

Instructions for Paper Setters

1. Nine Questions will be set in all and students will be required to attempt 5 questions.
2. Question No. 1 will be compulsory and will consist of 7 short answer type questions of 2 marks spread over the entire syllabus (2*7=14 marks).
3. For the remaining four questions, students will attempt 1 out of 2 questions from each of the four units (14 marks each)

Unit	Topics
I	Basic Concepts of Economic Development: Economic Growth and Development, Concept of underdevelopment and basic characteristics; Determinants of Economic Development, Obstacles to Economic Development. Measurement (PQLI and HDI) of economic development: sustainable economic development.
II	Concept of Stationary State and Classical Theories of Economic Development: Adam Smith, Ricardo, Malthus, and J.S Mill
III	Approaches to Development: Vicious Circle of Poverty, Leibenstein critical minimum effort theory, Balanced & Unbalanced growth theories.
IV	Economic Planning and Policy: Development planning: rationale, Strategies and objectives of planning; Requisites of successful planning, Problems of Development Planning, Role of state.

Part-C Learning Resources

Recommended Books/E-Resources/LMS

- Thirlwall, A. P.(2003),"Growth and Development", Seventh edition, Palgrave Macmillan, New York.
- Ray, Debraj (2004), "Development Economics", Seventh impression, Oxford University Press, New Delhi.
- Meier, Gerald M. and James E. Rauch (2000), "Leading Issues in Economic Development", Oxford University Press, New York.
- Ghosh, Arun (1996), "Paradigms of Economic Development", IIAS, Shimla.
- Sen, A K (ed.) (1970), "Growth Economics", Penguin Books
- Sen, A K (ed.) (1970), "Growth Economics", Penguin
- Kindleberger, C.P. (1977), "Economic Development", McGraw Hill, New York.

240/ECO/MI301

MIC-3

Part-A Introduction	
Subject	Economics
Semester	III
Name of the Course	**Economy of Haryana**
Course Code	**MIC-3**

Course Type: (CC/MCC/MDC/ CCM/ DSEC/VOC/DSE/PC/AEC/ VAC	MIC		
Course Learning Outcomes (CLO)	1. Understand and analyse growth and development of Haryana Economy since 1966. 2. Describe and critically analyse growth and reforms in Haryana agriculture sector and evaluate various financial and insurance schemes. 3. Analyse industrial growth and performance of public sector undertakings in Haryana.		
Credits	Theory	Tutorial	Total
	03	1	04
Contact Hours	03	1	04
Max. Marks: 100 **Internal Assessment Marks: 30** **End Term Exam Marks: 70**	**Time: 3 Hrs**		

Part-B Contents of the Course

Instructions for Paper Setters

1. Nine Questions will be set in all and students will be required to attempt 5 questions.
2. Question No. 1 will be compulsory and will consist of 7 short answer type questions of 2 marks spread over the entire syllabus (2*7=14 marks).
3. For the remaining four questions, students will attempt 1 out of 2 questions from each of the four units (14 marks each).

Unit	Topics
I	Regional Economics: Concept, Scope and framework. Regional economic problems: Different Approaches to Regional Economic Analysis.
II	Structural Changes in Haryana Economy: Role of Agricultural in Haryana. Growth & Productivity of Agriculture in Haryana. Green Revolution: Role, Performance & its implications. Agricultural diversification: Rationale and its constraints. Agriculture credit & marketing, Soil degradation, Irrigation and water management.
III	Industry in Haryana- Industrial development: Pattern, performance, constraints & challenges. Small -scale industry: Role, Problems & Future prospects. State's role in industrial development, HSIIDC. Development of transport and banking in Haryana, Regional inequality.
IV	Public Finances of Haryana- Sources of revenue and heads of expenditure. Problems of resource mobilization in Haryana. State Public sector Undertakings, Off budget liabilities. Infrastructure and Human Development- Education, Health, Housing, State Human development

Part-C Learning Resources

Readings:

- Hoover, F.M. (1984), An Introduction to Regional Economics, UCEB.
- Richardson, H.W. (1972) Regional Economics, Weidenfeld and Nicolson, London.
- Economic Survey of Haryana (various years)
- State Statistical Abstract of Haryana (various years)

240/PSY/MI 301

Semester-3
MIC-3 Psychology of Media (Credits 04)

Maximum Marks: 100
Theory Examination: 35
Theory Internal Assessment: 15
Practical Examination: 35
Practical Internal Assessment: 15
Examination Time: 3 hrs

Course Outcomes:

- Students will learn about the historical development of media psychology and its implications.
- Students will gain a comprehensive understanding of how media influences individual and societal behavior.
- Students will understand the impact of media on different developmental stages.
- Students will develop critical thinking skills through the analysis of media content and its psychological impact.

Note:

a) Candidates would be required to attempt four questions in all.
b) Question No. I would be compulsory. It shall be based on the entire syllabus and would contain 5 short answer type questions of one mark each.
c) There would be two questions (10 marks each) from each of the three units. Candidates would attempt one Question from each unit.

UNIT I: INTRODUCTION

Definition; Brief history of Media Psychology; The need for Media Psychology; Relationship between Psychology and media; Applications of Media Psychology.

UNIT II: DEVELOPMENTAL ISSUES IN MEDIA PSYCHOLOGY

Young children and television – fantasy versus reality; children's socialization through media, imaginationand theory of mind

Media and adolescents - media use in adolescence, the role of media figures during adolescence, media influences on adolescent body image, Media and Eating habits.

UNIT III: PSYCHOLOGIAL EFFECTS OF MEDIA

Pro-social effects of media – media and prosocial behavior, the effects of "Prosocial Media" on audience,emotions and empathy.Negative effects of media: trolling, The effects of media &violence.

Advertising in Media – Role of Psychology in advertising, cognitive and behavioral effects of advertising

Practical:
Perform any two practicals based on above units.
Do atleast one of the following:
- Movie/Documentary screening
-Survey
- Report writing using computer (Search engine, PPT, assessment etc)

References

1. Giles. D. (2003). Media Psychology, Lawrence Erlbaum Associates & Publishers: London.
2. Mahon,C.(2019). The Psychology of Social Media. London, UK; Routledge

240/ENG/MI301

Semester 3

Course Code – MIC 3

Modern Drama

Maximum marks: 50

Theory: 35

Internal Assessment: 15

Course Objectives

CO	Description
CO-1	Analyze the defining features of modern drama, such as its focus on psychological realism, fragmented narratives, and experimental forms.
CO-2	Understand the historical and cultural context of modern drama.
CO-3	Develop critical interpretation and scholarly writing skills that reflect an understanding of the plays thematic and stylistic elements.

Course outcomes:

CO	Description
CO-1	Compare and contrast the works of significant modern playwrights, understanding how they deviated from classical and traditional forms.
CO-2	Analyze how these historical and cultural contexts influenced the themes, styles, and techniques used by modern playwrights
CO-3	engage in discussions that demonstrate a sophisticated grasp of modern drama's innovations, techniques, and contributions to the theater.

Unit I

Mahesh Dattani's *On A Muggy Night In Mumbai*

John Osborne's *Look Back In Anger*

Unit- II

Edward Albee Who's Afraid of Virginia Woolf

Henrik Ibsen A Doll's House

Suggested Readings:

"The Modernist Novel: A Critical Introduction" by David James

"The Theater of the Absurd" by Martin Esslin

"A History of Modern Drama, Volume I: 1879-1959" by David Edgar

"Modern Drama: A Very Short Introduction" by Adrian Poole

Scheme of Examination:

Students will attempt 3 questions(selecting atleast one from each text) out of five, carrying 5 marks each. (3*5=15)

Students will attempt one essay type question (with internal choice) (10 marks)

Students will attempt one essay type question (with internal choice) (10 marks)

240/HIS/MI301

Semester-3:

MIC-3: Gandhian Thoughts and Movement

Credit: 4

Maximum Marks: 100
Theory Exam: 70
Internal Assessment: 30
Time: 3 Hours

Instructions for Paper-Setter:

1. Nine questions shall be set in all, two questions from each Unit I-IV and Question No 1, that is, Compulsory Question, by taking COs into consideration. Each question shall carry 14 marks.
2. The Compulsory Question shall consist of *seven* short answer type questions of 2 marks each which shall be spread over the whole syllabus.
3. The candidate shall be required to attempt *five* questions in all selecting one each question from Unit I-IV and the Compulsory Question.
4. The Map Questions shall be carrying 14 marks each (09 Marks for map work and 05 marks for Explanatory Note). For visually disabled students, the part relating to the Explanatory Note shall carry full marks.

Course Outcome:

1. The students shall get familiar with effort of Gandhiji"s freedom struggle of Indian independence.
2. The students is supposed to study Gandhian perceptive and his idea regarding socio-cultural and political problems.

Course Content:

Unit-1

1. Gandhi's Life and Making.
2. Gandhi's experiments in South Africa.

Unit-2

3. Gandhi's experiment with Satyagraha: Champaran
4. Gandhian Movements : Non- Cooperation, Civil Disobedience Movement and Quit India.

Unit- 3

5. Core Principles of Gandhian Thought : Satya, Ahimsa, Satyagraha
6. Gandhi's Vision of State : Ram Rajya (Ideal Society) and Panchayati Raj

Unit-4

7. Gandhi's Concept of Social Reform: Temple Entry, Harijan
8. Contemporary Relevance of Gandhian Thought and Principles.

Recommended Books:

1. Brown, Judith, M. (1977). *Gandhi and civil disobedience the Mahatma in Indian politics,* 1928-1934. London: Cambridge University Press.

2. Brown, Judith, M. (1972). *Gandhi's Rise to power: Indian politics 1915-1922*. London: Cambridge University Press), 1972.

3. Chandran, Devansen D.S. (1969). *Making of the Mahatma.* New Delhi: Orient Longman.

4. Fischer, Louis (1983). *Life of Mahatma Gandhi*. New York: Harper and Row.

5. Gandhi, M.K. (2001). *An autobiography or the story of my experiments with truth.*

Ahmedabad: Navajivan Publishing House.

6. Gandhi, M.K. (1992). *Satyagraha in South Africa.* Ahmedabad: Navajivan Publishing

House.

7. Gandhi, M.K. (1999). *Hind swaraj*. Ahmedabad: Navajivan Publishing House.

240/SOCM/MI301

-17-

Semester-3

Course code-MIC-3

Course Title- Indian Society: Structure and Change

Credit-4
Maximum Marks –100
Theory – 70
Internal Assessment – 30
Time – 3 hours

The question paper will consist of four Units containing eight questions with internal choice from each unit i.e. two questions from each unit. The candidate will be required to answer five questions in all. Four questions will have to be attempted from four units and the fifth question which is compulsory shall be of short answer type question covering the entire syllabus. All the questions shall carry equal marks i.e. 14 each from the I to IV units and 5" compulsory question shall be divided into seven short answer questions of 2 marks each i.e. 7x2=14 thus making it the total weight age to 70 marks.

Course Outcomes :

- The Students would be familiarized with various socio-cultural dimensions of Indian society.
- It would enhance knowledge of the students about the structure of Indian social institutions
- The students will be acquainted with process of social change in India
- It would help students to have understanding of contemporary social issues as well as their remedial measures.

UNIT – I

Evolution of Indian Society: Historic mooring of Indian Society: Varna, Ashrama , and Purusharth system; Factors Promoting,Unity and Diversity in India; India as Pluralistic Society, Multi-Ethnic; Multi-Religious; Cultural and Lingual

UNIT – II

Indian Social Institutions: Kinship, Family, Marriage, Caste and its Changing Dimensions

UNIT – III

Process of social change in India: Sanskritization, westernization, Parochialization and Universalization

UNIT-IV

Social Issues and Problems: Gender Discrimination, Secularism and Religious Minorities, Problems of Dalits, Women and OBC and Affirmative Actions

References:

Ahuja. Ram (1997): Society in India: Concept, Theories and Recent Trends, Jaipur: Rawat Publication.

Beteille. Andre (1992): Backward Classes in Contemporary India, New Delhi: OUP.

Dube, S.C.(1991): Indian Society, New Delhi : National Book Trust.

Ghurye, G.S. (1968): Social Tension, Bombay: Popular Prakashan.

Karve. Iravati (1961): Hindu Society: An Interpretation, Pune: Daccan College.

Mandelbaum, D.G. (1970): Society in India, Bombay: Popular Prakashan.

Sharma K.L.(ed.) (1994): Caste and Class, Jaipur, Rawat Publication.

Srinivas, M.N.(1980): India's : Social Structure, New Delhi : Hindustan Publication.

Srinivas, M.N.(1985): Social Change in Modern India, New Delhi : Orient Longman.

India: 2010 Govt. of India, New Delhi, Govt. of India publication division.

240/GEO/MI301

Gurugram University Gurugram, Haryana (India)

Minor Course from the department for pool of the Courses in the University

(These courses are offered by each department for students of other departments/same department to gain a broader understanding beyond the major discipline)

(As per NEP 2020 w.e.f session 2024-25) **-Semester-3**

SOCIO-CULTURAL GEOGRAPHY (Theory Paper)

Paper Code: **MIC-3- Course Id:** 240/GEO/ MI 301

Credit: 03 (3+1+0) L+T+P Hrs/Week	Total Marks	100 Marks
Time: 3 Hours	End Semester Exam:	70 Marks
Note: (i) Question one of paper will contain Multiple Choice Questions (MCQ)/Objective type/Terms of Fourteen marks (each MCQ/ Objective type/Terms question will be of one mark each). . (ii) The question paper will have four units. Two questions will contain from each unit of the syllabus. Candidates are required to attempt one question from each unit. These questions will be of Fourteen marks each.	Internal Assessment: Attendance Assignment/Seminar /presentation/class Session Examination	30 Marks 05 Marks 05 Marks 20 Marks

Learning/Course Objectives: To understand the underlying concept of modern problems & apply Socio-cultural concepts to resolve human problems. The foundational concepts of the relationship between humans and their socio cultural surroundings will be addressed in the course on basic current topics. To get greater knowledge about Socio Cultural concepts pertaining to people and the environment & understand processes and events that occurs in a certain region to comprehend people reaction in their environment.

Learning/Course Outcomes: CO1: To understanding about pattern and processes of Socio cultural progress. CO-2: To Acquaintance with contemporary socio-cultural infrastructure issues .CO-3: The Augmentation of knowledge about socio – cultural issues .CO-4: Awareness about socio cultural governance issues .CO-5: To make geography a more interdisciplinary and trans-disciplinary field of study to understand the contemporary issues are important for long-term development and growth.

UNIT-I

Nature and scope of social geography, its development and place among social sciences, Sources and problems of data for study in social geography of India, concept of social space; Social differentiation and stratification; Social segregation and social morphology.

UNIT-II

Elements of Social Geography: Ethnicity, Tribe, Dialect, Language, Caste & Religion; Linguistic regions in India.

UNIT-III

Human Habitat and the origin of the civilization in the world: the Mesopotamia, the Nile Valley, the Indus Valley; Racial Elements in India's Population; Tribes of India (Santhal, Gond, Todda, Naga and Bhil)

UNIT-IV

Nature and scope of Cultural Geography: definition, elements and components; Origin and dispersal of various culture; Major Cultural realms of the World.

Suggested Readings:

- Ahmad, A. Social Geography, Rawat Publication, New Delhi, 1999.
- Jean, D. and Sen, A. Economic Development and Social opportunity, Oxford University Press, New Delhi, 1996.
- Dubey, S.C. Indian Society, National Book Trust, New Delhi, 1991.
- Schwartzberg J. An Historical Atlas of South Asia, University of Chicago Press, Chicago, 1978.
- Sen, A and Jean, D. Indian Development: Selected Regional Perspectives, Oxford University Press, 1996.
- Smith, D. Geography: A Welfare Approach, Edward Arnold, London, 1977.
- Sopher, D. An Exploration of India, Cornell University Press, 1980.
- Rao, S. Personality of India, M.S. University Baroda, Vadodara, 1958.
- Craig, Mike (1998)Cultural Geography, Routledge Publications, London.
- De Blij, Harm J. (1977) Human Geography, Cultural Society and Space, John Wiley and Sons, New York.

- Dickens, S.N. (1970) Introduction to Cultural Geography, Xerox College Publishing House, Waltham, Massachusetts.
- Magunder, D.N. (1973)Races and Culture of India, Asia Publishing House, New Delhi.
- Mukerjee, A.B. and Aijazuddin A. (1985) India: Culture, Society and Economy, Inter-India Publications, New Delhi.
- Spencer, J.E. and Thomas, W.L. (1973) Introducing Cultural Geography, John Wiley and Sons, New York.
- Taylor G. (1971) The Geography in the Twentieth Century, Asia Publishing House, New Delhi.
- Wagner, P.L. and Mikesell, M. (1962) Readings in Cultural Geography, The University of Chicago Press, Chicago.

240/CS/MI301

MIC-3 COMPUTER HARDWARE MAINTENANCE

Course code	MIC-3			
Category	Minor course			
Course title	**Computer Hardware Maintenance**			
Scheme and Credits	L	T	P	Credits
	2	0	0	2
Theory Internal	15			
Theory External	35			
Total	50			
Duration of Exam	2 hrs			

Note: The examiner will set nine questions in total. Question one will have seven parts from all units and the marks of first question will be of 20% of total marks of Question Paper and the remaining eight questions to be set by taking two questions from each unit and the marks of each question from Question no. 2 to 9 will be 20% of total marks of Question paper. The students have to attempt five questions in total, the first being compulsory and selecting one from each unit.

COURSE OBJECTIVES: Aim is to Equip students with comprehensive knowledge of computer peripherals, including monitors, keyboards, printers, and storage devices, enabling them to understand their operation, troubleshoot common issues, and perform maintenance effectively.

UNIT-I

Monitors: Block diagram of monochrome monitors. Pixels and resolution, Sync section, Position video amplifier, Display basics, test mode and graphic mode, Display adapter cards, HGA, CGA,VGA, EGA and super VGA, How they fail, trouble shooting and elimination, maintenance chart, Monitor adjustments, size, brightness, focus etc, Fault in various sections of monochrome monitors, Block diagram of color monitors, basic color theory, faults in color section

UNIT-II

Keyboards: Study of keyboards, types, interface 8048, Interconnection to PC, Common faults and diagnostics, Introduction to mouse on serial ports, Parallel port card, serial port card, integrated card, Joy stick, light pen, graphics table controller.

Printers: Types of printers (DMP, INKJET, LASER & LINE), Connecting printers to computers, Preventive maintenance of printers.

UNIT-III

Memories: How memory works, Memory speed, access time, wait states, Types of memory, Dynamic and static memory, Cache memory, shadow RAM, ROM chips, Reading memory error messages, adding RAM, Tips on installing memory chips, Static and handling precautions.

Disk structure: Cylinders, heads, platters, tracks and sectors, structure of a disk.

UNIT-IV

Floppy Disks: Types, structure, working principles. Removing, configuring and installing floppy disk drive, Floppy drive testing, trouble shooting and adjustment .IDE controller card. CD-ROM drive:- CD drives mechanism installation of CD drive.

Mouse: Circuit Diagram, Fault Finding, Repairing

Text Book:

[1]. Hardware Trouble Shooting and Maintenance by B. Govinda Rajalu, IBM PC and Clones, Tata McGraw Hill 1991

Reference Books:

[1]. PC Systems, Installation and Maintenance, Second Edition by R. P. Beales

[2]. PC Upgrade & Repair Black Book by Ron Gilster

[3]. Inside the PC by Peter Norton's

240|MAT|MI301

Session: 2025-26			
Part A – Introduction			
Subject	Mathematics		
Semester	III		
Name of the Course	Statistical Methods		
Course Code	MIC-3		
Course ID			
Course Type: (CC/MIC/ MDC/ /VOC/AEC/VA C/SEC)	MIC		
Course Learning Outcomes(CLOs)	After completing this course, the learner will be able to: 1. Identify and explain the **uses** of statistics in various fields like economics, business, health, and social sciences. 2. Understand the concept of frequency and non-frequency data. 3. Organize and present grouped data using diagrams and graphs. 4. Understand and calculate root mean square deviation and distinguish between population and sample standard deviation.		
Credits	**Theory**	**Practical**	**Total**
	2	2	4
Contact Hours	2	4	6
Internal Assessment Marks	15	15	30
End Term Assessment Marks	35	35	70

Examination Time	2 Hours	2 Hours	100

Part B - Course Content

Instructions for Paper- Setter Note: The examiner will set 9 questions asking two questions from each unit and one compulsory question by taking Course Learning Outcomes (CLOs) into consideration. The compulsory question (Question No. 1) will contain 5 parts covering entire syllabus. The examinee will be required to attempt 5 questions, selecting one question from each unit and the compulsory question.

Unit	Topic	Contact Hours
I	Introduction of Statistics: Origin, development, definition, scope, uses and limitations. Types of Data: Qualitative and quantitative data, nominal and ordinal data, cross sectional and time series data, discrete and continuous data, frequency and non-frequency data, primary and secondary data.	8
II	Presentation of Data: Diagrammatic and graphical presentation of grouped data; Graphing the data constructing histograms, frequency polygon, frequency curve and ogives.	7
III	Measures of Central Tendency and Location: Mean, median, mode, geometric mean, harmonic mean; partition values-quartiles, deciles, percentiles and their graphical location.	7
IV	Measures of Dispersion: Absolute and relative measures of range, quartile deviation, mean deviation, standard deviation (), root mean square deviation(s), relation between and s, variance of the combined series, Coefficient of variation.	8

Practical

The practical component of the course has two parts **(A) Problem Solving- Questions related to the following problems will be solved and their record will be maintained in the Practical Notebook:** 1. To collect, classify and tabulate some primary data using questionnaire and charts. 2. To construct frequency distribution using exclusive and inclusive methods and representation of data using Histogram, frequency curve and Ogives, stem and leaf chart, Box plot.	60

3. To represent data diagrammatically using bars, rectangles, circles and pie diagrams.
4. To toss a coin at least 100 times and plot a graph of proportion of heads with respect to number of tosses.
5. To compute various measures of central tendency and dispersion.

(B) The following practical's will be done using mathematical software (such as Python with libraries like NumPy, SciPy, and Matplotlib or R) and their record will be maintained in the practical note book:

1. To collect data from a survey and show it using charts in Python or R.
2. To make a frequency table and draw histograms and curves using Python or R.
3. To draw bar graphs, rectangles, and pie charts to show data using Python or **R.**
4. To toss a coin 100 times and use Python or R to draw a graph showing how many times heads appears.
5. To find the average, median, and spread of data using Python or R.

Suggested Evaluation Methods

Internal Assessment:

➢ **Theory 15**

- Class Participation: 4
- Seminar/presentation/assignment/quiz/class test etc.: 4
- Mid-Term Exam: 7

➢ **Practicum 15**

- Seminar/Demonstration/Viva-voce/Lab records etc.: 15

End Term Examination:

➢ **Theory 35**

- Written Examination

➢ **Practicum 35**

- Lab record, viva-voce, write up and execution of the program

Part C-Learning Resources

Recommended Books:

1. A. M. Goon, M. K. Gupta & B. D. Gupta (1968), *Fundamentals of Statistics Vol-I.* Calcutta Statistical Association Bulletin.
2. S. C. Sharma & R. C. Jain (2019) *Business Statistics.* Arya Publications.
3. J. N. Kapur & H. C. Saxena (2010) , *Mathematical Statistics*. S. Chand & Company.
4. R. V. Hogg, J. W. McKean & A. T. Craig (2013), *Introduction to Mathematical Statistics (7th Edition).* Pearson Education India.
5. S. David (2003). *Elementary Probability (2nd Edition)*. Cambridge University Press.

240/2001/MI301

ZOOLOGY: SEMESTER-3								
Course Type	**Course Code**	**Name of the Course**	**Credit**	**Contact Hours/ Week**	**Internal Assessment marks**	**End Term Marks**	**Max. Marks**	**Exam Duration**
MIC-3 4 credits		**Introductory Human Physiology**	**3**	**3**	**25**	**50**	**75**	**2 hrs.**
		Practical	**1**	**2**	**5**	**20**	**25**	**2 hrs.**

Level of the course: 100-199

Pre-requisite for the course (if any): Biology as a Subject at 4.0 Level (Class XII)

Course Learning Outcomes (CLO)

1. Students will gain knowledge about the basic principles of physiology of both cells and organisms.
2. Students will acquire appropriate understanding of functioning of each system of human body and their regulation
3. Students will be able to perform some basic qualitative analytical test of some biomolecules

Instructions for Paper-Setter

1. Nine questions will be set in all. All questions will carry equal marks.
2. Question No. 1, which will be short answer type covering the entire syllabus, will be compulsory. The remaining eight questions will be set unit wise selecting two questions from each Unit I to IV. The candidate will be required to attempt question No. 1 and four more questions selecting one question from each unit.

UNIT	TOPICS	CONTACT HOURS
I	**Physiology of Digestion:** Physiology of digestion in the alimentary canal; Absorption of carbohydrates, proteins, lipids. **Physiology of Respiration:** Pulmonary ventilation, Respiratory volumes and capacities, Transport of Oxygen and carbon dioxide in blood, oxygen dissociation curve of hemoglobin, Bohr's effect, Hamburger's phenomenon (Chloride shift)	12
II	**Physiology of Circulation:** Structure of Heart, Origin and conduction of the cardiac impulse, Cardiac cycle, electrocardiogram, cardiac output, Composition and functions of blood & lymph **Excretion:** ornithine cycle (Kreb's– Henseleit cycle) for urea formation in liver. Urine formation, counter-current mechanism of urine concentration, osmoregulation	11
III	**Neural Integration:** Structure of neuron, Nature, origin and propagation of nerve impulse along with medullated & non-medullated nerve fibre, conduction of nerve impulse across synapse.	11

IV	**Chemical integration of Endocrinology:** physiology of hypothalamus, pituitary, thyroid, parathyroid, adrenal, pancreas and gonads. **Physiology of reproduction:** Spermatogenesis, oogenesis, Fertilization, Menstrual cycle, monozygotic and dizygotic twins. Parthenogenesis. Implantation and gestation	**11**
V **Practical**	1. Knowledge of daily requirement and deficiency disorders of macronutrients (Carbohydrates, Fats and proteins) and micronutrients like Iron, Zinc, Calcium, Magnesium etc. in the diet of children, young adults, pregnant/lactating and elderly 2. Study of activity of salivary amylase under optimum conditions, effect of temperature, pH on activity of Salivary amylase 3. Preparation of Hematin crystals from dry or fresh blood 4. Study the Use of respirometer/Kymograph	**30**

Learning Resources

1. Karp, G. (2015). Cell and Molecular Biology: Concepts and Experiments, VIII Edition, John Wiley & Sons Inc.
2. Nelson, D. L., Cox, M. M. and Lehninger, A.L. (2009). Principles of Biochemistry. IV Edition. W.H. Freeman and Co.
3. Chatterjee C C , Human Physiology. 1992.
4. Guyton, Text book of Medical Physiology, 10th Ed. W B Saunders 23
5. Wood, D.W. Principles and Animal physiology,1968.

240/com/MI301

Course Type: Minor Course (MIC)
Offered by Department of Commerce
Semester: 3

Name of Subject: WORKING CAPITAL MANAGEMENT	**Maximum Marks: 100 (TI + TE + PI + PE = 15 + 35 + 15 + 35)**
Course ID: 240/COM/MI304	**Time Allowed: 1 Hour 30 minutes.**
Credits: 4(L-T-P = 2- - -2)	**Minor Course**

Instructions for Paper Setter: The question paper shall be divided into two sections. Section 'A' shall comprise seven short answer type questions from the syllabus carrying one mark each, which shall be compulsory. The answer to each question should not normally exceed 50 words. **Section 'B' shall comprise eight questions of 7 marks each (2 questions from each unit).** The students will be required to attempt four questions from section B by selecting one question from each unit. All questions will carry equal marks. All the questions must be mapped with Course Outcomes (COs) and specified in the question paper against each question. All questions will carry equal marks.

Course Outcomes: After completing the syllabus, students will be able to:

CO1: Understand the concept of Working Capital mechanism.
CO2: Assess and manage the working capital needs of a business effectively.
CO3: Manage credit policies for balance between sales growth and cash flow stability.
CO4: Develop the strategy for company to manage its working capital

Course Contents:

Uniti : Introduction- Working Capital Meaning, Importance, components, Factors Influencing working capital requirements, Role of finance manager in working capital, Different approaches to Financing Current Assets- Conservative, Aggressive and Matching approach, Sources of Finance.
Unit II: Cash Management- Importance, Factors influencing Cash Balance, Determining Optimum Cash Balance , Cash Budgeting, Controlling and Monitoring Collection and disbursements.
Unit III: Receivables Management- Credit Policy Variables, Credit Standards, Credit period, Cash discount and Collectionefforts, Credit evaluation, Control of receivables.
Unit IV: Inventory Management- Need for Inventories and Importance of its Management, Techniques for managing Inventory, Economic Order Quantity (EOQ), Stock level, Analysis of Investment ininventory, Selective Inventory Control - ABC, VED and FSN Analysis.

Practical Exercise:

1. Case study: Analyze the working capital management of a real company and identifythe approach they use (Conservative, Aggressive, Matching).
2. Create a cash budget for a small business for the next quarter.
3. Prepare an aging schedule for receivables and analyze the collection period.
4. Calculate the EOQ for a company given its annual demand, ordering cost, and holdingcost.

Suggested Readings:

1. D.R. Mehta, Working Capital Management, Prentice-Hall Inc., 1974.
2. K.V. Smith, Management of Working Capital, McGraw-Hill, New York.
3. Khan and Jain, Financial Management, Tata McGraw-Hill.
4. Pandey, Financial Management, Vikas Annex. 54.J.3 -MBA - Finance -
5. Prasanna Chandra, Financial Management, Theory and Practice, Tata McGraw-Hill.
6. V.K. Bhalla, Working Capital Management – Text and Cases, Sixth Edition, Anmol Publications.

Mapping Matrix: CO-PO and CO-PSO Mapping for the Course- Working Capital Management

COs	PO1	PO2	PO3	PO4	PO5	PO6	PSO1	PSO2	PSO3
CO1	3	3	2	1	1	1	2	1	2
CO2	3	2	2	1	1	1	2	1	2
CO3	2	2	3	2	2	2	2	2	2
CO4	2	2	2	3	2	2	2	2	2
Average	2.5	2.25	2.25	1.75	1.5	1.5	2	1.5	2

240/COM/MI302 240/COM/MI302

Course Type: - Minor Course (MIC)
offered by Department of Commerce
Semester: 3

Name of Subject: CORPORATE GOVERNANCE	**Maximum Marks: 100** **(TI + TE + PI + PE = 15 + 35 + 15 + 35)**
Course ID: 240/COM/MI305	**Time Allowed: 1 Hour 30 minutes.**
Credits: 4 (L-T-P = 2 - - - 2)	**Minor Course**

Instructions for Paper Setter: The question paper shall be divided into two sections. Section 'A' shall comprise seven short answer type questions from the syllabus carrying one mark each, which shall be compulsory. The answer to each question should not normally exceed 50 words. **Section 'B' shall comprise eight questions of 7 marks each (2 questions from each unit).** The students will be required to attempt four questions from section B by selecting one question from each unit. All questions will carry equal marks. All the questions must be mapped with Course Outcomes (COs) and specified in the question paper against each question. All questions will carry equal marks.

Course Outcomes: After completing the syllabus, students will be able to:

CO1: Understand the concept of corporate governance and Corporate SocialResponsibility.
CO2: Understand the Corporate governance regulatory framework in India.
CO3: Analyse the role of Board of Directors and global corporate failures.
CO4: Assess the problems of corporate governance in India.

Course Contents:

Unit I: Corporate Governance: Meaning, significance and principles; Theories of Corporate Governance: Agency, Theory, Stewardship Theory, Stakeholders Theory, Resource Dependency Theory, Managerial Hegemony Theory; Art of Corporate Governance As Per Kautilya's Arthashastra; CSR and Corporate Governance.
Unit II: Regulatory Framework In India: Companies Act, 2013, SEBI: Listing provisions and DisclosureRequirements regulation (2015), Corporate Governance in public sector, banking and non banking financial institutions, NR Narayan Murthy committee (2015) and Uday Kotak Committee (2017).
Unit III: Board Structure and Directors: Role of Board; Board Committees and their functions; Insider trading; Whistle Blowing; Role Of institutional investors; Class action suits; Shareholders Activism.
Unit IV: Corporate Failures and Scams In India: Satyam Computers Services Ltd, IL&FS Group Crisis, Yes Bank; Common Governance Problems in various corporate failures in India.

Practical Exercises

1. Prepare report on any scam mentioned in syllabus
2. Case study: report Any two insider trading cases and actions taken in those cases

3. Report on failure of any corporate due to ignorance of corporate governance practices

Suggested Readings:

1. R.S. Aneja, Corporate Audit and Compliance Manual. Publisher: Bharat Law House.
2. Sandeep Goel, Corporate Governance: Principles and Practices: McGraw Hill Education India Pvt Ltd.
3. J.P.Sharma. Corporate Governance, business ethics and CSR: with case studies. DelhiIndia: ane Books.
4. Dr. S S Khanka. Business Ethics and Corporate Governance, S. Chand Publication.
5. Taxmann. Corporate Governance, Indian Institute Of corporate affairs.
6. S. Ravi. Corporate Governance and Ethics. Publisher: Tata McGraw Hill Education Pvt. Ltd.

Mapping Matrix: CO-PO and CO-PSO Mapping for the Course- Corporate Governance

COs	PO1	PO2	PO3	PO4	PO5	PO6	PSO1	PSO2	PSO3
CO1	1	1	1	1	2	1	1	1	1
CO2	1	1	1	1	2	1	1	2	1
CO3	2	2	1	1	2	1	2	2	1
CO4	1	1	1	1	2	1	2	2	1
Average	1.25	1.25	1	1	2	1	1.5	1.75	1

Detailed Syllabus of Second Year

SEMESTER-III

240/PHY/MI301

Minor Course

COURSE ID: 240/PH[illegible]

PHYSICS-III

Marks (External): 50
Marks (Internal Assessment): 25

Credits: 3 (45 lectures)
Time: 3 Hrs

Note: The paper setter is to set nine questions in all. Question no. 1 (compulsory based on the entire syllabus) will consist of five short answer type questions. The rest of the eight questions are to be set uniformly, with two questions from each unit selected. A student is required to attempt five questions, selecting one from each unit along with compulsory question no 1. The question paper shall contain 20% numerical problems in the relevant papers.

Course Objective: The course is based on imparting basic knowledge of solid state physics, nuclear properties and application of nuclear physics, and introductory particle physics.	**Course Outcome:** After completion of this course, students will be able to understand the elementary solid state, nuclear physics and particle physics.

Unit I

Solid State Physics: Crystalline and amorphous solids, types of bonding in a solid: ionic bond, covalent bond, Van der Waals bond, metallic bond, kinetic theory of electrons in a metal: collision time, drift velocity and Ohm's law, elementary idea of band formation, differentiation between metal, semiconductor and insulators using energy bands, pn-junction diode: depletion region, forward and reverse bias.

Unit II

Nuclear Physics and Applications: Nuclear composition, Basic structure of the nucleus: Size, atomic weight, and binding energy curve. Introductory liquid drop model and shell model (Conceptual Only)

Unit III

Radioactive decay: Half-life, Radioactive series, Alpha decay, Beta decay, Gamma decay, Type of nuclear reactions, Nuclear Fission, Nuclear reactors, Nuclear Fusion in stars

Unit IV

Particle Physics: Interactions and Particles, Leptons, Hadrons and their conservation rules, Quarks Model (elementary discussion), Standard model (elementary discussion)

References:

1. Concept of Modern Physics by Arthur Beiser, McGraw Hill Education.

2. Modern Physics (2nd edition), by S.L. Kakani and Shubhra Kakani, Viva Books, New Delhi.
3. Semiconductor Devices - Physics and Technology by S.M. Sze, Wiley (1985)
4. Semiconductor Electronics by A. K. Sharma, New Age International Publisher (1996)
5. Kenneth S. Krane, Introductory Nuclear Physics, Wiley, New York, 1988
6. Radiation detection and measurement: G.F. Knoll (Wiley, New York) (2000)
7. Verma and Srivastava : Crystallography for Solid State Physics
8. Rajnikant; Solid State Physics, Willey India, 2011.

COURSE ID: 240/PHYP/ MI301

PHYSICS-III LAB

Marks (External): 20 **Credits: 1 (30Hrs)**
Marks (Internal Assessment): 05 **Time: 3 Hrs**

1. Each student should perform at least five experiments.
2. The students are required to calculate the error involved in a particular experiment.
3. List of experiments may vary.

List of Experiments:

1. To determine the electrical conductivity and band gap of semiconductors.
2. To determine the forward and reverse characteristics of PN Junction Diode.
3. Measurement of Determine type (n/p), carrier concentration, and Hall coefficient using Hall Effect measurement setup.
4. Study of Alpha, Beta, Gamma Decay.
5. To understand Bravais lattices, unit cells, and amorphous vs crystalline solids.
6. To measure the half-life of a simulated radioactive isotope.
7. To classify particles and apply lepton, baryon number conservation.
8. To study of Liquid Drop Model (Demonstration).
9. To study of Shell Model (Demonstration).
10. To verify the Ohm's Law using I-V Characteristics.

References:

1. Advanced Practical Physics for students, B.L. Flint and H.T. Worsnop, 1971, Asia Publishing House.
2. BSc Practical Physics, Geeta Sanon, R. Chand Publications, 2020.
3. BSc Practical Physics, Harnam Singh, S. Chand Publications, 2020.
4. A Text Book of Practical Physics, I. Prakash& Ramakrishna, 11th Ed., 1511, Kitab Mahal

New Delhi-110001, 1980.

6. Theory and Practice of Diplomacy: Dr. Harish Chander Sharma, College Book Depot, Jaipur, New Delhi.

240/PS/MI301

Minor Course
Undergraduate Programme (Political Science)
Semester III
MIC-3 Awareness about RTI and Consumer Rights

MIC- 3 Awareness about RTI and Consumer Rights (Credits 04)	**Maximum Marks: 100**
Course ID:	**Theory Marks: 70**
Semester III	**Theory Internal Marks: 30**
	Examination Time: 3 hrs

Course Outcome: After completing this course, the learner will be able to;

- Understand what RTI is, why it matters, and how to file an RTI application.
- Learn the basics of consumer rights and key features of the Consumer Protection Act, 2019.
- Know how to file consumer complaints and the rights available to every consumer.
- See how RTI and consumer rights work in daily life and how to use digital tools to raise your voice

Note:

1. Nine Questions will be set in all and students will be required to attempt 5 questions.
2. Question No. 1 will be compulsory and will consist of 7 short answer type questions of 2 marks spread over the entire syllabus (2x7=14 marks).
3. For the remaining eight questions, students will attempt 1 out of 2 questions from each of the four units (14 marks each).

Unit I

Meaning, Objectives and Significance of RTI
Procedure to file an RTI application.

Unit II

Consumer protection Act 2019, an overview
Filing a complaint: Procedure and Documentation.

Unit III

RTI and consumer Rights in daily life
Awareness campaign and tools
Digital tools and Portals for RTI/Consumer Complaint Filing.

Unit IV

Consumer Grievance Redressal Mechanisms
Consumer Disputes Redressal Commissions (District, State, National).

Suggested Readings:

1. Babu Chennupati, D., Potluri, R. M., & Mangnale, V. S. (2013). India's Right to Information Act, 2005: A catalyst for good governance. *International Journal of Law and Management, 55*(4), 295–303. https://doi.org/10.1108/IJLMA-06-2012-0008

2. Central Information Commission. (n.d.). Right to Information Act, 2005. Retrieved May 8, 2025, from https://en.wikipedia.org/wiki/Right_to_Information_Act%2C_2005

3. Consumer Protection Act, 2019. (n.d.). *India Code*. Retrieved May 8, 2025, from https://www.indiacode.nic.in/handle/123456789/15256

4. Consumer Protection Act, 2019: A Primer. (2020, December 24). *SCC Online*. Retrieved May 8, 2025, from https://www.scconline.com/blog/post/2020/12/24/consumer-protection-act-2019-a-primer/

5. Consumer Protection Act, 2019: Key Highlights. (n.d.). *Mondaq*. Retrieved May 8, 2025, from https://www.mondaq.com/india/Consumer-Protection/838108/Consumer-Protection-Act-2019-Key-Highlights

6. Consumer Protection Act, 2019: Key Features and Highlights. (n.d.). *Mondaq*. Retrieved May 8, 2025, from https://www.mondaq.com/india/dodd-frank-consumer-protection-act/958250/the-consumer-protection-act-2019-key-features-and-highlights

7. Consumer Protection Act, 2019. (n.d.). *Drishti IAS*. Retrieved May 8, 2025, from https://www.drishtiias.com/daily-updates/daily-news-analysis/consumer-protection-act-2019/

8. Consumer Protection Act, 2019: A Primer. (2020, December 24). *SCC Times*. Retrieved May 8, 2025, from https://www.scconline.com/blog/post/2020/12/24/consumer-protection-act-2019-a-primer/

9. Consumer Protection Act of 2019: A Guide for Consumers to Protect Their Rights. (2020, July 20). *Complaint Hub*. Retrieved May 8, 2025, from https://complainthub.in/news/consumer-protection-act-of-2019-a-guide-for-consumers-to-protect-their-rights/

10. E-Daakhil. (n.d.). *Wikipedia*. Retrieved May 8, 2025, from https://en.wikipedia.org/wiki/E-Daakhil

11. E-Daakhil (now E-Jagriti): How to File Consumer Complaints from Home, Get Relief Within 100 Days. (2021, December 20). *The Better India*. Retrieved May 8, 2025, from https://www.thebetterindia.com/263211/edaakhil-portal-consumer-complaints-online-justice-100-days-complaint/

12. Right to Information Act - Objectives, Features, Significance. (n.d.). *LexisNexis India*. Retrieved May 8, 2025, from https://www.lexisnexis.in/blogs/right-to-information-act-2005/

13. Salient Features of RTI Act 2005. (2023, June 21). *The Legal Info*. Retrieved May 8, 2025, from https://thelegalinfo.com/2023/06/21/salient-features-of-rti-act-2005/

14. The Consumer Protection Act, 2019: Overview and Key Highlights. (n.d.). *GNS Legal*. Retrieved May 8, 2025, from https://www.gnslegal.in/the-consumer-protection-act-2019-overview-and-key-highlights/

15. The Consumer Protection Act, 2019: A Need Of The Hour. (2020, July 20). *Dodd-Frank, Consumer Protection Act - India*. Retrieved May 8, 2025, from https://www.mondaq.com/india/consumer-protection/980742/the-consumer-protection-act-2019-a-need-of-the-hour

16. The Consumer Protection Act, 2019: An overview. (n.d.). *The Daily Guardian*. Retrieved May 8, 2025, from https://thedailyguardian.com/legally-speaking/the-consumer-protection-act-2019-an-overview/

17. **Bhat, R. (2020).** *Consumer Protection in India: Law, Practice and Procedure*. New Delhi: Lexis Nexis.

18. **Gupta, S. (2021).** *Consumer Rights and Protection: A Comprehensive Guide*. New Delhi: Bloomsbury India.

19. **Jain, R. (2020).** *Digital Governance and Transparency: RTI and Consumer Rights*. New Delhi: SAGE Publications.

20. **Kumar, P., & Sharma, R. (2019).** *Consumer Protection Law in India*. New Delhi: Universal Law Publishing.

21. **Patel, A. (2019).** *Rights and Remedies: Consumer Protection and RTI*. Mumbai: Himalaya Publishing House.

22. **Prakash, A. (2020).** *The Right to Information Act: A Practical Guide*. New Delhi: McGraw-Hil

23. **Rathi, N. (2018).** *Public Accountability in India: The Role of RTI and Consumer Protection*. New Delhi: Oxford University Press.

24. **Saxena, S., & Singh, M. (2021).** *RTI and Consumer Protection in Digital India*. New Delhi: Allied Publishers.

25. **Singh, S. (2018).** *Right to Information in India: Transparency and Accountability*. New Delhi: Concept Publishing Company.

26. **Vashist, S. (2020).** *Digital Tools for RTI and Consumer Complaints*. New Delhi: New Age International Publishers.

240/BCA/MI302

Course code	MIC-3			
Category	Minor Course			
Course title	**Information Security**			
Scheme and Credits	L	T	P	Credits
	3	1	0	4
Theory Internal	25			
Theory External	75			
Practical Internal	-			
Practical External	-			
Total	100			
Duration of Exam	3 hrs.			

Note: The examiner will set nine questions in total. Question one will have seven parts from all units and the marks of first question will be of 20% of total marks of Question Paper and the remaining eight questions to be set by taking two questions from each attempt FIVE questions in all, selecting one question from every unit apart from the Question Number 1.

Course outcomes:

CO1: Understand the fundamental concepts of Information Security, including its history, models, and development life cycle.

CO2: Identify and analyze various threats, attacks, and legal/ethical issues related to information and computer systems.

CO3: Apply risk management techniques, including risk assessment and control strategies, to secure computing environments.

CO4: Develop and implement information security plans, policies, and awareness programs, ensuring organizational security governance.

UNIT-I

Introduction: History of Information Security, CNSS Security Model, Components of Information Security, Approaches to Information Security and Implementation, Security Systems Development Life Cycle, Security Professionals and the Organization.

UNIT-II

The Need for Security: Introduction, Business Needs First: Threats and Attacks, Legal, Ethical, and Professional Issues in Information Security, Law and Ethics in Information Security: Relevant Laws, International Laws and Legal Bodies.

UNIT-III

Risk Management: An Overview of Risk Management, Risk Identification, Risk Assessment, Risk Control Strategies: Selecting a Risk Control Strategy, Quantitative versus Qualitative Risk Control Practices.

UNIT-IV

Planning for Security – Introduction to Information Security Planning and Governance, Information Security Policy, Standards, and Practices, Security Education, Training, and Awareness Program.

Textbooks & References:

1. Michael E. Whitman & Herbert J. Mattord, Principles of Information Security, Course Technology, Cengage Learning.
2. Steve G Watkins, An Introduction to Information Security and ISO 27001:2013 – A Pocket Guide.

240/BCA/MI303

Course code	MIC-3			
Category	Minor Course			
Course title	**Cyber Security**			
Scheme and Credits	L	T	P	Credits
	3	1	0	4
Theory Internal	25			
Theory External	75			
Practical Internal	-			
Practical External	-			
Total	100			
Duration of Exam	3 hrs.			

Note: The examiner will set nine questions in total. Question one will have seven parts from all units and the marks of first question will be of 20% of total marks of Question Paper and the remaining eight questions to be set by taking two questions from each attempt FIVE questions in all, selecting one question from every unit apart from the Question Number 1.

Course outcomes:

CO1: Describe the nature, classification, and organizational impact of cyber crimes—including mobile and wireless threats—and explain fundamental cryptographic concepts.

CO2: Identify and analyze diverse cybersecurity vulnerabilities and attack vectors—such as phishing, malware, DoS/DDoS, SQL injection, buffer overflow, and biometric-related threats.

CO3: Explain the principles and processes of digital forensics—including email and network investigations, digital evidence handling, and forensic lab setup—to support cybercrime investigations.

CO4: Evaluate organizational and legal frameworks for cybersecurity—including cost considerations, IPR, cyber terrorism, privacy protection, forensic best practices, and compliance with the Indian IT Act.

UNIT-I

Introduction to Cyber Security and Cyber crime; Classification of Cyber Crimes; Cyber Offences and Planning; Mobile & Wireless devices and the related security challenges; Trends in Mobility; Authentication Service Security; Attacks on Mobile/Cell phones; Mobile Devices and Security Implications for Organizations; Organizational measures for handling mobile devices; Basic Cryptography Concepts

UNIT-II

Cyber Security Vulnerability; Data Integrity and Authentication; Tools and Methods used in Cyber Crime; Proxy Servers and Anonymizers; Phishing; Password Attacks & Cracking; Keyloggers and Spywares; Virus and Worms; Types of Viruses; Trojan Horses and Backdoors; Protection against Trojan Horses and Backdoors; Steganography; DoS and DDoS Attacks; SQL Injection; Buffer overflow; Attacks on Wireless Networks; Phishing and Identity Theft; Biometrics.

UNIT-III

Introduction to Computer Forensics; Historical background of Cyber Forensic; Digital Forensics Science; Need for Computer Forensics; Cyber Forensics and Digital Evidence; Forensic analysis of E-Mail; Digital Forensics Life Cycle; The Digital Forensics Process ; Network Forensics; Approaching a Computer Forensics Investigation; Setting up a Computer Forensics Laboratory; Computer Forensics and Steganography; Forensics and Social Networking Sites.

UNIT-IV

Cyber Security and Organizational implications; cost of cybercrimes and IPR issues; Web threats for organizations; Social media marketing; Forensic best practices for organizations; Cyber Crime and Cyber terrorism;

Cybercrimes and Cyber security: The Legal Perspectives; The Indian IT Act; Challenges to Indian Law and Cybercrime Scenario in India; Cybercrime and Punishment; Cyberlaw, Technology and Students: Indian Scenario.

Textbooks & References:

1. Nina Godbole, Sunit Belapure, Cyber Security, Wiley.
2. Gaurav K. Roy, Cyber Security and Digital Privacy: A Universal Approach, Highbrow Scribes Publication.
3. Thomas J. Mowbray ,Cybersecurity: Managing Systems, Conducting Testing, and Investigating Intrusions, Wiley.

240/BCA/MI301

Course code	MIC-3			
Category	Minor Course			
Course title	**Computer Hardware and Maintenance**			
Scheme and Credits	L	T	P	Credits
	3	0	2	4
Theory Internal	25			
Theory External	50			
Practical Internal	05			
Practical External	20			
Total	100			
Duration of Exam	3 hrs.			

Note: The examiner will set nine questions in total. Question one will have seven parts from all units and the marks of first question will be of 20% of total marks of Question Paper and the remaining eight questions to be set by taking two questions from each attempt FIVE questions in all, selecting one question from every unit apart from the Question Number 1.

Course outcomes:

CO1. Students must understand the basics of computer systems along with peripherals.

CO2. Students will be able to do troubleshooting of different computer related issues.

CO3. Students will learn to determine and installing appropriate security measures.

CO4. Students will be able provide the technical support on-site

UNIT-I

INTRODUCTION TO PERIPHERAL DEVICES: General block diagram of a peripheral device, different types of peripheral devices used in modern computers and their purpose.

INPUT DEVICES: Block diagram of keyboard, different types of keyboards, operation and working principle of mouse and different mouse.

OUTPUT DEVICES: Construction of CRT Monitor. Impact and non impact printers, operation of LaserJet printer with a block diagram.

UNIT-II

Motherboard: Components, Layout, Connections, Enhancing features of motherboard: Adding and or replacing components.

Processor: Common Features, Types of Processor, Basic Structure of CPU, Different levels of cache.

BIOS: Basic Input Output System, Bios Interaction, date and time, Boot device priority, boot setting configuration

UNIT-III

Hard Disk Drive, Hard Disk Interfaces: EIDE, Serial ATA, Disk interface. SCSI, USB, RAID, Solid State Drive.

Disk structure: Heads, Tracks, Sectors, Cylinders, Cluster, Landing zone, MBR.

Disk performance parameters: Seeks and Latency, Data Transfer Rate

File system: FAT16, FAT32, NTFS, Unix file system, EXT2/EXT3

UNIT-IV

BASIC TROUBLE SHOOTING: Various test equipments used for PC servicing, reasons for failure of components like resistors, capacitors etc. Troubleshooting of a motherboard, Troubleshooting of a disk drive, Troubleshooting for the keyboard failure, Troubleshooting problems of printer, power supply failure, safety precautions to be taken during trouble shooting.

Textbooks & References:

1. James K. L. Wang, "Computer Hardware: Installation, Interfacing, Troubleshooting and Maintenance", PHI Learning (PHI India).
2. Scott M. Mueller, "Upgrading and Repairing PCs", Que Publishing / Macmillan (Pearson).
3. B. Govindarajalu, "Computer Organization and Maintenance", McGraw Hill Education.
4. Jean Andrews, "A+ Guide to Hardware: Managing, Maintaining and Troubleshooting" (9th Edition), Cengage Learning.

Computer Hardware and Maintenance Lab

LIST OF PROGRAMS

1. Front panel indicators & switches and Front side & rear side Connectors.
2. Familiarize the computer system Layout: Marking positions of SMPS, Motherboard, FDD, HDD, CD, DVD and add on cards.
3. Configure BIOS setup program and troubleshoot the typical problems using BIOS utility.
4. Install Hard Disk and configure to the Pc's
5. Printer Installation and Servicing and troubleshoot
6. Install and configure Scanner, Web cam etc. with system and troubleshoot the problems
7. Assemble a system with add on cards and check the working condition of the system and

install OS.

8. Install and Configure Dual OS Installation
9. Assembling and Disassembling of Laptop to identify the parts and to install OS and configure it.

Theory Internal (TI): The Theory Internal assessment will be conducted through in-class tests, coursework, presentations, journals, or assignments.
Theory External (TE): The Theory External assessment will be conducted through an end-term written examination.

The question paper pattern for the end-term examination will be **50 Marks** and will follow the following pattern:

Section A	Five Short answer type questions covering all units. All compulsory	**5*2=10 marks**
Section B	Answer any one question from each Unit Choice of Q. 2&3 From Unit I Choice of Q. 4&5 from Unit II Choice of Q. 6&7 from Unit III Choice of Q. 8&9 from Unit IV	**4*10=40 marks**
Total Marks		**50**

Mapping Matrix of Course:

Table 1: CO-PO Matrix for the Course

COURSE OUTCOMES	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8
CO1	3	3	3	3	3	3	2	2
CO2	3	3	3	3	3	3	2	2
CO3	3	3	3	3	3	3	2	2
CO4	3	3	3	3	3	3	2	2
Average	3	3	3	3	3	3	2	2

Table 2: CO-PSO Matrix for the Course

CO	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6	PSO7	PSO8
CO1	3	3	3	3	3	3	2	2
CO2	3	3	3	3	3	3	2	2
CO3	3	3	3	3	3	3	2	2
CO4	3	3	3	3	3	3	2	2
Average	3	3	3	3	3	3	2	2

240 | HHA1 | 30 |

Semester 3
Facility Operations Housekeeping Level – 3
Course ID – HMIC 304

L	T	P	Credits	TI	TE	PI	PE	Time Allowed
3	1	0	4	30	70	0	0	3 Hours

Type of Course: Skill Enhancement Course

Core Course (CC)	Minor Course (MIC) including Vocational Courses (VOC)	Multidisciplinary Course (MDC)	Ability Enhancement Course (AEC)	Skill Enhancement Courses (SEC)	Value Addition Courses (VAC)	Internship

	√					

Introduction to the Course:
The module endeavours to instill in students a detailed understanding of the critical aspects of facility operations and housekeeping management. Learners are introduced to the concept of interior design, ecotels, and facility management, which plays a crucial role in maintaining and managing buildings in the contemporary world. As the adoption of facility management solutions and services across different organizations fuels the overall growth of the facility management market in the years to come, the curriculum provides insight into the domain.
Course Outcome: After completing the course, students will be able to-
CO1: Learn about the safety and security procedures in a hotel or a hospitality organization.
CO2: Implement the concept and principal elements of interior decoration.
CO3: Recognize the factors relating to facility management and the stages in the development of a hospitality facility.
CO4: Examine the crucial components of creating eco-sensitive or 'green' hotels and evaluate the contemporary trends in housekeeping.

Detailed Syllabus:
UNIT I:
Theory - Safety and security – possible hazards, safety awareness, accident prevention, emergency handling, key control, and lost and found procedure.

UNIT II:
Theory - Interior design - concept, principle, and elements, use of colour, lighting, floor coverings, finishes, and process to maintain them, furniture arrangement in guestrooms, fixture and fitting and its types, beds, mattresses and bedding, soft furniture and its types, guest room accessories and placement of guest supplies; carpets - use and composition, types and their characteristics, carpet construction, and design/patterns, factors to consider in selection of an appropriate carpet, care, and maintenance.

UNIT III:
Theory - Facility planning and management, factors considered in planning and designing of hospitality facilities, stages of development, roles of the facility in the hotel building, role of facility manager; common services provided by facility management companies, stages in developing the hospitality property, and the hotel design process.

UNIT IV:
Theory - Eco-sensitive or 'green' hotels - concept, criteria for Ecotel certification, consideration in choosing a site, building specifications and construction parameters for an Ecotel, importance of energy and water conservation, methods of conserving energy, benefits of using environment-friendly guest supplies and stationery; contemporary trends in housekeeping.

Textbooks:
- Raghubalan, G. and Raghubalan, S., (2015) *Hotel housekeeping: Operations and Management,* Oxford University Press, New Delhi
- Andrews, S., (2017) Housekeeping Operations and Management, McGraw Hill Education, New Delhi

Recommended Textbooks:
- Andrews, S., (2017) Housekeeping Operations and Management, McGraw Hill Education, New Delhi
- Casado, Matt.A., (2012) *Housekeeping Management* (2nd. edn), John Wiley and Sons, New York, US
- Jones, T.J.A, (2005) Professional Management of Housekeeping Operations (4th edn), John Wiley, New Jersey
- Negi, D.S. and Verma, S.M., (2020) Fundamentals of Hotel Housekeeping: Operations & Management, Bharti Publications, New Delhi

Theory Internal **(TI)**	**30 Marks**
Theory External **(TE)**	**70 Marks**
Final Assessment (FA) = (TI+TE)	**100 Marks**

Final Assessment (FA)

The Internal Assessment (IA) will have the following components:

S.No.	Internal Assessment Components (TI)	Marks/Weightage
1	Mid - Term Exam	**10 marks**
2	Project presentation	**10 marks**
3	In class participation & Attendance	**10 marks**
Internal Assessment (IA)		**30 marks**

External Assessment (EA)

The External Assessment (EA) will have the following components:

S. No.	External Assessments Components (EA)	Marks/Weightage
1.	End term theory exam **(ETTE)**	**70 marks**
External Assessment (EA) = (ETTE)		**70 marks**

The question paper pattern for the end term examination will be **70 Marks:**

Section A	Seven Short answer type questions covering all units. All compulsory	**7*2=14 marks**
Section B	Answer any one question from each Unit Choice of Q. 2&3 From Unit I Choice of Q. 4&5 from Unit II Choice of Q. 6&7 from Unit III Choice of Q. 8&9 from Unit IV	**4*14=56 marks**
Total Marks		**70 marks**

Mapping Matrix of Course

Table 1: CO-PO Matrix for the Course

COURSE OUTCOMES	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8
CO1	3	3	3	3	3	3	2	2
CO2	3	3	3	3	3	3	2	2
CO3	3	3	3	3	3	3	2	2
CO4	3	3	3	3	3	3	2	2
Average	3	3	3	3	3	3	2	2

Table 2: CO-PSO Matrix for the Course

COURSE OUTCOMES	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6	PSO7	PSO8
CO1	3	3	3	3	3	3	2	2
CO2	3	3	3	3	3	3	2	2

CO3	3	3	3	3	3	3	2	2
CO4	3	3	3	3	3	3	2	2
Average	3	3	3	3	3	3	2	2

Semester 3
Business Language- Professional Email Writing
Course ID - 240/HHA/SE306

L	T	P	Credits	TI	TE	PI	PE	Time Allowed
2	-	-	2	15	35	-	-	2 Hours

Type of Course: Core Course

Core Course (CC)	Minor Course (MIC) including Vocational Courses (VOC)	Multidisciplinary Course (MDC)	Ability Enhancement Course (AEC)	Skill Enhancement Courses (SEC)	Value Addition Courses (VAC)	Internship
			√			

Introduction to the Course:
This course is designed to develop the written communication competencies required in professional hospitality environments, with a primary focus on crafting effective business emails. Students will gain a comprehensive understanding of the role of email as a formal communication tool in hospitality, explore various email types and etiquettes, and learn to manage workplace communication scenarios with clarity and professionalism. The curriculum introduces students to the structure and formatting of professional emails, including best practices for subject lines, tone, document attachments, and response styles. Emphasis is placed on the SART model (Situation, Action, Response, the next step) for scenario-based writing and the 7 Cs of communication - completeness, conciseness, clarity, concreteness, correctness, courtesy, and consideration - to ensure impactful and reader-focused correspondence. Through hands-on practice, hospitality-specific case scenarios, and exposure to professional standards, learners will be equipped to write coherent, polite, and purposeful emails that meet the expectations of global business and service-oriented workplaces.

Course Outcome: After completing the course, learners would be able to:
CO1: Explain the significance of email communication in the hospitality industry and identify various types of emails along with the ethical and professional considerations involved.
CO2: Demonstrate appropriate use of email etiquette, tone, and formatting conventions to enhance clarity, readability, and professional tone in hospitality correspondence.
CO3: Construct well-organized professional emails by applying the standard structural components and using frameworks like SART to communicate effectively in hospitality-specific situations.
CO4: Apply the 7 Cs of communication -completeness, conciseness, clarity, concreteness, correctness, courtesy, and consideration - to write impactful, audience-oriented business emails in real-world hospitality contexts.

Detailed Syllabus:

UNIT I:
Introduction to Business Email Communication: Role of Email in Business & Hospitality; Common Types of Emails (Inquiry, Complaint, Confirmation, Apology, Request, Update); Flaming in Emails – What it is and how to avoid it; Forwarding Emails – Ethics and best practices.

UNIT II:
Email Etiquette and Professional Tone: Email Etiquette - Do's and Don'ts (Tone, Formality, Response Time); Crafting Effective Subject Lines; Salutations and Closings - Tone and Context; Paragraphing, Spacing, and Readability.

UNIT III:

240/BBA/MI301

Minor Course (MIC)/ vocational courses (VOC) from the Department of Management for Pool of Courses for UG Programmes in the University

SEMESTER 3

Name of Subject: Retail Management	**Maximum Theory Marks: 100 (TE+TI+PE+PI=70+30+0+0)**
Course Code: 243BBAMIC4	**Time Allowed: 3 Hrs**
Credits 4 (L-T-P =4-0-0)	**Core Course MIC/VOC**

Instructions for Paper Setter: The question paper shall be divided into two sections. Section 'A' shall comprise seven short answer type questions from the syllabus carrying two marks each, which shall be compulsory. The answer to each question should not normally exceed 100 words. Section 'B' shall comprise eight questions of fourteen marks each (2 questions from each unit). The students will be required to attempt four questions by selecting one question from each unit. All questions will carry equal marks.

Course Outcomes: - After completing the course, students will be able to:

COURSE CONTENTS:

UNIT-1 Introduction: Meaning, nature, scope, importance, growth and present size. Career option in retailing; Technology induction in retailing; Future of retailing in India.
UNIT-II Types of Retailing: Stores classified by owners; Stores classified by merchandising categories; Wheel of retailing; Traditional retail formats vs. modern retail formats in India; Store and non-store based formats; Cash and carry business - Meaning, nature and scope; Retailing models – Franchiser - franchisee, directly owned; Wheel of retailing and retailing life cycle; Co-operation and conflict with other retailers.
UNIT-III Management of Retailing Operations: Retailing management and "the total performance model; Functions of retail management; Strategic retail management process.
UNIT-IV Retail planning - importance and process; Developing retailing strategies, objectives, action plans, pricing strategies and location strategies.

SUGGESTED READINGS:

1. Pradhan, S., Retailing Management Text and Cases, McGraw Hill Education, New Delhi
2. Berman, Barry and Evans, Joel, R., Retail Management; A Strategic Approach; Pearson Education.
3. Levy, Micheal, Weitz, Barton, A. & Pandit, Ajay, Retailing Management, Tata McGraw Hill, New Delhi
4. Gibson G. Vedamani, Retail Management, Pearson Education.
5. Newman, Andrew, J. and Cullen, Peter, Retailing: Environment and Operations, Vikas Publishing House; New Delhi.
6. Gilbert, David, Retail Marketing Management, Pearson Education.

Chairperson
Department of Management
Gurugram University
Gurugram

240/BOT/MI301

Session 2025-26			
Part A			
Subject	**Botany**		
Semester	3rd		
Name of the Course	**Organic Farming**		
Course Code/ID			
Course Type: (CC/MCC/MDC/CC - M/DSEC/VOC/DSE/PC/AEC/VAC)	MIC-3		
Level of the course(As per Annexure-I)			
Pre-requisite for the course(if any)			
Course Learning Outcomes (CLO):	After completing this course, the learner will be able to 1. Students will be able to understand the need and concept of organic and integrated farming system. 2. Students will develop a conceptual understanding of plant nutrients, utilization of biofertilizers. 3. Students will gain knowledge about the disease and pest management 4. Students will learn about the use of plant products in organic farming, quality control and certification procedures of organic products. 5. Students will gain the knowledge of practical aspects of organic and integrated farming system, role of nutrient in plant growth, utilization of plant and animal waste in organic farming, and also learn about the standardization procedures		
Credits	Theory	Practical	Total
	3	1	4
Contact Hours	3	2	5
THEORY			
Max. Marks: 75 **Internal Assessment Marks: 25** **End Term Exam Marks: 50**	**Time: 2 Hours**		
PRACTICAL			
Max. Marks: 25 **Internal Assessment Marks: 5** **End Term Exam Marks: 20**	**Time: 2Hours**		

Part B- Contents of the Course

Instructions for Paper-Setter

Nine questions will be set in all. All questions will carry equal marks.
Question No.1 will be short answer type covering the entire syllabus and will be compulsory. The remaining eight questions will be set unit wise selecting two questions from each unit. The candidate will be required to attempt question No. 1 and four more questions selecting one question from each unit.

Unit	Topic	Contact Hours
I	Basics of organic farming – Concept and components of organic farming, aims and objectives; Need of organic farming; Historical development of organic farming in India; Status of organic farming in India; Advantages and disadvantages of organic farming. Organic farming process- Concept of farming system, Developing organic farms, Important steps & methods; Pure organic farming and integrated farming system (combination of organic and inorganic).	11
II	Plant nutrients: Essential plant nutrients, their role in plant growth and development, Nutrient uptake and utilization by plant. Nutrient management in organic farming: Balanced nutrients supply for organic farming system using nutrients from organic sources. Preparation, nutrient content and methods of use of following- FYM/Rural compost, mulching, city compost, oil cakes, animal wastes, vermicomposts, vermiwash, jeevamrit, beejamrit, green manures, biofertilizers	11
III	Bio fertilizers and their method of use – Nitrogenous, Phosphatic, Potassic, availability of nutrients from above sources. Recycling of organic matter in organic agriculture-Transformation of organic substances in soil. Disease and pest management in organic farming-Integrated pest & disease managements; Organic pesticides, bio-pesticides; Inorganic pesticides, disadvantages of their use; Seed, seedling and soil treatment measures; Feasibility of complete dependence on organic sources.Weed management inorganic farming	12
IV	Use of Neem and other plant products in organic farming; Organic agrihorticulture in urban & semi urban areas. Certification, Standardization, Marketing - Quality control and certification procedures of organic products. Organic standards In India. Govt. schemes related to organic farming in India. Potential demand and Marketing of organic products. Organic farming and food security in India.	11

V*	1. Preparation of compost by open air composting. 2. Preparation of vermicompost. 3. Comparative analysis of plants grown in compost prepared in 1 and 2. • Determining the effectiveness of neem extract in pest control. 4. Comparative analysis of plants grown in the presence of organic and inorganic fertilizers. 5. Comparative analysis of nitrogen content in organic and inorganic fertilizers. 6. Comparative analysis of phosphorous content in organic and inorganic fertilizers.	30

Recommended Books/e-resources/LMS:

1. Chandran, S., Unni M.R., Thomas, S. Meena, D.K. 2023. Organic Farming: Global Perspectives and Methods. Elsevier.
2. Somasundaram, E. Udhaya Nandhini, D., Meyyappan, M. 2021. Principles of Organic Farming. CRC Press.
3. Chandran, S., Thomas, S., Unni M.R. 2019. Organic Farming: New Advances Towards Sustainable Agricultural Systems. Springer.
4. Giri b, Prasad, R. Qiang-Sheng, W. & Varma A. 2019. Biofertilizers for sustainable agriculture and environment (Soil Biology Book 55). Springer.
5. Chandran, S., Unni M.R., Thomas, S. 2018. Organic Farming: Global Perspectives and Methods. Elsevier.
6. Subbarao, N.S. 2017. Bio-fertilizers in Agriculture and Forestry. MedTech Publishers. 4th edition.
7. Hermary, H. 2007. Working with nature. Gaia College Inc.

7. Transformation of *E. coli* with foreign DNA.

8. Selection/screening of recombinant cells

Recommended Books/e-resources/LMS:

1. Singh B.D. Biotechnology: Expanding Horizon (2010)3rd edition. Kalyani Publishers.
2. Gupta P.K. Biotechnology and Genomics (2013)1st Edition. Rastogi publishers.
3. Gene cloning and DNA analysis An Introduction (2015) 7th edition. T.A Brown, Blackwell publisher.
4. Genome-3(2007) T .A Brown. Garland science, Taylor & Francis, NewYork.
5. Principles of gene manipulation and Genomics (2006) 7th edition, S. B Primose and R. Twyman, Blackwell publishing.
6. Molecular Cloning: A Laboratory Manual (2000), J. Sambrook, E. F. Fritsch and T. Maniatis, Cold Spring Harbor Laboratory Press, New York
7. DNA Cloning: A Practical Approach (1995), D. M. Glover and B. D. Hames, IRL Press, Oxford.

240/BIOT/MI301

Part A - Introduction	
Semester	**III**
Name of the Course 240/BIOT/MI301	**Applications of Biotechnology in Agriculture & Environment**

Course Learning Outcomes (CLO):

On successful completion of the course the students will gain and be able to demonstrate following knowledge:

1. Understand the principles and applications of environment and agriculture biotechnology for human welfare. They will be able to better understand the scope and current market for environmental and agricultural biotechnology

2. The students will be able explore biotechnological applications in waste management and bioremediation for sustainable development and human welfare.

3. The pupil will be able to develop practical skills in using biotechnological tools for environmental applications.

4. The students will be able to design and implement biotechnological solutions for sustainable agricultural practices, including the use of biofertilizers and biopesticides.

5. The students will be able to utilize biotechnological tools and techniques for crop improvement. They will be able to learn and apply the strategies for the genetic modification of plants for enhanced traits such as pest resistance, drought tolerance, and improved nutritional content.

Credits	Theory	Practical	Total
	3	1	4
Contact Hours	3	2	5
Max. Marks:100 (50TE+25TI+05PI+20PE)	**Time: 2h (Theory), 2h (Practical)**		

Part B- Contents of the Course

Instructions for Paper-Setter

Nine questions will be set in all. Question No.1 comprising objective/short answer type questions from the entire syllabus, will be compulsory. The remaining eight questions will be set taking three questions from each section. The candidates will be required to attempt Q.No.1 & four others selecting one questions from each section. All questions carry equal marks.

	CONTACT HOURS
Unit I. Introduction to Application of biotechnology in agriculture and environment. • Scope and applications of the subject. Role of biotechnology in environment conservation • Market for environmental and agricultural biotechnology, modalities and local influences in developing nations and global scenario, Prospects of potential job creation, start-ups and entrepreneurial ventures in the market	**08**

• Overview of biotechnological tools and techniques for crop improvement, pest management, waste management, and sustainable practices.	
Unit II. Sustainable technologies. • Overview of the concept of green future including green technology, green energy, green infrastructure, green economy, and, green chemistry. • Sustainable consumption of resources. 3 R's of green technology: recycle, renew and reduce; paradigm shift from 'cradle to cradle' to 'cradle to grave • Principles of biotechnology, applications in agriculture, Waste to energy approaches; bioenergy from waste, value added products from organic waste. Alternate energy sources; First generation biofuels, second generation biofuels and third generation biofuels	**12**
Unit III. Ecological restoration techniques • Bioremediation definition and principle, types (in situ and ex situ bioremediation), Intrinsic versus engineered bioremediation, phytoremediation (plant based), mycoremediation (fungi based), techniques and strategies of bioremediation (Bioventing, biosparging, bioaugmentation, biostimulation, biosorption, bioaccumulation), slurry bioreactors, Advantages and disadvantages of bioremediation • Biotechnological interventions for solid waste treatment and management (composting, vermicomposting, methane production, landfill, hazardous waste treatment)	**15**
Unit IV Agriculture Biotechnology applications	**10**

• Role and applications of microbes in soil fertility and crop production (PGPR as biofertilizers (biological nitrogen fixation), biopesticides, bio-control of plant pathogens • Genetic modifications in Agriculture -- transgenic plants, genetically modified foods (for enhanced nutrition, high yielding varieties, biotic and abiotic stress tolerant crops), applications of GM plants. • National and international guidelines (Cartagena Protocol), Ethical concerns of genetically modified microbes, plants and animals.	

List of Practicals:

1. Biochemical analysis of water and soil quality
2. To determine TDS and turbidity of water sample
3. Determination of Dissolved oxygen, BOD and COD of water sample
4. Techniques in plant tissue culture (Preparation of Culture Medium, Sterilization, Preparation of Aseptic Plants, Aseptic Techniques and Incubation of Culture).
5. Agrobacterium tumefaciens-mediated plant transformation.
6. Preparation of root nodules from a leguminous plant and isolation of Rhizobium on YMA medium.
7. Simulation of compost making in lab conditions.
8. Students have to make use of Agriculture Biotechnology in waste management and conversion of waste to useful agri input/other useful products and submit project.
9. Visit to market institution to understand their organization and functioning.

Part C-Learning Resources

1. Evans, G.G. & Furlong, J. 2010. Environmental Biotechnology: Theory and Application (2nd edition). Wiley-Blackwell Publications.
2. Jordening, H.J. & Winter J. 2005. Environmental Biotechnology: concepts and Applications. John Wiley & Sons.

3. Rittman, B.E. & McCarty, P.L. 2001. Environmental Biotechnology. Principles and Applications. McGraw-Hill, New York.
4. Scagg, A.H. 2005. Environmental Biotechnology. Oxford University Press.
5. Ahindra Nag , 2008 , Text Book Of Agricultural Biotechnology, PHI Learning
6. Shiva Aithal, Nikhilesh Kulkarni , 2010, Modern Approaches Soil Agriculture & Environmental Microbiology , Himalaya Publishing House

240/JMC/MI301

Paper- 20

NameofSubject :**News Paper Production**	MaximumPractical marks:100(70+30) (Credit-4)
SubjectCode:**240/JMC/MIC301**	

Course objective :

1. To develop knowledge about Designing process of newspaper
2. To develop knowledge about management of Print Media.

Exercises and Assignments :

Students will publish their own Lab Newspaper or Magazine using Designing software like Quarkxpress/Indesign.

Course outcomes :

1. Students will be able to publish newspaper.
2. Students will get practical knowledge of Print Media.

240/ANI/MI301

Minor Course from the department for pool of the Courses in the University
(These courses are offered by each department for students of other departments/same department to gain a broader understanding beyond the major discipline)

Semester 3

Course Code	Course Title	Course ID	L	T	P	L	T	P	Credits	MARKS				
			(Hrs)			Credits				TI	TE	PI	PE	Total
MIC-3	Video Editing	240/ANI/MI 301	2	0	4	2	0	2	4	15	35	15	35	100

Name of Subject: Video Editing	Maximum Theory marks: 50 (15+ 35)
Subject Code: 240/ANI/MI301	Maximum Practical Marks: 50 (15+ 35)

Instructions for External Examiner: This question paper shall be divided in two sections. The examiner is requested to set section A as compulsory question containing 7 marks and from the entire syllabus (can be either objective or subjective). Section B will be in choice from two of the questions from each unit. The students will be required to attempt one question from each unit. All questions from each unit will carry equal marks.

Objectives: The objective of this course is to introduce students to the fundamental principles and techniques of video editing. Students will learn to effectively edit and enhance video footage using industry-standard software, focusing on both technical skills and creative storytelling to produce compelling visual narratives.

Course Outcomes:
By the end of this course, students will be able to:

- Understand and apply the principles of video editing.
- Proficiently use video editing software.
- Develop and edit video projects that convey clear narratives and emotions.
- Critically analyze and refine video projects based on feedback.
- Export video projects in formats suitable for various platforms and media.

COURSE CONTENTS:

Unit 1: Introduction to Video Editing

1.1 Overview of video editing and its importance in storytelling 1.2 Introduction to video editing software (e.g., Adobe Premiere Pro, Final Cut Pro, DaVinci Resolve) 1.3 Understanding the workspace and Importing and organizing media 1.4 Basic concepts of resolution, frame rate, and codecs
Unit 2: Basic Editing Techniques
2.1 Cutting and trimming clips 2.2 Working with the timeline and sequencing 2.3 Basic transitions and effects 2.4 Syncing audio with video and storytelling through editing
Unit 3: Advanced Editing Techniques
3.1 Advanced transitions 3.2 Effects 3.3 Color correction and grading techniques 3.4 Working on video footage
Unit 4: Finalizing and Exporting Projects
4.1 Adding titles, credits, and graphics 4.2 Export settings and formats 4.3 Compression techniques and file management 4.4 Final project: creating a polished video edit from start to finish

Suggested Readings:

- "In the Blink of an Eye: A Perspective on Film Editing" by Walter Murch
- "The Technique of Film and Video Editing: History, Theory, and Practice" by Ken Dancyger

242/JMC/MI301

MA Integrated (JMC)
SEMESTER - 3

Name of Subject: **Writing for News Media**		Maximum Theory marks: 50 (15+35)
Subject Code: MIC-03	Course ID: 242/JMC/MI-303	Maximum Practical marks: 50 (15+35)

Instructions for paper setter: This question paper shall be divided in two sections. Examiner is requested to set section A as compulsory question containing 7 marks and from the entire syllabus (can be either objective or subjective). Section B will be in choice from two of the questions from each unit. The students will be required to attempt one question from each unit. All questions from each unit will carry equal marks.

Note: The Practical will be conducted on the basis of theory.

Objective: This course is designed to teach students how to write for print, and broadcast news. It aims to teach students news value, style and various formats of news such as headline, leads, article, editorial and image captions etc. to make students understand the understand a difference between hard and soft news.

Course Outcomes:

1. Students will understand the fundamentals of news writing, including news values, structure, and types of news stories, as well as headline, lead, and summary writing.
2. They will develop skills for writing for print media, focusing on characteristics, styles, and different forms, along with the literary and typographical styles of prominent newspapers.
3. Students will gain knowledge of writing for broadcast media, including the concepts and formats of radio and television news writing, and the differences between them.
4. They will learn techniques for writing for images, including caption writing, cutline writing, numerical data presentation, and writing for audio image slide shows.

COURSE CONTENTS:

Unit 1: Basics of News Writing
1.1 News, News Values and Value Matrix
1.2 Structure of News: Inverted Pyramid, Hourglass and Diamond News
1.3 Types of News Stories (Hard vs Soft)
1.4 Headline, Lead and Summaries
Unit 2: Writing for Print Media
2.1 Characteristics and Style
2.2 Writing Forms of Print News
2.3 Literary Style (Use of Words, Length of Sentence and Paragraph, Unity of Topic in Paragraph, Coherence between Paragraphs)
2.4 Typographical Style and Stylebooks (Comparison of Prominent Newspapers)
Unit 3: Writing for Broadcast Media
3.1 Concept of Radio and Television News Writing
3.2 Radio News Formats and Script Writing
3.3 Television News Script Writing
3.4 Difference between Radio and Television News Writing
Unit 4: Writing for Images
4.1 Steps of Caption Writing and Types of Captions
4.2 Cutline Writing
4.3 Numerical Data Presentation of News

4.4 Writing for Audio Image Slide Shows

Suggested Readings:

1. "News Writing" by George A. Hough

2. "Creative Writing: A Beginner"s Manual" by Neira Anjana Dev, Anuradha Marwah, and Swati Pal

3. "News Reporting and Editing" by Jan R. Hakemulder, Ray Ac De

4. "The News Writers" Handbook" by M. L. Stein and Susan F. Peterno

5. "Basic Source Material for News Writing" by M. K. Joseph

MBA Integrated

242/MBAI/MI301

Name of Subject: **COST ACCOUNTING**	Maximum Theory Marks: 100 (70+ 30)
Course Code:	Time Allowed: 3 Hrs
Credits: 4	Discipline Specific Course

Instructions for Paper Setter: The question paper shall be divided into two sections. **Section 'A'** shall comprise seven short answer type questions from the whole of the syllabus carrying two marks each, which shall be compulsory. The answer to each question should not exceed 100 words normally. **Section 'B' shall comprise 8 questions (2 questions from each unit). All the questions need to be mapped with Course Outcomes (COs) and need to be specified in the question paper against each question.** The students will be required to attempt four questions by selecting one question from each unit. All questions will carry equal marks.

Course Outcomes: - After completing the course students will be able to:

CO1: Recall the meaning, nature, scope, and limitations of cost accounting, as well as the concept of cost elements and types.

CO2: Understand the meaning, classification, and methods of allocation, apportionment, and absorption of overheads, as well as the calculation of machine hour rates.

CO3: Apply unit costing and output costing techniques to determine the cost per unit or output of a product or service.

CO4: Evaluate the effectiveness of contract costing and process costing systems in providing accurate cost information for decision-making and cost control purposes within an organization.

COURSE CONTENTS:

Unit 1:Cost Accounting: Meaning, nature, scope and limitations; Concept of cost- elements and types; Cost of Material, inventory control techniques. Pricing of issue of inventory/material.	10 Lectures
Unit 2:Labor Cost: Idle time, Overtime, Labor turnover, Labor cost control, Incentive Wage Plans. Overheads: Meaning, Classification, Allocation, Apportionment and Absorption of overheads, Machine Hour Rate	10 Lectures
Unit 3:Unit and Output costing; Operating costing.	10 Lectures
Unit 4:Contract Costing and Process costing excluding equivalent production.	10 Lectures

Suggested Reading:

1. Iyengar S.P. Cost Accounting Sultan Chand & Sons, New Delhi.
2. Maheshwari S.N.& Mittal S.N. Cost Accounting Shree Mahavir Book Depot, Delhi.
3. Jain S.P.& Narang K.L Cost Accounting-Principles & Practice Kalyani publishers

Chairperson
Department of Management
Gurugram University
Gurugram

Instructions for Internal Examiner: The internal assessment should be spread evenly throughout the semester and must include at least 3 independent components including a mid-term exam. Below are the suggested components for 30 marks. A teacher has a choice to change these components as per the need except for the mid-term exam. All the questions of mid-term Exams need to be mapped with Course Outcomes (COs) and need to be specified in the question paper against each question.

S. No.	Course Assessment Components	Marks/Weightage (%)
1	Assessment 1: Class Participation(**CP**) And Individual Assessment	10
2	Assessment 2: Mid-Term Exam (MTE)	10
3	Assessment 3: Case Analysis / Presentation (**CAP**)/ Group Project (**GP**) / Role Play / Live Projects/ Simulation / Worksheet Assessment	10
	Internal Assessment **(IA) (1+2+3)**	30 (30%)
	End-Term Examination (**EE**)	70 (70%)
	Total Marks (IA+EE)	**100**

Mapping Matrix of Course:243MIDSC2

Table 1: CO-PO & CO-PSO Matrix for the Course 243MIDSC2: COST ACCOUNTING

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PSO1	PSO2	PSO3
CO1	1	3	1	1	1	1	1	3	1	1
CO2	3	3	1	1	1	1	2	1	2	3
CO3	3	2	2	2	1	1	1	1	2	3
CO4	2	2	2	2	1	1	1	1	2	1
Average	2.25	2.5	1.5	1.5	1	1	1.25	1.5	1.75	2

240|CHE|MI301
UG chemistry

COURSE DETAILS:

Course Title	**Chemistry of Biomolecules-I**
Semester	**Semester-III**
Course Code	**MIC-3**
Course ID	
Total Credits	**04 (Lecture: 02, Tutorial: 0, Practical: 02)**
Total Marks	**100**
Marks Distribution	**Theory External: 35** **Theory Internal: 15** **Practical External: 35** **Practical Internal: 15**

COURSE CURRICULUM DELIVERY WEEKLY DISTRIBUTION:

Total Hours per Week: 6	
Lectures (L) Hours per Week: 2	**Practicals (P) Hours per Week: 4**

COURSE OBJECTIVES:

1. To understand the structure, stereochemistry, and interconversion of carbohydrates.
2. To describe the structure, functions, and deficiency-related effects of essential vitamins.
3. To explore the different types of hormones, their roles and the adverse effects of their imbalances on human body.
4. Develop hands-on skills in the identification, estimation, and isolation of biomolecules such as carbohydrates, proteins using classical and instrumental techniques.

COURSE OUTCOMES:

After completing this course, student will be able to:

1. Explain the classification, structure, and interconversion of monosaccharides and their stereochemistry.
2. Elucidate the structures of disaccharides and describe the composition and function of polysaccharides.
3. Perform basic biochemical experiments for identification, estimation, and characterization of carbohydrates, proteins, DNA.
4. Evaluate the structure, function, and nutritional importance of essential vitamins.

DETAILED CONTENT OF COURSE:

Theory Syllabus: Total Contact Hours: 30

Unit	Topics	Contact Hours
I	**Carbohydrates-I** Occurrence, classification and their biological importance. Nomenclature, Monosaccharides, Glucose: Methods of preparation, Physical and chemical properties of D-Glucose, Osazone formation, Reduction , oxidation, open chain structure of glucose and fructose, D and L configuration of Monosaccharides, epimers, Anomers, Limitations of open structure, Ring structure of D glucose, Interconversion of aldoses and ketoses; Haworth projection formulae of Glucopyranose and fructopyranose. Killiani-Fischer synthesis and Ruff degradation.	8
II	**Carbohydrates-II** Disaccharides – Structure elucidation of maltose, lactose and sucrose. Molecular formula and their constituent units, linkages of constituent units, Polysaccharides – Elementary treatment of starch, cellulose and glycogen. Structure of amylose and amylopectin, cellulose, structure of cellulose, Reducing and Non- reducing Saccharides.	7
III	**Vitamins** Classification, Structure and functions, distribution in foods, effects of deficiency and characteristic properties of vitamins – B1 (Thiamine), B2(Riboflavin), B3 (Pantothenic acid), C (ascorbic acid), A(Retinol), D (Calciferol), E (Tocopherol)	8
IV	**Hormones** Introduction to hormones, Definition and it's characteristics, classification of hormones; on the basis of chemical nature and mechanism of hormonal action and on basis of secondary messenger group, Peptide hormones and steroid, amine hormones; Major Endocrine glands and their functions and hormones secreted by them; Hormones related Disorder.	7
V	**Practicals:** 1. Preparation of osazone of glucose, fructose and Maltose (Comparing the time of formation of the two and the shape of crystals using microscope). 2. Identification of given carbohydrates as Reducing and Non-reducing 3. Identification of given carbohydrates as Monosaccharide and Disaccharide 4. Identification of given carbohydrates as Aldose and Ketose 5. Isolation of starch from potato. 6. Qualitative tests of fructose in fruit juice. 7. Estimation of glucose by Fehling's solution. 8. Isolation and estimation of DNA using cauliflower/onion. 9. Determination of Iodine number of the given oil.	60

	10. To determine the number of different components present by using thin layer Chromatography. 11. To Estimate the ascorbic acid present in lemon juice. 12. Colorimetric estimation of glucose in the given solution (Quantitative Analysis) 13. Colorimetric estimation of total protein in the given solution (Quantitative Analysis) 14. Isolation of Caffeine from Tea. 15. Determination of total soluble sugars by ferricyanide (volumetric method)	

COURSE EVALUATION METHODS

Theory Exams:

Total Marks: 50 (External: 35 + Internal: 15)

Internal Assessment: 15 Marks	• Class Participation: NIL • Seminar/Presentation/ Assignment: 05 Marks • Mid Term Exam: 10 Marks
External Assessment: 35 Marks (03 Hours)	• End Term Exam: 35 Marks

Practical Exam:

Total Marks: 50 (External: 35 + Internal: 15)

Internal Assessment: 15 Marks	• Class Participation: 5 • Seminar/Lab record/Demonstration: 10 Marks
External Assessment: 35 Marks (60 Hours)	• End Term Practical Exam: 20 Marks • Lab record: 05 Marks • Viva Voce: 10 Marks

Instruction for End Term Theory Exam:

The Examiner is requested to set nine questions in total, selecting two questions from each section. Question-1 will be a compulsory question consisting short answer type questions covering all the units of the syllabus. All questions should carry equal marks. Log table and non-programmable calculator is allowed.

RECOMMENDED BOOKS

1. Berg, J.M.; Tymoczko, J.L.; Stryer, L. (2006), Biochemistry. W.H. Freeman and Co.
2. Nelson, D.L.; Cox, M.M.; Lehninger, A.L. (2009), Principles of Biochemistry. W.H. Freeman and Co.

3. Murray, R.K., Granner, D.K., Mayes, P.A.; Rodwell, V.W. (2009), Harper's Illustrated Biochemistry. Lange Medical Books/McGraw-Hill.
4. Brown,T.A. (2018) Biochemistry, (First Indian addition 2018) Viva Books.
5. Satyanarayana, U.; Chakrapani, U. (2017), Fundamentals of Biochemistry, Books and Allied (P) Ltd.
6. Lehninger, A.L; Nelson, D.L; Cox, M.M. (2009), Principles of Biochemistry, W. H. Freeman.
7. Manual of Biochemistry Workshop, 2012, Department of Chemistry, University of Delhi.
8. Kumar, A.; Garg, S.; Garg, N. (2012), Biochemical Tests: Principles and Protocols.Viva Books.

BA 3rd Sem
Sports Sociology

Minor Course from the department for pool of the Courses in the University

(These courses are offered by each department for students of other departments/same department to gain a broader understanding beyond the major discipline)

Course Code	Course Title	Course ID	L	T	P	L	T	P	Credits	MARKS				
			(Hrs)			Credits				TI	TE	PI	PE	Total
MIC-3	Sports Sociology		2		4	2		2	4	15	35	15	35	100

Learning Objectives:

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

- Understand key sociological theories and concepts and apply them to the study of sport.
- Analyse the social structures and institutions that shape sport.
- Critically examine the intersections of sport with social class, gender, and race/ethnicity.
- Understand the social construction of deviance in sport.
- Analyse the role of media in shaping perceptions and experiences of sport.
- Explore the relationship between sport and education.
- Understand the globalization of sport and its social implications.
- Critically evaluate the potential of sport for social change.

For Paper Setter: Set eight questions in all. Question one is small answer type questions from all units. Each question of Seven marks.

For Students: Attempt any Five questions. Question One is compulsory. All questions carry equal marks.

Unit 1: Foundations of Sports Sociology:

1.1 Introduction to Sports Sociology: - Scope, Significance and field of sports sociology, its relevance in understanding society, and key sociological perspectives.

1.2 Sociological Theories and Sport: - Applying major sociological theories – functionalism, conflict theory, symbolic interactionism, critical theory – to analyse sport and social phenomena within it.

1.3 Culture, Values, and Sport: - Examining how cultural norms, values, and ideologies are reflected and transmitted through sport.

1.4 Socialization into and Through Sport: - Understanding how individuals learn to participate in sport and how sport influences the development of identities and social skills.

Unit 2: Social Equality through Sport:

2.1 Socioeconomic status and Sport: - Concept and significance, its impact on accessibility and participation in sports.

2.2 Gender and Sport: - Examining the historical and contemporary experiences of women and men in sport, issues of gender equity, and the social construction of masculinity and femininity in sporting contexts.

2.3 Ethnicity, Race and Sport: - Investigating the role of race and ethnicity in shaping sporting opportunities, experiences of

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discrimination, and the representation of racial and ethnic minorities in sport.

2.4 Disability and Sport: - Exploring the social barriers and opportunities for individuals with disabilities in sport.

Unit 3: Sport and Social concerns:

3.1 Deviance and Violence in Sport: - Analysing the social construction of deviance in sport, the causes and consequences of violence among athletes and spectators, and efforts to control it.

3.2 The Media and Sport: - Examining the powerful influence of various media (television, internet, social media) on the presentation, consumption, and cultural significance of sport.

3.3 Sport and Education: - Investigating the relationship between educational institutions and sport, including issues related to student-athletes, funding, and the role of sport in school culture.

3.4 Sport and the Economy: - Analysing the economic aspects of sport, including professional leagues, sponsorships, the sports industry, and the impact of commercialization.

Unit 4: Globalization and Future Perspectives of Sport:

4.1 The Globalization of Sport: - Exploring the transnational flow of athletes, sporting events, and cultural influences, and the social and political implications of global sport.

4.2 Sport and Social Change: - Critically examining the potential of sport to promote social justice, challenge inequalities, and contribute to positive social change movements.

4.3 Sports, E-Sports and socialization.

4.4 Future of sports and society through different sports events.

Practical Work:

- Case Study: social contribution of any sportsperson of your choice.
- Group Presentation: Project presentation on burning topic of sports sociology.

Suggestive Readings:

1. Powers, S.K. & Howley, E.T. (2023), Exercise Physiology: Theory and Application to Fitness and Performance (11th ed.). New York: McGraw-Hill Education.
2. Kenney, W.L., Wilmore, J.H. & Costill, D.L. (2023). Physiology of Sport and Exercise (8th ed.). Champaign, IL: Human Kinetics.
3. McArdle, W.D., Katch, F.I. & Katch, V.L. (2022), Exercise Physiology: Nutrition, Energy, and Human Performance (9th ed.). Philadelphia: Wolters Kluwer Health.
4. McArdle, W.D., Katch, F.I. & Katch, V.L. (2015). Essentials of Exercise Physiology (5th ed.). Philadelphia: Lippincott Williams & Wilkins.
5. Ehrman, J.K., Gordon, P.M., Visich, P.S. & Keteyian, S.J. (2018). Clinical Exercise Physiology (4th ed.). Champaign, IL: Human Kinetics.
6. Ehrman, J.K. (2009), Advanced Exercise Physiology: Essential Concepts and Applications. Champaign, IL: Human Kinetics.
7. Tipton, C.M. (2006), Applied Physiology of Exercise. Champaign, IL: Human Kinetics.
8. Kansal, D.K. (2008), A Textbook of Applied Physiology. New Delhi: Sports & Spiritual Science Publications.
9. Kamlesh, M.L. (2006), Applied Exercise Physiology. New Delhi: Khel Sahitya Kendra.

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240/MV/MI301

SEMESTER 3

Name of the Subject – Basics of Hindustani Music	Maximum theory marks: 50 (15+35) Time – 2 hours
240/MV/MI301	Maximum Practical Marks: 50 (15+35)

THEORY PAPER

The examiner is required to set 7 questions in total. This question paper shall be divided in two sections. The examiner is requested to set section A as a compulsory question containing 14 marks and from the entire syllabus (can be either objective or subjective). Section B will be in choice from two of the questions from each unit containing 7 marks each. The students will be required to attempt one question from each unit.

Course Objectives :

- To gain the knowledge of musical terms and elements
- To gain the knowledge of the prescribed raagas
- To gain the knowledge of the prescribed taalas
- To know about the contribution of Musicians of our country

COURSE OUTCOMES

After the successful learning the students will be able to

- Know and understand about the terms and elements of Music
- Understand and write the notations and description of the raags
- Understand and write the description and Layakaris of the taalas
- Know the contribution of the Musicians

UNIT 1:

1. Define to explain the following terms :- Naad, Shruti, Swar, Sangeet, Saptak, Thhaat
2. Brief explanations of the following : Raga, Jaati, Mukra, Sthai, Antara, Vadi, Samvadi, Anuvadi, Vivadi,
3. 4 Varnas of Indian Music : Sthayi, Arohi, Avarohi, and Sanchari

UNIT 2:

1. Description of the following raagas: Khamaj and Bhairavi

2. Notation of drut Khayal in the prescribed raags

UNIT 3:

1. Ability to write the following Talas with Thah and Dugun :- Ektal, Rupak
2. Description and comparison of Ektaal and Rupak

Practical Paper

COURSE OBJECTIVES

1. To gain the knowledge of the prescribed raagas.
2. To gain the ability of presenting taals on hands.

COURSE OUTCOMES

On successful completion of this course, the students will be able to:

1. Sing with fluency and know about mentioned raags
2. Know the detailed study of the prescribed raagas
3. know the mentioned taals

Contents

1. Drut Khayal in the prescribed raagas.
2. Presentation of the prescribed Taalas on hands along its Layakaris
3. Any light composition

SUGGESTED READINGS

1. Harish Chander Srivastava : *Raag Parichaya , Part I, II & III*
2. Madhur Sawaralipi Sangrah : Harish Chander Shrivastava Part- I,II,III,IV
3. Bhatkhande Sangeet Shastra- V. N. Bhatkhande
4. Sangeet Visharad- Basant
5. Kramik Pustak Mallika- Part II V. N. Bhatkhande
6. Raag Vigyan – V. N. Patwardhan
7. Bhartiya Sangeet Vadya-- Pt. Lal Mani Mishra

240/MI/MI301

SEMESTER 3

Name of the Subject – **Basics of Hindustani Music Instrumental**	Maximum theory marks: 50 (15+35) Time – 2 hours
240/MI/MI301	Maximum Practical Marks: 50 (15+35)

THEORY PAPER

The examiner is required to set 7 questions in total. This question paper shall be divided in two sections. The examiner is requested to set section A as a compulsory question containing 14 marks and from the entire syllabus (can be either objective or subjective). Section B will be in choice from two of the questions from each unit containing 7 marks each. The students will be required to attempt one question from each unit.

Course Objectives :

- To gain the knowledge of musical terms and elements
- To gain the knowledge of the prescribed raagas
- To gain the knowledge of the prescribed taalas
- To know about the contribution of Musicians of our country

COURSE OUTCOMES

After the successful learning the students will be able to

- Know and understand about the terms and elements of Music
- Understand and write the notations and description of the raags
- Understand and write the description and Layakaris of the taalas
- Know the contribution of the Musicians

UNIT 1:

1. Define to explain the following terms :-

   Naad, Shruti, Swar, Sangeet, Saptak, Thhat

2. Brief explanations of the following :-
   Raga, Jaati, Mukra, Sthai, Antara, Vadi, Samvadi, Anuvadi, Vivadi.
3. 4 Varnas of Indian Music : Sthayi, Arohi, Avarohi, and Sanchari

UNIT 2

1. Description of the following raagas: Khamaj and Bhairavi
2. Notation of Razakhani Gat in the prescribed raags.

UNIT 3:

1. Ability to write the following Talas with Thah and Dugun :- Ektaal, Rupak
2. Description of the prescribed taalas.

Practical Paper

COURSE OBJECTIVES

1. To gain the knowledge of the prescribed raagas.
2. To gain the ability of presenting taals on hands.

COURSE OUTCOMES

On successful completion of this course, the students will be able to:

1. Play with fluency and know about mentioned raags
2. Know the detailed study of the prescribed raagas
3. know the mentioned taals

Contents

1. Razakhani Gat in the prescribed raagas.
2. Presentation of the prescribed Taalas on hands along its Layakaris
3. Any light composition

SUGGESTED READINGS

1. Harish Chander Srivastava : *Raag Parichaya , Part I, II & III*
2. Madhur Sawaralipi Sangrah : Harish Chander Shrivastava Part- I,II,III,IV
3. Bhatkhande Sangeet Shastra- V. N. Bhatkhande
4. Sangeet Visharad- Basant
5. Kramik Pustak Malika- Part II V. N. Bhatkhande
6. Raag Vigyan V. N. Patwardhan
7. [illegible]

240/HS/MI301 240/HS/MI301

Semester	**III**
Name of the Course MIC-3	**Food Microbiology**
Course ID	**240/HS/MI301**

Upon completion of this course, students will be able to:

- Identify and characterize the traits of significant food pathogens and spoiling microbes.
- Recognize how inherent and external factors affect the development and reaction of food-borne microbes.
- Explain the advantages of using microbes in food processing and fermented foods.
- Learn about food microbiology and apply its ideas and concepts to real-world challenges and circumstances.

Credits	**Theory**	**Tutorial**	**Practical**	**Total**
	3	1	0	4
Contact Hours	3	1	0	4

Max. Marks:100 **Internal Assessment Marks: 30** (Attendance-5, practical assignment-5, sessional examination-20) **End Term Exam Marks: 70** (70 Theory)	**Time: 3hrs (Theory), 1hrs (Tutorial)**

Part B- Contents of the course

Instructions for Paper-Setter

Nine questions will be set in all. Question No.1 comprising of objective/short answer type questions from the entire syllabus, will be compulsory. The remaining eight questions will be set taking two questions from each unit. The candidates will be required to attempt Q.No.1 & four others selecting one question from each unit. All questions carry equal marks.

UNIT I: Microorganisms in food • Introduction, history and scope of food microbiology. • Morphological and physiological features of bacteria, yeast, mold and virus. • Growth curve of bacteria. • Factors (Intrinsic and Extrinsic) affecting growth of microbes in foods.	**CONTACT HOURS** **11**
UNIT II: Microbial food spoilage Spoilage in • Milk • Meat • Cereals and its products (wheat flour, bread) • Fruits and vegetables • Canned foods • Fermented foods (Sauerkraut, Miso, Tempeh, Cheese, Yogurt, Kombucha, Natto, Kefir)	**12**
UNIT III: Microbial food illness **Food intoxication**: Causes, incubation period, symptoms, prevention and treatment of • Botulism • Staphylococcus intoxication • Mycotoxins **Food infection:** Causes, incubation period, symptoms, prevention and treatment of • Salmonellosis • Gastroenteritis • Colitis	**11**
UNIT IV: Food control and regulation • HACCP • International agencies (FAO, WHO, UNICEF) • Federal agencies (Food and drug administration, United State Department and Agriculture, National Marine Fishery Service)	**11**
Part C-Learning Resources	

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Minor (MIC)/ Vocational Course (VOC)

Semester 3

Course ID	Course Title	Course ID	L	T	P	L	T	P	Credits	MARKS				
			(Hrs)			Credits				TE	TI	PI	PE	Total
	Fundamentals of Management		3	1	-	3	1		4	70	30	-	-	100

Syllabus

Syllabus

Name of Subject: **Fundamentals of Management**	Maximum Theory Marks:100 (TE+TI+PE+PI=70+30+0+0)
Course ID:	Time Allowed: 3 Hours
Credits 4 (L-T-P = 3+1+0)	**Minor (MIC)**/ Vocational Course (VOC)

Instructions for paper setter: Examiner is requested to set **one compulsory and eight other questions, two from each unit.** The compulsory question should be of 14 marks and should cover entire syllabus. Student should attempt four other questions i.e. one from each unit.

Course Outcomes: - After completing the course, students will be able:

CO1: To understand the definitions, features, and nature of management, and its classification as a science, art, and profession, as well as the different levels of management.
CO2: To Analyze the management process, including planning, decision-making, Management by Objectives (MBO), and forecasting techniques.
CO3: To evaluate the principles of organizing, including span of management, authority and responsibility, delegation, decentralization, and various organizational structures.
CO4: To Apply concepts of motivation, leadership, coordination, and controlling processes to effectively manage organizations.

COURSE CONTENTS:

Unit 1:
Concept and Nature of Management: Concept & Definitions, Features of Management, Management as Science, Art & Profession, Levels of Management, Nature of Management Process, Classification of Managerial Functions.
Unit 2:

Planning – Process and Types, Decision Making Process, Management By Objectives (MBO), Forecasting.
Unit 3:
Organizing: Nature & Principles of Organization, Span of Management, Authority & Responsibility, Delegation and Decentralization, Forms of Organization Structure, Line & Staff Authority Relationships.
Unit 4:
Motivation – Concept and concept and content theories, Leadership – concept, styles and skills, Coordination, Controlling: Nature & Process of Controlling.

Suggested Readings:

- Chandra Bose/ Principles of Management & Administration, Prentice Hall of India Essential of Management Koontz &Wrihrich Tata McGraw – Hill Publishing Co. Ltd.
- Essentials of Management – Chatterjee and by Koontz & O'donnel
- Fundamentals of Management – J.S. Chandran Principles of Mgt.- P.N, Reddy
- Management – Stoner & Freeman
- Management and Organization – M. Louis Allen Management Theory and Practice-Earnest Dale
- Management Stoner, Freeman & Gilbert Prentice Hall of India Pct Ltd
- Management Tasks – Peter F Drucker Management Process – Davar R
- Management Theory & Practice C.B. Gupta (CBG) Sultan Chand & Sons
- Management Today: Principles and Practice – Burton, Jene, Tata McGraw Hill Publishing Co. Ltd

Table: CO's - PO's, and CO's - PSO's Matrix for the Course: Fundamentals of Management

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PSO1	PSO2
CO1	3	2	1	2	1	2	2	3	3
CO2	3	3	1	3	1	2	3	3	3
CO3	2	2	2	3	1	2	3	3	2
CO4	3	3	1	3	2	2	3	2	3
Average	2.75	2.50	1.25	2.75	1.25	2.00	2.75	2.75	2.75

243/YOG/MI301

Minor Vocational Course
Yoga practicum-3

Course Code:	Credits:4
TI: 15 TE: 35	PI: 15 PE: 35

Instruction for External Examination: This question paper shall be divided in two sections. Examiner is requested to set section A as compulsory question containing 11 marks and from the entire syllabus (can be either subjective or objective). Section B will be in choice from two question from first 3 unit. The student will be required to attempt one question from each unit, these question in section B will be of 12 marks.

Objective: To prepare students who may wish to pursue teaching or therapeutic applications of yoga by providing foundational skills in guiding others through yoga practices.
- To foster an understanding of the ethical responsibilities of a yoga practitioner or teacher

Outcome: Following the completion of this course, students shall be able to
- Understand the principle and practice of Yogic practices.
- encourage self-reflection and introspection through consistent yoga practice, leading to greater self-awareness and emotional resilience.
- explore the connection between mind, body, and spirit, fostering a holistic understanding of oneself.

Unit-I SHATKARMA
1.1 Sutra neti
1.2 Nauli(Madhyama, Vama, Dakshina)
1.3 Nauli (Nauli Chalana)
1.4 Trataka (Jyoti)

Unit-II YOGASANAS
2.1 Concept of Advance Postures, Importance and alignment in asana
2.2 Vatayanasana, Natarajasana,Hastapadangusthasana, Garudasana, Bhunamanasana, Hanumanasana
2.3 Garbhasana, Navasana, Kurmasana, Rajkapotasana Karna Peedasana, Marjariasana, Matsyendrasana , Padangusthasana,
2.4 Bakasana, Mayurasana, Sirshasana and its variations
Yoganidrasana, Matsyasan, Ekapada and Dwipada Kandarasana

Unit-III PRANAYAMA
3.1 Nadi Shodhana & Shitkari Pranayama
3.2 Bhramari & Sheetali Pranayama
3.3 Suryabhedana & Chandrabhedana Pranayama,
3.4 Ujjayi Pranayama & Bhastrika Pranayama,

Unit-IV continuous evaluation by the Teacher

Suggested Books
Joshi,K.S.:YogicPranayama,OrientalPaperback,NewDelhi.
Nagendra, H.R: Mind sound reasonance technique, Swami Vivekanand Yoga Prakashan, 2002, Banglaore.
Swami Niranjanananda Saraswati: Asana Pranayama Mudra Bandha; Bihar school of Yoga publications; Munger, 2001
Swami Satyananda:Yoganidra,YogaPublicationTrust,Munger,1998
Swami Dhirendra Bhramhachari: Yogasana Vijnana, Dhirendra Yoga Publications, New Delhi, 1966
Iyengar, B.K.S.: Light on Pranayama,

242/DSI/MIC401

MA Integrated Development Studies
SEMESTER - 4

Name of Subject: **Equity, Ethics and Justice in Development**

Subject Code: MIC-04							**Course ID:**				
Credits				**Hours**			**Marks**				
Total Credits	**L**	**T**	**P**	**L**	**T**	**P**	**TI**	**TE**	**PI**	**PE**	**Total Marks**
4	**4**	**0**	**0**	**4**	**0**	**0**	**30**	**70**	**-**	**-**	**100**

Instructions for paper setter: Examiner is requested to set **one compulsory and eight other questions, two from each unit.** The compulsory question should be of 14 marks and should cover entire syllabus. Student should attempt four other questions i.e. one from each unit.

Objective: This course explores the principles of equity, ethics, and justice in development. It provides an understanding of theoretical frameworks, ethical challenges in practice, and real-world policy analysis to promote inclusive and fair development.

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

1. Define key concepts and frameworks of equity, ethics, and justice.
2. Analyze ethical dilemmas in development, including informed consent and power dynamics.
3. Evaluate development policies with a focus on marginalized communities.
4. Propose inclusive strategies for equitable and sustainable development.

(Course Content)

Unit 1: Introduction to Equity, Ethics, and Justice in Development

1.1 Definitions and Concepts of *Equity*, *Ethics* and *Justice*
1.2 Historical perspectives (Gandhian ideas, Ambedkar's vision of social justice, Nancy Fraser and Iris Marion Critical Social Justice Approach)
1.3 Simple frameworks: (Rawls' Theory of Justice, Capability Approach and Thomas Piketty's political economy and inequality)
1.4 Indicators of fairness – access to health, education, social mobility

Unit 2: Ethical Issues in Development

2.1 Ethical dilemmas in Development (Displacement vs. Development, Participation vs. Top-down Planning, Equity vs. Efficiency, Cultural Sensitivity vs. Universal Models)
2.2 Importance of informed consent and ensuring community participation
2.3 Power Imbalance Between Government Agencies and Local People
2.4 Respecting Local Cultures and Traditions in Development Projects

Unit 3: Policies and Social Justice

3.1 Understanding policies using equity and justice perspectives
3.2 Policies Impact on Dalits, Adivasis, women, LGBTQ+, and rural poor
3.3 Fair distribution of resources like water, land, and technology
3.4 Case Studies (Haryana context):
- *Ladli Scheme* for girl child welfare
- *BPL Housing Scheme* in rural Haryana
- *Bhagidari Yojana* for participatory development
- *Mewat Development Agency* for minority welfare

Unit 4: Building Fair and Inclusive Development

4.1 Inclusive Project Designing– (rural sanitation, digital literacy for women).
4.2 Strategies to reduce inequalities (gender budgeting, targeted subsidies).
4.3 Monitoring and Evaluation with equity indicators (participation, feedback, grievance redress).
4.4 Future Directions and Case Studies:
- *e-Disha Centres in Haryana* – digital inclusion
- *Self-Help Groups (SHGs) for women empowerment*
- *Saksham Yuva Scheme* – employment and skill training for youth

Practical Exercise

1. Field Visit & Community Interaction
2. Case Study Analysis
3. Data Collection & Analysis
4. Monitoring & Evaluation Exercise

Suggested Readings

1. Ambedkar, B. R. *Annihilation of Caste*. Delhi: Navayana Publishing, 2014. *(Originally published 1936.)*
2. Crocker, David A. *Ethics of Global Development: Agency, Capability, and Deliberative Democracy*. Cambridge: Cambridge University Press, 2008.
3. Gandhi, Mahatma. *Hind Swaraj*. Ahmedabad: Navajivan Publishing House, 1938. *(Originally written in 1909; check edition used.)*
4. Kabeer, Naila. *Reversed Realities: Gender Hierarchies in Development Thought*. London: Verso, 1994.
5. Rawls, John. *A Theory of Justice*. Cambridge, MA: Harvard University Press, 1971.
6. Sen, Amartya. *Development as Freedom*. Oxford: Oxford University Press, 1999.

Government of Haryana – Policy Documents and Schemes

7. Government of Haryana. *Saksham Yuva Scheme Guidelines and Progress Reports*. Launched 2016. https://haryana.gov.in.
8. Government of Haryana. *Beti Bachao, Beti Padhao: State Implementation Reports*. Ongoing since 2015. https://haryana.gov.in.
9. Government of Haryana. *Mukhya Mantri Antyodaya Parivar Utthan Yojana (MMAPUY)*. Launched 2021. https://haryana.gov.in.

10. Government of Haryana. *Haryana Skill Development Mission (HSDM): Policy and Operational Framework*. Launched 2015. https://haryana.gov.in.
11. Government of Haryana. *Parivar Pehchan Patra (PPP): Implementation Guidelines*. Launched 2020. https://haryana.gov.in.
12. Government of Haryana. *Annual Budget Speeches and Vision Documents*. Various years. https://haryana.gov.in.

242/MCAI/V0301

Course code				
Category	VOC			
Course title	**Computer Hardware and Maintenance**			
Scheme and Credits	L	T	P	Credits
	3		2	4
TI	25			
TE	50			
PI	05			
PE	20			
Duration of Exam	3 Hrs.			

NOTE: "The examiner will set nine questions in total. Question one will have seven parts from all units and the marks of first question will be of 20% of total marks of Question Paper and the remaining eight questions to be set by taking two questions from each unit and the marks of each question from Question no. 2 to 9 will be of 20% of total marks of Question paper. The students have to attempt five questions in total, the first being compulsory and selecting one from each unit."

COURSE OUTCOMES

1. It will understand the basics of computer systems along with peripherals.
2. It will be able to do troubleshooting of different computer related issues.
3. It will learn to determine and installing appropriate security measures.
4. Students will be able provide the technical support on-site.
5. Students will be able to troubleshoot software and hardware problems related to internet applications.

UNIT-I

INTRODUCTION TO PERIPHERAL DEVICES: General block diagram of a peripheral device, different types of peripheral devices used in modern computers and their purpose.

UNIT-II

BASIC INPUT & OUTPUT DEVICES: INPUT DEVICES: Block diagram of keyboard, different types of keyboards, operation and working principle of mouse and different mouse. OUTPUT DEVICES: Construction of CRT Monitor. Impact and non-impact printers, operation of LaserJet printer with a block diagram, operation of inkjet printer with a block diagram.

UNIT-III

BASIC STORAGE DEVICES & SPECIAL PERIPHERAL DEVICES: BASIC STORAGE DEVICES: Construction of floppy disk with a block diagram, construction of a hard disk with a block diagram, precautions to be taken in handling magnetic media. SPECIAL PERIPHERAL DEVICES: Principle and working of a joystick and digitizer, operation of a plotter, various parts of magnetic tape transport

UNIT-IV

BASIC TROUBLE SHOOTING: Various test equipment's used for PC servicing, reasons for failure of components like resistors, capacitors etc. reasons for failure of a disk drive, reasons for display failure, reason for the keyboard failure, reasons for the printer failure, reasons for the power supply failure, safety precautions to be taken during trouble shooting.

REFERNCE BOOKS

1. COMPUTER HARDWARE: Installation, Interfacing, Troubleshooting and Maintenance by K. L. James (Author) publisher, PHI.

2. IBM PC & Clones: Hardware Trouble Shooting and Maintenance by B.Govindarajalu, Tata McGraw Hill

Computer Hardware and Maintenance Lab

List of Experiments

1. Front panel indicators & switches and Front side & rear side Connectors.
2. Familiarize the computer system Layout: Marking positions of SMPS, Motherboard, FDD, HDD, CD, DVD and add on cards.
3. Configure BIOS setup program and troubleshoot the typical problems using BIOS utility.
4. Install Hard Disk and configure to the Pc's.
5. Install and Configure a DVD Writer and a Blu-ray Disc writer and recording DVD and Blu-ray disk.
6. Printer Installation and Servicing and troubleshoot.
7. Install and configure Scanner, Web cam, Cell phone and bio-metric device with system and troubleshoot the problems.
8. Assemble a system with add on cards and check the working condition of the system and install OS.
9. Install and Configure Dual OS Installation.
10. Assembling and Disassembling of Laptop to identify the parts and to install OS and configure it.

240/HIN/MI30/

सेमेस्टर – 3

MIC3-व्यवसायिक संप्रेषण और हिंदी भाषा

अधिकतम अंक:**100**

लिखित परीक्षा:**70**

आंतरिक मूल्यांकन: **30**

Course Code	Course Title	Course ID
MIC-3	व्यवसायिक संप्रेषण और हिंदी भाषा-3	240/HIN/MI303

पाठयक्रम उद्देश्य :

भाषिक संप्रेषण के स्वरूप और सिद्धांतो से विद्यार्थियों का परिचय।

विभिन्न माध्यमों की जानकारी ।

प्रभावी संप्रेषण का महत्त्व।

रोजगार संबंधी क्षेत्रो के लिए तैयार करना।

पाठयक्रम परिणाम :-

-स्नातक स्तर के छात्रों को भाषीय संप्रेषण की समझ और संभाषण से संबंधित अनेक पहलुओं से अवगत कराया जाएगा।

- भाषीय संप्रेषण और संभाषण के अनेकों आयाम, उसके महत्त्व, प्रयोग विस्तार , शैली, भाषीय संस्कृति की समझ विकसित होगी।

- भाषा के शुद्ध उच्चारण, सामान्य लेखन, रचनात्मक लेखन और तकनीकी शब्दों से अवगत हो सकेंगे।

पाठयक्रम :-

खंड : क भाषिक संप्रेषण :स्वरूप और प्रक्रिया

1: संप्रेषण की अवधारणा

2: संप्रेषण की प्रक्रिया

3: संप्रेषण के विभिन्न मॉडल

खंड: ख- व्यवसायिक संप्रेषण एवं प्रेजेंटेशन

1: व्यवसायिक संप्रेषण का महत्त्व

2: व्यवसायिक संप्रेषण की विशेषता

3: प्रेजेंटेशन अथवा विशेषता

4: व्यवसायिक भाषा एवम संप्रेषण मे तकनीकी का महत्त्व (ई-मेल, टेक्स्ट मैसेज , वीडियो कांफ्रेंसिंग, सोशल नेटवर्किंग, ई - कम्युनिकेशन

खंड: ग - व्यवसायिक लेखन: विविध रूप

1: व्यवसायिक पत्र लेखन

2:रिपोर्ट लेखन और ज्ञापन

3: नोटिस, मिनट्स, एजेंडा , नौकरी के लिए पत्र लेखन

सन्दर्भ पुस्तकें:# हिंदी का सामाजिक संदर्भ: रविंद्रनाथ श्री वास्तव

संप्रेषण परक व्याकरण : सिद्धांत और स्वरूप: सुरेश कुमार

प्रयोग और प्रयोग: वी. आर. जगन्नाथ

#भारतीय भाषा चिंतन की पीठिका - विद्यानिवास मिश्र

भाषीय अस्मिता और हिंदी : रविंद्रनाथ श्री वास्तव

निर्देश :1. निर्धारित पाठ्यक्रम में से प्रत्येक इकाई से आंतरिक विकल्प के साथ दो प्रश्न पूछते हुए कल 8 प्रश्न पूछे जाएंगे परीक्षार्थी को निर्धारित विकल्पों में से किसी एक प्रश्न का चयन करके कुल 4 प्रश्न करने होंगे प्रत्येक प्रश्न के लिए 10 अंक निर्धारित होंगे पूरा प्रश्न 40 अंकों का होगा

2.पूरे पाठ्यक्रम में से कोई 10 लघु उत्तरीय प्रश्न पूछे जाएंगे जिनमें से परीक्षार्थी को 250 शब्दों में किन्ही 6 प्रश्न का उत्तर देना होगा प्रत्येक प्रश्न चार अंक का होगा पूरा प्रश्न 24 अंक का होगा

3.पूरे पाठ्यक्रम में से 6 वस्तुनिष्ठ अनिवार्य प्रश्न पूछे जाएंगे प्रत्येक प्रश्न एक एक अंक का होगा

Prof. Mukerji