

KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY

PROGRAMME PROJECT REPORT

ON

BACHELOR OF COMMERCE (COMMERCE)

*(Four Year Undergraduate Programme to be offered from 2023-24
Academic Sessions onwards as per NEP 2020)*



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Four Year Undergraduate (FYUG) Programme in Commerce

(To be offered from the academic session 2023-24 onwards as per NEP 2020)

1. OVERVIEW

The Four Year Undergraduate (UG) Programme in commerce of Krishna Kanta Handiqui State Open University (KKHSOU) are being prepared in accordance with the requirements of the NEP 2020, which are to be offered from the academic session 2023-24 onwards. The Programmes are being prepared as per the Curriculum and Credit Framework for the Four Year UG Programmes of the UGC (December, 2022) as well as subsequent official notification and the Model Framework of the Department of Higher Education, Government of Assam, dated January 25, 2023 regarding the implementation of the NEP 2023 in the State of Assam.

The 35th Meeting of the Academic Council of the University held on 18-01-2023 resolved that the Programme Project Reports (PPR) of the proposed programmes of the University would accommodate the features of NEP 2020 and UGC ODL Regulations 2020. Accordingly, the University has adopted the UGC Curriculum and Credit Framework for the UG Programmes with provisions of lateral entry and exit; and multidisciplinary/interdisciplinary focus). Also, the assessment and evaluation has also been revised to letter grades with Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA). The University has also registered in the Academic Bank of Credit (ABC) for seamless transfer of credits allowing desired flexibility to the learners as mandated by the NEP 2020.

The Programmes on offer, thus, incorporate discipline specific core (DSC) courses along with ranges of elective courses (DSE), which are expected to enable the learners for wider exposure and opportunities; e.g. intending learners of BBA, BCom, can opt for any course from social sciences as minor just as those from social sciences can opt for courses in mathematics or mass communications. Besides, bundles of courses are also being provided as ability enhancement courses (AEC); skill enhancement courses (SEC); and value added courses (VAC) to fulfil requirements of the NEP 2020.

Notably, the academic disciplines of the University are organised as School System; hence, it is expected that implementation of multidisciplinary/interdisciplinary programmes and courses would be relatively smooth and undemanding. To this effect, necessary processes for attaching relevant faculty from related disciplines have been arranged. The University has also registered in the Academic Bank of Credit (ABC) for seamless transfer of credit allowing flexibility to the learners as mandated by the NEP 2020.

The Four Year UG Programme Framework of the University, accordingly, in general, incorporates elements of the Indian knowledge system – including, inter alia, Indian languages, culture, values, and traditions. For instance, the 2nd

semester includes a 2 credit course on Yoga as VAC while the 3rd semester incorporates a 4 credit course on Life Skills as AEC. This course is being offered by Maniram Dewan School of Management in close association with the faculty of other Schools. Similarly, courses on environmental studies, digital literacy, organic farming etc. are also offered in the baskets of VAC and SEC.

The Centre for Internal Quality Assurance (CIQA) of the University has organised a number of meetings and workshops regarding the implementation of NEP 2020 in the context of ODL. With all the inputs, the Committee on Courses (CCS) and the Schools of Studies, involving outside subject experts drawn from reputed Universities of the region have designed the Programmes and the detail syllabi. The updated and revised syllabus was placed in the Schools of Studies and after getting due recommendation from it subsequently the syllabus was approved in the Academic Council of the University. This Programme Project Report (PPR) on Four Year UG Programme on Commerce under the Discipline of Commerce of the Maniran Dewan School of Management of KKHSOU the details of the proposed Programme are as per the provisions of the *UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020*.

2.PROGRAMME'S MISSION AND OBJECTIVES:

Ever changing business environment is one of the features of the modern era. The business environment, particularly in India and the world as a whole, is experiencing rapid changes. These changes bring opportunities as well as threats for the business firms belonging to different industries. To capitalise on these opportunities and to face the threats successfully, the business needs a pool of talented people who can meet the challenges of modern business, whereas, these people themselves need to be groomed in such a way that they are ready to face the challenges. This is significant not only for the industry but for individuals who aim at entrepreneurial endeavour. In this perspective, the Programme on Bachelor of Commerce has been offered by the Discipline of Commerce under the Maniram Dewan School of Management of Krishna Kanta Handiqui State Open University (KKHSOU). The mission of this Programme is “to meet the educational and skill development needs of the learners so as to prepare them for a strong career in business world.” With this mission, the objectives set for the Programme are-

- i. To enable the learners to avail wide range of career opportunities in industry, commerce and services sector;
- ii. To support the working people in their career advancement;
- iii. To emphasise self-employment through entrepreneurship and skill development;
- iv. To create an interest among the learners in the areas of accounting, business laws, management, marketing, human resource, finance etc.
- v. To help them in pursuing higher studies

These objectives of B.Com. Programme will support the University in meeting its goals to provide access to higher education to a large section of the people including the working people who desire to develop their professional skills. Thus, the B.Com. Programme will help the University in providing 'education beyond barriers' which is the motto of the University.

3.RELEVANCE OF THE PROGRAMME WITH KKHSOU'S MISSION AND GOALS:

The University thrives to achieve the following-

- i. To expand the higher education to cover the maximum number of population.
- ii. To maintain equity and justice in the field of higher education.
- iii. To ensure the quality and excellence in the higher education.
- iv. To increase research both qualitatively and quantitatively.

The B.Com. Programme of the university has been designed to contribute to the accomplishment of the mission of the university by promoting quality higher education in the following manner.

- i. The B.Com. Programme shall provide quality Self-Learning Materials in the area of commerce through Open and Distance mode.
- ii. The B.Com. Programme shall be offered through English and Assamese medium of instructions to meet the needs of learners living in rural, remote and other disadvantageous conditions.
- iii. The Programme is offered through the study centres based in rural, semi-urban and urban areas to remove any geographical barrier while providing education and counselling to the learners.
- iv. The Programme harnesses the benefits of ICT facilities available in the University to provide supplementary educational resources to the learners through audio- visual programmes.

4.NATURE OF THE PROSPECTIVE TARGET GROUP OF LEARNERS:

The nature of the prospective target group of learners of this programme is as under-

- i) The learners who want to pursue higher education in the area of business; Working people who want to upgrade their skills for career advancement;
- ii) Persons living in rural and remote areas who are unable to attend the regular classes in conventional institutions providing commerce education;
- ii) Persons striving for entrepreneurial activities;
- iv) Persons unable to complete their commerce education in the normal course of time;
- v) People engaged in other crafts, cottage industries etc.

5. APPROPRIATENESS OF THE PROGRAMME TO BE CONDUCTED IN ODL MODE TO ACQUIRE SPECIFIC SKILL AND COMPETENCE:

The ODL mode of providing education has the advantage to overcome the geographical barriers in providing education. Through the ODL mode, the benefits of commerce education may be spread across the areas irrespective of its proximity to urban centre. To take care of the need of educational support for learners, the programme is offered through the study centres, which are well equipped with efficient counsellors. Therefore,

- i. Working people will be able to enhance their skill without sacrificing their present engagement;
- ii. People living in far flung and remote areas can pursue higher education in commerce without spending time and money intravelling;
- iii. Entrepreneurs can pursue commerce education without compromising business functions;
- iv. Persons with Disability can pursue commerce education and can shape their career;

The proposed Programme is designed keeping in view the specific requirements of the ODL mode. The Programme consists of courses which are mostly theoretical in nature; therefore, is suitable for ODL mode. The Programme can be completed by going through the Self Learning Materials (SLM) of the courses. In addition, the University hosts series of video lectures in its official YouTube channel on specific topics related to various courses of the Programme which the learners can use as learning materials. The counselling sessions, both online as well as offline specifically aim at clarifying the doubts of the learners. Certain add-on resources, like CDs, community radio programmes, dedicated sessions in Swayam Prabha channel etc. are also expected to facilitate learning in ODL mode. The use of technology further facilitates delivery of the Programme in ODL mode. University's own LMS e-bidya, which contains variety of learning resources viz. e-SLMs, tutorial videos, reading materials, further references, MCQs and other OERs, make the Programme suitable for offering it in ODL mode.

6. INSTRUCTIONAL DESIGN:

6.1 Curriculum Design:

The revised B. Com. programme has been so designed that it meets the standards of NEP 2020 and the UGC ODL Regulations 2020. With the help of experts in the subject from other reputed universities in the region, the contents of the syllabus are updated. While preparing the syllabi, NEP-2020 Documents, UGC Distance and Online Education Regulations 2020, UGC LOCF Curricular Framework, Academic Integrity Regulation 2018, UGC-definitions-of-Degrees-July-2014, syllabi of other Universities and recommendations of Madhava Menon Committee have been consulted.

6.2 Programme Structure:

The 4-year B. Com. programme has been designed according to **NEP 2020** with multiple exit options. A learner can earn a Certificate in Commerce after successfully completing two semesters. Following successful completion of four semesters, a learner may opt for a Diploma in Commerce. After successfully completing six semesters, a learner can receive a UG degree in Commerce and after successful completion of eight semesters, a learner can opt for UG Degree Honours/Research in Commerce. A detailed outline of the programme structure can be found in *Annexure I*. The detailed course wise syllabus of the B. Com. programme is given in *Annexure II*. The list of Interdisciplinary Courses (IDC), Ability Enhancement Courses (AECs), Value Added Courses (VACs) and Skill Enhancement Courses (SECs) along with detailed syllabus is given in *Annexure IV*.

6.3 Duration of the programme

Minimum duration of the programme is one year for a certificate programme and maximum duration is eight years for the UG programme with Honours. In case, a learner is not able to qualify a course in the first attempt, he/she will have to qualify in the particular course within the next four attempts, subject to maximum duration of the study. The minimum completion period for the same as per the provision of UGC ODL and Online Regulation 2020 under Clause 13 of the Part III. Further, in case, a learner is not able to qualify a course in the first attempt, she/he shall have to qualify in the particular course within the next four attempts, subject to maximum duration of the study.

6.4 Definition of Credit Hours: As per UGC ODL Regulations 2020, the University follows the system of assigning 30 hours of study per credit of a course. Thus, following this norm, a 4 credit course constitutes a total of 120 hours of study. Out of the total credit hours, a minimum of 10 percent, i.e., minimum 12 hours of counselling per course are offered to learners at their respective study centres or through centralized online counselling.

6.5 Faculty and Support Staff Requirement: The Discipline of Commerce of Maniram Dewan School of Management of KKHSOU currently has three full time faculty members (One Associate Professor and two Assistant Professors). As the B.Com. Programme has components of Spoken English, MIL, Environmental Studies, Cyber Security, Office Management etc. it requires interdisciplinary and multidisciplinary effort. Therefore, support of faculties from different schools of the University has been mobilized for design and delivery of the B. Com. Programme. A list of faculty members and course coordinators against each core course of this B. Com. programme is presented as

Details of faculty members assigned with the responsibility of course coordinators

Semester	Title of the Course	School	Discipline	Faculty/Course Coordinator
1	DSC 1 Business Organisation and Business Ethics	MDSM	Commerce	Devajeet Goswami
2	DSC 2 Financial Accounting	MDSM	Commerce	Dipankar Malakar
3	DSC 3 Management Principles and Application	MDSM	Management	Smritishikha Choudhury
	DSC 4 Indian Financial System	MDSM	Commerce	Gobinda Deka
4	DSC 5	MDSM	Commerce	Dipankar

	Corporate Accounting			Malakar
	DSC 6 Business Regulatory Framework	MDSM	Commerce	Gobinda Deka
	DSC 7 Fundamentals of Financial Management	MDSM	Commerce	Gobinda Deka
5	DSC 8 Business Statistics	HBST	Mathematics	Harekrishna Deka
	DSC 9 Management Accounting	MDSM	Commerce	Devajeet Goswami
	DSC 10 Business Economics	SKBSS	Economics	Utpal Deka
	DSC 11 Company Law	MDSM	Commerce	Dipankar Malakar
6	DSC 12 Modern Banking	MDSM	Commerce	Devajeet Goswami
	DSC 13 Marketing Management	MDSM	Management	Smritishikha Choudhury
	DSC 14 Taxation	MDSM	Commerce	Dipankar Malakar
	DSC 15 Human Resource Management	MDSM	Management	Chayanika Senapati
7	DSC 16 Organisational Behaviour	MDSM	Commerce	Devajeet Goswami
	DSC 17 International Trade and Business	MDSM	Commerce	Gobinda Deka
	DSC 18 Auditing	MDSM	Commerce	Dipankar Malakar
8	DSC 19 Industrial Relations and Labour Laws	MDSM	Commerce	Devajeet Goswami
	DSC 20 Cost Accounting	MDSM	COM	Dipankar Malakar

6.6 Instructional Delivery Mechanisms: The Self Learning Materials have been prepared keeping in mind the requirements of instructional design. Particular attention has been given so that the basic three domains of knowledge, viz., the behavioural domain, cognitive domain, and constructive domain can be addressed. In general, the university

offers printed SLMs and the same in audio-visual formats. Apart from that, plans are being made to deliver the B. Com. Programme through LMS. The LMS would consist of four quadrants: video lectures, downloadable/printable reading material, self-assessment tests through tests and quizzes, and an online discussion forum for clarifying questions. As majority of the learners are from rural areas and disadvantaged groups, attempts are made to make the SLMs easy to read and easy to understand with the following major components:

- a) *Learning Objectives* (major objectives of the Unit are stated)
- a) *Introduction* (linkage with previous Unit as may be applicable and general introduction of the content is provided)
- b) *Check Your Progress* (generally after every section CYP is provided to learners to gauge their understanding)
- c) *Answers to Check Your Progress* (CYP answers are provided at the end of the Unit)
- d) *Activity/Activities* (activities for enhancing learners' critical outlook is included in SLM)
- e) *Let us Know* (Depending on the necessity some important information related to the content is provided in a box)
- f) *Let us Sum Up* (pin pointed summary of the Unit is given)
- g) *Further Reading* (this section has been incorporated for those learners who are interested in advance knowledge of the content)
- h) *Model Questions* (Different types of questions have been provided in the unit).

6.7 Identification of Media—print, Audio or Video, Online, Computer Aided:

All learners will be provided with print as well as e-SLMs, which are quite comprehensive in terms of the coverage of the contents of the syllabi. The faculty of the discipline have also prepared Unit wise video lectures and presentations for the courses of the Programme. These are hosted in the University's own YouTube channel <https://www.youtube.com/@kkhsou>. These audio-video contents together with the e-SLMs are sourced to the University's LMS e-bidya (<https://www.lmskkhsou.in/web/>) in such a way so that the learners can access these digital contents at ease according to their Programme and course requirements.

The prospective learners of the Programme will also be introduced with the initiatives like e-GyanKosh (<https://egyankosh.ac.in/>) and free DTH channel for education SwayamPrabha (<https://www.swayamprabha.gov.in/index.php/>) wherein the University also partners in providing digital contents. Many of the University's digital contents are also available and/or archived in channel no. 20 under SwayamPrabha since April 2021, which can be accessed through the e-GyanKosh portal.

Further, in pursuance of the UGC's notification and guidelines the University has also adopted a policy of allowing the learners to undertake MOOCs from

the Swayam platform as identified and duly approved by the University for credit transfers in various semesters as and when required.

In addition, certain topics are also covered through community radio programmes of the University broadcast through the 90.0 FM *Jnan Taranga* Community Service Station of the University. Most of the audio-video programmes are accessible online through the University's website and its official YouTube channel.

6.8 Learner Support Services: The student support services available in the University would be extended to the learners of this B.Com. Programme. All these support services would help the learners to imbibe the required knowledge and skills; to seek avenues in employment; to go for higher studies; and to know about the subject in an in depth manner. Learner support services include the following among others.

- a) **KKHSOU City Campus:** The KKHSOU City Campus at Guwahati organises training for coordinators, counsellors, and other functionaries. The City centre provides a venue for learners and academic counsellors to interact on a particular subject matter. Responsibility for Admission, distribution of SLMs and Examination also lies with City Campus. Online counselling for all learners of all semesters of all programmes are centrally organised from city campus.
- b) **Regional Centres:** The Regional centre of KKHSOU at Jorhat in upper Assam provides training for coordinators, counsellors, and other functionaries. The centre provides a venue for learners and academic counsellors to interact about a particular subject matter. Responsibility for Admission, distribution of SLMs and Examination in select districts of upper Assam also lies with Regional Centres. Establishment of some other regional centres is in the pipeline.
- c) **Study Centres/ Learner Support Centres:** Study centres are the backbone of an open and distance learning institution. On behalf of the university, the study centres cater to the various requirements of learners, viz. Admissions-related information, delivering Self Learning Materials, conducting counselling sessions, distributing assignments and evaluating them, conducting term-end exams, etc. The study centers throughout the state handle these affairs on behalf of the University.
- d) **Pre-admission Counselling:** In cooperation with study centres, the university provides pre-enrollment counselling for all the programs through online and offline modes. It provides basic knowledge of the programs, counselling sessions, etc. Moreover, programme specific pre-enrollment counselling is also organised.

- e) **Sikshartha Mitra:** A few employees of the University have been engaged as SiksharthaMitra in order to provide better technical support and assistance to the candidates during online admission process.
- f) **Learners' Charter:** The University has brought out a Learners' Charter, which can be accessed at http://www.kkhsou.in/web_new/lcharter.php, pronouncing the basic rights and responsibilities of its learners and those of the University to the learners. In the Induction Programmes at the Study Centres, the learners are sensitized about this Charter.
- g) **Handbook/SOP:**The University has brought out a *Learners' Handbook* with all necessary information and guidelines (<https://tinyurl.com/y4w592f3>) and *Handbook for the Study Centres* (<https://tinyurl.com/5sz342ud>) in addition to a *Standard Operating System (SOP) of Examination* (<https://tinyurl.com/y4w592f3>) which can be used by the learners for deriving required information and also for assistance in myriad situations.
- h) **Audio CDs for Visually Impaired Learners:** The visually impaired learners are provided with free audio SLMs in CDs to overcome their difficulties of learning. The University has installed Braille printers for this category of special learners in the University SLM branch.
- i) **Face-to-face/Online Ticketing/Complaint System:** Learners' queries are attended in the face-to face mode and digital mode as well in a continuous way, through telephone, SMS and emails. There is a dedicated online portal (<https://www.kkhsou.in/complain/in/index.php/>) through which the queries received automatically move to concerned department for solving the same. Once the problem is solved, the learner is informed by SMS and email.
- j) **Face to face and Walk-in Counselling:** FYUG programme provides face-to-face counselling at the study centres. The University also provides face-to-face counselling/walk-in-counselling to learners at the specially maintained city learner support centres located at the city campus on Sundays or weekdays.
- k) **ICT Support:** ICT support is a major component of any ODL system of education. Some of the ICT-based support systems provided by the university, which can be availed by the learners of FYUG Sociology Programme are listed below:

- Website:** The University has developed a full-fledged official website www.kkhsou.in for learners and the general public. The website has a dedicated Learners' Corner (http://kkhsou.in/web_new/learner_corner.php) that contains exhaustive information and links to useful resources which is accessible to the vast learner population. Furthermore, the Website links to social-networking sites like Facebook where learners, faculty members, and stakeholders can interact. Additionally, the site offers a tailored search by district or program. And most of the audio-visual programmes are accessible online through YouTube videos (web link: <https://www.youtube.com/user/kkhsou>)
- University's Own LMS e-Bidya:** As part of its ongoing attempts to enhance student learning, the University has developed a Learning Management System (LMS) portal called *e-Bidya* using open source MOODLE which can be accessed via <https://www.lmskkhsou.in/web/>. The site allows learners to access e-resources 24 X 7, regardless of where they are in relation to the particular programme they are enrolled in. It contains all four quadrants including video lectures and tutorials and the reading materials. Learners can also interact with experts through the discussion forum. Learners can experience the benefits of online learning through their mobile devices as well. The proposed Programme will also be made available in *e-Bidya* with all resources for all learners enrolling in the Programme.
- E-Mentoring:** The University introduces an innovative e-mentoring system where a group of learners enrolled in a Programme is placed under the mentorship of a faculty of the University from the concerned discipline. This facilitates a bonding between the mentor and the mentees helping the learners to continue their studies with self-confidence, self-esteem, morale, and a feeling of identity. The main objective of this initiative is to help learners minimise personal difficulties and identify the obstacles they face in matters related to academic as well as non-academic. During this process, they are also guided to develop appropriate learning strategies for overcoming these difficulties and problems. The e-mentoring system, utilises the Telegram App and/or WhatsApp, and helps learners derive all the benefits of open and distance learning at their finger tips instantly.
- Community Radio Service:** The University introduced the first Community Radio station in the North Eastern part of the country *Jnan Taranga* (90.0 MHz). The Community Radio, being a platform for the community for taking up

community issues, is also a platform for broadcasting educational programmes. This includes debates, discussions, talk shows and phone in Q & A sessions with the learners. Recently, the programmes of *Jnan Taranga* are made available over internet radio, which can now be heard by all learners through internet (<https://tinyurl.com/y4w592f3>).

- **Digital Library:** The digital library (<http://dlkhsou.inflibnet.ac.in/>) of the University hosts a large number of resources which include documents, SLMs, e-books, conference/seminar proceedings, faculty publications, theses and dissertations etc. Links are also provided to other open access resources which can be easily accessed by the learners.
- **Online Counselling:** The University's faculty conducts online counselling sessions through different online platforms like Zoom, Google Meet, and Cisco WebEx etc. Sessions are also conducted through Facebook Live on examination related issues especially during the time of pandemic. Most of the online counselling sessions are recorded and archived as additional digital learning resources for the use of the learners.
- **KKHSOU Mobile App:** The University has developed a mobile application *KKHSOU* (<https://tinyurl.com/35y7brj>) that allows students to access the university website 24x7. The main purpose of this application is to provide the relevant information to all learners in an easily accessible manner. Using this application, learners can view the course information, fees structures based on their requirements. At the same time they can directly call any study centre of KKHSOU. Learner can download assignments, old question papers and other important forms.
- **SMS Alert Facility:** The University has implemented an SMS alert system for learners for sending notification of university news, events, and similar other learner-related information.
- **E-mail Support:** Learners can also write emails to any officials/faculty members of the University at info@khsou.in. Concerns raised through email are addressed by the concerned officials or faculty members. Apart from that, the email and phone numbers of all faculty members are available on the website and Information Brochure. Any learners can write directly to them as well for any kind of support and assistance.

- ***KKHSOU in Social Media:*** KKHSOU has incorporated social media like Facebook pages (<https://www.facebook.com/groups/272636986264210/>), WhatsApp group, Twitter Account (<https://twitter.com/KKHSOU1?s=09>) to its official website that enables interaction with the learners on a real time basis. The Facebook page also allows moderated discussions within as well as among the learners' community.

7. PROCEDURE FOR ADMISSIONS, CURRICULUM TRANSACTION AND EVALUATION

7.1 Procedure for Admission:

7.1.1 Minimum Qualification

For the B. Com. programme, learners need to have a 10+2 pass or equivalent qualification from a Council/University recognized by UGC, or a Polytechnic diploma in any field.

7.1.2 Online Admission

Admission to the proposed Programme will be conducted entirely in online mode through the University's Online Admission Portal (<https://tinyurl.com/2p8ht9da>). The learners have to register first in the portal providing their email and mobile number. After successful registration, the login credentials are provided to their registered email and mobile numbers. Learners can login to the admission portal using the credentials provided to them and then fillup the online application form and upload all required supporting documents and photograph. They can choose their subjects and preferred study centres. Upon completing all the requirements of application process they can make online payments of the requisite fee via net banking, credit/debit card, UPI or by using the QR code. Once the fee is paid, they can get their enrolment receipt with their enrolment number and get a print out of the application form for future reference. On completion of the admission process the learners receive a welcome email with all relevant information and links to various digital resources for instant access.

7.1.3 Refusal/Cancellation of Admission:

At the time of admission, the candidate must submit a declaration that he/she is not pursuing more than two degree programmes under KKHSOU/any other recognised University or Institution simultaneously. If any false declaration is detected at any stage, his/her admission/mark sheets/ certificates may be cancelled by the University.

7.1.4 Continuous Admission:

By paying the necessary fees, a learner can obtain admission to the next semester once a particular semester is completed. Admission to the subsequent semester is not determined by the results of the previous semester. One may take admission in the next semester even without appearing in the previous semester examination. The admission period should be continuous from the date of completion of the previous semester's exams until 60 days after the start date. Incomplete exams, including back papers, will be allowed to be taken up when announcements of examination results are made. Learners are advised to regularly visit the University's website (www.kkhsou.in) and maintain regular contact with their allotted study centres.

7.1.5 Lateral Admission

The University, following the NEP 2020's mandate and the UGC's guidelines, adopts the policy of later admission to all its UG and PG programmes. Accordingly, provisions for lateral entry into the 3rd, 5th and 7th semesters are made for those learners who had chosen to exit in the 2nd, 4th, 6th semesters earlier due to various reasons. For this the University adopts a credit transfer policy to facilitate the process of lateral admission to all the UG and PG programmes.

7.1.6 Dual Degree

The University has implemented and also promotes the system of dual degree as per the opportunities. The aspiring learners of the proposed Programme will also be encouraged to take the advantage of this provision at the time of their admission.

7.1.7 Fee Waiver for Differently Able Persons (DIVYANGJAN)

The University has a scheme of complete fee waiver for the differently able learners in the Department of Social Welfare Department or Disability and a copy of the certificate issued by the Department of Empowerment of Persons with Disabilities, Ministry of Social Justice and Empowerment, Govt. of India. The forms/certificates are verified by the Social Welfare Department, Government of Assam and the learners are allowed to the fee waiver in their chosen programme.

7.1.8 Fee Waiver for Jail Inmates

The University also offers free education to jail inmates in all the programmes. At present, the University offers free of cost education to jail inmates in 16 district jails of the state. The University is in the process of including more numbers of Central/District Jails in the coming Academic Session.

7.1.9 Economically Weaker Section (EWS)

The learners applying for admissions under EWS category are required to submit valid and prescribed EWS documents as per the latest Government of Assam guidelines for identification and future references.

7.1.0 Fee Structure:

The fee structure of the B. Com. programme would have a break-up across semesters of the programmes. The fee is inclusive of Enrolment fees, Course fee, Examination fee, Exam centre fee and Mark-sheet fee. Currently the fee charged for one semester of this B. Com. programme is Rs. 3,000/.

7.2. Curriculum Transaction

7.2.1 Activity Planner: There will be an activity planner, which guides the overall academic activities in the B. Com. programme. This will be released prior to the university's admission schedule. The CIQA office as per UGC guidelines and the office of the Academic Dean would upload the Academic Plan and month wise Academic Calendar. This will enable learners to plan their studies and activities accordingly.

7.2.2 Self-learning Materials (SLMs)

The transaction of the curriculum is primarily carried out through the Self Learning Materials (SLM). The SLMs are conceived, designed and prepared in such a way that the learners can easily follow them. The SLMs are prepared with the help of well-known subject experts and they provide all relevant and up-to-date information in the subject in a clear, concise and coherent manner, which are sufficient for self learning. Both print and e-SLMs are made available to all the learners. In the proposed Programme too, SLMs – both print and digital – will form the primary mode of curriculum transaction.

7.2.3 Multimedia Materials

Apart from the printed and digital copies of the SLMs, the university provides multimedia learning materials in the form of audio-video presentations, tutorial videos, and recorded versions of the online counselling sessions etc. related to the course content of various academic programmes. Such materials will also be prepared and provided to learners of the proposed Programme.

7.2.4 Induction and Counselling Sessions

Induction sessions are conducted by university officials and faculty together at the beginning of each academic session both centrally as well as at the study centres. Counselling sessions are conducted by the Study Centres with qualified and experienced academic counsellors. Normally, all counselling sessions are scheduled on Sundays. A face-to-face interaction between the learners and the counsellor takes place during the counselling session. This enables learners to clear their doubts with regard to the various courses provided to them. Apart from that, from time to time, online counselling sessions are provided by the faculties of the University for different Programmes. For the proposed Programme also both online and offline counselling will be continued at the University and the study centres.

7.3 Assessment and Evaluation

The assessment and evaluation of the learners' performance in all academic programmes of the University are carried out with the objectives of maintaining sanctity, quality and transparency. The assessment and evaluation of the learners' performance and achievement are conducted with reference to the defined learning Outcomes of the programmes as a whole, and also those of the courses under a specific programme. While setting the question papers, assignments and evaluation of answer scripts this aspect is always considered thoughtfully.

The assessment and evaluation system of the University consists of two components i.e. Formative and Summative Assessments as per the UGC regulation of 2020. The 33rd Academic Council of the University decided that Formative Assessment is to be given a weight of 30 percent while the Summative Assessment is to be assigned the remaining 70 percent of the weight. Further, 35th Academic Council has adopted the SGPA and CGPA system of evaluation as per the UGC's Curriculum and Credit Framework for UG Programme, 2022.

As per the UGC's Curriculum and Credit Framework for UG Programme, 2022, the "Letter Grades" will be provided to the learner after due assessment and evaluation as given under:

Letter Grade	Grade Point
O (Outstanding)	10
A+ (Excellent)	9
A (Very Good)	8
B+ (Good)	7

B (Above Average)	6
C (Average)	5
P (Pass)	4
F (Fail)	0
Ab (Absent)	0

The Semester Grade Point Average (SGPA) will be computed from the grades as a measure of the learner's performance in a given semester. The SGPA will be based on the grades of the current term, while the Cumulative GPA (CGPA) will be based on the grades in all courses taken after joining the programme of study. Here SGPA is the ratio of the sum of the product of the number of credits with the grade points scored by a learner in all the courses taken by a learner and the sum of the number of credits of all the courses undergone by a learner, while the Cumulative Grade Point Average (CGPA) is also calculated in the same manner taking into account all the courses undergone by a learner over all the semesters of a programme. As recommended by the UGC, the SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts. Based on the above mentioned Letter grades, grade points and SGPA and CCPA, the transcript for each semester and a consolidated transcript indicating the performance in all semesters will be provided to the learners.

Notwithstanding, the details of the Formative and Summative assessment followed by the University, which will also be followed in case of the proposed Programme, are described under:

7.3.1 Formative Assessment

Formative assessment of the learners is conducted in a continuous and comprehensive manner. There are provisions for self-evaluation based on the Self Learning Materials. The University has decided to adopt a mechanism for continuous evaluation of the Learners through a judicious mix of various flexible methods.

Considering the practical limitations of the learners and the other operational difficulties, the University has adopted the formative assessment consisting of the followings:

- MCQ/Written test/Quiz/Viva etc. = 10 marks
- Home Assignment (submitted at study centre) = 10 Marks
- Participation in extension activities (environment related/workshop etc.) and/or Additional Home Assignment in lieu of this = 3 marks.
- Timely submission of assignment etc. as mentioned above = 2 marks (e.g. submission on time = 2 marks; submission after due time = 1 mark; Non-submission = 0 mark)
- Attendance/Participation in the various Personal Contact Programmes like induction, orientation or other such programmes = 5 marks

The learners are communicated about the details through the University website, official notifications, study centres, mentoring groups and social media. The concerned study centres conduct MCQ based test (online/offline) for the learners. However, if required, they may alternatively arrange for written test/ Viva/Quiz etc. and assess the learners for maximum 10 marks. Depending on situations, additional assignments of 10 marks are also given in lieu of the MCQs.

Assignments for total 13 marks are administered course-wise comprising three assignments viz. 2 for 5 marks and 1 for 3 marks by the concerned discipline. Out of the three assignments, one is closed-ended assignment directly from the course or SLM (5marks), one is open-ended assignment i.e. analytical/opinion/view etc. to be answered by the learner based on the course (5 marks), the third one relates to environmental or community works and/or activities (3 marks) concerning the issues/topics covered.

Learners are required to submit the hand written hard copies of these assignments to their respective study centres. The study centres will get them evaluated by academic counsellors and offer comments and suggestions for further improvements.

The study centres also arrange Personal Contact Programmes (Online or Offline) and the learners are expected to attend the same, as per UGC Guidelines. Based on their level of participation and engagement they are given marks. Marks obtained by the learners after the wholesome Formative Assessment as described above are uploaded by the coordinators of the study centres in the Home Assignment portal specifically created by the examination branch.

7.3.2 Summative Assessment

The Summative Assessment is conducted in pen and paper mode in designated study centres. The University follows a SOP in conducting these examinations. Besides, examination monitoring is an essential feature in conducting the examinations of the University. The University appoints Supervisory Officers (SO), Examination Monitoring Officers (EMO) and Examination Squads on a regular basis for smooth conduct and maintaining the standards of the examinations. Question papers are set and moderated, and answer scripts are evaluated by both internal and external faculty members. Results are declared after a process of due scrutiny and thorough diligence check. The learners have the options of re-scrutiny and re-evaluation of their answer scripts (within a stipulated time) in case they are not satisfied with the result.

7.3.3 Assessment of seminar/presentation/project and dissertation

A learner has to make seminar/presentation and prepare a project/dissertation on a particular topic under the guidance of a professionally qualified supervisor/guide in Semester VII and VIII of proposed Programme. They should devise instruments for the collection and interpretation of data and the

preparation of research report. The length of the report may be between 60-70 pages. A detailed guideline is available on the website. The link is http://kkhsou.in/web_new/guidelines-download.php.

8. Requirement of Library and Laboratory Support

Library services are offered to the learners of the University by providing access to the library facilities in its recognized study centres and also through the central library of the University's City Campus. The reference books are suggested by the faculty of the respective disciplines and schools and also by the SLM writers. The Central Library of the University has quite a good stock of relevant reference books and textbooks relating to the various Programmes including the proposed one. It has about 20000 print books, 36 print journals on various disciplines and 8 Newspapers. The books available at the Central Library are quite helpful not only for the learners, but also for the faculty members, SLM contributors and the content editors as well. Apart from the print resources, a good number of electronic resources comprising e-journals, online databases, gateway portal to e-journals are made accessible to the learners. The learners are given the access to all these library resources after their successful enrolment into a programme. The library web page is integrated to the University's main website.

The library is fully computerised with an ILS (Integrated Library System) and also equipped with RFID (Radio-Frequency Identification Technology). All the learners of the University including the learners of the proposed Programme can access the webpage of the University library at their own time and convenience (<http://library.kkhsou.in/>). Moreover, the learners can take advantage of the facilities of the Digital Library (<http://dlkkhsou.in/flibnet.ac.in/>). The digital library provides an online platform for collecting, preserving and disseminating the teaching, learning and intellectual output of the University to the global community including its learners. Further, the Library of the university maintains a web catalogue (<http://opac.kkhsou.ac.in/>) to facilitate the learners to browse library collection online.

The University also has an OER Policy (<https://tinyurl.com/2yukrp5r>). The University has signed Content Partner Agreement with National Digital Library of India to share its digital resources. The main objective of NDLI is to integrate several national and international digital libraries in one single web-portal. The learners' community of University can avail the services through a single-window (<https://ndl.iitkgp.ac.in/>).

In addition, the learners can also use, the OAJSE – i.e. Open Access Journal Search Engine (www.oajse.com) to browse and search 4,775 Open Access Journals from the rest of the World excluding India, 532 journals from India, and 32 Indian Open Access Indian Repositories.

Even though courses of the proposed Four Year UG Programme in Sociology

do not require much of the laboratory services as such, support in terms of computer laboratory is provided to the learners by way of giving access to the existing facilities at their respective study centres and the University's city campus. The city campus of the Guwahati has two state of the art computer labs equipped with statistical and data analysis software like SPSS, STATA and R which can be used by learners should they feel any requirement for the same.

9.COST ESTIMATE AND THE PROVISIONS

The office of the Finance Officer of KKHSOU keeps all the records of finances regarding print of SLMs, honorarium paid to the members of the Committee on Courses, honorarium paid to Content Writers, Content Editors, Language Editors, Translators, Proof Readers and also the expenditure related with organizing counsellors' workshops, meeting of the co-ordinators of the study centres etc. Moreover, the finance office also maintains records of purchase of computers, online space, books, journals etc. The accounts are maintained as per the laid down procedures of government. Regarding the cost of programme development, programme delivery, and programme maintenance, the finance office conducted an exercise based on historical costing method to arrive at indicative figures of cost. The findings are presented below in respect of the B. Com. Programme.

9.1 Programme Development Cost:

- a) *SLM Development Cost for Under Graduate programme:* Rs. 6,250/- per Unit. A course normally has 14 Units. In Four Year UG Programme on B. Com. there will be twenty Courses. The discipline specific courses will be explicitly attributed to this programme. The rest can be apportioned depending on the learners' enrolment and number of units to be printed.
- b) *Printing Cost per Unit of SLM:* Rs. 69. However, this also depends on the print number as scale related advantage of cost is normally availed.

9.2 Programme Delivery Cost:

The SLMs prepared have to be delivered to the learners and various study centres located across the State including the ones in the far flung areas. On an average, the University delivers about 2.2 KGs of study materials per student. The cost of delivery of 1 KG of such material is Rs.60/-. Accordingly, depending upon the number of candidates; the cost for the proposed Programme will be provisioned by the University. The office of the Finance Officer has calculated the delivery cost of SLM at Rs. 132/- per student. Moreover, there will also be expenditures on account of providing LMS based services to the learners which can be apportioned to per learner. This, however, require a detail exercise once enrolment to the proposed programme is completed.

9.3 Programme Maintenance Cost:

The University will keep financial provision for organizing stake holders' meetings, counselling workshops etc. as per the Academic

Plan and Academic Calendar approved by the Academic Council of the University. The workshops conducted by the University will not only benefit the learners of the programme on B. Com., but will also benefit the learners of other programmes. The University will also bear the cost of organizing the meetings of Committee on Courses, School of Studies, and Academic Council etc. and also for supply of additional study materials if required for improving the quality of the programme. Moreover, the University will keep on investing in developing the IT infrastructure so that the learners can benefit from the ICT enabled programme. The cost calculated by the office of Finance Officer as regards maintenance of Arts programmes- is Rs. 650.00.

The figures as indicated above will be applicable for the B. Com. Programme of the University. The University will keep adequate financial provision for development, delivery, and maintenance of the programme as presented in the Programme Project Report.

10.QUALITY ASSURANCE MECHANISM AND EXPECTED PROGRAMME OUTCOMES:

10.1 Quality Assurance Mechanism: With regard to quality assurance of all the Programmes of the University including the Programme on B. Com., the University is involved in the following activities:

- The programme design and structure is decided upon after a series of discussions and deliberations with a team of a few carefully chosen subject experts, who are mostly eminent scholars and professionals from the reputed institutions of higher education. Formed with due approval from the University authority, this Committee on Courses is helped by the in-house discipline and School faculties while preparing the framework of the programme. For implementation of NEP 2020, the University has networked with IGNOU, State Open Universities in India and other Universities in Assam by organizing workshops and participating in various meetings and seminars. Inputs from these discussions were used as quality benchmarks in designing the academic programmes.
- The university has a SLM Policy which is followed in development of SLM. SLM Audit is a regular feature of the University which is conducted by CIQA. The course material writers and content editors are mostly in academics from reputed higher educational institutions. SLMs are distributed through a well laid down mechanism to all the learners by a mix of modes. Moreover, eSLM has been made available. Like the SLM Policy, the University has adopted University wide approaches for development of policies, Strategic Action Plan and their implementation.
- CIQA takes care of the following among others to enhance the quality of the various facets of the University:

- Counsellors' workshops

- Stakeholders' meetings
- Feedback responses from the learners from various programmes
- SLM Audit

• In order to keep the programme on B. Com. updated, the programme would be revised and necessary changes would be incorporated for the benefit of the learners, based on the inputs received from the mechanism as mentioned above. Learners' and stakeholders' feedback is regularly collected and based on that, remedial measures and improvement mechanisms are worked out. (http://kkhsou.in/web_new/learner_feedback_all.php)

10.2 Programme Outcomes of the B.Com. Programme

The specific outcomes of the B. Com. Programme are stated below:

- The learners will be able to gain knowledge in different components of commerce, like financial accounting, management, cost accounting, financial management, marketing management, human resource management, taxation etc.
- The learners will be able to understand the problems of business and commerce.
- The learners will be able to apply their skill in finding solution to the business problems.
- The learners will be able to develop a research oriented approach to locate, evaluate and use the information to find alternatives to business solutions.
- The learners will be able to ascertain the importance to maintain ethics in business.
- The learners will be able to improve knowledge and skill in the areas of commerce and business.

Annexure- I

STRUCTURE OF THE

B.COM. PROGRAMME

The structure of the B.Com. Programme is given below.

Semesters	DSC (60/80)	Minor (24/32)	IDC (9)	AEC (13)	VAC (6)	SEC (10)	Field Work/ Project / Internship (4/12)	Total Credit
I	DSC 1 Business Organisation and Business Ethics(4)	DSE 1 Business Organisation and Business Ethics(4)	IDC 1 (3)	Gen Eng (3)	Environmental Studies (2)	Office Management /Information Technology /Introduction to Geoinformatics /Organic Farming/ Poultry Farming (3)		20
II	DSC 2 Financial Accounting (4)	DSE 2 Financial Accounting (4)	IDC 2 (3)	MIL (3)	Introduction to Yoga (2)	Tea Cultivation and Management/ Tourism and Travel Management/ Creative Writing and Translation/ Advertisement and Mass Media (3)		20
Exit 1	UG Certificate Programme							40
III	DSC 3 Management Principles and Application (4)	DSE 3 Management Principles and Application (4)	IDC 3 (3)	Life Skills (4)		Cyber Security (4)		23
	DSC 4 Indian Financial System							
IV	DSC 5 Corporate Accounting (4)	DSE 4 Fundamentals of Financial Management (4)	Studies of Assamese Culture/Spoken English * (4)					20
	DSC 6 Business Regulatory Framework (4)							
	DSC 7 Fundamentals of Financial Management (4)							
Exit 2	UG Diploma Programme							83
V	DSC 8 Business Statistics (4)	DSE 5 E-Commerce (4)						20
	DSC 9 Management Accounting (4)							

	DSC 10 Business Economics (4)							
	DSC 11 Company Law (4)							
VI	DSC 12 Modern Banking (4)	DSE 6 Modern Banking (4)						20
	DSC 13 Marketing Management (4)							
	DSC 14 Taxation (4)							
	DSC 15 Human Resource Management (4)							
Exit 3	UG Degree Programme							123
VII	DSC 16 Organisational Behaviour (4)	DSE7 Entrepreneurship Development and Small Business Management (4)				Research Methodology (4)	Seminar/Pre sentation/ Internship (4)	24
	DSC 17 International Trade and Business (4)							
	DSC 18 Auditing (4)							
VIII	DSC 19 Industrial Relations and Labour Laws (4)	DSE 8 Advertising and Sales Promotion (4)						24
	DSC 20 Cost Accounting (4)						Project/ Dissertation (12)	
Exit 4	UG Degree Honours/Research Programme							171

Annexure-II

Detailed Course Wise Syllabus of B.Com. Programme (DSC (Major) and DSE (Minor) courses of the B.Com. Programme)

Semester- I

Course Code DSC 1/ Minor 1: Business Organization and Business Ethics

Objective: *The objective of the course is to enable students to develop a theoretical understanding about forms of business organisation and structure. The course will also make them capable of realizing the Needs of Business Ethics, corporate governance, corporate culture and social responsibility*

Learning Outcome

After completion of the course, learners will be able to

- 1:** discuss the concept of business;
 - 2:** discuss the different forms of business organisation;
 - 3:** discuss the role of vision, mission and objectives in a company;
 - 4:** discuss about business ethics and social responsibility of business.
- understand the meaning and process of registration of a partnership firm and company forms of business.

UNIT 1: Nature and Purpose of Business

Meaning of Business; Features of Business; Objectives of Business; Components of Business; Classification of Industries; Commerce and its Components; Factors to be Considered for Starting a Business, Sources of Finance

UNIT 2: Business Organisation: An Introduction

Meaning and Scope of Business Organisation; Internal Organisation of a Business; Meaning of Departmentation; Forms of Internal Organisation; External Organisation; Factors Influencing Choice of a Suitable Form of Business Organisation.

UNIT 3: Proprietorship Business

Meaning and Features of Proprietorship Business; Checklist for starting of a Proprietorship Business; Advantages of Proprietorship Business; Disadvantages of Proprietorship Business.

UNIT 4: Partnership Business

Meaning and Features of partnership business; advantages and disadvantages of partnership business; formation of partnership business; types of partnerships, how does a partnership business work? Partnership Deed, Limited Liability Partnership – meaning and feature; Partnership Vs LLP

UNIT 5: Joint Hindu Family Business

Concept and Characteristics of Joint Hindu Family Business; Merits of Joint Hindu Family Business; Demerits of Joint Hindu Family Business

UNIT 6: Cooperative Societies

Meaning and Characteristics of Cooperative Society; Formation of Cooperative Society; Types of Cooperative Societies; Merits and Demerits of Cooperative Organisations

UNIT 7: Public Sector Enterprises

Concept of Public Sector Enterprises; Characteristics of Public Sector Enterprises; Forms of Public Sector Enterprises; Contribution of Public Sector Enterprises; Privatisation of Public Sector Enterprises- objectives, merits, demerits

UNIT 8: Company Form of Organisation

The Company Organisation; Features of a Joint Stock Company; Types of Companies; Merits of a Joint Stock Company; Demerits of a Joint Stock Company; One Person Company Vs Proprietorship, Joint Stock Company Vs

Partnership; Suitability of Different Forms of Business Organisations

UNIT 9: Multinational Corporations

Concept of MNCs; Structure of MNCs; Types of MNCs; Objectives of Multinational Corporations; Characteristics of Multinational Corporations; Reasons for Growth of Multinational Corporations; Significance of Multinational Corporations; Arguments in Favour of Multinational Corporations; Arguments Against Multinational Corporations; MNCs in India

UNIT 10: Micro, Small and Medium Enterprises (MSMEs)

Meaning of MSME, Features of MSME, Functions of MSME, Classification of MSME, registration of MSME, Challenges of MSME, Benefits of registration of MSME, Importance MSME in Indian economy, Government policy towards MSME.

UNIT 11: Entrepreneurship

Meaning of Entrepreneur and Entrepreneurship, Characteristics of good entrepreneurs, Entrepreneurial process, identification of opportunity, Generation of business idea, Sources of business idea, Feasibility study, project report, basic consideration in setting up a business enterprise

UNIT 12: Vision, Mission and Objectives

Meaning of Vision; Characteristics of Vision Statement; Shared Value; Purposes of Shared Value; Concept of Mission; Characteristics of Mission Statement; Importance of Mission Statement; Formulation of Mission Statement; Distinction Between Vision and Mission; Concept of Objectives; Role of Objectives; Guidelines for Ideal Objectives; Hierarchy of Objectives; Setting of Objectives; Objectives and Goals

UNIT 13: Business Ethics

Concept of Business Ethics; Elements of Business Ethics; Need for Business Ethics; Ethics in E-business; Factors affecting Business Ethics; Unethical Business Behaviour; Ethics Vs. Law; Theories of Ethics; Ethics in Global Context

UNIT 14: Social Responsibility of Business

Concept of social responsibility of business, Meaning and importance of Corporate Social responsibility (CSR), Discharging of social responsibility to the stakeholders, Responsibility to the society; Responsibility towards the environment

UNIT 15: Human Values in Business

Meaning and nature of Human Values in Business, Types of Human Values; Human Values in Business Ethics; How business ethics deals with human values; Essential Human Values for Business Owners; Significance of Ethical Values for success of business; Codes of Conduct.

Suggested Readings:

Basu, C. R. (1998). Business Organization and Management. New Delhi: McGraw Hill Publishing India.

Chhabra, T. N. (2011). Business Organization and Management. New Delhi: Sun India Publications. Gupta, C. B. (2011). Modern Business Organization. New Delhi: Mayur Paperbacks.

Kaul, V. K. (2012). Business Organization and Management, Text and Cases. New Delhi: Pearson Education.

Koontz, H., & Weihrich, H. (2008). Essentials of Management. New York: McGraw Hill Education. Singh, B. P., & Singh, A. K. (2002).

Essentials of Management. New Delhi: Excel Books.

Note: Learners are advised to use latest edition of text books

Semester- II

Course Code DSC 2/ Minor 2: Financial

Accounting

Objective: Objective of this course is to help the learners to acquire conceptual knowledge of accounting, to impart skills for recording various kinds of business transactions associated with different kinds of business and Not- Profit Organizations and to prepare financial statements.

Learning Outcome:

After completion of the course, learners will be able to

- 1:** understand the concepts associated with accounting;
- 2:** enter the business transactions according to the principles of double entry system of book keeping
- 3:** preparing journal, ledger and cash book;
- 4:** prepare financial statements of sole proprietors and partnership firms;
- 5:** maintain books of accounts of Not- Profit Organizations and Professionals;
- 6:** prepare accounts for consignment, joint venture, branch, departments and hire purchase and instalment system.

Unit 1: Introduction to Accounting

Definition, Nature and Importance of Accounting; Characteristics and Importance of Accounting Information; Users of Accounting Information; Branches of Accounting.

Unit 2: Generally Accepted Accounting Principles

Meaning of Accounting Principles, Meaning and Importance of Accounting Standards; Generally Accepted Accounting Principles (GAAP); Accounting Standards and International Accounting Standards Committee; Brief Introduction of Accounting Standards issued by the Institute of Chartered Accountants of India; International Financial

Reporting Standards.

Unit 3: Accounting Standards

Meaning and Needs of Accounting Standards; Objectives of Accounting Standards; Advantages of Accounting Standards; Authorities for Setting Accounting Standards in India.

Unit 4: Accounting Process-I

Meaning of Account; Meaning of Debit and Credit; System of Book-Keeping; Double-Entry System; Classification of Accounts; Rules for Debit and Credit.

Unit 5: Accounting Process-II

Meaning of Books of Account; Meaning of Journal; Journalising Subsidiary Books of Account; Meaning of Ledger; Meaning of Ledger Posting; Rules Regarding Posting; Balancing of an Account.

Unit 6: Cash Book

Meaning of Cash Book and Pass Book; Importance of Cash Book; Different Types of Cash Book; Petty Cash Book and Imprest System.

Unit 7: Partnership- I

Meaning and Features of Partnership Business; Advantages and Disadvantages of Partnership; Meaning of Partnership Deed; Capital Accounts of Partners; Distinctions between Fixed and Fluctuating Capital Accounts; Profit and Loss Appropriation Account; Interest on Capital; Interest on Drawings.

Unit 8: Partnership- II

Meaning of Admission of a Partner in a Partnership Business; Matters Requiring Attention on the Reconstitution of Partnership; New Profit Sharing Ratio on Admission of a Partner; Meaning of Retirement of Partner; New Profit Sharing Ratio and Gaining Ratio on Retirement of a Partner; Differences between Sacrificing Ratio and Gaining Ratio; Accounting Treatment of Goodwill at the Time of Retirement of Partner; Revaluation of Assets and Liabilities.

Unit 9: Preparation of Trial Balance

Concept and Importance of Trial Balance; Preparation of Trial Balance.

Unit 10: Preparation of Final Accounts

Meaning of Final Accounts, Trading Account; Profit and Loss Account Balance Sheet.

Unit 11: Consignment Account

Concept of Consignment; Important Terms related to Consignment Business; Features of Consignment Advantages of Consignment; Distinctions between Consignment and Sale; Accounting for Consignment Business; Valuation of Unsold Stock; Meaning of Normal and Abnormal Loss; Differences Between Normal and Abnormal Loss; Consigning Goods at Invoice Price .

Unit 12: Joint Venture

Meaning of Joint Venture; Features of Joint Venture; Advantages of Joint Venture; Distinction Between Joint Venture and Partnership; Distinction Between Joint Venture and Consignment; Accounting Treatment for Joint Venture: When separate set of books are maintained, when no separate set of books are maintained, when each Co-venturer Keeps records of their own transactions only.

Unit 13: Hire Purchase and Instalment Purchase System

Meaning and Features of Hire Purchase System, Advantages and Disadvantages of Hire Purchase System, Rights and Obligations of Hire Purchaser and Seller Accounting for Hire Purchaser System, Meaning and Features of Instalment Purchase System, Differences between Hire Purchase and Instalment Purchase Systems, Accounting for Instalment Purchase System.

Unit 14: Branch Account

Meaning of Branch, Objectives of Branch Accounting, Classification of Branches, Accounting Systems for Branch, Debtors System or Synthetic System, Accounting arrangement under Debtors System or Synthetic System, Stock and Debtors System or Analytical System, Accounting arrangement under Stock and Debtors System or Analytical System.

Unit 15: Department Accounts

Meaning of Departmental Accounts, Objectives of Departmental Accounts, Methods of Departmental Accounting, Allocation of common expenses,

Preparation of Departmental Trading and Profit and Loss Accounts.

Suggested Readings:

Anthony, R. N., Hawkins, D., & Merchant, K. A. (2010). Accounting: Text and Cases. New York: McGraw-Hill Education India.

Dam, B. B., &Gautam, H. C. (2019). Financial Accounting. Guwahati: Gayatri Publications.

Horngren, C. T., &Philbrick, D. (2017). Introduction to Financial Accounting. London: Pearson Education.

Lal, J., & Srivastava, S. (2012). Financial Accounting Text & Problems. Mumbai: Himalaya Publishing House.

Monga, J. R. (2017). Financial Accounting: Concepts and Applications. New Delhi: Mayur Paperback Publishing.

Shukla, M. C., Grewal, T. S., & Gupta, S. C. (2016). Advanced Accounts. Vol.-I. New Delhi: Sultan Chand Publishing.

Maheshwari, S. N., Maheshwari, S. K., &Maheshwari, S. K. (2018). Financial Accounting. New Delhi: Vikas Publishing House Pvt. Ltd.

Note: Learners are advised to use latest edition of text book

Semester- III

Course Code DSC 3/ Minor 3: Management Principles and Application

Course Objectives

The objectives of the Course are to help the learners in understanding the concepts of management and its evolution, functions of management- Planning, Organizing, Staffing, Directing & Controlling and also give an understanding of motivation and leadership.

Learning Outcomes

After completion of the course, learners will be able to

- 1: explain the evolution of management thought;
- 2: define the concept of management;
- 3: describe its functions of management;
- 4: apply the knowledge of management functions in their day to day and professional lives.

Unit 1: Introduction to Management

Concept of Management; Characteristics of Management; Scope of Management; Evolution of Management Thought; Management Vs Administration; Levels of Management; Functions of Management: Planning, Organising, Staffing, Controlling, Coordination; Management Styles in Indian Context.

Unit 2: Development of Management Thought

Development of Management Thought; Classical Approach; Frederick Winslow Taylor and Scientific Management; Henry Fayol and Administrative Management; Comparison Between Taylor and Fayol; Neo-Classical Theory; Hawthorne Experiments; Behavioural Science Approach; Modern Approach; Contribution of P.F. Drucker; Quantitative of Management Science Approach; Systems Approach; Contingency Approach.

Unit 3: Planning

Meaning and Features of Planning; Importance of Planning; Types of Planning; Steps in Planning Process; Limitation of Planning; Terms used in Planning Process.

Unit 4: Decision- Making

Meaning of Decision and Decision- making; Types of Decisions; Process of Decision- making; Individual and Group Decision- making, Techniques of Decision- making.

Unit 5: Organizing

Concept and Importance of Organizing; Process of Organizing; Principles of Organization; Organizational Chart; Organizational Structure.

Unit 6: Delegation of Authority and Responsibility

Meaning of Power, Authority and Responsibility, Meaning of Delegation of Authority, Process of Delegation of Authority, Principles of Effective Delegation, Advantages of Delegation, Barriers to Delegation.

Unit 7: Centralization and Decentralization

Meaning of Centralization, Decentralization and Recentralization, Factors Determining the Policy of Centralization and Decentralization, Advantages of Centralization and Decentralization, Delegation and Decentralization.

Unit 8: Staffing

Concept of Staffing and Importance of Staffing; Human Resource Planning; Concept and Sources of Recruitment; Concept of Selection; Concept of Orientation.

Unit 9: Directing

Concept and Importance of Directing; Principles of Directing: Principles relating to the Purpose of Direction; Principles relating to the direction Process; Concept of Supervision; Direction and Supervision; Role of a Supervisor: Scientific management Role; Human Relations Role; Functional Role; Qualities of a Good Supervisor, Functions of a Supervisor.

Unit 10: Controlling

Meaning and Importance of Control; Steps in Control Process; Behavioural Implications of Control; Management By Exception; Techniques of Managerial Control: Budgetary Control Techniques; Non- budgetary Control Techniques.

Unit 11: Leadership

Meaning and Features of Leadership; Importance of Leadership; Qualities of a Good Leader; Leadership Styles; Autocratic Leadership Style; Democratic Leadership Style; Free-Rein Leadership Style; Likert's Management System.

Unit 12: Motivation

Meaning of Motivation; Importance of Motivation; Theories of Motivation; Maslow's Need Hierarchy Theory; Mc Gregor's Theory X and Theory Y; Herzberg's Two Factor Theory; Alderfer's Existence-Relatedness Growth; Vroom's Expectancy Theory;

Techniques of Motivation; Financial Incentives; Non-Financial Incentives.

Unit 13: Organizational Change

Concept of Organizational Change, Reasons for Organizational Change, Types of Change, Planned Change, Resistance to Change, Managing Resistance to Change.

Unit 14: Organizational Culture

Concept of Organizational Culture, Types of Culture, Functions of Culture, Theory Z Culture.

Suggested Readings:

Koontz. H., &Weihrich. H. (2012). Essentials of Management: An International and Leadership Perspective. New York: McGraw Hill Education.

Robbins, S. P., Bhattacharyya, S., DeCenzo, D. A., & Agarwal, M. N. (2011). Essentials of Management. London: Pearson Education.

Terry, G. R. (2010). Principles of Management. Homewood, California: Richard D. Irwin Inc. Singh, B. P., & Singh, A. K. (2002). Essentials of Management. New Delhi: Excel Books.

Note: Learners are advised to use latest edition of text book

Course Code DSC 4: Indian Financial System

Course Objectives

Objective of this course is to give a broad idea about Indian financial system

Course Outcomes

After completion of the course, learners will be able to

- 1:** identify various financial markets, institutions and services
- 2:** identify the sources of funds according to the requirement of the organization
- 3:** make use of various financial services and investors protection measures

Unit 1: Nature and Role of Financial System

Concept of Finance; Features of Finance; Role of Finance in an Economy; Classification of Finance, Financial System and Its Components: Financial Intermediaries or Institutions, Financial Markets, Financial Instruments, Financial Services; Electronic Banking: Meaning and Features; Automatic Teller Machine (ATM).

Unit 2: Indian Money Market

Meaning of Money Market; Structure of Indian Money Market; Money Market Instruments; Defects of Indian Money Market; Measures to improve the Indian Money Market; Bill Market.

Unit 3: Indian Capital Market

Meaning and Structure of Indian Capital Market: Industrial Securities Market, Government Securities Market, Long term Loan Market; Capital Market Instruments; Capital Market Intermediaries.

Unit 4: Interest Rate

Meaning and Importance of Interest Rate; Various Types of Interest Rates; Meaning and Features of Administered Interest Rates; Meaning and Features of Deregulated Interest Rates; Interest Rate Structure in India; Bill Rates; Deposit Rates; Bond Rates.

Unit 5: Mutual Fund

Meaning and Definition of Mutual Funds; Objectives of Mutual Funds; Features of Mutual Fund Investment; Importance of Mutual Funds; Types of Mutual

Funds; Constituents of Mutual Funds; Systematic Investment Plan (SIP); SEBI (Mutual Funds) Regulation, 1996; Growth of Mutual Funds in India; Challenges faced by the Mutual Funds in India.

Unit 6: Lease Financing and Hire- Purchase

Concept of Leasing; Features of Lease; Classification of Lease: Financial Lease, Operating Lease, Sale and Lease Back Lease, Leverage Lease; Advantages and Limitations of Lease; Legal Aspect of Leasing; Hire Purchase: Meaning and Features; Differences between Leasing and Hire-Purchase; Installment Purchase: Meaning and Features; Differences between HirePurchase and Installment Purchase; Legal Aspect of Hire Purchase.

Unit 7: Derivatives

Meaning of Derivatives; Types of Derivatives; Traders in Derivatives Market; Foreign Exchange Market: Meaning and Scope; Dealers in Foreign Exchange Market; Exchange Rate.

Unit 8: Credit Rating Services

Meaning of Credit Rating; Types of Rating; Benefits of Credit Rating; Benefits of Credit Rating to the Company; Disadvantages of Credit Rating; Users of Credit Rating; Credit Rating Methodology: Business Risk Analysis, Financial Risk Analysis, Management Evolution, Fundamental Analysis; Steps involved in Credit Rating; Credit Rating in India: Credit Rating Information Services of India Limited (CRISIL), Investment Information and Credit Rating Agency of India Limited (ICRA), Credit Analysis and Research Ltd. (CARE), Fitch India Limited, ONICRA Credit Rating Agency of India Limited (ONICRA), Brickwork Ratings India Pvt. Limited (BWR), SME Rating Agency of India Limited (SMERA); SEBI Code of Conduct; SEBI Regulations of Credit Rating Agencies.

Unit 9: Depository

Meaning of Depository; Benefits of Depository; Depository Participant; International Securities Identification Number; Depository Process; Depositories in India.

Unit 10: Banks and their Functions

Definition of Bank; Commercial Banks, their importance and functions; Central Bank and its functions, Co- operative banks Regional Rural Banks, Concept of

Private Banking.

Unit 11: Development Banks and Non-Banking Financial Institutions

Meaning, features and functions of Development Banks and other Non-Banking Financial Institutions, categories of Non-Banking Financial Institutions, Meaning and features of Investment Banking, services provided by investment banking, unregulated credit markets in India.

Unit-12: Central Bank

Meaning of Central Bank, Functions of a Central Bank ,Credit Control; Quantitative and Qualitative Methods of Credit Control, Central Banks of Different Countries

Unit 13: Regulation of Financial Markets in India

Concept of Regulation of Financial Market; Objective of Financial Market Regulation; Regulators of Indian Financial Market; Reserve Bank of India; Securities and Exchange Board of India; Insurance Regulatory and Development Authority; Pension Fund Regulatory and Development Authority.

Semester- IV

Course Code DSC 5: Corporate Accounting

Objective: This course facilitates the learners in understanding the basics of corporate accounting and the procedure of maintaining accounts in different cases of issuing shares, debentures.

Learning Outcomes: After completion of the course, learners will be able to

- 1:** describe the procedure of accounting followed in issuing shares, forfeiture and reissue of shares;
- 2:** discuss the advantages, disadvantages of issuing bonus shares and right shares;
- 3:** describe the accounting technique for issue and redemption of debentures;
- 4:** prepare accounts for internal reconstruction of companies
- 5:** describe the types of holding companies and the advantages of consolidated financial statements;
- 6:** prepare the final accounts of a company.

Unit 1: Issue and Subscription of Shares

- a) Meaning of Share and Share Capital; Kinds of Shares and Share Capital; Sub- division of Share Capital; Issue of Shares and Steps involved in the Issue of Shares; Accounting Treatment for Issue of Shares.
- b) Meaning of Subscription of Shares; Full Subscription; Under-Subscription; Over- Subscription of Shares; SEBI Guidelines on Over- Subscription of Shares; Accounting Treatment on Over-Subscription of Shares.

Unit 2: Forfeiture and Re-Issue of Shares

- a) Meaning of Forfeiture of Shares; Effect of Forfeiture of shares; Accounting Treatment on Forfeiture of Shares.
- b) Re- Issue of Forfeited of Shares; Accounting Treatment on Re-Issue of Forfeited Shares.

Unit 3: Issue of Bonus Shares and Right Shares

- a) Meaning of Bonus Shares; Objectives; Advantages and Disadvantages of Issue of Bonus Shares; Accounting Treatment on Issue of Bonus Shares.

- b) Meaning of Right Shares; Objectives, Advantages and Disadvantages of Issue of Right Shares; Accounting Treatment on Issue of Bonus Shares.

Unit 4: Redemption of Preference Shares

Meaning of Redemption of Preference Shares and Redemption of Preference Shares; Legal Conditions for Redemption of Preference Shares; Methods of Redemption of Preference Shares; Accounting Treatment on Redemption of Preference Shares.

Unit 5: Issue of Debentures

Meaning and Features of Debentures; Types of Debentures; Differences between Shares and Debentures; Methods of Issue of Debentures; Accounting Treatment on Issue of Debentures.

Unit 6: Redemption of Debentures

Meaning of Redemption of Debentures; Methods of Redemption of Debentures; Price at which Debentures can be Redeemed; Sources of Finance for Redemption of Debentures; Legal Provisions for Redemption of Debentures; Accounting Treatment on Redemption of Debentures.

Unit 7: Buy Back of Shares

Meaning of Buy Back of Shares; Advantages and Disadvantages of Buy Back of Shares; Legal Provision and Sources of Funds for Buy Back of Shares; Accounting Treatment on Buy Back of Shares.

Unit 8: Valuation of Goodwill

Meaning and Features of Goodwill; Goodwill as an Asset; Methods of Valuation of Goodwill: Average Profit Method and Weighted Average Profit Method.

Unit 9: Valuation of Shares

Meaning of Value of Shares; Types of Share Value; Importance of Valuation of Shares; Factors Affecting the Value of Shares; Methods of Valuation of Shares

Unit 10: Purchase of Business

Meaning of 'Purchase of Business', 'Business Taken Over', 'Assets Taken Over' and 'Assets and Liabilities Taken Over'; Purchase Consideration;

Methods for determining Purchase Consideration; Mode of Discharge of Purchase Consideration; Accounting Entries.

Unit 11: Amalgamation of Companies

Meaning and Objectives of Amalgamation of Companies; Meaning of Different Terms used in Amalgamation; Provisions for Amalgamation of Companies as per Accounting Standard 14; Basis for Arriving at Purchase Consideration; Accounting Entries in the books of Transferee Company.

Unit 12: Internal Reconstruction of Companies

Meaning of External Reconstruction and Internal Reconstruction of Companies; Situations, which Call for Internal Reconstruction of a Company; Forms of Internal Reconstruction of Companies: Alteration of Share Capital and Reduction of Share Capital; Accounting Treatment on Internal Reconstruction of Companies.

Unit 13: Accounts of Holding Companies

Meaning of Holding Companies and Subsidiary companies; Types of Holding Companies and Subsidiary companies; Meaning of Consolidated Financial Statements; Advantages of Consolidated Financial Statements; Legal requirements on Consolidation; Meaning and Calculation of Minority Interest.

Unit 14: Liquidation

Meaning of Liquidation; Modes of Winding up of a Company: Compulsory Winding Up, Voluntary Winding Up; Meaning of Contributories; Meaning of Liquidator Preferential Payments.

Unit 15: Final Accounts of Joint Stock Companies

Meaning and Components of Final Accounts; Relevant Provisions of Companies Act; Structure of Final Accounts; Preparation of Profit and Loss Account and Balance Sheet; Some Items which require Special Attention at the Time of Preparation of Final Accounts of a Company.

Suggested Readings:

Bergeron, B. (2003). Essentials of XBRL: Financial Reporting in the 21st Century. New Jersey: John Wiley & Sons.

Dam, B. B. &Gautam, H. C. (2019). Corporate Accounting. Gayatri Publications, Guwahati Goyal, B. K. (2019). Corporate Accounting. New Delhi: Taxmann Publication.

Goyal, V. K., &Goyal, R. (2012). Corporate Accounting. New Delhi: PHI Learning.

Jain, S. P., &Narang, K. L. (2015). Corporate Accounting. New Delhi: KalyaniPublishers. Monga, J. R. (2019). Fundamentals of Corporate Accounting. New Delhi: Mayur Paperbacks. Maheshwari, S. N., Maheshwari, S. K., &Maheshwari, S. K. (2018). Corporate Accounting. New Delhi: Vikas Publishing House.

Note: Learners are advised to use latest edition of text book.

Course Code DSC 6: Business Regulatory Framework

Course Objectives

Objective of this course is to acquaint the learners with fundamental knowledge of various law associated with corporate world.

Course Outcomes

After completion of the course, learners will be able to

- 1:** discuss the various aspects of the Indian Contract Act;
- 2:** understand legal provisions of the Sale of Goods Act;
- 3:** discuss the provisions of the Consumer Protection Act;
- 4:** discuss the legal provisions of insurance.

Unit 1: The Indian Contract Act, 1872

Definition of Contract; Essential Elements of a Valid Contract; Classification of Contract: On the Basis of Enforceability, On the Basis of Formation, On the Basis of Performance; Free Consent: Coercion, Undue Influence, Fraud, Misrepresentation, Mistake.

Unit 2: Offer, Acceptance and Consideration

Concept of Offer; Legal Rules Regarding a Valid Offer; Lapse and Revocation of Offer; Concept of Acceptance; Legal Rules of a Valid Acceptance; Communication of Offer, Acceptance and Revocation Concept of Consideration; Legal Rules of Consideration; Exception to the rule “No Consideration, No Contract”.

Unit 3: Performance, Discharge and Remedies of Breach of Contract

Meaning of Performance of Contract; Essentials of a Valid Tender of Performance: By Whom Contract must be Performed; Persons Entitled to Demand Performance; Performance of Joint Promises; Legal Provisions regarding the Time, Place and Manner of Performance of a Contract; Contracts which Need not be Performed; Meaning of Discharge of Contract; Mode of Discharge of Contract: By Performance, By Agreement or Consent, By Impossibility of Performance, By Lapse of Time, By Operation of Law, By Breach of Contract; Breach of Contract and its Remedies.

Unit 4: Special Contracts

Contract of Indemnity; Contract of Guarantee: Kinds of Guarantee; Bailment; Kinds of Bailment; Pledge

Unit 5: The Sale of Goods Act, 1930

Essentials of Contract of Sale; Difference between Sale and Agreement to Sell; Condition and Warranty; Passing of Property in Goods; Transfer of Title by non- owners; Performance of Contract of Sale; Rights of Unpaid Seller; Breach of Contract of Sale; Auction Sale.

Unit 6: The Consumer Protection Act, 1986

Definitions under the Act; Redressal Agencies under the Act; Powers of Redressal Agencies; Procedure of Filing a Complaint; Consumer Protection Councils; Penalties under the Act.

Unit 7: The Indian Partnership Act, 1932

Definition under the Act; Definition of “Partnership”, “Partner”, “Firm” and “Firm-Name”; Essential Characteristics of Partnership; Registration of a Partnership Firm: Penalty for Furnishing False Particulars (Sec. 70), Alterations, Effects of Non-Registration (Sec. 69); Partnership and Other Associations: Distinction between Partnership and HUF, Distinction between Company and Partnership; Types of Partnership: On the Basis of Duration, On the Basis of Liability of Partners; Types of Partners; Rights and Duties of Partners; Liabilities of a Partnership to Third Parties; Dissolution of Partnership and Dissolution of Firm: Dissolution of Partnership, Dissolution of Firm, Modes of Dissolution of Firm, Sale of Goodwill after Dissolution.

Unit 8: The Information Technology Act, 2000

Brief History; Objectives of the Act; Definitions Under the Act; Provisions Relating to Digital Signature and Electronic; Electronic Records; Attribution, Acknowledgement and Dispatch of Electronic Records; Regulation of Certifying Authorities; Electronic Signature Certificates; The Cyber Appellate Tribunal; Offences and Penalties Under the Act.

Unit 9: Regulatory Framework for Insurance

Concept and Importance of Insurance; Evolution and Development of Insurance

in India; Fundamental Principles of Insurance; Double Insurance and Reinsurance; Concept and Importance of Life Insurance; Concept of Marine Insurance; Concept and Features of Fire Insurance.

Unit 10: Food Safety and Standards (Packaging and Labelling) Regulations, 2011

Short title and Commencement; Definitions under the Act; Product specific requirements; Labelling: General Requirements of Labelling, Labelling of Pre-packaged Foods; Manner of Declaration: General Conditions, Principal Display Panel; Specific Requirements/ Restrictions on Manner of Labelling, Labelling of Infant Milk Substitute and Infant Food, Labelling of Edible Oils and Fats, Labelling of Permitted Food Colours; Specific Restrictions on Product Labels; Exemptions from Labelling Requirements.

Unit 11: Negotiable Instruments

Meaning of Negotiable Instruments, Meaning and Features of Promissory Note, Bill of Exchange and Cheque, Types of Cheques, Meaning and Kinds of Endorsement.

Suggested Readings:

Bose, D. C. (2008). Business Law. New Delhi: PHI Limited.

Chopra, R. K. (2015). Business Laws. New Delhi: Himalaya Publishing House.

Kuchhal, M. C., & Kuchhal, V. (2018). Business Laws. New Delhi: Vikas Publishing. Singh, A. (2009). Business Law. Delhi: Eastern Book Company

Note: Learners are advised to use latest edition of text book

Course Code DSC 7/ Minor 4: Fundamentals of

Financial Management

Course Objectives

Objective of this course is to acquaint the learners with fundamental knowledge of financial management and also impart the knowledge of financial planning, financial forecasting, cost of capital, capitalization, capital budgeting, capital structure and working capital and other concepts associated with financial management.

Learning Outcomes

After completion of the course, learners will be able to

- 1: understand the concept of financial management
- 2: explain the capital investment options
- 3: determine the capital structure and sources of capital
- 4: analyze the cost of capital
- 5: assess the working capital requirement

Unit 1: Introduction to Financial Management

Meaning of Finance; Meaning of Financial Management; Finance Function; Significance of Financial Management; Relationship of Financial Management with other Areas of Management; Objectives of Financial Management; Role of the Finance Manager.

Unit 2: Sources of Business Finance

Meaning and Significance of Business Finance; Financial Requirements of Business; Sources of Business Finance; On the Basis of period, On the Basis of Ownership, On the Basis of Sources of Generation; Methods of Raising Long Term Fund; Equity Shares, Preference Shares, Retained Earnings or Ploughing Back of Profit, Issue of Debentures, Term Loan; Methods of Raising Short-Term Fund: Loans from Commercial Banks, Public Deposit, Other Sources; International Financial Instruments

Unit 3: Financial Planning

Meaning and Objectives of Financial Planning; Steps in Financial Planning; Financial Plan; Characteristics of a Good Financial Plan; Ingredients of a Financial Plan; Financial Policies; Some Aspects of Short-term Financial

Policy; Forecasting or Estimating Financial Requirements: Factors to be Considered For Estimating Financial Requirements; Taxation and Financial Planning.

Unit 4: Capital Structure

Meaning and Importance of Capital Structure; Patterns of Capital Structure; Kinds of Capital Structure; Importance of Capital Structure Decision; Elements of a well-planned Capital Structure: Optimum Capital Structure, Features of an Optimal Capital Structure, Limitations in designing optimal capital structure; Determinants of Capital Structure. Theories of Capital Structure: Net Income (NI) Approach, Net Operating Income (NOI) approach; Modigliani-Miller (MM) Approach; Traditional approach; Factors to be considered while determining capital structure; Approaches to Determine Appropriate Capital Structure: EBITEPS Analysis, ROI-ROE Analysis.

Unit 5: Cost of Capital

Concept of Cost of Capital; Significance of Cost of Capital; Classification of Cost of Capital; Determination of Specific Cost; Weighted Average Cost of Capital..

Unit 6: Capitalisation

Meaning of Capitalisation; Capital and Capitalisation; Theories of Capitalisation; Fair Capitalisation; Over Capitalisation; Under Capitalisation; Over Capitalisation Vs Under Capitalisation; Water Capital.

Unit 7: Leverage

Meaning of leverage, Financial Leverage: Measure of Financial Leverage, Degree of Financial Leverage, Impact of Financial Leverage on Investor's Rate of Return; Operating Leverage; Degrees of Operating Leverage; Combined effect of Financial and Operating Leverage.

Unit 8: Capital Budgeting Decision

Meaning of Capital Budgeting; Importance of Capital Budgeting, Types of Investments Decisions; Investment Criteria; Capital Rationing..

Unit 9: Working Capital Management

Concept of working Capital; Need for Working Capital; Types of Working Capital; Determinants of Working Capital; Working Capital Management; Principles of Working Capital Policy.

Unit 10: Dividend Decision

Meaning of Dividend; Dividend Policy; Factors Influencing Dividend Policy; Forms of Dividend; Bonus Shares; Objectives, Advantages and Disadvantages of Issue of Bonus Shares; Provisions of Indian Companies Act, 2013 relating to Dividend.

Unit 11: Ratio Analysis

Concept and Significance of Ratio Analysis, Types of Ratio, Limitations of Ratio Analysis.

Suggested Readings:

Khan, M. Y., & Jain, P. K. (2018). Financial Management: Text and Problem. New Delhi: Tata McGraw Hill Education.

Kothari, R. (2016). Financial Management: A Contemporary Approach. New Delhi: Sage Publications India Pvt. Ltd.

Rustagi, R. P. (2015). Fundamentals of Financial Management. New Delhi: Taxmann Publication.

Pandey, I. M. (2015). Financial Management. New Delhi: Vikas Publications.

Sharma, S. K., & Sareen, R. (2018). Fundamentals of Financial Management. New Delhi: S. Chand Publishing

Note: Learners are advised to use latest edition of text book

Semester- V

Course Code DSC 8: Business Statistics

Course Objectives

The objectives of the Course are to help the learners in understanding various statistical concepts like measures of central tendency and dispersion, correlation and regression, probability and various distribution time series data etc. which are frequently use in business data analysis and research.

Learning Outcome:

After completion of the course, learners will be able to

- 1: make use of Mean, Media and Mode;
- 2: use the sampling technique and hypothesis in research project;
- 3: use correlation, regression, Co-efficient of Skewness in analyzing data;
- 4: estimate trends based on time series data.

Unit 1: Introduction to Statistics

Meaning and Importance of Statistics; Frequency Distribution; Tabulation of Data; Methods of presenting statistical information.

Unit 2: Measures of Central Tendency

Meaning of Measures of Central Tendency; Different Types of Measures of Central Tendency.

Unit 3: Measures of Dispersion

Meaning of Dispersion; Different Measures of Dispersion; Meaning, Types and Measures of Skewness.

Unit 4: Skewness, Moments and Kurtosis

Measures of Skewness: Karl Pearson's Co-efficient of Skewness, Bowley's Co-efficient of Skewness; Moments: Moments about Mean; Moments about Arbitrary Point A; Relation between Central and Raw Moments; Karl Pearson's Beta and Gamma Coefficient: Coefficient of Skewness based on Moments; Kurtosis: Measures of Kurtosis.

Unit 5: Correlation

Meaning of Correlation; Scatter Diagram and Correlation; Type of Correlation; Correlation Coefficient.

Unit 6: Regression

Meaning of Regression; Line of Regression and Regression Equation; Correlation and Regression Analysis: A Comparison.

Unit 7: Fundamentals of Probability

Random experiment; Definition of Probability; Elementary Theorems on Probability.

Unit 8: Conditional Probability

Conditional probability; Multiplication Theorem on Probability; Total Probability; Baye's Theorem.

Unit 9: Random Variables and its Probability Distribution

Random Variable: Definition or Random Variable; Discrete Random Variable; Continuous Random Variable; Probability Distribution: Probability Mass Function, Probability Density Function; Mathematical Expectation and Variance: Mathematical Expectation, Properties of Mathematical Expectation,

Variance of Random Variable, Properties of Variances, Illustrated Examples; Moments: Raw Moments, Central Moments.

Unit 10: Theoretical Distribution-I

Moment Generating Function: Definition, Generation of Moments, Properties of Moment Generating Function, illustrated Examples; Binomial Distribution: Derivation of Binomial Distribution, Definition, Moments of Binomial Distribution, Moment Generating Function of Binomial Distribution, Fitting of Binomial Distribution, Properties of Binomial Distribution, Illustrated Examples; Poisson Process: Poisson Distribution as a limiting case of Binomial Distribution, Moments of Poisson Distribution, Moment Generating Function, Fitting of Poisson Distribution, Properties of Poisson Distribution, Application of Poisson Distribution.

Unit 11: Theoretical Distribution-II

Normal Distribution: Definition, Standard Normal Variate, Properties of Normal Distribution, Area Under Normal Probability Curve, Importance of Normal Distribution; Weak Law of Large Numbers: Statement, Application of Weak Law of Large Numbers; Central Limit Theorem: Statement, Application of Central Limit Theorem.

Unit 12: Index Numbers

Concept and Uses of Index Numbers; Types of Simple Index Numbers; Properties of Relatives; Construction of Simple Index Numbers; Construction of Weighted Index Numbers; Test of Adequacy of IndexNumber.

Unit 13: Time series

Definition of Time Series; Importance of Time Series Analysis; Components of a Time Series; Methods of Measuring Secular Trend; Estimation of the Trend by the Method of Moving Average.

Unit 14: Basic Concepts in Sampling

Definition of Population; Parameter and Sampling; Random and Non random Sampling; Sampling with and without Replacement; Errors in Sampling.

Unit 15: Test of Hypothesis

Hypothesis, Null Hypothesis, Alternative Hypothesis, Large sample test, small Sample test, level of significance, T-test, Chi-square test.

Suggested Readings:

Bhardwaj, R. S. (2019). Business Mathematics and Statistics. New Delhi: Scholar Tech Press.

Richard, I. L., Masood, H. S., David, S. R., &Rastogi, S. (2017). Statistics for Management. New Jersey: Pearson Education.

Thukral, J. K. (2017). Business Mathematics and Statistics. New Delhi: Maximax Publications. UGC DOCUMENT ON LOCF COMMERCE 50

Vohra, N. D. (2014).

Business Mathematics and Statistics. New Delhi: Tata McGraw Hill Education India.

Note: Learners are advised to use latest edition of text book

Course Code DSC 9: Management Accounting

Objective: The course aims to provide the learners the basic concept of management accounting, financial statements and the techniques for analysis of financial statements.

Learning Outcomes: After completion of the course, learners will be able to

- 1:** differentiate between management accounting and cost accounting;
- 2:** discuss the features of financial statements;
- 3:** apply different accounting ratios for analysing financial statements;
- 4:** prepare cash flow statement;
- 5:** discuss the role of budget and budgetary control;
- 6:** discuss the role of human resource accounting.

Unit 1: Introduction to Management Accounting

Meaning, Objectives, Nature and Functions of Management Accounting; Differences between Cost Accounting and Management Accounting; Differences between Financial Accounting and Management Accounting; Management Accounting Techniques.

Unit 2: Financial Statement Analysis

Meaning, features, importance and limitations of Financial Statement; Types of Financial Statement; Analysis and Interpretation of Financial Statement.

Unit 3: Accounting Ratios

Meaning and Importance; Types of Ratios; Advantages and Limitations of Ratio Analysis.

Unit 4: Fund Flow Statement

Meaning, Objectives, Advantages and Disadvantages of Fund Flow Statements, Preparation of Fund Flow Statement.

Unit 5: Cash Flow Statement

Meaning, Objectives, Advantages and Disadvantages of Cash Flow Statements; Distinctions between Cash Flow Statement and Fund Flow Statement; Preparation of Cash Flow Statement.

Unit 6: Budget and Budgetary Control

Meaning of Budget and Budgetary Control; Objectives, Advantages and Disadvantages of Budgetary Control; Essentials of Successful Budgetary Control; Classification of Budgets: Fixed, Flexible, Zero based, Programme

and Performance Budgets.

Unit 7: Standard Costing

Concept of Standard Cost and Standard Costing; Advantages, Limitations and Applications of Standard Costing.

Unit 8: Variance Analysis

Concept of Variance Analysis: Material, Labour, Overheads and Sales Variances; Disposition of Variances; Control Ratios.

Unit 9: Marginal Costing

Meaning, Advantages and Limitations of Marginal Costing; Applications of Marginal Costing.

Unit 10: Break- Even Analysis

Meaning of Marginal Costing, Concept of Break- Even Analysis, Practical uses of Break- Even Analysis, Concept, of P.V. Ratio, Meaning of Margin of Safety, Meaning of Angle of Incidence; Break- Even Chart.

Unit 11: Cash Management

Nature of Cash; Motive for Holding Cash; Cash Management; Determining Optimum Cash Balance; Cash Management Models; Investment of Surplus Funds.

Unit 12: Receivable Management

Meaning of Receivable; Cost of Maintaining Receivables; Factors influencing Size of Receivables; Meaning and Objectives of Receivables Management; Dimension of Receivables Management.

Unit 13: Human Resource Accounting

Meaning; Basic Premises of Human Resource Accounting; Need, Objectives and Advantages of Human Resource Accounting; Methods of Human Resource Accounting; Human Resource Accounting in India; Objections against Human Resource Accounting.

Unit 14: Accounting for Price level changes:

Meaning, Need, Objectives and Advantages of Accounting for Price Level Changes; Methods of Accounting for Price Level Changes; Simple Problems.

Unit 15: Contemporary Issues

Responsibility Accounting: Concept, Significance, Different Responsibility Centres; Divisional Performance Measurement: Financial and Non-Financial measures; Transfer Pricing.

Suggested Readings:

Arora, M. N. (2014). Management Accounting. New Delhi: Himalaya Publishing House Pvt. Ltd.

Maheshwari, S. N., & Mittal, S. N. (2017). Management Accounting-Principles & Practice. New Delhi: Mahavir Publications.

Singh, S. K., & Gupta, L. (2010). Management Accounting–Theory and Practice. New Delhi: Pinnacle Publishing House.

Khan, M. Y., & Jain, P. K. (2017). Management Accounting: Text, Problems and Cases. New Delhi: Tata McGraw Hill Education.

Singh, S. (2016). Management Accounting. New Delhi: PHI Learning.

Goel, R. (2013). Management Accounting. Delhi: International Book House Pvt. Ltd

Note: Learners are advised to use latest edition of text book

Course Code DSC 10: Business Economics

Course Objective: Objective of this course is to acquaint the learners with fundamental economic theories and their relationship with demand, supply, production, cost and profit. And also to help the learners to acquire conceptual knowledge of different market structure and inflation and deflation.

Learning Outcome:

After completion of the course, learners will be able to

- 1:** develop an understanding of the concept of economics required for business;
- 2:** understand the concept of demand, supply and markets;
- 3:** comprehend the concept of revenue, profit, inflation and deflation;
- 4:** discuss the causes of inflation and deflation.

Unit 1: Introduction to Business Economics

Introduction to Business Economics, Economic Principle, Economic Practices of Management, Role and Responsibilities of Business Economist.

Unit 2: Demand

Concept of Demand: Types, Determinants, Demand Function, Demand Elasticity, Demand Forecasting.

Unit 3: Indifference Curve Analysis

Indifference Curve Analysis of Consumer Behaviour; Consumer's Equilibrium; Price Elasticity and Price Consumption Curve, Income Consumption Curve and Engel Curve, Price Change and Income and Substitution Effects; Revealed Preference Theory.

Unit 4: Supply

Concept and law of supply, Factors affecting Supply.

Unit 5: Production

Concept of production: Factors, Functions, Linear homogenous production function, Optimum input combinations, Laws of variable proportion, Returns to scale, Economies and diseconomies of scale.

Unit 6: Cost

Cost concepts: Opportunity Cost or Alternative Cost, Explicit Cost and Implicit Cost, Money Cost and Real Cost, Accounting Cost and Economic Cost, Sunk Cost, Marginal Cost and Incremental Cost, Short- run Cost: Total

Cost, Average Cost, Marginal Cost, Long- run Cost Curve of Firm: Long- run Average Cost Curve, Long- run Marginal Cost Curve, Managerial Uses of Cost Function.

Unit 7: Perfect Competition

Concept; Features; Profit maximisation and equilibrium of firm and industry; Short- run and long- run supply curves; Price and output Determination.

Unit 8: Monopoly

Concept; Features; Determination of price; Equilibrium of a Firm; Comparison between Monopoly and Perfect Competition.

Unit 9: Monopolistic Competition

Concept; Features; Price and Output Determination; Product Differentiation; Comparison between Monopolistic and Perfect Competition; Concept of Excess Capacity

Unit 10: Oligopoly

Concept; Features; price and Output Determination; Price Leadership; Kinked Demand Curve.

Unit 11: Revenue and Revenue Curve

Concept of Marginal Revenue (MR) and Average Revenue (AR); Relationship between AR and MR under Perfect Competition and Imperfect Competition; Relationship between AR, MR, and TR.

Unit 12: Distribution

Marginal productivity theory of distribution, rent: modern theory of rent, wages, wage determination under Imperfect Competition.

Unit 13: Profit

Meaning of profit, Profit theories, Basic information, Nature of profit, Measurement of profit, Profit policies.

Unit 14: Inflation

Concept; Causes of Inflation; Effects of Inflation; Measures to Contain Inflation.

Unit 15: Deflation

Concept; Causes of Deflation; Effects of Deflation; Measures to Control Deflation.

Suggested Readings:

Ahuja, H. L. (2019). Theory of Micro Economics. New Delhi: Sultan Chand Publishing House. Koutsoyannis, A. (1975). Modern Microeconomics. London: Palgrave Macmillan.

Chaturvedi, D. D., & Gupta, S. L. (2010). Business Economics Theory & Applications. New Delhi: International Book House Pvt. Ltd.

Adhikari, M. (2000). Business Economics. New Delhi: Excel Books.

Kennedy, M. J. (2010). Micro Economics. Company law Mumbai: Himalaya Publishing House.

Seth, M. L. (2017). Micro Economics. Agra: Lakshmi Narain Agarwal Educational Publishers.

Note: Learners are advised to use latest edition of text book.

Course Code DSC 11: Company Law

Objective: This course aims to provide understanding about the provisions of the Companies Act, 2013. The course discusses the different formalities required to be fulfilled by a company before and during its course of business.

Learning Outcomes: After completion of the course, learners will be able to

- 1:** explain the features and the stages of formation of a company;
- 2:** explain the different documents required for registration of a company.
Like memorandum of association, articles of association and prospectus;
- 3:** understand the qualification of company directors, their duties and liabilities;
- 4:** different types of company meetings;
- 5:** discuss the books of accounts, register of members maintained by a company.

Unit 1: Basics of Company and Company Law

Historical Perspective of Company Law in India; Company –Meaning & definition, Nature, Characteristics. Form of business organization, company forms of organization and other forms of business. Corporate personality, corporate veil.

Unit 2: Types of Company

Private company, one Person Company, small company, public company, limited company, unlimited company, Government company, holding and subsidiary company, associate company, investment company, producer company, dormant company.

Unit 3: Incorporation of Company

Meaning of Promoters; Duties, Rights and Liabilities of Promoters; Procedure for Formation of a Company; Certificate of Incorporation; Certificate of Commencement of Business.

Unit 4: Memorandum of Association

Meaning of Memorandum of Association; Clauses of Memorandum of Association; Doctrine of Ultra Vires; Alteration of Memorandum of Association.

Unit 5: Articles of Association

Meaning of Articles of Association; Content of Articles of Association; Doctrine of Indoor Management; Doctrine of Alter Ego; Alteration of Articles of Association; Distinctions between Memorandum of Association and Articles of Association.

Unit 6: Prospectus

Concept of Prospectus; Content of Prospectus; Statement in lieu of Prospectus; Penalties for Misrepresentation in Prospectus.

Unit 7: Conversion of Company

Meaning of Conversion of Company; Conversion of Private Company into Public Company; Conversion of Public Company and Private Company; Conversion of One Person Company and Conversion into a One Person Company; Conversion of Section 8 Company to any other class of Companies.

Unit 8: Members of a Company

Meaning of Member of a Company; Modes of Acquiring Membership; Restriction on Membership; Rights and Privileges of Members.

Unit 9: Company Director- I

Concept and definition of Company Director; Types of directors, Legal position of directors, Minimum and maximum number of directors, Appointment of director, Director Identification Number (DIN), Removal, retirement and resignation of directors; Vacation of office of directors.

Unit 10: Company Director- II

Independent Director –meaning, number of Independent Directors, Selection of Independent Directors, qualification, code for Independent Director, tenure of Independent Director; Roles, functions and duties of independent directors, liabilities of Independent Director, remuneration of Independent Directors. Womendirector.

Unit 11: Board of Directors

Meaning, Meeting of the board, board committee- Audit Committee, Compensation Committees, Power of board, loans to director, contract of employment with managing director or whole time director.

Unit 12: Inspection and Investigation

Meaning of Inspection, purpose, powers of Registrar, conduct of inspection, punishment for non-compliance, reports on inspection. Investigation –meaning, types, scope, powers of inspectors, Punishment of contravention, Inspectors report on investigation.

Unit 13: Company Meetings

Meaning of meeting, kinds of company meeting, meaning of minutes, recording and signing of minutes, Role of chairman, Resolution and its kinds, Postal ballots.

Unit 14: Management and Administration

Register of Members; Declaration in Respect of Beneficial Interest in any Share; Power to close Register of Members or Debenture holders or other Security holders; Annual Return.

Unit 15: Books of Company

Books of Accounts to be kept by a Company; Financial Statemen; Re-opening of accounts on Court's or Tribunal's Order; Board's Reports; Corporate SocialResponsibility.

Suggested Readings:

Chadha R., & Chadha, S. (2018). Company Laws. Delhi: Scholar Tech Press.

Gowar, L. C. B. (1969). Principles of Modern Company Law. London: Stevens & Sons.

Hicks, A., & Goo, S. H. (2017). Cases and Material on Company Law. Oxford: Oxford University Press.

Kuchhal, M. C., &Kuchhal, A. (2020). Corporate Laws. New Delhi: Shree Mahavir Book Depot. Kumar, A. (2019). Corporate Laws. New Delhi: Taxmann Publication.

Ramaiya. (2015). A Guide to Companies Act. Nagpur: Wadhwa Book Company.

Hanningan, B. (2018). *Company Law*. Oxford: Oxford University Press.

Sharma, J. P. (2018). *An Easy Approach to Corporate Laws*. New Delhi: Ane Books Pvt. Ltd.

Course Code (Minor 5): E- Commerce

Objective: This course will facilitate the learners in understanding the process of conducting online business including its application in retail and whole sale business.

Learning Outcomes: After completion of the course, learners will be able to

- 1:** understand the nature of e-business;
- 2:** plan for online business;
- 3:** plan for payment methods for online business;
- 4:** apply the e- business models in retail and wholesale business;
- 5:** discuss the advantages and disadvantages of virtual existence;
- 6:** discuss the security issues in e- commerce and the different cybercrimes.

Unit 1: Information Technology in Business

Information Revolution; Applications of IT in Business; Impact of IT on Business Environment.

Unit 2: Introduction to E- Commerce

Meaning, Nature, Concept, Advantages, Scope and Reasons for transacting on- line; Categories of e- commerce.

Unit 3: Electronic Data Interchange

Introduction; Importance and Types of Business Data Transfer System; Electronic Data Interchange: Definition, Types; User Group of EDI; Importance of EDI; EDI in India.

Unit 4: E- Business

Introduction; Internet Book Shops; Grocery Supplies; Software Supplies and Support; Electronic Newspaper; Internet Banking; Virtual Auctions; Online Share Dealing; Gambling on the Net; E- Diversity; Web Booking System.

Unit 5: E- business Communication

Introduction; Importance of e- technology in e- business communication; e- business conferencing: Audio Conferencing, Document Conferencing; Tele Conferencing; Computer based Conferencing.

Unit 6: Online Business Planning

Nature and Dynamics of Internet; Pure online Vs Brick and Click Business; Assessing Requirement for an online business Designing; Developing and Deploying the System.

Unit 7: Technology for Online Business

Internet; IT Infrastructure; Middle ware; Contents: Text and Integrating E-Business Applications.

Unit 8: Online Banking

Concept and Meaning: ATM; NEFT; ECS; RTGS; IMPS; National Automated Clearing House; Debit Card; Credit Card.

Unit 9: Payment through Internet

Online Payment Mechanism; Electronic Payment System; Payment Gateways; Visitors to Website; Plastic Money.

Unit 10: Application of E- Commerce in Manufacturing and Wholesale

Problems faced by traditional Manufacturer and Wholesaler; Role of E-commerce in Manufacturing and Wholesale; Benefits of Application of E-commerce in Manufacturing and Wholesale; Issues in Application of E-commerce in Manufacturing and Wholesale.

Unit 11: Application of E- Commerce in Retail and Services Sectors

Problems faced by traditional Retail and Services Sector; Role of E-commerce in Retail and Services Sector; Benefits of Application of E-commerce in Retail and Services Sector; Issues in Application of E-commerce in Retail and Services Sector.

Unit 12: Virtual Existence

Concept; Advantages and Disadvantages and Working of Virtual Organizations; Work force; Work Zone; Work Space and Staff- less Organizations.

Unit 13: Security in E- Commerce

Digital Signature; Network Security; Data Encryption with Secret Key; Data Encryption Public Key.

Unit 14: Information Technology Act, 2000

Scope; Definitions under the Act; Applicability of the Act; The Cyber Appellate Tribunal.

Unit 15: Information System Audit

Basic Idea of Information Audit; Difference with traditional Concepts of Audit; Conduct and Applications of Information System Audit in Internet Environment.

Suggested Reading

Bajaj, K. K., & Nag, D. (2017). E-Commerce. New Delhi: Tata McGraw Hill Pvt. Ltd. Chaffey, D. (2011). E-Business and E-Commerce Management: Strategy, Implementation and Practice. London: Pearson Education.

Marilyn, G. M., & Feinman, T. (2000). Electronic Commerce: Security Risk Management and Control. New York: McGraw-Hill Education

Note: Learners are advised to use latest edition of text book

Semester- VI**Course Code DSC 12/ Minor 6: Modern Banking****Course Objectives**

The objectives of the Course are to help the learners in understanding the operation of banking system in India

Learning Outcomes: After completion of the course, learners will be able to

1. understand the Indian banking system
2. identify various relationship between banker and customer
3. operate different types of bank accounts and use different types of negotiable instruments
4. discuss the banking regulation and central banking system
5. discuss the various protection available to paying banker and collecting banker

Unit 1: Introduction to Indian Banking System

Historical Perspective of Indian Banking System; Structure of Indian Banking System; Functions of a Modern Commercial Bank. Role of Banking System in Economic Development. Impact of Competition; Current Trends in Indian Banking System.

Unit 2: Banking System

Introduction; Branch Banking; Unit Banking; Branch Banking Vs Unit Banking; Advantages and Disadvantages of Branch Banking; Advantages and Disadvantages of Unit Banking Chain Banking; Group Banking.

Unit 3: E-Banking Solutions

Concept of E-Banking; Different Types of Services and Products: ATM, Debit and Credit Cards, Phone Banking, Internet Banking, EFT-RTGS and NEFT.

Unit 4: Banker –Customer Relationship

Definition of Banker and Customer, Different Types of Relationship between Banker and Customer; Rights and Obligations of a Banker; Garnishee Order. Banking Ombudsman Scheme

Unit 5: Operation of Bank Accounts

Different Types of Bank Accounts: Fixed Deposit Account, Savings Account, Current Account; Procedure of Opening and Operation of Savings and Current Account; Account Facilities available for NRI'S; KYC Guidelines.

Unit 6: Different Types of Customer

Types of Bank Customers: Minor, Illiterate Persons, Joint Account, Partnership Account, Joint Stock Company Account.

Unit 7: Credit Creation by Commercial Banks

Introduction; Banks and Deposits; Primary Deposits and Derivative Deposits; Mechanism of Credit Creation; Limitations of Credit Creation.

Unit 8: Central Banking in India

Concept of Central Bank; Reserve Bank of India: History, Structure of RBI; Management; Functions.

Unit 9: Credit Control Techniques

Concept and Implications of Credit Control; Methods of Credit Control: Quantitative and Qualitative Methods of Credit Control.

Unit 10: Banking Legislations in India

Banking Regulation Act, 1949; Requirements as to Minimum Paid-up Capital and Reserves; Constitution of Board of Directors; Licensing of Banking Companies; Accounts and Audit; Powers of the RBI; Deposit Insurance in India.

Unit 11: Negotiable Instruments

Definition and Features; Types of Negotiable Instruments; Parties to

Negotiable Instruments; Payment in due course; Endorsements: Meaning; Kinds of Endorsement; Crossing of Cheque: Types, Significance, Rules of Crossing; Payment and Collection of a Crossed Cheque.

Unit 12: Statutory Protection to Paying Banker

Meaning; Precaution to be taken Before Honouring a Cheque; Circumstances under which a Banker is Justified in Refusing Payment of a Cheque Drawn on Him; Duties of Paying Banker; Protection available to a Paying Banker; Money Paid by Mistake; Payment of Domiciled Bills.

Unit 13: Statutory Protection to Collecting Banker

Meaning; Precaution to be taken by a Collecting Banker; Banker as a Holder for Value; Banker as an Agent; Duties of Collecting Banker; Statutory Protection available to a Collecting Banker, Basis of Negligence, Duties of a Collecting Banker.

Unit 14: Bank Advances

Principles of Sound Lending; Secured and Unsecured Advances; Types of Advances.

Unit 15: Security for Advances

Pledge, Hypothecation and Mortgage; Advances against Goods, Document of Title to Goods; Stock Exchange Securities; Life Insurance Policies; Fixed Deposit Receipt, Assignments: Types of Assignments, Loans without Collateral securities, Guarantees.

Suggested Reading

Agarwal, O. P. (2011). Banking and Insurance. New Delhi: Himalaya Publishing.

Black, K. J., & Skipper, H. J. (2000). Life and Health Insurance. London: Pearson Education.

Gupta, P. K. (2011). Insurance and Risk Management. New Delhi: Himalaya Publishing.

Mishra, M. N., & Mishra, S. B. (2007). Insurance Principles and Practice. New Delhi: S. Chand Publishing.

Suneja, H.R. Practical and Law of Banking. Himalaya Publishing House.

Note: Learners are advised to use latest edition of text book

Course Code DSC 13: Marketing Management

Objective: This course acquaints the learners about the concepts and techniques of marketing management.

Learning Outcomes: After completion of the course, learners will be able to

- 1:** explain the marketing environment;
- 2:** analyze the importance of 4Ps of marketing;
- 3:** understand the importance and bases of market segmentation;
- 4:** discuss the forces that influence consumer behaviour;
- 5:** prepare marketing research plan;
- 6:** explain direct marketing and personal selling.

UNIT 1: Concept of Marketing

Meaning and Importance of Marketing, Basic Concepts Underlying Marketing, Evolution of Basic Marketing Concepts, Selling Concept Vs Marketing Concept, Nature and Scope of Marketing, Marketing Mix

UNIT 2: Marketing Environment

Environmental Scanning, Micro and Macro Environment, Differences between Micro and Macro Environment, Techniques of Environmental Scanning

UNIT 3: Market Segmentation

Concept and Importance of Market Segmentation, Bases for Consumer Market Segmentation, Bases for Industrial Market Segmentation, Target Marketing, Evaluating Market Segments and Target Market Selection, Market Positioning Strategies

UNIT 4: Concept of Product

Concept and Features of Product, Classification of Products, Product Planning and Development, Product Diversification, Standardisation and Simplification, Concept of Product Life Cycle, Stages in Product Life Cycle.

UNIT 5: Pricing

Meaning of Pricing, Importance of Pricing in Marketing, Factors Affecting

Pricing Decision, Pricing Strategies

UNIT 6: Branding:

Defining Brand, Basic Concepts, Importance of Brand, Brand Equity, Trade Marks and Its Importance, Role and Functions of Packaging and Labelling

UNIT 7: Distribution Channel

Concept and Importance of Distribution Channel, Types of Distribution Channel, Conventional and Non- Conventional Channel, Factors 4 Fundamentals of Marketing Affecting the Selection of Distribution Channel, Product, Market, Company, Middlemen and Environmental factors, Channel Design Decisions.

Unit 8: Wholesaling, Retailing and Logistic Management

Importance, Types and Functions of Wholesalers, Latest Trends in Wholesaling, Concept, Importance, Types and Functions of Retailers, Latest Trends in Retail, Concept of Logistic, Logistic Management System, Decision Areas in Logistic Management.

Unit 9: Promotion

Factors Affecting Promotional Mix and Strategies, Promotion Mix, Advertising, Sales Promotion (push versus pull), Personal Selling, Publicity

Unit 10: Consumer Behaviour

Nature and Scope of Consumer Behaviour, Importance and Forces Influencing Consumer Behaviour, Consumer Research, Consumer Need and Motivation, Consumer Personality, Perception and Learning, Consumer Decision Making Process

Unit 11: Marketing Research

Marketing and Components of Marketing Information System, Internal Records, Marketing Intelligence System, Marketing Research System, Process of Marketing Research, Implementing the Research Plan,

Interpreting and Reporting the Findings, Marketing Research and Ethics

Unit 12: Direct Marketing

Concept of Direct Marketing, Direct marketing Process, Different Channels of Direct Marketing, Advantages and Disadvantages of Direct Marketing, Concept of E-Commerce and E-Business

Unit 13: Personal Selling

Concept and Personal Selling, Objectives and Functions of Personal Selling, Advantages and Disadvantages of Personal Selling, Selling Process, Types of Sales Person

Unit 14: Sales Forecasting

Concept and Importance of Sales Forecasting, Factors influencing Sales Forecasting, Methods of Sales Forecasting, Sales Territories, Sales Quotas.

Suggested Readings:

Kotler, P., Armstrong, G., & Agnihotri, P. (2018). Principles of Marketing. London: Pearson Education.

Kotler, P., Keller, K. L., Koshy, A., & Jha, M. (2013). Principles of Marketing: A South Asian Perspective. London: Pearson Education.

Mahajan, J. P., & Mahajan, A. (2014). Principles of Marketing. Delhi: Vikas Publications. Saxena, R. (2006). Marketing Management. Delhi: Tata McGraw Hill Education.

Sharma, K., & Aggarwal, S. (2018). Principles of Marketing. Delhi: Taxmann Publication

Note: Learners are advised to use latest edition of text book

Course Code DSC 14: TAXATION

Objective: This course aims to provide basic understanding of the different heads of income and the provisions applied in calculating income tax. The course discusses the different terms of the Goods and Services Tax Act, 2017, structure of GST in India and the procedure of registration under the Act.

Learning Outcomes: After completion of the course, learners will be able to

- 1:** introduces the basic concepts of income, agricultural income, gross income, total income, previous year, assessment year;
- 2:** understand different heads of income, profit and gains from business and profession, capital gains and income from other sources;
- 3:** computation of tax liability and the provisions of section 80C;
- 4:** plan and manage tax
- 5:** explain the role of different tax authorities;
- 6:** understand the different provisions of GST Act.

Unit 1: Introduction to Direct Tax: Basic Concept: Income, Agricultural Income; previous year, assessment year, assessee, person, Gross Total Income, Total Income, Incomes which do not form part of total income.

Unit 2: Heads of Income: Heads of Income: Salaries, Income from house Property, Profit and Gains of Business and Profession; capital Gains; Income from Other Sources.

Unit 3: Computation of Tax Liability: Simple computational problems relating to income from salary and income from house property and capital gain; Computation of Total Income, Deductions from Gross Total Income under section 80C in Computing Total Income and Tax Liability of an Individual.

Unit 4: Tax Planning -1: Concept of Tax Planning; Tax Planning & Tax Management, Tax Planning and Tax Evasion and Avoidance; Tax Planning and diversion/application of income. Tax Planning for a new business/existing business regarding Nature, Location, Form of Business Firm.

Unit 5: Tax Planning -2: Tax Planning for Managerial Decision-making: Make or Buy, Own or Lease; Amalgamation, Merger; Tax planning regarding transfer of assets from holding company to subsidiary company, Tax planning regarding exports.

Unit 6: Tax Management: Filing of return, Tax Deduction at Source; Advance Payment of Tax; Assessment Procedure; Tax Planning for Individuals (salaried persons/assessee) in practical context.

Unit 7: Tax Administration: Authorities; Appeals.

Unit 8: Introduction to Indirect Taxation: Concept of Indirect Taxes, Features of Indirect Taxes, Constitutional Provisions regarding indirect taxation-Pre GST and Post GST, Features of GST, Advantages of GST

Unit 9: Pre-GST Indirect Taxes: History of Indirect Taxes in India, Brief note on Value Added Tax (VAT), Service Tax, Excise Duty, Custom Duty

Unit 10: Structure of GST in India: History of GST in India; Dual GST Model: CGST, SGST, UTGST, IGST; GST Council and GST Network.

Unit 11: Important terms and definitions under GST Act, 2017: concept of place of supply, Adjudicating Authority, Agent, Aggregate Turnover, Agriculturist, Business, Business Vertical, Capital Goods, Casual Taxable Person, Goods, Input Tax, Inward Supply, Output Tax, Outward Supply, Place of Business, Services, Supplier.

Unit 12: Levy and Collection of Tax under GST: Rates structure of GST, Scope of supply, Composition Scheme under GST.

Unit 13: Registration: Registration under the Act; Persons not Liable for Registration; Compulsory Registration; Procedure for Registration; Deemed Registration; Amendment and Cancellation of Registration.

Unit 14: Introduction to Customs Law: Principles Governing Levy of Customs Duty; Basic Principles of Classification of Goods and Valuation of Goods; Customs Authorities.

Suggested Readings:

Ahuja, G., & Gupta, R. (2020). Simplified Approach to Income Tax. New Delhi: Flair Publications Pvt. Ltd.

Singhania, V. K., & Singhania, M. (2020). Student's Guide to Income Tax including GST Problems & Solutions. New Delhi: Taxmann Publications Pvt. Ltd.

Note: Learners are advised to use latest edition of text book

Course Code DSC 15: Human Resource Management

Objective: This course will facilitate understanding of the concepts, principles and the techniques applied in the management of human resource in an organisation.

Learning Outcomes: After completion of the course, learners will be able to

- 1:** role and responsibilities of a human resource manager;
- 2:** prepare human resource plan for proper utilisation of human resource;
- 3:** understand the process of job analysis, recruitment, selection and performance appraisal;
- 4:** discuss the importance of human resource research;
- 5:** prepare for the challenges of human resource management.

Unit 1: Introduction to Human Resource Management

Concept, Objectives and Importance of HRM; Functions of HRM; Organization for HR Department; Outsourcing of HR Activities; Internal Factors affecting HRM: Leadership, Union, Organizational Culture, External Factors affecting HRM: Political- Legal, Economic, Technology, Cultural; Role and Responsibilities of HR Manager; Latest Trends in HRM.

Unit 2: Human Resource Planning

Concept and Importance of HR Planning; Process of HR Planning; Factors Affecting HR Planning; Organizing and Implementing HR Planning; Essentials for Successful HR Planning; Barriers to HR Planning; Techniques of HR Planning; HR Planning and Corporate Objectives.

Unit 3: Job Analysis

Concept and Importance of Job Analysis; Process of Job Analysis; Methods for Collecting Job Analysis Data, Writing Job Description, Standards of Performance and Working Conditions, Problems that may be encountered in jobanalysis.

Unit 4: Job Design and Job Evaluation

Concept and Importance of Job Design; Factors Affecting Job Design; Approaches to Job Design; Concept and Importance of Job Evaluation; Process of Job Evaluation; Methods of Job Evaluation.

Unit 5: Recruitment

Concept and Importance of Recruitment; Recruitment Process; Factors Affecting Recruitment; Sources of Recruitment: Internal and External Sources; Recruitment Methods: Traditional and Modern Methods; Role of Supervisor in Recruitment.

Unit 6: Selection

Concept and Importance of Selection; Selection Process; Barriers to Effective Selection; Placement and Orientation/ on boarding of Employees.

Unit 7: Employee Training and Development

Concept and importance of employee training; objectives of employees training, designing employees training programme, the training process; methods of training, implementation and evaluation of employees training programme; guidelines for effective training for employees.

Unit 8: Performance Appraisal and Management

Concept and Need of Performance Appraisal; Concept of Performance Management; Differences between Performance Management and Performance Appraisal; Steps in Performance Appraisal; Methods of Performance Appraisal; 360° Appraisal System; Challenges of Performance Appraisal; Legal Issues in Performance Appraisal; Role of Supervisor in Performance Appraisal.

Unit 9: Wage and Salary Administration

Concept; Components of Compensation; Theories of Compensation; Factors Influencing Employee Compensation; Compensation Plans.

Unit 10: Managing Employee Benefits and Services

Concept of Benefits and Services; Importance and types of Benefits and Services; Principles of Fringes; Administration of Benefits and Services; Essentials to Make Benefit Programmes More Effective. Retention Management Practices; VRS, golden handshake; Employees stock option scheme.

Unit 11: Collective Bargaining

Concept Collective Bargaining, Characteristics and Importance of Collective Bargaining, approaches to Collective Bargaining, Process of

Collective Bargaining, Levels of Collective Bargaining

Unit 12: Industrial Grievance Handling

Meaning and Features of Industrial Grievances, Differences between Grievances and Disputes, Sources or causes of Industrial Grievances, Procedure of Grievance Handling in Small- scale and Large- scale Organizations.

Unit 13: Human Resource Research

Meaning, Characteristics and Objectives of HR Research, Importance of HR Research, Methods of HR Research

Unit 14: International HRM and e- HRM

Meaning of domestic and International H.R.M. H.R. Challenges of International Business. Implications of Inter- country Differences on H.R.M. A Global H.R. System, Concept of e- HRM, e- HR Activities.

Unit 15: Future Challenges in HRM

The Job and Challenges, New Professional Approach, Major Challenges in Human Resource Management.

Suggested Readings:

Mondy, A. W., &Noe, R. M. (1999). Human Resource Management.

London: Pearson. Decenzo, D. A., & Robbins, S. P. (2009).

Fundamentals of Human Resource Management. New Jersey: Wiley.

Dessler, G., &Varkkey, B. (2011). Human Resource Management. New Delhi: Pearson Education.

Chhabra, T. N. (2004). Human Resource Management. Delhi: Dhanpat

Rai & Co.. Aswathappa, K. (2007). Human Resource Management. New

Delhi: Tata McGraw-Hill. French, W. L. (1994). Human Resource

Management. Boston: HoughtenMifflin. Gupta, C. B. (2018). Human Resource Management. Delhi: Sultan Chand & Sons.

Rao, V. S. P. (2002). Human Resource Management: Text and Cases.

Delhi: Excel Books.

Note: Learners are advised to use latest edition of text book

Semester- VII

Course Code 16DSC: Organizational Behaviour

Objective: The aim of this course is to develop an understanding of the concepts and principles of organisation and how organizational behaviour is influenced by employees' personalities, attitudes, communication, group behaviour.

Learning Outcomes: After completion of the course, learners will be able to

- 1:** design the different organisational structure;
- 2:** understand how organizational behaviour evolve and influenced by different factors;
- 3:** discuss the theories of personality
- 4:** understand the different types of group, group behaviour and decision- making;
- 5:** manage the issues related to work stress, organisational conflict, organisational culture and change.

Unit 1: Nature of Organization

Concept and Features of Organization; Significance of Organization; Role of a Manager in Organizations: Interpersonal, Informational, Decisional, Reconciling Managerial Functions and Roles; Forms of Organization: Formal Organization and Informal Organization.

Unit 2: Organizational Behaviour

Concept and Features of Organizational Behaviour; Role of Organizational Behaviour: Understanding Human Behaviour; Controlling and Directing Human Behaviour, Organizational Adaption; Challenges and Opportunities for Organizational Behaviour: Cross Cultural Dynamics, Mergers and Acquisitions, Changing Workforce Profile, Workforce Diversity, Increasing Quality Consciousness, Newer Organizational Designs; Limitations of Organizational Behaviour.

Unit 3: Nature of Human Behaviour

Concept of Behaviour; Process of Behaviour; : S- R Model, S-O-R Model, S-O-B-C Model; Foundations of Individual Behaviour: Physiological and Socio- Psychological Factors; Differences in Individual Behaviour and its Impact on Management; Factors responsible for Differences in Individual Behaviour; Models of Man: Rational- Economic Man, Social Man,

Organization Man, Self- Actualising Man, Complex Man

Unit 4: Personality

Concept of Personality; Type A and Type B Personality; Introvert and Extrovert Personalities; Personality Theories: Psychoanalytic Theory, Socio- psychological Theory, Trait Theory, Self Theory; Determinants of Personality: Biological Factors, Family and Social Factors, Cultural Factors, Situational Factors; Organizational Applications of Personality.

Unit 5: Perception

Concept and Importance of Perception; the Process of Perception; Perceptual Selectivity and Perceptual Organization; Factors in Interpersonal Perception: Factors in Perceiver, Factors in Perceived and Situational Factors; Barriers to Perceptual Accuracy: Stereotyping, Halo Effect, Expectancy, Perceptual Defence, Projection.

Unit 6: Learning

Concept of Learning; Components of Learning; Factors affecting Learning; Learning Theories: Conditioning Theory, Cognitive Learning Theory, Social Learning Theory; Reinforcement; Learning Organization: Concept, Characteristics, Benefits; Knowledge Management: Concept, Elements, Knowledge Management Strategy.

Unit 7: Attitudes and Values

- a) Concept of Attitude, Influence of Attitudes on Behaviour; Factors that Influence Attitude Formation; Attitudes Relevant for Organizational Behaviour; Attitude Measurement; Attitude Change.
- b) Concept of Values; Differences between Values and Attitudes; Factors in value formation; Influence of Values on Behaviour.

Unit 8: Interpersonal Behaviour

Interpersonal Cooperative Behaviour; Interpersonal Conflicting Behaviour; Transactional Analysis; Self- Awareness; Ego States; Life Scripts; Life Positions; Transactions; Stroking; Psychological Games; Uses of transactional Analysis.

Unit 9: Group Dynamics

Concept of Group Dynamics; Concept of Group; Formal and Informal

Group; Group Behaviour; Intergroup Behaviour.

Unit 10: Work Stress

Concept of Work Stress; causes and Effects of Work Stress; Stress Management: Individual Coping Strategy; Organizational Coping Strategy; Counselling.

Unit 11: Organizational Conflict

Introduction; Functional and Dysfunctional Aspects of Conflicts; Individual Level Conflicts; Goal Conflicts; Role Conflicts; Interpersonal Conflicts; Group Conflicts; Intragroup Conflicts; Intergroup Conflicts; organizational Level Conflicts; Intraorganizational Conflicts; Interorganizational Conflicts; Conflicts Management.

Unit 12: Organizational Culture

Concept and Impact of Organizational Culture; Creating and Maintaining Organizational Culture.

Unit 13: Organizational Change

Concept of Organizational Change; Factors affecting Organizational Change; Planned Change; Resistance to Change; Change Agents; Organizational Growth and Change.

Unit 14: Organizational Development

Concept of Organizational Development; Process of Organizational Development; Organizational Development Interventions.

Unit 15: Organizational Effectiveness

Concept of Organizational Effectiveness; Approaches to Organizational Effectiveness: Goal, Functional, System- Resource; Organizational and Managerial Effectiveness; Factors in Organizational Effectiveness; Integration of Individual Organizational Goals and Effectiveness; Effectiveness through Adaptive Coping Cycle.

Suggested Readings:

Chhabra, T. N. (2017). Management Process & Organizational Behaviour. Delhi: Sun India Publications.

Greenberg, J., & Baron, R. A. (1996). Organizational Behaviour. New

Jersey: Prentice Hall. Luthans, F. (2010). *Organizational Behaviour*. New York: McGraw Hill Education.

Robbins, S. P., & Judge, T. A. (2015). *Organizational Behaviour*. New Delhi: London: Pearson Education.

Singh, A. K., & Singh, B. P. (2007). *Organizational Behaviour*. New Delhi: Excel Books Pvt. Ltd.

Note: Learners are advised to use latest edition of text book

Course Code DSC 17: International Trade and Business

Objective: The course introduces the learners of the concepts of international business and the different organisations involved in international trade and business.

Learning Outcomes: After completion of the course, learners will be able to

- 1:** understand basics of international business and the different modes of entry in international business;
- 2:** discuss the different theories of international business;
- 3:** understand the international business environment;
- 4:** discuss the modes of financing international business;
- 5:** explain the role of agencies, like WTO, IMF involved in international business as well as the different regional economic cooperation.

Unit 1: Introduction to International Business

Concept of International Business; Domestic vs. International Trade Impact of Globalization; Complexities of International Business; Modes of Entry into International Business.

Unit 2: International Business Operations

Introduction; Different Organizational Structure for International Business; International Business Negotiations.

Unit 3: International Business Environment

National and Foreign environment and Components: Economic, Cultural, Social, Political, Legal.

Unit 4: Theories of International Trade

Theory of Absolute Advantage, Theory of Comparative Advantage.

Unit 5: Gains from Trade and Terms of Trade

Gains from International Trade; Terms of Trade; Factors Influencing Terms of Trade; Terms of Trade and Economic Development.

Unit 6: Free Trade and Protection, Tariffs and Import Quotas

Introduction; Free Trade; Protection; Protections and Developing Countries; Forms and Methods of Protection; Effects of Protection.

Unit 7: Balance of Payment

Meaning, Structure, Disequilibrium in BOP; Correction of Disequilibrium.

Unit 8: Foreign Exchange

Meaning; Methods of Payments; Determination of Exchange Rates; Foreign Exchange Market; Arbitrage and Exchange Control: Meaning, Objectives, Methods.

Unit 9: International Trade Finance

Sources of Finance to International Trade, Mechanism of International Trade Finance; EXIM Bank and its Role.

Unit 10: Financing of Foreign Trade

Concept of Financing of Foreign Trade; Sources of Foreign Trade Finance: Banks, Factoring, Forfeiting, Banker's Acceptance and Corporate Guarantee; Forms of Payment: Cash in Advance, Letter of Credit, Documentary Collection, Open Account.

Unit 11: International Monetary Fund

Origin, Structure and importance, Functions, Role in International Trade.

Unit 12: WTO

The WTO, GATT vs. WTO, Its structure, Objectives, Functions, WTO Agreement, Working of WTO.

Unit 13: UNCTAD

Origin, Organization, Objectives Functions, and Achievements, Performance appraisal.

Unit 14: Regional Economic Co-operation

Forms of Regional Economic Co-operation: Integration efforts among Countries in Europe, North America and Asia: NAFTA, EU, ASEAN, SAARC, BRICS.

Introduction; Organization; Objectives; Functions

Unit 15: Issues in International Business

Developments and Issues in International Business: Outsourcing and its Potentials for India; Role of IT in International Business; International Business and Ecological Considerations.

Suggested Reading:

Bennett, R. (2012). International Business. London: Pearson Education.

Charles, W. L. H., & Jain, A. K. (2008). *International Business*, New York: McGraw Hill Education.

Czinkota, M. R., Ronkainen, I. A., & Moffett, M. H. (1998). *International Business*. Nashville: Southwestern Publishing Group.

Daniels, J. D., Radenbaugh, L. H., Sullivan, D. P., & Salwan, P. (2016). *International Business*. London: Pearson Education.

Griffin, R. W., & Pustay, M. W. (2002). *International Business-A Managerial Perspective*. New Jersey: Prentice Hall

Note: Learners are advised to use latest edition of text book

Course Code DSC 18/ Minor 7: Auditing

Objective: The aim of this course is to provide understanding of the auditing practices to the learners.

Learning Outcomes: After completion of the course, learners will be able to

- 1:** analyze the duties of an auditor;
- 2:** explain the different types of audit;
- 3:** understand the role of test checking
- 4:** explain the process of vouching the transactions
- 5:** discuss the process of verification of assets and liabilities.

Unit 1: Introduction to Auditing

Meaning, Objectives and Objectives of Auditing, Qualities of an Auditor, Classes of Errors and Frauds, Auditor's Duty Regarding Errors and Frauds

Unit 2: Classification of Audit

Classification of Audit on the basis of Organizational Structure, Classification of Audit: Classification of audit, Statutory audit, Government audit, private/voluntary audit, continuous audit, periodical/ final, annual audit, balance sheet audit, interim audit, partial audit, internal, audit, external audit.

Unit 3: Special Areas of Audit

Special Areas of Audit: Cost audit, Tax audit, and Management audit.

Unit 4: Preparation for an Audit

Considerations before Accepting Appointment as Auditor, Preparatory Steps before Commencement of Audit, Division of Work among Audit Staff, Preparation by Auditor

Unit 5: Test Checking

Meaning and Need of Test Checking, Precautions to Be Taken Before Applying Test Checking, Meaning and Features of Internal Check, Objectives of Internal Check, Auditor's Position Relating to Internal Check.

Unit 6: Vouching

Meaning of Vouching, Vouching of Cash Receipts, Cash Payments, Collection of Book Debts, Dividend Received, Sale of Investment, Goods

Sold on Hire Purchase System, Insurance Premium

Unit 7: Verification of Assets

Introduction; Objectives of Verification of Assets; Distinction between Vouching and Verification, Valuation of Assets, Methods of Valuation of Assets, Distinction between Verification and Valuation, Verification and Valuation of different kinds of Assets.

Unit 8: Verification of Liabilities

Introduction; Objectives of Verification of Liabilities; Verification and Valuation of different kinds of Liabilities: Trade Creditors; Bills Payable; Loans; Outstanding Expenses.

Unit 9: Investigation

Definition; Distinctions between Audit and Investigation; Purpose of Investigation; duties of an Investigator prior to taking up Investigation Work and regarding Overall Investigation; Liabilities of an Investigator; Procedure of Investigation; Circumstances for Investigation.

Unit 10: Company Auditor

Qualification and Appointment of Company Auditor, Rights, Duties and Liabilities of Company Auditor, Removal of Company Auditor.

Unit 11: Audit of Special Organizations

Points to be considered for audit of accounts of Non- Profit Companies Educational Institutions, Club, Hotel, and Hospital.

Unit 12: Depreciation

Concept and Causes of Depreciation; Importance of Providing Depreciation; Distinctions between Fluctuation and Depreciation; Methods of Depreciation; Factors of Determining extent of Depreciation; Legal Provision and Commercial considerations regarding Depreciation; Auditor's Duty regarding Depreciation.

Unit 13: Reserve

Concept; Kinds of Reserve; Distinctions between Reserve and Provisions; Auditor's Duty regarding Reserve and Provision; Distinctions between Reserved Capital and Capital Reserve Account and Reserve Fund; Sinking Fund; Secret Fund; Methods of Creating Secret Reserve; Auditor's Duty

regarding Secret Reserve.

Unit 14: Auditor's Report

Introduction; Features of Good Audit Report; qualified Report; Significance of True and fair View; Window Dressing.

Unit 15: Recent Trends in Auditing

Recent Trends in Auditing; Computer aided audit techniques and tools; Auditing Standards.

Suggested Reading

Gupta, K., & Arora, A. (2015). Fundamentals of Auditing. New Delhi: Tata Mc-Graw Hill Publishing Co. Ltd.

Kumar A., Gupta L., & Arora, R. J. (2016). Auditing and Corporate Governance. Delhi: Taxmann Pvt. Ltd.

Mallin, C. A. (2018). Corporate Governance. New Delhi: Oxford University Press.

Rani, G. D., & Mishra, R. K. (2017). Corporate Governance-Theory and Practice. New Delhi: Excel Books.

Note: Learners are advised to use latest edition of text book

**Course Code (Minor 7): Entrepreneurship Development and SmallBusiness
Management**

Course Objectives

Objective of this course is to give a broad idea about Entrepreneurship Development and SmallBusiness Management

Course Outcomes

After completion of the course, learners will be able to

- 1:** identify various issues associated with entrepreneurship
- 2:** explain various theories of Entrepreneurship
- 3:** identify new business opportunities
- 4:** acquire basic knowledge to start a new venture

Unit 1: Fundamentals of Entrepreneurship

Nature and characteristics of Entrepreneurship; Emergence of Entrepreneurial Class; Risk involved with Entrepreneurship; Barriers to Entrepreneurship; Factor affecting entrepreneurial growth.

Unit 2: Theories of Entrepreneurship

Theories of entrepreneurship- innovation theory of Schumpeter, Need for Achievement Theory of McClelland, Leibenstein's X-efficiency Theory, Risk Bearing Theory of Knight, Max Weber's Theory of Entrepreneurial Growth, Hagen's Theory of Entrepreneurship, Economic Theory of Entrepreneurship, Exposure Theory of Entrepreneurship, Political System Theory for Entrepreneurial Growth.

Unit 3: Entrepreneurship Development Programme (EDP)

Meaning and Importance of EDP; Objectives; Course Content and Curriculum of EDP; Phases of EDP; Institutions providing EDP in India; Importance of EDP in N.E. Region.

Unit 4: Entrepreneur

Meaning and characteristics of Entrepreneur; Qualities of a Successful Entrepreneur; Functions of Entrepreneurs; Types of Entrepreneurs.

Unit 5: Entrepreneur and Manager

Professional Manager, owner- manager, owner manager vs professional manager, Manager Vs Entrepreneur, entrepreneurship Vs administrator,

Entrepreneurship.

Unit 6: Promotion of a Venture

Sources of Business Ideas; Meaning of Promotion of a Venture; Opportunity Analysis; External Environmental Analysis: Economic, Social, Technological; Competitive Factors; Legal Procedure to start a Venture.

Unit 7: Preparation of Business Proposal

Importance of Preparing the Business Proposal; Contents of Business Proposal; Designing Business Proposal: Location, Layout, Operation, Planning and Control; Preparation of Project Report; Submission of Project Report to Financial Institutions.

Unit 8: Venture Capital

Concept; Importance for a new Venture; Raising Funds for a New Venture; Sources of Fund; Venture Capital as a Source.

Unit 9: Mobilising Resources

Mobilising resources for start-up. Preliminary Contracts with the Vendors, Suppliers, Bankers, Principal Customers; Contract Management: Basic start-up problems.

Unit 10: Women Entrepreneurship

Introduction, importance of Women Entrepreneurship, barriers of Women Entrepreneurship, promotion of Women Entrepreneurship, process of developing Women Entrepreneurship, schemes for Women Entrepreneurs in India.

Unit 11: Small Business

Meaning, Characteristics, Objectives and Scope; Problems of Small Business; Small Business and Economic Development; Procedure of Setting up of a Small Business; Small Business as Seed Bed for Entrepreneurship.

Unit 12: Ownership Structure

Concept of proprietorship, concept of partnership, Concept of Company, Concept of Co- operatives, Selection of an appropriate form of ownership structure, Ownership pattern in Small Scale Industries in India, Growth

strategies in smallbusiness.

Unit 13: Size and Location of a Business Unit

- a) Introduction; Standards to Measure the Size of a Business Unit; Factors Determining the Size of a Business Unit; Optimum Size of a Firm.
- b) Principles of Location of Business Unit; Factors Influencing Location of Business Unit; Plant Location in the North East Region: The Present and Future Status.

Unit 14: Industrial Sickness: Meaning of Industrial Sickness; Warning Signals of Industrial Sickness; Causes of Industrial Sickness: External causes of Industrial Sickness, Internal causes of Industrial Sickness, Factors responsible for sickness of small business; Consequences of Industrial Sickness; Corrective Measures.

Unit 15: Institutional Support for Small Business

Introduction, National level institutions, state level institutions.

Suggested Reading

Desai, V. (2009). Dynamics of Entrepreneurial Development and Management. Mumbai: Himalaya Publishing House.

Dollinger, M. J. (2008). Entrepreneurship: Strategies and Resources. New Jersey: Prentice Hall.

Hisrich, R., Peters, M., & Shepherd, D. (2017). Entrepreneurship. New York: McGraw Hill Education.

Rao, T. V., & Kuratko, D. F. (2012). Entrepreneurship: A South Asian Perspective. Boston: Cengage Learning.

Note: Learners are advised to use latest edition of text book

Semester- VIII

Course Code DSC 19: Industrial Relations and Labour Laws

Objective: The course facilitates the learners to understand the concepts of industrial relations, collective bargaining and workers' participation in management as well. The course concentrates on the laws that provide security to the workers and resolve industrial disputes.

Learning Outcomes: After completion of the course, learners will be able to

- 1:** evaluate the importance of industrial relations;
- 2:** evaluate the causes of industrial disputes;
- 3:** evaluate the need of workers' participation in management;
- 4:** understand the evolution of labour legislations;
- 5:** understand the provisions of different labour. Legislations.

Unit 1: Industrial Relations

Concept and Significance of Industrial Relations; Parties to Industrial Relations; Factors affecting Industrial Relations; Approaches to Industrial Relations: Unitary Approach, Pluralistic Approach; Marxist Approach, Human Relations Approach; International Dimension of Industrial Relations.

Unit 2: Industrial Disputes

Concept of Industrial Disputes; Causes of Industrial Disputes; Consequences of Industrial Disputes.

Unit 3: Resolving Industrial Disputes

Prevention of Industrial Disputes; Settlement Mechanisms of Industrial Disputes.

Unit 4: Employee Grievances

Concept of Employee Grievances; Causes of Employee Grievances; Grievance Redressal Procedure; Essentials of an Effective Grievance Redressal Procedure; Legal Aspect of Grievance Redressal.

Unit 5: Collective Bargaining

Concept and Significance of Collective Bargaining; Characteristics of Collective Bargaining; Essentials for Successful Collective Bargaining; Bargaining Strategies: Distributive Bargaining, Integrative Bargaining, Attitudinal Bargaining, Intra- organizational Bargaining; The Process of Collective Bargaining; Bargaining Impasse, Mediation and Strikes; Guidelines for Effective Collective Bargaining.

Unit 6: Workers' Participation in Management

Concept and Importance of Workers' Participation in Management (WPM); Forms of WPM; Essentials for Effective WPM; WPM in India.

Unit 7: Industrial Health

Concept; Importance of Industrial Health and Safety; Occupational Hazards and Diseases; Protection against Hazards; Statutory Provisions concerning Health in India.

Unit 8: The Trade Union Act, 1926

Concept and Need of Trade Union; Types of Trade Union; Registration of Trade Union; Duties and Liabilities of Trade Union; Rights and Privileges of Registered Trade Union; Problems of Trade Unions in India.

Unit 9: The Industrial Disputes Act, 1947

Scope; Important Definitions; Authorities under the Act; Reference to Arbitration; Award and Settlement.

Unit 10: The Payment of Wages Act, 1936

Scope; Important Definitions; Responsibility of Payment of Wages; Time and Mode of Payment; Authorised Deductions; Illegal Deductions.

Unit 11: The Factories Act, 1948

Scope; Important Definitions; Provisions regarding Health, Safety and Welfare of Workers; Employment of Women and Young Person.

Unit 12: The Employees' Compensation Act, 1923

Scope; Important Definitions; Rules regarding Employees' Compensation;

Unit 13: The Payment of Bonus Act, 1956

Scope; Important Definitions; Allocable and Available Surplus; Eligibility of Bonus; Payment of Minimum and Maximum Bonus; Deduction

from Bonus.

Unit 14: Industrial Employment (Standing Orders) Act, 1946

Introduction, Objects and Application of the Act; Submission of Draft Standing Orders; Certification of Standing Orders; Appeals; Date of Operation of Standing Orders; Certification Officer and Appellate Authority; Penalties.

Unit 15: International Labour Organization

Objectives and Structure of ILO; Impact of ILO; ILO Recommendations.

Suggested Reading

Malik, P. L. (2018). Handbook of Labour and Industrial Law. Lucknow, Uttar Pradesh: Eastern Book Company.

Monappa, A., Nambudiri, R., & Selvaraj, P. (2012). Industrial Relations and Labour Laws. New Delhi: Tata McGraw Hill Education.

Padhi, P. K. (2012). Industrial Relations and Labour Law. New Delhi: PHI Learning. Sharma, J. P. (2018). Simplified Approach to Labour Laws.

Bhilai, Chhattisgarh: Bharat Law House. Srivastava, S. C. (2012).

Industrial Relations and Labour Laws. New Delhi: Vikas Publishing House.

Venkataratnam, C. S., & Dhal, M. (2017). Industrial Relations. 2nd Edition. Delhi: OUP India.

Note: Learners are advised to use latest edition of text book

Course Code DSC 20: Cost Accounting

Objective: The course aims to develop basic understanding among the learners about the different cost concepts and the different methods of cost determination. The course discusses the different methods for material control as well as wage payments.

Learning Outcomes: After completion of the course, learners will be able to

- 1:** determine the different elements of costs;
- 2:** determine cost under process costing, job costing;
- 3:** Determine the basis of apportionment of overheads;
- 4:** apply the techniques of material control;
- 5:** apply the methods for reordering of stocks;
- 6:** understand different methods of wage payments.

Unit 1: Introduction to Cost Accounting

Meaning, Objectives, Functions and Scope of Cost Accounting; Evolution of Cost Accounting; Costing as an Aid to Management; Relationship between Cost Accounting and Management Accounting; Advantages and Limitations of Cost Accounting; Installation of Costing System; Role of Cost Accountant.

Unit 2: Elements of Cost

Concept of Cost; Elements of Cost; Meaning of Cost Unit and Cost Centre; Procedure of Linking Costs with Cost Centres and Cost Unit; Cost Sheet: Meaning, Advantages and Preparation of Cost Sheet; Methods of Finding Cost.

Unit 3: Material Control

Meaning of Material; Meaning of Material Control, Objectives, Essentials and Advantages of Material Control; Functions and Techniques of Material Control.

Unit 4 Material Purchase and Store Keeping

- a) Introduction; Purchase Requisition; Receiving and Inspecting of Materials.
- b) The Store keeper; Requisition for Store; Reordering Level; Minimum level; Maximum Level; Bin Card; Store Ledger; Perpetual Inventory System; ABC Analysis.

Unit 5: Material Cost

Issue of Materials and Material Requisition; Return of Empties; Methods of Valuing Materials; Valuation of Stores.

Unit 6: Material Loss

Introduction; Material Losses; Wastage; Scrape; Defective.

Unit 7: Labour Cost

Introduction; Labour Turnover: Meaning, Causes, Effects; Measures of Control; Methods of Time Keeping, Idle time, Over Time.

Unit 8: Labour Remuneration and Incentives

Meaning of Remuneration and Incentives; Features of Good Wage System; Methods of Wage payments: Time Wage System, Piece Rate System, Premium and Bonus Plan; Halsey Premium Plan, Rown Plan; Taylor's Differential Plan; Incentive System; Requisites of a Good Incentive Plan.

Unit 9: Overheads

Meaning, Classification and Collection of Overheads; Allocation and Apportionment of Overheads; Basis of Apportionment.

Unit 10: Overhead Absorption

Absorption of Overheads; Methods of Absorption of Overheads; Over and Under Absorption of Overheads.

Unit 11: Administration, Selling and Distribution of Overheads

Introduction; Administration Overheads: Accounting and Control; Distribution and Absorption of Selling and Distribution Overheads.

Unit 12: Process Costing

Introduction; General Principles; Process Losses; Wastage Scrape; Normal Loss; Abnormal Loss and Abnormal Gain; Ascertainment of Cost under Process Costing System.

Unit 13: Standard Costing

Introduction; Preliminaries to the Establishment of Standard Cost; Variance Analysis; Material Labour and Overhead; Advantages and Disadvantages of Standard Costing; Standard Costing Vs BudgetaryControl.

Unit 14: Job Costing

Introduction; Procedure for Job Costing Accounting; Advantages and Limitations of Job Costing; Reports in Job Costing System.

Unit 15: Book Keeping in Cost Accounting

Cost Accounting Records, Ledgers and Cost Statements; Items excluded from Cost and Normal and abnormal items/cost; Integral accounts; Reconciliation of cost accounting records with financial accounts.

Suggested Reading

Banarjee, B. (2014). Cost Accounting – Theory and Practice. New Delhi: PHI Learning Pvt. Ltd.

Kishor, R. M. (2019). Taxman's Cost Accounting. New Delhi: Taxmann Publication Pvt. Ltd.

Lal, J., & Srivastava, S. (2013). Cost Accounting. New Delhi: McGraw Hill Publishing Co.

Mowen, M. M., & Hansen, D. R. (2005). Cost Management. Stanford: Thomson.

Note: Learners are advised to use latest edition of text book

Course Code (Minor 8): Advertising and Sales Promotion

Objective: This course acquaints the learners with the basic concepts of advertising and sales promotion. This course focuses on advertising ethics and the different sales promotion schemes.

Learning Outcomes: After completion of the course, learners will be able to

- 1:** analyse the advantages and disadvantages of various advertising media;
- 2:** prepare advertising budget;
- 3:** frame advertising strategy focusing on rural market;
- 4:** understand the role of ethics in advertising;
- 5:** design different sales promotion schemes;
- 6:** discuss the advantages and disadvantages of personal selling.

Unit 1: Introduction

Meaning, Features, Importance of Advertising; Advertising as a tool of Communication; Types of Advertising.

Unit 2: Media Decisions

Concept of Advertising media; types of Advertising Media; Factors influencing Media Choice; Media Selection; Media Scheduling.

Unit 3: Message Development

Advertising Appeals; Advertising Copy and Elements, Preparing ads for different media.

Unit 4: Advertising Budget

Concept; Factors influencing Advertising Budget; Budgeting Methods

Unit 5: Measuring Advertising Effectiveness

Evaluating Communication and Sales Effects; Pre- and Post-testing techniques;

Unit 6: Advertising Agency

Concept of Advertising Agency; Importance; Role, Types and Selection of Advertising Agency.

Unit 7: Rural Advertising

Fundamentals of Rural Market; Understanding Rural Consumers; Marketing and Advertising in Rural Market; Media Selection in Rural Advertising.

Unit 8: Ethics in Advertising

Introduction; Perceived Role of Advertising; The Advertising Standards Council of India; Forms of Ethical Violation; Misleading Advertising; Advertising to Children, Product Endorsement, Cultural, Religious and Racial Sensitivity in Advertising; Obscenity in Advertising.

Unit 9: Sales Promotion

Concept; Importance; Advantages and Limitations of Sales Promotion; Kinds of Sales Promotion: Consumer Sales Promotion, Dealer Sales Promotion, Sales Force Promotion.

Unit 10: Sales Promotion Schemes

Sampling, Coupon, Price Off, Premium Plan, Consumer Contest and Sweeps Takes. POPM Display, Demonstration, Trade Fair and Exhibition, Sales Promotion Technique and Sales Force.

Unit 11: Personal Selling

Nature and Importance of Personal Selling; Functions of Personal Selling; Personnel Selling as a Career.

Unit 12: Salesmanship

Buyer- Seller Relationship; Product Knowledge; Customer Knowledge -

Buying Motives and Selling Points.

Unit 13: Approach and Presentation

Methods of Approaching a Customer; Presentation Process and Styles; Presentation Planning.

Unit 14: Objection Handling

Types of Objections; Handling Consumer Objections.

Unit 15: Closing Sales and Follow Up

Methods of Closing Sale; Executing Sales Order- Follow Up, Importance and Process.

Suggested Reading

Belch, G. E., Belch, M. A., & Purani, K. (2009). Advertising and Promotion: An Integrated Marketing Communications Perspective. McGraw Hill Education.

Buskirk, R. A. B. D., Buskirk, F. A. R. (1988). Selling: Principles and Practices. New York: McGraw Hill Education.

Castleberry, S. B., & Tanner, J. F. (2013). Selling: Building Relationships. New York: McGraw Hill Education.

Futrell, C. (2013). Fundamentals of Selling. New York: McGraw Hill Education.

Shah, K., & D'Souza, A. (2008). Advertising and Promotions: An IMC Perspective. New Delhi: Tata McGraw Hill Publishing Company Limited.

Sharma, K. (2018). Advertising: Planning and Decision Making. New Delhi: Taxmann Publication.

Note: Learners are advised to use latest edition of text book

Project Work/ Dissertation

A. PROJECT FORMULATION

The Project work constitutes a major component in most professional programmes. It needs to be carried out with due care, and should be executed with deep involvement by the learners. The project work is not only a partial fulfilment of the programme requirements, but also provides a mechanism to demonstrate your skills, abilities and specialisation.

OBJECTIVES

The overall objective of the project is to help the student develop the ability to apply theoretical and practical tools/techniques to solve real life problems related to industry, academic institutions and research laboratories. After the completion of this project work, the learner should be able to:

- Complete a problem definition.
- Evaluate a problem definition.
- Determine how to collect information to determine requirements.
- Work on data collection methods for fact-finding.
- Documentation requirements
- Be able to prepare and evaluate a final report.
- Develop of the ability to communicate effectively.

B. Type of the Project

The majority of the students are expected to work on a real-life project preferably in some industry/ Research and Development Laboratories/Educational Institution/ Local Community. Learners are encouraged to work in the areas closely associated with their programme of study. The learner can formulate a project problem with the help of her/his Guide and submit the project proposal of the same.

C. Eligibility criteria of a Project Guide

1. A person having required qualification and/or sufficient experience in the area of the learner wants to undertake the project.
2. PhD / M.Com./MBA

D. Steps involved in the project work

The complete project work should be done by the learner only. The role of guide should be about guidance wherever any problem encounters during project. The following are the major steps involved in the project, which may help you to determine the milestones and regulate the scheduling of the project:

- Select a topic and a suitable guide.
- Prepare the project proposal in consultation with the project guide.

- Submit the project proposal along with the necessary documents to the Coordinator of the studycentre.
- Receipt of the project approval from the Coordinator of the studycentre.
- Carry out the project-work.
- Prepare the project report.
- Submit the project report to the Coordinator of the studycentre
- Appear for the viva-voce as per the intimation by the Coordinator of the studycentre.

E. Resubmission of the project proposal in case of non-approval

In case of non-approval, the suggestions for reformulating the project will be communicated to the learner. The revised project synopsis along with a new proforma, should be re-submitted along with a copy of the earlier synopsis and non-approval project proposal proforma in the next slot. The revised project proposal should be sent along with the original copy/ photocopy of the non-approved proforma of the earlier submitted proposal.

F. Project Proposal Formulation

- The project proposal should be prepared in consultation with project guide. The project proposal should clearly state the project objectives and the environment of the proposed project to be undertaken. The project proposal should contain complete details in the following form:
 - Proforma for Approval of Project Proposal duly filled and signed by both the learner and the Project Guide with date.
 - Bio-data of the project guide with her/his signature and date.
 - Synopsis of the project proposal (2-3 pages) covering the following aspects:
 - (i) Title of the Project
 - (ii) Introduction and Objectives of the Project
 - (iii) Methodology
 - (iv) Project Planning and Scheduling
 - (v) Data collection and analysis
 - (vi) Results and Discussions
 - (vii) Conclusions
 - (viii) Future scope and further enhancement of the project
 - (ix) Reference Violation of the project guidelines will lead to the rejection of the project at any stage.

G. ASSESSMENT GUIDELINES FOR PROJECT EVALUATION

Each component of the project work and the viva voce carries its own weightage, so the learner needs to concentrate on all the sections given in the project report formulation.

Project Evaluation

The Project Report is evaluated for 100 marks and the viva-voce is for 50 marks. Viva- voce is compulsory and forms part of evaluation. A learner in order to be declared successful in the project must secure **40% marks in each component (i) Project Evaluation and (ii) Viva-voce**. Pass in both the components is compulsory. If a learner submitted the project report as per the schedule and fails to attend viva, her/his Project will remain incomplete and should contact the Coordinator of the study centre.

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Annexure III
Course wise Faculty allotment of B. Com. Programme

Semester	Title of the Course	School	Discipline	Faculty/Course Coordinator
1	DSC 1 Business Organisation and Business Ethics	MDSM	Commerce	Devajeet Goswami
2	DSC 2 Financial Accounting	MDSM	Commerce	Dipankar Malakar
3	DSC 3 Management Principles and Application (4)	MDSM	Management	Smritishikha Choudhury
	DSC 4 Indian Financial System	MDSM	Commerce	Gobinda Deka
4	DSC 5 Corporate Accounting	MDSM	Commerce	Dipankar Malakar
	DSC 6 Business Regulatory Framework (4)	MDSM	Commerce	Gobinda Deka
	DSC 7 Fundamentals of Financial Management	MDSM	Commerce	Gobinda Deka
5	DSC 8 Business Statistics	HBST	Mathematics	Harekrishna Deka
	DSC 9 Management Accounting	MDSM	Commerce	Devajeet Goswami
	DSC 10 Business Economics	SKBSS	Economics	Utpal Deka
	DSC 11 Company Law	MDSM	Commerce	Dipankar Malakar
6	DSC 12 Modern Banking	MDSM	Commerce	Devajeet Goswami
	DSC 13 Marketing Management	MDSM	Management	Smritishikha Choudhury
	DSC 14 Taxation	MDSM	Commerce	Dipankar Malakar
	DSC 15 Human Resource Management	MDSM	Management	Chayanika Senapati
7	DSC 16 Organisational Behaviour	MDSM	Commerce	Devajeet Goswami
	DSC 17	MDSM	Commerce	Gobinda Deka

	International Trade and Business			
	DSC 18 Auditing	MDSM	Commerce	Dipankar Malakar
8	DSC 19 Industrial Relations and Labour Laws	MDSM	Commerce	Devajeet Goswami
	DSC 20 Cost Accounting (4)	MDSM	COM	Dipankar Malakar

Annexure IV

Common Basket of Interdisciplinary Courses (IDC), Ability Enhancement Courses (AECs), Value Added Courses (VACs) and Skill Enhancement Courses (SECs)

Along with Detailed Syllabus

List of Courses Semester-wise

Semester	Course Type	Course Name
I	IDC (any one course needs to be selected from the basket)	101 Functional Assamese* <i>(open to all except those with Assamese as major or minor)</i>
		102 Reading and Writing Skills*
		103 Media Studies*
		104 Distance Education <i>(open to all except those with Education and Sociology as major or minor)</i>
		105 Constitution of India <i>(open to all except those with Political Science as major or minor)</i>
		106 Economy of the North East India <i>(open to all except those with Economics as major or minor)</i>
		107 Understanding Indian Society <i>(open to all except those with Sociology as major or minor)</i>
		108 Introduction to Indian History <i>(open to all except those with History as major or minor)</i>
	AEC	101 General English*
	VAC	101 Environmental Studies and Disaster Management*
	SEC (any one Course only)	101 Office Management*
		102 Organic Farming*
		103 Introduction to Geo-informatics*
II	IDC (any one course needs to be selected from the basket)	201 Select Assamese Literary Texts*
		202 General Principles of Writing*
		203 Environmental Education <i>(open to all except those with Education as major or minor)</i>
		204 Issues in Development Communication*
		205 Perspectives on Indian Economy <i>(open to all except those with Economics as major or minor)</i>
		206 Introduction to Ethics <i>(open to all except those with Philosophy as major or minor)</i>
		207 Understanding Social Problems <i>(open to all except those with Sociology as major or minor)</i>
		208 Introduction to History of Assam <i>(open to all except those with History as major or minor)</i>
	AEC (any one Course only)	201 MIL Assamese*
		202 Alternative English*
		203 MIL Bengali*
		204 MIL Hindi*
		205 MIL Bodo*
VAC	201 Introduction to Yoga*	

	SEC (any one Course only)	201 Tea Cultivation and Management* 202 Electricity and Electrical Wiring*	
III	IDC (any one Course needs to be selected from the basket)	301 English for Professional Studies* 302 Economics of Education* <i>(open to all except those with Education as major or minor)</i>	
		303 Business Communication and Media Management* 304 Understanding North East India <i>(open to all except those with Sociology s as major or minor)</i>	
		305 Rural Development in India <i>(open to all except those with Economics as major or minor)</i>	
		306 Essentials of Indian Philosophy <i>(open to all except those with Philosophy as major or minor)</i>	
		AEC	301 Life Skills*
		SEC	301 Cyber Security*
	IV	AEC (any one Course only)	401 Studies of Assamese Culture* <i>(open to all except those with Assamese as major or minor)</i> 402 Spoken English* 403 English for Media Studies*
VII	SEC	701 Research Methodology	

*Note: All Courses marked by * are open to all irrespective of Choices of Major and Minor Subjects*

Detailed Syllabi of Interdisciplinary Courses (IDCs)

IDC 101 Functional Assamese

Course Objective:

After going through this course, a learner will be able to:

- Achieve a clear view of the Assamese Grammar.
- Familiar with the writing style of Assamese language.

Course Outcomes:

- Develop the ability to write in the Assamese language.
- Make use of Assamese grammar and style of writing.

Syllabus

- অধ্যায় ১ :** **অসমীয়া ভাষাৰ ব্যাকৰণৰ কেইটামান বিশেষ দিশ —১**
আখৰ, ধ্বনি আৰু বৰ্ণ/আখৰ, বৰ্ণ আৰু ধ্বনিৰ সম্পৰ্ক, অসমীয়া ধ্বনি, উপধ্বনি আৰু তাৰ শ্ৰেণীবিভাজন, বিশিষ্ট ধ্বনি বা বৰ্ণ: বিশিষ্ট স্বৰধ্বনি, বিশিষ্ট ব্যঞ্জনধ্বনি
- অধ্যায় ২ :** **অসমীয়া ভাষাৰ ব্যাকৰণৰ কেইটামান বিশেষ দিশ —২**
চন্দ্রবিন্দুৰ ব্যৱহাৰ, গত্ববিধি আৰু ষত্ববিধি, যতিচিহ্ন
- অধ্যায় ৩:** **অসমীয়া ভাষাৰ বিভক্তি আৰু প্ৰত্যয়**
বিভক্তি আৰু প্ৰত্যয়, অসমীয়া ভাষাৰ বিভক্তিৰ শ্ৰেণী বিভাগ: শব্দ বিভক্তি বা কাৰক বিভক্তি, পুৰুষবাচক সন্থকবাচক বিভক্তি, ক্ৰিয়া বিভক্তি. অসমীয়া ভাষাৰ প্ৰত্যয়ৰ শ্ৰেণী বিভাগ: কৃৎ প্ৰত্যয় আৰু তদ্ধিৎ প্ৰত্যয়, নিৰ্দিষ্টতাবাচক প্ৰত্যয়
- অধ্যায় ৪ :** **অসমীয়া ভাষাৰ বাক্যৰীতি**
বাক্যৰীতিৰ সংজ্ঞা, বাক্যৰ শ্ৰেণী বিভাজন, উদ্দেশ্য আৰু বিধেয়, বাক্য, উক্তি, বাক্যত পদৰ ক্ৰম
- অধ্যায় ৫:** **অসমীয়া ভাষাৰ পদ**
পদ, পদৰ শ্ৰেণী বিভাজন: সব্যয় আৰু অব্যয়, বিশেষ্য, বিশেষণ, সৰ্বনাম, ক্ৰিয়া
- অধ্যায় ৬:** **অসমীয়া ভাষাৰ সন্ধি, সমাস, বচন আৰু লিংগ**
সন্ধি, সমাস, বচন, লিংগ
- অধ্যায় ৭:** **জতুৱা ঠাঁচ আৰু খণ্ডবাক্য**
জতুৱা ঠাঁচ আৰু খণ্ডবাক্যৰ সংজ্ঞা, অসমীয়া জতুৱা ঠাঁচ আৰু খণ্ডবাক্যৰ প্ৰয়োগ আৰু অৰ্থ
- অধ্যায় ৮ :** **শব্দৰ ভুল প্ৰয়োগ, সমোচ্ছাৰিত শব্দ, সমার্থক শব্দ, বিপৰীত শব্দ, বাক-সংহতি**
শব্দৰ ভুল প্ৰয়োগ, সমোচ্ছাৰিত শব্দ, সমার্থক শব্দ, বিপৰীত শব্দ, বাক-সংহতি
- অধ্যায় ৯ :** **সাম্প্ৰতিক দৈনন্দিন জীৱনত ব্যৱহৃত অসমীয়া ভাষা**

দৈনন্দিন জীৱনত ব্যৱহৃত অসমীয়া ভাষা – শব্দৰ ভুল প্ৰয়োগ, এফ এম তথা ভিন ভিন দৃশ্য-শ্ৰাব্য মাধ্যমৰ অসমীয়া ভাষা, নিৰ্দিষ্টতা বাচক প্ৰত্যয়, কাৰক আদিৰ পৰিহাৰ

অধ্যায় ১০ :

প্ৰবন্ধ লিখন, সমীক্ষালিখন আৰু পৰিভাষাৰ প্ৰাথমিক ধাৰণা

প্ৰবন্ধৰ সংজ্ঞা, অৰ্থ আৰু ইতিহাস, লিখন পদ্ধতি – গুৰুত্ব দিবলগীয়া কিছু দিশ, সমীক্ষাৰ সংজ্ঞা, অৰ্থ আৰু ইতিহাস, লিখন পদ্ধতি, বিভিন্ন প্ৰকাৰৰ সমীক্ষা, পৰিভাষাৰ সাধাৰণ পৰিচয়

অধ্যায় ১১ :

চিঠি, আবেদন পত্ৰ, কাৰ্যালয়ৰ টোকা প্ৰস্তুত আৰু সভাৰ কাৰ্যক্ৰমণিকা লিখন

চিঠিৰ বিভাগ আৰু লিখন পদ্ধতি, আবেদন পত্ৰৰ ভাগসমূহ, লিখন পদ্ধতি, কাৰ্যালয়ৰ টোকা প্ৰস্তুতিৰ পদ্ধতি, সভাৰ কাৰ্যক্ৰমণিকা লিখন

Reading List

Bora Satyanath (1998). *Bohol Byakoron*. Guwahati.

Deka, Dharma Singha (2018). *Rachana Bichitra*. Guwahati: Asom Book Depot.

Goswami, Upendranath (1997). *Axamiya Bhasar Byakoron*. Guwahati: Moni-Manik Prakash

Goswami, Golokchandra (1996). *Axamiya Bornopokash*. Guwahati: Bina Library

Anker.S(1998). *Real Writing*. Boston: Bedford Books

Misra.P.S.(2009). *An Introduction to Stylistics: Theory and Practice*. New Delhi: Orient Black Swan

Puri, Manohar (2006). *Art of Editing*. New Delhi: Pragun Publications.

IDC 102 Reading and Writing Skills

Learning Objectives

The objectives of the course are to:

- develop reading and writing skills
- provide an idea on the methods and techniques of good reading skills
- provide a detailed study on various aspects and types of writing skills
- enhance the learner's communication skills
- equip the learner with a sound knowledge and good practice of these skills in their practical life

Learning Outcomes

After going through the course, the learner will be able to:

- enhance reading and writing skills
- discuss the methods and techniques of good reading skills
- study the various aspects and types of writing skills in a detailed manner
- enhance the learner's communication skills as it would help in real life contexts and situations
- develop knowledge of different literary forms and their stylistic variations

UNIT 1: SOME CONCEPTS IN READING

Introduction, the Skills of Reading, Reading a Text, The Reading Process, Key Words

UNIT 2: READING A STORY

Introduction, Pre-reading Activities, While Reading a Story, Post-reading Activities

UNIT 3: READING A POEM

Introduction, Pre-reading Activities, Reading the Poem, Post-reading Activities

UNIT 4: READING A PROSE TEXT

Introduction, Pre-reading Activities, While Reading a Prose Text, Post-reading Activities

UNIT 5: READING A PLAY

Introduction, Pre-reading Activities, Reading the Play, Post-reading Activities

UNIT 6: SOME CONCEPTS IN READING I

Introduction, Features of Good Writing: Cohesion

UNIT 7: SOME CONCEPTS IN WRITING II

Introduction, Coherence, Punctuation

UNIT 8: PRÉCIS WRITING

Introduction, Techniques of Faster Reading, Writing a Good Précis, Language Work, Worked out Examples

UNIT 9: REPORT WRITING

Introduction, Language and Style of Reporting, Headlines, Writing a Report

UNIT 10: WRITING FORMAL LETTERS AND FIR WRITING

Introduction, the Structure of a Letter, A Format of FIR

UNIT 11: COMMUNICATION SKILLS

Introduction, What is Communication? Listening Skill, Speaking Skill, Soft Skill, Face-to-Face Oral Communication, Oral Communication and Soft skills, Non-verbal Communication, Telephone

Communication, Formal & Informal Telephone Communication, Non- verbal Communication, Cutting in a Long-winded Speech, Analysing Soft Skills, Assertiveness, Social Graces

Reading List

Bishop, Wendy. (1992). *Working Words: The Process of Creative Writing*. California: Mayfield Publishing Company

Burroway, Janet. (1992). *Writing Fiction: A Guide to Narrative Craft*. New York: Harper Collins

Drabble, Margaret. Ed. (2008). *The Oxford Companion to English Literature*. Sixth Edition.

Hudspn, William Henry. (1995). *An Introduction to the Study of Literature*. New Delhi: Kalyani Publishers.

Kirszner, Laurie and Stephen Mandall. (2004). *Literature: Reading, Reacting, Writing*. Fifth Edition. Canada: Thomas Wadsworth

Scholes, Robert and Nancy R. Combey et al. (eds.) (1997). *Elements of Literature*. Fourth Edition. New York: Oxford University Press.

IDC 103 Media Studies

Course Objectives

- To provide an overview of the different types of mass media
- To acquaint learners with the functional process of the media industry
- To provide ground for analyzing the usefulness of different media forms in the society

Course Outcomes

On completion of this course, the learners will be able to

- describe the various forms of media and their functionality
- critically analyze the media forms and their role in society
- examine how the media industry and media content shape our views

Syllabus

UNIT 1: THE MASS MEDIA

Media of Mass Communication, Characteristics of different mass media, Audience, Reach and Access, Role of media, Creating public opinion, Agenda-setting role

UNIT 2: DEVELOPMENT OF MASS MEDIA

Early Communication systems in India, Role of media in India, Freedom struggle and the role of media, Pre-independence era of mass media, Development of Mass Media in the Post Independence Era – Press, Television, Radio, Films, Advertising, Public Relations

UNIT 3: TRADITIONAL FOLK MEDIA

Traditional Folk Media, Advantages of Traditional Folk Media, Folk Media Reflects Social Changes, Traditional Folk Media as Development Media

UNIT 4: PRINT MEDIA

Print media – an introduction, Types of Print Media, Relevance and importance of Print Media — Problems and prospects, History of newspaper - World scenario, Indian scenario, Newspaper categories and formats

UNIT 5: AUDIO MEDIA - RADIO

What is audio media?, Audio media vs print media vs audio-visual media, Radio Contents, Classification of programmes, Various radio programmes, Assamese programmes on radio, The elementary knowledge of radio productions

UNIT 6: VISUAL MEDIA: PHOTOGRAPHY

Concept of Photography, Photography – Basic Idea, Beginning of Photography, Still photography, Technical concepts of Photography, Types of Camera, Types, Parts of a still camera, Movie Camera, Shots and Camera Movements- Shot, Camera Movement

UNIT 7: PHOTOJOURNALISM

Concept of photojournalism, Basics of photojournalism, Photo feature or Photo essay, qualities of a photojournalist, ethics of photography, writing and editing captions

UNIT 8: AUDIO-VISUAL MEDIA: FILM

Film as a mass medium - Characteristics of film, Audience, Impact of film on audience, Film as an industry, Art and Commercial movie, Concept of film appreciation, Film in India- Regional film, Assamese film, A few important film makers of India, Central Board of Film Certification, Concept of documentaries

UNIT 9: AUDIO VISUAL MEDIA: TELEVISION

Introduction to Television, Brief History of Television in India, *Doordarshan*

UNIT 10: TELEVISION PROGRAMMES AND PRODUCTION

Television programmes – new items, current affairs programme, Television production, Writing for television

UNIT 11: INTRODUCTION TO NEW MEDIA

Concept of new media- Definition, Difference between conventional media and new media, Characteristics of new media, Most common vehicles of new media

UNIT 12: REPORTING FOR MEDIA

Concept of Reporting, The News Reporter- Qualities, Responsibilities, Basic facts about reporting

UNIT 13: MEDIA CONVERGENCE

Convergence – an introduction, Relevance of convergence in the present circumstances, Impact of convergence on conventional forms of media

UNIT 14: WRITING FOR RADIO PROGRAMME (PRACTICAL BASED)

Prepare a detailed report for the preparation of a radio programme in the programme format of your choice, based on a minor research, as instructed in the unit.

UNIT 15: FILM REVIEW (PRACTICAL BASED UNIT)

Film review is a great way of analyzing a film by way of expressing your opinion of a movie. In this unit, learners will be required to submit a report on film reviews of any two films of their own choice. One film should be any English language film and the other should be either a mainstream Hindi film or any regional language

Reading List

- Aggarwal, Vir Bala, V.S Gupta (2002) Handbook of Journalism and Mass Communication. New Delhi: Concept Publishing Company
- Narula, Uma. (2006) Communication Models. New Delhi: Atlantic Publishers & Distributors.
- Desai, Amit (2003) Journalism and Mass Communication. New Delhi : Reference Press
- Hodgkinson, Paul (2011), Media, Culture and Society, Sage Publications, New Delhi

IDC 104 Distance Education

Course Objectives

- To orient the learners with the nature and need of Distance Education in the present day Indian society.
- To provide the exposure to the learners to different kinds of Information and Communication Technologies (ICT) and apprise them with their use in teaching-learning process.
- To help the learners understand various modes of student support service (SSS) and develop their skills to manage such services for various kinds of programmes through Distance Education.

Course Outcomes

After going through this course, the graduates will be able to:

- acquire knowledge and understanding on the current field of education, particularly distance education
- develop the basic understanding on the emerging issues of open and distance education
- gather the procedural knowledge which are required for performing multidisciplinary and skill based programmes in the 21st century
- apply the acquired specialized technical or theoretical knowledge, cognitive and practical skills in the practical field of life
- employ the right approach to generate solutions to problems related to various approaches of modern higher education.
- acquire the cognitive and technical skills for performing and accomplishing complex tasks relating to the subject on education and other interdisciplinary courses

Syllabus

UNIT 1: DISTANCE EDUCATION

Growth of distance education, distance education in India

UNIT 2: LEARNER-SUPPORT SERVICE

Role of study centre, counselling classes, self-learning materials, different audio-visual aids and other electronic devices

UNIT 3: SELF LEARNING MATERIAL

Need of Self Study Materials in distance education, designing and preparing self-learning material, Planning and development of Study materials, modification and up-gradation of Study Materials.

UNIT 4: STUDY SKILLS

Study skills in distance education, strategies for developing study skills

UNIT 5: CURRICULUM

Concept, curriculum development process-major approaches

UNIT 6: CURRICULUM AND EVALUATION

Need for curriculum evaluation, aspects of curriculum evaluation

UNIT 7: ROLE OF DISTANCE EDUCATION

Distance education for rural development, Distance education for women empowerment

UNIT 8: QUALITY ASSURANCE IN DISTANCE EDUCATION

Quality enhancement, monitoring, feedback and evaluation

UNIT 9: ASSESSMENT IN DISTANCE EDUCATION

An overview on assessment, purposes of assessment, assessment in open and distance learning

UNIT 10: INTERVENTION STRATEGIES

Information and communication technologies and their application in distance education.

UNIT 11: NEW INTERVENTIONS IN OPEN AND DISTANCE LEARNING

MOOCs and Open Educational Resources and its application for opening knowledge movement in India

Reading List

Aggarwal, D.D. Future of Distance Education, Sarup & Sons, New Delhi, 2007

Bansal, Aarti: Distance Education in 21st Century, Sublime Publications, Jaipur, 2004

Rao, V.K.: Distance Education, APH Publishing Corporation, New Delhi, 2007

Siddiqui, Mujibul Hasan: Distance Education, Theory and Research, A.P.H. Publishing Corporation, Ansari Road, New Delhi, 2007

Shardindu: Open and Dual Mode University System in India, Vani Prakasan, New Delhi, 2008

IDC 105 Constitution of India

Course Objectives

The course aims to providing learner

- An understanding of the background and process of making of the Constitution of India
- An awareness about the core values of principles underlying the Constitution of India
- An account of basic constitutional provisions and framework of governments' operation in service of the people of the country
- A sense of duties and responsibilities of as a citizen of the country

Course Outcomes

After completing the course, a learner will be able to

- Understand and appreciate the background, context and process of making of the Indian Constitution
- Appreciate and imbibe the core values and principles of the Constitution of India
- Act as a responsible citizen of the country performing her/his duties and responsibilities

Syllabus

UNIT 1: HISTORICAL BACKGROUND OF THE INDIAN CONSTITUTION

Constitutional Developments during the British Period: 1773 to 1947

UNIT 2: MAKING OF THE INDIAN CONSTITUTION

Formation of the Constituent Assembly, Drafting Committee, Adoption of the Constitution of India

UNIT 3: PHILOSOPHY AND IDEALS OF THE INDIAN CONSTITUTION

Philosophy and Ideals of the Indian Constitution: The Preamble of the Constitution of India; Sources of the Indian Constitution

UNIT 4: FEATURES OF THE INDIAN CONSTITUTION

Salient Features of the Indian Constitution

UNIT 5: FUNDAMENTAL RIGHTS AND FUNDAMENTAL DUTIES

Meaning, Historical Background, Nature, Importance, Categories of Fundamental Rights, Limitations of Fundamental Rights; Fundamental Duties: Background, Types and Significance of Fundamental Duties

UNIT 6: DIRECTIVE PRINCIPLES OF STATE POLICY

Meaning, Nature and Classification of Directive Principles of State Policy; Difference between Fundamental Rights and Directive Principles of State Policy

UNIT 7: RELATIONS BETWEEN FUNDAMENTAL RIGHTS AND DIRECTIVE PRINCIPLES

Relationship between Fundamental Rights and Directive Principles of State Policy

UNIT 8: GOVERNMENT AT THE UNION AND STATE LEVELS

Government at the Union level: The President of India, The Vice-President of India, The Union Council of Ministers, The Prime Minister; Government at the State level: The Governor, The State Council of Ministers and the Chief Minister

UNIT 9: THE PARLIAMENT OF INDIA AND THE STATE LEGISLATURE

Composition of the Parliament of India: The President, The Rajya Sabha, The Lok Sabha; Powers and Functions of the Parliament; Relation between the two Houses of the Parliament; Legislative

Procedure: Procedure for a Money Bill; The State Legislature: The Legislative Assembly or Vidhan Sabha, The Legislative Council or Vidhan Parishad

UNIT 10: JUDICIARY IN INDIA

Supreme Court and High Courts; The Supreme Court; The High Court: Subordinate Courts; Judicial Review, Judicial Activism and Independence of the Judiciary in India: Judicial Review, Judicial Activism, Independence of the Judiciary in India

UNIT 11: NATURE OF INDIAN FEDERALISM

Nature of Indian federalism: Federal features, Unitary or non-federal features; Centre-State Relations- Division of powers between the Union and State governments: Legislative Relations, Administrative Relations, Financial Relations; An estimate of Indian federalism

Reading List

- Basu, D. D. (2009). Introduction to the Constitution of India. New Delhi: Prentice Hall of India.
- Brass, Paul R. (1997). The Politics of India Since Independence. New Delhi: Cambridge University Press.
- Chander, Prakash (2000). Indian Government and Politics. New Delhi: Cosmos Bookhive Pvt. Ltd.
- Dev, B.J and Lahiri, D.K. (1985). Assam Muslims- Politics and Cohesion. Delhi: Mittal Publication.
- Ghai, K. K. (2007). Indian Government and Politics. New Delhi: Kalyani Publishers.
- Kapur, Anup Chand & Misra, K. K. (2006). Select Constitutions. New Delhi: S. Chand and Company.
- Kothari, Rajni. (2009). Politics in India. New Delhi: Orient BlackSwan Private Limited.
- Palanithurai, G. (2000). Grass-root Democracy in Indian Society. New Delhi: Concept Publishing Company.
- Pylee, M. V. (2006). Constitutional Government in India. New Delhi: S. Chand and Company.
- Singh Sisodia, Yatindra (2005). Functioning of Panchayati Raj System. Jaipur: Rawat Publication.
- Jayal, Niraja Gopal; Mehta Pratap, Bhanu (eds) (2010). Oxford Companion to Politics in India. New Delhi. Oxford University Press.

IDC 106 Economy of the North East India

Course Objectives

- To provide knowledge on different aspects of the Indian economy
- Help to analyse the service sector growth and recent important issues in the Indian economy

Course Outcomes

- This course will enable the learners to explain various important aspects of the Indian economy
- This course will also help the learners to analyse the different factors relating to the recent service sector growth and other important issues in the Indian economy

Syllabus

UNIT 1 : INDIAN ECONOMY: ITS BASIC CHARACTERISTICS, DEVELOPMENT AND GROWTH

Indian Economy in the pre-independence period, Characteristics of India as a developing economy; Emerging Issues of development in the Indian economy National Income: Trends, size and Composition

UNIT 2 : POPULATION AND HUMAN RESOURCES

Size, and growth of Population; Characteristics of the population: sex ratio, age composition, density, rural-urban ratio and occupational distribution. Indicators of Human Development: Life Expectancy, Infant Mortality and Literacy

UNIT 3: INFRASTRUCTURE IN THE INDIAN ECONOMY

Infrastructural Facilities in India: Energy, Power, Transport and Communication, Urban Infrastructure in India, Industrial Corridor and Smart Cities

UNIT 4: INDIAN AGRICULTURE & GREEN REVOLUTION

Role of agriculture in Indian economy; Nature of India's agriculture; Trends in Agricultural Production and Productivity; Factors Influencing Productivity; The new agricultural strategy and the Green Revolution; Impact of Green Revolution

UNIT 5: AGRICULTURAL FINANCE, RURAL CREDIT AND AGRICULTURAL MARKETING

Need for agricultural finance; Sources; Role of Rural co-operatives; commercial banks and Regional rural banks; Role of NABARD. Agricultural marketing: Concept and basic requirements; Limitations of agricultural marketing; Role of the Government in promoting agricultural marketing

UNIT 6: FOOD SECURITY AND PUBLIC DISTRIBUTION SYSTEM IN INDIA

Concept of Food Security; Salient Features of Food Security Act 2013, Public Distribution Systems and Its Impact on Poverty; Problems of the PDS and Suggestive Measures

UNIT 7: INDIAN INDUSTRY – DEVELOPMENTAL EXPERIENCE

Strategy of Industrial Development in India; Industrial Development since Independence; Problems of Industrialisation in India; Industrial Policy Resolution, 1956; New Industrial Policy, 1991; Recent Policy Reform Measures in Initiated in the Industrial Sector

UNIT 8: THE ROLE OF THE TERTIARY SECTOR IN THE INDIAN ECONOMY

Changing role of the Tertiary Sector in the Indian Economy; The Recent Growth of the IT and other service sectors; Major Issues in faced by the Service Sector and Suggestive Policy Measures

UNIT 9: UNORGANISED SECTOR, LABOUR PROBLEMS AND LABOUR POLICY

Unorganised Sector and India's Informal Economy; Size and Features; Major Issues; Suggestive Measures; Present Status of Agricultural Labours in India; Major Recommendations of the National

Commission on Rural Labour; Features of Industrial Labour; Trade Union Movement in India; Settlement of Industrial Disputes; Social Security Measures introduced for the welfare of the labours; Problems in the Labour Market and Suggestive Measures.

UNIT 10: PLANNING FOR DEVELOPMENT

Economic Planning in India; Overall Objectives of Economic Planning; Overall Achievements and Failures of Economic Planning; The Current Five Year Plan: Objectives and Targets Major Objectives, Targets and Achievements of the Last Five Year Plan; Critical Assessment.

UNIT 11: ECONOMIC REFORMS AND GLOBALISATION

Economic Crisis prior to 1991 Economic Reforms; New Economic Policy of 1991; Indian Economy since Economic Reforms

Reading List

- Agarwal, A.N. (2015): *Indian Economy: Problems of Development and Planning*, Ed., New Age International.
- Datt and Mahajan (2015): *Indian Economy*, 71st Ed., S. Chand & Co. Ltd.
- Dhingra, I. C. (2014): *Indian Economy: Environment and Policy*, Sultan Chand & Sons
- Kapila, U (2015): *Indian Economy: Performance and Policies*, 15th Edition, Academic Foundation.
- Misra and Puri (2016): *Indian Economy: Its Development Experience*, 31st Ed., Himalaya Publishing House.

IDC 107 Understanding Indian Society

Learning Objectives

This course intends to:

- enable the learners to understand about different types of Indian Society
- enable the learners to know about the major social institutions like Family, Marriage, Kinship, Caste, and Tribe of India
- enable the learners to know about the status of Women in India

Learning Outcomes

After going through this course, learners will be able to:

- Understand about different types of Indian Society
- know about the major social institutions like Family, Marriage, Kinship, Caste, and Tribe of India
- know about the status of Women in India

Syllabus

UNIT 1: INDIAN SOCIETY: UNITY IN DIVERSITY

Meaning and Definition of Society and Culture; Indian Society and Culture; Unity and Diversity: Meaning and Concept; Forms of Diversity in India: Geo-physical diversity, Racial diversity, Linguistic diversity, Religious diversity.

UNIT 2: TYPES OF INDIAN SOCIETY

Urban Society; Classification of Cities; Problems of Urban Society; Rural Society in India, Types of Indian Villages, Local Self-governance in the Rural Areas, Criticisms of local self-governance system; Tribal Society in India; Approaches towards tribal society, Significance of 5th and 6th schedule of the Indian Constitution

UNIT 3: MARRIAGES AND FAMILY IN INDIA

Family and marriage, Concepts, Types, Criteria of family formation; Some important dimensions of family: Household, Patriarchy, Gender division of labour

UNIT 4: KINSHIP SYSTEM

Meaning; Definition; Types; degree of Kinship Rules; Taboos; Kinship structure and pattern in the different geographical zones across India

UNIT 5: CASTE IN INDIA

Caste –Meaning and Characteristics; Jati and Varna; difference between Caste and Class; Jajmani system; Dominant Caste; Caste through the Ages; Administrative Interpretation of Caste: Scheduled Castes and their problems; Abolition of Untouchability

UNIT 6: CHANGING NATURE OF CASTE

Casteism – Meaning and causes; Relationship between Caste and Politics; Caste and Voting behaviour; Political Elite, Caste Mobilisation

UNIT 7: TRIBES IN INDIA

Tribe: Definition and Meaning; Characteristics; T.B. Naik's Characterisation of Tribe; Anthropological Convention; Constitution of India and Scheduled Tribes; Common Characteristics; Classification and Distribution of Tribes; British Policy towards the Tribes; Policy during the Post-Independence Period

UNIT 8: WOMEN IN INDIAN SOCIETY

Women in Ancient India: Vedic and Post – Vedic Periods; Buddhist period; Medieval Period; Reform Movements and Struggle for Independence; Gender Relation in different period; Women Empowerment.

UNIT 9: ECONOMY OF INDIAN SOCIETY

Economy and types of Economies; Traditional Economic system and its characteristics; Command Economic system and its characteristics; Market Economic system and its characteristics, Mixed Economic system and its characteristics; Indian Economy before Independence; Indian Economy Post Independence Period; New Economic Policies: Liberalization, Globalization, Privatization

UNIT 10: POLITICS IN INDIA

Evolution of Indian Political Structure; Indian Structure Post Independence; Society; Decentralisation of power; Political Elite; Political Parties; Emergence of Electoral System

UNIT 11: RURAL LIFE IN INDIA

Evolution of Indian Villages; Characteristics of Indian villages; Agrarian Societies: Agrarian Class Structure; Land Reforms and Changes: Land Reforms in post-independence period, Current Scenario of Land Reforms in India

Reading List

- Beteille, A., 1969, (ed.): Social Inequality: Selected Readings. Harmondsworth: Penguin Books.
Srinivas, M.N., 1962, Caste in Modern India and other essay. Bombay: Asia Publishing House.
Dumont, L., 1991, "Hierarchy Status and Power: The Caste System and its implications" in Dipankar Gupta (ed.), Social Stratification .Delhi: Oxford University Press..
Berreman, G. D., 1991, "The Brahmanical View of Caste" in Dipankar Gupta (ed.), Social Stratification. Delhi: Oxford University Press.

IDC 108 Introduction to Indian History

Course Objectives

- This course is an introductory course intending to introduce Indian history to the learners
- To give a brief idea about the different sources of Indian history
- To discuss important political events of Indian history throughout the ages

Course Outcomes

After completing this course

- Learners are expected to have a fair knowledge about the history of India
- Learners will be able to understand different sources of Indian history
- Learners will be able to analyse major political events of India from different historical perspectives

Syllabus

UNIT 1: INTRODUCTION TO HISTORY

What is History, Scope and Meaning of History, Relationship of History with other Social Sciences

UNIT 2: SOURCES OF ANCIENT INDIAN HISTORY

Literary Sources, Archaeological Sources, Foreign Sources

UNIT 3: EARLY INDIAN CIVILIZATIONS

Harappan Civilization, Vedic Civilization

UNIT 4: POLITICAL DEVELOPMENTS IN MEDIEVAL INDIA

The Delhi Sultanate, Advent of the Mughals and Second Afghan Empire

UNIT 5: SOCIETY, ECONOMY, RELIGION AND CULTURE IN MEDIEVAL INDIA

Social Condition, Economy, Bhakti Movement and Sufi Movement; Art, Architecture and Literature of the Sultanate Period, Social Condition in the Mughal Period, Economy in Mughal India, Religious Conditions during Mughal Rule, Cultural Activities under the Mughals

UNIT 6: ADVENT AND ESTABLISHMENT OF BRITISH RULE IN INDIA (UP TO 1857)

Foundation, Expansion and Consolidation of the British Empire, Constitutional and Administrative Changes, British Economic Policy, revolt of 1857

UNIT 7: SOCIO-RELIGIOUS MOVEMENTS

Causes of the Socio-Religious Movements, Socio-Religious Movements under Colonial rule, Movement for emancipation of Women

UNIT 8: EMERGENCE OF NATIONALISM AND FOUNDATION OF INC

Emergence of Organised Nationalism, Different Political Associations, Foundation of Indian National Congress, Uprising of different peasant and tribal Movements

UNIT 9: INDIAN NATIONAL MOVEMENT UP TO 1916

Partition of Bengal and Swadeshi Movement, Revolutionary National Movements

UNIT 10: INDIAN NATIONAL MOVEMENT FROM 1916 TO 1939

Rise of Gandhi and his Ideology, Non-Cooperation Movement, Khilafat Movement Civil Disobedience Movement and Government of India Act 1935

UNIT 11: INDIAN NATIONAL MOVEMENT FROM 1939 TO 1947

August Offer and Quit India Movement, Subhas Chandra Bose and Indian National Army

UNIT 12: PARTITION AND TRANSFER OF POWER

Post-War Development-Change in British Attitudes, Communal Policies and Partition

Reading List

Chandra, Satish. (1990). Medieval India, NCERT, New Delhi

Chandra, Sathish(2007) A History of Medieval India, Orient Black Swan, New Delhi

Chattopadhyaya, Brajadulal (2012). The Making of Early Medieval India, Second edition, Oxford Press, New Delhi

Jha, D.N. (1977), AncientIndia-An Introductory Outline, Peoples' Publishing House, New Delhi-110055

Kosambi, D.D. (2001): The cultural and Civilization of Ancient India in Historical Outline, Vikas Publishing House

IDC 201 Select Assamese Literary Texts

Course Objectives

After going through this course, a learner will be able to:

- Identify the accent of different literary genera of Assamese literary texts.
- Discuss the writing style of diverse Assamese literary texts.

Course Outcomes

After going through this course, a learner will be able to:

- Evaluate the history and trends of distinct Assamese literary genera.
- Formulate the trends of Assamese poetry, drama, novel, and prose since inscriptions.

Syllabus

অধ্যায় ১: অসমীয়া লোক কবিতা

অসমীয়া লোকগীত/লোক কবিতাৰ সাধাৰণ পৰিচয়, শ্ৰেণীবিভাজন. *প্ৰাণগোপাল*, *পাতিলামায়াৰেখেলা*: কামৰূপী লোকগীতৰ সাধাৰণ পৰিচয়, গীতটিৰ সাধাৰণ আলোচনা

অধ্যায় ২: শংকৰদেৱ: নন্দোৎসৱ

শংকৰদেৱ: *নন্দোৎসৱ* – মূলপাঠ: কবিপৰিচয়, কবিতাটিৰ মূলভাব, কবিতাটিৰ সাধাৰণ আলোচনা, শব্দার্থ

অধ্যায় ৩: ছাহমিলান: অধমেলইলোঁ, অধমেলঙঁ, আল্লাৰনাম

ছাহমিলান: অধমেলইলোঁ, অধমেলঙঁ, আল্লাৰনাম (জিকিৰ) – মূলপাঠ: কবিপৰিচয়, জিকিৰৰসাধাৰণপৰিচয়, কবিতাটি (জিকিৰ)ৰমূলভাব, কবিতাটি (জিকিৰ)ৰসাধাৰণআলোচনা, শব্দার্থ

অধ্যায় ৪: অম্বিকাগিৰীৰায়চৌধুৰী: গঢ়াকৰিমোকঝাড়ুদাৰ

অম্বিকাগিৰী ৰায়চৌধুৰী: গঢ়া কৰি মোক ঝাড়ুদাৰ – মূলপাঠ: কবিপৰিচয়, কবিতাটিৰ মূলভাব, কবিতাটিৰ সাধাৰণ আলোচনা

অধ্যায় ৫: হেমবৰুৱা: মমতাৰচিঠি

হেমবৰুৱা: মমতাৰচিঠি – মূলপাঠ: কবিপৰিচয়, কবিতাটিৰ সাধাৰণ আলোচনা

অধ্যায় ৬: লক্ষ্মীনাথবেজবৰুৱা: ভদৰী

লক্ষ্মীনাথ বেজবৰুৱা: ভদৰী – মূলপাঠ: জীৱন আৰু কৃতি, গল্পটিৰ সাধাৰণ আলোচনা

অধ্যায় ৭: যোগেশ দাস: পৃথিৱীৰ অসুখ

যোগেশ দাসৰ জীৱন আৰু কৃতি: যোগেশ দাসৰ গল্পৰ মূলসুৰ, পৃথিৱীৰ অসুখ: গল্পটোৰ বিষয়বস্তু আৰু সাধাৰণ আলোচনা, চুটিগল্প হিচাপে পৃথিৱীৰ অসুখ

অধ্যায় ৮: বাণীকান্ত কাকতি: সাহিত্যত কৰুণ ৰস

বাণীকান্ত কাকতিৰ জীৱন আৰু কৃতি: সাহিত্য সমালোচক হিচাপে বাণীকান্ত কাকতি, কাকতিৰ প্ৰবন্ধশৈলীৰ বৈশিষ্ট্য, সাহিত্যত কৰুণ ৰস: প্ৰবন্ধটোৰ বিষয়বস্তু, সাধাৰণ আলোচনা

অধ্যায় ৯: ৰজনীকান্ত বৰদলৈ: নিৰ্মলভকত — ১

ৰজনীকান্ত বৰদলৈৰ জীৱন আৰু কৃতি, নিৰ্মল ভকত উপন্যাসখনৰ সাধাৰণ আলোচনা

অধ্যায় ১০: বজনীকান্ত বৰদলৈ : নিমলভকত — ২
উপন্যাসখনৰ চৰিত্ৰ চিত্ৰণ, উপন্যাসখনৰ বৈশিষ্ট্যসমূহ

অধ্যায় ১১: শংকৰদেৱ – কালিদমন

অংকীয়ানাট: 'অংকীয়ানাট' শব্দ দুটাৰ তাৎপৰ্য আৰু ইয়াৰ উৎপত্তি, অংকীয়া নাট ৰচনাৰ কলা-কৌশল, অংকীয়া নাটৰ বৈশিষ্ট্য, নাট্যকাৰ শংকৰদেৱ, কালিদমন: নাটৰ মূল আৰু বিষয়বস্তু, সাধাৰণ আলোচনা, ৰসবিচাৰ

Reading List

- Bora, Mahendra (1976). *Ramanyasbaad*. Pathshala: Bani Prakash
Baruah, Prahlad Kumar (2005). *Asomia Chutigalpa Adhyayan*. Guwahati: Banalata.
Bharali, Sailen (2003). *Upanyas: Bichar Aru Bislekhn*. Guwahati: Chandra Prakash.
Deva Goswami, Keshavananda (1979). *Ankmala*. Guwahati: Banalata
Gogoi, Lila (1968). *Asomia Luka-Sahityar Ruprekha*. Golaghat: Nabin Pustak Bhandar.
Goswami, Trailukyanath (2006). *Adhunik Galpa Sahitya*. Guwahati: Bani Prakash Pvt Ltd.
Hazarika, Atulchandra (1988). *Manchalekha*. Guwahati: Lawyers Book Stall.
Kataki, Prafulla (1995). *Swarajuttor Axamiya Upanyas Samiksha*. Guwahati: Bina Library.
Pujari, Archana (Edited). (2000). *Axamiya Kobitar Bichar Bishlekhn*. Panbazar, Guwahati: Jyoti Prakashan
Sharma, Hemanta Kumar (1998). *Axamiya Lokagiti Sanchayan*. Panbazar, Guwahati: Bina Library
Sharma, Satyendranath (2009). *Axamiya Natya Sahitya*. Guwahati: Saumar Prakash
Thakur, Nagen (Edited) (2012). *Axo Bosoror Axamiya Upanyas*. Guwahati: Jyoti Prakashan.

IDC 202 General Principles of Writing

Learning Objectives

The objectives of the course are to:

- provide an idea of certain general principles of writing
- highlight some of the important aspects of English Grammar
- take up the important skills of editing, copy editing and proof reading
- enable the learner to develop adequate writing skills in English

Learning Outcomes

After going through the course, the learner will be able to:

- gain a systematic idea of the various aspects and principles of writing
- take into account some of the important aspects of English Grammar
- practice the important skills of editing, copy editing and proof reading
- take up writing as a career option after completion of the course

Syllabus

UNIT 1: THE WRITER AS AN ARTIST

Introduction, Art and Aestheticism, Narration and Narrative, Narrative and Plot, The Author and the Writing, Point of View and Voice

UNIT 2: WORDS

Introduction, Words and Word Classes

UNIT 3: NARRATION AND VOICE

Introduction, Direct and Indirect Narration, Assertive Sentences, Imperative Sentences, Interrogative Sentences, Exclamatory Sentences, The Category of Voice in English, Assertive Sentence Forms, Interrogative Sentence Forms, Imperative Sentence Forms, Miscellaneous Sentence Forms

UNIT 4: TIME, TENSE AND ASPECTS

Introduction, Time and Tense, Tense and Aspect, The Present Tense, Simple Present Tense, Present Continuous Tense, Present Perfect Tense, Present Perfect Continuous Tense, The Past Tense, Simple Past Tense, Past Continuous Tense, Past Perfect Tense, Past Perfect Continuous Tense, The Future Tense, Simple Future Tense, Future Continuous Tense, Future Perfect Tense, Future Perfect Continuous Tense

UNIT 5: PHRASES AND IDIOMS

Introduction, Samples of Phrases and Idioms

UNIT 6: AMPLIFICATION OF AN IDEA

Introduction, Process Analysis of Amplification, Amplifications Worked Out

UNIT 7: REVIEW WRITING

Introduction, Techniques of Book Review, Techniques of Film Review, Techniques of Play Review, Techniques of Musical Review

UNIT 8: WRITING FOR COLUMN, SCIENCE AND PRESS RELEASE

Introduction, Column Writing, Science Write- up, Press Release

UNIT 9: EDITORIAL WRITING

Introduction, Introduction to the Editorial Page, Writing the Editorial, Writing the Feature, Writing the Article, Writing the Middle, Letters to the Editor

UNIT 10: COMPREHENSION OF AN UNSEEN PASSAGE

Comprehension, Intelligent Reading, Tackling Unseen Passages, Answering Unseen Passages, Examples with Answers

UNIT 11: SHORT COMPOSITION [NOTICE, CLASSIFIED, ADS. ETC.]

Introduction, Notice Writing, Format of a Notice, Worked Out Examples, Advertisements, Classified Advertisements, Worked Out Examples, Commercial Advertisements, Worked Out Examples

Reading List

Anker, S. (1998). *Real Writing*, Boston: Bedford Books.

Bell, Madison Smartt (1997). *Narrative Design: Working with Imagination, Craft and Form*, New York: WW. Norton.

Brande, Dorothea. (1981). *Becoming a Writer*, New York: Penguin.

Earnshaw, Steve (ed.) (2007). *The Handbook of Creative and Media Writing*, Edinburg University Press.

Geddes and Gresset. (2003). *Spelling Grammar and Usage*, Webster Reference Library.

Kirszner & Mandell. (2004) *Literature: Reading, Reacting, Writing*. Fifth Edition. Thomson Wadsworth: Massachusetts.

Seely, John (1998), *Oxford Guide to Effective Writing and Speaking*, Oxford: Oxford University Press

IDC 203 Environmental Education

Course Objectives

- To make the learners aware of environmental problems and to familiarize the students with the concept and importance of environmental education.
- To make the learners aware of the various mechanisms of environmental protection and promotion.

Learning Outcome

After going through this course, the graduates will be able to:

- acquire knowledge and understanding on the subject like Environmental education
- develop the basic understanding on the emerging issues of environmental education as a subject as a whole.
- gather the procedural knowledge which are required for performing multidisciplinary and skill based programmes in the 21st century
- acquire the cognitive and technical skills for performing and accomplishing complex tasks relating to the subject on education and other interdisciplinary courses
- formulate coherent arguments about ethical and moral issues, including environmental and sustainable development issues, from multiple perspectives.

Syllabus

UNIT 1: ENVIRONMENTAL EDUCATION

Meaning, nature, importance, scope, goals and objectives of Environmental Education

UNIT 2: METHODS OF ENVIRONMENTAL EDUCATION

Observation, Fieldtrips, Project method, co-curricular activities, dramatization, discussion, problem-solving method

UNIT 3: ENVIRONMENTAL MOVEMENTS IN INDIA

Appiko Movement, the Silent Valley Movement, Chipko Movement, the Chilika Bachao Andolan, Narmada Bachao Andolan

UNIT 4: MEDIA OF ENVIRONMENTAL EDUCATION

Concept of Instructional media, magazine, seminar, workshop, exhibitions, models, audio-visual aids

UNIT 5: PROGRAMME OF ENVIRONMENTAL EDUCATION

Programme for primary level, Secondary level and higher level

UNIT 6: ENVIRONMENTAL DEGRADATION

Concept of Environmental degradation, types, causes and prevention of environmental degradation

UNIT 7: ENVIRONMENTAL POLLUTION

Meaning of Environmental Pollution, types of Environmental Pollution- air, water, land or soil, solid-waste, noise, and radio-active pollution

UNIT 8: CONSERVATION AND PROTECTION OF ENVIRONMENT

Meaning of conservation and protection of Environment, need and importance of conservation and protection of environment, role of individual and society towards conservation and protection of Environment

UNIT 9: ENVIRONMENT AND LEGAL PROVISIONS

Legal and Constitutional Provisions for Conservation and Protection of Environment

UNIT 10: SUSTAINABLE DEVELOPMENT

Concept of Sustainable development, characteristics and education for sustainable development

UNIT 11: ENVIRONMENTAL EDUCATION

Its problems and prospects with special reference to Assam

Reading List

R. C. Sarma: Environmental Education, Surya Publication, Meerat, 1997.

R.A Sharma: Environmental Education, Metro Polity Book Co. Pvt,Ltd, New Delhi.

Mahapatra D: Environmental Education.

IDC 204 Issues in Development Communication

Course Objectives

- To familiarize learners with the concepts of development communication
- To provide knowledge on process of development communication and its importance
- To provide understanding on the need and importance of development communication
- To provide knowledge about the global issues related to development communication

Course Outcomes

- On completion of this course, the learners will be able to-
- explain the concepts and importance of development communication
- describe the need of international communication
- identify the issues related with the concept and its implications

Syllabus

UNIT 1: DEVELOPMENT

Meaning of Development, Concept of Development, Alternative Approaches to Development, Indices to Development, Dominant Paradigm of Development - Approaches to Dominant Paradigm of Development, Critique of Dominant Paradigm of Development, Modernisation and Dependency Approach, Core Areas of Development, Development as Economic Growth

UNIT 2: INTRODUCTION TO DEVELOPMENT COMMUNICATION

Concepts of development and development communication, Introduction to the theories of development communication, Information as a measure of Development, Edutainment and Infotainment – media development

UNIT 3: THEORIES OF DEVELOPMENT COMMUNICATION

Theories of Development, Theory of Modernization, Diffusion of Innovation theory, Theory of Dependency, Meaning and importance of Paradigms, Types of Paradigm- Dominant Paradigm, Criticisms of Dominant Paradigm, Alternate Paradigm

UNIT 4: DIFFERENT STRATEGIES IN DEVELOPMENT COMMUNICATION

Positive Communication Strategies, IECM Strategies, Development Communication Strategies, Communication Strategy Framework, Mass Media and Extension Approach for Development Communication, Planned Development Communication, Public Dialogue Strategy, Negative Communication Strategies, Social Marketing

UNIT 5: DEVELOPMENT COMMUNICATION IN INDIA

Relevance of Development Communication in India, Democratic Decentralization, Narrowcasting, Panchyati Raj (PR) Institutions, A Brief background of the PR system, Key Objectives

UNIT 6: DISSEMINATING INNOVATION

Diffusion of Innovation, Important stages in the diffusion of innovations, Media used for diffusion, Development Support Communication, Participatory Development Communication, Communication Information Media and Education (CIME), Government's efforts in the Indian Context, Role of media in the process of development and nation building

UNIT 7: RURAL AND AGRICULTURE COMMUNICATION

Rural development, Agricultural Communication, Media campaigns for development, diffusion of innovation, extension studies

UNIT 8: DEVELOPMENT REPORTING

Importance of Development Reporting, Present Trends in Development Reporting, Early Indian Experiments in Development Communication

UNIT 9: MEDIA AND DEVELOPMENT

Media and National Integration, Media in Development, Pillar of Democracy, Media in Crisis Situations, Public Service Broadcasting (PSB), Media as a Leader of the Society, Gandhian Model of Development

UNIT 10: USE OF TRADITIONAL AND FOLK MEDIA FOR DEVELOPMENT COMMUNICATION

Traditional folk media, Advantages of Traditional Folk Media, Folk Media reflects social changes, Traditional Folk Media as Development Media: case studies, role of government and third sector agencies.

Reading List

- Gupta, V.S. (2000), Communication and Development, Concept Publishing Company, New Delhi
- Kumar, Keval J. (2007), Mass Communication in India, Jaico Publishing House, Mumbai
- Mody, Bella (1991), Designing Messages for Development Communication, Sage Publications, New Delhi
- Menon, Mridula (2004), Development Communication and Media Debate, Kanishka Publishers, Distributors, New Delhi
- Murthy, D V R (2006), Development Journalism, Kanishka Publishers, Distributors, New Delhi
- Narula, Uma (2006), Communication Models, Atlantic Publishers & Distributors, New Delhi
- Pushkar, Niranjana (2009), Development Communication, Authorspress, New Delhi
- Prasad, Kiran (2009), Communication for Development (Volume I & II), B.R. Publishing Corporation, New Delhi

IDC 205 Perspectives on Indian Economy

Course Objectives

- To provide knowledge on different aspects of the Indian economy
- Help to analyse the service sector growth and recent important issues in the Indian economy

Course Outcomes

- This course will enable the learners to explain various important aspects of the Indian economy
- This course will also help the learners to analyse the different factors relating to the recent service sector growth and other important issues in the Indian economy

Syllabus

UNIT 1 : INDIAN ECONOMY: ITS BASIC CHARACTERISTICS, DEVELOPMENT AND GROWTH

Indian Economy in the pre-independence period, Characteristics of India as a developing economy; Emerging Issues of development in the Indian economy National Income: Trends, size and Composition

UNIT 2 : POPULATION AND HUMAN RESOURCES

Size, and growth of Population; Characteristics of the population: sex ratio, age composition, density, rural-urban ratio and occupational distribution. Indicators of Human Development: Life Expectancy, Infant Mortality and Literacy

UNIT 3: INFRASTRUCTURE IN THE INDIAN ECONOMY

Infrastructural Facilities in India: Energy, Power, Transport and Communication, Urban Infrastructure in India, Industrial Corridor and Smart Cities

UNIT 4: INDIAN AGRICULTURE & GREEN REVOLUTION

Role of agriculture in Indian economy; Nature of India's agriculture; Trends in Agricultural Production and Productivity; Factors Influencing Productivity; The new agricultural strategy and the Green Revolution; Impact of Green Revolution

UNIT 5: AGRICULTURAL FINANCE, RURAL CREDIT AND AGRICULTURAL MARKETING

Need for agricultural finance; Sources; Role of Rural co-operatives; commercial banks and Regional rural banks; Role of NABARD. Agricultural marketing: Concept and basic requirements; Limitations of agricultural marketing; Role of the Government in promoting agricultural marketing

UNIT 6: FOOD SECURITY AND PUBLIC DISTRIBUTION SYSTEM IN INDIA

Concept of Food Security; Salient Features of Food Security Act 2013, Public Distribution Systems and Its Impact on Poverty; Problems of the PDS and Suggestive Measures

UNIT 7: INDIAN INDUSTRY – DEVELOPMENTAL EXPERIENCE

Strategy of Industrial Development in India; Industrial Development since Independence; Problems of Industrialisation in India; Industrial Policy Resolution, 1956; New Industrial Policy, 1991; Recent Policy Reform Measures in Initiated in the Industrial Sector

UNIT 8: THE ROLE OF THE TERTIARY SECTOR IN THE INDIAN ECONOMY

Changing role of the Tertiary Sector in the Indian Economy; The Recent Growth of the IT and other service sectors; Major Issues in faced by the Service Sector and Suggestive Policy Measures

UNIT 9: UNORGANISED SECTOR, LABOUR PROBLEMS AND LABOUR POLICY

Unorganised Sector and India's Informal Economy; Size and Features; Major Issues; Suggestive Measures; Present Status of Agricultural Labours in India; Major Recommendations of the National

Commission on Rural Labour; Features of Industrial Labour; Trade Union Movement in India; Settlement of Industrial Disputes; Social Security Measures introduced for the welfare of the labours; Problems in the Labour Market and Suggestive Measures.

UNIT 10: PLANNING FOR DEVELOPMENT

Economic Planning in India; Overall Objectives of Economic Planning; Overall Achievements and Failures of Economic Planning; The Current Five Year Plan: Objectives and Targets Major Objectives, Targets and Achievements of the Last Five Year Plan; Critical Assessment.

UNIT 11: ECONOMIC REFORMS AND GLOBALISATION

Economic Crisis prior to 1991 Economic Reforms; New Economic Policy of 1991; Indian Economy since Economic Reforms

Reading List

- Agarwal, A.N. (2015): *Indian Economy: Problems of Development and Planning*, Ed., New Age International.
- Datt and Mahajan (2015): *Indian Economy*, 71st Ed., S. Chand & Co. Ltd.
- Dhingra, I. C. (2014): *Indian Economy: Environment and Policy*, Sultan Chand & Sons
- Kapila, U (2015): *Indian Economy: Performance and Policies*, 15th Edition, Academic Foundation.
- Misra and Puri (2016): *Indian Economy: Its Development Experience*, 31st Ed., Himalaya Publishing House.

IDC 206 Introduction to Ethics

Course Objectives

- To help the learners to know the important issues in moral sense
- To help the learners to explore the basic education of human life through the different issues of ethics
- To help the learners to determine the issues of what is good or right and bad or wrong

Course Outcomes

- Will know the meaning of ethics and moral philosophy
- Will know the different theories of ethics and will know the difference between normative ethics, meta-ethics and applied ethics
- Will help people to lead a better and ethical life, which will finally create some ethical human resource for the society.

Syllabus

UNIT 1: NATURE AND SCOPE OF ETHICS

Definition of Ethics, Nature of Ethics, Scope of Ethics

UNIT 2: THE CONCEPT OF MORALITY

Definition of Morality, The Nature of Morality, Different Moral Concepts, Moral theory

UNIT 3: FACT AND VALUE

What is fact, What is value, Classification of values, Distinction between fact and value

UNIT 4: MORAL CONCEPTS

Good, Right, Duty, Virtue, Good, Right, Duty, Virtue

UNIT 5: THEORIES OF MORAL STANDARD: HEDONISM

Hedonism in Moral Philosophy, Classification of Hedonistic Theories, Psychological Hedonism, Critical Comments on Psychological Hedonism, Ethical Hedonism, Critical Comments on Ethical Hedonism, Egoistic Ethical Hedonism, Gross Egoistic Ethical Hedonism, Refined Egoistic Ethical Hedonism, Criticism, Altruistic or Universalistic Gross Hedonism: Bentham, Criticism, Altruistic or Universalistic Refined Hedonism : J. S. Mill, Criticism

UNIT 6: UTILITARIANISM: BENTHAM AND MILL UTILITARIANISM

Historical Background of Utilitarianism, Bentham and his Philosophy, Universalistic Hedonism, Bentham's View of Utilitarianism, Principle of Utility is the Basis of Legal and Social reforms, Criticism, Mill's Life and Works, Mill and Hedonism, Mill's Utilitarianism, Bentham and Mill

UNIT 7: FREEDOM AND DETERMINISM

Determinism: Its Meaning, Arguments in Support of Determinism, What is Freedom or Free Will, Arguments In Support of Free Will, Brief Note On Predestination, Fatalism and Scientific Determinism, The Case Of Freedom and Determinism

UNIT 8: TELEOLOGICAL ETHICS AND DEONTOLOGICAL ETHICS

Normative Ethics and its difference from other three types of ethics, Types of Normative Ethics, Differences between Deontological and Teleological ethics, Critical Evaluation

UNIT 9: PURUSARTHA

Artha, Kama, Dharma, Moksa, Four Basic Sciences

UNIT 10: THEORIES OF PUNISHMENT NOTION OF CRIME AND PUNISHMENT

Theories of Punishment, Deterrent Theory, Reformative Theory, Retributive Theory, Capital Punishment

UNIT 11: META-ETHICS: ITS NATURE AND DISTINCTION FROM NORMATIVE ETHICS

What is Meta-ethics, Ethical Naturalism, Ethical Non-Cognitivism, Ethical Non-Naturalism (Intuitionism) , What is Normative ethics? Teleological Ethics, De-ontological Ethics, Virtue Ethics, Difference between Meta-Ethics and Normative Ethics

Reading list

S.P. Sharma: *Nature and Scope of Ethics*

Ravi, I: *Foundations of Indian Ethics*

J.N. Sinha: *A Manual of Ethics*

J.N. Mohanty: *Classical Indian Philosophy*

I.C. Sharma: *Ethical Philosophies of India*

J.N. Mohanty: *Explorations in Philosophy*

P. Benn: *Ethics: Fundamentals of Philosophy*

IDC 207 Understanding Social Problems

Learning Objectives

This course intends to:

- enable the learners to understand about different types of Social Problems and the various problems existing in our society
- enable the learners to know about the meaning and significance of social welfare along
- enable the learners to know the various social welfare measures undertaken by the government as well as nongovernmental organisations for the benefit of the society

Learning Outcomes

- After going through this course, the learners will be able to:
- Understand about different types of Social Problems and the various problems existing in our society
- Know about the meaning and significance of social welfare along
- Know the various social welfare measures undertaken by the government as well as nongovernmental organisations for the benefit of the society

Syllabus

UNIT 1: SOCIAL PROBLEM

Meaning and nature, characteristics, causes, types and approaches

UNIT 2: CRIME

Meaning and Concept, characteristics and type Crime

UNIT 3: POPULATION EXPLOSION AND ILLITERACY

Meaning; Trends and Patterns of Population Explosion, Causes of Overpopulation, Effects of Overpopulation in India, India's population policy, Meaning of Illiteracy, types of illiteracy, Causes of illiteracy, consequences of illiteracy, Illiteracy in Assam

UNIT 4: POVERTY AND UNEMPLOYMENT

Meaning, causes and measures to control poverty; meaning types and consequences of unemployment

UNIT 5: YOUTH UNREST

Meaning, types and causes of Youth Unrest

UNIT 6: SOCIAL PROBLEMS RELATING TO WOMEN

Prostitution, dowry, violence against women

UNIT 7: SUPERSTITIONS

Meaning, Causes and Effect of superstition

UNIT 8: CHILD LABOUR AND CHILD ABUSE

Meaning, types and causes of child labour child abuse

UNIT 9: PROBLEMS OF THE BACKWARD CLASSES

Socio-economic Problems of the SCs, STs and OBCs, Policies and measures to solve the Problems

UNIT 10: TERRORISM

Concept, Origin, Development, causes and consequences of terrorism

UNIT 11: SOCIAL PROBLEMS AND SOCIAL WELFARE

Meaning, importance, nature and scope

Reading List

Beteille, Andre, 1992, Backward classes in Contemporary India, New Delhi

Berremman, G. D. 1979, Caste and other inequalities: Essays in inequality, Meerut: Folklore Institute.

Dube, Leela. 1997. Woman and Kinship. Comparative perspective on Gender in South and Southeast Asia. New Delhi: Sage Publications.

Gadgil, Madhav and Guha, Ramchandra. 1996. Ecology and Equity: The Use and abuse of nature in Contemporary India. New Delhi. OU

IDC 208 Introduction to History of Assam

Course Objectives

The main objective of this course is to

- Introduce the learners with the historical processes of Assam
- Provide an understanding of the state formation in Assam in the ancient and medieval time
- Give an idea about the cultural and architectural development of the region under different political regime
- Situate Assam in the freedom struggle of India

Course Outcomes

After completing the course

- Learners will be introduced to the historical events and processes of Assam
- Learners will be able understand the state formation process of Assam
- Learners will acquire the knowledge of cultural and architectural progress of the specific period
- Learners will able to analyse the role of Assam in the freedom struggle of India

Syllabus

UNIT 1: SOURCES OF ANCIENT ASSAM

Literary Sources, Archaeological Sources, Foreign Sources

UNIT 2: LEGENDARY PERIOD

Naraka and his successors, Different stories of Naraka

UNIT 3: RULING DYNASTIES OF ANCIENT ASSAM

Varmanas, Salastambhas, Palas

UNIT 4: SOCIETY, ECONOMY, RELIGION AND ADMINISTRATION OF ANCIENT ASSAM

Social Condition, Economic Condition, Religious Condition, Administrative System of Ancient Assam

UNIT 5: SOURCES OF HISTORY OF MEDIEVAL ASSAM

Literary Sources, Archaeological Sources, Foreign Sources

UNIT 6: THE AHOMS

Origin of the Ahoms, Advent of the Ahoms, Events from 1228 A.D. to 1826 A.D.

UNIT 7: THE KOCHES

Origin of the Koches, VisvaSimha, Naranarayan, Partition of the Koch Kingdom

UNIT 8: SOCIETY, ECONOMY, RELIGION AND ADMINISTRATION OF MEDIEVAL ASSAM UNDER THE AHOMS

Social condition, Economic condition, Religious beliefs, Neo-Vaishnavite Movement, the Ahom system of Administration-the Paik System

UNIT 9: ESTABLISHMENT OF THE BRITISH RULE AND ANTI-BRITISH MOVEMENTS

Anglo-Burmese Wars, Treaty of Yandaboo and British Conquest of Assam, British Administrative Set Up, Revolt of 1857

UNIT 10: SOCIO-ECONOMIC TRANSFORMATION OF ASSAM DURING COLONIAL PERIOD

Changes in the Economic Structure, Agrarian Revolts, Social transformation of Assam towards modern age

UNIT 11: EMERGENCE OF POLITICAL CONSCIOUSNESS

Rise of Assamese Nationalism, Establishment of different organisations

UNIT 12: PARTICIPATION OF ASSAM IN THE NATIONAL MOVEMENT

Partition of Bengal and its Impact, the Non Co-operation Movement in Assam, Civil Disobedience Movement and Assam, Quit India Movement in Assam, Grouping Controversy and Independence

Reading List

Barpujari, H.K.(2003): The Comprehensive History of Assam, Vol. I, Vol. II, Vol.III, Vol. IV& Vol. V, 2nd ed., Publication Board Assam, Guwahati

Baruah, S.L.,(2004): A Comprehensive History of Assam, 3rd ed., Munshiram Manoharlal, Delhi

Bhuyan, A.C., (1999): Political History Assam, Publication Board Assam, Vol. I, II, III, 2nd ed., Guwahati

Dutt, K.N (1993): Landmarks in the Freedom Struggle in Assam, Lawyers' Book Stall

Gait, E.,(2004): A History of Assam, Eastern Book House, Revised, Guwahati

Saikia Rajen (2000): Social and Economic History of Assam 1853-1921, Munshiram Manoharlal, Delhi

IDC 301 English for Professional Studies

Learning Objectives

The objectives of the course are to:

- provide a general introduction to some important grammatical concepts
- take up various aspects of English Grammar such as Vocabulary and Punctuation
- highlight some of the common errors made in English Grammar and its correct use
- provide a detailed study on the areas of writing and communication skills in professional context
- To engage the learner in developing skills of office management and correspondence, business communication and presentation of curriculum vitae

Learning Outcomes

- After going through the course, the learner will be able to:
- revise some of the important grammatical concepts
- develop a good idea on various aspects of English Grammar such as Vocabulary and Punctuation
- gain a broad idea on the areas of writing and communication skills
- develop skills of office management and correspondence, business communication and presentation of curriculum vitae
- groom himself or herself with sound communication and professional skills

Syllabus

UNIT 1: SOME CONCEPTS OF GRAMMAR I

English Grammar: An Introduction, Nouns- Kinds of Nouns, Forms of Nouns, Functions, The Noun Phrase, Agreement, Determiners – Articles, Demonstratives, Possessives, Quantifiers, Wh-determiner, Pre-determiners, Verb Forms

UNIT 2: SOME CONCEPTS OF GRAMMAR II

Adjectives, Adverbs, Prepositions

UNIT 3: VOCABULARY

Synonyms and Antonyms, One word Expression, Words Used as Different Word Classes, Phrasal Verbs, Distinction between Similar Words Often Confused

UNIT 4: PUNCTUATION, SYNTHESIS AND TRANSFORMATION OF SENTENCES

Introduction, Punctuation, Synthesis of Sentences, Transformation of sentences

UNIT 5: COMMON ERRORS AND PHRASES AND IDIOMS

Introduction, Common Errors, Phrases and Idioms

UNIT 6: NOTE MAKING

Note making and note taking, Skimming and Scanning, Format of note making, Samples

UNIT 7: COMMUNICATION

Defining Communication, Significance and Process of Communication, Communication Network, Communication Media or Methods, Barriers To Communication, Effective Communication.

UNIT 8: INTRODUCTION TO OFFICE MANAGEMENT

Meaning of Office, Introduction to Office Management, Functions of Office, Relationship of Office with Other Departments, Office Accommodation, Layout and Environment, Office Furniture and Stationery, Office Correspondence and Filing System

UNIT 9: CORRESPONDENCES

Letter Writing, How to Write a Letter, Format of an Official/Business Letter

UNIT 10: PRESENTATION

Writing Executive Summaries, Making a Formal Presentation

UNIT 11: WRITING CURRICULUM VITAE/RESUME

Difference between CV and Resume, Tips for writing CV/Resume, Essentials for writing CV/Resume, Facing Interviews based on CV/Resume, Telephonic Interviews based on CV/Resume

Reading List

- Aggarwala, N.K. (2001). Essentials of English Grammar and Composition, New Delhi: Goyal Brothers.
- Brown, M. Henry. (1977). The Contemporary College Writer. New York: D Van Nostrand Company.
- Chal, Harold Hoontz (1986). Essentials of Management. McGraw Hill Book Company: New York.
- Chopra, R.K. Office Management. Himalaya Publishing House.
- De Sarkar, P.K. (2007). Higher English Grammar and Composition, Kolkata; Book Syndicate Limited.
- Dowerah, Sawpon. A Students' Grammar of English. Guwahati: Students' Stores.
- Lewis, Roger. (1979). How to Write Essays. Heinemann & National Exnt. College, London.
- Sherlekar, S.A. (1984). Principles of Management. Bombay: Himalaya Publishing House

IDC 302 Economics of Education

Course Objectives

To make the learners aware about:

- The meaning, importance and scope of economics of education
- Educational expenditure as productive consumption and returning investment through the function of human capital and planned manpower development.
- The concept and relationship between input and output of education
- The financial resource management.

Learning Outcomes

After going through this course, the graduates will be able to:

- acquire knowledge and understanding on the subject like economics of education
- develop the basic understanding on the emerging issues of economics of education
- know the basic knowledge regarding the various core courses of Education as a subject as a whole.
- gather the procedural knowledge which are required for performing multidisciplinary and skill based programmes in the 21st century
- Produce efficient and effective leaders in the field of teaching, educational administration and educational finances
- acquire the cognitive and technical skills for performing and accomplishing complex tasks relating to the subject on education and other interdisciplinary courses
- Produce quality educational practitioners having sound knowledge of various dimensions of economics of education and economic policies

Syllabus

UNIT 1: ECONOMICS OF EDUCATION

Concept, scope and significance

UNIT 2: EDUCATION AND ECONOMIC DEVELOPMENT

Concept, relationship between education and economic development

UNIT 3: ECONOMICS OF EDUCATION POLICY

Nature of economic policy, education as a Public Good

UNIT 4: EDUCATION AS A PUBLIC GOOD

Meaning of public good, difference between public goods and private goods, education as public good, education as mixed good, education as merit good

UNIT 5: HUMAN CAPITAL FORMATION

Concept, Human capital Approaches to education

UNIT 6: EDUCATION AND MANPOWER PLANNING

Education and manpower planning, manpower planning and economic growth, problems of manpower planning in India

UNIT 7: FINANCING IN HIGHER EDUCATION AND TECHNICAL EDUCATION

Pattern of financing, need of financing, financial policy for higher and technical education in India

UNIT 8: LIVELIHOOD, LABOUR MARKET AND LABOUR MOBILITY

Sectoral growth, unemployment and underemployment, labour mobility in northeast India

UNIT 9: EDUCATION AND BRAIN DRAIN

Concept, factors for brain drain, out-migration of the skilled personnel

UNIT 10: ACCESS AND EQUITY IN EDUCATION

Meaning of equity, improving access in education and reservation policy in education in India

UNIT 11: SELF-FINANCING AND FUND MOBILIZATION IN THE EDUCATIONAL INSTITUTIONS

Fund mobilization in the educational institution

Reading List

Hunter, W.W.: Economic History of India, Vols.2, Cosmo Publication, 2008

Habison & Myers: Education, Manpower and Economic Growth

Peer, M.: Higher Education and Employment, Rawat Publications, 2007-08

Rao, P.: Economics of Primary Education, Rawat Publication, 1998.

Rajaiah, B.: Economics of Education

Singh, R.P.: Educational Finance and the Planning Challenge, Eastern Book House, 2008

Shukla, P.D.: New Education Policy in India.

Psachopoulos, Y.: Economics of Education

IDC 303 Business Communication and Media Management

Course Objectives

- To provide understanding of the field of business communication and business journalism
- To acquaint learners with the concept of media management and its role in the society
- To equip learners with necessary skills required to work in the field of business communication

Course Outcomes

On completion of this course, the learners will be able to

- recognize the various contexts in which business communication takes place
- determine the need of business communication and business journalism
- analyse the issues related with the media management
- equip themselves with skills required for a business journalist

Syllabus

UNIT 1: BUSINESS COMMUNICATION

Concept of Business Journalism, Success through proper communication, History of business communication, Need for business journalism, Essential Characteristics of Business Communication, The Benefits of Effective Communication, Present Scenario, Five rules of good writing or communication, Five Ps of marketing mix, Target audience, Specific Characteristics of a Target Audience, Consumerist culture

UNIT 2: MEDIA FOR BUSINESS

Concept, Importance of media in business, Types of media, Selection of Appropriate Communication Media, Incorrect choice of Medium, Setting Up business goals, Communication Structure In a Business Organisation, Communication in corporate world, Effective business or economic writing, Importance of writing skills in business communication, Purpose of writing, The Principles of effective writing, Economic newspapers, The Economic Times, The Business standard, Public Relations and Marketing, Ethics in communication, Audience Analysis.

UNIT 3: BUSINESS PRESENTATION-I

Report Writing, Process of Writing a Report, Determining the purpose of the report, Determining the factors, Gathering the information needed, Interpreting the findings, Organizing the report information, Writing the report, Project Report Writing, Criteria of a Good Project, Advantages of a Good Project, Disadvantages of Project Method, Format of a Project Report

UNIT 4: BUSINESS PRESENTATION II

Writing Executive Summaries, Making Business Presentations

UNIT 5: INTRODUCTION TO MANAGEMENT

Concept Of Management, Characteristic of Management, Scope of Management, Evolution Of Management Thought, Management Vs Administration, Levels Of Management, Functions Of Management, Planning, Organizing, Staffing, Controlling, Coordination, Management Styles in Indian context

UNIT 6: MEDIA MANEGEMENT

Media as an industry and profession, Importance of media management, Ownership patterns of mass media in India

UNIT 7: MEDIA ORGANISATIONS

Structure of a media organisation, an account of different national and international media and communication organisations

UNIT 8: ORGANISATIONAL STRUCTURE OF A PRINT MEDIA ORGANIZATION

Organizational structure of print media establishments, Editorial Department, Business Department, Production Department, Reference Section, Role and coordination among the different departments, Printing, Packaging, Transportation and Distribution

UNIT 9: ORGANISATIONAL STRUCTURE OF AN ELECTRONIC MEDIA ORGANIZATION

Electronic media organization, News and programme sections, News section in a radio station, News section in a TV station, Programme section in TV and radio, Electronic News Gathering (ENG), Electronic Field Production (EFP), Personnel involved in production and news, Viewership/Listenership, Content creation and role of advertising, Genre or types of programmes, Types of programmes in radio, Types of programmes in TV

UNIT 10: LEADERSHIP AND WORK MOTIVATION

Importance of leadership in a media organisation, job performance, impact of technology on the performance of the employees, division of labour

Reading List

Chaturvedi, P.D, Mukesh Chaturvedi (2006), Business Communication, Dorling Kindersley (India) Pvt Ltd, New Delhi

Chaturvedi, B.K (2009), Media Management, Global Vision Publishing House, New Delhi

Kumar, Dr. Rakesh (2010), Media Management, Surendra Publications, New Delhi

Lesikar, Raymond, V. , Marie E. Flayley (2005), Basic Business Communication, Tata McGraw-Hill Publishing Company Limited, New Delhi

Narula, Uma (2006), Business Communication Practices, Atlantic Publishers & Distributors, New Delhi

Riel, Cees B.M. van, Charles J. Fombrun (2007), Essentials of corporate Communication, Routledge, UK

Soori, Sanjeev (2010), Business Journalism, Axis Publications, New Delhi

Taylor, Shirley (2005), Communication for Business, Dorling Kindersley (India) Pvt Ltd, New Delhi

Yadav, K.P (2006), Media Management, Adhyayan Publishers & Distributors, New Delhi

IDC 304 Understanding North East India

Learning Objectives

This course intends to:

- enable the learners to know about the north-eastern region of India.
- enable the learners to understand the features and concerns that are common to all the eight states of this region

Learning Outcomes

After going through this unit, the learner will be able to:

- Know about the north-eastern region of India.
- Understand the features and concerns that are common to all the eight states of this region

Syllabus

UNIT 1: THE CONCEPT OF NORTHEAST INDIA

Northeast India in the Ancient, Colonial and Post period

UNIT 2: LOCATION AND ECOLOGY OF NORTHEAST INDIA AND ASSAM IN PARTICULAR

Location; Boundaries; Ecology of Northeast India; Flora, Fauna, Rare species and Ecological Hotspots

UNIT 3: STATE FORMATION DURING POST-INDEPENDENCE PERIOD

Creation of different states and Autonomous Councils

UNIT 4: DEMOGRAPHIC COMPOSITION OF NORTHEAST INDIA

Racial; Linguistic; Caste; Religious; Tribal groups of Assam

UNIT 5: SOCIAL INSTITUTIONS AMONG THE MAJOR TRIBAL GROUPS OF THE NORTH EASTERN STATES

Family, Marriage and Kinship; Religion, Economy and Polity among the major tribal groups of the north eastern states

UNIT 6: IMMIGRATION TO NORTHEAST INDIA AND ASSAM IN PARTICULAR

Immigrant groups, Occupation; Consequences of Immigration; Insider versus Outsider feuds

UNIT 7: ETHNIC IDENTITY IN NORTHEAST INDIA

Ethnicity: Meaning and Characteristics; Intercommunity relations and its changing nature; Ethnic Conflict

UNIT 8: INSURGENCY IN NORTHEAST INDIA

Origin and Development of insurgency in the region; Major insurgent groups

UNIT 9: LAND RELATION IN NORTHEAST INDIA

Land holding patterns, agrarian structure

UNIT 10: ECONOMIC PROBLEMS IN NORTH EAST INDIA

Unemployment, Infrastructure, Industrialization

UNIT 11: DEVELOPMENT IN NORTHEAST INDIA

North Eastern Council (NEC), The Ministry of Development of North Eastern Region (MDoNER), Look East Policy

Reading List

- Baruah, Sanjib, 2005, *Durable Disorder: Understanding the Politics of North East India*, New Delhi: Oxford University Press.
- Bordoloi, B. N., 1990, *Constraints of Tribal Development in North-East India*, Guwahati: Tribal Research Institute.
- Fernandes, Walter and Gita Bharali, 2011, *Uprooted for whose benefits-Development induced displacement in Assam-1947-2000*, Guwahati: North Eastern Social Research Centre.
- Fernandes, Walter and Sanjay Barbora, 2008, *Tribal Land Alienation in the Northeast; An Introduction: An Introduction in Walter Fernandes and Sanjay Barbora (ed) Land, people and politics: Contest Over Tribal Land in Northeast India*, Guwahati and Denmark: North Eastern Social Research Centre and International Workgroup for Indigenous Affairs, pp 1-15.
- Goswami, Atul; August, 1984; *Tribal Development with special Reference to North-East India in Social Scientist* ; vol12, no8; pp 55-60.
- Hussain, Monirul, 2008, *Interrogating Development: State, Displacement and Popular Resistance in North East India*, New Delhi: Sage Publication.
- Karna, M. N. 1990, *The Agrarian Scene in Seminar*, vol 366, pp 30-37.
- Karna, M.N., 1999, *Ethnic identity and Socio-economic Processes in North-east India* in Kailash S. Aggarwal edited *Dynamics of Identity and Intergroup relations in North-east India*, IIAS-Shimla, pp29-38.

IDC 305 Rural Development in India

Course Objectives

- Acquaint learners with the concept, nature and characteristics of rural society.
- Make the familiar with the causes of Rural Backwardness, Rural Problems, and prospectus of rural life.
- Conceptualise them with nature of the rural consumer, rural finance and rural credit.

Course Outcomes

- Analyse the concept, indicators and strategies of Rural Development.
- Inculcate the knowledge of Rural society and culture
- Evaluate problems of rural society and draw reasonable conclusion thereof.
- Develop understanding of various credit, loan and saving approaches for rural society.

Syllabus

UNIT 1: BASIC CONCEPTS OF RURAL DEVELOPMENT

Concept of Rural Development; Why Rural Development?, Some Dilemmas in Development – Rural Vs Urban Development, Agriculture Vs Industrial Development, Capital Vs Labour Dogma, Autonomous Vs Induced Development

UNIT 2: RURAL ECONOMY OF INDIA

Size and Structure of the Indian Rural Economy; Importance and Role of the Rural Sector in India; Economic, social and Demographic Characteristics of the Indian Rural Economy; Causes of Rural Backwardness (Indian Context)

UNIT 3: APPROACHES TO RURAL DEVELOPMENT

Community Development Programmes; Gandhian Approach to Rural Development; Balancing Rural and Urban Development

UNIT 4: COTTAGE INDUSTRIES IN INDIA

Role of Cottage Industries in Indian Economy; Various Cottage Industries of India; Government Policies for Cottage Industries

UNIT 5: RURAL INDEBTEDNESS IN INDIA

Meaning; Nature; Consequences of Rural Indebtedness; Programmes for Removal of Rural Indebtedness

UNIT 6: RURAL UNEMPLOYMENT IN INDIA

Characteristics; Incidence of Rural Unemployment in India; Employment Generation Measures

UNIT 7: POVERTY IN RURAL INDIA

Characteristics; Incidence of Rural Poverty in India; Poverty Eradication Measures

UNIT 8: ROLE OF TECHNOLOGY IN RURAL DEVELOPMENT

Importance of Rural Technology in Agriculture and Allied Sectors; Issues with Use of Technologies

UNIT 9: ROLE OF COMMERCIAL BANKS IN RURAL FINANCE IN INDIA

Progress of Commercial Banks; Priority Sector Lending; The Lead Bank Scheme; Analysis of Major Schemes of the Government of India undertaken since 1990 in different sectors – Agriculture, Animal Husbandry, Fishery, Cottage Industries; Difficulties faced in Implementation of these Schemes

UNIT 10: REGIONAL RURAL BANKS

Objectives and Functions of RRBs; Evaluation of Progress and Activities of RRBs; Critical Assessment of Functions of RRBs

UNIT 11: NABARD

Objectives and Functions of NABARD; Evaluation of Progress and Activities of NABARD; Critical Assessment of Functions of NABARD

Reading List

Arora ,R.C., K.(1979): Integrated Rural Development, S. Chand & Co.

Datt and Mahajan (2015): Indian Economy, 71st Ed., S. Chand & Co. Ltd.

Reddy, K. V.(2007):Rural Development in India (Poverty and development):Himalaya Publishing House.

Singh, K.(2010):Rural Development: Principles, Policies and Management, Sage Publications India Pvt. Ltd.

Sisodia, Y. S.(2007): Rural Development: Macro-Micro Realities, Rawat Publications.

Sundaram, I.S.: Rural Development. Himalaya Publishing House

IDC 306 Essentials of Indian Philosophy

Course Objectives

- To help the learners to know the Indian context of education in spiritual, religious and moral sense
- To help the learners to explore the basic education of human life through the systems of Indian philosophy

Course Outcomes

- To know that Indian philosophy shows us different paths to realize the highest truth in life under different schools
- Will know that Indian philosophy is essentially spiritual in nature
- Will know the different āstika and nāstika schools of Indian Philosophy

Syllabus

UNIT 1: THE NATURE AND SCOPE OF INDIAN PHILOSOPHY

Nature of Indian Philosophy, Scope of Indian Philosophy

UNIT 2: CARVAKA – EPISTEMOLOGY

Accidentalism and naturalism, The denial of inference, The denial of the validity of the Vedas

UNIT 3: BUDDHISM – FOUR NOBLE TRUTHS

A Brief Sketch of Buddhism, Concept of Four Noble Truths, There is Suffering, There is a Cause of Suffering, Dependent Origination, The Cessation of Suffering, Concept of Nirvana, The Path of Cessation of Suffering

UNIT 4: JAINISM – SYADVADA

A brief account of Jainism: Jaina Epistemology, Jaina Metaphysics, Syadvada or The Sapta-bhangi-naya, Criticism of Syadvada, Let us sum up

Unit 5: Nyaya – Concept of Prama

Definition of prama, Nyaya: Sources of knowledge, Anuman, Inference, Upamana, Testimony

UNIT 6: VAISESIKA – DRAVYA, GUNA, SAMANYA

Vaisesika Epistemology, Valid Knowledge, Invalid Knowledge, Kinds of Categories: What they are? Substance, Quality, Generality, Non-existence

UNIT 7: SAMKHYA – PURUSA & PRAKRTI

Nature and Characteristics of Prakrti, Proofs for the existence of Prakrti, Prakrti and the Gunas, Different products of Prakrti, Teleological Evolution, Criticism of the evolution theory, Nature and Characteristics of Purusa, Proofs for the existence of Purusa, Plurality of Purusa

UNIT 8: YOGA – THE CONCEPT OF CITTA-VRITTI

Brief Description on Yoga philosophy, Concept of Citta-Vritti, Astāṅga Yoga

UNIT 9: MIMAMSA – INTRINSIC VALIDITY OF KNOWLEDGE

Nature of Valid knowledge, Mimamsaka theory of Svatahpramanyavada, Nyaya theory of Paratahpramanyavada, Paratahpramanyavada and Svatahpramanyavada: A Comparison

UNIT 10: SAMKARA – BRAHMAN AND MAYA

AvdaitaVedānta, The Concept of Brahman, Nature of Brahman, Svarupalaksana of Brahman Tatastha Laksana of Brahman, NetiNeti Concept of Brahman, Meaning of Māyā, Māyā is a fact of experience, The two functions of Māyā, Nature of Māyā

UNIT 11: RAMANUJA - GOD

Ramanuja's Concept of God, Significance of God, God is qualified (visista), God is Trisatvatmaka, God has internal distinction (SvagataBheda), Aprthakasidhi, God is the cause of the world, Ramanuja's concept of God (Thesim), Forms of God, Archa, Vibhava, VyuhaSusksamaAntaryami

Reading list

- S. Dasgupta: A History of Indian Philosophy
- J. N. Sinha: Indian Philosophy
- Radhakrishnan: Indian Philosophy
- C.D. Sarma: A Critical Survey Of Indian Philosophy
- S.Chatterjee: An Introduction to Indian Philosophy

Detailed Syllabi of Ability Enhancement Courses (AECs)

AEC 101 General English

Learning Objectives

The objectives of the course are to:

- introduce the learner to various poetical works written by some of the major English poets
- introduce a play written by the English dramatist William Shakespeare
- encourage the learner towards learning important techniques of comprehension and intelligent reading

Learning Outcomes

After going through the course, the learner will be able to:

- study the various poetical works written by some of the major English poets
- grasp the textual content and message contained in them
- appreciate the play Macbeth written by William Shakespeare
- discuss some important concepts of comprehension and intelligent reading

Syllabus

UNIT 1: WILLIAM BLAKE: "HOLY THURSDAY"

William Blake: Life and Works, Text of the Poem, Explanation of the Poem, Style and Language

UNIT 2: WILLIAM COWPER: "THE SOLITUDE OF ALEXANDER SELKIRK"

William Cowper: Life and Works, Text of the Poem, Explanation of the Poem, Style and Language

UNIT 3: WILLIAM WORDSWORTH: "SIMON LEE"

William Wordsworth: Life and Works, Text of the Poem, Explanation of the Poem, Style and Language

UNIT 4: ALFRED TENNYSON: "TEARS IDLE TEARS"

Alfred Tennyson: Life and Works, Text of the Poem, Explanation of the Poem, Style and Language

UNIT 5: W.B. YEATS: "AN IRISH AIRMAN FORESEES HIS DEATH"

W. B. Yeats: Life and Works, Text of the Poem, Explanation of the Poem, Style and Language

UNIT 6: D.H. LAWRENCE: "THE SNAKE"

D.H. Lawrence: Life and Works, Text of the Poem, Explanation of the Poem, Style and Language

UNIT 7: KEKI N. DARUWALLA: "WOLF"

Keki N. Daruwalla: Life and Works, Text of the Poem, Explanation of the Poem, Style and Language

UNIT 8: CHINUA ACHEBE: "AS ONE LISTENS TO THE RAIN"

Chinua Achebe: Life and Works, Text of the Poem, Explanation of the Poem, Style and Language

UNIT 9: WILLIAM SHAKESPEARE: MACBETH I

William Shakespeare: Life and Works, Background of the Play

UNIT 10: WILLIAM SHAKESPEARE: MACBETH II

Explanation of the Text, Major Characters, Major Themes, Style and Language

UNIT 11: COMPREHENSION AND INTELLIGENT READING

Comprehension and Intelligent Reading, Reading and Grasping Skills

Reading List

- Aggarwala, N.K. (2001). *Essentials of English Grammar and Composition*. New Delhi: Goyal Brothers.
- Albert, Edward. (2000). *History of English Literature*. Fifth Edition. Oxford : Oxford University Press.
- Birch, Dinah. (2009). *The Oxford Companion to English Literature*. Seventh Edition. Oxford : Oxford University Press.
- De Sarkar, P. K. (2007). *Higher English Grammar and Composition*. Kolkata: Book Syndicate Limited.
- Dowerah, Sawpon. *A Students' Grammar of English*. Guwahati: Students' Store
- Eastwood, John. (1994). *Oxford Guide to English Grammar*. Oxford University Press.
- Eckersley & Ekersley. (1960) (ed). *A Comprehensive English Guide*. Harlow: Pearson Education Limited.
- Palmer, R. F. (1988). *The English Verb*. Longman Linguistics Library

AEC 201 MIL Assamese

Course Objectives

After going through this course, a learner will be able to:

- Familiar with the writing style of diverse Assamese literary texts
- Discover the underlying spirit of the writing of selected Assamese literary texts
- Develop basic ideas of Assamese grammar

Course Outcomes

After going through this course, a learner will be able to:

- Outline the trends of Assamese poetry, drama, novel, and prose
- Improve the writing style of Assamese

Syllabus

অধ্যায় ১: মাধৱদেৱ - তেজৰে কমলাপতি (বৰগীত)

কবি পৰিচয়, 'তেজৰে কমলাপতি' কবিতাটিৰ পাঠ: শব্দাৰ্থ, বৰগীতৰ সাধাৰণ পৰিচয়, 'তেজৰে কমলাপতি' কবিতাটিৰ আলোচনা: বিষয় বস্তুৰ আভাস, কাব্যিক সৌন্দৰ্য

অধ্যায় ২: চন্দ্ৰকুমাৰ আগৰৱালা: বন কুঁৱৰী

ৰমন্যাসবাদ আৰু ৰমন্যাসবাদী কবিতাৰ বৈশিষ্ট্য, অসমীয়া ৰোমাণ্টিক কবিতাৰ সাধাৰণ আলোচনা, কবিপৰিচয়, 'বনকুঁৱৰী' কবিতাটিৰ পাঠ, 'বনকুঁৱৰী' কবিতাটিৰ আলোচনা: বিষয়বস্তু আৰু মূলভাব, ৰমন্যাসিক চিন্তাৰ প্ৰতিফলন

অধ্যায় ৩: নৱকান্ত বৰুৱা: ইয়াত নদী আছিল

আধুনিক কবিতাৰ পটভূমি, আধুনিক অসমীয়া কবিতা, নৱকান্ত বৰুৱাৰ কাব্য-চিন্তা, 'ইয়াত নদী আছিল' কবিতাটিৰ পাঠ, ইয়াত নদী আছিল: বিষয়বস্তু, সাধাৰণ আলোচনা

অধ্যায় ৪: নিৰ্মলপ্ৰভা বৰদলৈ: মৰ্মান্তিক

নিৰ্মলপ্ৰভা বৰদলৈৰ কাব্য-চিন্তা, 'মৰ্মান্তিক' কবিতাটিৰ মূলপাঠ, মৰ্মান্তিক: বিষয়বস্তু, সাধাৰণ আলোচনা

অধ্যায় ৫: গুৰু-শিষ্যৰ মণি-কাঞ্চন সংযোগ

গুৰু-শিষ্যৰ মণি-কাঞ্চন সংযোগ: চৰিত পুথিৰ উদ্ভৱ আৰু বিকাশ, পাঠটিৰ উৎস, মূলপাঠৰ আভাস, বিষয়বস্তুৰ পৰিচয়, মাধৱদেৱৰ ব্যক্তিত্ব, মাধৱদেৱৰ গুৰুভক্তি, গদ্যৰীতি, কঠিন শব্দৰ টোকা

অধ্যায় ৬: বাণীকান্ত কাকতি: নামঘোষা

সাহিত্য সমালোচক বাণীকান্ত কাকতি, নামঘোষাৰ পৰিচয়, পুণ্যশ্লোক শংকৰ-স্মৃতি, মাধৱদেৱৰ আত্মলিপি, নামঘোষাৰ ৰসবিচাৰ

অধ্যায় ৭: লক্ষ্মীনাথ বেজবৰুৱা: কন্যা

লক্ষ্মীনাথ বেজবৰুৱা: কন্যা - লক্ষ্মীনাথ বেজবৰুৱাৰ জীৱন আৰু কৃতি, গল্পটোৰ সাধাৰণ আলোচনা

অধ্যায় ৮: ভবেন্দ্ৰনাথ শইকীয়া: চোৰাসাপ

ভবেন্দ্ৰনাথ শইকীয়া: চোৰাসাপ - ভবেন্দ্ৰনাথ শইকীয়াৰ জীৱন আৰু কৃতি, গল্পটিৰ সাধাৰণ আলোচনা

অধ্যায় ৯: ৰজনীকান্ত বৰদলৈ: মনোমতী

ঔপন্যাসিক ৰজনীকান্ত বৰদলৈ আৰু তেওঁৰ উপন্যাসৰ প্ৰধান বৈশিষ্ট্যসমূহ, মনোমতী উপন্যাসৰ কাহিনীভাগ, ঐতিহাসিক উপন্যাস হিচাপে মনোমতী, মনোমতী উপন্যাসৰ চৰিত্ৰ চিত্ৰণ, মনোমতী উপন্যাসৰ সামাজিক চিত্ৰ

অধ্যায় ১০: জ্যোতিপ্ৰসাদ আগৰৱালা: শোণিত কুঁৱৰী

জ্যোতিপ্ৰসাদ আগৰৱালাৰ পৰিচয়, জ্যোতিপ্ৰসাদ আগৰৱালাৰ নাট্যপ্ৰতিভা, জ্যোতিপ্ৰসাদ আগৰৱালাৰ নাটকৰ বৈশিষ্ট্য, শোণিত কুঁৱৰী নাটকৰ কাহিনী, শোণিত কুঁৱৰী নাটকৰ চৰিত্ৰ, শোণিত কুঁৱৰী নাটকৰ সংলাপ

অধ্যায় ১১: অসমীয়া ব্যাকৰণ

কৃৎপ্ৰত্যয়, তদ্ধিতপ্ৰত্যয়, বিভক্তি: নাম বিভক্তি বা কাৰক বিভক্তি, ক্ৰিয়া বিভক্তি, বিভক্তি আৰু প্ৰত্যয়ৰ পাৰ্থক্য, উপসৰ্গ.সমাস : দ্বন্দ্বসমাস, দ্বিগুসমাস, বহুব্ৰীহিসমাস, কৰ্মধাৰয়সমাস, তৎপুৰুষসমাস, অব্যয়ী ভাবসমাস, লিঙ্গ

Reading List

- Ahmed, Kamaluddin (2005). Adhunik Asomia Kobita. Guwahati: Banalata
Barua, Birinchi Kumar (1997). Asomia Katha Sahitya. Nalbari: Universal Emporium.
Baruah, Prahlad Kumar (2005). Asomia Chutigalpar Adhyayan. Guwahati: Banalata.
Bharali, Sailen (1993). Upanyash bischar aru bisleshan. Guwahati: Chandra Prakashan.
Bharali, Sailen (2009). Banikanta Kakatirpora Bhaben Barualoi. Guwahati: Chandra Prakashan.
Bora, Mahendra (1985). Sahitya Upakramanika Golaghat: Bharati Book Stall
Deka, Dharmasingha (2007) Rachana Bichitra. Guwahati.
Dutt, Uday (1995).Chutigalpa. Guwahati: Student's Stores.
Gogoi, Leela (Ed.) (2002). Adhunik Asomia Sahityar Porichoy. Guwahati: Banalata.
Goswami, Tralokyanath (2006). Adhunik Galpa Sahitya. Guwahati: Vani Prakash Limited.
Goswami, Upendranath (2007). Asomia Bhasar Byakaran. Guwahati: Mani-Manik Prakasha
Hazarika, Karbi Deka (2008). Assamese poets and poems. Dibrugarh: Banalata.
Mahanta, Baapchandra (Ed.) (2000). Borgeet. Guwahati: Student's Stores.
Majumdar, Bimal (2011). Sahityar Tattwa aaru Prayog. Guwahati: Jyoti Prakashan.
Neog, Maheswar (2000). Asomia Sahityar Ruprekha. Guwahati: Chandra Prakash.
Neog, Maheswar (Ed.) (2004). Snatarakar Kathabandha. Guwahati: Guwahati University.
PhukanPatgiri, Dipti (1999) Adhunik Asomia Byakaran. Guwahati: Book Hive.
Rajbangshi, Paramananda (Ed.) (1995). Asomia Natak: Para. Guwahati: Chandra Prakashan.
Sharma, Dalai Harinath (1992). Asomia Gadya Sahityar Gatipath. Nalbari: Padmapriya Library.
Sharma, Satyendra Nath (1997). Asomia Upanyasar Bhumika. Guwahati: Soumar Prakash.
Sharma, Satyendra Nath (2009). Asomia Sahityar Samikshatmak Itibritta. Guwahati: Soumar Prakash
Sharma, Satyendranath (2005). Asomia Natya Sahitya. Guwahati: Soumar Prakash.
Talukdar, Nanda (2006). Kobi aaru Kabita. Guwahati: Banalata.
Thakur, Nagen (Ed.) (2000). Esha Basarar Asomia Upanyash. Guwahati: Jyoti Prakashan.

AEC 202 Alternative English

Learning Objectives

The objectives of the course are to:

- encourage the learners towards exploring various literary texts prescribed in the course
- stir an interest in the learners towards developing an analytical bent of mind in exploring these literary texts
- provide the scope of grasping various thematic concerns, contexts, issues and aspects reflected in the prescribed literary texts

Learning Outcomes

After going through the course, the learner will be able to:

- study the various literary texts prescribed in a detailed manner
- develop an analytical bent of mind in exploring these literary texts
- grasp various thematic concerns, contexts, issues and aspects reflected in the prescribed literary texts
- appreciate the ideas, reflections, literary representations and the core message contained in these texts

Syllabus

UNIT 1: E.P. GEE: "THE RHINO OF KAZIRANGA"

E. P. Gee: Life and Works, Explanation of the Essay, Style and Language

UNIT 2: THE KING JAMES BIBLE: "THE STORY OF CREATION"

The Story of Creation, Major Themes, Style and Language

UNIT 3: SALMAN RUSHDIE: "IMAGINARY HOMELANDS"

Salman Rushdie: Life and Works, Explanation of the Text, Major Themes, Style and Language

UNIT 4: BERTRAND RUSSELL: "PROLOGUE" TO AUTOBIOGRAPHY

Bertrand Russell: Life and Works, Text of the Prologue, Explanation of the Prologue, Major Themes, Style and Language

UNIT 5: MATTHEW ARNOLD: "LITERATURE AND SCIENCE"

Matthew Arnold: Life and Works, Explanation of the Text, Major Themes, Style and Language

UNIT 6: RICHARD KEARNEY: "ON STORIES"

Richard Kearney: Life and Works, Explanation of the Text, Major Themes, Style and Language

UNIT 7: MARTIN LUTHER KING: "I HAVE A DREAM"

Martin Luther: Life and Works, Context of the Speech, Explanation of the Speech, Style and Language

UNIT 8: LORD CHESTERFIELD: LETTER TO HIS SON

Lord Chesterfield: Life and Works, Text of the Letter, Explanation of the Text, Major Themes, Style and Language

UNIT 9: R.L. STEVENSON: EXTRACTS FROM TRAVEL WITH A DONKEY

R. L. Stevenson: Life and Works, Explanation of the Extract, Major Themes, Style and Language

UNIT 10: DEREK WALCOTT: "THE ANTILLES: FRAGMENTS OF EPIC MEMORY"

Derek Walcott: Life and Works, Explanation of the Speech, Major Themes, Style and Language

UNIT 11: ANTOINE DE SAINT EXUPERY: THE LITTLE PRINCE

Antoine de Saint Exupery: Life and Works, The Title of the Novella, The Context of the Novella, Explanation of the Novella

Reading List

- Alfred, Julius Ayer. (1972). Russell. London: Fontana
- Allen, Walter. (1958). *The English Novel: A Short Critical History*. Penguin Books.
- Birch, Dinah. (2009). *The Oxford Companion to English Literature, Seventh Edition*. Oxford: Oxford University Press.
- Bloom, Harold. (2003). *Bloom's Modern Critical Views: Derek Walcott*. Chelsea House Publishers.
- Edward, Bough. (2006). *Derek Walcott*. Cambridge University Press
- Humberstone, Barbara. Et al. (2015). *Routledge International Handbook of Outdoor Studies*, London: Routledge.
- Hudson, W.H. *Introduction to Study of Literature*. Macmillan
- Kearney, Richard. (2002). *On Stories*. London: Routledge.
- Page, Norman. *The Language of Literature. Casebook Series*
- Chatterjee, Partha. (1993). *The Nation and its Fragments: Colonial and Postcolonial Histories*. New Jersey: Princeton University Press

Syllabi of Semester 2 : AEC 2 (MIL-Bengali)

For Four Year Undergraduate Programme

Name of the Course: Select Bengali Literary Texts, Grammar and Composition
নির্বাচিত বাংলা সাহিত্য, ব্যাকরণ ও রচনা

Course Objective:

After going through this course, a learner will be able to:

- Outline the history and trends of Bengali Literature from the beginning.
- Summarize a basic understanding of Bengali Grammar and Composition.

Course Outcomes:

- Develop knowledge of the history and recent trends of Bengali Literature.
- Explore the underlying spirit of Bengali Literature.
- Identify the heritage and basic spirit of the different aspects of Bengali Grammar and Composition.

Detailed Syllabus

অধ্যায় ১ :	কবিতা — ১ নবদ্বীপ — বৃন্দাবন দাস : কবি-পরিচয়, সারসংক্ষেপ, কবিতার বিশ্লেষণ, শব্দার্থ; রূপাই — জসিমউদ্দীন : কবি-পরিচয়, সারসংক্ষেপ, কবিতার বিশ্লেষণ, শব্দার্থ
অধ্যায় ২ :	কবিতা — ২ পুরাতন ভৃত্য — রবীন্দ্রনাথ ঠাকুর : কবিতার সার-সংক্ষেপ, কবিতার বিশ্লেষণ, শব্দার্থ
অধ্যায় ৩ :	উপন্যাস - কপালকুণ্ডলা — ১ ঔপন্যাসিক বঙ্কিমচন্দ্র : বঙ্কিমচন্দ্রের জীবনকথা, উপন্যাস-পরিচয়; কাহিনিসার
অধ্যায় ৪ :	উপন্যাস - কপালকুণ্ডলা — ২ চরিত্র-বিচার : নবকুমার, কপালকুণ্ডলা, মতিবিবি বা লুৎফউল্লিসা, কাপালিক; অলৌকিকতা
অধ্যায় ৫ :	বনফুল — জাগ্রত দেবতা বনফুলের জীবন ও সাহিত্য; জাগ্রত দেবতা : গল্পের সার সংক্ষেপ, গল্প-বিশ্লেষণ
অধ্যায় ৬ :	সাজাহান — ১ নাট্যকারের পরিচিতি ও ইতিহাসের কাহিনি; ঐতিহাসিক নাটক হিসাবে 'সাজাহান'; 'সাজাহান' নাটকের নায়ক বিচার ও নামকরণ; 'সাজাহান'নাটকের সংগীত ও সংলাপ
অধ্যায় ৭ :	সাজাহান — ২ সাজাহান নাটকের চরিত্র-বিচার : মুখ্য চরিত্র, গৌণ চরিত্র

- অধ্যায় ৮ : **জীবনস্মৃতি — ১**
 গ্রন্থকার ও গ্রন্থ পরিচয়; *জীবনস্মৃতি* : সাধারণ আলোচনা; ঘর ও বাহির — মূল পাঠ : পাঠ বিশ্লেষণ; ভৃত্যরাজক তন্ত্র — মূলপাঠ : পাঠ বিশ্লেষণ; নানা বিদ্যার আয়োজন — মূলপাঠ : পাঠ বিশ্লেষণ
- অধ্যায় ৯ : **জীবনস্মৃতি — ২**
 ভানুসিংহের কবিতা — মূলপাঠ : পাঠ বিশ্লেষণ; স্বাদেশিকতা — মূল পাঠ : পাঠ বিশ্লেষণ; মৃত্যুশোক — মূল পাঠ : পাঠ বিশ্লেষণ
- অধ্যায় ১০ : **বাংলা ব্যাকরণ**
 শব্দ, পদ, বাক্য : পদ পরিবর্তন; বাগ্ধারা বা বিশিষ্টার্থক বাক্যাংশ; বাংলা বানান : বানান রীতি, অশুদ্ধ বানান ও তার সংশোধিত রূপ; শব্দভাণ্ডার : শ্রেণিবিভাগ, মৌলিক শব্দ, আগমুক শব্দ; সমার্থক ও বিপরীতার্থক শব্দ : সমার্থক শব্দ, বিপরীতার্থক শব্দ
- অধ্যায় ১১ : **সংবাদ, অনুচ্ছেদ ও সারাংশ রচনা**
 রচনার নানা প্রকারভেদ; সংবাদ রচনা; অনুচ্ছেদ রচনা

Reference Books for this Course

- আনন্দ পাবলিশার্স প্রকাশনা; *বাংলা কী লিখবেন কেন লিখবেন।*
 ঘোষ, অজিতকুমার; *বাংলা নাটকের ইতিহাস।*
 ঘোষ, অজিতকুমার (সম্পাঃ); *দ্বিজেন্দ্র রচনাবলী, ২য় খণ্ড।*
 চক্রবর্তী, অজিত কুমার; *কাব্যপরিক্রমা।*
 চট্টপাধ্যায়, সুনীতিকুমার; *ভাষা-প্রকাশ বাংলা ব্যাকরণ।*
 দাস, শিশির কুমার; *আত্মজীবনী : জীবনী ও রবীন্দ্রনাথ।*
 দাস, শ্রীশচন্দ্র ; *সাহিত্য-সন্দর্শন।*
 দে, অধীব; *আধুনিক বাংলা প্রবন্ধ সাহিত্যের ধারা, ২য় খণ্ড।*
 পশ্চিমবঙ্গ বাংলা আকাদেমি; *আকাদেমি বানান অভিধান।*
 পশ্চিমবঙ্গ বাংলা আকাদেমি প্রকাশনা; *আকাদেমি বিদ্যার্থী বাংলা অভিধান।*
 পশ্চিমবঙ্গ বাংলা আকাদেমি প্রকাশনা; *প্রসঙ্গ : বাংলা ভাষা।*
 পশ্চিমবঙ্গ সংসদ; *সংসদ বানান অভিধান।*
 পাল, প্রশান্তকুমার; *রবীন্দ্রজীবনী, ১-৯ খণ্ড।*
 ভট্টাচার্য, আশুতোষ; *বাংলা নাট্যসাহিত্যের ইতিহাস (দ্বিতীয় খণ্ড)।*
 ভট্টাচার্য, সুভাষ ; *বাঙালির ভাষা।*
 মুখোপাধ্যায়, অরুণকুমার; *রবীন্দ্র পরিক্রমা।*
 মুখোপাধ্যায়, অশোক; *সংসদ সমার্থ শব্দকোষ।*
 মুখোপাধ্যায়, দুর্গাশঙ্কর; *দ্বিজেন্দ্রলাল রায় : জীবন ও সাহিত্য।*
 মুখোপাধ্যায়, প্রভাতকুমার; *রবীন্দ্র-জীবনী, ১-৪ খণ্ড।*
 রায়, রথীন্দ্রনাথ; *দ্বিজেন্দ্রলাল : কবি ও নাট্যকার।*
 সিংহ, মীনাক্ষী; *রবীন্দ্র প্রবন্ধের রূপরেখা।*
 সরকার, পবিত্র; *বাংলা বানান সংস্কার : সমস্যা ও সম্ভাবনা*
 সরকার, পবিত্র; *ভাষা-জিজ্ঞাসা ১, ২ ও ৩।*
 সেন, সুকুমার; *ভাষার ইতিবৃত্ত।*
 সেন, সুকুমার ; *বাঙ্গালা সাহিত্যের ইতিহাস, ৪র্থ খণ্ড।*

Syllabi of

Semester 2 : AEC 2 (MIL-Bodo)

For Four Year Undergraduate Programme

Name of the Course: **Select Bodo Literary Texts, Grammar and Composition**
(नायखां बिलाइ)

Course Objective:

After going through this course, a learner will be able to:

- Outline the history and trends of Bodo Literature from the beginning.
- Summarize a basic understanding of Bodo Grammar and Composition.

Course Outcomes:

- Develop knowledge of the history and recent trends of Bodo Literature.
- Explore the underlying spirit of Bodo Literature.
- Identify the heritage and basic spirit of the different aspects of Bodo Grammar and Composition.

Detailed Syllabus

- खोन्दो 1 :** मोनाबिलि - इसान चन्द्र मोसाहारि
खन्थाइगिरिनि सिनायथि; फरा; खन्थाइनि गुबै बाश्रा; मोनाबिलि खन्थाइनि र 'मान्टिक सानस्रि;
खन्थाइनि सायाव बिजिरनाय
- खोन्दो 2 :** अखां गंसे नांगौ - ब्रजेन्द्र कुमार ब्रह्म
खन्थाइगिरिनि सिनायथि झ; फरा; खन्थाइनि गुबै बाश्रा; गोदान खन्थाइनि सोमोन्दै सुंद
फोरमायथिनाय; अखां गंसे नांगौ खन्थाइनि सायाव सावरायनाय
- खोन्दो 3 :** थुनलायाव रहस्य सानथौ : कमल कुमार ब्रह्म
लिरगिरिनि सुंद सिनायथि - कमल कुमार ब्रह्म; फरानि गुबै बाश्रा; फरानि सायाव
बिजिरनाय : थुनलायाव रहस्य सानथौ
- खोन्दो 4 :** सुबुं माहारियाव खाना फोथायनाय - ब्रजेन्द्र कुमार ब्रह्म
लिरगिरिनि सिनायथि - ब्रजेन्द्र कुमार ब्रह्म; फरानि गुबै बाश्रा; फरानि सायाव बिजिरनाय : सुबुं
माहारियाव खाना फोथायनाय
- खोन्दो 5 :** मोदै आरो गोलोमदै - नीलकमल ब्रह्म
लिरगिरिनि सिनायथि; सुंद सलनि सल; सलनि सायाव बिजिरनाय; आखु बिजिरनाय
- खोन्दो 6 :** फर्बज 'रानि बिहामजो - जनिल कुमार ब्रह्म
लिरगिरिनि सिनायथि; सुंद सलनि सल; आखु बिजिरनाय; समाजारि सावगारि

- खोन्दो 7 :** मैहुर - धरणीधर औवारी
सलमागिरिनि सिनायथि; फरानि गुबै बाश्रा; सलमानि सायाव बिजिरनाय; आखु बिजिरनाय;
मैहुर सलमायाव समाजारि सावगारि
- खोन्दो 8:** राजा निलाम्बर - दारेन्द्रनाथ बसुमतारि
लिरगिरिनि सिनायथि; जारिमिनारि थुनफावथाय महरै राजा निलाम्बर; थुनफावथायनि सायाव
बिजिरनाय; आखु एरनाय
- खोन्दो 9 :** हरबादि खोमसि- कमल कुमार ब्रह्म
थुनफावथाय लिरगिरिनि सिनायथि; थुनफावथायनि सायाव बिजिरनाय; समाजारि फावथाय
महरै हरबादि खोमसि; आखु एरनाय; फावथायारि आदब
- खोन्दो 10 :** बायदि मैया रनसाय आरो बाश्रा फाव, बाश्रा खोन्दो
रनसाय आरो रायथाइनि फारागथि; रनसाय : बिजाब बाख्रि, आसामनि दैबाना, भारतनि हाबा
गैजारोडिनि जेंना, फरायसा आरो राजखान्थि; बाश्रा फाव, बाश्रा खोन्दो, सुंथाबै लिरनाय आरो
बेखेवनानै लिरनाय
- खोन्दो 11 :** रावखान्थि
बर' रावनि गारां आरो खौरां रिसारथि : थायजा, सानराय, महर

Reference Books for this Course

- औवारी, धरणीधर; मैहुर।
चैनारि, स्वर्ण प्रभा; बर' फावथायनि बिजिरनाय।
नारजारी, इन्द्रमालती; लाइसिनि बिखायाव इन्द्रमालती।
नारजारी, इन्द्रमालती; मायनाव बरायनाय।
नारजारी, इन्द्रमालती; बर' हारिसु आरो थुनलाइ बिजिरनाय।
फोसावगिरि बि. ए. सि. सिलेबास कमिटि; खन्थाइ माला।
बर', अनिल; सेरजा सिफुं।
बर', थुनलाइनि महर; धरणीधर औवारी।
बर', मधुराम; जारिमिननि नोजोराव बर' थुनलाइ।
बर', मधुराम; गोजौ रावखान्थि।
बर', मधुराम; सुजु बिजाब।
बड' टेक्स बुक प्रडाकसन कमिटि : रायथाइ बिहुं
बड' आयदा फोरोंगिरि गौथुम; फोरोंलाइ Vol- VI।
बसुमतारि, बिजितगिरि; नोजोर आरो सानसि।
बसुमतारी, सुनिल फुकन (सुजुनाय); रायथाइ बिहुं।
ब्रह्म, अनिल कुमार; थुनलाइ आरो थुनलाइ बिजिरनाय।

ब्रह्म, कमल कुमार; कमल कुमार ब्रह्मनि जिव आरो सानसि ।
ब्रह्म, कमल कुमार; गोनं रावखान्थि ।
ब्रह्म, कमल कुमार; हरबादि खोमसि ।
ब्रह्म, नीलकमल; हाग्रा गुदुनि मै ।
ब्रह्म, रुपनाथ आरो ब्रह्म, मदाराम (1992). खन्थाइ-मेथाय (1992); झारबारि : नौनोगोर पाब्लिकेसन ।
ब्रह्म, ब्रजेन्द्र कुमार; थुनलाइ आरो सानसि ।
ब्रह्म, ब्रजेन्द्र कुमार; थुनलाइ आरो थुनलाइ
ब्रह्म, ब्रजेन्द्र कुमार; रायथाइ माला ।
मोसाहारि, इसान; सनानि माला ।
मोसाहारि, गुनेश्वर; थुनलाइ बिजिरनाय ।
मसाहारि, तुलन; बर' फावथाय थुनलाइ ।
लाहारी, मन'रन्जन; बर' थुनलाइनि जारिमिन ।
हाजवारि, मंगलसिं (1996). जथाइबिदां; कक्राझार : बड' पाब्लिकेसन्स बर्ड, बड' साहित्य सभा ।
हायार सेकेण्डारि थाखोफोरनि थाखाय; सुजुनाय बिजाब ।
33 थि बिसान बर' थुनलाइ आफादनि खुगा लाइसि; डि बड' ।

Syllabi of
Semester 2 : AEC 2 (MIL-Hindi)
For Four Year Undergraduate Programme

Name of the Course: Gadya-Padya Abang Hindi Byakaran
(गद्य, पद्य एवं हिन्दी व्याकरण)

Course Objective:

After going through this course, a learner will be able to:

- Outline the history and trends of Hindi Literature from the beginning.
- Summarize a basic understanding of Hindi grammar.

Course Outcomes:

- Develop knowledge of the history and recent trends of Hindi literature.
- Explore the underlying spirit of Hindi Literature.
- Identify the heritage and basic spirit of the different aspects of Hindi grammar.

Detailed Syllabus

- इकाई 1 :** भक्ति काव्य
सूरदास : जीवन दर्शन एवं साहित्य, भ्रमर गीत, पाठ का सारांश ; तुलसीदास : जीवन दर्शन एवं साहित्य, केवटप्रसंग, पाठ का सारांश
- इकाई 2 :** सूर्यकान्त त्रिपाठी 'निराला' : 'तोड़ती पत्थर'
सूर्यकान्त त्रिपाठी 'निराला' : जीवन दर्शन एवं साहित्य, 'तोड़ती पत्थर' का पाठ, पाठ का सारांश
- इकाई 3 :** रामधारी सिंह 'दिनकर' : किसको नमन करूँ मैं
रामधारी सिंह 'दिनकर' : जीवन दर्शन एवं साहित्य, 'किसको नमन करूँ मैं' का पाठ, पाठ का सारांश
- इकाई 5 :** मुक्तिबोध : 'अंधेरे में'
मुक्तिबोध : जीवन दर्शन एवं साहित्य, 'अंधेरे में' पाठ, पाठ का सारांश
- इकाई 4 :** भगवती चरण वर्मा : चित्रलेखा
भगवती चरण वर्मा : व्यक्तित्व एवं कृतित्व, भगवती चरण वर्मा की औपन्यासिक विशिष्टाएँ ; चित्रलेखा : कथावस्तु तथा जीवन दर्शन, चरित्र चित्रण, कथोपकथन, वातावरण, भाषाशैली, भावात्मक शैली एवं लक्ष्य
- इकाई 5 :** प्रेमचन्द : ठाकुर का कुआँ
प्रेमचन्द : जीवन दर्शन एवं साहित्य, ठाकुर का कुआँ – कहानी, प्रतिपाद्य विषय की समीक्षा

- इकाई 6 :** आचार्य रामचन्द्र शुक्ल : मित्रता
आचार्य रामचन्द्र शुक्ल ; मित्रता : कथ्य एवं उद्देश्य ; मित्रता : महत्वपूर्ण प्रसंग
- इकाई 7 :** आचार्य शिवपूजन सहाय : साहित्य
आचार्य शिवपूजन सहाय : का जीवन एवं साहित्य ; साहित्य : कथ्य एवं उद्देश्य ; साहित्य : महत्वपूर्ण प्रसंग
- इकाई 8 :** डॉ. बिरिचि कुमार बरूआ : कौआ
डॉ. बिरिचि कुमार बरूआ : जीवन एवं साहित्य ; कौआ : कथ्य एवं उद्देश्य ; कौआ : महत्वपूर्ण प्रसंग
- इकाई 9 :** डॉ. राम कुमार वर्मा : कौमुदी महोत्सव
एकांकी की परिभाषा ; एकांकी के तत्व ; डॉ. राम कुमार वर्मा: जीवन एवं साहित्य; कौमुदी महोत्सव : कथावस्तु : चरित्र चित्रण, संलाप, वातावरण, उद्देश्य, भाषा शैली, रंगमंच निर्देश
- इकाई 10 :** जगदीश चन्द्र माथुर : बन्दी
जगदीश चन्द्र माथुर : व्यक्तित्व एवं कृतित्व ; बन्दी : एकांकी की कथावस्तु एवं विश्लेषण : चरित्र चित्रण, संवाद, वातावरण, भाषा शैली, उद्देश्य, रंगमंच निर्देश
- इकाई 11 :** हिन्दी व्याकरण
कारक और विभक्ति, लिंग, वाक्य विचार, लोकोक्ति और मुहावरा

Reference Books for this Course

- अमृत राय : प्रेमचन्द : कलम का सिपाही
अली सरदार जाफरी : कबीर वाणी
अशोक चक्रधर : मुक्तिबोध की काव्य प्रक्रिया
आचार्य रामचन्द्र शुक्ल : हिन्दी साहित्य का इतिहास
आचार्य हजारी प्रसाद द्विवेदी : हिन्दी साहित्य उद्भव एवं विकास
आचार्य हजारी प्रसाद द्विवेदी : हिन्दी साहित्य की भूमिका
डॉ कपिलदेव द्विवेदी : भाषाविज्ञान एवं भाषाशास्त्र
कुमार कृष्ण : कहानी के नये प्रतिमान
डॉ. केदारनाथ सिंह : आधुनिक हिन्दी कविता में बिम्ब विधान
गणपतिगुप्त : हिंदी साहित्य का इतिहास
डॉ. नगेन्द्र (सं) : हिन्दी साहित्य का इतिहास
नलिन विलोचन शर्मा : हिन्दी उपन्यास : तथा प्रेमचन्द
प्रसाद, वासुदेव नन्दन ; आधुनिक हिन्दी व्याकरण और रचना ; पटना : भारती भवन ।
डॉ वासुदेवनन्दन प्रसाद : सरल हिन्दी व्याकरण और रचना

AEC 301 Life Skills

Course Objectives

The objectives of the course are to:

- Enhance the ability of developing self-knowledge and self-awareness by overcoming all fears and insecurities
- Increase emotional competency and emotional intelligence at the place of study/work
- Provide the opportunity for realizing self-potential through practical examples
- Develop interpersonal skills and adopt good leadership behaviour for self-empowerment and the empowerment of others

Course Outcomes

After successfully completing the course, learners will be able to

- Gain Self-competency and Confidence
- Gain Emotional Competency
- Gain Intellectual Competency
- Gain an Edge through Professional Competency
- Aim for a High Sense of Social Competency
- Imbibe the attributes of an Integral Human Being

Syllabus

UNIT 1: LISTENING AND SPEAKING

Techniques of Effective Listening and speaking, Listening and Comprehension, Probing Questions, Barriers to Listening, Pronunciation, Enunciation, Vocabulary, Fluency, Common Errors

UNIT 2: READING, WRITING AND DIFFERENT MODES OF WRITING

Techniques of Effective Reading, Gathering Ideas and Information from a Given Text, Evaluating and Interpreting the Text; Avoiding Ambiguity, Vagueness, Unwanted Generalizations, and Oversimplification of Issues; Being structured and sequenced; Using Different Modes of Writing like E-mails, Proposal, Recording the Proceedings of Meetings

UNIT 3: DIGITAL LITERACY AND SOCIAL MEDIA, DIGITAL ETHICS AND CYBER SECURITY

Basic Computer Skills on MS Office Suite, MS Excel, MS Word, MS PowerPoint; Basic Virtual Platforms like Zoom, Google Meet, Cisco Webex, MS Teams; Cyber Security and Threats, Vulnerabilities of Cyber Attacks; Digital Ethics, Digital Etiquette and Digital Life Skills

UNIT 4: NONVERBAL COMMUNICATION

Meaning of Nonverbal Communication; Advantages of Using Nonverbal Communication, Modes of Nonverbal Communication like Eye Contact and Facial Expression, Hand Gestures; Do's and Don'ts in NVC

UNIT 5: GROUP DISCUSSION SKILLS AND INTERVIEW SKILLS

Meaning and Methods of Group Discussion; Procedure of Group Discussion; Group Discussion — Common Errors; Meaning and types of interviews; Dress code, background research; Do's and Don'ts; Situation, task, action, and response (STAR concept) for facing an interview; Interview procedure; Important questions generally asked at a job interview; common errors that candidates generally make at an interview

UNIT 6: EXPLORING CAREER OPPORTUNITIES, RÉSUMÉ SKILLS

Knowing yourself — Personal characteristics; Knowledge about the world of work, requirements of jobs, including self-employment; Sources of career information; Preparing for a career based on potential and availability of opportunities; Introduction of résumé and its importance; Difference between a CV, résumé and biodata; Essential components of a good résumé; Common errors while preparing a résumé

UNIT 7: COGNITIVE AND NON-COGNITIVE SKILLS, PRESENTATION SKILLS, AND LISTENING AS A TEAM SKILL

Cognitive Skills: Meaning and Types of Cognitive Skills, Strategies to Develop Cognitive Skills like Critical Thinking Skills, Problem-solving skill; Non-cognitive Skills: Meaning and Types of Non-cognitive Skills; Strategies to Develop Non-cognitive Skills like Empathy, Creativity, Teamwork; Types of Presentations; Knowing the Purpose; Knowing the Audience; Opening and Closing a Presentation; Using Presentation Tools; Handling Questions; Ways to Improve Presentation Skills over Time

UNIT 8: TRUST AND COLLABORATION, BRAINSTORMING, SOCIAL AND CULTURAL ETIQUETTES, INTERNAL COMMUNICATION

Importance of Trust in Creating a Collaborative Team; Spirit of Teamwork; Understanding Fear of Being Judged and Strategies to Overcome Fear; Advantages of Effective Listening; Listening as a Team Member and Team Leader; Brainstorming as a Technique to Promote Idea Generation; Need for Etiquette; Aspects of Social and Cultural/Corporate Etiquette in Promoting Teamwork; Use of Various Channels for Transmitting Information to Team Members

UNIT 9: LEADERSHIP SKILLS, INNOVATIVE LEADERSHIP AND DESIGN THINKING

Understanding Leadership and its Importance; Traits and Models of Leadership; Key characteristics of an effective leader; Leadership styles; Basic Leadership Skills like Motivation, Teamwork, Negotiation, Networking; Concept of emotional and social intelligence; Design thinking and its key elements; Learning through Biographies - Drawing insights on how leaders sail through difficult situations

UNIT 10: MANAGERIAL SKILLS

Basic managerial skills like planning for effective management, organizing teams, recruiting and retaining talent, delegation of tasks, coordinating, managing conflict; Self-management skills like understanding self-concept, developing self-awareness, self-examination, self-reflection and introspection, self-regulation, managing personal finance; Aspects of budgeting like setting personal goals, estimating likely expenses and managing saving, investment and spending

UNIT 11: ENTREPRENEURIAL SKILLS, ETHICS AND INTEGRITY

Basics of entrepreneurship- meaning of Entrepreneurship, classification and types of entrepreneurships, traits and competencies of entrepreneur; creating business plan - problem identification and idea generation, idea validation, pitch making; ethics and conduct - importance of ethics, personal and professional moral codes of conduct, creating a harmonious life

UNIT 12: LOVE AND COMPASSION, TRUTH, NON-VIOLENCE

Forms of love; love, compassion, empathy, sympathy and non-violence, narratives and anecdotes from history and literature including local folklore on gains and losses in practising love; Truth- truth as value, truth as fact- narratives and anecdotes from history and literature including local folklore on gains and losses in practicing truth; Non-violence – Ahimsa, individuals and organizations that are known for their commitment to non-violence; Narratives and anecdotes about non-violence from history and literature, including local folklore on gains and losses in practicing non-violence

UNIT 13: PEACE, SERVICE, RENUNCIATION

Peace- its need, relation with harmony, and balance; Narratives and anecdotes about peace from history and literature, including local folklore on gains and losses in practicing peace; Service and its forms; Narratives and anecdotes dealing with instances of service from history and literature, including local folklore on gains and losses in practicing service; Renunciation and sacrifice; self-restrain and ways of overcoming greed; narratives and anecdotes from history and literature, including local folklore on gains and losses in practicing renunciation and sacrifice

UNIT 14: CONSTITUTIONAL VALUES, JUSTICE AND HUMAN RIGHTS, RIGHTEOUSNESS

Righteousness, dharma and propriety; Fundamental Values like Justice, Liberty, Equality, Fraternity, Human Dignity; Fundamental Rights and Fundamental Duties as stated in Indian Constitution

Reading List

- Sen, Madhuchanda. 2010. An Introduction to Critical Thinking. Delhi: Pearson.
- Silvia, P. J. 2007. How to Read a Lot. Washington DC: American Psychological Association
- EH McCrath, 1999; Basic Managerial Skills for All; Prentice Hall of India
- Ashokan, M. S. 2015. Karmayogi: A Biography of E. Sreedharan. London, UK: Penguin
- Chandra, P. 2017. Financial Management: Theory & Practice. 9th edition. New York: McGraw Hill Education
- Leading with Cultural Intelligence: The New Secret to Success, New York: American Management Association
- McCormack, M.H. 1986. What They Don't Teach You at Harvard Business School: Notes from A Street-Smart Executive. New York: Bantham
- Sinek, S. 2009. Start With Why: How Great Leaders Inspire Everyone to Take Action. London: Penguin
- Basham, A.L. 1954. First edition. The Wonder That Was India. London: Picador Press.
- Ghosh, Shantikumar. 2004. Universal Values. Kolkata: The Ramakrishna Mission.
- Ghosh, Sri Aurobindo. 1998. The Foundations of Indian Culture. Pondicherry: Sri Aurobindo Ashram.
- Joshi, Kireet. 1997 Education for Character Development, Delhi: Dharma Hinduja Centre of India Studies

AEC 401 Studies of Assamese Culture

Course Objectives

The course aims at enabling a learner to:

- Discover the underlying spirit of Assamese culture and milieu
- Explain the different aspect of Assamese culture

Course Outcomes

After going through this course, a learner will be able to:

- Identify the rich cultural heritage of Assam.
- Formulate the difference between heritage and contemporary trends.

Syllabus

অধ্যায় ১: ঐতিহাসিক প্ৰেক্ষাপটত অসম

প্ৰাগ্‌জ্যোতিষপুৰ, কামৰূপ, অসম নামৰ উৎপত্তি, অসমৰ ভৌগোলিক অৱস্থিতি, জাতি – জাতিৰ ধাৰণা, অসমীয়া জাতি, অসমীয়া জাতি গঠন প্ৰক্ৰিয়া

অধ্যায় ২: সংস্কৃতি – চমুপৰিচয়

সংস্কৃতি – সাধাৰণ পৰিচয়, সংস্কৃতিৰ সংজ্ঞা, সংস্কৃতিৰ স্বৰূপ, সংস্কৃতিৰ উপাদান, সংস্কৃতিৰ বৈশিষ্ট্য, সংস্কৃতিৰ বিভিন্ন ভাগ : অভিজাত সংস্কৃতি বা মাৰ্গীয় সংস্কৃতি, লোক সংস্কৃতি বা জনকৃষ্টি, জনজাতীয় সংস্কৃতি

অধ্যায় ৩: অসমৰ সংস্কৃতি – বৈচিত্ৰ্যৰ মাজত ঐক্য

অসমৰ সংস্কৃতি – সমন্বয় আৰু সমাহৰণৰ বিভিন্ন বিষয়: ভাষা, সাহিত্য, ধৰ্ম, উৎসৱ-অনুষ্ঠান, সামাজিক লোকাচাৰ, নৃত্য-গীত, খাদ্য, সাজ-পাৰ

অধ্যায় ৪: অসমীয়া সংস্কৃতিত বিভিন্ন জাতীয়-জনগোষ্ঠীয় উপাদান আৰু অৱদান

অসমীয়া সংস্কৃতিত বিভিন্ন জনজাতীয় উপাদান, টাই (আহোম) উপাদান, মুছলমানসকলৰ অৱদান

অধ্যায় ৫: অসমৰ ধৰ্মীয় পৰম্পৰা

শৈৱধৰ্ম: অসমৰ শৈৱধৰ্ম, অসমৰ শৈৱ মঠ-মন্দিৰ, অসমৰ শৈৱ সাহিত্য; শাক্তধৰ্ম: অসমৰ শাক্তধৰ্ম, অসমৰ শক্তিপীঠ আৰু মঠ-মন্দিৰ, অসমৰ শাক্ত সাহিত্য; বৈষ্ণৱধৰ্ম: অসমৰ বৈষ্ণৱ আৰু নৱ-বৈষ্ণৱ ধৰ্ম, অসমৰ বৈষ্ণৱ সাহিত্যৰ চমু আভাস

অধ্যায় ৬: সত্ৰীয়া সংস্কৃতি

সত্ৰীয়া সংস্কৃতি: সত্ৰৰ সংজ্ঞা, উৎপত্তি, সত্ৰৰ বিভিন্ন বিভাগ আৰু বিস্তৃতি, সত্ৰৰ বিষয়ববীয়া তথা প্ৰশাসন, সত্ৰৰ নিত্যকৰ্ম – সত্ৰীয়া নাম-প্ৰসংগ, সত্ৰৰ নৈমিত্তিক কাৰ্য তথা সত্ৰৰ উৎসৱ-অনুষ্ঠান, সত্ৰৰ কেতবোৰ পালনীয় আচাৰ-ৰীতি, সত্ৰীয়া গীত, নৃত্য, বাদ্য আৰু ভাওনা

অধ্যায় ৭: নামঘৰ – চমুপৰিচয়

নামঘৰ: চমুপৰিচয়, নামঘৰৰ কাৰ্যপ্ৰণালী – ধৰ্মীয়-চৰ্চা তথা শিল্প-চৰ্চাৰ কেন্দ্ৰ, নামঘৰৰ সামাজিক কতৃৰ্হ

অধ্যায় ৮: সত্ৰীয়া পৰিৱেশ্যকলা

সত্ৰীয়া পৰিৱেশ্য কলা; সত্ৰীয়া সংগীত: বৰগীত, কীৰ্তন, নামঘোষা আৰু আনুষংগিক ধাৰা; সত্ৰীয়া নৃত্য আৰু বাদ্য; অংকীয়া নাট আৰু ভাওনা

অধ্যায় ৯: লোক সংস্কৃতিৰ চমু আভাস

লোক সংস্কৃতি – সাধাৰণ পৰিচয়; অসমৰ লোক সংস্কৃতি: বাচিক সংস্কৃতি, ভৌতিক সংস্কৃতি, সামাজিক লোক প্ৰথা বা লোকাচাৰ, লোক পৰিৱেশ্য কলা

অধ্যায় ১০: মৌখিক সাহিত্য

মৌখিক সাহিত্য; অসমীয়া মৌখিক সাহিত্য

অধ্যায় ১১: সামাজিক লোকাচাৰ

সামাজিক লোকাচাৰ: লোক বিশ্বাস আৰু লোক ধৰ্ম, লোক উৎসৱ-অনুষ্ঠান, অৱসৰ-বিনোদন আৰু খেল-ধেমালি, লোক গুৰুত্ব আৰু লোক চিকিৎসা

অধ্যায় ১২: ভৌতিক সংস্কৃতি

ভৌতিক সংস্কৃতি: লোক শিল্প, লোক কলা, লোক স্থপতিবিদ্যা, লোক আভৰণ, লোক বন্ধনপ্ৰণালী

অধ্যায় ১৩: লোক পৰিৱেশ্য কলা

লোক পৰিৱেশ্য কলা; অসমৰ লোক পৰিৱেশ্য কলা: লোক সংগীত, লোক নাট্য

অধ্যায় ১৪: অসমৰ কেইটিমান নিৰ্বাচিত লোক পৰিৱেশ্য কলা

অসমৰ কেইটিমান নিৰ্বাচিত লোক পৰিৱেশ্য কলা: ওজাপালি, কুশানগান, ঢুলীয়াভাওনা, খুলীয়াভাওনা

Reading List

Asom Sahitya Sabha (1962), Asomor Janajati. Jorhat.

Baruah, Birinchi Kumar (1985). Asomor Loka Sanskriti. Guwahati: Bina Library

Bhattacharjya, Pramod Chandra (1999). Asomor Janajati. Guwahati Lawyer's Book Stall.

Gogoi, Lila (1994). Asomor Sanskriti. Dibrugarh: Banalata.

Goswami, Narayan Chandra (2005). Satra Sanskrit Swarnarekha. Guwahati: Lawyer's Book Stall.

Hakacham, Upen Rabha (2000). Asomor Janajatiya Sanskriti. Guwahati: Bani Mandir.

Narjee, Bhaben (1966). Bodo-Kacharir Samaj aaru Sanskriti, Guwahati: Lawyer's Book Stall.

Neog, Hariprasad and Gogoi, Lila (Compl. And Ed.) (1989). Asomia Sanskriti.: Dibrugarh: Banalata.

Padun, Nahendra (1993). Asomia Sanskritiloi Janajatiya Borongani. Guwahati: Lawyer's Book Stall.

AEC 402 Spoken English

Learning Objectives

The objectives of the course are to:

- acquaint the learners with the basic elements that make up English speech
- provide a general study on some of the key areas of English functional grammar
- enable the learner to develop a proper idea on the use of various grammatical forms
- develop in learners the necessary skills and techniques of oral communication, day-to-day conversations, interview etc. in English
- encourage the development of public speaking skills and speech skills on special occasions
- highlight the importance of Spoken English

Learning Outcomes

- After going through the course, the learner will be able to:
- discuss the importance of English in the 21st century global context
- develop a proper idea on the use of various grammatical forms
- develop the necessary skills and techniques of oral communication, day-to-day conversations, interview etc. in English
- appreciate the importance of Spoken English in the present context

Syllabus

UNIT 1: IMPORTANCE OF SPOKEN ENGLISH

Knowing the importance of English in the Global Context, Skills of Better Communication

UNIT 2: ISSUES ON ORAL COMMUNICATION I

Skills Involved in Oral Communication, Listening and Speaking Skills, Reading and Writing Skills, The Process of Speech, Non-verbal Communication

UNIT 3: ISSUES ON ORAL COMMUNICATION II

Conversation as a speech event, Turn-Taking, The Language of Conversation, Phrasal Verbs

UNIT 4: GRAMMAR IN CONTEXT I

Grammaticality and Appropriateness, Eliciting Information, Question Patterns in Context, Some Verb Forms in Context

UNIT 5: GRAMMAR IN CONTEXT II

Modals in Conversation, Uses of Will and Would, Uses of May, Might and Must, Uses of Other Modals, Uses of Shall, Should and Shouldn't, Miscellaneous Uses of Modals

UNIT 6: INFORMAL AND FORMAL SPEECH

Features of Informal speech, Ellipsis, Discourse Markers in Informal Speech, Discourse Markers of Formal Speech

UNIT 7: SOUNDS OF ENGLISH I

Units of Speech Sounds, The Vowel Sounds, The Consonant Sounds, Minimal Pairs, Vowel Contrasts, Consonant Contrasts

UNIT 8: SOUNDS OF ENGLISH II

Word Stress, Placement of Word Stress, Stress in Compound Words, Grammatical Function of Stress, Sentence Stress and Intonation

UNIT 9: COMMUNICATION SKILLS

What is Communication? Types of Communication, Written Communication, Spoken Communication, Non-Verbal Communication, Essentials of Written Communication, Essentials of Oral Communication

UNIT 10: TELEPHONE SKILLS

Understanding Telephone Communication, Handling Calls, Making Requests, Request to Do Things, Giving Instructions

UNIT 11: INTERVIEW SKILLS

The Art of Interviewing, Examples of Interviews—Job Interviews, Media Interviews

UNIT 12: PUBLIC SPEAKING

The art of Public Speaking, Techniques of Persuasive Speech, Techniques of Informative Speech

UNIT 13: SPEECHES FOR SPECIAL OCCASIONS

Public Speaking on Special Occasions—Address of Welcome, Introducing the Speaker, Vote of Thanks, Group Discussion

UNIT 14: DIALOGUES IN CONTEXTS

Importance of Dialogues in Social Interactions, Some Dialogues of Contexts—At the Post Office, At the Doctor's, Buying a Shirt, At the Market, In the Library, At the Railway Station, At the Tea Stall, An Interview, At the Book Seller's, At the Garage, Hiring a Taxi, At the Restaurant, At the Bank, At the Hotel

Reading List

- Carmen, Robert. (ed.) Spoken English: Flourish Your Language. Abhishek Publication: Chandigarh.
- Eastwood, J. (1994). Oxford Guide to English Grammar. Oxford University Press.
- Karal, Rajeevan et al. (2016). English for Successful Communication. Oxford University Press.
- Koneru, Aruna. (2013). Professional Speaking Skills. Oxford University Press
- Sasikumar, V. and Dhamija, P.V. (1993). Spoken English: A Self- Learning Guide to Conversation Practice. Tata McGraw-Hill Publishing Company Limited.
- Seely J. (2004). Oxford Guide to Effective Writing and Speaking. Oxford University Press.
- Sethi, J. et al. (2004). A Practical Course in English Pronunciation. Prentice Hall of India.
- Sethi, J and P.D. Dhamija. (1999). A Course in Phonetics and Spoken English. Prentice Hall.

AEC 403 English for Media Studies

Course Objectives

- To familiarise the learners with the process of writing for the media
- To identify the specific use of English in the field of media
- To equip learners with basic writing skills required for media

Course Outcomes

- On completion of this course, the learners will be able to-
- Familiarize oneself with the process of writing for different forms of media
- Make proper utilization of the English language in media
- Acquire the basic writing skills in English for various media forms

Syllabus

Unit 1: INTERVIEWING AND NOTE TAKING

Definition of Interview, preparing for interview, conducting the interview, text of interview, language for audio-visual interview, note taking

Unit 2: EDITORIAL WRITING

Defining Editorial, Introduction to the editorial page, writing the editorial, rules for Editorial writing, writing the Feature, writing the Article, writing the middle, Letters to the Editor

Unit 3: ART OF COLUMN WRITING

Types of columns, distinguishing characteristics of an op-ed, steps to be followed while writing a column

Unit 4: ELEMENTS OF GOOD WRITING

Characteristics- precision, clarity in writing, use of simple sentences, grammar and punctuation, avoiding clichés, pacing, use of transitions

Unit 5: PREPARING COPY

Copy editing- use of quotes, paraphrases, attribution, writing the lead, grammatical mistakes- confusion in the use of 'who' and 'whom', possessive pronouns, use of active voice, copy reading symbols

Unit 6: MASTERING THE LANGUAGE OF EDITING

Importance on vocabulary, sentence construction, participles, pronouns, verbs, nouns, foreign words, prepositions, paragraphs, selection of right words

Unit 7: REVIEW WRITING

Book review- fiction, adverse criticism, non-fiction, the collection, poetry, drama, Steps to be followed while doing a book review, drama review, Film review

Unit 8: NEWS WRITING

Language and style of Indian Media, Language and style for print and cyber media, Language and style for Radio, Language and style for Television

Unit 9: HEADLINE WRITING

Meaning of headline, Types of headline, Functions of a headline, Factors to be kept in mind while writing headlines, Headline writing skills- use of verbs, use of Articles and Voices, Use of Decks, The Five Ws, use of short synonyms, Abbreviations, Punctuation, Line Balance, Guidelines for headline writing

Unit 10: WRITING FOR ADVERTISING COPY

Introduction, Key concepts in advertising, Copywriting, Radio copy, Television copy

Unit 11: WRITING AND REWRITING FOR PUBLIC RELATIONS

Preparing news releases- Announcement releases, Backgrounders, Position Papers, Tip Sheets, Rewriting news releases, Writing newsletter stories

Unit 12: GRAMMAR AND USAGE

Sequence of tenses, Voice, Narration, Punctuation, Vocabulary

Unit 13: COMMON ERRORS IN THE USE OF ENGLISH LANGUAGE

Errors of concord, Errors of construction, Errors of order, Errors in prepositions, Errors in conjunctions

UNIT 14: REPORTING PUBLIC SPEECH

Reporting public speeches- background information, covering the speech, using a prepared text, writing the speech story for print

Unit 15: STYLE AND THE STYLEBOOK

Need of a stylebook, -consistency, preference and tradition, Guidelines of different stylebooks, Mechanical rules

Reading List

Chaturvedi, S.N. (2007), Dynamics of Journalism and Art of Editing, Cyber Tech Publications, New Delhi

Hough, George A. (2006), News Writing, Kanishka Publishers, Distributors, New Delhi

Kamath, M.V (2005), The Journalist's Handbook, Vikas Publishing House Pvt Ltd, New Delhi

Lorenz, Alfred Lawrence, John Vivian (2006), News : Reporting and Writing, Dorling Kindersley, New Delhi

Parthasarathy, Rangaswami (2006), Basic Journalism, Macmillan India Ltd., New Delhi

Singh, Chandrakant P. (1999), Before the Headlines, Macmillan India Limited, New Delhi

Sissons, Helen (2006), Practical Journalism : How to Write News, Sage Publications, UK

Singh, Bhanu Pratap (2011), Art of Editing, Anmol Publications Pvt Ltd, New Delhi

Wrinn, Mary J.J. (2008), Elements of Journalism, Cosmo Publications, New Delhi

Detailed Syllabi of Skill Enhancement Courses (SECs)

SEC 101 Office Management

Course Objectives

The objectives of the Course are to help the learner's in

- Understanding the concepts of office management and office administration
- Understanding of Office Automation, space management, workplace environment
- Acquiring the knowledge of official terms used in workplace
- Understanding the key concepts of office communication
- Understanding the significance of mailing section, Arrangements with post offices, inward Mail routine and Dealing with correspondence
- Informing with various types of stationeries, drafts, noting, equipment and knowledge in the use of appliances

Course Outcomes

Upon successful completion of the course, the learners will be able to:

- Familiar with office management and office administration
- Acquire skills needed by an administrative assistant to function in such office environment.
- Use human relations skills, interpersonal interactions, as well as verbal and written communications.
- Develop skills in arrangement of papers for filing, methods of filing and indexing

Syllabus

UNIT 1: INTRODUCTION TO OFFICE MANAGEMENT

Meaning and importance of office, Nature and functions of Office, Relationship of office with other departments, Functions-basic and auxiliary, Position and role of an office manager

UNIT 2: OFFICE ADMINISTRATION

Administrative office management, objectives of administrative office management, functions of administrative office manager, scientific office management

UNIT 3: OFFICE LAYOUT

Office Layout and Working Condition, Location of office, Office building, Office layout-nature, principles, types, Open and private offices,

UNIT 4: OFFICE ENVIRONMENT

Lighting, ventilation, safety from physical hazards, sanitary requirements, cleanliness, security and Temperature and interior decoration

UNIT 5: OFFICE SERVICES

Centralization versus decentralization of office services, departmention of office, departments of a modern office

UNIT 6: WORKFLOW IN OFFICE

Workflow in Office, Concept of work-flow and flow charts, Difficulties in work flow.

UNIT 7: OFFICE ORGANIZATION

Office Organization Principles, Types - line, line and staff and services Organization, Office charts and manuals.

UNIT 8: OFFICE COMMUNICATION

Basic Principles, Internal Communication and External communication, Handling Inward and Outward communication; Mail Organization of the mailing section, Arrangements with post offices, Inward Mail routine, Dealing with correspondence, Outward mail routine, Mechanizing mail service.

UNIT 9: FILING AND INDEXING

Concept and Meaning of Filing, Objectives and Importance of Filing, Classification and Arrangement of Papers for Filing, Methods of Filing, Centralized and Decentralized Filing System, Indexing

UNIT 10: OFFICE STATIONARY

Concept and meaning of office stationery, Types of office stationery, Control of office stationary and supplies, Standardization of Office supplies, Purchasing Office Stationeries and Supplies, storage and Office Manager and Stationary control

UNIT 11: OFFICE AUTOMATION

Uses and abuses of Labour saving appliances and various types of commonly used appliances

Reading List

- Balachandran, V. and Chandrasekaran, V. (2009), Office Management, Tata McGraw Hill Education Private Limited
- Balachandran (2009); Office Management; Tata McGraw-Hill Education, India
- Bhatia, Dr. R. C. (2005); Principles of Office Management; Lotus Press; India
- Bhatnagar, S. K. (2011); Office Management; Frank Brothers; India
- Chakravarti, B. K. (2006); Concept of Front Office Management, APH Publishing; India
- Chopra, R. K. and Chopra, Ankita (2009), Office Management, Published by Himalaya Publishing House
- Dix, Colin and Baird, Chris (2006); Front Office Operations, Pearson Education India
- Dubey, N. B. (2009); Office Management: Developing Skills for Smooth Functioning, Global India Publications; India.
- S.S. Khanka (2007), 'Human Resource Management: Text and Cases', 1st Edition, S. Chand and Company Ltd, New Delhi

SEC 102 Organic Farming

Course Objectives

The main objectives of the course are to:

- create awareness about organic production system
- familiarize with organic crop management practices, organic standards and certification
- promote self-employment and income generation

Course outcomes

- Develop critical understanding of various aspect of organic production
- Apply their knowledge and skills by establishing their own organic farm
- Comprehend the importance of eco-friendly fertilizers and pesticides

Syllabus

UNIT 1: PRINCIPLES OF ORGANIC FARMING

The Science of Modern Farming, Development of Organic Farming: Definitions of Organic Farming Concept of Organic Farming: Organic Concept, Holistic Concept, Living Soil Concept, Healthy Plant Concept; Principles of Organic Farming: The Principle of Health, The Principle of Ecology, The Principle of Fairness, The Principle of Care; Role of International Organisations

UNIT 2: ORGANIC NORMS

Certification and Inspection in Organic Farming, National Norms: Certified organic farmer, Basic requirements in an organic farm, Certification, group certification, Organic Certification agencies in North East India, International norms: International Organic Standards: The IFOA and Its Norms: IFOAM Basic Standards (IBS) and IFOAM Accreditation Criteria, The European Union (EU) Council's Regulation on Organic Production; Japanese Organic Standards; United States of America Organic Standards; Comparison of EU, JAS and USDA Organic Standards; Private Certification in Some Countries

UNIT 3: FARM SOIL MANAGEMENT

Farm Design, Components of an Organic Farm, Planning and Layout of the Farm; Farm Components in Different Agro Eco-Systems; Field Crops in Organic Farms, Trees in Organic Farms: Border Trees, Agro forestry, Farm Forestry, Benefits of Trees in organic Farm; Farm Biodiversity, Field Bunds; Farm Structures: Cattle Shed, Storehouse, Farm Office; Land Preparation: Implements Used for Land Preparation, Factors Influencing Land Preparation, Summer Ploughing, Wetland Preparation; Types of Tillage: Conventional Tillage, Minimum Tillage, Zero Tillage, Conservation Tillage; Organic mulching, green cropping, cover cropping, biochar and its application, Buffer Zone

UNIT 4: SEEDS, PLANTING AND FARM IMPLEMENTS

Seeds: Structure and germination, Seed dormancy: causes and method of breaking dormancy, Seeds sowing/ Planting of some important crops, Different Farm implements: Ploughing, sowing, inter-cultivation and other

UNIT 5: WATER MANAGEMENT AND CONTAMINATION CONTROL

Quality and standard of irrigation water, Schedule of irrigation, Preparation of land for irrigation, Methods of irrigation, Critical Stages in Crop Development: Cereals and Millets, Legumes and Oil Seed, Vegetables and Fruit Crop, Contamination: Soil, water and air, Control of contamination: National Guidelines, Protecting Farm Ponds and Wells, Decontaminating Farm Wells, Contamination Control for Pesticide Spill, Human Relation

UNIT 6: CROP ROTATION AND CROPPING SYSTEM

Principles of Crop Rotation, Effect of crop rotation; Selection of crops for rotation Advantages and disadvantages of Crop Rotation, relay cropping

UNIT 7: COMPOSTING AND MANURING

Organic Resources Available for Manuring and Composting; Compost and Composting; Stages of Composting: Mesophilic Stage, Thermophilic Stage, Curing; Principles of Composting Types of Composting: Aerobic Decomposition, Anaerobic Decomposition, Methods of Composting, Vermicomposting; Factors Affecting Composting: C/N Ratio of the Bedding Materials, Blending and Shredding, Moisture, Temperature, Oxygen or Aeration, pH

UNIT 8: BIO FERTILIZERS, BIO PESTICIDES AND BIOCONTROL AGENTS

Types of bio fertilizers, biopesticides; Methods of Bio fertilizer application: Seed, root and Soil; Biocontrol agents: Uses and application

UNIT 9: MARKETING OF ORGANIC PRODUCE

Markets - Concepts and Classification: Definition of Market, Classification of Markets, Channel of Distribution and Role of Middlemen, Understanding the Marketing Process, Marketing of Agricultural Products ; Marketing of Organic Produce: Current Status of World Organic Market, Organic Market in India Limitation of Organic Market in India

UNIT 10: GOVERNMENT SCHEMES AND OTHER FINANCIAL RESOURCES

National Programme for Organic Production; Schemes of Ministry of Agriculture (MoA) Govt. of India; Scheme on Organic Farming under National Horticulture Mission; Supports for Organic Farming under Technology Mission for Integrated Development of Horticulture in the North Eastern States; Scheme on Capacity Building for Organic Products; Other Financial Resources

Practical

Unit 1: Visit to organic farm and bio fertilizer production unit

Unit 2: Seed Treatment of important crops

Unit 3: Sowing and Planting of important crops

Unit 4: Preparation and application of Compost

Unit 5: Preparation of Plant protection inputs like organic pesticides, neem cake.

Unit 6: Preparation of vermicompost and Vermiwash

SEC 103 Introduction to Geo-informatics [Credits: 2 Theory+1 Practical]

Course Objectives

- To provide the basic concepts and significance of Geoinformatics
- To give an idea to understand maps used in Geographic Information System (GIS)
- To familiarize with the GIS and its applications
- To get an idea of various GIS data types
- To describe the applications of geoinformatics in different areas

Course Outcomes

At the end of the course, a learner will be able to

- Understand the relationship between people, climate, landforms, river system, vegetation and much more
- Develop the computer and management skills as a part of geospatial technology using GIS tools

UNIT 1: UNDERSTANDING MAPS

Definition of a map; Properties of maps; Types of maps; Present day significance of maps; Map Projection Systems; Map Projections for Hemispheres and the World; Map Projections for Continents and Regions; Concept of Datum; Universal Transverse Mercator projection; International Terrestrial Reference Frame in GIS

UNIT 2: INTRODUCTION TO GIS

Basic Concepts of Geographic Information System; Components of a GIS; Spatial Data Creation; Data Types: Spatial Data, Non-Spatial Data, Raster Data, Vector Data, TIN; Data Editing and Analysis; Topological Relationships; Advantages of GIS; Social and Institutional Context of GIS; Contemporary Development of GIS; Web GIS

UNIT 3: INTRODUCTION TO GNSS

Introduction to GPS; GPS Applications: Asset Mapping, Navigation Services, Location Based Services; Introduction and Surveying

UNIT 4: BASICS OF REMOTE SENSING

Introduction to Remote Sensing; Types of Remote Sensing; Indian Remote Sensing Programmes

UNIT 5: OPEN DATA SOURCES AND SOFTWARE FOR GEOINFORMATICS

Open-Source Data: Bhuvan, USGS, Google Earth, Gram Manchitra; Open source Digital Elevation Model; Open Source Software: QGIS.

UNIT 6: APPLICATIONS OF GEOINFORMATICS

Application of Geoinformatics in Natural Resource Management, Watershed Management, Disaster Management, Rural Development, Urban Planning, Monitoring and Evaluation of Projects.

Reading List

- George Joseph, (2005), Fundamentals of Remote Sensing (2nd ed.), University Press, pp.1-474
DeMers M. N., 2000: Fundamentals of Geographic Information Systems, John Wiley & Sons
Lillesand, T.M., Kiefer, W.R. and Chipman, W.J, (2004), Remote Sensing and Image Interpretation, (5th ed.), Wiley India Publication, pp.1-763
Clarke K. C., 2001: Getting Started with Geographic Information Systems, Prentice Hall
French, G. T. 1996: Understanding the GPS: An Introduction to the Global Positioning System, Geo Research Inc.
Burrough. P.A. & McDonnell. R. (1998), Principles of Geographic Information Systems, OUP

SEC 201 Tea Cultivation and Management

Course Objectives

- impart both theoretical and practical knowledge in the functional areas of tea plantation and management
- encourage the small tea cultivation among the unemployed youth
- help those who have already engaged themselves in Tea Plantation sector

Course outcomes

After completing the course a learner will be able to

- apply their knowledge and skills by establishing their own tea plantation
- get employability in various sectors like tea gardens, Tea Processing Units, Tea brokering houses, Tea Research Institute
- Integrate knowledge of tea cultivation and management in a scientific way

Syllabus

UNIT 1: INTRODUCTION TO TEA AND ITS CULTIVATION

Beginning of tea cultivation in India, the tea plant and its cultivation, tea growing areas in India, small scale tea cultivation in Assam, tea cultivation in non traditional areas and other N.E. states, tea industry and its role in national economy, developmental agencies

UNIT 2: SOIL AND CLIMATIC REQUIREMENTS

Soil requirements-physical, chemical and biological properties, land features slope, altitude and aspects, climatic requirements- rainfall, temperature, R.H., day length and wind velocity, selection of sites for tea, soil and water conservation.

UNIT 3: PLANTING MATERIALS OF TEA AND PROPAGATION

Planting materials-clone, clonal seed, differences between clone and clonal seeds, choice of planting materials, production of planting materials-clonal nucleus plot, tea seed barie; Seed propagation, vegetative propagation, tea nursery, nursery techniques for V.P. nursery techniques for seed propagation, nursery management

UNIT 4: LAND PREPARATION AND PLANTING

Land preparation-land preparation in virgin, uprooted and marginal lands; Planting-age and size of plant, stacking, spacing, pit digging, planting time, after care, infilling, planting in undulating hilly areas-catchment planning

UNIT 5: YOUNG TEA MANAGEMENT

Objectives of training, frame formation-operations, methods of bringing up for plain areas of N.E. India and hilly areas, cultural practices adopted in young tea management

UNIT6: PRUNING OF TEA

Pruning - Objectives of pruning, skiffing, different types of pruning and skiffing, method of pruning, pruning cycle

UNIT7: PLUCKING OF TEA

Objectives of Plucking, plucking-tipping, maintenance foliage, plucking systems, standard of plucking, plucking round, creep, breaking back, banjhi shoot, plucking baskets/ bag care and handling of green leaf

UNIT 8: PLANT PROTECTION

Weeds in Tea plantation, weeds control methods-manual or mechanical, chemical control, Weed Control in Nursery, young tea areas and immature tea; Tea pests- leaf and shoot pests, stem and branch pests, other pests. Sprayers, and application of pesticides, - sprayers, target sites for

application, integrated pest management; tea diseases-casual agencies and classification, common tea diseases, description of common tea diseases and their management, seedling diseases, primary and secondary diseases

UNIT9: PHYSIOLOGICAL DISORDERS AND COLD WEATHER OPERATIONS

Adverse climatic and soil conditions, external agencies, cold weather management

UNIT10: COST DEVELOPMENT OF TEA PLANTATION AND RECORD KEEPING IN TEA GARDEN

Cost development of Tea Plantation – requirement of labour, cost of labour and inputs, income, Record keeping-definition, good record keeping systems, branches of record keeping, books and accounts, information to be maintained in tea garden

Practical

Unit 1: Land Preparation for Planting of Tea

Unit 2: Planting of Tea

Unit 3: Methods of Frame Formation in Tea

Unit 4: Fertilizer Application in Young and Mature Tea.

Unit 5: Pruning and Skiffing of Mature tea

Unit 6: Tipping and Plucking of Tea

Reading list

C.R., Harler. (2022) "teaproduction". Encyclopedia Britannica.

<https://www.britannica.com/plant/tea-plant>. Accessed 20 July 2022.

Panda,H. (2016). The Complete book on Cultivation and Manufacture of Tea. Asia Pacific Business Press Inc

Barua, D.N. (2008). Science and Practice in Tea Culture. Tea Research Association, Kolkata.

Ghosh Haira,N. (2001). Tea Cultivation-Comprehensive Treatise, International Book Distributing Co., Lucknow

Willinson, K.C. and Clifford, M.N. (1992). 'Tea' Cultivation to Consumption, Springer Dordrecht

The Tea Plant. http://teaworld.kkhsou.in/lessons_details.php?lesson=The-Tea-Plant&urltitlepage=4c59b38ba721a5ad8713

Climate and Soil for Tea

Cultivation.http://teaworld.kkhsou.in/lessons_details.php?lesson=Climate-and-Soil-for-Tea-Cultivation&urltitlepage=387bc6c0428d2cd31be8

Propagation of Tea and Nursery Management

http://teaworld.kkhsou.in/lessons_details.php?lesson=Propagation-of-Tea-and-

SEC 202 Electricity and Electrical Wiring [2 Theory+1 Practical]

Course Objectives

- To provide the basic concepts of various forms of energy and their sources
- To familiarize with the basic principle of electrical current flow, different terms, their relations and different laws, measurement of current, voltage, power and energy
- To give an idea about magnet, magnetic materials, properties and electromagnetic induction
- To learn wires, cable, house wiring, materials required for house wiring and earthing
- To familiarize with diode, transistor, devices using diode and transistor
- To learn about electrical safety precaution and shock treatment
- To understand the Indian Electricity Rule

Course Outcomes

- After the completion of this course, the learner will be able to-
- describe the fundamental concept of electricity
- define various terms and applications of laws of electric circuits
- select appropriate tools and measuring instruments to carry out electrical works
- identify house wiring components according to their size and specification
- explain the earthing, necessity of earthing and how earthing is done
- perform the tests on newly installed house wiring
- explain about the functioning of semiconductor and devices using semiconductor
- follow the safety precautions, electrical shock treatment and Indian Electricity Rule

Syllabus

UNIT 1: FUNDAMENTALS OF ELECTRICITY

Forms of Energy: Types, their units, advantages of Electrical Energy; Sources of Electricity: conventional and non conventional; Atomic structure; Static and dynamic electricity; Basic terms used in electricity and their definitions: electric potential, potential difference, electrical power, energy and problems; Ohm's Law; Resistance and Specific Resistance: Definition, Effect of temperature on resistance; Conductor and Insulator: Types, properties and applications.

UNIT 2: FUNDAMENTALS OF ELECTRICAL CIRCUIT

Familiarization of common components: Interconnection of passive components; Resistance in series and parallel; Advantages and disadvantages of series and parallel circuit; Voltage and current divider rule; Kirchhoff's Laws.

UNIT 3: INTRODUCTION TO MAGNETISM

Magnet and types of magnet; Permeability and type of magnetic materials on the basis of permeability; Magnetic property of materials; Magnetic effect of electric current; Electromagnetic induction and Faraday's Laws of Electromagnetic Induction; Familiarization with some common devices

UNIT 4: FUNDAMENTALS OF ALTERNATING CURRENT

Direct current (DC) and alternating current (AC): comparison between AC and DC; Electro Motive Force equation: Cycle frequency, time period, amplitude, phase, rms value, average value; Ac Circuit: Inductance, Inductive reactance, capacitance, capacitive reactance, impedance; Power factor and power

UNIT 5: ELECTRICAL MEASUREMENT INSTRUMENT

Multimeter: Analog Multi-meter, Digital Multi-meter; Tong Tester; Measuring Instrument: Permanent Magnet Moving Coil, Moving Iron, Induction type instrument; Measurement Meters: Watt-meter, Energy-meter, Power factor meter; Voltmeter and Ammeter: Extension of range of voltmeter, loading effect of voltmeter, calibration of voltmeter, Extension of range of ammeter, voltage drop effect of

ammeter, calibration of ammeter; Current Transformer and Potential Transformer; Earth resistance meter.

UNIT 6: WIRES AND ACCESSORIES

Types of wires and cables: Characteristics, Current carrying capacity; Types of joints and termination; Safety consideration and regulations

UNIT 7: ELECTRICAL HOUSE WIRING

Method of house wiring; Types of surface wiring and concealed wiring; Wiring accessories and their specifications; Wiring diagram; Types of connections of lamps including staircase connection; Testing of house wiring.

UNIT 8: EARTHING

Importance of earthing; Ground connection and size of GI wire for ground connection; Various types of earthing; Measurement of earth resistance

UNIT 9: SAFETY REQUIREMENT

Hazards of electricity: Fire hazard and electric shock; Safety precautions and electrical safety sign; Shock treatment; Firefighting equipment for fire involving electrical equipment; Indian Electricity Rules and Indian Electricity Act

UNIT 10: SEMICONDUCTOR DEVICES

Semiconductor: Type of semiconductor, Examples; PN junction diode: formation of PN junction diode, forward bias and reverse bias characteristics, application; zener diode; Transistor: Type of transistor, configuration, Working of transistor, operation mode; Field effect transistor; power transistor; LDR.

UNIT 11: INTRODUCTION TO ELECTRICIAN TRADE

Electrician trade: Scope of electrician trade, Employment opportunity; Responsibilities of electrician and wiremen; Training of electrician.

Reading List

- Kothari D. P. and I. J. Nagrath, Basic Electrical Engineering, 3rd edn, McGraw Hill Education (India) Private Limited, New Delhi.
- Gupta J. B., Electrical and Electronics Engineering Materials, 3rd edn, S. K. Kataria & Sons, New Delhi.
- Meheta V. K., Rohit Meheta, Basic Electrical Engineering, 5th edn, S. Chand & company Ltd, New Delhi.
- Meheta V. K., Rohit Meheta, Principle of Electrical Engineering, 2nd edn, S. Chand & company Ltd, New Delhi.
- Thereja B. L., A. K. Thereja, A Text Book of Electrical Technology Volume- I, 23rd edn, S. Chand & company Ltd, New Delhi.
- Mittle V. N., Basic Electrical Engineering, Tata McGraw-Hill Publishing Company Limited, New Delhi.
- Anwani M. L., Basic Practicals in Electrical Engineering, Dhanpat rai &Co, New Delhi
- Singh Tarlok., Fundamentals of Electrical Engineering, S. K. Kataria & Sons, New Delhi.
- Dr Das Basudev, D. Haloi, Dr Mitali Chakravorty, Yasmin Zaman, Basics of Electrical Engineering, Book Land Publication, Guwahati.

SEC 301 Cyber Security

Course Objectives

- Learn the foundations of Cyber security and threat landscape
- To equip students with the technical knowledge and skills needed to protect and defend against cyber threats
- To develop skills in students that can help them plan, implement, and monitor cyber security mechanisms to ensure the protection of information technology assets
- To expose students to governance, regulatory, legal, economic, environmental, social and ethical contexts of cyber security
- To expose students to responsible use of online social media networks
- To systematically educate the necessity to understand the impact of cyber crimes and threats with solutions in a global and societal context
- To select suitable ethical principles and commit to professional responsibilities and human values and contribute value and wealth for the benefit of the society

Course Outcomes

- On completion of this course, the learners will be able to
- Understand the cyber security threat landscape
- Develop a deeper understanding and familiarity with various types of cyber attacks, cyber crimes, vulnerabilities and remedies thereto
- Analyse and evaluate existing legal framework and laws on cyber security
- Analyse and evaluate the digital payment system security and remedial measures against digital payment frauds
- Analyse and evaluate the importance of personal data its privacy and security.
- Analyse and evaluate the security aspects of social media platforms and ethical aspects associated with use of social media.
- Analyse and evaluate the cyber security risks.
- Based on the Risk assessment, plan suitable security controls , audit and compliance.
- Evaluate and communicate the human role in security systems with an emphasis on ethics, social engineering vulnerabilities and training.
- Increase awareness about cyber-attack vectors and safety against cyber-frauds.
- Take measures for self-cyber-protection as well as societal cyber-protection.

Syllabus

UNIT 1: INTRODUCTION TO CYBER SPACE

Defining Cyberspace and Overview of Computer and Web-technology, Architecture of cyberspace, Communication and web technology

UNIT 2: INTRODUCTION TO INTERNET AND CYBER SECURITY

Internet, World wide web, Advent of internet, Internet infrastructure for data transfer and governance, Internet society, Regulation of cyberspace, Concept of cyber security, Issues and challenges of cyber security

UNIT 3: CYBER CRIME 1

Classification of cyber-crimes, Common cyber crimes- cyber crime targeting computers and mobiles, cyber crime against women and children

UNIT 4: CYBER CRIME 2

Financial frauds, Social engineering attacks, malware and ransomware attacks, zero day and zero click attacks

UNIT 5: CYBER LAW

Cybercriminals modus-operandi , Reporting of cyber crimes, Remedial and mitigation measures, Legal perspective of cyber crime, IT Act 2000 and its amendments, Cyber crime and offences, Organisations dealing with Cyber crime and Cyber security in India, Case studies

UNIT 6: INTRODUCTION TO SOCIAL MEDIA

Introduction to Social networks, Types of Social media, Social media platforms

UNIT 7: HANDLING SOCIAL MEDIA

Social media monitoring, Hashtag, Viral content, Social media marketing, Social media privacy, Challenges, opportunities and pitfalls in online social networks.

UNIT 8: SECURITY ISSUES IN SOCIAL MEDIA

Security issues related to social media, Flagging and reporting of inappropriate content, Laws regarding posting of inappropriate content, Best practices for the use of Social media, Case studies.

UNIT 9: INTRODUCTION TO E-COMMERCE

Definition of E- Commerce, Main components of E-Commerce, Elements of E-Commerce security, E-Commerce threats, E-Commerce security best practices

UNIT 10: INTRODUCTION TO DIGITAL PAYMENTS

Introduction to digital payments, Components of digital payment and stake holders, Modes of digital payments- Banking Cards, Unified Payment Interface (UPI), e-Wallets, Unstructured Supplementary Service Data (USSD), Aadhaar enabled payments

UNIT 11: SECURITY ASPECTS IN DIGITAL PAYMENTS

Digital payments related common frauds and preventive measures; RBI guidelines on digital payments and customer protection in unauthorised banking transactions; Relevant provisions of Payment Settlement Act, 2007

UNIT 12: DIGITAL DEVICES SECURITY 1

End Point device and Mobile phone security, Password policy, Security patch management, Data backup, Downloading and management of third party software.

UNIT 13: DIGITAL DEVICES SECURITY 2

Device security policy, Cyber Security best practices, Significance of host firewall and Anti-virus, Management of host firewall and Antivirus

UNIT 14: WI-FI SECURITY

Introduction to Wi-Fi, Types of Wireless security: Wired Equivalent Privacy (WEP), Wi-Fi Protected Access (WPA), Wi-Fi Protected Access 2 (WPA 2), Wi-Fi Protected Access 3 (WPA 3); Threats and risks to Wi-Fi Security, Ways to protect Wi-Fi network, Types of Wi-Fi network security devices, Configuration of basic security policy and permissions

Reading List

- Cyber Crime Impact in the New Millennium, by R. C Mishra ,Auther Press. Edition 2010.
- Cyber Security Understanding Cyber Crimes, Computer Forensics and Legal Perspectives by Sumit Belapure and Nina Godbole, Wiley India Pvt. Ltd. (First Edition, 2011)
- Security in the Digital Age: Social Media Security Threats and Vulnerabilities by Henry A. Oliver, Create Space Independent Publishing Platform. (Pearson , 13th November, 2001)
- Electronic Commerce by Elias M. Awad, Prentice Hall of India Pvt Ltd.
- Cyber Laws: Intellectual Property & E-Commerce Security by Kumar K, Dominant Publishers.
- Network Security Bible, Eric Cole, Ronald Krutz, James W. Conley, 2nd Edition, Wiley India Pvt. Ltd.
- Fundamentals of Network Security by E. Maiwald, McGraw Hill.

Detailed Syllabi of Value Added Courses (VACs)

VAC 101 Environmental Studies and Disaster Management

Course Objectives

- Help the undergraduate students to obtain in-depth knowledge on natural processes and resources that sustain life and govern economy.
- Understand the consequences of human activities on the environment, global economy, and quality of human life.
- Develop critical thinking for shaping strategies (scientific, social, economic, administrative, and legal) for environmental protection, conservation of biodiversity, environmental equity, and sustainable development.

Course Outcomes

- Interpret the impacts of human activities on the environment.
- Comprehend the importance of natural resources and its conservation
- Recognize the disasters and Hazards and enable the new generation to face the new challenges.
- Encourage engaging in hazard and disaster related learning in order to develop measures for mitigation.

Syllabus

UNIT 1: CONCEPT OF ENVIRONMENTAL STUDIES

Definition of Environmental Studies and its Scope Environmental Studies and its Multi-Disciplinary, Nature; Rules and Regulations of Environmental Studies and Public Awareness

UNIT 2: NATURAL RESOURCES

Natural Resources; Types of Natural Resources; Forest Resources; Water Resources; Mineral Resources; Food Resources; Energy Resources; Land Resources; Conservation of Natural Resources; Sustainable Development

UNIT 3: ECOSYSTEM

Ecosystem; Food Chain; Food Web; Energy Flow; Ecological Pyramid; Main Ecosystems

UNIT 4: BIODIVERSITY AND ITS CONSERVATION

Definition of Biodiversity; Values of Biodiversity; Biodiversity at Global, National and Local Levels; Hotspots of Biodiversity; Endangered and Endemic Species; Threats to Biodiversity Conservation of Biodiversity

UNIT 5: ENVIRONMENTAL POLLUTION

Environmental Pollution-Definition; Air Pollution; Water Pollution; Soil Pollution; Noise Pollution; Thermal Pollution; Role of Individual in Prevention of Pollution

UNIT 6: CONCEPT OF DISASTER

Defining Disasters; Types of Disasters; Difference Between Hazard: Disaster, Risk and Vulnerability; Causes, Effects and Mitigation Measures of Some Natural Disasters; Man-made Disasters

UNIT 7: DISASTER MANAGEMENT

Disaster Management; Safety Measures Immediately before a Disaster; Emergency Aid; Methods or Steps Taken for Disaster Management; NGO and Participation of Civil Society; Regional Disaster Management and Planning

Activities:

- Visit to an area to document environmental assets; river/forest/flora/fauna, etc.
- Visit to a local polluted site – Urban/Rural/Industrial/Agricultural.
- Study of common plants, insects, birds and basic principles of identification.
- Study of simple ecosystems-pond, river

Reading List

- Carson, R. 2002. Silent Spring. Houghton Mifflin Harcourt.
- Gadgil, M., & Guha, R. 1993. This Fissured Land: An Ecological History of India. Univ. of California Press.
- Gleeson, B. and Low, N. (eds.) 1999. Global Ethics and Environment, London, Routledge.
- Gleick, P.H. 1993. Water in Crisis. Pacific Institute for Studies in Dev., Environment & Security. Stockholm Env. Institute, Oxford Univ. Press.
- Groom, Martha J. Gary K. Meffe, and Carl Ronald Carroll. Principles of Conservation Biology. Sunderland: Sinauer Associates, 2006.
- Grumbine, R. Edward, and Pandit, M.K. 2013. Threats from India's Himalaya dams. Science, 339: 36-37.
- McCully, P. 1996. Rivers no more: the environmental effects of dams (pp. 29-64). Zed Books.
- McNeil, John R. 2000. Something New Under the Sun: An Environmental

VAC 201 Introduction to Yoga

Course Objectives

One Course on Foundation of Yoga of four credit aims to promote positive health, prevention of stress related health problems and rehabilitation in a proper way. It aims to approach cure common ailments and imparting skills in them to introduce Yoga for health is for general public.

Course Outcomes

This Yoga course is designed for total personality development of students in Colleges and Universities. It will invoke scientific attitude and team spirit to channelize their energies in to creative and constructive endeavours. The syllabus of this course will fulfil these objectives containing one theory paper of hundred marks.

Syllabus

UNIT 1: INTRODUCTION TO YOGA

Definition, principles, goals and benefits of yoga

UNIT 2: A NOTE ON PATANJAL YOGA SUTRA

Description, classification,

UNIT 3: A NOTE ON GHERANDA SAMHITA

Brief Introduction, Important Asanas

UNIT 4: A NOTE ON HATHA YOGA PRADIPIKA

Brief Introduction, Important Pranayamas

UNIT 5: INTRODUCTION TO AYURVEDA

Meaning, Origin, Benefits

UNIT 6: PRINCIPALS OF AYURVEDA

Aim, objective, Laws of Healing

UNIT 7: SWASTHA VRITTA

Symptoms, Significance, Daily routine for health

UNIT 8: INTRODUCTION TO ALTERNATIVE SYSTEM OF MEDICINES

Definition, Types, Methods, Benefits

UNIT 9: PRINCIPLES OF DIET IN YOGA AND AYURVEDA

Classification of food, rules, Foods to be taken

UNIT 10: INTRODUCTION TO INDIAN PHILOSOPHY

Classification of Schools, Development, Characteristics

UNIT 11: YOGA IN ANCIENT SANSKRIT TEXT

Tradition of Yoga in Ancient Indian Literature

UNIT 12: YOGA PRACTICE FOR NON-COMMUNICABLE DISEASES

The Key Facts of non-communicable diseases

UNIT 13: RELEVANCE OF YOGA THERAPY WITH MODERN MEDICAL SCIENCE

Principles of Yoga therapy, Components, Relevance

UNIT 14 YOGA THERAPY FOR COMMON DISORDERS

Yoga therapy for Various Common disorders

UNIT 15 YOGA THERAPY FOR MENTAL ILLNESS

Yoga therapy for Various Mental disorders

Readings

Mukta Biswas: Samkhya Yoga Epistemology, D K Print world Pvt. Ltd, New Delhi

S RadhaKrishnan: Indian Philosophy, Vol. II, Oxford University Press, New Delhi

S N Dasgupta: Yoga as Philosophy and religion, Motilal Banarashidas, Delhi