KRISHNA KANTA HANDIQUE STATE OPEN UNIVERSITY, ACT, 2005

(Assam Act XXXVII, 2005)

As Amended up to 2009 by

KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY ACT, 2009

(Assam Act No. IV of 2010)

Housefed Complex,
Dispur, Last Gate
Guwahati - 781006
Assam

2010

14/9/2017

Registrar
Krishna Kanta Handique
State Open University
Guwahati

পঞ্জীভূক্ত নম্বর - ৭৬৮/৯৭

Registered No. 768/97

অসম বাজপত্র

THE ASSAM GAZETTE

অসাধাৰণ
EXTRAORDINARY

প্ৰাপ্ত কৰ্তৃত্বৰ দ্বাৰা প্ৰকাশিত
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GOVERNMENT OF ASSAM
ORDERS BY THE GOVERNOR
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NOTIFICATION

The 12th September, 2005

No. LGL.20/2005/56. – The following Act of the Assam Legislative Assembly which received the assent of the Governor is hereby published for general information.

ASSAM ACT NO. XXXVII OF 2005

(Received the assent of the Governor on 7th September, 2005)

THE KRISHNA KANTA HANDIQUE STATE OPEN UNIVERSITY ACT, 2005

AN ACT

to provide for the establishment and incorporation of an Open University in the State of Assam for the introduction and promotion of Open University and distance education systems in the educational pattern of the State.

Preamble

Whereas it is expedient to provide for the establishment and incorporation of an Open University in the State of Assam for the introduction and promotion of Open University and distance education systems in the educational pattern of the State and for matter connected therewith or incidental thereto.

It is hereby enacted in the Fifty-sixth Year of the Republic of India as follows:

CHAPTER I
PRELIMINARY

Short title, extent and commencement

1. (1) This Act may be called the Krishna Kanta Handique State Open University Act, 2005.[1]

(2) It extends to the whole of Assam.

(3) It shall come into force on such date as the State Government may, by notification in Official Gazette, appoint.

Definitions

2. In this Act, unless the context otherwise requires,-

(a) "Academic Council" means the Academic Council of the University;

(b) "authorities" means the authorities constituted under section 16 and the word "authority" wherever it occurs shall be construed accordingly;

(c) "Board of Management" means the Board of Management of the University;

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[1] The original word 'Hanedique' substituted by 'Handique' wherever it occurs, by the Krishna Kanta Handique State Open University Act, 2009 (Assam Act No. IV of 2010).

(d) "Distance Education System" means the system of imparting education through any means of communication such as broadcasting, telecasting, instruction media or print media, on-line seminars, contact programme or the combination of any two or more such means;[*]

(e) "employee" means any person appointed by the University and includes academic and nonacademic staff of the University;

(f) "Finance Committee" means the Finance Committee of the University;

(g) "Regional Center" means a center established or maintained by the University for the purpose of coordinating and supervising the works of Study Centres in any region and for performing such other functions as may be conferred on such centres by the Board of Management;

(h) "Regulations" means the Regulations made by any Authority of the University under this Act for the time being in force;

(i) "Status and Ordinances" means the Status and Ordinances respectively of the University for the time being in force;

(j) "Learner" means a student of the University and includes any person who has enrolled himself for pursuing any course of study of the University;[**]

(k) "Study Centre" means a centre established, maintained or recognized for conducting the examination and evaluation by the University and for the purpose of advising, counseling or for rendering any other assistance required by the students.

(l) "Teacher" means Professors, Readers, Lecturers and such other persons as may be designated as such by the Ordinances for imparting instruction in the University or for giving guidance or rendering assistance to students for pursuing any course of study of the University;

(m) "University" means the Krishna Kanta Handiqui State Open University established under section 3;

(n) "Vice-Chancellor and Registrar" means the Vice-Chancellor and the Registrar respectively of the University.

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[*] Omitted the original Cl (d), as quoted below, by the Assam Act No. IV of 2010 and original Cls (e) to (o) relettered as Cls (d) to (n)

'(d) "College" means a college or other academic institution established or maintained or admitted to the privileges of the University"

[**] The original word "Student" in Cl(k) substituted by the word "Learner" and original Cl (d) relettered as Cl (j) by ibid.

CHAPTER II
THE UNIVERSITY

Establishment and incorporation of the University

3. (1) There shall be established a University by the name of the Krishna Kanta Handiqui State Open University.

(2) The head-quarter of the University shall be at Guwahati and it may establish, maintain or recognize Regional Centres and Study Centres at such places in the state of Assam and may also open regional Centre and Study Centres outside Assam at such places as it may deem fit;[1*]

(3) The first Vice-Chancellor, the first Registrar and the first members of the Board of Management, the Academic Council and all persons who may hereafter become such officers or members, so long as they continue to hold such offices or membership shall constitute a body corporate by the name of the Krishna Kanta Handiqui State Open University.

(4) The University shall have perpetual succession and a common seal and shall sue and be sued by the said name.

(5) The University shall be competent to acquire and hold property both movable and immovable and to lease, sell or otherwise transfer any movable or immovable property which may have become vested in or been acquired by it for the purpose of the University and to contract and to do all other things necessary for the purpose of this Act.

(6) In all suits and other legal proceedings by or against the University, the pleadings shall be signed and verified by and all process in such suit and proceedings shall be issued to and be served on the Registrar.

The objects of the University

4. The objects of the University shall be to advance and disseminate learning and knowledge by a diversity of means including the use of any communication technology to provide opportunities for higher education to a larger segment of the population and to promote the educational well being of the community generally, to encourage Open University and distance education system in the educational pattern of the State and to co-ordinate and determine standards in such system, and the University shall in organizing its activities have due regard to the objects specified in the Schedule.

1* Amended the original Sub. (2) as quoted below, by the Assam Act IV of 2010.

(2) *The head-quarter of the University shall be at Guwahati and it may establish, maintain or recognize colleges, Regional Centres and Study Centres at such places in the state of Assam and may also open regional Centre and Study Centres outside Assam at such places as it may deem fit;*

Power of the University

5. (1) The University shall have the following powers, namely: -

(i) to provide for admission and for instruction in such branches of knowledge including technology, vocations and professions as the University may determine from time to time and to make provision for research;

(ii) to plan and prescribe courses of study for degrees, diplomas, certificates and for research or any other purpose;

(iii) to hold examinations and confer degrees, diplomas, certificates or other academic distinctions or recognitions including Ph. D on persons who have pursued a course of study or conducted research in the manner laid down by the Statutes and Ordinances;

(iv) to confer honorary degrees or other distinctions in the manner laid down by the Statutes;

(v) to determine the manner in which distance education in relation to the academic programmes of the University may be organized.

(vi) to institute professorships, readerships, lecturerships and other academic positions necessary for imparting instructions or for preparing educational material or for conducting other academic activities, including guidance, designing and delivery of course and evaluation of the work done by the students and to appoint persons to such professorships, readerships, lecturerships and other academic positions;

(vii) to co-operate with and seek the co-operation of other Universities and institutions of higher learning, professional bodies and organizations for such purposes as the University considers necessary;

(viii) to institute and award fellowships, scholarships, prizes and such other awards for recognition of merit as the University may deem fit;

(ix) to establish and maintain such Regional Centres as may be determined by the University from time to time;

(x) to establish, maintain and recognize Study Centres in the manner laid down by the Statutes;

(xi) to provide for the preparation of instructional materials using multimedia educational kits and other software;

(xii) to organize and conduct refresher course workshops, seminars and other programmes for teachers, lesson-writers, evaluations and other academic staff;

(xiii) to recognize examinations of or periods of study, whether in full or part, at other Universities, institutions or other places of higher learning

as equivalent to examinations or periods of study in the University and to withdraw such recognitions at any time;

(xiv) to make provision for research and development in educational technology and related matters.

(xv) to create with the prior approval of the State Government, administrative, ministerial and other necessary posts and to make appointments thereto;

(xvi) to receive benefactions, donations and gifts and acquire, hold, maintain and dispose of any property, movable or immovable including trust and Government property for the purpose of the University.

(xvii) to borrow, with the approval of the State Government, whether on the security of the property of the University or otherwise, money for the purposes of the University;

(xviii) to enter into, carry out, vary or cancel contracts;

(xix) to demand and receive such fees and other charges as may be laid down by the Ordinances;

(xx) to provide control and maintain discipline among the [1*][all categories of employees and to lay down the conditions of services of such employees including their codes of conduct;

(xxi) to recognize any institution of higher learning or studies for such purposes as the University may determine and to withdraw such recognition;

(xxii) to appoint either on contract or otherwise, Visiting Professors, Emerius Professors, Consultants, Fellows, Scholars, Artists, Course writers and such other persons who may contribute to the advancement of the objects of the University.

(xxiii) to recognize persons working in other Universities, institutions or organizations as teachers of the University on such terms and conditions as may be laid down by the Ordinances;

(xxiv) to determine standards and to specify conditions of the admission of students to course of study of the University which may include examination, evaluation and any other method testing.

(xxv) to make arrangements for the promotion of the general health and welfare of the employees;

(xxvi) to confer autonomous status on a Regional Centre in the manner laid down by the Statutes;[2**]

[1*] Substituted the original Cl.(xx) as quoted below, by deleting the words "student and" before the words "all categories" by the Assam Act IV of 2010

(xx) to provide control and maintain discipline among the learners and all categories of employees and to lay down the conditions of services of such employees including their codes of conduct.

[2**] Substituted the original Cl.(xxvi), as quoted below, by Assam Act IV of 2010

(xxvi) to confer autonomous status on a college or a Regional Centre in the manner laid down by the Statutes;

(xxxii) to do all such acts as may be necessary or incident to the exercise of all or all or any of the powers of the University as are necessary and conducive to the promotion of all or any of the objects of the University.[1*]

2. Notwithstanding anything contained in any other law for the time being in force but without prejudice to the provisions of sub-section (1), it shall be the duty of the University to take all such steps as it may deem fit for the promotion of Open University and distance education system and for the determination of standards of teaching, evaluation and research in such system and for the purpose of performing this function the University shall have such powers, including the power to allocate and disburse grants to Colleges or to any other University or institution of learning as may be specified by the Statutes.[2**]

University open to all classes, castes and creeds.

6. (1) The University shall be open to persons of either sex and of whatever race, creed, caste or class, and it shall not be lawful for the University to adopt or impose on any person any test whatsoever of religious belief or profession in order to entitle him to be appointed as a teacher of the University or to hold any other office therein or admitted[3***] in the University or to graduate thereat or to enjoy or exercise any privilege thereof.

(2) Nothing in sub-section (1) shall be deemed to prevent the University from making any special provision for the appointment or admission of women or of person belonging to the weaker sections of the society and in particular of persons belonging to the Scheduled Castes or Scheduled Tribes.

[1*] Omitted the original Cl (xxvii), as quoted below, and Cl (xxvii) substituted as Cl (xxvii) by Assam Act IV of 2010 (*xxvii) to confer to its privileges any College in Assam subject to such conditions as may be laid down by the Statutes;*

[2**] Substituted the original sub. sec. 2, as quoted below, by Assam Act IV of 2010

"2. Notwithstanding anything contained in any other law for the time being in force but without prejudice to the provisions of sub-section (1), it shall be the duty of the University to take all such steps as it may deem fit for the promotion of Open University and distance education system and for the determination of standards of teaching, evaluation and research in such system and for the purpose of performing this function the University shall have such powers, including the power to allocate and disburse grants to Colleges, whether coherent to as privileges or not or to any other University or institution of learning as may be specified by the Statutes."

[3***] Omitted the words "or a student" after the word "admitted" by Assam Act IV of 2010

CHAPTER III
OFFICERS OF THE UNIVERSITY

The officers of the University

7. The following shall be the officers of the University :-

(1) The Chancellor;
(2) The Vice-Chancellor;[1*]
(3) The Pro Vice-Chancellor;[2**]
(4) The Registrar;
(5) The Dean (Academic)
(6) The Dean (Administration);
(7) The Dean (Study Centres);
(8) The Finance Officer;
(9) The Director, Multimedia Course material Centre;
(10) The Director (Computer)
(11) Such other officers as may be declared by the Statutes to be the Officers of the University.

The Chancellor

8. (1) The Governor of Assam shall be the Chancellor of the University.

(2) Subject to the provisions of sub-sections (3) and (4), the Chancellor shall have the right to cause an inspection to be made by such person or persons as he may direct, of the University, its buildings, laboratories and equipments, and of any Regional Centre, a Study Centre and also of the examination, instruction and other work conducted or done by the University and to cause an inquiry to be made in like manner in respect of any matter connected with the administration and finance of the University.[3***]

(3) The Chancellor shall in every case, give notice to the University of his intention to cause an inspection or inquiry to be made and the University shall, on receipt of such notice have the right to make within thirty days from the date of receipt of the notice or such other period as the Chancellor may determine, representations to him, as it may consider necessary.

1* Substituted the original Sub. Sec. (2) as quoted below, by the Assam Act IV of 2010
"(2) The Pro Vice-Chancellor;"
2** Substituted the original Sub, Sec. (3) as quoted below, by the Assam Act IV of 2010
"(3) The Vice-Chancellor;"
3*** Omitted the word "College" appearing between the words "any" and "Regional" by the Assam Act IV of 2010

(4) After considering the representations, if any, made by the University, the Chancellor may cause to be made such inspection or inquiry as is referred to in sub-section (2).

(5) Where an inspection or inquiry has been caused to be made by the Chancellor, the University shall be entitled to appoint a representative who shall have the right to appear in person and to be heard on such inspection or inquiry.

(6) The Chancellor may address the Vice-Chancellor with reference to the results of inspection or inquiry together with such views and advice with regard to the action to be taken thereon as the Chancellor may be pleased to offer and on receipt of the address made by the Chancellor, the Vice-Chancellor shall communicate forthwith to the Board of Management results of the inspection or inquiry and the views of the Chancellor and the advice rendered by him upon the action to be taken thereon.

(7) The Board of Management shall communicate through the Vice-Chancellor to the Chancellor such action, if any, as it proposes to take or has been taken by; it upon results of such inspection or inquiry.

(8) Where the Board of Management does not, within a reasonable time, take action to the satisfaction of the Chancellor, the Chancellor may, after considering any explanation furnished or representation made by the Board of Management, issue such directions as he may think fit and the board of Management shall be bound to comply with such directions.

(9) Without prejudice to the foregoing provisions of this section the Chancellor may, by an order in writing, annul any proceeding of the University which is not in conformity with this Act, the Status or the Ordinances:

Provided that before making any such order, he shall call upon the University to show cause as to why such an order should not be made and if any cause is shown within a reasonable time he shall consider the same.

(10) The Chancellor shall have such other powers as may be specified by the Statutes.

The Vice-Chancellor

9. (1) The Vice-Chancellor shall be appointed by the Chancellor in such manner, for such term and on such emoluments and other conditions of service as may be prescribed by the Statutes.

(2) The Vice-Chancellor shall be the principal academic and executive officer of the University and shall exercise supervision and control over the affairs of the University and give effect to the decisions of all the authorities of the University.

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(3) The Vice-Chancellor may, if he is of the opinion that immediate action is necessary on any matter, exercise any power conferred on any authority of the University by or under this Act and shall report to such authority the action taken by him on such matter:

Provided that if the authority concerned is of the opinion that such action ought not to have been taken it may refer that matter to the Chancellor whose decision thereon shall be final:

Provided further that any person in the service of the University who is aggrieved by the action taken by the Vice-Chancellor under this sub-section shall have the right to appeal against such action to the Board of Management within ninety days from the date on which such action is communicated to him and there upon the Board of Management may confirm, modify or reverse the action taken by the Vice-Chancellor.

(4) The Vice-Chancellor, if he is of the opinion that any decision of any authority is beyond the powers of the authority conferred by the provisions of this Act, Statutes or Ordinances or that any decision taken is not in the interest of the University, may ask the authority concerned to review its decision within sixty days of such decision and if the authority refuses to review its decision either in whole or in part or no decision is taken by it within the said period of sixty days, the matter shall be referred to the Chancellor whose decision thereon shall be final:

Provided that the decision of the authority concerned shall remain suspended during the period of review of such decision by the authority or the Chancellor, as the case may be, under this subsection.

(5) The Vice- Chancellor shall exercise such other powers and perform such other functions as may be prescribed by the Statutes and the Ordinances.[1*]

Pro-Vice Chancellor

10. (1) The Pro-Vice Chancellor shall be appointed by the Chancellor in such manner, for such term and on such conditions of service as may be prescribed by the Statutes.

(2) The Pro-Vice Chancellor shall have such powers and functions as may be prescribed by the Statutes.[2**]

1* The provisions and the Sub-sections under Sec. 9 in the original, as quoted below, are brought under Sec. 10 by Assam Act IV of 2010.

2** The provisions and the subsections under Sec. 10 in the original, as quoted below, are brought under Sec 9 by Assam Act IV of 2010:

Pro-Vice Chancellor

9. (1) The Pro-Vice Chancellor shall be appointed by the Chancellor in such manner, for such term and on such conditions of service as may be prescribed by the Statutes.

(2) The Pro-Vice Chancellor shall have such powers and functions of service as may be prescribed by the Statutes.

The Registrar 11. The Registrar shall be appointed in such manner, on such emoluments and other conditions of service, and shall exercise such powers and perform such functions as may be prescribed by the Statutes.

The Dean 12. Every Dean shall be appointed in such manner, on such emoluments and other conditions of services and shall exercise such powers and perform such functions as may be prescribed by the Statutes.

The Finance Officer 13. The Finance Officer shall be appointed in such manner, on such emoluments and other conditions of service and shall exercise such power and perform such functions as may be prescribed by the Statutes.

The Director 14. Every Director shall be appointed in such manner, on such emoluments and other conditions of services and shall exercise such powers and perform such functions as may be prescribed by the Statutes.

Other Officers 15. The manner of appointment emoluments, other conditions of service and powers and duties of the other officers of the University shall be such as may be prescribed by the Statutes.

CHAPTER IV
AUTHORITY OF THE UNIVERSITY

Authorities of the University 16. The following shall be the authorities of the University namely :
(1) The Board of Management;
(2) The Academic Council;

The Vice-Chancellor

16. (1) The Vice-Chancellor shall be appointed by the Chancellor in such manner for such term and on such emoluments and other conditions of service as may be prescribed by the Statutes.

(2) The Vice-Chancellor shall be the principal academic and executive officer of the University and shall exercise supervision and control over the affairs of the University and give effect to the decisions of all the authorities of the University.

(3) The Vice-Chancellor may, if he is of the opinion that immediate action is necessary on any matter, exercise any power conferred on any authority of the University by or under this Act and shall report to such authority the action taken by him on such matter:

Provided that if the authority concerned is of the opinion that such action ought not to have been taken it may refer that matter to the Chancellor whose decision thereon shall be final:

Provided further that any person in the service of the University who is aggrieved by the action taken by the Vice-Chancellor under this sub-section shall have the right to appeal against such action to the Board of Management within ninety days from the date on which such action is communicated to him and there upon the Board of Management may confirm, modify or reverse the action taken by the Vice-Chancellor.

(4) The Vice-Chancellor, if he is of the opinion that any decision of any authority is beyond the powers of the authority conferred by the provisions of this Act, Statutes or Ordinances or that any decision taken is not in the interest of the University, may ask the authority concerned to review its decision within sixty days of such decision and if the authority refuses to review its decision either in whole or in part or no decision is taken by it within the said period of sixty days, the matter shall be referred to the Chancellor whose decision thereon shall be final:

Provided that the decision of the authority concerned shall remain suspended during the period of review of such decision by the authority or the Chancellor, as the case may be, under this sub-section.

(5) The Vice-Chancellor shall exercise such other powers and perform such other functions as may be prescribed by the Statutes and the Ordinances.

(3) The Finance Committee and
(4) Such other authorities as may be declared by the Statutes to be the authorities of the University.

The Board of Management

17. (1) The Board of Management shall be the principal executive body of the University consisting of the following members, namely:-
(1) The Vice-Chancellor;
(2) The Registrar;
(3) The Commissioner and Secretary to the Government of Assam, Higher ducation Department;
(4) The Commissioner and Secretary to the Govt. of Assam, Finance Department;
(5) A Vice-Chancellor of the University in the State of Assam, nominated by the Vice-Chancellor by rotation for such a period as may be specified by the Statutes;
(6) The Dean (Academic)
(7) The Dean (Study Centres);[1*]
(8) Five distinguished persons from the educational scientific and administrative field to the nominated by the Chancellor:
Provided that from amongst the nominated persons under this clause one shall be a person belonging to Scheduled Castes or Scheduled Tribes and one shall be woman;
(9) Two members of the Assam Legislative Assembly elected from among themselves.

(2) The Board of Management shall have the powers-
(i) to manage and administer the properties and revenues of the University;
(ii) to conduct all administrative affairs and shall exercise-
(a) such other powers of the University as may be necessary, incidental or conducive to the fulfillment of the objectives of the University and
(b) such other powers as may be prescribed by the Statutes.

The Academic Council

18. (1) The Academic Council shall consist of the following members, namely :
(i) The Vice-Chancellor,
(ii) The Registrar,
(iii) The Dean (Academic),
(iv) The Dean (Study Centres),[2**]
(v) Other Dean (if any), and
(vi) Such other officers of the University as the University and the Academic Council may consider necessary to co-opt as members.
(vii) Three Professors of the University as nominated by the Vice-Chancellor with a term of three years;[3***]

1* Omitted original Cl (7), as quoted below, by the Assam Act IV of 2010 and renumbered the original Cl. (8) to (10) as Cl (7) to (9)

"(7) The Dean (Administration);"

2** Omitted original Cl (7) as quoted below by the Assam Act IV of 2010 and renumbered the original Cl (8) to (10) as Cl (7) to (9)

"(7) The Dean (Administration),"

3*** Inserted by Assam Act IV of 2010

(viii) Three Teachers other than Professors to be nominated by the Vice-Chancellor with a term of three years;[1*]

(ix) Two academicians from outside the University to be co-opted by the Academic Council with a term of three years.[2**]

(2) The Academic Council shall be the principal academic body of the University and shall, subject to the provisions of this Act, the Statutes and Ordinances, have the control and general regulation of and be responsible for the maintenance of standards of learning, education, instruction, evaluation and examination within the University and shall exercise such other powers and perform such other functions as may be conferred or imposed upon it by the Statutes.

The Finance Committee

19. (1) The Board of Management shall constitute a Finance Committee consisting of not more than seven[3***] members as follows :

(i) The Vice-Chancellor, Ex-Officio Chairman,

(ii) The Commissioner and Secretary to the Govt. of Assam, Finance Department or his nominee,

(iii) The Commissioner and Secretary to the Govt. of Assam, Education (Higher) Department or his nominee;

(iv) Two members nominated from amongst the members of the Board of Management, by the Board of Management,

(v) The Registrar,

(vi) The Finance Officer, Ex-Officio Member Secretary;

(2) The powers and functions of the Finance Committee shall be as follows:

(i) scrutinize the annual budget estimates and make its recommendations to the Board of Management,

(ii) conduct general examination of the accounts of the University and consider the audit reports and make its recommendations thereon,

(iii) examine all proposals of the University involving expenditure for which no provision has been made in the budget or involving expenditure in excess of the amount provided for in the budget, and

(iv) such other functions as may be prescribed by the Statutes.

1* Inserted by Assam Act IV of 2010

2** Inserted by Assam Act IV of 2010

3*** Substituted the word "six" by "seven" by Assam Act IV of 2010.

Other authorities

20. The constitution, powers and functions of the other authorities which may be declared by the Statutes to be authorities of the University shall be such as may be prescribed by the Statutes.

CHAPTER V

STATUTES, ORDINANCE AND REGULATIONS

Statutes

21. Subject to the provisions of this Act, the Statutes may provide for all or any of the following matters, namely:-

(a) the manner of appointment of the Vice-Chancellor or the term of his appointment, the emoluments and other conditions of his service and the powers and functions that may be exercised and performed by him.

(b) the manner of appointment of Registrar, the Finance Officer and other officers, the emoluments an the conditions of their service and the powers and functions that may be exercised and performed by each of such officers.

(c) the terms of office of the members of the authorities, their daily and traveling allowances and the powers and functions that may be exercised and performed by such authorities;

(d) the appointment of teachers and other employees of the University, their emoluments and their conditions of service;

(e) the constitution of a pension or provident fund and the establishment of an insurance scheme for the benefit of the employees of the University;

(f) the principles covering the seniority of service of employees of the University;

(g) the procedure in relation to any appeal or application for review by an employee or learner of the University against the action of any officer or authority of the University including the time within which such appeal or application for review shall be preferred or made;

(h) the procedure for the settlement of disputes between the employees of learners of the University and the University;

(i) the conferment of autonomous status on Study Centre;[1***]

(j) the allocation and disbursement of grants to institutions;[4****]

1* Omitted the words "*or student*" after the word "*employee*" by Assam Act IV of 2010

2** Omitted the words "*or student*" after the word "*employees*" by Assam Act IV of 2010

3*** Omitted the words "*Colleges and*" before the words "*Study Centres*" by Assam Act IV of 2010

(i) the conferment of autonomous status on Colleges and Study Centres;

4**** Substituted words "*College and*" before the word "*institutions*" in the original Cl (j), as quoted below, by Assam Act IV of 2010:

(j) the allocation and disbursement of grants to colleges and institutions

(x) all other matters which by this Act are to be, or may be provided for by the Statutes.*

Statutes how made

22. (1) The first Statutes shall be framed by the State Government by notification in the Official Gazette.

(2) The Board of Management may, from time to time, make new or additional Statutes or may amend or repeal the Statutes referred to in sub-section (1),

Provided that the Board of Management shall not make, amend or repeal any Statutes affecting the Status, powers or constitution of any authority of the University until such authority has been given a reasonable opportunity to express its opinion in writing on the proposed changes and any opinion so expressed has been considered by the Board of Management.

(3) Every new Statutes or addition tot he Statutes or any amendment or repeal thereof shall require the approval of the Chancellor, who may assent thereto or withhold assent or remit to the Board of Management for reconsideration in the light of the observation, if any made by him.

(4) A new Statute or a Statute amending or repealing an existing Statute shall not be valid unless it has been assented to by the Chancellor,

(5) Notwithstanding anything contained in the foregoing sub-section, the Chancellor may make new or additional Statutes or amend or repeal the Statutes referred to in sub-section (1) during the period of three years immediately after the commencement of this Act.

(6) Notwithstanding anything contained in the foregoing sub-section, the Chancellor may direct the University to make provisions in the Statutes in respect of any matter specified by him and if the Board of Management is unable to implement such a direction within sixty days of its receipt, the Chancellor may, after considering the reasons, if any, communicated by the Board of Management for its inability to comply with such direction, make or amend the Statutes suitably.

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* Omitted the original Cl (k), as quoted below, and cl (l) renamed as cl (k) by Assam Act IV of 2010
(k) the conditions that are required to be fulfilled for admission of the Colleges to the privileges of the University;

Ordinances

23. (1) Subject to the provisions of this Act and the Statutes, the Ordinances may provide for all or any of the following matters, namely:-

(a) the admission of learners the course of study and the fees to be charged therefor, the qualifications pertaining to degrees, diplomas, certificates and other courses, the conditions for the grants of fellowship, awards and the like;

(b) the conduct of examination, including the terms and conditions and appointments of examiners and

(c) any other matter which by this Act or the Statutes is to be, or may be, provided for by the Ordinances.[1]

(2) The first Ordinances shall be made by the Chancellor with the previous approval of the State Government and the Ordinances so made may be amended, repealed or added to at any time by the Board of Management in the manner prescribed by the Statutes.

Regulations

24. The authorities of the University may make regulations consistent with this Act, the Statutes and the Ordinances for the conduct of their own business and that of the Committee, if any, appointed by them and not provided for by this Act, the Statutes or the Ordinances, in the manner prescribed by the Statutes.

CHAPTER VI

FINANCE AND ACCOUNTS

General fund

25. The University shall have a general fund to which shall be credited-

(a) its income including the fees and endowments;

(b) contributions or grants, if any, which may be made by the State Government on such conditions as it may impose; and

(c) other contributions or grants or loans raised.

Restriction of creation of new liability and diversion of Government grant

26. Notwithstanding anything contained in any other provisions of this Act, the University shall not create any new or additional liability which involves contribution or grants from the State Government effecting the State Exchequer or shall not divert and invest any portion of any grant given to it by the State Government in any form for any

[1] Omitted original Cl (c), as quoted below, and Cl (d) renumbered as Cl (c) by Assam Act IV of 2010

(c) the management of Colleges admitted to the privileges of the University; and

other purposes other than the purposes for which the grant was given, without the prior approval of the State Government.

Annual report

27. (1) The annual report of the University shall be prepared under the directions of the of the Board of Management which shall include among other matters, the steps taken by the University towards the fulfillment of its objects.

(2) The annual report so prepared shall be submitted to the Chancellor on or before such date as may be prescribed by the Statutes.

(3) A copy of the annual report, so prepared under sub-section (1) shall also be submitted to the State Government which shall, as soon as may be, cause the same to be laid before the Assam Legislative Assembly.

Annual Accounts, etc.

28. (1) The annual accounts an the balance sheets of the University shall be prepared under the directions of the Board of Management and shall, once at least every year, and at intervals of not more than fifteen moths, be audited by the Director of Local funds and Accounts or such person as the State Government may authorize in this behalf.

(2) A copy of the accounts together with the audit report shall be submitted to the Chancellor along with the observations, if any, of the Board of Management;

(3) Any observation made by the Chancellor on the annual accounts shall be brought to the notice of the Board of Management and the views of the Board of Management, if any, on such observation shall be submitted to the Chancellor;

(4) A copy of the accounts together with the audit report, as submitted to the Chancellor, shall also be submitted to the State Government, which shall as soon as may be, cause the same to be laid before the Assam Legislative Assembly at its next session;

(5) The audited annual accounts after having been laid before the State Legislative Assembly shall be published in the Official Gazette.

CHAPTER VII
CONDITIONS OF SERVICE OF EMPLOYEES

Conditions of service of employees

29. (1) Every employee of University shall be appointed under a written contract and such contract shall not be inconsistent with the provisions

of this Act, the Statutes and the Ordinances.

(2) The contract referred to in sub-section (1) shall be lodged with the University and a copy of which shall be furnished to the employees concerned.

Arbitration by Tribunal

30. (1) Any dispute arising out of a contract of employment referred to in section 29 between the University and an employee shall at the request of either party, be referred to an Arbitral Tribunal which shall consist of one member nominated by Board of Management one member nominated by the employees concerned and an umpire to be nominated by the Chancellor.

(2) Every such reference shall be deemed to be a submission to arbitration upon the terms of this section within the meaning of the Arbitration and Conciliation, 1996 and all the provisions of the Act, with the exception of section 2 thereof, shall apply accordingly.

(3) The procedure for regulating the work of the Arbitral Tribunal shall be prescribed by the Statutes.

(4) The decision of the Arbitral Tribunal Shall be final and binding on the parties and no suit shall lie in any court in respect of the matters decided by the Tribunal.

Provident and pension funds

31. (1) The University shall constitute for the benefit of the employees such provident and pension funds or provide such Insurance Schemes, as it may deem fit, in such manner and subject to such conditions as may be prescribed by the Statutes.

(2) Where such provident and pension funds has been so constituted, the State Government may declare that the provisions of the Provident Funds Act, 1925 shall apply to such funds, as if it were a Government Provident fund.

Disputes as to the constitution of University authorities and bodies

32. If any question arises as to whether any person has been duly elected or appointed as, or is entitled to be a member of any authority or other body of the University, the matter shall be referred to the Chancellor whose decision thereon shall be final.

Filling of casual vacancies

33. All the casual vacancies among the members other than ex-officio members of any authority or other body of the University shall be filled, as soon as may be convenient, by the person or body who

appoints, elects or co-opts the members whose place has become vacant and any person appointed, elected or co-opted to a casual vacancy shall be a member of such authority or body for the remaining of the term for which the person whose place he fills would have continued as a member.

Proceedings of the University, authorities or bodies not invalidated by vacancies

34. No act or proceedings of any authority or any body of the University shall be invalidated merely by reason of the existence of any vacancy or vacancy or vacancies among its members.

Protection of action taken in good faith

35. No suit or other proceedings shall lie against any officer or employees of the University for any thing which is in good faith done or intended to be done in pursuance of any of the provisions of this Act or the Statutes or the Ordinances.

Transitory provision

36. Notwithstanding anything contained in any other provisions of this Act and the Statutes, the first Vice-Chancellor, the first Registrar and the First Officer shall be appointed by the State Government for a period not exceeding three years on such terms and conditions as the State Government may think fit :

Provided that for appointment as first Vice-Chancellor and first Registrar and first Finance Officer the person shall hold such qualifications and experience as are require for appointment in the similar posts in other Universities of the State:

Provided further that the first Vice-Chancellor shall retire from his office if during the term of his office he completes the age of sixty-five years and first Registrar and the first Finance Officer shall retire from their respective office if during the term of their office they complete the age of sixty[1*] years.

Transitory powers of the first Vice-Chancellor

37. (1) It shall be duty of the first Vice-Chancellor to make arrangements for constituting the Board of Management, the Academic Council and such other authorities of the University within six months of

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[1*] Substituted the word "70 eight" by Assam Act IV of 2018.

first Registrar and first Finance Officer

coming into force of this Act or such longer period not exceeding one year as the Government may by notification direct.

(2) The First Vice-Chancellor shall, in consultation with the State Government, make such rules as may be necessary for the functioning of the University.

(3) The authorities constituted under sub-section (1) shall commence to exercise their functions on such date as the Government may by notification, specify in this behalf.

(4) It shall be the duty of the first Vice-Chancellor to draft such Statutes as may be necessary for the purposes under sub-section (3) of section 22 and submit them to the Board of Management for their approval. Such Statutes when framed shall be published in the Official Gazette.

(5) Notwithstanding anything contained in this Act and the Statutes and until such time an authority is duly constituted, the first Vice-Chancellor may appoint any officer or constitute any committee temporarily to exercise and perform any of the powers and duties of such authority under this Act and the Statutes.

(6) The first Registrar and the first Finance Officer an other officers and staff shall function as per orders or instructions issued by the first Vice-Chancellor from time to time in accordance with rules framed under sub-section (2), Statutes and Ordinances.

Power to remove difficulties

38. (1) If any difficulty arises as to the first constitution or reconstitution of any authority of the University after the date of coming into force of this Act or otherwise on giving effect to the provisions of this Act, the State Government may, by notification in the Official Gazette, make such provision, not inconsistent with the provisions of this Act as may appear to it be necessary or expedient for removing such difficulty:

Provided that no such notification shall be issued after the expiry of five years from the date of establishment of the University under section (3).

(2) Every notification issued under sub-section (1) or under any other provisions of this Act shall be laid, as soon as may be after it is issued, before the Assam Legislative Assembly while it is in session for a total period of fourteen days which may be comprised in one session or in two or more successive sessions, and if before the expiry of the said period the State Legislative Assembly makes any modification in any notification or directs that any notification shall not have effect, and such notification shall thereafter have effect only in such modified

form or be of no effect, as the case may be, so however that any such modification or annulment shall be without prejudice to the validity of anything previously done under that notification.

Statutes, Ordinances and Regulations to be published in the Official Gazette and to be laid before Legislative Assembly

39.(1) Every Statutes, Ordinances or Regulations made under this Act shall be published in the Official Gazette.

(2) Every Statutes, Ordinance or Regulations made under this Act shall be laid, as soon as may be after it is made, before the Assam Legislative Assembly while it is in session, for a total period of fourteen days which maybe comprised in one session or in two or more successive sessions, and if, before the expiry of the sessions immediately following the Assam Legislative Assembly agree in making any modification in the Statutes, Ordinances or Regulations or the Assam Legislative Assembly agree that the Statutes, Ordinances or Regulations should not be made, the Statutes, Ordinances or Regulations shall thereafter have effect only in such modified form or be of no effect, as the case may be, so however, that such modification or annulment shall be without prejudice to the validity of anything previously done under that Statutes, Ordinances or Regulations.

THE SCHEDULE
(SEE SECTION 4)
The objects of the University

(1) The University shall endeavour through education, research, training and extension to play a positive role in the development of the country and based on the rich heritage of the country, to promote and advance the culture of the people of Assam and its human resources. Towards this end it shall-

(a) strengthen and diversity the degree, certificate and diploma courses related to the needs of employment and necessary for building the economy of the country on the basis of its natural and human resources;

(b) provide access to higher education for large segments of the population, and in particular the disadvantaged groups such as those living in remote and rural areas including working people, housewives and other adults who wish to upgrade or acquire knowledge through studies in various fields;

(c) promote acquisition of knowledge in a rapidly developing and changing society and to continually offer opportunities for upgrading knowledge, training and skills in the context of innovations, research and discovery in all fields of human endeavour;

(d) provide an innovative system of university level education, flexible and open, in regard to methods and place of learning, combination of courses, eligibility for enrolment, age of entry, conduct of examination and operation of the programmes with a view to promote learning and encourage excellence in new fields of knowledge;

(e) contribute to the improvement of the educational system in the State by providing a non-formal channel complementary in the formal system and encouraging transfer of credits and exchange of teaching staff by making wide use of texts and other software development by the University;

(f) provide education and training in the various arts, crafts and skills of the country, raising their quality and improving the availability to the people;

(g) provide or arrange training of teachers required for such activities or

(h) provide suitable post-graduate courses of study and promote research;

(i) provide the counseling and guidance to its students and

(j) promote national integration and the integrated development of the human personality through its policies and programmes.

(2) The University shall strive to fulfill the above objects by a diversity of means of distance an continuing education and shall function in operation with the existing universities and institutions of higher learning and make full use of the latest scientific knowledge and new educational technology to offer a high quality of education, which matches contemporary needs.

M.K. Deka,
Commissioner & Secy. to the Govt. of Assam,
Legislative Department, Dispur.

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পঞ্জীভুক্ত নম্বৰ - ৭৬৮/৯৭

Registered No. 768/97

অসম ৰাজপত্ৰ

THE ASSAM GAZETTE

অসাধাৰণ

EXTRAORDINARY

প্ৰাপ্ত কৰ্ত্তৃত্ব দ্বাৰা প্ৰকাশিত
PUBLISHED BY THE AUTHORITY

নং 17 দিশপুৰ, বুধবাৰ, 20 জানুৱাৰী, 2010, 30 পুহ 1931 (শক)
No. 17 Dispur, Wednesday, 20 January, 2010, 30th Pausha, 1931 (S.E.)

GOVERNMENT OF ASSAM
ORDERS BY THE GOVERNOR
LEGISLATIVE DEPARTMENT :: LEGISLATIVE BRANCH

NOTIFICATION

The 20th January, 2010

No. LGL.20/2005/114. – The following Act of the Assam Legislative Assembly which received the assent of the Governor is hereby published for general information.

ASSAM ACT NO. IV OF 2010
(Received the assent of the Governor on 18th January, 2010)

THE KRISHNA KANTA HANDIQUE STATE OPEN UNIVERSITY (AMENDMENT) ACT, 2009

AN
ACT

to amend the Krishna Kanta Handique State Open University Act, 2005

Whereas it is expedient to amend the Krishna Kanta Handique State Open University Act, 2005, hereinafter referred to as the principal Act, in the manner hereinafter appearing;

Assam Act No. XXXVII of 2005

It is hereby enacted in the Sixtieth Year of the Republic of India as follows :

Short title, extent and commencement

1. (1) This Act may be called the Krishna kanta Handique State Open University (Amendment) Act, 2009.
(2) It shall have the like extent as the principal Act
(3) It shall come into force at once.

Substitution of the word "Handique"

2. In the principal Act for the word "Handiue" wherever it occurs, the word "Handiqui" shall be substituted and the word "Handique" as they appear in the Statutes, Ordinance and Regulations made under the principal Act shall stand modified as "Handiqui".

Amendment of section 2

3. In the principal Act, in section 2, –
(i) clause (d) shall be deleted and clauses (e), (f), (g), (h), (i), (j), (k), (l), (m), (n) and (o) shall be renumbered respectively as (d), (e), (f), (g), (h), (i), (j), (k), (l), (m) and (n);
(ii) for clause (j) as so renumbered, the following shall be substituted, namely–
"(j) "Learner" means a student of the University and includes any person who has enrolled himself for pursuing any course of Study of the University."

Amendment of section 3

4. In the principal Act, in section 3, in sub-section (2), the word "Colleges" shall be deleted.

Amendment of section 5

5. In the principal Act, in section 5, –

(i) in sub-section (1), in clause (XX), the words "the students and" shall be deleted;

(ii) in sub-section (1), in clause (XXVI), the words "a college or" shall be deleted;

(iii) in sub-section (I), clause (XXVII) shall be deleted and existing clause (XXVIII) shall be renumbered as (xxvii);

(iv) in sub-section (2), for the word "benefit" appearing in between the words "it may" and "for the promotion", the words "deem fit" shall be substituted;

(v) in sub-section (2), the words "whether admitted to its privileges or not", appearing in between the words "Colleges" and "or to any" shall be deleted.

Amendment of section 6

6. In the principal Act, in section 6, in sub-section (1), the word "student" shall be deleted.

Amendment of section 7

7. In the principal Act, in section 7, for the existing clauses (2) and (3), the following shall be substituted, namely :-

"(2) The Vice-Chancellor

(3) The Pro Vice-Chancellor

Amendment of section 8

8. In the principal Act in section 8, in sub-section (2), the word "College" shall be deleted.

Re-numbering of sections 9 and 10

9. In the principal Act, the existing section 9 shall be renumbered as section 10 and the existing section 10 shall be renumbered as section 9 respectively and the provisions of section 10 as so renumbered shall be inserted after clause (5) of renumbered section 9.

Amendment of section 17

10. In the principal Act, in section 17, clause (7) shall be deleted and clauses (8), (9) and (10) shall be renumbered respectively as (7), (8) and (9).

Amendment of section 18

11. In the principal Act, in section 18, in sub-section (1),-

(i) clause (iv) shall be deleted and clauses (v), (vi), (vii) shall be renumbered respectively as (iv), (v) ad (vi);

(ii) after clause (vi) so renumbered, the following new clauses shall be inserted, namely :-

(vii) Three Professors of the University as nominated the Vice-Chancellor with a term of three years;

(viii) Three Teachers other than Professors to be nominated by the Vice-Chancellor with a term of three years;

(ix) Two academicians from outside the University to be co-opted by the Academic Council with a term of three Years."

Amendment of section 19

12. In the principal Act in section 19, in sub-section (1) for the word "six' appearing in between the words "more than" and "members", the word "seven" shall be substituted.

Amendment of section 21.

13. In the principal Act, in section 21, –

(i) in clauses (g) and (h) the words "or student" and "or students" respectively shall be deleted.

(ii) in clauses (i) and (j), the words "Colleges and" shall be deleted;

(iii) clause (k) shall be deleted and the existing clause (l) shall be renumbered as clause (k).

Amendment of section 23

14. In the principal Act, in section 23, in sub-section (1) –

(i) in clause (a), the word "students" shall be deleted;

(ii) clause (c) shall be deleted and existing clause (d) shall be renumbered as clause (c)

Amendment of section 36

15. In the principal Act in section 36, in the second proviso for the words "fifty-eight" the word "sixty" shall be substituted.

MOHD. A. HAQUE
Secretary to the Government of Assam
Legislative Department, Dispur

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পঞ্জীভুক্ত নম্বৰ - ৭৬৮/৯৭

Registered No. 768/97

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THE ASSAM GAZETTE

অসাধাৰণ

EXTRAORDINARY

প্ৰাপ্ত কৰ্ত্তৃত্বৰ দ্বাৰা প্ৰকাশিত

PUBLISHED BY THE AUTHORITY

নং 332 দিশপুৰ, বৃহস্পতিবাৰ, 29 ছেপ্তেম্বৰ, 2005, 7 আহিন 1927 (শক)

No. 332 Dispur, Thursday, 29 September, 2005, 7th Asvina, 1927 (S.E.)

GOVERNMENT OF ASSAM

ORDERS BY THE GOVERNOR

LEGISLATIVE DEPARTMENT :: LEGISLATIVE BRANCH

NOTIFICATION

The 12th September, 2005

No. LGL.20/2005/56. – The following Act of the Assam Legislative Assembly which received the assent of the Governor is hereby published for general information.

Registrar
Krishna Kanta Handique
State Open University
Guwahati

Academic Planner 2018-19

(As per new ODL Regulations 2017)

Month	Activities
1st June	Notification of Admission for the new Session.
15th June	Quality improvement workshop for study centers of KKHSOU
25th June	Last date of Submission of Assignment by faculty members (Semester I)
20th July	Krishna Kanta Handiqui Memorial Lecture.
31st July	Last date of Admission without fine.
1st and 2nd August	1st Orientation programme for newly admitted learners.
3rd August	Beginning of Counseling Session for newly admitted learners
5th and 6th August	i) Development of MOOC/OER ii) SLM Audit (Phase I)
15th August	Independence Day
17th August	Last date of Admission with fine.
18th August	2nd Orientation programme for newly admitted learners by Study centers
20th August	Last date of submission of admission forms at University by Study centers.
2nd September	Counselors workshop- I
6th September	Academic Council Meeting-I.

Registrar
Krishna Kanta Handiqui
State Open University
Guwahati

8th September to 20th October	Allotment of Registration numbers to the newly admitted learners.
15th September	Feedback Review Workshop
1st October	Notification of Examination. (Semester-I)
2nd October	Gandhiji's Birthday. (Holiday)
10th October	Stake holder's meeting
15th October	Last date of submission of Assignments by the learners at study centre. (Semester I)
31st October	Last date of submission of forms of exams at study centre (without fine). (Semester I)
10th November	Submission of forms of exams at study centers (with fine). (Semester I)
20th November	Foundation Day of JNAN TARANGA
21st November	Last date of Submission Of examination forms by study centers to exam branch. (Semester I)
25th November	Last date of submission of Assignment marks with exam forms by Study centers.
5th to 10th December	Submission of feedback forms by learners.
11th December	Foundation day of the University.
15th December	Doctoral committee meeting-I
20th December	Beginning of Semester End Examinations. (Semester I)
22nd December	Notification of M.Phil/PhD Entrance examination.
25th December	Christmas Day. (Holiday)
10th of January	Delivery of SLM to the respective Study centre. (Semester II and Semester IV)
15th January to 15th February	Re Registration for continuing Learners without fine.

Registrar
Krishna Kanta Handiqui
State Open University
Guwahati

25th January	Last date of Submission of Assignment by Faculty members. (Semester II)
26th January	Republic Day.
31st January	Me-Dum-Me-Phi. (Holiday)
8th February	M.phil/PhD Entrance Examination.
12th to 15th February	i) Talk on Creativity and Innovation by CIQA, KKHSOU ii) Updation of statistics- report sharing meeting.
20th February	SLM preparation review meeting and action plan Workshop.
16th February	Re Registration with fine for Semester II
25th February	Submission of Admission statement of Re Registered learners by study centers to University Head quarter.
28th February	Declaration of M.Phil/PhD entrance examination results.
2nd- 3rd March	Workshop on Creativity and Innovation
10th to 20th March	Schedule of interview for M.Phil/Ph.D Programme.
16th March	Last date of evaluation of answer scripts.
24th of March	Doctoral Committee Meeting-II.
31st March	Academic Council Meeting-II.
2nd April	Declaration of M.Phil/PhD selected list.
10th to 16th April	Bihu Recess. (Holiday)
17th April	Declaration of results of the corresponding semester
1st May	May Day.
2nd May	Notification of Examination for Semester- II
4th May	Beginning of Course Work for M.Phil/Ph.D Programme.

Registrar
Krishna Kanta Handiqui
State Open University
Guwahati

15th May	Submission of Assignments by the learner at study centers. (Semester II)
30th May	Last date of submission of forms of exams at study centre (without fine). (Semester II)
10th June	Submission of forms of exams at Study centers (with fine). (Semester II)
15th June	Submission of examination forms by study centers to exam branch. (Semester II)
20th June	Submission of Assignment marks with exam forms. (Semester II)
1st July	Beginning of semester exam. (Semester- II)
2nd July	SLM delivery to the Study centre. (Semester I and II)

Registrar
Krishna Kanta Handiqui
State Open University
Guwahati

Krishna Kanta Handiqui State Open University

GUWAHATI – 781006

PROCEEDINGS OF THE 26th MEETING OF THE EMERGENT ACADEMIC COUNCIL HELD ON 11.4.2018

Present were:

1. Vice Chancellor	--	Chairman
2. Registrar	--	Member
3. Prof. Dinesh Barooah	--	Member
4. Prof. Niru Hazarika	--	Member
5. Dean (Study Centre)	--	Member
6. Prof. N.N. Sarma	--	Member
7. Controller of Examinations	--	Member
8. Dr. Chandrama Goswami	--	Member
9. Dr. Bhaskar Bhattacharyya	--	Member
10. Deputy Registrar (Academic)	--	Special Invitee
11. Dean (Academic)	--	Member Secretary

The Hon'ble Vice Chancellor extended a warm welcome to all the Members present. The Chairman called the 26th meeting of the Academic Council to order and requested Dean (Academic) to proceed with Agenda items for consideration.

Item No.1: To consider confirmation of the Minutes of the 25th Meeting of the Academic Council, KKHSOU held on 14.09. 2017.

Resolution No.1: Resolved that the Proceedings of the 25th Meeting of the Academic Council held on 14-09-2017 with suggested corrections be confirmed.

Item No.2: Approval of Programme Project Reports of all Academic Programmes.

Discussion: The Dean (Academic) briefed the Academic Council regarding the approval of Programme Project Reports of all academic programmes. The members discussed the PPRs in brief and recommended that the same be uploaded the UGC portal for approval.

Resolution No.2: Resolved that the PPRs of all Academic Programmes be approved for uploading the UGC portal.

Item No.3: Approval of Academic Planner for the session 2018-19 of KKHSOU.

Discussion: The Members discussed the Academic Planer for the session 2018-19 as prepared by KKHSOU and recommended the adoption of the Academic Planer.

Resolution No.3: Resolved that the Academic planer for the session 2018-19 of KKHSOU be approved.

Item No. 4: Approval of SLM of the programmes for which PPRs have been prepared.

Discussion: The Dean Academic briefed the Council regarding the recommendation of the Madhava Menon Committee and the procedures adopted by the University in preparation of the SLM in compliance with the recommendations of the Committee. The members discussed in detail regarding the SLMs and recommended the approval of the SLMs.

Resolution No.4: Resolved that the SLMs for which PPRs have been prepared be approved.

As there was no other matter for discussion, the Meeting ended with a vote of thanks from the Chair.

Dean (Academic)
&
Member Secretary
Academic Council

Registrar
Krishna Kanta Handiqui
State Open University
Guwahati

Vice Chancellor
&
Chairman
Academic Council

Vice-Chancellor
K.K.H.S.O.U.
Guwahati

Krishna Kanta Handiqui State Open University

GUWAHATI – 781006

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2. Registrar	--	Member
3. Prof. Dinesh Barooah	--	Member
4. Prof. Niru Hazarika	--	Member
5. Dean (Study Centre)	--	Member
6. Prof. N.N. Sarma	--	Member
7. Controller of Examinations	--	Member
8. Dr. Chandrama Goswami	--	Member
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Resolution No.2: Resolved that the PPRs of all Academic Programmes be approved for uploading the UGC portal.

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Discussion: The Members discussed the Academic Planer for the session 2018-19 as prepared by KKHSOU and recommended the adoption of the Academic Planer.

Resolution No.3: Resolved that the Academic planer for the session 2018-19 of KKHSOU be approved.

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Dean (Academic)
&
Member Secretary
Academic Council

Registrar
Krishna Kanta Handiqui
State Open University
Guwahati

Vice Chancellor
&
Chairman
Academic Council

Vice-Chancellor
K.K.H.S.O.U.
Guwahati

FORMAT-A

Format for providing details of teaching staff (faculty) engaged for ODL programmes on full time and dedicated basis

Academic Staff

Sl. No.	Name of the permanent academic staff	Designation	Name of ODL programme	Appointment letter reference number & date	Working at (Headquarter/Regional Centre/Study Centre)
1.	Dr. Umesh Deka	Professor	BA in Assamese MA in Assamese	KKHSOU/Apptt./04/2013/PT/1262 dated 06.04.2015	Headquarter
2.	Dr. Chandrama Goswami	Associate Professor	BA in Economics MA in Economics	KKHSOU/Apptt./04/2013/PT/1265 dated 06.04.2016	Headquarter
3.	Dr. Bipul Das	Associate Professor	BA in Political Science MA in Political Science	KKHSOU/Apptt./04/2013/PT/1427 dated 19.09.2017	Headquarter
4.	Dr. Pranab Saikia	Associate Professor	BA in Education MA in Education	KKHSOU/Apptt./04/2013/PT/1364 dated 07.02.2017	Headquarter
5.	Dr. Prasenjit Das	Associate Professor	BA in English MA in English	KKHSOU/Apptt./04/2013/PT/1496 dated 28.02.2018	Headquarter
6.	Chayanika Roy	Assistant Professor	BA in English MA in English	KKHSOU/Apptt./04/2013/PT/1261 dated 01.08.2010	Headquarter
7.	Ms. Pallavi Gogoi	Assistant Professor	BA in English MA in English	KKHSOU/Apptt./04/2013/PT/97 dated 01.01.2015	Headquarter
8.	Dr. Abhijit Bhuyan	Assistant Professor	BA in Political Science MA in Political Science	KKHSOU/Apptt./22/2010/75/1046 dated 29.04.2012	Headquarter
9.	Jahnabi Devi	Assistant Professor	BA in Political Science MA in Political Science	KKHSOU/Apptt./04/2013/PT/100 dated 01.01.2015	Headquarter
10.	Antara Mahanta Barua	Assistant Professor	Diploma in Computer Hardware & Networking	KKHSOU/Apptt./04/2013/PT/1125 dated 20.11.2015	Headquarter
11.	Dr. Bhaskar Bhattacharyya	Assistant Professor	BA in Philosophy MA in Philosophy	KKHSOU/Apptt./22/2010/77/1048 dated 29.04.2012	Headquarter
12.	Dr. Tejasha Kalita	Assistant Professor	BA in Philosophy MA in Philosophy	KKHSOU/Apptt./04/2013/PT/1266 dated 06.04.2017	Headquarter

Registrar
Krishna Kanta Handiqui
State Open University
Guwahati

13.	Dr. Bhaskra Sarmah	Assistant Professor	BA in Economics MA in Economics	KKHSOU/Apptt./22/2010/70 dated 29.04.2012	Headquarter
14.	Dr. Utpal Deka	Assistant Professor	BA in Economics MA in Economics	KKHSOU/Apptt./04/2013/PT/1366 dated 01.01.2015	Headquarter
15.	Dr. Chayanika Senapati	Assistant Professor	BBA, MBA	KKHSOU/Recruit./53/2013/83 dated 07.02.2017	Headquarter
16.	Dr. Smritishikha Choudhury	Assistant Professor	BBA, MBA	KKHSOU/Apptt./22/2010/13/1367 dated 01.08.2010	Headquarter
17.	Devajani Duarah	Assistant Professor	Diploma in Elementary Education	KKHSOU/Recruit./53/2013/106/1353 dated 10.5.2014	Headquarter
18.	Dr. Krishna Kalita	Assistant Professor	Diploma in Elementary Education	KKHSOU/Apptt./04/2013/PT/1480 dated 08.11.2017	Headquarter
19.	Dr. Devajeet Goswami	Assistant Professor	B.Com	KKHSOU/Apptt./22/2010/74/1045 dated 29.04.2012	Headquarter
20.	Dr. Dipankar Malakar	Assistant Professor	B.Com	KKHSOU/Apptt./04/2013/PT/93 dated 01.01.2015	Headquarter
21.	Dola Borkataki	Assistant Professor	BA in Sociology MA in Sociology	KKHSOU/Recruit./53/2013/105/1352 dated 10.5.2014	Headquarter
22.	Gargi Gayan	Assistant Professor	BA in Sociology MA in Sociology	KKHSOU/Apptt./04/2013/PT/1126 dated 20.11.2015	Headquarter
23.	Dr. Indrani Deka	Assistant Professor	BA in Sanskrit	KKHSOU/Apptt./22/2010/78/1049 dated 29.04.2012	Headquarter
24.	Dr. Ritimoni Bordoloi	Assistant Professor	BA in Education MA in Education	KKHSOU/Apptt./22/2010/79/1050 dated 29.04.2012	Headquarter
25.	Indrani Kalita	Assistant Professor	BA in Education MA in Education	KKHSOU/Apptt./04/2013/PT/96 dated 01.01.2015	Headquarter
26.	Dr. Juri Hazarika	Assistant Professor	BA in Journalism & Mass Communication MA in Journalism & Mass Communication	KKHSOU/Apptt./04/2013/PT/1428 dated 19.09.2017	Headquarter
27.	Dr. Trisha Dowerah Baruah	Assistant Professor	BA in Journalism & Mass Communication MA in Journalism & Mass Communication	KKHSOU/Recruit./53/2013/84/4307 dated 31.12.2013	Headquarter

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28.	Dr. Mridusmita Duarah	Assistant Professor	BSW, MSW	KKHSOU/Apptt./04/2013/PT/102 dated 01.01.2015	Headquarter
29.	Dr. Mrinal Jyoti Goswami	Assistant Professor	BA in Assamese MA in Assamese	KKHSOU/Recruit./53/2013/82/4305 dated 31.12.2013	Headquarter
30.	Dr. Neeva Rani Phukan	Assistant Professor	BA in Assamese MA in Assamese	KKHSOU/Apptt./22/2010/14/1366 dated 01.08.2010	Headquarter
31.	Dr. Nabankur Pathak	Assistant Professor	Certificate Programme in Counselling Skills	KKHSOU/Apptt./04/2013/PT/1124 dated 20.11.2015	Headquarter
32.	Dr. Sukmaya Lama	Assistant Professor	BA in History MA in History	KKHSOU/Apptt./04/2013/PT/98 dated 01.01.2015	Headquarter
33.	Dr. Priti Salila Rajkhowa	Assistant Professor	BA in History MA in History	KKHSOU/Apptt./04/2013/PT/1363 dated 07.02.2017	Headquarter
34.	Sruti Sruba Bharali	Assistant Professor	BCA, MCA, M.Sc IT	KKHSOU/Apptt./04/2013/PT/94 dated 01.01.2015	Headquarter
35.	Dr. Tapashi Kashyap Das	Assistant Professor	BCA, MCA, M.Sc IT	KKHSOU/Apptt./22/2010/2/1096 dated 14.05.2010	Headquarter
36.	Dr. Sarmistha Rani Baruah	Assistant Professor	Certificate Programme in Tea Cultivation & Plantation Management	KKHSOU/Apptt./04/2013/PT/92 dated 01.01.2015	Headquarter
37.	Harekrishna Deka	Assistant Professor	BA (Pass)	KKHSOU/Apptt./04/2013/PT/1479 dated 08.11.2017	Headquarter

Registrar
Krishna Kanta Handiqui
State Open University
Guwahati

भारतीय गैर न्यायिक

एक सौ रुपये

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ONE HUNDRED RUPEES

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24 APR 2018

BEFORE THE NOTARY, KAMRUP (METRO) AT GUWAHATI

AFFIDAVIT

I, **ARUPJYOTI CHOUDHURY**, son of Late Lakshyadhar Choudhury, aged about 56 years, by religion- Hindu, resident of Ambari, Guwahati-781001, in the District of Kamrup(Metro), Assam, in the capacity of **Registrar of Krishna Kanta Handiqui State Open University**, Patgaon, Rani, Guwahati-781017, do hereby solemnly affirm and declare as under :-

1. That our university namely, **Krishna Kanta Handiqui State Open University** wish to apply for the recognition of programmes to be offered under Open and Distance Learning mode with effect from the academic session 2018-19 beginning in July, 2018.

2. I have fully understood the clauses, terms and conditions as stipulated in the University Grants Commission (open and Distance Learning) Regulations, 2017 along with two amendments thereon notified on 11.10.2017 and 06.02.2018.

3. That university has submitted the proposal as per university Grants Commission (Open and Distance Learning) Regulations, 2017 and its amendments as mentioned in para 2 above.

Registrar
Krishna Kanta Handiqui
State Open University

NOTARY
Rekha Sarma
Guwahati
KAM. 20
21-4-18
GOVT. OF ASSAM

24/04/18
Mrinmoyee Rekha Sarma
NOTARY
Kamrup (Metro), Guwahati
Regd. No. KAM. 20

Contd...p-2

4. That university has submitted the proposal ONLINE through the designated portal and is also submitting duly certified three hard copies of the same proposal along with all the annexures, with the specified period, to UGC.

5. That university is eligible in all respect to apply for offering education through open and distance learning mode as per UGC (ODL) Regulations, 2017 and its amendments as mentioned in para 2 above.

6. It is also declared that academic and instructional facilities at its Regional Centres and Learning Support Centres (Study Centres) meet all the conditions of UGC (ODL) Regulations, 2017, its amendments as mentioned in pars 2 above and guidelines issued from time to time, and are commensurate with the number of academic programmes and learner's strength thereto. It is also declared that these are as per the other applicable Regulations of UGC.

7. That the university has not been offering education through open and distance learning mode so far.

OR

That the University has been offering education through open and distance learning mode with the approval of UGC/erstwhile DEC and has not violated any of the terms and conditions as stipulated in the approval/recognition letter No. F No.DEC/OU/Recog/2008 dated 08/04/2008 and norms issued by the relevant/ concerned statutory bodies from to time.

8. That the university shall scrupulously abide by UGC(ODL) Regulations, 2017 and its amendments as mentioned in para 2 above while imparting education through open and distance learning mode after getting the approval of UGC.

9. That all the information given by the university in the proposal submitted to UGC is complete, true and correct.

10. That I am fully aware of the consequences, if the University fails to abide by UGC (ODL) Regulations, 2017 and its amendments as mentioned in para 2 above.

11. That I am fully aware that in case any information, documentary evidence submitted/produced by the University is found to be false or fake at a later stage or in case of any violation, the recognition of University shall be withdrawn and UGC may also take other punitive measures mentioned in UGC (ODL) Regulations, 2017 and its amendments as mentioned in para 2 above. I am also fully aware that it is the sole responsibility of the University for the career consequences of students, if any, arising out of the same.

Registrar
Krishna Kanta Handiqui
State Open University
Guwahati

NOTARY
Rekha Sarma
Guwahati
GOVT. OF ASSAM

24/04/18

Mrinmoyee Rekha Sarma
NOTARY
Kamrup (Metro), Guwahati
Regd. No. KAM-20

DEPONENT

Contd...p-3

Verification:

I, the above named deponent do hereby verity on 24-04-2018 at Guwahati that the contents mentioned above are correct and true Statements.

Identified by

Jonali Kalita

(Jonali Kalita)
Advocate, Guwahati

Registrar
Krishna Kanta Handiqui
State Open University
Guwahati

DEPONENT

Solemnly affirmed before me this day, I certify that I read over and explained the contents to the declarant and that the declarant seemed perfectly to understand them on the 24th day of April, 2018 at Guwahati.

NOTARY ::: GUWAHATI

24/04/18
Mrinmoyee Rekha Sarma
NOTARY
Kamrup (Metro), Guwahati
Regd. No.-KAM-20

KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY

(KKHSOU)

PROGRAMME PROJECT REPORT

ON

BACHELOR OF ARTS IN ASSAMESE (MAJOR)

Submitted to

UNIVERSITY GRANTS COMMISSION

BAHADUR SHAH ZAFAR MARG

NEW DELHI – 110 002

Submitted by

K. K. Handiqui State Open University

Guwahati, Assam

April 2018

Registrar
Krishna Kanta Handique
State Open University
Guwahati

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KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY
PROGRAMME PROJECT REPORT
BAProgramme in Assamese

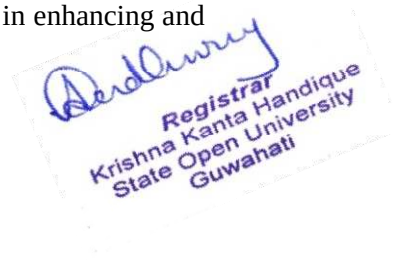
1. Programme's Mission and Objectives:

The motto of Krishna Kanta Handiqui State Open University (KKHSOU) is *Education beyond Barriers*, keeping this idea in mind we are offering BA in Assamese (Major) by the Department of Assamese, under the Padmanath Gohain Baruah School of Humanities. As Assamese is the state Language of Assam, KKHSOU has given emphasis in this programme. Literature and society are in a state of continuous mutual dependence which propagates itself like a chain reaction. This means not only that they influence each other, that society is modified by the art whose product it is. Literature is a record of social experience, an embodiment of social myths and ideals and aims, and an organization of social beliefs and sanction. This is the main mission of this programme. It should be mentioned here that this programme has been thoroughly revised in accordance with the UGC Regulations on Open and Distance Learning, 2017. Syllabi of this Programme have been finalized after a series of deliberations and discussions with academic experts in the respective field.
The main objectives of the programme are as follows-

i. To give the learners a clear view of the history and present trends of Assamese literature, language and culture.
ii. A thorough understanding of one's first/second language helps an individual to establish his first/second language in the greater scenario of language and literature of the world and he can also learn other languages easily. Assamese is the first/second language of most of the people of Assam and one of the official languages of this region, therefore our university has introduced Assamese as a discipline in the BA programme.
iii. Those who are interested in the field of creative writing, they will get an adequate support by getting enrolled in this programme.
iv. This programme will help learners for advance study and research in Assamese literature, language and culture.
v. Injecting in to the mind of the learners proper awareness of latest issues of Assamese Literature and culturein a comprehensive manner

2 Relevance of the Programme with KKHSOU's Mission and Goals:

The B.A. Programme in Assamese offered by KKHSOU has been prepared conforming the mission and goals of KKHSOU. As we know that the goal of the Department of Higher Education, MHRD is to expand the Higher Education sector to increase the Gross Enrolment Ratio (GER) in Higher Education to 30% by the year 2020. Open Universities of the nation have been playing a vital role in this regard. In Assam KKHSOU is the one and only State Open University and it can cater toward fulfillment of this goal. In common, peopleprefer for the medium they know and understand best, that is their first/second language. Most of the people in Assam uses Assamese as their medium of communicationas first/second language. As a result, the total enrolment in Assamese is high, which goes a long way in enhancing and achieving the target of the GER in higher education.



The different areas likeHistory of Assamese Literature, Inscription and Manuscript; Assamese Language, Assamese Grammar, Different Genera of Language and Linguistics, Assamese Culture, Literary Criticism: East and West, Some Selected Assamese Poems, Selected pieces ofAssamese Fictional Write-up/Prose, Selected Assamese Plays, Study of Pali-Prakrit, Study of Selected Pieces of Indian Literature, Ritualistic Tradition and Related Literature of Assam, Different Type of Essays, Glimpse of Children Literature & Science Fiction, Changing Trends of Assamese Culture, Computational Assamese Language, Selected writers' write-up (Sankaradeva or Lakhminath Bezbaruah), Field Study and Research Paper writing etc. have been incorporated in different courses of B.A. Major Programme in Assamese.After going through these courses in this programme, learners will not only be able tostudy the basic issues, history and trends of Assamese Literature, Language and Culture but also able toestablish a linkage with greater Indian literature.

3. Nature of Prospective Target Group of Learners:

The University targets the following group of learners in general, viz.

i. Women learners specially housewives who want to get empowered with higher education and acquire professional skills.
ii. Differently abled persons.
iii. Persons who could not complete higher education in time during their student days.
iv. People hailing from far flung remote areas and living in other disadvantageous conditions.
v. Employed/self-employed persons with penchant for higher education and learning skills.
vi. Persons who couldnot get access to higher education in conventional system for various reasons.
vii. Working people who wish to hone their professional competence.

Apart from these, important target groups of learners of Assamese (Major) Programme are:

viii. The students who are desirous to obtain a Degree in Assamese as a Major subject.
ix. The ratio between HS passed outs and the number of higher education institutions are not adequate. Therefore, majority of the pass-outs are often not able to pursue higher education in conventional educational institutions. Those learners are our main target group and our programme has been designed as per their need.
x. Working people who wish to develop their professional as well as academic carrier.
xi. People who want to explore their rootsby studying Assamese Literature, Language and Culture.
xii. People who are interested to work in different media house.

4. Appropriateness of Programme to be Conducted in Open and Distance Learning Mode to Acquire Specific Skills and Competence:

The BA programme in Assamese is basically theoretical and therefore, is, in general, suitable for the ODL mode. Keeping in mind the goal of the Department of Higher Education, MHRD to increase the Gross Enrolment Ratio (GER) in Higher Education, the ODL mode of education can play a major role in this regard. We have already stated that Assamese is the first/second language of this region; therefore, BA in Assamese programme may be

considered the best choice for this goal. As we know that learners are the top priority of any educational system. KKHSOU has also given importance on learner-centric education. In this connection, BA in Assamese programme has been designed in such a way so as to facilitate learners to participate actively in teaching-learning process. These can be stated as follows –

4.1 Study 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 the learners, viz. admission related information, delivery of SLM, conducting counselling sessions, distribution of assignment and its evaluation, conducting term end examination etc. The study centres scattered throughout the state look to these affairs on behalf of the University.

4.2 Pre-enrolmentCounselling: With the help of study centres,the university would conduct pre-enrolmentcounseling to motivate learners towards ODL and also our University. It provides basic knowledge of the different programmes, counseling sessions etc. with relation to KKHSOU.

4.3 ICT Support: ICT support is a major component of any ODL system of education. Our university has as such given emphasis on this. Some ICT-based support systems provided by the university for the learners of BA in Assamese are listed below:

4.3.1 Website: We have developed full-fledged official website www.kkhsou.infor our learners and general public. Here we have provided all necessary information to our learners. The Website is also linked with the social-networking site like Facebook (KKHSOU FB Official Group) for interactionamong the learners, faculty members and stakeholders. The website also includes the customised study centre-search facility based on district or programme. And most of the Audio-Video programmes are also made available online through YouTube.

4.3.2 Community Radio Service: **Jnan Taranga** (90.4 MHz) of KKHSOU is the first Community Radio of the North Eastern part of the country. The Community Radio, being a platform for the community for taking up community issues, is also a platform to broadcast several educational programmes that includes debates, discussions, and talk shows.

4.3.3 Ekalavya: With the help of Prasar Bharati, our University has launched a special educational programme namely **Ekalavya.** It is aired every Saturday from 8.00 PM to 8.30 PM through All India Radio, Guwahati and Dibrugarh.

4.3.4 Akashvani Phone-in Programme: Our University offers one hour live phone-in counselling programme through AIR, Guwahati and Dibrugarh where officers and experts from this University clarify queries of listeners/learners via telephone. The phone in programme is aired every Thursday from 09.15 AM to 10.15 AM.

4.3.5 e-SLM: An e-learning portal by the name of e-SLM(http://eslm.kkhsou.in/) has been launched by the university. It is also a digital repositorywhere the study materials are uploaded for the benefit of the learners. All the study materials of the programmes(including Degree, Master Degree etc.) can be assessed in this portal.

4.3.6 Open Access Journals Search Engine (OAJSE): To provide easy access to various open access journal across the world, KKHSOU has developed the Open Access Journals Search Engine (OAJSE) which is available for the users from the URLwww.kkhsou.in/library/oajse orhttp://oajse.kkhsou.in .

4.3.7 KKHSOU Mobile App: Our University has developed a mobile application "KKHSOU" to help the learners to connect 24x7 with the university. It canbe freely downloaded from Google Play Store (for android user).

4.3.8 SMS and e-mail Alert Facility: University has initiated an SMS and e-mail alert facility for learners regarding any news,events and learner-related information of the university.

4.3.9 E-mailservices: Learners can write emails to any officials/faculty members in university's general mail id: info@kkhsou.in. Queries raised through to this mail id are readdressed by concerned official/faculty members of the university.

4.3.10 TV programme: University is going to initiate a half an hour live educational programme through a TV Channel **Prag-News** from June 2018. It will be telecasted everySundayat8:30am.

This would enable 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.

5. Instructional Design:

5.1 Curriculum Design: The revised BA in Assamese programme has been designed in such a way that it meets the standard of any another university, those offering the same programme. With the help of experts in the subject from other reputed Universities in the region, the contents of the syllabi are updated. While preparing the syllabi, UGC Model Syllabi and syllabi of other Universities and recommendations of Madhava Menon Committee have been consulted.

5.2 Course Distribution with Assamese as Major: The semester-wise distribution of the different courses of the BA programme with Assamese as Major is as follows:

Semester I	Semester II	Semester III	Semester IV	Semester V	Semester VI
General English	MIL/Alternative English	Environmental Studies and Disaster Management	Spoken English	Assamese 7 (Major)	Assamese 11 (Major)
Assamese 1 (Elective 1)	Assamese 2 (Elective 1)	Assamese 3 (Major)	Assamese 5 (Major)	Assamese 8 (Major)	Assamese 12 (Major)
Elective 2	Elective 2	Assamese 4 (Major)	Assamese 6 (Major)	Assamese 9 (Major)	Assamese 13 (Major)
Elective 3	Elective 3	Elective 2/3	Elective 2/3	Assamese 10 (Major)	Assamese 14 (Major)

In this regard, the following may be noted

a) Major courses are offered from third semester onwards.
b) Learners have to opt three elective subjects, out of which one can be opted as Major from third semester onwards. Out of the two remaining elective courses, one has to be continued as Elective in the third and fourth semesters. A student opting for Major in Assamese has to study only Major courses in the fifth and sixth semesters. No pass course is offered in the fifth and sixth semesters.
c) Elective subjects offered under the BA programme includes: Economics, Education, English, History, Journalism & Mass Communication, Mathematics, Philosophy, Political Science, Sanskrit and Sociology.
d) Under the BA programme in Assamese (Major),the University offers Assamese, Bodo, Hindi and Bengali as MIL subjects. Learners have to opt any one of them. Those learners who are not going for any MIL subject, they have to take Alternative English as their course.

e) Apart from General English and MIL, the University is offering'Environmental Studies and Disaster Management' as a full credit based course for all degree programmes offered by the University. As we know that Environment and Disaster are the two most discussed terms in the world today, therefore, the university has included a compulsory course on this.

f) The University has introduced 'Spoken English' as a full credit based course for all BA (Major and Pass) Programmes to acquaint the learners with a theoretical knowledge of the basic elements that make up English speech and to develop in them the necessary skills and techniques of oral communications, telephonic conversations, interview etc.

5.3 Credit Distribution: The Credit Distribution of the different courses of the BA programme in KKHSOU with Assamese as Major is as follows:

	Semester I	**Semester II**	**Semester III**	**Semester IV**	**Semester V**	**Semester VI**
Course	General English	MIL/Alternative English	Environmental Studies and Disaster Management	Spoken English	Assamese 7 (Major)	Assamese 11 (Major)
Credit	**4**	**4**	**4**	**4**	**4**	**4**
Course	Assamese 1 (Elective 1)	Assamese 2 (Elective 1)	Assamese 3 (Major)	Assamese 5 (Major)	Assamese 8 6 (Major)	Assamese 12 (Major)
Credit	**4**	**4**	**4**	**4**	**4**	**4**
Course	Elective 2	Elective 2	Assamese 4 (Major)	Assamese 6 (Major)	Assamese 9 (Major)	Assamese 13 (Major)
Credit	**4**	**4**	**4**	**4**	**4**	**4**
Course	Elective 3	Elective 3	Elective 2/3	Elective 2/3	Assamese 10 (Major)	Assamese 14 (Major)
Credit	**4**	**4**	**4**	**4**	**4**	**4**
Credits per semester	**16**	**16**	**16**	**16**	**16**	**16**

The overall weightage of the BA programme with Assamese as Major is of 96 credits. The credit distribution of the different courses in the programme is as follows:

Courses	**Credits**
General English	4
MIL/Alt English	4
Environmental Science and Disaster Management	4
Spoken English	4
Assamese (Major)	56*
Elective 2 and 3	24
Total	**96**

*includes credits of two courses studied in first two semesters as an Elective subject.
The programme structure of BA in Assamese is provided in **Annexure 1**

5.4 Definition of Credit Hours: 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 is offered to the learners at their respective study centres.

5.5 Programme Structure: The entire programme has a total of 24 courses, where 14 numbers of courses are from Major subject. These 14 courses are:

a) History of Assamese Literature, Study of Manuscript and Inscriptions : **Semester I**
b) Assamese Language: **Semester II**
c) Assamese Grammar : **Semester III**
d) Assamese Poetry: **Semester III**
e) Different Genera of Language and Linguistics: **Semester IV**
f) Assamese Prose Literature: **Semester IV**
g) Assamese Culture : **Semester V**
h) Assamese Drama:**Semester V**
i) Study of Pali and Prakrit: **Semester V**
j) Study of Selected Indian Literature : **Semester V**
k) Literary Criticism-Eastern and Western: **Semester VI**
l) Ritualistic Tradition and Related Literature of Assam: **Semester VI**
m) Different Types of Essay, Children Lit, Science Fiction and Computational Assamese Language: **Semester VI**
n) Selected Writers' Write-up (Sankaradeva or Lakshminath Bezboruah) and Field Study and Research Paper Writing: **Semester VI**

Detailed syllabi of the course have been attachedin **Annexure II** of this report.

5.6 Duration of the Programme: The BA programme in Assamese has six semesters and is of minimum 3 years. However, the maximum duration of the programme is 8 yearsas stated below:

- Minimum Duration : 6 semesters (3 years)
- Maximum Duration : 8 years.

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.

5.7 Faculty and Support Staff Requirement: The University currently has 3 full timefaculty members in the Department of Assamese, viz., one Professor and two Assistant Professors.

5.8 Instructional Delivery Mechanisms: The Self Learning Materials have been prepared keeping in view of the requirements of instructional design. Particular attention has been given so that the basic three domains of knowledge, viz., behavioural domain, cognitive domain, and constructive domain can be addressed. Generally we offer printed SLMs and audio-visual format. Presently we are thinking about 20% of the entire programme will be in MOOC format.Attempts are made to make our SLMs well designed which are written in lucid language and are self explanatory. All units consist of some major keys, viz **LearningObjectives** (stated major objectives of the unit), **Introduction** (here we link up with previous unit and provide general introduction of the content), **Check Your Progress** (generally after every section to gauge their understanding), **Answers to Check Your Progress** (provides answers of CYP), **Activity** (if necessary we incorporate activities for enhancing learners' critical outlook), **Let us Know** (if necessary we provide some important information related to the content in a box), **Let us Sum up** (here we provide pin pointed summary of the units), **Further Reading** (this section has been incorporated for those learners who are interested in advance knowledge of the content), **Model Questions** (Different type of questions have been provided in the unit. Basic motto for this exercise is to

judge the learners capability of understanding the content of the unit and help to enhance their writing skill). For each course assignmentsare being given for continuous assessment of the learners.

5.9 Identification of Media: All the learners are provided with Self Learning Materials, which are comprehensive in terms of contents in the syllabi. These learning resources are prepared with the help of resource persons across the country. Senior Professors from different Universities of the region are engaged as Editors of the SLMs. Apart from printed SLMs, our university has adopted various modes of instructions to facilitate learners to participate actively in teaching-learning process which are stated in the above.

6. Procedure for Admissions, Curriculum transaction and Evaluations:

6.1 Procedure for Admission:

6.1.1 Minimum Qualification:A learner should have minimum 10+2 pass or equivalent qualification from a Council/University recognised by UGC or diploma passed from Polytechnic in any branch can apply for the BA in Assamese (Major) course.

i. The admission for the academic session 2018-19 of the University will be through online mode. A learner who desires to take admission in KKHSOU will have to submit his/her application through the online admission link provided in the University website www.kkhsou.in. The learner has to carefully go through the instructions for filling up the online admission form and complete the process accordingly. In the online admission system, the learner has to register with his/her mobile no/email id, and has to carefully verify the subjects of his/her choice available in the respective study centers.

ii. For admission to a particular programme, the course fee is to be paid through online transaction mode—i.e., through credit card/debit card/net banking or any other available online mode of payment.

iii. The learner after successful submission of the online admission form has to take a print out and submit the same to the study centre for hard copies of SLMs.

iv. The verification of online application form will be done in the University and after the completion of the verification process, the e-SLMs will be sent to the respective Email-id of the learner.

v. The learners who have submitted incomplete application may be given conditional admission at the University's discretion, subject to fulfillment of other eligibility criteria.

vi. All the enrolled learners will be provided with registration nos, SLMs and Identity cards.

vii. The learner who is unable to complete the programme within specified period is required to register himself/herself as a fresh learner by paying the requisite fee.

6.1.2Continuous Admission:

I. Admission will have to be taken continuously in the programmes without any break. A learner will be allowed to appear in all the examinations, including back courses, within the stipulated time of a programme.

II. A learner will have to take admission to the next semester within one month from the last date of examination of the previous semester. It doesn't depend on whether the candidate appeared in the previous examination or not.

III. A learner will be allowed to take admission to the next semester beyond one month, but within two months from the last date of examination of the previous semester with a fine of Rs 500/-.

IV. A learner may be allowed to take admission even after the issue of notification for filling up of examination forms, but such learners will be allowed to appear in the examination of that semester in the next year only.

6.1.3Fee Structure: The fee structure of the BA programme with Assamese as Major is as follows:

Semester-wise Fee Structure

Programme	Semester	Enrolment fees	Course Fees	Exam fees	Exam centre fees	Marksheet fees	Total fees tobe paid	Arrear subject
BA (Major) In Assamese	First	300.00	1,300.00	600.00	200.00	100.00	2,500.00	Rs.200.00 per paper + centre fee + mark sheet fee Rs. 100 + Consolidated Marksheet Rs. 100
	Second		1,300.00	600.00	200.00	100.00	2,200.00	
	Third		1,300.00	600.00	200.00	100.00	2,200.00	
	Fourth		1,300.00	600.00	200.00	100.00	2,200.00	
	Fifth		1,300.00	600.00	200.00	100.00	2,200.00	
	Sixth		1,300.00	600.00	200.00	200.00	2,300.00	

6.1.4Financial Assistance: The University offers free education to jail inmates and differently abled learners. At present, the University offers free of costeducation to jail inmates in 16 District and CentralJails of the state. The university is in the process of including more numbers of Central/District Jails in the Academic Session 2018-19.

6.1.5Refusal/Cancellation of Admission: Notwithstanding, anything contained in the prospectus, the University reserves the right to refuse/cancel admission of any learner.

6.2 Curriculum Transaction:

6.2.1Activity Planner: An activity planner, that guides the overall academic activities in the BA programme (with Major) shall be made available prior to the admission schedule of the University.The newly constituted CIQA office as per UGC guidelines and the office of the Academic Dean would upload the Academic Plan and month wise Academic Calendar to enable the learners to plan their studies and activities accordingly.

6.2.2Self-learning Materials (SLM): Our SLMsare designed in such a way that learners can easily follow them. With the help of subject experts, we prepare the SLMs with relevant and up to date information and facts.

6.2.3Multimedia Materials: Apart from printed SLM our university provides audio-visual learning materials related to course content. Generally, CD's and DVD (ppt. pdf. format) are provided. Audio materials are supplied to those learners who are visually impaired

6.2.4Counselling Sessions: Conuselling sessions are conducted by our Study centres. Basically all counselling sessions are conducted on Sunday. During the counselling session face-to-face mode of interaction between the learners and counsellor take place.

This enables the learners to clear doubts with regard to various courses provided to them.Generally, 15 counselling sessions take place for a course in each semester.

6.3 Evaluation:

i. The University adopts both ongoing and term-end evaluation. Ongoing evaluation is conducted in two modes: internal and external. The internal evaluation is to be undertaken by the learner himself. For this, the University has designed some Check Your Progress Questions in every unit of SLMs, which would help the learners to self-check his progress of study. However, this is undertaken at the learners' end themselves and is non-credit based. External method is through home assignment.

ii. For each course assignment has been given for continuous assessment of the learners. Assignment should be hand written and it should be submitted timely in the study centres. In the term-end examinations, 20% weightage comes from the assignments and 80% from the written examination. Non-receipt of assignments in time may lead to withheld of final result.The learners have to submit the assignments within the schedule of a semester at the respective study centres. The counsellors at the study centres evaluate the assignments and return them to the learners with feedback.

iii. The University conducts term-end examination once for odd semesters and once for even semesters in a year. The learner can take the examination only after the minimum period prescribed for the course of study.Questions for the Semester End paper would be set as per the Evaluation policy of the University to have coverage of all the modules of the respective courses.

iv. Examination schedules indicating the date and time of examination for each course is sent to all the study centres in advance; the same is also notified in the university website.Mobile app is also used to send SMS alerts to the learners.

v. Learners would be able to get their scripts re-evaluated if they are not satisfied with evaluation.

vi. The University is in the process of using high security and eco-friendly synthetic (water proof and termite proof) papers for marksheets and certificates. Moreover, uses of interactive kiosk at study centres for continuous and effective interaction with learners and also for issue of admit card, biometric identity of learners and modification of existing EDPS system for quick publication of results of examinations are also being planned.

7. Requirement of the Laboratory Support and Library Resources:

BA in Assamese is not a laboratory based subject; therefore, we need not provide any laboratory support. We have already stated that our programme would be offered in ODL mode and it would be conducted by study centres situated in different parts of the state. All our study centres are situated in reputed college or institutes and they have well equipped libraries. Apart from that our university supplies some reference books to the study centres. For BA in Assamese we have supplied – *Asomiya Xahityar Xamikhatmat Etibritya*and *Asomiya Natya Xahitya* by Satendranath Sarma, *Asomiya Xahityar Ruprekha* by Maheswar Neog, *Asomiya Xanskriti* by Leela Gogoi, *Kabita Manjuri* edited by Nirmalprabha Bordoloi, *Snatakar Kathabandha* edited by Maheswar Neog, *Asomiya Galpagucha* edited by Lilawati Saikia Bora, *Pali-Prakrit Apabhagsa Bhaxa Aru Xahitya* by Nagen Thakur, *Asomiya*

Byakaranar Moulik Bichar by Golukchadra Goswami, *Bhaxa-Bigyan* by Upendranath Goswami, *Bhaxatatta* by Dipti Phukan Patgiri, *Assamese : Its Formation and Development*by Banikanta Kakati, *Language* by Bloomfield etc.

The Central Library, Krishna Kanta Handiqui State Open University plays a vital role in the collection, development and dissemination of academic, scientific and technical information to meet the present and future needs of the University.We get adequate support from the library stock in the preparation of SLMs. The library remains open from 10.00 am to 5.00 pm in all working days. The library is fully computerized with an ILS (Integrated Library System) and also equipped with RFID (Radio-frequency Identification) technology.The Central Library has the following resources:

Physical Resources:

- Books 18,164
- Theses 8
- Report 1
- Journals 35
- Magazines 12
- News Papers 5
- Audio CD/DVD 49
- Video CD/DVD 6
- CD/DVD with Textual documents 66

E-resources:

- **E-Journals:** The Central Library of KKHSOU subscribed e-journals from JSTOR (www.jstor.org), and the resources are very much necessary for academic and research community of the University.
- **Digital Library:** Digitization has become deeply embedded into every aspect of education today. Hence, the Central Library of KKHSOU has started the Digital Library initiative. The mission of the "Digital Library at KKHSOU" is to locate, digitize, preserve, collect and make accessible the accumulated wisdom of the institute's output to the global community. The resources of the Digital Library include Administrative Documents, Conference/Seminar Proceedings, Faculty Publications, Journal of Open Learning and Research Communication (JOLRC), KKHSOU in News and Media, Newsletters, Annual Reports, MPhil/PhD Theses, Public Lectures, Convocation Addresses, Working Papers, etc. URL: http://dlkkhsou.inflibnet.ac.in
- **KKHSOU at Shodhganga**: Krishna Kanta Handiqui State Open University (KKHSOU) has joined Shodhganga for depositing their theses which is available for the users from the URLhttp://shodhganga.inflibnet.ac.in/handle/10603/145533. Shodhganga repository is the reservoir of Indian intellectual output stored, hosted and maintained by the INFLIBNET Centre, an IUC of UGC.

Our central library has resolved to stock the masterpieces in department wise and almost all major works of noted scholars and litterateurs of Assamese. We have approximately 1029 books for different programmes on Assamese. Some of them are – *Asomiya Xahityar Xamikhatmat Etibritya, Asomiya Ramayani Xahitya, Asomiya Upanaysar Prastuti Parba, Asomiya Natya Xahitya* by Satendranath Sarma, *Asomiya Xahityar Ruprekha, Maheswar Neogar Rachanawali* by Maheswar Neog, *Asomiya Xanskriti* by Leela Gogoi,*Asomiya*

Xahityar Buranjiby ABILAK,*Kabita Manjuri* edited by Nirmalprabha Bordoloi, *Snatakar Kathabandha* edited by Maheswar Neog, *Asomiya Galpagucha* edited by Lilawati Saikia Bora, *Pali-Prakrit Apabhagsa Bhaxa Aru Xahitya* by Nagen Thakur, *Asomiya Byakaranar Moulik Bichar* by Golukchadra Goswami, *Bhaxa-Bigyan* by Upendranath Goswami, *Bhaxatatta* by Dipti Phukan Patgiri, *Assamese : Its Formation and Development* by Banikanta Kakatietc.

8. Cost Estimate of the Programme 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 Expert Committee, honorarium to be 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.

As regards, 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 BA Programme in Assamese Major.

8.1 Programme Development Cost: Rs 11,41,680.00

The office of the Finance Officer of KKHSOU has worked out the following also.

a. SLM Development Cost for Under Graduate programme:Assamese medium per Unit Rs. 5,680/-
b. Printing Cost per SLM Rs. 56/-
c. Cost of CD per unit Rs. 23/-

8.2 Programme Delivery Cost:

The SLMs prepared have to be delivered to various study centres located at the far flung remote areas. On an average, the University delivers about 15 KGs of study materials per student. The cost of delivery of 1 KG of such material is Rs.10. Accordingly, depending upon the number of candidates; the cost for the BA Programme in Assamese will be provisioned by the University. The office of the Finance Officer has calculated the delivery cost of SLM per student at Rs. 150.00.

8.3 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, but will also benefit the learners of other programmes. The University will also bear the cost of organizing the meeting of Syllabus Revision Committee 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. 600.00.

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

9. Quality Assurance Mechanism and Expected Programme Outcomes:

9.1 Quality Assurance Mechanism: As quality Assurance Mechanism, the department has taken some steps which can be mentioned below:

I. According to Madhav Menon Committeerecommendations BA in Assamese syllabus has been revised with the help of subject experts (Ex-Head of the department of Assamese, GU, Ex-Head of the department of Assamese, Handiqui Girls College and Professor of Assamese, Department of Assamese)under CCS programme of KKHSOU. Formed with due approval from the University authority, this Expert Committee is helped by the in-house department faculties while preparing the framework of the programme.

II. Proficient teachers of Assamese from the various Universities and Colleges of Assam have been engaged to contribute to theSLMs of the subject. The in-house faculties also contribute their writings.

III. The content editors are then roped in for the next round. The content editors, who are mostly academics from reputed higher educational institutions, look into the contents of the units and provide their suggestions and feedbacks to be included by the coordinator of the programme. After that a through proof reading is also done. The next step is that of printing and distributing the SLMs to the respective study centres. Arrangements would be made to distribute the SLMs to the learners at the time of admission.

IV. The Director of the Centre for Internal Quality Assessment (CIQA) of our university will take care of quality assurance mechanism. The CIQA office is planning to conduct stakeholders' meetings on timely basis,SLM, Assignment and Counselling Workshops which is expected to provide the University and the Department with required inputs for quality enhancement.

V. In order to keep the programme 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.

9.2 Expected Programme Outcomes:

The outcomes of the programme are manifold:

i. It will enable the learners to acquire knowledge of Assamese language, literature and culture.

ii. The programme will also help the learners to seek avenues in the any media sector.

iii. The programme will also encourage the learners to go for higher studies.

iv. The programme will enhance the learners' capabilities willing to involve in creative-writing.The programme would enable the learners to acquire the entry level qualification of graduation to apply for various competitive examinations.

v. The programme would also help some of the learners of the target groups to earn the aspiration to being a graduate.

10. ANNEXURE

Annexure I: Structure of the BA in Assamese Programme
Annexure II: Detailed Syllabus of the BA in Assamese Programme

Annexure I

Details Programme Structure of BA in Assamese

কলা শাখাৰ স্নাতক পাঠ্যক্ৰম

অসমীয়া (ঐচ্ছিক আৰু প্ৰধান) ঃ

কৃষ্ণকান্ত সন্দিকৈ ৰাজ্যিক মুক্ত বিশ্ববিদ্যালয়ে স্নাতক উপাধিৰ বাবে আগবঢ়োৱা ষাণ্মাসিক পদ্ধতিৰ পাঠ্যক্ৰমত **'অসমীয়া'** বিষয়টি 'প্ৰধান' তথা 'ঐচ্ছিক' বিষয় হিচাপে থাকিব। অসমীয়া 'প্ৰধান' নাইবা 'ঐচ্ছিক' বিষয় হিচাপে অধ্যয়ন কৰিব বিচৰা শিক্ষাৰ্থীসকলে গোটেই কেইটা ষাণ্মাসিকতে এই পাঠ্যবিষয় অধ্যয়ন কৰিব লাগিব।

কোৱা হয় সাহিত্য সমাজৰ দাপোনস্বৰূপ। সাহিত্যৰ মাজেদি এটা জাতিৰ পৰিচয় ব্যক্ত হয় আৰু এটা যুগৰ পৰা আন এটা যুগলৈ প্ৰবাহিত হয়। সেয়ে সহিত্য অধ্যয়নৰ প্ৰয়োজনীয়তা আছে। নিজৰ ভাষা শুদ্ধকৈ লিখিবলৈ শিকা আৰু ভাষা-সাহিত্যৰ ইতিবৃত্ত জনাটো সকলোৰে প্ৰয়োজনীয় কৰ্তব্য। নিজৰ ভাষা ভালকৈ শিকিলে জগত সভালৈ ওলাই যাব পাৰি। শিক্ষাৰ্থীসকলে এই দুইটা পাঠ্যক্ৰমৰ জৰিয়তে অসমীয়া ভাষা-সাহিত্যৰ ক্ৰমবিকশিত ৰূপৰ ধাৰণা লাভ কৰাৰ লগতে বৈশিষ্ট্যৰে পৰিপূৰ্ণ অসমীয়া ভাষা-সাহিত্য আৰু সাহিত্যৰাজিৰ ঐতিহ্য তথা সাহিত্য পৰম্পৰাৰ বিষয়ে ধাৰণা লাভ কৰিব। তদুপৰি সৃষ্টিশীল ৰচনাত ব্ৰতী হ'বলৈ বিচৰাসকলে যি কোনো এটা পাঠ্যক্ৰম অধ্যয়ন কৰিলে সেই বিষয়ে ব্যুৎপত্তি লাভৰ বাবে যত্নপৰ হ'ব পাৰিব।

অসমীয়া প্ৰধান পাঠ্যক্ৰমৰ মুঠ পাঠ্যবিষয়ৰ সংখ্যা ১৪ খন আৰু প্ৰত্যেকখনেই বাধ্যতামূলক। প্ৰথম দুটা ষাণ্মাসিকত এখনকৈ, তৃতীয় আৰু চতুৰ্থ ষাণ্মাসিকত দুখনকৈ আৰু শেষৰ দুটা ষাণ্মাসিকত চাৰিখনকৈ পাঠ্যবিষয় অধ্যয়ন কৰিব লাগিব। ষষ্ঠ ষাণ্মাসিকৰ তৃতীয়খন পাঠ্যবিষয় মূলতঃ শিক্ষাৰ্থীসকলৰ মাজত বৃত্তিমুখী চিন্তা-চৰ্চাৰ বীজ ৰোপণ কৰিবলৈ প্ৰস্তুত কৰা হৈছে। ঠিক সেইদৰে এইটো ষাণ্মাসিকৰে চতুৰ্থখন পাঠ্যবিষয় দুটা শাখাত বিভক্ত কৰি প্ৰস্তুত কৰা হৈছে। প্ৰথমটো শাখাত 'শংকৰদেৱ' নতুবা 'লক্ষ্মীনাথ বেজবৰুৱা'ৰ ভিতৰত যি কোনো এজনৰ নিৰ্বাচিত সাহিত্যপাঠ অধ্যয়ন কৰিব লাগিব। আনহাতে দ্বিতীয়টো শাখাৰ বাবেশিক্ষাৰ্থীয়ে যি কোনো এটা বিষয় নিৰ্বাচন কৰি অধ্যয়ন কেন্দ্ৰৰ শিক্ষকৰ তত্ত্বাৱধানত ক্ষেত্ৰ অধ্যয়নৰ ভিত্তিত প্ৰস্তুত কৰা এখন গৱেষণা পত্ৰ জমা দিব লাগিব।

আনহাতে, যিসকল শিক্ষাৰ্থীয়ে অসমীয়া প্ৰধান বিষয় হিচাপে নপঢ়ি ঐচ্ছিক বিষয় হিচাপে পঢ়িব বিচাৰে তেওঁলোকে প্ৰতিটো ষাণ্মাসিকতে একোখনকৈ সৰ্বমুঠ ৬ খন পাঠ্যবিষয় বাধ্যতামূলক হিচাপে অধ্যয়ন কৰিব লাগিব। উল্লেখযোগ্য যে, ঐচ্ছিক অসমীয়া চাৰিটা ষাণ্মাসিকত অধ্যয়ন কৰাৰ পাছত কোনো শিক্ষাৰ্থীয়ে পঞ্চম ষাণ্মাসিকৰ পৰা অসমীয়া প্ৰধান বিষয় হিচাপে অধ্যয়ন কৰিবলৈ ইচ্ছা কৰিলেও তেওঁ অধ্যয়ন কৰিব পাৰিব। কিন্তু তেওঁ তেতিয়া অসমীয়া প্ৰধান পাঠ্যক্ৰমৰ তৃতীয় ষাণ্মাসিকৰ দ্বিতীয়খন পাঠ্যবিষয় পঞ্চম ষাণ্মাসিকত (বাধ্যতামূলকভাৱে) আৰু চতুৰ্থ ষাণ্মাসিকৰ দ্বিতীয় পাঠ্যবিষয়খন ষষ্ঠ ষাণ্মাসিকত (বাধ্যতামূলকভাৱে) অধ্যয়ন কৰিব লাগিব। প্ৰতিখন পাঠ্যবিষয়ৰে ২০ শতাংশ নম্বৰ প্ৰদত্ত কৰ্ম (Home Assignment)-ৰ বাবে নিৰ্ধাৰণ কৰা হৈছে।

প্ৰধান অসমীয়া বিষয়ৰ সৰ্বমুঠ ক্ৰেডিট পইণ্ট হ'ল — ৫৬ আৰু ঐচ্ছিক অসমীয়া বিষয়ৰ সৰ্বমুঠ ক্ৰেডিট পইণ্ট হ'ল — ২৪ । অৰ্থাৎ প্ৰধান বা ঐচ্ছিক অসমীয়া বিষয়লৈ কলা শাখাৰ স্নাতক পাঠ্যক্ৰম অধ্যয়ন কৰা শিক্ষাৰ্থী এগৰাকীয়ে অধ্যয়ন কৰা পাঠ্যক্ৰমৰ সৰ্বমুঠ ক্ৰেডিট পইণ্ট হ'ব এনেধৰণৰ —

স্নাতক কলা প্ৰধান	(সৰ্বমুঠ ক্ৰেডিট — ৯৬)
মূল পাঠ্যবিষয় (অসমীয়া)	৫৬
ঐচ্ছিক পাঠ্যবিষয়	২৪
সাধাৰণ ইংৰাজী আৰু আধুনিক ভাৰতীয় ভাষা	০৮
পৰিৱেশ অধ্যয়ন আৰু দুৰ্যোগ ব্যৱস্থাপনা	০৪
কথিত (স্পকেন) ইংৰাজী	০৪

স্নাতক কলা ঐচ্ছিক	(সৰ্বমুঠ ক্ৰেডিট — ৯৬)
ঐচ্ছিক অসমীয়া	২৪
আন ঐচ্ছিক পাঠ্যবিষয়	৪৮
সাধাৰণ ইংৰাজী আৰু আধুনিক ভাৰতীয় ভাষা	০৮
পৰিৱেশ অধ্যয়ন আৰু দুৰ্যোগ ব্যৱস্থাপনা	০৪
কথিত (স্পকেন) ইংৰাজী	০৪
সংস্কৃতি অধ্যয়ন অথবা কম্পিউটাৰৰ সাধাৰণ পৰিচয় আৰু কাৰ্যালয় ব্যৱস্থাপনা (অফিচ মেনেজমেণ্ট)	০৮

তলত অসমীয়া প্রধান আৰু ঐচ্ছিক অসমীয়াৰ প্রতিটো ষাণ্মাসিকতে অধ্যয়ন কৰিবলগীয়া পাঠ্যবিষয়ৰ গাঁথনি উল্লেখ কৰা হ'ল—

পাঠ্যবিষয় সূচাংক	ঐচ্ছিক অসমীয়া	প্রধান অসমীয়া	পাঠ্যবিষয়ৰ শিৰোনাম	মুঠ নম্বৰ
GAS S1 01	প্রথম ষাণ্মাসিক	প্রথম ষাণ্মাসিক	অসমীয়া সাহিত্যৰ বুৰঞ্জী, লিপি আৰু শাসন অধ্যয়ন	৮০ + ২০
GAS S2 01	দ্বিতীয় ষাণ্মাসিক	দ্বিতীয় ষাণ্মাসিক	অসমীয়া ভাষা	৮০ + ২০
GAS S3 01	তৃতীয় ষাণ্মাসিক	তৃতীয় ষাণ্মাসিক	অসমীয়া ব্যাকৰণ	৮০ + ২০
GAS S3 02		তৃতীয় ষাণ্মাসিক	অসমীয়া কবিতা	৮০ + ২০
GAS S4 01	চতুর্থ ষাণ্মাসিক	চতুর্থ ষাণ্মাসিক	ভাষাৰ বিভিন্ন ৰূপ আৰু ভাষা-বিজ্ঞান	৮০ + ২০
GAS S4 02		চতুর্থ ষাণ্মাসিক	অসমীয়া গদ্য সাহিত্য	৮০ + ২০
GAS S5 01	পঞ্চম ষাণ্মাসিক	পঞ্চম ষাণ্মাসিক	অসমীয়া সংস্কৃতি	৮০ + ২০
GAS S5 02		পঞ্চম ষাণ্মাসিক	অসমীয়া নাটক	৮০ + ২০
GAS S5 03		পঞ্চম ষাণ্মাসিক	পালি-প্রাকৃত অধ্যয়ন	৮০ + ২০
GAS S5 04		পঞ্চম ষাণ্মাসিক	ভাৰতীয় সাহিত্য অধ্যয়ন	৮০ + ২০
GAS S6 01	ষষ্ঠ ষাণ্মাসিক	ষষ্ঠ ষাণ্মাসিক	সাহিত্য সমালোচনা ঃ প্রাচ্য আৰু পাশ্চাত্য	৮০ + ২০
GAS S6 02		ষষ্ঠ ষাণ্মাসিক	অসমৰ ধর্মীয় পৰম্পৰা আৰু সাহিত্য	৮০ + ২০
GAS S6 03		ষষ্ঠ ষাণ্মাসিক	বিবিধ ৰচনা, শিশু-সাহিত্য আৰু কল্প-বিজ্ঞান, পৰিৱর্তিত ৰূপত অসমীয়া সংস্কৃতি, কম্পিউটাৰত ব্যৱহৃত অসমীয়া ভাষা	৮০ + ২০
GAS S6 04		ষষ্ঠ ষাণ্মাসিক	(ক) নির্বাচিত সাহিত্যিকৰ সাহিত্য অধ্যয়ন (খ) ক্ষেত্র অধ্যয়ন আৰু গৱেষণা পত্র প্রস্তুত	৪০ + ১০ ৫০

Annexure II

Detailed Course-wise syllabus of BA in Assamese

বিস্তৃত পাঠ্যতালিকা

অসমীয়া(প্রধান)ৰ স্নাতক পাঠ্যক্রম

প্রথম ষাণ্মাসিক

পাঠ্যবিষয়ৰ শিৰোনাম ঃ অসমীয়া সাহিত্যৰ বুৰঞ্জী, লিপি আৰু শাসন অধ্যয়ন

মুঠ ক্রেডিট ঃ = ৪

মুঠ নম্বৰ ঃ ৮০+২০ = ১০০

অধ্যায় ১ ঃ **অসমীয়া লিপি আৰু শাসন অধ্যয়ন**

লিপিৰ ধাৰণা; ভাৰতীয় লিপি ঃ খৰোষ্ঠী লিপি, ব্রাহ্মী লিপি; অসমীয়া লিপিৰ উদ্ভৱ আৰু ক্রমবিকাশ; অসমীয়া লিপিৰ যুগ বিভাজন ঃ পুৰণি অসমীয়া লিপি বা কামৰূপী লিপি, মধ্যযুগীয় অসমীয়া লিপি, আধুনিক অসমীয়া লিপি; কানাই বৰশীবোৱা শিলৰ তুৰুষ্ক-ক্ষয়ৰ ফলি; চামধৰা গড়ৰ ৰণজয়ৰ শিলালিপি; পুৰণি অসমীয়া লেখন সামগ্রী

অধ্যায় ২ ঃ **অসমীয়া সাহিত্যৰ যুগ বিভাজন**

অসমীয়া সাহিত্যৰ পটভূমি, অসমীয়া সাহিত্যৰ যুগ বিভাজন (বিভিন্ন বুৰঞ্জীকাৰে কেনেদৰে অসমীয়া সাহিত্যৰ যুগ বিভাজন কৰিছে এই বিষয়ে বহলাই আলোচনা কৰিব লাগিব)

অধ্যায় ৩ ঃ **অসমীয়া লোকসাহিত্য**

লোকসাহিত্য বা মৌখিক সাহিত্য ঃ লোকগীত, ফকৰা-যোজনা, প্রবাদ-প্রবচন, সাঁথৰ, সাধুকথা; ডাকৰ বচন; মন্ত্র-সাহিত্য

অধ্যায় ৪ ঃ **অসমীয়া লিখিত সাহিত্যৰ আৰম্ভণি**

চর্যাপদ; মিশ্র অসমীয়া সাহিত্য — *শ্রীকৃষ্ণ-কীর্ত্তন, শূন্যপুৰাণ,* নাথ সাহিত্য

অধ্যায় ৫ ঃ **প্রাক্-শংকৰী যুগৰ অসমীয়া সাহিত্য**

প্রাক্-শংকৰী যুগ ঃ হেম সৰস্বতী, কবিৰত্ন সৰস্বতী, ৰুদ্র কন্দলী, হৰিবৰ বিপ্র, মাধৰ কন্দলী

অধ্যায় ৬ ঃ **শংকৰী যুগৰ বৈষ্ণৱ সাহিত্য — ১**

শংকৰী যুগৰ অসমীয়া সাহিত্যৰ চমু পৰিচয়; বৈষ্ণৱ সাহিত্য ঃ শঙ্কৰদেৱ, মাধৱদেৱ, অনন্ত কন্দলী, ৰাম সৰস্বতী আৰু অন্যান্য কবিসকল, অসমীয়া গদ্যৰ উদ্ভৱ

অধ্যায় ৭ ঃ **শংকৰী যুগৰ অবৈষ্ণৱ সাহিত্য — ২**

পাঁচালী সাহিত্যৰ পটভূমি; পীতাম্বৰ কবি, দুর্গাবৰ, মনকৰ, সুকবি নাৰায়ণদেৱ, ষষ্ঠীবৰ

অধ্যায় ৮ ঃ **শংকৰোত্তৰ যুগৰ সাহিত্য — ১**

শংকৰোত্তৰ যুগৰ সাহিত্যৰ পটভূমি — চৰিত সাহিত্য; নাট্য সাহিত্য; কাব্য সাহিত্য

অধ্যায় ৯ ঃ **শংকৰোত্তৰ যুগৰ সাহিত্য — ২**
বুৰঞ্জী সাহিত্য; ব্যৱহাৰিক সাহিত্য আৰু অন্যান্য সাহিত্য

অধ্যায় ১০ ঃ **অৰুণোদয় যুগৰ সাহিত্য — ১**
অৰুণোদয় যুগৰ ঐতিহাসিক পটভূমি; অৰুণোদয় যুগৰ সাহিত্যৰ শ্ৰেণী বিভাজন (ইয়াত অৰুণোদয় যুগক তিনিটা স্তৰত — প্ৰাক্-অৰুণোদয় স্তৰ ১৮২৮-১৮৪৬, অৰুনোদই ঃ অসমীয়া ভাষা পুনৰ প্ৰতিষ্ঠাৰ সময় আৰু অসমীয়া ভাষা-সাহিত্যৰ প্ৰতিষ্ঠাৰ স্তৰ সম্পৰ্কে চমুকৈ আলোচনা কৰিব লাগিব)

অধ্যায় ১১ ঃ **অৰুণোদয় যুগৰ সাহিত্য — ২**
অৰুণোদয় যুগৰ খ্ৰীষ্টিয়ান লেখকসকল, অৰুণোদয় যুগৰ অখ্ৰীষ্টিয়ান লেখকসকল; অসমীয়া ভাষা সাহিত্যলৈ *অৰুনোদই* তথা মিছনেৰীসকলৰ অৱদান

অধ্যায় ১২ ঃ **জোনাকী যুগৰ সাহিত্য — ১**
জোনাকী যুগৰ সাহিত্যৰ পটভূমি; জোনাকী যুগৰ সাহিত্যৰ বৈশিষ্ট্য আৰু ধাৰাসমূহ

অধ্যায় ১৩ ঃ **জোনাকী যুগৰ সাহিত্য — ২**
জোনাকী যুগৰ সাহিত্য — কবিতা, চুটি গল্প, উপন্যাস, নাটক, অন্যান্য সাহিত্য

অধ্যায় ১৪ ঃ **ৰামধেনু যুগৰ সাহিত্য** (১৯৬০ চনলৈ) **— ১**
ৰামধেনু যুগৰ সাহিত্যৰ পটভূমি; ৰামধেনু যুগৰ সাহিত্যৰ বৈশিষ্ট্য আৰু ধাৰাসমূহ

অধ্যায় ১৫ ঃ **ৰামধেনু যুগৰ সাহিত্য** (১৯৬০ চনলৈ)**— ২**
ৰামধেনু যুগৰ সাহিত্য — কবিতা, উপন্যাস, নাটক, চুটি গল্প, অন্যান্য সাহিত্য

দ্বিতীয় ষাণ্মাসিক

পাঠ্যবিষয়ৰ শিৰোনাম ঃ অসমীয়া ভাষা

মুঠ ক্ৰেডিট ঃ = ৪

মুঠ নম্বৰ ঃ ৮০ + ২০ = ১০০

অধ্যায় ১ ঃ **ভাৰতীয় আৰ্যভাষা**
পৃথিৱীৰ বিভিন্ন ভাষাগোষ্ঠী; ভাৰতবৰ্ষত প্ৰচলিত প্ৰধান ভাষাগোষ্ঠী; ভাৰতীয় আৰ্য ভাষা — ক্ৰমবিকাশৰ স্তৰ

অধ্যায় ২ ঃ **প্ৰাচীন ভাৰতীয় আৰ্যভাষা**
বৈদিক আৰু সংস্কৃত ভাষা, বৈদিক ভাষাৰ বৈশিষ্ট্য

অধ্যায় ৩ ঃ **মধ্য ভাৰতীয় আৰ্য ভাষা — পালি স্তৰ**
মধ্য ভাৰতীয় আৰ্যভাষাৰ ক্ৰমবিকাশৰ স্তৰ; পালি ভাষা ঃ পালিৰ উদ্ভৱ স্থল, 'পালি' নামৰ তাৎপৰ্য, পালি ভাষাৰ বৈশিষ্ট্য

অধ্যায় ৪ ঃ **মধ্য ভাৰতীয় আর্য ভাষা— প্রাকৃত স্তৰ**
প্রাকৃত ভাষা ঃ 'প্রাকৃত' নামৰ তাৎপর্য, প্রাকৃত ভাষাৰ বৈশিষ্ট্য, সাহিত্যিক প্রাকৃত

অধ্যায় ৫ ঃ **মধ্য ভাৰতীয় আর্য ভাষা— অপভ্রংশ স্তৰ**
অপভ্রংশ-অৱহট্‌ঠ ঃ ভাষাগত বৈশিষ্ট্য আৰু বিশেষত্ব

অধ্যায় ৬ ঃ **নব্য ভাৰতীয় আর্যভাষা**
নব্য ভাৰতীয় আর্যভাষা; নব্য ভাৰতীয় আর্যভাষাৰ শ্রেণীবিভাগ; নব্য ভাৰতীয় আর্যভাষাৰ উমৈহতীয়া বৈশিষ্ট্য

অধ্যায় ৭ ঃ **অসমীয়া ভাষাৰ উদ্ভৱ আৰু ক্রমবিকাশ**
অসমীয়া ভাষাৰ উদ্ভৱ আৰু ক্রমবিকাশ; উদ্ভৱকালৰ অসমীয়া ভাষা; প্রাচীন অসমীয়া ভাষা; মধ্যযুগৰ অসমীয়া ভাষা; আধুনিক অসমীয়া ভাষা

অধ্যায় ৮ ঃ **প্রাচীন অসমীয়া ভাষা**
উদ্ভৱকালৰ অসমীয়া ভাষা; বিবিধ লিপি আৰু শাসনসমূহত প্রাপ্ত প্রাচীন অসমীয়া ভাষা সম্পর্কে বহলাই আলোচনা কৰিব লাগিব

অধ্যায় ৯ ঃ **মধ্য যুগৰ অসমীয়া ভাষা**
মধ্য যুগৰ অসমীয়া ভাষা — চৰিত সাহিত্যৰ ভাষা, বুৰঞ্জী সাহিত্যৰ ভাষা, অন্যান্য গদ্য সাহিত্যৰ ভাষা

অধ্যায় ১০ ঃ **আধুনিক যুগৰ অসমীয়া ভাষা**
আধুনিক যুগৰ অসমীয়া ভাষা — 'অৰুণোদয়' স্তৰৰ অসমীয়া ভাষা, 'জোনাকী' স্তৰৰ অসমীয়া ভাষা, যুদ্ধোত্তৰ স্তৰৰ অসমীয়া ভাষা

অধ্যায় ১১ ঃ **অসমীয়া ভাষাত আর্যভিন্ন উপাদান — ১**
অসমীয়া ভাষাত আর্যভিন্ন উপাদান — অষ্ট্রিক ভাষাগোষ্ঠীয় উপাদান, দ্রাবিড় ভাষাগোষ্ঠীয় উপাদান

অধ্যায় ১২ ঃ **অসমীয়া ভাষাত আর্যভিন্ন উপাদান — ২**
অসমীয়া ভাষাত চীন-তিব্বতীয় ভাষাগোষ্ঠীয় উপাদান, অন্যান্য বিদেশী ভাষাৰ উপাদান

অধ্যায় ১৩ ঃ **অসমীয়া ভাষাৰ শব্দ-ভাণ্ডাৰ — ১**
অসমীয়া ভাষাৰ শব্দ-ভাণ্ডাৰ আৰু তাৰ শ্রেণীবিভাজন কৰি সংস্কৃত/আর্যমূলীয় শব্দ সম্পর্কে বহলাই আলোচনা কৰিব লাগিব

অধ্যায় ১৪ ঃ **অসমীয়া ভাষাৰ শব্দ-ভাণ্ডাৰ — ২**
অসমীয়া ভাষালৈ আন আন ভাষাৰ পৰা অহা শব্দগুচ্চ — অনা-আর্যমূলীয় শব্দ, ধাৰ কৰা শব্দ, অশ্রেণীভুক্ত শব্দ

অধ্যায় ১৫ ঃ **অসমীয়া ভাষাৰ উপভাষা**
উপভাষা মানে কি, অসমীয়া ভাষাৰ উপভাষা — সাধাৰণ আলোচনা

তৃতীয় ষাণ্মাসিক

পাঠ্যবিষয়ৰ শিৰোনাম ঃ অসমীয়া ব্যাকৰণ

মুঠ ক্রেডিট ঃ = ৪

মুঠ নম্বৰ ঃ ৮০ + ২০ = ১০০

অধ্যায় ১ ঃ **ব্যাকৰণৰ সাধাৰণ পৰিচয়**

ব্যাকৰণৰ বুৎপত্তিগত অর্থ, ব্যাকৰণৰ সংজ্ঞা, পৰম্পৰাগত ব্যাকৰণ আৰু আধুনিক ব্যাকৰণ, ব্যাকৰণ, ভাষাবিজ্ঞান আৰু ভাষাতত্ত্ব, ব্যাকৰণৰ শ্রেণীবিভাগ; ব্যাকৰণৰ উপাদান; অসমীয়া ব্যাকৰণৰ ইতিহাস

অধ্যায় ২ ঃ **ধ্বনিতত্ত্ব সাধাৰণ পৰিচয়**

বাগিন্দ্রিয়; ধ্বনি, উপধ্বনি, স্বৰধ্বনি, ব্যঞ্জনধ্বনি, দ্বিস্বৰধ্বনি

অধ্যায় ৩ ঃ **অসমীয়া ভাষাৰ ধ্বনিতত্ত্ব**

অসমীয়া ধ্বনি, উপধ্বনি আৰু তাৰ শ্রেণীবিভাজন, বিশিষ্ট ধ্বনি বা বর্ণ ঃ বিশিষ্ট স্বৰধ্বনি, বিশিষ্ট ব্যঞ্জনধ্বনি

অধ্যায় ৪ ঃ **ৰূপতত্ত্ব ঃ সাধাৰণ পৰিচয়**

ৰূপতত্ত্ব, ৰূপ, প্রাকৃতি, শব্দ, অক্ষৰ, প্রকৃতি বা আকৃতিৰ চিনাক্তকৰণ

অধ্যায় ৫ ঃ **ৰূপতত্ত্ব ঃ সাধাৰণ পৰিচয় —১**

উপকৃতি, ৰূপধ্বনিগত পৰিৱর্তন, সর্গ আৰু বিভক্তি, ব্যাকৰণগত বিষয়, অসমীয়া ভাষাৰ ৰূপতত্ত্ব — প্রাকৃতিৰ বিভাজন, মূলাভাস প্রাকৃতি, সর্গ

অধ্যায় ৬ ঃ **অসমীয়া ভাষাৰ ৰূপতত্ত্ব — ২**

বচন, লিঙ্গ, কাৰক, বিশেষণ আৰু বিশেষণৰ তুলনা, সর্বনাম আৰু সর্বনামীয় ৰূপ, ক্রিয়া

অধ্যায় ৭ ঃ **অসমীয়া ভাষাৰ ধ্বনিতত্ত্বৰ সৈতে বাংলা আৰু উড়িয়া ভাষাৰ তুলনা**

বাংলা ভাষাৰ উদ্ভৱ আৰু পৰিচয়; বাংলা ভাষাৰ ধ্বনিতত্ত্বৰ আলোচনা; অসমীয়া আৰু বাংলা ভাষাৰ ধ্বনিতত্ত্বৰ তুলনামূলক বিচাৰ, উড়িয়া ভাষাৰ উদ্ভৱ আৰু পৰিচয়; উড়িয়া ভাষাৰ ধ্বনিতত্ত্বৰ আলোচনা; অসমীয়া আৰু উড়িয়া ভাষাৰ ধ্বনিতত্ত্বৰ তুলনামূলক বিচাৰ

অধ্যায় ৮ ঃ **অসমীয়া ভাষাৰ ৰূপতত্ত্বৰ সৈতে বাংলা আৰু উড়িয়া ভাষাৰ তুলনা**

বাংলা ভাষাৰ ৰূপতত্ত্বৰ আলোচনা; অসমীয়া আৰু বাংলা ভাষাৰ ৰূপতত্ত্বৰ তুলনামূলক বিচাৰ, উড়িয়া ভাষাৰ ৰূপতত্ত্বৰ আলোচনা; অসমীয়া আৰু উড়িয়া ভাষাৰ ৰূপতত্ত্বৰ তুলনামূলক বিচাৰ

অধ্যায় ৯ ঃ **বাক্যতত্ত্ব ঃ সাধাৰণ পৰিচয়**

বাক্যতত্ত্বৰ সাধাৰণ পৰিচয়

অধ্যায় ১০ ঃ **অসমীয়া ভাষাৰ বাক্যতত্ত্ব**

অসমীয়া ভাষাৰ বাক্যতত্ত্ব

অধ্যায় ১১ ঃ **অসমীয়া ভাষাৰ পদ**

অসমীয়া ভাষাৰ পদ

অধ্যায় ১২ ঃ **অসমীয়া ভাষাৰ বচন আৰু লিংগ**

অসমীয়া ভাষাৰ বচন, অসমীয়া ভাষাৰ লিঙ্গ

অধ্যায় ১৩ ঃ **অসমীয়া ভাষাৰ কাৰক**

অসমীয়া ভাষাৰ কাৰক

অধ্যায় ১৪ ঃ **অসমীয়া ভাষাৰ বিভক্তি**

অসমীয়া ভাষাৰ বিভক্তি ঃ বিভক্তি আৰু প্রত্যয় বিভাজনৰ সূত্র, অসমীয়া ভাষাৰ শব্দ-বিভক্তি, অসমীয়া ভাষাৰ ক্রিয়া-বিভক্তি

অধ্যায় ১৫ ঃ **অসমীয়া ভাষাৰ প্রত্যয়**

অসমীয়া ভাষাৰ প্রত্যয়; অসমীয়া ভাষাৰ নির্দিষ্টতাবাচক প্রত্যয়

পাঠ্যবিষয় সূচাঙ্ক ঃ BAE M 07

পাঠ্যবিষয়ৰ শিৰোনাম ঃ অসমীয়া কবিতা

মুঠ ক্রেডিট ঃ = ৪

মুঠ নম্বৰ ঃ ৮০ + ২০ = ১০০

অধ্যায় ১ ঃ **অসমীয়া লোকগীত — ১**

অসমীয়া লোককবিতাৰ সাধাৰণ পৰিচয়, গোৱালপৰীয়া লোকগীত, গীতটিৰ মূল পাঠ (মইষাল গীত — ধিকো ধিকো ধিকো মইষাল ৰে), গীতটিৰ সাধাৰণ আলোচনা

অধ্যায় ২ ঃ **অসমীয়া লোকগীত — ২**

কামৰূপীয়া লোকগীতৰ সাধাৰণ পৰিচয়, গীতটিৰ মূল পাঠ (প্রাণ গোপাল, পাতিলা মায়াৰে খেলা), গীতটিৰ সাধাৰণ আলোচনা, কবি পৰিচয়, জিকিৰৰ সাধাৰণ পৰিচয়, জিকিৰটোৰ মূল পাঠ (ৰহমৰ গিৰিহত তুমি আল্লা চাহাব ঐ/ যদি কৰা দৰিয়াৰ পাৰ), জিকিৰটোৰ সাধাৰণ আলোচনা

অধ্যায় ৩ ঃ **চর্যাপদ**

চর্যাপদৰ আঁতিগুৰিঃ চর্যাপদৰ বিষয়বস্তু আৰু দর্শন, চর্যাপদ আৰু অসমীয়া ভাষা, চর্যাপদৰ লগত দেহবিচাৰৰ গীত আৰু বৰগীতৰ সাদৃশ্য, চর্যাপদত প্রতিফলিত হোৱা তৎকালীন সমাজৰ চিত্র , চর্যাপদৰ কাব্যিক সৌন্দর্য, চর্যা নং ৫ ৰ মূল পাঠ, শব্দার্থ আৰু ভাবার্থ; চর্যা নং ৭ ৰ মূল পাঠ, শব্দার্থ আৰু ভাবার্থ, চর্যা নং ২২ ৰ মূল পাঠ, শব্দার্থ আৰু ভাবার্থ — গোটেই কেইটা চর্যাৰ সাধাৰণ আলোচনা

অধ্যায় ৪ ঃ **মাধৱ কন্দলী ঃ ৰাম বিহীন অযোধ্যাৰ বর্ণনা**

পুৰণি অসমীয়া কবিতাৰ সাধাৰণ পৰিচয়, কবি পৰিচয় ঃ মাধৱ কন্দলীৰ সময়, সাহিত্যকৃতি; 'ৰাম বিহীন অযোধ্যাৰ বর্ণনা'ৰ পাঠ ঃ শব্দার্থ; 'ৰাম বিহীন অযোধ্যাৰ বর্ণনা' কবিতাটিৰ আলোচনা ঃ কবিতাটিৰ মূলভাবৰ বর্ণনা, কবি প্রতিভা আৰু কাব্যিক সৌন্দর্য

অধ্যায় ৫ ঃ **শংকৰদেৱ ঃ বর্ষা বর্ণনা**

কবি পৰিচয় ঃ শংকৰদেৱৰ সাহিত্যকৃতি; 'বর্ষা বর্ণনা' কবিতাটিৰ পাঠ ঃ শব্দার্থ; 'বর্ষা বর্ণনা' কবিতাটিৰ আলোচনা ঃ কবিতাটিৰ মূলভাবৰ বর্ণনা, প্রাকৃতিক সৌন্দর্য আৰু ভক্তিৰ মাহাত্ম্য

অধ্যায় ৬ ঃ **পীতাম্বৰ ঃ চিত্রলেখাৰ পট নির্মাণ**

কবি পৰিচয় ঃ পীতাম্বৰ কবিৰ সাহিত্যকৃতি; 'চিত্রলেখাৰ পট নির্মাণ' কবিতাটিৰ পাঠ ঃ শব্দার্থ; 'চিত্রলেখাৰ পট নির্মাণ' কবিতাটিৰ আলোচনা ঃ কবিতাটিৰ মূলভাবৰ বর্ণনা, কবিতাটিত চৰিত্র চিত্রণ, কবি প্রতিভা আৰু কাব্যিক সৌন্দর্য

অধ্যায় ৭ ঃ **ৰোমাণ্টিক আৰু আধুনিক কবিতাৰ পটভূমি**

ৰমন্যাসবাদৰ সাধাৰণ পৰিচয়; ৰমন্যাসবাদী কবিতাৰ বৈশিষ্ট্য; অসমীয়া ৰোমাণ্টিক কবিতা, আধুনিক কবিতাৰ পটভূমি; আধুনিক অসমীয়া কবিতা; আধুনিক অসমীয়া কবিতাৰ বৈশিষ্ট্য; আধুনিক কবিতাৰ জটিলতাৰ কাৰণ

অধ্যায় ৮ ঃ **লক্ষ্মীনাথ বেজবৰুৱা ঃ বীণ-বৰাগী**

কবি পৰিচয় ঃ জীৱনবৃত্ত, বেজবৰুৱাৰ সাহিত্যকৃতি, কবিতাৰাজিৰ প্রধান বৈশিষ্ট্য; 'বীণ-বৰাগী' কবিতাটিৰ পাঠ; 'বীণ-বৰাগী' কবিতাটিৰ আলোচনা ঃ কবিতাটিৰ সাধাৰণ আলোচনা; দেশপ্রেমমূলক কবিতা হিচাপে 'বীণ-বৰাগী'

অধ্যায় ৯ ঃ **ৰঘুনাথ চৌধাৰী ঃ দহিকতৰা**

কবি পৰিচয় ঃ জীৱনবৃত্ত, সাহিত্যকৃতি, কবিতাৰাজিৰ মূল বৈশিষ্ট্য; 'দহিকতৰা' কবিতাটিৰ পাঠ; 'দহিকতৰা' কবিতাটিৰ আলোচনা ঃ কবিতাটিৰ মূলভাৱৰ বর্ণনা, কবিতাটিৰ সাধাৰণ আলোচনা

অধ্যায় ১০ ঃ **নলিনীবালা দেৱী ঃ পৰম তৃষ্ণা**

কবি পৰিচয়; ৰহস্যবাদৰ ধাৰণা; 'পৰম তৃষ্ণা' কবিতাটিৰ পাঠ; 'পৰম তৃষ্ণা' কবিতাটিৰ আলোচনা ঃ বিষয়বস্তু, ৰহস্যবাদী চিন্তাৰ প্রকাশ

অধ্যায় ১১ ঃ **অমূল্য বৰুৱা ঃ অন্ধকাৰৰ হাহাকাৰ**

কবি পৰিচয় ঃ জীৱনবৃত্ত, অমূল্য বৰুৱাৰ কাব্যকৃতি; 'অন্ধকাৰৰ হাহাকাৰ' কবিতাটিৰ পাঠ; 'অন্ধকাৰৰ হাহাকাৰ' কবিতাটিৰ আলোচনা ঃ কবিতাটিৰ মূলভাৱৰ বর্ণনা, সাধাৰণ আলোচনা

অধ্যায় ১২ ঃ **নৱকান্ত বৰুৱা ঃ পলস**

কবি পৰিচয় ঃ নৱকান্ত বৰুৱাৰ কাব্যচিন্তা; 'পলস' কবিতাটিৰ পাঠ ঃ বিষয়বস্তু , সাধাৰণ আলোচনা, প্রতিফলিত আধুনিক কবিতাৰ বৈশিষ্ট্য

অধ্যায় ১৩ ঃ **কেশৰ মহন্ত ঃ সোণজিৰা মাহীৰ নাড়ী**

কবি পৰিচয় ঃ জীৱনবৃত্ত, সাহিত্য-কৃতি, কাব্য-কৃতিৰ মূল সুৰ; 'সোণজিৰা মাহীৰ নাড়ী' কবিতাটিৰ পাঠ; কবিতাটিৰ আলোচনা ঃ বিষয়বস্তু, সাধাৰণ আলোচনা, প্রতিফলিত আধুনিক কবিতাৰ বৈশিষ্ট্য

অধ্যায় ১৪ ঃ **অজিৎ বৰুৱা ঃ জেংৰাই ১৯৬৩**

অজিৎ বৰুৱাৰ কাব্যচিন্তা; 'জেংৰাই ১৯৬৩' কবিতাটিৰ পাঠ; কবিতাটিৰ আলোচনা ঃ বিষয়বস্তু, সাধাৰণ আলোচনা, প্রতিফলিত আধুনিক কবিতাৰ বৈশিষ্ট্য

অধ্যায় ১৫ ঃ **নীলমণি ফুকন ঃ ব্রহ্মপুত্রত সূর্য্যাস্ত**

কবি পৰিচয় ঃ নীলমণি ফুকনৰ কাব্যচিন্তা; 'ব্রহ্মপুত্রত সূর্য্যাস্ত' কবিতাটিৰ পাঠ ঃ বিষয়বস্তু, সাধাৰণ আলোচনা, প্রতিফলিত আধুনিক কবিতাৰ বৈশিষ্ট্য

চতুর্থ ষাণ্মাসিক

পাঠ্যবিষয়ৰ শিৰোনাম ঃ ভাষাৰ বিভিন্ন ৰূপ আৰু ভাষা-বিজ্ঞান

মুঠ ক্ৰেডিট ঃ = ৪

মুঠ নম্বৰ ঃ ৮০ + ২০ = ১০০

অধ্যায় ১ ঃ **ভাষাৰ বৰ্গীকৰণ**

ভাষাৰ বৰ্গীকৰণ ঃ অযোগাত্মক বা অৱস্থানিক, যোগাত্মক বা সংশ্লেষণাত্মক

অধ্যায় ২ ঃ **পৃথিৱীৰ বিভিন্ন ভাষা-পৰিয়ালৰ চমু পৰিচয়**

পৃথিৱীৰ বিভিন্ন ভাষা পৰিয়াল ঃ চমু পৰিচয়

অধ্যায় ৩ ঃ **ভাষাৰ লক্ষণ আৰু প্ৰকৃতি**

ভাষাৰ লক্ষণ আৰু প্ৰকৃতি; জাতি-সমাজ আৰু সংস্কৃতিৰ লগত ভাষাৰ সম্পৰ্ক

অধ্যায় ৪ ঃ **ভাষা-বিজ্ঞান চৰ্চাৰ ইতিহাস**

প্ৰাচীন যুগত ভাষা-বিজ্ঞান চৰ্চা সম্পৰ্কে (পানিনি পৰা আৰম্ভ), ব্লুমফিল্ড, ফাৰ্দিণেণ্ড দি চচ্যুৰ আদিৰ ভাষা-বিজ্ঞান চৰ্চা, নোৱম চমস্কি আৰু তেওঁৰ সমসাময়িক ভাষা-চিন্তাবিদসকল ভাষা-বিজ্ঞান চৰ্চা

অধ্যায় ৫ ঃ **ভাষাৰ বিভিন্ন ৰূপ**

ভাষাৰ বিভিন্ন ৰূপ ঃ সাধুভাষা, উপভাষা, মিশ্ৰভাষা, ৰাজ্যভাষা, আন্তঃৰাষ্ট্ৰীয় ভাষা

অধ্যায় ৬ ঃ **ভাষাৰ পৰিৱৰ্তন — ১**

ভাষাৰ পৰিৱৰ্তন; ভাষাৰ পৰিৱৰ্তনৰ কাৰণ; ভাষাৰ পৰিৱৰ্তনৰ বিভিন্ন প্ৰকাৰ, ভাষাৰ বাহ্যিক পৰিৱৰ্তন — শব্দগত, ধ্বনিগত, ৰূপগত আৰু বাক্যগত,

অধ্যায় ৭ ঃ **ভাষাৰ পৰিৱৰ্তন — ২**

ভাষাৰ আভ্যন্তৰীণ পৰিৱৰ্তন (অল্পপ্ৰাণীভৱন, মহাপ্ৰাণীভৱন, সঘোষীভৱন, মূৰ্ধন্যীভৱন, স্বৰভক্তি, অনুনাসিকভৱন, আগম, অপনিহিতি , লোপ, ধ্বনিবিপৰ্যয়)

অধ্যায় ৮ ঃ **ভাষা-বিজ্ঞানৰ বিভিন্ন শাখা-প্ৰশাখা**

ভাষা-বিজ্ঞানৰ বিভিন্ন শাখা; অধ্যয়নৰ বিষয় আৰু প্ৰকৃতি অনুসৰি ভাষা-বিজ্ঞানৰ বিভাজন, বৰ্ণনাত্মক ভাষা-বিজ্ঞান, ঐতিহাসিক ভাষা-বিজ্ঞান; তুলনামূলক ভাষা-বিজ্ঞান, বিৰোধমূলক ভাষা-বিজ্ঞান; প্ৰায়োগিক ভাষা-বিজ্ঞান; ভাষা-চিন্তাৰ প্ৰায়োগিক আৰু ব্যৱহাৰিক দিশ অনুসৰি ভাষা-বিজ্ঞানৰ বিভিন্ন শাখা

অধ্যায় ৯ ঃ **ভাষা-বিজ্ঞান অধ্যয়ন ঃ বিভিন্ন স্তৰ**

ভাষা-বিজ্ঞান অধ্যয়নৰ স্তৰ — ধ্বনিতত্ত্ব, ৰূপতত্ত্ব, বাক্যতত্ত্ব, অৰ্থতত্ত্ব

অধ্যায় ১০ ঃ **ধ্বনিতত্ত্ব**

ধ্বনিতত্ত্ব ঃ বিভিন্ন দিশৰ আলোচনা

অধ্যায় ১১ ঃ **ৰূপতত্ত্ব**

ৰূপতত্ত্ব ঃ বিভিন্ন দিশৰ আলোচনা

অধ্যায় ১২ ঃ **অর্থতত্ত্ব**

অর্থতত্ত্ব ঃ বিভিন্ন দিশৰ আলোচনা

অধ্যায় ১৩ ঃ **বাক্যতত্ত্ব**

বাক্যতত্ত্ব ঃ বিভিন্ন দিশৰ আলোচনা

অধ্যায় ১৪ ঃ **উপভাষা বিজ্ঞান**

উপভাষা বিজ্ঞানৰ সাধাৰণ পৰিচয়

অধ্যায় ১৫ ঃ **সমাজ ভাষা-বিজ্ঞান**

সমাজ ভাষা-বিজ্ঞানৰ সাধাৰণ পৰিচয়

পাঠ্যবিষয়ৰ শিৰোনাম ঃ অসমীয়া গদ্য সাহিত্য

মুঠ ক্রেডিট ঃ = ৪

মুঠ নম্বৰ ঃ ৮০ + ২০ = ১০০

অধ্যায় ১ ঃ **বৈকুণ্ঠনাথ ভট্টাচার্য ঃ বিশ্বৰূপ দর্শন**

অসমীয়া গদ্য সাহিত্যৰ উদ্ভৱ আৰু বিকাশ ঃ এটি চমু আলোচনা, ভট্টদেৱৰ জীৱন আৰু কৃতি ঃ ভট্টদেৱৰ গদ্য-ৰীতি, অসমীয়া গদ্য সাহিত্যত ভট্টদেৱৰ স্থান; বিশ্বৰূপ দর্শন ঃ মূল পাঠ, মূল পাঠৰ বিষয়বস্তু, সাধাৰণ আলোচনা

অধ্যায় ২ ঃ **ৰঘুনাথ মহন্ত ঃ ৰামৰ বন গমন**

ৰঘুনাথ মহন্তৰ জীৱন আৰু কৃতি ঃ ৰঘুনাথ মহন্তৰ গদ্য-ৰীতি, অসমীয়া গদ্য সাহিত্যত ৰঘুনাথ মহন্তৰ স্থান; ৰামৰ বন গমন ঃ মূল পাঠ, শব্দ অর্থ, পাঠটোৰ সাৰাংশ, সাধাৰণ আলোচনা

অধ্যায় ৩ ঃ ***গুৰু-চৰিত-কথা*** **(মহেশ্বৰ নেওগ সম্পাদিত, ৩৬ৰ পৰা ৮৫ নং দফালৈ)**

চৰিত পুথিৰ উদ্ভৱ আৰু বিকাশ; *গুৰু-চৰিত-কথা* (৩৬ নং দফাৰ পৰা ৮৫ নং দফালৈ) ঃ মূল পাঠ, কঠিন শব্দৰ টোকা, পাঠটিৰ উৎস, বিষয়বস্তুৰ পৰিচয়, সাধাৰণ আলোচনা

অধ্যায় ৪ ঃ **ৰত্ন কন্দলি শর্মা আৰু অর্জুন দাস বৈৰাগী ঃ ত্রিপুৰা দৰবাৰত অসমীয়া কটকী**

ত্রিপুৰা বুৰঞ্জী ঃ সম্পাদকৰ পৰিচিতি, লেখকদ্বয়ৰ পৰিচিতি; ত্রিপুৰাৰ দৰবাৰত অসমীয়া কটকী ঃ মূল পাঠ, শব্দ অর্থ, পাঠটোৰ সাৰাংশ, ভাষা, সাধাৰণ আলোচনা

অধ্যায় ৫ ঃ **অৰুণোদয়ৰ ধলফাট ঃ 'সভ্য হবলৈ নিবেদন' আৰু 'নম্রতাই জ্ঞানৰ ফল'**

ঊনবিংশ শতিকাৰ অসমীয়া গদ্য ঃ এটি চমু আলোচনা আৰু ক্রমবিকশিত ৰূপ; *অৰুনোদই, জোনাকী*ৰ অসমীয়া গদ্যৰ বৈশিষ্ট্য, পাঠ দুটিৰ উৎস আৰু লেখক পৰিচিতি; মূল পাঠ ঃ কঠিন শব্দৰ অর্থ, বিষয়বস্তুৰ পৰিচয়, গদ্যশৈলী আৰু বর্ণ-বিন্যাস ৰীতি, সমাজ জীৱনৰ প্রতিফলনৰ চিত্র; সংশ্লিষ্ট পাঠ দুটাৰ সাধাৰণ আলোচনা

অধ্যায় ৬ ঃ **লক্ষ্মীনাথ বেজবৰুৱা ঃ অসমীয়াৰ বীৰত্ব**

বিংশ শতিকাৰ অসমীয়া গদ্য ঃ এটি চমু আলোচনা আৰু ক্রমবিকশিত ৰূপ; এই সময়ছোৱাৰ অসমীয়া

গদ্য শৈলীৰ বৈশিষ্ট্য, লক্ষ্মীনাথ বেজবৰুৱা — নিবন্ধকাৰৰ পৰিচয়, অসমীয়াৰ বীৰত্ব ঃ মূলপাঠ, নিবন্ধটিৰ বিষয়বস্তু, সাধাৰণ আলোচনা

অধ্যায় ৭ ঃ **বাণীকান্ত কাকতি ঃ সাহিত্যত কৰুণ ৰস**

বাণীকান্ত কাকতিৰ জীৱন আৰু কৃতি ঃ সাহিত্য সমালোচক হিচাপে বাণীকান্ত কাকতি, কাকতিৰ প্ৰবন্ধ শৈলীৰ বৈশিষ্ট্য; সাহিত্যত কৰুণ ৰস ঃ প্ৰবন্ধটো বিষয়বস্তু, সাধাৰণ আলোচনা

অধ্যায় ৮ ঃ **অসমীয়া চুটিগল্পৰ ধাৰা**

চুটিগল্পৰ উদ্ভৱ; অসমীয়া চুটিগল্পৰ উদ্ভৱ আৰু বিকাশৰ ধাৰা ঃ জোনাকী যুগ, আৱাহন যুগ, ৰামধেনু যুগ, উত্তৰ ৰামধেনু যুগ

অধ্যায় ৯ ঃ **শৰৎ চন্দ্ৰ গোস্বামী ঃ নদৰাম**

শৰৎ চন্দ্ৰ গোস্বামীৰ জীৱন আৰু কৃতি ঃ গল্পৰ মূল সুৰ; নদৰাম ঃ গল্পটোৰ বিষয়বস্তু আৰু সাধাৰণ আলোচনা, চুটিগল্প হিচাপে নদৰাম

অধ্যায় ১০ ঃ **যোগেশ দাস ঃ কলপটুৱাৰ মুক্তি**

যোগেশ দাসৰ জীৱন আৰু কৃতি ঃ যোগেশ দাসৰ গল্পৰ মূল সুৰ; কলপটুৱাৰ মুক্তি ঃ গল্পটোৰ বিষয়বস্তু আৰু সাধাৰণ আলোচনা, চুটিগল্প হিচাপে কলপটুৱাৰ মুক্তি

অধ্যায় ১১ ঃ **অণিমা দত্ত ঃ উত্তৰণ**

অনিমা দত্ত ঃ জীৱন আৰু কৃতি ঃ গল্পৰ প্ৰধান বৈশিষ্ট্যসমূহ; উত্তৰণ ঃ গল্পটোৰ কাহিনীভাগ, গল্পটোৰ সাধাৰণ আলোচনা, চৰিত্ৰ চিত্ৰণ

অধ্যায় ১২ ঃ **মামণি ৰয়ছম গোস্বামী ঃ উদংবাকচ**

মামণি ৰয়ছম গোস্বামী ঃ জীৱন আৰু কৃতি ঃ মামণি ৰয়ছম গোস্বামীৰ গল্পৰ প্ৰধান বৈশিষ্ট্যসমূহ; উদংবাকচ ঃ গল্পটোৰ কাহিনীভাগ, গল্পটোৰ সাধাৰণ আলোচনা, চৰিত্ৰ চিত্ৰণ

অধ্যায় ১৩ ঃ **অসমীয়া উপন্যাসৰ ধাৰা**

অসমীয়া উপন্যাসৰ প্ৰস্তুতি পৰ্ব; প্ৰাক্-স্বাধীনতা কালৰ অসমীয়া উপন্যাস; স্বৰাজোত্তৰ কালৰ অসমীয়া উপন্যাস

অধ্যায় ১৪ ঃ **নৱকান্ত বৰুৱা ঃ *ককাদেউতাৰ হাড়***

নৱকান্ত বৰুৱাৰ জীৱন আৰু কৃতি ঃ ঔপন্যাসিক হিচাপে নৱকান্ত বৰুৱা; *ককাদেউতাৰ হাড়* ঃ কাহিনীভাগ, সাধাৰণ আলোচনা, সামাজিক চিত্ৰ আৰু চৰিত্ৰ-চিত্ৰণ, ঐতিহাসিক উপন্যাস হিচাপে *ককাদেউতাৰ হাড়*

অধ্যায় ১৫ ঃ **নিৰূপমা বৰগোহাঞি ঃ *অভিযাত্ৰী***

নিৰূপমা বৰগোহাঞিৰ জীৱন আৰু কৃতি ঃ ঔপন্যাসিক হিচাপে নিৰূপমা বৰগোহাঞি; *অভিযাত্ৰী* ঃ কাহিনীভাগ, সাধাৰণ আলোচনা, সামাজিক চিত্ৰ আৰু চৰিত্ৰ-চিত্ৰণ

পঞ্চম ষাণ্মাসিক

পাঠ্যবিষয়ৰ শিৰোনাম ঃ অসমীয়া সংস্কৃতি

মুঠ ক্রেডিট ঃ = ৪

মুঠ নম্বৰ ঃ ৮০ + ২০ = ১০০

অধ্যায় ১ ঃ **অসমীয়া জাতি গঠনত প্রজাতীয় উপাদান**

প্রাগজ্যোতিষপুৰ-কামৰূপ-অসম, অসম নামৰ উৎপত্তি; জাতি — জাতিৰ ধাৰণা, অসমীয়া জাতি, অসমীয়া জাতি গঠনত প্রজাতীয় উপাদান, নৃতাত্ত্বিক দৃষ্টিভংগী

অধ্যায় ২ ঃ **সংস্কৃতি ঃ চমু পৰিচয়**

সংস্কৃতি ঃ সাধাৰণ পৰিচয়; সংস্কৃতিৰ সংজ্ঞা; সংস্কৃতিৰ স্বৰূপ, সংস্কৃতিৰ উপাদান; সংস্কৃতিৰ বৈশিষ্ট্য, সংস্কৃতিৰ বিভিন্ন ভাগ ঃ অভিজাত সংস্কৃতি বা মার্গীয় সংস্কৃতি, লোকসংস্কৃতি বা জনকৃষ্টি, জনজাতীয় সংস্কৃতি

অধ্যায় ৩ ঃ **অসমৰ সংস্কৃতি ঃ সমন্বয় আৰু সমাহৰণ**

অসমৰ সংস্কৃতি; অসমৰ সংস্কৃতি ঃ সমন্বয় আৰু সমাহৰণৰ বিভিন্ন বিষয় — ভাষা, সাহিত্য, ধর্ম, উৎসৱ-অনুষ্ঠান, সামাজিক লোকাচাৰ, নৃত্য-গীত, খাদ্য, সাজ-পাৰ

অধ্যায় ৪ ঃ **সত্রীয়া সংস্কৃতি**

সত্রীয়া সংস্কৃতি ঃ সত্রৰ সংজ্ঞা, উৎপত্তি, সত্রৰ বিভিন্ন বিভাগ আৰু বিস্তৃতি, সত্রৰ বিষয়ৱবীয়া তথা প্রশাসন, সত্রৰ নিত্যকর্ম ঃ সত্রীয়া নাম-প্রসংগ, সত্রৰ নৈমিত্তিক কার্য তথা সত্রৰ উৎসৱ-অনুষ্ঠান, সত্রৰ কেতবোৰ পালনীয় আচাৰ-ৰীতি, সত্রীয়া গীত, নৃত্য, বাদ্য আৰু ভাওনা

অধ্যায় ৫ ঃ **নামঘৰ ঃ জাতীয় নাটশালা**

নামঘৰ ঃ নির্মাণ শৈলী বা গঠন শৈলী, নামঘৰৰ কার্যপ্রণালী আৰু নামঘৰৰ কর্মকতা/বিষয়ৱবীয়া, ধর্মীয়-চর্চা তথা শিল্প-চর্চাৰ কেন্দ্র, নামঘৰৰ সামাজিক কর্তৃত্ব

অধ্যায় ৬ ঃ **সত্রীয়া পৰিৱেশ্য কলা**

সত্রীয়া পৰিৱেশ্য কলা; সত্রীয়া সংগীত — ৱৰগীত, *কীর্তন, নামঘোষা* আৰু আনুষংগিক ধাৰা; সত্রীয়া নৃত্য আৰু বাদ্য, অংকীয়া নাট আৰু ভাওনা

অধ্যায় ৭ ঃ **অসমীয়া সংস্কৃতিলৈ জনজাতিসকলৰ ৱৰঙণি**

জনজাতি ঃ সাধাৰণ পৰিচয়; অসমীয়া সংস্কৃতিলৈ জনজাতিসকলৰ অৱদান ঃ ধর্মৰ ক্ষেত্রত, উৎসৱ-পার্বন আৰু লোকসাহিত্যৰ ক্ষেত্রত, খাদ্যাভ্যাসৰ ক্ষেত্রত, সাজপাৰৰ ক্ষেত্রত, মাতৃতন্ত্রমূলীয় সামাজিক পদ্ধতি, অসমীয়া ভাষা-সাহিত্যৰ ক্ষেত্রত

অধ্যায় ৮ ঃ **অসমীয়া সংস্কৃতিলৈ আহোমসকলৰ অৱদান**

অসমীয়া সংস্কৃতিলৈ আহোমসকলৰ অৱদান ঃ ভৌতিক কলাৰ ক্ষেত্রত, স্থাপত্য আৰু ভাস্কর্যৰ ক্ষেত্রত, চাৰু আৰু কাৰুকলালৈ, পৰিৱেশ্য কলালৈ, অসমীয়া ভাষা-সাহিত্য আৰু অন্যান্য দিশত অৱদান

অধ্যায় ৯ ঃ **অসমীয়া সংস্কৃতিলৈ মুছলমানসকলৰ অৱদান**

অসমীয়া সংস্কৃতিলৈ মুছলমানসকলৰ অৱদান ঃ ভৌতিক সংস্কৃতিলৈ, স্থাপত্য আৰু ভাস্কর্যলৈ, চাৰু

আৰু কাৰুকলাৰ দিশত, পৰিৱেশ্য কলাৰ দিশত, অন্যান্য দিশত অৱদান

অধ্যায় ১০ ঃ লোকসংস্কৃতিৰ চমু আভাস

লোকসংস্কৃতি — সাধাৰণ পৰিচয়; অসমৰ লোকসংস্কৃতি — মৌখিক সাহিত্য, ভৌতিক সংস্কৃতি, সামাজিক লোকপ্ৰথা বা লোকাচাৰ, লোকপৰিৱেশ্য কলা

অধ্যায় ১১ ঃ মৌখিক সাহিত্য

মৌখিক সাহিত্য — অসমীয়া মৌখিক সাহিত্য

অধ্যায় ১২ ঃ সামাজিক লোকাচাৰ

সামাজিক লোকাচাৰ — লোকবিশ্বাস আৰু লোকধৰ্ম, লোক উৎসৱ-অনুষ্ঠান, অৱসৰ-বিনোদন আৰু খেল-ধেমালি, লোকঔষধ আৰু লোকচিকিৎসা

অধ্যায় ১৩ ঃ ভৌতিক সংস্কৃতি

ভৌতিক সংস্কৃতি — লোকশিল্প, লোককলা, লোকস্থপতি বিদ্যা, লোকআভৰণ, লোকৰন্ধন প্ৰণালী

অধ্যায় ১৪ ঃ লোকপৰিৱেশ্য কলা

লোকপৰিৱেশ্য কলা — অসমৰ লোকপৰিৱেশ্য কলা — লোকসংগীত, লোকনাট্য

অধ্যায় ১৫ ঃ অসমৰ কেইটামান নিৰ্বাচিত লোকপৰিৱেশ্য কলা

ওজাপালি, কুশানগান, ছং, ঢুলীয়া ভাওনা, খুলীয়া ভাওনা

পাঠ্যবিষয়ৰ শিৰোনাম ঃ অসমীয়া নাটক

মুঠ ক্ৰেডিট ঃ = ৪

মুঠ নম্বৰ ঃ ৮০ + ২০ = ১০০

অধ্যায় ১ ঃ অংকীয়া নাটৰ সাধাৰণ পৰিচয়

অংকীয়া নাট মানে কি, ইয়াৰ সৃষ্টিপৰ্ব, অংকীয়া নাটৰ বৈশিষ্ট্য, ভাৰতৰ আন আন লোকনাট্য পৰম্পৰাৰ সৈতে অংকীয়া নাটৰ সাদৃশ্য আৰু বৈসাদৃশ্য, সংস্কৃত নাটকৰ সৈতে অংকীয়া নাটৰ সাদৃশ্য আৰু বৈসাদৃশ্য, অংকীয়া নাটৰ ৰস বিচাৰ, শংকৰোত্তৰ কালৰ অংকীয়া নাট, সাধাৰণ বৈশিষ্ট্য

অধ্যায় ২ ঃ শংকৰদেৱ ঃ *পাৰিজাত হৰণ*

নাট্যকাৰ হিচাপে শংকৰদেৱ, তেৰাৰ নাটসমূহৰ সাধাৰণ পৰিচয়, *পাৰিজাত হৰণ* ঃ নাটৰ মূল আৰু বিষয়বস্তু, সাধাৰণ আলোচনা, ৰস বিচাৰ

অধ্যায় ৩ ঃ মাধৱদেৱ ঃ *পিম্পৰা গুচোৱা*

মাধৱদেৱৰ জীৱন আৰু কৃতি ঃ নাট্য প্ৰতিভা; তেৰাৰ নাটসমূহৰ সাধাৰণ পৰিচয়, ঝুমুৰাৰ সাধাৰণ পৰিচয়, *পিম্পৰা গুচোৱা ঃ* চৰিত্ৰাঙ্কণ, ৰস বিচাৰ, সাধাৰণ আলোচনা

অধ্যায় ৪ ঃ শ্ৰীৰাম আতা ঃ *সুভদ্ৰা হৰণ নাট*

শ্ৰীৰাম আতা ঃ সাহিত্য প্ৰতিভা; *সুভদ্ৰা হৰণ নাট ঃ* মূল আৰু বিষয়বস্তু, সাধাৰণ আলোচনা

অধ্যায় ৫ ঃ **গোপাল আতা ঃ *জন্মযাত্রা***

গোপাল আতা ঃ সাহিত্য প্রতিভা; *জন্মযাত্রা ঃ* মূল আৰু বিষয়বস্তু, সাধাৰণ আলোচনা

অধ্যায় ৬ ঃ **অসমীয়া আধুনিক নাটকৰ সাধাৰণ পৰিচয় — ১**

আধুনিক অসমীয়া নাটকৰ আৰম্ভণি ঃ প্ৰাক্-স্বাধীনতা কালৰ অসমীয়া নাটক আৰু বিভিন্ন ধাৰা, এই সময়ৰ নাট্যকাৰসকল

অধ্যায় ৭ ঃ **অসমীয়া আধুনিক নাটকৰ সাধাৰণ পৰিচয় — ২**

উত্তৰ-স্বাধীনতা বা স্বৰাজোত্তৰ কালৰ অসমীয়া নাটক, বিবিধ ধাৰা, এই সময়ৰ নাট্যকাৰসকল

অধ্যায় ৮ ঃ **নাট্যকাৰ জ্যোতিপ্ৰসাদ আগৰৱালা**

জ্যোতিপ্ৰসাদ আগৰৱালাৰ জীৱন আৰু কৃতি, নাট্যকাৰ হিচাপে জ্যোতিপ্ৰসাদ, তেওঁৰ নাটকৰ প্ৰধান দৰ্শন আৰু বৈশিষ্ট্য, তেওঁৰ নাটকসমূহৰ সাধাৰণ পৰিচয়

অধ্যায় ৯ ঃ **জ্যোতিপ্ৰসাদ আগৰৱালা ঃ *কাৰেঙৰ লিগিৰী***

কাৰেঙৰ লিগিৰী ঃ পটভূমি আৰু কাহিনী, চৰিত্ৰসৃষ্টি, সংগীত, *কাৰেঙৰ লিগিৰী* ঃ সংলাপ আৰু ভাষা, সংগীত, বিশ্বসাহিত্যৰ আন আন নাটকৰ প্ৰভাৱ আৰু সাদৃশ্য, আধুনিক অসমীয়া সাহিত্যৰ শ্ৰেষ্ঠতম নাটক হিচাপে *কাৰেঙৰ লিগিৰী*

অধ্যায় ১০ ঃ **নাট্যকাৰ মহেন্দ্ৰ বৰঠাকুৰ**

মহেন্দ্ৰ বৰঠাকুৰৰ জীৱন আৰু কৃতি, নাট্যকাৰ হিচাপে মহেন্দ্ৰ বৰঠাকুৰ, তেওঁৰ নাটকৰ প্ৰধান দৰ্শন আৰু বৈশিষ্ট্য, তেওঁৰ নাটকসমূহৰ সাধাৰণ পৰিচয়

অধ্যায় ১১ ঃ **মহেন্দ্ৰ বৰঠাকুৰ ঃ *জন্ম***

জন্ম ঃ নাটকৰ কাহিনীভাগ, চৰিত্ৰসৃষ্টি আৰু পটভূমি, সংলাপ, সাধাৰণ আলোচনা

অধ্যায় ১২ ঃ **নাট্যকাৰ অৰুণ শৰ্মা**

অৰুণ শৰ্মা ঃ জীৱন আৰু কৃতি, নাটকৰ প্ৰধান বৈশিষ্ট্যসমূহ; তেওঁৰ নাটকসমূহৰ সাধাৰণ পৰিচয়

অধ্যায় ১৩ ঃ **অৰুণ শৰ্মা ঃ *বুৰঞ্জীপাঠ***

লোককলা আৰু অসমীয়া নাটকত ইয়াৰ প্ৰয়োগ; *বুৰঞ্জীপাঠ ঃ* নাটকখনৰ কাহিনীভাগ আৰু সাধাৰণ আলোচনা, *বুৰঞ্জীপাঠ ঃ* নাটকখনৰ চৰিত্ৰ বিশ্লেষণ, সংলাপ, অন্যান্য নাট্য কলা-কৌশল আৰু সমাজ চেতনা, লোককলা আধাৰিত নাটক হিচাপে *বুৰঞ্জীপাঠ*

অধ্যায় ১৪ ঃ **নাট্যকাৰ মুনীন ভূঞা**

মুনীন ভূঞা ঃ জীৱন আৰু কৃতি, নাটকৰ প্ৰধান বৈশিষ্ট্যসমূহ; তেওঁৰ নাটকসমূহৰ সাধাৰণ পৰিচয়

অধ্যায় ১৫ ঃ **মুনীন ভূঞা ঃ *হাতী আৰু ফান্দী***

হাতী আৰু ফান্দী ঃ নাটকখনৰ কাহিনীভাগ, চৰিত্ৰসৃষ্টি, সংলাপ, অন্যান্য নাট্য কলা-কৌশল আৰু সমাজ চেতনা, সাধাৰণ আলোচনা

পাঠ্যবিষয়ৰ শিৰোনাম ঃ পালি-প্ৰাকৃত অধ্যয়ন

মুঠ ক্ৰেডিট ঃ = ৪

মুঠ নম্বৰ ঃ ৮০ + ২০ = ১০০

অধ্যায় ১ ঃ **পালি ভাষাৰ স্বৰবৰ্ণ আৰু ব্যঞ্জন বৰ্ণ**

পালিৰ স্বৰবৰ্ণসমূহৰ পৰিচয় ঃ স্বৰবৰ্ণসমূহৰ পৰিৱৰ্তনৰ বৈশিষ্ট্য, পালিৰ ব্যঞ্জনবৰ্ণসমূহৰ পৰিচয় ঃ ব্যঞ্জনবৰ্ণসমূহৰ পৰিৱৰ্তনৰ বৈশিষ্ট্য, সংযুক্ত ব্যঞ্জনৰ পৰিৱৰ্তনৰ ধাৰা

অধ্যায় ২ ঃ **পালি ভাষাৰ ব্যাকৰণৰ কেইটামান দিশ**

পালিৰ সন্ধি; লিঙ্গ; শব্দৰূপ ঃ পালিৰ বিভক্তিৰ তালিকা; ধাতুৰূপ, সাধিত ধাতুৰূপ; অসমাপিকা ধাতুৰূপ

অধ্যায় ৩ ঃ **প্ৰাকৃত ভাষাৰ স্বৰবৰ্ণ আৰু ব্যঞ্জন বৰ্ণ**

প্ৰাকৃত ভাষা; প্ৰাকৃত স্বৰবৰ্ণসমূহৰ পৰিচয় ঃ স্বৰবৰ্ণসমূহৰ পৰিৱৰ্তনৰ বৈশিষ্ট্য, প্ৰাকৃত ব্যঞ্জনবৰ্ণসমূহৰ পৰিচয় ঃ ব্যঞ্জনবৰ্ণসমূহৰ পৰিৱৰ্তনৰ ধাৰা

অধ্যায় ৪ ঃ **প্ৰাকৃত ভাষাৰ ব্যাকৰণৰ কেইটামান দিশ**

প্ৰাকৃত সন্ধি; লিঙ্গ; শব্দৰূপ; ধাতুৰূপ; সাধিত ধাতুৰূপ; অসমাপিকা ৰূপ

অধ্যায় ৫ ঃ **পালি সাহিত্যৰ পৰিচয়**

পালি সাহিত্য, পালি সাহিত্যৰ শ্ৰেণীবিভাগ — *ত্ৰিপিটক* আৰু *ত্ৰিপিটকৰ* অন্তৰ্গত সাহিত্যৰ পৰিচয়, *ত্ৰিপিটক* বহির্ভূত সাহিত্যৰ পৰিচয়

অধ্যায় ৬ ঃ **প্ৰাকৃত সাহিত্যৰ পৰিচয়**

প্ৰাকৃত সাহিত্য, প্ৰাকৃত সাহিত্যৰ শ্ৰেণীবিভাগ — জৈন ধৰ্মৰ অন্তৰ্ভুক্ত সাহিত্য আৰু ধৰ্ম নিৰপেক্ষ সাহিত্য

অধ্যায় ৭ ঃ ***ধম্মপদ*** **সাধাৰণ পৰিচয়**

ধম্মপদৰ ৰচনা কাল আৰু ৰচয়িতা; *ধম্মপদ* শব্দৰ অৰ্থ; *ধম্মপদৰ* বিষয়বস্তু

অধ্যায় ৮ ঃ ***ধম্মপদ*** **— অপ্পমাদ বগ্গ আৰু পুপ্ফ বগ্গ**

অপ্পমাদ বগ্গৰ মূল পাঠ আৰু অসমীয়া অনুবাদ ঃ কঠিন শব্দৰ ভাষিক অনুশীলন; অপ্পমাদ বগ্গৰ মূল কথা; অপ্পমাদ বগ্গৰ নামকৰণৰ তাৎপৰ্য ,পুপ্ফ বগ্গৰ মূল পাঠ আৰু অসমীয়া অনুবাদ ঃ কঠিন শব্দৰ ভাষিক অনুশীলন; পুপ্ফ বগ্গৰ মূল কথা; পুপ্ফ বগ্গৰ নামকৰণৰ তাৎপৰ্য

অধ্যায় ৯ ঃ ***কৰ্পূৰমঞ্জৰী*** **— ১**

ৰচনাকাৰ কবিৰাজ ৰাজশেখৰৰ কাল আৰু ৰচনাৱলী; প্ৰথম প্ৰাকৃত নাটক হিচাপে *কৰ্পূৰমঞ্জৰী;* 'সট্টক' হিচাপে *কৰ্পূৰমঞ্জৰী*

অধ্যায় ১০ ঃ ***কৰ্পূৰমঞ্জৰী*** **— ২**

কৰ্পূৰমঞ্জৰীৰ কাহিনী আৰু কাহিনীৰ উৎস; 'সট্টক' হিচাপে *কৰ্পূৰমঞ্জৰী; কৰ্পূৰমঞ্জৰীত* ব্যৱহৃত প্ৰাকৃতাংশ,

কর্পূৰমঞ্জৰী আৰু ভাষাতাত্ত্বিক বৈশিষ্ট্য; চৰিত্ৰ চিত্ৰণ; *কর্পূৰমঞ্জৰী*ৰ মূল পাঠ (প্ৰথম অংকৰ ১ মৰ পৰা ২০ টা শ্লোক) আৰু অসমীয়া অনুবাদ

অধ্যায় ১১ ঃ **কালিদাসৰ জীৱন আৰু কৃতি**

কালিদাসৰ জীৱন আৰু কৃতি, নাটকৰ সাধাৰণ বৈশিষ্ট্য, নাটকত প্ৰয়োগ হোৱা ভাষা

অধ্যায় ১২ ঃ **কালিদাস — *অভিজ্ঞান শকুন্তলম্* (ষষ্ঠ অংকৰ ধীৱৰ আৰু ৰক্ষীসকলৰ কথোপকথন)**

*অভিজ্ঞান শকুন্তলম*ৰ কাহিনীভাগ, মূল পাঠ ঃ ষষ্ঠ অংকৰ ধীৱৰ আৰু ৰক্ষীসকলৰ কথোপকথন, ভাষাশৈলীৰ সাধাৰণ আলোচনা, কাব্যিক সৌন্দৰ্য

অধ্যায় ১৩ ঃ ***সন্দেশ ৰাসক* — ১**

*সন্দেশ ৰাসক*ৰ ৰচয়িতা আব্দুল ৰহমানৰ পৰিচয় আৰু ৰচনাকাল; ৰাসক কি; দূত কাব্য হিচাপে *সন্দেশ ৰাসক;*

অধ্যায় ১৪ঃ ***সন্দেশ ৰাসক* — ২**

*সন্দেশ ৰাসক*ৰ ভাষা আৰু ইয়াৰ ভাষাগত বৈশিষ্ট্য; *সন্দেশ ৰাসক*ৰ কাহিনীভাগ; *সন্দেশ ৰাসক*ৰ কাব্যিক সৌন্দৰ্য, *সন্দেশ ৰাসক*ৰ মূল পাঠ আৰু অসমীয়া অনুবাদ; কঠিন শব্দৰ ভাষিক টোকা আৰু শব্দাৰ্থ; সাধাৰণ আলোচনা

অধ্যায় ১৫ ঃ **পালি-প্ৰাকৃত, অপভ্ৰংশ-অৱহট্‌ঠ ভাষাৰ ভাষাতাত্ত্বিক অধ্যয়ন**

পাঠ্যবিষয়ত অন্তৰ্গত পালি-প্ৰাকৃত, অপভ্ৰংশ-অৱহট্‌ঠ পাঠসমূহৰ আধাৰত পালি-প্ৰাকৃত, অপভ্ৰংশ-অৱহট্‌ঠ ভাষাৰ ভাষাতাত্ত্বিক আলোচনা

পাঠ্যবিষয়ৰ শিৰোনাম ঃ ভাৰতীয় সাহিত্য অধ্যয়ন

মুঠ ক্ৰেডিট ঃ = ৪

মুঠ নম্বৰ ঃ ৮০ + ২০ = ১০০

অধ্যায় ১ ঃ **ব্ৰজবুলি বা ব্ৰজাৱলী সাহিত্যৰ চমু পৰিচয়**

ব্ৰজবুলি সাহিত্যৰ চমু পৰিচয় — ইয়াৰ ক্ৰমবিকাশ আৰু বৈশিষ্ট্য

অধ্যায় ২ ঃ **বিদ্যাপতি ঃ ৰাধাৰ বিৰহ**

বিদ্যাপতিৰ জীৱন আৰু সাহিত্য-কৃতি; ৰাধাৰ বিৰহ ঃ কঠিন শব্দৰ টোকা, সাধাৰণ আলোচনা

অধ্যায় ৩ ঃ **ৰায় ৰামানন্দ ঃ মাথুৰ বিৰহ**

ৰায় ৰামানন্দৰ জীৱন আৰু কৃতি; মাথুৰ বিৰহ ঃ কঠিন শব্দৰ টোকা, সাধাৰণ আলোচনা

অধ্যায় ৪ ঃ **শংকৰদেৱ ঃ মাথুৰ বিৰহ — ১**

মাথুৰ বিৰহ — ১ (মূল পাঠ) ঃ কঠিন শব্দৰ টোকা, সাধাৰণ আলোচনা

অধ্যায় ৫ ঃ **মাধৱদেৱ ঃ চিৰন্তন মাতৃ**

চিৰন্তন মাতৃ ঃ কঠিন শব্দৰ টোকা, সাধাৰণ আলোচনা

অধ্যায় ৬ ঃ **চণ্ডী দাস ঃ খণ্ডিতা নায়িকা**

চণ্ডী দাসৰ জীৱন আৰু সাহিত্য-কৃতি; খণ্ডিতা নায়িকা ঃ কঠিন শব্দৰ টোকা, সাধাৰণ আলোচনা

অধ্যায় ৭ ঃ **জ্ঞান দাস ঃ প্ৰোষিতভৰ্ত্রী নায়িকা**

জ্ঞান দাসৰ জীৱন আৰু সাহিত্য-কৃতি; প্ৰোষিতভৰ্ত্রী নায়িকা ঃ কঠিন শব্দৰ টোকা, সাধাৰণ আলোচনা

অধ্যায় ৮ ঃ **গোবিন্দ দাস ঃ অভিসাৰিকা**

গোবিন্দ দাসৰ জীৱন আৰু সাহিত্য-কৃতি; অভিসাৰিকা ঃ কঠিন শব্দৰ টোকা, সাধাৰণ আলোচনা

অধ্যায় ৯ ঃ **আধুনিক ভাৰতীয় সাহিত্যৰ বিবিধ ধাৰা**

অসমীয়া, বাংলা, হিন্দী সাহিত্যৰ বিবিধ ধাৰা (গল্প, নাটক, উপন্যাস) সম্পৰ্কে বহলাই আলোচনা কৰিব লাগিব

অধ্যায় ১০ ঃ **ৰবীন্দ্ৰনাথ ঠাকুৰ ঃ কাবুলিৱালা**

ৰবীন্দ্ৰনাথ ঠাকুৰৰ জীৱন আৰু কৃতি ঃ গল্পৰ বৈশিষ্ট্য; কাবুলিৱালা ঃ মূল কাহিনী, চৰিত্ৰ-চিত্ৰণ, সামাজিক চিত্ৰ, সাধাৰণ আলোচনা

অধ্যায় ১১ ঃ **প্ৰেমচন্দ ঃ দুনীয়া কে চবচে আনমূল ৰতন**

প্ৰেমচন্দৰ জীৱন আৰু কৃতি ঃ প্ৰেমচন্দৰ গল্পৰ বৈশিষ্ট্য; দুনীয়া কে চববে আনমূল ৰতন ঃ মূল কাহিনী, চৰিত্ৰ-চিত্ৰণ, সামাজিক চিত্ৰ, সাধাৰণ আলোচনা

অধ্যায় ১২ ঃ **গিৰিশ কাৰ্ণাডৰ জীৱন আৰু কৃতি**

গিৰিশ কাৰ্ণাডৰ জীৱন আৰু কৃতি ঃ নাট্যকাৰ হিচাপে কাৰ্ণাড; তেওঁৰ নাটকসমূহৰ চমু আভাস

অধ্যায় ১৩ ঃ **গিৰিশ কাৰ্ণাড ঃ *নাগমণ্ডল***

নাগমণ্ডল নাটকখনৰ সংক্ষিপ্ত কাহিনীভাগ; কাহিনী উৎসসমূহ; মূল বিষয়বস্তু, চৰিত্ৰসৃষ্টি, *নাগমণ্ডল* নাটকখনৰ সাধাৰণ আলোচনা, সংলাপ, সমাজ চেতনা আৰু অন্যান্য নাটকীয় কলা-কৌশল

অধ্যায় ১৪ ঃ **তাৰাশংকৰ বন্দ্যোপাধ্যায়ৰ জীৱন আৰু কৃতি**

তাৰাশংকৰ বন্দ্যোপাধ্যায়ৰ জীৱন আৰু কৃতি ঃ ঔপন্যাসিক হিচাপে তাৰাশংকৰ বন্দ্যোপাধ্যায়; তেওঁ উপন্যাসসমূহৰ সাধাৰণ পৰিচয়

অধ্যায় ১৫ ঃ **তাৰাশংকৰ বন্দ্যোপাধ্যায় ঃ *হাঁসুলি বাকেৰ উপকথা***

হাঁসুলি বাকেৰ উপকাথা ঃ উপন্যাসৰ মূল কাহিনীভাগ, সাধাৰণ আলোচনা, উপন্যাসখনত চৰিত্ৰ-চিত্ৰণ, সামাজিক চিত্ৰ, আঞ্চলিক উপন্যাস হিচাপে *হাঁসুলি বাকেৰ উপকাথা*

ষষ্ঠ ষাণ্মাসিক

পাঠ্যবিষয়ৰ শিৰোনাম ঃ সাহিত্য সমালোচনা — প্ৰাচ্য আৰু পাশ্চাত্য

মুঠ ক্ৰেডিট ঃ = ৪

মুঠ নম্বৰ ঃ ৮০ + ২০ = ১০০

অধ্যায় ১ ঃ **ধ্বনিবাদ**

ধ্বনিবাদ — সংজ্ঞা, পৰিচয়, লক্ষণ আৰু প্ৰকাৰভেদ

অধ্যায় ২ ঃ **ৰস**

ৰস শব্দৰ আঁতিগুৰি; ৰসৰ স্বৰূপ, ৰসৰ লক্ষণ, ৰস উপলব্ধিৰ কাৰক; ভৰতৰ ৰসসূত্ৰ, ৰসসূত্ৰৰ আধাৰত আগবঢ়োৱা গুৰুত্বপূৰ্ণ মতবাদসমূহ, ৰসৰ প্ৰকাৰভেদ, ভাব, ৰসাভাস আদিৰ ধাৰণা

অধ্যায় ৩ ঃ **বক্ৰোক্তিবাদ**

বক্ৰোক্তিবাদ — সংজ্ঞা, পৰিচয়, লক্ষণ আৰু প্ৰকাৰভেদ

অধ্যায় ৪ ঃ **গুণবাদ আৰু ৰীতিবাদ**

গুণবাদ ঃ বিভিন্ন প্ৰকাৰৰ গুণ, ৰীতিবাদ ঃ ৰীতিৰ প্ৰকাৰভেদ

অধ্যায় ৫ ঃ **ছন্দ ঃ সাধাৰণ পৰিচয়**

ছন্দ ঃ অৰ্থ আৰু সংজ্ঞা; ছন্দস্পন্দ; ছন্দবন্ধ

অধ্যায় ৬ ঃ **কেইটামান নিৰ্বাচিত অসমীয়া ছন্দ**

কেইটিমান নিৰ্বাচিত ছন্দ ঃ পদ বা পয়াৰ, দুলড়ী, ছবি, লেচাৰী, একাৱলী, ঝুমুৰী, কুসুমমালা

অধ্যায় ৭ ঃ **অলংকাৰ**

অলংকাৰ শব্দৰ অৰ্থ; অলংকাৰৰ সংজ্ঞা; সাহিত্যত অলংকাৰৰ প্ৰয়োজনীয়তা; কাব্যত অলংকাৰৰ স্থান; অলংকাৰৰ শ্ৰেণীবিভাজন ঃ শব্দালংকাৰ, অৰ্থালংকাৰ

অধ্যায় ৮ ঃ **কেইটিমান নিৰ্বাচিত শব্দালংকাৰ**

শব্দালংকাৰ ঃ অনুপ্ৰাস, যমক, শ্লেষ, বক্ৰোক্তি; অৰ্থালংকাৰ ঃ উপমা, ৰূপক, উৎপ্ৰেক্ষা, ভ্ৰান্তিমান

অধ্যায় ৯ ঃ **পাশ্চাত্য সমালোচনাৰ সাধাৰণ পৰিচয়**

পাশ্চাত্য সমালোচনাৰ চমু আভাস; ধ্ৰুৱবাদ, ৰমন্যাসবাদ আৰু আধুনিকতাবাদৰ চমু পৰিচয়

অধ্যায় ১০ ঃ **কবিতা**

কবিতাৰ সংজ্ঞা; কবিতাৰ বিভাগ ঃ ব্যক্তিনিষ্ঠ বা গীতি কবিতা, বস্তুনিষ্ঠ কবিতা;কবিতাৰ ভাষা; চিত্ৰকল্প; প্ৰতীক; ছন্দ ঃ ছন্দৰ প্ৰয়োজনীয়তা; কবিতাৰ উদ্দেশ্য আৰু লক্ষ্য

অধ্যায় ১১ ঃ **নাটক**

শিল্পকলা ৰূপে নাটক; নাটকৰ সংজ্ঞা; নাটকৰ উপাদান ঃ কাহিনী, চৰিত্ৰ, সংলাপ, নাটকৰ ৰূপ-বৈচিত্ৰ্য

অধ্যায় ১২ ঃ **উপন্যাস**

উপন্যাসৰ সংজ্ঞা; উপন্যাসৰ উপাদান; কাহিনী উপস্থাপনৰ পদ্ধতি; উপন্যাসৰ প্ৰকাৰ

অধ্যায় ১৩ ঃ **চুটিগল্প**

চুটিগল্পৰ সংজ্ঞা আৰু প্ৰকৃতি; চুটিগল্পৰ উদ্ভৱ; উপন্যাস আৰু চুটিগল্প; চুটিগল্পৰ বিষয়বস্তু; চুটিগল্পৰ ৰচনাৰীতি; চুটিগল্পৰ উপাদান; চুটিগল্পৰ শ্ৰেণীবিভাজন

অধ্যায় ১৪ ঃ **জীৱনী**

জীৱনীৰ স্বৰূপ; জীৱনীৰ সংজ্ঞা আৰু লক্ষণ; জীৱনীৰ শ্ৰেণীবিভাগ; জীৱনী ৰচনাৰ প্ৰক্ৰিয়া আৰু সমল; জীৱনীৰ সগোত্ৰীয় সাহিত্য

অধ্যায় ১৫ ঃ **সমালোচনা**

সমালোচনা ঃ সমালোচনাৰ বিভিন্ন পদ্ধতি

পাঠ্যবিষয়ৰ শিৰোনাম ঃ অসমৰ ধৰ্মীয় পৰম্পৰা আৰু সাহিত্য

মুঠ ক্ৰেডিট ঃ = ৪

মুঠ নম্বৰ ঃ ৮০ + ২০ = ১০০

অধ্যায় ১ ঃ **অসমৰ ধৰ্মীয় পৰম্পৰা ঃ শাক্তধৰ্ম আৰু শৈৱধৰ্ম**

অসমৰ ধৰ্মীয় পৰম্পৰা; শাক্তধৰ্ম ঃ অসমত শাক্তধৰ্ম, অসমৰ শক্তিপীঠ আৰু মঠ-মন্দিৰ, অসমৰ শাক্ত সাহিত্য, শৈৱধৰ্ম ঃ অসমত শৈৱধৰ্ম, অসমৰ শৈৱ মঠ-মন্দিৰ, অসমৰ শৈৱ সাহিত্য

অধ্যায় ২ ঃ **অসমৰ ধৰ্মীয় পৰম্পৰা ঃ বৈষ্ণৱ ধৰ্ম**

বৈষ্ণৱ ধৰ্মৰ বিকাশ ঃ সাধাৰণ আলোচনা; অসমৰ বৈষ্ণৱ ধৰ্মৰ ইতিহাস ঃ শিলালিপি-তাম্ৰলিপিৰ যুগ, *কালিকা পুৰাণ* (তন্ত্ৰৰ যুগ), প্ৰাক্-শংকৰী যুগ, শংকৰী যুগ

অধ্যায় ৩ ঃ **ভক্তি আন্দোলন ঃ সৰ্বভাৰতীয় পটভূমি**

ভক্তি আন্দোলন আৰু ইয়াৰ সৰ্বভাৰতীয় পটভূমি — বহলাই আলোচনা, ভাৰতীয় ভক্তি সাহিত্যৰ ধৰ্মীয় পটভূমি, ভক্তি সাহিত্যৰাজি আৰু প্ৰধান বৈষ্ণৱসকলৰ সাহিত্যকৃতি

অধ্যায় ৪ ঃ **অসমৰ ভক্তি আন্দোলন**

অসমৰ ভক্তি আন্দোলন ঃ সূচনা আৰু বিকাশ, শঙ্কৰদেৱৰ ভক্তি আন্দোলনৰ বৈশিষ্ট্য

অধ্যায় ৫ ঃ **অসমীয়া ভক্তি সাহিত্য**

অসমীয়া ভক্তি সাহিত্যৰ সাধাৰণ পৰিচয়; অসমীয়া ভক্তি সাহিত্যৰ সাধাৰণ বৈশিষ্ট্য, অসমীয়া ভক্তি সাহিত্যৰ ৰূপগত বিভাজন ঃ কাব্য, গীত, নাট, অনুবাদ সাহিত্য, চৰিত সহিত্য আৰু গদ্য ৰচনা, অন্যান্য ধৰ্মতত্ত্ব সম্পৰ্কীয় গ্ৰন্থ, শংকৰী যুগৰ ভক্তি সাহিত্যৰ ধাৰা, শংকৰোত্তৰ যুগৰ ভক্তি সাহিত্যৰ ধাৰা, বিস্তাৰ আৰু অৱসাদৰ কাল

অধ্যায় ৬ ঃ **শংকৰদেৱ ঃ *আদি দশম* — ১**

আদি দশমৰ পৰিচয়, *আদি দশমৰ* বিষয়বস্তু, *আদি দশমৰ* অনুবাদ ৰীতি, ৰস, ছন্দ আৰু অলংকাৰৰ প্ৰয়োগ, কাব্যিক সৌন্দৰ্য

অধ্যায় ৭ ঃ **শংকৰদেৱ ঃ *আদি দশম* — ২**

আদি দশমৰ 'কালী দমন' আৰু 'হৰমোহন'ৰ মূল পাঠ, সাধাৰণ আলোচনা (আধ্যাত্মিক তত্ত্ব)

অধ্যায় ৮ ঃ **মাধৱদেৱ ঃ *নামঘোষা* — ১**

নামঘোষাৰ সাধাৰণ পৰিচয়, তাত্ত্বিক দিশ

অধ্যায় ৯ ঃ **মাধৱদেৱ ঃ *নামঘোষা* — ২**

নামঘোষাৰ প্ৰথম ৫০ কূট ঘোষাৰ মূল পাঠ, সাধাৰণ আলোচনা

অধ্যায় ১০ ঃ **ভট্টদেৱ ঃ *ভক্তি বিবেক* — ১**

ভট্টদেৱৰ জীৱন আৰু কৃতি, প্ৰকৰণ গ্ৰন্থৰ ৰচক হিচাপে ভট্টদেৱ, *ভক্তি বিবেকৰ* সাধাৰণ আভাস

অধ্যায় ১১ ঃ **ভট্টদেৱ ঃ *ভক্তি বিবেক* — ২**

ভক্তি বিবেকৰ 'গুৰু-শিষ্য নিৰ্ণয়' আৰু 'নাম-মাহাত্ম্য' ৰ মূল পাঠ, সাধাৰণ আলোচনা

অধ্যায় ১২ ঃ **সুকবি নাৰায়ণদেৱ ঃ *পদ্মাপুৰাণ* — ১**

সুকবি নাৰায়ণদেৱৰ জীৱন আৰু কৃতি, দেৱী মাহাত্ম্য প্ৰকাশক গ্ৰন্থ হিচাপে *পদ্মাপুৰাণ, পদ্মাপুৰাণ* গ্ৰন্থখনৰ সাধাৰণ আভাস

অধ্যায় ১৩ ঃ **সুকবি নাৰায়ণদেৱ ঃ *পদ্মা পুৰাণ* — ২**

পদ্মাপুৰাণৰ 'সৃষ্টিপাতন' আৰু 'শিৱ-পাৰ্বতীৰ বিবাহ' অংশৰ মূল পাঠ, সাধাৰণ আলোচনা

অধ্যায় ১৪ ঃ **ৰুদ্ৰ সিংহ ঃ *শিৱ পুৰাণ* — ১**

পুৰাণৰ পৰিচয়; কবি পৰিচয়, বিষয়বস্তু আৰু অধ্যায় পৰিচয়, *শিৱ পুৰাণত* পুৰাণৰ বৈশিষ্ট্য

অধ্যায় ১৫ ঃ **ৰুদ্ৰ সিংহ ঃ *শিৱ পুৰাণ* — ২**

শিৱ পুৰাণৰ' শিৱৰ মাহাত্ম্য ব্যাখ্যা' আৰু 'সনত কুমাৰৰ শিৱ স্তুতি' অংশৰ মূল পাঠ, সাধাৰণ আলোচনা

পাঠ্যবিষয়ৰ শিৰোনাম ঃ বিবিধ ৰচনা, শিশু-সাহিত্য আৰু কল্প-বিজ্ঞান, পৰিৱৰ্তিত ৰূপত অসমীয়া সংস্কৃতি, কম্পিউটাৰত ব্যৱহৃত অসমীয়া ভাষা

মুঠ ক্ৰেডিট ঃ = ৪

মুঠ নম্বৰ ঃ ৮০ + ২০ = ১০০

(এই পাঠ্যবিষয়খন চাৰিটা শাখাত ভাগ কৰি প্ৰস্তুত কৰা হৈছে। প্ৰথম শাখাটোত বিভিন্ন ধৰণৰ লিখনিৰ প্ৰাথমিক ধাৰণা প্ৰদান কৰি শিক্ষাৰ্থীক এই বিষয়ে আগ্ৰহান্বিত কৰিবলৈ চেষ্টা কৰা হৈছে। দ্বিতীয় শাখাটোত অসমীয়া শিশু সাহিত্য আৰু কল্প-বিজ্ঞান সম্পৰ্কে সম্যক ধাৰণা প্ৰদান কৰা হৈছে। তৃতীয় শাখাটোত সাম্প্ৰতিক সময়ৰ অসমীয়া সংস্কৃতিৰ বিবিধ দিশসমূহ তুলি ধৰি পৰিৱৰ্তিত সমাজ ব্যৱস্থাত অসমীয়া সংস্কৃতিৰ স্বৰূপটো কেনে তাকে যুকিয়াই চাবলৈ যত্ন কৰা হৈছে। শেষৰ শাখাটোত কম্পিউটাৰত অসমীয়া ভাষাই কেনেদৰে স্থান লাভ কৰিছে সেই বিষয়ে আলোকপাত কৰা হৈছে। আপাত দৃষ্টিত এই কেইটা বিষয়ৰ সংগতি নাই যদিও শিক্ষাৰ্থীসকলৰ মাজত বৃত্তিমুখী চিন্তা-চৰ্চাৰ বীজ ৰোপণ কৰিবলৈকে এই বিষয় কেইটা নিৰ্বাচন কৰি পাঠ্যবিষয়ৰ অন্তৰ্ভুক্ত কৰা হৈছে।)

(ক) বিবিধ ৰচনা

অধ্যায় ১ ঃ ৰচনা লেখনৰ প্ৰাথমিক ধাৰণা

ৰচনাৰ সংজ্ঞা, অৰ্থ আৰু ইতিহাস, ৰচনাৰ উপাদান, প্ৰকাশভংগী, ৰচনাৰ শ্ৰেণীবিভাজন, শৈক্ষিক আৰু বৃত্তিগত লিখনি

অধ্যায় ২ ঃ সংবাদ আৰু বিজ্ঞাপন লেখন প্ৰাথমিক ধাৰণা

সংবাদৰ সংজ্ঞা, ধাৰণা, অৰ্থ আৰু ইতিহাস, সংবাদৰ শ্ৰেণীবিভাজন, লিখন পদ্ধতি, বিভিন্ন প্ৰকাৰৰ সংবাদ, বিজ্ঞাপনৰ সংজ্ঞা, অৰ্থ আৰু ইতিহাস, বিজ্ঞাপনৰ লক্ষ্য আৰু উদ্দেশ্য, বিজ্ঞাপনৰ সমল, বিজ্ঞাপন লিখাৰ কাৰিকৰী কৌশল, ইয়াৰ লগত জড়িত বিবিধ পৰিভাষা আৰু আইন

অধ্যায় ৩ ঃ সমীক্ষা আৰু প্ৰবন্ধ লেখনৰ প্ৰাথমিক ধাৰণা

সমীক্ষাৰ সংজ্ঞা, অৰ্থ আৰু ইতিহাস, লিখন পদ্ধতি, বিভিন্ন প্ৰকাৰৰ সমীক্ষা; প্ৰবন্ধৰ সংজ্ঞা, অৰ্থ আৰু ইতিহাস, লিখন পদ্ধতি — গুৰুত্ব দিবলগীয়া কিছু দিশ

অধ্যায় ৪ ঃ গৱেষণা পত্ৰ লেখনৰ সাধাৰণ আভাস

গৱেষণা পত্ৰৰ ধাৰণা, লিখন পদ্ধতি, শ্ৰেণীবিভাজন, গুৰুত্ব দিবলগীয়া কিছু দিশ

(খ) শিশু-সাহিত্য আৰু কল্প-বিজ্ঞান

অধ্যায় ৫ ঃ শিশু-সাহিত্য আৰু অসমীয়া শিশু-সাহিত্য

শিশু-সাহিত্যৰ সংজ্ঞা, অৰ্থ আৰু ইতিহাস; বৈশিষ্ট্য, শ্ৰেণী বিভাজন, সমল, বিষয়বস্তু, উপস্থাপন শৈলী, ভাষা আৰু ৰচনাৰীতি, মনস্তাত্ত্বিক দিশ; অসমীয়া শিশু-সাহিত্যৰ উদ্ভৱ আৰু বিকাশ, সাম্প্ৰতিক সময়ৰ অসমীয়া শিশু-সাহিত্য, অসমীয়া সাহিত্যত শিশু-সাহিত্যৰ স্থান

অধ্যায় ৬ ঃ কল্প-বিজ্ঞান আৰু অসমীয়া কল্প-বিজ্ঞান

কল্প-বিজ্ঞানৰ সংজ্ঞা, অৰ্থ আৰু ইতিহাস; বৈশিষ্ট্য, শ্ৰেণী বিভাজন, সমল, বিষয়বস্তু, উপস্থাপন শৈলী, ভাষা আৰু ৰচনাৰীতি, মনস্তাত্ত্বিক দিশ; অসমীয়া কল্প-বিজ্ঞানৰ উদ্ভৱ আৰু বিকাশ, সাম্প্ৰতিক সময়ৰ অসমীয়া কল্প-বিজ্ঞান, অসমীয়া সাহিত্যত কল্প-বিজ্ঞানৰ স্থান

অধ্যায় ৭ ঃ গহীন তথা শিশু-সাহিত্য হিচাপে কল্প-বিজ্ঞান

সাম্প্ৰতিক সময়ৰ সাহিত্যত কল্প-বিজ্ঞানৰ স্থান, গহীন সাহিত্য হিচাপে কল্প-বিজ্ঞান, শিশু-সাহিত্য হিচাপে কল্প-বিজ্ঞান

(গ) পৰিৱৰ্তিত ৰূপত অসমীয়া সংস্কৃতি

অধ্যায় ৮ ঃ সাম্প্ৰতিক অসমীয়া সংস্কৃতি — ১

সাম্প্ৰতিক অসমীয়া সংস্কৃতিৰ বিভিন্ন দিশ — জন্ম, মৃত্যু আৰু বিবাহ তথা বিভিন্ন লোকাচাৰলৈ অহা পৰিৱৰ্তনসমূহ

অধ্যায় ৯ ঃ **সাম্প্রতিক অসমীয়া সংস্কৃতি — ২**

সাম্প্রতিক অসমীয়া সংস্কৃতি — ৰেডিঅ', দূৰদর্শন, মবাইল, ইণ্টাৰনেট আদি

অধ্যায় ১০ ঃ **দৈনন্দিন জীৱনত ব্যৱহৃত অসমীয়া ভাষা**

দৈনন্দিন জীৱনত ব্যৱহৃত অসমীয়া ভাষা — শব্দৰ ভুল প্ৰয়োগ, এফ এম তথা ভিন ভিন দৃশ্য-শ্ৰব্য মাধ্যমৰ অসমীয়া ভাষা, নিৰ্দিষ্টতাবাচক প্ৰত্যয়, কাৰক আদিৰ পৰিহাৰ ইত্যাদি

অধ্যায় ১১ ঃ **আধুনিক পৰি�ৰেশ্য কলাত লোকউপাদান**

পৰিৰেশ্য কলাৰ সংজ্ঞা, আধুনিক পৰিৰেশ্য কলাত লোকউপাদানৰ প্ৰয়োগ — বিবিধ দিশ

অধ্যায় ১২ ঃ **অসমৰ কাৰু কলা আৰু সাম্প্রতিক সময়ত তাৰ স্থিতি**

অসমৰ কাৰু কলাৰ বিবিধ দিশ — সাম্প্রতিক সময়ত তাৰ স্থিতি, লয় পোৱাৰ প্ৰধান কাৰকসমূহ

(ঘ) কম্পিউটাৰত অসমীয়া ভাষা

অধ্যায় ১৩ঃ **কম্পিউটাৰৰ সাধাৰণ পৰিচয়**

কম্পিউটাৰৰ সংজ্ঞা, ইয়াৰ উদ্ভৱ আৰু বিকাশ, বিভিন্ন কাৰিকৰী দিশসমূহ

অধ্যায় ১৪ ঃ **কম্পিউটাৰত ব্যৱহৃত অসমীয়া ভাষা**

কম্পিউটাৰত অসমীয়া ভাষা — অসমীয়া ফণ্ট, অসমীয়া কী-বৰ্ড, অসমীয়া বিবিধ চফটৱেৰ

অধ্যায় ১৫ ঃ **ইণ্টাৰনেটত অসমীয়া ভাষা**

ইণ্টাৰনেটৰ সংজ্ঞা, ইতিহাস; ইণ্টাৰনেটত অসমীয়া ভাষা — ই-মেইল আৰু ব্লগত ব্যৱহৃত অসমীয়া ভাষা, ৱেব জার্নেল, বিভিন্ন কার্যালয়ৰ অসমীয়া ৱেব-চাইট, বিভিন্ন ই-গ্রুপ আদি, ইণ্টাৰনেটৰ অসমীয়া অভিধান তথা পুথিভঁৰাল, অসমীয়া ইণ্টাৰনেট ৰেডিঅ'

পাঠ্যবিষয়ৰ শিৰোনাম ঃ (ক) ভাগ — নিৰ্বাচিত সাহিত্যিকৰ সাহিত্য অধ্যয়ন

মুঠ ক্রেডিট ঃ = ২

মুঠ নম্বৰ ঃ = ৫০

(এই পাঠ্যবিষয়খন দুটা শাখাত ভাগ কৰি প্ৰস্তুত কৰা হৈছে। প্ৰথম শাখাটোত কোনো এজন নিৰ্বাচিত সাহিত্যিকৰ কেইটামান সাহিত্যপাঠ অধ্যয়ন কৰিব লাগিব। নিৰ্বাচিত সাহিত্যিক দুগৰাকী হ'ল — শংকৰদেৱ আৰু লক্ষ্মীনাথ বেজবৰুৱা। ইয়াৰে কোনোবা এজনৰ সাহিত্যপাঠ শিক্ষার্থীয়ে বাধ্যতামূলকভাৱে অধ্যয়ন কৰিব লাগিব। আনহাতে দ্বিতীয় ভাগটোত শিক্ষার্থীয়ে কোনো এক বিশেষ বিষয় সম্পর্কে এখন গৱেষণা পত্র প্রস্তুত কৰি জমা দিব লাগিব।)

(ক) শংকৰদেৱ

অধ্যায় ১ ঃ **অসমীয়া সাহিত্য-সংস্কৃতিলৈ শংকৰদেৱৰ অৱদান আৰু প্রাসংগিকতা**

অসমৰ সাহিত্য-সংস্কৃতিৰ বিভিন্ন দিশলৈ শংকৰদেৱৰ অৱদান সম্পর্কে বহলাই আলোচনা কৰিব লাগিব; সাম্প্রতিক সময়ৰ অসমীয়া জাতীয় জীৱনত শংকৰদেৱৰ প্রাসংগিকতা সম্পর্কে বহলাই আলোচনা কৰিব লাগিব

অধ্যায় ২ ঃ ***ৰুক্মিণী হৰণ কাব্য***

ৰুক্মিণী হৰণ কাব্যৰ মূল, বিষয়বস্তুৰ সাধাৰণ আভাস, সামগ্রিক আলোচনা, চৰিত্রসৃষ্টি, ৰস, ছন্দ আৰু অলংকাৰৰ প্রয়োগ, কাব্যিক সৌন্দর্য

অধ্যায় ৩ ঃ ***কীর্তন***

কীর্তনৰ সাধাৰণ পৰিচয়, ৰস, ছন্দ আৰু অলংকাৰৰ প্রয়োগ, কাব্যিক সৌন্দর্য; 'অজামিল উপাখ্যান'ৰ মূল পাঠ, সাধাৰণ আলোচনা (আধ্যাত্মিক তত্ত্ব)

(খ) লক্ষ্মীনাথ বেজবৰুৱা

অধ্যায় ১ ঃ **অসমীয়া সাহিত্য-সংস্কৃতিলৈ লক্ষ্মীনাথ বেজবৰুৱাৰ অৱদান আৰু প্রাসংগিকতা**

অসমৰ সাহিত্য-সংস্কৃতিৰ বিভিন্ন দিশলৈ লক্ষ্মীনাথ বেজবৰুৱাৰ অৱদান সম্পর্কে বহলাই আলোচনা কৰিব লাগিব; সাম্প্রতিক সময়ৰ অসমীয়া জাতীয় জীৱনত লক্ষ্মীনাথ বেজবৰুৱাৰ প্রাসংগিকতা সম্পর্কে বহলাই আলোচনা কৰিব লাগিব

অধ্যায় ২ ঃ **ধনবৰ আৰু ৰতনী**

'ধনবৰ আৰু ৰতনী' কবিতাটিৰ পাঠ; 'ধনবৰ আৰু ৰতনী' কবিতাটিৰ আলোচনা ঃ বিষয়বস্তু, ৰমন্যাসিক চিন্তাৰ প্রতিফলন, কৃত্রিম বেলাড হিচাপে 'ধনবৰ আৰু ৰতনী'

অধ্যায় ৩ ঃ **স্বর্গাৰোহণ**

লক্ষ্মীনাথ বেজবৰুৱাৰ গল্পৰ মূল সুৰ; স্বর্গাৰোহণ ঃ গল্পটোৰ বিষয়বস্তু আৰু সাধাৰণ আলোচনা, চুটিগল্প হিচাপে স্বর্গাৰোহণ

অধ্যায় ৪ ঃ **কৃপাবৰ বৰুৱাৰ ওভতনি — ভাৰত উদ্ধাৰ**

কৃপাবৰ বৰুৱাৰ ওভতনি — সামগ্রিক আলোচনা; ভাৰত উদ্ধাৰ ঃ মূলপাঠ, নিবন্ধটিৰ বিষয়বস্তু, সাধাৰণ আলোচনা

পাঠ্যবিষয়ৰ শিৰোনাম ঃ (খ) ভাগ — ক্ষেত্র অধ্যয়ন আৰু গৱেষণা পত্র প্রস্তুত

মুঠ ক্রেডিট ঃ = ২

মুঠ নম্বৰ ঃ = ৫০

এই পাঠ্যবিষয়খনৰ বাবে শিক্ষার্থীসকলে বিভাগীয় শিক্ষকসকলৰ তত্ত্বাৱধানত অধ্যয়ন কেন্দ্রৰ কাষৰ কোনো বুৰঞ্জীপ্রসিদ্ধ স্থান, কোনো জনগোষ্ঠীৰ উৎসৱ-পার্বন, লোকাচাৰ, লোকপৰিৱেশ্য কলা, লোকসাহিত্য, লোকভাষা, কোনো সাহিত্যতত্ত্ব আদিৰ বিষয়ে এখন গৱেষণা পত্র প্রস্তুত কৰিব লাগিব। গৱেষণা পত্রখন ২০০০-২৫০০ শব্দৰ ভিতৰত লিখা হ'ব লাগিব।

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KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY (KKHSOU)

PROGRAMME PROJECT REPORT

ON

BACHELOR OF ARTS IN ENGLISH (MAJOR)

Submitted to

UNIVERSITY GRANTS COMMISSION

BAHADUR SHAH ZAFAR MARG

NEW DELHI – 110 002

Submitted by

K. K. Handiqui State Open University

Guwahati, Assam

April 2018

Registrar
Krishna Kanta Handique
State Open University
Guwahati

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KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY (KKHSOU)

PROGRAMME PROJECT REPORT

BA IN ENGLISH (MAJOR)

1. PROGRAMME'S MISSION AND OBJECTIVES:

BA in English (Major) has been offered by the Department of English, under the PadmanathGohainBaruah School of Humanities, Krishna KantaHandiqui State Open University (KKHSOU). This Major Programme has been thoroughly revised in accordance with the UGC Regulations on Open and Distance Learning, 2017. Syllabus of this Programme have been finalized after a series of deliberations and discussions with academic experts in the respective field from Universities of repute, viz., Gauhati University, Dibrugarh University and Cotton University. The Programme aims at enhancing the learner's knowledge of English Language and Literature apart from enabling them to augment their career prospects in the future. The syllabus has been designed to motivate, as well as, to stir the potential of the learners who need to learn the importance of English as a discipline in the contemporary world.

The main objectives of the BA (English) Major Programme are as mentioned below:

a) Encourage the learners to appreciate life and society through the works of the great literary masters of the world.
b) Contribute towards the understanding of the literary achievements of great writers who portrayed their contemporary society through representative literary works, chosen from the various genres of literature like poetry, drama, fiction, non-fiction, etc.
c) Provide a comprehensive idea of English Language and Literature.
d) Motivate the learners for higher studies in Language and Literature.

2. RELEVANCE OF THE PROGRAMME WITH KKHSOU'S MISSION AND GOAL:

The BA Programme in Englishhas been prepared with regard to the mission and goals of KKHSOU.The programme is relevant due to the following aspects:

a) To encourage learners for the study of English literature from both the rural and urban areas.
b) To cater to the requirements of homemakers, working people in various service sectors, business, agriculture, people who have discontinued their studies due to various factors, etc.
c) In keeping with the University's social mission, the visually impaired learners and the differently abled learners will gain an opportunity to study English Literature and

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Language. The Jail inmates receive education free of cost and are benefitted by enrolling into the BA Programme of KKHSOU.

d) To fulfil the aspirations of interested learners of English Language and Literature.

e) To develop writing skills in the learners in order to help them pursue creative or journalistic writing as their means of livelihood.

f) English as a subject provides immense scope for personality development and skill enhancement that are of utmost importance in today's world.

3. NATURE OF PROSPECTIVE TARGET GROUP OF LEARNERS

a) Those learners who are keen to pursue English Language and Literature in a detailed and comprehensive manner.

b) The learners who are desirous to obtain a Degree in English as a Major subject.

c) Learners from different backgrounds comprising the educated, under-educated, as well as, the highly educated groups of people.

d) The target group also includes learners with an interest in English literature, young and old learners, employed and self-employed persons.

e) Learners from the disadvantaged and the under-privileged sections of the society.

f) Learners who are unable to complete higher education in the normal course of time and have interest in English.

g) Visually impaired and differently- abled learners who are keen to pursue English literature.

4. APPROPRIATENESS OF THE PROGRAMME TO BE CONDUCTED IN OPEN AND DISTANCE LEARNING MODE TO ACQUIRE SPECIFIC SKILLS AND COMPETENCE

English Language and Literature is to be studied more vigorously in order to keep pace with the all-round development in a globalised economy. The learners opting for BA English through ODL will be equally competent with learners from other conventional institutions in articulating their ideas, views, opinions as well as, sharing their knowledge on Literature and Language. English Literature as a discipline is vast and varied. Through the SLMs, the learners are provided a detailed idea regarding the history of English Literature, the great literary writers and their works, the different genres of literature etc. As Grammar is an important component of reading English, special emphasis is laid on it by means of specially designed units to familiarize the learners with the important grammatical concepts and develop both their reading and writing skills.

5. INSTRUCTIONAL DESIGN:

5.1 Curriculum Design: Curriculum of the BA Programme in English has been designed by experts from the respective field of reputed Universities in the region, like Gauhati University, Guwahati, Dibrugarh University, Dibrugarh and Cotton University, Guwahati. The contents of the syllabi are regularly updated. While preparing the syllabi, UGC Model Syllabi and

syllabi of other Universities and recommendations of Madhava Menon Committee have been referred to.

5.2 Course Distribution: The semester-wise distribution of the different courses of the BA Programme with English as Major is as follows:

Semester I	**Semester II**	**Semester III**	**Semester IV**	**Semester V**	**Semester VI**
General English	MIL/Alternative English	Environmental Studies	Spoken English	English 1 (Major)	English 1 (Major)
English 1 (Elective 1)	English1 (Elective 1)	English 1 (Major)	English 1 (Major)	English 2 (Major)	English 2 (Major)
Elective 2	Elective 2	English 2 (Major)	English 2 (Major)	English 3 (Major)	English3 (Major)
Elective 3	Elective 3	Elective 2/3	Elective 2/3	English 4 (Major)	English 4 (Major)

In this regard, the following may be noted:

a) Major courses are offered from third semester onwards. (Structure of the English (Major) Programme is placed in Annexure I and detailed syllabi are presented in Annexure II)
b) The learners shall have to opt for three Elective subjects, out of which one can be opted as Major from third semester onwards. Out of the two remaining Elective courses, one has to be continued as Elective in the third and four semesters. A learner opting for Major in English has to study only Major courses in the fifth and sixth semesters. No pass course is offered to that learner in the fifth and sixth semesters.
c) Elective subjects offered under the BA Programme includes: Assamese, Economics, Education, English, History, Journalism and Mass Communication, Mathematics, Philosophy, Political Science, Sanskrit and Sociology.

5.3 Duration of the Programme: The BA Programme in English has six semesters and is of minimum 3 years. However, the maximum duration of the Programme is 8 years as stated below:

- Minimum Duration : 6 semesters (3 years).
- Maximum Duration : 8 years.

In case, a learner is not able to qualify a course in his/her first attempt, he/she shall have to qualify in the particular course within the next four attempts, subject to maximum duration of the study.

5.4 Credit Distribution: The Credit Distribution of the different courses of the BA Programme in KKHSOU with English as Major is as follows:

	Semester I	**Semester II**	**Semester III**	**Semester IV**	**Semester V**	**Semester VI**
Course	General English	MIL/Alternative English	Environment-al Studies	Spoken English	English1 (Major)	English1 (Major)
Credit	**4**	**4**	**4**	**4**	**4**	**4**
Course	English 1 (Elective 1)	English 1 (Elective 1)	English1 (Major)	English1 (Major)	English 2 (Major)	English 2 (Major)
Credit	**4**	**4**	**4**	**4**	**4**	**4**
Course	Elective 2	Elective 2	English 2 (Major)	English 2 (Major)	English 3 (Major)	English 3 (Major)
Credit	**4**	**4**	**4**	**4**	**4**	**4**
Course	Elective 3	Elective 3	Elective 2/3	Elective 2/3	English 4 (Major)	English 4 (Major)
Credit	**4**	**4**	**4**	**4**	**4**	**4**
Credits per semester	**16**	**16**	**16**	**16**	**16**	**16**

The overall weight age of the BA programme with English as Major is of 96 credits. The credit distribution of the different courses in the programme is as follows:

Courses	**Credits**
General English	4
MIL/Alt English	4
Environmental Studies	4
Spoken English	4
Elective 2/3	24
English (Major)*	56

*includes credits of two courses studied in first two semesters as an Elective subject.

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 study hours, a minimum of 10 percent, i.e., minimum 12 hours of counselling per course is offered to the learners at their respective study centres.

5.5 Home Assignment: Assignments are a part of the teaching-learning process and are compulsory. Assignments are evaluated and feedback is communicated to the learners by giving back the assignments with evaluator's comments. 20% marks in a course shall be for home assignment.

5.6 Faculty and Support Staff Requirement: The University currently has one Associate Professor and two Assistant Professors in the Department of English. The resources and support services within and outside the University are mobilised accordingly.

5.7 Instructional Delivery Mechanisms: The Self Learning Materials have been prepared keeping in view easy comprehension and systematic study of the learners. There are Self Checking Questions (with Answers) in each unit so as to enable the learners to check their progress on their own. The three basic domains of knowledge, viz., behavioural domain, cognitive domain and constructive domain are laid emphasis upon in the preparation of the SLMs. A few examples have been mentioned in the following table.

Domain of Knowledge	General Learning Tasks generally used	Contents in Self Learning Materials
Behavioural	• Memorising • Undertaking Routine Tasks • Learning arbitrary information • Learning rule systems • Invariable (Routine) learning procedures	• Study of Literature encompasses the need to remember certain important dates of revolutions, historic movements, the different ages of literature from Anglo-Saxon to the Post Modern periods,publication date of famous works, memorise poems, etc.All these shall contribute towards the learner's development in this domain of knowledge.
Cognitive	• Classifying • Concept learning • Problem-solving • Procedures • Reasoning and argument • Rules	• Concepts are a major factor towards the understanding of literature in general and literary and critical theories in particular. Learners shall be provided enough scope to cultivate their cognitive domain.
Constructive	• Case Studies • Complex Situations • Real-world Problem-solving	• Literature and society are closely related to each other. The programme shall definitely help the learners to tackle practical problems in their lives with critical reasoning and a broader outlook. Apart from this, the SLM on language and linguistics, grammar, etc. shall help the learners to express their opinions and views openly by developing their knowledge on grammar in written as well as spoken aspects.

5.8 Identification of media–print, audio or video, online, computer aided: All the learners are provided with Self Learning Materials, which is comprehensive in terms of contents in the syllabus. These learning resources are prepared with the help of resource persons from universities and colleges and are edited by experts in the respective field. Apart from the Print Self Learning Materials, audio and video materials on certain modules would also be offered to the learners. In addition, certain topics are also covered through community radio programmes broadcast through the *90.4Jnan Taranga* Community Radio Service of the University. *Eklavya*, a special educational programme launched by KKHSOU with the help of Prasar Bharati, Government of India is broadcast through Guwahati and Dibrugarh stations of

All India Radio. It also covers topics on the uses of English and literature in general. Live Phone-in-programme is broadcast by All India Radio, Guwahati every Thursday (9.15 am – 10.15 am). In this programme, learners get live support to their queries, while the general public can also interact with the officials/faculty members of the University on varied issues.Most of the Audio-Video programmes are also made available online through You Tube videos. All the Study centres of the University are connected with free phone services to enable the study centres to interact among themselves as well as, with the University in any matters.

5.9 Learner Support Services/ICT Support Services: ICT support is a major component of any ODL system of education. Some ICT-based support services provided by the university for the learners of BA in English are listed below:

a) **Website:** We have developed full-fledged official website www.kkhsou.in for our learners and general public. Here we have provided all necessary information to our learners. The Website is also linked with the social-networking site like Facebook (KKHSOU FB Official Group) for interaction among the learners, faculty members and stakeholders. The website also includes the customised study centre-search facility based on district or programme. And most of the Audio-Video programmes are also made available online through YouTube.

b) **Community Radio Service**: **Jnan Taranga** (90.4 MHz) of KKHSOU is the first Community Radio of the North Eastern part of the country. The Community Radio, being a platform for the community for taking up community issues, is also a platform to broadcast several educational programmes that includes debates, discussions, and talk shows.

c) **Ekalavya**: With the help of PrasarBharati, our University has launched a special educational programme namely ***Ekalavya.*** It is aired every Saturday from 8.00 PM to 8.30 PM through All India Radio, Guwahati and Dibrugarh.

d) **Akashvani Phone-in Programme:** Our University offers one hour live **phone-in** counselling programme through AIR, Guwahati and Dibrugarh where officers and experts from the University clarify queries of listeners/learners through the telephonic mode. The phone-in programme is aired every Thursday from 09.15 AM to 10.15 AM.

e) **e-SLM:** An e-learning portal by the name of e-SLM (http://eslm.kkhsou.in/) has been launched by the university. It is also a digital repository where the study materials are uploaded for the benefit of the learners. All the study materials of the programmes (including Bachelor's Degree, Master's Degree, etc.) can be accessed through this portal.

f) **Open Access Journals Search Engine (OAJSE):** To provide easy access to various open access journals across the world, KKHSOU has developed the Open Access Journals Search Engine (OAJSE), which is available for the users at the

URL www.kkhsou.in/library/oajse or http://oajse.kkhsou.in . OAJSE aims to cover journals in all subjects that are published in the English language. There are now 4,500+ journals in the directory.

g) **KKHSOU Mobile App:** Our University has developed a mobile application "KKHSOU" to help the learners to connect 24x7 with the university. It can be freely downloaded from Google Play Store (for android user).

h) **SMS and e-mail Alert Facility:** University has initiated an SMS and e-mail alert facility for learners regarding any news, events and learner-related information of the university.

i) **E-mail services:** Learners can mail their queries to any official/faculty member at the university's official mail id: info@kkhsou.in. Queries raised through this mail id will be readdressed by the concerned official/faculty member of the University.

j) **TV programme:** The University is going to initiate a half an hour live educational programme through a TV Channel **Prag-News** from June 2018. It will be telecast every Sunday at 8:30 am.

6. PROCEDURE FOR ADMISSIONS, CURRICULUM TRANSACTION AND EVALUATION:

6.1 Admission Procedure:

1. The admission for the academic session 2018-19 of the University will be through online mode. A learner who desires to take admission in KKHSOU will have to submit his/her application through the online admission link provided in the University website www.kkhsou.in. The learner has to carefully go through the instructions for filling up the online admission form and complete the process accordingly. In the online admission system, the learner has to register with his/her mobile no/email id, and has to carefully verify the subjects of his/her choice available in the respective study centres.
2. For admission to a particular programme, the course fee is to be paid through online transaction mode—i.e., through credit card/debit card/net banking or any other available online mode of payment.
3. The learner after successful submission of the online admission form has to take a print out and submit the same to the study centre for hard copies of SLMs.
4. The verification of online application form will be done in the University and after the completion of the verification process, the e-SLMs will be sent to the respective Email-id of the learner.
5. The learners who have submitted incomplete application may be given conditional admission at the University's discretion, subject to fulfillment of other eligibility criteria.
6. All the enrolled learners will be provided with registration nos, SLMs and Identity cards.

7. The learner who is unable to complete the programme within specified period is required to register himself/herself as a fresh learner by paying the requisite fee.

6.2 Continuous Admission:

1. Admission will have to be taken continuously in the programmes without any break. A learner will be allowed to appear in all the examinations, including back courses, within the stipulated time of a programme.
2. A learner will have to take admission to the next semester within one month from the last date of examination of the previous semester. It doesn't depend on whether the candidate appeared in the previous examination or not.
3. A learner will be allowed to take admission to the next semester beyond one month, but within two months from the last date of examination of the previous semester with a fine of Rs 500/-.
4. A learner may be allowed to take admission even after the issue of notification for filling up of examination forms, but such learners will be allowed to appear in the examination of that semester in the next year only.

6.3 Eligibility Criteria:

The eligibility criteria for admission into the Bachelor of Arts programme in English is as follows:

a) 10+2 or equivalent examination passed (in any Stream, including Vocational Stream) from a Council/ University recognised by UGC.
b) Diploma passed from Polytechnics in any branch.

6.4 Fee Structure:

The fee structure of the BA programme with English as Major is as follows:

Semester-wise Fee Structure

Semester	**Fee** (In Rupees)
First	2500.00
Second	2200.00
Third	2200.00
Fourth	2200.00
Fifth	2200.00
Sixth	2300.00
Total	**13,600.00**

The detail break-up of fee is made available in the Prospectus also.

6.5 Financial Assistance:

The University offers free education to jail inmates and different abled learners. At present, the University offers free of cost education to jail inmates in 16 jail study centres across the state. The University is in the process of including more number of jails in the Academic Session of 2018-19.

6.6 Refusal/Cancellation of Admission

Not with standing anything contained in the Prospectus/Information Brochure, the University reserves the right to refuse or cancel Admission of any Candidate.

6.7 Curriculum Transaction and Activity Planner:

An activity planner, that guides the overall academic activities in the BA programme (with Major) shall be made available prior to the admission schedule of the University.The newly constituted CIQA office as per UGC guidelines and the office of the Academic Dean would upload the Academic Plan and month wise Academic Calendar to enable the learners to plan their studies and activities accordingly.

6.8 The Evaluation System of the Programme:

a) The University adopts both ongoing and term end evaluation. Ongoing evaluation is conducted in two modes: internal and external. The internal evaluation is to be undertaken by the learner himself. For this, the University has designed some 'Check Your Progress' questions, which would help the learners to self-checktheir progress of study. However, this is undertaken at the learners' end themselves and is non-credit based. For overall evaluation of a course, the University follows the two types of evaluation:

   Continuous Evaluation (Home Assignments) : Weightage assigned 20%.
   Term End Evaluation (Semester-end Examinations): Weightage assigned 80%.

b) The learners have to submit the assignments within the schedule of a semester at the respective study centres. The counsellors at the study centres evaluate the assignments and return them to the learners with feedback.
c) Term end examinations are conducted on scheduled dates at select examinations centres. Evaluations are done by the external examiners at zonal centres. After evaluation, further scrutiny is done, followed by moderation. Results are declared within scheduled dates as laid down in the Activity Planner.
d) Learners would be able to get their scripts re-evaluated if they are not satisfied with evaluation.
e) Questions for the Semester End paper would be set as per the Evaluation policy of the University to have coverage of all the modules of the respective courses.
f) The University is in the process of using high security and eco-friendly synthetic (water proof and termite proof) papers for mark sheets and certificates. Moreover, useof interactive kiosk at study centres for issue of admits card and modification of the existing EDPS system for quick publication of results of examinations are also being planned. Similarly, introduction of biometric identity of learners is also being planned.

7. REQUIREMENTS OF THE LABORATORY SUPPORT AND LIBRARY RESOURCES:

7.1 Laboratory Support:

English being a theoretical discipline requires no laboratory services.

7.2 Library Resources:

The Central Library, Krishna KantaHandiqui State Open University plays a vital role in the collection, development and dissemination of academic, scientific and technical information to meet the present and future needs of the University.

The library remains open from 10.00 am to 5.00 pm on all working days. The library is fully computerized with an ILS (Integrated Library System) and also equipped with RFID (Radio-frequency Identification) technology.

The Central Library has the following resources-

Physical Resources:

Books-	18,164
Theses-	8
Report-	1
Journals-	35
Magazines-	12
News Papers-	5
Audio CD/DVD-	49
Video CD/DVD-	6
CD/DVD with Textual documents-	66

E-resources:

E-Journals: The Central Library of KKHSOU subscribed e-journals from JSTOR (www.jstor.org), and the resources are very much necessary for academic and research community of the University.

Digital Library: Digitization has become deeply embedded into every aspect of education today. Hence, the Central Library of KKHSOU has started the Digital Library initiative. The mission of the "Digital Library at KKHSOU" is to locate, digitize, preserve, collect and make accessible the accumulated wisdom of the institute's output to the global community. The resources of the Digital Library include Administrative Documents, Conference/Seminar Proceedings, Faculty Publications, Journal of Open Learning and Research Communication (JOLRC), KKHSOU in News and Media, Newsletters, Annual Reports, MPhil/PhD Theses, Public Lectures, Convocation Addresses, Working Papers, etc. URL: http://dlkkhsou.inflibnet.ac.in

Open Access Journals Search Engine (OAJSE): To provide easy access to various open access journal across the world, KKHSOU developed the Open Access Journals Search Engine (OAJSE) which is available for the users from the URL www.kkhsou.in/library/oajse or http://oajse.kkhsou.in

KKHSOU at Shodhganga: Krishna KantaHandiqui State Open University (KKHSOU) has joinedShodhganga for depositingtheses, which are available for the users from the URL http://shodhganga.inflibnet.ac.in/handle/10603/145533. Shodhganga repository is the reservoir of Indian intellectual output stored, hosted and maintained by the INFLIBNET Centre, an IUC of UGC.

8. COST ESTIMATES OF THE PROGRAMME 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 Expert Committee, honorarium to be 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.As regards, 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 BA Programme in English (Major).

8.1 Programme Development Cost: Rs. 14,98,500.00

The office of the Finance Officer of KKHSOU has worked out the following also.

a) SLM Development Cost for Under Graduate programme (English medium) per Unit Rs. 5,500/-
b) Printing Cost per SLM Rs. 56/-
c) Cost of CD per unit Rs. 23/-

8.2 Programme Delivery Cost:

The SLMs prepared have to be delivered to various study centres located at the far-flung remote areas. On an average, the University delivers about 15 kgs of study materials per student. The cost of delivery of 1 kg of such material is Rs.10. Accordingly, depending upon the number of candidates; the cost for the BA Programme in English (Major) will be provisioned by the University. The office of the Finance Officer has calculated the delivery cost of SLM per student at Rs. 150.00.

8.3 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, but will also benefit the learners of other programmes. The University will also bear the cost of organizing the meeting of Syllabus Revision Committee 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 Under Graduate programmes (Arts) per student is Rs. 600.00.

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

9. QUALITY ASSURANCE MECHANISM AND EXPECTED PROGRAMME OUTCOMES:

9.1 Quality Assurance Mechanism:

With regard to the quality concerns of the course materials, the department isinvolved in the following activities:

a) 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 expert Committee is helped by the in-house department faculties while preparing the framework of the programme.
b) The next step after the completion of the framework preparation is the allotment of the assigned papers (which is again composed of 15 units) to the assigned authors. The in-house faculties prepare a carefully chosen list of authors for the task. The in-house faculties also contribute their writings, besides the outsourced authors, who are mostly research scholars and faculty members from higher educational institutions.
c) Before the written units are sent to external Editors, extensive in-house editing is done by the faculty members of the department.
d) The content editors are then roped in for the next round. The content editors, who are mostly academics from reputed higher educational institutions, look into the contents of the units and provide their suggestions and feedbacks to be included by the coordinator of the programme.
e) The edited units are compiled, revised and sent for printing. Professional proof readers play a part in the final stage of the quality assurance mechanism. The CRC is proof-checked at least thrice before final printing of the SLMs.

f) The next step is that of printing and distributing the SLMs to the respective study centres. Arrangements would be made to distribute the SLMs to the learners at the time of admission.
g) Newly established CIQA office will take care of the following 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
h) In order to keep the programme updated, the programme would berevised and necessary changes would be incorporated for the benefit of the learners, based onthe inputs received from the mechanism as mentioned above.

9.2 Expected Programme Outcomes:

The outcomes of the programme are manifold:

a) It is highly expected that the learners will be enriched with a thorough and comprehensive knowledge onthe various writers and significant works of English literature and become acquaintedwith the varied uses of English language, as well as, acquire relevant skills after their successful completion of the programme.
b) Further, the learners can opt for careers in academics, publishing houses, media and journalism and various other pursuits such as writing, blogging etc.

Annexure I

PROGRAMMESTRUCTURE

The BA programme with English as Major has a total of 14 courses. The evaluation framework for each course comprises assignments and semester-end test. The courses are as follows:

	Course	Title of the Course	Marks	Credit
Semester 1	Course 1	Foundation Course in English (As Elective)	20+80	4
Semester 2	Course 1	Poetry (As Elective)	20+80	4
Semester 3	Course 1	From Language to Literature	20+80	4
	Course 2	History of English Literature	20+80	4
Semester 4	Course 1	Prose	20+80	4
	Course 2	English Poetry from Medieval to Modern	20+80	4
Semester 5	Course 1	Short Story	20+80	4
	Course 2	English Novels	20+80	4
	Course 3	Non-Fictional Prose	20+80	4
	Course 4	Drama	20+80	4
Semester 6	Course 1	Uses of English	20+80	4
	Course 2	Introduction to Language and Linguistics	20+80	4
	Course 3	Literary Criticism: Ancient to Modern	20+80	4
	Course 4	Indian English Literature(Option A)	20+80	4
		American Literature (Option B)		

Annexure II

Detailed Coursewise Syllabus of BA in English (Major) Programme

SEMESTER 1

COURSE 1: FOUNDATION COURSE IN ENGLISH
GEG S1 01

Block 1:

Unit 1: Parts of Speech I
Grammatical Units of a Sentence, Formal and Functional Constituents of a Sentence, Parts of Speech and Formation of Parts of Speech

Unit 2: Parts of Speech II
Nouns, Pronouns, Determiners and their types, Verb and Verb Types

Unit 3: Parts of Speech III
Adjectives and Adverbs, Prepositions, Functions of Prepositions, Conjunctions and Interjections

Unit 4: Time and Tense I
Introduction, Time and Tense– Simple, Simple Past, Future Form, Aspect– Perfective, Progressive, Perfect Progressive

Unit 5: Time and Tense II
Passive Verb Forms– Differences in Active and Passive Forms, Modal Verbs with Passives, Change of Voice in Interrogative Sentences

Unit 6: Vocabulary
Importance of Vocabulary, Types of Vocabulary– Reading, Listening, Speaking and Writing

Unit 7: Punctuation
Uses of Punctuation, Examples and Exercises

Unit 8: Synthesis and Transformation of Sentences
Introduction, Defining Synthesis, Combining Sentences, Transformation of Sentences from Affirmative to Negative, Assertive to Interrogative, Assertive to Imperative, Assertive to Exclamatory, Simple to Compound, Degrees of Comparison, Samples and Exercises

Block 2:

Unit 9: Phrases and Idioms
Introduction, Defining Phrases and Idioms, Samples and Exercises

Unit 10: Common Errors
Introduction, Errors of Concord, Errors of Construction, Errors of Order, Errors in Prepositions, Errors in Conjunctions, Samples and Exercises

Unit 11: Basic Remedial Grammar I
Introduction, Uses and Interrogatives with 'There', Uses and Distinction between 'There' and 'It', Emphasis on 'Cleft Sentence' and 'Pseudo-Cleft Sentence'

Unit 12: Basic Remedial Grammar II
Introduction, Glossary: Active Voice to Base Form, Clause to Direct Speech, Ellipses to Irregular Verbs, Lexical Verb to Word

Unit 13: Précis Writing
Introduction, Meaning of Précis, Writing a Précis, Samples and Exercises

Unit 14: Note-Taking
Introduction, Note-Taking and Note-Making, Skimming and Scanning a Piece of Text, Format and Samples of Note-Making

Unit 15: Story-Writing
Introduction, Defining Story Writing, Writing a Title, Examples, Exercises

SEMESTER 2

COURSE 1: POETRY

GEG S2 01

Block 1:

Unit 1: Introducing English Poetry
Introduction: Reading English Poetry, A Brief History of English Poetry and English Poetry in the Twentieth Century

Unit 2: William Wordsworth: Life and Works
William Wordsworth: The Poet, His Life and Works

Unit 3: William Wordsworth: "Composed Upon Westminster Bridge, September 3, 1802"
Introduction, Text of the Poem, Context of the Poem, Explanation of the Poem andPoetic Techniques

Unit 4: W.B. Yeats: Life and Works
W.B. Yeats: The Poet, His Life and Works

Unit 5: W.B Yeats: "Easter 1916"
Introduction, Text of the Poem, Context of the Poem, Explanation of the Poem and Poetic Techniques

Unit 6: Introducing American Poetry
Introduction, A Brief Overview of American Poetry, Major American Poets and their Works

Unit 7: Emily Dickinson: Life and Works
Emily Dickinson: The Poet, Her Life and Works

Unit 8: Emily Dickinson: “Because I Could Not Stop for Death”
Introduction, Text of the Poem, Explanation of the Poem, Style and Language, and Poetic Techniques

Block 2:

Unit 9: Robert Frost: Life and Works
Robert Frost: The Poet, His Life and Works

Unit 10: RobertFrost: “The Road Not Taken”
Introduction, Text of the Poem, Context of the Poem, Explanation of the Poem, Style and Language, and Poetic Techniques

Unit 11: Introducing Indian English Poetry
Introduction, A Brief Overview of Indian English Poetry, Major Indian English Poets and their Works

Unit 12: Kamala Das: Life and Works
Kamala Das: The Poet, Her Life and Works

Unit 13: Kamala Das: “Introduction”
Introduction, Text of the Poem, Context of the Poem, Explanation of the Poem andPoetic Techniques

Unit 14: JayantaMahapatra: Life and Works
JayantaMahapatra: The Poet, His Life and Works

Unit 15: JayantaMahapatra: “Dawn at Puri”
Introduction, Text of the Poem, Context of the Poem, Explanation of the Poem, Style and Language, Poetic Techniques

SEMESTER 3

COURSE 1: FROM LANGUAGE TO LITERATURE

GEG S3 01

Block 1:

Unit 1: Language of Literature
Introduction, Defining Literature, Literary Devices, Stylistic Devices, Literature as a Language Event, Notion of Literariness

Unit 2: Semantics
Introduction, Meaning, Elements of Meaning, Thematic Meaning, Sources of Meaning, Lexical Semantics: Sense Relations

Unit 3: Pragmatics
Introduction, The Scope of Pragmatics, Deixis, Conversational, Implicature,Presupposition, Performatives

Unit 4: Text and Discourse
Introduction, Sentence Text and Discourse, Qualities of aText, The Structure of Discourse

Unit 5: Applied Linguistics
Introduction, The Nature and Scope of Applied Linguistics, Second Language Learning, Contrastive Analysis, Error Analysis

Unit 6: Stylistics
Introduction, The Nature and Scope of Stylistics, Stylistics and Literary Criticism, Formal Poetic and Prose Style, Stylistic Analysis of Poetry

Unit 7: Interpreting Literature
Introduction, Defining Literature, The Basic Forms of Literature, Interpreting Works of Literature

Block 2:

Unit 8: Approaches to the Study of Literature (Part I)
Introduction, Language and Meaning, Author, Texts and Contexts, Intended Meaning, Meaning perceived by Readers

Unit 9: Approaches to the Study of Literature (Part II)
Introduction, Historicism, Politics of Culture and Interpretation,Gender Issues, Issues of Race

Unit 10: Approaches to the Study of Indian Literature
Introduction to Indian English Literature, Major Literary Forms and Works, Prominent Indian English Writers

Unit 11: Interpreting Poetry
Introduction, Defining Poetry, Language and Syntax in Poetry,Use of Words in Poetry, Interpretation of a Poem

Unit 12: Interpreting Drama
Introduction, Defining Play, Types of Drama, The Theory of Drama, Component Parts of a Play, Modes of Theatrical Representation

Unit 13: Interpreting Novel
Introduction, Defining Novel, Characteristics of Novel, Major Types of Novel, Setting Space and Time, Points of View and Use of Perspectives

Unit 14: Interpreting Short Story
Introduction, Defining Short Story, Basic Characteristics of a ShortStory, Elements of a Short Story

Unit 15: Interpreting Travel Writing
Introduction, Travel Writing as a Literary Form, Travel Writers and Travel Writing, Some, Assamese Travel Writers, Two Distinct Types of Travel Writing

COURSE 2: HISTORY OF ENGLISH LITERATURE

GEG S3 02

Block 1:

Unit 1: From the Anglo-Saxon to the Medieval
Introduction to the Anglo-Saxon Period, Major Literary Forms- Anglo-Saxon Poetry, Anglo-Saxon Prose, Anglo-Norman Literature

Unit 2: The Medieval Age
Introduction to the Medieval Age, Literary Features of the Age, Major Literary Forms- Poetry, Drama, Prose, and Important Writers

Unit3: The Role of the Church
Introduction, Role of the Church in the Medieval Age, Influence of the Church on Medieval Literature

Unit 4: The Renaissance (Part I)
Introduction to the Renaissance, Intellectual Context of the Renaissance and Impact of the Renaissance on English Literature

Unit 5: The Renaissance(Part II)
Introduction, Major Literary Forms in the Renaissance, Important Writers, and the Renaissance Ideal

Unit 6: The Restoration Age I
Introduction to the Restoration Age, Literary Features of the Age, Major Literary Forms- Poetry, Drama, Prose, and Important Writers

Unit 7: The Neoclassical Age (Part I)
Introduction to the Neo-classical Age, Socio-cultural Context and Literary Features of the Age

Unit 8: The Neoclassical Age (Part II)
Introduction, Major Literary Forms in the Neo-classical Age, the Age of Prose, and Important Writers

Block 2:

Unit 9: The Romantic Age (Part I)
Introduction to the Romantic Age, Major Literary Features of the Age,Major Literary Forms –Poetry, Periodical Essay, Literary Criticism and Fiction

Unit 10: The Romantic Age (Part II)
Introduction, Important Writers of the Romantic Age and their Works

Unit 11: The Victorian Age (Part I)
Introduction to the Victorian Age, Features of the Age, Major Literary Forms- Novel, Poetry and Prose

Unit 12: The Victorian Age(Part II)
Introduction, Important Writers of the Victorian Age and their Works

Unit 13: Imperialism and Colonialism
Introduction to Imperialism and Colonialism, Impact of Imperialism and Colonialism on English Literature and Indian English Literature

Unit 14: The Modern Age (Part I)
Introduction to the Modern Age, Literary Features of the Age, Major Literary Forms- Poetry, Non-Fiction, Drama, Fiction and Literary Criticism, and important Writers

Unit 15: The Modern Age (Part II)
Introduction, Impact of the World Wars on English Literature, Important Post-War Writers and their Works

SEMESTER 4

COURSE 1: PROSE

GEG S4 01

Block 1:

Unit 1: The Essay as a Genre
Introduction to Essay as a Literary Form, Characteristics of the Essay, Some Famous Essayists

Unit 2: Francis Bacon: Life and Works
Introduction, Francis Bacon: The Essayist, His Life and Works, Reading Bacon's *Essays*

Unit 3: Francis Bacon: "Of Garden"
Introduction, Explanation of the Essay, Major Themes, Style and Language

Unit 4: A. G. Gardiner: Life and Works
Introduction, A.G Gardiner: The Essayist, His Life and Works

Unit 5: A.G. Gardiner: "On Saying Please"
Introduction,Explanation of the Essay, Key Issues in the Text, Technique, Style and Language

Unit 6: Jawaharlal Nehru: Life and Works
Introduction, Jawaharlal Nehru as an Essayist, His Life and Works

Unit 7: Jawaharlal Nehru: "Animals in Prison"
Introduction,Context of the Essay, Explanation of the Essay, Major Themes, Style and Language

Block 2:

Unit 8: Amitav Ghosh: Life and Works
Introduction, Amitav Ghosh as an Essayist, His Life and Works

Unit 9: Amitav Ghosh: "Diaspora in Indian Culture"
Introduction, Context of the Essay, Explanation of the Essay, Major Themes, Style and Language

Unit 10: F. MaxMüller: "What Indian Can Teach Us?"
Introduction, F. Max Müller: The Orientalist, His Life and Works, Explanation of the Essay, Major Themes and Narrative Style

Unit 11: George Orwell: "Politics and the English Language"
Introduction, George Orwell as an Essayist, Explanation of the Essay, Major Themes, Style and Language

Unit 12: C.P. Snow: "Ramanujan"
Introduction, C.P. Snow: Life and Works, G.H. Hardy: The Mathematician behind Ramanujan, Explanation of the Essay, Major Themes and Key Issues, Style and Language

Unit 13: Virginia Woolf: Life and Works
Introduction, Virginia Woolf as an Essayist, Her Life and Works, Overview of the Text: *A Room of One's Own*, Introducing Chapter 1

Unit 14: Virginia Woolf: Chapter 1 from *A Room of One's Own*
Introduction, Explanation of the Text, Major Themes, Style and Language

Unit 15: "On Film" (Extracts from *Elements of Literature*)
Introduction, Film and its Mechanism- Shots and images in Film, Reading the Images shown on Screen, the idea of Verisimilitude, the Production of Movie as a Uniform Procedure, Film Editing

COURSE 2: ENGLISH POETRY FROM MEDIEVAL TO MODERN

GEG S4 02

Block 1:

Unit 1: Geoffrey Chaucer: "Prologue to Canterbury Tales"
Introduction, Geoffrey Chaucer as a Poet, His Life and Works, Text and Context of the Prologue, Explanation of the Poem,Style and Language, and Poetic Techniques

Unit 2: William Shakespeare: "Sonnet 65"&"Sonnet 144"
Introduction, William Shakespeare as a Poet, His Life and Works, Text of the Sonnets, Explanation of the Sonnets, and Poetic Techniques

Unit 3: John Donne as a Metaphysical Poet
Introduction, Metaphysical Poetry, Donne as a Metaphysical Poet, Other Important Practitioners

Unit 4: John Donne: "The Good Morrow" and "The Canonisation"
Introduction, Text of the Poems, Explanation of the Poems, Style and Language

Unit 5: John Milton: Invocation to *Paradise Lost*, Book I
Introduction, John Milton as an Epic Poet, His Life and Works, Text and Context of the Poem, Explanation of the Poem, Poetic Techniques, and Style and Language

Unit 6: Alexander Pope: Extract from "The Rape of the Lock" –"Belinda's Dressing Room"
Introduction, Alexander Pope as a Poet, His Life and Works, Context of the Poem, Explanation of the Poem, Major Themes, Style and Language

Unit 7: John Dryden: Extract from "Mac Flecknoe"
Introduction, John Dryden as a Poet, his Life and Works, Selected Extract from "Mac Flecknoe", Explanation of the Poem, and Poetic Style

Unit 8: William Blake: "The Tyger"
Introduction, William Blake as a Poet, His Life and Works, Text and Context of the Poem, Explanation of the Poem, Poetic Techniques and Style and Language

Block 2:

Unit 9: Samuel Taylor Coleridge: "Love" (from *Lyrical Ballads*)
Introduction, S.T. Coleridge as a Poet, His Life and Works, Text of the Poem, Explanation of the Poem, Major Themes, Poetic Style

Unit 10: Robert Browning: "My Last Duchess"
Introduction, Robert Browning as a Poet, His Life and Works, Text of the Poem, Explanation of the Poem, and Poetic Style

Unit 11: Alfred Tennyson: "Ulysses"
Introduction, Alfred Tennyson as a Poet, His Life and Work, Text of the Poem, Explanation of the Poem, and Poetic Style

Unit 12: T S Eliot: "Preludes"
Introduction, T.S. Eliot as a Poet, His Life and Works, Text of the Poem, Explanation of the Poem, and Poetic Style

Unit 13: W H Auden: "In Memory of W B Yeats"
Introduction, W.H. Auden as a Poet, His Life and Works, Text of the Poem, Explanation of the Poem, and Poetic Style

Unit 14: Philip Larkin: "Church Going"
Introduction, Philip Larkin as a Poet, His Life and Works, Text of the Poem, Explanation of the Poem, and Poetic Style

Unit 15: Ted Hughes: "November"
Introduction, Ted Hughes as a Poet, His Life and Works, Text of the Poem, Explanation of the Poem, Major Themes and Poetic Style

SEMESTER 5

COURSE 1: SHORT STORY

GEG S5 01

Block 1:

Unit 1: Short Story as a Genre
Introduction, Origin and Development, Short Story as a Literary Form, Characteristics of Short Story, Some Famous Short Story Writers

Unit 2: Aesop's Fables
Introduction, Introducing Aesop's Fables: "The Fox and the Crow", "The Wind and the Sun", "Hercules and the Waggoner", Themes, Style and Language

Unit 3: Leo Tolstoy: "Three Questions"
Introduction, Leo Tolstoy: His Life and Works, Explanation of the Short Story, Major Themes, Style and Language

Unit 4: O' Henry: "The Last Leaf"
Introduction, O' Henry: His Life and Works, Explanation of the Short Story, Major Themes, Style and Language

Unit 5: Anton Chekhov: "The Bet"
Introduction, Anton Chekhov: His Life and Works, Explanation of the Short Story, Major Themes, Style and Language

Unit 6: Guy De Maupassant: "The Necklace"
Introduction, Guy De Maupassant: His Life and Works, Explanation of the Short Story, Major Themes, Style and Language

Unit 7: Katherine Mansfield: "A Cup of Tea"
Introduction, Katherine Mansfield: Her Life and Works, Explanation of the Short Story, Characterisation, Major Themes, Style and Language

Unit 8: D.H. Lawrence: "Odour of Chrysanthemums"
Introduction, D. H. Lawrence: His Life and Works, Context and Explanation of the Short Story, Major Themes, Style and Language

Block 2:

Unit 9: Arthur Clarke: "Nine Billion Names of God"
Introduction, Arthur Clarke: His Life and Works, Explanation of the Short Story, Major Themes, Style and Language

Unit 10: PunyakanteWijenaike: "Monkeys"
Introduction, PunyakanteWijenaike: Her Life and Works, Explanation of the Short Story, Major Themes, Style and Language

Unit 11: Alphonse Daudet: "The Last Lesson"
Introduction, Alphonse Daudet: His Life and Works, Explanation of the Short Story, Major Themes, Style and Language

Unit 12: Amrita Pritam: "The Weed"
Introduction, Amrita Pritam: Her Life and Works, Background and Explanation of the Short Story, Major Themes and Characters, Style and Language

Unit 13: R. K. Narayan: "The Doctor's Word"
Introduction, R. K. Narayan: His Life and Works, Explanation of the Short Story, Major Themes, Style and Language

Unit 14: Mamang Dai: "The River" (from *The Legends of Pensam*)
Introduction, Mamang Dai: Her Life and Works, Explanation of the Short Story, Major Themes, Style and Language

Unit 15: Ruskin Bond: "The Blue Umbrella"
Introduction, Ruskin Bond: His Life and Works, Explanation of the Short Story, Major Themes, Style and Language

COURSE 2: ENGLISH NOVELS

GEG S5 02

Block 1:

Unit 1: Rise of the Novel
Introduction, Rise of theEnglish Novel, Some Significant Novelists and their works

Unit 2: Daniel Defoe: *Robinson Crusoe* (Part I)
Introduction, Daniel Defoe: The Novelist, His Life and Works, Context and Summary of the Novel
Unit 3: Daniel Defoe:*Robinson Crusoe*(Part II)
Introduction, Reading the Novel, Major Themes, Major Characters, Narrative Style, and Critical Reception

Unit 4: Jane Austen: *Pride and Prejudice* (Part I)
Introduction, Jane Austen: The Novelist, Her Life and Works, Context and Summary of the Novel

Unit 5: Jane Austen: *Pride and Prejudice* (Part II)
Introduction, Reading the Novel, Major Themes, Major Characters, Narrative Style, and Critical Reception

Unit 6: Emily Bronte: *Wuthering Heights* (Part I)
Introduction, Emily Austen: The Novelist, Her Life and Works, Context and Summary of the Novel

Unit 7: Emily Bronte: *Wuthering Heights*(Part II)
Introduction, Reading the Novel, Major Themes, Major Characters, Narrative Style, and Critical Reception

Block 2:

Unit 8: George Eliot: *Middlemarch*(Part I)
Introduction, George Eliot: The Novelist, Her Life and Works, Context and Summary of the Novel

Unit 9: George Eliot: *Middlemarch*(Part II)
Introduction, Reading the Novel, Major Themes, Major Characters, Narrative Style, and Critical Reception

Unit 10: Charles Dickens: *Oliver Twist*(Part I)
Introduction, Charles Dickens: The Novelist, His Life and Works, Context and Summary of the Novel

Unit 11: Charles Dickens: *Oliver Twist* (Part II)
Introduction, Reading the Novel, Major Themes, Major Characters, Narrative Style, and Critical Reception

Unit 12: Joseph Conrad: *Lord Jim*(Part I)
Introduction, Joseph Conrad: The Novelist, His Life and Works, Context and Summary of the Novel

Unit 13: Joseph Conrad: *Lord Jim*(Part II)
Introduction, Reading the Novel, Major Themes, Major Characters, Narrative Style, and Critical Reception

Unit 14: Virginia Woolf: *Mrs Dalloway*(Part I)
Introduction, Virginia Woolf: The Novelist, Her Life and Works, Context and Summary of the Novel

Unit 15: Virginia Woolf: *Mrs Dalloway*(Part II)
Introduction, Reading the Novel, Major Themes, Major Characters, Narrative Style, and Critical Reception

COURSE 3: NON-FICTIONAL PROSE

GEG S5 03

Block 1:

Unit 1: Francis Bacon: "Of Goodness and Goodness of Nature"
Introduction, Francis Bacon: His Life and Works, Explanation of the Text, Major Themes, and Style and Language

Unit 2: Joseph Addison: "Sir Roger at Home" (Part I)
Introduction, Joseph Addison: His Life and Works, and a brief note on Periodical Essay

Unit 3: Joseph Addison: "Sir Roger at Home" (Part II)
Introduction, Explanationof the Text, Major Themes, Style and Language, and Critical Reception

Unit 4: Charles Lamb: "Dream Children" (Part I)
Introduction, Charles Lamb: His Life and Works, and a brief note on Personal Essay

Unit 5: Charles Lamb: "Dream Children" (Part II)
Introduction, Explanationof the Text, Major Themes, Style and Language, and Critical Reception

Unit 6: Samuel Johnson: "Life of Cowley"
Introduction, Samuel Johnson: His Life and Works, Explanation of the Text, Major Themes, Style and Language, and Critical Reception

Unit 7: Mahatma Gandhi: "Playing the English Gentleman" (Chapter 15from *The Story of My Experiments with Truth"*)
Introduction, Mahatma Gandhi: His Life and Works, Explanation of the Text, Major Themes, Style and Language, and Critical Reception

Unit 8: John Stuart Mill: "Miscellaneous Youth"(Chapter VII from *Autobiography*)
Introduction, John Stuart Mill: His Life and Works, Explanation of the Text, Major Themes, Style and Language, and Critical Reception

Unit 9: Nirad C.Chaudhuri: "Shakespeare in Today's England"
Introduction, Nirad C.Chaudhuri: His Life and Works, Explanation of the Text, Major Themes, Style and Language, and Critical Reception

Block 2:

Unit 10: Bertrand Russell: "The Impulse to Power"
Introduction, Bertrand Russell: His Life and Works, Explanation of the Text, Style and Language, and Critical Reception

Unit 11: Anne Frank: Selected Entries from *The Diary of a Young Girl*(Part I)
Introducing Anne Frank, Significance of her Diary

Unit 12: Anne Frank: Selected Entries from *The Diary of a Young Girl*(Part II)
Introduction, Text of the Entries, Explanation of the Text, Major Themes, Style and Language, and Critical Reception

Unit 13: Robert Browning: Selected Letters to Elizabeth Barrett Browning (Part I)
Introduction, Robert Browning: His Life and Works, Letters of Browning

Unit 14: Robert Browning: Selected Letters to Elizabeth Barrett Browning (Part II)
Introduction, Text of the Selected Letters, Explanation of the Letters, Major Themes, Style and Language, and Critical Reception

Unit 15: A.G. Gardiner: On Letter Writing
Introduction, A.G. Gardiner: His Life and Works, Explanation of the Text, Major Themes, Style and Language, and Critical Reception

COURSE 4: DRAMA
GEG S5 04

Block 1:

Unit 1: *Everyman*
Introduction to Morality Plays, Everyman as a Morality Play, Explanation of the Text, Major Themes, and Major Characters

Unit 2: Christopher Marlowe: *Doctor Faustus* (Part I)
Introduction, Christopher Marlowe: His Life and Works, Background and Summary of the Play

Unit 3: Christopher Marlowe: *Doctor Faustus* (Part II)
Reading the Play, Major Themes, Major Characters, Style and Language, and Critical Reception

Unit 4: William Shakespeare: *Hamlet* (Part I)
Introduction, William Shakespeare: His Life and Works, Background and Summary of the Play

Unit 5: William Shakespeare: *Hamlet* (Part II)
Reading the Play, Major Themes, Major Characters, Style and Language, and Critical Reception

Unit 6: Oliver Goldsmith: *She Stoops to Conquer* (Part I)
Introduction, Oliver Goldsmith: His Life and Works, Background and Summary of the Play

Unit 7: Oliver Goldsmith: *She Stoops to Conquer* (Part II)
Reading the Play, Major Themes, Major Characters, Style and Language, and Critical Reception

Block 2:

Unit 8: Henrik Ibsen: *A Doll's House* (Part I)
Introduction, Henrik Ibsen: His Life and Works, Background and Summary of the Play

Unit 9: Henrik Ibsen: *A Doll's House* (Part II)
Reading the Play, Major Themes, Major Characters, Style and Language, and Critical Reception

Unit 10: William J. Synge: *Playboy of the Western World* (Part I)
Introduction, William J. Synge: His Life and Works, Background and Summary of the Play

Unit 11: William J. Synge: *Playboy of the Western World* (Part II)
Reading the Play, Major Themes, Major Characters, Style and Language, and Critical Reception

Unit 12: Harold Pinter: *Birthday Party* (Part I)
Introduction, Harold Pinter: His Life and Works, Background andSummary of the Play

Unit 13: Harold Pinter: *Birthday Party* (Part II)
Reading the Play, Major Themes, Major Characters, Style and Language, and Critical Reception

Unit 14: Luigi Pirandello: *Six Characters in Search of an Author*(Part I)
Introduction, Luigi Pirandello: His Life and Works, Background andSummary of the Play

Unit 15: Luigi Pirandello: *Six Characters in Search of an Author*(Part II)
Reading the Play, Major Themes, Major Characters, Style and Language, and Critical Reception

SEMESTER 6

COURSE 1: USES OF ENGLISH
GEG S6 01

Block 1:

Unit1: Structure of Writing in English
Introduction, Cohesive Structure of Writing, Structure of Paragraphs, Writing Process of Paragraphs, Structure of Essays and Article, and Editing

Unit 2: English for News Writing
Introduction, Language and Style of Indian Media,Print, Cyber, Radio, and Television Media

Unit 3: Column Writing
Introduction to Column Writing, Significance of Column Writing, and Examples

Unit 4: Press Release
Introduction to Press-Release, Tips to Write a Press Release, Format of Press Release, and Examples

Unit 5: Letter Writing
Introduction to Letter Writing, Types of Letters, Tips to Letter Writing, and Examples

Unit 6: English for Business Communication
Introduction, Defining Communication, Significance of Communication, Types and Channels of Communication, Process of Communication, Communication Network, Communication Media and Methods, Barriers of Communication

Unit 7: Advertisement Writings
Introduction, Defining Advertisement, Key Concepts of Advertising, Copywriting, Radio Copy, and Television Copy

Block 2:

Unit8: Science Write-up
Introduction, Defining Science Write up, Tips to Write a Science Write-up, and Examples

Unit 9: Opinion Writing
Introduction, Facts and Opinions, Strategies for Opinion Writing, Organising Information, Article Writing, Review Writing and Letters-to-Editor

Unit 10: Review Writing
Introduction, Defining Review Writing, Techniques of Writing Book, Film, Play and Musical Reviews

Unit11: Translation
Introduction, Translation Procedures, Strategies and Methods, Translating Culture specific Concepts, Translation from L_1 TO L_2

Unit12: Editing and Proof Reading
Introduction, Processes of Editing and Proofreading, The Various Stages of Editing and Proof-reading, revising your Writing

Unit13: Writing your Resume
Introduction, Defining a Resume, Basics of Resume Writing—for Print and Electronic Formats, Types of Resume, Examples

Unit14: Writing Personal Letters
Introduction, Defining Personal Letters, Various Typesof Personal Letters- Apologies, Writing to Children, Condolences, Congratulations, Fan mail, General friendship & thank you letters, Polite requests etc.

Unit 15: Employment Correspondence
Introduction, Job Applications, Rejections, Letters of Resignation, Complimenting an Employee, Reprimands, and Dismissals

COURSE 2: INTRODUCTION TO LANGUAGE AND LINGUISTICS
GEG S6 02

Block 1:

Unit 1: The English Language: History and Concepts I
Introduction, Early Theories of Language, Origins of the English Language —Anglo Saxon Period, Middle English Period, Modern English Period

Unit 2: The English Language: History and Concepts II
Introduction, Language Change—Vocabulary, Grammar, Spelling and Pronunciation, Basic Concepts of Language- Arbitrariness, Base, Comparative Philology, Dialects, Standard Language

Unit 3: Language and Linguistics
Introduction, Defining Linguistics, Language in Context and Analysis of Language Form

Unit 4: Morphology
Introduction, Definition of Morphology, The Morpheme—Free Morphemes, Bound Morphemes, Morphs and Allomorphs; Morphological Analysis of Words—Lexical Words and Grammatical Words, Simple, Complex and Compound Words, Affix, Stem and Root, Inflectional and Derivational Morphology

Unit 5: Syntax
Introduction, Word Formation, Meaning of Syntax, and Immediate Constituent Analysis

Unit 6: Phonetics
Introduction, Defining Phonetics, Acoustic Phonetics, Auditory Phonetics, Articulatory Phonetics and the Speech Sounds

Unit7: Phonology
Introduction, Defining Phonology, Major Concepts of Phonology- Phone, Phoneme, Allophone, Stress, Accent and Rhythm, and Intonation

Unit 8: Issues in the Pronunciation of English
Introduction, The Speech Mechanism, The Respiratory System, The Phonatory System, The Articulatory System, and Received Pronunciation (RP)

Block 2:

Unit 9: Vowels and Consonants
Introduction, Defining the Term 'Vowel', Criteria for Describing Vowels, The Pure Vowels, Diphthongs,The Term 'Consonant', Criteria for Describing Consonants, Plosives, Affricates, Fricatives, Nasals, Laterals, Frictionless Continuant, and Semi-Vowels

Unit 10: Stress, Rhythm and Intonation I
Introduction, Word Stress, Various Stress Patterns, Stress in Compound Words, and Grammatical Function of Stress

Unit 11: Stress, Rhythm and Intonation II
Introduction, Sentence Stress and Rhythm Contractions, Weak Forms, Intonation- Tone Group, Falling Tone, Rising Tone, and Fall-rise

Unit 12: Rhetoric
Introduction, Defining Rhetoric, Figures of Speech—Based on Similarity, Association, Contrast or Difference, Figures Based on Imagination, Indirectness, Sound, and Construction

Unit 13: Prosody
Introduction, Defining Prosody, Syllable and Accent, Foot or Measure, Rhythm and Metre

Unit 14: Stylistics I
Introduction, Defining Stylistics, History of Stylistics, Stylistics of Poetry-Syllables and Metre, Rhyme and Stanza, Stylistics of Prose Fiction and Play

Unit 15: Stylistics II
Introduction, Contributions of Roman Jakobson, Viktor Shklovsky, Vladimir Propp, A.J. Greimas, and TzvetanTodorov etc.

COURSE 3: LITERARY CRITICISM: ANCIENT TO MODERN
GEG S6 03

Block 1:

Unit 1: Literary Criticism: An Introduction
Introduction, Greek Criticism, Roman Criticism, Important Roman Critics

Unit 2: Aristotle: *Poetics*(Part I)
Introduction, Aristotle: His Life and Works, Aristotle as a Critic

Unit 3: Aristotle: *Poetics*(Part II)
Introduction, Reading Aristotle's *Poetics*, Explanation of the Text, and Major Concepts

Unit 4: Horace: "ArsPoetica"
Introduction, Reading "ArsPoetica", Explanation of the Text, and Major Concepts

Unit 5: Longinus: *On the Sublime*
Introduction, Longinus: His Life and Works, Reading *On the Sublime*—the Defects of Style, Sources of the Sublime, and Longinus as a Critic

Unit 6: John Dryden: "An Essay on Dramatic Poesie"
Introduction, John Dryden: His Life and Works, Explanation of the Text, Dryden as a Critic

Unit 7: Alexander Pope: "An Essay on Criticism"
Introduction, Alexander Pope: Life and Works, Reading Pope's "An Essay on Criticism", Pope as a Critic

Unit 8: William Wordsworth: *Preface to Lyrical Ballads*
Introduction, William Wordsworth: His Life and Works, Reading Wordsworth's "Preface" to *Lyrical Ballads*, Wordsworth as a Critic

Block 2:
Unit 9: Samuel Taylor Coleridge: "Fancy and Imagination" (from *Biographia Literaria*)
Introduction, S.T. Coleridge: His Life and Works, Reading Coleridge's *Biographia Literaria,* Coleridge as a Critic

Unit 10: Mathew Arnold: "Study of Poetry"
Introduction, Mathew Arnold: HisLife and Works, ReadingArnold's "Study of Poetry", Matthew Arnold as a Critic

Unit 11: T.S. Eliot: "Tradition and Individual Talent"
Introduction, T.S. Eliot: His Life and Works,Reading Eliot's "Tradition and Individual Talent", Eliot as a Critic

Unit 12: New Criticism
Introduction to New Criticism, Important New Critical Thinkers and their Works

Unit 13: Structuralism
Introduction to Structuralism, Important Structuralist Thinkers and their Works

Unit 14: Formalism
Introduction to Formalism, Important Formalist Thinkers and their Works

Unit 15: Modern Theoretical Concepts
Introduction, Post- Structuralism, Feminism, Marxism, Post colonialism

COURSE 4: (Option A)INDIAN ENGLISH LITERATURE
GEG S6 04

Block 1:

Unit 1: Toru Dutt: "Our Casuarina Tree"
Introduction, Toru Dutt: The Poet, Life and Works, Context and Explanation of the Poem, Style and Language, and Poetic Techniques

Unit 2: Sarojini Naidu: "To Youth"
Introduction, Sarojini Naidu: The Poet, Life and Works, Context and Explanation of the Poem, Style and Language, and Poetic Techniques

Unit 3: A. K. Ramanujan: "Self Portrait"
Introduction,A. K.Ramanujan: The Poet, Life and Works, Context and Explanation of the Poem, Style and Language, and Poetic Techniques

Unit 4: Eunice d'Souza: "Women in Dutch Painting"
Introduction, Eunice d'Souza: The Poet, Life and Works, Context and Explanation of the Poem, Style and Language, and Poetic Techniques

Unit 5: Keki N. Daruwalla: "Chinar"
Introduction,Keki N. Daruwalla: The Poet, Life and Works, Context and Explanation of the Poem, Style and Language, and Poetic Techniques

Unit 6: Rabindranath Tagore: "The Hungry Stones" (Part I)
Introduction, Rabindranath Tagore: His Life and Works, Summary of the Short Story

Unit 7: Rabindranath Tagore: "The Hungry Stones" (Part II)
Introduction, Major Themes, Characterisation, and Techniques

Block 2:

Unit 8: Raja Rao:*Kanthapura*(Part I)
Introduction, Raja Rao: His Life and Works, Summary of the Novel

Unit 9: Raja Rao: *Kanthapura*(Part II)
Introduction, Major Themes, Characterisation, and Techniques

Unit 10: Vikram Chandra: *Shakti*(Part I)
Introduction,Vikram Chandra: His Life and Works, Summary of the Novel

Unit 11: Vikram Chandra: *Shakti*(Part II)
Introduction,Major Themes, Characterisation, and Techniques

Unit 12: Mahesh Dattani: *Final Solutions* (Part I)
Introduction, Mahesh Dattani: His Life and Works, Summary of the Play

Unit 13: Mahesh Dattani: *Final Solutions* (Part II)
Introduction,Major Themes, Characterisation, and Techniques

Unit 14: Girish Karnad: *Tughlaq*(Part I)
Introduction, Girish Karnad: His Life and Works, Summary of the Play

Unit 15: Girish Karnad: *Tughlaq*(Part II)
Introduction,Major Themes, Characterisation, and Techniques

COURSE 4: (Option B)AMERICAN LITERATURE
GEG S6 04

Block 1:

Unit 1: Walt Whitman: "As I pondered in Silence", "To a Historian" (Part I)
Introduction, Walt Whitman: His Life and Works, Important Themes in Whitman's Poetry

Unit 2: Walt Whitman: "As I pondered in Silence", "To a Historian" (Part II)
Introduction, Text of the Poems, Explanation of the Poems, Major Themes, Style and Technique

Unit 3: Emily Dickinson: "The Soul Selected Her Own Society" (Part I)
Introduction, Emily Dickinson: Her Life and Works, Important Themes in Dickinson's Poetry

Unit 4: Emily Dickinson: "The Soul Selects Her Own Society" (Part II)
Introduction, Text of the Poem, Explanation of the Poem, Major Themes, Style and Techniques

Unit 5: Langston Hughes: "I too Sing America" (Part I)
Introduction, Langston Hughes: His Life and Works, Important Themes in Hughes' Poetry

Unit 6: Langston Hughes: "I too Sing America" (Part II)
Introduction, Text of the Poem, Explanation of the Poem, Major Themes, Style and Technique

Unit 7: Mark Twain: *Huckleberry Finn* (Part I)
Introduction, Mark Twain: His Life and Works, Critical Reception

Unit 8: Mark Twain: *Huckleberry Finn* (Part II)
Introduction, Summary and Explanation of the Text, Major Characters

Unit 9: Mark Twain: *Huckleberry Finn* (Part III)
Introduction, Major Themes, Style and Technique

Block 2:

Unit 10: F. Scott Fitzgerald: *The Great Gatsby* (Part I)
Introduction, F. Scott Fitzgerald: His Life and Works, Critical Reception

Unit 11: F. Scott Fitzgerald: *The Great Gatsby*(Part II)
Introduction, Summary and Explanation of the Text, Major Characters

Unit 12: F. Scott Fitzgerald: *The Great Gatsby*(Part III)
Introduction, Major Themes, Style and Techniques

Unit 13: Arthur Miller: *Death of a Salesman* (Part I)
Introduction, Arthur Miller: His Life and Works, Critical Reception

Unit 14: Arthur Miller: *Death of a Salesman* (Part II)
Introduction, Background of the Play, Summary and Explanation of the Play

Unit 15: Arthur Miller: *Death of a Salesman* (Part III)
Introduction, Major Themes, Characterisation, Style and Techniques

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KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY

(KKHSOU)

PROGRAMME PROJECT REPORT

ON

BA IN SANSKRIT (MAJOR)

Submitted to

UNIVERSITY GRANTS COMMISSION

BAHADUR SHAH ZAFAR MARG

NEW DELHI – 110 002

Submitted by

K. K. Handiqui State Open University

Guwahati, Assam

April 2018

Registrar
Krishna Kanta Handique
State Open University
Guwahati

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KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY (KKHSOU)

KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY

PROGRAMME PROJECT REPORT

BA IN Sanskrit (MAJOR)

1. PROGRAMME'S MISSION AND OBJECTIVES:

B.A. in Sanskrit (Major) has been offered by the Department of Sanskrit and Ancient Studies, under the Padmanath Gohain Baruah School of Humanities, Krishna KantaHandiqui State Open University (KKHSOU). This Major programme has been thoroughly revised in accordance with the UGC Regulations on Open and Distance Learning, 2017. Syllabi of this Programme have been finalized after a series of planning and consideration with academic experts in the respective field from Gauhati University. The quality of Curriculum and Syllabus of this programme has been so designed to accommodate the recent developmentsin the field of Higher Education in general and the subject in particular.

The overall mission of this programme is to expand the field of Sanskrit and to create awareness in the society about Sanskrit Literature. The mission is to provide the opportunities of Sanskrit learning to those learners who remain deprived of this classical literature for numerous reasons. In the present society, moral teaching is very important in every phase of life, so after getting the course a learner will come to know not only the great heredity of this computer friendly most scientific language but also various moral teachings for the benefit of day to day life.

To achieve this overall mission, the following specific objectives have been framed:

a) Educate individuals from different walks of life, who are desirous to study Sanskrit Literature.

b) We all know that Sanskrit is regarded as the mother-tongue of almost all the major Indian Languages. Its literature is the treasure-house of moral knowledge. So this program is so developed that a learner can get the idea of the languages, moral knowledge for upliftment of modern life.

c) Learners can taste the beauty of ancient literature which includes Vedic mathematics, management, Ayurveda, Vastusastra, Upanishads etc.

d) Motivate the learners for further study in Sanskrit Literature.

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

The B.A. Programme in Sanskrit as one of the Elective courses offered by KKHSOU has been prepared conforming the mission and goals of KKHSOU. This programme follows the following mission and goals of KKHSOU:

a) To develop the higher education to cover up the maximum number of population.

b) To uphold impartiality or integrity in the field of higher education.

c) To make sure the quality or excellence in the higher education.

d) To boost research both qualitatively and quantitatively.

The BA Programme in Sanskrit as one of the Elective courses would contribute towards accomplishment of KKHSOU mission as this program will be very useful not only for the learners of Sanskrit Literature but for the students of Assamese and Hindi literature also. The learners will obtain a command over all languages.

3. NATURE OF THE PROSPECTIVE TARGET GROUP OF LEARNERS:

The nature of the prospective target groups of learners of this programme are as follows:

a) Learners who are desirous to obtain a Degree in Sanskrit as an Elective subject.

b) All the stakeholders of the society like-academicians, government officials, homemakers who are interested in ensuring a better career in the society.

c) Persons unable to complete higher education in the normal course of time and who are interested in Sanskrit.

d) People engaged in different places and wish to develop their language skill.

e) People living in rural and remote area and other disadvantageous conditions but desirous of higher education in Sanskrit through distance mode with minimum investment.

f) People willing to earn for a living and learning at the same time.

g) Persons deprived of higher education in conventional system for variety of reasons.

h) Peoplewilling to develop the literary skills and translation skills along with.

4.APPROPRIATENESS OF PROGRAMME TO BE CONDUCTED IN ODL MODE TO ACQUIRE SPECIFIC SKILLS AND COMPETENCE:

Methodology of instruction in KKHSOU is different from that of the conventional Universities. The Open University system is more learner-oriented and the learner is an active participant in the teaching and learning process. Most of the instructions are imparted through distance education methodology as per the requirement. KKHSOU follows a multimedia approach for instruction, which comprises:

a) ***Self Learning Material***: The printed study material (written in self-instructional style) for the programmes is supplied to the learners. This programme has been offered after substantial revision in observance with the requirements of UGC and Madhava Menon Committee. The SLMs has the following features:

i. ***Self Explanatory and Self contained:*** The content is presented in such a style so that the learners can go through the materials without much external support, for additional sources or even a teacher.

ii. ***Self Directed:*** The SLMs of this Programme are aimed at providing necessary guidance, hints and suggestions to its learners at each stage of learning. It is presented in the form of trouble-free clarification, illustrations, learning activities etc.

iii. ***Self-Motivating:*** In ODL system, the learners remain off the campus for most of their study time. Therefore, the SLMs of this Programme are designed in such away that it makes the entire learning meaningful for them.

iv. The SLMs of this Programme includes ‘Let Us Know(Additional Knowledge)’, ‘Illustrations’, ‘Check your Progress’, ‘Model Questions’ etc so that the learners become self motivated and self evaluate.

b) ***Audio-Visual Material Aids:*** The learning package contains audio and video CDs which have been produced by KKHSOU for better clarification and enhancement of understanding of the course material given to the learners. The Ekalavya and community radio service are broadcasting curriculum based audio programmes.

c) ***Counselling Sessions:*** Normally counseling sessions are held every Sunday at the study centers by expertise in this subject.

5. INSTRUCTIONAL DESIGN:

5.1 Curriculum Design: The BA in Sanskrit as one of the Elective subjectsof KKHSOU has been offered after substantial revision in compliance with the requirements of UGC and Madhava Menon Committee. Curriculum of the BA programme in Sanskrit as one of the Elective subject has been designed by taking help of experts in the subject from Gauhati University. The following instructional instruments were provided to the learners.

Self-learning Materials (SLM): SLMs of BA in Sanskrit programme are designed by the experts from the area of Sanskrit literature with the demand of the learners. SLMs are specially prepared for the target group of BA in Sanskrit learners.(Programme Structure is *presented in **Annexure-I)***

a) ***Counselling classes at the study centre***: The counseling sessions are held in all study centers for the BA Programme. The counseling sessions are held on Sundays besides other days of the week as mutually agreed upon by the study centre and learners.
b) ***Multi media study material***: In addition to SLMs in print form, KKHSOU has developed audio-visual materials .These are usually distributed in CDs and DVDs and are meant for facilitating better understanding among the learners.
c) ***ICT support*****:** ICT support is a major component of any ODL system of education. Our university has given emphasis on this.

5.2 Course Distribution with Sanskrit as Major: The semester-wise distribution of the different courses of the BA programme with **Sanskrit** as Major is as follows:

Semester I	**Semester II**	**Semester III**	**Semester IV**	**Semester V**	**Semester VI**
General English	MIL/Alternative English	Environmental studies and disaster management	Spoken English	**Sanskrit** 7 (Major)	**Sanskrit** 11 (Major)
Sanskrit 1 (Elective 1)	**Sanskrit** 2 (Elective 1)	**Sanskrit** 3 (Major)	**Sanskrit** 5 (Major)	**Sanskrit** 8 (Major)	**Sanskrit** 12 (Major)
Elective 2	Elective 2	**Sanskrit** 4	**Sanskrit** 6	**Sanskrit** 9	**Sanskrit** 13

		(Major)	(Major)	(Major)	(Major)
Elective 3	Elective 3	Elective 2/3	Elective 2/3	**Sanskrit** 10 (Major)	**Sanskrit** 14 (Major)

In this regard, the following may be noted.

1) Major courses are offered third semester onwards.
2) Learners have to opt three elective subjects, out of which one can be opted as Major third semester onwards. Out of the two remaining elective courses, one has to be continued as Elective in the third and four semesters. A student opting Major in **Sanskrit** has to study only Major courses in the fifth and sixth semesters. No pass course is offered in the fifth and sixth semesters.
3) Elective subjects offered under the BA programme includes: Assamese, Economics, Education, English, History, Journalism and Mass Communication, Mathematics, Philosophy, Political Science, Sanskrit and Sociology.

5.3 Credit Distribution: The Credit Distribution of the different courses of the BA programme in KKHSOU with Sanskrit as Major is as follows:

	Semester I	**Semester II**	**Semester III**	**Semester IV**	**Semester V**	**Semester VI**
Course	General English	MIL/Alternative English	Environmental studies and disaster management	Spoken English	Sanskrit 7 (Major)	Sanskrit 11 (Major)
Credit	**4**	**4**	**4**	**4**	**4**	**4**
Course	Sanskrit 1 (Elective 1)	Sanskrit 2 (Elective 1)	Sanskrit 3 (Major)	Sanskrit 5 (Major)	Sanskrit 8 6 (Major)	Sanskrit 12 (Major)
Credit	**4**	**4**	**4**	**4**	**4**	**4**
Course	Elective 2	Elective 2	Sanskrit 4 (Major)	Sanskrit 6 (Major)	Sanskrit 9 (Major)	Sanskrit 13 (Major)
Credit	**4**	**4**	**4**	**4**	**4**	**4**
Course	Elective 3	Elective 3	Elective 2/3	Elective 2/3	Sanskrit 10 (Major)	Sanskrit 14 (Major)
Credit	**4**	**4**	**4**	**4**	**4**	**4**
Credits per semester	**16**	**16**	**16**	**16**	**16**	**16**

The overall weight age of the BA programme with Sanskrit as Major is of 96 credits. The credit distribution of the different courses in the programme is as follows:

Courses	Credits
General English	4
MIL/Alt English	4
Environmental Science	4
Spoken English	4
Elective 2/3	24
Sanskrit (Major)*	56

*includes two courses studied in the first two semesters as an Elective subject.

5.4 Definition of Credit Hours: 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 is offered to the learners at their respective study centers.

5.5 Programme Structure: The programme has total 14 courses. These courses are:

Semesters	Course code	Courses
Semester I	GSK S 1-01	**History of Classical Sanskrit literature and Moral Teaching**
Semester II	GSK S 2-01	**Sanskrit Grammar**
Semester III	GSK S 3-01	**Mahākāvya (Poetry)**
Semester III	GSK S 3-02	**Indian Philosophy**
Semester IV	GSK S 4-01	**Nāṭaka, (Drama)**
Semester IV	GSK S 4-02	**Poetics and Arthasastra**
Semester V	GSK S 5-01	**Gadya (Prose) and Nītikāvya**
Semester V	GSK S 5-02	**Epic, Purāṇa, ,Translation and Comprehension**
Semester V	GSK S 5-03	**Dharmaśāstra and Upaniṣad**
Semester V	GSK S 5-04	**Mantra,Brāhmaṇa**
Semester VI	GSK S 6-01	**Modern Sanskrit Kāvya and Metre**
Semester VI	GSK S 6-02	**Gita and Vedic Samhita**
Semester VI	GSK S 6-03	**Mathematics in Sanskrit, Vastuvidya, Temple study**

Semester VI	GSK S 6-04	**Kavya,Smriti**, **Philology and Linguistics**

Course wise syllabus of the programme have been attached in **Annexure - II**

5.6 Duration of the Programme: The BA programme in **Sanskrit** has six semesters and is of minimum 3 years. However, the maximum duration of the programme is 8 yearsas stated below:

- Minimum Duration : 6 semesters (3 years).
- Maximum Duration : 8 years.

In case, a learner is not able to qualify a course in its first attempt, he/shall has to qualify in the particular course within the next four attempts, subject to maximum duration of the study.

5.7 Faculty and Support staff Requirement: The University currently has 1 full time faculty member in the Department of Sanskrit and ancient studies, viz., one Assistant Professor.

5.8 Instructional Delivery Mechanism: The Self Learning Materials have been prepared keeping in view of the above definition of instructional design. Particular attention has been given so that the basic three domains of knowledge, viz., behavioural domain, cognitive domain, and constructive domain can be addressed.

5.9 Identification of Media –Print, Audio or Video, Online, Computer aided: All the learners are provided with Self Learning Materials, which is comprehensive in terms of contents in the syllabi. These learning resources are prepared with the help of resource persons across the country. Senior Professors from different Universities of the region are engaged as Editors of the SLMs. Apart from the Print Self Learning Materials, audio and video materials on certain modules would also be offered to the learners.

5.10 Learner Support Services: Some ICT-based support services provided by the university for the students of BA in Sanskrit are listed below:

- **Website:** We have developed full-fledged official website www.kkhsou.in for our learners and general public. Here we have provided all necessary information to our learners. The Website is also linked with the social-networking site like Facebook (KKHSOU FB Official Group) for interaction among the learners, faculty members and stakeholders. The website also includes the customised study centre-search facility based on district or programme. And most of the Audio-Video programmes are also made available online through YouTube.
- **Community Radio Service**: **Jnan Taranga** (90.4 MHz) of KKHSOU is the first Community Radio of the North Eastern part of the country. The Community Radio, being a platform for the community for taking up

community issues, is also a platform to broadcast several educational programmes that includes debates, discussions, and talk shows.

- **Ekalavya**: With the help of Prasar Bharati, our University has launched a special educational programme namely ***Ekalavya.*** It is aired every Saturday from 8.00 PM to 8.30 PM through All India Radio, Guwahati and Dibrugarh.
- **Akashvani Phone-in Programme:** Our University offers one hour live **phone-in** counselling programme through AIR, Guwahati and Dibrugarh where officers and experts from this University clarify queries of listeners/learners via telephone. The phone in programme is aired every Thursday from 09.15 AM to 10.15 AM.
- **E-SLM:** An e-learning portal by the name of e-SLM (http://eslm.kkhsou.in/) has been launched by the university. It is also a digital repository where the study materials are uploaded for the benefit of the learners. All the study materials of the programmes (including Degree, Master Degree etc.) can be assessed in this portal.
- **Open Access Journals Search Engine (OAJSE):** To provide easy access to various open access journal across the world, KKHSOU has developed the Open Access Journals Search Engine (OAJSE) which is available for the users from the URL www.kkhsou.in/library/oajse or http://oajse.kkhsou.in . OAJSE aims to cover journals in all subjects that are published in English language. There are now 4,500+ journals in the directory. All are searchable at article level.
- **KKHSOU Mobile App:** Our University has developed a mobile application "KKHSOU" to help the learners to connect 24x7 with the university. It can be freely downloaded from Google Play Store (for android user).
- **SMS and e-mail Alert Facility:** University has initiated an SMS and e-mail alert facility for learners regarding any news, events and learner-related information of the university.
- **E-mail Services:** Learners can write emails to any officials/faculty members in university's general mail id: info@kkhsou.in. Queries raised through to this mail id are readdressed by concerned official/faculty members of the university.
- **TV Programme:** University is going to initiate a half an hour live educational programme through a TV Channel **Prag-News** from June 2018. It will be telecast every Sunday at 8:30 am.

6. PROCEDURE OF ADMISSION, CURRICULUM TRANSACTION AND EVALUATION

6.1 Procedure for Admission:

For admission into BA in Sanskrit (Major) programme for 2018-19 sessions, a candidate must clear10+2/ Pre university examination in any stream.

- The admission for the academic session 2018-19 of the University will be through online mode. A learner who desires to take admission in KKHSOU in *Sanskrit (Major)* programme will have to submit his/her application through the online admission link provided in the University website www.kkhsou.in. The learner has to carefully go through the instructions for filling up the online admission form and complete the process accordingly. In the online admission system, the learner has to register with his/her mobile no/email id, and has to carefully verify the subjects of his/her choice available in the respective study centers.
- For admission to Sanskrit (Major) programme, the course fee is to be paid through online transaction mode—i.e., through credit card/debit card/net banking or any other available online mode of payment.
- The learner after successful submission of the online admission form has to take a print out and submit the same to the study centre for hard copies of SLMs.
- The verification of online application form will be done in the University and after the completion of the verification process, the e-SLMs will be sent to the respective Email-id of the learner.
- The learners who have submitted incomplete application may be given conditional admission at the University's discretion, subject to fulfillment of other eligibility criteria.
- All the enrolled learners will be provided with registration nos, SLMsand Identity cards.
- The learner who is unable to complete the programme within specified period is required to register himself/herself as a fresh learner by paying the requisite fee.

6.2 Continuous Admission:

i. Admission will have to be taken continuously in the programmes without any break. A learner will be allowed to appear in all the examinations, including back courses, within the stipulated time of a programme.
ii. A learner will have to take admission to the next semester within one month from the last date of examination of the previous semester. It doesn't depend on whether the candidate appeared in the previous examination or not.
iii. A learner will be allowed to take admission to the next semester beyond one month, but within two months from the last date of examination of the previous semester with a fine of Rs 500/-.
iv. A learner may be allowed to take admission even after the issue of notification for filling up of examination forms, but such learners will be allowed to appear in the examination of that semester in the next year only.

6.3 Fee Structure

The fee structure of the BA programme with Sanskrit as Major is as follows:

Semester-wise Fee Structure

Semester	**Fee** (In Rupees)
First	2500.00
Second	2200.00
Third	2200.00
Fourth	2200.00
Fifth	2200.00
Sixth	2300.00
Total	**13600.00**

The detail break-up of fee is made available at the Prospectus also.

6.4 Financial Assistance:

The University offers free education to jail inmates and different abled learners. 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 adding more of central/district jails in the Academic Session 2018-19.

6.5 Refusal/Cancellation of Admission:

Notwithstanding, anything contained in the Information brochure/Prospectus, the University reserves the right to refuse/cancel admission of any candidate.

6.6 Curriculum Transaction and Activity Planner:

An activity planner, that guides the overall academic activities in the BA programme (with Major) shall be made available prior to the admission schedule of the University.The newly constituted CIQA office as per UGC guidelines and the office of the Academic Dean would upload the Academic Plan and month wise Academic Calendar to enable the learners to plan their studies and activities accordingly.

6.7 Evaluation

- The University adopts both ongoing and term end evaluation. Ongoing evaluation is conducted in two modes: internal and external. The internal evaluation is to be undertaken by the learner himself. For this, the University has designed some Check Your Progress questions, which would help the learners to self-check his progress of study. However, this is undertaken at the learners' end themselves and is non-credit based. For overall evaluation of a course, the University follows the two types of evaluation:

Continuous Evaluation (Assignments) : Weightage assigned 20%.
Term End Evaluation (Semester-end Examinations) : Weightage assigned 80%.

- The learners have to submit the assignments within the schedule of a semester at the respective study centres. The counsellors at the study centres evaluate the assignments and return them to the learners with feedback.
- Term end examinations are conducted on scheduled dates at select examinations centres. Evaluations are done by the external examiners at zonal centres. After evaluation, further scrutiny is done, followed by moderation. Results are declared within scheduled dates as laid down in the Activity Planner.
- Learners would be able to get their scripts re-evaluated if they are not satisfied with evaluation.
- Questions for the Semester End paper would be set as per the Evaluation policy of the University to have coverage of all the modules of the respective courses.
- University is in the process of using high security and eco-friendly synthetic (water proof and termite proof) papers for mark sheets and certificates. Moreover, use of interactive kiosk at study centres for issue of admits card and modification of the existing EDPS system for quick publication of results of examinations are also being planned. Similarly, introduction of biometric identity of learners is also being planned

7 REQUIREMENT OF THE LABORATORY SUPPORT AND LIBRARY RESOURCES:

7.1 Laboratory Support: Sanskrit being a theoretical discipline requires no laboratory services.

7.2 Library Resources: The Central Library, Krishna Kanta Handiqui State Open University plays a vital role in the collection, development and dissemination of academic, scientific and technical information to meet the present and future needs of the University.

The library remains open from 10.00 am to 5.00 pm in all working days. The library is fully computerized with an ILS (Integrated Library System) and also equipped with RFID (Radio-frequency Identification) technology.

The Central Library has the following resources-

Physical Resources:

- ***Books-*** 18,164
- ***Theses-*** 8
- ***Report-*** 1
- ***Journals-*** 35
- ***Magazines-*** 12
- ***News Papers-*** 5
- ***Audio CD/DVD-*** 49
- ***Video CD/DVD-*** 6
- ***CD/DVD with Textual documents-*** 66

E-resources:

- ***E-Journals:*** The Central Library of KKHSOU subscribed e-journals from JSTOR (www.jstor.org), and the resources are very much necessary for academic and research community of the University.
- ***Digital Library:*** Digitization has become deeply embedded into every aspect of education today. Hence, the Central Library of KKHSOU has started the Digital Library initiative. The mission of the "Digital Library at KKHSOU" is to locate, digitize, preserve, collect and make accessible the accumulated wisdom of the institute's output to the global community. The resources of the Digital Library include Administrative Documents, Conference/Seminar Proceedings, Faculty Publications, Journal of Open Learning and Research Communication (JOLRC), KKHSOU in News and Media, Newsletters, Annual Reports, MPhil/PhD Theses, Public Lectures, Convocation Addresses, Working Papers, etc. URL: http://dlkkhsou.inflibnet.ac.in
- ***Open Access Journals Search Engine (OAJSE):*** To provide easy access to various open access journal across the world, KKHSOU developed the Open Access Journals Search

Engine (OAJSE) which is available for the users from the URL www.kkhsou.in/library/oajse.

- ***KKHSOU at Shodhganga***: Krishna Kanta Handiqui State Open University (KKHSOU) has joined Shodhganga for depositing their theses which is available for the users from the URL http://shodhganga.inflibnet.ac.in/handle/10603/145533. Shodhganga repository is the reservoir of Indian intellectual output stored, hosted and maintained by the INFLIBNET Centre, an IUC of UGC.

8. COST ESTIMATE OF THE PROGRAMME 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 Expert Committee, honorarium to be 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.

As regards, 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 programme on BA in Sanskrit.

8.1Programme Development Cost: Rs. 11,92,800.00

The office of the Finance Officer of KKHSOU has worked out the following also.

a. SLM Development Cost for Under Graduate programme for English medium per Unit Rs. 5,500/-
b. Printing Cost per SLM Rs. 56/-
c. Cost of CD per unit Rs. 23/-

8.2 Programme Delivery Cost:

The SLMs prepared have to be delivered to various study centres located at the far flung remote areas. On an average, the University delivers about 15 kgs of study materials per student. The cost of delivery of 1 kg of such material is Rs.10. Accordingly, depending upon the number of candidates, the cost for the BA in Sanskrit programme will be provisioned by the University. The office of the Finance Officer has calculated the delivery cost of SLM per student at Rs. 150.00.

8.3 Programme Maintenance Cost:

The University will keep financial provision for organizing stake holders' meetings, counselling workshops etc. as per the Academic Plan and Academic Calender approved by the Academic Council of the University. The workshops conducted by the University will not only benefit the learners of the programme, but will also benefit the learners of other programmes. The University will also bear the cost of organizing the meeting of Syllabus Revision Committee 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 Under Graduate programmes per student for Arts programmes is Rs. 600.00.

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

9. QUALITY ASSURANCE MECHANISM AND EXPECTED PROGRAMME OUTCOMES:

9.1 **Quality Assurance Mechanism:** With regard to the quality concerns of the course materials, the department is involved in the following activities:

i. 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 expert Committee is helped by the in-house department faculties while preparing the framework of the programme.

ii. The next step after the completion of the framework preparation is the allotment of the assigned papers (which is again composed of 15 units) to the assigned authors. The in-house faculties prepare a carefully chosen list of authors for the task. The in-house faculties also contribute their writings, besides the outsourced authors, who are mostly research scholars and faculty members from higher educational institutions.
iii. The content editors are then roped in for the next round. The content editors, who are mostly academics from reputed higher educational institutions, look into the contents of the units and provide their suggestions and feedbacks to be included by the coordinator of the programme.
iv. After writing of the units with format editing, are sent to the Language Editor, who then looks into the contents of the material written and give their necessary suggestions to be incorporated by the coordinator of the particular programme. The next step is that of printing and distributing the SLMs to the respective study centres. Arrangements would be made to distribute the SLMs to the learners at the time of admission.
v. The newly constituted CIQA Office is planning to conduct stakeholders meeting; SLM and Counselling Workshops which is expected to provide the University and the Department with required inputs for quality enhancement.
vi. In order to keep the programme 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.

9.2 Expected Programme Outcomes: The outcomes of the programme are manifold:

i. It will allow the learners to acquire knowledge enabling them to articulate well the condition around them.
ii. The programme will also encourage the learners to go for higher studies.
iii. The programme will enable the learners to engage with the society in a fruitful manner leading to the welfare of all and thus contribute to the betterment of the society.
iv. Produce quality academician having sound knowledge of teaching-learning skills in Sanskrit.
v. After completing this course a learner can appear in interview of any academic post (graduate level) or can apply for administrative job or get admitted to master degree course for higher studies.

Annexure 1

Programme Structure:

Semesters	Course code	Courses
Semester I	GSK S 1-01	**History of Classical Sanskrit literature and Moral Teaching**
Semester II	GSK S 2-01	**Sanskrit Grammar**
Semester III	GSK S 3-01	**Mahākāvya (Poetry)**
Semester III	GSK S 3-02	**Indian Philosophy**
Semester IV	GSK S 4-01	**Nāṭaka, (Drama)**
Semester IV	GSK S 4-02	**Poetics and Arthasastra**
Semester V	GSK S 5-01	**Gadya(Prose) and Nītikāvya**
Semester V	GSK S 5-02	**Epic, Purāṇa, ,Translation and Comprehension**
Semester V	GSK S 5-03	**Dharmaśāstra and Upaniṣad**
Semester V	GSK S 5-04	**Mantra**,**Brāhmaṇa**
Semester VI	GSK S 6-01	**Modern Sanskrit Kāvya and Metre**
Semester VI	GSK S 6-02	**Gita and Vedic Samhita**
Semester VI	GSK S 6-03	**Mathematics in Sanskrit, Vastuvidya, Temple study**
Semester VI	GSK S 6-04	**Kavya,Smriti**, **Philology and Linguistics**

Annexure II
Detailed Course wise Syllabus of the Programme:

Semester-1

Course no-I History of Classical Sanskrit Literature and Moral Teaching Total marks 80+20=100

Unit-Unit-**1 The Rāmāyaṇa (General study)**

Time, content, Influence, Importance of the Ramayana etc.

Unit-**2 The Mahābhārata (General study)**

Time, content, Influence, Importance of the Mahābhārata, difference between the Ramayana and The Mahābhārata

Unit-3 **Purāṇa Literature(General study)**

Meaning of the word Purana, source, date, author, content, characteristics, number of Puranas and Upapuranas, description of various Puranas, it's Influence upon later part.

Unit-4 **Court Epic (General study)**

Description of various stages of Mahakavyas -like of Asvaghosa, Kalidasa and Bharavi

Unit-5 **Drama (General study)**

Sources of Drama, development, Pre Kalidasa Drama, Kalidasa's drama and Post Kalidasa's drama

Unit-6 **Campukāvya and Lyrical poetry (General study)**

Sources of Campukāvya and Lyrical poetry, date, author, content, characteristics, number of Campukāvya and Lyrical poetry

Unit-7 **Historical Kāvya, lipikāvya, kosakāvya and pālikāvya (General study)**

Sources of Historical Kāvya, lipikavya, kosakavya and palikavya, date, author, content, characteristics, number of Historical Kāvya , lipikavya, kosakavya and palikavya

Unit-8 **Prose literature (General study)**

Definition, division, source**,** characteristic and various types of Prose literature

Unit-9 **Fable literature (General study)**

Definition, division, source**,** characteristic and various types of Fable literature

Unit-10 **Śataka Kāvya literature (General study)**

Definition, division, source**,** characteristic and various types of Śataka literature

Unit-11 **Scientific literature (Ayurvidya, Vastusastra)**

Definition, division, source**,** characteristic and various types of scientific literature likeAyurvidya, Vastusastra

Unit-12 **Scientificliterature (Gonitavidya, jyotirvidya)**

Definition, division, source**,** characteristic and various types of scientific literature likeGonitavidya, jyotirvidya

Unit-13 **Hitopadesa (mitralābhaḥ)**

Introduction**,** division, Sanskrit and Assamese text of mitralābhaḥ, various stories ofHitopadesa

Unit-14 **Subhasitam**

Good sayings on truth, dharma, knowledge, noble men etc.

Semester II

Course no-2 Total marks-80+20=100

Name of the Course: Sanskrit Grammar

Unit-**1 Origin and development of Sanskrit Grammar**

Definition of Sanskrit Vyakarana, Pre Paninian Grammar, Panini Grammar, Post Paninian Grammar

Unit-2 **A Study on Paninian School of Grammar**

Panini and his works, other famousSanskrit Grammarian like Patanjali etc.

Unit-3 **A Study on Non-Paninian School of Grammar**

Description of various Non-Paninian School of Grammarian like katanda, candra, jainendra, sarsvata, mugdhavodha etc.

Unit-4 **Pāṇini's Pratyāhāras**

Sivasutra, various Pāṇini's Pratyāhāras, construction of Pratyāhāras

Unit-**5 Declension (Noun,Pronoun)**

Table of Various types of Sanskrit Noun, Pronoun with examples

Unit-6 **Declension (Numerals)**

Characteristics of Sanskrit Declension, Table of Various types of SanskritNumerals

Unit-**7 Conjugation (bhvādi, divādi, adādi,svādi)**

Table of Various types of SanskritConjugation (bhvādi, divādi, adādi, svādi)examples

Unit-8 **Sandhi (Euphonic combination)**

Division of Sandhi, Svarasandhi, Vyanjansandhi, Visargasandhi etc.

Unit-**9 Kāraka-Vibhakti (case-ending)**

Definition, detailed discussion of different types ofKāraka-Vibhakti (from first to seventh case-ending) with various examples

Unit-**10 Samāsa(Compound)**

Definition, detailed discussion of different types ofSamāsawithvarious examples

Unit-**11 Suffix (Kṛt)**

Definition, detailed discussion of different types ofSuffix (Kṛt)withvarious examples

Unit-**12 Suffix (Taddhit)**

Definition, detailed discussion of different types ofSuffix (**Taddhit**)withvarious examples

Unit-**13Suffix (Strīpratyaya)**

Definition, detailed discussion of different types ofSuffix (**Strīpratyaya)** withvarious examples

Unit-**14 Vācya (voices)**

Definition, detailed discussion of different types of **Vācya (voices)** withvarious examples

Semester III

Course no-3

Name of the Course: **Mahākāvya (Poetry)** Total marks-80+20=100

Unit-1 **Development of Sanskrit Language from Historical perspective**

Introduction to Sanskrit language, Vedic and classical language, present status of Sanskrit language etc.

Unit-2 **Raghuvaṁśaṁ (general study)**

Source of the Mahakavya, about author, time, significance of the title, summary of all cantos

Unit-**3 Raghuvaṁśaṁ(Canto- I, 1-10 verses)**

Sanskrit Textual study of Canto- I, 1-10 verses with detailed meaning, Grammatical notes

Unit-**4 Raghuvaṁśaṁ(Canto- I, 11-30 verses)**

Sanskrit Textual study of Canto- I, 11-30 verses with detailed meaning, Grammatical notes

Unit-**5 Raghuvaṁśaṁ(Canto- I, 31 -48 verses)**

Sanskrit Textual study of Canto- I, 31-48 verses with detailed meaning, Grammatical notes

Unit-**6 Raghuvaṁśaṁ(Canto- I, 49-74 verses)**

Sanskrit Textual study of Canto- I, 49-74 verses with detailed meaning, Grammatical notes

Unit-**7 Raghuvaṁśaṁ(Canto- I, 75-95 verses)**

Sanskrit Textual study of Canto- I, 75-95 verses with detailed meaning, Grammatical notes

Unit-**8 Raghuvaṁśaṁ(Canto- IV, 1-25 verses)**

Sanskrit Textual study of Canto- I, 1-25 verses with detailed meaning, Grammatical notes

Unit-**9 Raghuvaṁśaṁ(Canto- IV,26-52 verses)**

Sanskrit Textual study of Canto- I, 26-52 verses with detailed meaning, Grammatical notes

Unit-**10 Raghuvaṁśaṁ(Canto- IV,53-80 verses)**

Sanskrit Textual study of Canto- I, 53-80 verses with detailed meaning, Grammatical notes

Unit-**11 Raghuvaṁśaṁ(Canto- IV,** 81-88 **verses**and literary study**)**

Sanskrit Textual study of Canto- I, 81-88 verses with detailed meaning, Grammatical notes

Unit-**12 Kirātārjunīyaṁ (**An introduction**)**

Source of the Mahakavya, time, significance of the title, summary of all cantos

Unit-**13 Kirātārjunīyaṁ(Canto1, 1-25 verses)**

Sanskrit Textual study of Canto- I, 1-25 verses with detailed meaning, Grammatical notes

Unit-**14 Kirātārjunīyaṁ(Canto1, 26-46 verses)**

Sanskrit Textual study of Canto- I, 26-46 verses with detailed meaning, Grammatical notes

Unit-**15 Kirātārjunīyaṁ(literary study)**

Literary style of the poet, explanation of some important verses

Semester III Total marks-80+20=100

Course no-4

Name of the Course:**Indian Philosophy**

Unit-1 **Introduction to the Indian Philosophy**

A study on the History of Indian philosophy, various branches, characteristics,

Unit-2 **Sāṅkhya Philosophy**

Definition of Sāṅkhya Philosophy, its theories, divisions

Unit-3 **Yoga Philosophy**

Definition of Yoga Philosophy, its theories, divisions

Unit-4 **Nyāya Philosophy**

Definition of Nyaya Philosophy, its theories, divisions

Unit-5 **Vaiśeṣika Philosophy**

Definition of Vaiśeṣika Philosophy, its theories, divisions

Unit-6 **Mīmāṁsā Philosophy**

Definition of Mīmāṁsā Philosophy, its theories, divisions

Unit-7 **Vedanta Philosophy**

Definition of Vedanta Philosophy, its theories, divisions

Unit-8 **Other AdvaitaVedanta Philosophy**

Definition of Other Advaitavedanta Philosophy, its theories

Unit-9 **Cārvāka Philosophy**

Definition of Cārvāka Philosophy, its theories

Unit-10 **Jaina Philosophy**

Definition of Jaina Philosophy, its theories

Unit-11 **Bauddha Philosophy**

Definition of **Bauddha** Philosophy, its theories

Unit-12 **Pramāṇa (Sāṅkhya Philosophy)**

Definition of Pramāṇa, importance, divisions etc

Unit-13 **Anumana Pramāṇa (General study)**

Definition of Anumana Pramāṇa, importance, divisions etc

Unit-14 **Tarkasaṁgraha(General study)**

About the book, author, definition of the word Tarkasamgraha, concept of the book

Unit-15 **Tarkasaṁgraha (Anumānakhaṇḍa)**

Textual study of the Tarkasaṁgraha with meaning

Semester IV

Course no-5

Name of the Course: **Nāṭaka (Drama)** Total marks-80+20=100

Unit-1 **Svapnavāsavadattaṁ (An Introduction)**

Source of the drama, about author, time, significance of the title,

Unit-2 **Svapnavāsavadattaṁ(Textual study of the 1st, Act)**

Sanskrit Textual study of the 1st Act with detailed meaning, Grammatical notes

Unit-**3 Svapnavāsavadattaṁ (Textual study of the 2nd and3rdAct)**

Sanskrit Textual study of the 2nd and3rd Act with detailed meaning, Grammatical notes

Unit-**4 Svapnavāsavadattaṁ (Textual study of the 4thAct)**

Sanskrit Textual study of the 4th Act with detailed meaning, Grammatical notes

Unit-5 **Svapnavāsavadattaṁ (Textual study of the 5thAct)**

Sanskrit Textual study of the 5th Act with detailed meaning, Grammatical notes

Unit-6 **Svapnavāsavadattaṁ (Textual study of the 6thAct)**

Sanskrit Textual study of the 6th Act with detailed meaning , Grammatical notes

Unit-**7 Abhijñānaśakuntalaṁ (Kālidāsa, the dramatist)**

About the author of the drama in detailed, his time, works etc

Unit-**8 Abhijñānaśakuntalaṁ (General study of the drama)**

A general study of the drama, like summary of all acts

Unit-**9 Abhijñānaśakuntalaṁ (Textual study of 1stAct)**

Sanskrit Textual study of the 1st Act with detailed meaning, Grammatical notes

Unit-**10 Abhijñānaśakuntalaṁ (Textual study of 2nd act)**

Sanskrit Textual study of the 2nd Act with detailed meaning, Grammatical notes

Unit-**11 Abhijñānaśakuntalaṁ (Textual study of4th Act)**

Sanskrit Textual study of the 4th Act with detailed meaning, Grammatical notes

Unit-**12 Abhijñānaśakuntalaṁ (Textual study of7th Act)**

Sanskrit Textual study of the 7th Act with detailed meaning, Grammatical notes

Unit-13 **Venisamhara (the dramatist)**

About the author of the drama in detailed, his time, works etc.

Unit-14 **Venisamhar(General study of the drama)**

A general study of the drama, like summary of all acts, significance of the title

Unit-15 **Venisamhar(Textual study of the drama)**

Textual study of some important parts of the drama,explanation of important verses

Semester IV

Course no-06 Total marks-80+20=100

Name of the Course: **Poetics and Arthasastra**

Unit-1 **Different schools of Sanskrit Poetics**

Description of different schools of Sanskrit Poetics like Rasa, Dhvani, Riti etc

Unit-2 **Sāhityadarpaṇa (General Study)**

Description ofSāhityadarpaṇa, about author, divisions of chapters, its contents

Unit-3 **Sāhityadarpaṇa (ch-I)**

Definitin of Kavya, Imporance of studing Kavya, Dosa and gunas of Kavya

Unit-4 **Sāhityadarpaṇa(ch-II)**

It defines what a sentence or composition is According to Viswanatha

Unit-5 **Sāhityadarpaṇa(ch-VI, nātaka andprakaraṇa,)**

It gives definition of nātaka and prakaraṇa with examples

Unit-6 **Sāhityadarpaṇa(ch-VIII,kāvyadosa)**

It defines what akāvyadosa with examples

Unit-7 **Sāhityadarpaṇa(ch-X,Upamā,Rūpaka,Ananvaya,,Apahnuti,Nidarśanā,Utprekṣā)**

Description of Upamā,Rūpaka,Ananvaya,,Apahnuti,Nidarśanā,Utprekṣā with examples

Unit-8 **Sāhityadarpaṇa(ch-X,Dṛṣtānta,Vibhāvana, Viseṣokti,Arthāntaranyāsa,Samāsokti, Vyājastuti)**

Description ofDṛṣtānta,Vibhāvana, Viseṣokti,Arthāntaranyāsa,Samāsokti, Vyājastuti with examples

Unit-9 **Kauţilya'sArthaśāstra (about the author)**

About the author, content, significance

Unit-10 **Kauţilya'sArthaśāstra (General study)**

Content, significance ofKauţilya'sArthaśāstra

Unit-11 **Kauţilya'sArthaśāstra (Mantrādhikaraṇa)**

Content, significance of Mantrādhikaraṇa

Unit-12 **Kauţilya'sArthaśāstra(Vinayādhikaraṇa)**

Content, significance of Vinayādhikaraṇa

Unit-13 **Kauţilya'sArthaśāstra(Śāsanādhikaraṇa)**

Content, significance of Śāsanādhikaraṇa

Unit-14 **Kauţilya'sArthaśāstra(1st adhikaraṇa,Indriyajaya)**

Content, significance of 1st adhikaraṇa,Indriyajaya

Unit-15 **Kauţilya'sArthaśāstra (1st adhikaraṇa,vidyānirdeśa)**

Content, significance of(**1st adhikaraṇa, vidyānirdeśa)**

Semester V

Course no-7

Name of the Course: Gadya (Prose) and Nītikāvya Total marks80+-20=100

Unit-1 **Kādambarī (Bāṇabhaṭṭa –a study)**

About the author of the prose in detailed, his time, works etc

Unit-2 **Kādambarī(An Introduction)**

A general study of the prose, like summary of the Kādambarī , significance of the title

Unit-3 **Kādambarī (Description of Śūdraka)**

Story of Sudraka, Sanskrit text and meaning, Grammatical notes

Unit-4 **Kādambarī (Description of Ujjayinī)**

Story of Ujjayinī, Sanskrit text and meaning, Grammatical notes

Unit-5 **Kādambarī (Description of Cāṇḍālakanyā)**

Story ofCāṇḍālakanyā, Sanskrit text and meaning, Grammatical notes

Unit-6 **Kādambarī (Śukanāsopadeśa)**

Story ofŚukanāsopadeśa, Sanskrit text and meaning, Grammatical notes

Unit-7 **Kādambarī-(Literary study)**

Style of the Kadambari, literary beauty, influence upon later writings

Unit-8 **Daśakumāracarita (General study)**

A general study of the prose, summary, about the author, his time, significance of the story

Unit-9 **Daśakumāracarita (Rājavāhanacarita,Uttarapithika, 1stucchvasa-textual study)**

Sanskrit Textual study ofRājavāhanacarita,Uttarapithika, 1stucchvasa with detailed meaning, Grammatical notes

Unit-10 **Daśakumāracarita (Somadattacarita, Purvapithika, 3rdUcchvasa-textual study)**

Sanskrit Textual study ofSomadattacarita, Purvapithika**, 3rd**ucchvasa with detailed meaning, Grammatical notes

Unit- 11 **Daśakumāracarita (Literary study)**

Literary study of Daśakumāracarita like its rasa, Alankara, riti etc

Unit-12 **Bhartṛhari's Nītiśataka (General study)**

A general study of this Sataka, summary, about author, his time, significance of the name

Unit-13 **Nītiśataka(verses 1-10)**

Sanskrit Textual study of **verses 1-10** with detailed meaning, Grammatical notes

Unit-14 **Nītiśataka(verses 11-20)**

Sanskrit Textual study of **verses 11-20** with detailed meaning, Grammatical notes

Unit-15 **Nītiśataka(verses 21-30)**

Sanskrit Textual study of **verses 21-30** with detailed meaning, Grammatical notes

Semester V Total marks-80+20=100

Course no-08

Course:**Epics,Purana, Translation andComprehension**

Unit-1 **Rāmāyaṇa (Bālakāṇḍa, ch-1, General study)**

Content, about the author

Unit-2 **Rāmāyaṇa, (Bālakāṇḍach-1, Textual study)**

Textual study of Bālakāṇḍach-1 with meaning

Unit-3 **Mahābhārata(Śāntiparvan, ch-191, General study)**

Content, about author, general study ofMahābhārata, Śāntiparvan, ch-191

Unit-4 **Mahābhārata (Śāntiparvan, ch-191, Āśramadharma,Textual study)**

Textual study ofMahābhārata, Śāntiparvanch-191, Āśramadharma**,**

Unit-5 **Viṣṇupurāṇa(General study)**

General study ofViṣṇupurāṇa, Content, about author,

Unit-6 **Viṣṇupurāṇa (Description of Bhāratavarṣa)**

Description of Bhāratavarṣa, importance

Unit-**7 Agnipurāna (General Study)**

General study ofAgnipurāna, Content, about author

Unit-8 **Agni purāna(Pratimālakṣaṇa)**

Description ofPratimālakṣaṇa, importance

Unit-9 **Agni purāna (Kanyālakṣaṇa)**

Description ofKanyālakṣaṇa, importance

Unit-10 **Bhāgavatapurāṇa(General study)**

General study ofBhāgavatapurāṇa **,** Content, about author

Unit-11 **Bhāgavatapurāna (Socio-Cultural study)**

Socio-Cultural study of Bhāgavatapurāna, food habit, costume etc of the people of that time

Unit-12 **Translation**

various technique of Translation with examples

Unit-13 **Comprehension**

various technique of Comprehension with examples

Unit-14 **Sanskrit conversation (lesson-1)**

various technique of Sanskrit conversation in day to day lifelesson-1

Unit-15 **Sanskrit conversation (lesson-2)**

various technique of Sanskrit conversation in day to day lifelesson-1I

Semester V Total marks-20+80=100

Course-09

Dharmaśāstra and Upaniṣad

Unit-1 **Dharmaśāstra (General study)**

Content, about author, general study of Dharmaśāstra

Unit-2 **Manusaṁhitā (General study)**

Content, about author, general study ofManusaṁhitā, Division of chapters

Unit-3 **Manusaṁhitā(Chapter-VII,verses 1-13)**

Textual study of Chapter-VII,verses 1-13 with meaning

Unit-4 **Manusaṁhitā(Chapter-VII,verses 14-34)**

Textual study of Chapter-VII,verses 14-34 with meaning

Unit-5 **Manusaṁhitā (Chapter-II,verses 43-53)**

Textual study of Chapter-II,verses 43-53 with meaning

Unit-6 **Manusaṁhitā (Chapter-III, verses 99-107)**

Textual study of Chapter-III,verses 99-107 with meaning

Unit-7 **Nāradasmṛti (General study)**

Content, about author, general study of Nāradasmṛti

Unit-8 **Nāradasmṛti(ch I)**

General study of Nāradasmṛti**(ch I)** Textual study with meaning

Unit-9 **Nāradasmṛti(ch II)**

General study of Nāradasmṛti**(ch II)** Textual study with meaning

Unit-10 **Nāradasmṛti(ch IV,)**

General study of Nāradasmṛti**(ch IV)** Textual study with meaning

Unit- 11 **Upaniṣad(General study)**

General study of Upaniṣad ,types, impotance

Unit- 12 **Iśopaniṣad(General study)**

General study of Iśopaniṣad , impotance, Textual study with meaning

Unit- 13 **Kathopaniṣad(General study)**

General study of **Kathopaniṣad** , impotance of this Upanisad,

Unit-14 **Kathopaniṣad(texual study)**

Textual study with meaning of some important portion

Unit- 15 **Taithirīyopaniṣad(General study)**

General study of **Taithirīyopaniṣad** , impotance, Textual study with meaning

Semester V

Course-10

Mantra and Brāhmaṇa Total marks-20+80=100

Unit-1 **Vedic Literature (General study)**

Definition and meaning of Veda, division of Vedas

Unit-2 **Vedic society**

Food habit, costume etc of the time of Vedic people

Unit-3 **Vedic culture**

Political, religious position of the people of that time

Unit-4 Ṛgveda

Definition and meaning of Ṛgveda , division

Unit-5 **Yajurveda**

Definition and meaning of Yajurveda , division

Unit-6 **Sāmaveda**

Definition and meaning of Sāmaveda , division

Unit-7 **Atharvaveda**

Definition and meaning ofAtharvaveda , division

Unit-8 **Ṛksaṁhitā-Agnisūkta(1.1)**
Mantras of **Agnisūkta**, meaning
Unit-9 **Indrasūkta**
Mantras of Indrasukta, meaning
Unit-10 **Devīisūkta**
Mantras of Devīisūkta, meaning

Unit-11 **Bhūmisūkta**

Mantras ofBhūmisūkta, meaning

Unit-12 **Akṣasūkta**

Mantras ofAkṣasūkta, meaning

Unit-13 **Brāhmaṇa Literature (General study)**

Definition and meaning ofBrāhmaṇa Literature, division

Unit-14 **Aitareya Brahmana (a study)**

Definition and meaning ofAitareya Brahmana, division

Unit-15 **Satapatha Brahmana (Manumatsyakathā, the legend of the manu-matsya)**

Definition and meaning ofSatapatha Brahmana, division, story of Manumatsyakathā

Semester VI

Course no- 11

Name of the Course:**Modern Sanskrit KavyaandMetre**Total marks-80+20=100

Unit-1 **Sanskrit works composed in Assam**

A study on Sanskrit works composed in Assam from ancient to 21st century

Unit-2 **Satī Jayamatī (An introduction)**

A general study of the kavya, summary, about the author, his time, significance of the story

Unit-3 **Satī Jayamatī (ch-Iverses1-14)**

Sanskrit Textual study of **verses 1-14** with detailed meaning, Grammatical notes

Unit- 4 **Satī Jayamatī (ch-I,verses15-29)**

Sanskrit Textual study of **verses 15-29** with detailed meaning, Grammatical notes

Unit- 5 **Satī Jayamatī (ch-I,verses 30--45)**

Sanskrit Textual study of **verses 30-45** with detailed meaning, Grammatical notes

Unit-6 **Vṛttamanjarī,(General study)**

A general study of the kavya, summary, about the author, his time, significance of the story

Unit-7 **Samavṛttas of Vṛttamanjarī**

Various vrttas and description of Samavṛttas with examples

Unit-8 **Vṛttamanjarī (Textual study)**

Sanskrit Textual study and meaning of the text with grammatical notes

Unit- 9 **Vṛttamanjarī (literary study)**

Literary study of Vṛttamanjarī like Rasa, Alankara **etc.**

Unit-10 **Chandomañjarī (general study)**

A general study on the history of Chandasastra, about author, varities etc

Unit-11 **Chandomañjarī(Indravajrā,Upendravajrā, Upajati, Vasantatilakaṁ,)**

Definition with examples of Indravajrā,Upendravajrā, Upajati, Vasantatilakaṁ chandas

Unit-12 **Chandomañjarī(Mandākrāntā,Rucirā,Praharṣiṇī,Sragdharā)**

Definition with examples ofMandākrāntā, Rucirā, Praharṣiṇī, Sragdharā chandas

Unit-13 **Chandomañjarī (Drutavilambita,Vaṁśasthavilaṁ,Sardulavikridita,Harini,)**

Definition with examples ofDrutavilambita,Vaṁśasthavilaṁ,Sardulavikridita,Harini chandas

Unit-14 **Chandomañjarī (Bhūjaṅgaprayāta,Rathodhatā ,Mālinī,Salini)**

Definition with examples ofBhūjaṅgaprayāta,Rathodhatā ,Mālinī,Salini chandas

Unit-15 **Chandomañjarī(Anuṣṭup,Arya,Puṣpitāgra,Totakam)**

Definition with examples ofAnuṣṭup, Arya,Puṣpitāgra,Totakam chandas

Semester VI

Course-12 Total marks-80+20=100

Course name: Gita and Vedic Samhita

Unit-1 **Srimadbhagavadgita (general study)**

Significance, content, about the author, his time etc

Units-2 **Srimadbhagavadgita (chapter-xii-a textual study)**

textual study of chapter-xii with meaning

Unit-3 **Srimadbhagavadgita (chapter-xii-a Literary study)**

Literary study of chapter xii

Unit-4 **The Practical Perspective towards the Society (On the basis of the *Srimadbhagavadgita)***

Unit-5 The Ways and Means for the development of personality (On the basis of the *Srimadbhagavadgita)*

Unit-6 **Āranyaka Literature (General Study)**

Description about Āranyaka Literaturein a general way

Unit-7 **TaittiriyaAranyaka(Panchamahayajna)**

Description about Panchamahayajna

Unit-8 **Vṛhatsaṁhitā(General Study)**

Description aboutVṛhatsaṁhitā

Unit- 9 **Introduction of Āyurveda**

Defines about Āyurveda

Unit- 10 **Principal Ācāryas of Āyurveda and their works**

Description about various educators of Āyurveda and their works

Unit-11 **Carakasamhitā(General Study)**

Description aboutCarakasamhitā

Unit- 12 **Carakasamhitā (Sūtra-sthānam)**

Description aboutSūtra-sthānam of Carakasamhitā

Unit- 13 **Carakasamhitā (Division of Time, condition of nature and body in six seasons)**

Description aboutdivision of Time, condition of nature and body in six seasons

Unit-14 **Susrutasamhita(General Study)**

Description aboutSusrutasamhitain a general way

Unit-15 **Susrutasamhita (ch I, 25 verses)**

Textual study of Susrutasamhita from 1-25 verses

Semester VI Total marks-80+20=100

Course-13

Mathematics in Sanskrit, **Vastuvidya, Temple Study**

Unit-1 **Mathematics in the Vedic period**

Description about Mathematics in the Vedic period

Unit-2 **Mathematics in the Classical period**

Description about Mathematics in the Classical period

Unit-3 **Mathematics in thePost VedicPeriod**

Description about Mathematics in thePost Vedic Period

Unit-4 **Lilavati (General study)**

A general study of Lilavati, about author, content

Unit-5 **Lilavati (ch-1, Textual study)**

Textual study of Lilavati of chapter 1

Unit-6 **Vedic Mathematics – First 5 sūtras**

Description aboutVedic Mathematics – First 5 sūtras

Unit-**7 Technical Terms in Mathematics**

Description aboutdifferent Technical Terms in Mathematics

Unit-8 **Āryabhatīyam of Āryabhatta**

Description aboutĀryabhatīyam of Āryabhatta

Unit- 9 **Vastuvidya(General study)**

Description aboutVastuvidya in general

Unit-10 **Vastuvidyadhyaya (Vrhatsamhita-ch 53)**

Textual study ofVastuvidyadhyaya

Unit- 11**Studies on Temples (Introduction)**

An Introduction to various temples

Unit- 12 **Important Temples of Assam**

Description aboutImportant Temples of Assam

Unit-13 **Important Sakta Temples of Assam and their Historical Importance**

Description aboutImportantSakta Temples of Assam and their Historical Importance

Unit-14 **Important Saiva Temples of Assam and their Historical Importance**

Description aboutImportantSaiva Temples of Assam and their Historical Importance

Unit-15 **Important Vaisnava Temples of Assam and their Historical Importance**

Description aboutImportantVaisnava Temples of Assam and their Historical Importance

Semester VI

Course-14

Kavya, Smriti, Philology and Linguistics Total marks 80+20=100

Unit-1 **Kumārasambhabaṁ (An introduction)**

Description aboutKumārasambhabaṁ in a general way

Unit-2 **Kumārasambhabaṁ(Canto- III, 1-15 verses)**

Sanskrit Textual study of Kumārasambhabaṁ CantoIII, 1-15 verses

Unit- 3 **Kumārasambhabaṁ (Canto- III, 16-30 verses)**

Sanskrit Textual study of KumārasambhabaṁCanto- III, 16-30 verses

Unit- 4 **Kumārasambhabaṁ (Canto- III, 31-45 verses)**

Sanskrit Textual study of KumārasambhabaṁCanto- III31-45 verses

Unit- 5 **Kumārasambhabaṁ (Canto- III, 46-60 verses)**

Sanskrit Textual study of KumārasambhabaṁCanto- III, 46-60 verses

Unit- 6 **Kumārasambhabaṁ (Canto- III, 61-75 verses)**

Sanskrit Textual study of KumārasambhabaṁCanto- III, 46-60 verses

Unit- 7 **Kumārasambhabaṁ (Canto- III, 76-90verses)**

Sanskrit Textual study of KumārasambhabaṁCanto- III 76-90verses

Unit- 8 **Kumārasambhabaṁ (Canto- III, 91-100 verses)**

Textual study of KumārasambhabaṁCanto- III 91-100 **verses**

Unit-9 **Yājňavalkyasmṛti(General study)**

Description aboutYājňavalkyasmṛti in a general way

Unit-10 **Yājňavalkyasmṛti(Vyāvahārādhyāya, concept of vyāvahāra)**

Description aboutYājňavalkyasmṛti(Vyāvahārādhyāya, concept of vyāvahāra

Unit-11 **Yājňavalkyasmṛti(Vyāvahārādhyāya, Sākṣīprakaraṇa)**

Description aboutYājňavalkyasmṛtiVyāvahārādhyāya, Sākṣīprakaraṇa

Unit-12 **Yājňavalkyasmṛti (Vyāvahārādhyāya,Dāyabhāgoprakarana)**

Description aboutYājňavalkyasmṛtiVyāvahārādhyāya,Dāyabhāgoprakarana

Unit-13 **Yājňavalkyasmṛti(Vyāvahārādhyāya,Ṛṇadāna)**

Description aboutYājňavalkyasmṛtiVyāvahārādhyāya,Ṛṇadāna

Unit-14 **Philology (General study)**

Description aboutPhilologyin a general way

Unit-15 **Linguistics (General study)**

Description about **Linguistics**in a general way

Unit- 6 **Kumārasambhabaṁ (Canto- III, 61-75 verses)**

Sanskrit Textual study of KumārasambhabaṁCanto- III, 46-60 verses

Unit- 7 **Kumārasambhabaṁ (Canto- III, 76-90verses)**

Sanskrit Textual study of KumārasambhabaṁCanto- III 76-90verses

Unit- 8 **Kumārasambhabaṁ (Canto- III, 91-100 verses)**

Textual study of KumārasambhabaṁCanto- III 91-100 **verses**

Unit-9 **Yājňavalkyasmṛti(General study)**

KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY

(KKHSOU)

PROGRAMME PROJECT REPORT

ON

BACHELOR OF ARTS IN ECONOMICS (MAJOR)

Submitted to

UNIVERSITY GRANTS COMMISSION

BAHADUR SHAH ZAFAR MARG

NEW DELHI – 110 002

Submitted by

K. K. Handiqui State Open University

Guwahati, Assam

April 2018

Registrar
Krishna Kanta Handique
State Open University
Guwahati

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KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY

Academic Session 2018-19

PROGRAMME PROJECT REPORT

BA INECONOMICS(MAJOR)

1. PROGRAMME MISSION AND OBJECTIVES

BA in Economics (Major) has been offered by the Department of Economics, under the Surya Kumar Bhuyan School of Social Sciences, Krishna Kanta Handiqui State Open University (KKHSOU). This Major Programme has been thoroughly revised in accordance with the UGC Regulations on Open and Distance Learning, 2017. The Syllabi of this Programme have been finalized after a series of deliberations and discussions with academic experts in the respective field from Universities of repute, viz., Gauhati University,Dibrugarh University and Cotton University. The quality of Curriculum and Syllabus of this Programmehas been so designed to accommodate the recent developmentsin the field of Higher Education in general and the subject in particular.

The overall mission of this Programme is to expand the field of Economics and to create awareness in the society about Economics. This Programme tries to attain mutually complementary economic and social well being for everyone. To achieve the overall mission statement, the following specific objectives have been framed:

(a) To educate and train individuals from different walks of lifewho are desirous to study Economics.

(b) To provide both the theoretical and applied knowledge in the field of Economics to the learners, so that their skill level and employability are developed.

(c) To disseminate different information that emerges in the domestic as well as global economy.

(d) To exchange knowledge and experience gained from important past economic phenomena.

(e) To contribute to the University's mission of regional development by putting importance on regional issues.

(f) To motivate the learners for further study in Economics.

2 RELEVANCE OF THE PROGRAMME WITH KKHSOU'S MISSION AND GOALS

The BA Programme in Economics (Major) offered by KKHSOU has been prepared confirming the mission and goals of KKHSOU.ThisProgramme is based on the following mission and goals of KKHSOU:

(a) To expand the higher educationto cover maximum population.

(b) To maintain equity or justice in the field of higher education.

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(c) To ensure quality or excellence in the field of higher education.

(d) To increase research both qualitatively and quantitatively.

(e) To contribute the economic growth of the country.

The BA Programme in Economics (Major) will contribute towards accomplishment of KKHSOU's mission and goals by providing theoretical and applied knowledge of Economics to the prospective learners as stated below.

3 NATURE OF THE PROSPECTIVE TARGET GROUP OF LEARNERS

The nature of the prospective target groups of learners of this Programme are as follows:

(a) The students who are desirous to obtain a Degree in Economics as a Major subject.

(b) All the stakeholders of the society like—development agents, government officials,policy makers,industrialists, farmers, grass-roots workers etc. who are interested in ensuring a better standard of living for the peoples of the society.

(c) Persons unable to complete higher education in the normal course of time, and who are interested in Economics.

(d) People engaged in different avenuesand wish to develop their professional skill.

(e) People living in rural and remote areas, andother disadvantageous conditions but desirous of higher education in Economics.

(f) People willing to continue learning with earning.

(g) Persons deprived of higher education in conventional system for variety of reasons.

(h) Denied and deprived sections of people who need education of Economics for uplifting their economic conditions.

4 APPROPRIATENESS OF THE PROGRAMME TO BE CONDUCTED IN ODL MODE TO ACQUIRE SPECIFIC SKILL AND COMPETENCE

The BA programme in Economics (Major) is basically theoretical and therefore, in general, is suitable for the ODL mode. The entire Programme has been so designed in such a way that the learners can learn the different courses going through the Self Learning Materials designed for the specific programme. Certain add-on resources, like CDs, community radio programme and counselling sessions conducted in the study centres, are expected to help the learners to clarify their doubts.This would enable 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.

5 INSTRUCTIONAL DESIGN

5.1 Curriculum Design: The Curriculum of the BA programme in Economics (Major) has been designed by taking the help of experts in the subject from other reputed Universities in the region, like Gauhati University, Dibrugarh University and Cotton University. The contents of the syllabi are updated. While preparing the syllabi, UGC Model Syllabi and syllabi of other Universitiesand recommendations of MadhavaMenon Committee have been consulted.

5.2 Course Distribution : The semester-wise distribution of the different courses of the BA programme with Economics as Major is as follows:

Semester I	Semester II	Semester III	Semester IV	Semester V	Semester VI
General English	MIL/Alternative English	Environmental Studies	Spoken English	Economics 7 (Major)	Economics 11 (Major)
Economics 1 (Elective 1)	Economics 2 (Elective 1)	Economics 3 (Major)	Economics 5 (Major)	Economics 8 (Major)	Economics 12 (Major)
Elective 2	Elective 2	Economics 4 (Major)	Economics 6 (Major)	Economics 9 (Major)	Economics 13 (Major)
Elective 3	Elective 3	Elective 2/3	Elective 2/3	Economics 10 (Major)	Economics 14 (Major)

In the above regard, the following would be considered.

(a) Major courses are offered third semester onwards.
(For details refer Annexure I and Annexure II)

(b) Learners have to opt for three elective subjects, out of which one can be opted as Major third semester onwards. Out of the two remaining elective courses, one needs to be continued as Elective in the third and four semesters. A student opting Major in Economics has to study only Major courses in the fifth and sixth semesters. No pass course is offered in the fifth and sixth semesters.

(c) Elective subjects offered under the BA programme include Assamese, Economics, Education, English, History, Journalism and Mass Communication, Mathematics, Philosophy, Political Science, Sanskrit and Sociology.

(d) BA Major is offered in Assamese, Economics, Education, English, History, Journalism and Mass Communication, Philosophy, Political Science and Sociology.

5.3 Credit Distribution: The Credit Distribution of the different courses of the BA programme in KKHSOU with Economics as Major is as follows:

	Semester I	Semester II	Semester III	Semester IV	Semester V	Semester VI
Course	General English	MIL/Alternative English	Environmental Studies	Spoken English	Economics 7 (Major)	Economics11 (Major)
Credit	**4**	**4**	**4**	**4**	**4**	**4**
Course	Economics 1 (Elective 1)	Economics 2 (Elective 1)	Economics 3 (Major)	Economics 5 (Major)	Economics 8 (Major)	Economics12 (Major)
Credit	**4**	**4**	**4**	**4**	**4**	**4**
Course	Elective 2	Elective 2	Economics 4 (Major)	Economics 6 (Major)	Economics 9 (Major)	Economics13 (Major)

Credit	**4**	**4**	**4**	**4**	**4**	**4**
Course	Elective 3	Elective 3	Elective 2/3	Elective 2/3	Economics 10 (Major)	Economics14 (Major)
Credit	**4**	**4**	**4**	**4**	**4**	**4**
Credits per semester	**16**	**16**	**16**	**16**	**16**	**16**

The overall weightage of the BA programme with Economics as Major is of 96 credits. The credit distribution of the different courses in the programme is as follows:

Courses	**Credits**
General English	4
MIL/Alt English	4
Environmental Studies	4
Spoken English	4
Elective 2/3	24
Economics (Major)*	56

*includes two courses studied in the first two semesters as an Elective subject.

5.4 Definition of Credit Hours*:*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 study hours, a minimum of 10 percent, i.e., minimum 12 hours of counselling per course is offered to the learners at their respective study centres.

5.5 Programme Structure*:* The programme has total 14 courses. These courses are:

(a) Introduction to Economic Theory – I : Semester I
(b) Introduction to Economic Theory – II : Semester II
(c) Money, Banking and Financial Systems. : Semester III
(d) Quantitative Methods for Economic Analysis – I : Semester III
(e) Development Economics : Semester IV
(f) Quantitative Methods for Economic Analysis – II : Semester IV
(g) Public Finance : Semester V
(h) International Economics : Semester V
(i) Demography : Semester V
(j) Regional Economy of India's North East : Semester V
(k) Indian Economy : Semester VI
(l) Environmental Economics : Semester VI
(m) Rural Development and Rural Finance : Semester VI
(n) History of Economic Thought : Semester VI

Detailed syllabi of the course have been attachedin **Annexure I** of this report.

5.6 Duration of the Programme: The BA programme in Economics (Major) has six semesters and is of minimum 3 years. However, the maximum duration of the programme is 8 years as stated below:

- Minimum Duration : 6 semesters (3 years).

- Maximum Duration : 8 years.

In case, a learner is not able to qualify a course in its first attempt, he/she has to qualify in the particular course within the next four attempts, subject to maximum duration of the study.

5.7Faculty and support staff requirement: The University currently has 3 full time faculty members in the Department of Economics, viz., one Associate Professor and two Assistant Professors.

5.8 Instructional Delivery Mechanisms: The Self Learning Materials have been prepared keeping in view of the above definition of instructional design. Particular attention has been given so that the basic three domains of knowledge, viz., behavioural domain, cognitive domain, and constructive domain can be addressed. A few examples have been mentioned in the following table.

Domain of Knowledge	General Learning Tasks generally used	Contents in Self Learning Materials
Behavioural	• Memorising • Undertaking Routine Tasks • Learning arbitrary information • Learning rule systems • Invariable (Routine) learning procedures	• Economics is a theoretical subject. As such, certain theoretical propositions, for examples, certain definitions are to be memorised.
Cognitive	• Classifying • Concept learning • Problem-solving • Procedures • Reasoning and argument • Rules	• There is ample scope in this domain of knowledge. Most of the theories in Economics are conceptual. Certain portion of the syllabi is also quantitative in nature, and hence offers scope for the development of problem solving abilities.
Constructive	• Case Studies • Complex Situations • Real-world Problem-solving	• Certain real-world situations are included in the course. For example, in the discussion of theories related to market, development policies etc., students are advised to draw evidences from real world situations.

5.9 Identification of media–print, audio or video, online, computer aided: All the learners are provided with Self Learning Materials, which is comprehensive in terms of contents in the syllabi. These learning resources are prepared with the help of resource persons across the country. Senior Professors from different Universities of the region are engaged as Editors of the SLMs.

Apart from the Print Self Learning Materials, e-SLMs and audio and video materials on certain modules are also offered to the learners. In addition, certain topics are also covered

through community radio programmes broadcast through the *90.4Jnan Taranga* Community Service Station of the University.

Eklavya, a radio programme on education broadcast from All India Radio Station, Guwahati and simultaneously broadcast by All India Radio Station, Dibrugarh, also covers topics on Economics and personal enrichment.

Live Phone-in-programme is broadcast by All India Radio, Guwahati each Thursday (9.15 am–10.15 am). In this programme, learners get live support to their queries, while the general public can also interact with officials/faculty members of the University on varied issues.

Most of the Audio-Visual programmes are made available online through YouTube videos.

5.10 ICT Support Services: The ICT support services available in the BA programme in Economics include the following:

(a) **Website:** We have developed full-fledged official website www.kkhsou.in for our learners and general public. Here we have provided all necessary information to our learners. The Website is also linked with the social-networking site like Facebook (KKHSOU FB Official Group) for interaction among the learners, faculty members and stakeholders. The website also includes the customised study centre-search facility based on district or programme. And most of the Audio-Video programmes are also made available online through YouTube.

(b) **Community Radio Service**: **Jnan Taranga** (90.4 MHz) of KKHSOU is the first Community Radio of the North Eastern part of the country. The Community Radio, being a platform for the community for taking up community issues, is also a platform to broadcast several educational programmes that includes debates, discussions, and talk shows.

(c) **Ekalavya**: With the help of Prasar Bharati, our University has launched a special educational programme namely ***Ekalavya.*** It is aired everySaturday from 8.00 PM to 8.30 PM through All India Radio, Guwahati and Dibrugarh.

(d) **Akashvani Phone-in Programme:** Our University offers one hour live **phone-in** counselling programme through AIR, Guwahati and Dibrugarh where officers and experts from this University clarify queries of listeners/learners via telephone. The phone in programme is aired every Thursday from 09.15 AM to 10.15 AM.

(e) **e-SLM:** An e-learning portal by the name of e-SLM (http://eslm.kkhsou.in/) has been launched by the university. It is also a digital repository where the study materials are

uploaded for the benefit of the learners. All the study materials of the programmes (including Degree, Master Degree etc.) can be assessed in this portal.

(f) **Open Access Journals Search Engine (OAJSE):** To provide easy access to various open access journal across the world, KKHSOU has developed the Open Access Journals Search Engine (OAJSE) which is available for the users from the URL www.kkhsou.in/library/oajse or http://oajse.kkhsou.in . OAJSE aims to cover journals in all subjects that are published in English language. There are now 4,500+ journals in the directory. All are searchable at article level.

(g) **KKHSOU Mobile App:** Our University has developed a mobile application "KKHSOU" to help the learners to connect 24x7 with the university. It can be freely downloaded from Google Play Store (for android user).

(h) **SMS and e-mail Alert Facility:** University has initiated an SMS and e-mail alert facility for learners regarding any news, events and learner-related information of the university.

(i) **E-mail services:** Learners can write emails to any officials/faculty members in university's general mail id: info@kkhsou.in. Queries raised through to this mail id are readdressed by concerned official/faculty members of the university.

(j) **TV programme:** University is going to initiate a half an hour live educational programme through a TV Channel **Prag-News** from June 2018. It will be telecast every Sunday at 8:30 am.

6. PROCEDURE FOR ADMISSION, CURRICULUM TRANSACTION AND EVALUATION

6.1 Admission Procedure: The procedure for admission is as follows:

(a) The admission for the academic session 2018-19 of the University will be through online mode. A learner who desires to take admission in KKHSOU will have to submit his/her application through the online admission link provided in the University website www.kkhsou.in. The learner has to carefully go through the instructions for filling up the online admission form and complete the process accordingly. In the online admission system, the learner has to register with his/her mobile no/email id, and has to carefully verify the subjects of his/her choice available in the respective study centers.

(b) For admission to a particular programme, the course fee is to be paid through online transaction mode—i.e., through credit card/debit card/net banking or any other available online mode of payment.

(c) The learner after successful submission of the online admission form has to take a print out and submit the same to the study centre for hard copies of SLMs.

(d) The verification of online application form will be done in the University and after the completion of the verification process, the e-SLMs will be sent to the respective Email-id of the learner.

(e) The learners who have submitted incomplete application may be given conditional admission at the University's discretion, subject to fulfillment of other eligibility criteria.

(f) All the enrolled learners will be provided with registration nos, SLMs and Identity cards.

(g) The learner who is unable to complete the programme within specified period is required to register himself/herself as a fresh learner by paying the requisite fee.

6.2 Continuous Admission:

a) Admission will have to be taken continuously in the programmes without any break. A learner will be allowed to appear in all the examinations, including back courses, within the stipulated time of a programme.

b) A learner will have to take admission to the next semester within one month from the last date of examination of the previous semester. It doesn't depend on whether the candidate appeared in the previous examination or not.

c) A learner will be allowed to take admission to the next semester beyond one month, but within two months from the last date of examination of the previous semester with a fine of Rs 500/-.

d) A learner may be allowed to take admission even after the issue of notification for filling up of examination forms, but such learners will be allowed to appear in the examination of that semester in the next year only.

6.3 Eligibility Criteria of Admission: Eligibility criteria for admission into the Bachelor of Arts programme in KKHSOU is as follows:

a) 10+2 or equivalent examination passed (in any stream, including vocational stream) from a Council/University recognised by UGC.

b) Diploma passed from Polytechnics in any branch.

6.4 Fee Structure: The fee structure of the BA programme of KKHSOU is as follows:

(All Figures are in India Rupee)

Sem	Enrolment Fee	Course Fee	Exam Fee	Exam Centre Fee	Mark sheet Fee	Total Fee to be paid*	Arrear subject
First	300.00	1300.00	600.00	200.00	100.00	2500.00	Rs. 200.00 per paper + Centre Fee + Mark sheet Fee Rs 50.00 +
Second	--	1300.00	600.00	200.00	100.00	2200.00	
Third	--	1300.00	600.00	200.00	100.00	2200.00	
Fourth	--	1300.00	600.00	200.00	100.00	2200.00	

Fifth	--	1300.00	600.00	200.00	100.00	2200.00	Consolidated Mark sheet Rs 100.00.
Sixth	--	1300.00	600.00	200.00	200.00	2300.00	

6.5 Financial assistance: The University offers free education to jail inmates and differently abled learners. At present, the University offers free of cost education to jail inmates in 16 district jails of the state.

6.6Refusal/Cancellation of Programme: Information brochure and not withstanding anything contained in the prospectus the University reserved the right to refuse or cancel Admission of any Individual.

6.7Curriculum Transaction and Activity Planner: An activity planner, that guides the overall academic activities in the BA programme (with Major) shall be made available prior to the admission schedule of the University. The newly constituted CIQA office as per UGC guidelines and the office of the Academic Dean would upload the Academic Plan and month wise Academic Calendar to enable the learners to plan their studies and activities accordingly.

6.8 The evaluation system of the programme: The University adopts both ongoing and term end evaluation. Ongoing evaluation is conducted in two ways: internal and external. The internal evaluation is to be undertaken by the learner himself. For this, the University has designed some self-check "Check Your Progress" questions, which would help the learners to self check their progress of study. However, this is undertaken at the learners' end and is non-credit based. For the overall evaluation of a course, the University follows two types of evaluation:

Continuous Evaluation (Assignments) : Weightage assigned 20%.
Term End Evaluation (Semester-end Examinations) : Weightage assigned 80%.

The learners have to submit the assignments within the schedule of a semester at the respective study centres. The counsellors at the study centres evaluate the assignments and return them to the learners with feedback.

Term end examinations are conducted on scheduled dates at selected examinations centres. Evaluations are done by the external examiners at zonal centres. After evaluation, further scrutiny is done, followed by moderation. Results are declared within scheduled dates as laid down in the Activity Planner.

The learners can opt for re-evaluation of their answer script (within a stipulated time) if they are not satisfied with the evaluation outcome.

7 REQUIREMENT OF LABORATORY SUPPORT AND LIBRARY RESOURCES

7.1 Laboratory Support: Economics being a theoretical discipline requires no laboratory services.

7.2 Library Resources: Library services are offered to the learners through physical library facilities set up by the University at the respective study centres. Reference books are suggested by the faculty members of the University, and are supplied to the libraries located at the study centres.

The Central Library, Krishna Kanta Handiqui State Open University plays a vital role in the collection, development and dissemination of academic, scientific and technical information to meet the present and future needs of the University.

The library remains open from 10.00 am to 5.00 pm in all working days. The library is fully computerized with an ILS (Integrated Library System) and also equipped with RFID (Radio-frequency Identification) technology.

The Central Library has the following resources:

Physical Resources:

Books	:	18,164
Theses	:	8
Report	:	1
Journals	:	35
Magazines	:	12
News Papers	:	5
Audio CD/DVD	:	49
Video CD/DVD	:	6
CD/DVD with Textual documents:		66

E-resources:

E-Journals: The Central Library of KKHSOU subscribed e-journals from JSTOR (www.jstor.org), and the resources are very much necessary for academic and research community of the University.

Digital Library: Digitization has become deeply embedded into every aspect of education today. Hence, the Central Library of KKHSOU has started the Digital Library initiative. The mission of the "Digital Library at KKHSOU" is to locate, digitize, preserve, collect and make accessible the accumulated wisdom of the institute's output to the global community. The resources of the Digital Library include Administrative Documents, Conference/Seminar Proceedings, Faculty Publications, Journal of Open Learning and Research Communication (JOLRC), KKHSOU in

News and Media, Newsletters, Annual Reports, MPhil/PhD Theses, Public Lectures, Convocation Addresses, Working Papers, etc. URL: http://dlkkhsou.inflibnet.ac.in

Open Access Journals Search Engine (OAJSE): To provide easy access to various open access journal across the world, KKHSOU developed the Open Access Journals Search Engine (OAJSE) which is available for the users from the URL www.kkhsou.in/library/oajse or http://oajse.kkhsou.in

KKHSOU at Shodhganga: Krishna Kanta Handiqui State Open University (KKHSOU) has joined Shodhganga for depositing their theses which is available for the users from the URL http://shodhganga.inflibnet.ac.in/handle/10603/145533. Shodhganga repository is the reservoir of Indian intellectual output stored, hosted and maintained by the INFLIBNET Centre, an IUC of UGC.

8 COSTESTIMATE OF THE PROGRAMME AND THE PROVISIONS

All financial records regarding print of SLMs, honorarium paid to the members of the Expert Committee, honorarium to be 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. are maintained by the office of the Finance Officer of KKHSOU. 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 conducts an exercise based on historical costing method to arrive at indicative figures of cost. The findings are presented below in respect of the BA Programme in Economics (Major)

8.1 Programme Development Cost:

(a) Cost of SLM Development (In English medium) : Rs. 5,500.00 per unit.
(In Assamese medium) : Rs. 5,680.00 per unit.

(b) Printing Cost per SLM Rs. 56/-

(c) Cost of CD per unit Rs. 23/-

8.2 Programme Delivery Cost:

The SLMs prepared have to be delivered to various study centres located at the far-flung remote areas. On an average, the University delivers about 15 kgs of study materials per student. The cost of delivery of per kg of such material is Rs.10. Accordingly, depending upon the number of candidates; the cost for the BA Programme in Economics (Major)will be

provisioned by the University. The office of the Finance Officer has calculated the delivery cost of SLM per student at Rs. 150.00.

8.3 Programme Maintenance Cost:

The University will keep financial provision for organizing stakeholders' 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, but will also benefit the learners of other programmes. The University will also bear the cost of organizing the meeting of Syllabus Revision Committee 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 maintenance cost calculated by the office of Finance Officer, with regard tothe maintenance for Under Graduate Arts programmes per student is Rs.600.00

The figures as indicated above will be applicable for the BA Programme in Economics (major)of the University. The University will keep adequate financial provision for development, delivery, and maintenance of the programme presented as per the Programme Project Report.

9 QUALITY ASSURANCE MECHANISM AND EXPECTED PROGRAMME OUTCOMES

9.1 Quality Assurance Mechanism: With regard to the quality concerns of the course materials, the department of Economic is involved in the following activities:

(a) The programme design and structure are 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 expert Committee is helped by the in-house faculty members of the department while preparing the framework of the programme.

(b) The next step after the completion of the framework preparation is the allotment of the assigned papers (which is again composed of 15 units) to the assigned authors. The in-house faculty members prepare a carefully chosen list of authors for the task. The faculty members also contribute their writings, besides the outsourced authors who are mostly research scholars and faculty members from other higher educational institutions.

(c) The content editors are then roped in for the next round. The content editors, who are mostly academics from reputed higher educational institutions, look into the contents of the units, and provide their suggestions and feedbacks to be included by the coordinator of the programme.

(d) Since the BA programme in Economics (major) is prepared in a bi-lingual format, the units post content editing are then sent for Assamese translation to a select list of

outsourced translators. After which, the materials are sent to the Language Editor, who then looks into the contents of the material written in Assamese, and give their necessary suggestions to be incorporated by the coordinator of the particular programme. The next step is that of printing and distributing the SLMs to the respective study centres. Arrangements are made to distribute the SLMs to the learners at the time of admission.

(e) The newly constituted CIQA Office is planning to conduct stakeholders' meeting; SLM and Counselling Workshops which is expected to provide the University and the Department with required inputs for quality enhancement.

(f) In order to keep the programme updated, the programme would berevised and necessary changes would be incorporated for the benefit of the learners, based on the inputs received from the mechanism as mentioned above.

9.2Expected Programme Outcomes: The outcomes of the programme are manifold:

(a) It will enable the learners to acquire knowledge further enabling them to articulate well the condition around them.

(b) The programme will also help the learners to seek employment avenues in the development sector and/or other upcoming sectors like banking, insurance and other service sectors.

(c) The programme will also encourage the learners to go for higher studies.

(d) The programme will enable the learners to engage with the society in a fruitful manner leading to the welfare of all and thus contribute to the betterment of the society.

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ANNEXURE I

PROGRAMME STRUCTURE
BACHELOR OF ARTS
ECONOMICS (MAJOR)

The BA programme with Economics as Major has a total of 14 courses. These courses are:

	Name of Course	Semester
(a)	Introduction to Economic Theory – I	: Semester I (As Elective)
(b)	Introduction to Economic Theory – II	: Semester II (As Elective)
(c)	Money, Banking and Financial Systems.	: Semester III
(d)	Quantitative Methods for Economic Analysis - I	: Semester III
(e)	Development Economics	: Semester IV
(f)	Quantitative Methods for Economic Analysis - II	: Semester IV
(g)	Public Finance	: Semester V
(h)	International Economics	: Semester V
(i)	Demography	: Semester V
(j)	Regional Economy of India's North East	: Semester V
(k)	Indian Economy	: Semester VI
(l)	Environmental Economics	: Semester VI
(m)	Rural Development and Rural Finance	: Semester VI
(n)	History of Economic Thought	: Semester VI

ANNEXURE - II

DETAILED SYLLABUS OF BA IN ECONOMICSMAJOR COURSES

FIRST SEMESTER

COURSE 1: INTRODUCTION TO ECONOMIC THEORY

UNIT 1: AN INTRODUCTION TO ECONOMICS

Nature and Scope of Economics; Choice as an Economic Problem; Stock and Flow Variables; Micro Economics and Macro Economics Approaches: Scope and Subject Matter

UNIT 2: THE MARKET MECHANISM

Demand-Supply Framework, Concept of Equilibrium and Market Equilibrium; Static Analysis, Comparative Static Analysis and Dynamic Analysis

UNIT 3: INTRODUCTION TO DEMAND

The idea of Demand; The Demand Curve: Movement along a demand curve and Shift in the Demand Curve; Elasticity of Demand - Price, Income and Cross

UNIT 4: CONSUMER BEHAVIOUR: CARDINAL APPROACH

Utility - Cardinal and Ordinal Approaches; Law of Diminishing Marginal Utility; Law of Equi-Marginal Utility; Consumer's Surplus

UNIT 5: CONSUMER BEHAVIOUR: ORDINAL APPROACH

Indifference Curve; Consumer's Equilibrium; Price, Income & Substitution Effects; Giffen Goods

UNIT 6: CONCEPTS OF REVENUE

Concepts of Total Revenue, Average Revenue and Marginal Revenue; Relationship between AR and MR Curves; Relationship between TR, AR, MR and Price Elasticity.

UNIT 7: THEORY OF PRODUCTION

Production Decisions; Production Function; Iso-Quant; Factor Substitution; Law of Variable Proportions; Returns to Scale; Equilibrium of The Firm with respect to Choice of Factor Combination; Expansion Path.

UNIT 8: COST OF PRODUCTION AND COST CURVES

Different Concepts of Costs and their Interrelation; Cost Curves and their Inter-Relationship; Short-run and Long-run Cost Curves

UNIT 9: EQUILIBRIUM OF FIRM

Conditions of Firm's Equilibrium; Break-Even Point; Equilibrium of Industry; Incorporating Normal Profit into Average Cost Prices

UNIT 10: MARKET STRUCTURE: PERFECT COMPETITION

Types of Market - Perfect and Imperfect Markets; Equilibrium of a Firm and Industry under Perfect Competition in the Short-run and in the Long-run

UNIT 11: MARKET STRUCTURE: MONOPOLY

Meaning and Characteristics; Equilibrium under Monopoly; Comparison of Equilibrium under Monopoly and Perfect Competition

UNIT 12: MARKET STRUCTURE: MONOPOLISTIC COMPETITION

Monopolistic Competition: Meaning and Characteristics; Product Differentiation and Selling Cost (Concepts Only); Concepts of Oligopoly and Duopoly

UNIT 13: EQUILIBRIUM UNDER MONOPOLISTIC COMPETITION

Equilibrium under Monopolistic Competition: Short-run and Long-run; Product and Group Equilibrium; Excess Capacity

UNIT 14: BASIC CONCEPTS OF NATIONAL INCOME

Concepts: Gross Domestic Product, Gross National Product, Net National Product at factor cost and market price, National Income at constant and market price, Per Capita Income, Personal Income, Disposable Income; Importance of National Income,

UNIT 15: NATIONAL INCOME ACCOUNTING AND CIRCULAR FLOW OF INCOME

Methods of National Income Measurement, Difficulties in Measurement of National Income, circular Flow of National Income in a two sector model.

SECOND SEMESTER

COURSE 2: INTRODUCTION TO ECONOMIC THEORY – II

UNIT 1: THEORY OF DISTRIBUTION

Personal and Functional Distribution; Marginal Physical Productivity, Marginal Revenue Product and Value of Marginal Product; Concept of Marginal and Average Factor Cost

UNIT 2:WAGES

Meaning, Nominal Wages vs. Real Wages; Marginal Productivity Theory of Determination of Factor Prices; Wages and Collective Bargaining

UNIT 3:RENT

Rent; Ricardian Theory of Rent; Criticism of Ricardian Theory; Marshallian Producer's Surplus; Quasi Rent; Relation between Rent and Price.

UNIT 4: PROFIT

Profits: Nature –Uncertainty Theory of Profit; Innovation as a Source of Profit

UNIT 5: OUTPUT AND EMPLOYMENT: CLASSICAL THEORY

Basic Assumptions, Classical Theory of Income, Output and Employment; Keynes' criticism of the classical theory

UNIT 6: THE KEYNESIAN THEORY OF EMPLOYMENT

Aggregate Demand and Aggregate Supply; The Principle of Effective Demand; Determination of Equilibrium Level of Income: Aggregate Expenditure Output Identity, Planned Saving- Planned Investment Equality: Criticisms

UNIT 7: DETERMINATION OF INTEREST RATE: KEYNESIAN APPROACH

Interest Rate as a Monetary Phenomenon, Demand for Money: Transaction, Precautionary, and Speculative: Bulls and Bears; Liquidity Preference Theory of Interest Rate Determination

UNIT 8: KEYNESIAN CONSUMPTION FUNCTION

Keynesian Consumption function: Fundamental Psychological Law of Consumption, Average and marginal propensity to consume; Factors influencing consumption spending.

UNIT 9: CONCEPT OF MULTIPLIER CONCEPT, DERIVATION OF INVESTMENT MULTIPLIER

Algebraic Derivation of Multiplier, Calculating the size or Value of Multiplier, Assumptions of Multiplier Theory, Working of the Multiplier; Leakages of Multiplier, Multiplier in developing country conditions

UNIT 10: INVESTMENT FUNCTION AND MEC

Autonomous and Induced investment; Marginal efficiency of capital and Marginal Efficiency of Investment; MEC and volume of Investment

UNIT 11: IS-LM Model

Derivation of IS curve; Slope and Shift; Derivation of LM Curve, Slope and Shift; Interaction of IS and LM Curves

UNIT 12: ACCELERATION PRINCIPLES

Definition, The Principle of Acceleration, Operation of the Accelerator, Assumption and Criticism.

UNIT 13: BUSINESS CYCLES

Concept, Features of Business Cycle, Phases of Business Cycle, Causes and effects, Control of Business Cycles

UNIT 14: BUSINESS CYCLES THEORY

Multiplier-Accelerator Interaction: Samuelson and Hicks

UNIT 15: WELFARE ECONOMICS

Welfare and Welfare Economics; Concepts of Pigovian Utilitarian Welfare and Paretian Welfare; Value Judgement and Welfare Economics

THIRD SEMESTER

COURSE 3: MONEY, BANKING AND FINANCIAL SYSTEMS

UNIT 1: CONCEPT OF MONEY

Concept of Money; Types of Money; Functions of Money; Role of Money in the Economy

UNIT 2: DEMAND FOR MONEY: CLASSICAL APPROACH

The Classical Approach to Demand for Money: Fisherian Approach And Cambridge Approach to Quantity Theory of Money; Comparison between the Fisherian Approach And Cambridge Approach

UNIT 3: DEMAND FOR MONEY: KEYNESIAN APPROACH

Demand for Money: Transaction demand for money, Precautionary demand for money, Speculative demand for money and Total demand for money

UNIT 4: RESTATEMENT OF THE QUANTITY THEORY OF MONEY

Restatement of quantity theory of money: Keynes' Reformulation of the Quantity Theory of Money, Friedman's Reformulation of the Quantity Theory of Money; Friedman versus Keynes

UNIT 5: SUPPLY OF MONEY AND EMPIRICAL MEASUREMENT OF MONEY

Supply of Money: Definition, Determinants; Money Multiplier; Credit Multiplier; Empirical measurement of money: The Narrow and Broad definition of Money

UNIT 6: FUNCTIONS OF CENTRAL BANKS

Functions of Central Bank; Role of Central Bank in Developing Countries.

UNIT 7: CENTRAL BANK AND CREDIT CONTROL

Methods of Credit Control: Quantitative and Qualitative Measures;

UNIT 8: COMMERCIAL BANKS

Commercial Banks: Functions, Balance Sheet; Conflict between Liquidity and Profit

UNIT 9: CREDIT CREATION BY COMMERCIAL BANAKS

Credit Creation by Commercial Banks and Its Limitations

UNIT 10: INSTITUTIONAL EVOLUTION IN THE BANKING SECTOR

Micro Credit; Small Banks; Payment Banks; Financial Inclusion: Banking Correspondent and Pradhan Mantri Jan DhanYojana

UNIT 11: INFLATION, DEFLATION AND STAGFLATION

Meaning of inflation; Demand Pull Inflation, Cost Push Inflation and Structural Inflation; Effects of Inflation; Anti-Inflationary Measures: Meaning, Causes and Effects of deflation; Inflation Vs Deflation; Stagflation (Concept only)

UNIT 12: MONETARY POLICY

Meaning, Objectives, Targets and Instruments of Monetary Policy; Effects of Monetary Policy in Recession and Inflation

UNIT 13: THE FINANCIAL SYSTEM

Meaning, Role and Components of the Financial System

UNIT 14: CAPITAL MARKET

Meaning of Capital Market; Primary and Secondary Market; Role of Stock Exchange in the Economy

UNIT 15: MONEY MARKET

Meaning and Role of Money Market; Instruments in the Money Market;

Interrelations between Money market and Capital Market

COURSE 4: QUANTITATIVE METHODS FOR ECONOMICANALYSIS - I

UNIT 1: THE NUMBER SYSTEM

The Natural Numbers; Integers; Rational Numbers; Irrational Numbers; Real Number System; Concepts of Constants and Its different types, Concepts of Variables and Its Various types.

UNIT 2: THEORY OF SETS

Definition, Set Operations: Union and Intersection of Sets, Disjoint Sets, Difference of Sets; Complement of a Set; Diagrammatic Representation of Sets

UNIT 3: RELATIONS AND FUNCTIONS

Concept of Relation: Identity Relation, Inverse Relation; Concept of Function; Different types of Functions: Linear Function, Quadratic Function, Cubic Function, Constant Function, Polynomial Function, Rational Function, Power Function

UNIT4: FUNCTIONS IN ECONOMICS

Some Fundamental Functions in Economics: Demand Function, Supply Function, Savings Function, Production Function, Cost Function, Revenue Function, Utility Function, Profit Function

UNIT 5: EQUATIONS IN ECONOMICS

Rewriting and Solving Equations; Concept of Demand and Supply Equations; Cost-volume-profit Equations; Budget Lines

UNIT 6: DETERMINANTS AND MATRIX ALGEBRA

Properties of Determinants; Solution of a Set of Linear Equations by Cramer's Rule;

Concept of a matrix; Types of Matrix; Equality of Matrices; Addition and Subtraction of Matrices; Scalar Multiplication of Matrix; Multiplication of Matrix; Transpose of a Matrix; Symmetric Matrices (Concept only)

UNIT7: ECONOMIC APPLICATIONS OF DETERMINANTS AND MATRICES

Solution of Partial Equilibrium Market Model using Matrix Inversion Method, Solution of Partial Equilibrium Market Model using Crammer's Rule, Solution of National Income Model by Matrix Inversion Method, Solution of a National Income Model using Cramer's Rule

UNIT 8: LIMIT AND CONTINUITY

Limits: Finding Limits Analytically, Examples of Evaluations of Limits Using Various Rules, Limits by the Method of Substitution, A Special Limit, Some Other Special Limits, One Sided Limits; Continuity: Basic Definitions and Example, Algebra of Continuous Functions

UNIT 9: DIFFERENTIAL CALCULUS

Concept and Definition of Derivative; Graphical Representation of Derivative; Rules of Differentiation; Examples of Differentiation; Partial and Total Derivative: Concept and Rules; Total Differentials.

UNIT10: ECONOMIC APPLICATIONS OF DERIVATIVES

Economic Applications in Deriving the Marginal values from the Totals; Application to the Problem of Elasticity: Point Elasticity, Arc Elasticity; Price Elasticity; Income Elasticity, Elasticity of Supply

UNIT 11: CONCEPTS OF MAXIMA AND MINIMA (UNCONSTRAINED)

Concepts of Local and Global Maxima and Minima; Conditions for deriving Maxima and Minima; Exercises

UNIT 12: ECONOMIC APPLICATIONS OF MAXIMA AND MINIMA

Economic Applications relating to Maximisation of Revenue, Profit, Tax collection, Average and Marginal Productivity of Labour; Economic Applications relating to Minimisation of Production Cost, Inventory Cost, Profit, Tax collection, Average and Marginal Productivity of Labour.

UNIT 13: INTEGRATION AND METHODS OF INTEGRATION

Integration of a function, Basic Rules of Integration; Definite Integral: concept and Calculation

UNIT 14: APPLICATIONS OF INTEGRAL CALCULUS TO ECONOMIC PROBLEMS

Economic Applications in Arriving at Totals from Marginal Values, Consumer's Surplus and Producer' Surplus

UNIT 15: EQUALITY CONSTRAINT OPTIMIZATION AND ITS ECONOMIC APPLICATIONS

Structure of Objective Function and Constraint Function, Lagrange's Function and Lagrange's Multiplier; Economic Applications of Constraint Optimization: Theory of Consumer Behaviour, Least-Cost Combination of Input

FOURTH SEMESTER

COURSE 5: DEVELOPMENT ECONOMICS

UNIT 1: CONCEPTS OF ECONOMIC DEVELOPMENT AND ITS MEASUREMENT

Economic Growth and Development- Concepts, Defining Development and Underdevelopment, Measurement of Economic Development: Per Capita Income (PCI), Human Development Index (HDI).

UNIT 2: GENDER ISSUES OF DEVELOPMENT

Gender Related Development Index (GDI), Gender Empowerment Index (GEM)

UNIT 3: ISSUES OF DEVELOPING COUNTRIES

Structure and Characteristics of Developing Countries, Obstacles to Growth and Development- Vicious Circle of Poverty, Unemployment, Inequality.

UNIT 4: DEVELOPMENT THEORIES

Classical Development Theories of Adam Smith and Ricardo: Assumptions, Discussions, Importance, Criticisms, Arthur Lewis Theory of Development; Rostow's Stages of Economic Growth.

UNIT 5: BALANCED AND UNBALANCED GROWTH

Balanced and Unbalanced Growth: Concepts and Importance in Developing Countries

UNIT 6: HARROD-DOMAR GROWTH MODEL

Harrod-Domar Growth Model- Assumptions, Its Importance in Developing Countries, Criticisms.

UNIT 7: ROLE OF AGRICULTURE AND INDUSTRY IN ECONOMIC DEVELOPMENT

Indian Agriculture in the Planning Period, Modernisation of Agriculture, Green Revolution, Role of Agriculture in Developing Countries, Growth of Indian Industry in the Planning Period; Role of Industry in Developing Countries.

UNIT 8: POPULATION AND ECONOMIC DEVELOPMENT

The Theory of Demographic Transition; The two conflicting views on Population and Development- Malthusian View and Kuznets-Simon- Boserup View.

UNIT 9: CAPITAL FORMATION AND ECONOMIC DEVELOPMENT

Significance of Capital Formation in Economic Development; Reasons of Low Rate of Capital Formation in Developing Countries.

UNIT 10: TECHNICAL CHANGE AND ECONOMIC DEVELOPMENT

Role of Technology in Economic Development; Problems of Technology in Developing Countries.

UNIT 11: ENVIRONMENT AND ECONOMIC DEVELOPMENT

Economic Development and its Impact on Environment; Concepts – Public Goods and Bads, Free Rider Problem.

UNIT 12: FOREIGN TRADE AND ECONOMIC DEVELOPMENT

Role of Foreign Trade in Promoting Economic Development- Issues and Constraints.

UNIT 13: ROLE OF STATE IN ECONOMIC DEVELOPMENT

Role of State in Promoting Economic Development- Problems and Challenges; Role of Public Sector in Developing Countries.

UNIT 14: MANPOWER PLANNING AND ECONOMIC DEVELOPMENT

Need for Manpower Planning in Developing Countries; Manpower Planning in India.

UNIT 15: HUMAN RESOURCE DEVELOPMENT AND MILLENNIUM DEVELOPMENT GOALS

Human Resource Development: Concept and Significance; Indicators of Human Resource Development, Millennium Development Goals: Concept and Importance

COURSE 6: QUANTITATIVE METHODS FOR ECONOMIC ANALYSIS – II

UNIT 1: INTRODUCTION TO STATISTICS

Meaning Importance of Statistics; Methods of Presenting Statistical Information, Tabulation of Data; Parts of a Table

UNIT 2:VISUAL REPRESENTATION OF DATA

Idea of a distribution, Frequency Distribution, Graphical representation data, Histogram, Frequency Polygon, Ogive, Cartographic and pictorial presentation of data

UNIT 3: MEASURE OF CENTRAL TENDENCY

Measures of Central Tendency: Definition, Characteristics of a Good Average; Σ Symbol; Arithmetic Mean: Simple and Weighted**,** Median, Mode, Geometric mean; Harmonic Mean

UNIT 4: MEASURE OF DISPERSION

Dispersion: Objectives of studying Dispersions, Range; Inter -Quartile Range and Quartile Deviation, Mean Deviation; Standard Deviation and Variance; Coefficient of Variation

UNIT 5: SKEWNESS,MOMENTSAND KURTOSIS

Skewness; Measures of Skewness: Moments (concept only), Kurtosis: Measures of Kurtosis

UNIT 6: CORRELATION

Meaning and Concept; Types of correlation; Methods of Measuring correlation: Underlying Assumptions, Interpretation of Correlation Coefficient

UNIT 7: REGRESSION

Meaning and Concept; Linear Regression; Line of Regression and Regression Equation; Coefficient of Regression; Relation between Correlation and Regression Coefficients; Correlation and Regression Analysis: A Comparison

UNIT 8: FUNDAMENTALS OF PROBABILITY

Random Experiment; Classical Definition of Probability; Sample Space; Axiomatic Definition of Probability; Theorems on Probability, Conditional probability; Baye's theorem (Concept only).

UNIT9: RANDOM VARIABLES AND PROBABILITY

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, , Variance of Random Variable.

UNIT 10: THEORETICAL DISTRIBUTION- I

Binomial Distribution: Derivation of Binomial Distribution: Definition, Moments of Binomial Distribution, Properties of Binomial Distribution, Importance of Binomial Distribution,

UNIT 11: THEORETICAL DISTRIBUTION-II

Poisson Process: Poisson Distribution as a limiting case of Binomial Distribution, Properties of Poisson Distribution, Application of Poisson Distribution,

UNIT 12: THEORETICAL DISTRIBUTION-III

Normal Distribution: Definition, Standard Normal Variate, Properties of Normal Distribution, Area under Normal Probability Curve, Importance of Normal Distribution

UNIT 13: INDEX NUMBERS

Concept 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 Index Numbers; Uses of Index Numbers

UNIT 14 : 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 15: BASIC CONCEPTS IN SAMPLING

Defining Population, Parameter and Sampling: Random and Non Random Sampling, Sampling with and without Replacement, Large Samples; Errors in Sampling

FIFTH SEMESTER

COURSE 7: PUBLIC FINANCE

UNIT 1: NATURE AND SCOPE OF PUBLIC FINANCE

Meaning & Scope of Public Finance; Public Finance and Private Finance; Public Goods and Private Goods;Public goods and free riding; Public Goods and Market Failure;Common Resources and Tragedy of Commons**;**Club goods & local public finance

UNIT 2: PUBLIC REVENUE

Basic Concepts of Public Revenue: Meaning of Public Revenue, Distinction between Revenue and Non-Revenue Receipt, Need for Public Revenue; Source of Public Revenue: Tax Revenue and Non-Tax Revenue

UNIT 3: INTRODUCTION TO TAXATION

Meaning and Features of Taxation; Canons of Taxation; Shifting and Incidence of Tax; Direct and Indirect Taxes; Merits and Demerits of Direct and Indirect Taxes

UNIT 4: SOME IMPORTANT TAXES

Income Tax, Corporate Tax, Capital Gains Tax, Expenditure tax, Gift tax, Sales Tax, VAT, GST

UNIT 5: TAXATION AND THE ECONOMY

Tax Ratio and Taxable Capacity; Effects of Taxation: On Production, On Distribution, On Stabilization

UNIT 6: FUNDAMENTAL PRINCIPLES OF TAXATION

Concept of Equity in Taxation: The Benefit Principle of Taxation; The Principle of Ability to pay; Rate Schedules of Taxation

UNIT 7: PUBLIC EXPENDITURE

Meaning of Public Expenditure; Canons of Public Expenditure; Theories of Public Expenditure: The Theory of Maximum Social Advantage; The Principle of Maximum Aggregate Benefit

UNIT 8: EFFECTS OFPUBLIC EXPENDITURE

Effects of Public Expenditure on production, distribution and economic stability; Role of Public Expenditure in developing economy

UNIT 9: PUBLIC DEBT

Basic Concepts of Public Debt: Meaning, Distinction between public Debt and Private Debt, Sources of Public Debt; Burden of Public Debt; Methods of Public Debt Redemption

UNIT 10:FISCAL POLICY

Meaning; Objectives; Components; Compensatory Fiscal Policy and Pump Priming, Fiscal Policy in a Developing Economy

UNIT 11: PUBLIC BUDGET

Concept; Components; Classification of Public Budget: Balanced and unbalanced budget, capital and revenue budget, Incremental and Zero Base Budgeting;

Budget deficit: Revenue Deficit, Fiscal Deficit and Primary Deficit

UNIT 12: PUBLIC UTILITIES

Meaning; Characteristics; Role of public utilities; Optimal pricing of public utility services; Peak load pricing.

UNIT 13: PUBLIC SECTOR UNDERTAKINGS

Meaning; Forms; Role of PSU_S in developing economy; Performance and shortcomings of PSU_S in India.

UNIT 14:FEDERAL FINANCE

Concept of Fiscal Federalism; Principles of Federal Finance; Horizontal and Vertical Fiscal Balances; Instrumen

UNIT 15: FINANCE COMMISSIONS OF INDIA

Finance Commission of India and its role; Recommendation of Current Finance Commission of India.

COURSE 8: INTERNATIONAL ECONOMICS

UNIT 1: THEORY OF INTERNATIONAL TRADE

The Basis and Need of International Trade; Internal and International Trade, Distinction

Theory of Absolute Cost Advantage; Theory of Comparative Cost Advantage

UNIT 2: FREE TRADE VS. PROTECTION

Free Trade versus Protection: Case for Free Trade, Case for Protection; Importance of Protection in Developing Economies; Measures of Protection

UNIT 3: THE OPPORTUNITY COST THEORY

Haberler's Opportunity Cost Theory; Constant. Increasing and Decreasing Opportunity Cost and International Trade

UNIT 4: THE HECKSCHER-OHLIN THEORY

The Heckscher-Ohlin Theory of International Trade: Physical Criterion and Price Criterion; Criticisms

UNIT 5: TERMS OF TRADE AND GAINS FROM TRADE

Meaning of Terms of Trade: Net Barter or Commodity Terms of Trade, Gross Barter Terms of Trade, Income Terms of Trade; Factors affecting Terms of Trade

Gains from Trade

UNIT 6 : TOOLS OF TRADE RESTRICTION

Classification of Tariffs; Effects of Tariffs; Dumping: Meaning; Types and Effects; Anti-dumping measures; Cartels: Meaning; Advantages and Disadvantages of Cartels; Custom Union: Meaning; Concepts of Trade Creation and Trade Diversion; Quotas: Meaning, Types and Effects;

UNIT 7: ECONOMIC INTEGRATION

Preferential Trading Areas, Free Trade Areas, Customs Union, Common Market, Economic Union, Concepts Of Trade Creation And Trade Diversion

UNIT 8: BALANCE OF PAYMENTS

Distinction between Balance of Payments and Balance of Trade; Balance of Payment: Current and Capital Accounts; Disequilibrium in the Balance of Payment and Various Corrective Measures.

UNIT 9: FOREIGN EXCHANGE

Meaning and Instruments; Foreign Exchange Market; Rate Of Exchange; Determination of Equilibrium Rate of Exchange

UNIT 10: INTERNATIONAL MONETARY SYSTEM

Bretton Woods System; Monetary System after the Collapse of Bretton Woods System; Proposal for Reforming the Present Exchange Rate Adjustment

UNIT 11: INTERNATIONAL FINANCIAL INSTITUTIONS

International Monetary Fund; World Bank; International Regional Development Banks

UNIT 12: WORLD TRADE ORGANISATION (WTO)

Introduction; The WTO; Objectives; Functions; Critical Appraisal

UNIT 13: GLOBALISATION

Meaning; India's Move Towards Globalisation; Consequence of Globalisation-Positive Effects, Negative Effects

UNIT 14: FOREIGN INVESTMENT

Meaning; Significance and Impact of FDI and Portfolio Investment

UNIT 15: REGIONAL ECONOMIC INTEGRATION AMONG DEVELOPING COUNTRIES

Concept; Type; Advantage; Asian Economic Cooperation: SAARC, SAPTA, SAFTA (Concepts Only)

COURSE 9: DEMOGRAPHY

UNIT 1: INTRODUCTION TO DEMOGRAPHY

Definition, nature, scope and importance; Origin and development; Relation with other Social Sciences

UNIT 2: FUNDAMENTAL CONCEPTS IN DEMOGRAPHY--

Fertility, Mortality and Migration

UNIT 3: BASIC QUANTITATIVE TECHNIQUES IN DEMOGRAPHY

Nature of Demographic Data: Fertility Rate; Mortality Rate

UNIT 4: SOURCES OF DEMOGRAPHIC DATA

Census; Registration Data; National Sample Survey; Recent Initiatives like Aadhaar, NRC; International Sources

UNIT 5: THEORIES OF POPULATION –I

Malthusian Theory of Population; Neo Malthusian Theory of Population

UNIT 6: THEORIES OF POPULATION –II

Optimum Theory of Population; Theory of Demographic Transition

UNIT 7: DEMOGRAPHY AND URBANISATION

Meaning; Methods of Measuring Size of Urbanisation; Factors responsible for Urbanisation; Problems of Urbanisation

UNIT 8: URBANISATION IN INDIA

Trends of Urbanisation since independence; Problem of Urbanisation and Measures

UNIT 9: POPULATION DYNAMICS IN INDIA

Fertility; Mortality and Migration in India

UNIT 10: POPULATION GROWTH AND DISTRIBUTION OF POPULATION IN INDIA

Growth of Population since 1901; Nature and Characteristics of Indian Population; Demographic Dividend of Indian Population.

UNIT 11: QUALITATIVE ASPECTS OF INDIAN POPULATION-I (EDUCATION)

Achievement of Indian Population in Literacy, completion of Secondary, Senior Secondary and Higher Education.Inter-state, Inter-community and gender perspectives.

UNIT 12: QUALITATIVE ASPECTS OF INDIAN POPULATION –II (HEALTH)

Life Expectancy, Birth rate and Death rates.Inter-state, Inter-community and gender perspectives.

UNIT 13: DETERMINANTS OF POPULATION GROWTH

Vital rates, Population Pyramid, Life table

UNIT 14: POPULATION AND DEVELOPMENT

Population as a constraint on and a resource for development; Relationship between population and poverty; Relationship between population growth and Environment; Concept of Population Education and its importance

UNIT 15: POPULATION POLICY IN INDIA

Population policy and Role of state; Population policy in India: Pre independence, Post independence – shifts in perspective; Family planning – 1961; Family welfare 1977; National Population Policy 2000 and development there after

COURSE 10: REGIONAL ECONOMY OF NORTH EAST INDIA

UNIT 1: NORTH EAST AS A REGION

Concept of India's North East as an Economic Region; Characteristics of the Economy of the North-East; North Eastern Council (NEC): Aims and Objectives; Role and Function of NEC in Regional Development; Critical Evaluation

UNIT 2: NATURAL AND HUMAN RESOURCES OF THE NORTH EAST

Natural Resources - Mineral, Forest, Water and Their Uses; Prospects and Challenges

Human Resources of the North East: 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: MAJOR ECONOMIC PROBLEMS OF NORTH EAST INDIA

Poverty, Unemployment, Low Capital Formation, Other Socio- Economic Problems

UNIT 4: DOMESTIC PRODUCT OF NER

Trend and Composition of State Domestic Product and Per Capita Income of the Different States of the Region in the Post-Independence Period; Reasons for Slow Growth Rate of State Income

UNIT 5: AGRICULTURE IN NORTH EAST INDIA

Importance of Agriculture for the N-E Economy; Land-Use Pattern and Cropping Pattern; Agricultural Production and Productivity; Modernisation of Agriculture in the Region

UNIT 6: PROBLEMS AND CHALLENGES FACED BY PRIMARY SECTOR IN NER

Problems of Primary Sector; Challenges faced by Agricultural Sector; Suggestions for Improvement

UNIT 7: SHIFTING CULTIVATION AND PROBLEM OF AGRICULTURAL TRANSITION IN HILL AREAS

Concept of Shifting Cultivation; Harmful Impact of Shifting Cultivation; Problem of Agricultural Transition in Hill Areas.

UNIT 8: INFRASTRUCTURE IN THE NORTH EAST

State of Infrastructure in the Region: Power, Transport and Communication; Finance; Health and Education

UNIT 9: INDUSTRIALISATION IN THE NER

Role of Organized and Unorganized Industries; Extent of Industrial Development; Current Industrial Policy for N-E India (Important Features Only); Problems Faced by the Industries of NER; Suggestions to Overcome the Problems; Development of SSIs in NER; Problems and Prospects

UNIT 10: BORDER TRADE AND LOOK EAST POLICY

Prospect of Border Trade with Neighbouring Countries; Look East Policy; Act East Policy

UNIT 11: BANKING AND FINANCIAL INCLUSION IN NER-PERFORMANCE, PROSPECTS AND CHALLENGES

Performance of Banking Sector in NER, Prospect and Challenges**;** Performance, Problems and Prospect of Regional Rural Banks (RRBs) in NER

UNIT 12: DEVELOPMENT OF TOURISM SECTOR IN NER-PROBLEMS AND PROSPECTS

Tourism Sector in NER-Present Status; Prospect of Tourism Sector in NER; Specific Problems Faced by the Tourism Sector in NER

UNIT 13: CO-OPERATIVE MOVEMENTS AND COMMUNITY DEVELOPMENT PROGRAMMES IN NER WITH SPECIAL REFERENCE TO ASSAM

History of Co-Operative Movement In NER And Assam; Features Of The Co-Operative System; STATEFED; Weakness Of The Co-Operative System

UNIT 14: ECONOMIC PLANNING IN NER WITH SPECIAL REFERENCE TO ASSAM

Economic Planning in Assam and NER after Independence; Major Achievement; Failures

UNIT 15: COMMUNITY DEVELOPMENT PROGRAMMES IN NER WITH SPECIAL REFERENCE TO ASSAM.

Major Community Development Programmes in NER and Assam; Achievements and Limitations; Role of Local Government in Economic Development: Panchayati Raj Institutions

SIXTH SEMESTER

COURSE 11: INDIAN ECONOMY

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:LAND REFORMS

Tenets, Objectives and strategies of Land Reforms; Appraisal of land reforms in India.

UNIT 6: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 7: 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 8: 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 9: SMALL SCALE AND COTTAGE INDUSTRIES & INDUSTRIAL SICKNESS

Definition of Small Scale Industries and Related Terms; Role of Small Scale Industries in the Indian Economy; Government Policy relating to Small Scale Industries; Problems of Small Scale Industries in India and their Remedial Measures

UNIT 10: 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 11: THE FINANCIAL SECTOR IN INDIA

Commercial Banking and Its Changing Role: Pre and Post-nationalisation; Regional Rural Banks: Its role in the Indian economy; Reserve Bank of India: Its Developmental Role in the Indian Economy; The Role of other NBFIs in the Indian Economy; The Major Reforms initiated in the Financial Market.

UNIT 12: 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 13: 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 TargetsMajor Objectives, Targets and Achievements of the Last Five Year Plan; Critical Assessment.

UNIT 14: ECONOMIC REFORMS AND GLOBALISATION

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

UNIT 15: WTO AND ITS IMPLICATIONS FOR INDIA

Agreements Implemented under the WTO and their Implications for India.

COURSE 12: INTRODUCTION TO ENVIRONMENTAL ECONOMICS

UNIT 1: BASICS OF ENVIRONMENTAL ECONOMICS

What is Environmental Economics- Its Nature and Scope, The Environment-Economy Interaction, The State of Environmental Degradation

UNIT 2: EXTERNALITY AND MARKET FAILURE

Why Markets Function and Why Markets Fail, Pareto Optimality and Market Failure in the Presence of Externalities, Environment as a Public Good

UNIT 3: PROPERTY RIGHTS AND COASE THEOREM

Property Rights and the Coase Theorem, Criticisms of the Coase Theorem, The Tragedy of the Commons

UNIT 4: ENVIRONMENT AND DEVELOPMENT

Environmental Kuznets Curve, Empirical Evidence

UNIT 5: ENVIRONMENTAL REGULATION AND POLICIES

Pollution: Air Pollution, Water Pollution and Noise Pollution; Controlling Pollution, Instruments used for management of environment – Command and Control, Pollution Taxes, Marketable Pollution Permits

UNIT 6: SOLID WASTE MANAGEMENT

Causes, Effects and Control Measures of Urban and Industrial Wastes

UNIT 7: VALUATION OF ENVIRONMENTAL GOODS AND SERVICES

Subjective Preference-Based Valuation – Willingness to Pay; Revealed Preference-Based Valuation –Travel Cost Method, Hedonic Price Theory; Stated Preference Method – Contingent Valuation Method (Concepts Only)

UNIT 8: ECONOMICS OF NATURAL RESOURCES I

Types of Natural Resources, Managing Exhaustible Resources, Resource Extraction and Environmental Cost

UNIT 9: ECONOMICS OF NATURAL RESOURCES II

Managing Renewal Resources, The Idea of Sustainable yield, The Economically Optimal Rate of Harvest

UNIT 10: SUSTAINABLE DEVELOPMENT I

Concepts, Measurement and Indicators of Sustainable Development

UNIT 11: SUSTAINABLE DEVELOPMENT II

Perspectives from Indian Experiences - Environment Protection Act, Air (Prevention and Control of Pollution) Act, Water (Prevention and control of Pollution) Act, Wildlife Protection Act, Forest Conservation Act

UNIT 12: GREEN ACCOUNTING

Concept, Alternative Indicators of Sustainability

UNIT 13: GLOBAL ENVIRONMENTAL ISSUES

Climate Change – its Implication and Mitigation, Global Warming, Acid Rain, Ozone Layer Depletion, Environment and Human Health

UNIT 14: DOMESTIC ENVIRONMENTAL POLICY

Evolution of Environmental Policy in India, Environmental Impact Management

UNIT 15: COMMUNITY AND ENVIRONMENT

Women and Environment, Chipko Movement, Narmada BachaoAndolan

COURSE 13: RURAL DEVELOPMENT ANDRURAL FINANCE IN INDIA

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: AGRICULTURE AND LIVESTOCK INSURANCE IN INDIA

Role of Agriculture and Livestock Insurance in India; An Assessment of Different Rural Insurance Schemes in India

UNIT 10: RURAL FINANCE IN INDIA

Non-Institutional Sources of Rural Finance in India – Indigenous Banker, Money Lenders, Landlords, Traders; Institutional Sources of Rural Finance in India – Co-Operative Banks, Public Sector Banks, Corporations and Apex Bodies (NABARD, Agricultural Finance Corporation, RRBs)

UNIT 11: 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 12: CO-OPERATIVE BANKS

Progress of Co-operative Banks in India; Advantages of Co-Operative Institutions; Problems faced by Co-Operative Banks in Financing Rural Development

UNIT 13: REGIONAL RURAL BANKS

Objectives and Functions of RRBs; Evaluation of Progress and Activities of RRBs; Critical Assessment of Functions of RRBs

UNIT 14: NABARD

Objectives and Functions of NABARD; Evaluation of Progress and Activities of NABARD; Critical Assessment of Functions of NABARD

UNIT 15: RECENT INNOVATIONS IN RURAL FINANCE

Micro Credit, NGOs and Self-Help Groups, Rural Service Centres of Banks

COURSE 14: HISTORY OF ECONOMIC THOUGHT

UNIT 1: INTRODUCTION TO HISTORY OF ECONOMIC THOUGHT

Need and Importance of the History of Economic Thought; Nature and Significance

UNIT 2: ANCIENT INDIAN ECONOMIC THOUGHT

Kautilya'sArthasastra: View on Economy; Wealth and Public Economics

UNIT 3: EARLY MODERN INDIAN ECONOMIC THOUGHT

Naoroji: Drain Theory; Criticism; Long Run Relevance

Ranade: Poverty and Industrialisation; Agrarian Policy; Railway Investment; Methodology of Economics

UNIT 4: GANDHIAN ECONOMICS

Consumption Behaviour;Village Economy; Swadeshi; Technology;Industrialisation and the Scale of Production; Trusteeship; Sarvodaya; Non-violent Economy;Decentralisation

UNIT 5: THE MERCANTILIST SCHOOL

Overview of Mercantilism; Main Doctrines of Mercantilism;Rise and Fall of Mercantilism

UNIT 6: THE PHYSIOCRATIC SCHOOL

Overview of Physiocracy; Main Doctrines of Physiocracy; Natural Order; Net produit; Circulation of Wealth; Tableau Economique; Taxation, Trade.

UNIT 7: THE CLASSICAL SCHOOL- SMITH

Features of Classical School; Political Philosophy; Naturalism and Optimism; Wealth of Nations; Doctrine of Laissez Faire, Cannon of taxation, Theory of Value, Theory of Distribution, Trade; Economic Development

UNIT 8: THE CLASSICAL SCHOOL- MALTHUS

Malthusian Population Theory; Theory of Gluts; Neo-Malthusianism

UNIT 9: THE CLASSICAL SCHOOL- RICARDO

The Theory of Diminishing Returns; Theory of Exchange Value and Relative Prices; Distribution of Income and Trade

UNIT 10: THE CLASSICAL SCHOOL-MILL

Restatement of Classical Theory; Major Economic Thoughts of J. S. Mill

UNIT 11: THE RISE OF SOCIALIST THOUGHT

Overview of Socialism; Scientific Socialism; Theory of Value; Theory of Surplus Value; Theory of Economic Development

UNIT 12: THE MARGINALIST SCHOOL-JEVONS, MENGER AND WALRAS

Marginalist School; Economic Thoughts of Jevons, Menger and Walras

UNIT 13: THE AUSTRIAN SCHOOL- BOHM-BAWERK AND WIESER

Austrian School; Economic Thoughts of Bohm-Bawerk and Wieser

UNIT 14: THE NEOCLASSICAL SCHOOL-MARSHALL

Features of Neoclassical School; Marshall as a Synthesiser, Economic Thoughts of Marshall

UNIT 15: THE KEYNESIAN SCHOOL-KEYNES

Departure from the Classical School (Difference between Classical and Keynesian School), Major Contribution of Keynes to Economics, Policy Prescriptions.

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KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY

(KKHSOU)

PROGRAMME PROJECT REPORT

ON

BACHELOR OF ARTS IN EDUCATION (MAJOR)

Submitted to

UNIVERSITY GRANTS COMMISSION

BAHADUR SHAH ZAFAR MARG

NEW DELHI – 110 002

Submitted by

K. K. Handiqui State Open University

Guwahati, Assam

April 2018

Registrar
Krishna Kanta Handique
State Open University
Guwahati

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PROGRAMME PROJECT REPORT
ON
BACHELOR OF ARTS IN EDUCATION(MAJOR)

1. PROGRAMME'S MISSION AND OBJECTIVES:

The mission and vision of the K. K. Handiqui State Open University are as follows:

- The motto of the University is to make education beyond barriers and provide the educational opportunity to the unreached irrespective of socio-economic status, geographical location, physical disabilities and gender.
- It will also provide education to the housewives, semi-literate, unemployed youth, jail inmates as well as highly educated people.
- This University provides the opportunities of higher education to those who remain deprived of higher education for other numerous reasons.
- The mission and vision of the University is to enhance the capabilities of learners particularly women learners who wish to empower themselves by attaining the required level of education and necessary professional skills.
- To provide social justice to all the stakeholders is the prime focus of the University.

Mission and Objectives of the Programme:

The University has introduced Education as one of the elective subjects to contribute towards accomplishment of the mission of the University. The subject is offered by the University for both the passcourse and major course learners. The objectives of the programme are as follows.

- To provide opportunities of higher education to the learners expecting to study education as a subject in the degree level.
- To make people educated and acquaint them with some need based skills that will be essential for helping them lead a decent life in the society.
- To help the learners to adjust with the community, society, nation or the world as a whole and participate in the development process of the society and the country.

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Guwahati

- To encourage the learners who want to study Education as a major course to understand the subject in detail.

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

The relevance of the BA Programme in Education with KKHSOU's mission and goals can be described as follows:

- The programme provides learning throughout life by giving learners an opportunity in the entry and exit point of learning without any age bar. This also signifies equity and access in the field of higher education.
- Contributes towards preserving societal values by incorporating chapters like value education in the curriculum.
- Higher education also aims at skill development for those who aspire for being teachers and for those who are already in the teaching profession. Education as a subject helps in development of teaching skills by introducing papers like methods of teaching, and psychological practical which help learners to understand the psychology of children in their near future.

3. NATURE OF PROSPECTIVE TARGET GROUPS OF LEARNERS:

- Those who are desirous of further studies in the field of education but failed to get the opportunity.
- The learners particularly women who want to educate themselves for a decent standard of living.
- Teachers, educational administrators, educational practitioners, instructors, counselors, NGO's, workers, service holders etc.

4. APPROPRIATENESS OF PROGRAMME TO BE CONDUCTED IN ODL MODE:

In order to enable the learners of the BA Education (Major) Programme to acquire specific skills and competence, the concerned department of the University prepares SLMs (Self Learning Materials) in print form for imparting education to the learners. Apart from the SLMs in print form various other additional learner support services like counselling classes in study centres, assignments, video materials, online materials, educational programmes through community radio are provided to the learners for imparting education so that learners would not feel

isolatedduring his or her learning period. Thus, it is appropriate for running the programme through the ODL mode. Through this programme, learners will acquire specific skills and competence essential for a decent standard of living. The following are the specific skills that can be acquired by the learners through the programme:

- Teaching-learning skills
- Oganizational skills
- Guidance and Counselling
- Leadership qualities development
- Communication skills etc.

5. INSTRUCTIONAL DESIGN:

For running each programme of the University in the BA level, there are some instructional designs and procedures that have to be followed for making the learning effective through ODL mode. The delivery mechanism of the programme is divided into print form, video form, online and computer based system.

5.1 Programme Structure: For conducting the programme i.e. BA in Education for the major course learners, some course contents are designed which are very much relevant and contextual in the present day world and would help the learners to become educated in the true sense. The structure and details of syllabi for BA Major Programme in Education is given in ***AnnexureI and Annexure II.***Indesigningthe syllabus, the recommendations of the Madhava Menon Committee have been followed in terms of its credit distribution framework and weightage of the units. Besides, the syllabus is prepared in accordance with the UGC Regulations on Open and Distance Learning of 2017.

5.2 Course Distribution with Education as Major subject: The semester-wise distribution of the different courses of the BA programme with Education as Major subject is as follows:

Semester I	**Semester II**	**Semester III**	**Semester IV**	**Semester V**	**Semester VI**
General English	MIL/Alternative English	Environmental Studies and Disaster Management	Spoken English	Education 7 (Major)	Education 11 (Major)

Education 1 (Elective 1)	Education 2 (Elective 1)	Education 3 (Major)	Education 5 (Major)	Education 8 (Major)	Education 12 (Major)
Elective 2	Elective 2	Education 4 (Major)	Education 6 (Major)	Education 9 (Major)	Education 13 (Major)
Elective 3	Elective 3	Elective 2/3	Elective 2/3	Education 10 (Major)	Education 14 (Major)

Note: The Annexure I and Annexure II may be referred.

In this regard, the following also may be noted.

1) From Semester III onwards, learners can take major courses.
2) Learners have to opt for three elective subjects, out of which one can be opted as Major from the third semester onwards. Out of the two remaining elective courses, one has to be continued as Elective in the third and four semesters. A student opting Major in Education has to study only Major courses in the fifth and sixth semesters.
3) Elective subjects that are being offered under the BA programme includes: Assamese, Economics, Education, English, History, Journalism and Mass Communication, Mathematics, Philosophy, Political Science, Sanskrit and Sociology.

5.3 Credit Distribution: The Credit Distribution of the different courses of the BA programme in KKHSOU with Education as Major is as follows:

	Semester I	**Semester II**	**Semester III**	**Semester IV**	**Semester V**	**Semester VI**
Course	General English	MIL/Alternative English	Environmental Studies and Disaster Management	Spoken English	Education 7 (Major)	Education 11 (Major)
Credit	**4**	**4**	**4**	**4**	**4**	**4**
Course	Education 1 (Elective 1)	Education 2 (Elective 1)	Education 3 (Major)	Education 5 (Major)	Education 8 (Major)	Education 12 (Major)
Credit	**4**	**4**	**4**	**4**	**4**	**4**
Course	Elective 2	Elective 2	Education 4 (Major)	Education 6 (Major)	Education 9 (Major)	Education 13 (Major)
Credit	**4**	**4**	**4**	**4**	**4**	**4**
Course	Elective 3	Elective 3	Elective 2/3	Elective 2/3	Education 10 (Major)	Education14 (Major)
Credit	**4**	**4**	**4**	**4**	**4**	**4**
Credits per semester	**16**	**16**	**16**	**16**	**16**	**16**

The overall weightage of the BA programme with Education as Major subject is of 96 credits.

5.4 Definition of Credit Hours: 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 is offered to the learners at their respective study centres.

5.5 Duration of the Programme: The duration of the BA programme of the university is divided into six semesters and it should be completed in a minimum period of 3 years. However, the maximum duration of the programme is 8 years as stated below:

- Minimum Duration : 6 semesters (3 years).
- Maximum Duration : 8 years.

In case, a learner is not able to qualify in a course in the first attempt, he/she shall have to qualify in the particular course within the next four attempts, subject to maximum duration of the study.

5.6Faculty and support staff requirement: There are 2 (two) full time Assistant Professors in the department of Education and 1 (One) HOD (in charge) who is a full time Associate Professor in Department of Teacher Education of the university.

5.7Identification of media–print, audio or video, online, computer aided: All the learners are provided with Self Learning Materials, which is comprehensive in terms of contents of the syllabus. These learning resources are prepared with the help of resource persons across the country. Senior Professors from different Universities of the region are engaged as Editors of the SLMs.

Apart from the Print Self Learning Materials, audio and video materials on certain modules wouldalso be offered to the learners.

5.8 Learner Support Services/ ICT Support Services: The learner support services available in the BA programme in Education include the following:

- Self-Learning Materials covering the entire syllabus,
- Counselling sessions at study centres,
- Access to library services at study centres and the Central Library of the University as well,
- Audio-Video materials on selected modules, available at study centres,

ICT support is a major component of any ODL system of education. Our university has as such given emphasis on this. Some ICT-based support services provided by the university for the learners of BA in Education are listed below:

a) Website: The University has developed a full-fledged official website www.kkhsou.in for the learners and general public. Through this

websiteall necessary information is provided to the learners. The Website is also linked with the social-networking site like Facebook (KKHSOU FB Official Group) for interaction among the learners, faculty members and stakeholders. The website also includes the customised study centre-search facility based on district or programme. And most of the Audio-Video programmes are also made available online through YouTube.

b) **Community Radio Service**: **Jnan Taranga** (90.4 MHz) of KKHSOU is the first Community Radio of the North Eastern part of the country. The Community Radio, being a platform for the community for taking up community issues, is also a platform to broadcast several educational programmes that includes debates, discussions, and talk shows.

c) **Ekalavya**: With the help of Prasar Bharati, our University has launched a special educational programme namely ***Ekalavya.*** It is aired every Saturday from 8.00 PM to 8.30 PM through All India Radio, Guwahati and Dibrugarh.

d) **Akashvani Phone-in Programme:** Our University offers one hour live **phone-in** counselling programme through AIR, Guwahati and Dibrugarh where officers and faculty members from this University clarify queries of listeners/learners via telephone. The phone-in programme is aired every Thursday from 09.15 AM to 10.15 AM.

e) **e-SLM:** An e-learning portal by the name of e-SLM (http://eslm.kkhsou.in/) has been launched by the university. It is also a digital repository where the study materials are uploaded for the benefit of the learners. All the study materials of the programmes (including Bachelor's Degree, Master's Degree etc.) can be accessed through this portal.

f) **Open Access Journals Search Engine (OAJSE):** To provide easy access to various open access journals across the world, KKHSOU has developed the Open Access Journals Search Engine (OAJSE) which is available for the users at the URL: www.kkhsou.in/library/oajse or http://oajse.kkhsou.in. OAJSE aims to cover journals in all subjects that are published in the English language. There are now 4,500+ journals in the directory.

g) **KKHSOU Mobile App:** The University has developed a mobile application "KKHSOU" to help the learners to connect 24x7 with the university. It can be freely downloaded from Google Play Store (for android user).

h) **SMS and e-mail Alert Facility:** The University has initiated an SMS and e-mail alert facility for the learners regarding any news, events and learner-related information of the university.

i) **E-mail Services:** Learners can mail their quarries to any official/faculty member at the University's official mail id: info@kkhsou.in. Queries raised through this mail id, will be readdressed by the concerned official/faculty member of the University.

j) **TV Programme:** The University is going to initiate a half an hour live educational programme through a TV Channel **Prag-News** from June 2018. It will be telecast every Sunday at 8:30 am.

6. PROCEDURE FOR ADMISSIONS, CURRICULUM TRANSACTION AND EVALUATION:

6.1 Procedure for Admission: Generally, for learners who want to get enrolled in the BA level in KKHSOU, the time for admission starts in the month of June-July of each year. Any person who has passed HS (10+2) can get admission to the programme of BA in Education.

- The admission for the academic session 2018-19 of the University will be through online mode. A learner who desires to take admission in KKHSOU will have to submit his/her application through the online admission link provided in the University website www.kkhsou.in. The learner has to carefully go through the instructions for filling up the online admission form and complete the process accordingly. In the online admission system, the learner has to register with his/her mobile no/email id, and has to carefully verify the subjects of his/her choice available in the respective study centers.
- For admission to a particular programme, the course fee is to be paid through online transaction mode—i.e., through credit card/debit card/net banking or any other available online mode of payment.

- The learner after successful submission of the online admission form has to take a print out and submit the same to the study centre for hard copies of SLMs.
- The verification of online application form will be done in the University and after the completion of the verification process, the e-SLMs will be sent to the respective Email-id of the learner.
- The learners who have submitted incomplete application may be given conditional admission at the University's discretion, subject to fulfillment of other eligibility criteria.
- All the enrolled learners will be provided with registration nos, SLMs and Identity cards.
- The learner who is unable to complete the programme within specified period is required to register himself/herself as a fresh learner by paying the requisite fee.

6.2 Continuous Admission:

i. Admission will have to be taken continuously in the programmes without any break. A learner will be allowed to appear in all the examinations, including back courses, within the stipulated time of a programme.
ii. A learner will have to take admission to the next semester within one month from the last date of examination of the previous semester. It doesn't depend on whether the candidate appeared in the previous examination or not.
iii. A learner will be allowed to take admission to the next semester beyond one month, but within two months from the last date of examination of the previous semester with a fine of Rs 500/-.
iv. A learner may be allowed to take admission even after the issue of notification for filling up of examination forms, but such learners will be allowed to appear in the examination of that semester in the next year only.

6.3 Eligibility Criteria: The eligibility criteria for admission into the Bachelor of Arts programme in English is as follows:

a) 10+2 or equivalent examination passed (in any Stream, including Vocational Stream) from a Council/ University recognised by UGC.
b) Diploma passed from Polytechnics in any branch.

6.4 Fee Structure

The fee structure of the BA programme with Education as Major is as follows:

Semester-wise Fee Structure

Semester	**Fee** (In Rupees)
First	2500.00
Second	2200.00
Third	2200.00
Fourth	2200.00
Fifth	2200.00
Sixth	2300.00
Total	**13,600.00**

The detail break-up of fee is made available in the Prospectus also.

6.5 Financial Assistance: The University offers free education to jail inmates and differently-abled learners. At present, the University offers free of cost education to jail inmates in 16 Central Jails of the state.

6.6 Refusal/Cancellation of Admission: Notwithstanding anything contained in the Prospectus/Information Brochure,the University reserves the right to refuse or cancel Admission of any Candidate.

6.7Curriculum Transaction and Activities Planner: In terms of curriculum transaction, firstly, the syllabus is prepared in consultation with the experts in the educational field and then the faculty members of the concerned department prepare the SLMs in printed form by following the convergence approach. The preparation of the SLMs for running the programmeis a team effort. Secondly, after the preparation of the SLMs, the SLMs are sent to the study centresand learners are given the opportunity for attendingcounselling classes which are carried out by the counsellors of the study centres where they are enrolled. Apart from these, learners may gainrelevant knowledge and access necessary information on their own with the help of various online and community radio programmes, which are developed by the University.

6.8 Evaluation: For assessing the performance of the learners as well as to get the feedback from the learners in terms of their course, the University follows some evaluation procedure. There are some procedures in the course duration by which a learner can make an assessment

of himself or herself with the help of Self-Assessment Questions and Check Your Progress Questions which are put in the SLM and also there is a provision of the University to assess the learners by conducting examination which is known as Term End examination or Summative examination at the end of each year or each semester. For overall evaluation of a course, the University follows two types of evaluation:

Continuous Evaluation (Assignments)	: Weightage assigned 20%.
Term End Evaluation (Semester-end Examinations)	: Weightage assigned 80%.

7. REQUIREMENT OF LABORATORY SUPPORT AND LIBRARY RESOURCES:

7.1 Laboratory Support: Departmental library and departmental psychological laboratory are required. For conducting the Major course in Education at the BA level, there is requirement of a psychological laboratory in the study centre. Therefore, only those study centres (mostly conventional university affiliated colleges) thathave already the experience of running this subject for the major students in conventional system and also who have good laboratory facilitiesare permitted toconduct the course of Education. Besides the University also provides the required instruments to the study centres in order for them to conduct practical by the learners in the 6th semester of the BA Major Programme in Education.

7.2 Library Resources: The Central Library, Krishna Kanta Handiqui State Open University plays a vital role in the collection, development and dissemination of academic, scientific and technical information to meet the present and future needs of the University.

The library remains open from 10.00 am to 5.00 pm in all working days. The library is fully computerized with an ILS (Integrated Library System) and also equipped with RFID (Radio-frequency Identification) technology.
The Central Library has the following resources-

Physical Resources:

Books-	18,164
Theses-	8
Report-	1
Journals-	35
Magazines-	12

News Papers-	5
Audio CD/DVD-	49
Video CD/DVD-	6
CD/DVD with Textual documents-	66

E-resources:

E-Journals: The Central Library of KKHSOU subscribed e-journals from JSTOR (www.jstor.org), and the resources are very much necessary for academic and research community of the University.

Digital Library: Digitization has become deeply embedded into every aspect of education today. Hence, the Central Library of KKHSOU has started the Digital Library initiative. The mission of the "Digital Library at KKHSOU" is to locate, digitize, preserve, collect and make accessible the accumulated wisdom of the institute's output to the global community. The resources of the Digital Library include Administrative Documents, Conference/Seminar Proceedings, Faculty Publications, Journal of Open Learning and Research Communication (JOLRC), KKHSOU in News and Media, Newsletters, Annual Reports, MPhil/PhD Theses, Public Lectures, Convocation Addresses, Working Papers, etc. URL:http://dlkkhsou.inflibnet.ac.in

Open Access Journals Search Engine (OAJSE): To provide easy access to various open access journal across the world, KKHSOU developed the Open Access Journals Search Engine (OAJSE), which is available for the users from the URL www.kkhsou.in/library/oajse or http://oajse.kkhsou.in

KKHSOU at Shodhganga: Krishna Kanta Handiqui State Open University (KKHSOU) has joined Shodhganga for depositing their theses which is available for the users from the URL http://shodhganga.inflibnet.ac.in/handle/10603/145533. Shodhganga repository is the reservoir of Indian intellectual output stored, hosted and maintained by the INFLIBNET Centre, an IUC of UGC.

8. COST ESTIMATE OF THE PROGRAMME AND THE PROVISIONS:

All financial records regarding print of SLMs, honorarium paid to the members of the Expert Committee, honorarium to be 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. are maintained by the office of

the Finance Officer of KKHSOU. 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.

As regards, 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 BA Programme in Education (Major)

8.1Programme Development Cost:

Programme Development Cost: Rs. 11, 65,500.00 in English and Rs. 11, 92,800.00in Assamese.

The Office of the Finance Officer of KKHSOU has worked out the following also.

a. SLM Development Cost for Under Graduate programme:
   English medium per Unit Rs. 5,500/-
   Assamese medium per Unit Rs. 5,680/-
b. Printing Cost per SLM Rs. 56/-
c. Cost of CD per unit Rs. 23/-

8.2 Programme Delivery Cost:

The SLMs prepared have to be delivered to various study centres located at far flung and remote areas. On an average, the University delivers about 15 kgs of study materials per student. The cost of delivery of 1 kg of such material is Rs.10. Accordingly, depending upon the number of candidates, the cost for the BA Programme in Education will be provisioned by the University. The office of the Finance Officer has calculated the delivery cost of SLM per student at Rs. 150.00.

8.3 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, but also benefit the learners of other programmes. The University will also bear the cost of organizing the meeting of Syllabus Revision Committee 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 maintenance cost calculated by the office of Finance Officer as regards maintenance for Under Graduate Arts programmes per student is Rs.600.00

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

9. QUALITY ASSURANCE MECHANISM AND EXPECTED PROGRAMME OUTCOMES:

9.1 Quality Assurance Mechanism

The Department takes utmost care in developing SLMs as per approved Programme Design. For quality assurance mechanism in the University of KKHSOU, there is CIQA (Centre for Internal Quality Assurance) cell. Besides, the Feedback mechanisms would be adopted to collect necessary information from learners, counsellors, officials, educationistsetc. to ensure quality and relevance of the programme.

9.2Expected Programme Outcomes

The outcomes of the programme as envisaged are as follows

- Produce quality educational practitioners having sound knowledge of teaching-learning skills.
- Encouraging the learners for higher studies in the field of education such as MA in Education, B.Ed. degree etc.

- Produce efficient and effective leaders in the field of teaching and educational administration.
- Prepare the learners for competitive examinations etc.

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Annexure-I

Programme Structure of BA in Education (Major)

Sl. No	Title of Course	Semester	Major	Pass	Credits
1	Principle and Theories of Education	I	M	P	4
2	Psychological Foundation of Education	II	M	P	4
3	Sociological Foundation of Education	III	M	P	4
4	Problems and Issues in Indian Education	III	M		4
5	Distance Education	IV	M	P	4
6	Educational Technology	IV	M		4
7	History of Education during Pre-Independence in India	V	M	P	4
8	Measurement and Statistics in Education	V	M		4
9	Economics of Education	V	M		4
10	Educational Management	V	M		4
11	History of Education during post-independence in India	VI	M	P	4
12	Environmental Education	VI	M		4
13	Population Education	VI	M		4
14	Psychological Practical	VI	M		4

Marks:20% marks are assigned for Home Assignment except the Course14 which is purely a practical based paper. For other paper80% marks are for Term End Examination. In course14(Psychological Practical) 60 marks for experiments, 25 marks for Practical Note Book, 15 marks for Viva.

Annexure II

Detailed course wise syllabus of BA in Education (Major) Programme

First Semester

Paper-I

Principles and Theories of Education

(GED S 1-01)

Total Marks100

Objectives:

1. To enable the students to understand the basic principles of education.
2. To acquaint the students with the different types of education and its inter-related components.
3. To enable students to understand the different theories of education in the context of teaching

Course Contents

Unit1: Meaning and Concept of Education

Meaning and Definitions of Education, Process of Education, Types of Education: Formal, Informal and Non-Formal-Its Importance and Relevance and Scope of Education.

Unit2: Aims of Education

The Classifications and Characteristics of Aims of Education, the Necessity of Aims in Education; Individual, Social, Liberal and Vocational aims, Aims of Education in a Democracy.

Unit3: School and Community Relationship

Relationship of School and Community-Interdependence of School and Community, Functions of School, Home and School-their Relationship, School as a Miniature Society.

Our Educational Heritage, its Salient Features and Compositeness, Unity, Richness and Continuity.

Unit4: Curriculum

Concept and Meaning of Curriculum, Different Types of Curriculum-Traditional, Activity-Based and Balanced. Defects of Curriculum, Basic Principles of Curriculum Construction for primary and Secondary level.

Unit 5: Education for National Integration

Needs of National Integration, Obstacles for National Integration, Education as a way of National Integration.

Unit 6: Education for International Understanding

Needs of International Understanding, Obstacles for International Understanding, Education as a way of International Understanding.

Unit 7: Value Education

Objectives of Value education, Needs and Importance of Value education, Types and Value- oriented Activities and their Relative Advantages of Value education.

Unit 8: Idealism as a School of Philosophy

Relationship between Philosophy and Education, Idealism as a Major School of Philosophy.

Unit 9: Naturalism as a School of Philosophy

Naturalism as a School of Philosophy, Naturalism and Education

Unit 10:Pragmatism as a School of Philosophy

Pragmatism as a major School of Philosophy, Education and Pragmatism

Unit 11: Existentialism as a School of Philosophy

Existentialism as a major school of philosophy, Education and Existentialism

Unit 12:Gandhi and his Educational Thoughts

Aims of Education, Buniyadi Siksha, Curriculum, Method of Teaching, Free and Compulsory Education

Unit 13:Swami Vivekananda and his Educational Thoughts

Vivekananda's Life history, Concept of Karma Yoga, Philosophical Thoughts, Vivekananda's contribution to Modern education

Unit 14:Montessori and her Educational Thoughts

Concepts and aims of education, Educational principles, working plan of the Montessori method, role of the teacher, merits and limitations of the Montessori methods

Unit 15:Froebel and his Educational Thoughts

Froebel's philosophy of education, theory and principles of education, Kindergarten system, Froebel's contribution to modern education.

Second Semester

Paper - II

Psychological Foundation of Education

(GED S2-02)

Total Marks-100

Objectives:

1. To enable students to understand the importance of Educational Psychology as a branch of applied psychology
2. To help the students to understand and appreciate the different mental processes relating to teaching and learning.
3. To enable students to deal with exceptional children and tackle problems of adjustment

Course Contents:

Unit1: Educational Psychology

Meaning, nature and scope. Application of Educational Psychology in teaching learning process

Unit2: Methods of Educational Psychology

Observation, interview, experimental and case study

Unit3: Growth and Development

Meaning ofGrowth and Development, their relationship, principles of development

Unit4: Early Childhood Stage

Meaning, nature and its characteristics

Unit5: Later Childhood Stage

Meaning, characteristics, some guiding principles for the teachers and the parents

Unit6: Adolescence Stage

Characteristics, significance of the study of Adolescence

Unit 7:Juvenile Delinquency

Characteristics, factors for delinquency, remedial measures

Unit 8:Education for Exceptional Children

Meaning, needs and objectives of exceptional children and classifications of exceptional children.

Unit9:**Learning**

Meaning and nature, Laws and Methods of Learning.

Unit10:Theories of Learning

Connectionism, Gestalt field Theory, Conditioning—Classical and Operant—their educational implications.

Unit 11:Memory and Forgetting

Factors of memory, methods of memorization. Forgetting –its causes

Unit12:Intelligence

Definition and concept, types of intelligence tests. Intelligence and creativity

Unit13: **Personality**

Definition, nature, genetic and cultural factors of personality

Unit14:**Theories of Personality**

Trait theory and type theory with special reference to Freud, Adler, Jung and Rogers

Unit15:Mental Health and Hygiene

Meaning, nature of mental health and mental hygiene.Adjustment Mechanisms—Causes of maladjustment

Third Semester

Paper III

Sociological Foundation of Education

(GED S3-01)

Total Marks-100

Course Objectives:

1. To enable the students to understand about meaning and nature of educational Sociology and Social Organizations.
2. To become aware of social groups that influence education.
3. To acquaint the students about social change and their impact on education.
4. To inculcate the knowledge of culture and its relevance in the education system.
5. To acquaint the learners with current social issues and their relationship with education.

Course Contents:

Unit 1: Educational Sociology

Meaning, nature, scope of educational sociology, relation between sociology of education and educational sociology, need and importance of educational sociology

Unit 2: Education and Society

Society: its origin and factors and their influence on education. Education as a social system, as a socialization process.

Unit 3: Process of Socialization

Meaning of socialization. Process of socialization- co-operation, competition, conflict, accommodation, assimilation, role of education in the development of a new social order.

Unit 4: Education and Social Change

Meaning and nature of social change, causes of social change, agencies of social change, education as a factor of social change.

Unit 5: Social Change in India

Modernization, westernization and globalization with special reference to Indian Society.

Unit 6: Social Organization and Social Disorganization

Social organization-its concept, characteristics, factors influencing social organization-folkways, mores, and its educational implications. Meaning, causes and types of social disorganization, role of education in prevention of social disorganization.

Unit 7: Social Group

Meaning, definition, characteristics and types of social group, social interactions-meaning, characteristics and factors and their educational implications.

Unit 8: Social Stratification

Meaning, nature and aspects of social stratification, education and social stratification.

Unit 9: Social Mobility and Education

Meaning and nature of social mobility, types of social mobility, factors affecting social mobility, education and mobility.

Unit 10: Education and Community

Meaning and characteristics of community, school–community relationship, role of the community school and the society.

Unit11: Education and Culture

Meaning and nature of culture, types of culture, role of education in cultural context, education and cultural change.

Unit 12: Education for Disadvantaged Sections of Society

Education for the socially and economically disadvantaged sections of the society with special reference to SC, ST, Women and Rural population.

Unit 13: Equalization of Educational Opportunity

Concept and need of equalization of educational opportunities, problems concerning equality of opportunities in education.

Unit 14: Education and Democracy

Meaning of democracy, education for democracy, role of formal and informal agencies for democratic education, fundamental principles for success of democracy.

Unit 15: Social Control

Meaning, definition and nature of social control, types of social control, agencies of social control, role of education in social control.

Paper-IV

Problems and Issues in Indian Education

Total Marks 100

(GED S3-02)

Total Marks-100

Course Objectives:

To help the learners to develop an understanding about the

1. Various issues and problems, faced by Modern Indian Education system.
2. Constitutional provisions for education.
3. Policy perspectives and emerging trends in education.
4. Women empowerment through education.

Course Contents:

Unit 1:Educational Provisions of the Indian Constitution

Various clauses and lists of education in Indian Constitution and their implications.

Unit2: Primary Education

Problems related to primary education-Universalisation of primary education

Unit 3:Wastage and Stagnation

Concept of wastage and stagnation, causes of school dropouts.

Unit 4:Human Rights and Indian Constitution

Importance of Human rights for national development, role of educational institutions in promoting human rights.

Unit 5:Education and Human Rights

Universal Declaration of Human Rights by UN, Right to Education (RTE 2009)

Unit 6: Secondary Education

Problems of Secondary education, vocationalization of secondary education.

Unit 7:Higher Education

Emerging trends, reforms in Higher Education in India, Educational autonomy, economic reforms in higher education, various problems in higher education.

Unit 8:Liberalization, Privatization and Globalization(LPG)

Meaning, nature and its impact on higher education.

Unit 9:Teachers Education

Meaning, objectives, importance, problems and its prospects.

Unit 10:Training for Teachers

Primary, secondary and higher education

Unit 11: Gender and Education

Meaning of gender, role of education for women empowerment.

Unit 12: Education for Rural Development

Concept of rural development, ways and challenges

Unit 13:Life skills and Soft Skills

Meaning of life skills, recommendations and implications of National Skill Qualification Framework (NSQF) in education

Unit 14: Student Indiscipline

Concept, needs, problems and remedies.

Unit 15:Student Unrest and Education

Meaning, need of education for reducing student's unrest

Fourth Semester

Paper-V

Distance Education

(GED S 4-01)

Total Marks 100

Course Objectives:

1. To orient the learners with the nature and need of Distance Education in the present day Indian society.

2. 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.
3. 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 Contents:

Unit1: Distance Education

Concept, growth of distance education, distance education in India.

Unit2: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: Distance Education and Community Development

Technical, professional, vocational and entrepreneurship courses

Unit 8: Role of Distance Education

Distance education for rural development, Distance education for women empowerment

Unit9: Distance Education and Training

Role of Distance Education in teacher training programme.

Unit 10: Quality assurance in Distance Education

Quality enhancement, monitoring, feedback and evaluation.

Unit 11: Assessment in Distance Education

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

Unit 12:ICTs and Distance Education

Information and communication technologies and their application in distance education.

Unit 13: New interventions in Open and Distance Learning

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

Unit 14: Challenges in Distance Education

Prospects, problems and barriers in Distance Education.

Paper-VI

Educational Technology

(GED S 4-02)

Total Marks 100

Objectives:

1. To enable the students to understand the nature, scope and theoretical base of educational technology.
2. To enable the students to understand the role and relevance of educational technology.
3. To acquaint the students with different approaches of educational technology towards teaching learning process

Course Contents:

Unit1: Educational Technology

Meaning, nature and scope. Types and Objectives

Unit2: Principles of Teaching

General principles and maxims of teaching

Unit3: Teaching Strategies

Meaning, nature and objectives and types of teaching

Unit4: Stage of Teaching

Pre-active and Post-active teaching, Models of teaching

Unit 5:Improvisation of Teaching Learning Materials

Improving the teaching learning materials in education for classroom teaching

Unit6: Role of Mass Media in Education

Broadcasting Radio, TV and SITE(Satellite Instructional Television Experiment)

Unit7: Teleconferencing

EDUSAT, Tele conferencing Programme in Education.

Unit 8: Systems Approach in Educational Technology

Definition of a system, components of an instructional system

Unit9: Audio-Visual Techniques

Concept, need of audio-visual techniques in teaching and its importance.

Unit10: Communication

Meaning, nature, ways of communication

Unit 11: Communication and Teaching

Need of communication in the classroom teaching

Unit 12: Evaluation

Meaning, nature, teaching learning and evaluation

Unit 13: Types of Evaluation

Formative evaluation and summative evaluation

Unit14:Micro Teaching

Educational technology for teachers:microteaching and its use.

Unit15: Computer assisted instruction

Concept of C.A.I. and its use.

Fifth Semester

Paper VII

History of Education during Pre-independence Period in India

(GED S 5-01)

Total Marks 100

Objectives:

1. To enable the students to understand the background and historical trends of Indian education from Vedic Periods to during pre-independence period.
2. To acquaint the students with the recommendation of different education Commissions and Committees and its implications in Pre-Independence Indian education system.

Course Contents:

Unit1: Vedic System of Education in India

Nature, aims of education, methodology of teaching

Unit 2: Buddhist System of Education in India

Nature, aims of education, methodology of teaching

Unit 3: Islamic System of Education in India

Nature, aims of education, methodology of teaching

Unit 4: Role of Christian Missionaries

Educational Activities of Christian Missionaries and East India Company.

Unit 5: Charter Act of 1813

Controversies between Anglicist and Classicist, Macaulay's Minute and its significance, Bentinck's Resolution

Unit 6: Wood's Despatch of 1854

Recommendations and its effect on Indian education

Unit 7: Hunter Commission of 1882

Recommendations on Primary education and its effect on Indian Education

Unit 8: Hunter Commission

Recommendations on Secondary education and its effect on Indian Education

Unit 9: Lord Curzon's Educational Policy

Recommendations on Primary Education, Lord Curzon's Educational Policy on Secondary and University education.

Unit10: Gokhale's Bill on Primary Education

Recommendations and its significance to introducing free educational policy in India at primary level

Unit 11: Gokhale's Resolution of 1913

Resolution of Gokhale's on primary education in India

Unit 12: Sadler Committee of Education in 1917

Recommendations, Calcutta University Commission 1917-1919

Unit 13: Hartog Committee in 1929

Historical background, recommendations and its effect on Education

Unit14:Wardha Scheme of Education-1937

Meaning and philosophy of basic education, main features and recommendations, merits and demerits of the basic education

Unit 15:Sargent Plan 1944-45

Major proposal of the committee, suggestions of the plan on primary, secondary, university and technical or vocational, and its effect on Education

Paper-VIII

Measurement and Statistics in Education

(GED S 5-02)

Total Marks 100

Objectives:

1. To acquaint the learners with the concept of measurement in education and its various tests
2. To make the learners understand the basic concept of statistics and its application in education
3. To help the learners understand the different techniques of educational statistics in the teaching learning process.

Course Contents

Unit1:Educational Measurement

Concept and nature of Educational Measurement

Unit 2:Evaluation

Concept and nature of Evaluation, importance and types of Evaluation in Education

Unit 3: Scales and Errors of Measurement

Meaning, nature, types and errors of measurement.

Unit 4: Psychological Test

Meaning and characteristics of a good psychological test, meaning of validity, reliability, objectivity and norms.

Unit 5: Test Construction

Meaning, Nature, Principles and Methods.

Unit 6: Standardization

Meaning and Nature, Principles and Methods.

Unit 7: Teacher–Made Test

Concept, its advantages and shortcomings

Unit 8:Aptitude Test

Meaning, definitions of aptitude, nature and measurements of aptitudes

Unit 9: Attitude Test

Nature and measurement of attitude and interest.

Unit 10: Nature of Projective Techniques

Meaning, nature, reliability and validity of projective techniques

Unit11:Statistics

Meaning and importance of Statistics, data analysis, Preparations of frequency distribution table and its importance.

Unit 12: Graphical Representation of the Data

Characteristics and importance of graphical representation of polygon and histogram.

Unit 13: Measures of Central Tendency

Mean, Median and Mode, and its merits and limitations

Unit14: Measures of Variability

Concepts, types, uses, merits and demerits, Quartile deviation,Measures of Average Deviation, Measures of Standard Deviation

Unit 15: Correlation

Meaning of correlation, types of correlation: rank difference method.

Paper- IX

Economics of Education

(GED S 5-03)

Total Marks-100

Course Objectives:

To make the learners aware about:

1. The meaning, importance and scope of economics of education
2. Educational expenditure as productive consumption and returning investment through the function of human capital and planned manpower development.
3. The concept and relationship between input and output of education
4. The financial resource management.

Course Contents:

Unit1: Economics of Education

Concept, scope and significance.

Unit2: 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: Human Capital Formation

Concept, Human capital Approaches to education, Education and Manpower planning.

Unit 5: Education and Employment

Meaning, need of education of employment, campus placement.

Unit 6: Employment Issues and Policies

Concept of employment, various issues of employment, present policy for employment

Unit 7: Health Policies

Education and Health: need of health policy for human development and economic development.

Unit 8:Financing in Elementary Education

Pattern of financing, need of financing, financial policy for primary education in India

Unit 9: Financing in Secondary Education

Pattern of financing, need of financing, financial policy for secondary education in India

Unit 10: Financing in Higher Education and Technical Education

Pattern of financing, need of financing, financial policy for higher and technical education in India

Unit 11: Public Subsidies in Education

Concept of subsidies, need of public subsidies in education in India

Unit 12: Labour Market

Sectoral growth, unemployment and underemployment, labour mobility in northeast India

Unit 13: Brain Drain

Concept, factors for brain drain, out-migration of the skilled personnel

Unit 14: Access and Equity in Education

Meaning of equity, improving access in education and reservation policy in education in India.

Unit 15: Self-financing

Fund mobilization in the educational institution.

Paper-X

Educational Management

(GED S 5-04)

Total Mark-100

Objectives:

1. To enable students understand the basic concepts of educational management.
2. To acquaint the students with the process of-
    a) Financial management
    b) Institutional management.
    c) Personnel management.

Course Contents

Unit1: Educational Management

Concept of educational management, meaning, nature and scope, importance of Educational Management and its basic Principles

Unit2: Approaches of Educational Management

Social demand approach, Manpowerrequirement approach, Rate of return approach.

Unit3: Institutional Planning

Its need and importance, types of institutional planning

Unit4: Teacher as a Manager

Management of the School or Institution and management of classroom teaching.

Unit5: Educational Leadership

Meaning of Educational Leadership, importance and measurement of Educational leadership.

Unit6: Lesson Planning

Importance, principles of Lesson Planning, types and stepsin preparation of Effective Lesson Plan.

Unit 7: Organization

Functions of the Organization, improving Organizational Effectiveness.

Unit8: Inter-personal Conflict

Concept of inter-personal conflict. Management of inter-personal conflicts, Stress management.

Unit9: Management Process in Education

Planning, Organizing, Directing and Controlling

Unit10: Quality Education

Concept of Quality Education, Total Quality Management in Education (TQM)

Unit11: Administration

Distinction between Educational Administration and other kinds of Administration, Status of Educational Administration, Importance of Educational Administration

Unit12: Supervision

Meaning of Educational Supervision, Characteristics of Supervision, Need for Supervision,Functions of Educational Supervision.

Unit13: Co-curricular Activities

Advantage of Co-curricular Activities, Principles of Good Co-Curricular Activities, Guiding Principles for Organizing Activities.

Unit14: Management and Resources

Human Resource and Material Resource.

Unit 15: Classroom Management

Concept, need, approaches and time management.

Sixth Semester

Paper-XI

History of Education during Post-Independence Period in India

(GED S6-01)

Total Marks.100

Objectives:

1. To acquaint the learners with the recommendations of different education Commissions and Committees and its implications in Indian education system.
2. To make the learners understand the background and historical trends of Indian education in independent India.

Course Contents:

Unit1: The University Education Commission of 1948

Background of the commission, its recommendations on aims and objectives of Higher Education

Unit 2: Secondary Education Commission of 1952-53

Its recommendations on the aims ofSecondary Education, principles of curriculum construction.

Unit3: Education Commission of 1964-66

Objectives and Educational Structure and its recommendations.

Unit 4: National Policy on Education 1968

Objectives of Education, resolution adopted on NPE.

Unit 5: National Policy on Education 1986 and Programme of Action,1992

Objectives, recommendation on Elementary, Secondary and University education.

Unit 6: Mission in Elementary Education

DPEP, Sarva Shiksha Abhiyan, and its attempt for Universalization of Elementary Education in India and Assam.

Unit 7: National Knowledge Commission

Its recommendations on education system in India

Unit 8: Yashpal Committee Report

Its recommendations on higher education and research

Unit 9: Development of Primary Education in Assam

Development of primary education in India sinceIndependence

Unit10: Development of Secondary Education in Assam

Development of secondary education in Assam after independence, effect of recommendations of the Secondary Education Commission in Assam, problems of secondary education

Unit11:Development of Higher Education in Assam

Development of higher education after independence, development of higher education through open and distance learning.

Unit 12:Development of Women Education in Assam

Importance of women education, growth and development of women education in Assam.

Unit13:Rashtriya Madhyamik Siksha Abhiyan

Various approachesof RMSA for universalization of secondary education in India and Assam

Unit 14:RUSA and Higher Education

Various approaches for making equity in higher education

Unit 15:New Education Policy

Recommendations on education system in India, recommendation for both regular and ODL mode.

Paper-XII

Environmental Education

(GED S6-02)

Total Marks 100

Course Objectives:

1. To make the learners aware of environmental problems and to familiarize the students with the concept and importance of environmental education.
2. To make the learners aware of the various mechanisms of environmental protection and promotion.

Course Content:

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: **Mediaof Environmental Education**

Concept of Instructional media, magazine, seminar, workshop, exhibitions, models, audio-visual aids.

Unit 5: Programme of Environmental Education

Programmefor primary level, Secondary level and higher level.

Unit 6: Environmental Awareness through Education

Meaning of Environmental Awareness, awareness through formal education, non-formal education, and informal education.

Unit 7: Environmental Degradation

Concept of Environmental degradation, types, causes and prevention of environmental degradation.

Unit 8: **Environmental Pollution**

Meaning of Environmental Pollution, types of Environmental Pollution- air, water, land or soil, solid-waste, noise, and radio-active pollution.

Unit 9: Atmospheric Environment

Depletion of ozone layer, green house effect and acid rain.

Unit 10: Environmental Stressors

Meaning of environmental stressors, causes of environmental stressors, types of environmental stressors-natural and man-made stressors.

Unit 11: Conservationand 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 12: Environment and Legal Provisions

Legal and Constitutional Provisions for Conservation and Protection of Environment.

Unit 13: Sustainable Development

Concept of Sustainable development, characteristics and education for sustainable development.

Unit 14: Conservation of Natural Resources

Meaning of natural resources, types of natural resources, need and methods of conservation of resources (Soil, Forest, Water Resources).

Unit 15: Environmental Education

Its problems and prospects with special reference to Assam

Paper-XIII

Population Education

(GED S6-03)

Total Marks 100

Course Objectives:

1. To enable the students to understand the basic concept of population education and the consequences and effects of population growth.
2. To enable the students to enrich their knowledge about the population theories.
3. To learn about the latest policies of population education and agencies working towards their achievement.
4. To understand the concept of prosperous family.
5. To make students aware about the various strategies of population control.

Course Contents:

Unit 1: Population Education

Meaning, nature, scope, source, need and importance of population education.

Unit 2: Dynamics of Population Growth

Determination and measurement of population growth, trend of population growth in India,

Unit 3: Population Explosion

Concept and characteristics of population explosion, causative factors and problems of population explosion in India, steps for checking population explosion.

Unit 4: Population and Quality of life

Meaning and nature of Quality of life, its relation to population growth, factors affecting quality of life, population education for quality life.

Unit 5: Small Family Norms

Meaning, nature and its advantages for population control.

Unit 6: Population Education Curriculum at Primary Level

Its aims and objectives at primary stage.

Unit 7: Population Education Curriculum at Secondary Level

Its aims and objectives at secondary level, need of population curriculum.

Unit 8: Population Education Curriculum at Higher Level

Its aims and objectives at higher level, need of population education curriculum.

Unit 9: Instructional Materials

Teaching aids in population control-concept of instructional materials, types and use of teaching aids in population education.

Unit 10: Role of Mass-media in Population Control

Importance of mass media, types of mass media (newspaper, radio, TV, and audio-visual aids)

Unit 11: Methods of Population Education

Observation, self-study, discussion, lecture, project method, assignment, field study.

Unit 12: Population Policies in India

Need and significance of population policy in India

Unit 13: Family Welfare Programmes in India

Need and significance of population policy in India

Unit 14: Population Growth and Educational Development

Quality of Education, Adult Education, Vocational Education, Normal formal Education and Population Education.

Unit 15: **PopulationEducation and Teacher**

Role of teachers in creating awareness towards population problem.

Paper- XIV

Psychological Practical

(GED S6-04)

Total Marks: 100

Course Objectives:

To enable the learners to develop an understanding about the

1. Practical utility of the various psychological testing.
2. Designing the apparatus of various psychological testing.

The mark distribution of Practical Examination will be as under-

(i) Practical Note Book = **Total 25 Marks**

4 Experiments with Apparatus carries	4X3=12Marks
3 Experiments without Apparatus carries	3X2=6 Marks
3 Physiological Experiments carries a total of	7Marks

(ii) Psychological Experiments during Examination **20X3=60 Marks**

3 experiments are to be performed in Examination

(One experiment with apparatus, one without apparatus and one physiological)

(iii) Viva Voce = **Total 15 Marks**

Course Contents:

Unit1: Learning: Mirror Learning

Unit 2: Maze Learning

Unit3: Part and whole learning

Unit4: Memory: recall-recognition

Unit 5: Immediate memory span

Unit 6: Free Word association and Controlled Association

Unit7: Attention: span of attention

Unit 8: Span of apprehension

Unit 9: Division of attention

Unit 10: Personality: inkblot test

Unit 11: Thematic Apperception test (TAT)

Unit 12: Physiological drawing of brain

Unit 13: Physiological drawing of Eye

Unit 14:Physiological drawing of Ear

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KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY

(KKHSOU)

PROGRAMME PROJECT REPORT

ON

BACHELOR OF ARTS IN HISTORY(MAJOR)

Submitted to

UNIVERSITY GRANTS COMMISSION

BAHADUR SHAH ZAFAR MARG

NEW DELHI – 110 002

Submitted by

K. K. Handiqui State Open University

Guwahati, Assam

April 2018

Registrar
Krishna Kanta Handique
State Open University
Guwahati

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KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY (KKHSOU)

PROGRAMME PROJECT REPORT

B.A.IN HISTORY (MAJOR) PROGRAMME

1. PROGRAMME'S MISSION AND OBJECTIVES:

The B.A. programme in History (Major) is offered by the Department of History, under the Surya Kumar Bhuyan School of Social Sciences, Krishna Kanta Handiqui State Open University. The BA History (Major) programmehas been revised in accordance with the UGC Regulations on Open and Distance Learning, 2017. As per the new curriculum, the syllabus of the programme has been planned after a series of deliberations and discussions with theacademic experts from the discipline. The programme syllabi and curriculum have been designed to accommodate the recent developments in the academicdiscipline.

The B.A. programme in History (Major) aims to create an interest among the learners to the nature and scope of the discipline. The objective of the programme is to enable the learners to develop the spirit of inquiry as well as the ability to reflect on the issues discussed in the courses that comprise this programme. In order to achieve the same, the objectives of the BA programme have been framed as follows:

i) To provide the basic knowledge regarding the discipline and motivate the learners who are desirous to study the subject.
ii) To develop the skill of historical thinkingamong the learners, so as to develop employability skill required in research institutions and other Think Tanks, and to keep them engaged throughout the programme,
iii) To enable them to developthe basic knowledge of the complex nature of the historical and archival records in order to enhance their understanding related to the subject, and
iv) To motivate them for pursuing advanced studies in the discipline.

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

The programme has been prepared keeping in mind the following objectives of the Krishna Kanta Handiqui State Open University:

i) To expand the reach of higher education for maximum number of learners,

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ii) To bring diversity in the programme for developing the skills of the learners and raise the quality of learning,

iii) To disseminate learning through the use of ICT (Information and Communication Technology),

iv) To contribute to the discipline through research and learning and thus benefitting the society at large keeping with the aim of the University to be not just an educational but a social Institution.

The programme seeks to probe deep into the historical problems which spans across a wide area and over an extended period of time. The contents therefore, offer theoretical understanding on various issues emerging in the society at regional, national, and international levels. It attempts to clear the understanding of the past societies and the changes brought in by various factors and their interrelationships. The programme attempts to enable the students to develop proper methods of articulation and deliberation thus preparing the students for their future prospects in pursuing higher studies, or engage in research, or for any other professions. The relevance of the discipline lies in its constant questions/debates over the interpretation of events, concepts etc and the attempt to find answer using inter-disciplinary approach. By doing so, it not only enriches the discipline, but the society too and it also awakens the mind of the learners.

3. NATURE OF THE PROSPECTIVE TARGET GROUP OF LEARNERS:

With its motto "*Education beyond Barriers*", KKHSOU specially strives to provide quality education to the learners from all sections of the society transcending the barriers of place or pace, age, caste, creed and religion. To achieve the mission of KKHSOU, the Programme has emphasized the following prospective target groups of learners:

i) Women learners (working, non-working) who wish to gain knowledge in the subject, and prepare for competitive exams.

ii) People engaged in different services, business, or other professions.

iii) People hailing from remote areas and any other disadvantageous conditions.

iv) Learners who are deprived of higher education in conventional system for various reasons.

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

The theoretical nature of the programme, which includes the study of concepts and ideas, description of the historical events etc, makes it suitable for the learners in the ODL mode. As a narrative subject, History is most compatible for the ODL platform to enable the learners to acquire specific knowledge on the subject through Self Learning Materials (SLMs). The method of instruction in KKHSOU is different from that of the conventional Universities. The Open University system is more learner-oriented, and the learner is an active participant in the pedagogical (teaching and learning) process.

The printed study materials (written in self-instructional style) are supplied to the learners. The syllabi of the BA History Programme (Major) have been upgraded as per the recommendations of the Report of the *Committee to Regulate the Standards of Education being Imparted through Distance Mode* under the chairmanship of N. R. Madhava Menon, popularly known as the Madhava Menon Committee Report.

The SLMs have the following features:

i) ***Self Explanatory and Self-contained:*** The content is presented in a self-explanatory style so that the learners can go through the materials without needing much external support, whether it be additional sources or even a teacher.

ii) ***Self-directed:*** The SLMs of BA History Programme (Major) are aimed at providing necessary guidance, hints and suggestions to its learners at each stage of learning. It is presented in the form of easy explanation, illustrations, interesting fact findings etc., which includes 'Let Us Know' (for additional knowledge)', 'Illustrations', 'Check Your Progress' (for self-evaluation), 'Activities' (for an in-depth understanding on a particular issue/concept)and 'Model Questions' etc.

iii) ***Self-Motivating:*** In the ODL system, the learners remain off the campus for most of their study time. Therefore, the SLMs of BA History(Major) Programme are designed in such a way that it will satisfy the learners' curiosity on the subject and make the entire learning process worthwhile and meaningful for them.

5. INSTRUCTIONAL DESIGN:

5.1 Curriculum Design: The course structure of the programme, the syllabi, mostly the academic content of the course, is prepared by an expert Committee, comprising

eminent scholars and academicians from the discipline, including the existing faculty members of the department and approved by the competent authority of the University. The course design has been done by the concerned department as authorised by the competent authority. While preparing the syllabi, UGC Model Syllabi and syllabi of other Universities along with the recommendations of the Madhava Menon Committee Report have been consulted. (Structure of the BA History (Major) Programme is placed at **Annexure-I,** and Detailed course wise syllabus are presented in **Annexure-II**)

Elective subjects offered under the BA programme includes: Assamese, Economics, Education, English, History, Journalism and Mass Communication, Mathematics, Philosophy, Political Science, Sanskrit and Sociology.

Course Distribution with History as Major: The semester-wise distribution of the different courses of the BA programme with History as Major is as follows:

Semester I	**Semester II**	**Semester III**	**Semester IV**	**Semester V**	**Semester VI**
General English	MIL/Alternative English	Environmental Studies	Spoken English	History 7 (Major)	History 11 (Major)
History 1 (Elective 1)	History 2 (Elective 1)	History 3 (Major)	History 5 (Major)	History 8 (Major)	History 12 (Major)
Elective 2	Elective 2	History 4 (Major)	History 6 (Major)	History 9 (Major)	History 13 (Major)
Elective 3	Elective 3	Elective 2/3	Elective 2/3	History 10 (Major)	History 14 (Major)

5.2 Instructional Instruments as Provided to the Learners of BA History (Major):

The Self Learning Materials (SLMs) play the role of teacher in ODL mode of learning in the absence of an actual teacher. The SLMs are comprehensive in nature and in tune with the objectives of the programme. The SLMs are prepared with the help of resource persons across the country. Senior academicians and professionals are engaged as Content and Language Editors of the SLMs. Apart from the printed SLMs, counselling sessions are also held at the respective study centres. Audio and video materials on

certain modules are also offered to the learners. In addition, topics related to history are also delivered through the Community radio of KKHSOU (Jnan Taranga) broadcast at *90.4 MHz.Eklavya,* a radio programmes broadcast from All India Radio Station, Guwahati and simultaneously broadcast by All India Radio Station, Dibrugarh, also covers topics on History and personal enrichment. Live Phone-in-programme is broadcast by All India Radio, Guwahati where the prospective learners, the guardians, the local mass get live responses to their queries and also the opportunity to interact with officials/faculty members of the University on varied issues with regard to the Open University system and its programmes. Most of the Audio-Video programmes are produced and shared on YouTube for the benefit of the larger society along with the learners of the University. The use of ICT tools for the dissemination of knowledge and supporting the learners is further discussed in detail at the following section below.

5.3 Learner Support Services:

ICT support is a major component of any ODL system of education. Our University has as such given emphasis on this. Some ICT-based support services provided by the University are listed below:

5.3.1 Website: We have developed a full-fledged official website www.kkhsou.in for our learners and the general public. All the necessary information are provided to the learners through this website. The Website is also linked with the social-networking site like Facebook (KKHSOU FB Official Group) for interaction among the learners, faculty members and stakeholders. The website also includes the customised study centre-search facility based on district or programme. And most of the Audio-Video programmes are also made available online through YouTube.

5.3.2 Community Radio Service: **Jnan Taranga** (90.4 MHz) of KKHSOU is the first Community Radio in the North Eastern part of the country. The Community Radio, besides being a platform to raise community issues, also serves as a medium to broadcast several educational programmes that includes debates, discussions, and talk shows.

5.3.3 Ekalavya: With the help of Prasar Bharati, our University has launched a special educational programme namely ***Ekalavya.*** It is aired every Saturday from 8.00 PM to 8.30 PM through All India Radio (AIR), Guwahati and Dibrugarh.

5.3.4 Akashvani Phone-in Programme: Our University offers one hour live **phone-in** counselling programme through AIR, Guwahati and Dibrugarh where

officers and experts from the University clarify the queries of listeners/learners via telephone. The phone-in-programme is aired every Thursday from 09.15 AM to 10.15 AM.

5.3.5 e-SLM: An e-learning portal by the name of e-SLM (http://eslm.kkhsou.in/) has been launched by the University. It is also a digital repository where the study materials are uploaded for the benefit of the learners. All the study materials of the programmes (including Bachelor's Degree, Master's Degree etc.) can be accessed through this portal by the learner.

5.3.6 Open Access Journals Search Engine (OAJSE): To provide easy access to various open access journal across the world, KKHSOU has developed the Open Access Journals Search Engine (OAJSE) which is available for the users at the URLwww.kkhsou.in/library/oajse or http://oajse.kkhsou.in. OAJSE aims to cover journals in all subjects that are published in English language. There are now more than 4,500 journals in the directory.

5.3.7 KKHSOU Mobile App: The University has developed a mobile application "KKHSOU" to help the learners connect 24x7 with the University. It can be freely downloaded from Google Play Store (for android users).

5.3.8 SMS and e-mail Alert Facility: University has initiated an SMS and e-mail alert facility for learners regarding any news, events and learner-related information of the University.

5.3.9 E-mail services: Learners can mail their queries to any official/faculty member at the University's official mail id: info@kkhsou.in. Queries raised through this mail ID will be readdressed by the concerned official/faculty member of the University.

5.3.10 TV programme: The University is going to initiate a half-an-hour live educational programme through a local TV Channel **Prag-News** from June 2018. It will be telecast every Sunday at 8:30 am.

5.4 Duration of the Programme: The B.A. programme in History (Major) has six semesters of 3 year duration. However, the maximum duration of the programme is 8 years. In case, a learner is not able to qualify a course in its first attempt, he/she has to qualify in the particular course within the next four attempts, subject to maximum duration of the study.

5.5 Credit Distribution: The University follows the system of assigning 30 hours of study per credit for a course. Thus, following this norm, a 4 credit course constitutes a

total of 120 hours of study. Out of the total study hours, a minimum of 10 percent, i.e., minimum 12 hours of Counselling sessions per course is offered to the learners at their respective study centres. The overall weightage of the B.A. programme of History(Major) is of 96 credits.

Courses	**Credits**
General English	4
MIL/Alt. English	4
Environmental Studies	4
Spoken English	4
Elective 2/3	24
History (Major)*	56

*includes two courses studied in the first two semesters as an Elective Subject.

5.6 Faculty and Support Staff Requirement: The Department currently has 2 full time faculty members, viz., two Assistant Professors.

5.7 Home Assignment: Assignments are a part of the teaching learning process and are compulsory. 20% marks in a course (without practical) shall be for Home Assignment wherever indicated.

6. Procedure for admission, curriculum transaction and evaluation:

Minimum eligibility: Any candidate who has cleared 10+2/Pre-University examination in any stream is eligible for the BA Programme in History.

6.1 Admission Procedure

6.1.1 The admission for the academic session 2018-19 of the University will be through online mode. A learner who desires to take admission in KKHSOU will have to submit his/her application through the online admission link provided in the University website www.kkhsou.in. The learner has to carefully go through the instructions for filling up the online admission form and complete the process accordingly. In the online admission system, the learner has to register with his/her mobile no/email id, and has to carefully verify the subjects of his/her choice available in the respective study centres.

6.1.2 For admission to a particular programme, the course fee is to be paid through online transaction mode—i.e., through credit card/debit card/net banking or any other available online mode of payment.

6.1.3 The learner after successful submission of the online admission form has to take a print out and submit the same to the study centre for receiving the hard copies of SLMs.

6.1.4 The verification of online application form will be done in the University and after the completion of the verification process, the e-SLMs will be sent to the respective Email-id of the learner.

6.1.5. The learners who have submitted incomplete application may be given conditional admission at the University's discretion, subject to fulfillment of other eligibility criteria.

6.1.6 All the enrolled learners will be provided with registration numbers, SLMs and Identity cards.

6.1.7 The learner who is unable to complete the programme within the specified period is required to register himself/herself as a fresh learner by paying the requisite fee.

6.2 Continuous Admission:

i. Admission will have to be taken continuously in the programmes without any break. A learner will be allowed to appear in all the examinations, including back courses, within the stipulated time of a programme.
ii. A learner will have to take admission to the next semester within one month from the last date of examination of the previous semester. It doesn't depend on whether the candidate appeared in the previous examination or not.
iii. A learner will be allowed to take admission to the next semester beyond one month, but within two months from the last date of examination of the previous semester with a fine of Rs 500/-.
iv. A learner may be allowed to take admission even after the issue of notification for filling up of examination forms, but such learners will be allowed to appear in the examination of that semester in the next year only.

6.3 Fee Structure:

The fee structure for the BA programme with History (Major) is as follows:

Semester-wise Fee Structure (Major)

Sem.	Enrolment Fee	Course Fee	Exam Fee	Exam Centre Fee	Mark Sheet Fee	Total Fee to be paid	Arrear Subject
First	300.00	1300.00	600.00	200.00	100.00	2500.00	Rs 200.00 per paper +Centre Fee +Mark Sheet Fee Rs 100.00 + Consolidated Mark Sheet Rs 100.00
Second	--	1300.00	600.00	200.00	100.00	2200.00	
Third	--	1300.00	600.00	200.00	100.00	2200.00	
Fourth	--	1300.00	600.00	200.00	100.00	2200.00	
Fifth	--	1300.00	600.00	200.00	100.00	2200.00	
Sixth	--	1300.00	600.00	200.00	200.00	2300.00	

The Prospectus of the University also provides the details of the fee structure.

6.4 Financial Assistance:

Currently, the University is offering free education to jail inmates of sixteen District Jails and differently abled learners.

6.5 Refusal / Cancellation of Admission:

Notwithstanding anything contained in the Prospectus/Information Brochure,the University reserves the right to refuse or cancel Admission of any Candidate.

6.6 Curriculum Transaction and Activity Planner:

An activity planner that guides the overall academic activities in the BA shall be made available prior to the admission schedule of the University. The newly constituted CIQA office will upload the Academic Plan and month-wise Academic Calendar to enable the learners to plan their studies and activities accordingly.

6.7 Evaluation:

- The University adopts two tier evaluation system, both ongoing and term end evaluation. Ongoing evaluation is conducted in two modes: internal and external. The internal evaluation is to be undertaken by the learner himself. For this, the University has designed some Check Your Progress questions within the SLMs, to enable the learners to self-check his/her progress of study. However, this is undertaken at the learners' end themselves and is non-credit based. For overall evaluation of a course, the University follows the two types of evaluation:

Continuous Evaluation (Assignments) : Weightage assigned 20%

Term End Evaluation (Semester-end Exams) : Weightage assigned 80%

- The learners will have to submit the assignments within the schedule of a semester at the respective study centres. The counsellors at the study centres will evaluate the assignments and return them to the learners with feedback.
- Term end examinations are conducted on scheduled dates at selected examinations centres. Evaluations are done by the external examiners at zonal centres. After evaluation, further scrutiny is done, followed by moderation. Results are declared within scheduled dates as laid down in the Activity Planner.
- Learners can request for re-evaluation, if they are not satisfied. The scripts are then sent for re-evaluation at the behest of the learner.

- Questions for the Semester End paper are set as per the evaluation policy of the University. The pattern of the Question paper ensures to cover all the modules of the programme.
- The University is in the process of using high security and eco-friendly synthetic (water proof and termite proof) papers for mark-sheets and certificates. Moreover, installation of interactive kiosk at study centres for the issue of admits cards are being planned along with the modification of the existing EDPS system for a quick publication of examination results. Similarly, introduction of biometric system for the identity of learners is also being planned.

7. REQUIRMENTS OF LABORATORY SUPPORT AND LIBRARY RESOURCES:

History being a theoretical subject does not require laboratory support. The Central Library of Krishna Kanta Handiqui State Open University plays a vital role in the collection, development and dissemination of academic, scientific and technical information to meet the present and future needs of the University.

The Central Library, KKHSOU is located at the Rani Campus, Guwahati. The library is in the 3rd Floor of the Main Building. The library remains open from 10.00 am to 5.00 pm in all working days. The library is fully computerized with an Integrated Library System (ILS) and also equipped with RFID (Radio-frequency Identification) technology.

The Central Library has the following resources-

a. Physical Resources:

- ***Books***- 18,164
- ***Theses***- 8
- ***Report***- 1
- ***Journals***- 35
- ***Magazines***- 12
- ***News Papers***- 5
- ***Audio CD/DVD***- 49
- ***Video CD/DVD***- 6
- ***CD/DVD with Textual documents***- 66

b. E-resources:

- ***E-Journals:*** The Central Library of KKHSOU subscribes e-journals from JSTOR (www.jstor.org), and the resources are very much necessary for academic and research community of the University.
- ***Digital Library:*** Digitization has become deeply embedded into every aspect of education today. Hence, the Central Library of KKHSOU has started the Digital Library initiative. The mission of the "Digital Library at KKHSOU" is to locate, digitize, preserve, collect and make accessible the accumulated wisdom of the institute's output to the global community. The resources of the Digital Library include Administrative Documents, Conference/Seminar Proceedings, Faculty Publications, Journal of Open Learning and Research Communication (JOLRC), KKHSOU in News and Media, Newsletters, Annual Reports, MPhil/PhD Theses, Public Lectures, Convocation Addresses, Working Papers, etc. URL: http://dlkkhsou.inflibnet.ac.in
- ***Open Access Journals Search Engine (OAJSE):*** To provide easy access to various open access journal across the world, KKHSOU developed the Open Access Journals Search Engine (OAJSE) which is available for the users from the URL www.kkhsou.in/library/oajse.
- ***KKHSOU at Shodhganga***: Krishna Kanta Handiqui State Open University (KKHSOU) has joined Shodhganga for depositing their theses which is available for the users from the URL http://shodhganga.inflibnet.ac.in/handle/10603/145533. Shodhganga repository is the reservoir of Indian intellectual output stored, hosted and maintained by the INFLIBNET Centre, an IUC of UGC.

Membership:

All bonafide members of the Krishna Kanta Handiqui State Open University shall be able to access the resources in the library. The bonafide categories are:

- Students
- Research Scholars
- Employees of the University
- Ex-employees of the University
- Any other person with permission of the Librarian.

Services:

The library provides the following services to its users:

- Circulation Service (Restricted to Faculty Members, Research Scholars and Employees only)
- Reference Service
- Current Awareness Service
- Electronic Information Service
- Reprography Service
- Online Library Catalogue Service

8. COST ESTIMATE OF THE PROGRAMME AND THE PROVISIONS

The office of the Finance Officer of KKHSOU keeps all the records of finances regarding print of SLMs, honorarium to be paid to the members of the Expert Committee, honorarium to be paid to Content Writers, Content Editors, Language Editors, Translators, Proof Readers, and also the expenditure related to 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. As regards, 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.A. Programme on History (Major).

8.1 Programme Development Cost: Rs.11,65,500.00/-in English and Rs.11,92,800.00/- in Assamese

The office of the Finance Officer of KKHSOU has worked out the following.

i) SLM Development Cost for Degree Programme(English medium) per Unit Rs. 5,500/-

Assamese medium per unit Rs.5680/-

ii) Printing Cost per SLM Rs. 56/-

ii) Cost of CD per unit Rs. 23/-

8.2 Programme Delivery Cost:

The SLMs prepared shall have to be delivered to various study centres located at the far-flung remote areas. On an average, the University delivers about 15 kgs of study materials per

student. The cost of delivery of 1 kg of such material is Rs.10. Accordingly, depending upon the number of candidates; the cost for the BA Programme in History (Major) will be provisioned by the University. The office of the Finance Officer has calculated the delivery cost of SLM per student at Rs. 150.00.

8.3 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, but will also benefit the learners of other programmes. The University will also bear the cost of organizing the meeting of Syllabus Revision Committee 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 undergraduate programmes per student is Rs. 600.00.

The figures as indicated above will be applicable for the BA Programme in History (Major) of the University. The University will keep adequate financial provision for development, delivery, and maintenance of the programme presented as per the Programme Project Report.

9. QUALITY ASSURANCE MECHANISM AND EXPECTED PROGRAMME OUTCOMES:

9.1 Quality Assurance Mechanism:

With regard to the quality concerns of the course materials, the department is involved in the following activities:

i) A carefully chosen subject experts, who are mostly eminent scholars and professionals from the reputed institutions of higher education, prepare the SLM design and structure. This expert Committee is formed with due approval from the University authority. This expert Committee decides the syllabus of the programme along with the in-house departmental faculties.

ii) Once the syllabus is fixed, the paper consisting of 15 unitsare assigned to the authors. Besides the in-house faculties, carefully chosen list of authors are assigned the tasks of writing the units of a particular paper.

iii) After the units are completed, they are sent to the content editors, who are mostly academics from reputed higher educational institutions. The content editors look

into the contents of the units and provide their suggestions and feedbacks to be included.

iv) Since the BA programme in History (Major) is prepared in a bi-lingual format, post content editing, the paper is then sent for translation (Assamese) to a select list of outsourced translators. After which, the materials are sent to the Language editor, who look into the contents of the material written in Assamese and give their necessary suggestions to the Coordinator.

v) Once this entire academic process or exercise is over, the materials are sent for print and distribution to the respective study centres, from where the learners can collect the SLMs.

vi) The newly constituted CIQA Officehas conducted the first phase of the stakeholders meeting where the main issue that was highlighted was quality enhancement.

vii) The department also ensures the revision of the Programme syllabus based on the inputs received, to update the programme, from time to time.

9.2 Expected Programme Outcomes: The outcomes of the programme are manifold:

i. To develop the skills necessary to analyse the events and reflect on the developments brought by these events,

ii. To utilize their knowledge to have a better understanding of the world history and the history of India's past, and

iii. To pose questions that can throw a new light on the past events and create new knowledge.

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Annexure-I

STRUCTURE OF THE PROGRAMME

The core courses of the B.A. History (Major Course) Programme are listed below. The evaluation framework for each course comprises of assignments and semester- end examinations.

Semester	Course Code	Paper Title	Marks	Credit
I	GHT S1-01	History of India from Pre-History till the beginning of the 13th century C.E.	20+80	4
II	GHT S2-01	History of India from the Sultanate to the Mughals	20+80	4
III	GHT S3-01	India under the East India Company	20+80	4
	GHT S3-02	History of Japan and China	20+80	4
IV	GHT S4-01	India under the Crown	20+80	4
	GHT S4-02	History of Europe (1789-1878)	20+80	4
V	GHT S5-01	History of Assam upto the 16th century CE	20+80	4
	GHT S5-02	Cultural History of India	20+80	4
	GHT S5-03	Aspects of European History (1878-1960s)	20+80	4
	GHT S5-04	Indian Historiography	20+80	4
VI	GHT S6-01	History of Assam from the 17th century to 1947 C.E.	20+80	4
	GHT S6-02	Cultural History of Assam	20+80	4
	GHT S6-03	History of Ancient Civilizations	20+80	4
	GHT S6-04	Socio-Economic History of Modern India	20+80	4

ANNEXURE-II

DETAILED COURSE WISE SYLLABUS OF THE PROGRAMME

SEMESTER I

HISTORY OF INDIA FROM PRE-HISTORY TILL THE BEGINNING OF THE 13TH CENTURY AD

COURSE CODE: GHT S1-01

UNIT 1: SOURCES AND EARLY INDIAN CIVILIZATION

Literary Sources, Archaeological sources, Inscriptions, Numismatics

UNIT 2: PRE-HISTORIC ECOLOGY

Developments in the Paleolithic Age, Mesolithic Age, Beginning of food production, Early Village Settlements, Chalcolithic Communities

UNIT 3: THE HARAPPAN CIVILIZATION

Origin and Early Settlement, Urban Patterns, Religious practices, Ruling Elite, Decline of Urban Life

UNIT 4: VEDIC AND POST-VEDIC CIVILIZATION

Identity of the Indo-Aryans and their origin, Date of the Rig Veda, Political Institutions, Society and Religion

UNIT 5: CULTURAL AND POLITICAL TRANSITIONS IN 6TH CENTURY

Agricultural Expansion, Mode of Production, Polity- Rise of *Ganas* or *Sanghas*, The *Mahajanapadas*, Economy, Religion, Society

UNIT 6: ALEXANDER'S INVASION OF INDIA AND ITS IMPACT

Alexander, Impact of Alexander's Invasion- social and political

UNIT 7: THE MAURYAN EMPIRE

Rise of the Mauryas, Mauryan Administration, The Kalinga War, Disintegration of the Mauryan Empire

UNIT 8: SOCIETY, ECONOMY, RELIGION AND ART IN THE MAURYAN EMPIRE

Society, Economy, Religion, Architecture and Sculpture

UNIT 9: POST-MAURYAN DEVELOPMENTS IN INDIA

Rise of New Kingdoms in Northern India-The Sungas, The Kushanas, The Satavahanas, Religion-Mahayana Buddhism and Schism in Jainism, Cultural Developments- Art, Architecture and Sculpture

UNIT 10: THE GUPTA EMPIRE

Foundation, expansion, administration and downfall of the Gupta Empire

UNIT 11: SOCIETY, RELIGION, CULTURE AND ECONOMY UNDER THE GUPTA RULE

Labour, Slavery, Untouchability, Women, Medicine, Concept of Religion, Sculpture, Architecture, Painting, Literature, Scientific Developments, Myth of the Golden Age, Agrarian Structure, Trade and Commerce

UNIT 12: EMERGENCE OF MAJOR POLITICAL DYNASTIES

The Pratiharas: The Rashtrakutas, The Palas, Origin of the Rajputs, The Chauhans, The Chandelas, The Kalachuris

UNIT13: RISE OF REGIONAL POWERS IN THE POST GUPTA ERA (SOUTH)

The Chalukyas, The Pallavas, The Cheras, The Pandyas and The Cholas

UNIT 14: DEVELOPMENTS IN THE EARLY MEDIEVAL INDIA

Deccan Polity, Society, Trade and Commerce, Pushyabhutis,

Harshavardhana of Thaneswar, Relation with Kamarupa Kingdom

UNIT 15: SOCIETY, RELIGION AND CULTURAL DEVELOPMENT IN THE EARLY MEDIEVAL INDIA

Proliferation of Jatis, Rajputanisation, Temple Architecture and its various styles, Buddhism, Jainism: Shankara and Advaita Vedanta, Bhakti Movement in South: Nayannars and Alvars

SEMESTER II
HISTORY OF INDIA FROM SULTANATE TO THE MUGHALS
GHT S2-01

UNIT 1: SOURCES OF MEDIEVAL INDIA

Literary, Native and Foreign Sources, Archaeological

UNIT 2: FOUNDATION OF THE SULTANATE RULE

The Arabs of Sind, The Ghaznavids, The Ghoris

UNIT 3: DYNASTIES OF THE DELHI SULTANATE

Slave dynasty, The Khaljis, The Tughlaqs, The Sayyids, The Lodis

UNIT 4: ADMINISTRATION OF THE DELHI SULTANATE

Central Administration, Provincial Administration, Land Revenue System

UNIT 5: DOWNFALL OF THE DELHI SULTANATE

Factors responsible for the downfall of the Delhi Sultanates, Consequences

UNIT 6: SOCIETY, ECONOMY AND RELIGION UNDER THE SULTANATE

Social System, Economy, Agriculture, Trade and Commerce, Industries, Rise of Bhakti and Sufi Movement

UNIT 7: RISE OF PROVINCIAL KINGDOMS

Vijayanagar and Bahmani Kingdoms, Gujrat, Malwa and Jaunpur

UNIT 8: FOUNDATION OF THE MUGHAL EMPIRE

Babur's Campaign, Political instability of India, Battle of Panipath, Humayun

UNIT9: SHER SHAH SURI AND THE SECOND AFGHAN EMPIRE

Sher Shah Suri and his expansionist policy, His administrative reforms, Significance of his rule

UNIT 10: MUGHAL EMPIRE UNDER AKBAR

Akbar's policy of consolidation and expansion: his diplomatic alliances and his religious policy

UNIT 11: MUGHAL EMPIRE UNDER THE SUCCESSORS OF AKBAR

Jahangir, Shah Jahan, Aurangzeb

UNIT 12: MUGHAL ADMINISTRATION: JAGIRDARI AND MANSABDARI SYSTEM

Central and Provincial Administration, Jagirdari System, Mansabdari System

UNIT 13: SOCIETY AND ECONOMY IN THE MUGHAL PERIOD

Social System, Position of Women, Agriculture, Monetary system, Trade and Commerce

UNIT 14: DOWNFALL OF THE MUGHALS

Factors responsible for the downfall of the Mughals, Consequences

UNIT 15: THE RISE AND DECLINE OF THE MARATHAS

Shivaji: Background, His Conquests, Administration; Ascendency of the Peshwas, Causes for the downfall of the Marathas, Significances

SEMESTER III

INDIA UNDER THE EAST INDIA COMPANY

COURSE CODE: GHT S3-01

UNIT 1: EARLY EUROPEAN SETTLEMENTS IN INDIA

The Portuguese, The Dutch, Anglo-French Conflicts (Carnatic Wars), Failure of Dupleix

UNIT 2: ESTABLISHMENT OF EAST INDIA COMPANY'S RULE IN INDIA

Battle of Plassey: Causes, Events and significance, Battle of Buxar: Causes, Events and significance

UNIT 3: ROBERT CLIVE AND HIS REFORMS

An estimate of Robert Clive, Dual Administration in Bengal

UNIT 4: WARREN HASTINGS AND HIS REFORMS (1772-85)

Administrative Reforms, Relation with Oudh, Estimate of Warren Hastings

UNIT 5: LORD CORNWALLIS AND HIS REFORMS (1786-93)

Judicial Reforms, Police Reforms, Revenue Reforms

UNIT 6: LORD WELLESLEY (1798-1805)

Subsidiary Alliance: Merit and Demerits, Wellesley and French Menace

UNIT 7: MYSORE AND THE EAST INDIA COMPANY

First Anglo-Mysore War (1767-69), Second Anglo-Mysore War (1780-84), Third Anglo-Mysore War (1790-92), Fourth Anglo-Mysore War (1799), Administration under Haider Ali and Tipu Sultan

UNIT 8: ESTABLISHMENT OF BRITISH PARAMOUNTCY IN INDIA

Anglo-Nepal War (1814-18), Hastings and Indian States, The Pindaris , First Anglo-Maratha War (1775-82), Second Anglo- Maratha War (1803-05), Third Anglo-Maratha War (1817-18)

UNIT 9: LORD BENTINCK (1828-35) AND HIS REFORMS

Abolition of Sati, Suppression of Thugi, Liberal policy towards Press, Educational reforms, Financial reforms, Judicial reforms

UNIT 10: THE ANNEXATION OF SIND

Auckland's Policy towards Sind, Ellenborough and the annexation of Sind

UNIT 11: ANGLO-SIKH RELATION

Relation with the neighbouring states, Anglo-Sikh Wars, Annexation of Punjab

UNIT 12: CHANGES IN AGRARIAN STRUCTURE

New Land Revenue systems: Permanent Settlement, Mahalwari system, Ryotwari System

UNIT 13: TRIBAL AND POPULAR MOVEMENTS (1757-1856)

Revolt in Bengal and Eastern India, Revolts in South India, The Wahabi Movement

UNIT 14: THE REVOLT OF 1857

Causes, Nature and Results, Debate-Sepoy Mutiny or First War of Indian Independence

SEMESTER III

HISTORY OFJAPAN AND CHINA

COURSE CODE: GHT S3-02

PART I: HISTORY OF JAPAN (1839-1945)

UNIT 1: OPENING OF JAPAN

End of Isolation, End of Feudalism, Commodore Perry and the Treaty of Kanagawa, Harris Treaty

UNIT 2: RISE AND FALL OF THE SHAGUNATE

Beginning of the Shagunate, End of the Shagunate, Encounter with the West

UNIT 3: TRANSFORMATION OF JAPAN

Meiji Restoration, Meiji Constitution

UNIT 4: JAPAN AS AN IMPERIAL POWER

Anglo-Japanese Relations, Russo-Japanese Relation,Sino-Japanese Relations, Manchurian Crisis

UNIT 5: THE WASHINGTON CONFERENCE (1921-1922)

Background of the Conference, Objectives of the Conference, Significance of the Conference

UNIT 6: DEMOCRACY AND MILITARISM

Rise of Political Parties, Failure of Democratic System, Rise of Militarism

UNIT 7: JAPAN DURING THE WORLD WARS

Japan in WW I, Japan in WW II

PART II: HISTORY OF CHINA

UNIT 8: EARLY CHINESE CONTACT WITH THE EUROPE

Chinese attitude towards Foreigners, advent of the Europeans and Canton Trade

UNIT 9: OPENING UP OF CHINA

First Opium War, Second Opium War, increasing western economic interest in China and Open Door Policy

UNIT 10: POPULAR REFORM MOVEMENT-I

Taiping movement, Hundred Days Reform Movement and Reform of 1901-1908

UNIT 11: POPULAR REFORM MOVEMENT-II

The Boxer Rebellion

UNIT 12: EMERGENCE OF NATIONALISM IN CHINA

Revolution of 1911, Dr. Sun Yat Sen, Developments of new intellectual Ideas, May Fourth Movement

UNIT 13: POLITICAL MOVEMENT IN CHINA

Political crisis of 1920, Nationalist party or KMT, Communist Movement in China

UNIT 14: COMMUNISM IN CHINA

Development of Communism in China under Mao-Tse-Tung, Triumph of Communism in China

SEMESTER IV
INDIA UNDER THE CROWN
COURSE CODE: GHT S4-01

UNIT 1: POST 1857 DEVELOPMENT

Queen's Proclamation, Indian Councils Act of 1862

UNIT 2: POLICIES UNDER CROWN RULE TILL 1890

Policy towards Indian States and Indian Princes, War with Bhutan, Afghan Policy and Lord Lytton's Forward Policy, The Treaty of Gandmak (1879), Durand Agreement, The Anglo-Burmese War, Lord Mayo and his Reforms, Lord Lytton and his Internal Reforms, Liberal Reforms under Lord Ripon

UNIT 3: CULTURAL ENCOUNTER AND SOCIAL CHANGES

Print and its implication, Women emancipation, making of religious and linguistic identities, Movement against Untouchability

UNIT 4: SOCIO-RELIGIOUS MOVEMENT

Brahmo Samaj, Arya Samaj, Prarthana Samaj, Ramakrishna Mission, Deoband Movement, Theosophical Society, Aligarh Movement, Wahabi Movement and the Singh Sabha Movement, Other Movements

UNIT 5: ECONOMY AND POPULAR RESISTANCE

Agrarian Structure, Initial Resistance, Famine, Popular Resistance against the British

UNIT 6: RISE OF INDIAN NATIONALISM AND INDIAN NATIONAL CONGRESS

Factors Responsible for the rise of Indian Nationalism, Rise of political organizations, Foundation of the Indian National Congress, Partition of Bengal, Swadeshi Movement,

UNIT 7: REVOLUTIONARY NATIONALISM

Factors for the rise of Revolutionary Nationalism, Growth of Extremist Groups and Secret Societies, Muslim League

UNIT 8: GANDHIAN PHASE OF INDIAN NATIONAL MOVEMENT

Rise of Gandhi-Champaran, Ahmadabad Mill Workers' Strike, Kheda, Non-Cooperation Movement, Civil Disobedience Movement, Government of India Act 1935, August Offer and Quit India Movement

UNIT 9: SUBHASH CHANDRA BOSE AND INA

Subhash Chandra Bose and his ideologies, INA, The INA Trial, Significance of the INA

UNIT 10: INDIA DURING THE WW II

Cripps Mission, Wavell Plan and Shimla Conference, Cabinet Mission Plan, Mountbatten Plan

UNIT 11: COMMUNALISM IN INDIA

Ideologies and Practices: RSS, Hindu Maha Sabha, Muslim League

UNIT 12: WOMEN IN FREEDOM STRUGGLE

Pre-Gandhian Struggle and Women, Gandhian Movement and Women, Revolutionary Movement and Women

UNIT 13:LEFT POLITICS AND SOCIALISM

Emergence and Growth of left politics in India, Communist Party of India, Trade Union Movement, Socialist Party, Impact

UNIT 14:PARTITION AND RESPONSE

Background, Responses- Riots, Popular Movements

UNIT 15: NATIONALISM AND CULTURE

Literature, Art, Cinema

SEMESTER IV

HISTORY OF EUROPE (1789-1878)

COURSE CODE: GHT S4-02

UNIT 1: AGE OF ENLIGHTENMENT

Concept and Meaning, Contribution, Its Impact

UNIT 2: EUROPE AND FRENCH REVOLUTION

Europe on the Eve of the French Revolution, French Revolution: Causes, nature, Contribution, Response and Reactions to the French Revolution

UNIT 3: FRANCE: FROM REPUBLICAN RULE TO DICTATORSHIP

Responses to the Constitutional Monarchy, Anarchy in France National Convention, Reign of Terror, The Directory

UNIT 4: ERA OF NAPOLEON

Coup d'état of 1799, Reforms of Napoleon as the first Consul, Territorial Expansion, Continental System, Fall of Napoleon

UNIT 5: CONCERT OF EUROPE AND CONGRESS OF VIENNA

The European Confederation, The Holy Alliance, The Quadruple Alliance, Congress of Aix-la-Chapelle, Congress of Vienna: Provisions, Significance

UNIT 6:UNIFICATION OF GERMANY AND ITALY

Metternich and his policies, the Germanic Confederation, The Frankfort Assembly of 1848, Bismarck and modern Germany, Vienna Congress and Italy, Carbonari, Mazzini, Cavour, Garribaldi

UNIT 7: RUSSIAN REFORM MOVEMENT (1815)

Russia in 1815, Alexander II and his Reforms

UNIT 8: AUSTRO-HUNGARIAN PROBLEMS

Beginning of the Discontentment, The March Laws, The October Diploma, Ausgleich

UNIT 9: THE JULY REVOLUTION OF 1830

Causes, Nature, significance, Consequences

UNIT 10:FEBRUARY REVOLUTION OF 1848

Background, Meaning Consequences

UNIT 11: THE SECOND NAPOLEONIC EMPIRE

Second French Republic (1848-1852), Napoleon III and his

Reforms, End of Second Napoleonic Empire

UNIT 12: AUSTRIAN HEGEMONY IN EUROPE

Metternich: His system and its failure, Consequences

UNIT 13: THE EASTERN QUESTION

Origin of the Balkan Problem, European Attitude towards the Middle East, Treaty of San Stefano, Congress of Berlin

UNIT 14: THE SPANISH REVOLUTION

Causes, Constitution, Failure

UNIT 15: LIBERALISM IN EUROPE

Spain, Portugal, Russia, Britain, France, Belgium

SEMESTER V

HISTORY OF ASSAM UPTO THE 16TH CENTURY CE

COURSE CODE: GHT S5-01

UNIT 1: SOURCES OF ANCIENT ASSAM

Literary Sources, Archaeological Sources

UNIT 2: GEOGRAPHICAL OUTLINE

Original boundaries and natural features

UNIT 3: CULTURAL CONTACT AND MIGRATION

Negritos, Australoids, Mongoloids, Mediterranean Races, Alpines or Armenoids, Indo-Aryans

UNIT 4: HISTORICITY OF NARAKA AND HIS SUCCESSORS

Naraka in Puranas, Naraka in the Kalika Purana, Different Stories of Naraka and His Successors

UNIT 5: RULING DYNASTIES OF ANCIENT ASSAM SINCE 4TH CENTURY

The Varmans, The Palas, The Salastambhas

UNIT 6: SOCIETY, ECONOMY AND RELIGION IN ANCIENT ASSAM

Society, Economy and religion

UNIT 7: ADMINISTRATION IN ANCIENT ASSAM

Central and Local administration, Judicial administration, Revenue, Military Administration

UNIT 8: SOURCES OF MEDIEVAL ASSAM

Literary Sources, Archaeological, Foreign Sources

UNIT 9: EARLY FOREIGN INVASION IN ASSAM

Turko-Afghan Invasions, Muhammad-Bakhtiar Khalji, Ghiasuddin Azam of Bengal, Hussain Shahis of Bengal

UNIT 10: STATE FORMATION IN MEDIEVAL ASSAM

State formation of the Ahoms, Chutiyas, the Bhuyans and Kacharis

UNIT 11: EXPANSION AND CONSOLIDATION OF THE AHOM EMPIRE

Conquest of the Chutiya kingdom, Occupation of the Kachari Kingdom, Westward Expansion

UNIT 12: SOCIETY, ECONOMY AND RELIGION OF THE AHOM STATE

Society, economy and Religious practices

UNIT 13: THE KOCHES

Origin of the Koches, Visva Simha, Naranarayan & Chilarai, Partition of the Koch Kingdom, Social condition, Economic condition and Religious practices of the Koches

UNIT 14: CULTURAL AND ARCHITECTURAL DEVELOPMENTS IN THE MEDIEVAL PERIOD

Palaces, Temples and other monuments, Literature and Culture in the Pre-Vaishnavite movement, Centre of Pro-Vaishnavite

UNIT 15: WOMEN IN THE MEDIEVAL ASSAM

Social Status of Women, Political Position

SEMESTER V

CULTURAL HISTORY OF INDIA

COURSE CODE: GHT S5-02

UNIT 1: PRE-HISTORIC CULTURES

Palaeolithic Culture, Mesolithic Culture, Neolithic Culture

UNIT 2: HARAPPAN CULTURE

Extent and nature of the Culture, People, Decay

UNIT 3: VEDIC CULTURE

Early Vedic Culture, Later Vedic Culture

UNIT 4: CULTURAL DEVELOPMENT IN THE MAURYAN PERIOD

Literature, Art and Architecture

UNIT 5: CULTURE IN THE POST MAURYAN PERIOD

Art of Sunga-Kava age, Sangam age, Gandhara and Mathura School of Art

UNIT 6: CULTURAL DEVELOPMENT UNDER THE GUPTAS

Development of Sanskrit literature, Development of Vernacular Literature; Gupta Art-Sculpture, Painting, Music; Gupta Architecture

UNIT 7: ARCHITECTURE, SCULPTURE, PAINTING IN THE POST GUPTA PERIOD

Nagara Style and Dravida Style of Architecture, Sculpture, Painting

UNIT 8: DEVELOPMENT OF LITERATURE IN THE POST-GUPTA PERIOD

Sanskrit Literature, Tamil literature (Sangam), Secular Literature

UNIT 9: ART AND LITERATURE IN THE SULTANATE PERIOD

Architecture, Fine Art, Sculpture, Painting in the Sultanate Period, Progress of Music, Dance and Dramas, Development of Sanskrit and Vernacular Literature

UNIT 10: SUFI MOVEMENT

Origin of Sufism, Different orders of Sufism, Impact of Sufism

UNIT 11: BHAKTI MOVEMENT

Origin of Bhakti Movement, Different Scholars of Bhakti Movement, Contribution of Bhakti Movement, Women Bhaktas

UNIT 12: ART AND ARCHITECTURE OF SOUTH INDIA

Development of Art and Architecture under the dynasties like Cholas, Pallavas, Chalukyas ect. Basic Features, Contributions

UNIT 13: CULTURAL DEVELOPMENT IN THE MUGHAL PERIOD

Literature: Development of Sanskrit Literature, Islamic Literature, Vernacular, Secular; Architecture, Sculpture; Development of Painting during the Mughal Rulers, Rajasthani Style, Music

UNIT 14: RELIGIOUS DEVELOPMENT IN THE MUGHAL PERIOD

Religious Policies of the Mughal rulers, Hinduism

UNIT 15: CULTURAL CONTRIBUTION OF THE NEO-VAISHNAVITE MOVEMENT OF ASSAM

Bargeet, Bhaona, Different musical instruments, Satriya Dance

SEMESTER V

ASPECTS OF EUROPEAN HISTORY (1878-1960s)

Course Code: GHT S5-03

UNIT 1: THE BALKAN PROBLEMS

Circumstances leading to Russo-Turkish War, The Young Turk Movement, The Balkan Wars of 1912-13 and their Results

UNIT 2: DEVELOPMENT OF IMPERIALISM

Theories and mechanism of Imperialism, Growth of Militarism, Power Blocs and Alliances, Colonial Expansion, Emergence of Capitalism in Europe

UNIT 3: RUSSIAN REVOLUTION

February Revolution of 1917, Background of the Russian Revolution, Causes of the Russian Revolution, Working of the Bolshevik Government, Lenin, Stalin, Wilson's Fourteen Points

UNIT 4: WORLD WAR I

Background of the War, Nature, Anglo-German antagonism, Triple Alliance, Triple Entente, Problem of Reparation, End of Dynastic Empires, Versaille Treaty

UNIT 5: LEAGUE OF NATIONS

Origin, Powers and Functions, Resolving Disputes, Failure of Disarmament

UNIT 6: DISARMAMENT POLICY

Hague Conference of 1899 and 1907, League of Nations, Geneva Disarmament Conference, Reaction of the European powers

UNIT 7: THE GREAT ECONOMIC DEPRESSION AND EUROPE

Economic Depression, Recovery and Losses

UNIT 8: ERA OF DICTATORSHIP

Nazism in Germany- Factors for the rise of Hitler, Nazi Propaganda under Hitler, Expansion of Nazi Germany' Fascism in Italy- Factors leading to the rise of Fascism in Italy, Mussolini, Fascist Party

UNIT 9: WW II AND EUROPE

Causes, impact on Europe, War Time Conferences and the Peace Settlements

UNIT 10: RISE OF GREAT POWERS

European Power- USSR, USA: South Asian Power- China, Japan

UNIT 11: COLD WAR AND EUROPE

Cold War, Origin and Nature, NATO, WTO, IMF, World Bank, Warsaw, COMECON

UNIT 12: CHANGING PATTERN OF ECONOMY AND THE RISE OF SOCIALISM

Economic Liberalism, Capitalism, British Free Trade; Socialism - Background, Meaning, Nature, Significance

UNIT 13: CULTURAL CHANGE

Changing Notions of Culture, making of ideologies- class, race and gender, creation of public space, creation of new cultural forms-romanticism to abstract art

UNIT 14: END OF IMPERIALISM AND COLONIALISM

Circumstances and Events, Decline of UK as an Imperial Power

UNIT 15: FORMATION OF UNO

Origin, Yalta Conference, Potsdam Conference,

SEMESTER V

INDIAN HISTORIOGRAPHY

GHT S5-04

(PART-I: TRENDS OF HISTORY WRITINGS IN INDIA)

UNIT 1: DEFINITION AND SCOPE OF HISTORIOGRAPHY

Definition of Historiography, Scope of Historiography

UNIT 2: ANCIENT INDIAN HISTORIOGRAPHY

Features of Ancient Indian Historiography, Beginning of Indian Historical Tradition, Drawbacks of Ancient Indian Historiography

UNIT 3: MEDIEVAL INDIAN HISTORIOGRAPHY

Sultanate Period, Mughal Historiography

UNIT 4: COLONIAL HISTORIOGRAPHY

Historical background of Colonial Historiography, Features of Colonial Historiography, Contributions of Colonial Historiography

UNIT 5: NATIONALIST HISTORIOGRAPHY

Historical background of Nationalist Historiography, Features of Nationalist Historiography, Contributions of Nationalist Historiography

UNIT 6: MARXIST HISTORIOGRAPHY

Historical background of Marxist Historiography, Features of Marxist Historiography, Contributions of Marxist Historiography

UNIT 7: SUBALTERN HISTORIOGRAPHY

Meaning, Historical Background, Subaltern Studies Group, Contributions towards Modern Indian Historiography

UNIT 8: ORAL AND REGIONAL HISTORIOGRAPHY

Oral Historiography: Meaning, Importance, Contributions of Regional Historiography: Meaning, Importance, Contributions

(PART-II: MAJOR INDIAN HISTORIOGRAPHERS)

UNIT 9: KALAHANA

Kalahana as a historian, *Rajtaranjini*- Content, Historicity, Nature

UNIT 10: ABUL FAZAL

Abul Fazal as a Historian, *Akbar-namah*: Content, Sources and Method, Style Assessment

UNIT 11: R.C. DUTT

R.C. Dutt as a historian, *AHistory of Civilization in Ancient India* : Content, Nature

UNIT 12: BIPAN CHANDRA

Ideological Basis, *Indian Struggle for Independence*: Content, nature, Assessment

UNIT 13: RANAJIT GUHA

Ideological Basis, *Subaltern Studies:* Content, Assessment, Contribution

UNIT 14: URVASHI BUTALIA

Ideological Basis, *The Other side of Silence: Voices from the Partition of India*: Content, Historicity, Assessment

UNIT 15: S.K. BHUYAN

S.K. Bhuyan as a regional historian of Assam, *Ahom Buranji*: content, nature, Assessment

SEMESTER VI

COURSE TITLE: HISTORY OF ASSAM FROM THE 17TH CENTURY TILL 1947 C.E.

COURSE CODE: GHT S6-01

UNIT 1: AHOM MONARCHY AT ITS ZENITH

Rudra Singha, Siva Singha, Rajeswar Singha

UNIT 2: ADMINISTRATION UNDER THE AHOM MONARCHY

Political Institution, Revenue Administration, Military Administration, Civil Administration, Paik System

UNIT 3: MOAMORIA REBELLION

Nature, Causes, Significance

UNIT 4: DOWNFALL OF THE AHOM MONARCHY

Factors for the fall of the Ahom Monarchy, Consequences

UNIT 5: BRITISH OCCUPATION OF ASSAM

Anglo-Burmese War, Treaty of Yandaboo, Early Expansion: Assam, Cachar, Jaintia and Khasi Hills

UNIT 6: COLONIAL FORWARD POLICY

Garo, Lushai and Naga Hills, Relation with Trans Inner-Line Tribes

UNIT 7: NATURAL RESOURCES IN COLONIAL ASSAM

Forests, Mining Industry: Coal, Oil, Tea, Opium

UNIT 8: CONSOLIDATION OF BRITISH RULE

David Scott: Reforms and Reorganization, Annexation of Upper Assam; Robertson; Jenkins

UNIT 9: RESISTANCE TO BRITISH RULE

Gomdhar Konwar, Piyoli Phukan, U Tirot Singh, The Khampti and Singpho Rebellion, Agrarian revolts in Assam

UNIT 10: REVOLT OF 1857 AND ASSAM

Background, Role of Maniram Dewan, Consequnces

UNIT 11: TOWARDS MODERNISATION

Role of the Assamese Middle Class, Print Culture, Modern Education, Language Debate

UNIT 12: SOCIO-ECONOMIC DEVELOPMENT

Development of Industries, Development of Transport and Communication, Trade, Market and Business

UNIT 13: RISE OF ASSAMESE NATIONALISM

Nationalism in Assam; Factors for the rise of Assamese Nationalism: Development of Press, Education and Intellectual Awakening, Early Political Organisations

UNIT 14: ASSAM AND FREEDOM STRUGGLE - I

Impact of Bengal Partition in Assam, Legislative Council Formation, World War I and its impact, Non-Cooperation Movement

UNIT 15: ASSAM AND FREEDOM STRUGGLE - II

Civil Disobedience Movement, Provincial Autonomy, Quit India Movement, Transfer of Power, Cabinet Mission Plan, Grouping Controversy, Role of Women in the Independence Struggle in Assam

SEMESTER VI

COURSE TITLE: CULTURAL HISTORY OF ASSAM

COURSE CODE: GHT S6-02

UNIT 1: ASSAMESE CULTURE AND ITS IMPLICATION

Definition of Culture; Legacy of Assamese Culture; Interpretations and Problems

UNIT2: ASSAMESE CULTURE AND ITS FEATURES

Assamese Culture and its features: Assimilation and Syncretism

UNIT 3: FOLK CULTURE OF ASSAM: MEANING AND IMPORTANCE

Meaning and Definition of Folk Culture; Relation to the Society; Tribal Culture vs. Elite Culture, Ethnographic description of the People of Assam

UNIT 4: FOLK LITERATURE OF ASSAM: NARRATIVE AND NON-NARRATIVE GENRE

Assamese Folk Literature, Bodo and Rabha Folk Literature, Karbi, Dimasa and Mising Folk Literature, Folk Songs of the Tea Tribes of Assam, Folk Songs of Barak Valley

UNIT 5: FOLK TRADITIONS OF ASSAM

Meaning of Social Folk Customs; Beliefs and Customs of selected tribes of Assam, Assamese Festivals and Ceremonies, Folk Religion and its Concept; Rituals and beliefs among the people of Assam; Folk deities of Assam; Godlings in Assamese Society, Tribal Religion

UNIT 6: MATERIAL CULTURE OF ASSAM

Concept of Material Culture; House Building Types and Decorations in Assam; Costumes and Ornaments in Assam; Bell Metal Industry, Musical Instruments of Assam: Khol, Mridanga, Dhol, Daba, Madal, Dambaru, Pepa and others

UNIT 7: RELIGIOUS TRADITIONS OF ASSAM

Saivism, Saktism, Buddhism, Vaishnavism; Indigenous Religious Practices of the people of Assam

UNIT 8: THE NEO-VAISHNAVITE MOVEMENT OF ASSAM

Origin and Development of the Neo-Vaishnavite Movement in Assam; Sri Sankardev and his contribution in the Neo-Vaishnavite Movement; Neo-Vaishnavite Movement after Sankardev

UNIT 9: NEO-VAISHNAVITE INSTITUTION: STRUCTURE AND CULTURE

Growth of Institutions under the Neo-Vaishnavite Movement; Satras; Namghars; Socio-Cultural Influence of the Satras and the Namghars, Relevance in contemporary period

UNIT 10: PERFORMING ARTS OF ASSAM

History of Dance and Music in Early Assam; Temple Dance: Nati, Devadasi; Ojapali dance, Satriya Dance; Borgeet; Ankiya Nat; Bhaona

UNIT 11: ART AND ARCHITECTURE OF ASSAM

Early AssameseSculpture; Secular Architecture; Religious Architectures, Paintings of Assam: Satriya Painting, Manuscript Painting; Traditional Folk Paintings of Assam

UNIT 12: CONTRIBUTION OF THE ISLAMIC CULTURE

Making of Assamese Culture and the role of Islam, Islamic Art and Architecture: Music and Dance

UNIT 13: ASSAMESE SOCIETY AND SPORTS

Indigenous Sports of Assam: Koni Juj, Moh Juj, Kori Khel, Bulbuli Sorai Juj

UNIT 14: EMERGENCE OF ASSAMESE RENNAISANCE

Asomiya Bhasha Unnati Sadhani Sabha: Impact

UNIT 15: ASSAMESE CINEMA AND THEATRE

Trends of Assamese Cinema: J. P. Agarwalla to Bhaben Saikia, Mobile Theatre-Origin, Development, Yatra, Theatre as an Industry

SEMESTER VI

COURSE TITLE: HISTORY OF ANCIENT CIVILIZATIONS

COURSE CODE: GHT S6-03

UNIT 1: MESOPOTAMIAN CIVILIZATION

The Sumerian Civilization: Origin, Sumerian Cities, Sumerian Cultural Life, Sumerian Writing; The Old Babylonian Period: Babylonian Law, Code of Hammurabi, Babylonian Literature, Assyria

UNIT 2: MESOPOTAMIAN SOCIETY, CULTURE AND ECONOMY

Society: Kinship, Customs; Economy: Pottery Making, Metal Making, Mortuary Practices, Religion, Art and Architecture

UNIT 3: GREEK CIVILIZATION

Origin and its political foundation, Hellenic Greece, City States, Democracy

UNIT 4: SOCIETY, RELIGION AND ECONOMY OF ANCIENT GREECE

Social, Sports Activities, Greek Gods and Goddesses, Economy and Trade

UNIT 5: GREEK ART AND PHILOSOPHY

Sculpture, Architecture and Painting, Ethics, Philosophy: Plato, Aristotle; Literature: Poetry, Tragedy

UNIT 6: ROMAN CIVILIZATION

Origin, Establishment of the Empire, Archaic Society and Economy

UNIT 7: TRANSITIONAL PHASE: FROM THE REPUBLIC TO AN EMPIRE

Rise of the Republic, Political Structure, Women and the Republic, Society, Art, Religion and, Literature under the Republic, Sports and Culture during the Republic

UNIT 8: RELIGION AND ART IN ANCIENT ROME

Religious Practices, Architecture, Painting

UNIT 9: SPORTS CULTURE IN ANCIENT ROME

Chariot Racing, Gladiator Games and other Death Defying Games

UNIT 10: CHINESE CIVILIZATION

Origin, Land and People, Political Institutions

UNIT 11: CHINESE RELIGION AND PHILOSOPHY

Daoism, Confucianism, Chinese Philosophers: Confucius, Lao-Tse; Taoism

UNIT 12: CHINESE ART AND CULTURE

Painting, Architecture, Sculpture, Literature- Chinese Script, Science, Writing

UNIT 13: EGYPTIAN CIVILIZATION

Early Settlements in Nile, Government and Polity, Society and Economy, Religion and Arts, Language and Literature

UNIT 14: INDIAN CIVILIZATION I

Early Settlements, Harappan Civilization- Society, Economy, Urban Development

UNIT 15: INDIAN CIVILIZATION II

Early Vedic Civilization: Religion, Literature, Society; Later Vedic Civilization: Society, Language, Literature and Religion

SEMESTER VI

COURSE TITLE: SOCIAL AND ECONOMIC HISTORY OF MODERN INDIA

COURSE: GHT S6-04

UNIT 1: NATURE OF INDIAN ECONOMY IN THE 18TH CENTURY

State of Traditional Indian Economy prior to the 18th century: Agrarian structure, Irrigation; The Advent of the Europeans and Impact on the Indian Economy; Beginning of a National Market

UNIT 2: MERCANTILISM AND COLONIAL ECONOMY

Mercantilism as a system; Features of a Colonial Economy; Trade Monopoly; Entry of Foreign Enterprises; Impact of Mercantilism in India

UNIT 3: THE DRAIN THEORY AND COLONIAL IMPERIALISM

Patterns of Trade; Public Finance; Savings and Investment; Balance of Payments; Home Charges

UNIT 4: SYSTEM OF LAND SETTLEMENTS AND LAND REVENUE

Concept of Common Land; Permanent Settlements; Land use Pattern

Land revenue systems: Ryotwari, Mahalwari, Zamindari; Land revenue administration

UNIT 5: RURAL INDEBTEDNESS AND FAMINE

Causes of Rural Indebtedness; Effects of Rural Indebtedness; Famine and Food Riots; Famine policy of the Government, Great depression of 1929

UNIT 6: DECLINE OF TRADITIONAL INDUSTRIES

Traditional Industries: Weaving and Textile Industry, Other industries, Causes of De-industrialisation; Growth of Modern Industries: Plantation Industries, Mines, Others; India as a feeder economy

UNIT 7: COMMERCIALISATION OF AGRICULTURE

Effects of Market Expansion on Agriculture; Shifting Attention towards Cash Crops; Export earnings from agriculture during the colonial period

UNIT 8: DEVELOPMENT OF COMMUNICATION SYSTEM IN COLONIAL INDIA

Development of Roads, Railways, Ports and Waterways, Postal and Telegraph Services

UNIT 9: DEVELOPMENT OF SOCIAL AND LEGAL INFRASTRUCTURE IN COLONIAL INDIA

Growth of Modern Educational facilities; Growth of Health facilities; Legal systems of Modern India

UNIT 10: CURRENCY AND BANKING SYSTEM

Currency system prior to the Company's rule; Currency system during the Company's rule; Revival of currency and exchange situation; Gold reserve; Second World War and its Effects on Currency, Formal and Informal Credit System; Emergence of Banking and Insurance

UNIT 11: GROWTH OF MODERN EDUCATIONAL SYSTEM

Indigenous System of Education; Educational Policies during Colonial India; Contribution of the Missionaries, Contribution of Modern Indian Educationists

UNIT 12: EMERGENCE OF THE MIDDLE CLASS

Meaning; Factors for the emergence of the middle class; Importance of the Middle class in socio-political settings

UNIT 13: REFORMATION AND WOMEN

Reform Movements and Women, Social Impact,Women's organisation; Freedom Movement and Women

UNIT 14: ADVENT OF THE PRINT MEDIA

Introduction of the Press and growth of English and vernacular newspapers; Impact on society: religion and education; Struggle between Press and Government; Contribution of the Missionaries

UNIT 15: PEASANT MOVEMENTS AND OTHERS IN INDIA

Peasant Movements and the role of *Kissan Sabhas*; Patharughat movement and Phulaguri Dhawa, Lachima Riot, Pabna Revolt, Santhal Rebellion

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KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY

(KKHSOU)

PROGRAMME PROJECT REPORT

ON

BACHELOR OF ARTS IN JOURNALISM AND MASS COMMUNICATION (MAJOR)

Submitted to

UNIVERSITY GRANTS COMMISSION

BAHADUR SHAH ZAFAR MARG

NEW DELHI – 110 002

Submitted by

K. K. Handiqui State Open University

Guwahati, Assam

Registrar
Krishna Kanta Handique
State Open University
Guwahati

April 2018

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2 RELEVANCE OF THE PROGRAMME WITH KKHSOU'S MISSION AND GOALS

3 NATURE OF PROSPECTIVE TARGET GROUPS OF LEARNERS

4 APPROPRIATENESS OF PROGRAMME TO BE CONDUCTED IN OPEN AND DISTANCE LEARNING MODE TO ACQUIRE SPECIFIC SKILLS AND COMPETENCE

5 INSTRUCTIONAL DESIGN

5.1 Curriculum Design
5.2 Course Distribution with Journalism and Mass Communication as Major
5.3 Credit Distribution
5.4 Definition of credit hours
5.5 Programme structure
5.6 Home Assignment
5.7 Project Work
5.8 Duration of the programme
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10. ANNEXURE

ANNEXURE I: Programme Structure

ANNEXURE II: Detailed Course-wise Syllabus of BA in Journalism and Mass CommunicationProgramme.

KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY

PROGRAMME PROJECT REPORT

ON

BA IN JOURNALISM AND MASS COMMUNICATION (MAJOR)

1. PROGRAMME'S MISSION AND OBJECTIVES:

B.A. in Journalism and Mass Communication (Major) is being offered by the Department of Mass Communication under the BhupenHazarika School of Mass Communication, Krishna KantaHandiqui State Open University (KKHSOU). This programme has been thoroughly revised in accordance with the UGC Regulations on Open and Distance Learning, 2017. Syllabi of this Programme have been finalized after a series of deliberations and discussions with academic experts in the respective field from Universities of repute, viz., Rajiv Gandhi University, Mizoram University,Gauhati University and Tezpur University. The quality of Curriculum and Syllabi of this programme has been so designed to accommodate the recent developments in the field of higher education in general and the subject in particular. The main mission of this department is to impart blended learning to the learners and keep them abreast of the present media scenario and to contribute to the accomplishment of University's mission of providing quality education beyond barriers.

This programme will be of interest to academicians, practitioners, professionals, researchers, learners and general readers who are interested in understanding the dynamics of mass communication. The major highlight of the programme is to show the relevance and significance of dynamics of communication in every walk of human life.

***Objectives*:** The B.A. Programme in Journalism and Mass Communication offered by KKHSOU has been prepared confirming the mission and goals of KKHSOU. This programmewould contribute to the mission and goals of KKHSOUwith the following objectives.

i. To equip the learners with potential skills in order to enable them to enter the competitive markets in journalism and mass communication.

ii. To create an awareness among the learners about the world of mass communication and journalism.

iii. To bring about a holistic development in the overall wellbeing of the learners.

iv. To equip the learners with the emerging concepts of science communication, media management, film studies and communication research.

v. To make the learners understand crucial terms and concepts underlying the process of media creation.

vi. To enable the learners to discuss media-related news in terms of its cultural, social, ethical, political and economic significance.

vii. To bring to light how communication research has impacted the role and significance of mass communication

viii. To allow the learners to understand the principles of journalism and mass communication in the context of issues that are familiar to them.

ix. To focus on the importance and challenge of maintaining accuracy and honesty in the media thereby encouraging the learners to think about ethics and values.

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

The B.A. Programme in Journalism and Mass Communication (Major) offered by KKHSOU has been prepared conforming the mission and goals of KKHSOU. This programme would contribute to the following mission and goals of KKHSOU:

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.

This programme will be of interest to academicians, practitioners, professionals, researchers, learners and general readers who are interested in understanding the dynamics of mass communication. The major highlight of the program is to show the relevance and dynamics of communication in every walk of human life.

Thus, the BA Programme in Journalism and Mass Communication would contribute towards accomplishment of KKHSOU mission and goals by providing theoretical and applied knowledge of Journalism and Mass Communication to the prospective learners as stated below.

3. NATURE OF PROSPECTIVE TARGET GROUP OF LEARNERS:

This programme is intended for those learners who want to know the subject and want to make a career in the field of journalism and mass communication. Special emphasis has been given on those learners who have passed Higher Secondary (or any equivalent degree) examination from any recognized examination board and want to get into any professional occupationslikereporter, journalist, news anchor, news producer, etc. This programme will be of interest for all those who focus on mass media and interpersonal communication as channels vis-à-vis the critical issues for social, economic, cultural and global impacts.Thus, this course aims to provide quality education, knowledge and training to-

i. The students who are desirous of obtaining a Degree in Journalism and Mass Communication as a Major subject.

ii. People willing to earn for a living and learning at the same time.

iii. Learners specially women who could not complete their higher education in time owing to certain family problems.

iv. Employed/self-employed persons with a penchant for higher education and learning skills.

v. People who would like to hone their professional skills.

vi. People living in rural and remote area and other disadvantageous conditions but desirous of higher education in Journalism and Mass Communication.

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

The programme has been designed in such a way so as to accommodate practical based units within the ambit of the courses. In fact, the BA in Journalism & Mass Communication programme has an eclectic mix of courses catering to the needs of the learners as well as the demands of the society. Text based study materials are supplemented by interactive CDs, DVDs,etc. so as to make learning more interesting and informative. In order to prepare the learners to face the tough competition that the present job markets have to offer, they are required to undergo research projects at the degree level in the sixth semester programme. This will enable them to get a grip on the dynamics of journalism and mass communication. Apart from the provision of self-learning materials, counselling classes (tutorial classes) are also conducted in various studycentres recognized by the University and spread across the length and breadth of the State. Moreover, there are a number of online resources like online social networking platforms, online discussion forums and online library resources like OAJSE (Open Access Journals Search Engine) which is an Open Access E-Journal Search

Portal. For the benefit of the learners, study materials have been provided in online format along with audio lectures. The website of the University also provides information regarding the course assignments, information about the examination routine and results etc. Such facilities are highly compatible in an ODL platform which makes BA in Journalism and Mass Communication appropriate to be launched through ODL.

5. INSTRUCTIONAL DESIGN:

5.1 Curriculum Design:

Curriculum of the BA programme in Journalism and Mass Communication has been designed by a carefully constituted Syllabus (CCS- Committee on Courses)Committee whereby the experts have been drawn from Universities like Rajiv Gandhi University, Mizoram University,Gauhati University and Tezpur University. The contents of the syllabi are up-to-date. While preparing the syllabi, UGC Model Syllabi and syllabi of other Universitiesand recommendations of MadhavaMenon Committee (2011) have been consulted. The details are provided in Annexure I and Annexure II.

5.2 Course Distribution with Journalism and Mass Communication as Major: The semester-wise distribution of the different courses of the BA programme with Journalism and Mass Communication as Major is as follows:

Semester I	**Semester II**	**Semester III**	**Semester IV**	**Semester V**	**Semester VI**
General English	MIL/Alternative English	Environmental Studies and Disaster Management	Spoken English	Journalism and Mass Communication 7 (Major)	Journalism and Mass Communication11 (Major)
Journalism and Mass Communication 1 (Elective 1)	Journalism and Mass Communication 2 (Elective 1)	Journalism and Mass Communication 3 (Major)	Journalism and Mass Communication 5 (Major)	Journalism and Mass Communication 8 (Major)	Journalism and Mass Communication12 (Major)
Elective 2	Elective 2	Journalism and Mass Communication 4 (Major)	Journalism and Mass Communication 6 (Major)	Journalism and Mass Communication 9 (Major)	Journalism and Mass Communication 13 (Major)
Elective 3	Elective 3	Elective 2/3	Elective 2/3	Journalism and Mass Communication 10 (Major)	Journalism and Mass Communication 14 (Major)

In this regard, the following points may be noted:

i. Major courses are offered from third semester onwards.

ii. Learners have to opt three elective subjects, out of which one can be opted as Major from third semester onwards. Out of the two remaining elective courses, one has to be continued as Elective in the third and four semesters. A student opting Major in Journalism and Mass Communication has to study only Major courses in the fifth and sixth semesters.

iii. Elective subjects offered under the BA programme includes: Assamese, Economics, Education, English, History, Journalism and Mass Communication, Mathematics, Philosophy, Political Science, Sanskrit and Sociology.

5.3 Credit Distribution: The Credit Distribution of the different courses of the BA programme in KKHSOU with Journalism and Mass Communication as Major is as follows:

	Semester I	**Semester II**	**Semester III**	**Semester IV**	**Semester V**	**Semester VI**
Course	General English	MIL/Alternative English	Environmental Studies and Disaster Management	Spoken English	Journalism and Mass Communication 7 (Major)	Journalism and Mass Communication 11 (Major)
Credit	**4**	**4**	**4**	**4**	**4**	**4**
Course	Journalism and Mass Communication 1 (Elective 1)	Journalism and Mass Communication 2 (Elective 1)	Journalism and Mass Communication 3 (Major)	Journalism and Mass Communication 5 (Major)	Journalism and Mass Communication 8 (Major)	Journalism and Mass Communication 12 (Major)
Credit	**4**	**4**	**4**	**4**	**4**	**4**
Course	Elective 2	Elective 2	Journalism and Mass Communication 4 (Major)	Journalism and Mass Communication 6 (Major)	Journalism and Mass Communication 9 (Major)	Journalism and Mass Communication 13 (Major)
Credit	**4**	**4**	**4**	**4**	**4**	**4**
Course	Elective 3	Elective 3	Elective 2/3	Elective 2/3	Journalism and Mass Communication 10 (Major)	Journalism and Mass Communication 14 (Major)
Credit	**4**	**4**	**4**	**4**	**4**	**4**
Credits per semester	**16**	**16**	**16**	**16**	**16**	**16**

The overall weightage of the BA programme with Journalism and Mass Communication as Major is of 96 credits. The credit distribution of the different courses in the programme is as follows:

Courses	**Credits**
General English	4
MIL/Alt English	4
Environmental Studies and Disaster Management	4
Spoken English	4
Elective 2/3	24
Journalism and Mass Communication (Major)*	56
Total	**96**

*includes two courses studied in the first two semesters as an Elective subject.

5.4 Definition of Credit Hours: 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 is offered to the learners at their respective study centres.

5.5 Programme Structure: The programme structure and the detailed syllabus has been placed in **Annexure I** and **Annexure II** respectively.

5.6 Home Assignment

Assignments are a part of the teaching-learning process and are compulsory. Assignments are evaluated and feedback is communicated to the learners by giving back the assignments with evaluators' comments. Such assignments are collected again by the Study Centres at the time of issuing admit cards and are stored in the study centre's office till the end of next semester, for verification by the University, failing which might lead to withheld of result. 20% marks in a course (without practical) shall be for Home Assignment wherever indicated. For GJMC 08, there will be no home assignment. Instead, learners will have to submit four reports related to traditional media. 40 marks have been assigned for reports and 60 marks for examination.

5.7 Project Work

Every learner will have to carry out either a Minor Project work or prepare an audio/audio-visual programme in the sixth semester. In case of project report, a learner will have to choose a specific topic related to any form of mass communication/journalism/public relations/ advertising/media, etc. and prepare a comprehensive project report after doing an in-depth study of the topic. The topics will be decided in consultation with recognized Course Counsellors or media scholars, researchers or media professionals. For doing the project work, a project guideline would be provided in the University website: www.kkhsou.in . As far as the audio/audio-visual production is concerned, the learner will have to prepare an audio (for example, radio drama) or audio-visual clip on any area of communication/media along with a script. The audio clip can be submitted in AVI, MP3 or in WAV format. Audio-visual files can be submitted in MPEG, MP4, m4v, DAT or VOB formats.

Detailed syllabi of the courses have been attachedin***Annexure I*** of this report.

5.8 Duration of the Programme:

The BA programme in Journalism and Mass Communication has six semesters and is of minimum 3 years. However, the maximum duration of the programme is 8 years as stated below:

- Minimum Duration : 6 semesters (3 years).
- Maximum Duration : 8 years.

In case, a learner is not able to qualify a course in its first attempt, he/she shall have to qualify in the particular course within the next four attempts, subject to maximum duration of the study.

5.9 Faculty and Support Staff Requirement:

The University currently has 2 full time faculty members in the Department of Journalism and Mass Communication, viz., two Assistant Professors. The resources are mobilized from other Universities in the region as far as writing of self-learning materials is concerned. The required support services are extended by KKHSOU. For the purpose of editing of audio/audio-visual materials, services are provided by the Multimedia section of the university which have one production assistant and two editors (for editing the audio/audio-visual study materials).

5.10 Instructional Delivery Mechanism:

The Self Learning Materials have been prepared keeping in view of the above definition of instructional design. Particular attention has been given so that the basic three domains of knowledge, viz., behavioural domain, cognitive domain, and constructive domain can be addressed. A few examples have been mentioned in the following table.

Domain of Knowledge	**General Learning Tasks generally used**	**Contents in Self Learning Materials**
Behavioural	• Memorising • Undertaking Routine Tasks • Learning arbitrary information • Learning rule systems • Invariable (Routine) learning procedures	• Journalism and Mass Communication is a professional subject. As such, there are certain field based topics (practical),theoretical propositions and concepts, which needs to be memorised.
Cognitive	• Classifying • Concept learning • Problem-solving • Procedures • Reasoning and argument • Rules	• There is ample scope in this domain of knowledge. Most of the theories in Journalism and Mass Communication are conceptual. Certain portion of the syllabi is also quantitative-based (specially relating to the area of communication research) and hence offers scope for the development of problem solving abilities.
Constructive	• Case Studies • Complex Situations • Real-world Problem-solving	• Certain real-world situations are included in the course. For example, in the discussion of theories related to media scenario, students are advised to draw evidences from real world situations.

Since Mass Communication and Journalism is basically a professional subject, so the curriculum has been designed by incorporating certain practical-based units. Apart from the provision of self-learning materials, CDs are also distributed to the different study centres for the utilization of the learners. These are basically pre-recorded audio-visual CDs containing discussions on a range of issues pertaining to the area of Journalism and Mass Communication. In order to evaluate the learner's engagement in the different areas of

Journalism and Mass Communication, assignments are given to the learners from where 20 % of the marks are added to the final examination result. Various online social learning platforms are in place in order to respond to the learners' queries. Online communication tools like emails are a way of keeping in touch with the learners.

Blended learning in the field of distance education makes use of personal contact programmes along with the online mode of instructional delivery system supported by ICT.Blended learning increases the options for greater quality and quantity of human interaction in a learning environment. It offers the learners to be 'both together and apart'.***Traditional on-campus learning***consistsof face-to-face learning (counselling sessions) which is imparted to the learners at the study centres by the instructors (subject specific teachers of the government recognized colleges). The University also makes use of both synchronous and asynchronous learning technologies through the medium of ***online learning***. Synchronous learning refers to the exchange of ideas and information with one or more participants during the same period like face-to-face discussion, skype conversations, chat rooms etc. Asynchronous learning makes use of certain technologies/online platforms like email, blogs, wikis, discussion boards, web-supported textbooks.

The different facets of new media technologies have been analysed in the following way-

a) **Learning through community radio (e-Jnan Taranga) :** Community radio was launched on 28th January, 2009, but it was officially launched on 20th November, 2010,known as Jnan Taranga, the radio can be heard at 90.4 MHz. The community radio is an important platform for the broadcast of educational programmes which includes debates, discussions and talk shows. For the purpose of having a wider networked community, the University launched the internet version of the community radio on 20th November, 2010 known as e-Jnan Taranga. Different academic programmes are broadcast over the internet radio with special focus on issues like health & hygiene, women empowerment, rights of the children, environment and bio-diversity, career counselling, sports, legal issues, governance, youth programmes and agriculture.
b) **Provision of e-Resource and e-Learning Portal:** The central library of KKHSOU maintains an e-Resource Portal. Journals, Dictionaries, Thesauruses, Encyclopaedias and e-books are available at the respective site. One can access the different online journals at JSTOR and JGATE databases. Apart from the aforementioned databases, one can gain access to the SAGE journals also. The **Open Access Journals Search Engine (OAJSE),**

(**http://www.oajse.com/)**, an Open Access e-Journal Portal of Krishna KantaHandiqui State Open University provides access to innumerable journals and articles to numerous academicians and learners.

The Open Access (OA) e-Journal Portal of KKHSOU provides access to over 4,100 Open Access Journals. An **e-learning portal** by the name of **e-Bidya** has been set up where study materials of different subjects have been uploaded**.** The audio and audio-visual learning materials have been uploaded on the website of KKHSOU for easy accessibility.

The website of KKHSOU has also facilitated the downloading of important materials like home assignments, admission forms, old question papers, important notices of the University, etc. The website also includes the customized study centre search facility based on district or programme.

c)SMS alert services: SMS alert facility is a part of mobile learning system where learners can subscribe for up to date news and other announcements of the university. Learners can subscribe as free SMSs via email. The people who subscribe to the email alerts get updated about the examination routine, syllabus etc.

d)Social media as an interactive platform : Information about the functioning of the University, examination routine, course curriculum etc. are easily available through various social networking platforms like Facebook**(https://www.facebook.com/groups/272636986264210/)**andTwitter**(https://twitter.com/kkhsou)**. The members of the social network sites can log on to the home page of the University and can post comments, queries or start a discussion on any topic of interest.

e)Availability of online job portal: In order to create awareness among the masses about the different job opportunities, KKHSOU job portal (**http://www.kkhsoujobportal.in/**) was inaugurated in 2013. Within a period of two years, it has been able to garner the support of the learners who have given positive feedback regarding its functioning. Its importance can be gauged from the fact that the portal won the 5th e-North East Award for the year 2014 in the category of e-livelihood and enterprise.

f) Availability of E-SLM: Study materials from different subjects including Journalism and Mass Communication have been uploaded in online format **(http://eslm.kkhsou.in/?dir=DEGREE/BA)** for the benefit of the learners. Online audio lectures of Mass Communication

(http://www.kkhsou.in/web/QuestionPaperRepository/AllFiles/?dir=Audio%20Lectures/Mass%20Communication) have been made available in the website of K.K. Handiqui State Open University. These lectures have been recorded at the community radio station's studio of the University where experts have deliberated and discussed on different issues of Journalism and Mass Communication.

5.11 Identification of media –print, audio or video, online, computer aided:

All the learners are provided with Self Learning Materials, which is comprehensive in terms of contents in the syllabi. These learning resources are prepared with the help of resource persons across the country. Senior Professors from different Universities of the region are engaged as Editors of the SLMs. Apart from the Print Self Learning Materials, audio and video materials on certain modules would are also offered to the learners. In addition, certain topics are also covered through community radio programmes broadcast through the *90.4Jnan Taranga* Community Service Station of the University.*Eklavya*, a radio programmes broadcast from All India Radio Station, Guwahati and simultaneously broadcast by All India Radio Station, Dibrugarh, also covers topics on Economics and personal enrichment.Live Phone-in-programme is broadcast by All India Radio, Guwahati each Thursday (9.15 am – 10.15 am). In this programme, learners get live support to their queries, while the general public in general can also interact with officials/faculty members of the University on varied issues.Most of the Audio-Visualprogrammes are also made available online through You Tube videos.

5.12Learner Support Services:

Learner support services comprises all the assistance provided by a distance education system to the learners so that they don't feel isolated from the educational system and get adequate academic and administrative support to make the system at par with the face to face mode of conventional education. The learners' support services available in the BA programme in Journalism and Mass Communication consist of both ICT and non-ICT based support services (traditional mode of instructional delivery mechanism). The major forms of conventional support services are -

i. **Self-Learning Materials:**These study materials are prepared by a team of experts ,each of them belonging to their own area of expertise. A detailed syllabus is prepared by the board of management and the teachers keeping with the changing needs of the society. The material is written in simple language in both English and Assamese language

(bilingual) complete with modules and activities. Each of the SLMs are a mix of theory, practical and exercises to be done by the learners.

ii. **Counselling sessions:** Academic counselling sessions are held at study centres every Sunday. Such kind counselling is provided to the learners as the learners are unable to attend regular academic classes like in conventional face to face traditional mode of education.

iii. **Library facilities:** By virtue of the independent learning concept of the distance Educational System, library facilities should occupy an important place in the learner's learning process and form an essential part of support services. KKHSOU has been instrumental in providing library facilities to PhD and MPhil scholars of differet departments at the Central Library of the University . They are provided with a library card , with the help of which they can get access to books, journals, thesis etc. in the library. As far as the learners of study centres are concened, they are provided with a limited number of books at their respective centres which are accessible to them.

iv. **Multimedia laboratory facility:** The University has a well-equipped state-of-the- art multimedia laboratory facility at its city centre. The multimedia laboratory has audio console, audio mixer and up-to-date editing software (like FCP) for the purpose of audio and audio-visual editing. Though such facilities are yet to be availed by the learners at different study centres, yet they can make use of the facilities at the editing suite situated at the city centre of the University.

ICT Support: ICT support is a major component of any ODL system of education. Our university has as such given emphasis on this. Some ICT-based support systems provided by the university for the learners of BA in Journalism and Mass Communication are listed below:

i. **Website:** We have developed a full-fledged official website www.kkhsou.in for our learners and general public. Here we have provided all necessary information to our learners. The Website is also linked with the social-networking site like Facebook (KKHSOU FB Official Group) for interaction among the learners, faculty members and stakeholders. The website also includes the customised study centre-search facility based on district or programme. And most of the Audio-Visual programmes are also made available online through YouTube.

ii. **Community Radio Service**: **Jnan Taranga** (90.4 MHz) is the first Community Radio Station of the North Eastern part of the country, established under the aegis of KKHSOU. The Community Radio, being a platform for the community for taking up

community issues, is also a platform to broadcast several educational programmes that includes debates, discussions, and talk shows.

iii. **Ekalavya**: With the help of Prasar Bharati, our University has launched a special educational programme namely ***Ekalavya.*** It is aired every Saturday from 8.00 PM to 8.30 PM through All India Radio, Guwahati and Dibrugarh.

iv. **Akashvani Phone-in Programme:** Our University offers one hour live **phone-in** counselling programme through AIR, Guwahati and Dibrugarh where officers and experts from this University clarify queries of listeners/learners via telephone. The phone-in programme is aired every Thursday from 09.15 AM to 10.15 AM.

v. **e-SLM:** An e-learning portal by the name of e-SLM (http://eslm.kkhsou.in/) has been launched by the university. It is also a digital repository where the study materials are uploaded for the benefit of the learners. All the study materials of the programmes (including Degree, Master Degree etc.) can be assessed in this portal.

vi. **Open Access Journals Search Engine (OAJSE):** To provide easy access to various open access journals across the world, KKHSOU has developed the Open Access Journals Search Engine (OAJSE) which is available for the users from the URL www.kkhsou.in/library/oajse or http://oajse.kkhsou.in . OAJSE aims to cover journals in all subjects that are published in English language. There are now 4,500+ journals in the directory. All are searchable at article level.

vii. **KKHSOU Mobile App:** The University has developed a mobile application named "KKHSOU" to help the learners to connect 24x7 with the university. It can be freely downloaded from Google Play Store (for android user).

viii. **SMS and e-mail Alert Facility:** The University has initiated an SMS and e-mail alert facility for learners regarding any news, events and learner-related information of the university.

ix. **E-mail services:** Learners can write emails to any official/faculty member in university's general mail id: info@kkhsou.in. Queries raised through this mail id are readdressed by the concerned official/faculty member of the university.

x. **TV programme:** University is going to initiate a half an hour live educational programme through a TV Channel **Prag-News** from June 2018. It will be telecast every Sunday at 8:30 am.

xi. Resources provided by Central Library, KKHSOU

The Central Library, Krishna KantaHandiqui State Open University plays a vital role in the collection, development and dissemination of academic, scientific and technical information to meet the present and future needs of the University.

The library remains open from 10.00 am to 5.00 pm in all working days. The library is fully computerized with an ILS (Integrated Library System) and also equipped with RFID (Radio-frequency Identification) technology.

The Central Library has the following resources-

Physical Resources:

Books-	18,164
Theses-	8
Report-	1
Journals-	35
Magazines-	12
News Papers-	5
Audio CD/DVD-	49
Video CD/DVD-	6
CD/DVD with Textual documents-	66

E-resources:

E-Journals: The Central Library of KKHSOU subscribed e-journals from JSTOR (www.jstor.org), and the resources are very much necessary for academic and research community of the University.

Digital Library: Digitization has become deeply embedded into every aspect of education today. Hence, the Central Library of KKHSOU has started the Digital Library initiative. The mission of the "Digital Library at KKHSOU" is to locate, digitize, preserve, collect and make accessible the accumulated wisdom of the institute's output to the global community. The resources of the Digital Library include Administrative Documents, Conference/Seminar Proceedings, Faculty Publications, Journal of Open Learning and Research Communication (JOLRC), KKHSOU in News and Media, Newsletters, Annual Reports, MPhil/PhD Theses,

Public Lectures, Convocation Addresses, Working Papers, etc. URL: http://dlkkhsou.inflibnet.ac.in

Open Access Journals Search Engine (OAJSE): To provide easy access to various open access journal across the world, KKHSOU developed the Open Access Journals Search Engine (OAJSE) which is available for the users from the URL www.kkhsou.in/library/oajse or http://oajse.kkhsou.in

KKHSOU at Shodhganga: Krishna Kanta Handiqui State Open University (KKHSOU) has joined Shodhganga for depositing their theses which is available for the users from the URLhttp://shodhganga.inflibnet.ac.in/handle/10603/145533. Shodhganga repository is the reservoir of Indian intellectual output stored, hosted and maintained by the INFLIBNET Centre, an IUC of UGC

Membership:

All bonafide members of the Krishna KantaHandiqui State Open University shall be able to access the resources in the library. The bonafide categories are:

- Students/Learners
- Research Scholars
- Employees of the University
- Any other person with permission of the Librarian.

Services:

The library provides the following services to its users:

- Circulation Service (Restricted to Faculty Members, Research Scholars and Employees only)
- Reference Service
- Current Awareness Service
- Electronic Information Service
- Reprography Service

Online Library Catalogue Service

6. PROCEDURE OF ADMISSION, CURRICULUM TRANSACTION AND EVALUATION

6.1 Admission procedure

i) Eligibility requirements for the Programme:

a) 10 + 2 or equivalent examination passed (in any stream, including Vocational Stream) from a Council/ University recognized by UGC. Higher Secondary (or any equivalent degree) examination from any recognized examination board.

b) Diploma passed from Polytechnics in any branch.

ii) The admission for the academic session 2018-19 of the University will be through online mode. A learner who desires to take admission in KKHSOU will have to submit his/her application through the online admission link provided in the University website www.kkhsou.in. The learner has to carefully go through the instructions for filling up the online admission form and complete the process accordingly. In the online admission system, the learner has to register with his/her mobile no./email id, and has to carefully verify the subjects of his/her choice available in the respective study centres.

iii) For admission to a particular programme, the course fee is to be paid through online transaction mode—i.e., through credit card/debit card/net banking or any other available online mode of payment.

iv) The learner after successful submission of the online admission form has to take a print out and submit the same to the study centre in order to receive hard copies of SLMs.

v) The verification of online application form will be done in the University and after the completion of the verification process, the e-SLMs will be sent to the respective Email-id of the learner.

vi) The learners who have submitted incomplete application may be given conditional admission at the University's discretion, subject to fulfilment of other eligibility criteria.

vii) All the enrolled learners will be provided with registration numbers, SLMs and Identity cards.

viii) The learner who is unable to complete the programme within the specified period is required to register himself/herself as a fresh learner by paying the requisite fee.

6.2. Fee structure:

The fee structure of the BA in Journalism and Mass Communication as Major is as follows:

Semester-wise break-up of Fee Structure:

Semester	**Fee (in Rupees)**
First	3000.00 (inclusive of enrolment fee, course fee, exam fee, exam centre fee, marksheet fee)
Second	2700.00 (inclusive of course fee, exam fee, exam centre fee, marksheet fee)
Third	2700.00 (inclusive of course fee, exam fee, exam centre fee, marksheet fee)
Fourth	2700.00 (inclusive of course fee, exam fee, exam centre fee, marksheet fee)
Fifth	2700.00 (inclusive of course fee, exam fee, exam centre fee, marksheet fee)
Sixth	3800.00 (inclusive of course fee, exam fee, exam centre fee, marksheet fee, dissertation project fee)
Total	**17,600.00**

Note: Additional fees of Rs. 100.00/- for consolidated marksheet is required to be paid by the learners in the 6th semester.

6.3 Financial assistance:

The University offers free education to jail inmates and differently-abled learners. At present, the University provideeducation free of cost to the jail inmates in 13 district jails of the state. The University is in the process of adding more of central/district jails in the Academic Session 2018-19.

6.4 Continuous Admission:

i. Admission will have to be taken continuously in the programmes without any break. A learner will be allowed to appear in all the examinations, including back courses, within the stipulated time of a programme.
ii. A learner will have to take admission to the next semester within one month from the last date of examination of the previous semester. It doesn't depend on whether the candidate appeared in the previous examination or not.
iii. A learner will be allowed to take admission to the next semester beyond one month, but within two months from the last date of examination of the previous semester with a fine of Rs 500/-.
iv. A learner may be allowed to take admission even after the issue of notification for filling up of examination forms, but such learners will be allowed to appear in the examination of that semester in the next year only.

6.5Refusal/Cancellation of Admission:

Notwithstanding, anything contained in the prospectus, the University reserves the right to refuse/cancel admission of any individual.

6.6. Curriculum Transaction and Activity Planner:

An activity planner, that guides the overall academic activities in the BA programme (with Major) shall be made available prior to the admission schedule of the University.The newly constituted CIQA office as per UGC guidelines and the office of the Academic Dean would upload the Academic Plan and month wise Academic Calendar to enable the learners to plan their studies and activities accordingly.

6.7 Evaluation system of the programme

i. The University adopts both ongoing and term end evaluation. Ongoing evaluation is conducted in two modes: internal and external. The internal evaluation is to be undertaken by the learner himself. For this, the University has designed some Check Your Progress questions, which would help the learners to self-check his progress of study. However, this is undertaken at the learners' end themselves and is non-credit based. For overall evaluation of a course, the University follows the two types of evaluation:

Continuous Evaluation (Assignments) : Weightage assigned 20%.

Term End Evaluation (Semester-end Examinations) : Weightage assigned 80%.

ii. The learners have to submit the assignments within the schedule of a semester at the respective study centres. The counsellors at the study centres evaluate the assignments and return them to the learners with feedback.

iii. Term end examinations are conducted on scheduled dates at select examinations centres. Evaluations are done by the external examiners at zonal centres. After evaluation, further scrutiny is done, followed by moderation. Results are declared within scheduled dates as laid down in the Activity Planner.

iv. Learners would be able to get their scripts re-evaluated if they are not satisfied with evaluation.

v. Questions for the Semester end paper would be set as per the Evaluation policy of the University to have a coverage of all the modules of the respective courses.

vi. The University is in the process of using high security and eco-friendly synthetic (water proof and termite proof) papers for mark sheets and certificates. Moreover,uses of interactive kiosk at study centres for issue of admit cards and modification of the existing EDPS (Examination Data Processing System) for quick publication of results of examinations is also being planned. Similarly, introduction of biometric identity of learners is also being planned.

7. REQUIREMENTS OF THE LABORATORY SUPPORT AND LIBRARY RESOURCES:

Since the BA in Journalism and Mass Communication programme requires practical based courses to be integrated with conventional text based courses, so laboratory and library facilities are an important requirement in this area. A state-of-the-art editing room has been constituted at the city office of the University located at Housefed Complex, Beltola for the purpose of editing audio and video programme. A well stocked library connected with wi-fi is also necessary to browse through reference books as well as online journals. This is because most of the books pertaining to the area of mass communication and journalism are widely available in the Western countries making it difficult for learners from developing countries like India to procure them as they are pretty expensive. It is worth mentioning here that K.K. Handiqui State Open University has a Central Library of its own which is situated at the University headquarters at Rani, Guwahati. Library services are offered to the learners through physical library facilities set up by the University at the respective study centre. Reference books are suggested by the faculty members of the University, and are supplied to the libraries located at the study centres. Some of the important subject specific books that are widely available at the central library are –

i. Aggarwal, VirBala, V.S Gupta (2002). *Handbook of Journalism and Mass Communication*. New Delhi: Concept Publishing Company.

ii. Adler, Ronald B., Rodman,George R. (2000).*Understanding Human Communication*. Harcourt Brace College Publishers.

iii. DeVito, Joseph A. (2002)*Essentials of Human Communication*. Boston: Allyn& Bacon.

iv. Fiske, John (1990) *Introduction to Communication Studies*. New York:Routledge.

v. Kumar, Keval J. (2006) *Mass Communication in India*. Mumbai: Jaico Publishing House.

vi. Moran, Terence P. (2010). Introduction to the History of Communication. New York: Peter Lang Publishing.

vii. Narula, Uma (2001).*Mass Communication: Theory and Practice*. New Delhi:Har-Anand publications Pvt. Ltd.
viii. Singhal, Arvind, Everett M. Rogers (2001). *India's Communication Revolution*. Sage Publications Pvt. Ltd.
ix. Tomasello, Michael (2008).*Origins of Human Communication*. Massachusetts: MIT Press.
x. Vilanilam, J.V (2005).*Mass Communication in India*. New Delhi: Sage Publications.

8. COST ESTIMATE OF THE PROGRAMME AND 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 Expert Committee, honorarium to be 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.

As regards, 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 BA programme on Journalism and Mass Communication.

8.1 Programme Development Cost:

Rs. 11,65,500.00 in English and Rs. 11,92,800.00 in Assamese. The office of the Finance Officer of KKHSOU has worked out the following also.

a. SLM Development Cost for Under Graduate programme:
   English medium per Unit:Rs. 5,500/-
   Assamese medium per Unit:Rs. 5,680/-

c. Printing Cost per SLM: Rs. 56/-

d. Cost of CD per unit:Rs. 23/-

8.2 Programme Delivery Cost:

The SLMs prepared have to be delivered to various study centres located at the far flung remote areas. On an average, the University delivers about 15 kgs of study materials per student. The cost of delivery of 1 kg of such material is Rs.10. Accordingly, depending upon the number of candidates, the cost for the BA in Journalism and Mass Communication programme will be provisioned by the University. The office of the Finance Officer has calculated the delivery cost of SLM per student at Rs. 150/-.

8.3 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, but will also benefit the learners of other programmes. The University will also bear the cost of organizing the meeting of Syllabus Revision Committee 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 Under Graduate programmes per student(for BA in Journalism and Mass Communication) has been estimated at Rs. 800.00.

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

9 QUALITY ASSURANCE MECHANISM AND EXPECTED PROGRAMME OUTCOMES:

9.1Quality Assurance Mechanism: With regard to the quality concerns of the course materials, the department is involved in the following activities:

i. 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 Expert Committee (CCS) is helped by the in-house department faculty while preparing the framework of the programme.

ii. The next step after the completion of the framework preparation is the allotment of the assigned papers (which is again composed of 15 units) to the assigned authors. The in-house faculty prepares a carefully chosen list of authors for the task. The in-house faculties also contribute their writings, besides the outsourced authors, who are mostly research scholars and faculty members from higher educational institutions.

iii. The content editors are then roped in for the next round. The content editors, who are mostly academics from reputed higher educational institutions, look into the contents of the units and provide their suggestions and feedbacks to be included by the coordinator of the programme.

iv. Since the BA programme in Journalism and Mass Communication is prepared in a bi-lingual format, the units post content editing are then sent for Assamese translation to a select list of outsourced translators. Later, the materials are sent to the Language Editor, who then looks into the contents of the material written in Assamese and give their necessary suggestions to be incorporated by the coordinator of the particular programme. The next step is that of printing and distributing the SLMs to the respective study centres. Arrangements would be made to distribute the SLMs to the learners at the time of admission.

v. The newly constituted CIQA (Centre for Internal Quality Assessment) Office is planning to conduct stakeholders' meeting, SLM Audit and Counselling Workshops which is expected to provide the University and the Department with required inputs for quality enhancement.

vi. In order to keep the programme updated, the programme would berevised and necessary changes would be incorporated for the benefit of the learners, based on the inputs received from the mechanism as mentioned above.

9.2 Expected Programme Outcomes: The outcomes of the programme are manifold including the following:

i. It will enable the learners to acquire knowledge enabling them to articulate well the condition around them.

ii. The programme will also help the learners to seek avenues in the media sector and/or other upcoming sectors like animation and entertainment sectors and other service sectors.

iii. The programme will also encourage the learners to go for higher studies.

iv. The programme will enable the learners to engage with the society in a fruitful manner leading to the welfare of all and thus contribute to the betterment of the society.

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ANNEXURE I

BACHELOR OF ARTS IN JOURNALISM AND MASS COMMUNICATION (MAJOR)

Programme Structure: The BA programme with Journalism and Mass Communication as Major has a total of 14 courses. These courses are-

	Name of Course	**Semester**
i.	Introduction to Mass Communication	: Semester I(As Elective)
ii.	Journalism	: Semester II(As Elective)
iii.	History of the Media	: Semester III
iv.	Traditional Folk Media	: Semester III
v.	Indian Constitution	: Semester IV
vi.	Media Laws and Ethics	: Semester IV
vii.	Electronic Media- Radio	: Semester V
viii.	Advertising	: Semester V
ix.	New Media and Computer Application	: Semester V
x.	Writing for the Media (English/Assamese)	: Semester V
xi.	Electronic Media - Television	: Semester VI
xii.	Public Relations	: Semester VI
xiii.	English for Media Studies (Only in English)	: Semester VI
xiv.	Project/ Audio-visual production	: Semester VI

ANNEXURE-II

DETAILED SYLLABI

FIRST SEMESTER

COURSE – 1 : INTRODUCTION TO MASS COMMUNICATION

Unit – 1: EARLY COMMUNICATION SYSTEM

From stone age to digital era, Early Communications Systems in India, Evolution of modern communication

Unit – 2: HUMAN COMMUNICATION

Human communication and its elements; Evolution of Human Communication; Speech, Writing and Visual; Sociology of Communication; Psychology of Communication; Communication and Culture; Myths Related to Human Communication

Unit- 3: COMMUNICATION

Communication – Definition, How communication takes place, Barriers to communication; Functions of Communication; Types of Communication

Unit-4: MASS COMMUNICATION

Mass Communication – Definition, Characteristics of Mass Communication, Types of Mass Communication; Functions of Mass Communication, Evolution of Mass Communication; Mass Media

Unit- 5: MODELS OF COMMUNICATION

Concepts and Functions of models; Some important models of communication – SMR Model, SMCR Model, Shannon and Weaver's Model, Lasswell's Model, Osgood's Model, Schramm's Model, Gerbner's Model, Newcomb's Model, Gate-Keeping Model, Convergence Model

Unit – 6: 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 – 7: NORMATIVE THEORIES OF MASS MEDIA

Importance of Communication Theories; Normative Theories of Mass Media- Authoritarian theory, Libertarian theory, Social Responsibility theory, Soviet Communist Media theory, Development Media theory, Democratic Participant Media theory

Unit – 8: SOCIOLOGICAL THEORIES OF MASS COMMUNICATION

Sociological theories of mass communication - Cultivation Theory, Social Learning Theory, Agenda Setting Theory, Play Theory, Uses and Gratification Theory, Dependency Theory

Unit -9: MEDIA EFFECTS THEORY

Hypodermic Needle or Bullet Theory; Personal Influence Theory – Two step flow theory, Multi step flow theory; Individual Differences Theory

Unit – 10: MASS AUDIENCE AND SOCIETY

Concept of mass audience- Characteristics of mass audience; Media theories associated with the concept of audience; Audience- reach and access; Reciprocal relationship among media, audience and society

Unit – 11: COMMUNICATION MEDIA: THE INDIAN CONTEXT

Oral communication; Traditional forms of communication; Multi-media communication; Non-dominant communication

Unit – 12: MEDIA ORGANISATIONS OF THE GOVERNMENT

Brief overview of some of the important media organisations of the Government - Press Information Bureau, Directorate of Advertising and Visual Publicity, Publications Division, Central Board of Film Certification, Song and Drama Division, Directorate of Field Publicity, Directorate of Information and Publicity

Unit – 13: MEDIA ORGANSATIONS AND OWNERSHIP PATTERNS

Meaning of media ownership; Ownership patterns of mass media- ownership patterns of print media establishment in India; Trends in ownership

Unit – 14: MEDIA AND GLOBALISATION

Concept of globalisation and its impact on media; Effects of globalisation on media systems and their functions; Media convergence; UNESCO's efforts in removing imbalance in news flow- Debate on New World Information and Communication Order (NWICO), MacBride's Commission Report

Unit – 15: TECHNOLOGY IN MASS MEDIA

Concept of Information and Communication Technology (ICT); Impact of ICT on Mass Media; Impact of New Communication Technology on News Flow; Information Superhighway; Digital Divide

SECOND SEMESTER

COURSE – 2 : JOURNALISM

Unit – 1 : CONCEPT OF JOURNALISM

Concept of journalism, Origin of journalism: The early years, Objectives of journalism, Role of journalism in society, Elements of journalism

Unit – 2 : THE MAKING OF A GOOD JOURNALIST

Meaning of a 'journalist'; What makes a good journalist?; Role and responsibilities of journalists; Rights of journalists

Unit – 3: TYPES OF JOURNALISM

Types of journalism- Types of journalism based on the use of different platforms, Types of journalism based on the writing style, Types of journalism based on the style of presentation; Journalism as a profession

Unit-4 : ROLE OF JOURNALISM IN A DEMOCRACY

Freedom of press, Embedded journalism, Press freedom at International level, Press freedom at National level, Press freedom at Regional level; Democracy, Media and the Public Sphere

Unit- 5: NEWS

Concept and definition of news; Sources of news; Objectivity and authenticity of news

Unit – 6 : TYPES OF NEWS

Types of news, Principles of news stories, Qualities of a good news story

Unit – 7 : NEWS VALUES

News values

Unit – 8 : REPORTING

Concept of Reporting, The News Reporter – qualities, responsibilities, basic facts about reporting

Unit – 9 : TYPES OF REPORTING

Types of Reporting- Objective, Interpretative, Investigative, Specialised reporting – Political\Science\Conflict, Legislative and Parliament reporting, Diplomatic reporting, Scoop and exclusive reporting- sports, business, development, commerce, gender and allied areas

Unit – 10: BEAT REPORTING

Concept of beat reporting, Reporting beats

Unit-11: NEWS WRITING

Principles of News Story, Structure of a News Story, How to write the copy- principles of news writing

Unit- 12 : NEWS EDITING

Concept of news editing, Newsroom set-up, Principles of Copy Editing, Photo Editing

Unit – 13 : EDITING & DESIGN

Headline types and styles, Page layout, Page make-up

Unit – 14 : NEWS AGENCIES

News Agencies, Role and functions of News Agencies, History of News Agencies in India, Important News Agencies, Editing Wire Copy

Unit – 15 : CONDUCTING AN INTERVIEW (PRACTICAL BASED UNIT)

Conduct an interview of some important personality and prepare a report on it. The report should contain the relevant questions asked during the interview along with the replies. Marks will be awarded based on the report.

THIRD SEMESTER

COURSE – 3 : HISTORY OF THE MEDIA

UNIT-1: HISTORY OF PRINT MEDIA

Types of Print Media- Daily Newspapers, Tabloids, Magazines; Relevance of Print Media

UNIT-2: HISTORY OF PRINT MEDIA IN INDIA

History of Print Media in India; Evolution of Print Media in India- The Early Stages and the English East India Company, The Anti-British Sentiment and the Media, The English Press : Nationalist and Pro-British, The Indian Language Press; Journalists of Eminence; History of Media in North East India; special reference to Assam

Unit – 3 : FREEDOM MOVEMENT AND THE INDIAN PRESS

Pre and Post Independence era of the growth of journalism in India, Struggle of Press in India against repressive measures- Freedom of Press in India before Independence , Freedom of Press in India after Independence; Print vs Electronic media

Unit – 4 : PIONEERS OF JOURNALISM IN ASSAM

Contribution made by some of the well-known personalities towards the growth of journalism in Assam- Dr. Nathan Brown, Oliver Cutter, Dutta Dev Goswami, Radhanath Changkakati, Chandra Kumar Agarwala, Padmanath Gohain Baruah, Lakshminath Phukan, Ambikagiri Raychowdhury, Siva Prasad Barooah, Radha Govinda Baruah

Unit – 5 : LANGUAGE PRESS AND NATIONAL DEVELOPMENT

Role of the language press in the field of national development, Problems encountered by language press, a study on growth of some of the important language newspapers of India- Dainik Jagaran, Dainik Bhaskar, etc., present status of circulation of newspapers.

Unit – 6 : A BRIEF OVERVIEW OF SOME OF THE IMPORTANT PRESS ORGANSIATIONS IN INDIA

Brief overview of some of the important press organisations in India- Press Council of India, The Registrar of Newspapers for India, Audit Bureau of Circulation, Indian Newspaper Society, Indian Federation of Working Journalists, Press Institute of India, Editor's Guild of India, Indian Languages Newspapers' Association

Unit 7 : HISTORY OF PRINT MEDIA IN NORTH-EAST INDIA WITH SPECIAL REFERENCE TO ASSAM

Birth of Orunodoi - More newspapers and journals, Few other newspapers and magazines of the pre-Independence era ; Media scenario after Independence- The decade of the 1980s : A sudden upsurge, The present scenario, Causes of concern I , Causes of concern II

Unit- 8 : HISTORY OF PHOTOGRAPHY

Concept of photography , History of Photography, Camera – technical developments throughout the ages, Technical concepts of Photography, Concepts of photo-journalism with some developments; Legal problems in photography

UNIT 9: HISTORY OF CINEMA

Characteristics of Film, History of moving images- Lumiere Brothers, Hollywood ; Film in India- Contribution of DadasahebPhalke, Silent Era, Talkie Era ; Regional Cinema- Assamese Films

UNIT 10: HISTORY OF RADIO

What is radio? Characteristics of Radio; History of Radio Broadcasting - Growth and development of radio in the world, growth and development in India; FM and Community Radio

Unit – 11 : GROWTH OF COMMUNITY RADIO IN INDIA

Concept of community radio, guidelines for setting up of community radio station in India ,Growth and development of community radio in India, Growth and development of community radio in India's North-East

Unit 12 : HISTORY OF TELEVISION

Introduction to Television medium, Beginning of Television in the world, Growth of Television in India, Doordarshan and an era of soaps

Unit – 13 : VISIT TO A RADIO STATION (PRACTICAL BASED UNIT)

Visit a radio station and analyse the different programmes that are broadcast at the station. Make a list of the different equipments that are used in the station along with its functions. Prepare a radio news script of your choice by highlighting the programme title, station, airtime, date of newscast, talents etc.

Unit – 14 : FILM REVIEW(PRACTICAL BASED UNIT)

Analyse any film of your choice and make a critical appreciation of that particular movie. Prepare the write-up based on the instructions provided in the unit.

Unit – 15 : PHOTOGRAPHY (PRACTICAL BASED UNIT)

Visit any place of your choice and click pictures on a particular theme. After clicking pictures, prepare a report on it by giving appropriate captions and explain the significance of each of the photographs.

COURSE – 4 : TRADITIONAL FOLK MEDIA

Unit-1 : TRADITIONAL FOLK MEDIA

Traditional folk media- An introduction, Nature of traditional folk media, communication through traditional folk media, traditional media as a part of socio-cultural and ritual communication

Unit – 2 : FEATURES OF TRADITIONAL FOLK MEDIA

Traditional media as mass medium, features and characteristics of traditional media- its advantages and disadvantages, storytelling as the core of traditional media

Unit-3: TRADITIONAL MEDIA IN INDIA

History and growth of traditional media in India- A brief overview of some of the traditional folk media forms of India; Impact of electronic media on traditional media, Applications of traditional media for developmental purposes

Unit – 4 : TECHNOLOGICAL IMPLICATIONS ON TRADITIONAL FOLK MEDIA

Impact of electronic media on traditional media; Mass communication Media vis-à-vis Folk Culture; Success stories of the use of traditional media as a catalyst of social change and development

Unit – 5 : TRADITIONAL MEDIA FOR DEVELOPMENT COMMUNICATION

Development Communication and Traditional Media – Development Communication, Traditional media as development media; How to use traditional folk media for development communication

Unit – 6 :TRADITIONAL FOLK MEDIA AND INDIAN CULTURE

Features of Folk Tradition, Media for Communicating Social Ethos, Folk media as a platform for disseminating information about Indian culture

Unit- 7 : RELEVANCE OF TRADITIONAL FOLK MEDIA

Traditional folk forms in rural India, Impact of rural development, Uses in different fields

Unit – 8 :STUDIES IN FOLKLORE

Folklore Research in India, Importance of Folklore Research, Review of studies on Folklore-significance of the studies of the different folklores

Unit – 9 :POPULAR FORMS OF TRADITIONAL COMMUNICATIONS IN ASSAM

Traditional folk forms in Assam - Bihu, Ainaam, Lullabies, Ojapali, Sattriya, Bhaona, Borgeet, Lokageet

Unit – 10 : DR. BHUPEN HAZARIKA'S CONTRIBUTION TO FOLK MEDIA

Dr.BhupenHazarika as Mass Communicator, Dr.BhupenHazarika's Contribution to Folk Media

Unit – 11 :FOLK MEDIA AND SCIENTIFIC TEMPERAMENT

Folk media and scientific temperament, Problems in folk media communication, Use of folk media by cultural and state governments

Unit – 12 :FOLK MEDIA AND HEALTH COMMUNICATION

Folk media and health communication: need and scope, Folk media and health communication : case studies, Folk media and health communication utilitarian aspects

Unit – 13: ROLE OF UNESCO IN SUSTAINING FOLK MEDIA

UNESCO's efforts to sustain folk media in developing countries, Folk media in South Asia

Unit- 14 :CONTRIBUTION OF EMINENT PERSONS TO FOLK MEDIA COMMUNICATION

Gloria Feliciano, VimalDissanayake, ShyamParmar, H.K.Ranganath

Unit – 15: FOLK MEDIA VS MASS MEDIA

Folk media Vs Mass Media; Future of folk media in India and Assam – suggested measures

Important to note : This paper like all other papers consist of 100 marks whereby 40 marks have been assigned for practical (four reports on the area on traditional folk media/traditional performances/folk promotional programmes to be submitted) and the remaining 60 marks has been assigned for appearing in the semester end examination.

FOURTH SEMESTER

COURSE- 5 : INDIAN CONSTITUTION

UNIT- 1: INDIAN CONSTITUTION

Meaning of a Constitution, The Constituent Assembly and the Framing of the Indian Constitution, The Preamble, Salient Features of the Indian Constitution, Concept of Fundamental Rights, Types of Fundamental Rights, Fundamental Rights under the Constitution of India, Inferred rights, Concept of Freedom of Speech and Expression, Constitutional Guarantees and Limitations, Fundamental duties

UNIT – 2 : DIRECTIVE PRINCIPLES OF STATE POLICY

Concept of Directive Principles of State Policy, Relationship between Directive Principles and Fundamental Rights, Differences between Fundamental Rights and Directive Principles of State Policy

Unit -3 : THE UNION EXECUTIVE: THE PRESIDENT AND THE VICE-PRESIDENT OF INDIA

Principles governing the method of election of the President, Stages in Presidential Election, Powers of the President- Executive, Legislative, Financial , Judicial and Emergency powers, Position and role of the President, Election of the Vice-President, Qualifications for the office of the Vice-President, Term of Office, Powers and functions of the Vice-President

Unit -4 : THE PRIME MINISTER AND THE UNION COUNCIL OF MINISTERS

Organisation of the Union Council of Ministers, basic features of the working of the Union Council of Ministers, functions of the Council of Ministers- executive, legislative, financial, position of the council of ministers, relation between the Council of Ministers and the President, Appointment of the Prime Minister, Powers and functions of the Prime Minister, Position of the Prime Minister, Relation of the Prime Minister with the President

Unit - 5: UNION PARLIAMENT

Salient features of the Union Parliament, The Upper House or the RajyaSabha (The Council of States)- composition, method of election, qualification of members, powers of the RajyaSabha- legislative, financial, executive, constitution amending powers, electoral powers, judicial powers,

special powers, The Lower House or the LokSabha(The House of the People), composition, method of election of the members of the LokSabha, Qualification for membership, Powers and functions of the LokSabha, Speaker of the LokSabha

Unit -6 : STATE GOVERNMENT : THE GOVERNOR

Method of appointment, Qualification, Term of office, Powers and Functions of the Governor-executive, legislative, financial, judicial and miscellaneous powers, Position of the Governor.

Unit - 7: STATE COUNCIL OF MINISTERS AND THE CHIEF MINISTER

Formation of a State Council of Ministers, categories of ministers, Tenure, powers and functions of the State Council of Ministers, Method of appointment of the Chief Minister, tenure, Powers and functions of the Chief Minister, position of the Chief Minister

Unit – 8 : CITIZENSHIP

Acquisition of Indian Citizenship, Loss of citizenship, Commonwealth citizenship, Single citizenship in India, Dual citizenship for Non Resident Indians (NRI's)

Unit -9 : PANCHAYATI RAJ SYSTEM IN INDIA

Panchayati Raj system in India, BalwantRai Mehta Committee, Three-tier system of Panchayati Raj-Village panchayats, Block level and ZilaParishad, Constitutional status for Panchayati Raj

UNIT- 10: EMERGENCY PROVISIONS UNDER INDIAN CONSTITUTION

Emergency and State of Emergency: Concepts, Constitutional Emergency Provisions, Code of Conduct for the Press, 1971, Effect of Emergency Provisions on Media freedom

Unit- 11: PARLIAMENTARY AND LEGISLATIVE PRIVILEGES UNDER INDIAN CONSTITUTION

Parliamentary and Legislative Privileges: Concept, Constitutional Provisions on Parliamentary and Legislative Privileges, Freedom of speech, Right of publication of proceedings, Law Courts and Privileges, Some points on Parliamentary and Legislative Privileges, Effect of Parliamentary and Legislative Privileges on Media Reporting

Unit - 12 : INDIAN JUDICIARY

Salient features of Indian Judicial System, The Supreme Court of India- organization, jurisdiction and position, High Court in India-organisation, jurisdiction and position, Power of the judiciary to issue writs, subordinate courts, fast track courts

UNIT- 13 : LEGAL ASPECTS OF MEDIA FREEDOM

Media Freedom, History of Media Freedom, Constitutional Guarantees and Reasonable Restrictions, Defamation, Defamation and Law Liabilities of Different Persons as regards Defamation, Official

Secrets Act, 1923, Right to Information: Concept, communication as a human right, International Standards Right to Information, Indian Perspectives Right to Information Act, 2005.

Unit – 14 : AUTONOMOUS OFFICES UNDER THE CONSTITUTION

The Union Public Service Commission, The Comptroller and Auditor-General of India, The Attorney General of India, The Election Commission, The Finance Commission of India, National Commission for Backward Classes, National Commission for Women, National Human Rights Commission, National Minorities Commission

Unit – 15 :JOURNALISM RELATED ASPECTS IN THE INDIAN CONSTITUTION (PRACTICAL BASED UNIT)

Read the Indian Constitution carefully and identify which provisions are related to the field of journalism and analyse whether these provisions have any impact on media freedom. Prepare a report on it.

COURSE – 6 : MEDIA LAWS AND ETHICS

UNIT- 1: INTRODUCTION TO ETHICS

Introduction to ethical thinking, Ethical philosophies- Absolutist ethics, Ethical relativism, Existential Ethics, Situational Ethics, Evolutionary Ethics, Descriptive Ethics, Applied Ethics, Bio-ethics, Environmental Ethics, Business Ethics

Unit -2 : IMPORTANCE OF MEDIA CODE OF ETHICS

Concept of media ethics, Need and Importance of Media Code of Ethics, Relationship of media and media economies- deregulation of media, concentration of media ownership, media trade unions and labour issues

Unit - 3: COMMON ELEMENTS OF MEDIA CODE OF ETHICS

Freedom of Press, Principles of Ethics, Plagiarism, Compliance of Ethical Standards, Right of Reply

Unit -4 : ETHICS OF JOURNALISM

Introduction, Early partisan press and impartiality, Post civil war press in the US and sensationalism, SPJ Code of Ethics, Ethics in theory and practice

Unit- 5: MEDIA AND PRIVACY

Media and Intrusion into Privacy - Privacy under International Law, Privacy and Indian Legal Provisions; Sensationalism - Development of the Concept, Sensationalism in Electronic Media; Sting

Operations - Operation West End: Tehelka.com;Paparazzi - Paparazzi and Celebrities: Two Way Traffic,Restrictions on Paparazzi and Laws; Yellow Journalism

Unit- 6 : REGULATORY ORGANISATIONS

Press Commission, Press Council, Ombudsman, Readers' Editor, Broadcasting Services Regulation Bill, 2006

Unit- 7 : MEDIA SELF-REGULATION

Self-regulation- Media Self-regulation, Code of conduct of different organisations for media personnel , Editors' Guild of India, All India Newspaper Editors' Conference (AINEC), The Indian Newspaper Society (INS)

Unit-8 : MEDIA LAWS RELATED TO ELECTRONIC MEDIA

Broadcast Code governing All India Radio, PrasarBharati (Broadcasting Corporation of India)Act of 1990, The Broadcasting Bill of 1997, Cable Television Network (Regulation) Act, The Cable Television Networks (Regulation) Amendment Act of 2002

Unit – 9: MEDIA ETHICS AND THE LAW

Defamation – Types of defamation, Libel and the Internet, Courtroom reporting, Copyright, Protection of Sources

Unit – 10 : ETHICS IN PUBLIC RELATIONS & ADVERTISING

Importance of ethics in public relations, Code of Ethics for Public Relations Professionals , In-House PR : the effects of organisational structure on moral decision making , Advertising Codes and Ethics, Code of Ethics for Advertisers, Advertising Standards Council of India

Unit – 11 :ETHICS OF ONLINE JOURNALISM

Privacy in cyberspace, Journalists and web technology, Ethical challenges of online journalism-*gathering information, producing journalistic content, presenting and distributing online information,*Organizational structures and communications in online media, Societal issues of media convergence, Global communication

Unit – 12 : CONCEPT OF FREEDOM

Media freedom and political ideologies, Libertarian approach, Political economy of media

Unit – 13 : MEDIA POWER

Media activism, Media Vs Judiciary, Media Vs Legislature, Issues of privileges- case studies

UNIT- 14: ETHICS OF PHOTOJOURNALISM

Importance of Ethics of photojournalism**,** Guidelines for journalists working with images

UNIT –15: PEOPLE, ETHICS AND JOURNALISM

Ethics: Key thinkers through the ages- Aristotle, Immanuel Kant, John Stuart Mill, W.D Ross, John Rawls, SeylaBenhabib

FIFTH SEMESTER

COURSE – 7 : ELECTRONIC MEDIA- RADIO

UNIT – 1 : INTRODUCTION TO AUDIO MEDIA

Characteristics and features of audio media, impact and reach, audio media vs. print media vs. audio-visual media

Unit – 2 : HISTORY OF RADIO BROADCASTING

Invention of radio, wireless age, Developments in the early twentieth century, Developments in the latter half of the twentieth century

UNIT – 3 : RADIO BROADCASTING IN INDIA

History of radio broadcasting in India, three –tier system of broadcasting in India- National Broadcasts, Regional Broadcasts and Local Broadcasts

Unit – 4 : TYPES OF RADIO BROADCASTING

AM, FM, Community Radio- concept, features, policy guidelines for setting up CRS, Educational Radio- types of educational broadcasts

Unit – 5 : RECENT TRENDS IN RADIO BROADCASTING

Satellite and Cable radio, Internet radio, Digital Audio Broadcasting (HD Radio), Digital Terrestrial Audio Broadcasting (DTTB)

Unit - 6: RADIO BROADCASTING AND STANDARDS OF ETHICS

Ethical aspects of radio broadcasting, conducting the broadcast within the operational framework, Supreme Court judgment on airwaves, Broadcasting Bill, 1997

UNIT – 7 : ALL INDIA RADIO

History of AIR, AIR news service, external service, VividhBharti, YuvaVani, Special Audience Programmes- radio talks and discussions, radio programmes for rural audience, educational programmes, family welfare programmes, programmes for the armed forces, Radio plays and features

Unit -8 : AIR WITH SPECIAL REFERENCE TO NORTH EAST INDIA

Growth of the AIR services in North-East India, AIR in Assam, AIR in Meghalaya

Unit - 9: STRUCTURE OF A RADIO STATION

Organisational structure of a newsroom, Functioning of the newsroom, the electronic newsroom, The News Director, organising the newscast

UNIT – 10 :RADIO NEWS – BASIC FEATURES

Basic features of radio news, different types of news bulletins, Radio features and current features programmes, ratings and survey services-portable people meter, diary log sheet, in-house research techniques

Unit – 11 : REPORTING FOR RADIO

Introduction to radio reporting, tips for effective radio reporting, Radio interviews, sources of radio news, Qualities and responsibilities of radio reporter.

Unit – 12 : WRITING FOR RADIO

Language and style for radio, news style for radio, radio news bulletin structure, rules for radio news writing, writing for radio features and current affairs programmes

Unit - 13: RADIO PRODUCTION

The production room : production director, production manager, production chief, head audio animator, The studios: on-air and production, Equipments/instruments used in radio production-audio console, computers, Digital (Mini) Disc Machines, Compact Discs, Compressors, Equalizers and audio processing and microphones

Unit – 14 : STAGES OF RADIO PRODUCTION

Steps in radio production, Digital editing - examples of digital audio editing software programs (Adobe Audition 3, Sony Sound Forge 9, Digidesign Pro Tools)

Unit – 15 : RADIO FOR DEVELOPMENT

Radio as an effective tool for development, Case studies of the use of radio for development communication, Radio Documentary, Vox pops, Role of Amateur Radio

COURSE – 8 : ADVERTISING

Unit – 1: CONCEPT OF ADVERTISING

Introduction to Advertising: Concept, Objectives and Functions of advertising, brief history of advertising

Unit – 2 : TYPES OF ADVERTISING

Classification of Advertising - based on function, region, target markets, company demand, desired responses and on the type of media used to issue advertisements

Unit – 3: ELEMENTS OF ADVERTISING

Basic Elements of Advertising - Slogan, Headlines, Subheads, Illustrations, Copy, Product, Trademark

Unit – 4 : MODELS OF ADVERTISING

AIDA model, DAGMAR, Lavidge and Steiners Hierarchy of Effects model, Criticisms of the models.

Unit – 5: ADVERTISING MEDIA

Concept of Advertising Media , Factors for selecting an appropriate media(Creative and Mechanical factors), Problems in media selection, public relations advertising, Classification of advertising media - Print, Audio-visual, Outdoor and Transit media and Indoor media.

Unit – 6 : ADVERTISING CYCLE

Advertising cycle- introduction, growth, maturity, decline, product and its pricing, product distribution channels, competition.

Unit – 7 : ADVERTISING PLANNING

Strategic planning, advertising plan, target audience, advertising and marketing mix, Concept of media buying and space selling

Unit – 8 : THE ART OF ADVERTISING COPYWRITING

Concept of advertising copywriting, techniques for writing a copy, copy writing for radio, television and film

Unit – 9: ADVERTISING AGENCY

Concept of Advertising agency, History, Types of advertising agency, Organizational set up of an advertising agency, Advertising agency activity - Client Servicing, Accounts Service,MediaPlanning, The Creative Department, The Creative Services Department, The Research Department; The Duties and the Responsibilities of an Agency, Financial Relation of the Advertising Agency, Advertising Ownership and Term of Relationship.

Unit - 10: MANAGING AN ADVERTISING CAMPAIGN

Concept of Advertising Campaign, Advertising Campaign Strategy, Research for advertising campaign

Unit – 11 : ADVERTISING MANAGER

Ad Manager, Who is an Advertising Manager,The Duties and Responsibilities of an Advertising Manager, The qualities of an Advertising Manager.

Unit – 12: ADVERTISING AND MARKETING

Outdoor Advertising, Film Advertising, Corporate Advertising, Financial advertising, Social Marketing Concept , relation between marketing and advertising, Codes of Advertising- AAAI, ASCI, Codes and guidelines for advertising

Unit – 13 : ADVERTISING AND SOCIETY

Impact of advertising, Impact of advertisements on children, ethics in advertising, corporate social responsibility

Unit – 14 : PREPARING SCRIPT FOR RADIO OR TELEVISION (PRACTICAL BASED UNIT)

The script is what makes sense of the information that has been gathered. It is the framework for the story. It brings together the most important elements and helps the audience understand the significance of the points the people who have been interviewed might have made.

Prepare a script for either radio or television advertising on any topic of your choice by keeping in mind the following steps-

Step 1

Identify your target market. Know as much as you can about their ages, genders, lifestyle and any other factors that identify them. The better you know your audience, the more effectively you can speak to them.

Step 2

Determine the objective of your advertisement. You may want to make people aware of a company, product or service, entice them to buy or take action of some kind. Everyone involved should agree in advance on what the ad should accomplish.

Step 3

Write to your audience. Use the language they use, words they understand and images they can identify with. Keep your message simple, direct and clear.

Step 4

Grab the audience's attention in your opening scene and dialogue. If you're writing a radio advertisement, use words that describe the image.

Step 5

Repeat your message several times in different ways. Once is not enough to make the message memorable. Even in a 30-second spot, repeat your main message at least once.

Step 6

Include a strong call to action that will make people want to take the next step -- go to your store, pick up the phone, tell their friends or whatever it is you want the audience to do. Leave no doubt in their minds what action you want them to take.

Step 7

Follow standard format for radio scripts. Using two columns, put directions and sound effects on the left, and dialogue on the right.

Step 8

Time your advertisement, allowing for normal rates of speaking, action and sound effects. Make the script two seconds shorter than the desired length to allow for fade-in and fade-out of the advertisement.

Unit – 15 : PREPARING A RADIO OR TELEVISION COMMERCIAL (PRACTICAL BASED UNIT)

Prepare a radio or television commercial on any topic of your choice. The commercial must be audio-visual in nature and can be in any format like MPEG-2, Mov, MP4, DAT or VOB. The commercial must be accompanied by a script.

COURSE – 9 : NEW MEDIA AND COMPUTER APPLICATION

Unit – 1: 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 – 2 : IMPACT OF NEW MEDIA

Impact of New Media- Society and Mass Culture, Politics and Developmental Issues, Social Media, Citizen Journalism and Blogs , New Media and Journalism- Print Journalism, Broadcast Journalism, Advertising Industry ; Convergence - Media Convergence, Advantages of Media Convergence, Rising Concerns About Media Convergence

Unit – 3 : COMPUTER REVOLUTION AND INTERNET

Evolution of Computers, What is Internet- How Internet Came to India, History of Internet, Characteristics of Internet, Contribution of the Internet; Internet Services- E-mail, FTP (File Transfer Protocol), Telnet, Gopher, World Wide Web

Unit – 4 : DIGITAL MEDIA

Digital Media - Digital Media, Analog Media, Why Go Digital, Advantages of Digital Media ; Digital Video and Digital Television - Digital Video , Digital Video: A brief History, Digital TV, Advantages of DTV Over Analog TV ; Digital Radio and Digital Photography- Digital Radio, Radio in a Box, Digital Photography

Unit – 5 : ONLINE JOURNALISM

What is Online Journalism?- Difference Between Online Journalism and Traditional Journalism, History of Online Journalism ; Characteristics of Online Journalism- Advantages of Online Journalism, Limitations of Online Journalism, Ethics of Online Journalism ; Writing for the Web

Unit – 6 : ONLINE NEWSPAPERS AND NEWS WEBSITES

Online Newspapers - Types of Online Newspapers, Growth of Online Newspapers; Impact of Online Newspapers on Traditional Newspapers and News Websites

Unit - 7: NEW MEDIA AS A TOOL FOR SOCIAL CHANGE

Using new media for bringing about a social change, Social media, tools of social media, social media as a catalyst of social change and development

Unit – 8 : USING COMPUTERS : ESSENTIAL CONCEPTS

Concept of Computers, Generation of Computers, Organisation of a Computer, Different Types of Computers, Port, File Management, Application of Computers, Advantages and Disadvantages of Computers

Unit – 9 : SOFTWARE AND MULTIMEDIA APPLICATIONS

Computer Software Basics, System Software- Operating System, Utilities Software, Device Drive Software, Programming Language ; Application Software- Productivity Software, Education Software, Entertainment Software, Business Software; Integrated Software ; Multimedia Computing; Legal Restriction On Software

Unit – 10 : MS WORD

Starting MS-WORD, Basic Components of MS Word, Entering and Saving Text in a Document , Closing the MS-Word document and Closing MS-Word, Opening of an Existing Document , Copy and Cut (Move), Formatting the document, Finding a Particular Pattern, Insertion, Implementing Formula on Table Contents, Header and Footer, Page Setup, Indents, Tabs , Columns, Change Case

Unit – 11 : MS POWERPOINT

Starting of Microsoft PowerPoint, Creation of PowerPoint Presentation, To Include a Chart in the Slide, To Impart a Data Sheet, Formatting Options, Slide Transition, Different Views of the Presentation

Unit – 12 : DESKTOP PUBLISHING

Desktop Publishing- Background of Desktop Publishing, Advantages of Desktop Publishing ; Primary Desktop Publishing Software Programs, Adobe PageMaker- PageMaker Basics, Adobe Photoshop - Photoshop Basics

Unit – 13 : PRINTING TECHNOLOGY AND TYPOGRAPHY

Printing Technology- History of Printing, Types of Printing Technology ; Offset Printing - Advantages and Disadvantages of Offset Printing, Types of Offset Presses , CTP (Computer to Plate) , Typography- Page Layout, Tips for Good Typography , Fonts and Font Families

Unit – 14 : APPLICATIONS OF COMPUTER

Application of computer in the field of Science, Education, Medicine and Health, Engineering and Manufacturing, Entertainment, Communication, Business Application, Banking, government and Publishing, Future prospects

Unit-15: USE OF COMPUTER TECHNOLOGY IN JOURNALISM

Application of Internet, use of hypermedia- browsing and navigation, tools of hypermedia, advantages and disadvantages of hypermedia, Computer assisted broadcast reporting

COURSE – 10 : WRITING FOR THE MEDIA

Unit - 1: THE STRUCTURE OF WRITING

The cohesive structure of writing, The Structure of Paragraphs, The Writing Process or Paragraphs, The Structure of Essays/Articles, Editing your writing, Basic characteristics of writing for the media- accuracy, clarity. efficiency and precision

Unit - 2: WRITING FEATURE STORIES

Meaning of a feature, the format for writing features, story construction

Unit - 3: FORMS OF NARRATION

What is Narrative, Narration, Narrator, Narrative Mode and Narrative Point of View, Varieties of Narration, Elements of Narration, Reportability and Credibility of a Narrative, Linear and Non-linear Narrative Structure, The Narrative Paragraph, Narration in an Essay

Unit – 4 : LANGUAGE SKILLS

Grammar, Vocabulary, Choice of words, Words having multiple meanings, Punctuations, Sentence structure, Use of synonyms and antonyms, Some common errors

Unit -5 : SOURCES OF WRITING FOR THE MEDIA

Primary and Secondary sources, on-the-scene reporting, Importance of attribution

Unit - 6: REVIEW WRITING

Techniques of book review, Techniques of film review, Techniques of play review, Techniques of musical review

Unit - 7: COPYWRITING FOR ADVERTISEMENTS

Copywriting, print, audio and audio-visual, Radio copy, Television copy

Unit-8 : WRITING FOR COLUMN, SCIENCE AND PRESS RELEASE

Column writing, Science write- up, Press Release

Unit- 9: EDITING

Meaning of Editing, Language Editing, Writing and Editing Photo Caption, Language for explaining graphs, charts, maps; Proof Reading

Unit-10 - : WRITING FOR RADIO

Language and style for radio, news style for radio, radio news bulletin structure, rules for radio news writing, writing for radio features and current affairs programmes.

Unit- 11 : WRITING FOR TELEVISION

Criteria for Selecting Broadcast News, Characteristics of broadcast news, Writing the Broadcast Lead, Writing Lead-ins and Wrap-ups, Preparing Broadcast Copy

Unit- 12 : WRITING FOR FILM

Prepare a script on any particular theme of your choice. Having a good script, meaning of screenplay, scriptwriting, Use of storyboard, scriptment

Unit- 13: WRITING FOR PLAYS

Types of plays : Ten minute plays, One-act plays, Full length plays, Musicals, Format of a manuscript- Title page, Cast page, Art scene heading, At-rise description, Character name, Dialogue, Stage directions, Transition

Unit - 14 : THE BASICS OF PHOTOJOURNALISM

Meaning of photojournalism, Rule of thirds, cropping and editing, How to write good captions in photojournalism,

Unit- 15 : COPY AND PROOF EDITING

Principles of copy editing, The Language of copy writing, Print media requirements, Radio and television copyediting, Proof copy editing

SIXTH SEMESTER

COURSE 11 : ELECTRONIC MEDIA-TELEVISION

Unit – 1: INTRODUCTION TO AUDIO-VISUAL MEDIA

Characteristics and features of audio-visual media, Impact and reach of audio-visual media, Audio media vs. audio-visual media.

Unit – 2 :HISTORY OF TELEVISION BROADCASTING

Origin and development of television, early television technique, developments in the early and late twentieth century

Unit -3 : GLOBAL NETWORKS OF TELEVISION

Criss-cross border eavesdropping, French-British Television Exchange, Eurovision, Asian Cross-border Networks, Asiavision, CATVN Network

Unit - 4: HISTORY OF TELEVSION BROADCASTING IN INDIA

Growth and development of television in India, launch of INSAT, Development post 1982 onwards, emergence of colour television, autonomy for electronic media- Chanda Committee Report, Verghese Working Group Report, Joshi Committee Report , Digital Terrestrial Television Broadcasting (DTTB)

Unit -5 : TELEVISION FOR DEVELOPMENT

Television as a tool for development communication, Satellite Instructional Television Experiment (SITE), Kheda Communication Project, Jhabua Development Communication Project (JDCP), Gramsat- satellite for rural education

Unit – 6: PUBLIC SERVICE BROADCASTING IN INDIA

Use of digital technology in public service broadcasting, Beginning of Doordarshan, Organisational structure of Doordarshan, Role of Doordarshan as a public service broadcaster, performance appraisal of DD, Problems in public service broadcasting, Need to evolve a proper public service policy

Unit -7 : PRIVATE SERVICE BROADCASTING IN INDIA

Growth of private television, Arrival of satellite and cable television, Channels based on education, entertainment, news and history, some of the major satellite TV channels- Star TV, Zee, Sony, MTV

India, National Geographic, Impact of private satellite channels on Doordarshan, Cable television – the backbone of digital convergence

Unit – 8: TELEVISION BROADCASTING IN NORTH EAST INDIA

Doordarshan with special reference to DDK Guwahati and PPC-NE, Growth of private TV channels in north east India with special reference to Assam

Unit – 9: TV NEWS

News room and its operations, basic features of TV news, Structure of TV news bulletin, News Package, Writing for visual and presentation skills.

Unit -10 : TELEVISION PRODUCTION

Stages in television production- preproduction, production and postproduction, Basic components of television production- production room ,camera, mounting plates, bases, editing tools and techniques, Electronic News Gathering (ENG), Electronic Field Production(EFP), Different camera angles and movements

Unit – 11: GENRES OF TELEVISION PROGRAMMES

Different types of TV news, panel discussions, interviews, documentaries and current affairs programmes of Television, Educational television

Unit – 12: REPORTING FOR TV NEWS

Introduction to TV reporting, Duties, qualities and responsibilities of a TV reporter, Sources of TV News, New Trends in TV reporting

Unit -13 : PROVISIONS UNDER THE GOVERNMENT OF INDIA

The PrasarBharati (Broadcasting Cooperation of India) Act, 1990, Cable Television Network (Regulation) Act, Cable Television Networks (Regulation) Amendment Act, 2002, Broadcast Content Complaints Council (BCCC)

Unit -14 : TELEVISION AS AN INDUSTRY

Emerging growth of television as an industry, Revenue generated from advertisements, Growth of television industry in India- market capitalization, size of the industry, contribution to economic growth, leading companies, television rating points (TRP)

Unit – 15 : TRENDS IN TELEVISION JOURNALISM

Impact of 24- hours news channels, News values: redefining what's newsworthy, importance of audience in the field of television broadcasting : catering to diverse group of people, some important concepts- Direct-to-Home (DTH), Internet Protocol Television (IPTV), Headend-in-the-sky(HITS), Conditional Access System(CAS)

COURSE 12 : PUBLIC RELATIONS

UNIT – 1: CONCEPT OF PUBLIC RELATIONS

Nature and scope of Public Relations , definition of Public Relations, Objectives of Public Relations, Nature of PR

Unit – 2 : GROWTH AND DEVELOPMENT OF PUBLIC RELATIONS

Growth and Development of Public Relations, Pioneers of Public Relations, PR in India, Modern Public Relations in India, Future prospect of PR

Unit – 3 : FUNCTIONS OF PUBLIC RELATIONS

Basic Functions of Public Relations, Propaganda and publicity, difference among public relations, publicity and propaganda

Unit – 4 : PUBLICS OF PUBLIC RELATIONS

Publics of Public Relations: Internal Publics, External Publics, Publicity media for PR : print media, elevision, radio, film, new media

UNIT – 5: PUBLIC RELATIONS PRACTITIONER

Public Relations Officer, Public Relations Officer – Duties and Responsibilities, Qualities of a good Public Relations Officer

Unit - 6: PUBLIC RELATIONS ORGANISATIONS IN INDIA

Public Relations Organizations in India: PRSI, PRCI, PRCAI.

UNIT – 7: PUBLIC RELATIONS IN AN ORGANIZATION

PR set up in an organization, Status of PR department in an Organization, Functions of a PR department, PR campaigns and programme

Unit - 8: PUBLIC RELATIONS UNDER PUBLIC SECTOR UNDETAKINGS

Types of public sector undertakings, Features of public sector, PR in Central Govt., PR in State Govt.

Unit - 9: PUBLIC RELATIONS UNDER PRIVATE SECTOR UNDERTAKINGS

Objectives of PR in private sector, PR in Private Sector Undertakings

Unit – 10: PUBLIC RELATIONS AND CRISIS COMMUNICATION

Meaning of crisis communication, Public Relations in a crisis situation, PR tools for crisis communication, Rhetorical and Social Science Approaches to Crisis Communication

Unit - 11: PUBLICITY MEDIA FOR PR

Types of publicity media- Print Media, Television, Radio, Film, New Media; An Integrated Public Relations Media Model, Recent trends in Public Relations Media

UNIT – 12: TOOLS OF PUBLIC RELATIONS

Tools of Public Relations: Print media- Newspapers and periodicals, press releases, house journals; Audio-visual – Radio, Television, Films ; Other media – Photographs, Folk media, Exhibitions, Oral Communication, Bulletin Boards, Open House, Video Magazine

UNIT – 13: MEDIA RELATIONS IN PR

Organizing media conference - How to organize a Press Conference, Differences between Press Meet and Meet the press, Press Briefings, Press Tours, Releases and Written Materials to Media - Press Release, Backgrounder, Rejoinders.

Unit -14 : PUBLIC RELATIONS AS MANAGEMENT FUNCTION

Importance of public relation in management, public relations as a tool of management

Unit – 15 : PUBLIC RELATIONS CODE OF CONDUCT

Principles and Ethics in Public Relations, SPJ Code of Ethics, PRSA code of Professional Standards(Public Relations Society of America),International Code of Ethics (International Public Relations Association), Code of Athens, Code of Ethics in India

COURSE – 13 : ENGLISH FOR MEDIA STUDIES

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

COURSE – 14 :

PROJECT / PRODUCTION + VIVA VOCE

I. OBJECTIVE:

The objective of the dissertation is to help the learners acquire ability to apply multidisciplinary concepts, tools and techniques to address communication and media related problems and/or to evolve new and innovative theoretical framework. The duration of the project work is three months. The project report/audio visual production carries 100 marks and it is mandatory to submit either of the reports before the completion of the programme.

II. TIME SCHEDULE FOR THE PROJECT:

Sl. No.	Topic	Date
1	Submission of the synopsis of the project at the respective Study Centre	By the end of May
2	Viva-voce to be conducted. (Candidate should bring three copies of the project report along with them at the time of Viva-Voce)	Within the month of August

III. FEES FOR PROJECT: A Challan of Rs 1000/- as Project fees should be enclosed with the copy of the project report (which will be sent to the university), if not paid the fee during the admission time.

IV. TYPES OF PROJECT: The dissertation may be undertaken (not limited to) on any one of the following areas :

- The project should be done in core specialisation area of respective course only.
- It can be related to any field of Communication- impact of media, relationship between media and audience, mass media research, etc.
- Journalism, its related fields, any media related issues, or media related organisations .
- Any area of Public relations/Advertising/Media Management/Online media/Science Communication/Media Sociology etc.
- Evolution of any new conceptual / theoretical framework.

- Field study (empirical study).
- The project can be based on primary or secondary data.

V.PROJECT PROPOSAL (SYNOPSIS) Submission, Changes and Acceptance of Project Proposal (synopsis):

a. Learners are advised to send their project synopsis and name and address of the project guide to their respective Coordinators at the KKHSOU Study Centres. The synopsis should include the following-

- Title of the study
- Objectives and importance (significance) of the Study
- Research methodology opted for the study (stating nature, sources, collection of data, research tools and techniques to be used, sampling procedure).
- Limitations and scope of the study

b. If the learner wants to undertake a new project by changing his/her earlier project proposal, he/she will have to justify his/her new choice. Without valid ground and certification from his/her guide, no change in project proposal will be entertained.

c. In any case, changes in project proposal will not be allowed after submitting the second project proposal. The second proposal will be considered as final.

d. In any case, changes in project proposal will not be allowed after submitting the second project proposal. The second proposal will be considered as final.

e. It is necessary that the learners finalize their project proposal well ahead of time.

f. It is to be noted that changes in project proposal will not be entertained in the last month of the programme.

g. In order to complete the project in due time, a learner should devote at least 60 days for his/her project. Their time should be judiciously divided into various phases like field study & interview, data collection, data tabulation, data interpretation and data analysis.

VI. PROJECT GUIDE

- A faculty who is presently engaged with the Bhupen Hazarika School of Mass Communication of KKHSOU or those who are engaged with the study centres (preferably Mass Communication department) of the designated colleges under KKHSOU.
- Faculties in the departments of Mass Communication and Journalism in colleges/institutions affiliated to any Indian University and having minimum five years of teaching experience.

VII. PROJECT REPORT:

- Each Project Report must adequately explain the research methodology adopted and the directions for future research.

- The Project Report should also contain the following:
    - Copy of the approved Project Proforma.
    - Certificate of originality of the work duly signed by the learner and project guide.
    - Resume of the guide should be attached along with the project report.

VIII. PROJECT PROFORMA

• The Project Report should be typed in double line space, with 1.5 inches of margin in left size and 1 inch margin in the right side of each page. The upper and lower margins should not be less than 1 inch each. Project report should be printed on one side only and should be spiral bound.

• The dissertation should include the following items –

a. Cover page
b. Certificate from the supervisor/guide
c. Acknowledgement
d. Abstract
e. Contents (a brief outline of the different chapters including a list of tables/list of figures (if need be)

Chapterisation

a. Introduction
    - Background of the study
    - Objectives of the study
    - Rationale for the research
    - Hypothesis to be tested/research questions
    - Review of past literature
b. Research Methodology
    - Area/Place of research
    - Sample size
    - Sampling method
    - Nature of research
    - Tools of research
c. Details about the different aspects of the research study
d. Data analysis and interpretation
e. Limitations and scope of the study
f. Bibliography
g. Annexure (pictures, paper clippings, questionnaires, etc.)

AUDIO-VISUAL REPORT:

In case of audio-visual project, the learner is expected to prepare and submit an audio-visual clip on any topic (preferably related to the area of media and communication) in the form of CD or DVD (in MPEG,MP4, m4v, DAT or VOB formats). The learner will have to shoot the video using a handycam/camera and edit it properly before submitting it. It is imperative for the learner to prepare a proper script along with the CDs/DVDs. At the time of submission, the learner must keep in mind to submit three CDs/DVDs, one for the Study Centre, one for the University and one for the learner himself/herself. At the top right corner of the first page of the report "COPY FOR THE UNIVERSITY" should be neatly written or typed.

IX. SUBMISSION OF DISSERTATION/AUDIO VISUAL PRODUCTION

Learners should prepare three copies of the dissertation/CD or DVD whereby one copy will be for the University, one for the Study Centre and one for the learner him/herself. They should bring all the copies during the Viva-Voce which will be intimated to the learners beforehand. On the top right corner of the first page of the report "COPY FOR THE UNIVERSITY" should be neatly written/typed.

X. VIVA-VOCE

After the submission of the dissertation/audio-visual reports, viva voce will be conducted in the presence of both an Internal and External Evaluator at designated study centres or at the University headquarter.

Learners should preserve their copies of project report for future reference. The University may ask the learners to present a brief overview of their project work even after the submission of the project anytime within commencement of the programme. Therefore, the learners should preserve their copies till the final result is declared.

I. MARKS DISTRIBUTION

Total marks (100) =60(Report writing/audio-visual CD or DVD) +40 (viva voce)

KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY

(KKHSOU)

PROGRAMME PROJECT REPORT

ON

BACHELOR OF ARTS (PASS) PROGRAMME

Submitted to

UNIVERSITY GRANTS COMMISSION

BAHADUR SHAH ZAFAR MARG

NEW DELHI-110002

Submitted by

K. K. Handiqui State Open University

Guwahati, Assam

April 2018

Registrar
Krishna Kanta Handique
State Open University
Guwahati

CONTENTS

1. PROGRAMME'S MISSION AND OBJECTIVES

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

3. NATURE OF PROSPECTIVE TARGET GROUP OF LEARNERS

4. APPROPRIATENESS OF PROGRAMME TO BE CONDUCTED IN OPEN AND DISTANCE LEARNING MODE TO ACQUIRE SPECIFIC SKILLS AND COMPETENCE

4.1 Study Centres
4.2 Pre-enrollment Counselling
4.3 ICT Support
4.3.1 Website
4.3.2 Community Radio Service
4.3.3 Ekalavya
4.3.4 Akashvani Phone-in Programme
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KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY
PROGRAMME PROJECT REPORT

BACHELOR OF ARTS (Pass)

1. Programme Mission and Objectives:

The B.A. Programme has been offered by Krishna Kanta Handiqui State Open University (KKHSOU) to extend the horizon of higher education to those who, for one reason or another, could not opt or complete higher education from the traditional mode of education. Apart from BA with major (any one) subject, General BA (Pass) Programme also has been offered by the University. The learners who do not wish to opt for any major course can obtain BA degree with pass courses. This BA (Pass) Programme comprising six semesters will have to be completed in minimum three years of duration.

The BA (Pass) Programme has been thoroughly revised in accordance with the UGC Regulations on Open and Distance Learning, 2017. The syllabi of this Programme have been finalized after a series of deliberations and discussions with academic experts in the respective fields from Universities of repute, such as Gauhati University, Dibrugarh University and other Universities. The quality of Curriculum and Syllabus of this programme has been so designed as to accommodate the recent developments in the fields of Higher Education in general and the subject in particular and also to meet requirements of the learners representing the diverse sections of the society. For example, the course on MIL will take care of the needs of the myriad linguistic groups. This will help the University in achieving the mission and spreading quality education across the state.

The motto of the Krishna Kanta Handiqui State Open University (KKHSOU) is *Education beyond Barriers*. Keeping this idea in mind we are offering the BA (Pass) Programme. The main objectives of the programme are as follows-

a) To provide the basic theoretical knowledge of different courses on subjects- like Political Science, History, Education, Economics and Mathematics etc. to the learners, so that their levels of skill and employability are developed.
b) To disseminate different information that emerges in the domestic as well as global environment.
c) To exchange knowledge and experiences gained from past.
d) To contribute to the University's mission of regional development by putting importance on regional issues.
e) To motivate the learners for further studies.

Registrar
Krishna Kanta Handique
State Open University
Guwahati

2. Relevance of the Programme with KKHSOU's Mission and Goals:

The General B.A. (Pass) Programme offered by KKHSOU has been prepared in conformity with the mission and goals of KKHSOU. As we know that the goal of the Department of Higher Education, MHRD is to expand the higher education sector for all in a mode of delivery to increase the Gross Enrolment Ratio (GER) in Higher Education from 15% in 2011-12 to 21% by 2016-17 and 30% by the year 2020. Open Universities of the nation have been playing a vital role in this regard. In Assam KKHSOU is the one and only state Open University and it can contribute toward fulfilment of this goal. The General BA programme tries to fulfillthe following mission and goals of the University:

a) To expand the reach of higher education to cover the maximum number of population.
b) To maintain equity or justice in the field of higher education.
c) To ensure quality or excellence in the realm of higher education.
d) To contribute towards economic growth and development of the country.

3. Nature of Prospective Target Group of Learners:

The University would target the following groups of learners through the BA (Pass) Programme

i. Women Learners specially housewives who want to get empowered with higher education and acquire professional skills
ii. Differently-abled persons
iii. Persons who could not complete higher education in time during their student' days
iv. People hailing from far flung and remote areas and living in other disadvantageous conditions.
v. Employed/self-employed persons with penchant for higher education and learning skills
vi. Persons who could not get access to higher education in conventional system for various reasons.
vii. The students who are desirous to obtain a Degree without Major subject.
viii. The ratio between HS passed outs and the number of higher education institutions are not adequate. Therefore, majority of the pass-outs are often not able to pursue higher education in conventional educational institutions. Those learners are our main target group and our programme has been designed as per their needs.
ix. Working people who wish to develop their professional skills as well as academic career.
x. People willing to earn for a living while learning at the same time.

4. Appropriateness of Programme to be Conducted in Open and Distance Learning Mode to Acquire Specific Skills and Competence:

The General BA (Pass) Programme is basically theoretical and therefore, is, in general, suitable for the ODL mode. Keeping in mind the goal of the Department of Higher Education, MHRD is to increase the Gross Enrolment Ratio (GER) in Higher Education; the ODL education system can play a major role in this regard. Therefore, General BA programme may be considered as one of the best choices for this goal. Learners are the top priority of any educational system. KKHSOU has also given importance on learner centric education. In this connection, General BA (Pass)Programme has been designed in such a way

and our university has adopted various modes of instructions so as to facilitate learners to participate actively in teaching-learning process. These can be stated as follows –

4.1 Study Centres: Study centres are the backbone of an open and distance learning institute. On behalf of the university the study centres cater to the various requirements of the learners, viz. admission related information, delivery of SLM, conducting counselling sessions, distribution of assignments and its evaluation, conducting term end examinations etc. The study centres scattered throughout the state look to these affairs on behalf of our University.

4.2 Pre-enrolment Counselling: With the help of study centres our University would conduct pre-enrolment counselling to motivate learners toward ODL and our University. Through this we would provide basic knowledge of our different programmes, counselling sessions etc.

4.3 ICT Support: ICT support is a major component of any ODL system of education. The University has given emphasis on this. Some ICT-based support systems provided by the University for the learners of General BA programme (pass course) are listed below:

4.3.1 Website: We have developed full-fledged official website www.kkhsou.infor our learners and general public. Here we have provided all necessary information to our learners. The Website is also linked with the social-networking site like Facebook (KKHSOU FB Official Group) for interaction among the learners, faculty members and stakeholders. The website also includes the customised study centre-search facility based on district or programme. And most of the Audio-Video programmes are also made available online through YouTube..

4.3.2 Community Radio Service: **Jnan Taranga** (90.4 MHz) of KKHSOU is the first Community Radio of the North Eastern part of the country. The Community Radio, being a platform for the community for taking up community issues, is also a platform to broadcast several educational programmes that includes debates, discussions, and talk shows.

4.3.3 Ekalavya: With the help of Prasar Bharati, our University has launched a special educational programme namely **Ekalavya.** It is aired every Saturday from 8.00 PM to 8.30 PM through All India Radio, Guwahati and Dibrugarh.

4.3.4 Akashvani Phone-in Programme: Our University offers one hour live **phone-in** counselling programme through AIR, Guwahati and Dibrugarh where officers and experts from this University clarify queries of listeners/learners via telephone. The phone in programme is aired every Thursday from 09.15 AM to 10.15 AM.

4.3.5 e-SLM: An e-learning portal by the name of e-SLM (http://eslm.kkhsou.in/) has been launched by the university. It is also a digital repository where the study materials are uploaded for the benefit of the learners. All the study materials of the programmes (including Degree, Master Degree etc.) can be assessed in this portal.

4.3.6 Open Access Journals Search Engine (OAJSE): To provide easy access to various open access journal across the world, KKHSOU has developed the Open Access Journals Search Engine (OAJSE) which is

available for the users from the URL www.kkhsou.in/library/oajse or http://oajse.kkhsou.in .

4.3.7 KKHSOU Mobile App: Our University has developed a mobile application "KKHSOU" to help the learners to connect 24x7 with the university. It can be freely downloaded from Google Play Store (for android user)

4.3.8 SMS and e-mail Alert Facility: University has initiated an SMS and e-mail alert facility for learners regarding any news, events and learner-related information of the university.

4.3.9 E-mail services: Learners can write emails to any officials/faculty members in university's general mail id: info@kkhsou.in. Queries raised through to this mail id are readdressed by concerned official/faculty members of the university.

4.3.10 TV programme: University is going to initiate a half an hour live educational programme through a TV Channel **Prag-News** from June 2018. It will be telecast every Sunday at 8:30 am.

This would enable the learners of the BA (Pass) Programme 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.

5. Instructional Design:

5.1 Curriculum Design: The revised General BA programme has been designed in such a way that it meets the standard of any another university those offering the same programme. With the help of experts in the subject from other reputed Universities in the region the contents of the syllabi are updated. While preparing the syllabi, UGC Model Syllabi and syllabi of other Universities have been considered. The syllabi have been upgraded as per the recommendations of the Report of the *Committee to Regulate the Standards of Education being Imparted through Distance Mode* constituted by the Ministry of Human Resource under the chairmanship of N R Madhava Menon, popularly known as the Madhava Menon Committee Report.

5.2Course Distribution: The semester-wise distribution of the different courses of the General BA programme is as follows:

Semester I	**Semester II**	**Semester III**	**Semester IV**	**Semester V**	**Semester VI**
General English	MIL/Alternative English	Environmental Studies and Disaster Management	Spoken English	Basic Computer/Studies of Assamese Culture -1	Office Management/ Studies of Assamese Culture -2
Elective 1	Elective 1	Elective 1	Elective 1	Elective 1	Elective 1
Elective 2	Elective 2	Elective 2	Elective 2	Elective 2	Elective 2
Elective 3	Elective 3	Elective 3	Elective 3	Elective 3	Elective 3

In this regard, the following may be noted

I. Learners have to opt three elective subjects in all semesters.

II. Elective subjects offered under the BA programme include: Elective Assamese, Economics, Education, English, History, Journalism and Mass Communication, Mathematics, Philosophy, Political Science, Sanskrit and Sociology. Learners can choose any three of them for their elective subjects.

III. Under the General BA (Pass) Programme University is offering **Assamese, Bodo, Hindi** and **Bengali** as ***MIL subjects***. Learners have to opt any one of them. Those learners who are not going for any MIL subject, they have to take Alternative English as their course.

IV. Apart from General English and MIL, University is offering'Environmental Studies and Disaster Management' as a full credit based course for General BA (Pass) programme. Both 'Environment' and 'Disaster' are widely discussed terms in the world today. Therefore, the University has included a compulsory course on this.

V. The University has introduced Spoken English as a full credit base course for General BA (Pass) Programme to acquaint the learners with a theoretical knowledge of the basic elements that make up English speech and to develop in them the necessary skills and techniques of oral communications, telephonic conversations, interview, preparation of Resume/CV etc.

VI. In fifth and six semesters the University would offer two optional courses for General BA (Pass) Programme. Those who are interested in seeking skill based job opportunities; our University has designed a course on *Introduction to Information Technology (Computer Application).* The aim of giving this course is to provide knowledge and skills in the applications of computer. Office Management in the General BA (Pass) Programme has been so designed to introduce the learners to the various activities conducted in offices, which will help the learners in developing professional skills required for the job. Those learners who are not interested in studying these two courses have to study another two optional courses on *Studies of Assamese Culture* in both semesters. These two courses will help learners to get adequate knowledge of Culture, Folk Culture with special reference to Assamese Culture.

5.3 Credit Distribution: The Credit Distribution of the different courses of the General BA programme in KKHSOU is as follows:

	Semester I	**Semester II**	**Semester III**	**Semester IV**	**Semester V**	**Semester VI**
Course	General English	MIL/ Alternative English	Environmental Studies and Disaster Management	Spoken English	Introduction to Information Technology/ Studies of Assamese Culture -1	Office Management/ Studies of Assamese Culture -2
Credit	**4**	**4**	**4**	**4**	**4**	**4**
Course	Elective 1	Elective 1	Elective 1	Elective 1	Elective 1	Elective 1

Credit	**4**	**4**	**4**	**4**	**4**	**4**
Course	Elective 2	Elective 2	Elective 2	Elective 2	Elective 2	Elective 2
Credit	**4**	**4**	**4**	**4**	**4**	**4**
Course	Elective 3	Elective 3	Elective 3	Elective 3	Elective 3	Elective 3
Credit	**4**	**4**	**4**	**4**	**4**	**4**
Credits per semester	**16**	**16**	**16**	**16**	**16**	**16**

The overall weightage of the General BA (Pass) Programme is of 96 credits. The credit distribution of the different courses in the programme is as follows:

Courses	**Credits**
General English	4
MIL/Alt English	4
Environmental Studies and Disaster Management	4
Spoken English	4
Introduction to Information Technology/ Studies of Assamese Culture -1	4
Office Management/ Studies of Assamese Culture -2	4
Elective 1	24
Elective 2	24
Elective 3	24
Total	**96**

5.4 Definition of Credit Hours: 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 is offered to the learners at their respective study centres.

5.5 Programme Structure: The programme has total **24 courses**. Detailed syllabi of General English, MIL (Assamese, Bodo, Bengali and Hindi), Alternative English, Environmental Studies & Disaster Management, Basic Computer, Office Management, Studies of Assamese Culture -1 and Studies of Assamese Culture 2 have been attached in **Annexure 1-12** accordingly. Detailed course-wise syllabus of all elective subjects are also attached from **Annexure 13-23.**

5.6 Duration of the Programme: The General BA programme has six semesters and is of minimum 3 years. However, the maximum duration of the programme is 8 yearsas stated below:

- Minimum Duration : 6 semesters (3 years).
- Maximum Duration : 8 years.

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 the maximum duration of the study.

5.7Faculty and Support Staff Requirement: The University would offer the General BA (Pass) Programme with the help of different schools of the University. The University

have faculty strength of 2Professors, 4 Associate Professors, 33Assistant Professors and 2 Academic consultants. \

5.8 Instructional Delivery Mechanisms: The Self Learning Material (SLMs)has been prepared keeping in view the requirements of instructional design. Particular attention has been given so that the basic three domains of knowledge, viz., behavioural domain, cognitive domain, and constructive domain can be addressed. Generally, the University offers printed SLMs and supplementary audio-visual materials. We try to make our SLM well-designed written in lucid language and self-explanatory. All units consist of some major components, viz **Learning Objectives** (stated major objectives of the unit), **Introduction** (here we link up with previous unit and provide general introduction of the content), **Check Your Progress** (generally after every section to gauge their understanding), **Answers to Check Your Progress** (provides answers of CYP), **Activities** (if necessary we incorporate activities for enhancing learners' critical outlook), **Let us Know** (if necessary we provide some important information related to the content in the form of a box), **Let us Sum up** (here we provide pin pointed summary of the units), **Further Reading** (this section has been incorporated for those learners who are interested in advance knowledge of the content), **Model Questions** (Different types of questions have been provided in the unit. Basic motto for this exercise is to judge the learners' capability of understanding the content of the unit and help to enhance their writing skill). For each course assignment has been given for continuous assessment of the learners.

5.9 Identification of Media: All the learners are provided with Self Learning Materials, which are comprehensive in terms of contents in the syllabi. These learning resources are prepared with the help of resource persons across the country. Senior Professors from different Universities of the region are engaged as Editors of the SLMs. Apart from printed SLMs, our university has adopted various modes of instructions to facilitate learners to participate actively in teaching-learning process. These are stated in Sl no 4.1 to 4.3 of this report.

6. Procedure for Admissions, Curriculum Transaction and Evaluations:

6.1 Procedure for Admission:

6.1.1 Minimum Qualification: A learner should have minimum 10+2 pass or equivalent qualification from a Council/University recognised by UGC or diploma passed from Polytechnic in any branch can apply for the General BA (Pass) Programme

i. The admission for the academic session 2018-19 of the University will be through online mode. A learner who desires to take admission in KKHSOU will have to submit his/her application through the online admission link provided in the University website www.kkhsou.in. The learner has to carefully go through the instructions for filling up the online admission form and complete the process accordingly. In the online admission system, the learner has to register with his/her mobile no/email id, and has to carefully verify the subjects of his/her choice available in the respective study centers.

ii. For admission to a particular programme, the course fee is to be paid through online transaction mode—i.e., through credit card/debit card/net banking or any other available online mode of payment.

iii. The learner after successful submission of the online admission form has to take a print out and submit the same to the study centre for hard copies of SLMs.
iv. The verification of online application form will be done in the University and after the completion of the verification process, the e-SLMs will be sent to the respective Email-id of the learner.
v. The learners who have submitted incomplete application may be given conditional admission at the University's discretion, subject to fulfillment of other eligibility criteria.
vi. All the enrolled learners will be provided with registration nos, SLMs and Identity cards.
vii. The learner who is unable to complete the programme within specified period is required to register himself/herself as a fresh learner by paying the requisite fee.

6.1.1 Continuous Admission:

i. Admission will have to be taken continuously in the programmes without any break. A learner will be allowed to appear in all the examinations, including back courses, within the stipulated time of a programme.
ii. A learner will have to take admission to the next semester within one month from the last date of examination of the previous semester. It doesn't depend on whether the candidate appeared in the previous examination or not.
iii. A learner will be allowed to take admission to the next semester beyond one month, but within two months from the last date of examination of the previous semester with a fine of Rs 500/-.
iv. A learner may be allowed to take admission even after the issue of notification for filling up of examination forms, but such learners will be allowed to appear in the examination of that semester in the next year only.

6.1.2 Fee Structure: The fee structure of the BA (Pass) Programme is as follows:

Semester-wise Fee Structure

Programme	Semester	Enrolment fees	Course Fees	Exam fees	Exam centre fees	Marksheet fees	Total fees tobe paid	Arrear subject
BA (Pass)	First	300.00	1,300.00	600.00	200.00	100.00	2,500.00	Rs.200.00 per paper + centre fee + mark sheet fee Rs. 100 + Consolidated Mark sheetRs. 100
	Second		1,300.00	600.00	200.00	100.00	2200.00	
	Third		1,300.00	600.00	200.00	100.00	2200.00	
	Fourth		1,300.00	600.00	200.00	100.00	2200.00	
	Fifth		1,300.00	600.00	200.00	100.00	2200.00	
	Sixth		1,300.00	600.00	200.00	200.00	2300.00	

6.1.3 Financial Assistance: The University offers free education to jail inmates and differently-abled learners. At present, the University offers free of cost education to jail inmates in 16 district and central jails of the state. The

university is in the process of including more numbers of Central/District Jail in the Academic Session 2018-2019.

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6.1.4 Refusal/Cancellation of Admission: Notwithstanding, anything contained in this prospectus, the University reserves the right to refuse/cancel admission of any learner.

6.2 Curriculum Transaction:

6.2.1 Academic Planner: An activity planner that guides the overall academic activities in the BA (Pass) Programme shall be made available prior to the admission schedule of the University. The newly constituted CIQA office as per UGC guidelines and the office of the Academic Dean would upload the Academic Plan and month wise Academic Calendar to enable the learners to plan their studies and activities accordingly.

6.2.2 Self Learning Materials (SLM): Our SLMs are designed in such a way so that learners can easily follow them. With the help of subject experts, we prepare the SLMs with relevant and up to date information and facts.

6.2.3 Multimedia Materials: Apart from printed SLMs our University provides audio-visual learning materials related to course content. Generally, CD's and DVD (ppt. pdf. format) are provided. Audio materials are supplied for those learners who are visually impaired

6.2.4 Counselling Sessions: Counselling sessions are conducted by our Study centres. Basically all counselling sessions are conducted on Sunday. During the counselling session face-to-face interactions between the learners and the counsellor takes place. This enables the learners to clear doubts with regard to the various courses provided to them.Generally, 15 counselling sessions take place for a course in each semester.

6.3 Evaluations:

i. The University adopts both ongoing and term-end evaluation. Ongoing evaluation is conducted in two modes: internal and external. The internal evaluation is to be undertaken by the learner himself. For this, the University has designed some Check Your Progress Questions in every unit of SLMs, which would help the learners to self-check his progress of study. However, this is undertaken at the learners' end themselves and is non-credit based. External method is through home assignment.

ii. For each course assignment has been given for continuous assessment of the learners. Assignment should be hand written and it should be submitted timely in the study centres. In the term-end examinations, 20% weightage comes from the assignments and 80% from the written examination. Non-receipt of assignments in time may lead to withheld of final result. The learners have to submit the assignments within the schedule of a semester at the respective study centres. The

counsellors at the study centres evaluate the assignments and return them to the learners with feedback.

iii. The University conducts term-end examination once for odd semesters and once for even semesters in a year. The learner can take the examination only after the minimum period prescribed for the course of study. Questions for the Semester End paper would be set as per the Evaluation policy of the University to have coverage of all the modules of the respective courses.

iv. Examination schedules indicating the date and time of examination for each course is sent to all the study centres in advance; the same is also notified in the university website. Mobile app is also used to send SMS alerts to the learners.

v. Learners would be able to get their scripts re-evaluated if they are not satisfied with evaluation.

vi. The University is in the process of using high security and eco-friendly synthetic (water proof and termite proof) papers for marksheets and certificates. Moreover, uses of interactive kiosk at study centres for continuous and effective interaction with learners and also for issue of admit card, biometric identity of learners and modification of existing EDPS system for quick publication of results of examinations are also being planned.

7. Requirement of the Laboratory Support and Library Resources

General BA (Pass) Programme is not a laboratory based programme except introduction to Information Technology; therefore, we provided laboratory support to that course only. We have already stated that our programme would be offered in ODL mode and it would be conducted by study centres situated in different parts of the state. All our study centres are situated in reputed colleges or institutes and they have well equipped libraries and laboratories. The University supplies some reference book to the study centres too.

The Central Library, Krishna Kanta Handiqui State Open University plays a vital role in the collection, development and dissemination of academic, scientific and technical information to meet the present and future needs of the University. We get adequate support from the library stock in the preparation of SLMs. The library remains open from 10.00 am to 5.00 pm in all working days. The library is fully computerized with an ILS (Integrated Library System) and also equipped with RFID (Radio-frequency Identification) technology. The Central Library has the following resources:

Physical Resources:

- Books 18,164
- Theses 8
- Report 1
- Journals 35
- Magazines 12
- News Papers 5
- Audio CD/DVD 49

- Video CD/DVD 6
- CD/DVD with Textual documents 66

E-resources:

- **E-Journals:** The Central Library of KKHSOU subscribed e-journals from JSTOR (www.jstor.org), and the resources are very much necessary for academic and research community of the University.
- **Digital Library:** Digitization has become deeply embedded into every aspect of education today. Hence, the Central Library of KKHSOU has started the Digital Library initiative. The mission of the "Digital Library at KKHSOU" is to locate, digitize, preserve, collect and make accessible the accumulated wisdom of the institute's output to the global community. The resources of the Digital Library include Administrative Documents, Conference/Seminar Proceedings, Faculty Publications, Journal of Open Learning and Research Communication (JOLRC), KKHSOU in News and Media, Newsletters, Annual Reports, MPhil/PhD Theses, Public Lectures, Convocation Addresses, Working Papers, etc. URL: http://dlkkhsou.inflibnet.ac.in
- **KKHSOU at Shodhganga**: Krishna Kanta Handiqui State Open University (KKHSOU) has joined Shodhganga for depositing their theses which is available for the users from the URL http://shodhganga.inflibnet.ac.in/handle/10603/145533. Shodhganga repository is the reservoir of Indian intellectual output stored, hosted and maintained by the INFLIBNET Centre, an IUC of UGC.

8. Cost Estimate of the Programme and 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 Expert Committee, honorarium to be 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.As regards, 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 BA Programme (Pass).

8.1 Programme Development Cost

The office of the Finance Officer of KKHSOU has worked out the following also.

a. SLM Development Cost for Under Graduate programme
   English medium per Unit Rs. 5,500/-
   Assamese medium per Unit Rs. 5,680/-
b. Printing Cost per SLM Rs. 56/-
c. Cost of CD per unit Rs. 23/-

8.2 Programme Delivery Cost:

The SLMs prepared have to be delivered to various study centres located at the far flung remote areas. On an average, the University delivers about 15 KGs of study materials per student. The cost of delivery of 1 KG of such material is Rs.10. Accordingly, depending upon the number of candidates; the cost for the BA Programme (Pass) will be provisioned by the University. The office of the Finance Officer has calculated the delivery cost of SLM per student at Rs. 150.00.

8.3Programme 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, but will also benefit the learners of other programmes. The University will also bear the cost of organizing the meeting of Syllabus Revision Committee 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 maintenance cost calculated by the office of Finance Officer for the Under Graduate (Arts) programmes per student is Rs. 600.00.

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

9. Quality Assurance Mechanism and Expected Programme outcomes

9.1 Quality Assurance Mechanism: As quality assurance mechanism, the all departments have taken some steps which can be mentioned below:

i. According to Madhava Menon Committee Recommendations, the BA Programme curriculum has been revised with the help of different subject experts of each subject with CCS being constituted for each subject. Formed with due approval from the University authority, this Expert Committee was helped by the in-house department faculties while preparing the framework of the programme.

ii. Proficient teachers of all subjects from the various Universities and Colleges in Assam have been engaged to prepare quality SLMs of the courses of BA (Pass) Programme. The in-house faculties also write units.

iii. Some subjects of General BA Programme are prepared in a bi-lingual format. The units having undergone content editing are then subsequently sent for Assamese translation to a select list of outsourced translators. Thereafter, the materials are sent to the Language Editor, who then looks into the contents of the material written in Assamese and give their necessary suggestions to be incorporated by the coordinator of the particular programme. The next step is that of printing and distributing the SLMs to the respective study centres. Arrangements would be made to distribute the SLMs to the learners at the time of admission.

iv. The Director of the Centre for Internal Quality Assessment (CIQA) of the University will take care of quality assurance mechanism. The CIQA office has conduct Stake Holder's Meetings on timely basis, SLM Audit, Assignment and Counselling Workshops. These initiatives are expected to provide the University and the Departments with required inputs for quality enhancement.

v. In order to keep the BA Programme 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.

9.2 Expected Programme Outcome: The outcomes of the programme are manifold:

- It will enable the learners to acquire knowledge of different courses.
- The programme will also encourage the learners to go for higher studies.
- The programme would enable the learners to acquire the entry level qualification of graduation to apply for various competitive examinations.
- The programme would also help the prospective learners of the target groups to fulfill their aspiration to become a graduate.

10. ANNEXURE

Details of the Syllabus (programme wise) With Units

Detailed syllabi of all courses of BA (Pass) Programme areas follows:

Annexure 1: Detailed Syllabus of General English
Annexure 2: Detailed Syllabus of MIL (Assamese)
Annexure 3: Detailed Syllabus of MIL (Bodo)
Annexure 4: Detailed Syllabus of MIL (Bengali)
Annexure 5: Detailed Syllabus of MIL (Hindi)
Annexure 6: Detailed Syllabus of Alternative English
Annexure 7: Detailed Syllabus of Environmental Studies and Disaster Management
Annexure 8: Detailed Syllabus of Spoken English
Annexure 9: Detailed Syllabus of Introduction to Information Technology
Annexure 10: Detailed Syllabus of Office Management
Annexure 11: Detailed Syllabus of Studies of Assamese Culture I
Annexure 12: Detailed Syllabus of Studies of Assamese Culture II
Annexure 13: Detailed Syllabus of Elective Assamese
Annexure 14: Detailed Syllabus of History
Annexure 15: Detailed Syllabus of Sanskrit
Annexure 16: Detailed Syllabus of Economics
Annexure 17: Detailed Syllabus of Education
Annexure 18: Detailed Syllabus of Journalism and Mass Communication
Annexure 19: Detailed Syllabus of Philosophy
Annexure 20: Detailed Syllabus of Political Science
Annexure 21: Detailed Syllabus of Mathematics
Annexure 22: Detailed Syllabus of Elective English
Annexure 23: Detailed Syllabus of Sociology

Annexure 1
Detail Syllabus of General English
Semester 1

Unit 1: **William Blake: “Holy Thursday”**
Unit 2: **William Cowper: “The Solitude of Alexander Selkirk”**
Unit 3: **William Wordsworth: “Simon Lee”**
Unit 4: **Alfred Tennyson: “Tears Idle Tears”**
Unit 5: **W.B. Yeats: “An Irish Airman Foresees His Death”**
Unit 6: **D.H. Lawrence: “The Snake”**
Unit 7: **Keki N. Daruwalla: “Wolf”**
Unit 8: **Chinua Achebe: “As One Listens to the Rain”**
Unit 9: **William Shakespeare: *Macbeth* I**
Unit 10: **William Shakespeare: *Macbeth* II**
Unit 11: **Uses of Tenses I**
Unit 12: **Uses of Tenses II**
Unit 13: **Comprehension and Intelligent Reading**
Unit 14: **Comprehension II**
Unit 15: **Precis Writing**

Annexure 2

Detailed Syllabus of MIL (Assamese)

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Annexure 3

Detailed Syllabus of MIL (Bodo)

Title of the Course: सायखनाय बर' थुनलाइ, रनसाय आरो रावखान्थि

Semester: 2nd

Total credits: 4

खोन्दो 1 : इसोरनियाव बिनाय - रुपनाथ ब्रह्म
खोन्दो 2 : मोनाबिलि - इसान चन्द्र मोसाहारि
खोन्दो 3 : हांमा - ध्वजेन्द्र ब्रह्म
खोन्दो 4 : अख्रां गंसे नांगौ - ब्रजेन्द्र कुमार ब्रह्म
खोन्दो 5 : बैसागि आगर- अनजु
खोन्दो 6 : थुनलायाव रहस्य सानथौ : कमल कुमार ब्रह्म
खोन्दो 7 : सुबुं माहारियाव खाना फोथायनाय - ब्रजेन्द्र कुमार ब्रह्म
खोन्दो 8 : बर' हारिमु आरो खुगा फावथाय -इन्द्रमालती नारजारी
खोन्दो 9 : मोदै आरो गोलोमदै - नीलकमल ब्रह्म
खोन्दो 10 : फर्बज'रानि बिहामजो - जनिल कुमार ब्रह्म
खोन्दो 11 : मैहुर - धरणीधर औवारी
खोन्दो 12 : राजा निलाञ्बर - दारेन्द्रनाथ बसुमतारि
खोन्दो 13 : हरबादि खोमसि- कमल कुमार ब्रह्म
खोन्दो 14 : बायदि मैया रनसाय आरो बाथ्रा फाव, बाथ्रा खोन्दो
खोन्दो 15 : रावखान्थि

Annexure 4

Detailed Syllabus of MIL (Bengali)

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Annexure 5
Detailed Syllabus of MIL (Hindi)
Title of the Course: गद्य, पद्य एवं हिन्दी व्याकरण-रचना
Semester: 2nd
Total credits: 4

इकाई 1	भक्ति काव्य
इकाई 2	सूर्यकान्त त्रिपाठी 'निराला' : 'तोड़ती पत्थर'
इकाई 3	रामधारी सिंह 'दिनकर' : किसकाज़मन करुँ मैं
इकाई 4	नागार्जुन : 'अकाल और उसके बाद'
इकाई 5	मुक्तिबोध : 'अंधेरे में'
इकाई 6	भगवती चरण वर्मा : चित्रलेखा
इकाई 7	प्रेमचन्द : ठाकुर का कुआं
इकाई 8	जैनेन्द्र कुमार : जाह्नवी
इकाई 9	आचार्य रामचन्द्र शुक्ल : मित्रता
इकाई 10	आचार्य शिवपूजन सहाय : साहित्य
इकाई 11	डॉ. बिरिंचि कुमार बरूआ : कौआ
इकाई 12	डॉ. राम कुमार वर्मा : कौमुदी महोत्सव
इकाई 13	जगदीश चन्द्र माथुर : बन्दी
इकाई 14	हिन्दी रचना
इकाई 15	हिन्दी व्याकरण

Annexure 6
Detail Syllabus of Alternative English
Semester 2

Unit 1: E.P. Gee: "The Rhino of Kaziranga"
Unit 2: The King James Bible: "The Story of Creation"
Unit 3: Salman Rushdie: "Imaginary Homelands"
Unit 4: Bertrand Russell: "Prologue" to *Autobiography*
Unit 5: Matthew Arnold: "Literature and Science"
Unit 6: Richard Kearney: "On Stories"
Unit 7: Martin Luther King: "I Have a Dream"
Unit 8: Lord Chesterfield: Letter to His Son

Unit 9: R.L. Stevenson: Extracts from *Travel with a Donkey*
Unit 10: Derek Walcott: "The Antilles: Fragments of Epic Memory"
Unit 11: Antoine de Saint Exupery: "The Little Prince"
Unit 12: Rabindranath Tagore: *Home and the World* I
Unit 13: Rabindranath Tagore: *Home and the World* II
Unit 14: John Steinbeck: *The Moon is Down*I
Unit 15: John Steinbeck: *The Moon is Down* II

Annexure 7

Details Syllabus of
Environmental Studies and Disaster Management

Total Credit: 04

Unit 1: Concept of Environmental Studies
Unit 2: Natural Resources
Unit 3: Ecosystem
Unit 4: Biodiversity and Its Conservation
Unit 5: Environmental Pollution
Unit 6: Concept of Disaster
Unit 7: Disaster Management

Annexure 8

Details Syllabus of Spoken English

Degree 4rd Semester (BA)

Unit 1: Importance of Spoken English
Unit 2: Issues on Oral Communication I
Unit 3: Issues on Oral Communication II
Unit 4: Grammar in Context I
Unit 5: Grammar in Context II
Unit 6: Informal and Formal Speech
Unit 7: Sounds of English I
Unit 8: Sounds of English II
Unit 9: Communication Skills
Unit 10: Telephone Skills
Unit 11: Interview Skills
Unit 12: Public Speaking
Unit 13: Speeches for Special Occasions
Unit 14: Dialogues in Contexts

Annexure 9
Detailed Syllabus of
Introduction to Information Technology

Unit 1: Introduction to Computer
Unit 2: Computer Memory and Storage
Unit 3: Software and Multimedia
Unit 4: Basic Hardware Components
Unit 5: Introduction to Computer Networks
Unit 6: Basics of Internet
Unit 7: Introduction to Windows Operating System
Unit 8: Word Processing Package
Unit 9: Spreadsheet Package
Unit 10: Presentation Package

N.B :*Practical classes shall be from **Unit 8**, **9** and **10** only. Practical examination will be evaluated internally by the study centre and the marks out of 20 shall be submitted to theUniversity in the same line as assignment of other subjects.*

Annexure 10
Detailed Syllabus of Office Management
Total Marks: 20+80 = 100

Unit 1: Introduction to Office Management
Unit 2: Office Administration
Unit 3: Office Layout
Unit 4: Office Environment
Unit 5: Office services
Unit 6: Workflow in Office
Unit 7: Office Organization
Unit 8: Office Communication
Unit 9: Filing and Indexing
Unit 10: Office Stationary
Unit 11: Office Automation
Unit 12: Correspondence
Unit 13: Company meeting
Unit 14: HRM for office Management
Unit 15: Management Reporting

Annexure 11
Details Syllabus of
Studies of Assamese Culture - I

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Annexure 12

Details Syllabus of
Studies of Assamese Culture - II

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Annexure 13

Detailed Syllabus of Elective Assamese

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Annexure 14

Detailed Syllabus of History (Pass)

Semester I

Course Title: History of India from Pre-History till the Beginning of the 13th Century CE

Unit 1: **Sources and Early Indian Civilization**

Unit 2: **Pre-Historic Ecology**

Unit 3: **The Harappan Civilization**

Unit 4: **Vedic and Post-Vedic Civilization**

Unit 5: **Cultural and Political Transitions In 6th Century**

Unit 6: **Alexander's Invasion of India And Its Impact**

Unit 7: **The Mauryan Empire**

Unit 8: **Society, Economy, Religion And Art In The Mauryan Empire**

Unit 9: **Post-Mauryan Developments In India**

Unit 10: **The Gupta Empire**

Unit 11: **Society, Religion, Culture And Economy Under The Gupta Rule**

Unit 12: **Emergence of Major Political Dynasties**

Unit13: **Rise Of Regional Powers in the Post Gupta Era (South)**

Unit 14: **Developments In The Early Medieval India**

Unit 15: **Society, Religion and Cultural Development In The Early Medieval India**

SEMESTER II

Course Title: History of India from Sultanate to The Mughals

Unit 1: **Sources of Medieval India**

Unit 2: **Foundation of the Sultanate Rule**

Unit 3: **Dynasties of the Delhi Sultanate**

Unit 4: **Administration of the Delhi Sultanate**

Unit 5: **Downfall of the Delhi Sultanate**

Unit 6: **Society, Economy and Religion Under The Sultanate**

Unit 7: **Rise of Provincial Kingdoms**

Unit 8: **Foundation of the Mughal Empire**

Unit9: **Sher Shah Suri and the Second Afghan Empire**

Unit 10: Mughal Empire under Akbar

Unit 11: Mughal Empire under the Successors of Akbar

Unit 12: Mughal Administration: Jagirdariand Mansabdari System

Unit 13: Society and Economy in the Mughal Period

Unit 14: Downfall of the Mughals

Unit 15: The Rise and Decline of the Marathas

SEMESTER III

Course Title: India under the East India Company

Unit 1: Early European Settlements In India

Unit 2: Establishment Of East India Company's Rule In India

Unit 3: Robert Clive and His Reforms

Unit 4: Warren Hastings and His Reforms (1772-85)

Unit 5: Lord Cornwallis and His Reforms (1786-93)

Unit 6: Lord Wellesley (1798-1805)

Unit 7: Mysore and the East India Company

Unit 8: Establishment of British Paramountcy In India

Unit 9: Lord Bentinck (1828-35) and His Reforms

Unit 10: The Annexation of Sind

Unit 11: Anglo-Sikh Relation

Unit 12: Changes in Agrarian Structure

Unit 13: Tribal and Popular Movements (1757-1856)

Unit 14: The Revolt of 1857

SEMESTER IV

Course Title: India under The Crown

Unit 1: Post 1857 Development

Unit 2: Policies under Crown Rule Till 1890

Unit 3: Cultural Encounter and Social Changes

Unit 4: Socio-Religious Movements

Unit 5: Economy and Popular Resistance

Unit 6: Rise of Indian Nationalism And Indian National Congress

Unit 7: Revolutionary Nationalism

Unit 8: **Gandhian Phase of Indian National Movement**

Unit 9: **Subhash Chandra Bose and Ina**

Unit 10: **India During The WW II**

Unit 11: **Communalism in India**

Unit 12: **Women in Freedom Struggle**

Unit 13: **Left Politics and Socialism**

Unit 14: **Partition and Response**

Unit 15: **Nationalism and Culture**

SEMESTER V

Course Title: History of Assam upto the 16th Century Ad

Unit 1: **Sources of Ancient Assam**

Unit 2: **Geographical Outline**

Unit 3: **Cultural Contact and Migration**

Unit 4: **Historicity of Naraka And His Successors**

Unit 5: **Ruling Dynasties of Ancient Assam Since 4th Century**

Unit 6: **Society, Economy and Religion In Ancient Assam**

Unit 7: **Administration in Ancient Assam**

Unit 8: **Sources of Medieval Assam**

Unit 9: **Early Foreign Invasion in Assam**

Unit 10: **State Formation in Medieval Assam**

Unit 11: **Expansion and Consolidation of the Ahom Empire**

Unit 12: **Society, Economy and Religion of the Ahom State**

Unit 13: **The Koches**

Unit 14: **Cultural and Architectural Developments In The Medieval Period**

Unit 15: **Women in The Medieval Assam**

SEMESTER VI

Course Title: History of Assam from The 17th Century Till 1947 C.E.

Unit 1: **Ahom Monarchy at Its Zenith**

Unit 2: **Administration under The Ahom Monarchy**

Unit 3: **Moamoria Rebellion**

Unit 4: **Downfall of the Ahom Monarchy**

Unit 5: British Occupation of Assam

Unit 6: Colonial Forward Policy

Unit 7: Natural Resources in Colonial Assam

Unit 8: Consolidation of British Rule

Unit 9: Resistance to British Rule

Unit 10: Revolt of 1857 And Assam

Unit 11: Towards Modernisation

Unit 12: Socio-Economic Development

Unit 13: Rise of Assamese Nationalism

Unit 14: Assam and Freedom Struggle - I

Unit 15: Assam and Freedom Struggle - II

Annexure 15

Details Syllabus of Sanskrit (Pass Course)

Semester: 1

Course no I: History of Sanskrit Literature and Moral Teaching

Unit 1: The Rāmāyaṇa (General study)
Unit 2: The Mahābhārata (General study)
Unit 3: Purāṇa Literature (General study)
Unit 4: Court Epic (General study)
Unit 5: Drama (General study)
Unit 6: Campukāvya and Lyrical poetry (General study)
Unit 7: Historical Kāvya , lipikāvya, kosakāvya and pāli kāvya(General study)
Unit 8: Prose literature (General study)
Unit 9: Fable literature (General study)
Unit 10: Śataka Kāvya literature (General study)
Unit 11: Scientific literature (Ayurvidya, Vastusastra)
Unit 12: Scientific literature (Gonitavidya, jyotirvidya)
Unit 13: Hitopadesa (mitralābhaḥ)
Unit 14: Subhasitam

Semester II

Course no II: Sanskrit Grammar 2

Unit 1: Origin and development of Sanskrit Grammar
Unit 2: A Study on Paninian School of Grammar
Unit 3: A Study on Non Paninian School of Grammar

Unit 4: Pāṇini's Pratyāhāras
Unit 5: Declension (Noun,Pronoun)
Unit 6: Declension (Numerals)
Unit 7: Conjugation (bhvādi, divādi, adādi,svādi)
Unit 8: Sandhi (Euphonic combination)
Unit 9: Kāraka Vibhakti (case ending)
Unit 10: Samāsa(Compound)
Unit 11: Suffix (Kṛt)
Unit 12: Suffix (Taddhit)

Unit 13: Suffix (Strīpratyaya)
Unit 14: Vācya (voices)

Semester III

Course no 3: Mahākāvya (Poetry)

Unit 1: Development of Sanskrit Language from Historical perspective
Unit 2: Raghuvaṁśaṁ (general study)
Unit 3: Raghuvaṁśaṁ(Canto I, 1 10 verses)
Unit 4: Raghuvaṁśaṁ(Canto I, 11 30 verses)
Unit 5: Raghuvaṁśaṁ(Canto I, 31 48 verses)
Unit 6: Raghuvaṁśaṁ(Canto I, 49 74 verses)
Unit 7: Raghuvaṁśaṁ(Canto I, 75 95 verses)
Unit 8: Raghuvaṁśaṁ(Canto IV, 1 25 verses)
Unit 9: Raghuvaṁśaṁ(Canto IV,26 52 verses)
Unit 10: Raghuvaṁśaṁ (Canto IV, 53 80 verses)
Unit 11: Raghuvaṁśaṁ (Canto IV, 81 88 **verses** and literary study**)**
Unit 12: Kirātārjunīyaṁ (An introduction**)**
Unit 13: Kirātārjunīyaṁ (Canto1, 1 25 verses)
Unit 14: Kirātārjunīyaṁ (Canto1, 26 46 verses)
Unit 15: Kirātārjunīyaṁ (literary study)

Semester IV

Course no 4: Nāṭaka (Drama)

Unit 1: Svapnavāsavadattaṁ (An Introduction)
Unit 2: Svapnavāsavadattaṁ(Textual study of the 1st, Act)
Unit 3: Svapnavāsavadattaṁ (Textual study of the 2nd and 3rd Act)
Unit 4: Svapnavāsavadattaṁ (Textual study of the 4th Act)
Unit 5: Svapnavāsavadattaṁ (Textual study of the 5th Act)
Unit 6: Svapnavāsavadattaṁ (Textual study of the 6th Act)
Unit 7: Abhijñānaśakuntalaṁ (Kālidāsa, the dramatist)

Unit 8: Abhijňānaśakuntalaṁ (General study of the drama)
Unit 9: Abhijňānaśakuntalaṁ (Textual study of 1st Act)
Unit 10: Abhijňānaśakuntalaṁ (Textual study of 2nd act)
Unit 11: Abhijňānaśakuntalaṁ (Textual study of4th Act)
Unit 12: Abhijňānaśakuntalaṁ (Textual study of7th Act)
Unit 13: Venisamhara (the dramatist)
Unit 14: Venisamhar(General study of the drama)
Unit 15: Venisamhar(Textual study of the drama)

Semester V

Course no 5: Gadya (Prose) and Nītikāvya

Unit 1: Kādambarī (Bāṇabhaṭṭa –a study)
Unit 2: Kādambarī (An Introduction)
Unit 3: Kādambarī (Description of Śūdraka)
Unit 4: Kādambarī (Description of Ujjayinī)
Unit 5: Kādambarī (Description of Cāṇḍālakanyā)
Unit 6: Kādambarī (Śukanāsopadeśa)
Unit 7: Kādambarī (Literary study)
Unit 8: Daśakumāracarita (General study)
Unit 9: Daśakumāracarita (Rājavāhanacarita, Uttarapithika, 1st ucchvasa textual study)
Unit 10: Daśakumāracarita (Somadattacarita, Purvapithika, 3rd Ucchvasa textual study)
Unit 11: Daśakumāracarita (Literary study)
Unit 12: Bhartṛhari's Nītiśataka (General study)
Unit 13: Nītiśataka(verses 1 10)
Unit 14: Nītiśataka(verses 11 20)
Unit 15: Nītiśataka(verses 21 30)

Semester VI

Course no 06: Modern Sanskrit Kavya and Metre

Unit 1: Sanskrit works composed in Assam
Unit 2: Satī Jayamatī (An introduction)
Unit 3: Satī Jayamatī (ch I verses1 14)
Unit 4: Satī Jayamatī (ch I, verses 15 29)
Unit 5: Satī Jayamatī (ch I, verses 30 45)
Unit 6: Vṛttamanjarī,(General study)
Unit 7: Samavṛttas of Vṛttamanjarī
Unit 8: Vṛttamanjarī (Textual study)
Unit 9: Vṛttamanjarī (literary study)
Unit 10: Chandomaňjarī (general study)

Unit 11: Chandomaňjarī(Indravajrā,Upendravajrā, Upajati, Vasantatilakaṁ,)
Unit 12: Chandomaňjarī (Mandākrāntā,Rucirā,Praharṣiṇī,Sragdharā)
Unit 13: Chandomaňjarī (Drutavilambita,Vaṁśasthavilaṁ,Sardulavikridita,Harini,)
Unit 14: Chandomaňjarī (Bhūjaṅgaprayāta,Rathodhatā ,Mālinī,Salini)
Unit 15: Chandomaňjarī (Anuṣţup,Arya,Puṣpitāgra,Totakam)

Annexure 16

ECONOMICS (PASS COURSE)

DETAIL SYLLABI

FIRST SEMESTER

COURSE 1: INTRODUCTION TO ECONOMIC THEORY-I UNIT 1:

AN INTRODUCTION TO ECONOMICS

UNIT 2: THE MARKET MECHANISM

UNIT 3: INTRODUCTION TO DEMAND

UNIT 4: CONSUMER BEHAVIOUR: CARDINAL APPROACH

UNIT 5: CONSUMER BEHAVIOUR: ORDINAL APPROACH

UNIT 6: CONCEPTS OF REVENUE

UNIT 7: THEORY OF PRODUCTION

UNIT 8: COST OF PRODUCTION AND COST CURVES

UNIT 9: EQUILIBRIUM OF FIRM

UNIT 10: MARKET STRUCTURE: PERFECT COMPETITION

UNIT 11: MARKET STRUCTURE: MONOPOLY

UNIT 12: MARKET STRUCTURE: MONOPOLISTIC COMPETITION

UNIT 13: EQUILIBRIUM UNDER MONOPOLISTIC COMPETITION

UNIT 14: BASIC CONCEPTS OF NATIONAL INCOME

UNIT 15: NATIONAL INCOME ACCOUNTING AND CIRCULAR FLOW OF INCOME

Reading List:

1) Ahuja, H L (2006) : *Modern Economics,* S. Chand, 12th Ed. S. Chand & Co.
2) Chopra, P. N. : Macroeconomics, Kalyani Publishers
3) Dewett,K.K (2005) *ModernEconomicTheory*,S.Chand&Sons, 22ndEd.
4) Jhingan, M. L. : Macroeconomic Theory, Vrinda Publications
5) Jhingan, M.L. (2000) : *Micro Economic Theory*, Konark Publishers Pvt Ltd, Delhi

6) Koutsoyiannis, A. (1994) : *Modern Microeconomics*, 2nd Ed., Macmillan

7) Rana & Verma (2008) : *Macroeconomic Analysis,* 8th Ed, Vishal Publishing Co.

8) Stonier & Hague (2000): *A Text Book Of Economics,* Macmillan

9) Vaish, M C (2009) : *Macroeconomic Analysis,* 13th Ed., Vikash Publishing House Pvt. Ltd.

SECOND SEMESTER

COURSE 2:

INTRODUCTION TO ECONOMIC THEORY – II

UNIT 1: THEORY OF DISTRIBUTION
UNIT 2: WAGES
UNIT 3: RENT
UNIT 4: PROFIT
UNIT 5: OUTPUT AND EMPLOYMENT: CLASSICAL THEORY
UNIT 6: THE KEYNESIAN THEORY OF EMPLOYMENT
UNIT 7: DETERMINATION OF INTEREST RATE: KEYNESIAN APPROACH
UNIT 8: KEYNESIAN CONSUMPTION FUNCTION
UNIT 9: CONCEPT OF MULTIPLIER CONCEPT, DERIVATION OF INVESTMENT MULTIPLIER
UNIT 10: INVESTMENT FUNCTION AND MEC
UNIT 11: IS-LM Model
UNIT 12: ACCELERATION PRINCIPLES
UNIT 13: BUSINESS CYCLES
UNIT 14: BUSINESS CYCLES THEORY
UNIT 15: WELFARE ECONOMICS

Reading List:

1) Ahuja, H L (2006) : *Modern Economics,* S. Chand, 12th Ed. S. Chand & Co.

2) Chopra, P. N. : Macroeconomics, Kalyani Publishers

3) Dewett,K.K (2005) : *ModernEconomicTheory*,S.Chand&Sons, 22ndEd.

4) Jhingan, M. L. : Macroeconomic Theory, Vrinda Publications

5) Jhingan, M.L. (2000) : *Micro Economic Theory*, Konark Publishers Pvt Ltd, Delhi

6) Koutsoyiannis, A. (1994) : *Modern Microeconomics*, 2nd Ed., Macmillan

7) Rana & Verma (2008) : *Macroeconomic Analysis,* 8th Ed, Vishal Publishing Co.

8) Stonier & Hague (2000) : *A Text Book Of Economics,* Macmillan

9) Vaish, M C (2009) : *Macroeconomic Analysis,* 13th Ed., Vikash Publishing House Pvt. Ltd.

THIRD SEMESTER

COURSE 3: MONEY, BANKING AND FINANCIAL SYSTEMS

UNIT 1: CONCEPT OF MONEY

UNIT 2: DEMAND FOR MONEY: CLASSICAL APPROACH

UNIT 3: DEMAND FOR MONEY: KEYNESIAN APPROACH

UNIT 4: restatement of the QUANTITY THEORY OF MONEY

UNIT 5: SUPPLY OF MONEY AND EMPIRICAL MEASUREMENT OF MONEY

UNIT 6: FUNCTIONS OF CENTRAL BANKS

UNIT 7: CENTRAL BANK AND CREDIT CONTROL

UNIT 8: COMMERCIAL BANKS

UNIT 9: CREDIT CREATION BY COMMERCIAL BANAKS

UNIT 10: INSTITUTIONAL EVOLUTION IN THE BANKING SECTOR

UNIT 11: INFLATION, DEFLATION AND STAGFLATION

UNIT 12: MONETARY POLICY

UNIT 13: THE FINANCIAL SYSTEM

UNIT 14: CAPITAL MARKET

UNIT 15: MONEY MARKET

Reading List

1) Gupta,S.B.(2002):*MonetaryEconomics:Institutions,TheoryAndPolicy*,S.Chand&Sons
2) Hajela T. N. : *Money Banking And International Trade,* Ane Books
3) Paul R.R (2006) :*Money, Banking And International Trade*, 6th Ed., Kalyani Publisher
4) Vaish M. C.: *Monetary Theory,* Vikash Publishers Pvt. Ltd.

FOURTH SEMESTER

COURSE 4: DEVELOPMENT ECONOMICS

UNIT 1: CONCEPTS OF ECONOMIC DEVELOPMENT AND ITS MEASUREMENT

UNIT 2: GENDER ISSUES OF DEVELOPMENT

UNIT 3: ISSUES OF DEVELOPING COUNTRIES

UNIT 4: DEVELOPMENT THEORIES

UNIT 5: BALANCED AND UNBALANCED GROWTH

UNIT 6: HARROD-DOMAR GROWTH MODEL

UNIT 7: ROLE OF AGRICULTURE AND INDUSTRY IN ECONOMIC DEVELOPMENT

UNIT 8: POPULATION AND ECONOMIC DEVELOPMENT

UNIT 9: CAPITAL FORMATION AND ECONOMIC DEVELOPMENT

UNIT 10: TECHNICAL CHANGE AND ECONOMIC DEVELOPMENT

UNIT 11: ENVIRONMENT AND ECONOMIC DEVELOPMENT

UNIT 12: FOREIGN TRADE AND ECONOMIC DEVELOPMENT

UNIT 13: ROLE OF STATE IN ECONOMIC DEVELOPMENT

UNIT 14: MANPOWER PLANNING AND ECONOMIC DEVELOPMENT

UNIT 15: HUMAN RESOURCE DEVELOPMENT AND MILLENNIUM DEVELOPMENT GOALS

Reading List

1. Lekhi, R K (2008): *The Economics of Development and Planning*, Kalyani Publishers.
2. Meier, Gerald M & James E Rauch (2010): *Leading Issues in Economic Development*, Oxford University Press.
3. Misra, S K &; V K Puri (2006): *Economics of Development and Planning*, Himalaya Publishing House.
4. Somashekar, N T (2007): *Development Economics*, New Age International Publishers.
5. Todaro, Michael, P & Stephen Smith (2012): *Economic Development*, Pearson Education Limited.

FIFTH SEMESTER

COURSE 5: PUBLIC FINANCE

UNIT 1: NATURE AND SCOPE OF PUBLIC FINANCE
UNIT 2: PUBLIC REVENUE
UNIT 3: INTRODUCTION TO TAXATION
UNIT 4: SOME IMPORTANT TAXES
UNIT 5: TAXATION AND THE ECONOMY
UNIT 6: FUNDAMENTAL PRINCIPLES OF TAXATION
UNIT 7: PUBLIC EXPENDITURE
UNIT 8: EFFECTS OFPUBLIC EXPENDITURE
UNIT 9: PUBLIC DEBT
UNIT 10: FISCAL POLICY
UNIT 11: PUBLIC BUDGET
UNIT 12: PUBLIC UTILITIES
UNIT 13: PUBLIC SECTOR UNDERTAKINGS
UNIT 14: FEDERAL FINANCE
UNIT 15: FINANCE COMMISSIONS OF INDIA

Reading List

1) Bhatia H.L. : *Public Finance,* Vikash Publishers Pvt. Lt.
2) Choudhry, R.K. : *Public Finance and Fiscal Policy*. Kalyani Publisher

3) Hajela T. N. : *Public Finance,* Konark Publishers Pvt. Ltd.

4) Lekhi R. K. (2006): *Public Finance*, Kalyani Publishers, 13th Edition

5) Mankar. V.G; L.S. Sarma (2001): *Public Finance: Theory And Practice,* Himalaya Publishing House, 5th Ed.

6) Prakash, Om (2008): *Public Economics: Theory and Practice*, Vishal Publishing Co.

7) Sundharam & Andley(2001): *Public Finance: Theory and Practice,* 16th Ed., S.Chand & Co.

SIXTH SEMESTER

COURSE 6: INDIAN ECONOMY

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

UNIT 2 : POPULATION AND HUMAN RESOURCES

UNIT 3: INFRASTRUCTURE IN THE INDIAN ECONOMY

UNIT 4: INDIAN AGRICULTURE & GREEN REVOLUTION

UNIT 5: LAND REFORMS

UNIT 6: AGRICULTURAL FINANCE, RURAL CREDIT AND AGRICULTURAL MARKETING

UNIT 7: FOOD SECURITY AND PUBLIC DISTRIBUTION SYSTEM IN INDIA

UNIT 8: INDIAN INDUSTRY – DEVELOPMENTAL EXPERIENCE

UNIT 9: SMALL SCALE AND COTTAGE INDUSTRIES & INDUSTRIAL SICKNESS

UNIT 10: THE ROLE OF THE TERTIARY SECTOR IN THE INDIAN ECONOMY

UNIT 11: THE FINANCIAL SECTOR IN INDIA

UNIT 12: UNORGANISED SECTOR, LABOUR PROBLEMS AND LABOUR POLICY

UNIT 13: PLANNING FOR DEVELOPMENT

UNIT 14: ECONOMIC REFORMS AND GLOBALISATION

UNIT 15: WTO AND ITS IMPLICATIONS FOR INDIA

Reading List:

1) Agarwal, A.N. (2015): *Indian Economy: Problems of Development and Planning*, Ed., New Age International.

2) Datt and Mahajan (2015): *Indian Economy*, 71st Ed., S. Chand & Co. Ltd.

3) Dhingra, I. C. (2014): Indian Economy: Environment and Policy, Sultan Chand & Sons

4) Kapila, U (2015): *Indian Economy: Performance and Policies*, 15th Edition, Academic Foundation.

5) Misra and Puri (2016): *Indian Economy: Its Development Experience*, 31st Ed., Himalaya Publishing House.

Annexure 17 (a)

Education (Pass Course)

Structure of the Course:

Annexure 17 (b)

Detailed syllabus of Education (Pass)

First Semester

Paper-I

Principles and Theories of Education

Unit 1: Meaning and Concept of Education
Unit 2: Aims of Education
Unit 3: School and Community Relationship
Unit 4: Curriculum
Unit 5: Education for National Integration
Unit 6: Education for International Understanding
Unit 7: Value Education
Unit 8: Idealism as a School of Philosophy
Unit 9: Naturalism as a School of Philosophy
Unit 10: Pragmatism as a School of Philosophy
Unit 11: Existentialism as a School of Philosophy
Unit 12: Gandhi and his Educational Thoughts
Unit 13: Swami Vivekananda and his Educational Thoughts
Unit 14: Montessori and her Educational Thoughts
Unit 15:Frobel and his Educational Thoughts

Second Semester

Paper - II

Psychological Foundation of Education

Unit 1: Educational Psychology
Unit 2: Methods of Educational Psychology
Unit 3: Growth and Development
Unit 4: Early Childhood Stage
Unit 5: Later Childhood Stage
Unit 6: Adolescence Stage
Unit 7: Juvenile Delinquency
Unit 8: Education for Exceptional Children
Unit 9: Learning
Unit 10: Theories of Learning
Unit 11: Memory and Forgetting
Unit 12: Intelligence
Unit 13: Personality
Unit 14: Theories of Personality
Unit15: Mental Health and Hygiene

Third Semester

Paper III

Sociological Foundation of Education

Unit 1: Educational Sociology
Unit 2: Education and society
Unit 3: Process of Socialization
Unit 4: Education and Social Change
Unit 5: Social Change in India
Unit 6: Social Organization and Social Disorganization
Unit 7: Social Group
Unit 8: Social Stratification
Unit 9: Social Mobility and Education
Unit 10: Education and Community
Unit 11: Education and Culture
Unit 12: Education for Disadvantaged Sections of Society
Unit 13: Equalization of Educational Opportunity
Unit 14: Education and Democracy
Unit 15: Social Control

Fourth Semester

Paper-V

Distance Education

Unit 1: Distance Education
Unit 2: Learner-Support Service
Unit 3: Self Learning Material
Unit 4: Study Skills
Unit 5: Curriculum
Unit 6: Curriculum and Evaluation
Unit 7: Distance Education and Community Development
Unit 8: Role of Distance Education
Unit 9: Distance Education and Training
Unit 10: Quality assurance in Distance Education
Unit 11: Assessment in Distance Education
Unit 12: ICTs and Distance Education
Unit 13: New interventions in Open and Distance Learning
Unit 14: Challenges in Distance Education

Fifth Semester

Paper VII

History of Education in India during Pre-independence Period

Unit 1: Vedic System of Education in India
Unit 2: Buddhist System of Education in India
Unit 3: Islamic System of Education in India

Unit 4: Role of Christian Missionaries
Unit 5: Charter Act of 1813
Unit 6: Wood's Despatch of 1854
Unit 7: Hunter Commission of 1882
Unit 8: Hunter Commission
Unit 9: Lord Curzon's Educational Policy
Unit 10: Gokhale's Bill on Primary Education
Unit 11: Gokhale's Resolution of 1913
Unit 12: Sadler Committee of Education in 1917
Unit 13: Hartog Committee in 1929
Unit 14: Wardha Scheme of Education-1937
Unit 15: Sargent Plan 1944-45

Sixth Semester
Paper-XI
History of Education in India during Post-Independence

Unit 1: The University Education Commission of 1948
Unit 2: Secondary Education Commission of 1952-53
Unit 3: Education Commission of 1964-66
Unit 4: National Policy on Education 1968
Unit 5: National Policy on Education 1986 and Programme of Action, 1992
Unit 6: Mission in Elementary Education
Unit 7: National Knowledge Commission
Unit 8: Yashpal Committee Report
Unit 9: Development of Primary Education in Assam
Unit 10: Development of Secondary Education in Assam
Unit 11: Development of Higher Education in Assam
Unit 12: Development of Women Education in Assam
Unit 13: Rashtriya Madhyamik Siksha Abhiyan
Unit 14: RUSA and Higher Education
Unit 15: New Education Policy

Annexure 18

Bachelor of Arts

Journalism and Mass Communication (Pass)

Detailed Syllabus

First Semester

Course1: Introduction to Mass Communication

Unit 1: Early Communication System

Unit 2: Human Communication

Unit 3: Communication

Unit 4: MASS COMMUNICATION

Unit 5: MODELS OF COMMUNICATION

Unit 6: MASS MEDIA

Unit 7: NORMATIVE THEORIES OF MASS MEDIA

Unit 8 : SOCIOLOGICAL THEORIES OF MASS COMMUNICATION

Unit 19 : MEDIA EFFECTS THEORY

Unit 10 : MASS AUDIENCE AND SOCIETY

Unit 11 : COMMUNICATION MEDIA : THE INDIAN CONTEXT

Unit 12 : MEDIA ORGANISATIONS OF THE GOVERNMENT

Unit 13 : MEDIA ORGANSATIONS AND OWNERSHIP PATTERNS

Unit 14 : MEDIA AND GLOBALISATION

Unit 15 : TECHNOLOGY IN MASS MEDIA

SECOND SEMESTER

COURSE 2 : JOURNALISM

Unit 1 : CONCEPT OF JOURNALISM

Unit 2 : THE MAKING OF A GOOD JOURNALIST

Unit 3: TYPES OF JOURNALISM

Unit4 : ROLE OF JOURNALISM IN A DEMOCRACY

Unit 5: NEWS

Unit 6 : TYPES OF NEWS

Unit 7 : NEWS VALUES

Unit 8 : REPORTING

Unit 9 : TYPES OF REPORTING

Unit 10: BEAT REPORTING

Unit11 : NEWS WRITING

Unit 12 : NEWS EDITING

Unit 13 : EDITING & DESIGN

Unit 14 : NEWS AGENCIES

Unit 15 : CONDUCTING AN INTERVIEW (PRACTICAL BASED UNIT)

THIRD SEMESTER

COURSE 3 : HISTORY OF THE MEDIA

Unit1: HISTORY OF PRINT MEDIA

Unit2: HISTORY OF PRINT MEDIA IN INDIA

Unit 3 : FREEDOM MOVEMENT AND THE INDIAN PRESS

Unit 4 : PIONEERS OF JOURNALISM IN ASSAM

Unit 5 : LANGUAGE PRESS AND NATIONAL DEVELOPMENT

Unit 6 : A BRIEF OVERVIEW OF SOME OF THE IMPORTANT PRESS ORGANISATIONS IN INDIA

Unit 7 : HISTORY OF PRINT MEDIA IN NORTHEAST INDIA WITH SPECIAL REFERENCE TO ASSAM

Unit 8 : HISTORY OF PHOTOGRAPHY

Unit 9: HISTORY OF CINEMA

Unit 10: HISTORY OF RADIO

Unit 11 : GROWTH OF COMMUNITY RADIO IN INDIA

Unit 12 : HISTORY OF TELEVISION

Unit 13: VISIT TO A RADIO STATION (PRACTICAL BASED UNIT)

Unit 14 : FILM APPRECIATION (PRACTICAL BASED UNIT)

Unit 15 : PHOTOGRAPHY (PRACTICAL BASED UNIT)

FOURTH SEMESTER

COURSE 4 : MEDIA LAWS AND ETHICS

Unit 1: INTRODUCTION TO ETHICS

Unit 2 : IMPORTANCE OF MEDIA CODE OF ETHICS

Unit 3: COMMON ELEMENTS OF MEDIA CODE OF ETHICS

Unit 4 : ETHICS OF JOURNALISM

Unit 5: MEDIA AND PRIVACY

Unit 6 : REGULATORY ORGANISATIONS

Unit 7 : MEDIA SELFREGULATION

Unit8 : MEDIA LAWS RELATED TO ELECTRONIC MEDIA

Unit 9 : MEDIA ETHICS AND THE LAW

Unit 10 : ETHICS IN PUBLIC RELATIONS & ADVERTISING

Unit 11 :ETHICS OF ONLINE JOURNALISM

Unit 12 : CONCEPT OF FREEDOM

Unit 13 : MEDIA POWER

Unit 14: ETHICS OF PHOTOJOURNALISM

Unit 15: PEOPLE, ETHICS AND JOURNALISM

FIFTH SEMESTER

COURSE 5: ELECTRONIC MEDIA

Unit 1 : INTRODUCTION TO AUDIO MEDIA

Unit 2 : HISTORY OF RADIO BROADCASTING

Unit 2 : RADIO BROADCASTING IN INDIA

Unit 4 : TYPES OF RADIO BROADCASTING

Unit 5 : RECENT TRENDS IN RADIO BROADCASTING

Unit 6: RADIO BROADCASTING AND STANDARDS OF ETHICS

Unit 7 : ALL INDIA RADIO

Unit 8 : AIR WITH SPECIAL REFERENCE TO NORTH EAST INDIA

Unit 9: INTRODUCTION TO AUDIOVISUAL MEDIA

Unit 10 :HISTORY OF TELEVISION BROADCASTING

Unit 11 : GLOBAL NETWORKS OF TELEVISION

Unit 12: HISTORY OF TELEVISION BROADCASTING IN INDIA

Unit 13 : TELEVISION FOR DEVELOPMENT

Unit 14: PUBLIC SERVICE BROADCASTING IN INDIA

Unit 15 : PRIVATE SERVICE BROADCASTING IN INDIA

SIXTH SEMESTER

COURSE 6 : ADVERTISING AND PUBLIC RELATIONS

Unit 1: CONCEPT OF ADVERTISING

Unit 2 : TYPES OF ADVERTISING

Unit 3: ELEMENTS OF ADVERTISING

Unit 4 : MODELS OF ADVERTISING

Unit 5: ADVERTISING MEDIA

Unit 7 : ADVERTISING PLANNING

Unit 8 : THE ART OF ADVERTISING COPYWRITING

Unit 9: CONCEPT OF PUBLIC RELATIONS

Unit 10 : GROWTH AND DEVELOPMENT OF PUBLIC RELATIONS

Unit 11 : FUNCTIONS OF PUBLIC RELATIONS

Unit 12 : PUBLICS OF PUBLIC RELATIONS

Unit 13: PUBLIC RELATIONS PRACTITIONER

Unit 14: PUBLIC RELATIONS ORGANISATIONS IN INDIA

Unit 15: PUBLIC RELATIONS IN AN ORGANIZATION

Annexure 19

Detailed Syllabus of Philosophy (B.A. Pass Course)

SEMESTER: 1

Unit 1: Nature of formal Logic (Classical and modern logic as two stages of the development of formal logic)

Unit 2: Argument: Argument and Argument form; Truth and Validity

Unit 3: The concept of symbol, use of symbol

Unit 4: Logical form

Unit 5: Inference and implication

Unit 6: Truth functions: Logical constants and Basic truth functions inter-definition of logical constants

Unit 7: Truth table method: Testing of statements and Arguments

Unit 8: Propositions and its Analysis: Traditional Analysis of Propositions and its drawbacks

Unit 9: Modern classification of propositions: Simple and Compound, Singular &General

Unit 10: Square of opposition of propositions

Unit 11: Propositional logic and predicate logic

Unit 12: Idea of Quantification

Unit 13: Existential and universal quantifiers

Unit 14: The concept of set, set membership, null set

Unit 15: Operations on sets—Union, Intersection and difference

SEMESTER: 2

Course 2: Logic: II

Unit 1: Standard form categorical syllogism

Unit 2: Venn diagram

Unit 3: Venn diagrammatic technique for testing categorical syllogism

Unit 4: Rules of categorical Syllogism

Unit 5: Basic Categorical syllogistic fallacies

Unit 6: Formal Proof of Validity

Unit 7: Rules of Inference

Unit 8: Rules of replacement

Unit 9: Elementary formal deductions by applying these rules

Unit 10: The concept of decision procedure

Unit 11: The concept of induction

Unit 12: Causality: Cause & Conditions, Necessary & Sufficient Conditions, Constant Conjunction

Unit 13: Hypothesis: Kinds and use

Unit 14: Analogy

Unit 15: The problem of justification of induction

SEMESTER: 3

Course 3: INDIAN PHILOSOPHY:I

Unit: 1 The Nature and Scope of Indian Philosophy

Unit: 2 The basic philosophical ideas in the Vedas: Ritam, stages Of development of theism

Unit: 3 The Gita's Idea of Karmayoga

Unit: 4 The astika-nastika division of schools of Indian Philosophy

Unit: 5 Carvaka: Epistemology

Unit: 6 Carvaka: Metaphysics

Unit: 7 Buddhism: Four Noble Truths

Unit 8: Buddhism: Theory of Momentariness

Unit: 9 Buddhism: The concept of Nirvana

Unit: 10 Realistic schools of Buddhism: Vaibhasika and Sautrantika

Unit: 11 Idealistic Schools of Buddhism: Madyamika or Madhyamaka and Yogacara

Unit: 12 Jainism: Syadvada

Unit: 13 Jainism: Anekantavada

Unit 14: Jainism: Metaphysics

Unit: 15 Nyaya: Concept of Prama

SEMESTER: 4

Course 4: Indian Philosophy: II

Unit 1: Vaisesika: Dravya, Guna, Samanya

Unit 2: Vaisesika: Atomism

Unit 3: Samkhya: Theory of Causation

Unit 4: Samkhya: Purusa &Prakrti

Unit 5: Yoga: The concept of citta-vritti

Unit 6: Yoga: Astanga yoga

Unit 7: Mimamsa: Intrinsic validity of knowledge

Unit 8: Mimamsa: Theory of error- akhyativada and Viparityakhyativada

Unit 9: Samkara: Brahman and Maya

Unit 10: Samkara's Grades of Truth and Reality

Unit 11: Ramanuja: God

Unit 12: Ramanuja: Jiva and World

Unit 13: Ramanuja: Concept of liberation

Unit 14: Madhva: Concept of Brahman

Unit 15: Sankardeva: Concept of Bhakti, relation between God and Man

SEMESTER: 5

Course 5: Metaphysics

Unit 1: Nature of Metaphysics

Unit 2: Space and Time: Kant

Unit 3: Realism: Naive and Scientific

Unit 4: Neo-realism

Unit 5: Subjective Idealism: Berkeley

Unit 6: Objective Idealism: Hegel

Unit 7: Mind-Body relation: Interactionism (Descartes)

Unit 8: Mind-Body relation: Double aspect theory (Spinoza)

Unit 9: Anti-Metaphysics: Kant

Unit 10: The Problem of Personal identity: Locke and Hume

Unit 11: The Concept of Person: Strawson

Unit 12: The Nature of Values

Unit 13: Universals: Realism (Plato and Aristotle)

Unit 14: Universals: Nominalism (Hobbes and Hume)

Unit 15: Appearance and Reality: Bradley

SEMESTER: 6

Course 6 : Contemporary Western Philosophy

Unit 1: Frege: The semantic distinction between Sense and

Unit 2: Development of analytic philosophy

Unit 3: Russell: Logical atomism

Unit 4: Russell: Definite descriptions

Unit 5: Moore: Refutation of idealism

Unit 6: Moore: Defense of common sense

Unit 7: Wittgenstein: Picture theory of meaning

Unit 8: Wittgenstein: language games

Unit 9: Salient features of existentialism

Unit 10: Kierkegaard: Three stages of life

Unit 11: Nietzsche: Concept of morality

Unit 12: Sartre: Essence and existence

Unit 13: Sartre: Freedom

Unit 14: Ryle: Dispositional theory of mind

Unit 15: Austin: Speech act theory

ANNEXURE 20

DETAILED SYLLABUS OF POLITICAL SCIENCE(PASS COURSE)

SEMESTER 1:

Course Title: POLITICAL THEORY (Part- A)

Unit 1:Political Science: Meaning, Nature and Scope

Unit 2:Relationship of Political Science with other Social Sciences

Unit 3:Growth of Political Science as a Discipline

Unit 4: State

Unit 5:Theories of Evolution of State: Divine Origin Theory and Evolutionary Theory

Unit 6:Theories of Evolution of State: Social Contract Theory

Unit 7: Theories of Evolution of State: Marxist View

Unit 8:Sovereignty

Unit 9:Theories of Sovereignty

Unit 10:Democracy

Unit 11: Power, Authority and Legitimacy

Unit 12:Concepts of Rights and Liberty

Unit 13:Concepts of Justice and Equality

Unit 14:Concept of Citizenship

Unit 15:Individualism and Socialism

SEMESTER 2:

Course Title: POLITICAL THEORY(Part- B)

Unit 1:Traditional Approaches to Political Analysis (Philosophical and Historical approaches)

Unit 2:Traditional Approaches to Political Analysis (Institutional and Legal approaches)

Unit 3: Modern Approaches to Political Analysis -Behaviouralism and Post-Behaviouralism

Unit 4:Systems Approach, Structural-Functional Approach

Unit 5:Communication Theory Approach, Decision Making Approach

Unit 6: Contemporary Perspectives on Democracy: Liberal and Marxist

Unit 7: Organs of Government: Executive, Legislature and Judiciary; Montesquieu's Theory of Separation of Powers

Unit 8:Forms of Government: Federal and Unitary

Unit 9:Forms of Government: Parliamentary and Presidential

Unit 10:Political Parties

Unit 11:Pressure Groups and Interest Groups

Unit 12:Political Socialisation

Unit 13:Political Culture and Political Participation

Unit 14: Political Modernisation and Political Development

Unit 15:Feminism

SEMESTER 3:

Course Title: PUBLIC ADMINISTRATION (THEORY)

Unit 1:Public Administration: Meaning, Nature and Scope; Public Administration and Private Administration

Unit 2:Growth of Public Administration as a Discipline

Unit 3:Bureaucratic Theory

Unit 4:Scientific Management Theory

Unit 5:Human Relations Theory

Unit 6: Motivation

Unit 7:New Public Administration

Unit 8:Principles of Organisation: Hierarchy, Span of Control and Unity of Command

Unit 9:Principles of Organisation: Centralisation and Decentralisation

Unit 10:Principles of Organisation: Coordination and Delegation

Unit 11:Staff Agencies and Line Agencies

Unit 12: Department

Unit 13: Government Corporation

Unit 14: Independent Regulatory Commissions

Unit 15: Civil Service: Meaning and Role; Relationship between Civil Servants and Ministers

SEMESTER 4:

Course Title: POLITICS IN INDIA-1 (CONSTITUTIONAL DYNAMICS)

Unit 1: Legacies of the Indian Political System

Unit 2: Historical Background of the Indian Constitution

Unit 3: Making of the Indian Constitution

Unit 4: Philosophy and Ideals of the Indian Constitution

Unit 5: Features of the Indian Constitution

Unit 6: Fundamental Rights

Unit 7: Fundamental Duties

Unit 8: Directive Principles of State Policy

Unit 9: Relationship between Fundamental Rights and Directive Principles

Unit 10: Citizenship

Unit 11: Amendment

Unit 12: Basic Structure of the Indian Constitution and Amendment

Unit 13: Reorganization of Indian States

Unit 14: Party System in India

Unit 15: Parliamentary Democracy in India

SEMESTER 5:

Course Title: POLITICS IN INDIA-2 (STRUCTURE AND PROCESSES)

Unit 1: President of India

Unit 2: Vice President of India

Unit 3: Prime Minister and Union Council of Ministers

Unit 4: Indian Parliament

Unit 5: Legislative Procedure of the Indian Parliament

Unit 6: Governor

Unit 7: Chief Minister and State Council of Ministers

Unit 8: Legislature at the State level

Unit 9: Indian Judiciary

Unit 10: Judicial Review and Judicial Activism

Unit 11: Centre-State Relations

Unit 12: Local Self Government in India

Unit 13: Election Commission; Electoral Reforms

Unit 14: Regionalism in India

Unit 15: Casteism and Communalism in Indian Politics

SEMESTER 6:

Course Title: PUBLIC ADMINISTRATION IN INDIA

Unit 1: Evolution of Public Administration in India

Unit 2: Features of Public Administration in India

Unit 3: Generalists versus Specialist

Unit 4:Public Services in India

Unit 5:Cabinet Secretariat, PMO

Unit 6: Union Public Service Commission

Unit 7:State Public Service Commissions (SPSC)

Unit 8:Control over Administration in India: Executive Control , Parliamentary Control and Judicial Control

Unit 9: Neutrality versus Commitment of Civil Servants

Unit 10:Budgetary Process in India; Performance Budgeting in India

Unit 11:State Secretariat: Structure and Functions

Unit 12:District Administration in India

Unit 13:The District Collector or the Deputy Commissioner

Unit 14:Machinery for Redressal of Public Grievances; Lokpal and Lokayuktas , Right to Information Act, 2005

Unit 15: Administrative Reforms in India

ANNEXURE:21

Detailed Syllabus of Mathematics (Pass)

GENERAL PROGRAMME
SEMESTER – I

Course Code:GMA-01

(A) **Classical Algebra**

UNIT-1:**Theory of equation-I** :
UNIT -2: **Theory of equation-II** :
UNIT -3 : **Inequalities**:
UNIT- 4 : **Determinant** :
UNIT-5:**Matrices**:
UNIT -6 : **Rank :** :
UNIT-7 :Elementary Operations :
UNIT -8 :**System of Linear Equations** :
UNIT -9 :**Eigen Values and Eigen Vectors** :
UNIT- 10 : Cayley Hamilton Theorem

(B) **Trigonometry**

UNIT-11:**De Moivre's theorem and its application** :
UNIT-12: Expansion of Trigonometric function :
UNIT- 13 :**Hyperbolic function** :

UNIT -14: **Logarithm of a complex number** :
UNIT- 15 : **Trigonometric series**:

SEMESTER-II

Course Code:GMA-02

(A) Abstract Algebra

UNIT-1 : **Relation & Functions** :
UNIT -2 : **Binary Operation** :
UNIT-3: **Group** :
UNIT- 4 :**Subgroups:**
UNIT- 5 : **Group of permutation** :
UNIT -6: **Cosets** :
UNIT- 7 : **Normal subgroups &Quotient groups** :
UNIT - 8 : **Homomorphism of groups**:
UNIT-9:Ring :
UNIT- 10 : **Integral domain :**.
UNIT-11:Field:
UNIT- 12 : **Vector Space** :

(B) Discrete Mathematics

UNIT-13: **Combinatorics**:
UNIT-14: **Mathematical Logic**:
UNIT- 15:Boolean Algebra :

SEMESTER-III

Course code :GMA-03
Differential Calculus :
UNIT-1: **Function** :
UNIT -2 :**Limit of a function**:
UNIT- 3 :**Continuity of a function** :
UNIT -4 :**Differentiability of a function** :
UNIT- 5 :**Indeterminate form** :.
UNIT-6:**Derivative of a function:**
UNIT- 7 :**Derivative of some special function** :
UNIT-8: **Successive differention** :
UNIT-9:**Application of derivatives**:
UNIT -10 : Tangent and Normals :
UNIT-11:**Mean Value theorem** :
UNIT-12:**Function of several variables**:
UNIT-13: **EXTREME VALUE OF FUNCTION :**
UNIT -14: **Jacobians**:
UNIT- 15 : **Lagrange method of undetermined multipliers :**

SEMESTER- IV

Course Code : GMA-04
(A) Integral calculus:
UNIT-1:**Integration and Methods of Integration:**
UNIT-2 :**Definite integrals**:
UNIT-3:. **Reduction formulae** :
UNIT-4:**Quadrature of plane areas** :
UNIT-5:**Rectification of plane curves** :
UNIT-6:Volume of revolution and surface of revolution:

(B) Differential equation*:(Ordinary and Partial)*
UNIT-7: **Differential Equation: Fundamental concepts:**
UNIT-8: **Differential equation of first order and first degree:**
UNIT-9: Linear differential equation of first order :
UNIT-10 : Application of differential equation of first order and first degree:
UNIT-11: **First order and higher degree differential equation:**
UNIT-12: **Linear differential equation of higher orderUNIT-13**: **Simultaneous linear differential equation**:
UNIT -14: **Partial differential equation**:
UNIT- 15 : **Linar partial differential equation** :

SEMESTER-V

Course Code:GMA-05
(A) Analytical geometry of 2 dimension:
UNIT-1: Intoduction of straight lines :
UNIT -2 :Tranformation of coordinate axes :
UNIT-3: Pair of straight lines,
UNIT-4: **Circle**:
UNIT-5:**Conic sections**: **Analytical geometry of 3 dimension :**
UNIT-6::**Introduction of co-ordinate in three dimention**:
UNIT -7:Plane& Stright line :
UNIT-8: **Sphere**:
UNIT -9:Cone :
UNIT -10 : **Cylinder**

(B) Vector analysis :
UNIT-11:Introduction to Vectors :
UNIT-12:**Product of vectors**:
UNIT -13:Scalar triple product and vector triple product :
UNIT-14:**Vector calculus** :,
UNIT- 15 : **Differential operators and directional derivative** :

SEMESTER-VI
Course Code:**GMA-06**

(A) Mechanics

UNIT-1:Forces:
UNIT-2:**Coplanar forces**
UNIT -3 : Moments and couples :
UNIT-4 : Friction :
UNIT-5: **Kinematics of a particle :**
UNIT-6Simple harmonic motion:

(B) Elementary Statistics

UNIT-7 : **Measures of Cental tendency** :
UNIT-8: **Measures of Dispersion**:
UNIT-9 : **Moments, Skewness & Kurtosis** :
UNIT-10: **Probability**:
UNIT-11: **Conditional probability** :
UNIT- 12 : **Random variables and probability distribution :**
UNIT -13: **Theoretical Distribution-I** :
UNIT- 14: **Theoretical Distribution-II** :
UNIT-15 : Time Series :

Annexure 22

SEMESTER I

COURSE 1: FOUNDATION COURSE IN ENGLISH
GEG S1 01

Block 1:
Unit 1: Parts of Speech I
Unit 2: Parts of Speech II
Unit 3: Parts of Speech III
Unit 4: Time and Tense I
Unit 5: Time and Tense II
Unit 6: Vocabulary
Unit 7: Punctuation
Unit 8: Synthesis and Transformation of Sentences
Block 2:
Unit 9: Phrases and Idioms
Unit 10: Common Errors
Unit 11: Basic Remedial Grammar I
Unit 12: Basic Remedial Grammar II
Unit 13: Précis Writing
Unit 14: Note-Taking
Unit 15: Story-Writing

SEMESTER 2

COUSE 1: POETRY

GEG S2 01

Block 1:
Unit 1: Introducing English Poetry
Unit 2: William Wordsworth: Life and Works
Unit 3: William Wordsworth: "Composed Upon Westminster Bridge, September 3, 1802"
Unit 4: W.B. Yeats: Life and Works
Unit 5: W.B Yeats: "Easter 1916"
Unit 6: Introducing American Poetry
Unit 7: Emily Dickinson: Life and Works
Unit 8: Emily Dickinson: "Because I Could Not Stop for Death"
Block 2:
Unit 9: Robert Frost: Life and Works
Unit 10: Robert Frost: "The Road Not Taken"
Unit 11: Introducing Indian English Poetry
Unit 12: Kamala Das: Life and Works
Unit 13: Kamala Das: "Introduction"
Unit 14: Jayanta Mahapatra: Life and Works
Unit 15: Jayanta Mahapatra: "Dawn at Puri"

SEMESTER 3

COURSE 1: FROM LANGUAGE TO LITERATURE

GEG S3 01

Block 1:
Unit 1: Language of Literature
Unit 2: Semantics
Unit 3: Pragmatics
Unit 4: Text and Discourse
Unit 5: Applied Linguistics
Unit 6: Stylistics
Unit 7: Interpreting Literature
Block 2:
Unit 8: Approaches to the Study of Literature I
Unit 9: Approaches to the Study of Literature II
Unit 10: Approaches to the Study of Indian Literature
Unit 11: Interpreting Poetry
Unit 12: Interpreting Drama
Unit 13: Interpreting Novel
Unit 14: Interpreting Short Story
Unit 15: Interpreting Travel Writing

SEMESTER 4

COURSE 1: PROSE

GEG S4 01

Block 1:
Unit 1: The Essay as a Genre

Unit 2: Francis Bacon: Life and Works
Unit 3: Francis Bacon: "Of Garden"
Unit 4: A. G. Gardiner: Life and Works
Unit 5: A.G. Gardiner: "On Saying Please"
Unit 6: Jawaharlal Nehru: Life and Works
Unit 7: Jawaharlal Nehru: "Animals in Prison"

Block 2:

Unit 8: Amitav Ghosh: Life and Works
Unit 9: Amitav Ghosh: "Diaspora in Indian Culture"
Unit 10: F. MaxMüller: "What Indian Can Teach us?"
Unit 11: George Orwell: "Politics and the English Language"
Unit 12: C.P. Snow: "Ramanujan"
Unit 13: Virginia Woolf: Life and Works
Unit 14: Virginia Woolf: Chapter 1 from *A Room of One's Own*
Unit 15: "On Film" (Extracts from *Elements of Literature*)

SEMESTER 5

COURSE 1: SHORT STORY

GEG S5 01

Block 1:

Unit 1: Short Story as a Genre
Unit 2: Aesop's Fables
Unit 3: Leo Tolstoy: "Three Questions"
Unit 4: O' Henry: "The Last Leaf"
Unit 5: Anton Chekhov: "The Bet"
Unit 6: Guy De Maupassant: "The Necklace"
Unit 7: Katherine Mansfield: "A Cup of Tea"
Unit 8: D.H. Lawrence: "Odour of Chrysanthemums"

Block 2:

Unit 9: Arthur Clarke: "Nine Billion Names of God"
Unit 10: Punyakante Wijenaike: "Monkeys"
Unit 11: Alphonse Daudet: "The Last Lesson"
Unit 12: Amrita Pritam: "The Weed"
Unit 13: R. K. Narayan: "The Doctor's Word"
Unit 14: Mamang Dai: "The River" (from *The Legends of Pensam*)
Unit 15: Ruskin Bond: "The Blue Umbrella"

SEMESTER 6
COURSE 1: USES OF ENGLISH
GEG S6 01

Block 1:

Unit1: Structure of Writing in English
Unit 2: English for News Writing
Unit 3: Column Writing
Unit 4: Press Release
Unit 5: Letter Writing
Unit 6: English for Business Communication

Unit 7: Advertisement Writings
Block 2:
Unit8: Science Write-up
Unit 9: Opinion Writing
Unit 10: Review Writing
Unit11: Translation
Unit12: Editing and Proof Reading
Unit13: Writing your Resume
Unit14: Writing Personal Letters

ANNEXURE 23

Detailed Syllabus of Sociology (Pass Course)

1st SEMESTER - Introduction to Sociology (GSO S1 01)

UNIT 1: ORIGIN, NATURE AND SCOPE OF SOCIOLOGY:
UNIT 2: SOCIOLOGY AND OTHER SOCIAL SCIENCES:
UNIT 3: BASIC CONCEPTS IN SOCIOLOGY:
UNIT 4: BASIC CONCEPTS IN SOCIOLOGY-II :
UNIT 5: CULTURE:
UNIT 6: SOCIAL GROUPS:
UNIT 7: FAMILY, MARRIAGE AND KINSHIP:
UNIT 8: SOCIAL STRUCTURE, SOCIAL SYSTEM, SOCIAL ORGANIZATION:
UNIT 9: SOCIALIZATION:
UNIT 10: SOCIAL STRATIFICATION: CONCEPTUAL DISCUSSION:
UNIT 11: BASIS OF SOCIAL STRATIFICATION:
UNIT 12: SOCIAL CHANGE:
UNIT 13: SOCIAL CONTROL:
UNIT 14: SOCIAL MOBILITY:

2nd SEMESTER- SOCIOLOGICAL THEORIES (GSO S2 02)

UNIT 1: EMERGENCE OF SOCIOLOGY AND SOCIOLOGICAL THEORY:
UNIT 2: SOCIAL FORCES BEHIND EMERGENCE OF SOCIOLOGY:
UNIT 3: AUGUSTE COMTE:
UNIT 4: HERBERT SPENCER:
UNIT 5: EMILE DURKHEIM:
UNIT 6: EMILE DURKHEIM:
UNIT 7: KARL MARX: DIALECTICAL MATERIALISM:
UNIT 8: KARL MARX: THEORY OF SURPLUS VALUE:
UNIT 9: KARL MARX: THEORY OF ALIENATION:
UNIT 10: GEORG SIMMEL:
UNIT 11: MAX WEBER:
UNIT 12: MAX WEBER: IDEAL TYPES, AUTHORITY, BUREAUCRACY:
UNIT 13: MAX WEBER: RELIGION AND CAPITALISM:

UNIT 14: VILFREDO PARETO:

3rd SEMESTER- INDIAN SOCIETY(GSO S3 03)

UNIT 1: GEOPHYSICAL CHARACTERISTICS OF INDIAN SOCIETY:
UNIT 2: TYPES OF INDIAN SOCIETY:
UNIT 3: MARRIAGES AND FAMILY IN INDIA:
UNIT 4: KINSHIP SYSTEM:
UNIT 5: CASTE IN INDIA:
UNIT 6: CHANGING NATURE OF CASTE:
UNIT 7: TRIBES IN INDIA:
UNIT 8: WOMEN IN INDIAN SOCIETY:
UNIT 9: ECONOMY OF INDIAN SOCIETY:
UNIT 10: POLITICS IN INDIA:
UNIT 11: RURAL LIFE IN INDIA:
UNIT 12: RURAL LEADERSHIP:
UNIT 13: PROCESS OF SOCIAL CHANGE:
UNIT 14: SOCIAL PROBLEMS IN INDIA :
UNIT 15: SOCIAL ISSUES:

4th SEMESTER-SOCIAL PROBLEMS AND SOCIAL WELFARE (GSO S4 05)

UNIT 1: SOCIAL PROBLEM :
UNIT 2: CRIME :
UNIT3: POPULATION EXPLOSION AND ILLITERACY:
UNIT 4: POVERTY AND UNEMPLOYMENT:
UNIT 5: SEXUALLY TRANSMITTED DISEASES:
UNIT 6: YOUTH UNREST:
UNIT 7: SOCIAL PROBLEMS RELATING TO WOMEN:
UNIT8: SUPERSTITIONS:
UNIT 9: TERRORISM AND VIOLENCE:
UNIT 10: ABUSE AGAINST CHILDREN:
UNIT 11: PROBLEMS OF THE BACKWARD CLASSES:
UNIT 12: SOCIAL PROBLEMS AND SOCIAL WELFARE:
UNIT 13: AGENCIES OF SOCIAL WELFARE:
UNIT 14: SOCIAL WELFARE PROGRAMMES:
UNIT 15: SOCIAL SECURITY:

5th SEMESTER- Sociology of Northeast India GSO S5 07

Unit 1: THE CONCEPT OF NORTHEAST INDIA:
Unit 2: LOCATION AND ECOLOGY OF NORTHEAST INDIA AND ASSAM IN PARTICULAR:
Unit 3: PROCESS OF STATE FORMATION IN ASSAM:
Unit 4: STATE FORMATION DURING POST-INDEPENDENCE PERIOD:
Unit 5: DEMOGRAPHIC COMPOSITION OF NORTHEAST INDIA:

Unit 6: SOCIAL INSTITUTIONS AMONG THE MAJOR TRIBAL GROUPS OF THE NORTH EASTERN STATES:
Unit 7: IMMIGRATION TO NORTHEAST INDIA AND ASSAM IN PARTICULAR:
Unit 8: ETHNIC IDENTITY IN NORTHEAST INDIA:
Unit 9: AUTONOMY MOVEMENTS IN ASSAM:
Unit 10: INSURGENCY IN NORTHEAST INDIA:
Unit 11: LAND AND RELATION IN NORTHEAST INDIA:
Unit 12: ECONOMIC PROBLEMS IN NORTH EAST INDIA:
Unit 13: DEVELOPMENT IN NORTHEAST INDIA:

6th SEMESTER-RURAL AND URBAN SOCIOLOGY (GSO S6 011)

UNIT 1: INTRODUCTION TO RURAL SOCIOLOGY:
UNIT 2: RURAL SOCIAL STRUCTURE:
UNIT 3: CHANGING TRENDS IN RURAL SOCIAL STRUCTURE:
UNIT 4: RURAL ECONOMY:
UNIT 5: CHANGES IN THE RURAL ECONOMY:
UNIT 6: RURAL POLITICAL STRUCTURE:
UNIT 7: DEVELOPMENT OF WOMEN AND CHILDREN IN RURAL AREAS:
UNIT 8: RURAL DEVELOPMENT:
UNIT 9: TRIBAL DEVELOPMENT:
UNIT 10: GLOBALIZATION AND INDIAN PEASANTRY:
UNIT 12: DEVELOPMENT OF URBAN SOCIOLOGY:
UNIT 13: URBANISM & URBANIZATION:
UNIT 14: URBAN PROBLEMS I:
UNIT 15: ISSUES OF URBAN SOCIETY:

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KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY

(KKHSOU)

PROGRAMME PROJECT REPORT

ON

BACHELOR OF ARTS IN PHILOSOPHY (Major)

Submitted to

UNIVERSITY GRANTS COMMISSION

BAHADUR SHAH ZAFAR MARG

NEW DELHI – 110 002

Submitted by

K. K. Handiqui State Open University

Guwahati, Assam

April, 2018

Registrar
Krishna Kanta Handique
State Open University
Guwahati

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KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY (KKHSOU)

PROGRAMME PROJECT REPORT

BA IN PHILOSOPHY (MAJOR) PROGRAMME

1. PROGRAMME'S MISSION AND OBJECTIVES:

The very aim of the establishment of K. K. Handiqui State Open University is not only to promote education and to reach the unreached through the Open and Distance learning system, but also to foster and provide easily accessible modes of higher education and training with the use of latest educational inputs and technology. With a view to enhancing the knowledge of age-old spiritual education of India as well as the philosophically oriented education of the East and West, the University offers Philosophy as a subject for both Pass and Major courses in BA Programme. The Motto as well as the mission of the BA Programme in Philosophy is to provide opportunities of learning and awareness of the issues of philosophy through Indian, western, and Global perspectives. Philosophy, as an academic discipline in the university system of higher learning, plays a vital role in discovering the power of reasoning which lies latent in human beings and which helps to regulate human thinking and conduct in a proper manner.

KKHSOU would offer the B.A. Programme in philosophy (Major) to achieve the following objectives:

i. To help the learners to develop a logical mind and empower them with critical thinking ability.

ii. To help the learners to regulate thinking and conduct in a systematic manner.

iii. To help the learners to know the Indian context of education in spiritual, religious and moral sense.

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iv. To help the learners to explore the basic education of human life through the systems of Indian philosophy.

v. To help the learners to know the contributions of Indian as well as Western Philosophers.

vi. To help the learners to understand the different issues of philosophy in Indian as well as Western Contexts.

vii. To help the learners to know the contemporary issues of philosophy in a comprehensive manner.

2. RELEVANCE OF THE PROGRAMME WITH KKHSOU'S MISSION AND GOAL

The relevance of the Programme of BA Major programme in Philosophy can be shown in the following way:

i. Philosophy, as an intellectual discipline, develops our reasoning capacity or visionary or anticipatory power through which we can judge whether an action performed by us or a plan made by us is right or wrong. Although the development or growth of mental capacity of a learner is not immediate or tangible, by studying philosophy for a short period, the learners can improve their mental development with a profound and long-lasting effect.

ii. The different areas of philosophy like Indian Philosophy, Logic, Analytic Philosophy, Ethics, Philosophy of Mind, Philosophy of Language; Philosophy of Religion, Western Philosophy, Contemporary Western Philosophy, Contemporary Indian Philosophy, Applied Philosophy etc. have been reflected in the B. A. Major Course in Philosophy. Thus, the papers like Indian Philosophy, Ethics, Philosophy of Religion, logic, Western Philosophy, Contemporary

Western Philosophy, and Applied philosophy have been incorporated in B. A. Major Course in Philosophy.

iii. After going through the different courses in this programme, learners will not only be able to study the basic issues of philosophy but also be able to see the issues critically, methodically, and systematically. The analytical or reasoning power, which is acquired and developed after successful completion of the programme, will pragmatically help our learners a lot in building the career of life professionally as well as academically. Apart from this, to lead a happy, peaceful, and prosperous life in a society, it can provide our learners some applied tricks through the study of ethics, religion, and logic and spiritual education inherent in Indian Philosophy.

It can be stated that the BA programme in Philosophy (Major) will showcase KKHSOU's Mission and Goals. They are respectively:

i. To provide access to higher education to a large segments of the population including disadvantaged groups living in remote and rural areas.

ii. To provide opportunities for higher education to a larger segment of the population including those who could not pursue higher education in the appropriate time due to one reason or the other.

iii. To advance and disseminate learning and knowledge by diverse means including the use of Information and Communication Technology (ICT).

iv. To contribute to the improvement of the educational system in the state by providing a non-formal education complementary to the formal system.

v. To provide counseling and guidance to the learners.

3. NATURE OF PROSPECTIVE TARGET GROUP OF LEARNERS

Krishna Kanta Handiqui State Open University would offer the BA Programme in Philosophy (Major) to suit the following prospective target group of learners.

i. Persons deprived of higher education at a young age and wish to improve their qualification and career, opting the subject called philosophy.
ii. People engaged in different services, business, agriculture or other profession for knowledge enhancement.
iii. Persons deprived of admission in conventional universities of the state.
iv. Prisoners, who want to reform themselves morally, religiously, and spiritually by taking the subject philosophy.
v. Working people who wish to develop their reasoning capacity in their professional as well as academic uplift.
vi. People who want to explore the root or original home of education.

4. APPROPRIATENESS OF PROGRAMME TO BE CONDUCTED IN OPEN AND DISTANCE LEARNING MODE TO ACQUIRE SPECIFIC SKILLS AND COMPETENCE

The BA programme in Philosophy is basically theoretical and therefore it is suitable for the ODL mode. Along with the self-learning materials, add-on resources like CDs, counselling session are also provided to help the learner in clarifying their doubts if any.

5. INSTRUCTIONAL DESIGN

5.1 Syllabus Design: The Dept. of Philosophy is launching three years BA Programme in major. Syllabus of the BA Programme in Philosophy has

been prepared with the help of experts in the subject from other reputed Universities and Institutions of the region, like Gauhati University, Guwahati, Cotton University, Guwahati, and IIT Guwahati. The contents of the syllabi are updated. While preparing the syllabi, UGC Model Syllabi and syllabi of other Universities and recommendations of Madhava Menon Committee have been consulted.

5.2 Course Distribution: The semester-wise distribution of the different courses of the BA Programme in Philosophy as Major is as follows:

Table: I

Semester I	**Semester II**	**Semester III**	**Semester IV**	**Semester V**	**Semester VI**
General English	**MIL/Alternative English**	**Environmental Science**	**Spoken English**	**Philosophy 7 (Major)**	**Philosophy 11 (Major)**
Philosophy 1 (Elective 1)	**Philosophy 2 (Elective 1)**	**Philosophy 3 (Major)**	**Philosophy 5 (Major)**	**Philosophy 8 (Major)**	**Philosophy 12 (Major)**
Elective 2	**Elective 2**	**Philosophy 4 (Major)**	**Philosophy 6 (Major)**	**Philosophy 9 (Major)**	**Philosophy 13 (Major)**
Elective 3	**Elective 3**	**Elective 2/3**	**Elective 2/3**	**Philosophy 10 (Major)**	**Philosophy 14 (Major)**

5.3 Course Structure: This programme consists of 24 courses out of which 14 courses are interrelated with Philosophy major subject and the rest of 10 courses are common for the BA programme. This programme is

divided into six semesters. 1st and 2nd semesters consist of one paper each, viz. Logic 1, and Logic 2 of Philosophy subject, and these two papers will be studied in both major and pass programme. 3rd and 4th semesters consist of 2 papers each. The names of the papers are Indian Philosophy-I, Ethic, Indian Philosophy-II and Religion. The above-mentioned first two papers will be studied in 3rd semester, and last two will be studied in 4th semester major course. In 5th and 6th semesters, there will be four papers each. The names of the papers are Metaphysics, Epistemology, Greek, and Medieval Philosophy, Modern Western Philosophy, Contemporary Western Philosophy, Contemporary Indian Philosophy, Social and Political Philosophy and Applied ethics. The above-mentioned first four papers will be studied in 5th semester, and the last four papers will be studied in 6th semester. All the papers consist of 4 credits. Till 4th semester, along with the major course, learners will have to study the pass course. For that, they will have to take some elective subjects and some other compulsory subjects like General English, Alt. English, and MIL etc. While 5th semester onwards the learners of the major course will have to read only the major papers. Semester-wise distribution of the courses has already been mentioned in **Table: I.** Detailed syllabi of the courses have been attached in **Annexure: I** of this report.

5.4 Credit Distribution of Courses: The Credit Distribution of the different courses of the BA programme in Philosophy as Major is presented in Table II.

Table: II

	Semester I	Semester II	Semester III	Semester IV	Semester V	Semester VI
Course	**General English**	**MIL/Alternative English**	**Environmental Science**	**Spoken English**	**Philosophy 7 (Major)**	**Philosophy 11 (Major)**
Credit	**4**	**4**	**4**	**4**	**4**	**4**
Course	**Philosophy 1 (Elective 1)**	**Philosophy 2 (Elective 1)**	**Philosophy 3 (Major)**	**Philosophy 5 (Major)**	**Philosophy 8 6 (Major)**	**Philosophy 12 (Major)**
Credit	**4**	**4**	**4**	**4**	**4**	**4**
Course	**Elective 2**	**Elective 2**	**Philosophy 4 (Major)**	**Philosophy 6 (Major)**	**Philosophy 9 (Major)**	**Philosophy 13 (Major)**
Credit	**4**	**4**	**4**	**4**	**4**	**4**
Course	**Elective 3**	**Elective 3**	**Elective 2/3**	**Elective 2/3**	**Philosophy 10 (Major)**	**Philosophy 14 (Major)**
Credit	**4**	**4**	**4**	**4**	**4**	**4**
Credits per semester	**16**	**16**	**16**	**16**	**16**	**16**

The overall weightage of the B A programme in Philosophy as Major Course is of 96 credits. The credit distribution of the different courses in the programme is presented in **Table III.**

Table: III

Courses	**Credits**
General English	4
MIL/Alt English	4
Environmental Studies	4
Spoken English	4
Basic Computer / Studies of Assamese Culture – I	4
Office Management / Studies of Assamese Culture – II	4
Philosophy (Elective 1)	24
Elective 2`	24
Elective 3	24
Total	**96**

5.5 Definition of Credit Hours: 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 counseling per course is offered to the learners at their respective study centers.

5.6 Duration of the Programme: The BA Programme in Philosophy has six semesters and is of minimum 3 years. However, the maximum duration of the programme is 8 years as stated below:

- Minimum Duration : 6 semesters (3 years).
- Maximum Duration : 8 years.

5.7 Faculty and support staff requirement: The University currently has 2 full time Assistant Professors in the Department of Philosophy.

5.8 Instructional Delivery Mechanisms: For all the papers, different self-learning materials (SLM) are there. These self-learning materials just like textbooks, under which different units have been written covering the syllabus. The study materials will be provided to the learners in English and Assamese version. However, the uniqueness of the SLM is that they are written in a very simple and lucid language. All the units of the SLMs follow a common house style that includes learning objectives, introduction, check your progress, activity, let us know, let us sum up, further readings, answers to check your progress, and model questions. With the help of this, units are made very simple and easy to understand for the learners. In all the semesters one assignment of 50 marks has been given. Students are to complete and submit it to the respective study centers. In the examinations, 20% weightage is for home assignments, and 80% for the written examination. Apart from the printed Self-Learning Materials, audio and video materials on certain modules are also offered to the learners. In addition, certain other important topics are covered through community radio programmes broadcast through the *90.4 Jnan Taranga* Community Service Station of the University.

5.9. Learner Support Services:

5.9.1. ICT Support: ICT support is a major component of any ODL system of education. Our university has as such given emphasis on this. Some ICT-based support systems provided by the university for the learners of BA in Assamese are listed below:

5.9.2. Website: We have developed full-fledged official website www.kkhsou.in for our learners and general public. Here we have provided all necessary information to our learners. The Website is also linked with the social-networking site like Facebook (KKHSOU FB Official Group) for interaction among the learners, faculty members and stakeholders. The website also includes the customised study centre-search facility based on district or programme. And most of the Audio-Video programmes are also made available online through YouTube.

5.9.3. Community Radio Service: Jnan Taranga (90.4 MHz) of KKHSOU is the first Community Radio of the North Eastern part of the country. The Community Radio, being a platform for the community for taking up community issues, is also a platform to broadcast several educational programmes that includes debates, discussions, and talk shows.

5.9.4 Ekalavya: With the help of Prasar Bharati, our University has launched a special educational programme namely Ekalavya. It is aired every Saturday from 8.00 PM to 8.30 PM through All India Radio, Guwahati and Dibrugarh.

5.9.5 Akashvani Phone-in Programme: Our University offers one hour live phone-in counselling programme through AIR, Guwahati and Dibrugarh where officers and experts from this University clarify

queries of listeners/learners via telephone. The phone in programme is aired every Thursday from 09.15 AM to 10.15 AM.

5.9.6 e-SLM: An e-learning portal by the name of e-SLM (http://eslm.kkhsou.in/) has been launched by the university. It is also a digital repository where the study materials are uploaded for the benefit of the learners. All the study materials of the programmes (including Degree, Master Degree etc.) can be assessed in this portal.

5.9.7 Open Access Journals Search Engine (OAJSE): To provide easy access to various open access journal across the world, KKHSOU has developed the Open Access Journals Search Engine (OAJSE) which is available for the users from the URL www.kkhsou.in/library/oajse or http://oajse.kkhsou.in . OAJSE aims to cover journals in all subjects that are published in English language. There are now 4,500+ journals in the directory. All are searchable at article level.

5.9.8 KKHSOU Mobile App: Our University has developed a mobile application "KKHSOU" to help the learners to connect 24x7 with the university. It can be freely downloaded from Google Play Store (for android user).

5.9.9 SMS and e-mail Alert Facility: University has initiated an SMS and e-mail alert facility for learners regarding any news, events and learner-related information of the university.

5.9.10 E-mail services: Learners can write emails to any officials/faculty members in university's general mail id: info@kkhsou.in. Queries raised through to this mail id are readdressed by concerned official/faculty members of the university.

5.9.11 TV programme: University is going to initiate a half an hour live educational programme through a TV Channel Prag-News from June 2018. It will be telecast every Sunday at 8:30 am.

5.10. Identification of Media: All the learners are provided with Self Learning Materials, which is comprehensive in terms of contents in the syllabi. These learning resources are prepared with the help of resource persons across the country. Senior Professors from different Universities of the region are engaged as Editors of the SLMs.

Apart from the Print Self Learning Materials, e-SLMs and audio and video materials on certain modules are also offered to the learners. In addition, certain topics are also covered through community radio programmes broadcast through the 90.4 Jnan Taranga Community Service Station of the University.

Eklavya, a radio programme on education is broadcasted from All India Radio Station, Guwahati and simultaneously broadcast by All India Radio Station, Dibrugarh.

Live Phone-in-programme is broadcast by All India Radio, Guwahati every Thursday (9.15 am – 10.15 am). In this programme, learners get live support to their queries, while the general public can also interact with officials/faculty members of the University on varied issues.

Most of the Audio-Video programmes are also made available online through You tube videos.

All the Study centres of the University are connected with free phone services to enable the study centres to interact among themselves as well as, with the University in any matters.

6 PROCEDURE FOR ADMISSION, CURRICULUM TRANSACTION AND EVALUATION

6.1 Procedure for Admission: The admission for the academic session 2018-19 of the University will be through online mode. A learner who desires to take admission in KKHSOU will have to submit his/her application through the online admission link provided in the University website www.kkhsou.in. The learner has to carefully go through the instructions for filling up the online admission form and complete the process accordingly. In the online admission system, the learner has to register with his/her mobile no/email id, and has to carefully verify the subjects of his/her choice available in the respective study centers.

1. For admission to a particular programme, the course fee is to be paid through online transaction mode—i.e., through credit card/debit card/net banking or any other available online mode of payment.
2. The learner after successful submission of the online admission form has to take a print out and submit the same to the study centre for hard copies of SLMs.
3. The verification of online application form will be done in the University and after the completion of the verification process, the e-SLMs will be sent to the respective Email-id of the learner.
4. The learners who have submitted incomplete application may be given conditional admission at the University's discretion, subject to fulfillment of other eligibility criteria.
5. All the enrolled learners will be provided with registration nos, SLMs and Identity cards.

6. The learner who is unable to complete the programme within specified period is required to register himself/herself as a fresh learner by paying the requisite fee.

6.2 Continuous Admission:

1. Admission will have to be taken continuously in the programmes without any break. A learner will be allowed to appear in all the examinations, including back courses, within the stipulated time of a programme.
2. A learner will have to take admission to the next semester within one month from the last date of examination of the previous semester. It doesn't depend on whether the candidate appeared in the previous examination or not.
3. A learner will be allowed to take admission to the next semester beyond one month, but within two months from the last date of examination of the previous semester with a fine of Rs 500/-.
4. A learner may be allowed to take admission even after the issue of notification for filling up of examination forms, but such learners will be allowed to appear in the examination of that semester in the next year only.

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6.3. Eligibility Criteria: For taking admission in B. A. Major Course,

1) A learner must be qualified **10+2** or equivalent examination (in any stream, including vocational Stream) from a council or university recognised by UGC.
2) Diploma passed from polytechnics in any branch.

a) Fee structure of B. A. Major Course in Philosophy is presented in Table IV.

Table-IV

Semester	Enrollment Fee	Course Fee	Exam Fee	Exam Centre Fee	Marksheet Fee	Total Fees to be Paid *	Arrear Subject
First	300	1,300	600	200	100	2,500	Rs.200 per paper + Centre Fee + Marksheet Fee Rs.10 +Consolidated Marksheet Rs.100
Second	……	1,300	600	200	100	2,200	
Third	……	1,300	600	200	100	2,200	
Fourth	……	1,300	600	200	100	2,200	
Fifth	……	1,300	600	200	100	2,200	
Sixth	……	1,300	600	200	200	2,300	

b) The University offers free education to the jail inmates and differently able learners. At present, the University offers free of cost education to jail inmates in 16 Central Jails of the state.

6.4 Curriculum Transaction and Activity Planer:

An activity planner, that guides the overall academic activities in the BA programme in Philosophy shall be make available prior to the admission scheduled of the University.

a) SLMs are provided to the learners both in Hard copies and sent to the learners through study centres. Self Learning Materials (SLM) are basically prepared in English and Assamese medium for the B.A. programme in philosophy.

b) Apart from this, the university also provides Audio and Video Contents related to the course contents of the B. A. Programme in Philosophy. These are sent to the study centres both in audio and audio-visual format for the benefit of the learners. The respective study centres will provide the facility to the learners in some counseling sessions on timely basis.

c) Counseling sessions are arranged for the learners of B. A. Programme in Philosophy, Major in the respective study centers. All counseling sessions are held on Sundays only. There will be at least 30 counseling sessions for the annual system, and 15 counseling sessions for the B.A. Programme in Philosophy, Major, as may be notified by the respective study centres.

6.5 Evaluations:

a) The University conducts term-end examination once for odd semesters and once for even semesters in a year. The learner can take the examination only after the minimum period after prescribed for the course of study. For the overall evaluation of a course, the University follows the two types of evaluation:

i. Continuous Evaluation (Assignments): Weightage assigned 20%.

ii. Term End Evaluation (Semester-end Examinations): Weightage assigned 80%.

b) A learner will have to submit the assignments to the respective study centres where he/she is enrolled. In addition, the councilors will put marks on the assignment and the centre will finally submit the list of marks of assignment to the controller of examination.

c) Examination schedule indicating the date and time of examination for each course is sent to all the study centres in advance. The same is also notified in the university website.

d) If a learner is not satisfied regarding the mark of a particular course, he/she can recheck the particular course prescribed by the examination office.

6.6 Refusal/Cancellation of Admission: Refusal/Cancellation of Admission Information brochure and Not withstanding anything contained in the prospectus the University reserved the right to refuse or cancel Admission of any Individual.

7 REQUIREMENT OF LABORATORY SUPPORT AND LIBRARY RESOURCES

7.1 Laboratory Support: Philosophy being a theoretical discipline requires no laboratory services.

7.2 Library Resources: Library services are offered to the learners through physical library facilities setup by the University at the respective study centers. The Central Library, Krishna Kanta Handiqui State Open University plays a vital role in the collection, development and dissemination of academic, scientific and technical information to meet the present and future needs of the University.

The Central Library, KKHSOU is located at the Rani Campus, Guwahati. The library is in the 3rd Floor of the Main Building. The library remains open from 10.00 am to 5.00 pm in all working days. The library is fully computerized with an ILS (Integrated Library System) and also equipped with RFID (Radio-frequency Identification) technology.

The Central Library has the following resources-

Physical Resources:

- ***Books-*** 18,164
- ***Theses-*** 8

- ***Report-*** 1
- ***Journals-*** 35
- ***Magazines-*** 12
- ***News Papers-*** 5
- ***Audio CD/DVD-*** 49
- ***Video CD/DVD-*** 6
- ***CD/DVD with Textual documents-*** 66

E-resources:

- E-Journals: The Central Library of KKHSOU subscribed e-journals from JSTOR (www.jstor.org), and the resources are very much necessary for academic and research community of the University.
- Digital Library: Digitization has become deeply embedded into every aspect of education today. Hence, the Central Library of KKHSOU has started the Digital Library initiative. The mission of the "Digital Library at KKHSOU" is to locate, digitize, preserve, collect and make accessible the accumulated wisdom of the institute's output to the global community. The resources of the Digital Library include Administrative Documents, Conference/Seminar Proceedings, Faculty Publications, Journal of Open Learning and Research Communication (JOLRC), KKHSOU in News and Media, Newsletters, Annual Reports, MPhil/PhD Theses, Public Lectures, Convocation Addresses, Working Papers, etc. URL: http://dlkkhsou.inflibnet.ac.in
- Open Access Journals Search Engine (OAJSE): To provide easy access to various open access journal across the world, KKHSOU developed the Open Access Journals Search Engine (OAJSE) which is available for the users from the URL www.kkhsou.in/library/oajse.
- KKHSOU at Shodhganga: Krishna Kanta Handiqui State Open University (KKHSOU) has joined Shodhganga for depositing their theses which is available for the users from the URL http://shodhganga.inflibnet.ac.in/handle/10603/145533.
  Shodhganga repository is the reservoir of Indian intellectual output

stored, hosted and maintained by the INFLIBNET Centre, an IUC of UGC.

8 COST ESTIMATE OF THE PROGRAMME 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 Expert Committee, honorarium to be 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.

About 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 BA Programme on Philosophy.

8.1 Programme Development Cost: Rs. 11,6,500.00 for English Medium and Rs. 11,92,800.00 for Assamese Medium. The office of the Finance Officer of KKHSOU has worked out the following also.

a. SLM Development Cost for Under Graduate programme

English medium per Unit Rs. 5,500/-

Assamese medium per Unit Rs. 5,680/-

b. Printing Cost per SLM Rs. 56/-

c. Cost of CD per unit Rs. 23/-

8.2 Programme Delivery Cost:

The SLMs prepared have to be delivered to various study centres located at the far-flung remote areas. On an average, the University delivers about 15 kgs of study materials per student. The cost of delivery of 1 kg of such material is Rs.10. Accordingly, depending upon the number of candidates the cost for the B A Programme in Philosophy will be provisioned by the University. The office of the Finance Officer has calculated the delivery cost of SLM per student at Rs. 150.00.

8.3 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, but will also benefit the learners of other programmes. The University will also bear the cost of organizing the meeting of Syllabus Revision Committee etc. and 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 for the maintenance of Under Graduate programmes per student for Arts programmes is Rs. 600.00.

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

9 Quality Assurance Mechanism and Expected Programme outcomes:

9.1 Quality Assurance Mechanism: The syllabus for Major course in Philosophy has been designed according to the recommendation of Madhava Menon Committee approved by UGC. As quality Assurance Mechanism, the University has taken some steps which can be mentioned below:

i. B.A revised syllabus in Philosophy in Major Course, according to Madhava Menon Recommendation, has been prepared by the subject experts of Philosophy from Gauhati University, IIT Guwahati, and Cotton University, Assam, under CCS programme of KKHSOU.

ii. To prepare quality Self learning materials of the subject of philosophy in Major Course, units of different courses have been assigned to the teachers of the reputed institutions of the state. (Gauhati University, IIT Guwahati etc.)

iii. KKHSOU has planned to edit all the Self-learning materials (SLM) of philosophy in Major Course in two forms. The first one will be in content editing form and the second one will be in language editing form.

iv. Centre for Internal Quality Assessment (CIQA) of KKHSOU has formulated plans to conduct stakeholders meeting.

v. CIQA also has organised workshop on SLM development.

vi. Apart from this, CIQA also has arranged to conduct SLM audit.

9.2 Expected outcomes of the BA Programme in Philosophy (Major)

i. The BA Programme in philosophy (Major) will allow the learners to acquire knowledge enabling them to articulate well the conditions around them.

ii. The programme will also encourage the learners to go for higher studies.

iii. The programme will enable the learners to engage with the society in a fruitful manner leading to the welfare of all and thus contribute to the betterment of the society.

iv. The BA Programme in Philosophy (Major) would help in developing quality academicians having sound knowledge of Philosophy.

v. After completing this course a learner can appear in interview of any academic post (graduate level), can apply for administrative job, or get admitted to master degree course for higher studies.

vi. The BA Programme in Philosophy will also help in fulfilling the aspirations of some of the learners of being a Graduate.

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Annexure: I

Detailed Course wise Syllabus of BA Programme in Philosophy (Major)

SEMESTER: 1

PAPER: 1

LOGIC: I

Unit 1: Nature of formal Logic (Classical and modern logic as two stages of the development of formal logic)

Formal logic: What it is, Logic and deductive argument, Symbolic logic

Unit 2: Argument: Argument and Argument form; Truth and Validity

Logic: What it is, Nature of Argument, Kinds of Argument: Inductive and Deductive, Logic and Deductive argument, Argument and Argument forms, Truth and Validity

Unit 3: The concept of symbol, use of symbol

Symbolic logic and symbol, What is symbol, the difference between symbol and sign, Different types of symbols, symbols used in propositional logic, symbols used in predicate logic, different uses of symbols.

Unit 4: Logical form

Concept of Logical Form, Distinction between Form and Matter, Recognizing the form of an argument, Logical form and the use of symbols, Importance of logical form

Unit 5: Inference and implication

What is implication, Different meanings of material implication, Features of implication, Material implication

Unit 6: Truth functions: Logical constants and Basic truth functions inter-definition of logical constants

Proposition: Simple and Compound, Variables, Logical constants, the scope of logical constants and the use of brackets, truth function, basic truth functions and their tabular representations, truth tables for basic truth-functions

Unit 7: Truth table method: Testing of statements and Arguments

Truth table method, determining the truth value of compound expressions, basic rules for determining the validity of arguments by truth table method, indirect truth table method or the method of reduction-ad- absurdum

Unit 8: Propositions and its Analysis: Traditional Analysis of Propositions and its drawbacks

Proposition, Structure of proposition, Nature of Copula, Proposition and judgment, Proposition and Sentence, Classification of Proposition, Categorical propositions and classes, Doctrine of Distribution of terms, Reducing sentences to logical forms, Opposition of propositions, Drawbacks of traditional analysis and classification of proposition

Unit 9: Modern classification of propositions: Simple and Compound, Singular &General

Modern Analysis of Proposition, Proposition and Sentence, Modern classification of Proposition, Singular and General Proposition, Comparison between modern and Traditional classification of proposition

Unit 10: Square of opposition of propositions

Existential import of A, E, I and O proposition, Traditional Analysis of Square of Opposition, Modern Analysis of Square of opposition

Unit 11: Propositional logic and predicate logic

Branches of symbolic logic, Development of propositional logic and predicate logic, Propositional logic, Forms of propositional logic, Sentence, proposition and statement, Simple and compound proposition, Logical constant, propositional variable and propositional constant, Truth function, Decision procedure, Formal proof of validity, Predicate logic, Need of predicate logic, Singular and general proposition, Propositional function, Quantifiers, Rules of inference, Difference between propositional logic and predicate logic

Unit 12: Idea of Quantification

Propositional Logic and Predicate Logic, Singular and General Propositions, Propositional Function, Quantification: What it is, Types of Quantifiers, Quantification of Four-Fold Classification of Propositions, Square of Opposition, Proving Validity and Invalidity: Rules of Quantification.

Unit 13: Existential and universal quantifiers

Predicate logic, Symbols used in predicate logic, Quantifiers and types of Quantifiers, Difference between universal quantifier and existential quantifier, Symbolisation of categorical statements with quantifiers, and Scope of quantifier.

Unit 14: The concept of set, set membership, null set

Set Membership, Null Set, Finite and Infinite Set, Subset and Superset, Universal Set Power Set

Unit 15: Operations on sets—Union, Intersection and difference

Union of Sets, Intersection of Sets, Difference of Sets, Complement of a Set

SEMESTER: 2

Paper :2

Logic: II

Unit 1: Standard form categorical syllogism

Standard form categorical syllogism, Mood, Figure, Venn diagram technique for testing syllogism

Unit 2: Venn diagram

Categorical proposition and standard form of categorical proposition**,** Classes and relation, The four standard form of categorical propositions and their class relations, 6 Distribution of terms, Venn diagram, Use of Venn diagram, History, Aristotelian and Boolean standpoint, Symbolism and diagrams for standard form categorical propositions

Unit 3: Venn diagrammatic technique for testing categorical syllogism

The concept of syllogism, kinds of syllogism, standard form of categorical syllogism, Venn-diagram etc

Unit 4: Rules of categorical Syllogism

What is categorical syllogism? Figures and Moods of Syllogism, Standard form categorical syllogism, Rules of Categorical Syllogism

Unit 5: Basic Categorical syllogistic fallacies

Categorical Syllogism, Fallacy of Four Terms, Fallacy of Undistributed Middle, Fallacy of Illicit Major, Fallacy of Illicit Minor

Unit 6: Formal Proof of Validity

Formal Proof of Validity, Strategy for Deduction, Derivation Rules: Rules of Inference, Derivation Rules: Rules of Replacement, Differences between Replacement and Substitution, Differences between Rules of Inference and Rules of Replacement, Test of Formal Proof

Unit 7: Rules of Inference

What is Rules of inference, Nine Rules of Inference, Solved Examples of rules of inference

Unit 8: Rules of replacement

What is Rules of Replacement, Ten Rules of Replacement, Solved Examples of rules of Replacement

Unit 9: Elementary formal deductions by applying these rules

Elementary Formal Deduction, Simple Introductory Deduction, The Strategy for Constructing Formal Deduction, Certain Examples of Formal deduction

Unit 10: The concept of decision procedure

Decidability, Truth -table method, The Method of Reductio Ad Absurdum or the Indirect Truth- Table Method, Reduction to Conjunctive Normal Form

Unit 11: The concept of induction

Nature and Characteristics of Inductive Inferences, Stages of Induction, the Problem of Induction, Kinds of Induction**,** Inductive Fallacies

Unit 12: Causality: Cause & Conditions, Necessary & Sufficient Conditions, Constant Conjunction

Definition and Meaning of Causality: Aristotle's View on Causality, Francis Bacon's Views on Causal Relation, David Hume's View on Causality, John Stuart Mill's Analysis of Causality, Cause and Condition, Necessary and Sufficient Condition, Cause and Constant Conjunction

Unit 13: Hypothesis: Kinds and use

What is hypothesis? The purpose and function of hypothesis, Characteristics of a hypothesis, Steps of hypothesis, Kinds of hypothesis, Formulation of hypothesis, Criteria for the formulation of a hypothesis, Conditions for a valid hypothesis, Origin of hypothesis, Verification and proof of hypothesis, Hypothesis and induction, Hypothesis, theory, law and fact, Uses of hypothesis

Unit 14: Analogy

Use of Analogy in Different Contexts, Use of Analogy in Logic: Nature and Structure of Analogical Arguments, Appraisal of Analogical Arguments, Uses of Analogical Arguments, Refutation by Analogy, Upamana: A Source of Knowledge of Similarity

Unit 15: The problem of justification of induction

Problem of induction: Can a demonstrative proof of principle of inductive reasoning be offered? Can the principle of inductive reasoning be justified by inductively? Answers to the problem of induction: Inductive justification of induction: answer to Hume's objections, Pragmatic justification of induction, Justification by principle of uniformity of nature and law of causation, Dissolution of the problem of induction, Falsifiability principle

SEMESTER: 3

PAPER:3

INDIAN PHILOSOPHY:I

Unit: 1 The Nature and Scope of Indian Philosophy

Nature of Indian Philosophy, Scope of Indian Philosophy

Unit: 2 The basic philosophical ideas in the Vedas: Ritam, stages Of development of theism

Ṛta, Theism and its various types, Polytheism, Henotheism, Monotheism, Deism, Monism Pantheism, Panentheism. Autotheism

Unit: 3 The Gita's Idea of Karmayoga

Aparavidya The concept of Gita, Gita's view on Karmayoga, Interpretation of the concept of Niskāma Karma, Niskāma karma: Metaphysical and Epistemological concept, Pravṛtti and Nivṛtti, Svadharma, Mokṣa: The Supreme Goal of Human Life, Gīta's karmayoga and Kant's Deontological Ethics

Unit: 4 The astika-nastika division of schools of Indian Philosophy

The Āstika Schools, The Nāstika Schools

Unit: 5 Carvaka: Epistemology

Accidentalism and naturalism, The denial of inference, The denial of the validity of the Vedas

Unit: 6 Carvaka: Metaphysics

Ca-rva-ka: Metaphysics, Ca-rva-ka: Concept of Soul and Consciousness, Ca-rva-ka: Arguments in Favour of Deha-tma-va-da, Criticism against Ca-rva-ka Deha-tma-va-da, Ca-rva-ka: Denial of God's existence, Ca-rva-ka: Svabha-bava-da, Ca-rva-ka: Denial of Law of Karma and Theory of Rebirth, Ca-rva-ka: Reaction against Liberation

Unit: 7 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 Nirva-na, The Path of Cessation of Suffering

Unit 8: Buddhism: Theory of Momentariness

General idea about Buddhism, Concept of Dependent Origination or Pratityasamutpāda, Concept of Momentariness or Kṣanikavāda, Criticism of Momentariness, Brief account of No-soul theory

Unit: 9 Buddhism: The concept of Nirvana

Brief Outlook on Buddhism, Concept of Four Noble Truths, First Noble Truth, Second Noble Truth, Third Noble Truth, Fourth Noble Truth, Concept of Nirvāṇa

Unit: 10 Realistic schools of Buddhism: Vaibhasika and Sautrantika

Sarvastivada or Vaibhasika, The Dharma Theory, The Doctrine that 'All Exist', No-soul Theory

Sautrantika, Theory of Momentariness, Skandhamatratas, Nirvana

Unit: 11 Idealistic Schools of Buddhism: Madyamika or Madhyamaka and Yogacara

Madhyamaka: Nagarjuna, Unreality of the External World, The Highest Reality, Yogacara Existence of Mere Ideas (vijnaptimatrata), The Store Consciousness (alayavijnana), The Three Kinds of 'Own Being' (svabhava)

Unit: 12 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: 13 Jainism: Anekantavada

Literal Meaning of Anekantavada, Explanation of change in the context of Anekantavada

Analysing positive and negative characters of an object, Understanding Anekantavada with a concrete example, Ekantavada

Unit 14: Jainism: Metaphysics

What is Jaina Metaphysics? Two Important Concepts In Jainism, Dravya: Elaborated, Soul or Jiva,, Ajivas – The Inanimate Substance

Unit: 15 Nyaya: Concept of Prama

Definition of prama, Nyaya: Sources of knowledge, Anuman, Inference, Upamana, Testimony

PAPER-4

ETHICS

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: The Nature of Moral Judgment

The Concept and Nature of Moral Judgment, the Subject of Moral Judgment

The Object of Moral Judgment, Difference between Moral Judgment and other

Unit 4: Fact and Value

What is fact, What is value, Classification of values, Distinction between fact and value

Unit 5: Moral Concepts: Good, Right, Duty, Virtue Good, Right, Duty, Virtue

Unit 6: 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 7: 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 Mil

Unit 8: Aristotle's concept of happiness

Aristotle's Concept of Happiness, Happiness is the highest end of life, happiness and Freedom of will, Aristotle's Concept of Eudaimonia, Conclusion

Unit 9: 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 10: 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 11: Purusartha

Artha, Kama, Dharma, Moksa, Four Basic Sciences

Unit 12: Theories of Punishment Notion of Crime and Punishment

Theories of Punishment, Deterrent Theory, Reformative Theory, Retributive Theory, Capital Punishment

Unit 13: 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

Unit 14: Moore: Indefinability of Good

The Indefinability of Good, Simple and Complex Property, Open question argument, Naturalistic Fallacy, Good as Intrinsic Value, Criticism

Unit 15: Emotivist analysis of moral language: Ayer

Ayer's emotivism, Ayer and the principle of verification,. Evaluating Ayer's emotivism, Stevenson's emotivism, Emotivism and moral disagreement

SEMESTER: 4

PAPER:5

Indian Philosophy: II

Unit 1: Vaisesika: Dravya, Guna, Samanya

VaiÐes.ika Epistemology, Valid Knowledge, Invalid Knowledge, Kinds of Categories: What they are? Substance, Quality, Generality, Non-existence

Unit 2: Vaisesika: Atomism

Meaning of the term 'Atom', The four elements/atoms: Earth, Water, Air and fire, Earth, Water, Air, Fire, Ether is not atomic, Vaisesika arguments for the existence of atoms, Creation and Destruction of the world, Vaisesika atomism is not materialistic, Vaisesika Atomism and Greek atomism: A comparative study, Critical appreciation of Vaisesika atomism

Unit 3: Samkhya: Theory of Causation

Definition of Causation, Theories of Causation in Indian philosophy, Satkaryavada in Samkhya philosophy, Identical nature of Cause and Effect, Criticism of Satkaryavada, Prakrti parinamavada in Samkhya philosophy,

Unit 4: 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 5: Yoga: The concept of citta-vritti

Brief Description on Yoga philosophy, Concept of Citta-Vritti, Astāṅga Yoga

Unit 6: Yoga: Astanga yoga

Concept of Yoga, Citta and Citta Vr.ttis, The Five kinds of Klesas, Yoga Ethics, Citta bhumi Sama-dhi, Eight Limbs of Yoga (Yoga-n.gas) , Place of God in Yoga Philosophy, Liberation of the Self

Unit 7: Mimamsa: Intrinsic validity of knowledge

Nature of Valid knowledge, Mimamsaka theory of Svatahpramanyavada, Nyaya theory of Paratahpramanyavada, Paratahpramanyavada and Svatahpramanyavada: A Comparison

Unit 8: Mimamsa: Theory of error- akhyativada and Viparityakhyativada

Nature of Valid Knowledge, Sources of Knowledge, Theories of Error,

Unit 9: Samkara: Brahman and Maya

Avdaita Vedānta, The Concept of Brahman, Nature of Brahman, Svarupalaksana of Brahman. Tatastha Laksana of Brahman, Neti Neti Concept of Brahman, Meaning of Māyā, Māyā is a fact of experience, The two functions of Māyā, Nature of Māyā

Unit 10: Samkara's Grades of Truth and Reality

Reality: What it is, Truth, Reality and its forms, Grades of reality

Unit 11: Ramanuja: God

Ramanuja's Concept of God, Significance of God, God is qualified (visista), God is Trisatvatmaka, God has internal distinction (Svagata Bheda), Aprthaka sidhi, God is the cause of the world, Ramanuja's concept of God (Thesim), Forms of God, Archa, Vibhava, Vyuha Susksama Antaryami

Unit 12: Ramanuja: Jiva and World

Three classes of Jiva, Significances of the Jiva, The Jivas are the parts of God, Jiva and God, Jiva and Avidya, The Jiva and Brahman are non-different, Ramanuja's view of the World, Ramanuja's concept of prakrti, Difference between the prakrti of Ramanuja and Samkhya, Brahman is the cause of the world, Ramanuja's view of satkarya vada, The world creation is real according to Ramanuja.

Unit 13: Ramanuja: Concept of liberation

The path of Liberation, The five types of Liberation, Ramanuja believe in Videhamukti, Significance of Prapatti,

Unit 14: Madhva: Concept of Brahman

Madhva's concept of Dualism (Dvaita), Concept of Brahman, Significance of Brahman or God God is qualified (Saguna), God is the cause of the world, God is the ultimate governor of the Jiva, God is said to be indescribable, Brahman is the supreme God, God has four manifestation Laksmi is the consort of God, God is full of grace,. The Panca Bheda Sidhanta ofMadhva,

Pluralistic theism, Madhva's God is realistic

Unit 15: Sankardeva: Concept of Bhakti, relation between God and Man

Concept of Bhakti, Nine modes of bhakti, Essential nature of a devotee or 'bhakta', Three grades of bhakti, Concept of God, Relation between man and God, Grace of God and Man

PAPER- 6

PHILOSOPHY OF RELIGION

Unit 1: Philosophy of Religion: Its nature and scope

Nature of philosophy of religion, Different philosophical approaches, Distinguish philosophy of religion and science of religion, Philosophy of religion and psychology of religion, Scope of philosophy of religion

Unit 2: Nature of religion, dimensions of Religion Meaning of Religion

Nature of Religion, Religion and Morality, Religion and Art, Religion and Science Religion and Philosophy, Dimensions of Religion

Unit 3: Religion, Philosophy and Science Religion and philosophy

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KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY

(KKHSOU)

PROGRAMME PROJECT REPORT

ON

BACHELOR OF ARTS IN POLITICAL SCIENCE (MAJOR)

Submitted to

UNIVERSITY GRANTS COMMISSION

BAHADUR SHAH ZAFAR MARG

NEW DELHI – 110 002

Submitted by

K. K. Handiqui State Open University

Guwahati, Assam

April 2018

Registrar
Krishna Kanta Handique
State Open University
Guwahati

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KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY

PROGRAMME PROJECT REPORT

BA POLITICAL SCIENCE (MAJOR) PROGRAMME

1. PROGRAMME'SMISSION AND OBJECTIVES

1.1 Mission

Political Science as an academic discipline constitutes an interesting area of study. The subject aims at enabling the learners to have an overall theoretical understanding of certain fundamental concepts of political existence. In the modern period, most nations of the world subscribe to the principles of freedom and democracy. As a corollary, in all democratic nations including ours, every individual in the society is also a citizen of the state with certain inalienable rights and responsibilities. As such, it is desirable one becomes aware of those concepts and realities of civic and political life which would enable one to contribute to individual and collectivewelfare. Against this background, the Bachelor of Arts (Major) Programme in Political Science is offered by the Department of Political Science under Surya Kumar Bhuyan School of Social Sciences of K.K. Handiqui State Open University. The programme intends to equip the learners with an understanding of some fundamentally important political ideas and principles. Accordingly, the programme covers a diverse range of topics such as political theory including various approaches to study political phenomena, state, sovereignty, public administration, politics in India, etc. Over and above these topics, the learners opting for the BA (Major)Programme in Political Science will be able to get an insight into some other very important areas such as international politics, political systems of some select countries, contemporary political issues, political thought, human rights and political development in Assam.On the whole, the vision and mission of the BA (Major)Programme in Political Science is therefore in conformity with the larger mandate of KKHSOU of imparting quality education to a diverse range of learners cutting across the barriers of age, academic background, socio-economic status and geographical boundaries.

1.2 Objectives

i. To equip the learners with knowledge regarding fundamental theoretical concepts and areas such as meaning and nature of political science and politics, state, sovereignty, democracy, rights, liberty, justice, citizenship, etc.

ii. To make the learners aware of certain dynamic areas of political life at a macro level such as contemporary political issues, political systems of some select countries, etc.

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iii. To familiarize the learners with certain issues taking place at a more local level such as political development in Assam.

iv. To make the learners aware of the relationship between the political system and its environment by way of teaching concepts such as political socialization, political culture, etc.

v. To make the learners politically conscious and aware. The composite knowledge gained by way of studying the subject, Political Science would help the learners to become conscious and proactive citizens oriented towards the goal of national development.

vi. To enable the learners to pursue higher education in Political Science or any other associated subject or areas as Public Administration, International Relations, etc.

vii. At a professional level, the BA Programme in Political Science (Major) is intended to help the learners seek a career in teaching and the NGO sector besides enabling the learners to appear in various competitive examinations under the State and the Central Governments.

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

A higher educational institution like KKHSOU aims at building, sharing and disseminating knowledge and enhancing relevant skills and capacity in order to develop effective human resources. Against this background, the BA (Major) Programme in Political Science is offered across the state of Assam covering study centres in both the Brahmaputra and Barak Valleys and the two hill districts of Karbi Anglong and Dima Hasao, thereby helping the University in accomplishing its motto of "Education beyond Barriers". The Programme is imparted by providing printed learning materials (Self Learning Materials) supplemented by usage of ICT. The Programme aims at equipping the learners with knowledge regarding fundamental theoretical concepts and ideas relating to civic and political life.

The BA (Major) Programme in Political Science seek to equip the learners with knowledge regarding fundamental theoretical concepts and areas relating to civic and political life covering both macro and micro dimensions. Accordingly, the learners will subsequently be able to pursue higher education in Political Science or any other associated subject or area as Public Administration, International Relations, etc. At the same time, inprofessional terms, the BA(Major)Programme in Political Science is intended to help the learners to explore job opportunities in teaching and the NGO sector besides enabling the learners to appear in various competitive examinations under the State and Central Governments. On the whole, the composite knowledge gained by way of studying the subject of political science at the undergraduate level would help the learners to become conscious and proactive citizens oriented towards the goal of national development.

In the ultimate analysis, the BA(Major) Programme in Political Science offers flexible learning opportunities overcoming the traditional constraints of age,medium, time,pace and place. Accordingly, theprogramme, offered across the state, would go a long way in enabling the University to fulfill its mission of “reaching the unreached”.

3. NATURE OF PROSPECTIVE TARGET GROUPS OF LEARNERS

The target groups of learners for the BA (Major) Programme in Political Science (Major) include:

- **General**
  i. People living in geographically remote and inaccessible areas including rural, mountainous and border areas.
  ii. Persons deprived of higher education at a young age and desirous of enhancing their qualification.
  iii. Women, particularly housewives.
  iv. People belonging to Scheduled Castes, Scheduled Tribes, socially and educationally backward classes.
  v. Differentlyabledpersons.
  vi. Jail inmates.

- **Specific**
  i. Learners planning to appear in various competitive examinations under the State and the Central Governments.
  ii. Learners planning to devote themselves to social service and join the NGO sector.
  iii. Learners planning to devote themselves to public service by way of joining active politics.

4. APPROPRIATENESS OF PROGRAMME TO BE CONDUCTED IN OPEN AND DISTANCE LEARNING MODE TO ACQUIRE SPECIFIC SKILLS ANDCOMPETENCE

The BA(Major)Programme in Political Science under the University is administered primarily by way of Self Learning Materials (SLMs) based on a specific house style. The SLMs in Political Science are prepared in both English and Assamese. Besides the supply of printed SLMs, other Learner Support Services are also effectively taken recourse to. These include availability of online video programmes in Political Science on the University website, supply of supplementary audio materials provided to the learners in the form of CDs containing lecture tutorials, regular counselling sessions in the respective study centres, term end assignments and examinations and correspondence between learners and the departmental faculty members over email and supplying

relevant textbooks to the study centre libraries. The tools as mentioned above are highly compatible for the programme to be offered through the ODL mode.

5. INSTRUCTIONAL DESIGN

5.1 Duration of the Programme

The BA(Major)Programme in Political Science is a three-year programme divided into six semesters. However, the maximum duration of the programme is 8 yearsas stated below:

- Minimum Duration : 3 years (6 semesters)
- Maximum Duration : 8 years

5.2 Minimum Eligibility

The BA (Major) Programme in Political Science can be pursued by:

i. Those who have passed 10+2 or equivalent examination (in any stream, including Vocational Stream) from a Council/University recognized by UGC.

ii. Diploma passed from Polytechnics in any branch.

5.3 Course Distribution with Political Science as Major: The semester-wise distribution of the different courses of the BA Programme with Political Science as Major is as follows:

Semester I	**Semester II**	**Semester III**	**Semester IV**	**Semester V**	**Semester VI**
General English	MIL/Alternative English	Environmental Science	Spoken English	Political Science-Course 7 (Major)	Political Science-Course 11 (Major)
Political Science-Course 1 (Elective 1)	Political Science-Course 2 (Elective 1)	Political Science-Course 3 (Major)	Political Science-Course 5 (Major)	Political Science-Course 8 (Major)	Political Science-Course 12 (Major)
Elective 2	Elective 2	Political Science-Course 4 (Major)	Political Science-Course 6 (Major)	Political Science-Course 9 (Major)	Political Science-Course 13 (Major)
Elective 3	Elective 3	Elective 2/3	Elective 2/3	Political Science-Course 10 (Major)	Political Science-Course 14 (Major)

***In this context, the following points may be noted*:**

a) Major courses are offered from third semester onwards.
b) Learners have to opt for three elective subjects, out of which one can be opted as Major from third semester onwards. Out of the two remaining elective subjects, one subject has to be continued as an Elective subject in the third and fourth semesters. A student opting for Major in Political Science has to study only Major courses (papers) in the fifth and sixth semesters. No pass course is offered in the fifth and sixth semesters.
c) Elective subjects offered under the BA programme include: Assamese, Economics, Education, English, History, Journalism and Mass Communication, Mathematics, Philosophy, Political Science, Sanskrit and Sociology.

5.4 Credit Distribution: The Credit Distribution of the different courses of the BA(Major) programme in KKHSOU with Political Science as Major is as follows:

	Semester I	**Semester II**	**Semester III**	**Semester IV**	**Semester V**	**Semester VI**
Course	General English	MIL/Alternative English	Environmental Science	Spoken English	Political Science-Course 7 (Major)	Political Science-Course 11 (Major)
Credit	**4**	**4**	**4**	**4**	**4**	**4**
Course	Political Science-Course 1 (Elective 1)	Political Science-Course 2 (Elective 1)	Political Science-Course 3 (Major)	Political Science-Course 5 (Major)	Political Science-Course 8 (Major)	Political Science-Course 12(Major)
Credit	**4**	**4**	**4**	**4**	**4**	**4**
Course	Elective 2	Elective 2	Political Science-Course 4 (Major)	Political Science-Course 6 (Major)	Political Science-Course 9 (Major)	Political Science-Course 13 (Major)
Credit	**4**	**4**	**4**	**4**	**4**	**4**
Course	Elective 3	Elective 3	Elective 2/3	Elective 2/3	Political Science-Course 10 (Major)	Political Science-Course 14 (Major)
Credit	**4**	**4**	**4**	**4**	**4**	**4**
Credits per semester	**16**	**16**	**16**	**16**	**16**	**16**

The overall weightage of the BA programme with Political Science as Major is of 96 credits. The credit distribution of the different courses in the programme is as follows:

Courses	**Credits**
General English	4
MIL/Alt English	4

Environmental Science	4
Spoken English	4
Elective 2/3	24
Political Science (Major)*	56
Total	**96**

*includes two courses studied in the first two semesters as an Elective subject.

5.5 Definition of Credit Hours

The University follows the system of assigning 30 hours of study per credit. Accordingly, as per 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 is offered to the learners at their respective study centres.

5.6 Programme Structure and Curriculum Design

The syllabi of the BA(Major)Programme in Political Science has been upgraded as per the recommendations of the Report of the *Committee to Regulate the Standards of Education being Imparted through Distance Mode* constituted by the Ministry of Human Resource under the chairmanship of N R Madhava Menon, popularly known as the Madhava Menon Committee Report.

The upgraded syllabus was framed by the (Committee on Courses) CCS in Political Science under the supervision of the Dean (Academic), KKHSOU. The CCS in Political Sciencewas constituted with three subject experts of whom two experts were from Gauhati University and one expert was from former Cotton College (presently Cotton University), along with in-house departmental faculty members.

The semester-wise titles of the courses of the BA Programme in Political Science (Major) are listed below:

In the first and second semesters there is one course (paper) each. In the third and fourth semesters, there are two courses each. In the fifth and sixth semesters there are four courses each. The total number of papers is 14 in all.

First Semester: Political Theory (Part- A)

Second Semester: Political Theory (Part- B)

Third Semester: Public Administration (Theory); International Politics (Theory)

Fourth Semester: Politics in India-I (Constitutional Dynamics) & Select Political Systems (UK & USA)

Fifth Semester:Politics in India-II (Structure and Processes); International Politics in the Contemporary World; Select Political Systems (Switzerland & China); Contemporary Political Issues

Sixth Semester:Public Administration in India; Political Thinkers; Human Rights; Politics in Assam- History and Present

(The detailed coursewise syllabus is presented at the end of the report as **Annexure I**).

5.7 Learner Support Services

The BA (Major)Programme in Political Science is administered by way of:

(i) Self-Learning Materials (SLMs) :

Printed **Self Learning Materials (SLMs)** are provided to the learners. The authors of the units of the SLMs include both in-house faculty members as well as teachers from other universities and colleges. The SLMs are written in an interactive and a lucid style based on a common house style (format).The whole approach is a learner friendly one. The SLMs are prepared in both English and Assamese and are provided to the learners based on their choice of language. All SLMs have to undergo three layers of editing, namely, format editing, language editing and content editing before final publication. It may be mentioned here that senior Professors and Associate Professors from other universities are engaged in the task of editing. The house style followed for each unit contains the following features:

- **Unit Structure** specifying the outline of the unit
- Well defined **Learning Objectives**
- **Introduction** bearing backward linkage with the previous unit while presenting an overview of the unit to the learners
- **Let Us Know** sections carrying additional and relevant information
- **Activity** sections for enabling the learners to apply their own thoughts
- **Side Boxes** against any term appearing in the text requiring explanation of the meaning or further elaboration
- **Check Your Progress** designed to help the learners to self-check
- **Answers to Check Your Progress** helping the learners to match and verify the answers written by them
- **Let Us Sum Up** summarizing the entire unit
- **Further Reading** carrying reference of some relevant textbooks for learners seeking additional information
- **Model Questions** intended to help the learners get an idea of the pattern of questions likely to be asked in the examination

It may be mentioned here that the SLMs of the BA(Major) Programme in Political Science are being prepared anew following the adoption of the revised syllabus framed

on the basis of the recommendations of the Madhava Menon Committee Report as indicated in point number 5.6.

(ii) ICT Support: ICT support is a major component of any ODL system of education. Our University has as such given emphasis on this. Some ICT-based support systems provided by the University to the learners of BA in Political Science (Major) are listed below:

- **Website:** We have developed full-fledged official website www.kkhsou.in for our learners and general public. Here we have provided all necessary information to our learners. The Website is also linked with the social-networking site like Facebook (KKHSOU FB Official Group) for interaction among the learners, faculty members and stakeholders. The website also includes the customised study centre-search facility based on district or programme. And most of the Audio-Video programmes are also made available online through YouTube.
- **Community Radio Service: Jnan Taranga** (90.4 MHz) of KKHSOU is the first Community Radio of the North Eastern part of the country. The Community Radio, being a platform for the community for taking up community issues, is also a platform to broadcast several educational programmes that includes debates, discussions, and talk shows.
- **Ekalavya:** With the help of Prasar Bharati, our University has launched a special educational programme namely ***Ekalavya.*** It is aired every Saturday from 8.00 PM to 8.30 PM through All India Radio, Guwahati and Dibrugarh.
- **Akashvani Phone-in Programme:** Our University offers one hour live **phone-in** counselling programme through AIR, Guwahati and Dibrugarh where officers and faculty from this University clarify queries of listeners/learners via telephone. The phone in programme is aired every Thursday from 09.15 AM to 10.15 AM.
- **e-SLM:** An e-learning portal by the name of e-SLM (http://eslm.kkhsou.in/) has been launched by the University. It is also a digital repository where the study materials are uploaded for the benefit of the learners. All the study materials of the programmes (including Degree, Master Degree etc.) can be assessed in this portal.
- **Open Access Journals Search Engine (OAJSE):** To provide easy access to various open access journal across the world, KKHSOU has developed the Open Access Journals Search Engine (OAJSE) which is available for the users from the URL www.kkhsou.in/library/oajse or http://oajse.kkhsou.in . OAJSE aims to cover journals in all subjects that are published in English language. There are now 4,500+ journals in the directory. All are searchable at article level.
- **KKHSOU Mobile App:** Our University has developed a mobile application "KKHSOU" to help the learners to connect 24x7 with the University. It can be freely downloaded from Google Play Store (for android user).

- **SMS and e-mail Alert Facility:** University has initiated an SMS and e-mail alert facility for learners regarding any news, events and learner-related information of the University.
- **E-mail services:** Learners can write emails to any officials/faculty members in University's general mail id: info@kkhsou.in. Queries raised through to this mail id are readdressed by concerned official/faculty members of the University.
- **TV Programme:** KKHSOU is going to initiate a half an hour live educational programme through a TV Channel from June 2018. It will be telecast every Sunday at 8.30 am.

(iii) Audio Materials for Blind Learners: For blind learners audio materials in the form of CDs are provided to the Blind learners in place of printed SLMs.

(iv) Counselling Sessions: Regular counselling sessions are held in the respective study centres for the benefit of the learners.

(v) Assignments: Term end Assignments for each semester are sent to the learners along with the SLMs and also uploaded on the University website.

(vi) Examinations: Term end examinations are held at the end of each semester.

5.8Faculty and Support Staff

At present the Department of Political Science of the University has one Associate Professor and two Assistant Professors.

6 PROCEDURE FOR ADMISSION, CURRICULUM TRANSACTION AND EVALUATION

6.1 Admission Procedure

(i) The admission for the academic session 2018-19 of the University will be through online mode. A learner who desires to take admission in KKHSOU will have to submit his/her application through the online admission link provided in the University website www.kkhsou.in. The learner has to carefully go through the instructions for filling up the online admission form and complete the process

accordingly. In the online admission system, the learner has to register with his/her mobile no/email id, and has to carefully verify the subjects of his/her choice available in the respective study center.

(ii) For admission to BA (Major) Programme in Political Science, the course fee is to be paid through online transaction mode—i.e., through credit card/debit card/net banking or any other available online mode of payment.

(iii) The learner after successful submission of the online admission form has to take a print out and submit the same to the study centre for hard copies of SLMs.

(iv) The verification of online application form will be done in the University and after the completion of the verification process, the e-SLMs will be sent to the respective Email-id of the learner.

(v) The learners who have submitted incomplete application may be given conditional admission at the University's discretion, subject to fulfillment of other eligibility criteria.

(vi) All the enrolled learners will be provided with registration no, SLMs and Identity cards.

(vii) The learner who is unable to complete the programme within specified period is required to register himself/herself as a fresh learner by paying the requisite fee.

6.2 Continuous Admission

(i) Admission will have to be taken continuously in the programmes without any break. A learner will be allowed to appear in all the examinations, including back courses, within the stipulated time of a programme.

(ii) A learner will have to take admission to the next semester within one month from the last date of examination of the previous semester. It doesn't depend on whether the candidate appeared in the previous examination or not.

(iii) A learner will be allowed to take admission to the next semester beyond one month, but within two months from the last date of examination of the previous semester with a fine of Rs 500/-.

(iv) A learner may be allowed to take admission even after the issue of notification for filling up of examination forms, but such learners will be allowed to appear in the examination of that semester in the next year only.

6.3 Fee Structure

The fee structure (in rupees) of the BA (Major) Programme in Political Science is as follows:

Semester	Enrollment Fee	Course Fee	Exam Fee	Exam Centre Fee	Marksheet Fee	Total Fees to be Paid *	Arrear Subject
First	300	1,300	600	200	100	2,500	Rs.200 per paper + Centre Fee + Marksheet Fee Rs.10 +Consolidated Marksheet Rs.100
Second	……	1,300	600	200	100	2,200	
Third	……	1,300	600	200	100	2,200	
Fourth	……	1,300	600	200	100	2,200	
Fifth	……	1,300	600	200	100	2,200	
Sixth	……	1,300	600	200	200	2,300	

6.4 Financial Assistance

The University offers free education to jail inmates and specially-abled learners. At present, the University offers free of cost education to jail inmates in 16jails study centres across the state.

6.5 Curriculum Transaction and Activity Planner

6.5.1 Curriculum Transaction

The Curriculum for the BA (Major) Programme in Political Science is available in the prospectus. The relevant portion of the syllabus is incorporated in the initial introductory pages of the respective Self Learning Material(SLM). The courses/papers of the Curriculum are taught to the learners through the printed Self Learning Materials (SLMs) prepared in both English and Assamese. Along with the SLMs,supplementary audio materials are also provided to the learners through CDs.

Online BA level learning materials (e-SLMs) in Political Science are also available on the University website(www.kkhsou.in) under the *Learner Corner* section and also under the category callede-SLM (http://eslm.kkhsou.in/)

Regular counselling sessions in the respective study centres are held in the respective study centres for the benefit of the learners.

Moreover, the phone-in programmes with KKHSOU broadcasted through a designated weekly hour on Thursday through AIR Guwahati and Dibrugarh centres have also helped the University and the Department of Political Science in establishing a rapport with the learners to some extent.

6.5.2 Activity Planner

An activity planner, that guides the overall academic activities in the BA Programme (with Major) shall be made available prior to the admission schedule of the University. The CIQA office and the office of the Academic Dean would upload the Academic Plan and month wise Academic Calendar to enable the learners to plan their studies and activities accordingly.

6.6 Evaluation

i. Accordingly, for overall evaluation of a course, the University follows the two types of evaluation:
   a) Continuous Evaluation (Assignments): Weightage assigned 20%.
   b) Term End Evaluation (Semester-end Examinations): Weightage assigned 80%.

ii. Learners have to submit home assignments at the end of each Semester within the schedule of a semester at the respective study centres. The counsellors at the study centres evaluate the assignments and return them to the learners with feedback.

iii. Term end examinations are held at the end of each semester for final evaluation of the learners. Term end examinations are conducted on scheduled dates at select examinations centres.

iv. Evaluation of the term end examinations are done by the external examiners at zonal centres. After evaluation, further scrutiny is done, followed by moderation. Results are declared within scheduled dates as laid down in the Activity Planner.

v. Learners would be able to get their scripts re-evaluated if they are not satisfied with evaluation.

7. REQUIREMENT OF LABORATORY SUPPORT AND LIBRARY RESOURCES

BA in Political Science is not a laboratory based subject; therefore, we need not promote any laboratory support. The Central Library, Krishna Kanta Handiqui State Open University plays a vital role in the collection, development and dissemination of academic, scientific and technical information to meet the present and future needs of the University.

The Central Library, KKHSOU is located at the Rani Campus, Guwahati. The library is in the 3rd Floor of the Main Building. The library remains open from 10.00 am to 5.00 pm in

all working days. The library is fully computerized with an ILS (Integrated Library System) and also equipped with RFID (Radio-frequency Identification) technology.

The Central Library has the following resources-

Physical Resources:

- ***Books-*** 18,164
- ***Theses-*** 8
- ***Report-*** 1
- ***Journals-*** 35
- ***Magazines-*** 12
- ***News Papers-*** 5
- ***Audio CD/DVD-*** 49
- ***Video CD/DVD-*** 6
- ***CD/DVD with Textual documents-*** 66

It may be mentioned here that the Central Library at KKHSOU has a sizeable repository of relevant reference books and textbooks relating to the discipline of Political Science. Some such books include *An Introduction to Political Theory* by O. P. Gauba, *Principles of Political Science* by A. C. Kapur, *Modern Political Theory* by S. P. Varma, *Public Administration*, *Indian Administration* by S.R. Maheshwari,Vishnoo Bhagwan and Vidya Bhushan, *International Relations* by Joshua S. Goldstein, *Theoretical Aspects of International Politics* by Mahendra Kumar, *Introduction to the Constitution of India* by D. D. Basu Kapur, *Select Constitutions* by Anup Chand Kapur &K. K. Misra, Human Rights in World History by Peter N. Stearns, Human Rights Concepts and Perspectives by Rev. M. Stephen, etc. The books available at the Central Library are quite helpful for the faculty members and the SLM writers as well as the content editors. It may be mentioned here that copies of relevant reference books and textbooks have also been sent to the libraries of the respective study centres which can be accessed by the learners.

E-resources:

- ***E-Journals:*** The Central Library of KKHSOU subscribed e-journals from JSTOR (www.jstor.org), and the resources are very much necessary for academic and research community of the University.
- ***Digital Library:*** Digitization has become deeply embedded into every aspect of education today. Hence, the Central Library of KKHSOU has started the Digital Library initiative. The mission of the “Digital Library at KKHSOU” is to locate, digitize, preserve, collect and make accessible the accumulated wisdom of the university's output to the global community. The resources of the Digital Library include Administrative Documents, Conference/Seminar Proceedings, Faculty

Publications, Journal of Open Learning and Research Communication (JOLRC), KKHSOU in News and Media, Newsletters, Annual Reports, M.Phil/PhD Theses, Public Lectures, Convocation Addresses, Working Papers, etc. URL:http://dlkkhsou.inflibnet.ac.in

- ***Open Access Journals Search Engine (OAJSE):*** To provide easy access to various open access journal across the world, KKHSOU developed the Open Access Journals Search Engine (OAJSE) which is available for the users from the URL www.kkhsou.in/library/oajse.
- ***KKHSOU at Shodhganga***: Krishna Kanta Handiqui State Open University (KKHSOU) has joined Shodhganga for depositing their theses which is available for the users from the URL http://shodhganga.inflibnet.ac.in/handle/10603/145533. Shodhganga repository is the reservoir of Indian intellectual output stored, hosted and maintained by the INFLIBNET Centre, an IUC of UGC.

8. COST ESTIMATE OF THE PROGRAMMES 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 Expert Committee, honorarium to be 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. As regards, 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 programme on BA in Political Science (Major).

8.1Programme Development Cost: Rs. 11, 65,500.00 in English medium and Rs. 11, 92,800.00 in Assamese medium. The office of the Finance Officer of KKHSOU has worked out the following also:

a) SLM Development Cost for Under Graduate Programme
   English medium per Unit Rs. 5,500/-
   Assamese medium per Unit Rs. 5,680/-
b) Printing Cost per SLM Rs. 56/-
c) Cost of CD per unit Rs. 23/-

8.2 Programme Delivery Cost:

The SLMs prepared have to be delivered to various study centres located at the far flung remote areas. On an average, the University delivers about 15 kgs of study materials per student. The cost of delivery of 1 kg of such material is Rs.10. Accordingly, depending upon the number of learners, the cost for the BA Programme in Political Science (Major) will be provisioned by the University. The office of the Finance Officer has calculated the delivery cost of SLM per student at Rs. 150.00.

8.3 Programme Maintenance Cost:

The University will keep financial provision for organizing stake holders' meetings, counselling workshops etc. as per the Academic Plan and Academic Calender approved by the Academic Council of the University. The workshops conducted by the University will not only benefit the learners of the programme, but will also benefit the learners of other programmes. The University will also bear the cost of organizing the meeting of Syllabus Revision Committee 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 Under Graduate Programmes (Arts) per student is Rs. 600.00.

The figures as indicated above will be applicable for the BA Programme in Political Science (Major) of the University. The University will keep adequate financial provision for development, delivery, and maintenance of the programme presented as per the Programme Project Report.

9. QUALITY ASSURANCE MECHANISM AND EXPECTED PROGRAMME OUTCOMES

9.1 Quality Assurance Mechanism

i. Regarding the issue of quality maintenance and quality assurance, the initial version of the Self Learning Materials of BA (Major) Programme in Political Science have been reviewed by subject experts. Recently, the syllabus in Political Science has been revised and upgraded as per the recommendations of the Madhava Menon Committee Report as indicated earlier. Accordingly, based on the revised syllabus, the updated and modified Self Learning Materials are being prepared at present for which the teachers from the department of Political Science of different universities and colleges have rendered their services as resource persons in authoring the units. Moreover, as mentioned earlier, all SLMs have to undergo three layers of editing, namely, format editing, language editing and content editing before final publication.

ii. It may be mentioned here that after the content editing stage is over, the units written in English, are sent for Assamese translation to a select panel of outsourced translators. Subsequently, the translated units are sent to the Language Editor in Assamese who examines the units written in Assamese and checks for and corrects any errors with regard to language, grammar and content of the translated units. The necessary suggestions made by the Language Editor in Assamese are then incorporated by the coordinator of the particular programme. The next step is that of printing the SLMs and distributing them to the respective study centres in time. Arrangements are made to hand over the SLMs to the learners on the day of admission.

iii. The overall quality assurance of the BA Programme in Political Science (Major) is looked into by the Centre for Quality Assurance (CIQA), KKHSOU and the office of the Dean (Academic), KKHSOU. With a view to enhance the quality of the BA Programme (Major), CIQA is also planning to conduct Quality Audit of the revised SLMs from the academic year 2018-19. Besides, workshops for counselors, stakeholders' meetings are also planned. The University has purchased the URKUND anti-plagiarism software. In order to ensure originality in writing, the newly prepared units of the revised SLMs will be subject to plagiarism check.

9.2 Expected Programme Outcomes

i. After completing the BA(Major)Programme in Political Science, the learners will be able to pursue higher education in Political Science or any other associated subject or area as Public Administration, International Relations, etc.
ii. The learners will also be qualified to appear in competitive examinations conducted by the Central and State governments.
iii. Further, the learners will also be able to explore job opportunities in teaching and the NGO sector.
iv. Significantly, the knowledge gained through the study of Political Science as a subject will also enable the learners to be proactive citizens subsequently inspiring them to join active politics and dedicate themselves to a life of selfless public service.

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ANNEXURE I

BA (MAJOR) PROGRAMME IN POLITICAL SCIENCE

(Detailed Course-wise Syllabus)

SEMESTER 1

Course Title: POLITICAL THEORY (Part- A)

Unit 1: **Political Science: Meaning, Nature and Scope**
Meaning of Politics; Meaning of Political Science; Nature and scope of Political Science

Unit 2: **Relationship of Political Science with other Social Sciences**
Political Science and History, Political Science and Sociology, Political Science and Economics, Political Science and Ethics, Political Science and Anthropology

Unit 3: **Growth of Political Science as a Discipline**
Early traditions; Medieval period; Modern period; Present status

Unit 4: **The State: Its Meaning and Nature**
Meaning of the State; Elements of the State; Nature of the State: Various Perspectives

Unit 5: **Theories of Evolution of State: Divine Origin Theory and Evolutionary Theory**
Main Arguments of the Divine Origin Theory, Criticisms against the Theory; Main Arguments of the Evolutionary Theory, Criticisms against the Theory

Unit 6: **Theories of Evolution of State: Social Contract theory**
Main Arguments of the Social Contract Theory: Thomas Hobbes, John Locke, Jean Jacques Rousseau, Criticisms against the Theory

Unit 7: **Theories of Evolution of State: Marxist View**
Marxist Theory of the Origin of the State, Criticisms against the Theory

Unit 8: **Sovereignty: Meaning and Characteristics; Types of Sovereignty**
Meaning of Sovereignty; Characteristics of Sovereignty; Types of Sovereignty

Unit 9: **Theories of Sovereignty**
Austin's Theory of Sovereignty or the Legal-Monistic View, Criticisms against the

Theory; Pluralist Theory of Sovereignty, Criticisms against the Theory

Unit 10: Democracy

Meaning of Democracy; Types of Democracy: Direct and Indirect Democracy; Conditions for the success of Democracy; Merits and Demerits of Democracy

Unit 11: Power, Authority and Legitimacy

Power: Meaning of Power, Characteristics of Power, Sources of Power, Forms of Power; Authority: Meaning of Authority, Characteristics of Authority, Sources of Authority, Basis of Authority; Legitimacy: Meaning of Legitimacy, Basis of Legitimacy, Types of Legitimacy; Relationship between Power, Authority and Legitimacy

Unit 12: Concepts of Rights and Liberty

Meaning of Rights, Types of Rights; Meaning of Liberty; Types of Liberty

Unit 13: Concepts of Justice and Equality

Meaning of Justice, Types of Justice; Meaning of Equality; Types of Equality

Unit 14: Concept of Citizenship

Meaning of Citizenship, Methods of acquiring Citizenship, Citizenship Values, Ways to promote good Citizenship Virtues

Unit 15: Individualism and Socialism

Meaning and Features of Individualism, Merits and Demerits of Individualism; Meaning and Features of Socialism, Merits and Demerits of Socialism

SEMESTER 2

Course Title: POLITICAL THEORY(Part- B)

Unit 1: Traditional Approaches to Political Analysis (Philosophical and Historical approaches)

Traditional Approaches: Meaning and Characteristics; Philosophical Approach; Historical Approach

Unit 2: Traditional Approaches to Political Analysis (Institutional and Legal approaches)

Institutional Approach; Legal Approach

Unit 3: **Modern Approaches to Political Analysis: Behaviouralism and Post-Behaviouralism**

Modern Approaches: Meaning; Behaviouralism: Meaning, Salient Characteristics of Behaviouralism, Criticism of Behaviouralism, Advantages of Behaviouralism; Post-Behaviouralism: Meaning, Characteristics of Post-Behaviouralism

Unit 4: **Systems Approach and Structural-Functional Approach**

Meaning of System, David Easton's Systems Approach; Structural-Functional Approach: Gabriel Almond's Analysis

Unit 5: **Communication Theory Approach, Decision Making Approach**

Communication Theory Approach: Basic Idea, Criticisms of the Communication Theory; Decision Making Approach: Basic Idea, Criticisms of the Decision Making Theory

Unit 6: **Contemporary Perspectives on Democracy: Liberal and Marxist**

Liberal Perspective on Democracy; Marxist Perspective on Democracy; Comparison between Liberal and Marxist Perspectives on Democracy

Unit 7: **Organs of Government: Executive, Legislature and Judiciary; Montesquieu's Theory of Separation of Powers**

Executive: Meaning, Classification, Functions; Legislature: Meaning, Types, Functions; Judiciary: Meaning, Functions; Montesquieu's Theory of Separation of Powers, Criticisms of the Theory

Unit 8: **Forms of Government: Federal and Unitary**

Meaning, Features, Merits and Demerits of Federal form of Government; Meaning, Features, Merits and Demerits of Unitary form of Government

Unit 9: **Forms of Government: Parliamentary and Presidential**

Meaning, Features, Merits and Demerits of Parliamentary form of Government; Meaning, Features, Merits and Demerits of Presidential form of Government

Unit 10: **Political Parties**

Meaning, Types and Importance of Political Parties

Unit 11: **Pressure Groups and Interest Groups**

Meaning, Types and Importance of Pressure Groups and Interest Groups; Distinction between Pressure Groups and Interest Groups

Unit 12: **Political Socialisation**
Meaning, Importance and Agents of Political Socialisation

Unit 13: **Political Culture and Political Participation**
Meaning, Kinds, Importance of study of Political Culture; Meaning and Determinants of Political Participation

Unit 14: **Political Modernisation and Political Development**
Basic Characteristics of Political Modernisation, Agents of Political Modernisation; Meaning of Political Development, Lucian Pye's views on Political Development

Unit 15: **Feminism**
Meaning of Feminism, Evolution and Different types of Feminism

SEMESTER 3

Course Title: PUBLIC ADMINISTRATION (THEORY)

Unit 1: **Public Administration: Meaning, Nature and Scope; Public Administration and Private Administration**
Meaning of Public Administration, Nature and Scope of Public Administration; Meaning of Private Administration, Similarities and Dissimilarities between Public andPrivate Administration

Unit 2: **Growth of Public Administration as a discipline**
Phase 1: Early Tradition (Politics-Administration Dichotomy), Phase 2: Search for Principles of Administration (Economy and Efficiency), Phase 3: Human Relations Movement, Phase 4: Development of a Scientific and Inter-disciplinary Character, Phase 5: Emergence of New Public Administration

Unit 3: **Bureaucratic Theory**
Concept of Bureaucracy: Meaning and Types of Bureaucracy, Max Weber on Bureaucracy: Weber's concept of "Ideal Type" model of Bureaucratic Organisation, Criticisms of the Weberian Theory of Bureaucracy

Unit 4: **Scientific Management Theory**
Meaning of Scientific Management, Origin of the Scientific Management Theory, Aims of Scientific Management, Basic Assumptions of the Scientific Management Theory, Basic concept of the Scientific Management Theory, Features of the Scientific Management Theory, Principles of the Scientific Management Theory,

Advantages of the Scientific Management Theory, Criticisms of the Scientific Management Theory: Workers' Criticisms, Employers' Criticisms, Criticisms from the Psychologists

Unit 5: Human Relations Theory

Evolution of the Human Relations Movement: The Hawthorne Experiments, Elements of the Human Relations Theory, Views of Chester I. Barnard, Criticisms of Human Relations Theory

Unit 6: Motivation

Meaning of Motivation, Intrinsic motivation and Extrinsic motivation; Incentive Theory, Content Theories: Maslow's Hierarchy of Needs Theory, Herzberg's Two-Factor Theory

Unit 7: New Public Administration

Background of New Public Administration, Landmarks in the growth of New Public Administration, New Public Administration: Goals and Critical Evaluation

Unit 8: Principles of Organisation: Hierarchy, Span of Control and Unity of Command

Meaning of Hierarchy, Advantages of the Principle of Hierarchy, Disadvantages of the Principle of Hierarchy; Meaning of Span of Control, Factors determining Span of Control; Meaning of Unity of Command

Unit 9: Principles of Organisation: Centralisation and Decentralisation

Meaning of Centralisation, Advantages of Centralisation, Disadvantages of Centralisation; Meaning of Decentralisation, Advantages of Decentralisation, Disadvantages of Decentralisation

Unit 10: Principles of Organisation: Coordination and Delegation

Meaning of Coordination, Need for Coordination, Types of Coordination; Meaning of Delegation, Need for Delegation, Forms of Delegation

Unit 11: Staff Agencies and Line Agencies

Meaning of Staff Agencies, Basic Characteristics of Staff Agencies, Types of Staff Agencies, Functions of Staff Agencies, Staff Agencies in India and the United States of America; Meaning of Line Agencies, Relationship between Line and Staff Agencies

Unit 12: Department

Meaning of Department, Need of Department, Bases of Department, Head of Department: Single Head/Bureau Type Head and Plural Head; Government Departments in India

Unit 13: Government Corporation

Meaning of Government Corporation, Basic Features of Government Corporation, Growth and Development of Government Corporation, Need for Government Corporation, Types of Government Corporations, Advantages of Government Corporation, Disadvantages of Government Corporation, Differences between Government Corporation and Government Department

Unit 14: Independent Regulatory Commissions

Independent Regulatory Commissions, Basic Features of Regulatory Commissions, Regulatory Commissions in the United States of America, Functions of Regulatory Commissions, Advantages of Regulatory Commissions, Criticisms against Regulatory Commissions, Independence of Regulatory Commissions

Unit 15: Civil Service: Meaning and Role; Relationship between Civil Servants and Ministers

The Concept of Civil Service: Meaning of Civil Service, Main Characteristics of Civil Service, Functions and Role of Civil Service in a Modern State; Political and Non-Political Executive, Relationship between Civil Servants and Ministers

Course Title: INTERNATIONAL POLITICS (THEORY)

Unit 1: **International Politics: Meaning, Nature, Scope and Evolution**

Concept of International Politics, International Politics and International Relations, Nature of International Politics, Scope of International Politics, Evolution of International Politics

Unit 2: Idealist Approach to the Study of International Politics

Emergence of Idealism, Main Features of the Idealist Approach, Criticisms against the Idealist Approach

Unit 3: Realist Approach

Emergence of Realism, Realism and its Features, Morgenthau’s explanation of Realism, Criticisms against the Realist Approach

Unit 4: **Systems Approach**

Emergence of the Systems Approach, Features of the Systems Approach, Morton Kaplan's Systems Theory, Criticisms against the Systems Approach

Unit 5: **Concept of Power**

Meaning of Power, Elements of National Power, Methods of Using Power by a State, Limitations on National Power

Unit 6: **Balance of Power**

Meaning, Evolution of the Concept, Assumptions of Balance of Power, Types of Balance of Power, Devices for Maintaining Balance of Power, Relevance of Balance of Power

Unit 7: **National Interest**

Meaning of National Interest, Vital and Non-vital Components of National Interest, Types of National Interest, Methods for Securing National Interest

Unit 8: **Ideology- Liberalism, Marxism, End of Ideology Debate**

Ideologies of Liberalism and Marxism, Impact of Ideology in International Politics, National Interest and Ideology, Decline of Ideology, End of Ideology Debate

Unit 9: **Neo-realism and Neo-liberalism**

Meaning and Nature of Neo-realism; Meaning and Nature of Neo-liberalism

Unit 10: **Diplomacy: Nature, Functions and Types**

Development of Diplomacy, Nature and Characteristics of Diplomacy, Functions of Diplomacy, Old and New Diplomacy, Personal and Summit Diplomacy, Bilateral Diplomacy, Multilateral and Institutional Diplomacy

Unit 11: **Foreign Policy**

Meaning, Determinants, Instruments of Foreign Policy

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Meaning, Types, Scope and Sources of International Law

Unit 13: **International Laws of Peace and Armed Conflict**

The Law of Peace and Armed Conflict or International Humanitarian Law (IHL)- Meaning and Nature: Two types of International Humanitarian Law, Evolution of International Humanitarian Law, International Humanitarian Law and Human Rights

Unit 14: **Conflict and Cooperation**
Conflict in International Politics, Cooperation and Peaceful settlement of Disputes in International Politics

Unit 15: **Neo-Colonialism: Meaning, emergence and aspects of Neo-Colonialism; New International Economic Order (NIEO)**
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Unit 1: **Legacies of the Indian Political System**
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Unit 2: **Historical Background of the Indian Constitution**
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Unit 3: **Making of the Indian Constitution**
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Unit 4: **Philosophy and Ideals of the Indian Constitution**
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Unit 5: **Features of the Indian Constitution**
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Unit 6: **Fundamental Rights**
Meaning, Historical Background, Nature, Importance, Categories of Fundamental Rights, Limitations of Fundamental Rights

Unit 7: **Fundamental Duties**
Background, Types and Significance of Fundamental Duties

Unit 8: **Directive Principles of State Policy**
Meaning, Nature and Classification of Directive Principles of State Policy

Unit 9: **Relationship between Fundamental Rights and Directive Principles**
Relationship between Fundamental Rights and Directive Principles

Unit 10: **Citizenship**
Meaning of Citizenship, Constitutional and Legal provisions relating to Indian Citizenship

Unit 11: **Amendment**
Amendment Procedure of the Indian Constitution: Methods of Amendment of the Indian Constitution, An Overview of some important Amendments of the Constitution of India, Criticism against the Amendment Procedure of the Indian Constitution

Unit 12: **Basic Structure of the Indian Constitution**
Basic Structure of the Indian Constitution, The issue of Amendment of the Basic Structure of the Indian Constitution: Criticism of the Basic Structure theory

Unit 13: **Reorganization of Indian States**
Background, State Reorganisation Commission, State Reorganisation Act, 1956, Formation of New States

Unit 14: **Party System in India**
Types of Political Parties in India, Features of the Indian Party System

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Unit 1: **Constitutional Development in the UK**
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Unit 2: **Sources andSalient Features of the Constitution of the UK**
Sources of the British Constitution; Features of the British Constitution

Unit 3: **The Crown**
Concept of Crown, Powers and Functions of the Crown

Unit 4: **The Cabinet**
Principles of the Cabinet System, Functions of the Cabinet

Unit 5: **The Prime Minister**
Functions of the Prime Minister, Position of the Prime Minister

Unit 6: **British Parliament**
Composition of the British Parliament, Composition and Powers and Functions of the House of Commons and the House of Lords

Unit 7: **Sovereignty of British Parliament**
Sovereignty of the Parliament, Declining role of the Parliament

Unit 8: **British Judicial System**
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Unit 9: **Party System in UK**
Features of the Party System of the UK, Major Political Parties in the UK

Unit 10: **The Constitution of the USA**
Development and Features of the Constitution of the USA

Unit 11: **The American President &The Vice President**
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Unit 12: **Comparison of the American President with British Monarch and Prime Minister**
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Unit 13: **The American Congress**
The American Congress: Composition, Powers and Functions of the two Houses of the Congress; Special Powers of the Senate, Senate as the most powerful Second Chamber in the World

Unit 14: The American Supreme Court

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Unit 15: Party System in the USA

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Unit 2: The Vice President of India

Qualification, Election Procedure, Tenure, Removal Procedure, Powers and Functions, Position of the Vice-President

Unit 3: Prime Minister and Union Council of Ministers

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Unit 4: Indian Parliament

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Unit 6: Governor

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Unit 7: Chief Ministerand State Council of Ministers

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Unit 13: Election Commission; Electoral Reforms

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KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY

(KKHSOU)

PROGRAMME PROJECT REPORT

ON

BACHELOR OF ARTS IN SOCIOLOGY (MAJOR)

Submitted to

UNIVERSITY GRANTS COMMISSION

BAHADUR SHAH ZAFAR MARG

NEW DELHI – 110 002

Submitted by

K. K. Handiqui State Open University

Guwahati, Assam

April 2018

Registrar
Krishna Kanta Handique
State Open University
Guwahati

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PROGRAMME PROJECT REPORT

BACHELOR OF ARTS IN SOCIOLOGY

1. PROGRAMME'S MISSION AND OBJECTIVES

Krishna KantaHandiqui State Open University has a mission to provide higher education and training in various skills by using most recent educational inputs and technology. The University intends to provide quality education at the doorstep of the learners. Accordingly, the University adopts a flexible approach with respect to the pace and place of learning in order to encompass that section of society which has been either denied or deprived from attaining higher education. However, the University formulates its academic programmes in such a way that, it could benefit both the under educated as well as the highly educated section of the society who continues to have a quench for attaining knowledge despite being highly educated.

In conjunction with the broader mission of the University to reach the unreached, the Bachelor's Degree Programme in Sociology will help the University in accomplishing its mission by achieving the following objectives:

i) To expand the access to higher education.
ii) To maintain equity and justice in the field of higher education.
iii) To ensure the quality and excellence in the higher education.
iv) The programme intends to help the learners get acquainted with the basic concepts in sociology.
v) The programme will enable the learners to acquire the theoretical understanding.
vi) The program intends to enable the learners to explore and analyse the linkages between individual lives and the larger forces of society.
vii) The programme intends to make the learners critically understand the various problems in society.
viii) The programme will help the learners to attain comprehensive and critical understanding of Indian society in particular and north-eastern society in general.
ix) The program intends to develop in the learners the necessary confidence in sociological skills and imagination to pursue higher education and research.

Registrar
Krishna Kanta Handique
State Open University
Guwahati

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

Sociology is a discipline which studies the social reality in a holistic manner. This requires developing the skill of critical understanding to study the complex reality. A democratic society too requires a reflective and engaged citizenship and the role of higher education is to cultivate this reflectivity among the younger generation. The BA Sociology programme can play an effective role towards this end because:

i) The very nature of sociology in general and this programme in particular intends to stimulate critical thinking among the learners regarding various aspects of society.

ii) This critical thinking will be an added benefit (along with the degree) for learners associated with or employed in different sectors like teaching, professionals working in welfare departments and sectors and others professions requiring to associate with different people and problems of society.

3. NATURE OF PROSPECTIVE TARGET GROUPS OF LEARNERS

The programme intends to cater to the aspirations of the following groups of learners:

i) The students who are desirous to obtain a Degree in Sociology as a Major subject.

ii) All the stakeholders of the society like-development agents, government officials, policy makers, industrialists, farmers, grass -roots workers, who are interested in ensuring a better standard of living for the people of the society.

iii) Those who aspire to attain higher education but could not access it due to various socio-economic constraints.

iv) Those learners who could not complete their higher education.

v) People who are unable to attend conventional institutes of higher education due to their geographical location.

vi) People who are employed but still have a desire for higher education.

vii) People who are educated and employed but seeks to achieve different disciplinary perspective.

4. APPROPRIATENESS OF PROGRAMME TO BE CONDUCTED IN OPEN AND DISTANCE LEARNING MODE

a) The SLMs required for the BA programme is prepared in a manner to make them self-sufficient for the learners. But at the same time indications regarding other relevant materials will be provided.

b) The department will also make the materials accessible through e-resource data-base.

c) Since Assamese is the medium of instruction in many schools and colleges of the state, the department takes special care to translate the units to Assamese so that language does not act as barrier in attaining higher education.

d) Even though the SLMs are made self-sufficient the provision of conducting counselling classes in different study centres in ensured.

e) As the programme does not require laboratory the measures stated above can be considered as highly appropriate for conducting the programme in Open and Distance Learning Mode.

5. INSTRUCTIONAL DESIGN:

The syllabus of the BA Programme in Sociology has been upgraded as per the recommendations of the Report of the *Committee to Regulate the Standards of Education Being Imparted through Distance Mode* constituted by the Ministry of Human Resource under the chairmanship of N R MadhavaMenon, popularly known as the MadhavaMenon Committee Report. The department of Sociology follows the following procedures to formulate an effective instructional design:

5.1 Curriculum Design: The following steps are followed by the department of Sociology while designing the curriculum.

i) An expert committee is formed consisting of academicians practicing sociology in different institutes of higher learning to design an effective syllabus.

ii) After designing the syllabus, the department carefully selects the content writers for the units.

   a) Content writers are instructed to mandatorily include a section of CHECK YOUR PROGRESS after every sub-section in order to enable the learners to

keep a check on themselves regarding what they have learned in each section of the unit.

b) Further to make the units interesting the content writers are requested to include an ACTIVITY section.

c) The ACTIVITY section is provided with an intention to stimulate the learners to draw connection between the concepts they learn and the surroundings they observe every day. This helps the learner to learn independently and in a better way.

iii) After receiving the units from the content writer, the department selects subject experts as editors to review and edit the content received from the content writers.

iv) After receiving the edited units from the editors, the department selects credible translators to translate the units.

v) The translated units are then sent to carefully selected language editors to ensure that the core of the units remain unchanged after translation.

5.2 Course Distribution in BA Programme (Sociology Major): The Bachelor's degree programme offered by Krishna Kanta Handiqui State Open University is divided into six semesters. The department of Sociology offers both Major course as well as Pass course in the Bachelor's degree programme. The semester-wise distribution of the different courses of the BA programme with Sociology as Major is as follows:

Semester I	**Semester II**	**Semester III**	**Semester IV**	**Semester V**	**Semester VI**
General English	MIL/Alternative English	Environmental Studies and disaster management	Spoken English	Sociology 7 (Major)	Sociology 11 (Major)
Sociology 1 (Elective 1)	Sociology 2 (Elective 1)	Sociology 3 (Major)	Sociology 5 (Major)	Sociology 8 (Major)	Sociology 12 (Major)
Elective 2	Elective 2	Sociology 4 (Major)	Sociology 6 (Major)	Sociology 9 (Major)	Sociology 13 (Major)
Elective 3	Elective 3	Elective 2/3	Elective 2/3	Sociology 10 (Major)	Sociology 14 (Major)

In this regard, the following may be noted.

i) Major courses are offered from third semester onwards.

ii) Learners have to opt three elective subjects, out of which one can be opted as Major third semester onwards. Out of the two remaining elective courses, one has to be continued as Elective in the third and four semesters. A student opting Major in Sociology has to study only Major courses in the fifth and sixth semesters. No pass course is offered in the fifth and sixth semesters.

iii) Elective subjects offered under the BA programme includes: Sociology, Assamese, Economics, Education, English, History, Journalism and Mass Communication, Mathematics, Philosophy, Political Science and Sanskrit.

5.3 Credit Distribution: The Credit Distribution of the different courses of the BA programme in KKHSOU with Sociology as Major is as follows:

	Semester I	**Semester II**	**Semester III**	**Semester IV**	**Semester V**	**Semester VI**
Course	General English	MIL/Alternative English	Environmental Studies and disaster management	Spoken English	Sociology 7 (Major)	Sociology 11 (Major)
Credit	**4**	**4**	**4**	**4**	**4**	**4**
Course	Sociology 1 (Elective 1)	Sociology 2 (Elective 1)	Sociology 3 (Major)	Sociology 5 (Major)	Sociology 8 (Major)	Sociology 12 (Major)
Credit	**4**	**4**	**4**	**4**	**4**	**4**
Course	Elective 2	Elective 2	Sociology 4 (Major)	Sociology 6 (Major)	Sociology 9 (Major)	Sociology 13 (Major)
Credit	**4**	**4**	**4**	**4**	**4**	**4**
Course	Elective 3	Elective 3	Elective 2/3	Elective 2/3	Sociology 10 (Major)	Sociology 14 (Major)
Credit	**4**	**4**	**4**	**4**	**4**	**4**
Credits per semester	**16**	**16**	**16**	**16**	**16**	**16**

The overall weightage of the BA programme with Sociology as Major is of 96 credits. The credit distribution of the different courses in the programme is as follows:

Courses	**Credits**
General English	4
MIL/Alt English	4
Environmental Studies and disaster management	4
Spoken English	4
Elective 2/3	24
Sociology (Major)*	56
Total	**96**

*includes two courses studied in the first two semesters as an Elective subject.

5.4 Definition of Credit Hours: 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 is offered to the learners at their respective study centres.

5.5 Programme Structure: A total number of fourteen papers will be offered by the Sociology department for the major courses distributed across six semesters. The courses for BA programme is selected with due consideration to present social dynamics in the state of Assam as well as in the rest of the world.

Detailed syllabi of the courses have been attached in **Annexure I** of this report.

5.6 Home Assignment: Assignments are a part of the teaching-learning process and are compulsory. Assignments are evaluated and feedback is communicated to the learners by giving back the assignments with evaluator's comments. 20% marks in a course shall be for home assignment.

5.7 Duration of the programme: The BA programme in Sociology has six semesters and is of minimum 3 years. However, the maximum duration of the programme is 8 years as stated below:

- Minimum Duration : 6 semesters (3 years).
- Maximum Duration : 8 years.

In case, a learner is not able to qualify a course in its first attempt, he/she has to qualify the particular course within the next four attempts, subject to maximum duration of the study.

5.8 Faculty and Support Staff in the Sociology Department: The University currently has 2 faculty members in the Department of Sociology, holding the position of Assistant Professor and 1 faculty member as Academic Consultant.

5.9 Instructional Delivery Mechanisms: The Self Learning Materials have been prepared keeping in view the framework of instructional design. Particular attention has been given so that the basic three domains of knowledge, viz., behavioural domain, cognitive domain, and constructive domain can be addressed. A few examples have been mentioned in the following table.

Domain of Knowledge	**General Learning Tasks generally used**	**Contents in Self Learning Materials**
Behavioural	• Memorising • Undertaking Routine Tasks • Learning arbitrary information • Learning rule systems • Invariable (Routine) learning procedures	• Sociology is a theoretical subject. As such, certain theoretical propositions, for examples, certain definitions are required to be memorised.
Cognitive	• Classifying • Concept learning • Problem-solving • Procedures • Reasoning and argument • Rules	• There is ample scope in this domain of knowledge as most of the theories in Sociology are conceptual and requires critical analysis and also requires employing those concepts to understand diverse social

		contexts
Constructive	• Case Studies • Complex Situations • Real-world Problem-solving	• The course intends to stimulate the learners to employ the concepts to explain their unique and diverse socio-cultural milieu.

5.10 Learner Support Services: The learner support services that will be made available to the learners are:

- **Self-Learning Materials Covering the Entire Syllabus:** Curriculum transaction shall take place through the Self Learning Materials (SLM)s for this programme. SLMs will be made available to the learners in both print and audio-video form.

- **ICT Support:** ICT support is a major component of any ODL system of education. Our university has as such given emphasis on this. Some ICT-based support systems provided by the university for the learners of BA in Sociology are listed below:
  - **Website:** We have developed full-fledged official website www.kkhsou.in for our learners and general public. Here we have provided all necessary information to our learners. The Website is also linked with the social-networking site like Facebook (KKHSOU FB Official Group) for interaction among the learners, faculty members and stakeholders. The website also includes a customised study-centre search facility based on district or programme. And most of the Audio-Video programmes are also made available online through YouTube.
  - **Community Radio Service**: **Jnan Taranga** (90.4 MHz) of KKHSOU is the first Community Radio of the North Eastern part of the country. The Community Radio acts as a platform for the community for taking up community issues. It is also a platform to broadcast several educational programmes that includes debates, discussions, and talk shows.

- **Ekalavya**: With the help of PrasarBharati, our University has launched a special educational programme namely ***Ekalavya.*** It is aired every Saturday from 8.00 PM to 8.30 PM through All India Radio, Guwahati and Dibrugarh.

- **Akashvani Phone-in Programme:** Our University offers one hour live **phone-in** counselling programme through AIR, Guwahati and Dibrugarh where officers and experts from this University clarify queries of listeners/learners via telephone. The phone in programme is aired every Thursday from 09.15 AM to 10.15 AM.

- **e-SLM:** An e-learning portal by the name of e-SLM (http://eslm.kkhsou.in/) has been launched by the university. It is also a digital repository where the study materials are uploaded for the benefit of the learners. All the study materials of the programmes (including Degree, Master Degree etc.) can be accessed in this portal.

- **Open Access Journals Search Engine (OAJSE):** To provide easy access to various open access journals across the world, KKHSOU has developed the Open Access Journals Search Engine (OAJSE) which is available for the users from the URL www.kkhsou.in/library/oajse or http://oajse.kkhsou.in . OAJSE aims to cover journals in all subjects that are published in English language. There are now 4,500+ journals in the directory. All are searchable at article level.

- **KKHSOU Mobile App:** Our University has developed a mobile application "KKHSOU" to help the learners to connect 24x7 with the university. It can be freely downloaded from Google Play Store (for android user).
- **SMS and e-mail Alert Facility:** University has initiated an SMS and e-mail alert facility for learners regarding any news, events and learner-related information of the university.

- **E-mail services:** Learners can write emails to any officials/faculty members in university's general mail id: info@kkhsou.in. Queries raised through to this mail id are readdressed by concerned official/faculty members of the university.

- **TV programme:** University is going to initiate a half an hour live educational programme through a TV Channel **Prag-News** from June 2018. It will be telecasted every Sunday at 8:30 am.

6. Procedure for Admissions, Curriculum Transaction and Evaluation

6.1. Eligibility Criteria:

i)10+2 or equivalent examination passed (in any stream, including Vocational Stream) from a Council/University recognized by UGC.

ii) Diploma passed from polytechnics in any branch.

6.2 Admission Procedure:

1. The admission for the academic session 2018-19 of the University will be through online mode. A learner who desires to take admission in KKHSOU will have to submit his/her application through the online admission link provided in the University website www.kkhsou.in. The learner has to carefully go through the instructions for filling up the online admission form and complete the process accordingly. In the online admission system, the learner has to register with his/her mobile no/email id, and has to carefully verify the subjects of his/her choice available in the respective study centers.
2. For admission to a particular programme, the course fee is to be paid through online transaction mode—i.e., through credit card/debit card/net banking or any other available online mode of payment.
3. A learner after successful submission of the online admission form has to take a print out and submit the same to the study centre for hard copies of SLMs.
4. The verification of online application form will be done in the University and after the completion of the verification process, the e-SLMs will be sent to the respective Email-id of the learner.
5. The learners who have submitted incomplete application may be given conditional admission at the University's discretion, subject to fulfilment of other eligibility criteria.

6. All the enrolled learners will be provided with registration numbers, SLMs and Identity cards.
7. The learner who is unable to complete the programme within specified period is required to register himself/herself as a fresh learner by paying the requisite fee.

6.3 Continuous Admission:

i. Admission will have to be taken continuously in the programmes without any break. A learner will be allowed to appear in all the examinations, including back courses, within the stipulated time of a programme.
ii. A learner will have to take admission to the next semester within one month from the last date of examination of the previous semester. It doesn't depend on whether the candidate appeared in the previous examination or not.
iii. A learner will be allowed to take admission to the next semester beyond one month, but within two months from the last date of examination of the previous semester with a fine of Rs 500/-.
iv. A learner may be allowed to take admission even after the issue of notification for filling up of examination forms, but such learners will be allowed to appear in the examination of that semester in the next year only.

6.4 Fee Structure

The fee structure of the BA programme with Sociology as Major is as follows:

Semester-wise Fee Structure

Semester	**Fee** (In Rupees)
First	2500.00
Second	2200.00
Third	2200.00
Fourth	2200.00
Fifth	2200.00
Sixth	2300.00
Total	**13,600.00**

The detail break-up of fee is made available at the Prospectus also.

Note: An additional fee of Rs. 100/- for consolidated mark sheet is required to be paid by the learners in the 6th semester.

6.5 Financial assistance: The University offers free education to jail inmates and differently-abled learners. At present, the University offers free of cost education to jail inmates in 16 Central Jails of the state.

6.6 Refusal/Cancellation of Admission: Not withstanding anything contained in the Prospectus/Information Brochure, the University reserves the right to refuse or cancel Admission of any Candidate.

6.7 Curriculum Transaction and Activity Planner:

a) An activity planner, that guides the overall academic activities in the BA programme (with Sociology Major) shall be made available prior to the admission schedule of the University. The newly constituted CIQA office as per UGC guidelines and the office of the Academic Dean would upload the Academic Plan and month wise Academic Calendar to enable the learners to plan their studies and activities accordingly.

b) Curriculum transaction shall take place through the Self Learning Materials (SLM)s for this programme. SLMs will be made available to the learners in both print and audio-video form.

c). The Self learning materials for the BA programme shall be provided in both English and Assamese medium.

d). The University also ensures that the study centres conduct some counselling sessions for the learners during the weekends.

6.8 The Evaluation System of the Programme

The evaluation of the learners is conducted in two modes: internal and external. The internal evaluation is to be undertaken by the learner himself/herself. This evaluation is facilitated to the learners in every unit through the section termed as Check Your Progress. This section provides questions associated with every section of the unit which would help the learners to self-check his/her cognitive ability. However, this is undertaken at the learners' end themselves and is non-

credit based. For overall evaluation of a course, the University follows the two types of evaluation:

Continuous Evaluation (Assignments) : Weightage assigned 20%.

Term End Evaluation (Semester-end Examinations) : Weightage assigned 80%.

i) The learners have to submit the assignments within the schedule of a semester at the respective study centres. The counsellors at the study centres evaluate the assignments and return them to the learners with feedback.

ii) Term end examinations are conducted on scheduled dates at selected examinations centres. Evaluations are done by the external examiners at zonal centres. After evaluation, further scrutiny is done, followed by moderation. Results are declared within scheduled dates as laid down in the Activity Planner.

iii) Learners would be able to get their scripts re-evaluated if they are not satisfied with evaluation.

iv) Questions for the Semester End paper would be set as per the Evaluation policy of the University to have coverage of all the modules of the respective courses.

v) The University is in the process of using high security and eco-friendly synthetic (water proof and termite proof) papers for marksheets and certificates. Moreover, uses of interactive kiosk at study centres for issue of admit cards and modification of the existing EDPS system for quick publication of results of the examinations are also being planned. Similarly, introduction of biometric identity of learners is also being planned

7.REQUIREMENT OF LABORATORY SUPPORT AND LIBRARY RESOURCES

7.1 Laboratory Support:

As the programme does not require any laboratory facilities, it has not been included here.

7.2 Library Resources:

The Central Library at KKHSOU has a sizeable repository of relevant reference books and textbooks relating to the BA Programme in Sociology. The library has beenplaying a

vital role in the collection, development and dissemination of academic, scientific and technical information to meet the present and future needs of the University.

The library remains open from 10.00 am to 5.00 pm in all working days. The library is fully computerized with an ILS (Integrated Library System) and also equipped with RFID (Radio-frequency Identification) technology.

The Central Library has the following resources-

Physical Resources:

Books-	18,164
Theses-	8
Report-	1
Journals-	35
Magazines-	12
News Papers-	5
Audio CD/DVD-	49
Video CD/DVD-	6
CD/DVD with Textual documents-	66

E-resources:

E-Journals: The Central Library of KKHSOU subscribed e-journals from JSTOR (www.jstor.org), and the resources are very much necessary for academic and research community of the University.

Digital Library: Digitization has become deeply embedded into every aspect of education today. Hence, the Central Library of KKHSOU has started the Digital Library initiative. The mission of the "Digital Library at KKHSOU" is to locate, digitize, preserve, collect and make accessible the accumulated wisdom of the institute's output to

the global community. The resources of the Digital Library include Administrative Documents, Conference/Seminar Proceedings, Faculty Publications, Journal of Open Learning and Research Communication (JOLRC), KKHSOU in News and Media, Newsletters, Annual Reports, MPhil/PhD Theses, Public Lectures, Convocation Addresses, Working Papers, etc. URL:http://dlkkhsou.inflibnet.ac.in

Open Access Journals Search Engine (OAJSE): To provide easy access to various open access journal across the world, KKHSOU developed the Open Access Journals Search Engine (OAJSE) which is available for the users from the URL www.kkhsou.in/library/oajse or http://oajse.kkhsou.in

KKHSOU at Shodhganga: Krishna Kanta Handiqui State Open University (KKHSOU) has joined Shodhganga for depositing their theses which is available for the users from the URL http://shodhganga.inflibnet.ac.in/handle/10603/145533. Shodhganga repository is the reservoir of Indian intellectual output stored, hosted and maintained by the INFLIBNET Centre, an IUC of UGC.

8. COST ESTIMATE OF THE PROGRAMME 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 Expert Committee, honorarium to be paid to Content Writers, Content Editors, Language Editors, Translators, Proof Readers and also the expenditure related with organizing counsellors' workshops, meetings 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.

As regards, 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 programme on BA in Sociology.

8.1Programme Development Cost:

Rs. 11,54,400.00 in English and Rs. 11,81,440.00 in Assamese.

The office of the Finance Officer of KKHSOU has worked out the following also.

a. SLM Development Cost for Under Graduate programme

English medium per Unit Rs. 5,500/-

Assamese medium per Unit Rs. 5,680/-

b. Printing Cost per SLM Rs. 56/-

c. Cost of CD per unit Rs. 23/-

8.2 Programme Delivery Cost:

The SLMs that are prepared have to be delivered to various study centres located at the far flung remote areas. On an average, the University delivers about 15 kgs of study materials per student. The cost of delivery of 1 kg of such material is Rs.10. Accordingly, depending upon the number of candidates; the cost for the BA programme in Sociology will be provisioned by the University. The office of the Finance Officer has calculated the delivery cost of SLM per student at Rs. 150/-

8.3 Programme Maintenance Cost:

The University will keep financial provision for organizing stakeholders' 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, but will also benefit the learners of other programmes. The University will also bear the cost of organizing the meeting of Syllabus Revision Committee 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 following is the cost calculated by the office of Finance Officer as regards maintenance of Under Graduate programmes per student:

Arts programmes- Rs. 600/-

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

9. QUALITY ASSURANCE MECHANISM AND EXPECTED PROGRAMME OUTCOMES:

9.1 Quality Assurance Mechanism

i) The department intends to make incessant effort to improve the programme by continuously consulting academicians working in diverse areas of sociology from time to time to recognize the problems as well as to incorporate the new concepts etc.

ii) The newly appointed CIQA office of the University is given the responsibility to conduct workshops with different stakeholders, mentors, counsellors (teaching in different study centres) to enhance the quality of the programme.

iii) In order to upgrade the quality of the programme as well as to incorporate the needs of the learners, the views of the learners shall also be taken from time to time.

iv) In order to improve the quality of the textbooks as well as to maintain the ethical issues associated with materials the department will also resort to anti plagiarism technique.

9.2 Expected Programme Outcomes:

The following outcomes are expected from the programme.

i) The learners equipped with this course will gain the competence to pursue academics further.
ii) After the successful completion of the programme the learners will get an additional impetus to appear in various competitive examinations.
iii) The degree received after the successful completion of the programme might help the employed learners to attain promotion.

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Annexure I

Detailed Course wise Syllabus of BA Sociology (Major)

1st SEMESTER - INTRODUCTION TO SOCIOLOGY (GSO S1 01)

UNIT 1: ORIGIN, NATURE AND SCOPE OF SOCIOLOGY:

Meaning; Origin; Nature and Scope.

UNIT 2: SOCIOLOGY AND OTHER SOCIAL SCIENCES:

Anthropology, History, Economics, Political Science

UNIT 3: BASIC CONCEPTS IN SOCIOLOGY:

Society; Community; Institution; Association

UNIT 4: BASIC CONCEPTS IN SOCIOLOGY-II :

Status and Role; Role Set; Role Conflict; Status Set; Social Norms; Social Sanctions; Folkways; Customs; Mores; Values; Norms and Values

UNIT 5: CULTURE:

Meaning, Types and Characteristics; Culture and Civilization; Popular Culture; Mass Culture

UNIT 6: SOCIAL GROUPS:

Meaning; Types- Primary; Secondary; In group; Out group; Reference Group; Quasi Group

UNIT 7: FAMILY, MARRIAGE AND KINSHIP:

Meaning; Types; Characteristics and Functions

UNIT 8: SOCIAL STRUCTURE, SOCIAL SYSTEM, SOCIAL ORGANIZATION:

Meaning and Concept

UNIT 9: SOCIALIZATION:

Meaning; Socialization as a Process; Forms of Socialization: Primary and Secondary; Stages of Socialization; Agencies of Socialization.

UNIT 10: SOCIAL STRATIFICATION: CONCEPTUAL DISCUSSION:

Meaning and Concept; Characteristics; Social Stratification and Social Inequality; Hierarchy and Difference.

UNIT 11: BASIS OF SOCIAL STRATIFICATION:

Race; Caste; Class; Estate; Gender

UNIT 12: SOCIAL CHANGE:

Meaning; Nature; Social Change and Progress; Types; Factors of Social Change; Modernity and Development.

UNIT 13: SOCIAL CONTROL:

Meaning; Social Control and Social Order; Direct and Indirect Social Control; Social Deviance; Agencies of Social Control.

UNIT 14: SOCIAL MOBILITY:

Meaning and characteristics; Open and Closed Mobility: Meaning; Characteristics; and Differences

2nd SEMESTER-SOCIOLOGICAL THEORIES (GSO S2 02)

UNIT 1: EMERGENCE OF SOCIOLOGY AND SOCIOLOGICAL THEORY:

Intellectual forces- Enlightenment; Positivism; Growth of two different trends in Sociological Thought

UNIT 2: SOCIAL FORCES BEHIND EMERGENCE OF SOCIOLOGY:

Industrial and French Revolution

UNIT 3: AUGUSTE COMTE:

Introduction; Social Statics and Dynamics; Positivism; Law of Three Stage

UNIT 4: HERBERT SPENCER:

Introduction; Influence of Biology on Spencer's Sociology; Influence from Physical Sciences; Evolutionary Theory

UNIT 5: EMILE DURKHEIM:

Introduction; Social Facts; Division of Labour; Religion

UNIT 6: EMILE DURKHEIM:

Suicide; Education

UNIT 7: KARL MARX: DIALECTICAL MATERIALISM:

Introduction; Association with Hegel; Marx and Engels;
Dialectical Materialism

UNIT 8: KARL MARX: THEORY OF SURPLUS VALUE:

Theory of Surplus Value; Class and Class Conflict

UNIT 9: KARL MARX: THEORY OF ALIENATION:

Alienation (Meaning; Nature; Causes and Consequences)

UNIT 10: GEORG SIMMEL:

A Conceptual Overview: His Ideas on Money, Fashion, Formal Sociology, Metropolis and Mental Life

UNIT 11: MAX WEBER:

SOCIALACTION

UNIT 12: MAX WEBER: IDEAL TYPES, AUTHORITY, BUREAUCRACY:

Social Action, Authority, and Rationality

UNIT 13: MAX WEBER: RELIGION AND CAPITALISM:

Theory of Religion: Religion and Capitalism

UNIT 14: VILFREDO PARETO:

Logical and Non-Logical Actions; Residues and Derivatives; Circulation of Elite

INDIAN SOCIETY(GSO S3 03)

UNIT 1: GEOPHYSICAL CHARACTERISTICS OF INDIAN SOCIETY:

Racial, Linguistic, Religious Overview.

UNIT 2: TYPES OF INDIAN SOCIETY:

Tribal; Rural; Urban.

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; Types; Rules and Taboos; Kinship structure and pattern in the different geographical zones across India.

UNIT 5: CASTE IN INDIA:

Caste: Meaning and Characteristics; Caste and Varna; Sub- Caste; Caste and Class – Jajmani system; Dominant Caste; Caste through the Ages; Administrative Interpretation of Caste: Scheduled Castes; Abolition of Untouchability; Gandhi and Ambedkar on Scheduled Castes; Problems of Scheduled Castes; Different measures; Policies and Programmes for the Socio-economic wellbeing of the SCs.

UNIT 6: CHANGING NATURE OF CASTE:

Casteism; Relationship between Caste and Politics; Caste and Voting behaviour; Political Elite, Political Parties and Caste Mobilisation

UNIT 7: TRIBES IN INDIA:

Definitions; Caste and Tribe; Regional Distribution of Tribe; Provisions of the STs.

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 times Women Empowerment.

UNIT 9: ECONOMY OF INDIAN SOCIETY:

Traditional Economy; Changes in the Traditional Economy; Economy in the Post Independence Period; New Economic Policies: Liberalization; Globalization and Privatization;

UNIT 10: POLITICS IN INDIA:

Political System and Structure in Traditional and Modern Indian Society; Political Elite; Political Parties; Decentralisation of power; Emergence of Electoral System; Changes in Traditional Political System.

UNIT 11: RURAL LIFE IN INDIA:

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UNIT 12: RURAL LEADERSHIP:

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UNIT 13: PROCESS OF SOCIAL CHANGE:

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UNIT 14: SOCIAL PROBLEMS IN INDIA:

Corruption; Black Money; Smuggling

UNIT 15: SOCIAL ISSUES:

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SOCIAL RESEARCH METHODS (GSO S3 04)

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UNIT 2: SCIENTIFIC METHOD IN SOCIAL RESEARCH:

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UNIT 3: QUALITATIVE RESEARCH AND QUANTITATIVE RESEARCH:

Meaning; Types of Qualitative and Quantitative Research; Advantages and Disadvantages, Difference between Qualitative and Quantitative Research

UNIT 4: RESEARCH DESIGN:

Meaning of Research Design, Need and Importance of Research Design, Features of a good research design.

UNIT 5: SAMPLING:

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UNIT 6: TYPES OF DATA:

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UNIT 7: INTERVIEW:

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UNIT 8: QUESTIONNAIRE AND SCHEDULE:

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UNIT 9: OBSERVATION:

Partcipant Observation: Meaning; Advantages and Disadvantages

Non-Partcipant Observation: Meaning; Advantages and Disadvantages

Difference between Participant and Non Participant Observation

UNIT 10: ETHNOGRAPHY:

Meaning; Ethnographic Study, Ethnographic Study as a method, Importance of Ethnographic Study; Purpose of Ethnographic Study, Advantages and Limitations of Ethnographic Study

UNIT 11: CASE STUDY:

Meaning; Objectives and Characteristics of Case Study, Steps in Case Study, Sources of data collection for case study, Significance and Importance; advantages and disadvantages of case study

UNIT 12: FOCUS GROUP DISCUSSION:

Meaning; Characteristics, steps of/conducting focus group discussion; Significance; advantages and disadvantages of focus group discussion

UNIT 13: CLASSIFICATION OF DATA:

Objectives of Classification, Types, Continuous and Discrete Variables, Frequency Distribution.

UNIT 14: GRAPHICAL PRESENTATION OF DATA:

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UNIT 15: REPORT WRITING:

Report writing: Meaning, Steps, Contents, Technicalities involved and Quality of Research Report.

4th SEMESTER: SOCIAL PROBLEMS AND SOCIAL WELFARE

(GSO S4 05)

UNIT 1: SOCIAL PROBLEM :

Meaning and Nature; Characteristics; Causes; Types and Approaches.

UNIT 2: CRIME :

Meaning and Concept of Crime, Meaning and concept of delinquency, Nature and Incidence, Characteristics and Type

UNIT3: 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; Absolute and Relative Poverty; Causes of poverty; Measures to control poverty, Types of unemployment; causes of unemployment; Consequences of Unemployment; measures to control the problem of unemployment; relation between poverty and unemployment

UNIT 5: SEXUALLY TRANSMITTED DISEASES:

Concept; Magnitude; Implications; Caring for Infected; Role of Voluntary Organisations; Protective Programmes

UNIT 6: YOUTH UNREST:

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UNIT 7: SOCIAL PROBLEMS RELATING TO WOMEN:

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UNIT8: SUPERSTITIONS:

Meaning, causes of superstition, effect of superstition, superstition and law

UNIT 9: TERRORISM AND VIOLENCE:

Concept; Origin and Development; Objectives; Causes and Consequences

UNIT 10: ABUSE AGAINST CHILDREN:

Child Labour; the Victims of Child Abuse; Causes of Child Abuse; Effects of Abuse on Children

UNIT 11: PROBLEMS OF THE BACKWARD CLASSES:

Socio-economic problems of the SCs, STs and OBCs; Policies and Measures to solve the problems; Caste Attrocities.

UNIT 12: SOCIAL PROBLEMS AND SOCIAL WELFARE:

Meaning; Importance; Nature and Scope;

UNIT 13: AGENCIES OF SOCIAL WELFARE:

Role of NGOs in social welfare, Role of government in social welfare

UNIT 14: SOCIAL WELFARE PROGRAMMES:

Welfare of women and children, Health and Family Welfare, Welfare of the SCs and STs, Recent Social Welfare initiatives

UNIT 15: SOCIAL SECURITY:

Meaning; Origin and Development; Scope; Importance; Social Security measures in India

THEORETICAL PERSPECTIVES IN SOCIOLOGY (GS0 S4 06)

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Emergence; Functionalism and Organismic Analogy; Spencer, Durkheim and Functionalism

UNIT 2: CONTRIBUTION OF A.R. RADCLIFFE BROWN TO FUNCTIONALISM:

Concept of Social Structure and Function

UNIT 3: CONTRIBUTION OF MALINOWSKI:

Concepts of Magic; Science; Religion and Exchange

UNIT 4: CONTRIBUTION OF R.K. MERTON:

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UNIT 5: CONFLICT THEORY OF LEWIS COSER:

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UNIT 6: CONFLICT THEORY OF DAHRENDORF:

Concept of Authority; Group, Conflict and Change

UNIT 7: CRITICAL THEORY:

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UNIT 7: NEO MARXISM:

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UNIT 8: INFLUENCE OF WILLIAM JAMES AND JOHN DEWEY ON INTERACTIONIST PERSPECTIVE WILLIAM JAMES:

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UNIT 10: G.H.MEAD: SYMBOLIC INTERACTIONISM:

Mind; Self and Society

UNIT 11: C.H. COOLEY:

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UNIT 12: HERBERT BLUMER:

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UNIT 13: PHENOMENOLOGY:

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5th SEMESTER- SOCIOLOGY OF NORTHEAST INDIA GSO S5 07

Unit 1: THE CONCEPT OF NORTHEAST INDIA:

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Unit 2: LOCATION AND ECOLOGY OF NORTHEAST INDIA AND ASSAM IN PARTICULAR:

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Unit 3: PROCESS OF STATE FORMATION IN ASSAM:

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Unit 4: STATE FORMATION DURING POST-INDEPENDENCE PERIOD:

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Unit 5: DEMOGRAPHIC COMPOSITION OF NORTHEAST INDIA:

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Unit 6: SOCIAL INSTITUTIONS AMONG THE MAJOR TRIBAL GROUPS OF THE NORTH EASTERN STATES:

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Unit 7: IMMIGRATION TO NORTHEAST INDIA AND ASSAM IN PARTICULAR:

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Unit 8: ETHNIC IDENTITY IN NORTHEAST INDIA:

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Unit 10: INSURGENCY IN NORTHEAST INDIA:

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Unit 11: LAND AND RELATION IN NORTHEAST INDIA:

Land holding patterns, agrarian structure

Unit 12: ECONOMIC PROBLEMS IN NORTH EAST INDIA:

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Unit 13: DEVELOPMENT IN NORTHEAST INDIA:

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UNIT 2: BASIC CONCEPTS- I:

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UNIT 3: BASIC CONCEPTS -II:

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UNIT 4: POLITICAL SOCIALIZATION:

Meaning; Types, Agencies, Functions

UNIT 5: POLITICAL CULTURE:

Introduction, Definitions, Nature, Dimensions of Political Culture, Role and Utility of Political Culture

UNIT 6: STATE:

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UNIT 7: POLITICAL PARTIES:

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UNIT 8: PRESSURE GROUPS:

Definition, Characteristics, Difference between Pressure Group and Interest Group, Difference between Pressure Group and Political party, Pressure Groups in India

UNIT 9: THEORETICAL APPROACHES TO POWER:

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UNIT 10: MARXIST AND WEBERIAN TRADITION IN POLITICAL SOCIOLOGY:

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UNIT 11: MAJOR POLITICAL IDEOLOGIES -I:

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UNIT 12: MAJOR POLITICAL IDEOLOGIES -II:

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UNIT 13: GRASSROOTS DEMOCRACY IN INDIA:

Decentralisation; Panchayati Raj System; Political Participation at the grassroot level; protest movements; Decentralisation of Power and Social Change

UNIT 14: REGIONALISM; COMMUNALISM; NATIONALISM AND NATIONAL INTEGRATION:

Meaning; Characteristics; Causes; Implications; National Integration and Challenges

UNIT 15: STATE AND SOCIETY IN NORTHEAST INDIA:

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POPULATION AND SOCIETY(GSO S5 09)

UNIT 1: POPULATION STUDIES:

Definition, nature, scope of Population Studies, Sources of population data, Social dimensions of population education.

UNIT 2: FUNDAMENTAL CONCEPTS:

Fertility, Mortality and Migration

UNIT 3: BASIC QUANTITATIVE TECHNIQUES IN DEMOGRAPHY:

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UNIT 4: SOURCES OF DEMOGRAPHIC DATA:

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UNIT 5: THEORIES OF POPULATION –I:

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UNIT 6: THEORIES OF POPULATION –II:

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UNIT 7: DEMOGRAPHY AND URBANIZATION:

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UNIT 8: URBANIZATION IN INDIA:

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UNIT 10: POPULATION GROWTH AND DISTRIBUTION OF POPULATION IN INDIA:

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UNIT 12: QUALITATIVE ASPECTS OF INDIAN POPULATION –II (HEALTH):

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UNIT 13: DETERMINANTS OF POPULATION GROWTH:

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UNIT 14: POPULATION AND DEVELOPMENT:

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UNIT 15: POPULATION POLICY IN INDIA:

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UNIT 2: BASIC CONCEPTS:

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UNIT 3: ECOLOGICAL AND SUSTAINABLE DEVELOPMENT:

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UNIT 4: PATHS OF DEVELOPMENT:

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UNIT 5: GENDER AND DEVELOPMENT:

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UNIT 6: PERSPECTIVES OF DEVELOPMENT-I :

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UNIT 7: PERSPECCTIVES OF DEVELOPMENT -II:

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UNIT 8: MODERNIZATION THEORY OF DEVELOPMENT:

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UNIT 9: DEPENDENCY THEORY OF DEVELOPMENT:

Emergence of Dependency Theory; Features of Dependency Theory; Theory of A.G.Frank

UNIT 10: WORLD SYSTEM THEORY OF DEVELOPMENT:

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UNIT 11: PLANNING AND DEVELOPMENT IN INDIA:

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UNIT 12: GLOBALIZATION AND DEVELOPMENT IN INDIA:

Concept and Definition, it's economic, social and cultural dimension and its impact.

UNIT 13: NEO-LIBERALISM:

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UNIT 14: POVERTY:

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UNIT 15: OTHER ISSUES IN DEVELOPMENT:

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6th SEMESTER-RURAL AND URBAN SOCIOLOGY (GSO S6 011)

UNIT 1: INTRODUCTION TO RURAL SOCIOLOGY:

Origin, Nature, Subject Matter, and Importance.

UNIT 2: RURAL SOCIAL STRUCTURE:

Caste and Class in Rural Set up; Family structure.

UNIT 3: CHANGING TRENDS IN RURAL SOCIAL STRUCTURE:

Migration; Urbanization and its impact; changes in the family system; caste-class continuum;

UNIT 4: RURAL ECONOMY:

Land Tenure System, Land Reforms, Green Revolution & its Impact; Bonded & Migrant Labourers

UNIT 5: CHANGES IN THE RURAL ECONOMY:

Industrialization and its impact; Urbanization and its impact; Growth of Tertiary or Service sector; Migration

UNIT 6: RURAL POLITICAL STRUCTURE:

Traditional Caste and Village Panchayats; Panchayati Raj before and after 73rd Caste Amendment, Panchayati Raj and Empowerment of Women.

UNIT 7: DEVELOPMENT OF WOMEN AND CHILDREN IN RURAL AREAS:

Special Schemes for development of women, Child development programmes.

UNIT 8: RURAL DEVELOPMENT:

Community Development; IRDP; Minimum needs programme.

UNIT 9: TRIBAL DEVELOPMENT:

Development in Tribal Areas, Special Programmes for Tribal Areas; Constraints in Tribal Development

UNIT 10: GLOBALIZATION AND INDIAN PEASANTRY:

Agrarian Unrest and Peasant Movements in India.

UNIT 12: DEVELOPMENT OF URBAN SOCIOLOGY:

Origin & Scope of Unban Sociology; Rural Urban Differences; Urban Sociology in India

UNIT 13: URBANISM & URBANIZATION:

Concept of Urban; Urban Locality; Urbanism; Urbanism as a way of life; Urbanization; Definition; Process; Impact of Urbanization on family, religion and caste; Sub-urbanization; over-urbanization.

UNIT 14: URBAN PROBLEMS I:

Issues of Urbanization in India: Juvenile Delinquency, Beggary, Alcoholism & Drug Addiction, Spousal Violence.

UNIT 15: ISSUES OF URBAN SOCIETY:

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SOCIAL MOVEMENTS (GSO S6 012)

UNIT 1: SOCIAL MOVEMENTS:

Meaning; Typology; Characteristics; Social Movement and Social Change

UNIT 2: THEORIES OF SOCIAL MOVEMENT:

Relative deprivation Theory, Structural, Functional Theory, Resource Mobilization Theory

UNIT 3: REVOLUTIONARY APPROACH TO SOCIAL MOVEMENT:

Overview, main advocates, perspectives and issues

UNIT 4: RADICAL APPROACH TO SOCIAL MOVEMENT:

Overview, main advocates, perspectives and issues

UNIT 5: LIBERAL APPROACH TO SOCIAL MOVEMENT:

Overview, main advocates, perspectives and issues

UNIT 6: NEW SOCIAL MOVEMENTS:

Overview, Diversity of Issues, Leadership, Achievements

UNIT 7: RELIGIOUS MOVEMENT:

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UNIT 8: REFORM MOVEMENT:

Emergence, Leaders of Brahmo Samaj, Arya Samaj, Prarthana Samaj ,Impact of Reform Movements in Society

UNIT 9: TRIBAL MOVEMENT:

Overview of Tribal Movements in India, Prominent Tribal Movements: Emergence, Causes and Issues, Leadership, Implications

UNIT 10: DALIT MOVEMENT:

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UNIT 11: WOMEN'S MOVEMENT:

Emergence, Issues, Legislations, Current trends

UNIT 12: HUMAN RIGHTS:

Emergence, Issues, Achievements, Current Trends

UNIT 13: ENVIRONMENT MOVEMENT:

Emergence of Environmental Movements in India; Prominent Environmental Movements in India, Issues behind the Movements

UNIT 14: STUDENTS MOVEMENT:

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UNIT 15: IDENTITY MOVEMENT IN NORTH EAST INDIA:

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UNIT- 1: GENDER AS A SOCIAL CONSTRUCT:

Sex, Gender, Sexuality, Masculinity and Femininity

UNIT-2: BASIC CONCEPTS:

Gender discriminations, gender gap, gender justice, gender socialization, women empowerment, women's oppression, exploitation and subordination, Matriarchy and Patriarchy; gender lens, sex disaggregated data

UNIT-3: GENDER DIFFERENCES AND INEQUALITIES:

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UNIT-4: LIBERAL FEMINISM AND RADICAL FEMINISM:

Meaning of liberal feminism, main advocates, debates and criticisms; meaning of radical feminism, main advocates, issues and criticisms

UNIT 5: MARXIST FEMINISM:

Production, reproduction, Class, Alienation, Marriage and family

UNIT-6: SOCIALIST FEMINISM:

Class and gender, Division of Labour, Unified and Dual System, Exploitative Institutions of women in India-Family, Caste, Class, Culture, Religion and Social System.

UNIT 7: WOMEN AND EDUCATION :

Curriculum content, Dropouts, negative capability in education-values in Education-Vocational education recent trends in women's education-Committees and Commissions on education, Adult literacy and Non-formal education for women's development.

UNIT-8: WOMEN'S MOVEMENTS:

Pre-independent, Post Independent and Current women movements, National committees and Commissions for Women-Government Organization for Women and Child Development, Role of individual activists, NGO's in securing women's rights, National and International funding Agencies

UNIT9 : WOMEN AND HEALTH:

Health status of women in India-Mortality and Morbidity factors influencing health-Nutrition and health-HIV and IODS control program national Health and Population Policies and programmes

UNIT- 10: MATERNAL AND CHILD HEALTH:

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UNIT 11: WOMEN AND VIOLENCE:

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UNIT- 12: GENDER AND LANGUAGE:

Sensitive Language, Gender significance of gender sensitive language, gender biased language vs. Gender neutral language. gender sensitization, gender equality and equity

UNIT 13: DEVELOPMENT AND EMPOWERMENT:

Gender as a development issue, Gender and poverty, Feminization of poverty, Self-help Groups

UNIT-14: GENDER, LAW AND HUMAN RIGHTS:

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UNIT-15: CHANGING STATUS OF WOMEN IN INDIA:

Status of Women in Contemporary India: Educational,
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UNIT-1: INTRODUCTION TO COMMUNICATION:

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UNIT- 2: INTRODUCTION TO MASS COMMUNICATION:

Concept of Mass Communication, Evaluation, Types and Function of Mass communication

UNIT- 3: VERBAL COMMUNICATION:

Multiple meanings: Polysemy, Types of Verbal communication

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Concept and importance of listening, Process of active listening

UNIT- 6: THEORIES OF MASS COMMUNICATION:

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Effects of media on marriage and family, The mass media and Indian family

UNIT- 8: COMMUNICATION APPROACH:

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UNIT- 9: CRITIQUE OF COMMUNICATION APPROACH:

Critical appraisal of communication campaign in strategic social change, New rules for communication in development

UNIT- 10: COMMUNICATION STRATEGIES FOR EMPOWERMENT:

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UNIT- 11: CULTURE AND COMMUNICATION:

Cross-culture communication and inter-cultural communication, Structure-Based cultural characteristics

UNIT- 12: PUBLIC RELATIONS AND SOCIETY:

Concept of Public relations, Growth and development of public relations

UNIT- 13: ADVERTISING:

Functions of advertising agencies, Advertising in India

UNIT- 14: MASS MEDIA AND DEVELOPMENT:

The cultural context of development, Traditional media and development

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KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY

(KKHSOU)

PROGRAMME PROJECT REPORT

ON

BACHELOR OF BUSINESS ADMINISTRATION (BBA)

Submitted to

UNIVERSITY GRANTS COMMISSION

BAHADUR SHAH ZAFAR MARG

NEW DELHI – 110 002

Submitted by

K. K. Handiqui State Open University

Guwahati, Assam

April 2018

Registrar
Krishna Kanta Handique
State Open University
Guwahati

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KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY (KKHSOU)
PROGRAMME PROJECT REPORT
ON
BACHELOR OF BUSINESS ADMINISTRATION (BBA)

1. PROGRAMME'S MISSION AND OBJECTIVES:

Maniram Dewan School of Management of KKHSOU contemplates to mobilize experts in the domain of management, strategically to maximize their academic and professional credentials for development of its programmes to contribute towards the mission of the university to provide accesses to quality education with latest educational inputs and technology.

The Bachelor of Business Administration (BBA) programme of Maniram Dewan School of Management of KKHSOU is designed to enable the learners to imbibe the relevant knowledge and skills of management and entrepreneurship. This programme has been thoroughly revised in accordance with the UGC Regulations on Open and Distance Learning, 2017. Syllabi of this Programme have been finalized after a series of deliberations and discussions with academic experts in the respective field from Universities of repute, viz., Gauhati University. The quality of Curriculum and Syllabus of this programme has been so designed to accommodate the recent developments in the field of Higher Education in general and the subject in particular.

BBA Programme endeavours to provide higher education and training in the field of management using the latest educational inputs and technology. To achieve the overall mission statement KKHSOU, the following specific objectives have been framed:

1. To educate the disadvantaged groups of people, housewives and other adults and help in up-gradation of knowledge and skills;
2. To Educate and train individuals from different walks of life, who are desirous to study Management.
3. To provide intensive theoretical and practical knowledge of management.
4. To develop the essential management skills required to meet and participate in an increasingly domestic as well as global business environment
5. To help the learners understand the emerging concepts in different functional areas of management like marketing, personnel, finance and production.
6. To provide access to a broad base of knowledge in core managerial domains.
7. To provide an integrated perspective of management functioning along with a fair amount of exposure to real life case studies

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8. To facilitate the working people who wish to develop their professional skills in management
9. To help the learners with development of relevant knowledge and skills to start their own enterprises.

2. RELEVANCE OF THE PROGRAMME WITH KKHSOU'S MISSION AND GOAL:

The BBA Programme offered by KKHSOU has been prepared conforming the mission and goals of KKHSOU.KKHSOU with its BBA programme offered through ODL mode would be in a position to extend the benefits to learners across the state to enable them to earn the relevant knowledge and skills of management. This programme follows the following mission and goals of KKHSOU:

1. To maintain equitable, inclusive, quality education and lifelong learning opportunities for higher education.
2. To ensure this quality education is accessible, inclusive and responsive to the needs of diverse groups of learners with special focus on learners from disadvantaged population groups, particularly youth with special needs and with various forms of disabilities.
3. To ensure that social, regional and gender gaps are eliminated and gender equality and girls' and women's empowerment are promoted throughout the education system;
4. To foster quality education with a strong focus on reforms relating to curricula, learning materials, andragogy process, learning assessment, teacher quality and performance and institutional leadership and management with a view to enabling the learners to attain the specified learning outcomes (knowledge, skills, attitude and values) that are required to lead a productive life, participate in the country's development process, and respond to the emerging global challenges.
5. Ensuring integration of information and communication technologies (ICTs) in the BBA programme, especially for improving access to education, enhancing the quality of teaching-learning process, and strengthening educational planning and management.
6. To contribute to the economic growth of the country.

3. NATURE OFPROSPECTIVE TARGET GROUP OF LEARNERS FOR BBA PROGRAMME:

KKHSOU functions with a motto of “Education beyond Barriers”. KKHSOU specially strives to cater to the needs of the learners from far-flung areas cutting across of age, sex and backwardness so that they can have access to quality education. The BBA programme is specially designed and developed for the learners of North East India to make them acquainted with different management philosophies such as understanding of behavioural science, marketing, human resource management and information systems. To achieve the mission of KKHSOU, the BBA Programme has emphasized on the following prospective target groups of learners:

- All the stakeholders of the society like-development agents, government officials, policy makers, industrialists, farmers, grass -roots workers, who are interested in ensuring a better standard of living for the peoples of the society.
- Women learners, who want to get empowered with management education, acquire professional skills and start any entrepreneurial venture.
- Working people who wish to develop their professional skills in management and entrepreneurship.
- People engaged in different avenues and wish to develop their professional skills.
- People hailing from far-flung remote areas and living in other disadvantageous conditions.
- Learners who are deprived of higher education in conventional system for varieties of reasons.
- Working professionals in the lower or mid-level management, who are not able to complete their masters, and maybe experiencing a stalled career stage, as a result.
- Denied and deprived sections of people who need education of Economics for uplifting their economic conditions.

4. APPROPRIATENESS OF PROGRAMME TO BE CONDUCTED IN OPEN AND DISTANCE LEARNING MODE TO ACQUIRE SPECIFIC SKILLS AND COMPETENCE

The BBA programme of KKHSOU has been designed to enable the learners imbibe the concepts and practices of management through open and distance learning mode. The learners of BBA Programme are provided with the Instructional Materials commonly known as Self learning Materials (SLM) which in itself is self sufficient for learning the various concepts of Management (SLM). The Self Learning Materials (SLMs) are developed with the supervision

and help of the experts in the field of management. The BBA programme has been offered after substantial revision in compliance with the requirements of UGC and Madhava Menon Committee. The BBA programme does not need any laboratory facilities as the programme does not offer any practical oriented subjects. The Open University system is more learner-oriented and the learner is an active participant in the pedagogical (teaching and learning) process. Most of the instructions are imparted through distance education methodology as per the requirement. KKHSOU follows a multimedia approach for instruction, which comprises:

a. ***Self-Learning Material***: The printed study material (written in self-instructional style) for both theory and practical components of the programmes will be supplied to the learners. The syllabi of the BBA Programme have been upgraded as per the recommendations of the Report of the *Committee to Regulate the Standards of Education being imparted through Distance Mode* constituted by the Ministry of Human Resource under the chairmanship of N R Madhava Menon, popularly known as the Madhava Menon Committee Report.
   The SLMs have the following features:

   i. ***Self-Explanatory and Self contained:*** The content is presented in such a style so that the learners can go through the materials without much external support, for additional sources or even a teacher.

   ii. ***Self-Directed:*** The SLMs of BBA Programme are aimed at providing necessary guidance, hints and suggestions to its learners at each stage of learning. It is presented in the form of easy explanation, sequential development, illustrations, learning activities etc.

   iii. ***Self-Motivating:*** In ODL system, the learners remain off the campus for most of their study time. Therefore, the SLMs of BBA Programme are designed in such away that it arouse curiosity, raise problems, relate knowledge to familiar situations and make the entire learning meaningful for them.

   iv. The SLMs of BBA Programme includes 'Let Us Know(Additional Knowledge)', 'Illustrations', 'Check your Progress', 'Model Questions' etc so that the learners become self motivated and self evaluating.

b. ***Audio-Visual Material Aids:*** The learning package contains audio and video CDs, which have been produced by KKHSOU for better clarification and enhancement of understanding of the course material given to the learners. The Ekalavya and community radio service are broadcasting curriculum based audio programmes.

c. ***Counselling Sessions:*** Normally counselling sessions are held every Sunday at the study centers.

The assignments, counseling sessions are conducted at the study centers, preparing project report and submission of the project report, multimedia services and various learner support services

make the BBA programme appropriate and compatible to be conducted in Open and Distance Learning.

5. INSTRUCTIONAL DESIGN:

5.1 Curriculum Design: Curriculum of the BBA programme has been designed by taking help of experts in the subject from other reputed Universities in the region like Gauhati University, Guwahati. The contents of the syllabi are updated. While preparing the syllabi, UGC Model Syllabi and syllabi of other Universities and recommendations of Madhava Menon Committee have been consulted.

5.2 Learner Support Services: Learner Support Services is a major component of any ODL system of education. Our university has as such given emphasis on this. Some ICT-based support systems provided by the university for the learners of BBA are listed below:

5.2.1. Website: We have developed full-fledged official website www.kkhsou.infor our learners and general public. Here we have provided all necessary information to our learners. The Website is also linked with the social-networking site like Facebook (KKHSOU FB Official Group) for interaction among the learners, faculty members and stakeholders. The website also includes the customised study centre-search facility based on district or programme. And most of the Audio-Video programmes are also made available online through YouTube.

5.2.2. Community Radio Service: **Jnan Taranga** (90.4 MHz) of KKHSOU is the first Community Radio of the North Eastern part of the country. The Community Radio, being a platform for the community for taking up community issues, is also a platform to broadcast several educational programmes that includes debates, discussions, and talk shows.

5.2.3. Ekalavya: With the help of Prasar Bharati, our University has launched a special educational programme namely ***Ekalavya.*** It is aired every Saturday from 8.00 PM to 8.30 PM through All India Radio, Guwahati and Dibrugarh.

5.2.4. Akashvani Phone-in Programme: Our University offers one hour live **phone-in** counseling programme through AIR, Guwahati and Dibrugarh where officers and experts from this University clarify queries of listeners/learners via telephone. The phone in programme is aired every Thursday from 09.15 AM to 10.15 AM.

5.2.5. e-SLM: An e-learning portal by the name of e-SLM (http://eslm.kkhsou.in/) has been launched by the university. It is also a digital repository where the study materials are uploaded for the benefit of the learners. All the study materials of the programmes (including Degree, Master Degree etc.) can be assessed in this portal.

5.2.6. Open Access Journals Search Engine (OAJSE): To provide easy access to various open access journal across the world, KKHSOU has developed the Open Access

Journals Search Engine (OAJSE) which is available for the users from the URL www.kkhsou.in/library/oajse or http://oajse.kkhsou.in . OAJSE aims to cover journals in all subjects that are published in English language. There are now 4,500+ journals in the directory. All are searchable at article level.

5.2.7. KKHSOU Mobile App: Our University has developed a mobile application "KKHSOU" to help the learners to connect 24x7 with the university. It can be freely downloaded from Google Play Store (for android user).

5.2.8.SMS and e-mail Alert Facility: University has initiated an SMS and e-mail alert facility for learners regarding any news, events and learner-related information of the university.

5.2.9.E-mail services: Learners can write emails to any officials/faculty members in university's general mail id: info@kkhsou.in. Queries raised through to this mail id are readdressed by concerned official/faculty members of the university.

5.2.10.TV programme: University is going to initiate a half an hour live educational programme through a TV Channel **Prag-News** from June 2018. It will be telecast every Sunday at 8:30 am.

5.3 . Duration of the programme: The BBA programme has six semesters and is of minimum 3 years. The programme has 4 courses in each semester carrying 100 marks (80+20) i.e for 6 semester the programme will have 23 courses with a Project Study (100 marks). However, the maximum duration of the programme is 8 years as stated below:

- Minimum Duration :6 semesters (3 years).
- Maximum Duration :8 years (maximum of 4 attempts in 1 course/paper).

In case, a learner is not able to qualify a course in its first attempt, he/she has to qualify in the particular course within the next four attempts, subject to maximum duration of the study.

5.4 Credit Distribution: 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 is offered to the learners at their respective study centres. This programme has 96 credits in total. (***Annexure-I of this Report***)

5.5 Faculty and support staff requirement: The University currently has 3 full time faculty members in the Department of Management, viz., one Professor and two Assistant Professors.

5.6 Structure of the BBA Programme(*Annexure-I of this Report may please be referred*)

5.7 Detailed Syllabus (*Annexure-II of this Report may please be referred)*: All the courses are compulsory. The specialization courses are offered in sixth semester with a project study. Learners have to opt for two courses from any one specialization namely Finance

Specialization/Marketing specialization/HRM specialization. The detailed course wise syllabus has been presented in **Annexure II.**

5.8 **Project Study:** The objective of the Project is to help the learners acquire ability to apply multi-disciplinary concepts, tools and techniques to solve organizational problems and/or to evolve new/innovative theoretical framework. The duration of the project work is two months. At the beginning, the learners need to submit a Project Synopsis and at the end of the term, the learners need to submit the final Project report before Viva presentation.

The project carries 100 marks and it is mandatory to submit the Project Report before the completion of the programme. (***Project Study details in Annexure IIof this Report***)

5.9 The following instructional instruments were provided to the learners of management programmes:

(i) ***Self-learning Materials (SLM):*** SLMs of BBA programme are designed by the experts from management areas in tune with the demand of the learners. SLMs are specially prepared for the target group of BBA learners. (***Structure of the BBA Programme and Detailed Course-wise Syllabus are presented in Annesure-I and Annexure-II)***

(ii) ***Counselling sessions at the study centre***: The counseling sessions are held in all study centers for the BBA Programme. The counseling sessions are held on Sundays besides other days of the week as mutually agreed upon by the study centre and learners.

(iii) ***Multimedia study material***: In addition to SLMs in print form, KKHSOU has developed audio-visual materials related to management courses. These are usually distributed in CDs and DVDs, and are meant for facilitating better understanding among the learners.

6. PROCEDURE FOR ADMISSION, CURRICULAM TRANSACTION AND EVALUATION FOR BBA PROGRAMME:

6.1 Admission Procedure in BBA programme:

1. The admission for the academic session 2018-19 of the University will be through online mode. A learner who desires to take admission in KKHSOU will have to submit his/her application through online admission portal in the University

website www.kkhsou.in The Learner has to carefully go through the instructions of online admission form fill up and complete the process accordingly. In the online admission portal the learner has to registrar with mobile no/Email and has to carefully verify the subjects available in the respective study centers as per their choice.

2. For admission to a particular programme the course fee is to be paid through online transaction mode. That is through credit card/debit card/net banking or any other available online system mode of payment.
3. The learner after successful submission of the online admission form has to take a print out and submit it to the study centre for hard copy of SLMs.
4. The verification of online application form will be done in the University and after the completion of the verification process of the learner, the e-SLM will be sent to the respective Email-id of the learner.
5. The learners who have submitted incomplete application may be given conditional admission at the University's discretion subject to fulfillment of eligibility criteria.
6. All the Enrolled learners will be provided with registration no., SLMs, and Identity cards.
7. The learners who are unable to complete the programme within specified period are required to register as fresh learner by paying requisite fee.

Continuous admission

(i) Admission will have to be taken continuously in the programmes without any break. A learner will be allowed to appear in all the examinations, including back courses, within the stipulated time of a programme.

(ii) A learner will have to take admission to the next semester within one month from the last date of examination of the previous semester. It doesn't depend on whether the candidate appeared in the previous examination or not.

(iii) A learner will be allowed to take admission to the next semester beyond one month, but within two months from the last date of examination of the previous semester with a fine of Rs 500/-.

(iv) A learner may be allowed to take admission even after the issue of notification for filling up of examination forms, but such learners will be allowed to appear in the examination of that semester in the next year only.

6.3 Eligibility Criteria: 10+2 or equivalent examination passed (in any stream) from a council/university recognized by UGC.

6.4 Fee Structure:

The following is the fee structure of BBA Programme:

PROGRAMME	SEMESTER	ENROLLMENT FEE	COURSE FEE	EXAM FEE	PRACTICAL FEE	EXAM CENTRE FEE	MARKSHEET FEE	DISSERTATION PROJECT FEE	TOTAL FEES TO BE PAID	ARREAR SUBJECT
BBA	First	300	2700	600	---	200	100	---	3900	Rs.200.00 per paper+ Practical fee(if applicable) +Centre fee +Marksheet fee Rs.50+ Consolidated marksheet Rs. 100
	Second	---	2700	600	---	200	100	---	3600	
	Third	---	2700	600	---	200	100	---	3600	
	Fourth	---	2700	600	---	200	100	---	3600	
	Fifth	---	2700	600	---	200	100	---	3600	
	Sixth	---	2700	600	---	200	200	1000	4700	

6.5 Fees for Project:

A Challan of Rs 1000/- as Project fees should be enclosed with the copy of the project report (which will be sent to the university), if not paid the fee during the admission time in sixth semester.

6.6 Financial assistance:

The University offers free education to jail inmates and differently abled learners. 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 adding more of central/district jails in the Academic Session 2018-19.

6.7 Curriculum Transaction and Activity Planner:

An activity planner, that guides the overall academic activities in the BBA programme shall be made available prior to the admission schedule of the University. The newly constituted CIQA office as per UGC guidelines and the office of the Academic Dean would upload the Academic Plan and month wise Academic Calendar to enable the learners to plan their studies and activities accordingly.

6.8 The evaluation system of the programme:

The system of evaluation of KKHSOU has a multitier system of evaluation.

a) The University adopts both ongoing and term end evaluation. Ongoing evaluation is conducted in two modes: internal and external. The internal evaluation is to be undertaken by the learner himself. For this, the University has designed some Check Your Progress questions, which would help the learners to self-check his progress of study. However, this is undertaken at the learners' end themselves and is non-credit based.

b) Self-assessment exercises within each unit of study.

c) Continuous evaluation mainly through assignments which are tutor-marked, practical assignments and seminar/ workshops/extended contact programmes

d) For overall evaluation of a course, the University follows the two types of evaluation:
   (a) Continuous Evaluation (Assignments) : Weightage assigned 20%.
   (b) Term End Evaluation (Semester-end Examinations): Weightage assigned 80%.

e) The learners have to submit the assignments within the schedule of a semester at the respective study centres. The counsellors at the study centres evaluate the assignments and return them to the learners with feedback.

f) Term end examinations are conducted on scheduled dates at selected examinations centres. Evaluations are done by the external examiners at zonal centres. After evaluation, further scrutiny is done, followed by moderation. Results are declared within scheduled dates as laid down in the Activity Planner.

g) Learners would be able to get their scripts re-evaluated if they are not satisfied with evaluation.

h) Questions for the Semester End paper would be set as per the Evaluation policy of the University to have coverage of all the modules of the respective courses.

i) The University is in the process of using high security and eco-friendly synthetic (water proof and termite proof) papers for marksheets and certificates. Moreover, use of interactive kiosk at study centres for issue of admits cards and modification of the existing EDPS system for quick publication of results of examinations are also being planned. Similarly, introduction of biometric identity of learners is also being planned

j) Project work (100 marks with 4 credit)

The evaluation of learners depends upon various instructional activities undertaken by them. A learner has to write assignment responses compulsorily before taking term-end examination from time to time to complete an academic programme.

7 REQUIREMENTS OF THE LABORATORY SUPPORT AND LIBRARY RESOURCES:

The Central Library, Krishna Kanta Handiqui State Open University plays a vital role in the collection, development and dissemination of academic, scientific and technical information to meet the present and future needs of the University.

The library remains open from 10.00 am to 5.00 pm in all working days. The library is fully computerized with an ILS (Integrated Library System) and also equipped with RFID (Radio-frequency Identification) technology.

The Central Library has the following resources-

Physical Resources:

Books-	18,164
Theses-	8
Report-	1
Journals-	35
Magazines-	12
News Papers-	5
Audio CD/DVD-	49
Video CD/DVD-	6
CD/DVD with Textual documents-	66

E-resources:

E-Journals: The Central Library of KKHSOU subscribed e-journals from JSTOR (www.jstor.org), and the resources are very much necessary for academic and research community of the University.

Digital Library: Digitization has become deeply embedded into every aspect of education today. Hence, the Central Library of KKHSOU has started the Digital Library initiative. The mission of the "Digital Library at KKHSOU" is to locate, digitize, preserve, collect and make accessible the accumulated wisdom of the institute's output to the global community. The resources of the Digital Library include Administrative Documents, Conference/Seminar Proceedings, Faculty Publications, Journal of Open Learning and Research Communication (JOLRC), KKHSOU in News and Media, Newsletters, Annual Reports, MPhil/PhD Theses, Public Lectures, Convocation Addresses, Working Papers, etc. URL: http://dlkkhsou.inflibnet.ac.in

Open Access Journals Search Engine (OAJSE): To provide easy access to various open access journal across the world, KKHSOU developed the Open Access Journals Search Engine (OAJSE) which is available for the users from the URL www.kkhsou.in/library/oajse or http://oajse.kkhsou.in

KKHSOU at Shodhganga: Krishna Kanta Handiqui State Open University (KKHSOU) has joined Shodhganga for depositing their theses which is available for the users from the URL http://shodhganga.inflibnet.ac.in/handle/10603/145533. Shodhganga repository is the reservoir of Indian intellectual output stored, hosted and maintained by the INFLIBNET Centre, an IUC of UGC.

8 COST ESTIMATEOF THE PROGRAMME 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 Expert Committee, honorarium to be paid to Content Writers, Content Editors, Language Editors, Translators, Proof Readers and the expenditure related with organizing counsellors' workshops, meeting of the coordinators 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.

As regards, 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 BBA programme.

8.1. Programme Development Cost: Rs. 2,158,950.00

The office of the Finance Officer of KKHSOU has worked out the following also.

a. SLM Development Cost for Master Degree Programme
   English medium per Unit Rs. 7,300/-
   Assamese medium per Unit Rs. 7,430/-
b. SLM Development Cost for Under Graduate programme
   English medium per Unit Rs. 5,500/-
   Assamese medium per Unit Rs. 5,680/-
3. Printing Cost per SLM Rs. 56/-
4. Cost of CD per unit Rs. 23/-

8.2 Programme Delivery Cost:

The SLMs prepared have to be delivered to various study centres located at the far-flung remote areas. On an average, the University delivers about 15 kgs of study materials per student. The cost of delivery of 1 kg of such material is Rs.10. Accordingly, depending upon the number of candidates; the cost for the BBA programme will be provisioned by the University. The office of the Finance Officer has calculated the delivery cost of SLM per student at Rs. 150/-

8.3 Programme Maintenance Cost:

The University will keep financial provision for organizing stakeholders' 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, but will also benefit the learners of other programmes. The University will also bear the cost of organizing the meeting of Syllabus Revision Committee etc. and 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 ofBBA programme per student is Rs. 1250.00.

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

9 QUALITY ASSURANCE MECHANISM AND EXPECTED PROGRAMME OUTCOMES:

a) **Quality Assurance Mechanism:** With regard to the quality concerns of the course materials, the department 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 expert Committee is helped by the in-house department faculties while preparing the framework of the programme.
- The next step after the completion of the framework preparation is the allotment of the assigned papers (which is again composed of 15 units) to the assigned authors. The in-house faculties prepare a carefully chosen list of authors for the task. The in-house faculties also contribute their writings, besides the outsourced authors, who are mostly research scholars and faculty members from higher educational institutions.
- The content editors are then roped in for the next round. The content editors, who are mostly in academics from reputed higher educational institutions, look into the contents of the units and provide their suggestions and feedbacks to be included by the coordinator of the programme.
- The next step is that of printing and distributing the SLMs to the respective study centres. Arrangements would be made to distribute the SLMs to the learners at the time of admission.
- Newly established CIQA office which will take care of the following to enhance the quality of the various facets of the University:
    - Counselors workshops
    - Stakeholders meetings
    - Feedback Responses from the learners from various programmes

- SLM Audit

- In order to keep the programme 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.

b) **Expected Programme Outcomes:** The outcomes of the programme are manifold:

- It will enable the learners to acquire knowledge enabling them to articulate well the conditions around them.
- The programme will also help the learners to seek employment and career prospect avenues in the development sector, entrepreneurial venture, self-employment and/or other upcoming sectors like banking, insurance and other service sectors.

Annexure-I

STRUCTURE OF THE BBA PROGRAMME

COURSE STRUCTURE

COURSE CODE	SEMESTER	MODE	TITLE OF THE COURSE	MARKS	CREDIT
SEMESTER 1					
BBA(S1)01	FIRST	Compulsory	Principle of Management and Organizational Behavior	**20+80=100**	**4**
BBA(S1)02	FIRST	Compulsory	Business Economics	**20+80=100**	**4**
BBA(S1)03	FIRST	Compulsory	Business Mathematics	**20+80=100**	**4**
BBA(S1)04	FIRST	Compulsory	Business Environment	**20+80=100**	**4**
SEMESTER 2					
BBA(S2)05	SECOND	Compulsory	Business Statistics	**20+80=100**	**4**
BBA(S2)06	SECOND	Compulsory	Marketing Management	**20+80=100**	**4**
BBA(S2)07	SECOND	Compulsory	English for Professional Studies	**20+80=100**	**4**
BBA(S2)08	SECOND	Compulsory	Financial Accounting	**20+80=100**	**4**
SEMESTER 3					
BBA(S3)09	THIRD	Compulsory	Human Resource Management	**20+80=100**	**4**
BBA(S3)10	THIRD	Compulsory	Production and Operations Management	**20+80=100**	**4**
BBA(S3)11	THIRD	Compulsory	Business and Labour Laws	**20+80=100**	**4**
BBA(S3)12	THIRD	Compulsory	Spoken English	**20+80=100**	**4**
SEMESTER 4					
BBA(S4)13	FOURTH	Compulsory	Fundamentals of Financial Management	**20+80=100**	**4**
BBA(S4)14	FOURTH	Compulsory	Human Resources Development	**20+80=100**	**4**
BBA(S4)15	FOURTH	Compulsory	Cost and Management Accounting	**20+80=100**	**4**
BBA(S4)16	FOURTH	Compulsory	Environmental Studies and Disaster Management	**20+80=100**	**4**
SEMESTER 5					
BBA(S5)17	FIFTH	Compulsory	Entrepreneurship and Small Business Management	**60+40=100**	**4**

BBA(S5)18	FIFTH	Compulsory	Sales And Retailing Management	**20+80=100**	**4**
BBA(S5)19	FIFTH	Compulsory	Insurance And Banking	**20+80=100**	**4**
BBA(S5)20	FIFTH	Compulsory	Computer Application in Management	**20+80=100**	**4**
SEMESTER 6					
BBA(S6)21	SIXTH	Compulsory	Project Study	**20+80=100**	**4**
BBA (S6)22	SIXTH	Compulsory	Office Management	**20+80=100**	**4**
HRM/Marketing/Finance					
Optional **HRM**					
BBA(S6)23	THIRD		Organizational Development	**20+80=100**	**4**
BBA(S6)24	THIRD		Industrial Relation	**20+80=100**	**4**
Optional **Marketing**					
BBA(S6)23	THIRD		Advertising and Promotion Strategy	**20+80=100**	**4**
BBA(S6)24	THIRD		Consumer Behaviour	**20+80=100**	**4**
Optional **Finance**					
BBA(S6)23	THIRD		Indian Financial Systems	**20+80=100**	**4**
BBA(S6)24	THIRD		Rural Development and Rural Finance in India	**20+80=100**	**4**
TOTAL				**2400 Marks**	**96 Credits**

Annexure-II

Detailed Syllabus of BBA Programme

1st SEMESTER

BBA (S1) 01: PRINCIPLESOF MANAGEMENT & ORGANIZATIONAL BEHAVIOUR
Total Marks: 20+80=100

UNIT 1: **Introduction to Management:** Concepts of Management, Meaning of Management, Nature and Characteristics of Management, Scope of Management; Levels of Management; Administration and Management; Management as Science and Arts;

UNIT2: **Development of Management :**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 or Management Science Approach, Systems Approach, Contingency Approach

UNIT 3: **Functions of Management:** Planning, Organizing, Staffing, Controlling, Coordination; Managerial Skills; Indian Management Style and Tradition

UNIT 4: **Planning:**Nature and Characteristics of Planning, Types of Plans, Steps in Planning Process, Importance of Planning, concept of strategic planning,

UNIT 5: **Organizing:** Concept of organization, organizational structure-formal and informal organization, departmentation, span of control, Types of Organization

UNIT 6: **Staffing:**Definition, manpower management, job design, selection process, performance appraisal

UNIT 7: **Controlling:**Control process, types, and barriers to control making, control techniques, budget and non-budgetary control

UNIT 8: **Motivation:** Motivation at Work; Theories on Motivation: Theory of Human Motivation, McGregors Theory X and Theory Y, Herzberg's Two Factor Theory of work Motivation; Delegation; Meaning of Authority and Power

UNIT 9: **Decision Making:** Decision Making and Management; characteristics of decision making Types of Decisions; Steps in Decision Making;

UNIT 10: **Leadership:** Meaning of Leadership; Theories Of Leadership; Styles Leadership

UNIT 11: **Organizational Behaviour:**Concept of Human Behaviour: Nature of People, Value of Person (Ethical Treatment); Nature of Organization Behaviour; Concept of Self Theory; Concept of Ability: Intellectual Abilities, Physical Abilities;

UNIT 12: **Personality:** Meaning and Determinants of Personality: Meaning of Personality, Determinants of Personality; Theories of Personality: The Big Five Personality Traits; Emotions and Moods: The Basic Set of Emotions; Perception: Factors Affecting Perception; Concept of Interpersonal Behavior: Essential Interpersonal Competencies for Managers; Transactional Analysis; Ego States and Different Strokes; Job Design: Job Characteristic Model

UNIT 13: **Group Behavior and Team Development: C**oncept of Group and Group Dynamics; Types of Groups: Formal Group, Informal Group; Concept of Group Behavior: Group Norms, Group Cohesion, Inter-Group Behavior; Group Decision-Making; Team: Types of Team; Team Building and Managing Effective Team

UNIT 14: **Contemporary issues in Management:** Meaning of conflict management, positive vs. Negative conflict, types of conflict, managing conflict, stress management, sources of stress, stress management strategies

UNIT 15: Case Study

BBA (S1) 02 BUSINESS ECONOMICS
Total Marks: 20+80=100

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,

UNIT 3: **Demand Forecasting:**Introduction, Meaning and Forecasting, Level of Demand Forecasting, Criteria for Good Demand Forecasting, Methods or Techniques of Demand Forecasting, Survey Methods, Statistical Methods, Demand Forecasting for a New Products

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 costs and real cost, Accounting cost and Economic cost, Sunk costs,

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: **Objectives of Firm-** Introduction, Profit Maximization Model, Economist Theory of the Firm, Cyert and March's Behavior Theory, Marris' Growth Maximisation Model, Baumol's Static and Dynamic Models, Williamson's Managerial Discretionary Theory

UNIT 8: **Market structure: Perfect competition:** Concept of Market and Revenue Curves: Classification of Market Structure, Concepts of Total Revenue (TR), Average Revenue (AR) Marginal Revenue (MR).

UNIT 9: **Market structure: Imperfect competition:** Monopoly Competition: Definition and Classification, Demand and Marginal Revenue Curves, Equilibrium of the Monopolist: Short-run and Long-run, Price Discrimination: Degree and Possibility, Equilibrium of a Firm: Short-run and Long-run, Group Equilibrium, Concept of Excess Capacity, Some Other Important Concepts of Pricing

UNIT 10: **Distribution:** Marginal productivity theory of distribution, rent: modern theory of rent, wages, wage determination under imperfect competition

UNIT 11: **Wages:** Basic concept of wages, nominal and real wages, wage determination under Perfect competition, wage determination under Imperfect Competition, wages and collective bargaining.

UNIT 12: **Profit:** Meaning of profit, Profit theories, Basic information, Nature of profit, Measurement of profit, Profit policies

UNIT 13: **Economic environment of Business:** Nature and Significance of Economic & Non Economic Environment in India, Macro Economic Environment: Government Budget, Industrial Policy, Monetary Policy, Role of Banking and other Non- Banking Financial Institutions and their Impact on Business, Planning In India- Achievements and Failures

UNIT 14: **Non-Economic Environment of Business:** Political and Legal Environment, Demographic and Social cultural environment, Natural Environment, Technical Environment, Social Responsibility of Business.

UNIT 15: **Monetary and Fiscal Policies:** Concept and objectives of Monetary Policy, Instruments of Monetary Policy, Limitations of Monetary Policy, concept of Fiscal Policy, Fiscal policy and Economic stability, Instruments of Fiscal Policy and Limitations of Fiscal Policy.

BBA (S1) 03 BUSINESS MATHEMATICS

Total Marks: 20+80 = 100

UNIT 1: Importance of Mathematics in Business: History of Mathematics, Business mathematics- basic concept, use of business mathematics in business (Production & cost calculation, price determination, profit measurement, financial analysis)

UNIT 2: SETS: Basic concepts, types, operations on sets, Venn Diagrams

UNIT 3: Relation & Functions: Binary relations and their types; Basic terminologies, types, graphical / geometric representation of functions, Functions related to business

UNIT 4: Mathematics of Finance: Simple and Compound interest, Depreciations, Annuity

UNIT 5: Basic Algebraic Concepts: Quadratic Equation, Roots of Quadratic Equation, Simultaneous Equation with Two or Three Unknowns

UNIT 6: Arithmetic Progression: Arithmetic progression and Series, Geometric Progression and Series, Summation of A.P. and G.P. Series

UNIT 7: Logarithms: Definition, Properties of Logarithms, Application of Logarithms

UNIT 8: Binomial Theorem: Binomial Theorem, Properties of Binomial Coefficient.\

UNIT 9: Matrices: Definition and notation, various types – square, rectangular, diagonal, null, unit, identity and singular, addition of matrices, multiplication of matrices, Inverse of a matrix

UNIT 10: Limit and Continuity: Limit of a function, Evaluation limit of function, Application of limits in business, Continuity of a function.

UNIT 11: **Derivatives of Function:** Differentiation**,** Rules of differentiation

UNIT 12: Application of Derivatives in Business Area: Derivatives as instaneous rate of change, Maxima and minima of a function, simple Optimization Problems

UNIT 13: Integration: Methods of integration, Integration by substitution, Integration by parts

UNIT 14: Application of Integration in Business Area: Definite integrals, simple problems

UNIT 15: Linear Programming Problem: Formulation of a Linear Programming Problem-solution of LPP by Graphical (simple problems only)

BBA (S1) 04 BUSINESS ENVIRONMENT

Total Marks: 20+80 = 100

UNIT 1: **Introduction to Business Environment:** Types of Environment, nature scope and objectives of business, environmental analysis and forecasting

UNIT 2: **Business and Society:** Social environment, social responsibility of business and corporate governance

UNIT 3: **Industrial Policies:** Industrial policy up to 1991, new industrial policy, privatization and disinvestment, IRDA

UNIT 4: **Trade Environment:** Industrial growth and diversification, Public and private sector industries, small scale industries and cottage industries

UNIT 5: **Village and Small Industries:** Definition of small and village industries, state industrial policies, khadi and village industries,

UNIT 6: **Industrial Sickness:** Definition, causes of sickness, preventive and curative measures

UNIT 7: **Labour Environment:** Principles of labour legislation, labour legislation, labour welfare, definition of industrial relation; trade union ;workers participation in management; quality circles , VRS and Golden handshakes

UNIT 8: **Financial Environment:** Introduction to money market and capital market with special reference to India, organized and unorganized money market

UNIT 9: **Political Environment:** Introduction, Political Environment and the Economic system, Types of Political Systems, Indian Constitution and Business, Changing Profile of Indian Economy , Business Risks Posed by the Indian Political System

UNIT 10: **Globalization of Business:** Concept and evolution (GATT, WTO and Uruguay Round Agreement), meaning and features of international business, importance of international business

UNIT 11: **Multinational Corporations:** Definition and meaning, MNCs and International trade, Merits and demerits of MNCs, MNCs in India

UNIT 12: **Patents and trade marks:** Definition of Patent and trade marks, falsifying and falsely representing trademarks as registered, registration of trade marks as associated trade marks.

UNIT 13: **Economic Planning:** Planning in India, planning commission, formulation of plan, twelfth plan

UNIT 14: **Economic Development:** Industrial development, salient features of industrial planning and development, role of public and private sectors, import and export

UNIT 15: **Cases related to Business Environment**

2nd SEMESTER

BBA (S2) 05 BUSINESS STATISTICS

Total Marks: 20+80 = 100

UNIT 1: **Introduction to Statistics:** Meaning and importance of Statistics, Frequency Distribution, Tabulation of Data, Methods of presenting Statistical information

UNIT 2: **Measure of Central Tendency:** Meaning of Measure of Central Tendency, Different Types of Measure of Central Tendency Frequency Distribution, Mean, Median, Mode, Measure of Dispersion.

UNIT 3: **Measure of Dispersion:** Meaning of Dispersion, Different Measures of Dispersion,

UNIT 4: **Moments, Skewness and Kurtosis:** Moments, Moments –raw and central, Relation between raw and central moments, Skewness, Measures ofskewness, kurtosis, Measures of kurtosis

UNIT 5: **Correlation and Regression:** Meaning of Correlation, Scatter Plot and Correlation, Type of Correlation, Correlation Coefficient, Rank Correlation Coefficient, Meaning of Regression, Line of Regression and Regression Equation, Correlation and Regression Analysis: A Comparison

UNIT 6: **Fundamentals of Probability:** Random experiment, Definition of Probability, Axiomatic Definition of Probability, Elementary Theorems on Probability

UNIT7: **Conditional Probability:** Multiplication theorem of probability, Independent events, Multiplication theorem of probability for independent events, Extension of multiplication theorem of probability, Law of Total probability, Baye's theorem

UNIT8: **Sampling and Sampling Distributions:** Introduction , Population and Sample - Universe or Population - Types of Population – Sample , Advantages of Sampling, Sampling Theory - Law of Statistical Regularity - Principle of Inertia of Large Numbers - Principle of Persistence of Small Numbers - Principle of Validity - Principle of Optimization , Terms Used in Sampling Theory , Errors in Statistics , Measures of Statistical Errors , Types of Sampling - Probability Sampling - Non-Probability Sampling, Case let on Types of Sampling, Determination of Sample Size, Central Limit Theorem

UNIT 9: Random Variables and Probability Distribution: Definition, discrete and continuous distribution

UNIT 10: Theoretical Distribution- I: Standard Distributions: Discrete type Bernoulli, Binomial, Poisson distributions (definition, properties and applications).

UNIT 11: Theoretical Distribution-II: Continuous distribution, Normal (definition, properties and applications)

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 Index

UNIT 13: Time Series: Definition and importance, components of a time series, estimation of the trend by the method of moving averages

UNIT 14: Basic Concepts in Sampling: Definition of Population, Parameter and Sampling, Random and non random sampling, Sampling with and without replacement, Mean and Standard Deviation in Sampling, Errors in sampling

UNIT 15: Testing Of Hypothesis: Hypothesis, Null Hypothesis, Alternative Hypothesis, Large sample test, small sample test, level of significance

BBA (S2) 06 MARKETING MANAGEMENT

Total Marks: 20+80 = 100

UNIT 1. Introduction to Marketing Management

Meaning of Market; Meaning and Definition of Marketing; Importance of Marketing; Basic Concepts Underlying Marketing: Evolution of basic marketing concepts; Nature of Marketing; Scope of Marketing; Marketing Mix; Composition and Function of Marketing Environment: Micro-Environment [Task Environment], Macro-Environment

UNIT 2. Consumer Behaviour

Definition, factors influencing consumer behaviour, buying process

UNIT 3. Market Segmentation

Concept of Market Segmentation: Definitions of Market Segmentation, Importance of Market Segmentation, Requirements or Criteria for Market Segmentation; Bases for Market Segmentation: Segmentation of Consumer Markets, Segmentation of

Organisational Markets; Market Targeting: Evaluating Market Segments and Target Market Selection; Market Positioning: Definitions, Positioning Strategies

UNIT 4. Concept of Product

Concept of Product: Essential Features or Attributes of a Product; Classification of Products; Product Planning and Development: Stages in new product Development Process, Product Diversification; Product Standardisation; Product Simplification; Meaning of Product Life Cycle Concept: Definition of Product Life Cycle Concept, Stages of Product Life Cycle Concept, Factors Affecting Product Life Cycle; Basic Concepts of Branding; Packaging; Labelling

UNIT 5. Branding

Definition, brand name, charectaristics of branding, brand image, brand identity, brand personlaity, concept of brand equity

UNIT 6. Pricing

Pricing; Importance of Pricing in Marketing; Factors affecting Price of a Product / Service; Pricing Strategy;

UNIT 7. Managing Marketing Channel: Concept Of Marketing Channel; Types Of Channel And Their Importance: Characteristics, Importance; Channel Strategies : Designing and managing Marketing Channel : Main steps involved in developing the Channel Design, Channel Member Selection; Managing Wholesaling and Retailing;

UNIT 8. Logistics and Supply Chain Management

Physical distribution, marketing logistics and supply chain management.

UNIT 9. Promotion

Meaning and its importance, types, promotion mix, sales promotion, push versus pull, factors affecting promotional mix and strategies, advertising.

UNIT 10. Selling functions in Management

Personal Selling-nature, importance and process, direct marketing, , e-commerce and e-business, concept of ECRM

UNIT 11. Service Marketing

Basic Concepts of Service Marketing, Service Marketing mix, Growth of services, difference between goods and service marketing, characteristics of service marketing

UNIT 12: **Marketing Environment**: Introduction, Need and Importance of Environmental Analysis, Methods of Analysis – SWOT, PEST, Internal Environment of the Organization, External Environment

UNIT 13. International Marketing

Meaning and scope of international marketing, Difference between domestic and international marketing, Indian Export and Import policy.

UNIT 14. International Marketing Promotion

4P's of international marketing, product, pricing in international marketing, international distribution and international promotion mix.

UNIT 15: **Case Studies in Marketing:** Case Studies on Marketing; Hotel Taj West End, Bangalore; Shreya Beverages and it's marketing tactics; Nivea and the 4 P's of Marketing; Amway-The leader in Network Marketing;

BBA (S2) 07 **ENGLISH FOR PROFESSIONAL STUDIES (COMMON PAPER)**

Total Marks: 20+80 = 100

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**

UNIT 5 : **Common Errors and Phrases & Idioms**

UNIT 6: **Essay and Story Writing:** Introduction to Essay Writing, Structure of Essay, Sample of Essays, Introduction to Story Writing, Techniques ofStory Writing, Sample of Stories

UNIT 7: **Precis Writing:** Precis Writing, How to Write a Precis, Examples, Exercises

UNIT 8: **Note Making:** Note making and note taking, Skimming and Scanning, format of note making, Samples

UNIT 9: **Communication:** Defining Communication, Significance and Process of Communication, Communication Network, Communication Media or Methods, Barriers To Communication, Effective Communication.

UNIT 10: **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 11: **Correspondences I:** Letter Writing, How to Write a Letter, Format of a Business Letter, How to Write a Memo, Examples

UNIT 12: **Correspondences II:** Notices, Types of Notices, How to Write a Notice, Press Release, How to Write a Press Release, Format of a Press Release

UNIT 13: **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 14: **Business Presentation II:** Writing Executive Summaries, Making Business Presentations

UNIT 15: **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

BBA (S2) 08 FINANCIAL ACCOUNTING
Total Marks: 20+80 = 100

UNIT 1: **Fundamentals of Accounting:** Concept of Accounting, Difference between Accountancy and Accounting, Accounting as Science and Art, Features of Accounting; Scope and Functions of Accounting;

UNIT 2: **Accounting Concepts, Principles and Conventions :** Accounting Principles : Meaning of Accounting principles, Generally accepted Accounting, Features of Accounting principles, Need / Importance of Accounting principles, Classification of Accounting principles; Accounting Concepts; Meaning of Accounting Standard : Definition, Benefits of Accounting Standards; Recognition and Measurement of the elements of Financial Statement, Types of Accounting Conventions, Accounting standards, International Financial Reporting Standards [IFRS]

UNIT 3: **Accounting Mechanics- II:** The Double-Entry System : Practical application of the Principle of Double Entry, Meaning of Account, Meaning of Debit and Credit, Classification of Accounts; Golden rules of Accounting; An Introduction to the Books of Accounts; Journal : Format of Journal, Process of Journalizing.

UNIT 4: **Accounting Mechanics –II:**Concept of Ledger: Meaning of Ledger, Need for Ledger and Subdivision of Ledger, Format of a Ledger Account, Distinction between Journal and Ledger; Ledger Posting: Meaning of Posting and basic Points regarding posting, Procedure for Balancing of an Account; Trial Balance : Meaning and features of Trail balance, Preparation of a Trial Balance; Methods of preparation of Trial Balance; The Suspense Account; Nature of Ledger Account Balances

UNIT 5: **Sectional and Self Balancing Ledger Systems:** Meaning of Sectional Ledger Balancing System; Features of Sectional Ledger Balancing System; Advantages of Sectional Ledger Balancing System; Defects of Sectional Ledger Balancing System; Procedure of Sectional Ledger Balancing System : Preparation of Total Debtors' Account, Preparation of Total Creditors' Account; Meaning and Features of Self-Balancing Ledger System; Advantages of Self- Balancing Ledger System; Procedure of Self- Balancing Ledger System : Entries to be passed under Self- Balancing Ledger System, Posting from the Sales Book when Ledgers are on Self-Balancing Ledger System, Self- Balancing of Debtors' Ledger, Self- Balancing of Creditors' Ledger, Self- Balancing of General Ledger

UNIT 6: **Bank Reconciliation Statement:** Pass book and statement of Accounts; Concept of Bank Reconciliation statement; Importance of Bank Reconciliation statement; Distinctions between Bank statement and Bank Reconciliation Statement; Preparation of Bank Reconciliation Statement; Causes of differences

UNIT 7: **Bills of Exchange:** Introduction, bill of exchange, Acceptance of a Bill, Due Date, Recording of Bill of Exchange in the books of Accounts

UNIT 8: **Hire-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;

UNIT 9: **Installment Purchase System**: Meaning and Features of Installment Purchase System; Differences between Hire Purchase and Installment Purchase Systems; Accounting for Installment Purchase System

UNIT 10: **Presentation of Final Accounts-I :**Preparation of Final Accounts, Trading Account, Meaning of trading account and gross profit, Contents of Trading Account, Journal entries relating to preparation of Trading Account, Specimen form of Trading Account, Profit and Loss account.

UNIT 11: **Presentation of Final Accounts-II :** Preparation of profit and loss account, Balancing of profit and loss account, Distinction between Trading and Profit and Loss A/c, Format of Profit and Loss Accounts, Provisions & Reserves, Provision for Bad and Doubtful Debts, Usual Adjustment Entries, Closing entries for Preparation of Profit and Loss Account, Balance Sheet, Meaning, Steps for Preparation of Balance Sheet, Classification of Assets, Classification of Liabilities, Items appearing in the Balance Sheet, Format of Balance Sheet.

UNIT 12: **Depreciation:** Concept of Depreciation, Depreciation Accounting, Depreciation- as a source of fund, Causes of Depreciation, Characteristics of Depreciation, Choice of Methods for Computing Depreciation, Methods of recording depreciation, Methods of providing depreciation.

UNIT 13: **Partnership:** Meaning of Partnership, Accounting for Partnership firm, Admission of a new Partner, Retirement or Death of a Partner, Computation of retiring /deceased partners share in the firm, Mode of payment of retiring / deceases partners share, Dissolution of firm, Dissolution of Partnership and Dissolution of firms, Settlements of accounts, Accounting entries for dissolution, Insolvency of Partner/Partners.

UNIT 14: **Financial Statement Analysis:** Financial Statement, Balance Sheet, Components of Balance Sheet, Assets, Profit and Loss Account, Concept of Profit, Statement of Cash Flow, Sources and Uses of Cash, Change in Current Assets, Change in current Liabilities, Funds flow Statement, Sources and Uses of Working Capital, Forms of funds flow statement, Uses of Statement Of Changes.

UNIT 15: **Ratio Analysis:** Ratio Analysis— Its meaning and types, Liquidity ratios, Leverage Ratio, Activity Ratio/ Turnover Ratio, Profitability Ratio, Limitations Of Ratio Analysis, Time Series Analysis.

3rd SEMESTER

BBA (S3) 09 HUMAN RESOURCE MANAGEMENT

Total Marks: 20+80 = 100

UNIT 1: **Introduction to HRM:** Concept of human resource management, Role of human factor in management process, Major activities under human resource management, Structure of human resource department, Human resource development

UNIT 2: **Personnel Management and Policies:** Meaning of personnel Management, Characteristics of Personnel management, Functions of Personnel Management, Difference between Human resource management and Personnel management, Meaning of Personnel Policy, Objectives of personnel policy, Types of Personnel policies

UNIT 3: **Human Resource Planning:** Nature and importance of Human Resource Planning, Definition of human resource planning, Factors affecting human resource planning, Planning process, Requisite for successful human resource planning.

UNIT 4: **Recruitment and Selection:** Meaning of Recruitment, Factors influencing recruitment, Sources of recruitment, Recruitment Process, Meaning of Selection, Importance of Selection, Difference between Selection and Recruitment and Selection Procedure

UNIT 5: **Training, Development and Growth:** Orientation, orientation programme, Meaning and nature of Training and development, Importance of training and development, Methods of training Growth of employee, Career development

UNIT 6: **Performance Appraisal:** Meaning and concept, Benefits of Appraisal, Conflict and confrontation, Process of performance appraisal, Methods of performance appraisal

UNIT 7: **Wages and Salary Administration**: Concept of Wages, Theories of Wages, Wage determination process, Wage payment procedure, Types of Wages and Wage differentials

UNIT 8: **Compensation Management:** Concept of Compensation Management, Evolution of Compensation, Evolution of Strategic Compensation, Importance of Compensation, Types of Compensation, Direct Compensation, Indirect Compensation, Wage Determination Process, Wage Differential, Importance of Wage Differential, Executive Remuneration Compensation Plan, Special Features of Executive Remuneration, Components of Executive Remuneration, Executive Remuneration in Indian Industries

UNIT 9: **Industrial Relations:** Concept and Meaning of industrial Relation (IR), Importance of IR, Objectives of IR, Approaches to IR, Measures to improve IR,

UNIT 10: **Industrial Disputes:** Concept of Industrial Disputes, Nature of Industrial Disputes, Causes of Industrial Disputes, Settlements of Disputes

UNIT 11: **Strategic HRM:** Meaning of Strategic HRM, Nature of Strategic HRM, Strategic Management Process, Types of HRM Strategy and their Features, HR Functions with Strategic Management Process, Importance of Strategic Management

UNIT 12: **Employee Empowerment:** Introduction, Concept of Employee Empowerment, Process of Empowerment, Empowerment in Indian Scenario, Empowerment in Global Scenario

UNIT 13: **International Human Resource Management and e-HRM:** Meaning of Domestic H.R.M. & International H.R.M., H.R. Challenges of International Business, Reasons for International HRM, How Inter country Differences Affects on H.R.M., Reasons for International Assignment Failure, A Global H.R. System, International Staffing, International Staffing Policy, Concept of e-HRM, e-HR Activities

UNIT 14: **Future Challenges in HRM:** The Job and Challenges, the New Professional Approach, Challenges in Human Resource Management, Major Challenges in Human Resource Management

UNIT 15: **Case Studies in Human Resource Management:** Meaning of Case Study, Case No.:1, Case No.:2, Case No.:3, Case No.:4,Case No.:5

BBA (S3) 10 PRODUCTION & OPERATIONS MANAGEMENT

Total Marks: 20+80 = 100

UNIT 1: **Introduction to Production Management:** Basic Concepts, Definition of Production and Operations Management, Functions of Production and Operations Manager, Decision Making in Production and Operations, Basic production management concepts, Basic Manufacturing Process, Major factors affecting process design decisions.

UNIT 2: **Process Design:** Product Focused, Continuous Production, Process Focused, Cellular Manufacturing, Inter relationship among product design process design

and Inventory policy, Deciding among Process Alternatives, Automation in Production and Operations, Types of Automation, Computer Integrated Manufacturing

UNIT 3: **Plant Location and layout:** Concept of Location, Plant Location, Plant location methodology, Plant Layout

UNIT 4: **Job Design:** Job Design, Work Study, Method Study, Work Measurement, Work Sampling

UNIT 5: **Product Design:** Types of New Products, The Process of New Product Development, Design for Manufacturability, Designing for Quality, Rapid Prototyping, Designing and Developing new Services.

UNIT 6: **Inventory Management:** Concept of Inventory, Types of Inventory, Disadvantages of high and low level of Inventories, Reasons for maintaining Inventory

UNIT 7: **Techniques of Inventory Management:** Economic Order Quantity (Model 1, Model 2 and Model 3), ABC Analysis

UNIT 8: **Maintenance Management:** Objectives and types of maintenance, maintenance Policy, Need for replacement, Replacement problems, Determination of maintenance crew size, Reliability, Information system for maintenance management

UNIT 9: **Capacity Planning**: Capacity Planning, Types of Capacity, Measures of Capacity, Capacity Planning Strategies, Flexibility in Capacity in a facility, Increasing the capacity of a plant, Estimating Capacity of a Facility, Capacity Planning: Evaluation of Alternatives, Equipment selection & investment decisions comparison of alternatives

UNIT 10: **Production Planning and Control:** Meaning and definition of Production Planning and Control, Elements of Production Planning and Control-Routing, Scheduling, Dispatching, Follow Up or Expediting; Techniques of Control, Advantages of Production Planning and Control

UNIT 11: **Introduction to Purchasing:** Overview of Purchasing Function, Activities Under Purchasing Function, The Transition of Purchase To Supply Management, Types

of Calls For Bids, Locating Tenders, Selection of Bidders, Bidding Process, Technical Evaluation, Commercial Evaluation, Negotiating, Selection and Award, Post-Award Administration

UNIT 12: Material Requirement Planning: Product Structure, Bill of Material, Introduction to Material Requirements Planning (MRP), Using the MRP System, Manufacturing Resources Planning (MRP–II)

UNIT 13: Quality Management: Introduction, Quality Management Evolution, Definitions of Quality, Benefits of Quality Management, Dimensions of Quality, Determinants of Quality, Causes of Quality Failure, Quality Control, Inspection, Quality Assurance, Quality in Services, Quality Costs, Control Surplus and Waste Disposal

UNIT 14: Supply Chain Management: Introduction To Supply Chain Management, Need For A Good Supply Chain Management, Components Of Supply Chain, In-bound Supply Chain, In-house Supply Chain, Out-bound Supply Chain, Design Of Supply Chains

UNIT 15: Total Quality Management: Essentials of TQM Culture, Top Management Leadership In TQM Implementation, Human Resource Development, Process Management In TQM System, Benefits Due To TQM, TQM "Gurus" And Their Contributions, Components Of TQM, Introduction To Six Sigma Quality, The meaning of Six Sigma (6 σ), Six Sigma by Indian Organisation, Implementation Roles In Six Sigma , JIT Philosophy, Benefits Of JIT

BBA (S3) 11 BUSINESS AND LABOUR LAWS

Total Marks: 20+80 = 100

UNIT 1: Indian Contract Act, 1872: Essential conditions of a Valid Contract under Indian Contract Act, Offer and Acceptance; Consideration, Capacities of Parties to Contract, Performance of Contract, Discharge of Contract, Breach of Contract and Its Remedies, Indemnity and Guarantee, Bailment and Pledge, Contract of Agency

UNIT 2: **Sales of Goods Act, 1930:** Essential of Contract of Sales, 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 3: **Formation of a Company:** Formation of a Company, Stages of formation of Company, Documents Required for Incorporation, Types of Company, Meaning of Meetings and Kinds of Company, Meaning of Minute, Recording and Signing of Minutes, Role of Chairman, Postal Ballot, Resolution and its Different Kinds

UNIT 4: **The Indian Partnership Act, 1932:** Basic Concept of Partnership, Advantages and Disadvantages of Partnership firm, Kinds and Deeds of Partnership, Kinds, Rights and Duties of Partners, Minor as a Partner and Partner's Express and Implied Authority, Registration and Dissolution of Partnership Firm

UNIT 5: **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 6: **Foreign Exchange Management Act, 1999:** Difference between FERA and FEMA, Scope of FEMA, Salient Features and Provisions of FEMA, Offences under FEMA

UNIT 7: **The Indian Factories Act, 1948:**Definitions under the Act, Statutory agencies and their powers for enforcement of the Act, Health, Safety and Welfare Provisions, Provisions regarding Hazardous Work, Employment of young person, Penalties and Provisions

UNIT 7: **The Industrial Disputes Act, 1947:**Objectives of the act; Important definitions; History of the law of industrial disputes; Authorities under the Act and their duties; Reference of disputes; Procedure and powers of authorities; Award and settlement, Illegal Strikes and Lock-outs; Unfair Labour Practices, History of the law of industrial disputes; Authorities under the Act and their duties; Reference of disputes; Procedure and powers of authorities; Award and settlement

UNIT 9: **The Trade Unions Act, 1926:** Objectives of the Trade Unions Act; Important definitions; Registration of Trade Union; Rights and Liabilities of registered Trade Union; Penalties

UNIT 10: Minimum Wages Act, 1948: Object and scope of the Act; Definitions; Fixation and Revision of wages; Safeguards in payment of minimum wages; Enforcement of the Act

UNIT 11: Workmen's Compensation Act, 1923: Object and scope of the Workmen's Compensation Act, 1923; Important definitions; Disablement; Employer's liability for compensation; Employer's liability when contractor is engaged; Commissioner; Compensation

UNIT 12: The Arbitration and Conciliation Act: Meaning of Arbitration and its Types; Arbitration Agreement and easements of a valid arbitration agreement; Arbitration and his appointment; Powers and Duties of Arbitrator; Conciliation its meaning and Proceedings; Role of Conciliator; Kinds of Conciliation; Drafting of Agreement; Suggestions for improving the conciliation machinery

UNIT 13: Employees' Provident Funds and Miscellaneous Provisions Act, 1952: Scope and Applicability of the Act; Various schemes provided under the Act; Central Board and its constitution, functions and powers; State Board and their constitution; Duties and Powers of Inspectors appointed under the Employee's Provident Funds and Misc Provisions Act, 1952; Constitution and working procedure of Employees' Provident Fund Appellate Tribunal

UNIT 14: The Payment of Gratuity Act, 1972: Objects and Scope of the Payment of Gratuity Act; Provisions of the payment of Gratuity Act; Procedure of determination and payment of gratuity under the Payment of Gratuity Act; Dispute regarding the amount of gratuity; Appointment and Power of Inspector under the Payment of Gratuity Act; Controlling Authority and its Power

UNIT 15: The Payment of Wages Act, 1936: Definition of wages, few important terms under the Payment of Wages Act, 1936 and its objects and application; Responsibility for payment of wages; Time of Payment of Wages; Deduction and its various kinds; Deductions claims for wrongful deductions

BBA (S3) 12 SPOKEN ENGLISH

Total Marks: 20+80 = 100

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, Features 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

Different Aspects of Interview Skills, Examples of Interviews

Unit 12: Public Speaking

The art of Public Speaking, Different Aspects of Public Speaking

Unit 13: Speeches for Special Occasions

Examples of speeches for social occasions

Unit 14: Dialogues in Contexts

Importance of dialogues in social interactions, Examples of different Contexts like – In the Ticket counter, in the Reception Counters, in the market place.

4TH SEMESTER

BBA (S4) 13 FUNDAMENTALS OF FINANCIAL MANAGEMENT

Total Marks: 20+80 = 100

UNIT 1: **An Introduction to Financial Management:** 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 Financial Manager

UNIT 2: **Financial Planning:** Steps in Financial Planning; Financial Plan; Financial Policies; Some Aspects of Short-term Financial Policy; Forecasting or Estimating Financial Requirements; Taxation and Financial Planning

UNIT 3: **Long Term Finance:** Nature and importance of human resource planning; Factors affecting human resource planning; Planning Process; Requisite for successful human resource planning; Suggestions for effective Human Resource Planning

UNIT 4: **Concept of Value and Return:** Concept of Time Value of Money; Future Value of a Single Amount; Semi Annual Compounding; Other Compounding Periods; Future Value of An Annuity; Present Value of A Single Amount; Present Value of An Uneven Series; Present Value of Annuity

UNIT 5: **Financial Statements and Cash Flow and Funds Flow Analysis:** Financial Statement; Profit And Loss Account; Statement of Cash Flow; Funds flow Statement; Uses Of Statement Of Changes in Financial Position

UNIT 6: **Financial Statements Analysis:** Ratio Analysis; Significance Of Ratio Analysis; Types of Ratios; Limitations of Ratio Analysis; Time series analysis

UNIT 7: **Cost of Capital:** Concept and Definition of Cost of Capital; Significance of Cost of Capital; Classification of Cost of Capital; Determination of Specific Cost; Weighted Average Cost of Capital

UNIT 8: **Capital Budgeting Decisions:** Meaning of Capital Budgeting; Types of Investments Decisions; Investment Criteria; Capital Rationing

UNIT 9: **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 10: **Capital Structure Policies and Dividend Decision:** Meaning and Importance of Capital Structure; Optimum Capital Structure; Features of an Optimum Capital Structure; Determinants of Capital Structure; Approaches to Determine Appropriate Capital Structure; E.B.I.T.-EPS Analysis; R.O.I.-R.O.E. Analysis; Dividend Decisions; Dividend; Dividend Policy; Factors Influencing Dividend Policy; Forms of Dividend

UNIT 11: **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 12: **Receivable Management:** Concept of Receivables; Factors influencing the Size of Receivables; Goals of Receivables Management; Dimensions of Receivables Management; Credit Policy; Credit Terms; Collection Policies; Control of Accounts Receivables

UNIT 13: **Inventory Management:** Meaning of Inventory and its components; Need to Hold Inventory; Risks and Costs of Holding Inventory; Inventory Management; Inventory Management Techniques; Selective Inventory Control

UNIT 14: **Lease and Hire Purchase Finance:** Meaning of Lease; Types of Lease; Advantages of Leasing; Lease Rental Calculation; Meaning of Hire Purchase; Difference Between Lease Financing and Hire Purchase

UNIT 15: **Financial System:** Meaning and Components of Financial System; Functions of Financial System; Financial Markets; Classification of Financial Markets; Functions of Financial Markets; Differences between Money Market and Capital Market; Financial Intermediaries; Structure of Indian Financial Intermediaries; Regulatory Institutions; Specialised Financial Institutions or Developmental Banks; Financial Instruments

BBA (S4) 14 HUMAN RESOURCE DEVELOPMENT

Total Marks: 20+80 = 100

UNIT 1: Introduction to Human Resource Development: Purpose of HRD, Meaning of HRD, Characteristics of HRD, Objectives and benefits of HRD, Difference between HRD ad HRM and HRD methods

UNIT 2: Planning and Organizing the HRD system: HRD philosophy, HRD Policies, HRD strategy and Action Plan, organizing the HRD system, Forms of HRD Organization

UNIT 3: Individual development: Role of Individual Development, responsibilities in Individual Development, understanding employees learning, learning organization, improving individual development through learning

UNIT 4: Career Development: Concept of career development, benefits of career development, barriers to career development, organizational and employee's responsibilities in career development, Career planning process, Stages of career development and Career development programmes

UNIT 5: Management Development: Meaning of Management development, Importance of management Development, Steps in Management Development, Process and Methods of Management Development

UNIT 6: Organizational Development: Conceptof Organizational development, goals and objectives of Organizational development, Organizational Development process, change agent

UNIT 7: Technology and OD: Technology & OD: Basic Concept, Impact of Technology in Organisations, Benefits of Using Technology in OD, Guidelines for Integrating Technology in OD Interventions, Tools used in OD

UNIT 8: HRD Consultants: Need for HRD consultants, Types of HRD Consulting and Consultants, Responsibilities of HRD Consultants, trends in HRD consulting.

UNIT 9: Group Behaviour: Meaning of Group and Group behaviour, Types of Groups, Stages in group development, Group cohesiveness

UNIT 10: Team Development: Meaning of Team, Types of Team and Difference between group and team

UNIT 11: Performance Appraisal and Potential Appraisal: Meaning and concept of Performance Appraisal, Objectives of Performance Appraisal, Process of Performance Appraisal and Methods of performance appraisal, Meaning of potential appraisal, steps for setting up a potential appraisal system

UNIT 12: Quality of Work Life (QWL): Meaning of quality of work life, Objectives of QWL, Interventions of QWL and Techniques of improving QWL

UNIT 13: Benefits and Services: Concept of Benefits and Services, meaning of Vacations and Holidays, Sick Leave, pension Plans, Social Security, Labour Welfare , VRS and Golden Handshake

UNIT 14: Strategies for Advancing HRD: Schools of Strategic thinking, the strategic role of HRD, Adopting a strategic HRD perspective, Scenario building Plus Strategic Planning

UNIT 15: Case Study

BBA (S4) 15 COST AND MANAGEMENT ACCOUNTING

Total Marks: 20+80 = 100

UNIT 1: Cost Accounting: Meaning of Cost Accounting; Objectives of Cost Accounting; Cost accounting, financial accounting and management accounting; Advantages of Cost Accounting; Limitations of Cost Accounting

UNIT 2: Classification of Cost: Cost concept; Techniques of costing; Classification of Cost

UNIT 3: Materials Cost Control: Meaning of Materials; Material Costing; Functions of Material Costing; Fixation of Stock Level; The ABC Analysis; Inventory System; Method of Pricing of Materials Issues

UNIT 4: Labour Cost Control: Meaning of Labour Cost; Types of Labour Cost; Control of Labour Cost; Idle Time; Abnormal Idle Time; Accounting Treatment of normal idle time and abnormal idle time; Method of Remuneration

UNIT 5: Overheads: Meaning and definition of Overhead Cost; Importance of Overhead Cost; Classification of Overheads; Procedure or Steps in Overhead

UNIT 6: Absorption of Overhead: Meaning of Overhead Absorption; Overhead Rates; Methods of Absorption Overhead; Under absorption and over absorption of Overheads; Administration, Selling and Distribution Overheads

UNIT 7: Job and Contract Costing: Meaning and Definition of Job Costing; Concept of Contract Costing.

UNIT 8: Cost Sheet: Elements Of Cost; Materials Cost; Labour Cost; Expenses;

UNIT 9: Process Costing: Process Costing- Basic Concepts; Meaning; Characteristics; Difference between Job Costing and Process Costing; Advantages and Disadvantages of Process Costing; Process Loss

UNIT 10: Standard Costing: Meaning, Advantages, Limitations, Preliminaries, Steps in setting up of standard costs, Differences between Budgetary control and standard costing, Estimated cost

UNIT 11: Variance Analysis: Meaning, Favourable and Unfavourable variances, Controllable and uncontrollable variances, Uses of variances, Analysis of variances, Types of variances

UNIT 12: Marginal Costing and Break Even Analysis: Meaning and Definition of Marginal Costing; Absorption Costing; Differential Costing; Cost Volume profit Analysis

UNIT 13: Budgetary Control: Basic Concepts of Budget; Budgetary Control; Types Of Budget;

UNIT 14: Cash Flow Statement: Cash Flow Statement; Sources and Application of Cash; Cash from Operations; External Sources and Application of Cash

UNIT 15: Reconciliation of Cost: Reconciliation of Cost and Financial Account; Importance of Reconciliation; Method of Reconciliation

BBA (S4) 16 ENVIORNMENTAL STUDIES AND DISASTER MANAGEMENT

Total Marks: 20+80 = 100

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; Manmade 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

5th SEMESTER

BBA (S5) 17ENTREPRENEURSHIP AND SMALL BUSINESS MANAGEMENT

Total Marks: 20+80 = 100

UNIT 1: **Introduction to Entrepreneurship:**Meaning and characteristic of an entrepreneur, Emergence of an entrepreneurial class, Theories of entrepreneurship, Role of Entrepreneurs in Economic Growth

UNIT 2: **Entrepreneurial Development Programme:** EDP- meaning and importance, Course content and curriculum of EDP, Role of EDP in context of N.E. region, Institutions providing EDP in India

UNIT 3: **Promotion of a Venture:**Meaning of Promotion of a venture, Sources of Busines ideas, Steps in identification of business opportunities, External environmental analysis, Establishment of a new business unit- legal requirements, Venture capital, sources of venture capital, Documentation for obtaining venture capital.

UNIT 4: **Social Responsibilities of Business:**Meaning and scope of social responsibility in business, Social responsibilities - Indian Business Houses, Forces influencing the working of the business, Relationship between the Government and Business houses.

UNIT 5: **Size of a Business Unit:**Standards to measure the size of a business unit, Factors determining the size of a business unit, Optimum size of a firm, 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 6: **Introduction to Small Business and Management:** Evolution and development of Small Business, Definition and concept of Small Business, Importance of Small Business, Small business.

UNIT 7: **Small Enterprise:**Definition of Small Enterprise, Characteristics of Small Enterprise, Relationship between small and large scale units, objectives and scope of small enterprise, Role of small enterprises in economic development, Problems of small scale units.

UNIT 8: **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 small business.

UNIT 9: **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 10: **Tax Benefits to Small Scale Industries:** Need for tax benefits; Tax Exemption; Rehabilitation Allowance; Investment Allowance; Tax Concession to small scale industries in rural areas; Tax concession to small scale industries in backward areas; MODVAT and Small Scale industries

UNIT 11: **Financing of an Enterprise:** Meaning of Financial Planning; Needs for Financial Planning; Sources of Finance; Sources of short term finance; Capital Structure : Theories of Capital Structure, Factors determining Capital Structure; Term loan : Features of Term Loan, Significance of Term Loan, Limitations of Term Loan; Capitalisation : Over-Capitalisation, Under-Capitalisation; Venture Capital : Significance of Venture capital, Function of venture capitalists, Essential Features of Venture Capital, Advantages of Venture Capital, Venture Capital Instruments, Banks and Venture Capital; Export Finance : Importance of Export Finance, Exim Bank Finance, Forfeiting

UNIT 12: **Franchising:** Definition of Franchising; Classification of Franchising; Features of Franchising; Types of Franchising; Advantages of Franchising : To Franchisee, To Franchisor; Disadvantages of Franchising : To franchisee, To Franchisor; Franchising Agreement; Franchising in India; Laws regarding Franchising

UNIT 13: **Industrial Finance to Entrepreneurs:** Concept of Commercial bank; Concept of other development financial institution : IDBI, IRBL, LIC, STCIS, SIDC's, SIDBI, EXIM BANK, NABARD, NEDFI, IFCI, UTI

UNIT 14: **Small Enterprises in International Business and Electronic Commerce & Small Units:** Export promotion and trends of small enterprises; Concept of major constraints; Concept of export potentials of small-scale units; Suggestions to improve exports; Meaning ofe-commerce; Concept of evolution and growth; Benefits of e-commerce; Suitability of e-commerce for small units; Prospective areas for e-commerce; Challenges faced by e-commerce

UNIT 15: Case Studies on Entrepreneurship and Small business

BBA (S5) 18 SALES AND RETAILING MANAGEMENT

Total Marks: 20+80 = 100

UNIT 1: **Concept and Importance of Sales Management:** Objectives of Sales Management, Functions of Sales management, Difference between Marketing and sales Management, types of selling

UNIT 2: **Sales organization**: Functions, Structure- Formal and informal, Horizontal and Vertical, Centralized and Decentralized organization, relationship of sales departments with other departments

UNIT 3: **Designing the Sales Force**: Objectives, Structure, Size and compensation,

UNIT 4: **Recruitment and Selection**: Managing the Sales Force-Recruitment and Selection,

UNIT 5: **Sales Training**: Sales Training Programmes, Training Methods, Supervising Sales personnel and Evaluation of Sales personnel

UNIT 6: **Remuneration of sales personnel:** Money as motivator, sales compensation plan, Types of compensation plan, bonus and fringe benefit, Motivation by sales management, setting standards for sales personnel, comparing standards to performance, control, Negotiation and Bargaining tactics, Role of personal selling in Industrial Marketing.

UNIT 7: **Personal Selling:** Objectives of personal selling: Qualitative Objectives, Quantitative Objectives; Personal Selling Process; Challenges in Personal Selling

UNIT 8: **Methods of sales forecasting:** Executive judgment method, Sales force composite method, Experts' opinion, Market test method, Statistical and Quantitative method

UNIT 9: **Sales Budget:** Form and content, Budgetary Procedure, Factors in preparing sales budget. Setting of Sales quotas and Sales Territory, Sales Control and Cost Analysis

UNIT 10: **Retailing:** Definition of retailing, Meaning, nature scope and importance of retailing Characteristics and functions of Retailing, Difference between retailer and retailing, Retail Industry in India-different forms, Retailing Environment legal, social economic, technological issues

UNIT 11: **Classifications of Retail Units:** Retail Space Management and Merchandise Planning in Store designing, Vertical Marketing system in Indian Retailing- Its scope and importance

UNIT 12: **Wholesaling:** Concept, importance and functions of wholesalers, wholesaler marketing decisions, trends in wholesaling

UNIT 13: Case study on Sales Management

BBA (S5) 19 INSURANCE AND BANKING

Total Marks: 20+80 = 100

UNIT 1: **Introduction to Insurance:** Meaning and Characteristics of Insurance; Importanceof Insurance; Principles of Insurance; Features of Insurance; Classification of insurance

UNIT 2: **Risk and Undertaking of Risk:** Meaning and importance of Risk Management; Principles of Risk Management; Features of Business Risks; Causes of Business Risks; Types of Business Risks; Methods of Handling Risks

UNIT 3: **Policy Service and Claim Settlement:** Insurance Documents; Nomination and Assignments; Alterations and revival; Surrender value and paid up value; Claim and their settlement

UNIT 4: **Life Insurance:** Meaning of life Insurance; Difference between life insurance and non-life insurance; Features of life insurance; Advantages of life insurance; Types of life insurance plan

UNIT 5: **Fire Insurance:** Defining Fire Insurance: Causes of Fire, Fire Prevention, Functions of Fire Insurance, The beginning of Fire Insurance; Kinds of Fire Insurance Policies; Procedure of Recovering Fire Insurance Claim

UNIT 6: **Marine Insurance:** Defining Marine Insurance; Marine Insurance Contract; Insurance of Property; Marine Insurance Act 1963; Difference Between Fire and marine Insurance; Kinds of Marine Insurance Policies; Types of Marine Losses : Total Loss, Partial Loss

UNIT 7: **Banking Sectors:** Evolution and Meaning of Banking; Development of Banking In India; Corporate banking; Retail banking; International Banking; Rural banking

UNIT 9: **Banker Customer Relationships:** Definition of Banker and Customer; Relationships between Banker and Customer : Relationship of Debtor and Creditor, Relationship of Creditor and Debtor, Relationship of Trustee and Beneficiary, Relationship of Bailee and Bailor, Relationship of Agent and Principal; Rights of Banker; Obligations of Banker; Duties of Paying Banker; Duties of Collecting Banker; Know Your Customer (KYC) Guidelines

Unit-10: **Employment of Bank Funds:** Liquid Assets-Cash in Hand, Cash with RBI & Cash with other Banks, Investment in securities, Advances - Secured and Unsecured, Loans, Term Loans, Cash Credit, Overdraft, Discounting of Bills of Exchange, Modes of creating charge on Securities, Types of Securities.

Unit-11: **Negotiable Instruments:** Definition & Characteristics of Cheques, Bills of Exchange & Promissory Notes, Crossings, Endorsements, Collection and payment of Cheques, Liabilities of Parties.

UNIT 12: **Ancillary Services of Banks:** Safe custody of valuables, Lockers, Remittances – RTGS/NEFT/Drafts, Fee based services- Issuing Guarantees and letters of credit, Selling Third Party Products- Insurance and Mutual fund units, Credit Cards, Debit Cards, Brokerage and Demit Services.

UNIT 13: **Innovations in Banking Technology:** Bank Computerization, Core Banking, Online Banking, Mobile Banking, Internet Banking, ATMs.

UNIT 14: **Commercial Bank:** Meaning of Commercial Bank; Functions of Commercial Bank; Types of Banks; Role of Commercial Banks in Economic Development; Emerging Services in Indian Banking

UNIT 15: **Mutual Fund:** Meaning of mutual fund; Constitution and Management of Mutual Fund; Buy back of securities; Conditions for buy-back of securities; Mode of Buy back of securities

BBA (S5) 20 COMPUTER APPLICATIONS IN MANAGEMENT

Total Marks: 20+80 = 100

UNIT 1 : **Basics of Computer:** Computer– Definition; Components of a Computer; Evolution of Computer; Generation of Computers; Classification of Computer; Applications of Computer

UNIT 2 : **Data Storage Techniques:** Storing Data in Computer; Binary Number System: Binary to Decimal Conversion, Decimal to Binary Conversion; Computer Memory: Random Access Memory, Read Only Memory, Cache Memory and Virtual Memory, Secondary Memory

UNIT 3 : **Software and Multimedia:** Computer Software Basics; System Software; Application Software; Integrated Software; Multimedia Computing; Legal Restriction on Software

UNIT 4 : **MS Word – I:** Starting MS-WORD; Basic Components of MS Word; Entering and Saving Text in a Document; Closing the MS-Word document and Closing MS-Word; Opening of an Existing Document; Copy and Cut (Move); Formatting the Document;

Find a Particular Pattern; Insertion; Implementing Formula on Table Contents; Header and Footer; Page Setup; Indents; Tabs; Columns; Change Case

UNIT 5 : MS Word – II: File Needed to Work with Mail Merge, Creating a Mail Merge Document, Inputting the Data, Printing the Merged Document, Modifying the Records in the Data Source

UNIT 6 : MS Excel – I: Starting of Microsoft Excel, Part of MS-Excel Window, Components of an Excel Work Book, Closing the Excel Work Book, Worksheets within Work Book, Enter an Edit Data, Saving and Creating the Work Book, Cell Contents

UNIT 7 : MS Excel – II: Ranges and Common Excel Functions, Custom List, Alignment, Database, Charts

UNIT 8: MS PowerPoint: Starting of Microsoft Power Point, Part of Power Point, Creation of Power Point Presentation, To Include a Chart in the Slide, To Impart a Data Sheet, Formatting Options, Slide Transaction, Different Views of the Presentation

UNIT 9: Information Technology: Areas of Information Technology, Advantages and Disadvantages of Information Technology, Application of Information Technology

UNIT 10: Working with Internet: Introduction to Internet, Internet Architecture, Evolution of Internet, Basic Internet Terminologies, Getting connected to Internet , Application of Internet

UNIT 11: Internet Tool: Web Browsers, Web Server, Electronic Mail, Search Engines, World Wide Web, Internet Security, Types of Attack and Malicious Software

UNIT 12: Management Issues in MIS: Concept of MIS, Information Security and Control, Quality Assurance, Ethical and Social Dimensions, Intellectual property rights as related to IT services/IT products and Managing global Information systems.

UNIT 13: E-Enterprise System: Introduction: Managing the E-enterprise, Organisation of Business in an E-enterprise, E-business, E-commerce, E-communication, E-collaboration,

UNIT 14: Security and Networking: Introduction, Simple Fine Sharing, Internet Information Services, Peer to Peer Networking

6th SEMESTER

BBA (S6) 21 PROJECT STUDY

Total Marks: 60+40= 100

Towards the partial fulfillment of the requirement of the Graduate Degree in Business Administration the students are required to undertake a two months project work on the real life problems in industrial and business organizations. In this course, students are encouraged to work on a specific problem in any area of management and submit a report thereon.

The objective is to give the student and opportunity to develop their skills in identifying issues in concrete management situation, collecting and analyzing date and apply management concepts and techniques to deal constructively with management problems and suggest solutions. For the project work each student will be under the guidance of a faculty adviser. He will be required to submit a comprehensive report of the assignment and defend the same before and examining body.

The project carries 100 marks and it is mandatory to submit the Project Report before the completion of the programme.

a. TIME SCHEDULE FOR THE PROJECT

Sl No.	Topic	Date
1	Submission of the synopsis of the project at the respective Study Centre	Upto31st January
2	Viva-voce to be conducted	1st August to 10th August
3	Candidate should bring three copies of the project report along with them at the time of Viva-Voce	

b. TYPES OF PROJECT:

- The Project may be taken on any one of the following areas :
  Marketing /Finance/ HRM
- The project should be done in core specialization area of B.B.A course only.
- Comprehensive case study (covering single organization/multifunctionalarea problem, formulation analysis and recommendations)
- Inter-organisational study aimed at inter-organisational comparison/ validation of theory/survey of management services.
- Evolution of any new conceptual / theoretical framework.
- Field study (empirical study).
- The project can be based on primary or secondary data.

c. **PROJECT PROPOSAL (SYNOPSIS):** Submission, Changes and Acceptance of Project Proposal (synopsis):

- Learners are advised to send their project synopsis and name and address of the project guide to the Coordinator, Study Centre. The synopsis should include the following:
  - Title of the Study
  - Objectives and importance (significance) for the Study
  - Research Methodology opted for the Study (stating nature, sources, collection of data; research tools and techniques to be used; sampling procedure). Along with this, a brief profile of the organization proposed to be covered in the project should also be included.
  - Limitations and Scope of the Study.

- If the learner wants to undertake a new project by changing his/her earlier project proposal, he will have to justify his new choice. Without valid ground and certification from his/her guide, no change in project proposal will be entertained.
- In any case, changes in project proposal will not be allowed after submitting the second project proposal. The second proposal will be considered as final.
- It is necessary that the learners finalize their project proposal well ahead of time.
- It is to be noted that changes in project proposal will not be entertained in the last month of the programme.
- In order to complete the project in due time, a learner should devote at least 120 days for his/her project. This time should be judiciously divided into various phases like field study & interview, data collection, data tabulation, data interpretation and data analysis.

d. PROJECT GUIDE:

- Faculties at the School of Professional Studies (Commerce, Management or Economics) of KKHSOU headquarter.
- Faculties in the departments of Commerce, Business Management or Economics in colleges/institutions affiliated to any Indian University and having minimum five years of teaching experience.

e. MARKS DISTRIBUTION AND VIVA VOICE:

Total marks (100) =80 (Report writing) + 20 (Viva Voice)

Both internal guide and the external examiner will evaluate the project report and award marks out of 80. Candidate shall appear in a viva voice examination to be scheduled by the university and to be held one of the study centres. At least one of the two examinersmentioned above should be present to conduct the viva examination and award marks out of 20.

BBA (S6) 22 OFFICE MANAGEMENT

Total Marks: 20+80 = 100

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 manger, 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:** Filing - meaning and importance, Classification of papers for filing, Methods of filing: horizontal and vertical

UNIT 10: **Office Stationary:** Meaning of office stationary, types of Stationary, selection of supplies, standardization of office supplies, Purchasing supplies, control over stationary in stores, issue of stationary and stores, office manager and stationary control

UNIT 11: **Office Automation:** Uses and abuses of labour saving appliances. A study of various types of commonly used appliances i.e. typewriter, duplicator, accounting machines, addressing, machines, calculator, franking machine, weighting and folding machine, Dictaphone, cash register, coin sorter, time recorder, photocopier, telephone, facsimile, computer, scanner, printer, letter opener, time and date stamps etc.

UNIT 12: **Correspondence:** Routine of handling mail; Importance of correspondence in business and Govt. offices; Essentials of good business and official correspondence; Various forms of correspondence.

UNIT 13: **Company meeting:** Meaning and types of meeting; Secretarial practices relating to holding of meetings with special reference to notice, agenda, quorum, motions, resolutions, sense of meeting, adjournment of meeting and minutes. Minutes writing-types of minutes, minutes book, contents of minute, drafting or writing of minutes.

UNIT 14: **HRM for office Management:** Recruitment, Selection and Training ofoffice staff; Office supervision-duties and responsibilities of supervisory staff; Motivation-Financial and non-financial incentives to subordinates.

UNIT 15: **Management Reporting: Report** writing, types of report, specimen of reports, précis writing

SPECIALISATION

HRM (SPECIALIZATION)

BBA (S6) 22 ORGANIZATIONAL DEVELOPMENT

Total Marks: 20+80 = 100

UNIT 1: **Organization Design:** Meaning of Organization; Organization as a structure, as a process; Importance of sound organization; Importance of Organizing, guidelines for effective organization, principles of organizational structure and design, Types of organization design and theories of organization

UNIT 2: **Organizational Culture:** Components and determinants of organizational culture (OC), Functions of Organizational culture, Types of OC, HRD culture/climate

UNIT 3: **Organizational Change:** An Introduction, Importance of Change, Forces of Change, organizational change, Types of organizational change, determinants of planned and unplanned change, types of change, Change Agents-principles ofchange agents and qualities of change agents

UNIT 4: **Values and Ethics in OD:** Professional Values, Value Conflict and Dilemma, OD Values and Changing Themes over Time, Ethics in OD, Ethical Dilemmas in Practicing OD, Factors that Influence Ethical Judgement

UNIT 5: **Models and Process of Management of Organizational Change:** Forced Field Analysis, Kurt Lewin's Model of change, Action Research, Process model, a system model of change

UNIT 6: **Managing Resistance to change:** Individual resistance to change, Organizational resistance to change, Social resistance to change , managing resistance to change, activities for managing change.

UNIT 7: **Organizational Development: An Introduction:** Definition of Organizational Development (OD), Objectives of OD, Characteristics of OD, evolution and Assumptions of OD

UNIT 8: **Process of Organizational Development:** Process of Organizational Development; Steps in Organizational development Process, Six-Box Model of Organizational Development

UNIT 9: **Organizational Development Models:** The change Model-Ronald Lippitt, Jeanne Watson and Bruce Westley, 7-S Model for OD, Trans-Theoretical Model, Burke-Litwin Model, ADKAR Model

UNIT 10: **OD Interventions:** OD Interventions: Concept and characteristics; OD Interventions to improve effectiveness of the organizations- Team interventions, Inter-group development intervention, Third party peace-making intervention, Comprehensive intervention, Structural interventions

UNIT 11: **Process of OD Interventions:** Role playing, sensitivity training, Team-Building interventions, Transactional analysis, process consultation, third party peace making interventions, workflow, Flexible working hour, Job evaluation and Role analysis techniques, Job redesign strategies

UNIT 12: **Teams and Teambuilding:** Meaning and importance of Team, benefits of Team Building, Strategies for team building, types of Teams, Self Managing Teams

UNIT 13: **Training Experience:** Sensitivity or T group training, Behavioural Modelling, Career Planning Intervention, Coaching and Mentoring

UNIT 14: **Issues in Consultant -Client Relations:** Organisational Consultants and the client system, Entry and Contracting, Consultant Client Relationship, Implication's for Consumer Behaviour, Dependency issue and Terminating the Relationship and Ethical Standards in O.D.

UNIT 15: **The future of OD:** Fundamental, Strengths of OD, OD's Future, Leadership and Values, OD Training,

BBA (S6) 24 INDUSTRIAL RELATION

Total Marks: 20+80 = 100

UNIT 1: **Industrial Relations: An Introduction:** Meaning and definition of Industrial Relations, Evolution of Industrial Relations, Approaches to Industrial Relation, Trade unionism, Tripartite and Bipartite bodies and Industrial disputes.

UNIT 2: **Theoretical framework of Industrial Relations**: Environmental / External theories, Implant Theories, Gandhian Approach to Industrial Relations

UNIT 3: **Industrial Workers:** Background, education, skills and adjustments, absenteeism, influence of trade unions

UNIT 4: **Trade Unions:** Evolution of trade unions in India, recognition of a Union, rights and responsibilities of registered trade union, Trade Union Act 1926

UNIT 5: **Industrial Dispute and Employee Grievance:** Nature and scope of Industrial Dispute, causes and consequences of Industrial Dispute, Prevention and settlement of Industrial dispute in India, Nature of Grievance, Causes of Grievance, the grievance redressal procedure.

UNIT 6: **Organizational discipline:**Introduction, Overview ofOrganisational Discipline, Types ofOrganisational Discipline, Types of Disciplinary Problems, Disciplinary Procedure

UNIT 7: **Machinery for prevention and settlement of Industrial Dispute:** Statutory and non-statutory measures and other statutory measures

UNIT 8: **Collective Bargaining:** Meaning and concept of collective bargaining, Features and strategies of Collective Bargaining, approaches to collective Bargaining, Impact of collective bargaining and workers participation in management on Industrial Relations.

UNIT 9: **Labour Welfare and Social Security:** Labour welfare, evolution social security measures, health programmes, safety programmes

UNIT 10: **Workers Participation in Management:** Concept of Workers Participation in Management, Features and objectives of workers participation in management, Forms of workers participation in India, Merits of workers participation in management, Demerits of workers participation in management, W.P.M in India and Making WPM effective.

UNIT 11: **Laws related to Employee Relations:** Introduction, Evolution of Employee Laws in India, Laws Relevant to Employee Relations, Laws Relevant to Organisational Conflicts, Laws Relevant to Employee Wages and Compensation

UNIT 12: **Industrial Health:** Meaning of Industrial health and safety, Importance of industrial health and safety, Occupational hazards and diseases, Protection against hazards and statutory provisions concerning health in India

UNIT 13: **Concept of Wages:** Meaning and concept of wages, Objectives of wage and salary administration, Theory of Wages, Methods of Wage Payment and Wage differentials

UNIT 14: **Technology and Industrial Relations**: Concept and impact of technological change, IT and IT enabled service sectors in India, Industrials in IT sector in India

UNIT 15: **India and ILO**: Objectives and structure of ILO, Impact of the ILO, ratification of ILO standards, ILO recommendation

MARKETING

BBA (S6) 23 ADVERTISING AND PROMOTION STRATEGY

Total Marks: 20+80 = 100

UNIT 1: **Advertising- basic concepts:** Concepts of advertising, objectives and scope of advertising, social and ethical implications of advertising, types of advertising, advertising as an industry

UNIT 2: **IMC and advertising:** IMC; advertising as a communication process; communication models; AIDA model and its purpose; the changing marketing environment

UNIT 3: **Marketing promotion mix:** characteristics of promotional mix; elements of the promotional mix, advertising as an element in marketing promotion, factors considered while developing the promotional mix

UNIT 4: **Developing effective Promotion:** Identifying the target audience, determining the promotional objectives, designing the promotion and selecting the channel, push vs. pull strategy, establishing the promotional budget and implementing promotional strategy

UNIT5: **Managing advertising I** : Developing and managing advertising program, Setting advertising objectives, DAGMAR, Deciding on advertising budget

UNIT6 : **Managing advertising II** : Developing the advertising message, role of music and humour in advertising, factors considered while developing the advertising copy, creativity in advertising,

UNIT 7 : **Media Strategies:** Media planning and objectives, deciding on media, different types of media and their advantages and disadvantages, choosing among major media types, media schedule decisions, space and time buying

UNIT8: **Evaluating advertising effectiveness:** Deciding on reach, frequency and impact; Copy testing, Advertising recognition and recall tests, Issues in assessing impact of advertising, Measuring the performance of an advertising agency

UNIT 9: **Sales Promotion:** Introduction, Meaning and Importance of Sales Promotion; Strengths and Limitations of Sales Promotion; Difference between Sales Promotion and Advertising; Tools and Techniques of Consumer Sales Promotion; Trade Promotions; Organising Sales Promotion Campaigns

UNIT 10: **Personal Selling:** Defining Personal Selling, Scope and Significance, Aims and Objectives of Personal Selling, AIDAS Principles, Personal Selling Process, Customer Delight

UNIT 11: **Promotion Mix and Elements:** Promotion mix-its Objectives and Importance, kinds of promotion-Advertising, Direct marketing, Interactive/Internet marketing, Personal Selling, Sales Promotion, Publicity/Public Relations

UNIT 12: **Promotion Tools:** Factors considered in deciding promotional tolls, budgeting consideration for promotion

UNIT 13: **Direct Marketing:** Introduction, Meaning and Importance of Direct Marketing, Strengths and Limitations of Direct Marketing, Products Suitable for Direct Marketing, The Indispensable Elements of Direct Marketing, The list, The offer, The message, Media for Direct Marketing, Regulations and Ethics in Direct Marketing

UNIT 14: **Ethics in Advertising:** Introduction, Perceived Role of Advertising; The Advertising Standards Council of India (ASCI); Forms of Ethical Violations; Misleading advertising; Advertising to children, Product endorsements, Stereotyping, Cultural, religious and racial sensitivity in advertising, Obscenity in advertising

UNIT 15: **Case studies on Advertising**

BBA (S6) 24 CONSUMER BEHAVIOUR
Total Marks: 20+80 = 100

UNIT 1: **Introduction to Consumer Behavior:** Scope, importance and interdisciplinary nature, Marketing concept, the social marketing concept, social responsibility in marketing, the consumer research process, quantitative and qualitative research.

UNIT2: **Market Segmentation:** Importance and use, Bases of segmentation, Effective targeting and segmentation strategies, Positioning strategies, Differentiation of Consumer Market

UNIT 3: **Market Positioning:** An Introduction, Positioning Strategy, Positioning Approaches, Positioning Errors

UNIT 4: **Consumer Motivation:** Needs, goals and their interdependence, rational vs emotional motives, Dynamic nature of motivation

UNIT 5: **Personality and Consumer behaviour**: Nature of personality, Freudian, Neo-Freudian and trait theories. Role of personality in understanding consumer diversity, Product personality and brand personification, Self-image, Vanity and consumer behavior

UNIT 6: **Consumer perception:** Absolute and differential threshold, subliminal perception, Perceptual selection, organization and interpretation, Product and service positioning, Perceived price, quality and risk, Manufacturer's image.

UNIT 7: **Consumer Attitudes:** Introduction, Functions of Attitude, Attitude Models, Factors that Inhibit Relationship between Beliefs, Feelings and Behaviour, Learning Attitudes, Changing Attitudes, Attitude Change Strategies

UNIT8: **Consumer learning:** Motivation, cues, response and reinforcement, Behavioral learning and cognitive learning theories, Recognition and recall, Attitudinal and behavioral measures of brand loyalty.

UNIT 9: **Cultural Influences on Consumer Behaviour:** Introduction, Characteristics of Culture, Values, Sub-cultures, Cross-cultural Influences, Cultural Differences in Non-verbal Communications

UNIT 10: **Social Class and Group Influences on Consumer Behaviour:** Introduction, nature of Social Class, Social Class Categories, Money and Other Status Symbols, Source of Group Influences, Types of Reference Groups, Nature of Reference Groups, reference Group Influences, Applications of Reference Group Influences, Conformity to Group Norms and Behaviour, Family Life Cycle Stages, nature of Family Purchases and Decision-making, Husband-wife Influences, Parent-child Influences, Consumer Socialization of Children, word-of-Mouth Communications within Groups, opinion Leadership

UNIT 11: **Attitude formation and change:** Meaning of attitude and its formation, Cognitive dissonance theory and attribution theory, Communication process and design of persuasive communication.

UNIT 12: **Diffusion of Innovation:** Introduction, Types of Innovation, Diffusion Process, Factors Affecting the Diffusion of Innovation, Adoption Process, Time Factor in Diffusion Process, Culture, Communication and Diffusion

UNIT 13: **Influence of reference groups**: Friendship, Work, Celebrity and family, Impact of social class, culture, subculture and cross-cultural factors on consumer behavior.

UNIT 14: **Consumer decision-making process:** The process of opinion leadership and motivation behind opinion leadership, Diffusion and adoption process of innovations, Profile of consumer innovators, Levels of Consumer decision making, Consumer gifting behavior.

UNIT 15: **Organizational Buying Behaviour:** Introduction, Organizational Buyer Characteristics, Purchase and Demand Patterns, Factors Influencing Organizational Buyer Behaviour, organizational Buyer Decision Process, Organizational Buying Roles

FINANCE SPECIALIZATION

BBA (S6) 23 INDIAN FINANCIAL SYSTEMS

Total Marks: 20+80 = 100

UNIT 1: **The Financial System:** Financial System - Concept, Characteristics and Functions; Role of Financial System - National Income Accounts, Flow of Funds Accounts, Savings and Investment; Financial System and Economic Development

UNIT 2: **Indian Financial System:** Structure of Indian Financial System- Organised vs.Unorganised Sector of Indian Financial System. Components of Financial System-Financial market, financial instruments, financial institutions and financial services.

UNIT 3: **Financial Market:** Nature and Scope of Financial Market; Features and Structure of Indian Financial Market; Types of Financial Market- Primary vs. Secondary market, Money market, Capital market, Forex Market, Derivative Market.

UNIT 4: **Money Market in India:** Meaning, Nature and Functions of the Money Market, Constituents of the Money Market – Call Money market, Treasury Bills, Commercial Bills, Commercial Papers, Certificate of Deposits, Money Market Intermediaries, Reforms in Indian Money Market.

UNIT 5: **Capital Market in India:** Meaning and Nature and Scope, Functions; Structure of Indian Capital Market; Capital Market Instruments- Equity and Debt, Reforms in Indian Capital Market.

UNIT 6: **Primary Markets in India:** Nature and Scope, Functions, Organization of primary market in India, Methods of distribution of securities, primary market intermediaries, new issue market, pricing of securities, book building.

UNIT 7: **Secondary Markets in India:** Meaning, Nature and Scope, Stock Market in India, Organization and Management of Stock Market in India, Listing of Securities, Trading Arrangements, Trading and Settlement, Stock Market Index, BSE , NSE, OTCEI, Regional Stock Exchanges.

UNIT 8: **Financial Institutions:** Banking Institutions; Merchant Banks, Non-banking Institutions; Money Market Institutions; Insurance Companies, Foreign Institutional Investors (FIIs).

UNIT 9: **Mutual Fund:** Meaning, importance, management and structure of mutual fund, Types of mutual fund, Performance of mutual funds in India, Problems and Prospects.

UNIT 10: **Derivative Markets:** Derivatives: Meaning, nature and scope, Types of derivatives, Derivative Markets in India.

UNIT 11: **Foreign Exchange Market**: Meaning and Importance ofForex Market; Structure of Foreign Exchange Market in India,

UNIT 12: **Credit Rating**: Credit Rating- Meaning and importance, growth of credit rating services in India, Credit Rating Agencies in India;

UNIT 13: Depository Services: Depository System- meaning and functions; Depository Mechanism, Depositories in India- NSDL and CSDL.

UNIT 14: Regulation of Financial Markets in India: Regulatory Framework, Regulatory Role of the Government, Regulatory Role of the RBI; Regulatory Role of the SEBI.

UNIT 15: Investor Protection: Grievances concerning stock exchange dealings and their removal; Grievance cells in stock exchanges; SEBI; Company law Board; Remedy through courts.

BBA (S6) 23 RURAL DEVELOPMENT AND RURAL FINANCE IN INDIA

Total Marks: 20+80 = 100

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: Agriculture and Livestock Insurance in India: Role of Agriculture and Livestock Insurance in India; An Assessment of Different Rural Insurance Schemes in India

UNIT 10: Rural Finance in India: Non-Institutional Sources of Rural Finance in India – Indigenous Banker, Money Lenders, Landlords, Traders; Institutional Sources of Rural Finance in India – Co-Operative Banks, Public Sector Banks, Corporations and Apex Bodies (NABARD, Agricultural Finance Corporation, RRBs)

UNIT 11: 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 12: Co-Operative Banks: Progress of Co-operative Banks in India; Advantages of Co-Operative Institutions; Problems faced by Co-Operative Banks in Financing Rural Development

UNIT 13: Regional Rural Banks: Objectives and Functions of RRBs; Evaluation of Progress and Activities of RRBs; Critical Assessment of Functions of RRBs

UNIT 14: NABARD: Objectives and Functions of NABARD; Evaluation of Progress and Activities of NABARD; Critical Assessment of Functions of NABARD

UNIT 15: Recent Innovations in Rural Finance: Micro Credit, NGOs and Self-Help Groups, Rural Service Centres of Banks.

KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY

(KKHSOU)

PROGRAMME PROJECT REPORT

ON

BACHELOR OF COMMERCE (B.Com.)

Submitted to

UNIVERSITY GRANTS COMMISSION

BAHADUR SHAH ZAFAR MARG

NEW DELHI – 110 002

Submitted by

K. K. Handiqui State Open University

Guwahati, Assam

April 2018

Registrar
Krishna Kanta Handique
State Open University
Guwahati

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KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY (KKHSOU)

PROGRAMME PROJECT REPORT

1 **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 to the business firms belonging to different industries. To capitalise on these opportunities and to face the threats successfully, 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. Keeping this perspective in view , the Programme on Bachelor of Commerce has been offered by the Department 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 the business world." With this mission, the objectives set for the Programme are-

i. To enable the learners to avail themselves of a wide range of career opportunities in industry, commerce and services sectors;

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

.**2. 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.

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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 both English and Assamese mediums of instruction to meet the needs of learners living in rural, remote and other disadvantageous conditions.

iii. The Programme shall be offered through the study centres based in rural, semi-urban and urban areas to overcome 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.

3. 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;

ii. Working people who want to upgrade their skills for career advancement;

iii. Persons living in rural and remote areas who are unable to attend the regular classes in conventional institutions providing commerce education;

iv. Persons striving for entrepreneurial activities;

v. Persons unable to complete their graduation in commerce education in the normal course of time;

vi. People engaged in other crafts, cottage industries etc.

4. 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 different geographical areas irrespective of this proximity to any 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 in travelling;

iii. Entrepreneurs can pursue a bachelor degree in commerce without compromising business functions;

iv. Differently abled persons can pursue bachelor degree in commerce and can shape their career accordingly;

v. Study centres located in close proximity to the learner will be able to assist the learner in academic and other administrative issues at the earliest.

5. Instructional Design:

5.1 Curriculum Design: The programme structure of the B.Com. Programme as presented in **Annexure1** has been designed by taking the help of experts in the subject from other reputed Universities in the region. The contents of the syllabi are updated. The syllabi of the B Com Programme have been upgraded as per the recommendations of the Report of the *Committee to Regulate the Standards of Education being Imparted through Distance Mode* constituted by the Ministry of Human Resource under the chairmanship of N R Madhava Menon, popularly known as the Madhava Menon Committee Report. The detailed syllabus of the B.Com programme presented in **Annexure II** of this Programme Project Report.

5.2 Course and Credit Distribution: The B. Com. Programme has total 24 courses,4 courses in each Semester. The Semester wise distribution of the different courses along with credit distribution of the B Com Programme is as follows:

	Semester I	Semester II	Semester III	Semester IV	Semester V	Semester VI
Course	Business Organization and Business Ethics	Business Statistics	Business Regulatory Framework	Environmental Studies and Disaster Management	Fundamentals of Marketing (Compulsory)	Entrepreneurship Development and Small Business Management (Compulsory)
Credit	**4**	**4**	**4**	**4**	**4**	**4**
Course	Financial Accounting	Principles of Management	Human Resource Management	Company Law	Project Work (Compulsory)	Theory and Practice of Banking (Compulsory)
Credit	**4**	**4**	**4**	**4**	**4**	**4**
Course	Managerial Economics	Fundamentals of Financial Management	Indian Financial System	Auditing	Specialisation	Specialisation
Credit	**4**	**4**	**4**	**4**	**4**	**4**
Course	Business Mathematics	English for Professional Studies	Spoken English	E-Commerce	Specialisation	Specialisation
Credit	**4**	**4**	**4**	**4**	**4**	**4**
Credits per Semester	**16**	**16**	**16**	**16**	**16**	**16**

It is to be noted that from semester 1 to semester 4, all courses are compulsory for all the learners. In 5th and 6th semesters, the learners will be offered specialised courses in the areas of Accounts, Management and Finance.

In 5th and 6th semesters, there will be two compulsory courses and learners may choose any one area as specialization. However, the specialization chosen in the 5th semester will continue in the 6th semester, and, once chosen, there will be no change in the area of specialization.

5.3 Definition of Credit Hours: The University follows the system of assigning 30 hoursof 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 is offered to the learners at their respective study centres.

5.4 Duration of the programme: The B.Com. Programme comprises six semesters. However, the maximum duration of the programme is 8 years as stated below:

i. Minimum Duration : 6 semesters (3 years).
ii. Maximum Duration : 8 years.

In case, a learner is not able to qualify a course in its first attempt, he/she will have to qualify the particular course within the next four attempts, subject to maximum duration of the programme.

5.5 Faculty and Support Staff Requirement: The Department of Commerce is currently headed by Professor, Head of the Department of Management and Commerce, two Assistant Professors and one Academic Consultant.

5.6 Instructional Delivery Mechanisms: The Self Learning Materials have been prepared keeping in view of the requirements of the courses as per the programme design. Particular attention has been given so that the three basic domains of knowledge, viz., behavioural domain, cognitive domain, and constructive domain can be addressed

5.7 Identification of media–print, audio or video, online, computer aid and Learner Support Services: All the learners are provided with Self Learning Materials, which are comprehensive in terms of contents in the syllabi. These learning resources are prepared with the help of resource persons across the country. Senior Professors from different Universities of the region are engaged as Editors of the SLMs. Apart from the Print Self Learning Materials, audio

video materials on certain modules are also offered to the learners. Most of the audio-video programmes are also made available online through YouTube videos.

5.7.1 ICT Support Services: The ICT-based support services provided by the University for the learners of B. Com. Programme are listed below:

i. **Website:** The University has developed full-fledged official website www.kkhsou.in for the learners and general public. All the necessary information is provided to the learners through this website. The website is linked with the social-networking site like Facebook (KKHSOU FB Official Group) for interaction among the learners, faculty members and stakeholders. The website includes the customised study centre-search facility based on district or programme. **Community Radio Service**: **Jnan Taranga** (90.4 MHz) of KKHSOU is the first Community Radio of the North Eastern part of the country. The Community Radio, being a platform for the community for taking up community issues, is also a platform to broadcast several educational programmes that includes debates, discussions, and talk shows.

ii. **Ekalavya**: With the help of Prasar Bharati, our University has launched a special educational programme namely ***Ekalavya.*** It is aired every Saturday from 8.00 PM to 8.30 PM through All India Radio, Guwahati and Dibrugarh.

iii. **Akashvani Phone-in Programme:** Our University offers one hour live **phone-in** counselling programme through AIR, Guwahati and Dibrugarh where officers and members of the faculty from the University clarify queries of listeners/learners via telephone. The phone in programme is aired every Thursday from 09.15 AM to 10.15 AM.

iv. **e-SLM:** An e-learning portal by the name of e-SLM (http://eslm.kkhsou.in/) has been launched by the university. It is also a digital repository where the study materials are uploaded for the benefit of the learners. All the study materials of the programmes (including Degree, Master Degree etc.) can be assessed in this portal.

v. **Open Access Journals Search Engine (OAJSE):** To provide easy access to various open access journal across the world, KKHSOU has developed the Open Access Journals Search Engine (OAJSE) which is available for the users from the URL www.kkhsou.in/library/oajse or http://oajse.kkhsou.in . OAJSE aims to cover journals in all subjects that are published in English language. At present, more than 4,500 journals are available in the directory. All are searchable at article level.

vi. **KKHSOU Mobile App:** The University has developed a mobile application "KKHSOU" to connect the learners 24x7 with the University. It can be freely

downloaded from Google Play Store (for android user). This App has been widely recognized and has received an Excellence Award from IGNOU.

vii. **SMS and e-mail Alert Facility:** University has initiated an SMS and e-mail alert facility for learners regarding news, events and learner-related information of the University.

i. Learners can write emails to any officials/faculty members through University's general mail id: info@kkhsou.in. Queries raised through this e-mail id are addressed by concerned official/faculty members of the University.

viii. **TV programme:** University is going to initiate a half an hour live educational programme through a TV Channel-**Prag-News** from June, 2018. It will telecast the programmes on Sundays at 8:30 am.

6. Procedure for Admission, Curriculum Transaction and Evaluation

6.1 Eligibility

The eligibility criteria for admission in the B.Com programme under KKHSOU is 10+2 or equivalent examination passed (in any stream) from a council/university recognized by UGC.

6.2 Admission

i. The admission for the academic session 2018-19 of the University will be through online mode. A learner who desires to take admission in KKHSOU will have to submit his/her application through the online admission link provided in the University website www.kkhsou.in. The learner has to carefully go through the instructions for filling up the online admission form and complete the process accordingly. In the online admission system, the learner has to register with his/her mobile number/email id, and has to carefully verify the programme of his/her choice available in the respective study centers.

ii. For admission to a particular programme, the course fee is to be paid through online transaction mode—i.e., through credit card/debit card/net banking or any other available online mode of payment.

iii. The learner after successful submission of the online admission form has to take a print out and submit the same to the study centre for hard copies of SLMs.

iv. The verification of online application form will be done in the University and after the completion of the verification process, the e-SLMs will be sent to the respective Email-id of the learner.

v. The learners who have submitted incomplete application may be given conditional admission at the University's discretion, subject to fulfillment of other eligibility criteria.
vi. All the enrolled learners will be provided with registration numbers, SLMs and Identity cards.
vii. The learner who is unable to complete the programme within specified period is required to register himself/herself as a fresh learner by paying the requisite fee.

6.3Continuous Admission

i. Admission will have to be taken continuously in the programmes without any break. A learner will be allowed to appear in all the examinations, including back courses, within the stipulated time of a programme.
ii. A learner will have to take admission to the next semester within one month from the last date of examination of the previous semester. It doesn't depend on whether the candidate appeared in the previous examination or not.
iii. A learner will be allowed to take admission to the next semester beyond one month, but within two months from the last date of examination of the previous semester with a fine of Rs 500/-.
iv. A learner may be allowed to take admission even after the issue of notification for filling up of examination forms, but such learners will be allowed to appear in the examination of that semester in the next year only.

6.4 Fee Structure

The fee structure of the B. Com. Programme is as follows:

Semester wise Fee Structure

Semester	**Fee** (In Rupees)
First	2900.00
Second	2600.00
Third	2600.00
Fourth	2600.00
Fifth	2600.00
Sixth	2700.00
Total	**16,000.00**

6.5 Financial Assistance

The University offers free education to the jail inmates and differently abled learners. 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 adding more of central/district jails in the Academic Session 2018-19.

6.6Refusal/Cancellation of Admission

Notwithstanding, anything contained in the prospectus, the University reserves the right to refuse/cancel admission of any individual.

6.7Curriculum Transaction and Activity Planner

An activity planner that guides the overall academic activities in the B.Com. Programme shall be made available prior to the admission schedule of the University. The newly constituted CIQA Office as per UGC guidelines and the Office of the Dean (Academic) will upload the Academic Plan and month wise Academic Calendar to enable the learners to plan their studies and activities accordingly.

6.8 Evaluation System of Programme

i. The University adopts both ongoing and term-end evaluation. Ongoing evaluation is conducted in two modes: internal and external. The internal evaluation is to be undertaken by the learner himself. For this, the University has designed some Check Your Progress questions which are included while preparing the units of SLMs. This helps the learners to self-check his/ her progress of study. However, this is undertaken at the learners' end and is non-credit based. For the overall evaluation of a course, the University follows the two types of evaluation:

   a) Continuous Evaluation (Assignments): Weightage assigned 20%.

b) Term- End Evaluation (Semester-end Examinations): Weightage assigned 80%.

ii. The learners shall have to submit the assignments within the schedule of a semester at the respective study centres. The counsellors at the study centres evaluate the assignments and return them to the learners with feedback.

iii. Term- end examinations are conducted on scheduled dates at selected examinations centres. Evaluations are done by the external examiners at zonal centres. After evaluation, further scrutiny is done, followed by moderation. Results are declared within scheduled dates as laid down in the Activity Planner.

iv. The learners will be able to get their scripts re-evaluated if they are not satisfied with evaluation.

v. Questions for the Semester End examination will be set as per the Evaluation policy of the University that should cover all the modules of the respective courses.

vi. The University is in the process of using high security and eco-friendly synthetic (water proof and termite proof) papers for marksheets and certificates. Moreover, use of interactive kiosk at study centres for issue of admit cards and modification of the existing EDPS system for quick publication of results of examinations are also being planned. Similarly, introduction of biometric identity of learners is also being planned.

7. Requirement of the Laboratory Support and Library Resources:

Commerce being a theoretical discipline requires no practical laboratory services except the field work for carrying out project activities. Library services are offered

to the learners through physical library facilities set up by the University at the respective study centres. The Central Library at KKHSOU has a sizeable repository of relevant reference books and textbooks relating to the discipline of commerce and allied subjects. The central library of KKHSOU has a collection of 18,164 books. The books available at the Central Library are quite helpful for the faculty members, the SLM writers as well as the content editors. The e- resources available at the Central Library, KKHSOU are-

- ***E-Journals:*** The Central Library of KKHSOU subscribed e-journals from JSTOR (www.jstor.org), and the resources are very much necessary for academic and research community of the University.
- ***Digital Library:*** Digitization has become deeply embedded into every aspect of education today. Hence, the Central Library of KKHSOU has started the Digital Library initiative. The mission of the "Digital Library at KKHSOU" is to locate, digitize, preserve, collect and make accessible the accumulated wisdom of the institute's output to the global community. The resources of the Digital Library include Administrative Documents, Conference/Seminar Proceedings, Faculty Publications, Journal of Open Learning and Research Communication (JOLRC), Newsletters, Annual Reports, M.Phil./Ph.D. Theses, Public Lectures, Convocation Addresses, Working Papers, etc. URL: http://dlkkhsou.inflibnet.ac.in
- ***Open Access Journals Search Engine (OAJSE):*** To provide easy access to various open access journal across the world, KKHSOU developed the Open Access Journals Search Engine (OAJSE) which is available for the users from the URL www.kkhsou.in/library/oajse.
- ***KKHSOU at Shodhganga***: Krishna Kanta Handiqui State Open University (KKHSOU) has joined Shodhganga for depositing their theses which is available for the users from the URL

http://shodhganga.inflibnet.ac.in/handle/10603/145533. Shodhganga repository is the reservoir of Indian intellectual output stored, hosted and maintained by the INFLIBNET Centre, an IUC of UGC.

8. Cost Estimate of the Programme 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 Expert Committee, honorarium to be paid to Content Writers, Content Editors, Language Editors, Translators, Proof Readers, and the expenditure related with organizing counsellors' workshops, meeting of the coordinators of the study centres etc. Moreover, this Office also maintains records of purchase of computers, online space, books, journals etc. The accounts are maintained as per the laid down procedures of the Government. Regarding the cost of programme development, programme delivery, and programme maintenance, this Office conducts 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.

8.1 Programme Development Cost: Rs. 26,64,000.00 in English and Rs. 27,26,400.00 in Assamese. The Office of the Finance Officer of KKHSOU has worked out the following also.

a. SLM Development Cost for Under Graduate programme
    i. English medium per Unit Rs. 5,500/-
    ii. Assamese medium per Unit Rs. 5,680/-
b. Printing Cost per SLM Rs. 56/-
c. Cost of CD per unit Rs. 23/-

8.2 Programme Delivery Cost:

The SLMs prepared have to be delivered to the various study centres located at the far-flung remote areas. On an average, the University delivers about 15 kgs of study materials per student. The cost of delivery of 1 kg of such material is Rs.10. Accordingly, depending upon the number of candidates; the cost for the B.Com. Programme will be provisioned by the University. The Office of the Finance Officer has calculated the delivery cost of SLM per student at Rs. 150.00.

8.3 Programme Maintenance Cost:

The University keeps financial provision for organizing stakeholders' 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, but will also benefit the learners of other programmes. The University will also bear the cost of organizing the meeting of Syllabus Revision Committee etc. and 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 cost of B.Com. Programme per student is Rs. 750.00.

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 presented as per the Programme Project Report.

9 Quality Assurance Mechanism and Expected Programme Outcomes:

9.1 Quality Assurance Mechanism: With regard to the quality concerns of the coursematerials, the department is involved in the following activities:

i. The programme design and structure are 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 expert Committee is helped by the in-house department faculties while preparing the framework of the programme.

ii. The next step after the completion of the framework preparation is the allotment of the assigned papers (which is again composed of 15 units) to the assigned authors. The in-house faculties prepare a carefully chosen list of authors for the task. The in-house faculties also contribute their writings, besides the outsourced authors, who are mostly research scholars and faculty members from higher educational institutions.

iii. The content editors are then roped in for the next round. The content editors, who are mostly academics from reputed higher educational institutions, look into the contents of the units and provide their

suggestions and feedbacks to be included by the coordinator of the programme.

iv. Since the B.Com. Programme is prepared in a bi-lingual format, the editedunits are then sent for Assamese translation to a select list of outsourced translators. After which, the materials are sent to the Language Editor, who then looks into the contents of the material written in Assamese and give their necessary suggestions to be incorporated by the coordinator of the particular programme. The next step is that of printing and distributing the SLMs to the respective study centres. Arrangements are made to distribute the SLMs to the learners at the time of admission.

v. The newly constituted CIQA Office has conducted stakeholders meeting; SLM and Counselling Workshops which is provided the University and the Department with required inputs for quality enhancement.

vi. In order to keep the Programme updated, it will be revised and necessary changes will be incorporated for the benefit of the learners, based on the inputs received from the mechanism as mentioned above.

9.2 Expected Programme Outcomes: The outcomes of the programme are manifold:

i. It will enable the learners to acquire knowledge, helping them to scientifically assess the conditions around them.

ii. The Programme will also help the learners to seek avenues in entrepreneurship and in the development sector and/or other upcoming sectors like banking, insurance, trade and other service sectors.

iii. The Programme will also encourage the learners to go for higher studies.

iv. The Programme will enable the learners to engage with the society in a fruitful manner leading to the welfare of all and thus contribute to the betterment of the society.

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Annexure-I

STRUCTURE OF THE B.COM. PROGRAMME

PROGRAMME OUTLINE:

The core courses of the B.Com. Programme are listed below. The evaluation framework for each course comprises assignments and semester- end test.

	Course Code	Title of the Course	Marks	Credit
Semester 1	Course Code 1	Business Organization and Business Ethics	20+80	4
	Course Code 2	Financial Accounting	20+80	4
	Course Code 3	Managerial Economics	20+80	4
	Course Code 4	Business Mathematics	20+80	4
Semester 2	Course Code 5	Business Statistics	20+80	4
	Course Code 6	Principles of Management	20+80	4
	Course Code 7	Fundamentals of Financial Management	20+80	4
	Course Code 8	English for Professional Studies	20+80	4
Semester 3	Course Code 9	Business Regulatory Framework	20+80	4
	Course Code 10	Human Resource Management	20+80	4
	Course Code 11	Indian Financial System	20+80	4
	Course Code 12	Spoken English	20+80	4
Semester 4	Course Code 13	Environmental Studies and Disaster Management	20+80	4
	Course Code 14	Company Law	20+80	4
	Course Code 15	Auditing	20+80	4
	Course Code 16	E- Commerce	20+80	4

In 5th and 6th Semesters, two courses will be compulsory and the learners have to select any one specialisation from Account / Management/ Finance). The area-wise courses are listed below-

Semester 5	Course Code (Comp-17)	Fundamentals of Marketing	20+80	4
	Course Code (Comp-18)	Project Work	20+80	4
	Accounts Specialisation			
	Course Code 19 (ACC)	Advanced Financial Accounting	20+80	4
	Course Code 20 (ACC)	Cost Accounting	20+80	4
	Management Specialisation			
	Course Code 19 (MGT)	Organizational Behaviour	20+80	4
	Course Code 20 (MGT)	Marketing of Services	20+80	4
	Finance Specialisation			
	Course Code 19 (FIN)	Financial Services	20+80	4
	Course Code 20 (FIN)	Micro-Finance	20+80	4
Semester 6	Course Code (Comp-21)	Entrepreneurship Development and Small Business Management	20+80	4
	Course Code (Comp-22)	Theory and Practice of Banking	20+80	4
	Accounts Specialisation			
	Course Code 23 (ACC)	Taxation	20+80	4
	Course Code 24 (ACC)	Management Accounting	20+80	4
	Management Specialisation			
	Course Code 23 (MGT)	Industrial Relations and Labour Laws	20+80	4
	Course Code 24 (MGT)	Advertising and Sales Promotion	20+80	4
	Finance Specialisation			
	Course Code 23 (FIN)	International Trade and Business	20+80	4
	Course Code 24 (FIN)	Rural Development and Rural Finance	20+80	4

Note: The specialisation chosen in 5th Semester will continue in 6th Semester andthere will be no change in specialisation.

Annexure-II

Detailed Course Wise Syllabus of B.Com. Programme

Semester- I

Business Organization and Business Ethics

Unit 1: Introduction to Business

Concept of Business; Classification of Business: Industry, Commerce, Trade, Aids to Trade; Features of Business; Principles of Sound Business; Qualities of Successful Businessman.

Unit 2: Mission, Vision 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 3: Business Organization

Concept of Business Organization; Internal Structure of Business Organization; Overview of External Forms of Business Organization; Factors influencing the Choice of a particular Form of Business.

Unit 4: Sole Proprietorship

Concept and Features of Sole Proprietorship Business; Business Suitable under Sole Proprietorship; Advantages and Disadvantages of Sole Proprietorship Business.

Unit 5: Joint Hindu Family Business

Concept and Features of Joint Hindu Family (JHF) Business; Advantages and Disadvantages of JHF Business.

Unit 6: Partnership Business

Concept and Features of Partnership Business; Implied Authority of a Partner; Advantages and Disadvantages of Partnership Business; Types of Partnership: General Partnership, Limited Partnership; Differences between Sole Proprietorship and Partnership Business;

Unit 7: Registration of a Partnership Firm

Importance of Registration of Partnership Firm; Partnership Deed; Types of Partners; Duties and Liabilities of Partners.

Unit 8: Company Form of Business

Concept and Features of Company Form of Business; Kinds of Company; Advantages and Disadvantages of Company; Differences between Partnership and Company; Business Suitable under Company Form of Business; Procedure of Formation of a Company (in Brief).

Unit 9: Cooperative Form of Business

Concept and Features of Cooperative Business; Kinds of Cooperative Societies; Advantages and Disadvantages of Cooperative Business; Differences between Company and Cooperative Business.

Unit 10: State Enterprises

Concept; Importance; Types of State Enterprise;Present Scenario of State Enterprise in India.

Unit 11: Multinational Companies

Meaning, Characteristics; Argument in favour of MNCs; Arguments against MNCs; MNCs in India.

Unit 12: Introduction to Business Ethics

Concept of Business Ethics; Elements of Business Ethics; Need for Business Ethics; Factors Affecting Business Ethics; Unethical Business Behaviour; Ethics Vs. Law; Theories of Ethics; Ethics in Global Context.

Unit 13: Corporate Governance

Concept and Significance; Major Corporate Scandals in India; Common Governance Problems; Codes and Standards on Corporate Governance.

Unit 14: Role of Corporate Culture in Business

Meaning and Functions of Corporate Culture; Impact of Corporate Culture; Cross Cultural Issues in Ethics.

Unit 15: Corporate Social Responsibility

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

Financial Accounting

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: Accounting Concepts and 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: Double Entry System of Book- keeping

Meaning of Book- Keeping; Double Entry System of Book- keeping; Advantages and Disadvantages of Double Entry System; Meaning of Debit and Credit; Rules of Debit and Credit; Accounting Equation; Classification of Accounts.

Unit 4: Preparation of Journal and Ledger

a) Concept of Journal- General Journal and Special Journal; Advantages of Journal; Journalising of Transactions.
b) Meaning of Ledger; Advantages of Ledger; Ledger Posting; Preparation of Ledger.

Unit 5: Preparation of Cash Book and Petty Cash Book

a) Concept and Importance of Cash Book; Preparation of Single Column, Double and Triple Column Cash Book.
b) Concept and Importance of Petty Cash Book; Preparation of Petty Cash Book.

Unit 6: Partnership- I

Concept and Features of Partnership; Partnership Deed; Fixed and Fluctuating Capitals; Valuation of Goodwill; Admission of a Partner; Sacrificing Ratio; Practical Problems.

Unit 7: Partnership- II

Meaning of Retirement or Death of a Partner; Gaining Ratio; Amalgamation of Partnership Firms; Practical Problems.

Unit 8: Accounting for Not- Profit Organizations and Professionals

Concept and Preparation of Receipts and Payments Account; Income and Expenditure Account; Balance Sheet; Items require Special Attention in Non- Trading Concerns: Subscriptions; Donations; Special Funds; Legacy; Entrance Fee; Fee for Life Membership; Accounting for Professionals.

Unit 9: Preparation of Trial Balance

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

Unit 10: Preparation of Trading, Profit and Loss Accounts and Balance Sheet

a) Meaning; Components of Final Accounts; Importance of Final Accounts; Preparation of Trading or Manufacturing Account; Practical Problems.
b) Preparation of Profit and Loss Account; Practical Problems.
c) Concept; Importance; Marshalling of Balance Sheet; Preparation of Balance Sheet; Practical Problems.

Unit 11: Consignment Account

Meaning of Consignment; Sales and Consignment; Important Terms; Accounting for Consignment; Valuation of Unsold Stock; Accounting Treatment.

Unit 12: Joint Venture

Meaning of Joint Venture; Joint Venture and Partnership; Joint Venture and Consignment; Accounting Treatment.

Unit 13: Hire Purchase and Instalment Purchase System

Concept and Advantages of Hire Purchase and Instalment Purchase System; Rights of Hire Purchaser and Seller; Accounting for Hire Purchase and Instalment Purchase System; Different Methods of Calculation of Interest; (Excluding Hire Purchase Trading and Repossession of Assets.)

Unit 14: Branch Account

Concept of Branch; Objective of Branch Accounting; Systems of Branch Accounting under

(i) Synthetic or Debtors System and (ii) Analytical System or Stock and Debtors System; Practical Problems.

Unit 15: Department Accounts

Objective of Departmental Accounts; System of Preparation of Departmental Trading and Profit and Loss accounts; Allocation of Common Expenses; Practical Problems.

Managerial Economics

Unit 1: Introduction to Managerial Economics

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

Business Mathematics

Unit 1: Set Theory

Sets: the Empty Set; Finite and Infinite Set; Equal and Equivalent Set; Subsets; Power Set; Universal Set; Venn Diagram; Complement of a Set, Set Operations.

Unit 2: Relations and Functions

Relations and Types of Relations; Equivalence Relation; Function and Types of Function.

Unit 3: Mathematics of Finance

Concept of Interest and Annuities; Formulae for Calculation of Simple Interest; Amount and Principal; Formulae for Calculation of Compound Interest (C.I.), Amount and Principal; Amounts of Ordinary Annuity and Annuity Due and Present Values.

Unit 4: Quadratic Equation

Quadratic Equation, Roots of Quadratic Equation

Unit 5: Simultaneous Equation

Simultaneous Equation with Two or Three Unknowns; Methods of Solutions of Simultaneous Equations.

Unit 6: Sequence and Series

Arithmetic Progression and Series; Geometric Progression and Series; Summation of A.P. and G.P. Series.

Unit 7: Logarithms

Definition; Properties of Logarithms; Application of Logarithms.

Unit 8: Binomial Theorem

Binomial Theorem for any Positive Integer, General and Middle Terms.

Unit 9: Matrices

Definition of Matrix and Examples; Types of Matrices; Transpose of a Matrix; Symmetric and Skew-symmetric matrix; Algebra of Matrices: Addition of matrices; Scalar Multiplication; Subtraction of matrices; Multiplication of matrices: Adjoint and Inverse of a Matrix and its Existence; Rank of a Matrix.

Unit 10: System of linear equations

Solution of a System of Linear Equations by Matrix Method; Solution of a System of Linear Equations by Crammer's Rule.

Unit 11: Limits and continuity

Limit of a Function Continuity of a function.

Unit 12: Derivatives of Functions

Geometrical Interpretation of Derivative of a Function; Derivative of Various Standard Functions; Derivative of Sum and Difference of Functions; Derivative of Product of Functions and Quotient Rule.

Unit 13: Application of Derivatives

Maximum and Minimum of a Function; Application of Maxima and Minima.

Unit 14: Integration and Methods of Integration

Introduction, Integration of Simple Functions; Properties of Integrals; Method of Integration: Integration by Substitution, Integration by Parts, and Integration by Partial Fractions.

Unit 15: Linear Programming Problem

Meaning; Conditions for Using LPP Technique; Basic Assumptions of LPP; Areas of Applications of LPP; Limitations of LPP; General Linear Programming Problem; Formation of a LPP of Two Variable; Some Definitions; Graphical Method of Solution of LPP.

Semester- II

Business Statistics

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, Boweley'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, 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 Index Number.

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.

Principles of Management

Unit 1: Introduction to Management

Concept and Characteristics of Management; Importance of Management; Levels of Management; Functions of Management at different Levels; Skills required at different Levels; Scope of Management; Principles of Management.

Unit 2: Development of Management Thought

Introduction; Classical Theory: F. W. Taylor and Scientific Management; Henry Fayol and Administrative Management; Neo- Classical Theory: Hawthorne Experiments; Behavioural Science Approach; Contribution of P. F. Drucker; System Approach; Contingency Approach

Unit 3: Business Environment and Managers

Concept of Business Environment; Components of Business Environment and their Impact on Business. Techniques of Environmental Analysis: SWOT Analysis; BCG matrix.

Unit 4: 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 5: 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 6: Business Forecasting

Concept and Importance of Business Forecasting; Elements in Business Forecasting; Process of Business Forecasting; Advantages and Limitations of Business Forecasting; Techniques of Business Forecasting.

Unit 7: Organizing

Concept and Importance of Organizing; Process of Organizing; Principles of Organization; Organizational Chart; Organizational Structure; Span of Control; Delegation of Authority.

Unit 8: Departmentation

Concept; Importance; Bases of Departmentation: Functional Geographical Departmentation; Product Departmentation; Departmentation by Customer; Departmentation by Process; Factors influencing Departmentation.

Unit 9: Staffing

Concept and Importance of Staffing; Steps in Staffing Process.

Unit 10: Directing

Concept and Importance of Directing; Elements of Direction; Principles of Direction; Essentials of Effective Direction.

Unit 11: Motivation

Concept and Importance; Theories of Motivation: Maslow's Need-Hierarchy Theory; Hertzberg's Two-factor Theory, Vroom's Expectation Theory; McGregor's Theory X and Theory Y.

Unit 12: Leadership

Concept, Features and Importance of Leadership; Qualities of a Good Leader; Leadership Styles; Leadership Theories;

Unit 13: Controlling

Concept and Importance; Relationship between Planning and Controlling; the Process of Controlling; Control Techniques: Budgetary and Non- Budgetary Techniques.

Unit 14: Management Information System

Concept and Importance of MIS; Framework of MIS; Scope of MIS; Characteristics and Functions of MIS.

Unit 15: Management of Change

Concept; Reasons of Change; Process of Planned Change; Resistance to Change; Managing Resistance to Change.

Fundamentals of Financial Management

Unit 1: Finance Functions

Concept and Significance of Finance; Definition of Finance Function; Types of Finance; Functions of Finance; Objectives of Finance Functions; Approaches to Finance Functions; Organization of Finance Functions.

Unit 2: Financial Management

Meaning and Scope of Financial Management; Objectives and Characteristics of Financial Management; Importance of Financial Management; Functions of Financial Management; Relationship between Financial Management and other Departments; Functional Areas of Modern Financial Management; Functions of a Finance Manager; Limitations of Financial Management.

Unit 3: Financial Planning

Meaning and Importance of Financial Planning; Characteristics of Financial Planning; Advantages and Limitations of Financial Planning; Factors determining Financial Plan; Estimating Financial Requirements; Steps in Financial Planning.

Unit 4: Financial Forecasting

Meaning and Features of Financial Forecasting; Importance of Financial Forecasting; Types of Financial Forecasting; Tools of Financial Forecasting; Techniques of Financial Forecasting; ICAI Guidelines for Financial Forecasting; Problems in Financial Forecasting.

Unit 5: Sources of Capital

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 6: Capital Budgeting

Concept and Features of Capital Budgeting; Objectives and Significance of Capital Budgeting; Steps involved in Capital Budgeting; Methods of Capital Budgeting.

Unit 7: Cost of Capital

Meaning and Definition of Cost of Capital; Types of Cost; Assumptions of Cost of Capital; Relevance of Cost of Capital; Computation of Cost of Capital: Cost of Debt Capital; Cost of Preference Capital; Cost of Equity Capital; Cost of Retained Earnings; Weighted Average Cost of Capital.

Unit 8: Leverage

Concept of Leverage; Operating Leverage; Financial Leverage; Composite Leverage; Corporate Debt Capacity.

Unit 9: Capital Structure

Concept of Capital Structure; Factors determining Capital Structure; Optimum Capital Structure; Merits and Demerits of Capital Structure Pattern; Capital Gearing.

Unit 10: Capitalization

Meaning and Definition of Capitalization; Theories of Capitalization.

Unit 11: Over- capitalization

Concept and Symptoms of Over- capitalization; Effects and Remedies of Over- capitalization.

Unit 12: Under- capitalization

Concept and Symptoms of Under-capitalization; Effects and Remedies of Under-capitalization; Comparison between Over- capitalization and Under-capitalization; Water Capital.

Unit 13: Dividend Policy

Concept of Dividend; Types of Dividend; Concept of Dividend Policy; Types of Dividend Policy; Determinants of Dividend Policy.

Unit 14: Working Capital Management

Meaning, Components of Working Capital; Nature and Importance of Working Capital; Excess Working Capital; Inadequate Working Capital; Optimum Working Capital; Factors Determining Working Capital; Management of Working Capital.

Unit 15: Inventory Management

Concept; Importance and Functions of Inventory Management; Types of Inventory; Methods of Inventory Valuation.

English for Professional Studies

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

Role of Punctuation in Sentences; Punctuation Marks and their Use; Synthesis of Sentences; Transformation of Sentences.

Unit 5: Common Errors and Phrases and Idioms

Common Errors in English; Phrases and Idioms in English and their Use.

Unit 6: Essay and Story Writing

Introduction to Essay Writing; Structure of Essay; Sample of Essays; Introduction to Story Writing; Techniques of Story Writing; Sample of Stories.

Unit 7: Précis Writing

Precis Writing; How to Write a Precis; Examples and Exercises.

Unit 8: Note Making

Note making and Note taking; Skimming and Scanning; Format of Note making; Samples.

Unit 9: Communication

Defining Communication; Significance and Process of Communication; Communication Network; Communication Media or Methods; Barriers to Communication; Effective Communication.

Unit 10: 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 11: Correspondences I

Letter Writing; How to Write a Letter; Format of a Business Letter; How to Write a Memo; Examples.

Unit 12: Correspondences II

Notices; Types of Notices; How to Write a Notice; Press Release; How to Write a Press Release; Format of a Press Release.

Unit 13: Business Presentation I

Report Writing; Process of Writing a Report; Determining the Purpose of the Report; 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 14: Business Presentation II

Writing Executive Summaries; Making Business Presentations.

Unit 15: 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.

Semester- III

Business Regulatory Framework

Unit 1: The Indian Contract Act, 1872

Definition of Contract; Nature and Classification of Contract; Capacity of Parties; Free Consent; Coercion; Undue Influence; Misrepresentation; Fraud; Mistake; Void Agreement; Contingent Contract; Quasi Contact.

Unit 2: Offer and Acceptance

a) Offer: Meaning and Essentials of Valid Offer; Communication of Offer; Revocation of Offer.

b) Acceptance: Meaning, Essentials, Revocation of Acceptance; Effects of Delay or Loss of Letter of Acceptance;

Unit 3: Consideration

Definition, Kinds, Legal Rules of Consideration; Exceptions to the rule 'No Consideration, No Contract'.

Unit 4: Performance of Contract

Meaning; Who can Demand Performance?; By Whom Contract must be performed?; Performance of Joint Promises; Assignment of Contracts; Performance of Reciprocal Promise; Time and Place of Performance; Appropriation of payment; Contracts which need not to be performed.

Unit 5: Discharge of Contract and Remedies of Breach of Contract

Meaning; Mode of Discharge: Discharge by Performance, By Agreement, By Mutual Consent, Lapse of Time, by Operation of law, By Impossibility of Performance, By Breach of Contract; Remedies of Breach of Contract.

Unit 6: Special Contract

Contract of Indemnity: Meaning, Nature, Rights of Indemnity holder and Indemnifier; Contract of Guarantee: Meaning, Nature and Features, Surety and Co-surety, Rights and Liabilities, Discharge of Surety from his liability; Contract of Bailment and Pledge: Meaning, Rights and Duties of Bailee and Bailor, Pledger and Pledee, Pledge by non- owners; Contract of Agency: Creation of Agency, Duties and Liabilities of Agent and Principal, Termination of Agency.

Unit 7: The Sale of Goods Act, 1930

Introduction; Essentials of Contract of Sale; Differences 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 8: The Consumer Protection Act, 1986

Introduction; 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 9: Food Safety and Standards (Packaging and Labelling) Regulations, 2011

Introduction; Definitions under the Act; Packaging Requirement under the Act; Labelling; Manner of Declaration; Restrictions on manner of Labelling; Specific Restrictions on Product Labels; Exemptions from Labelling Requirements.

Unit 10: Regulatory Framework for Insurance

Concept and Importance of Insurance; Principles of Insurance; Rights of the Insurer; Rights and Duties of the Policyholders; Concept and of Life Insurance; Types of Life Insurance Policies; Surrender Value; Assignment of Life Insurance Policy; Nomination of Life Insurance Policy; Concept of Marine Insurance; Types of Marine Insurance Policies; Warranties in Marine Insurance; the Voyage; The liability of insurer; Concept and Features of Fire Insurance; Types of Fire Policies.

Unit 11: The Indian Partnership Act, 1932

Definition; Registration; Partnership Deed; Effects of non- registration; The Property of the Firm Minors admitted to the Benefits of Partnership.

Unit 12: The Information Technology Act, 2000

Introduction; Brief History of the Act; 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 13: Negotiable Instrument Act, 1881

Definitions; Types of Negotiable Instruments; Parties to Negotiable Instruments.

Unit 14: Dishonour and Discharge of Negotiable Instruments

Dishonour of Negotiable Instruments: Dishonour by Non- acceptance, Non- payment; Effect of Dishonour; Notice of Dishonour; Noting; Protest; Discharge of Instrument and the Parties.

Unit 15: Crossing Endorsement and Bouncing of Cheque

Meaning of Crossing of a cheque; Types of Crossing; Duties and Liabilities of Paying and Collecting Banker; Bouncing of Cheques.

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 Job Analysis.

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 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^{o} 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.

Indian Financial System

Unit 1: The Financial System

Financial System - Concept, Characteristics and Functions; Role of Financial System - National Income Accounts, Flow of Funds Accounts, Savings and Investment; Financial System and Economic Development.

Unit 2: Indian Financial System

Structure of Indian Financial System- Organised vs**.** Unorganised Sector of Indian Financial System. Components of Financial System-Financial market, financial instruments, financial institutions and financial services.

Unit 3: Financial Market

Nature and Scope of Financial Market; Features and Structure of Indian Financial Market; Types of Financial Market- Primary vs. Secondary market, Money market, Capital market, Forex Market, Derivative Market.

Unit 4: Money Market in India

Meaning, Nature and Functions of the Money Market, Constituents of the Money Market – Call Money market, Treasury Bills, Commercial Bills, Commercial Papers, Certificate of Deposits, Money Market Intermediaries, Reforms in Indian Money Market.

Unit 5: Capital Market in India

Meaning and Nature and Scope, Functions; Structure of Indian Capital Market; Capital Market Instruments- Equity and Debt, Reforms in Indian Capital Market.

Unit 6: Primary Markets in India

Nature and Scope, Functions, Organization of primary market in India, Methods of distribution of securities, primary market intermediaries, new issue market, pricing of securities, book building.

Unit 7: Secondary Markets in India

Meaning, Nature and Scope, Stock Market in India, Organization and Management of Stock Market in India, Listing of Securities, Trading Arrangements, Trading and Settlement, Stock Market Index, BSE , NSE, OTCEI, Regional Stock Exchanges.

Unit 8: Financial Institutions

Banking Institutions; Merchant Banks, Non-banking Institutions; Money Market Institutions; Insurance Companies, Foreign Institutional Investors (FIIs).

Unit 9: Mutual Fund

Meaning, Importance, Management and Structure of Mutual Fund; Types of Mutual Fund; Performance of Mutual Funds in India, Problems and Prospectsof Mutual Funds.

Unit 10: Derivative Markets

Derivatives: Meaning, nature and scope, Types of derivatives, Derivative Markets in India.

Unit 11: Foreign Exchange Market

Meaning and Importance of Forex Market; Structure of Foreign Exchange Market in India,

Unit 12: Credit Rating

Credit Rating- Meaning and Importance;Growth of Credit Rating Services in India; Credit Rating Agencies in India.

Unit 13: Depository Services

Depository System- meaning and functions; Depository Mechanism, Depositories in India-NSDL and CSDL.

Unit 14: Regulation of Financial Markets in India

Regulatory Framework, Regulatory Role of the Government, Regulatory Role of the RBI, Regulatory Role of the SEBI.

Unit 15: Investor Protection

Grievances concerning Stock Exchange Dealings and their Removal; Grievance Cells in Stock Exchanges; SEBI; The National Company Law Tribunal; Remedy through Courts.

Spoken English

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, Features 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

Different Aspects of Interview Skills, Examples of Interviews

Unit 12: Public Speaking
The art of Public Speaking, Different Aspects of Public Speaking

Unit 13: Speeches for Special Occasions
Examples of speeches for social occasions

Unit 14: Dialogues in Contexts
Importance of dialogues in social interactions, Examples of different Contexts like – In the Ticket counter, in the Reception Counters, in the market place.

Semester- IV

Environmental Studies and Disaster Management

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.

Company Law

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. Women director.

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 Social Responsibility.

Auditing

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, ontinuous 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.

E- Commerce

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.

Semester- V

Fundamentals of Marketing

Unit 1: Introduction to Marketing

Concept of Market and Marketing; Importance of Marketing; Core Marketing Concepts: Needs, Wants, Demands, Offerings, Brands, Value and Satisfaction; Evolution of Marketing Concepts: Production Concept, Product Concept, Selling Concept, Marketing Concept, Holistic Marketing Concept; Concept of Marketing Mix; Types of Marketing: Relationship Marketing, Green Marketing, Tele- Marketing, M- Marketing.

Unit 2: Marketing Organization and Marketing Environment

a) Concept; Types of Marketing Organization: Military; Functional, Line and Staff, Committee, Geographical, Product, Market, Matrix. Importance of Marketing Department; Functions of Marketing Department.

b) Concept; Micro Environment; Macro Environmental Factors: Economic, Demographic, Socio- Cultural, Technological, Political, Legal and Natural Environment.

Unit 3: Consumer Market

Concept and Features of Consumer Market; Classification of Consumer Goods; Creating Customer Value; Customer Satisfaction; Monitoring Satisfaction; Customer Retention; Managing Customer Relationship.

Unit 4: Business Market

Concept and Features of Business Market; Concept of Organizational Buying; Classification of Industrial Goods; Differences between Business Market and Consumer Market; Business Buying Situations; Systems Buying and Selling; Business Buying Process; Institutional and Government Markets; Managing Customer Relationship in Business Market.

Unit 5: Market Segmentation

Concept and Importance of Market Segmentation; Niche Marketing; Local Marketing; Target Market; Market Positioning; Segmentation Criteria: Measurable, Substantial, Accessible, Differentiable, Actionable; Bases of Consumer Market Segmentation: Geographic, Demographic, Psychographic, Behavioural; Industrial Market Segmentation; Evaluating and Selecting the Market Segments.

Unit 6: Product

Concept and Features of Product; Product Life Cycle and Marketing Strategies; Product Planning and Development; Product Line; Product Mix; Product Positioning; Product Differentiation; Product Packaging.

Unit 7: Pricing

Concept and Importance of Pricing; Procedure of Setting Price; Factors affecting Pricing; Different Kinds of Pricing; Pricing Strategies.

Unit 8: Distribution Channel

Concept and Importance of Distribution Channel; Types of Distribution Channel: Traditional and Modern Distribution Channels; Factors affecting the Selection of Distribution Channel; Channel Design Decisions: Analysing Customers; Need, Establishing Objectives, Identifying Channel Alternatives, Evaluating and Selecting Channel Alternatives; Channel Management Decisions: Selection of Channel Members, Training of Channel Members, Evaluation of Channel Members, Modifying Channel Design.

Unit 9: Wholesaling, Retailing and Logistic Management

a) Concept and Importance of Wholesaling; Types of Wholesalers; Functions of Wholesalers; Latest Trends in Wholesaling.

b) Concept and Importance of Retailing; Types of Retailers; Functions of Retailers; Latest Trends in Retailing.

c) Concept of Logistic; Logistic Management System; Decision areas in Logistic Management; Factors to be considered in Efficient Logistic Management.

Unit 10: Promotion

Concept and Importance of Promotion; Elements of Promotion Mix: Advertising, Sales Promotion, Personal Selling, Public Relations; Factors affecting Promotion Mix Decision.

Unit 11: Consumer Behaviour

Concept of Consumer Behaviour; Importance of Studying Consumer Behaviour; Consumer Motivation; Consumer Perception; Consumer Learning; Factors that Influence Consumer Behaviour; Consumer Buying Decision Process;

Unit 12: Marketing Research

Introduction; Marketing Information System; Commissioning Marketing Research; Process of Marketing Research; Marketing Research and Ethics.

Unit 13: Relationship Marketing

Introduction; Understanding Perceived Value; Value Chain; Supply Chain; Foundations of Relationship Marketing; Development of Relationship Marketing; Relationships Expressed as Value Creation; The Economics of Relationship Marketing.

Unit 14: Digital Marketing

Introduction; Digital Evolution of Marketing; Electronic and Digital Marketing; Digital Marketing Activities; Digital Marketing Consideration;

Unit 15: Not- for- Profit Marketing

Introduction; Features of Not- for- Profit Organizations; Types of Not- for- Profit Organizations; Marketing Implications of Not- for- Profit Organizations.

Project Work

The proforma and the project guidelines as shown below will provide an overview of the project work.

PROFORMA FOR THE APPROVAL OF PROJECT PROPOSAL

(Note: All entries of the proforma of approval should be filled up with appropriate and complete information. Incomplete proforma of approval in any respect will be summarily rejected.)

Enrolment No.: ……

Study Centre: ……

1. Name and Address of the Student ……
……

E-mail: ……

Mobile/Tel No.:……

2. Title of the Project: ……
……

3. Name and Address of the Guide ……
……

4. Educational Qualification of the Guide : Ph.D /M.Com./ MBA/ M.A/
(Attach bio-data also)

5. Working / Teaching experience of the Guide* ……

(*Note: At any given point of time, a guide should not provide guidance for more than two students of
KKHSOU)

6. Is this your first submission? Yes / No

Signature of the Student — Signature of the Guide

Date: …… — Date:
……

For Office Use Only

Approved Not Approved Date: ……

Allotted Internal Supervisor Name:……

Signature, Designation of the Project Proposal Evaluator

Ensure that you include the following while submitting the Project Proposal:

1. Proforma for Approval of Project Proposal duly filled and signed by both the student and the Project Guide with date.
2. Bio-data of the project guide with her/his signature and date.
3. Synopsis of the project proposal (2-3 pages).

Note:

i. At any given point of time, a guide should not provide guidance for more than two(2) students of KKHSOU

ii. Violation of the project guidelines will lead to the rejection of the project at any stage.

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 students. 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. Students are eligible to submit the project proposals after entering into the final year of the semester of the programme.

OBJECTIVES

The objectives 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 student 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. Students are encouraged to work in the areas closely associated with their programme of study. However, it is not mandatory for a student to work on a real-life project. The student can formulate a project problem with the help of her/his Guide and submit the project proposal of the same. Approval of the project proposal is mandatory. If approved, the student can commence working on it, and complete it.

C. Eligibility criteria of a Project Guide

1. A person having required qualification and/or sufficient experience in the area of the student 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 student 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 study centre.
• Receipt of the project approval from the Coordinator of the study centre.
• Carry out the project-work.
• Prepare the project report.

• Submit the project report to the Coordinator of the study centre

• Appear for the viva-voce as per the intimation by the Coordinator of the study centre.

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 you. 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 your 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 student 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 student 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 student in order to be declared successful in the project must secure **40% marks in each component (i) ProjectEvaluation and (ii) Viva-voce**. Pass in both the components is compulsory. If a studentsubmitted the project report as per the schedule and fails to attend viva, her/his Project will remains incomplete and should contact the Coordinator of the study centre.

Accounts Specialisation

Advanced Financial Accounting

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.

Cost Accounting

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 Budgetary Control.

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.

Management Specialisation

Organizational Behaviour

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.

Marketing of Services

Unit 1: Introduction to Service Marketing

Concept and Characteristics of Service Marketing; Classification of Services; Importance of Service Marketing; Differences between Goods and Services; The Service Economy; Growth of Services Sector in India.

Unit 2: Management of Service Marketing

Concept of Service Marketing Mix; Elements of Service Marketing Mix; Service Marketing Segmentation; Positioning and Differentiation of Services.

Unit 3: Consumer Behaviour in Service

Concept of Consumer Behaviour; Implications of Consumer Behaviour on Marketing of Services; Consumer Behaviour leading to availing of Services; Consumer Experience; Post-Experience Behaviour.

Unit 4: Total Quality Management

Introduction; Service quality; Measurement of Service Quality; Total Quality Management; Dimensions of Total Quality Management; Management of People; Management of Technologies; Controlling Quality; Quality Circle.

Unit 5: Managing Service Quality

Concept of Service Quality; Determinants of Service Quality; Challenges of Measuring Service Quality; Dimension of Service Quality; Monitoring Service Quality; Handling Complaints; Service Failure; Service Recovery.

Unit 6: Service Design and Development

Concept of Service Design; Challenges to Service Design; New Service Development; Developing the Service Blueprint; Service Innovation.

Unit 7: Service Delivery

Concept; Different Channels for Service Delivery: Direct Channel, Franchising, Agents and brokers; Internet Channels; Channel Conflict and Resolution; Physical Evidence in Service Delivery; Employees' Role in Service Delivery; Role of Customer in Service Delivery.

Unit 8: Service Pricing

Concept; Cost of Service Delivery; Customer Profitability Management; Customer Value and Price; Revenue Management Techniques; Price Discrimination; Segmented Pricing; Customer Value and Price.

Unit 9: Bank Marketing

Introduction; Significance of Marketing Banking Services; Behavioural Profile of Users of Banking Services; Marketing Mix for Banking Services.

Unit 10: Insurance Marketing

Introduction; Significance of Insurance Marketing; Behavioural Profile of Users of Insurance Services; Market Segmentation for Insurance Marketing; Marketing Mix for Insurance Services.

Unit 11: Tourism Marketing

Introduction; Significance of Tourism Services; Behavioural Profile of Users of Tourism Services; Product Planning and Development; Market Segmentation for Tourism; Marketing Mix for Tourism.

Unit 12: Hotel Marketing

Introduction; Significance of Hotel Services; Behavioural Profile of Users of Hotel Services; Product Planning and Development; Market Segmentation for Hotel; Marketing Mix for Hotel Services.

Unit 13: Educational Marketing

Introduction; Significance of Educational Marketing; Behavioural Profile of Users of Educational Services; Marketing Mix for Adult Education; Marketing Mix for Elementary Education; Marketing Mix for Secondary Education; Marketing Mix for Higher Education

Unit 14: Personal Care Marketing

Introduction; Significance of Personal Care Services; Behavioural Profile of Users of Personal Care Services; Market Segmentation for personal Care Services; Marketing Mix for Personal Care Services.

Unit 15: Hospital Marketing

Introduction; Significance of Marketing of Hospital Services; Types of Hospital; Thrust Areas Medicare Services; of Marketing Mix for Hospital Services.

Finance Specialization

Financial Services

Unit 1: Financial Services

Concept, Various Types of Financial Services, Importance, Evolution, Financial Services in India.

Unit 2: Banking Services

Concept of Bank, Evolution of Banking in India, Types of Banks, Functions of Commercial Bank, Structure, Retail Banking and Business Banking.

Unit 3: Leasing

Leasing - Concept and Essential Elements, Importance, Types of Lease, Advantages and Disadvantages, Leasing Industry in India, Regulation of Leasing in India.

Unit 4: Hire Purchase

Concept and Features of Hire Purchase, Rights and Obligations of Hirer, Owners Right, Distinction between Hire Purchase and Leasing, Hire Purchase and Instalment Purchase.

Unit 5: Factoring and Forfeiting Services:

Concept of factoring – meaning, characteristics, parties to factoring, mechanism, Benefits of Factoring, Types of factoring, factoring in India;

Concept of Forfeiting, Mechanism of forfeiting, Benefits of forfeiting, Factoring vs.

Forfeiting bodies-IFA, ATFA, SAFF.

Unit 6: Merchant Banking Services

Concept, Merchant Banking services, Role of Merchant Banks, Merchant Banking in India, SEBI (Merchant Banking) Rules and Regulations.

Unit 7: Depository and Custodial Services

Meaning and importance of depositories, Depositories Act 1996, Constituents of the depository system, Functions of Depository, Depository Mechanism, SEBI (Depositories and Participants) Regulation 1996, NSDL and CDSL, Custodial Services.

Unit 8: Capital Market Services

Capital Market- Functions and importance, Management of Capital Issues - Various types of issues, Pricing of Capital Issues, Intermediaries in capital issues.

Unit 9: Credit Rating Services

Meaning and importance, Advantages and Limitations of credit rating, Credit rating agencies in India, Factors considered in credit rating.

Unit 10: Mutual Funds

Meaning and Types of Mutual Funds; Benefits of Mutual Funds; SEBI (Mutual Funds) Regulations 1996;

Unit 11: Insurance Services

Meaning of Insurance; Importance; Types of Insurance; Private and Public Sector in Insurance business; IRDA and its Regulatory Measures.

Unit 12: Venture Capital Financing

Meaning and Importance; Features of Venture Capital; Stages of Venture Capital Financing.

Unit13: Securitization of Debts

Introduction of securitization; Features, advantages; Steps involved in the Securitization Process; Guidelines laid down by the Securitization Act, 2002.

Unit 14: Portfolio Management

Introduction; Theories of Portfolio Management; Techniques of Portfolio Evaluation and Measures of Portfolio Revision.

Unit 15: Mergers and Acquisitions

Introduction; Benefits of Mergers; Procedure and Theories of Mergers; Legal aspects Governing Mergers, Acquisitions and Takeovers in India.

Micro-Finance

Unit 1: Basics of Micro- Finance

Meaning of Micro- Finance; Nature of Micro- Finance; Scope of Micro- Finance; Need for Micro- Finance; Micro- Finance and Poverty Alleviation; Principles of Micro- Finance; Micro-Finance Products: Micro credit, Micro Saving, Micro Insurance, Micro- Finance Services.

Unit 2: Evolution of Micro- Finance -I

Development of Micro- Finance: The International Experience; Bangladesh experience.

Unit 3: Evolution of Micro- Finance -II

Growth of Micro- Finance in India; Growth of Micro- Finance in North-Eastern Region; Challenges and Prospects of Micro- Finance in India.

Unit 4: Micro- Finance and Institutions

Sources of Micro- Finance: Non- Institutional and Institutional; Micro- Finance Institutions; Various Models of Micro- Finance Institutions and their Functions; Sources of Fund, Credit Delivery Mechanism for Micro Credit; Non-Financial Services and MFIs.

Unit 5: Micro- Finance Credit Lending Models

Credit Lending Models: Association Model, Community Banking Model, Cooperative Model, Credit Union Model, Self Help Group (SHG) Model, Joint Liability Group Model; Rotating Savings and Credit Association; Village Banking Model.

Unit 6: Self Help Group (SHG) Movement in India

SHG: Concept and Features; Functions; Formation; SHG-Bank Linkage Programme;

Progress of SHG-Bank Linkage Programme.

Unit 7: Financial Management of MFIs

Introduction; Fund Management; Credit Management; Various Types of Risk in MFIs and their Management; Financial Accounting and Reporting.

Unit 8: Performance Management

Introduction; Measurement of Operational Efficiency and Productivity in MFIs; Impact Assessment and Social Assessment of MFIs.

Unit 9: Micro- Finance and Financial Inclusion

Objectives of Financial Inclusion; Benefits of Financial Inclusion; Process of Inclusion; Role of Micro- Finance in Financial Inclusion.

Unit 10: Micro- Finance and Development

Livelihood and Developmental Approach; Micro- Finance and Entrepreneurship Development; Micro- Finance and Agricultural Development; Micro- Finance and MSME

Development; Micro- Finance and Health, Micro- Finance and Education; Micro- Finance and Women Empowerment.

Unit 11: NABARD and Micro- Finance

Role of NABARD in Promoting Micro- Finance; Different Schemes of NABARD for Promotion of Micro- Finance .

Unit 12: Government Schemes for Promotion of Micro- Finance

SGSY, NRLM, URLM, Lead Bank scheme.

Unit 13: Role of RRBs in Promoting Micro- Finance in Assam

AGVB, Langpi Dehangi Rural Bank.

Unit 14: Best Practices from Micro- Finance

Literacy; Punctuality; Risk Management; Leadership.

Unit 15: Regulatory Framework of Micro- Finance

Legal and Regulatory Framework for Micro- Finance; Need for Regulation of MF and MFIs; Various Laws Governing MF Activities in India; The Cooperative Society Act.; The RBI Act; The Banking Regulation Act; The Micro- Finance Institutions (Development and Regulation) Bill 2012.

Semester- VI

Entrepreneurship Development and Small Business Management

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 small business.

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.

Theory and Practice of Banking

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.

Accounts Specialization

TAXATION

Unit 1: Introduction: Basic Concept: Income, Agricultural Income; Gross Total Income,Total Income, Incomes which do not form part of total income, Persons, Assessment Year, Previous Year; Tax Evasion, Tax Avoidance.

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

Unit 3: Computation of Tax Liability: Computation of Total Income, Deductions undersection 80C, 80U in Computing Total Income and Tax Liability of an Individual, Hindu Undivided Family, Business Firm; Aggregation of Income; Set-off and Carry Forward of Losses; Deduction from Gross Total Income.

Unit 4: Wealth Tax: Definition; Basis of charge; Assets exempted from Wealth Tax; Computation of Wealth Tax liability.

Unit 5: Tax Planning -1: Tax Planning for setting up of a new business: Nature, Location, Form of Business Firm; Tax Planning for Financial Management Decision: Capital Structure, Dividend, Bonus Share.

Unit 6: Tax Planning -2: Tax Planning for Managerial Decision- making: Produce or Buy, Own or Lease; Amalgamation, Merger; Tax Planning for Employees' Remuneration, Distribution of Assets at the Time of Liquidation.

Unit 7: Tax Management: Filing of return, Tax Deduction at Source; Advance Payment of Tax; Assessment Procedure; ax Planning for Individuals. **Unit 8: Tax Administration:** Authorities; Appeals; Penalties

Unit 9: Service Tax: Service tax: Concept and General Principles; Charge of Service Taxand Taxable Services; Valuation of Taxable Services

Unit 10: Central Excise Act, 1944: Nature; Legislative History; Coverage; Levy and Collection of Excise Duties.

Unit 11: Customs Act, 1962: Principles Governing Levy of Customs Duty; Basic Principles of Classification of Goods and Valuation of Goods; Customs Authorities.

Unit 12: The Central Goods and Services Act, 2017: Applicability of the Act; Definitions: Agriculturist, Assessment, authorised Bank, Central Tax, Electronic Cash Register, Electronic Commerce, Input Tax, Output Tax, Mixed Supply, Non- Resident Taxable Person, Non-Taxable Supply.

Unit 13: Levy and Collection of Tax: Definition of Supply; Tax Liability on Composite and Mixed Supplies, Levy and Collection; Power to Grant Exemption from Tax.

Unit 14: Input Tax Credit: Eligibility; Conditions for Taking Input Tax Credit; Manner of Distribution of Credit by Input Service Provider.

Unit 15: Registration: Registration under the Act; Persons not Liable for Registration; Compulsory Registration; Procedure for Registration; Deemed Registration; Amendment and Cancellation of Registration.

Management 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.

Management Specialisation

Industrial Relations and Labour Laws

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 Machineries 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.

Advertising and Sales Promotion

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 Scheme

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.

Finance Specialisation

International Trade and Business

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.

RURAL DEVELOPMENT AND RURAL FINANCE IN INDIA

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: Agriculture and Livestock Insurance in India

Role of Agriculture and Livestock Insurance in India; An Assessment of Different Rural Insurance Schemes in India

Unit 10: Rural Finance in India

Non-Institutional Sources of Rural Finance in India – Indigenous Banker, Money Lenders, Landlords, Traders; Institutional Sources of Rural Finance in India – Co-Operative Banks, Public Sector Banks, Corporations and Apex Bodies (NABARD, Agricultural Finance Corporation, RRBs)

Unit 11: 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 12: Co-Operative Banks

Progress of Co-operative Banks in India; Advantages of Co-Operative Institutions; Problems faced by Co-Operative Banks in Financing Rural Development

Unit 13: Regional Rural Banks

Objectives and Functions of RRBs; Evaluation of Progress and Activities of RRBs; Critical Assessment of Functions of RRBs

Unit 14: NABARD

Objectives and Functions of NABARD; Evaluation of Progress and Activities of NABARD; Critical Assessment of Functions of NABARD

Unit 15: Recent Innovations in Rural Finance

Micro Credit, NGOs and Self-Help Groups, Rural Service Centres of Banks.

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KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY

(KKHSOU)

PROGRAMME PROJECT REPORT

ON

BACHELOR OF COMPUTER APPLICATION (BCA)

Submitted to

UNIVERSITY GRANTS COMMISSION

BAHADUR SHAH ZAFAR MARG

NEW DELHI – 110 002

Submitted by

Krishna Kanta Handiqui State Open University

Guwahati, Assam

April 2018

Registrar
Krishna Kanta Handique
State Open University
Guwahati

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KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY (KKHSOU)

PROGRAMME PROJECT REPORT

BACHELOR OF COMPUTER APPLICATION PROGRAMME

1. Programme's Mission &Objectives:

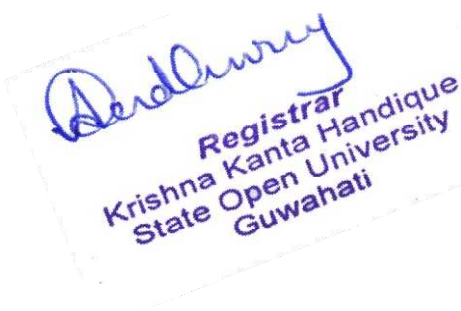
Bachelor of Computer Application (BCA) is a three-year degree programme under semester system in which learners will be exposed to various areas of computer applications including the latest developments in information technology (IT). The programme is designed for the learners who have completed 10+2 and are interested in taking IT as a career. This programme comprises 23 courses which includes practical and project work. There are six semesters in this programme. There are four courses each from first semester to fifth semester. The sixth semester consists of two courses and project work.

The main objectives of the programme are as follows:

- To produce skilled IT human resources.
- To enhance knowledge and basic computer skills of learners.
- To promote computer literacy among learners.
- To provide better job prospects for computer science graduates.

2. Relevance of the programme with KKHSOU's Mission and Goals:

Computer Science is considered one of the best career options, not only in India, but also outside India. There are bright career prospects for computer science professionals. With the opening of huge software and IT companies in India, the job opportunities for trained professionals have increased considerably. India is known to be a leader in software and IT sector. Computer science graduates find job opportunities in a variety of environments in academia, research, industry, government, private, business organizations,etc. They are involved in analyzing problems for solutions, formulating and testing, using advanced communications or multi-media



equipment, or working in teams for software product development. The software and IT companies are the major employers of computer science graduates. The BCA programme will help in producing skilled IT human resources which are in conformity of KKHSOU's mission and goals. Some of the popular career options for the computer science graduates are listed below:

- **Telecom sector:** A large number of telecom companies including BSNL, Airtel, Vodafone, Reliance etc. recruit computer professional.

- **Graphic Designing:** Graphic designers have an exciting job at hand, as they get to work on interesting projects. Front-end web designing is one of the career options for computer graduates.

- **Software Testing:** Software testing involves responsibility of improving the quality of application software's. This is another viable career prospect for the learners.

- **Mobile Application Developer:** For professionals with a degree in computer science and programming skills, mobile application development offers an interesting direction to embark on as a career. As market demand surges for applications running on iOS, Android or any other operating system that will power the next generation smart devices, IT professionals with skills in Java, C, C++ and native app development will be much sought after in the job market.

3. Nature of prospective target group of learners:

KKHSOU caters to different groups of learners belonging to different geographic locations in Assam, economic backgrounds and skill set. A large section of the young generation including girls, women and differently able persons who are working at different government and non-government organizations after their 10+2 level education in different remote places of Assam. These young and dynamic people of Assam are working in different sectors like telecom, finance company, shopping mall, drugs distributing company, education sector(primary teaching and non-teaching), construction company, IT etc. They are deprived of higher education primarily due to economic conditions and geographically remote areas. KKHSOU offers these learners an

opportunity to enhance their knowledge and also gain an educational degree that will help themin their careers.

4. Appropriateness of the Programme to be Conducted in ODL Mode to Acquire Specific Skills and Competence:

Like other higher educational institutes such as IGNOU, NIELIT (Previously DOEACC), CISCO certification, it is possible to offer BCA programme in the Open and Distance learning mode. It is observed that the candidates after completing BCA from IGNOU and 'A' level from NIELIT get better job opportunities in government as well as private sectors.

5. Instructional Design:

5.1 Curriculum Design:

The syllabus is designed with the help of the departmental faculty members along with some subject experts from other reputed universities of Assam. At the time of designing the BCA syllabus, the following members were actively involved.

Sl. No.	Name	Designation	Organization
1	Prof. Anjana Kakati Mahanta	Professor & Head, Dept. of Computer Science	Gauhati University
2	Prof. Pran Hari Talukdar	(Retd.) Professor & Head, Dept. of Instrumentation & USIC	Gauhati University
3.	Prof.Jyotiprokash Goswami	Associate Professor, Dept. of Computer Applications	Assam Engineering College

The syllabus is designed in such a way that even without any prerequisite computer knowledge, learners can take admission in this course.

5.2 Course and Credits Distribution:

The semester-wise structure of the BCA programme for different courses is enclosed in **Annexure I** and detailed course wise syllabus is enclosed in **Annexure II**.

5.3 Credit Hours:

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 counseling per course, is offered to the learners at their respective study centre's.

5.4 Duration of the Programme: 3 years (Six semesters)

5.5 Faculty and Support Staff: The Department of Computer Science, KKHSOU has the following teaching staff.

Sl. No.	Name	Designation	Qualification
1.	Dr. Tapashi Kashyap Das	Assistant Professor	MSc., Ph.D
2.	Miss. Sruti Sruba Bharali	Assistant Professor	M.Tech,

5.6 Instructional Delivery Mechanism: All the study centre's of KKHSOU, including the city study centre, which is in-house study centre of KKHSOU, provide counseling sessions every Sunday of the week. The counseling method is mainly lecture based method. In certain situations, the following techniques are also used for the benefit of the learners.

a. PowerPoint presentation
b. Online open source content
c. NPTEL videos and lecture notes

6. Procedure for Admission, Curriculum Transaction and Evaluation:

The procedure for the admission is listed below.

1. The admission for the academic session 2018-19 of the University will be through online mode. A learner who desires to take admission in KKHSOU will have to submit his/her application through the online admission link provided in the University website www.kkhsou.in. The learner has to carefully go through the instructions for filling up the online admission form and complete the process accordingly. In the online admission system, the learner has to register with his/her mobile no/email id, and has to carefully verify the subjects of his/her choice available in the respective study centers.
2. For admission to a particular programme, the course fee is to be paid through online transaction mode—i.e., through credit card/debit card/net banking or any other available online mode of payment.
3. The learner after successful submission of the online admission form has to take a print out and submit the same to the study centre for hard copies of SLMs.
4. The verification of online application form will be done in the University and after the completion of the verification process, the e-SLMs will be sent to the respective email-id of the learner.
5. The learners who have submitted incomplete application may be given conditional admission at the University's discretion, subject to fulfillment of other eligibility criteria.
6. All the enrolled learners will be provided with registration numbers, SLMs and identity cards.
7. The learner who is unable to complete the programme within specified period is required to register himself/herself as a fresh learner by paying the requisite fee.

6.1 Continuous admission:

a) Admission will have to be taken continuously in the programmes without any break. A learner will be allowed to appear in all the examinations, including back courses, within the stipulated time of a programme.

b) A learner will have to take admission to the next semester within one month from the last date of examination of the previous semester. It doesn't depend on whether the candidate appeared in the previous examination or not.

c) A learner will be allowed to take admission to the next semester beyond one month, but within two months from the last date of examination of the previous semester with a fine of Rs 500/-.

d) A learner may be allowed to take admission even after the issue of notification for filling up of examination forms, but such learners will be allowed to appear in the examination of that semester in the next year only.

6.2 Curriculum transaction: The following support services are provided to the learners of BCA programme other than SLM:

a. Counseling sessions at the respective study centre.

b. **Learners Support Services:** ICT support is a major component of any ODL system of education. Our university has as such given emphasis on this. Some ICT-based support systems provided by the university for the learners of BCA are listed below:

- **Website:** We have developed full-fledged official website www.kkhsou.in for our learners and general public. Here we have provided all necessary information to our learners. The website is also linked with the social-networking site like Facebook (KKHSOU FB Official Group) for interaction among the learners, faculty members and stakeholders. The website also includes the customized study centre-search facility based on district or programme. And most of the audio-video programmes are also made available online through YouTube.
- **Community Radio Service**: **Jnan Taranga** (90.4 MHz) of KKHSOU is the first Community Radio of the North Eastern part of the country. The Community Radio, being a platform for the community for taking up community issues, is also a platform to broadcast several educational programmes that includes debates, discussions, and talk shows.
- **Ekalavya**: With the help of Prasar Bharati, our University has launched a special educational programme namely ***Ekalavya.*** It is aired

every Saturday from 8.00 PM to 8.30 PM through All India Radio, Guwahati and Dibrugarh.

- **Akashvani Phone-in Programme:** Our University offers one hour live **phone-in** counseling programme through AIR, Guwahati and Dibrugarh where officers and experts from this University clarify queries of listeners/learners via telephone. The phone in programme is aired every Thursday from 09.15 AM to 10.15 AM.
- **e-SLM:** An e-learning portal by the name of e-SLM (http://eslm.kkhsou.in/) has been launched by the university. It is also a digital repository where the study materials are uploaded for the benefit of the learners. All the study materials of the programmes (including Degree, Master Degree etc.) can be assessed in this portal.
- **Open Access Journals Search Engine (OAJSE):** To provide easy access to various open access journal across the world, KKHSOU has developed the Open Access Journals Search Engine (OAJSE) which is available for the users from the URL www.kkhsou.in/library/oajse or http://oajse.kkhsou.in . OAJSE aims to cover journals in all subjects that are published in English language. There are now 4,500+ journals in the directory. All are searchable at article level.
- **KKHSOU Mobile App:** Our University has developed a mobile application "KKHSOU" to help the learners to connect 24x7 with the university. It can be freely downloaded from Google Play Store (for android users).
- **SMS and e-mail Alert Facility:** University has initiated an SMS and e-mail alert facility for learners regarding any news, events and learner-related information of the university.
- **E-mail services:** Learners can write emails to any officials/faculty members in university's general mail id: info@kkhsou.in. Queries raised through to this mail id are readdressed by concerned official/faculty members of the university.

- **TV programme:** University is going to initiate a half an hour live educational programme through a TV Channel **Prag-News** from June 2018. It will be telecast every Sunday at 8:30 am.

c. The University conducts semester examination twice in a year.

d. The home assignments are a part of the teaching learning process and are compulsory. The home assignments marks are filled out of 20 for theory courses and out of 10 for practical based courses.

6.3 Eligibility criteria for the BCA programme:

Academic Programme	Eligibility Criteria
Bachelor of Computer Application (BCA)	a. 10+2 or equivalent examination passed with Mathematics or Computer Science from a council/University recognized by UGC. b. Diploma passed from polytechnics in any branch of engineering. **c.** Candidates not having Mathematics or Computer Science at 10+2 level shall have to take 3 additional papers namely, Additional Mathematics-1, Basic Science-1 and Computer Science and Application-1

6.4 Evaluation: The academic quality and performance of the learners are evaluated through home assignment and end semester examination. The weightage of the assignment is based on the paper whether it is theory based or practical based. If the paper is theory based, then 20% weightage is given to the assignment. If the paper is practical based, then 10% weightage is assigned to the assignment.

6.5 Fees structure: There are six semesters in the BCA programme. The learners are required to pay fees every semester. The structure of fee is given below:

Programme	Sem	Enrolment Fee(Rs.)	Course Fee(Rs.)	Exam Fee (Rs.)	Practical Fee(Rs.)	Exam Centre Fee (Rs.)	Mark-sheet Fee (Rs.)	Desser-tation /Project Fee (Rs.)	Total Fees tobe paid (Rs.)	Arrear Subjects
BCA	1	300	3,750	450	300	200	100	….	5,100	Rs.200 per paper+Practical Fee(if applicable) +Centre Fee+Marksheet Fee Rs.100+Consolidated Marksheet Rs.100
	2	….	3,750	600	150	200	100	….	4,800	
	3	….	3,750	450	300	200	100	….	4,800	
	4	….	3,750	600	150	200	100	….	4,800	
	5	….	3,750	450	….	200	100	….	4,500	
	6	….	3,750	300	150	200	200	1,000	5,600	

6.6 Financial Assistance:

The University offers free education to jail inmates and differently-abled learners. At present, the University offers free of cost education to jail inmates in 16 Central Jails of the state.

7. Requirement of Laboratory Support and Library Resources

7.1 Laboratory support:

The study centre's offering BCA programme must have a well-equipped computer laboratory. There should be at least 15 (fifteen) computers along with sufficient UPS backup facility and high-speed internet connection. Depending upon the enrollment, the number of computers may be more than 15. The student computer ratio should be at most 2:1.

7.2 Library Resources:

The Central Library, Krishna Kanta Handiqui State Open University plays a vital role in the collection, development and dissemination of academic, scientific and technical information to meet the present and future needs of the University.The Central Library, KKHSOU is located at the Rani Campus, Guwahati. The library is in the 3rd Floor of the

Main Building. The library remains open from 10.00 am to 5.00 pm in all working days. The library is fully computerized with an ILS (Integrated Library System) and also equipped with RFID (Radio-frequency Identification) technology.

The Central Library has the following resources-

Physical Resources:

- *Books-* 18,164
- *Theses-* 8
- *Report-* 1
- *Journals-* 35
- *Magazines-* 12
- *News Papers-* 5
- *Audio CD/DVD-* 49
- *Video CD/DVD-* 6
- *CD/DVD with Textual documents-* 66

E-resources:

- ***E-Journals:*** The Central Library of KKHSOU subscribed e-journals from JSTOR (www.jstor.org), and the resources are very much necessary for academic and research community of the University.

- ***Digital Library:*** Digitization has become deeply embedded into every aspect of education today. Hence, the Central Library of KKHSOU has started the Digital Library initiative. The mission of the "Digital Library at KKHSOU" is to locate, digitize, preserve, collect and make accessible the accumulated wisdom of the institute's output to the global community. The resources of the Digital Library include Administrative Documents, Conference/Seminar Proceedings, Faculty Publications, Journal of Open Learning and Research Communication (JOLRC), KKHSOU in News and Media, Newsletters, Annual Reports, M. Phil/PhD Theses, Public Lectures, Convocation Addresses, Working Papers, etc. URL: http://dlkkhsou.inflibnet.ac.in

- ***Open Access Journals Search Engine (OAJSE):*** To provide easy access to various open access journal across the world, KKHSOU developed the Open Access Journals Search Engine (OAJSE) which is available for the users from the URLwww.kkhsou.in/library/oajse.

- ***KKHSOU at Shodhganga***: Krishna Kanta Handiqui State Open University (KKHSOU) has joined Shodhganga for depositing their theses which is available for the users from the URLhttp://shodhganga.inflibnet.ac.in/handle/10603/145533. Shodhganga repository is the reservoir of Indian intellectual output stored, hosted and maintained by the INFLIBNET Centre, an IUC of UGC.

8. Cost Estimate of the Programme and Provisions:

All financial records regarding the printing of SLMs, honorarium paid to the members of the Expert Committee, honorarium paid to Content Writers, Content Editors, Language Editors, Proof Readers, and also the expenditure related with organizing counsellors' workshops, meeting of the co-ordinators of the study centres etc. are maintained by the office of the Finance Officer of KKHSOU. 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 BCA Programme.

8.1Programme development cost:

The office of the Finance Officer of KKHSOU has worked out the following cost details:

a. SLM Development Cost for Under Graduate Programme English medium per Unit Rs. 5,500/-.
b. Printing Cost per SLM Rs. 56/-.
c. Cost of CD per unit Rs. 23/-.

8.2 Programme delivery cost:

The SLMs prepared are delivered to various study centres located at the far-flung remote areas. On an average, the University delivers about 15 kg's of study materials per student. The cost of delivery of 1kg of such material is Rs.10. Accordingly, depending upon the number of candidates; the cost for the BCA Programme will be provisioned by the University. The office of the Finance Officer has calculated the delivery cost of SLM per student at Rs. 150.00.

8.3 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 BCA programme, but will also benefit the learners of other programmes. The University will also bear the cost of organizing the meeting of Syllabus Revision Committee 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 University will keep adequate financial provision for development, delivery, and maintenance of the programme presented as per the Programme Project Report.

9Quality Assurance Mechanism and Learning Outcomes:

9.1 Quality assurance mechanism: The University follows a mechanism to review the syllabus and SLM at regular interval with the help of some experts. On the basis of expert recommendations, the syllabus and SLM are modified and reprinted. It is also proposed to setup a feedback system on SLM from the learners to improve the quality of SLM. Moreover, it has also been planned by the CIQA office to conduct stakeholders' meetings, SLM audit etc.

9.2 Expected programme outcomes: The outcomes of the BCA programme can be described in some of the points below. The learners will be able to:

a. Work as software developers in govt. and private sectors
b. Impart their gained knowledge as computer educators
c. Open up software firms as entrepreneurs
d. Develop dynamic web application and smart phone based applications (mobile apps)
e. Setup computer laboratory including computer network installation and configuration
f. Maintain and resolve errors of PCs by troubleshooting

ANNEXURE I

BCA SYLLABUS STRUCTURE

Semester	Course Code	Course Name	Total Credits
Semester-I	BCA(S1)01	Computer Fundamentals	4
	BCA(S1)02	PC Software	4
	BCA(S1)03	Digital Techniques	4
	BCA(S1)04	Computer Programming Using C	4
Semester-II	BCA(S2)01	Discrete Mathematics	4
	BCA(S2)02	Computer Based Accounting and Financial Management	4
	BCA(S2)03	Data Structure Through C Language	4
	BCA(S2)04	English for Professional Studies	4
Semester-III	BCA(S3)01	Object Oriented Programming Through C++	4
	BCA(S3)02	Database Management Systems	4
	BCA(S3)03	Operating System	4
	BCA(S5)04	Data Communication and Computer Networks	4
Semester-IV	BCA(S4)01	Computer Organization	4
	BCA(S4)02	Programming in Java	4
	BCA(S4)03	Environmental Studies and Disaster Management	4
	BCA(S4)04	Software Engineering	4
Semester-V	BCA(S5)01	Linux System Administration	
	BCA(S5)02	Web Technology	4
	BCA(S5)03	Computer Graphics	4
	BCA(S5)04A	Data Warehousing and Data Mining	4
	BCA(S5)04B	Fundamentals of Cloud Computing	4
Semester-VI	BCA(S6)01	Image Processing	4
	BCA(S6)02	Open Source Software	4
	BCA(S6)03	Project	8
Total:			96

1 credit = 30 Learning hours

4 credits =30*4=120 learning hours

ANNEXURE II

BCA COURSE-WISE DETAILED SYLLABUS

SEMESTER-I

BCA(S1)01: Computer Fundamentals (Total Marks: 50+10+40)

Unit 1: Introduction to Computer

Generation of computer, Application of computers, Advantages of computer, Structural evolution of computers, File structure of computers, Flynm's classification of computer architecture- SISO, MIND, SISD, SIMD

Unit 2: Basic Features of Computer Classification

Classification based on operating principles (Analog computers, Digital computers, Hybrid computers), based on applications (General purpose computers, Special purpose computers) and based on size and capability (Microcomputers, Mini computers, Mainframe computers, super computers)

Unit 3: Basic Components of Computer Main components of a Computer System-Central Processing Unit (CPU), Input Unit (Mouse, Joystick, VDO, Keyboard), Output Unit (Printer, Plotter, Dot Matrix, Laser Printer), Memory, Control Unit and Buses

Unit 4: Computer Memory and Storage

Concept of Bit and Bytes, Computer Memory, Types of Memory: Memory Hierarchy- Register, Primary, Secondary Memory, Random Access Memory, Read Only Memory, Cache Memory, Virtual Memory

Unit 5: Number System

Representation of numbers (only a brief introduction to be given) and characters in computer, Binary, Hexadecimal, Octal, BCD, ASCII, EDCDIC and Gray codes, Conversion of bases. Representation of signed integers, Sign and magnitude, 1s complement and 2s complement representation, Arithmetic operations using 2s complement representation and conditions for overflow/underflow and its detection

Unit 6: Buses

Bus Structure- Address, Data and Control Bus, Different types of Buses–ISA, PCI, EISA, VESA, MCA, PCA

Unit 7: Introduction to System Software

Compiler, Assembler, Linker, Loader and Editor

Unit 8: Instruction Types

Different Types of Instruction format (8 bit, 16 bit), Bit manipulation, Control, Data Transfer Instruction

Unit 9: Basics of Operating Systems

Functions of OS, Types of OS, DOS, LINUX (Single User, Multiuser), UNIX, ZENIX, WINDOWS, Multiprocessing OS, Time sharing OS

Unit 10: Introduction to Programming

Algorithm, Flowchart, Pseudo code, Algorithm and Flowchart of Simple Program, Machine Language, Assembly Language, High-Level Language, Design of algorithm for simple program

Unit 11: File Structure

Data and Information, Records and its types, Files, Operations on Files

Unit 12: Computer Security

Computer Virus, Worm, Spy Ware, Malware, Trojan Horse, Antivirus Software

Unit 13: Network Basic

SMPS, BIOS, Network Interface Card, network cabling, I/O Box, Switches, RJ 45 connectors, Patch panel, Patch cord, racks, IP address

Unit 14: Cyber Crimes & Legal Framework

Cyber Crimes against Individuals, Institution and State, Hacking, Digital Forgery, Cyber Stalking/Harassment, Cyber Pornography, Identity Theft & Fraud, Cyber terrorism, Cyber Defamation, Different offences under IT Act, 2000

Unit 15: Hardware Configuration

Different hardware configuration(Laptop/desktop), Typical RAM/ Hard disk size, Mother board series, different OEM(original equipment manufacturer), Processor series, FCC & UL for quality measure.

BCA (S1)02: PC Software (Total Marks: 50+10+40**)**

Unit 1: Disk Operating System

Introduction to DOS, System files of DOS, concept of Booting, Files and Directory Structure, Concept of Paths, Internal and External commands, Batch File

Unit 2: UNIX Operating System

Introduction to UNIX, Login into UNIX, Characteristics, Features

Unit 3: LINUX Operating System

Introduction to LINUX, login into LINUX, Structure of File System, Concepts of Path

Unit 4: LINUX Commands

Directory handling Commands (**mkdir, cd, rmdir, ls, pwd**), File handling commands (**cat, cp, rm, mv, more, lp**), Utility commands (**date, cal, echo, time, who, password**), file permissions, vi text editor**,** three modes of vi editor, adding and replacing text, saving text and quitting

Unit5: MS Windows Operating System

Introduction to Windows, Components of Windows, Customizing the Desktop, Files and Folders

Unit 6: Introduction to Word Processor

Starting WORD, Entering and Saving Text in a Document, opening the Word document and Closing MS-Word, Opening of an existing Document, Copy and Cut (Move), working with a document, Finding a particular pattern, Inserting objects into a document

Unit 7: Formatting a Word Document

The tab key, bullet and numbering, undo and redo, working with fonts, page break, header and footer, page setup, print setup, defining different margin, line spacing, inserting page number, inserting object or picture, news paper style column, Inserting different formula e.g. $x = \frac{-b \pm \sqrt{b^2-4ac}}{2a}$, $(x+a)^n = \sum_{k=0}^{n} \binom{n}{k} x^k a^{n-k}$, $e^x = 1 + \frac{x}{1!} + \frac{x^2}{2!} + \frac{x^3}{3!} + \cdots, -\infty < x < \infty$

Unit 8: Working with Tables

Creating a table, deleting a table, moving around a table; selecting a table, column, row and cell; entering, editing and deleting texts; inserting and deleting columns and rows; merging and splitting cells

Unit 9: Introduction to Spreadsheet Package

Starting of Microsoft Excel, Part of MS-Excel Window, Exiting MS-Excel

Unit 10: Working with Spreadsheet

Creating a New Workbook, Working with Cells: Entering Data, Editing Data, Highlighting Data, Bold, Underline and Italicize Data, Changing Font and Font Size, Merging of Cells; Choosing Menu Commands Using the Alt key; Inserting a Row and Column; Deleting a Row and Column; Saving a Workbook, Closing a Workbook

Unit 11: Working with Function and Charts

Operators in Excel, Working with Calculation and Functions, Entering a Function, Editing a Function, Working with Chart, Creating a Chart, Changing Size and Position of Chart, Modifying a Chart, formatting chart area, Labeling X and Y axis, putting legend, chart title,

Unit 12: Introduction to Presentation Software

Starting MS-PowerPoint, The Title Bar, The Menu Bar, The Toolbars, The Status Bar, Different Types of Views, Exiting MS-PowerPoint

Unit 13: Creating Slides

Creating a New Presentation, Working with Slides, Creating/Inserting New Slides, Changing Font and Font Styles, Deleting Existing Slides, Applying Design Templates, Applying Custom Animations, Applying Slide Transitions, saving a Presentation, Running a Presentation, Closing a Presentation, Opening an Existing Presentation

Unit 14: Formula in MS Excel

Logical: IF, Else, Not, AND, False, Text: char, find, len, lower, Text, trim, Upper, Value; Number: Sum, average, count, Max, Min etc

Unit 15: LATEX command

Creating document in Latex, different latex command, latex template, page setting in latex, report creation, writing formula in latex etc.

BCA (S1)03: Digital Techniques (Total Marks: 80+20**)**

Unit 1: Introduction to Number Systems

Decimal, Binary, Hexadecimal and Octal number system, Number system conversion

Unit 2: Binary Arithmetic

Complement: r's and (r-1)'s complement, Binary addition, Binary subtraction, Binary Multiplication, Binary division.

Unit 3: Data Representation

Fixed Point representation and Floating point representation

Unit 4: Code Conversion

Gray code, BCD, BCD to Excess-3 code conversion technique, ASCII, EBCDIC

Unit 5: Boolean algebra

Introduction, Properties, De-Morgan's Theorem, Boolean Identities

Unit 6: Logic Gates

Logic Gates: AND, OR, NOT, NAND, NOR, XOR; Conversion of the logic gates

Unit 7: Floating point number representation

Floating point number, Normalization of floating point, overflow and underflow, detection of overflow, IEEE floating point standard

Unit 8: Logic Families

Introduction, Resistor Transistor Logic(RTL), Integrated Injection logic(IIL), Diode- Transistor Logic(DTL), Emitter-Coupled Logic(ECL), Transistor- Transistor Logic(TTL), TTL-NAND, Tri State Logic, MOS devices, Logic gates with MOSFET's

Unit 9: Reduction Techniques

Boolean Expression, SOP, POS, Conversion of SOP to POS and vice-versa, Simplification of Boolean expression by Algebraic method and Karnaugh Map, Don't care condition

Unit 10: Combinational circuit

Multiplexer, 4-to-1 multiplexer, Demultiplexer, Encoder, Priority encoder, Decoder,3-to-8 decoder

Unit 11: Binary arithmetic circuits

Binary Half adder, Full adder, Binary Half subtractor, Full subtractor, 1's complement of n bit adder/subtractor

Unit 12: Sequential circuit

Synchronous and Asynchronous Sequential circuit, Flip-Flop and its different types: RS, JK; Master-Slave JK Flip-Flop

Unit 13: Registers

Shift register, SISO, PISO, SIPO, PIPO shift register, Application of Shift Register

Unit 14: Counters

Synchronous and Asynchronous Counter, Limitations of asynchronous counter, Frequency division counter

Unit 15: Memory organization

Memory types, Random access memory, Access time, RAM package, Static RSM, CMOS memory cell, Dynamic RAM, Read Only Memory, Memory expansion

BCA (S1)04: Computer Programming Using C (Total Marks: 50+10+40**)**

Unit 1: Introductory Concepts

Basic definition of Pseudo Code, algorithm, flowchart, program

Unit 2: Elements of C Programming

Characters used in C, Identifiers, Keywords, Tokens, Constants, Variables

Unit 3: Variables and Data types

Integer, character floating point and string; Initialization of variable during declarations; Symbolic Constants

Unit 4: Operators and Expressions

Expression in C, Different types of operators: Arithmetic, Relational and Logical, Assignment, Conditional, Increment and decrement, Bitwise, Comma and other operator (sizeof, period etc). Precedence and associatively of operators, type casting

Unit 5: Preprocessor Directives and I/O Functions

Header Files (stdio, conio), Formatted Input/Output Functions (scanf, printf), Escape Sequences, Character Input/Output Functions (getch, getchar, putchar, gets, puts, getche, clrscr)

Unit 6: Conditional Statements

Conditional Statement- if, if- else, nested if-else, switch-case; break, continue, goto

Unit 7: Loop Control Structures

Concept of Loops, Types of loop: while, do-while, for; nested loops

Unit 8: Storage Class

Automatic, External, Static, Register, Scope and lifetime of variables, Macro, Preprocessor directive

Unit 9: Arrays

Array, Array Declaration, 1-Dimensional array, 2-Dimensional array

Unit 10: Strings

String, String Handling Functions: strlen(), strcmp(), strcpy(), strrev(), strcat(), etc.

Unit 11: Functions

Function, Function declaration, Function definition, Function call, Formal and Actual parameter, Recursive function

Unit 12: Pointers

Pointer, Pointer declaration, Passing pointer to a function, Pointer and one-dimensional arrays,

Unit 13: Dynamic memory allocation

Introduction, Memory allocation functions: malloc(), calloc(), realloc(), free(), Memory allocation for array

Unit 14: Structures and Union

Structure Declarations, Definitions, Defining your typedef, Array of Structure, Pointer to Structure. Union Declaration, Definition, Declaration, Uses

Unit 15: File Handling

Concept of File, File Pointer, File Opening in various modes, closing a file, reading and writing on files, Formatted Input/Output, fseek(), ftell(), rewind()

BCA (S2)05: Discrete Mathematics (Total Marks: 80+20)

Unit 1:Sets

Sets – the Empty Set, Finite and Infinite Set, Equal and Equivalent set, Subsets, Power set, Universal set, Venn diagram, Complement of a set, set operations

Unit 2:Relations

Cartesian products, Relation - equivalence relation – partition

Unit 3: Lattices

Relation to partial ordering, lattices, Hasse Diagram

Unit 4:Functions

Definition, Inverse functions - Composition of functions - Properties of functions - Binary operation

Unit 5: Mathematical Logic

Statements, logical connectives, truth tables

Unit 6:Application of Mathematical Logic

Tautologies, contradictions, logical equivalence, Applications to everyday reasoning

Unit 7:Counting Principles

The Pigeonhole principle -counting

Unit 8:Permutation and Combination

Definition of Permutation and combination, Simple application of permutation and combination

Unit 9:Basic Algebraic Structure

Definition and basic properties of semi groups and groups

Unit 10: Ring

Definition and basic properties of rings, examples

Unit 11: Integral Domains and Fields

Definition and basic properties of integral domains and fields

Unit 12: Matrices

Types of matrices - Matrix operations (addition, subtraction, multiplication, inverse)

Unit 13: Determinant and Inverse of a matrix

Inverse of a matrix, Rank and Nullity

Unit 14: Solution of system of linear equation

Methods of solution to linear systems (Cramer's Rule, Gaussian Elimination Scheme)

Unit 15: Graphs theory

Introduction to graphs, Graph terminology, Representing Graphs, Connectivity, Directed, undirected graphs and their Matrix Representations

BCA(S2)06: Computer Based Accounting and Financial Management

(Total Marks: 80+20**)**

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: Accounting Concepts and 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: Double Entry System of Book- keeping

Meaning of Book- Keeping; System of Book- Keeping: Single Entry System; Double Entry System; Advantages and Disadvantages of Double Entry System; Meaning of Debit and Credit; Rules of Debit and Credit; Accounting Equation; Classification of Accounts

Unit 4: Preparation of Journal

Concept of Journal- Rough or General Journal and Special Journal; Advantages of Journal; Journalising of Transactions

Unit 5: Preparation of Ledger

Meaning of Ledger; Advantages of Ledger; Ledger Posting; Preparation of Ledger

Unit 6: Preparation of Cash Book

Concept and Importance of Cash Book; Preparation of Single Column, Double and Triple Column Cash Book.

Unit 7: Preparation of Petty Cash Book

Concept and Importance of Petty Cash Book; Preparation of Petty Cash Book

Unit 8: Partnership- I

Concept and Features of Partnership; Partnership Deed; Fixed and Fluctuating Capitals; Valuation of Goodwill; Admission of a Partner; Sacrificing Ratio; Practical Problems.

Unit 9: Partnership- II

Meaning of Retirement or Death of a Partner; Gaining Ratio; Amalgamation of Partnership Firms; Practical Problems

Unit 10: Accounting for Not- Profit Organizations and Professionals

Concept and Preparation of Receipts and Payments Account; Income and Expenditure Account; Balance Sheet; Items require Special Attention in Non- Trading Concerns: Subscriptions;

Donations; Special Funds; Legacy; Entrance Fee; Fee for Life Membership; Accounting for Professionals.

Unit 11: Preparation of Trial Balance

Concept and Importance of Trial Balance; Preparation of Trial Balance

Unit 12: Preparation of Trading and Profit and Loss Accounts

Meaning; Components of Final Accounts; Importance of Trading and Profit and Loss accounts Preparation of Trading or Manufacturing Account and Profit and Loss Account; Practical problems.

Unit 13: Preparation of Balance Sheet

Concept; Importance; Marshalling of Balance Sheet; Preparation of Balance Sheet; Practical problems

Unit 14: Consignment Account

Meaning of Consignment; Sales and Consignment; Important Terms; Accounting for Consignment; Valuation of Unsold Stock; Accounting Treatment.

Unit 15: Joint Venture

Meaning of Joint Venture; Joint Venture and Partnership; Joint Venture and Consignment; Accounting Treatment

BCA (S2)07: Data Structure Through C Language (Total Marks: 50+10+40)

Unit 1: Introduction to Data Structure

Basic concept of data, Data type, Abstract Data Type, Types of Data Structure

Unit 2: Algorithms

Algorithm, Complexity, Time-Space Complexity, Algorithmic Notation (Big Ω, O, Θ)

Unit 3: Arrays

Arrays: Types, One dimensional array, Multidimensional arrays, memory representation, address translation functions, Applications of array, Random accessing of array element

Unit 4: Operations on Arrays

Traversal, Search, Problems associated with Insertion and Deletion, Sorting, Reversing, Merging

Unit 5: Recursion

Function, Rules for Recursive Function, Recursion versus Iteration, Advantages and Disadvantages

Unit 6: Linked List

Introduction to Linked List, Important terms associated with Linked list, Representation of Single linked list using Static and Dynamic Memory Allocation. Circular linked list, doubly linked list, Applications of Linked List

Unit 7: Operations on Linked List

Insertion of node in a linked list (at Start, at End, at a Given Position), deletion of node in a linked list (at Start, at End, at a Given Position), searching and traversal of elements and their comparative studies with implementations using array structure, Reversing a singly lined list.

Unit 8: Stacks

Definitions, LIFO, Representation using array and linked list structure, Applications of stack.

Unit 9: Queues

Definitions, FIFO, Representation using array, linked representation of queues, application of queue

Unit 10: Searching

Linear and binary search algorithms, performance and complexity using big ‘O’ notation

Unit 11: Sorting

Sorting algorithms (Complexity, advantages and disadvantage, implementation), bubble sort, insertion sort, selection sort, quick sort

Unit 12: Trees

Definition, Types of trees, implementation: Binary Tree, Tree traversal algorithms (in-order, preorder, post-order), infix, postfix, prefix notations

Unit 13: Binary Search Tree

Searching in Binary Search Tree, insertion and deletion in Binary Search Trees, Depth of Tree

Unit 14: B-Trees

Introduction, General n-ary trees, B Tree, Operations on B Trees: Searching keys, inserting key, Deleting a key

Unit 15: Graph

Introduction to Graphs, Edge, Vertex, Depth first search (DFS) and Breadth first search (BFS) technique

BCA (S2)08: English for Professional Studies (Total Marks: 80+20)

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

Role of Punctuation in Sentences, Punctuation Marks and their use, Synthesis of sentences, Transformation of Sentences

Unit 5: Common Errors and Phrases & Idioms

Common Errors in English, Phrase and Idioms in English and Their Use

Unit6: Essay and Story Writing

Introduction to Essay Writing, Structure of Essay, Sample of Essays, Introduction to Story Writing, Techniques of Story Writing, Sample of Stories

Unit 7: Précis Writing

Precis Writing, How to Write a Precis, Examples, Exercises

Unit 8: Note making

Note making and note taking, Skimming and Scanning, format of note making, Samples

Unit 9: Communication

Defining Communication, Significance and Process of Communication, Communication Network, Communication Media or Methods, Barriers To Communication, Effective Communication.

Unit 10: 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 11: Correspondences I

Letter Writing, How to Write a Letter, Format of a Business Letter, How to Write a Memo, Examples

Unit 12: Correspondences II

Notices, Types of Notices, How to Write a Notice, Press Release, How to Write a Press Release, Format of a Press Release

Unit 13: 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 14: Business Presentation II

Writing Executive Summaries, Making Business Presentations

Unit 15: 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

BCA (S3)09: Object Oriented Programming Through C++

(Total Marks: 50+10+40**)**

Unit 1: Introduction to Object-Oriented Programming

Basic concept of OOP, Comparison of Procedural Programming and OOP, Benefits of OOP, C++ compilation, Difference between C and C++.

Unit 2: Features of Object-Oriented Programming

Abstraction, Encapsulation, Inheritance, Polymorphism

Unit 3: Elements of C++ Language

Tokens and identifiers: Character set and symbols, Keywords, C++ identifiers. Variables and constants: Integers & Characters, Constants and Symbolic constants, Dynamic initialization of variables, Reference variables, Basic data types in C++.

Unit 4: Operators and Manipulators

Operators, Types of Operators in C++, Precedence and Associativity, Manipulators

Unit 5: Decision and Control Structures

If statement, If-else statement, switch statements, Loop: while, do-while, for; Jump statements: break, continue, Goto

Unit 6: Array, Pointers and Structure

Arrays, pointer, structure, unions;

Unit 7: Functions in C++

The main() function, function prototype, function call, function definition, function parameter, <inline function>, default arguments, function overloading, <friend function>

Unit 8: Standard File System in C++

Header Files, List of Header Files.

Unit 9: Introduction to Classes and Objects

Classes in C++, class declaration, declaring objects, Defining Member functions, Inline member function, Array of objects, Objects as function argument, Static data member and member function, friend class

Unit 10: Constructors and Destructors

Constructors, Instantiation of objects, Default constructor, Parameterized constructor, Copy constructor and its use, Destructors, Constraints on constructors and destructors, Dynamic initialization of objects, Constructor Overloading.

Unit 11: Operator Overloading

Overloading unary operators: Operator keyword, arguments and return value; Overloading Unary and binary operators: arithmetic operators, manipulation of strings using operators, Type conversions.

Unit 12: Inheritance

Derived class and base class: Defining a derived class, Accessing the base class member, Inheritance: multilevel, multiple, hierarchical, hybrid; Virtual base class, Abstract class.

Unit 13: Virtual Functions and Polymorphism

Virtual functions, Pure virtual functions; Polymorphism, Categorization of polymorphism techniques: Compile time polymorphism, Run time polymorphism.

Unit 14: Streams in C++

C++ stream classes-put() and get() functions-getline() and write() functions- Overloading << and >> operators-Formatted Console I/O operations-ios class functions-width(), precision, fill(), setf() and unself()-Formatting flags.

Unit 15: File Handling

File classes, Opening and Closing a file, File modes, Manipulation of file pointers, Functions for I/O operations, File handling functions()

BCA(S3)10: Database Management Systems(Total Marks: 50+10+40**)**

Unit 1: File Structure

Data and Information, Concept of Field, Key field; Records and its types, Fixed length records and Variable length records; Files, Operation on files, Primary file organization

Unit 2: Databases and DBMS

Introduction to Database, Traditional file approach versus Database approach; Characteristics of the Database approach: Self-describing nature of a Database System, Insulation between programs and data, data abstraction; Introduction to DBMS, Types of DBMS, Advantages of DBMS approach: Controlling Redundancy, Unauthorized access, Query processing, Backup and Recovery, Multiple user interfaces etc. ; Disadvantages of DBMS.

Unit 3: Database Users

Database administrator- Role of DBA, Database designers, End users, System Analyst and Application Programmers

Unit 4: Database System

Database System, Database Architecture, The Three-Schema Architecture, Data Independence, Database languages and Interfaces, Database System Environment.

Unit 5: Data Models

Conceptual model, Logical model, Physical model, Entity-Relationship (ER) model as a tool for conceptual design: Entities, Attributes and Relationships, Weak and Strong entities, Conversion of ER model into Relational schema, ER modelling symbols, Cardinality ratio.

Unit 6: The Relational Model

Relational data model concepts, Integrity constraints: Entity integrity, Referential integrity, Different types of Constraints.

Unit 7: Keys

Concept of keys, Composite key, Candidate key, Primary key, Alternate key, Foreign key, Defining Primary and Foreign keys in Database.

Unit 8: Relational Database Design

Database Design, Decomposition, Universal Relation, Functional Dependencies, Prime and Non-prime attributes.

Unit 9: Normalization

Normalization, First Normal form (1NF), Second Normal form (2NF), Third Normal form (3NF), Boyce-Codd Normal form (BCNF)

Unit 10: Relational Algebra

Unary relational operations: SELECT, PROJECT, Sequences of Operations and the RENAME operation, Relational Algebra Operations from Set Theory: UNION, INTERSECTION, MINUS operations; Cartesian product operation; Binary Relational Operations; Binary Relational Operations: JOIN and DIVISION

Unit 11: Introduction to SQL

Structured Query Language (SQL), Characteristics of SQL, Advantages of SQL, SQL Data types, Types of SQL commands, DDL, DML, Creating a Database, Creating, Altering, and Deleting Tables

Unit 12: Entering Information through SQL

Inserting new data, Updating data (the WHERE Clause, The Logical AND and OR operator), Deleting Data.

Unit 13: Extracting Information through SQL

The SELECT statement, Filtering results with the WHERE Clause; Logical Operators and Operator Precedence (Using logical operator NOT, BETWEEN, LIKE, IN); Ordering Results with ORDER BY(Joining columns-concatenation); Selecting data from more than one table, Join, Types of Join, SQL commands: Select… From…Where… Group by …. Having… Order by…, Tables, , Queries, Sub Queries, Insert, Update and Delete operations, Constraints considers (NOT NULL, UNIQUE, Check Primary key, Foreign key)

Unit 14: Database Transaction and Recovery

Transaction concept, Transaction state, Implementation of Atomicity and Durability, Concept of database recovery, Backup of database, Types of database failure, Types of database recovery.

Unit 15: Database Security

Goals of database security, Discretionary Access Control, Mandatory Access control, Statistical Databases, Data Encryption.

BCA (S3)11: Operating System (Total Marks: 80+20**)**

Unit 1:Introduction to Operating System

What is an operating system, Evolution of Operating Systems- batch system, multi-programmed system, time-sharing system, personal computer system, parallel systems

Unit 2: Processes

Concept of process, Process life cycle, Process Control Block (PCB), Process Management

Unit 3: Threads

Concept of Threads, Uses of Thread, Design Issues of Thread, Thread Management

Unit 4: Interprocess Communication

Interprocess Communication, Message passing model, shared memory model

Unit 5: Process synchronization and Co-ordination

Concept of race conditions, critical-sections, mutual exclusion, Solution to critical section problem, disabling interrupt, Peterson's solution, Sleep & Wake up, The Producer Consumer Problem

Unit 6: Semaphores

Semaphores, Wait and Signal, Binary Semaphores, Application of semaphores

Unit 7: Scheduling

Basic concepts, primitive and non-primitive scheduling, Types of scheduling - batch, interactive and real-time, Scheduling criteria, Scheduling algorithms, first come first serve (FCFS), shortest job first (SJF) and round robin (RR) scheduling

Unit 8: Deadlocks

What is deadlock, Conditions for deadlock, Deadlock detection, Resource allocation graph, Methods for handling deadlocks-ignore problem, recovery & prevention, deadlock avoidance (banker's algorithm), Congestion versus Deadlock

Unit 9: Memory Management

Concept of Multiprogramming, Swapping, Contiguous memory allocation, Fixed and Variable size partitioning, External and Internal Fragmentation

Unit 10: Segmentation and Paging

Basic Concept of Segmentation, Segmentation Architecture, Address Translation in Segmentation, Basic Concepts of Paging, Page Tables, Address Translation in Paging, Logical and Physical Address, Page replacement algorithms: - First in First Out, Optimal, NRU, LRU, Demand Paging

Unit 11: Virtual Memory

Introduction, Demand paging, pure demand paging, page replacement, need for page replacement, dirty bit, frame allocation algorithm, reference string,

Unit 12: File System

File Structure, File naming, File types(directory, regular, device), Sequential access and Random access files, File attributes, Operations on file, Directory Structure- Hierarchical directory structure, Path name (relative and absolute), Operation on directories, File System Implementation Techniques.

Unit 13: I/O Management

Basic principles of I/O Hardware, I/O Devices, Device controllers, DMA, Principles of I/O Software, Interrupt Handlers, Device Drivers, Device Independent I/O Software (its functions)

Unit 14: Protection

Needs for protection, domain of protection, Example in Unix, access matrix, Implementation of Access matrix.

Unit 15: Security

The security problem, Authentication, Password, password vulnerabilities, Ecnrypted password, One time password(OTP), Biometrics and its types, Program Threats : Torjan Horse, Trap door, System Threats: Worms, viruses Denial of services, Intrusion detection(definition only), cryptography

BCA(S3)12: Data Communication and Computer Networks

(Total Marks: 80+20**)**

Unit 1: Introduction to Data Communication

Introduction, Signals, Types of Signal: Analog, Digital, Block representation of Data Communication System, Definition of Protocols and Standards, Channel, Bandwidth, SNR

Unit 2: Types of Data Communication

Data Communication, Parallel and Serial Communication, Modes of Communication: Simplex, Half Duplex, Full Duplex; Asynchronous and Synchronous Communication

Unit 3: Digital Transmission Fundamentals

Digital Signal (PCM, Delta Modulation, Adaptive Delta Modulation, ASK, PSK, FSK), Multiplexing and De-multiplexing, Detection and Correction of Transmission Errors (Parity and Hamming Code Technique), Data Compression and Encryption, Concept of BCH Coding

Unit 4:Introduction to Computer Networks

Computer Network: Definition, Goals, Structure; Broadcast and Point-To-Point Networks; Types of Networks (LAN, MAN, WAN), Network Topologies, Network Protocols and Standards, Networking Switching Techniques

Unit 5: Network Models

Network Reference Models, OSI Reference Model, TCP/IP reference Model

Unit 6: Physical Layer

Physical Layer, Transmission Media, Guided and Unguided Media, Repeaters, Hub

Unit 7: Data Link Layer

Data Link Layer, Flow Control, Access Protocol, Bridges and Switches, MAC, LLC, Frame, Frame Format

Unit 8: Network Layer

Network Layer, Routing Protocols, Internet Protocol, IP Addresses, Sub-netting

Unit 9: Transport Layer

Process-To-Process delivery, User Datagram Protocol, Transmission Control Protocol: Characteristics, TCP Segment, Connection Establishment and termination

Unit 10: Session Layer

Interhost communication; Services- Dialog control, Token management, Synchronization;

Protocols- Remote Procedure Call (RPC), NETBIOS.

Unit 11: Presentation Layer

Services - Data conversion, Translation, Encryption, Compression; Protocols - FTP, Telnet.

Unit 12: Application Layer

Client-Server Model: Client-Server model, Socket interface; A brief introduction to DNS, SMTP, FTP

Unit 13: Fundamentals of TCP and UDP

Connectionless and Connection Oriented Protocol, Transmission Control Protocol (TCP), User Datagram Protocol (UDP), IDP

Unit 14: Network Standard Protocol

FTP, Telnet, HTTP, Email Protocol, POP, SMTP, Browser, WWW, PING, Remote Login, Socket

Unit 15: Network Devices [

Gateway, Bridge, Hub, Switch, RS-32C, Network Interface Card (NIC), Network Adapters, Components of NIC, Functions of NIC, Types of NIC; Ethernet: Basic Features, Types of Ethernet, Different Framer Format: IEEE 802.3, IEEE 802.4, IEEE 802.5

BCA (S4) 13 Computer Organization (Total Marks: 80+20**)**

Unit 1: Basic organization of the computer

Basic organization of the computer and block level description of the functional units from program execution point of view; Fetch, decode and execute cycle

Unit 2: Digital Components

Flip-Flops, Counter, Register, Half adder, Full Adder, Half subtractor, Full subtractor, Coder-Decoder, Multiplexer, De-multiplexer, Magnitude Comparator

Unit 3: Data Representation

Data representation, computer arithmetic and their implementation; control and data path, data path components, design of ALU and data path, control unit design

Unit 4: Computer Arithmetic

Integer representation, sign magnitude representation, twos complement representation, integer arithmetic

Unit 5: Floating point number representation

Floating point number, Normalization of floating point, overflow and underflow, detection of overflow, IEEE floating point standard

Unit 6: Instruction Sets

Elements of a machine instruction, instruction representation, Simple instruction format, Instruction types, number of addresses, Types of operands, Types of operations. Different Instruction Formats, Instruction Types, Instruction Execution, Assembly language notation

Unit 7: Addressing modes

Addressing, Immediate, Direct, Indirect, Registrar, Registrar indirect, Relative

Unit 8:Input-Output Organization

Different I/O techniques (Programmed I/O, Interrupt-Driven I/O), DMA (Direct Memory Access), I/O Processors

Unit 9: Introduction to Cache and Virtual Memory

Memory Hierarchy, Semiconductor memories, internal organization of typical RAM and ROM Memory, Switches, Cache memory, Cache memory access techniques; Mapping functions, Virtual memory, Locality of reference, Paging, Cache Coherence Problem

Unit 10: Memory and I/O access

Memory Read Write operations, Concept of handshaking, Polling Techniques (Serial and Half Polling) and Interrupt driven I/O, Priority and Daisy Chaining Technique, Introduction to Memory Mapping, Basic concept of Cache and Virtual Memory

Unit 11: Memory and I/O Interfacing

I/O processor, Priority Encoder, Device Scheduler, Interfacing with the I/O Devices, keyboard, printer and display interfaces

Unit 12: External Memory

Magnetic Disk, Magnetic read write operation, sector, track, inter track and inter sector gap, cylinder, fixed head disk, seek time, access time, transfer time, rotational delay, RAID, Optical memory, Magnetic tap

Unit 13: Processor structure and Function

Processor organization: Fetch instruction, Interpret instruction, fetch data, process data, write data, Registrar organization, Control and status registrar, Instruction cycle, Instruction pipelining (definition only)

Unit 14: Introduction to Parallel Processing

Introduction to Pipelining and Basics of Parallel Processing, Scalable Architecture

Unit 15: CISC and RISC Architecture

CISC (Complex Instruction Set Computers), RISC (Reduced Instruction Set Computers), Examples of CICS and RISC

BCA (S4)14 Programming in Java (Total Marks: 50+10+40**)**

Unit 1: Introduction to JAVA

An overview of JAVA, Object-oriented programming features, Comparison of Java with C and C++, JAVA Applets, Java Script, Applications, Difference between Java Script and JAVA

Unit 2: Java Programming Basics

Java Token & Keywords, Constants, Data types; The JAVA class libraries, Declaring a variable, The scope and lifetime of variable, Input/output statement in java, reading numeric and string data through keyboard

Unit 3: Operators

Definition, different operators like arithmetic, relational, logical, unary minus and plus, auto increment and decrement, bitwise operator, shift, ternary operator, string operator

Unit 4: Decision Statements

Decision Making: if statement, If-else, else-if, switch statement; nested if

Unit 5: Looping

Introduction, for, while, do, while loop, nested loop

Unit 6: Class in Java

Class fundamentals: Defining class, Accessing class members, Declaring objects, Passing Arguments to Methods, Returning Multiple Values from methods, Modifiers

Unit 7: Arrays, Strings and Vectors

Declaring Arrays, Creating Arrays, Initializing Arrays, System Array copy(), Multi-Dimensional Arrays, Strings: string arrays, string methods, string buffer class, Vectors**,** Constructors, copy constructor, Recursive class

Unit 8:Inheritance and Polymorphism

Inheritance basics, Multilevel Inheritance, Method overriding, Polymorphism, Final and abstract keyword, Static Members

Unit 9: Packages and Interfaces

Packages: Defining a package, Understanding class path, Importing Packages, Interfaces: Defining an Interface, Implementing interfaces, Applying Interfaces, Variable in interfaces

Unit 10: Exception Handling

Exception handling fundamentals, Exception types, Un-caught exceptions. Using try and catch JAVA's build-in exceptions, User defined exception subclasses

Unit 11: I/O in Java

I/O Basics: Streams, The stream classes, predefined streams, Reading console input, Writing console output, Reading and writing files

Unit 12: Introduction to Applets

Applets and the World Wide Web, The Applet Class, Applets and HTML , The Life Cycle of an Applet, Responding to Events, Using Window Components, Adding Audio and Animation

Unit 13: AWT

AWT Basics, AWT Components, Containers, Event Handling, Application and Menus;

Unit14: Swings

Swings: Introduction, Swing Components, Event Handling, Display text and image in a window, Layout manager.

Unit 15: Database handling using JDBC

An overview of DBMS, JDBC architecture, Data Base Connectivity, ODBC API, JDBC API, Obtaining a connection, Steps for creating ODBC DSN, Working with ResultSet, Query Prepared Statement

BCA (S4)15 Environmental Studies and Disaster Management (Total Marks: 80+20**)**

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; Manmade 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

BCA(S4)16 Software Engineering (Total Marks: 80+20**)**

Unit 1: Introduction to Software Engineering

Introduction: Need and Importance, Performance, Evolution of Software Engineering, Software crisis, Software Development Projects: Programs versus Products.

Unit 2: System Development Methodologies

System Development Phases, Software Life Cycle Model, Software Development Models: Classical and Iterative Waterfall Model, Prototyping Model, Evolutionary Model, Spiral Model, Comparison of different Models.

Unit 3: Software Project Management

Software Project Manager, Project Planning, Project Estimation Techniques, Empirical method of Estimation, Heuristic method of Estimation- COCOMO Model, Analytical method of Estimation, Risk Management, Configuration Management.

Unit 4: Staffing and Scheduling

Staffing, Cost Estimation, Scheduling, Work Breakdown Structure, Activity Networks, Critical Path, Gantt Charts, PERT Charts

Unit 5: Role of System Analyst

System Analyst, Knowledge and Qualities of System Analyst, Role of a System Analyst.

Unit 6: Requirement Analysis and Specification

Fact Gathering, Requirement Analysis, Feasibility Study and Types, User Transaction Requirement, User Design Requirements, System Requirement Specification (SRS), Functional Requirements of SRS, Organization of SRS

Unit 7: Software Design

Modules Concepts and Types of Modules, Structured Chart, Qualities of Good Design: Coupling, Types of Coupling, Cohesion, Types of Cohesion, Approaches to Software Design, Function-Oriented Design, Object-Oriented Design

Unit 8: Function-Oriented Software Design

Entity-Relationship Diagrams, Decision Tree and Decision Table, Data Flow Diagrams (DFD), Data Dictionary :Elements of DD, Advantage of DD; Pseudo code, Input And Output Design.

Unit 9: Object-Oriented Software Design

Unified Modeling Language (UML), UML Diagrams, Use Case Model, Class Diagrams, Activity Diagrams

Unit 10: User Interface Design

Characteristics of a Good User Interface, Basic Concept: User Guidance and Online Help, Modeless Interface, Graphical User Interface (GUI) vs. Text-based User Interface, Types of User Interfaces, Fundamentals of Component-based GUI Development, A User Interface Design Methodology.

Unit 11: Software Coding

Coding, Coding Standards and Guidelines, Code Review: Code Walkthrough, Code inspection, Clean room testing, Software Documentation, Internal Documentation, External Documentation.

Unit 12: Software Testing

Software Testing, Testing Strategies, Types of Testing: Black-Box Testing, White-Box Testing, Stress Testing, Storage Testing, Performance Testing, Unit Testing, Integration Testing .

Unit 13: Software Reliability and Quality Management

Software Reliability, Hardware versus Software Reliability, Reliability Matrics, Reliability Growth Modelling, Statistical Testing, Software Quality, Software Quality Management System, Evolution of Quality Systems, Product Metrics versus Process Metrics

Unit 14: Software Maintenance

Software Maintenance, Types of Software Maintenance, Software Reverse Engineering, Maintenance Cost

Unit 15: Case Tools

Introduction to CASE, Building Blocks of CASE, Integrated CASE Environment.

BCA (S5) 17: Linux System Administration (Total Marks: 50+10+40**)**

4 credits: 120 hours of learning

Unit 1: Introduction to System Administration

Introduction to System Administration, Role and power of System Administrator, Qualities of good System Administrator

Unit 2: Introduction to LINUX Operating System

Basic Features of the Linux operating system. A brief Overview of the most popular Linux Distributions – (Red Hat Enterprise Linux (RHEL), Ubuntu, Debian, Fedora, SUSE)

Unit 3: Installation of LINUX Operating System

Installation Requirements, Partitioning the Hard drive in Linux, Installing the Linux system, Installing and Configuring software in Linux

Unit 4: LINUX Kernel

Linux kernel and device drivers, System Startup and Shutdown, Standard I/O, Standard error, Redirection and Piping

Unit 5: Basics of LINUX File System

Basics of Linux file system - File system types (ext3, ext4, xfs, jfs, ReiserFS, iso9660 etc.), three basic types of files (ordinary or regular, special or device and directory).I-nodes and file attributes

Unit 6: File organization

Absolute and Relative path names, File system Mounting and Unmounting, Organization of the file tree, Standard directories and their contents

Unit 7: LINUX File Handling Commands

Files and Directory handling Commands - ls, cd, cp, mv, rm, mkdir, rmdir, Commands for Creating and Viewing ordinary files – cat, more, pg

Unit 8: LINUX Filter Commands

Filter Commands – wc, head, tail, cut, tr, grep (with regular expressions). Setting user and group ownership of files and Access permissions – chmod, chown, chgrp commands

Unit 9: LINUX Shells

Study of different Linux Shells (sh, bash, csh, zsh), Environment variables, Shell script basics (examples of some simple shell programming)

Unit 10: Process

Basic commands for starting and stopping processes, Basic process attributes and their role in Access control. Examining the list of running processes on the system and understand the data presented there. Background process, Job control, Crontab file format, Backup and Restore procedure

Unit 11: Printing Jobs

Submit a print job, check the status of a print job, cancel a print job, configuring the Print Queue, Selecting the Print Driver, Editing the Printer configuration

Unit 12: Linux Users

Understanding the “root” account, Becoming a Superuser (su), A limited su (sudo) Managing user accounts - Adding a new user, Modifying and Removing User accounts, Changing Password, System monitoring and logging, Monitoring memory usage, disk space usage and I/O activity

Unit 13: Networking in LINUX

The rules governing IP address classes and netmasks, Network Address, Netmask and Gateway configuring Interface with ifconfig, ping, netstat, traceroute, telnet, understanding the significance of the /etc/services file and well known port numbers

Unit 14: Network Protocols

Basics of configuring NFS, NIS, DNS, FTP, Squid Proxy, DHCP server, ip tables and firewall

Unit 15: Basic Network Security Issues

Introduction to Basic Network Security Issues, Packet Snifflers, DOS Attacks, Linux Kernel Firewalling, Virtual Private Networks

BCA(S5)18: Web Technology (Total Marks: 50+10+40**)**

Unit 1: Basics of Internet and Web

The basics of Internet, World Wide Web, Web page, Home page, Web site, Static, Dynamic and Active web page, Overview of Protocols – Simple Mail Transfer Protocol, Gopher, Telnet, Emails, FTP, Hyper Text Transfer Protocol, Client server computing concepts, MIME, Web Surfing

Unit 2: Web Client

Web Browser, Browsers e.g., Netscape navigator, Internet Explorer, Mozilla Firefox, Client-Side Scripting Languages- VB Script and Java Script, Active X control and Plug-ins

Unit 3: Web Sever

Web Server Architecture, Image maps, CGI, API web database connectivity-DBC, ODBC, Proxy Server

Unit 4: Introduction to HTML

Introduction to HTML, Essential Tags, Tags and Attributes, Text Styles and Text Arrangements, Text, Effects, Exposure to Various Tags (DIV, MARQUEE, NOBR, DFN, HR, LISTING, Comment, IMG), Color and Background of Web Pages, Attributes of Image Tag, Hypertext, Hyperlink and Hypermedia, Links, Anchors and URLs, Links to External Documents

Unit 5: HTML Lists and Tables

Lists, Unordered Lists, Ordered Lists, Definition Lists, Tables, TABLE, TR and TD Tags, Cell Spacing and Cell Padding, Colspan and Rowspan

Unit 6: HTML Frames and Form

Frame, Frameset, FRAME Tag, NOFRAMES Tag, Forms, FORM and INPUT Tag, Text Box, Radio Button, Checkbox, SELECT Tag and Pull Down Lists, Hidden, Submit and Reset

Unit 7: Cascading Style Sheet

Cascading Style Sheets (CSS), Inline Style, Embedded Style, External Style Sheet, Imported Style Sheet, Creating a CSS file, Using CSS in a web page

Unit 8: Dynamic HTML

Dynamic HTML, Document Object Model, Features of DHTML, CSSP (Cascading Style Sheet Positioning) and JSSS (JavaScript assisted Style Sheet), Layers of Netscape, The ID Attribute, DHTML Events.

Unit 9: Introduction to JavaScript

Introduction, Language Elements: Identifiers, Expressions, Operators, Statement Functions

Unit 10: Objects in JavaScript

Objects: Window, Document, Form Objects, TextBox, TextArea, Button, Radio Button, CheckBox, Select Objects, Date, Match, String Objects; Regular Expression, Arrays

Unit 11: AJAX Basics

Introduction, AJAX, XML http Request Object, AJAX Request, AJAX Response, AJAX Events

Unit 12: XML

XML - Declaration, Root Element, Child Elements, Element Attributes, Entity References, Comments.

Unit 13: Introduction to PHP

Server Side Programming , Introduction to PHP, Basic Programming Concepts of PHP: Variables, Data-types, Constants, Scope of Variables, Type of Variables, Type Casting, Operators, Operators Precedence, References

Unit 14: Control statements in PHP

Control Structures: Branching, If statement, Switch statement; Looping: for Loop, while Loop, do while Loop, for each Loop; Arrays;

Unit 15: Functions in PHP

Functions: User Defined Functions, Built-in Function, Functions for Variables; Script Controlling Functions, Array Functions, Date and Time Functions, Mathematical Functions, String Functions, PHP Server Variables; Working with form, Uploading files to Web Server using PHP

BCA(S5)19: Computer Graphics (Total Marks: 80+20**)**

4 credits: 120 hours of learning

Unit 1: Introduction to Computer Graphics

Definition, Application Areas of Computer Graphics (CAD, CAM, Education and Training, Entertainment, Image Processing, Computer Art etc.), Graphical User Interfaces (GUI)

Unit 2: Graphics Systems

Cathode Ray Tubes, Random Scan Displays, Raster Scan Displays, Color CRT Monitors, Flat-Panel Displays (Plasma-Panels, Liquid Crystal Displays(LCD), Electroluminescent displays), Graphics Software (GKS, PHIGS)

Unit 3: Line Drawing Algorithms

Points and Lines, Line Drawing Algorithms (DDA Algorithm, Bresenham's Line Algorithm)

Unit 4: Circle and Ellipse Drawing Algorithms

Circle drawing algorithms, Ellipse Drawing algorithms

Unit 5: Filled area algorithms

Filling (Scan-Line Polygon filling, Inside outside tests, Boundary-fill and Flood-fill algorithm)

Unit 6: Transformations

Basic 2-D Transformations (Rotation, Reflection, shearing, scaling), Homogeneous Coordinate Representation, Translation, 3-D transformations

Unit 7: 2-D Viewing

2-D Viewing: The viewing pipeline, viewing coordinate reference frame, window to view-port coordinate transformation, viewing functions

Unit 8: Clipping Algorithms

Line and polygon clipping algorithms (Cohen-Sutherland and Cyrus-beck line clipping algorithms, Sutherland –Hodgeman polygon clipping algorithm)

Unit 9: 3-D Object representation

3-D Object representation: Polygon surfaces, quadric surfaces, spline representation, Basic illumination models, polygon rendering methods

Unit 10: Bezier and B-spline curves

Hermite curve, Bezier curve and B-spline curves, Bezier and B-spline surfaces

Unit 11: Projections

Projection Classification, Parallel projections, Perspective projections (One point, Two point), Hidden Layer Projection

Unit 12: 3-D Geometric transformations

Translation, rotation, scaling, reflection and shear transformations, composite transformations

Unit 13: 3-D viewing

Viewing pipeline, viewing coordinates, view volume and general projection transforms and clipping

Unit 14: Basics in Animation

Animation Basic, Computer Animation, Principles of Animation, Types of Animation, Animation Software (Maya, etc) and Hardware, Common Terms in Animation

Unit 15: Animation Designing

Design of Animation sequence, Morphing, Application of Computer Animation, Future of Animation

BCA (S5)20A: Data Warehousing and Data Mining

(Total Marks: 80+20**)**

Unit 1: Introduction to Data mining

Data mining, various types of Data, Data Mining Functionalities, Classification of Data mining Systems, Data mining Task Primitives, Integration of Data Mining System, Major issues in Data Mining

Unit 2: Introduction to Data Warehousing

Data Warehouse and DBMS, The need for data warehousing, Operational & Informational Data Stores, Data Warehouse Characteristics, Building a Data Warehouse, Design/Technical/Implementation Considerations, Data Warehouse role & Structure, The cost of warehousing data

Unit 3: Introduction to OLAP

Introduction to OLAP & OLTP, Difference between OLAP & OLTP, OLAP Operations

Unit 4: Data preprocessing

Data preprocessing, Data Summarization, Data Cleaning, Data Transformation, Data reduction, Concept Hierarchy, Structure

Unit 5: Multidimensional Data

Multidimensional Data Model, Schemas for Multidimensional Data (Star Schema, Snowflake Schema, Fact Constellation)

Unit 6: Data Warehouse Architecture

Data Warehouse Architecture, Data Warehouse Design, OLAP Three -tier Architecture, Indexing & Querying in OLAP, OLAM, Implementation from Data Warehouse to Data mining

Unit 7: Data mining knowledge representation

Task relevant data, Background knowledge, Interestingness measures, Representing input data and output knowledge, Visualization techniques

Unit 8:Attribute-oriented analysis

Attribute generalization, Attribute relevance, Class comparison, Statistical measures

Unit 9:Association Rule mining

Association Rule Mining, Market Basket Analysis, Apriori Algorithm, Mining Multilevel Association Rules, From Association Mining to Correlation Analysis

Unit 10: Classification

Introduction to Classification, Classification by Decision Tree, Attribute Selection Measure, Covering rules

Unit 11: Prediction

Introduction to Prediction techniques, Statistical (Bayesian) classification, Bayesian networks, Instance-based methods (nearest neighbor)

Unit 12: Evaluation

Training and Testing, Evaluating accuracy of a Classifier, Cross-Validation, Combining multiple models (Bootstrap, Boosting, Bagging)

Unit 13: Clustering

Introduction to Clustering, Classification of Various Clustering Algorithms, Partitioning methods- k-means, Density based DB-SCAN, Hierarchical methods- agglomerative and divisive clustering

Unit 14: Introduction to Web Mining

Web Mining introduction, web content mining, web structure mining, web usage mining, text mining, unstructured text, episode rule discovery for text

Unit 15: Introduction to Spatial and Temporal Data Mining

Temporal Data Mining, Temporal Association Rules, Sequence Mining, Spatial Mining, Spatial Mining tasks, spatial clustering

BCA (S5) 20B: Fundamentals of Cloud Computing (Total Marks: 80+20)

Unit 1: Overview of Computing Paradigm

Recent trends in Computing: Grid Computing, Cluster Computing, Distributed Computing, Utility Computing, Cloud Computing, Evolution of cloud computing, Business driver for adopting cloud computing

Unit 2: Introduction to Cloud Computing

Cloud Computing (NIST Model), Introduction to Cloud Computing, History of Cloud Computing, Cloud service providers, Properties, Characteristics & Disadvantages, Pros and Cons of Cloud Computing, Benefits of Cloud Computing, Cloud computing vs. Cluster computing vs. Grid computing, Role of Open Standards

Unit 3: Cloud Computing Architecture I: Introduction

Cloud computing stack, Comparison with traditional computing architecture (client/server), Services provided at various levels, How Cloud Computing Works, Role of Networks in Cloud computing, protocols used, Role of Web services

Unit 4: Cloud Computing Architecture II: Service Models

Service Models (XaaS), Infrastructure as a Service (IaaS), Platform as a Service (PaaS), Software as a Service (SaaS)

Unit 5: Cloud Computing Architecture III: Deployment Models

Deployment Models, Public cloud, Private cloud, Hybrid cloud, Community cloud

Unit 6: Introduction to IaaS

IaaS definition, Introduction to virtualization, Different approaches to virtualization, Hypervisors, Machine Image, Virtual Machine (VM)

Unit 7: Resource Virtualization

Resource Virtualization, Server, Storage, Network, Virtual Machine (resource) provisioning and manageability, storage as a service, Data storage in cloud computing (storage as a service), Examples: Amazon EC2, Renting, EC2 Compute Unit, Platform and Storage, pricing, customers, Eucalyptus

Unit 8: Introduction to PaaS

Introduction to PaaS, What is PaaS, Service Oriented Architecture (SOA)

Unit 9: Cloud Platform and Management

Cloud Platform and Management, Computation and Storage Issues, Examples, Google App Engine, Microsoft Azure

Unit 10: Software as a Service (PaaS)

Introduction to SaaS, Web services, Web 2.0, Web OS, Case Study on SaaS

Unit 11: Service Management in Cloud Computing

Service Level Agreements (SLAs), Billing & Accounting, Comparing Scaling Hardware: Traditional vs. Cloud, Economics of scaling: Benefitting enormously

Unit 12: Data Management in Cloud Computing

Managing Data, Looking at Data, Scalability & Cloud Services, Database & Data Stores in Cloud, Large Scale Data Processing

Unit 13: Cloud Security

Infrastructure Security, Network level security, Host level security, Application level security, Data security and Storage, Data privacy and security Issues, Jurisdictional issues raised by Data location

Unit 14: Identity and Access Management

Identity & Access Management, Access Control, Trust, Reputation, Risk, Authentication in cloud computing, Client access in cloud, Cloud contracting Model, Commercial and business considerations

Unit 15: Case Studies

Case Study on Open Source & Commercial Clouds: Eucalyptus, Microsoft Azure, Amazon EC2

BCA (S6)21: Image Processing (Total Marks: 50+10+40**)**

Unit 1: Fundamental of image

Definition of image, Analog image, digital image, Advantages & disadvantages of digital image, digital image representation, pixel, neighbours of pixel

Unit 2: Image Sampling

Introduction, Theory of 2D sampling, violation of sampling criterion, quantization, Resolution, Anatomy of the human visual system

Unit 3: Digital Image

Classification of digital image : Raster image, vector image, Image types : Binary image, grayscale image, color image, multispectral image, hyper spectral image, Elements of image processing system : Image sensor, acquisition, CCD sensor, CMOS image sensor comparison of CCD and CMOS sensors, Digital camera, Image file format, GIF file format, JPEG, PNG, TIFF, PSD, EPS, BMP, Application of digital image processing

Unit 4: Image Transform

Introduction, need for transform, Image transform, classification of image transform ,Fourier transform, 2D discrete Fourier transform, Properties of 2D DFT: Separable, spatial shift property, periodicity, convolution, correlation properties, scaling property, rotation property

Unit 5: Image enhancement in spatial domain

Introduction, Image enhancement in spatial domain: point operation, mask operation, Types of point operation: Brightness modification, contrast adjustment

Unit 6: Image Histogram

Introduction, histogram equalization, procedure to perform histogram equalization

Unit 7: Filtering

Introduction, Spatial filtering, linear filtering, low pass filter, limitations of low pass filter, weighted average filter, Bartlett filter, Gaussian filter, Median filter, High pass filtering

Unit 8: Image enhancement in frequency domain

Introduction, Low pass filtering in frequency domain, High pass filter in frequency domain, Butterworth high pass filter, Homomorphic filter

Unit 9: Image Restoration

Introduction, Image degradation, Types of image Blur, Classification of Image Restoration technique, Image restoration model, Linear Image Restoration techniques, Pseudo Inverse filter, Wiener filter, Non Linear Image Restoration techniques : Iterative method, Maximum likelihood Method, Stochastic image restoration technique

Unit 10: Image noise

Introduction, classification of noise image: adaptive noise, Multiplicative noise, impulse noise, Median filtering, trimmed average filter

Unit 11: Image segmentation

Introduction, Classification of Image segmentation technique, Local and global segmentation, region approach to image segmentation, clustering technique, Image segmentation based on thresholding, Limitation, edge detection techniques, edge linking, Watershed transformation

Unit 12: Image compression

Introduction, Need for Image compression, Redundancy in images, Image compression scheme Huffman coding, Arithmetic coding, transform base coding, Vector quantization

Unit 13: Binary Image Processing

Introduction, Binarisation, Mathematical morphology, structuring element, Morphological image processing, Basic set theory, Logical operations, Standard binary morphological operations : Dialation, Erosion, Opening, Closing, Properties of Morphological operations

Unit 14: Color Image processing

Introduction, Color formation, Human perception of color, Color model: RGB model, CMY color model, HIS color model, YIQ color model, Histogram equalization of color image, Color Image filtering

Unit 15: Wavelet-based Image Processing

Introduction, Wavelet, Wavelet transform, 2D continuous wavelet transform, Discrete wavelet transform, Haar Wavelet, Filter bank, Embedded Image coding

BCA (S6)22: Open Source Software (Total Marks: 50+10+40**)**

Unit 1: Installation to LaTeX

Installation of LaTeX, Understanding Latex compilation

Unit 2: Introduction of LaTeX

Basic Syntax, Writing equations, Matrix, Tables

Unit 3: Page Layout – I

Page Layout – Titles, Abstract Chapters, Sections, References, Equation references, citation, Table of contents

Unit 4: Page Layout – II

List making environments, Generating new commands, Figure handling, table & figure numbering, List of figures, List of tables, Generating index

Unit 5: Packages

Packages: Geometry, Hyperref, amsmath, amssymb, algorithms, algorithmic graphic, color, tilez listing

Unit 6: Classes

Classes: article, book, report, beamer, slides, letter

Unit 7: Applications of LaTex

Applications: Writing Resume, Writing question paper, Writing articles/ research papers, Presentation using beamer, inserting graphics, drawing graphics, putting equations like :

$(x+a)^n = \sum_{k=0}^{n} \binom{n}{k} x^k a^{n-k},$

$(1+x)^n = 1 + \frac{nx}{1!} + \frac{n(n-1)x^2}{2!} + \cdots,$

$$f(x) = a_0 + \sum_{n=1}^{\infty} \left(a_n \cos \frac{n\pi x}{L} + b_n \sin \frac{n\pi x}{L} \right)$$

, $e^x = 1 + \frac{x}{1!} + \frac{x^2}{2!} + \frac{x^3}{3!} + \cdots, -\infty < x < \infty$

Unit 8: Installation of Scilab

Installation of Scilab (both windows & Linux)

Unit 9: Introduction to Scilab

Introduction to scilab, Basic syntax, Mathematical Operators, Predefined constants, Handling .sci files, Installation of additional packages e.g. optimization

Unit 10: Functions in Scilab

Built in functions, Complex numbers, Polynomials, Vectors, Matrix operations (functions like inv(), spec(), zeros(), ones(), eye(), rand(). Handling these data structures using built in functions. Functions

Unit 11: Conditional Statements in Scilab

Loops (for & while), Conditional statements

Unit 12: Graphics in Scilab

Graphics handling: 2D, 3D, Generating .jpg files, Function plotting, Data plotting, GUI in scillab, Plotting 2D graphs

Unit 13: Applications of Scilab

Applications: Numerical Linear Algebra (Solving linear equations, eigen values atc.) solving Ordinary Differential Equations, Numerical Analysis – iterative methods, Comparison with C/C++/Matlab

Unit 14: Introduction to Python

Introduction to Python, The procedure to install Python, How to open Python console

Unit 15: Basic Python Commands

Basic Python commands, Python programming

BCA(S6)23: Project

A. PROJECT GUIDE

Eligibility criteria:

Full Time Faculties in the Department of Computer Science/ Information Technology of KKHSOU/ Colleges/ Institutions affiliated to any Indian University recognized by UGC and having minimum 2 years teaching experience.

OR

A person having minimum M.Tech., MCA, M.Sc. in Computer Science/Information Technology from a UGC recognized universities with 4 years' experience in Industry/teaching.

B. PROJECT PROPOSAL FORMULATION

The proposal may be application oriented or research & development oriented. At the time of formulating the proposal the goals, scope and expected outcome of the project should have mentioned clearly.

TYPE OF PROJECT

A learner may choose any topics according to MCA standards. Most of the project work falls under the following types

a. Database oriented (e.g. payroll system, Loan management system etc.)

b. Application oriented (e.g. Mobile apps development)

c. R & D project (e.g. Image processing, speech processing, data mining, networking etc)

C. PROJECT PROPOSAL (SYNOPSIS)

The project proposal or the synopsis is the frame work for carrying out the project. It should be prepared in consultation with Guide. The necessary parts of a project proposal are given in the following form:

* Title of the Project.

* Introduction and Objectives of the Project.

* Project Category (RDBMS/ Application/ R & D).

* Tools, Platform, Hardware and Software Requirement specifications.

* Whether the project is done for any Industry/Client? The Name and Address of the Industry or Client is to be mentioned.

* Methodology

* Conclusion

D. APPLICATION AREAS & RELATED TOOLS

A list of selected area for developing the project work is given below:

APPLICATIONS: Financial/ Manufacturing/ Multimedia/ Computer Graphics/ Instructional Design/ Database Management System/ Internet/ Intranet/ Computer Networking-Communication Software/E-Commerce/TCP/IP Internals/ Routing protocols/ Implementation of Switches & Routers/ Image processing, / Mobile apps development/ etc.

Related Tools:

FRONT END / GUI Tools: PhP, Scripting languages etc.

RDBMS/BACK END: Oracle, MYSQL, No SQL, DB2 etc.

LANGUAGES : C, C++, Java, VC++, C#, Matlab, Python, Scilab etc.

INTERNET TECHNOLOGIES : DHTML, Java script, VB Script, HTML, Java, Active X, SWING, JSP,ASP, PHP, XML, Java Beans, Java Servlets, CSS, VB.Net,AWT, J2EE.

NETWORKING TECHNOLOGIES : ATM, Frame Relay, TCP/IP, SNMP, GSM, VoIP, PPP, IP-PSTN, SONET/SDH

WIRELESS TECHNOLOGIES: BlueTooth, 3G, ISDN, EDGE

OPERATING SYSTEMS:WINDOWS/ DOS / UNIX / LINUX /ANDROID.

PROJECT REPORT GUIDELINE

The Project report should have prepared in well-structured preferably typed in Latex. Depending on the type of project the report structure should be as follows

Database project:
Acknowledgement
Content with page number
Declaration Certificate
Certificate from Guide

CHAPTER I: INTRODUCTION

1.1 Brief idea about the project
1.2 Objective of the project
1.3 Scope of the project
1.4 Existing system
1.5 Proposed System
1.6 Platform used(Hardware & Software)
1.7 Project location

CHAPTER II: REQUIREMENT ANALYSIS

2.1 Introduction
2.2 Tools used for Requirement gathering
2.3 Problem in Existing System
2.4 Conclusion

CHAPTER III: LOGICAL DESIGN

- 3.1 Introduction
- 3.2 DFD (0^{th}, 1^{st}, 2^{nd} level)
- 3.3 ER diagram
- 3.4 Use case diagram
- 3.5 Activity diagram
- 3.6 Conclusion

CHAPTER IV: PHYSICAL DESIGN

- 4.1 Introduction
- 4.2 Database Design (Give your normalized database here)
- 4.3 Module design
- 4.4 Input/output design
- 4.5 Conclusion

CHAPTER V: IMPLEMENTATION

- 5.1 Introduction
- 5.2 Process description (if any)
- 5.3 Output & Report
- 5.4 Conclusion

CHAPTER VI: TESTING

- 6.1 Introduction
- 6.2 Types of testing performed
- 6.3 Conclusion

References
Appendix (if any)

R & D/ Application project:
Acknowledgement
Content with page number
Declaration Certificate
Certificate from Guide

CHAPTER I: INTRODUCTION

- 1.1 Brief idea about the project
- 1.2 Objective of the project
- 1.3 Scope of the project
- 1.4 Application of the project
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6.2 Chapter wise conclusion
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References
Appendix (if any)

CERTIFICATE OF ORIGINALITY FROM THE GUIDE

This is to certify that the project report entitled ..... submitted to **Krishna Kanta Handiqui State Open University** in partial fulfillment of the requirement for the award of the degree of **BACHELOR OF COMPUTER APPLICATIONS (BCA),** is an original work carried out by Mr. /Ms..... Enrolment No.: ..... under the supervision of Dr./Mr./Ms..... The matter embodied in this project is a genuine work done by the student and has not been submitted either to this University or to any other University/Institute for the fulfillment of the requirement of any course of study.

Signature of the Learner

Name
Address
Enrolment No.:

Signature of the Guide

Name
Designation
Address

Study Centre's Seal

FORMAT OF THE PROJECT REPORT

A Project Report on _____

Font type: Arial
Size: 12, Bold

TITLE OF THE PROJECT _____

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Size: 16, Bold

In fulfillment of the requirement for the 6th Semester of
Bachelor of Computer Application
Programme

Submitted by

.....

(Name of the Learner)
Enrollment No.: .....
Session: .....

Font type: Arial

Under the Guidance of

.....

(Name of the Project Guide)

Study Centre

.....

(Name of the Study Centre)

.....

(Location)

KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY

(KKHSOU)

PROGRAMME PROJECT REPORT

ON

BACHELOR OF SOCIAL WORK (BSW)

Submitted to

UNIVERSITY GRANTS COMMISSION

BAHADUR SHAH ZAFAR MARG

NEW DELHI – 110 002

Submitted by

Krishna Kanta Handiqui State Open University

Guwahati, Assam

April 2018

Registrar
Krishna Kanta Handique
State Open University
Guwahati

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PROGRAMME PROJECT REPORT
BACHELOR OF SOCIAL WORK (BSW)

1 PROGRAMME'S MISSION AND OBJECTIVES:

Social work is a profession which facilitates; rather empowers individuals, families and groups while restoring or enhancing their capacity for social functioning and strives to create societal conditions that support commUnities in need. Social workers help people overcome some of life's most difficult challenges: poverty, discrimination, abuse, addiction, physical illness, social and emotional crises like loss, unemployment, educational problems, disability and mental illnesses. They help prevent such crises and counsel individuals, families and commUnities to cope more effectively with the stresses of everyday life.

With specific reference to Assam, which is still lagging behind in various aspects of development and is faced with a diversity of issues, social work plays a significant role in smoothening and accelerating the development of the region. Social work education should receive special focus for the said reason.

The Programme on Bachelor of Social Work (BSW) would be offered by the Department of Social Work, under the Surya Kumar Bhuyan School of Social Sciences, Krishna Kanta Handiqui State Open University (KKHSOU). This professional programme has been thoroughly revised in accordance with the UGC Regulations on Open and Distance Learning, 2017. Syllabi of this Programme have been finalized after a series of deliberations and discussions with academic experts from Tata Institute of Social Sciences (TISS), Guwahati and Lokapriya Gopinath Bordoloi Regional Institute of Mental Health (LGBRIMH), Tezpur.

Mission of the programme is to orient the learners to a profession which is committed to social justice and empowerment of individuals, groups and commUnities; respecting individual and cultural diversities. This course would contribute to enhancement of social work skills using theoretical and practical framework.

To achieve this overall mission statement, the following specific objectives have been framed:

- To instil generalist social work practice with client systems of all sizes (individuals, families, groups, organizations, and commUnities).

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- To integrate the values and ethics of the social work profession in the course curriculum in accordance with the NAPSWI (National Association of Professional Social Workers in India).
- To provide both the theoretical and applied knowledge of social work to the learners, so that their skill level and employability are developed.
- To develop analytical skills, research necessary for understanding forms and mechanisms of oppression and discrimination and apply strategies of advocacy and social change that advance social and economic justice.

All these would contribute towards the accomplishment of the mission of the University of providing barrier free meaningful education at the doorstep of the learners.

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

The Bachelor of Social Work (BSW) to be offered by KKHSOU has been prepared confirming the mission and goals of KKHSOU. This programme adheres to the following mission and goals of KKHSOU:

- To expand the higher education to cover the maximum no. of population.
- To promote equity and justice in the field of higher education.
- To ensure the quality and excellence in the higher education.
- To increase research both qualitatively and quantitatively.
- To contribute to the economic growth of the country.

The BSW programme would contribute towards accomplishment of KKHSOU's mission and goals by providing theoretical and applied knowledge of Social Work to the prospective learners.

3. NATURE OF THE PROSPECTIVE TARGET GROUPS OF LEARNERS:

The nature of the prospective target groups of learners of this programme are as follows:

- The students who wish to obtain a Degree in Social Work.
- All the stakeholders of the society like-governmental and non-governmental development agents, policy makers, social welfare activists, grass -roots workers, who are interested in ensuring a better standard of living for the under-privileged sections of the society.

- Persons who were unable to complete higher education in the normal course of time and who are interested in social work.
- People engaged in different avenues and wish to develop their professional skills.
- People living in rural and remote areas and other disadvantageous conditions who desire to complete their higher education.
- People willing to earn for a living and learn at the same time.
- Persons deprived of higher education in conventional system for a variety of reasons.
- Denied and deprived sections of people who need social work education for their uplift.

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

The Bachelor of Social Work (BSW) programme would be both theoretical and practical in terms of field work. The programme has been designed keeping in mind the ODL aspects in such a manner that the learners can learn different courses though undergoing the Self Learning Materials designed for the specific programme and also do field-work to be supervised by the counsellors. Certain add-on resources, like CDs, community radio programme, TV programe and counselling sessions conducted in the study centres, are expected to help the learners to clarify their doubts, if any. This would enable 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. This indicates that the programme would be appropriate to be offered through ODL mode to acquire specific skills and competence.

5. INSTRUCTIONAL DESIGN

5.1 Definition of Credit Hours: 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 is offered to the learners at their respective study centres.

5.2 Duration of the Programme: The Bachelor of Social Work (BSW) has six semesters and is of minimum 3 years. However, the maximum duration of the programme is 8 years as stated below:

Minimum Duration : 6 semesters (3 years).

Maximum Duration : 8 years.

In case, a learner is not able to qualify a course in the first attempt, he/ she shall have to qualify in the particular course within the next four attempts, subject to maximum duration of the study.

5.3 Faculty and Support Staff: The University currently has one full time faculty member in the Department of Social Work as Assistant Professor- Dr. Mridusmita Duara (MSW, Bangalore University and PhD, IIT Guwahati).

5.4 Instructional Delivery Mechanisms: The Self Learning Materials have been prepared keeping in view of the requirements of learners of the ODL mode. Particular attention has been given so that the basic three domains of knowledge, viz., behavioural domain, cognitive domain, and constructive domain can be addressed. A few examples have been mentioned in the following table :

Domain of Knowledge	**General Learning Tasks generally used**	**Contents in Self Learning Materials**
Behavioural	Memorising Undertaking Routine Tasks Learning arbitrary information Learning rule systems Invariable (Routine) learning procedures	Social work involves both theory and practice. Thus certain theoretical propositions and field work experience is to be combined in the learning process.
Cognitive	Classifying Concept learning Problem-solving Procedures Reasoning and argument Rules	There is ample scope in this domain of knowledge. Most of the theories in social work are practised based. Certain portion of the syllabi is also quantitative based, and hence offers scope for the development of problem

		solving abilities.
Constructive	Case Studies Complex Situations Real-world Problem-solving	Certain real-world situations are included in the programme. For example, in the discussion of theories related to market, development policies etc., students are advised to draw evidences from real world situations.

5.5 Learner Support Services:

The learner support services available in the BSW programme include the following:

1. Self-Learning Materials covering the entire syllabi,
2. Counselling sessions at study centres,
3. Access to library services at study centres and the Central Library of the University as well,
4. **ICT Support**: ICT support is a major component of any ODL system of education. Our university has as such given emphasis on this. Some ICT-based support systems provided by the university for the learners of Bachelor of Social Work (BSW) are listed below:
   a. Website: We have developed full-fledged official website www.kkhsou.in for our learners and general public. Here we have provided all necessary information to our learners. The Website is also linked with the social-networking site like Facebook (KKHSOU FB Official Group) for interaction among the learners, faculty members and stakeholders. The website also includes the customised study centre-search facility based on district or programme. And most of the Audio-Video programmes are also made available online through YouTube.
   b. Community Radio Service: Jnan Taranga (90.4 MHz) of KKHSOU is the first Community Radio of the North Eastern part of the country. The Community Radio, being a platform for the community for taking up community issues, is also a platform to broadcast several educational programmes that includes debates, discussions, and talk shows.

c. Ekalavya: With the help of Prasar Bharati, our University has launched a special educational programme namely *Ekalavya.* It is aired every Saturday from 8.00 PM to 8.30 PM through All India Radio, Guwahati and Dibrugarh.

d. Akashvani Phone-in Programme: Our University offers one-hour live phone-in counselling programme through AIR, Guwahati and Dibrugarh where officers and experts from this University clarify queries of listeners/learners via telephone. The phone in programme is aired every Thursday from 09.15 AM to 10.15 AM.

e. e-SLM: An e-learning portal by the name of e-SLM (http://eslm.kkhsou.in/) has been launched by the university. It is also a digital repository where the study materials are uploaded for the benefit of the learners. All the study materials of the programmes (including Degree, Master Degree etc.) can be assessed in this portal.

f. Open Access Journals Search Engine (OAJSE): To provide easy access to various open access journal across the world, KKHSOU has developed the Open Access Journals Search Engine (OAJSE) which is available for the users from the URL www.kkhsou.in/library/oajse or http://oajse.kkhsou.in . OAJSE aims to cover journals in all subjects that are published in English language. There are now 4,500+ journals in the directory. All are searchable at article level.

g. KKHSOU Mobile App: Our University has developed a mobile application "KKHSOU" to help the learners to connect 24x7 with the university. It can be freely downloaded from Google Play Store (for android user).

h. SMS and e-mail Alert Facility: University has initiated an SMS and e-mail alert facility for learners regarding any news, events and learner-related information of the university.

i. E-mail services: Learners can write emails to any officials/faculty members in university's general mail id:info@kkhsou.in. Queries raised through to this mail id are readdressed by concerned official/faculty members of the university.

j. TV programme: University is going to initiate a half an hour live educational programme through a TV Channel Prag-News from June 2018. It will be telecast every Sunday at 8:30 am.

6. PROCEDURE OF ADMISSION, CURRICULUM TRANSACTION AND EVALUATION

6.1 Eligibility Criteria: 10+2 or equivalent examination passed (in any stream) from a Council/ University recognized by UGC.

6.2 Admission Procedure

The admission for the academic session 2018-19 of the University will be through online mode. A learner who desires to take admission in KKHSOU will have to submit his/her application through the online admission link provided in the University website www.kkhsou.in. The learner has to carefully go through the instructions for filling up the online admission form and complete the process accordingly. In the online admission system, the learner has to register with his/her mobile no/email id, and has to carefully verify the subjects of his/her choice available in the respective study centers.

For admission to a particular programme, the course fee is to be paid through online transaction mode—i.e., through credit card/debit card/net banking or any other available online mode of payment.

The learner after successful submission of the online admission form has to take a print out and submit the same to the study centre for hard copies of SLMs.

The verification of online application form will be done in the University and after the completion of the verification process, the e-SLMs will be sent to the respective Email-id of the learner.

The learners who have submitted incomplete application may be given conditional admission at the University's discretion, subject to fulfillment of other eligibility criteria.

All the enrolled learners will be provided with registration nos, SLMs and Identity cards.

The learner who is unable to complete the programme within specified period is required to register himself/herself as a fresh learner by paying the requisite fee.

6.3 Fee Structure

Since Bachelor of Social Work (BSW) is a proposed new course, it's fee structure will be finalized after the approval of UGC is granted.

6.4 Financial Assistance:

The University offers free education to jail inmates and differently-abled learners. 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 adding more of central/district jails in the Academic Session 2018-19.

6.5 Continuous Admission:

- Admission will have to be taken continuously in the programmes without any break. A learner will be allowed to appear in all the examinations, including back courses, within the stipulated time of a programme.
- A learner will have to take admission to the next semester within one month from the last date of examination of the previous semester. It doesn't depend on whether the candidate appeared in the previous examination or not.
- A learner will be allowed to take admission to the next semester beyond one month, but within two months from the last date of examination of the previous semester with a fine of Rs 500/-.
- A learner may be allowed to take admission even after the issue of notification for filling up of examination forms, but such learners will be allowed to appear in the examination of that semester in the next year only.

6.6 Refusal/Cancellation of Admission:

Notwithstanding, anything contained in the information brochure/prospectus, the University reserves the right to refuse/cancel admission of any individual.

6.7 Curriculum Transaction and Activity Planner:

An Activity Planner that guides the overall academic activities in the BSW shall be made available prior to the admission schedule of the University. The newly constituted CIQA office as per UGC guidelines and the office of the Academic Dean would upload the Academic Plan and month wise Academic Calendar to enable the learners to plan their studies and activities accordingly.

6.8 Evaluation

The University adopts both ongoing and term end evaluation. Ongoing evaluation would be conducted in two modes: internal and external. The internal evaluation is to be undertaken by the learner himself. For this, the University has designed some Check Your Progress questions, which would help the learners to self-check his progress of study. However, this would be

undertaken at the learners' end themselves and is non-credit based. For overall evaluation of a course, the University follows the two types of evaluation:

Continuous Evaluation (Assignments) : Weightage assigned 20%.
Term End Evaluation (Semester-end Examinations) : Weightage assigned 80%.

- The learners will have to submit the assignments within the schedule of a semester at the respective study centres. The counsellors at the study centres evaluate the assignments and return them to the learners with feedback.
- Term end examinations will be conducted on scheduled dates at selected examinations centres. Evaluations are done by the external examiners at zonal centres. After evaluation, further scrutiny is done, followed by moderation. Results are declared within scheduled dates as laid down in the Activity Planner.
- Learners will be able to get their scripts re-evaluated if they are not satisfied with evaluation.
- Questions for the Semester End paper will be set as per the Evaluation policy of the University to have coverage of all the modules of the respective courses.
- The University is in the process of using high security and eco-friendly synthetic (water proof and termite proof) papers for marksheets and certificates. Moreover, use of interactive kiosk at study centres for issue of admit cards and modification of the existing EDPS system for quick publication of results of examinations are also being planned. Similarly, introduction of biometric identity of learners is also being planned
- The field work of the BSW learners will be evaluated by the study centre counsellors based on the field work reports submitted to the study centres and viva.

7. REQUIREMENT OF THE LABORATORY SUPPORT AND LIBRARY RESOURCES:

7.1 Laboratory Support: For social work students, laboratory support is not required.

7.2 Library Resources:

The Central Library, Krishna Kanta Handiqui State Open University plays a vital role in the collection, development and dissemination of academic, scientific and technical information to meet the present and future needs of the University.

The Central Library, KKHSOU is located at the Rani Campus, Guwahati. The library is in the 2nd Floor of the Main Building. The library remains open from 10.00 am to 5.00 pm in all working days. The library is fully computerized with an ILS (Integrated Library System) and also equipped with RFID (Radio-frequency Identification) technology.

The Central Library has the following resources-

Physical Resources:

Books-	18,164
Theses-	8
Report-	1
Journals-	35
Magazines-	12
News Papers-	5
Audio CD/DVD-	49
Video CD/DVD-	6
CD/DVD with Textual documents-	66

E-resources:

E-Journals*:* The Central Library of KKHSOU subscribed e-journals from JSTOR (www.jstor.org), and the resources are very much necessary for academic and research commUnity of the University.

Digital Library: Digitization has become deeply embedded into every aspect of education today. Hence, the Central Library of KKHSOU has started the Digital Library initiative. The mission of the "Digital Library at KKHSOU" is to locate, digitize, preserve, collect and make accessible the accumulated wisdom of the institute's output to the global commUnity. The resources of the Digital Library include Administrative Documents, Conference/Seminar Proceedings, Faculty Publications, Journal of Open Learning and Research Communication (JOLRC), KKHSOU in

News and Media, Newsletters, Annual Reports, MPhil/PhD Theses, Public Lectures, Convocation Addresses, Working Papers, etc. URL: http://dlkkhsou.inflibnet.ac.in

Open Access Journals Search Engine (OAJSE): To provide easy access to various open access journal across the world, KKHSOU developed the Open Access Journals Search Engine (OAJSE) which is available for the users from the URL www.kkhsou.in/library/oajse.

KKHSOU at Shodhganga: Krishna Kanta Handiqui State Open University (KKHSOU) has joined Shodhganga for depositing their theses which is available for the users from the URL http://shodhganga.inflibnet.ac.in/handle/10603/145533. Shodhganga repository is the reservoir of Indian intellectual output stored, hosted and maintained by the INFLIBNET Centre, an IUC of UGC.

8. COST ESTIMATE OF THE PROGRAMME AND 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 Expert Committee, honorarium to be 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. As regards, 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 BSW Programme of KKHSOU.

8.1 Programme Development Cost:

SLM Development Cost for Under Graduate programme (English medium) per Unit Rs. 5,500/-
Printing Cost per SLM Rs. 56/-
Cost of CD per Unit Rs. 23/-

8.2 Programme Delivery Cost:

The SLMs prepared have to be delivered to various study centres located at the far flung remote areas. On an average, the University delivers about 15 kgs of study materials per student. The cost of delivery of 1 kg of such material is Rs.10. Accordingly, depending upon the number of candidates, the cost for the BSW programme will be provisioned by the University. The office of the Finance Officer has calculated the delivery cost of SLM per student at Rs. 150.

8.3 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, but will also benefit the learners of other programmes. The University will also bear the cost of organizing the meeting of Syllabus Revision Committee 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 per student is Rs. 600/-

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

9. QUALITY ASSURANCE MECHANISM AND EXPECTED PROGRAMME OUTCOMES:

9.1 Quality Assurance Mechanism:

With regard to the quality concerns of the course materials, the department 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 Expert Committee is helped by the in-house department faculties while preparing the framework of the programme.

The next step after the completion of the framework preparation is the allotment of the assigned papers (which is again composed of 15 Units) to the assigned authors. The in-house faculties prepare a carefully chosen list of authors for the task. The in-house faculties also write Units, besides the outsourced authors, who are mostly research scholars and faculty members from higher educational institutions.

The content editors are then roped in for the next round. The content editors, who are mostly academics from reputed higher educational institutions, examine the content of the Units and provide their suggestions and feedbacks to be included by the coordinator of the programme.

The materials are sent to the Language Editor, who then give their necessary suggestions to be incorporated by the coordinator of the particular programme. The next step is that of printing and distributing the SLMs to the respective study centres. Arrangements would be made to distribute the SLMs to the learners at the time of admission.

Field work of BSW learners is to be monitored and evaluated by the study centre counsellors based on the field work reports submitted and a viva (each semester).

The newly constituted CIQA Office has conducted stakeholders meeting; SLM Audit and Counselling Workshops which is expected to provide the University and the Department with required inputs for quality enhancement.

In order to keep the programme 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.

9.2 Expected Programme Outcomes:

The BSW Programme would enable the learners to acquire knowledge on the social work profession based on region specific and case specific issues. It will prepare learners for further research and to pursue higher studies in this line.

The programme will also help the learners to seek avenues in the development sector and/or other upcoming sectors. The programme will enable the learners to engage with the society in a fruitful manner leading to the welfare of all and thus contribute to the betterment of the society.

10. ANNEXURES:

Annexure I

Programme Structure for Bachelor of Social Work

The Programme Structure of the BSW Programme comprising of various courses would be as follows:

Semester	Title of the Course	Course Code	Marks	Credit
1st	*General English- I	GENG (BA)	20+80	04
1st	*MIL (Assamese/ Hindi/Bengali/Bodo)	AS (BA)/HIN/BN/BO	20+80	04
1st	Human Growth and Development (Psychology)	FC 01	20+80	02
1st	Historical and Philosophical Foundations of Social Work	BSW 01	20+80	02
1st	Field Work	FW 01		02
1st	Orientation Visit	OV 01		02
2nd	*Alternative English	GEA S2	20+80	04
2nd	Basic Economic Concepts for Social Work	FC 02	20+80	02
2nd	Basic Sociological Concepts for Social Work	FC 03	20+80	02
2nd	Social Work Practice with Individuals and Groups	BSW 02	20+80	04
2nd	Field Work	FW 02		04
3rd	*Spoken English	SENG (BA)	20+80	04
3rd	*Introduction to Information Technology (Computer Basics)	CA	20+80	04
3rd	Politics- An Introduction	FC 04	20+80	02
3rd	Social Work Practice with CommUnities	BSW 03	20+80	02
3rd	Field Work	FW 03		04
4th	*Environmental Studies and Disaster Management	EVS	20+80	04
4th	Social Action and Social Movements	BSW 04	20+80	03
4th	Social Welfare Administration	BSW 05	20+80	02
4th	Introduction to Gender Studies	BSW 06	20+80	03
4th	Field Work	FW 04		04
5th	Social Work Research and Statistics	BSW 07	20+80	04
5th	Human Rights and Social Policies	BSW 08	20+80	04

5th	Basics of Communication	BSW 09	20+80	02
5th	Medical and Psychiatric Social Work	BSW 10	20+80	02
5th	Field Work	FW 05		04
6th	Peace and Conflict Studies	BSW 11	20+80	02
6th	Social Entrepreneurship and Project Management	BSW 12	20+80	03
6th	Counselling: An Approach of Social Work	BSW 13	20+80	03
6th	Organizational Behaviour and Human Resource Management	BSW 14	20+80	04
6th	Field Work	FW 06		04
	TOTAL			**96 credits**

Note: Syllabi of General English I and Alternative English, Spoken English, MIL, Introduction to Information Technology (Computer Basics) and Environmental Studies and Disaster Management would be Mandatory Common Courses in Bachelor's Degree Programmes of the University. In the course code BSW implies Core Social Work Papers; FC implies Foundation Courses; FW implies Field Work and OV implies Orientation Visit.

Annexure II

Course-wise Detailed Syllabus of BSW

SEMESTER I

Foundation Course- FC 01: Human Growth and Development (Psychology) (02 Credit)

Objectives: To understand the Factors contributing to the development personality; to understand the concepts that will be beneficial to social workers in understanding human behaviour better; to understand the physical, psychological & social changes of various developmental stages.

Unit 1- Introduction to Psychology: Definition, Scope, Method and Relation with social work. Developmental psychology: Definition, Meaning & scope; Relation between Developmental Psychology and Social Work.

Unit 2- Needs, Motivation, Personality and Emotion: Definitions, need, nature, types; Personality: Nature Definition, Bio and socio determinants of personality, assessment of personality. Emotion: Meaning and Definition, Difference between Feeling and Emotions, Emotional Quotient.

Unit 3- Understanding Human Behaviour: Concept of human behaviour, Factors affecting human behaviour: Psycho-Social Bases of Behaviour- Role of heredity, Role of endocrine glands, Role of central nervous systems, Social factors affecting behaviour.

Unit 4- Theories of Development & Behaviour: Freud's Psychosexual theory & Erikson's Psychosocial Theory; Socialization Process, Coping /Defence Mechanisms. Maladaptive Behaviour, Stress, Mental deficiency, antisocial personality, Psychosomatic disorders; Adjustment Nature, Concept of Effective Adjustment.

Unit 5- Human Growth & Development: Meaning, Life span approach to the understanding of human growth & behaviour, Principles of growth & development.

Unit 6- Stages of Human Development: Prenatal- Pregnancy, Child Birth, Problems during delivery Infancy: Characteristics, Family influence Babyhood – Characteristics, Child Rearing Practices, Family relationship; Neonatal, infancy.

Unit 7- Childhood: Child growth & development, Influence of school, Social Grouping & Social Behaviour; psychosocial factors of adolescences, adulthood. Adolescence: Puberty- Physical changes & its effects, behavioral changes; Period of Storm &Stress, Identity Crisis, Peer Group Influence, Family Frictions, Social Relationship and Sexuality;

Unit 8- Adulthood and Old Age: Early Adulthood- Vocational Adjustment, Role Changes, Marital Relationship, Adjustment to Parenthood; Middle age Adjustments in family, Widowhood, Preparation for age; Old age: Physical & Psychological Characteristics, Needs and Problems of the Elderly.

Historical and Philosophical Foundations: An Introduction to Social Work (02 Credit)

Objectives: to orient the learners to the basic concepts of social work, to understand the basic values and principles of social work profession, to trace the history of social work in India and abroad, to understand the significance of contemporary ideologies in the practice of social work.

Unit 1- Concept of Social Work: Meaning, Definition, Basic Assumptions, Scope, Objectives, Basic Principles. Functions of Social work: Preventive, Remedial, Developmental; Methods of Social Work.

Unit 2- Basic concepts related to social work- Social Service, Social Welfare, Social Reform, Social Justice, Human Rights, Social Security, Social Policy and Legislation, Social Development, Social Administration.

Unit 3- Historical Development of Social Work: Professional development of Social Work in India, USA and UK. Development of Social Work Education in India; Professionalization of Social Work, Basic Values, Philosophy, Principles of Social Work.

Unit 4- Professionalization of Social Work: Code of Ethics in Social Work Profession, Marginalization of vulnerable groups and limitations of professional social work; Professional Social Workers Associations in India and abroad.

Unit 5- Contemporary Ideologies for social change: Meaning: Neo-Liberalism, Globalization, Postmodernism, Feminism, Multiculturalism.

Unit 6- Ideology of Sustainable & People Centred Development, Resurgence of the Civil Society, Ideology of Non-Government Organizations.

Unit 7- Fields of Social Work: Family and Child Welfare, Medical and Psychiatric Social Work, Rural and Urban CommUnity Development, Criminology and Correctional Administration, Industrial Social Work.

Unit 8- Various settings of Social Work Profession: Family Courts, Educational Settings, Industry, Correctional Settings- Prisons, Rehabilitation Centres, Juvenile Homes, Rural CommUnity, Urban Slums.

FW 01- Field Work (02 credit) will focus generic social work practices in the governmental welfare departments or in any NGO setting. Field work journals, to be provided by the university along with the SLMs, would ensure their report is to be maintained for recording and verification process by the supervisors (who can be the counselors) of each study centre. Marking is to be done by the counselors/ supervisors is to be sent to the exam branch of KKHSOU before the end of each semester.

OV 01- Orientation Visit (02 credit)- learners of BSW are to arrange and visit two welfare organizations each for one day and write down their report in the structured journals to be provided by the university along with the SLMs. The OV journal would focus on the organization structure, functions, funding, target groups, activities and projects for orienting the social work learners into the profession.

SEMESTER II

Foundation Course- FC 02: Basic Economic Concepts for Social Work (02 Credit)

Objectives- a. to understand the basic economic concepts, principles, theories and its application in social work profession; b. to understand and analyze economic problems with social work perspective.

Unit 1- Social Work and Economics: Meaning, Definitions, Significance of economic concepts in social work. Basic Concepts: Needs, Demand, Supply, Capital, Resources, Production, Distribution and Consumption.

Unit 2- Factors of Production: Land, Labour, Capital and Organization; Marxian concept of Class Formation and Relations of Production (RoP).

Unit 3- Economic Systems: Capitalism, Socialism, Mixed Economy, Concept of Demand and Supply, Subsidy; New economic order in contemporary India: Concept of liberalization, privatization and globalization (LPG), New Economic Policy of 1951 and 1991.

Unit 4- Role of the State: Changing role of the state and NGOs, Policy formulation and planning, Political Social Work & Planning in India, Five Year Plans, Budgeting, NITI Ayog.

Unit 5- Political Economy: Meaning, Concept, Relevance of understanding political and economic systems and processes in social work profession; Interconnectedness between economy and polity of a state; impact on policies.

Unit 6- Social Work, Politics and Power: Basic economic and political concepts state power Government, authority, political culture, legitimacy, Export-Import (EXIM) Policies.

Unit 7- Democracy as a Concept: Concept of democracy and its impact on trade and policies, meaning, types, features, merits and demerits, role and functions of political parties, pressure groups and opinion, System of Taxation

Unit 8- Contemporary Economic Systems: Meaning Types Functions, Capitalist, Market economy: Meaning, features, merits and demerit, Concept of *Laissez Faire.* Mixed market Economy, meaning, features, merit and demerits, Socialist economy, meaning, features, merit and demerits.

Foundation Course- FC 03: Basic Sociological Concepts for Social Work (02 Credit)

Objectives- to provide the learners with a sociological perspective for effective social work practice, to familiarize the learners with various sociological concepts, social institutions and understand the significance of its knowledge in social work profession.

Unit 1- Introduction to Sociology: Concept of Society, Basic Elements- Individual and Society, Groups- its functions, CommUnity-Types of CommUnity -Rural, Urban, Semi-Urban and Tribal.

Unit 2- Understanding Demography: Demographic variables and Malthusian Theory, Complexity of Indian Society: Demographic Characteristics of Indian Society; Significance of sociology in social work, meaning of Society, Social Groups, Groups-Primary, Secondary and reference group.

Unit 3- Theories of Society: Significance a theoretical understanding of social, Evolutionary, Structuralism and Functionalism, Conflict theory, Social Action – theory of social action.

Unit 4- Culture and Social Institutions: Forms of Culture, Contents- tradition, custom, norms, values, mores and folklores. Social Institutions: Concept and Types: Marriage, Kinship, Family, Religion, Economy, Politics and Education - their Characteristics and Functions

Unit 5- Social Stratification: Definition and Characteristics. Caste system: Traditional Verna system, theories on the origin and development, Modern Trends of Caste System in India; Social

Stratification and Economic Classes, Gender Roles and Inequalities, Sexual Division of Labour, Status and Role.

Unit 6- Socialization and Social Control: Agents of Socialization, Theories of Socialization. Social Control: Concept, Forms and Social Control – meaning – Agencies of Formal and informal means- social sanctions.

Unit 7- Social Change and Social Movements: Definition, concept, types and theories of social change in India. Concept, Theories of Social Change in India: *Sanskritization*, Westernisation, Modernisation; Social Reform Movements in India- Arya Samaj, Brahmo Samaj, Chipko Movement, Narmada Bachao Andolan, Bachpan Bachao Andolan, The Assam Movement.

Unit 8- Social Problems in India: Poverty and Unemployment, Corruption, Crime, Gender Discrimination, Female Foeticide and Infanticide, Violence against Women and Children, Human Trafficking, Migration and Displacement.

BSW 02: Social Work Practice with Individuals and Groups (04 Credit)

Objectives: *To understand case work method and its contribution to social work practice.*
To develop capacity to understand and accept the uniqueness of individuals.
Understand the development and preventive goals in working with individuals and families.
To develop ability of establishing and sustaining working relationship with the client.
To help the learner acquire skills of working with individual and families in various situation and settings. To understand the scope of Group Work in social work intervention
To familiarize the learner with group formation, group work process & evaluation
Gain knowledge about the use of a variety of group approaches.
Develop knowledge, skills and techniques to be used by the social worker in groups.

Unit 1- Introduction to Social Case Work: Concept, Meaning, Definition, Values, Ethics, Scope, Philosophy, Historical Development of Social Case Work in India, UK and USA.

Unit 2- Practice of Social Case Work: Principles of casework: Individualization, acceptance, non-judgmental attitude, participation, relationship, effective communication of feeling, client self- determination and confidentiality.

Unit 3- Components of Social Case Work: (a) Person – Client, Significant, Family ties.(b) Problem – Need, Identification and Impaired Functioning / types. (c) Place – Agency, Its Functions and specific resources. (d) Process – Study, Assessment, diagnosis, intervention, termination and follow up.

Unit 4- Tools of Social Case Work: Listening, Observation, Interview, Home Visit, Rapport Building, Recording as a tool of case work, Client – Worker Relationship Nature and Components. Principles of Case Work Relationship

Unit 5- Approaches to Case Work: Psycho-analytical approach of casework, Behavioural Modification, Crisis Intervention, Problem Solving Approach. Theories and approaches: Psycho-social approach, Functional approach.

Unit 6- Case Work Theories and Techniques: Crisis Theory, Family intervention, Behavioural Modification, Rational Emotive Therapy (RET), Transactional Analysis and Holistic approach.

Unit 7- Case Work Process: Study, Diagnosis, Treatment, Evaluation & Termination Case work. Client - Case Worker Relationship and the use of professional self; Treatment methods in case work, direct treatment, administration of practical services and environmental manipulation.

Unit 8- Fields of Social Case Work Practice: School and other Educational Settings, Hospital-Genaral and Psychiatric Setting, Correctional setting- Rehabilitation Centres, Juvenile Homes, Prisons, CommUnity, Family, Case work with Elderly.

Unit 9- Social Group Work: Social Group: Meaning, concept, Definition, Objectives of group work, Evolution and Characteristics of Group Work. Historical Development of Group Work in India and in the West, Basic values and principles of group work.

Unit 10- Theories related to Group Work: Psychoanalytic theory, Learning theory, Field theory, Social exchange theory, System theory.

Unit 11- Development of the Group: Social groups: meaning, characteristics, Types, Characteristics and Significance of Groups, Group Dynamics, Group as Agents of Development,

Unit 12- Group Processes and Dynamics: Group behaviour, Communication and interaction pattern, Group cohesion & conflict. Group Work Intervention during the different stages of group development, orientation, bonding, interaction, conflict, confrontation, termination of the group work, evaluation of method.

Unit 13- Techniques Of Group Work: Group counselling, group discussion, group decision-making, role play, programme media and group sessions.

Unit 14 - Role Of Social Worker In Group Work: Enabler, Stimulator, Supporter, Guide, Educator, Resource person, Therapist and Supervisor. Skills of group worker: facilitation, analytical thinking, leadership and recording in group work, Leadership, Communication, Listening, Conflict Resolution, Decision Making, Facilitation. Use of Socio -metry for group work.

Unit 15- Group Work in various settings: Group work with Children, Adolescents, Women, Persons with disability and Elderly, hospitals, residential and non-residential institutions. Application of group work with different groups: school children, labour welfare, juvenile delinquency, youth and other disadvantaged groups.

FW 02- Field work would concentrate on Case work and Group work. The learners have to do two case work and group work with four to five sessions each in any institutional or non-institutional settings. Report in field work journals have to be submitted to the supervisors of the study centre and evaluated by them. Field work journals, to be provided by the university along with the SLMs, would ensure their report is to be maintained for recording and verification process by the supervisors (who can be the counselors) of each study centre. Marking is to be done by the counselors/ supervisors is to be sent to the exam branch of KKHSOU before the end of each semester.

SEMESTER III

SENG (BA): Spoken English (Common Course) (04 credit)

Block 1

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, Features 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

Block 2

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
Different Aspects of Interview Skills, Examples of Interviews

Unit 12: Public Speaking
The art of Public Speaking, Different Aspects of Public Speaking

Unit 13: Speeches for Special Occasions
Examples of speeches for social occasions

Unit 14: Dialogues in Contexts
Importance of dialogues in social interactions, Examples of different Contexts like – In the Ticket counter, in the Reception Counters, in the market place.

CA- **Introduction to Information Technology (04 credit)**
(Under Graduate Common Course)

Unit 1: Introduction to Computer
Definition of Computer, Components of Computer, Evolution, Generation, Classification of Computers, Application of Computers.

Unit 2: Computer Memory and Storage
Representation of Data in Computer: Bits and Bytes, Computer Memory: Primary and Secondary memory.

Unit 3: Software and Multimedia
Computer Software Basics, System Software, Application Software, Integrated Software, Multimedia.

Unit 4: Basic Hardware Components
System Unit, Power supply, Motherboard, Processor, Buses, I/O Ports and Connectors.

Unit 5: Introduction to Computer Networks

Basics of Computer Networks, Network Topologies, Types of Network, Networking Devices.

Unit 6: Basics of Internet

Internet Accessing, Electronic Mail; World Wide Web: Web Server, Web Browsers, Search Engines; Internet Security: Password, Viruses, Firewall; Application of Internet.

Unit 7: Introduction to Windows Operating System

Introduction to Windows, Advantages of Windows, Control Panel, Windows Explorer, Creating Folders, Copying Files, Deleting Files using Recycle Bin; File Compression and Decompression; Familiarizing Accessories: Word pad, Notepad, Media Player, Calculator, Disk Defragmenter, Paint, Games, Help.

Unit 8: Word Processing Package

Starting MS Word, Document Window and its Components, Creating a New Document, Saving a Document, Opening an Existing Document, Exiting MS-Word, Working with Text, Working with Paragraph, Copy, Cut and Paste, Page Setup, Inserting Picture, Creating Tables, Inserting and Deleting Rows, Columns and Cells.

Unit 9: Spreadsheet Package

Starting MS-Excel, Working with Toolbars, Row, Column and Cell, Working with Excel: Creating a New Workbook, Working with Cells and Fonts, Merging Cells, Inserting and Deleting Rows and Columns; Saving a Workbook, Closing a Workbook; Working with Formula and Working with Charts.

Unit 10: Presentation Package

Starting MS-PowerPoint, Components of PowerPoint Window, Creating a New Presentation, Working with Slides, Creating/Inserting New Slides, Deleting Existing Slides, Applying Design Templates, Applying Custom Animations, Applying Slide Transitions, Saving a Presentation, Running a Presentation, Closing a Presentation, Opening an Existing Presentation.

N.B : *Practical classes shall be from* ***Unit 8****,* ***9*** *and* ***10*** *only. Practical examination will be evaluated internally by the study centre and the marks out of 20 shall be submitted to the University in the same line as assignment of other subjects.*

Foundation Course- FC 04: Politics- An Introduction (02 Credit)

Objectives: to introduce learners to the basic concepts of politics, governance and the guarantees under the Constitution of India;
To understand its significance in policy making and power dynamics of the state.

Unit 1- Introduction to Politics: Meaning, Concept and Definition of Politics, Power, Authority, Equality, Rights, Freedom, Liberty, Justice, Citizenship;

Unit 2- Preamble of the Indian Constitution: Ideals enshrined in the Preamble to the Constitution- Justice: Social, Economic and Political; Liberty: of thought, Expression, Belief, Faith and Worship: Equality: of Status and of opportUnity, Fraternity: Assuring the Dignity of the Individual and Unity of the Nation.

Unit 3- Guarantees under the Indian Constitution: Fundamental Rights and Duties, Liberty, Freedom, Equality, Against Exploitation, Minority Rights, Directive Principles of State Policy (as instructions for Governance)

Unit 4- Constitution of India, Important components of the Constitution of India, differences between Fundamental Rights and Directive Principles of State Policy, Latest legislations like Right to Information Act (RTI) and others

Unit 5- Executive, Legislature and the Judiciary: Forms of Government, Organs of Government, Salient features of Indian Constitution, Procedures of amending the Constitution and its limitations.

Unit 6- Social Policies and Special Privileges for SC/STs, Backward classes, women, children and religious and linguistic minorities, Policy, values and limitations.

Unit 7- Union Parliament – Lok Sabha and Rajya Sabha., President, Prime Minister and Council of Minister, Supreme Court and High Court, State Government – Legislatures, Governor, Chief Minister and council of Minister.

Unit 8: Centre and the State -Indian Federalism and Political Parties, Centre State Relations- Legislative, Administrative and Financial, Adult Franchise and Election Commission.

Unit 9 – Human Rights: Meaning and Importance of Human Rights – University Declaration of Human Rights, Development of Human Rights and Fundamental Rights, International Law and position of India, Social and Gender discrimination, Torture and Genocide, two Human Rights Covenants, Human Rights Ethics.

BSW 03: Social Work Practice with CommUnities (02 credit)

Objectives

To be acquainted with the concepts of commUnity and its dynamics
To understand commUnity organization as a method of social work
To understand the critical elements of commUnity organization practice
To enhance critical understanding of the models and strategies for commUnity
To understand the concepts and strategies of rural and urban commUnity development.

Unit 1- Analyzing CommUnity: Concept of commUnity, Types of CommUnity, Structure & functions, Deconstruction of commUnity, Understanding commUnity power structure

Unit 2- CommUnity Organization: Meaning, Objectives, principles & Definition; Phases of CommUnity Organization; history of commUnity organization; Evolution of CommUnity Organization as a Method of Social Work.

Unit 3- Methods of CommUnity Organization: Fact finding; surveys, analysis, planning & evaluation. Concept of CommUnity Participation: steps and applications of commUnity organization, Models of commUnity organization and its application, Empowerment and capacity building through commUnities, People's participation, Participatory Rural Appraisal (PRA).

Unit 4- CommUnity organization as a method of social work: Concept of CommUnity Work, CommUnity Organization and CommUnity Development, Principles of commUnity organization.

Unit 5- Role of CommUnity Organiser in Different Settings; CommUnity Development: difference between CommUnity Development & CommUnity Organisation.

Unit 6- CommUnity Development: Concept, Philosophy & Methods; Rural CommUnity; Meaning & Characteristics, Rural Development Administration; At the Block level; Role of NGOs in Rural Development in India; 73rd Constitutional Amendment.

Unit 7- Characteristics of Urban CommUnities: Origin & Growth of Cities–Industrialization, Urbanization & Modernization. Growth of slums: cultural, political & social aspects of slum life: social problems in urban areas. Urban CommUnity Development: Concepts & Strategies. Of Urban development programmes; 74th Constitutional Amendment & Municipal Govt: structure, powers and functions.

Unit 8- CommUnity Organization with Tribal and Rural CommUnities: Tribal Social System and Governance, Tribal Autonomous Councils, Scheduled Areas, CommUnity Organization with Vulnerable CommUnities, 6th schedule areas; Autonomy of Panchayati System, Structure and Functions; Decentralised Planning and Decision Making, Contemporary Best Practices.

FW 03: Field work would concentrate on three CommUnity organization processes with multiple sessions; two rural setting CO processes and one urban setting CO process. Reports in the structured format (field work journals) is to be submitted to the supervisor at the respective study center. Field work journals, to be provided by the university along with the SLMs, would ensure their report is to be maintained for recording and verification process by the supervisors (who can be the counselors) of each study centre. Marking is to be done by the counselors/ supervisors is to be sent to the exam branch of KKHSOU before the end of each semester.

SEMESTER IV

BSW 04: Social Action and Social Movements (03 credit)

Objectives:

To familiarize learners with concepts in defining social action and social movements.

To provide an over view of evolution of social action as method in social work.

To acquaint learners with various theoretical perspectives on social movement.

Unit 1- Introduction to Social Action: Concept, Definition and meaning of Social Action, Social Action as a method of Social Work: Typology of social action. Scope of social action, Principles of social action.

Unit 2- Strategies and Models of Social Action: Strategy of social action, Models of social action, Social action and social change, Social Work and Social Action.

Unit 3- History of Radical Social Work Practice: Settlement House Movement and Anti-oppressive Social work practice, Critical Social work and Structural Social Work practice.

Unit 4- Integrated Social Work Practice: Meaning, relevance of the integrated approach to social work, integrated approach as an inter-disciplinary method of problem solving. Strategies and Tactics Employed in Social Action.

Unit 5- Perspectives of Social Action: Concept of Conscientisation and critical awareness, Paulo Friere, B.R. Ambedkar, Mahatma Gandhi and Saul Alinskey's contribution to Social Action

Unit 6- Introduction to Social Movements: Definition and meaning of social movements, Concept, nature and Components, Social Movements and Social Change, Norms of social movements.

Unit 7- Classification of Social Movements: Old and New Social Movements, Characteristics of New Social Movements, Structure of social movements; Case Studies of Social Movements in India.

Unit 8- Social Movement in India: Overview of Social Movements in India, Peasant Movements, Labour movements, Women's movements, Dalit movements, Tribal movements, Naxalbadi Movement, Dalit Mobilization, Tribal Solidarity Movements.

Unit 9- Environmental Movements- Narmada Bachaon Andolan, Chipko Movement.

Unit 10-Social movements in North-east India with special reference to Assam- The Assam Movement, Students movements, peasant movement, Movements related to problems of natural and manmade displacements, ethnic identity.

BSW 05: Social Welfare Administration (02 credit)

Objectives:
To understand concept, principles and components of social welfare administration.
To develop understanding of social welfare administration as a method of social work profession.
To Study legal aspects of Social Work Administration
To create awareness about the various social welfare programmes implemented by Central & State Governments

Unit 1- Social Welfare Administration: Meaning, Concept, Nature, Definition, Scope and Principles; Social Welfare Administration as a Method of Social Work.

Unit 2- Functions of Welfare Administration: POSDCoRBF- Planning, Organizing, Staffing, Directing, Coordinating, Reporting, Budgeting, Fund raising, Accounting, Auditing.

Unit 3- Non- governmental organizations: Functioning and Registrations of Welfare Organization, Procedure for Establishing and Running Social Service Organization; Structures

Unit 4- Types and Purpose of Social Service Organizations: Registration of Societies and Trusts; Constitution and byelaws; Societies Registration Act; Factors motivating voluntary action.

Unit 5- National & international voluntary agencies; Problems of Voluntary Organizations, sources of funding, management of funds- budgeting.

Unit 6- Organization of Human Services, Establishment of Human service organization**,** Management of human service organization**,** Decision making processes

Unit 7- Role of Communication: Communication in administration**,** Practice of Social Welfare Administration in different settings, Social welfare Administration as an instrument of Social Change

Unit 8-Welfare programmes in India: for Women, Children, Youth, Aged, Destitute and differently-abled; Social Welfare Programmes for SCs & STs; Integrated Child Development Services, Social security schemes of Central & State governments, Resource Mobilization, Grant-in-aid, Fund raising.

Unit 9- Social Welfare Administration in India-National level & State level Social Welfare Department: Functions and Programmes. Organizational Structure, Programmes of Central Social Welfare Board, State Welfare Departments, Transparency and Accountability of Social Welfare Organizations.

BSW 06: Introduction to Gender Studies (03 Credit)

Objectives: To orient the learners to the gendered injustices in society, to the approaches of gender and development, to help the learners critically analyse the present scenario of gender discrimination, patriarchal dominance ingrained and understand the contemporary issues in relation to gender.

Unit-1: Introduction to the concept of Gender: Difference between sex and gender, difference between women's studies and gender studies, multidisciplinary nature of gender studies, importance of gender studies as a subject.

Unit- 2: Key concepts related to Gender: gender lens, sex disaggregated data, gender discriminations, gender gap, gender justice, gender socialization, women empowerment, women's oppression, exploitation and subordination, Matriarchy and Patriarchy; : Gender and Language: Sensitive Language

Unit-3: Approaches to Gender and Development: the Welfare Approach, WID approach, WAD approach, Efficiency A., Empowerment Approach, Gender and Environment Approach (GED).

Unit- 4: Liberal feminism-Rationality, Freedom, Marxist feminism-Production, reproduction, Class, Alienation, Marriage and family; Radical Feminism-gender, patriarchy, reproductive Technology, Motherhood;

Unit-5: Socialist feminism-Class and gender, Division of Labour, Unified and Dual System, Exploitative Institutions of women in India-Family, Caste, Class, Culture, Religion Social System.

Unit- 6: Girl child in Society-child labours- Changing role of women-marriage, Single parent-Motherhood-Widows theories of development-Empowerment-Alternative approaches-women in development, Women and Development and Gender and Development-State Policy and Programmes,

Unit- 7: Women's education-gender bias in enrolment- Curriculum content, Dropouts, negative capability in education-values in education-Vocational education recent trends in women's education-Committees and Commissions on education, Adult literacy and Non-formal education for women's development; Problem of Dowry, Female foeticide and infanticide.

Unit- 8: Concept of Gendered Division of work-Productive and non-productive work-Use value and market value; Gendered Division of labour -Mode of production, Women in organized and unorganized sector, Training, skills and income generation, women's employment, Self help groups and leadership-Panchayati Raj-Political role and participation.

Unit-9: Women's Movements-Pre-independent, Post Independent and Current women movements, National committees and Commissions for Women-Government Organization for Women and Child Development, Role of individual activists NGO's in securing women's rights, National and International funding Agencies.

Unit-10: Gender and Health-Health status of women in India-Mortality and Morbidity factors influencing health-Nutrition and health-HIV and IODS control program national Health and Population Policies and programmes. Maternal and Child Health; Reproductive and child health approaches

Unit- 11: Gender and Rights: Right to an Individual's choice of sexual orientation, Queer theory, LGBT, Gender Empowerment Measure (GEM), Gender Development Index (GDI); Issues of old age, Women and environment- Sustainable development and impact on Women.

Unit- 12: Gender Parity: Human Development Index (HDI), Gender Parity Index (GPI), Organizations working for gender and development, Social Issues- in relation to gender in India, Section 377 of the Indian Penal Code (IPC).

FW 04: Field Work in the fourth semester of BSW would concentrate on the NGO sector working for activism of gender rights. Field work journals, to be provided by the university along with the SLMs, would ensure their report is to be maintained for recording and verification process by the supervisors (who can be the counselors) of each study centre. Marking is to be done by the counselors/ supervisors is to be sent to the exam branch of KKHSOU before the end of each semester.

SEMESTER V

BSW 07: Social Work Research and Statistics (04 credit)

Unit 1- Introduction to Social Work Research: Meaning And Definition Of Research; Nature And Significance Of Research; Characteristics Of Research; Definition And Meaning Of Social Research; Importance And Characteristics Of Social Research.

Unit 2- Social Research and Social Work Research: Distinctive Features Of Social Research And Social Work Research; Scope And Need; Scientific Methods: Meaning And Characteristics Of Social Work Research.

Unit 3- Types of Social Work Research: Intervention Research and Practice based Research; Action research, Needs Assessment Studies; Situational Analysis, Monitoring and Evaluation.

Unit 4- Research Designs: Meaning And Definition Of Research Design, Components Of Research Design: Title Of The Study, Statement Of The Problem, Review Of Previous Studies, Objectives Of The Study, Formulation Of Hypotheses, Methods Of Data Collection, Tools For Data Collection, Sampling, Definition Of Concepts

Unit 5- Types Of Research Design: Exploratory Research Design, Descriptive Research Design, Experimental Research Design, Diagnostic, Survey And Case Study Methods; Difference Between Quantitative And Qualitative Research Designs.

Unit 6- Research Methodology: Problem Identification, Literature Review, Formulation, Objectives and Hypothesis, Concepts, Definitions; Introduction to Methods Of Data Collection

Unit 7- Sampling: Meaning And Definition Types Of Sampling: Probability and Non Probability Sampling; Advantages and Limitations Of Each Category.

Unit 8- Methods of Data Collection: Interviewing, Questionnaire, Observation And Focused Group Discussion. Tools for Data Collection: Interview Schedule, Interview Guide, Questionnaire, Sources Of Data Collection: Primary And Secondary Data

Unit 9- Processing of Data: Editing, Coding, Tabulation, Graphical & Diagrammatic Representation Of Data.

Unit 10- Basic Statistics for Social Research: Definition And Functions Of Statistics. Importance of Statistics In Social Research; Frequency Distribution And Tabulation; Ratio, Proportion, Percentage.

Unit 11- Applications of Statistics: Measures Of Central Tendency: Mean, Median, Mode. Measures of Variability: Standard and Quartile Deviation;

Unit 12- Measures of Association: Chi-square, Correlation Coefficient, 't' distribution; Analysis of Variance and 'F' distribution.

Unit 13- Interpretation and Presentation of Statistical Data: Graphical Presentation, Diagrammatic Presentation, Use Of Tables; Analysis Of Findings; Limitations; Scope For Further Research.

Unit 14- Qualities Of Researcher: Maintaining Objectivity, Unbiased, Curiosity To Know The Unknown, Desire To Understand The Cause And Effect Relationship Of Social Problems, Desire To Discover New And Test Old Scientific Procedures, Patience, Alert Mind, Courage And Consciousness.

Unit 15- Writing Research Report: Significance and steps in writing report; Precautions in writing research reports; Research Abstracts; Research Proposals; Contents of a Research Project; Research Report Writing.

BSW 08: Human Rights and Social Policies (04 credit)

Objectives: to acquaint learners to the concept of Human Rights and its significance in social work. To understand the role of national and international organizations in monitoring the protection of human rights. To facilitate the learners to critically analyze the challenges and issues of human rights violation with specific reference to Northeast India. To provide an

overview of social legislation and familiarize students with pertinent legislations. To educate the students about the existing judicial system and its functioning

Unit-1: Introduction to Human Rights-meaning, concept and nature; Notion and Classification of Rights: Natural, Moral and Legal Rights, Three Generations of Human Rights- Civil and Political Rights; Economic, Social and Cultural Rights; Collective/Solidarity Rights

Unit-2: Evolution of the Concept of Human Rights: Journey from Magna Carta to the Universal Declaration of Human Rights, the United States Declaration of Independence;

Unit -3: Significant Human Rights Declarations: The French Declaration of the Rights of Man and the Citizen; United States Bill of Rights, Geneva Convention of 1864, Universal Declaration of Human Rights, 1948.

Unit -4: Theoretical Dimensions of Human Rights: Bases and Sources of Human Rights, 'Unilateralism': Humanitarian Intervention versus State Sovereignty, Theories of Human Rights.

Unit-5: United Nations' Bodies in the Promotion of Human Rights, The Role of the U.N. Security Council and Other International Organisations- Amnesty and Red Cross,

Unit-6: Commission on Human Rights: Commission on Human Rights and it's Sub-Committees on Women and Children, Functions related to Promotion and Protection of Human Rights by- UNESCO, WHO, ILO.

Unit-7:International Concern for Violations of Human Rights: International Bill of Rights, Significance of Universal Declaration of Human Rights, International Covenant on Civil and Political Rights; and the International Covenant on Economic, Social and Cultural Rights

Unit-8: International Actions for the Protection of Human Rights- International Convention on Elimination of All Forms of Racial Discrimination; Declaration on the Elimination of All Forms of Intolerance and Discrimination Based on Religion or Belief,International Sanctions against Violations of Human Rights

Unit 9- Challenges in the Promotion of Human Rights- Criminal Justice System, Police Behaviour and Judicial System, Rights of the Accused (Protection from Arbitrary Arrest, Fair and Speedy Trial)

Unit 10- Human Rights in NE India: Violation in Northeast India with reference to Armed Forces Specials Powers Act (AFSPA). Role of Mass Media. Civil Rights Societies for protection of human rights.

Unit 11- Social Policy: Concept of social policy, evolution of social policy in India. Enactment of social policy/ policy formulation, Values underlined social policy and social planning based on the constitutional provisions. i.e. the Directive Principles of State Policy.

Unit 12- Concept of Social Planning: Scope of social planning, Linkage between social policy and planning- planning as an instrument and source of policy. Human Development Index, Social Audit, CommUnity Score Card.

Unit 13- Basic Concepts of Social Justice: Social Justice- concept, nature and types; Millennium Development Goals (MDGs); Processes and Procedures for Justice and Rights: Public Interest Litigation.

Unit 14- Legal Aid and Lok Adalat: Contributions of Jyotiba Phule, Mahatma Gandhi, B. R. Ambedkar, Saul Alinsky for social justice and rights. Human Rights Commission.

Unit 15- Social Legislation and the Judicial System: Social Justice, Social Defense, Indian Constitution: Preamble, Fundamental Rights, Directive Principles and Fundamental Duties. Indian Judicial system: Courts: Civil Courts, Criminal Courts, Family Courts, and Juvenile Courts. Prisons: Probation, Parole, Criminal Procedure Code and Indian Penal Code.

BSW 09: Basics of Communication (02 credit)

Objectives: To orient the learners to the basic understanding of significance of communication in social work profession.
To understand the concept and fundamental of developments in the context of approaches in development communication.
To gain insight into various experiment in the context of approaches in development communication.
To develop abilities in using innovative and participatory communication media for development.

Unit 1- Introduction-Communication: Meaning, Concept, Characteristics, Elements of Communication, Types of Communication: Verbal Communication, Non-verbal Communication Types of Communication Based on Style and Purpose. Introduction, Communication Process, Essentials of Communication, Barriers to Communication.

Unit 2- Methods, Models and Theories of Communication: Models of Communication, Shannon's Model of the Communication Process, Derivative Models of the Communication Process, New Model of the Communication Process, Defining Communication Theories.

Unit 3-Concept of Development: meaning concept, process and models of development – theories- origin – approaches to development, problems and issues in development, characteristic of developing societies, gap between developed and developing societies. Development issues on national and regional and local level.

Unit 4- Development communication: meaning – concept – definition; role of media in development communication: strategies in development communication: social cultural and economic barriers – case studies and experience – development communication policy; strategies and action plans.

Unit 5-Communication Planning: Meaning and scope of communication planning, Role of communication planner, Training for effective communication of development functionaries.

Unit 6- Review of experiments in Development Communication: Participatory approach in development communication: Fogo Island; SITE, Kheda CommUnity ; SEWA;CRHP Jamkhed; Rural Radio Forum; Chipko Andolan; Mahila Dakia : Rajasthan; Bal Sevak, Project Chatera, CENDIT

Unit 7- Development Communication in Practice: Visual media, Audio Visual Media, Audio visual, film clips/Video Films, Folk Media, Electronic media; Case studies of development communication.

Unit 8- Communication skills for development workers: writing skills, verbal skills, planning campaign, interacting with mass media skills for development workers, extension education by the state.

BSW 10: Medical and Psychiatric Social Work (02 credit)

Objectives:

To orient the learners regarding the concepts of health and mental health and explore the prospects of social work practice in the medical and psychiatric settings.

Unit 1- Health: Meaning, Definition, Concept- Biomedical concept, Ecological concept, Psychosocial concept, Holistic concept; Illness: Relationship of Health and Illness; Health and Socio-Cultural Issues, Illness and Identity

Unit 2- Social Epidemiology: Concept, Definition, Scope; Classification- Epidemic and Endemic- its Socio- economic effects on Population; Epidemiological Methods, Disease patterns, Ecology and Disease; Types of Communicable and Non- Communicable Diseases: Types, Prevention and Control Measures, Current status of communicable diseases in India; Role of Medical Social Workers.

Unit 3-CommUnity Health: Concept and Definition, Factors influencing CommUnity Health, CommUnity Medicine, Diagnosis and Treatment, CommUnity Health Programme, CommUnity Health Problems in India, Strategies to deal with the problems, National Health Programmes (NHP)

Unit 4- Health as a Fundamental Right- Defining the Right to Health, Historical Perspective, Health Rights and Health, Health care and Health Rights, Concept of Health Development,

Objectives of Health Care Planning, Health Policy and Planning in Post- Independent India, National Health Policies- 1983, 2002; National Health Mission (NHM)

Unit 5- Medical Social Work: Concept, Nature, Scope, Challenges, Social Work Perspective on Health, Evolution of Medical Social Work in USA, UK and India, Changing Concept of Health, Intervention and Treatment Planning, Public Health, Health Education, School Health Education

Unit 6- Role of Medical Social Workers: in various settings- Hospitals and Outpatient Department, in Hospice, Rehab and Emergency, CommUnity Health Centres, with Differently-abled patients; Medical Social Work Department in Hospitals, Social Work in different departments of Hospital, Teamwork, Patients Rights in Health Care- Health Insurance Problem, Need for Right to Health Care

Unit 7-Mental health: Meaning, Concept, Statistical, Psychological and Cultural Approaches, Mental Illness- Concept, Types, Characteristics, Causes of mental illnesses, Clinical Features of Types of Mental Illnesses

Unit 8- Social Work in Mental Health: Application of Social Work Methods in Mental Health Programmes- Case Work, Group Work and CommUnity Organization; Skills of a Mental Health Social Worker; Problems and Prospects of Social Work in the Mental Health set up in India; Mental Health Act 1987, Forensic Psychiatry, Health Planning in India-the various Committees.

Unit 9- Various settings of Medical and Psychiatric Social Work: Medical and Clinical setting, CommUnity Organization, Health Administration, Child Day Care Centres, palliative care, Forensic Psychiatry

FV 05- Field work in the fifth semester of BSW would focus on Social Work in the Health Setting. Field work journals, to be provided by the university along with the SLMs, would ensure their report is to be maintained for recording and verification process by the supervisors (who can be the counselors) of each study centre. Marking is to be done by the counselors/ supervisors is to be sent to the exam branch of KKHSOU before the end of each semester.

SEMESTER VI

BSW 11: Peace and Conflict Studies (02 Credit)

Objectives: To provide the learners the learners precision in their understanding and skills for examining the dimensions, obstacles and opportUnities in peace and to equip them with critical thinking on conflict resolution; to provide appropriate examples and references for future explorations with special reference to North-east India

Unit 1- Introduction to Peace and Conflict Studies: Origins of Peace and Conflict Studies, perspectives for conflict pacification, regulation and resolution. assess and analyze the origin; Contemporary trends in Peace and Conflict Studies.

Unit 2- Theories of Peace and Conflict: Typologies – Inter-State and Internal Conflicts; Contending theories & Perspectives – e.g. Liberal, Marxist, Gandhian, Nehruvian, Feminist Dynamics of Peace and Conflict.

Unit 3- Armed Conflicts and Violence: Dynamics and resolution of armed conflicts on a scientific basis, Structural Violence, Cultural Violence, Theories of Violence, Group and Ethnic Identity and Violence, Military, Migration and Violence, Political Disorder.

Unit 4- Techniques of Conflict Management: Conflict Resolution, Conflict Management, Conflict Settlement, Conflict Prevention, Conflict Transformation, Classic Theories and Models, Conflict Analysis and Conflict Mapping, Conflict Prevention.

Unit 5- Strategies of Peace Making: Basic Concepts of Peace and Conflict- Peace keeping, Peace Making, Peace Building, Peace Enforcement; Ending Violent Conflict; Peacemaking: Actors – Institution, Individuals and State Approaches – Facilitation, Reconciliation, Mediation, and Arbitration and Negotiation.

Unit 6- Challenges in North-East India: Social disintegration as cause for group focussed enmity, Migration und Human Rights, Human rights in areas of conflict, Peace and Conflict

studies with special reference to North-East India, Sexual Violence during War. Case Studies: Ethnic Violence in Northeast India.

Unit 7- Terrorism- Meaning, Definition, International and transnational terrorism, Phases, Pioneers and Traditions, State Terror, Terrorism and warfare, Global Terrorism, Jihadi Organizations, Al Qaeda, Causes of Terrorism.

Unit 8- Banned outfits in North-east India: ULFA, NSCN, NDFB- their ideologies, Impact on the victims, Models of Government response, State Terrorism, Violence and Counter- Violence, Role of Mass Media.

BSW 12: Social Entrepreneurship and Project Management (03 credit)

Objectives: To be able to define the field of social entrepreneurship and key traits of social entrepreneurs.
To be able to describe and apply key theories and concepts the field of social entrepreneurship.

To understand the key elements and functions of project management

Unit 1: Entrepreneurship: Meaning of Entrepreneur; Characteristics of an Entrepreneur; Emergence of Entrepreneurial Class; Role of Entrepreneurs in Economic Growth; Meaning, concept of Entrepreneurship; entrepreneurial leadership and Motivation

Unit 2: Theories of Entrepreneurship: Economic Theory; Sociological Theory; Dynamic Entrepreneurship Innovation Theory; Leibenstein's X- efficiency Theory; Theory of Profit

Unit 3: Social Entrepreneurship: Meaning, Concepts, Importance of Innovation in the social development sector; Entrepreneurship Development Programmes- Meaning and Importance; Institutions providing Entrepreneurship Development Programmes in India; Banking and Microfinance

Unit 4: Social Entrepreneurship in Northeast India: Social Sector Perspectives and Interventions; Role of Entrepreneurship Development Programmes in Context of North- East Region; Local Economy and Training Indigenous Entrepreneurs.

Unit 5- Social Entrepreneurship and Livelihoods: Joint ventures in social entrepreneurship, public private joint ventures, partnerships for power, solidarity and benefit sharing, ownership rights within joint ventures, addressing dilemmas of corporate and international joint ventures for livelihoods

Unit 6- Social Security and Livelihoods: Strategies through Networking and Partnerships, Livelihood Policy, Livelihood security through five-year plans, MGNREGA- understanding from socio-political, cultural perspectives, impact, People's participation and democratic governance.

Unit 7 - Project Management and Social Entrepreneurship: Meaning of Project management; Social Entrepreneurship as an emerging concept in corporate India and skills in Project Management, Government bodies and Voluntary Sector, Social Entrepreneurship Models

Unit 8: Project Life Cycle: Phases- Conception/ Formation Stage; Definition/Build-up Phase; Acquisition/Production Phase; Operation Phase; Divestment/Termination Phase

Unit 9: Project Assessment: Assessment tools for social mapping, budget analysis, monitoring and evaluation of pro-people policies and projects supported by public and private funds, Diversity Mapping within organizations and groups; outreach of programme implementation process, Ecological debts, Environment and Social Costing; Financial Analysis

Unit 10- Leadership and Resource Planning in Project Management:
Leadership styles, processes, motivation, strategies, leadership roles in sustaining projects, leadership and communication, leadership in vulnerable sectors, people's leadership and ethics , Forward backward linkages between resource groups, fund raising, fund allocations, resource mobilization plans

Unit 11- Value-Co Creation: Synergy between products, people and process, innovations for market and for social capital creation, valuing abilities within disabilities, social inclusion with exclusive rights of marginalized categories, Quality driven initiatives and alternative development models.

Unit 12- Networking: Tools of social resource mapping and utilization process, Livelihood networks based on ecosystems, Solidarity networks, CommUnity networks, Outcome mapping through networks, power and networking, role of communication in networking.

BSW 13: Counselling: An Approach of Social Work (03 credit)

Objectives:

To orient learners to the domain of counselling; to demonstrate its scope and applicability in the field of social work; to identify the skills necessary for counselling in social work practice.

Unit- 1: Counselling: Introduction to Counselling, Definition, Meaning, Historical Development of Counselling, Scope, Principles, Goals of Counselling.

Unit-2: Concepts related to Counselling: Relevance of counselling as an approach of social work, Counselling Relationship/ Counsellor-Counselee relationship- nature, significance and factors affecting counselling relationship.

Unit-3: Approaches to Counselling: Processes Involved in Counselling and Supportive and Behavioural Techniques in Counselling, Cognitive and Psychoanalytical Techniques in Counselling, Humanistic approach, Transactional Analysis, Rational Emotive Behaviour Therapy

Unit-4: Counselling Techniques- steps involved in counselling techniques- clarification, ventilation, reassurance, confrontation, self-disclosure, paraphrasing counselling techniques.

Unit- 5: Process of counselling- Phases in Counselling, Types of counselling- crisis counselling, promotive and preventive counselling, curative counselling, group counselling, Interrelation between counselling and psychotherapy.

Unit-6: Counsellor as a professional – Skills and aptitudes; Qualities- empathy, warmth, genuineness, self awareness; Ethics of counselling; Practical counselling skills in observing, listening, interviewing, challenging and supporting.

Unit- 7: Fields of Practice of counselling I- Crisis counselling, Family counselling: Family centres, family courts, Counselling bureau – Premarital and marital counselling, Vocational counselling centres, mental health centres; hospitals and other health care set-ups.

Unit- 8: Fields of Practice of counselling II- Child guidance clinics, Correctional institutions, de-addiction and rehabilitation centres, educational institutions- schools, colleges, etc, Counselling in the industrial and other work set-up for Stress management.

Unit-9: Counselling with Diverse Population- Defining Culture and Multicultural Counselling, Difficulties in Multicultural Counselling; the Culturally Skilled Counsellor, with the aged, gender-based counseling.

Unit 10: Group Leadership in Counselling- Definition of Group Leader, Group Leadership Style, Personal Qualities of Effective Leaders, Skills and Functions, Group leader training.

BSW 14: Organizational Behaviour and Human Resource Management (04 credit)

Objectives: to orient the learners with the perspectives of organizational behaviour; organizational behaviour is the philosophical and psychological foundation of human resource management practices;
To understand the practices of HRM and Industrial Relations and the scope of occupational social work

Unit- 1: Organizational Behaviour: definition - objectives – need, background and foundations of organizational behaviour - models of organization behavior-challenges in organizational behaviour, Diversity in an organization.

Unit-2: Organizational Management: Principles of Management, Hierarchy in organizations; concept of organization structure- bases of departmentalization - span of management, Forms of organization structure: line and staff, functional, divisional, project matrix organization structure;

Unit- 3: Individual and groups in organization: individual difference - models of man Personality and behaviour – perception and learning, values, attitudes and job satisfaction – group dynamics- theories of group formation - formal and Informal behaviour - group behaviour.

Unit- 4: Motivation - Theories of Motivation, motivational approaches through job design, goal-setting theory.

Unit- 5: Dynamics of Organization: Power and Politics, delegation of authority -centralization and decentralization.concept of communication - communication process- effective communication – Management information system- management review meeting

Unit-6: Organizational Conflict: Causes of conflict in an organization, management of conflict, organizational conflict; process of negotiation; Job stress- causes and effects of stress- coping with stress.

Unit-7: Organizational Change: Organisation Culture, Change in organizational culture – diversity, personality variance, organizational effectiveness and organizational change; its effect in the work environment.

Unit-8: Organizational Development: meaning- characteristics – models – OD interventions – cross functional teams-Quality of work life, Effective training of employees, Role of Training and Development departments, On-the-job training and Off-the-job training, TQM.

Unit- 8: Leadership in Organization: Types of leadership, Theories of Leadership, Essential Qualities of a good leader, democratic practices of an organization, Encouraging team work.

Unit 9- Human Resource Management (HRM): Definition, Concept, Evolution of HRM, Relevance of OB in HRM; Definition and categories of work, Division of labour, Work Orientation, Diversity at the Workplace; Diversity Management

Unit 10: Human Resource Management Approaches- HRM Models, personnel versus Strategic HRM, Strategic HRM Approaches .

Unit 11- Human Resource Development: Approaches; Significance and Scope of Training and Development, Types of Training in organizations; Case studies from India and abroad.

Unit 12- Human Resource practices: manpower planning, Recruitment and Selection-meaning, sources, selection procedure; Job Analysis and Job Description, Job Evaluation, Performance Appraisal, Career and Succession planning, Compensation management

Unit 13- Industrial Relations: Concept and approaches; Human Resource Policies and Practices, Statutory and Non-Statutory Committees in an organization, Disciplinary measures taken by an organization, Process of Negotiations; Process of grievance handling.

Unit 14: Labour Laws-What are Labour Laws- Factories Act 1958, ESI Act, Maternity Benefit Act, PF Act, Plantation Labour Act 1951, TU Act, Industrial Disputes Act, Industrial Relations, Grievance handling

Unit 15-Occupational Social Work: Meaning, Types of issues faced by workers at workplace, Hazards, Concept of Labour Welfare, Scope of social work, Work Stress; Counselling at workplace, participation in negotiation process between workers and management.

FW 06: Field work in the sixth semester of the BSW course will focus on learners being placed in developmental projects with the governmental and non-governmental organizations. In this region of North-east India, innumerable projects are being run by various organizations. Learners need to write a detailed report in their involvement in any such project. Field work journals, to be

provided by the university along with the SLMs, would ensure their report is to be maintained for recording and verification process by the supervisors (who can be the counselors) of each study centre. Marking is to be done by the counselors/ supervisors is to be sent to the exam branch of KKHSOU before the end of each semester.

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KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY

(KKHSOU)

PROGRAMME PROJECT REPORT

ON

MASTER OF ARTS IN ASSAMESE

Submitted to

UNIVERSITY GRANTS COMMISSION

BAHADUR SHAH ZAFAR MARG

NEW DELHI-110002

Submitted by

K. K. Handiqui State Open University

April 2018

Registrar
Krishna Kanta Handique
State Open University
Guwahati

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KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY
PROGRAMME PROJECT REPORT
MAProgramme in Assamese

1. Programme's Mission and Objectives:

M.A. Programme in Assamese would be offered by the Department of Assamese, under the PadmanathGohain Baruah School of Humanities, Krishna KantaHandiqui State Open University (KKHSOU).This Programme has been thoroughly revised in accordance with the UGC Regulations on Open and Distance Learning,2017. Syllabi of this Programme have been finalized after a series of discussions with academic experts in the respective field from Gauhati University. The quality of Curriculum and Syllabus of this Programme has been designed to accommodate the recent developments in the field of higher education in general and the subject in particular.

The overall mission of this programme is to enlighten the learners about the rich heritage of Assamese language, literature and culture and make them aware of the development as well as latest trends in Assamese literature. To achieve the objectives of this mission the following specific objectives have been framed:

i. Creating greater community awareness and motivation among learners to learn about their rich heritage of language, literature and culture.
ii. Steps have been taken to design the course materials in such a way that the learners get a comprehensive knowledge of Assamese Language, Literature and Culture.
iii. Equal attention has been given to include all the folk elements, socio-cultural and literary heritage of indigenous groups of the state as well as standard literary and cultural elements of the state of Assam so that it gets good projection in the course materials prepared by the university.

2. Relevance of the Programme with KKHSOU's Mission and Goals

The M.A. Programme in Assamese offered by KKHSOU has been prepared conforming the mission and goals of KKHSOU. This programme follows the following mission and goals of KKHSOU:

i. To expand higher education so that it covers 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 higher education.
iv. To increase research both qualitatively and quantitatively.
v. Keeping in line with the motto of the university "Education Beyond Barriers" , the MA Programme in Assamese is offered in the study centres making it available for all desirous of higher education in Assamese.

Registrar
Krishna Kanta Handique
State Open University
Guwahati

3. Nature of Prospective Target Group of Learners

The nature of the prospective target groups of learners of this programme are as follows:

i. The students who are desirous to obtain the Masters Degree in Assamese.
ii. Teachers teaching Assamese in high schools who are interested in their career enhancement.
iii. Moreover, even those individuals engaged in other Government Departments associated with education may get a scopeto enhance their professional career.
iv. Persons unable to complete their Masters Programme in the normal course of time and those who are interested in Assamese.
v. People living in rural and remote areas and other disadvantageous conditions but desirous of acquiring Masters Degree in Assamese.
vi. People willing to earn for a living and learning at the same time.
vii. Those persons eager to get involved in research activities by acquiring Masters Degree in Assamese but could not do so in conventional system for various reasons.
viii. Introduction of M.Phil. & Ph.D. programmes have given a boost to the PG programme in Assamese. It is hoped that it will encourage college teachers who are involved in teaching Assamese as a major subject to get engaged in fruitful research activities through this university.

4. Appropriateness of Programme to be Conducted in Open & Distance Learning Mode to Acquire Specific Skills and Competence

As far as the greater Indian education system is concerned, it is still a matter of debate as to whether the Open & Distance Learning Mode is viable as the Conventional Mode of Learning or not. In this regard we can pinpoint a few observations as-

i. Sincere efforts have been made to structure the PG Course materials in Assamese in such a way that it enables the learners to grasp the subject matter of the courses thoroughly.
ii. Efforts have been made in phase wise manner to check spelling and errors in syntax and content.
iii. The unit structure of the various courses in the PG programme has been made as such that it enhances the critical outlook of the learner in tackling a question and inspire his/her creative bent of mind.
iv. The exercise and activities provided in the units not only enables the distant learner to gauge his/her understanding but it also helps him/her realize the association of literature with life and greater society to an extent.
v. The Model Questions in each Unit serve dual purposes-
    - It is a means to assess the learner how much he/she has been able to understand the lessons in the course material.
    - It helps the learner to hone his/her creative writing skill.

5. Instructional Design

5.1 Curriculum Design: Curriculum of the MA Programme in Assamese has been designed by taking help of experts in the subject from a reputed University of the region, viz. Gauhati University. The contents of the syllabi are updated. While preparing the syllabi, syllabi of other Universities of the region like Gauhati University, Dibrugarh University, Cotton University and IDOL(GU) and recommendations of UGC have been consulted.

5.2 Course Distribution of Masters Programme in Assamese: The semester-wise distribution of different courses of the Masters Programme in Assamese is as follows:

Semester I	**Semester II**	**Semester III**	**Semester IV**
Course 1: Axamiya Sahityar Buranji (Aadirpora Madhya Yugoloi)	**Course 5:** Axamiya Sahityar Buranji(Orunudoir pora Yuddhuttor Yugoloi)	**Course 9:** Sahitya Samalochana	**Course 13:** Lipi aru Path Samiksha
Course 2: Axamiya Kobita	**Course 6:** Axamiya Gaddya Sahitya	**Course 10:** Bhakti Sahitya (Group A) Bhasha Bigyanor Sadharon Parichay (Group B)	**Course 14:** Axamiya Sahityat Pachhyatta Probhav (Group A) Prakriti Bigyan aru Axamiya Rupatattwa (Group B)
Course 3: Axamiya Natak	**Course 7:** Axamiya Upanyas	**Course 11:** Pachhaittwa Sahityar Nirvachita Path (Group "A) Pali-Prakrit-Apabhrangsha Bhasa Path Aru Tulanamulak Vyakaran (Group B)	**Course 15:** Tulanamulak Sahityatattwa aru Bharatiya Sahitya (Group A) Upabhasa Bigyan aru Axamiya Upabhasa (Group B)
Course 4: Axamiya Sanskriti	**Course 8:** Axamiya Chuti Galpa	**Course 12:** Sanskrit Sahityar Nirvachita Path (Group A) Dhwanivigyan aru Axamiya Dhwanitattwa (Group B)	**Course 16:** Anuvad Sahitya aru Vishesh Sahityik (Group A) Tibbotto-Bormiyo Bhasa aru Iyar Tulana (Group B)

In this regard, the following may be noted:

- Specialized Groups would be offered from **Third Semester** onwards.
- These Groups are **A** and **B**i.e. Literature and Language group.
- In both **Third** and **Fourth** semester all the learners of both groups have to study **one Common Course** which is the first course of Third Semester and Fourth Semester respectively.
- In case of learners of Group A of Fourth Semester, they have to select any one Special Author from two Authors (Lakhminath Bezbaruah or Nabakanta Baruah) while studying the Course no 14.

5.3 Credit Distribution: Each Paper contains 04 credits with a total of 16 credits per semester. The entire Masters Programme in Assamese has a total of 64 credits.

5.4 Definition of Credit Hours: 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 is offered to the learners at their respective study centres.

5.5 Programme Structure: The programme has a total of 16 courses. The semester wise Course Distribution of Masters Programme in Assamese has been already mentioned in SL. No. 5.2. Detailed coursewise syllabus has been included in **Annexure II**

5.6 Duration of the Programme: The MA programme in Assamese has four semesters and is of minimum 2 years. However, the maximum duration of the programme is 6 years. In case, a learner is not able to qualify a course in the first attempt, he/she has to qualify in the particular course within the next four attempts, subject to maximum duration of the study.

5.7 Faculty and Support Staff Requirement: The University currently has 3 full time faculty members in the Department of Assamese, viz., one Professor and two Assistant Professors.

5.8 Identification of Media:

5.8.1 Website: We have developed full-fledged official website www.kkhsou.infor our learners and general public. Here we have provided all necessary information to our learners. The Website is also linked with the social-networking site like Facebook (KKHSOU FB Official Group) for interaction among the learners, faculty members and stakeholders. The website also includes the customised study centre-search facility based on district or programme. And most of the Audio-Video programmes are also made available online through YouTube.

5.8.2 Akashvani Phone-in Programme: Our University offers one hour live **phone-in** counselling programme through AIR, Guwahati and Dibrugarh where officers and experts from this University clarify queries of listeners/learners via telephone. The phone in programme is aired every Thursday from 09.15 AM to 10.15 AM.

5.8.3 Community Radio Service: **Jnan Taranga** (90.4 MHz) of KKHSOU is the first Community Radio of the North Eastern part of the country. The Community Radio, being a platform for the community for taking up community issues, is also a platform to broadcast several educational programmes that includes debates, discussions, and talk shows.

5.8.4 Ekalavya: With the help of Prasar Bharati, our University has launched a special educational programme namely **Ekalavya.** It is aired every Saturday from 8.00 PM to 8.30 PM through All India Radio, Guwahati and Dibrugarh.

5.8.5 e-SLM: An e-learning portal by the name of e-SLM (http://eslm.kkhsou.in/) has been launched by the university. It is also a digital repository where the study materials are uploaded for the benefit of the learners. All the study materials of the programmes (including Degree, Master Degree etc.) can be assessed in this portal.

5.8.6 Open Access Journals Search Engine (OAJSE): To provide easy access to various open access journal across the world, KKHSOU has developed the

Open Access Journals Search Engine (OAJSE) which is available for the users from the URL www.kkhsou.in/library/oajse or http://oajse.kkhsou.in .

5.8.7 KKHSOU Mobile App: Our University has developed a mobile application "KKHSOU" to help the learners to connect 24x7 with the university. It can be freely downloaded from Google Play Store (for android user).

5.8.8 SMS and e-mail Alert Facility: University has initiated an SMS and e-mail alert facility for learners regarding any news, events and learner-related information of the university.

5.8.9 E-mail services: Learners can write emails to any officials/faculty members in university's general mail id: info@kkhsou.in. Queries raised through to this mail id are readdressed by concerned official/faculty members of the university.

5.8.10 TV programme: University is going to initiate a half an hour live educational programme through a TV Channel **Prag-News** fromJune 2018. It will be telecastevery Sunday at 8:30 am.

5.9 Learners' Support Services: The learners' support services available in the MA programme in Assamese include the following:

- All the learners are provided with Self Learning Materials, which is comprehensive in terms of contents in the syllabi. These learning resources are prepared with the help of resource persons across the state of Assam. Senior Professors from different Universities of the region are engaged as Editors of the SLMs.
- Counselling sessions at study centres,
- Access to library services at study centresand the Central Library of the University as well,
- Audio-Video materials on select modules, available at study centres,
- Community Radio programmes on select topics.
- Most of the Audio-Video programmes are also made available online through You Tube videos.
- Learners can also write emails to any officials/faculty members of the University. For this a general email ID: info@kkhsou.in has been created. Queries raised through email to this email id are redressed by concerned official/faculty members of the University.

6. Procedure for Admissions, Curriculum Transaction and Evaluations

6.1 Procedure for Admission:

6.1.1 Minimum Qualification: A learner should have graduation in any discipline or learners having equivalent qualification from a University recognised by UGC can apply for the MA in Assamese Programme.

i. The admission for the academic session 2018-19 of the University will be through online mode. A learner who desires to take admission in KKHSOU will have to submit his/her application through the online admission link provided in the University website www.kkhsou.in. The learner has to carefully go through the instructions for filling up the online admission form and complete the process accordingly. In the online admission system, the learner has to register with

his/her mobile no/email id, and has to carefully verify the subjects of his/her choice available in the respective study centers.

ii. For admission to a particular programme, the course fee is to be paid through online transaction mode—i.e., through credit card/debit card/net banking or any other available online mode of payment.

iii. The learner after successful submission of the online admission form has to take a print out and submit the same to the study centre for hard copies of SLMs.

iv. The verification of online application form will be done in the University and after the completion of the verification process, the e-SLMs will be sent to the respective Email-id of the learner.

v. The learners who have submitted incomplete application may be given conditional admission at the University's discretion, subject to fulfillment of other eligibility criteria.

vi. All the enrolled learners will be provided with registration nos, SLMs and Identity cards.

vii. The learner who is unable to complete the programme within specified period is required to register himself/herself as a fresh learner by paying the requisite fee.

6.1.2 Continuous Admission:

i. Admission will have to be taken continuously in the programmes without any break. A learner will be allowed to appear in all the examinations, including back courses, within the stipulated time of a programme.

ii. A learner will have to take admission to the next semester within one month from the last date of examination of the previous semester. It doesn't depend on whether the candidate appeared in the previous examination or not.

iii. A learner will be allowed to take admission to the next semester beyond one month, but within two months from the last date of examination of the previous semester with a fine of Rs 500/-.

iv. A learner may be allowed to take admission even after the issue of notification for filling up of examination forms, but such learners will be allowed to appear in the examination of that semester in the next year only.

6.1.3 Fee Structure: The fee structure of the MA in AssameseProgramme is as follows:

Programme	Semester	Enrollment fees	Course Fees	Exam fees	Exam centre fees	Marksheet fees	Total fees tobe paid	Arrear subject
MA in Assamese	First	300.00	3,500.00	800.00	300.00	100.00	5,000.00	Rs.200.00 per paper + centre fee + mark sheet fee Rs. 100 + Consolidated Marksheet Rs. 100
	Second		3,500.00	800.00	300.00	100.00	4,700.00	
	Third		3,500.00	800.00	300.00	100.00	4,700.00	
	Fourth		3,500.00	800.00	300.00	200.00	4,800.00	

Semester-wise Fee Structure

6.1.4 FinancialAssistance: The University offers free education to jail inmates and differently abled learners. 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 Jail in the Academic Session 2018-19

6.1.5 Refusal/Cancellation of Admission: Notwithstanding, anything contained in the prospectus, the University reserves the right to refuse/cancel admission of any individual.

6.2 Curriculum Transaction:

6.2.1 Activity Planner: An activity planner, that guides the overall academic activities in the MA in Assamese programme shall be made available prior to the admission schedule of the University. The newly constituted CIQA office as per UGC guidelines and the office of the Academic Dean would upload the Academic Plan and month wise Academic Calendar to enable the learners to plan their studies and activities accordingly.

6.2.2 Self-Learning Materials (SLM): Our SLM are designed in such a way that learners can easily follow them. With the help of subject experts we prepare SLM's that have relevant and up to date information and facts.

6.2.3 Multimedia Materials: Apart from printed SLM our university provides audio-visual learning materials related to course content. Generally CD's and DVD (pptand pdf format) are provided. Audio materials are supplied to those learners who are visually impaired

6.2.4 Counselling Sessions: Conuselling sessions are conducted by our Study centres. Basically all counselling sessions are conducted on Sunday. During the counselling sessions face-to-face mode of interaction between the learners and counsellor take place. This enables the learners to clear doubts with regard to any units or course provided to them.Generally 15 counselling sessions take place for a course in each semester.

6.3 Evaluation

i. The University adopts both ongoing and term-end evaluation. Ongoing evaluation is conducted in two modes: internal and external. The internal evaluation is to be undertaken by the learner himself. For this, the University has designed some Check Your Progress Questions in every unit of SLMs, which would help the learners to self-check his/her progress of study. However, this is undertaken at the learners' end themselves and is non-credit based. External method is done through home assignment.

ii. For each course assignments are given for continuous assessment of the learners. Assignment should be hand written and it should be submitted on time in the study centers. In the term-end examinations, 20% weightage comes from the assignments and 80% from the written examination. Non-receipt of assignments in time may lead to withholding of final result. The learners have to submit the assignments within the schedule of a semester at the respective study centres. The counsellors at the study centres evaluate the assignments and return them to the learners with feedback.

iii. The University conducts term-end examination once for odd semesters and once for even semesters in a year. The learner can take the examination only after the minimum period prescribed for the course of study. Questions for the Semester End paper would be set as per the Evaluation Policy of the University to have coverage of all the modules of the respective courses.

iv. Examination dates schedule indicating the date and time of examination for each course is sent to all the study centres in advance, the same is also notified in the university website. Mobile apps is also used to send SMS alerts to the learners.

v. Learners would be able to get their scripts re-evaluated if they are not satisfied with evaluation.

vi. The University is in the process of using high security and eco-friendly synthetic (water proof and termite proof) papers for mark sheets and certificates. Moreover, uses of interactive kiosk at study centres for issue of admit card and modification of the existing EDPS system for quick publication of results of examinations are also being planned. Similarly, introduction of biometric identity of learners is also being planned.

7. Requirement of the Laboratory Support and Library Resources

MA in Assamese is not a laboratory based subject; therefore, we need not provide any laboratory support. We have already stated that our programme would be offered in ODL mode and it would be conducted by study centres situated in different parts of the state. All our study centres are situated in reputed college or institute and they have well equipped libraries. Apart from that our university supplies some reference books to the study centres. For MA in Assamese we have supplied – *Asomiya Xahityar Xamikhatmat Etibritya* and *Asomiya Natya Xahitya* by Satendranath Sarma, *Asomiya Xahityar Ruprekha* by Maheswar Neog, *Asomiya Xanskriti* by Leela Gogoi, *Kabita Manjuri* edited by Nirmalprabha Bordoloi, *Snatakar Kathabandha* edited by Maheswar Neog, *Asomiya Galpagucha* edited by Lilawati Saikia Bora, *Pali-Prakrit Apabhagsa Bhaxa Aru Xahitya* by Nagen Thakur, *Asomiya Byakaranar Moulik Bichar* by Golukchadra Goswami, *Bhaxa-Bigyan* by Upendranath Goswami, *Bhaxatatta* by Dipti Phukan Patgiri, *Assamese : Its Formation and Development* by Banikanta Kakati, *Language* by Bloomfield etc.

The Central Library, Krishna Kanta Handiqui State Open University plays a vital role in the collection, development and dissemination of academic, scientific and technical information to meet the present and future needs of the University.We get adequate support from the library stock in the preparation of SLMs. The library remains open from 10.00 am to 5.00 pm in all working days. The library is fully computerized with an ILS (Integrated Library System) and also equipped with RFID (Radio-frequency Identification) technology.The Central Library has the following resources:

Physical Resources:

- Books 18,164
- Theses 8
- Report 1
- Journals 35
- Magazines 12
- News Papers 5
- Audio CD/DVD 49
- Video CD/DVD 6
- CD/DVD with Textual documents 66

E-resources:

- **E-Journals:** The Central Library of KKHSOU subscribed e-journals from JSTOR (www.jstor.org), and the resources are very much necessary for academic and research community of the University.
- **Digital Library:** Digitization has become deeply embedded into every aspect of education today. Hence, the Central Library of KKHSOU has started the Digital Library initiative. The mission of the "Digital Library at KKHSOU" is to locate, digitize, preserve, collect and make accessible the accumulated wisdom of the institute's output to the global community. The resources of the Digital Library include Administrative Documents, Conference/Seminar Proceedings, Faculty Publications, Journal of Open Learning and Research Communication (JOLRC), KKHSOU in News and Media, Newsletters, Annual Reports, MPhil/PhD Theses, Public Lectures, Convocation Addresses, Working Papers, etc. URL: http://dlkkhsou.inflibnet.ac.in
- **KKHSOU at Shodhganga**: Krishna Kanta Handiqui State Open University (KKHSOU) has joined Shodhganga for depositing their theses which is available for the users from the URL http://shodhganga.inflibnet.ac.in/handle/10603/145533. Shodhganga repository is the reservoir of Indian intellectual output stored, hosted and maintained by the INFLIBNET Centre, an IUC of UGC.

Our university has a well equipped library for the convenience of the faculty, the resource persons and scholars. We get adequate support from the library stock in the preparation of SLMs. Our central library has a stock of the masterpieces of all major works of noted scholars and litterateurs of Assamese. We have approximately 1029 books in the library for different programmes on Assamese. Some of them are – *Asomiya Xahityar Xamikhatmat Etibritya, Asomiya Ramayani Xahitya, Asomiya Upanaysar Prastuti Parba, Asomiya Natya Xahitya* by Satendranath Sarma, *Asomiya Xahityar Ruprekha, Maheswar Neogar Rachanawali* by Maheswar Neog, *Asomiya Xanskriti* by Leela Gogoi, *Asomiya Xahityar Buranjiby* ABILAK, *Kabita Manjuri* edited by Nirmalprabha Bordoloi, *Snatakar Kathabandha* edited by Maheswar Neog, *Asomiya Galpagucha* edited by Lilawati Saikia Bora, *Pali-Prakrit Apabhagsa Bhaxa Aru Xahitya* by Nagen Thakur, *Asomiya Byakaranar Moulik Bichar* by Golukchadra Goswami, *Bhaxa-Bigyan* by Upendranath Goswami, *Bhaxatatta* by Dipti Phukan Patgiri, *Assamese : Its Formation and Development* by Banikanta Kakati etc.

8. Cost Estimate of the Programmes and the Provision

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 Expert Committee, honorarium to be 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.

As regards, 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 MA Programme in Assamese.

8.1 Programme Development Cost: Rs. 16,64,320.00

The office of the Finance Officer of KKHSOU has worked out the following also.

a. SLM Development Cost for Master Degree Programme in Assamese medium per Unit Rs. 7,430/-
b. Printing Cost per SLM Rs. 56/-
c. Cost of CD per unit Rs. 23/-

8.2 Programme Delivery Cost:

The SLMs prepared have to be delivered to various study centres located at the far flung remote areas. On an average, the University delivers about 15 kgs of study materials per student. The cost of delivery of 1 kg of such material is Rs.10. Accordingly, depending upon the number of candidates; the cost for the MAProgramme in Assamese will be provisioned by the University. The office of the Finance Officer has calculated the delivery cost of SLM per student at Rs. 150.00.

8.3 Programme Maintenance Cost:

The University will keep financial provision for organizing stake holders' meetings, counselling workshops etc. as per the Academic Plan and Academic Calender approved by the Academic Council of the University. The workshops conducted by the University will not only benefit the learners of the programme, but will also benefit the learners of other programmes. The University will also bear the cost of organizing the meeting of Syllabus Revision Committee 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 MA Assamese Programme is Rs. 1600 per student.

The figures as indicated above will be applicable for the MA programme in Assamese 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.

9. Quality Assurance Mechanism and Expected Programme Outcomes

9.1 Quality Assurance Mechanism: As quality assurance mechanism, the department has taken some steps which can be mentioned below:

i. 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 expert Committee is helped by the in-house department faculties while preparing the framework of the programme.
ii. The next step after the completion of the framework preparation is the allotment of the assigned papers (which is again composed of 14 units) to the

assigned authors. The in-house faculties prepare a carefully chosen list of authors for the task. The in-house faculties also contribute their writings, besides the outsourced authors, who are mostly research scholars and faculty members from higher educational institutions.

iii. The content editors are then roped in for the next round. The content editors, who are mostly academics from reputed higher educational institutions, look into the contents of the units and provide their suggestions and feedbacks to be included by the coordinator of the programme.

iv. The next step is that of printing and distributing the SLMs to the respective study centres. Arrangements would be made to distribute the SLMs to the learners at the time of admission.

v. The newly constituted CIQA Office is planning to conduct stakeholders' meeting, SLM and Counselling Workshops which is expected to provide the University and the Department with required inputs for quality enhancement.

vi. In order to keep the programme 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.

9.2 Expected Programme Outcomes: The outcomes of the programme are manifold:

i. It will enable the learners to acquire knowledge enabling them to articulate well the latest developments in Assamese language and literature.

ii. The programme will also encourage the learners to go for higher research oriented studies.

iii. The programme will enable the learners to engage with the society in a fruitful manner leading to the welfare of all and thus contribute to the betterment of the society.

iv. The programme will also encourage the learners to go for higher studies.

10. Details of the Syllabus (programme wise) with Units

Enclosed herewith:

Annexure I: Structure of the MA in Assamese Programme

Annexure II: Detailed Syllabus of the MA in Assamese Programme

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Annexure I

Details Programme Structure of MA in Assamese

স্নাতকোত্তৰ অসমীয়া ঃ

অসমীয়া ভাষা, সাহিত্য আৰু সংস্কৃতিৰ বিস্তৃত পৰিসৰৰ বিষয়ে জানিবলৈ আগ্রহী যিকোনো বিষয়ৰ স্নাতক উপাধিধাৰী শিক্ষার্থীৰ বাবে স্নাতকোত্তৰ অসমীয়া পাঠ্যক্রম প্রস্তুত কৰা হৈছে। সেই লক্ষ্য আৰু উদ্দেশ্য আগত ৰাখি বিশ্ববিদ্যালৰ স্নাতকোত্তৰ অসমীয়াৰ পাঠ্যবিষয়সমূহ এনেভাৱে প্রস্তুত কৰা হৈছে যাতে স্নাতক পর্যায়ত অসমীয়া বিশেষ বিষয় হিচাপে অধ্যয়ন কৰা সকলৰ লগতে যিকোনো বিষয়ৰ স্নাতকসকলেও এই পাঠ্যবিষয়সমূহ সহজে অনুধাৱন কৰিব পাৰে। প্রসংগক্রমে উল্লেখযোগ্য যে এই স্নাতকোত্তৰ পাঠ্যক্রম 'ভাষা' আৰু 'সাহিত্য' — এই দুটা শাখাত আগবঢ়োৱা হৈছে। দুয়োটা শাখাৰ শিক্ষার্থীসকলে বাধ্যতামূলক হিচাপে অসমীয়া সাহিত্যৰ বুৰঞ্জী, নির্বাচিত কবিতা, নাটক, গদ্য সাহিত্য, উপন্যাস, চুটিগল্প, সমালোচনা সাহিত্য, লিপি আৰু পাঠ সমীক্ষাৰ উপৰি অসমীয়া সংস্কৃতি সম্পর্কে অধ্যয়ন কৰিব লাগিব। সাহিত্য শাখাৰ শিক্ষার্থীসকলে বিশেষভাৱে অসমীয়া ভক্তি সাহিত্য, পাশ্চাত্য সাহিত্যৰ নির্বাচিত পাঠ, সংস্কৃত সাহিত্যৰ নির্বাচিত পাঠ, অসমীয়া সাহিত্যত পাশ্চাত্য প্রভাৱ, তুলনামুলক ভাৰতীয় সাহিত্য, অনুবাদ সাহিত্য আৰু নির্বাচিত সাহিত্যিকৰ সাহিত্য অধ্যয়ন (লক্ষ্মীনাথ বেজবৰুৱা অথবা নৱকান্ত বৰুৱা) কৰিব লাগিব। ঠিক সেইদৰে ভাষা শাখাৰ শিক্ষার্থীসকলে বিশেষভাৱে ভাষা-বিজ্ঞানৰ সাধাৰণ পৰিচয়, পালি-প্রাকৃত-অপভ্রংশ ভাষা পাঠ আৰু তুলনামূলক ব্যাকৰণ, ধ্বনিতত্ত্ব আৰু অসমীয়া ধ্বনিতত্ত্ব, ৰূপতত্ত্ব আৰু অসমীয়া ৰূপতত্ত্ব, উপভাষা বিজ্ঞান আৰু অসমীয়া উপভাষা, তিব্বত-বর্মীয় ভাষা সম্পর্কে অধ্যয়ন কৰিব লাগিব। এই পাঠসমূহে শিক্ষার্থীসকলক সৃষ্টিশীল ৰচনাৰ ক্ষেত্রখনত আগবঢ়াই যোৱাত সহায় কৰিব। লগতে যুক্তিনিষ্ঠ আৰু সমালোচনাত্মক দৃষ্টিভংগীৰে কেনেদৰে বিষয়বস্তুৰ ব্যাখ্যা আৰু বিশ্লেষণ কৰিব পাৰে সেই পাঠো আগ্রহী শিক্ষার্থীক প্রদান কৰিব।

বিষয় গাঁথনি

পাঠ্য বিষয়	স্ব-শিক্ষণ সামগ্রী সূচাংক	ক্রেডিট পইণ্ট	যাণ্মাসিক	মুঠ নম্বৰ
অসমীয়া সাহিত্যৰ বুৰঞ্জী (আদিৰ পৰা মধ্যযুগলৈ)	MAS-01	4	প্রথম	20+80
অসমীয়া কবিতা	MAS-02	4	প্রথম	20+80
অসমীয়া নাটক	MAS-03	4	প্রথম	20+80
অসমীয়া সংস্কৃতি	MAS-04	4	প্রথম	20+80
অসমীয়া সাহিত্যৰ বুৰঞ্জী (অৰুণোদয় যুগৰ পৰা যুদ্ধোত্তৰ যুগলৈ)	MAS-05	4	দ্বিতীয়	20+80
অসমীয়া গদ্য সাহিত্য	MAS-06	4	দ্বিতীয়	20+80
অসমীয়া উপন্যাস	MAS-07	4	দ্বিতীয়	20+80
অসমীয়া চুটিগল্প	MAS-08	4	দ্বিতীয়	20+80
সাহিত্য সমালোচনা	MAS-09	4	তৃতীয়	20+80
অসমীয়া ভক্তি সাহিত্য	MAS-10(Lit)#	4	তৃতীয়	20+80
পাশ্চাত্য সাহিত্যৰ নির্বাচিত পাঠ	MAS-11(Lit)	4	তৃতীয়	20+80
সংস্কৃত সাহিত্যৰ নির্বাচিত পাঠ	MAS-12(Lit)	4	তৃতীয়	
ভাষাবিজ্ঞানৰ সাধাৰণ পৰিচয়	MAS-10(Lan)##	4	তৃতীয়	20+80
পালি-প্রাকৃত-অপভ্রংশ ভাষা পাঠ আৰু তুলনামূলক ব্যাকৰণ	MAS-11(Lan)	4	তৃতীয়	20+80
ধ্বনিবিজ্ঞান আৰু অসমীয়া ধ্বনিতত্ত্ব	MAS-12(Lan)	4	তৃতীয়	20+80
লিপি আৰু পাঠ সমীক্ষা	MAS-13	4	চতুর্থ	20+80
অসমীয়া সাহিত্যত পাশ্চাত্য প্রভাৱ	MAS-14(Lit)	4	চতুর্থ	20+80
তুলনামুলক সাহিত্য তত্ত্ব আৰু ভাৰতীয় সাহিত্য	MAS-15(Lit)	4	চতুর্থ	20+80
অনুবাদ সাহিত্য আৰু বিশেষ সাহিত্যিক*	MAS-16(Lit)	4	চতুর্থ	20+80
প্রকৃতি বিজ্ঞান আৰু অসমীয়া ৰূপতত্ত্ব	MAS-14(Lan)	4	চতুর্থ	20+80
উপভাষা বিজ্ঞান আৰু অসমীয়া উপভাষা	MAS-15(Lan)	4	চতুর্থ	20+80
তিব্বত-বর্মীয় ভাষা আৰু ইয়াৰ তুলনা	MAS-16(Lan)	4	চতুর্থ	20+80

#Lit = সাহিত্য শাখাৰ বাবে

##Lan = ভাষা শাখাৰ বাবে

* উল্লেখযোগ্য যে চতুর্থ যাণ্মাসিকৰ চতুর্থখন পাঠ্যবিষয়ত অন্তর্ভুক্ত হোৱা "অনুবাদ সাহিত্য" ভাগটি সাহিত্য শাখাৰ সকলোৰে বাবে বাধ্যতামূলক আৰু দ্বিতীয় ভাগটিত সন্নিৱিষ্ট "লক্ষ্মীনাথ বেজবৰুৱা" অথবা "নৱকান্ত বৰুৱা" — যিকোনো এজনৰ সাহিত্যকর্মৰ বিষয়ে বিশেষভাৱে অধ্যয়ন কৰিব লাগিব।

Annexure II

Details Syllabus of MA in Assamese

বিস্তৃত পাঠ্যতালিকা
অসমীয়া স্নাতকোত্তৰ পাঠ্যক্ৰম

প্ৰথম ষাণ্মাসিক

প্ৰথম পাঠ্যবিষয় ঃ অসমীয়া সাহিত্যৰ বুৰঞ্জী (আদিৰ পৰা মধ্য যুগলৈ)

মুঠ ক্ৰেডিট ঃ = ৪

মুঠ নম্বৰ ঃ ৮০+২০ = ১০০

অধ্যায় ১ ঃ প্ৰাচীন অসমীয়া সাহিত্যৰ ৰূপ

প্ৰাচীন অসমীয়া সাহিত্যৰ ৰূপ ঃ প্ৰাচীন অসমীয়া সাহিত্যৰ প্ৰত্নস্তৰ, শিলালিপি, তাম্ৰলিপি আদি, শাসনাৱলী; প্ৰাচীন অসমীয়া সাহিত্যৰ বিষয়বস্তু উপস্থাপন ৰীতি, বৰ্ণনা ৰীতি, শব্দ প্ৰয়োগ ইত্যাদি

অধ্যায় ২ ঃ উদ্ভৱ কালৰ অসমীয়া সাহিত্য

উদ্ভৱ কালৰ অসমীয়া ভাষা; অসমীয়া লোক-সাহিত্য ঃ মন্ত্ৰ সাহিত্য, ইয়াৰ শ্ৰেণী বিভাজন আৰু বৈশিষ্ট্য, ডাকৰ বচন, ইয়াৰ পৰিচয় আৰু বিষয়বস্তু

অধ্যায় ৩ ঃ প্ৰত্ন আৰু মিশ্ৰ অসমীয়া সাহিত্য — ১

প্ৰত্ন আৰু মিশ্ৰ অসমীয়া সাহিত্য ঃ *চৰ্যাপদ, শ্ৰীকৃষ্ণ কীৰ্ত্তন*

অধ্যায় ৪ ঃ প্ৰত্ন আৰু মিশ্ৰ অসমীয়া সাহিত্য — ২

প্ৰত্ন আৰু মিশ্ৰ অসমীয়া সাহিত্য ঃ *শূন্যপুৰাণ,* নাথ সাহিত্য

অধ্যায় ৫ ঃ প্ৰাক্-শংকৰী যুগ

প্ৰাক্- শংকৰী যুগৰ সাহিত্য আৰু সাহিত্যিকসকল ঃ হেম সৰস্বতী, কবিৰত্ন সৰস্বতী, হৰিবৰ বিপ্ৰ, মাধৱ কন্দলি, ৰুদ্ৰ কন্দলি

অধ্যায় ৬ ঃ শংকৰী যুগৰ অসমীয়া সাহিত্য — ১

শঙ্কৰী যুগৰ সাহিত্য; শঙ্কৰদেৱ ঃ শঙ্কৰদেৱৰ সাহিত্যৰ বৈশিষ্ট্য, শঙ্কৰদেৱৰ কাব্যকৃতি, শঙ্কৰদেৱৰ ভক্তিতত্ত্ব গ্ৰন্থ, শঙ্কৰদেৱৰ অনুবাদমূলক ৰচনাকৃতি, শঙ্কৰদেৱৰ নাম-প্ৰসঙ্গমূলক গ্ৰন্থ, শঙ্কৰদেৱৰ সাহিত্যৰ বিশ্লেষণ

অধ্যায় ৭ ঃ শংকৰী যুগৰ অসমীয়া সাহিত্য — ২

মাধৱদেৱ ঃ মাধৱদেৱৰ আখ্যানমূলক ৰচনা-সম্ভাৰ, মাধৱদেৱৰ তত্ত্বমূলক ৰচনা সম্ভাৰ, মাধৱদেৱৰ নাট্য সম্ভাৰ, মাধৱদেৱৰ গীতসমূহ

অধ্যায় ৮ ঃ শংকৰী যুগৰ অসমীয়া সাহিত্য — ৩

অনন্ত কন্দলি ঃ অনন্ত কন্দলিৰ কাব্য ৰচনাসমূহ, অনন্ত কন্দলিৰ অনুবাদ কৃতি, ৰাম সৰস্বতী ঃ ৰাম সৰস্বতীৰ *মহাভাৰতৰ* অনুবাদ, ৰাম সৰস্বতীৰ বধ কাব্যৰাজি, ৰাম সৰস্বতীৰ *মহাভাৰতৰ* বাহিৰে অন্য কাব্যৰ অনুবাদ, ৰাম সৰস্বতীৰ *মহাভাৰতৰ* কথাবস্তুৰ লগত সম্পৰ্কযুক্ত সুকীয়া কাব্য

অধ্যায় ৯ ঃ শংকৰী যুগৰ অন্যান্য সাহিত্যিকসকল

শঙ্কৰী যুগৰ অন্যান্য সাহিত্যিকসকল ঃ সাৰ্বভৌম ভট্টাচাৰ্য, কংসাৰি কায়স্থ, শ্ৰীধৰ কন্দলি, ৰত্নাকৰ কন্দলি, ৰত্নাকৰ মিশ্ৰ, নাৰায়ণ দাস ঠাকুৰ আতা, চান্দসাই, দামোদৰ দেৱ, হৰিদেৱ

অধ্যায় ১০ ঃ অসমীয়া পাঁচালী সাহিত্য

পাচালী সাহিত্য; পাঁচালী কবিসকলঃ দুর্গাবৰ কায়স্থ, পীতাম্বৰ দ্বিজ, মনকৰ, সুকবি নাৰায়ণদেৱ, ষষ্ঠীবৰ

অধ্যায় ১১ ঃ শংকৰোত্তৰ যুগৰ অসমীয়া সাহিত্য ঃ সাধাৰণ পৰিচয়

শঙ্কৰোত্তৰ যুগৰ অসমীয়া সাহিত্য ঃ সাধাৰণ পৰিচয়; শংকৰোত্তৰ যুগৰ অসমীয়া সাহিত্যৰ বৈশিষ্ট্য; শঙ্কৰোত্তৰ যুগৰ সাহিত্যিকসকল ঃ ভট্টদেৱ, ৰামচৰণ ঠাকুৰ, গোপাল আতা, অনিৰুদ্ধদেৱ, পুৰুষোত্তম ঠাকুৰ, বৰযদুমণিদেৱ, শ্রীৰাম আতা, ভাগৱত মিশ্র, গোবিন্দ মিশ্র, ভাগৱতাচার্য, গোপাল মিশ্র

অধ্যায় ১২ ঃ চৰিত সাহিত্য

চৰিত সাহিত্য — সাধাৰণ পৰিচয় ঃ অসমীয়া চৰিত সাহিত্যৰ উদ্ভৱ, অসমীয়া চৰিত পুথিৰ বৈশিষ্ট্য, অসমীয়া চৰিত পুথিৰ লেখকসকল

অধ্যায় ১৩ ঃ বুৰঞ্জী আৰু ব্যৱহাৰিক সাহিত্য

বুৰঞ্জী সাহিত্য — সাধাৰণ পৰিচয় ঃ অসমীয়া বুৰঞ্জী সাহিত্যৰ উদ্ভৱ, অসমীয়া বুৰঞ্জী সাহিত্যৰ বৈশিষ্ট্য, কেইখনমান অসমীয়া বুৰঞ্জী — *অসম বুৰঞ্জী (১)* ঃ সুকুমাৰ মহন্তৰ ঘৰৰ পৰা উদ্ধাৰকৃত বুৰঞ্জী, *অসম বুৰঞ্জী (২)* ঃ আহোম ৰজা জয়ধ্বজ সিংহৰ দিনৰ পৰা গদাধৰ সিংহৰ দিনলৈ থকা বিৱৰণ, বুৰঞ্জী সাহিত্যৰ পোহৰত প্রতিভাত সমসাময়িক অসমীয়া সমাজ জীৱন; ব্যৱহাৰিক সাহিত্য

অধ্যায় ১৪ ঃ শংকৰোত্তৰ যুগৰ অন্যান্য সাহিত্য কৃতি

শঙ্কৰোত্তৰ যুগৰ অন্যান্য সাহিত্য কৃতি ঃ নাট্য সাহিত্য, ৰামায়ণী সাহিত্য, মহাভাৰতীয় সাহিত্য, পুৰাণ সাহিত্য, তান্ত্রিক আৰু শক্তি সাহিত্য, ছুফী সাহিত্য

দ্বিতীয় পাঠ্যবিষয় ঃ অসমীয়া কবিতা

মুঠ ক্রেডিট ঃ = ৪

মুঠ নম্বৰ ঃ **৮০+২০ = ১০০**

অধ্যায় ১ ঃ অসমীয়া লোকগীত

লোকগীত; অ' চেংৰা মৈছেৰ দাফাদাৰ ভাই ঃ গোৱালপৰীয়া লোকগীত, গীতটিৰ মূল পাঠ, গীতটিৰ সাধাৰণ আলোচনা; মোৰ বাছা দূৰকে নাযাইবা এ ঃ কামৰূপী লোকগীত, গীতটিৰ মূলপাঠ, গীতটিৰ সাধাৰণ আলোচনা; জীৱৰ সাৰথি নাম ঃ কবি পৰিচয়, জিকিৰৰ সাধাৰণ পৰিচয়, জিকিৰটোৰ মূল পাঠ, জিকিৰটোৰ সাধাৰণ আলোচনা; কিমতে এৰাইবো মায়াহে গোপাল/কিমতে এৰাইবো মায়া ঃ দেহ বিচাৰৰ গীত, গীতটিৰ মূল পাঠ, গীতটিৰ গূঢ়ার্থ

অধ্যায় ২ ঃ চর্যাপদ

চর্যাপদৰ আঁতিগুৰিঃ চর্যাপদৰ বিষয়বস্তু আৰু দর্শন, চর্যাপদ আৰু অসমীয়া ভাষা, চর্যাপদৰ লগত দেহবিচাৰৰ গীত আৰু বৰগীতৰ সাদৃশ্য, চর্যাপদত প্রতিফলিত হোৱা তৎকালীন সমাজৰ চিত্র, চর্যাপদৰ কাব্যিক সৌন্দর্য; চর্যা নং ১ ৰ মূল পাঠ, শব্দার্থ আৰু ভাবার্থ; চর্যা নং ৮ ৰ মূল পাঠ, শব্দার্থ আৰু ভাবার্থ; চর্যা নং ১০ ৰ মূল পাঠ, শব্দার্থ আৰু ভাবার্থ

অধ্যায় ৩ ঃ মাধৱ কন্দলিৰ *ৰামায়ণৰ* 'ৰাৱণৰ অহংকাৰ'

মাধৱ কন্দলিৰ পৰিচয় ঃ কন্দলিৰ সাহিত্য-কৃতি; ৰাৱণৰ অহঙ্কাৰ কাব্যাংশ আৰু ৰাৱণ চৰিত্র ঃ মূল পাঠ, পাঠৰ কথাবস্তুৰ পৰিচয়, মাধৱ কন্দলিৰ অনুবাদ-ৰীতি, মাধৱ কন্দলিৰ *ৰামায়ণৰ* বৈশিষ্ট্য; ৰাৱণ চৰিত্রৰ মনস্তাত্ত্বিক বিশ্লেষণ

অধ্যায় ৪ ঃ বৰগীত

বৰগীতৰ সাধাৰণ পৰিচয়; নাৰায়ণ কাহে ভকতি কৰো তেৰা ঃ কবি পৰিচয়, মূল পাঠ আৰু শব্দার্থ

নিৰূপণ, বিষয়বস্তুৰ সাধাৰণ আভাস, আধ্যাত্মিক ভাবৰ প্ৰকাশ; আলো মঞি কি কহবো দুখ ঃ কবি পৰিচয়, মূল পাঠ আৰু শব্দাৰ্থ নিৰূপণ, বিষয়বস্তুৰ আভাস, গীতটিৰ বিশ্লেষণ, কাব্যিক সৌন্দৰ্য

অধ্যায় ৫ ঃ চন্দ্রকুমাৰ আগৰৱালা ঃ বীণ-বৰাগী

ৰমন্যাসবাদ আৰু ৰমন্যাসবাদী কবিতাৰ বৈশিষ্ট্য; অসমীয়া ৰমন্যাসবাদী কবিতাৰ সাধাৰণ আলোচনা; বীণ-বৰাগী ঃ কবি পৰিচয়, কবিতাটিৰ মূল পাঠ, কবিতাটিৰ বিষয়বস্তু; কবি হিচাপে চন্দ্রকুমাৰ আগৰৱালাৰ মূল্যায়ন

অধ্যায় ৬ ঃ হেমচন্দ্র গোস্বামী ঃ প্রিয়তমাৰ চিঠি

ইংৰাজী সাহিত্যৰ ছনেট কবিতা; অসমীয়া ছনেট বা চতুর্দশপদী কবিতা; প্রিয়তমাৰ চিঠি ঃ কবি পৰিচয়, হেমচন্দ্র গোস্বামীৰ কবিতা, কবিতাটিৰ সাধাৰণ আলোচনা, কবিতাটিত ৰমন্যাসিক চিন্তাৰ প্রতিফলন

অধ্যায় ৭ ঃ যতীন্দ্রনাথ দুৱৰা ঃ শেহত দুয়োটি একতে লীন

কথা-কবিতা ঃ সাধাৰণ পৰিচয়; শেষত দুয়োটি একতে লীন ঃ কবি পৰিচয়, কবিতাটিৰ মূল পাঠ, কবিতাটিৰ বিষয়বস্তু, কবিতা আৰু দর্শনৰ সম্পর্ক; কবি হিচাপে যতীন্দ্রনাথ দুৱৰাৰ মূল্যায়ন

অধ্যায় ৮ ঃ নলিনীবালা দেৱী ঃ নাটঘৰ

ৰহস্যবাদ ঃ সাধাৰণ পৰিচয়; নাটঘৰ ঃ কবি পৰিচয়, কবিতাটিৰ মূল পাঠ, কবিতাটিৰ বিষয়বস্তু, কবিতাটিত প্রতিফলিত হোৱা ৰহস্যবাদী চেতনা; অসমীয়া কবিতাত ৰহস্যবাদ আৰু নলিনীবালা দেৱী; কবি হিচাপে নলিনীবালা দেৱীৰ মূল্যায়ন

অধ্যায় ৯ ঃ দেৱকান্ত বৰুৱা ঃ কলং পাৰত মাজনিশা

যুগসন্ধি স্তৰৰ অসমীয়া কবিতা ঃ সাধাৰণ আলোচনা; কলঙপাৰত মাজনিশা ঃ কবি পৰিচয়, কবিতাটোৰ মূলপাঠ, কবিতাটোৰ বিষয়বস্তু, কবিতাটিত প্রতিফলিত যুগসন্ধিৰ চিন্তা; কবি হিচাপে দেৱকান্ত বৰুৱাৰ মূল্যায়ন

অধ্যায় ১০ ঃ হেম বৰুৱা ঃ পোহৰতকৈ এন্ধাৰ ভাল

আধুনিক কবিতা আৰু আধুনিক কবিতাৰ বৈশিষ্ট্য; অসমীয়া আধুনিক কবিতাৰ সাধাৰণ আলোচনা; পোহৰতকৈ এন্ধাৰ ভাল ঃ কবি পৰিচয়, কবিতাটিৰ মূল পাঠ, কবিতাটিৰ বিষয়বস্তু, কবিতাটিত হোৱা আধুনিক চিন্তাৰ প্রতিফলন, কবি হিচাপে হেম বৰুৱাৰ মূল্যায়ন

অধ্যায় ১১ ঃ অমূল্য বৰুৱা ঃ বেশ্যা

বেশ্যা ঃ কবি পৰিচয়, কবিতাটিৰ মূল পাঠ, কবিতাটিৰ বিষয়বস্তু, কবি হিচাপে অমূল্য বৰুৱাৰ মূল্যায়ন

অধ্যায় ১২ ঃ নৱকান্ত বৰুৱা ঃ বোধিদ্রুমৰ খৰি

আধুনিক অসমীয়া কবিতা আৰু নৱকান্ত বৰুৱা; বোধিদ্রুমৰ খৰি ঃ কবি পৰিচয়, কবিতাটিৰ মূল পাঠ, কবিতাটিৰ বিষয়বস্তু, কবি হিচাপে নৱকান্ত বৰুৱাৰ মূল্যায়ন

অধ্যায় ১৩ ঃ নীলমণি ফুকন ঃ গৌৰীনাথ আহিব

নীলমণি ফুকন আৰু তেওঁৰ কাব্য চিন্তা; গৌৰীনাথ আহিব ঃ কবি পৰিচয়, কবিতাটিৰ মূল পাঠ, কবিতাটিৰ বিষয়বস্তু, কবিতাটিত আধুনিক চিন্তাৰ প্রতিফলন, আধুনিক কবি হিচাপে নীলমণি ফুকনৰ মূল্যায়ন

অধ্যায় ১৪ ঃ হীৰেণ ভট্টাচার্য ঃ লখিমী

লখিমী ঃ কবি পৰিচয়, কবিতাটিৰ মূল পাঠ, কবিতাটিৰ বিষয়বস্তু, কবিতাটিৰ সাধাৰণ আলোচনা, কবি হিচাপে হীৰেণ ভট্টাচার্যৰ মূল্যায়ন

তৃতীয় পাঠ্যবিষয় ঃ অসমীয়া নাটক

মুঠ ক্রেডিট ঃ = ৪

মুঠ নম্বৰ ঃ ৮০+২০ = ১০০

অধ্যায় ১ ঃ অংকীয়া নাটৰ সাধাৰণ পৰিচয়

অঙ্কীয়া নাটৰ 'অঙ্কীয়া নাট' শব্দ দুটাৰ তাৎপর্য, অঙ্কীয়া নাটৰ উৎপত্তি, অঙ্কীয়া নাট ৰচনাৰ কলা-কৌশল, অঙ্কীয়া নাটৰ বৈশিষ্ট্য, ভাৰতৰ অন্যান্য নাট্য পৰম্পৰাৰ লগত অঙ্কীয়া নাটৰ তুলনা, শঙ্কৰোত্তৰ যুগৰ অঙ্কীয়া নাট

অধ্যায় ২ ঃ শংকৰদেৱ ঃ *ৰুক্মিণী হৰণ*

নাট্যকাৰৰ পৰিচয়; *ৰুক্মিণী হৰণ নাট* ঃ নাটখনিৰ মূল, নাটখনিৰ বিষয়বস্তু, নাটখনিৰ চৰিত্ৰ সৃষ্টি, নাটখনিৰ ৰস বিচাৰ

অধ্যায় ৩ ঃ মাধৱদেৱ ঃ *অর্জুন ভঞ্জন*

নাট্যকাৰৰ পৰিচয়; *অর্জুন ভঞ্জন নাট* ঃ নাটখনিৰ মূল, নাটখনিৰ বিষয়বস্তু, নাটখনিৰ চৰিত্ৰ সৃষ্টি, নাটখনিৰ ৰস বিচাৰ

অধ্যায় ৪ ঃ শংকৰোত্তৰ যুগৰ নাট

শঙ্কৰোত্তৰ যুগৰ নাটৰ সাধাৰণ পৰিচয়; শঙ্কৰোত্তৰ যুগৰ নাটৰ বৈশিষ্ট্য; শঙ্কৰোত্তৰ যুগৰ নাট্যকাৰসকল আৰু তেওঁলোকৰ নাট্যকৃতি ঃ ভৱানীপুৰীয়া গোপাল আতা, ৰামচৰণ ঠাকুৰ, দৈত্যাৰি ঠাকুৰ, দ্বিজ ভূষণ, যদুমণি দেৱ, ধর্মদেৱ ভট্ট, দ্বিজ মহীন্দ্র

অধ্যায় ৫ ঃ দৈতাৰী ঠাকুৰ ঃ *নৃসিংহ যাত্রা*

নাট্যকাৰৰ পৰিচয় আৰু নাট্য কৃতি; নৃসিংহ যাত্রা ঃ নাটখনিৰ মূল, নাটখনিৰ বিষয়বস্তু, নাটখনিৰ চৰিত্ৰ সৃষ্টি, নাটখনিৰ ৰস বিচাৰ

অধ্যায় ৬ ঃ আধুনিক অসমীয়া নাটকৰ চমু ইতিহাস

আধুনিক অসমীয়া নাটকৰ পশ্চাদপট; আধুনিক অসমীয়া নাটকৰ চমু ইতিহাস ঃ পৌৰাণিক নাটক, ঐতিহাসিক নাটক, সামাজিক নাটক

অধ্যায় ৭ ঃ গুণাভিৰাম বৰুৱা ঃ *ৰাম নৱমী নাটক*

গুণাভিৰাম বৰুৱাৰ জীৱন আৰু কৃতি; *ৰাম-নৱমী নাটক ঃ* নাটকখনৰ সাধাৰণ আলোচনা, নাটকখনৰ কাহিনীভাগ, নাটকখনৰ চৰিত্রসৃষ্টি, নাটকখনৰ সংলাপ, নাটকখনত সংস্কৃত আৰু অঙ্কীয়া নাটৰ প্রভাৱ, নাটকখনৰ দোষ-ত্রুটি

অধ্যায় ৮ ঃ অতুলচন্দ্র হাজৰিকা ঃ *নৰকাসুৰ*

অতুলচন্দ্র হাজৰিকাৰ জীৱন আৰু কৃতি, অতুলচন্দ্র হাজৰিকাৰ নাটকৰ সাধাৰণ বৈশিষ্ট্যসমূহ; *নৰকাসুৰ ঃ* নাটকখনৰ কাহিনীভাগ আৰু সাধাৰণ আলোচনা, নাটকখনৰ চৰিত্র সৃষ্টি; নাটকখনৰ সংলাপ, পৌৰাণিক নাটক হিচাপে *নৰকাসুৰ*

অধ্যায় ৯ ঃ জ্যোতিপ্রসাদ আগৰৱালাৰ নাটক ঃ সাধাৰণ আলোচনা

জ্যোতিপ্রসাদ আগৰৱালা ঃ জীৱন আৰু কৃতি; জ্যোতিপ্রসাদ আগৰৱালাৰ নাটক ঃ সাধাৰণ পৰিচয় ঃ নাটকসমূহৰ বিষয়বস্তু, জ্যোতিপ্রসাদৰ নাটকৰ সাধাৰণ বৈশিষ্ট্যসমূহ

অধ্যায় ১০ ঃ জ্যোতিপ্রসাদ আগৰৱালা ঃ *ৰূপালীম*

ৰূপালীম ঃ নাটকখনৰ কাহিনী, নাটকখনৰ চৰিত্র সৃষ্টি, নাটকখনৰ সংলাপ

অধ্যায় ১১ ঃ নাটকৰ অর্বাচীন ধাৰা

মহাকাব্যিক নাটক, এবছার্ড নাটক, লোককলাধর্মী নাটক, উত্তৰ-আধুনিক নাটক

অধ্যায় ১২ ঃ অৰুণ শর্মা ঃ *আহাৰ*

অৰুণ শর্মা ঃ জীৱন আৰু কৃতি, নাটকৰ প্রধান বৈশিষ্ট্যসমূহ; *আহাৰ* নাটকৰ সাধাৰণ আলোচনা

অধ্যায় ১৩ ঃ সতীশ ভট্টাচার্য ঃ *মহাৰাজা*

সতীশ ভট্টাচার্যৰ জীৱন আৰু সাহিত্য কর্ম; *মহাৰাজা ঃ* নাটকখনৰ সাধাৰণ আলোচনা, নাটকখনৰ চৰিত্র বিশ্লেষণ, নাটকখনৰ গাঁথনি আৰু সংলাপ

অধ্যায় ১৪ ঃ ভবেন্দ্র নাথ শইকীয়া ঃ *এজাক জোনাকীৰ জিলমিল*

ভবেন্দ্র নাথ শইকীয়া — জীৱন আৰু কৃতি; নাটকখনৰ কাহিনীভাগ; নাটকখনৰ সাধাৰণ আলোচনা, নাটকখনৰ সংলাপ আৰু চৰিত্র সৃষ্টি

চতুর্থ পাঠ্যবিষয় ঃ অসমীয়া সংস্কৃতি

মুঠ ক্রেডিট ঃ = ৪

মুঠ নম্বৰ ঃ ৮০+২০ = ১০০

অধ্যায় ১ ঃ সংস্কৃতিৰ সংজ্ঞা আৰু স্বৰূপ বিচাৰ

সংস্কৃতিৰ সংজ্ঞা; সমাজ আৰু সংস্কৃতি; সংস্কৃতি আৰু পৰিৱেশ; সংস্কৃতিৰ স্বৰূপ আৰু উপাদান ঃ সংস্কৃতিৰ স্বৰূপ, সংস্কৃতিৰ উপাদান, সংস্কৃতিৰ বৈশিষ্ট্য, সংস্কৃতিৰ ভাগ

অধ্যায় ২ ঃ অসমীয়া লোকসংস্কৃতিৰ সাধাৰণ আভাস

লোকসংস্কৃতিৰ সংজ্ঞা; লোকসংস্কৃতিৰ বৈশিষ্ট্য; লোকসংস্কৃতিৰ শ্রেণী বিভাজন ঃ মৌখিক সাহিত্য বা বাচিক কলা, ভৌতিক সংস্কৃতি, সামাজিক লোকাচাৰ, লোক-পৰিৱেশ্য কলা

অধ্যায় ৩ ঃ অসমীয়া লোকসংস্কৃতিৰ শ্রেণীবিভাজন

অসমৰ লোকসংস্কৃতিৰ চমু পৰিচয়; অসমীয়া লোকসংস্কৃতিৰ শ্রেণী বিভাজন ঃ মৌখিক সাহিত্য বা বাচিক কলা, ভৌতিক সংস্কৃতি, সামাজিক লোকাচাৰ, লোক-পৰিৱেশ্য কলা

অধ্যায় ৪ ঃ বৰ অসম ঃ সমন্বয় আৰু সমাহৰণ

অসম নামৰ উৎপত্তি; অসমৰ ভৌগোলিক অৱস্থিতি; সমন্বয় আৰু সমাহৰণ ঃ অসমৰ জনগাঁথনি, ভাষা আৰু সাহিত্য, ধর্ম, উৎসৱ-পার্বণ, সামাজিক লোকাচাৰ, খাদ্য, সাজপাৰ, অলঙ্কাৰ, সঙ্গীত, পৰিৱেশ্য কলা

অধ্যায় ৫ ঃ অসমীয়া লোকসংস্কৃতিলৈ বিভিন্ন নৃগোষ্ঠীয় অৱদান

অসমৰ নৃগোষ্ঠীসমূহ ঃ ভূমিকা, নৃগোষ্ঠীসমূহৰ প্রজাতিগত (Racial) পৰিচয়; অসমীয়া লোকসংস্কৃতিলৈ নৃগোষ্ঠীয় অৱদান ঃ মৌখিক সাহিত্য, ভৌতিক সংস্কৃতি ঃ সামাজিক লোকাচাৰ, লোক-পৰিৱেশ্য কলা, ভাষা-সাহিত্য আৰু অন্যান্য বিভিন্ন দিশত অৱদান

অধ্যায় ৬ ঃ অসমীয়া সংস্কৃতিলৈ অষ্ট্রিকসকলৰ অৱদান

অসমত বসবাস কৰা অষ্ট্রিকসকল; অসমীয়া লোকসংস্কৃতিলৈ অষ্ট্রিকসকলৰ অৱদান ঃ ভাষিক অৱদান, উৎসৱ-পার্বণ, লোকবিশ্বাস, সামাজিক প্রথা, ভৌতিক সংস্কৃতি

অধ্যায় ৭ ঃ অসমীয়া সংস্কৃতিলৈ তিব্বত-বর্মীয় ভাষীৰ অৱদান

তিব্বত- বর্মীয় ভাষিক গোষ্ঠাসমূহৰ চমু পৰিচয়; অসমীয়া সংস্কৃতিলৈ তিব্বত বর্মীয়সকলৰ অৱদান ঃ মৌখিক সাহিত্য, ভৌতিক সাহিত্য, সামাজিক লোকাচাৰ, লোক-পৰিৱেশ্য কলা, ভাষা, সাহিত্য আৰু অন্যান্য দিশত অৱদান

অধ্যায় ৮ ঃ অসমীয়া সংস্কৃতিলৈ টাইসকলৰ অৱদান

টাই ভাষিক গোষ্ঠীৰ চমু পৰিচয়; অসমীয়া সংস্কৃতিলৈ টাইসকলৰ অৱদান ঃ ভাষা, সাহিত্য, ধর্ম, স্থাপত্য আৰু ভাস্কর্য, চিত্রকলা, বস্ত্রশিল্প, অলঙ্কাৰ আৰু অন্যান্য

অধ্যায় ৯ ঃ অসমীয়া সংস্কৃতিলৈ মুছলমানসকলৰ অৱদান

অসমীয়া সংস্কৃতি আৰু মুছলমানসকল ঃ মৌখিক সাহিত্য, ভৌতিক সংস্কৃতি, সামাজিক লোকাচাৰ, লোক-পৰিৱেশ্য কলা, ভাষা-সাহিত্য আৰু অন্যান্য দিশত অৱদান

অধ্যায় ১০ ঃ অসমৰ প্ৰাচীন ধৰ্মীয় পৰম্পৰা

ধৰ্ম আৰু সংস্কৃতি; অসমত বৈষ্ণৱ ধৰ্মৰ পৰম্পৰা; অসমত শৈৱধৰ্মৰ পৰম্পৰা; জনজাতীয় আৰু আহোম সমাজত শৈৱ ধৰ্ম; শিৱৰ সহস্ৰ নাম আৰু উপাসনা পদ্ধতি; অসমত শাক্তধৰ্মৰ পৰম্পৰা, দেৱীৰ বিভিন্ন ৰূপ

অধ্যায় ১১ ঃ অসমৰ নৱবৈষ্ণৱ ধৰ্ম

সৰ্বভাৰতীয় ভক্তি আন্দোলন; অসমৰ নৱবৈষ্ণৱ ধৰ্ম; নৱবৈষ্ণৱ ধৰ্মৰ পটভূমি, নৱবৈষ্ণৱ ধৰ্মৰ বৈশিষ্ট্যসমূহ; নৱবৈষ্ণৱ ধৰ্মৰ সীমাবদ্ধতা, নৱবৈষ্ণৱ ধৰ্মৰ আদৰ্শৰ দ্বাৰা প্ৰভাৱিত সাহিত্য কৰ্মৰ চমু পৰিচয়

অধ্যায় ১২ ঃ সত্ৰীয়া সংস্কৃতি

সত্ৰ ঃ সাধাৰণ পৰিচয়; সত্ৰৰ সংজ্ঞা, গঠন প্ৰণালী আৰু শ্ৰেণী বিভাজন; সত্ৰীয়া সঙ্গীত, নৃত্য আৰু অঙ্কীয়া নাট; সত্ৰীয়া চিত্ৰকলা; সত্ৰৰ ধৰ্মীয় আচাৰ

অধ্যায় ১৩ ঃ অসমৰ স্থাপত্য-ভাস্কৰ্য আৰু পুথিচিত্ৰ

অসমৰ স্থাপত্য-ভাস্কৰ্য ঃ প্ৰাক্-আহোম যুগৰ স্থাপত্য- ভাস্কৰ্য, আহোম যুগৰ স্থাপত্য-ভাস্কাৰ্য, অসমৰ পুথি চিত্ৰ

অধ্যায় ১৪ ঃ বিশ্বায়ন আৰু অসমীয়া সংস্কৃতি

বিশ্বায়নৰ চমু পৰিচয়; বিশ্বায়ন আৰু অসমীয়া সংস্কৃতি; গণমাধ্যমসমূহ, জনপ্ৰিয় সংস্কৃতি (Popular Culture), চাইবাৰ কাল্‌চাৰ, অন্যান্য ন-ধাৰাসমূহ

দ্বিতীয় ষাণ্মাসিক

প্ৰথম পাঠ্যবিষয় ঃ অসমীয়া সাহিত্যৰ বুৰঞ্জী (অৰুণোদয় যুগৰ পৰা যুদ্ধোত্তৰ যুগলৈ)

মুঠ ক্ৰেডিট ঃ = ৪

মুঠ নম্বৰ ঃ ৮০+২০ = ১০০

অধ্যায় ১ ঃ অৰুণোদয় যুগৰ অসমীয়া সাহিত্য — ১

অৰুণোদয় যুগৰ ঐতিহাসিক পটভূমি; অৰুণোদয় যুগৰ সাহিত্যঃ প্ৰাক্-অৰুণোদয় স্তৰ (১৮২৬-১৮৪৬, অৰুণোদয় ঃ অসমীয়া ভাষাৰ পুনঃ প্ৰতিষ্ঠাৰ স্তৰ, আধুনিক অসমীয়া ভাষা-সাহিত্যৰ প্ৰতিষ্ঠাৰ স্তৰ

অধ্যায় ২ ঃ অৰুণোদয় যুগৰ অসমীয়া সাহিত্য — ২

অৰুনোদই কাকত আৰু অসমীয়া সাহিত্য; অৰুনোদই কাকত প্ৰকাশৰ সময়ছোৱাৰ অসমীয়া সাহিত্যৰ চমু আভাস ঃ অৰুনোদই কাকতলৈ অৰিহণা যোগোৱা অনা-অসমীয়া লেখক-লেখিকাসকল, অৰুনোদই কাকতলৈ অৰিহণা যোগোৱা অসমীয়া লেখক-লেখিকাসকল

অধ্যায় ৩ ঃ অৰুণোদয় যুগৰ অসমীয়া সাহিত্য — ৩

অৰুণোদয় যুগৰ অসমীয়া সাহিত্য ঃ *আসাম বিলাসিনী, আসাম বিলাসিনী*ৰ বৈশিষ্ট্যসমূহ, *আসাম নিউজ, আসাম নিউজ*ৰ বৈশিষ্ট্যসমূহ, *মৌ, মৌ*ৰ বৈশিষ্ট্যসমূহ, *আসাম বন্ধু, আসাম বন্ধু*ৰ বৈশিষ্ট্যসমূহ, অন্যান্য কাকতসমূহ

অধ্যায় ৪ ঃ জোনাকী যুগৰ অসমীয়া সাহিত্য— ১

জোনাকী যুগৰ পটভুমি; জোনাকী যুগৰ অসমীয়া সাহিত্য; জোনাকী যুগৰ অসমীয়া সাহিত্যৰ বিবিধ ভাগ ঃ কবিতা, নাটক, উপন্যাস, চুটিগল্প, প্রবন্ধ আৰু সমালোচনা; জোনাকী যুগৰ অসমীয়া সাহিত্যৰ বৈশিষ্ট্য

অধ্যায় ৫ ঃ জোনাকী যুগৰ অসমীয়া সাহিত্য— ২

জোনাকী যুগৰ অসমীয়া সাহিত্য ঃ *ঊষা, ঊষাৰ* বৈশিষ্ট্যসমূহ, *বাঁহী, বাঁহীৰ* বৈশিষ্ট্যসমূহ

অধ্যায় ৬ ঃ জোনাকী যুগৰ অসমীয়া সাহিত্য— ৩

জোনাকী যুগৰ সাহিত্যিকসকল ঃ লক্ষ্মীনাথ বেজবৰুৱা, চন্দ্রকুমাৰ আগৰৱালা, হেমচন্দ্র গোস্বামী, পদ্মনাথ গোহাঞিবৰুৱা, আনন্দ চন্দ্র আগৰৱালা, বেণুধৰ ৰাজখোৱা, সত্যনাথ বৰা, কনকলাল বৰুৱা, ৰঘুনাথ চৌধাৰী, দুর্গেশ্বৰ শর্মা, ৰজনীকান্ত বৰদলৈ, হিতেশ্বৰ বৰবৰুৱা

অধ্যায় ৭ ঃ আৱাহনৰ সাহিত্য

আৱাহনৰ পটভূমি; আৱাহন আৰু অসমীয়া সাহিত্য; আৱাহন যুগৰ অসমীয়া সাহিত্যৰ বৈশিষ্ট্য তথা বিবিধ ধাৰা; আৱাহন যুগৰ সাহিত্যিকসকল

অধ্যায় ৮ ঃ জয়ন্তী যুগৰ অসমীয়া সাহিত্য

জয়ন্তী যুগৰ সাহিত্যৰ পটভূমি; জয়ন্তী আৰু অসমীয়া সাহিত্য; জয়ন্তী যুগৰ অসমীয়া সাহিত্যৰ বৈশিষ্ট্য তথা বিবিধ ধাৰা; জয়ন্তী যুগৰ প্রধান সাহিত্যিকসকল

অধ্যায় ৯ ঃ ৰামধেনু যুগৰ অসমীয়া সাহিত্য — ১

ৰামধেনু যুগৰ পটভূমি; ৰামধেনু যুগৰ অসমীয়া সাহিত্য; ৰামধেনু যুগৰ অসমীয়া সাহিত্যৰ বিবিধ ধাৰাঃ প্রগতিবাদী বা সমাজবাদী ধাৰা, হাস্য-ব্যঙ্গৰ ধাৰা, আধুনিকতা আৰু বাস্তৱবাদী ধাৰা, মনঃস্তাত্ত্বিক ধাৰা, ৰাজনৈতিক আৰু অর্থনৈতিক ধাৰা, অস্তিত্ববাদী ধাৰা আৰু চেতনাস্রোত পদ্ধতি

অধ্যায় ১০ ঃ ৰামধেনু যুগৰ অসমীয়া সাহিত্য — ২

ৰামধেনু যুগৰ সাহিত্যিকসকল

অধ্যায় ১১ ঃ সাম্প্রতিক যুগৰ অসমীয়া সাহিত্য ঃ প্রথম পর্ব — ১ (১৯৭০-৯০)

সাম্প্রতিক যুগৰ অসমীয়া সাহিত্যৰ পটভূমি; সাম্প্রতিক যুগৰ অসমীয়া সাহিত্যৰ বিভিন্ন ধাৰা; সাম্প্রতিক যুগৰ অসমীয়া সাহিত্যৰ বৈশিষ্ট্যসমূহ

অধ্যায় ১২ ঃ সাম্প্রতিক যুগৰ অসমীয়া সাহিত্য ঃ প্রথম পর্ব — ২ (১৯৭০-৯০)

সাম্প্রতিক যুগৰ (১৯৭০-১৯৯০) সাহিত্যিকসকল

অধ্যায় ১৩ ঃ সাম্প্রতিক যুগৰ অসমীয়া সাহিত্য ঃ দ্বিতীয় পর্ব (১৯৯০-২০০০)

সাম্প্রতিক যুগৰ আসমীয়া সাহিত্য(১৯৯০-২০০০)ৰ পটভূমি; সাম্প্রতিক যুগৰ আসমীয়া সাহিত্য (১৯৯০-২০০০)ৰ ধাৰা তথা বৈশিষ্ট্যসমূহ; সাম্প্রতিক যুগৰ আসমীয়া সাহিত্য(১৯৯০-২০০০)ৰ সাহিত্যিকসকল

অধ্যায় ১৪ ঃ অসমীয়া সাহিত্যৰ বুৰঞ্জীকাৰসকল

অসমীয়া সাহিত্যৰ বুৰঞ্জীকাৰসকলৰ চমু পৰিচয় ঃ দেবেন্দ্রনাথ বেজবৰুৱা, হেমচন্দ্র গোস্বামী, ডিম্বেশ্বৰ নেওগ, মহেশ্বৰ নেওগ, সত্যেন্দ্রনাথ শর্মা, বিৰিঞ্চি কুমাৰ বৰুৱা, আনন্দৰাম বৰুৱা ভাষা-কলা-সংস্কৃতি সংস্থাৰ দ্বাৰা প্রকাশিত 'অসমীয়া সাহিত্যৰ বুৰঞ্জী'ৰ সম্পাদকসকল; অসমীয়া সাহিত্যৰ যুগ বিভাজন; অসমীয়া সাহিত্যৰ বুৰঞ্জীকাৰসকলৰ অসমীয়া সাহিত্যৰ বুৰঞ্জীসমূহঃ দেবেন্দ্রনাথ বেজবৰুৱাৰ অসমীয়া ভাষা আৰু সাহিত্যৰ বুৰঞ্জী, হেমচন্দ্র গোস্বামী সম্পাদিত অসমীয়া সাহিত্যৰ চানেকি, ডিম্বেশ্বৰ নেওগৰ অসমীয়া সাহিত্যৰ বুৰঞ্জী সম্ভাৰ, মহেশ্বৰ নেওগৰ অসমীয়া সাহিত্যৰ ৰূপৰেখা, সত্যেন্দ্রনাথ শর্মাৰ অসমীয়া সাহিত্যৰ সমীক্ষাত্মক ইতিবৃত্ত, বিৰিঞ্চি কুমাৰ বৰুৱাৰ History of Assame Literature, আনন্দৰাম বৰুৱা ভাষা-কলা-সংস্কৃতি সংস্থাৰ দ্বাৰা প্রকাশিত অসমীয়া সাহিত্যৰ বুৰঞ্জী

দ্বিতীয় পাঠ্যবিষয় ঃ অসমীয়া গদ্য সাহিত্য

মুঠ ক্রেডিট ঃ = ৪

মুঠ নম্বৰ ঃ ৮০+২০ = ১০০

অধ্যায় ১ ঃ অসমীয়া গদ্য সাহিত্যৰ প্ৰাৰম্ভিক স্বৰূপ

গদ্য ঃ অৱধাৰণা; অসমীয়া গদ্য-সাহিত্যৰ প্ৰাৰম্ভিক স্বৰূপ ঃ অসমীয়া মন্ত্ৰ সাহিত্যৰ গদ্য, অঙ্কীয়া নাটৰ গদ্য

অধ্যায় ২ ঃ কথা গীতা (প্ৰথম আৰু দ্বিতীয় অধ্যায়)

ভট্টদেৱ ঃ জীৱন আৰু কৃতি ঃ ভট্টদেৱৰ গদ্য প্ৰতিভা; ভট্টদেৱৰ কথা গীতাঃ মূল পাঠৰ আভাস, কথা গীতাৰ গদ্যৰ চমু পৰিচয়, ব্যাকৰণগত বৈশিষ্ট্য, গদ্যৰ অন্যান্য বৈশিষ্ট্য, অনুবাদ ৰীতি, কঠিন শব্দৰ টোকা

অধ্যায় ৩ ঃ গুৰু-চৰিত কথা (মহেশ্বৰ নেওগ সম্পাদিত, ১৬২ৰ পৰা ১৯০ নং দফালৈ)

চৰিত পুথিৰ উদ্ভৱ আৰু বিকাশ; গুৰু-চৰিত-কথা (১৬২ৰ পৰা ১৯০ নং দফালৈ) ঃ পাঠটিৰ উৎস, মূল পাঠৰ আভাস, বিষয়বস্তুৰ পৰিচয়, নাৰায়ণ দাস ঠাকুৰ আতাৰ চাৰিত্ৰিক বৈশিষ্ট্য, গুৰু-চৰিত-কথাৰ গদ্যৰীতি, কঠিন শব্দৰ টোকা

অধ্যায় ৪ ঃ সাতসৰী অসম বুৰঞ্জী (প্ৰথম আৰু দ্বিতীয় অধ্যায় বুৰঞ্জী)

অসমীয়া বুৰঞ্জী সাহিত্য ঃ চমু পৰিচয়; সাতসৰী অসম বুৰঞ্জী ঃ চমু পৰিচয়; সাতসৰী অসম বুৰঞ্জীৰ বিশেষত্বসমূহ; সাতসৰী অসম বুৰঞ্জীৰ অন্তৰ্গত প্ৰথমখন বুৰঞ্জীঃ প্ৰথমখন বুৰঞ্জীৰ বিষয়বস্তু, প্ৰথমখন বুৰঞ্জীৰ গদ্যৰীতি, সমসাময়িক আহোম ৰাজনীতি আৰু অসমীয়া সমাজ প্ৰেক্ষাপটত বুৰঞ্জীখনৰ ভূমিকা; সাতসৰী অসম বুৰঞ্জীৰ অন্তৰ্গত দ্বিতীয়খন বুৰঞ্জী ঃ দ্বিতীয়খন বুৰঞ্জীৰ বিষয়বস্তু, দ্বিতীয়খন বুৰঞ্জীৰ গদ্যৰীতি, সমসাময়িক আহোম ৰাজনীতি আৰু অসমীয়া সমাজ প্ৰেক্ষাপটত বুৰঞ্জীখনৰ ভূমিকা; অসমীয়া বুৰঞ্জী সাহিত্যত সাতসৰী অসম বুৰঞ্জীৰ স্থান

অধ্যায় ৫ ঃ আধুনিক অসমীয়া গদ্য সাহিত্যৰ উদ্ভৱ

অৰুণোদয় যুগৰ গদ্য ঃ প্ৰাক্-অৰুণোদয় স্তৰৰ গদ্য, অসমীয়া ভাষা পুনঃ প্ৰতিষ্ঠাৰ স্তৰৰ গদ্য, আধুনিক অসমীয়া ভাষা-সাহিত্য প্ৰতিষ্ঠাৰ স্তৰৰ গদ্য

অধ্যায় ৬ ঃ আনন্দৰাম ঢেকিয়াল ফুকন ঃ 'ইংগ্লণ্ডৰ বিবৰণ'

আনন্দৰাম ঢেকিয়াল ফুকন ঃ জীৱন আৰু কৃতি ঃ আনন্দৰাম ঢেকিয়াল ফুকনৰ ৰচনাৰাজি; 'ইংগ্লণ্ডৰ বিবৰণ' শীৰ্ষক মূল পাঠৰ বিষয়বস্তু; আনন্দৰাম ঢেকিয়াল ফুকনৰ গদ্যৰীতিঃ 'ইংগ্লণ্ডৰ বিবৰণ' শীৰ্ষক পাঠটোৰ গদ্যৰীতি; আনন্দৰাম ঢেকিয়াল ফুকনৰ গদ্যৰ আখৰ জোঁটনি

অধ্যায় ৭ ঃ লক্ষ্মীনাথ বেজবৰুৱা ঃ মোৰ জীৱন সোঁৱৰণ (প্ৰথম অধ্যায়)

লক্ষ্মীনাথ বেজবৰুৱা ঃ জীৱন আৰু কৃতি; আত্মজীৱনীৰ স্বৰূপ ঃ মোৰ জীৱন সোঁৱৰণ ঃ অসমীয়া সাহিত্যৰ বুৰঞ্জীত ইয়াৰ স্থান, মোৰ জীৱন সোঁৱৰণঃ সমাজ বাস্তৱতাৰ তথ্য, মোৰ জীৱন সোঁৱৰণ ঃ হাস্য-ব্যঙ্গ, বেজবৰুৱাৰ গদ্যৰীতি

অধ্যায় ৮ ঃ সত্যনাথ বৰা ঃ 'জীৱনৰ অমিয়া'

সত্যনাথ বৰা ঃ জীৱন আৰু ব্যক্তিত্ব, সত্যনাথ বৰাৰ সাহিত্য সম্ভাৰ, চিন্তা-কলি; মূল পাঠৰ বিষয়বস্তুঃ মানুহৰ শ্ৰেণী, কৰ্তব্যৰ মহত্ত্ব; সত্যনাথ বৰাৰ গদ্যৰীতি

অধ্যায় ৯ ঃ বাণীকান্ত কাকতি ঃ 'কবিৰ অহৈতুকী প্ৰীতি'

বাণীকান্ত কাকতি ঃ জীৱন আৰু কৃতি; বাণীকান্ত কাকতিৰ সাহিত্য সমালোচনা ঃ বাণীকান্ত কাকতিৰ সাহিত্য সমালোচনাৰ বৈশিষ্ট্য; সাহিত্য আৰু প্ৰেম ঃ চণ্ডীদাস আৰু প্ৰেম, ডাণ্টে আৰু প্ৰেম; বাণীকান্ত কাকতিৰ গদ্যৰীতি

অধ্যায় ১০ ঃ কৃষ্ণকান্ত সন্দিকৈ ঃ 'গ্রীক নাটকৰ গান'

কৃষ্ণকান্ত সন্দিকৈ ঃ জীৱন আৰু কৃতি ঃ কৃষ্ণকান্ত সন্দিকৈ সাহিত্য কৃতি; মূল পাঠৰ আলোচনা ঃ গ্রীক্ ট্রেজেডি আৰু গ্রীক্ নাটকৰ গান, গ্রীক্ শোকনাটকৰ গানৰ শ্রেণী বা প্রকাৰ, গ্রীক্ নাটকত ক'ৰাছৰ প্রাধান্য আৰু গুৰুত্ব, গ্রীক্ নাটকৰ গীতৰ বিভিন্ন দিশ, গ্রীক্ ট্রেজেডিৰ অনুকৰণ আৰু প্রভাৱ, গ্রীক্ নাটক আৰু প্রাচীন ভাৰতীয় সাহিত্য; কৃষ্ণকান্ত সন্দিকৈৰ গদ্যৰীতি

অধ্যায় ১১ ঃ বেণুধৰ শর্মা ঃ 'মণিৰাম দেৱানৰ ফাঁচী'

বেণুধৰ শর্মা ঃ জীৱন আৰু ব্যক্তিত্ব, বেণুধৰ শর্মাৰ সাহিত্য চর্চা, মণিৰাম দেৱান; মূল পাঠৰ বিষয়বস্তু ঃ অসমত স্বাধীনতাৰ ৰণ আৰু মণিৰামৰ ভূমিকা, বৃটিছে কৰা বিচাৰ, মণিৰামৰ প্রতিক্রিয়া, ফাঁচীৰ প্রস্তুতি আৰু সমাপন, মণিৰামৰ মৃত্যুৰ প্রভাৱ; বেণুধৰ শর্মাৰ গদ্যৰীতি

অধ্যায় ১২ ঃ তীর্থনাথ শর্মা ঃ 'নাৰদৰ কৃষ্ণ দর্শন'

তীর্থনাথ শর্মা ঃ জীৱন আৰু কৃতি; পঞ্চপুষ্প ঃ 'নাৰদৰ কৃষ্ণ দর্শন'ৰ তাৎপর্য, পুৰণি সাহিত্যত নাৰদ, তীর্থনাথ শর্মাৰ গদ্যৰীতি

অধ্যায় ১৩ ঃ মহেশ্বৰ নেওগ ঃ 'মায়ামৰীয়াৰ বুকুৰ শোণিতেৰে বনকোৱা বুৰঞ্জীৰ পাত'

মহেশ্বৰ নেওগ ঃ জীৱন আৰু ব্যক্তিত্ব, মহেশ্বৰ নেওগৰ সাহিত্য সম্ভাৰ; মূল পাঠৰ বিষয়বস্তু ঃ মায়ামৰীয়াসকলৰ পৰিচয়, নামকৰণৰ তাৎপর্য, মৰাণ আৰু মটক, আহোম শাসন আৰু মায়ামৰীয়া নিগ্রহ, মায়ামৰীয়া বিদ্রোহ, মায়ামৰীয়া বিদ্রোহৰ পৰৱর্তী সময়, মায়ামৰীয়া বিদ্রোহৰ পৰা পোৱা শিকনি; মহেশ্ব নেওগৰ গদ্যৰীতি

অধ্যায় ১৪ ঃ হীৰেন গোঁহাই ঃ 'জ্যোতিপ্রসাদৰ কাৰেঙৰ লিগিৰী'

হীৰেন গোঁহাই ঃ জীৱন আৰু ব্যক্তিত্ব ঃ হীৰেন গোহাঁইৰ সাহিত্যৰ সম্ভাৰ, সাহিত্যৰ সত্য, মূল পাঠৰ বিষয়বস্তু ঃ সাহিত্য আৰু আদর্শ, কাৰেঙৰ লিগিৰীত ৰোমাণ্টিক বিপ্লৱবাদ, কাৰেঙৰ লিগিৰীৰ প্রধান চৰিত্রসমূহ, কাৰেঙৰ লিগিৰীৰ অন্যান্য দিশ; হীৰেন গোঁহাইৰ গদ্যৰীতি

তৃতীয় পাঠ্যবিষয় ঃ অসমীয়া উপন্যাস

মুঠ ক্রেডিট ঃ = ৪

মুঠ নম্বৰ ঃ ৮০+২০ = ১০০

অধ্যায় ১ ঃ অসমীয়া উপন্যাসৰ ধাৰা — ১

অসমীয়া উপন্যাসৰ প্রস্তুতি পর্ব, প্রাক্- স্বাধীনতা কালৰ অসমীয়া উপন্যাস

অধ্যায় ২ ঃ অসমীয়া উপন্যাসৰ ধাৰা — ২

স্বৰাজোত্তৰ কালৰ অসমীয়া উপন্যাস

অধ্যায় ৩ ঃ ৰজনীকান্ত বৰদলৈ ঃ *দন্দুৰা দ্রোহ* — ১

ৰজনীকান্ত বৰদলৈ ঃ জীৱন আৰু কৃতি, ৰজনীকান্ত বৰদলৈৰ উপন্যাসৰ সাধাৰণ বৈশিষ্ট্যসমূহ

অধ্যায় ৪ ঃ ৰজনীকান্ত বৰদলৈ ঃ *দন্দুৰা দ্রোহ* — ২

দন্দুৰা দ্রোহ ঃ সাধাৰণ আলোচনা, উপন্যাসখনৰ কাহিনীভাগ, উপন্যাসখনৰ চৰিত্র চিত্রণ, উপন্যাসখনৰ বৈশিষ্ট্যসমূহ, ঐতিহাসিক উপন্যাস হিচাপে দন্দুৰাদ্রোহ

অধ্যায় ৫ ঃ বিৰিঞ্চি কুমাৰ বৰুৱা ঃ *জীৱনৰ বাটত* — ১

বিৰিঞ্চি কুমাৰ বৰুৱা ঃ জীৱন আৰু কৃতি, বিৰিঞ্চি কুমাৰ বৰুৱাৰ উপন্যাসৰ সাধাৰণ বৈশিষ্ট্যসমূহ

অধ্যায় ৬ ঃ বিৰিঞ্চি কুমাৰ বৰুৱা ঃ *জীৱনৰ বাটত* — ২

জীৱনৰ বাটত ঃ উপন্যাসখনৰ সাধাৰণ আলোচনা, উপন্যাসখনৰ কাহিনীভাগ, উপন্যাসখনৰ চৰিত্র চিত্রণ, উপন্যাসখনৰ বৈশিষ্ট্যসমূহ; উপন্যাসখনত প্রতিফলিত হোৱা গাঁৱলীয়া সমাজ জীৱনৰ চিত্র; উপন্যাসখনত

প্রতিফলিত হোৱা নগৰীয়া সমাজ জীৱনৰ চিত্র

অধ্যায় ৭ ঃ চৈয়দ আব্দুল মালিক ঃ *জীয়া জুৰিৰ ঘাট* — ১

চৈয়দ আব্দুল মালিক ঃ জীৱন আৰু কৃতি, চৈয়দ আব্দুল মালিকৰ উপন্যাসৰ সাধাৰণ বৈশিষ্ট্যসমূহ

অধ্যায় ৮ ঃ চৈয়দ আব্দুল মালিক ঃ *জীয়া জুৰিৰ ঘাট* — ২

জীয়া জুৰিৰ ঘাট ঃ উপন্যাসখনৰ সাধাৰণ আলোচনা, উপন্যাসখনৰ কাহিনীভাগ, উপন্যাসখনৰ চৰিত্র চিত্রণ, উপন্যাসখনৰ বৈশিষ্ট্যসমূহ, উপন্যাসখনত প্রতিফলিত হোৱা মানবতাবাদ, উপন্যাসখনৰ সাহিত্যিক সৌন্দর্য

অধ্যায় ৯ ঃ বীৰেন্দ্র কুমাৰ ভট্টাচার্য ঃ *ৰাজপথে ৰিঙিয়ায়* — ১

বীৰেন্দ্র কুমাৰ ভট্টাচার্য ঃ জীৱন আৰু কৃতি, বীৰেন্দ্র কুমাৰ ভট্টাচার্য উপন্যাসৰ সাধাৰণ বৈশিষ্ট্যসমূহ

অধ্যায় ১০ ঃ বীৰেন্দ্র কুমাৰ ভট্টাচার্য ঃ *ৰাজপথে ৰিঙিয়ায়* — ২

ৰাজপথে ৰিঙিয়ায়ঃ উপন্যাসখনৰ সাধাৰণ আলোচনা, উপন্যাসখনৰ কাহিনীভাগ, উপন্যাসখনৰ চৰিত্র চিত্রণ, উপন্যাসখনৰ বৈশিষ্ট্যসমূহ,ৰাজনৈতিক উপন্যাস হিচাপে ৰাজপথে ৰিঙিয়ায়

অধ্যায় ১১ ঃ হোমেন বৰগোহাঞি ঃ *মৎস্যগন্ধা* — ১

প্রান্ত্য সমাজ আৰু হোমেন বৰগোহাঞি, হোমেন বৰগোহাঞি ঃ জীৱন আৰু কৃতি; হোমেন বৰগোহাঞিৰ উপন্যাসৰ সাধাৰণ বৈশিষ্ট্যসমূহ

অধ্যায় ১২ ঃ হোমেন বৰগোহাঞি ঃ *মৎস্যগন্ধা* — ২

মৎস্যগন্ধা ঃ উপন্যাসখনৰ সাধাৰণ আলোচনা, উপন্যাসখনৰ কাহিনীভাগ, উপন্যাসখনৰ চৰিত্র চিত্রণ, উপন্যাসখনৰ বৈশিষ্ট্যসমূহ

অধ্যায় ১৩ ঃ মামণি ৰয়ছম গোস্বামী ঃ *দঁতাল হাতীৰ উঁয়ে খোৱা হাওদা* — ১

মামণি ৰয়ছম গোস্বামী ঃ জীৱন আৰু কৃতি, মামণি ৰয়ছম গোস্বামীৰ উপন্যাসৰ সাধাৰণ বৈশিষ্ট্যসমূহ

অধ্যায় ১৪ ঃ মামণি ৰয়ছম গোস্বামী ঃ *দঁতাল হাতীৰ উঁয়ে খোৱা হাওদা* — ২

দঁতাল হাতীৰ উঁয়ে খোৱা হাওদা ঃ উপন্যাসখনৰ সাধাৰণ আলোচনা, উপন্যাসখনৰ কাহিনীভাগ, উপন্যাসখনৰ চৰিত্র চিত্রণ, উপন্যাসখনৰ বৈশিষ্ট্যসমূহ, উপন্যাসখনত প্রতিফলিত নাৰী কেন্দ্রিক চিন্তা, উপন্যাসখনত প্রয়োগ হোৱা ভাষা, আঞ্চলিক উপন্যাস হিচাপে দঁতাল হাতীৰ উঁয়ে খোৱা হাওদা

চতুর্থ পাঠ্যবিষয় ঃ অসমীয়া চুটিগল্প

মুঠ ক্রেডিট ঃ = ৪

মুঠ নম্বৰ ঃ ৮০+২০ = ১০০

অধ্যায় ১ ঃ জোনাকী যুগৰ চুটিগল্পৰ ধাৰা

অসমীয়া চুটিগল্পৰ আৰম্ভণি; অসমীয়া চুটিগল্প আৰু জোনাকী যুগ; জোনাকী যুগৰ চুটিগল্পৰ ধাৰা ঃ বেজবৰুৱা আৰু অসমীয়া চুটিগল্প, শৰৎ চন্দ্র গোস্বামীৰ চুটিগল্প, অন্যান্য গল্পকাৰৰ চুটিগল্প

অধ্যায় ২ ঃ আৱাহন যুগৰ চুটিগল্পৰ ধাৰা

আৱাহন যুগৰ পটভূমি আৰু অসমীয়া চুটিগল্প; আৱাহন যুগৰ চুটিগল্প; আৱাহন যুগৰ চুটিগল্পৰ ধাৰাঃ উদাৰনৈতিক মানৱতাবাদী দৃষ্টিভঙ্গী, সমাজ চেতনা আৰু দায়বদ্ধতা, নাৰী মুক্তি তথা নাৰীৰ সামাজিক অৱস্থা সম্পর্কে সচেতনতা, সামাজিক অসমতা আৰু কুসংস্কাৰৰ প্রতি দৃষ্টিভঙ্গী, ভাৰতৰ স্বাধীনতা আন্দোলন আৰু জাতীয় চেতনাৰ প্রকাশ, ৰোমাণ্টিক ভাব-আদর্শৰ বহুল প্রতিফলন, প্রগতিশীল চিন্তা, পশ্চিমীয়া আদর্শ আৰু দর্শনৰ প্রভাৱ

অধ্যায় ৩ ঃ ৰামধেনু যুগৰ চুটিগল্পৰ ধাৰা

ৰামধেনু যুগৰ পটভূমি আৰু অসমীয়া চুটিগল্প; ৰামধেনু যুগৰ চুটিগল্প; ৰামধেনু যুগৰ চুটিগল্পৰ ধাৰা ঃ সামাজিক চেতনা আৰু দায়বদ্ধতা, ঐতিহ্য প্রীতি আৰু প্রাচীন পৰম্পৰাৰ নামত শোষণ, ৰোমাণ্টিকতাৰ

বিপৰীতে মানৱীয় চেতনা বা মনঃস্তত্ত্বৰ প্ৰয়োগ, ৰামধেনুৰ চুটিগল্পত পাশ্চাত্য মত- আদৰ্শৰ প্ৰয়োগ, ৰামধেনুৰ চুটিগল্পত ব্যঙ্গৰ প্ৰয়োগ, ৰামধেনুৰ চুটিগল্পত প্ৰগতিবাদী চিন্তাৰ প্ৰকাশ

অধ্যায় ৪ ঃ উত্তৰ-ৰামধেনু যুগৰ চুটিগল্পৰ ধাৰা

উত্তৰ ৰামধেনু যুগৰ পটভূমি আৰু অসমীয়া চুটিগল্প; উত্তৰ ৰামধেনু যুগৰ চুটিগল্প; উত্তৰ ৰামধেনু যুগৰ চুটিগল্পৰ ধাৰাঃ সমাজবাদী চিন্তা বা মাৰ্ক্সীয় চেতনাৰ প্ৰয়োগ, মনোঃবিশ্লেষণ বা চেতনাস্ৰোত পদ্ধতিৰ প্ৰকাশ, ঐতিহ্য-সংস্কৃতি ৰক্ষাৰ প্ৰৱণতা, এবছাৰ্ড দৰ্শনৰ প্ৰয়োগ

অধ্যায় ৫ ঃ লক্ষ্মীনাথ বেজবৰুৱা ঃ 'মুক্তি'

লক্ষ্মীনাথ বেজবৰুৱাঃ জীৱন আৰু কৃতি ঃ লক্ষ্মীনাথ বেজবৰুৱাৰ গল্পৰ প্ৰধান বৈশিষ্ট্যসমূহ; 'মুক্তি'ঃ গল্পটোৰ সাধাৰণ আলোচনা, গল্পটোৰ কাহিনীভাগ, গল্পটোৰ চৰিত্ৰসমূহ, গল্পটোৰ বিশেষত্ব

অধ্যায় ৬ ঃ শৰৎচন্দ্ৰ গোস্বামী ঃ 'ঘুনুচা'

শৰৎ চন্দ্ৰ গোস্বামীঃ জীৱন আৰু কৃতি ঃ শৰৎ চন্দ্ৰ গোস্বামীৰ গল্পৰ প্ৰধান বৈশিষ্ট্যসমূহ; 'ঘুনুচা' ঃ গল্পটোৰ মূল পাঠ, গল্পটোৰ কাহিনীভাগ, গল্পটোৰ চৰিত্ৰসমূহ, গল্পটোৰ সাধাৰণ আলোচনা, চুটিগল্প হিচাপে ঘুনুচা

অধ্যায় ৭ ঃ নগেন্দ্ৰ নাৰায়ণ চৌধুৰী ঃ'টুনী'

নগেন্দ্ৰ নাৰায়ণ চৌধুৰীঃ জীৱন আৰু কৃতি ঃ নগেন্দ্ৰ নাৰায়ণ চৌধুৰীৰ গল্পৰ প্ৰধান বৈশিষ্ট্যসমূহ; 'টুনী' ঃ গল্পটোৰ সাধাৰণ আলোচনা, গল্পটোৰ কাহিনীভাগ, গল্পটোৰ চৰিত্ৰসমূহ, গল্পটোৰ বিশেষত্ব

অধ্যায় ৮ ঃ লক্ষ্মীনাথ ফুকন ঃ 'মহিমাময়ী'

লক্ষ্মীনাথ ফুকনঃ জীৱন আৰু কৃতি ঃ লক্ষ্মীনাথ ফুকনৰ গল্পৰ প্ৰধান বৈশিষ্ট্যসমূহ; 'মহিমাময়ী'ঃ গল্পটোৰ কাহিনীভাগ, গল্পটোৰ চৰিত্ৰসমূহ, গল্পটোৰ সাধাৰণ আলোচনা, গল্পটোৰ বিশেষত্ব

অধ্যায় ৯ ঃ ৰমা দাশ ঃ 'অবুজ মায়া'

ৰমা দাশঃ জীৱন আৰু কৃতিঃ ৰমা দাশৰ গল্পৰ প্ৰধান বৈশিষ্ট্যসমূহ; 'অবুজ মায়া'ঃ গল্পটোৰ মূল পাঠ, গল্পটোৰ চৰিত্ৰসমূহ, গল্পটোৰ সাধাৰণ আলোচনা, চুটিগল্প হিচাপে 'অবুজ মায়া'

অধ্যায় ১০ ঃ ভবেন্দ্ৰ নাথ শইকীয়া ঃ 'সেন্দুৰ'

ভৱেন্দ্ৰনাথ শইকীয়া ঃ জীৱন আৰু কৃতিঃ ভবেন্দ্ৰনাথ শইকীয়াৰ গল্পৰ প্ৰধান বৈশিষ্ট্যসমূহ; 'সেন্দুৰ'ঃ গল্পটোৰ সাধাৰণ আলোচনা, গল্পটোৰ কাহিনীভাগ, গল্পটোত প্ৰতিভাত হোৱা চৰিত্ৰসমূহ, গল্পটোৰ বিশেষত্ব

অধ্যায় ১১ ঃ নিৰুপমা বৰগোহাঞি ঃ 'ঢেঁকীৰ সৰগ'

নিৰুপমা বৰগোহাঞি ঃ জীৱন আৰু কৃতিঃ নিৰুপমা বৰগোহাঞিৰ গল্পৰ প্ৰধান বৈশিষ্ট্যসমূহ; 'ঢেঁকীৰ সৰগ' ঃ গল্পটোৰ সাধাৰণ আলোচনা, গল্পটোৰ কাহিনীভাগ, গল্পটোৰ চৰিত্ৰ চিত্ৰণ, গল্পটোৰ বিশেষত্ব

অধ্যায় ১২ ঃ শীলভদ্ৰ ঃ 'সংগ্ৰাম'

শীলভদ্ৰঃ জীৱন আৰু কৃতি ঃ শীলভদ্ৰৰ গল্পৰ প্ৰধান বৈশিষ্ট্যসমূহ; 'সংগ্ৰাম'ঃ গল্পটোৰ সাধাৰণ আলোচনা, গল্পটোৰ কাহিনীভাগ, গল্পটোৰ চৰিত্ৰসমূহ, গল্পটোৰ বিশেষত্ব

অধ্যায় ১৩ ঃ সৌৰভ কুমাৰ চলিহা ঃ 'বীণা- কুটিৰ'

সৌৰভ কুমাৰ চলিহাঃ জীৱন আৰু কৃতিঃ সৌৰভ কুমাৰ চলিহাৰ গল্পৰ প্ৰধান বৈশিষ্ট্যসমূহ; 'বীণা-কুটিৰ' ঃ গল্পটোৰ সাধাৰণ আলোচনা, গল্পটোৰ কাহিনীভাগ, গল্পটোৰ চৰিত্ৰ চিত্ৰণ, গল্প কওঁতাৰ মনৰ সম্ভেদ, গল্পটোৰ বিশেষত্ব

অধ্যায় ১৪ ঃ হৰেকৃষ্ণ ডেকা ঃ 'শ্ব'ৰেঙ্গাৰ'

হৰেকৃষ্ণ ডেকা ঃ জীৱন আৰু কৃতি ঃ হৰেকৃষ্ণ ডেকাৰ গল্পৰ প্ৰধান বৈশিষ্ট্যসমূহ; 'শ্বৰেঙ্গাৰ' ঃ গল্পটোৰ কাহিনীভাগ, গল্পটোৰ চৰিত্ৰসমূহ, গল্পটোৰ সাধাৰণ আলোচনা, গল্পটোৰ বিশেষত্ব

তৃতীয় ষাণ্মাসিক

প্রথম পাঠ্যবিষয় ঃ সাহিত্য সমালোচনা

মুঠ ক্রেডিট ঃ = ৪

মুঠ নম্বৰ ঃ ৮০+২০ = ১০০

অধ্যায় ১ ঃ ৰস

ৰসৰ স্বৰূপ ঃ ৰসৰ লক্ষণ; ভৰতৰ ৰাস সূত্ৰ, বিভাব, অনুভাব, ব্যাভিচাৰী ভাবৰ ধাৰণা, ৰসসূত্ৰৰ আধাৰত আগবঢ়োৱা গুৰুত্বপূৰ্ণ মতবাদসমূহ, ৰসৰ প্ৰকাৰভেদ, ভাব, ৰসাভাস আদিৰ ধাৰণা

অধ্যায় ২ ঃ ধ্বনিবাদ

ধ্বনি ঃ ভাৰতীয় অলংকাৰশাস্ত্ৰ আৰু ধ্বনি, আনন্দবৰ্ধন, অভিনৱগুপ্ত আৰু ধ্বনিবাদ, ধ্বনিৰ স্বৰূপ, ধ্বনিৰ বিপক্ষে থকা মতবাদসমূহ, ধ্বনিৰ প্ৰকাৰভেদ

অধ্যায় ৩ ঃ বক্ৰোক্তিবাদ

বক্ৰোক্তিবাদ ঃ ভাৰতীয় অলংকাৰশাস্ত্ৰ আৰু বক্ৰোক্তিবাদ, বক্ৰোক্তিৰ স্বৰূপ, বক্ৰোক্তিৰ প্ৰকাৰভেদ, বক্ৰোক্তিৰ সপক্ষে আৰু বিপক্ষে থকা যুক্তিসমূহ, কাব্যৰ বিভিন্ন উপাদানৰ বিষয়ে দিয়া বক্ৰোক্তি জীৱিতকাৰৰ অভিমত, বক্ৰোক্তি জীৱিতম্- গ্ৰন্থ পৰিচয়

অধ্যায় ৪ ঃ গুণবাদ আৰু ৰীতিবাদ

গুণ আৰু ৰীতিৰ ধাৰণা, ভাৰতীয় অলংকাৰশাস্ত্ৰত গুণ আৰু ৰীতিৰ স্থান, গুণৰ বৈশিষ্ট্যপূৰ্ণ দিশসমূহ, ৰীতিৰ বিশিষ্ট লক্ষণসমূহ

অধ্যায় ৫ ঃ ভক্তিবাদ

মধ্যযুগৰ আলংকাৰিকসকল; ভক্তিবাদ ঃ সাধাৰণ পৰিচয়, সাহিত্য আৰু ভক্তিবাদ, মধ্যযুগীয় আলংকাৰিকসকলৰ বিশিষ্ট কৃতিসমূহৰ আলোচনা

অধ্যায় ৬ ঃ দেশীবাদ

দেশীবাদ ঃ সাধাৰণ পৰিচয়, দেশীবাদৰ উৎপত্তিৰ লগত জড়িত মতসমূহ, দেশীবাদ আৰু ভাৰতীয় সাহিত্য

অধ্যায় ৭ ঃ কবিতা

কবিতা ঃ প্ৰাচ্য আলোচকৰ দৃষ্টিত কবিতা, পাশ্চাত্য আলোচকৰ দৃষ্টিত কবিতা; কবিতাৰ ভাষা; কবিতাৰ সাৰবস্তু ঃ কল্পনা আৰু অনুভূতি, অলংকাৰ, ৰস, ধ্বনি, চিত্ৰকল্প, প্ৰতীক, ছন্দ ঃ ছন্দৰ প্ৰয়োজনীয়তা, কবিতাৰ উদ্দেশ্য আৰু লক্ষ্য; কবিতাৰ বিভাগঃ ব্যক্তিনিষ্ঠ বা গীতি কবিতা, বস্তুনিষ্ঠ বা বৰ্ণনামূলক কবিতা

অধ্যায় ৮ ঃ নাটক

শিল্পকলা ৰূপে নাটক; নাটকৰ সংজ্ঞা; নাটকৰ উপাদানঃ কাহিনী, চৰিত্ৰ, সংলাপ; নাটকৰ ৰূপ-বৈচিত্ৰ্য; কেইটিমান বিশেষ নাট্যধাৰা

অধ্যায় ৯ ঃ উপন্যাস

সাহিত্যৰ এটা প্ৰধান শাখা হিচাপে উপন্যাস আৰু ইয়াৰ ক্ৰমবিকাশৰ ইতিহাস; উপন্যাসৰ সংজ্ঞা; উপন্যাসৰ উপাদান ঃ উপন্যাসৰ কাহিনী, উপন্যাসৰ প্লট, উপন্যাসৰ চৰিত্ৰ, উপন্যাসৰ বিষয়বস্তু ,উপন্যাসৰ কথকতা; উপন্যাসৰ প্ৰতীক আৰু চিত্ৰকল্প, উপন্যাসৰ আংগিক; উপন্যাসৰ শ্ৰেণী বিভাগঃ কাহিনী আৰু বিষয়বস্তুগত শ্ৰেণী বিভাজন, মনোভংগীৰ শ্ৰেণী বিভাজন; আধুনিক উপন্যাস; ঔপন্যাসিকৰ জীৱন দৰ্শন

অধ্যায় ১০ ঃ চুটিগল্প

সাহিত্যৰ এটি প্ৰধান শাখা হিচাপে চুটিগল্প আৰু তাৰ ক্ৰমবিকাশ ঃ চুটিগল্পৰ সংজ্ঞা, চুটিগল্পৰ বিভিন্ন উপাদান, চুটিগল্পৰ শ্ৰেণীবিভাজন, চুটিগল্প আৰু সাহিত্যৰ আন আন বিভাগ

অধ্যায় ১১ ঃ জীৱনী আৰু আত্মজীৱনী

জীৱনীৰ স্বৰূপ; জীৱনীৰ সংজ্ঞা, লক্ষণ; জীৱনীৰ শ্রেণীবিভাগ; জীৱনী ৰচনাৰ প্রক্রিয়া আৰু সমল; জীৱনীৰ সগোত্রীয় সাহিত্য — আত্মজীৱনী; জীৱনী আৰু আত্মজীৱনীৰ মাজত থকা পার্থক্যসমূহ

অধ্যায় ১২ ঃ পাশ্চাত্য সমালোচনা — ১

সমালোচনা ঃ সমালোচনা সাহিতৰ ক্রমবিকাশ; সমালোচনা আৰু সমালোচক, সমালোচনা আৰু সৃষ্টিশীল ৰচনা; সমালোচনাৰ ধাৰা — এৰিষ্টটলৰ পৰা ৰোমাণ্টিচিজম

অধ্যায় ১৩ ঃ পাশ্চাত্য সমালোচনা — ২

নব্য সমালোচনা, আধুনিকতাবাদ, আধুনিকতাবাদত ব্যৱহৃত কেইটামান তাত্ত্বিক দিশ

অধ্যায় ১৪ ঃ পাশ্চাত্য সমালোচনা — ৩

উত্তৰ-আধুনিকতাবাদ, ঔপনিৱেশিতাবাদ আৰু উত্তৰ-ঔপনিৱেশিকতাবাদ

দ্বিতীয় পাঠ্যবিষয় ঃ ভক্তি সাহিত্য (সাহিত্য শাখাৰ শিক্ষার্থীসকলৰ বাবে)

মুঠ ক্রেডিট ঃ = ৪

মুঠ নম্বৰ ঃ ৮০+২০ = ১০০

অধ্যায় ১ ঃ ভক্তি আৰু ভক্তিতত্ত্ব

ভক্তিৰ সংজ্ঞা; ভক্তিৰ স্বৰূপ আৰু বৈশিষ্ট্য; ভক্তিৰ প্রকাৰ — সগুণ ভক্তি, নিগুণ ভক্তি ঃ সগুণ ভক্তিৰ স্বৰূপ, নির্গুণ ভক্তিৰ স্বৰূপ; মহাপুৰুষীয়া ধর্মত ভক্তিৰ স্বৰূপ

অধ্যায় ২ ঃ ভাৰতীয় ভক্তি সাহিত্যৰ পটভূমি

ভাৰতীয় ভক্তি সাহিত্য, বৈদিক আৰু উপনিষদীয় সাহিত্যত ভক্তি; আলৱাৰসকলৰ ভক্তি; শৈৱ ভক্তি, বৈষ্ণৱ ভক্তি, শাক্ত শক্তি; মধ্য যুগৰ ভক্তিসাহিত্য; ভক্তি সাহিত্যৰ দার্শনিক পটভূমি

অধ্যায় ৩ ঃ ভাৰতীয় ভক্তি সাহিত্যৰ উৎপত্তি আৰু বিকাশ

সংস্কৃত ভক্তি সাহিত্য; তামিল ভক্তি সাহিত্য; মধ্যযুগীয়া ভক্তি সাহিত্য; কবীৰ দাস, সুৰ দাস, মীৰাবাঈ, তুলসীদাস, শঙ্কৰদেৱ, চৈতন্য দেৱ, মাধৱদেৱ, দামোদৰদেৱ, হৰিদেৱৰ ভক্তি সাহিত্য; শাক্ত ভক্তি সাহিত্য; পদ্মাপুৰাণ, মনসা কাব্য, শ্রী শ্রী চণ্ডী ইত্যাদি; শৈৱ ভক্তি সাহিত্যঃ শিৱপুৰাণ, হৰগৌৰী সংবাদ ইত্যাদি

অধ্যায় ৪ ঃ অসমীয়া ভক্তি সাহিত্যৰ বৈশিষ্ট্য আৰু ধাৰা

অসমীয়া ভক্তি সাহিত্যৰ সাধাৰণ বৈশিষ্ট্য; অসমীয়া ভক্তি সাহিত্যৰ ধাৰাঃ সগুণ ভক্তিধাৰা, নির্গুণ ভক্তিধাৰা; সগুণ ভক্তিধাৰা ঃ ৰাম ভক্তিধাৰা, কৃষ্ণ ভক্তিধাৰা; নির্গুণ ভক্তিধাৰাঃ জ্ঞানমার্গ, সন্তমার্গ, চুফী মার্গ; ভক্তি সাহিত্যৰ সামাজিক অভিব্যক্তি; নৈতিক আৰু আধ্যাত্মিক উৎকর্ষ সাধনাত ভক্তি সাহিত্যৰ ভূমিকা

অধ্যায় ৫ ঃ ভক্তিতাত্ত্বিক গ্রন্থ হিচাপে 'কীর্ত্তন'

'কীর্ত্তন'ৰ বিষয়বস্তু; কীর্ত্তনৰ বিভিন্ন অধ্যায়ৰ মূল আৰু ৰচনাকাল; কীর্ত্তন পুথিৰ সংগ্রহ আৰু সম্পাদন; কীর্ত্তন পুথিত প্রতিফলিত ভক্তিতত্ত্ব; কীর্ত্তন পুথিত প্রকাশিত ৰস; কীর্ত্তনৰ সাহিত্যিক সৌন্দর্য

অধ্যায় ৬ ঃ *কীর্ত্তন* ঃ বলিচলন আৰু অজামিল উপাখ্যান

বলিচলনৰ ভক্তিতত্ত্ব; অজামিল উপাখ্যানৰ ভক্তিতত্ত্ব; দুয়োটা খণ্ডৰ ৰচনাশৈলীৰ তুলনা; দুয়োটা খণ্ডৰ মাজেৰে প্রকাশিত ভক্তিৰ মাহাত্ম্য

অধ্যায় ৭ ঃ ভক্তিতাত্ত্বিক গ্রন্থ হিচাপে 'নামঘোষা'

'নামঘোষা'ৰ আধাৰ গ্রন্থ; নামঘোষাত গুৰুভক্তিৰ মাহাত্ম্য; নামঘোষাত মাধৱদেৱৰ আত্মলঘিমা, নামঘোষাত কৃষ্ণ ভক্তিৰ মাহাত্ম্য; নামঘোষাৰ নাম, দেৱ, গুৰু, ভকত আদিৰ তত্ত্ব; নামঘোষাৰ সাহিত্যিক

সৌন্দর্য; নামঘোষাৰ ভক্তিতত্ত্ব; নামঘোষাৰ অন্তর্নিহিত দর্শন; নামঘোষাৰ অনুবাদ ৰীতি

অধ্যায় ৮ ঃ *নামঘোষা* ঃ 'উপদেশ' আৰু 'নিন্দা'

'নামঘোষা'ত উপদেশৰ তাৎপর্য; নামঘোষাত নিন্দাৰ তাৎপর্য, নামঘোষাত হৰিভক্তিৰ মাহাত্ম্য, নামঘোষাত সংসাৰ-তাৰণৰ উপায়

অধ্যায় ৯ ঃ ভট্টদেৱৰ কথা ভাগৱত ঃ সাধাৰণ আলোচনা

ভট্টদেৱৰ পৰিচয়; ভট্টদেৱৰ সাহিত্য প্রতিভা; কথা ভাগবত আৰু ভট্টদেৱৰ গদ্যৰীতি, ভাগৱতৰ বিভিন্ন টীকা; কথা ভাগৱতত ভট্টদেৱৰ পাণ্ডিত্য আৰু ব্যক্তিত্ব; কথা ভাগৱতত প্রকাশিত ভক্তিতত্ত্ব; কথা-ভাগৱত আৰু অসমীয়া গদ্য পৰম্পৰা

অধ্যায় ১০ ঃ *কথা ভাগৱত* ঃ প্রথম আৰু দ্বিতীয় অধ্যায়

কথা ভাগৱতঃ প্রথম অধ্যায়ৰ চমু আলোচনা; কথা ভাগৱতঃ দ্বিতীয় অধ্যায়ৰ চমু আলোচনা; কথা ভাগৱতৰ গদ্যৰীতিৰ বৈশিষ্ট্য

অধ্যায় ১১ ঃ দূর্গাবৰৰ *গীতি ৰামায়ণ* ঃ সাধাৰণ আলোচনা

অসমীয়া ৰামায়ণ পৰম্পৰা; দুর্গাবৰৰ কাব্য প্রতিভা; গীতি ৰামায়ণৰ মূল আৰু ৰচনাকাল; গীতি ৰামায়ণৰ ৰচনাৰীতি; গীতি ৰামায়ণৰ প্রক্ষিপ্ততা; গীতি ৰামায়ণৰ সাহিত্যিক সৌন্দর্য

অধ্যায় ১২ ঃ *গীতি ৰামায়ণ* ঃ অৰণ্য কাণ্ড আৰু কিষ্কিন্ধ্য কাণ্ড

গীতি ৰামায়ণৰ অৰণ্যকাণ্ডৰ চমু পৰিচয়; গীতি ৰামায়ণৰ কিষ্কিন্ধ্যকাণ্ডৰ চমু পৰিচয়; গীতি ৰামায়ণত কবিৰ দৃষ্টিভংগী; গীতি ৰামায়ণ আৰু বাল্মিকী ৰামায়ণ; গীতি ৰামায়ণ আৰু কৃতিবাসী ৰামায়ণ; গীতি ৰামায়ণ আৰু মাধৱ কন্দলিৰ ৰামায়ণ; গীতি ৰামায়ণৰ বিষয়বস্তুত লোক-জীৱনৰ প্রভাৱ

অধ্যায় ১৩ ঃ ৰুচিনাথ কন্দলীৰ *শ্রীশ্রী চণ্ডী* ঃ সাধাৰণ আলোচনা

ৰুচিনাথ কন্দলিৰ সময় আৰু সাহিত্য প্রতিভা, শ্রীশ্রী চণ্ডী ঃ সাধাৰণ আলোচনা; শ্রী শ্রী চণ্ডীত প্রকাশিত শক্তি তত্ত্ব; অসমৰ শক্তি সাহিত্যত শ্রীশ্রী চণ্ডীৰ স্থান; শ্রী শ্রী চণ্ডী কাব্যখনিৰ অভ্যন্তৰীণ সৌন্দর্য

অধ্যায় ১৪ ঃ *শ্রীশ্রী চণ্ডীৰ* প্রথম আৰু দ্বিতীয় মাহাত্ম্য

শ্রীশ্রীচণ্ডীৰ প্রথম মাহাত্ম্যৰ বিষয়বস্তু; শ্রীশ্রীচণ্ডীৰ প্রথম মাহাত্ম্যৰ সাহিত্যিক সৌন্দর্য; শ্রীশ্রী চণ্ডীৰ প্রথম মাহাত্ম্যত প্রকাশিত হোৱা আধ্যাত্মিক তত্ত্ব; শ্রীশ্রীচণ্ডীৰ দ্বিতীয় মাহাত্ম্যৰ বিষয়বস্তু; শ্রীশ্রীচণ্ডীৰ দ্বিতীয় মাহাত্ম্যৰ সাহিত্যিক সৌন্দর্য; শ্রীশ্রীচণ্ডীৰ দ্বিতীয় মাহাত্ম্যত প্রকাশিত হোৱা আধ্যাত্মিক তত্ত্ব

দ্বিতীয় পাঠ্যবিষয় ঃ ভাষাবিজ্ঞানৰ সাধাৰণ পৰিচয় (ভাষা শাখাৰ শিক্ষার্থীসকলৰ বাবে)

মুঠ ক্রেডিট ঃ = ৪

মুঠ নম্বৰ ঃ ৮০+২০ = ১০০

অধ্যায় ১ ঃ ভাষাবিজ্ঞান ঃ এটি পৰিচয়

ভাষাবিজ্ঞান ঃ এটি চমু অৱলোকন; ভাষাবিজ্ঞানক বিজ্ঞান কিয় বোলে; ভাষাবিজ্ঞানৰ পৰিসৰ; ভাষা বিজ্ঞানৰ প্রয়োজনীয়তা; ভাষাবিজ্ঞান আৰু অন্যান্য বিষয়ৰ সম্পর্ক; ভাষাবিজ্ঞানৰ সামগ্রী

অধ্যায় ২ ঃ ভাষাবিজ্ঞান-ভাষাতত্ত্ব আৰু ব্যাকৰণ

ভাষাবিজ্ঞান আৰু ভাষাতত্ত্ব ঃ প্রকাৰ আৰু ক্ষেত্র, ভাষাবিজ্ঞান আৰু ভাষাতত্ত্বৰ প্রভেদ; ভাষাবিজ্ঞান আৰু ব্যাকৰণ ঃ প্রকাৰ আৰু ক্ষেত্র, ভাষাবিজ্ঞান আৰু ব্যাকৰণৰ প্রভেদ; ভাষাবিজ্ঞান- ভাষাতত্ত্ব আৰু ব্যকৰণৰ সম্পর্ক

অধ্যায় ৩ ঃ ভাষা অধ্যয়নৰ ক্রমবিকাশ

ভাষা অধ্যয়নৰ ক্রমবিকাশঃ প্রাচীন যুগ ঃ চীনিয়, ভাৰতীয়, ৰোমানীয়, বেবিলনীয় , গ্রীচীয়; মধ্যযুগঃ

আৰবীয়, ইউৰোপীয়; আধুনিক যুগ ঃ ঐতিহাসিক, বর্ণনামূলক, সৃজনমূলক, অন্যান্য

অধ্যায় ৪ ঃ ভাষাবিজ্ঞানৰ শাখা-প্রশাখাসমূহ

ভাষাবিজ্ঞানৰ শাখা-প্রশাখা — সাধাৰণ আলোচনা ঃ সময় আৰু সামাজিক-সাংস্কৃতিক ভিন্নতা অনুসৰি, ভাষা বিশ্লেষণৰ স্তৰ অনুসৰি, দৃষ্টিভঙ্গী অনুসৰি, অন্যান্য বিষয়ৰ লগত ভাষাৰ সম্পর্ক অনুসৰি

অধ্যায় ৫ ঃ ভাষাবিজ্ঞান অধ্যয়নৰ বিভিন্ন স্তৰ — ধ্বনিতত্ত্ব

ধ্বনিতত্ত্ব — সাধাৰণ আলোচনা ঃ ধ্বনিতত্ত্ব, ধ্বনিবিজ্ঞান, বিশিষ্ট ধ্বনিবিজ্ঞান; উপধ্বনি; ধ্বনিবিজ্ঞানৰ অধ্যয়ন প্রক্রিয়া

অধ্যায় ৬ ঃ ভাষাবিজ্ঞান অধ্যয়নৰ বিভিন্ন স্তৰ — ৰূপতত্ত্ব

ৰূপতত্ত্ব — সাধাৰণ আলোচনা ঃ ৰূপতত্ত্বৰ পৰিসৰ, ৰূপ-উপৰূপ, ৰূপতত্ত্বৰ অধ্যয়ন প্রণালী; ৰূপতত্ত্ব আৰু ব্যাকৰণ

অধ্যায় ৭ ঃ ভাষাবিজ্ঞান অধ্যয়নৰ বিভিন্ন স্তৰ — বাক্যতত্ত্ব

বাক্যতত্ত্ব — সাধাৰণ আলোচনা ঃ বাক্যতত্ত্বৰ পৰিসৰ, পৰম্পৰাগত বাক্যতত্ত্ব, আধুনিক বাক্যতত্ত্ব; বাক্যতত্ত্ব আৰু ব্যাকৰণ

অধ্যায় ৮ ঃ ভাষাবিজ্ঞানৰ বিভিন্ন ধাৰা

ভাষাতত্ত্বৰ ধাৰা; তুলনামূলক ভাষাতত্ত্বৰ ধাৰা; গাঁথনিক ধাৰা; সৃজনাত্মক ধাৰা

অধ্যায় ৯ ঃ সাম্প্রতিক কালৰ ভাষাবৈজ্ঞানিক চিন্তা

ভাষাপ্রযুক্তি (Language Technology); ভাষাৰ তথ্য সংৰক্ষণ (Language documentation); স্নায়বিক ভাষা বিজ্ঞান; জৈৱ ভাষাবিজ্ঞান; ক্রমবিকশিত ভাষা মনোবিজ্ঞান

অধ্যায় ১০ ঃ পৃথিৱীৰ বিভিন্ন ভাষা পৰিয়াল

ভাষা পৰিয়াল — এটি আলোচনা; বংশানুক্রমিক বর্গীকৰণ, আকৃতিমূলক বর্গীকৰণ, অবর্গীকৃত ভাষা; পৃথিৱীৰ ভাষা পৰিয়ালসমূহ

অধ্যায় ১১ ঃ ইণ্ডো-ইউৰোপীয় ভাষা পৰিয়াল

ইণ্ডো-ইউৰোপীয় ভাষা পৰিয়াল — এটি বিৱৰণ ঃ নামকৰণ, প্রাচীন অৱস্থান, বৈশিষ্ট্য; ইণ্ডো-ইউৰোপীয় ভাষা পৰিয়ালৰ বিভিন্ন শাখা-প্রশাখা

অধ্যায় ১২ ঃ ভাৰতীয় আর্য ভাষাৰ চমু পৰিচয়

ভাৰতীয় আর্য ভাষা — এটি পৰিচয় ঃ প্রাচীন ভাৰতীয় আর্য, মধ্য ভাৰতীয় আর্য, নব্য ভাৰতীয় আর্য; ভাৰতীয় আর্য ভাষাৰ ভাষাতাত্ত্বিক বৈশিষ্ট্য

অধ্যায় ১৩ ঃ ভাৰতীয় আর্যভিন্ন ভাষাৰ চমু পৰিচয়

ভাৰতীয় আর্য ভিন্ন ভাষা — সাধাৰণ আলোচনা; তিব্বত-বর্মীয় ভাষা, অষ্ট্রিক ভাষা, দ্রাবিড় ভাষা

অধ্যায় ১৪ ঃ অসমৰ ভাষা পৰিচয়

অসমৰ ভাষা পৰিয়াল — সাধাৰণ আলোচনা ঃ তিব্বত-বর্মীয় ভাষা, অষ্ট্রিক ভাষা, আর্য ভাষা

তৃতীয় পাঠ্যবিষয় ঃ পাশ্চাত্য সাহিত্যৰ নির্বাচিত পাঠ (সাহিত্য শাখাৰ শিক্ষার্থীসকলৰ বাবে)

মুঠ ক্রেডিট ঃ = ৪

মুঠ নম্বৰ ঃ ৮০+২০ = ১০০

অধ্যায় ১ ঃ উইলিয়াম ব্লে'ক — হ'লি থার্চডে'

উইলিয়াম ব্লে'ক — জীৱনী, সাহিত্য কৃতি; হ'লি থার্চডে' ঃ মূল ইংৰাজী কবিতাটিৰ পাঠ, কবিতাটিৰ সাধাৰণ আলোচনা, কবিতাটোৰ বিষয়বস্তু, কবিতাটোৰ ৰচনাশৈলী, কঠিন শব্দৰ টোকা; কবি হিচাপে উইলিয়াম ব্লে'কৰ মূল্যায়ন

অধ্যায় ২ ঃ উইলিয়াম ৱর্ডচ্ৱর্থ — টিনটার্ণ এবে

উইলিয়াম ৱর্ডচ্ৱর্থ — জীৱনী, সাহিত্য কৃতি; টিনটার্ণ এবে ঃ মূল ইংৰাজী কবিতাটোৰ পাঠ, কবিতাটোৰ সাধাৰণ আলোচনা, কবিতাটোৰ বিষয়বস্তু, কবিতাটোৰ ৰচনাশৈলী, কঠিন শব্দৰ টোকা; কবি হিচাপে ৱর্ডচ্ৱর্থৰ মূল্যায়ন

অধ্যায় ৩ ঃ জন কীট্চ — অ'ড অন এ গ্রেচিয়ান আর্ণ

জন কীট্চ — জীৱনী, সাহিত্য কৃতি; অ'ড অন এ গ্রেচিয়ান আর্ণ ঃ মূল ইংৰাজী কবিতাটোৰ পাঠ, কবিতাটোৰ সাধাৰণ আলোচনা, কবিতাটোৰ বিষয়বস্তু, কবিতাটোৰ ৰচনাশৈলী, কঠিন শব্দৰ টোকা; কবি হিচাপে জন কীট্চৰ মূল্যায়ন

অধ্যায় ৪ ঃ ৰবার্ট ব্রাউনিং — এ গ্রামাৰিয়ান্ছ ফিউনাৰেল

ইংৰাজী কাব্য সাহিত্য আৰু ভিক্তৰীয় যুগ; ৰবার্ট ব্রাউনিং — জীৱনী, সাহিত্য কৃতি; এ গ্রামাৰিয়ান্চ ফিউনাৰেল ঃ মূল ইংৰাজী কবিতাটোৰ পাঠ, কবিতাটোৰ সাধাৰণ আলোচনা, কবিতাটোৰ বিষয়বস্তু, কবিতাটোৰ ৰচনাশৈলী, কঠিন শব্দৰ টোকা; কবি হিচাপে ৰবার্ট ব্রাউনিঙৰ মূল্যায়ন

অধ্যায় ৫ ঃ টি এছ এলিয়ট ঃ দ্য ৱেষ্টলেণ্ড (হুৱাট দ্য ঠাণ্ডাৰ চেইড্)

ইংৰাজী কাব্য সাহিত্যৰ আৰু আধুনিক যুগ, টি এছ এলিয়ট — জীৱনী, সাহিত্যকৃতি; দ্য ৱেষ্টলেণ্ড কাব্যৰ চমু আলোচনা, হুৱাট দ্য ঠাণ্ডাৰ চেইড্ (What the Thunder said) ঃ মূল ইংৰাজী কবিতাটোৰ পাঠ, কবিতাটোৰ সাধাৰণ আলোচনা, কবিতাটোৰ বিষয়বস্তু, কবিতাটোৰ ৰচনাশৈলী, কঠিন শব্দৰ টোকা, কবি হিচাপে টি এছ এলিয়টৰ মূল্যায়ন)

অধ্যায় ৬ ঃ চার্লচ ডিকেঞ্চ ঃ *অলিভাৰ টুইষ্ট* — ১

চার্লচ ডিকেঞ্চ ঃ জীৱন আৰু কৃতি, চার্লচ ডিকেঞ্চৰ উপন্যাসৰ সাধাৰণ বৈশিষ্ট্যসমূহ

অধ্যায় ৭ ঃ চার্লচ ডিকেঞ্চ ঃ *অলিভাৰ টুইষ্ট* — ২

অলিভাৰ টুইষ্ট (Oliver Twist) ঃ উপন্যাসখনৰ কাহিনীভাগ, উপন্যাসখনৰ চৰিত্র চিত্রণ, উপন্যাসখনৰ বিষয়বস্তু, ইংৰাজী উপন্যাস সাহিত্যত অলিভাৰ টুইষ্টৰ স্থান

অধ্যায় ৮ ঃ আর্ণেষ্ট হেমিংৱে ঃ *দ্য অ'ল্ড মেন এণ্ড দ্য চী* — ১

আর্ণেষ্ট হেমিংৱে ঃ জীৱন আৰু কৃতি, আর্ণেষ্ট হেমিংৱেৰ উপন্যাসৰ সাধাৰণ বৈশিষ্ট্যসমূহ

অধ্যায় ৯ ঃ আর্ণেষ্ট হেমিংৱে ঃ *দ্য অ'ল্ড মেন এণ্ড দ্য চী* — ২

দ্য অ'ল্ড মেন এণ্ড দ্য চী (The Old man and the Sea)ঃ উপন্যাসখনৰ কাহিনীভাগ, উপন্যাসখনৰ চৰিত্র-চিত্রণ, উপন্যাসখনৰ বিষয়বস্তু, গঠন ৰীতি আৰু প্রতীক, বিশ্ব উপন্যাস সাহিত্যত দ্য অ'ণ্ড মেন এণ্ড দ্য চী

অধ্যায় ১০ ঃ উইলিয়াম শ্ৱেইক্সপীয়েৰ ঃ *দ্য টেম্পেষ্ট* —১

ইংৰাজী নাট্য সাহিত্যৰ চমু পৰিচয়, উইলিয়াম শ্ৱেইক্সপীয়েৰ ঃ জীৱনী, সাহিত্য কৃতি, উইলিয়াম শ্ৱেইক্সপীয়েৰৰ নাটকৰ সাধাৰণ বৈশিষ্ট্যসমূহ

অধ্যায় ১১ ঃ উইলিয়াম শ্ৱেইক্সপীয়েৰ ঃ *দ্য টেম্পেষ্ট* — ২

দ্য টেম্পেষ্ট (The Tempest) ঃ কাহিনীভাগ, সাধাৰণ আলোচনা, চৰিত্র চিত্রণ, সংলাপ, অতি প্রাকৃত পৰিৱেশৰ চিত্রণ, জাতীয়তাবাদ আৰু সাম্রাজ্যবাদৰ আলোকত দ্য টেম্পেষ্ট

অধ্যায় ১৩ ঃ ইব্চেন ঃ *পিলার্ছ অফ ছ'চাইটি* —১

আধুনিক নাট্যধাৰাৰ সাধাৰণ পৰিচয়, ইবচেনৰ জীৱন আৰু কৃতি, নাটকৰ সাধাৰণ বৈশিষ্ট্য

অধ্যায় ১৩ ঃ ইব্চেন ঃ *পিলার্ছ অফ ছ'চাইটি* —২

কাহিনীভাগ, সাধাৰণ আলোচনা, চৰিত্র চিত্রণ, সংলাপ, আধুনিক নাটক হিচাপে *পিলার্ছ অফ ছ'চাইটি*

অধ্যায় ১৪ ঃ ছেমুৱেল বেকেট ঃ *ৱেইটিং ফৰ গ'ডো*

ছেমুৱেল বেকেট — জীৱনী, সাহিত্য কৃতি; ছেমুৱেল বেকেটৰ নাট্যৰীতি ঃ এবছার্ড নাট্যধাৰা; ৱেইটিং ফৰ গ'ডো — সাধাৰণ আলোচনা

তৃতীয় পাঠ্যবিষয় ঃ পালি-প্রাকৃত-অপভ্রংশ ভাষা পাঠ আৰু তুলনামূলক ব্যাকৰণ

(ভাষা শাখাৰ শিক্ষার্থীসকলৰ বাবে)

মুঠ ক্রেডিট ঃ = ৪

মুঠ নম্বৰ ঃ ৮০+২০ = ১০০

অধ্যায় ১ ঃ অশোকৰ অনুশাসন — ১, ২

মধ্য ভাৰতীয় আর্যভাষাৰ বিভিন্ন স্তৰ; অশোকৰ অনুশাসনমালা —আশোকৰ অনুশাসনৰ শ্রেণী বিভাজন, অশোকৰ অনুশাসনৰ ভাষা; অশোকৰ ১নং গিৰ্নাৰ অনুশাসন ঃ ১নং গিৰ্নাৰ অনুশাসনৰ মূল পাঠ, ১নং গিৰ্নাৰ অনুশাসনৰ অসমীয়া ভাঙনি, ১নং গিৰ্নাৰ অনুশাসনৰ শব্দগত টোকা; অশোকৰ ২নং অনুশাসন ঃ ২নং অনুশাসনৰ মূল পাঠ, ২নং অনুশাসনৰ অসমীয়া ভাঙনি, ২ নং অনুশাসনৰ শব্দগত টোকা

অধ্যায় ২ ঃ *ধম্মপদ*

ধম্মপদ ঃ ধম্মপদৰ সাধাৰণ ধাৰণা; ধম্মপদ শব্দৰ অর্থ; ধম্মপদৰ ৰচনাকাল; ধম্মপদৰ ভাষা; বিভিন্ন ভাষাত ধম্মপদ; ধম্মপদৰ বিষয়বস্তু আৰু দর্শনতত্ত্ব; চিত্তবগ্গোঃ সাধাৰণ আলোচনা; পণ্ডিত বগ্গঃ সাধাৰণ আলোচনা

অধ্যায় ৩ ঃ সাহিত্যিক প্রাকৃতৰ নিদর্শন ঃ *গাহাসত্তসঈ*ৰ নির্বাচিত গাথা

গাহাসত্তসঈৰ চমু পৰিচয়, সংকলকৰ পৰিচয়, ৰচনাকাল, বিষয়বস্তু, ভাষাগত বৈশিষ্ট্য, নির্বাচিত পাঠ (১,২,৭,৯,১০), অসমীয়া অনুবাদ আৰু শব্দগত টোকা

অধ্যায় ৪ ঃ *অভিজ্ঞানশকুন্তলম*ৰ ষষ্ঠ অংকৰ প্ররেশক

অভিজ্ঞান শকুন্তলমৰ ষষ্ঠ অংকৰ 'প্ররেশক' ঃ নাটকৰ চমু পৰিচয়, বিষয়বস্তু, নাট্য প্রয়োজনীয়তা, সামাজিক চিত্র, ভাষাগত বৈশিষ্ট্য, নির্বাচিত পাঠৰ অসমীয়া অনুবাদ আৰু শব্দগত টোকা

অধ্যায় ৫ ঃ অৱহট্ঠ সাহিত্য পাঠ — ১

সন্দেশ ৰাসক ঃ কবি পৰিচয়, সন্দেশ ৰাসকৰ ৰচনাকাল, সন্দেশ ৰাসক কাব্যৰ নামকৰণ আৰু গঠন বৈশিষ্ট্য, বিষয়বস্তু আৰু কাব্যিক সৌন্দর্য, ভাৰতীয় দূত কাব্য আৰু সন্দেশ ৰাসক, ভাষাগত বৈশিষ্ট্য, মূল পাঠ (দ্বিতীয় প্রক্রম ঃ ৰ ১-৫)ৰ অসমীয়া অনুবাদ আৰু শব্দগত টোকা

অধ্যায় ৬ ঃ অৱহট্ঠ সাহিত্য পাঠ — ২

বিদ্যাপতিৰ ; কীর্তিলতা ঃ কবি পৰিচয়; কীর্তিলতা কাব্যৰ নামকৰণ আৰু বিষয়বস্তু, কীর্তিলতা কাব্যৰ ঐতিহাসিক মূল্য, কীর্তিলতা কাব্যৰ সাহিত্যিক সৌন্দর্য, কীর্তিলতাৰ ভাষাগত বৈশিষ্ট্য, মূল পাঠ *(কীর্তিলতা*ৰ ১---৫ নং গাথা), অসমীয়া অনুবাদ আৰু শব্দগত টোকা

অধ্যায় ৭ ঃ মধ্যভাৰতীয় আর্য ভাষা

মধ্যভাৰতীয় আর্য ভাষাৰ পৰিচয়, স্তৰ বিভাগ আৰু বৈশিষ্ট্য ঃ মধ্য ভাৰতীয় আর্য ভাষাৰ সাধাৰণ বৈশিষ্ট্য, মধ্য ভাৰতীয় আর্য ভাষাৰ আঞ্চলিক বৈশিষ্ট্য

অধ্যায় ৮ ঃ পালি ভাষাৰ সাধাৰণ বৈশিষ্ট্য

পালি ভাষাৰ উৎপত্তি আৰু বৈশিষ্ট্যঃ ধ্বনিতত্ত্ব, ৰূপতত্ত্ব, অন্যান্য বৈশিষ্ট্য

অধ্যায় ৯ ঃ প্রাকৃত ভাষাৰ সাধাৰণ বৈশিষ্ট্য

প্রাকৃত ভাষাৰ ধ্বনিতত্ত্ব, ৰূপতত্ত্ব আৰু অন্যান্য বৈশিষ্ট্য

অধ্যায় ১০ ঃ সংস্কৃত-পালি-প্রাকৃত-অপভ্রংশৰ স্বৰধ্বনি

সংস্কৃত-পালি-প্রাকৃত-অপভ্রংশৰ স্বৰধ্বনি, গুণ-বৃদ্ধি-সম্প্রসাৰণ

অধ্যায় ১১ ঃ সংস্কৃত-পালি-প্রাকৃত-অপভ্রংশৰ সন্ধি, ব্যঞ্জনধ্বনি

সংস্কৃত-পালি-প্রাকৃত-অপভ্রংশৰ সন্ধি, ব্যঞ্জনধ্বনি, সংযুক্ত ব্যঞ্জনধ্বনি

অধ্যায় ১২ ঃ সংস্কৃত-পালি-প্রাকৃত-অপভ্রংশৰ শব্দৰূপ

সংস্কৃতৰ শব্দৰূপ; সংস্কৃত-শব্দৰূপৰ শ্রেণীবিভাজন; সংস্কৃত শব্দৰূপৰ অন্যান্য বিশেষত্ব; সংস্কৃতৰ কাৰক আৰু শব্দ-বিভক্তি; পালি-প্রাকৃত-অপভ্রংশৰ শব্দৰূপ

অধ্যায় ১৩ ঃ সংস্কৃত-পালি-প্রাকৃত-অপভ্রংশৰ বচন আৰু লিঙ্গ

সংস্কৃতৰ বচন আৰু লিঙ্গ, পালি-প্রাকৃত-অপভ্রংশৰ বচন আৰু লিঙ্গ

অধ্যায় ১৪ ঃ সংস্কৃত-পালি-প্রাকৃত-অপভ্রংশৰ ধাতুৰূপ (মুখ্য আৰু গৌণ) কাল, ল-কাৰ, নিজন্ত, তুমুণন্ত

সংস্কৃত-পালি-প্রাকৃত-অপভ্রংশৰ ধাতুৰূপ ঃ (মুখ্য আৰু গৌণ) ঃ কাল, ল-কাৰ, ণিজন্ত, তুমুণন্ত ঃ সংস্কৃতৰ মুখ্য ধাতুৰূপ, কাল আৰু ভাব অনুসৰি বিভক্তিৰ প্রয়োগ ঃ ল-কাৰ, গণ বিভাজন, পালি-প্রাকৃতৰ ধাতুৰূপ, সংস্কৃতৰ গৌণ বা সাধিত ধাতুৰূপ, ণিজন্ত বা পাঁচনি ধাতু, নামধাতু, তুমুণন্ত ক্রিয়া

চতুর্থ পাঠ্যবিষয় ঃ সংস্কৃত সাহিত্যৰ নির্বাচিত পাঠ *(সাহিত্য শাখাৰ শিক্ষার্থীসকলৰ বাবে)*

মুঠ ক্রেডিট ঃ = ৪

মুঠ নম্বৰ ঃ ৮০+২০ = ১০০

অধ্যায় ১ ঃ সংস্কৃত কাব্য সাহিত্য

সংস্কৃত কাব্য সাহিত্যৰ আৰম্ভণি; আদি কাব্য *ৰামায়ণ* ঃ *ৰামায়ণৰ* ৰচনাকাল, *ৰামায়ণৰ* বিষয়বস্তু, *ৰামায়ণৰ* সামাজিক চিত্রণ, *ৰামায়ণৰ* বিকাশ, *ৰামায়ণৰ* মহত্ত্ব, *ৰামায়ণৰ* প্রভাৱ; *মহাভাৰত* ঃ *মহাভাৰতৰ* ক্রমবিকাশ, *মহাভাৰতৰ* বিষয়বস্তু, *মহাভাৰতৰ* ৰচনাকাল, *মহাভাৰতৰ* প্রভাৱ, *মহাভাৰতৰ* সামাজিক চিত্রণ; *ৰামায়ণ* আৰু *মহাভাৰতৰ* তুলনা

অধ্যায় ২ ঃ সংস্কৃত মহাকাব্য

সংস্কৃত মহাকাব্যৰ লক্ষণ; প্রাক্-কালিদাসৰ যুগৰ মহাকবি আৰু মহাকাব্য ঃ *বুদ্ধচৰিত*, *সৌন্দৰানন্দ*, অশ্বঘোষৰ অন্যান্য গ্রন্থ; কালিদাস আৰু কালিদাসৰ যুগৰ মহাকবি আৰু মহাকাব্য ঃ *কুমাৰসম্ভৱম্*, *ৰঘুবংশম্*, *সেতুবন্ধম্*, *জানকীহৰণম্*; কালিদাসোত্তৰ যুগৰ মহাকবি আৰু মহাকাব্য ঃ *কিৰাতার্জুনীয়ম্*, *ৰাৱণবধম্*, *শিশুপালবধম্*, *নৈষধচৰিতম্*

অধ্যায় ৩ ঃ সংস্কৃত নাট্য সাহিত্য

সংস্কৃত নাটকৰ উৎপত্তি; সংস্কৃত নাটকৰ লক্ষণ; সংস্কৃত নাটকৰ বৈশিষ্ট্য; সংস্কৃত নাটকৰ বিকাশ ঃ কালিদাসৰ পূর্বৰ যুগৰ নাটক, কালিদাসৰ যুগৰ নাটক, কালিদাসোত্তৰ যুগৰ নাটক

অধ্যায় ৪ ঃ *চম্পূকাব্য, গীতিকাব্য আৰু ঐতিহাসিক কাব্য*

চম্পূকাব্য ঃ *চম্পূকাব্যৰ* উৎস, *চম্পূকাব্যৰ* বৈশিষ্ট্য, বিভিন্ন *চম্পূকাব্যৰ* উল্লেখ; *গীতিকাব্য* ঃ *গীতিকাব্যৰ* উৎস, *গীতিকাব্যৰ* ভাগসমূহ, বিভিন্ন *গীতিকাব্যৰ* উল্লেখ; ঐতিহাসিক কাব্য আৰু ইয়াৰ উৎস, বিভিন্ন ঐতিহাসিক কাব্যৰ উল্লেখ

অধ্যায় ৫ ঃ সংস্কৃত পুৰাণ সাহিত্য

পুৰাণ শব্দৰ অর্থ; পুৰাণ সাহিত্যৰ উৎস; পুৰাণৰ কাল, পুৰাণৰ ৰচক, পুৰাণৰ বিষয়বস্তু; বিভিন্ন পুৰাণ আৰু উপপুৰাণৰ সংখ্যা তথা নাম; অন্যান্য সাহিত্যত পুৰাণৰ প্রভাৱ

অধ্যায় ৬ ঃ সংস্কৃত গদ্য সাহিত্য

সংস্কৃত গদ্য সাহিত্যৰ পৰিচয়; গদ্য কাব্যৰ লক্ষণ, গদ্য কাব্যৰ ভাগ, গদ্য কাব্যৰ উৎস, বিভিন্ন গদ্য কাব্যৰ উল্লেখ; বিভিন্ন গদ্যকাৰৰ উল্লেখ

অধ্যায় ৭ ঃ সংস্কৃত গল্প সাহিত্য

সংস্কৃত গল্প সাহিত্যৰ পৰিচয়, লক্ষণ, উৎস, ৰচনাৰ উল্লেখ, গল্প সাহিত্যৰ ভাগ; বিভিন্ন গল্প সাহিত্যৰ উল্লেখ

অধ্যায় ৮ ঃ সংস্কৃত শতক কাব্য

সংস্কৃত শতক কাব্যৰ পৰিচয়, লক্ষণ, ৰচনাৰ উদ্দেশ্য, উৎস, ভাগ, বিভিন্ন শতক কাব্যৰ উল্লেখ

অধ্যায় ৯ ঃ বিজ্ঞানভিত্তিক সংস্কৃত সাহিত্য (আয়ুর্বেদ, বাস্তুশাস্ত্র)

সংস্কৃত বিজ্ঞানভিত্তিক সাহিত্যৰ পৰিচয়, আয়ুর্বেদ বা চিকিৎসা শাস্ত্র, আয়ুর্বেদ শাস্ত্রৰ উদ্দেশ্য আৰু ভাগ, আয়ুর্বেদ শাস্ত্রৰ উৎস, বিভিন্ন আয়ুর্বেদ শাস্ত্রৰ উল্লেখ; বাস্তুশাস্ত্রৰ পৰিচয়, উৎস, বিভিন্ন বাস্তুশাস্ত্রৰ উল্লেখ

অধ্যায় ১০ ঃ বিজ্ঞানভিত্তিক সংস্কৃত সাহিত্য (গণিতবিজ্ঞান, জ্যোতির্বিজ্ঞান)

সংস্কৃত গণিতবিজ্ঞানৰ পৰিচয়, গণিতবিজ্ঞানৰ উৎস, বিভিন্ন গণিতবিজ্ঞান শাস্ত্রৰ উল্লেখ; সংস্কৃত জ্যোতির্বিজ্ঞানৰ পৰিচয়, উদ্দেশ্য, ভাগ, উৎস, বিভিন্ন জ্যোতির্বিজ্ঞান শাস্ত্রৰ উল্লেখ

অধ্যায় ১১ ঃ কালিদাস ঃ *ৰঘুবংশম্* (প্রথম আৰু দ্বিতীয় সর্গৰ আলোচনা)

মহাকবি কালিদাসৰ পৰিচয়; মহাকাব্য হিচাপে *ৰঘুবংশম্*, *ৰঘুবংশ* মহাকাব্যৰ উৎস, মহাকাব্যখনৰ নামকৰণৰ তাৎপর্য, *ৰঘুবংশৰ* প্রথম সর্গৰ প্রত্যেকটি শ্লোকৰ বিষয়বস্তু, *ৰঘুবংশৰ* দ্বিতীয় সর্গৰ প্রত্যেকটি শ্লোকৰ বিষয়বস্তু, *ৰঘুবংশৰ* প্রথম সর্গৰ সাৰাংশ, *ৰঘুবংশৰ* দ্বিতীয় সর্গৰ সাৰাংশ, *ৰঘুবংশৰ* প্রথম আৰু দ্বিতীয় সর্গৰ নামকৰণ, *ৰঘুবংশৰ* কাব্যিক সৌন্দর্য, *ৰঘুবংশত* চিত্রিত হোৱা মনোমোহা প্রকৃতি; ৰঘুবংশীয় ৰজাসকলৰ সাধাৰণ গুণাৱলী ঃ দিলীপৰ চৰিত্র বিশ্লেষণ, সিংহ আৰু দিলীপৰ কথোপকথনত প্রকাশিত দিলীপৰ কর্তব্যপৰায়ণতা

অধ্যায় ১২ ঃ কালিদাস ঃ *অভিজ্ঞানশকুন্তলম্*

অভিজ্ঞানশকুন্তলম্ নাটকখনৰ কথাবস্তু, *অভিজ্ঞানশকুন্তলম্* নাটকৰ নামকৰণৰ তাৎপর্য; *অভিজ্ঞানশকুন্তলম্* নাটকৰ বিষয়বস্তুৰ উৎস, নাটকখনৰ প্রস্তাৱনা আৰু প্রত্যেক অংকৰ সাৰাংশ, *অভিজ্ঞানশকুন্তলমৰ* চৰিত্র চিত্রণ, *অভিজ্ঞানশকুন্তলম* নাটকৰ প্রকৃতি চিত্রণ, নাটকৰ ৰস আৰু অলংকাৰ

অধ্যায় ১৩ ঃ শূদ্রক ঃ *মৃচ্ছকটিকম্*

শূদ্রকৰ পৰিচয়, শূদ্রকৰ কাব্য প্রতিভা; ৰূপক আৰু তাৰ শ্রেণীবিভাগ ঃ প্রকৰণৰ সাধাৰণ লক্ষণ, প্রকৰণ হিচাপে *মৃচ্ছকটিক*; *মৃচ্ছকটিকৰ* *মৃচ্ছকটিকৰ* নামকৰণৰ তাৎপর্য, *মৃচ্ছকটিকৰ* প্রতিটো অংকৰ কথাবস্তু, *মৃচ্ছকটিকৰ* চৰিত্র চিত্রণ, *মৃচ্ছকটিকত* উপস্থাপিত সমাজ, *মৃচ্ছকটিকৰ* ৰস

অধ্যায় ১৪ ঃ অসমত সংস্কৃত চর্চা

অসমত সংস্কৃত চর্চাৰ ইতিহাস; সংস্কৃতত লিখা শাসনাৱলী; শংকৰদেৱৰ সংস্কৃত চর্চা ঃ উদ্দেশ্য আৰু প্রয়োজন, সংস্কৃত ৰচনাসমূহ; মাধৱদেৱৰ সংস্কৃত চর্চা; শংকৰোত্তৰ কালত অসমত সংস্কৃত চর্চা ঃ অংকীয় নাটৰ শৈলীত লিখা সংস্কৃত নাট,

চতুর্থ পাঠ্যবিষয় ঃ ধ্বনিবিজ্ঞান আৰু অসমীয়া ধ্বনিতত্ত্ব *(ভাষা শাখাৰ শিক্ষার্থীসকলৰ বাবে)*

মুঠ ক্রেডিট ঃ = ৪

মুঠ নম্বৰ ঃ ৮০+২০ = ১০০

অধ্যায় ১ ঃ ধ্বনিবিজ্ঞানৰ চমু পৰিচয়

ধ্বনি — সাধাৰণ পৰিচয়; ধ্বনিবিজ্ঞানৰ সাধাৰণ পৰিচয়

অধ্যায় ২ ঃ ধ্বনিবিজ্ঞানৰ শাখা-প্ৰশাখা

ধ্বনিবিজ্ঞানৰ শাখা-প্ৰশাখাসমূহ ঃ উচ্চাৰণাত্মক ধ্বনিবিজ্ঞান, ধ্বনি তৰংগ বিজ্ঞান বা ভৌতিক ধ্বনিবিজ্ঞান, শ্ৰুতিমূলক ধ্বনিবিজ্ঞান

অধ্যায় ৩ ঃ ধ্বনিবিজ্ঞান আৰু ধ্বনিতত্ত্ব

ধ্বনিবিজ্ঞানৰ আলোচনাত বাগিন্দ্ৰিয়ৰ ভূমিকা ঃ উচ্চাৰণ, ধ্বনি তংৰগ, শ্ৰৱণ; ধ্বনিতত্ত্বৰ পৰিচয় ঃ বাগ্‌ধ্বনি আৰু বাগ্‌ধ্বনিৰ শ্ৰেণীবিভাগ; স্বৰধ্বনি আৰু ব্যঞ্জন ধ্বনি ঃ স্বৰধ্বনিৰ শ্ৰেণী বিভাগ, ব্যঞ্জন ধ্বনিৰ শ্ৰেণী বিভাজন

অধ্যায় ৪ ঃ ধ্বনি, উপধ্বনি, বৰ্ণ — বিশিষ্ট ধ্বনি

ধ্বনিৰ অৰ্থ, উপধ্বনি, বৰ্ণ, বিশিষ্ট ধ্বনি

অধ্যায় ৫ ঃ অসমীয়া ভাষাৰ ধ্বনি, উপহিত ধ্বনি

অসমীয়া ভাষাৰ ধ্বনি, উপহিত ধ্বনি ঃ শ্বাসাঘাত, লয়, অনুনাসিকতা

অধ্যায় ৬ ঃ অসমীয়া ভাষাৰ স্বৰধ্বনি আৰু সেইবোৰৰ বিৰোধী প্ৰয়োগ

স্বৰধ্বনিৰ পৰিচয়, বিৰোধী প্ৰয়োগ

অধ্যায় ৭ ঃ অসমীয়া ভাষাৰ ব্যঞ্জনধ্বনি আৰু সেইবোৰৰ বিৰোধী প্ৰয়োগ

ব্যঞ্জন ধ্বনিৰ পৰিচয়, বিৰোধী প্ৰয়োগ

অধ্যায় ৮ ঃ অসমীয়া ভাষাৰ ধ্বনি আৰু আখৰমালা

অসমীয়া ভাষাৰ আখৰমালা ঃ চমু পৰিচয়

অধ্যায় ৯ ঃ অসমীয়া ধ্বনিৰ ঐতিহাসিক বিকাশ

প্ৰত্নলিপি, চৰ্যাপদৰ পৰা আদি কৰি বিভিন্ন স্তৰত পৰিলক্ষিত হোৱা ধ্বনিৰ ঐতিহাসিক বিকাশৰ লেখ

অধ্যায় ১০ ঃ অসমীয়াৰ সৈতে মাগধীয় ভাষাৰ (বাংলা, ওড়িআ আৰু মৈথিলী) ধ্বনিমালাৰ তুলনা

অসমীয়া আৰু ওড়িআ ধ্বনিৰ তুলনা, অসমীয়া আৰু মৈথিলী ধ্বনিৰ তুলনা

অধ্যায় ১১ ঃ অসমীয়া ধ্বনিত আৰ্যভিন্ন উপাদান

আৰ্যভিন্ন ভাষা পৰিয়ালৰ ভাষা আৰু অসমীয়া ভাষাৰ ওপৰত তাৰ প্ৰভাৱ, অসমত প্ৰচলিত থকা বিভিন্ন আৰ্য ভিন্ন ভাষাৰ ধ্বনিয়ে কি ৰূপে অসমীয়া ধ্বনিক প্ৰভাৱিত কৰিছে

অধ্যায় ১২ ঃ আন্তঃৰাষ্ট্ৰীয় ধ্বনিলিপি আৰু লিপ্যন্তৰ

আন্তঃৰাষ্ট্ৰীয় ধ্বনিলিপিঃ পৰিচয়, আন্তঃৰাষ্ট্ৰীয় ধ্বনিলিপি আৰু তাৰ লিপ্যান্তৰ

অধ্যায় ১৩ ঃ অসমীয়া আখৰ জোঁটনিৰ ধাৰা

অসমীয়া আখৰ জোঁটনিৰ প্ৰক্ৰিয়া আৰু ক্ৰমবিকশিত ৰূপ

অধ্যায় ১৪ ঃ বিজ্ঞান, প্ৰযুক্তি আৰু অসমীয়া ধ্বনি

অসমীয়া ধ্বনিৰ উচ্চাৰণগত দিশ আৰু লেখনৰ দিশত বিজ্ঞান আৰু প্ৰযুক্তিৰ প্ৰায়োগিক দিশ

চতুৰ্থ ষাণ্মাসিক

মুঠ ক্ৰেডিট ঃ = ৪

মুঠ নম্বৰ ঃ ৮০+২০ = ১০০

প্ৰথম পাঠ্যবিষয় ঃ লিপি আৰু পাঠ সমীক্ষা

অধ্যায় ১ ঃ লিপিৰ সাধাৰণ পৰিচয়

লিপি আৰু লিপিৰ সংজ্ঞা, লিপিৰ বিকাশৰ বিভিন্ন স্তৰঃ চিত্ৰ লিপি, ভাব লিপি, ভাব-ধ্বনিমূলক লিপি আৰু ধ্বনিমূলক লিপি

অধ্যায় ২ ঃ ভাৰতীয় লিপিৰ উদ্ভৱ আৰু ক্ৰমবিকাশ — ১
ভাৰতীয় লিপিৰ ক্ৰমবিকাশ ঃ ব্ৰাহ্মী লিপি, খৰোষ্ঠী লিপি

অধ্যায় ৩ ঃ ভাৰতীয় লিপিৰ উদ্ভৱ আৰু ক্ৰমবিকাশ — ২
বাণমুখ, সিন্ধু, কুষাণ লিপি, গুপ্ত লিপি, সিদ্ধ মাতৃকা লিপি, কুটিল লিপি, প্ৰাদেশিক লিপি

অধ্যায় ৪ ঃ অসমীয়া লিপিৰ উদ্ভৱ আৰু ক্ৰমবিকাশ
অসমীয়া লিপিৰ উদ্ভৱ আৰু ক্ৰমবিকাশ

অধ্যায় ৫ ঃ অসমীয়া অনুশাসন অধ্যয়ন
অসমীয়া অনুশাসন অধ্যয়ন ঃ গছতল স্তম্ভলিপি, নীলাচল কামাখ্যা মন্দিৰৰ শিলৰ ফলি, বাঁহগড়ীয়া বুঢ়াগোহাঞিৰ ৰণ-জয়ৰ শিলৰ ফলি, চামধৰা গড়ৰ ৰণ-জয়ৰ শিলৰ ফলি

অধ্যায় ৬ ঃ আধুনিক অসমীয়া ছপা লিপিৰ ক্ৰমবিকাশ — ১
আধুনিক অসমীয়া ছপা লিপিৰ ক্ৰমবিকাশৰ স্তৰ ঃ *ধৰ্ম্মপুস্তকৰ* অসমীয়া লিপি, অৰুনোদইৰ অসমীয়া লিপি, *জোনাকী* আৰু সমসাময়িক ছপা আলোচনীসমূহৰ অসমীয়া লিপি

অধ্যায় ৭ ঃ আধুনিক অসমীয়া ছপা লিপিৰ ক্ৰমবিকাশ — ২
আধুনিক অসমীয়া ছপা লিপি ঃ *আৰাহনৰ* অসমীয়া লিপি, জয়ন্তীৰ অসমীয়া লিপি, ৰামধেনুৰ অসমীয়া লিপি; সাম্প্ৰতিক কালৰ অসমীয়া লিপি

অধ্যায় ৮ ঃ পাঠ-সমীক্ষা ঃ সাধাৰণ পৰিচয়
পাঠ-সমীক্ষা ঃ সাধাৰণ পৰিচয়

অধ্যায় ৯ ঃ পাঠ-সম্প্ৰেৰণ প্ৰক্ৰিয়া
পুৰণি পুথিৰ সাধাৰণ বৈশিষ্ট্য, লিখন সামগ্ৰী আৰু লিপিকাৰ

অধ্যায় ১০ ঃ পাঠ-প্ৰমাদ
পাঠ প্ৰমাদৰ অৰ্থ, পাঠ প্ৰমাদৰ বিভিন্ন কাৰণসমূহ, পুৰণি পুথি আৰু পাঠ প্ৰমাদ, পাঠ প্ৰমাদৰ নিৰাকৰণ

অধ্যায় ১১ ঃ পাঠ-সমীক্ষাৰ পৰিসৰ আৰু প্ৰয়োজনীয়তা
পাঠ সমীক্ষাৰ পৰিসৰ; পাঠ সমীক্ষাৰ প্ৰয়োজনীয়তা

অধ্যায় ১২ ঃ পাঠ-সমীক্ষা পদ্ধতিৰ ক্ৰমবিকাশ — ভাৰতীয় আৰু ইউৰোপীয় ধাৰণা
পাঠ সমীক্ষাৰ পদ্ধতিৰ ক্ৰমবিকাশ ঃ ভাৰতীয় প্ৰেক্ষাপট, ইউৰোপীয় প্ৰেক্ষাপট

অধ্যায় ১৩ ঃ পাঠ-সমীক্ষাৰ আধুনিক পদ্ধতি (চাৰিটা স্তৰ)
পাঠ সমীক্ষাৰ আধুনিক পদ্ধতিৰ অন্তৰ্গত দিশসমূহ ঃ পাঠ আৱিষ্কাৰ (Heuristics), পাঠ পুনৰ্মূল্যায়ন (Recensio), পাঠ সংশোধন (Emendatio), অধি-সমীক্ষা (Higher Criticism)

অধ্যায় ১৪ ঃ অসমত পাঠ-সমীক্ষা ঃ প্ৰয়োজনীয়তা আৰু পৰম্পৰা
অসমত পাঠ সমীক্ষাৰ ঐতিহাসিক প্ৰেক্ষাপট, অসমীয়া প্ৰাচীন পুথিৰ পাঠ আৰু তাৰ সমীক্ষা

দ্বিতীয় পাঠ্যবিষয় ঃ অসমীয়া সাহিত্যত পাশ্চাত্য প্ৰভাৱ *(সাহিত্য শাখাৰ শিক্ষাৰ্থীসকলৰ বাবে)*

মুঠ ক্ৰেডিট ঃ = ৪

মুঠ নম্বৰ ঃ **৮০+২০ = ১০০**

অধ্যায় ১ ঃ অসমীয়া সাহিত্যত পাশ্চাত্য প্ৰভাৱ ঃ কাৰক আৰু পৰিসৰ
অসমীয়া সাহিত্যত পাশ্চাত্য প্ৰভাৱ ঃ কাৰক, পৰিসৰ

অধ্যায় ২ ঃ অনুবাদ সাহিত্য/সাহিত্যিক উপাদান প্ৰয়োগত পাশ্চাত্য প্ৰয়োগ
অনুবাদ সাহিত্য, অসমীয়া অনুবাদ সাহিত্য, অসমীয়া অনুবাদ সাহিত্য/সাহিত্যিক উপাদান প্ৰয়োগত পাশ্চাত্য প্ৰয়োগ

অধ্যায় ৩ ঃ অসমীয়া কবিতাত পাশ্চাত্য প্রভাৱ (১৮৮৯-১৯৪০)
অসমীয়া কবিতা আৰু পাশ্চাত্য সাহিত্য; জোনাকী যুগ (১৮৮৯-১৯৪০)ৰ অসমীয়া কবিতাত পাশ্চাত্য প্রভাৱ

অধ্যায় ৪ ঃ অসমীয়া কবিতাত পাশ্চাত্য প্রভাৱ (১৯৪০-১৯৭০)
যুদ্ধোত্তৰ যুগ (প্রথম পর্ব, ১৯৪০-১৯৭০)ৰ অসমীয়া কবিতা আৰু পাশ্চাত্য প্রভাৱ

অধ্যায় ৫ ঃ অসমীয়া কবিতাত পাশ্চাত্য প্রভাৱ (১৯৭০-২০০০)
যুদ্ধোত্তৰ যুগ (দ্বিতীয় পর্ব, ১৯৭০-২০০০)ৰ অসমীয়া কবিতা আৰু পাশ্চাত্য প্রভাৱ

অধ্যায় ৬ ঃ অসমীয়া নাটকত পাশ্চাত্য প্রভাৱ (১৮৫৭-১৯৪০)
অসমীয়া নাটক আৰু পাশ্চাত্য সাহিত্য; অসমীয়া নাটকত পাশ্চাত্য প্রভাৱ (১৮৫৭-১৯৪০)

অধ্যায় ৭ ঃ অসমীয়া নাটকত পাশ্চাত্য প্রভাৱ (১৯৪০-১৯৭০)
অসমীয়া নাটকত পাশ্চাত্য প্রভাৱ (১৮৪০-১৯৭০)

অধ্যায় ৮ ঃ অসমীয়া নাটকত পাশ্চাত্য প্রভাৱ (১৯৭০-২০০০)
অসমীয়া নাটকত পাশ্চাত্য প্রভাৱ (১৮৭০-২০০০)

অধ্যায় ৯ ঃ অসমীয়া উপন্যাসত পাশ্চাত্য প্রভাৱ (১৮৮৯-১৯৪০)
অসমীয়া উপন্যাস আৰু পাশ্চাত্য সাহিত্য; জোনাকী যুগ (১৮৮৯-১৯৪০)ৰ অসমীয়া উপন্যাসত পাশ্চাত্য প্রভাৱ

অধ্যায় ১০ ঃ অসমীয়া উপন্যাসত পাশ্চাত্য প্রভাৱ (১৯৪০-১৯৭০)
যুদ্ধোত্তৰ যুগ (প্রথম পর্ব, ১৯৪০-১৯৭০)ৰ অসমীয়া উপন্যাস আৰু পাশ্চাত্য প্রভাৱ

অধ্যায় ১১ ঃ অসমীয়া উপন্যাসত পাশ্চাত্য প্রভাৱ (১৯৭০-২০০০)
যুদ্ধোত্তৰ যুগ (দ্বিতীয় পর্ব, ১৯৭০-২০০০)ৰ অসমীয়া উপন্যাস আৰু পাশ্চাত্য প্রভাৱ

অধ্যায় ১২ ঃ অসমীয়া চুটিগল্পত পাশ্চাত্য প্রভাৱ(১৮৮৯-১৯৪০)
অসমীয়া চুটিগল্প আৰু পাশ্চাত্য সাহিত্য; জোনাকী যুগ (১৮৮৯-১৯৪০)ৰ অসমীয়া চুটিগল্পত পাশ্চাত্য প্রভাৱ

অধ্যায় ১৩ ঃ অসমীয়া চুটিগল্পত পাশ্চাত্য প্রভাৱ(১৯৪০-১৯৭০)
যুদ্ধোত্তৰ যুগ (প্রথম পর্ব, ১৯৪০-১৯৭০)ৰ অসমীয়া চুটিগল্প আৰু পাশ্চাত্য প্রভাৱ

অধ্যায় ১৪ ঃ অসমীয়া চুটিগল্পত পাশ্চাত্য প্রভাৱ (১৯৭০-২০০০)
যুদ্ধোত্তৰ যুগ (দ্বিতীয় পর্ব, ১৯৭০-২০০০)ৰ অসমীয়া চুটিগল্প আৰু পাশ্চাত্য প্রভাৱ

দ্বিতীয় পাঠ্যবিষয় ঃ প্রাকৃতি বিজ্ঞান আৰু অসমীয়া ৰূপতত্ত্ব *(ভাষা শাখাৰ শিক্ষার্থীসকলৰ বাবে)*

মুঠ ক্রেডিট ঃ = ৪

মুঠ নম্বৰ ঃ **৮০+২০ = ১০০**

অধ্যায় ১ ঃ প্রাকৃতি বিজ্ঞান ঃ সাধাৰণ আলোচনা
প্রাকৃতি ঃ উপাকৃতি, প্রাকৃতিৰ ৰূপগত পৰিবর্তনঃ মুক্ত প্রাকৃতি, বদ্ধ প্রাকৃতি

অধ্যায় ২ ঃ অসমীয়া ৰূপতত্ত্ব
অসমীয়া ৰূপতত্ত্বৰ সাধাৰণ পৰিচয়

অধ্যায় ৩ ঃ পদ বিভাজন
বিশেষ্য পদ, সর্বনামপদ, বিশেষণ পদ, ক্রিয়া পদ আদি

অধ্যায় ৪ ঃ বচন আৰু লিংগ

বচনঃ এক বচন, বহু বচন; লিংগঃ অসমীয়া ভাষাত লিংগ নির্ণয়, লিংগ নিৰপেক্ষ ৰূপ

অধ্যায় ৫ ঃ শ্রেণীনির্দেশক প্রত্যয়

সংখ্যাবাচক প্রত্যয়, সম্বন্ধবাচক প্রত্যয়

অধ্যায় ৬ ঃ কাৰক আৰু শব্দ বিভক্তি

কাৰকৰ সংজ্ঞা, কাৰকৰ ভাগ; শব্দ বিভক্তিঃ শব্দ বিভক্তি আৰু তাৰ প্রয়োগ

অধ্যায় ৭ ঃ বিশেষণ আৰু বিশেষণৰ তুলনা

বিশেষণৰ পৰিচয়, বিশেষণৰ শ্রেণী বিভাগ, বিশেষণৰ তুলনা

অধ্যায় ৮ ঃ সর্বনাম আৰু সর্বনামীয় ৰূপ

সর্বনামৰ পৰিচয়, সর্বনামৰ শ্রেণীবিভাগ আৰু সর্বনামীয় ৰূপ

অধ্যায় ৯ ঃ ক্রিয়া আৰু ক্রিয়া বিভক্তি

ক্রিয়াৰ পৰিচয়, ক্রিয়া পদৰ বিভাগ, ধাতু, ক্রিয়া পদৰ পুৰুষ, ক্রিয়াৰ ভাব, ক্রিয়াপদৰ বাচ্য, ক্রিয়াৰ কাল, ধাতু ৰূপ

অধ্যায় ১০ ঃ অব্যয় পদ

অব্যয় পদ আৰু তাৰ শ্রেণীবিভাজন

অধ্যায় ১১ ঃ বাক্য তত্ত্ব

বাক্য, বাক্যৰ শ্রেণীবিভাগ, বাক্যাংশ আৰু খণ্ডবাক্য, খণ্ড বাক্য আৰু বাক্যাংশৰ প্রভেদ

অধ্যায় ১২ ঃ অসমীয়া ৰূপতত্ত্বৰ ঐতিহাসিক বিকাশ

অসমীয়া ৰূপতত্ত্বৰ ক্রমবিকাশৰ বিভিন্ন পর্যায়ৰ আলোচনা

অধ্যায় ১৩ ঃ অসমীয়া আৰু মগধীয় ভাষাৰ ৰূপতত্ত্বৰ তুলনা

অসমীয়া, বাংলা, ওডিআ, হিন্দী আদি মগধীয় ভাষাৰ উদ্ভৱ আৰু পৰিচয়; অসমীয়া, বাংলা, ওডিআ আৰু হিন্দী ভাষাৰ ৰূপতত্ত্বৰ আলোচনা; অসমীয়াৰ লগত বাংলা, ওডিআ আৰু হিন্দী ভাষাৰ ৰূপতত্ত্বৰ তুলনামূলক বিচাৰ

অধ্যায় ১৪ ঃ অসমীয়া ৰূপতত্ত্বৰ স্বকীয়ত্ব

অসমীয়া ৰূপতত্ত্বৰ স্বকীয়ত্ব

তৃতীয় পাঠ্যবিষয় ঃ তুলনামূলক সাহিত্যতত্ত্ব আৰু ভাৰতীয় সাহিত্য (*সাহিত্য শাখাৰ শিক্ষার্থীসকলৰ বাবে)*

মুঠ ক্রেডিট ঃ = ৪

মুঠ নম্বৰ ঃ ৮০+২০ = ১০০

অধ্যায় ১ ঃ তুলনামূলক সাহিত্য ঃ তত্ত্ব আৰু পৰিচয়

তুলনামূলক সাহিত্যৰ পৰিচয়, তুলনামূলক সাহিত্যৰ তাত্ত্বিক দিশ ঃ অধ্যয়ন পদ্ধতি

অধ্যায় ২ ঃ তুলনামূলক সাহিত্যতত্ত্বৰ প্রায়োগিক কৌশল

বস্তুতাত্ত্বিক অধ্যয়ন, মটিফ অধ্যয়ন, প্রকাৰৰ অধ্যয়ন, শৈলী অধ্যয়ন, প্রভাৱ অধ্যয়ন, বর্তনযোগ্যতা ইত্যাদি; বস্তুতাত্ত্বিক অধ্যয়নৰ প্রায়োগিক কৌশল; মটিফ অধ্যয়নৰ প্রায়োগিক কৌশল; প্রকাৰগত অধ্যয়নৰ প্রায়োগিক কৌশল; শৈলী অধ্যয়নৰ প্রায়োগিক কৌশল; প্রভাৱ অধ্যয়নৰ প্রয়োগিক কৌশল

অধ্যায় ৩ ঃ ভাৰতীয় সাহিত্য ঃ অভিধা আৰু বিষয় পৰিচয়

ভাৰতীয় সাহিত্যৰ ধাৰণা; ভাৰতীয় সাহিত্যৰ পৰিচয়, ভাৰতীয় সাহিত্যৰ ভাৰতীয়তা, ভাৰতীয় সাহিত্য আৰু আঞ্চলিক সাহিত্য, ভাৰতীয় সাহিত্যত ৰাষ্ট্রীয় ভাৱনা আৰু সংহতি

অধ্যায় ৪ ঃ তুলনামুলক ভাৰতীয় সাহিত্যৰ প্ৰয়োজনীয়তা

তুলনামূলক ভাৰতীয় সাহিত্যৰ ধাৰণা, তুলনামূলক ভাৰতীয় সাহিত্যৰ পটভূমি, তুলনামূলক ভাৰতীয় সাহিত্যৰ অধ্যয়নৰ প্ৰয়োজনীয়তা, জাতীয় সংহতি আৰু ৰাষ্ট্ৰীয় ঐক্যত তুলনামূলক সাহিত্যৰ ভূমিকা

অধ্যায় ৫ ঃ কবিতাৰ তুলনামূলক বিচাৰ

সাহিত্যৰ প্ৰকাৰ হিচাপে কবিতাৰ বিচাৰ; ভাৰতীয় কবিতাৰ তুলনামূলক বিচাৰ; বস্তুতাত্ত্বিক, মটিফ, ৰচনাশৈলী প্ৰভাৱ, বৰ্তনযোগ্যতা ভাৰতীয় কবিতাত উপনিষদীয় ঐতিহ্যৰ প্ৰতিফলন

অধ্যায় ৬ ঃ নিৰ্বাচিত কবিতা (নলিনীবালা দেৱীৰ 'শেষ অৰ্ঘ্য' আৰু ৰবীন্দ্ৰনাথ ঠাকুৰৰ 'সোণাৰ তৰী')

ৰবীন্দ্ৰনাথ ঠাকুৰৰ 'সোণাৰ তৰী', নলিনীবালা দেৱীৰ 'শেষ অৰ্ঘ্য', কবিতা দুটাৰ বিষয়বস্তুৰ সামগ্ৰিক অধ্যয়ন, ভাৰতীয় জীৱনবোধ আৰু উপনিষদীয় ঐতিহ্যৰ প্ৰতিফলন

অধ্যায় ৭ ঃ উপন্যাসৰ তুলনামূলক বিচাৰ

উপন্যাসৰ প্ৰকাৰগত অধ্যয়ন, ভাৰতীয় উপন্যাসৰ তুলনামূলক বিচাৰ, উপন্যাসৰ মাজেদি প্ৰতিফলিত ভাৰতীয়বোধ, উপন্যাসৰ মাজেদি প্ৰতিফলিত ৰাষ্ট্ৰীয় ঐক্যৰ ভাৱনা

অধ্যায় ৮ ঃ নিৰ্বাচিত উপন্যাস (*পদ্মা নদীৰ মাঝি* আৰু *ইপাৰৰ ঘৰ সিপাৰৰ ঘৰ*)

'পদ্মা নদীৰ মাঝি' উপন্যাসৰ যোগেদি প্ৰতিফলিত নদীকেন্দ্ৰিক আঞ্চলিক জীৱনচৰ্যাৰ প্ৰতিফলন, 'ইপাৰৰ ঘৰ সিপাৰৰ ঘৰ' উপন্যাসৰ মাজেদি প্ৰতিফলিত নদীকেন্দ্ৰিক জীৱন চৰ্যাৰ প্ৰতিফলন, উপন্যাস দুখনৰ ৰচনাশৈলীৰ তুলনা, উপন্যাস দুখনত প্ৰতিফলিত নদী আৰু নৈপৰীয়া মানুহৰ সম্পৰ্ক

অধ্যায় ৯ ঃ গল্পৰ তুলনামূলক বিচাৰ

গল্পৰ প্ৰকাৰগত অধ্যয়ন গল্পৰ ৰচনাশৈলী, ভাৰতীয় গল্পৰ তুলনামূলক অধ্যয়ন, ভাৰতীয় গল্পত ভাৰতীয় জীৱনৰ প্ৰতিফলন, ভাৰতীয় চুটিগল্পত সাৰ্বজনীন মানবীয় দৃষ্টিভঙ্গীৰ প্ৰতিফলন

অধ্যায় ১০ ঃ নিৰ্বাচিত গল্প (ৰবীন্দ্ৰনাথ ঠাকুৰৰ 'কাবুলিৱালা' আৰু চৈয়দ আব্দুল মালিক 'যীশুখ্ৰীষ্টৰ ছবি')

ৰবীন্দ্ৰনাথ ঠাকুৰৰ 'কাবুলিৱালা' গল্পত সাৰ্বজনীনতা, চৈয়দ আব্দুল মালিক 'যীশুখ্ৰীষ্টৰ ছবি' গল্পত সাৰ্বজনীনতা, ৰবীন্দ্ৰনাথ ঠাকুৰ আৰু চৈয়দ আব্দুল মালিকৰ গল্পৰ বিষয়গত সাদৃশ্য, সাৰ্বজনীন মানবীয় দৃষ্টিভংগীৰ প্ৰতিফলন

অধ্যায় ১১ ঃ নাটকৰ তুলনামূলক বিচাৰ

নাটকৰ প্ৰকাৰগত অধ্যয়ন, অসমীয়া নাটক আৰু আধুনিক নাটকৰ তুলনা, শৈল্পিক দিশ, নাটক আৰু অভিনয়ৰ আভ্যন্তৰীণ সম্পৰ্ক, নাটক আৰু পৰিৱেশ্য লোককলা, নাটক আৰু সামাজিক পৰিৱৰ্তন

অধ্যায় ১২ ঃ নিৰ্বাচিত নাটক (*মহাৰাজা* আৰু *নাগমণ্ডল*)

'মহাৰাজা'নাটকৰ আঙ্গিক আৰু কলা কৌশল, 'নাগমণ্ডল' নাটকৰ আঙ্গিক আৰু কলা কৌশল, নাটক দুখনৰ বিষয়বস্তু আৰু উপস্থাপন শৈলীৰ তুলনা, নাটক দুখনৰ অন্তৰ্নিহিত তাৎপৰ্য

অধ্যায় ১৩ ঃ গীতৰ তুলনামূলক বিচাৰ

গীতৰ প্ৰকাৰগত অধ্যয়ন, গীতৰ সৈতে কবিতাৰ সম্পৰ্ক, গীত আৰু গীতি কবিতা, গীতৰ সাঙ্গীতীক দিশ, গীতৰ ভাষিক ঐশ্বৰ্য, লোকগীত আৰু আধুনিক গীত, ৰেডিঅ' সঙ্গীত আৰু অন্যান্য গীত

অধ্যায় ১৪ ঃ নজৰুল আৰু জ্যোতিপ্ৰসাদৰ গীতৰ তুলনামূলক অধ্যয়ন

অসমীয়া আৰু বাংলা সঙ্গীতৰ ঐতিহ্য, নজৰুলৰ গীতত স্বদেশ প্ৰেম, নজৰুলৰ গীতত বিপ্লৱী সুৰ, জ্যোতিপ্ৰসাদৰ গীতত স্বদেশপ্ৰেম, জ্যোতিপ্ৰসাদৰ গীতত বিপ্লৱী সুৰ, দুয়ো গৰাকী গীতিকাৰৰ গীতৰ তুলনা, শব্দ প্ৰয়োগ-ছন্দ- অলংকাৰ প্ৰতীক ইত্যাদি

তৃতীয় পাঠ্যবিষয় ঃ উপভাষা বিজ্ঞান আৰু অসমীয়া উপভাষা (*ভাষা শাখাৰ শিক্ষার্থীসকলৰ বাবে)*

মুঠ ক্রেডিট ঃ = ৪

মুঠ নম্বৰ ঃ ৮০+২০ = ১০০

অধ্যায় ১ ঃ উপভাষা বিজ্ঞান

ভাষা আৰু উপভাষা; উপভাষাৰ গঠন ঃ আঞ্চলিক উপভাষা, সামাজিক উপভাষা, জাতি বা বর্ণগত উপভাষা, লিংগভেদে উপভাষা; পাৰস্পৰিক বোধগম্যতা; ব্যক্তিভাষা, মান্যভাষা, পৰিস্থিতি নির্ধাৰিক ভাষা

অধ্যায় ২ ঃ উপভাষা অধ্যয়নৰ পদ্ধতি

উপভাষা অধ্যয়নৰ ইতিহাস; উপভাষা অধ্যয়নৰ প্রয়োজনীয়তা উপভাষা-জৰীপৰ পদ্ধতি; উপভাষা সীমা নির্ধাৰক, উপভাষা ভূগোলঃ প্রশ্নাৱলী, সামগ্রীদাতা বা সূচক, ভাষিক মানচিত্র

অধ্যায় ৩ ঃ উপভাষাৰ শ্রেণী বিভাজন

উপভাষা অধ্যয়নৰ বিভিন্ন দিশ ঃ সমাজ ভাষাবিজ্ঞান, ডাইগ্লা'ছিয়া, স্থানীয় উপভাষা, নৃগোষ্ঠীয় উপভাষা, পিজিন আৰু ক্রেওল

অধ্যায় ৪ ঃ অসমীয়া ভাষাৰ উপভাষা

অসমীয়া ভাষাৰ উপভাষা ঃ উজনি অসমৰ উপভাষা, মধ্য অসমৰ উপভাষা, নামনি অসমৰ উপভাষা; অসমৰ নৃগোষ্ঠীয় উপভাষা; অসমৰ সংযোগী ভাষা

অধ্যায় ৫ ঃ কামৰূপী উপভাষা

কামৰূপী উপভাষা ঃ এটি পৰিচয়; কামৰূপী উপভাষাৰ ঐতিহাসিক পটভূমি আৰু ঔপভাষিক বৈচিত্র্যৰ কাৰণ; প্রাচীন কামৰূপৰ শাসন ব্যৱস্থা আৰু স্থানীয় ৰূপৰ ভেদ, বিদেশী আক্রমণৰ প্রভাৱ, ভৌগোলিক ব্যৱধান, সুৰ বা সুৰ লহৰ; কামৰূপী উপভাষাৰ ভাষিক বৈশিষ্ট্যঃ ধ্বনিতাত্ত্বিক বৈশিষ্ট্য, ৰূপতাত্ত্বিক বৈশিষ্ট্য, শব্দগত বৈশিষ্ট্য

অধ্যায় ৬ ঃ কামৰূপী উপভাষাৰ আঞ্চলিক ৰূপভেদ

কামৰূপী উপভাষা ক্ষেত্র ঃ এটি পৰিচয়; কামৰূপী উপভাষাৰ আঞ্চলিক ৰূপঃ ধ্বনিতাত্ত্বিক তুলনা, ৰূপতাত্ত্বিক তুলনা, শব্দগত তুলনা

অধ্যায় ৭ ঃ গোৱালপৰীয়া উপভাষা

গোৱালপৰীয়া উপভাষা ঃ চমু পৰিচয়; গোৱালপৰীয়া উপভাষাৰ ঐতিহাসিক পটভূমি; গোৱালপৰীয়া উপভাষাৰ ভাষিক বৈশিষ্ট্য; মান্য অসমীয়াৰ সৈতে গোৱালপৰীয়া উপভাষাৰ প্রভেদ

অধ্যায় ৮ ঃ মধ্য অসমৰ উপভাষা

মধ্য অসমৰ উপভাষা ঃ চমু পৰিচয়; মধ্য অসমৰ উপভাষাৰ ঐতিহাসিক পটভূমি; মধ্য অসমৰ উপভাষাৰ ভাষিক বৈশিষ্ট্য; মান্য অসমীয়াৰ সৈতে মধ্য অসমৰ উপভাষাৰ প্রভেদ

অধ্যায় ৯ ঃ দৰঙী উপভাষা

দৰঙী উপভাষা ঃ চমু পৰিচয়; দৰঙী উপভাষাৰ ঐতিহাসিক পটভূমি; দৰঙী উপভাষাত ভাষিক বৈশিষ্ট্য; মধ্য অসমীয়াৰ সৈতে দৰঙী উপভাষাৰ প্রভেদ

অধ্যায় ১০ ঃ অসমীয়া ভাষাৰ উপভাষা

অসমীয়া ভাষাৰ উপভাষা ঃ এটি পৰিচয়; অসমীয়া ভাষাৰ উপভাষাৰ তুলনা ঃ কামৰূপী আৰু গোৱালপৰীয়া উপভাষা, কামৰূপী আৰু মধ্য অসমৰ উপভাষা, গোৱালপৰীয়া আৰু মাধ্য অসমৰ উপভাষা, মধ্য অসমৰ উপভাষা আৰু দৰঙী উপভাষা, গোৱালপৰীয়া আৰু দৰঙী উপভাষা

অধ্যায় ১১ ঃ অসমৰ জনজাতীয় মূলৰ নৃগোষ্ঠীয় উপভাষা

অসমৰ নৃগোষ্ঠীয় উপভাষা ঃ চমু পৰিচয়; অসমৰ নৃগোষ্ঠীয় উপভাষা ঃ ৰাভামিজ, তিৰামিজ, দেউৰীমিজ, মিছিংমিজ, আহোম-অসমীয়া

অধ্যায় ১২ ঃ অসমীয় জাতিগত উপভাষা

অসমীয় জাতিগত উপভাষা — চমু পৰিচয় ঃ চিলেটীয়া, ভাটিয়া, সাদানি, নেপালী অসমীয়া, দেহান

অধ্যায় ১৩ ঃ অসমৰ সংযোগী ভাষা

সংযোগী ভাষা ঃ চমু পৰিচয়; অসমৰ সংযোগী ভাষা ঃ ৰাভামিজ, নেফামিছ, নাগামিজ

অধ্যায় ১৪ ঃ অসমীয়া ভাষাৰ সমকালীন ৰূপ

অসমীয়া ভাষাৰ সমকালীন ৰূপ — চমু পৰিচয়; অসমীয়া ভাষাৰ সমকালীন ৰূপঃ ধ্বনিতাত্ত্বিক আলোচনা, ৰূপতাত্ত্বিক আলোচনা, শব্দতাত্ত্বিক আলোচনা

চতুর্থ পাঠ্যবিষয় ঃ অনুবাদ সাহিত্য আৰু বিশেষ সাহিত্যিক *(সাহিত্য শাখাৰ শিক্ষার্থীসকলৰ বাবে)*

এই পাঠ্যবিষয়ৰ প্ৰথম খণ্ডটি সকলোৰে বাবে বাধ্যতামূলক, দ্বিতীয় খণ্ডটিত বিশেষ সাহিত্যিক। তেওঁলোকৰ ভিতৰত যি কোনো এজনৰ বিষয়ে বিশেষভাৱে অধ্যয়ন কৰিব লাগিব।)

মুঠ ক্ৰেডিট ঃ = ৪

মুঠ নম্বৰ ঃ ৮০+২০ = ১০০

প্ৰথম খণ্ড ঃ অনুবাদ সাহিত্য

অধ্যায় ১ ঃ অনুবাদ-সাহিত্যৰ পৰিচয়

অনুবাদ সাহিত্যৰ পৰিচয়; অনুবাদ সম্পৰ্কে বিভিন্ন পণ্ডিতৰ মতামত আৰু সিদ্ধান্ত

অধ্যায় ২ ঃ অনুবাদৰ প্ৰকাৰভেদ

অনুবাদৰ প্ৰকৃতিৰ আধাৰত অনুবাদৰ বিভাজনঃ মূলনিষ্ঠ অনুবাদ, মূলমুক্ত অনুবাদ; অনুবাদৰ শৈলীৰ আধাৰত অনুবাদৰ বিভাজনঃ শব্দিক অনুবাদ, ভাবানুবাদ, ছয়ানুবাদ, ৰূপান্তৰণ, সাৰানুবাদ আৰু ব্যাখ্যানুবাদ

অধ্যায় ৩ ঃ অনুবাদ তত্ত্ব আৰু অনুবাদৰ সমস্যা

অনুবাদ তত্ত্ব সম্পৰ্কে বিভিন্ন মনিষীৰ মত; অনুবাদৰ সমস্যা ঃ আলোচনা

অধ্যায় ৪ ঃ অসমীয়া অনুবাদ-সাহিত্যৰ পৰম্পৰা

অসমীয়া অনুবাদ সাহিত ঃ প্ৰাচীন যুগ, আধুনিক যুগ

অধ্যায় ৫ ঃ অসমীয়া ভাষালৈ কবিতাৰ অনুবাদ

অসমীয়া কবিতা আৰু অনুবাদ পৰম্পৰা; কবিতাৰ উৎস পাঠ আৰু লক্ষ্য পাঠ; কবিতাক লক্ষ্য পাঠলৈ নিওতে অনুবাদকে সন্মুখীন হোৱা সমস্যা; অনুবাদৰ সৌন্দৰ্য আৰু গ্ৰহণযোগ্যতা

অধ্যায় ৬ ঃ অসমীয়া ভাষালৈ চুটিগল্পৰ অনুবাদ

অসমীয়া চুটি গল্প আৰু অনুবাদ পৰম্পৰা; চুটিগল্পৰ উৎস পাঠ আৰু লক্ষ্য পাঠ, অনুবাদকৰ জ্ঞান আৰু উভয় উৎস ভাষা আৰু লক্ষ্য ভাষাত থকা দখল; গল্প এটা অনুবাদ কৰোঁতে অনুবাদকে সন্মুখীন হোৱা সমস্যা আৰু তাৰ নিৰাকৰণ

অধ্যায় ৭ ঃ অসমীয়া ভাষালৈ উপন্যাসৰ অনুবাদ

অসমীয়া উপন্যাস আৰু অনুবাদ পৰম্পৰা; উপন্যাসৰ উৎস পাঠ আৰু লক্ষ্য পাঠ; অনুবাদকৰ জ্ঞান আৰু উভয় উৎস ভাষা আৰু লক্ষ্য ভাষাত থকা দখল; উপন্যাস এখন অনুবাদ কৰোঁতে অনুবাদকে সন্মুখীন হোৱা সমস্যা আৰু তাৰ নিৰাকৰণ

দ্বিতীয় খণ্ড ঃ বিশেষ সাহিত্যিক

(ক) লক্ষ্মীনাথ বেজবৰুৱা

অধ্যায় ১ ঃ লক্ষ্মীনাথ বেজবৰুৱাৰ জীৱন আৰু কৃতি

লক্ষ্মীনাথ বেজবৰুৱাৰ জীৱনী; লক্ষ্মীনাথ বেজবৰুৱাৰ ৰচনাৱলী; বেজবৰুৱাৰ ৰচনাৱলী বৈশিষ্ট্যপূৰ্ণ দিশ; অসমীয়া সাহিত্যত লক্ষ্মীনাথ বেজবৰুৱাৰ স্থান

অধ্যায় ২ ঃ কথা সাহিত্যিক বেজবৰুৱা (*মোৰ জীৱন সোঁৱৰণৰ* অন্তর্গত প্রথম ভাগৰ তৃতীয় আৰু চতুর্থ আধ্যা)
'মোৰ জীৱন সোঁৱৰণ'ৰ দুয়োটা পাঠৰ আলোচনা; দুয়োটা পাঠত ফুটি উঠা বৈশিষ্ট্য; দুয়োটা পাঠৰ মাজেদি ফুটি উঠা লেখকৰ সামাজিক দৃষ্টিভঙ্গী

অধ্যায় ৩ ঃ গল্পকাৰ বেজবৰুৱা ('লাওখোলা' আৰু 'মলক-গুইন-গুইন')
লক্ষ্মীনাথ বেজবৰুৱাৰ গল্পৰ বৈশিষ্ট্যসমূহ; 'লাওখোলা' গল্পৰ সাধাৰণ অলোচনা, 'লাওখোলা' গল্পৰ চৰিত্র চিত্রণ, লাওখোলা' গল্পত ফুটি উঠা নাৰী জীৱনৰ কাৰুণ্য আৰু পুৰুষতান্ত্রিক সমাজৰ স্বার্থপৰতা; 'মলক গুইন গুইন' গল্পৰ সাধাৰণ আলোচনা, 'মলক গুইন-গুইন' গল্পৰ চৰিত্র চিত্রণ, 'মলক গুইন-গুইন' গল্পত ফুটি উঠা সমাজ বাস্তৱতা

অধ্যায় ৪ ঃ সাহিত্য সমালোচক বেজবৰুৱা ('দুই মহাপুৰুষৰ ছন্দ আৰু সুৰ বোধ')
পাঠৰ চমু আলোচনা, পাঠৰ আলোচনা লক্ষ্মীনাথ বেজবৰুৱা সূক্ষ্মদর্শী বিশ্লেষণ ক্ষমতা, শঙ্কৰী সাহিত্যৰ হিচাপে লক্ষ্মীনাথ বেজবৰুৱা

অধ্যায় ৫ ঃ হাস্যৰসিক বেজবৰুৱা ('অসমীয়া জাতি ডাঙৰ জাতি', 'ককালৰ বিষ ভাল কৰিবৰ উপায়')
মূল পাঠৰ বিষয়বস্তুৰ আলোচনা; পাঠ দুটাৰ সাধাৰণ গদ্য শৈলী আলোচনা, হাস্য-ব্যঙ্গৰ মাজেদি ভুমুকি মৰা সমাজ সংস্কাৰকজন

অধ্যায় ৬ ঃ বেজবৰুৱাৰ ৰচনাত আধ্যাত্মিকতা ('শ্রীকৃষ্ণতত্ত্ব' আৰু 'ৰাসলীলা-তত্ত্ব')
শ্রীকৃষ্ণতত্ত্বঃ আলোচনা, বিশ্লেষণ; ৰাসলীলা-তত্ত্ব ঃ আলোচনা, বিশ্লেষণ

অধ্যায় ৭ ঃ সমাজ-সচেতক বেজবৰুৱা ('চেৰেপাৰ আমনি')
দায়বদ্ধ লেখক হিচাপে বেজবৰুৱা; মূল পাঠৰ বিষয়বস্তুৰ আলোচনা, মূল পাঠৰ বিষয়বস্তুৰ বিশ্লেষণ

দ্বিতীয় খণ্ড ঃ বিশেষ সাহিত্যিক

(খ) নৱকান্ত বৰুৱা

অধ্যায় ১ ঃ নৱকান্ত বৰুৱাৰ জীৱন আৰু কৃতি
নৱকান্ত বৰুৱাৰ জীৱনী; নৱকান্ত বৰুৱাৰ ৰচনাৱলী ঃ ৰচনাৱলীৰ চমু পৰিচয়, ৰচনাৱলীৰ বৈশিষ্ট্যপূর্ণ দিশ; অসমীয়া সাহিত্যত নৱকান্ত বৰুৱাৰ স্থান

অধ্যায় ২ ঃ কবি বৰুৱা (পাঠ ঃ ৰাৱন, সম্রাট, ক্রমশঃ)
নৱকান্ত বৰুৱাৰ কবিতাৰ বৈশিষ্ট্য; ৰাৱন ঃ কবিতাটিৰ মূল পাঠ, কবিতাটিৰ বিষয়বস্তু, কবিতাটিত চিত্রিত ৰাৱন চৰিত্রৰ মূল্যায়ন; সম্রাট ঃ কবিতাটিৰ মূল পাঠ, কবিতাটিৰ বিষয়বস্তু, কবিতাটোত ফুটি উঠা আধুনিকতাবাদী ধ্যান-ধাৰণা; ক্রমশঃ — কবিতাটিৰ মূল পাঠ, কবিতাটিৰ বিষয়বস্তু, কবিতাটিৰ মাজেদি ফুটি উঠা কাব্যচিন্তা; কবি হিচাপে নৱকান্ত বৰুৱাৰ মূল্যায়ন

অধ্যায় ৩ ঃ ঔপন্যাসিক নৱকান্ত বৰুৱা (পাঠ ঃ পটাচাৰা)
ঔপন্যাসিক নৱকান্ত বৰুৱা আৰু তেওঁৰ কৃতিসমূহ ঃ নৱকান্ত বৰুৱাৰ উপন্যাসৰ সাধাৰণ বৈশিষ্ট্যসমূহ; পটাচাৰা ঃ উপন্যাসখনৰ সাধাৰণ আলোচনা, উপন্যাসখনৰ কাহিনীভাগ, উপন্যাসখনৰ চৰিত্র চিত্রণ, উপন্যাসখনৰ বৈশিষ্ট্যসমূহ, উপন্যাসখনত ফুটি উঠা ঔপন্যাসিকৰ জীৱনবোধ

অধ্যায় ৪ ঃ সাহিত্য সমালোচক নৱকান্ত বৰুৱা (*কবিতাৰ দেহ বিচাৰ* পুথিখনৰ পৰা)
সাহিত্য সমালোচক নৱকান্ত বৰুৱা ঃ পুথিখনৰ সাধাৰণ পৰিচয় আৰু বিষয়বস্তুৰ চমু আলোচনা, নির্ধাৰিত পাঠৰ বিষয়বস্তুৰ বিশ্লেষণ আৰু তাৎপর্য বিচাৰ; সাহিত্য সমালোচক হিচাপে অসমীয়া সাহিত্যত নৱকান্ত বৰুৱাৰ স্থান

অধ্যায় ৫ ঃ শিশু-সাহিত্যিক নৱকান্ত বৰুৱা ('ওমলা ঘৰৰ পুথি' আৰু 'কেৰেলুৱাৰ ৰেল')
ওমলা ঘৰৰ পুথি ঃ চমু পৰিচয়, পথিখনত সন্নিৱিষ্ট বিষয়ৰ চমু আলোচনা, বিষয়বস্তু বৈশিষ্ট্য; কেৰেলুৱাৰ ৰেল ঃ চমু পৰিচয়, পুথিখনত সন্নিৱিষ্ট বিষয়ৰ চমু আলোচনা, বিষয়বস্তুৰ বৈশিষ্ট্য; শিশু সাহিত্যিক হিচাপে নৱকান্ত বৰুৱাৰ শিশু মনস্তত্ত্বৰ জ্ঞান; অসমীয়া শিশু সাহিত্যত নৱকান্ত বৰুৱাৰ স্থান

অধ্যায় ৬ ঃ গীতিকাৰ নৱকান্ত বৰুৱা (‘জিলিৰ মাতে গভীৰ কৰে নির্জনতা’, ‘মুখত দুডাল দূবৰি বন’)
জিলিৰ মাতে গভীৰ কৰে নির্জনতা ঃ গীতটিৰ মূল পাঠ, গীতটিৰ সাধাৰণ আলোচনা; মুখত দুডাল দূবৰি বন ঃ গীতটিৰ মূল পাঠ, গীতটিৰ সাধাৰণ আলোচনা; অসমীয়া গীতি সাহিত্যত নৱকান্ত বৰুৱাৰ স্থান

অধ্যায় ৭ ঃ নৱকান্ত বৰুৱা আৰু সমসাময়িক সমাজ
নৱকান্ত বৰুৱা আৰু তেওঁৰ কর্মজীৱন; সমাজ জীৱনলৈ নৱকান্ত বৰুৱাই আগবঢ়োৱা অৱিহণা; নৱকান্ত বৰুৱাৰ কর্মৰাজিৰ মূল্যায়ন

চতুর্থপাঠ্যবিষয় ঃ তিব্বত-বর্মীয় ভাষা আৰু ইয়াৰ তুলনা (ভাষা শাখাৰ শিক্ষার্থীসকলৰ বাবে)

মুঠ ক্রেডিট ঃ = ৪

মুঠ নম্বৰ ঃ ৮০+২০ = ১০০

অধ্যায় ১ ঃ অসমৰ তিব্বত-বর্মীয় ভাষাসমূহৰ সাধাৰণ পৰিচয়
অসমত থকা বিভিন্ন তিব্বত-বর্মীয় ভাষাৰ চমু পৰিচয়

অধ্যায় ২ ঃ অসমৰ তিব্বত-বর্মীয় ভাষাৰ ধ্বনিতাত্ত্বিক বৈশিষ্ট্য
বিভিন্ন তিব্বত-বর্মীয় ভাষাসমূহ ঃ সেই ভাষাসমূহৰ মাজেদি প্রকাশ পোৱা তিব্বত-বর্মীয় ভাষাৰ ধ্বনিতাত্ত্বিক বৈশিষ্ট্যসমূহ

অধ্যায় ৩ ঃ অসমৰ তিব্বত-বর্মীয় ভাষাৰ ৰূপতাত্ত্বিক বৈশিষ্ট্য
বিভিন্ন তিব্বত-বর্মীয় ভাষাসমূহ; সেই ভাষাসমূহৰ মাজেদি প্রকাশ পোৱা তিব্বত-বর্মীয় ভাষাৰ ৰূপতাত্ত্বিক বৈশিষ্ট্যসমূহ

অধ্যায় ৪ ঃ অসমৰ তিব্বত-বর্মীয় ভাষাৰ শব্দ সম্ভাৰ
তির্ব্বত-বর্মীয় ভাষাসমূহ শব্দ সম্ভাৰ

অধ্যায় ৫ ঃ অসমীয়া ভাষা আৰু তিব্বত-বর্মীয় ভাষাৰ ধ্বনিতত্ত্ব
অসমীয়া ভাষা আৰু তিব্বত-বর্মীয় ভাষাৰ ধ্বনিতত্ত্বৰ সাদৃশ্যসমূহ, অসমীয়া ভাষা আৰু তিব্বত-বর্মীয় ভাষাৰ ধ্বনিতত্ত্বৰ বৈশিষ্ট্যসমূহ

অধ্যায় ৬ ঃ অসমীয়া ভাষা আৰু তিব্বত-বর্মীয় ভাষাৰ সম্বন্ধবাচক শব্দৰ তুলনা
অসমীয়া ভাষাৰ সম্বন্ধবাচক শব্দ; তিব্বত-বর্মীয় ভাষাৰ সম্বন্ধবাচক শব্দ; অসমীয়া আৰু তিব্বত বর্মীৰ ভাষাৰ সম্বন্ধবাচক শব্দৰ তুলনা

অধ্যায় ৭ ঃ অসমীয়া ভাষা আৰু তিব্বত-বর্মীয় ভাষাৰ সংখ্যাবাচক শব্দৰ তুলনা
অসমীয়া ভাষাৰ সংখ্যাবাচক শব্দ; তিব্বত-বর্মীয় ভাষাৰ সংখ্যাবাচক শব্দ, অসমীয়া আৰু তিব্বত-বর্মীয় ভাষাৰ শব্দৰ তুলনা

অধ্যায় ৮ ঃ অসমীয়া ভাষা আৰু তিব্বত-বর্মীয় ভাষাৰ সর্বনাম তুলনা
সর্বনাম ঃ অসমীয়া আৰু তিব্বত-বর্মীয় ভাষাৰ সর্বনামৰ তুলনা

অধ্যায় ৯ ঃ অসমীয়া ভাষা আৰু তিব্বত-বর্মীয় ভাষাৰ বিশেষণ তুলনা
বিশেষণ ঃ অসমীয়া আৰু তিব্বত-বর্মীয় ভাষাৰ বিশেষণৰ তুলনা

অধ্যায় ১০ ঃ অসমীয়া ভাষা আৰু তিব্বত-বর্মীয় ভাষাৰ ক্রিয়াৰ তুলনা
ক্রিয়া ঃ অসমীয়া আৰু তিব্বত-বর্মীয় ভাষাৰ ক্রিয়াৰ তুলনা

অধ্যায় ১১ ঃ অসমীয়া ভাষা আৰু তিব্বত-বর্মীয় ভাষাৰ বাক্যতত্ত্বৰ তুলনা
বাক্যতত্ত্ব ঃ অসমীয়া আৰু তিব্বত-বর্মীয় ভাষাৰ বাক্যতত্ত্বৰ তুলনা

অধ্যায় ১২ ঃ অসমীয়া ভাষাত তিব্বত-বর্মীয় ভাষাৰ প্ৰভাৱ
অসমীয়া ভাষাৰ ৰূপ আৰু তিব্বত-বর্মীয় ভাষা; অসমীয়া শব্দসম্ভাৰ আৰু তিব্বত-বর্মীয় ভাষা
অধ্যায় ১৩ ঃ তিব্বত-বর্মীয় ভাষাত অসমীয়া ভাষাৰ পাৰস্পৰিক প্ৰভাৱ
তিব্বত-বর্মীয় ভাষা আৰু অসমীয়া ভাষাৰ উমৈহতীয়া শব্দ-সম্ভাৰ
অধ্যায় ১৪ ঃ সাম্প্ৰতিক কালত তিব্বত-বর্মীয় ভাষা-চর্চা
সাম্প্ৰতিক কালত তিব্বত-বর্মীয় ভাষা-চর্চা

KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY

(KKHSOU)

PROGRAMME PROJECT REPORT

ON

MASTER OF ARTS IN ECONOMICS

Submitted to

UNIVERSITY GRANTS COMMISSION

BAHADUR SHAH ZAFAR MARG

NEW DELHI – 110 002

Submitted by

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Guwahati, Assam

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KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY

PROGRAMME PROJECT REPORT

MASTER OF ARTS IN ECONOMICS

1 PROGRAMME'S MISSION AND OBJECTIVES:

Master of Arts in Economics would be offered by the Department of Economics, under the Surya Kumar Bhuyan School of Social Sciences, KKHSOU. This Master's programme in Economics has been designed in accordance with the UGC Regulations on Open and Distance Learning, 2017. Syllabi of this Programme have been finalized after a series of deliberations and discussions with academic experts in the respective field from Universities of repute, viz., Gauhati University, Cotton University and Dibrugarh University. The quality of Curriculum and Syllabus of this programme has been so designed to accommodate the recent developments in the field of Higher Education in general and the subject in particular.

The overall mission of this programme is to create a pool of human resources that would have the capability of critically analyzing the socio-economic issues in the society and by applying their acquired skills can positively contribute towards betterment of the society. More specifically, the MA in Economics programme aims at creating an academically sound pool of human resources who can undertake either serious academic or research activities in the field of Economics and Developmental Studies. To achieve this overall mission statement, the following specific objectives have been framed:

(a) Educate and train individuals from different walks of life, who are desirous to study Economics.

(b) Provide both the theoretical and applied knowledge in the field of Economics to the learners, so that their skill level and employability are developed.

(c) Disseminate different information that emerges in the domestic as well as global economy.

(d) Exchange knowledge and experiences gained from important past economic phenomenon.

(e) Strengthen regional development by putting importance on regional issues.

(f) Motivate the learners to undertake teaching or research activities in the field of Economics or Developmental Studies.

Registrar
Krishna Kanta Handique
State Open University
Guwahati

2 RELEVANCE OF THE PROGRAMME WITH THE UNIVERSITY'SMISSION AND GOAL

The MA in Economics programme offered by KKHSOU has been prepared conforming the mission and goals of KKHSOU. This programme follows the following mission and goals of HEIs:

(a) To expand higher education to cover maximum population.

(b) To maintain equity and justice in the field of higher education.

(c) To ensure quality and excellence in higher education.

(d) To create a pool of human resources that can undertake research on important social issues.

(e) To contribute towards growth and development of the country.

3 NATURE OF THE PROSPECTIVE TARGET GROUP OF LEARNERS

The nature of the prospective target groups of learners of this programme are as follows:

(a) The students who are desirous to obtain a Master's Degree in Economics.

(b) All the stakeholders of the society like-development agents, government officials, policy makers, industrialists, farmers, grassroots workers, who are interested in ensuring a better standard of living for the people of the society.

(c) Persons unable to complete higher education in the normal course of time and who are interested in Economics.

(d) People engaged in different avenues who wish to develop their professional skill.

(e) People living in rural and remote area and other disadvantageous conditions but desirous of higher education in Economics.

(f) People willing to continue learning with earning.

(g) Persons deprived of higher education in conventional system for variety of reasons.

(h) Denied and deprived sections of people who need education of Economics to uplift their economic conditions.

4 APPROPRIATENESS OF THE PROGRAMME TO BE CONDUCTED IN ODL MODE TO ACQUIRE SPECIFIC SKILLS AND COMPETENCE

The MA programme in Economics is basically theoretical and therefore, is, in general, suitable for the ODL mode. The entire programme has been so designed that the learners can learn the different courses though undergoing the Self Learning Materials designed for the specific programme. Certain add-on resources, like CDs, community radio programme and counselling sessions conducted in the study centres, are expected to help the learners clarify their doubts, if any.

5 INSTRUCTIONAL DESIGN

5.1Curriculum Design: The MA in Economics programme in KKHSOU has the following pattern of courses:

Semester-wise Course Distribution:

Semester I	Semester II	Semester III	Semester IV
Microeconomics – I	Microeconomics – II	International Economics	Economics of Insurance
Macroeconomics – I	Macroeconomics – II	Issues in Indian Economy	Research Methodology in Economics
Mathematical Methods for Economic Analysis	Statistical Methods	Environmental Economics	Optional 1* (Group – I/Group II)
Development Economics	Public Finance and Policy	Financial Systems	Optional 2* (Group – I/Group II)

Group I

(a) Econometrics

(b) Demography

Group II

(a) Agricultural Economics

(b) Economics of Social Sector

**Learner has to choose one optional course from each group. No two courses from the same group are allowed.*

5.2Credit Distribution: Each course of the programme has been assigned 4 credits. As such, the semester-wise credit distribution of the programme is as follows:

Semester	Credit per course	Total credit in the semester
I	4	4 x 4 = 16
II	4	4 x 4 = 16
III	4	4 x 4 = 16
IV	4	4 x 4 = 16
Total Credits in the programme		**64**

Definition of Credit/Study Hours: 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 study hours, a minimum of 10 percent, i.e., minimum 12 hours of counselling per course is offered to the learners at their respective study centres.

Preparation of Syllabi*:* The Syllabi of the MA programme in Economics has been prepared by taking help of experts in the subject from other reputed Universities in the region, like Gauhati University, Dibrugarh University and Cotton University. The contents of the syllabi are updated. While preparing the syllabi, UGC Model Syllabi and syllabi of other Universities have been consulted.

The structure of the MA Programme in Economics and detailed course wise syllabus are presented in Annexure I and Annexure II.

5.3Faculty and Support Staff Requirement: The University currently has 3 faculty members in the Department of Economics, viz., one Associate Professor and two Assistant Professors.

5.4Instructional Delivery Mechanisms: The Self Learning Materials has been prepared keeping in view of the above definition of instructional design. Particular attention has been given so that the basic three domains of knowledge, viz., behavioural domain, cognitive domain, and constructive domain can be addressed. A few examples have been mentioned in the following table.

Domain of Knowledge	General Learning Tasks generally used	Contents in Self Learning Materials
Behavioural	• Memorising • Undertaking Routine Tasks • Learning arbitrary information • Learning rule systems • Invariable (Routine) learning procedures	• Economics is a theoretical subject. As such, certain theoretical propositions, for examples, certain definitions are to be memorised.
Cognitive	• Classifying • Concept learning • Problem-solving • Procedures • Reasoning and argument • Rules	• There is ample scope in this domain of knowledge. Most of the theories in the Economics are conceptual. • Certain portion of the syllabi is also quantitative based, and hence offers scope for the development of problem solving abilities.
Constructive	• Case Studies • Complex Situations • Real-world Problem-solving	• Certain real-world situations are included in the course. For example, in the discussion of theories related to market, development policies etc., students are advised to draw evidences from real world situations.

5.5 Identification of Media –print, audio or video, online, computer aided: All the learners are provided with Self Learning Materials, which is comprehensive in terms of contents in the syllabi. These learning resources are prepared with the help of resource persons across the country. Senior Professors from different Universities of the region are engaged as Editors of the SLMs.

Apart from the Print Self Learning Materials, e-SLMs and audio and video materials on certain modules are also offered to the learners. In addition, certain topics are also covered through community radio programmes broadcast through the *90.4 Jnan Taranga* Community Service Station of the University.

Eklavya, a radio programme on education is broadcasted from All India Radio Station, Guwahati and simultaneously broadcast by All India Radio Station, Dibrugarh.

Live Phone-in-programme is broadcast by All India Radio, Guwahati every Thursday (9.15 am – 10.15 am). In this programme, learners get live support to their queries, while the general public can also interact with officials/faculty members of the University on varied issues.

Most of the Audio-Video programmes are also made available online through Youtube videos.

All the Study centres of the University are connected with free phone services to enable the study centres to interact among themselves as well as, with the University in any matters.

5.6 Home Assignment: Assignments are a part of the teaching-learning process and are compulsory. Assignments are evaluated and feedback is communicated to the leaners.

5.7ICT Support Services: The ICT support services available in the MA programme in Economics include the following:

(a) **Website:** We have developed full-fledged official website www.kkhsou.in for our learners and general public. Here we have provided all necessary information to our learners. The Website is also linked with the social-networking site like Facebook (KKHSOU FB Official Group) for interaction among the learners, faculty members and stakeholders. The website also includes the customised study centre-search facility based on district or programme. And most of the Audio-Video programmes are also made available online through YouTube.

(b) **Community Radio Service**: **Jnan Taranga** (90.4 MHz) of KKHSOU is the first Community Radio of the North Eastern part of the country. The Community Radio, being a platform for the community for taking up community issues, is also a platform to broadcast several educational programmes that includes debates, discussions, and talk shows.

(c) **Ekalavya**: With the help of Prasar Bharati, our University has launched a special educational programme namely ***Ekalavya.*** It is aired every Saturday from 8.00 PM to 8.30 PM through All India Radio, Guwahati and Dibrugarh.

(d) **Akashvani Phone-in Programme:** Our University offers one hour live **phone-in** counselling programme through AIR, Guwahati and Dibrugarh where officers and experts from this University clarify queries of listeners/learners via telephone. The phone in programme is aired every Thursday from 09.15 AM to 10.15 AM.

(e) **e-SLM:** An e-learning portal by the name of e-SLM (http://eslm.kkhsou.in/) has been launched by the university. It is also a digital repository where the study materials are uploaded for the benefit of the learners. All the study materials of the programmes (including Degree, Master Degree etc.) can be assessed in this portal.

(f) **Open Access Journals Search Engine (OAJSE):** To provide easy access to various open access journal across the world, KKHSOU has developed the Open Access Journals Search Engine (OAJSE) which is available for the users from the URL www.kkhsou.in/library/oajse or http://oajse.kkhsou.in . OAJSE aims to cover

journals in all subjects that are published in English language. There are now 4,500+ journals in the directory. All are searchable at article level.

(g) **KKHSOU Mobile App:** Our University has developed a mobile application "KKHSOU" to help the learners to connect 24x7 with the university. It can be freely downloaded from Google Play Store (for android user).

(h) **SMS and e-mail Alert Facility:** University has initiated an SMS and e-mail alert facility for learners regarding any news, events and learner-related information of the university.

(i) **E-mail services:** Learners can write emails to any officials/faculty members in university's general mail id: info@kkhsou.in. Queries raised through to this mail id are readdressed by concerned official/faculty members of the university.

(j) **TV programme:** University is going to initiate a half an hour live educational programme through a TV Channel **Prag-News** from June 2018. It will be telecast every Sunday at 8:30 am.

6 PROCEDURE FOR ADMISSION, CURRICULUM TRANSACTION AND EVALUATION

6.1 Admission Procedure: The procedure for admission is as follows:

(a) The admission for the academic session 2018-19 of the University will be through online mode. A learner who desires to take admission in KKHSOU will have to submit his/her application through the online admission link provided in the University website www.kkhsou.in. The learner has to carefully go through the instructions for filling up the online admission form and complete the process accordingly. In the online admission system, the learner has to register with his/her mobile no/email id, and has to carefully verify the subjects of his/her choice available in the respective study centers.

(b) For admission to a particular programme, the course fee is to be paid through online transaction mode—i.e., through credit card/debit card/net banking or any other available online mode of payment.

(c) The learner after successful submission of the online admission form has to take a print out and submit the same to the study centre for hard copies of SLMs.

(d) The verification of online application form will be done in the University and after the completion of the verification process, the e-SLMs will be sent to the respective Email-id of the learner.

(e) The learners who have submitted incomplete application may be given conditional admission at the University's discretion, subject to fulfillment of other eligibility criteria.

(f) All the enrolled learners will be provided with registration nos, SLMs and Identity cards.

(g) The learner who is unable to complete the programme within specified period is required to register himself/herself as a fresh learner by paying the requisite fee.

6.2 Continuous Admission:

a) Admission will have to be taken continuously in the programmes without any break. A learner will be allowed to appear in all the examinations, including back courses, within the stipulated time of a programme.

b) A learner will have to take admission to the next semester within one month from the last date of examination of the previous semester. It doesn't depend on whether the candidate appeared in the previous examination or not.

c) A learner will be allowed to take admission to the next semester beyond one month, but within two months from the last date of examination of the previous semester with a fine of Rs 500/-.

d) A learner may be allowed to take admission even after the issue of notification for filling up of examination forms, but such learners will be allowed to appear in the examination of that semester in the next year only.

6.3Eligibility Criteria of Admission: Any Graduate from KKHSOU or any other University recognised by University Grants Commission.

6.4 Duration of the Programme:

The duration of the MA programme in Economics offered by the University is as follows:

- Minimum Duration : 4 semesters (2 years).
- Maximum Duration : 6 years.

In case, a learner is not able to qualify a course in its first attempt, he/she has to qualify in the particular course within the next four attempts, subject to maximum duration of the study.

6.5 Fee Structure: The fee structure of the MA in Economics programme is as follows:

(All Figures are in India Rupee)

Sem	Enrollment Fee	Course Fee	Exam Fee	Exam Centre Fee	Marksheet Fee	Total Fee to be paid*	Arear subject
First	300.00	3500.00	800.00	300.00	100.00	5000.00	Rs. 200.00 per paper + Centre Fee + Marksheet Fee Rs 100.00 + Consolidated Marksheet Rs 100.00.
Second	--	3500.00	800.00	300.00	100.00	4700.00	
Third	--	3500.00	800.00	300.00	100.00	4700.00	
Fourth	--	3500.00	800.00	300.00	200.00	4800.00	

6.6Financial Assistance: The University offers free education to jail inmates and differently abled learners. At present, the University offers free of cost education to jail inmates in 16 district jails of the state.

6.7 Refusal/Cancellation of Admission: Information brochure and Not withstanding anything contained in the prospectus the University reserved the right to refuse or cancel Admission of any Individual.

6.8Curriculum Transaction and Activity Planner: An activity planner, that guides the overall academic activities in the MA programme in Economics shall be made available prior to the admission schedule of the University.

6.9 The Evaluation System of the Programme: The University adopts both ongoing and term end evaluation. Ongoing evaluation is conducted in two ways: internal and external. The internal evaluation is to be undertaken by the learner himself. For this, the University has designed some self-check "Check Your Progress" questions, which would help the learners to self-check their progress of study. However, this is undertaken at the learners' end themselves and is non-credit based. For overall evaluation of a course, the University follows two types of evaluation:

Continuous Evaluation (Home Assignments) : Weightage assigned 20%.

Term End Evaluation (Semester-end Examinations) : Weightage assigned 80%.

The learners have to submit the assignments within the schedule of a semester at the respective study centres. The counsellors at the study centres evaluate the assignments and return them to the learners with feedback.

Term end examinations are conducted on scheduled dates at select examinations centres. Evaluations are done by the external examiners at zonal centres. After evaluation, further scrutiny is done, followed by moderation. Results are declared within scheduled dates as laid down in the Activity Planner.

Learners can opt for re-evaluation of their answer script (within a stipulated time) if they are not satisfied with the evaluation outcome.

7 REQUIREMENT OF LABORATORY SUPPORT AND LIBRARY RESOURCES

7.1 Laboratory Support: Economics being a theoretical discipline requires no laboratory services.

7.2 Library Resources: Library services are offered to the learners through physical library facilities set up by the University at the respective study centres. Reference books are suggested by the faculty members of the University, and are supplied to the libraries located at the study centres.

The Central Library, Krishna Kanta Handiqui State Open University plays a vital role in the collection, development and dissemination of academic, scientific and technical information to meet the present and future needs of the University.

The library remains open from 10.00 am to 5.00 pm in all working days. The library is fully computerized with an ILS (Integrated Library System) and also equipped with RFID (Radio-frequency Identification) technology.

The Central Library has the following resources:

Physical Resources:

Books	:	18,164
Theses	:	8
Report	:	1
Journals	:	35
Magazines	:	12
News Papers	:	5
Audio CD/DVD	:	49
Video CD/DVD	:	6
CD/DVD with Textual documents:		66

E-resources:

E-Journals: The Central Library of KKHSOU subscribed e-journals from JSTOR (www.jstor.org), and the resources are very much necessary for academic and research community of the University.

Digital Library: Digitization has become deeply embedded into every aspect of education today. Hence, the Central Library of KKHSOU has started the Digital Library initiative. The mission of the "Digital Library at KKHSOU" is to locate, digitize, preserve, collect and make accessible the accumulated wisdom of the institute's output to the global community. The resources of the Digital Library include Administrative Documents, Conference/Seminar Proceedings, Faculty Publications, Journal of Open Learning and Research Communication (JOLRC), KKHSOU in News and Media, Newsletters, Annual Reports, MPhil/PhD Theses, Public Lectures, Convocation Addresses, Working Papers, etc. URL: http://dlkkhsou.inflibnet.ac.in

Open Access Journals Search Engine (OAJSE): To provide easy access to various open access journal across the world, KKHSOU developed the Open Access Journals Search Engine

(OAJSE) which is available for the users from the URL www.kkhsou.in/library/oajse or http://oajse.kkhsou.in

KKHSOU at Shodhganga: Krishna Kanta Handiqui State Open University (KKHSOU) has joined Shodhganga for depositing their theses which is available for the users from the URL http://shodhganga.inflibnet.ac.in/handle/10603/145533. Shodhganga repository is the reservoir of Indian intellectual output stored, hosted and maintained by the INFLIBNET Centre, an IUC of UGC.

8. COST ESTIMATE OF THE PROGRAMME 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 Expert Committee, honorarium to be 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.As regards, 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 MA in Economics programme of KKHSOU.

8.1 Programme Development Cost:

(a) Cost of SLM Development (In English medium only): Rs. 7,300.00 per unit.

(b) Printing Cost per SLM Rs. 56/-

(c) Cost of CD per unit Rs. 23/-

8.2 Programme Delivery Cost:

The SLMs prepared have to be delivered to various study centres located at the far flung remote areas. On an average, the University delivers about 15 kgs of study materials per student. The cost of delivery of 1 kg of such material is Rs.10. Accordingly, depending upon the number of candidates, the cost for the MA in Economics programme will be provisioned by the University. The office of the Finance Officer has calculated the delivery cost of SLM per student at Rs. 150.00.

8.3 Programme Maintenance Cost:

The University will keep financial provision for organizing stakeholders' 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, but will also benefit the learners of other programmes. The

University will also bear the cost of organizing the meeting of Syllabus Revision Committee 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 Master Degree programmes is Rs. 1,600.00.

9 QUALITY ASSURANCE MECHANISM AND EXPECTED PROGRAMME OUTCOMES

9.1 Quality Assurance Mechanism: With regard to the quality concerns of the course materials, the department is involved in the following activities:

(a) 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 expert Committee is helped by the in-house department faculties while preparing the framework of the programme.

(b) The next step after the completion of the framework preparation is the allotment of the assigned papers (which is again composed of a minimum of 14 units) to the assigned authors. The in-house faculties prepare a carefully chosen list of authors for the task. The in-house faculties also contribute their writings, besides the outsourced authors, who are mostly faculty members of the PG programmes from higher educational institutions.

(c) The content editors are then roped in for the next round. The content editors, who are mostly academics from reputed higher educational institutions, look into the contents of the units and provide their suggestions and feedbacks to be included by the coordinator of the programme.

(d) The SLMs of the MA in Economics programme is prepared in English only. However, learners are allowed to write answers in the Examinations in Assamese as well.

(e) The newly constituted CIQA Office is planning to conduct stakeholders meeting; SLM and Counselling Workshops which is expected to provide the University and the Department with required inputs for quality enhancement.

(f) In order to keep the programme updated, the programme is revised and necessary changes are incorporated for the benefit of the learners.

9.2 Expected Programme Outcomes: The outcomes of the programme are manifold:

(a) It will enable the learners to acquire knowledge enabling them to articulate well the condition around them.

(b) The programme will also help the learners to seek employment avenues in the development sector and/or other upcoming sectors like banking, insurance and other service sectors.

(c) The programme will also encourage the learners to go for research in the field of Economics and Developmental Studies.

(d) The programme will enable the learners to undertake a teaching job up to the Post Graduation level subject to fulfilment of other eligibility criteria.

(e) The programme will enable the learners to engage with the society in a fruitful manner leading to the welfare of all and thus contribute to the betterment of the society.

10. ANNEXURE I

STRUCTURE OF THE MA IN ECONOMICS PROGRMME

PROGRAMME STRUCTURE

SEM	MASTER OF ARTS IN ECONOMICS
	SEMESTER-WISE COURSES
I	1. Microeconomics –I 2. Macroeconomics – I 3. Mathematical Methods for Economic Analysis 4. Economics of Development
II	5. Microeconomics –II 6. Macroeconomics – II 7. Statistical Methods 8. International Economics
III	9. Public Finance & Policy 10. Economics of Social Sector 11. Financial Systems 12. Issues in Indian Economy
IV	13. Environmental Economics 14. Research Methodology in Economics 15/16. Optional – I from Group I/II 15/16. Optional – II from Group I/II

Optional for Semester IV: Any one optional from each group. (No two optional from same group will be allowed):

Group I	**Group II**
1. Econometrics	1. Agricultural Economics
2. Demography	2. Economics of Insurance

Total courses in the programme : 16
Total compulsory courses : 14
Total optional courses : 2(out of 4 optional offered in 4thsemester)
Total Credits : 16 courses x 4 credits = 64 credits.

ANNEXURE II

DETAILEDCOURSEWISE SYLLABUS OF MA IN ECONOMICSPROGRAMME

SEMESTER – I

COURSE I: MICROECONOMICS - I

Unit 1: Introduction to Demand Analysis

Elasticities: Concept of price, cross, income elasticities; Concept of Elasticities and their implications; Consumer's surplus; Engel's Law of Demand; Elementary theory of price formation — demand and supply equilibrium

Unit 2: Theories of Consumer Behaviour

Indifference curve (income and substitution effects, compensated demand curve) and their applications; linear expenditure system; Revealed preference theory

Unit 3: Recent Developments of the Theory of Consumer Behaviour-I

Hicksian revision of demand theory-Choice under uncertainty (Bernoulli, Neumann and Morgenstern theory, Friedman and Savage hypothesis, Markowitz hypothesis)

Unit 4: Recent Developments of the Theory of Consumer Behaviour-II

Recent developments in the theory of market demand (constant elasticity demand function, dynamic versions of demand, Linear expenditure system)

Unit 5: Recent Developments of the Theory of Consumer Behaviour-III

Household Time Allocation model of Garry S.Becker-Characteristics model of Kelvin Lancaster-positive and negative Network externalities (Bandwagon, Snob and Veblen effects)

Unit 6: Theory of Costs

Cost concepts: short-run and long-run costs, Average and Marginal costs; Derivation of cost functions from production functions; Derived demand for factors, Modern theory of cost-Engineering cost- multiproduct firms and dynamic changes in costs (economies of scope-learning curve)

Unit 7: Theory of Production

Production function: short-run and long-run; Law of variable proportions and returns to scale; Isoquants; Cobb-Douglas, CES; Returns to factors; Elasticity of substitution; Least cost combination of inputs;

Unit 8: Market and Market Structures

Types of Market - Perfect and Imperfect Markets; Perfect Competition, Imperfect Competition – Monopolistic Competition, Oligopoly without Product Differentiation, Oligopoly with Product Differentiation, Monopoly

Unit 9: Equilibrium of the Firm and Industry

Equilibrium of the Firm – Total Revenue and Total Cost Approach and Marginal Revenue and Marginal Cost Approach, Equilibrium of the Firm and Industry under Perfect Competition, , Equilibrium of the Firm and Industry under Monopoly

Unit 10: Price and Output Determination under Perfect Competition

Price and output determination: perfect competition — short run and long run equilibrium of the firm and industry, Supply curve

Unit 11: Price and Output Determination under Monopoly-I

Monopoly — short run and long run equilibrium, price discrimination- Meaning and Types, Price –Output Determination under Discriminating Monopoly, monopoly control and regulation

Unit 12: Price and Output Determination under Monopoly-II

Price and output determination under monopoly; Price and output determination under bilateral monopoly; Multi-product equilibrium; Equilibrium of multi-plant monopoly

Unit 13: Markets and Welfare - I

Competitive markets - First and Second Welfare Theorems – Concept of Social Optimum – Equity-efficiency trade-off.

Unit 14: **Markets and Welfare - II**

Market Failure - i. Market imperfection – Monopoly – Non-linear pricing.

ii. Externalities and Public Goods – Coase Theorem.

Unit 15: Introduction to Game Theory

Non-cooperative games; Normal form – pure vs. mixed strategies; Solution concepts – iterated deletion of dominated strategies, Nash equilibrium

COURSE II: MACROECONOMICS – I

Unit1: National Income and related Totals

Concepts of Domestic and National Income; Related totals: GDP, NDP, GNP, NNP at factor cost and market price, Personal income and Disposable personal income

Unit 2: National Income and related Accounts

Circular Flow of Income in two-, three- and four-sector economy; Different forms of national income accounting: Social accounting, input-output accounting, flow of funds accounting and balance of payments accounting.

Unit 3: Classical Theory of National Income Determination

Say's Law of Market: Its Propositions and Implications; The classical theory of employment and income; Keynes' criticisms on full employment equilibrium

Unit 4: Keynesian Theory of National Income Determination

Keynes' Departure from Classical Theory; Basic Keynesian Framework; Keynes' theory of income determination; Relevance for Developing Countries; Criticisms.

Unit 5: Consumption Function

Keynes' psychological law of consumption; Implications of the law; Empirical evidence on consumption function

Unit 6: Theories of Consumption Function

Absolute income, Relative income, Life cycle and Permanent income hypotheses.

Unit 7: Investment Function

Marginal efficiency of investment and level of investment; Marginal efficiency of capital and investment: long run and short run; Factors Affecting MEC and MEI; Types of Investment

Unit 8: Keynesian Multiplier

Keynesian Multiplier: Concept, Working; Dynamic Multiplier; Relevance for Underdeveloped Countries; Criticisms

Unit 9: Multiplier-Accelerator Interaction

The accelerator and investment behaviour; Multiplier-Accelerator Interaction; Use of Super-Multiplier in Business Cycles

Unit 10: Further Topics on Multiplier

Concept of Static and Dynamic Multiplier; Dynamic Action of a Multiplier; Multi-sector Multiplier; Public Expenditure Multiplier and Balanced Budget Multiplier (Concepts only)

Unit 11: Demand for Money: Classical Approaches

Quantity theory of money: Fisher's and Cambridge version; Comparison between Fisher and Cambridge versions

Unit 12: Demand for Money: Keynes Approach

Keynes's liquidity preference approach: transaction, precautionary and speculative demand for money; Friedman's Restatement of Quantity Theory of Money; Comparison between Keynesian and Friedman's approach; Criticism

Unit 13: Neo-classical and Keynesian Synthesis

Neo-classical and Keynesian views on interest; The IS-LM model; Application of IS-LM Model; Extension of IS-LM model with government sector

Unit 14: IS-LM Extended Model (Foreign Sector Included)

The IS-LM Model including Foreign Sector; Balance of Payments Disequilibrium and Money Supply; Balance of Payments Disequilibrium and Adjustment Process; Balance of Payments Disequilibrium and Full Employment Equilibrium

COURSE III: MATHEMATICAL METHODS FOR ECONOMICANALYSIS

Unit 1: Matrix Algebra

General Notation, Basic Matrix Operations (Addition, Subtraction, Scalar Multiplication Matrix Multiplication), Types of Matrices, Transpose of a Matrix, System of Equations in Matrix Form

Unit 2: Determinants

Properties of Determinants, Expansion by Co-factors, The Inverse of a Matrix and Properties of Inverse, Technique of Finding Inverse of a Matrix, Solution by Cramer's Rule; Partial Equilibrium Market Model; A Simple National Income Model; Equilibrium of an Economy with a Goods Market and a Money Market

Unit 3: Differentiation

Rate of Change and Derivative; Economic Interpretation of Derivative; Basic Rules of Differentiation with single explanatory variable; Rules of differentiation involving two or more functions of the same explanatory variable; Rules of differentiation involving functions of different variables; Second and higher order derivative

Unit 4: Economic Applications of Derivative

Economic Applications in: Elasticity of demand and supply, cost, revenue, consumption and production concepts; Tax, multiplier, utility etc.

Unit 5: Partial Differentiation

Partial Differentiation- Concept and Rules; Second order partial derivative; Differentials and total differentials; Total derivatives; Derivatives of implicit function

Unit 6: Economic Application of Partial and Total Differentiation

Comparative static analysis of market model; Comparative static analysis in a national income model; Determination of partial elasticities; Application of Euler's theorem; Derivation of shape of Indifference curve and Isoquants

Unit 7: Optimization Technique – I: Unconstrained Maxima and Minima with single explanatory variable

Relative and absolute extrema; Criteria for Relative Extrema

Unit 8: Economic applications of unconstrained maxima and minima with single explanatory variable

Cost minimization; Profit maximization; Maximization of tax revenue; Taxation and monopoly output

Unit 9: Optimization Technique – II: Unconstrained Maxima and Minima with more than one explanatory variable

Condition for Optimisation in Case of Three Explanatory Variables

Unit 10: Economic applications of unconstrained maxima and minima with more than one explanatory variable

Equilibrium of discriminating monopoly; Equilibrium of multi-product firm; Equilibrium of multi-plant firm

Unit 11: Optimization Technique – III: Optimization with equality constraint

Concept of constrained extrema; Lagrange multiplier method

Unit 12: Economic Applications of Constrained Optimisation

Utility Maximisation and Consumer Behaviour, Comparative Static Analysis of Utility Maximisation, Least Cost Combination of Inputs.

Unit 13: Integration

Concept of Integration and its basic rules; Definite integral; Definite integral

Unit 14: Integration and Economic Application

Economic Application of Integrals

Unit 15: Differential Equations and Economic Applications

First order linear differential equation with constant coefficient and constant term; First order Difference Equation, Economic Application of First Order Difference Equation

COURSE IV: ECONOMICS OF DEVELOPMENT

Unit 1: The Paradigm of Development

Emergence of the development paradigm- Capital accumulation through planned industrialization in a traditional agrarian economy- The role of the developmental state- The role of international organizations: the IMF, the World Bank and the ILO- Alternative strategies for industrialization: import substitution and export promotion

Unit 2: Measurement of Development

Measuring development and development gap: Per capita income, inequality of income, Human development index, Gender Development Index, Gender Empowerment Index

Unit 3: Population and Human Resources in Development

Food security, education, health and nutrition; Human resource development; Population as limits to growth

Unit 4: Theories of Development: Classical, Marx and Schumpeter

Classical theory of development; Karl Marx and his theory of capitalist development; Schumpeter entrepreneur, innovation, role of credit, and degeneration of capitalism

Unit 5: Approaches to Development -I

Partial theories of growth and development: vicious circle of poverty; low-income equilibrium trap; Big push, balanced growth, unbalanced growth, critical minimum effort thesis

Unit 6: Approaches to Development -II

Dualism: Lewis model; Ranis and Fei model; Dependency theory of development; Myrdal's model of Circular and Cumulative Causation

Unit 7: Labour Market Distortion

Harris-Todaro (1970) migration mechanism and urban unemployment, wage efficiency and fair wage hypotheses and unemployment

Unit 8: Globalization and the Developing World

Globalization and inequality- Globalization and employment- Trade liberalization, dispersion of production and the international division of labor- WTO and the nation state- Trade liberalization

Unit 9: Globalization and Unemployment

Impact of investment and tariff reforms on unemployment, the growth of informal sector, international migration of labour and unemployment of unskilled labour

Unit 10: Agriculture and Development

Role of agriculture in economic development; Efficiency and productivity in agriculture, New technology and sustainable agriculture; Globalization and agricultural growth;

Unit 11: Industry and Development

Rationale and pattern of industrialization in developing countries; The choice of techniques and appropriate technology and employment; Terms of trade between agriculture and industry

Unit 12: Infrastructure and Development

Infrastructure and its importance; Role of Public-private partnership in infrastructure development

Unit 13: Planning in Development

Rationale for planning; Plan models: Aggregative and inter-sectoral; Project evaluation; Failure of planning; Planning in a market-oriented economy

Unit 14: Social Sector and Economic Development

Education and Health in Economic Development- Mortality and Morbidity- assessment of health status in terms of Disability-Adjusted-Life-Years (DALY)- Analysis of Disease Burden & Epidemiological Transition theory of Development

Unit 15: Environment and Development

The Environment and Development- Sustainable Development and Environmental Accounting- Gender, Environment and Poverty: the GEP-Index of Vulnerability

SEMESTER – II

COURSE V: MICROECONOMICS – II

Unit 1: Price and Output Determination under Monopolistic Competition

Monopolistic competition — Meaning and Nature, general and Chamberlin approaches to equilibrium, equilibrium of the firm and the group with product differentiation and selling costs, excess capacity under monopolistic and imperfect competition, criticism of monopolistic competition

Unit 2: Theory of Oligopoly - I

Non-collusive Oligopoly: Cournot, Bertrand, Stackelberg, Kinked demand curve

Unit 3: Theory of Oligopoly - II

Collusive Oligopoly: Cartels and mergers, price leadership, basing point price system

Unit 4: Theory of Factor Pricing

Importance of Factor Pricing, Marginal Productivity Theory of Distribution – Criticisms, Equilibrium under Perfect Competition in the Factor Market, Equilibrium under Imperfect Competition in the Factor Market, Modern Theory of Distribution, Product Exhaustion Problem

Unit 5: Inter-Temporal Choice

Discounting and present values; Choice of investment projects; Inter-temporal consumption decisions; Inter-temporal production decisions

Unit 6: Choice under Uncertainty

Individual behaviour towards risk: risk pro and risk aversion; Expected utility and certainty equivalence approaches; Mean-variance analysis and portfolio selection

Unit 7: Theory of Wages

Nominal Wages Versus Real Wages, Subsistence Theory of Wages, Marginal Productivity Theory of Wages- its Limitations, Wages under Imperfect Competition, Exploitation of Labour, Trade Union and Wage Differential.

Unit 8: Theory of Rent

Ricardian Theory of Rent- Differential Rent, Marginal or No Rent Land, Scarcity Rent, Criticism of the Ricardian Theory, The modern Theory of Rent – its Criticisms, Quasi Rent, Rent Elements in Other Factors of Production

Unit 9: Theory of Interest

Determination of the Rate of Interest – Classical Theory of Interest, Loanable Funds Theory of Interest, Liquidity Preference Theory, Comparison Of Keynesian Theory With Classical Theory And Loanable Funds Theory, Modern Theory of Interest- Hicks-Hansen Synthesis

Unit 10: Theory of Profit

Profits as a Dynamic Surplus, Clark's Dynamic Theory, Schumpeter's Innovation Theory of Profits, Knight's Theory of Profits

Unit 11: Economics of Insurance

Gambling and insurance; The economics of insurance: Risk pooling and risk spreading

Unit 12: Welfare Economics

Three Concepts of Social Welfare, Role of Value Judgments in Welfare Economics, Notion of Pareto Optimality and Economic Efficiency, Pareto Criterion of Social Welfare, Marginal Conditions of Pareto Optimality, Pareto Efficiency in Production, A Critical Evaluation

Unit 13: New Welfare Economics

Kaldor-Hicks Welfare Criterion, Compensation Principle, Scitovsky's Paradox, Scitovsky's Double Criterion of Welfare

Unit 14: Social Welfare Function

Bergson-Samuelson Social Welfare Function, Social Welfare Function and Value Judgements, Grand Utility Possibility Frontier and Point of Constrained Bliss

Unit 15: Economics of Information

Markets with Asymmetric Information, Quality Uncertainty and the Market for Lemons, Adverse Selection, Social Insurance

COURSE VI: MACROECONOMICS – II

Unit 1: Supply of Money

Money and near money, inside and outside money; High powered money and money multiplier

Unit 2: Post-Keynesian Theories of Demand for Money

Post-Keynesian approaches to demand for money: Patinkin and the Real Balance Effect, Approaches of Baumol and Tobin; Friedman and the modern quantity theory

Unit 3: Inflation

Demand pull inflation; Cost-push inflation; Effects of Inflation; Inflationary gap analysis; Policies to control inflation; Concept of Stagflation

Unit 4: Inflation and Unemployment

Philips curve analysis: Short run and long run Philips curve; Samuelson and Solow: the natural rate of unemployment hypothesis; Tobin's modified Philips curve; Adaptive expectations and rational expectations

Unit 5: Business Cycles

Theories of Business cycles: Schumpeter, Kaldor, Samuelson and Hicks, Control of business cycles; Relative efficiency of monetary and fiscal policies.

Unit 6: Supply side Economics

Failure of Keynesianism, Features of Supply side Economics, Critical Evaluation

Unit 7: Monetarism vs Keynesianism

Monetarists vs Keynesian; Policy Implications of Monetarism vs Keynesianism; Crisis in Keynesian economics and the revival of monetarism; Reconciliation, Monetary-Fiscal Policy Mix and Growth

Unit 8: Macroeconomic Policy Instruments

Objectives of Macroeconomic Policies; Macroeconomic Policies for attaining Economic Stability, Full Employment, Economic Growth, Price Stability, Internal and External balances; Control of money supply.

Unit 9: Monetary Policy Formulation in India – I

The Reserve Bank of India and Its Monetary Policy Formulations prior to Economic Reform Period: Important Discussions

Unit 10: Monetary Policy Formulation in India – II

The Reserve Bank of India and Its Monetary Policy Formulations in the post-Economic Reform Period: Important Discussions

Unit 11: Macroeconomic Theory of the Open Economy

Supply and Demand for Loanable Funds and for Foreign Currency Exchange; Equilibrium in the Open Economy; Macroeconomic policies in an Open Economy for: Government Budget Deficits, Trade Policy.

Unit 12: Introduction to Growth theory

Harrod-Domar Growth model and instability of equilibrium; Solow's Neo-classical growth models; Cambridge criticism of Neoclassical analysis of growth; Kaldor's model

Unit 13: Select Emerging Macroeconomic Issues

Globalisation and the Changing Environment of the World Economy; Global Financial Crisis of 2009: Lessons Learnt; Demonetisation and Digitalisation of the National Economy: Relevant Issues

Unit 14: Select Debates over Macroeconomic Policy

Should the policy makers try to stabilize the economy with the help of monetary and fiscal policies? How should monetary policies be framed: by rule or by discretion? Should the Central bank try to manage zero inflation? Do the Government need to balance its budget? Should tax laws be reformed to encourage savings?

COURSE VII: STATISTICAL METHODS

Unit 1: Measures of Central Tendency

Arithmetic Mean; Median; Mode; Geometric Mean; Harmonic Mean; Weighted Average

Unit 2: Measures of Dispersion

Quartile Deviation; Mean Deviation; Standard Deviation; Coefficient of Variation

Unit 3: Measurement of Economic Inequality

Pareto's Law of Income Distribution; Log normal Distribution (Concept only);Lorenz Curve; Gini Coefficient;

Unit 4: Correlation

Types of Correlation; Correlation and Causation; Properties with Proof; Methods of Measuring Correlation: Diagrammatical and Mathematical Method, Limitations

Unit 5: Regression Analysis

Linear and Non-linear Regression; Two-variable Regression Model; Estimation of Regression Parameter; Least Square Method; Correlation Vs Regression

Unit 6: Probability: Basic Ideas

Definitions; Concepts; Basic Probability Rules and Derivation; Conditional Probability, Baye's Theorem (Concept only)

Unit 7: Expectations and Moments

Random Variables; Discrete and Continuous Random Variables; Mathematical Expectation; Basic rules of Expectation; Moments, Skewness; Kurtosis(Concepts only)

Unit 8: Theoretical Probability Distributions (Discrete Variable)

Binomial and Poisson Distributions with Properties; Moment Generating Function

Unit 9: Theoretical Probability Distributions (Continuous Variable)

Normal Distribution and its Properties; The Central Limit Theorem and the law of large numbers (Statements and Concepts only)

Unit 10: Sampling and Population

Concept of Sampling; Advantages and Disadvantages of Sampling; Sampling over Complete Enumeration: Sampling and Non-sampling Errors; Parameters and Estimators; Sampling Methods: Simple Random Sampling, Stratified Random Sampling; Cluster Sampling, Systematic Random Sampling

Unit 11: Characteristics of a Good Estimator

Ideas of Unbiasedness, Efficiency and Consistency; Illustrations with Sample Mean, Variance and Related Estimators

Unit 12: Index Number

Index Numbers and their Uses; Retail and Whole Sale Index; Different Types of Weighted Index Number; Relation between Laspeyre's and Paasche's Index Number; Time Reversal, Factor Reversal, Circular Test of Index Number; Fisher's Index Number; Chain Base Index Number-Base Shifting, Splicing and Deflating; Index Number of Industrial Production

Unit 13: Testing of Hypothesis

Defining Statistical Hypothesis; Null and Alternative hypothesis; Errors in Hypothesis Testing; One Tailed and two Tailed Test; Level of Significance; Critical Region, Problems of Standard Normal Distribution

Unit 14: Test of Significance

Chi- Square Test; t- Test

COURSE VIII: INTERNATIONAL ECONOMICS

Unit 1: Introduction to International Trade

Internal Trade and International Trade; Distinguishing Features of International Trade; Need for a Separate Theory of International Trade; Importance of International Trade

Unit 2: Theoriesof International Trade-I

Classical Theory of International Trade — Theories of Absolute Advantage, Comparative Advantage and Opportunity Costs; Role of Dynamic Factors, i.e., Changes in Tastes, Technology and Factor Endowments in Explaining the Emergence of Trade

Unit 3: Theories of International Trade-II

Heckscher-Ohlin Theory of Trade; Leontief Paradox; Theorem of Factor Price Equalization; The Rybczynski Theorem; Stolper Samuelson Model

Unit 4: Theories of International Trade-III

Causes of Emergence and Measurement of Intra-Industry Trade and Its Impact on Developing Economies; Vent-For-Surplus Approach; Availability Approach; Product-Cycle Model; Technological Gap Model

Unit5: Gains from Trade

Gains from Trade; Offer Curves; Distribution of Gains from Trade in Terms of Offer Curves; Trade as an Engine of Economic Growth

Unit6: Termsof Trade

Concept and Uses; Factors Influencing Terms of Trade; Domestic Prices and National Income; Limitations

Unit 7: Trade, Growth and Immiserisation

Growth and Trade; Immiserising Growth: Concept and Policy Implications, Immiserising Growth and Small Country; The Prebisch-Singer Thesis

Unit 8: Theory of Interventions - I (Tariff)

Tariff: Meaning and Types; Partial Equilibrium Analysis of Tariff; Effects of Tariff on Economic Welfare; Optimal Tariff and its Determination

Unit 9: Theory of Interventions-II (Non-Tariff)

Import Quotas: Concept, Types and Effects of Import Quotas; Import Quotas Vs. Import Tariff; Tariff Quota Controversies in Less Developed Countries; Other Non-Tariff Quota Barriers to Trade: Export-Subsidy, Dumping-Multilateralism and WTO

Unit 10: Theoryof Customs Unions

Concept; Trade Creation and Trade Diversion; Effects of Custom Unions on Production and Consumption; EEC; SAARC

Unit 11: Balance of Payments

Meaning and Components of Balance of Payments; Equilibrium and Disequilibrium in The Balance of Payments; The Process of Adjustment of BOP Under Systems of Gold Standard, Fixed Exchange Rates and Flexible Exchange Rates; A Critical Review of The Monetary Approach to The Theory of Balance of Payments Adjustment

Unit 12: Foreign Trade Multiplier

Foreign Trade Multiplier: Meaning and Concept; Foreign Trade Repercussion Effect of Increase in Investment; Foreign Trade Repercussion Effect of Increases In Exports; Deficiencies of Foreign Trade Multiplier

Unit 13: Determination of Exchange Rate

Meaning; Exchange Rate Determination: under Bretton Woods System, under Floating Rate Regime; Policies for Achieving Internal and External Equilibrium Simultaneously under

Alternative Exchange Rate Regimes; Relative Merits and Demerits of Fixed and Flexible Exchange Rates in the Context of Growth and Development in Developing Countries

Unit 14: International Monetary Order

International Capital Movement; Direct and Portfolio Investment; International Monetary System, IMF, SDR; International Liquidity

SEMESTER – III

COURSE IX: PUBLIC FINANCE AND POLICY

Unit 1: Introduction to Public Finance

Public Finance and its Scope; Role of Government in an economy: Allocation, Distribution and Stabilization Functions

Unit 2: Public Goods and Market Failure

Public Goods and Private Goods; Public goods and free riding; Public Goods and Market Failure; Common Resources and Tragedy of Commons**;** Determining the efficient output of Public Good; Club goods & local public finance; The Theory of Clubs and Tiebout Hypothesis

Unit 3: Public Choice

Theory of Public Choice: The Median Voter Model; Logrolling and its role.

Unit 4: Externalities and Market Inefficiency

Externalities and their nature; Inefficiency arising out of externalities and their corrective measures; Coase's Voluntary bargaining in small groups.

Unit 5: Theories of Public Expenditure

Lindahl's Voluntary Exchange Theory and Samuelson's Benefit Theory of Public Expenditure

Unit-6: Public Expenditure and Project Appraisal

Effects of Public Expenditure on production, distribution and economic stability; Role of Public Expenditure in developing economy; Government Investment and Social Cost- Benefit Analysis

Unit 7: Public Expenditure Analysis

Public Expenditures on non-marketed goods; Over-consumption and under-consumption of marketed goods under fixed quantity subsidy; The Allocative and Distributive effect of Excise Subsidy.

Unit 8: Public Receipts

Revenue and Capital receipts and their sources; Concepts in taxation: Tax ratio, Buoyancy and Elasticity of Taxation; Tax Credit and tax deduction; Neutral and Non-neutral taxes; Average and Marginal Tax rates and Tax rate Schedules.

Unit 9: Principles of Taxation

Benefit Principle and the Ability to Pay Approach of Taxation; Theory of Shifting & Incidence of Tax

Unit 10: Public Debt

Public debt and its sources; Burden of public debt; *Pay–As–You-Use &Pay-As-You-Go*; Crowding out effect; Public Debt Redemption

Unit 11: Fiscal Policy

Fiscal policy: Meaning, Objectives and functions; Fiscal policy and the stabilization function, Balanced Budget Multiplier

Unit 12: The Public Budget

The Public Budget: Meaning, Kinds and components; Performance and Zero-Based Budgeting; Concepts of Revenue deficit, Fiscal deficit and Primary Deficit.

Unit 13: Federal finance

Concept of Fiscal Federalism; Principles of Federal Finance; Horizontal and Vertical Fiscal Balances; Instruments of Inter-governmental Resource Transfer

Unit 14: Finance Commissions of India

Finance Commission of India and its role; Recommendation of Current Finance Commission of India.

COURSE X: ECONOMICS OF SOCIAL SECTOR

Unit 1: Economics of Education

Role of Education in Economic Development, Human Capital- Human Capital Vs Physical Capital, Components of Human Capital, Provision and Utilization of Educational Facilities

Unit 2: Demand for Education and Its Relationship with Employment

Private and Social Demand for Education, Relationship between Employment Opportunities and Educational Demand

Unit 3: Costs and Benefits of Education

Cost of Education – Expenditure on education, Private costs and social costs and wastage and stagnation; Benefits of education: Direct and indirect benefits, Private and social benefits

Unit 4: Returns of Education and Its Financing

Problems involved in measuring returns from investment in education; Educational financing-Resource mobilization and utilization.

Unit 5: Education and Labour Market - I

Education and labour market- Effects of educational financing on income distribution; Effects of education

Unit 6: Education and Labour Market - II

Ability and family background on earnings, Poverty and income distribution

Unit 7: Educational Planning and Development - I

Cost-benefit analysis of Education, production function models, Growth accounting equations of Schultz and Denison

Unit 8: Educational Planning and Development - II

Manpower requirements approach, Programming and input-output models; Educational Planning in developing countries with emphasis on India

Unit 9: Role of Public and Private Sectors in Education

Role of public and private sectors in Education; Public private partnerships in Education

Unit 10: Economics of Health-I

Nature and Scope of Health Economics; Interrelationship between health and development; Health and Productivity; Determinants of Health Status; Disease Burden and its Measurement, Global burden of disease

Unit 11: Economics of Health-II

Economic dimensions of health care – demand and supply of health care; Economics of Nutrition: Linkages with Morbidity, Mortality and Female Education, Concept of Missing Women, Consequences of Gender Bias in Health

Unit 12: Financing of Health

Financing health care and resource constraints; Economics of Health Insurance; Health policy in India; Financing health sector in India

Unit 13: Role of Public and Private Sectors in Health

Role of public and private sectors in Health; Public private partnerships in Health

Unit 14: Economic Appraisal of Health Programmes

Forms of economic appraisal of health programmes- cost minimization, cost benefit analysis, cost effectiveness analysis, cost utility analysis

COURSE XI: FINANCIAL SYSTEM

Unit 1: Introduction to Financial System

Financial System: Its Nature and Role, Financial System and Economic Development

Unit 2: Constituents of the Financial System

Components of the Financial System: Financial Instruments, Financial Markets and Financial Institutions

Unit 3: The Money Market

The Money Market and its Functions, Instruments in the Money Market

Unit 4: Treasury and Commercial Papers

Treasury Bills and their Features, Role of Treasury Bills, Commercial Papers, Commercial Bills, Certificate of Deposit (Concepts only)

Unit 5: Call Money Market

Call Money Market, Call and Notice Money, Role of Call Money, Monetary Policy Intervention in the Money Market

Unit 6: The Capital Market

Functions of the Capital Market, Primary Capital Market, Participants in the Primary Capital Market, Instruments of Raising Funds

Unit 7: Price Determination in the Money Market

Determining Offer Price of IPO, Book Building Process- Its Merits and Limitations

Unit 8: The Secondary Market

Functions of the Secondary Market, Functioning of the Stock Market, Listing of Securities, Trading Arrangements and Settlement, Demutualization of Stock Exchanges, Stock Market Index

Unit 9: Mutual Funds

Mutual Funds- Nature and Functions, Types of Mutual Funds, NAV and their Calculations

Unit 10: The Debt Market

Participants and Instruments traded in the Debt Market, The Government Security Market

Unit 11: The Insurance Sector

Insurance- Its Nature and Role, Types of Insurance and their Functions

Unit 12: The Banking Sector

Banking Institutions- Types and their Role, Banking Sector reforms

Unit 13: Non-Banking Financial Companies

Nature and Size of NBFCs, Role of NBFCs

Unit 14: The Derivative Market

Functions of the Derivative Market, Participants in a derivative Market and their Role, Types of Financial Derivatives

Unit 15: Financial Asset Valuation

Financial Asset Valuation- Determining Present Value and Future Value, Valuation of Debt Instruments, Valuing Income and Growth Stocks

COURSE XII: ISSUES IN INDIAN ECONOMY

Unit 1: India as an Emerging Global Economy

Trends in National Income and Per capita Income, Sectoral Composition of National Income; Role of India in the Current Global Economy

Unit 2: India's Population: Growth and Policy

Population Growth, Age and Sex Composition of Population, National Population Policy, 2000.

Unit 3: Issues of Human Resource Development in India

Human Resource Development: Basic Issues and Problems; Poverty, Inequality and Unemployment: Causes and Magnitude; Progress of Human Resource Development in India

Unit 4: Indian Agriculture

Contribution of agriculture to economic development; Problem of Food Security, Public Distribution System

Unit 5: Changing Dynamics in Indian Agriculture

Diversification of Agriculture – Contract Farming – Subsidy to Farmers - Agriculture and Environment – WTO and Agriculture

Unit 6: Indian Industry

Growth and pattern of Industrialization; Problem of Global Competition – Identification of Industries Having India's Comparative Advantage: IT Industry – MSME sector; Industrial Sickness – Disinvestment

Unit 7: Social Sector

Performance of the social sector; social infrastructure- education, health and housing - Government policies

Unit 8: Service Sector

Growth pattern of the Service Sector since 1991: Banking, Insurance, Telecom and Information Technology; Changing Role of the Service Sector in the Indian Economy

Unit 9: Infrastructure Development in India

Growth of basic infrastructural facilities in India since 1991: Energy, Transport and Communication

Unit 10: Urbanisation in India

Concept; Trend of Growth in Urban population in India since 1991; Growth and Composition of Urban working population; Problems of Urbanisation; Growth of Urban Infrastructure in India

Unit 11: Inclusive Growth

Concept and Rationale; Major areas of exclusion: Regional and inter-community disparity; Emphasis to bring inclusiveness through Five Year Plans

Unit 12: Economic Reforms - I

An Overview of Macroeconomic Management Since 1991; Reform In Capital Market: Inflow Of FDI and FPI and its Implication for the Domestic Economy

Unit 13: Economic Reforms - II

Financial Sector Reform – Fiscal Reform: FRBM Act and its Implication; Second Generation Reform Measures

Unit 14: India's External Sector

Direction of Foreign Trade – Composition of Foreign Trade - Foreign Trade Policy - Balance of Payment: Role of Private Transfer, Software Services and Foreign Capital in BOP – Current and Capital Account Convertibility; WTO and its impact on the Indian economy.

SEMESTER – IV

COURSE XIII: ENVIRONMENTAL ECONOMICS

Unit 1: Basic Concepts

Environment, Ecology, Economy; Need to Study Environmental Economics, Environmental Economics vs. Resource Economics, Nature, Scope and Significance of Environmental Economics

Unit 2: Economics of Resources-I

Renewable Resources; Definition, Optimal Management of Renewable Resources;

Unit 3: Economics of Resources-II

Non Renewable Resources; Definition, Difference with Renewable Resources, Optimal Management of Non Renewable Resources

Unit 4: Property Rights and Environmental Resources

Various Types of Property Rights and Their Environmental Implication, Common Property Rights and Tragedy of Commons

Unit 5: Environment and Economic Development

Trade off Between Environment and Economic Development-Kuznets' Analysis; Population and Environment; Poverty and Environment; Exogenous and Endogenous Poverty

Unit 6: International Trade and Environment

Impact of International Trade on Environment-Positive and Negative Impacts; Environment as a Source of Comparative Advantage; Pollution Haven Hypothesis; Empirical Evidence of Industrial Concentration among 'North' (Developed Countries) and 'South' (Developing Countries), Latest Development

Unit 7: Market Failure and Externalities

Concept of Market Failure, Environment and Market Failure; Concept of Externalities, Types of Externalities, Relationship between Environment and Externality; Internalisation of Externalities-Solution by Pigou and Coase

Unit 8: Valuation of Environment

Various Types of Values of Environmental Goods-Use and Non Use Value; Methods of Valuation; Direct Methods-Contingent Valuation Method; Indirect Methods-Hedonic Pricing and Travel Cost Method;

Unit 9: Sustainable Development

Concept and Indicators of Sustainable Development; Significance and Importance; Policies for Sustainable Development; Related Concept of Sustainable Development

Unit 10: Environmental Accounting

Environmental Accounting, Auditing, Environmental Impact Assessment-Concept only

Unit 11: Instruments of Environmental Protection-I

Types of Instruments; Conventional Instruments-Command and Control (CAC) Measures; Importance of Conventional Instruments

Unit 12: Instruments of Environmental Protection- II

Non Conventional/Incentive Based Measures-Fees/Tax, Tradable Pollution Permit, Liability Rules

Unit 13: Environmental Protection and Economic Development- Indian Experience

Structure of Indian Environmental Regulatory Policies; Monitoring and Enforcement

Unit 14: Global Initiative towards Environmental Issues - I

Global Conventions for Environmental Conservation; Concept of 'Common but Differentiated Responsibilities'; Cause of Non-Cooperative Behaviour among North and South

Unit 15: Global Initiative towards Environmental Issues -II

Global Environmental Issues, International Trade and Environment

COURSE XIV: RESEARCH METHODOLOGY IN ECONOMICS

Unit 1: Basic Concepts of Research

Research: Meaning, Nature, Types and Importance, Elements of Scientific Methods

Unit 2: Objectives and Scope of Research

Objectives and Scope of Research in Social Science, Problems and Limitations of Social Science Research

Unit 3: Types of Research

Types of Research: Descriptive & Analytical, Fundamental & Applied, Qualitative & Quantitative, Conceptual & Empirical

Unit 4: Research in Economics

Economic Research- Nature, Importance and Scope

Unit 5: Review of literature

Review of literature - Need for reviewing literature, Sources of literature

Unit 6: Research Problem

The Research Problem: Identification of the Problem, Factors involved in the selection of problem

Unit 7: Research Design

Research Design: Meaning & Types, Conceptual Framework

Unit 8: Sampling Techniques - I

Meaning and Types of Sampling Methods - Random Sampling; Stratified Random Sampling, Systematic Sampling, Cluster Sampling

Unit 9: Sampling Techniques - II

Two Stage Sampling, Non-Random Sampling, Purposive Sampling, Quota Sampling (Meaning and Examples of each type of sampling)

Unit 10: Sampling Techniques – III

Meanings of Variables, Attributes, Population and Sampling, Census Method V/S Sampling Method

Unit 11: Collection of Data

Collection of Data: Meaning, importance and types of Data; Primary and Secondary Data: Merits and Demerits

Unit 12: Interview

Interview: Meaning, Process, Types, Merits and Demerits

Unit 13: Interview Techniques - I

Questionnaire: Meaning, Types, Merits and Demerits

Unit 14: Interview Techniques - II

Case Study: Meaning, Features, Merits &Demerits; Focus Group Discussion

COURSE XV/XVI: DEMOGRAPHY

(OPTIONAL: GROUP I)

Unit 1: Introduction

Definition, Nature, Scope and Importance; Origin and Development; Relation with other Social Sciences

Unit 2: Basic Concepts

Fertility, Mortality (Maternal Mortality; Infant Mortality),Fecundity

Unit 3: Migration

Meaning of Migration, Types, Causes and Consequences of Migration

Unit 4: Sources of Demographic Data

Census; Registration Data; National Sample Survey; Recent Initiatives like Aadhaar, NRC; International Sources

Unit 5: Population Theories- I

Antiquity, Malthusian, Demographic transition

Unit 6 : Population Theories - II

Post-Malthusian, Neo-classical, Marxian, Biological Theories, Optimum Theory

Unit 7: Population Growth and Demographic Transition

Determinants of Population Growth, Consequences of Population Growth; Theory of Demographic Transition

Unit 8: Demography and Urbanization

Meaning; Methods of Measurement; Size of Urbanisation; Factors Responsible for Urbanisation; Problems of Urbanisation

Unit 9: Demographic Structure of India

Recent Trend in Indian Population Growth; Composition of Indian Population; Occupational Structure of Indian Population; Changing Characteristics of Indian Population

Unit 10: Population Policies in India

Population Policies, Programmes, Initiatives and their Critique

Unit 11: Demographic Structure in N.EIndia

Inter-state, Inter-community and gender Perspectives.

Unit 12: Demographic Problems in N.E India

Poverty; Unemployment; Child and Women Trafficking; Immigration; Inter Community feuds; Outmigration

Unit 13: Census 2011 (Major Features from National Data)

Introduction; Growth, Composition and Occupational Structure of Indian Population According to Census 2011;Major Demographic Changes Compared to Earlier Census

Unit 14: Census 2011 (Major Features from North East Region)

Introduction; Growth, Composition and Occupational Structure of the Population of North East Region of India According to Census 2011; Major Demographic Changes Compared to Earlier Census; Comparing the North East Region of India with All Indian Level with respect to Census 2011

Unit 15: Trends in World Population

Introduction; Distribution of World Population; Recent Trend of World Population

COURSE XV/XVI: BASIC ECONOMETRICS

(OPTIONAL: GROUP I)

Unit 1: Sampling and Estimation

Concept of Sampling Distribution and Standard Error of a Statistic; Principles of Estimation; Methods of Moments and Maximum Likelihood

Unit 2: Statistical Inference-I

Testing of Hypothesis: Type I and Type II Errors; Test based on Standard Normal Distributions

Unit 3: Statistical Inference-II

Small Sample Tests based on t and Chi-Square Distributions

Unit 4: Linear Regression Model and Its Estimation

Two-variable Linear Regression Model – interpretations of the coefficients, the constant term and the random disturbance - OLS Estimation

Unit 5: Classical Assumptions and the OLS Estimators

Classical Assumptions and their implications– Mean and Variance of OLS Estimators under the Classical Assumptions – the Best Linear Unbiased character

Unit 6: Multiple Linear Regression Model and Its Estimation

Multiple Regression Model and Its Estimation

Unit 7: Inference from Linear Regression Estimation

The Coefficient of Determination – Adjusted R square - Test of Hypothesis about Regression Coefficients

Unit 8: Forecasting with the Linear Regression Equation

Point and Interval Prediction with the Linear Regression Model

Unit 9: Specification Errors and their Consequences

Specification Errors and their Consequences

Unit 10: Problem of Multicollinearity

Multicollinearity: Effects, Detection and Remedies

Unit 11: Qualitative Factors as Regressors

Nature of qualitative factors - use of Dummy Variables for capturing the effect of qualitative factors – interpretation of coefficients of dummy variables

Unit 12: Introduction to Time Series

Components of a time series – Estimation of trend – Moving Average and Curve Fitting methods

Unit 13: Stochastic Time Series

Idea of a stochastic time Series - Stationary and Non-stationary Time Series – Autocorrelation Function

Unit 14: Introduction to Simultaneous Equation Model

Structural and Reduced Forms – Simultaneity, Indirect Least Squares and Two Stage least Squares

COURSE XV/XVI: AGRICULTURAL ECONOMICS (OPTIONAL: GROUP II)

Unit 1: Basic Concepts of Agricultural Economics

Definition of Agricultural Economics; Scope, Nature and Importance of Agricultural Economics; Need for a Separate Study of Agricultural Economics

Unit 2: Agriculture and Economic Development

Role of Agriculture in Economic Development; Changing Importance of Agriculture to Economic Development; Development of Agriculture during the Five Year Plans; Inter Dependence of Agriculture and Industry

Unit 3: Farm Organisation

Various types of Farm Organisation- Peasant Farming, Capitalist Farming, State Farming, Collective Farming, Co-operative Farming; Most Suitable Farm Organisation in Indian Agriculture

Unit 4: Land Reforms

Objective of Land Reforms; Need of Land Reforms in Indian Agriculture; Ownership vs. Tenancy Cultivation; Large Farms vs. Small Farms; Critical Evolution of Land Reforms

Unit 5: Risk and Uncertainty in Agriculture

Difference between Risk and Uncertainty in Agriculture; Types of Risk and Uncertainty in Agriculture; Measures for Reducing Risk and Uncertainty in Agriculture

Unit 6: Agricultural Price Policy

Objective of Agricultural Price Policy; Main Elements-Fixation of Product Prices, Price Policy for Agricultural Inputs, Consumer's Protection, Ancillary Policies; Agricultural Price Policy in India

Unit 7: Agricultural Marketing

Objective of Agricultural Marketing; Need and Importance of Agricultural Marketing; Status of Agricultural Marketing in India

Unit 8: Agricultural Finance

Need and Importance of Agricultural Finance; Sources of credit: Co-Operative-Rural Bank-NABARD- Micro Finance-SHGs-NGOs-Problems of Capital Formation

Unit 9: New Technologies in Agriculture

Green Revolution and Mechanization, Irrigation, HYV of crops, Food processing

Unit 10: Agricultural Labour

Agricultural labour-Employment-Disguised unemployment- seasonal unemployment-Landless labour-Income and Labour Wages-State Policy for Agricultural labour

Unit 11: Economics of Agricultural Production

Production function in agriculture- conventional isoquant and iso-cost approach; Cobb-Douglas production function; laws of returns and return to scale; Cost functions and cost curves in agricultural production decisions; Supply response in agriculture; Size of farm and productivity debate.

Unit 12: Theories of Agricultural Economics

Transforming Traditional Agriculture-The Scultzian Thesis; Lewis Model of Economic Development

Unit 13: Food Security

Food security and nutrition policy analysis - concepts and definition of food security and malnutrition, impact analysis of production oriented policies.

Unit 14: Public Distribution System in India

PDS, food price policies in India, food subsidies, food safety net, food for work programme

Unit 15: Agriculture in North Eastern Region

Importance of Agriculture in NE Region; Status of Agricultural Development in NE Region; Problems and Challenges faced by Agriculture Sector in NE Region; Agricultural policies in the NE State

COURSE XV/XVI: ECONOMICS OF INSURANCE (OPTIONAL: GROUP II)

Unit 1: Introduction to Insurance

Economic security; Human quest for economic security through time; Exposure to losses; Role of insurance; Definition of insurance; Risk pooling and risk transfer; Economic and legal perspectives.

Unit 2: Types of Insurance

Social vs. private insurance; Life vs. non-life insurance; Classification of life, health and general insurance policies.

Unit 3: Risk and Insurance

Fundamentals of uncertainty and risk; Pure risk and speculative risk; Expected utility and the demand for insurance; Moral hazard and insurance demand.

Unit 4: Risk Management and Risk Sharing

Concept of risk management; Essentials of risk management; Elements of risk management — Risk assessment; Risk control and risk financing; World-wide risk sharing.

Unit 5: Reinsurance

Concept of reinsurance, Fundamentals of reinsurance, Reinsurance markets in developing countries.

Unit 6: Insurance and Economic Development

Risk management and insurance in economic development, Insurance institutions as financial intermediaries; Insurance institutions as investment institutions.

Unit 7: Essentials of Life Insurance - I

Fundamentals of life and health insurance; Functions of life and health insurance; Plans of life insurance; Legal aspects of life insurance;

Unit 8: Essentials of Life Insurance - II

Provisions of policies; Selection and classification of risks; Basics of premium construction.

Unit 9: Essentials of Health Insurance - I

Individual health insurance; A Model Health Insurance Format and Explanation of the Items.

Unit 10: Essentials of Health Insurance - II

Uses, Types of evaluation; Principles of underwriting of life and health insurance; Group insurance.

Unit 11: Essentials of General Insurance- I

Definition of general insurance; Types of general insurance; Importance of general insurance; Importance of general insurance in a country’s economic development; Concept of short-term risk; Fundamentals of the following concepts — Common law, Equity, Proposal/Accidence,

Indemnity, Insurable interest, Contribution subrogation, Representation; Utmost good faith, Material fact, Physical hazard, Moral hazard.

Unit 12: Essentials of General Insurance-II

Policy endorsements conditions/warranties; Selection of risks; Inspection of risks; Rating and calculation of premiums; Tariffs and non-tariffs; Marketing of general insurance; Technology development and general insurance.

Unit 13: Planning for Wealth Accumulation and Retirement Needs

Wealth accumulation planning; Life cycle planning; Planning for accumulation, objectives; Purchase of insurance and accumulation planning; Investments — Tax-advantaged and tax non-advantaged; Essentials of individual retirement planning; Analysis of retirement; Income needs; Retirement planning strategies; Investing for retirement, Pension plans; Basic principles of pension plans.

Unit 14: The Insurance Market in Indian Context

Insurance institutions in Indian capital market; Regulations governing investments of insurance institutions in India; Purpose of government intervention in markets; Relevant IRDA rules.

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KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY

(KKHSOU)

PROGRAMME PROJECT REPORT

ON

MASTER OF ARTS IN EDUCATION

Submitted to

UNIVERSITY GRANTS COMMISSION

NEW DELHI

Submitted by

K. K. Handiqui State Open University

April 2018

Registrar
Krishna Kanta Handique
State Open University
Guwahati

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1.1 Mission and Vision of K.K. Handiqui State Open University

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5.3 Definition of Credit Hours

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7.1 Requirements of Laboratory Support
7.2 Library Resources

8. COST ESTIMATE OF THE PROGRAMME AND THE PROVISIONS

8.1 Programme Development Cost
8.2 Programme Delivery Cost
8.3 Programme Maintenance Cost

9. QUALITY ASSURANCE MECHANISM AND EXPECTED PROGRAMME OUTCOMES

9.1 Quality Assurance Mechanism
9.2 Expected Programme Outcomes

Annexure 1:Structure of MA in Education Programme

Annexure II: Detailed Coursewise syllabus of MA in Education Programme

PROGRAMME PROJECT REPORT

MA IN EDUCATION

1. PROGRAMME'S MISSION AND OBJECTIVES:

1.1 The mission and vision of K. K. Handiqui State Open University are:

i. The motto of the university is to make education beyond barriers and provide the educational opportunity to the unreached irrespective of gender, socio-economic status, geographical location, physical disabilities and gender.

ii. It will also provide education to the housewives, semi-literate, unemployed youth, jail inmates as well as highly educated people.

iii. This universityprovides the opportunities of higher education to those who remain deprived of higher education for other numerous reasons.

iv. The mission and vision of the university is to enhance the capabilities of learners, particularly women learners, who want to get empowered with higher order of required education and necessary professional skills.

v. To provide social justice to all the stakeholders is the prime focus of the university.

1.2 Mission and Objectives of the MA Programme in Education, KKHSOU

In conjunction with the mission and vision of the University, the MA programme has been designed to achieve the following objectives.

i. To provide opportunities of higher education to the learners expecting to study Education as a subject in the Masters level.

ii. To make people educated and acquaint them with some need based skills that will be essential for living as a human being in the society.

iii. To help the learners to adjust with the community, society, nation or the world as a whole and participate in the development process of the society and the country.

iv. To encourage those learners who want to study this subject in higher level to understand the subject of Education in detail.

Registrar
Krishna Kanta Handique
State Open University
Guwahati

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

The relevance of the MA Programme in Education with KKHSOU's missions and goals are as follows:

i. The programme provides learning throughout life by giving learners an opportunity in the entry and exit point of learning without any age bar. This also signifies equity and access in the field of higher education.

ii. It helps in preserving societal values by incorporating units like value education in the curriculum.

iii. The Programme provides knowledge and skills for those learners who aspire to become teachers and also for those who are being involved in the teaching profession. Education as a subject helps in development of teaching skills by introducing papers like methods and techniques of teaching and psychological practical which help learners to understand the psychology of children in their near future.

iv. Education is a multidisciplinary subject which provides ample scope for the learners to understand the interrelationship among the different branches of knowledge and help the learners to perceive the reality of his or her surroundings.

3. NATURE OF PROSPECTIVE TARGET GROUP OF LEARNERS:

i. Those who are desirous of further study in the field of education in detail but failed to get a chance.

ii. The learners particularly women who want to educate themselves for a decent standard of living.

iii. Teachers, educational administrators, educational practitioners, instructors, counsellors, NGO's workers etc.

iv. Programme officers of various educational missions like SSA, RMSA, RUSA, NGO's workers, training institutions in specific and people who are interested in the subject in general.

v. Investigator or Research Assistant in Research Institutions etc.

4. APPROPRIATENESS OF PROGRAMME TO BE CONDUCTED IN OPEN AND DISTANCE LEARNING MODE TO ACQUIRE SPECIFIC SKILLS AND COMPETENCE:

Through this programme, the learners will acquire specific skills and competencewhich are essential for a decent standard of living. Through ODL mode, the learnerscan learn at their own workplace and improve their knowledge and skills which further help them to be better professionals or better human beings. The following are the specific skills that can be acquired by the learners through the programme:

i. Teaching-learning skills
ii. Oganizational skills
iii. Guidance and Counselling
iv. Leadership qualities development
v. Communication skills
vi. Life skills and personal skills
vii. Skills for Community Mobilization etc.

5. INSTRUCTIONAL DESIGN:

For the Programme to be conducted by the university in MA level, there are some instructional designs and procedures that have to be followed for making the learning effective through ODL mode. The delivery mechanism of the programme is divided into print form, video form, online and computer based system.

5.1 Design of the Programme

For conducting the Programme of MA in Education, course contents are designed in such a manner that they are relevant and contextual in the present day world so as to help the learners to become educated in the true sense of the term. The syllabus is designed by following the Recommendations of Madhava Menon Committee in terms of its credits and weightage of the units. Besides, it is revised and prepared in accordance with the UGC Regulations on Open and Distance Learning of 2017.

5.2 Programme Structure and Duration of the Programme

For MA in Education, learners have to complete their course within a minimum period of 2 years and the maximum duration of the programme is 6 years. The course is divided into a total of 4 semesters. There will be total 4 courses in each of the semesters, totalling

16 courses with 64credits.The details of Programme structure including the course distribution and credit distribution is given in ***Annexure I.*** The detailed course wise syllabus of the MA in Education programme is given in ***Annexure II.***

5.3 Definition of Credit Hours: 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 is offered to the learners at their respective study centres.

5.4 **Home Assignments**: Assignments are a part of the teaching learning process and are compulsory. 20% marks in a course (without practical) shall be for Home Assignment wherever indicated.

5.5 Project Work: The details of dissertation to be submitted in the 4th semester of the programme is given in Annexure II of the report.

5.6Faculty and support staff requirement: There are 2 (two) full time Assistant Professors in the department of Education, and 1 (One) HOD (in charge) who is a full time Associate Professor in Department of Teacher Education of the University.

5.7 Instructional Delivery Mechanism: The Self Learning Materials have been prepared keeping in view of the requirements of UGC. Particular attention has been given so that the basic three domains of knowledge, viz., behavioural domain, cognitive domain, and constructive domain can be addressed.

5.8Identification of media–print, audio or video, online, computer aided: All the learners are provided with Self Learning Materials, which is comprehensive in terms of contents in the syllabi. These learning resources are prepared with the help of resource persons across the country. Senior Professors from different Universities of the region are engaged as Editors of the SLMs. Apart from the Print Self Learning Materials, audio and video materials on certain modules would also be offered to the learners. In addition, certain topics are also covered through community radio programmes broadcast through the *90.4Jnan Taranga* Community Service Station of the University. *Eklavya*, a radio programmes broadcast from All India Radio Station, Guwahati and simultaneously broadcast by All India Radio Station, Dibrugarh, also covers topics on Education and personal enrichment. Live Phone-in-programme is broadcast by All India Radio, Guwahati each Thursday (9.15 am – 10.15 am). In this programme, learners get live support to their queries, while the general public can also interact with officials/faculty

members of the University on varied issues. Most of the Audio-Video programmes are also made available online through You Tube videos.

5.9Learner Support Services: The student support services available in the BA programme in Education include the following:

- Self-Learning Materials covering the entire syllabi,
- Counselling sessions at study centres,
- Access to library services at study centres and the Central Library of the University as well,
- Audio-Video materials on selected modules, available at study centres,

ICT Support Services: ICT support is a major component of any ODL system of education. The university has given the top most priority on this. Some ICT-based support services provided by the university for the learners of MA in Education are listed below:

1 **Website:** The University has developed a full-fledged official website www.kkhsou.in for our learners and general public. Here through this website, all necessary information is provided to the learners. The Website is also linked with the social-networking site like Facebook (KKHSOU FB Official Group) for interaction among the learners, faculty members and stakeholders. The website also includes the customised study centre-search facility based on district or programme. And most of the Audio-Video programmes are also made available online through YouTube.

2 **Community Radio Service**: **Jnan Taranga** (90.4 MHz) of KKHSOU is the first Community Radio of the North Eastern part of the country. The Community Radio, being a platform for the community for taking up community issues, is also a platform to broadcast several educational programmes that includes debates, discussions, and talk shows.

3 **Ekalavya**: With the help of Prasar Bharati, our University has launched a special educational programme namely ***Ekalavya.*** It is aired every Saturday from 8.00 PM to 8.30 PM through All India Radio, Guwahati and Dibrugarh.

4 **Akashvani Phone-in Programme:** Our University offers one hour live **phone-in** counselling programme through AIR, Guwahati and Dibrugarh where officers and experts from this University clarify queries of listeners/learners via telephone. The phone-in programme is aired every Thursday from 09.15 AM to 10.15 AM.

5 **e-SLM:** An e-learning portal by the name of e-SLM (http://eslm.kkhsou.in/) has been launched by the university. It is also a digital repository where the study materials are uploaded for the benefit of the learners. All the study materials of the programmes (including Bachelor's Degree, Master's Degree etc.) can be accessed through this portal.

6 **Open Access Journals Search Engine (OAJSE):** To provide easy access to various open access journals across the world, KKHSOU has developed the Open Access Journals Search Engine (OAJSE) which is available for the users at the URL: www.kkhsou.in/library/oajse or http://oajse.kkhsou.in. OAJSE aims to cover journals in all subjects that are published in the English language. There are now 4,500+ journals in the directory.

7 **KKHSOU Mobile App:** The University has developed a mobile application "KKHSOU" to help the learners to connect 24x7 with the university. It can be freely downloaded from Google Play Store (for android user).

8 **SMS and e-mail Alert Facility:** The University has initiated an SMS and e-mail alert facility for the learners regarding any news, events and learner-related information of the university.

9 **E-mail Services:** Learners can mail their quarries to any official/faculty member at the University's official mail id: info@kkhsou.in. Queries raised through this mail id, will be readdressed by the concerned official/faculty member of the University.

10 **TV Programme:** The University is going to initiate a half an hour live educational programme through a TV Channel **Prag-News** from June 2018. It will be telecast every Sunday at 8:30 am.

6. PROCEDURE FOR ADMISSIONS, CURRICULUM TRANSACTION AND EVALUATION:

6.1 Procedure for Admission:

- Any person who has passed BA in any subject from KKHSOU and any other university recognized by UGC; and also any graduate with a B.Ed. Degree from a university recognized by NCTE can get admission to the MA in Education Programme of KKHSOU.

- The admission for the academic session 2018-19 of the University will be through online mode. A learner who desires to take admission in KKHSOU will have to submit his/her application through the online admission link provided in the University website www.kkhsou.in. The learner has to carefully go through the instructions for filling up the online admission form and complete the process accordingly. In the online admission system, the learner has to register with his/her mobile no/email id, and has to carefully verify the subjects of his/her choice available in the respective study centers.
- For admission to a particular programme, the course fee is to be paid through online transaction mode—i.e., through credit card/debit card/net banking or any other available online mode of payment.
- The learner after successful submission of the online admission form has to take a print out and submit the same to the study centre for hard copies of SLMs.
- The verification of online application form will be done in the University and after the completion of the verification process, the e-SLMs will be sent to the respective Email-id of the learner.
- The learners who have submitted incomplete application may be given conditional admission at the University's discretion, subject to fulfillment of other eligibility criteria.
- All the enrolled learners will be provided with registration nos, SLMs and Identity cards.
- The learner who is unable to complete the programme within specified period is required to register himself/herself as a fresh learner by paying the requisite fee.

6.2 Continuous Admission:

i. Admission will have to be taken continuously in the programmes without any break. A learner will be allowed to appear in all the examinations, including back courses, within the stipulated time of a programme.
ii. A learner will have to take admission to the next semester within one month from the last date of examination of the previous semester. It doesn't depend on whether the candidate appeared in the previous examination or not.
iii. A learner will be allowed to take admission to the next semester beyond one month, but within two months from the last date of examination of the previous semester with a fine of Rs 500/-.

iv. A learner may be allowed to take admission even after the issue of notification for filling up of examination forms, but such learners will be allowed to appear in the examination of that semester in the next year only.

6.3 Fee Structure

The fee structure of the MA programme in Education is as follows:

Semester-wise Fee Structure

Semester	**Fee** (In Rupees)
First	5500.00
Second	5200.00
Third	5200.00
Fourth	6300.00
Total	**22,200.00**

The detail break-up of fee would be made available at the Prospectus also.

6.4 Financial Assistance: The University offers free education to jail inmates and differently-abled learners. At present, the University offers free of cost education to jail inmates in 16 Central Jails of the state.

6.5 Refusal/Cancellation of Admission: Not with standing anything contained in the Prospectus/Information Brochure, the University reserves the right to refuse or cancel Admission of any Candidate.

6.6Curriculum Transaction and Activity Planner: In terms of curriculum transaction, firstly, the syllabus is prepared in consultation with the experts in the respective field. The SLMs are then prepared by the faculty members of the concerned department following the convergence approach; the preparation of the SLMs is a teamwork. Secondly, after the preparation of the SLMs, they are sent to the study centres. The learners are given the opportunity of counselling classes in the study centres where they are enrolled. Apart from these, learners may get knowledge and access information on their own with the help of various online and community radio programmes, which are developed by the university. An Activity Planner that guides the overall academic activities in the programme shall be made available prior to the admission schedule of the University.

6.7 Evaluation: For assessing the performance of the learners as well as get feedback from the learners in relation to the courses they pursue, the university follows some evaluation procedures. Through the Self-Assessment Questions or Check Your Progress Questions which are put in the SLM, a learner can assess himself or herself. There is also a provision to assess the learners by conducting examination which is known as Term End examination or Summative examination in each year or in each semester. For overall evaluation of a course, the University follows the two types of evaluation:

Continuous Evaluation (Assignments) : Weightage assigned 20%.

Term End Evaluation (Semester-end Examinations) : Weightage assigned 80%.

The University is in the process of using high security and eco-friendly synthetic (water proof and termite proof) papers for mark sheets and certificates. Moreover, use of interactive kiosk at study centres for issue of admit cards and modification of the existing EDPS system for quick publication of results of examinations are also being planned. Similarly, introduction of biometric identity of learners is also being planned.

7. REQUIREMENTS OF LABORATORY SUPPORT AND LIBRARY RESOURCES:

7.1 Laboratory Support:

For conducting the MA in Education, there is a requirement of a psychological laboratory in the study centre. Therefore, the programme is permitted in those study centres (mostly conventional university affiliated colleges) only which have already run this subject for the Major students in conventional system and have good laboratory facilities. Besides, the university also provides the required instruments to the study centres for conducting the practical course of the learners in the 3rd Semester of the MA programme in Education.

7.2 Library Resources:

The Central Library, Krishna Kanta Handiqui State Open University plays a vital role in the collection, development and dissemination of academic, scientific and technical

information to meet the present and future needs of the University. The library remains open from 10.00 am to 5.00 pm in all working days. The library is fully computerized with an ILS (Integrated Library System) and also equipped with RFID (Radio-frequency Identification) technology.

The Central Library has the following resources-

Physical Resources:	
Books-	18,164
Theses-	8
Report-	1
Journals-	35
Magazines-	12
News Papers-	5
Audio CD/DVD-	49
Video CD/DVD-	6
CD/DVD with Textual documents-	66

E-resources:

E-Journals: The Central Library of KKHSOU subscribed e-journals from JSTOR (www.jstor.org), and the resources are very much necessary for academic and research community of the University.

Digital Library: Digitization has become deeply embedded into every aspect of education today. Hence, the Central Library of KKHSOU has started the Digital Library initiative. The mission of the "Digital Library at KKHSOU" is to locate, digitize, preserve, collect and make accessible the accumulated wisdom of the institute's output to the global community. The resources of the Digital Library include Administrative Documents, Conference/Seminar Proceedings, Faculty Publications, Journal of Open Learning and Research Communication (JOLRC), KKHSOU in News and Media, Newsletters, Annual Reports, MPhil/PhD Theses, Public Lectures, Convocation Addresses, Working Papers, etc. URL: http://dlkkhsou.inflibnet.ac.in

Open Access Journals Search Engine (OAJSE): To provide easy access to various open access journal across the world, KKHSOU developed the Open Access

Journals Search Engine (OAJSE) which is available for the users from the URL www.kkhsou.in/library/oajse or http://oajse.kkhsou.in

KKHSOU at Shodhganga: Krishna Kanta Handiqui State Open University (KKHSOU) has joined Shodhganga for depositing their theses which is available for the users from the URL http://shodhganga.inflibnet.ac.in/handle/10603/145533. Shodhganga repository is the reservoir of Indian intellectual output stored, hosted and maintained by the INFLIBNET Centre, an IUC of UGC.

8. COST ESTIMATE OF THE PROGRAMME 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 Expert Committee, honorarium to be 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. As regards, the cost of programme development, programme delivery, and programme maintenance, the Finance Office conduct an exercise based on historical costing method to arrive at indicative figures of cost. The findings are presented below in respect of the MA Programme in Education.

8.1Programme Development Cost:

The office of the Finance Officer of KKHSOU has worked out the following:

a. SLM Development Cost for Master Degree Programme
   English medium per Unit Rs. 7,300/-
b. Printing Cost per SLM Rs. 56/-
c. Cost of CD per unit Rs. 23/-

8.2 Programme Delivery Cost:

The SLMs prepared have to be delivered to various study centres located at the far flung remote areas. On an average, the University delivers about 15 kgs of study materials per student. The cost of delivery of 1 kg of such material is Rs.10. Accordingly, depending upon

the number of candidates; the cost for the MA Programme in Education will be provisioned by the University. The office of the Finance Officer has calculated the delivery cost of SLM per student at Rs. 150.00.

8.3 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, but will also benefit the learners of other programmes. The University will also bear the cost of organizing the meeting of Syllabus Revision Committee 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 Master Degree programmes per student is Rs. 1600.00.

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

9. QUALITY ASSURANCE MECHANISM AND EXPECTED PROGRAMME OUTCOMES:

9.1 Quality Assurance Mechanism

For quality assurance mechanism in the University of KKHSOU, there is CIQA (Centre for Internal Quality Assurance) cell. There are contemplated measures of SLM Audit, Stakeholders' Meetings, Counsellors' workshops, Feedback workshops etc. which would help in enhancing quality of the MA Programme in Education. Besides, at the departmental level also, the feedback mechanisms would be adopted to collect necessary information from learners, counsellors, officials, educationists, industrialists, etc. to ensure quality and relevance of the MA Programme in Education.

9.2 Expected Programme Outcomes:

The outcomes of the MA Programme in Education as envisaged are as follows:

i. Producing quality educational practitioners having sound knowledge of teaching-learning skills.
ii. Encouraging the learners for higher studies and research in the field of education.
iii. Producing efficient and effective leaders in the field of teaching and educational administration.
iv. Preparing the learners for competitive examinations etc.
v. Producing quality educational practitioners having sound knowledge of teaching-learning skills.
vi. Producing efficient and effective leaders in the field of teaching and educational administration.
vii. Producing community leaders for educational and other developments of the masses.
viii. Ensuring lifelong learning for the educational personnel in specific and common people in general.

Annexure 1

Programme Structure for M.A. in Education (Semester Courses)

Title of Course	**SLM code**	**Course Code**	**Semester**	**Credits**
Philosophical Foundation of Education	PGEDS1-01	PHE	1st	4
Psychological Foundation of Education	PGEDS1-02	PSE	1st	4
Sociological Foundation of Education	PGEDS1-03	SFE	1st	4
Methods and Techniques of Teaching and Teaching Practical	PGEDS1-04	MTP	1st	4*
History of Education in India	PGED S2-01	HE	2nd	4
Measurement and Evaluation in Education	PGED S2-02	MEE	2nd	4
Problems and Issues in Indian Education	PGED S2-03	PIE	2nd	4
Educational Technology	PGED S2-04	ET	2nd	4
Educational Research and Educational Statistics	PGED S3-01	ERS	3rd	4
Distance Education	PGED S3-02	DE	3rd	4
Teacher Education	PGED S3-03	TE	3rd	4
Psychological Practical	PGED S3-04	PSP	3rd	4**
Educational Management	PGED S4-01	EDM	4th	4
Comparative Education	PGED S4-02	CED	4th	4
Economics of Education **OR** Environmental and Population Education	PGED S4-03 PGED S4-03	EE EPE	4th	4
Dissertation	PGED S4-04	DSR	4th	4***

* PGEDS1-04: 50% Theory, 30% Practice Teaching, 20% Viva-voce

** PGED S3-04:40% Practical Note Book, 45% Experiments, 15% Viva-voce

*** PGED S4-04: 20% for Viva-voce and 80% for dissertation

Annexure II

Detailed Syllabus of MA in Education Programme

Paper-1: Philosophical Foundation of Education

Unit 1. Philosophy and Education

Nature and scope of philosophy, basic branches of philosophy, Relationship between philosophy and science, philosophy and education, functions of educational philosophy.

Unit 2. Philosophy of Vedic Education

Samkhya, Vedanta and Nyaya- its concept and educational implications

Unit 3. Buddhism and Jainism philosophy

Concept, main principles and educational implications

Unit 4. Islamic philosophy

Concept, main principles and educational implications

Unit 5. Idealism as School of philosophy

Concept of Idealism, Metaphysics, epistemology and axiology and their educational implications.

Unit 6. Naturalism as school of philosophy

Concept of Naturalism, metaphysics, epistemology and axiology and their educational implications.

Unit 7. Pragmatism as school of philosophy

Concept of Pragmatism, metaphysics, epistemology and axiology and their educational implications.

Unit 8. Existentialism as school of philosophy

Concept of Existentialism, metaphysics, epistemology and axiology and their educational implications.

Unit 9. Froebel and his educational thought

Contribution of Froebel to educational thought and practice.

Unit 10. John Henrich Pestalozzi and his educational thought

Contribution of John Henrich Pestalozzi to educational thought and practice.

Unit 11 Montessori and his educational thought

Contribution of Montessori to educational thought and practice.

Unit 12. Swami Vivekananda and his educational thought

Contribution ofSwami Vivekananda to educational thought and practice.

Unit 13. Aurobindo Ghosh and his educational thought

Contribution of Aurobindo Ghosh to educational thought and practice.

Unit 14. Mahatma Gandhi and his educational thought

Contribution of Mahatma Gandhi to educational thought and practice.

Unit 15. Sankardeva and his educational thought

Contribution of Sankardeva to educational thought and practice.

Paper-2: Psychological Foundation of Education

Unit 1. Educational psychology

Meaning, nature and scope. Methods of educational psychology: - experimental method, introspection, observation method and case study method and its implications in classroom practices. .

Unit 2. Growth and Development

Meaning of Growth and Development, different stages of development, principles of development and its educational implications.

Unit 3. Learning

Meaning and Nature of Learning, learning and maturation, types of learning and theories of learning: connectionism, conditioning, gestalt theory and constructivism.

Unit 4. Transfer of Learning

Meaning of transfer of learning, types of transfer, theories of transfer of learning and its educational implications.

Unit 5. Motivation

Meaning of motivation, techniques of motivation, factors affecting motivation, role of motivation in learning, Maslow's Self-actualization theory.

Unit 6. Intelligence

Meaning, concept and theories of intelligence, role of heredity and environment upon intelligence, Binet-Simon Scale, Classification of Intelligence test.

Unit 7. Creativity

Meaning and nature of creativity, development of creative thinking abilities, relationship between creativity and intelligence.

Unit 8. Memory and Forgetting

Meaning of memory and forgetting, types of memory and forgetting, training in memory, theories of forgetting.

Unit 9. Reasoning and Problem Solving

Meaning and nature of reasoning and problem solving, types of reasoning, factors affecting problem solving, strategies for effective problem solving.

Unit 10. Personality

Personality, development and change, theories of personality, measurement of personality, personality adjustment, defence mechanisms.

Unit 11. Educating Exceptional children

Concept of Exceptional Children- gifted, mentally retarded, and backward.

Unit 12. Mental Health and Hygiene

Concept of Mental health and hygiene, ways for maintaining health and hygiene in schools, role of home, school and society in promoting mental health and hygiene.

Unit 13. Adjustment

Meaning of adjustment, characteristics of a well-adjusted person, methods of adjustment, concept of maladjustment, causes of maladjustment.

Unit 14. Aptitudes

Meaning and nature of aptitude, aptitude testing, utility of aptitude test.

Unit 15. Juvenile delinquency-

Meaning, nature, causes of juvenile delinquency, prevention.

Paper-3: Sociological Foundation of Education

Unit 1. Introduction to Educational Sociology

Concept and scope of educational sociology, relationship between educational sociology and Anthropology, History, Political Science.

Unit 2. Socialization

Meaning of socialization, processes of socialization-cooperation, competition, conflict, accommodation, assimilation, social interactions and their educational implications.

Unit 3. Agents of socialization

Family, School, Community, Religion and State.

Unit 4. Social organization and Social disorganization

Concept and factors influencing social organization and social disorganization, Role of education in the prevention and control of social disorganization.

Unit 5. Social Group

Meaning and types of social group and inter-group relationship and group dynamics.

Unit 6. Social stratifications

Concepts and factors of social stratifications, education and social stratification.

Unit 7. Modernization

Concept, Modernization vs. Westernization, role of Education in modernizing the Indian society.

Unit 8: Social Mobility

Meaning and nature of Social Mobility, types of social mobility, factors affecting social mobility, education and Social Mobility.

Unit 9: Social Change

Meaning, factors, constraints on Social Change-Caste, Class, Language, Religion, population and regionalism, education and social change.

Unit 10: Social control

Meaning, types, Agencies of social control, role of education in social control.

Unit 11: Culture

Meaning and nature of culture, cultural lag, cultural diffusion, education and cultural change.

Unit 12: Democracy

Meaning of democracy, principles for success of democracy, role of formal, informal and non-formal agencies for democratic education.

Unit 13: Equality of Educational Opportunity

Concept, Constitutional provisions for social equity and equality of educational opportunities.

Unit 14: Education for socially disadvantaged sections of the society

Problems of socially disadvantaged Sections of Society and role of Education.

Unit 15: Social problems relating to education in India

Delinquency, child labour, drug abuse, poverty, unemployment, cyber crime.

Paper-4: Methods and Techniques of Teaching and Teaching Practical

Part-A

Unit 1 Principles of Teaching

General principles of teaching, marks of good teaching, factors influencing learning.

Unit 2. Bloom's Taxonomy

Taxonomy of educational objectives-Cognitive, affective, Psycho-motor.

Unit 3. Teaching Techniques

Concept, need and importance, Maxims of teaching

Unit 4: Teaching devices

Explanation, Questioning, Illustration, Narration and Demonstration.

Unit 5: Teaching Aids

Concept, various kinds of teaching aids and their educational implications

Unit 6: Lesson Plan

Essential of a good lesson plan, steps, types of lesson-skill, knowledge and appreciation. Methods of teaching in different subjects-Language, Mathematics, General Science and Social Science.

Part- B

Teaching Practice including Viva voce.

2nd Semester

Paper-5: History of Education in India

Education during Pre-Independence Period

Unit 1. Education in Ancient and Medieval India

Vedic, Buddhist and Muslim Period.

Unit 2. Education in British India-I

Charter Act of 1813, Controversies between Anglicist and Classicist, Macaulay's Minute, Wood Despatch of 1854-its effect on Indian education.

Unit 3. Education in British India-II

Hunter Commission of 1882-its recommendations on Primary and Secondary Education

Unit 4. Education in British India-III

Lord Curzon's Educational Policy on Primary, Secondary and University education.

Unit 5. Education in British India-IV

Gokhale's Bill on Primary Education, resolution of 1913.

Unit 6. Education in British India-V

Sadler Committee of Education in 1917.

Unit 7. Education in British India-VI

Hartog Committee in 1929 and its effect on Education, Wardha Scheme of Education-1937 and Sargent Plan 1944-45, its effect on Education

Education in Independent India

Unit 8. Development of Education in India since Independence – I

The University Education Commission of 1948-49and its recommendations

Unit 9. Development of Education in India since Independence – II

The Secondary Education Commission of 1952-53 and its recommendations

Unit 10. Development of Education in India since Independence – III

Education Commission of 1964-66 and National Policy on Education 1968-Objectives and Educational Structure.

Unit 11. Development of Education in India since Independence – IV

National Policy on Education 1986-Objectives, recommendation on Elementary, Secondary and University education, Programme of Action, 1992.

Unit 12. Development of Education in India since Independence – V

National Knowledge Commission, Janardhan Reddy Commission, Yaspal Committee Report.

Unit 13. Development of Education in Assam

Primary stage, Secondary stage and Higher Stage of Education, Women education.

Unit 14. New Initiatives for Universalization of Education

SSA, RMSA, RUSA.

Unit 15. Distance Education in Assam

Growth and present status of distance education in Assam

Paper-6: Measurement and Evaluation in Education

Unit 1. Concept of Measurement

Meaning and nature and function of Measurement. Scales of Measurement.

Unit 2. Evaluation in Education

Meaning, nature and principles of evaluation, tools and techniques of evaluation, types of evaluation.

Unit 3. Psychological Test

Meaning, nature, functions and uses of psychological test.

Unit 4. Test Construction and its Standardization

Meaning and Nature, Principles and Methods of Test construction and standardization.

Unit 5. Items Analysis

Analysis and Selection of Test Items, Preparing different Types of Tests Items.

Unit 6. Validity

Meaning and characteristics, factors effecting validity of a test, measurement of validity.

Unit 7. Reliability

Meaning and characteristics, various methods for measurement of reliability.

Unit 8. Educational Achievement and its Measurement

Objectives of Achievement Tests. Diagnostic test, Performance Test, Essay and Objective type tests.

Unit 9. Intelligence test and its measurement

Measurement of intelligence, construction of an intelligence test, types of intelligence test- verbal and non-verbal test, group test of intelligence.

Unit 10. Measurement of Aptitude

Meaning, nature and measurement of aptitude.

Unit 11. Measurement of Attitude

Meaning, nature, classification, and measurement of attitude.

Unit 12. Measurement of Interest

Meaning, nature and measurement of interest.

Unit 13. Measurement of Personality

Meaning of personality, Personality measurement- Subjective, Objective and Projective Techniques.

Unit 14. Measurement of Creativity

Meaning, nature of Creativity, criteria of creative personality, measurement of creative thinking, measurement of creative thinking for different levels of students.

Unit 15. Emerging Trends in Evaluation

Question Bank. Grading System-Concept, method, advantages and disadvantages. Semester System- Concept, method, advantages and disadvantages. Use of computer in evaluation.

Paper-7: Problems and Issues in Indian Education

Unit 1. Education and Indian Constitution

Provisions of education in the Indian Constitution andtheir implementations.

Unit 2. Primary Education

Problems related to primary education-Universalisation of primary education. Right to Education Act 2009

Unit 3. Secondary Education

Problems of Secondary education, vocationalisation of secondary education and medium of instruction.

Unit 4. Higher Education

Policy perspectives and emerging trends in higher education, problems of higher education, problems of finance. Recent Commissions and Reports on Higher Education

Unit 5. Autonomy in Higher Education

Concept of autonomy and need of autonomy for present higher education in India. Implication of autonomy in higher education-issues and concern

Unit 6. Education in New Era

Liberalization, privatization and globalization (LPG) and its impact on higher education.

Unit 7. Women Education

Need and importance of women education. Problems of women education in India.

Education for women empowerment.

Unit 8. Value Education

Meaning and need of Value education, reasons for value crisis, solution and role of teachers towards value education.

Unit 9. Peace Education

Concept and need of peace education, obstacles to peace, role of education promoting peace, basic principles to promote peace in classrooms.

Unit 10. Education for rural development

Meaning and nature of rural development, Education and rural development. Problems and prospects.

Unit 11. Distance Education

Meaning and importance of distance education, its problems and solution with reference to India.

Unit 12. Teacher Education

Meaning, objectives, importance, problems and its prospects.

Unit 13. Adult Education

Meaning, importance, problems and its prospects.

Unit 14. Student Unrest

Concept, problems and remedies.

Unit 15. Gender Equity

Meaning, reasons for gender disparities in India, ways for meeting the challenges.

Paper-8: Educational Technology

Unit 1. Educational Technology

Meaning, nature, types, scope and its significance and components.

Unit 2. Instructional Objectives

Meaning and Taxonomy of Instructional Objectives. Writing Objectives in behavioural terms

Unit 3. Systems Approach

Concepts of system and systems approach, system approach to education, components of instructional system, role of teacher in the system approaches.

Unit 4. Instructional Technology

Meaning, nature, features, aims and objectives, difference with educational technology, methods of instructional technology.

Unit 5. Teaching strategies

Meaning, nature, objectives, and types. Models of teaching-(Concept Attainment Model, Enquiry Training Model, Reflective model).

Unit 6. Teaching Aids in Educational Technology

Meaning, nature and Types of Teaching Aids, Projected, non-projected and Audio-visual aids, significance of teaching aids in modern education.

Unit 7. Communication and Instruction

Concept, communication cycle and different phases of teaching- pre-active, interactive and post-active teaching, teaching machines

Unit 8. Mass media approach in Educational Technology

Concept, Broadcasting, TV and SITE (Satellite Instructional Television Experiment).

Unit 9. Emerging Trends in Educational Technology

INSAT, EDUSAT, INFLIBNET, Teleconferencing, Video Conferencing, CAI, Computer Managed Learning, e-learning tools, Virtual learning, Blended learning, M-learning

Unit 10. Micro Teaching

Concept; importance, different teaching skills, microteaching cycle, advantages and limitations.

Unit 11. Flanders's Interaction Analysis and Simulation

Meaning, Nature, Procedure, advantages and limitations.

Unit 12. Programmed Instruction

Meaning, nature, principles, types, merits and demerits.

Unit 13. Language Laboratory

Meaning, characteristics, advantage, limitations, equipments or instruments of a language laboratory.

Unit 14. Distance Education and Technology

Educational Technology –its role in the field of Distance Education.

Unit 15. Resource Centre for Educational Technology

CIET, UGC, IGNOU, NOS, State ET Cells, AVRC, EMRC, NIST-their activity for the improvement of teaching-learning

3rd Semester

Paper-9 Educational Research and Educational Statistics

First half consists of Research Methodology. (50Marks)

Second half consists of Educational Statistics. (50 Marks)

First Half: Research Methodology in Education

Unit 1: Educational Research

Meaning, nature, Scope and types of Educational Research.

Unit 2: Areas of Educational Research

Philosophical, Psychological, and Sociological.

Unit 3: Hypothesis

Its meaning and nature and types, sources of hypothesis, need for hypothesis formulation.

Unit 4: Approaches and methods of educational research

Qualitative and Quantitative approach. Historical, Survey, and Experimental method. Ethnographic and Case Study.

Unit 5: Tools of Educational Research

Types of tools and their uses: Observations Schedule, Questionnaire, Interview, Socio-Metric technique, Attitude Scale.

Unit 6: Sampling

Concept, types and techniques of sample selection.

Unit 7: Action Research

Meaning, nature, need, scope, steps of Action Research.

Unit 8: Research Proposal

Steps for preparing a research proposal, Significance of preparation of Research Report, Format and Style of Research Report.

Second Half: Educational Statistics

Unit 9: Educational Statistics

Meaning and importance, descriptive and inferential statistics, organization and tabulation of data, frequency distributions.

Unit 10: Normal Probability Curve

Meaning, characteristics, divergence in Normal Probability and its uses.

Unit 11: Measures of central tendency

Mean, Median, Mode and their uses.

Unit 12: Measures of Variability

Average deviation, quartile deviation, standard deviation and their uses.

Unit 13: Correlation

Product movement method, Rank difference method, Phi-coefficient, Bi-serial correlation and point bi-serial correlation.

Unit 14: Regression and prediction

Concept of Regression, Meaning of Regression and Prediction, Linear regression and Prediction, uses and advantages of regression and prediction

Unit 15: Chi Square, t-Test and ANOVA

Application of the Chi-square test, t-test and F-test (ANOVA)

Paper-10: Distance Education

Unit1. Concept of Distance Education

Meaning of distance education, growth and significance of distance education, agencies of distance education.

Unit2. Learner-Support services

Meaning of Learner Support Services, different learner support services.

Unit3. Self Learning Material

Factors to be considered for development of materials, designing principles and mechanism for text preparations, problems in designing the text.

Unit4. Study Skills

Concept of Study Skills, strategies for developing study skills, significance of Study Skills in distance learning.

Unit5. Curriculum

Concept of curriculum, major approaches of curriculum development, need of curriculum evaluation, aspects of curriculum evaluation.

Unit6. Distance Education and Administration

Administrative set-up and organization of distance education system.

Unit7. ICT and Distance Education

Information and communication technologies and their application in distance education.

Unit8. New Approaches in Distance Education

E-learning, Blended learning, OER, MOOCs.

Unit 9. Quality Assurance in Distance Education

Quality enhancement, monitoring, evaluation and feedback, Role of CIQA in open and distance learning.

Unit10. Distance Education and Community Development

Technical, professional, vocational and entrepreneurship courses.

Unit11. Role of Distance Education

Distance education for rural development, women empowerment and teacher training programme.

Unit12. Problems and Prospects of Distance Education

Challenges and prospects of distance education, future road map.

Unit13. Dual mode and Single Mode University

Differences between Dual Mode University and Single Mode University system, Challenges faced by ODL in dual mode and single mode university system.

Unit14. Assessment in distance education

An overview on assessment, purposes of assessment, assessment in ODL.

Unit15. Evaluation

Overview on evaluation, differences between assessment and evaluation, purposes of evaluation, evaluation in an Educational Programme (EIEP) and Evaluation of an Education Programme (EOEP), Evaluation in Open and Distance education.

Paper-11: Teacher Education

Unit 1: Introduction to Teacher Education

Meaning, Scope, need and significance of Teacher Education, development of teacher education in India.

Unit 2: Teacher Education for Different Levels of Education

Preparation of Teacher for pre-primary, primary and secondary stages.

Unit 3: In-service Training Programmes

Concept, objectives, needs and importance, types, organization and evaluation.

Unit 4: Techniques of Teacher Training

Micro-teaching, simulation, programmed instruction, team teaching, interaction analysis.

Unit 5: Skills of Teaching

Probing Questions, lecturing, discussion, demonstration, illustration, explanation, stimulus variation.

Unit 6: Research in Teacher Education

Trend Analysis in research in teacher education and their outcomes.

Unit 7: Innovation in Teacher Education

Innovative Practices in Teacher Education, ICT for Teacher Education.

Unit 8: Organizations for Teacher Education

NCERT, NCTE, SCERT, CIET, DIET, NUEPA, Regional Colleges of Education, RIE.

Unit 9: Distance Education and Teacher Education

Role of Distance Education in Teacher Education in India, New innovations (MOOCs, OERs) for continuing professional development of teachers.

Unit 10: Teacher Education in Assam

Growth and development of Teacher Education in Assam, problems and prospects of teacher education in Assam.

Unit 11: Teaching as a Profession

Meaning, qualities of a teacher, professional ethics and accountability of a teacher.

Unit 12: Teacher's Role

Role of teacher as facilitator of learning, in transaction of curriculum, as a link between school and community, role expectations of teachers in the 21st Century.

Unit 13: Professional Development Programmes for Teachers in Higher Education

Role of Human Resource Development Centres, Refresher courses, Orientation courses and Short-term Courses for the college and university teachers.

Unit 14: Policies and Practices and Quality Assurance in Teacher Education

Policies and practices in teacher education, Ways and Means for maintaining Quality in teacher education.

Unit 15: Challenges of Teacher Education

Problems and solutions of teacher education in India, CWSN, Digital learning.

Paper-12: Psychological Practical (Total marks =100)

a) **Practical Notebook=40 marks (**5 experiments with apparatus carry**5x4=20marks**)

(4 experiments without apparatus carry **4x3=12 marks**)

(3 Physiological experiments carry **8 marks**)

b) **Psychological Experiments during examination 15x3= 45 marks**

3 experiments are to be performed in examination- One with apparatus, one without apparatus and one Physiological.

c) **Viva Voce= 15 marks**

Course Objectives:

To enable the learners to develop an understanding about the-

1. Practical utility of the various psychological testing.

2. Procedure of various psychological testing by using the apparatus.

Course Contents:

Unit1. **Learning**

(i) mirror learning

(ii) maze learning

(iii) mass and space learning

Unit2.Memory and forgetting

(i) recall-recognition

(ii) immediate memory span

(iii) retroactive and prohibit inhibition.

Unit3.Attention

- **(i)** span of attention
- **(ii)** span of apprehension
- **(iii)** division of attention.

Unit4.Personality

- **(i)** Inkblot test
- **(ii)** Free association and controlled association
- **(iii)** Thematic Apperception test (TAT).

Unit5.Motivation and learning

- **(i)** Level of aspiration
- **(ii)** Effect of knowledge of result on performance

Unit6.Problem solving: Set in problem solving

Unit7.Psychological drawing and labelling:

- **(i)** Human brain
- **(ii)** Human eye
- **(iii)** Human ear.

References:

1. R.S. Woodworth: Experimental psychology
2. S M Mohsin: Experiments in Psychology

4th Semester

Paper-13: Educational Management

Unit1. Educational Management

Concept, nature, scope and importance of Educational Management.

Unit 2. Components of Educational Management

Planning, organizing, staffing, controlling and directing.

Unit3. Institutional Planning

Concept, need and importance, steps of Institutional planning.

Unit 4. Approaches of Planning

Meaning and importance of educational planning, Goals of educational planning. Approaches of educational planning-Social demand approach, Rate of return approach, Manpower requirement approach.

Unit5. School Management

Meaning, objectives, scope, principles and factorsinfluencing school management.

Unit 6. Management and Resources

Human resources, material resources and financial resources and their management

Unit7. Classroom Management

Concept, classroom management and its objectives, functions, teacher as a manager, strategies for improving the classroom management.

Unit8. Concept of Quality Education

Concept of Quality Education,Total Quality Management in Education (TQM)

Unit9. Educational Supervision

Meaning, importance, needs and functions of Educational Supervision.

Unit10. Educational Leadership

Concept of Educational Leadership, types of leadership (academic, administrative, community and student-centered), leadership skills. Leaders as team manager, decision maker and motivator.

Unit11. Communication

Meaning, role of communication in effective management and administration, methods, barriers and solutions for effective communication in educational administration.

Unit 12. Inter-personal Conflict

Concept of inter-personal conflict, management of inter-personal conflicts, stress management.

Unit 13. Educational Administration

Educational administration in State, functions of state government at different levels of education.

Unit-14. Professional Ethics of Teacher and Educational Management

Concept of Professional ethics, need and importance, demands of teaching profession, professional ethics in educational management.

Unit 15. Challenges of Educational Administration

Problems of educational administration in India and their solutions

Paper-14 Comparative Education

Unit 1. Introduction to Comparative Education

Meaning, nature, purpose and scope

Unit 2: Methods of comparative Education

Descriptive method, historical method, psychological method, Societal method, scientific method and Statistical method

Unit 3. Historical Development of Comparative Education

Background of comparative education, need of study.

Unit 4. Factors of Comparative Education

Geographical, economical, cultural, sociological, linguistic, and historical.

Unit 5: Approaches of Comparative Education

Cross and multi approaches of comparative study of education.

Unit 6: National System of Education

Determinants of National System of Education.

Unit 7: Education in India-I

Historical background, features of Education, educational administration, primary, secondary, higher education

Unit 8: Education in India-II

Historical background and features of teacher education, administrationof teacher education in India.

Unit 9. Education in the UK

Historical background, features of Education, educational administration, pre-primary, primary, secondary, higher education, teacher education in UK.

Unit 10. Education in the USA

Historical background, features of American Education, educational administration, pre-primary, primary, secondary, higher education, teacher education in USA.

Unit 11. Education in Japan

Historical background, features of Education, educational administration, pre-primary, primary, secondary, higher education, teacher education in Japan.

Unit 12. Education in Germany

Historical background, features of Education, educational administration, pre-primary, primary, secondary, higher education, teacher education in Germany.

Unit 13. Education for Peace

Global Consciousness and development for peace, role of UN and SAARC, Educational Programmes of UNESCO.

Unit 14. Problems of the Third World Countries

Poverty and population explosion, illiteracy, equalization of educational opportunities.

Unit 15: Role of Education and the UNO

Role of the U.N.O.in improving educational opportunities among the member countries,variousofficialorganisationoftheU.N.O.andtheireducationalactivities

Paper-15: **Optional Papers (Any one of the Following)**

A. Economics of Education

Unit1. Economics of Education

Concept, Nature and Scope. Recent Trends in Economics of Education

Unit2. Education and Economic development

Relationship between Education and Economic Development, Human Capital Formation and Manpower Planning.

Unit3. Education and Cost-Benefit Analysis

Concept of Cost Benefit Analysis, Need and Importance of Cost Benefit Analysis in Education

Unit 4. Education and Employment

Need of Education of Employment, Campus Placement, Various Issues of Employment, Present Policy for Employment.

Unit 5: Economics of Education Policy

Nature of Economic Policy, Education as a Public Good

Unit 6: Health Policies

Education and Health: Need of Health Policy for Human Development and Economic Development.

Unit7. Consumer Rights in Education

Concept, Quality of Education and Transparency in Valuation.

Unit8. Economics and Social welfare

Social Choice and the Concept of Economic Efficiency in Allocation of Resources, Education, Productivity and Screening

Unit9. Gender Issues in Economics of Education

Concept of Gender, Women education and Economic Development, Education and Gender Equality, Measures at National and International Level

Unit 10. Financing of education

Role of the Centre, States and Agencies in Financing Education.

Unit 11. Financing in Elementary Education

Pattern of Financing, Need of Financing, Financial Policy for Primary Education in India

Unit 12: Financing in Secondary Education

Pattern of Financing, Need of Financing, Financial Policy for Secondary Education in India

Unit 13: Financing in Higher Education and Technical Education

Pattern of Financing, Need of Financing, Financial Policy for Higher and Technical Education in India

Unit 14: Labour Market

Concept of Labour Market, Sectoral Growth, Unemployment and Underemployment, Labour Mobility in India

Unit 15: Access and Equity in Education

Meaning of Access and Equity, Need of Economy for Improving Access in Education, Reservation Policy in Education in India.

B. Environment and Population Education

Unit1. Environmental Education

Meaning, nature and scope of environmental education, methods of environmental education at different stages-primary, secondary and higher.

Unit2. Perspective of Environmental Education

Ecological and Psychological Perspectives of man and his environment.

Unit3. Environmental Degradation

Causes of environmental degradation and steps for its preventions, man-made disaster, education for environmental awareness and attitudinal change.

Unit4. Programme of Environmental Education

Programme of Environmental Education at different levels of Education- primary, secondary, higher.

Unit5. Conservation and Protection of Environment

Meaning, need, importance, its legal and constitutional provisions, role or individual and society towards environmental conservation.

Unit6. Agencies of Environmental Education-

Formal, non-formal, government, non-government agencies.

Unit7. Media of Environmental Education-

Concept of Instructional Media, Magazine, Seminar, workshop, exhibitions, models, audio-visual aids.

Unit8. Teacher's Training for Environmental Education

Present status, agencies, curriculum of Teacher's training. Problems and remedies of Teacher's training.

Unit9. Population education

Concept, History and Objectives of Population Education. Population Programme in India

Unit10. Population Dynamics

Definition and component of population. Demographic characteristics. Changes in Population. Population Control Measures

Unit11. Methods of Population Education

Observation, Self-study, discussion, lecture, project method, assignment, field-study.

Unit12. Population and Quality of Life

Concept of Quality Life. Quality of Life Resources. Level of living, Social and Political System, process of development. Health and Sustainable Development

Unit13. Curriculum and Population Education

Curriculum of Population Education, Integration and correlation of curriculum. Co-curricular activities.

Unit14. Agencies of Population Education

Formal and non-formal agencies. Role of mass media (newspaper, radio, T.V., audio-visual aids)

Unit15. Population Growth and Educational Development

Quality of Education, Adult Education, Vocational Education, Non-formal Education and Population Education.

Paper-16 Dissertation

The learners would be required to submit a Dissertation Report for 100 marks comprising 4 credits based on a relevant topic in respect of their areas of study. The Dissertation Report will carry 80 marks and the corresponding Viva will carry 20 marks. Detailed information regarding the Dissertation would be provided to the learners regarding the modalities through the University website (www.kkhsou.in) from time to time, by SMS alert services and the designated study centres.

KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY (KKHSOU)

PROGRAMME PROJECT REPORT

ON

MASTER OF ARTS IN ENGLISH

Submitted to

UNIVERSITY GRANTS COMMISSION

BAHADUR SHAH ZAFAR MARG

NEW DELHI – 110 002

Submitted by

K. K. Handiqui State Open University

Guwahati, Assam

April 2018

Registrar
Krishna Kanta Handique
State Open University
Guwahati

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KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY

PROGRAMME PROJECT REPORT

MASTER OF ARTS IN ENGLISH

1. PROGRAMME'S MISSION AND OBJECTIVES:

The MA English Programme has been designed in such a way that it meets the standard of a Master's Programme in English offered in other national and international universities of repute. This programme aims to generate an interest in literature, to inculcate a spirit of critical enquiry, and to develop analytical and creative faculties in the learners. The programme begins with a basic introduction to English literature, its various sources and forms. However, as the Semesters progress, new areas of literature and literary studies including criticism and literary theory are also introduced. The programme also includes compulsory courses on Language and Linguistics, Indian English Literature and American Literature. In Semester IV, learners will also get an opportunity to take an optional course between Modern European Literature and Literature from North-East India (in English and Translation).

The MA English Programme has been thoroughly updated and revised according to the UGC Regulations on Open and Distance Learning 2017. The quality of Curriculum and Syllabus of this programme has been so designed to accommodate the recent developments in the field of higher education in general, and the subject in particular.The MA English Programme aims at generating an interest in Literature, developing an analytical and creative faculty among the learners, developing human resource who might join the teaching fraternity, that might further generate resources, and inculcating a spirit of critical enquiry.

The overall mission of MA English Programme is to provide quality higher education at the doorstep through a flexible open learning mode overcoming all barriers in conformity with national priority and societal need. The University strives to provide 'education beyond barriers'. To achieve this mission, the MA English Programme has the following objectives:

a) To acquire the appropriate methods and approaches to study English literature.
b) To help the learners gain knowledge and ideas needed to conduct research in the field of literature.

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c) To become effective users of research for professional development.
d) To develop the required analytical, critical, and application oriented skills.

2. RELEVANCE OF THE PROGRAMME WITH KKHSOU'S MISSION AND GOAL

Since its inception, KKHSOU has been providing higher education in various subjects and areas using the latest educational inputs and technology. KKHSOU has made it a point to design and implement its academic programmes in such a way that it attracts the fresh learners, highly educated learners, adult learners as well as those learners who could not continue education for reasons more than one. The MA English Programme of KKHSOU has been introduced in order to:

a) Expand the benefits of higher education to anyone who are desirous of education.
b) Maintain equity or justice in the field of higher education by providing opportunities to learn a subject of international importance.
c) Increase research activities on various aspects of literature, society and culture.

The MA English Programme shall contribute towards accomplishment of the mission and goals of an Open University like KKHSOU. Like some other PG Programmes of the University, through the MA English Programme, KKHSOU has succeeded in providing the employed and self-employed individuals an opportunity to plough through the wonderful field of literature and enrich their life. Moreover, a Programme like MA English has also been able to combat social, regional, and gender disparities as thousands of female learners have empowered themselves with a Master's degree in English. Moreover, the relevance of the Programme has been ascertained by the fact that after successfully completing the MA English Programme, a learner can

a) Enter in positions as teachers or lecturers or Assistant Professor in educational institutions
b) Enter the research field by applying for a PhD Programme in English
c) Pursue a career in mass communication and journalism
d) Find a job in publishing and translation agencies as copywriter, editor, and proof reader
e) Find a job of campaign manager and speech writer in government departments

3. NATURE OF PROSPECTIVE TARGET GROUP OF LEARNERS:

KKHSOU specially strives to cater to the needs of the learners irrespective of age, sex, gender and backwardness so that they can have access to quality education. The MA English Programme has been so designed to make the concerned learners acquainted with different aspects of literature and criticism such as— History of English literature, Forms of Literature, World Literature and aspects of Translation, Criticism and Literary Theory, as well as Postcolonial Literatures in English. To achieve the University's mission, the MA English Programme has been designed first for those learners who have an interest in pursuing English Language as the subject of higher studies in the Master's Degree level. However, the nature of the target learners of this Programme is as the following:

a) Regular and fresh learners who have passed their Bachelors in English but failed to enroll in the regular face-to-face mode of education.
b) In-service persons who would also benefit from this programme in case of career progression.
c) Students who are desirous to obtain a Master's Degree taking English as a Major subject.
d) Learners hailing from different rural, remote, and hilly areas and terrains, but desirous of higher education in English.
e) People willing to earn for a descent standard of living, and learning at the same time, fulfilling the motto of lifelong learning.
f) Denied and deprived sections of people such as, the jail inmates and differently abled learners who need education for uplifting their psychological as well as economic conditions.
g) Women learners, especially housewives, and elderly persons who believe in the philosophy of lifelong learning.

4. APPROPRIATENESS OF THE PROGRAMME TO BE CONDUCTED IN OPEN AND DISTANCE LEARNING MODE TO ACQUIRE SPECIFIC SKILLS AND COMPETENCE:

The MA English Programme of KKHSOU has been designed to enable the learners comprehend the history and concepts of English Literature. As the delivery and instructional methods of an Open University is different from that of the conventional Universities, the

teaching-learningtransaction is conducted through the philosophy of a ‘Teacher-in-print’. Most of the instructions are imparted as per the distance education methodology, which comprises:

a) Printed study materials in self-instructional style aresupplied to the learners at the time of admission. The syllabi of the MA English Programme have been upgraded as per the recommendations of the Report of the “Committee to Regulate the Standards of Education being Imparted through Distance Mode” constituted by the Ministry of Human Resource under the chairmanship of N. R. Madhava Menon, popularly known as the Madhava Menon Committee Report.The SLMs of MA English Programme includes “Let Us Know” (Additional Knowledge), “Illustrations”, “Check Your Progress”, “Model Questions”, etc. to self-check theirown progress by the learners concerned.

b) The SLMs of the MA English Programme have the following features conforming to ODL norms:

   i. **Self-Explanatory and Self-contained:** The contentsare presented in such a way that the learners can go through the materials without much external support, or even a physically present teacher.
   ii. **Self-Directed:**The SLMs of MA English Programme are aimed at providing necessary guidance, hints, and suggestions as the Semesters progress.
   iii. **Self-Motivating:**The SLMs of MA English Programme are designed in a way that arouses curiosity to explore the field of literature, sensitises the learners on different philosophical problems and quarries that mankind have been facing, relates acquired knowledge to familiar real life situations, and makes the entire learning meaningful throughout the entire life of the learners.

b. **Audio-Visual Aids:** Other than the SLMs, certain add-on learning resources such as CDs, Community Radio Programmes, and YouTube Programmes etc. are also prepared for the benefit of the learners.

c. **Counselling Sessions:** Normally counselling sessions are held every Sunday at the study centres. The learners can clarify their doubts regarding the different aspects of the syllabus from the interactions with the counsellors.

5. INSTRUCTIONAL DESIGN:

5.1 Curriculum Design

The Curriculum of the MA English Programme has been designed by taking help of experts in the subject from other reputed Universities in the region such as Gauhati University, Guwahati, Dibrugarh University, Dibrugarh, and Tezpur Central University, Tezpur. The contents of the syllabi are updated and revised to meet the national standards. While preparing the syllabi, the UGC Model Syllabi and syllabi of other Universities and recommendations of Madhava Menon Committee had been consulted.

[Structure of the MA English Programme is placed at **Annexure-I** and Detailed Coursewise Syllabus are presented in **Annexure-II]**

The following instructional instruments are provided to the learners of MA English Programme:

a) Self-learning Materials (SLM): The subject experts in the field, considering the learning needs of the learners, design SLMs of MA English Programme.

b) Regular Counselling Sessions at the Study Centre: The counselling sessions are held in all study centres for the MA English Programme. The counselling sessions are held on Sundays besides other days of the week as mutually agreed upon by the study centre and learners.

c) Learners' Support Services/ICT Support Services: ICT support is a major component of any ODL system of education. Our university has as such given emphasis on this. Some ICT-based support services provided by the university for the learners of MA in English are listed below:

i. Website: We have developed a full-fledged official website www.kkhsou.in for our learners and public. Here we have provided all necessary information to our learners. The Website is also linked with the social-networking site like Face book (KKHSOU FB Official Group) for interaction among the learners, faculty members and stakeholders. The website also includes the customised study centre-search facility based on district or programme. And most of the Audio-Video programmes are also made available online through YouTube.

ii. Community Radio Service: **Jnan Taranga** (90.4 MHz) of KKHSOU is the first Community Radio of the North Eastern part of the country. The Community Radio, being a platform for the community for taking up community issues, is also a platform to broadcast several educational programmes that includes debates, discussions, and talk shows.

iii. Ekalavya: With the help of Prasar Bharati, our University has launched a special educational programme namely ***Ekalavya.*** It is aired every Saturday from 8.00 PM to 8.30 PM through All India Radio, Guwahati and Dibrugarh.

iv. Akashvani Phone-in Programme: Our University offers one-hour live **phone-in** counselling programme through AIR, Guwahati and Dibrugarh where officers and experts from this University clarify queries of listeners/learners via telephone. The phone-in programme is aired every Thursday from 09.15 AM to 10.15 AM.

v. e-SLM: An e-learning portal by the name of e-SLM (http://eslm.kkhsou.in/) has been launched by the university. It is also a digital repository where the study materials are uploaded for the benefit of the learners. All the study materials of the programmes (including Bachelor's Degree, Master's Degree etc.) can be accessed through this portal.

vi. Open Access Journals Search Engine (OAJSE): To provide easy access to various open access journals across the world, KKHSOU has developed the Open Access Journals Search Engine (OAJSE), which is available for the users at the URL: www.kkhsou.in/library/oajse or http://oajse.kkhsou.in. OAJSE aims to cover journals in all subjects that are published in the English language. There are now 4,500+ journals in the directory.

vii. KKHSOU Mobile App: The University has developed a mobile application "KKHSOU" to help the learners to connect 24x7 with the university. It can be freely downloaded from Google Play Store (for android user).

viii. MS and e-mail Alert Facility: The University has initiated an SMS and e-mail alert facility for the learners regarding any news, events and learner-related information of the university.

ix. E-mail Services: Learners can mail their quarries to any official/faculty member at the University's official mail id: info@kkhsou.in. The concerned official/faculty member of the University will readdress queries raised through this mail id.

x. TV Programme: The University is going to initiate a half an hour live educational programme through a TV Channel **Prag-News** from June 2018. It will be telecast every Sunday at 8:30 am.

5.2 Duration of the Programme:

The MA English Programme comprises 4 Semesters, and the minimum duration of Programme is 2 years. The Programme has 4 courses in each semester carrying 100 marks each (80+20).

For 4 semesters, the Programme will have 16 courses.The academic session starts in July-August. A learner is allowed to take a maximum of Six years to complete the Programme. This means that a learner shall get additional 4 yearsto complete the Programme. This is possible mainly because the mandate of KKHSOU is to provide 'flexitime' learning opportunity to all learners.

In case, a learner is not able to qualify a course in the first attempt, he/shehas to qualify in the particular course within the next four attempts, subject to maximum duration of the study.

5.3 Credit Distribution:

The University follows the system of assigning 30 hours of study per credit of a course. According to this norm, a 4-credit course constitutes 120 study hours. Out of the total credit hours, a minimum of 10 percent, i.e., minimum 12 hours of counselling per course is offered to the learners at their respective study centres. The MA English Programme has 64 credits in total. [See **Annexure I]**

5.4 Instructional Delivery Mechanism

The Self Learning Materials have been prepared keeping in view easy comprehension and systematic study of the learners.There are Self Checking Questions (with Answers) in each unit so as to enable the learners to check their progress on their own.The three basic domains of knowledge, viz., behavioural domain, cognitive domain and constructive domain are laid emphasis upon in the preparation of the SLMs. A few examples have been mentioned in the following table.

Domain of Knowledge	**General Learning Tasks generally used**	**Contents in Self Learning Materials**
Behavioural	• Memorising • Undertaking Routine Tasks • Learning arbitrary information	• Study of Literature encompasses the need to remember certain important dates of revolutions, historic

	• Learning rule systems • Invariable (Routine) learning procedures	movements, the different ages of literature from Anglo-Saxon to the Post Modern periods,publication date of famous works, memorise poems, etc.All these shall contribute towards the learner's development in this domain of knowledge.
Cognitive	• Classifying • Concept learning • Problem-solving • Procedures • Reasoning and argument • Rules	• Concepts are a major factor towards the understanding of literature in general and literary and critical theories in particular. Learners shall be provided enough scope to cultivate their cognitive domain.
Constructive	• Case Studies • Complex Situations • Real-world Problem-solving	• Literature and society are closely related to each other. The programme shall definitely help the learners to tackle practical problems in their lives with critical reasoning and a broader outlook. Apart from this, the SLM on language and linguistics, grammar, etc. shall help the learners to express their opinions and views openly by developing their knowledge on grammar in written as well as spoken aspects.

5.5 Faculty and Support Staff Requirement:

The University currently has 1 full time Associate Professor and 2 Assistant Professors in the Department of English.

5.6 Specialisation:

All the courses of the MA English Programme are compulsory. Optional Courses are offered only in the 4thsemester. In this regard,**Annexure I** and **Annexure II** may please be referred.The learners will have to opt for one course from any two specialisation. However, more options shall be introduced in due course of time with the increase of the number of faculty members who will be able to offer more optional courses.

5.7 Project Study:

So far, the MA English Programme does not have the provision of Project Study.

6. PROCEDURE FOR ADMISSION, CURRICULUM TRANSACTION AND EVALUATION:

6.1 Admission Procedure:

1. The admission for the academic session 2018-19 of the University will be through online mode. A learner who desires to take admission in KKHSOU will have to submit his/her application through the online admission link provided in the University website www.kkhsou.in. The learner has to carefully go through the instructions for filling up the online admission form and complete the process accordingly. In the online admission system, the learner has to register with his/her mobile no/email id, and has to carefully verify the subjects of his/her choice available in the respective study centers.
2. For admission to a particular programme, the course fee is to be paid through online transaction mode—i.e., through credit card/debit card/net banking or any other available online mode of payment.
3. The learner after successful submission of the online admission form has to take a print out and submit the same to the study centre for hard copies of SLMs.
4. The verification of online application form will be done in the University and after the completion of the verification process, the e-SLMs will be sent to the respective Email-id of the learner.
5. The learners who have submitted incomplete application may be given conditional admission at the University's discretion, subject to fulfillment of other eligibility criteria.
6. All the enrolled learners will be provided with registration nos, SLMs and Identity cards.
7. The learner who is unable to complete the programme within specified period is required to register himself/herself as a fresh learner by paying the requisite fee.

6.2 Eligibility Criteria:

Any graduate from KKHSOU or any other University recognized by UGC is eligible for applying to the MA Programme in English.

6.3 Lateral Admission:

As of now, there is no provision for Lateral Entry for the MA English Programme.

6.4 Continuous Admission:

a. Admission will have to be taken continuously in the programmes without any break. A learner will be allowed to appear in all the examinations, including back courses, within the stipulated time of a programme.
b. A learner will have to take admission to the next semester within one month from the last date of examination of the previous semester. It doesn't depend on whether the candidate appeared in the previous examination or not.
c. A learner will be allowed to take admission to the next semester beyond one month, but within two months from the last date of examination of the previous semester with a fine of Rs 500/-.
d. A learner may be allowed to take admission even after the issue of notification for filling up of examination forms, but such learners will be allowed to appear in the examination of that semester in the next year only.

6.5 Fee Structure:

The fee structure of the MA English Programme is as follows:

Semester wise Fee Structure

Semesters	**Fee** (In Rupees)
First	5000.00
Second	4700.00
Third	4700.00
Fourth	4800.00
Total	**19200.00**

6.6 Fees for Project:

As of now, there is no provision for Project for the MA English Programme.

6.7 Financial Assistance:

The University offers free education to the jail inmates and differently abled learners. At present, the University offers free education in 16central/district jails of Assam. The University is in the process of adding more central/district jails in the Academic Session 2018-19.

6.8 **Refusal/Cancellation of Admission**

Not with standing anything contained in the Prospectus/Information Brochure, the University reserves the right to refuse or cancel Admission of any Candidate.

6.9 Curriculum Transaction and Activity Planner:

An activity planner, that guides the overall academic activities in the English Programme, shall be made available prior to the admission schedule of the University. Besides, the CIQA office of KKHSOU has been newly constituted as per the UGC guidelines. The office of the Dean (Academic) will upload the Academic Plan and month wise Academic Calendar in the University Website, to enable the learners to plan their studies and activities accordingly.

6.10The Evaluation System of the Programme:

a) The University adopts both formative and summative evaluation for all its courses. The evaluation of the MA English Programme is conducted in two parts: internal and external. The internal evaluation is to be undertaken by the learner himself/herself. For this, the University has designed some Check Your Progress questions, which would help the learners to self-check the progress of their study. However, this is undertaken by the learners themselves, and is non-credit based. Besides, there is also the provision of Self-assessment exercises within each unit of study.

b) Continuous evaluation is done mainly through tutor-marked home assignments.

c) For overall evaluation of a course, the University follows the two types of evaluation:
   1) Continuous Evaluation (Home Assignments) : Weightage assigned 20%.
   2) Semester-end Examinations : Weightage assigned 80%.

d) The learners will have to submit the assignments within the schedule of a Semester at the respective study centres. The counsellors at the study centres evaluate the assignments and return them to the learners with feedback.

e) Semester-end examinations are conducted on scheduled dates at select examination centres.

f) Evaluation is done by the external examiners at the zonal centres. After evaluation, further scrutiny is done. Results are declared within scheduled dates as laid down in the Activity Planner.

g) Learners will be able to get their scripts re-evaluated if they are not satisfied with evaluation.

h) Questions for the Semester End examination will be set as per the Evaluation policy of the University that covers all the modules of the respective courses.

i) The evaluation of learners depends upon various instructional activities undertaken by them. A learner has to write assignment responses compulsorily before taking term-end examination from time to time to complete an academic programme.

7. REQUIREMENT OF LABORATORY SUPPORT AND LIBRARY RESOURCES:

7.1 Laboratory Support

Being a theoretical subject, the MA English Programme does not require the assistance of a Laboratory.

7.2 Library Resources

Well-organised library services are offered to the learners through physical library facilities set up by the University Headquarters as well as at the respective study centres. Reference books for the learners of the MA English Programmes are suggested by the faculty members of the Department.

The Central Library, Krishna Kanta Handiqui State Open University plays a vital role in the collection, development and dissemination of academic, scientific and technical information to meet the present and future needs of the University. The Central Library, KKHSOU is located at the Rani Campus, Guwahati. The library is in the 3rd Floor of the Main Building. The library remains open from 10.00 am to 5.00 pm in all working days. The library is fully computerized with an ILS (Integrated Library System) and also equipped with RFID (Radio-frequency Identification) technology.

The Central Library has the following resources-

Physical Resources:

- ***Books-*** 18,164
- ***Theses-*** 8
- ***Report-*** 1
- ***Journals-*** 35
- ***Magazines-*** 12
- ***News Papers-*** 5
- ***Audio CD/DVD-*** 49
- ***Video CD/DVD-*** 6
- ***CD/DVD with Textual documents-*** 66

E-resources:

- ***E-Journals:*** The Central Library of KKHSOU subscribed e-journals from JSTOR (www.jstor.org), and the resources are very much necessary for academic and research community of the University.

- ***Digital Library:*** Digitization has become deeply embedded into every aspect of education today. Hence, the Central Library of KKHSOU has started the Digital Library initiative. The mission of the "Digital Library at KKHSOU" is to locate, digitize, preserve, collect and make accessible the accumulated wisdom of the institute's output to the global community. The resources of the Digital Library include Administrative Documents, Conference/Seminar Proceedings, Faculty Publications, Journal of Open Learning and Research Communication (JOLRC), KKHSOU in News and Media, Newsletters, Annual Reports, MPhil/PhD Theses, Public Lectures, Convocation Addresses, Working Papers, etc. URL: http://dlkkhsou.inflibnet.ac.in
- ***Open Access Journals Search Engine (OAJSE):*** To provide easy access to various open access journal across the world, KKHSOU developed the Open Access Journals Search Engine (OAJSE), which is available for the users from the URL www.kkhsou.in/library/oajse.
- ***KKHSOU at Shodhganga***: Krishna Kanta Handiqui State Open University (KKHSOU) has joined Shodhganga for depositing their theses which is available for the users from the URLhttp://shodhganga.inflibnet.ac.in/handle/10603/145533. Shodhganga repository is the reservoir of Indian intellectual output stored, hosted and maintained by the INFLIBNET Centre, an IUC of UGC.

8. COST ESTIMATE OF THE PROGRAMME 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 Expert Committee, honorarium to be 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.

As regards, 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 MA English Programme.

8.1 Programme Development Cost: Rs 1,861,500.00

The office of the Finance Officer of KKHSOU has worked out the following also.

a. SLM Development Cost for Master's Degree Programme per unit - Rs. 7,300/-
b. Printing Cost per SLM - Rs. 56/-
c. Cost of CD per unit - Rs. 23/-

8.2 Programme Delivery Cost:

The SLMs prepared have to be delivered to various study centres located at the far-flung remote areas. On an average, the University delivers about 15 kgs of study materials per student. The cost of delivery of 1 kg of such material is Rs.10. Accordingly, depending upon the number of candidates; the cost for the MA English Programme will be provisioned by the University. The office of the Finance Officer has calculated the delivery cost of SLM per student atRs. 150/-

8.3 Programme Maintenance Cost:

The University will keep financial provision for organizing stakeholders' 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, but will also benefit the learners of other programmes. The University will also bear the cost of organizing the meeting of Syllabus Revision Committee etc. and 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. Maintenance Cost for MA English Programme per studentis Rs. 4,925.00 as calculated by the office of Finance Officer.

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

9. QUALITY ASSURANCE MECHANISM AND EXPECTED PROGRAMME OUTCOMES:

9.1 Quality Assurance Mechanism:

With regard to the quality concerns of the Self Learning Materials, the department of English isinvolved in the following activities:

a) The Programme design and structure is decided upon after a series of discussions and deliberations with a few carefully chosen subject experts, who are mostly eminent scholars and professionals in the respective fields belonging to reputed institutions of higher education. Formed with due approval from the University authority, this expert Committee is helped by the in-house faculty members of the English Department inpreparing the framework of the Programme.

b) After the completion of the framework, preparation is undertaken to allot the papers/courses (which is composed of 15 units) to the prospective authors/course writers. For this purpose, the in-house faculty members, who also play the role of Programme coordinator/sprepare a carefully chosen list of authors for the task, and subsequently, assigns the task of course writing to these authors. The in-house faculty members also contribute units and edit the units submitted by the course writers who are mostly research scholars as well as faculty members from reputed higher educational institutions.

c) After the English Department receives the units from the course writers, they are sent to content editors, who are mostly academicians from reputed higher educational institutions. They will examine and evaluate the contents of the units, and provide their suggestions and feedbacks to be included by the coordinator/s of the MA English Programme.

d) After careful completion of content editing, the materials are either checked by the faculty members of the English Department or sent to the Language Editor. Once the Units become ready for print, they are sent for final printing.

e) After printing is done, the SLMs are distributed to the respective study centres. Arrangements shall be made to distribute the SLMs to the learners at the time of admission.

f) The newly constituted CIQA Office is planning to conduct stakeholders meeting; SLM and Counselling Workshops, which is expected to provide the University and the Department with required inputs for quality enhancement.

g) In order to keep the Programme up-to-date, it will be revised and necessary changes will be incorporated for the benefit of the learners, based on the inputs received from the mechanism as mentioned above.

9.2Expected Programme Outcomes:

The outcomes of the programme are manifold:

a) It will enable the learners to acquire knowledge enabling them to articulate well the conditions around them.

b) The programme will also help the learners to seek employment and career prospect avenues in their field of choice.

Annexure I

ProgrammeStructure

Semester	Course Code	Title of the Course	Marks	Credit
Semester 1	Course Code 01	English Social and Cultural History	20+80	4
	Course Code 02	English Poetry: Chaucer to the Neoclassical	20+80	4
	Course Code 03	English Drama from Elizabethan Restoration	20+80	4
	Course Code 04	Non-fictional Prose	20+80	4
Semester 2	Course Code 01	18^{th} and 19^{th} Century Novels	20+80	4
	Course Code 02	Language, Linguistics and Grammar	20+80	4
	Course Code 03	Poetry: Romantic to Victorian	20+80	4
	Course Code 04	Literary Criticism	20+80	4
Semester 3	Course Code 01	20^{th} Century Novels	20+80	4
	Course Code 02	Modern Drama	20+80	4
	Course Code 03	Modern Poetry	20+80	4
	Course Code 04	Indian English Literature	20+80	4
Semester 4	Course Code 01	Literary and Critical Theory I	20+80	4
	Course Code 02	Literary and Critical Theory II	20+80	4
	Course Code 03	American Literature	20+80	4
	Course Code 04	Modern European Literature (Option 1) Literature From North East India (in English and Translation) (Option 2)	20+80	4
Total Marks			**1600**	**64**

Annexure II

Detailed Coursewise Syllabus of the MA Programme in English

SEMESTER I

COURSE 1: ENGLISH SOCIAL AND CULTURAL HISTORY

[Section A: English Social History]

Block 1:Medieval to Renaissance

Unit 1: Norman Conquest and Feudalism
The Norman Conquest, Consequences of the Norman Conquest: Replacement of the English, English Emigration, The System of Government, Changes in Language and Society, Ideas of Feudalism: Feudalism and Literature, Decline of Feudalism: Black Death, Peasants' Revolt, Other Factors

Unit 2: Growth of English Towns/Urbanisation in London
Growth of English Towns, Urbanisation in London

Unit 3: Christianity, Reformation and Role of the Church
Idea of Christianity, Role of Medieval Church, The Church and Medieval Culture, Theology and Intellectual Activities

Unit 4: Renaissance Humanism
History of the Renaissance, Humanism and Renaissance Thought, The Renaissance Literature, Renaissance and the Exploration of New Worlds

Block 2: Enlightenment to Imperialism

Unit 5: Enlightenment I
Ideas of the Enlightenment, Age of Reason, Early Enlightenment Thinkers: Francis Bacon, Rene Descartes, Baruch Spinoza, Voltaire, Montesquieu, John Locke, George Berkeley, English Empiricism, Rationalism

Unit 6: Enlightenment II
Aftermath of the Enlightenment, Rise of Democracy: Medieval Developments, The Magna Carta, Role of Church & the State of Learning, Democracy in the 16th and 17th Century, Developments From18th to 20th Centuries

Unit 7: Industrialisation and Its Impact
Understanding Industrialism, Industrial Revolution in England, The Rise of the Working Class, Industrial Revolution and its aftermath

Unit 8: Colonialism and Imperialism
Ideas of Colonialism and Nationalism, Trade and Conflict, Idea of the Empire: The First British Empire, The Second British Empire, Other Four Phases of the British Empire, Imperialism and Expansion

[Section B: History of English Literature]
Block 3: Medieval to Neo-classical

Unit 9: The Medieval Age
The Social Context, The Intellectual Context, Major Literary Forms:Poetry, Drama, Prose, Important Writers: Geoffrey Chaucer,William Langland, John Gower, John Mandeville, Thomas Malory

Unit 10: The Renaissance
The Intellectual Context, Impact of the Renaissance on English, Literature, Major Literary Forms: Poetry, Prose, Drama,Reassessment of the term Renaissance in the 20th century

Unit 11: Restoration and After
The Intellectual Context, Major Literary Forms: Poetry, Prose,Drama, Novel, Important Writers: John Dryden, William Congreve,John Bunyan, Aphra Behn, Daniel Defoe, Alexander Pope, JonathanSwift, Richard Steele, Joseph Addison, Samuel Johnson, JohnMilton

Unit 12: Neo-classical Age
Intellectual Context, Features of the Neoclassical Age, ImportantWriters: John Dryden, Joseph Addison, Alexander Pope, LordChesterfield, Henry Fielding, Samuel Johnson, Oliver Goldsmith,Edward Gibbon

Block 4: The Romantic to Modern

Unit 13: The Romantic Age
Intellectual Context, Major Literary Form: Poetry, Fiction, LiteraryCriticism, Important Writers: S.T. Coleridge, William Wordsworth,Robert Southey, George Byron, P. B. Shelley, John Keats, JaneAusten, Walter Scott, William Hazlitt, Charles Lamb

Unit 14: The Victorian Age
Intellectual Context, Victorian Novel: Charles Dickens, WilliamThackeray, The Bronte Sisters, George Eliot, Victorian Poetry,Victorian Prose

Unit 15: The Modern Age (Till WW II)
Intellectual Context: From 1890-1918, and From 1918-1939, MajorLiterary Forms and Writers, Modern Novel: From 1890-1918 &From 1918-1939, Modern Poetry: From 1890-1918 & From 1918-1939, Modern Drama: From 1890-1918 & From 1918-1939

Unit 16: The Modern Age (After WW II)
Novels, Poetry, Drama

COURSE 2: ENGLISH POETRY: CHAUCER TO THE NEOCLASSICAL

Block 1: Chaucer to Shakespeare

Unit 1: Introducing Medieval Poetry
Different Forms of Mediaeval Poetry: The Lyric, The Ballad, Allegory,Descriptive and Narrative Poems, Metrical Romance, Important MedievalPoets: Geoffrey Chaucer, William Langland, John Gower, John Barbour

Unit 2: Geoffrey Chaucer: The General Prologue to *The Canterbury Tales (Part I)*
Chaucer: The Poet, His Life, His Poetic Works, Chaucer as a SocialCritic

Unit 3:Geoffrey Chaucer: The General Prologue to *The Canterbury Tales (Part II)*
Reading the Poem: *The General Prologue,* Chaucer's Characterisation,Chaucer's Poetic Style

Unit 4: Thomas Wyatt &Henry Howard, Earl of Surrey: The Appeal "And Wilt Thou Leave Me Thus?" (Wyatt) & A Praise of his Love "Give place ye lovers" (Surrey)

The Sonnet Tradition, Thomas Wyatt: The Poet, Henry Howard, Earl ofSurrey: The Poet, Reading Wyatt's *The Appeal "And wilt thou leave methus?"* Reading Surrey's *"Love that doth reign and live within my thought"*

Unit 5: William Shakespeare: Sonnet 65 "Since Brass, nor Stone, nor Earth, nor Boundless Sea"&Sonnet 144 "Two Loves I have of Comfort and Despair"

William Shakespeare: The Poet, Reading the Sonnets: Major Themes,Shakespeare's Poetic Style, Critical Reception of Shakespeare as aPoet

Block 2: Metaphysical Poetry to Milton

Unit 6: Introducing Metaphysical Poetry
The Tradition of Metaphysical Poetry, Beginning and Development,Important Practitioners: John Donne, George Herbert, RichardCrashaw, Henry Vaughan, Abraham Cowley, Andrew Marvell,Critical Receptions of Metaphysical Poetry

Unit 7: John Donne: "A Valediction: Forbidding Mourning" &"Death Be Not Proud"
John Donne: Life and Works, Reading the Poem: "The Sun Rising",and "Death Be Not Proud", Donne's Poetic Style

Unit 8: Andrew Marvell, "To his Coy Mistress" & "The Garden"
Andrew Marvell: Life and Works, Reading the Poems: "To His CoyMistress" and "The Garden", Marvell's Poetic Style

Unit 9: John Milton: *Paradise Lost* "Book I" (Part I)
John Milton: Life and Works, Context of the Poem *Paradise Lost,*Extracts from *Paradise Lost* (Book I)

Unit 10: John Milton: *Paradise Lost* "Book I" (Part II)
The Plot of *Paradise Lost,* Reading *Paradise Lost* (Book I), Milton'sPoetic Style

Block 3: Neo classical Poetry

Unit 11: Introducing Neoclassical Poetry
The Tradition of Neoclassical Poetry, Important Poets: JohnDryden, Samuel Butler, Alexander Pope, Matthew Prior, John Gay,Edward Young

Unit 12: John Dryden: "Absalom and Achitophel" (Part I)
John Dryden: Life and Works, Context of the Poem *Absalom andAchitophel*, Dryden as a Satirist

Unit 13: John Dryden: "Absalom and Achitophel" (Part II)
Extracts of the Poem *Absalom and Achitophel,* Summary of thePoem *Absalom and Achitophel,* Reading the Poem, Dryden'sPoetic Style

Unit 14: Alexander Pope: "The Rape of the Lock" (Part I)
Alexander Pope: Life and Works, Context of the Poem, Pope as aSocial Critic

Unit 15: Alexander Pope: "The Rape of the Lock" (Part II)
The Text of Canto I, Summary of the Whole Poem, Reading thePoem (Canto 1), Pope's Poetic Style

COURSE 3: ENGLISH DRAMA: ELIZABETHAN TO RESTORATION

Block 1: Marlowe and Jonson

Unit 1: Introducing Renaissance Drama
History of Drama, Drama in the Renaissance Period: The EnglishSociety of the Time, Condition of Staging Plays and Playhouses,Private Playhouses, Playwrights and the Condition of Productions,Pre-Shakespearean Playwrights: The University Wits (John Lyly,George Peele, Robert Greene, Thomas Nash, Thomas Lodge,Thomas Kyd, Christopher Marlowe), William Shakespeare, Post-Shakespearian Playwrights: Ben Jonson, Francis Beaumont,George Chapman, John Marston, Thomas Dekker, ThomasMiddleton, Thomas Heywood, John Webster, Cyril Tourneur

Unit 2: Christopher Marlowe: Life and Works
Christopher Marlowe: The Playwright, Sources of the Play *TheJew of Malta,* Critical Reception of Marlowe

Unit 3: Christopher Marlowe: *The Jew of Malta*
Act wise Summary of the Play, Critical Commentary on the Play,Major Themes, Major Characters

Unit 4: Ben Jonson: Life and Works
Ben Jonson: The Playwright, Jonsonian Comedy, CriticalReception of Jonson

Unit 5: Ben Jonson: *Volpone*
Sources of the Play *Volpone,* Act wise Summary of the Play, CriticalCommentary on the Play, Major Themes, Major Characters

Block 2: Shakespeare

Unit 6: William Shakespeare: Life and Works
William Shakespeare: Life and Works, Shakespeare's Tragedies,Critical Reception of Shakespeare

Unit 7: William Shakespeare: *King Lear* (Part I)
A Quick View at Shakespeare's Tragedies, Act-wise Summaryof the Play, Critical Reception of Shakespeare's *King Lear*

Unit 8: William Shakespeare: *King Lear* (Part II)
Critical Commentary of the Play, Major Themes, Major Characters,Shakespeare's Art of Characterisation

Unit 9: William Shakespeare: *Twelfth Night or What You Will*
Shakespearean Comedies, Sources of the Play *Twelfth Night*,Reading the Play *Twelfth Night*, Act wise Summary of the Play,Critical Commentary on the Play, Major Themes, Major Characters

Unit 10: William Shakespeare: *TheTempest* (Part I)
William Shakespeare: The Playwright, Sources of the Play *TheTempest*, Act wise Summary of the Play

Unit 11: William Shakespeare: *TheTempest* (Part II)
Critical Commentary on the Play, Major Themes, Major Characters,Critical Reception of the play

Block 3: Jacobean to Restoration

Unit 12: John Webster: *The White Devil* (Part I)
John Webster: The Playwright, Sources of the Play *The WhiteDevil*, Act wise Summary of the Play, Critical Receptionof Webster's *The White Devil*

Unit 13: John Webster: *The White Devil* (Part II)
Critical Commentary of the Play, Major Themes, Major Characters,Webster's Art of Characterisation

Unit 14: William Congreve: *The Way of the World* (Part I)
William Congreve: The Playwright, Act wise Summary of the Play,Critical Reception of Congreve's *The Way of the World*

Unit 15: William Congreve: *The Way of the World* (Part II)
Critical Commentary of the Play, Major Themes, Major Characters

COURSE 4: NON-FICTIONAL PROSE

Block 1: Essays

Unit 1: Montaigne: "Of Solitude"

Montaigne: Life and Works, Explanation of the Text: List of ImportantReferences in the Text, Glossary of the Text, Major Themes, Styleand Language, Critical Reception

Unit 2: Francis Bacon: "Of Truth" & "Of Studies"
Francis Bacon: Life and Works, Explanation of the Essays:Explanation of the Essay "Of Truth", Explanation of the Essay "OfStudies", Glossary, Major Themes, Style and Language, CriticalReception

Unit 3: Charles Lamb: "My Relations"
Charles Lamb: Life and Works, Reading the Text: Major Themes,Lamb's Prose Style, Critical Reception

Unit 4: Virginia Woolf: "Modern Fiction"
Virginia Woolf: Life and Works, Woolf's Idea of the Essay as aLiterary Form, Reading the Text: Major Themes, Woolf's ProseStyle, Critical Reception

Unit 5: George Orwell: "Shooting an Elephant"
George Orwell: Life and Works, Reading the Text: Major Themes,Orwell's Prose Style, Critical Reception

Block 2: Life Writing (Biography/Autobiography)

Unit 6: Jean-Jacques Rousseau (1712-78): *Confessions,* Vol- I: Book 1–Childhood
A Brief History of Autobiography, Jean-Jacques Rousseau: Lifeand Works, Reading about *The Confessions,* Rousseau's ProseStyle, Critical Reception

Unit 7: Samuel Johnson: "Life of Milton"
A Brief History of Biography, Samuel Johnson: Life and Works,Reading the Text, Johnson's Prose Style, Critical Reception

Unit 8: "Florence Nightingale" from Lytton Strachey's *Eminent Victorians*
Lytton Strachey: Life and Works, Reading the Text: Major Themes,Strachey's Prose Style, Critical Reception

Unit 9: Russell's *Autobiography* (Chapters: I & II)
Bertrand Russell: Life and Works, Reading Russell's*Autobiography*, Reading Chapter I: "Childhood", Reading Chapter II:"Adolescence", Russell's Prose Style, Critical Reception

Unit 10: Diary of Virginia Woolf (Select Entries)
What is Life Writing?, Virginia Woolf as a Diarist, Reading theDiary Entries, Important Themes, Style and Language

Block 3: Letters and Travel Writings

Unit 11: Keats' Letters: To Benjamin Bailey, 22 November, 1817, &To John Hamilton Reynolds, 3 May 1818

John Keats: The Letter Writer, Reading the Texts: Major Themes,Keats' Prose Style, Critical Reception

Unit 12: Eric Newby: *A Short Walk in the Hindu Kush* (Chapter IV "Pera Palce" &Chapter V "The Dying Nomad") I

A Short History of Travel, Eric Newby: The Travel Writer, BriefSummary of the book

Unit 13: Eric Newby: *A Short Walk in the Hindu Kush* (Chapter IV "Pera Palce" & Chapter V "The Dying Nomad") II

Reading Chapter IV: "Pera Palace", Reading Chapter V: "The DyingNomad", Newby's Prose Style, Major Themes

Unit 14: V.S. Naipaul: *An Area of Darkness* (Chapter 1)

A Brief Account of Travel Writing, V.S. Naipaul: Life and Works,Reading the Chapter, Important Themes, Style and Language

SEMESTER II

COURSE 1: 18TH AND 19TH CENTURY FICTION

Block 1: Theories of Fiction

Unit 1: Milan Kundera: *Art of the Novel*

Milan Kundera: Life and Works, Reading the Text prescribed, Important Ideas in the Text Reception of Kundera's Ideas

Unit 2: Wayne C. Booth: *"Telling and Showing"* from *The Rhetoric of Fiction*

Wayne C. Booth: Life and Works, About the Book *The Rhetoric of Fiction,* Some Excerpts from the text of "Telling and Showing", Reading the Text

Unit 3: Narratology

Narratology: Meaning and Scope, Important concepts in Narratology, Story and Plot, Narrative, Narrator, Narratee, Point of View

Unit 4: Shlomith Rimmon Kenan: Concepts from Narrative Fiction

Shlomith Rimmon-Kenan: Life and Works, What is Narrative?, Important Concept of the Book, Idea of the Story: Events/Character, Idea of Time (Order, Duration, Frequency), Characterisation, Focalisation, The Role of the Reader

Block 2: Fiction: Fielding to Dickens

Unit 5: Henry Fielding: *Tom Jones* (Part I)

Henry Fielding: The Novelist, His Life and Works, Story of the Novel, Critical Reception of Fielding

Unit 6: Henry Fielding: *Tom Jones*(Part II)
The Prefatory Introductions to the Books of the Novel, Major Themes, Fielding's Art of Characterisation, Fielding's Narrative Style

Unit 7: Jane Austen: *Mansfield Park* (Part I)
Jane Austen: The Novelist, Her Life & Works, Story of the Novel, Critical Reception of Austen

Unit 8: Jane Austen: *Mansfield Park*(Part II)
Reading the Novel, Major Themes, Austen's Art of Characterisation, Austen's Narrative Style

Unit 9: Charles Dickens: *Tale of Two Cities* (Part I)
Charles Dickens: The Novelist, His Life & Works, Story of the Novel, Critical Reception of Dickens

Unit 10: Charles Dickens: *Tale of Two Cities*(Part II)
Reading the Novel, Major Themes, Dickens' Art of Characterisation, Dickens' Narrative Style

Block 3: Fiction: The Brontes to Hardy

Unit 11: Emile and Charlotte Bronte: Life and Works
Charlotte Brontë: The Novelist, Emily Brontë: The Novelist, Anne Brontë: The Novelist, Critical Reception of the Brontë Sisters

Unit 12: Charlotte Bronte: *Jane Eyre*
The Story of the Novel, Major Themes, Charlotte Brontë's Art of Characterisation, Charlotte Brontë's Narrative Style

Unit 13: Emile Bronte: *Wuthering Heights*
The Story of the Novel, The genesis of *Wuthering Heights*, Major Themes, Emile Brontë's Art of Characterization, Emile Brontë's Narrative Style

Unit 14: Thomas Hardy: *Tess of the d'Urbervilles* (Part I)
Thomas Hardy: The Novelist, His Life & Works, The Story of the Novel *Tess of the d'Urbervilles*, Critical Reception of Hardy

Unit 15: Thomas Hardy: *Tess of the d'Urbervilles*(Part II)
Reading the Novel *Tess of the d'Urbervilles*, Major Themes, Hardy's Art of Characterization Hardy's Narrative Style

COURSE 2: LANGUAGE, LINGUISTICS AND GRAMMAR

Block 1: History of English Language and Phonetics

Unit 1: History of the English Language I
Origins of English—Anglo Saxon Period, Middle English Period, Modern English Period, Growth of Vocabulary—Borrowings from other Languages, Word Formation, Language Change:

Grammar, Language Change: Spelling and Pronunciation, Basic Concepts of Language—Arbitrariness, Base, Comparative Philology, Dialects, Standard Language.

Unit 2: History of the English Language II
Renaissance: Rise of Modern English, Change of Meaning—Generalisation, Specialisation, Differentiation, Association of Ideas, Contributors to the development of English—The Contribution of William Shakespeare, The Contribution of Dr. Johnson, The Contribution of T.S. Eliot, The Contribution of the Bible, American English—Changes in Vocabulary, Changes in Spelling, Changes in Grammar, Changes in Pronunciation

Unit 3: Introduction to Linguistics
Linguistics as a Scientific Study of Language, Structure and Systems of Language—Synchrony and Diachrony, Langue and Parole, Syntagmatic and Paradigmatic Relations, Branches of Linguistics—Anthropological Linguistics, Applied Linguistics, Computation Linguistics, Ethno-Linguistics, Historical Linguistics, Philosophical Linguistics, Psycholinguistics, Sociolinguistics

Unit 4: Phonology and Phonetics I
What is Phonology?—Phone, Phoneme, Allophone, What is Phonetics?—Acoustic Phonetics, Auditory Phonetics, Articulatory Phonetics, The Speech Sounds: Vowels—The Pure Vowels, The Diphthongs, The Speech Sounds: Consonants—Plosives, Affricates, Fricatives, Nasals, Lateral, Frictionless Continuants, Semi Vowels

Unit 5: Phonology and Phonetics II
The Syllable—The Syllabic Consonant, Consonant Clusters, Word Stress—Stress Patterns of English Words, Stress in Compound Words, Grammatical Function of Stress—Accent and Rhythm, Intonation

Block 2: Morphology, Syntax and Semantics

Unit 6: Morphology
What is Morphology, The Morpheme, Free and Bound Morpheme, Morphs and Allomorphs, Morphological Analysis of Words—Lexical Words and Grammatical Words, Simple, Complex and Compound Words, Affix, Stem and Root, Inflectional and Derivational Morphology, Word Formation

Unit 7: Syntax I
What is Syntax, Constituent Structure: Constituents of NP, VP, Prep P, Adj P, Adv P, Clause Constituents, P.S. Rules.

Unit 8: Syntax II
Different Elements of Syntax, I.C. Analysis, T.G. Grammar—Distinctions of Traditional Grammar with TG Grammar, Deep and Surface Structure, Transformational Analysis, Syntax and Semantics

Unit 9: Semantics I
Scope of Semantics, Different Elements of Meaning, Conceptual Meaning, Connotative Meaning, Social & Affective Meaning, Reflected and Collocative Meaning, Thematic Meaning, Componential Analysis

Unit 10: Semantics II
Meaning Relations, Antonymy, Synonymy, Polysemy, Hyponymy, Homonymy, Collocation Restriction, Sentence Meaning, Theories of Semantics, The Verification Theory, The Truth Conditional Theory

Block 3: Branches of Linguistics

Unit 11: Sociolinguistics I
Scope and Areas of Investigation, Language and Society, Speech Community, Dialects and Idiolects, Regional Dialects and Isoglosses, Social Dialect, Register and Style, Code Switching and Code Mixing

Unit 12: Sociolinguistics II
Pidgin, Creole, Standard Language, Bilingualism and Multilingualism, Language Planning

Unit 13: Psycholinguistics
Nature and Scope of Psycholinguistics, Major Schools of Psychology of Learning: The Behaviourist School, The Cognitive School, Constructivism, Theory of Innate Language Structure, Acquisition-Learning Hypothesis

Unit 14: English Language Teaching I
ELT: A Historical Overview, Communicative Competence, Contrastive Analysis, Error Analysis, Inter language

Unit 15: English Language Teaching II
Approaches, Methods and Techniques of Teaching English, Grammar Translation Approach, The Structural Approach, The Communicative Approach, Modern Approaches

COURSE 3: ENGLISH POETRY: ROMANTIC TO VICTORIAN

Block 1: Romantic Poetry I

Unit 1: Introducing Romantic Poetry
Significance of Romantic Poetry, Literary Features of the Romantic Poetry, Major Romantic Poets, Critical Reception

Unit 2: William Blake: "A Cradle Song" (Songs of Innocence)& "A Cradle Song II" (Songs of Experience)
William Blake: The Poet, His Life and Works, Explanation of the Poems—"A Cradle Song I" (*Songs of Innocence*) & "A Cradle Song II" (*Songs of Experience*), Major Themes, Style and Language, Critical Reception of Blake

Unit 3: William Wordsworth: Life and Works
William Wordsworth: The Poet, His Life & Poetic Works, Reception of Wordsworth as a Romantic Poet

Unit 4: William Wordsworth: "Tintern Abbey"&"Ode on Intimations of Immortality"
Reading the Poems—"Tintern Abbey" & "Ode: Intimations of Immortality", Wordsworth's Poetic Style

Unit 5: Samuel Taylor Coleridge: Life and Works
Samuel Taylor Coleridge: The Poet, His Life & Works, Critical Reception of Coleridge as a Romantic Poet.

Unit 6: Samuel Taylor Coleridge: "The Rime of the Ancient Mariner"
Reading the Poem "The Rime of the Ancient Mariner", Reading the Poem, Major Themes, Coleridge's Poetic Style

Block 2: Romantic Poetry II

Unit 7: John Keats: Life and Works
John Keats: The Poet, His Life & Works, Keats and the Tradition of English Odes, Reception of Keats as a Romantic Poet

Unit 8: John Keats: "To Autumn" &"On a Grecian Urn"
Reading the Poem: "To Autumn", Reading the Poem: "On a Grecian Urn", Keats' Poetic Style

Unit 9: P. B. Shelly: Life and Works
P. B. Shelly: The Poet, His Life & Poetic Works, Reception of Shelly as a Romantic Poet

Unit 10: P. B. Shelly: "Ode to the West Wind"
Reading the Poems, Major Themes, Shelly's Poetic Style

Block 3: Victorian Poetry

Unit 11: Introducing Victorian Poetry
Different Forms of Victorian Poetry, Important Victorian Poets and their Works, Reception of Victorian Poetry

Unit 12: Alfred Lord Tennyson: "Ulysses"
Tennyson: The Poet, His Life and Poetic Works, Reading the Poem, Major Themes, Tennyson's Poetic Style, Critical Reception of Tennyson as a Victorian Poet

Unit 13: Robert Browning: Life and Works
Robert Browning: The Poet, His Life & Poetic Works, Critical Reception of Browning as a Victorian Poet

Unit 14: Robert Browning: "Fra Lippo Lippi"
Reading the Poem, Major Themes, Browning's Poetic Style

Unit 15: Matthew Arnold: "Dover Beach"
Matthew Arnold: The Poet, His Life and Poetic Works, Reading the Poem, Major Themes, Arnold's Poetic Style, Critical Reception of Arnold as a Victorian Poet

COURSE 4: LITERARY CRITICISM: CLASSICAL TO MODERN

Block 1: Classical Criticism

Unit 1: The Greeko-Roman Tradition
History of Greek Criticism, History of Roman Criticism, History of Rhetoric

Unit 2: Plato: Republic (Book X)
Plato: The Critic, His Life and Works, Plato's Republic (Book X), Important Concepts of the Text, Reception of Plato as a Critic

Unit 3: Aristotle: *Poetics*
Aristotle: The Critic, Aristotle's *Poetics*, Important Concepts of the Text, Reception of Aristotle as a Critic

Unit 4: Longinus: *On The Sublime*
Longinus: The Critic, Reading Longinus's *On The Sublime*, Important Concepts of the Text**,** Reception of Aristotle as a Critic

Unit 5: Sir Philip Sidney: *An Apology for Poetry* or, *The Defence of Poesy*
English Criticism at the time of the Renaissance, Sidney: The Critic, Sidney's *An Apology for Poetry*, Important Concepts of the Text, Reception of Sidney as a Critic,

Block 2: Neo-classical and Romantic Criticism

Unit 6: Introduction to Neo-classical Criticism
History of Neoclassical Criticism, Major Exponents in Neoclassical Criticism, Important Concepts

Unit 7: Samuel Johnson: *Preface to Shakespeare*
Samuel Johnson: The Critic, His Life and Works, Johnson: *Preface to Shakespeare*, Important Concepts of the Text, Reception of Johnson as a Critic

Unit 8: Introduction to Romantic Criticism
History of Romantic Criticism, Major Exponents of Romantic Criticism, Important Concepts

Unit 9: William Wordsworth: *Preface to Lyrical Ballads*
William Wordsworth: The Critic, His Life and Works, Wordsworth: *Preface to Lyrical Ballads*, Important Concepts of the Text, Reception of Wordsworth as a Critic

Unit 10: S. T. Coleridge: *Biographia Literaria* (Chapter XIII & XIV)
S.T. Coleridge: The Critic, His Life and Works, Reading Chapters XIII & XI**V,** Important Concepts of the Text, Reception of Coleridge as a Critic

Block 3: Victorian to New Criticism

Unit 11: Introducing Victorian Criticism
History of Victorian Criticism, Major Exponents of Victorian Criticism, Important Concepts in Victorian Criticism

Unit 12: Matthew Arnold: "The Function of Criticism at the Present Time"
Arnold: The Critic, Reading the Text, Important Concepts, Arnold as a Victorian Critic

Unit 13: Introduction to New Criticism
History of New Criticism, New Criticism Vs Russian Formalism, Key Features of New Criticism, Important Concepts in New Criticism

Unit 14: W. K. Wimsatt and M. C. Beardsley: "The Intentional Fallacy" (1946)& "The Affective fallacy" (1949)
W. K. Wimsatt and M. C. Beardsley: The New Critics, Reading the Texts, Important Concepts, Wimsatt and Beardsley as New Critics

Unit 15: F. R. Leavis: "Irony in Swift"
F. R. Leavis: The Critic, Reading the Text "Line of Wit", Leavis as a New Critic

SEMESTER III

COURSE 1: 20TH CENTURY FICTION

Block 1: Conrad and Lawrence

Unit 1: Trends in Modern Fiction
Important Trends in 20th century fiction, Important Authors

Unit 2: Joseph Conrad: *Heart of Darkness*(Part 1)
Joseph Conrad: Life and Works, Story of the Novel *Heart of Darkness*, Critical Reception of Conrad as a modern novelist

Unit 3: Joseph Conrad: *Heart of Darkness*(Part II)
Reading the Novel, Major Themes, Conrad's Art of Characterisation, Conrad's Narrative Style

Unit 4: D. H. Lawrence: *Sons and Lovers*(Part I)
Lawrence: Life and Works, Story of the Novel *Sons and Lovers*, Critical Reception of Lawrence as a modern novelist

Unit 5: D. H. Lawrence: *Sons and Lovers*(Part II)
Reading the Novel, Major Themes, Lawrence's Art of Characterization, Lawrence's Narrative Style

Block 2: Joyce and Woolf

Unit 6: Introducing "Stream of Consciousness Novels"
History of SCN, Its flourish in the 20th century, Important practitioners

Unit 7: James Joyce: *A Portrait of the Artist as a Young Man*(Part I)
James Joyce: Life and Works, Story of the Novel *A Portrait of the Artist*, Critical Reception of Joyce as a modern novelist

Unit 8: James Joyce: *A Portrait of the Artist as a Young Man*(Part II)
Reading the Novel, Major Themes, Joyce's Art of Characterization, Joyce's Narrative Style

Unit 9: Virginia Woolf: *To The Light House*(Part I)
Virginia Woolf: Life and Works, Story of the Novel *To the Lighthouse*, Critical Reception of Woolf as a modern novelist

Unit 10: Virginia Woolf: *To The Light House*(Part II)
Reading the Novel, Major Themes, Woolf's Art of Characterization, Woolf's Narrative Style

Block 3: Metafiction

Unit 11: Introducing Metafiction
History of Metafiction, Important Practitioners, Important Metafictional Works

Unit 12: John Fowles: *The French Lieutenants' Woman*(Part I)
John Fowles: Life and Works, Story of the Novel *The French Lieutenants' Woman*, Critical Reception of Fowles

Unit 13: John Fowles: The French Lieutenants' Woman (Part II)
Reading the Novel, Major Themes, Fowles' Art of Characterization, Fowles' Narrative Style

Unit 14: Salman Rushdie: Midnight's Children (Part I)
Salman Rushdie: Life and Works, Story of the Novel *Midnight's Children*, Critical Reception of Rushdie

Unit 15: Salman Rushdie: Midnight's Children (Part II)
Reading the Novel, Major Themes, Rushdie's Art of Characterization, Rushdie's Narrative Style

COURSE 2: MODERN DRAMA

Block 1: Modern Drama: Shaw and Synge

Unit 1: Background
The Emergence of Modern Drama, Important Continental Movements, Important Theorists/Practitioners of Modern Drama

Unit 2: George Bernard Shaw: *Candida*(PartI)
George Bernard Shaw: The Playwright, His Life and Dramatic Career, Sources of the Play *Candida*, Critical Reception of Shaw

Unit 3: George Bernard Shaw: *Candida*(Part II)
Act wise Summary of the Play*Candida*, Critical Commentary on the Play, Major Themes, Major Characters

Unit 4: John Millington Synge: *Playboy of the Western World*(Part I)
John Millington Synge: The Playwright, His Life and Dramatic Career, Sources of the Play *Playboy of the Western World*, Critical Reception of Synge

Unit 5: John Millington Synge: *Playboy of the Western World*(Part II)
Act wise Summary of the Play, Critical Commentary on the Play, Major Themes, Major Characters

Block 2: Modern Drama: Eliot and Osborne

Unit 6: Background
The Emergence of Modern English Drama, Important Theorists/Practitioners of Modern English Drama

Unit 7: Thomas Stearns Eliot: *Murder in The Cathedral*(Part I)
T. S. Eliot: The Playwright, His Life and Dramatic Career, Sources of the Play *Murder in The Cathedral,* Critical Reception of Eliot

Unit 8: Thomas Stearns Eliot: *Murder in The Cathedral*(Part II)
Act wise Summary of the Play, Critical Commentary on the Play, Major Themes, Major Characters

Unit 9: John Osborne: *Look Back in Anger*(Part I)
John Osborne: The Playwright, His Life and Dramatic Career, Sources of the Play *Look Back in Anger,* Critical Reception of Eliot

Unit 10: John Osborne: *Look Back in Anger*(Part II)
Act wise Summary of the Play, Critical Commentary on the Play, Major Themes, Major Characters

Block 3: Absurd Drama

Unit 11: Introducing Absurd Drama
The Emergence of Absurd Drama, Important Theorists/Practitioners of Absurd Drama

Unit 12: Samuel Beckett: Life and Works
Samuel Beckett: The Playwright, His Life, His Dramatic Career, Sources of the Play *Waiting for Godot*,Critical Reception of Beckett

Unit 13: Samuel Beckett: *Waiting for Godot* (Part I)
Act wise Summary of the Play, Critical Commentary on the Play, Major Themes, Major Characters

Unit 14: Harold Pinter: *The Caretaker* (Part I)
Harold Pinter: The Playwright, His Life and Dramatic Career, Sources of the Play *The Caretaker*, Critical Reception of Beckett

Unit 15: Harold Pinter: *The Caretaker* (Part II)
Act wise Summary of the Play, Critical Commentary on the Play, Major Themes, Major Characters

COURSE 3: MODERN POETRY

Block A: History and Contexts

Unit 1: Introducing Modern Poetry
The Decadents, The Pessimists, The Realists, The Traditional Poets, The Georgians, The Imagists, War Poetry, Post War Poetry—New Poetry, Movement Poetry

Unit 2: Symbolism in Modern Poetry
What is Symbolism?, The French Symbolist Manifesto, Important French Symbolist Poets, Impact of Symbolism on English Poetry

Unit 3: War Poetry
Poetry of the 1914-1918 (Important Poets and their works), Poetry of the 20s (Important Poets and their works), Poetry of the 30s(Important Poets and their works)

Unit 4: Poetry after WW II
Apocalyptic Poetry, Movement Poetry(Important Poets and their works)

Block 2: Till World War II

Unit 5: G. M. Hopkins: "The Windhover", "Pied Beauty"
Hopkins: The Poet, Reading the Poems prescribed, Major Themes, Hopkins' Poetic Style, Reception of Hopkins

Unit 6: W. B. Yeats: "The Second Coming", "Byzantium"
Yeats: The Poet, Reading the Poems prescribed, Major Themes, Yeats' Poetic Style, Reception of Yeats

Unit 7: T. S. Eliot: "The Love Song of J. Alfred Prufrock"
T S Eliot: The Poet, Reading the Poem prescribed, Major Themes, Eliot's Poetic Style, Reception of Eliot

Unit 8: T. S. Eliot: "Journey of the Magie"
Reading the Poem prescribed, Major Themes, Eliot's Poetic Style

Unit 9: Wilfred Owen: "Arms and The Boy" & "Futility"
Owen: The Poet, Reading the Poems prescribed, Major Themes, Owen's Poetic Style, Reception of Owen

Unit 10: Rupert Brooke: "The Soldier"
Rupert Brooke: The Poet, Reading the Poem prescribed, Major Themes, Brooke's Poetic Style, Reception of Brooke

Block 3: After World War II

Unit 11: W. H. Auden: "In Memory of W. B. Yeats"
Auden: The Poet, Reading the Poems prescribed, Major Themes, Auden's Poetic Style,Reception of Auden

Unit 12: Dylan Thomas: "Poem in October" &"A Refusal to Mourn the Death of a Child by Fire"
Dylan Thomas: The Poet, Reading the Poems prescribed, Major Themes, Thomas' Poetic Style, Reception of Thomas

Unit 13: Ted Hughes: "Pike", "Thrushes"
Hughes: The Poet, Reading the Poems prescribed, Major Themes, Hughes' Poetic Style, Reception of Hughes

Unit 14: Phillip Larkin: "Next Please", "Ambulance"
Larkin: The Poet, Reading the Poems prescribed, Major Themes, Larkins' Poetic Style, Reception of Larkin

Unit 15: Seamus Heaney: "After A Killing"
Seamus Heaney: The Poet, Reading the Poems prescribed, Major Themes, Heaney's Poetic Style, Reception of Heaney

COURSE 4: INDIAN ENGLISH LITERATURE

Block 1: History and Contexts

Unit 1: Historical Background (1857-1920, 1920-1947)
The Social Context, Intellectual Context (The role of English), Major Literary Forms (Poetry, Drama, Prose) and their exponents

Unit 2: Historical Background (Independence and After)
The Social Context, Major Literary Forms (Poetry, Drama, Prose) and their exponents

Unit 3: Modern Indian English Literature (Poetry, Fiction, Drama and Prose)
Modern Indian English Poetry, Modern Indian English Fiction, Modern Indian English Drama, Modern Indian English Prose

Unit 4: Gauri Vishwanathan:"Literary Study and British Rule in India" from *Masks of Conquest*
Gauri Vishwanathan: The Critic, Explanation of the Essay, Important Issues raised by Vishwanathan, Critical Reception of the Essay

Unit 5: A. K. Ramanujan: "Is there an Indian Way of Thinking"
A. K. Ramanujan: The Critic, Explanation of the Essay, Important Issues raised by Ramanujan, Critical Reception of "Is there an Indian Way of Thinking"

Block 2: Poetry and Drama

Unit 6: Jayanata Mahapatra: "The Abandoned British Cemetery at Balasore"Jayanta Mahapatra: The Poet, His Life and Works, Reading the poem "The Abandoned British Cemetery at Balasore", Major Themes, Mahapatra's Poetic Style, Critical Reception of Mahapatra

Unit 7: Kamala Das: "A Hot Noon at Malabar"&"My Grandmother's House"
Kamala Das: The Poet, Her Life and Works, Reading the Poems: "A Hot Noon in Malabar" & "My Grandmother's House", Major Themes, Das' Poetic Style, Critical Reception of Kamala Das

Unit 8: Keki N Daruwalla: "Wolf" & "Hawk"
Daruwalla: The Poet, His Life and Works, Reading the poems: "Wolf" & "Hawk", Major Themes, Daruwalla's Poetic Style, Critical Reception of Daruwalla

Unit 9: Girish Karnad: *Nagamandala*
Girish Karnad: The Playwright, His Life and Dramatic Career, Sources of the Play *Naga-Mandala,* Summary of the Play, Critical Commentary on the Play, Major Themes, Major Characters, Critical Reception of Karnad

Unit 10: Bijay Tendulkar: *Ghashiram Kotowal*
Vijay Tendulkar: The Playwright, His Life and Dramatic Career, Sources of the Play *Ghashiram Kotwal,* Act Wise Summary of the Play, Critical Commentary on the Play, Major Themes, Major Characters, Critical Reception of Tendulkar

Block 3: Indian English Novels

Unit 11: R K Narayan: *The Vendor of Sweets*
R. K. Narayan: The Novelist, His Life&Works, Reading the Novel: *The Vendor of Sweets,* The Storyline, Major Themes, Major Characters, Narayan's Narrative Style, Critical Reception of Narayan

Unit 12: Mulk Raj Anand: *Untouchable*
Mulk Raj Anand: The Novelist, His Life&Works, Reading the Novel: *Untouchable,* The Storyline, Major Themes, Major Characters, Anand's Narrative Style, Critical Reception of Anand

Unit 13: Anita Desai: *Clear Light of Day*
Anita Desai: The Novelist, Her Life and Works, Reading the Novel: *Clear Light of Day,* The Storyline, Major Themes, Major Characters, Desai's Narrative Style, Critical Reception of Desai's *Clear Light of Day*

Unit 14: Amitav Ghosh: *The Hungry Tide* (Part I)
Amitav Ghosh: The Novelist, His Life and Works, The Storyline of THT, Critical Reception of Amitabh Ghosh

Unit 15: Amitav Ghosh: *The Hungry Tide* (Part II)
Reading the Novel THT, Major Themes, Major Characters, Ghosh's Narrative Style

SEMESTER IV

COURSE 1: LITERARY AND CRITICAL THEORY I

Block 1: Theoretical Approaches I

Unit 1: The Rise of Literary and Critical Theory

Unit 2: Russian Formalism

The Tradition of Russian Formalism, The Russian Formalist Critics—Roman Jakobson, Yuri Tynyanov, Viktor Shklovsky, Boris Tomashevsky, Boris Eichenbaum, Vladimir Propp, Mikhail Bakhtin, Major Concepts, Reception of Russian Formalism

Unit 3: Structuralism

Introducing Structuralism, Major Thinkers of Structuralism—Ferdinand de Saussure, Claude Levi-Strauss, Roland Barthes, Jacques Lacan, Gerard Genette, Jonathan Culler, Important Concepts, Influence of Structuralism.

Unit 4: Post Structuralism &Deconstruction

Introducing Poststructuralism, Major Thinkers of Poststructuralism—Jacques Derrida, Michel Foucault, Jacques Lacan, Roland Barthes, Paul de Man, J. Hillis Miller, Key Concepts in Derrida's Deconstruction, Key Concepts in Lacanian Psychoanalysis, Key Concepts of Foucault, Reception of Poststructuralism

Unit 5: New Historicism and Cultural Materialism

Introducing New Historicism, Major Theorists—Stephen Greenblatt, Introducing Cultural Materialism, Major Theorists—Raymond Williams, Jonathan Dollimore, Alan Sinfield,Reception of These Theories

Block 2: Theoretical Approaches II

Unit 6: Psychoanalytic Criticism

Introducing Psychoanalytic Criticism, Major Critics/Theorists, Classical Freudian Criticism, Jungian Criticism, Lacanian Criticism, Reception of Psychoanalytic Theory

Unit 7: Phenomenological Criticism

Introducing Phenomenological Criticism, Major Thinkers—Edmund Husserl, Martin Heideggar, Jean Paul Sartre, Merleau-Ponty, Immanuel Levinas, Reception of Phenomenological Criticism

Unit 8: Hermeneutics and Reader Response Theory

Introducing Hermeneutics, Introducing RRT, Major Theorists—Roman Ingarden, Stanley Fish, Wolfgang Iser, Important Concepts in RRT—Implied Reader and Implied Author, Interpretive Community, Affective Stylistics, Reception of These Theories

Unit 9: Reception Theory

Introducing Reception Theory, Major Theorists—Hans Robert Jauss, Wofgang Iser, Hans Georg Gadamer, Reception of This Theory

Unit 10: Marxist Criticism
Introducing Marxist Criticism, Major Critics—Georg Lukacs, Raymond Williams, Louis Althusser, Antonio Gramsci, Reception of Marxist Criticism

Block 3: Theoretical Concepts III

Unit 11: Post Colonialism
Introducing Postcolonialism,Major Theorists of Postcolonialism—Edward Said, Gayatri Chakravorty Spivak, Franz Fanon, Homi Bhabha, Important Concepts of Postcolonialism, Reception of Postcolonialism

Unit 12: Feminisms
Introducing Feminism, Different Phases of Feminism—First Wave Feminism [Virginia Woolf, Simone De Beauvoir], Second Wave Feminism [Elaine Showalter, Kate Millet], Third Wave Feminism, Socialist/Marxist Feminism [Juliet Mitchell, Sheila Rowbotham, Michèle Barrett, French Feminism:[Helen Cixous, Luce Irigaray, Julia Kristeva], Reception of Feminism

Unit 13: Gender, Sexuality and Queer Theory
Introducing the concept of gender, sexuality and the Queer, Their implications in literary studies

Unit 14: Eco criticism
Introducing Ecocriticism, History and Emergence, Implications in literary studies

Unit 15: Post Theory
Introducing the concept of post theory, Current state of critical theory, future of theory

COURSE 2: LITERARY AND CRITICAL THEORY II

Block 1: From Saussure to Bakhtin

Unit 1: Ferdinand de Saussure (1857-1913): "The Object of Study"
Saussure: Life and Works, Reading the text, Important Theoretical Issues raised, Reception of Saussure

Unit 2: Roman Jacobsson: "Linguistics and poetics"
Roman Jacobson: Life and Works, Reading the text, Important theoretical Issues raised, Reception of Jacobson

Unit 3: Roland Barthes (1915-1980): "The Death of the Author"
Barthes: Life and Works, Reading the text, Important theoretical Issues raised, Reception of Barthes

Unit 4: Stanley Fish (1938-): "Interpreting the Variorum"
Fish: Life and Works, Reading the text, Important theoretical Issues raised, Reception of Fish

Unit 5: Mikhail Bakhtin (1895-1975): "From the Prehistory of Novelistic Discourse"
Mikhail Bakhtin: Life and Works, Reading the text, Important theoretical Issues raised, Reception of Bakhtin

Block 3: From Lacan to Fish

Unit 6: Jacques Lacan (1901-81): "Seminar on *The Purloined Letter*"
Lacan: Life and Works, Reading the text, Important theoretical Issues raised, Reception of Lacan

Unit 7: Jacques Derrida (1930-2004): "Structure, Sign and Play in the Discourse of the Human Sciences"
Derrida: Life and Works, Reading the text, Important theoretical Issues raised, Reception of Derrida

Unit 8: Michel Foucault (1926-1984): "What is an Author?"
Foucault: Life and Works, Reading the text, Important theoretical Issues raised, Reception of Foucault

Unit 9: Hayden White (1928-): "The Historical Text as Literary Artefact"
White: Life and Works, Reading the text, Important theoretical Issues raised, Reception of White

Unit 10: Walter Benjamin (1892-1940): "The Work of Art in an Age of Mechanical Production"
Benjamin: Life and Works, Reading the text, Important theoretical Issues raised, Reception of Benjamin

Block 3: From Toril Moi to Edward Said

Unit 11: Toril Moi: "Female, Feminine, Feminist" from *Sexual Textual Politics*
Toril Moi: Life and Works, Reading the text, Important theoretical Issues raised, Reception of Moi

Unit 12: Elaine Shwoalter: "Towards a Feminist Poetics"
Shwoalter: Life and Works, Reading the text, Important theoretical Issues raised, Reception of Shwoalter

Unit 13: Gayatri Chakravorty Spivak: "Can the Subaltern Speak?"
Spivak: Life and Works, Reading the text, Important theoretical Issues raised, Reception of Spivak

Unit 14: Hom Bhabha: "Nation and Narration" from *The Location of Culture*
Bhabha: Life and Works, Reading the text, Important theoretical Issues raised, Reception of Bhabha

Unit 15: Edward Said: "Introduction" from *Orientalism*
Edward Said: Life and Works, Reading the text, Important theoretical Issues raised, Reception of Said

COURSE 3: AMERICAN LITERATURE

Block 1: History

Unit 1: Puritan Beginnings & Frontier Experience (Part I)
Social Context, Intellectual Context, Major Writers (Anne Dudley Bradstreet, Edward Taylor, Cotton Mather, Michael Wigglesworth), Influences on Later Writers.

Unit 2: Puritan Beginnings & Frontier Experience (Part II)
Major Writers, (William Bradford, Thomas Godfrey, Jonathan Edwards, Benjamin Franklin, William Byrd II), Influences on Later Writers.

Unit 3: Transcendentalism and American Modernism (Part I)
Social Context, Intellectual Context, Major Writers (Ralph Waldo Emerson, Henry David Thoreau, Mark Twain)

Unit 4: Transcendentalism and American Modernism (Part II)
Major Writers (Henry James, Thomas Stearns Eliot, Stephen Crane), Influence on Later Writers.

Block 2: Poetry and Drama

Unit 5: Introducing American Poetry
A brief History, Major Trends, Major Poets

Unit 6: Walt Whitman: "Wound Dresser", "One's Self I Sing"
Whitman: The Poet, Reading the Poems prescribed, Major Themes, Whitman's poetic style, Reception of Whitman

Unit 7: Emily Dickinson: "A Bird Came Down the Walk", "Much Madness"
Dickinson: The Poet, Reading the Poems prescribed, Major Themes, Dickinson's poetic style, Reception of Dickinson

Unit 8: Robert Frost, (1874-1963): "Stopping by the Woods"; "Mending Wall"
Frost: The Poet, Reading the Poems prescribed, Major Themes, Frost's poetic style, Reception of Frost

Unit 9: Eugene O'Neill: *Desire Under the Elms* I
Eugene O'Neill: The Playwright, His Life, His Dramatic Career, Critical Reception of Neill

Unit 10: Eugene O'Neill: *Desire Under the Elms* II
Sources of the Play *Desire Under the Elms,* Act wise Summary of the Play, Critical Commentary on the Play, Major Themes, Major Characters

Block 3: Fiction

Unit 11: Ernest Hemingway: Life and Works
Hemingway: Life and Works, Story of the Novel, Critical Reception of Hemingway

Unit 12: Ernest Hemingway: *The Old Man and the Sea*
Reading the Novel, Major Themes, Hemingway's Art of Characterization, Hemingway's Narrative Style

Unit 13: Herman Melville*:* Life and Works
Melville: Life and Works, Story of the Novel, Critical Reception of Melville

Unit 14: Herman Melville*: Billy Budd*
Reading the Novel, Major Themes, Fielding's Art of Characterization, Melville's Narrative Style

Unit 15: Mark Twain: *The Adventures of Huckleberry Finn*
Mark Twain: Life and Works, Story of the Novel, Reading the Novel, Major Themes, Mark Twain's Art of Characterization, Mark Twain's Narrative Style

COURSE 4: (OPTION A): MODERN EUROPEAN LITERATURE

Block 1: Important Aesthetic Developments

Unit 1: Impressionism and Realism, Symbolism and Naturalism
What is Impressionism as an aesthetic Movement? Important Impressionists, What is Realism, Important Realists, Influence on Literature, What is Symbolism? Important Symbolist writers, What is naturalism? Important Naturalist writers

Unit 2: Futurism, Vorticism, Imagism, Acmeism
Introducing Futurism, Vorticism, Imagism, Acmeism as aesthetic movements

Unit 3: Expressionism, Dadaism and Surrealism, Existentialism and Absurdism
Introducing Expressionism, Dadaism and Surrealism as important aesthetic movements of the 20th century, Their influence on literature

Unit 4: Theories of Modern Drama
Important Theorists and their works

Block 2: Modern European Poetry and Fiction

Unit 5: Charles Baudelaire: "Correspondences"
Baudelaire: Life and Works, Reading the Poems, Major Themes, Baudelaire's poetic style, Reception of Baudelaire

Unit 6: Federico García Lorca: "Lament for Ignacio Sánchez Mejías"
Lorca: Life and Works, Reading the Poems, Major Themes, Lorca's poetic style, Reception of Lorca

Unit 7: Pablo Neruda: "Ars Poetica"
Neruda: Life and Works, Reading the Poems, Major Themes, Neruda's poetic style, Reception of Neruda

Unit 8: Franz Kafka: *The Metamorphosis*
Kafka: Life and Works, Reading *The Metamorphosis*, Major themes, Kafka's art of characterisation, Kafka's narrative style

Unit 9: Fyodor Dostoevsky: *Crime and Punishment I*
Dostoevsky: Life and Works, Story of the Novel, Critical Reception of Dostoevsky

Unit 10: Fyodor Dostoevsky: *Crime and Punishment II*
Reading the Novel, Major Themes, Dostoevsky's Art of Characterization, Dostoevsky's Narrative Style

Block 3: European Drama

Unit 11: Bertolt Brecht: *Mother Courage* (Part I)
Brecht: The Playwright, His Life, His Dramatic Career, Critical Reception of Brecht

Unit 12: Bertolt Brecht: *Mother Courage* (Part II)
Sources of the Play*Mother Courage,* Act wise Summary of the Play, Critical Commentary on the Play, Major Themes, Major Characters

Unit 13: Henric Ibsen: *Wild Duck*(Part I)
Henric Ibsen: The Playwright, His Life, His Dramatic Career, Critical Reception of Ibsen

Unit 14: Henric Ibsen: Wild Duck (Part II)
Sources of the Play *Wild Duck,* Act wise Summary of the Play, Critical Commentary on the Play, Major Themes, Major Characters

Unit 15: Eugene Ionesco: *Chairs* (Part I)
Ionesco: The Playwright, His Life, His Dramatic Career, Critical Reception of Ionesco

Unit 16: Eugene Ionesco: Chairs (Part II)
Sources of the Play *Chairs,* Act wise Summary of the Play, Critical Commentary on the Play, Major Themes, Major Characters

COURSE 4 (OPTION B): LITERATURE FROM NORTH-EAST INDIA (IN ENGLISH AND TRANSLATION)

Block 1: Poetry

Unit 1: Navakanta Barua: "Silt" &"Bats"
Navakanta Barua: The Poet, The Poems: "Bats" and "Silt", Reading the Poems, Major Themes, Barua's Poetic Style, Critical Reception of Barua

Unit 2: Nilamoni Phukan: "*The Dancing Earth*"
Nilamani Phukan: The Poet, The Poems: "Bats" and "Silt", Reading the Poems, Major Themes, Phukan's Poetic Style, Critical Reception of Phukan

Unit 3: Mamang Dai: "The Voice of the Mountain" & "An Obscure Place"
Mamang Dai: The Poet, The Poems: "Voice of the Mountain" & "An Obscure Place", Reading the Poems, Major Themes, Dai's Poetic Style, Critical Reception of Dai

Unit 4: Robin S. Ngangom: "Poetry" & "Everywhere I Go"
Robin S. Ngangom: The Poet, The Poems: "Poetry" & "Everywhere I go", Reading the Poems, Major Themes, Ngangom's Poetic Style, Critical Reception of Ngangom

Unit 5: Desmond Kharmawphland: "Letter from Pahambir" &"The Conquest"
Desmond Kharmawphland: The Poet, The Poems: "Letter from Pahambir" & "The Conquest", Reading the Poems, Major Themes, Kharmawphland's Poetic Style, Critical Reception of Kharmawphland

Block 2: Fiction

Unit 6: Saurav Kumar Chaliha: "Slaves"
Saurabh Kumar Chaliha: The Short story Writer, Reading the Story: "Slaves", The Storyline, Major Themes, Major Characters, Chaliha's Narrative Style, Critical Reception

Unit 7: Temsula Ao: "The Curfew Man"
Ao the Short story Writer, Reading the Story: "The Curfew Man", The Storyline, Major Themes, Major Characters, Ao's Narrative Style, Critical Reception of Ao

Unit 8: Birendra Kumar Bhattacharya: *Love in the time of Insurgency (Earuingam)*
Bhattacharya: The Novelist, Reading the novel, The Storyline, Major Themes, Major Characters, Bhattacharya's Narrative Style, Critical Reception of Bhattacharya

Unit 9: Indira Goswami: *Moth-Eaten Howda of the Tusker*
Indira Goswami: The Novelist, Reading the novel, The Storyline, Major Themes, Major Characters, Goswami's Narrative Style, Critical Reception of Goswami

Unit 10: Bina Barua: *Along the High Road* (*Jibonar Batat)*
Bina Barua: The Novelist, Reading the novel, The Storyline, Major Themes, Major Characters, Goswami's Narrative Style, Critical Reception of Barua

Block 3: Prose and Drama

Unit 11: Hiren Gohain: *"Two Roads to Decolonization: Gandhi and Tagore"*
Hiren Gohain: The writer, Reading the text, Major Themes, Gohain's Prose Style, Critical Reception of Gohain

Unit 12: Chandrakanta Murasingh: "Kokborok—Her People Her Past"
Chandrakanta Murasingh: The Writer, Reading the Text, Major Themes, Murasingh's Prose Style, Critical Reception of Murasingh

Unit 13: Easterine Iralu: "Should Writers Stay in Prison"
Easterine Iralu: The Writer, Reading the Text, Major Themes, Iralu's Prose Style, Critical Reception of Iralu

Unit 14: Arun Sarma: *Sri Nibaran Bhattacharya*
Arun Sarma: The Playwright, Sources of the Play: *Sri Nibaran Bhattacharya,* Act-wise Summary of the Play, Major Themes, Major Characters, Critical Reception of Sarma

Unit 15: Ratan Thiyam: *Chakravyuha*
Ratan Thiyam: The Playwright, Sources of the Play: *Chakravyuha,* Reading the Play: *Chakravyuha,* Critical Reception of Thiyam

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KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY

(KKHSOU)

PROGRAMME PROJECT REPORT

ON

MASTER OF ARTS IN HISTORY

Submitted to

UNIVERSITY GRANTS COMMISSION

BAHADUR SHAH ZAFAR MARG

NEW DELHI – 110 002

Submitted by

K. K. Handiqui State Open University

Guwahati, Assam

April 2018

Registrar
Krishna Kanta Handique
State Open University
Guwahati

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KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY

(KKHSOU)

PROGRAMME PROJECT REPORT

MA IN HISTORY (MAJOR) PROGRAMME

1. PROGRAMME'S MISSION AND OBJECTIVES:

Krishna Kanta Handiqui State Open University is planning to offer MA in History with SLMs prepared in accordance with the recommendations of the Madhava Menon Committee from the academic year 2018-19. Accordingly, the syllabi of the programme have been planned after a series of deliberations and discussions with the academic experts from the discipline. The MA (History) programme will be offered in English.

The MA (History) programme aims to equip the learners with the knowledge of the discipline and the developments that have occurred within it.The programme will contribute towards the mission of the University of providing barrier free quality education at the doorsteps of learners. The objectives of the programme are as follows-

i. To develop an in-depth knowledge of historical events, ideologies and experiences,
ii. To enable the learners to develop an advanced skills of historical understanding and analysis,
iii. To develop the ability to use and evaluate various types of historical sources (primary and secondary) and make a critical analysis,
iv. To engage the learners in a meaningful, constructive, and collaborative discussion,
v. To utilize the knowledge and skills gained for professional and community development while engaging in work, as in case of internships, research projects and other professional engagements.

Registrar
Krishna Kanta Handique
State Open University
Guwahati

2. RELEVANCE OF THE PROGRAMME WITH KKHSOU'S MISSION AND GOAL:

The programme has been prepared keeping in mind the following objectives of the Krishna Kanta Handiqui State Open University.

i. To provide access to an advanced study in the discipline of History for all those who are desirous of higher studies,
ii. To develop the conceptual and practical skill of the learners and raise the quality of learning, and
iii. To disseminate learning through the use of ICT (Information and Communication Technology).

The MA (History) programme besides offering a basic understanding of the historical knowledge situated in the past, it also involves an in-depth study of the contemporary and its changing dynamics. The programme aims to make the courses relevant as a knowledge system in the present time by offering theoretical and narrative understanding on various issues ranging from geographical, thematic and chronological. The programme attempts to enable the learners to develop proper methods of articulation and individual writing skill thus preparing the learners for their future prospects in pursuing higher studies, or research, journalism etc. The learners also get the opportunity to pursue a specialized course of his/her choice and interest in this programme.

3. NATURE OF THE PROSPECTIVE TARGET GROUP OF LEARNERS:

The target groups of learners for the MA Programme in History include:

General

i. People hailing from far-flung and geographically remote regions including rural, hilly and border areas.
ii. Persons deprived of higher education but show interest in pursuing higher education.
iii. Women, particularly housewives who could not pursue higher education on time due to early marriage and other family pressures.
iv. Defence and security personnel who seek to enhance their educational qualification.
v. People belonging to Scheduled Castes, Scheduled Tribes, socially and educationally backward classes.
vi. Differently-abled persons.
vii. Prisoners and jail inmates

Specific

i. Learners desirous of pursuing a career in teaching and research.
ii. Learners planning to appear in various competitive examinations under the State and the Central Governments.
iii. Learners desirous of devoting themselves to social service and join the NGO sector.
iv. Government employees including civil servants and policy planners who wish to enhance their knowledge base and educational qualification.

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

History being a narrative subject dealing with theoretical concepts is compatible for the ODL platform to enable the learners to acquire specific knowledge on the subject. This nature of the programme makes it feasible to be prepared in the ODL mode, as well as both in audio-visual format, for the learners of distance educational system.Besides the supply of printed SLMs, other Learner Support Services are also made available for the learners. This include online video programmes relating to History on the University website, regular counselling sessions in the respective study centres, term-end examinations, correspondence between learners and the departmental faculty members over email, and supplying relevant textbooks to the libraries of respective study centres. All these measures would make it appropriate to conduct the MA Programme in History through the ODL mode.

5. INSTRUCTIONAL DESIGN:

Instructional Design includes Curriculum design, duration of the programme, faculty and support staff requirement, instructional delivery mechanisms, and ICT based Learner Support service systems.

5.1 Curriculum Design:

The course structure of the programme, the syllabi, mostly the academic contents of the Programme, is prepared by an expert Committee, duly approved by the competent authority of the University. These Expert Committee members are mostly senior academicians and scholars from the discipline including the existing faculty members of the University. The course design is prepared by the concerned

department as authorised by the competent authority. While preparing the syllabi, UGC Model Syllabi and syllabi of other Universities have been consulted.

5.2 Course Distribution:

The MA (History) programme offers specialisation in the third and fourth semesters. All the courses are compulsory. The learners can opt for any one specialised course from three courses (each from Ancient Indian History, Medieval Indian History, and Modern Indian History) provided in the third and fourth semester. The learners of the MA History programme have to prepare a dissertation by the end of the programme. The main objective of the dissertation is to help the learners to apply historical concepts, methodology and techniques to make sense of the event, texts, person in historical contexts. The duration of the dissertation work is six months. The learners will need to submit the final Project report (80 marks) before giving a Viva presentation (20 marks).

Semester I	**Semester II**	**Semester III**	**Semester IV**
Historiography and Concepts in History	State and Polity of Assam (1228-1826)	Twentieth Century World	Environmental History in India
State and Polity in Assam (From Early Times to 1228 CE)	Political and Administrative History of India-I	History of Colonial Assam (1826-1947)	Women in India History
History of Revolutions	Political and Administrative History of India-II	Indian National Movement	Optionalpaper**B (choose any one)**
History of East Asia (1839-1949)	Political and Administrative History of India-III	Optionalpaper **A(choose any one)**	Dissertation

Optional Papers A

(a) Economic History of Ancient India
(b) Economic History of Medieval India
(c) Economic History of Modern India

Optional Papers B

(a) Socio-Cultural History of Ancient India
(b) Socio-Cultural History of Medieval India
(c) Socio-Cultural History of Modern India

Learner has to choose any one course from Optional Papers Ain the3rd Semester and Optional Papers B in the 4th Semester.

5.3 Programme Structure: The structure of the MA Programme in History is placed at **Annexure-I** and Detailed course wise Syllabus are presented in **Annexure-II**

5.4 Duration of the Programme: The MA programme in History has four semesters and is of 2 years duration. However, the maximum duration of the programme is 6 years.

5.5 Credit Distribution: 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 180 hours of study. The overall weightage of the MA programme in History is of 64 credits.

Semester	**Credit per course**	**Total credit in the semester**
I	4	4 x 4 = 16
II	4	4 x 4 = 16
III	4	4 x 4 = 16
IV	4	4 x 4 = 16
Total Credits in the programme		**64**

5.6 Faculty and Support Staff Requirement: The University currently has 2 faculty members in the Department of History, viz., two Assistant Professors.

5.7Instructional Delivery Mechanisms: History is a narrative subject. Therefore, different theories of the discipline and ideas are to be understood clearly. Thus, it involves routine learning on the part of the learners. Similarly, the discipline, being narrative, leaves room for many interpretations and hence, the various debates surrounding certain concepts and issues will help in developing and articulating skills of the learners and in clarifying many conceptual ideas. The subject is interdisciplinary in nature, and it will allow scope for the integration of different mediums like-art, movies, use of archives, tours and travels to heritage sites etc. These activities can help to motivate the learner.

5.8Identification of Media –print, audio or video, online, computer aided: All the learners are provided with Self Learning Materials, which is comprehensive in terms of contents in the syllabi. These learning materials are prepared with the help of researchers spread, academicians across the country. Senior Professors from different Universities of the region are engaged as Editors of the SLMs.

Apart from the Print Self Learning Materials, e-SLMs and audio and video materials on certain modules are also offered to the learners. In addition, certain topics are also

covered through community radio programmes broadcast through the *90.4 Jnan Taranga*, the Community Service Station of the University.

Eklavya, a radio programme on education is broadcasted from All India Radio Station, Guwahati and simultaneously broadcast by All India Radio Station, Dibrugarh.

Live Phone-in-programme is broadcast by All India Radio, Guwahati every Thursday (9.15 am – 10.15 am). In this programme, learners get live support to their queries, while the general public can also interact with officials/faculty members of the University on varied issues.

Most of the Audio-Video programmes are also made available online through Youtube videos.

All the Study centres of the University are connected with free phone services to enable the study centres to interact among themselves as well as, with the University in any matters.

5.9 Home Assignment

Assignments are a part of the teaching-learning process and are compulsory. Assignments are evaluated and feedback is communicated to the learners by giving back the assignments with evaluator's comments. 20% marks in a course shall be for home assignment.

5.10Learner Support Services:

The ICT support services available in the MA programme in History include the following:

(i) **Website:** We have developed full-fledged official website www.kkhsou.in for our learners and general public. Here we have provided all necessary information to our learners. The Website is also linked with the social-networking site like Facebook (KKHSOU FB Official Group) for interaction among the learners, faculty members and stakeholders. The website also includes the customised study centre-search facility based on district or programme. And most of the Audio-Video programmes are also made available online through YouTube.

(ii) **Community Radio Service**: **Jnan Taranga** (90.4 MHz) of KKHSOU is the first Community Radio of the North Eastern part of the country. The Community Radio, being a platform for the community for taking up

community issues, is also a platform to broadcast several educational programmes that includes debates, discussions, and talk shows.

(iii) **Ekalavya**: With the help of Prasar Bharati, our University has launched a special educational programme namely ***Ekalavya.*** It is aired every Saturday from 8.00 PM to 8.30 PM through All India Radio, Guwahati and Dibrugarh.

(iv) **Akashvani Phone-in Programme:** Our University offers one hour live **phone-in** counselling programme through AIR, Guwahati and Dibrugarh where officers and experts from this University clarify queries of listeners/learners via telephone. The phone in programme is aired every Thursday from 09.15 AM to 10.15 AM.

(v) **e-SLM:** An e-learning portal by the name of e-SLM (http://eslm.kkhsou.in/) has been launched by the university. It is also a digital repository where the study materials are uploaded for the benefit of the learners. All the study materials of the programmes (including Degree, Master Degree etc.) can be accessed through this portal.

(vi) **Open Access Journals Search Engine (OAJSE):** To provide easy access to various open access journal across the world, KKHSOU has developed the Open Access Journals Search Engine (OAJSE) which is available for the users at the URL www.kkhsou.in/library/oajse or http://oajse.kkhsou.in . OAJSE aims to cover journals in all subjects that are published in English language. There are now 4,500+ journals in the directory.

(vii) **KKHSOU Mobile App:** Our University has developed a mobile application "KKHSOU" to help the learners to connect 24x7 with the university. It can be freely downloaded from Google Play Store (for android user).

(viii) **SMS and e-mail Alert Facility:** University has initiated an SMS and e-mail alert facility for learners regarding any news, events and learner-related information of the university.

(ix) **E-mail services:** Learners can mail their queries to any official/faculty member at the University's official mail id: info@kkhsou.in. Queries raised through this mail id will be readdressed by the concerned official/faculty member of the University.

(x) **TV programme:** The University is going to initiate a half an hour live educational programme through a TV Channel **Prag-News** from June 2018. It will be telecast every Sunday at 8:30 am.

6. PROCEDURE FOR ADMISSION, CURRICULUM TRANSACTION AND EVALUATION:

6.1 Eligibility: Any candidate who has cleared their Bachelor's Degree exam from any recognised University is eligible for the MA programme in History. The University website provides all notifications regarding the important dates for admission for the convenience of the learners.

6.2 Admission Procedure:

i. The admission for the academic session 2018-19 of the University will be through online mode. A learner who desires to take admission in KKHSOU will have to submit his/her application through the online admission link provided in the University website www.kkhsou.in. The learner has to carefully go through the instructions for filling up the online admission form and complete the process accordingly. In the online admission system, the learner has to register with his/her mobile number/email id, and has to carefully verify the subjects of his/her choice available in the respective study centres.

ii. For admission to a particular programme, the course fee is to be paid through online transaction mode—i.e., through credit card/debit card/net banking or any other available online mode of payment.

iii. The learner after successful submission of the online admission form has to take a print out and submit the same to the study centre for hard copies of SLMs.

iv. The verification of online application form will be done in the University and after the completion of the verification process, the e-SLMs will be sent to the respective Email-id of the learner.

v. The learners who have submitted incomplete application may be given conditional admission at the University's discretion, subject to fulfillment of other eligibility criteria.

vi. All the enrolled learners will be provided with registration numbers, SLMs and Identity cards.

vii. The learner who is unable to complete the programme within the specified time period is required to register himself/herself as a fresh learner by paying the requisite fee

6.3 Continuous Admission:

i) Admission will have to be taken continuously in the programmes without any break. A learner will be allowed to appear in all the examinations, including back courses, within the stipulated time of a programm.

ii) A learner will have to take admission to the next semester within one month from the last date of examination of the previous semester. It doesn't depend on whether the candidate appeared in the previous examination or not.

iii) A learner will be allowed to take admission to the next semester beyond one month, but within two months from the last date of examination of the previous semester with a fine of Rs 500/-.

iv) A learner may be allowed to take admission even after the issue of notification for filling up of examination forms, but such learners will be allowed to appear in the examination of that semester in the next year only.

6.4Fee Structure: The semester-wise fee structure for the MA (History) programme will be decided after the programme approval by the UGC. However, a tentative cost estimate of the MA programme has been provided in Section 8 (Cost Estimate of the Programme and the Provisions). The semester wise fee to be decided would be as per with the existing PG programmes of the University.

6.5Financial Assistance:

The University offers free education to jail inmates and differently-abled learners. At present, the University offers free of cost education to jail inmates in 16 Central Jails of the state.

6.6Curriculum Transaction and Activity Planner:

An activity planner that guides the overall academic activities in the MA (History) shall be made available prior to the admission schedule of the University. The newly constituted CIQA office, as per UGC guidelines and the office of the Academic Dean, will upload the Academic Plan and month-wise Academic Calendar to enable the learners to plan their studies and activities accordingly.

6.7 Evaluation System of the Programme:

i. The University follows a two tiered evaluation system, both ongoing and term end evaluation. Ongoing evaluation is conducted in two modes: internal and external. The internal evaluation is to be undertaken by the learner himself. For

this, the University has designed some Check Your Progress questions within the SLMs, to enable the learners to self-check his/her progress of study. However, this is undertaken by the learner's themselves and is non-credit based. For the overall evaluation of a course, the University follows two types of evaluation as given below:

a) Continuous Evaluation (Assignments) : Weightage assigned 20%.
b) Term End Evaluation (Semester-end Exams) : Weightage assigned 80%.

ii. The learners are supposed to submit the assignments within the schedule of a semester at the respective study centres. The counsellors at the study centres evaluate the assignments and return them to the learners with feedback.

iii. Term-end examinations are conducted on scheduled dates at select examinations centres. Evaluations are done by the external examiners at zonal centres. After evaluation, further scrutiny is done, followed by moderation. Results are declared within scheduled dates as laid down in the Activity Planner.

iv. Learners can request for re-evaluation, if they are not satisfied. The scripts are then sent for re-evaluation at the behest of the learner.

v. Question papers for the Semester End Exam would be set as per the Evaluation policy of the University. The Question paper pattern is prepared to ensure that all the modules of the respective courses are covered.

vi. The University is in the process of using high security and eco-friendly synthetic (water proof and termite proof) papers for mark sheets and certificates. Moreover, the installation of interactive kiosks at study centres for the issue of admit-cards and modification of the existing EDPS system for a faster publication of exam results are also being planned. Similarly, introduction of biometric system is also being planned.

6.8 Refusal/Cancellation of Admission

Notwithstanding anything contained in the Prospectus/Information Brochure,the University reserves the right to refuse or cancel Admission of any Candidate.

6. REQUIRMEMTS OF LABORATORY SUPPORT AND LIBRARY RESOURCES:

7.1 Laboratory Support:

History being a theoretical discipline requires no laboratory services.

7.2 Library Resources:

The Central Library, Krishna Kanta Handiqui State Open University plays a vital role in the collection, development and dissemination of academic, scientific and technical information to meet the present and future needs of the University.

The library remains open from 10.00 am to 5.00 pm in all working days. The library is fully computerized with an ILS (Integrated Library System) and also equipped with RFID (Radio-frequency Identification) technology.

The Central Library has the following resources-

Physical Resources:

Books-	18,164
Theses-	8
Report-	1
Journals-	35
Magazines-	12
News Papers-	5
Audio CD/DVD-	49
Video CD/DVD-	6
CD/DVD with Textual documents-	66

E-resources:

E-Journals: The Central Library of KKHSOU subscribed e-journals from JSTOR (www.jstor.org), and the resources are very much necessary for academic and research community of the University.

Digital Library: Digitization has become deeply embedded into every aspect of education today. Hence, the Central Library of KKHSOU has started the Digital Library initiative. The mission of the "Digital Library at KKHSOU" is to locate, digitize, preserve, collect and make accessible the accumulated wisdom of the institute's output to the global community. The resources of the Digital Library include Administrative Documents, Conference/Seminar Proceedings, Faculty Publications, Journal of Open Learning and Research Communication (JOLRC), KKHSOU in News and Media,

Newsletters, Annual Reports, MPhil/PhD Theses, Public Lectures, Convocation Addresses, Working Papers, etc. URL: http://dlkkhsou.inflibnet.ac.in

Open Access Journals Search Engine (OAJSE): To provide easy access to various open access journal across the world, KKHSOU developed the Open Access Journals Search Engine (OAJSE) which is available for the users from the URL www.kkhsou.in/library/oajse or http://oajse.kkhsou.in

KKHSOU at Shodhganga: Krishna Kanta Handiqui State Open University (KKHSOU) has joined Shodhganga for depositing their theses which is available for the users from the URLhttp://shodhganga.inflibnet.ac.in/handle/10603/145533. Shodhganga repository is the reservoir of Indian intellectual output stored, hosted and maintained by the INFLIBNET Centre, an IUC of UGC.

8.COST ESTIMATE OF THE PROGRAMME 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 Expert Committee, honorarium to be paid to Content Writers, Content Editors, Language Editors, Translators, Proof Readers and the expenditure related to 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 the Government. As regards, 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.

8.1Programme Development Cost:

The office of the Finance Officer of KKHSOU has worked out the following.

a. SLM Development Cost for Master Degree Programme

English medium per Unit Rs. 7,300/-

b. Printing Cost per SLM Rs. 56/-

c. Cost of CD per unit Rs. 23/-

8.2 Programme Delivery Cost:

The SLMs prepared are delivered to various study centres located at the far flung remote areas. On an average, the University delivers about 15 kgs of study materials per student. The cost of delivery of 1kg of such material is Rs.10. Accordingly, depending upon the number of candidates; the cost for the MA Programme in History will be

provisioned by the University. The office of the Finance Officer has calculated the delivery cost of SLM per student at Rs. 150.00.

8.3 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, but will also benefit the learners of other programmes. The University will also bear the cost of organizing the meeting of Syllabus Revision Committee 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 the Finance Officer with regard to the maintenance of programmes per student is Rs. 1600.00.

The figures as indicated above will be applicable for the MA Programme in History (Major) of the University. The University will keep adequate financial provision for development, delivery, and maintenance of the programme presented as per the Programme Project Report.

9. QUALITY ASSURANCE MECHANISM AND EXPECTED PROGRAMME OUTCOMES:

9.1Quality Assurance Mechanism

With regard to the quality concerns of the course materials, the department is involved in the following activities:

i. The programme design and structure is decided 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 based in Assam. Formed with due approval from the University authority, this Expert Committee is helped by the in-house department faculties while preparing the framework of the programme.

ii. The next step after the completion of the framework preparation is the allotment of the assigned courses/papers (per course is composed of 15 units) to the assigned authors. The department faculties of the University prepare a

carefully chosen list of authors for the task of writing the papers, who are basically academicians working in Colleges and research scholars engaged with MPhil or PhD work.

iii. The Content Editors are then roped in for the next round. The Content Editors, who are mostly academics from reputed higher educational institutions, look into the contents of the units and provide their suggestions and feedbacks to be included by the coordinator of the programme.

iv. After completion of content editing, the materials are then sent to the Language Editor after the changes are made as per the suggestion of the Content Editor, who then looks into the language structure of the material written in English and give their necessary suggestions to be incorporated by the coordinator of the particular programme. The next step is that of printing and distribution of the SLMs to the respective study centres.

v. In the Stakeholder's Meeting, the newly constituted CIQA Office has taken the initiative to design a roadmap to ensure quality enhancement.

vi. In order to keep the programme updated, the programme is revisedand necessary changes are incorporated for the benefit of the learners.

9.2 Expected Programme Outcomes:

As for the learning outcomes, the programme aims to equip the learners with the ability to:

i. Develop the basic skills of historical understanding, including the use and evaluation of various types of primary and secondary sources, and as a result develop the skill to write with an analytical mind.

ii. Demonstrate broad historical knowledge and an awareness of the diversity of human experience that spans geography, time-frames, and ideologies.

iii. Engage in meaningful, constructive, and collaborative discussion and teamwork with others.

iv. Apply historical knowledge and skills for the enrichment of the social community at large through their work as internships, researchers, journalists and other professional careers.

ANNEXTURE-I

MA (HISTORY)PROGRAMME STUCTURE

SEM.	COURSE CODE	CREDIT	TITLE OF THE COURSE
I	PGHT S1-01	4	Historiography and Concepts in History
	PGHT S1-02	4	State and Polity in Assam (From Early Times to 1228 CE)
	PGHT S1-03	4	History of Revolutions
	PGHT S1-04	4	History of East Asia (1839-1949)
II	PGHT S2-01	4	State and Polity in Assam (1228-1826)
	PGHT S2-02	4	Political and Administrative History of India I
	PGHT S2-03	4	Political and Administrative History of India II
	PGHT S2-04	4	Political and Administrative History of India III
III	PGHT S3-01	4	Twentieth Century World
	PGHT S3-02	4	History of Colonial Assam (1826-1947)
	PGHT S3-03	4	Indian National Movement
Optionals of Semester III (any one)	PGHT S3-04(A)	4	Economic History of Ancient India
	PGHT S3-04(B)	4	Economic History of Medieval India
	PGHT S3-04(C)	4	Economic History of Modern India
IV	PGHT S4-01	4	Environmental History of India
	PGHT S4-02	4	Women in Indian History
Optionals of Semester IV (any one)	PGHT S4-03 (A)	4	Socio-Cultural History of Ancient India
	PGHT S4-03 (B)	4	Socio-Cultural History of Medieval India
	PGHT S4-03 (C)	4	Socio-Cultural History of Modern India
	PGHT S4-04	4	Dissertation

ANNEXTURE II

COURSE WISE DETAIL SYLLABUS OF MA IN HISTORY

SEMESTER -I

COURSE TITLE: HISTORIOGRAPHY AND CONCEPTS IN HISTORY

COURSE CODE: PGHT S1-01

UNIT 1: MEANING AND SCOPE OF HISTORY

Meaning of history, Collection and Selection of Data, Evidence and its transmission, Causation

UNIT 2: HISTORY AND OTHER DISCIPLINE

Anthropology, Geography, Economics, Sociology, Political Science, Linguistic, Literature

UNIT 3: TRADITIONS OF HISTORICAL WRITINGS (I)

Greco-Roman traditions, Chinese tradition

UNIT 4:TRADITIONS OF HISTORY WRITINGS (II)

Medieval Historiography- Western, Arabic, Persian

UNIT5: EMERGENCE OF MODERN HISTORICAL WRITINGS (I)

Enlightenment and Romanticism in History

UNIT 6: EMERGENCE OF MODERN THEORIES OF HISTORY (II)

School of Scientific History: Ranke

UNIT 7: TRADITIONS OF HISTORY WRITINGS (III)

Positivism, Whig

UNIT 8: MARXIST HISTORIOGRAPHY

Origin, nature, impact

UNIT 9: TOWARDS TOTAL HISTORY

Lucien Febvre, March Bloch and Annales School

UNIT 10: STRUCTURALISM

Concepts, Impact on History

UNIT 11: POST-STRUCTURALISM AND POST COLONIALISM

Concepts, Impact on History

UNIT 12: POST MODERNISM IN HISTORY

Concept, Impact on History and challenges

UNIT 13: INDIAN HISTORIOGRAPHY I

Imperialist

UNIT 14: INDIAN HISTORIOGRAPHY II

Nationalist

UNIT 15: INDIAN HISTORIOGRAPHY III

Marxist and Subaltern

SEMESTER I

COURSE TITLE: STATE AND POLITY IN ASSAM (From early times to 1228 CE)

COURSE CODE: PGHT S1-02

UNIT 1: SOURCES

Literary, Archaeological

UNIT 2: HISTORIOGRAPHY

Historiography on ancient Assam

UNIT 3: GEOGRAPHICAL SETTING

Geographical Location and Settlement

UNIT 4: EPIC -PURANIC MYTH AND LEGEND

Narakain different ancient texts, his successors

UNIT 5: THEORIES ON STATE FORMATION

Voluntary theory, Saptanga theory

UNIT 6: EARLY STATE FORMATION: THE KAMARUPA STATE

Polity and Administration

UNIT 7: EMERGENCE OF CULTURAL CENTERS

Doyang Dhansiri Valley, Bhismaknagar, Kapili-Jamuna Valley

UNIT 8: ECONOMY

Agriculture, Trade and Craft

UNIT 9: DEVELOPMENT OF NEW SOCIAL IDEAS

Caste and Class

UNIT 10: RELIGION

Saivism, Vaishnavism, Saktism, Buddhism

UNIT 11: ARCHITECTURE

Different types of architecture in ancient Assam

UNIT 12: ART AND SCULPTURE

Different designs of Art and Sculpture

SEMESTER I

COURSE TITLE: HISTORY OF REVOLUTIONS

COURSE CODE: PGHT S1-03

UNIT 1:CONCEPT AND NATURE OF REVOLUTION

Definition, Nature, and Characteristics of Revolution

UNIT 2: REVOLUTIONS AND IDEOLOGIES

Intellectuals, Idea of Progress, Empowerment of the People, Revolutions as Resistance

UNIT 3: THE GLORIOUS REVOLUTION IN ENGLAND

Background- Oliver Cromwell and the English Civil War, Causes for the outbreak of the Glorious Revolution, Impact-The Bill of Rights (1689)

UNIT 4: THE AMERICAN WAR OF INDEPENDENCE

Origin, Course of the War, Treaty of Paris, Impact of the War- The Bill of Rights

UNIT 5:THE FRENCH REVOLUTION

Intellectual Origins and Old Regime, French Peasantry and the Revolution, Women and their role

UNIT 6: THE FRENCH REVOLUTION AND ITS AFTERMATH

Impact of the Revolution- Emergence of New Socio-Political Order, Napoleon and the Revolution

UNIT 7:REVOLUTIONS OF 1830 AND 1848 IN FRANCE

Causes, Impact on Europe, Paris Commune

UNIT 8: THE RUSSIAN REVOLUTION OF 1905

Crisis of Feudalism, Socialism in Russia, The Revolution of 1905

UNIT 9: THE RUSSIAN REVOLUTION 1917

October Revolution of 1917, Lenin and Stalin, Programme of Socialist construction

UNIT 10: CHINA IN EARLY 20TH CENTURY -I

Sun-Yat Sen and the Revolution of 1911

UNIT 11: CHINA IN EARLY 20TH CENTURY -II

Mao-Ze-Dong and Communism in 1949, Cultural Revolution in China

UNIT 12: MEXICAN REVOLUTION

Background and Causes, Course of the Revolution, Result

UNIT 13: CUBAN REVOLUTION

Background, Causes, Course of Warfare, International Reaction

UNIT 14: IRANIAN REVOLUTIONS

Iranian Revolution, Shah Regime and role of America, Islamic resistance

SEMESTER I
COURSE TITLE: HISTORY OF EAST ASIA (1839-1949)
COURSE CODE: PGHT S1-04
HISTORY OF JAPAN

UNIT 1: FEUDAL JAPAN

State and Society

UNIT 2: TOKUGAWA JAPAN AND THE WESTERN POWERS I

Rise of the merchant class, Introduction of monetized economy Opening of Japan, Treaties with foreign powers (Kanugawa, Harris Treaty), Fall of the Tokugwa Shogunate

UNIT 3: THE MEIJI RESTORATION AND MODERNISATION OF JAPAN

Nature and Philosophy, Modernisation of Japan: Economic, Political and social

UNIT 4: RISE OF JAPAN AS WORLD POWER

Sino Japanese War, Anglo-Japanese Treaty, Russo-Japanese War, The annexation of Korea, World War I and Twenty One Demands, Paris Peace Conference, Washington Conference

UNIT 5: DEMOCRACY IN JAPAN

Rise of Political Parties, Growth and decline of Constitutionalism

UNIT 6: JAPAN BETWEEN THE WARS

The Manchurian Invasion of 1931, Second Sino-Japanese War, Anti-Commintern Pact, Berlin-Tokyo-Rome Axis, Industrialisation

UNIT 7: JAPAN AND WORLD WAR II

Role of General Tojo, New Order, Greater East-Asia co-prosperity zone, The dropping of Atom Bomb by U.S.A. and Surrender of Japan

UNIT 8: POST-WAR JAPAN

Disarmament and Demilitarization; Democratization - New Political System, Economic resurgence of Japan

HISTORY OF CHINA

UNIT 9: UNDERSTANDING CHINA

Society, Economy, Polity, Confusion

UNIT 10: OPENING UP OF CHINA

Canton Trade, First Opium War, Second Opium War, Open Door Policy

UNIT 11: POPULAR REFORM MOVEMENTS

Taiping Rebellion, Boxer Rebellion

UNIT 12: EMERGENCE OF NATIONALISM IN CHINA

Second Reform Movement of China 1901-1908, Revolution of 1911, Dr. Sun Yat Sen

UNIT 13: POLITICAL MOVEMENT IN CHINA

Developments of new intellectual Ideas, May Fourth Movement- Its Nature and Significance, Political crisis of 1920, Nationalist party or KMT

UNIT 14: CHINA DURING THE WORLD WARS

China in WW I, China in WW II

UNIT 15: COMMUNIST MOVEMENT IN CHINA

Establishment of Chinese Communist Party, Rise of Mau Tse Tung: Making of the Red Army, the Second United Front, Civil War, Causes and Significance

SEMESTER-II

COURSE TITLE: STATE AND POLITY IN ASSAM- II (1228-1826)

COURSE CODE: PGHT S2-01

UNIT 1: SOURCES OF MEDIEVAL ASSAM

Literary Sources, Archaeological, Foreign Sources

UNIT 2: EARLY FOREIGN INVASION IN ASSAM

Turko-Afghan Invasions, Muhammad-BakhtiarKhalji, GhiasuddinAzam of Bengal, Hussain Sahis of Bengal

UNIT 3: STATE FORMATION IN MEDIEVAL ASSAM –I

State formation of the Ahoms,

UNIT 4: STATE FORMATION IN MEDIEVAL ASSAM –II

Chutiyas, the Buhyans and Kacharis

UNIT 5: EXPANSION AND CONSOLIDATION OF THE AHOM EMPIRE

Conquest of the Chutiya Country, Occupation of the Kachari Kingdom, Westward Expansion

UNIT 6: SOCIETY, ECONOMY AND RELIGION OF THE AHOM KINGDOM

Society, economy and Religious practices

UNIT 7: AHOM-MUGHAL RELATIONS

Invasion of Mirjumla, Battle of Saraighat

UNIT 8: THE KOCHES

Origin of the Koches, VisvaSimha, Naranarayan&Chilarai , Partition of the Koch Kingdom,

UNIT 9: SOCIETY, ECONOMY AND RELIGION OF THE KOCH KINGDOM

Social condition, Economic condition and Religious practices of the Koches

UNIT 10: AHOM-KOCH RELATIONS

Nature of relationship, results

UNIT 11: CULTURAL AND ARCHITECTURAL DEVELOPMENTS IN THE MEDIEVAL PERIOD-I

Palaces, Temples and other monuments of Ahom dynasty

UNIT 12: CULTURAL AND ARCHITECTURAL DEVELOPMENTS IN THE MEDIEVAL PERIOD-II

Literature and Culture in the Pre-Vaishnavite movement, Centre of Pro-Vaishnavite, Architecture of Vaishnava institutions

UNIT 13: WOMEN IN THE MEDIEVAL ASSAM

Social Position, Political Position

SEMESTER-II

COURSE TITLE: POLITICAL AND ADMINISTRATIVE HISTORY OF INDIA-I

COURSE CODE: PGHT S2-02

UNIT 1: HISTORIOGRAPHY

Historiography on ancient India

UNIT 2: SOURCES

Literary Sources, Archaeological Sources

UNIT 3: PERSPECTIVES

State and Society as represented in Colonial writings – Oriental Despotism and Asiatic Society – Asiatic Mode of Production Debate – the nationalist response –Marxist intervention

UNIT 4: BACKGROUND TO EVOLVING POLITICAL PATTERNS (2500-600 B.C.E)

Harappan Culture, Early Vedic & later Vedic polity, transition from tribal polity to state

UNIT 5: STATE FORMATION IN THE GANGA VALLEY

Pre-state situation in the Middle Ganga Valley – Lineage Society – Processes of transition from Lineage to State – booty capture and redistribution – contending definitions of power and the centrality of the *raja* – rituals and legitimation.

UNIT 6: REPUBLICS

Characteristics of Ancient Republics, their Constitution according to Panini, Republics in Buddhist Literature

UNIT 7: KINGDOMS AND MONARCHY

Geographical Distribution and its importance – trade and urbanisation– stratification of society and the consolidation of *jati*- The incipient state and the *Varna*, NBP Economy and the Society, Second Urbanization, Mahajanapadas, Structural details of the republic and kingdoms, Emergence of Monarchy

UNIT 8: EMERGENCE OF EMPIRE (321-185 B.C)

Rise of Magadha, The Tribal confederacies – The Structure of the Nanda Monarchy

UNIT 9: MAURYAN STATE

The Formation of the Mauryan Empire – The Structure of the State under Asoka, Maruyan Administration, Form of the State in the *Arthasastra*, Recent Interpretations of the Mauryan State, Debates on the nature of Mauryan State

UNIT 10: POST-MAURYAN POLITY (200 B.C.-300 C.E)

(Sunga, Kushana, Satavahanas) the continuation of the *gana-samGhas*– the varying structures in the "successor states"–the experience in the Deccan under Satavahanas–the Tamil South, Administration

UNIT 11: EVALUATION OF CLASSICAL PATTERN

The Gupta Empire: Political processes under the Guptas – the "*samanta*system" and Indian feudalism – the concept of *dharma* – brahmana-kshatriya relations, Administration, land-grants

UNIT 12: POST-GUPTA POLITY

Kingship and the structure of polity in early medieval India – the regional state

UNIT 13: POST-GUPTA POLITY (NORTH INDIA)

Later Guptas, Moukharies, Thaneswara, Kamarupa, Harshavardhana, Palas, Senas, Gaura, Rajputs and their administration

UNIT 14: POST-GUPTA POLITY (SOUTH INDIA)

Cholas, Pandeyas, Pallavas

UNIT 15: POST-GUPTA POLITY (DECCAN)

Chalukyas and the Rashtrakutas

SEMESTER-II
COURSE TITLE: POLITICAL AND ADMINISTRATIVE HISTORY OF INDIA -II
COURSE CODE: PGHT S2-03

UNIT 1: HISTORIOGRAPHY

Historiography on Medieval India

UNIT 2: SOURCES OF MEDIEVAL INDIA

Literary, Archaeological, Foreign Sources

UNIT 3: FOUNDATION AND EXPANSION OF SULTANATE RULE

The Arabs of Sind, The Ghaznavids, The Ghoris, Dynasties of Delhi Sultanates-Slave, Khalji, Tughlaqs, Sayyaid and Lodi

UNIT 4: ADMINISTRATION OF THE DELHI SULTANATES

Central Administration, Provincial Administration, Land Revenue System

UNIT 5: DOWNFALL OF THE DELHI SULTANATES

Factors responsible for the downfall of the Delhi Sultanates, Consequences

UNIT 6: RISE OF PROVINCIAL KINGDOMS

Vijayanagar and BahmaniKingdoms, Gujrat, Malwa and Jaunpur

UNIT 7: FOUNDATION OF THE MUGHAL EMPIRE

Babur's Campaign, Political instability of India, Battle of Panipath, Humayun

UNIT 8: SHER SHAH SURI AND THE SECOND AFGHAN EMPIRE

Sher Shah Suri and his expansionist policy, His administrative reforms, Significance of his rule

UNIT 9: MUGHAL EMPIRE UNDER AKBAR

Akbar's consolidation policies of expansion: his diplomatic Alliances and his religious policy

UNIT 10: MUGHAL EMPIRE UNDER THE SUCCESSORS OF AKBAR

Jahangir, Shah Jahan, Aurangzeb

UNIT 11: MUGHAL ADMINISTRATION

Central and Provincial Administration, Jagirday and Mansabdai System

UNIT 12: DOWNFALL OF THE MUGHALS

Factors responsible for the downfall of the Mughals

UNIT 13: THE RISE OF THE MARATHAS

Shivaji: Background, His Conquests, Administration; Ascendency of the Peswas

UNIT 14: DECLINE OF THE MARATHAS

Causes for the downfall of the Marathas, Its Significances

SEMESTER II
COURSE TITLE: POLITICAL AND ADMINISTRATIVE HISTORY OF INDIA-III
COURSE CODE: PGHT S2-04

UNIT 1: EARLY EUROPEAN SETTLEMENTS IN INDIA

The Portuguese, the Dutch, Anglo-French Conflicts

UNIT 2:ESTABLISHMENT OF EAST INDIA COMPANY'S RULE IN BENGAL

Battle of Plessey, Battle of Buxar

UNIT 3: ROBERT CLIVE AND HIS REFORMS

Estimate of Robert Clive, Establishment of Dual administration in Bengal

UNIT 4: WARREN HASTINGS AND HIS REFORMS (1772-85)

Administrative Reforms, Relation with Oudh, Estimate of Warren Hastings

UNIT 5: PARLIAMENTARY INTERVENTIONS

Regulating Acts, Pitts India Act

UNIT 6: LORD CORNWALLIS AND HIS REFORMS (1786-93)

Judicial Reforms, Police Reforms, Revenue Reforms

UNIT 7: ANGLO-MYSORE RELATION

Mysore: Anglo-Mysore wars

UNIT 8:ANGLO-MARATHA RELATION

Maratha: Anglo-Maratha wars

UNIT 9:ANGLO-SIKH RELATION

Punjab: Anglo- Sikh relation, annexation of Punjab

UNIT 10: CONSOLIDATION OF BRITISH RULE

New administrative structure, new economic policies

UNIT 11: LORD HASTINGS AND ESTABLISHMENT OF BRITISH PARAMOUNTCY IN INDIA

Anglo-Nepal War (1814-18), Hastings and Indian States, The Pindaris

UNIT 12:LORD BENTINCK (1828-35) AND HIS REFORMS

Abolition of Sati and cruel rites, Suppression of Thugi, Liberal policy towards Press, Educational reforms, financial reforms, Judicial reforms

UNIT 13: CHARTER ACTS

Charter Acts of 1793, 1813, 1833, 1853

UNIT 14: FRONTIER POLICIES

Afghan Policies, Auckland's Policy towards of Sind, Ellenborough and the annexation of Sind, Anglo-Burmese Wars

UNIT 15: INSTRUMENTS OF EXPANSIONISM AND REVOLT OF 1857

Subsidiary Alliance, Doctrine of Lapse, Army, The revolt of 1857

SEMESTER-III
COURSE TITLE: TWENTIETH CENTURY WORLD
COURSE CODE: PGHT S3-01

UNIT 1: LEGACY OF NINETEENTH CENTURY

Growth of Capitalism and Imperialism (U.K, France, Japan), Liberalism and Socialism, Nationalism

UNIT 2: WORLD ORDER UP TO 1919

February Revolution of 1917, Background of the Russian Revolution, Causes of the Russian Revolution, Working of the Bolshevik Government, Lenin, Stalin, Wilson's Fourteen Points

UNIT 3: WORLD WAR I

Wilson's Fourteen Points, Origin of the War, Peace Settlements, establishment of Socialist order

UNIT 4: WW I AND ITS AFTERMATH

Problem of Reparation, End of Dynastic Empires, Formation of League of Nations

UNIT 5: WORLD BETWEEN THE TWO WARS

Quest for Collective Security, League of Nations, Geneva Disarmament Conference, Reaction of the European powers

UNIT 6: THE GREAT ECONOMIC DEPRESSION AND EUROPE

Economic Depression, Recovery and Losses, Crisis and Great Depression

UNIT 7: NAZISM AND FASCISM

Nazism in Germany and Fascism in Italy

UNIT 8: WW II

Origin, nature and results

UNIT 9: UNO

Formation, Different bodies, activities

UNIT 10: COMMUNIST REVOLUTION

Communist Revolution in China & its impact in the world politics

UNIT 11: NATIONAL MOVEMETS AND DEMOCRACY

Nationalism movements and Decolonisation in Asia and Africa

UNIT 12: CULTURAL CHANGE

Changing Notions of Culture, making of ideologies- class, race and gender, creation of public space, creation of new cultural forms-romanticism to abstract art

UNIT 13:COLD WAR AND ITS EFFECTS

Ideological and Political basis of Cold War, Pacts and Treaties, Tensions and Rivalries, NAM, Third World, Regional Tensions-Kashmir, Korea and Vietnam

UNIT 14: AGE OF PROGRESS

Cultural Revolution, Civil Rights Movements, Apartheid, Feminism, Science and Technology

UNIT 15: DISINTEGRATION OF SOCIALIST BLOCK AND END OF COLD WAR

Genesis and process of disintegration-its impact on Society and Political order from bipolar to unipolar world system, Socialism in decline, Globalization and its economic and political impact

SEMESTER-III
COURSE TITLE: HISTORY OF COLONIAL ASSAM (1826-1947)
COURSE CODE: PGHT S3-02

UNIT 1: TREATY OF YANDABOO AND ITS SIGNIFICANCES

Yandaboo Treaty, Assam, Cachar, Manipur, Jaintia Hills and Khasi Hills

UNIT 2: POLITICAL RESTORATION

Mattak, Khamti, Ahom Monarch (PurandarSingha)

UNIT 3: FORWARD POLICY

Garo, Lushai and Naga Hills, Relation with the Trans Inner Line Tribes

UNIT 4: EARLY COLONIAL ADMINISTRATION

David Scott and His Administrative Measure, Jenkins Administration

UNIT 5: EARLY ANTI-BRITISH RESISTANCE

Causes, Actors, Royalty and Aristocracy, Brahmaputra Valley, Cachar,

Manipur, Khamti and Shinpho Rebellion, Teerut Singh

UNIT 6: THE REVOLT OF 1857 IN ASSAM

The Uprising of 1857 and its Impact in Assam, Role of ManiramDewan

UNIT 7: PEASANTS UPRISINGS

Background, Phulaguri, Patharughat, Rangiya, Lachima

UNIT 8: EMERGING POLITICAL ASSOCIATIONS

Early Organizations: RyotSabhas, Sarbojanik Sabha, Assam Association

UNIT 9: BRITISH REVENUE POLICIES

Revenue policies adopted by British in Assam

UNIT 10: IMPERIAL EXPANSION

Tea, Oil, Coal, Railway, Water way

UNIT 11: ASSAMESE NATIONAL SENSIBILITIES

Role of Language and Literature, Missionary activities, Rise of Middle Class

UNIT 12: ETHNIC IDENTITY FORMATION DURING NATIONAL MOVEMENT

Bodo and Mising

UNIT 13: NATIONAL MOVEMENT AND IN EARLY PHASE

Partition of Bengal and Swadeshi Movement

UNIT 14: NATIONAL MOVEMENT AND IN LATER PHASE

Non-cooperation, Civil Disobedience Movement

UNIT 15: TOWARDS INDEPENDENCE

Quit India Movement, Grouping Proposal and Sylhet Referendum

SEMESTER III
COURSE TITLE: INDIAN NATIONAL MOVEMENT
COURSE CODE: PGHT S3-03

UNIT 1: CONCEPT OF NATION AND NATIONALISM

Imperialism, Colonialism

UNIT 2: HISTORIOGRAPHY OF INDIAN NATIONAL MOVEMENT

Oriental, National, Marxist, Subaltern

UNIT 3: EARLY RESISTANCE

Popular Movements: Peasant & Tribal Revolts

UNIT 4:REVOLT OF 1857

Background, Events, Impact, Significance

UNIT 5: NATIONALISM: EARLY PHASE

Rise of Political Associations, Foundation of INC and Moderate Phase,

UNIT 6: PARTITION OF BENGAL & SWADESHI MOVEMENT

Causes, Events, Swadeshi Andolan, Annulment of partition of Bengal

UNIT 7:RISE OF GANDHI: EARLY MOVEMENTS

Gandhian Mobilisation-Kheda, Ahmedabad, Champaran, Non-cooperation movement

UNIT 8: REVOLUTIONARY EXTREMIST

Revolutionary Activities in the Inter War Period, Dalit Movements,

UNIT 9:CIVIL DISOBEDIENCE MOVEMENT

Background, mass mobilization, results

UNIT 10: TRADE UNIONIST AND LEFT POLITICS

Trade Union Movements, Rise of Left Politics

UNIT 11: POLITICS OF INCORPORATION

Congress Policies towards Dalits, Peasants, Capitalists

UNIT 12: GROWTH OF COMMUNALISM

British Policies, Muslim League, Hindu Mahasabha

UNIT 13: CONSTITUTIONAL DEVELOPMENT AND ELECTORAL POLICIES

Constitutional development of 1909, 1919, 1935, Wavell Plan, Cabinet Mission Plan, Cripps Mission

UNIT 14: TOWARDS INDEPENDENCE

Quit India Movement, INA

UNIT 15: PARTITION POLITICS

Demand for Partition, Partition, Impacts

SEMESTER III
COURSE TITLE: ECONOMIC HISTORY OF ANCIENT INDIA
COURSE CODE: PGHT S3-04 (A)

UNIT 1: HISTORIOGRAPHY ON ECONOMIC HISTORY OF ANCIENT INDIA

Orientalist, Nationalist, Marxist, Subaltern

UNIT 2: SOURCES

Literary sources, inscriptions, coins, material remains

UNIT 3: THE FIRST URBANIZATION (2500-1500 B.C.)

Craft, Trade, Harappan towns

UNIT 4: CONTINUITY AND CHANGE (1500-700BCE) I

Pre-Iron Economy of Early Vedic Aryans, pastoral and semi-nomadic societies.

UNIT 5: CONTINUITY AND CHANGE (1500-700BCE) II

Economy of the Later Vedic period: Introduction of iron technology; arts and crafts.

UNIT 6: THE SECOND URBANIZATION (600-200 BCE)

Growth of agriculture, Craft, Trade, Guilds and towns in Ganga Valley

UNIT 7: TRADE AND COMMERCE (200 BCE-300 CE)

Indo-Greek, Sakas, Kushanas in North India, Roman trade

UNIT 8: FEUDAL ECONOMY: GROWTH AND DEVELOPMENT

Early feudal economy (300-700CE), Feudal structure under Satavahanas and Guptas

UNIT 9:DECLINE OF FEUDAL ECONOMY (700-1200CE)

Different factors responsible for the decline of the feudal economy,

UNIT 10: ASPECTS OF ECONOMY IN SOUTH INDIA

Brahmadeyas and Agraharas; Temples as a centre of economic life.

UNIT 11:ASPECTS OF ECONOMY IN NORTHEAST INDIA: THE BRAHMAPUTRA VALLEY

Agriculture, Trade and commerce under different dynasties of north-east, Barter economy, Land grants and Revenue collection.

UNIT 12:ASPECTS OF ECONOMY IN NORTHEAST INDIA: THE HILL AREAS

Hunting and gathering, *jhum*cultivation, terrace cultivation, iron smelting. Early Neolithic and megalithic cultures

UNIT 13: TRADE ROUTES IN ANCIENT INDIA

Internal trade routes, external trade routes

UNIT 14: CITIES IN ANCIENT INDIA: CASE STUDIES

Pataliputra, Ujjain, Mahabalipuram, Pragjyotisapura

UNIT 15: DEVELOPMENTS IN EARLY MEDIEVAL INDIA

Changes in agrarian pattern, development of trade and commerce

SEMESTER III
COURSE TITLE: ECONOMIC HISTORY OF MEDIEVAL INDIA
COURSE CODE: PGHT S3-04(B)

UNIT 1: INDIAN ECONOMY ON THE EVE OF TURKISH CONQUEST

Iqta and Khalisa, Collection of Kharaj on Agriculture, Land Revenue Administration

UNIT.2: ECONOMY UNDER SULTANATE PERIOD

AlauddinKhalji's Market Regulations, Agriculture, Cropping pattern, Expansion and Improvement, Irrigation system

UNIT 3: CURRENCY SYSTEM UNDER THE DELHI SULTANATE

Muhammad-bin Tughlaq's policies, Taxation, Currency

UNIT 4: LAND REVENUE ADMINISTRATION

Land Revenue, Sher Shah Suri's Reform, Method of Assessment, Madad-i-mash holders, Jagirdars

UNIT 5: TRADE AND COMMERCE

Trader's guild, medium of exchange, Trading Practices

UNIT 6: AGRARIAN ECONOMY IN THE DECCAN

Agrarian Expansion in the Godavari, Krishna, Kaveri and Periyar banks - Agrarian Technology,Tank Irrigation, Agrarian Relations, CraftsProduction

UNIT 7: TRADE IN THE DECCAN AND SOUTHERN INDIA

Long distance trade and Nagarams- Temples and Merchant Corporations like Ticai - ayirattainnurruvar, Manigamam, Nanadesi etc. Commercialization, Coins and Currency

UNIT 8: AGRICULTURE IN THE VIJAYANAGER EMPIRE

Agrarian Relations, Crafts, Commerce and Towns, Coins of Vijayanagar - Inland and Overseas trade

UNIT.9: ECONOMY UNDER THE MUGHALS

Agriculture, Trade and Commercial Activity

UNIT 10: LAND REVENUE SYSTEM UNDER THE MUGHALS

Todar Mall's Reform, Land Revenue assignment the Mansabdars and the Heridatary Rajas - Jagirdari system under the Mughals.

UNIT 11: INDUSTRY

Textile and Agro-based, Metal Technology

UNIT 12: TOWNS AND URBAN CENTRES

Rise of Urban Centres, Trade Centres, Market networks, Port Complexes

UNIT.13: AGRARIAN TAXATION UNDER THE MUGHALS

Taxation system, Currency under the Mughal Empire.

UNIT 14: ADVENT OF EUROPEAN COMMERCE IN MUGHAL INDIA

Portuguese domination in Indian Ocean, East India Company, Dutch and intra-Asian trade and internal trade in India

UNIT 15: AGRARIAN CRISIS AND PEASANT REVOLTS

Causes of discontentment, Revolts

SEMESTER III
COURSE TITLE:ECONOMIC HISTORY OF MODERN INDIA
COURSE CODE:PGHT S3-04 (C)

UNIT 1: DEVELOPMENT OF ECONOMIC HISTORY IN MODERN INDIA

Indian economy in the mid-18^{th} century, nature of economy: rural and urban, regional formations

UNIT 2: EARLY PHASE OF COLONIAL ECONOMY

Mercantilism, Decline of Traditional Industries, Drain Theory, British Overseas Trade

UNIT 3:AGRARIAN SETTLEMENTS

Permanent, Ryotwari, Mahalwari settlement, Commercialisation of Agriculture, Rural Indebtness, Famine

UNIT 4: CHANGE IN INDUSTRIAL AND RELATED SPHERES

Emergences of new industries, railway and economy, Banking and Currency

UNIT 5: LAND AND AGRICULTURE

Land, Market and Agricultural Price, Commercial Agriculture

UNIT 6:TRADE AND FINANCE

Foreign and internal trade, Agency Houses and indigenous modern banking

UNIT 7:LABOUR

Slavery, abolition of slavery

UNIT 8:LEGAL REGULATION OF THE ECONOMY

Contract and Custom; Land Regulations, Debt and Commercial Law

UNIT 9: THE WORLD OF THE MIGRANT

Calcutta, Bombay, Burma; Fiji and Trinidad

UNIT 10: ECONOMY AND WOMEN

Economic' and 'power' relations in colonial India; the absent women of 'Economic History'

UNIT 11:COLONIAL SOCIETY

Economic and social stratification; indebtedness

UNIT 12:COLONIAL ECONOMY

Famines; migration and disease

UNIT 13:THE GREAT DEPRESSION AND AFTER

The Constitutional Settlement of 1935 Structural changes in the British and Indian economies: towards a new policy in trade and manufacturers

UNIT 14: IMPACT OF COLONIAL REGIME

Workers protest, Labour Politics, Labour and Regulations

UNIT 15: ECONOMY IN INDEPENDENT INDIA

Towards a planned 'mixed' economy for the Republic of India

SEMESTER IV
COURSE TITLE: ENVIRONMENTAL HISTORY OF INDIA
COURSE CODE: PGHT S4-01

UNIT 1: HISTORIOGRAPHY AND CONCEPTS

Meaning of environmental history, Concepts in Environmental history: environmentalism, deep ecology, eco-feminism, wildness, etc. Historiography of Environmental History (Marsh, Turner, Hughes, Worster, Forster etc) Indian (Guha, Gadgil, Arnold, etc)

UNIT 2:THEMES IN ENVIRONMENTAL HISTORY AND MODES OF RESOURCE USE

Environmental history Themes: Water, Forests, natural disasters, climate change; Modes of Resource Use Gathering, Nomadic Pastoralism, Settled Agricultural Mode and Industrial Mode

UNIT 3: ENVIRONMENT AND SOCIETY IN PRE-COLONIAL INDIA

Geographical Background of the Indian Subcontinent: Physical divisions, flora and fauna, Ecology of the Harappan Culture and its decline: the Environmental factors

UNIT 4: FOREST AND LAND USE IN PRE-COLONIAL INDIA

Use of iron implements; Agricultural Expansion and Deforestation in the Gangetic Valley; Forest as economic and cultural space

UNIT 5: FORESTS IN COLONIAL INDIA

Making of British Forest Policy in India: Forest Acts of 1878 and 1927,

Impact of British Forest Policy: Deforestation and Ecological change in India. Impact of Railway Construction on Forestry

UNIT 6: COMMERCIALISATION OF NATURE

Exploitation of Forest Produce; Major forest produce and minor forest produce

UNIT 7:COMMERCIAL AGRICULTURE AND ENVIRONMENT

Commercialisation of agriculture, plantation economy, agro-forestry

UNIT 8:MAN AND THE ANIMAL WORLD

Hunting for subsistence to hunting for pleasure; games reserve; domestication and economic uses of animals; wild life protection.

UNIT 9: WATER AND ITS USES

Irrigation system, bunds and tanks, aquifers, hydrological technology of Mughal India, Water and its uses in colonial India

UNIT 10: ENVIRONMENT IN POST-COLONIAL INDIA

Conservation Policies in Post independence Period; Social Forestry

Development versus environment debate

UNIT 11: ENVIRONMENTAL MOVEMENTS

Chipko Movement, Narmada Bachao Andolan, Movement against the Lower Subansiri dam. Damsand Mines: Problems of displacement, Loss of Livelihood and Problems of Rehabilitation

UNIT 12: ENVIRONMENTAL SETTING OF NORTH EAST INDIA

Ecological setting of North East India: bio-diversity, Habitat mosaic, Shifting Cultivation: Culture and environmental impact.

UNIT 13: LAND - USE PATTERN IN NORTH EAST INDIA

Pre-colonial land use pattern; colonial forestry and the plantation economy, CPRs, Customary Rights.

UNIT 14: POST-COLONIAL ENVIRONMENTAL SITUATION

Natural disaster: the 1950 earthquake, colonial continuum, extension of plantation economy, flood and erosion, big dams and resistance.

UNIT 15: ENVIRONMENTALISM AND INDIA

Colonialism as an ecological watershed, NGOs, judicial activism, Climate change and India's international role, problem of waste and waste management, Swachh Bharat Abhiyan.

SEMESTER-IV
COURSE TITLE: WOMEN IN INDIAN HISTORY
COURSE CODE: PGHT S4-02

UNIT 1: FEMINIST MOVEMENTS AND DEVELOPMENT OF WOMEN'S HISTORY

Concepts and Ideas- Gender, Patriarchy, Sexual Division of Labour, Third World Feminism

UNIT 2: DOING WOMEN'S HISTORY I

Approaches: Marxist, Psychoanalytical, Radical, Liberal, Socialist, Post-Modern, and Existential

UNIT 3: DOING WOMEN'S HISTORY II

Sources: Archival, Non-Archival; Methodology-Re-examining Traditional Sources: Oral History and Traditions

UNIT 4: WOMEN IN EARLY INDIAN SOCIETIES

Vedic period, Epico-Pauranic Period, Mauryan Period, Gupta Period and Post-Gupta Period

UNIT 5: WOMEN IN MEDIEVAL INDIA

Position of women in Sultanate period, Manliness in Mughal court culture, Marginalized women: prostitutes, courtesan, entertainers, gender relation in literary texts

UNIT 6: RELIGION AND WOMEN I

Textual Traditions, Rituals and Identity in Brahmanical, Jainism, Buddhism, Islam, Sikkhism, Christianity (Mira Bai, Panch Pir, Karni Mata)

UNIT 7: RELIGION AND WOMEN II

Ritualistic Traditions in Islam, Sikkhism, Christianity

UNIT 8: EMANCIPATION OF INDIAN WOMEN I

Colonial State and Women's Emancipation, Social Reform movements, Women Education (Pandita Ramabai, Maharani Mataji Tapaswini)

UNIT 9: GENDER IDENTITIES

Nationalism (freedom Movement), Communalism (Partition and Hindu Right)

UNIT 10: POPULAR CULTURE AND WOMEN

Representation of Women: Print, Theatre, Cinema

UNIT 11: CASTE AND GENDER

Dalit Identities and Women, Dalit Feminism

UNIT 12: LAW AND WOMEN'S RIGHT

Legislations: Marriage, Dowry, Female Infanticide, Rape, Personal Laws, Property Rights

UNIT 13: WOMEN IN ASSAM HISTORY

Pre-Colonial Period-Literature, Art: Colonial Period- Politics, Political Organization (Assam Mahila Samiti), Popular Culture

UNIT 14: WOMEN IN POST COLONIAL INDIA

Diasporic Identities and Women, Women in Mass Movements, Voices in Literature (Mahasweta Devi, Arundhati Roy, Nirupama Borgohain)

UNIT 15: WOMEN IN POLITICS

Emergence of Women Organizations, Constitutional Rights of Women: History and Debates, Role of Women in Politics (Indira Gandhi), Debates on Reservation

SEMESTER-IV
COURSE TITLE: SOCIO-CULTURAL HISTORY OF ANCIENT INDIA
COURSE CODE: PGHT S4-03 (A):

UNIT 1:HISTORIOGRAPHY OF ANCIENT INDIAN SOCIAL HISTORY

Different historiographies on ancient Indian Social History

UNIT 2:SOURCES

Literary and Archaeological

UNIT 3:INDIAN SOCIETY IN THE PRE-HISTORIC PERIOD

Developments in the Paleolithic Age, Mesolithic Age, Beginning of food production, Early Village Settlements, Chalcolithic Communities

UNIT 4: HARAPPAN SOCIETY

Origin and Early Settlement, Urban Patterns, Religious practices,
Ruling Elite, Decline of Urban Life

UNIT 5: EARLY VEDIC SOCIETY

Identity of the Indo-Aryans and their origin, Religion, polity, position of women, social set up

UNIT 6: LATER VEDIC SOCIETY

Development of Kingship, Religion, Social set up, position of women

UNIT 7:POST-VEDIC INDIAN SOCIETY

Emergence and development of caste/*varna-jati*organisation (education, marriage, untouchability, slavery, etc.)

UNIT 8:EARLY INDIAN RELIGIOUS TRADITIONS

Continuity and Change in Vedic and Puranic Religion, Saivism, Vaishnavism

UNIT 9:SOCIAL PROTEST IN 1ST MILLENNIUM BCE IN NORTHERN INDIA

Jainism, Buddhism, and other minor sects

UNIT 10: SOCIETY IN THE MAURYAN AGE

Social set up, Religion, Economy

UNIT 11:POST- MAURYAN DEVELOPMENTS IN INDIA

Social Impact of foreign invasions, Mahayana Buddhism and Schism in Jainism

UNIT 12: SOCIETY UNDER THE GUPTA RULE

Labour, Slavery, Untouchability, Women and agrarian structure

UNIT 13:SOCIETY UNDER THE REGIONAL POWERS IN THE POST-GUPTA ERA

Religion, Culture, Social set up under the regional powers like Chalukyas, Pallavas, Cheras, Pandyas and Chola

UNIT 14:SOCIETY IN EARLY MEDIEVAL INDIA

Proliferation of *Jatis*, Rajputanisation, Buddhism, Jainism, Bhakti Movement in South

UNIT 15:LANGUAGE AND LITERATURE

Development of Sanskrit, Tamil, Pali, Prakrit language and literature; emergence of regional languages.

UNIT 16:ART AND ARCHITECTURE

Architecture: Secular architecture, temple architecture and regional styles; Sculpture: Harappan, Mauryan, Sanchi, Mathura, Sarnath and Amaravati; Painting: Rock art, Ajanta School, Bagh and Sittanavasal.

SEMESTER IV
COURSE TITLE: SOCIO-CULTURAL HISTORY OF MEDIEVAL INDIA
COURSE CODE: PGHT S4-03(B)

UNIT 1: SOCIAL COMPOSITION AND STRATIFICATION

Caste system and Slavery, Condition of Women and Devadasi Tradition, The Rural Gentries- The rural Gentries (zamindars), the Khudkast, the Pankast, Raiyatis

UNIT 2: URBAN SOCIETY

The Ruling classes, The Mercantile and Professional Classes, Rural-Urban Relationship

UNIT 3: FORMS OF DOMINANCE AND RESISTANCE

Land Control, Patriarchy and Rise of Religious Groups

UNIT 4: MOVEMENTS AND CULTS

Jagannath Cult in Odisha, Vaishnavite Movement in Eastern India (Sri Chaitanya)

UNIT 5: SUFISM

Its Origin and Orders, Beliefs and Practices, Leading Sufi Saints (Chisti and Suhrawardi)

UNIT 6: BHAKTI MOVEMENT

Philosophy of Bhakti movement, Teachings of Kabir, Nanak, Dadu, Tulsi Das, Namadev, Meera, Sankaradeva

UNIT 7: INDO-ISLAMIC ART AND ARCHITECTURE-I

Sultanate Period-calligraphy, Enamel work

UNIT 8: INDO-ISLAMIC ART AND ARCHITECTURE-II

Mughal Period- Mausoleum, Palaces, Forts

UNIT 9: REGIONAL ARCHITECTURE

Different styles of Regional Architecture, Importance

UNIT 10: MUSIC

Sultanate period, Mughal Period, others

UNIT 11: PAINTINGS

Sultanate period, Mughal Period, Rajput paintings, others

UNIT 12: EDUCATIONAL SYSTEMS

Hindu and Muslim

UNIT 13: LITERATURE

Religious Literature, Secular Literature, Sanskrit Literature, Persian Literature-Historical and Translational Work

UNIT 14: REGIONAL LITERATURE

Regional Literature

SEMESTER-IV
COURSE TITLE: SOCIO-CULTURAL HISTORY OF MODERN INDIA
COURSE CODE: PGHT S4-03(C)

UNIT 1: TOWARDS INDIAN RENAISSANCE

Emergence and growth of the Indian Middle Class, The Indian Response – Beginning of the 'Indian Renaissance' – The Young Bengal Movement, The Brahmo Samaj and the Prarthana Samaj.

UNIT 2: COLONIAL PERCEPTIONS OF THE INDIAN SOCIETY

Colonial Perceptions- Utilitarian, Evangelical and Orientalists.

UNIT 3: REVIVALIST MOVEMENT

The Arya Samaj, Ram Krishna Mission and Swami Vivekananda, The Theosophical Society.

UNIT 4: 19TH CENTURY SOCIAL REFORM PROGRAMMES

Thugee, Female Infanticide, Human Sacrifice and Slavery

UNIT 5: WOMEN AND SOCIAL REFORM PROGRAMMES

Abolition of sati, widow remarriage, education, age of consent.

UNIT 6: MOVEMENT AGAINST THE CASTE SYSTEM

The Depressed Class Movement – Jyotirao Phule, Ambedkar, Perriar.

UNIT 7: GANDHI AND THE HARIJAN MOVEMENT

Gandhi's role towards the upliftment of Harijan, Impact

UNIT 8: REFORM MOVEMENT AMONG THE SIKHS AND PARSIS

Background, nature, results

UNIT 9: REGENERATION OF THE INDIAN MUSLIMS

The Wahabi and other Movements, - Sayyid Ahmed Khan and the Aligarh Movement

UNIT 10: GROWTH AND DEVELOPMENT OF MODERN EDUCATION IN INDIA

Administrative measures: The Charter Act of 1813, Macaulay's Minute of 1835 the Wood's Despatch and the Downward Filtration Theory, Hunter's Commission Indian University Act, Sargent Scheme, Sadler Commission Report, Role of Indian Middle Class and the Missionaries

UNIT 11: GROWTH AND DEVELOPMENT OF MODERN INDIAN ART AND ARCHITECTURE

Churches, synagogues, structures Gothic architecture, Indo-European, Lutyen's Delhi.

UNIT 12:**THE PRESS AND THE GROWTH OF PUBLIC OPINION**

History of its growth, emergence of vernacular newspapers – Adam's Press Ordinance of 1832, The Press Law of Charles Metcalfe, Act XV of 1858, The Vernacular Press Act, Press Acts of the 20^{th} century.

UNIT 13: DEVELOPMENT OF INDIAN LANGUAGES AND LITERATURE DURING THE COLONIAL ERA I:

Major trends in regional literature in the 19^{th} and 20^{th} centuries -North India, Eastern and North-Eastern India

UNIT 14: DEVELOPMENT OF INDIAN LANGUAGES AND LITERATURE DURING THE COLONIAL ERA II

Major trends in regional literature during the 19^{th} and 20^{th} centuries – Western India and South India.

SEMESTER-IV
COURSE TITLE: DISSERTATION (100 marks)
COURSE CODE: PGHT S4-04

The dissertation carries 100 marks and it is mandatory to submit the Dissertation before the completion of the programme.

a. TIME SCHEDULE FOR THE PROJECT

Sl. No.	Topic	Date
1	Submission of the synopsis of the dissertation at the respective Study Centre	Upto 28th February
2	Progress Report of the dissertation	1st April to 15 April
3	Candidate should bring three copies of the dissertationalong with them at the time of Viva-Voce	

b. TYPES OF DISSERTATION:

The Dissertation topic may be taken on any one of the following areas:

- The dissertation should be done in the specialisation area of MA course only.
- Comprehensive case study
- Evolution of any new conceptual / theoretical framework.
- Field study (empirical study)

c. DISSERTATION PROPOSAL (SYNOPSIS): Submission, Changes and Acceptance of Dissertation Proposal (synopsis):

- Learners are advised to send their dissertation synopsis and name and address of the dissertation guide to the Coordinator of the Study Centre. The synopsis should include the following:
  - Title of the Study
  - Objectives and Relevance for the Study
  - Research Methodology opted for the Study (stating the nature, sources, collection of data; research tools and techniques to be used).
  - Limitations and Scope of the Study.
- If the learner wants to undertake a new dissertation by changing his/her earlier dissertation proposal, he will have to justify his new choice. Without valid ground

and certification from his/her guide, no change in dissertation proposal will be entertained.

- In any case, changes in dissertation proposal will not be allowed after submitting the second dissertation proposal. The second proposal will be considered as final.
- It is necessary that the learners finalize their dissertation proposal well ahead of time.
- It is to be noted that changes in dissertation proposal will not be entertained in the last month of the programme.
- In order to complete the dissertation in due time, a learner should devote at least 120 days for his/her work. This time should be judiciously divided into various phases like field study & interview, data collection, data tabulation, data interpretation and data analysis.

d. DISSERTATION GUIDE:

- Existing faculties of the department of History of KKHSOU.
- Selected faculties (History) of other higher education institutes of the region.

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KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY (KKHSOU)

PROGRAMME PROJECT REPORT

ON

MASTER OF ARTS IN JOURNALISM AND MASS COMMUNICATION

Submitted to

UNIVERSITY GRANTS COMMISSION

BAHADUR SHAH ZAFAR MARG

NEW DELHI – 110 002

Submitted by

K. K. Handiqui State Open University

Guwahati, Assam

April 2018

Registrar
Krishna Kanta Handique
State Open University
Guwahati

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KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY (KKHSOU)

PROGRAMME PROJECT REPORT

MA IN JOURNALISM AND MASS COMMUNICATION

1. PROGRAMME'S MISSION AND OBJECTIVES:

M.A. in Journalism and Mass Communication is being offered by the Department of Mass Communication under the Bhupen Hazarika School of Mass Communication, Krishna Kanta Handiqui State Open University (KKHSOU). This programme has been thoroughly revised in accordance with the UGC Regulations on Open and Distance Learning, 2017. Syllabus of this Programme has been finalized after a series of deliberations and discussions with academic experts in the respective field from Universities of repute, viz., Rajiv Gandhi University, Mizoram University, Gauhati University and Tezpur University. The quality of Curriculum and Syllabus of this programme has been so designed to accommodate the recent developments in the field of higher education in general and the subject in particular.

Communication is the mainstay of the people living in different parts of the world. In fact, it is an all-encompassing activity or process that has far-reaching utility and influence over humanity. As such, it becomes imperative for the common masses to understand how the process of communication works and what impact it has on our lives. Thus, the main mission of this department is to impart blended learning to the learners and keep them abreast of the present media scenario and to contribute to the accomplishment of University's mission of providing quality education beyond barriers.

This programme will be of interest to academicians, practitioners, professionals, researchers, learners and general readers who are interested in understanding the dynamics of mass communication. The major highlight of the programme is to show the relevance and significance of dynamics of communication in every walk of human life.

***Objectives of the Programme*:** The M.A. Programme in Journalism and Mass Communication that is being offered by KKHSOU has been prepared confirming the mission and goals of KKHSOU i.e. 'education beyond barriers'. To achieve this mission, the MA in Journalism and Mass Communication Programme has the following objectives:

a) To equip the learners with potential skills in order to enable them to enter the competitive markets in journalism and mass communication.

Registrar
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State Open University
Guwahati

b) To create an awareness among the learners about the world of mass communication and journalism.

c) To bring about a holistic development in the overall well-being of the learners.

d) To equip the learners with the emerging concepts of science communication, media management, film studies and communication research.

e) To make the learners understand crucial terms and concepts underlying the process of media creation.

f) To enable the learners to discuss media-related news in terms of its cultural, social, ethical, political and economic significance.

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

The M.A. Programme in Journalism and Mass Communication (Major) that is being offered by KKHSOU has been prepared confirming the mission and goals of KKHSOU. This programme follows the following mission and goals of KKHSOU:

a) To expand higher education to cover the maximum number of population.

b) To maintain equity or justice in the field of higher education.

c) To ensure the quality or excellence in higher education.

d) To increase research, both qualitatively and quantitatively.

The Masters programme in Journalism and Mass Communication is of prime importance keeping in view the current media scenario. After completion of degree programme, the Masters programme in Journalism and Mass Communication is expected to offer certain specialized courses like Science Communication, Media Management, Communication Research and Film Studies. The Master of Arts programme in Journalism and Mass Communication is designed for students who want to obtain a background in general communication skills while concentrating in one or two areas of communication research or general communication studies. This goes a long way in preparing the students for either a variety of positions in media related professions or for further study. The learners develop a broad knowledge of the history and structure of media as well as the ability to assess and think critically about future trends that may influence their careers.

The different programmes will form the basis for anyone who wants to make a career in the media industry. This programme will cover almost every aspect of the field of Mass Communication and

Journalism like electronic media, print media, advertising, media sociology, public relations, corporate communication, science communication, media management etc. This programme will familiarize the learners with the concepts, theories and models of mass communication. The Communication revolution of mass media in the last six decades have advocated the importance of mass media channels of print, broadcasting, telecommunications, computers, internet etc. which has been discussed in different courses of this programme.

Thus, the M.A Programme in Journalism and Mass Communication would contribute towards accomplishment of KKHSOU's mission and goals by providing theoretical and applied knowledge of Journalism and Mass Communication to the prospective learners as stated below.

3. NATURE OF PROSPECTIVE TARGET GROUP OF LEARNERS:

This programme is intended for those learners who want to know the subject and want to make a career in the field of journalism and mass communication. Special emphasis has been given on those learners who have passed Bachelor's Degree/P.G Diploma (or any equivalent degree) examination from any recognized examination board and want to get into any professional occupations like reporting, journalism, news anchoring, news production etc. This programme will be of interest for all those who focus on mass media and interpersonal communication as channels vis-à-vis the critical issues for social, economic, cultural and global impacts. Thus, this course aims to provide quality education, knowledge and training to-

a) The students who are desirous of obtaining a Masters Degree in Journalism and Mass Communication.

b) People willing to earn for a living and learning at the same time.

c) Learners, especially women, who could not complete their higher education on time owing to certain family problems.

d) Employed/self-employed persons with a penchant for higher education and learning skills.

e) People who would like to hone their professional skills.

f) People living in rural and remote area and other disadvantageous conditions but desirous of higher education in Journalism and Mass Communication.

4. APPROPRIATENESS OF THE PROGRAMME TO BE CONDUCTED IN OPEN AND DISTANCE LEARNING MODE TO ACQUIRE SPECIFIC SKILLS AND COMPETENCE:

The programme has been designed in such a way to accommodate practical based units within the ambit of the courses. In fact, the MA in Journalism & Mass Communication has an eclectic mix of courses catering to the needs of the learners as well as the demands of the society. Text based study materials are supplemented by interactive CDs, DVDs, etc. to make learning more interesting and informative. In order to prepare the learners to face the tough competition that the present job markets have to offer, they are required to undergo research projects at the degree level in the sixth semester programme. This will enable them to get a grip on the dynamics of journalism and mass communication. Apart from the provision of self-learning materials, counselling classes (tutorial classes) are also conducted in various study centres recognized by the University and spread across the length and breadth of the State. Moreover, there are a number of online resources like online social networking platforms, online discussion forums and online library resources like OAJSE (Open Access Journals Search Engine) which is an Open Access E-Journal Search Portal. For the benefit of the learners, study materials have been provided in online format along with audio lectures. The website of the University also provides information regarding the course assignments, information about the examination routine and results etc. Such facilities are highly compatible in an ODL platform which makes MA in Journalism and Mass Communication appropriate to be launched through ODL.

5. INSTRUCTIONAL DESIGN:

5.1 Curriculum Design:

Curriculum of the M.A programme in Journalism and Mass Communication has been designed by a carefully constituted syllabus (CCS- Committee on Courses) committee whereby the experts have been drawn from Universities like Rajiv Gandhi University, Mizoram University, Gauhati University and Tezpur University. The contents of the syllabi are up-to-date. While preparing the syllabi, UGC Model Syllabi and syllabi of other Universities along with the recommendations of Madhava Menon Committee (2011) have been consulted.

5.2 Course Distribution:

The semester-wise distribution of the different courses of the M.A programme in Journalism and Mass Communication is as follows:

Semester I	**Semester II**	**Semester III**	**Semester IV**
Course 1 : Concept of Communication	Course 5 : Reporting for Print Media	Course 9 : Development Communication& International Communication	Course 13 : Communication Research
Course 2 : Communication Theory	Course 6 : Editing for Print	Course 10 : Media Sociology	Course 14 : Optional paper (any one of the following) : i.Science Communication ii. Media Management iii. Film Studies
Course 3 : Media Studies	Course 7 : Advertising and Corporate Communication	Course 11 : Radio	Course 15 : Dissertation/Audio-visual project
Course 4 : Media Laws and Ethics	Course 8 : New Media and Computer Application	Course 12 : Television	Course 16 : Viva-voce

In this regard, the following points may be noted:

i. In the fourth semester, learners have to opt for any one paper from Course 14.

ii. Course 15 consists of dissertation or audio-visual project that the learner has to submit for partial fulfilment of the degree of MA in Journalism and Mass Communication.

iii. For Course 16, the learners will have to appear for a viva which would be conducted at some designated study centres situated in different government approved colleges. This viva will be based on the dissertation/audio-visual project that will be submitted by the learners.

5.3 Credit Distribution: The Credit Distribution of different courses of the MA programme in Journalism and Mass Communication is as follows:

Semester I	**Semester II**	**Semester III**	**Semester IV**
Course 1 : Concept of Communication	Course 5 : Reporting for Print Media	Course 9 : Development Communication& International Communication	Course 13 : Communication Research
4 credit	4 credit	4 credit	4 credit
Course 2 : Communication Theory	Course 6 : Editing for Print	Course 10 : Media Sociology	Course 14 : Optional paper (any one of the following) : i. Science Communication ii. Media Management iii. Film Studies
4 credit	4 credit	4 credit	4 credit
Course 3 : Media Studies	Course 7 : Advertising and Corporate Communication	Course 11 : Radio	Course 15 : Dissertation/Audio-visual project
4 credit	4 credit	4 credit	4 credit
Course 4 : Media Laws and Ethics	Course 8 : New Media and Computer Application	Course 12 : Television	Course 16 : Viva-voce
4 credit	4 credit	4 credit	4 credit

The overall weightage of the MA programme with Journalism and Mass Communication is a total of 64 credits.

5.4 Definition of Credit Hours: 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 is offered to the learners at their respective study centres.

5.5 Programme Structure: The MA programme in Journalism and Mass Communication has a total of 16 courses. These courses are:

i. Concept of Communication : Semester I
ii. Communication Theory : Semester I
iii. Media Studies : Semester I
iv. Media Laws and Ethics : Semester I
v. Reporting for Print Media : Semester II
vi. Editing for Print : Semester II
vii. Advertising and Corporate Communication : Semester II
viii. New Media and Computer Application : Semester II
ix. Development Communication& International Communication : Semester III
x. Media Sociology : Semester III
xi. Radio : Semester III
xii. Television : Semester III
xiii. Communication Research : Semester IV
xiv. Science Communication/Media Management/Film Studies: Semester IV
xv. Dissertation/Audio-visual project : Semester IV
xvi. Viva - Voce : Semester IV

The programme structure is also attached in **Annexure I** of the report.

Thus, the different courses have been briefly elaborated in the following way-

TITLE OF THE COURSE	SLM CODE	COURSE CODE	SEMESTER	MARKS	Credit
Concept of Communication	PGJMC 01	CC	1st	20+80	4
Communication Theory	PGJMC 02	CTR	1st	20+80	4
Media Studies	PGJMC 03	MS	1st	20+80	4
Media Laws and Ethics	PGJMC 04	MLE	1st	20+80	4
Reporting for Print Media	PGJMC 05	RPM	2nd	20+80	4
Editing for Print	PGJMC 06	EP	2nd	20+80	4
Advertising and Corporate Communication	PGJMC 07	ACC	2nd	20+80	4

New Media and Computer Application	PGJMC 08	NMCA	2nd	20+80	4
Development Communication & International Communication	PGJMC 09	DCIC	3rd	20+80	4
Media Sociology	PGJMC 10	MSC	3rd	20+80	4
Radio	PGJMC 11	RAD	3rd	40+60	4
Television	PGJMC 12	TV	3rd	20+80	4
Communication Research	PGJMC 13	ENG	4th	20+80	4
Emerging Discipline in Mass Communication – I (Science Communication) or Emerging Discipline in Mass Communication – II (Media Management) or Emerging Discipline in Mass Communication – III (Film Studies) *	PGJMC 14 (A) PGJMC 14 (B) PGJMC 14 (C)	SC MM FS	4th	20+80	4
Dissertation/Audio-visual project **	PGJMC 15	PROJ/PROD	4th	20+80	4
Viva – Voce ***	PGJMC 16	VV	4th	20+80	4
				Total Marks= 1600	Total credit = 64

*****For PGJMC 14, a learner has to opt for any one paper from three papers (Science Communication, Media Management and Film Studies).

** For PGJMC 15, a learner has to prepare a dissertation under the guidance of a professionally qualified supervisor. The learner may take up a problem related to the subject and should develop instruments for collection and interpretation of data and preparation of research report. The length of the report may be between 60-70 pages. A detailed guideline is available in the website of the University.

5.6 Home Assignment

Assignments are a part of the teaching-learning process and are compulsory. Assignments are evaluated and feedback is communicated to the learners by giving back the assignments with evaluator's comments. Such assignments are collected again by the Study Centres at the time of issuing admit cards and are stored in the study centre's office till the end of next semester, for verification by the University, failing which might lead to withheld of result. 20% marks in a course (without practical) shall be for Home Assignment wherever indicated.

5.7 Project Work (Dissertation/Audio-visual project)

Every learner will have to carry out either a dissertation or prepare an audio/audio-visual programme in the fourth semester. In case of project report, a learner will have to choose a specific topic related to any form of mass communication/journalism/public relations/ advertising/media etc. and prepare a comprehensive project report after doing an in-depth study of the topic. The topics will be decided in consultation with recognized Course Counsellors or media scholars, researchers or media professionals. For doing the project work, a project guideline has been provided in the University website: www.kkhsou.in . As far as the audio/audio-visual production is concerned, the learner will have to prepare an audio (for example, radio drama) or audio-visual clip on any area of communication/media along with a script. The audio clip can be submitted in AVI, MP3 or in WAV format. Audio-visual files can be submitted in MPEG, MP4, m4v, DAT or VOB formats.

Detailed syllabus of the courses have been attached in ***Annexure II*** of this report.

5.8 Duration of the programme: The M.A programme in Journalism and Mass Communication has four semesters and is of minimum 2 years. However, the maximum duration of the programme is 6 years as stated below:

- Minimum Duration : 4 semesters (2 years).
- Maximum Duration : 6 years.

In case, a learner is not able to qualify a course in the first attempt, he/she shall have to qualify in the particular course within the next four attempts, subject to maximum duration of the study.

5.9 Faculty and support staff requirement: The University currently has two Assistant Professors in the Department of Journalism and Mass Communication, viz., one Assistant Professor. The resources are mobilized from other Universities in the region as far as writing of self learning materials are concerned. The required support services are extended by KKHSOU. For the purpose of editing of audio/audio-visual materials, services are provided by the Multimedia section of the university which has one production assistant and two editors (for editing the audio/audio- visual study materials).

5.10 Instructional Delivery Mechanism: The Self Learning Materials have been prepared keeping in view of the requirements of UGC. Particular attention has been given so that the basic three domains of knowledge, viz., behavioural domain, cognitive domain, and constructive domain can be addressed. A few examples have been mentioned in the following table.

Domain of Knowledge	**General Learning Tasks generally used**	**Contents in Self Learning Materials**
Behavioural	• Memorising • Undertaking Routine Tasks • Learning arbitrary information • Learning rule systems • Invariable (Routine) learning procedures	• Journalism and Mass Communication is a professional subject. As such, there are certain field based topics (practical),theoretical propositions and concepts, which needs to be memorised.
Cognitive	• Classifying • Concept learning • Problem-solving • Procedures • Reasoning and argument • Rules	• There is ample scope in this domain of knowledge. Most of the theories in Journalism and Mass Communication are conceptual. Certain portion of the syllabi is also quantitative based (specially relating to the area of communication research) and hence offers scope for the development of problem solving abilities.
Constructive	• Case Studies • Complex Situations • Real-world Problem-solving	• Certainreal-world situations are included in the course. For example, in the discussion of theories related to media scenario, students are advised to draw evidences from real world situations.

Since Mass Communication and Journalism is basically a professional subject, so the curriculum has been designed by incorporating certain practical based units. Apart from the provision of self-learning materials, CDs are also distributed to the different study centres for the utilization of the learners. These are basically pre-recorded audio-visual CDs containing discussions on a range of issues pertaining to the area of Journalism and Mass Communication. In order to evaluate the learner's engagement in the different areas of Journalism and Mass Communication, assignments are given to the learners from where 20% of the marks are added to the final examination result. Various online social learning platforms are in place in order to respond to the learners' queries. Online communication tools like emails are a way of keeping in touch with the learners.

Blended learning in the field of distance education makes use of personal contact programmes along with the online mode of instructional delivery system supported by ICT. Blended learning increases the options for greater quality and quantity of human interaction in a learning environment. It offers the learners to be 'both together and apart'. ***Traditional on-campus learning*** consists of face-to-face learning (counselling sessions) which is imparted to the learners at the study centres by the instructors (subject specific teachers of the government recognized colleges). The University also makes use of both synchronous and asynchronous learning technologies through the medium of ***online learning***. Synchronous learning refers to the exchange of ideas and information with one or more participants during the same period like face-to-face discussion, skype conversations, chat rooms etc. Asynchronous learning makes us of certain technologies/online platforms like email, blogs, wikis, discussion boards, web-supported textbooks.

5.11Identification of Media –print, audio or video, online, computer aided:

The different facets of new media technologies have been analysed in the following way-

a) **Learning through community radio (e-Jnan Taranga):** Community radio was launched on 28th January, 2009, but it was officially launched on 20th November, 2010. Known as Jnan Taranga, the radio can be heard at 90.4 MHz. The community radio is an important platform for the broadcast of educational programmes which includes debates, discussions and talk shows. For the purpose of having a wider networked community, the University launched the internet version of the community radio on 20th November, 2010 known as e-Jnan Taranga. Different academic programmes are broadcast over the internet radio with special focus on issues like health & hygiene, women empowerment, rights of the children, environment and bio-diversity, career counselling, sports, legal issues, governance, youth programmes and agriculture.
b) **Provision of e-Resource and e-Learning Portal:** The central library of KKHSOU maintains an e-Resource Portal. Journals, Dictionaries, Thesauruses, Encyclopaedias and e-books are available at the

respective site. One can access the different online journals at JSTOR and JGATE databases. Apart from the aforementioned databases, one can gain access to the SAGE journals. The **Open Access Journals Search Engine (OAJSE),(http://www.oajse.com/)**,an Open Access e-Journal Portal of Krishna Kanta Handiqui State Open University provides access to innumerable journals and articles to numerous academicians and learners.

The Open Access e-Journal Portal of KKHSOU provides access to over 4,100 Open Access Journals. The website of the KKHSOU has also facilitated the downloading of important materials like home assignments, admission forms, old question papers, important notices of the University etc. The website also includes the customized study centre search facility based on district or programme.

c)SMS alert services: SMS alert facility is a part of mobile learning system where learners can subscribe for up to date news and other announcements of the university. Learners can subscribe as free SMSs via email. The people who subscribe to the email alerts get updated about the examination routine, syllabus etc.

d)Social media as an interactive platform : Information about the functioning of the University, examination routine, course curriculum etc. are easily available through various social networking platforms like Facebook (**https://www.facebook.com/groups/272636986264210/)** and Twitter **(https://twitter.com/kkhsou)**. The members of the social networking sites can log on to the home page of the University and can post comments, queries or start a discussion on any topic of interest.

e)Availability of online job portal: In order to create awareness among the masses about the different job opportunities, KKHSOU job portal (**http://www.kkhsoujobportal.in/**) was inaugurated in 2013. Within a period of two years, it has been able to garner the support of the learners who have given positive feedback regarding its functioning. Its importance can be gauged from the fact that the portal won the 5th e-North East Award for the year 2014 in the category of e-livelihood and enterprise.

f) Availability of E-SLM: Study materials from different subjects including Journalism and Mass Communication have been uploaded in online format **(http://eslm.kkhsou.in/?dir=DEGREE/BA)** for the benefit of the learners. Online audio lectures of Mass Communication **http://www.kkhsou.in/web/QuestionPaperRepository/AllFiles/?dir=Audio%20Lectures/Mass%20Communication)** have been made available in the website of K.K Handiqui State Open University. These lectures have been recorded at the community radio station's studio of the University where experts have deliberated and discussed on different issues of Journalism and Mass Communication.

All the learners are provided with Self Learning Materials, which is comprehensive in terms of contents in the syllabi. These learning resources are prepared with the help of resource persons across the country. Senior Professors from different Universities of the region are engaged as Editors of the SLMs.

Apart from the printed Self Learning Materials, audio and video materials on certain modules are also offered to the learners. In addition, certain topics are also covered through community radio programmes broadcast through the *90.4 FM Jnan Taranga* Community Service Station of the University.

Eklavya, a radio programme that is broadcast from All India Radio Station, Guwahati and simultaneously broadcasted by All India Radio Station, Dibrugarh, also covers topics on Mass Communication and Journalism and personal enrichment.

Live Phone-in-programme is broadcast by All India Radio, Guwahati each Thursday (9.15 am – 10.15 am). In this programme, learners can get live support to their queries, while the general public in general can also interact with officials/faculty members of the University on various issues.

Most of the Audio-Visual programmes are also made available online through YouTube videos.

5.12 Learners Support Services: Learner support services comprises all the assistance provided by a distance education system to the learners so that they don't feel isolated from the educational system and get adequate academic and administrative support to make the system at par with the face to face mode of conventional education. The learners' support services available in the BA programme in Journalism and Mass Communication consist of both ICT and non-ICT based support services (traditional mode of instructional delivery mechanism) . The major forms of conventional support services are -

i. **Self-Learning Materials**: These study materials are prepared by a team of experts ,each of them belonging to their own area of expertise. A detailed syllabus is prepared by the board of management and the teachers keeping with the changing needs of the society. The material is written in simple language in both English and Assamese language (bilingual) complete with modules and activities. Each of the SLMs are a mix of theory, practical and exercises to be done by the learners.

ii. **Counselling sessions:** Academic counselling sessions are held at study centresevery Sunday. Such kind counselling is provided to the learners as the learners are unable to attend regular academic classes like in conventional face to face traditional mode of education.

iii. **Library facilities:** By virtue of the independent learning concept of the distance Educational System, library facilities should occupy an important place in the learner's learning process and form an essential part of support services. KKHSOU has been instrumental in providing library facilities to PhD and MPhil scholars of differet departments at the Central Library of the University . They are provided with a library card , with the help of which they can get access to books, journals, thesis etc. in the library. As far as the learners of study centres are concened, they

are provided with a limited number of books at their respective centres which are accessible to them.

iv. **Multimedia laboratory facility:** The University has a well equipped state-of-the- art multimedia laboratory facility at its city centre. The multimedia laboratory has audio console, audio mixer and up-to-date editing software (like FCP) for the purpose of audio and audio-visual editing. Though such facilities are yet to be availed by the learners at different study centres, yet they can make use of the facilities at the editing suite situated at the city centre of the University.

v. **ICT Support:** ICT support is a major component of any ODL system of education. Our University has given emphasis on this important aspect of delivery mechanism. Some of the ICT based support systems provided by the University for the learners of MA in Journalism and Mass Communication are listed below-

a. **Website:** We have developed full-fledged official website www.kkhsou.in for our learners and general public. Here we have provided all necessary information to our learners. The Website is also linked with the social-networking site like Facebook (KKHSOU FB Official Group) for interaction among the learners, faculty members and stakeholders. The website also includes the customised study centre-search facility based on district or programme. And most of the Audio-Video programmes are also available online through YouTube.

b. **Community Radio Service**: **Jnan Taranga** (90.4 MHz) of KKHSOU is the first Community Radio Station of the North Eastern part of the country. The Community Radio, being a platform for the community for taking up community issues, is also a platform to broadcast several educational programmes that includes debates, discussions, and talk shows.

c. **Ekalavya**: With the help of Prasar Bharati, our University has launched a special educational programme namely ***Ekalavya.*** It is aired every Saturday from 8.00 PM to 8.30 PM through All India Radio, Guwahati and Dibrugarh.

d. **Akashvani Phone-in Programme:** Our University offers one hour live **phone-in** counselling programme through AIR, Guwahati and Dibrugarh where officers and experts from this University clarify queries of listeners/learners via telephone. The phone in programme is aired every Thursday from 09.15 AM to 10.15 AM.

e. **Provision ofe-SLM:** An e-learning portal by the name of e-SLM (http://eslm.kkhsou.in/) has been launched by the university. It is also a digital repository where the study materials are uploaded for the benefit of the learners. All the study materials of the

programmes (including Degree, PG Diploma, Master Degree etc.) can be assessed in this portal.

f. **Open Access Journals Search Engine (OAJSE):** To provide easy access to various open access journal across the world, KKHSOU has developed the Open Access Journals Search Engine (OAJSE) which is available for the users from the URL www.kkhsou.in/library/oajse or http://oajse.kkhsou.in . OAJSE aims to cover journals in all subjects that are published in English language. There are now 4,500+ journals in the directory .

g. **KKHSOU Mobile App:** Our University has developed a mobile application "KKHSOU" to help the learners to connect 24x7 with the university. It can be freely downloaded from Google Play Store (for android user).

h. **SMS and e-mail Alert Facility:** KKHSOU has initiated an SMS and e-mail alert facility for learners regarding any news, events and learner-related information of the university.

i. **E-mail services:** Learners can write emails to any officials/faculty members at the university's general mail id: info@kkhsou.in. Queries raised through to this mail id are readdressed by concerned official/faculty members of the university.

j. **TV programme:** University is going to initiate a half an hour live educational programme through a TV Channel **Prag-News** from June 2018. It will be telecast every Sunday at 8:30 am.

k. Resources provided by Central Library, KKHSOU

The **Central Library, Krishna Kanta Handiqui State Open University** plays a vital role in the collection, development and dissemination of academic, scientific and technical information to meet the present and future needs of the University.

The library remains open from 10.00 am to 5.00 pm in all working days. The library is fully computerized with an ILS (Integrated Library System) and also equipped with RFID (Radio-frequency Identification) technology.

The Central Library has the following resources-

Physical Resources:

Books-	18,164
Theses-	8

Report-	1
Journals-	35
Magazines-	12
News Papers-	5
Audio CD/DVD-	49
Video CD/DVD-	6
CD/DVD with Textual documents-	66

E-resources:

E-Journals: The Central Library of KKHSOU subscribed e-journals from JSTOR (www.jstor.org), and the resources are very much necessary for academic and research community of the University.

Digital Library: Digitization has become deeply embedded into every aspect of education today. Hence, the Central Library of KKHSOU has started the Digital Library initiative. The mission of the "Digital Library at KKHSOU" is to locate, digitize, preserve, collect and make accessible the accumulated wisdom of the institute's output to the global community. The resources of the Digital Library include Administrative Documents, Conference/Seminar Proceedings, Faculty Publications, Journal of Open Learning and Research Communication (JOLRC), KKHSOU in News and Media, Newsletters, Annual Reports, MPhil/PhD Theses, Public Lectures, Convocation Addresses, Working Papers, etc. URL: http://dlkkhsou.inflibnet.ac.in

Open Access Journals Search Engine (OAJSE): To provide easy access to various open access journal across the world, KKHSOU developed the Open Access Journals Search Engine (OAJSE) which is available for the users from the URL www.kkhsou.in/library/oajse or http://oajse.kkhsou.in

KKHSOU at Shodhganga: Krishna Kanta Handiqui State Open University (KKHSOU) has joined Shodhganga for depositing their theses which is available for the users from the URL http://shodhganga.inflibnet.ac.in/handle/10603/145533. Shodhganga repository is the reservoir of Indian intellectual output stored, hosted and maintained by the INFLIBNET Centre, an IUC of UGC.

Membership:

All bonafide members of the Krishna Kanta Handiqui State Open University shall be able to access the resources in the library. The bonafide categories are:

- Students
- Research Scholars

- Employees of the University
- Ex-employees of the University
- Any other person with permission of the Librarian.

Services:

The library provides the following services to its users:

- Circulation Service (Restricted to Faculty Members, Research Scholars and Employees only)
- Reference Service
- Current Awareness Service
- Electronic Information Service
- Reprography Service
- Online Library Catalogue Service

6. PROCEDURE OF ADMISSION, CURRICULUM TRANSACTION AND EVALUATION

6.1 Admission procedure

i) Eligibility requirements for the Programme
   - Any graduate from KKHSOU or any other University recognized by UGC or any equivalent degree from other recognized regulatory bodies

ii) The admission for the academic session 2018-19 of the University will be through online mode. A learner who desires to take admission in KKHSOU will have to submit his/her application through the online admission link provided in the University website www.kkhsou.in. The learner has to carefully go through the instructions for filling up the online admission form and complete the process accordingly. In the online admission system, the learner has to register with his/her mobile no/email id, and has to carefully verify the subjects of his/her choice available in the respective study centers.

iii) For admission to a particular programme, the course fee is to be paid through online transaction mode—i.e., through credit card/debit card/net banking or any other available online mode of payment.

iv) The learner after successful submission of the online admission form has to take a print out and submit the same to the study centre for hard copies of SLMs.

v) The verification of online application form will be done in the University and after the completion of the verification process, the e-SLMs will be sent to the respective Email-id of the learner.

vi) The learners who have submitted incomplete application may be given conditional admission at the University's discretion, subject to fulfillment of other eligibility criteria.

vii) All the enrolled learners will be provided with registration nos, SLMs and Identity cards.

viii) The learner who is unable to complete the programme within specified period is required to register himself/herself as a fresh learner by paying the requisite fee.

6.2 Fee Structure

The fee structure of the MA programme in Journalism and Mass Communication is as follows:

Semester-wise break-up of Fee Structure:

Semester	**Fee** (In Rupees)
First	5000.00 (inclusive of enrollment fee, course fee, exam fee, exam centre fee, marksheet fee)
Second	4700.00(inclusive of course fee, exam fee, exam centre fee, marksheet fee)
Third	4700.00 (inclusive of course fee, exam fee, exam centre fee, marksheet fee)
Fourth	5800.00 (inclusive of course fee, exam fee, exam centre fee, marksheet fee, dissertation project fee)
Total fees	**20200.00**

The detail break-up of fee has also been provided in the University Prospectus.

6.3 Financial assistance:

The University offers free education to jail inmates and differently-abled learners. At present, the University provides education free of cost to the jail inmates in 16 district jails of the state. The University is in the process of adding more of central/district jails in the Academic Session 2018-19.

6.4 Continuous Admission:

i. Admission will have to be taken continuously in the programmes without any break. A learner will be allowed to appear in all the examinations, including back courses, within the stipulated time of a programme.

ii. A learner will have to take admission to the next semester within one month from the last date of examination of the previous semester. It doesn't depend on whether the candidate appeared in the previous examination or not.
iii. A learner will be allowed to take admission to the next semester beyond one month, but within two months from the last date of examination of the previous semester with a fine of Rs 500/-.
iv. A learner may be allowed to take admission even after the issue of notification for filling up of examination forms, but such learners will be allowed to appear in the examination of that semester in the next year only.

6.5 Refusal/Cancellation of Admission:

Notwithstanding, anything contained in the prospectus, the University reserves the right to refuse/cancel admission of a candidate.

6.6 Curriculum Transaction and Activity Planner:

An activity planner, that guides the overall academic activities in the MA programme (with Major) shall be made available prior to the admission schedule of the University.The newly constituted CIQA office as per UGC guidelines and the office of the Academic Dean would upload the Academic Plan and month wise Academic Calendar to enable the learners to plan their studies and activities accordingly. The examination schedule, information regarding conduct of counselling sessions, submission of home assignment etc. will be notified as per the Activity Planner.

6.7 Evaluation system of the programme

a) The University adopts both ongoing and term end evaluation. Ongoing evaluation is conducted in two modes: internal and external. The internal evaluation is to be undertaken by the learner himself. For this, the University has designed some Check Your Progress questions, which would help the learners to self-check his progress of study. However, this is undertaken at the learners' end themselves and is non-credit based. For overall evaluation of a course, the University follows the two types of evaluation:

   Continuous Evaluation (Assignments) : Weightage assigned 20%.

   Term End Evaluation (Semester-end Examinations) : Weightage assigned 80%.

b) The learners have to submit the assignments within the schedule of a semester at the respective study centres. The counsellors at the study centres evaluate the assignments and return them to the learners with feedback.

c) Term end examinations are conducted on scheduled dates at select examinations centres. Evaluations are done by the external examiners at zonal centres. After evaluation, further

scrutiny is done, followed by moderation. Results are declared within scheduled dates as laid down in the Activity Planner.

d) Learners would be able to get their scripts re-evaluated if they are not satisfied with evaluation.

e) Questions for the Semester end paper would be set as per the Evaluation policy of the University to have coverage of all the modules of the respective courses.

f) The University is in the process of using high security and eco-friendly synthetic (water proof and termite proof) papers for mark sheets and certificates. Moreover uses of interactive kiosk at study centres for issue of admit cards and modification of the existing EDPS (Examination Data Processing System) for quick publication of results of examinations is also being planned. Similarly, introduction of biometric identity of learners is also being planned.

7. REQUIREMENT OF THE LABORATORY SUPPORT AND LIBRARY RESOURCES:

Since the MA in Journalism and Mass Communication programme requires practical based courses to be integrated with conventional text based courses, so laboratory and library facilities are an important requirement in this area. A state-of-the-art editing room has been constituted at the city office of the University located at Housefed Complex, Beltola for the purpose of editing audio and video programme. A well stocked library connected with wi-fi is also necessary to browse through reference books as well as online journals. This is because most of the books pertaining to the area of mass communication and journalism are widely available in the Western countries making it difficult for learners from developing countries like India to procure them as they are pretty expensive. It is worth mentioning here that K.K. Handiqui State Open University has a Central Library of its own which is situated at the University headquarters at Rani, Guwahati. Library services are offered to the learners through physical library facilities set up by the University at the respective study centres. Reference books are suggested by the faculty members of the University, and are supplied to the libraries located at the study centres. Some of the important subject specific books that are widely available at the central library are –

a) Aggarwal, VirBala, V.S Gupta (2002). *Handbook of Journalism and Mass Communication*. New Delhi: Concept Publishing Company.

b) Adler, Ronald B., Rodman,George R. (2000).*Understanding Human Communication*. Harcourt Brace College Publishers.

c) DeVito, Joseph A. (2002)*Essentials of Human Communication*. Boston: Allyn& Bacon.

d) Fiske, John (1990).*Introduction to Communication Studies*. New York:Routledge.

e) Kumar, Keval J. (2006).*Mass Communication in India*. Mumbai: Jaico Publishing House.

f) Moran, Terence P. (2010). Introduction to the History of Communication. New York: Peter Lang Publishing.

g) Narula, Uma (2001).*Mass Communication: Theory and Practice*. New Delhi:Har-Anand publications Pvt. Ltd.

h) Singhal, Arvind, Everett M. Rogers (2001). *India's Communication Revolution.* Sage Publications Pvt. Ltd.

i) Tomasello, Michael (2008).*Origins of Human Communication*. Massachusetts: MIT Press.

j) Vilanilam, J.V (2005).*Mass Communication in India.* New Delhi: Sage Publications.

8. COST ESTIMATE OF THE PROGRAMME AND 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 Expert Committee, honorarium to be 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.

As regards, 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 MA programme on Journalism and Mass Communication.

8.1 Programme Development Cost: Rs.17,52,000.00

The office of the Finance Officer of KKHSOU has worked out the following also.

a. SLM Development Cost for Master Degree Programme
   English medium per Unit Rs. 7,300/-

b. Printing Cost per SLM Rs. 56/-

c. Cost of CD per unit Rs. 23/-

8.2 Programme Delivery Cost:

The SLMs prepared have to be delivered to various study centres located at the far flung remote areas. On an average, the University delivers about 15 kgs of study materials per student. The cost of delivery of 1 kg of such material is Rs.10. Accordingly, depending upon the number of candidates, the cost for the MA in Journalism and Mass Communication programme will be provisioned by the University. The office of the Finance Officer has calculated the delivery cost of SLM per student at Rs. 150/-.

8.3 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, but will also benefit the learners of other programmes. The University will also bear the cost of organizing the meeting of Syllabus Revision Committee 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 Master Degree programmes per student for Journalism is Rs. 2,250.00/-

The cost figures as indicated above will be applicable for the MA programme in Journalism and Mass Communication of the University as well. The University will keep adequate financial provision for development, delivery, and maintenance of the programme presented as per the Programme Project Report.

9 QUALITY ASSURANCE MECHANISM AND EXPECTED PROGRAMME OUTCOMES:

9.1 Quality Assurance Mechanism: With regard to the quality concerns of the course materials, the department is involved in the following activities:

a) 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 expert Committee (CCS) is helped by the in-house department faculties while preparing the framework of the programme.

b) The next step after the completion of the framework preparation is the allotment of the assigned papers (which is again composed of 15 units) to the assigned authors. The in-house faculty prepares a carefully chosen list of authors for the task. The in-house faculties also contribute their writings, besides the outsourced authors, who are mostly research scholars and faculty members from higher educational institutions.

c) The content editors are then roped in for the next round. The content editors, who are mostly academics from reputed higher educational institutions, look into the contents of the units and provide their suggestions and feedbacks to be included by the coordinator of the programme.

d) Since the MA programme in Journalism and Mass Communication is prepared in a bi-lingual format, the units post content editing are then sent for Assamese translation to a select list of outsourced translators. Later, the materials are sent to the Language Editor, who then looks into the contents of the material written in Assamese and give their necessary suggestions to be incorporated by the coordinator of the particular programme. The next step is that of printing and distributing the SLMs to the respective study centres. Arrangements would be made to distribute the SLMs to the learners at the time of admission.

e) The newly constituted CIQA (Centre for Internal Quality Assessment) Office conducts stakeholders meeting; SLM Audit and Counseling Workshops which is expected to provide the University and the Department with required inputs for quality enhancement.

f) In order to keep the programme 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.

9.2 Expected Programme Outcomes: The outcomes of the programme are manifold:

a) It will enable the learners to acquire knowledge enabling them to articulate well the condition around them.

b) The programme will also help the learners to seek avenues in the media sector and/or other upcoming sectors like animation and entertainment sectors and other service sectors.

c) The programme will also encourage the learners to go for higher studies.

d) The programme will enable the learners to engage with the society in a fruitful manner leading to the welfare of all and thus contribute to the betterment of the society.

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ANNEXURE I

Programme Structure
MASTER OF ARTS

JOURNALISM AND MASS COMMUNICATION

Programme Structure: The MA programme with Journalism and Mass Communication as Major has a total of 16 courses. These courses are-

	Name of Course	**Semester**
i.	Concept of Communication	: Semester I
ii.	Communication Theory	: Semester I
iii.	Media Studies	: Semester I
iv.	Media Laws and Ethics	: Semester I
v.	Reporting for Print Media	: Semester II
vi.	Editing for Print	: Semester II
vii.	Advertising and Corporate Communication	: Semester II
viii.	New Media and Computer Application	: Semester II
ix.	Development Communication& International Communication	: Semester III
x.	Media Sociology	: Semester III
xi.	Radio	: Semester III
xii.	Television	: Semester III
xiii.	Communication Research	: Semester IV
xiv.	Science Communication/Media Management/Film Studies	: Semester IV
xv.	Dissertation/Audio-visual project	: Semester IV
xvi.	Viva - Voce	: Semester IV

ANNEXURE II
DETAILED COURSEWISE SYLLABUS

FIRST SEMESTER
COURSE – 1 : CONCEPT OF COMMUNICATION

Unit 1: Concept of Communication

Definitions of communication, communication process, 7 C's of Communication

Unit 2: History and development of Communication

From Stone Age to digital era, Early communication systems in India, present status and development, phases in the development of human communication

Unit 3 : Journalism in India

Early efforts in publishing newspapers in the country, role of newspapers in freedom struggle and role of media, pre-Independence era of mass media

Unit 4: Functions of Communication

Functions of communication, functions identified by Lasswell, McQuail, Marshall McLuhan

Unit 5: Types of Communication

Intrapersonal, Interpersonal, Group, Public communication, Mass Communication, Verbal and non-verbal communication, classroom communication- speech delivery, eye contact, attention pulling devices

Unit 6 : Communication Methods

Oral Communication, Network Communication, Intra-Management Communication, vertical communication, horizontal communication, Complementary Communication, symmetrical Communication

Unit 7: Communication Barriers

Barriers of Communication- physical barriers, psychological barriers, semantic barriers

Unit 8: Mass Communication

Definitions of mass communication, types of mass communication, characteristics of mass communication, functions of mass communication

Unit 9 : Evolution of mass media

Print, radio, television

Unit 10: Process of Communication

How communication takes place, elements in the communication process—sender, receiver, message, channel, feedback

Unit 11: Communication and Society

Role of communication in society, impact of society on communication processes, communication and social change, communication and culture, concepts of Information and knowledge society

Unit 12: Media audience

Definitions of audience, characteristics of audience, types of audience

Unit 13: Grassroots communication

Definition, characteristics, alternative media for micro level communication

Unit 14 : Communication and Popular Culture

Communication and culture, role of communication in popular culture – music videos, albums and corporatization of culture, mass media as cultural institution

Unit – 15 : Cultural Communication

Concept of cultural communication, Intercultural Communication Models- Communication model for Acculturation, Multivariate Model for Immigration Adaptation Process, perception, retention, components of cultural communication, value system and communication

COURSE – 2 : COMMUNICATION THEORY

Unit 1: Concept of Communication Theory

Concept of communication model & theory, importance of communication theory,

Unit 2 : Basic Communication Models

Linear and non-linear – Symbolic models, Physical models, Mental models, Verbal models, Iconic models, Analog models and Mathematical models

Unit 3: Communication Models – I

Aristotle's model, SMR, SMCR, Circular model (Schramm and Osgood)

Unit 4: Communication Models – II

Lasswell'sModel, Shannon and Weaver's model, Denis De Deflevr Model,

Unit 5: Communication Models – III

Katz and Lazarsfeld's two step flow model of mass media and personal influence, Wilbur Schramm's model, White's Gatekeeping Model

Unit 6: Communication Models – IV

Newcombe's Model, Westley and McLean's Model, Gerbner's Model,

Unit 7 : Development Communication Models

Learner Model of Development, Roger's Basic Diffusion Model

Unit - 8: International Communication Models

Global Communication Model, Global Interdependency Model, Global Technology Networking Communication Model – 1 & 2.

Unit - 9: Communication Management Models

Knowledge Management Model, Conflict Management Model, Conflict Process Model, Conflict Variables Model

Unit 10: Communication Effects Theories – I

Hypodermic or Bullet Theory, Uses and Gratification theory, Cognitive Dissonance Theory, Agenda Setting Theory, Cultivation Analysis,

Unit 11: Communication Effects Theories – II

Individual Difference theory, Social Learning Theory, Dependency Theory**,** Spiral of Silence Theory, Heider's Balance Theory,

Unit 12: Normative Theories

Authoritarian theory, Libertarian theory, Social responsibility theory, soviet communist theory, development media theory, democratic participant media theory

Unit 13: Indian Theories of Communication

Bharat's Natyashastra – Sadharanikaran Theory, Bharat Muni's advisory as public communication and debate, Journalism as Mission Theory (as emerged during the age of reformation in India).

Unit 14 : Comparative analysis of any two communication models of your choice (practical based unit)

In this unit, the learner will have to make a comparative choice between any two models of communication.

Unit 15 : Critical analysis of any communication theory (practical based unit)

In this unit, the learner will have to make a critical analysis of any communication theory and describe its applicability in the society.

COURSE – 3: MEDIA STUDIES

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 : 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, Writing & Editing of Captions, Shots and Camera Movements, Shot, Camera Movement

Unit – 7 : Photojournalism

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

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 Popular 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, Television Programmes, Television Production

Unit – 10 : Television Programme And Production

Television programmes, 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 film.

COURSE – 4: MEDIA LAWS& ETHICS

Unit - 1: Introduction to Ethics

Introduction to ethical thinking, Concept of applied ethics, relational ethics and descriptive ethics, contributions by Immanuel Kant, Stuart Mill

Unit - 2: Code of Ethics

Concept of media ethics, need and importance of media code of ethics

Unit -3: Ethics of Print Journalism

Editors' Charter 1953, AINEC Code of Ethics 1968, Press Council Code 1954, Press Council Code on Communal Matters, Parliamentary Code 1976

Unit-4 : Defamation

Defamation, types of defamation, libel- types, slander, other legal issues – courtroom reporting, copyright, case studies.

Unit- 5: Statutes governing the press

Obscene publications, Young persons (Harmful Publications) Act of 1956, Indian Telegraph Act, Press and Registration of Books Act 1867, The Parliamentary Proceedings (Protection of Public) Act 1956, The Copyright Act 1957

Unit 6 : Copyright and Intellectual Property Right

Copyright, types, remedies for copyright violation, exceptions to copyright, Indian copyright act, case studies, IPR and GATT, concept of copyleft and creative commons

Unit- 7: Emergency Provisions and Parliamentary Privileges

Emergency and State of Emergency: Concepts , Constitutional Emergency Provisions , Code of Conduct for the Press, 1971, Effect of Emergency Provisions on Media freedom Parliamentary and Legislative Privileges: Concept , Constitutional Provisions on Parliamentary and Legislative Privileges, Freedom of speech Right of publication of proceedings Law Courts and Privileges, Some points on Parliamentary and Legislative Privileges , Effect of Parliamentary and Legislative Privileges on Media Reporting, Contempt of Court, Contempt of Court Act

Unit- 8: Right to Information

Concept of RTI, characteristics, advantages and limitations, RTI Vs Official Secrets Act, merits and demerits of Official Secrets Act

Unit- 9: Rights of Journalists

Working Journalist Act, Press Council of India – composition, functions and criticisms

Unit- 10: Media and Privacy

Media and Intrusion into Privacy, Privacy under International Law, Privacy and Indian Legal Provisions,Sensationalism: Development of the Concept, Sensationalism in Electronic Media, Sting Operations, Operation West End: Tehelka.com, Sting operations in Movies, Novels, Comics and TV Serial,Paparazzi and Celebrities, Restrictions on Paparazzi and Laws, Yellow Journalism

Unit 11 : Freedom of Speech and Expression under Indian Constitution

Reasonable restrictions – case studies

Unit 12 : Censorship

Concept of censorship, historical overview, types of censorship, censorship provisions under the Indian Constitution, censorship during emergency, case studies

Unit – 13: Ethics in Photojournalism

Ethics in Photojournalism, Use of Photoshop and publishing of photographs, Internet and Ethics, Code of Ethics of Photographers

Unit- 14: Regulatory Organisations

Ombudsman, Press Ombudsman, Readers' Editors, Press Commission,Press commissions of India,Proposed Broadcasting Services Regulation Bill, 2006

Unit- 15: Media Self-Regulation and Professional Organisation

Concept of self-regulation, Media Self-regulation, Code of conduct of different, organisations for media personnel, Editors' Guild of India, All India Newspaper Editors' Conference (AINEC), The Indian Newspaper Society (INS), Objectives and Administration of INS, Functions of INS, ILNA

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SECOND SEMESTER
COURSE – 5 :
REPORTING FOR PRINT MEDIA

Unit 1: News and news values

Concept of news, important definitions, constructs, elements of news,what is news value, the news values – timeliness, proximity, prominence, human interest, cause, consequence

Unit 2: Basics of reporting

What is reporting, concept of news reporting, projecting objectivity in news reporting, job of a reporter, where reporters work, difference between the terms reporter, correspondent, stringer, liner, freelancer

Unit 3 :Sources of News

Sources of news for a news organization, news sources for a reporter, embargo, anonymous sources, spot news reporting

Unit 4 :Structure of news

Basic structure, headline, byline, lead, body, pyramid style, inverted pyramid style of news writing**,**recent trends in news narration

Unit 5 : Beat reporting

What is beat, the beat reporter, some important beats – political, cultural, development, sports, science, legal, crime, education etc.

Unit 6 : Types of news reporting

Objective, investigative, interpretative, crime reporting

Unit 7 : Opinion writing

Writing editorials- the fundamentals, Importance of editorial writing, the role of the editor, style of editorial writing, writing articles, Techniques of good writing, rewriting, feature writing, freelance writing, writing news and press releases

Unit 8 : Reporting techniques

Traditional methods of reporting for print media, Interviews, observation, documents,what is interview, preparing for an interview, conducting the interview, telephonic interview, face to face interview, text of interviewing, note taking for print media

Unit 9 : News Writing

Who writes the news, characteristics of a good news report, examples of a few well-written news reports.

Unit 10 : Qualities of a good reporter

Qualities and responsibilities of a good reporter, challenges of news reporters

Unit 11: Reporting skills

Necessary of having reporting skills- a nose for news, outgoing nature, ability to establish contacts, clarity of expression ,team spirit, ability to cope with pressure, fundamental qualities in reporting- accurate, balance, objective, clarity, impactful

Unit 12: Principles of good writing

Language and style of Indian media, language and style for print and cyber media,
Basic rules for writing headline, lead, body

Unit 13: Writing for different areas

Importance of science and technology writing, different types of science writing, Do's and don'ts of science writing, Importance of culture and sports writing, how to write for the culture beat, how to write for the sports beat, do's and don'ts, Importance of political writing, how to write a political news, reporting conflicts

Unit –14: Writing for the press

Techniques of good writing, rewriting, feature writing, freelance writing, writing news and press releases

Unit –15: Ethics of news reporting

Importance of ethics in news reporting, ethics and standards in practice

COURSE – 6: EDITING FOR PRINT

Unit -1:Concept and principles of editing

Meaning, concept and definitions, why is it important to edit

Unit- 2:News room set-up

Hierarchy of the news room, role of each personnel, digital editing tools in a newsroom-computers, word processing system, desktop publishing, page designing

Unit -3 : Being a good editor

Qualities of a good editor, duties and responsibilities of editor- technical, legal and ethical

Unit – 4 :News Editing

Principles of copy editing, how to edit each of the different elements of a news story, functions of a copy desk, duties and qualities of a copy editor, tools of a copy editor, language and grammar

Unit – 5: Editorial department in a print media establishment

Organisational structure in an editorial department, working of editorial department- editor, news editor, bureau chief, special correspondents, reporters, liner, stringer, working at the desk-the sub-editor

Unit – 6: Headlines

Headlines writing, types and styles, concept and purpose

Unit -7: Photo Editing

Photo editor, cropping, scaling, caption writing

Unit -8: News Agency and Editing of Agency Copy

Different types of news agencies and their functions, how to edit an agency copy

Unit -9: Editing symbols and proof reading

Different types of symbols, its uses, proofreading symbols, abbreviation, strategies, galley proof, fact checker

Unit -10: Page make up and layout

Definition, its uses, definition of layout, different types of layout, Introduction, elements of typography

Unit -11: Review and criticism

Basics of review and criticism, theories of criticism, methods of criticisms – impressionistic, authoritarian, review writing for books, films, music, performing arts ,middle, letters to the editor, Methods of writing column, types of columns.

Unit -12: Grammar and usage

Sequence of tenses, voice, narration, punctuation, common errors, vocabulary, rewriting, same word having different meanings, diction

Unit 13 : Editorial Ethics

Press controlling body, morality in practice, legal aspects

Unit –14: Writing headlines (practical based unit)

Write five different types of headlines and explain the significance of each headline

Unit -15: Photo editing (Practical based unit)

Select any ten photographs and then write an appropriate caption

COURSE – 7: ADVERTISING & CORPORATE COMMUNICATIONS

Unit – 1: Concept of Advertising

Concept of Advertising: Concept, Objectives, Function; Classification of Advertising - based on function, region, target markets, company demand, desired responses, the media used to issue advertisements

Unit – 2: Elements of Advertising

Elements of Advertising, Advertisement Layout, Selection of media for Advertising

Unit – 3: Advertising Media & Types

Concept of Advertising Media - Concept, Print advertising, Radio advertising, Television advertising; Concept of Media buying and space selling, Impact of advertising, Outdoor Advertising, Film Advertising, Corporate Advertising, Financial advertising, Social Marketing Concept

Unit – 4: Advertising Agency

Concept of Advertising agency, History, Types of advertising agency, Organizational set up, Ad Manager, Who is an Advertising Manager, The Duties and Responsibilities of an Advertising Manager**,** The qualities of

an Advertising Manager**,** Advertising agency activity - Client Servicing, Accounts Service , Media Planning , The Creative Department, The Creative Services Department, The Research Department; The Duties and the Responsibilities of an Agency, Financial Relation of the Advertising Agency, Advertising Ownership & Term of Relationship, Concept of Advertising Campaign, Advertising Campaign Strategy, Research for advertising campaign

Unit – 5: Advertising Theory

Maslow's Theory, the Stimulus Response Theory, The Starch Model, AIDA, AIDCA, DAGMAR Model

Unit – 6: The art of advertising copywriting

Concept of advertising copywriting, techniques for writing a copy, copy writing for radio, television and film

Unit- 7: Advertising campaign

Concept of advertising campaign, advertising campaign strategy, research for advertising

Unit – 8: Concept of Corporate Communications

Nature and scope of corporate communication , difference between corporate communication and public relations, definition of corporate communication, objectives of corporate communication, basic functions of corporate communication, Nature of corporate communication, Growth and Development of corporate communication, Pioneers of corporate communication, corporate communication in India, prospect, Target audience

Unit – 9: Public Relations Practitioner and Organizations

Propaganda and publicity, Corporate Communication Manager – Duties and Responsibilities, Qualities of a good Public Relations Manager, Public Relations Organizations in India : PRSI, PRCI, PRCAI.

Unit – 10: Public Relations in Organization

PR set up in an organization, Status of PR department in an Organization, Functions of a PR department, PR campaigns and programmes, PR in Central Govt., PR in State Govt., PR in Public Sector Undertakings, Public Relations in a crisis situation, corporate communication in private sector

Unit -11: Publicity Media for corporate communication

Types of publicity media- print media, television, radio, film, New media, recent trends in corporate communication media

Unit – 12: Media Relations in PR

Organizing Press Conference - How to organize a Press Conference, Differences between Press Meet and Meet the press, Press Briefings, Press Tours, Releases and Written Materials to Media - Press Release, Backgrounder, Rejoinders.

Unit – 13: Ethics in Advertising & PR

Ethics in Advertising, AAAI, ASCI, Codes and guidelines for advertising, General rules of conduct in advertising, Code for Doordarshan, General air code, Advertising code and children, Code of standards in relation to the advertising of Medicines and treatment, Cable Television Advertising Codes, PR and Code of Conduct

Unit 14: Advertising

Design print ad for (a) an FMCG product (b) a public service message (c) recruitment advertisement (d) a new mobile brand (e) launch of a new newspaper

Unit 15: Press Release

Write a press release of an (a) FMCG product launch (b) strategy for campaign to fight discrimination against women (c) strategy to promote a musical event by a corporate body (d) strategy for campaign of a new scheme by the government to provide laptops to high school students (e) strategy to take planning to organize a press tour

COURSE – 8: NEW MEDIA & COMPUTER APPLICATION

Unit -1: Introduction to New Media

Concept of New Media, definition, difference between conventional media and new media, common vehicles of new media

Unit -2: Impact of New Media

Impact of New Media, users of new media, contents of cyber paper, video boom, convergence of media

Unit – 3 : New Media Technologies

Using new media technologies- creativity and diversity, use of new media technologies in different fields

Unit -4: Digital Media

Digital Video Broadcasting, Radio in a box concept, Internet Radio, Digital TV/Radio, printing/ photography in a digital format

Unit -5: Cyber Journalism

Online newspapers, characteristics, differences and similarities with other media, Online journalism: Characteristics, difference between online journalism and traditional journalism, history of online journalism

Unit -6: Social media and its use in journalism

Social media, characteristics, use of social media in journalism, social media and credibility

Unit -7:Practical based unit

Write five reports for news websites and five blogs on any subject of your interest

Unit – 8: Practical based unit

(a) Create a Facebook page of a newspaper

(b) Scan twitter page for seven days and make a content analysis of what is trending and write a 500 page report on it.

Unit -9: Using Computers

Concept of Computers, organization of computers, types of computer, classification of a computer, Port, File management, application of computer, advantages and disadvantages of computer

Unit -10: Software and Multimedia application

Computer Software basics, System software, application software, integrated software, multimedia confronting, legal restriction on software

Unit- 11: MS Word

Starting MS Word, Basic Units of MS Word, entering and saving texts in a document, closing the MS Word document and closing MS Word programme, Opening of an existing document, copy and cut, formatting the document, finding a particular pattern, insertion, implementing formula on table contents, header and footer, page set up, indents, tabs, columns, change case

Unit- 12: MS PowerPoint and Photoshop

Starting MS PowerPoint, Parts of PowerPoint, creating Power Point presentation, to include slide in the chart, to impart a data sheet, formatting options, slide transitions, different views of the presentation, Photoshop, creating a Photoshop.

Unit -13: Practical based unit

(a) Design a newspaper page using MS Word

(b) Design a magazine content page using MS Word

Unit - 14: Practical based unit

(a) Prepare a PowerPoint presentation on KKHSOU

(b) Design a PowerPoint on tourism potential in Assam

Unit – 15: Practical based unit

(a) Create an info graphic of growing population of India using Photoshop
(b) Design cover page of a news magazine using Photoshop

THIRD SEMESTER

COURSE – 9: DEVELOPMENT COMMUNICATION AND INTERNATIONALCOMMUNICATION

Unit -1 : Development Meaning, concept, and approaches to development, Indices of development, Dominant paradigm of development, the modernization and dependency approach, core areas of development, Development as economic growth

Unit-2: Alternative approaches to Development

Social, cultural, and political perspectives in development, Need-based approach; Sustainable development; Human development approach; Rights based approach and participatory approach to development, Development as freedom; Millennium Development Goals, Sustainable Development Goals

Unit -3: Development Journalism: Concept, origin and development, Development Journalism: Origins of development journalism , Concept and types of Journalism, Duties and responsibilities of the journalist, Role and importance of development journalism-national and international perspectives, development journalism in India, experiments- chhatera, gramyavani- meretee experiment.

Unit –4: Communication for Development

Role of media in development – emerging perspectives, Strategies for development communication in India – evolutionary perspectives, Communication for nation building; Diffusion of innovation; Extension approach; IEC and BCC approach; Role of NGO's in development, Development Communication as feedback for policy planning

Unit – 5 : Development Support Communication

Scope and function, Iowa model of development support communication

Unit – 6 :Participatory Communication

Need and significance of participatory communication, different approaches and levels of participation, Perspectives of Robert chambers and Paulo Freire, PRA and RRA techniques, tools of participatory communication.

Unit – 7 : Content analysis of newspaper (Practical based unit)

In this unit, the learners will be required to do a content analysis of their favourite newspaper and find out the place of development contents in it

Unit -8 : Concept of International Communication

Concept of international communication, Features of International Communication, International Communication in the age of Internet

Unit –9 :Approaches to Theorizing International Communication

Modernization Theory, Dependency Theory, World Systems, Structural Imperialism, Hegemony, Propaganda, Global Village, Technological Determinism, Globalization, Cultural Imperialism, Theories of Information Society

Unit – 10 : MacBride Commission

Composition, terms of reference, major recommendations

Unit -11: Communication co-operation initiatives in South Asia

SAVE, issues and impediments

Unit – 12 : Issues in global media ownership

Cultural imperialism, use of micro media and social media for political rights, Arab spring, occupy Wall Street movements

Unit – 13 : Indian achievements in satellite communication

ISRO, types of satellites launched by ISRO, purposes, prospects

Unit -14: Political ideologies and international communication

Borderless communication and nation-state censorship, impediments to right to communication, issues of media density and freedom of speech and expression- lessons from Gulf war, embedded journalism

Unit – 15 : International agencies for freedom of media and individual expression

Amnesty International, reporters without frontiers, publications, IFEX, Censorship Index, Article 19

COURSE -10 : MEDIA SOCIOLOGY

Unit 1 : Mass media as a social institution

Media for social communication, media relation with other social institutions

Unit 2 : Media and social issues

Racism, inequality and subjugation

Unit 3 : Media and juvenile delinquency

Mediated deviancy, media and violence, mediated crimes, trial by media, concept of pluralistic ignorance

Unit 4 : Media and youth

Impact, uses, peer group influence, need for counselling, issues and case studies

Unit 5: Mediated stereotypes

Media portrayal of women, issues of empowerment

Unit 6: Media and feminist movements

Contexts and consequences

Unit 7: Media and social movements

A critique of Indian movements

Unit 8: Media and national integration

Assessment of promotional campaigns, case studies

Unit 9 : Media for peace initiatives

Gandhian perspective, recent media campaigns

Unit 10 : Media and religious communication in Indian context

Treatment and promotion of secularism

Unit 11 : Mass media and social ad campaigns

Literacy, health, nutrition, cleanliness, pure water and power

Unit 12 : Mass media and third sector

Communication strategies of third sector, comparison of public sector and third sector communication initiatives vis-à-vis social sector

Unit 13 : Media prompted mass hysteria

Moral panics, media as tools of national and international propaganda, misinformation and disinformation campaigns

Unit 14 : Media content as a product

Manufacturing of consent, media as asynchronous filters, producers of flak- arguments of Chomsky and Herman

Unit 15 : Mass media as power

As ideological apparatus, media and politics in India, an evaluative discourse of political role of media in post Independence India

COURSE – 11:
ELECTRONIC MEDIA - RADIO

Unit – 1: Introduction to Audio Media

Characteristics and features of audio media, impact and reach, History of Radio Broadcasting (World Scenario), History and growth of radio in India

Unit -2: All India Radio

History of AIR, AIR news service, external service, VividhBharti, YuvaVani, Special Audience Programmes-radio talks and discussions, radio programmes for rural audience, educational programmes, family welfare programmes, programmes for the armed forces, Radio plays and features, AIR with special reference to AIR in Assam and AIR in Meghalaya in particular and north-east in general, AIR news service, external service

Unit- 3: FM Radio, Community Radio andEducational Radio

Concept of FM, FM Radio in India, Community Radio, Educational Radio

Unit -4: Technical Concepts

Broadcasting, Narrowcasting, Radio Transmission, Podcasting and Internet Radio, New developments in radio

Unit -5: Radio News – Basic Features

Basic features of radio news, Different types of news bulletins, Radio features and current features programmes, Innovations in radio news coverage

Unit -6: Reporting For Radio

Introduction to radio reporting, going about reporting for radio, Qualities and responsibilities of radio reporter

Unit -7 Writing for Radio

Basic Steps of Writing News for Radio, Language and style for radio, News Style for Radio, Radio News Bulletin Structure, Rules for radio news writing, Preparing radio copy (format, names and titles, symbols and numbers, quotations and attributions, correcting copy etc.), Writing for radio features and current affairs programmes

Unit -8 Interviewing For Radio

Interviewing (art of interviewing, types, sound bytes etc.) Types of interview and Approach

Unit -9 – Radio presentation

Voice culture, Pronunciation, General principles of radio presentation

Unit -10 : Stages of radio production

Steps in radio production, Digital editing - examples of digital audio editing software programs (Adobe Audition 3, Sony Sound Forge 9, Digidesign Pro Tools)

Unit – 11: Radio for development

Radio as an effective tool for development, Case studies of the use of radio for development communication , Radio Documentary, Vox pops, Role of Amateur Radio

Unit-12 : Practical based unit

Write a radio news report on a recent event at your locality. Please indicate the sound bites to be put in.

Unit -13 : Practical based unit

Write script of a 10 minutes radio feature on RongaliBihu of Assam

Unit-14: Practical based unit

Design a 10 minutes current affairs programme radio magazine

Unit – 15 : Practical based unit

Write a strategy to cover a local fair for a community radio station nearby

COURSE – 12: ELECTRONIC MEDIA - TELEVISION

Unit 1: Introduction to Audio-Visual Media

Characteristics and features of audio-visual media, Impact and reach of audio-visual media, Audio media vs. audio-visual media, History of TV Broadcasting (World Scenario), History and growth of TV in India

Unit 2: Regulatory bodies

Chanda Committee, Verghese Working Group, Joshi Working Group, PrasarBharati Act, Broadcasting Bill, ThePrasarBharati (Broadcasting Cooperation of India) Act, 1990, Cable Television Network (Regulation) Act, Cable Television Networks (Regulation) Amendment Act, 2002, Broadcast Content Complaints Council (BCCC)

Unit 3: Public and Private Broadcasting in India

Doordarshan with special reference to DDK Guwahati & PPC-NE, Growth of private TV channels in India with special reference to Assam, History and growth of educational TV in India

Unit 4: Some Technical Concepts

Terrestrial transmission,cable and satellite transmission, Digital video broadcasting

Unit 5: TV News

Basic features of TV news, Structure of TV news bulletin, Different types of TV news, Panel Discussions, interviews, documentaries and current affairs programmes in TV

Unit 6: Reporting For TV News

Introduction to TV reporting, Duties, Qualities and responsibilities of TV reporter, Sources of TV News, New Trends in TV reporting

Unit -7 :Genres of television programmes

Different types of TV news, panel discussions, interviews, documentaries and current affairs programmes of Television, Educational television

Unit 8: Some Basic Concepts and Writing for TV News

Some basic concepts, Principles of TV news writing, Preparing News copy, Rules for writing TV news

Unit 9: TV News Editing

Concepts and Principles of TV news editing, Concept of TV News editing, Principles of TV news editing – The Grammar, Linear and Non-linear editing

Unit 10: TV News Presentation

News presentation (reading vs. anchoring), News anchor – Working conditions and responsibilities, Voice culture, pronunciation and articulation, Pronunciation and articulation, Voice culture, Interview, Principles of Effective Interviewing, Phrasing the question

UNIT 11: Shots & Movements

Shot Composition, Shots Sizes, Principles of good composition, Camera Movements and Angles, Movements, Angles, Rules of screen grammar

Unit -12: Television as an industry

Emerging growth of television as an industry, Revenue generated from advertisements, Growth of television industry in India- market capitalization, size of the industry, contribution to economic growth, leading companies, television rating points (TRP)

Unit – 13: Trends in television journalism

Impact of 24- hours news channels, News values: redefining what's newsworthy, importance of audience in the field of television broadcasting: catering to diverse group of people, some important concepts- Direct-to-Home (DTH), Internet Protocol Television (IPTV), Headend-in-the-sky(HITS), Conditional Access System(CAS)

Unit – 14 : Practical based unit

(a) Plan a 10 minutes national news bulletin
(b) Plan a 10 minutes national sports bulletin

Unit – 15 : Practical based unit

(a) Plan a 10 minutes radio feature on 'Brahmaputra'.

FOURTH SEMESTER

COURSE – 13 : COMMUNICATION RESEARCH

Unit – 1: Introduction to Research

Meaning of research, Definition of research, Objectives of research, Importance of research

Unit – 2: Types of Research

Various Types of Research, Quantitative and Qualitative Research, Research Methods, Research Process

Unit – 3: Communication Research

Meaning of communication research, Types of communication research, Importance of research in mass media, Elements of communication research, Role of computer in communication research

Unit – 4: Research Methods

Impotence of media research, Survey research, Types of surveys, Advantage and disadvantages of survey, Public opinion survey, Pre-election and Exit poll, Content analysis, Meaning and definition of content analysis, Methods of content analysis, Limitations of content analysis

Unit – 5: Research Plan

Research problem, Defining research problem, Formulation of objectives, Meaning of hypothesis

Unit -6 : Research Design

Meaning of research design, Need for research design, Features of a good design, concepts related to research design- Dependent and Independent Variables, Extraneous variable, Control, Experimental and control groups, Treatments, Experiment

Unit – 7: Research Tools

Data and its types, Methods of Primary Data Collection, Observation, Interview
Questionnaire and schedules, Other Methods of data collection, Secondary data collection

Unit – 8: Sampling

Census and sample, Importance of Sampling, Sample designs, Sample size

Unit – 9: Data analysis

Data evaluation techniques, tabulation and classification of data, Tabulation of data, Diagrammatic and graphic presentation, Hypothesis testing, Data interpretations, Report writing

Unit -10 : Measurement

Levels of measurement – Nominal, Ordinal, Interval and Ratio

Unit - 11: Statistical Analysis

Measures of Central Tendency – Mean, Median, Mode, Measures of Dispersion – Minimum, Maximum, Range, Variance, Standard Deviation

Unit – 12: Areas of Communication Research

Print media research, Electronic media research, Advertising research, Public relation research

Unit -13 : Applications of Mass Media Research

Research in Print Media, Electronic Media, Advertising and Public Relations, Mass Media research and the Internet

Unit - 14: Role of Computer in Research

Important characteristics of computer, Applications of computer in the field of research- model processing, performing computations, research and data analysis, Limitations of computer based analysis- elaborate system of monitoring , loss of data due to malware

Unit –15: Research Ethics

Research process and Ethics, Responsibility as a Researcher, Ethical issues pertaining to communication research – honesty, confidentiality, acknowledging others, use of appropriate language, plagiarism, Ethics and online research

COURSE – 14 (A) :EMERGING DISCIPLINE IN MASS COMMUNICATION – I (SCIENCE COMMUNICATION) OPTIONAL

Unit 1: Basics and History of Science Communication

Emergence of modern science, history of science journalism (global context), history of science journalism in India, science journalism present trends, need and significance of science communication, its importance in present day context.

Unit 2: Science Writing

Writing Science news, qualities of a science news reporter, sources of scientific information, writing science features and articles, suitable examples of science features and articles; Writing science fiction, examples of science fiction writers, some popular science fiction writers

Unit 3: Science and Technology Policy of India

Need and importance of science and technology policy, Scientific Policy Resolution of 1958, Technology Policy Statement of 1983, Science and Technology Policy 2003, Science, Technology and Innovation Policy 2013, Patent Act with International Property Rights

Unit – 4 :Science and Technology set-up in India

Science and Technology System in India- Central Government Science and Technology Departments/Ministries, Science and Technology in NGOs, Science and Technology Departments/Councils in the State Government, Recognised in-house Research & Development Units

Unit - 5: Science Communication Media

Print media, audio-visual media, folk media, Interactive media

Unit -6: Science Popularization programmes

Science Popularization - programmes, organizations, individuals, method of science popularization, Scientific Temperament, Role of CDAC, NCSTC, Vigyan Prasar, NCSC, etc.

Unit -7 : Public Understanding of Science

Concept of public, Necessary of public understanding of science and technology, role of communication

Unit -8 : Science Communicators

Who is a science communicator? , training of science communicators

Unit 9: Scientific Advertising

Concept of Scientific Advertising, an overview of the scientific advertising in India, Laws and ethics in scientific advertising, Creating advertising appeals, and appreciation and presentation of a few scientific advertising

Unit 10: Science Programme Production

Concepts of pre production, production and post production of science programmes

Unit – 11: Science Communication formats

Science News, report and reportage, Features and Articles, sources of scientific information- primary, secondary and tertiary, strengths and weaknesses of various formats

Unit 12: Science Communication in North East

History of science communication in Assam, Dak's proverbs, Contribution of *Arunodoi,* Present status

Unit 13: Career in Science Communication

Different awards, prizes, courses, fellowships, training opportunities and placement opportunities in science communication

Unit –14: Health Communication

Health Communication - Meaning of Health Communication, guidelines for effective Health Communication, Health communication issues related to the field of medicine, delivery of healthcare and environmental health, interpersonal dimensions of health communication, a brief history of Physician-Patient communication, Sources of news on health issues, communication strategies of NRHM

Unit -15 : Environmental Communication

Environmental communication- meaning and definition, areas and issues of Environmental Communication, local and global problems, environmental movements in India- Chipko, Narmada BachaoAndolan, Silent Valley

COURSE – 14 (B):EMERGING DISCIPLINE IN MASS COMMUNICATION – II (MEDIA MANAGEMENT) OPTIONAL

Unit-1: Basics of Management

Meaning of management, importance of management in the organization, principles of management, Levels of management, managerial functions in the media organization Media as an industry and profession

Unit -2: Media Ownership

Ownership patterns of mass media in India, individual owner, partnership, joint operations, trusts, vertical ownership, cross, conglomerate, group ownership

Unit -3: MediaOrganizations

Structure of a media organization**,** an account of different national and international media and communication organizations

Unit -4 : Leadership and work motivation

Importance of leadership in a media organization, job performance, impact of technology on the performance of the employees, division of labour

Unit -5: Organizational Structure of Print Media Organization

Hierarchy, functions, editorial, business, circulation department, reference section, role and coordination between different departments, printing, packaging, transportation, distribution

Unit -6: Organizational Structure of Radio station

Structure of AIR, structure of FM stations, role of different sections, role of different personnel, hierarchical set-up

Unit -7: Organizational Structure of TV Station

Organisational set up of DDK, organizational set up of private channels, hierarchical set-up, role of different sections, role of different personnel

Unit -8: Organizational Structure of Advertising agency and PR

Hierarchical set-up of ad agency, role of different sections, role of different personnel, Hierarchical set-up of PR firm, role of different sections, role of different personnel.

Unit – 9 :Management of media units in India

Organisational set-up of the media units of the Government of India- Press Information Bureau, Directorate of Advertising and Visual Publicity, Registrar of Newspapers for India, Directorate of Field Publicity, Publication Division, Song and Drama Division, Research , Reference and Training Division, Photo Division

Unit – 10 :Ownership patterns of print media organisations

Newspaper ownership, types of newspaper ownership along with its advantages and disadvantages– Individual Ownership, Partnership, Corporation, Group or Chain Ownership, Employee Ownership, Vertical Ownership and Joint Operation

Unit - 11: Observations of first and second press commissions on newspaper management

Magazine ownership in India, issues of decline in circulation and ad revenue

Unit -12 : Issues related to regulation and self-regulation of Media Organisations

Need for Regulation, self-regulation by media companies, areas of legal concern

Unit -13 : Managerial decisions in media organizations

Types of decisions, pro-active and reactive decisions, the decision making process, problems encountered in the decision process

Unit -14:Career in Media

Different awards, prizes, courses, fellowships, training opportunities and placement opportunities in media and mass communication

Unit- 15 : Media Legislation, Regulation and Governance

Primary Legislation, Regulatory Bodies, Registration and Licensing, Independent Regulatory Bodies, Regulatory codes, Governance of Media Organisations

COURSE – 14 (C):EMERGING DISCIPLINE IN MASS COMMUNICATION – III (FILM STUDIES) OPTIONAL

Unit- 1:Birth of the Moving image

Concept of persistence of vision, Birth of the moving images, Initiatives of Lumiere brothers, Precursors of film

Unit- 2:History of film

The silent era, sound era, Indian cinema, Indian New Wave, Indian New Wave Directors, Various Film Schools

Unit - 3: Film Movements in India

The first film movement 1950-1964, the second film movement 1964-1976, the third film movement 1977-1991, the fourth film movement 1991-2006

Unit - 4: Contributions of some of the illustrious filmmakers towards the growth of filmmaking

Sergei Eisenstein, Andre Bazin, JyotiprasadAgarwala, Satyajit Ray, Dr.BhabendranathSaikia

Unit -5: Stages in Filmmaking

Development, pre-production, production, post-production, distribution

Unit-6: Film productions

Shots, camera movements, Lighting, sets, directors, actors, costumes, storyboards, post-production

Unit-7:Film Theories

Formative film theory, realist film theory, contemporary French film theory, Auteurist film theory, Psychoanalytic, Feminist, Aparatus theory

Unit-8: Cinematic Storytelling

Narrative-Fictional and Non-Fictional, significance and structural elements of narrative, story and Plot, Principles of plot construction-selection and omission of details, Sub-plots, Deviant Plot structure

Unit -9: Scriptwriting

Guide to writing dialogue for dummies, format and style of screenplay, theories on writing a screenplay

Unit - 10: Film Budgeting

Different sections of a film budget- above-the-line (creative talent), below-the-line (direct production costs); post-production (editing, visual effects, etc.) and miscellaneous (insurance, bond completion etc.)

Unit-11: Film Genres and Semiotics

Film Genres - definition, Film Noir, Social Melodrama, Romantic, Horror, Comedy, Fiction, Animation, Epic

Unit -12: Cinema and Censorship

Censorship and censor boards with special reference to India

Unit-13: Film Culture

Film Culture, Crossover films, Documentary film making, Film and Cultural Identity, Film Audiences

Unit-14: Cinema of North-East India

Beginning of films in North East India, problems of film making in North East, problems of Regional Cinema, film industry in Assam, state's initiative to promote regional cinema

Unit-15: Film Appreciation

Fundamental of film appreciation, Film criticism, review writing, film analysis- textual and contextual analysis of films of different genre

COURSE – 15 : DISSERTATION OR AUDIO VISUAL PROJECT

I. OBJECTIVE:

The objective of the dissertation is to help the learners acquire ability to apply multidisciplinary concepts, tools and techniques to address communication and media related problems and/or to evolve new and innovative theoretical frame work. The duration of the project work is three months. The project report/audio visual production carries 100 marks and it is mandatory to submit either of the reportsbefore the completion of the programme.

II. TIME SCHEDULE FOR THE PROJECT:

Sl. No	Topic	Date
1	Submission of the synopsis of the project at the respective Study Centre	By the end of May
2	Viva-voce to be conducted.Candidate should bring three copies of the project report along with them at the time of Viva-Voce	Within the month of August

III. FEES FOR PROJECT: A Challan of Rs 1000/- as Project fees should be enclosed with the copy of the project report (which will be sent to the university), if not paid the fee during the admission time.

IV. TYPES OF PROJECT: The dissertation may be undertaken (not limited to) on any one of the following areas:

- The project should be done in core specialisation area of respective course only.
- lt can be related to any field of Communication- impact of media, relationship between media and audience, mass media research etc.
- Journalism, its related fields, any media related issues, or media related organizations.
- Any area of Public relations/Advertising/Media Management/Online media/Science Communication/Media Sociology etc.
- Evolution of any new conceptual / theoretical framework.
- Field study (empirical study).
- The project can be based on primary or secondary data.

V.PROJECT PROPOSAL (SYNOPSIS) Submission, Changes and Acceptance of Project Proposal (synopsis):

a. Learners are advised to send their project synopsis and name and address of the project guide to their respective Coordinators at the KKHSOU Study Centres. The synopsis should include the following-

- Title of the study
- Objectives and importance (significance) of the Study
- Research methodology opted for the study (stating nature, sources, collection of data, research tools and techniques to be used, sampling procedure).
- Limitations and scope of the study

b. lf the learner wants to undertake a new project by changing his/her earlier project proposal, he/she will have to justify his/her new choice. Without valid ground and certification from his/her guide, no change in project proposal will be entertained.

c. ln any case, changes in project proposal will not be allowed after submitting the second project proposal. The second proposal will be considered as final.

d. In any case, changes in project proposal will not be allowed after submitting the second project proposal. The second proposal will be considered as final.

e. It is necessary that the learners finalize their project proposal well ahead of time.

f. It is to be noted that changes in project proposal will not be entertained in the last month of the programme.

g. In order to complete the project in due time, a learner should devote at least 60 days for his/her project. Their time should be judiciously divided into various phases like field study & interview, data collection, data tabulation, data interpretation and data analysis.

VI. PROJECT GUIDE:

- A faculty who is presently engaged with the BhupenHazarika School of Mass Communication of KKHSOU or those who are engaged with the study centres (preferably Mass Communication department) of the designated colleges under KKHSOU.
- Faculties in the departments of Mass Communication and Journalism in colleges/institutions affiliated to any lndian University and having minimum five years of teaching experience.

VII. PROJECT REPORT:

- Each Project Report must adequately explain the research methodology adopted and the directions for future research.
- The Project Report should also contain the following:
  - Copy of the approved Project Proforma.
  - Certificate of originality of the work duly signed by the learner and project guide.
  - Resume of the guide should be attached along with the project report.

VIII. PROJECT PROFORMA

• The Project Report should be typed in double line space, with 1.5 inches of margin in left size and 1 inch margin in the right side of each page. The upper and lower margins should not be less than 1 inch each. Project report should be printed on one side only and should be spiral bound.

• The dissertation should include the following items –

a. Cover page
b. Certificate from the supervisor/guide
c. Acknowledgement
d. Abstract
e. Contents (a brief outline of the different chapters including a list of tables/list of figures (if need be)

Chapterisation

a. Introduction
   - Background of the study
   - Objectives of the study
   - Rationale for the research
   - Hypothesis to be tested/research questions
   - Review of past literature
b. Research Methodology
   - Area/Place of research
   - Sample size
   - Sampling method
   - Nature of research
   - Tools of research
c. Details about the different aspects of the research study
d. Data analysis and interpretation
e. Limitations and scope of the study
f. Bibliography
g. Annexure (pictures, paper clippings, questionnaires, etc.)

AUDIO-VISUAL REPORT: In case of audio-visual project, the learner is expected to prepare and submit an audio-visual clip on any topic (preferably related to the area of media and communication) in the form of CD or DVD (in MPEG, MP4, m4v, DAT or VOB formats). The learner will have to shoot the video using a handycam/camera and edit it properly before submitting it. It is imperative for the learner to prepare a proper script along with the CDs/DVDs. At the time of submission, the learner must keep in mind to submit three CDs/DVDs , one for the Study Centre, one for the University and one for the learner himself/herself.At the top right corner of the first page of the report "COPY FOR THE UNIVERSITY" should be neatly written or typed.

IX. SUBMISSION OF DISSERTATION/AUDIO VISUAL PRODUCTION

Learners should prepare three copies of the dissertation/CD or DVD whereby one copy will be for the University, one for the Study Centre and one for the learner him/herself. They should bring all the copies during the Viva-Voce which will be intimated to the learners beforehand. On the top right corner of the first page of the report "COPY FOR THE UNIVERSITY" should be neatly written/typed.

X. MARKS DISTRIBUTION

A total of 100 marks have been assigned for the dissertation/audio-visual project.

COURSE – 16: VIVA - VOCE

After the submission of the dissertation/audio-visual reports, viva voce will be conducted in the presence of both an Internal and External Evaluator at designated study centres or at the University headquarter.

Learners should preserve their copies of project report for future reference. The University may ask the learners to present a brief overview of their project work even after the submission of the project anytime within commencement of the programme. Therefore, the learners should preserve their copies till the final result is declared.

MARKS DISTRIBUTION

Total marks assigned for viva voce is 100.

Thus, overall a total of 200 marks have been assigned for the completion of the project as well as for appearing in the viva voce.

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KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY

(KKHSOU)

PROGRAMME PROJECT REPORT

ON

MASTER OF ARTS IN PHILOSOPHY

Submitted to

UNIVERSITY GRANTS COMMISSION

BAHADUR SHAH ZAFAR MARG

NEW DELHI – 110 002

Submitted by

K. K. Handiqui State Open University

Guwahati, Assam

April 2018

Registrar
Krishna Kanta Handique
State Open University
Guwahati

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10 Annexure

Annexure I: Detailed Course wise Syllabus of the M.A Programme in Philosophy

Krishna Kanta Handiqui State Open University

Programme Project Report

M.A. Programme in Philosophy

1. PROGRAMME'S MISSION AND OBJECTIVES:

Krishna Kanta Handiqui State Open University (KKHSOU) was established as the first open university of North East of India to promote higher education, to reach the unreached through the Open and Distance learning mode. The aim of KKHSOU is to provide easily accessible modes of higher education and training with the use of latest educational inputs and technology. The motto of the University is ***Education beyond Barriers*** **of age, academic background, economical, and geographical boundaries**.

For the interested learners, who want to pursue higher education in Philosophy, K K Handiqui State Open University is planning to start Master of Arts in Philosophy from the academic session 2018. Philosophy as an academic discipline in the university system of higher learning plays a vital role in discovering the power of reasoning which lies latent in human beings and which helps to regulate human thinking and conduct in a proper manner.

KKHSOU is planning to introduce the M.A. Programme in philosophy. By introducing the Master Degree Programme in Philosophy, it aims to achieve the following objectives:

i. To help the learners to develop a more logical and analytical mind and empower them with critical thinking ability in a rational and logical manner.
ii. To help the learners to know the original Indian philosophy, the details of its systems, religious and moral sense, and to explore the basic education of human life through the charm and spirituality of Indian philosophy.
iii. To help the learners to know the contributions of Indian as well as Western Philosophers in search of the knowledge and reality.

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Krishna Kanta Handique
State Open University
Guwahati

iv. To help the learners to know the contemporary issues of philosophy in a comprehensive manner.

v. To help the learners to think and solve the issues like abortion, euthanasia, environmental issues etc.

vi. To help the learners to see the socio-political issues and to know the thinkings of contemporary Indian thinkers like Gandhi, Tagore, Vivekananda in a more philosophical manner.

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

The relevance of M.A. Programme in Philosophy can be mentioned as follows:

i. Philosophy as an academic discipline in the university system of higher learning plays a vital and dominant role in discovering the power of reasoning which lies latent in human beings and which helps to regulate human thinking and conduct in a proper manner.

ii. Philosophy is a subject consisting of different areas like logic, Indian Philosophy, Western Philosophy, Contemporary Western Philosophy, Contemporary Indian Philosophy Analytic Philosophy, Metaphysics, Epistemology, Ethics, Philosophy of Mind, Philosophy of language, Philosophy of Religion, Applied Philosophy etc. This has been reflected in the different courses of M.A. Programme in Philosophy. Keeping the above-mentioned areas in mind, the Dept. of philosophy of KKHSOU, with the help of expert committee, has decided to have the papers like Indian Philosophy, Ethics, Philosophy of Religion, logic, Western Philosophy, Contemporary Western Philosophy, and Applied philosophy etc.

iii. After successful completion of this programme, the learners will not only be able to know the basic issues of philosophy but will also be able to see the issues critically, methodically, and systematically. The analytical or reasoning power, which is acquired and developed after successful completion of the programme, will pragmatically help our learners a lot in building the career of life professionally as well as academically. Apart from this, to lead a happy, peaceful, and prosperous life in a society, it can provide our learners some applied tricks through the study of ethics, religion, and Logic and spiritual education inherent in Indian Philosophy.

One point, which can be mentioned further, is that M.A. in Philosophy programme will be seen to follow KKHSOU Mission and Goals properly. The goals of KKHSOU are given respectively:

i. To provide access to higher education to a large segments of the population including disadvantaged groups living in remote and rural areas.
ii. To provide opportunities for higher education to a larger segment of the population including those who could not pursue higher education in the appropriate time due one reason or the other.
iii. To advance and disseminate learning and knowledge by diverse means including the use of information and communication Technology.
iv. To contribute to the improvement of the educational system in the state by providing a non-formal education complementary to the formal system.
v. To provide counselling and guidance to the learners.

3. NATURE OF PROSPECTIVE TARGET GROUPS OF LEARNERS:

Krishna Kanta Handiqui State Open University is going to launch the M.A. in Philosophy to suit the following prospective target group of learners.

i. Persons who had to give up their education after graduation due to certain reasons.
ii. People engaged in different services, business, agriculture or other profession.
iii. Persons deprived of admission in conventional universities of the state.
iv. Prisoners, who want to reform themselves morally, religiously, and spiritually by taking the subject of philosophy.
v. Working people who wish to develop their reasoning capacity in their professional as well as academic upliftment.
vi. People who want to prepare for different competitive examinations.

4. APPROPRIATENESS OF PROGRAMME TO BE CONDUCTED IN ODL:

The MA Programme in Philosophy is aimed at giving the learners theoretical insights into the key issues and dimensions relating to the disciple of Philosophy. As such, the programme would be suitable for the ODL mode. The programme would be imparted through printed SLMS supplemented by other relevant Leaners Support Services.

4.1 ICT Support Services: ICT support is a major component of any ODL system of education. Our university has as such given emphasis on this. Some ICT-based support systems provided by the university for the learners of MA in Philosophy are listed below:

a) **Website**: We have developed full-fledged official website www.kkhsou.in for our learners and general public. Here we have provided all necessary information to our learners. The Website is also linked with the social-networking site like Facebook (KKHSOU FB Official Group) for interaction among the learners, faculty members and stakeholders. The website also includes the customised study centre-search facility based on district or programme. And most of the Audio-Video programmes are also made available online through YouTube

b) **Community Radio Service**: **Jnan Taranga** (90.4 MHz) of KKHSOU is the first Community Radio of the North Eastern part of the country. The Community Radio, being a platform for the community for taking up community issues, is also a platform to broadcast several educational programmes that includes debates, discussions, and talk shows.

c) **Ekalavya**: With the help of Prasar Bharati, our University has launched a special educational programme namely ***Ekalavya.*** It is aired every Saturday from 8.00 PM to 8.30 PM through All India Radio, Guwahati and Dibrugarh. Topics on philosophy and personal enrichment are aired on the programme.

d) **Akashvani Phone-in Programme:** Our University offers one hour live **phone-in** counselling programme through AIR, Guwahati and Dibrugarh where officers and experts from this University clarify queries of listeners/learners via telephone. The phone in programme is aired every Thursday from 09.15 AM to 10.15 AM.

e) **e-SLM:** An e-learning portal by the name of e-SLM (http://eslm.kkhsou.in/) has been launched by the university. It is also a digital repository where the study materials are uploaded for the benefit of the learners. All the study materials of the programmes (including Degree, Master Degree etc.) can be assessed in this portal.

f) **Open Access Journals Search Engine (OAJSE):** To provide easy access to various open access journal across the world, KKHSOU has developed the Open Access Journals Search Engine (OAJSE) which is available for the users from the URL www.kkhsou.in/library/oajse or

http://oajse.kkhsou.in . OAJSE aims to cover journals in all subjects that are published in English language. There are now 4,500+ journals in the directory. All are searchable at article level.

g) **KKHSOU Mobile App:** Our University has developed a mobile application "KKHSOU" to help the learners to connect 24x7 with the university. It can be freely downloaded from Google Play Store (for android user).

h) **SMS and e-mail Alert Facility:** University has initiated an SMS and e-mail alert facility for learners regarding any news, events and learner-related information of the university.

i) **E-mail services:** Learners can write emails to any officials/faculty members in university's general mail id: info@kkhsou.in. Queries raised through to this mail id are readdressed by concerned official/faculty members of the university.

j) **TV programme:** University is going to initiate a half an hour live educational programme through a TV Channel **Prag-News** from June 2018. It will be telecast every Sunday at 8:30 am.

5. INSTRUCTIONAL DESIGN:

5.1: Syllabus Design: The Department of Philosophy is planning to introduce two years M.A. programme in Philosophy. Syllabus of the M.A. programme in Philosophy has been prepared with the help of experts in the subject from other reputed Universities and Institutions of the region, like Gauhati University, Guwahati and Cotton University, Guwahati, and IIT Guwahati. The contents of the syllabus are updated. While preparing the syllabus, UGC Model syllabus and syllabi of other Universities and recommendations of Madhav Menon Committee have been consulted. The detailed syllabus of the MA programme in Philosophy is presented as Annexure I

5.2: Course Distribution: The semester-wise distribution of the different courses of the M.A. programme in Philosophy is as follows:

Table: I

Semester I	Semester II	Semester III	Semester IV
Metaphysics: Western	**Indian Philosophy I**	**Contemporary Indian Philosophy**	**Applied Ethics**
Epistemology: Western	**Indian Philosophy II**	**Contemporary Western Philosophy I**	**Gandhian Thought**
Logic	**Indian Moral Philosophy**	**Contemporary Western Philosophy II**	**Logic I** (optional) **or Philosophy of Religion**
Moral Philosophy: Western	**History of Western Philosophy**	**Social and Political Philosophy**	**Logic II** (optional) **Or** **Major Religions of the World**

5.3 Course Structure: The MA Programme in Philosophy will be divided into four semesters. All the four semesters consist of four papers. The names of the four papers, which will be studied in the first semester, are Metaphysics: Western, Epistemology: Western, Logic and Moral philosophy: Western. The names of the four papers, which will be studied in the second semester, are Indian Philosophy I, Indian Philosophy II, Indian Moral Philosophy, and History of Western Philosophy. The names of the four papers, which will be studied in third semester, are Contemporary Indian Philosophy, Contemporary Western Philosophy I, Contemporary Western Philosophy II, and Social and Political Philosophy. In the fourth semester also, there will be four papers. However, two papers will be common to all. Two other papers will be special papers and those papers will have to choose from the elective papers. The names of the two common papers are Applied Ethics and Gandhian Thought. So far as special papers are concerned, there will be two groups, viz., Logic and religion. In each group, there will be two papers, and learners will have to select any one group. Group (A) consists of two papers, viz., Logic I and Logic II.

Group (B) will also consist of two papers, viz., Philosophy of Religion and Major Religions of the World.

For all the papers, different self-learning materials (SLM) will be prepared. These self-learning materials are just like textbooks under which different units have been written by covering the syllabus. However, the uniqueness of the SLM is that they are written in a very simple language. All the units of the SLMs follow a common House style that includes Model questions, Check Your Progress, Answers to Check Your Progress, Activity etc. With the help of KKHSOU's House Style, units will be made very simple and easy to understand for the learners.

In all the semesters, one assignment of 20 will be given. Learners will have to complete and submit it to the study centers. In the examinations, 20% weightage will be assigned for home assignments, and 80% for written examination. Semester wise distribution of the courses has already been mentioned in **Table: I**. Detailed syllabi of the course have been attached in **Annexure 1** of this report.

5.4 Credit Distribution: The Credit Distribution of the different papers of the M.A. Programme in Philosophy is presented in Table II.

Table: II

	Semester I	**Semester II**	**Semester III**	**Semester IV**
Course	**Metaphysics: Western**	**Indian Philosophy I**	**Contemporary Indian Philosophy**	**Applied Ethics**
Credit	**4**	**4**	**4**	**4**
Course	**Epistemology: Western**	**Indian Philosophy II**	**Contemporary Western Philosophy I**	**Gandhian Thought**
Credit	**4**	**4**	**4**	**4**
Course	**Logic**	**Indian Moral Philosophy**	**Contemporary Western Philosophy II**	**Logic-I** (optional) **or Philosophy of Religion**

Credit	**4**	**4**	**4**	**4**
Course	**Indian Moral Philosophy**	**History of Western Philosophy**	**Social and Political Philosophy**	**Logic-II** (optional) **Or** **Major Religions of the World**
Credit	**4**	**4**	**4**	**4**
Credits per semester	**16**	**16**	**16**	**16**

The overall weightage of the MA programme in Philosophy is of 64 credits. The credit distribution of the different courses in the programme is presented in Table III.

Table: III

Courses	**credits**
1st Semester (4 papers)	**16**
2nd Semester (4 papers)	**16**
3rd Semester (4 papers)	**16**
4th semester (4 papers)	**16**
TOTAL CREDITS	**64**

5.5 Definition of Credit Hours: Krishna Kanta Handiqui State Open University follows the system of assigning 30 hours of study per credit of a course. If this norm is to follow, 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 counseling per course is offered to the learners at their respective study centers.

5.6 Duration of the programme: The M A programme in Philosophy has four semesters and is of minimum 2 years. However, the maximum duration of the programme is 6 years as stated below:

- **Minimum Duration : 4 semesters (2 years)**
- **Maximum Duration : 6 years**

5.7 Faculty and Supporting Staff Requirement: The University currently has 2 full time Assistant Professors in the Department of Philosophy.

5.8 Instructional Delivery Mechanisms

For all the papers, different self-learning materials (SLM) will be prepared. These self-learning materials will be just like textbooks, under which different units have already been written by resource persons covering the syllabus. The study materials will be provided to the learners in English medium only. The uniqueness of the SLM is that they are written in a very simple and clear language. All the units of the SLMs follow a common house style that includes learning objectives, introduction, check your progress, activity, let us know, let us sum up, further reading, answers to check your progress, and model questions. With the help of these essential parts of house style, the units will be made very simple and easy to understand for the learners. In all the semesters, one assignment of 20 marks will be given. Students will have to complete and submit it to the respective study centers. In the examinations, 20% weightage will be assigned for home assignments and 80% for the written examination. Apart from the Print Self Learning Materials, audio and video materials on certain modules would also be offered to the learners. Furthermore, certain topics will also be covered through community radio programmes broadcast through the 90.4 Jnan Taranga Community Service Station of the University.

5.8.1 Learner Support Services: Krishna Kanta Handiqui State Open University depends on SLMs, Information and Communication Technology (ICT) to provide effective learners support services, which is considered the most important component of the ODL system.

6 PROCEDURE FOR ADMISSION, CURRICULUM TRANSACTION AND EVALUATIONS:

6.1 Procedure for Admission

1. The admission for the academic session 2018-19 of the University will be through online mode. A learner who desires to take admission in KKHSOU will have to submit his/her application through the online admission link provided in the University website

www.kkhsou.in. The learner has to carefully go through the instructions for filling up the online admission form and complete the process accordingly. In the online admission system, the learner has to register with his/her mobile no/email id, and has to carefully verify the subjects of his/her choice available in the respective study centers.

2. For admission to a particular programme, the course fee is to be paid through online transaction mode—i.e., through credit card/debit card/net banking or any other available online mode of payment.
3. The learner after successful submission of the online admission form has to take a print out and submit the same to the study centre for hard copies of SLMs.
4. The verification of online application form will be done in the University and after the completion of the verification process, the e-SLMs will be sent to the respective Email-id of the learner.
5. The learners who have submitted incomplete application may be given conditional admission at the University's discretion, subject to fulfillment of other eligibility criteria.
6. All the enrolled learners will be provided with registration nos, SLMs and Identity cards.
7. The learner who is unable to complete the programme within specified period is required to register himself/herself as a fresh learner by paying the requisite fee.

6.2 Continuous Admission:

a) Admission will have to be taken continuously in the programmes without any break. A learner will be allowed to appear in all the examinations, including back courses, within the stipulated time of a programme.
b) A learner will have to take admission to the next semester within one month from the last date of examination of the previous semester. It doesn't depend on whether the candidate appeared in the previous examination or not.
c) A learner will be allowed to take admission to the next semester beyond one month, but within two months from the last date of examination of the previous semester with a fine of Rs 500/-.
d) A learner may be allowed to take admission even after the issue of notification for filling up of examination forms, but such learners will be allowed to appear in the examination of that semester in the next year only

6.3 Eligibility Criteria: Bachelor's degree in any discipline, with or without a degree in philosophy from a recognized University.

6.4 Fee Structure: The fee structure of the MA in Philosophy programme is as follows:

Table of Fee structure of MA Programme in Philosophy is presented in Table IV:

Table: IV

Semester	Enrollment Fee	Course Fee	Exam Fee	Exam Centre Fee	Marksheet Fee	Dissertation Project Fee	Total Fees to be Paid *	Arrear Subject
First	300	3,500	800	300	100		5,000	R.200.00 per paper + Centre Fee + Marksheet Fee. Rs. 100.00 + Consolidated Marksheet Rs.100
Second	……	3,500	800	300	100		4,700	
Third	……	3,500	800	300	100		4,700	
Fourth	….....	3,500	800	300	100	100	4,800	

6.5 Financial Assistance: The University offers free education to the jail inmates and differently abled learners.

6.6 Refusal/Cancellation of Admission: Information brochure and Not withstanding anything contained in the prospectus the University reserved the right to refuse or cancel Admission of any Individual.

6.7 Curriculum Transaction:

i. SLMs would be provided to the learners in both Soft and Hard copy, and would be sent to the learners through study centers. Self-Learning Materials are to be prepared in English for the M.A. programme in philosophy.

ii. Apart from this, the University is also planning Audio and Video Contents related to the course contents of the M.A. Programme in Philosophy. These are to be sent to the study centers both in audio and audio-visual format for the benefit of the learners. The respective study centers will provide the facility to the learners in some counseling sessions on timely basis.

iii. Counselling sessions will be arranged for the M A Programme in Philosophy. All the counseling sessions will be held on Sundays only. There will be at least 30 counseling

sessions for the annual system and 15 counseling sessions for the M.A. Programme in Philosophy as may be notified by the respective study centers.

6.8 Activity Planner: An activity planner, that guides the overall academic activities in the MA programme (with Major) shall be made available prior to the admission schedule of the University. The newly constituted CIQA office as per UGC guidelines and the office of the Academic Dean would upload the Academic Plan and month wise Academic Calendar to enable the learners to plan their studies and activities accordingly.

6.9 Evaluations System of the Programme:

i. The University conducts term-end examination once for odd semesters and once for even semesters in a year. The learners can take the examination only after the minimum period prescribed for the course of study. For the overall evaluation of a course, the University follows the two types of evaluation:

   Continuous Evaluation (Assignments) : Weightage assigned 20%.

   Term End Evaluation (Semester-end Examinations) : Weightage assigned 80%.

ii. A learner will have to submit assignment to the respective study centre where he/she is enrolled. The counselors will put marks on the assignment and the centre will finally submit the list of marks of assignment to the controller of examination.

iii. Examination schedule indicating the date and time of examination for each course is sent to all the study centers in advance. The same is also notified in the university website.

iv. If a learner is not satisfied regarding the mark of a particular course, he/she can recheck the particular course prescribed by the examination office.

7. REQUIREMENT OF THE LABORATORY SUPPORT AND LIBRARY RESOURCES:

7.1 Laboratory Support: The subject ***philosophy*** is purely theoretical. Therefore, it does not require any laboratory support except the computer laboratory, where learners can access journal articles and authorized data of the subject.

7.2 Library Resources:

The Central Library, Krishna Kanta Handiqui State Open University plays a vital role in the collection, development and dissemination of academic, scientific and technical information to meet the present and future needs of the University.

The Central Library, KKHSOU is located at the Rani Campus, Guwahati. The library is in the 3rd Floor of the Main Building. The library remains open from 10.00 am to 5.00 pm in all working days. The library is fully computerized with an ILS (Integrated Library System) and also equipped with RFID (Radio-frequency Identification) technology.

The Central Library has the following resources-

Physical Resources:

- ***Books-*** 18,164
- ***Theses-*** 8
- ***Report-*** 1
- ***Journals-*** 35
- ***Magazines-*** 12
- ***News Papers-*** 5
- ***Audio CD/DVD-*** 49
- ***Video CD/DVD-*** 6
- ***CD/DVD with Textual documents-*** 66

E-resources:

- ***E-Journals:*** The Central Library of KKHSOU subscribed e-journals from JSTOR (www.jstor.org), and the resources are very much necessary for academic and research community of the University.
- ***Digital Library:*** Digitization has become deeply embedded into every aspect of education today. Hence, the Central Library of KKHSOU has started the Digital Library initiative. The mission of the "Digital Library at KKHSOU" is to locate, digitize, preserve, collect and make accessible the accumulated wisdom of the institute's output to the global community. The resources of the Digital Library include Administrative Documents, Conference/Seminar Proceedings, Faculty Publications, Journal of Open Learning and Research Communication (JOLRC), KKHSOU in News and Media, Newsletters, Annual Reports, MPhil/PhD Theses, Public Lectures, Convocation Addresses, Working Papers, etc. URL: http://dlkkhsou.inflibnet.ac.in

- ***Open Access Journals Search Engine (OAJSE):*** To provide easy access to various open access journal across the world, KKHSOU developed the Open Access Journals Search Engine (OAJSE) which is available for the users from the URL www.kkhsou.in/library/oajse.
- ***KKHSOU at Shodhganga***: Krishna Kanta Handiqui State Open University (KKHSOU) has joined Shodhganga for depositing their theses which is available for the users from the URL http://shodhganga.inflibnet.ac.in/handle/10603/145533. Shodhganga repository is the reservoir of Indian intellectual output stored, hosted and maintained by the INFLIBNET Centre, an IUC of UGC.

8. COST ESTIMATE OF THE PROGRAMME AND THE PROVISIONS:

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

8.1 Programme Development Cost:

The office of the Finance Officer of KKHSOU has worked out the following.

i. SLM Development Cost for Master Degree Programme (English medium) per Unit Rs. 7,300/-
ii. Printing Cost per SLM Rs. 56/-
iii. Cost of CD per unit Rs. 23/-

8.2 Programme Delivery Cost:

The SLMs prepared have to be delivered to various study centres located at the far-flung remote areas. On an average, the University delivers about 15 kgs of study materials per student. The cost of delivery of 1 kg of such material is Rs.10. Accordingly, depending upon the number of candidates; the cost for the MA Programme in Philosophy will be provisioned by the University. The office of the Finance Officer has calculated the delivery cost of SLM per student at Rs. 150.00.

8.3 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, but will also benefit the learners of other programmes. The University will also bear the cost of organizing the meeting of Syllabus Revision Committee etc. and also of supplying 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 about the maintenance of Master's Degree programmes per student is Rs. 1,600.

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

9. QUALITY ASSURANCE MECHANISM AND EXPECTED PROGRAMME OUTCOMES:

9.1 Quality Assurance Mechanism: KKHSOU has prepared M.A. syllabus in Philosophy, according to the recommendation of Madhav Menon Committee approved by UGC. As quality Assurance Mechanism, the University has taken some steps, which can be mentioned below:

a. MA revised syllabus in Philosophy has been prepared according to Madhava Menon Recommendation by the subject experts of Philosophy from Gauhati University, IIT Guwahati, and Cotton University, Assam.
b. To prepare quality Self-learning materials of the subject of philosophy, units of different courses have been assigned to the teachers of the reputed institutions of the state. (Gauhati University, IIT Guwahati etc.)
c. KKHSOU has taken adequate measures to edit all the Self learning materials (SLM) of philosophy in two forms. The first has been in the form of content editing, and the second one will be in the form of language editing.
d. Centre for Internal Quality Assessment (CIQA) of KKHSOU has conducted stakeholders meeting.
e. CIQA also has prepared plans to organize workshop on SLM development.
f. Apart from this, CIQA also has arranged to conduct SLM audit on timely basis.

9.2 Expected Programme Outcomes:

a. It will enable the learners to acquire knowledge further enabling them to articulate well the condition around them.
b. The programme will also encourage the learners to go for higher studies.
c. The programme will enable the learners to engage with the society in a fruitful manner leading to the welfare of all and thus contribute to the betterment of the society.

Annexure: I

Course wise Syllabus for MA Programme in Philosophy

1. The MA programme will consist of

- **16 papers**
- **4 courses per semester**
- **Each course will carry 100 marks**

2. Students will take

- **14 compulsory courses numbered 1 to 14**
- **2 optional courses to be chosen from A and B Group**

3. Semester wise Course Distribution

- **First Semester: Unit 1 to 5**
- **Second Semester: Unit 5 to 8**
- **Third Semester: Unit 9 to 12**
- **Fourth Semester: Unit 13 to 16**

FIRST SEMESTER

COURSE-1

METAPHYSICS: WESTERN

Unit-1: The Nature of metaphysical enquiry—Metaphysical Arguments

What is Metaphysics, Subdivisions of Metaphysics, Nature of Metaphysical Inquiry, Is Metaphysics possible?

Unit-2: Universals: Conceptualism

What is Conceptual, Modern conceptualism, Conceptualism and perceptual experience?

Unit-3: Realism

Nature of Realism, Different theories of Realism, Indian view of Realism, Realism: Western vs. Indian

Unit-4: Nominalism

Problem of Universals, Abstract objects and universals: arguments against them, Different forms of Nominalism

Unit-5: Resemblance theory

Definition, explanation, characteristics, criticism, conclusion

Unit: 6. Cause: Necessary Connection and Constant conjunction

Definition and meaning of cause, Aristotle view about cause, David Hume's view about cause, John Stuart's Mill's analysis of cause, Francis Bacon's views on causal relation, Cause and necessary connection, Constant conjunction

Unit-7: Contemporary analysis of causal language

Concept of causality, Analysis of causal language, Causality in Indian philosophy

Unit-8: Space and Time

Concept of Space, Perceptual and Conceptual Space, Origin of idea of Space, Concept of Time, Perceptual and Conceptual Time, Origin of idea of Time, Subjectivity and Objectivity of Space and Time

Unit-9: Mind and Body

Definition of Mind and Body, Dualism of Descartes, criticism, Parallelism of Spinoza, Criticism

Unit-10: Substance

Definition of Substance, Aristotle's view, Rationalists' View, Empiricists' View, Contemporary View

Unit-11: Appearance and Reality

Are there any differences between appearance and reality, Different views on the distinction between appearance and reality, Responses against the distinction between appearance and reality.

Unit-12: The Problem of categories Kant and Ryle

Problem of category in Kant's Philosophy, Synthetic unity of Apperception and the categories, Schematism, Criticism, Introduction of Ryle's category, Problem of category in Ryle's Philosophy, Concept of category mistake, Ryle's approach to Category

Unit-13: Aristotle's concept of Causation

The four types of causes, Form and Matter, Potentiality and Actuality, Comparison between Aristotle's conception of causation and modern analysis of causation

Unit-14: The Concept of Person

What is person, The concept of person, Different views on person, P.F. Strawson's Concept of Person, M-Predicate, P-Predicate, Conclusion

Unit-15: Language and Reality

Language and the nature of language, Reality and the nature of reality, The relationship between language and reality, The relationship between language and reality with reference to Wittgenstein's *Tractatus Logico-Philosophicus* (TLP), Picture as a model of reality, Strawson's interpretation of the relationship between language and reality

COURSE-2

EPISTEMOLOGY: WESTERN

Unit-1: Scepticism and Knowledge and its varieties

Definition of Knowledge, Knowledge and its varieties, What is scepticism, The history of scepticism and its varieties

Unit-2: Arguments for Scepticism

Definition of Scepticism, Hume's view on scepticism, Kant's view on Scepticism

Unit-3: Ways of Knowing

Definition of knowledge, what is knowing, Different ways of knowing

Unit-4: Perception

Nature of perception, Different theories of perception, Perception in Indian philosophy.

Unit-5: Memory

Definitions of memory, Characteristics of good memory, Stages of memory, Theories of memory, Forms of memory, Is memory reliable, The indispensability of memory-knowledge

Unit-6: Knowledge and Belief

Nature of Knowledge, Nature of Belief, Relation between knowledge and belief-Traditional view, Knowledge and Belief-Modern view, Difference between knowledge and Belief, Conclusion

Unit-7: Knowledge as Justified True Belief

The tripartite theory, Knowledge as justified true belief, The Belief Condition, The Justification Condition, Approaches to justification, Kinds of justification, Lightweight knowledge, The Gettier Problem, Doing without Justification?

Unit-8: Belief Condition

Knowing, Believing, Traditional development of knowledge and belief, Differences between knowledge and belief, Relation between knowledge and belief

Unit-9: Truth Condition and Justification Condition

Definition of Truth, What is Truth Condition, Definition of Justification, What is justification Condition

Unit-10: Gettier's Problem

What is Gettier's Problem, The No-False-Belief condition, The No-Defeaters condition

Unit-11: Criteria of Personal Identity, Self, Knowledge

Introduction to Self- knowledge and its meaning, The criterion of personal identity with special reference to Locke and Bernard Williams, The Criterions of Personal Identity, The physical criterion of personal identity, Hume's concept of self-knowledge and personal identity

Unit-12: Problem of the Knowledge of other minds

Argument from Analogy, Philosophical Behaviourism, Wittgenstein's Linguistic Argument, Criteriological Argument, A Few More Comments

Unit-13: Knowledge and Certainty of Cogito

Knowledge and quest for certainty, The role of reason: Rationalism, Descartes method, The method of Mathematics, Intuition and Deduction, Descartes's Methodic doubt, Cogito Ergo sum

Unit-14: Certainty of a priori Knowledge

Learning objective introduction, The problem of synthetic judgment a priori, Synthetic judgment a priori mathematics, Synthetic judgment a priori in physics, Synthetic judgment a priori in metaphysics, Main division of Kant's system, Space and time are a priori percepts, Criticism

Unit-15: Wittgenstein on Certainty

Introduction, what is Certainty, Wittgenstein on Certainty, Criticism

COURSE-3

LOGIC

Unit-1: The Nature of Logic- Fundamental Ideas of Logic

What is logic, definitions of logic, characteristics of logic, utility of logic, scope of logic

Unit-2: Classical Logic and Symbolic Logic

Definition of classical logic, Definition of symbolic logic, relation between classical logic and symbolic logic

Unit-3: Truth Functions, inter-definitions of Logical Constants.

Definition of truth function, different logical constant, inter definitions of logical constant

Unit-4: Definition of Connectives and Symbolization of Everyday language

Definition of connectives, Symbolization of everyday language, Two kinds of statements, Symbolization of Simple statements, Symbolization of Simple statements

Unit-5: Construction of Truth Tables

Construction of Truth Tables, Truth Table for Statement, Characterization of Statement forms as Tautologies, Contradictory and Contingent, Truth Table for Arguments, To Decide Logical Equivalences

Unit-6: Determination of Validity and Invalidity of arguments

What is argument, validity, invalidity, sound argument

Unit-7: Formal Proof of validity and Conditional Proof

The Method of Formal Proof of Validity, The Rules of Inference, The Rules of Replacement, The Rule of Conditional Proof

Unit-8: Indirect Proof and Strengthened Rule of Conditional Proof

What is Indirect Proof, What then is a logical method, The use of Indirect Proof in proposition, The use of indirect proof in validity of argument**,** The Strengthened Rule of Conditional Proof, Types of Conditional Proof, The concept of the scope of the assumption

Unit-9: Singular Proposition and General Proposition

Introduction, Singular proposition, General proposition, Traditional subject-predicate propositions

Unit-10: Quantification and Rules of Quantification

Universal and existential quantifiers, Modern square of opposition, Symbolization of four categorical statements with quantifiers, Symbolization of universal and existential propositions, Symbolization of propositions by the process of instantiation, Rules of quantification, Proving validity

Unit-11: Set Theory

Definition of set, Set membership, Set inclusion, Empty set, Operations on sets, Union of sets, Intersection of sets, Difference of sets, Laws of operations on set, Domain of individuals, Using set notation for logical propositions (categorical propositions)

Unit-12: Membership, Inclusion, the Empty Set

The concept of membership, The concept of inclusion, The concept of empty set

Unit-13: Operation on Sets, Domains of Individuals

Operation on sets, Union of sets, Intersection of sets, Difference of sets, Domain of individuals

Unit-14: Translating Everyday Language

Symbolization of ordinary Language, Symbolizing Propositions of Predicate Logic, Symbolization of Categorical Propositions by Using Set Notation

Unit-15: Venn Diagrams

What is Venn diagram, Use of Venn diagram, History of Venn Diagram, Aristotelian and Boolean standpoint, Symbolism and diagrams for standard form categorical propositions

COURSE-4

MORAL PHILOSOPHY: WESTERN

Unit-1: Aristotelian Ethics of Eudaimonia

Meaning of Eudaimonia, The Human Good, Eudaimonia and Function, Function Argument, Virtues and Traits of character, The Doctrine of the Mean, Eudaimonia and Philosophy

Unit-2: Virtues of Aristotelian Ethics

Nature of Virtue, Virtue and Happiness, Virtue – Socrates, Plato and Aristotle, Virtue: The key to Good Life, Aristotle's Classification of Virtues

Unit-3: Phronesis of Aristotle

Introduction, Meaning of Phronesis, Aristotle's view on Phronesis, Criticism

Unit-4: Utilitarianism: its kinds

Definition of Utilitarianism, different kinds of utilitarianism, conclusion

Unit-5: Utilitarianism: Happiness and Maximisation

What is Utilitarianism, happiness and utilitarianism, Greatest happiness of greatest number

Unit-6: Altruism and Utilitarianism

Definition of altruism, definition of utilitarianism, relation of altruism and Utilitarianism

Unit-7: Utilitarianism and Hedonism

Definition of utilitarianism, Definition of hedonism, relation of hedonism and Utilitarianism

Unit-8: Liberalism: it's Principles

Origin of liberalism, Elements of liberalism, Characteristics of liberalism, Principles of liberalism, Classification of liberalism, Implication of liberalism

Unit-9: Individualism

Philosophical views on the individual, History of Western Individualism, Philosophical Individualism, Moral Individualism. Criticisms

Unit-10: Deontology of Kant: Categorical Imperative

Deontology of Kant, Rationalism in Kant's Ethical Theory, Categorical Imperative, Maxims of Morality

Unit-11: Kant and Autonomy of the will

Introduction, Categorical and hypothetical imperative, Maxims of Categorical Imperative, Good Will and Autonomy of the will, Criticism

Unit-12: Contemporary Debates on Deontology of Kant

Deontology of Kant, contemporary debate on it.

Unit-13: Liberalism vs. Communitarianism

Liberalism, Types of Liberalism, Communitarianism, Types of Communitarianism, Conclusion

Unit-14: Liberal justice and justice as Desert

The Libertarian Concept of Justice

14.4. The Liberal Conception of Justice

14.5. Justice as Fairness: Justice within a Liberal Society (Rawls's theory

The Conception of Citizens, The Conception of Society, Institutions: The Four-Stage Sequence, The Original Position and Political Constructivism

Unit-15: Relativism

Definition of relativism, the concept of relativism, characteristics of relativism, criticisms, conclusion

SECOND SEMESTER

COURSE-5

INDIAN PHILOSOPHY I

Unit-1: Introduction of the ideas of Vedanta or Upanisadic Philosophy

The Upaniṣads. Why is it called Vedanta, atman, Brahman,

Unit-2: Vedanta Philosophy: the concepts of Rta, Atman, Brahman

Ṛta, Ātman, Brahman, Qualified (Saguna) Brahman or God (Isvara), Unqualified (Nirguna) Brahman or the Absolute, Relation between Ātman and Brahman Conclusion

Unit-3: Paravidya and Aparavidya of Vedanta Philosophy

Introduction, Paravidyā, Aparavidyā, Conclusion

Unit-4: Gita: Karmayoga

What is Gītā, Gita's view of Karmayoga , Interpretation of the concept of Niskāma Karma, Niskāma karma: Metaphysical and Epistemological concept, Pravṛtti and Nivṛtti, Svadharma, Mokṣa: The Supreme Goal of Human Life, Gīta's karmayoga and Kant's Deontological Ethics

Unit-5: Carvaka: Epistemology and Metaphysics

Introduction, Cārvāka Epistemology, Cārvāka Metaphysics

Unit-6: Jainism: Anekantavada, Syadvada

Introduction of Jainism, Anekantavada, syadvada

Unit-7: Buddhism: four noble truths

A Brief Sketch of Buddhism. Concept of Four Noble Truths, There is suffering; there is a Cause of Suffering, The Cessation of Suffering, The Path of Cessation of Suffering

Unit-8: Pratitya samutpada or Dependent Origination of Buddhism

Literal meaning of Dependent Origination or Pratityasamutpada, Pratityasamutpada is relative as well as absolute, Doctrine of Middle Path (*Madhyama Pratipat*), Pratityasamutpada is Dharma, The Wheel of Existence (*Bhavacakra*), The chain of twelve links (*nidanas)*

Unit-9: Anatmavada

Introduction, what is anatmavada, Buddhism and anatmavada, conclusion

Unit-10: Ksanabhangavada of Buddhism

Introduction, Ksanabhangavada of Buddhism, Criticism, Comparation other schools, Conclusion

Unit-11:Nirvana: its Uniqueness

Brief Outlook on Buddhism, Concept of Four Noble Truths, First Noble Truth, Second Noble Truth, Third Noble Truth, Fourth Noble Truth, Concept of Nirvāṇa

Unit-12: Vaibhasika school of Buddhism

Schools of Buddhism, Vaibhasika Schools, Conclusion

Unit-13: Sautrantika school of Buddhism

Schools of Buddhism, Sautrantika Schools, Conclusion

Unit-14: Yogacara school of Buddhism

Schools of Buddhism, yogacara Schools, Conclusion

Unit-15: Madhyamika school of Buddhism

Schools of Buddhism, Madhyamika Schools, Conclusion

COURSE-6

INDIAN PHILOSOPHY II

Unit-1: Nyaya Theory of Knowledge

Perception, Inference, Comparison, Verbal, Testimony and Causation

Unit-2: Nyaya Concept of Soul and God

Concept of Nyaya System, Concept of Soul in Nyaya System

Unit-3: Vaisesika: Padārthas and Dravya

Vaisesika system, padārthas, dravya

Unit-4: Dravya in Vaisesika School

Introduction, Different Vaisesika substances, conclusion

Unit-5: Samkhya: Introduction and the Theory of Causation

Samkhya Philosophy: A Brief Outline, Samkhya Metaphysics , Prakriti: What it is Purusa: What it is, Samkhya Theory of Evolution

Unit-6: Samkhya: Prakriti and Purusa

Prakriti, existence for proof of Prakriti, Gunas, Purusa, existence for proof of Prakriti, plurality of purusa

Unit-7: Samkhya concept of Evolution and the Evolutes

Sanmkhya Philosophy: A Brief Outline, Samkhya Metaphysics , Prakrti: What it is, Purusa: What it is, Samkhya Theory of Evolution

Unit-8: Yoga: Chitta and its Vrittis

Introduction, Brief Description on Yoga philosophy, Concept of Citta-Vritti, Astāṅga Yoga

Unit-9: Astanga Yoga of Yoga system

Concept of Yoga, Eight Limbs of Yoga (Yoga-n.gas) , Place of God in Yoga Philosophy , Liberation of the Self

Unit-10: Purva Mimamsa: Introduction

Introduction to Purva Mimamsa, Literature, conclusion

Unit-11: Mimamsa Validity of Knowledge

Perception & Inference, Comparison, Verbal Testimony

Unit-12: Theory of Error: Prabhakara and Kumarila Bhatta

What is theory of error, Prabhakara’s theory of error, Kumarila’s theory of error, concluding remark

Unit-13: Vedanta: Brahman, Atman and the World

What is Brahman, What is Atman, the concept of Maya, The world,

Unit-14: Advaita Vedanta of Shankaracharya and Bishista Advaita of Ramanujacharya

Advaiyavada, Shankaracharya's Advita vada, What is Bisista Advita, Ramanujacharya's Bishista Advaita.

Unit-15: Dvaitavada of Maddhvacharya

Introduction to Madhva, Madhva's concept of Dualism (Dvaita), Concept of Brahman , Significance of Brahman or God, The Panca Bheda Sidhanta of Madhva, Pluralistic theism , Madhva's God is realistic

COURSE-7

INDIAN MORAL PHILOSOPHY

Unit-1: Purusarthas: Meaning and Definitions

Introduction, Artha, Kama, Dharma, Moksa, Four Basic Sciences

Unit-2: The Role of Artha in Indian Ethics

Wealth or property, Land, Discussion Artha in details

Unit-3: Kama as one of the Purusarthas

What is Kama, Pursuit of Kama, explanation of the concept, conclusion

Unit-4 Dharma: An Ethical Idea of Indian Moral Philosophy

What is Dharma, Pursuit of Dharma, Conclusion

Unit-5: Moksa: The Ultimate end of Life

What is Moksa, why it is called the ultimate end of Life, Conclusion

Unit-6: The Concept of Karma and Bondage in Indian Moral Philosophy

Definition of Karma, Karma phal, Cause of Bondage, conclusion

Unit-7: Jaina Concept of Karma and Bondage

Jaina Concept of Karma, Five vows, Cause of Bondage, Conclusion

Unit-8: The Concept of Karma and Bondage in Buddhism

Buddhist Concept of Karma, Ignorance is the root Cause of Bondage, Conclusion

Unit-9: Advaita Vedantin analysis of Karma and Bondage

Principal of the action of Advaita Vedanta, Cause of Bondage, Conclusion

Unit-10.What is Sadhana

Meaning of Sadhana, Definitions of Sadhana, Conclusion

Unit-11; Karma Yoga of Indian Philosophy

What is Karma yoga, Indian Philosophy and Karmayoga, Gita's Karmayoga

Unit-12: Jnana Yoga: A medium of Sadhana

What is Jnana yoga, it is a medium of Sadhana, Conclusion

Unit-13: Bhakti Yoga: A marge of Sadhana

What is Bhakti yoga, sadhana and Bhakti yoga

Unit-14: Buddhist Paramitas

Dana Paramita, Sila Paramita, Kshanti Paramita, Virya Paramita, Dhyana Paramita, Prajna Paramita

Unit-15: Jaina Triratna

Definition of Triratnas, Right Perception, Right knowledge, Right conduct, Conclusion

COURSE-8

HISTORY OF WESTERN PHILOSOPHY

Unit-1: Plato: Concept of knowledge

Plato's Concept of Knowledge, Knowledge is not perception, Criticism, Conclusion

Unit-2: Plato's theory of form or ideas

What is Idea, The Myth Concerning Ideas, The characteristics of Ideas, the system of Ideas, Criticism, and Conclusion

Unit-3: Aristotle: Critique of Plato's theory of ideas, causation

Brief introduction of Aristotle's concept of ideas and causation, Aristotle's Criticism of Plato's theory of ideas, causation.

Unit-4: Descartes' Method

The Method of Descartes, characteristics of Descartes' method, Descartes' Doubt, Psychological Doubt

Unit-5: Descartes' Concept of Cogito Ergo Sum

Meaning of Cogito ergo sum, Importance of Cogito ergo sum, Critical Analysis, Conclusion

Unit-6: Descartes' theory of Truth and God

Criterion of truth, the existence of God, God and the Criterion of Clearness and Distinctness

Unit-7: Descartes' theory of Mind-body relation

What is dualism, Descartes' Mid-body Dualism, Criticism

Unit-8: Hume: Impressions and ideas

Introduction, Impression or Ideas, Hume: Simple Ideas vs. Complex Ideas

Unit-9: Hume's Concept of Induction & Causality

Hume on Causality, Denying Necessary connection, The impossibility of validating causality, Objections to Hume's View of Causality, The Problem of Induction, The necessary-contingent dichotomy

Unit-10: Hume's view on self

Introduction, Hume's view on self, Conclusion

Unit-11: Scepticism of David Hume

What is Scepticism; Hume's Concept of Scepticism; Criticism

Unit-12: Kant: Space and Time

Concept of space and time; Kant's Concept of Space and Time; Critical Comment.

Unit-13: Kant on Copernican revolution

Meaning of Copernican Revolution, Kant on Copernican Revolution, Critical Comments

Unit-14: Kantian Categories

Kant and his Categories: Meaning and explanation, Critical Comments.

Unit-15: Kant theory of Phenomena and Noumena

Noumena and Phenomena, Kant on Noumena and Phenomena, Criticism

THIRD SEMESTER

COURSE-9

CONTEMPORARY INDIAN PHILOSOPHY

Unit-1: K.C. Bhattacharyya: Concept of Philosophy.

Theoretic Consciousness, Its four Grades, Science, Philosophy of the object, Philosophy of Spirit, Philosophy of Truth, Negation as the basis of his philosophy

Unit-2: K.C. Bhattacharyya's Concept of the Absolute and its Alternative form

Meaning of Absolute, K.C. Bhattacharyya's Concept of Absolute, Alternative forms of Absolute, Conclusion

Unit-3: Reality of Sri Aurobindo

Sri Aurobindo's Concept of Reality, reality is omnipresent, Concluding remark,

Unit-4: Sri Aurobindo's Concept of Evolution

Aurobindo's account of Evolution, evolutionary Growth, Cosmic Evolution, Conclusion

Unit-5: The Concept of Human-being in the Philosophy of Sri Aurobindo

The Nature of Man, Two aspects of central being of man, Conclusion

Unit-6: B. G. Tilak: Interpretation of Gita

Tilak's interpretation of Gita, Gita is the Philosophy of Commitment, Criticism

Unit-7: Swami Vivekananda: Practical Vedanta

Brief outline of Advaita Vedanta, Practical Vedanta, Concluding remark

Unit-8: Swami Vivekananda's Concept of Universal Religion

Meaning of Universal religion, Nature of Universal Religion, Ideal of Universal Religion, Concluding Remark

Unit-9: S. Radhakrishnan's view on Absolute

Concept of Absolute, The Concept of radhakrishnan's Absolute, Characteristics of absolute or Brahman, Conclusion

Unit-10: S. Radhakrishnan's Concept of Man

Introduction, Finite aspects of man, Infinite Aspects of man's nature, Conclusion

Unit-11: S.Radhakrishnan's Philosophy of Intellect and Intuition

Meaning of Intellect and Intuition, inadequacy of Intellectual Cognition, Intuitive Apprehension, Nature of Intuitive apprehension

Unit-12: Religious Experience of S. Radhakrishnan

Nature of Religious Experience, Faith and Religious Experience, Characteristics of Religious experience, Conclusion

Unit-13: J.N. Mohanty: On Husserl's Phenomenology

Brief outline on Husserl's Phenomenology, Mohanty's concept on Husserl's Phenomenology, Characteristics, Criticism

Unit-14: J.N. Mohanty: On Indian Epistemology

Theory of knowledge, True Cognition, Perception, Inference, Sabda or sound, Upamana or Comparison, Postulation, Theory of False Cognition

Unit-15: J. Krishnamurty: Freedom from the Known

Meaning of Freedom, J.N. Krishnamurthy's Concept of Freedom, Freedom from the Known

COURSE-10

CONTEMPORARY WESTERN PHILOSOPHY I: (Russell, Moore, Wittgenstein, Austin, William James, John Dewey)

Unit-1; Nature of Analytic Philosophy: General Introduction

Meaning of Analytic Philosophy, Nature of Analytic Philosophy, Scope of Analytic Philosophy

Unit-2: Russell: Logic & Philosophy

Russell's concept of Logic, Logic as the Essence of Philosophy, Criticism, Conclusion

Unit-3: Russell's Logical Atomism

Meaning of Logical atomism, Explanation of Logical atomism, Characteristics of Logical atomism, Criticism

Unit-4: Moore's Defence of Common Sense

Introduction, what is common sense, Moore's defence of common sense, conclusion

Unit-5: Moore's Refutation of Idealism

Meaning of Idealism, Moore's Refutation of Idealism, Criticism, Conclusion

Unit-6: Wittgenstein's Concept of Philosophy

Introduction, Fact, Proposition, Logical Atoms, Conclusion

Unit-7: Wittgenstein's Concept of Saying and Showing

What is saying of Wittgenstein, What is Showing of Wittgenstein, Criticism, Conclusion

Unit-8: Wittgenstein's Philosophy of Language Games

Unit-9: Family Resemblance of Wittgenstein

Introduction, what is family resemblance, Wittgenstein's concept of family resemblance, Criticisms

Unit-10: Picture Theory of Wittgenstein

Meaning of Picture Theory, Concept of Picture theory, Characteristics, Criticism

Unit-11: John Dewey: The Theory of Knowledge

Dewey's view of Traditional Epistemology, Dewey on Darwin's Theory, The error of modern epistemologists

Unit-12: John Dewey' theory of Metaphysics

Introduction to Dewey's naturalistic metaphysics, Analysis of the theory, Criticism, conclusion

Unit-13: J.L. Austin's Theory of Language

Analysis of Austin's Philosophy of Language, meaning and truth, Speech act

Unit-14: William James: Pragmatic Theory of Truth

'Pragmatism' and pragmatism, The pragmatist maxim, Pragmatist theories of truth, The pragmatist tradition, Skepticism and fallibilism, The pragmatist conception of experience Representations

Unit-15: Strawson's Concept of Person

Brief outlook of Strawson's Concept of Person, Cartesianism and the "no-ownership doctrine", The concept of person as primitive, Appreciation and criticism of Strawson´s theory

COURSE-11

CONTEMPORARY WESTERN PHILOSOPHYII

Unit-1: Trends in the Contemporary Western Philosophy

What is Contemporary western Philosophy, Different Trends in Contemporary western Philosophy, Conclusion

Unit-2: Husserl's Philosophy of Presuppositionless philosophy

Immanent Perception Formal Ontology Transcendental Idealism Positive Science Phenomenological Reduction

Unit-3: Phenomenological Reduction of Husserl

Historical Background of the phenomenological reduction, The Epistemological Problem the Phenomenological Reduction Aims to Solve, The Analysis That Disclosed the Need for the Reduction, The Structure, Nature and Performance of the Phenomenological Reduction, How the Reduction Solves the Epistemological Problem

Unit-4: The Idea of Intentionality of Edmund Husserl

Intentionality: Background and General Considerations, Logical Investigations, Ideas Pertaining to a Pure Phenomenology and to a Phenomenological Philosophy*:* The Perceptual Noema,

Unit-5: Husserl's view of Life-world

Background of Husserl's view of Life-world, problem of Life-world, Developments after Husserl, Harbermas

Unit-6: General Characteristics of Existentialism

What is Existentialism, General Characteristics of Existentialism, Conclusion

Unit-7: Kierkegaard

Background of Kierkegaard existentialism, Three Stages of Existential Transformation, Subjectivity, Conclusion

Unit-8: Sartre's Concept of man

Existence, being-in-itself, being-for-itself, being-for others, subjectivity, consciousness, facticity, givenness, being, subjectivity or consciousness, transphenomenality, nihilation of the in-itself, freedom, responsibility, anguish, authentic existence

Unit-9: The concept of Existence Precedes Essence

Meaning of Existence Preceded Essence, Sartre's View, Criticism

Unit-10: Freedom and Choice of J.P.Sartre,

Meaning of Freedom and Choice, J.P. Sartre's Concept of Freedom, J.P. Sartre's Concept of choice, relation between Freedom and Choice

Unit-11: Sartre's Concept of Being-in-itself

Meaning of Being in-itself, Sartre's Concept of Being-in-itself, Conclusion

Unit-12: Sartre's Concept of being-for itself

Meaning of Being for-itself, Sartre's Concept of Being-for-itself, Conclusion

Unit-13: Heidegger's Concept of Being

Meaning of Being, Heidegger's Concept of Being, Critical Analysis of Heidegger's Concept of Being

Unit-14: Heidegger's Concept of Dasein

The Concept of Dasein, Heidegger's re-interpretation, Origin and inspiration, Critical Comments

Unit-15: Time of Heidegger

Meaning of Time, Heidegger's Concept of Time, Time and Being, Concluding Remark

COURSE-12

SOCIAL AND POLITICAL PHILOSOPHY

Unit-1: Social Philosophy: Nature and Scope

Definition of Social Philosophy, Nature of Social Philosophy, Scope of Social Philosophy

Unit-2: Power and Authority

Meaning of Power and Authority, Nature of Power and Authority, Characteristics of Power and Authority

Unit-3: State

Nature of state, Liberty, Equality, Justice

Unit-4: Democracy

Meaning of Democracy, Definition of Democracy, Characteristics of Democracy, Criticism of Democracy

Unit-5: Liberalism

Meaning of Liberalism, Definition of Liberalism, Characteristics of Liberalism, Criticism of Liberalism

Unit-6: Individualism

Meaning of Individualism, Definition of Individualism, Characteristics of Individualism, Criticism of Individualism

Unit-7: Social Contract Theory

Meaning of Social Contract Theory, Hobbes, Locke, Rousseau, Criticism

Unit-8: Socialism

Meaning of Socialism, Definition of Socialism, Characteristics of Socialism, Criticism of Socialism

Unit-9: Nationalism

Meaning of nationalism, Definition of nationalism, Characteristics of nationalism, Criticism of nationalism

Unit-10: Anarchism

Meaning of Anarchism, Definition of Anarchism, Characteristics of Anarchism, Criticism of Anarchism

Unit-11: Liberal Feminism
Meaning and Goal, Goals of Liberal Feminism, Means and Methods, Criticism

Unit-12: Radical Feminism
Meaning and Goal, Goals of Radical Feminism, Means and Methods, Criticism

Unit-13: Globalisation
Definitions of globalization, Characteristics of globalization, Different views of globalization, Utility of globalization, Criticisms of globalization

Unit-14: Human rights
Meaning and Goal, Goals of Human rights, Kinds of human Rights, Criticism

Unit-15: Secularism
Meaning of Secularism, Definition of Secularism, Characteristics of Secularism, Criticism of Secularism

FOURTH SEMESTER

COURSE-13

APPLIED ETHICS

Unit-I: Human rights, discrimination, reverse discrimination

Meaning and definition of Human rights, discrimination, reverse discrimination, relations among the three, Characteristics of Human rights, Discrimination and Reverse discrimination.

Unit-2: Life and Death: Euthanasia

What is Euthanasia, Moral analysis of the problem, Peter Singer and Euthanasia, Criticism

Unit-3: Abortion

Meaning and definition of 'Abortion', Different Factors associated with the issue, Socio-religious aspects, Ethical analysis, Technology and ethics

Unit-4: Suicide

Characterizing Suicide, Highlights of Historical Western Thought , Ancient and Classical Views of Suicide, The Christian Prohibition, The Enlightenment and Modern Developments, The Morality and Rationality of Suicide , Moral Permissibility, Religious Arguments, Libertarian Views and the Right to Suicide, Social and Role-Based Arguments

Unit-5: Capital punishment

What is Capital Punishment? Philosophers View on the Issue, Debate on Capital Punishment: Is Capital Punishment justified? Reformists view, Challenge to Reformists View, Relevance of the Debate, Capital Punishment in India, Right to Live Argument:

Unit-6: Environmental Ethics: Meaning and definitions

What is Environmental ethics, Definitions, Characteristics, Moral analysis

Unit-7: Moral Agency and nature

Meaning of Moral agency and nature, scope of moral agency and nature, characteristics of moral agency and nature

Unit-8: Nature as the expression of the sublimity

Ancient philosophy, Eighteenth century, Romantic period, Victor Hugo, Post-Romantic and twentieth century

Unit-9: Nature as an artefact

Analysis of the concept of Artefact, Artefact, Work, and the Ontology of Artifacts, Making Objects: Productive Action, Productive Intention, On the Characterization and Evaluation of Artifacts, Artworks

Unit-10: Animal rights

Animal rights, The consequences of animal rights, The case for animal rights, The case against animal rights, Moral community, Fundamental rights, The problem of 'marginal people'

Unit-11: War and Peace

Meaning of War and Peace, The Ethics of War & Peace, Characteristic of war and peace, Conclusion

COURSE-14

GANDHIAN THOUGHT

Unit-1: Gandhi's Concept of Religion

What is Religion, The Way of religion, Attitude towards Living Religions, Attitude Towards Hinduism

Unit-2: Relation between Religion and Morality

What is religion and Morality, relation between Religion and Morality, Conclusion

Unit-3: M.K. Gandhi's Attitude towards Living Religions, especially on Hinduism

Background of the study, Gandhi's Attitude Towards Religion, Gandhi's attitude towards Hinduism

Unit-4: Theism of Gandhi: God is Truth and Truth is God

Theism of Gandhi, God is truth, Truth is God, Proofs for the Existence of God, Some Character of God, Conclusion

Unit-5: Gandhi's Concept of Non-violence

Meaning of Gandhi's Concept of Non-violence, positive and Negative aspect of Non-violence, analysis of the issue of Non-violence

Unit-6: Satyagraha: The Technique of Ahimsa

The Concept of Satyagraha, difference with passive resistance, requirements of satyagrahi, kind of satyagraha.

Unit-7: Gandhi's Economic Ideas: Trusteeship

Introduction, Economic basis of society, Trusteeship: What it is, Definition of trustee, Origin of Trusteeship, Salient features of trusteeship, trusteeship and Modern world

Unit-8: Gandhi's Critique of industrialization

Definition of Industrialisation, Gandhi's Critique of Industrialisation, analysis of the Concept, Conclusion

Unit-9: Gandhi's Concept of bread labour

The Concept of Bread labour, Gandhi's Concept of bread labour, Characteristics of bread labour, Conclusion

Unit-10: Gandhi's view on Swadeshi

Meaning of Swadeshi, Gandhi's Concept of Swadeshi, Political interpretation of Swadeshi, Requirements of Swadeshi

Unit-11: Gandhi's Concept of Karma and Rebirth

Karma and Rebirth, Gandhi's Concept of karma and rebirth, relation between karma and rebirth

Unit-12: Gandhi on Cardinal Virtues

Meaning of Cardial Virtue, ahimsa, Satya, asteya, Aparigraha, Brahmacarya, abhaya, faithnin God.

Unit-13: Gandhi's Political Ideas: the Idea of Swaraj

Meaning of the term Swaraj, The Concept of Swaraj, Gandhi's Concept of Swaraj, Conclusion

Unit-14: Gandhi's Philosophy of Sarvodaya

Meaning of Sarvodaya, The Concept of sarvodaya, gandhi's Concept of sarvodaya, Conclusion

Unit-15: Critical estimate of Gandhian thoughts

Gandhi's Basic philosophical Thought, Critical analysis of Gandhian Thought, Conclusion

(OPTIONAL)

Group (A)

LOGIC

COURSE-15

Unit-1: The Nature and the Scope of Logic

What is Logic, Characteristics of Logic, Utility of Logic, Scope of Logic

Unit-2: Logic and language- Argument and argument form

What is argument, Different types of Argument, Argument Form, Sound Argument

Unit-3: The Sound Argument

What is argument, What is Truth, What is Validity, What is Sound Argument

Unit-4: The Method of Deduction: Formal Proof of Validity

Formal Proof of Validity, Strategy for Deduction, Derivation Rules: Rules of Inference, Derivation Rules: Rules of Replacement, Differences between Replacement and Substitution, Differences between Rules of Inference and Rules of Replacement, Test of Formal Proof

Unit-5: Indirect proof of validity: Shorter Truth-table method

What is Indirect proof, Reductio ad absurdum, difference with formal proof of validity

Unit-6: Propositional Functions and Quantifiers

What is Propositional Function, What is Quantification, Quantification of Four-Fold Classification of Propositions, Proving Validity and Invalidity: Rules of Quantification

Unit-7: Logic of Relations- Deductive Systems

Structure of Logic and its Relation to other systems, what is Deductive system

Unit-8: Reasoning, entailment and Necessity

Deductive reasoning and Logic, Necessity and the Logic of entailment, The Logic of Meaning

Unit-9: Formal Logic: Generality, Form, System-Truth Functions

What is Formal Logic, logical form, deductive and inductive system, Different truth functions

Unit-10: Truth Tables, Constants and Logical Relations.

What is truth table, logical constants and their relations to each other.

Unit-11: Truth Table Method to proof the Validity of Invalidity of Argument.

Truth table method, implication, tautology, contingent, contradiction, validity and invalidity

Unit-12: Classes, Predicative Formulae,

What are classes, Predicate logic, Need of predicate logic, Singular and general proposition, Propositional function

Unit- 13: Quantifiers-Subject, Predicate and Existence

Quantifiers and types of Quantifiers, Difference between universal quantifier and existential quantifier, Symbolisation of categorical statements with quantifiers, Scope of quantifier, Symbolisation

Unit-14: General Statements and Relations

What is general statement, Law of universality of nature, universal statement, inductive logic, particular statement

Unit-15: Meaning and Truth – Logical Truth

What is Truth, Truth in Logic, Validity, Difference between truth and validity

COURSE-16

LOGIC

Unit-1: Probability and Induction- The Traditional Problem of Induction

Theories of Probability, The Probability Calculus, Induction, Inductive leap

Unit-2: The A Priori Theory of Probability

What is a priori probability, A priori probability in statistical mechanics, deductive reasoning

Unit-3: The Frequency Theory of Probability

The Frequency Sequence, The Theory of Bernoulli, the frequency dispersion

Unit-4: The Probability of Calculus, Joint Occurrence and Alternative Occurrences

Elementary calculus of probability, various occurrences

Unit-5: Primary Inductions

What is primary induction, its difference with other induction, inductive leap

Unit-6: Secondary Inductions

What is secondary Induction, Higher theory and secondary induction, non-instantial hypothesis

Unit-7: The Nature of Induction

Definition of Induction, nature of induction, characteristics of Induction, types of induction

Unit-8: Enumerative induction

Meaning of Enumerative induction, Antiquity, Bacon, Hume, Kant, Comte, Whewell, Peirce, Russell, Harman, Popper

Unit-9: Eliminative induction

Meaning of Eliminative induction, definitions of Enumerative induction, Different views of Eliminative induction

Unit-10: The Method of Hypothesis

Meaning and definition of Hypothesis, Methods of hypothesis, Criticism

Unit-11: The Hypothetical Reasoning

What is Hypothetical Reasoning, Radium, Neptune, Atmospheric Pressure, Spontaneous Generation.

Unit-12: The Proof of Hypothesis

Empirical Hypothesis, Theoretical Hypothesis, Distinction between Empirical and Theoretical Hypothesis

Unit-13: The Tentative Acceptance of Hypothesis

Adequacy, Internal Coherence, Internal Coherence, External Consistency, Fruitfulness

Unit-14: When Hypothesis Compete

Analysis of Competing Hypotheses, Analysis of competing hypotheses, Different Steps of Analyzing of Competing hypothesis

Unit-15: Classification of Hypothesis

Simple Hypothesis, Complex Hypothesis, Empirical Hypothesis, Null Hypothesis, Alternative Hypothesis, Logical Hypothesis, Statistical Hypothesis

GROUP B

RELIGION

COURSE- 15

PHILOSOPHY OF RELIGION

Unit-1: Nature of Religion,

Meaning of Religion, Nature of Religion, Religion and Morality, Religion and Art, Religion and Science, Religion and Philosophy, Dimensions of Religion

Unit-2: Anthropological Theory as the Origin of Religion

Emergence of Anthropology of Religion, Definitions of Anthropology of Religion, Enduring Themes in Anthropology of Religion, Newer Themes in Anthropology of Religion, Anthropologies of 'World' Religions

Unit-3: Social Theory as the Origin of Religion

Performing certain Religious Function for Society, role of religion in Capitalist and Pre capitalist society by Marx, Freud's Psychological Origin of religious Beliefs, Durkheim's Social function of religion

Unit-4: Relation to Theology and Philosophy of religion

What is Theology, What is religion, What is Philosophy of Religion, relation between the two, Difference between the two

Unit-5: Mysticism

Introduction, Nature of Mysticism, Meaning of Mysticism, Aim of Mysticism, Characteristic of Mysticism

Unit-6: Religious Consciousness

General meaning of conciousness, Characteristics of consciousness, Religious consciousness, Rudolf Otto on religious consciousness, Difference between religion, consciousness and religious consciousness

Unit-7: Symbolic Nature of Religious Language

Introduction, The problem of religious language, Various approaches to the problem of religious language, Symbolic nature of religious language

Unit-8: Arguments for the existence of God

Does God Exist? Ontological Argument, Cosmological Argument, Teleological Argument, Moral Argument

Unit-9: The Concept of Religious pluralism

Categories of Responses to Diversity, Historical Influences, Analytic Approaches, Continental Approaches, Contributions from Feminism, Process Philosophy, Liberation Perspectives

Unit-10: Otto's idea of holy

Introduction, Rudolf Otto: The Idea of the Holy, What is Numinous(Holy Experience), Characteristics of Numinous

Unit-11: Immortality of Soul: Plato's Argument

Introduction, Plato's concept of soul, Plato's arguments for the immortality of the soul, Plato's argument as discussed in Phaedo, Plato's argument as discussed in Republic, Plato's argument as discussed in Phaedrus

Unit-12: Problem of Evil

Introduction, What is evil? The Basic Problem, The Existence of Evil, "Evil": different views, The Irenanean Theodicy, Why do Evil and Suffering Exist?

Unit-13: Freedom of will, Karma and Rebirth

Concepts of Freedom of will, Karma, Rebirth, Relation of Freedom of will, karma and rebirth, Different of Different Religions

Unit-14: Theories of the nature of Religious language

Meaning and the general Concept of religious Language, The nature of religious language, Theories of the nature of Religious Language

Unit-15: Essentials Unity of All Religions

Introduction, The importance of the unity of all religion, Different meanings of the term "Unity of all religions", Hinduism and unity of all religions, Gandhi on unity of all religions, Radhakrishnan's concept of spiritual religion

COURSE- 16

Major Religions of the world

Unit-1: Philosophy of Animism and Totemism

Introduction, Animism: Definition, 'Animism', 'Animistic' Concepts, and Archaeology, Totemism: Definition, Totemism and Archaeology, The Archaeology of 'Totem' or 'Metaphor' in Northern Ghana

Unit-2: Semitic Religions: Origin and Nature

Meaning and Definition of Semitic Religion, Its Peculiar Theism, Personality of God, Its View of Nature, The Moral Being of God

Unit-3: Philosophy of Judaism

Introduction to Judaism, Characteristics of Judaism, Analysis of Judaism, Coclusion

Unit-4: General Introduction to the Philosophy of Christianity

Philosophy and Religious Belief , Talking about God, God and Evil, The Ontological Argument, The Cosmological Argument, The Argument from Design, Experience and God, Eternity, Morality and Religion, Miracle, Life after Death

Unit-5: Christianity: The Doctrine of Trinity and the theory of Causation.

Introduction, Christianity and its development, Christianity and its fundamental Characteristics, Christianity and the concept of Trinity

Unit-6: Islam: Five Pillars

Introduction, The salient features of Islam, Islam is a monotheistic religion or not, Doctrine of absolute oneness of God, Relation between man and God according to Islam, The Question of the Final Destiny of Man (The idea of Heaven and Hell), Five pillars of Islam, Utterances of Kalima, Daily prayers(Namaaz), Fasting(Roza), Alms giving (Zakat), Pilgrimage(Hajj)

Unit-7: Persian Religion: Zoroastrianism

Nature and Signature of Zoroastrianism, Beliefs Zoroastrianism, Beliefs and Mythology, Practices and institutions, Iconography, Relation to Other Religion

Unit-8: Philosophy of Hinduism: Introduction and General Characteristics

Brief outline of Hinduism, General Characteristics of Hinduism, Conclusion

Unit-9: Hinduism: God, Man and Liberation

Introduction, Sources of Hinduism, Hinduism and Characteristics, Hinduism and Law of Karma, Hinduism and Moksha

Unit-10: Philosophy of Jainism

Introduction to Jaina Philosophy, Analysis of Jaina Philosophy, Tattvas of Jainism

Unit-11: Philosophy of Buddhism

The Origin and Teachings of Buddhism, Buddhist metaphysics, The Path to Liberation: the Buddhist Way of Life

Unit-12: Relation between Jainism and Buddhism

History, Jainism in Buddhist Texts, Buddhist Texts in Jain Libraries, Shared terminology, Similarities, Differences

Unit-13: Philosophy of Sikhism

Naam-Japna: Meditation of God, Kirt Karni, Wand Chhakna, Worshipping the Eternal God, Understanding Gurbani, Appreciating the Sikh Reht, Working and wishing well for all of humanity, Maintaining ethical behavior, Accepting the Will of God,

Unit-14: East Asian religion: Confucianism

Introduction to Confucianism, History of Confucianism**,** Confucius, Buddhist critique Confucianism, Criticism

Unit-15: Philosophy of Taoism and Shintoism: a Comparative Analysis

Introduction, What is Taoism, What is Shinto, What is the Way,The Afterlife, Talismans in Taoism and Shinto, The Ground Purification Ceremony

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KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY

(KKHSOU)

PROGRAMME PROJECT REPORT

ON

MASTER OF ARTS IN POLITICAL SCIENCE

Submitted to

UNIVERSITY GRANTS COMMISSION

BAHADUR SHAH ZAFAR MARG

NEW DELHI – 110 002

Submitted by

K. K. Handiqui State Open University

Guwahati, Assam

April 2018

Registrar
Krishna Kanta Handique
State Open University
Guwahati

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PROGRAMME PROJECT REPORT
ON
MASTER OF ARTS IN POLITICAL SCIENCE

1. PROGRAMME'S MISSION AND OBJECTIVES

1.1 Mission

The Master of Arts Programme in Political Science is offered by the Department of Political Science under Surya Kumar Bhuyan School of Social Sciences of K.K. Handiqui State Open University. The programme aims at enabling the learners to develop theoretical insights into some fundamental concepts in the realm of political thought and philosophy. At the same time, the learners would be able to get acquainted with the actual dynamics of political processes and events at various levels of political existence, be it regional, national or international. Significantly, the learners are also encouraged to appreciate and analyze the political concepts and principles taught and learnt from a critical standpoint. Against this background, the learners of the MA Programme in Political Science are introduced to such areas as political theory and thought (both Indian and Western), the Indian political system, public administration encompassing both theory and practice, human rights and so on. The programme also seeks to make the learners aware of some emerging areas in the realm of Political Science such as women and politics and issues in peace and conflict. Imparting this programme would help the University in accomplishing its mission of providing quality education to the doorsteps of the learners.

1.2 Objectives

The major objectives of the Master of Arts in Political Science Programme are as follows:-

i. To equip the learners with knowledge of both classical and contemporary concepts and issues in the realm of political philosophy including liberalism, neo-liberalism, Marxism, justice, utilitarianism, etc.

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ii. To make the learners aware of the various approaches and tools for investigating political phenomena in the contemporary period in the form of modern political analysis.

iii. To make the learners aware of certain dynamic areas of political life at the global, national and regional levels, ranging from issues in international politics, governance and administration in India to events and movements taking place at a more regional level including North East India.

iv. To impart specialized knowledge to the learners with regard to certain specific areas such as comparative public administration and issues in peace and conflict.

v. To make the learners aware of the interaction between the political system and its environment in the form of political sociology.

vi. To enable the learners seek a career in teaching and research in higher educational institutions and research institutes and explore employment avenues in the NGO sector.

vii. To enable the learners to appear in various competitive examinations under the State and the Central Governments.

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

KKHSOU remains committed to facilitate learning and promote research with the aim of building, sharing and disseminating knowledge. Against this background, the MA Programme in Political Science seeks to equip the learners with knowledge regarding both classical and contemporary concepts in Political Science. As a programme offered in the distance mode of learning, the MA Programme in Political Science offers flexible learning opportunities overcoming the traditional constraints of age, medium, time, pace and place. This is highly compatible with the mission of the University of reaching the unreached through quality education.

The learners pursuing the programme will become aware of certain dynamic areas of political life at the global, national and regional levels and learn about the various approaches and tools for investigating political phenomena in the contemporary period. Accordingly, the learners on successfully completing the MA programme in Political Science will

subsequently be able to pursue a career in teaching and research in higher educational institutions. They may also explore job opportunities in the print and electronic media sectors, the NGO sector and other relevant organisations and institutions. Besides, the qualified learners will also be able to appear in various competitive examinations under the State and Central Governments. On the whole, the composite knowledge gained by way of studying the subject of Political Science at the postgraduate level would help the learners to become conscious and proactive citizens oriented towards the goal of national development. The expertise gained from studying the subject of Political Science could also serve as an inspiration to many to opt for active politics and dedicate themselves to a life of selfless public service. The MA programme in Political Science will also be beneficial to our present and future policy makers who may be interested in obtaining a post-graduate degree in Political Science in view of the fact that the conceptual understanding gained from studying the subject could be significantly useful for them in framing policies and making decisions.

3. NATURE OF PROSPECTIVE TARGET GROUPS OF LEARNERS

The target groups of learners for the MA Programme in Political Science include:

General

- People hailing from far flung and geographically remote regions including rural, hilly and border areas.
- Persons deprived of higher education but have a penchant for higher education and learning skills.
- Women, particularly housewives who could not pursue higher education in time due to early marriage and other family pressures.
- Defense and security personnel who seek to enhance their educational qualification.
- People belonging to Scheduled Castes, Scheduled Tribes, socially and educationally backward classes.
- Differently-abled persons.
- Prisoners and jail inmates.

Specific

- Learners desirous of pursuing a career in teaching and research.
- Learners planning to appear in various competitive examinations under the State and the Central Governments.
- Learners desirous of devoting themselves to social service and join the NGO sector.
- Learners desirous of joining active politics and devote themselves to selfless public service.
- Elected people's representatives of Legislative Assembly, Autonomous Councils and urban and rural local self-government bodies like Municipalities and PRIs.
- Government employees including civil servants and policy planners who wish to enhance their knowledge base and educational qualification.

4. APPROPRIATENESS OF PROGRAMME TO BE CONDUCTED IN OPEN AND DISTANCE LEARNING MODE TO ACQUIRE SPECIFIC SKILLS AND COMPETENCE

The MA Programme in Political Science under the University is administered primarily by way of Self Learning Materials (SLMs) based on a specific house style. The SLMs in Political Science are prepared in both English and Assamese. Besides the supply of printed SLMs, other Learner Support Services are also effectively taken recourse to. These include availability of online video programmes relating to Political Science on the University website, regular counselling sessions in the respective study centers, term end assignments and examinations and correspondence between learners and the departmental faculty members over email and supplying relevant textbooks to the respective study centre libraries. All these measures would make it appropriate to conduct the MA Programme in Political science through ODL mode.

5. INSTRUCTIONAL DESIGN

5.1 Duration of the Programme

The MA Programme in Political Science is a two-year programme divided into four semesters. However, the maximum duration of the programme is 6 years as stated below:

- Minimum Duration : 2 years (4 semesters).
- Maximum Duration : 6 years.

5.2 Minimum Eligibility

The MA Programme in Political Science can be pursued by:

- Any graduate from KKHSOU or any other University recognized by UGC.

5.3 Course Distribution

The semester-wise distribution of the different courses of the MA programme in Political Science is as follows:

Semester I	**Semester II**	**Semester III**	**Semester IV**
Recent Political Theory	Public Administration: Concepts and Theories	Modern Political Analysis;	Social Movements
Western Political Thought	Indian Administration	Human Rights: Theory	Comparative Public Administration
Indian Political Thought	International Politics: Theory	Human Rights: Institutional Arrangements;	Women and Politics (*Optional course*) **or** Peace and Conflict Studies (*Optional course*)
Indian Political System	Contemporary International Relations	Political Sociology	One Dissertation

5.4 Credit Distribution

The Credit Distribution of the different courses of the MA programme in Political Science is as follows:

	Semester I	**Semester II**	**Semester III**	**Semester IV**
Course	Recent Political Theory	Public Administration: Concepts and Theories	Modern Political Analysis	Social Movements
Credit	**4**	**4**	**4**	**4**
Course	Western Political Thought	Indian Administration	Human Rights: Theory	Comparative Public Administration
Credit	**4**	**4**	**4**	**4**
Course	Indian Political Thought	International Politics: Theory	Human Rights: Institutional Arrangements;	Women and Politics (*Optional course*) **or** Peace and Conflict Studies (*Optional course*)
Credit	**4**	**4**	**4**	**4**
Course	Indian Political System	Contemporary International Relations	Political Sociology	Dissertation
Credit	**4**	**4**	**4**	**4**

The overall weightage of the MA programme in Political Science is of **64 credits**.

5.5 Definition of Credit Hours

The University follows the system of assigning 30 hours of study per credit. Accordingly, as per 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 is offered to the learners at their respective study centres.

5.6Programme Structure and Curriculum/Syllabus Design

Each semester of the MA Programme contains four courses (papers), there being a total number of 16 papers (15 papers + 1 Dissertation). In the fourth semester, the learners will have to opt for any one optional course out of two. Besides, the learners in the fourth semester will have to prepare and submit one dissertation. Accordingly, the MA programme in Political Science has a total of 64 credits.

The syllabus of the MA Programme in Political Science has been upgraded as per the recommendations of the Report of the *Committee to Regulate the Standards of Education being Imparted through Distance Mode* constituted by the Ministry of Human Resource under the chairmanship of N R Madhava Menon, popularly known as the Madhava Menon Committee Report.

The upgraded syllabus was framed by the Committee on Courses (CCS) in Political Science under the supervision of the Dean (Academic), KKHSOU. The CCS in Political Science was constituted with three subject experts of whom two experts were from Gauhati University and one expert was from former Cotton College (presently Cotton University), along with in-house departmental faculty members.

The semester-wise names of the courses under the revised syllabus of the MA Programme in Political Science are listed below:

First Semester:	Recent Political Theory; Western Political Thought; Indian Political Thought; Indian Political System
Second Semester:	Public Administration: Concepts and Theories; Indian Administration; International Politics: Theory; Contemporary International Relations.
Third Semester:	Modern Political Analysis; Human Rights: Theory; Human Rights: Institutional Arrangements; Political Sociology.
Fourth Semester:	Social Movements (Compulsory); Comparative Public Administration (Compulsory); Women and Politics (Optional course) Or Peace and Conflict Studies (Optional Course), Dissertation

(The detailed course wise syllabus is enclosed at the end of the Report as **Annexure1**).

5.7Learner Support Services

The Learner Support Services for administering the MA programme in Political Science includes:

(i) Printed **Self Learning Material (SLMs)**are provided to the learners. The authors of the SLMs include both inhouse faculty members and teachers from other universities and colleges. The MA level SLMs are prepared in English and are written in a learner-friendly manner. All SLMs have to undergo three layers of editing, namely, format editing, content editing and language editing before final publication. The SLMs are written in an interactive mode based on a common house style for all units. Each unit therefore contains the following features:

- **Unit Structure** specifying the outline of the unit.
- Well defined **Learning Objectives.**
- **Introduction** bearing backward linkage with the previous unit while presenting an overview of the unit to the learners.
- **Let Us Know** sections carrying additional and relevant information.
- **Activity** sections for enabling the learners to apply their own thoughts.
- **Side Boxes** against any term appearing in the text requiring explanation of the meaning or further elaboration.
- **Check Your Progress** designed to help the learners to self-check.
- **Answers to Check Your Progress** helping the learners to match and verify the answers written by them.
- **Let Us Sum Up** summarizing the entire unit.
- **Further Reading** carrying reference of some relevant textbooks for learners seeking additional information.
- **Possible Questions** intended to help the learners get an idea of the pattern of questions likely to be asked in the examination.

It may be mentioned here that as indicated earlier, the MA levelSLMs in Political Science are being prepared anew, based on the upgraded syllabus and all the newly

written units will be subject to the different layers of quality assessment including format, content and language editing and plagiarism check.

(ii) ICT Support: ICT support is a major component of any ODL system of education. Our University has as such given emphasis on this. Some ICT-based support systems provided by the University to the learners of BA in Political Science (Major) are listed below:

- **Website:** We have developed full-fledged official website www.kkhsou.in for our learners and general public. Here we have provided all necessary information to our learners. The Website is also linked with the social-networking site like Facebook (KKHSOU FB Official Group) for interaction among the learners, faculty members and stakeholders. The website also includes the customised study centre-search facility based on district or programme. And most of the Audio-Video programmes are also made available online through YouTube.
- **Community Radio Service: Jnan Taranga** (90.4 MHz) of KKHSOU is the first Community Radio of the North Eastern part of the country. The Community Radio, being a platform for the community for taking up community issues, is also a platform to broadcast several educational programmes that includes debates, discussions, and talk shows.
- **Ekalavya:** With the help of Prasar Bharati, our University has launched a special educational programme namely ***Ekalavya.*** It is aired every Saturday from 8.00 PM to 8.30 PM through All India Radio, Guwahati and Dibrugarh.
- **Akashvani Phone-in Programme:** Our University offers one hour live **phone-in** counselling programme through AIR, Guwahati and Dibrugarh where officers and faculty from this University clarify queries of listeners/learners via telephone. The phone in programme is aired every Thursday from 09.15 AM to 10.15 AM.
- **e-SLM:** An e-learning portal by the name of e-SLM (http://eslm.kkhsou.in/) has been launched by the University. It is also a digital repository where the study materials are uploaded for the benefit of the learners. All the study materials of the programmes (including Degree, Master Degree etc.) can be assessed in this portal.
- **Open Access Journals Search Engine (OAJSE):** To provide easy access to various open access journal across the world, KKHSOU has developed the Open Access Journals Search Engine (OAJSE) which is available for the users from the URL www.kkhsou.in/library/oajse or http://oajse.kkhsou.in . OAJSE aims to cover journals in all subjects that are published in English language. There are now 4,500+ journals in the directory. All are searchable at article level.

- **KKHSOU Mobile App:** Our University has developed a mobile application "KKHSOU" to help the learners to connect 24x7 with the University. It can be freely downloaded from Google Play Store (for android user).
- **SMS and e-mail Alert Facility:** University has initiated an SMS and e-mail alert facility for learners regarding any news, events and learner-related information of the University.
- **E-mail services:** Learners can write emails to any officials/faculty members in University's general mail id: info@kkhsou.in. Queries raised through to this mail id are readdressed by concerned official/faculty members of the University.
- **TV Programme :** KKHSOU is going to initiate a half an hour live educational programme through a TV Channel from June 2018. It will be telecast every Sunday at 8.30 am.

(ii) **Counselling Sessions:** Regular counselling sessions are held in the respective study centres for the benefit of the learners.

(iii) **Assignments:** Term end Assignments for each semester are sent to the learners along with the SLMs and also uploaded on the University website.

(iv) **Examinations:** Term end examinations are held at the end of each semester at select examination centres.

(v) **Audio Materials for Blind Learners:** For the blind learners, audio materials in the form of CDs would be sent to them in lieu of printed SLMs.

5.8 Faculty and Support Staff:

At present, the Department of Political Science of the University contains one Associate Professor and two Assistant Professors.

6 PROCEDURE FOR ADMISSION, CURRICULUM TRANSACTION AND EVALUATION

6.1 Admission Procedure

(i) The admission for the academic session 2018-19 of the University will be through online mode. A learner who desires to take admission in KKHSOU will have to submit his/her application through the online admission link provided in the University website www.kkhsou.in. The learner has to carefully go through the instructions for filling up the online admission form and complete the process accordingly. In the online admission system, the learner has to register with his/her mobile no/email id, and has to carefully verify the subjects of his/her choice available in the respective study center.

(ii) For admission to a particular programme, the course fee is to be paid through online transaction mode—i.e., through credit card/debit card/net banking or any other available online mode of payment.

(iii) The learner after successful submission of the online admission form has to take a print out and submit the same to the study centre for hard copies of SLMs.

(iv) The verification of online application form will be done in the University and after the completion of the verification process, the e-SLMs will be sent to the respective Email-id of the learner.

(v) The learners who have submitted incomplete application may be given conditional admission at the University's discretion, subject to fulfillment of other eligibility criteria.

(vi) All the enrolled learners will be provided with registration no, SLMs and Identity cards.

(vii) The learner who is unable to complete the programme within specified period is required to register himself/herself as a fresh learner by paying the requisite fee.

6.2 Continuous Admission

i. Admission will have to be taken continuously in the programmes without any break. A learner will be allowed to appear in all the examinations, including back courses, within the stipulated time of a programme.

ii. A learner will have to take admission to the next semester within one month from the last date of examination of the previous semester. It doesn't depend on whether the candidate appeared in the previous examination or not.
iii. A learner will be allowed to take admission to the next semester beyond one month, but within two months from the last date of examination of the previous semester with a fine of Rs 500/-.
iv. A learner may be allowed to take admission even after the issue of notification for filling up of examination forms, but such learners will be allowed to appear in the examination of that semester in the next year only.

6.3 Fee Structure:

The fee structure of the MA programme in Political Science is as follows:

Semester	Enrollment Fee	Course Fee	Exam Fee	Exam Centre Fee	Marksheet Fee	Dissertation Project Fee	Total Fees to be Paid *	Arrear Subject
First	300	3,500	800	300	100		5,000	R.200.00 per paper + Centre Fee + Marksheet Fee. Rs. 100.00 + Consolidated Marksheet Rs.100
Second	……	3,500	800	300	100		4,700	
Third	……	3,500	800	300	100		4,700	
Fourth	……	3,500	800	300	200	1,000	5,800	

6.4Financial Assistance:

The University offers free education to jail inmates and differently-abled learners. At present, the University offers free of cost education to jail inmates in 16 Central Jails of the state.

6.5 Curriculum Transaction and Activity Planner:

(i) **Curriculum Transaction**

The Curriculum for the MA programme in Political Science is available in the prospectus. The relevant portion of the syllabus is incorporated in the initial introductory pages of the respective Self Learning Material (SLMs). The courses/papers of the Curriculum are taught to the learners through the printed Self Learning Material (SLMs) in Political Science prepared in English. Online video materials in Political Science are also available on the University website and YouTube. Regular counseling sessions in the respective study centres are held in the respective study centres for the benefit of the

learners. Moreover, the phone-in programmes with KKHSOU broadcast through a designated weekly hour on Thursday through AIR Guwahati and Dibrugarh centres have also helped the University and the Department of Political Science in establishing a rapport with the learners to some extent.

(ii) **Activity Planner**

An activity planner that guides the overall academic activities in the MA Programme in Political Science shall be made available prior to the admission schedule of the University. The newly constituted CIQA office as per UGC guidelines and the office of the Academic Dean would upload the Academic Plan and month wise Academic Calendar to enable the learners to plan their studies and activities accordingly.

6.6 Evaluation:

A. For overall evaluation of a course, the University follows the two types of evaluation:

(i) Continuous Evaluation (Assignments) : Weightage assigned 20%

(ii) Term End Evaluation (Semester-end Examinations): Weightage assigned 80%

B. Learners have to submit home assignments at the end of each Semester within the schedule of a semester at the respective study centres. The counsellors at the study centres evaluate the assignments and return them to the learners with feedback.

C. Term end examinations are held at the end of each semester for final evaluation of the learners. Term end examinations are conducted on scheduled dates at select examinations centres.

D. Evaluation of the term end examinations are done by the external examiners at zonal centres. After evaluation, further scrutiny is done, followed by moderation. Results are declared within scheduled dates as laid down in the Activity Planner.

E. Learners would be able to get their scripts re-evaluated if they are not satisfied with evaluation.

F. The University is in the process of using high security and eco-friendly synthetic (water proof and termite proof) papers for marksheets and certificates. Moreover, use of interactive kiosk at study centres for issue of admits card and modification of the existing EDPS system for quick publication of results of examinations are also being planned. Similarly, introduction of biometric identity of learners is also being planned.

7. REQUIREMENT OF LABORATORYSUPPORT AND LIBRARY RESOURCES

MA in Political Science is not a laboratory based subject; therefore, we need not provide any laboratory support. The Central Library, Krishna Kanta Handiqui State Open University plays a vital role in the collection, development and dissemination of academic, scientific and technical information to meet the present and future needs of the University.

The library remains open from 10.00 am to 5.00 pm in all working days. The library is fully computerized with an ILS (Integrated Library System) and also equipped with RFID (Radio-frequency Identification) technology. The Central Library at the University contains a repository of highly regarded books including both reference books and textbooks and encyclopedia.

The Central Library has the following resources-

- **Physical Resources:**

Books-	18,164
Theses-	8
Report-	1
Journals-	35
Magazines-	12
News Papers-	5
Audio CD/DVD-	49
Video CD/DVD-	6
CD/DVD with Textual documents-	66

It may be mentioned here that some of the books and encyclopedia in the discipline of Political Science include *Political Theory- An Introduction* by Andrew Heywood, *Globalisation*

of World Politics edited by John Baylis, Steve Smith, & Patricia Owens , *Working a Democratic Constitution* by Granville Austin, *Politics in India* by Rajni Kotahri,*India Against Itself*by Sanjib Baruah, *Assam: The Burning Question* by Hiren Gohain, *Encyclopedia of Political Theory* edited by Mark Bevir, *Politics Among Nations* by HansJ. Morgenthau (revised by Kenneth W. Thomson), *State of Democracy in South Asia* (Report by CSDS), *The Essential Writings of Mahatma Gandhi* edited by Raghavan Iyer, etc. The books in the Central Library are useful for unit writers, content editors and research scholars of KKHSOU.

- **E-resources:**

E-Journals: The Central Library of KKHSOU subscribed e-journals from JSTOR (www.jstor.org), and the resources are very much necessary for academic and research community of the University.

Digital Library: Digitization has become deeply embedded into every aspect of education today. Hence, the Central Library of KKHSOU has started the Digital Library initiative. The mission of the "Digital Library at KKHSOU" is to locate, digitize, preserve, collect and make accessible the accumulated wisdom of the institute's output to the global community. The resources of the Digital Library include Administrative Documents, Conference/Seminar Proceedings, Faculty Publications, Journal of Open Learning and Research Communication (JOLRC), KKHSOU in News and Media, Newsletters, Annual Reports, MPhil/PhD Theses, Public Lectures, Convocation Addresses, Working Papers, etc. URL: http://dlkkhsou.inflibnet.ac.in

Open Access Journals Search Engine (OAJSE): To provide easy access to various open access journal across the world, KKHSOU developed the Open Access Journals Search Engine (OAJSE) which is available for the users from the URL www.kkhsou.in/library/oajse or http://oajse.kkhsou.in

KKHSOU at Shodhganga: Krishna Kanta Handiqui State Open University (KKHSOU) has joined Shodhganga for depositing their theses which is available for the users from the URL http://shodhganga.inflibnet.ac.in/handle/10603/145533. Shodhganga repository is the reservoir of Indian intellectual output stored, hosted and maintained by the INFLIBNET Centre, an IUC of UGC.

8 .COST ESTIMATE OF THE PROGRAMME AND THE PROVISIONS

All financial records regarding print of SLMs, honorarium paid to the members of the Expert Committee, honorarium to be paid to Content Writers, Content Editors, Language Editors, Translators, Proof Readers and also the expenditure related with organizing counsellors' workshops, meeting of the co-coordinators of the study centres etc. are maintained by the office of the Finance Officer of KKHSOU. 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.

As regards, 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 MA Programmein Political Science.

8.1Programme Development Cost:

The office of the Finance Officer of KKHSOU has worked out the SLM Development Cost for Master Degree Programme for English medium per Unit at **Rs. 7,300**. From this perspective, the programme Development cost would be about Rs. 18 lakh. The Printing Cost per SLM has been estimated at **Rs. 56.00**. And the cost of CD per unit has been estimated at **Rs. 23.00**.

8.2 Programme Delivery Cost:

The SLMs prepared have to be delivered to various study centres located at the far flung remote areas. On an average, the University delivers about 15 kgs of study materials per student. The cost of delivery of 1 kg of such material is Rs.10. Accordingly, depending upon the number of learners, the cost for the MA Programme in Political Science will be provisioned by the University. The office of the Finance Officer has calculated the delivery cost of SLM per student atRs.150.00.

8.3 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, but will also benefit the learners of other programmes. The University will also bear the cost of organizing the meeting of Syllabus Revision Committee 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 programmes. The cost calculated by the office of Finance Officer as regards maintenance of Master Degree programmes per student is **Rs. 1600.00**.

The figures as indicated above will be applicable for the MA Programme in Political Science 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.

9. Quality Assurance Mechanism and Expected Programme Outcomes

9.1 Quality Assurance Mechanism

Regarding the issue of quality maintenance and quality assurance, the syllabus in Political Science has been upgraded as per the latest UGC guidelines with the help of subject experts as indicted earlier. Accordingly, based on the revised syllabus, new and updated Self Learning Materials are being prepared. The overall quality assurance of the MA programme in Political Science is looked into by the Centre for Internal Quality Assurance (CIQA), KKHSOU and the office of the Dean (Academic), KKHSOU. In the academic year 2018-19, SLM Quality Audit is also planned by the office of the CIQA at KKHSOU. The University has purchased the URKUND anti-plagiarism software whereby the newly prepared units of the revised SLMs will be subject to plagiarism check to ensure originality in writing. Moreover, workshops for counsellors and stakeholders' meetings have also been initiated. It is expected that these efforts would help the University in enhancing the quality of the programme.

9.2 Expected Programme Outcomes

(i) After completing the MA programme in Political Science, the qualified learners securing the prescribed UGC norms will be able to pursue a career in teaching and research in higher educational institutions. They may apply for the M.Phil. or Ph.D. programmes under different universities of the country.

(ii) The learners will also be able to appear in various competitive examinations under the State and the Central Governments.

(iii) The learners will also be able to explore employment opportunities in the NGO sector.

(iv) Significantly, the knowledge gained through the study of Political Science as a subject at the post graduate level will also enable the learners to be proactive citizens, inspiring them to join active politics and dedicate themselves to a life of selfless public service aided by the wealth of specialized knowledge they had gathered during the course of the programme.

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ANNEXURE I

KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY
MA PROGRAMME IN POLITICAL SCIENCE
(Detailed Coursewise Syllabus)

1st Semester:

Course I: Recent Political Theory

Unit 1: Nature and Significance of Political Theory

Meaning of Political Theory; Nature of Political Theory; Significance of Political Theory

Unit 2: Liberalism

Meaning and Characteristics of Liberalism; Implications of Liberalism; Growth of Liberalism:

Evaluation of Liberalism

Unit 3:Neo-Liberalism

Meaning of Neo-Liberalism: Views on Neo-liberalism, Nature of Neo-liberalism;

Neo-Liberalism and Globalization; Criticisms leveled against Neo-Liberalism

Unit 4:Libertarianism and Communitarianism

Libertarianism: Meaning of Libertarianism, Principles of Libertarianism; F.A.Hayek: Views of F.A.Hayek; Robert Nozick : Views of Robert Nozick; Meaning ofCommunitarianism

Unit 5: Capitalism- Class Perspective of Karl Marx

Dialectical Materialism; Marxian notion on Capitalism; Class Perspective- Karl Marx; Marxian Approach to the study of politics

Unit 6: Hegemonic Perspective of Capitalism- Antonio Gramsci

State and Civil Society: Antonio Gramsci, State and Civil Society; Concept of Civil Society; Hegemony and the State

Unit 7: Reformist Perspective of Capitalism- J.M. Keynes

Revision of Capitalism: John Maynard Keynes, Revision of Capitalism

Unit 8:Revolution, Imperialism: V.I. Lenin

Lenin's modification in Marxism; Lenin on Imperialism; Lenin on Revolution

Unit 9: New Democracy and Cultural Revolution: Mao Zedong

New Democracy and Cultural Revolution of Mao Zedong; Mao's Hundred Flowers Policy

Unit 10: Feminist and Subaltern Perspectives on Justice

Feminist Perspective on Justice; Subaltern Perspective on Justice; Comparison of the two perspectives

Unit 11: Distributive Justice- John Rawls

Rawls on Distributive Justice; Comparison with the Entitlement theory; Analysis and Criticism

Unit 12: Concept of Democracy

Meaning and Definitions of Democracy; Origin of the concept of Democracy: Principles of Democracy; Forms of Democracy; Concept of Liberal Democracy: Mechanism for making Liberal Democracy successful

Unit 13: Contemporary Theories of Democracy

Meaning of the Elitist Theory of Democracy; Features of the Elitist Theory of Democracy; Criticisms against the Elitist Theory of Democracy ;Meaning of the Pluralist Theory of Democracy; Features of the Pluralist Theory of Democracy; Criticisms against the Pluralist Theory of Democracy

Unit 14: Nationalism- Meaning and Nature

Meaning of Nation; Development of Nationalism; Kinds of Nationalism; Factors of Nationalism

Unit 15: Ideology; The "End of Ideology" Debate

Meaning of Ideology; The "End of Ideology" Debate; Francis Fukuyama and the "End of History";Critics of Fukuyama's concept of "End of History"

Course II: Western Political Thought

Unit 1:Plato's Theory of Justice and Ideal State

Plato's Theory of Justice: Influences on Plato's philosophy, Plato's concept of justice, Plato's Justice-A critical Analysis; Ideal State of Plato, Criticisms of Plato's Ideal State

Unit 2: Aristotle- Citizenship and Revolution

Aristotle's views on Citizenship: Non-Essential Qualifications of Citizenship, Essential Qualifications of Citizenship, Virtues of a Citizen, Classes excluded from Citizenship , Criticisms of Aristotle's views on Citizenship; Aristotle's views on Revolution, Causes of Revolution

Unit 3: Church and the State- St. Thomas Aquinas and St. Augustine

Views of St. Augustine (354-430 A.D.), St. Augustine's conception of Two Cities, St. Augustine's views on State and Church, St. Augustine's views on Peace and Justice; Views of St. Thomas Aquinas (1225-1274): St. Thomas Aquinas views on State, St. Thomas Aquinas' Classification of Government and views on Monarchy, St. Thomas Aquinas' views on Sovereignty and Law, St. Thomas Aquinas' views on the Church and the State

Unit 4:Political Theory of Niccolo Machiavelli

Machiavelli: A Child of his time and A Child of Renaissance; Methodology; Machiavelli on Reason of State and Power Politics; On Human Nature; On Dual Standards of Morality; Advice to the Prince; On Republicanism; Critical Appreciation

Unit 5: Individualism and Liberalism- Hobbes, Locke and Rousseau

Thomas Hobbes; John Locke; Jean Jacques Rousseau; Individualism and Liberalism

Unit 6:Utilitarianism- Jeremy Bentham and John Stuart Mill

Jeremy Bentham; Bentham's Utilitarianism; J.S. Mill; Mills' Utilitarianism

Unit 7:English Idealism- T.H. Green

T .H. Green and English Idealism; Green on State; Green on Freedom and Rights: Green's views on Freedom, Green's views on Rights; Green on War ;Other key concepts of Green: Punishment, Property, Natural Law, Society; An Estimate of Green's views

Unit 8: Utopian Socialism-Robert Owen

Robert Owen and Utopian Socialism: Concept of Utopian Socialism, Robert Owens' views

Unit 9:Karl Marx- Historical Materialism and Class Struggle

Historical Materialism, Class-struggle, Marxist perspective of State

Unit 10: Evolutionary Socialism-Eduard Bernstein

Eduard Bernstein and Revisionism; Bernstein on 'Theory of Breakdown'; Bernstein on Class Structure and Class War; Bernstein on Dialectical and Historical Materialism; Bernstein on Surplus Value

Unit 11: Fabianism: Henry George

Meaning of Fabianism ; Henry George as a prominent Source of Influence on Fabianism; Henry George's Theory of Distribution: Theory of Single Taxation, Law of Human Progress, An Estimate of Henry George's views

Unit 12: Anarchism: Joseph Proudhan and Peter Kropotkin

Meaning and Definitions, Features of Anarchism, Features of the Anarchist Society; Joseph Proudhon and Peter Kropotkin

Unit 13:Fascism

Meaning and Definitions of Fascism; Features of Fascism: Curtailing Fascism

Unit 14:New Leftism

Concept of New Left; New Left-Evolution ; The Frankfurt School; Ernst Bloch

Unit 15:Michel Foucault and Noam Chomsky

Michel Foucault on Power; Michel Foucault on Knowledge is Power; Noam Chomsky on Manufacturing Consent and Propaganda

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Course III: Indian Political Thought

Unit 1: Manu

Philosophical foundation of Manu's thought; Four Varna's of Manu;Political ideas of Manu

Unit 2:Kautilya

Saptanga Theory of Kautilya; Kautilya's views on the King; Kautilya's views on States; Comparison between Kautilya and Machiavelli

Unit 3: Raja Ram Mohan Roy

Political ideas of Raja Ram Mohan Roy : Theory of Personal and Political Freedom, Roy's Ideas on Educational, Economic and Political issues, As a Progressive and Liberal Thinker, Subjects of Law and Morality, Brahmo Samaj

Unit 4:M.K.Gandhi

Satya and Ahimsa; Satyagraha- Scope and Significance; Gandhian perspective on Peace; Gandhian perspective of the nature of the State

Unit 5: Jawaharlal Nehru

The ideas of Nehru: Nehru's Views on Nationalism, Nehru on Democracy, Nehru's Modernism, Nehru's Views on Internationalism

Unit 6: Madan Mohan Mallaviya

Mallavya as an Educationist and Social Reformer; Political Views and Role in Freedom Struggle; As a Liberal Nationalist; Critical Appreciation

Unit 7: M.N. Roy

M.N. Roy and the Communist Movement; Humanist Ideology; Roy's Materialism; Radical Humanism ; Roy's involvement in the national struggle; Party less Democracy

Unit 8: Ambikagiri Raichoudhury

Literary contribution of Ambikagiri Raichoudhury; Ambikagiri and India's Freedom Struggle; Ambikagiri and Humanism; Ambikagiri on Freedom and State; Ambikagiri on Assamese Nationalism

Unit 9:JyotibaPhule

Attitude towards Colonial Government; Indian Social Order- a Critique: Varna and Caste System,

Equality between Men and Women; Views on Religion; Indian Economy: Solution to the Agrarian problem

Unit 10: B.R. Ambedkar

Movement against Class Discrimination; Framer of the Constitution of India;
Other Contributions of Ambedkar: Ambedkar and Buddhism, Support to Uniform Civil Code, Economic Planning, Ambekar as a Litterateur

Unit 11: Maulana Abul Kalam Azad

Political Ideas of Abul Kalam Azad: Azad's Views on Hindu- Muslim Unity, Views on Nationalism, Views on Non-Violence, Views on Democracy, Azad's Views on Partition of India

Unit 12: J.P. Narayan

Influence of Marxism; Impact of Gandhian thoughts: A shift from Socialism to Sarvodaya; Total Revolution

Unit 13: Acharya Vinoba Bhave

Religious and Social work; Bhoodan Movement; Brahma Vidya Mandir; Bhave and Gandhi; Literary Career

Unit 14: Ram Manohar Lohia

Lohia's Ideas on Socialism and Gandhism; Lohia's Concept of International Society

Unit 15: Amartya Sen

Development as Freedom; Missing Women

Course IV: Indian Political System

Unit 1:Philosophy of the Indian Constitution

Philosophy of the Indian Constitution: Ideas and Principles

Unit 2:Basic Features of the Indian Constitution

Basic Features of the Indian Constitution, Concept of the Basic Structure of the Constitution: Judicial Interpretation

Unit 3:Parliamentary Democracy- Structure and Recent Trends

Structure of the Indian Parliament, Law Making Procedure of the Indian Parliament, Functioning of Parliamentary Democracy in India: Challenges and Prospects

Unit 4:Secular Tradition in Indian Politics- Issues and Challenges

Meaning of Secularism; Secularism in India: Tenants of Indian Secularism, Views of Gandhi and Nehru on Secularism, Challenges to Secularism in Contemporary India

Unit 5:Indian Judiciary

The Supreme Court, The High Courts, Subordinate Courts, Judicial Review, Public Interest Litigation, Judicial Activism: A Critical Appraisal

Unit 6: Federal Structure and Its Dynamics- Issues in Centre-State Relations

Nature of Indian Federalism: Federal and Non-federal Features, Division of Power between the Centre and the States: Relation between the Centre and the States, An Estimate of Indian Federalism

Unit 7:Politics of Decentralisation- Panchayati Raj

Development of the 73rd Constitutional Amendment, Evolution of the Panchayati Raj System in India, Problems in the Working of Panchayati Raj

Unit 8:Politics of Decentralisation- 74th Amendment Act

Growth of LocalSelf Government in Assam, 74th Amendment Act, Growth of LocalSelf Government in Assam

Unit 9:Regional Aspirations- Identity Politics in Assam (Language Movement and Assam Movement)

Regional Aspirations and Identity Politics in Assam: Genesis of the Problem, Language Movement, Assam Movement, Critical Assessment

Unit 10:Regional Aspirations- Dravidian Movement

Regionalism and Regional Aspirations, Genesis of the Dravidian Movement: Pre-Independence Era, the Dravidian Movement in Independent India, Critical Analysis of the Dravidian Movement

Unit 11:Insurgencies in the North-East- NSCN, ULFA,NDFB

Overview of Conflict in North-East India, Insurgency: Meaning and Causes, Insurgent Groups in North East India: National Socialist Council of Nagaland (NSCN), United Liberation Front of Assam (ULFA), National Democratic Front of Bodoland (NDFB)

Unit 12:Party System in India

Era of One Party Dominance, Breakdown of Congress Dominance, Process of Regionalisation, Coalition Politics, Recent Trends

Unit 13: Electoral Politics and Voting Behaviour in India

Role of Election in Democracy, Election Machinery, Electoral System and Process, Voting Pattern, Determinants of Electoral Behaviour, Drawbacks of Electoral System, Electoral Reforms

Unit 14: Political Economy- Nehruvian Model and Mixed Economy; Recent Trends

Political Economy of Pre Independent India, Political Economy of Nehru Era, Political Economy in Post Nehru Era, Dawn of Liberalization, Privatization, Globalization (LPG), Beyond LPG

Unit 15: Pressure Group Politics in India

Meaning of Pressure Group, Methods used by the Pressure Groups, Pressure Groups in India, Role of Pressure Groups in India

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2nd Semester

Course V: Public Administration: Concepts and Theories

Unit 1:Public Administration: Nature and Scope

Meaning, Nature (Integral view and Manegerial view); Scope of Public Administration (POSDCoRB view, Subject Matter view, Administrative Theory, Applied Administration)

Unit 2:Evolution of Public Administration

Different phases of the growth of public administration: Phase 1: Early Tradition (Politics-Administration Dichotomy), Phase 2: Search for Principles of Administration (Economy and Efficiency), Phase 3: Human Relations Movement, Phase 4: Development of a Scientific and Inter-disciplinary Character, Phase 5: Emergence of New Public Administration, Phase 6: Interest in Alternative Paradigms

Unit 3:New Public Administration

Background, Landmarks in the growth of New Public Administration,

Goals of New Public Administration, Critical Evaluation

Unit 4:New Public Management

Meaning, Nature; Importance of New Public Management

Unit 5:Development Administration

Meaning and Features of Development Administration; Role of Bureaucracy in Development Administration

Unit 6:Organization

Types, Approaches, and Principles

Unit 7:Structure and Forms of Organization

Line and Staff; Chief Executive and Corporations

Unit 8:Theories of Leadership

Meaning of Leadership; Great Man, Trait, Situational and Contingency Theories

Unit 9:Scientific Management Theory: F. W. Taylor

Meaning of Scientific Management, Origin of the Scientific Management Theory, Aims of Scientific Management, Features of the Scientific Management Theory, Principles of the Scientific Management Theory, Advantages of the Scientific Management Theory, Criticisms of the Scientific Management Theory: Workers' Criticisms, Employers' Criticisms, Criticisms from the Psychologists

Unit 10:Human Relations Theory: Elton Mayo

The Hawthorne Experiments, Elements of the Human Relations Theory, Views of Chester. I. Barnard, Criticisms of Human Relations Theory

Unit 11:Bureaucratic Theory: Max Weber

Meaning and Types of Bureaucracy, Weber's concept of "Ideal Type" model of Bureaucratic Organisation, Criticisms of the Weberian Theory of Bureaucracy

Unit 12:Decision-Making Theory: Herbert Simon

Meaning of problem solving and decision making; Herbert Simon's Model of Decision Making (Intelligence-search for problems; Design- developing courses of action; Rational Choice- as choice of appropriate course of action)

Unit 13:Ecological Approach: Fred W. Riggs

Meaning of the Ecological Approach, Fred Riggs' models- Fused Model, Diffracted Model and Prismatic Model

Unit 14:Theories of Motivation: Abraham Maslow and Douglas McGregor

Meaning of Motivation, Maslow's Hierarchy of Needs Theory; McGregor's Theory X and Theory Y

Unit 15:Civil Service: Meaning and Nature

Meaning of Civil Service; Civil Service Anonymity and Neutrality

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Course VI: Indian Administration

Unit 1:The Indian Administrative System: Evolution and Features

Evolution of the Administrative system in India; Features of the Indian Administrative System

Unit 2:Civil Service in India: Structural Framework

All India Services, Central Services and State Services

Unit 3:Union and State Public Service Commissions

Constitutional Provisions on Public Service Commissions in India; Union Public Service Commission and State Public Service Commissions

Unit 4: Comptroller and Auditor General of India

Powers and Functions of the Comptroller and Auditor General of India

Unit 5:Bureaucracy in India

Generalist vs. Specialist argument in India; Neutral and Committed bureaucracy in India

Unit 6:Development Administration in India

Meaning of Development Administration; Evolution of Development Administration in India and its functioning

Unit 7:Financial Administration

Budgetary Process in India

Unit 8:Performance Budgeting and Zero-Base Budgeting

Meaning of Performance Budgeting and Zero-Base Budgeting; Performance Budgeting and Zero-Base Budgeting in India

Unit 9:Good Governance: Accountability and Commitment

Concept of Good Governance; Structural Reforms and Good Governance in India

Unit 10:e-Governance

Meaning and Nature; National e-Governance Plan (NeGP), 2005; National e-Governance Division (NeGD) of Government of India; Implications and Importance

Unit 11:Corruption: Issues and Challenges

Meaning of Corruption; Causes of Corruption; Anti-Corruption measures in India: Central Vigilance Commission (CVC) and Vigilance Machinery of the States, Central Bureau of Investigation(CBI)

Unit 12:Ombudsmanic Institutions

Lok Pal and LokAyukt as

Unit 13: Transparency in Administration

The RTI Act, 2005: Background; Features and Provisions

Unit 14:People's Participation in Administration

Citizen's Charter: Concept and Origin; Citizen's Charter at the Central and State levels

Unit 15:Administrative Reforms in India

Background: A.D. Gorwala Committee Report on Public Administration (1951) , Paul Appleby Committee Report on Public Administration in India(1953) , Santhanam Committee on Prevention of Corruption (1962); Administrative Reforms Commission: Recommendations of the First Administrative Reforms Commission (1966); Recommendations of the Second Administrative Reforms Commission (2005)

Course VII: International Politics: Theory

Unit 1:Nature and Scope of International Politics

Meaning of International Politics; Nature and Scope of International Politics

Unit 2:Development of International Politics as an Academic Discipline

Four stages of the development of International Politics (the Diplomatic History Stage; the Current Events Stage; the Law and Organization Stage; the Contemporary Stage)

Unit 3:Idealism and Realism in International Politics

Idealism and its Features; Realism and its Features; Difference between Idealism and Realism

Unit 4:Game Theory and Bargaining Theory

Game Theory- Meaning and Nature, Criticisms of Game Theory; Bargaining theory- Meaning and Nature, Criticisms of Bargaining Theory

Unit 5:Decision-Making and Communication Theory

Decision-Making theory- Meaning and Nature, Criticisms of Decision-Making Theory; Bargaining Theory- Meaning and Nature, Criticisms of Bargaining Theory

Unit 6:Power in International Politics

Concept and Elements of National Power, Methods of Using Power by a State, Limitations on National Power; A Critical Appraisal of National Power

Unit 7:Balance of Power and Collective Security

Concept of Balance of Power, Characteristics of Balance of Power, Devices of Balance of Power, Criticism and Relevance; Meaning of Collective Security, UN and Collective Security

Unit 8:Foreign Policy

Objectives of Foreign Policy and Determinants of Foreign Policy

Unit 9:National Interest

Components, Types, Methods of securing National Interest

Unit 10:National Interest and Ideology

Relationship between National Interest and Ideology; Decline of Ideology

Unit 11: Diplomacy

Development of Diplomacy, Functions and Types of Diplomacy; Decline of Diplomacy

Unit 12:International Conflict

Meaning of International Conflict; Dynamics of Conflict and War

Unit 13:Disarmament and Arms Control

Meaning of Disarmament; Meaning of Arms Control; Difference between Disarmament and Arms Control; Military, Economic and Moral Arguments for Disarmament

Unit 14:Alternative Concepts on Security

Cooperative Security, Human Security and Development

Unit 15:Emerging Trends in International Politics

Environmentalism: Role and Importance; Feminism: Role and Importance

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Course VIII: Contemporary International Relations

Unit 1:Cold War

Meaning and Nature; Phases of the Cold War

Unit 2:Emerging World Order

End of the Cold War; Features of the Emerging World Order

Unit 3:United Nations

Role and Significance of the UN in maintenance of world peace; UN Peace Keeping Missions

Unit 4:South-South Cooperation

Meaning of South-South Cooperation; Regional groupings (NAM, G-77, ASEAN, OPEC)

Unit 5: **India's Foreign Policy**

Basic Principles of India's Foreign Policy; Objectives of India's Foreign Policy

Unit 6:Indian Ocean as a zone of peace

Concept; 1971 Declaration of the Indian Ocean as a Zone of Peace; Implementation; Challenges and Prospects

Unit 7:India's Relations with Russia

Background; Stages and Recent Trends

Unit 8:India's Relations with US

Background; Stages and Recent Trends

Unit 9:India's Relations with Pakistan

Background; Stages and Recent Trends

Unit 10:India's Relations with China

Background; Stages and Recent Trends

Unit 11:India's Relations with Bangladesh

Background; Stages and Recent Trends

Unit12:Neo-Colonialism and Dependency

Meaning and Nature of Neo-Colonialism ; Dependency Theory in International Relations

Unit 13:International Terrorism- Issues and Challenges

Meaning and Nature; Campaign against International Terrorism (Devising Strategies and Counter-Narratives)

Unit 14:Globalization and its impact on International Politics

Globalization and International Politics; Role of IMF, World Bank and WTO in globalization.

Unit 15:International Environmental Concerns and Sustainable Human Development

Environmental Issues in the contemporary period; Initiatives of the World Community ; Meaning of Sustainable Development, Sustainable Development Goals (SDGs)

3rd Semester

Course IX: Modern Political Analysis

Unit 1:Meaning and Nature of Political Analysis

Meaning of Political Analysis; Scope and Nature of Political Analysis: Fact, Value and Theory Analysis, Empirical Theory vs. Normative Theory

Unit 2:Traditional vs. Modern Approaches

Meaning and Nature of Traditional Approaches; Meaning and Nature of Modern Approaches; Differences between Traditional and Modern Approaches

Unit 3:Behaviouralism and Post-Behaviouralism

Meaning of Behaviouralism, David Easton's Intellectual Foundation Stones of Behaviouralism , Criticisms; Post Behaviouralism- Meaning and Nature, Credo of Relevance

Unit 4:Systems Analysis of David Easton

Meaning of System, David Easton's General Systems Theory; Criticisms and Importance

Unit 5:Structural-Functional Analysis of Gabriel Almond

Background of Structural-Functionalism; Gabriel Almond's Structural Functional Analysis; Robert Merton's Structural Functionalism ; Morton Kaplan's Contribution; Criticisms and Importance

Unit 6: Communication theory

Karl Deutsch's Communication Theory; Criticisms and Importance

Unit 7:Decision-Making theory

Decision-Making Approach: Features of the Decision-Making Theory; Richard Snyder's Decision- Making Theory; Criticisms and Importance

Unit 8:Game Theory

Origin of the Concept; Types of Games (Zero-Sum Games and Variable –Sum Games); Basic Assumptions ; Criticisms and Importance

Unit 9:Elite Theories

Vilfred Pareto; G.Mosca; Robert Michel; Ortega Gasset; Other Elite Theories

Unit 10:Power, Authority & Legitimacy

Meaning of Power; Characteristics of Power; Sources of Power; Forms of Power; Methods of exercising Power; Meaning of Authority; Sources of Authority; Characteristics of Authority;

Basis of Authority; Authority and Power; Meaning of Legitimacy; Basis of Legitimacy; Types of Legitimacy

Unit 11:Theories of Modernization: W.W. Rostow, Samuel P. Huntington

Meaning and Characteristics of Modernisation; Agents of Modernisation; Views of W.W. Rostow and Samuel P. Huntington on Modernisation

Unit 12:Political Development: Views of Lucian Pie

Meaning of Political Development, Characteristics of Political Development as identified by Lucian Pye, Factors Leading to Political Development; Difference between Political Modernization and Political Development

Unit 13:Political Parties: Role and Functions

Meaning of Political Parties; Classification of Political Parties; Role and Functions of Political Parties

Unit 14: Pressure Groups and Interest Groups-Nature & Political Significance

Meaning and Nature of Pressure Groups and Interest Groups; Types of Pressure Groups; Similarities and Differences between Pressure Groups and Political Parties; Political Significance of Pressure Groups and Interest Groups

Unit 15:State Institutions: Military, Police & Bureaucracy

Features and Role of the Military; Civilian Control of the Military; Role and Functions of the Police; Types of Policing; Role of Bureaucracy in a Modern State; Bureaucracy and Democracy

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Course X: Human Rights: Theory

Unit 1:Meaning, Nature and Sources of Human Rights

Concept of Human Rights, Meaning of Human Rights, Nature of Human Rights, Sources of Human Rights

Unit 2:Evolution of Human Rights

Three Generation Rights; Theories of Evolution of Human Rights

Unit 3: Universalistic Approach and Relativist Approach to Human Rights

Main Arguments of the Universalistic Approach, Criticisms against the Universalistic Approach; Main Arguments of the Relativist Approach, Criticisms against the Relativist Approach

Unit 4: The Classical Liberal Theory of Human Rights

Views of Hobbes, Locke and Rousseau; Criticisms against the Classical Theory of Human Rights

Unit 5:Natural Theory of Rights, Legal Theory of Rights, Historical Theory of Rights

Main Arguments of the Natural Theory of Rights, Criticisms against the Natural Theory of Rights; Main Arguments of the Legal Theory of Rights, Criticisms against the Legal Theory of Rights; Main Arguments of the Historical Theory of Rights, Criticisms against the Historical Theory of Rights;

Unit 6: The Modern Theories of Human Rights

Views of John Rawls, Criticisms of the views of John Rawls

Unit 7: Feminist Perspective on Human Rights

Concept of Gender Equality: Definition of Gender Equality, Causes of Gender Inequality, Main Arguments of the Feminists about Human Rights

Unit 8:Marxist Perspective on Human Rights

Concepts related to Marxian Philosophy: Alienation and Freedom; Karl Marx's Views on Human Rights; Human Rights and Marxism

Unit 9:Third World Perspectives on Human Rights

Views of Mahatma Gandhi on Human Rights; Views of Mandelaon Human Rights

Unit 10:Health and Human Rights

Right to Health, Importance of Right to Health, Violation of Right to Health, WHO and Right to Health

Unit 11:Development and Human Rights

Relationship between Development and Human Right: Issues and Challenges

Unit 12:Idea of Human Rights in the Global Political Economy

State, Sovereignty and Human Right; Human Rights as a Resistance to the Global Political Economy

Unit 13:Environment and Human rights

Environmental Degradation and its Impact on Human Life

Unit 14:Human Rights Education

Meaning of Human Rights Education, Importance of Human Rights Education, Problems and Prospects

Unit 15:Human Rights and Human Security

Meaning of Human Security, Relationship between Human Rights and Human Security, Issues and Challenges

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Course XI: Human Rights: Institutional Arrangements

Unit 1:United Nations and Human Rights

Human Rights Provisions of the UN Charter; the Universal Declaration of Human Rights: Adoption, Provisions and Significance, Human Rights Council

Unit 2:International Covenants and Protocols on Human Rights - ICESCR, ICCPR and Optional Protocol

Adoption of International Covenant on Civil and Political Rights (ICCPR), Provisions of the ICCPR, Optional Protocols to the ICCPR; Adoption of International Covenant on Economic, Social and Cultural Rights (ICESCR),Provisions of the ICESCR, Optional Protocol to the ICESCR

Unit 3:The United Nations High Commissioner for Refugees (UNHCR) Rights of the Refugees, Human Rights and the United Nations High Commissioner for Refugees: Organisational Structure of the UNHCR, Role of the UNHCR

Unit 4:United Nations and Rights of Women

Role of the United Nations in Promoting and Protecting Rights of Women: Various Declarations, Conventions adopted by the UN and World Conferences on Women

Unit 5:United Nations and Rights of Children

Role of the United Nations in Promoting and Protecting Rights of Children: Various Declarations, Conventions adopted by the UN

Unit 6:United Nations and Indigenous People

Role of the UN in Promoting and Protecting Rights of Indigenous People, Declaration on Rights of Indigenous People, Permanent Forum of Indigenous Issues

Unit 7:Human Rights Education

Human Rights Education and Campaign: Declarations, UNESCO and Montreal Protocol

Unit 8: International Labour Organization and Human Rights

Formation of International Labour Organization (ILO), Role of the ILO in Promoting and Protecting Human Rights

Unit 9:Rights of Elderly Persons

Rights of Elderly Persons, Global and National Initiatives for Promoting and Protecting Human Rights of Elderly Persons

Unit 10:Human Rights and NGOs

Role of NGOs in spreading Human Rights awareness and protecting Human Rights in general; Role of the Amnesty International in Promoting and Protecting Human Rights; Role of the Human Rights Watch in Promoting and Protecting Human Rights

Unit 11:Human Rights Movement in India

Awareness regarding Human Rights during Colonial Period, Human Rights Movement in India in the Post-Colonial Period

Unit 12:Constitutional and Legal Framework of Human Rights in India

Fundamental Rights, Role of the Parliament in protecting Human Rights, Role of the Indian Judiciary in protecting Human Rights, National Human Rights Commission

Unit 13:Women Rights in India

Constitutional Provisions for protecting Rights of Women, Role of the Legislature in protecting Rights of Women, Issues and Challenges

Unit 14:Rights of Children in India

Constitutional Provisions for protecting Rights of Children, Role of the Legislature in protecting Rights of Children, Problem of Child Labour in India

Unit 15:Conflict and Human Rights Violation in India

Human Rights Violation in Conflict Situation: Role of State and Non-State Agencies

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Course XII: Political Sociology

Part A

Unit 1: Political Sociology

Meaning, Nature and Scope of Political Sociology; Relationship between Political Sociology and Political Science, Approaches to the study of Political Sociology.

Unit 2: Evolution of Political Sociology as a Discipline

Origin and Development of Political Sociology as a Discipline, Contributions of Karl Marx and Max Weber.

Unit 3: Political Socialization

Meaning and Nature of Political Socialization; Agents of Political Socialization; Forms of Political Socialization; Importance of Political Socialization

Unit 4: Political Culture

Meaning and Nature of Political Culture; Theories of Political Culture; Types of Political Culture; Development of Political Culture; Role and Utility of Political Culture

Unit 5: Civil Society

Meaning and Nature of Civil Society, State-Civil Society Dichotomy, Dynamics of Civil Society

Unit 6: Political Participation

Meaning and Nature of Political Participation; Stages of Political Participation; Forms of Political Participation; Determinants of Political Participation; Importance of Political Participation

Unit 7: Social Change

Meaning and Nature of Social Change; Theories of Social Change; Agents of Social Change; Resistance to Social Change

Unit 8: Violence

Meaning and Nature of Violence, Different Theories and Forms of Violence, Culture of Violence, Impact of Violence in the Society

Part B

Unit 9: Agrarian Class Structure and Rural Leadership in India

Nature of Agrarian Class Structure in India, State Intervention in Rural Transformation in Post-Independent India, Changing Dynamics and Emerging Pattern of Rural Leadership in India.

Unit 10: Urban-Industrial Class Structure: Rise of Middle Class

Emergence of the Urban Middle Class, Role of the Urban Middle Class and its Impact on the Indian Society; Future of Urban Middle Class in India.

Unit 11: Demographic Change in India

Meaning and Nature of Demographic Change in India, Factors responsible for Demographic Change in India; Impact of Demographic Change in Socio-Economic and Political spheres.

Unit 12: Migration

Meaning and Nature of Migration, Rural-Urban Migration, Inter-State Migration; Impact of Migration; Measures to check Migration in India.

Unit 13: Domestic Violence and Legal protection in India

Meaning and Nature of Domestic Violence, Factors Responsible for occurrence of Domestic Violence, Measures to check Domestic Violence in India: Legal Provisions

Unit 14: Issues of Child Labour in India

Nature and Forms of Child Labour in India; Factors responsible for the development of Child Labour in India; Constitutional Provisions to combat Child Labour in India;

Unit 15: Women Empowerment in India

Status of Women in Indian Society; Obstacles in the way of Women Empowerment in India; Constitutional and Legislative provisions for Women Empowerment in India; Future of Women Empowerment in India.

4th Semester

Course XIII: Social Movements (Compulsory)

Unit 1: Social Movement

Meaning and Definition of Social Movements; Historical Background; Features of Social Movements; Importance of Social Movements

Unit 2: Types of Social Movements

Various phases and types of Social Movements ; Determinants of Social Movements; Different Approaches to Social Movements; Causes of Social Movements and their outcomes

Unit 3: Ideology of Social Movements

Ideology of Social Movements, Distinguishing Social Movements from Social Institutions and Social Associations; Organizational and Leadership dynamics of Social Movement; Role of Leadership in Social Movements

Unit 4:Durkheim's Concept of Anomie; Concept of Relative Deprivation

Theories of Social Movements, Anomie Theory, Durkheim's Concept of Anomie; Concept of Relative Deprivation

Unit 5: Social Movements and Social Change:

Meaning and Definition of Social Change; Factors responsible for Social Change; Different Theories of Social Change; Impact of Social Change; Reform, Revival, Revolution and Counter Movements

Unit 6: Marxist and Post-Marxist Theories of Social Movements

Marxist Theory of Social Movement, State and Societal Revolution in Capitalist Society; Post-Marxist Theories of Social Movement: Gramsci's Perception, Louis Althusser's Structural Perspective, Nicos Poulantzas' perspective on Social Movements

Unit 7:Weberian Theory of Social Action

Weberian Theory of Action: Types of Social Action, Features of Social Action

Unit 8:Talcott Parsons' Theory of Social Action

Talcott Parsons' Structural-Functionalism, Parsons' Theory of Social Action

Unit 9: New Social Movement: Nature and Dynamics

Meaning and Nature of New Social Movements, Dynamics of New Social Movements, Impact of New Social Movements

Unit 10:Peasant Movement in India

Meaning, Nature and Organization of Peasant Movements; Origin and Development of Peasant Movements in Post-Independent India; The Naxalbari Movement: Its Origin and Development, Impact of the Naxalbari Movement

Unit 11:Labour and Trade Union Movements

Origin and Development of Trade Union Movements, Nature and Kinds of Trade Union Movements, Significance of Trade Union Movements, Trade Union Movements in India

Unit 12:Ecological and Environmental Movements in India: Chipko Movement, Narmada Bachao Andolon

Meaning and Nature; Various Environmental Movements in India; Narmada Bachao Andolan; Chiko Movement; Significance of Environmental Movements in India

Unit 13:Autonomy Movements in Assam : Karbi-Dimasa and Bodo Movements

Concept of Ethnicity, Origin and Developments of Autonomy Movements in Assam; Factors responsible for the growth of Autonomy Movement in Assam; Karbi-Dimasa Movement; Bodo Movement

Unit 14:Identity Movement in Assam: Assam Movement

Meaning and Nature of Identity Movement in Assam; Origin and Development of the Assam Movement; Features of the Assam Movement, Consequences of the Assam Movement

Unit 15:Women's Movement in NE India: Meira Paibis, Naga Mothers' Association

Emergence of Women's Movement in North East India; Characteristics of Women's Movements in North East India; Role of Meira Paibis and Naga Mothers' Association (NMA)

Course XIV: Comparative Public Administration (Compulsory)

Unit 1: Concept and Scope of Comparative Public Administration

Concept of Comparative Public Administration; Scope and Horizons of Comparative Public Administration

Unit 2:Origin and Development of Comparative Public Administration

Post-War rise of Comparative Public Administration; Emergence of a Comparative Politics Movement and Area for Comparative Research; Comparative Public Administration Movement; Comparative Administration Group (CAG)

Unit 3:Merit System: (India, UK and USA)

Meaning of the Merit System; Development of the Merit System in India, UK, USA

Unit 4: Recruitment: (India, UK and USA)

Meaning of Recruitment; Different Types of Recruitment, Methods of Recruitment, Problems of Recruitment (India, UK,USA)

Unit 5:Training: (India, UK)

Meaning of Training; Methods and Techniques of Training (India, UK)

Unit 6:Promotion: Meaning and Principles (India and UK)

Meaning of Promotion; Types and Principles of Promotion (India and UK)

Unit 7:Classification Plan (India and USA)

Rank and Position Classification (India, USA)

Unit 8: Employer-Employee Relations (UK and India)

Scope of Employer-Employee Relations; Whitley Council in the UK ; Staff Councils of India, Joint Consultative Machinery (JCM) Scheme in India

Unit 9: Budgetary Procedure and Practice (India, UK and USA)

Budgetary Procedures and Practices in India; Budgetary Procedures and Practices in the UK;Budgetary Procedures and Practices in the USA (Zero Base Budgeting, Planning Programming Budgeting, Board or Commission Type of Budgeting)

Unit 10: Legislative Control over Administration (India, UK and USA)

Legislative Control over Administration in India (Techniques); Legislative Control over Administration in the UK (Techniques); Legislative Control over Administration in the USA(Techniques)

Unit 11: Legislative Control over Expenditure (India, UK and USA)

Public Accounts Committee, Estimates Committee, Committee on Public Undertakings (India); Public Accounts Committee, Estimates Committee (UK); US House of Representatives' "power of the purse", US House Committee on Appropriations

Unit 12:Administrative Reforms in India and UK

Administrative Reforms in India before Independence; Administrative Reforms in India after Independence; Administrative Reforms in the UK (Citizen's Charter)

Unit 13: Ethics in Administration (India, UK)

Integrity, Transparency and Accountability – principles and practice (India, UK)

Unit 14: Good Governance, e-Governance (India and USA)

Good Governance : Principles and Practices (India, USA); e-Governance in India {The National e-Governance Plan (NeGP)}; e-Governance in the USA (Federal, State and Localgovernments)

Unit 15:Local Governance (India and USA)

Principal Forms of Local Government in India (73rd and 74th Amendments); Principal Forms of Local Government in the USA

Course XV: Women and Politics (Optional)

Part A: Theoretical Perspective

Unit 1:Concepts of Gender and Patriarchy

Meaning and Nature of Gender; Meaning and Nature of Patriarchy, Forms of Patriarchy

Unit 2:History of Feminism

Waves of Feminism: First Wave of Feminism, Second Wave of Feminism, Third Wave of Feminism

Unit 3:Theories of Feminism

Socialist Feminism, Liberal Feminism, Radical Feminism, Marxist Feminism, Cultural Feminism, Eco Feminism, Postmodern Feminism, Multicultural Feminism, Global Feminism

Unit 4:Gender Mainstreaming and Gender Budgeting

Concept of Gender Mainstreaming, Importance of Gender Mainstreaming; Concept of Gender Budgeting, Importance of Gender Budgeting

Unit 5:Women's Movements

Historical Perspective, Women's Movement in India, Contemporary Movements, Women's Issues in South Asia, Women in Contemporary Southeast Asia

Unit 6:Women and Family

Structure of Family, Power Structure in family, Position of Women in Family

Unit 7:Violence against Women

Causes of Violence against Women, Forms of Violence, Sexual Harassment at Workplace, Female Trafficking

Unit 8:Political Empowerment of Women: Global Perspective

Concept of Empowerment, Concept of Gender Empowerment, Political Empowerment of Women: Initiative taken at the global level for Political Empowerment of Women, Role and Position of Women in Electoral Politics: Global Perspective

Part B: Indian Perspective

Unit 9:Political Empowerment of Women in India with Special Reference to Assam

Factors that affect Political Participation of Women, Measures adopted in India for Political Empowerment of Women, Role and Position of Women in the Parliament, Role and Position of Women in Assam Legislature

Unit 10: Economic Participation of Women in India: Issues and Challenges

Stridhan, Personal Law and Women, Initiative taken by SAFP for Women Empowerment

Unit 11:Economic Empowerment of Women and Skill Development

Importance of Economic Empowerment, Importance of Skill Development, Economic Issues and Challenges Confronting Women, National Policy for Empowerment,2001

Unit 12:Women and Self-Help Groups with special reference to Assam

Development of Self Help Groups in India, Development of Self Help Groups in Assam, Role played by the Self Help Groups for Enhancing Capacity of Women

Unit 13:Women and Poverty

Feminisation of Labour Force, Impact of Poverty on Women

Unit 14: Environment and Women

Impact of Environmental Issues on Women

Unit 15: Participation of Women in various Socio-Political Movements in Assam

Participation of in the Assam Movement, Participation of in the Bodo Movement

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Course XV: Peace and Conflict Studies (Optional)

Unit 1: Concept of Peace and Conflict

Concept of Peace: Negative and Narrow Peace, Positive and Broad Peace; Meaning and Types of Conflict, Sources of Conflict

Unit 2:Evolution of Peace and Conflict Studies

Origin, Growth and Present Status of Peace and Conflict Studies

Unit 3:Conflict Studies

Concept of Structural Violence, Concept of Cultural Violence

Unit 4:Peace Traditions and Approaches: A global perspective

Diverse Perspectives on Peace in different cultures of the world

Unit 5: Peace Movements

Meaning of Peace Movements; Anti-War Movement (Opposition to the Vietnam War), Mahatma Gandhi's Satyagraha Movement, American Civil Rights Movement led by Dr.Martin Luther King (Jr.), Anti-Apartheid Movement led by Nelson Mandela

Unit 6: Peace Culture and Peace Education

UNESCO's Culture of Peace Initiative; Peace Education

Unit 7:Political Economy of Development and Underdevelopment

Political Economy (Colonialism, War, Free Market economy, Globalization); Relationship among Development, Conflict and Peace

Unit 8: War and Militarism: Impact on Peace

Military and the National Security Paradigm; Militarization and its socio-economic impact

Unit 9: International Humanitarian Law

The Law of Armed Conflict or International Humanitarian Law (IHL)-Meaning and Nature, Evolution of International Humanitarian Law, Basic Rules of International Humanitarian Law in Armed Conflicts, Developments in the Post-Geneva Conventions period

Unit 10:Conflict Management, Conflict Resolution

Concept of Conflict Management; Concept of Conflict Resolution (Western and Non-Western Approaches)

Unit 11: Conflict Settlement, Conflict Transformation

Concept of Conflict Management; Concept of Conflict Transformation, Approaches to Conflict Transformation

Unit 12:Reconstructive and Transformative Peace Building and Peace Making

Peace Making- Meaning and Methods; Peace Building- Reconstruction and Transformation (Actors and Processes)

Unit 13: Legal Means for Conflict Resolution

Conflict Resolution in International Law; Conflict Resolution in Municipal Law

Unit 14:Role of Diplomacy in Peace Making

Track 1, Track 2 and Track 3 Diplomacy and their Role; Role of Media (Peace Journalism)

Unit 15: Women and Children in Conflict Situations in North East India

Militarization in India, Conflict situation in North East India and its impact on Women and Children

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Paper XVI: DISSERTATION

During the duration of the fourth semester, a leaner has to prepare and submit a dissertation under the guidance of a qualified supervisor (either a faculty in the department of Political Science in the study center of the University or a faculty in the Department of Political Science of KKHSOU). The learner may take up a problem related to the realm of Political Science. The learner has to follow a scientific methodology based on the adoption of relevant tools and techniques for data collection, data analysis and data interpretation and prepare a research project. Subsequently, a viva-voce shall be held on the dissertation submitted. The dissertation aims at giving a research oriented perspective to the learner, who in the process of preparing the dissertation, would gain valuable insight into the contemporary post-behavioural approach of doing research whereby both empirical and normative dimensions are sought to be harmoniously synthesized. The elementary research training received under the guidance of an able supervisor would help the learners to go for further research in the future either in the same field or otherwise. The necessary guidelines and other relevant information regarding preparation and submission of the dissertation shall be made available on the website of the University.

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KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY (KKHSOU)

PROGRAMME PROJECT REPORT

ON

MASTER OF ARTS IN SOCIOLOGY (MA)

Submitted to

UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI – 110 002

Submitted by
K. K. Handiqui State Open University
Guwahati, Assam

April, 2018

Registrar
Krishna Kanta Handique
State Open University
Guwahati

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KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY
PROGRAMME PROJECT REPORT
MA IN SOCIOLGY

1. PROGRAMME'S MISSION AND OBJECTIVES:

1.1 MISSION

M.A. in Sociology has been offered by the Department of Sociology, under the Surya Kumar Bhuyan School of Social Sciences, Krishna Kanta Handiqui State Open University (KKHSOU). This programme has been thoroughly revised in accordance with the UGC Regulations on Open and Distance Learning, 2017. Syllabi of this Programme have been finalized after a series of deliberations and discussions with academic experts in the respective field from Universities of repute, viz., Tezpur Central University and Tata Institute of Social Sciences. The quality of Curriculum and Syllabus of this programme has been so designed to accommodate the recent developments in the field of Higher Education in general and the subject in particular.

Sociology as an academic discipline aims at studying society in a scientific way. The incessant interactions and interrelationships between different groups and institutions in the society are areas of exploration and investigation in Sociology. It trains the learners to analyse social reality in a scientific and holistic way. Keeping this in mind, the M.A Sociology Curriculum of the University lays stress not only on the development of theoretical understanding of the basic concepts and central themes of sociology but also to enable the learners to develop a critical understanding of the issues and challenges facing the society. The overall mission of this programme is to enable the learners to acquire the Sociological Perspective to Study, Investigate, and Understand Society and Social Phenomenon holistically in its different facets. Apart from that, the programme intends to impart knowledge of Research Methods and encourage the learners to conduct field-based research by applying the methods taught in the research methodology paper.

Registrar
Krishna Kanta Handique
State Open University
Guwahati

1.2 OBJECTIVES OF THE PROGRAMME

- To familiarize the learners with Basic Concepts, Theories and Perspectives in Sociology.
- To help the learners to attain comprehensive and critical understanding of Indian society in particular and northeastern society in general.
- To equip the learners with necessary skills and knowledge of research.
- To develop Analytical ability in the Learners.
- To encourage Objective and Rational thinking among the learners.
- To help the Learners to develop Critical thinking.
- To promote research.
- Contribute to the University's mission of regional development by emphasizing on regional issues

2. RELEVANCE OF THE PROGRAMME WITH KKHSOU's MISSION AND GOALS:

The M.A. Programme in Sociology offered by the University has been prepared confirming to the broader mission and goals of University to reach the unreached. The programme has been envisaged keeping in mind the University's motto of Education beyond barriers.
This programme strives,

- To reach out to maximum number of population so that maximum people get access to education.
- To maintain equity and justice in the field of higher education.
- To ensure quality and excellence in higher education.
- To increase research both qualitatively and quantitatively.

Further, Higher education emphasizes on making individuals responsible, receptive, rational, sensitive and ethical. M.A programme in Sociology is about enabling an individual to understand social reality and analyze social issues and problems rationally. M.A programme in Sociology would help the learners to understand society in a holistic way and train them to

search for possible solutions to mitigate social problems. It would develop in them the ability to objectively examine social issues, responsibly deal with social problems and thereby becoming sensitive and ethical.

3.NATURE OF PROSPECTIVE TARGET GROUP OF LEARNERS:

- Learners who for some reason or other could not get themselves enrolled in the Conventional/Regular Mode of Education.
- Employed persons having quest for higher education.
- Learners aspiring to appear in Competitive examinations with Sociology as an optional subject.
- Learners interested in conducting research on various social issues.
- Women Learners especially housewives who have an urge for higher studies.
- Jail Inmates who are interested in higher studies and have the desire to study Sociology.
- People living in rural and remote area and other disadvantageous conditions who could not pursue higher education due to their geographical constraints.

4. APPROPRIATENESS OF THE PROGRAMME TO BE CONDUCTED IN OPEN AND DISTANCE LEARNING MODE TO ACQUIRE SPECIFIC SKILLS AND COMPETENCE:

As already mentioned, M.A Sociology programme is mostly about developing in Learners the analytical ability and critical understanding of Society and Social Issues. This programme is basically theoretical and therefore, is, in general, suitable for the ODL mode. Further since the programme does not involve any laboratory work or technical sophistications, it can be very well imparted through ODL Mode. As the university is imparting knowledge in Open and Distance Learning Mode, the following methods/steps have been designed and initiated for the convenience of our learners:

- The department provides easy to understand, self explanatory SLMs' to the learners.
- Study Materials are also being uploaded in e-Bidya, a digital repository for the easy access of the learners.
- The University ensures conduct of counseling sessions for the learners at the Study Centre's.

- Audio Visual Aids are also provided for the benefit of the learners.
- The University has developed 'SMS Alert Facility' where the entire Learner related Information's, News and Events of the University are shared with the learners via SMS.
- The University also has different Multimedia platforms such as Community Radio Service, and Ekalavya which broadcast various academic programmes to enhance knowledge of our learners.
- KKHSOU is also going to initiate a half an hour live educational programme through a TV Channel from June 2018. It will telecast every Sunday at 8:30 am.

5. INSTRUCTIONAL DESIGN:

The MA programme consists four semesters with a total of sixteen courses. Each semester has four courses. To complete the M.A. programme, a learner is required to complete 4 X 4 = 16 Courses spreading over 4 semesters covering 2 academic years. In the Forth Semester a learner has to select one elective paper from two choices given to him/her. Further a learner is also required to submit a dissertation in the fourth semester. The Dissertation must be based on empirical findings from the field. The Counselors in the study centers guide them in the process of preparing the dissertation The dissertation carries100 marks, out of which 80 marks are allotted for report writing (the University will evaluate the report) and 20 marks for viva-voce. Thus in the Forth Semester, there will be three Theoretical papers and one Dissertation paper. The Semester wise Course distribution is given in Annexure – I.

The syllabus of the MA Programme in Sociology has been upgraded as per the recommendations of the Report of the *Committee to Regulate the Standards of Education Being Imparted through Distance Mode* constituted by the Ministry of Human Resource Development under the chairmanship of N R Madhava Menon, popularly known as the Madhava Menon Committee Report. The department of Sociology follows the following procedures to formulate an effective instructional design:

5.1 Curriculum Design:

The syllabus of the programme is framed and updated from time to time by Senior Experts of the subject for preparation of quality study materials. For disseminating knowledge to the

learners, the department provides Self Learning Materials (SLMs) written in lucid, easy to understand language, written by carefully selected content writers from the discipline. The **Block and Course Introduction** given in the first four pages of the SLM gives an idea on the overall course and the units to be discussed in that particular block of the Study Material. The **Units** in the SLM are written in conversational style with elaborations and examples for better understanding. In every unit there are **Check Your Progress** sections where a learner can evaluate himself/herself. Apart from that, the **Let Us Know** sections in the units' gives elaborations on difficult concepts, terms, so on and so forth. Further to make the units interesting, the content writers are requested to include an **Activity Section** to stimulate the learners to draw connection between the concepts they learn and their observation of in their surroundings. The **Let Us Sum Up** Section, given towards the end of the unit, summaries the entire unit/chapter in bullet points which are again very easy to understand and helps the learners to revise what he/she has learned in the unit. **The Model Questions** given at the end of the units help the learners to get an idea of the Questions that may be asked in the examinations or the answers of certain questions that they are expected to know after reading the unit. Moreover, the **Further Readings** section directs the learners to additional books which he/she may wish to refer to for more knowledge and information and also for more elaborate understanding. The **References** given at the end of the SLM would also help the learners to get information about the basic and important books relating to the paper/course.

5.2 Duration of the Programme:

As mentioned before, the MA (Sociology) programme has four semesters and is of minimum 2 years. The programme has 4 courses in each semester carrying 100 marks (80+20) i.e for 4 semesters the programme will have 16 courses with a Dissertation Project. However, the maximum duration of the programme is 6 years according to the rules of the University.

- Minimum Duration :4 semesters (2 years).
- Maximum Duration :6 years (maximum of 4 attempts in 1 course/paper).

In case, a learner is not able to qualify a course in its first attempt, he/she has to qualify in the particular course within the next four attempts, subject to maximum duration of the study.

5.3 Course Distribution of MA in SOCIOLOGY:

The semester-wise distribution of the different courses of the MA SOCIOLOGY programme is as follows:

Semester I	**Semester II**	**Semester III**	**Semester IV**
SOCIOLOGY : AN INTRODUCTION	SOCIAL STRATIFICATION	ENVIRONMENTAL SOCIOLOGY	FIELD WORK AND DISSERTATION
SOCIOLOGICAL PERSPECTIVES AND THEORIES	SOCIOLOGY OF DEVELOPMENT	GENDER AND SOCIETY	SOCIOLOGY OF NORTHEAST INDIA
SOCIOLOGY OF INDIA	POLITICAL SOCIOLOGY	SOCIOLOGY OF EDUCATION	SOCIAL DEMOGRAPHY
RESEARCH METHODOLOGY	RURAL AND URBAN SOCIOLOGY	ECONOMIC SOCIOLOGY	INDUSTRIAL SOCIOLOGY **(ELECTIVE 1)**
			SOCIOLOGY OF HEALTH AND ILLNESS **(ELECTIVE 2)**

5.4 Credit Distribution:

The Credit Distribution of the different courses of the MA Programme in Sociology in KKHSOU is as follows:

	Semester I	**Semester II**	**Semester III**	**Semester IV**
Course	SOCIOLOGY: AN INTRODUCTION	SOCIAL STRATIFICATION	ENVIRONMENTAL SOCIOLOGY	FIELD WORK AND DISSERTATION
Credit	**4**	**4**	**4**	**4**
Course	SOCIOLOGICAL PERSPECTIVESAN DTHEORIES	SOCIOLOGY OF DEVELOPMENT	GENDER AND SOCIETY	SOCIOLOGY OF NORTHEAST INDIA
Credit	**4**	**4**	**4**	**4**
Course	SOCIOLOGY OF INDIA	POLITICAL SOCIOLOGY	SOCIOLOGY OF EDUCATION	SOCIAL DEMOGRAPHY
Credit	**4**	**4**	**4**	**4**
Course	RESEARCH METHODOLOGY	RURAL AND URBAN SOCIOLOGY	ECONOMIC SOCIOLOGY	INDUSTRIAL SOCIOLOGY **(ELECTIVE 1)**
				SOCIOLOGY OF HEALTH AND ILLNESS **(ELECTIVE 2)**
Credit	**4**	**4**	**4**	**4**
Credits Per semester	**16**	**16**	**16**	**16**

- The overall weightage of the MA programme inSociology is thus **64 credits** as shown above.

5.5 Definition of Credit Hours:

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 counseling per course is offered to the learners at their respective study centers.

5.6 Faculty and Support Staff in the Department of Sociology:

The University currently has two full-time Assistant Professors and one Academic Consultant in the Department of Sociology.

5.7 Instructional Delivery Mechanisms:

In the preparation of the Self Learning Materials, emphasis has been given to the basic three domains of knowledge, viz., behavioural domain, cognitive domain and constructive domain. A few examples have been mentioned in the following table:

Domain of Knowledge	**General Learning Tasks generally used**	**Contents in Self Learning Materials**
Behavioural	• Memorising • Undertaking Routine Tasks • Learning arbitrary information • Learning rule systems • Invariable (Routine) learning procedures	• Sociology is a theoretical discipline and hence the learners need to understand and memorize certain things for example definitions of different concepts like Institution, Community, Role, Status so on and so forth.
Cognitive	• Classifying • Concept learning • Problem-solving • Procedures	Sociology emphasizes on Critical Understanding and Analysis of Social Reality. There is ample scope in this domain of knowledge as

	• Reasoning and argument • Rules	most of the theories in Sociology are conceptual and also because a Learner of sociology needs to apply his/her conceptual understanding to analyse various social phenomena.
Constructive	• Case Studies • Complex Situations • Real-world Problem-solving	• The Course emphasizes on studying, examining and analyzing the social reality byapplying the concepts that one learns in sociology. Through their dissertation projects and also through the activities section Learners are advised to critically investigate social realities, issues and problems.

5.8 Home Assignment:

Assignments are a part of the teaching-learning process and are compulsory. Assignments are evaluated and feedback is communicated to the learners by giving back the assignments with evaluator's comments. 20% marks in a course shall be for home assignment.

5.9 Identification of Media:

All the learners are provided with Self Learning Materials, which is comprehensive in terms of contents in the syllabi. These learning resources are prepared with the help of resource persons across the country. Senior Professors from different Universities of the region are engaged as Editors of the SLMs.

Apart from the Print Self Learning Materials, e-SLMs and audio and video materials on certain modules are also offered to the learners. In addition, certain topics are also covered through community radio programmes broadcast through the *90.4 Jnan Taranga* Community Service Station of the University.

Eklavya, a radio programme on education is broadcasted from All India Radio Station, Guwahati and simultaneously broadcast by All India Radio Station, Dibrugarh.

Live Phone-in-programme is broadcast by All India Radio, Guwahati every Thursday (9.15 am – 10.15 am). In this programme, learners get live support to their queries, while the general public can also interact with officials/faculty members of the University on varied issues.

Most of the Audio-Video programmes are also made available online through Youtube videos.

All the Study centres of the University are connected with free phone services to enable the study centres to interact among themselves as well as, with the University in any matters.

5.10 Learner Support Services:

For the convenience, the learners several Learner Support Services are made available as mentioned below:

- **Self-Learning Materials covering the entire syllabi**
- **Counseling sessions at study centers**
- **ICT Support:** ICT support is a major component of any ODL system of education. Our university has as such given emphasis on this. Some ICT-based support systems provided by the university for the learners of MA in Sociology are listed below:

  - **Website:** We have developed full-fledged official website www.kkhsou.in for our learners and general public. Here we have provided all necessary information to our learners. The Website is also linked with the social-networking site like Facebook (KKHSOU FB Official Group) for interaction among the learners, faculty members and stakeholders. The website also includes the customised study centre-search facility based on district or programme. And most of the Audio-Video programmes are also made available online through YouTube.

  - **Community Radio Service**: **Jnan Taranga** (90.4 MHz) of KKHSOU is the first Community Radio of the North Eastern part of the country. The Community Radio, being a platform for the community for taking up community issues, is also a platform to broadcast several educational programmes that includes debates, discussions, and talk shows.

- **Ekalavya**: With the help of Prasar Bharati, our University has launched a special educational programme namely ***Ekalavya.*** It is aired every Saturday from 8.00 PM to 8.30 PM through All India Radio, Guwahati and Dibrugarh.

- **Akashvani Phone-in Programme:** Our University offers one hour live **phone-in** counselling programme through AIR, Guwahati and Dibrugarh where officers and experts from this University clarify queries of listeners/learners via telephone. The phone in programme is aired every Thursday from 09.15 AM to 10.15 AM.

- **e-SLM:** An e-learning portal by the name of e-SLM (http://eslm.kkhsou.in/) has been launched by the university. It is also a digital repository where the study materials are uploaded for the benefit of the learners. All the study materials of the programmes (including Degree, Master Degree etc.) can be assessed in this portal.

- **Open Access Journals Search Engine (OAJSE):** To provide easy access to various open access journal across the world, KKHSOU has developed the Open Access Journals Search Engine (OAJSE) which is available for the users from the URL www.kkhsou.in/library/oajse or http://oajse.kkhsou.in . OAJSE aims to cover journals in all subjects that are published in English language. There are now 4,500+ journals in the directory. All are searchable at article level.

- **KKHSOU Mobile App:** Our University has developed a mobile application "KKHSOU" to help the learners to connect 24x7 with the university. It can be freely downloaded from Google Play Store (for android user).

- **SMS and e-mail Alert Facility:** University has initiated an SMS and e-mail alert facility for learners regarding any news, events and learner-related information of the university.

- **E-mail services:** Learners can write emails to any officials/faculty members in university's general mail id: info@kkhsou.in. Queries raised through to this mail id are readdressed by concerned official/faculty members of the university.

- **TV programme:** University is going to initiate a half an hour live educational programme through a TV Channel **Prag-News** from June 2018. It will be telecast every Sunday at 8:30 am.

6.PROCEDURE FOR ADMISSION, CURRICULUM TRANSACTION AND EVALUATION:

6.1 PROCEDURE FOR ADMISSION:

a) **Any Graduate,** who fulfills the minimum eligibility criteria of KKHSOU i.e Graduate in any discipline from a recognised University, can apply for the admissions to M.A Sociology Programme.

b) The admission for the academic session 2018-19 of the University will be through online mode. A learner who desires to take admission in KKHSOU will have to submit his/her application through the online admission link provided in the University website www.kkhsou.in. The learner has to carefully go through the instructions for filling up the online admission form and complete the process accordingly. In the online admission system, the learner has to register with his/her mobile no/email id, and has to carefully verify the subjects of his/her choice available in the respective study centers.

c) For admission to a particular programme, the course fee is to be paid through online transaction mode—i.e., through credit card/debit card/net banking or any other available online mode of payment.

d) The learner after successful submission of the online admission form has to take a print out and submit the same to the study centre for hard copies of SLMs.

e) The verification of online application form will be done in the University and after completion of the verification process, the e-SLMs will be sent to the respective Email-id of the learner.

f) The learners who have submitted incomplete application may be given conditional admission at the University's discretion, subject to fulfillment of other eligibility criteria.

g) All the enrolled learners will be provided with registration nos, SLMs and Identity cards.

h) The learner who is unable to complete the programme within specified period is required to register himself/herself as a fresh learner by paying the requisite fee.

i) The learners can call the University Authorities especially Dean Study Centre, Deputy Registrar (Academic) in their given contact numbers to clarify admission related doubts.

j) Learners can ask their queries relating to admissions also through the Live Phone-In Radio Programme aired every Thursday Morning from 9:00 am to 10 a.m.

- **Continuous Admission:**

i. Admission will have to be taken continuously in the programmes without any break. A learner will be allowed to appear in all the examinations, including back courses, within the stipulated time of a programme.
ii. A learner will have to take admission to the next semester within one month from the last date of examination of the previous semester. It doesn't depend on whether the candidate appeared in the previous examination or not.
iii. A learner will be allowed to take admission to the next semester beyond one month, but within two months from the last date of examination of the previous semester with a fine of Rs 500/-.
iv. A learner may be allowed to take admission even after the issue of notification for filling up of examination forms, but such learners will be allowed to appear in the examination of that semester in the next year only.

- **Refusal/Cancellation of Admission:**

Notwithstanding, anything contained in this prospectus, the University reserves the right to refuse/cancel admission of any candidate.

- **Fees To Be Paid For M.A Sociology Programme:**
  - FEES TO BE PAID IN THE FIRST SEMESTER: **Rs. 5,050**
  - FEES TO BE PAID IN THE SECOND SEMESTER: **Rs. 4,750**
  - FEES TO BE PAID IN THE THIRD SEMESTER:**Rs.4,750**
  - FEES TO BE PAID IN THE FOURTH SEMESTER: **Rs. 5,850**
    - **TOTAL FEES (FOUR SEMESTERS): Rs. 20400**

- **Financial Assistance:**

The University also offers free education to jail inmates and differently abled learners. 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 adding more of central/district jails in the Academic Session 2018-19.

6.2CURRICULUM TRANSACTION AND ACTIVITIES:

- Knowledge regarding the programme is imparted through the Self Learning Material which shall comprise of all the chapters/units outlined in the syllabus**.**
- Audio-Visual Materials are also produced for the benefit of the Learners.
- The university also ensures that Counseling Sessions are conducted in the study centers to facilitate the Learners in their pursuance of knowledge.
- Faculty Mail-id's are given in the website so that the learners can directly contact them.
- An activity planner, that guides the overall academic activities in the MA programme in Sociology shall be made available prior to the admission schedule of the University.The newly constituted CIQA office as per UGC guidelines and the office of the Academic Dean would upload the Academic Plan and month wise Academic Calendar to enable the learners to plan their studies and activities accordingly.

6.3 EVALUATION:

The University adopts two modes of evaluating its learners' i.e. internal and external. The internal evaluation is to be undertaken by the learner himself. For this, the University has designed some Check Your Progress questions in every unit of the courses, which would help the learners to self-check his/her progress of study. Thus there is provision for Self-assessment exercises within each unit of study. However, this is undertaken at the learners' end themselves and is non-credit based.

For overall evaluation of a course, the University follows the two types of evaluation:

Continuous Evaluation (Home Assignments): Weightage assigned 20%.
Term End Evaluation (Semester-end Examinations):Weightage assigned 80%.

- Evaluation is done through **Home Assignments** and **Term End Examinations**.
- A learner needs to **submit one Assignment for every course,** where he is instructed and expected to read, understand, and write the answers of the questions in his own words. Learners are instructed not to Copy in Toto from the book. The learners have to submit the assignments within the schedule of a semester at the respective study centers'. The counselors at the study centers' evaluate the assignments and return them to the learners with feedback.
- **Term End Examinations** are held at the end of every Semester where questions are set from each unit based on the marks allotted (by Experts) from each unit.

Term end examinations are conducted on scheduled dates at select examinations centres. Evaluations are done by the external examiners at zonal centers'. After evaluation, further scrutiny is done, followed by moderation. Results are declared within scheduled dates as laid down in the Activity Planner. Learners would be able to get their scripts re-evaluated if they are not satisfied with evaluation.

- To evaluate their skills in Research they are required to submit a **Dissertation Paper** in the FOURTH SEMESTER. The Dissertation must be based on empirical findings from the field. The Counselors in the study centers guide them in the process of preparing the dissertation Thus through the programmes the Learners will be introduced to the field and fieldwork, data analysis and presentation of data**.**
- The University is in the process of using high security and eco-friendly synthetic (water proof and termite proof) papers for mark sheets and certificates. Moreover, use of interactive kiosk at study centers' for issue of admits card and modification of the existing EDPS system for quick publication of results of examinations are also being planned. Similarly, introduction of biometric identity of learners is also being planned

7. REQUIREMENT OF LABORATORY SUPPORT AND LIBRARY RESOURCES:

7.1 Laboratory Support:

Sociology being a theoretical discipline requires no laboratory services.

7.2 Library Recourses:

The Central Library of Krishna Kanta Handiqui State Open University plays a vital role in the collection, development and dissemination of academic, scientific and technical information to meet the present and future needs of the University. The Central has a sizeable repository of relevant reference books and textbooks relating to Sociology. The books available at the Central Library are quite helpful for the faculty members and the SLM writers.

The library remains open from 10.00 am to 5.00 pm in all working days. The library is fully computerized with an ILS (Integrated Library System) and also equipped with RFID (Radio-frequency Identification) technology.

The Central Library has the following resources-

Physical Resources:

Books-	18,164
Theses-	8
Report-	1
Journals-	35
Magazines-	12
News Papers-	5
Audio CD/DVD-	49
Video CD/DVD-	6
CD/DVD with Textual documents-	66

E-resources:

E-Journals: The Central Library of KKHSOU subscribed e-journals from JSTOR (www.jstor.org), and the resources are very much necessary for academic and research community of the University.

Digital Library: Digitization has become deeply embedded into every aspect of education today. Hence, the Central Library of KKHSOU has started the Digital Library initiative. The mission of the "Digital Library at KKHSOU" is to locate, digitize, preserve, collect and make accessible the accumulated wisdom of the institute's output to the global community. The resources of the Digital Library include Administrative Documents, Conference/Seminar Proceedings, Faculty Publications, Journal of Open Learning and Research Communication (JOLRC), KKHSOU in News and Media, Newsletters, Annual Reports, MPhil/PhD Theses, Public Lectures, Convocation Addresses, Working Papers, etc. URL:http://dlkkhsou.inflibnet.ac.in

Open Access Journals Search Engine (OAJSE): To provide easy access to various open access journal across the world, KKHSOU developed the Open Access Journals Search Engine (OAJSE) which is available for the users from the URL www.kkhsou.in/library/oajse or http://oajse.kkhsou.in

KKHSOU at Shodhganga: Krishna Kanta Handiqui State Open University (KKHSOU) has joined Shodhganga for depositing their theses which is available for the users from the URL http://shodhganga.inflibnet.ac.in/handle/10603/145533. Shodhganga repository is the reservoir of Indian intellectual output stored, hosted and maintained by the INFLIBNET Centre, an IUC of UGC.

8. COST ESTIMATE OF THE PROGRAMME 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 Expert Committee, honorarium to be paid to Content Writers, Content Editors, Language Editors, Translators, Proof Readers and also the expenditure related with organizing counsellors' workshops, meeting of the coordinators 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.

As regards, 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 MA in Sociology programme.

8.1. Programme Development Cost: The office of the Finance Officer of KKHSOU has worked out the following also.

a. SLM Development Cost for Master Degree Programme English medium per Unit Rs. 7,300/-

b. Printing Cost per SLM Rs. 56/-

c. Cost of CD per unit Rs. 23/-

8.2 Programme Delivery Cost: The SLMs prepared have to be delivered to various study centers' located at the far flung remote areas. On an average, the University delivers about 15 kgs of study materials per Learner. The cost of delivery of 1 kg of such material is Rs.10. Accordingly, depending upon the number of candidates; the cost for the MA Sociology programme will be provisioned by the University. The office of the Finance Officer has calculated the delivery cost of SLM per Learner at Rs. 150/

8.3 Programme Maintenance Cost: The University will keep financial provision for organizing stake holders' meetings, counseling 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, but will also benefit the learners of other programmes. The University will also bear the cost of organizing the meeting of Syllabus Revision Committee 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. Maintenance Cost for MA in Sociology programmes per Learner is Rs. 1600.00 as calculated by the office of Finance Officer.

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

9. QUALITY ASSURANCE MECHANISMS AND EXPECTED PROGRAMME OUTCOMES:

The University as a whole and the Department of Sociology in Particular takes all the necessary and possible steps to prepare the best of the study materials. From framing the syllabus to printing the materials several strategies are involved to prepare error free SLMs. The various mechanisms adopted by the University and the Department to ensure quality of the SLMs is mentioned below—

9.1 QUALITY ASSURANCE MECHANISMS

- Syllabus is framed by Senior Experts on the subject from Reputed Universities so that the learners get the most updated knowledge
- Syllabus is updated from time to time to encompass recent developments in the field of Sociology
- Faculty and Research Scholars from various reputed Universities like JNU, TISS, IITs, HYDERABAD UNIVERSITY, TEZPUR CENTRAL UNIVERSITY are entrusted with the responsibility of writing the units so that the department can get or prepare the best of the study materials
- Every Unit is edited by Content Editor so that the Units become flawless in terms of its content.
- Apart from Content Editing , all the units are also given to the Language Editor to avoid any mistakes in grammar, language and sentence construction

- Further all the Units are given to the Proof Reader to check the errors in spelling if any.

- Plagiarism check is proposed to enrich the quality of the materials and maintain ethical issues associated with the Self Learning Materials.

9.2 EXPECTED PROGRAMME OUTCOMES

- Learners who intend to opt for Sociology in their Masters Degree choose to pursue career in Academics, Civil Services, NGOs, Social Work, Social Welfare, Health, Tourism, Urban Development, Town and Country planning, Management etc.
- Learners gain the competence to pursue higher studies and research including M. Phil and PhD
- Learners acquainted with the basic knowledge required in Competitive examinations
- Development of Rational Thinking, Critical Understanding and Analytical Ability among the Learners
- Theoretically Oriented Individuals.
- Growth of Interest in Research.
- Learners to become Aware, Sensitive and Unbiased

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Annexure-I

STRUCTURE OF THE MA(SOCIOLOGY) PROGRAMME

PROGRAMME OUTLINE:
The core courses of the MA(SOCIOLOGY) Programme are listed below. The evaluation framework for each course comprises assignments and semester- end test.

	Course Code	Title of the Course	Marks	Credit
Semester 1	Course Code 1	Sociology: An Introduction	20+80	4
	Course Code 2	Sociological Perspectives and Theories	20+80	4
	Course Code 3	Sociology Of India	20+80	4
	Course Code 4	Research Methodology	20+80	4
Semester 2	Course Code 5	Social Stratification	20+80	4
	Course Code 6	Sociology Of Development	20+80	4
	Course Code 7	Political Sociology	20+80	4
	Course Code 8	Rural and Urban Sociology	20+80	4
Semester 3	Course Code 9	Environmental Sociology	20+80	4
	Course Code 10	Gender and Society	20+80	4
	Course Code 11	Sociology Of Education	20+80	4
	Course Code 12	Economic Sociology	20+80	4
Semester 4	Course Code 13	Fieldwork and Dissertation	20+80	4
	Course Code 14	Sociology of Northeast India	20+80	4
	Course Code 15	Social Demography	20+80	4
	Course Code 16	Industrial Sociology **(Elective 1)**	20+80	4
	Course Code 17	Sociology of Health and Illness **(Elective 2)**	20+80	4

In the Fourth Semester, a learner has to mandatorily submit one dissertation and study two Compulsory papers along with one elective paper which he/she prefers.

Annexure-II

Detailed Course wise Syllabus of MA(Sociology) Programme

FIRST SEMESTER

COURSE 1: SOCIOLOGY: AN INTROCUCTION

1. **Sociology as a Discipline:**

   Emergence, Nature and Scope of Sociology

2. **Basic Concepts in Sociology:**

   Society, Culture, Social Groups, Norms, Value, Role, Status, Community Association, Institution, Organization

3. **Culture and Society:**

   Culture, civilization, cultural traits, cultural complex, Relationship between culture and society

4. **Socialization:**

   Concept, Importance, Stages and Agencies

5. **Social Stratification:**

   Meaning, Characteristics, Theories and Bases of Stratification--Caste, Class, Race, Ethnicity, Gender

6. **Social Change:**

   Meaning, Processes of change, Theories, Modernization, Development and Globalization.

7. **Social Control:**

   Types of Social control, Agencies of Social control: Socialization, Customs, Laws and Education, Importance of Social Control

8. **Social Mobility:**

   Concept and Types

9. **Family, Marriage, Kinship:**

   Meaning, Characteristics, Importance of each as Social Institutions, Changing Trends

10. **Religion:**

    Meaning, Religion as a Social Institution, Its Importance and Role in Society

11. **Polity and Economy:**

    Concept, Polity and Economy as Social Institutions, their Role in Society

12. Deviance:

Meaning, types and causes and Implications for Society

13. Social Processes:

Cooperation, Competition, Conflict and Accommodation

COURSE 2: SOCIOLOGICAL PERSPECTIVES AND THEORIES

1. **Emergence of Sociology-I:**

   Influence of Enlightenment and Industrial Revolution

2. **Emergence of Sociology- II:**

   Ancient and Medieval Social Philosophy, Social Forces in the Development of Sociological Theory, Montesquieu, Rousseau, Bonald and Maistre, Saint-Simon, Auguste Comte

3. **Functionalism:**

   Structural Functionalism: An Overview, Talcott Parsons' Systematic view of Society, R.K.Merton's Systematic View of Society, Major Criticism of Structural Functionalism, Neofunctionalism.

4. **Structuralism:**

   Structuralism as Methaphysical Assumption, Structuralism as a Method, A.R. Radcliffe-Brown's Approach to Structuralism, Claude Levi Strauss' Approach to Structuralism, A critique of Structuralism, Structuration and Post-Structuralism.

5. **Conflict Perspective:**

   Georg Simmel's Conflict Perspective, Conflict Functionalism of Lewis Coser, Dialectic Sociology of Ralf Dharendorf, Analytic Conflict Theory of Randall Collins.

6. **Symbolic Interactionism and Ethnomethodology:**

   Elements of Symbolic Interactionism, Basic Principles of Symbolic Interactionism, Mead's Approach to Symbolic Interactionism, Blumer's Approach to Symbolic Interactionism, Criticism of Symbolic Interactionism, Garfinkel's Approach to Ethnomethodology

7. **Phenomenology:**

   Edmund Husserl and Alfred Schutz

8. **Emile Durkheim and Sociological Theories:**
   Emile Durkheim: Early Life, Sociology as Science, the Division of Labour and Forms of Solidarity, the Study of Suicide, Theory of Religion, Systems of Classification.

9. **Max Weber's Contribution to Sociological Theories**:
   Max Weber: Early Life, Social Action, Traditionalism and Rationality, Theory of Authority, Theory of Power, Theory of Religion.

10. **Karl Marx's Contribution to Sociological Theory**:

    Karl Marx: A Biographical Sketch, Dialectal Materialism, Alienation and Capitalism, Capitalism and Freedom, Commodity Production

11. **Frankfurt School:**
    Theodor Adorno, Max Horkheimer, Jurgen Habermas.
12. **Antonio Gramsci:**

    Theories of State, Party, Movement, Intellectuals.

13. **Louis Althusser:**

    Theories of State, Reproduction, Revolutionary Science, Politics, Relative Autonomy, Over Determination.

14. **Peter L. Berger and Thomas Luckmann:**

    Social Construction of Reality.

15. **Pierre Bourdieu:**

    Social Capital, Habitus.

COURSE 3: RESEARCH METHODOLOGY

1.Research: Meaning, types of Research and Ethics in Social Research:

Meaning of Research, objectives of research, types of research, meaning of social research, Ethics in social research

2.Philosophical background and Socio-political Context of Formation of Methods in Sociology:

The age of reason, enlightenment thinkers, the rise of romantic conservatism, positivism

3. Social Reality and Commonsense:

Nature and subject-matter of Sociology, views of Emile Durkheim and Max Weber on Objectivity, values and value neutrality, meaning and characteristics of common sense, relation between Sociology and Commonsense

4. Methods in Social Research (I):

Historical method, Comparative method, Case study method, Content analysis.

5. Methods in Social Research (II):

Survey method, Experimental method.

6. Inductive and Deductive method:

Meaning of inductive and deductive method, difference between inductive and deductive method, meaning, significance and kind of hypothesis

7. Research Design

Meaning of research design, types of research design

8. Technique of data collection:

Questionnaire, Interview, Interview, Observation, Sampling

9. Theory building:

Methodology and Method, Paradigm, fact and theory, constructing a theory, relation between theory and fact.

10. Classification, Tabulation and Graphical Presentation of Data:

Meaning, Types, Uses and Application, Graphical presentation of data

11. Scaling technique in Sociological Research:

Understanding scaling as technique, Attitude scale, Scales to analyze social distance.

12. Measures of Central Tendency:

Meaning and Concept, Mean, Types of Mean, Median, Mode

13. Measures of Variability:

Meaning and Concept, Range, Average Deviation, Standard Deviation, Quartile Deviation

14. Correlation:

Meaning of correlation, Types of correlation, Correlation coefficient

15. Regression:

Meaning of Regression, Line of Regression equation, Correlation and Regression analysis

COURSE 4: SOCIOLOGY OF INDIA

1. **Development of Sociology of India:**

   Different phases in the development of sociology in India, contribution of pioneering scholars.

2. **Indological Approach to the study of Indian society**:
   S.C. Ghurye, Dumont

3. **Functional Approach to the study of Indian society:**

   M.N. Srinivas, S.C. Dube

4. **Marxist Approach to the study of Indian society:**

   D.P.Mukherjee,R.K.Mukherjee and A.R. Desai –

5. **Subaltern Approach to the study of Indian society:**

   Ranjit Guha, B.R. Ambedkar and David Hardiman.

6. The Caste System in India:

Meaning of Caste, Nature of Caste System,Origin of caste system, Meaning of Varna, Varna and Jati- Meaning of Dominant Caste, Mobility in the Caste system, Jajmani System, Constitutional Provisions

7. Class System in India:

Concept, Factors, Classification, Caste and Class, Agrarian and Non Agrarian classes, Emergence of Middle Class

8. Tribe:

Characteristics of Tribe, Tribe-Caste Interaction, Regional Variations in Tribe- Caste Interaction, Constitutional Provisions.

9. Problems of tribal society in India:

Causes and Remedial measures of Land alienation, Displacement, and Health and Nutrition.

10. Major Religions in India:

Classifications of religions, Basic tenets of Hinduism, Jainism, Buddhism, Sikhism, Islam, Christianity and Zoroastrianism – Religious Pluralism

11.Family, Marriage and Kinship:

Family, Marriage and Kinship: Forms and regional variations

12.Economy And Education In India:

Traditional Educational system in India, Emergence of Formal Education in India, Education in Pre-Independent India, Growth of Education in the Post- Independence Period, National Policies of Education, Present Occupational Structure, Features of Urban Economy, Features of Tribal Economy

13.Social Movements in India:

Social Movements, Social Reform Movements, Religious movements, Backward Class and Dalit movements, Agrarian and Peasant movements

14. National Integration in India:

Definition of National Integration – Significance of National Integration for India – Measures suggested to achieve National integration.

15. Communalism in India:

Concept and definition, Incidences of communal violence and riots in India, Theoretical Approaches, Causes for the rise of communalism, Preventing communalism – Is Secularism the way out?

SECOND SEMESTER

COURSE 5: SOCIAL STRATIFICATION

1.Social stratification- an introduction:

The concept of stratification in sociology, Social mobility and stratification

2.Basic Concepts:

Hierarchy, Difference, Varna, Caste, Class, Power, and Ethnicity.

3. Understanding Social Stratification

Social Stratification and Social Inequality,The Problem of Ethical Neutrality,Difference, Equality, and Inequality, The Structuring of Inequalities: The Significance of Ideas and Interests

4. Functionalist Perspectives on Stratification:

Main Advocates (Parsons, Davis, K and Moore,) Arguments, Criticisms

5. Marxist Perspectives on Stratification:

Main Advocates (Marx, Tumin, Bendix, R and Lipset,) Arguments, Criticisms

6. Weberian Perspectives on Stratification:

Main Advocates (Weber: Class, Status and Power), Arguments, Criticisms

7. Feminist Perspective of Stratification:

Main Advocates, Arguments, Criticisms

8. Caste System and Stratification:

Caste System in India, Hierarchy and Inequality, Caste and Class, Caste and Power, Caste and Discriminations

9. Occupation, Social Stratification, and Class:

Classes as Non-antagonistic Strata, Classes as Antagonistic Groups, Social Mobility and Class Structure

10. Race and Ethnicity:

Natural Differences and Social Inequality, Identities, Nationalities, and Social Inequality

11. Gender and Stratification:

Patriarchy and the Subordination of Women, The Family as a Site of Inequality, Gender, Work, and Entitlements, The Community, the State and Patriarchy

12. Other Basis of Social Stratification:

Tribe, Ethnicity, Race, Religion, Language and Region

13. Contemporary debates in stratification:

Deviance, disability and sexuality, inclusion and exclusion in stratified societies

COURSE 6: SOCIOLOGY OF DEVELOPMENT

1. Introduction:

Evolution of the concept of Development instead of Meaning of development over time, historical location of the idea of development, Meaning of growth, difference between growth and development.

2.Social Structure and Development:

Meaning of social structure, meaning of culture, social structure as inhibitor/facilitator of development.

3. Perspectives on development-I:

Liberal, Marxist, Socialist

4. Perspectives on development-II:

Ecological: Ecofeminism, Sustainable development

5. Paths of Development:

Capitalist, Socialist, Mixed Economy and Gandhian

6. Modernization theories:

Meaning of the term 'modern' and'modernization', Modernization and globalization

Historical context of the modernization theories.

7. Theories of underdevelopment:

Liberal theory: Max Weber, Gunnar Myrdal, Dependency theory: Centre-periphery (Gunder Frank), Uneven development (Samir Amin), World-system theory: (Wallerstein).

8. Politics of development:

Knowledge and power in the development process, post-development theories, critique of post development theories.

9. Civil Society and Alterative discourses of development:

Meaning of civil society, emergence of the idea of civil society, significance of Civil society, meaning of non- governmental organizations and its significance in development process, meaning of Corporate social responsibility and Institutional social responsibility and its significance in the development process

10. Contemporary concerns in development:

Poverty, Social capital, gender and development.

11. Development and Displacement :

Adverse effects of Development, Development leading to displacement and marginalisation, especially of socially vulnerable groups

12. Development and protest movements in India:

Hitoricizing the protest movements against development projects in India, Protests against developmental projects due to loss of land, environmental destruction, loss of livelihood

13. Development discourse in North East India:

Understanding Development discourse in north east India, Establishment of north eastern council, DONER, Look/Act East policy, Public response

COURSE 7: POLITICALSOCIOLOGY

1. Meaning and Scope of Political Sociology:

Meaning and Nature of Political Sociology - Emergence of Political sociology – Scope of Political Sociology – The major problems or Concerns of Political Sociology – Social context of Political power – Relevance of Political Sociology.

2.Relationship between political systems and other social systems:

Concept of Political system – Relationship between the Political system and other social system

3.Basic Concepts:

Pressure Groups – Interest Groups: characteristics and political significance, power , Authority, Bureaucracy

4.Political Culture:

Concept of Political Culture, Definition of Political culture, Symbols and the political culture, Role and utility of political culture.

5.Political Socialization:

Meaning of Political socialization, Definition of political socialization, Agents of political socialization.

6.Perspectives on State:

Liberal, Pluralist, Marxist, Post-modern, New Political Sociology.

7.Authority and Legitimacy:

Definition of Authority, types of Authority, Characteristics of Authority, Legitimacy and its meaning, sources and types.

8.Antonio Gramsci:

The idea of Hegemony, State and Civil Society, Coercion and Consent.

9.Elite Theory:

Meaning of Elite, Elite Theories, Comparison between Elite theory and Pluralist Theory, Elitist perspective of democracy and decision making.

10.Social Movements:

Definition of social movement, characteristics and types

11.State and society in India:

Politics of caste, religion, language and region.

12.Political parties:

Definition of political parties, origin, characteristics and social composition of political parties in India.

13.Pressure Group and Interest Group:

Pressure groups, Interest Groups and Lobbying.

14.Political participation in India:

Women's participation in freedom struggle, women's participation in various movements, women's participation in electoral politics in the post-independence period

COURSE 8: RURAL AND URBAN SOCIOLOGY

1. Introduction:

Nature and Scope of Rural Sociology, Rural-Urban Differencess and Interaction.

2. Rural Society:

Little Community, Peasant Society, Folk-Urban Continuum

3. Indian Rural Social Structure:

Caste and Class in Rural Set Up, Inter Caste Relation with reference to Jajmani System, Rural Family and Changing pattern

4. Rural Power Structure:

Traditional Caste and Village Panchayats, Panchayati Raj before and after 73rd Constitutional Amendment, Panchayati Raj and Empowerment of Women

5. Rural Economy:

Land Tenure System, Land Reforms, Green Revolution and Its Impact, Bonded and Migrant Labourers, Major Changes in Rural Economy.

6. Peasant Movements:

Change and Development, Role of State in Rural Transformation.

7. Planned Change for rural society:

Five Year Plans and its emphasis on rural development,Panchayati Raj Institutions and Local Self Government, Special programmes for tribal areas.

8. Introduction to Urban Sociology:

Origin & Scope of Unban Sociology, Rural Urban Differences, Urban Sociology in India, Basic Concepts: Concept of Urban, Urban Locality, Urbanism ,Urbanism as a way of life, Urbanisation, Definition, Process, Impact of Urbanisation on family, religion and caste, Sub-urbanisation, over-urbanisation.

9.Theories in Urban Sociology:

a. Traditional theories: Wirth, Burger, Park

b. Contemporary Theories: Castells, David Harvey

10. Growth of Cities:

The City in Histories, Pre Industrial & Industrial Cities, Definition, Causes for the Growth of Cities, Types of cities: Metropolis, Megalopolis.

11. Town Planning:

Objectives, Principles, Necessity of Town Planning of Growth of Towns, Forms of Town Planning, planning modern towns

12. Urban Issues and Problems:

Issues and Problems of Urban Society in India: Housing & Slums, Urban Transport, Pollution, Water supply, Human Trafficking, Domestic Violence, Alcoholism and Drug abuse,

.

13. Urban Governance and Collective Action:

Role of State and Planning Agencies, Civic Action, NGO & Social Movements.

14.Urbanization in the Context of N.E. India with special reference to Assam:

Urbanisation in N.E, Factors, Issues and Challanges

THIRD SEMESTER
COURSE 9: ENVIRONMENTAL SOCIOLOGY

1. Environment and Ecology:

Understanding the basic concepts,Eco-system, Ecological Perspectives: Cultural and Political Ecology, Importance of the study of ecology and society

2. Environmental Sociology:

Emergence and Scope, Environmental Sociology in India

3. Approaches to Study Environmentalism:

Marxism, Gandhism, Ecofeminism, Anthropocentrism, NEP

4. Different types of Environmentalisms:

Deep, Social, Radical Ecology

5.Culture, Gender and Environment:

Culture and Environment, Social Structure and Natural resources, Eco-feminism, Women and Protection of the Commons

6. Sustainable Development:

Concepts, Measurement and Indicators of Sustainable Development, Perspectives from Indian Experiences - Environment Protection Act, Air (Prevention and Control of Pollution) Act, Water (Prevention and control of Pollution) Act, Wildlife Protection Act, Forest Conservation Act

7. Natural Resource and their Utilization:

Common Land, Water and Forest: Access, Control, Distribution

8. Environmental Issues and Problems:

Pollution, Soil Erosion, deforestation, Salinization, Urban waste, Slums, Technological waste

9.Global Warming and Climate change:

Concept of Global Warming and Climate Change, Intensity of Global Warming over the years, Consequences to human life, ways to mitigate the problem

10. Environment, Development and Modernization:

Development and Implications on environment, Construction of roads, buildings and destruction of greenery, Development, Modernization and Threat to Environment

11. Environmental Movements:

Causes, Different Movements, State Power and Developmentalist Ideology, Politics of Environmental movements

12. Environmental Ethics and Environmental Laws:

Meaning and Concept of Environmental Ethics, Policies and programmes and measures to protect and preserve environment, Initiatives of State and International Agencies (Stockholm, Rio conference mandates)

13. Environmental Issues in Northeast India:

Deforestation, Construction of dams , Extinction of species, Exploitation of natural resources and Bio diversity conservation

COURSE 10:GENDER AND SOCIETY

1. Basic concepts:

Sex,Gender and Social Construction of Gender

2. Feminist Thought-I:

Liberal, Radical

3. Feminist Thought-II:

Marxist-Socialists, post-modern

4. Production of Masculinity and Femininity:

Meaning, Depiction and form

5. Feminist Methodology:

Feminist methodology as a critique of sociological methods,

6. Patriarchy:

Meaning of Patriarchy, Patriarchy and the subordination of woman, Family and work as the site of inequality.

7. Social control of sexuality and body of women:

Traditional mechanisms and contemporary politics: anorexia, bulimia

8. Third world women and the politics of feminism

Women's movements, Dalit feminism

9: Gender and Health:

Nutrition and different health practices in society with regards to male and female

10. Gender and Development:

Property rights, Education, Eco-feminism

11. Contemporary Sexuality movements:

LGBT movements: issues, challenges and achievements

12. Welfare policies for woman in India

Schemes and strategies for empowering woman

13. Voluntary Organizations and Empowerment of Woman:

Meaning of Voluntary Organization, role of voluntary organizations and self-help groups in empowering women

14. Gender relations in the north eastern states:

Power and status of women in matrilineal societies of north east, Power and status of women in patrilineal societies of north east, Practices and rituals reflecting the gender relations in different parts of the region

COURSE 11: SOCIOLOGY OF EDUCATION

1. Introduction:

Meaning, Definition, Scope and Emergence

2. Importance of Education:

Need and importance of education for individual and society, education and social mobility, education and social change, Education as a Source of continuity, Change and Modernization Education and Society: Defining the Interface between Education and Society

3. Agents of Education:

Family, School, Religion, Peer group, media

4. Education in Ancient India:

Gurukuls, Pathshalas and Maktab

5. Colonialism and Education:

Impact of colonialism on the traditional education system, aims and purpose of colonial education, woman and education during colonial period

6. Alternative visions about education:

Rabindranath Tagore and Mahatma Gandhi

7. Democracy and Education:

Dewey and B.R Ambedkar

8. Functionalist approach to understand Education:

Emile Durkheim and Talcott Parsons

9. Marxian Perspective to understand Education:

Karl Marx, Gramsci and Althusser

10. Critical Pedagogy:

Paulo Frerie and Ivan Illich

11. Knowledge, Power and Education:

Karl Manheim, Pierre Bourdieu and Basil Bernstein

12. Social Construction of Knowledge:

Krishna Kumar

13. Education and Social Stratification:

M.Apple, Padma Sarangapani

14. Open and Distance learning:

Meaning, emergence, prospects and problems

COURSE 12: ECONOMIC SOCIOLOGY

1. Economic Sociology:

Meaning, Origin and Development, Importance, Scope

2. Basic Concepts:

Value, Market, Exchange, Gross Domestic Product,Labour, Property, Money and Rationality, Economic Growth and Economic Development

3. Functionalist Approach to Economic Sociology:

Economy as a subsystem of the Social System

4. Marxist Approach to Economic Sociology:

Key Arguments, Economy as infrastructure, Criticism

5. Property:

Concept of property, Human Beings as Property (Slavery), Property as a form of Social Relationships, Perspectives on Property: Hegel, Marx

6. Exchange:

Concept, Reciprocity and Gift, Perspectives on Exchange: Malinowski, Mauss and Levi Strauss

7. Money:

Definitions, Structural perspective on Money, Cultural perspective on Money

8. Mode of Production:

Meaning and Concept, Forces of Production, Relations of Production,Different Modes of Production

9. Mode of Production in Tribal Societies:

Production and Consumption in tribal societies

10.Mode of Production in Peasant Society:

Characteristics, Systems of Production, Circulation and Consumption

11.Mode of Production in Capitalist Society:

System of Production, Circulation and Consumption

12.Mode of Production in Socialist Society:

System of Production, Circulation and Consumption

13.Economy and the State:

Planned Economies, Welfare Systems, the State and Global Markets, Globalization, Economy and Society

FOURTH SEMESTER

COURSE 13: FIELDWORK AND DISSRTATION

Guidelines for Preparation of Dissertation in MA Sociology:

The learner has to prepare and submit a dissertation under the guidance of a professionally qualified supervisor. He/She may take up a problem related to the subject and should collect data, analyse and interpret data and prepare a research report. The length of the report may be between 70 - 100 pages and should not exceed 100 pages.

Dissertation Guide: A faculty in the department of Sociology or Political Science in colleges affiliated to any UGC recognised Indian University (OR) A faculty of the department of Sociology from KKHSOU can supervise the dissertation of MA learners. The bio-data along with phone number of the dissertation guide is to be attached along with the dissertation report.

Time Period: Dissertation work has to start from third (3rd) semester and the final report has to be submitted within three months of the fourth (4th) semester. The topic of study, review of literature, research questions, objectives of study and method of data collection has to be decided and finalized by the learner in consultation with the project guide during the first part of the third (3rd) semester. Data collection should immediately follow after that. During fourth (4th) semester after the interpretation and analysis of data has been done, report has to be written and submitted by the learner.

Total Marks: The report carries100 marks, out of which 80 marks are allotted for report writing (the University will evaluate the report) and 20 marks for viva-voce.

Submission of Project Report: Learners should prepare 3 copies of the project report, one for the University, one for the study centre and one for himself/herself. He/ she is required to submit two copies of the report on or before the date of viva-voce to the respective study centre. If he/she fails to submit it to the study centre prior to the viva, than he/she must submit it to the exam centre on the date of the viva. In any case he/she must carry the candidate copy along while coming for the viva. No candidate will be allowed to appear for the viva if he or she fails to produce the dissertation report to the external examiner. The learner must get his/her copy sealed and signed by the external examiner during the viva. In case a candidate submits the reports to the study centre prior to the date of the Viva than the study centre must send it to the exam centre before the date of the Viva.

The respective exam centers must send the University Copy of the dissertation reports along with the soft copy (CD) and the mark foil of the viva to the University not later than a week from the date of viva. The University will then centrally evaluate the dissertation reports. Finally the marks of the report (evaluated by the University) and the marks of the viva (given by the external examiner) will be added up to obtain the final score of the candidate for the dissertation.

The copy for the university along with soft copy (CD) of the report and the marks foil should be submitted to the Controller of Examination, Krishna Kanta Handiqui State Open University, Housefed Complex, Dispur, Guwahati – 781 006, through respective study centres. At the top of the right corner of the first page of the report 'Copy for the University' should be clearly typed. University logo should never be used. A Challan of Rs 1000/- as dissertation fees should be enclosed with the copy of the dissertation (which will be sent to the university), if not paid the fee during the admission time.

External Supervisor: The External Supervisor will be appointed by the University either from the department of Political Science or Sociology for the Viva. He/ She is required to put his seal and signature in all the three copies of the dissertation report. The report will not be considered valid until it bears the seal and signature of the external examiner. He or she must take the viva based on the dissertation report and provide the marks of viva in the mark foil.

Typing Instruction: The cover page and certificate page should not have any numbering. Numbering of the pages may start from the next page of the content page. The Type Font should be Arial. For general continuous texts, Font Size: 11. The major Section should be typed with BOLD letters with font size 14. The Sub-Sections should be typed with Title Case Bold letters with Font Size 12. The project report should be typed in double line space. It should be printed on one side only and should be spiral bound.

COURSE 14: SOCIOLOGY OF NORTHEAST INDIA

1. Northeast India:

Understanding the significance of the term Northeast, Northeast as a conceptual category, The Integration- Assimilation debate, Geographical and Cultural specificities

2.Process of State formation in the region:

State formation process in the Brahmaputra valley, other tribal chieftainships

3. Process of Sanskritization in the region with special reference to the Brahmaputra valley:

Neo-Vaishnavism, Analysis of the Sanskritisation process, Tribe-caste relationship

4. Colonial Rule in Northeast and its impact:

Advent of colonialism, the impact of colonial rule on the societal and political spheres, emergence of middle class, freedom movement

5. Reorganization of the region in the postcolonial period:

Demand for Statehood, formation of different states in Northeast India

6. Issues of Identity assertion and Autonomy movement in the region:

Autonomy and Power, Powers and Functions of Autonomous Councils, Identity and Assimilation, Ethnic struggles and Surge for separate statehoods

7. Border and borderland people of northeast India:

Concept of Border in Northeast, Various policies and Rules relating to borders, concept of Foothills, Markets in Borders, Relationship among people

8. Border disputes in N.E. India:

Concept of Border and Territory, Major Border disputes in the region. Assam-Nagaland, Assam-Arunachal Pradesh, Assam- Meghalaya, Causes and Consequences

9. Issue of Immigration and the socio political discourse in northeast India:

Historicizing the process of Immigration in Northeast India, Different Immigrant groups and their contribution to the economy, Issues and Tensions, Politics around Immigration

10. Traditional land relations in northeast India:

Traditional Land Holding patterns in the pre-colonial and colonial period, Categories of land, Land management system, Commons

11. Changing Land relations in northeast India and its implications:

Changing Land holding patterns, Land laws and Policies, Land revenue system, Creation of Tribal belts and Blocks, Population pressure on land, Changing nature of commons, land alienation.

12.Development and Indigenous Rights in the Region

Debates around Development, Northeast India and the Idea of Development, Development vis-à-vis Indigenous Rights

13. State and Society in Northeast India:

Emergence and Role of State in Northeast, State and Society relationship in Northeast

COURSE 15: SOCIAL DEMOGRAPHY

1. Introduction:

Meaning of Demography and Social Demography, significance of Social Demography, Relation with other social sciences.

2. Basic Concepts:

Fertility, Mortality (Maternal Mortality; Infant Mortality),Fecundity

3. Migration:

Meaning of migration, types, causes and consequences of migration

4. Sources of Demographic Data:

Census, Registration Data, National Sample Survey, Recent Initiatives like Aadhaar, NRC, International Sources

5. Population theories-I:

Antiquity, Malthusian, Demographic transition

6. Population theories-II:

Post-Malthusian, Neo-classical, Marxian, Biological theories, Optimum theory

7. Population growth and Demographic transition:

Determinants of population growth, Consequences of population growth

8. Demography and Urbanization:

Meaning, Methods of Measuring Size of Urbanization, Factors responsible for Urbanization, Problems of Urbanization

9. Demographic structure of India:

Age, Sex, Religious, Racial and Ethnic Composition

10. Population policies in India:

Population policies, programmes, initiatives and their critique

11. Demographic Structure in N.E India:

Inter-state, Inter-community and gender perspectives

12. Demographic Problems in N.E India:

Poverty, Unemployment, Child and Women Trafficking, Immigration, Inter Community feuds, Outmigration

13. Census 2011 (Major Features from National Data):

Introduction, Growth, Composition and Occupational Structure of Indian Population According to Census 2011, Major Demographic Changes Compared to Earlier Census

14. Census 2011 (Major Features from North East Region):

Introduction, Growth, Composition and Occupational Structure of the Population of North East Region of India According to Census 2011, Major Demographic Changes Compared to Earlier Census, Comparing the North East Region of India with All Indian Level with respect to Census 2011

15. Trends in World Population:

Introduction, Distribution of World Population, Recent Trend of World Population

COURSE 16: INDUSTRIAL SOCIOLOGY (ELECTIVE 1)

1. Industrial Sociology:

Meaning of Industrialization, Pre-condition of Industrialisation, Origin, Meaning and significance of Industrial sociology

2. Industrialism and Post-Industrial Society:

Meaning of Industrialism, Pluralistic industrialism, critique of industrialism, meaning And characteristics of Post-Industrial society

3. Industrial Society in classical sociological thought:

Rationality, Division of labor, Bureaucracy, Production relations, surplus value, Alienation,

4. Industry and Society:

Impact of industrialization on family, education and social stratification in India.

5. Industrial Relations:

Meaning and definition of Industrial Relations, Evolution of Industrial Relations, Approaches to Industrial Relation, Trade unionism, Tripartite and Bipartite bodies and Industrial disputes.

6.Organizational development:

Organizational Development, Meaning and Definition, History of Organizational Development, Relevance of Organizational Development for Managers, Characteristics of Organizational Development, Assumptions of Organizational Development

7.Process of Organisational Development:

Components of Organisational Development program, Organisational Development program phases, Making an Entry, Developing Contract, Launch, Situational Evaluation, Closure

8.Industrial Conflict:

Classical Marxian theory, Human Relations theory, Pluralism, Radical approach

9.Trade Unions:

Growth of Trade union in India, legal framework, union recognition, union problems. Employees association, membership and financial status, Trade Union Act 1926

10. Machinery for prevention and settlement of Industrial Dispute:

Statutory and non-statutory measures

11. Collective Bargaining:

Meaning and concept of collective bargaining, Features and strategies of Collective Bargaining, approaches to collective Bargaining, Impact of collective bargaining and workers participation in management on Industrial Relations.

12.Industrial Disputes Act, 1947:

Objective, Coverage, Benefits, strikes and lockout, Conciliation Officers, Board, Court of enquiry, Labour Court, tribunals, National tribunals, Amendments, Collective Bargaining: Importance, Levels, Collective agreements, Hurdles to Collective Bargaining in India.

13.Labour Legislation:

Social legislation and Labour Legislation , Forces influencing Labour Legislation in India, Principals of modern Labour Legislation, types of Labour Legislation

14.Social Security Act:

Minimum wage Act 1948, Payment of wages Act 1936, Payment of Bonus Act 1965, Equal remuneration Act 1976

15. Industrialization in the context of Northeast

Problems and Prospects

COURSE 17: SOCIOLOGY OF HEALTHAND ILLNESS (ELECTIVE 2)

1. Introduction:

Meaning of health, meaning of sociology of medicine, origin and development of sociology of medicine, difference between sociology of medicine and medicine sociology.

2. Basic concepts:

Medicalisation, Demedicalisation, Illness narrative, medical tourism

3. Theoretical Perspectives to understand health:

Functionalist theory., Marxist, Post-modern theory

4. Disease, Poverty and Colonialism in India:

Meaning of disease, colonialism, impact of colonialism in understanding the concept of disease, the prescribed medical measure, popular resentments.

5. Culture and Disease:

Meaning of Culture, disease, Impact of culture in conceptualizing disease

6. Medical Pluralism:

Issues, Trends and Practices

7. Gender and Health:

Meaning of gender, nutrition, different health practices in society with regards to male and female

8. Health Care institutions:

Medicine as a profession, hospital as a social organization

9. Public health:

Emergence of the notion of Public health, commy health, meaning of social epidemiology

10. Social inequality and health:

Globalization, Medical tourism and social stratification

11. Social control of body:

Understanding the causes and consequences of anorexia and bulimia

12. State and Health:

Concept of Biopolitics, Health Practices in Indian state to practice control over citizens.

13. Health policies of government of India:

Trends and debates over health policies across the years

14. Global survey of Health:

Health in low-income countries and Health in high-income countries

KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY

(KKHSOU)

PROGRAMME PROJECT REPORT

ON

MASTER OF BUSINESS ADMINISTRATION (MBA)

Submitted to

UNIVERSITY GRANTS COMMISSION

BAHADUR SHAH ZAFAR MARG

NEW DELHI – 110 002

Submitted by

K. K. Handiqui State Open University

Guwahati, Assam

April 2018

Registrar
Krishna Kanta Handique
State Open University
Guwahati

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KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY (KKHSOU)

PROGRAMME PROJECT REPORT

MBA PROGRAMME

1. PROGRAMME'S MISSION AND OBJECTIVES:

Maniram Dewan School of Management of KKHSOU has been established to provide developmental avenues for working personnel, professionals, entrepreneurs, self employed and also for those who are keen to have knowledge of management and for acquiring management qualifications to upgrade and refine their managerial skills, capabilities, and orientation.

The MBA programme of Maniram Dewan School of Management of KKHSOU is designed to enable the learners to imbibe the relevant knowledge and skills of Management and Entrepreneurship.The MBA programme aims to impart learning opportunities to the learners in the specific domains like leadership, entrepreneurial skills, and professional competence. Syllabi of MBA Programme have been finalized after a series of deliberations and discussions with academic experts in the respective field from Gauhati University. This programme has been thoroughly revised in accordance with the UGC Regulations on Open and Distance Learning, 2017. The quality of Curriculum and Syllabus of this programme has been so designed to accommodate the recent developments in the field of higher education in general and the subject in particular.

The overall mission of MBA programme is to provide quality higher education at door step through barrierless, flexible and open learning mode in conformity with national priority and societal need. The University strives to provide 'education beyond barriers'. To achieve this mission, the MBA Programme has the following objectives:

a) To help the learners understand the emerging concepts in different functional areas of management like marketing, personnel, finance and production.
b) To understand the practical implications of the above with the help of case studies.
c) To facilitate the working people who wish to develop their professional skills in management.
d) To help the learners with development of relevant knowledge and skills to start their own enterprises
e) Contribute to the University's mission of regional development by putting importance on regional issues.

2. RELEVANCE OF THE PROGRAMME WITH KKHSOU'S MISSION AND GOAL:

KKHSOU attempts to provide higher education and training in various skills using the latest educational inputs and technology. KKHSOU formulates its academic programmes in such a way that it attracts learners from among the under-educated as well as highly educated groups of people.The University has the following missions.

a) To expand the higher education to cover the maximum number of population.

b) To maintain equity or justice in the field of higher education.

c) To ensure the quality or excellence in higher education.

d) To increase research both qualitatively and quantitatively

The MBA programme would contribute towards accomplishment of the mission and goals of KKHSOU in the following manner :

a) Ensuring that MBA programmes are made accessible, inclusive and responsive to the needs of diverse groups of learners with special focus on learners from disadvantaged population groups, particularly youth with special needs and with various forms of disabilities, and ensuring that all enrolled learners are supported to enable them achieve the expected learning outcomes;
b) Providing the employed and self-employed individuals with the preference for management education.
c) Ensuring social, regional and gender gaps are eliminated and gender equality and girls' and women's empowerment are promoted throughout the education system;
d) Ensuring integration of information and communication technologies (ICTs) in MBA programme, especially for improving access to education, enhancing the quality of teaching-learning process, and strengthening educational planning and management.

3. NATURE OF PROSPECTIVE TARGET GROUP OF LEARNERS FOR MBA PROGRAMME:

KKHSOU specially strives to cater to the needs of the learners from far flung areas cutting across of age, sex and backwardness so that they can have access to quality education and it functions with a motto of "*Education beyond Barriers*".

KKHSOU offers its MBA programme specially designed and developed for the learners to make them acquainted with different management philosophies such as understanding of behavioural science, marketing, human resource management, financial mangement and information systems. To achieve the mission of KKHSOU, the MBA Programme has emphasized the following prospective target groups of learners:

a) Women learners who want to get empowered with management education and acquire professional skills and start any entrepreneurial venture.
b) Working people who wish to develop their professional skills in management and entrepreneurship.
c) People engaged in different services, business or other professions.
d) People hailing from far flung remote areas and living in other disadvantageous conditions.
e) Learners who are deprived of higher education in conventional system for varieties of reasons.
f) Working professionals in the lower or mid-level management, who are not able to complete their masters, and maybe experiencing a stalled career stage, as a result.

4. APPROPRIATENESS OF PROGRAMME TO BE CONDUCTED IN OPEN AND DISTANCE LEARNING MODE TO ACQUIRE SPECIFIC SKILLS AND COMPETENCE

The MBA programme of KKHSOU has been designed to enable the learners imbibe the concepts and practices of management through open and distance learning mode. The methodology of instruction of KKHSOU is different from that of the conventional Universities. The Open University system is more learner-oriented and the learner is an active participant in the pedagogical (teaching and learning) process. Most of the instructions are imparted through distance education methodology as per the requirement.KKHSOUfollows a multimedia approach for instruction, which comprises:

a) The printed study material (written in self-instructional style) for both theory and practical components of the programmes would be supplied to the learnersThe syllabi of the MBA Programme have been upgraded as per the recommendations of the Report of the *Committee to Regulate the Standards of Education being Imparted through Distance Mode* constituted by the Ministry of Human Resource under the chairmanship of N R Madhava Menon, popularly known as the Madhava Menon Committee Report.
   The SLMs have the following features:

   i. ***Self Explanatory and Self contained:*** The content is presented in such a style so that the learners can go through the materials without much external support, for additional sources or even a teacher.
   ii. ***Self Directed:*** The SLMs of MBA Programme are aimed at providing necessary guidance, hints and suggestions to its learners at each stage of learning. It is presented in the form of easy explanation, sequential development, illustrations, learning activities etc.
   iii. ***Self-Motivating:*** In ODL system, the learners remain off the campus for most of their study time. Therefore, the SLMs of MBA Programme are designed in such away that it arouses curiosity, sensitiseson problems, relates knowledge to familiar situations and makes the entire learning meaningful for them.

iv. The SLMs of MBA Programme includes 'Let Us Know(Additional Knowledge)', 'Illustrations', 'Check your Progress', 'Model Questions' etc so that the learners become self motivated and self evaluating.

b) ***Audio-Visual Material Aids:*** The learning package contains audio and video CDs which have been produced by KKHSOU for better clarification and enhancement of understanding of the course material given to the learners.The Ekalavya and community radio service are broadcasting curriculum based audio programmes.

c) ***Counselling Sessions:*** Normally counselling sessions are held every Sunday at the study centers.

5. INSTRUCTIONAL DESIGN:

5.1 Curriculum Design: Curriculum of the MBA programme has been designed by taking help of experts in the subject from other reputed Universities in the region like Gauhati University, Guwahati.The contents of the syllabi are updated. While preparing the syllabi, UGC Model Syllabi and syllabi of other Universities and recommendations of Madhava Menon Committee have been consulted. (*Structure of the MBA Programme is placed at **Annexure-I** and Detailed Course wise Syllabus is presented in **Annexure-II**)*

5.2 Course Distribution: The Course Distribution is presented in Annexure-I

5.3 Duration of the programme: The MBA programme has four semesters and is of minimum 2 years. The programme has 4 courses in each semester carrying 100 marks (80+20) i.e for 4 semester the programme will have 16 courses with a Project Study (200 marks). However, the maximum duration of the programme is 6 years as stated below:

- Minimum Duration :4 semesters (2 years).
- Maximum Duration :6 years (maximum of 4 attempts in 1 course/paper).

In case, a learner is not able to qualify a course in its first attempt, he/she has to qualify in the particular course within the next four attempts, subject to maximum duration of the study.

5.4 Programme Structure: The Programme Structure is presented in Annexure-I of this report.

5.5 Credit Distribution: 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 is offered to the learners at their respective study centres. This programme has 72 credits in total.(***Annexure-I of this Report***)

5.6 Definition of Creadit Hours: 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 counseling per course, is offered to the learners at their respective study centres.

5.7 Faculty and Support Staff requirement: The University currently has 3 full time faculty members in the Department of Management, viz., one Professor and two Assistant Professors.

5.8 Specialization: All the courses are compulsory .Thespecialization courses are offered in fourth semester with a project study.Learners have to opt for four courses from any one specilisationcourse namely Finance Specialisation/Marketing specialization/HRM specialization at the 4th Semester of the programme.

5.9 Project Study: The objective of the Project is to help the learners acquire ability to apply multi-disciplinary concepts, tools and techniques to solve organizational problems and/or to evolve new/innovative theoretical frame work.The duration of the project work is six months. At the beginning the learners need to submit a Project Synopsis of Topic of their choice related to their Specialization followed by a Progress Report of the project At the end of the term the learners need to submit the Final Project Report and appear a Viva.

The project carries 200 marks and it is mandatory to submit the Project Report before the completion of the programme. (***Project Study detailsare presented inCourse Code 25 as presented in Annexure II of this Report***)

5.10 Instructional Delivery Mechanism: The Self Learning Materials have been prepared keeping in view of the requirements of norms of UGC. Particular attention has been given so that the basic three domains of knowledge, viz., behavioural domain, cognitive domain, and constructive domain can be addressed.

5.11 Learner Support Services:

The following instructional instruments are provided to the learners of management programmes:

a) ***Self learning Materials (SLM):*** SLMs of MBA programme are designed by the experts from management areas in tune with the demand of the learners. SLMs are specially prepared for the target group of MBA learners.

b) ***Counselling sessions at the study centre***: The counseling sessions are held in all study centers for the MBA Programme. The counseling sessions are held on Sundays besides other days of the week as mutually agreed upon by the study centre and learners.

c) ***Multi media study material***: In addition to SLMs in print form, KKHSOU has developed audio-visual materials related to management courses. These are usually distributed in CDs and DVDs and are meant for facilitating better understanding among the learners.

d) ***ICT Support /Learner Support services*****:** KKHSOU facilitates its MBA learners with the following ICT based Services: The student support services available include the following:

i. **Website:** We have developed full-fledged official website www.kkhsou.in for our learners and general public. Here we have provided all necessary information to our learners. The Website is also linked with the social-networking site like Facebook (KKHSOU FB Official Group) for interaction among the learners, faculty members and stakeholders. The website also includes the customised study centre-search facility based on district or programme. And most of the Audio-Video programmes are also made available online through YouTube.

ii. **Community Radio Service**: **Jnan Taranga** (90.4 MHz) of KKHSOU is the first Community Radio of the North Eastern part of the country. The Community Radio, being a platform for the community for taking up community issues, is also a platform to broadcast several educational programmes that includes debates, discussions, and talk shows.

iii. **Ekalavya**: With the help of Prasar Bharati, our University has launched a special educational programme namely ***Ekalavya.*** It is aired every Saturday from 8.00 PM to 8.30 PM through All India Radio, Guwahati and Dibrugarh.

iv. **Akashvani Phone-in Programme:** Our University offers one hour live **phone-in** counselling programme through AIR, Guwahati and Dibrugarh where officers and experts from this University clarify queries of listeners/learners via telephone. The phone in programme is aired every Thursday from 09.15 AM to 10.15 AM.

v. **e-SLM:** An e-learning portal by the name of e-SLM (http://eslm.kkhsou.in/) has been launched by the university. It is also a digital repository where the study materials are uploaded for the benefit of the learners. All the study materials of the programmes (including Degree, Master Degree etc.) can be assessed in this portal.

vi. **Open Access Journals Search Engine (OAJSE):** To provide easy access to various open access journal across the world, KKHSOU has developed the Open Access Journals Search Engine (OAJSE) which is available for the users from the URL www.kkhsou.in/library/oajse or http://oajse.kkhsou.in . OAJSE aims

to cover journals in all subjects that are published in English language. There are now 4,500+ journals in the directory. All are searchable at article level.

vii. **KKHSOU Mobile App:** Our University has developed a mobile application "KKHSOU" to help the learners to connect 24x7 with the university. It can be freely downloaded from Google Play Store (for android user).

viii. **SMS and e-mail Alert Facility:** University has initiated an SMS and e-mail alert facility for learners regarding any news, events and learner-related information of the university.

ix. **E-mail services:** Learners can write emails to any officials/faculty members in university's general mail id: info@kkhsou.in. Queries raised through to this mail id are readdressed by concerned official/faculty members of the university.

x. **TV programme:**University is going to initiate a half an hour live educational programme through a TV Channel **Prag-News** from June 2018. It will be telecast every Sunday at 8:30 am.

6. PROCEDURE FOR ADMISSIONS, CURRICULAM TRANSACTION AND EVALUATION FOR MBA PROGRAMME:

6.1 Eligibility Criteria

For admission into MBA programme for 2018-19 session, a candidate must clear an entrance test. Any graduate (Except in Fine Arts) with minimum 40% marks in aggregate can apply for the programme or entrance test. The following is the procedure:

a) The announcement for the application for admission test (Entrance Test) to MBA Programme would be made through newspaper and Universities Website.

b) Application for the admission to MBA Programme of KKHSOU needs to be submitted as per the Format attached with admission Bulletin. The candidates will have to appear in an Entrance Test in selected Study Centres of the University.

c) The candidates will be exempted from Entrance Test if they have:
   a. Three years of managerial experience in government, public or private organization
   b. Three years of experience as an Entrepreneur
   c. Those who have a minimum of 40% marks in any national level entrance test for admission into management programmes (MAT/CAT/ATMA/CMAT/XAT)

d) The Entrance Test will be a test based on MCQs in the areas of General Knowledge, General English, General Arithmetic and Test of Reasoning.

e) Candidates seeking exemption will have to apply to "The Registrar" of KKHSOU with adequate supporting evidences.

f) Admission and Entrance Test shall be through the selected Study Centres of the MBA Programme only spread across the state of Assam.

6.2 Admisssion Procedure:

1. After clearning the admission test, a learner have to take admission for the academic session 2018-19 of the University through online mode. A learner who desires to take admission in the MBA programme of KKHSOU will have to submit his/her application through the online admission link provided in the University website www.kkhsou.in. The learner has to carefully go through the instructions for filling up the online admission form and complete the process accordingly. In the online admission system, the learner has to register with his/her mobile no/email id, and has to carefully verify the subjects of his/her choice available in the respective study centers.
2. For admission to this particular programme, the course fee is to be paid through online transaction mode—i.e., through credit card/debit card/net banking or any other available online mode of payment.
3. The learner after successful submission of the online admission form has to take a print out and submit the same to the study centre for hard copies of SLMs.
4. The verification of online application form will be done in the University and after the completion of the verification process, the e-SLMs will be sent to the respective Email-id of the learner.
5. The learners who have submitted incomplete application may be given conditional admission at the University's discretion, subject to fulfillment of other eligibility criteria.
6. All the enrolled learners will be provided with registration nos, SLMs and Identity cards.
7. The learner who is unable to complete the programme within specified period is required to register himself/herself as a fresh learner by paying the requisite fee.

6.3 Lateral Admission:

Candidates having Post Graduate Diploma in Business Management from any University/Institute recognised by UGC/AICTE having 75% common courses are eligible to get lateral entry in the 3rd semester of the MBA Programme. Lateral admission will require prior approval from the University authority. The candidates will have to apply to "The Registrar" of KKHSOU furnishing details of supporting evidence.

6.4 Continuous Admission:

i. Admission will have to be taken continuously in the programmes without any break. A learner will be allowed to appear in all the examinations, including back courses, within the stipulated time of a programme.
ii. A learner will have to take admission to the next semester within one month from the last date of examination of the previous semester. It doesn't depend on whether the candidate appeared in the previous examination or not.
iii. A learner will be allowed to take admission to the next semester beyond one month, but within two months from the last date of examination of the previous semester with a fine of Rs 500/-.
iv. A learner may be allowed to take admission even after the issue of notification for filling up of examination forms, but such learners will be allowed to appear in the examination of that semester in the next year only.

6.5 Fee Structure:

The following is the fee structure of MBA Programme:

Semester	Fee
1st Semester	Rs. 12, 300*(includes enrollment, course and examination fee*)
2nd Semester	Rs. 12, 000 *(includes course and examination fee*)
3rd Semester	Rs. 12, 000 *(includes course and examination fee*)
4th Semester	Rs. 14, 000 *(includes course and project fee*)

6.6 Fees for Project:

A Challan of Rs 1000/- as Project fees should be enclosed with the copy of the project report (which will be sent to the university), if not paid the fee during the admission time.

6.7 Financial Assistance:

The University offers free education to jail inmates and differently abled learners. At present, the University offers free of cost education to jail inmates in 13 district jails of the state. The University is in the process of adding more of central/district jails in the Academic Session 2018-19.

6.8 Curriculum Transaction and Activity Planner:

An activity planner, that guides the overall academic activities in the MBA programme shall be made available prior to the admission schedule of the University. The newly constituted CIQA office as per UGC guidelines and the office of the Academic Dean would upload the Academic

Plan and month wise Academic Calendar to enable the learners to plan their studies and activities accordingly.

6.9Refusal/Cancellation of Admission

Not withstanding anything contained in the Prospectus/Information Brochure,the University reserves the right to refuse or cancel Admission of any Candidate.

6.10 The evaluation System of the Programme:

The system of evaluation of KKHSOU has a multitiersystem of evaluation.

a) The University adopts both ongoing and term end evaluation. Ongoing evaluation is conducted in two modes: internal and external. The internal evaluation is to be undertaken by the learner himself. For this, the University has designed some Check Your Progress questions, which would help the learners to self-check his progress of study. However, this is undertaken at the learners' end themselves and is non-credit based.

b) Self-assessment exercises within each unit of study.

c) Continuous evaluation mainly through assignments which are tutor-marked, practical assignments and seminar/workshops/extended contact programmes

d) For overall evaluation of a course, the University follows the two types of evaluation:
Continuous Evaluation (Assignments) : Weightage assigned 20%.
Term End Evaluation (Semester-end Examinations) : Weightage assigned 80%.

e) The learners have to submit the assignments within the schedule of a semester at the respective study centres. The counsellors at the study centres evaluate the assignments and return them to the learners with feedback.

f) Term end examinations are conducted on scheduled dates at selected examinations centres. Evaluations are done by the external examiners at zonal centres. After evaluation, further scrutiny is done, followed by moderation. Results are declared within scheduled dates as laid down in the Activity Planner.

g) Learners would be able to get their scripts re-evaluated if they are not satisfied with evaluation.

h) Questions for the Semester End paper would be set as per the Evaluation policy of the University to have a coverage of all the modules of the respective courses.

i) The University is in the process of using high security and eco-friendly synthetic (water proof and termite proof) papers for mark sheets and certificates. Moreover, use of interactive kiosk at study centres for issue of admit card and modification of the existing EDPS system for quick publication of results of examinations are also being planned. Similarly, introduction of biometric identity of learners is also being planned

j) Project work (200 marks with 8 credit). The evaluation of learners depends upon various instructional activities undertaken by them. A learner has to writeassignment responses

compulsorily before taking term-end examination from time to time to complete an academicprogramme.

7. REQUIREMENTS OF THE LABORATORY SUPPORT AND LIBRARY RESOURCES:

7.1 Laboratory Support:

As the programme does not require any laboratory facilities it has not been included here.

7.2 Library Resources:

The Central Library, Krishna Kanta Handiqui State Open University plays a vital role in the collection, development and dissemination of academic, scientific and technical information to meet the present and future needs of the University.

The library remains open from 10.00 am to 5.00 pm in all working days. The library is fully computerized with an ILS (Integrated Library System) and also equipped with RFID (Radio-frequency Identification) technology.

The Central Library has the following resources-

A. Physical Resources:

Books	18,164
Theses	8
Report	1
Journals	35
Magazines	12
News Papers	5
Audio CD/DVD	49
Video CD/DVD	6
CD/DVD with Textual documents	66

B. E-resources:

i. ***E-Journals:*** The Central Library of KKHSOU subscribed e-journals from JSTOR (www.jstor.org), and the resources are very much necessary for academic and research community of the University.

ii. ***Digital Library:*** Digitization has become deeply embedded into every aspect of education today. Hence, the Central Library of KKHSOU has started the Digital Library initiative. The mission of the "Digital Library at KKHSOU" is to locate, digitize, preserve, collect and make accessible the accumulated wisdom of the institute's output to the global community. The resources of the Digital Library include Administrative Documents, Conference/Seminar Proceedings, Faculty Publications, Journal of Open Learning and Research Communication (JOLRC), KKHSOU in News and Media, Newsletters, Annual Reports, MPhil/PhD Theses, Public Lectures, Convocation Addresses, Working Papers, etc. URL: http://dlkkhsou.inflibnet.ac.in

iii. ***Open Access Journals Search Engine (OAJSE):*** To provide easy access to various open access journal across the world, KKHSOU developed the Open Access Journals Search Engine (OAJSE) which is available for the users from the URL www.kkhsou.in/library/oajse or http://oajse.kkhsou.in

iv. ***KKHSOU at Shodhganga***: Krishna Kanta Handiqui State Open University (KKHSOU) has joined Shodhganga for depositing their theses which is available for the users from the URLhttp://shodhganga.inflibnet.ac.in/handle/10603/145533. Shodhganga repository is the reservoir of Indian intellectual output stored, hosted and maintained by the INFLIBNET Centre, an IUC of UGC.

8. COST ESTIMATE OF THE PROGRAMME 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 Expert Committee, honorarium to be 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.

As regards, 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 MBA programme.

8.1. Programme Development Cost: Rs 35, 04, 000.00

The office of the Finance Officer of KKHSOU has worked out the following also.

a. SLM Development Cost for Master Degree Programme per unit- Rs. 7,300/-

b. Printing Cost per SLM - Rs. 56/-

c. Cost of CD per unit - Rs. 23/-

8.2 Programme Delivery Cost:

The SLMs prepared have to be delivered to various study centres located at the far flung remote areas. On an average, the University delivers about 15 kgs of study materials per student. The cost of delivery of 1 kg of such material is Rs.10. Accordingly, depending upon the number of candidates, the cost for the MBA programme will be provisioned by the University. The office of the Finance Officer has calculated the delivery cost of SLM per student atRs. 150/-

8.3 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, but will also benefit the learners of other programmes. The University will also bear the cost of organizing the meeting of Syllabus Revision Committee 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.

Maintenance Cost for MBA programme per student is Rs. 4,925.00 as calculated by the office of Finance Officer.

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

9. QUALITY ASSURANCE MECHANISM AND EXPECTED PROGRAMME OUTCOMES:

9.1 **Quality Assurance Mechanism:** With regard to the quality concerns of the course materials, the department 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 expert Committee is

helped by the in-house department faculties while preparing the framework of the programme.

- The next step after the completion of the framework preparation is the allotment of the assigned papers (which is again composed of 15 units) to the assigned authors. The in-house faculties prepare a carefully chosen list of authors for the task. The in-house faculties also contribute their writings, besides the outsourced authors, who are mostly research scholars and faculty members from higher educational institutions.
- The content editors are then roped in for the next round. The content editors, who are mostly academics from reputed higher educational institutions, look into the contents of the units and provide their suggestions and feedbacks to be included by the coordinator of the programme.
- The next step is that of printing and distributing the SLMs to the respective study centres. Arrangements would be made to distribute the SLMs to the learners at the time of admission.
- Newly established CIQA office which will take care of the following to enhance the quality of the various facets of the University:
  - Counselors workshops
  - Stakeholders meetings
  - Feedback Responses from the learners from various pragrammes
  - SLM Audit
- In order to keep the programme 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.

9.2**Expected Programme Outcomes:** The outcomes of the programme are manifold:

- It will enable the learners to acquire knowledge enabling them to articulate we conditions around them.
- The programme will also help the learners to seek employment and career prospect avenues in the development sector, entrepreneurial venture, self employment and/or other upcoming sectors like banking, insurance and other service sectors.

Annexure-I

STRUCTURE OF THE MBA PROGRAMME

PROGRAMME OUTLINE:

The core courses of the MBA Programme are listed below. The evaluation framework for each course comprises assignments and semester- end test.

	Course Code	Title of the Course	Marks	Credit
Semester 1	Course Code 1	Management Process and Organizational Behavior	20+80	4
	Course Code 2	Managerial Economics	20+80	4
	Course Code 3	Accounting for Manager	20+80	4
	Course Code 4	Information Technology in Management	20+80	4
Semester 2	Course Code 5	Human Resource Management	20+80	4
	Course Code 6	Marketing Management	20+80	4
	Course Code 7	Financial Management	20+80	4
	Course Code 8	Legal Aspects of Business	20+80	4
Semester 3	Course Code 9	Statistics for Management	20+80	4
	Course Code 10	Production and Operation Management	20+80	4
	Course Code 11	Business Research Methodology	20+80	4
	Course Code 12	Business Policy and Strategic Management	20+80	4
In 4th Semester, the learners have to select any one specialisation (four courses from Finance/ Marketing/ Human Resource Management). The area-wise courses are listed below-				
Finance Specialisation	Course Code 13	Investment Management	20+80	4
	Course Code 14	Strategic Management Accounting	20+80	4
	Course Code 15	Management of Financial Services	20+80	4
	Course Code 16	International Finance	20+80	4
Marketing Specialisation	Course Code 17	Sales, Distribution and Supply Chain Management	20+80	4
	Course Code 18	Service and Retail Marketing	20+80	4

	Course Code 19	Industrial and Rural Marketing	20+80	4
	Course Code 20	Consumer Behaviour	20+80	4
HRM Specialisation	Course Code 21	Industrial Relation and Labour Legislation	20+80	4
	Course Code 22	Organisational Change and Development	20+80	4
	Course Code 23	Performance Management and Compensation Management	20+80	4
	Course Code 24	Manpower Planning and Resourcing	20+80	4
Course Code 25		Project Report	200	8
Total Marks			**1800**	**72 Credits**

Annexure-II

Detailed Coursewise Syllabus of MBA Programme

MBA DETAILED SYLLABUS

SEMESTER 1

COURSE CODE 1: MANAGEMENT PROCESS AND ORGANIZATIONAL BEHAVIOR

Unit 1: **Introduction to Management and Mangement Process:** mportance and Basic Concepts of Management, Evolution of Management Thought, Principles of Management, Management Process and Functions and System View Concept of Management

Unit 2: **Levels of Management and Functions of Management**: Concept of Management, Functions of Management: Planning, Organizing, Staffing, Directing, Controlling, Coordination, Levels of Management and Managerial Skills and Indian Management Style and Tradition

Unit 3: **Planning and Forecasting:**Concept of Business Forecasting, Relationship between Planning and Forecasting, Methods of Forecasting, Meaning and Features of Planning, Importance of Planning, Types of Plans, Steps in Planning Process,Limitations of Planning and Terms Used In Planning Process

Unit 4: **Organizing and Staffing:** Meaning and Characteristics of Organising, Importance of Organising, Types of organisation, Span of Control, Types of Departmentation, Concept of Staffing and its importance and Features of Staffing

Unit 5: **Controlling:** Meaning and Importance of Control, Steps in Control Process, Types of control, Dimensions of control, Resistance to control, Techniques of Managerial Control:Budgetary Control Techniques and Non Budgetary Control Techniques

Unit 6: **Appraising Human Resource:** Concept of performance appraisal, Objectives of performance appraisal, Features and advantages of effective performance appraisal,Traditional and modern methods of performance appraisal, Planning and career development, Features and benefits of career planning and Phases in the career of an employee

Unit 7: **Communication:** Meaning of communication and its features, Importance of Communication, Process of Communication, Internal Communication and External communication: Internal communication and External communication, Communication Channel, Barriers to communication, Good Communication: 10 commandments and Communication in Decision Making process

Unit 8: **Motivation:** Meaning of Motivation, Importance of Motivation, Early Theories in Motivation: Maslow's Need Hierarchy Theory, Mc Gregor's Theory X and Theory Y, Herzberg's Two Factor Theory,Modern Theories 'of Motivation:Alderfer's ERG Theory, Vroom's Expectancy Theory, McClelland's Theory of Needs, Goal Setting Theory, Reinforcement Theory, Techniques for Motivation: Financial Incentives and Non-financial Incentives

Unit 9: **Introduction to OB:** Historical perspectives of OB, Approaches to OB, Importance of OB, Relationship between management process and OB, frame work for learning OB, Challenges in OB, HRM and OB, Globalisation and OB

Unit 10: **Personality and Perception:** Concept of Personality and its determinants, Approaches to personality traits and dimensions, Personality attributes,Elements of the perceptual process, Importance and factors influencing perception and Challenges of performance appraisal

Unit 11 : **Values, Attitude and Emotions:** Introduction, Values, Attitudes, Definition and Concept of Emotions, Emotional Intelligence

Unit12 : **Leadership:** Meaning and Features of Leadership, Importance of Leadership, Qualities of a Good Leader, Difference between Leader and Leadership Styles: Autocratic Leadership Style, Democratic Leadership Style and Free-Rein Leadership Style; Likert's Management System

Unit13: **Group and Team:** Concept of Group and Group Dynamics;Types of Groups: Formal Group and Informal Group; Concept of Group Behaviour: Group Norms,Group Cohesion Inter-Group Behaviour; Stages of Group Development, Group Decision-Making; Team, Types of Team: Team Building and Managing Effective Team

Unit 14 : Power, Politics, conflict negotiation and stress: Introduction, Power, Politics, Conflict, Negotiations and Stress

Unit 15: Case study on Management Process and Organizational Behavior

COURSE CODE 2: MANAGERIAL ECONOMICS

Unit 1 : Introduction to Managerial Economics:

Introduction, Meaning, Scope of Managerial Economics,Importance of the Study of Managerial Economics, Major Functions of a Managerial Economist.

Unit2 : Demand Analysis: Introduction, Meaning and Law of Demand, Nature and Types of Demand, Exceptions to the Law of Demand, Elasticity of Demand – Price Elasticity, Income Elasticity and Cross Elasticity.

Unit3 : Demand Forecasting: Introduction, Meaning of Forecasting, Level of Demand Forecasting, Criteria for Demand Forecasting, Methods or Techniques of Demand Forecasting, Demand Forecasting for New Products.

Unit 4 : Supply and Market Equilibrium: Introduction, Meaning of Supply, Law of Supply, Exceptions to the Law of Supply, Changes or Shifts in Supply, Elasticity of Supply, Market Equilibrium and Changes in Market Equilibrium

Unit 5 : Consumer Behaviour: Cardinal and Ordinal Approach: Cardinal and Ordinal Approach to Utility: Basic Concepts, Consumer's Equillibrium: Law of Equi-marginal Utility, consumer equlibrium through indifferences curve approach.

Unit6 : Theory of Production: Introduction, Meaning of Production, Production Function, Producer's Equilibrium, Expansion Path.

Unit 7 : Cost Analysis: Introduction, Types of Costs, Cost Function, Nature of Cost Curves in the Short Run, Long Run Cost Curves of a Firm.

Unit8 : Objectives of a Firm: Introduction, Profit Maximisation Model, Theory of a Firm – Cyert and March's Behaviour Theory, Marris' Growth Maximisation Model, Baumal's Static and Dynamic Models, Williamson's Managerial Discretionary Theory.

Unit 9 : Revenue Analysis and Pricing Policies: Introduction, Revenue – Meaning and Types, Relationship between Revenue and Price Elasticity of Demand, Pricing Policies, Objectives of Pricing Policies, Pricing Methods.

Unit 10 : **Market Structure: Perfect Competition:**Introduction, Market and Market Structure, Perfect Competition, Price-Output Determination under Perfect Competition, Equilibrium of the Firm in the Short run, Equilibrium of the Industry in the Short Run, Long run Equilibrium of the Firm, Long run Equilibrium of the Industry.

Unit 11: **Market Structure:** Imperfect Competition: Monopoly, Equilibrium of the Monopoly – Short Run and Long Run, Price Discrimination under Monopoly, Monopolistic Competition, Equilibrium of the Monopolist – Short Run and Long Run, Excess Capacity, Concepts of Oligopoly and Duopoly.

Unit 12 : **Macro Economics and selected macro aggregates:**Introduction, National Income: Basic Concepts, Importance of the Study of National Income, Methods of Measuring National Income, Difficulties in Measurement of National Income, GDP Deflator, Index Numbers: Concepts and Uses, Construction of Index Numbers, Base Shifting, Splicing and Deflating.

Unit 13 : **Consumption Function and Investment Function:**Introduction, Consumption Function, APC, MPC, Factors Affecting Consumption Consumption Function; Investment Function, Gross Investment, Net Investment, Induced Investment, Autonomous Investment, Marginal Efficiency of Capital, Relation between Roi and MEC.

Unit 14 : **Business Cycle:** Introduction, Meaning and Features, Theories of Business Cycles – Samuelson's Theory of Business Cycles, Hicks' Theory, Measures to Control Business Cycles.

Unit 15 : **Inflation, Deflation and Stagflation:** Inflation- Meaning and Types, Effects of Inflation, Measures to control Inflation, Deflation- Meaning Causes and Effects, Anti Deflationary Measures, Stagflation – Meaning and Concept.

COURSE CODE 3: ACCOUNTING FOR MANAGERS

Unit 1: **Introduction to Financial Accounting:** Meaning of Accounting and Elements of Accounting, Book-keeping and Accounting- Difference, Accounting Process, Objectives of Accounting, Limitations of Accounting, Forms of business organisations, Choice of method of accounting – Cash and Accrual basis of accounting , and Computerized, Accounting System

Unit 2: **Accounting Concept, Priniciples and Policies:** Components of Financial Statements, Qualitative characteristics of Financial Statements, Fundamental Accounting Concepts, Accounting Principles, Meaning of Accounting Principles,Features of Accounting Principles, Need/ Importance of Accounting Principles, Accounting Policies, Generally Accepted Accounting Principles(GAAP), Accounting Standards Need for Accounting Standards, International Financial Reporting Standards

Unit 3: **Double Entry Accounting:** Transactions and Events, Accounting Equation, Meaning of Double Entry Accounting, Meaning of Debit and Credit ,Classification of Accounts under Traditional Approach, Classification of Accounts under Modern Approach , Comparison of Traditional Approach with Modern Approach and Accounting Trail/Process/Cycle

Unit 4: **Ledger:** Concept of Ledger, Meaning of Ledger, Need and Subdivision of Ledger, Format of a Ledger Account, Distinction between Journal and Ledger, Ledger Posting, Meaning of Posting and Procedure for Balancing of an Account

Unit 5 **Subsidiary Books:** Purchases Book,Sales Book or Sales Day Book , Purchase Return Book or Return Outward Book, Sales Return Book or Return Inward Book, Bills Receivable Book, Bills Payable Book, Cash Book, Journal Proper and Bank Reconciliation Statement

Unit 6: **Trial Balance:** Concept of Trial Balance, Format of Preparing Trial Balance, Objectives of Preparing a Trial Balance, Methods of Preparing a Trial Balance, Adjusting Entries, Errors and their Rectification and Errors Disclosed and Not Disclosed by a Trial Balance and Steps to Locate the Errors.

Unit 7: **Presentation of Final Accounts*:*** Preparation of Final Accounts, Trading Account, Profit and Loss account , Preparation of profit and loss account, Distinction between Trading and Profit and Loss A/c, Format of Profit and Loss Accounts, Closing entries for Preparation of Profit and Loss Account, Balance Sheet

Unit 8: **Management Accounting:** Meaning of Management Accounting, The Role of Management Accounting , Management Accounting Framework, Functions of Management Accounting, Tools of Management Accounting, The Balanced

Scorecard, Cost Management System, Merits and Demerits of Management Accounting and Distinction between Management Accounting and Financial Accounting

Unit 9: **Ratio Analysis**: Meaning of Ratio, Steps in Ratio Analysis, Classification of Ratios, Advantages of Ratio Analysis and Limitation of Ratio analysis

Unit 10 : **Financial Statement:** Financial Statement,Profit And Loss Account, Meaning of Fund Flow Statement, Ascertainment of Flow of Funds, Technique of Preparing Funds Flow Statement, Schedule of Changes in Working Capital,Adjusted Profit and Loss account and Funds Flow Statement

Unit 11: **Cash Flow Statement:** Meaning of Cash Flow Statement, Purpose of Cash Flow Statement,Preparation of Cash Flow Statement, Format of Cash Flow Statement (AS3: Revised Method),Cash Flow from Operating Activities, Cash Flow Statement under Direct Method ,Different between Cash Flow Analysis and Fund Flow Analysis and Uses of Cash Flow Statement

Unit 12: **Cost:** Meaning of Cost, Objective of Costing ,Methods of Costing, Technique of Costing, classification of Cost, Elements of Cost and Statement of Cost Sheet

Unit 13: **Marginal Costing and Break-Even Analysis:** Concept of Marginal Costing, Features of Marginal Costing, Characteristics of Marginal costing, Application of Marginal Costing, Advantages and Limitations of Marginal Costing, Absorption Costing, Difference between Absorption Costing & Marginal Costing, Cost Volume Profit (CVP) Analysis, Break Even Analysis, Profit Volume Ratio, Margin of Safety, Angle of Indices and Target Profit

Unit 14: **Budgetary Control:** Meaning of a Budget, Budgetary control, Objectives of Budgetary control, Essential features of Budgetary control, Steps in Budgetary control, Types of Budgets, Merits of Budgetary control and Limitations of Budget Control

Unit 15: **Standard Costing:** Definition & Meaning of Standard Costing, Difference between Standard cost and Budgetary control ,Establishment of Standards, Advantages and Limitations of Standard Costing, Standard Hour & Standard Cost

Card,Variance analysis, Classification of variance analysis: Material cost variance, Labor Cost variance and Overhead Cost variance

COURSE CODE 4: INFORMATION TECHNOLOGY IN MANAGEMENT

UNIT 1 : **Basics of Computer:** Computer– Definition; Components of a Computer; Evolution of Computer; Generation of Computers; Classification of Computer; Applications of Computer

UNIT 2 : **Data Storage Techniques:** Storing Data in Computer; Binary Number System: Binary to Decimal Conversion, Decimal to Binary Conversion; Computer Memory: Random Access Memory, Read Only Memory, Cache Memory and Virtual Memory, Secondary Memory

UNIT 3 : **Software and Multimedia:** Computer Software Basics; System Software; Application Software; Integrated Software; Multimedia Computing; Legal Restriction on Software

UNIT 4 : **MS Word – I:** Starting MS-WORD; Basic Components of MS Word; Entering and Saving Text in a Document; Closing the MS-Word document and Closing MS-Word; Opening of an Existing Document; Copy and Cut (Move); Formatting the Document; Find a Particular Pattern; Insertion; Implementing Formula on Table Contents; Header and Footer; Page Setup; Indents; Tabs; Columns; Change Case

UNIT 5 : **MS Word – II:** File Needed to Work with Mail Merge, Creating a Mail Merge Document, Inputting the Data, Printing the Merged Document, Modifying the Records in the Data Source

UNIT 6 : **MS Excel – I:** Starting of Microsoft Excel, Part of MS-Excel Window, Components of an Excel Work Book, Closing the Excel Work Book, Worksheets within Work Book, Enter an Edit Data, Saving and Creating the Work Book, Cell Contents

UNIT 7 : **MS Excel – II:**Ranges and Common Excel Functions, Custom List, Alignment, Database, Charts

UNIT 8 : **MS PowerPoint:** Starting of Microsoft Power Point, Part of Power Point, Creation of Power Point Presentation, To Include a Chart in the Slide, To Impart a Data Sheet, Formatting Options, Slide Transaction, Different Views of the Presentation

UNIT 9 : Information Technology: Areas of Information Technology, Advantages and Disadvantages of Information Technology, Application of Information Technology

UNIT 10: Working with Internet: Introduction to Internet ,Internet Architecture,Evolution of Internet, Basic Internet Terminologies, Getting connected to Internet , Application of Internet

UNIT 11: Internet Tool: Web Browsers, Web Server, Electronic Mail, Search Engines, World Wide Web, Internet Security, Types of Attack and Malicious Software

UNIT 12: Management Issues in MIS: Concept of MIS,Information Security and Control, Quality Assurance, Ethical and Social Dimensions, Intellectual property rights as related to IT services/IT products and Managing global Information systems.

Lab : Internet Surfing, MS Office, MS Word, MS Excel, MS PowerPoint

SEMESTER 2

COURSE CODE 5: HUMAN RESOURCE MANAGEMENT

Unit 1: Introduction to Human Resource Management: Concept of Human Resource Management, Evolution of Human Resource Management, Functions of Human Resource Management, Scope of Human Resource Management, Difference between Human, Resource Management and Personnel Management, Role of HR Executive and Challenges of Human Resource Management

Unit 2: Human Resource Planning: Concept of Human Resources Planning, Features of Human Resource Planning, Objectives of Human Resource Planning, Importance of Human Resource Planning, HRP Process, Methods of Demand Forecasting, Methods of Supply Forecasting, Labour Wastage and Essentials for the success of Human Resource Planning.

Unit 3: Recruitment and Selection: Concept of Recruitment, Factors affecting Recruitment, Sources of Recruitment, Recruitment Policy, Concept of Selection, Selection Process , Selection tests, Concept of Evaluation, Placement and Induction, Concept of Evaluation and techniques of Evaluation, Concept of Placement and Induction

Unit 4: Training and Development: Concept of Training and Development, Meaning and significance of Training , Methods of Training, Concept of Management Development, Management Development Methods, Differences between Training

and Development and Evaluation of Training and Management Development between Training and Development and Evaluation of Trainingand Management Development

Unit 5: **Performance Appraisal**: Concept of Performance Appraisal, Need for performance appraisal, Types of Appraisal Methods, Benefits of performance appraisal and Reviews

Unit 6: **Compensation Management:** Wage and Salary Administration, Definitions and Concepts, Need for sound salary administration, Objective of wage and salary administration, Guiding principles of wage and salary administration, Factors influencing wage and salary administration, Methods of payment of wages, Concept of Rewards and Incentives, Types of wage incentive plans and Fringe Benefits

Unit 7: **Job Evaluation:** Concept of Job evaluation, Objectives of Job Evaluation, Techniques of Job Evaluation, Advantages of Job Evaluation, Limitations of Job Evaluation and Competency

Unit8: **Job Analysis and Design:** Concept of Job Analysis, Purpose of Job Analysis, Process of Job Analysis, Methods of Job Analysis and Concept of Job Design

Unit 9: **Grievance and Grievance Procedure:** Concept of Grievance,Causes of Grievance, Forms and effects of grievance, Grievance handling procedure, Grievance handling procedure in Indian Industry and Need for Grievance Redressal Procedure

Unit 10 : **Employee Misconduct and Disciplinary Procedure:** Meaning and objectives of discipline, Principles for maintenance of discipline, Essentials of a good disciplinary system, Disciplinary Action, Punishment for disciplinary action and Procedure for disciplinary action

Unit 11: **Human Resource Information System:** Concept of Human Resource Information System, Components of Human Resource Information System, Types of Human Resource Information System, Applications of Human Resource Information System, Implementation of Human Resource Information System **and** Benefits of Human Resource Information System

Unit 12: **Contemporay Challenges in HRM:**The Job and Challenges, The New Professional Approach, Challenges in Human Resource Management, HR in Mergers and Acquisitions, New Organisational Forms, HR Professional as Change Agent.

Unit 13: **Case Study** in Human Resource Management

COURSE CODE 6: MARKETING MANAGEMENT

Unit 1 : **Introduction to Marketing Management:** Introduction, Market and Marketing, the Exchange Process, Core Concepts of Marketing, Functions of Marketing, Importance of Marketing, Marketing Orientations

Unit 2 : **Marketing Environment:** Introduction, Environmental Scanning, Analyzing the Organization's Micro Environment and Macro Environment, Differences between Micro and Macro Environment, Techniques of Environment Scanning,

Unit 3 : **Consumer Buying Behaviour:** Introduction, Characteristics, Types of Buying Decision Behaviour, Consumer Buying Decision Process, Buyer Decision Process for New Products, Buying Motives, Buyer Behaviour Models

Unit 4 : **Business Buying Behaviour:** Introduction, Characteristics of Business Markets, Differences between Consumer and Business Buyer Behaviour, Buying Situations in Industrial/Business Market, Buying Roles in Industrial Marketing, Factors that Influence Business Buyers, Steps in Business Buying Process

Unit 5 : **Segmentation, Targeting and Positioning:** Introduction, Concept of Market Segmentation, Benefits of Market Segmentation, Requisites of Effective Market Segmentation, The Process of Market Segmentation, Bases for Segmenting Consumer Markets, Targeting (T), Market Positioning (P)

Unit 6 : **Marketing Mix:** Introduction, Marketing Mix-The Traditional 4Ps, The Modern Components of the Mix- The Additional 3Ps, Developing an Effective Marketing Mix, Marketing Planning, Marketing Implementation and Control.

Unit 7 : **Product and Brand Management:** Introduction, Concept of product , Classification of Products, Product-Planning and Development, Product Diversification, PLC, Packaging and Labelling , Branding, Brand Equity, Brand Positioning and Brand Selection

Unit 8 : Pricing: Introduction, Factors Affecting Price Decisions, Cost Based Pricing, Value Based and Competition Based Pricing, Product Mix Pricing Strategies, Adjusting the Price of the Product, Initiating and Responding to the Price Changes

Unit 9 : Marketing Channels: Introduction, Need for Marketing Channels, Decisions Involved in Setting up the Channel, Channel Management Strategies, Introduction to Logistics Management, Introduction to Retailing, Wholesaling

Unit10 : Marketing Promotion: Introduction, Define Promotion, Promotion Mix, Factors affecting Promotional Mix, Forms of Promotion like Advertising, Sales Promotion, Personal Selling & Public Relation.

Unit 11 : Customer Relationship Management: Introduction, Relationship Marketing Vs. Relationship Management, Definitions of Customer Relationship Management (CRM), Forms of Relationship Management, Managing Customer Loyalty and Development, Reasons Behind Losing Customers by Organisations, Significance of Customer Relationship Management,

Unit 12 : Emerging Trends in Marketing: Emerging trends in Marketing: Customer Relationship Management, E-commerce marketing, Green marketing, Social Marketing, Rural and Developmental Marketing,Services Marketing.

Unit 13 : Case Study in Marketing Mangement

COURSE CODE 7: FINANCIAL MANAGEMENT

Unit 1 : Introduction to Financial Management : Financial Management : An Overview, Importance of FinancialManagement, Approaches to Finance Function, Aims of Finance, Function, Scope of Financial Management, Goals of FinancialManagement, Finance Decisions and Interfaces between Financeand Other Business Functions.

Unit 2 : Financial Planning: Meaning of Financial Planning,Objectives of Financial Planning,Benefits of Financial Planning, Steps in Financial Planning, Factorsaffecting Financial Planning, Estimation of financial requirementsof a firm and Capitalization.

Unit 3 : Sources of Funds: Concept of Equity shares : its Advantages and disadvantages of equity capital, Right shares, Bonus shares, Retained earnings orinternal accruals, Preference shares, Debentures, Types ofDebentures, Term loan, Venture Capital Finance and Features ofCapital Finance.

Unit 4 : Cost of Capital: Concept and Definition of Cost of Capital, Significance of Cost of

Capital, Classification of Cost of Capital, Determination of SpecificCost and Weighted Average Cost of Capital.

Unit 5 : **Leverage :** Meaning of leverage, Financial Leverage: its measures, degreeand Impact of Financial Leverage on Investor's Rate of Return,Operating Leverage, Degrees of Operating Leverage andCombined effect of Financial and Operating Leverage.

Unit 6 : **Capital Structure :** Meaning and Definition of Capital Structure, Features of an IdealCapital Structure, Factors Affecting Capital Structure, Theories ofCapital Structure.

Unit 7 : **Capital Budgeting Decisions :** Meaning of Capital Budgeting, Importance of Capital Budgeting,Types of Investments Decisions, Investment Criteria and CapitalRationing.

Unit 8 : **Risk in Capital Budgeting:** Meaning and Types of Risk, Methods suggested for accountingfor risk in Capital Budgeting, Risk Adjusted Discount Rate,Certainty Equivalent Approach, Probability Distribution Approach,Sensitivity Analysis, Decision Tree Approach and SimulationAnalysis.

Unit 9 : **Capital Rationing:** Meaning and concept of Capital Rationing, Problem andAssumption of Capital Rationing, Objective of Capital Rationing,Types and features of Capital Rationing, Steps involved inCapital Rationing and Methods of Capital Rationing

Unit 10 : **Working Capital Management :** Concepts and importance of working capital, Determinants ofworking capital, Operating cycle, Approaches for working capital management and Estimation of working capital

Unit 11 : **Cash Management :** Meaning and concept of Cash and Cash management, Importance and objectives of Cash Management, Models forDetermining Optimal Cash Needs, Cash Planning, Cashforecasting and Budgeting, Methods of Accelerating Cash Inflowsand Methods of Slowing Cash Outflows and Cash Budget\

Unit 12 : **Inventory Management :** Meaning and characteristics of of Inventory, Objective ofinventory Management, Role of Inventory in working Capital,Purpose of Inventory, Cost associated with inventories, InventoryManagement Techniques and Importance of InventoryManagement Techniques.

Unit 13 : **Receivables Management :** Meaning of Receivables, Factors influencing the Size ofReceivables, Objective of Receivables Management, CostAssociated with Maintaining Receivables, Credit policy Variables,Evaluation of credit policy and Forecasting the receivable.

Unit 14 : **Dividend Decisions :** Meaning and concept of dividend Decision,Determinants andtypes of dividend policy, Traditional Approach, DividendRelevance Model, Miller and Modigliani Model, Stability ofdividends, Forms of Dividends and stock Split

Unit 15: **Case Study** in Fiamancial Management

COURSE CODE 8: LEGAL ASPECTS OF BUSINESS

Unit 1 : **Introduction to Business Law :** Introduction, Meaning and Nature of Law, Sources of IndianBusiness Law, Indian Legal System, Mercantile Law.

Unit 2 : **Law of Contract:** Introduction, Objectives, Definition of a valid Contract, Offer andacceptance, Capacity to Contract, Consent, Consideration,Performance of Contract, Discharge of Contract, Breach of Contractand void agreements, Quasi Contracts, Freedom to Contract.

Unit3 : **Contracts of Guarantee and Indemnity:** Introduction, Contract of Indemnity, Contract of Guarantee, Kindsof Guarantee, Creditor, Surety.

Unit4 : **Contract of Bailment and Pledge:** Introduction, Definition of bailment, kinds of bailment, Bailor andbailee, termination of bailment, finder of lost goods, pledge orpawn, pledge by non owners, pledgor and pledgee.

Unit5 : **Law of Partnership :** Introduction, meaning and nature of partnership, registration offirms, Partnership deed, Relations of Partners to one another,Relations of Partners to Third Parties, Changes in a firm.

Unit6 : **Law of Sales of Goods :** Introduction, Contract of Sale, Sales and agreements to sell,meaning of price, Conditions and warranties, Passing of propertyin Goods, Transfer of title by non owners, Performance of acontract of sale, unpaid seller and his rights, Remedies for breachof Contract

Unit7 : **Law of Negotiable Instruments:** Introduction, Object of the Act, Negotiable Instruments,Promissory Notes, Bill of exchange, Cheques; Negotiation, Presentment, Dishonour; Crossing of Cheques, Paying Banker.

Unit8 : **Formation of a Company : I**ntroduction, Formation of a Company, Stages of Formation ofCompany, Documents required for incorporation, Types ofCompany, meaning of meetings and kind of Company, meaningof minutes, role of chairman, Postal ballot, Resolution and itsdiferent kinds.

Unit9 : **Regulatory Framework for Insurance :** Introduction, Concept and Importance of Insurance, Evolutionand Development of Insurance in India, Fundamental Principlesof Insurance, Double Insurance and Reinsurance **,** Concept andImportance of Life insurance, Concept of Marine Insurance,Concept and Features of Fire Insurance.

Unit10 : **Food Safety and Standards (Packaging and Labelling)Regulations, 2011:** Introduction, short title and commencement, Definitions underthe Act, Product specific requirements, Labelling, Manner ofdeclaration, Specific Requirements/ Restrictions on manner oflabeling, specific restrictions on Product labels, Exemptions fromlabelling requirements.

Unit11 : **The Companies Act, 2013 :** Introduction, Objective and Scope, Important Definitions,Formation of a Company, Memorandum of Association, Articlesof Association, Prospectus, Shares, Directors, General Meetingsand Proceedings, Auditor, Winding up of a Company.

Unit- 12 : **Consumer Protection Act :** Introduction, Objective and Scope, Important Definitions, Rightsof Consumers, Nature and Scope of Complaints, Remediesavailable to Consumers.

Unit13 : **E- Governance :** Introductions, Concept of E-Governance, Director IdentificationNumber, Corporate Identification Number, Digital SignatureCertificate, Important features, e-Form, Importance of MCA 21projects.

Unit14 : **Regulation to Information :** Introduction, Right to Information Act, 2005, InformationTechnology Act, 2000, Electronic Governance and SecureElectronic Record, Digital Signatures and Digital SignatureCertificates, Cyber Regulations Appellate Tribunal, Offences,Limitations of the Information Technology Act, 2000.

Unit 15: Intellectual Property Laws- Introduction, Legal Aspects of Patents, Filing of Patent Applications, Rights from Patents, Infringement of Patents, Copyright and its Ownership, Infringement of Copyright, Civil Remedies for Infringement

SEMESTER 3

COURSE CODE 9: STATISTICS FOR MANAGEMENT

Unit 1: **Introduction to Statistics:** Meaning and Definition of Statistics, Frequency Distribution, Tabulation of Data, Frequency Distribution Table, Methods of Presenting Statistical Information

Unit 2: **Statistical Survey:**Definition of Statistical Survey,Stages of Statistical Survey,Planning of a Statistical Survey,Execution of Statistical Survey,Basic terms used in Statistical Survey,Collection of data, Primary Data,Secondary Data,Pilot Survey and Scruting and Editing of Secondary data

Unit 3: **Measure of Centrral Tendency**:Arithmetic Mean (or Mean), Geometric Mean, Harmonic Mean, Median, Mode and Quartile

Unit 4: **Measures of Dispersion:** Concept of Dispersion- Range, Quartile Deviation, Mean Deviation, Standard Deviation, Coefficient of Variation

Unit 5: **Probability:** Basic Terminologies, Classical Definition of Probability, Axiomatic Approach to Probability and Some Theorems on Probability

Unit 6: **Conditioanal Probability:** Conditional probability, Multiplication theorem of probability, Law of probability, Baye's theorem

Unit 7: **Sampling and Sampling Distributions**: Introduction , Population and Sample - Universe or Population - Types of Population – Sample , Advantages of Sampling, Sampling Theory - Law of Statistical Regularity - Principle of Inertia of Large Numbers - Principle of Persistence of Small Numbers - Principle of Validity - Principle of Optimization , Terms Used in Sampling Theory , Errors in Statistics , Measures of Statistical Errors , Types of Sampling - Probability Sampling - Non-Probability Sampling, Case let on Types of Sampling, Determination of Sample Size, Central Limit Theorem

Unit 8: **Random variables and Prability Distribution :** Random Variables- Discrete Random Variables, Continuous Random Variables, Probability Distribution of Random Variables- Mean and Variance of Random Variables.

Unit 9: **Teoritical Distribution –I:**Bernoulli Trial, Binomial (and Bernoulli) Distribution and Poisson Distribution**,** ContinuousProbability Distribution, Normal Distribution, Properties of Normal Distribution and Standard Normal Variate

Unit 10: **Simple Corelation and Regression:**Correlation Analysis, Methods of Measuring Correlation, Probable error of correlation coefficient, Coefficient of determination, Regression Analysis, Regression Lines and Standard Error Of Estimate

Unit 11: **F-Distribution and Analysis of Variance (ANOVA):**Introduction, Analysis of Variance (ANOVA), Assumptions for F-test - Objectives of ANOVA - ANOVA table - Assumptions for study of ANOVA, Classification of ANOVA - ANOVA table in one-way ANOVA - Two way classifications

Unit 12: **Sampling and Population**: Concept of Population and Sample, Simple Random Sampling, Stratified Random Sampling, Systematic Random Sampling and Cluster Sampling

Unit 13: **Testing of Hypohsesis:**Statistical hypothesis: Null hypothesis and Alternative hypothesis, Errors in Hypothesis Testing, Level of Significance and Critical Region, One -Tailed and Two-Tailed Tests, General Procedure For Hypothesis Testing, Testing of Hypothesis in case of Large Samples, Testing of Hypothesis in case of Small Samples

Unit 14: Chi-Square Test: 3 The Chi-Square (χ^2) Distribution, Applications of χ^2 Test- χ^2 Test of Goodness of Fit, χ^2 Test for Independence of Attributes, χ^2 Test for a Specified Population Variance and χ^2 Test of Homogeneity

Unit 15: Business Forecasting: Prediction, Projection and Forecasting, Steps In Business Forecasting, Methods Of Business Forecasting, Theories of Business Forecasting, Utility Of Business Forecasting and Reliability of Business Forecasting

COURSE CODE 10: PRODUCTION AND OPERATIONS MANAGEMENT

Unit 1: **Production and Opearation Management*Functions*:**Evolution of Production and Operations Management,Concept of Production, Production System, Production Management, Operations Management, Managing Global Operations and Scope of Production and Operations Management

Unit 2: **Operations Management:**Introduction, Operations Management and Strategy, Achieving Operations strategies through Excellence, Tools for Implementation of Operations

Unit 3: **Operations Strategy:**Operations Strategy, Competitive Capabilities and Core Competencies, Operations Strategy as a Competitive Weapon, Linkage Between Corporate, Business, and Operations Strategy, Developing Operations Strategy, Elements or Components of Operations Strategy, Competitive Priorities, Manufacturing Strategies, Service Strategies, Global Strategies and Role of Operations Strategy, Case-lets

Unit 4: **Forecasting:**The Strategic Importance of Forecasting, Benefits, Cost implications and Decision making using forecasting, Classification of Forecasting Process,, Selection of the Forecasting Method, Qualitative Methods of Forecasting, Quantitative Methods, Associative Models of Forecasting and Accuracy of Forecasting

Unit 5: **Product Design, Process Planning and Design:** Product Design and Analysis, new product development, steps in product design, Factors to Consider in Product Design, Process planning and design- selection of process, process selection decisions, process planning design, Steps in Process Planning, Process Design- process research, capacity consideration.

Unit 6: **Capacity Planning:** Introduction- Capacity Planning ,Types of Capacity,Measures of Capacity ,Capacity Planning Strategies, Flexibility in Capacity in a facility, Increasing the capacity of a plant ,Estimating Capacity of a Facility, Capacity Planning: Evaluation of Alternatives, Equipment selection & investment decisions comparison of alternatives

Unit 7: **Facility Location:** Factors influencing plant location, break even analysis, single facility location problems, multifacility location problems, minimax location [problems, gravity location problem, Euclidean-distance location problem, covering problem, model for warehouse location problem

Unit 8: **Plant Layout and Materials Handling:** Plant Layout**,** Classification of layout, layout design procedures: systematic layout design procedures, Computerized Relative Allocation of Facilities Technique (CRAFT), CRAFT Procedure, application of CRAFT, Automated Layout Design Program (ALDEP), Computerized

Relationship Layout Planning (CORELAP), Algorithm and Models for Group Technology, Materials Handling Systems

Unit 9: **Materials Management and Inventory Control:** Integrated Materials Management, Components of Integrated Materials Management: Materials Planning, Inventory Control, Purchase Management, Stores management, Inventory Control: Inventory decisions, Costs Trade–off, Models of Inventory, Operation of Inventory System, Quantity Discount, Implementation of Purchase Inventory Model.

Unit 10: **Materials Requirement Planning:** Product Structure/ Bill of Materials (BOM), Concept of Materials Requirement Planning (MRP):Need for MRP,MRP Process, Important Terminologies in MRP, Benefits of MRP, Limitations of MRP, Implementation of MRP, Problems related to MRP, Production systems suitable for MRP implementation;Lot Sizing in Materials Requirement Planning (MRP), Capacity Requirement Planning, Manufacturing Resource Planning (MRP- II)

Unit 11: **Production Planning and Control:** Definition – Objectives of production Planning and Control (PPC): Functions of production planning and control (PPC) – Elements of production control: Routing; scheduling; dispatching; follow-up or expediting; techniques of control; PERT, Types of production Planning and control System, effective PPC, advantages PPC

Unit 12: **Work Study:** Introduction to Method Study and Time Study, Foundation of Work Study, components of Work Study , Time study standards, work sampling

Unit 13: **Quality Control:** Introduction to Quality Control, Organization for quality control, Classification of quality control techniques, process capability, process variations distribution, type of data, six sigma

Unit 14:Maintenenace Management: Objectives and types of Maintenance,Maintenance Policy ,Need for replacement,Criteria for Replacement,Replacement problems,Reliability,Determination of Maintenance crew size and Information system for Maintenance Management

Unit 15: **Modern Management Production Management Tools:** Just in Time Manufacturing –Introduction and overview, push/pull production, Total Quality

Management- scope, benefits; ISO 9000 Series- Benefits and steps in ISO 9000 Registration; Poka Yoke- characteristics, levels and classification of Poka Yoke; Kaizen –elements and classification of Kaizen, steps in implementation of Kaizen Blitz; Business Process Reengineering (BPR) : steps and applications; supply chain management, Enterprise Resource Planning (ERP).

COURSE 11: BUSINESS RESEARCH METHODOLOGY

Unit 1: **Introduction to Research:** Meaning of research; Types of research- Exploratory research, Conclusive research; The process of research; Research applications in social and business sciences; Features of a Good research study.

Unit 2: **Research Design:** Meaning of Research Designs; Nature and Classification of Research Designs; Exploratory Research Designs: Secondary Resource analysis, Case study Method, Expert opinion survey, Focus group discussions; Descriptive Research Designs: Cross-sectional studies and Longitudinal studies; Experimental Designs, Errors affecting Research Design

Unit 3: **Research Problem and Formulation of Research Hypotheses:** Defining the Research problem; Management Decision Problem vs Management Research Problem; Problem identification process; Components of the research problem; Formulating the research hypothesis- Types of Research hypothesis; Writing a research proposal- Contents of a research proposal and types of research proposals.

Unit 4: **Primary and Secondary Data:** Classification of Data; Secondary Data: Uses, Advantages, Disadvantages, Types and sources; Primary Data Collection: Observation method, Focus Group Discussion, Personal Interview method

Unit 5: **Measurement and Scaling:** Types of Measurement Scales; Attitude; Classification of Scales: Single item vs Multiple Item scale, Comparative vs Non-Comparative scales, Measurement Error, Criteria for Good Measurement

Unit 6: **Sampling:** Sampling concepts- Sample vs Census, Sampling vs Non Sampling error; Sampling Design- Probability and Non Probability Sampling design; Determination

of Sample size- Sample size for estimating population mean, Determination of sample size for estimating the population proportion

Unit 7: **Questionnaire Design:** Questionnaire method; Types of Questionnaires; Process of Questionnaire Designing; Advantages and Disadvantages of Questionnaire Method.

Unit 8: **Univariate and Bivariate Analysis of Data:**Descriptive vs Inferential Analysis, Descriptive Analysis of Univariate data- Analysis of Nominal scale data with only one possible response, Analysis of Nominal scale data with multiple category responses, Analysis of Ordinal Scaled Questions, Measures of Central Tendency, Measures of Dispersion; Descriptive Analysis of Bivariate data

Unit 9: **Testing of Hypotheses:** Concepts in Testing of Hypothesis – Steps in testing of hypothesis, Test Statistic for testing hypothesis about population mean; Tests concerning Means- the case of single population; Tests for Difference between two population means; Tests concerning population proportion- the case of single population; Tests for difference between two population proportions.

Unit 10: **Chi-square Analysis:** Chi square test for the Goodness of Fit; Chi square test for the independence of variables; Chi square test for the equality of more than two population proportions

Unit 11: **Analysis of Variance:** Completely randomized design in a one-way ANOVA; Randomized block design in two way ANOVA; Factorial design

Unit 12: **Research Report Writing:** Types of research reports – Brief reports and Detailed reports; Report writing: Structure of the research report- Preliminary section, Main report, Interpretations of Results and Suggested Recommendations; Report writing: Formulation rules for writing the report: Guidelines for presenting tabular data, Guidelines for visual Representations.

Unit 13: **Ethics in Research:** Meaning of Research Ethics; Clients Ethical code; Researchers Ethical code; Ethical Codes related to respondents; Responsibility of ethics in research

COURSE CODE 12: BUSINESS POLICY AND STRATEGIC MANAGEMENT

Unit 1: **Introduction to Business Policy:** Introduction, Overview of Business Policies, Importance of Business Policies, Definitions of Policy, Procedures, Process and Programmes, Types of Policies, Business Policy Statements, Corporate Culture

Unit 2: **Business Policy and Decision Making:** Introduction, Factors Considered Before Framing Business Policies, Steps Involved in Framing Business Policies, Policy Cycle and its Stages, Implementation of Policy Change, Role of Policies in Strategic Management, Business Policy and Decision Making

Unit 3: **Introduction to Strategic Management**: Historical development and Evolution of strategic management in India, concept and definition of Strategy, levels at which strategy operates, Strategic Decision Making, the process strategic management, strategists and their role in strategic management.

Unit 4: **Strategic Intent:** concept of strategic intent, stretch, leverage and fit, concept of vision defining vision, benefits of having vision, process of envisioning and defining mission, characteristics of mission statement, definition of business ,dimensions of business definition, business models and their relationship with strategy.

Unit 5: **Environmental Appraisal:** Concept of environment, characteristics of environment, internal and external environment, classification of environmental sectors (economic environment, international environment, market environment, political environment, regulatory environment, socio-cultural environment, supplier environment and technological environment), factors and approaches to environmental scanning, methods and techniques used for environmental scanning, factors affecting environmental appraisal.

Unit 6: **Organizational Appraisal:** Organisational Resources, Orgnaisational behaviour, its strength and weakness**, competencies, strategic and competitive advantages.** organizational capability factors (Financial Capability, marketing Capability, Operations Capability, Personnel Capability, Informational Management Capability); Factors affecting organizational appraisal, approaches to Organisational Appraisal; methods and techniques used for organizational appraisal(Internal Analysis, Comparative Analysis, Comprehensive Analysis)

Unit 7: **Corporate Level Strategies-I: Concentration, Integration and Diversification**: Corporate Level Strategies (Expansion Strategies, Stability Strategies, Retrenchment Strategies, combination Strategies), Concentration strategies; Integration strategies (Horizontal Integration and Vertical Integration), diversification strategies (Concentric Diversification, Conglomerate Diversification); Need for Diversification Strategies; Risk of Diversification.

Unit 8: **Corporate Level Strategies-II: Internationalisation, Cooperation and digitalisation:** Internationalisation Strategies (Porter's Model of Competitive Advantage, Types of International Strategies, Advantages and Disadvantages of Expansion through Internationalisation, strategies for Local Companies Competing with Global Companies, emergence of the Indian MNC)

Unit 9: **Business Level Strategies:** Foundation of business level stretegies, industry structure, positioning of firm in industry, generic business strategies: cost leadership business strategy, differentiation business strategy, Focus business strategy, Integrating cost leadership and differentiation; Tactics for business strategies: Timing Tactics, Market Location tactics; Business strategies for different Industry Conditions: Embryonic Stage, Growth Stage, maturity Stage, Decline Stage

Unit 10: **Strategic Analysis and Choice:**Introduction, Strategy Analysis and its Importance; Process of Strategic Choice: Focusing on Strategic Alternatives, analyzing the Strategic Alternatives, choosing from the Strategic Alternatives; Tools and Techniques for Strategic Analysis, corporate portfolio analysis, SWOT Analysis, Experience curve analysis, Life cycle Analysis, Industry Analysis, Strategic Groups Analysis, competitors analysis; Contingency Strategies.

Unit 11: **Strategy Implementation:** Nature and barriers to strategy Implementation; Model of Strategy implementation, Project Implementation: Project management and Strategy Implementation; Procedural implementation: Regulatory mechanism in India; Resource Allocation: Strategic budgeting, factors affecting resource allocation, Difficulties in Resource Allocation

Unit 12: **Structural Implementation:** Concept of Structure, Structure and Strategy, stages of Development of Organizations; Types o organisational structures: Entrepreneurial Structure, Functional Structure, Divisional Structure, SBU Structure, Matrix Structure, Network Structure, Other types of Structures; Organisational Design and Change; Organisational systems and Process: Information system, Control system, Reward system.

Unit 13: **Behavioural Implementation:** Stakeholders and Strategic management: stakeholders Relationship management, Stakeholders Analysis; Corporate Governance and Strategic Management: Corporate Governance, relating corporate governance to Strategic Management; Role of Board of Directors in Strategic management; Strategic Leadership: tasks , styles and role of Strategic Leaders; Corporate culture and strategic management: composition of corporate culture and impact of culture on Corporate, Personal values and Business Ethics: Meaning and importance of values and ethics; social responsibility and strategic management: views on social responsibilities and social responsibility in Indian Context

Unit 14: **Functional and Operational Implementation:** Functional Strategies, Functional Plans and Policies, Financial Plans and Policies, Marketing plans and policies, Operational Plans and Policies, Personnel Plans and policies, Information management Plans and Policies

Unit 15: **Strategic Evaluation and Control:** Nature, Importance and requirements for effective of Strategic Evaluation ; strategic control: implementation control and strategic surveillance; Operational Control: process of Evaluation, setting of Standard, measurements of Performance, analyzing variances and taking corrective actions; Techniques of Strategic Evaluation and control; Role of Organisational Systems in Evaluation

SEMESTER 4 (Four courses from any one Specialization)

FINANCE SPECIALIZATION

COURSE CODE 13: INVESTMENTS MANAGEMENT (Elective)

Unit 1: **Investment – A Conceptual Framework:** Investment process, risks of investment and the common mistakes made in investment management

Unit 2: I**nvestment Environment:** Features and composition of money market and capital market, money market, capital market instruments and financial derivatives

Unit3: **Risk and Return:** Concepts of risk and return, how risk is measured in terms of standard deviation and variance, the relationship between risk and return

Unit 4: **Fundamental Analysis:** Economy analysis, industry analysis and company analysis, weaknesses of fundamental analysis

Unit 5: **Technical Analysis:** Tools of technical analysis, important chart formations or price patterns and technical indicators

Unit 6: **Efficient Market Hypothesis:** Concept of 'Efficient Market' and its implications for security analysis and portfolio management.

Unit 7: **Valuation of bonds and shares:** Elements of investment, bond features and prices, call provisions on corporate bonds, convertible bonds and valuation of bonds

Unit 8: **Portfolio Management – Risks and Returns:** Concept of portfolio and portfolio management, concept of risk, types of portfolio management

Unit 9: **Markowitz Portfolio Selection Model:** Concept of portfolio analysis and diversification of risk. Also discusses Markowitz Model and Efficient Frontier

Unit 10: **Capital Asset Pricing Model (CAPM):** Deals with the assumptions of CAPM and the inputs required for applying CAPM and the limitations of this Model

Unit 11: **Sharpe-The Single Index Model:** Measurement of return on an individual stock, measurement of portfolio return and measurement of individual stock risk

Unit 12: **Factor Models and Arbitrage Pricing Theory:**Arbitrage Pricing Theory and its principles, Comparison of Arbitrage Pricing Theory with the Capital Asset Pricing Model.

Unit 13: **International Portfolio Investments:**Investment avenues for foreign portfolio investors, risks and returns associated with such investment.

Unit 14: **Mutual Fund Operations:** Mutual funds as a key financial intermediary, mobilizing savings and investing them in capital markets.

Unit 15: **Case Studies in Investement Management**

COURSE CODE 14: STRATEGIC MANAGEMENT ACCOUNTING (Elective)

Unit 1: **Standard costing** – concept and purpose, types of standards. Standard Setting, variance analysis.

Unit 2: **Budgetary control** – meaning and purpose, component of effective budgeting program. Performance budgeting.

Unit 3: **Zero-based budgeting** – concept, importance and relevance.

Unit 4: **Capital Budgeting-**An Investment Concept; Capital Budgeting Process; Cash Flow Estimation; Capital Budgeting Evaluation Methods: Discounted Cash Flow Methods

and Non-discounted Cash Flow Methods; The Ranking of Investment Projects; Post-investment Audit

Unit 5: **Responsibility Accounting in Decentralized Organization**: Decentralization; Advantages and Disadvantages of Decentralization; Responsibility Accounting System; Types of Responsibility Centres; Traditional vs. Contemporary Responsibility Accounting; Limitations of Traditional Responsibility Accounting: Activity Based Management.

Unit 6: **Transfer Pricingin Decentralized Organization**: Transfer Pricing: Transfer Price; Objectives of Transfer Price; Transfer Pricing Methods: Cost-Based Transfer Prices, Market-Based Transfer Prices, Negotiated Transfer prices, Dual Transfer Pricing; Choosing the Right Transfer Pricing Method; Transfer price for Service Departmens; Multinational Transfer pricing; Behavioral Implications of Transfer Pricing.

Unit 7: **Traditional Financial performance Measures:** Divisional Profits, Cash Flow, Return on Investment, Residual Income; Limitations of Traditional Methods for Evaluating Segment performance; Non-financial Performance Measures; Throughput as a Non-financial performance Measure; Activity-Based Costing and performance Evaluation; Performance Evaluation in Multinational Selling.

Unit 8: **Managing Productivity:** Definition Productivity; Measuring Productivity: Partial and Total; Measuring Changes in Activity Efficiency: Activity Productivity Analysis, process productivity Analysis; Quality and Productivity.

Unit 9: **Balanced Scorecard:** Measuring Total Business unit performance – The BSC – Financial perspective – customer perspective – internal business process perspective – Learning and Growth perspective. Four perspectives and their sufficiency.

Unit 10: **Benchmarking:** Meaning – Benefits of Benchmarking analysis – Types of benchmarking – Benchmarking process – TQM and Benchmarking – Management accounting for benchmarking.

Unit 11: **Responsibility centres** – need for divisionalization, types of responsibility centres. Performance reports, responsibility accounting.

Unit 12: **Behavioral aspects** – segmented performance evaluation. Transfer pricing.

Unit 13: **Activity Based Costing (ABC) systems** – tracing costs from activities to products and services. Activity based management, activity cost drivers. ABC vs traditional costing.

Unit 14: **Customer Account Profitability(CAP) analysis** – meaning and need for CAP analysis. Managing customer profitability, managing relationships – customer costs in service companies.

Unit 15: **Product Life Cycle(PLC) costing** – PLC assessment, cost assessment; pricing and evaluation criteria for products at different stages of PLC. Using ABC for analyzing customer profitability.

COURSE CODE 15: MANAGEMENT OF FINANCIAL SERVICES (Elective)

Unit 1: **Introduction to Financial Services:** Definition and nature of Financial Services, scope and growth of Financial Services, role of service providers in Financial Services: Credit Rating Agencies, Depositories, Depository participants, Factoring, Merchant bank, Venture capital; Financial Services Sector: Need for Change, Future of Financial Services in India.

Unit 2: **Indian Financial System:** Financial system in India: scope and components, nature and functions of financial systems, Key Players in Financial market, development of merchant banks and regulations

Unit 3: **Money Market Instruments:** Concept of money market, Money Market instruments: call money/notice money/term money, bankers Acceptance, Certificate of deposit, treasury bills, commercial bills, commercial papers, cas management bills; deficiencies nadproblrms in Indian Money Market

Unit 4: **Regulatory framework for Financial Services in India:** Need for and Regulators in Indian Financial System, Regulations of Capital market, Reserve bank of India: different functions of RBI, RBI's Credit Control Tools: Bank Rate, Repo Rate, difference between Bank Rate and repo Rate, Reverse Repo rate, cash Reserve ratio

Unit 5: **Management of Risk in Financial Services:** Meaning, nature and importance of Risk, systematic and unsystematic Risk, Types of Risks in Financial services: Credit Risk, Market risk, business Risk, Operational Risk, Interest Rate Risk, Financial risk, Currency Risk; Role of Technology in Risk Management.

Unit 6: **Merchant Banking Services:** History of merchant Banking, Growth of Merchant banking in India Definition and meaning of Merchant banker, Importance of Merchant Banking In India, Merchant Bank vs Commercial Bank, SEBI guidelines for Merchant Banker.

Unit 7: **Securities and Exchange Board of India:** Functions, Powers and Objectives of SEBI, Role of SEBI: corporatization and Demutualization of Stock Exchanges, Insider Trading, Paperless Trading in Exchanges, IPO Grading; Role of SEBI in Monitoring Stock Exchanges; DEMAT Accounts, Dematerialization.

Unit 8: **Securities Market:** Role of Market ;makers in the securities market, Capital Issue Management, Classification of Issues, Role of Intermediaries ion a Public Issue, Debentures and its types, Bonds and its types, Difference between Debenture and Bond

Unit 9: **Raising Capital from International Markets -** needs of Indian companies for raising funds from foreign markets usage of euro issue, evaluation of various types of depository receipts -American Depository Receipts, Global Depository Receipts, FCCBs and FCEBs.

Unit 10: **Depository System in India -** depository system, the Depository Act of 1996 and depository participants. NSDL, CDSL and benefits of a depository system

Unit 11: **Mutual Funds and AMCs -** mutual funds, various types of mutual funds schemes, advantages and disadvantages of investing in mutual funds, legal structure and the regulation of mutual funds in India.

Unit 12: **Leasing and Hire Purchase -** Introduction to leasing, Evolution and Meaning of Leasing, types of leasing**,** Meaning of Hire Purchase, differences between hire purchase and installment sale, differences between leasing and hire purchase

Unit 13: **Mergers and Acquisitions –** Introduction of mergers and acquisitions, benefits of mergers, the procedure and theories of mergers and the legal aspects governing mergers, acquisitions and takeovers in India

Unit 14: **Portfolio Management and Credit Rating -** Introduction of portfolio management, theories of portfolio management, techniques of portfolio evaluation and measures of portfolio revision, Introduction of credit rating, processes, scope of credit rating agencies in India.

Unit 15: **Securitization of Debts and Factoring -**Introduction of securitization, features, advantages and the steps involved in the securitization process, process and features of factoring, types of factoring contracts, advantages and disadvantages of factoring, differences between factoring and bill discounting, process of factoring as it exists in India and explains the process of forfeiting.

COURSE CODE 16: INTERNATIONAL FINANCE (Elective)

Unit 1: **Financial Management in a Global Context:** Introduction, Finance Function, the emerging Challenges, Recent Changes in Global Financial markets

Unit 2: **Nature and measurement of Exposure and Risk:** Introduction, Exchange rate and Interest Rate Volatility, Exposure and Risk, Classification odf Foreign Exchange Exposure and Risk, Accounting Treatment of transaction and Translation Exposure, Exchange rates, Interest Rates, Inflation rates and Exposure

Unit 3: **Balance of Payments:** Concepts and principles of balance of payments and its various components, The Current Account, Deficit and Surplus and Capital Account Convertibility, Importance of BOP Statistics

Unit 4: **International Monetary System:** Introduction, Exchange Rate Regimes, International monetary Fund (IMF), Problem of adjustment, Economic and Monetary Union (EMU)

Unit 5: **Global Financial markets and Interest Rate:** Introduction, Domestic and Offshore markets, Euro markets, Interest Rates in the Global Money markets, overview on Money Market Instruments

Unit 6: **Foreign Exchange Market:** origin of the concept of foreign exchange, Structure of Foreign Exchange Market, Types of Transactions and Settlement Dates, Exchange Rate Quatations and Arbitrage, Forward Quotations, Pricing Short Date and Broken Date Contracts, Foreign Exchange Market in India.

Unit 7: **Forward, Swaps and Interest Parity:** Introduction, Arbitrage without Transaction Costs, Arbitrage with Transaction Costs, Swaps and Deposit Markets, Interbank forward Dealing, Option Forwards, Forward-Forward Swaps, FSA, ERA and FXA, Forward Currency market and rates in India

Unit 8: **Currency and Interest Rate Futures:** Introduction, Future Contracts, Markets and the Trading Process, Future Price, expected Spot Price and Forward Prices, hedging and Speculation with currency Futures, Interest Rate Futures, Hedging and speculation with Interest Rate Futures

Unit 9: **Exchange Rate Determination:** Exchange rate movements, factors that influence exchange rates, movements in cross exchange rates, concepts of international arbitrage, interest rate parity, and purchasing power parity and the International Fisher effect.

Unit 10: **Foreign Trade Finance:** Concept of foreign trade finance, concepts of financing exports and financing imports and documentary collections, factoring, forfeiting and countertrade

Unit 11: **Nature and Measurement of Foreign Exchange Exposure:** Nature and measurement of foreign exchange exposure, Types of exposures and the various types of translation methods.

Unit 12: **International Capital Structure:** International capital structure, cost of capital, the capital structure of MNCs, cost of capital in segmented versus integrated markets.

Unit 13: **International Capital Budgeting:** Introduction of international capital budgeting, adjusted present value model, capital budgeting from parent firm's perspective and expecting the future expected exchange rate analysis

Unit 14: **International Taxation:** international tax system, principles of taxation, double taxation, tax havens and transfer pricing. International tax management strategy and Indian tax environment.

Unit 15: **Foreign Direct Investment, International Portfolio and Cross- Border Acquisitions:** flow, cost and benefits of Foreign Direct Investment. ADR and GDR, concept of portfolio, cases on cross border acquisitions.

MARKETING SPECIALIZATION

COURE CODE 17: SALES, DISTRIBUTION AND SUPPLY CHAIN MANAGEMENT (Elective)

Unit 1: **Overview of Sales Management-** Introduction, Objectives, Role of Sales Management in Marketing, Role of Sales Management in Marketing Strategy Development, Nature and Responsibilities of Sales Management, Careers in Sales Management, Modern Roles and Required Skills for Sales Managers

Unit 2: **Understanding Personal Selling and Sales Force Management-** Introduction, Objectives, Approaches to Personal Selling, Process of Personal Selling, Automation in Personal Selling, Organization Design and Staffing, Sales Planning, Time and Territory Management, Managing the Sales Force.

Unit 3: **Understanding Personal Selling and Sales Force Management-** Introduction, Objectives, Approaches to Personal Selling, Process of Personal Selling, Automation in Personal Selling, Organization Design and Staffing, Sales Planning, Time and Territory Management, Managing the Sales Force

Unit 4: **New Trends in Sales Management-** Introduction, Sales Management Information System, Relationship Marketing, Role of E-commerce in Selling, International Sales Management, Challenges Faced by International Sales Managers

Unit 5: **Channel management-** Introduction, Marketing Channels, Designing Channels, Selection and Recruitment of Channel Partners, Channel Motivation, Channel Relationships Management, Channel Evaluation, Information Systems for Channels

Unit 6: **Wholesaling-**Introduction, Definition of Wholesalers, Functions of Wholesalers, Types of Wholesalers, Strategic Issues in Wholesaling, Technology in Wholesaling, Trends in Wholesaling, Wholesaling Challenges, Future of Wholesaling

Unit 7: **Retailing-** Introduction, Definition of Retailers, Origin of Retailing, Scope of Retailing, Retailing Scenario: An Overview, Retailing: Importance and Success Factors, Retail Format

Unit 8: **Emerging Concepts in Distribution Management-**Introduction, Indian Distribution Scenario at Present, Vertical Marketing System, Horizontal and Multi-Channel Marketing Systems, Understanding Distribution of services.

Unit 9: **The Basics of Supply Chain Management-** Introduction, Definition of Supply Chain Management, Evolution of the Concept of Supply Chain Management, Key Drivers of Supply Chain Management, Typology of Supply Chains, Cycle View of Supply Chain, Problems in SCM and Suggested Solutions

Unit 10: **Planning Demand and Supply-I:** Introduction, Three Components of SCM, Demand Management, Demand Forecasting

Unit 11: **Planning Demand and Supply-** Introduction, Supply Management, Evolution of ERP, Concept of ERP in SCM, Quick Response and Accurate Response System in SCM, Use of Other Planning Strategies

Unit 12: **Procurement and Inventory Management-** Introduction, Supply Chain Operations: Procurement Cycle, Inventory Management, Inventory Costs, Types of Inventory Models, Inventory Control Systems, Tools of Inventory Management.

Unit 13: **Logistic Management:** Definition of Logistics and Logistics Management, Types of Logistic Activities, Importance of Logistics Management, Integrated Logistics and its Support, Determinants of Designing Logistical System, Transportation, Warehousing, Packaging

Unit 14: **Supply Chain Benchmarking-** Introduction, Understanding the Benchmarking Concept, Benchmarking Process, Benchmarking Procedure

Unit 15: **Recent Trends in Supply Chain Management-**Introduction, New Developments in Supply Chain Management, Outsourcing Supply Chain Operations, Co-Maker ship, The Role of E-Commerce in Supply Chain Management, Green Supply Chain Management, Distribution Resource Planning, World Class Supply Chain Management

COURSE CODE 18: SERVICE AND RETAIL MARKETING (Elective)

Unit 1: **Introduction to Service Marketing:** Definition and concept, Scope of services, Goods services continuum, Types of services – goods and services categorization, Industrial services, Segmentation, target marketing and positioning, Customer expectations and perceptions of services.

Unit 2: **Service marketing mix** – product, price, place, promotion, people, physical evidence and process.

Unit 3: **Service quality:** dimensions of service quality, measuring service quality, Strategies for dealing with intangibility, inventory, inconsistency and inseparability, Building customer relationship through segmentation and retention strategies.

Unit 4: **Service marketing triangle** – external marketing, internal marketing, relationship marketing and interactive marketing.

Unit 5: **Introduction to Retailing:** Introduction, Meaning of Retailing, Economic Significance of Retailing, Retailing Management Decision Process, Product Retailing vs. Service Retailing, Types of Retailers, Retailing Environment, Indian vs. Global Scenario

Unit 6: **The Retail Marketing Segmentation:** Introduction, Importance of Market, Segmentation in Retail, Targeted Marketing Efforts, Criteria for Effective Segmentation, Dimensions of Segmentation, Positioning Decisions , Limitations of Market Segmentation

Unit 7: **Store Location and Layout:**Introduction, Types of Retail Stores Location, Factors Affecting Retail Location Decisions, Country/Region Analysis, Trade Area Analysis, Site Evaluation, Site Selection, Location Based Retail Strategies

Unit 8: **Retail Marketing Strategies:** Introduction, Target Market and Retail Format, Strategy at different levels of Business, Building a Sustainable Competitive Advantage, the Strategic Retail Planning Process, Retail Models, Retail "EST" model

Unit 9: **Retail Merchandising:** Introduction, Understanding Merchandising Management, Activities of a Merchandiser, Retail Merchandising Management Process

Unit 10: **Retail Pricing-** Introduction, Establishing Pricing Policies, Factors Influencing Pricing, Pricing Strategies, Psychological pricing, Mark-up and Mark-down Pricing

Unit 11: **International Retailing-** Introduction, Stages in Retail Global Evolution, Reasons for Going Global, Benefits of Going Global, Other Opportunities and Benefits of Going Global, Market Entry Methods

Unit 12: **E-Tailing-** Introduction, E-tailing, Role of Technology in Satisfying Market Demand, Technology in Retail Marketing Decisions, Structure and Developments in E-tailing, Factors Influences the Growth of E-Tailing, Advantages & Disadvantages of E-Tailing, Future of Electronic Retailing

Unit 13: ***Customer Relationship Management*** **in Retailing-**Introduction, Benefits of Relationship Marketing, Management of Relationship, Principles of CRM, Customer Relationship Management Strategies, Components of CRM, Customer Service in Retailing, CRM and Loyalty Program

Unit 14: **Rural Retailing-** Introduction, an Overview of the Indian Rural Market, Role of Rural retailing in India, Challenges in Indian Rural Market, Periodic Markets

(Shanties/Haats/Jathras), Rural retail Players in India, Rural Retail Strategies, Future of Rural retailing

Unit 15: **Case Study** in Services and Retail Marketing

COURSE 19: INDUSTRIAL AND RURAL MARKETING (Elective)

Unit 1: **Introduction to Industrial Marketing:** Concept and characteristics of industrial marketing,

Unit 2: **Types of industrial markets** – industrial buyer behavior. Strategic industrial marketing – marketing research.

Unit 3: **Classification of industrial products and services** – new product development and introduction. Industrial product management – pricing decisions in industrial markets.

Unit 4: **Formulating channel strategies and physical distribution decisions**, promotional strategies for industrial goods/services. Developing marketing strategies and programs for industrial goods/services.

Unit 5: **Rural Marketing**: A Conceptual Framework, Nature & Characteristics of Rural Market. Challenges & Opportunities, An Overview of Indian Rural Market.

Unit 6: **Rural Consumer Behaviour:** Characteristics of Rural, consumer ConsumerBehaviour Roles, Factors influencing Purchase of Products in Rural Market.

Unit 7: **Rural Marketing Research:** Process of Research in Rural Markets, Sources and Methods of Data Collection, Data Collection Approaches in Rural Markets.

Unit 8: **Segmenting, targeting and positioning of Rural Markets:** Conditions for Effective Market Segmentation, Approaches for Segmenting the Rural Market, Rural Market Segmentation Tools.

Unit 9: **Product , Pricing and Promotion strategy of Rural Markets** – product mix decisions, competitive product strategies for rural markets. Pricing strategy – pricing policies, innovative pricing methods for rural markets. Promotion strategy – appropriate media and designing right promotion mix.

Unit 10: **Distribution and logistics management** – selection of appropriate channels – new approach to reach out rural markets.

Unit 11: **Principles of Innovation for Rural Market**: Need for Innovation in Rural Market, Role of Government & NGOs in Rural Marketing.

Unit 12: **Rural and Urban Markets:** A Comparative Analysis, Parameters Differentiating Urban & Rural Markets, Similarities and Differences in Consumer behaviour in Rural & Urban Markets.

Unit 13: **e-Rural Marketing:** e-Choupal Model of ITC, IT for Sustainable Rural Development and E-Governance in rural market Corporate Sector in Agri-business: Cultivation, Processing & Retailing Organized Rural Retailing

Unit 14: **Social Marketing:** Corporate Social Responsibility and Rural Marketing, Consumer Education: Consumer Education and consumer movement in rural India. Role of government in Rural Marketing, Role of NGOs in Rural Marketing

Unit 15: **Case Study**in Industrial and Rural Marketing

COURSE CODE 20: CONSUMER BEHAVIOR (Elective)

Unit 1: **Introduction to Consumer Behaviour and Consumer Research:**Introduction, Consumer Behaviour – Definition, Consumer and Customers, Buyers and Users, Organisations as Buyers, Development of Marketing Concept, Consumer Behaviour and its Applications in Marketing, Consumer Research Process

Unit 2: **Marketing Segmentation and Positioning:** Introduction, Requirements for Effective Segmentation, Bases for Segmentation, Determining How Many Segments to Enter, Product Positioning: An Introduction, Positioning Strategy, Positioning Approaches, Positioning Errors Consumer Motivation: Introduction, Needs and Goals, motivational Conflict, Defense Mechanisms, Motive Arousal, Motivational Theories, Maslow's hierarchy of needs, Motivation Research

Unit 3: **Consumer Motivation:** Introduction, Needs and Goals, motivational Conflict, Defense Mechanisms, Motive Arousal, Motivational Theories, Maslow's hierarchy of needs, Motivation Research

Unit 4: **Consumer Perception:**Introduction, Sensation (Exposure to Stimuli), Perceptual Selection, Perceptual Organisation, Factors that Distort Individual Perception, Price Perceptions, Perceived Product and Service Quality, Consumer Risk Perceptions

Unit 5: **Consumer Learning, Memory and Involvement:**Introduction, Components of Learning, Behavioral Theory, Cognitive Learning Theory, Memory System, Memory Process, Concept of Involvement, Dimensions of Involvement, Involvement and Types of Consumer Behaviour, Cognitive Response Model, Elaboration Likelihood Model, Social Judgment Theory, Brand Loyalty and Brand Equity

Unit 6: **Consumer Attitudes:**Introduction, Functions of Attitude, Attitude Models, Factors that Inhibit Relationship between Beliefs, Feelings and Behaviour, Learning Attitudes, Changing Attitudes, Attitude Change Strategies

Unit 7: **Consumer Behaviour and Marketing Communications:**Introduction, Marketing Communication Flow, Communications Process, Interpersonal Communication, Persuasive Communications, source, message, message appeals, communication feedback

Unit 8: **Cultural Influences on Consumer Behaviour:**Introduction, Characteristics of Culture, Values, Sub-cultures, Cross-cultural Influences, Cultural Differences in Non-verbal Communications

Unit 9: **Social Class and Group Influences on Consumer Behaviour:**Introduction, nature of Social Class, Social Class Categories, Money and Other Status Symbols, Source of Group Influences, Types of Reference Groups, Nature of Reference Groups, reference Group Influences, Applications of Reference Group Influences, Conformity to Group Norms and Behaviour, Family Life Cycle Stages, nature of Family Purchases and Decision-making, Husband-wife Influences, Parent-child Influences, Consumer Socialization of Children, word-of-Mouth Communications within Groups, opinion Leadership

Unit 10: **Diffusion of Innovation:**Introduction, Types of Innovation, Diffusion Process, Factors Affecting the Diffusion of Innovation, The Adoption Process, Time Factor in Diffusion Process, Culture, Communication and Diffusion

Unit 11: **Situational Influence on Consumer's Decision and the Decision Models:** Introduction, Nature of Situational Influence, Situational Variables, Types of Consumer Decisions, Nicosia Model of Consumer Decision-making (Conflict Model), Howard-Sheth Model (also called Machine Model), Engel, Blackwell, Miniard Model (also called Open System)

Unit 12: **Consumer Decision-making Process –** Problem Recognition, Information Search and Evaluation of Alternatives: Introduction, Problem Recognition, Information Search, Evaluation of Alternatives

Unit 13: **Consumer Decision-making Process:**Outlet Selection, Purchase and Post Purchase Behaviour, Introduction, Outlet Selection and Purchase, Post Purchase Behaviour

Unit 14: **Organizational Buying Behaviour:**Introduction, Organizational Buyer Characteristics, Purchase and Demand Patterns, Factors Influencing Organizational Buyer Behaviour, organizational Buyer Decision Process, Organizational Buying Roles

Unit 15: **Case Study**in Consumer Behaviour

HRM SPECIALISATION

COURSE CODE 21: INDUSTRIAL RELATIONS AND LABOUR LEGISLATION (Elective)

Unit 1: **Industrial Relations:** An Introduction, Meaning and definition of Industrial Relations, Evolution of Industrial Relations, Approaches to Industrial Relation, Trade unionism, Tripartite and Bipartite bodies and Industrial disputes.

Unit 2: **Influencing factors of IR**: Influencing factors of IR in enterprise and the consequences, employment structure, social partnership, labour market in India

Unit 3: **Trade Unions:** Growth of Trade uniond in India, legal framework, union recognition, union problems. Employees association, membership and financial status, Trade Union Act 1926

Unit 4: **Industrial Dispute and Employee Grievance :**Nature and scope of Industrial Dispute, causes and consequences of Industrial Dispute, Prevention and settlement of Industrial dispute in India, Nature of Grievance, Causes of Grievance, the grievance redressal procedure.

Unit 5: **Machinery for prevention and settlement of Industrial Dispute:** Statutory and non-statutory measures and other statutory measures

Unit 6: **Collective Bargaining:** Meaning and concept of collective bargaining, Features and strategies of Collective Bargaining, approaches to collective Bargaining, Impact of collective bargaining and workers participation in management on Industrial Relations.

Unit 7: **Workers Participation in Management:** Concept of Workers Participation in Management, Features and objectives of workers participation in management, Forms of workers participation in India, Merits of workers participation in management, Demerits of workers participation in management, W.P.M in India and Making WPM effective.

Unit 8: **Concept of Wages:** Meaning and concept of wages, Objectives of wage and salary administration, Theory of Wages, Methods of Wage Payment and Wage differentials

Unit 9: **Social security in India:** health and occupational safety programs – salient features of workmen compensation Act and Employees' State Insurance Act relating to social security. Objectives of workers' education.

Unit 10: **Introduction to Labour Legislation:** Social legislation and Labour Legislation , Forces influencing Labour Legislation in India, Principals of modern Labour Legislation, types of Labour Legislation

Unit 11: **The Factories Act, 1948:** Objectives, Coverage, Welfare Measures, Administrative machinery, recommendations of Second National Commission on Labour. Industrial Employment (standing order) Act, 1946: Objective, coverage, Benefits and main provisions of the act.

Unit 12: **Industrial Disputes Act, 1947:** Objective, Coverage, Benefits, strikes and lockout, Conciliation Officers, Board, Court of enquiry, Labour Court, tribunals, National tribunals, Amendments, Collective Bargaining: Importance, Levels, Collective agreements, Hurdles to Collective Bargaining in India

Unit 13: **The Workmen's Compensation Act, 1923:** Objective, Coverage, Benefits ,Main provisions. Employee's State Insurance Act, 1948: objective, scope, coverage, benefits, The role of ESI Corporation and ESI Hospitals, critical appraisal of the Act

Unit 14: **The Employee's Provident Fund and Miscellaneous Provision Act, 1952:** Objectives, coverage, employers' obligations, benefits, penalties, critical appraisal of the Act.

Unit 15: **Social Security Act:**Minimum wage Act 1948, Payment of wages Act 1936, Payment of Bonus Act 1965, Equal remuneration Act 1976.

COURSE CODE 22: ORGANIZATION CHANGE AND DEVELOPMENT (Elective)

Unit 1: **Organisational development-** An introduction: Organisational Development – Meaning and Definition, History of OD, Relevance of Organisational Development for Managers, Characteristics of OD, Assumptions of OD

Unit 2: **Change Process and Models:** Organisational Change, Strategies for Change, Theories of Planned Change (Lewin's change model, Action research model, the positive model), Action Research as a Process, Resistance to Change

Unit 3: **Role of OD Practitioner:** OD Practitioner, Role of OD Professional in Organisations, Competencies Required for an OD Professional, Scope of the Role of an OD Professional

Unit 4: **Process of OD:**Process of OD, Components of OD program, OD program phases, Making an Entry, Developing Contract, Launch, Situational Evaluation, Closure

Unit 5: **Designing Interventions:**OD Interventions, Characteristics of OD Interventions, Levels of Diagnosis in Organisations, OD Map, Factors Affecting Success of Interventions

Unit 6: **Values and Ethics in OD:**Professional Values, Value Conflict and Dilemma, OD Values and Changing Themes over Time, Ethics in OD, Ethical Dilemmas in Practicing OD, Factors that Influence Ethical Judgement

Unit 7: **Issues Faced in OD:**Introduction, Issues Related to Client Relationships, Power, Politics and Organisational Development

Unit 8: **Human Resource Interventions:**HRM Interventions, Goal Setting, Performance Appraisal, Reward Systems, Career Planning and Development, Managing Workforce Diversity, Employee Wellness

Unit 9: **Human Resource Interventions:**HRM Interventions, Goal Setting, Performance Appraisal, Reward Systems, Career Planning and Development, Managing Workforce Diversity, Employee Wellness

Unit 10: **Structural Interventions:**Socio-Technical Systems, Techno-Structural Interventions, Physical Settings and OD, Types of Techno-Structural Interventions

Unit 11: **Strategic Interventions:** Integrated Strategic Change, Trans-organisation Development, Merger and Acquisition Integration, Culture Change, Self-Designing Organisations, Organisation Learning and Knowledge Management, Confrontation Meetings, System 4 Management, Learning Organisations

Unit 12: **Technology and OD:**Technology & OD: Basic Concept, Impact of Technology in Organisations, Benefits of Using Technology in OD, Guidelines for Integrating Technology in OD Interventions, Tools used in OD

Unit 13: **Evaluating OD Interventions:** Evaluation, Importance of Evaluating Interventions, Types of Evaluation, Methods of Evaluating Interventions

Unit 14: **Organisational Learning:**Learning Organisation, Senge's Approach Nonaka& Takeuchi's Approach, Executive View on Organisational Learning, Reality Checklist, Seven Steps of Initiating Organisational Learning

Unit 15: **Future of OD:**Organisational Development and Globalization, Emerging Trends in OD - Expanding the use of OD, Combining traditional "hard" business competencies and OD, Creating whole system change, Using OD to facilitate partnerships and alliances, Enhancing constant learning, Trends within the Organisation

COURSE CODE 23: PERFORMANCE MANAGEMENT AND COMPENSATION MANAGEMENT (Elective)

Unit 1: **Introduction to Performance Management:**Concept and Definition of Performance Management, Importance of Performance Management System, and Linkage of Performance Management to Other HR Processes

Unit 2: **Process of Performance Management:**Overview of Performance Management Process, Performance Management Process, Performance Management Planning Process, Mid-cycle Review Process, End-cycle Review Process, Performance Management Cycle at a Glance

Unit 3: **Performance Appraisal:**Definitions and Dimensions of PA, Purpose of PA and Arguments against PA, Necessity of Performance Appraisal and its Usage by Organisations, Characteristics of Performance Appraisal, Performance Appraisal Process

Unit 4: **Performance Appraisal Methods:**Performance Appraisal Methods, Traditional Methods, Modern Methods, and Performance Appraisal of Bureaucrats – A New Approach

Unit 5: **Performance Appraisal Feedback:**Feedback – Role, Types and Principles, Situations Requiring Feedback and Pitfalls, Components of a Feedback and Steps in giving a Constructive Feedback, Levels of Performance Feedback

Unit 6: **360-Degree Appraisal:**Introduction, the Impact of 360-Degree Feedback on Organisations, Concept of 360-Degree Feedback System, Purpose, Methodology, Ratings, Advantages and Disadvantages of the Method, The Process of 360-Degree Feedback, Operating 360-Degree Appraisal

Unit 7: **Ethics in Performance Appraisal:**Ethics – An Overview, Ethics in Organisations, Ethics in Performance Management, Realities of Ethics in Performance Management, Ensuring Ethics in Performance Management

Unit 8: Introduction to **Compensation management –**Introduction, Compensation and Non-compensation Dimensions, 3-P Concept in Compensation Management, Compensation as Retention Strategy, Compensation for Special Groups, Significant Compensation Issues

Unit 9: **Wages and Salary Administration at Macro Level:** Wage Concept, Wage Policy, Institutional Mechanisms for Wage Determination, Pay Commission, Wage Boards, Public Sector Pay Revision, ILO and Collective Bargaining, Union Role in Wage and Salary Administration

Unit 10: **Job Evaluation:** Compensation Strategy at Micro Level, Concept of Equity, Job Evaluation - Methods of job evaluation and System of job evaluation, Process of Job Evaluation, Problems Involved in Job Evaluation

Unit 11: **Incentive Schemes:** Pay for Performance: Types of Incentive Schemes, Wage Incentive Plans, Pre-requisites of Effective Incentive Schemes, Merits and Demerits of Incentives, Pay for Performance Plans

Unit 12: **Benefits and Services:** Concept and Nature of Benefits, Classification of Employee Benefits, Employee Benefit Programs, Long term Incentive plans, Strategic Perspectives on Benefits, Factors Influencing Choice of Benefit Program, Administration of Benefits and Services, Employee Services – Designing a Benefit Package

Unit 13: **Voluntary Retirement Scheme:**Concept of Voluntary Retirement Scheme (VRS), Approaches to Deal with Workforce Redundancy, Costs and Benefits to the Company, VRS for Public Sector Employees

Unit 14: **Compensation Strategy:** New Thinking for the New Millennium: Pay the Person, Reward Excellence, Individualising the Pay System, Organisational and External Factors Affecting Compensation Strategies, Compensation Strategies as an Integral Part of HRM, Compensation Policies

Unit 15: **Rewards & Recognition:** Concept of Reward Management, Developing Reward Policies, Reward Strategy, Developing Total Reward Approach, Reward Management in Service Sector, Total Reward Framework of Service Industries in India, Factors affecting Reward Management Policies in Service Sector, Process of Designing a Successful Reward Strategy

COURSE CODE 24: MANPOWER PLANNING AND RESOURCING (Elective)

Unit 1: **Introduction to manpower Planning:** Concept; Relationship between human resource management and human resource development; HRD mechanisms, processes and outcomes; HRD matrix;

Unit 2: ***Manpower Planning and Resourcing:*** Factors Affecting Manpower Planning, Need for Manpower Planning, Five Steps in Manpower Planning, Importance of Manpower Planning, Obstacles in Manpower Planning, Advantages of Manpower Planning, Successful Manpower Planning, Consolidated Demand Forecast Development, Effective Decision Making, Gaining Senior Management Support, Meeting the Organization's Goals and Objectives

Unit 3: ***Manpower Forecasting:***Introduction, Forecasting, Necessity for forecasting, Steps in forecasting, Demand and supply forecasting, Demand Forecasting techniques, Forecasting accuracy, Benefits of forecasting

Unit 4: **HRD Activities:** Employee development activities Approaches to employee development, leadership development, action learning, assessment and development centres; Intellectual capital and HRD;

Unit 5: **Human Resource Accounting:** Introduction, Definition of Human Resource Accounting, Need, Significance, Objectives for HRA, Advantages of HRA , Methods of HRA, Objections to HRA, Controlling Manpower Costs, True Costs of Planning and Recruitment, Human Resource Accounting in India

Unit 6: **HRD mechanisms for workers;** Role of trade unions; Industrial relations and HRD; Influence of motivation on development activities.

Unit 7: **Resourcing Strategy:**Introduction, Components of Resourcing Strategy, Business Scenario Planning, Estimating Future Human Resource Requirements, Labor Turnover, Action Planning, Role of HR in Developing Resource Capability, Resourcing Strategy

Unit 8: ***Sourcing & Recruitment:***Introduction, Sources of candidates, Recruitment, Outsourcing, Attracting candidates, E-Recruitment, Person specifications

Unit 9 : **Selection Tests:**Introduction, Selection Process, Selection Methods, Psychological tests, Types of tests, Validity of tests, interpreting test results, Psychometric tests, online test, Importance of tests, Interviews, Final stages

Unit 10 **Induction:** Introduction, Benefits of an Induction program, designing an induction program, Documentation, Types of Induction, On-the-Job Training

Unit 11: **Career Management:**Introduction, Career management process, Career dynamics, Career management policies, Career planning process, Tips for successful career planning, Talent management, Succession planning

Unit 12: **Employee Turnover:**Introduction, Employee turnover – causes & remedies, Cost of employee turnover, Importance of employee turnover, Employee exit process (Managing organizational release)

Unit 13: **Train to Hire*:*** Introduction, Outsourcing the Train-to-Hire Process, Partnering with educational institutions, Generating revenue, setting up an academy, Designing Curriculum

Unit 14: **HRD in Organisations:** Selected cases covering HRD practices in government organisations, manufacturing and service industries and MNCs; International experiences of human resource development.

Unit 15: **Recent Trends in Human Capital Development and Planning:** Introduction, Competency mapping, Knowledge management, E-Manpower Development, E-Manpower planning

Course Code : PROJECT REPORT (200 marks)

The objective of the Project is to help the learners acquire ability to apply multi-disciplinary concepts, tools and techniques to solve organizational problems and/or to evolve new/innovative theoretical frame work. The duration of the project work is six months.

The project carries 200 marks and it is mandatory to submit the Project Report before the completion of the programme.

a. TIME SCHEDULE FOR THE PROJECT

Sl No.	Topic	Date
1	Submission of the synopsis of the project at the respective Study Centre	Upto 28th February
2	Progress Report of the Project	1st April to 15 April
3	Candidate should bring three copies of the project report along with them at the time of Viva-Voce	

b. TYPES OF PROJECT:

The Project may be taken on any one of the following areas:

- The project should be done in specialisation area of M.B.A course only.
- Comprehensive case study (covering single organization/multifunctional area problem, formulation analysis and recommendations)
- Inter-organisational study aimed at inter-organisational comparison/ validation of theory/survey of management services.
- Evolution of any new conceptual / theoretical framework.
- Field study (empirical study).
- The project can be based on primary or secondary data.

c. **PROJECT PROPOSAL (SYNOPSIS):** Submission, Changes and Acceptance of Project Proposal (synopsis):

- Learners are advised to send their project synopsis and name and address of the project guide to the Coordinator, Study Centre. The synopsis should include the following:
  - Title of the Study
  - Objectives and importance (significance) for the Study
  - Research Methodology opted for the Study (stating nature, sources, collection of data; research tools and techniques to be used; sampling procedure). Along with this, a brief profile of the organization proposed to be covered in the project should also be included.
  - Limitations and Scope of the Study.

- If the learner wants to undertake a new project by changing his/her earlier project proposal, he will have to justify his new choice. Without valid ground and certification from his/her guide, no change in project proposal will be entertained.
- In any case, changes in project proposal will not be allowed after submitting the second project proposal. The second proposal will be considered as final.
- It is necessary that the learners finalize their project proposal well ahead of time.
- It is to be noted that changes in project proposal will not be entertained in the last month of the programme.
- In order to complete the project in due time, a learner should devote at least 120 days for his/her project. This time should be judiciously divided into various phases like field study & interview, data collection, data tabulation, data interpretation and data analysis.

d. PROJECT GUIDE:

- Faculties at the School of Professional Studies (Commerce, Management or Economics) of KKHSOU headquarter.
- Faculties in the departments of Commerce, Business Management or Economics in colleges/institutions affiliated to any Indian University and having minimum five years of teaching experience.

KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY

(KKHSOU)

PROGRAMME PROJECT REPORT

ON

MASTER OF COMMERCE (M. Com.)

Submitted to

UNIVERSITY GRANTS COMMISSION

NEW DELHI

Submitted by

K. K. Handiqui State Open University

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Registrar
Krishna Kanta Handique
State Open University
Guwahati

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KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY
(KKHSOU)

PROGRAMME PROJECT REPORT

M. COM. PROGRAMME

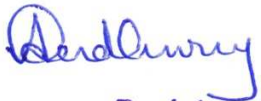
1 PROGRAMME'S MISSION AND OBJECTIVES:

Maniram Dewan School of Management of KKHSOU has been established with the objective of meeting the career needs of working people, professionals and entrepreneurs in the field of commerce and management. The School continuously thrives for bridging the gap of industry requirement for the right human resources by preparing the skilled people with the right attitude and capabilities.

The M. Com. programme of Maniram Dewan School of Management of KKHSOU is designed to equip the learners with the industry relevant skills and knowledge of trade and commerce. The M. Com. programme aims to provide learning opportunities to the learners in the specific domains like accounting, management and finance for the development of leadership qualities, entrepreneurial talent and professional competence. Syllabi of M. Com. programme have been finalized after a series of deliberations and discussions with academic experts in the respective field from Gauhati University. This programme has been thoroughly revised in accordance with the UGC Regulations on Open and Distance Learning, 2017. The Curriculum and Syllabus of this programme has been so designed to accommodate the recent developments in the field of higher education in general, and business and commerce in particular.

The overall mission of M. Com. programme is to provide quality higher education at door step through barrier less, flexible and open learning mode in conformity with national priority and societal need. The University strives to provide 'education beyond barriers'. To achieve this mission, the M. Com. programme has the following objectives:

a) To train the manpower required in the field of academics, research and industry;



b) To meet the needs of higher education of the learners by focusing on the emerging issues in different functional areas of trade and commerce like, business management, marketing, human resource and finance;

c) To facilitate career development of the working people who wish to upgrade their professional skills in business and commerce;

d) To nurture entrepreneurial talent by providing the relevant knowledge and skills to start own enterprises;

e) Contribute to the University's mission of regional development by putting importance on regional issues concerning business.

2. RELEVANCE OF THE PROGRAMME WITH KKHSOU'S MISSION ANDGOAL:

KKHSOU attempts to provide higher education and training in various skills using the latest educational inputs and technology. KKHSOU formulates its academic programmes in such a way that it attracts learners from among the under-educated as well as highly educated groups of people. The University thrives to achieve the following-

a) To expand the higher education to cover the maximum number of population.

b) To maintain equity and justice in the field of higher education.

c) To ensure quality and excellence in the higher education.

d) To enhance research aptitude both qualitatively and quantitatively.

The M. Com. programme would contribute towards accomplishment of the mission and goals of KKHSOU in the following manner.

a. Ensuring that M. Com. programme is made accessible, inclusive and responsive to the needs of diverse groups of learners with special focus on learners from disadvantaged population groups, particularly youth with special needs and with various forms of disabilities, and ensuring that all enrolled learners are supported to enable them to achieve the expected learning outcomes;

b. Providing the employed and self-employed individuals the opportunity for education in the field of commerce and business.

c. Ensuring elimination of social, regional and gender gaps and establishing gender equality and women empowerment throughout the education system;

d. Ensuring integration of information and communication technologies (ICTs) in M. Com. programme, especially for improving access to education, enhancing the quality of teaching-learning process, and strengthening educational planning and management.

3. NATURE OF PROSPECTIVE TARGET GROUPS OF LEARNERS

KKHSOU specially strives to cater to the needs of the learners from far flung areas cutting across of age, gender and backwardness so that they can have access to quality education and it functions with a motto of "*Education beyond Barriers*".

KKHSOU would offer its M. Com. programme specially designed and developed for the learners to make them acquainted with different business philosophies such as understanding of theoretical concepts in business, marketing, human resource management, financial management and information systems. To achieve the mission of KKHSOU, the M. Com. programme has emphasized the following prospective target groups of learners:

- Working people who wish to upgrade their professional skills in areas of business and management.
- People engaged in different services, business or other professions.
- Working professionals in the lower or mid-level management, who are not able to complete their masters, and maybe experiencing a stalled career stage, as a result.
- Young entrepreneurs who need specific skills in field of business.
- Women learners who want to get empowered with business education and acquire professional skills and start any entrepreneurial venture.
- People hailing from far flung remote areas and living in other disadvantageous conditions.
- Learners who are deprived of higher education in conventional system for varieties of reasons.

4. APPROPRIATENESS OF PROGRAMME TO BE CONDUCTED IN OPEN AND DISTANCE LEARNING MODE TO ACQUIRE SPECIFIC SKILLS AND COMPETENCE

The M. Com. programme of KKHSOU has been designed to enable the learners imbibe the concepts and practices of business through open and distance learning mode. The methodology of instruction of KKHSOU is different from that of the conventional Universities. The Open University system is more learner-oriented and the learner is an active participant in the pedagogical (teaching and learning) process. Most of the instructions are imparted through distance education methodology as per the requirement. KKHSOU follows a multidimensional approach for instruction, which comprises:

a. The printed study material (written in self-instructional style) for both theory and practical components of the programmes would be supplied to the learners. The syllabi of the M. Com. programme have been upgraded as per the recommendations of the Report of the *Committee to Regulate the Standards of Education being Imparted through Distance Mode* constituted by the Ministry of Human Resource under the chairmanship of N R Madhava Menon, popularly known as the Madhava Menon Committee Report.

   The SLMs have the following features:

   i. ***Self Explanatory and Self contained:*** The content is presented in such a style so that the learners can go through the materials without much external support, for additional sources or even a teacher.

   ii. ***Self Directed:*** The SLMs of M., Com. programme are aimed at providing necessary guidance, hints and suggestions to its learners at each stage of learning. It is presented in the form of easy explanation, sequential development, illustrations, learning activities etc.

   iii. ***Self-Motivating:*** In ODL system, the learners remain off the campus for most of their study time. Therefore, the SLMs of M. Com. Programme are designed in such a way that it arouses curiosity and relates knowledge to familiar situations and makes the entire learning meaningful for them.

iv. The SLMs of M. Com. programme includes 'Let Us Know(Additional Knowledge)', 'Illustrations', 'Check Your Progress', 'Model Questions' etc. so that the learners become self- motivated and develop the skill of self-evaluation.

b. ***Audio-Visual Material Aids:*** The learning package contains audio and video CDs which have been produced by KKHSOU for better clarification and enhancement of understanding of the course material given to the learners. The Ekalavya and community radio service are broadcasting curriculum based audio programmes.

c. ***Counseling Sessions:*** Counseling sessions would be organized every Sunday at the designated study centers offering the M. Com. Programme.

5. INSTRUCTIONAL DESIGN:

5.1 Curriculum Design: Curriculum of the M. Com. programme has been designed by taking help of experts in the subject from other reputed Universities in the region like Gauhati University. The contents of the syllabi are updated. While preparing the syllabi, UGC Model Syllabi and syllabi of other Universities and recommendations of Madhava Menon Committee have been consulted. (*Structure of the M. Com. programme is placed at* ***Annexure-I*** *and Detailed Syllabi are presented in* ***Annexure-II****. The Guidelines for submission of Project Report are also presented at the end of Annexure - II*

5.2 Duration of the programme: The M. Com. programme comprises of four semesters and is of minimum 2 years duration. In each semester there are 4 courses carrying 100 marks (80+20). In 4 semesters the programme will have 16 courses and a Project Study of 200 marks. However, the maximum duration of the programme is 6 years as stated below:

- Minimum Duration: 4 Semesters (2 Years)
- Maximum Duration: 6 Years (Maximum of 4 attempts in 1 course/ paper)

In case, a learner is not able to qualify a course in its first attempt, he/ she shall have to qualify in the particular course within the next four attempts, subject to maximum duration of the study.

5.3 Credit Distribution: 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 is offered to the learners at their respective study centres. This programme has 72 credits in total.(***Annexure-I of this Report***)

5.4 Faculty and Support Staff Requirement: The University currently has two full time Assistant Professors and one Academic Consultant in the Department of Commerce. The Professor in Management of KKHSOU is also serving the Department as Head in Charge.

5.5 Specialization: All the courses are compulsory .The specialization courses are offered in fourth semester with a project study. Learners have to opt for four courses from any one area of specialization namely, Accounting Specialization/ Marketing Specialization/ HRM Specialization/ Finance Specialization in the 4th Semester of the programme.

5.6 **Home Assignment:** Assignments are a part of the teaching-learning process and are compulsory. Assignments are evaluated and feedback is communicated to the learners by giving back the assignments with evaluator's comments. 20% marks in a course shall be for home assignment.

5.7Project Study: The objective of the Project is to help the learners to acquire ability to apply multi-disciplinary concepts, tools and techniques to solve organizational problems and/or to evolve new/innovative theoretical framework. The duration of the project work is six months. At the beginning, the learners need to submit a Project Synopsis of Topic of their choice related to their Specialization followed by a Progress Report of the project. At the end of the term, the learners need to submit the Final Project Report and appear for a Viva.

The project carries 200 marks and it is mandatory to submit the Project Report before the completion of the programme. (***Project Study details are presented in Annexure II of this Report***)

5.8 Instructional Delivery Mechanisms: The Self Learning Materials have been prepared keeping in view of the requirements of the courses as per the programme design. Particular attention has been given so that the three basic domains of knowledge, viz., behavioural domain, cognitive domain, and constructive domain can be addressed

5.9 Identification of media–print, audio or video, online, computer aid: All the learners are provided with Self Learning Materials, which are comprehensive in terms of contents in the syllabi. These learning resources are prepared with the help of resource persons across the country. Senior Professors from different Universities of the region are engaged as Editors of the SLMs. Apart from the Print Self Learning Materials, audio video materials on certain modules are also offered to the learners. Most of the audio-video programmes are also made available online through YouTube videos.

5.10 Learner Support Services: The ICT-based support services provided by the University for the learners of M. Com. Programme are listed below:

i. **Website:** The University has developed full-fledged official website www.kkhsou.in for the learners and general public. All the necessary information is provided to the learners through this website. The website is linked with the social-networking site like Facebook (KKHSOU FB Official Group) for interaction among the learners, faculty members and stakeholders. The website includes the customised study centre-search facility based on district or programme. **Community Radio Service**: **Jnan Taranga** (90.4 MHz) of KKHSOU is the first Community Radio of the North Eastern part of the country. The Community Radio, being a platform for the community for taking up community issues, is also a platform to broadcast several educational programmes that includes debates, discussions, and talk shows.

ii. **Ekalavya**: With the help of Prasar Bharati, our University has launched a special educational programme namely ***Ekalavya.*** It is aired every Saturday from 8.00 PM to 8.30 PM through All India Radio, Guwahati and Dibrugarh.

iii. **Akashvani Phone-in Programme:** Our University offers one hour live **phone-in** counselling programme through AIR, Guwahati and Dibrugarh where officers and members of the faculty from the University clarify queries of listeners/learners via telephone. The phone in programme is aired every Thursday from 09.15 AM to 10.15 AM.

iv. **e-SLM:** An e-learning portal by the name of e-SLM (http://eslm.kkhsou.in/) has been launched by the university. It is also a digital repository where the study materials are uploaded for the benefit of the learners. All the study materials of the programmes (including Degree, Master Degree etc.) can be assessed in this portal.

v. **Open Access Journals Search Engine (OAJSE):** To provide easy access to various open access journal across the world, KKHSOU has developed the Open Access Journals Search Engine (OAJSE) which is available for the users from the URL www.kkhsou.in/library/oajse or http://oajse.kkhsou.in . OAJSE aims to cover journals in all subjects that are published in English language. At present, more than 4,500 journals are available in the directory. All are searchable at article level.

vi. **KKHSOU Mobile App:** The University has developed a mobile application "KKHSOU" to connect the learners 24x7 with the University. It can be freely downloaded from Google Play Store (for android user). This App has been widely recognized and has received an Excellence Award from IGNOU.

vii. **SMS and e-mail Alert Facility:** University has initiated an SMS and e-mail alert facility for learners regarding news, events and learner-related information of the University.

Learners can write emails to any officials/faculty members through University's general mail id: info@kkhsou.in. Queries raised through this e-mail id are addressed by concerned official/faculty members of the University.

viii. **TV programme:** University is going to initiate a half an hour live educational programme through a TV Channel-**Prag-News** from June, 2018. It will telecast the programmes on Sundays at 8:30 am.

6. PROCEDURE FOR ADMISSIONS, CURRICULAM TRANSACTION AND EVALUATION FOR M. Com. PROGRAMME:

6.1 Eligibility:

For admission into M. Com. programme, a commerce graduate can directly apply for M. Com. programme.

6.2 Admission Procedure

The following is the admission procedure

i. The admission for the academic session 2018-19 of the University will be through online mode. A learner who desires to take admission in KKHSOU will have to submit his/her application through the online admission link provided in the University website www.kkhsou.in. The learner has to carefully go through the instructions for filling up the online admission form and complete the process accordingly. In the online admission system, the learner has to register with his/her mobile number/ email id, and has to carefully verify the programme of his/her choice available in the respective study centers.

ii. For admission to a particular programme, the course fee is to be paid through online transaction mode—i.e., through credit card/debit card/net banking or any other available online mode of payment.

iii. The learner after successful submission of the online admission form has to take a print out and submit the same to the study centre for hard copies of SLMs.

iv. The verification of online application form will be done in the University and after the completion of the verification process, the e-SLMs will be sent to the respective Email-id of the learner.

v. The learners who have submitted incomplete application may be given conditional admission at the University's discretion, subject to fulfillment of other eligibility criteria.

vi. All the enrolled learners will be provided with registration numbers, SLMs and Identity cards.

vii. The learner who is unable to complete the programme within specified period is required to register himself/herself as a fresh learner by paying the requisite fee.

6.3 Continuous Admission

i. Admission will have to be taken continuously in the programmes without any break. A learner will be allowed to appear in all the examinations, including back courses, within the stipulated time of a programme.
ii. A learner will have to take admission to the next semester within one month from the last date of examination of the previous semester. It doesn't depend on whether the candidate appeared in the previous examination or not.
iii. A learner will be allowed to take admission to the next semester beyond one month, but within two months from the last date of examination of the previous semester with a fine of Rs 500/-.
iv. A learner may be allowed to take admission even after the issue of notification for filling up of examination forms, but such learners will be allowed to appear in the examination of that semester in the next year only.

6.4 Fee Structure:

The following is the fee structure of M. Com. programme:

Semester	Fee
1st Semester	Rs. 12, 300*(includes enrollment, course and examination fee*)
2nd Semester	Rs. 12, 000 *(includes course and examination fee*)
3rd Semester	Rs. 12, 000 *(includes course and examination fee*)
4th Semester	Rs. 14, 000 *(includes course and project fee*)

6.5Financial assistance:

The University offers free education to jail inmates and differently able learners. 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 adding more of central/district jails in the Academic Session 2018-19.

6.6Refusal/Cancellation of Admission:

Notwithstanding anything contained in the Prospectus/Information Brochure,the University reserves the right to refuse or cancel Admission of any Candidate.

6.7 Curriculum Transaction and Activity Planner:

An activity planner, that guides the overall academic activities in the M. Com. programme shall be made available prior to the admission schedule of the University. The newly constituted CIQA Office as per UGC guidelines and the Office of the Academic Dean would upload the Academic Plan and Academic Calendar to enable the learners to plan their studies and activities accordingly.

6.8 The evaluation system of the programme:

The system of evaluation of KKHSOU has a multi-tier system of evaluation.

a) The University would adopt both ongoing and term- end evaluation. Ongoing evaluation is conducted in two modes: internal and external. The internal evaluation is to be undertaken by the learner himself. For this, the University has designed some Check Your Progress questions which are included while preparing the units of SLMs. This would help the learners to self-check his/ her progress of study. However, this is undertaken at the learners' end themselves and is non-credit based.

b) Continuous evaluation mainly through assignments which are tutor-marked, practical assignments and seminar/workshops/extended contact programmes.

c) For overall evaluation of a course, the University follows the two types of evaluation:

- Continuous Evaluation (Home Assignments): Weightage assigned 20%.
- Term End Evaluation (Semester-end Examination) : Weightage assigned 80%

d) The learners have to submit the assignments within the schedule of a semester at the respective study centres. The counsellors at the study centres would evaluate the assignments and return them to the learners with feedback. Term- end examinations would be conducted on scheduled dates at select examinations centres. Evaluations are done by the External Examiners at zonal centres. After evaluation, further scrutiny is done, followed by moderation. Results are declared within scheduled dates as laid down in the Activity Planner.

e) Learners would be able to get their scripts re-evaluated if they are not satisfied with evaluation.

f) Questions for the Term- end paper would be set as per the Evaluation policy of the University to have coverage of all the modules of the respective courses.

g) The University is in the process of using high security and eco-friendly synthetic (water proof and termite proof) papers for mark sheets and certificates. Moreover, installations of interactive kiosk at study centres for issue of admit cards and modification of the existing EDPS system for quick publication of results of examinations are also being planned. Similarly, introduction of biometric identity of learners is also being planned.

h) Project work (200 marks with 8 credit):Project Study details are shown in Course Code 17 as presented in Annexure II of this Report.

The evaluation of learners depends upon various instructional activities undertaken by them. A learner has to write assignment responses compulsorily before taking term-end examination from time to time to complete an academic programme.

7 REQUIREMENTS OF THE LABORATORY SUPPORT AND LIBRARYRESOURCES:

7.1 Laboratory Support:

Commerce being a theoretical discipline requires no practical laboratory services except the field work for carrying out project activities.

7.2 Library Resources:

Library services are offered to the learners through physical library facilities set up by the University at the respective study centres. The Central Library at KKHSOU has a sizeable repository of relevant reference books and textbooks relating to the discipline of commerce and allied subjects. The central library of KKHSOU has a collection of 18,164 books. The books available at the Central Library are quite helpful for the faculty members, the SLM writers as well as the content editors. The e- resources available at the Central Library, KKHSOU are-

- ***E-Journals:*** The Central Library of KKHSOU subscribed e-journals from JSTOR (www.jstor.org), and the resources are very much necessary for academic and research community of the University.
- ***Digital Library:*** Digitization has become deeply embedded into every aspect of education today. Hence, the Central Library of KKHSOU has started the Digital Library initiative. The mission of the "Digital Library at KKHSOU" is to locate, digitize, preserve, collect and make accessible the accumulated wisdom of the institute's output to the global community. The resources of the Digital Library include Administrative Documents, Conference/Seminar Proceedings, Faculty Publications, Journal of Open Learning and Research Communication (JOLRC), Newsletters, Annual Reports, M.Phil./Ph.D. Theses, Public Lectures, Convocation Addresses, Working Papers, etc. URL: http://dlkkhsou.inflibnet.ac.in
- ***Open Access Journals Search Engine (OAJSE):*** To provide easy access to various open access journal across the world, KKHSOU developed the Open Access Journals Search Engine (OAJSE) which is available for the users from the URL www.kkhsou.in/library/oajse.
- ***KKHSOU at Shodhganga***: Krishna Kanta Handiqui State Open University (KKHSOU) has joined Shodhganga for depositing their theses which is available for the users from the URLhttp://shodhganga.inflibnet.ac.in/handle/10603/145533. Shodhganga repository is the reservoir of Indian intellectual output stored, hosted and maintained by the INFLIBNET Centre, an IUC of UGC.

8. COST ESTIMATE OF THE PROGRAMME AND THE PROVISIONS:

The Office of the Finance Officer of KKHSOU keeps all the records of finances regarding printing of SLMs, honorarium paid to the members of the Expert Committee, honorarium to be paid to Content Writers, Content Editors, Language Editors, Proof Readers and also the expenditure related with organizing counsellors' workshops, meeting of the co-ordinators of the study centres etc. Moreover, this office also maintains records of purchase of computers, online space, books, journals etc. The accounts are maintained as per the procedures laid down by the government.

As regards, the cost of programme development, programme delivery, and programme maintenance, this office has undertaken an exercise based on historical costing method to arrive at indicative figures of cost. The findings are presented below in respect of the M. Com. programme.

8.1 Programme Development Cost

The Office of the Finance Officer of KKHSOU has worked out the following also.

a. SLM Development Cost for Master Degree Programme for English medium per Unit Rs. 7,300/-
b. Printing Cost per SLM Rs. 56/-
c. Cost of CD per unit Rs. 23/-

8.2 Programme Delivery Cost:

The SLMs prepared have to be delivered to various study centres located at the far flung remote areas. On an average, the University delivers about 15 kgs of study materials per student. The cost of delivery of 1 kg of such material is Rs.10. Accordingly, depending upon the number of learners, the cost for the M. Com. programme will be provisioned by the University. The Office of the Finance Officer has calculated the delivery cost of SLM per learner at Rs. 150/-

8.3 Programme Maintenance Cost:

The University will keep financial provision for organizing stakeholders' 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, but will also benefit the learners of other programmes. The University will also bear the cost of organizing the meeting of Syllabus Revision Committee 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 get the benefit from the ICT enabled programme.

The University will keep adequate financial provision for development, delivery, and maintenance of the programme presented as per the Programme Project Report.

9. QUALITY ASSURANCE MECHANISM AND EXPECTED PROGRAMMEOUTCOMES:

9.1 Quality Assurance Mechanism: With regard to the quality concerns of the coursematerials, the department 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 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 Expert Committee is helped by the in-house department faculties while preparing the framework of the programme.

- The next step after the completion of the framework preparation is the allotment of the courses (which is again composed of 15 units) to the assigned authors. The in-house faculties prepare a carefully chosen list of authors for the task. The in-house faculties also contribute their writings, besides the outsourced authors, who are mostly research scholars and faculty members from higher educational institutions.

- The content editors are then roped in for the next round. The content editors, who are mostly senior academicians from reputed higher educational institutions, look into the contents of the units and provide their suggestions and feedbacks to be included by the coordinator of the programme.

- The next step is that of printing and distributing the SLMs to the respective study centres. Arrangements would be made to distribute the SLMs to the learners at the time of admission.

- Newly established CIQA office which will take care of the following to enhance the quality of the various facets of the University:

    - Counselors' workshops
    - Stakeholders' meetings
    - Feedback Responses from the learners from various programmes
    - SLM Audit

- In order to keep the programme 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.

9.2 Expected Programme Outcomes: The outcomes of the programme are manifold:

- It will enable the learners to acquire knowledge enabling them to articulate the conditions around them.
- The programme will also help the learners to seek employment and career prospect avenues in the development sector, entrepreneurial venture, self employment and/or other upcoming sectors like banking, insurance and other services sectors.

****

Annexure-I

STRUCTURE OF THE M. COM. PROGRAMME

PROGRAMME OUTLINE:

The core courses of the M. Com. programme are listed below. The evaluation framework for each course comprises assignments and semester- end examination besides a project work and viva voce in the 4th Semester.

	Course Code	Title of the Course	Marks	Credit
Semester 1	Course Code 1	Management Process and Organizational Behaviour	20+80	4
	Course Code 2	Computer Applications in Business	20+80	4
	Course Code 3	Financial Reporting and Analysis	20+80	4
	Course Code 4	Business Environment	20+80	4
Semester 2	Course Code 5	Marketing Management	20+80	4
	Course Code 6	Managerial Economics	20+80	4
	Course Code 7	Advanced Financial Management	20+80	4
	Course Code 8	Business Laws	20+80	4
Semester 3	Course Code 9	Human Resource Management	20+80	4
	Course Code 10	Research Methodology	20+80	4
	Course Code 11	Project Management and Operation Research	20+80	4
	Course Code 12	Strategic Management and Corporate Governance	20+80	4
In 4th Semester, the learners have to select any one specialization (four courses from Accounting/ Marketing/ Human Resource Management/ Finance). The area-wise courses are listed below-				

Accounting Specialization	Course Code 13 (ACC)	Security Analysis and Portfolio Management	20+80	4
	Course Code 14 (ACC)	Financial Markets and Services	20+80	4
	Course Code 15 (ACC)	Taxation	20+80	4 4
	Course Code 16 (ACC)	Advanced Cost and Management Accounting		
Marketing Specialization	Course Code 13 (MKT)	Sales, Distribution and Supply Chain Management	20+80	4
	Course Code 14 (MKT)	Services and Retail Marketing	20+80	4
	Course Code 15 (MKT)	Industrial and Rural Marketing	20+80	4
	Course Code 16 (MKT)	Advertising and Promotion Strategy	20+80	4
HRM Specialization	Course Code 13 (HRM)	Industrial Relations and Labour Legislations	20+80	4
	Course Code 14 (HRM)	Organizational Change and Development	20+80	4
	Course Code 15 (HRM)	Performance Management and Compensation Management	20+80	4
	Course Code 16 (HRM)	Manpower Planning and Resourcing	20+80	4
Finance Specialization	Course Code 13 (FIN)	Security Analysis and Portfolio Management	20+80	4
	Course Code 14 (FIN)	Financial Markets and Services	20+80	4
	Course Code 15 (FIN)	International Finance	20+80	4

	Course Code 16 (FIN)	Risk Management and Insurance	20+80	4
		Project Report	200	8
Total Marks			**1800**	**72 Credits**

Annexure-II

Detailed Syllabus of M.Com. Programme

SEMESTER 1

COURSE CODE 1: MANAGEMENT PROCESS AND ORGANIZATIONAL BEHAVIOUR

Unit 1: **Introduction to Management and Management Process** Introduction, Importance of Management, Evolution of Management Thought, Principles of Management, Management Process/Functions, and a System View Concept of management:

Unit 2: **Levels of Management and Functions of Management**: Planning, organizing, staffing, directing, controlling and coordination.

Unit 3: **Planning and Forecasting:** Planning and Forecasting: Introduction, Importance of Planning, Types of Planning, Steps in Planning, Decision Making, Model in Planning and Decision Making, meaning of forecasting, Relationship between planning and forecasting, advantages and disadvantages of forecasting, techniques of forecasting.

Unit 4: **Organizing and Staffing:** Introduction, Importance of Organizing, Types of Organizations, Organizational division and span of control, Departmentation, Staffing and its importance in the organization, Line and staff concept, Staffing concept and HR Management

Unit 5: **Controlling:** Meaning of control, control process, types of control, dimensions of control, resistance to control, techniques of controlling.

Unit 6: **Appraising Human Resource:** Meaning of performance appraisal, characteristics of an effective appraisal system, methods of performance appraisal, career development and career planning

Unit 7: **Communication:** Process of communication, elements of effective communication. Decision making, group decision-making process

Unit 8: Motivation: Definition and Importance of Motivation, Early Theories in Motivation, Contemporary Theories in Motivation, Motivational Tools in Organization

Unit 9: Introduction to OB: Introduction, Historical Perspective, Approaches to and Importance, Framework for Learning OB, The Intricate Relation between MP and OB, Human Resources Management Relationship, Limitations of OB, Globalization and OB

Unit 10: Personality and Perception: Introduction, Personality- Definition and Determinants, Personality Traits, Personality Attributes affecting OB, Definition, Importance and Factors Influencing Perception, Perception and Making Judgment about Others

Unit 11: Values, Attitudes and Emotions: Introduction, Values, Attitudes, Definition and Concept of Emotions, Emotional Intelligence.

Unit 12: Leadership: Introduction, Overview of Leadership, Role of Leadership in Contemporary Business, Theories of Leadership, Contingency Theories of Leadership, New Leadership Theories

Unit 13: Group and Team: Introduction, Concept of Groups, Stages of Group Formation and Group Process, Work Group Behavior, Factors that Affect Group Behavior, Definition and concept of a Team, Characteristics of an Effective Team, Designing a Team, Seven Step of Intact Team Building, Cross Functional Teams

Unit 14: Power, Politics, Conflict, Negotiation and Stress: Introduction, Power, Politics, Conflict, Negotiations and Stress

Unit 15: Case Study

COURSE CODE 2: COMPUTER APPLICATIONS IN BUSINESS

Unit 1: Organisations and Computing: Introduction, Modern Organisation-IT enabled-Networked-Dispersed- Knowledge Organisation, Information Systems in Organisations- Meaning of Information systems, Brief history of computing-ENIAC: Way to commercial computers- Advent of artificial intelligence- advent of

personal computing-Free Software Movement- Advent of Internet, The role of internet- Internet and Web: they are different-the internet changes everything

Unit 2: **Managing Information Systems in Organisations:** Introduction, Managing in the Internet Era, Managing Information Systems in Organisation-the IT interaction model, Challenges for the manager-Information needed to build Information System, level of capabilities created with information systems, security levels required, technology road map for the organization

Unit 3: **Data and Information:** Introduction, data and information- measuring data, information as a resource, information in organisational functions, types of information technology, types of information systems- transaction processing systems-management information systems

Unit 4: **Decision making and communication:** Introduction, Decision making with MIS-Tactical decisions-operational decisions-strategic decisions, communication in organisations- types of communication- examples of communications in organisations- decision making with communication technology

Unit 5: **Competing with IT:** Introduction, The competitive environment of business-partnering for mutual benefit- bargaining power of suppliers-bargaining power of buyers and customers-barriers to entry-threat of substitutes-industry regulations, Using IT for competing-competing on low cost-competing on differentiation

Unit 6: **Business Process Integration with IT:** Introduction, Business Process Integration- Business processes-example of a complex process, Motivation for Enterprise Systems, Enterprise Resource Planning systems- finance and accounting module-human resource management module-manufacturing and operations module- sales and marketing module

Unit 7: **SCM, CRM and International Systems:** Introduction, Supply Chain Management Systems, Customer Relationships Management Systems, Challenges of Enterprise Systems Implementations- Managing the implementation, International Information Systems-Outsourcing and off-shoring

Unit 8: **Electronic Commerce:** Introduction, E-commerce Technology, doing business over internet- networks-electronic data interchange (EDI)-online payment

technology- Mobile commerce- ecommerce-portals- search engines-direct selling-auctions- aggregators, E-business

Unit 9: Decision Support Systems: Introduction, Understanding DSS- MIS and DSS-Decision making-types of decisions, Analytics and Business Intelligence- BI techniques

Unit 10: Managing Data Resources: Introduction , The Need for Data Management-History of data use, Challenges of Data Management- data independence-reduced data redundancy- data consistency- data access- data administration-managing concurrency-managing security- recovery from crashes-application development, Database Concepts- fields, records and files- basic architecture, Data Warehouses-data mining uses

Unit 11: Managing Social Media: Introduction, Social Dynamics of the Internet, Services of the Internet- Blogs-Social Networks, Technology of the Internet- Twitter-Rating-Tagging/folksonomies, Social issues-Media impact-Collaboration-Emergence of order, Social Networks in the Enterprise

Unit 12: Managing IT Function: Introduction, Challenges of Managing the IT function-Modern IT environment-Centralisation versus Decentralisation-IT security-Technology selection, Vendor Management- vendor selection-vendor contracts and service levels-Ongoing relationship management- vendor retention or termination

Unit 13: MIS - Information Security and Control - Quality Assurance - Ethical and Social Dimensions - Intellectual Property Rights as related to IT Services / IT Products - Managing Global Information Systems

Unit 14: Ethical Issues: Introduction, Key issues- Privacy-Workplace Monitoring- Power over users

Unit 15: MS Office: MS Word, MS Excel and MS PowerPoint

Lab : Internet Surfing, MS Office, MS Word, MS Excel, MS PowerPoint

COURSE CODE 3: FINANCIAL REPORTING AND ANALYSIS

Unit 1: Accounting Concepts and Principles: Meaning and Importance of Accounting Concepts and Principles; GAAP; IFRS: GAAP Vs IFRS, Convergence of IFRS and GAAP.

Unit 2: Accounting Standards: Meaning, Objectives, Advantages and Disadvantages Accounting Standards; Procedure for issuing Accounting Standards by the ICAI; Indian Accounting Standards.

Unit 3: International Financial Reporting Standards and their Scope and Objectives: International Accounting Standards Committee Foundation (IASCF) and its objectives and responsibilities; International Financial Reporting Interpretations Committee (IFRIC); Objectives, scope and process of issuing International Financial Reporting Standards (IFRS).

Unit 4: The Conceptual Framework for the Preparation and Presentation of Financial Statements: Meaning and significance of conceptual framework of financial statement: Conceptual framework:

a) Issued by the ICAI, and

b) Issued by the International Accounting Standards Board ('IASB') – under IFRS covering (i) objectives and users of financial statements, (ii) the reporting entity, (iii) the qualitative characteristics that determine the usefulness of information in financial statements, (iv) the definition of the elements of financial statements, (v) the recognition of the elements from which financial statements are constructed (vi) the measurement of assets and liabilities reported in financial statements and (vii) concepts of capital and capital maintenance.

Unit 5: Regulatory Framework and National Differences:

(a) The regulatory frameworks for the preparation and presentation of financial statements: Relevant provisions of Companies Act and compliance with the Accounting Standards and SEBI Guidelines.

(b) National differences in financial reporting practices; Reasons for national differences in financial reporting practices; Attempts to reduce national differences.

Unit 6: Reporting Criteria: Criteria for information appearing in a published income statement and balance sheet; Reporting comprehensive income; Segmental reporting; Accounting policies; Directors' report; Notes to the accounts.

Unit 7: Consolidated Financial Statements: Meaning of Consolidated Financial Statements; Definition of Parent and Subsidiary Companies; Advantages and Disadvantages of Holding Companies; Consolidated Financial Statement as per AS 21: Minority Interest, Cost of Control; Capital and Revenue Profit; Controlling Interest acquired during the year; Treatment of Preference Shares of Subsidiary, Mutual owing, Bonus shares, Change in value of Fixed assets, Intercompany Holding and Cross Holding, Consolidation of Financial Statements.

Unit 8: Fund Flow Statement: Meaning, Objectives, Advantages and Disadvantages of Fund Flow Statement, Preparation of Fund Flow Statement.

Unit 9: 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 10: Budget and Budgetary Control: Meaning and Importance of Budget; Types of Budget: Functional Budget, Cash Budget, Master Budget, Fixed and Variable Budget, Zero-based Budgeting; Budgetary Control: Meaning, Objectives, Scope, Advantages and Disadvantages; Techniques of Budgetary Control: Budget Centre, Operation Chart, Budget Committee, Budget Manual, Budget Period.

Unit 11: Corporate Financial Reporting: Corporate Financial Reporting: Concept and Practices of Financial Reporting; Objectives of Financial Reporting; Users of Financial Reporting; General and Specific Purposes of Financial Reporting; Qualitative Characteristics of Financial Reporting Information; Benefits of Financial Reporting.

Unit 12: Application of Accounting Ratio's in Decision- Making: Predictive Value of Accounting Ratios. Ratio Analysis for Performance Evaluation (Activity and Profitability). Ratio Analysis for Financial Health (Solvency and Structural Analysis).

Unit 13: Liquidity Analysis Application of Accounting Ratios in the Analysis of Working Capital and Inter Firm Comparison.

Unit 14: Social Responsibility Accounting: Reporting and Social Audit: Concept of Social Accountability; Concept, Objectives of Social Responsibility Accounting; **F**unctional areas of Social Responsibility Accounting; Reporting of Social Responsibility Accounting; Limitations of Social Responsibility Accounting; Social Audit.

Unit 15: Emerging new concepts of Corporate Reporting: Human Resource Accounting-[HRA] and Reporting**:** Introduction-meaning- Cost and expenses' of human resources- Aims and objectives- Importance-benefits and limitations of HRA- HR evaluation Methods and Models- HR evaluation and Reporting- Indian Scene; Environmental Accounting-Reporting and Audit: Introduction to Environment-Environmental Acts in India-Meaning- Basics- Evaluation of natural resources- Purposes-needs- benefits and limitations.

COURSE CODE 4: BUSINESS ENVIRONMENT

Unit 1: Introduction to Business Environment: Types of Environment, nature scope and objectives of business, environmental analysis and forecasting MNCs and

Unit 2: Business and Society: Social environment, social responsibility of business and corporate governance

Unit 3: Industrial Policies: Industrial policy upto 1991, new industrial policy, privatization and disinvestment, IRDA

Unit 4: Trade Environment: Industrial growth and diversification, Public and private sector industries, small scale industries and cottage industries

Unit 5: Village and Small Industries: Definition of small and village industries, state industrial policies, khadi and village industries

Unit 6: Industrial Sickness: Definition, causes of sickness, preventive and curativemeasures

Unit 7:Labour Environment: Principles of labour legislation, labour legislation, labour welfare, definition of industrial relation; trade union ;workers participation in management; quality circles , VRS and Golden

Unit 8: Financial Environment: Introduction to money market and capital market with special reference to India, organized and unorganized money market; Disinvestment, Demonitization.

Unit 9: Political Environment: Introduction, Political Environment and the Economic system, Types of Political Systems, Indian Constitution and Business, Changing Profile of Indian Economy , Business Risks Posed by the Indian Political System

Unit 10: Globalization of Business: Concept and evolution (GATT, WTO and Uruguay Round Agreement), meaning and features of international business, importance of international business

Unit 11: Multinational Corporations: Definition and meaning, International trade, Merits and demerits of MNCs, MNCs in India

Unit 12: Patents and trade marks: Definition of Patent and trade marks, falsifying and falsely representing trademarks as registered, registration of trade marks as associated trade marks.

Unit 13: Economic Planning: Planning in India, planning commission, formulation of plan, twelfth plan, NITI Aayog

Unit 14: Economic Development: Industrial development, salient features of industrial planning and development, role of public and private sectors, import and export, Leasing out, PPP.

Unit 15: Cases related to Business Environment

SEMESTER 2

COURSE CODE 5: MARKETING MANAGEMENT

Unit 1: **Introduction to Marketing Management:** Introduction, Market and Marketing, the Exchange Process, Core Concepts of Marketing, Functions of Marketing, Importance of Marketing, Marketing Orientations

Unit 2: **Marketing Environment:** Introduction, Environmental Scanning, Analyzing the Organization's Micro Environment, Company's Macro Environment, Differences between Micro and Macro Environment, Techniques of Environment Scanning,

Unit 3: M**arketing Mix:** Introduction, Marketing Mix-The Traditional 4Ps, The Modern Components of the Mix- The Additional 3Ps, Developing an Effective Marketing Mix, Marketing Planning, Marketing Implementation and Control.

Unit 4: **Consumer Buying Behavior:** Introduction, Characteristics, Types of Buying Decision Behaviour, Consumer Buying Decision Process, Buyer Decision Process for New Products, Buying Motives, Buyer Behaviour Models

Unit 5: **Business Buyer Behaviour:** Introduction, Characteristics of Business Markets, Differences between Consumer and Business Buyer Behaviour, Buying Situations in Industrial/Business Market, Buying Roles in Industrial Marketing, Factors that Influence Business Buyers, Steps in Business Buying Process

Unit 6: **Segmentation, Targeting and Positioning:** Introduction, Concept of Market Segmentation, Benefits of Market Segmentation, Requisites of Effective Market Segmentation, The Process of Market Segmentation, Bases for Segmenting Consumer Markets, Targeting (T), Market Positioning (P)

Unit 7: **Product Management: Decisions, Development and Lifecycle Strategies:**

Introduction, Levels of Products, Classification of Products, Product Hierarchy, Product Line Strategies, Product Mix Strategies, Packaging and Labelling, New Product Development, Product Life Cycle (PLC)

Unit 8: **Brand and Branding Strategy:** Introduction, Brand and Branding, Advantages and disadvantages of branding, Brand Equity, Brand Positioning, Brand Name Selection, Brand Sponsorship, Brand Development

Unit 9: **Pricing:** Introduction, Factors Affecting Price Decisions, Cost Based Pricing, Value Based and Competition Based Pricing, Product Mix Pricing Strategies, Adjusting the Price of the Product, Initiating and Responding to the Price Changes

Unit 10: Marketing Channels: Introduction, Need for Marketing Channels, Decisions Involved in Setting up the Channel, Channel Management Strategies, Introduction to Logistics Management, Introduction to Retailing, Wholesaling

Unit 11: Personal Selling: Introduction, Personal Selling, Sales Management Basics, HR Practices in Sales Management, Evaluation of Training, Personal Selling Process, Direct Marketing

Unit 12: Customer Relationship Management: Introduction, Relationship Marketing Vs. Relationship Management, Definitions of Customer Relationship Management (CRM), Forms of Relationship Management, Managing Customer Loyalty and Development, Reasons Behind Losing Customers by Organisations, Significance of Customer Relationship Management.

Unit 13: Contemporary Issues in Marketing: Social Actions Affecting Buyer-Seller Relationships, Rural Marketing, Services Marketing, E-Marketing or Online Marketing.

Unit 14: International Marketing Management: Introduction, Nature of International Marketing, International Marketing Concept, International Market Entry Strategies, Approaches to International Marketing, International Product Policy, International Pricing.

Unit 15: Case Study

COURSE CODE 6: MANAGERIAL ECONOMICS

Unit 1: **Introduction to Managerial Economics**: Introduction, Meaning, Scope of Managerial Economics , Importance of the study of Managerial Economics, Two Major Functions of a Managerial Economist

Unit 2: **Demand Analysis:** Introduction, Meaning and Law of Demand, Nature and types of demand; Determinants of Demand, Law of Demand, Elasticity of Demand

Unit 3: **Demand Forecasting:** Introduction, Meaning of Demand Forecasting, Level of Demand Forecasting, Criteria for Good Demand Forecasting, Methods or Techniques of Demand Forecasting, Survey Methods, Statistical Methods, Demand Forecasting for a New Products

Unit 4: **Supply and Market Equilibrium:** Introduction, Meaning of Supply and Law of Supply, Exceptions to the Law of Supply, Changes or Shifts in Supply. Elasticity of supply, Factors Determining Elasticity of Supply, Practical Importance, Market Equilibrium and Changes in Market Equilibrium

Unit 5: **Production Analysis:** Introduction, Meaning of Production and Production Function, Cost of Production.

Unit 6: **Cost Analysis-** Introduction, Types of Costs, Cost-Output Relationship: Cost Function, Cost-Output Relationships in the Short Run, and Cost-Output Relationships in the Long Run.

Unit 7: **Objectives of Firm-** Introduction, Profit Maximization Model, Economist Theory of the Firm, Cyert and March's Behavior Theory, Marris' Growth Maximisation Model, Baumol's Static and Dynamic Models, Williamson's Managerial Discretionary Theory.

Unit 8: **Revenue Analysis and Pricing Policies-** Introduction, Revenue: Meaning and Types, Relationship between Revenues and Price Elasticity of Demand, Pricing Policies, Objectives of Pricing Policies, Pricing Methods.

Unit 9: **Price Determination under Perfect Competition-** Introduction, Market and Market Structure, Perfect Competition, Price-Output Determination under Perfect Competition, Short-run Industry Equilibrium under Perfect Competition, Short-run Firm Equilibrium under Perfect Competition, Long-run Industry Equilibrium under Perfect Competition, Long-run Firm Equilibrium under Perfect Competition.

Unit 10: **Price Determination under Imperfect Competition-** Introduction, Monopoly, Price Discrimination under Monopoly, Bilateral Monopoly, Monopolistic Competition, Oligopoly, Collusive Oligopoly and Price Leadership, Duopoly, Industry Analysis.

Unit 11: Macro Economics and some of its measures- Introduction, Basic Concepts, Macroeconomic Ratios, Index Numbers, National Income Deflators.

Unit 12: Consumption Function and Investment Function- Introduction, Consumption Function, Investment Function, Marginal efficiency of capital and business expectations, Multiplier, Accelerator.

Unit 13: Business Cycle- Introduction, Meaning and Features, Theories of Business Cycles, Measures to Control Business Cycles, Business Cycles and Business Decisions.

Unit 14: Inflation and Deflation: Inflation - Meaning and Kinds, Measures to Control Inflation, Deflation.

Unit 15: Case Study

COURSE CODE 7: ADVANCED FINANCIAL MANAGEMENT

Unit 1: **Financial Management:** Introduction, Meanings and Definitions, Goals of Financial Management, Finance Functions, Interface between Finance and Other Business Functions

Unit 2: **Financial Planning:** Introduction, Objectives, Benefits, Guidelines, Steps in Financial Planning, Factors Affecting Financial Planning, Estimation of Financial Requirements of a Firm, Capitalisation

Unit 3: **Valuation of Bonds and Shares:** Introduction, intrinsic value, book value, Valuation of Bonds, Valuation of Shares

Unit 4: **Cost of Capital:** Introduction, Meaning of Cost of Capital, Cost of Different Sources of Finance, Weighted Average Cost of Capital

Unit 5: **Leverage:** Introduction, Operating Leverage, Application of operating leverage, Financial Leverage, Combined Leverage

Unit 6: **Capital Structure:** Introduction, Features of an Ideal Capital Structure, Factors Affecting Capital Structure, Theories of Capital Structure

Unit 7: **Capital Budgeting:** Introduction, Importance of Capital Budgeting, Complexities Involved in Capital Budgeting Decisions, Phases of Capital Expenditure Decisions, Identification of Investment Opportunities, Rationale of Capital Budgeting Proposals, Capital Budgeting Process, Investment Evaluation, Appraisal Criteria

Unit 8: **Risk Analysis in Capital Budgeting** : Introduction, Types and Sources of Risk in Capital Budgeting, Risk Adjusted Discount Rate, Certainty Equivalent Approach, Probability Distribution Approach, Sensitivity Analysis, Simulation Analysis, Decision Tree Approach

Unit 9: **Capital Rationing:** Introduction, Types, Steps Involved in Capital Rationing, Approaches to Capital Rationing.

Unit 10: Working Capital Management : Introduction, Components of Current Assetsand Current Liabilities, Concepts of Working Capital, Objective of Working Capital Management, Need for Working Capital, Operating Cycle, Determinants

of Working Capital, Approaches for Working Capital Management, Estimation of Working Capital

Unit 11: Cash Management: Introduction, Meaning and Importance of Cash Management, Motives for Holding Cash, Objectives of Cash Management, Models for Determining Optimal Cash Needs, Cash Planning, Cash Forecasting and Budgeting

Unit 12: Inventory Management: Introduction, Role of Inventory in Working Capital, Characteristics of inventory, Purpose of Inventory, Costs Associated with Inventories, Inventory Management Techniques, Importance of Inventory Management Systems

Unit 13: Receivable Management: Introduction, Costs Associated with Maintaining Receivables, Credit Policy Variables, Evaluation of Credit Policy

Unit 14: Dividend Decisions: Introduction, Traditional Approach, Dividend Relevance Model, Miller and Modigliani Model, Stability of Dividends, Forms of Dividends, Stock Split

Unit 15: Case Study

COURSE CODE 8: BUSINESS LAWS

Unit 1: Law of Contract –Introduction, Objectives, Definition of a Valid Contract, Offer and Acceptance, Capacity to Contract, Consent ,Consideration, Performance of Contracts, Discharge of Contracts, Breach of Contract and Void Agreements, Quasi Contracts.

Unit 2: Contracts of Guarantee, Indemnity and Bailment – Introduction, Contract of Indemnity, Contract of Guarantee, Kinds of Guarantee, Creditor, Surety; Introduction, Bailment and its Kinds, Definition of bailment ,Kinds of bailment, Bailor and Bailee, Termination of Bailment, Finder of Lost Goods, Pledge or Pawn, Pledge by Non-owners, Pledgor and Pledgee

Unit 3: Contract of Agency: Introduction, Agent and Agency, Kinds of Agencies, Classification of Agents, Duties and Rights of Agents, Principal's Duties to the

Agent and his Liability to Third Parties, Personal Liability of Agent, Termination of Agency, Power of Attorney

Unit 4: **Law of Partnership:** Introduction, Meaning and Nature of Partnerships, Registration of Firms, Partnership Deed, Relations of Partners to One Another, Relations of Partners to Third Parties, Changes in a Firm, Dissolution.

Unit 5: **The Limited Liability partnership Act, 2008:** Definitions under the Act, Nature of Limited Liability Partnership, Incorporation of Limited Liability Partnership, Partners and their Relations, Extent and Limitations of Liability of Limited Liability Partnership and Partners; Winding up and Dissolution.

Unit 6: **Law of Sales of Goods –** Contract of sale, Goods and their classification, Meaning of price, Conditions and Warranties, Passing of property in goods, Transfer of title by non-owners, Performance of a contract of sale, Unpaid seller and his rights, Remedies for breach of contract

Unit 7: **Law of Negotiable Instruments –** Negotiable instruments, Promissory notes, Bills of exchange, Cheques, Negotiation, Presentment, Dishonour, Crossing of cheques, Paying and Collecting Banker.

Unit 8: **Banking and Insurance Law -** Introduction, Control and Regulation of Banking, Insurance in India, Regulation of Insurance Sector

Unit 9: **The Consumer Protection Act-** Introduction, Definitions, Rights of Consumers, Nature and Scope of Complaints, Remedies Available to Consumers

Unit 10: The Companies Act: Introduction, Formation of a Company, Memorandum of Association, Articles of Association, Prospectus, Shares, Directors, General Meetings and Proceedings, Auditor, Winding up.

Unit 11: The Foreign Exchange Management Act- Introduction, Definitions, Regulation and Management of Foreign Exchange, Authorized Person, Contravention and Penalties [Sections13-15], Adjudication and Appeal [Sections 16-35], Directorate of Enforcement, Miscellaneous Provisions

Unit 12: The Competition Act: Introduction, Definitions, Enquiry into Certain Agreements and Dominant Position of Enterprise and Combinations, Miscellaneous Provisions, Finance, Accounts and Audit

Unit 13: Right to Information Act: Introduction, Right to Information Act, 2005, Information Technology Act, 2000, Electronic Governance, Secure Electronic Records and Digital Signatures, Digital Signature Certificates, Cyber Regulations Appellate Tribunal, Offences, Limitations of the Information Technology Act, 2000

Unit 14: Intellectual Property Laws: Introduction, Legal Aspects of Patents, Filing of Patent Applications, Rights from Patents, Infringement of Patents, Copyright and its Ownership, Infringement of Copyright, Civil Remedies for Infringement.

Unit 15: The Prevention of Money- Laundering Act, 2002: Definitions under the Act, Offence of money-laundering, Punishment for money-laundering, Attachment, Adjudication And Confiscation of Property, Obligations of Banking Companies, Financial Institutions and Intermediaries, Appellate Tribunal, Authorities under the Act.

SEMESTER 3

COURSE CODE 9: HUMAN RESOURCE MANAGEMENT

Unit 1: Introduction to Human Resource Management: Concept of Human Resource Management, Evolution of Human Resource Management, Functions of Human Resource Management, Scope of Human Resource Management, Difference between Human, Resource Management and Personnel Management, Role of HR Executive and Challenges of Human Resource Management

Unit 2: Human Resource Planning: Concept of Human Resources Planning, Features of Human Resource Planning, Objectives of Human Resource Planning, Importance of Human Resource Planning, HRP Process, Methods of Demand Forecasting, Methods of Supply Forecasting, Labour Wastage and Essentials for the success of Human Resource Planning.

Unit 3: Recruitment and Selection: Concept of Recruitment, Factors affecting Recruitment, Sources of Recruitment, Recruitment Policy, Concept of Selection,

Selection Process, Selection tests, Concept of Evaluation, Placement and Induction, Concept of Evaluation and techniques of Evaluation, Concept of Placement and Induction

Unit 4: **Training and Development**: Concept of Training and Development, Meaning and significance of Training , Methods of Training, Concept of Management

Unit 5: **Performance Appraisal**: Concept of Performance Appraisal, Need for performance appraisal, Types of Appraisal Methods, Benefits of performance appraisal and Reviews

Unit 6: **Employee Career Planning and Growth:** Concept of Employee Growth, Managing Career Planning, Elements of a Career Planning Programme, Succession Planning

Unit 7: **Compensation Management**: Wage and Salary Administration, Definitions and Concepts, Need for sound salary administration, Objective of wage and salary administration, Guiding principles of wage and salary administration, Factors influencing wage and salary administration, Methods of payment of wages, Concept of Rewards and Incentives, Types of wage incentive plans and Fringe Benefit

Unit 8: **Job Evaluation**: Concept of Job evaluation, Objectives of Job Evaluation,

Unit 9: **Job Analysis and Design**: Concept of Job Analysis, Purpose of Job Analysis, Process of Job Analysis, Methods of Job Analysis and Concept of Job Design

Unit10: **Grievance and Grievance Procedure**: Concept of Grievance, Causes of Grievance, Forms and effects of grievance, Grievance handling procedure, Grievance handling procedure in Indian Industry and Need for Grievance Redressal Procedure

Unit 11: Employee Misconduct and Disciplinary Procedure: Meaning and objectives of discipline, Principles for maintenance of discipline, Essentials of a good disciplinary system, Disciplinary Action, Punishment for disciplinary action and Procedure for disciplinary action

Unit 12: Human Resource Information System: Concept of Human Resource Information System, Components of Human Resource Information System, Types of Human Resource Information System, Applications of Human Resource

Information System, Implementation of Human Resource Information System **and** Benefits of Human Resource Information System

Unit 13: Contemporay Challenges in HRM: The Job and Challenges, The New Professional Approach, Challenges in Human Resource Management, HR in Mergers and Acquisitions, New Organisational Forms, HR Professional as Change Agent, KPO, BPO

Unit 14: Employee Welfare and Working Conditions: Concept of Employee Welfare, Welfare Measures, Types, Employee Welfare Responsibility, the Business Benefits of Employee Welfare Activities

Unit 15: Human Resource Management: Case Studies: Case 1: Baibhab International, Case 2: Coca Cola, Case 3: Hindustan Unilever, Case 4: When an employee says he is HIV Positive, Case 5: Training - so difficult!!!

COURSE 10: RESEARCH METHODOLOGY

Unit 1: Introduction to Research: Meaning of research; Types of research- Exploratory research, Conclusive research; The process of research; Research applications in social and business sciences; Features of a Good research study.

Unit 2: Research Design: Meaning of Research Designs; Nature and Classification of Research Designs; Exploratory Research Designs: Secondary Resource analysis, Case study Method, Expert opinion survey, Focus group discussions; Descriptive Research Designs: Cross-sectional studies and Longitudinal studies; Experimental Designs, Errors affecting Research Design

Unit 3: Reviewing the Literature: Functions of the literature review in research, process of carrying out a literature search, difference between a literature review and a summary, uses of internet for a literature review.

Unit 4: Research Problem and Formulation of Research Hypotheses: Defining the Research problem; Management Decision Problem vs Management Research Problem; Problem identification process; Components of the research problem; Formulating the research hypothesis- Types of Research hypothesis; Writing a

research proposal- Contents of a research proposal and types of research proposals.

Unit 5: **Primary and Secondary Data:** Classification of Data; Secondary Data: Uses, Advantages, Disadvantages, Types and sources; Primary Data Collection: Observation method, Focus Group Discussion, Personal Interview method

Unit 6: **Measurement and Scaling:** Types of Measurement Scales; Attitude; Classification of Scales: Single item vs Multiple Item scale, Comparative vs Non-Comparative scales, Measurement Error, Criteria for Good Measurement

Unit 7: **Sampling:** Sampling concepts- Sample vs Census, Sampling vs Non Samplingerror; Sampling Design- Probability and Non Probability Sampling design; Determination of Sample size- Sample size for estimating population mean, Determination of sample size for estimating the population proportion

Unit 8: **Questionnaire Design:** Questionnaire method; Types of Questionnaires; Process of Questionnaire Designing; Advantages and Disadvantages of Questionnaire Method.

Unit 9: **Data Processing:** Data Editing- Field Editing, Centralized in house editing; Coding- Coding Closed ended structured Questions, Coding open ended structured Questions; Classification and Tabulation of Data.

Unit 10: Univariate and Bivariate Analysis of Data: Descriptive vs Inferential Analysis, Descriptive Analysis of Univariate data- Analysis of Nominal scale data with only one possible response, Analysis of Nominal scale data with multiple category responses, Analysis of Ordinal Scaled Questions, Measures of Central Tendency, Measures of Dispersion; Descriptive Analysis of Bivariate data

Unit 11: Testing of Hypotheses: Concepts in Testing of Hypothesis – Steps in testing of hypothesis, Test Statistic for testing hypothesis about population mean; Tests concerning Means- the case of single population; Tests for Difference between two population means; Tests concerning population proportion- the case of single population; Tests for difference between two population proportions.

Unit 12: Chi-square Analysis: Chi square test for the Goodness of Fit; Chi square test for the independence of variables; Chi square test for the equality of more than two population proportions

Unit 13: Analysis of Variance: Completely randomized design in a one-way ANOVA; Randomized block design in two way ANOVA; Factorial design

Unit 14: Research Report Writing: Types of research reports – Brief reports and Detailedreports; Report writing: Structure of the research report- Preliminary section, Main report, Interpretations of Results and Suggested Recommendations; Report writing: Formulation rules for writing the report: Guidelines for presenting tabular data, Guidelines for visual Representations.

Unit 15: Ethics in Research: Meaning of Research Ethics; Clients Ethical code; Researchers Ethical code; Ethical Codes related to respondents; Responsibility of ethics in research

COURSE CODE 11: Project Management and Operation Research

Unit 1: Introduction to Project Management: Meaning and scope, Need of project management, Life cycle of a project - conception and selection, planning and scheduling, implementation and control, evaluation and termination.

Unit 2: The Organizational Context: Project and Organizational Strategy; Stakeholder

Management: Identifying Project Stakeholders, Managing Stakeholders; Forms of Organizational Structure: Functional Organization, Project Organization, Matrix Organization, Impact of Organizational Structure on Project Performance; Meaning of Organizational Culture; Organizational Culture and Project Management.

Unit 3: Project Analysis and Selection: Identification of investment opportunities, project initiation, Market and Demand Analysis, Technical Analysis, Economic and financial Analysis, Social Cost and Benefit Analysis, Formulation of Detailed project report.

Unit 4: Project Planning: Planning Resources, Planning of Physical Resources, Planning of Human Resources, Planning Financial Resources, Project organizing.

Unit 5: Project Scheduling and PERT-CPM: Introduction, Basic Difference between PERT and CPM, PERT/CPM Network Components and Precedence Relationship, Project Management – PERT.

Unit 6: Implementation and Control: Project Management information System, Monitoring and Reporting -Physical resources, human resources, and financial resources-cost control. **Unit 7: Project Completion and Evaluation:** Integrated Project Management Control System, managing Transition for project to operation, project completion and evaluation, project review, project termination.

Unit 8: Introduction to Operations Research: Introduction, Historical Background, Scope of Operations Research , Features of Operations Research, Phases of Operations Research, Types of Operations Research Models, Operations Research Methodology, Operations Research Techniques and Tools , Structure of the Mathematical Model, Limitations of Operations Research.

Unit 9: Linear Programming: Introduction, Linear Programming Problem, Requirements of LPP, Mathematical Formulation of LPP, Case Studies of LPP, Graphical Methods to Solve Linear Programming Problems, Applications, Advantages, Limitations.

Unit 10: Graphical Analysis of Linear Programming Problems: Introduction, Graphical Analysis, Some Basic Definitions, Graphical Methods to Solve LPP, Some Exceptional Cases, Important Geometric Properties of LPP.

Unit 11: Simplex Method: Introduction , Standard Form of LPP, Fundamental theorem of LPP, Solution of LPP – Simplex Method, The Simplex Algorithm, Penalty Cost Method or Big M-method, Two Phase Method, Solved Problems on Minimisation.

Unit 12: Duality in Linear Programming Problem: Introduction, Importance of Duality Concepts, Formulation of Dual Problem, Economic Interpretation of Duality, Sensitivity Analysis.

Unit 13: Transportation Problem: Introduction, Formulation of Transportation Problem(TP), Transportation Algorithm (MODI Method), the Initial Basic Feasible Solution, Moving Towards Optimality.

Unit 14: Assignment Problem: Introduction, Mathematical Formulation of the Problem, Hungarian Method Algorithm, Routing Problem, Travelling Salesman Problem.

Unit 15: Game Theory*:* Introduction, Competitive Situations, Characteristics of Competitive Games, Maximin – Minimax Principle, Dominance.

COURSE CODE 12: Strategic Management and Corporate Governance

Unit 1: **Introduction to Strategic Management**: Historical development and Evolution of strategic management in India, concept and definition of Strategy, levels at which strategy operates, Strategic Decision Making, the process strategic management, strategists and their role in strategic management.

Unit 2: **Strategic Intent:** concept of strategic intent, stretch, leverage and fit, concept of vision defining vision, benefits of having vision, process of envisioning and defining mission, characteristics of mission statement, definition of business, dimensions of business definition, business models and their relationship with strategy.

Unit 3: **Environmental Appraisal:** Concept of environment, characteristics of environment, internal and external environment, classification of environmental sectors (economic environment, international environment, market environment, political environment, regulatory environment, socio-cultural environment, supplier environment and technological environment), factors and approaches to environmental scanning, methods and techniques used for environmental scanning, factors affecting environmental appraisal.

Unit 4: **Organizational Appraisal:** Organisational Resources, Orgnaisational behaviour, its strength and weakness**, competencies, strategic and competitive advantages.** organizational capability factors (Financial Capability, marketing Capability, Operations Capability, Personnel Capability, Informational Management Capability); Factors affecting organizational appraisal, approaches to Organisational Appraisal; methods and techniques used for organizational appraisal(Internal Analysis, Comparative Analysis, Comprehensive Analysis)

Unit 5: **Corporate Level Strategies: Concentration, Integration and Diversification**: Corporate Level Strategies (Expansion Strategies, Stability Strategies, Retrenchment Strategies, combination Strategies), Concentration strategies; Integration strategies (Horizontal Integration and Vertical Integration), diversification strategies (Concentric Diversification, Conglomerate Diversification); Need for Diversification Strategies; Risk of Diversification.

Unit 6: **Business Level Strategies:** Foundation of business level stretegies, industry structure, positioning of firm in industry, generic business strategies: cost leadership business strategy, differentiation business strategy, Focus business strategy, Integrating cost leadership and differentiation; Tactics for business strategies: Timing Tactics, Market Location tactics; Business strategies for different Industry Conditions: Embryonic Stage, Growth Stage, maturity Stage, Decline Stage

Unit 7: **Strategic Analysis and Choice:** Introduction, Strategy Analysis and its Importance; Process of Strategic Choice: Focusing on Strategic Alternatives, analyzing the Strategic Alternatives, choosing from the Strategic Alternatives; Tools and Techniques for Strategic Analysis, corporate portfolio analysis, SWOT Analysis, Experience curve analysis, Life cycle Analysis, Industry Analysis, Strategic Groups Analysis, competitors analysis; Contingency Strategies.

Unit 8: **Strategy Implementation:** Nature and barriers to strategy Implementation; Model of Strategy implementation, Project Implementation: Project management and Strategy Implementation; Procedural implementation: Regulatory mechanism in India; Resource Allocation: Strategic budgeting, factors affecting resource allocation, Difficulties in Resource Allocation

Unit 9: **Structural Implementation:** Concept of Structure, Structure and Strategy, stages of Development of Organizations; Types o organisational structures: Entrepreneurial Structure, Functional Structure, Divisional Structure, SBU Structure, Matrix Structure, Network Structure, Other types of Structures; Organisational Design and Change; Organisational systems and Process: Information system, Control system, Reward system.

Unit 10: **Behavioural Implementation:** Stakeholders and Strategic management: stakeholders Relationship management, Stakeholders Analysis; Corporate Governance and Strategic Management: Corporate Governance, relating corporate governance to Strategic Management; Role of Board of Directors in Strategic management; Strategic Leadership: tasks , styles and role of Strategic Leaders; Corporate culture and strategic management: composition of corporate culture and impact of culture on Corporate, Personal values and Business Ethics: Meaning and

importance of values and ethics; social responsibility and strategic management: views on social responsibilities and social responsibility in Indian Context

Unit 11: Strategic Evaluation and Control: Nature, Importance and requirements for effective of Strategic Evaluation ; strategic control: implementation control and strategic surveillance; Operational Control: process of Evaluation, setting of Standard, measurements of Performance, analyzing variances and taking corrective actions; Techniques of Strategic Evaluation and control; Role of Organisational Systems in Evaluation

Unit I2: Conceptual Framework of Corporate Governance: Meaning; theories and models of corporate governance; various approaches to business ethics; ethical theories; ethical governance; code of ethics; key managerial personnel (KMP); secretarial audit; class action; NCLT; insider trading; rating agencies; green governance/e-governance; shareholder activism.

Unit 13: Corporate Governance Framework in India: Corporate boards and its powers, responsibilities, disqualifications; board committees and their functions-remuneration committee, nomination committee, compliance committee, shareholders grievance committee, investors relation committee, investment committee, risk management committee, and audit committee; regulatory framework of corporate governance in India; SEBI guidelines and clause 49; reforms in the Companies Act, 2013; corporate governance in PSUs and banks.

Unit 14: Corporate Social Responsibility (CSR): Meaning; corporate philanthropy; CSR-an overlapping concept; corporate sustainability reporting; CSR through triple bottom line; relation between CSR and corporate governance; environmental aspect of CSR; CSR models; drivers of CSR; major codes on CSR; initiatives in India.

Unit 15: Whistle-blowing and Corporate Governance: The Concept of whistle-blowing; types of whistleblowers; whistle-blower policy; the whistle-blower legislation across countries; developments in India.

SEMESTER 4 (Four courses from any one Specialization)

ACCOUNTING SPECIALIZATION

COURSE CODE 13 (ACC): SECURITY ANALYSIS AND PORTFOLIO MANAGEMENT

Unit 1: Securities and Investment: Meaning of investment – speculation and Gambling – Investment avenues - Types of investors – Investment objectives – The investment process – Security Analysis – Meaning of security – Types of securities – Meaning of security analysis.

Unit 2: Securities Market: securities market, functions, stock markets in India, methods of raising capital, security market indices.

Unit 3:Risk and Return – Computation of return – Meaning and definition of risk – Types:(Systematic risk- Market risk, Purchasing power risk, Interest rate risk, Unsystematic risk-Business risk (Internal, External), Financial risk) – Minimising risk exposure

Unit 4:Risk Measurement - Standard deviation – Meaning of Beta – Computation and interpretation – Use of beta in estimating returns. (Including simple problems)

Unit 5:Economic Analysis: Factors in Domestic and International economy – Economic forecasting and stock-investment decisions – Types of economic forecasts – Forecasting techniques – Anticipatory surveys – Barometric or Indicator approach (Delhi School of Economics- ECRI methodology) – Money supply approach – Econometric model building – Opportunistic model building.

Unit 6:Industry Analysis: Industry classification schemes –Classification by product and according to business cycle – Key characteristics in industry analysis – Industry life cycle – Sources of information for industry analysis.

Unit 7:Company Analysis: Sources of information for company analysis (Internal, External) –Factors in company analysis – Operating analysis – Management analysis – Financial analysis – Earnings quality.

Unit 8:Technical Analysis - Meaning and Assumptions of technical analysis – Trend lines and their significance – Market indicators – The Dow theory – Market indices – Mutual fund activity – Confidence level – Price indicators – Support and Resistance levels – Gap analysis

- New high-low – The most active list – Moving averages of stock prices – Volume indicators- Price-volume relationship – Short selling – Breadth of market (Advance/Decline

– Odd lot trading – Oscillators – Relative Strength Index (RSI) – Rate of Change (ROC) – Charting – Types of price charts – Price patterns.

Unit 9:Fixed-Income Securities – Overview of fixed-income securities – Risk factors infixed-income securities (Systematic and unsystematic) – Bond analysis – Types of bonds – Major factors in bond rating process – Bond returns – Holding period return - Concept of yield – Current yield – Yield-to-Maturity – Price-yield relationship – Convexity - Term structure of interest rates and yield curve – Duration - Valuation of preference shares.

Unit 10:Stock Return and Valuation – Anticipated returns, Present value of returns, Constant Growth model, Two-Stage Growth model, The Three-Phase Model, Valuation through P/E ratio.

Unit 11 Efficient Market Hypothesis (EMH) – Random Walk theory – Forms of EMH – EMH and empirical findings – Implication of EMH on fundamental and technical analysis – Market inefficiencies.

Unit 12 Portfolio Analysis – Selection and Evaluation – Meaning of portfolio – Reasons to hold portfolio – Diversification analysis – Markowitz's Model – Assumptions – Specific model – Risk and return optimization – Efficient frontier – Efficient portfolios –Leveraged portfolios – Corner portfolios – Sharpe's Single Index model – Portfolio evaluation measures

– Sharpe's Performance Index – Treynor's Performance Index – Jensen's Performance Index.

Unit 13 Capital Market Theory – CAPM theory: Assumptions – CAPM Model – Capital Market Line (CML) – Security Market Line (SML) – Evaluation of securities – Present validity of CAPM – Arbitrage Pricing Theory (APT) – Assumptions – APT model – AP equation – Factors affecting return – APT and CAPM.

Unit 14:Portfolio Revision: Meaning, significance and strategies; portfolio evaluation meaning, performance management of portfolio.

Unit 15:Derivatives: Financial Derivatives – Meaning – Definition – Futures and Options –Pay-off in future and options – Stock and Index futures and options – Trading strategies – Commodity Derivatives – Structure of commodity exchanges – Commodity futures and options – Hedging using commodity futures.

COURSE CODE 14 (ACC): FINANCIAL MARKETS AND SERVICES

Unit -1 Indian Financial System and Markets : Nature and role of financial system; Financial system and financial markets; Financial system and economic development; Indian financial system – an overview; Financial Markets.

Unit –2 Money markets: Money market - meaning, constituents, functions of money market; Money market instruments - call money, treasury bills, certificates of deposits, commercial bills, trade bills etc; Recent trends in Indian money market;

Unit -3 Capital Markets in India-I

Meaning, Functions, Intermediaries, Role of Primary Market – Methods of floatation of capital – Abuses in New Issues market – Problems of New Issues Market – IPO's – Investor protection in primary market – Recent trends in primary market – Book-building mechanism – On-line IPOs – SEBI measures for primary market

Unit -4 Capital Markets in India-II

Meaning, Nature, Functions of Secondary Market – Organisation and Regulatory framework for stock exchanges in India, Defects in working of Indian stock exchanges, SEBI measures for secondary market , Overview of major stock exchanges in India, Internet Trading.

Unit -5 Listing of Securities: Meaning – Merits and Demerits – Listing requirements, procedure, fee – Listing of rights issue, bonus issue, further issue – Listing conditions of BSE and NSE – Delisting.

Unit -6 Merchant Banking: Concept, functions and growth; Government policy on merchant banking services; SEBI guidelines; Future of merchant banking in India.

Unit -7 Trading and Settlement System in Stock Exchanges

Indian Stock Exchanges: **BSE** – Different trading systems – Share groups on BSE – BOLT System , Different types of settlements – Pay-in and Pay-out – Bad Delivery – Short Delivery

– Auction – **NSE** – Market segments – NEAT system options – Market types – Order types and Books – De-mat settlement – Physical settlement – Institutional segment – Funds settlement – Valuation debit – Valuation price – Bad and short delivery – Auction

Unit -8 Over – the – Counter Stock Exchanges and Foreign Stock Exchanges: Meaning –Structure – Advantages, Need – Features – Participants – Listing procedure – Trading and Settlement – Market making – Factors inhibiting growth of OTCEI.) Foreign Stock Exchanges: NYSE – Trading rooms – Players on NYSE trading floor – Role of specialist – Trading technology and procedure – Institutional trades – Depository system settlement,

NASDAQ – NASD rules –Trading firms on NASDAQ – Market makers – ECN's – Order entry firms – Order execution on NASDAQ

Unit -9 Stock Market Indices

Meaning, Purpose, and Consideration in developing index – Methods (Weighted Aggregate Value method, Weighted Average of Price Relatives method, Free-Float method) – Stock market indices in India – BSE Sensex - Scrip selection criteria – Construction – Other BSE indices (briefly) – NSE indices – S&P CNX Nifty – Scrip selection criteria – Construction – Stock market indices in foreign countries (Overview).

Unit -10 Securities & Exchange Board of India (SEBI)

Introduction – Constitution – Organisation – Objectives – Powers & Functions – SEBI (Disclosure & Investor Protection) Guidelines 2000 – SEBI (Stock Brokers & Sub Brokers) Regulations 1992 – SEBI (FII) Regulations – SEBI (Insider Trading) Regulations – Steps taken by SEBI in capital market.

Unit -11 New Instruments and Participants in Indian Stock Markets & Emerging

Instruments / Participants: ADR's - GDR's - Euro Issues – IDRs – FIIs – Meaning – Factors affecting FII investments – Growth of FII investment – SEBI guidelines for FII – FII limit, FDI – Meaning – Trends in FDI and FII investments in India

Challenges: Regional stock exchanges – Problems –Insider Trading – Meaning – Demutualization of stock exchanges – Meaning – Need – Process, recent developments.

Unit-12 Derivatives Markets

Definition – Types – Participants and functions – Development of exchange traded derivatives – Global derivatives markets – Exchange traded vs. OTC derivatives markets – Derivatives trading in India – L.C. Gupta Committee-J.R. Varma committee-Requirements for a successful derivatives markets

Unit-13 Non-Banking Financial Institutions: Concept and role of non-banking financial institutions; Different Non Banking Financial Institutions, Sources of finance; Functions of non-banking financial institutions; Investment policies of non banking financial institutions in India.

Unit-14 Insurance Sector: Insurance sector in India, Objectives, role, LIC and GIC; Crop Insurance, Micro Insurance, Entry of Private players in Indian insurance sector, Insurance Regulatory and Development Authority- role and functions.

Unit-15 Micro Finance: Meaning, Origin, Microfinance in India-Model of micro finance, Role Microfinance in Indian Economy, Role of NABARD in promoting microfinance, Problems of microfinance sector.

COURSE CODE 15 (ACC): TAXATION

Unit 1: Introduction: Basic Concept: Income, Agricultural Income; Gross Total Income, Total Income, Incomes which do not form part of total income, Persons, Assessment Year, Previous Year; Tax Evasion, Tax Avoidance.

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: Computation of Total Income and Tax Liability of an Individual, Hindu Undivided Family, Business Firm; Aggregation of Income; Set-off and Carry Forward of Losses; Deduction from Gross Total Income.

Unit 4: Wealth Tax: Definition; Basis of charge; Assets exempted from Wealth Tax; Computation of Wealth Tax liability.

Unit 5: Tax Planning -1: Tax Planning for setting up of a new business: Nature, Location, Form of Business Firm; Tax Planning for Financial Management Decision: Capital Structure, Dividend, Bonus Share.

Unit 6: Tax Planning -2: Tax Planning for Managerial Decision- making: Produce or Buy, Own or Lease; Amalgamation, Merger; Tax Planning for Employees' Remuneration, Distribution of Assets at the Time of Liquidation.

Unit 7: Tax Management: Tax Deduction at Source; Advance Payment of Tax; Assessment Procedure; tax Planning for Individuals.

Unit 8: Tax Administration: Authorities; Appeals; Penalties

Unit 9 : Goods and Services Tax: Legislative History, Meaning, Taxes subsumed by GST, Electronic Operation for GST; Goods and Services Network (GSTN), Commodities kept outside the scope of GST. Digital Signature (DSC) and E- signature (E-sign) for GST. Types of GST – CGST, SGST/UGST, IGST. Definition of important terms used in the GST Act. Transitional provisions relating to migration of existing tax payers.

Unit 10 : Registration: Persons Liable for Registration, Persons not liable for Registration, Compulsory Registration in Certain Cases, Procedure for Registration, Deemed Registration, Special Provisions in respect or Registration of Casual Taxable Persons and Non-resident

Taxable Persons, Amendment of Registration, Cancellation of Registration, Revocation of Cancellation of Registration.

Unit 11: Levy and Collection of Tax: Rates of GST, Scope of Supply on which tax would be levied, Activities to be treated as supplied even if made without consideration, activities to be treated as supply of goods and services, Activities or transaction not treated as supply of goods or services under the GST Act. Composition Levy, Levy under Reverse Charge Mechanism, Power to grant exemption from tax. Time and value of supply of goods and services.

Unit 12: Input Tax Credit: Meaning, Eligibility and conditions for taking input tax credit, Apportionment of credit and blocked credits, Availability of credit in special circumstances, Input tax credit in respect of inputs and capital goods sent for job work, Manner of distribution of credit by Input Service Distributor, Manner of recovery of Credit distributed in excess, Analysis on Input Tax Credit.

Unit 13: Tax Invoice, Credit and Debit Notes: Tax invoice, Time limit for issue of Tax invoice, Manner of Issue of Tax Invoice, Prohibition of Unauthorized collection of tax, Amount of tax to be reflected in Tax Invoice and other documents, Credit Note, Debit Note, E-Way Bill. Bill of supply, Receipt Voucher, Refund Voucher, Payment Voucher.

Unit 14: Accounts and Records : Maintenance of records and accounts, Period of retention of records and accounts, Analysis on Accounts and Records. Payment of tax, interest, penalty and other amounts, Interest on delayed payment of tax, Tax deduction at source, Collection of tax at source, Transfer of input tax credit.

Unit 15: Returns : Furnishing of details of supplies, Furnishing of details of inward supplies, Furnishing of returns, First Return, Claim of input tax credit and provisional acceptance thereof, Matching, Annual return, Notice to defaulters, Levy of Late Fee, Goods and Service Tax Practitioners, Assessment **:** Self assessment, Provisional assessment, Scrutiny of returns, Assessment of non-filers of returns, Assessment of unregistered person, Summary assessment in certain cases, Analysis on assessment, Audit by tax authorities.

COURSE CODE 16 (ACC): ADVANCED COST AND MANAGEMENT ACCOUNTING

Unit 1: Cost concepts in Decision- making: Relevant costs for decision making, Decision in pricing, product mix, make or buy, shut down etc.

Unit 2: Standard Costing as Control Accounts – I: Introduction-Meaning- Standard Costing as a Control Account Technique-Types of standard- Setting a-Revision of standards-Variances - meaning nature -types-Variance Analysis-Interpretation- Disposal of variances and Variance Accounting -**Overhead Variances:** Meaning –Types.

Unit 3: Standard Costing as Control Accounts – II: Sales variances: Introduction : Sales Variances based on turn over- Sales Variances based on profit and Profit margin variances-Advantages and Limitations of Standard Costing.

Unit 4: Marginal Costing: Introduction and Meaning-Definition and Features- Cost-volume Profit analysis- Break Even Point analysis-Profit Volume Analysis-Multiple product analysis-Optimum use of Limited Resource- Key Factors-Cost statement under Marginal costing Application of Marginal Costing

Unit 5: Cost Audit: Introduction-Meaning- Advantages and Disadvantages-Cost Audit v/s Financial Audit-Cost Auditor qualifications and appointment-Cost Audit and Cost Investigation- Cost Audit Rules.

Unit 6: Cost Reduction and Cost Control:

(a) Introduction-Meaning, Definition and Characteristics-

Importance-Planning and Organization-Programme & Prerequisites-Cost Reduction Area-Tools, Techniques & Mechanism

(b) Introduction-Meaning, Definition & Characteristics-Objectives- Prerequisites-Difference between cost control and Cost Reduction - Methods of cost control- Brief Concepts of cost control techniques: **1**. Inventory Control: [ABC Analysis- VED Analysis-FNSD Analysis-EOQ Model] **2.** Labour Cost Control: [Labor Productivity and Efficiency & Learning Curve] **3.** Overhead Cost Control: Under and over absorption of overhead.

Unit 7: Activity Based Costing: Introduction-Meaning and Characteristics-Cost Driver- Stages – Importance.

Unit 8: Capital Budgeting: Introduction-Concept and Meaning- Objectives-Managerial Application- Advantages and Limitations of Capital Budgeting; Project Appraisal Methods under Capital Budgeting (A) **Traditional Or Non Discounted Method:[** Pay Back Method and Average (Accounting) Rate of Return Method] (B) **Discounted Cash Flow Method:**

[Net Present Value -Profitability Index (Cost- Benefit Ratio)- Internal Rate of Return Method(IRR)]- Practical Problems relating Project Appraisal Methods

Unit 9: Decision Tree Analysis: Introduction, Meaning of Decision Principle, Types of Decision- making, Decision under Risk and Uncertainty, Concept of Decision Tree, Benefits and Limitations of Decision- Tree.

Unit 10: Management Control System: Objectives, Maximization of value or Profit, Management control system Vis-à-vis strategy formulation and control, Management control procedure.

Unit 11: Responsibility Accounting: Transfer Pricing; Related Party Transactions, Safe Harbour Rules.

Unit 12: Budgetary control: Behavioural aspect of Budget, Participation in budgetary process, performance budgeting and zero-based budgeting.

Unit 13: Management Information System: Concept, Objectives, Functions, types and nature or Reports and their contents. Application of computer in Management Accounting Purposes.

Unit 14: Social Cost Benefit Analysis [SCBA]: Introduction-Meaning- Project planning Concept and Approaches-Investment decisions- Stages-Measurement indicators and different activities-Importance-Benefits and utility-Limitations

Unit 15: Strategic Management Accounting: Introduction- Concept-Meaning-Definition and Characteristics- Affecting factors to strategic decisions- Strategic cost analysis and Strategic triangle as target- points of Strategic analysis for Strategic Management Accounting.

MARKETING MANAGEMENT SPECIALIZATION

COURSE CODE 13 (MKT): SALES, DISTRIBUTION AND SUPPLY CHAIN MANAGEMENT

Unit 1: **Overview of Sales Management-** Introduction, Objectives, Role of Sales Management in Marketing, Role of Sales Management in Marketing Strategy Development, Nature and Responsibilities of Sales Management, Careers in Sales Management, Modern Roles and Required Skills for Sales Managers

Unit 2: **Understanding Personal Selling and Sales Force Management-** Introduction, Objectives, Approaches to Personal Selling, Process of Personal Selling, Automation in Personal Selling, Organization Design and Staffing, Sales Planning, Time and Territory Management, Managing the Sales Force

Unit 3: **New Trends in Sales Management-** Introduction, Sales Management Information System, Relationship Marketing, Role of E-commerce in Selling, International Sales Management, Challenges Faced by International Sales Managers

Unit 4: **Channel management-** Introduction, Marketing Channels, Designing Channels, Selection and Recruitment of Channel Partners, Channel Motivation, Channel Relationships Management, Channel Evaluation, Information Systems for Channels

Unit 5: **Wholesaling-**Introduction, Definition of Wholesalers, Functions of Wholesalers, Types of Wholesalers, Strategic Issues in Wholesaling, Technology in Wholesaling, Trends in Wholesaling, Wholesaling Challenges, Future of Wholesaling

Unit 6: **Retailing-** Introduction, Definition of Retailers, Origin of Retailing, Scope of Retailing, Retailing Scenario: An Overview, Retailing: Importance and Success Factors, Retail Format

Unit 7: **Emerging Concepts in Distribution Management-**Introduction, Indian Distribution Scenario at Present, Vertical Marketing System, Horizontal and Multi-Channel Marketing Systems, Understanding Distribution of services.

Unit 8: **The Basics of Supply Chain Management-** Introduction, Definition of Supply Chain Management, Evolution of the Concept of Supply Chain Management, Key Drivers of Supply Chain Management, Typology of Supply Chains, Cycle View of Supply Chain, Problems in SCM and Suggested Solutions

Unit 9: **Planning Demand and Supply-I:** Introduction, Three Components of SCM, Demand Management, Demand Forecasting

Unit 10: Planning Demand and Supply-II: Introduction, Supply Management, Evolution of ERP, Concept of ERP in SCM, Quick Response and Accurate Response System in SCM, Use of Other Planning Strategies

Unit 11: Procurement and Inventory Management- Introduction, Supply ChainOperations: Procurement Cycle, Inventory Management, Inventory Costs, Types of Inventory Models, Inventory Control Systems, Tools of Inventory Management.

Unit 12: Logistic Management: Definition of Logistics and Logistics Management, Types of Logistic Activities, Importance of Logistics Management, Integrated Logistics and its Support, Determinants of Designing Logistical System, Transportation, Warehousing, Packaging

Unit 13: Supply Chain Benchmarking- Introduction, Understanding the Benchmarking Concept, Benchmarking Process, Benchmarking Procedure

Unit 14: Recent Trends in Supply Chain Management-Introduction, New Developments in Supply Chain Management, Outsourcing Supply Chain Operations, Co-Maker ship, The Role of E-Commerce in Supply Chain Management, Green Supply Chain Management, Distribution Resource Planning, World Class Supply Chain Management

Unit 15: Case Study

COURSE CODE 14 (MKT): SERVICES AND RETAIL MARKETING

Unit 1: **Introduction to Service Marketing:** Definition and concept, Scope of services, Goods services continuum, Types of services – goods and services categorization, Industrial services, Segmentation, target marketing and positioning, Customer expectations and perceptions of services.

Unit 2: **Service marketing mix** – product, price, place, promotion, people, physical evidence and process.

Unit 3: **Service quality:** dimensions of service quality, measuring service quality, Strategies for dealing with intangibility, inventory, inconsistency and inseparability, Building customer relationship through segmentation and retention strategies.

Unit 4: **Service marketing triangle** – external marketing, internal marketing, relationship marketing and interactive marketing.

Unit 5: **Introduction to Retailing:** Introduction, Meaning of Retailing, Economic Significance of Retailing, Retailing Management Decision Process, Product Retailing vs. Service Retailing, Types of Retailers, Retailing Environment, Indian vs. Global Scenario

Unit 6: **The Retail Marketing Segmentation:** Introduction, Importance of Market, Segmentation in Retail, Targeted Marketing Efforts, Criteria for Effective Segmentation, Dimensions of Segmentation, Positioning Decisions, Limitations of Market Segmentation

Unit 7: **Store Location and Layout:** Introduction, Types of Retail Stores Location, Factors Affecting Retail Location Decisions, Country/Region Analysis, Trade Area Analysis, Site Evaluation, Site Selection, Location Based Retail Strategies

Unit 8: **Retail Marketing Strategies:** Introduction, Target Market and Retail Format, Strategy at different levels of Business, Building a Sustainable Competitive Advantage, the Strategic Retail Planning Process, Retail Models, Retail “EST” model

Unit 9: Retail Merchandising: Introduction, Understanding Merchandising Management, Activities of a Merchandiser, Retail Merchandising Management Process

Unit 10: Retail Pricing- Introduction, Establishing Pricing Policies, Factors Influencing Pricing, Pricing Strategies, Psychological pricing, Mark-up and Mark-down Pricing

Unit 11: International Retailing- Introduction, Stages in Retail Global Evolution, Reasons for Going Global, Benefits of Going Global, Other Opportunities and Benefits of Going Global, Market Entry Methods

Unit 12: E-Tailing- Introduction, E-tailing, Role of Technology in Satisfying Market Demand, Technology in Retail Marketing Decisions, Structure and Developments in E-tailing, Factors Influences the Growth of E-Tailing, Advantages & Disadvantages of E-Tailing, Future of Electronic Retailing

Unit 13: Customer Relationship Management in Retailing-Introduction, Benefits of Relationship Marketing, Management of Relationship, Principles of CRM, Customer Relationship Management Strategies, Components of CRM, Customer Service in Retailing, CRM and Loyalty Program

Unit 14: Rural Retailing- Introduction, an Overview of the Indian Rural Market, Role of Rural retailing in India, Challenges in Indian Rural Market, Periodic Markets (Shanties/Haats/Jathras), Rural retail Players in India, Rural Retail Strategies, Future of Rural retailing

Unit 15: Case Study

COURSE CODE 15 (MKT): INDUSTRIAL AND RURAL MARKETING

Unit 1: Introduction to Industrial Marketing: Concept and characteristics of industrial marketing,

Unit 2: Types of industrial markets – industrial buyer behavior. Strategic industrial marketing – marketing research.

Unit 3: Classification of industrial products and services – new product development and introduction. Industrial product management – pricing decisions in industrial markets.

Unit 4: Formulating channel strategies and physical distribution decisions, promotional strategies for industrial goods/services. Developing marketing strategies and programs for industrial goods/services.

Unit 5: Rural Marketing: A Conceptual Framework, Nature & Characteristics of Rural Market. Challenges & Opportunities, An Overview of Indian Rural Market.

Unit 6: Rural Consumer Behaviour: Characteristics of Rural, consumer Consumer Behaviour Roles, Factors influencing Purchase of Products in Rural Market.

Unit 7: Rural Marketing Research: Process of Research in Rural Markets, Sources and Methods of Data Collection, Data Collection Approaches in Rural Markets.

Unit 8: Segmenting, targeting and positioning of Rural Markets: Conditions for Effective Market Segmentation, Approaches for Segmenting the Rural Market, Rural Market Segmentation Tools.

Unit 9: Product , Pricing and Promotion strategy of Rural Markets – product mix decisions, competitive product strategies for rural markets. Pricing strategy – pricing policies, innovative pricing methods for rural markets. Promotion strategy – appropriate media and designing right promotion mix.

Unit 10: Distribution and logistics management – selection of appropriate channels – new approach to reach out rural markets.

Unit 11: Principles of Innovation for Rural Market: Need for Innovation in Rural Market, Role of Government & NGOs in Rural Marketing.

Unit 12: Rural and Urban Markets: A Comparative Analysis, Parameters Differentiating Urban & Rural Markets, Similarities and Differences in Consumer behaviour in Rural & Urban Markets.

Unit 13: e-Rural Marketing: e-Choupal Model of ITC, IT for Sustainable Rural Development and E-Governance in rural market Corporate Sector in Agri-business: Cultivation, Processing & Retailing Organized Rural Retailing

Unit 14: Social Marketing: Corporate Social Responsibility and Rural Marketing, Consumer Education: Consumer Education and consumer movement in rural India. Role of government in Rural Marketing, Role of NGOs in Rural Marketing

Unit 15: Case Study

COURSE CODE 16 (MKT): ADVERTISING AND PROMOTION STRATEGY

Unit 1: **Introduction to Consumer Behaviour and Consumer Research:** Introduction, Consumer Behaviour – Definition, Consumer and Customers, Buyers and Users, Organisations as Buyers, Development of Marketing Concept, Consumer Behaviour and its Applications in Marketing, Consumer Research Process

Unit 2: **Marketing Segmentation and Positioning:** Introduction, Requirements for Effective Segmentation, Bases for Segmentation, Determining How Many Segments to Enter, Product Positioning: An Introduction, Positioning Strategy, Positioning Approaches, Positioning Errors Consumer Motivation: Introduction, Needs and Goals, motivational Conflict, Defense Mechanisms, Motive Arousal, Motivational Theories, Maslow's hierarchy of needs, Motivation Research

Unit 3: **Consumer Motivation:** Introduction, Needs and Goals, motivational Conflict, Defense Mechanisms, Motive Arousal, Motivational Theories, Maslow's hierarchy of needs, Motivation Research

Unit 4: **Consumer Perception:** Introduction, Sensation (Exposure to Stimuli), Perceptual Selection, Perceptual Organisation, Factors that Distort Individual Perception, Price Perceptions, Perceived Product and Service Quality, Consumer Risk Perceptions

Unit 5: **Consumer Learning, Memory and Involvement:** Introduction, Components of Learning, Behavioral Theory, Cognitive Learning Theory, Memory System, Memory Process, Concept of Involvement, Dimensions of Involvement, Involvement and Types of Consumer Behaviour, Cognitive Response Model, Elaboration Likelihood Model, Social Judgment Theory, Brand Loyalty and Brand Equity

Unit 6: **Consumer Attitudes:** Introduction, Functions of Attitude, Attitude Models, Factors that Inhibit Relationship between Beliefs, Feelings and Behaviour, Learning Attitudes, Changing Attitudes, Attitude Change Strategies

Unit 7: **Consumer Behaviour and Marketing Communications:** Introduction, Marketing Communication Flow, Communications Process, Interpersonal

Communication, Persuasive Communications, source, message, message appeals, communication feedback

Unit 8: Cultural Influences on Consumer Behaviour: Introduction, Characteristics of Culture, Values, Sub-cultures, Cross-cultural Influences, Cultural Differences in Non-verbal Communications

Unit 9: Social Class and Group Influences on Consumer Behaviour: Introduction, nature of Social Class, Social Class Categories, Money and Other Status Symbols, Source of Group Influences, Types of Reference Groups, Nature of Reference Groups, reference Group Influences, Applications of Reference Group Influences, Conformity to Group Norms and Behaviour, Family Life Cycle Stages, nature of Family Purchases and Decision-making, Husband-wife Influences, Parent-child Influences, Consumer Socialization of Children, word-of-Mouth Communications within Groups, opinion Leadership

Unit 10: Diffusion of Innovation: Introduction, Types of Innovation, Diffusion Process, Factors Affecting the Diffusion of Innovation, The Adoption Process, Time Factor in Diffusion Process, Culture, Communication and Diffusion

Unit 11: Situational Influence on Consumer's Decision and the Decision Models:

Introduction, Nature of Situational Influence, Situational Variables, Types of Consumer Decisions, Nicosia Model of Consumer Decision-making (Conflict Model), Howard-Sheth Model (also called Machine Model), Engel, Blackwell, Miniard Model (also called Open System)

Unit 12: Consumer Decision-making Process-I Problem Recognition, Information Search and Evaluation of Alternatives: Introduction, Problem Recognition, Information Search, Evaluation of Alternatives

Unit 13: Consumer Decision-making Process-II: Outlet Selection, Purchase and Post Purchase Behaviour, Introduction, Outlet Selection and Purchase, Post Purchase Behaviour

Unit 14: OrganizationalBuying Behaviour: Introduction, Organizational Buyer Characteristics, Purchase and Demand Patterns, Factors Influencing Organizational Buyer Behaviour, organizational Buyer Decision Process, Organizational Buying Roles

Unit 15: Case Study

HRM SPECIALIZATION

COURSE CODE 13 (HRM): INDUSTRIAL RELATIONS AND LABOUR LEGISLATIONS

Unit 1: **Industrial Relations:** An Introduction, Meaning and definition of Industrial Relations, Evolution of Industrial Relations, Approaches to Industrial Relation, Trade unionism, Tripartite and Bipartite bodies and Industrial disputes.

Unit 2: **Influencing factors of IR**: Influencing factors of IR in enterprise and the consequences, employment structure, social partnership, labour market in India

Unit 3: **Trade Unions:** Growth of Trade union in India, legal framework, union recognition, union problems. Employees association, membership and financial status, Trade Union Act 1926

Unit 4: **Industrial Dispute and Employee Grievance :**Nature and scope of Industrial Dispute, causes and consequences of Industrial Dispute, Prevention and settlement of Industrial dispute in India, Nature of Grievance, Causes of Grievance, the grievance redressal procedure.

Unit 5: **Machinery for prevention and settlement of Industrial Dispute:** Statutory and non-statutory measures and other statutory measures

Unit 6: **Collective Bargaining:** Meaning and concept of collective bargaining, Features and strategies of Collective Bargaining, approaches to collective Bargaining, Impact of collective bargaining and workers participation in management on Industrial Relations.

Unit 7: **Workers Participation in Management:** Concept of Workers Participation in Management, Features and objectives of workers participation in management, Forms of workers participation in India, Merits of workers participation in management, Demerits of workers participation in management, W.P.M in India and Making WPM effective.

Unit 8: **Concept of Wages:** Meaning and concept of wages, Objectives of wage and salary administration, Theory of Wages, Methods of Wage Payment and Wage differentials

Unit 9: **Social security in India:** health and occupational safety programs – salient features of workmen compensation Act and Employees' State Insurance Act relating to social security. Objectives of workers' education.

Unit 10: Introduction to Labour Legislation: Social legislation and Labour Legislation ,Forces influencing Labour Legislation in India, Principals of modern Labour Legislation, types of Labour Legislation

Unit 11: The Factories Act, 1948: Objective, coverage, welfare measures, administrative machinery, recommendations of Second National Commission on Labour. Industrial Employment (standing order) Act, 1946: Objective, coverage, Benefits and main provisions of the act.

Unit 12: Industrial Disputes Act, 1947: Objective, Coverage, Benefits, strikes and lockout, Conciliation Officers, Board, Court of enquiry, Labour Court, tribunals, National tribunals, Amendments, Collective Bargaining: Importance, Levels, Collective agreements, Hurdles to Collective Bargaining in India

Unit 13: The Workmen's Compensation Act, 1923: Objective, Coverage, Benefits ,Main provisions. Employee's State Insurance Act, 1948: objective, scope, coverage, benefits, The role of ESI Corporation and ESI Hospitals, critical appraisal of the Act

Unit 14: The Employee's Provident Fund and Miscellaneous Provision Act, 1952: objective, coverage, employers' obligations, benefits, penalties, critical appraisal of the Act.

Unit 15: Social Security Act: Minimum wage Act 1948, Payment of wages Act 1936, Payment of Bonus Act 1965, Equal remuneration Act 1976.

COURSE CODE 14 (HRM): ORGANIZATIONAL CHANGE AND DEVELOPMENT

Unit 1: **Organisational development-** An introduction: Organisational Development – Meaning and Definition, History of OD, Relevance of Organisational Development for Managers, Characteristics of OD, Assumptions of OD

Unit 2: **Change Process and Models:** Organisational Change, Strategies for Change, Theories of Planned Change (Lewin's change model, Action research model, the positive model), Action Research as a Process, Resistance to Change

Unit 3: **Role of OD Practitioner:** OD Practitioner, Role of OD Professional in Organisations, Competencies Required for an OD Professional, Scope of the Role of an OD Professional

Unit 4: **Process of OD:** Process of OD, Components of OD program, OD program phases, Making an Entry, Developing Contract, Launch, Situational Evaluation, Closure

Unit 5: **Designing Interventions:** OD Interventions, Characteristics of OD Interventions, Levels of Diagnosis in Organisations, OD Map, Factors Affecting Success of Interventions

Unit 6: **Values and Ethics in OD:** Professional Values, Value Conflict and Dilemma, OD Values and Changing Themes over Time, Ethics in OD, Ethical Dilemmas in Practicing OD, Factors that Influence Ethical Judgement

Unit 7: **Issues Faced in OD:** Introduction, Issues Related to Client Relationships, Power, Politics and Organisational Development

Unit 8: **Human Resource Interventions:** HRM Interventions, Goal Setting, Performance Appraisal, Reward Systems, Career Planning and Development, Managing Workforce Diversity, Employee Wellness

Unit 9: **Team and Intergroup Development Interventions:** Introduction, Types of Team Building Interventions- (The Formal Group Diagnostic Meeting, The Formal Group Team Building Meeting, Process Consultation Interventions, Role Analysis Technique, Role negotiation technique, Appreciations and Concerns Exercise, Responsibility Charting), Intergroup Interventions (Intergroup Team-

Building Intervention, Organization Mirror Interventions, Third-Party Interventions).

Unit 10: Structural Interventions: Socio-Technical Systems, Techno-Structural Interventions, Physical Settings and OD, Types of Techno-Structural Interventions

Unit 11: Strategic Interventions: Integrated Strategic Change, Trans-organisation Development, Merger and Acquisition Integration, Culture Change, Self-Designing Organisations, Organisation Learning and Knowledge Management, Confrontation Meetings, System 4 Management, Learning Organisations

Unit 12: Technology and OD: Technology & OD: Basic Concept, Impact of Technologyin Organisations, Benefits of Using Technology in OD, Guidelines for Integrating Technology in OD Interventions, Tools used in OD

Unit 13: Evaluating OD Interventions: Evaluation, Importance of Evaluating Interventions, Types of Evaluation, Methods of Evaluating Interventions

Unit 14: Organisational Learning: Learning Organisation, Senge's Approach Nonaka & Takeuchi's Approach, Executive View on Organisational Learning, Reality Checklist, Seven Steps of Initiating Organisational Learning

Unit 15: Future of OD: Organisational Development and Globalization, Emerging Trends in OD - Expanding the use of OD, Combining traditional "hard" business competencies and OD, Creating whole system change, Using OD to facilitate partnerships and alliances, Enhancing constant learning, Trends within the Organisation.

COURSE CODE 15 (HRM): PERFORMANCE MANAGEMENT AND COMPENSATION MANAGEMENT

Unit 1: **Introduction to Performance Management:** Concept and Definition of Performance Management, Importance of Performance Management System, and Linkage of Performance Management to Other HR Processes

Unit 2: **Process of Performance Management:** Overview of Performance Management Process, Performance Management Process, Performance Management Planning Process, Mid-cycle Review Process, End-cycle Review Process, Performance Management Cycle at a Glance

Unit 3: **Performance Appraisal:** Definitions and Dimensions of PA, Purpose of PA and Arguments against PA, Necessity of Performance Appraisal and its Usage by Organisations, Characteristics of Performance Appraisal, Performance Appraisal Process

Unit 4: **Performance Appraisal Methods:** Performance Appraisal Methods, Traditional Methods, Modern Methods, and Performance Appraisal of Bureaucrats – A New Approach

Unit 5: **Performance Appraisal Feedback:** Feedback – Role, Types and Principles, Situations Requiring Feedback and Pitfalls, Components of a Feedback and Steps in giving a Constructive Feedback, Levels of Performance Feedback

Unit 6: **360-Degree Appraisal:** Introduction, the Impact of 360-Degree Feedback on Organisations, Concept of 360-Degree Feedback System, Purpose, Methodology, Ratings, Advantages and Disadvantages of the Method, The Process of 360-Degree Feedback, Operating 360-Degree Appraisal

Unit 7: **Ethics in Performance Appraisal:** Ethics – An Overview, Ethics in Organisations, Ethics in Performance Management, Realities of Ethics in Performance Management, Ensuring Ethics in Performance Management

Unit 8: **Compensation Management –**Introduction, Compensation and Non-compensation Dimensions, 3-P Concept in Compensation Management, Compensation as Retention Strategy, Compensation for Special Groups, Significant Compensation Issues

Unit 9: Wages and Salary Administration at Macro Level: Wage Concept, Wage Policy, Institutional Mechanisms for Wage Determination, Pay Commission, Wage Boards, Public Sector Pay Revision, ILO and Collective Bargaining, Union Role in Wage and Salary Administration

Unit 10: Job Evaluation: Compensation Strategy at Micro Level, Concept of Equity, Job Evaluation - Methods of job evaluation and System of job evaluation, Process of Job Evaluation, Problems Involved in Job Evaluation

Unit 11: Incentive Schemes: Pay for Performance: Types of Incentive Schemes, Wage Incentive Plans, Pre-requisites of Effective Incentive Schemes, Merits and Demerits of Incentives, Pay for Performance Plans

Unit 12: Benefits and Services: Concept and Nature of Benefits, Classification of Employee Benefits, Employee Benefit Programs, Long term Incentive plans, Strategic Perspectives on Benefits, Factors Influencing Choice of Benefit Program, Administration of Benefits and Services, Employee Services – Designing a Benefit Package

Unit 13: Voluntary Retirement Scheme: Concept of Voluntary Retirement Scheme (VRS), Approaches to Deal with Workforce Redundancy, Costs and Benefits to the Company, VRS for Public Sector Employees

Unit 14: Compensation Strategy: New Thinking for the New Millennium: Pay the Person, Reward Excellence, Individualising the Pay System, Organisational and External Factors Affecting Compensation Strategies, Compensation Strategies as an Integral Part of HRM, Compensation Policies

Unit 15: Rewards & Recognition: Concept of Reward Management, Developing Reward Policies, Reward Strategy, Developing Total Reward Approach, Reward Management in Service Sector, Total Reward Framework of Service Industries in India, Factors affecting Reward Management Policies in Service Sector, Process of Designing a Successful Reward Strategy

COURSE CODE 16(HRM): MANPOWER PLANNING AND RESOURCING

Unit 1: Introduction to manpower Planning: Concept; Relationship between human resource management and human resource development; HRD mechanisms, processes and outcomes; HRD matrix;

Unit 2: Manpower Planning and Resourcing: Factors Affecting Manpower Planning, Need for Manpower Planning, Five Steps in Manpower Planning, Importance of Manpower Planning, Obstacles in Manpower Planning, Advantages of Manpower Planning, Successful Manpower Planning, Consolidated Demand Forecast Development, Effective Decision Making, Gaining Senior Management Support, Meeting the Organization's Goals and Objectives

Unit 3: ***Manpower Forecasting:*** Introduction, Forecasting, Necessity for forecasting, Steps in forecasting, Demand and supply forecasting, Demand

Unit 4: HRD Activities: Employee development activities Approaches to employee development, leadership development, action learning, assessment and development centres; Intellectual capital and HRD;

Unit 5: Human Resource Accounting: Introduction, Definition of Human Resource Accounting, Need, Significance, Objectives for HRA, Advantages of HRA , Methods of HRA, Objections to HRA, Controlling Manpower Costs, True Costs of Planning and Recruitment, Human Resource Accounting

Unit 6: HRD Mechanisms for Workers; Role of trade unions; Industrial relations and HRD; Influence of motivation on development activities.

Unit 7: Resourcing Strategy: Introduction, Components of Resourcing Strategy, Business Scenario Planning, Estimating Future Human Resource Requirements, Labor Turnover, Action Planning, Role of HR in Developing Resource Capability, Resourcing Strategy

Unit 8: Sourcing & Recruitment: Introduction, Sources of candidates, Recruitment, Outsourcing, Attracting candidates, E-Recruitment, Person specifications **Selection Tests:** Introduction, Selection Process, Selection Methods, Psychological tests, Types of tests, Validity of tests, interpreting test results, Psychometric tests, online test, Importance of tests, Interviews,

Unit 10 Induction: Introduction, Benefits of an Induction program, designing aninduction program, Documentation, Types of Induction, On-the-Job Training

Unit 11: Career Management: Introduction, Career management process, Careerdynamics, Career management policies, Career planning process, Tips for successful career planning, Talent management, Succession planning

Unit 12: Employee Turnover: Introduction, Employee turnover – causes & remedies, Cost of employee turnover, Importance of employee turnover, Employee exit process (Managing organizational release)

Unit 13: Train to Hire*:* Introduction, Outsourcing the Train-to-Hire Process, Partnering with educational institutions, Generating revenue, setting up an academy, Designing Curriculum

Unit 14: HRD in Organisations: Selected cases covering HRD practices ingovernment organisations, manufacturing and service industries and MNCs; International experiences of human resource development.

Unit 15: Recent Trends in Human Capital Development and Planning: Introduction, Competency mapping, Knowledge management, E-Manpower Development, E-Manpower planning

FINANCE SPECIALIZATION

COURSE CODE 13 (FIN): SECURITY ANALYSIS AND PORTFOLIO MANAGEMENT

Unit 1: Securities and Investment: Meaning of investment – speculation and Gambling – Investment avenues - Types of investors – Investment objectives – The investment process – Security Analysis – Meaning of security – Types of securities – Meaning of security analysis.

Unit 2: Securities Market: securities market, functions, stock markets in India, methods of raising capital, security market indices.

Unit 3: Risk and Return – Computation of return – Meaning and definition of risk – Types:(Systematic risk- Market risk, Purchasing power risk, Interest rate risk, Unsystematic risk-Business risk (Internal, External), Financial risk) – Minimising risk exposure

Unit 4: Risk Measurement - Standard deviation – Meaning of Beta – Computation and interpretation – Use of beta in estimating returns. (Including simple problems)

Unit 5: Economic Analysis: Factors in Domestic and International economy – Economic forecasting and stock-investment decisions – Types of economic forecasts – Forecasting techniques – Anticipatory surveys – Barometric or Indicator approach (Delhi School of Economics- ECRI methodology) – Money supply approach – Econometric model building – Opportunistic model building.

Unit 6: Industry Analysis: Industry classification schemes –Classification by product and according to business cycle – Key characteristics in industry analysis – Industry life cycle – Sources of information for industry analysis.

Unit 7: Company Analysis: Sources of information for company analysis (Internal, External) –Factors in company analysis – Operating analysis – Management analysis – Financial analysis – Earnings quality.

Unit 8: Technical Analysis - Meaning and Assumptions of technical analysis – Trend linesand their significance – Market indicators – The Dow theory – Market indices – Mutual fund activity – Confidence level – Price indicators – Support and Resistance levels – Gap analysis

- New high-low – The most active list – Moving averages of stock prices – Volume indicators- Price-volume relationship – Short selling – Breadth of market (Advance/Decline

– Odd lot trading – Oscillators – Relative Strength Index (RSI) – Rate of Change (ROC) – Charting – Types of price charts – Price patterns.

Unit 9: Fixed-Income Securities – Overview of fixed-income securities – Risk factors infixed-income securities (Systematic and unsystematic) – Bond analysis – Types of bonds – Major factors in bond rating process – Bond returns – Holding period return - Concept of yield – Current yield – Yield-to-Maturity – Price-yield relationship – Convexity - Term structure of interest rates and yield curve – Duration - Valuation of preference shares.

Unit 10: Stock Return and Valuation – Anticipated returns, Present value of returns, Constant Growth model, Two-Stage Growth model, The Three-Phase Model, Valuation through P/E ratio.

Unit 11 Efficient Market Hypothesis (EMH) – Random Walk theory – Forms of EMH – EMH and empirical findings – Implication of EMH on fundamental and technical analysis – Market inefficiencies.

Unit 12 Portfolio Analysis – Selection and Evaluation – Meaning of portfolio – Reasons to hold portfolio – Diversification analysis – Markowitz's Model – Assumptions – Specific model – Risk and return optimization – Efficient frontier – Efficient portfolios –Leveraged portfolios – Corner portfolios – Sharpe's Single Index model – Portfolio evaluation measures

– Sharpe's Performance Index – Treynor's Performance Index – Jensen's Performance Index.

Unit 13 Capital Market Theory – CAPM theory: Assumptions – CAPM Model – Capital Market Line (CML) – Security Market Line (SML) – Evaluation of securities – Present validity of CAPM – Arbitrage Pricing Theory (APT) – Assumptions – APT model – AP equation – Factors affecting return – APT and CAPM.

Unit 14: Portfolio Revision: Meaning, significance and strategies; portfolio evaluation meaning, performance management of portfolio.

Unit 15: Derivatives: Financial Derivatives – Meaning – Definition – Futures and Options –Pay-off in future and options – Stock and Index futures and options – Trading strategies – Commodity Derivatives – Structure of commodity exchanges – Commodity futures and options – Hedging using commodity futures.

COURSE CODE 14 (FIN): FINANCIAL MARKETS AND SERVICES

Unit -1 Indian Financial System and Markets: Nature and role of financial system; Financial system and financial markets; Financial system and economic development; Indian financial system – an overview; Financial Markets.

Unit –2 Money markets: Money market - meaning, constituents, functions of money market; Money market instruments - call money, treasury bills, certificates of deposits, commercial bills, trade bills etc; Recent trends in Indian money market;

Unit -3 Capital Markets in India-I

Meaning, Functions, Intermediaries, Role of Primary Market – Methods of floatation of capital – Abuses in New Issues market – Problems of New Issues Market – IPO's – Investor protection in primary market – Recent trends in primary market – Book-building mechanism – On-line IPOs – SEBI measures for primary market

Unit -4 Capital Markets in India-II

Meaning, Nature, Functions of Secondary Market – Organisation and Regulatory framework for stock exchanges in India, Defects in working of Indian stock exchanges, SEBI measures for secondary market , Overview of major stock exchanges in India, Internet Trading.

Unit -5 Listing of Securities: Meaning – Merits and Demerits – Listing requirements, procedure, fee – Listing of rights issue, bonus issue, further issue – Listing conditions of BSE and NSE – Delisting.

Unit -6 Merchant Banking: Concept, functions and growth; Government policy on merchant banking services; SEBI guidelines; Future of merchant banking in India.

Unit -7 Trading and Settlement System in Stock Exchanges

Indian Stock Exchanges: **BSE** – Different trading systems – Share groups on BSE – BOLT System , Different types of settlements – Pay-in and Pay-out – Bad Delivery – Short Delivery

– Auction – **NSE** – Market segments – NEAT system options – Market types – Order types and Books – De-mat settlement – Physical settlement – Institutional segment – Funds settlement – Valuation debit – Valuation price – Bad and short delivery – Auction

Unit -8 Over – the – Counter Stock Exchanges and Foreign Stock Exchanges: Meaning –Structure – Advantages, Need – Features – Participants – Listing procedure – Trading and Settlement – Market making – Factors inhibiting growth of OTCEI.) Foreign Stock Exchanges: NYSE – Trading rooms – Players on NYSE trading floor – Role of specialist – Trading technology and procedure – Institutional trades – Depository system settlement,

NASDAQ – NASD rules –Trading firms on NASDAQ – Market makers – ECN's – Order entry firms – Order execution on NASDAQ

Unit -9 Stock Market Indices

Meaning, Purpose, and Consideration in developing index – Methods (Weighted Aggregate Value method, Weighted Average of Price Relatives method, Free-Float method) – Stock market indices in India – BSE Sensex - Scrip selection criteria – Construction – Other BSE indices (briefly) – NSE indices – S&P CNX Nifty – Scrip selection criteria – Construction – Stock market indices in foreign countries (Overview).

Unit -10 Securities & Exchange Board of India (SEBI)

Introduction – Constitution – Organisation – Objectives – Powers & Functions – SEBI (Disclosure & Investor Protection) Guidelines 2000 – SEBI (Stock Brokers & Sub Brokers) Regulations 1992 – SEBI (FII) Regulations – SEBI (Insider Trading) Regulations – Steps taken by SEBI in capital market.

Unit -11 New Instruments and Participants in Indian Stock Markets & Emerging

Instruments / Participants: ADR's - GDR's - Euro Issues – IDRs – FIIs – Meaning – Factors affecting FII investments – Growth of FII investment – SEBI guidelines for FII – FII limit, FDI – Meaning – Trends in FDI and FII investments in India

Challenges: Regional stock exchanges – Problems –Insider Trading – Meaning – Demutualization of stock exchanges – Meaning – Need – Process, recent developments.

Unit-12 Derivatives Markets

Definition – Types – Participants and functions – Development of exchange traded derivatives – Global derivatives markets – Exchange traded vs. OTC derivatives markets – Derivatives trading in India – L.C. Gupta Committee-J.R. Varma committee-Requirements for a successful derivatives markets

Unit-13 Non-Banking Financial Institutions: Concept and role of non-banking financial institutions; Different Non Banking Financial Institutions, Sources of finance; Functions of non-banking financial institutions; Investment policies of non banking financial institutions in India.

Unit-14 Insurance Sector: Insurance sector in India, Objectives, role, LIC and GIC; Crop Insurance, Micro Insurance, Entry of Private players in Indian insurance sector, Insurance Regulatory and Development Authority- role and functions.

Unit-15 Micro Finance: Meaning, Origin, Microfinance in India-Model of micro finance, Role Microfinance in Indian Economy, Role of NABARD in promoting microfinance, Problems of microfinance sector.

COURSE CODE 15 (FIN): INTERNATIONAL FINANCE

Unit-1: International Financial Management

Scope of international finance, global links, objectives of MNCs, Distinguishing features of International finance, International business activities, trends of FDI in India, International business methods, Motivations for international business, field of international business.

Unit-2: International Monetary System

The gold standard, Price specie flow Mechanism, Decline of the gold standard, the inter war years, The Bretton wood system, Smithsonian agreement,

Unit-3: Exchange Rate

Flexible exchange rate regime, alternative exchange rate systems, Evaluation of floating rates, classification of currency arrangements, the European monetary system. Introduction to GATT agreements.

Unit-4: International Financial Institutions/Development Banks

The World Bank, Economic reform programmes. IMF, financial policies of IMF, its supported programmes, Asian development bank

Unit-5: Balance of Payments

BOP accounting, debits and credits, BOP statement, disequilibrium of BOP, types of disequilibrium, ways to overcome disequilibrium, Capital account convertibility, current account convertibility, causes of convertibility, problems of BOP statement

Unit-6: Foreign Exchange Market:

Information and communication systems, functions of the foreign exchange market, the foreign exchange rates, arbitrage, foreign exchange markets, spot markets, cross rates of exchange, Bid-Ask spreads, forward market, Interest arbitrage, covered interest arbitrage and interest parity theory

Unit-7 Theories of Foreign Exchange Rate Movement and International Parity Conditions

Purchasing power parity, absolute purchasing power parity, relative purchasing power parity, graphic analysis of the international Fisher, comparison ppp, IFE, and IRP theories.

Unit-8: Management of Foreign Exchange Risk

Exchange risk, types of exposure, tools and techniques of foreign exchange risk management.

Unit-9: Management of Foreign Exchange Translation

Translation methods, functional versus reporting currency, comparison of four translation methods according to Accounting Standards 11

Unit-10: Management of Foreign Exchange Transaction Exposure

Measurement of transaction exposure, transaction exposure based on currency variability, managing transaction exposure, Hedging, Risk management products, currency correlation and variability as hedging tools, currency volatility over time.

Unit-11: Management of Economic Exposure

Transaction exposure versus economic exposure, measuring economic exposure, managing economic exposure, marketing management of exchange risk, production management of exchange risk, corporate philosophy for exposure management.

Unit-12 Multilateral Development Banks

IBRD, IMF, ADB

Unit-13 International Financial Market Instruments

ADR, GDR, Financial Swaps

Unit-14 Institutions in International Banking

Characteristic of International Banks – Rationale and Scope – Capital Adequacy, Loan Loss Provisioning and Regulatory – Legal and Accounting

issues in International Banking – Forex Currency Accounts – Offshore Banking centers – Offshore centers in India

Unit-15 EURO Dollar Market

EURO Dollar Market, Mechanism – Syndicated Credit Procedures – External Commercial Borrowings – Mergers and Acquisitions – Cases of Recent Merger, Acquisitions and Bank Failures

COURSE CODE 16 (FIN): RISK MANAGEMENT AND INSURANCE

Unit: 1 Introduction to Risk

Fundamentals of Risk – The History of modern risk management – Meaning of risk management – Sources of risk - Objectives and functions of Risk Management – Importance-Tools of Risk Management difference between risk management and insurance management , Risk management's contribution to the organization, The risk managers' job – The Process of risk management.

Unit 2: Introduction to derivatives

Forward and Futures: Features of Forwards and Futures-Social Benefits-Trading Mechanics-pricing of Forward and Futures – valuation of Forward and Futures

Unit 3: Options:

Terminology-Options Payoffs-Trading in Options-Valuation of Options-Black Schools Options Pricing Model-BOP model.

Unit 4: Swaps

Evolution-Types of Swaps-Currency Swaps-Interest Rate Swaps-Designing Currency and Interest Rate Swaps-Valuation of Swaps.

Unit 5:Weather Risk

Introduction-sources of Weather Risk - enterprises subject to Weather Risk - History of Weather Risk markets- OTC products- Exchange traded products.

Unit 6: Rainfall based index insurance

Introduction – growth of index insurance institutions engaged in index insurance – BASIX, NAIC, etc- Merits and limitations of index insurance - Latest developments.

Unit7: **Securitization of weather risk**

SPVs- Design and Development of derivatives rainfall based index futures and options-hedging opportunities- speculation in monsoon outcome – regulatory framework.

Unit8: Credit Risk Management –Introduction-Spectrum of Risks-Components of credit risk- Quantifying credit risk-Approaches to CRM-Traditional approach to CRM-Strategic CRM system -Establish corporate priorities-Choose the credit Culture-Determine credit risk strategy-Risk controls

Unit9: **Trends in NPAs and Concentration Risk**

Trends in NPAs and Concentration Risk -Concentration risk strategy –Conservative, Managed & aggressive-Concentration Risk Trends in Indian commercial banks -

Measurement of Concentration risk : Concentration Index method, Profile score method & composite profile score-Impact of concentration risk profile on NPAs level

Unit10: Components of credit risk measurement

Probability of Default (PD)-Expected Exposure at Default (EAD)-Loss Given Default (LGD)-Maturity or tenor of the Exposure-Degree of diversification in a bank's credit portfolio-Factors influencing on CRM performance-Credit evaluation process – Z' score model, Zeta analysis.

Unit 11: Principles of Insurance

Meaning of Insurance – Purpose and need for insurance – How does insurance work – Important principles of insurance- its important on insurability. The Business of insurance (Pooling of risk and resources) –Insurance as a social security tool – Role of Insurance in Economic development.

Unit 12: Contract of Insurance

Contract of Insurance – Special and general elements necessary for a contract- difference between life and general insurance – contractual duty – contribution under policy conditions – Insurance Documents, Premium and bonuses – meaning of premium – premium calculation and Actuarial valuation.

Unit 13: Types of Insurance

Fire Insurance - The Standard Fire & Special Perils Policy – terrorism cover –tariff system – special policies. Marine Insurance - Marine Policies – duration of cover – claims. Motor Insurance - Motor Vehicle Act, 1988 – Personal Accident Cover for Owner – Driver, theft claims. Personal Accident Insurance - Types of Disablement, Claims, Extended coverage. Health Insurance - Mediclaim Policy(Individual), Domiciliary Hospitalisation Benefit, Liability Insurance - Compulsory public liability Policy, Products liability Policy, Employer Liability Policy. Engineering Insurance - Contractors All Risks (C.A.R.)Policy, Marine-Cum-Erection (MCE) Policy, Machinery loss of Profits(MLOP) Policy , Advance Loss of Profits (Alop) Policy, Electronic Equipment Policy, Group insurance and types of group insurance

Unit 14: Miscellaneous Insurance

Burglary Insurance, Baggage Insurance, Fidelity insurance, Television Insurance, Householders Insurance, Shopkeepers Insurance, Banker's Insurance Policies, Jeweller's Block Policies, Sport Insurance, Special contingency Policy. Rural Insurances – Rural policies, The Role of government, Cattle insurance, Poultry Insurance, Inland Fish Insurance Schemes, Agricultural Pump Set policy and Hut Insurance

Unit 15: Insurance Claims Service

Claim documentation - Procedure for claim settlement (Life & Non-life) – Responsibility of Broker to Insurer – Claims procedure – Direct business claims procedure – Coinsurance and Reinsurance – Role of Broker, insurer, Surveyor and loss assessors in claim management – process of negotiation and settlement – Rights & Obligations of Clients – Servicing Claims.

GUIDELINES FOR PROJECT REPORT (200 marks)

The objective of the Project is to help the learners to acquire ability to apply multi-disciplinary concepts, tools and techniques to solve organizational problems and/or to evolve new/innovative theoretical framework. The duration of the project work is six months.

The project carries 200 marks (100 for Report and 100 for Viva) and it is mandatory to submit the Project Report and appear for viva voce to complete the programme successfully.

a. TIME SCHEDULE FOR THE PROJECT

Sl. No.	Topic	Date
1	Submission of the synopsis of the project at the respective Study Centre	Upto 28th February
2	Progress Report of the Project	1st April to 15 April
3	Candidate should bring three copies of the project report along with them at the time of Viva-Voce	Date of viva- voce asand when notified by the University

b. TYPES OF PROJECT:

The Project may be taken on any one of the following areas:

The project should be done in specialization area as selected by a learner of M.Com. programme.

Comprehensive case study (covering single organization/multifunctional area problem, formulation analysis and recommendations)

Inter-organisational study aimed at inter-organisational comparison/ validation of theory/survey of management services.

Evolution of any new conceptual / theoretical framework.

Field study (empirical study).

The project can be based on primary or secondary data.

c. PROJECT PROPOSAL (SYNOPSIS): Submission, Changes and Acceptance of Project Proposal (synopsis):

Learners are advised to send their project synopsis and name and address of the project guide to the Coordinator of the respective Study Centre. The synopsis should include the following:

Title of the Study

Objectives and importance (significance) of the Study

Research Methodology opted for the Study (stating nature, sources, collection of data; research tools and techniques to be used; sampling procedure). Along with this, a brief profile of the organization proposed to be covered in the project should also be included.

Scope and Limitations of the Study.

If the learner wants to undertake a new project by changing his/her earlier project proposal, he/ she will have to justify his/ her new choice. Without valid ground and certification from his/her guide, no change in project proposal will be entertained.

In any case, changes in project proposal will not be allowed after submitting the second project proposal. The second proposal will be considered as final.

It is necessary that the learners finalize their project proposal well ahead of time.

It is to be noted that changes in project proposal will not be entertained in the last month of the programme.

In order to complete the project in due time, a learner should devote at least 120 days for his/her project. This time should be judiciously divided into various phases like field study and interview, data collection, data tabulation, data interpretation and data analysis.

d. PROJECT GUIDE:

Faculties at the School of Professional Studies (Commerce, Management or Economics) of KKHSOU headquarter.

Faculties in the departments of Commerce, Business Management or Economics in colleges/institutions affiliated to any Indian University and having minimum five years of teaching experience.

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KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY
(KKHSOU)

PROGRAMME PROJECT REPORT
ON
MASTER IN COMPUTER APPLICATION (MCA)

Submitted to
UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI -110 002

Submitted by
Krishna Kanta Handiqui State Open University
Guwahati, Assam

April 2018

Registrar
Krishna Kanta Handique
State Open University
Guwahati

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9. Quality assurance mechanism and expected programme outcomes
   - 9.1 Quality assurance mechanism
   - 9.2 Expected programme outcomes

Annexure I: Structure of the MCA Programme
Annexure II: Detailed course wise syllabus of the MCA Programme
Annexure III: Project Guidelines

KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY

PROGRAMME PROJECT REPORT

MASTER IN COMPUTER APPLICATION (MCA)

1. Programme's Mission & Objectives

Master of Computer Application (MCA) is a three year post graduate degree programme under semester system. The MCA programme is designed for generating skilled IT post graduate professionals who are capable of taking important roles in industry, academia, entrepreneurship and application. The aim of the programme is to increase the number of IT professionals and academicians in the state of Assam. The MCA programme comprises 23 courses including practical and project work. There are six semesters in this programme, and in each semester, there are 4 courses except the second and sixth semesters. The second and sixth semesters involves one project work and three theory papers.

The objectives of the programme are as follows:

- To produce skilled IT human resources.
- To enhance knowledge and basic computer skills of learners.
- To promote computer literacy among learners.
- To provide better job prospects for computer science graduates.

2. Relevance of the programme with KKHSOU's Mission and Goals

The programme has been designed keeping in mind the needs of the Information Technology Industry. The curriculum and syllabus have been designed with the help of academicians and industry experts incorporating both theory and practical components. While designing the syllabus it is considered that, the learners may come from very poor academic background and

Registrar
Krishna Kanta Handiqu
State Open University
Guwahati

remote geographical areas. One of the main objectives of the University is to provide education to the people of geographically remote locations. As such, it is assumed that this programme will certainly help the university to achieve its objectives.

3. Nature of prospective Target Groups of Learners:

The state of Assam is characterized by rich ethnic and cultural diversity. However, the region suffers from constraints of geographical remoteness and economic underdevelopment. But recently, due to initiatives taken like Advantage Assam, new jobs have been created. A large section of the young generation including girls, women and differently able persons join work at an early age in different sectors like telecom, finance, shopping malls, drugs distributing companies, construction companies, IT, etc. for their livelihood. Most of them are deprived of the opportunity to pursue higher education due to various socio-economic conditions. In this context, the MCA programme can help this section of people for getting access to higher education. The MCA programme also caters to the needs of learners who have a keen interest in computers and computer applications. A degree in computer science will help the learner to bring an advantage to their qualification skill.

4. Appropriateness of the Programme to be conducted in ODL mode to acquire specific Skills and Competence:

It is possible to offer MCA programme in the Open and Distance learning mode like in higher educational institutes such as IGNOU and NIELIT (Previously DOEACC). It is observed that the candidates after completing MCA from IGNOU or 'B/C' level from NIELIT get better job opportunities in government as well as private sectors. The MCA programme of KKHSOU could be offered through carefully designed SLMs, projects and assignments. It is observed that a large number of learners seek admission into this programme in distance mode since all the learning materials are available on the internet as well as in printed form. It could be appropriate to conduct the programme through ODL mode to meet the needs of the learners.

5. Instructional Design:

5.1 Curriculum design: The syllabus is designed with the help of the departmental faculty members along with some subject experts from other reputed universities of Assam. At the time of designing the MCA syllabus, the following members were actively involved:

Sl. No.	Name	Designation	Organization
1	Prof. Anjana Kakoti Mahanta	Professor & Head, Dept. of Computer Science, Dean Faculty of Technology	Gauhati University
2	Prof. Pran Hari Talukdar	(Retd.) Professor & Head, Dept. of Instrumentation & USIC	Gauhati University
3.	Prof. Jyotiprokash Goswami	Associate Professor, Dept. of Computer Applications	Assam Engineering College
4	Prof. Sikhar Kumar Sarma	Registrar & Professor	Cotton University
5.	Dr. Sanjib Kr. Kalita	Assistant Professor, Dept. of Computer Science	Gauhati University
6	Dr. Tapashi Kashyap Das	Assistant Professor, Dept. of Computer Science	KKHSOU
7	Sruti Sruba Bharali	Assistant Professor, Dept. of Computer Science	KKHSOU

The syllabus is designed in such a way that even without any prerequisite computer knowledge, learners can take admission in this course.

5.2 Course and Credits distribution: The semester-wise structure of the MCA programme for different courses is enclosed in **Annexure I** and detailed course wise syllabus is enclosed in **Annexure II**.

5.3 Credit hours: 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 counseling per course, is offered to the learners at their respective study centre's.

5.4 Duration of the programme: The MCA programme is of minimum 3 years duration and to be completed in six semesters. However, the maximum duration for completion of the programme is 8 years.

5.5 Faculty and support staff: The Department of Computer Science, KKHSOU has two Assistant Professors. The support services are mobilized from the IT CELL of the University as and when required. The SLM writers and content editors are carefully chosen as per the advice of Subject Expert Committee.

5.6 Instructional delivery mechanism: All the study centres of KKHSOU, including the city study centre, provides counselling sessions every Sunday of the week. The counselling method is mainly lecture based method. In certain situations, the following techniques are also used to benefit the learners.

a. PowerPoint presentation
b. Online open source content
c. NPTEL lecture notes and videos

5.7 Identification of Media- Print, Audio, Video, Online Computer-Aided

All the learners would be provided with Self Learning Materials, which is comprehensive in terms of contents in the syllabi. These learning resources are prepared with the help of resource persons across the country. Senior Professors from different Universities of the region are engaged as Editors of the SLMs.

Apart from the Print Self Learning Materials, e-SLMs and audio and video materials on certain modules are also offered to the learners. In addition, certain topics are also covered through community radio programmes broadcast through the *90.4 Jnan Taranga* Community Service Station of the University.

Eklavya, a radio programme on education is broadcasted from All India Radio Station, Guwahati and simultaneously broadcast by All India Radio Station, Dibrugarh.

Live Phone-in-programme is broadcast by All India Radio, Guwahati every Thursday (9.15 am – 10.15 am). In this programme, learners get live support to their queries, while the general public can also interact with officials/faculty members of the University on varied issues.

Most of the Audio-Video programmes are also made available online through Youtube videos. All the Study centres of the University are connected with free phone services to enable the study centres to interact among themselves as well as, with the University in any matters.

6. Procedure for Admission, Curriculum Transaction and Evaluation:

6.1 The procedure for the admission.

1. The admission for the academic session 2018-19 of the University will be through online mode. A learner who desires to take admission in KKHSOU will have to submit his/her application through the online admission link provided in the University website www.kkhsou.in. The learner has to carefully go through the instructions for filling up the online admission form and complete the process accordingly. In the online admission system, the learner has to register with his/her mobile no/email id, and has to carefully verify the subjects of his/her choice available in the respective study centers.
2. For admission to a particular programme, the course fee is to be paid through online transaction mode—i.e., through credit card/debit card/net banking or any other available online mode of payment.
3. The learner after successful submission of the online admission form has to take a print out and submit the same to the study centre for hard copies of SLMs.
4. The verification of online application form will be done in the University and after the completion of the verification process, the e-SLMs will be sent to the respective Email-id of the learner.
5. The learners who have submitted incomplete application may be given conditional admission at the University's discretion, subject to fulfillment of other eligibility criteria.
6. All the enrolled learners will be provided with registration numbers, SLMs and identity cards.
7. The learner who is unable to complete the programme within specified period is required to register himself/herself as a fresh learner by paying the requisite fee.

6.2 Continuous Admission:

i. Admission will have to be taken continuously in the programmes without any break. A learner will be allowed to appear in all the examinations, including back courses, within the stipulated time of a programme.
ii. A learner will have to take admission to the next semester within one month from the last date of examination of the previous semester. It doesn't depend on whether the candidate appeared in the previous examination or not.

iii. A learner will be allowed to take admission to the next semester beyond one month, but within two months from the last date of examination of the previous semester with a fine of Rs 500/-.
iv. A learner may be allowed to take admission even after the issue of notification for filling up of examination forms, but such learners will be allowed to appear in the examination of that semester in the next year only.

6.3 Curriculum Transaction and Activity Planner: The following support services are provided to the learners of MCA programme other than SLM:

6.3.1 Curriculum Transaction-

a. **Counselling Sessions:** Counseling sessions will be conducted at the respective study centres.
b. **ICT Support:** ICT support is a major component of any ODL system of education. Our university has as such given emphasis on this. Some ICT-based support systems provided by the university for the learners of MCA are listed below:

- **Website:** We have developed full-fledged official website www.kkhsou.in for our learners and general public. All necessary information is provided to our learners using the website. The website is also linked with the social-networking site like Facebook (KKHSOU FB Official Group) for interaction among the learners, faculty members and stakeholders. The website also includes the customized study centre-search facility based on district or programme. And most of the audio-video programmes are also made available online through YouTube.
- **Community Radio Service**: **Jnan Taranga** (90.4 MHz) of KKHSOU is the first Community Radio of the North Eastern part of the country. The Community Radio, being a platform for the community for taking up community issues, is also a platform to broadcast several educational programmes that includes debates, discussions, and talk shows.
- **Ekalavya**: With the help of Prasar Bharati, our University has launched a special educational programme namely ***Ekalavya.*** It is aired every Saturday from 8.00 PM to 8.30 PM through All India Radio, Guwahati and Dibrugarh.
- **Akashvani Phone-in Programme:** Our University offers one hour live **phone-in** counseling programme through AIR, Guwahati and Dibrugarh where officers and

experts from this University clarify queries of listeners/learners via telephone. The phone in programme is aired every Thursday from 09.15 AM to 10.15 AM.

- **e-SLM:** An e-learning portal by the name of e-SLM (http://eslm.kkhsou.in/) has been launched by the university. It is also a digital repository where the study materials are uploaded for the benefit of the learners. All the study materials of the programmes (including Degree, Master Degree etc.) can be assessed in this portal.
- **Open Access Journals Search Engine (OAJSE):** To provide easy access to various open access journal across the world, KKHSOU has developed the Open Access Journals Search Engine (OAJSE) which is available for the users from the URL www.kkhsou.in/library/oajse or http://oajse.kkhsou.in . OAJSE aims to cover journals in all subjects that are published in English language. There are now 4,500+ journals in the directory. All are searchable at article level.
- **KKHSOU Mobile App:** Our University has developed a mobile application "KKHSOU" to help the learners to connect 24x7 with the university. It can be freely downloaded from Google Play Store (for android users).
- **SMS and e-mail Alert Facility:** University has initiated an SMS and e-mail alert facility for learners regarding any news, events and learner-related information of the university.
- **E-mail services:** Learners can write emails to any officials/faculty members in university's general mail id: info@kkhsou.in. Queries raised through to this mail id are readdressed by concerned official/faculty members of the university.
- **TV programme:** University is going to initiate a half an hour live educational programme through a TV Channel **Prag-News** from June 2018. It will be telecast every Sunday at 8:30 am.

c. The university conducts semester examination twice in a year.

d. The home assignments are a part of the teaching learning process and are compulsory. The home assignments marks are filled out of 20 for theory based courses and out of 10 for practical based courses.

6.3.2 **Activity Planner:** An Activity Planner that guides the overall academic activities in the MCA programme shall be made available prior to the admission schedule of the

University. The newly constructed CIQA office as per UGC guidelines and the office of the Dean (Academic) would upload the Academic Plan and month wise Academic Calendar to enable the learners to plan their studies and academic activities accordingly.

6.4 Eligibility Criteria for the MCA programme:

Academic Programme	Eligibility Criteria
Master of Computer Application (MCA)	a. BCA/B.Sc. (IT/CS) from KKHSOU or any other University recognized by UGC. b. Any Graduate (except Fine Arts) from KKHSOU or any other University recognized by UGC with Mathematics or Computer Science as one of the subjects at 10+2 level. **c.** Candidates not having Mathematics or Computer Science at 10+2 level shall have to take 3 additional papers namely, Additional Mathematics-1, Basic Science-1 and Computer Science and Application-1
Master of Computer Application (Lateral Entry Scheme) [Lateral entry shall be with prior approval of the University only.]	a. Any Graduate (except Fine arts) from KKHSOU or any other University recognized by UGC with DOEACC 'A' level or with PGDCA from KKHSOU or any other UGC recognized University having Mathematics or Computer Science at 10+2 Level can enroll themselves in third Semester of the MCA programme of KKHSOU. b. Candidates not having Mathematics or Computer Science at 10+2 level shall have to take 3 Additional papers namely, Additional Mathematics-1, Basic Science-1 and Computer Science and Application-1

6.5 Evaluation:

The academic quality and performance of the learners are evaluated through home assignment and end semester examination. The University adopts both ongoing and end term evaluation. Ongoing evaluation would be conducted in two modes: internal and external. The internal evaluation is to be undertaken by the learner himself. For this, the university has designed some Check Your Progress questions, which would help the learners to self-check their progress of study. However, this is undertaken at the learners' end themselves and is non-credit based. For overall evaluation of a course, the University follows the following two types of evaluation:

Continuous Evaluation (Assignments)	:	Weightage assigned 20%.
Term End Evaluation (Semester-end Examinations)	:	Weightage assigned 80%.

6.6 Fees Structure: There are six semesters in the MCA programme. The learners are required to pay fees every semester. The structure of fee is given below:

Programme	Sem	Enrolment Fee	Course Fee	Exam Fee	Practical Fee	Exam Centre Fee	Mark-sheet Fee	Dissertation Fee	Total Fees to be paid	Arrear Subjects
MCA	1	300	8,000	400	400	300	100	….	9,500	Rs.200 per paper + Practical Fee(if applicable) +Centre Fee + Mark sheet Fee Rs.100 + Consolidated Marksheet Rs.100
	2	….	8,000	200	600	300	200	….	9,200	
	3	….	8,000	600	200	300	100	….	9,200	
	4	….	8,000	600	200	300	100	….	9,200	
	5	….	8,000	800	….	300	100	….	9,200	
	6	….	8,000	200	400	300	200	1,000	10,100	

6.7 Refusal/Cancellation of Admission:

Notwithstanding anything content in the Information Brochure/Prospectus, the University reserves the right to refuse/cancel admission of any candidate.

7. Requirement of the Laboratory Support and Library Resources

7.1 Laboratory Support:

The study centre offering MCA programme must have a well-equipped computer laboratory.. The learner-computer ratio should be 2:1.

7.2 Library Support:

The Central Library, Krishna Kanta Handiqui State Open University plays a vital role in the collection, development and dissemination of academic, scientific and technical information to meet the present and future needs of the University. The Central Library, KKHSOU is located at the Rani Campus, Guwahati. The library is in the 3rd Floor of the Main Building. The library remains open from 10.00 am to 5.00 pm in all working days. The library is fully computerized with an ILS (Integrated Library System) and also equipped with RFID (Radio-frequency Identification) technology.

The Central Library has the following resources-

Physical Resources:

- *Books*- 18,164
- *Theses*- 8
- *Report*- 1
- *Journals*- 35
- *Magazines*- 12
- *News Papers*- 5
- *Audio CD/DVD*- 49
- *Video CD/DVD*- 6
- *CD/DVD with Textual documents*- 66

E-resources:

- ***E-Journals:*** The Central Library of KKHSOU subscribed e-journals from JSTOR (www.jstor.org), and the resources are very much necessary for academic and research community of the University.

- ***Digital Library:*** Digitization has become deeply embedded into every aspect of education today. Hence, the Central Library of KKHSOU has started the Digital Library initiative. The mission of the "Digital Library at KKHSOU" is to locate, digitize, preserve, collect and make accessible the accumulated wisdom of the institute's output to the global community. The resources of the Digital Library include Administrative Documents, Conference/Seminar Proceedings, Faculty Publications, Journal of Open Learning and Research Communication (JOLRC), KKHSOU in News and Media, Newsletters, Annual Reports, M. Phil/PhD Theses, Public Lectures, Convocation Addresses, Working Papers, etc. URL: http://dlkkhsou.inflibnet.ac.in

- ***Open Access Journals Search Engine (OAJSE):*** To provide easy access to various open access journal across the world, KKHSOU developed the Open Access Journals Search Engine (OAJSE) which is available for the users from the URL www.kkhsou.in/library/oajse.

- ***KKHSOU at Shodhganga***: Krishna Kanta Handiqui State Open University (KKHSOU) has joined Shodhganga for depositing their theses which is available for the users from the URL http://shodhganga.inflibnet.ac.in/handle/10603/145533. Shodhganga repository is the reservoir of Indian intellectual output stored, hosted and maintained by the INFLIBNET Centre, an IUC of UGC.

8. Cost estimate of the Programme and the Provisions:

The office of the Finance Officer of KKHSOU keeps all the records of finances regarding printing of SLMs, honorarium paid to the members of the Expert Committee, honorarium to be paid to Content Writers, Content Editors, Language Editors, Translators, Proof Readers, and the expenditure related to organizing counsellors' workshops, meeting of the co-coordinators of the study centre's 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 MCA Programme.

8.1. Programme Development Cost:

The office of the Finance Officer of KKHSOU has worked out the following cost details:

a. SLM Development Cost for Master Degree Programme per UNIT - Rs. 7,300/-
b. Printing Cost per SLM- Rs. 56/-
c. Cost of CD per UNIT-Rs. 23/-

8.2 Programme Delivery Cost:

The SLMs prepared are to be delivered to various study centre's located at the far-flung remote areas. On an average, the University delivers about 15 kgs of study materials per student. The cost of delivery of 1 kg of such material is Rs.10. Accordingly, depending upon the number of candidates; the cost for the MCA programme will be provisioned by the University. The office of the Finance Officer has calculated the delivery cost of SLM per student at Rs. 150.00.

8.3 Programme Maintenance Cost:

The University will keep financial provisions for organizing stake-holders' meetings, counseling 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 MCA programme, but will also benefit the learners of other programmes. The university will also bear the cost of organizing the meeting of Syllabus Revision Committee etc., and also of supplying 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 University will keep adequate financial provision for development, delivery, and maintenance of the programme presented as per the Programme Project Report.

9. Quality Assurance Mechanism and Expected Programme Outcomes:

9.1 Quality Assurance Mechanism:

With regard to the quality concerns of the course materials, the department is involved in the following activities:

i. The programme design and structure is decided upon after a series of discussions and deliberations with a team of 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 expert committee is helped by the in-house department faculties while preparing the framework of the programme.

ii. The next step after the completion of the framework preparation is the allotment of the assigned papers to the assigned authors. The in-house faculty members prepare a carefully chosen list of authors for the task. The in-house faculties also contribute their writings, besides the outsourced authors, who are mostly research scholars and faculty members from higher educational institutions.

iii. The content editors are then roped in for the next round. The content editors, who are mostly academics from reputed higher educational institutions, look into the contents of the units, and provide their suggestions and feedbacks to be included by the coordinator of the programme.

iv. The newly constituted CIQA Office is planning to conduct stakeholders meeting; SLM and Counseling Workshops which is expected to provide the University and the Department with required inputs for quality enhancement.

v. In order to keep the programme 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.

9.2 Expected programme outcomes:

The outcomes of the MCA programme are manifold. The learners will be able to:

- Pursue higher education programme like M. Tech, M. Phil, Ph.D.
- Work as software developers in government and private sectors
- Work as system analysts
- Work as system/network/database administrators
- Impart the knowledge gained as computer educators
- Open up software firms as entrepreneurs
- Develop dynamic web application and smart phone based applications (mobile apps)

- Set up computer laboratory including computer network installations and configuration
- Maintain and resolve errors of PCs by troubleshooting

ANNEXURE I
MCA PROGRAMME STRUCTURE

Course Code	Sem	MCA	Marks	Credit
MCA(S1)01	1st	Computer Fundamentals and PC Software	10+50+40p	4
MCA(S1)02		Digital Techniques	20+80	4
MCA(S1)03		Computer Programming using C	10+50+40p	4
MCA(S1)04		Fundamentals of Networking and Web Technology	10+50+40p	4
MCA(S2)05	2nd	Computer Organization and Architecture	20+80	4
MCA(S2)06		Data Structure through C Language	10+50+40p	4
MCA(S2)07		Fundamentals of Database Management System	10+50+40p	4
MCA(S2)08		**Project I**	100	4
MCA(S3)09	3rd	Introduction to Discrete Mathematics and Formal Languages and Automata	20+80	4
MCA(S3)10		Object-Oriented Programming through C++	10+50+40p	4
MCA(S3)11		Operating System	20+80	4
MCA(S3)12		System Analysis and Design	20+80	4
MCA(S4)13	4th	Programming in Java	10+50+40p	4
MCA(S4)14		Computer Graphics	20+80	4
MCA(S4)15		Linux System Administration	10+50+40p	4
MCA(S4)16		Fundamentals of Management	20+80	4
MCA(S5)17	5th	Open Source Software	10+50+40p	4
MCA(S5)18		Web Technology	10+50+40p	4
MCA(S5)19		Data Communication and Computer Networks	20+80	4
MCA(S5)20(A)		**Elective I**: Image Processing	10+50+40p	4
MCA(S6)21	6th	System Software	10+50+40p	4
MCA(S6)22(A)		**Elective II:** Data Warehousing and Data Mining	20+80	4
MCA(S6)23		**Major Project**	200	8
Total Marks:			**2400**	**96**

20% marks in each course (without practical) and 10% (with practical) shall be for Home Assignment wherever indicated. Courses having practical are indicated with a letter 'p'.

1 credit = 30 hours of learning

4 credit=30*4=120 hours

ANNEXURE II
MCA DETAILED COURSE WISE SYLLABUS

MCA (S1) 01: Computer Fundamentals and PC Software

Unit 1: Introduction to Computer
Block Diagram of Computer, Evolution, Generations, Classification and its Application

Unit 2: Number System
Representation of numbers (only a brief introduction to be given) and characters in computer, Binary, Hexadecimal, Octal, BCD, ASCII, EDCDIC and Gray codes, Conversion of bases, Representation of signed integers, Sign magnitude, 1's complement and 2's complement representation, Arithmetic operations using 2„s complement representation and conditions for overflow/underflow and its detection.

Unit 3: Basic Components of Computer
Concept of Bit and Byte; CPU, ALU, CU; Computer Memory: Primary and Secondary; Input/Output Devices; Buses: Address, Data and Control.

Unit 4: Introduction to Computer Security
Computer Virus, Worm, SpyWare, Malware, Trojan horse, Antivirus Software

Unit 5: Hardware Configuration
Different hardware configuration (Laptop/desktop), Typical RAM/ Hard disk size, Mother board series, different OEM(original equipment manufacturer), Processor series, FCC & UL for quality measure, Introduction to different standard ports/buses and display technology.

Unit 6: Introduction to OS
Definition and functions of an Operating System, Types of OS (Single User, Multi user, Single tasking, Multitasking, Real time, Network OS, Distributed OS)

Unit 7: MS DOS Operating System
Introduction to DOS, System files of DOS, concept of Booting, Files and Directory Structure, Concept of Paths, Internal and External commands, Batch File.

Unit 8: MS Windows Operating System
Features of Windows 7, Exploring Components of Windows: The Desktop, The Icons, Working with Windows, The Start Menu and Taskbar, Quiting Windows; Customizing the Desktop, Files and Folders.

Unit 9: LINUX Operating System
Open Source and Free Software, Advantages and Disadvantages of Linux Operating System, Concept of Path, Basic Linux Commands, File Permission, Text Editor vi.

Unit 10: Word Processor -Part I
Starting MS-Word, Document Window and its Components, Different Bars, Document View, Creating a New Document, Saving a Document, Opening an Existing Document, Exiting MS-Word, Working with Text, Working with Paragraph, Bullets and Numbering, Find and Replace, Copy, Cut and Paste

Unit 11: Word Processor-Part II
Spelling and Grammar Checking, Undo and Redo option, Header and Footer, Page Setup, Printing Documents, Inserting Picture, Working with Tables: Inserting Table, Deleting Table, Traversing Table, Selecting a Table, Rows and Columns, Deleting Rows and Columns, Merge and Split Cells; Creating Multiple Columns

Unit 12: Spreadsheet-Part I
Starting MS-Excel, Working with Toolbars, Row, Column and Cell, Working with Excel: Creating a New Workbook, Working with Cells and Fonts, Merging Cells, Inserting and Deleting Rows and Columns; Saving a Workbook, Closing a Workbook;

Unit 13: Spreadsheet-Part II
Different Operators used in Excel; Working with Formula and Functions; Sorting Data; Working with Charts.

Unit 14: Introduction to Documentation and Presentation
Starting MS-PowerPoint, Creating a New Presentation, Working with Slides, Applying Text and Graphics, Applying Themes, Customizing Slide Show, Saving, Running and Closing a Presentation, Opening an Existing Presentation

Unit 15: Threats and Legal Framework Cyber Crimes against Individuals, Institution and State, Hacking , Digital Forgery, Cyber Stalking/Harassment, Cyber Pornography, Identity Theft & Fraud, Cyber terrorism, Cyber Defamation, Different offences under IT Act, 2000

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MCA (S1) 02: Digital Techniques

Unit 1: Introduction to Number Systems
Decimal, Binary, Hexadecimal and Octal number system, Number system conversion

Unit 2: Binary Arithmetic
Complement: r's and (r-1)'s complement, Binary addition, Binary subtraction, Binary Multiplication, Binary division.

Unit 3: Data Representation
Fixed Point representation and Floating point representation

Unit 4: Code Conversion Technique
Gray code, BCD, Code conversion technique, ASCII, EBCDIC, Unicode, ISO

Unit 5: Boolean algebra
Introduction, Properties of Boolean Identities, Properties of Positive and Negative Logic

Unit 6: De-Morgan's Theorem and Application
De-Morgan's Theorem, Application of De-Morgan's theorem.

Unit 7: Basic Logic Gates
Logic Gates: AND, OR, NOT.

Unit 8: Universal Gates
NAND, NOR, XOR; Conversion of the Logic Gates, NAND and NOR Implementation of Basic Gates.

Unit 9: Introduction to IC
LSI, MSI, VLSI.

Unit 10: Reduction Techniques
Boolean Expression, Simplification of Boolean expression by Algebraic method and Karnaugh Map, SOP, POS, Standard and Canonical form, Conversion of SOP to POS and vice-versa, Reduction upto 3-variables.

Unit 11: Combinational Circuit
Definition and Properties of Combinational Circuit, Introduction to Multiplexer, 4-to-1 multiplexer, Demultiplexer, Encoder, Decoder,

Unit 12: Binary Arithmetic Circuits
Half adder, Full adder, Binary Half subtractor, Full subtractor

Unit 13: Sequential Circuit
Definition and Properties of Sequential Circuit, Block Diagram of Sequential Circuit, Types of Sequential Circuit, Introduction to Flip-Flop and its different types: RS, JK; Master-Slave JK Flip-Flop.

Unit 14: Registers and Counters
Shift Register: Introduction, Properties and Applications, Types of Shift Registers: SISO, PISO, SIPO, PIPO; Counter, Synchronous and Asynchronous Counter, Limitations of Asynchronous Counter, Frequency Division Counter.

Unit 15 Memory Types
Random Access Memory (RAM), Read Only Memory (ROM), Static RAM, Dynamic RAM, Volatile and Non-Volatile memory

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MCA (S1) 03: Computer Programming using C

Unit 1: Introductory Concepts
Basic definition of Pseudo Code, algorithm, flowchart, program

Unit 2: Elements of C Programming
Characters used in C, Identifiers, Keywords, Tokens, Constants, Variables, Types of C variables, Receiving input and output

Unit 3: Variables and Data types
Integer, character floating point and string; Initialization of variable during declarations; Symbolic Constants, type conversion in assignment

Unit 4: Operators and Expressions
Expression in C, Different types of operators: Arithmetic, Relational and Logical, Assignment, Conditional, Increment and decrement, Bitwise, Comma and other operator (size of, period etc). Precedence and associatively of operators, type casting

Unit 5: I/O Functions
Header Files (stdio, conio), Formatted Input/Output Functions (scanf, printf), Escape Sequences, Character Input/Output Functions (getch, getchar, putchar, gets, puts, getche, clrscr)

Unit 6: Preprocessor Directives
Features of C preprocessor, Macro expansion, Macros with arguments, #if and #elif directives,

Unit 7: Conditional Statements
Conditional Statement- if, if- else, nested if-else, switch-case; break, continue, goto

Unit 8: Loop Control Structures
Concept of Loops, Types of loop: while, do-while, for; nested loops

Unit 9: Storage Class
Automatic, External, Static, Register, Scope and lifetime of variables, Macro, Preprocessor directive

Unit 10: Arrays
Array, Array Declaration, 1-Dimensional array, 2-Dimensional array

Unit 11: Strings
String, String Handling Functions: strlen(), strcmp(), strcpy(), strrev(), strcat(), etc

Unit 12: Functions
Function, Function declaration, Function definition, Function call, Formal and Actual parameter, Recursive function

Unit 13: Pointers
Pointer, Pointer declaration, Passing pointer to a function, Pointer and one-dimensional arrays, Dynamic memory allocation

Unit 14: Structures and Union
Structure Declarations, Definitions, Defining your typedef, Array of Structure, Pointer to Structure. Union Declaration, Definition, Declaration, Uses

Unit 15: File Handling
Concept of File, File Pointer, File Opening in various modes, closing a file, reading and writing on files, Formatted Input/Output, fseek(), ftell(), rewind()

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MCA (S1) 04: Fundamentals of Networking and Web Technology

Unit 1: Introduction to Computer Network
Goals of Computer Network, Types of Computer Network: LAN, MAN, WAN, LAN Transmission Methods, Peer-to-Peer LANs, Broadcast and Point-to-Point Networks, Connection-Oriented and Connection-Less Services.

Unit 2: Network Topology
Definition of Network Topology, Types of Network Topology: Bus, Ring, Star, Mesh, Tree.

Unit 3: Data Communication Modes
Introduction to Signals and Systems, Types of Communication (Analog, Digital), Modes of Communication (Simplex, Half-Duplex, Full-Duplex), Modulation.

Unit 4: Network Devices
Network Interface Card (NIC), Modem, Switch, Router, Gateway.

Unit 5: Data Transmission
Parallel Transmission, Serial Transmission, Bandwidth, Baud length, Switching Techniques: Circuit Switching, Message Switching, and Packet Switching.

Unit 6: Network Models
ISO-OSI Reference Model: Functions of each Layer; Various Terminology used in Computer Network; Connection-Oriented and Connectionless Services, TCP/IP Reference Model, Comparison of ISO-OSI and TCP/IP Model.

Unit 7: Transmission Media
Transmission Medium, Guided Media: Coaxial Cable, Twisted Pair, Fiber Optics Cable: Unguided Media: Radio Waves, Bluetooth, Infrared, Microwave, Satellite, Wireless LANs (IEEE 802.11).

Unit 8: Internet
Definition of Internet, Internet Architecture, Peer-to-Peer, Client-Server, Accessing Technique, Internet Service Providers, Organization of Internet, Internet Protocol Suite, IP Address, Domain Name System, Uniform Resource Locators (URL), Socket, Application of Internet.

Unit 9: Word Wide Web
Web Page, Web Browsers, Web Server, Web Search Engines, Web Cookies, Technologies in WWW.

Unit 10: Introduction to HTML
Basics of HTML, HTML Editor, HTML Tags, Document Structure Tags, Formatting Tags, Hyperlink and Image tags

Unit 11: HTML Lists and Tables
HTML Lists: Unordered, Ordered, Definition Lists; HTML Table tags;

Unit 12: Advanced HTML Tags
Frame tags, HTML Form, Additional Advanced HTML Tags.

Unit 13: Introduction of XML
Introduction to XML, Comparison of HTML and XML, XML Basics, Introduction to DTD

Unit 14: Introduction to CSS
Cascading Style Sheets (CSS), Inline Style, Embedded Style, External Style Sheet, Imported Style Sheet, Ruleset, @ rule, Class Selector, ID Selector, Contextual Selector, Attribute Selector, CSS Properties – background properties, text properties, and border properties

Unit 15: Dynamic HTML]
Dynamic HTML, Document Object Model, Features of DHTML

MCA (S2) 05: Computer Organization and Architecture

Unit 1: Basic organization of the computer
Basic organization of the computer and block level description of the functional units from program execution point of view; Fetch, decode and execute cycle

Unit 2: Digital Components
Half adder, Full Adder, Half subtractor, Full subtractor, Coder-Decoder, Multiplexer, De-multiplexer, Magnitude Comparator, Flip-Flops, Counter, Register

Unit 3: Data Representation
Data representation, computer arithmetic and their implementation; control and data path, data path components, design of ALU and data path, control unit design.

Unit 4: Computer Arithmetic
Integer representation, sign magnitude representation, twos complement representation, integer arithmetic

Unit 5: Instruction Sets
Elements of a machine instruction, instruction representation, Simple instruction format, Instruction types, number of addresses, Types of operands, Types of operations. Different Instruction Formats, Instruction Types, Instruction Execution, Assembly language notation.

Unit 6: Addressing modes
Addressing: Immediate, Direct, Indirect, Registrar, Registrar indirect, Relative Index.

Unit 7:Input-Output Organization
Different I/O techniques (Programmed I/O, Interrupt-Driven I/O), DMA (Direct Memory Access), I/O Processors

Unit 8: Introduction to Cache and Virtual Memory
Memory Hierarchy, Semiconductor memories, internal organization of typical RAM and ROM Memory, Switches, Cache memory, Cache memory access techniques; Mapping functions, Virtual memory, Locality of reference, Paging, Cache Coherence Problem

Unit 9: Memory and I/O access
Memory Read Write operations, Concept of handshaking, Polling Techniques (Serial and Hub Polling) and Interrupt driven I/O, Priority and Daisy Chaining Technique, Introduction to Memory Mapping.

Unit 10: Memory and I/O Interfacing
I/O processor, Priority Encoder, Device Scheduler, Interfacing with the I/O Devices, keyboard, printer and display interfaces

Unit 11: External Memory
Magnetic Disk, Magnetic read write operation, sector, track, inter track and inter sector gap, cylinder, fixed head disk, seek time, access time, transfer time, rotational delay, RAID, Optical memory, Magnetic tap.

Unit 12: Processor structure and Function
Processor organization: Fetch instruction, Interpret instruction, fetch data, process data, write data, Registrar organization, Control and status registrar, Instruction cycle, Instruction pipelining (definition only)

Unit 13: Introduction to Parallel Processing
Introduction to Pipelining and Basics of Parallel Processing, Scalable Architecture

Unit 14: Introduction to CISC and RISC Architecture
CISC (Complex Instruction Set Computers), RISC (Reduced Instruction Set Computers), Examples of CICS and RISC

Unit 15: Parallel Architectures
SISD, SIMD, MISD, MIMD, Scalar, Flynn's Classification of Computer Architecture, Vector, superscalar and pipelined processor, Pipelining, Instruction pipeline, pipeline bubbles, Hazards: - resource conflicts, data dependency, branch difficulty. Vector computing, arithmetic pipeline, vector and scalar register, chaining, scatter gather operations, vector-register processor, memory-memory vector processor. Array processor

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MCA (S2) 06: Data Structure through C Language
DETAILED SYLLABUS

Unit 1: Introduction to Data Structure
Basic concept of data, data type, Elementary structure, Arrays: Types, memory representation, address translation functions for one & two dimensional arrays and different examples.

Unit 2: Algorithms
Complexity, time-Space, Asymptotic Notation

Unit 3: Linked List
Introduction to Linked List, representation of single linked list, linked list operations: Insertion into a linked list, deletion a linked list, searching and traversal of elements and their comparative studies with implementations using array structure.

Unit 4: Stack
Definitions, representation using array and linked list structure, applications of stack.

Unit 5: Queue
Definitions, representation using array, linked representation of queues, application of queue.

Unit 6: Searching
Linear and Binary search techniques, Advantages and disadvantages, Analysis of Linear and Binary search

Unit 7: Sorting
Sorting algorithms (Complexity, advantages and disadvantage, implementation), bubble sort, insertion sort, selection sort, quick sort

Unit 8: Trees
Definition and implementation: Binary Tree, Tree traversal algorithms (inorder, preorder, postorder), postfix, prefix notations; Binary Search Tree: Searching in BST, insertion and deletion in BST.

Unit 9: Dictionary ADT
Search trees, balancing of search trees – AVL trees, Red-Black trees, multi way search trees, 2-3 trees, splay trees, Insertion and Deletion in each of the above data structures, Hashing.

Unit 10: Advance Sorting and Selection Techniques
Heap sort, Shell sort, sorting in linear time, Counting sort, Radix sort. Medians and order Statistics Selection and Adversary arguments. Lower bound on sorting

Unit 11: Priority Queue ADT
Heaps-extended priority queue, min(max) heaps, binomial heap, fibonacci heap and its amortized analysis.

Unit 12: Partition ADT
Union-find algorithms through weighted merge and path compression

Unit 13: Data Structure for external storage operations
B-tree, insertion and deletion in B-trees, external sorting, B^+ tree

Unit 14: Red Black Tree
Definition, properties, Creation, Insertion, left and right rotation, balancing red black tree, deleting node from red black tree

Unit 15: Graph
Introduction to Graph, Graph representation: adjacency matrix, adjacency list, Traversal of graph: depth first search and breadth first search.

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MCA (S2) 07: Fundamentals of Database Management System

Unit 1: File Structure and Organization
Data and Information, Concept of Field, Key Field; Records and its types, Fixed length records and Variable length records; Files, operation on files, Primary file organization.

Unit 2: Database Management System
Definition of DBMS, File processing system vs. DBMS, Advantages and Disadvantages of DBMS, Database Architecture, Data Independence, Data Dictionary, DBMS Language, Database Administrator.

Unit 3: Data Models
Data Models: Object Based Logical Model, Record Base Logical Model, Relational Model, Network Model, Hierarchical Model.

Unit 4: Entity-Relationship Model
Entity Set, Attribute, Relationship Set, Entity Relationship Diagram (ERD), Extended features of ERD.

Unit 5: Relational Databases
Relational data model; Terms: Relation, Tuple, Attribute, Cardinality, Degree, Domain; Keys : Super Key, Candidate Key, Primary Key, Foreign Key;

Unit 6: Relational Algebra
Operations: Select, Project, Union, Difference, Intersection, Cartesian Product, Natural join.

Unit 7: SQL (Part I)
Introduction of SQL, characteristic of SQL, Basic Structure, DDL Commands, DML, DQL, SELECT Statement, WHERE Clause, Useful Relational Operators, Aggregate Functions, SUM Function, AVG Function.

Unit 8: SQL (Part II)
Compound Conditions and Logical Operators, AND Operator, OR Operator, Combining AND OR Operators, IN Operator, BETWEEN Operator, NOT Operator, Order of Precedence for Logical Operators, LIKE Operator, Concatenation Operator, Alias Column Names, ORDER BY Clause, Handling NULL Values, DISTINCT Clause

Unit 9: Normalization of Database
Introduction to Normalization, Anomalies of un-normalized Database, Normalization of Database: 1NF, 2NF, 3 NF, BCNF.

Unit 10: Database Design
Design of Relational Database, Functional Dependency Diagram, Dependency-preserving property , lossless join property , algorithms to ensure dependency -preserving property and lossless join property.

Unit 11: System Implementation Techniques
Query processing and optimization- translation between SQL queries and relational algebra;

Unit 12: Transaction Processing
Transaction and System concepts, Desirable properties, Schedules and Recoverability

Unit 13: Concurrency Control
Locking Techniques, Concurrency Control based on timestamp ordering, Multiversion Concurrency Control Techniques

Unit 14: Database Recovery
Concepts and techniques, recovery in multi database systems

Unit 15: **Security and Authentication**
Issues, access control techniques, introduction to multilevel security

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MCA (S2) 08: Project I

The guidelines for the project are enclosed in Annexure III.

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MCA (S3) 09: Introduction to Discrete Mathematics and Formal Languages and Automata

PART I: Discrete Mathematics

Unit 1: Sets, Relations and Functions
Sets – the Empty Set, Finite and Infinite Set, Equal and Equivalent set, Subsets, Power set, Universal set, Venn diagram, Complement of a set, set operations; Concept of relation: identity and inverse relation, types of relation, equivalence relation; Concept of function: identity and constant function, types of function.

Unit 2: Lattices
Lattices as partially ordered sets, their properties. Lattices and algebraic systems. Sub lattices, direct products and homomorphism. Some special lattices for example complimented and distributive lattices.

Unit 3: Propositional Logic
Statements, logical connectives, truth tables; Tautologies, contradictions, logical equivalence, Applications to everyday reasoning

Unit 4: Boolean Algebra
Boolean Algebra, Relation of Predicate Calculus to Boolean algebra

Unit 5: Counting Principles
The Pigeonhole principle - counting; Permutation and Combination: Definition of Permutation and combination, Simple application of permutation and combination, Principle of Inclusion-Exclusion

Unit 6: Basic Algebraic Structure
Binary operations, identity and inverse of an element, group, subgroup, coset, cyclic group, normal subgroup, quotient group; Ring, Commutative Ring, Integral domain and Field

Unit 7: Graph Theory
Basic concepts- finite and infinite graphs, incidence and degree, isolated and pendant vertices, null graph; Paths and Circuits- isomorphism, subgraphs, walks, connected and disconnected graphs and components, Euler graphs, Bi-partite graphs, Hamiltonian paths and circuits;

Unit 8: Trees
Trees, Properties of trees, distance and centers, rooted and binary trees, on counting trees, spanning, fundamental circuits, spanning trees in weighted graphs; Cut-sets- properties, connectivity and separability, network flows; Matrix representation of graphs- incidence matrix, submatrices, circuit matrix, cut-set matrix, path matrix, adjacency matrix;

PART II: Formal Languages and Automata

Unit 9: Mathematical preliminaries
Set, Relations and Functions; Properties of Relations, Closure of Relations, Symbols and Alphabets, Strings and their properties, Languages, Principle of Induction.

Unit 10: The Theory of Automata
Definition of Automaton, Finite Automata, Transition Systems, Properties of Transition Functions, Acceptability of a String by a Finite Automata, Finite Automata with Epsilon-transitions;

Unit 11: Types of Finite Automata
Deterministic Finite Automata (DFA), Non-Deterministic Finite Automata (NFA); The Equivalence of DFA and NDFA; Minimization of Finite Automata; Application of Finite automata;

Unit 12: Formal languages
Basic Definition, Definition of a Grammar, Derivation and language generated by a grammar, Chomsky Classification of Languages;

Unit 13: Regular Expressions and Regular Grammars
Regular Set and Regular Grammars; Closure Properties of Regular Languages ; Regular Expressions; Relationship between the Finite Automata and Regular Expressions; The Pigeon-hole principle; Applications of Regular Expressions;

Unit 14: Context-Free Grammars and Languages
Context-Free grammars; Derivation tree, Parse trees; Applications; Ambiguity in Grammars and Languages

Unit 15: Properties of Context-Free Languages
Normal forms for CFGs; The pumping lemma for CFGs; Closure properties of CFL

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MCA (S3) 10: Object-Oriented Programming through C++

Unit 1: Introduction to Object-Oriented Programming
Basic concept of OOP, Comparison of Procedural Programming and OOP, Benefits of OOP, C++ compilation, Abstraction, Encapsulation, Inheritance, Polymorphism, Difference between C and C++

Unit 2: Elements of C++ Language
Tokens and identifiers: Character set and symbols, Keywords, C++ identifiers. Variables and constants: Integers & characters, Constants and symbolic constants, Dynamic initialization of variables, Reference variables, Basic data types in C++, Streams in C++, scope resolution operator

Unit 3: Operators and expressions
Operators, Types of Operators in C++, Precedence and Associativity, Manipulators, Enumerated data type, storage classes

Unit 4: Decision and Control Structures
if statement, if-else statement, switch statements, Loop: while, do-while, for; Jump statements : break, continue, goto

Unit 5: Array and Structure
Arrays, structure, unions, Runtime memory management: new and delete operator

Unit 6: Pointer
Introduction, Address operator, pointer variable, pointer definition, pointers and parameter passing, void pointer, pointer arithmetic, Runtime memory management: new and delete operator, Pointers to pointer, Passing address of a pointer, Array of Pointers, Pointers to functions

Unit 7: Functions
main() function, components of function : prototype, function call, definition, parameter; passing arguments; types of function, inline function, function overloading

Unit 8: Introduction to Classes and Objects
Classes in C++, class declaration, declaring objects, Defining Member functions, Inline member function, Array of objects, Objects as function argument, Static data member and mmber function, Friend function and friend class.

Unit 9: Constructors and Destructors
Constructors, Instantiation of objects, Default constructor, Parameterized constructor, Copy constructor and its use, Destructors, Constraints on constructors and destructors, Dynamic initialization of objects

Unit 10: Operator Overloading
Overloading unary operators: Operator keyword, arguments and return value; Overloading Unary and binary operators: arithmetic operators, manipulation of strings using operators, Type conversions.

Unit 11: Inheritance
Derived class and base class: Defining a derived class, Accessing the base class member, Inheritance: multilevel, multiple, hierarchical, hybrid; Virtual base class, Abstract class.

Unit 12: Virtual Functions and Polymorphism
Virtual functions, Pure virtual functions; Polymorphism, Categorization of polymorphism techniques: Compile time polymorphism, Run time polymorphism.

Unit 13: File Handling
File classes, Opening and Closing a file, File modes, Manipulation of file pointers, Functions for I/O operations

Unit 14: Templates
Iintroduction, Function template, Function template overloading, Class templates, Template arguments

Unit 15: Object Oriented Design
Object Oriented Design Approaches, Object Modeling Techniques (OMT) tools: Object Model, Dynamic Model, and Functional Model. (Object Diagram, State Diagram, and DFD), Phases of Object-Oriented Development: Object Analysis, System Design, Object Design

MCA (S3) 11: Operating System

Unit 1: Review of Computer Organization
Major Subsystems, I/O Organization, Memory Organization, Bus Organization.

Unit 2: Introduction to Operating System
Definition of Operating System, Batch System, Multi-Programmed System, Time-Sharing System, Single User Operating System, Multi-User Operating System.

Unit 3: Processes
Process: process models, process hierarchies, process states; Threads: use, design issues of thread; Types and Application.

Unit 4: Interprocess Communication
Interprocess communication, race conditions, critical-sections, mutual exclusion, solution to race condition, disabling interrupt, Peterson's solution, sleep & wake up (The Producer Consumer Problem), Semaphores

Unit 5: Scheduling
Basic concepts, primitive and non-primitive scheduling, types of scheduling - batch, interactive and real-time, scheduling algorithms, goals of scheduling algorithms, first come first serve, shortest job first and round robin scheduling.

Unit 6: Deadlocks
Definition of deadlock, principles of deadlock (deadlock conditions & modelling), deadlock detection, recovery & prevention, deadlock avoidance (banker's algorlithm)

Unit 7: Memory Management
Multiprogramming: fixed partitions, relocation and protection; Swapping and its basic concepts; Virtual Memory: Basic concepts, Paging and Page tables, Page Replacement Algorithms (FIFO, LRU; Cache Memory.

Unit 8: Memory Mapping
Associative Mapping, Set-Associative Mapping, Block Set-Associative Mapping, DMA.

Unit 9: File System
Definition of File, File naming, File types(directory, regular), Sequential access and Random access files, File attributes, Operations on file, Hierarchical directory structure, Path name(relative and absolute), Operation on directories, File system implementation techniques.

Unit 10: I/O Management
Basic principles I/O Operations, I/O Devices, Device controllers, DMA, Principles of I/O Software, its goals, Interrupt Handlers, Device Drivers.

Unit 11: Protection
Needs for protection, domain of protection, Example in UNIX, access matrix, Implementation of Access matrix

Unit 12: Security
The security problem, Authentication, Password, password vulnerabilities, Encrypted password, One time password(OTP), Biometrics and its types, Intrusion detection (definition only).

Unit 13: Multiprocessor Systems
Types of Multiprocessor Operating Systems, Multiprocessor OS Functions and Requirements, Multiprocessor synchronization

Unit 14: Distributed Operating Systems
Distributed Processing, Coping with Failures Models of Distributed systems, Remote procedure calls, distributed Shared Memory, Distributed File Systems.

Unit 15: Introduction to Multiprogramming System
Queue management, I/O supervisors, memory management. File system, Disk and Drum Scheduling.

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MCA (S3) 12: System Analysis and Design

Unit 1: System Concept
System definition, Characteristics of a system: Organization, Interaction, Interdependence, integration, Elements of a system: inputs and outputs, Processors, control, feedback, environment, boundaries and interface, Types of systems: Physical or abstract system, open or closed system.

Unit 2: System Development Life Cycle
Introduction, Recognition of need, Feasibility study, Analysis, design, implementation, post implementation and maintenance, consideration for candidate system, prototyping,

Unit 3: Role of System Analyst
Introduction, Interpersonal skill, academic and professional qualification, multifaceted role of the analyst, analyst/user interface, conflict resolution, place of analyst in the MIS organization

Unit 4: System Planning and Initial Investigation
Introduction, bases for planning in system analysis, dimensions of planning, strategic MIS planning, Managerial and operational MIS planning, initial investigation, needs identification, determining the user's information requirements, background analysis, fact finding, review of written documents, on site observations

Unit 5: Information Gathering
Introduction, types of information needed, information about the organization, information about user staff, information about work flow, origin of information, review of literature, procedures and forms, interviews and questionnaires

Unit 6: Tools of Structured Analysis
Introduction, Data flow diagram (DFD), DFD symbols, constructing a DFD, data dictionary, structured English, decision tree, decision table

Unit 7: Feasibility Study
Introduction, system performance definition, statements of constraints, identification of specific system objectives, feasibility consideration: economic feasibility, technical feasibility, behavioral feasibility, steps in feasibility analysis, feasibility report

Unit 8: Cost/Benefit Analysis
Introduction, data analysis, cost and benefit categories, procedure for cost/benefit determination

Unit 9: The Process and Stages of System Design
Introduction, The process of design : Logical and physical design, design methodologies, structured design, functional decomposition, Forms driven methodology, HIPO and IPO chart

Unit 10: Input/Output and Form Design
Introduction, Input design, input data, source data, input media and devices, online data entry, formatted form, screen design, output design, form design, requirements of form design, types of form, box design

Unit 11: Database Design
Introduction, objective of database, key terms in database, Logical and physical views of data, schemas and subschemas, Types of relationships, Types of data structure : hierarchical, network, relational, entity and attributes, role of dataset administrators, Nornalization

Unit 12: System Testing
Introduction, Need for system testing, nature of test data, test plan, activity network for system testing, types of system test

Unit 13: Quality Assurance
Introduction, quality factor specification, levels of quality assurance, software requirement specification, software design specification.

Unit 14: Implementation
Introduction, conversion, activity network for conversion, file conversion, creating test files, training aids

Unit 15: Project Scheduling
Introduction, reason for system failure, project management, Planning tools: Gantt charts, program evaluation and review techniques (PERT), project management software.

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MCA (S4) 13: Programming in Java

Unit 1: Introduction to JAVA
An overview of JAVA, Basic features of Java, JAVA Environment, Installing the Java SDK, Writing Java Programs

Unit 2: Operators and Assignments
Introduction, Assignment operator, Comparison Operators, Instance of Comparison, Arithmetic operators, Shift operator, Bitwise operator, Logical operator, bitwise operator, conditional operator, casting.

Unit 3: Programming Basic
Java Token & Keywords, Constants, Data types; Declaring a variable, The scope and lifetime of variable, Various Operators, Input/Output statements Decision Making and Control Statements : if statement, If-else, else-if, switch statement; for, while, do-while statements

Unit 4: Class in Java
Class fundamentals: Defining class, Accessing class members, Declaring objects, Passing Arguments to Methods, Returning Multiple Values from methods, Modifiers

Unit 5: OOP in Java
Class fundamentals: Defining class, Accessing class members, Declaring objects, Constructors, copy constructor; Passing Arguments to Methods, modifiers, Inheritance: the super class, Multilevel Inheritance, Final and abstract keyword, Static Members

Unit 6: Arrays, Strings and Vectors
Declaring Arrays, Creating Arrays, Initializing Arrays, Multi-Dimensional Arrays, Strings: string arrays, string methods, String Buffer class, Vectors

Unit 7: Interfaces and Packages
Interfaces: Defining an Interface, Implementing interfaces, Applying Interfaces, Packages: Defining a package, Accessing and Importing Packages

Unit 8: Threads
Introduction, new threads, creating new threads by extending the thread class, creating a thread by implementing Runnable Interface, Threads in the Running State, Sleeping and Interruptions, Signaling with wait, notify

Unit 9:The java.lang.Math class
Introduction, Methods of the java.lang.Maths: abs, ceil, floor, max, min, random, round, sin, cos, tan, sqrt, exp, log, pow.

Unit 10: Exception Handling
Exception Handling fundamentals, Exception types, Using *try* and *catch,* built-In exceptions in Java, User-defined exception

Unit 11: File Handling
I/O Basics: Streams, The Stream classes, The predefined streams, Reading console input, Writing console output, Reading and writing files

Unit 12: Introduction to Applets
Applets and the World Wide Web, The Applet Class, Applets and HTML , The Life Cycle of an Applet, Using Window Components, Event Handling, Adding Audio and Animation

Unit 13: AWT and Swings
AWT Basics, AWT Components, Event Handling, Application and Menus; Introduction to Swings, Swing Components, Event Handling, Display text and image in a window, Layout manager

UNIT 14: Introduction to JDBC
Basic steps to JDBC, API, JDBC Drivers, Connection Management, JDBC Design Considerations, Two Tier and Three Tier client server model, Result Set, Prepared statement and callable statement, Result Set Meta Data Object.

Unit 15: Database programming using Java
Keeping MySQL or NoSQL as backend and using java as front end good GUI should design to insert, update and delete record on a database table

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MCA (S4) 14: Computer Graphics

Unit 1:Introduction to Computer Graphics
Definition, Application Areas of Computer Graphics (CAD, CAM, Education and Training, Entertainment, Image Processing, Computer Art etc.), Graphical User Interfaces (GUI)

Unit 2: Graphics Systems
Cathode Ray Tubes, Random Scan Displays, Raster Scan Displays, Color CRT Monitors, Flat-Panel Displays (Plasma-Panels, Liquid Crystal Displays(LCD), Electroluminescent displays), Graphics Software (GKS, PHIGS)

Unit 3:Line Drawing Algorithms
Points and Lines, Line Drawing Algorithms (DDA Algorithm, Bresenham's Line Algorithm)

Unit 4:Circle and Ellipse Drawing Algorithms
Circle drawing algorithms, Ellipse Drawing algorithms

Unit 5: Filled area algorithms
Filling (Scan-Line Polygon filling, Inside outside tests, Boundary-fill and Flood-fill algorithm)

Unit 6:Transformations
Basic 2-D Transformations (Rotation, Reflection, shearing, scaling), Homogeneous Coordinate Representation, Translation, 3-D transformations

Unit 7: 2-D Viewing
2-D Viewing: The viewing pipeline, viewing coordinate reference frame, window to view-port coordinate transformation, viewing functions

Unit 8: Clipping Algorithms
Line and polygon clipping algorithms (Cohen-Sutherland and Cyrus-beck line clipping algorithms, Sutherland –Hodgeman polygon clipping algorithm)

Unit 9: 3-D Object representation
3-D Object representation: Polygon surfaces, quadric surfaces, spline representation, Basic illumination models, polygon rendering methods

Unit 10: Bezier and B-spline curves
Hermite curve, Bezier curve and B-spline curves, Bezier and B-spline surfaces

Unit 11: Projections
Projection Classification, Parallel projections, Perspective projections (One point, Two point), Hidden Layer Projection

Unit 12: 3-D Geometric transformations
Translation, rotation, scaling, reflection and shear transformations, composite transformations

Unit 13: 3-D viewing
Viewing pipeline, viewing coordinates, view volume and general projection transforms and clipping

Unit 14: Basics in Animation
Animation Basic, Computer Animation, Principles of Animation, Types of Animation, Animation Software (Maya, etc) and Hardware, Common Terms in Animation

Unit 15: Animation Designing
Design of Animation sequence, Morphing, Application of Computer Animation, Future of Animation

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MCA (S4) 15: Linux System Administration

Unit 1: Introduction to System Administration
Introduction to System Administration, Role of System Administrator, Qualities of good System Administrator, System Administration Common administrative tasks, identifying administrative files – configuration and log files

Unit 2: Introduction to LINUX Operating System
Basic idea on Proprietary, Open Source, Free Software etc, Basic Features of the Linux operating system, Introduction of Various Linux Distribution (Red Hat Enterprise Linux, Cent OS, Fedora Projects, Debian Linux, Ubuntu, SUSE etc.)

Unit 3: Installation of LINUX Operating System
Installation Requirements, Partitioning the Hard drive in Linux, Installing the Linux system: Using Live CD, Virtual Machine, Direct Installation, Installing and Configuring software in Linux

Unit 4: LINUX Kernel
Linux kernel and device drivers, System Startup and Shutdown, Standard I/O, Standard error, Redirection and Piping

Unit 5: Basics of LINUX File System
Basics of Linux file system - File system types (ext3, ext4, xfs, jfs, ReiserFS, iso9660 etc.), Boot block, Super block, Inode table, Data blocks, How Linux access files, storage files, Linux standard directories, LILO, GRUB Boot Loader, three basic types of files (ordinary or regular, special or device and directory), I-nodes and file attributes, init and run levels

Unit 6: File organization
Files and File System (File Types and Permissions, Links, Size and Space, Date and Time); Working with Files: Reading Files, Searching for files, Copying, Moving, Renaming, Deleting, Linking, and Editing Files; Absolute and Relative path names, File system Mounting and Unmounting, Organization of the file tree, Standard directories and their contents, Disk related commands, checking disk free spaces.

Unit 7: LINUX File Handling Commands
Files and Directory handling Commands - ls, cd, cp, mv, rm, mkdir, rmdir, pwd, Commands for Creating and Viewing ordinary files – cat, more, less, pg

Unit 8: LINUX Filter Commands
Filter Commands – wc, head, tail, cut, tr, top, grep (with regular expressions),. Other commands –tar, unzip, nice, kill, netstat. Setting user and group ownership of files and Access permissions – chmod, chown, chgrp commands

Unit 9: LINUX Shells
Various types of Shell available in Linux, Comparisons between various Shells, Study of different Linux Shells (sh, bash, csh, zsh), Environment variables, Shell script basics (examples

of some simple shell programming), Shell programming in bash, read command, conditional and looping statements, case statements, parameter passing and arguments, Shell variables, system shell variables, shell keywords, creating Shell programs for performing various tasks.

Unit 10: Process
Services and Process, Basic commands for starting and stopping processes, Basic process attributes and their role in Access control. Examining the list of running processes on the system and understand the data presented there. Background process, Job control, Crontab file format, Backup and Restore procedure

Unit 11: Printing Jobs
Submit a print job, check the status of a print job, cancel a print job, configuring the Print Queue, Selecting the Print Driver, Editing the Printer configuration

Unit 12: System Administration Tasks
Getting Started: Login process, Creating Users Account and Group, Getting Help, Understanding the "root" account, Managing user accounts-adding, modifying and removing User accounts, changing permissions and ownerships, Creating and managing groups, modifying group attributes, becoming super user using su; limited su (sudo) Changing Password, System monitoring and logging, Monitoring memory usage, disk space usage and I/O activity, Temporary disable user's accounts, creating and mounting file system, checking and monitoring system performance file security & Permissions, Getting system information with uname, host name, disk partitions & sizes, users, kernel. Backup and restore files, reconfiguration hardware with kudzu, installing and removing packages in Linux. Configure X-windows starting & using X desktop. KDE & Gnome graphical interfaces, changing X windows settings.

Unit 13: Networking in LINUX
Installation and configuration of a simple LAN; Installation and configuration of: Proxy server(Squid), DNS server(BIND), Mail server, Web server(Apache), File server(Samba), DHCP server; Installation and configuration of a SSH server and client; Installation and configuration of FTP server and client, rules governing IP address classes and netmasks, Network Address, Netmask and Gateway configuring Interface with ifconfig, ping, netstat, traceroute, telnet, understanding the significance of the /etc/services file and well known port numbers

Unit 14: Network Protocols
Basics of configuring NFS, NIS, DNS, FTP, Squid Proxy, DHCP server, ip tables and firewall

Unit 15: Basic Network Security Issues
Introduction to Basic Network Security Issues, Packet Snifflers, DOS Attacks, Linux Kernel Firewalling, Virtual Private Networks

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MCA (S4)16: Fundamentals of Management
4 credits: 120 hours of learning

Unit 1: Introduction to Management
Definitions and Functions of Management, Characteristics of Management, Levels of Management, Managerial Skills, Importance of Management, Models of Management

Unit 2: Theory of Management
Scientific Management Approach, Administrative Management Approach, Behavioral Management Approach, Modern Management Theories

Unit 3: Forms of Business
Single Ownership – Advantages and limitations, Partnership – Types of Partners – Advantages and limitations, Joint Stock Company – Formation of Joint Stock Company – Advantages and limitations; Co – operative Societies – Types of Co – operatives – Advantages and limitations, Public Corporations – Advantages and limitations.

Unit 4: Introduction to Organization
Meaning of Organizing and Organization, Organization process , Functions of an Organization, Principles of Organization, Formal and Informal Organizations - Merits and Demerits, System View of Organization (Open / Closed)

Unit 5: Organizational Structure
Meaning of Organization Structure, Druker's and Mintzberg Approach to the Organizational Structure, Line Organization – Merits and Demerits, Functional Organization – Merits and Demerits, Line and Staff Organization – Merits and Demerits, Committee Organization – Merits and Demerits.

Unit 6: Dynamic Organizational Structure and Departmentation:
Definition of Dynamic Structure, Principles of Departmentation, Process of Departmentation, Four major types of Organization Structures : Functional Structure (Departmentation by Function), Divisional Structure (Departmentation by Product or Services), Hybrid Structure and Matrix Structure, Span of Control, Organization Structure in a Globalized World, Virtual or Networked Organizations.

Unit 7: Management of Human Resource
Concept of Human Resource Management, Functions of Human Resource Management, Human Resource Planning, Training and Development of human Resource, Job Analysis, Job Evaluation and Merit Rating.

Unit 8: Staffing in Organization:
Concept of Recruitment – Functions of Recruitment, Internal and External Recruitment, Recruitment policy. Recruitment Process: Meaning, Major sources of Recruitment - Employment Exchange, Advertisement in different Media, Internet / Job sites, Universities and Other institutes (Campus Interviews), Preliminary Screening of Applicants, Review of Application Forms/Blanks, Induction and Placement: Meaning of Induction Programme,

Objectives of Induction Programme, Components of an Induction Programme, Steps in an Induction Programme, Placement, Meaning of Staffing Costs, Areas of Staffing Costs.

Unit 9: Wages and Salary Administration
Objectives, Concept of Compensation, Reward, Wage Levels and Wage Structures, Wage determination Process, Wage administration rules, Principles of Wage and Salary Administration, Types of Wages – merits and demerits.

Unit 10: Motivation
Motivation – Introduction, Types of Motivation, Attitude Motivation; Group Motivation; Executive Motivation, Techniques of Motivation, Motivation Theories: Maslow's Need Hierarchy Theory, McGregor's Theory X and Theory Y, Fear and Punishment Theory.

Unit 11: Leadership
Introduction, Qualities of a good Leader, Leadership Style, Blakes and Mouton's Managerial Grid, Leadership Approach, Leadership Theories.

Unit 12: Control
Concept of Control, Characteristics of Control, Prerequisites of a Good Control System, Essential Features of a Good Control System, Types of Control, Process of Control, Methods of Control, Usages of Control, Importance of Control, Tools of Control.

Unit 13: Entrepreneurship – Introduction
Concept of Entrepreneur, Entrepreneurial Characteristics, Entrepreneurship Development, Need for Promotion of Entrepreneurship, Steps for establishing small scale unit.

Unit 14: Business Environment and Social Responsibility
Concept of Social Responsibilities of Business, Reasons for Social Responsibility, Advantages and Disadvantages for Social Responsible Organizations, Concept of the Business Environment , PEST analysis, SWOT analysis.

Unit 15: Management Information System
Data and Information, Need, function and Importance of MIS, Evolution of MIS, Organizational Structure and MIS, Computers and MIS, Classification of Information Systems, Information Support for functional areas of management, Organizing Information Systems.

MCA (S5) 17: Open Source Software

Unit 1: Installation to LaTeX
Installation of LaTeX, Understanding Latex compilation

Unit 2: Introduction of LaTeX
Basic Syntax, Writing equations, Matrix, Tables

Unit 3: Page Layout – I
Page Layout – Titles, Abstract Chapters, Sections, References, Equation references, citation, Table of contents

Unit 4: Page Layout – II
List making environments, Generating new commands, Figure handling, table & figure numbering, List of figures, List of tables, Generating index

Unit 5: Packages
Packages: Geometry, Hyperref, amsmath, amssymb, algorithms, algorithmic graphic, color, tilez listing

Unit 6: Classes
Classes: article, book, report, beamer, slides, letter

Unit 7: Applications of LaTex
Applications: Writing Resume, Writing question paper, Writing articles/ research papers, Presentation using beamer, inserting graphics, drawing graphics, putting equations like :

$$(x+a)^n = \sum_{k=0}^{n} \binom{n}{k} x^k a^{n-k},$$

$$(1+x)^n = 1 + \frac{nx}{1!} + \frac{n(n-1)x^2}{2!} + \cdots,$$

$$f(x) = a_0 + \sum_{n=1}^{\infty} \left(a_n \cos\frac{n\pi x}{L} + b_n \sin\frac{n\pi x}{L} \right)$$

$$, e^x = 1 + \frac{x}{1!} + \frac{x^2}{2!} + \frac{x^3}{3!} + \cdots, -\infty < x < \infty$$

Unit 8: Installation of Scilab
Installation of Scilab (both windows & Linux)

Unit 9: Introduction to Scilab
Introduction to scilab, Basic syntax, Mathematical Operators, Predefined constants, Handling .sci files, Installation of additional packages e.g. optimization

Unit 10: Functions in Scilab
Built in functions, Complex numbers, Polynomials, Vectors, Matrix operations (functions like inv(), spec(), zeros(), ones(), eye(), rand(). Handling these data structures using built in functions. Functions

Unit 11: Conditional Statements in Scilab
Loops (for & while), Conditional statements

Unit 12: Graphics in Scilab
Graphics handling: 2D, 3D, Generating .jpg files, Function plotting, Data plotting, GUI in scillab, Plotting 2D graphs

Unit 13: Applications of Scilab
Applications: Numerical Linear Algebra (Solving linear equations, eigen values atc.) solving Ordinary Differential Equations, Numerical Analysis – iterative methods, Comparison with C/C++/Matlab

Unit 14: Introduction to Python
Introduction to Python, The procedure to install Python, How to open Python console

Unit 15: Basic Python Commands
Basic Python commands, Python programming

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MCA (S5) 18: Web Technology

Unit 1: Basics of Internet and Web
History of the Internet and the Web, The basics of Internet, World Wide Web Consortium (W3C), World Wide Web, Web page, Home page, Web site, Static, Dynamic and Active web page, Hypertext, hyperlink, Uniform Resource Locator (URL), Overview of Protocols – Simple Mail Transfer Protocol, Gopher, Telnet, Emails, FTP, Hyper Text Transfer Protocol (HTTP), Hypertext Transfer Protocol Secure (HTTPS), Client server computing concepts, MIME, Web Surfing, Domain Name System (DNS), TCP/IP the protocol of the Internet, Internet Protocol (IP) and the concept of IP Addresses. Internet Service Provider (ISP), Autonomous System (AS), Free and Proprietary Software

Unit 2: Web Client
Web Browser, Browsers e.g., Netscape navigator, Internet Explorer, Mozilla Firefox, Client-Side Scripting Languages- VB Script and Java Script, Active X control and Plug-ins

Unit 3: Web Sever
Web Server Architecture, Image maps, CGI, API web database connectivity-DBC, ODBC, Proxy Server

Unit 4: Introduction to HTML
Introduction to HTML, HTML and its components, Essential Tags, Tags and Attributes, Text Styles and Text Arrangements, Text, Effects, Exposure to Various Tags (DIV, MARQUEE, NOBR, DFN, HR, LISTING, Comment, IMG), Color and Background of Web Pages, Attributes of Image Tag, Hypertext, Hyperlink and Hypermedia, Links, Anchors and URLs, Links to External Documents, Document Object Model (DOM), Creating a simple web page

Unit 5: HTML Lists and Tables
Lists, Unordered Lists, Ordered Lists, Definition Lists, Tables, TABLE, TR and TD Tags, Cell Spacing and Cell Padding, Colspan and Rowspan

Unit 6: HTML Frames and Form
Frame, Frameset, FRAME Tag, NOFRAMES Tag, Forms, FORM and INPUT Tag, Text Box, Radio Button, Checkbox, SELECT Tag and Pull Down Lists, Hidden, Submit and Reset

Unit 7: Cascading Style Sheet
Cascading Style Sheets (CSS), Inline Style, Embedded Style, External Style Sheet, Imported Style Sheet, Ruleset, @ rule, Class Selector, ID Selector, Contextual Selector, Attribute Selector, CSS Properties – background properties, text properties, border properties, Creating a CSS file, Using CSS in a web page

Unit 8: Dynamic HTML
Dynamic HTML, Document Object Model, Features of DHTML, CSSP (Cascading Style Sheet Positioning) and JSSS (JavaScript assisted Style Sheet), Layers of Netscape, The ID Attribute, DHTML Events.

Unit 9: Introduction to JavaScript
Introduction, Language Elements: Data types, Identifiers, Expressions, Operators, Statement Functions, JavaScript - Comments, document write( ), console.log( ), Variables, length, substring, Conditional Statements - if, Loops - for, Functions. Creating a JavaScript file, Using JavaScript in a Web page

Unit 10: Objects in JavaScript
Objects: Window, Document, Form Objects, TextBox, TextArea, Button, Radio Button, Check Box, Select Objects, Date, Match, String Objects; Regular Expression, Arrays, HTML DOM and JavaScript - Finding HTML Elements, Changing HTML elements, DOM events,

Unit 11: AJAX Basics
Introduction, AJAX, XML http Request Object, AJAX Request, AJAX Response, AJAX Events, Adding Ajax Functionality in JavaScript, Adding Ajax Functionality to a Web Page

Unit 12: XML
XML - Declaration, Root Element, Child Elements, Element Attributes, Entity References, Comments

Unit 13: Introduction to PHP
Software Prerequisites - Installing Apache and PHP, Starting and Testing Apache, Testing PHP with phpinfo(), Installing MySQL, Starting and Testing MySQL, Installing the php-mysql Module, Checking the php-mysql Module

Introduction to PHP, Basic Programming Concepts of PHP: Variables, Data-types, Constants, Scope of Variables, Type of Variables, Type Casting, Operators, Operators Precedence, References, Connecting to MySQL using PHP, Building a Web Page using PHP

Unit 14: Control statements and Functions in PHP
Control Structures: Branching, If statement, Switch statement; Looping: for Loop, while Loop, do while Loop, for each Loop; Arrays, Functions: User Defined Functions, Built-in Function, Functions for Variables; Script Controlling Functions, Array Functions, Date and Time Functions, Mathematical Functions, String Functions, PHP Server Variables; Working with form, Uploading files to Web Server using PHP

Unit 15: Creating a Web Application – putting it all together
The MVC Design Pattern – Basic Web Architecture, MVC Architecture, Coding Considerations, Setting up our Development Environment, Building our MVC Framework, Building a PHP Application on our MVC framework

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MCA (S5) 19: Data Communication and Computer Networks

Unit 1: Introduction to Data Communication
Introduction, Signals, Types of Signal: Analog, Digital, Block representation of Data Communication System, Channel, Bandwidth, SNR.

Unit 2: Types of Data Communication
Data Communication, Parallel and Serial Communication, Modes of Communication: Simplex, Half Duplex, Full Duplex; Asynchronous and Synchronous Communication.

Unit 3: Digital Transmission Fundamentals
Digital Signal, Pulse Code Modulation, TDM, FDM, Detection and Correction of Transmission Errors (Parity and Hamming Code Technique), Data Compression and Encryption

Unit 4: Introduction to Computer Networks
Computer Network: Definition, Goals, Structure; Broadcast and Point-To-Point Networks; Types of Networks (LAN, MAN, WAN): Server Based LANs & Peer-to-Peer LANs), Network Topologies, Network Protocols (X.25, X.21, Stop and Wait) and Standards (OSI/ISO), Networking Switching Techniques.

Unit 5: Network Models
Network Reference Models, Design Issues of the Layer, Protocol Hierarchy, Functions of each Layer, TCP/IP Reference Model, Comparison of ISO-OSI and TCP/IP Model, Network Classes and Addressing Technique.

Unit 6: Physical Layer
Physical Layer: Properties, Applications and Limitations.

Unit 7: Data Link Layer
Data Link Layer, Flow Control, Access Protocol, Bridges and Switches, MAC, LLC, Frame, Frame Format, Error Detection and Correction: Type of errors, detection and correction of errors; Data Link Control and Protocol: Flow & error control, Stop-And -Wait ARQ, HDLC.

Unit 8: Network Layer
Network Layer, Routing Protocols, Internet Protocol (IP), IP Addresses, Sub-netting, Connection-Oriented & Connectionless Services.

Unit 9: Transport Layer
Process-To-Process delivery, User Datagram Protocol (UDP), Transmission Control Protocol (TCP): Characteristics, TCP Segment, Connection Establishment and termination.

Unit 10: Session Layer
Interhost/Intranet communication; Protocols-Remote Procedure Call (RPC), Session Establishment, Session Delivery and Session Termination, Token Management

Unit 11: Presentation Layer
Services - Data conversion, Translation, Encryption, Compression; Protocols - FTP, Telnet, DNS, SMTP, POP.

Unit 12: Application Layer
Client-Server Model, Socket and Socket Interface

Unit 13: Network Standard Protocol
FTP, Telnet, HTTP, Email Protocol, POP, SMTP, Browser, WWW, PING

Unit 14: Network Devices
Gateway, Bridge, Router, Switch, RS-32C, Network Interface Card (NIC), Network Adapters, Components of NIC, Functions of NIC, Types of NIC; Ethernet: Basic Features, Types of Ethernet.

Unit 15: Wireless LANs
Wireless LANs (IEEE 802.11), Architecture, MAC Sub Layer, Frame Format, Frame Types, PSTN, Satellite Network

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MCA (S5) 20A: Image Processing

Unit 1: Fundamental of image
Definition of image, Analog image, digital image, Advantages & disadvantages of digital image, digital image representation, pixel, neighbours of pixel

Unit 2: Image Sampling
Introduction, Theory of 2D sampling, violation of sampling criterion, quantization, Resolution, Anatomy of the human visual system

Unit 3: Digital Image
Classification of digital image : Raster image, vector image, Image types : Binary image, grayscale image, color image, multispectral image, hyper spectral image, Elements of image processing system : Image sensor, acquisition, CCD sensor, CMOS image sensor comparison of CCD and CMOS sensors, Digital camera, Image file format, GIF file format, JPEG, PNG, TIFF, PSD, EPS, BMP, Application of digital image processing

Unit 4: Image Transform
Introduction, need for transform, Image transform, classification of image transform ,Fourier transform, 2D discrete Fourier transform, Properties of 2D DFT: Separable, spatial shift property, periodicity, convolution, correlation properties, scaling property, rotation property

Unit 5: Image enhancement in spatial domain
Introduction, Image enhancement in spatial domain: point operation, mask operation, Types of point operation: Brightness modification, contrast adjustment

Unit 6: Image Histogram
Introduction, histogram equalization, procedure to perform histogram equalization

Unit 7: Filtering
Introduction, Spatial filtering, linear filtering, low pass filter, limitations of low pass filter, weighted average filter, Bartlett filter, Gaussian filter, Median filter, High pass filtering

Unit 8: Image enhancement in frequency domain
Introduction, Low pass filtering in frequency domain, High pass filter in frequency domain, Butterworth high pass filter, Homomorphic filter

Unit 9: Image Restoration
Introduction, Image degradation, Types of image Blur, Classification of Image Restoration technique, Image restoration model, Linear Image Restoration techniques, Pseudo Inverse filter, Wiener filter, Non Linear Image Restoration techniques : Iterative method, Maximum likelihood Method, Stochastic image restoration technique

Unit 10: Image noise
Introduction, classification of noise image: adaptive noise, Multiplicative noise, impulse noise, Median filtering, trimmed average filter

Unit 11: Image segmentation
Introduction, Classification of Image segmentation technique, Local and global segmentation, region approach to image segmentation, clustering technique, Image segmentation based on thresholding, Limitation, edge detection techniques, edge linking, Watershed transformation

Unit 12: Image compression
Introduction, Need for Image compression, Redundancy in images, Image compression scheme Huffman coding, Arithmetic coding, transform base coding, Vector quantization

Unit 13: Binary Image Processing
Introduction, Binarisation, Mathematical morphology, structuring element, Morphological image processing, Basic set theory, Logical operations, Standard binary morphological operations: Dialation, Erosion, Opening, Closing, Properties of Morphological operations

Unit 14: Color Image processing
Introduction, Color formation, Human perception of color, Color model: RGB model, CMY color model, HIS color model, YIQ color model, Histogram equalization of color image, Color Image filtering

Unit 15: Wavelet-based Image Processing
Introduction, Wavelet, Wavelet transform, 2D continuous wavelet transform, Discrete wavelet transform, Haar Wavelet, Filter bank, Embedded Image coding.

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MCA (S6) 21: System Software

Unit 1: Introduction to System Software
Definition and classification of system software

Unit 2: Machine Structure and machine languages
Introduction, General/Specific machine structure, Data, Instruction: Format, Types and Lengths, Machine language, Assembly Language.

Unit 3: Assemblers
Assembly language, Assembly process, Symbol Table, Mnemonic Table, Macros and macro processors

Unit 4: Linkers and loaders
Basic concepts, Static and dynamic linking, shared libraries, loaders, overlays. Case study of the UNIX linking system, Windows DLLs, OLEs

Unit 5: High-level Languages
Introduction, Importance of high-level languages, Features of High level languages, Data types and data structure, block structure

Unit 6: Macro language and the macro processor
Introduction, Features of Macro facility, Macro Calls within Macros (Nested Macros)

Unit 7: Introduction to compiler
Introduction: Types of compiler, Phases of a compiler, Languages and Grammar.

Unit 8: Lexical Analysis
The role of lexical analyzer, Signification of tokens, recognition of tokens, Finite automata, Lexical analyzer, Lexical analyzer generator (LEX)

Unit 9:Syntax Analysis
The role of Parser, context free grammar, Top-down and Bottom-up parsers, shift-reduce parser, operator precedence parsing, LL(1), LR parsers, Parser generator (YACC).

Unit 10: Syntax Directed Translation
Syntax directed definition, Construction of syntax tree, Top-down and bottom-up translation, recursive evaluators.

Unit 11: Semantic Analysis
Introduction, Type theory, Impact of type theory, Type checking: Static and dynamic, strong and weak, Type inference, Type conversion.

Unit 12: Code Generation
Intermediate code generation: intermediate languages, declarations, assignment statements; code generator, runtime storage management; Basics code optimization techniques.

Unit 13: Code Optimization
Introduction, Types of optimization, Factors Affecting optimization, problems of optimization, Data flow analysis, Loop optimization, Data Flow optimization, Functional Language Optimization.

Unit 14: Symbol Table
Introduction, Operation on symbol table, Symbol Table Implementation, Data structure for symbol table

Unit 15: Error detection and recovery
Introduction, Error representation, sources of errors, Lexical Phase errors, Syntax error detection and recovery

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MCA (S6) 22 A: Data Warehousing and Data Mining

Unit 1: Introduction to Data mining
Data mining, various types of Data, Data Mining Functionalities, Classification of Data mining Systems, Data mining Task Primitives, Integration of Data Mining System, Major issues in Data Mining

Unit 2: Introduction to Data Warehousing
Data Warehouse and DBMS, The need for data warehousing, Operational & Informational Data Stores, Data Warehouse Characteristics, Building a Data Warehouse, Design / Technical / Implementation Considerations, Data Warehouse role & Structure, The cost of warehousing data

Unit 3: Introduction to OLAP
Introduction to OLAP & OLTP, Difference between OLAP & OLTP, OLAP Operations

Unit 4: Data preprocessing
Data preprocessing, Data Summarization, Data Cleaning, Data Transformation, Data reduction, Concept Hierarchy, Structure

Unit 5: Multidimensional Data
Multidimensional Data Model, Schemas for Multidimensional Data (Star Schema, Snowflake Schema, Fact Constellation)

Unit 6: Data Warehouse Architecture
Data Warehouse Architecture, Data Warehouse Design, OLAP Three -tier Architecture, Indexing & Querying in OLAP, OLAM, Implementation from Data Warehouse to Data mining

Unit 7: Data mining knowledge representation
Task relevant data, Background knowledge, Interestingness measures, Representing input data and output knowledge, Visualization techniques

Unit 8: Attribute-oriented analysis
Attribute generalization, Attribute relevance, Class comparison, Statistical measures

Unit 9: Association Rule mining
Association Rule Mining, Market Basket Analysis, Apriori Algorithm, Mining Multilevel Association Rules, From Association Mining to Correlation Analysis

Unit 10: Classification
Introduction to Classification, Classification by Decision Tree, Attribute Selection Measure, Covering rules

Unit 11: Prediction
Introduction to Prediction techniques, Statistical (Bayesian) classification, Bayesian networks, Instance-based methods (nearest neighbor)

Unit 12: Evaluation
Training and Testing, Evaluating accuracy of a Classifier, Cross-Validation, Combining multiple models (Bootstrap, Boosting, Bagging)

Unit 13: Clustering
Introduction to Clustering, Classification of Various Clustering Algorithms, Partitioning methods- k-means, Density based DB-SCAN, Hierarchical methods- agglomerative and divisive clustering

Unit 14: Introduction to Web Mining
Web Mining introduction, web content mining, web structure mining, web usage mining, text mining, unstructured text, episode rule discovery for text

Unit 15: Introduction to Spatial and Temporal Data Mining
Temporal Data Mining, Temporal Association Rules, Sequence Mining, Spatial Mining, Spatial Mining tasks, spatial clustering

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MCA (S6) 23: Major Project

The guidelines for the project are enclosed in Annexure III.

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ANNEXURE III
PROJECT GUIDELINES

A. PROJECT GUIDE ELIGIBILITY CRITERIA:

Full Time Faculties in the Department of Computer Science/ Information Technology of KKHSOU/ Colleges/ Institutions affiliated to any Indian University recognized by UGC and having minimum 2 years teaching experience.

OR

A person having minimum M. Tech., MCA, M.Sc. in Computer Science/Information Technology from a UGC recognized universities with 4 years experience in Industry/teaching.

B. TYPE OF PROJECT

Learner may choose any topics according to MCA standards. Most of the project work falls under the following types

a. Database oriented (e.g. payroll system, Loan management system etc.)

b. Application oriented (e.g. Mobile apps development, web based development)

c. R & D project (e.g. Image processing, speech processing, data mining, networking etc)

C. PROJECT PROPOSAL (SYNOPSIS)

The project proposal or the synopsis is the frame work for carrying out the project. It should be prepared in consultation with Guide. The necessary parts of a project proposal are given in the following form:

* Title of the Project

* Introduction and Objectives of the Project

* Project Category (RDBMS/ Application/ R & D)

* Tools, Platform, Hardware and Software Requirement specifications

* Whether the project is done for any Industry/Client? The Name and Address of the Industryor Client is to be mentioned

* Methodology

* Expected output

* Conclusion

D. APPLICATION AREAS & RELATED TOOLS

A list of selected area for developing the project work is given below:

APPLICATIONS:

Financial/ Manufacturing/ Multimedia/ Computer Graphics/ Instructional Design/ Database Management System/ Internet/ Intranet/ Computer Networking-Communication Software/E-Commerce/TCP/IP Internals/ Routing protocols/ Implementation of Switches & Routers/ Image processing,/ Mobile apps development/ etc..

Related Tools:

FRONT END / GUI Tools : PhP, Scripting languages etc.

RDBMS/BACK END : Oracle, MYSQL, No SQL, DB2 etc.

LANGUAGES : C, C++, Java, VC++, C#, Matlab, Python, Scilab etc.

INTERNET TECHNOLOGIES : DHTML, Java script, VB Script, HTML, Java, Active X, SWING, JSP,ASP, PHP, XML, Java Beans, Java Servlets, CSS, VB.Net,AWT, J2EE.

NETWORKING TECHNOLOGIES : ATM, Frame Relay, TCP/IP, SNMP, GSM, VoIP, PPP, IP-PSTN, SONET/SDH

WIRELESS TECHNOLOGIES : BlueTooth, 3G, ISDN, EDGE

OPERATING SYSTEMS: WINDOWS/ DOS / UNIX / LINUX /ANDROID.

PROJECT REPORT GUIDELINES:

The Project report should prepared in well structured preferably typed in Latex. Depending on the type of project the report should be as follows

Database project:
Acknowledgement
Content with page number
Declaration Certificate
Certificate from Guide

CHAPTER I: INTRODUCTION

- 1.1 Brief idea about the project
- 1.2 Objective of the project
- 1.3 Scope of the project
- 1.4 Existing system
- 1.5 Proposed System
- 1.6 Platform used(Hardware & Software)
- 1.7 Project location

CHAPTER II: REQUIREMENT ANALYSIS

- 2.1 Introduction
- 2.2 Tools used for Requirement gathering
- 2.3 Problem in Existing System
- 2.4 Conclusion

CHAPTER III: LOGICAL DESIGN

- 3.1 Introduction
- 3.2 DFD (0^{th}, 1^{st}, 2^{nd} level)
- 3.3 ER diagram
- 3.4 Use case diagram
- 3.5 Activity diagram
- 3.6 Conclusion

CHAPTER IV: PHYSICAL DESIGN

- 4.1 Introduction
- 4.2 Database Design (Give your normalized database here)
- 4.3 Module design
- 4.4 Input/output design
- 4.5 Conclusion

CHAPTER V: IMPLEMENTATION

- 5.1 Introduction
- 5.2 Process description (if any)
- 5.3 Output & Report
- 5.4 Conclusion

CHAPTER VI: TESTING

- 6.1 Introduction
- 6.2 Types of testing performed
- 6.3 Conclusion

References
Appendix (if any)

R & D/ Application project:
Acknowledgement
Content with page number
Declaration Certificate
Certificate from Guide

CHAPTER I: INTRODUCTION

1.1 Brief idea about the project
1.2 Objective of the project
1.3 Scope of the project
1.4 Application of the project
1.5 Proposed System
1.6 Platform used(Hardware & Software)
1.7 Project location

CHAPTER II: LITERATURE REVIEW

2.1 Introduction
2.2 Work already done in the area (Historical evidence)
2.3 Problem in Existing technology
2.4 Conclusion

CHAPTER III: THEORITICAL BACKGROUND

3.1 Introduction
3.2 Theory used in the project
3.6 Conclusion

CHAPTER IV: RESULT AND DISCUSSION

4.1 Introduction
4.2 Methodology
4.3 Result
4.4 Analysis on result
4.5 Conclusion

CHAPTER V: Conclusion & Future work

6.1 Introduction
6.2 Chapter wise conclusion
6.3 Future work

References
Appendix (if any)

[Note: All project reports (soft copy) must send to Computer Science Department, KKHSOU in the following email address csc@kkhsou.in]

CERTIFICATE OF ORIGINALITY FROM THE GUIDE

This is to certify that the project report entitled ..... submitted to **Krishna Kanta Handiqui State Open University** in partial fulfilment of the requirement for the award of the degree of **MASTER OF COMPUTER APPLICATION (MCA),** is an original work carried out by Mr./Ms..... Enrolment No.: ..... under the supervision of Dr./Mr./Ms..... The matter embodied in this project is a genuine work done by the student and has not been submitted either to this University or to any other University/Institute for the fulfilment of the requirement of any course of study.

Signature of the Learner

Name
Address
Enrolment No.:

Signature of the Guide

Name
Designation
Address

Study Centre's Seal

FORMAT OF THE PROJECT REPORT

A Project Report on _____

TITLE OF THE PROJECT _____

In fulfillment of the requirement for the 6th Semester of Master of Computer Application Programme

Submitted by

.....

(Name of the Learner)

Enrollment No.: .....

Session: .....

Under the Guidance of

.....

(Name of the Project Guide)

Study Centre

.....

(Name of the Study Centre)

.....

(Location)

Font type: Arial
Size: 12, Bold

Font type: Arial
Size: 16, Bold

Font type: Arial

KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY

(KKHSOU)

PROGRAMME PROJECT REPORT

ON

MASTER OF SCIENCE IN INFORMATION TECHNOLOGY (M.Sc. IT)

Submitted to

UNIVERSITY GRANT COMMISSION

BAHADUR SHAH ZAFAR MARG

NEW DELHI – 110 002

Submitted by

Krishna Kanta Handiqui State Open University

Guwahati, Assam

April 2018

Registrar
Krishna Kanta Handique
State Open University
Guwahati

CONTENTS

1. **Programme mission and objectives**
2. **Relevance of the programme with KKHSOU's mission and goals**
3. **Nature of prospective target group of learners**
4. **Appropriateness of the programme to be conducted in ODL mode to acquire specific skill and competence**
5. **Instructional Design**
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9. Quality assurance mechanism and expected programme outcomes

9.1 Quality Assurance Mechanism

9.2 Expected Programme Outcomes

Annexure I: Structure of the M.Sc.IT Programme
Annexure II: Detailed course wise syllabus of the M.Sc.IT Programme
Annexure III: Project Guidelines.

KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY

PROGRAMME PROJECT REPORT

MASTER OF SCIENCE IN INFORMATION TECHNOLOGY (M.Sc.IT)

1. PROGRAMME MISSION AND OBJECTIVES:

Master of Science in Information Technology (M.Sc.IT) is a two year post graduate degree programme under semester system. M.Sc.IT programme is designed for generating skilled IT post graduate professionals capable of taking leading roles in industry, academia, entrepreneurship and application. The aim of the programme is to increase the number of skilled IT professionals and academicians in Assam. This programme comprises of 16 courses which includes practical and project work. There are four semesters in this programme, which consists of four courses each semester for the first and third semester. The second and fourth semester consists of three courses and one project work.

The main objectives of the programme are as follows:

- To produce skilled IT human resources.
- To enhance knowledge and basic computer skills of learners.
- To promote computer literacy among learners.
- To provide better job prospects for computer science graduates.

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

The programme has been designed keeping in mind the needs of Information Technology Industry. The curriculum and syllabus have been designed with the help of academicians and industry experts incorporating both theory and practical components. While designing the syllabus it is considered that the learners may come from very poor academic background and remote geographical area. One of the main objectives of this university is to provide quality

Registrar
Krishna Kanta Handique
State Open University
Guwahati

education to the people of geographically remote location. As such it is assumed that this programme will certainly help the university to achieve its objectives.

3. NATURE OF PROSPECTIVE TARGET GROUP OF LEARNERS:

The state of Assam is characterized by rich ethnic and cultural diversity. However, the region suffers from constraints of geographical remoteness and economic underdevelopment. But recently, due to initiatives taken like Advantage Assam, new jobs have been created. A large section of the young generation including girls, women and differently able persons join work at an early age in different sectors like telecom, finance, shopping malls, drugs distributing companies, construction companies, IT, etc. for their livelihood. Most of them are deprived of the opportunity to pursue higher education due to various socio-economic conditions. In this context, the M.Sc.IT programme can help this section of people for getting access to higher education. The M.Sc.IT programme also caters to the needs of learners who have a keen interest in computers and computer applications. A degree in computer science will help the learner to bring an advantage to their qualification skill.

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

It is possible to offer M.Sc.IT programme in the Open and Distance learning mode like in higher educational institutes such as IGNOU and NIELIT (Previously DOEACC). It is observed that the candidates after completing M.Sc.IT from IGNOU or 'B/C' level from NIELIT get better job opportunities in government as well as private sectors. The M.Sc.IT programme of KKHSOU could be offered through carefully designed SLMs, projects and assignments. It is observed that a large number of learners seek admission into this programme in distance mode since all the learning materials are available on the internet. It could be appropriate to conduct the programme through ODL mode to meet the needs of the learners.

5. INSTRUCTIONAL DESIGN:

5.1 Curriculum Design:

The syllabus is designed with the help of the departmental faculty members along with some subject experts from other reputed universities of Assam. At the time designing the M.Sc.IT syllabus the following members were actively involved.

Sl. No.	Name	Designation	Organization
1	Prof. Anjana Kakoti Mahanta	Professor & Head, Dept. of Computer Science, Dean Faculty of Technology	Gauhati University
2	Prof. Pran Hari Talukdar	(Retd.) Professor & Head, Dept. of Instrumentation & USIC	Gauhati University
3.	Prof. Jyotiprokash Goswami	Associate Professor, Dept. of Computer Applications	Assam Engineering College
4	Prof. Sikhar Kumar Sarma	Registrar & Professor	Cotton University
5.	Dr. Sanjib Kr. Kalita	Assistant Professor, Dept. of Computer Science	Gauhati University
6	Dr. Tapashi Kashyap Das	Assistant Professor, Dept. of Computer Science	KKHSOU
7	Sruti Sruba Bharali	Assistant Professor, Dept. of Computer Science	KKHSOU

The syllabus is designed in such a way that even without any prerequisite computer knowledge, learners can take admission in this course.

5.2 Course and Credits Distribution:

The semester-wise structure of the M.Sc.IT programme for different courses is enclosed in **Annexure I** and detailed course wise syllabus is enclosed in **Annexure II**.

5.3 Credit Hours:

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 counseling per course, is offered to the learners at their respective study centre's.

5.4 Duration of the Programme:

The M.Sc.IT programme is of minimum 2 years duration and to be completed in four semesters. However, the maximum duration for completion of the programme is 6 years.

5.5 Faculty and Support Staff Requirements:

The Department of Computer Science, KKHSOU has the following teaching staff.

Sl. No.	Name	Designation	Qualification
1.	Dr. Tapashi Kashyap Das	Assistant Professor	M.Sc., Ph.D.
2.	Miss. Sruti Sruba Bharali	Assistant Professor	M. Tech, UGC NET Qualified

5.6 Instructional Delivery Mechanism:

All the study centre's of KKHSOU, including the city study centre, which is in-house study centre of KKHSOU, provide counseling sessions every Sunday of the week. The counseling methods is mainly lecture based method. In certain situations, the following techniques are also used to benefit the learners.

a. PowerPoint presentation
b. Online open source content
c. NPTEL lecture notes and videos

5.7 Learner Support Services:

The following support services are provided to the learners of M.Sc.IT programme other than SLM:

a) Counseling sessions at the respective study centre.

b) **ICT Support:** ICT support is a major component of any ODL system of education. Our university has as such given emphasis on this. Some ICT-based support systems provided by the university for the learners of M.Sc.IT are listed below:

- **Website:** We have developed full-fledged official website www.kkhsou.in for our learners and general public. Here we have provided all necessary information to our learners. The Website is also linked with the social-networking site like Facebook (KKHSOU FB Official Group) for interaction among the learners, faculty members and stakeholders. The website also includes the customised study centre-search facility based on district or programme. And most of the Audio-Video programmes are also made available online through YouTube.
- **Community Radio Service**: **Jnan Taranga** (90.4 MHz) of KKHSOU is the first Community Radio of the North Eastern part of the country. The Community Radio, being a platform for the community for taking up community issues, is also a platform to broadcast several educational programmes that includes debates, discussions, and talk shows.
- **Ekalavya**: With the help of Prasar Bharati, our University has launched a special educational programme namely ***Ekalavya.*** It is aired every Saturday from 8.00 PM to 8.30 PM through All India Radio, Guwahati and Dibrugarh.
- **Akashvani Phone-in Programme:** Our University offers one hour live **phone-in** counselling programme through AIR, Guwahati and Dibrugarh where officers and experts from this University clarify queries of listeners/learners via telephone. The phone in programme is aired every Thursday from 09.15 AM to 10.15 AM.
- **e-SLM:** An e-learning portal by the name of e-SLM (http://eslm.kkhsou.in/) has been launched by the university. It is also a digital repository where the study materials are uploaded for the benefit of the learners. All the study materials of the programmes (including Degree, Master Degree etc.) can be assessed in this portal.

- **Open Access Journals Search Engine (OAJSE):** To provide easy access to various open access journal across the world, KKHSOU has developed the Open Access Journals Search Engine (OAJSE) which is available for the users from the URL www.kkhsou.in/library/oajse or http://oajse.kkhsou.in . OAJSE aims to cover journals in all subjects that are published in English language. There are now 4,500+ journals in the directory. All are searchable at article level.
- **KKHSOU Mobile App:** Our University has developed a mobile application "KKHSOU" to help the learners to connect 24x7 with the university. It can be freely downloaded from Google Play Store (for android user).
- **SMS and e-mail Alert Facility:** University has initiated an SMS and e-mail alert facility for learners regarding any news, events and learner-related information of the university.
- **E-mail services:** Learners can write emails to any officials/faculty members in university's general mail id: info@kkhsou.in. Queries raised through to this mail id are readdressed by concerned official/faculty members of the university.
- **TV programme:** University is going to initiate a half an hour live educational programme through a TV Channel **Prag-News** from June 2018. It will be telecast every Sunday at 8:30 am.

6. PROCEDURE FOR ADMISSION, CURRICULUM TRANSACTION AND EVALUATION:

The procedure for the admission is listed below.

1. The admission for the academic session 2018-19 of the University will be through online mode. A learner who desires to take admission in KKHSOU will have to submit his/her application through the online admission link provided in the University website www.kkhsou.in. The learner has to carefully go through the instructions for filling up the online admission form and complete the process accordingly. In the online admission system, the learner has to register with his/her mobile no/email id, and has to carefully verify the subjects of his/her choice available in the respective study centers.
2. For admission to a particular programme, the course fee is to be paid through online transaction mode—i.e., through credit card/debit card/net banking or any other available online mode of payment.

3. The learner after successful submission of the online admission form has to take a print out and submit the same to the study centre for hard copies of SLMs.
4. The verification of online application form will be done in the University and after the completion of the verification process, the e-SLMs will be sent to the respective Email-id of the learner.
5. The learners who have submitted incomplete application may be given conditional admission at the University's discretion, subject to fulfillment of other eligibility criteria.
6. All the enrolled learners will be provided with registration nos, SLMs and Identity cards.
7. The learner who is unable to complete the programme within specified period is required to register himself/herself as a fresh learner by paying the requisite fee.

6.1 Continuous Admission:

i. Admission will have to be taken continuously in the programmes without any break. A learner will be allowed to appear in all the examinations, including back courses, within the stipulated time of a programme.
ii. A learner will have to take admission to the next semester within one month from the last date of examination of the previous semester. It doesn't depend on whether the candidate appeared in the previous examination or not.
iii. A learner will be allowed to take admission to the next semester beyond one month, but within two months from the last date of examination of the previous semester with a fine of Rs 500/-.
iv. A learner may be allowed to take admission even after the issue of notification for filling up of examination forms, but such learners will be allowed to appear in the examination of that semester in the next year only.

6.2 Curriculum Transaction:

i. Counselling sessions are conducted at the respective study centre.

ii. The University conducts semester examination twice in a year.

iii. The home assignments are a part of the teaching learning process and are compulsory. The home assignments marks are filled out of 20 for theory papers.

6.3 Eligibility criteria for the M.Sc.IT programme:

Academic Programme	Eligibility Criteria
Master of Science in Information Technology (M.Sc.IT)	a. BCA/B.Sc. (IT/CS) from KKHSOU or any other University recognized by UGC. b. Any Graduate (except Fine Arts) from KKHSOU or any other University recognized by UGC with Mathematics or Computer Science as one of the subjects at 10+2 level. **c.** Candidates not having Mathematics or Computer Science at 10+2 level shall have to take 3 additional papers namely, Additional Mathematics-1, Basic Science-1 and Computer Science and Application-1

6.4 Evaluation:

The academic quality and performance of the learners are evaluated through home assignment and end semester examination. The University adopts both ongoing and end term evaluation. Ongoing evaluation would be conducted in two modes: internal and external. The internal evaluation is to be undertaken by the learner himself. For this, the University has designed some Check Your Progress questions, which would help the learners to self-check his progress of study. However, this is undertaken at the learners' end themselves and is non-credit based. For overall evaluation of a course, the University follows the following two types of evaluation:

Continuous Evaluation (Assignments)	:	Weightage assigned 20%.
Term End Evaluation (Semester-end Examinations)	:	Weightage assigned 80%.

6.5 Fees structure: There are four semesters in the M.Sc.IT programme. The learners are required to pay fees every semester. The structure of fee is given below:

Programme	Sem	Enrolment Fee	Course Fee	Exam Fee	Practical Fee	Exam Centre Fee	Mark-sheet Fee	Dess er-tation Fee	Total Fees to be paid	Arrear Subjects
M.Sc. IT	1	300	8,000	400	400	300	100	….	9,500	Rs.200 per paper + Practical Fee(if applicable) + Centre Fee + Marksheet Fee Rs.100 + Consolidated Marksheet Rs.100
	2	….	8,000	200	600	300	100	….	9,200	
	3	….	8,000	600	200	300	100	….	9,200	
	4	….	8,000	600	200	300	200	1000	10,300	

6.6 Refusal/Cancellation of Admission

Not with standing anything contained in the Prospectus/Information Brochure, the University reserves the right to refuse or cancel Admission of any Candidate.

6.7 Financial Assistance

The University offers free education to jail inmates and differently-abled learners. At present, the University offers free of cost education to jail inmates in 16 Central Jails of the state.

7. REQUIREMENT OF THE LABORATORY SUPPORT AND LIBRARY RESOURCES:

7.1 Laboratory Support:

The study centre offering M.Sc.IT programme must have a well equipped computer laboratory. There should be at least 15 (fifteen) computers along with sufficient UPS backup facility and high speed internet connection. Depending upon the enrolment the number of computers may be more then 15. The learner to computer ratio should be atmost 2:1.

7.2 Library Resources:

The Central Library, Krishna Kanta Handiqui State Open University plays a vital role in the collection, development and dissemination of academic, scientific and technical information to meet the present and future needs of the University. The Central Library, KKHSOU is located at the Rani Campus, Guwahati. The library is in the 3rd Floor of the Main Building. The library remains open from 10.00 am to 5.00 pm in all working days. The library is fully computerized with an ILS (Integrated Library System) and also equipped with RFID (Radio-frequency Identification) technology.

The Central Library has the following resources-

Physical Resources:

- *Books*- 18,164
- *Theses*- 8
- *Report*- 1
- *Journals*- 35
- *Magazines*- 12
- *News Papers*- 5
- *Audio CD/DVD*- 49
- *Video CD/DVD*- 6
- *CD/DVD with Textual documents*- 66

E-resources:

- ***E-Journals:*** The Central Library of KKHSOU subscribed e-journals from JSTOR (www.jstor.org), and the resources are very much necessary for academic and research community of the University.
- ***Digital Library:*** Digitization has become deeply embedded into every aspect of education today. Hence, the Central Library of KKHSOU has started the Digital Library initiative. The mission of the "Digital Library at KKHSOU" is to locate, digitize, preserve, collect and make accessible the accumulated wisdom of the institute's output to the global community. The resources of the Digital Library include Administrative Documents, Conference/Seminar Proceedings, Faculty Publications, Journal of Open Learning and Research Communication (JOLRC), KKHSOU in News and Media, Newsletters, Annual Reports, MPhil/PhD Theses, Public Lectures, Convocation Addresses, Working Papers, etc. URL: http://dlkkhsou.inflibnet.ac.in

- ***Open Access Journals Search Engine (OAJSE):*** To provide easy access to various open access journal across the world, KKHSOU developed the Open Access Journals Search Engine (OAJSE) which is available for the users from the URL www.kkhsou.in/library/oajse.

- ***KKHSOU at Shodhganga***: Krishna Kanta Handiqui State Open University (KKHSOU) has joined Shodhganga for depositing their theses which is available for the users from the URL http://shodhganga.inflibnet.ac.in/handle/10603/145533. Shodhganga repository is the reservoir of Indian intellectual output stored, hosted and maintained by the INFLIBNET Centre, an IUC of UGC.

8. COST ESTIMATE OF THE PROGRAMME 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 Expert Committee, honorarium to be paid to Content Writers, Content Editors, Language Editors, Translators, Proof Readers and also the expenditure related with organizing counselors' workshops, meeting of the co-coordinators of the study centre's 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. As regards, 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 M.Sc.IT programme.

8.1. Programme Development Cost:

The office of the Finance Officer of KKHSOU has worked out the following details:

a. SLM Development Cost for Master Degree Programme per UNIT - Rs. 7,300/-
b. Printing Cost per SLM- Rs. 56/-
c. Cost of CD per UNIT-Rs. 23/-

8.2 Programme Delivery Cost:

The SLMs prepared have to be delivered to various study centre's located at the far flung remote areas. On an average, the University delivers about 15 kg's of study materials per student. The cost of delivery of 1 kg of such material is Rs.10. Accordingly, depending upon the number of candidates; the cost for the M.Sc.IT programme will be provisioned by the University. The office of the Finance Officer has calculated the delivery cost of SLM per student at Rs. 150/-

8.3 Programme Maintenance Cost:

The University will keep financial provision for organizing stake holders' meetings, counseling 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, but will also benefit the learners of other programmes. The university will also bear the cost of organizing the meeting of Syllabus Revision Committee 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 university will keep adequate financial provision for development, delivery, and maintenance of the programme presented as per the Programme Project Report.

9. QUALITY ASSURANCE MECHANISM AND EXPECTED PROGRAMME OUTCOMES:

9.1 Quality Assurance Mechanism:

With regard to the quality concerns of the course materials, the department is involved in the following activities:

a) 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 expert Committee is helped by the in-house department faculties while preparing the framework of the programme.

b) The next step after the completion of the framework preparation is the allotment of the assigned courses to the assigned authors. The in-house faculties prepare a carefully chosen list of authors for the task. The in-house faculties also write the units, besides the outsourced authors, who are mostly research scholars and faculty members from higher educational institutions.

c) The content editors are then roped in for the next round. The content editors, who are mostly academics from reputed higher educational institutions, examine the content of the units and provide their suggestions and feedbacks to be included by the coordinator of the programme.

d) The newly constituted CIQA Office is planning to conduct stakeholders' meetings and SLM and Counseling workshops which are expected to provide the University and the Department with required inputs for quality enhancement.

e) In order to keep the programme 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.

9.2 Expected Programme Outcomes:

The outcomes of the M.Sc.IT programme are manifold. The learners will be able to:

a) Pursue higher education programme like M. Tech, M. Phil, Ph.D.

b) Work as software developers in govt. and private sectors
c) Work as system analyst
d) Work as system/network/database administrator
e) Impart gained knowledge as computer educators
f) Open up software firms as entrepreneurs
g) Develop dynamic web application and smart phone based applications (mobile apps)
h) Setup computer laboratory including computer network installation and configuration
i) Maintain and resolve errors of PCs by troubleshooting

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ANNEXURE I

M.Sc.IT PROGRAMME STRUCTURE

Sem	M.Sc.IT	Marks	Credit
1st	Computer Fundamentals and PC Software	10+50+40p	4
	Digital Techniques	20+80	4
	Computer Programming using C	10+50+40p	4
	Fundamentals of Networking and Web Technology	10+50+40p	4
2nd	Computer Organization and Architecture	20+80	4
	Data Structure through C Language	10+50+40p	4
	Fundamentals of Database Management System	10+50+40p	4
	Project I	100	4
3rd	Introduction to Discrete Mathematics and Formal Languages and Automata	20+80	4
	Object-Oriented Programming through C++	10+50+40p	4
	Operating System	20+80	4
	System Analysis and Design	20+80	4
4th	Programming in Java	10+50+40p	4
	Computer Graphics	20+80	4
	Linux System Administration	10+50+40p	4
	Major Project	200	8
		1700	**68**

20% marks in each course (without practical) and 10% (with practical) shall be for Home Assignment wherever indicated. Courses having practical are indicated with a letter 'p'.

1 credit = 30 hours of learning

4 credit=30*4=120 hours

ANNEXURE II
M.SC.IT DETAILED COURSE WISE SYLLABUS

M.SC.IT (S1) 01: Computer Fundamentals and PC Software
4 credits: 120 hours of learning

Unit 1: Introduction to Computer [5 hours, 5 marks]
Block Diagram of Computer, Evolution, Generations, Classification and its Application

Unit 2: Number System [10 hours, 8 marks]
Representation of numbers (only a brief introduction to be given) and characters in computer, Binary, Hexadecimal, Octal, BCD, ASCII, EDCDIC and Gray codes, Conversion of bases, Representation of signed integers, Sign magnitude, 1's complement and 2's complement representation, Arithmetic operations using 2„s complement representation and conditions for overflow/underflow and its detection.

Unit 3: Basic Components of Computer [7 hours, 8 marks]
Concept of Bit and Byte; CPU, ALU, CU; Computer Memory: Primary and Secondary; Input/Output Devices; Buses: Address, Data and Control.

Unit 4: Introduction to Computer Security [5 hours, 5 marks]
Computer Virus, Worm, SpyWare, Malware, Trojan horse, Antivirus Software

Unit 5: Hardware Configuration [7 hours, 5 marks]
Different hardware configuration (Laptop/desktop), Typical RAM/ Hard disk size, Mother board series, different OEM(original equipment manufacturer), Processor series, FCC & UL for quality measure, Introduction to different standard ports/buses and display technology.

Unit 6: Introduction to OS [7 hours, 5 marks]
Definition and functions of an Operating System, Types of OS (Single User, Multi user, Single tasking, Multitasking, Real time, Network OS, Distributed OS)

Unit 7: MS DOS Operating System [7 hours, 6 marks]
Introduction to DOS, System files of DOS, concept of Booting, Files and Directory Structure, Concept of Paths, Internal and External commands, Batch File.

Unit 8: MS Windows Operating System [7 hours, 6 marks]
Features of Windows 7, Exploring Components of Windows: The Desktop, The Icons, Working with Windows, The Start Menu and Taskbar, Quiting Windows; Customizing the Desktop, Files and Folders.

Unit 9: LINUX Operating System [10 hours, 8 marks]
Open Source and Free Software, Advantages and Disadvantages of Linux Operating System, Concept of Path, Basic Linux Commands, File Permission, Text Editor vi.

Unit 10: Word Processor -Part I [10 hours, 8 marks]
Starting MS-Word, Document Window and its Components, Different Bars, Document View, Creating a New Document, Saving a Document, Opening an Existing Document, Exiting MS-Word, Working with Text, Working with Paragraph, Bullets and Numbering, Find and Replace, Copy, Cut and Paste

Unit 11: Word Processor-Part II [10 hours, 8 marks]
Spelling and Grammar Checking, Undo and Redo option, Header and Footer, Page Setup, Printing Documents, Inserting Picture, Working with Tables: Inserting Table, Deleting Table, Traversing Table, Selecting a Table, Rows and Columns, Deleting Rows and Columns, Merge and Split Cells; Creating Multiple Columns

Unit 12: Spreadsheet-Part I [10 hours, 7 marks]
Starting MS-Excel, Working with Toolbars, Row, Column and Cell, Working with Excel: Creating a New Workbook, Working with Cells and Fonts, Merging Cells, Inserting and Deleting Rows and Columns; Saving a Workbook, Closing a Workbook;

Unit 13: Spreadsheet-Part II [10 hours, 8 marks]
Different Operators used in Excel; Working with Formula and Functions; Sorting Data; Working with Charts.

Unit 14: Introduction to Documentation and Presentation [10 hours, 8 marks]
Starting MS-PowerPoint, Creating a New Presentation, Working with Slides, Applying Text and Graphics, Applying Themes, Customizing Slide Show, Saving, Running and Closing a Presentation, Opening an Existing Presentation

Unit 15: Threats and Legal Framework [5 hours, 5 marks]
Cyber Crimes against Individuals, Institution and State, Hacking , Digital Forgery, Cyber Stalking/Harassment, Cyber Pornography, Identity Theft & Fraud, Cyber terrorism, Cyber Defamation, Different offences under IT Act, 2000

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M.SC.IT (S1) 02: Digital Techniques
4 credits: 120 hours of learning

Unit 1: Introduction to Number Systems [8 hours, 5 marks]
Decimal, Binary, Hexadecimal and Octal number system, Number system conversion

Unit 2: Binary Arithmetic [8 hours, 6 marks]
Complement: r's and (r-1)'s complement, Binary addition, Binary subtraction, Binary Multiplication, Binary division.

Unit 3: Data Representation [8 hours, 6 marks]
Fixed Point representation and Floating point representation

Unit 4: Code Conversion Technique [8 hours, 5 marks]
Gray code, BCD, Code conversion technique, ASCII, EBCDIC, Unicode, ISO

Unit 5: Boolean algebra [8 hours, 5 marks]
Introduction, Properties of Boolean Identities, Properties of Positive and Negative Logic

Unit 6: De-Morgan's Theorem and Application [6 hours, 6 marks]
De-Morgan's Theorem, Application of De-Morgan's theorem.

Unit 7: Basic Logic Gates [6 hours, 5 marks]
Logic Gates: AND, OR, NOT.

Unit 8: Universal Gates [10 hours, 5 marks]
NAND, NOR, XOR; Conversion of the Logic Gates, NAND and NOR Implementation of Basic Gates.

Unit 9: Introduction to IC [6 hours, 6 marks]
LSI, MSI, VLSI.

Unit 10: Reduction Techniques [8 hours, 10 marks]
Boolean Expression, Simplification of Boolean expression by Algebraic method and Karnaugh Map, SOP, POS, Standard and Canonical form, Conversion of SOP to POS and vice-versa, Reduction upto 3-variables.

Unit 11: Combinational Circuit [12 hours, 8 marks]
Definition and Properties of Combinational Circuit, Introduction to Multiplexer, 4-to-1 multiplexer, Demultiplexer, Encoder, Decoder,

Unit 12: Binary Arithmetic Circuits [6 hours, 7 marks]
Half adder, Full adder, Binary Half subtractor, Full subtractor

Unit 13: Sequential Circuit [12 hours, 10 marks]
Definition and Properties of Sequential Circuit, Block Diagram of Sequential Circuit, Types of Sequential Circuit, Introduction to Flip-Flop and its different types: RS, JK; Master-Slave JK Flip-Flop.

Unit 14: Registers and Counters [8 hours, 8 marks]
Shift Register: Introduction, Properties and Applications, Types of Shift Registers: SISO, PISO, SIPO, PIPO; Counter, Synchronous and Asynchronous Counter, Limitations of Asynchronous Counter, Frequency Division Counter.

Unit 15 Memory Types [6 hours, 7 marks]
Random Access Memory (RAM), Read Only Memory (ROM), Static RAM, Dynamic RAM, Volatile and Non-Volatile memory

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M.SC.IT (S1) 03: Computer Programming using C
4 credits: 120 hours of learning

Unit 1: Introductory Concepts [5 hours, 5 marks]
Basic definition of Pseudo Code, algorithm, flowchart, program

Unit 2: Elements of C Programming [6 hours, 5 marks]
Characters used in C, Identifiers, Keywords, Tokens, Constants, Variables, Types of C variables, Receiving input and output

Unit 3: Variables and Data types [6 hours, 5 marks]
Integer, character floating point and string; Initialization of variable during declarations; Symbolic Constants, type conversion in assignment

Unit 4: Operators and Expressions [8 hours, 5 marks]
Expression in C, Different types of operators: Arithmetic, Relational and Logical, Assignment, Conditional, Increment and decrement, Bitwise, Comma and other operator (size of, period etc). Precedence and associatively of operators, type casting

Unit 5: I/O Functions [10 hours, 6 marks]
Header Files (stdio, conio), Formatted Input/Output Functions (scanf, printf), Escape Sequences, Character Input/Output Functions (getch, getchar, putchar, gets, puts, getche, clrscr)

Unit 6: Preprocessor Directives [5 hours, 5 marks]
Features of C preprocessor, Macro expansion, Macros with arguments, #if and #elif directives,

Unit 7: Conditional Statements [7 hours, 8 marks]
Conditional Statement- if, if- else, nested if-else, switch-case; break, continue, goto

Unit 8: Loop Control Structures [10 hours, 8 marks]
Concept of Loops, Types of loop: while, do-while, for; nested loops

Unit 9: Storage Class [5 hours, 5 marks]
Automatic, External, Static, Register, Scope and lifetime of variables, Macro, Preprocessor directive

Unit 10: Arrays [10 hours, 8 marks]
Array, Array Declaration, 1-Dimensional array, 2-Dimensional array

Unit 11: Strings [10 hours, 7 marks]
String, String Handling Functions: strlen(), strcmp(), strcpy(), strrev(), strcat(), etc

Unit 12: Functions [10 hours, 8 marks]
Function, Function declaration, Function definition, Function call, Formal and Actual parameter, Recursive function

Unit 13: Pointers [10 hours, 7 marks]
Pointer, Pointer declaration, Passing pointer to a function, Pointer and one-dimensional arrays, Dynamic memory allocation

Unit 14: Structures and Union [10 hours, 10 marks]
Structure Declarations, Definitions, Defining your typedef, Array of Structure, Pointer to Structure. Union Declaration, Definition, Declaration, Uses

Unit 15: File Handling [8 hours, 8 marks]
Concept of File, File Pointer, File Opening in various modes, closing a file, reading and writing on files, Formatted Input/Output, fseek(), ftell(), rewind()

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M.SC.IT (S1) 04: Fundamentals of Networking and Web Technology
4 credits: 120 hours of learning

Unit 1: Introduction to Computer Network [10 hours, 8 marks]
Goals of Computer Network, Types of Computer Network: LAN, MAN, WAN, LAN Transmission Methods, Peer-to-Peer LANs, Broadcast and Point-to-Point Networks, Connection-Oriented and Connection-Less Services.

Unit 2: Network Topology [7 hours, 5 marks]
Definition of Network Topology, Types of Network Topology: Bus, Ring, Star, Mesh, Tree.

Unit 3: Data Communication Modes [10 hours, 8 marks]
Introduction to Signals and Systems, Types of Communication (Analog, Digital), Modes of Communication (Simplex, Half-Duplex, Full-Duplex), Modulation.

Unit 4: Network Devices [5 hours, 5 marks]
Network Interface Card (NIC), Modem, Switch, Router, Gateway.

Unit 5: Data Transmission [8 hours, 8 marks]
Parallel Transmission, Serial Transmission, Bandwidth, Baud length, Switching Techniques: Circuit Switching, Message Switching, and Packet Switching.

Unit 6: Network Models [8 hours, 8 marks]
ISO-OSI Reference Model: Functions of each Layer; Various Terminology used in Computer Network; Connection-Oriented and Connectionless Services, TCP/IP Reference Model, Comparison of ISO-OSI and TCP/IP Model.

Unit 7: Transmission Media [8 hours, 8 marks]
Transmission Medium, Guided Media: Coaxial Cable, Twisted Pair, Fiber Optics Cable: Unguided Media: Radio Waves, Bluetooth, Infrared, Microwave, Satellite, Wireless LANs (IEEE 802.11).

Unit 8: Internet [8 hours, 8 marks]
Definition of Internet, Internet Architecture, Peer-to-Peer, Client-Server, Accessing Technique, Internet Service Providers, Organization of Internet, Internet Protocol Suite, IP Address, Domain Name System, Uniform Resource Locators (URL), Socket, Application of Internet.

Unit 9: Word Wide Web [8 hours, 7 marks]
Web Page, Web Browsers, Web Server, Web Search Engines, Web Cookies, Technologies in WWW.

Unit 10: Introduction to HTML [8 hours, 6 marks]
Basics of HTML, HTML Editor, HTML Tags, Document Structure Tags, Formatting Tags, Hyperlink and Image tags

Unit 11: HTML Lists and Tables [8 hours, 6 marks]
HTML Lists: Unordered, Ordered, Definition Lists; HTML Table tags;

Unit 12: Advanced HTML Tags [8 hours, 5 marks]
Frame tags, HTML Form, Additional Advanced HTML Tags.

Unit 13: Introduction of XML [8 hours, 5 marks]
Introduction to XML, Comparison of HTML and XML, XML Basics, Introduction to DTD

Unit 14: Introduction to CSS [8 hours, 8 marks]
Cascading Style Sheets (CSS), Inline Style, Embedded Style, External Style Sheet, Imported Style Sheet, Ruleset, @ rule, Class Selector, ID Selector, Contextual Selector, Attribute Selector, CSS Properties – background properties, text properties, and border properties

Unit 15: Dynamic HTML [8 hours, 5 marks]
Dynamic HTML, Document Object Model, Features of DHTML

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M.SC.IT (S2) 05: Computer Organization and Architecture
4 credits: 120 hours of learning

Unit 1: Basic organization of the computer [5 hours, 5 marks]
Basic organization of the computer and block level description of the functional units from program execution point of view; Fetch, decode and execute cycle

Unit 2: Digital Components [8 hours, 8 marks]
Half adder, Full Adder, Half subtractor, Full subtractor, Coder-Decoder, Multiplexer, De-multiplexer, Magnitude Comparator, Flip-Flops, Counter, Register

Unit 3: Data Representation [8 hours, 5 marks]
Data representation, computer arithmetic and their implementation; control and data path, data path components, design of ALU and data path, control unit design.

Unit 4: Computer Arithmetic [8 hours, 5 marks]
Integer representation, sign magnitude representation, twos complement representation, integer arithmetic

Unit 5: Instruction Sets [8 hours, 6 marks]
Elements of a machine instruction, instruction representation, Simple instruction format, Instruction types, number of addresses, Types of operands, Types of operations. Different Instruction Formats, Instruction Types, Instruction Execution, Assembly language notation

Unit 6: Addressing modes [8 hours, 5 marks]
Addressing: Immediate, Direct, Indirect, Registrar, Registrar indirect, Relative Index.

Unit 7:Input-Output Organization [8 hours, 8 marks]
Different I/O techniques (Programmed I/O, Interrupt-Driven I/O), DMA (Direct Memory Access), I/O Processors

Unit 8: Introduction to Cache and Virtual Memory [10 hours, 8 marks]
Memory Hierarchy, Semiconductor memories, internal organization of typical RAM and ROM Memory, Switches, Cache memory, Cache memory access techniques; Mapping functions, Virtual memory, Locality of reference, Paging, Cache Coherence Problem

Unit 9: Memory and I/O access [10 hours, 8 marks]
Memory Read Write operations, Concept of handshaking, Polling Techniques (Serial and Hub Polling) and Interrupt driven I/O, Priority and Daisy Chaining Technique, Introduction to Memory Mapping.

Unit 10: Memory and I/O Interfacing [8 hours, 8 marks]
I/O processor, Priority Encoder, Device Scheduler, Interfacing with the I/O Devices, keyboard, printer and display interfaces

Unit 11: External Memory [8 hours, 8 marks]
Magnetic Disk, Magnetic read write operation, sector, track, inter track and inter sector gap, cylinder, fixed head disk, seek time, access time, transfer time, rotational delay, RAID, Optical memory, Magnetic tap.

Unit 12: Processor structure and Function [10 hours, 8 marks]
Processor organization: Fetch instruction, Interpret instruction, fetch data, process data, write data, Registrar organization, Control and status registrar, Instruction cycle, Instruction pipelining (definition only)

Unit 13: Introduction to Parallel Processing [5 hours, 5 marks]
Introduction to Pipelining and Basics of Parallel Processing, Scalable Architecture

Unit 14: Introduction to CISC and RISC Architecture [5 hours, 5 marks]
CISC (Complex Instruction Set Computers), RISC (Reduced Instruction Set Computers), Examples of CICS and RISC

Unit 15: Parallel Architectures [10 hours, 8 marks]
SISD, SIMD, MISD, MIMD, Scalar, Flynn's Classification of Computer Architecture, Vector, superscalar and pipelined processor, Pipelining, Instruction pipeline, pipeline bubbles, Hazards: - resource conflicts, data dependency, branch difficulty. Vector computing, arithmetic pipeline, vector and scalar register, chaining, scatter gather operations, vector-register processor, memory-memory vector processor. Array processor

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M.SC.IT (S2) 06: Data Structure through C Language
DETAILED SYLLABUS
4 credits: 120 hours of learning

Unit 1: Introduction to Data Structure [10 hours, 10 marks]
Basic concept of data, data type, Elementary structure, Arrays: Types, memory representation, address translation functions for one & two dimensional arrays and different examples.

Unit 2: Algorithms [5 hours, 5 marks]
Complexity, time-Space, Asymptotic Notation

Unit 3: Linked List [10 hours, 8 marks]
Introduction to Linked List, representation of single linked list, linked list operations: Insertion into a linked list, deletion a linked list, searching and traversal of elements and their comparative studies with implementations using array structure.

Unit 4: Stack [8 hours, 7 marks]
Definitions, representation using array and linked list structure, applications of stack.

Unit 5: Queue [8 hours, 7 marks]
Definitions, representation using array, linked representation of queues, application of queue.

Unit 6: Searching [7 hours, 6 marks]
Linear and Binary search techniques, Advantages and disadvantages, Analysis of Linear and Binary search

Unit 7: Sorting [10 hours, 8 marks]
Sorting algorithms (Complexity, advantages and disadvantage, implementation), bubble sort, insertion sort, selection sort, quick sort

Unit 8: Trees [8 hours, 7 marks]
Definition and implementation: Binary Tree, Tree traversal algorithms (inorder, preorder, postorder), postfix, prefix notations; Binary Search Tree: Searching in BST, insertion and deletion in BST.

Unit 9: Dictionary ADT [8 hours, 7 marks]
Search trees, balancing of search trees – AVL trees, Red-Black trees, multi way search trees, 2-3 trees, splay trees, Insertion and Deletion in each of the above data structures, Hashing.

Unit 10: Advance Sorting and Selection Techniques [10 hours, 6 marks]
Heap sort, Shell sort, sorting in linear time, Counting sort, Radix sort. Medians and order Statistics Selection and Adversary arguments. Lower bound on sorting

Unit 11: Priority Queue ADT [8 hours, 6 marks]
Heaps-extended priority queue, min(max) heaps, binomial heap, fibonacci heap and its amortized analysis.

Unit 12: Partition ADT [5 hours, 5 marks]
Union-find algorithms through weighted merge and path compression

Unit 13: Data Structure for external storage operations [7 hours, 5 marks]
B-tree, insertion and deletion in B-trees, external sorting, B^+ tree

Unit 14: Red Black Tree [6 hours, 5 marks]
Definition, properties, Creation, Insertion, left and right rotation, balancing red black tree, deleting node from red black tree

Unit 15: Graph [10 hours, 8 marks]
Introduction to Graph, Graph representation: adjacency matrix, adjacency list, Traversal of graph: depth first search and breadth first search.

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M.SC.IT (S2) 07: Fundamentals of Database Management System
4 credits: 120 hours of learning

Unit 1: File Structure and Organization [8 hours, 4 marks]
Data and Information, Concept of Field, Key Field; Records and its types, Fixed length records and Variable length records; Files, operation on files, Primary file organization.

Unit 2: Database Management System [8 hours, 5 marks]
Definition of DBMS, File processing system vs. DBMS, Advantages and Disadvantages of DBMS, Database Architecture, Data Independence, Data Dictionary, DBMS Language, Database Administrator.

Unit 3: Data Models [8 hours, 6 marks]
Data Models: Object Based Logical Model, Record Base Logical Model, Relational Model, Network Model, Hierarchical Model.

Unit 4: Entity-Relationship Model [8 hours, 5 marks]
Entity Set, Attribute, Relationship Set, Entity Relationship Diagram (ERD), Extended features of ERD.

Unit 5: Relational Databases [8 hours, 8 marks]
Relational data model; Terms: Relation, Tuple, Attribute, Cardinality, Degree, Domain; Keys : Super Key, Candidate Key, Primary Key, Foreign Key;

Unit 6: Relational Algebra [6 hours, 6 marks]
Operations: Select, Project, Union, Difference, Intersection, Cartesian Product, Natural join.

Unit 7: SQL (Part I) [10 hours, 8 marks]
Introduction of SQL, characteristic of SQL, Basic Structure, DDL Commands, DML, DQL, SELECT Statement, WHERE Clause, Useful Relational Operators, Aggregate Functions, SUM Function, AVG Function.

Unit 8: SQL (Part II) [10 hours, 8 marks]
Compound Conditions and Logical Operators, AND Operator, OR Operator, Combining AND and OR Operators, IN Operator, BETWEEN Operator, NOT Operator, Order of Precedence for Logical Operators, LIKE Operator, Concatenation Operator, Alias Column Names, ORDER BY Clause, Handling NULL Values, DISTINCT Clause

Unit 9: Normalization of Database [10 hours, 10 marks]
Introduction to Normalization, Anomalies of un-normalized Database, Normalization of Database: 1NF, 2NF, 3 NF, BCNF.

Unit 10: Database Design [10 hours, 8 marks]
Design of Relational Database, Functional Dependency Diagram, Dependency-preserving property , lossless join property , algorithms to ensure dependency -preserving property and lossless join property.

Unit 11: System Implementation Techniques [8 hours, 8 marks]
Query processing and optimization- translation between SQL queries and relational algebra;

Unit 12: Transaction Processing [8 hours, 8 marks]
Transaction and System concepts, Desirable properties, Schedules and Recoverability

Unit 13: Concurrency Control [6 hours, 6 marks]
Locking Techniques, Concurrency Control based on timestamp ordering, Multiversion Concurrency Control Techniques

Unit 14: Database Recovery [6 hours, 5 marks]
Concepts and techniques, recovery in multi database systems

Unit 15: **Security and Authentication [6 hours, 5 marks]**
Issues, access control techniques, introduction to multilevel security

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M.SC.IT (S2) 08: Project I
4 credits

The guidelines for the project are enclosed in Annexure III.

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M.SC.IT (S3) 09: Introduction to Discrete Mathematics and Formal Languages and Automata
4 credits: 120 hours of learning

PART I: Discrete Mathematics

Unit 1: Sets, Relations and Functions [6 hours, 7 marks]
Sets – the Empty Set, Finite and Infinite Set, Equal and Equivalent set, Subsets, Power set, Universal set, Venn diagram, Complement of a set, set operations; Concept of relation: identity and inverse relation, types of relation, equivalence relation; Concept of function: identity and constant function, types of function.

Unit 2: Lattices [8 hours, 5 marks]
Lattices as partially ordered sets, their properties. Lattices and algebraic systems; Sub lattices, direct products and homomorphism. Some special lattices for example complimented and distributive lattices.

Unit 3: Propositional Logic [8 hours, 6 marks]
Statements, logical connectives, truth tables; Tautologies, contradictions, logical equivalence, Applications to everyday reasoning

Unit 4: Boolean Algebra[8 hours, 6 marks]
Boolean Algebra, Relation of Predicate Calculus to Boolean algebra

Unit 5: Counting Principles [8 hours, 6 marks]
The Pigeonhole principle - counting; Permutation and Combination: Definition of Permutation and combination, Simple application of permutation and combination, Principle of Inclusion-Exclusion

Unit 6: Basic Algebraic Structure [8 hours, 6 marks]
Binary operations, identity and inverse of an element, group, subgroup, coset, cyclic group, normal subgroup, quotient group; Ring, Commutative Ring, Integral domain and Field

Unit 7: Graph Theory [10 hours, 8 marks]
Basic concepts- finite and infinite graphs, incidence and degree, isolated and pendant vertices, null graph; Paths and Circuits- isomorphism, subgraphs, walks, connected and disconnected graphs and components, Euler graphs, Bi-partite graphs, Hamiltonian paths and circuits;

Unit 8: Trees [8 hours, 6 marks]
Trees, Properties of trees, distance and centers, rooted and binary trees, on counting trees, spanning, fundamental circuits, spanning trees in weighted graphs; Cut-sets- properties, connectivity and separability, network flows; Matrix representation of graphs- incidence matrix, submatrices, circuit matrix, cut-set matrix, path matrix, adjacency matrix;

PART II: Formal Languages and Automata

Unit 9: Mathematical preliminaries [6 hours, 6 marks]
Set, Relations and Functions; Properties of Relations, Closure of Relations, Symbols and Alphabets, Strings and their properties, Languages, Principle of Induction.

Unit 10: The Theory of Automata [8 hours, 8 marks]
Definition of Automaton, Finite Automata, Transition Systems, Properties of Transition Functions, Acceptability of a String by a Finite Automata, Finite Automata with Epsilon-transitions;

Unit 11: Types of Finite Automata [10 hours, 8 marks]
Deterministic Finite Automata (DFA), Non-Deterministic Finite Automata (NFA); The Equivalence of DFA and NDFA; Minimization of Finite Automata; Application of Finite automata;

Unit 12: Formal languages [8 hours, 7 marks]
Basic Definition, Definition of a Grammar, Derivation and language generated by a grammar, Chomsky Classification of Languages;

Unit 13: Regular Expressions and Regular Grammars [8 hours, 8 marks]
Regular Set and Regular Grammars; Closure Properties of Regular Languages ; Regular Expressions; Relationship between the Finite Automata and Regular Expressions; The Pigeon-hole principle; Applications of Regular Expressions;

Unit 14: Context-Free Grammars and Languages [8 hours, 8 marks]
Context-Free grammars; Derivation tree, Parse trees; Applications; Ambiguity in Grammars and Languages

Unit 15: Properties of Context-Free Languages [8 hours, 5 marks]
Normal forms for CFGs; The pumping lemma for CFGs; Closure properties of CFL

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M.SC.IT (S3) 10: Object-Oriented Programming through C++
4 credits: 120 hours of learning

Unit 1: Introduction to Object-Oriented Programming [5 hours, 5 marks]
Basic concept of OOP, Comparison of Procedural Programming and OOP, Benefits of OOP, C++ compilation, Abstraction, Encapsulation, Inheritance, Polymorphism, Difference between C and C++

Unit 2: Elements of C++ Language [8 hours, 5 marks]
Tokens and identifiers: Character set and symbols, Keywords, C++ identifiers. Variables and constants: Integers & characters, Constants and symbolic constants, Dynamic initialization of variables, Reference variables, Basic data types in C++, Streams in C++, scope resolution operator

Unit 3: Operators and expressions [8 hours, 5 marks]
Operators, Types of Operators in C++, Precedence and Associativity, Manipulators, Enumerated data type, storage classes

Unit 4: Decision and Control Structures [8 hours, 5 marks]
if statement, if-else statement, switch statements, Loop: while, do-while, for; Jump statements : break, continue, goto

Unit 5: Array and Structure [8 hours, 6 marks]
Arrays, structure, unions, Runtime memory management: new and delete operator

Unit 6: Pointer [7 hours, 6 marks]
Introduction, Address operator, pointer variable, pointer definition, pointers and parameter passing, void pointer, pointer arithmetic, Runtime memory management: new and delete operator, Pointers to pointer, Passing address of a pointer, Array of Pointers, Pointers to functions

Unit 7: Functions [7 hours, 6 marks]
main() function, components of function : prototype, function call, definition, parameter; passing arguments; types of function, inline function, function overloading

Unit 8: Introduction to Classes and Objects [8 hours, 6 marks]
Classes in C++, class declaration, declaring objects, Defining Member functions, Inline member function, Array of objects, Objects as function argument, Static data member and mmber function, Friend function and friend class.

Unit 9: Constructors and Destructors [7 hours, 6 marks]
Constructors, Instantiation of objects, Default constructor, Parameterized constructor, Copy constructor and its use, Destructors, Constraints on constructors and destructors, Dynamic initialization of objects

Unit 10: Operator Overloading [10 hours, 10 marks]
Overloading unary operators: Operator keyword, arguments and return value; Overloading Unary and binary operators: arithmetic operators, manipulation of strings using operators, Type conversions.

Unit 11: Inheritance [10 hours, 8 marks]
Derived class and base class: Defining a derived class, Accessing the base class member, Inheritance: multilevel, multiple, hierarchical, hybrid; Virtual base class, Abstract class.

Unit 12: Virtual Functions and Polymorphism [10 hours, 10 marks]
Virtual functions, Pure virtual functions; Polymorphism, Categorization of polymorphism techniques: Compile time polymorphism, Run time polymorphism.

Unit 13: File Handling [8 hours, 8 marks]
File classes, Opening and Closing a file, File modes, Manipulation of file pointers, Functions for I/O operations

Unit 14: Templates [10 hours, 8 marks]
Introduction, Function template, Function template overloading, Class templates, Template arguments

Unit 15: Object Oriented Design [6 hours, 6 marks]
Object Oriented Design Approaches, Object Modeling Techniques (OMT) tools: Object Model, Dynamic Model, and Functional Model. (Object Diagram, State Diagram, and DFD), Phases of Object-Oriented Development: Object Analysis, System Design, Object Design

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M.SC.IT (S3) 11: Operating System
4 credits: 120 hours of learning

Unit 1: Review of Computer Organization [5 hours, 5 marks]
Major Subsystems, I/O Organization, Memory Organization, Bus Organization.

Unit 2: Introduction to Operating System [8 hours, 5 marks]
Definition of Operating System, Batch System, Multi-Programmed System, Time-Sharing System, Single User Operating System, Multi-User Operating System.

Unit 3: Processes [8 hours, 8 marks]
Process: process models, process hierarchies, process states; Threads: use, design issues of thread; Types and Application.

Unit 4: Interprocess Communication [10 hours, 8 marks]
Interprocess communication, race conditions, critical-sections, mutual exclusion, solution to race condition, disabling interrupt, Peterson's solution, sleep & wake up (The Producer Consumer Problem), Semaphores

Unit 5: Scheduling [10 hours, 8 marks]
Basic concepts, primitive and non-primitive scheduling, types of scheduling - batch, interactive and real-time, scheduling algorithms, goals of scheduling algorithms, first come first serve, shortest job first and round robin scheduling.

Unit 6: Deadlocks [9 hours, 8 marks]
Definition of deadlock, principles of deadlock (deadlock conditions & modelling), deadlock detection, recovery & prevention, deadlock avoidance (banker's algorlithm)

Unit 7: Memory Management [10 hours, 10 marks]
Multiprogramming: fixed partitions, relocation and protection; Swapping and its basic concepts; Virtual Memory: Basic concepts, Paging and Page tables, Page Replacement Algorithms (FIFO, LRU; Cache Memory.

Unit 8: Memory Mapping [9 hours, 8 marks]
Associative Mapping, Set-Associative Mapping, Block Set-Associative Mapping, DMA.

Unit 9: File System [9 hours, 8 marks]
Definition of File, File naming, File types(directory, regular), Sequential access and Random access files, File attributes, Operations on file, Hierarchical directory structure, Path name(relative and absolute), Operation on directories, File system implementation techniques.

Unit 10: I/O Management [9 hours, 6 marks]
Basic principles I/O Operations, I/O Devices, Device controllers, DMA, Principles of I/O Software, its goals, Interrupt Handlers, Device Drivers.

Unit 11: Protection [6 hours, 5 marks]
Needs for protection, domain of protection, Example in UNIX, access matrix, Implementation of Access matrix

Unit 12: Security [6 hours, 5 marks]
The security problem, Authentication, Password, password vulnerabilities, Encrypted password, One time password(OTP), Biometrics and its types, Intrusion detection (definition only).

Unit 13: Multiprocessor Systems [8 hours, 6 marks]
Types of Multiprocessor Operating Systems, Multiprocessor OS Functions and Requirements, Multiprocessor synchronization

Unit 14: Distributed Operating Systems [8 hours, 5 marks]
Distributed Processing, Coping with Failures Models of Distributed systems, Remote procedure calls, distributed Shared Memory, Distributed File Systems.

Unit 15: Introduction to Multiprogramming System [6 hours, 5 marks]
Queue management, I/O supervisors, memory management. File system, Disk and Drum Scheduling.

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M.SC.IT (S3) 12: System Analysis and Design
4 credits: 120 hours of learning

Unit 1: System Concept [8 hours, 8 marks]
System definition, Characteristics of a system: Organization, Interaction, Interdependence, integration, Elements of a system: inputs and outputs, Processors, control, feedback, environment, boundaries and interface, Types of systems: Physical or abstract system, open or closed system.

Unit 2: System Development Life Cycle [10 hours, 8 marks]
Introduction, Recognition of need, Feasibility study, Analysis, design, implementation, post implementation and maintenance, consideration for candidate system, prototyping,

Unit 3: Role of System Analyst [8 hours, 6 marks]
Introduction, Interpersonal skill, academic and professional qualification, multifaceted role of the analyst, analyst/user interface, conflict resolution, place of analyst in the MIS organization

Unit 4: System Planning and Initial Investigation [10 hours, 8 marks]
Introduction, bases for planning in system analysis, dimensions of planning, strategic MIS planning, Managerial and operational MIS planning, initial investigation, needs identification, determining the user's information requirements, background analysis, fact finding, review of written documents, on site observations

Unit 5: Information Gathering [8 hours, 6 marks]
Introduction, types of information needed, information about the organization, information about user staff, information about work flow, origin of information, review of literature, procedures and forms, interviews and questionnaires

Unit 6: Tools of Structured Analysis [10 hours, 8marks]
Introduction, Data flow diagram (DFD), DFD symbols, constructing a DFD, data dictionary, structured English, decision tree, decision table

Unit 7: Feasibility Study [8 hours, 8 marks]
Introduction, system performance definition, statements of constraints, identification of specific system objectives, feasibility consideration: economic feasibility, technical feasibility, behavioral feasibility, steps in feasibility analysis, feasibility report

Unit 8: Cost/Benefit Analysis [6 hours, 5 marks]
Introduction, data analysis, cost and benefit categories, procedure for cost/benefit determination

Unit 9: The Process and Stages of System Design [10 hours, 8 marks]
Introduction, The process of design : Logical and physical design, design methodologies, structured design, functional decomposition, Forms driven methodology, HIPO and IPO chart

Unit 10: Input/Output and Form Design [8 hours, 6 marks]
Introduction, Input design, input data, source data, input media and devices, online data entry, formatted form, screen design, output design, form design, requirements of form design, types of form, box design

Unit 11: Database Design [10 hours, 8 marks]
Introduction, objective of database, key terms in database, Logical and physical views of data, schemas and subschemas, Types of relationships, Types of data structure : hierarchical, network, relational, entity and attributes, role of dataset administrators, Nornalization

Unit 12: System Testing [6 hours, 6 marks]
Introduction, Need for system testing, nature of test data, test plan, activity network for system testing, types of system test

Unit 13: Quality Assurance [6 hours, 5 marks]
Introduction, quality factor specification, levels of quality assurance, software requirement specification, software design specification.

Unit 14: Implementation [6 hours, 5 marks]
Introduction, conversion, activity network for conversion, file conversion, creating test files, training aids

Unit 15: Project Scheduling [6 hours, 5 marks]
Introduction, reason for system failure, project management, Planning tools: Gantt charts, program evaluation and review techniques (PERT), project management software.

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M.SC.IT (S4) 13: Programming in Java
4 credits: 120 hours of learning

Unit 1: Introduction to JAVA [5 hours, 4 marks]
An overview of JAVA, Basic features of Java, JAVA Environment, Installing the Java SDK, Writing Java Programs

Unit 2: Operators and Assignments [8 hours, 5 marks]
Introduction, Assignment operator, Comparison Operators, Instance of Comparison, Arithmetic operators, Shift operator, Bitwise operator, Logical operator, bitwise operator, conditional operator, casting.

Unit 3: Programming Basic [8 hours, 7 marks]
Java Token & Keywords, Constants, Data types; Declaring a variable, The scope and lifetime of variable, Various Operators, Input/Output statements Decision Making and Control Statements : if statement, If-else, else-if, switch statement; for, while, do-while statements

Unit 4: Class in Java [9 hours, 8 marks]
Class fundamentals: Defining class, Accessing class members, Declaring objects, Passing Arguments to Methods, Returning Multiple Values from methods, Modifiers

Unit 5: OOP in Java [10 hours, 6 marks]
Class fundamentals: Defining class, Accessing class members, Declaring objects, Constructors, copy constructor; Passing Arguments to Methods, modifiers, Inheritance: the super class, Multilevel Inheritance, Final and abstract keyword, Static Members

Unit 6: Arrays, Strings and Vectors [8 hours, 8 marks]
Declaring Arrays, Creating Arrays, Initializing Arrays, Multi-Dimensional Arrays, Strings: string arrays, string methods, String Buffer class, Vectors

Unit 7: Interfaces and Packages [8 hours, 6 marks]
Interfaces: Defining an Interface, Implementing interfaces, Applying Interfaces, Packages: Defining a package, Accessing and Importing Packages

Unit 8: Threads [8 hours, 6 marks]
Introduction, new threads, creating new threads by extending the thread class, creating a thread by implementing Runnable Interface, Threads in the Running State, Sleeping and Interruptions, Signaling with wait, notify

Unit 9:The java.lang.Math class [8 hours, 5 marks]
Introduction, Methods of the java.lang.Maths: abs, ceil, floor, max, min, random, round, sin, cos, tan, sqrt, exp, log, pow.

Unit 10: Exception Handling [8 hours, 8 marks]
Exception Handling fundamentals, Exception types, Using *try* and *catch*, built-In exceptions in Java, User-defined exception

Unit 11: File Handling [8 hours, 7 marks]
I/O Basics: Streams, The Stream classes, The predefined streams, Reading console input, Writing console output, Reading and writing files

Unit 12: Introduction to Applets [8 hours, 8 marks]
Applets and the World Wide Web, The Applet Class, Applets and HTML , The Life Cycle of an Applet, Using Window Components, Event Handling, Adding Audio and Animation

Unit 13: AWT and Swings [8 hours, 8 marks]
AWT Basics, AWT Components, Event Handling, Application and Menus; Introduction to Swings, Swing Components, Event Handling, Display text and image in a window, Layout manager

UNIT 14: Introduction to JDBC [8 hours, 7 marks]
Basic steps to JDBC, API, JDBC Drivers, Connection Management, JDBC Design Considerations, Two Tier and Three Tier client server model, ResultSet, Prepared statement and callable statement, ResultSet Meta Data Object.

Unit 15: Database programming using Java [8 hours, 7 marks]
Keeping MySQL or NoSQL as backend and using java as front end good GUI should design to insert, update and delete record on a database table

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M.SC.IT (S4) 14: Computer Graphics
4 credits: 120 hours of learning

Unit 1:Introduction to Computer Graphics [5 hours, 5 marks]
Definition, Application Areas of Computer Graphics (CAD, CAM, Education and Training, Entertainment, Image Processing, Computer Art etc.), Graphical User Interfaces (GUI)

Unit 2: Graphics Systems [5 hours, 5 marks]
Cathode Ray Tubes, Random Scan Displays, Raster Scan Displays, Color CRT Monitors, Flat-Panel Displays (Plasma-Panels, Liquid Crystal Displays(LCD), Electroluminescent displays), Graphics Software (GKS, PHIGS)

Unit 3:Line Drawing Algorithms [8 hours, 7 marks]
Points and Lines, Line Drawing Algorithms (DDA Algorithm, Bresenham's Line Algorithm)

Unit 4:Circle and Ellipse Drawing Algorithms [8 hours, 7 marks]
Circle drawing algorithms, Ellipse Drawing algorithms

Unit 5: Filled area algorithms [8 hours, 6 marks]
Filling (Scan-Line Polygon filling, Inside outside tests, Boundary-fill and Flood-fill algorithm)

Unit 6:Transformations [10 hours, 8 marks]
Basic 2-D Transformations (Rotation, Reflection, shearing, scaling), Homogeneous Coordinate Representation, Translation, 3-D transformations

Unit 7: 2-D Viewing [10 hours, 8 marks]
2-D Viewing: The viewing pipeline, viewing coordinate reference frame, window to view-port coordinate transformation, viewing functions

Unit 8: Clipping Algorithms [10 hours, 8 marks]
Line and polygon clipping algorithms (Cohen-Sutherland and Cyrus-beck line clipping algorithms, Sutherland –Hodgeman polygon clipping algorithm)

Unit 9: 3-D Object representation [10 hours, 8 marks]
3-D Object representation: Polygon surfaces, quadric surfaces, spline representation, Basic illumination models, polygon rendering methods

Unit 10: Bezier and B-spline curves [9 hours, 7 marks]
Hermite curve, Bezier curve and B-spline curves, Bezier and B-spline surfaces

Unit 11: Projections [9 hours, 8 marks]
Projection Classification, Parallel projections, Perspective projections (One point, Two point), Hidden Layer Projection

Unit 12: 3-D Geometric transformations [8 hours, 8 marks]
Translation, rotation, scaling, reflection and shear transformations, composite transformations

Unit 13: 3-D viewing [8 hours, 5 marks]
Viewing pipeline, viewing coordinates, view volume and general projection transforms and clipping

Unit 14: Basics in Animation [6 hours, 5 marks]
Animation Basic, Computer Animation, Principles of Animation, Types of Animation, Animation Software (Maya, etc) and Hardware, Common Terms in Animation

Unit 15: Animation Designing [6 hours, 5 marks]
Design of Animation sequence, Morphing, Application of Computer Animation, Future of Animation

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M.SC.IT (S4) 15: Linux System Administration
4 credits: 120 hours of learning

Unit 1: Introduction to System Administration [6 hours, 5 marks]
Introduction to System Administration, Role of System Administrator, Qualities of good System Administrator, System Administration Common administrative tasks, identifying administrative files – configuration and log files

Unit 2: Introduction to LINUX Operating System [7 hours, 5 marks]
Basic idea on Proprietary, Open Source, Free Software etc, Basic Features of the Linux operating system, Introduction of Various Linux Distribution (Red Hat Enterprise Linux, Cent OS, Fedora Projects, Debian Linux, Ubuntu, SUSE etc.)

Unit 3: Installation of LINUX Operating System [10 hours, 5 marks]
Installation Requirements, Partitioning the Hard drive in Linux, Installing the Linux system: Using Live CD, Virtual Machine, Direct Installation, Installing and Configuring software in Linux

Unit 4: LINUX Kernel [10 hours, 8 marks]
Linux kernel and device drivers, System Startup and Shutdown, Standard I/O, Standard error, Redirection and Piping

Unit 5: Basics of LINUX File System [8 hours, 7 marks]
Basics of Linux file system - File system types (ext3, ext4, xfs, jfs, ReiserFS, iso9660 etc.), Boot block, Super block, Inode table, Data blocks, How Linux access files, storage files, Linux standard directories, LILO, GRUB Boot Loader, three basic types of files (ordinary or regular, special or device and directory), I-nodes and file attributes, init and run levels

Unit 6: File organization [7 hours, 8 marks]
Files and File System (File Types and Permissions, Links, Size and Space, Date and Time); Working with Files: Reading Files, Searching for files, Copying, Moving, Renaming, Deleting, Linking, and Editing Files; Absolute and Relative path names, File system Mounting and Unmounting, Organization of the file tree, Standard directories and their contents, Disk related commands, checking disk free spaces.

Unit 7: LINUX File Handling Commands [8 hours, 7 marks]
Files and Directory handling Commands - ls, cd, cp, mv, rm, mkdir, rmdir, pwd, Commands for Creating and Viewing ordinary files – cat, more, less, pg

Unit 8: LINUX Filter Commands [8 hours, 8 marks]
Filter Commands – wc, head, tail, cut, tr, top, grep (with regular expressions),. Other commands –tar, unzip, nice, kill, netstat. Setting user and group ownership of files and Access permissions – chmod, chown, chgrp commands

Unit 9: LINUX Shells [10 hours, 8 marks]
Various types of Shell available in Linux, Comparisons between various Shells, Study of different Linux Shells (sh, bash, csh, zsh), Environment variables, Shell script basics (examples of some simple shell programming), Shell programming in bash, read command, conditional and looping statements, case statements, parameter passing and arguments, Shell variables, system shell variables, shell keywords, creating Shell programs for performing various tasks.

Unit 10: Process [7 hours, 7 marks]
Services and Process, Basic commands for starting and stopping processes, Basic process attributes and their role in Access control. Examining the list of running processes on the system and understand the data presented there. Background process, Job control, Crontab file format, Backup and Restore procedure

Unit 11: Printing Jobs [5 hours, 4 marks]
Submit a print job, check the status of a print job, cancel a print job, configuring the Print Queue, Selecting the Print Driver, Editing the Printer configuration

Unit 12: System Administration Tasks [10 hours, 8 marks]
Getting Started: Login process, Creating Users Account and Group, Getting Help, Understanding the "root" account, Managing user accounts-adding, modifying and removing User accounts, changing permissions and ownerships, Creating and managing groups, modifying group attributes, becoming super user using su; limited su (sudo) Changing Password, System monitoring and logging, Monitoring memory usage, disk space usage and I/O activity, Temporary disable user's accounts, creating and mounting file system, checking and monitoring system performance file security & Permissions, Getting system information with uname, host name, disk partitions & sizes, users, kernel. Backup and restore files, reconfiguration hardware with kudzu, installing and removing packages in Linux. Configure X-windows starting & using X desktop. KDE & Gnome graphical interfaces, changing X windows settings.

Unit 13: Networking in LINUX [8 hours, 7 marks]
Installation and configuration of a simple LAN; Installation and configuration of: Proxy server(Squid), DNS server(BIND), Mail server, Web server(Apache), File server(Samba), DHCP server; Installation and configuration of a SSH server and client; Installation and configuration of FTP server and client, rules governing IP address classes and netmasks, Network Address, Netmask and Gateway configuring Interface with ifconfig, ping, netstat, traceroute, telnet, understanding the significance of the /etc/services file and well known port numbers

Unit 14: Network Protocols [8 hours, 7 marks]
Basics of configuring NFS, NIS, DNS, FTP, Squid Proxy, DHCP server, ip tables and firewall

Unit 15: Basic Network Security Issues [8 hours, 6 marks]
Introduction to Basic Network Security Issues, Packet Snifflers, DOS Attacks, Linux Kernel Firewalling, Virtual Private Networks

****

M.Sc.IT (S4) 16: Major Project
4 credits: 120 hours of learning

The guidelines for the project are enclosed in Annexure III.

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ANNEXURE III
PROJECT GUIDELINES

A. PROJECT GUIDE ELIGIBILITY CRITERIA:

Full Time Faculties in the Department of Computer Science/ Information Technology of KKHSOU/ Colleges/ Institutions affiliated to any Indian University recognized by UGC and having minimum 2 years teaching experience.

OR

A person having minimum M.Tech., MCA, M.Sc. in Computer Science/Information Technology from a UGC recognized universities with 4 years experience in Industry/teaching.

B. TYPE OF PROJECT

Learner may choose any topics according to M.Sc.IT standards. Most of the project work falls under the following types

a. Database oriented (e.g. payroll system, Loan management system etc.)

b. Application oriented (e.g. Mobile apps development, web based development)

c. R & D project (e.g. Image processing, speech processing, data mining, networking etc)

C. PROJECT PROPOSAL (SYNOPSIS)

The project proposal or the synopsis is the frame work for carrying out the project. It should be prepared in consultation with Guide. The necessary parts of a project proposal is given in the following form:

* Title of the Project.

* Introduction and Objectives of the Project.

* Project Category (RDBMS/ Application/ R & D).

* Tools, Platform, Hardware and Software Requirement specifications.

* Whether the project is done for any Industry/Client? The Name and Address of the Industryor Client is to be mentioned.

* Methodology

Expected output

* Conclusion

D. APPLICATION AREAS & RELATED TOOLS

A list of selected area for developing the project work is given below:

APPLICATIONS : Financial/ Manufacturing/ Multimedia/ Computer Graphics/ Instructional Design/ Database Management System/ Internet/ Intranet/ Computer Networking-Communication Software/E-Commerce/TCP/IP Internals/ Routing protocols/ Implementation of Switches & Routers/ Image processing,/ Mobile apps development/ etc..

Related Tools :

FRONT END / GUI Tools : PhP, Scripting languages etc.

RDBMS/BACK END : Oracle, MYSQL, No SQL, DB2 etc.

LANGUAGES : C, C++, Java, VC++, C#, Matlab, Python, Scilab etc.

INTERNET TECHNOLOGIES : DHTML, Java script, VB Script, HTML, Java, Active X, SWING, JSP,ASP, PHP, XML, Java Beans, Java Servlets, CSS, VB.Net,AWT, J2EE.

NETWORKING TECHNOLOGIES : ATM, Frame Relay, TCP/IP, SNMP, GSM, VoIP, PPP, IP-PSTN, SONET/SDH

WIRELESS TECHNOLOGIES : BlueTooth, 3G, ISDN, EDGE

OPERATING SYSTEMS : WINDOWS/ DOS / UNIX / LINUX /ANDROID.

PROJECT REPORT GUIDELINE

The Project report should prepared in well structured preferably typed in Latex. Depending on the type of project the report should be as follows

Database project:

Acknowledgement
Content with page number
Declaration Certificate
Certificate from Guide

CHAPTER I : INTRODUCTION

- 1.1 Brief idea about the project
- 1.2 Objective of the project
- 1.3 Scope of the project
- 1.4 Existing system
- 1.5 Proposed System
- 1.6 Platform used(Hardware & Software)
- 1.7 Project location

CHAPTER II : REQUIREMENT ANALYSIS

- 2.1 Introduction
- 2.2 Tools used for Requirement gathering
- 2.3 Problem in Existing System
- 2.4 Conclusion

CHAPTER III : LOGICAL DESIGN

- 3.1 Introduction
- 3.2 DFD(0^{th}, 1^{st}, 2^{nd} level)
- 3.3 ER diagram
- 3.4 Use case diagram
- 3.5 Activity diagram
- 3.6 Conclusion

CHAPTER IV : PHYSICAL DESIGN

- 4.1 Introduction
- 4.2 Database Design(Give your normalized database here)
- 4.3 Module design
- 4.4 Input/output design
- 4.5 Conclusion

CHAPTER V : IMPLEMENTATION

- 5.1 Introduction
- 5.2 Process description (if any)
- 5.3 Output & Report
- 5.4 Conclusion

CHAPTER VI : TESTING

- 6.1 Introduction
- 6.2 Types of testing performed
- 6.3 Conclusion

References
Appendix(if any)

R & D/ Application project:

Acknowledgement
Content with page number
Declaration Certificate
Certificate from Guide

CHAPTER I : INTRODUCTION

1.1 Brief idea about the project
1.2 Objective of the project
1.3 Scope of the project
1.4 Application of the project
1.5 Proposed System
1.6 Platform used(Hardware & Software)
1.7 Project location

CHAPTER II : LITERATURE REVIEW

2.1 Introduction
2.2 Work already done in the area(Historical evidence)
2.3 Problem in Existing technology
2.4 Conclusion

CHAPTER III : THEORITICAL BACKGROUND

3.1 Introduction
3.2 Theory used in the project
3.3 Conclusion

CHAPTER IV : RESULT AND DISCUSSION

4.1 Introduction
4.2 Methodology
4.3 Result
4.4 Analysis on result
4.5 Conclusion

CHAPTER VI : Conclusion & Future work

6.1 Introduction
6.2 Chapter wise conclusion
6.3 Future work

References
Appendix(if any)

[Note: All project reports(soft copy) must send to Computer Science Department, KKHSOU in the following email address csc@kkhsou.in]

CERTIFICATE OF ORIGINALITY FROM THE GUIDE

This is to certify that the project report entitled ..... submitted to **Krishna Kanta Handiqui State Open University** in partial fulfilment of the requirement for the award of the degree of **MASTER OF SCIENCE IN INFORMATION TECHOLOGY(M.Sc.IT),** is an original work carried out by Mr./Ms..... Enrolment No.: ..... under the supervision of Dr./Mr./Ms.....
The matter embodied in this project is a genuine work done by the student and has not been submitted either to this University or to any other University/Institute for the fulfilment of the requirement of any course of study.

Signature of the Learner

Name
Address
Enrolment No.:

Signature of the Guide

Name
Designation
Address

Study Centre's Seal

FORMAT OF THE PROJECT REPORT

A Project Report on ——————

Font type: Arial
Size: 12, Bold

TITLE OF THE PROJECT ——————

Font type: Arial
Size: 16, Bold

In fulfillment of the requirement for the 6th Semester of
Master of Science in Information Technology
Programme

Submitted by

.....

(Name of the Learner)
Enrollment No.: .....
Session: .....

Font type:
Arial

Under the Guidance of

.....

(Name of the Project Guide)

Study Centre

.....

(Name of the Study Centre)

.....

(Location)

KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY

(KKHSOU)

PROGRAMME PROJECT REPORT

ON

MASTER OF SOCIAL WORK (MSW)

Submitted to

UNIVERSITY GRANTS COMMISSION

BAHADUR SHAH ZAFAR MARG

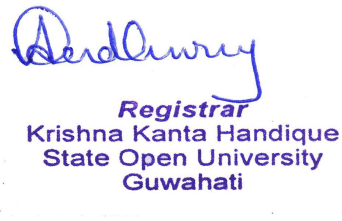
NEW DELHI – 110 002

Submitted by

K. K. Handiqui State Open University

Guwahati, Assam

APRIL 2018



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9.2 EXPECTED PROGRAMME OUTCOMES

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KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY

PROGRAMME PROJECT REPORT

MASTER OF SOCIAL WORK

1 PROGRAMME'S MISSION AND OBJECTIVES:

Social work is a profession which facilitates, rather empowers individuals, families, and groups, restores or enhances their capacity for social functioning and strives to create societal conditions that support communities in need. Social workers help people overcome some of life's most difficult challenges– poverty, discrimination, abuse, addiction, physical illness, social and emotional crisis like loss, unemployment, educational problems, disability and mental illness. They help prevent such crises and counsel individuals, families, and communities to cope more effectively with the stresses of everyday life. With particular reference to Assam, which is still lagging behind in various aspects of development and facing diversity issues, social work plays a significant role in smoothening and accelerating the development of the region. Social work education should receive special focus for the said reason. Master of Social Work (MSW) would be offer by the Department of Social Work, under Surya Kumar Bhuyan School of Social Sciences, Krishna Kanta Handiqui State Open University (KKHSOU).

1.1 Mission of the MSW programme

The mission of the programme is to promote the profession of social work by educating the learners to become agents of social change; to orient learners for a profession which is committed to social justice and empowerment of individuals, groups and communities; to build up respect for individual and cultural diversities and encourage research in various developmental issues of the region. This course will contribute towards enhancing social work skills using theoretical and practical frameworks. The field-work component and dissertation are significant areas that will be laid extra emphasis on.

1.2 Objectives of the MSW Programme

i. To infuse generalist social work practice with client systems of individuals, families, groups, organizations, and communities.
ii. To integrate the values and ethics of the social work profession in accordance with the NAPSWI (National Association of Professional Social Workers in India).
iii. To provide both the theoretical and applied knowledge of social work to the learners in order to enable them develop their skills and employability.
iv. To develop analytical skills necessary for understanding forms and mechanisms of oppression and discrimination and apply strategies for social change and justice.

Registrar
Krishna Kanta Handique
State Open University
Guwahati

v. To engage learners in research-informed practice and practice-informed research evaluating programme outcomes and practice effectiveness at all levels.
vi. To train learners to apply knowledge of human behaviour and the social environment including theories of human behaviour and social systems.

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

The Master of Social Work (MSW) to be offered by KKHSOU has been prepared with conformity to the mission and goals of KKHSOU. This programme follows the following mission and goals of KKHSOU:

i. To expand the higher education to cover the maximum number of population.
ii. To promote equity or justice in the field of higher education.
iii. To ensure the quality or excellence in the higher education.
iv. To increase research both qualitatively and quantitatively.
v. To contribute towards the psycho-social development of the region.

The MSW programme would contribute towards accomplishment of KKHSOU's mission and goals by providing theoretical and applied knowledge of Social Work to the prospective learners.

3. NATURE OF PROSPECTIVE TARGET GROUPS OF LEARNERS:

The nature of the prospective target groups of learners of this programme are as follows:

i. The students who wish to obtain a Master Degree in Social Work.
ii. All the stakeholders of the society like-governmental and non- governmental agents, policy makers, social welfare activists, grass-root workers, who are interested in ensuring a better standard of living, for the under-privileged section of the society.
iii. Persons who were unable to complete higher education in the normal course of time and who are interested in social work.
iv. People engaged in different avenues and wish to develop their professional skills.
v. People living in rural and remote areas and other disadvantageous conditions who desire to complete their higher education.
vi. People willing to earn for a living and learn at the same time.
vii. Persons deprived of higher education in conventional system for a variety of reasons.
viii. Denied and deprived sections of people who need social work education for their uplift.

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

The Master of Social Work (MSW) programme would be both theoretical and practical i.e., having field work component. The programme has been designed keeping in mind the ODL aspect. As such, the learners can learn the different courses through the **Self Learning Materials (SLMs)** designed for the specific programme and also do field-work to be supervised by the counsellors. Certain add-on resources, like CDs, community radio programmes and counselling sessions conducted in the study centres, etc. are expected to help the learners to clarify their doubts, if any. This would enable 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. All these measures would make the MSW programme compatible to be offered through the ODL mode.

4.1 Learner Support Services: Identification of Media – Print, Audio or Video, Online, Computer Aided

All the learners are provided with Self Learning Materials, which is comprehensive in terms of contents in the syllabi. These learning resources are prepared with the help of resource persons across the country. Senior Professors from different Universities of the region are engaged as Editors of the SLMs. Apart from the Print Self Learning Materials, audio and video materials on certain modules would also be offered to the learners.

ICT Support: ICT support is a major component of any ODL system of education. Our university has as such given emphasis on this. Some ICT-based support systems provided by the university for the learners of Master of Social Work (MSW) are listed below:

a. **Website:** We have developed full-fledged official website www.kkhsou.in for our learners and general public. Here we have provided all necessary information to our learners. The Website is also linked with the social-networking site like Facebook (KKHSOU FB Official Group) for interaction among the learners, faculty members and stakeholders. The website also includes the customised study centre-search facility based on district or programme. And most of the Audio-Video programmes are also made available online through YouTube.
b. **Community Radio Service**: **Jnan Taranga** (90.4 MHz) of KKHSOU is the first Community Radio of the North Eastern part of the country. The Community Radio, being a platform for the community for taking up community issues, is also a platform to broadcast several educational programmes that includes debates, discussions, and talk shows.
c. **Ekalavya**: With the help of Prasar Bharati, our University has launched a special educational programme namely ***Ekalavya.*** It is aired every Saturday from 8.00 PM to 8.30 PM through All India Radio, Guwahati and Dibrugarh.
d. **Akashvani Phone-in Programme:** Our University offers one hour live **phone-in** counselling programme through AIR, Guwahati and Dibrugarh where officers and experts from this University clarify queries of listeners/learners via telephone. The phone in programme is aired every Thursday from 09.15 AM to 10.15 AM.

e. **e-SLM:** An e-learning portal by the name of e-SLM (http://eslm.kkhsou.in/) has been launched by the university. It is also a digital repository where the study materials are uploaded for the benefit of the learners. All the study materials of the programmes (including Degree, Master Degree etc.) can be assessed in this portal.

f. **Open Access Journals Search Engine (OAJSE):** To provide easy access to various open access journal across the world, KKHSOU has developed the Open Access Journals Search Engine (OAJSE) which is available for the users from the URL www.kkhsou.in/library/oajse or http://oajse.kkhsou.in . OAJSE aims to cover journals in all subjects that are published in English language. There are now 4,500+ journals in the directory. All are searchable at article level.

g. **KKHSOU Mobile App:** Our University has developed a mobile application "KKHSOU" to help the learners to connect 24x7 with the university. It can be freely downloaded from Google Play Store (for android user).

h. **SMS and e-mail Alert Facility:** University has initiated an SMS and e-mail alert facility for learners regarding any news, events and learner-related information of the university.

i. **E-mail services:** Learners can write emails to any officials/faculty members in university's general mail id: info@kkhsou.in. Queries raised through to this mail id are readdressed by concerned official/faculty members of the university.

j. **TV programme:** University is going to initiate a half an hour live educational programme through a TV Channel **Prag-News** from June 2018. It will be telecast every Sunday at 8:30 am.

5. INSTRUCTIONAL DESIGN

5.1 Syllabus Design

The Master of Social Work (MSW) programme has been thoroughly revised in accordance with the UGC Regulations on Open and Distance Learning, 2017. Syllabi of this Programme have been finalized after a series of deliberations and discussions with academic experts from Dibrugarh University and IIT Guwahati. The detailed syllabus of the MSW programme is presented as Annexure - I

5.2 Programme Structure:

The Programme Structure is presented below.

Master of Social Work (MSW) Programme

Semester	Title of the Course	Marks	Credit
1st	Social Work- History and Ideology	20+80	04
1st	Social Work Practice with Individuals	20+80	04

1st	Sociological and Psychological Foundations of Social Work	20+80	04
1st	Field Work- Case Work		02
1st	Orientation Visits		02
2nd	Social Group Work	20+80	04
2nd	Social Work with Communities and Social Action	20+80	04
2nd	North East Studies	20+80	04
2nd	Field Work- Rural CO and Group Work		04
3rd	Social Work Research and Statistics	20+80	04
3rd	Social Work in Industry and Organizational Behaviour	20+80	04
3rd	Health and Mental Health	20+80	04
3rd	Field Work- data collection for Dissertation		04
4th	Introduction to Gender Studies	20+80	04
4th	Social Legislations and Human Rights	20+80	04
4th	Social Welfare Administration and Management of NGO's	20+80	04
4th	Dissertation		04
	TOTAL		64 credits

5.3 Definition of Credit Hours:

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 is offered to the learners at their respective study centres.

5.4 Duration of the programme:

The Master of Social Work (MSW) has four semesters and is of minimum 2 years.

Minimum Duration : 4 semesters (2 years).

In case, a learner is not able to qualify a course in its first attempt, he/she has to qualify in the particular course within the next four attempts, subject to maximum duration of the study.

5.5 Faculty Strength:
The University currently has one full time faculty member in the Department of Social Work as Assistant Professor. The resources and support services are mobilised accordingly from within and outside the University.

5.6 Instructional Delivery Mechanisms: The Self Learning Materials would be prepared keeping in view of the above definition of instructional design. Particular attention would be given so that the basic three domains of knowledge, viz., behavioural domain, cognitive domain, and constructive domain can be addressed. A few examples have been mentioned in the following table.

Domain of Knowledge	General Learning Tasks generally used	Contents in Self Learning Materials
Behavioural	Memorising Undertaking field work Learning arbitrary information Learning rule systems Invariable (Routine) learning procedures	Social work involves both theory and practice. Thus certain theoretical propositions and field work experience is to be combined in the learning process.
Cognitive	Classifying Concept learning Problem-solving Procedures Reasoning and argument Rules	There is ample scope in this domain of knowledge. Most of the theories in social work are practise-based. Certain portion of the syllabi is also quantitative-based, and hence offers scope for the development of problem solving abilities.
Constructive	Case Studies Complex Situations Real-world Problem-solving	Certain real-world situations are included in the course. For example, in the discussion of theories related to case work, group work, students are advised to draw evidences from real world situations.

6. PROCEDURE OF ADMISSION, CURRICULUM TRANSACTION AND EVALUATION

6.1 Eligibility Criteria:

Any Under-Graduate or equivalent examination passed (in any stream) from a Council/ University recognized by UGC.

6.2 Admission Procedure:

1. The admission for the academic session 2018-19 of the University will be through online mode. A learner who desires to take admission in KKHSOU will have to submit his/her application through the online admission link provided in the University website www.kkhsou.in. The learner has to carefully go through the instructions for filling up the online admission form and complete the process accordingly. In the online admission system, the learner has to register with his/her mobile no/email id, and has to carefully verify the subjects of his/her choice available in the respective study centers.
2. For admission to a particular programme, the course fee is to be paid through online transaction mode—i.e., through credit card/debit card/net banking or any other available online mode of payment.
3. The learner after successful submission of the online admission form has to take a print out and submit the same to the study centre for hard copies of SLMs.
4. The verification of online application form will be done in the University and after the completion of the verification process, the e-SLMs will be sent to the respective Email-id of the learner.
5. The learners who have submitted incomplete application may be given conditional admission at the University's discretion, subject to fulfillment of other eligibility criteria.
6. All the enrolled learners will be provided with registration nos, SLMs and Identity cards.
7. The learner who is unable to complete the programme within specified period is required to register himself/herself as a fresh learner by paying the requisite fee.

6.3 Continuous Admission:

i. Admission will have to be taken continuously in the programmes without any break. A learner will be allowed to appear in all the examinations, including back courses, within the stipulated time of a programme.

ii. A learner will have to take admission to the next semester within one month from the last date of examination of the previous semester. It doesn't depend on whether the candidate appeared in the previous examination or not.
iii. A learner will be allowed to take admission to the next semester beyond one month, but within two months from the last date of examination of the previous semester with a fine of Rs 500/-.
iv. A learner may be allowed to take admission even after the issue of notification for filling up of examination forms, but such learners will be allowed to appear in the examination of that semester in the next year only

6.4 Fee Structure

The fee structure of the Master of Social Work (MSW) programme would be as follows:

Semester	Fee (In Rupees)
First	6500.00
Second	6200.00
Third	6200.00
Fourth	7100.00
Total	26000.00

6.5 Financial Assistance:

The University offers free education to jail inmates and different abled learners. At present, the University offers free of cost education to jail inmates in 13 district jails of the state. The University is in the process of adding more of central/district jails in the Academic Session 2018-19.

6.6 Refusal/Cancellation of Admission:

Notwithstanding, anything contained in the prospectus, the University reserves the right to refuse/cancel admission of any candidate.

6.7 Curriculum Transaction and Activity Planner:

An activity planner that guides the overall academic activities in the MSW shall be made available prior to the admission schedule of the University. The newly constituted CIQA office as per UGC guidelines and the office of the Academic Dean would upload the

Academic Plan and month wise Academic Calendar to enable the learners to plan their studies and activities accordingly.

6.8 Evaluation

i. The University adopts both ongoing and term end evaluation. Ongoing evaluation is conducted in two modes: internal and external. The internal evaluation is to be undertaken by the learner himself. For this, the University would design some Check Your Progress questions in the SLMs to be prepared, which would help the learners to self-check his or her progress of study. However, this is undertaken at the learners' end themselves and is non-credit based. For overall evaluation of a course, the University follows the two types of evaluation:

   Continuous Evaluation (Assignments) : Weightage assigned 20%.

   Term End Evaluation (Semester-end Examinations) : Weightage assigned 80%.

ii. The learners have to submit the assignments within the schedule of a semester at the respective study centres. The counsellors at the study centres evaluate the assignments and return them to the learners with feedback.

iii. Term end examinations are conducted on scheduled dates at selected examinations centres. Evaluations are done by the external examiners at zonal centres. After evaluation, further scrutiny is done, followed by moderation. Results are declared within scheduled dates as laid down in the Activity Planner.

iv. Learners would be able to get their scripts re-evaluated if they are not satisfied with evaluation.

v. Questions for the Semester End paper would be set as per the Evaluation policy of the University to have coverage of all the modules of the respective courses.

vi. The University is in the process of using high security and eco-friendly synthetic (water proof and termite proof) papers for mark sheets and certificates. Moreover, use of interactive kiosk at study centres for issue of admits card and modification of the existing EDPS system for quick publication of results of examinations are also being planned. Similarly, introduction of biometric identity of learners is also being planned.

vii. The field work of the MSW learners will be evaluated by the counsellors of the study centres based on the field work reports submitted to the study centres and viva-voce.

7. Requirement of the Laboratory Support and Library Resources:

7.1 For the learners of Social Work, laboratory support is not required.

7.2 Library Resources:

The Central Library, Krishna Kanta Handiqui State Open University plays a vital role in the collection, development and dissemination of academic, scientific and technical information to meet the present and future needs of the University.

The Central Library, KKHSOU is located at the Rani Campus, Guwahati. The library is in the 2nd Floor of the Main Building. The library remains open from 10.00 am to 5.00 pm in all working days. The library is fully computerized with an ILS (Integrated Library System) and also equipped with RFID (Radio-frequency Identification) technology.

The Central Library has the following resources-

Physical Resources:

Books-	18,164
Theses-	8
Report-	1
Journals-	35
Magazines-	12
News Papers-	5
Audio CD/DVD-	49
Video CD/DVD-	6
CD/DVD with Textual documents-	66

E-resources:

E-Journals*:* The Central Library of KKHSOU subscribed e-journals from JSTOR (www.jstor.org), and the resources are very much necessary for academic and research community of the University.

Digital Library: Digitization has become deeply embedded into every aspect of education today. Hence, the Central Library of KKHSOU has started the Digital Library initiative. The mission of the "Digital Library at KKHSOU" is to locate, digitize, preserve, collect and make accessible the accumulated wisdom of the institute's output to the global community. The resources of the Digital Library include Administrative Documents, Conference/Seminar Proceedings, Faculty Publications, Journal of Open Learning and Research Communication (JOLRC), KKHSOU in News and Media, Newsletters, Annual Reports, MPhil/PhD Theses, Public Lectures, Convocation Addresses, Working Papers, etc. URL: http://dlkkhsou.inflibnet.ac.in

Open Access Journals Search Engine (OAJSE): To provide easy access to various open access journal across the world, KKHSOU developed the Open Access Journals Search Engine (OAJSE) which is available for the users from the URL www.kkhsou.in/library/oajse.

KKHSOU at Shodhganga: Krishna Kanta Handiqui State Open University (KKHSOU) has joined Shodhganga for depositing their theses which is available for the users from the URL http://shodhganga.inflibnet.ac.in/handle/10603/145533. Shodhganga repository is the reservoir of Indian intellectual output stored, hosted and maintained by the INFLIBNET Centre, an IUC of UGC.

Membership:

All bonafide members of the Krishna Kanta Handiqui State Open University shall be able to access the resources in the library. The bonafide categories are:

Students, Research Scholars, Employees of the University, Ex-employees of the University, Any other person with permission of the Librarian.

Services:

The library provides the following services to its users:

- Circulation Service
- Reference Service
- Current Awareness Service
- Electronic Information Service
- Reprography Service
- Online Library Catalogue Service

URL: www.kkhsou.in/library

8. COST ESTIMATE OF THE PROGRAMME 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 Expert Committee, honorarium to be 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. As regards, 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 MSW programme of KKHSOU.

8.1 Programme Development Cost:

i. SLM Development Cost for Master Degree Programme (English medium) per Unit Rs. 7,300/-
ii. Printing Cost per SLM Rs. 56/-
iii. Cost of CD per unit Rs. 23/-

8.2 Programme Delivery Cost:

The SLMs prepared have to be delivered to various study centres located at the far flung remote areas. On an average, the University delivers about 15 kgs of study materials per student. The cost of delivery of 1 kg of such material is Rs.10. Accordingly, depending upon the number of learners, the cost for the MSW programme will be provisioned by the University. The office of the Finance Officer has calculated the delivery cost of SLM per student at Rs. 150.00.

8.3 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, but will also benefit the learners of other programmes. The University will also bear the cost of organizing the meeting of Syllabus Revision Committee 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 Master Degree programmes is Rs. 1,600.00.

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

9. QUALITY ASSURANCE MECHANISM AND EXPECTED PROGRAMME OUTCOMES:

9.1 Quality Assurance Mechanism: With regard to the quality concerns of the course materials, the department is involved in the following activities:

i. 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 expert Committee is helped by the in-house department faculties while preparing the framework of the programme.

ii. The next step after the completion of the framework preparation is the allotment of the assigned courses or papers (each of which is again composed of 15 units) to the assigned authors. The in-house faculties prepare a carefully chosen list of authors for the task. The in-house faculties also contribute their writings, besides the outsourced authors, who are mostly research scholars and faculty members from higher educational institutions.

iii. The content editors are then roped in for the next round. The content editors, who are mostly academics from reputed higher educational institutions, look into the contents of the units and provide their suggestions and feedbacks to be included by the coordinator of the programme.

iv. The materials are sent to the Language Editor, who then looks into the contents and give their necessary suggestions to be incorporated by the coordinator of the particular programme. The next step is that of printing and distributing the SLMs to the respective study centres. Arrangements would be made to distribute the SLMs to the learners at the time of admission.

v. Field work of MSW learners is to be monitored and evaluated by the study centre counsellors based on the field work reports submitted and a viva-voce (each semester).

vi. The newly constituted CIQA Office has already initiated to conduct stakeholders' meetings and plans to conduct SLM and Counselling Workshops which are expected to provide the University and the Department with required inputs for quality enhancement.

vii. In order to keep the programme 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.

9.2 Expected Programme Outcomes:

i. It is expected that the course would mould the learners to emerge as professional social workers equipped with the required skills and knowledge to deal with real-world situations.

ii. Develop analytical skills and research perspectives among the learners on region specific and case specific issues.

iii. It is expected that the MSW Programme would prepare learners for further research and to pursue higher studies in the field of Social Work.

iv. The MSW programme will also help the learners to seek avenues in the development sector and/or other upcoming sectors.

v. The programme will enable the learners to engage with the society in a fruitful manner leading to the welfare of all and thus contribute to the betterment of the society.

Annexure I

Course wise Syllabus of Master of Social Work (MSW) Programme

Semester I

Course: - History and Ideology of Social Work

Objectives:

i. To orient the learners to the basic concepts of social work,
ii. To understand the basic values and principles of social work profession,
iii. To trace the history of social work in India and abroad,
iv. To understand the significance of contemporary ideologies in the practice of social work.

Unit 1- Social Work: Meaning and Definition of Social Work, Basic Assumptions, Scope, Objectives; Functions of Social work: Preventive, Remedial, Developmental; introduction to Methods of Social Work, Fundamental Rights and Directive Principles.

Unit 2- Principles of Social Work- Principle of Acceptance, Individualization, Communication, Self Determination, Confidentiality, Non-Judgemental Attitude and the Principle of Controlled Emotional Involvement.

Unit 3- Basic concepts related to social work- Social Service, Social Welfare, Social Reform, Social Justice, Human Rights, Social Security, Social Policy and Legislation, Social Development, Social Administration.

Unit 4- Historical Development of Social Work: Professional development of Social Work in India, USA and UK. Development of Social Work Education in India; Professionalization of Social Work Education, Basic Values, Philosophy, Principles of Social Work; limitations of professional social work

Unit 5- Professionalization of Social Work: Code of Ethics in Social Work Profession, Marginalization of vulnerable groups and limitations of professional social work; Professional Social Workers Associations in India and abroad; Code of Ethics in Social Work Profession.

Unit 6- Contemporary Ideologies for social change: Meaning: Development, Development and Underdevelopment, Concept of Balanced Growth, Neo-Liberalism, Globalization, Postmodernism, Feminism, Multiculturalism.

Unit 7- Ideology of Sustainable & People Centred Development, Resurgence of the Civil Society, Ideology of Non-government Organizations; Marginalized groups, Discrimination, Integration and Identity, Challenges in India.

Unit 8- Forms of Social Work Practice: Conventional Social Work- Welfare and Administration, Charity and Philanthrophy; Radical Social Work- Law and Social Work, Social Reform and Movement, Social Activism; Social Network, Social Work and Culture.

Unit 9- Perspectives of Social Work Practice in India: Ideological Influences of social reform movements, Advent of Missionary (1785 onwards), Gandhian, Tilak, Gokhale, Karve, Phule, Shahu, Ambedkar thoughts, Marxist perspectives, Feminist perspective, Subaltern perspectives (Dalit and Adivasi) and Post – modernism influence.

Unit 10- Development of Social Work Education in India: Evolution of social work education, American Marathi mission, Nagpada Neighbourhood House, Mumbai, Sir Dorabji Graduate School Social Work, Mumbai, of Levels of Training in Social Work Education,

Unit 11- Development of Social Work Education in India II: Domains in Social Work Education (core domain, supportive domain, elective and interdisciplinary domain); Focus, Nature and Content of Social Work Education. Field work and importance of field work supervision.

Unit 12- Fields of Social Work: Welfare Administration, Family and Child Welfare, Medical and Psychiatric Social Work, Rural and Urban Community Development, Criminology and Correctional Administration, Human Resource Development, Industrial Social Work

Unit 13- Various settings of Social Work Profession: Family Courts, Educational Settings, Industry, Correctional Settings- Prisons, Rehabilitation Centres, Juvenile Homes, Rural Community, Urban Slums, Social work in areas of Local Self Government.

Unit 14- Personal and Professional Growth of Social Workers: Self Development in the professional front and Communication for Effective functioning; Professional Personality and Integrity; Self Awareness- Techniques of understanding Personal and Professional Self; Stress and Burnout.

Unit 15: Professional Goals of Social Work: Empowerment of Client; Communication, Role of Social Worker as an Enabler, Guide, Communicator, Resource Mobilizer, Maintaining Ethical Standards.

Course: Social Work Practice with Individuals (Social Case Work)

Objectives:

i. To understand case work method and its contribution to social work practice.
ii. To develop capacity to understand and accept the uniqueness of individuals.
iii. Understand the development and preventive goals in working with individuals and families.
iv. To develop ability of establishing and sustaining working relationship with the client.
v. To help the learner acquire skills of working with individual and families in various situation and settings.

Unit 1- Introduction to Social Case Work: Meaning Of Individual/ Case, Definition, Objectives of Social Case Work; Historical Development of Social Case Work practices in India, UK and USA.

Unit 2- Aspects of Social Case Work: Individual, Family, Group, Social Environment, Maladjustment, Concept, Values and Ethics of Social case Work, Scope, Philosophy of social case work;

Unit 3- Principles of Social Case Work: Individualization, Purposeful Expression of Feelings, Controlled Emotional Involvement, Principle of Acceptance, Non- Judgemental Attitude, Client Self- Determination and the Principle of Confidentiality.

Unit 4- Components of Social Case Work: (a) Person – Client, Significant, Family ties (b) Problem – Need, Identification and Impaired Functioning / types. (c) Place – Agency, Its Functions and specific resources. (d) Process – Study, Assessment, diagnosis, intervention, termination and follow up.

Unit 5-Tools of Social Case Work: Listening, Observation; Interview- Process, Skills in Interview; Home Visit- Principles, Skills and Techniques of Home Visit; Rapport Building, Recording as a tool of case work- Purpose, Types, Diagnostic Summary and Treatment Plan.

Unit 6- Client – Case Worker Relationship: Professional and Purposeful Relationship, Nature and Components, Steps involved; Principles of Case Work Relationship, Objectives, Communication Process, Verbal and Non- Verbal Communication, Effective Communication.

Unit 7- Approaches to Case Work: Eclectic Approach, Ppsychoanalytical Approach, Behavioural Modification, Crisis Intervention, Problem Solving Approach; Psycho-social approach, Functional approach, Crisis Intervention.

Unit 8- Techniques and Theories of Social Case Work: Problem-solving approach, Crisis Theory, Family intervention, Behavioural Modification, Rational Emotive Therapy (RET), Transactional analysis and Holistic approach.

Unit 9- Models of Case Work Practice: Social Diagnostic Model by Mary Richmond; Supportive and Modificatory Model- Hamilton; Problem Solving- Perlman; Crisis Intervention; Competency Based Approach

Unit 10- Case Work Process/ Phases: Steps involved in the process of case work, In-take Study, Assessment, Diagnosis, Treatment/ Intervention, Evaluation & Termination, Follow-up; Client - Case Worker Relationship and the use of professional self.

Unit 11- Treatment Methods in Case Work: Direct treatment, Administration of practical services and Environmental manipulation; Need for Counselling, Skills in Counselling, Problem Solving Strategies, Decision Making Methodologies

Unit 12- Role of Case Worker: Social Case Work Skills in Listening, Observing, Interviewing, Recording, Assuring, Empowering Client, Counselling, Modifying Behaviour, Environmental Modification; Role as Enabler, Advocate, Resource Mobilizer, Communicator, Supervisor, Rehabilitator

Unit 13- Fields of Social Case Work Practice: School and other Educational Settings; Hospital- General and Psychiatric Setting, Correctional setting- De-addiction and Rehabilitation Centres, Juvenile Homes, Prisons, Community;

Unit 14- Fields of Social Case Work Practice II: Family and Child Welfare, Case work with Elderly; Case Work in Crisis Situation: Natural and Man-made Disasters; Case work in Organization, Industry setting

Course: Sociological and Psychological Foundations of Social Work

Objectives-

To provide the learners with a sociological perspective for effective social work practice,

To familiarize the learners with various sociological concepts, social institutions and understand the significance of its knowledge in social work profession,

To understand the factors contributing to the development personality,

To understand the concepts that will be beneficial to social workers in understanding human behaviour better, to understand the physical, psychological & social changes of various developmental stages.

Unit 1- Understanding Society: Basic Elements- Individual and Society, Groups- its functions, Community-Types of Community -Rural, Urban, Semi-Urban and Tribal; Demographic variables and Malthusian Theory, Complexity of Indian Society: Demographic Characteristics of Indian Society

Unit 2- Social Sciences, Significance of Sociology in Social Work, meaning of Society, Social Groups, Groups-Primary, Secondary and reference group; Theories of Society: Significance a theoretical understanding of social, Evolutionary, Structuralism and Functionalism, Conflict theory, Social Action – theory of social action.

Unit 3- Culture: Forms of Culture, Contents- tradition, custom, norms, values, mores and folklores; Social Institutions: Concept and Types: Marriage, Kinship, Family, Religion, Economy, Politics and Education - their Characteristics and Functions.

Unit 4- Social Stratification: Definition and Characteristics, Caste system: Traditional Verna system, theories on the origin and development, Modern Trends of Caste System in India; Social Stratification and Economic Classes, Gender Roles and Inequalities, Sexual Division of Labour, Status and Role.

Unit 5- Socialization: Concept, Definition, Types, Stages, Agents of Socialization, Theories of Socialization; Role of Socialization in Human Life. Social Deviance: Meaning, Definition, Characteristics, Types and Factors contributing for Social Deviance.

Unit 6- Social Control: Concept, Forms and Social Control – meaning; Agencies of social control – Law, Education, Public Opinion Propaganda, Coercion, Customs, Folkways and Mores, Religious and Morality, Sanction, Fashions, Rites, Ceremonies, Etiquettes

Unit 7- Social Change: Definition, concept, types and theories of social change in India. Concept, Theories of Social Change in India: *Sanskritization*, Westernisation, Modernisation; Social Movements & Social Change; Social Reform Movements in India- Arya Samaj, BrahmoSamaj, Chipko Movement, Narmada Bachao Andolan, Bachpan Bachao Andolan, The Assam Movement.

Unit 8- Social Problems in India: Poverty and Unemployment, Corruption, Crime, Gender Discrimination, Female Foeticide and Infanticide, Violence against Women and Children, Human Trafficking, Migration and Displacement.

Unit 9- Introduction to Psychology: Definition, scope, method and relation with social work. Developmental psychology: Definition, Meaning & scope; Developmental Psychology and Social Work.

Unit 10- Motivation and Need: Definitions, need, nature, types; Personality: Nature Definition, Bio and socio determinants of personality, assessment of personality; Emotion: Meaning and Definition, Difference between feeling and emotions, emotional quotient.

Unit 11- Understanding Human Behaviour: Concept of human behaviour, Nature of Attitude, Formation of Attitude, Theories of Attitudinal change; Factors- frustration, conflicts, adjustment, maladjustment, intelligence, learning and memory; Psycho-Social Bases of Behaviour- Role of heredity, Role of endocrine glands, Role of central nervous systems

Unit 12- Human Behaviour II: Social factors affecting behavior, Theories of Development and Behaviour: Freud's Psychosexual theory & Erikson's psychosocial theory; Socialization Process, Coping /defence mechanisms.

Unit 13- Maladaptive Human Behavior: Abnormal Psychology, Psycho-pathology, Stress, Mental deficiency, antisocial personality, Psychosomatic disorders; Adjustment Nature, concept of effective adjustment.

Unit 14- Human Growth & Development: Meaning, Life span approach to the understanding of human growth and behaviour, Various Phases and its Characteristics; Principles of growth & development.

Unit 15- Stages of Human Development: Prenatal- Pregnancy, Child Birth, Problems during delivery Infancy: Characteristics, Family influence Babyhood – Characteristics, Child Rearing Practices, Family relationship; Neonatal, infancy, Childhood, Adolescence, Adulthood and Old Age

FV 01 : Field work would focus on Two Case Work and

OV 01- Orientation Programme will focus on Three NGO's visit and its analysis

Semester II

Course: Social Work Practice with Groups

Objectives:

i. To understand the scope of Group Work in social work intervention
ii. To familiarize the learner with group formation, group work process & evaluation
iii. Gain knowledge about the use of a variety of group approaches.
iv. Develop knowledge, skills and techniques to be used by the social worker in groups.

Unit 1- Social Group Work: Social Group: Meaning, concept, Definition, Objectives of group work, Evolution and Characteristics of Group Work.

Unit 2- Historical Development of Group work Practice: Historical Development of Group Work in India and in the West, Basic values and principles of group work.

Unit 3- Concepts related to Social group: meaning, characteristics, Types, Characteristics and Significance of Groups, Group Dynamics, Group as Agents of Development,

Unit 4- Theories of Group Work: Psychoanalytic theory, Learning theory, Field theory, Social exchange theory, System theory.

Unit 5- Development of the Group: Stages of group work: planning, beginning, middle and ending phases, Use of programme as a tool: importance, principles and elements.

Unit 6- Group Processes and Dynamics: Group Structure, Group behaviour, Communication and interaction pattern, Group cohesion & conflict

Unit 7- Group Work Process: Programme Planning in Group work; Models of group work practice, Steps in Group Formation, Stages of the Development of Groups and Admission of Formed groups.

Unit 8- Various Techniques Of Group Work: Group Counselling, Roup Discussion, Group Decision-Making, Role Play, Programme Media And Group Sessions.

Unit 9- Group Work Stages: different stages of group development and Group Work- Intake Study, Analysis and Assessment, Negotiating Contracts, Treatment, Recording in Social Group Work: Intervention different stages of group development, orientation, bonding, interaction, conflict, confrontation,

Unit 10: Final Stages of Group Work: Evaluation and Termination: Importance of Evaluation; Types Evaluation; Methods of Evaluation; Need for Termination; Types of Termination; Characteristics of Termination phase; Worker's skills.

Unit 11-Group work Skills: facilitation, analytical thinking, leadership and recording in group Work, Role of group worker in different stages of group work practice.

Unit 12 - Role of social worker in group work: Enabler, Stimulator, Supporter, Guide, Educator, Resource person, Therapist and Supervisor.

Unit 13- Skills of group worker: Leadership, Communication, Listening, Conflict Resolution, Decision Making, Facilitation; Use of Socio-Metry for group work.

Unit 14- Group Work in various settings: with Children, Adolescents and Elderly, hospitals, residential and non-residential institutions. Application of group work with different groups: children, adolescents, elderly persons, women and persons with disability.

Unit 15- Areas of Group work Practice: Health and Mental health set-ups, Health education, substance abuse, schools, labour welfare, juvenile delinquency, youth and other disadvantaged and vulnerable groups.

Course: Social Work with Communities and Social Action

Objectives

i. To be acquainted with the concepts of community and its dynamics
ii. To understand community organization as a method of social work
iii. To understand the critical elements of community organization practice
iv. To understand the concepts and strategies of rural and urban community development.
v. To familiarize learners with concepts in defining social action and social movements.
vi. To provide an over view of evolution of social action as method in social work.
vii. To acquaint learners with various theoretical perspectives on social movement.

Unit 1-Analyzing Community: Concept of community, Types of Community, Structure & functions, Deconstruction of community, Understanding community power structure

Unit 2- Community Organisation: Meaning, Objectives, principles & Definition; Phases of Community Organization; history of community organization; History of Community Organization, Evolution of Community Organization as a Method of Social Work.

Unit 3- Methods of Community Organization: Fact finding; surveys, analysis, planning & evaluation. Concept of Community Participation, Community Empowerment.

Unit 4- Community organization as a method of social work: Concept of Community Work, Community Organization and Community Development, Principles of community organization, Processes in community organization- steps and applications, Models of community organization and its application.

Unit 5- Strategies and techniques in Community Organization: Empowerment and capacity building through communities, People's participation, Participatory Rural Appraisal (PRA), Role of Community Organiser in Different Settings; Community Development: difference between Community Development & Community Organisation.

Unit 6- Community Development: Concept, Philosophy & Methods; Rural Community; Meaning & Characteristics, Rural Development Administration; Structure and Functions of Community Development Block; Role of NGOs in Rural Development in India; 73rd Constitutional Amendment
Unit 7-Panchayati Raj in India: Local Self Governance- Distribution of Power; Structure and Functions; Autonomy of Panchayati System, Decentralised Planning and Decision Making, Contemporary Best Practices.

Unit 8- Characteristics of Urban Communities: Origin & Growth of Cities–Industrialization, Urbanization & Modernization. Growth of slums: cultural, political & social aspects of slum life; Urban Community Development: Concepts & Strategies. Of Urban development programmes; 74th Constitutional Amendment & Municipal Govt.: structure, powers and functions.

Unit 9- Community Organization with Tribal and Rural Communities: Tribal Social System and Governance, Tribal Autonomous Councils, Scheduled Areas, Community Organization with Vulnerable Communities.
Unit 10- Social Action: Concept, Definition and meaning of Social Action, Social Action as a method of Social Work: Typology of social action. Scope of social action, Principles of social action; Strategy of social action, Models of social action, Social action and social change, Social Work and Social Action.

Unit 11-History of Radical Social Work Practice: Settlement House Movement and Anti-oppressive Social work practice, Critical Social work and Structural Social Work practice.

Unit 12- Integrated Social Work Practice: Meaning, relevance of the integrated approach to social work, integrated approach as an inter-disciplinary method of problem solving. Strategies and Tactics Employed in Social Action.

Unit 13- Perspectives of Social Action in India: Concept of Conscientisation and critical awareness, PauloFriere, B.R. Ambedkar, Mahatma Gandhi and Saul Alinskey's contribution to Social Action

Unit 14- Introduction to Social Movements: Definition and meaning of social movements, Concept, nature and Components, Social Movements and Social Change, Norms of social movements; Classification of Social Movements, Old and New Social Movements, Characteristics of New Social Movements, Structure of social movements.

Unit 15- Social Movements in India: Overview of Social Movements in India, Peasant Movements, Labour movements, Women's movements, Dalit movements, Tribalmovements, Naxalbadi Movement, Dalit Mobilization, Tribal Solidarity Movements; Environmental Movements, Ethnic Identity Movements

Course: North East Studies

Objectives:

To provide the learners an over-view of the demographic features of the region, politics, economy, causes of unrest, its challenges to development and prospect of social work practice in the region

Unit 1: A Brief history of North East India

State Formation in Hills and Plains, Non-State Political Formations, Colonial Historiography And 'India's North East', Territoriality And Autonomy, Natural Resources Of NE, Agriculture And Land Reforms, Demographic Distribution Of The Region, Ethnic And Cultural Diversity

Unit 2: Demographic profile

Tribe: Concept, Characteristics, Demographic And Geographical Distribution Of Tribes In North-East India, Sate-Wise Distribution Of Tribes, Racial And Language Affinity, Customary Laws, Political Economy Of The Tribal Areas, Protective Legislations, 6th Schedule Areas.

Unit 3: Political Scenario

Constitutional Mechanism Of Political Integration And Emergence Of The North-East India Identity, Tribal Political Traditions, Resistance Movements, Insurgency And The State, Politics Of Ethnic/Cultural Identity, Power and Autonomy - Regionalism And Coalition Politics, North East India And Neighbouring Countries: Borders And Frontiers Conflict.

Unit 4: Developmental issues

Developmental Rights and rights of indigenous people, Social Work Approach, Entrepreneurial and Livelihood Training, Development Disparities in North- East India, Social Change and Development, Flow of Central Funds and its Utilization,

Unit 5: Economy

Scope for sustainable tourism in North East, Industrialization Challenges, Small- Scale and Village industries, Changing Economic Scenario, Migration and demographic transition, Border Trade, Act East Policy and North East India.

Unit 6: Environmental Issues

Ecology and Environment of the NE region, Geographical and environmental determinants of development, Political ecology –land, water resource, forest resource and energy, Hydro project Mega dams and environmental issues, Environment versus developmental debates.

Unit 7: Education Scenario

Role Of State And Private Organisation In Education; Role Of Christian Missionaries, Literacy Rate - Male And Female Ratio, Migration Of Students And Issues Of Racial Discrimination; Contemporary Education Scenario, Emergence Of Central And Private Universities In The Region.

Unit 8: Peace and Conflict situation in Northeast

Ethnic, social and political violence, Analysis of conflict in Northeast: Peace-building and Conflict Resolution, Peace talks, Gender and conflict, Pattern of migration, Case Studies: Ethnic and militancy related violence in Northeast India.

Unit 9: Human Rights Issues

Challenges in the Promotion of Human Rights in North East- Criminal Justice System, Violation of Human Rights in Northeast India, Armed Forces Special Powers Act (AFSPA), Role of Civil Right Societies, Activists And Mass Media For Protection of Human Rights in the NE Region.

Unit 10: Social Problems

Social Problems in the NE Region: Drugs And Human Trafficking, Immigration, Unemployment, Social Unrest, Bandh Culture, Smuggling Of Arms And Ammunition, Witch Hunting, Corruption. Problems And Issues Of Tribal Communities- Poverty, Human Trafiicking, Land Alienation.

Unit 11: Social Movements

Significant Social Movements in the NE Region- The Naga movement, Assam Movement, Bodoland Movement, Civil society movement, Students movements, Peasant movement; Ethnic Identity Movement

FV 02: Field Work would concentrate on Organizations working for Human Rights and Development in the North East region.

III Semester

Course: Social Work Research and Statistics

Objectives: To help learners understand the significance of research in social work profession
To develop scientific approach for systematic procedure social work research
To familiarize learners with various statistical techniques for analyzing data.

Unit 1- Introduction To Social Work Research: Meaning And Definition Of Research; Nature And Significance Of Research; Characteristics Of Research; Definition And Meaning Of Social Research; Importance And Characteristics Of Social Research.

Unit 2- Social Research And Social Work Research: Distinctive Features Of Social Research And Social Work Research; Scope And Need; Scientific Methods: Meaning And Characteristics Of Social Work Research.

Unit 3- Types of Social Work Research: Intervention Research and Practice based Research; Action research, Needs Assessment Studies; Situational Analysis, Monitoring and Evaluation.

Unit 4- Research Designs: Meaning And Definition Of Research Design, Components Of Research Design: Title Of The Study, Statement Of The Problem, Review Of Previous Studies, Objectives Of The Study, Formulation Of Hypotheses, Methods Of Data Collection, Tools For Data Collection, Sampling, Definition Of Concepts

Unit 5- Types Of Research Design: Exploratory Research Design, Descriptive Research Design, Experimental Research Design, Diagnostic, Survey And Case Study Methods; Difference Between Quantitative And Qualitative Research Designs.

Unit 6- Research Methodology: Problem Identification, Literature Review, Formulation, Objectives and Hypothesis, Concepts, Definitions; Introduction To Methods Of Data Collection

Unit 7- Sampling: Meaning And Definition Types Of Sampling: Probability and Non Probability Sampling; Advantages And Limitations Of Each Category.

Unit 8- Methods Of Data Collection: Interviewing, Questionnaire, Observation And Focused Group Discussion. Tools For Data Collection: Interview Schedule, Interview Guide, Questionnaire, Sources Of Data Collection: Primary And Secondary Data

Unit 9- Processing Of Data: Editing, Coding, Tabulation, Graphical & Diagrammatic Representation Of Data.

Unit 10- Basic Statistics For Social Research: Definition And Functions Of Statistics. Importance of Statistics In Social Research; Frequency Distribution And Tabulation; Ratio, Proportion, Percentage.

Unit 11- Applications Of Statistics: Measures Of Central Tendency: Mean, Median, Mode. Measures of Variability: Standard and Quartile Deviation;

Unit 12- Measures of Association: Chi-square, Correlation Coefficient, ’t’ distribution; Analysis of Variance and ‘F’ distribution.

Unit 13- Interpretation and Presentation of Statistical Data: Graphical Presentation, Diagrammatic Presentation, Use Of Tables; Analysis Of Findings; Limitations; Scope For Further Research.

Unit 14- Qualities Of Researcher: Maintaining Objectivity, Unbiased, Curiosity To Know The Unknown, Desire To Understand The Cause And Effect Relationship Of Social Problems, Desire To Discover New And Test Old Scientific Procedures, Patience, Alert Mind, Courage And Consciousness.

Unit 15- Writing Research Report: Significance and steps in writing report; Precautions in writing research reports; Research Abstracts; Research Proposals; Contents of a Research Project; Research Report (Thesis) Writing.

Course: Social Work in Industry and Organizational Behaviour

Objectives:

To understand the growth and dynamics of industry/ organization and identify the scope of social work in the work set-up.

Unit 1- Introduction: What is an industry, Historical development of industries- Industrial Revolution, industrialization, industrialization in India categories, Urbanization, Migration, type of workers in India, categories of employment- the formal and the informal sector

Unit 2- Industries in India- Types, Hazards, Concept of Labour Welfare, Scope of social work, Work Stress, Important Labour Laws- Factories Act 1958, ESI Act, Maternity Benefit Act, PF Act, Plantation Labour Act 1951, TU Act, Industrial Disputes Act, Industrial Relations, Grievance handling

Unit 3- Human Resource Management (HRM): Definition, Concept, HRM in India, Definition and categories of work, Division of labour, Work Orientation, Social Stratification and Caste System at the Workplace; Human Resource Management- Approaches

Unit 4- Human Resource Development: Approaches; Significance and Scope of Training and Development, Types of Training in organizations; Case studies from India and abroad.

Unit- 5: Organizational Behaviour: definition - objectives – need, background and foundations of organizational behaviour - models of organization behavior-challenges in organizational behaviour, Diversity in an organization.

Unit- 6: Individual and groups in organization: individual difference - models of man Personality and behavior – perception and learning, values, attitudes and job satisfaction – group dynamics- theories of group formation - formal and Informal behavior - group behavior.

Unit- 7: Motivation - Theories of Motivation – emotional intelligence, leadership, theories of leadership - concept of communication - communication process- effective communication – Management information system- management review meeting-Power and politics – organizational conflict.

Unit-8: Dynamics of Organization: concept of organization structure- bases of departmentalization - span of management; Power and Politics, delegation of authority - centralization and decentralization.

Unit-9: Organizational Structure: Hierarchy in organizations; Forms of organization structure line and staff, functional, divisional, project matrix organization structure; causes of conflict in an organization, management of conflict, process of negotiation; Job stress- causes and effects of stress- coping with stress.

Unit-10: Organizational Change – Change in organizational culture – diversity, personality variance, organizational effectiveness and organizational change; its effect in the work environment.

Unit-11: Organizational Development: meaning- characteristics – models – OD interventions – cross functional teams-Quality of work life, Effective training of employees, Role of Training and Development departments, On-the-job training and Off-the-job training.

Unit- 12: Leadership: types of leadership, Theories of Leadership, Essential Qualities of a good leader, democratic practices of an organization, Encouraging team work.

Unit 13- Industrial Relations: Concept and approaches; Key players of industrial relations; Human Resource Policies and Practices, Statutory and Non-Statutory Committees in an organization, Disciplinary measures taken by an organization, Process of Negotiations; Process of grievance handling.

Unit 14- Networking: Tools of social resource mapping and utilization process, Livelihood networks based on ecosystems, Solidarity networks, Community networks, Outcome mapping through networks, power and networking, role of communication in networking.

Unit 15- Resource Planning in Project Management: Leadership Styles, Processes, Motivation, Strategies, Leadership Roles In Sustaining Projects, Leadership And Communication, Leadership In Vulnerable Sectors, People's Leadership And Ethics, Forward Backward Linkages Between Resource Groups, Fund Raising, Fund Allocations, Resource Mobilization Plans.

Course: Health and Mental Health

Objectives:

To orient the learners regarding the concepts of health and mental health and explore the prospects of social work practice in the medical and psychiatric settings.

Unit 1- Health: Meaning, Definition, Concept- Biomedical concept, Ecological concept, Psychosocial concept, Holistic concept; Illness: Relationship of Health and Illness; Health and Socio-Cultural Issues, Illness and Identity

Unit 2- Culture and Disease, Medical Beliefs and Practices, Contribution of Medicine to culture, Medical Technology and Culture, Effect of Diseases on culture, Medical Technology and culture, Medical Pluralism and Alternative medicine. Systems of Medicine- Allopathy, Indian Systems of medicine and Medical Pluralism, Integrative Medicine System.

Unit 3- Social Epidemiology: Concept, Definition, Scope; Classification- Epidemic and Endemic- its Socio- economic effects on Population; Epidemiological Methods, Disease patterns, Ecology and Disease;

Unit 4- Types of Communicable and Non- Communicable Diseases: Types, Prevention and Control Measures, Current status of communicable diseases in India; Role of Medical Social Workers.

Unit 5-Community Health: Concept and Definition, Factors influencing Community Health, Community Medicine, Diagnosis and Treatment, Community Health Programme, Community Health Problems in India, Strategies to deal with the problems, National Health Programmes (NHP)

Unit 6- Health as a Fundamental Right- Defining the Right to Health, Historical Perspective, Health Rights and Health, Health care and Health Rights, Concept of Health Development,

Objectives of Health Care Planning, Health Policy and Planning in Post- Independent India, National Health Policies- 1983, 2002; NRHM

Unit 7- Medical Social Work: Concept, Nature, Scope, Challenges, Social Work Perspective on Health, Evolution of Medical Social Work in USA, UK and India, Changing Concept of Health, Intervention and Treatment Planning, Public Health, Health Education, School Health Education

Unit 8- Medical Social Work in Hospitals: Medical Social Work Department in Hospitals, Social Work in different departments of Hospital, Teamwork, Patients Rights in Health Care- Health Insurance Problem, Need for Right to Health Care

Unit 9- Role of Medical Social Workers: in various settings- Hospitals and Outpatient Department, in Hospice, Rehab and Emergency, Community Health Centres, with Differently-abled patients

Unit 10-Mental health: Meaning, Concept, Statistical, Psychological and Cultural Approaches, Mental Illness- Concept, Types, Characteristics, Causes of mental illnesses, Clinical Features of Types of Mental Illnesses

Unit 11- Social Work in Mental Health: Application of Social Work Methods in Mental Health Programmes- Case Work, Group Work and Community Organization; Skills of a Mental Health Social Worker; Problems and Prospects of Social Work in the Mental Health set up in India

Unit 12- Psychiatric Social Work in Clinical Settings: Medical Social Work, Clinical Social Work, Social Work Administration and Management; Counselling as a tool in the Mental Health set up, Theories of Counselling, Counsellor's Training, Stages of Counselling, Counselling in special situations

Unit 13- Counselling: Definition, Characteristics; Stages of Counselling Process; Theories of Counselling- Rogers, Berne, Albert Ellis, Eclectic and Integrated Approach

Unit 14- Community Mental Health: Concept, The Mental Hygiene Movement, Scope of Community Mental Health, Prevention, Community Mental Health Education, Community Mental health programmes in India, Mental Health Act 1987, Forensic Psychiatry, Health Planning in India-the various Committees.

Unit 15- Various settings of Medical and Psychiatric Social Work: Medical and Clinical setting, Community Organization, Health Administration, Child Day Care Centres, palliative care, Forensic Psychiatry

FV 03- Field work would focus on Social Work in the Health Setting

IV Semester

Course: Introduction to Gender Studies

Objectives:

i. To orient the learners to the gendered injustices in society, to the approaches of gender and development,
ii. To help the learners critically analyse the present scenario of gender discrimination, patriarchal dominance ingrained and understand the contemporary issues in relation to gender.

Unit-1: Introduction to gender studies: Difference between sex and gender, difference between women's studies and gender studies, multidisciplinary nature of gender studies, importance of gender studies as a subject.

Unit- 2: Important key terms and concepts related to gender: gender lens, sex disaggregated data, gender discriminations, gender gap, gender justice, gender socialization, women empowerment, women's oppression, exploitation and subordination, Matriarchy and Patriarchy.

Unit-3: Approaches to Gender and Development: the Welfare Approach, WID approach, WAD approach, Efficiency Approach, Empowerment Approach, Gender and Environment Approach (GED).

Unit- 4: Gender and Language: Sensitive Language: Gender significance of gender sensitive language, gender biased language vs. Gender neutral language, Gender Sensitization, Gender Equality and Equity.

Unit- 5: Liberal Feminism- Rationality: Freedom, education; Marxist feminism-Production, reproduction, Class, Alienation, Marriage and family; Radical Feminism-gender, patriarchy, reproductive Technology, Motherhood

Unit-6: Socialist Feminism-Class and Gender: Division of Labour, Unified and Dual System, Exploitative Institutions of women in India-Family, Caste, Class, Culture, Religion Social System.

Unit- 7: Girl child in society-child labours- Changing role of women-marriage, Single parent-Motherhood-Widows theories of development-Empowerment-Alternative approaches-women in development, Women and Development and Gender and Development-State Policy and Programmes, Problem of Dowry, Female foeticide and infanticide.

Unit- 8: Women's education: gender bias in enrolment- Curriculum content, Dropouts, negative capability in education-values in education-Vocational education recent trends in women's education-Committees and Commissions on education, Adult literacy and Non-formal education for women's development.

Unit- 9: Concept of work: Productive and non-productive work, Domestic Work-Use value and market value, Gendered Division of labour -Mode of production, Occupational Structure among tribal women, Women in organized and unorganized sector, Training, skills and income generation.

Unit- 10: Policies and Gender: New Economic Policy 1991 and its impact on women's employment. Self help groups and leadership-Panchayati Raj-Political role and participation.

Unit-11: Women's Movements: Pre-independent, Post Independent and Current women movements, National committees and Commissions for Women-Government Organization for Women and Child Development, Role of individual activists NGO's in securing women's rights, National and International funding Agencies.

Unit-12: Gender and Health: Health status of women in India -Mortality and Morbidity factors influencing health-Nutrition and health-HIV and IODS control program national Health and Population Policies and programmes.

Unit- 13: Maternal and Child Health: reproductive and child health approaches , Issues of old age, Women and environment- Sustainable development and impact on Women.

Unit- 14: Rights and Gender: Right to an Individual's choice of sexual orientation, Queer theory, LGBT, Gender Empowerment Measure (GEM), Gender Development Index (GDI).

Unit- 15: Human Development Index (HDI): Gender Parity Index (GPI), Organizations working for gender and development, Social Issues- in relation to gender in India, Section 377 of the Indian Penal Code (IPC).

Course: Social Legislations and Human Rights

Objectives

i. To provide an overview of social legislation and familiarize students with pertinent legislations
ii. To develop an understanding of the processes and procedures of justice and rights
iii. To acquaint learners to the concept of Human Rights and its significance in social work.
iv. To understand the role of national and international organizations in monitoring the protection of human rights.

v. To facilitate the learners to critically analyze the challenges and issues of human rights violation with specific reference to Northeast India.

Unit 1- Social Policy: Concept of social policy, evolution of social policy in India. Enactment of social policy/ policy formulation, Values underlined social policy and social planning based on the constitutional provisions. i.e., the Directive Principles of State Policy.

Unit 2- Concept of Social Planning: Scope of social planning, Linkage between social policy and planning- planning as an instrument and source of policy. Human Development Index, Social Audit, Community Score Card.

Unit 3- Basic Concepts: Social Justice- concept, nature and types; Millennium Development Goals (MDGs); Processes and Procedures for Justice and Rights: Public Interest Litigation. Unit

Unit 4- Legal Aid and LokAdalat; in India: Contributions of Jyotiba Phule, Mahatma Gandhi, B. R. Ambedkar, Saul Alinsky for social justice and rights.

Unit 5- Social Legislation: Social Justice, Social Defense, Indian Constitution: Preamble, Fundamental Rights, Directive Principles and Fundamental Duties.

Unit 6- Indian Judicial system: Courts: Civil Courts, Criminal Courts, Family Courts, and Juvenile Courts. Prisons: Probation, Parole, Criminal Procedure Code and Indian Penal Code.

Unit 7- Laws Related to Family: Personal laws and the Civil law related to Marriage, Special Marriage Act, Divorce and Maintenance & Succession; Law against Domestic Violence; Law of Family Court.

Unit 8- Laws Related to Women and Children: Women's Commission, Prevention of immoral traffic, Dowry prohibition, Rape, Medical termination of pregnancy, Maternity benefits, Prohibition against Prenatal diagnostic tests (for sex determination),

Unit 9- Adoption legislations for Hindus, Muslims and Christians, Laws Related to Children: Child Rights, Juvenile Justice Act, Adoption and Guardianship, Child Marriage Restraint, Prohibition of Child Labour.

Unit 7- Laws Related to Scheduled Castes and Scheduled Tribes: Protection of Civil Rights; Law against Atrocities Laws Related to Disability: Mental Health, Persons with Disabilities, National Trusts Act

Unit 10- Laws Related to Workers: Factories Act, Minimum wages, Workmen's compensation, Maternity Benefit Act, Occupational Health Hazards; Bonded and Unorganized workers. Laws Related to Consumers and Citizens: Consumer protection, Food Adulteration, Right to information, Project Affected People (PAP).

Unit 11- Environmental Legislation: Environment Protection Act,Air (Prevention and Control of Pollution) Act, Waster (Prevention and control of Pollution) Act, Wildlife Protection Act, Forest Conservation Act, Issues involved in enforcement of environmental legislation.

Unit 12-Human Rights: meaning, concept and nature; Notion and Classification of Rights: Natural, Moral and Legal Rights, Three Generations of Human Rights (Civil and Political Rights; Economic, Social and Cultural Rights; Collective/Solidarity Rights)

Unit 13- Evolution of the Concept of Human Rights: Journey from Magna Carta to the Universal Declaration of Human Rights, The United States Declaration of Independence; The French Declaration of the Rights of Man and the Citizen; United States Bill of Rights, Geneva Convention of 1864, Universal Declaration of Human Rights, 1948.

Unit -14: Theoretical Dimensions: Bases and Sources of Human Rights, 'Unilateralism': Humanitarian Intervention versus State Sovereignty, Theories of Human Rights.

Unit-15: International Concern for Violations of Human Rights: International Bill of Rights, Significance of Universal Declaration of Human Rights, International Covenant on Civil and Political Rights, United Nations' Bodies in the Promotion of Human Rights, The Role of the U.N. Security Council and Other International Organisations- Amnesty and Red Cross.

Course: Social Welfare Administration and Management of NGOs

Objectives

- Acquire knowledge of Social Welfare Administration and the basic process of Registering, Managing and Administrating Service Organization in the context of Social Work Profession.
- To familiarize the students on the current and changing scenario of NGOs in the National and International development.
- Acquire skills to participate in management and administrative process for service delivery.

- To learn the Value Orientation, Strategies and Intervention carried out by NGOs for effective service delivery to the people.

Unit 1-Social Welfare Administration: Meaning, Concept, Nature, Definition, Scope and Principles of Social Welfare Adm;Social Welfare Administration as a Method of Social Work.

Unit 2- Functions of Welfare Administration: POSDCoRBF- Planning, Organizing, Staffing, Directing, Coordinating, Reporting, Budgeting, Fund raising, Accounting, Auditing.

Unit 3- Non- governmental organizations: Registrations of Welfare Organization, Procedure for Establishing and Running Social Service Organization.

Unit 4- Establishment of Service Organizations: Need for welfare and developmental organizations; Registration of Organizations; Legislations related to the Establishment of Service Organizations and their salient features – Indian Societies Registration Act-1860, Karnataka Societies Registration Act – 1960, Indian Trust Act-1882, Income Tax Act, Foreign Contributions Regulations Act-1986.

Unit 5- Social Service Organisations: Types and Purpose of Social Service Organizations Registration of Societies and Trusts; Constitution and byelaws; Societies Registration Act; Factors motivating voluntary action.

Unit 6- National & International voluntary agencies: Problems of Voluntary Organizations, sources of funding, management of funds- budgeting.

Unit 7 - Dynamics of Organization- Concept of organization structure, forms of organizational structure- line and staff, bases of departmentalization, span of management, delegation of authority, centralization and decentralization.

Unit 8- Organization of Human Services: Establishment of Human Service Organization, Management of human service organization, Decision making processes,

Unit 9- Fundraising- Concept, Meaning and Importance, Resource Mobilization.Startegies To Fund-Raising, Best Practices Of Organizations Of Fund Raising; Importance Of Evaluation.

Unit 10- Organizational Communication- Concept, meaning and types. Role of Communication in administration**,** Practice of Social Welfare Administration in different settings, Social welfare Administration as an instrument of Social Change, barriers of effective communication.

Unit 11-Wealfare and Legislations: Welfare programmes and Legislations for Women, Children, Youth, Aged, Destitute and differently-abled; Social Welfare Programmes for SCs & STs in India

Unit 12- Social Security: Integrated Child Development Services, Social security schemes of Central & State governments, Resource Mobilization, Grant-in-aid, Fund raising.

Unit 13-Social Welfare Administration in India: National level & State level Social Welfare Department: Functions and Programmes; Organizational Structure, Programmes of Central Social Welfare Board, State Welfare Departments, Transparency and Accountability of Social Welfare Organizations.

Unit 14- Panchayati Raj and Local Self Government: Village Panchayat in Ancient India, Structure and Functions of the Panchayat Raj Institutions, Empowerment of Women and Weaker Sections.

Unit 15- Project Management: Meaning of Project Management: Life- cycle of a Project, Market and Demand Analysis, Technical and Financial Analysis- cost; Project Planning, Execution, Monitoring and Evaluation; Maintenance of records; Documentation- Detailed Project Report; Public relations; Impact analysis-qualitative and quantitative.

Dissertation in Master of Social Work:

The learner has to prepare and submit a dissertation under the guidance of a professionally qualified supervisor. She or he may take up a problem related to the subject and should develop instruments for data collection and collect data, analyse and interpret data and prepare a research report.

This study should be done during the Fourth Semester of MSW. The field work/data collection should be done within the time period of one month during the Semester. The study report should be submitted prior to 4th Semester Final Examination.

Total Marks: The report carries 100 marks, out of which 80 marks are allotted for report writing and 20 marks for viva-voce.

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