	Pool Course Offered by the Department/ Programme	Name of Course	Course ID	Credits			Theory Marks			Practical Marks			Total Marks	
				T	P	Total	E	I	Total	E	I	Total	total marks	
SKILL ENHANCEMENT COURSES														
1.	Physics - B.Sc. Physical Science	Basics of Programming	240/PHYP/SE201	2	1	**3**	35	15	50	20	5	25	**75**	
2.	B.Sc.in Physical Sciences - Computer Science	Introductory Course in R	240/CS/SE201	2	1	**3**	35	15	50	20	5	25	**75**	
3.	B.Sc.in Physical Sciences - Computer Science	Data Management	240/CS/SE202	2	1	**3**	35	15	50	20	5	25	**75**	
4.	B.Sc.in Physical Sciences - Computer Science	Object Oriented Programming	240/CS/SE203	2	1	**3**	35	15	50	20	5	25	**75**	
5.	B.Sc.in Physical Sciences - Computer Science	Advanced Spreadsheet Tools	240/CS/SE204	2	1	**3**	35	15	50	20	5	25	**75**	
6.	B.T.T.M.	Business Communications in Tourism	240/BTM/SE201	2	1	**3**	35	15	50	20	5	25	**75**	
7.	Bachelor of Commerce	NEGOTIATION SKILLS	240/COM/SE201	2	1	**3**	35	15	50	20	5	25	**75**	
8.	Bachelor of Commerce	E BANKING	240/COM/SE202	3	-	**3**	50	25	75	--	-		**75**	
9.	B.A. in International Culinary Arts	Slow Food & Gastronomic Practices	240/ICA/SE201	2	1	**3**	35	15	50	20	5	25	**75**	
10.	Bachelor of Business Administration	Presentation skill and personality development	240/BBA/SE201	3		**3**	50	25	75			0	**75**	
11.	Bachelor of Business Administration in Hospitality Management	Opera Property Management System	240/BBAHM/SE201	-	3	**3**	-	-	-	50	25	75	**##**	

12.	Bachelor of Arts in Culinary Arts	Introduction to Artificial Intelligence	240/BACA/SE206	-	3	**3**	-	-	-	50	25	75	**##**	
13.	B.A. Single Major in English	Linguistics	240/ENG/SE202	2	1	**3**	35	15	50	20	5	25	**75**	
14.	B.Sc. Animation & Multimedia	Applications of Photoshop	240/ANI/SE201	2	1	**3**	35	15	50	20	5	25	**75**	
15.	B.A. with major in Hindi	हिंदी भाषा और विज्ञापन	240/HIN/SE202	2	1	**3**	35	15	50	20	5	25	**75**	
16.	B.A. Public Administration (Multidisciplinary)	Digital Governance in India	240/PAM/SE201	3	0	**3**	50	25	75	0	0	0	**75**	
17.	B.A. with major in Political Science	Gender and Law in India : Theory and Practice	240/PS/SE201	3	0	**3**	50	25	75	0	0	0	**75**	
18.	Bachelor of Arts/ B.Sc.with major in Mathematics	Numerical Ability Enhancement Skills	240/MAT/SE201	2	1	**3**	35	15	50	20	5	25	**75**	
19.	Diploma in Yoga	Method of Teaching YOGA	243/YOG/SE204	2	1	**3**	35	15	50	20	5	25	**75**	
20.	B.A. Multidisciplinary – (Music(V))	Harmonium	240/MV/SE201	2	1	**3**	35	15	50	20	5	25	**75**	
21.	B.A. Multidisciplinary – (Music(V))	Guitar	240/MV/SE202	2	1	**3**	35	15	50	20	5	25	**75**	
22.	B.A. Multidisciplinary – (Music(I))	Harmonium	240/MI/SE201	2	1	**3**	35	15	50	20	5	25	**75**	
23.	B.A. Psychology	Life Skill	240/PSY/SE201	2	1	**3**	35	15	50	20	5	25	**75**	
24.	B.A. Major in History	Monumental Studies-II	240/HIS/SE201	3	0	**3**	50	25	75	0	0	0	**75**	
25.	B.A. Major in Geography	Geographical Data Collection Techniques	240/GEO/SE201	2	1	**3**	35	15	50	20	5	25	**75**	
26.	B.A. Sociology	Computer application in data analysis	240/SOC/SE201	3	0	**3**	50	25	75	0	0	0	**75**	
27.	B.A. with major in Sanskrit	नित्यकर्म विधि	240/SKT/SE202	2	1	**3**	35	15	50	20	5	25	**75**	
28.	B.A. with major in Urdu	Zaraye Iblaagh	240/URD/SE202	3		**3**	35	15	50	20	5		**50**	

29.	Bachelor of Arts (Journalism and Mass Communication)	Computer Application for Mass Media-II	240/JMC/SE201	2	1	**3**	35	15	50	20	5	25	**75**	
30.	B.Sc. with major in Zoology	Taxidermy	240/ZOO/SE201	2	0	**2**	50	0	50	0	0	0	**50**	
31.	B.Sc. in Home Science	Techniques of resist dying and printing	240/HS/SE201	2	0	**2**	50	0	50	0	0	0	**50**	
32.	B.Sc. in Biotechnology	Cell Culture Techniques	240/BIOT/SE201	2	0	**2**	50	0	50	0	0	0	**50**	
33.	B.A with Major in Economics	Computer Applications in Economic Analysis	240/ECO/SE201	2	1	**3**	35	15	50	20	5	25	**75**	
34.	B.A. with Major in Economics	Data Types and Sources	240/ECO/SE202											
35.	MBA Integrated	Computer Fundamentals & Applications	242/MBAI/SE201											
36.	M.A. (JMC) Integrated	Designing with Illustration	242/JMC/SE203											
37.	Bachelor of Computer Applications	Basic Statistical Tools	240/BCA/MI201	3	0	**3**	50	25	75	0	0	0	**75**	
38.	Bachelor of Physical Science- Chemistry	Analytical Chemistry	240/CHE/SE201											

References:

1. A text book in Electrical Technology - B L Theraja - S Chand and Co. Performance and design of AC machines - M G Say ELBS Edn.
2. Digital Circuits and systems, Venugopal, 2011, Tata McGraw Hill. Logic circuit design, Shimon P. Vingron, 2012, Springer.
3. Digital Electronics, Subrata Ghoshal, 2012, Cengage Learning.
4. Electronic Devices and circuits, S. Salivahanan & N. S.Kumar, 3rd Ed., 2012, Tata Mc-Graw Hill.

240/PHYP/SE201

Semester-II

Skill Enhancement Courses

Course ID -

BASICS OF PROGRAMMING

Max. Marks: 35 **Credit 2 (30Hrs)**

Internal Assessment: 15 **Time: 3 hrs**

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

Course Objective: Grasping fundamental programming concepts and Python syntax involves understanding how to declare and use variables, recognize different data types (integers, floats, strings, and booleans), and perform basic operations such as arithmetic, string concatenation, and logical operations. This foundation enables beginners to write and understand basic Python code effectively.	**Course Outcome:** Upon successful completion of this course, students will be able to understand and utilize the Python interpreter, execute basic print statements, perform variable assignments, develop programs using Python's control flow mechanisms, including loops and conditional statements, implement and use functions, lists, strings, dictionaries, and other data structures in Python to solve computational problems.

Unit-I

Basics of Python: The Python Interpreter; The print statement; Variables and Assignments; Strings; Comments and Docstrings; Debugging; Input; Data types and Data conversion.

Unit-II

Operations: Lists and List Operations; Comparison Operations; Logical Operations; Practice Programs: Mathematical operations, Convert Celsius to Fahrenheit, Solve Quadratic Equation.

Unit-III

Control Flow: Sequencing, Iteration and Selection; For and While Loops; Conditional Statements: if, if-else, elif; Break and Continue Statements; Ranges; Practice Programs: Simple Harmonic Motion, Motion of a Ball Under Gravity, Projectile Motion.

Unit-IV

Functions: Built-in Functions, List and String Functions, User-defined function, Dictionaries and Dictionary Functions, Tuples, Sets, List Comprehensions; Practice Programs: Make a Simple Calculator, Ohm's Law and Power Calculation.

References:

1. Python Crash Course by Eric Matthes (No Starch Press, 2nd ed., 2019).
2. Python Programming: An Introduction to Computer Science by John Zelle (Franklin, Beedle & Associates Inc., 2003).
3. Computation Physics: Problem Solving with Python, 3rd Edition by Rubin H. Landau, Manuel J Páez, Cristian C. Bordeianu (Wiley VCH, 2015).
4. Python documentation available at the Python web page (https://docs.python.org/3/).

BASICS OF PROGRAMMING LAB

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

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

List of Experiments:

1. Basics of Python: Syntax and Semantics, Variables and Assignments, Data types, Lists, Comparison and Logical Operation.

2. Control Structures: Conditional Statements and Loops.

3. Functions: Built-in Functions, Defining a function, Dictionary, Tuples, Sets, List Comprehensions.

4. Program to calculate the factorial of a number.

5. Program to generate Fibonacci series up to n terms.

6. Program for performing basic arithmetic operations (addition, subtraction, multiplication, division) based on user input.

7. Program to convert Celsius to Fahrenheit.

8. Programs to add and multiply two matrices.

9. Program to count the number of lines, words, and characters in a file

References:

1. Python Crash Course by Eric Matthes (No Starch Press, 2nd ed., 2019).
2. Python Programming: An Introduction to Computer Science by John Zelle (Franklin, Beedle & Associates Inc., 2003).
3. Computation Physics: Problem Solving with Python, 3rd Edition by Rubin H. Landau, Manuel J Páez, Cristian C. Bordeianu (Wiley VCH, 2015).
4. Python documentation available at the Python web page (https://docs.python.org/3/).

240/CS/SE201

INTRODUCTORY COURSE IN R

Course code	**SEC-2**			
Category	Skill Enhancement Course			
Course title	**Introductory Course in R**			
Course ID	240/CS/SE201			
Scheme and Credits	L	T	P	Credits
	2	0	2	3
Theory Internal	15 marks			
Theory External	35 marks			
Practical Internal	5 marks			
Practical External	20 marks			
Total	75 marks			
Duration of Exam	2 hrs			

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

COURSE OBJECTIVES: Master R programming fundamentals, data processing techniques, coding constructs, and package usage for efficient data manipulation, analysis, and visualization in real-world applications.

UNIT I

BASICS OF R: Introduction to R, What is R? – Why R? – Advantages of R over Other Programming Languages- R Studio: R command Prompt, R script file, comments.

Installing a R Package, Few commands to get started: installed. packages(), package. Description(), help(), find. Package(), library() - Input and Output – Entering Data from keyboard. R - Data Types: Vectors, Lists, Matrices, Arrays, Factors, Data Frame.

UNIT II

R - Variables: Variable assignment, Data types of Variable, Finding Variable ls(), Deleting Variables

Operators in R: Arithmetic Operators, Relational Operators, Logical Operator, Assignment Operators, Miscellaneous Operators. R - Decision Making: if statement, if – else statement, if – else if statement,

switch statement. **R - Loops:** repeat loop, while loop, for loop - Loop control statement: break statement, next statement.

UNIT III

R – Strings: Manipulating Text in Data: substr(), strsplit(), paste(), grep(), toupper(), tolower().

R – Vectors: Sequence vector, rep function, vector access, vector names, vector math, vector recycling, vector element sorting.

R – List: Creating a List, List Tags and Values, Add/Delete Element to or from a List, Size of List, Merging Lists, Converting List to Vector.

R – Matrices: Accessing Elements of a Matrix, Matrix Computations: Addition, subtraction, Multiplication and Division.

R - Arrays: Naming Columns and Rows, Accessing Array Elements, Manipulating Array Elements, Calculation Across Array Elements.

R - Data Frames: Create Data Frame, Data Frame Access, Understanding Data in Data Frames: dim(), nrow(), ncol(), str(), Summary(), names(), head(), tail(), edit() functions - Extract Data from Data Frame, Expand Data Frame: Add Column, Add Row.

UNIT IV

R - Function: function definition, Built-inn functions: mean(), paste(), sum(), min(), max(), seq(), user defined function, calling a function, calling a function without an argument, calling a function with argument values.

Getting and Setting the Working Directory – getwd(), setwd(), dir() - R-CSV Files - Input as a CSV file, Reading a CSV File, Analyzing the CSV File: summary(), min(), max(), range(), mean(), median(), apply() - Writing into a CSV File – R -Excel File– Reading the Excel file.

Text and Reference Books:

1. Hadley Wickham & Garrett Grolemund, R for Data Science, O'rielly publications
2. Cotton, R., Learning R: a step by step function guide to data analysis. 1st edition. O'reilly Media Inc.
3. Gardener, M. (2017). Beginning R: The statistical programming language, WILEY.
4. Lawrence, M., & Verzani, J. (2016). Programming Graphical User Interfaces in R. CRC press. (ebook)

List of Practical:

1. Write a R program to take input from the user (name and age) and display the values.

2. Write a R program to get the details of the objects in memory.
3. Creating a sequence of numbers from 20 to 50 and find the mean of numbers from 20 to 60 and sum of numbers from 51 to 91.
4. Creating a simple bar plot of five subjects marks.
5. Get the unique elements of a string and unique numbers of vectors
6. Appending value to a given empty vector
7. Multiplying two vectors of integer type and length 3
8. Find the sum, mean and product of a vector, ignoring elements like NA and NaN.
9. To create three vectors a,b,c with 3 integers. Combine three vectors to become a 3*3 matrix where each column represents a vector. Print the content of the matrix
10. Program to create a matrix from a list of given vectors

DATA MANAGEMENT

Course code	**SEC-2**			
Category	Skill Enhancement Course			
Course title	**Data Management**			
Course ID	240/CS/SE202			
Scheme and Credits	L	T	P	Credits
	2	0	2	3
Theory Internal	15 marks			
Theory External	35 marks			
Practical Internal	5 marks			
Practical External	20 marks			
Total	75 marks			
Duration of Exam	2 hrs			

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

COURSE OBJECTIVES: Gain comprehensive knowledge of data management principles including database systems, SQL programming, data security, NoSQL databases, big data concepts, cloud databases, and ethical considerations for effective data storage, retrieval, and management in diverse environments.

Unit I

Introduction to Data Management: Definition and importance of data management, Overview of database systems and their evolution; Data Modeling: Introduction to data models (relational, hierarchical, network), Entity-Relationship (ER) model basics; Relational Databases: Fundamentals of relational databases, Basic SQL queries (SELECT, INSERT, UPDATE, DELETE); Database Design: Conceptual database design: Introduction to normalization.

Unit II

Database Design and Querying: Advanced Database Design: Logical and physical database design, Indexing and performance tuning; SQL Programming: Complex SQL queries (joins, subqueries, aggregate functions), Views, triggers, and stored procedures; Normalization: Normal forms beyond 1NF to 3NF; Transactions and Concurrency: ACID properties, Concurrency control techniques.

Unit III

240/CS/SE202

DATA MANAGEMENT

Course code	SEC-2			
Category	Skill Enhancement Course			
Course title	**Data Management**			
Course ID	240/CS/SE202			
Scheme and Credits	L	T	P	Credits
	2	0	2	3
Theory Internal	15 marks			
Theory External	35 marks			
Practical Internal	5 marks			
Practical External	20 marks			
Total	75 marks			
Duration of Exam	2 hrs			

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

COURSE OBJECTIVES: Gain comprehensive knowledge of data management principles including database systems, SQL programming, data security, NoSQL databases, big data concepts, cloud databases, and ethical considerations for effective data storage, retrieval, and management in diverse environments.

Unit I

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Database Design and Querying: Advanced Database Design: Logical and physical database design, Indexing and performance tuning; SQL Programming: Complex SQL queries (joins, subqueries, aggregate functions), Views, triggers, and stored procedures; Normalization: Normal forms beyond 1NF to 3NF; Transactions and Concurrency: ACID properties, Concurrency control techniques.

Unit III

Data Storage and Management: File Structures and Indexing: Sequential, indexed, and hashed file organization, B-trees and other indexing techniques; Data Security: Concepts of data security and access control, Encryption and decryption techniques; Data Integrity: Ensuring data consistency and reliability, Error handling and recovery.

Unit IV

Advanced Topics in Data Management: NoSQL Databases: Types of NoSQL databases (document, key-value, columnar), Comparison with relational databases; Big Data Concepts: Introduction to big data and its characteristics, Overview of Hadoop and MapReduce.

Text and Reference Books:

1. "Database System Concepts" by Abraham Silberschatz, Henry F. Korth, and S. Sudarshan
2. "Database Systems: The Complete Book" by Hector Garcia-Molina, Jeffrey D. Ullman, and Jennifer Widom
3. "Database Management Systems" by Raghu Ramakrishnan and Johannes Gehrke
4. "NoSQL Distilled: A Brief Guide to the Emerging World of Polyglot Persistence" by Martin Fowler and Pramod J. Sadalage
5. "Big Data: Principles and Best Practices of Scalable Realtime Data Systems" by Nathan Marz and James Warren
6. "Cloud Computing: Concepts, Technology & Architecture" by Thomas Erl, Ricardo Puttini, and Zaigham Mahmood
7. "Ethics in Information Technology" by George Reynolds

List of Practical:

1. Write a query in SQL to retrieve all columns from a table named employees.
2. Write a query in SQL to filter records from customers where city is 'New York'.
3. Write a query in SQL to retrieve records from orders sorted by order_date in descending order.
4. Write a query in SQL to calculate the total number of orders in the orders table.
5. Write a query in SQL to retrieve customer names along with their order details using INNER JOIN between customers and orders.
6. Write a query in SQL to find employees whose salary is greater than the average salary.
7. Write a query in SQL to insert a new record into the products table.
8. Write a query in SQL to update the price of a specific product in the products table.
9. Write a query in SQL to delete records from the customers table where customer_id is 5.
10. Write a query in SQL to calculate the total sales amount grouped by year from the sales table.

OBJECT ORIENTED PROGRAMMING

Course code	**SEC-2**			
Category	Skill Enhancement Course			
Course title	**Object Oriented Programming**			
Course ID	240/CS/SE203			
Scheme and Credits	L	T	P	Credits
	2	0	2	3
Theory Internal	15 marks			
Theory External	35 marks			
Practical Internal	5 marks			
Practical External	20 marks			
Total	75 marks			
Duration of Exam	2 hrs			

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

COURSE OBJECTIVES: Master programming fundamentals, object-oriented principles including classes, inheritance, constructors, destructors, operator overloading, pointers, virtual functions, friend functions, and file handling for proficient application development and problem-solving.

UNIT-I

Elements of Programming and Function Introduction: Basic Elements of Programming, Console I/O Operations, Function: Function Prototyping, Call and Return By Reference, Inline Function, Default and Const Arguments, Function Overloading, Arrays, Manipulators and Enumeration.

UNIT-II

Classes and Object Oriented Methodology: Basic Concepts/Characteristics of OOP. Advantages and Application of Oops, Procedural Programming Vs OOP. **Classes and Objects:** Specifying a Class, Creating Objects, Private & Public Data Members and Member Functions, Defining Inline Member Functions, Static Data Members and Member Functions. Arrays within Class, Arrays of Objects, Objects as Function Arguments, Returning Objects.

240/CS/SE203

OBJECT ORIENTED PROGRAMMING

Course code	**SEC-2**			
Category	Skill Enhancement Course			
Course title	**Object Oriented Programming**			
Course ID	240/CS/SE203			
Scheme and Credits	L	T	P	Credits
	2	0	2	3
Theory Internal	15 marks			
Theory External	35 marks			
Practical Internal	5 marks			
Practical External	20 marks			
Total	75 marks			
Duration of Exam	2 hrs			

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

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UNIT-I

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UNIT-II

Classes and Object Oriented Methodology: Basic Concepts/Characteristics of OOP. Advantages and Application of Oops, Procedural Programming Vs OOP. **Classes and Objects:** Specifying a Class, Creating Objects, Private & Public Data Members and Member Functions, Defining Inline Member Functions, Static Data Members and Member Functions. Arrays within Class, Arrays of Objects, Objects as Function Arguments, Returning Objects.

UNIT-III

Constructors and Destructors: Introduction, Parameterized Constructors, Multiple Constructors in A Class, Constructors With Default Arguments, Dynamic Initialization of Objects, Copy Constructors, Dynamic Constructors, Const Objects, Destructors. **Operators Overloading:** Definition, Unary and Binary Overloading, Rules for Operator Overloading. **Inheritance:** Defining Derived Classes, Types of Inheritance, Constructors and Destructors in Derived Classes.

UNIT-IV

Pointers: Pointer to Objects, This Pointer, "New" and "Delete" Operators, Virtual Function, Friend Functions. Opening, Closing A File, File Modes, File Pointers and Their Manipulation, Sequential Input and Output Operations, Updating A File, Random Access, and Error Handling During File Operations, Command Line Arguments.

Text and Reference Books:

1. K.R.Venugopal, Rajkumar, T. Ravishankar, "Mastering C++", TMH ,ISBN:0-07- 463454-2.
2. Farrel,"Object-Oriented Programming using C++",Cenage Pub, ISBN: 9788131505175
3. Parimala N.," Object Orientation through C++", Macmillan India Ltd. Publication, ISBN:-0333 93202-1
4. E Balagurusamy, "Object Oriented Programming with C++", Tata McGraw Hill Publishing Company Limited, New Delhi, ISBN:- 13- 978-07-066907-9

List of Practical

1. Write a C++ program to find the sum of individual digits of a positive integer.

2. Write a C++ program to generate the first n terms of the sequence.

3. Write a C++ program to generate all the prime numbers between 1 and n, where n is a value supplied by the user.

4. Write a C++ program to find both the largest and smallest number in a list of integers.

5. Write a C++ program to sort a list of numbers in ascending order.

6. Write a Program to illustrate New and Delete Keywords for dynamic memory allocation

7. Write a program Illustrating Class Declarations, Definition, and Accessing Class Members.

8. Program to illustrate default constructor, parameterized constructor and copy constructors.

9. Write a Program to Demonstrate the i) Operator Overloading .ii) Function Overloading.

10. Write C++ programs that illustrate how the following forms of inheritance are supported: a) Single inheritance b) Multiple inheritance c) Multi level inheritance d) Hierarchical inheritance

240/CS/SE204

ADVANCE SPREADSHEET TOOLS

Course code	SEC-2			
Category	Skill Enhancement Course			
Course title	**Advance Spreadsheet Tools**			
Course ID	240/CS/SE204			
Scheme and Credits	L	T	P	Credits
	2	0	2	3
Theory Internal	15 marks			
Theory External	35 marks			
Practical Internal	5 marks			
Practical External	20 marks			
Total	75 marks			
Duration of Exam	3 hrs			

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

COURSE OBJECTIVES: After completing this course, the learner will be able to:

- Create and format spreadsheets
- Do the basic formatting of spreadsheet and apply formulas in a spreadsheet
- Create charts and protect worksheets
- Implement various spreadsheet tools practically.

UNIT – I

Excel Features: Transferring Data to and From Non Worksheet Files, Understanding absolute, relative and mixed referencing in formulas, referencing cells in other worksheets and workbooks.

Advanced Formulas: Text Function, Statistical Function, Math & Trig Functions, Date & Time and Logical Functions, Financial Functions.

UNIT – II

Excel Advance Features: Sorting Data, Use of Filters, Data Analysis with Goal Seek and Scenario Manager, Creating Scenario, Creating Pivot Tables, Using Slicers, Pivot Chart, Creating a Drop Down List, Locking Cells.

UNIT – III

Excel Interactivity and Automation: Index and Match, Offset, Dynamic Charting, Database functions, Text functions, and Error functions: IfError, IsError, Aggregate, Circular Reference, Formula Auditing, Floating-Point Errors, Form Controls (Button, Combo, Check box, Spinner, List, Option), Recording Macros, Absolute and relative macros, editing macros.

UNIT – IV

Data Analysis and Decision-Making: Working with External Data, Advanced Uses of PivotTables, PowerPivot, Reporting with PowerPivot, Dashboard, Creating spreadsheet in the area of: Loan and Lease statement; Payroll Accounting; Graphical representation of data; Frequency distribution and its statistical parameters; Correlation and Regression Analysis

Recommended Books:

1. Channelle Andy, "Beginning OpenOffice 3: From Novice to Professional", aPress Publications
2. Beginning OpenOffice 3: From Novice to Professional, Andichannele, Apress.
3. Microsoft Office 2016 Step by Step: MS Office 2016 Step by Step, By Joan Lambert, Curtis Frye
4. Alexander Michael, Kusleika Dick , Excel 2016 Power Programming with VBA
5. Wayne Winston, MS Excel 2016, Data Analysis & Business Modelling

List of Practical

1. Use spreadsheet for basic data handling
2. Apply formulas to sheet for automation.
3. Use if-else to make certain decisions in a sheet.
4. Use Charts & Shapes for better visualization of data.
5. Use filters and data validation controls for control of data
6. Formatting data and spreadsheets
7. Creating and managing tables
8. Use Pivot table and charts
9. Use what-if analysis along with goal seek and scenarios.

240/BTM/SE201

Skill Enhancement Course (SEC)

Syllabus

Name of Subject: **Business Communication in Tourism**	Maximum Theory Marks:75 (TE+TI+PE+PI=35+15+20+05)
Course ID:	Time Allowed: 2 Hours
Credits 3 (L-T-P = 2+0+1)	**Skill Enhancement Course (SEC)**

Instructions for paper setter: Examiner is requested to set **one compulsory and eight other questions, two from each unit.** The compulsory question should be of 07 marks and should cover entire syllabus. Student should attempt four other questions i.e. one from each unit.

Practical Paper Evaluation

Evaluation Mode: Internal Assessment,

Evaluators: Internal Faculty Members from other departments of same college.

Note: Faculty members teaching the paper will not conduct the internal assessment.

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

CO.1: To Understand Communication Types and Processes:
CO.2: To Analyze Communication Barriers and Strategies:
CO3: To Apply Skills in Written and Oral Communication:
CO4: Evaluate Presentation and Interpersonal Skills

COURSE CONTENTS:

Unit 1:
Communication: Types & Process: Introduction, definitions, Process of communication, types of Communication, upward, downward, horizontal, vertical and diagonal, verbal, nonverbal and oral and written Interpersonal communication – one way/ two way, Mediums of communication, Listening. Role of 7C's for Effective Communication. Barriers to Communication & how to overcome on them.
Unit 2:
Written Communication: Business report, business representation, formal letter Drafting effective letter, formats, style of writing.

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Unit 3:
Speeches: Drafting, a speech, presentation, Personal grooming, Extempore, Introducing yourself. **Etiquettes & manners:** Social, Business, Dining & Travel.
Unit 4:
Presentation skills, Seminars skills role – play interview skills, Interpersonal Skills Dealing with seniors, colleagues, juniors, customers, suppliers, contract workers, owners etc. at work place.

Suggested Readings:

- Bhaskar, W.W.S., AND Prabhu, NS., "English Through Reading", Publisher: McMillan, 1978.
- Business Correspondence and Report Writing" –Sharma, R.C. and Mohan K. Publisher:, Tata McGraw Hill 1994.
- Communications in Tourism & Hospitality – Lynn Van Der Wagen, Publisher: Hospitality Press.
- Business Communication – K.K. Sinha.
- Essentials of Business Communication by Marey Ellen Guffey, Publisher: Thompson Press.
- How to Win Friends and Influence People by Dale Carnegie, Publisher: Pocket Books.
- Basic Business Communication by Lesikar & Flatley, Publisher Tata Mc Graw Hills.

MAPPING MATRIX OF COURSE:

Table: CO's - PO's, and CO's - PSO's Matrix for the Course: Business Communication in Tourism

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PSO1	PSO2
CO1	3	3	1	3	2	2	3	3	3
CO2	2	3	2	2	1	1	2	3	3
CO3	2	3	1	2	1	1	3	2	3
CO4	3	3	1	2	1	1	3	3	2
Average	2.50	3.00	1.25	2.25	1.25	1.25	2.75	2.75	2.75

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240/COM/SE201

COURSE TYPE:- Skill Enhancement Course(SEC)

Offered by Department of Commerce

Semester:- 2

Name of Subject: Negotiation Skills	**Maximum Marks: 75** **(TI + TE + PI + PE =15+35+5+20)**
Course ID:	**Time Allowed: 2 Hour**
Credits : 3 (L–T–P = 2– - – 1)	**Skill Enhancement Course**

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

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

CO1: Understand the concept and importance of Negotiation skills.
CO2: Understand the different models used for effective selling and negotiations.
CO3: Acquaint with basic elements of the selling skills.
CO4: Build the basic qualities, traits & skills that they need to imbibe to be an effective Business negotiator.

Course Contents:

Unit1 : Negotiation : meaning, definition & significance in business, Types of Negotiation
Unit 2: Negotiation Framework including Legal aspects, Negotiation process, skills of a good Negotiator
Unit 3: Negotiation skills required in marketing, effective selling concepts, traits of a successful salesperson, understanding successful selling process & Models (7 Steps Model)
Unit 4: Negotiation skills regarding HR & Career perspective, Stages of Negotiations ,Negotiate towards a Win-Win Outcome Approach, measures to bring about improvements in Negotiation skills. Salary Negotiations-seeing opportunities for growth, development or transition even in the face of job loss.

Practical Exercises:

The learners are required to:

1. Discuss various Case Studies and group projects.
2. Develop Cross Cultural considerations.
3. Oral presentations by students, readings of news and articles.
4. Participate in Role Plays on Selling.
5. Participate in HR Role play simulations of negotiations.
6. Analysis of current and historical negotiations.

Suggested Readings:

1. "Getting to Yes" by Roger Fisher & William Ury –Random House

2. "Organizational Behavior" by Fred Luthans (9th edition)
3. "The Essentials of Negotiation" – Harvard Business School Press
4. "Negotiations Selling" by Sameer Kulkarni – Excel Books
5. "How to Handle Conflict & Confrontation" by Peg Pickering – Natl PressPublications
6. "Negotiation & Selling" by R. K. Srivastava – Excel Books
7. "Understanding the Importance of Negotiation Skills within Organizations" by Dr. RadhikaKapur -Research Gate

240/COM/SE202

Course Type: - Skill Enhancement Course (SEC)
Offered by Department of Commerce
Semester: 2

Name of Subject: E-Banking	**Maximum Marks: 75** **(TI + TE + PI + PE = 25 + 50 + - + -)**
Course ID:	**Time Allowed: 2 Hours**
Credits : 3 (L–T–P = 2–1– -)	**Skill Enhancement Course**

Instructions for Paper Setter: The question paper shall be divided into two sections. Section 'A' shall comprise five short answer type questions from the syllabus carrying two marks each, which shall be compulsory. The answer to each question should not normally exceed 100 words. **Section 'B' shall comprise eight questions of 10 marks each (2 questions from each unit).** The students will be required to attempt four questions from section B by selecting one question from each unit. All questions will carry equal marks. All the questions must be mapped with Course Outcomes (COs) and specified in the question paper against each question. All questions will carry equal marks.

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

CO1: Understand banking and finance system in India.

CO2: Acquaint commercial bank and its product.

CO3: Build customer relationship in banking sector.

CO4: Well verse with e-banking services and internet Banking.

Course Contents:

Unit 1 : E-Banking: Introduction, Meaning, Definition, Features, use of Information Technology to Banking Company, E-Banking channels: Automatic Teller Machine, Internet Banking, Tele banking, Mobile banking, IFSC Number.
Unit 2:ATM: Meaning, Characters, Features, Functions, service available from ATM, Cash Deposit, Cash Withdraw, loan enquiry, Last few transactions, Balance, fund transfer, ticket booking, payments, ATM card, Pin Number.
Unit 3: Internet Banking: Introduction, World Wide Web, Net banking account opening, Username and Password, secrecy of maintaining One Time Password, Net Banking Services, Fund Transfer, Make Payment.
Unit 4: National Electronic Fund Transfer (NEFT): Introduction, Meaning, Functions, services. Real Time Gross Settlement (RTGS): Introduction, Meaning, Functions, Service infrastructure requirement, RTGS transactions. IT Act: legal status, electronic records Cyber Crime and Law.

Suggested Readings:

1. Meaning with information by H. Jerome Lenter
2. Computer information Technology Global business by Puri and Vidin Puri
3. Fundamentals of data base systems by Jerome Lenter, Pearson
4. An introduction to Information Technology by Dr.Srinivasa Vallabhan,Sultan Chand &Sons
5. Law of Information Technology by D.P.Mittal, Tax Man, E-Markets, Macmillan 2007
6. C.S. Rayudu, E-Business, Himalaya Publishing House.
7. Roger Hunt& John Shelly, Computers and Commonsense.
8. BhushanDewan, E-Commerce.

240|ICA|SE201

Slow Food & Gastronomic Practices

L	T	P	Credits	TI	TE	PI	PE	Time Allowed
2	-	1	3	15	35	5	20	__ Hours

Type of Course: - Skill Enhancement Course

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

Introduction to the Course:

Introduction to the Course:

The module aims to provide theoretical and analytical idea about Gastronomy and Slow food. It encompasses various aspects of food, including its taste, appearance, and cultural significance. Gastronomy combines culinary techniques, creativity, and knowledge of ingredients to create unique and memorable dining experiences, Slow food on the other hand is a term in Gastronomy that we will focus on to make sure the students understand the various Sustainable practises that are required to produce equitable food system by celebrating local food traditions, supporting small-scale producers, and encouraging individuals to make conscious and responsible food choices.

Course Outcome: - After completing the course learners will be able to:
CO1. Understand the significance of effective planning and utilization of natural resources within the context of the Farming, Fishing and Composting.
CO2. Understand, analyze and critically evaluate: The practices that are essential for the production of Slow food
CO3. Learn and implement the skill required to analyse the Bourdieu's Stance.
CO4. Explain the various factors that influence the Gastronomical practices for the Production of Food.

Detailed Syllabus:

Unit-I
Theory - Overview of the concept of gastronomy, Identify some of the main ideologies around the development of the taste. Discuss the factors that influence the construction of taste. Understand the concept of industrialization of food. Discuss the emergence and need for industrialization and commercialization.
Unit-II
Theory - Recognize the global trends in gastronomic tourism. Understand and analyse the emergence of gastronomic tourism. Define and understand the key relationship between food and tourism. Understand the key elements of media and taste. Understand the relationship between media and its impact on the construction of taste.
Unit-III
Theory - Understand the concept of fast and slow food. Develop an understanding of the originality of regional and seasonal food. Recognize the global presence of slow food organizations. Define and understand key terms around slow food. Explore the concept of sustainability and sustainable development. Understand sustainable value chains, with a focus on food systems and industrial manufacturing systems

Unit-IV

Theory - Understand the key elements of traditional Indian food. Be able to explain and understand Indian food and culture. Realize the current state of Slow food in India. Analyze the future of slow food in the Indian context. Analyze the practices implemented by various hospitality organizations. Evaluate the role of humans and technology in planning and implementing various practices. Identify potential areas for research and development.

TEXT BOOK

- Petrini, C. B, Watson et.al. (2001). Collected Thoughts on Taste, Tradition, and the Honest Pleasure of Food, Slow Food, Chelsea green publishing company. USA.
- Petrini, C, Padovani, G. (2005). Slow Food Revolution, A New Culture for Eating and Living. Rizzoli., ublication. USA.
- Sloan D (ed.) (2004) Culinary Taste: Consumer Behaviour In the International Restaurant Sector Oxford Butterworth Heinemann.

OTHER RECOMMENDED TEXTS

- Munjal S., Bhushan S., (eds.) 2017. Chapter 11: Culinary Innovation in Indian Hotels & Building Cost Efficiencies that Spur Profitability Growth. The Indian Hospitality Industry: Dynamics and Future Trends Advances in Hospitality and Tourism. Apple Academic Press.
- Sandeep Munjal & Sanjay Sharma, (2022) Food and Beverage Hospitality Industry in India, CRC Press.

Final Assessment (FA)

Theory Internal **(TI)**	**15%**
Theory External **(TE)**	**35%**
Practical Internal **(PI)**	**5%**
Practical External **(PE)**	**20%**
Final Assessment	**75%**

Theory Internal (TI): The **(TI)** will be done through in-class continuous assessment/in-class test/ coursework/presentation/journal & assignment.

Theory External (TE): The **(TE)** will be done through the end-term theory exam.

The question paper pattern for the end-term examination will be **70 Marks** and will follow the following pattern:

Question 1	Questions No. One (1) will have eight (5) MCQs (All Compulsory).	**5*1=5 marks**
Question 2	Questions No. Two (2) will have six (6) brief answer questions/options. (The learner has to answer five (5) out of the six (6).	**5*2=10 marks**
Question 3	Question No. Three (3) will have five (3) descriptive questions/options (The learner has to answer two (2) out of the three (3).	**2*5= 10 marks**
Question 4	Question No. Four (4) will have Two (2) descriptive questions/options (The learner can answer one (1) out of the Two (2).	**1*10= 10 marks**

	Total Marks	**35 marks**

Mapping Matrix of Course

Table 1: CO-PO Matrix for the Course

COURSE OUTCOMES	PO1	PO2	PO3	PO4
CO1	2	2	2	2
CO2	2	2	2	2
CO3	2	2	2	3
CO4	2	3	2	2
Average	2	2.25	4	2.25

Table 2: CO-PSO Matrix for the Course

CO	PSO1	PSO2	PSO3	PSO4
CO1	2	2	2	2
CO2	2	2	3	2
CO3	2	2	2	3
CO4	3	2	2	2
Average	2.25	2	2.25	2.25

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240/BBA/SE201

SEMESTER 2

Name of Subject: PRESENTATION SKILL AND PERSONALITY DEVELOPMENT	**Maximum Theory Marks:75 (TE+TI+PE+PI=50+25+0+0)**
Course Code: 240/BBA/SE201	**Time Allowed: 3 Hrs**
Credits 3 (L-T-P =3-0-0)	**Core Course: SEC**

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

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

CO1: To plan and structure presentations tailored to audience and objectives.

CO2: To employ various presentation methods and achieve desired presentation outcomes.

CO3: To analyse personality traits and factors influencing personality development.

CO4: To develop self-awareness, grooming, and effective public speaking skills.

COURSE CONTENTS:

Unit 1: Introduction – Meaning, types of presentation: presentation that deeply involves the audience, presentation that creates excitement, persuasive presentation, presentation evoking emotional appeal, presentation that sells a new idea, humorous presentation. Planned and unplanned presentation, planning a presentation – analysing the audience, location of presentations, objective of presentation, researching the topic; structuring the presentation, presentation notes and session plan
Unit 2: Methods of presentation – Fish bowl, role plays, group discussion, conference, seminar, workshop, clinics, brainstorming, simulations, games, questionnaire; delivering presentation – presenter effectiveness, difficult situations and nerves, motivation and attention. Outcomes of presentation – inspiring presentation, presentation that builds trust, presentation that offers a solution, value added presentation, presentation that facilities decision making.
Unit 3: Concept of personality, personality consciousness, personality patterns, personality syndrome; symbols of self, clothing, names and nicknames, speech, age, success, reputation, moulding the personality pattern, persistence and change. Personality determinants – physical intellectual, emotional and social determinants, aspirations and achievements, educational determinants and family determinants.
Unit 4: Personality development – healthy personalities, developing self-awareness, managing personal stress, solving problems analytically and creatively; grooming – appearance, dress sense, personal hygiene, etiquettes and body language; time management, public speaking.

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SUGGESTED READINGS:

1.Gordon, Josh, Presentations that Change Minds, Tata McGraw Hill, New Delhi
2. Kaul, Asha, The Effective Presentation, Response Books, New Delhi
3. Krachnert, Gary, Basic Presentation Skills, Tata McGraw Hill, New Delhi
4. Hurlock, Elizabeth B, Personality Development, Tata McGraw Hill, New Delhi

MAPPING MATRIX OF COURSE: 242BBASEC7

Table 1: CO-PO & CO-PSO Matrix for the Course: PRESENTATION SKILL AND PERSONALITY DEVELOPMENT

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PSO1	PSO2
CO1	2	1	2	1	2	2	1	2	2
CO2	3	2	2	2	3	2	2	3	2
CO3	3	3	3	3	3	2	2	3	3
CO4	3	2	2	2	3	2	2	3	3
Average	2.75	2.0	2.25	2.0	2.75	2.00	1.75	2.75	2.50

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240/BBAHM/SE201

Semester II

Opera Property Management System (

L	T	P	L	T	P	Credits	MARKS				
(Hrs)			Credits				TI	TE	PI	PE	Total
-	-	6	-	-	3	3	-	-	25	50	75

Course Description:
This course delves into the basic practical applications of the features and functionalities of the Hospitality Property Management Software. The course will enable students to learn how to leverage this technology to streamline reservations, enhance guest service and drive loyalty. The course will cover the rooms reservations, front desk, cashiering, and room management modules. Throughout the course, emphasis will be placed on practical application and real-world scenarios, allowing students to develop the skills and knowledge necessary to excel in the competitive hospitality industry.

Course Objectives:
The objective of this course is to

CO1 To Understand and gain comprehensive knowledge of the importance of property management software in hospitality sectors.
CO2 To Explore how property management software can enhance guest experience.
CO3 To Apply the practical skills to real world scenarios in handling and managing room inventories from the planning phase to the execution phase.
CO4 To Understand the impact of effective property management solutions on increasing staff productivity, improving service quality, and fostering guest loyalty.

Units (Practical):

Unit I: Reservations Module

- Creating & Updating Profiles – New guests and repeat guests.
- Creating & Updating Reservations - Overbooking and upselling.
- Preferences records – Special requests, notes, and preferences.
- Profile and Reservation - Company profiling, contact information & verification.
- Amendments – Cancellations and confirmations

Unit II: Front Desk Module

- Pre-Arrival – Check arrivals for the day and week, house status, room status, housekeeping status, and end of day projections.
- Room Blocking – Preference checks, room types and status & check-in.
- Registration Process – Domestic & Foreign Nationals - Nationality and C-form.
- Updating a reservation and profile post check in, payment information.

Unit III: Rooms Management Module

- Rooms - Changing room status, discrepancy report,
- Out of Order and Service – plugging in and removing rooms, impact on inventory.
- Room History, quick keys, detailed availability, occupancy graph
- Planning operations using the rooms management module for the future.

Unit IV: Cashiering

- Checkouts – Checking and billing stayovers, due outs & checked outs, information invoice and tax invoice.

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- Creating different folios for the same guest, cashier reports and functions.
- Types of charges.
- Allowances and Discounts – passing entries, understanding when to use each entry.

Suggested Readings:

- Woods. (2008). Professional Front Office Management. Pearson Education India.
- Bardi, J. A. (2002). Hotel Front Office Management. Wiley.

Opera Property Management System												
CO	**PO1**	**PO2**	**PO3**	**PO4**	**PO5**	**PO6**	**PO7**	**PO8**	**PSO1**	**PSO2**	**PSO3**	**PSO4**
CO1	2	-	-	3	-	3	-	-	-	-	-	-
CO2	3	1	-	3	-	3	1	-	2	-	-	1
CO3	3	3	2	3	-	3	-	-	-	-	-	2
CO4	3	2	3	3	2	3	-	-	2	2	1	2

240/BACA/SE206

Semester II

Introduction to Artificial Intelligence ( )

L	T	P	L	T	P	Credits	MARKS				
(Hrs)			Credits				TI	TE	PI	PE	Total
-	-	6	-	-	3	3	-	-	25	50	75

Course Description:
This course explores the integration of artificial intelligence in the culinary industry. Students will learn how AI technologies can enhance culinary creativity, improve operational efficiency, and personalize dining experiences. The course includes theoretical knowledge, practical applications, and hands-on as well.

Course Objectives:
The objective of this course is to
CO1 To Understand the basic principles of AI
CO2 To Learn how to use AI tools in culinary
CO3 To Develop skills to implement AI in restaurants
CO4 To Explore challenges of using AI in culinary arts

Units (Practical):
Unit I: Introduction to Artificial Intelligence in Culinary
- Trends and Prospects of Artificial Intelligence in Culinary Arts
- Case Study Analysis of Successful AI Implementations in Restaurants
- Methods of Collecting Culinary Data (e.g., customer preferences, ingredient databases)

Unit II: Prompting in AI
- Change the Dashboard Experience of ChatGPT
- Switch on Beta Features
- ChatGPT for Quick Learning
- Apply Prompt Engineering Techniques to a Practical, Real-World Example
- Create a Static Web Page Using ChatGPT

Unit III: Advanced Features of ChatGPT
- Change the Tone of Writing
- Generate a To-do List
- Share the Chat Thread Links
- Export Data to Mail
- Organize Chat History

Unit IV: AI in Recipe Development
- Designing Personalized Meal Plans
- Generating New Recipes based on Ingredient Datasets.
- Collecting and Analysing Data from Online Recipe Sources/ Restaurant Menus, and Customer Reviews

Suggested Readings:
- "Artificial Intelligence in Agriculture and Food Production" by Constantin Cranganu

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Introduction to Artificial Intelligence											
CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3
CO 1	2	-	1	3	-	-	-	1	1	-	2
CO 2	2	-	1	3	1	-	-	2	2	1	2
CO 3	2	-	2	3	1	-	-	2	2	1	2
CO 4	2	-	2	3	-	-	-	2	2	-	2

240/ENG/SE202

Course Code: SE[illegible] 240/ENG/SE202

Linguistics

Maximum Marks: 75
Theory: 50
Internal Assessment:15

Course Objectives:

CO	Description
CO-1	Define and explain fundamental linguistic theories and concepts, such as phonetics, phonology, morphology, syntax, semantics, and pragmatics.
CO-2	Conduct detailed analyses of language structure, including sentence construction, word formation, and sound patterns, using appropriate linguistic frameworks.
CO-3	Execute research projects that investigate linguistic phenomena, employing methods such as data collection, statistical analysis, and linguistic theory application.

Course Outcomes:

CO	Description
CO-1	Apply these theories to analyze and describe the structure and function of language in various linguistic contexts.
CO-2	Examine and interpret language usage patterns in different social, cultural, and historical contexts, understanding their implications for communication and meaning.
CO-3	Evaluate research findings and contribute to discussions on current issues and advancements in the field of linguistics, demonstrating a thorough understanding of methodological approaches and analytical techniques.

Unit-1

A

i) Organs of speech

ii) Basic components: phoneme, vowel, consonant and syllable

B

i) Place of Articulation

ii) Manner of Articulation

iii) Brief description of vowels

C

i) Phonetic transcription of simple words in common use in IPA symbols as used in Oxford Advanced Learner's Dictionary by A. S. Hornby (seventh Edition) D

ii) Word stress

Unit-2

A: Verbs

i) Main and Auxiliaries

ii) Linking (or Equative) Intransitive and Transitive

iii) Finite and Non-finite

B: Verb Patterns

C: Types of Sentences; Simple, Complex and Compound with particular reference to Nouns , Relative, Conditional and Co-ordinate clauses

D: Phrasal Verbs

Suggested Readings:

Singhal, Suresh. "Effective Business Communications for All" by Suresh Singhal.

"English Phrasal Verbs in Use" by Michael McCarthy and Felicity "Practical English Usage" by Michael Swan

"English Grammar in Use" by Raymond Murphy

"The Cambridge Grammar of the English Language" by Rodney Huddleston and Geoffrey K. Pullum

"English Phonetics and Phonology: A Practical Course" by Peter Roach

Instructions to the Paper-setter and students:

Note: All questions are compulsory.

Question No. 1 will be consisting of 6 short questions based on all the four Units. The students will be required to attempt any 5 out of 6. (5×3 = 15 marks)

Question No. 2 will be based on Unit I. The students will be required to attempt any1 out of 2. (10 marks)

Question No. 3 will be consisting of Grammar Exercise in fill in the blanks form. (5 marks)

Question No. 4 will be based on Transcription of words. (5 marks)

240/ANI/SE201

Skill Enhancement Course from the department for pool of the Courses in the University

(These courses are offered by each department for students of other departments/same department and is designed to provide value-based and/or skill-based knowledge and should contain both theory and lab/hands-on/training/field work.)

Semester 2

Course Code	Course Title	Course ID	L	T	P	L	T	P	Credits	MARKS				
			(Hrs)			Credits				TI	TE	PI	PE	Total
SEC-2	Applications of Photoshop		2	0	2	2	0	1	3	15	35	05	20	75

Name of Subject: Applications of Photoshop	Maximum Theory marks: 50 (15+ 35)
	Maximum Practical Marks: 25 (05+20)

This question paper shall be divided in two sections. Examiner is requested to set section A as compulsory question containing 11 marks and from the entire syllabus (can be either objective or subjective). Section B will be in choice from two of the questions from each unit; these questions will be of 8 marks each. The students will be required to attempt one question from each unit.

Objectives: To provide students with a comprehensive understanding of Adobe Photoshop and its applications in various fields such as graphic design, photo editing, digital art, and web design. Students will learn to utilize Photoshop's tools and techniques to create professional-quality projects.

Course Outcomes:

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

- Understand the fundamental features and interface of Adobe Photoshop.
- Edit and enhance photographs using advanced techniques.
- Create graphic designs and digital artwork.

COURSE CONTENTS:

Unit 1: Introduction to Adobe Photoshop
1.1 Overview of Adobe Photoshop: history and applications
1.2 Interface and workspace: tools, panels, and preferences
1.3 Basic image adjustments: brightness, contrast, hue, and saturation
1.4 Working with layers: layer styles, blending modes, and masks
Unit 2: Photo Editing and Enhancement
2.1 Retouching techniques: removing blemishes, wrinkles, and imperfections
2.2 Photo restoration: repairing old and damaged photographs
2.3 Advanced color correction and grading
2.4 Creating composite images: combining multiple photos seamlessly
Unit 3: Graphic Design and Digital Art
3.1 Designing posters, flyers, and brochures
3.2 Creating logos and branding materials
3.3 Introduction to digital painting: brushes, textures, and layers
3.4 Typography in Photoshop: text effects, formatting, and manipulation

Suggested Readings:

- "Adobe Photoshop Classroom in a Book" by Andrew Faulkner and Conrad Chavez
- "The Adobe Photoshop Lightroom Classic CC Book" by Martin Evening
- "Photoshop for Photographers: A Complete Guide for Photographers" by Martin Evening

240/HIN/SE 202

(21)

SEC-2 **हिंदी भाषा और विज्ञापन**

अधिकतम अंक:50

लिखित परीक्षा:35

आंतरिक निर्धारण:15

पाठ्यक्रम के उद्देश्य :

- विद्यार्थियों को विज्ञापन के विस्तृत क्षेत्र से परिचित कराना
- विज्ञापन भाषा के स्वरूप और विशेषताओं का बोध कराना
- विभिन्न माध्यमों के लिए विज्ञापन कॉपी लेखन का अभ्यास करना

पाठ्यक्रम अध्ययन:

- विज्ञापन लेखन के माध्यम से भाषा दक्षता विकसित होगी
- विज्ञापन निर्माण की पूरी प्रक्रिया को समझ सकेंगे
- कॉपी लेखन के कार्य में सक्षम हो सकेंगे

इकाई एक : विज्ञापन स्वरूप और अवधारणा

- विज्ञापन अर्थ परिभाषा और महत्व
- विज्ञापन के उद्देश्य:
    1. आर्थिक
    2. सामाजिक
    3. राजनीतिक

- विज्ञापन के प्रमुख प्रकार
- विज्ञापन के प्रभाव

इकाई दो : विज्ञापन माध्यम :

- विज्ञापन माध्यम के आधार
- प्रिंट रेडियो और टेलीविजन के लिए विज्ञापन
- डिजिटल विज्ञापन तथा आउट आफ होम विज्ञापन :होर्डिंग, पोस्टर, बैनर , साइन बोर्ड
- सोशल मीडिया विज्ञापन: फेसबुक, ट्विटर, यूट्यूब ,सोशल नेटवर्किंग साइट्स

इकाई तीन:विज्ञापन की भाषा

- विज्ञापन की भाषा का स्वरूप और विशेषताएं
- विज्ञापन की भाषा शैली के विभिन्न पक्ष : सादृश्य विधान, अलंकरण, तुकांत , समानांतरता , विचलन , मुहावरे , लोकोक्तियां , भाषा संस्कार , भाव भंगिमा (बॉडी लैंग्वेज)

संदर्भित पुस्तक:

1. हिंदी भाषा का इतिहास : धीरेंद्र वर्मा
2. भारतीय पूर्ण लिपि : डॉक्टर राजबली पांडे
3. हिंदी भाषा का उद्भव और विकास : उदय नारायण तिवारी
4. हिंदी भाषा की पहचान से प्रतिष्ठा तक: हनुमान प्रसाद शुक्ला,
5. लिपि की कहानी, गुणाकार मूल्य भाषा और समाज: रामविलास शर्मा
6. हिंदी भाषा की संरचना: भोलानाथ तिवारी
7. जनसंचार माध्यम भाषा और साहित्य: सुदेश पचौरी
8. जनसंपर्क प्रचार एवं विज्ञापन : विजय कुलश्रेष्ठ
9. डिजिटल युग में विज्ञापन सुधा सिंह जगदीश्वर चतुर्वेदी

निर्देश-

1.पाठ्यक्रम में निर्धारित प्रत्येक खंड में कम से कम एक दीर्घ प्रश्न अवश्य पूछा जाएगा। पूछे गए प्रश्नों की संख्या चार होगी, जिसमें से परीक्षार्थी को कुल दो प्रश्न करने होंगे। प्रत्येक प्रश्न के लिए 8 अंग निर्धारित है। पूरा प्रश्न कुल 16 अंकों का होगा।

2.पूरे पाठ्यक्रम में से कुल छः लघुत्तरी प्रश्न पूछें जाएंगे, जिनमे से परीक्षार्थी को 150 शब्दों में किन्हीं चार प्रश्नों का उत्तर देना होगा। प्रत्येक प्रश्न तीन अंक का होगा। पूरा प्रश्न 12 अंकों का होगा।

3.पूरे पाठ्यक्रम में से 7 वस्तुनिष्ठ अनिवार्य प्रश्न पूछे जाएंगे। प्रत्येक प्रश्न एक-एक अंक का होगा।

240/PAM/SE201

SKILL ENHANCEMENT COURSE
Semester 2
SEC- 2 Digital Governance in India

SEC- 2 Digital Governance in India(Credits-03)
Course ID-

Maximum Marks: 75
Theory Examination: 50
Theory Internal Assessment: 25
Examination Time: 3 hrs

Course Outcomes:

After the successful completion of this course, the learners will be
CO 1: Gaining theoretical understanding about the concept, theory and models of E-governance
CO 2:Learning practical application of e-governance in different walks of life
CO 3: Awareness of various e-governance initiatives undertaken to deliver Public servicesto the stakeholders
CO 4:Developing necessary skills to use and operate e-governance or digital servicedelivery

1. **Seven Questions will be set in all and students will be required to attempt 4 questions.**
2. **Question No. 1 will be compulsory and will consist of 7 short answer type questions of 2 marks spread over the entire syllabus (2x7=14 marks).**
3. **For the remaining six questions, students will attempt 1 out of 2 questions from each of the three units (12 marks each)**

Unit 1:

Meaning, Definitions, Scope and Significance of E-Governance, Types of interactions: Government to Citizens (G2C), Government to Business (G2B) and Government to Government (G2G).

Unit 2:

Evolution of e-Governance in India, Digital Governance, E- Public Service Delivery,National e-Governance Plan, 2006.

Unit 3:

Information &Technology Act – 2000: Salient Features and its Importance.

National Policy on Information & Technology, 2012, Ministry of Information & Technology: Structure and Functions, Issues & Challenges of E-governance.

Suggested Readings:

1. Bhatnagar, S C (2004) E-Government: From Vision to Implementation. Sage: New Delhi
2. Gosling, P. (1997) Government in the Digital Age. Government Information Quarterly,Vol.18, No. ER2. Bowerdean:London

3. Milakovich, Michael E.(2012) Digital Governance - New Technologies for improving Public Service and Participation. Routledge: New York
4. Pardhasaradhi,Y.(2009)E-Governance and Indian Society. Kanishka:NewDelhi
5. Satyanarayana,J.(2006)E-Government.PHI:NewDelhi
6. Sharma,Sangeeta;Nagar,Pankaj and Sodhi,Inderjeet Singh(2013) GovernometricsandTechnologicalInnovationforPublicPolicy.IGIGlobal: Hershey,PA, USA
7. Sodhi,InderjeetSingh(2015)Trends,ProspectsandChallengesinAsianE-Governance.IGIGlobal:Hershey, PA, USA
8. Sodhi,InderjeetSingh(2015)EmergingIssuesandProspectsinAfricanE-Government.IGIGlobal:Hershey, PA, USA
9. Sodhi, Inderjeet Singh (2017) E-Governance in India. University Book House: JaipurTubtimhin,J(2009)Globale-Governance:Advancinge-GovernancethroughInnovationandLeadership.IOS Press: Amsterdam

WebResources:

1. 'E-Government Act of 2002; http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=107_cong_Public_laws&docid=f:publ347.107.pdf
2. 'e-Procurement';byRajkumar;Compendiumofe-GovernanceInitiativesinIndia'G2BServices: Key Learnings from MCA 21'; Ministry of Corporate Affairs;http://www.eindia.net.in/egov/presentation/Day_3/Session_2/YS_Malik.pdf'Minimum Agenda for e-Governance in the Central Government';http://darpg.nic.in/arpg-website/ReformInitiatives/eGovernance/IndianExperience/EgovExp73.doc
3. Paragraph 83, Report of the Working Group on Convergence and E-Governance for TheTenthFive Year Plan(2002-2007), PlanningCommission, November,2001
4. Source:http://go.worldbank
5. Bhatnagar, Subhash: One Stop Shop for Electronic Delivery of Services: Role of Public-PrivatePartnership

240/PS/SE201

Semester II
SEC 2 Gender and Law in India: Theory and Practice

SEC 2 Gender and Law in India: Theory and Practice (Credits 03)
Maximum Marks: 75

Course ID:

Theory Internal Assessment: 25
Examination Time: 3 hrs

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

- Understand the concept, origin and development and types of Feminism.
- Understand the concept of Patriarchy, gender as a social construct and public/private dichotomy.
- Understand the history of women's movement and constitutional provisions related to gender in India.
- Gain an in depth knowledge of legal provisions related to gender.

1. Seven Questions will be set in all and students will be required to attempt 4 questions.
2. Question No. 1 will be compulsory and will consist of 7 short answer type questions of 2 marks spread over the entire syllabus (2x7=14 marks).
3. For the remaining six questions, students will attempt 1 out of 2 questions from each of the three units (12 marks each).

Unit 1
Feminism: Concept, Origin and Development; Types: Liberal, Socialist and Radical Feminism.
Unit 2
History of Women's Movement in India; Constitutional Provisions related to Gender in India;
Unit 3
Domestic Violence Act 2005, Criminal Law Amendment Act 2014, LGBTQIA issues.

Recommended Books:

1.J. Ann Tickner, "Gender in World Politics" in John Baylis et al., (eds), The Globalization Of World Politics : An Introduction to International Relations, Oxford University Press, New York, 2014.

1. Manisha Pathak Shelat, Communication For Gender Sensitization, Concept, New Delhi, 2004.

2. M.P Jain et al., Indian Constitution Law, LexisNexis, New Delhi, 2018.

4 Indira Jaising (eds.), Handbook on Law of Domestic Violence, LexisNexis, New Delhi, 2009.

5. Shobha Saxena, Crime Against Women and Protective Laws, Deep & Deep, New Delhi, 2000.

6. K.L Vibhute, Criminal Law, LexisNexis, New Delhi, 2019. • Lisa M. Stulberg, LGBTQ Social Movements, Polity Press, Cambridge, 2018.

7. Mayank Khari and Aditya Gupta, A Collection of Articles on Contemporary Legal Issues, Educreation, New Delhi, 2018.

8. Virginie Dutoya, "Defining the 'Queers' in India: The Politics of Academic Representation", India Review, 15 (2), 2016.

240/MAT/SE201

Session: 2024-25	
Part A – Introduction	
Subject	Mathematics
Semester	II
Name of the Course	Numerical Ability Enhancement Skills
Course Code	SEC-2
Course ID	240/MAT/SE201
Course Type: (CC/ MIC/ MDC/VOC/ AEC/ VAC/SEC)	SEC
Pre-requisite for the course (if any)	NA
Course Learning Outcomes(CLOs)	After completing this course, the learner will be able to: 1. Understand real number system, fundamental arithmetical operations, use of BODMAS. 2. Attain the knowledge of ratio, proportion, AP, GP and HP series. 3. Evaluate percentage, profit and loss and average speed problems. 4. Understand logarithms, area and volumes of certain figures.

Credits	**Theory**	**Practical**	**Total**
	2	1	3
Contact Hours	2	2	4
Internal Assessment Marks	15	5	20
End Term Examination Marks	35	20	55

Examination Time	2 Hours	2 Hours	Max. Marks: 75

Part B- Contents of the Course

Instructions for Paper- Setter: The examiner will set 9 questions asking two questions from each unit and one compulsory question by taking Course Learning Outcomes (CLOs) into consideration. The compulsory question (Question No. 1) will contain 7 parts covering entire syllabus. The examinee will be required to attempt 5 questions, selecting one question from each unit and the compulsory question.

Unit	Topics	Contact Hours
I	Real number system, Operations on numbers, Tests for divisibility of natural numbers, Decimals, Fractions, Square roots, Cube roots, Surds and indices, Use of BODMAS.	8
II	HCF, LCM of integers, Ratio and Proportion, Progressions: Arithmetic Progression, Geometric Progression, Harmonic Progression with their simple and basic practical applications, Number series completion.	8
III	Percentage, Profit & Loss, Allegation or mixture, Average, Average speed problems, Calendar.	8
IV	Logarithms, Area of Quadrilaterals (Parallelogram, Square, Rectangle, Rhombus, Trapezium),Volume and surface area of Cube, Cuboid, Cylinder, Cone, Sphere and Hemisphere.	8

Practical

30

The examiner will set 4 questions at the time of practical examination by taking Course Learning Outcomes (CLOs) into consideration. The examinee will be required to solve 2 questions. The evaluation will be done on the basis of practical record, viva-voce, written examination.

Problem Solving- Questions related to the following problems will be solved and their record will be maintained in the Practical Notebook:

1. To solve problems related to the simplification of expression involving fractions having use of BODMAS.
2. Practical problems of salary increment, population increase etc. and apply formula for n^{th} term and sum of n terms based on A.P. and G.P.
3. Working out average speed during a trip from a destination to another destination assuming non uniform speed taking at least three variation in magnitude of speed.
4. Practical problems related to ratio and proportion.
5. Practical problems related to two digit numbers and reversal of digits at unit and ten`s places.
6. Draw a chart for quadrilateral (Parallelogram, Square, Rectangle, Rhombus, Trapezium) mentioning their properties, surface area and perimeter.

7. Draw 3-D figures Cuboid, Cube, Cylinder, Cone, Sphere and Hemisphere and problems solving for the surface area and volume of these figures.
8. Derive a formula to determine average speed of a person value of an item after 'n' years if it depreciates at the rate of 'r %' per annum , when its person travelling from a destination 'A' to another destination 'B' with a speed of x km/h and returning back with a speed of y km/h.
9. 'M' offers a discount of 25% on a book to 'A' and for the same book, he offers 'B' a discount of 10% and again an additional discount of 15%. Analyze, which has to pay more for the same book.
10. Problem of determining single discount in percent equivalent to successive discount of x %, y% and z %.
11. Problem of determining loss percent when a person sells two similar items, one at a gain of x % and the other at a loss of x %.
12. To solve problem related to the value 'P' is given.
13. Problem of determining the value of an item 'n' years ago if its depreciation rate 'r %' per annum and present value 'P' is given.
14. Problem of percentage reduction in consumption of a commodity if its price increases 'r %' so as not to increase the expenditure.
15. Problem to find the ratio in which two or more ingredients at the given price must be mixed to produce a mixture of a desired price.

Suggested Evaluation Methods

Internal Assessment:

➢ **Theory 15**

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

➢ **Practicum 5**

- Seminar/Demonstration/Viva-voce/Lab records etc.: 5

End Term Examination:

➢ **Theory 35**
Written Examination

➢ **Practicum 20**
Lab record, viva- voce, write up.

Part C-Learning Resources

Recommended Books:

1. R. S. Aggarwal (2022). *Quantitative Aptitude.* S Chand & Company Limited, New Delhi.
2. A. Guha (2020). *Quantitative Aptitude* (7th Edition). Mc Graw Hill Publications.
3. V. Dyke, J. Rogers and H. Adams (2011). *Fundamentals of Mathematics,* Cengage learning.
4. A.S. Tussy, R. D. Gustafson and D. Koenig (2010). *Basic Mathematics for College Students*. Brooks Cole.
5. C. C. Pinter (2014). *A Book of Set Theory*. Dover Publications.

6. G. Klambauer (1986). *Aspects of calculus*. Springer-Verlag

Course ID - 243/YOG/SE201

SEMSTER-2
Skill enhancement course
Method of Teaching Yoga

Course Code	Course Title	Course ID	L	T	P	L	T	P	Credits	MARKS				
			(Hrs)			Credits				TI	TE	PI	PE	Total
SEC-2	Method of Teaching Yoga		2		2	2		1	3	15	35	5	20	75

Course Code:	Credits:3
TI: 15 TE: 35	PI: 5 PE: 20

Instruction for External Examination: This question paper shall be divided in two sections. Examiner is requested to set section A as compulsory question containing 11 marks and from the entire syllabus (can be either subjective or objective). Section B will be in choice from two question from first 2 unit. The student will be required to attempt one question from each unit, these question in section B will be of 12 marks.

Objectives: The objective of a course or module on the "Methods of Teaching Yoga" in a graduate program is to equip students with the skills, knowledge, and confidence required to effectively teach yoga to diverse populations. This includes understanding pedagogical techniques, the ethical and professional responsibilities of a yoga teacher, and the ability to create safe and inclusive learning environments.

Outcome: Following the completion of this course, students shall be able to

Understand the principles and practices of teaching methods of Yoga.

Have an in-depth understanding about session and lesson planning and classroom arrangements.

Have an idea about the different tools used in Yoga teaching

UNIT-1: PRINCIPLES AND METHODS OF TEACHING YOGA

1.1Teaching and Learning: Concepts and Relationship between the two

1.2 Meaning and scope of Teaching methods, and factors influencing them

1.3 Teaching aids its meaning and need

1.4 Essentials of Good Lesson Plan: concepts, needs, planning of teaching Yoga

UNIT-2: LESSON PLANNING IN YOGA AND CLASS MANAGEMENT

2.1 Techniques of mass instructions; Individualized teaching and group teaching.

2.2 Class management in Yoga: its meaning and need

2.3 Lecture cum demonstration in Yoga: Its meaning, importance, and method of its presentation

2.4 Critical observation of a Yoga class/Yoga camp/Workshop

UNIT-3: PRACTICE OF TEACHING IN YOGA

3.1 Each student will have to prepare and give at least two Lecture cum Demonstration on any one topic of Yoga.

3.2 Two Yoga lesson plan for an Individual

Suggested Books

Dr. Gharote M L: Teaching methods for Yogic practices, Kaivalyadhama, Lonavala, 2007

Dr. Raj Kumar: Principles & methods of Teaching, Printo graphics, Delhi,

Saket Raman Tiwari& others: Teaching of Yoga, DPH Publishing Corporation, Delhi, 2007

Dr. Shri Krishna: Notes on basic principles & methods of teaching as applied to yogic practices and a ready reckoner of yogic practices, Kaivalyadhama, Lonavala, 2009

21/7/25

240/MV/SE201

Gurugram University
Syllabus UG Under NEP

Subject – Music

Session – 2023-24

Semester – II[nd]

Course Title – Harmonium

Name of the programme – B.A. MULTIDISCIPLINARY – (MUSIC(V))

Course type – SEC

Course ID – 240/MV/SE201

Course Learning Outcomes (CLO) :- After Completing this course, the learner will be able to

1. Play basic Alankars on Harmonium with different Talas.
2. Play various composition on harmonium for school level.
3. Play various composition of light music on Harmonium.
4. Improves ability to accompaniment with Tabla.

Course title	Nature of the course	Total Credits	Components			Eligibility Criteria / Prerequosites
			L	T	P	
Harmonium	SEC	3	2	0	1	Class XII Pass

Max Marks – 75(50+25)
Internal Assesment: 20 (15+5)
End Term Exam Marks : 55(35+20)

Time – 3 Hours (Theory)
6 hours Practical

Content Course

General Instruction

1. There shall be Nine Question in all
2. The question paper will be divided into five units
3. Paper setter has to set 2 questions from each unit of syllabus given below, a total of 8 Questions 4 units.
4. The question no. Nine (Unit V) will be compulsory and covers the whole syllabus. It contains 7 objectives type questions of one marks each
5. All the questions carry Equal Marks.
6. The Candidates shall be required to attempt five question in all, selecting one question from first four units and 9[th] Question (Vth Unit) will be compulsory to attempt.

Unit I (8 hours)

1. Elementry Knowledge of Shuddha and Vikrit swar.
2. Elementry Knowledge of Harmonium and its various parts
3. Ability to write at least five Alankar.

Unit II (8 Hours)

4. Detailed Description of Following Ragas:
   (a) Yaman (b) Bhupali
5. Ability to write the thekas with dugun in the following Talas:

i. Teental ii Keharva

Unit III (7 Hours)

6. How Many octaves does an Indian Harmonium have?
7. Short Notes on the the following
   (i)Sangeet (ii)Swar (iii)Shruti (iv)Naad

Unit IV (7 Hours)

8. Structural Detail of Harmounium with Sketch.
9. Biography and Contribution towards Music by the following:-
   (i) Ustad Bhure Khan (ii) Ustad Mohmood Dholpuri

Unit V (30 Hours)

Practical

1. Elementry knowledge of handling the instrument
2. Elementry Knowledge of finger technique and sound production
3. Ability to play 10 alankar in Shuddha Swaras
4. Ability to play National Anthem.
5. Ability to play Saraswati Vandana.
6. Abilty to play any Geet/Ghazal on Harmonium.

Internal Assesment

Theory

- Class Participation
- Seminar/Presentation/Assingment/Quiz/Class Test etc. 15

- Mid-Term Exam

Practicum

- Class Participation
- Seminar/Demonstration/viva-voce/Lab Records etc-5
- Mid-Term Examination

End Term Examination

(35+20)

Learning Resources

(i) Samvadini (Harmonium) – Jayant Bhalodkar
(ii) Harmonium Vividayam – Dr. Vinay Mishra
(iii) Rag Parichay Part (1-4) – Pt. Harishchand Shrivastav
(iv) Shastriya Sangeet ka vikas – Dr. Amita Sharma
(v) Taal Parichay (1-4) . Pt. Girish Chand Srivastav

Credit -3

Introduction Subject – Music
Semester –
Name of the Course - Kathak Dance
Couse Type – SEC
Course Learning Outcomes : The learner will be able to :

(i) Ability to demonstrate basics of Kathak Dance.
(ii) Demonstrate about the South Inidian Dance
(iii) Ability to Elaborate various various composition of Khattak Dance
(iv) Inproves Ability to Accompaniment with Tabla.
(v) Perform Khathak dance on Stage

Credit – 3
Max Marks: 75(50+25)
Internal Assesment (15+5)
End term Exam Marks 55(35+20)

Content of the Course

Instruction

1. There shall be Nine Question in all
2. The Question Paper will be divided into five unit
3. Paper Setter to set 2 Questions from each unit of syllabus given below, a total 8 question from all 4 unit.
4. The Question carry equal Marks.
5. The Candidates shall be required to attempt five questions in all, selecting one Question from First four unit and 9nth Question (Vth Unit) will be compulsory to attempt.

Unit I (8 Hours)

1. Meaning, defination, and kinds of the following terms-
   Kala, Lalit Kala, Sangeet, Natya, Nritya, Classical – Folk Dance

240/MV/SE202

Gurugram University

Syllabus of a Course under NEP

Introduction Session(2024-25)

Subject – Music

Semester – II[nd] Semester

Name of the programme – B.A. MULTIDISCIPLINARY - (MUSIC(V))

Course Title – Guitar

Course Type – SEC

Course ID – 240/MV/SE202

Course Learning Outcomes

1. The Student will be able to describe the Origin and development of Guitar.
2. The Student will be able to elaborate the terms and techniques of Guitar
3. The Students will be able to define the importance of Guitar in present Scenario.
4. Demonstrate the Use of Guitar as an Accompany.
5. Play Guitar on Stage

Course title	Nature of the course	Total Credits	Components			Eligibility Criteria / Prerequosites
			L	T	P	
Guitar	SEC	3	2	0	1	Class XII Pass

Time Durations – 3 Hours (Theory)
6 hrs. : (Practical)

Max. Marks : 75(50+25)
Internal Assesment : 20(15+5)
End Term Exam Marks : 55(35+20)

Content

General Instructions:

1. There shall be Nine question in all.
2. The Question Paper will be divided into five unit.
3. Paper Setter has to set 2 question from each unit of Syllabus given below a total of 8 question from all four Units.
4. The Question No.9 (Unit V) will be compulsory and covers the whole syllabus, it contains 7 objective type of one marks each.
5. All questions carry all equal Marks

6. The Candidates shall be required to attempt five Questions in all, selecting one question from first four Units and 9th Question (Vth Unit) will be compulsory to attempt.

Unit I (8 Hours)

1. Origin and Development of Guitar
2. Structural Knowledge of Guitar with Sketch

Unit II (8 Hours)

1. Different type of Guitar
2. Tuning of Guitar

Unit III (7 Hours)

1. Defination of the Following :
   (a) Major Scale (b) Minor Scale (c) Barre Code (d) Plucking (e) Scale
2. Techniques of using chords in Guitar

Unit IV (7 Hours)

1. Biography and Contribution in following:
   (a) Pt. Vishwa Mohan Bhatt (b) Brij Bhushan Kabra
2. Importance of Guitar in classical Music.

Unit V (30 Hours)

Practical

1. Ability to play chords on Guitar from various Major cord Families.
2. Ability to play chords on Guitar from various minor cord families.
3. Ability to play Guitar with any one :
   Fusion/ Folk/ Bollywood Song
4. Ability to play different strumming pattern on Guitar.
5. Tuning of Guitar.

Internal Assesment : 20(15+5)

- Class Participation
- Seminar/ Presentation/ Assingment/ Class Test/ Quiz etc. 15
- Mid-Term Exam :

Practicum:

- Class Participation
- Seminar/ Demonstration/ viva-voce/ Lab Records etc.: 5
- Mid-Term Exam:

End Term Examination : 55 (35+20)

Learning Resources

1. Speed Mechanics for Lead Guitar by Troy Stetina.
2. Music Theory for Guitarists by Hal Leonard.
3. Music Reading for Guitar by David Oakes
4. Guitar Reading workbook by Barret Tagliarino
5. Pumping Nylon by Scott Tannat.

240/MI/SE201

Gurugram University
Syllabus UG Under NEP

Subject – Music

Session – 2023-24

Semester – II[nd]

Course Title – Harmonium

Name of the programme – B.A. MULTIDISCIPLINARY – (MUSIC(I))

Course type – SEC

Course ID – 240/MI/SE201

Course Learning Outcomes (CLO) :- After Completing this course, the learner will be able to

1. Play basic Alankars on Harmonium with different Talas.
2. Play various composition on harmonium for school level.
3. Play various composition of light music on Harmonium.
4. Improves ability to accompaniment with Tabla.

Course title	Nature of the course	Total Credits	Components			Eligibility Criteria / Prerequosites
			L	T	P	
Harmonium	SEC	3	2	0	1	Class XII Pass

Max Marks – 75(50+25)
Internal Assesment: 20 (15+5)
End Term Exam Marks : 55(35+20)

Time – 3 Hours (Theory)
6 hours Practical

Content Course

General Instruction

1. There shall be Nine Question in all
2. The question paper will be divided into five units
3. Paper setter has to set 2 questions from each unit of syllabus given below, a total of 8 Questions 4 units.
4. The question no. Nine (Unit V) will be compulsory and covers the whole syllabus. It contains 7 objectives type questions of one marks each
5. All the questions carry Equal Marks.
6. The Candidates shall be required to attempt five question in all, selecting one question from first four units and 9[th] Question (Vth Unit) will be compulsory to attempt.

Unit I (8 hours)

1. Elementry Knowledge of Shuddha and Vikrit swar.
2. Elementry Knowledge of Harmonium and its various parts
3. Ability to write at least five Alankar.

Unit II (8 Hours)

4. Detailed Description of Following Ragas:
   (a) Yaman (b) Bhupali
5. Ability to write the thekas with dugun in the following Talas:

i. Teental ii Keharva

Unit III (7 Hours)

6. How Many octaves does an Indian Harmonium have?
7. Short Notes on the the following
   (i)Sangeet (ii)Swar (iii)Shruti (iv)Naad

Unit IV (7 Hours)

8. Structural Detail of Harmounium with Sketch.
9. Biography and Contribution towards Music by the following:-
   (i) Ustad Bhure Khan (ii) Ustad Mohmood Dholpuri

Unit V (30 Hours)

Practical

1. Elementry knowledge of handling the instrument
2. Elementry Knowledge of finger technique and sound production
3. Ability to play 10 alankar in Shuddha Swaras
4. Ability to play National Anthem.
5. Ability to play Saraswati Vandana.
6. Abilty to play any Geet/Ghazal on Harmonium.

Internal Assesment

Theory

- Class Participation
- Seminar/Presentation/Assingment/Quiz/Class Test etc. 15

- Mid-Term Exam

Practicum

- Class Participation
- Seminar/Demonstration/viva-voce/Lab Records etc-5
- Mid-Term Examination

End Term Examination

(35+20)

Learning Resources

(i) Samvadini (Harmonium) – Jayant Bhalodkar
(ii) Harmonium Vividayam – Dr. Vinay Mishra
(iii) Rag Parichay Part (1-4) – Pt. Harishchand Shrivastav
(iv) Shastriya Sangeet ka vikas – Dr. Amita Sharma
(v) Taal Parichay (1-4) . Pt. Girish Chand Srivastav

Introduction Subject – Music
Semester --
Name of the Course - Kathak Dance
Couse Type – SEC
Course Learning Outcomes : The learner will be able to :

(i) Ability to demonstrate basics of Kathak Dance.
(ii) Demonstrate about the South Inidian Dance
(iii) Ability to Elaborate various various composition of Khattak Dance
(iv) Inproves Ability to Accompaniment with Tabla.
(v) Perform Khathak dance on Stage

Credit – 3
Max Marks: 75(50+25)
Internal Assesment (15+5)
End term Exam Marks 55(35+20)

Content of the Course

Instruction

1. There shall be Nine Question in all
2. The Question Paper will be divided into five unit
3. Paper Setter to set 2 Questions from each unit of syllabus given below, a total 8 question from all 4 unit.
4. The Question carry equal Marks.
5. The Candidates shall be required to attempt five questions in all, selecting one Question from First four unit and 9nth Question (Vth Unit) will be compulsory to attempt.

Unit I (8 Hours)

1. Meaning, defination, and kinds of the following terms-
   Kala, Lalit Kala, Sangeet, Natya, Nritya, Classical – Folk Dance

240/PSY/SE201

Semester-2

SEC02 Life Skill (Credits 03)

Maximum Marks: 75

Theory Examination: 35

Theory Internal Assessment: 15

Practical Examination: 20

Practical Internal Assessment: 05

Examination Time: 2 hrs

Course Outcomes:

- Developed awareness of the cognitive and behavior-based components of life skills, along with effective strategies for teaching and enhancing these skills.
- Acquired in-depth knowledge of various life skills and their practical applications through different instructional methods, such as projects, demonstrations, and observations.

Instructions:
The students will be required to attempt four questions in all. Question No. I will be compulsory comprising of 5 short answer type questions of 1 mark each and will cover the entire syllabus 1X 5 = 5 marks. In addition to it, Question Nos. II to VII will consist of long answer (essay type) questions, two Questions from each Unit with internal choice carrying 10 marks each i.e. 3 X 10 = 30 marks thus making it the total weight age to 35 marks. Three questions to be attempted. One from each unit.

Unit-I

Life Skills: Cognitive based (critical thinking, knowledge construction, evaluating reasoning, solution focused thinking); Behavior based (ethics, integrity, problem solving and decision making).

Unit-II

Significance and development of Life skills ; Strategies for enhancing life skills.

Unit-III

Methods of Teaching Life Skills: Project, Demonstration, Observation, Experiment and Integrated method; Role of teachers and community members in Life skill education.

References:

1. SCERT .Life Skills Education-Guidebook for Teachers (SCERT)
2. Sengararvelu,G. (2011) .Education in Emerging Indian Society, Neel Kamal Publication Pvt Ltd.
3. Baron.A. Robert. Branscombe, R. Nyla et al. (2010). (12th Edition) New Delhi: Tata McGraw Hill.
4. Bishop, S. (1999). Assertiveness skills – A source book of activities, New Delhi: Viva Publishers Pvt. Ltd.
5. Burnard, P. (1999). Interpersonal Skills – A source book of activities, New Delhi: Viva Publishers Pvt.Ltd.

240/HIS/SE201

Sem 2

Subject: Monumental studies -II	Maximum Marks: 75 (TE + TI + PE + PI = 50+25+0+0=75)
Course Code: SEC -2,	Time Allowed: 3 Hrs.
Credits : 3	Skill Enhancement Course

Instructions for paper setter: The question paper will consist of seven questions in total. The students must attempt four questions. Question no. 1 is compulsory and include seven short answer type questions covering the entire syllabus, each carrying two marks. For the remaining three questions two questions will be set from each unit, students are required to attempt one question from each unit, with each question carrying seven marks.

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

1. The student will be able to identify stylistic classifications, also understand the progress of art through time and space.

2. This study enables the student to understand the meaning, use, purposes and worth of art evidences from medieval times, especially the sculptures and paintings.

3. The learner will be able to identify the regional styles of art, temple structures of different periods and regions

COURSE CONTENTS:

Unit 1:

Temples and Sculptures of South India: Early Cālukyan -Temples of Aihole and Badami; Kailāśanātha Temple of Ellora; Pallava Rathas and Structural Temples of Mahabalipuram and Kanchipuram ; Chola Temples with special reference to Thanjavur 9. Hoysala Temples (Halebid). Temples and Sculptures of Eastern India - Temples of Bhubaneswar, Puri and Konark; Pāla Sculptures. Temples of Western India - Sun Temple of Modhera : Abu Temples : Vimalavasahī and Lūn avasahī .

Unit2:

A brief history of Archaeological Monuments: Charminar, Humayun's Tomb, Delhi, Taj Mahal, Qutub Minar, New, Fatehpur Sikri, Golgumbaz, Red Fort, Agra fort, Jama Masjid, Quwwat-ul-

Islam Mosque, Alai Darwaza , Iron Pillar, Hawa Mahal, Amber Fort.

Unit 3: Field Practice: Survey of Monuments in Delhi and Delhi NCR (Gurugram and Nuh District). Field Survey report.

Suggested Readings:

Agrawala, P.K., Guptakālīna Kalā evam Vāstu (Hindi), Varanasi, 1994.
Bajpai, K.D., Bhāratīya Vāstukalā kā Itihāsa (Hindi), Lucknow, 1972.
Brown, P., Indian Architecture (Buddhist and Hindu Periods) (relevant portions), Bombay, 1971.
Coomaraswamy, A.K., History of Indian and Indonesian Art, London, 1927.
Gupta, P.L., Bhāratīya Sthāpatya (Hindi), Varanasi, 1970. S
Jauhari, M., Cola aura Unakī Kalā, Varanasi, 1968. Krishna Dev, Temples of North India, New Delhi, 1969.
Majumdar, R.C. and A.D. Pusalker (eds.), The History and Culture of the Indian People, Vols. III and V (relevant portions), Bombay, 1988, 1989.
Monica Juneja, Architecture In Medieval India ,permanent black
Saraswati, S. K., A Survey of Indian Sculpture, Calcutta, 1956 (Reprint edn.). Srinivasan, K. R., Temples of South India, New Delhi, 1972.

240/GEO/SE201

Gurugram University Gurugram, Haryana (India)

Skill Enhancement Course from the department for pool of the Courses in the University

(These courses are offered by each department for students of other departments/same department and is designed to provide value-based and/or skill-based knowledge and should contain both theory and lab/hands-on/training/field work.)

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

Course Title: Geographical data collection Techniques -Semester-2

Paper Code: SEC-2 (Theory and Practical Paper)

Credit: 03 (2+0+2) L+T+P Hrs/Week	Total Marks	75 Marks
Time: 3 Hours (Theory) Time: 4 Hours (Practical)	End Semester Exam: Internal Assessment (Attendance)*	35 Marks 15 Marks
Note: Theory Exam: as the instructions mentioned under Practical Exam: as the instructions mentioned under Practical Exam Time: 4 Hours	Practical Exam Internal Assessment (Practical)**	20 Marks 05 Marks

Learning/Course Objectives: Understanding about basic technique of data collection. To create awareness about method of data collection and its importance. Acquaintance with nature and significance of information.
Learning/Course Outcomes: CO1: To gain knowledge of how different tools helps in data collection .CO-2: To create a better understanding and draw conclusions based on data collected .CO-3: To recognize the ways in which appropriate method affects several facets of information .CO-4: To become acquainted with data collection issues from a geographical perspective. CO-5: Students will be able to understand the data collection concepts which are important for long-term development and growth.

UNIT-I

Types and sources of data: characteristics of primary and secondary data. Types of questionnaires and their formulation, Sample design for collection of socio-economic data, Collection of demographic and socio-economic data from the field.

.UNIT-II

Data Collection & projections, (Semi average method, least square method, Exponential population growth), construction of life Tables, population density and concentration index. Dependency ratio, calculation of human development Index. (05 Exercise)

UNIT-III

Method of data analysis, Representation of data in individual, discreet and continuous series, measures of Central tendency, (Mean, Median, Mode), measures of dispersion & coefficient of variation. (05 Exercise)

UNIT-IV

Methods of representation of data Pie chart, Age and sex pyramid and types, Trilinear chart, Flow diagram, Choropleth, Proportional circles, divided proportional circles, level of urbanization. (05 Exercise)

Note: (i) Skill Enhancement Course from the department for pool of the Courses in the University is offered by each department for students of other departments/same department and is designed to provide value-based and/or skill-based knowledge and should contain both theory and lab/hands-on/training/field work.

15

Theory Exam

(ii) The Question one of paper is compulsory. Question one of paper will contain Multiple Choice Questions (MCQ)/Objective type Terms of seven marks (seven MCQ/ Objective type/Terms of one mark each). (iii) The question paper will have four units. Two questions will contain from each unit of the syllabus. Candidates are required to attempt one question from each unit. These questions will be of Seven marks each. *Internal Assessment of 15 marks will be 05 marks of attendance + 10 marks of Practical assignment /file/sessional (Theory Part)

Practical Exam

(iii) The question paper Practical part out of unit two, three and four will comprise Exercise Part. (3 Question x 4 Marks= 12 Marks). Each unit of comprising exercise part of question paper will comprise one question from each unit of the syllabus .Candidates (s) are required to attempt three question / exercise from the units. These questions will be of 04 marks each. Candidates will be required to attempt exercise neatly and cleanly on the provided geography sheet.(a) Record file will be of

Maximum four Marks.(b)Exercise will be of maximum twelve Marks.(c) Viva Voce will be of Maximum four Marks. ** Internal
Assessment of 05 marks will be based on attendance (Practical Part)

Recommended Readings:

- Khan, A.A. (1996). Text Book of Practical Geography, Concept, New Delhi.
- Lawrence, GRP.(1968). Cartographic Methods, Methuen, London.
- Mishra R.P. and Ramesh A. (1999). Fundamentals of Cartography, Concept Publishing Company, New Delhi.
- Monkhouse, F J. and Wilkinson, H.R. (1994). Maps and Diagrams, Methuen, London.
- Robinson, A.H. et.al. (1995) Elements of Cartography, John Wiley & Sons, .
- Singh, R.L., (1979). Elements of Practical Geography, Kalyani Publisher, New Delhi.
- Singh ,Gopal (1991),Map Work and Practical Geography,SBD Publishers, Distributors,4075,Nai Sarak,Delhi
- Sarkar, A.K (1997): Practical Geography-A Systematic Approach, Orient Longman, Calcutta.
- Steers, J.B. (1992) Map Projections; University of London Press, London.
- Black James A and D.J. Champion (1976): Methods and Issues in Social Research, New York, John Wiley and Sons, Inc.
- Goode and Hatt, Research Methodology in Social Sciences, Oxford University Press, New Delhi.
- Gomez B and John Paul Jones. 2010. Research Methods in Geography-A Critical Introduction. Wiley Blackwell Publications, Singapore.
- Prasad,H (1992)Research Methods and Techniques in Geography, Rawat Publishers, Jaipur.
- Kundu A. (2005)Measurement of Urban Processes: A Study of Regionalization, Popular Prakashan, Mumbai.
- Mishra, H.N. and Singh V.P.(1998)Research Methodology: Social, Spatial and Policy Dimensions, Rawat Publishers, Jaipur.

240/SOC/SE201

Semester-2

SEC-2:- Computer Application in Data Analysis
Credit-3

Maximum Marks –50
Theory – 35
Internal Assessment – 15
Time – 3 hours

The students will be required to attempt four questions in all. Question No. I will be compulsory comprising of 4 short answer type questions of 2 marks each and will cover the entire syllabus 4X 2 = 8 marks. In addition to it, Question Nos. II to VII will consist of long answer (essay type) questions, two Questions from each Unit with internal choice carrying 14 marks each i.e. 3 X 14 = 42 marks thus making it the total weight age to 50 marks .Three questions to be attempted. One from each unit.

Course Outcomes:

- This paper aims at introducing computer , its classification and functions.
- Students will get an exposure in analysis of data
- Students will be able to understand use of statistics in social research.

Unit – I

Introduction to Computers: History of Computer; Basic Applications of Computers in various fields; Functional components of Computers; Classification of Computers; Strengths and Weaknesses of Computers; Computer Virus.

Unit-II

Analysis of Data: Classification and Tabulation, Frequency Distribution; Graphic Presentation of Data, Chart, Histograms and Graphs

Unit – III

Statistics in Social Research: Measures of Central Tendency: Mean Median and Mode; Use of Computer in Data Analysis

Readings:

Ahuja, Ram (2001), Research Methods, Delhi:Rawat Publications.

Bailey, Kenneth D. (1982), Method of Social Research, New York: The Free Press, Second Edition.

Blalock, Hubert M. (1979), Social Statistics. New York: Tata Mc-Graw-Hill.

Champion, Dean. J. (1981), Basic Statistics for Social Research New York: Macmillan Publishing.

Goode, W.J. and P.K. Hatt, (1952), Methods in Social Research. New York: McGraw International Students Edition.

Gupta, S.P. (2002). Statistical Methods, New Delhi:Sultan Chand and Sons Publication.

Kumar, Ranjit (2006), Research Methodology : A Step-by-step Guide for beginners, Australia, Pearson Education.

Moser, S.C. and G. Kalton (1971), Survey Methods in Social Investigation, London: Heinmann.

Nachmias, David & Chava Nachmias (1981), Research Methods in Social Sciences, New York, St. Martin's Press.

Seltiz, Claire et al (1959), Research Methods in Social Relation, New York:Henry Holt and Co.

Sexena, Sanjay(1998), A First Course in Computer, New Delhi, Vikas Publishing House.

Sharma, Vaishali(2012), The Essentials of information Technology, New Delhi, Dhanpat Rai Publishing Co. Pvt. Ltd.

Thakur, Devender (2003). Research Methodology in Social Science, New Delhi: Deep and Deep Publications Pvt. Ltd.

Young, P.V. (1988), Scientific Social Surveys and Research, New Delhi Prentice Hall.

240/SKT/SE202

SKILL ENHANCEMENT COURSE

SEMESTER 2

नित्यकर्म विधि

Course Code	Course Title	Course ID	L	T	P	L	T	P	Credits	MARKS				
			(Hrs)			Credits				TI	TE	PI	PE	Total
SEC-2	नित्यकर्म विधि		2		1	2		1	3	15	35	05	20	75

पाठ्यक्रम विवरण

यह पाठ्यक्रम भारतीय संस्कृति, धर्म और वैदिक परंपराओं के मूलभूत पहलुओं पर आधारित है। इसमें विद्यार्थियों को संध्या उपासना की विधि, यज्ञ के तत्व, और वैदिक मंत्रों के महत्व के बारे में सिखाया जाता है। इस पाठ्यक्रम का उद्देश्य शास्त्रों में निहित ज्ञान को समझना और उसे व्यावहारिक जीवन में लागू करना है।

पाठ्यक्रम का उद्देश्य:

- विद्यार्थियों को **संध्या उपासना** की विधि, उसकी महत्ता और परंपरा से अवगत कराना।
- **संकल्प** और **स्वस्तिवाचन** के आध्यात्मिक और सांस्कृतिक महत्व को समझाना।
- **पंचमहायज्ञ** और यज्ञीय सामग्री के निर्माण की प्रक्रिया का ज्ञान देना।
- भारतीय परंपराओं और वैदिक संस्कृति के आधारभूत तत्वों के प्रति आदर और रूचि विकसित करना।

पाठ्यक्रम के परिणाम:

- विद्यार्थी संध्या उपासना की विधि और उसमें उपयोग होने वाले प्रतीकों को समझ पाएंगे।
- संकल्प और स्वस्तिवाचन के महत्व को आत्मसात कर जीवन में उनकी उपयोगिता का अनुभव करेंगे।
- पंचमहायज्ञ की वैदिक परंपरा और उनके सामाजिक व आध्यात्मिक लाभों को समझेंगे।
- यज्ञीय सामग्री के निर्माण और उसके उपयोग में दक्षता प्राप्त करेंगे।

पाठ्यक्रम :

इकाई 1: (क) संध्या उपासना विधि (ख) संध्या पात्र परिचय
इकाई 2: संकल्प, स्वस्तिवाचन, स्तुति
इकाई 3 : पंचमहायज्ञ, यज्ञीय सामग्री, निर्माण विधि

दिशा-निर्देश:

1. सभी इकाइयों में से 5 वस्तुनिष्ठ प्रश्न (अनिवार्य): 10 अंक

प्रत्येक इकाई से बहुविकल्पीय प्रश्न या लघु उत्तर प्रश्न शामिल होंगे।

2. इकाई 1 से 3 में से 2 टिप्पणी लिखें: 10 अंक
3. इकाई 2 से 2 में से 1 टिप्पणी लिखें: 5 अंक
4. इकाई 3 से 3 में से 2 टिप्पणी लिखें: 10 अंक

संदर्भ- ग्रंथ

1. नित्यकर्म पूजाप्रकाश-पं लालबिहारी मिश्र
2. स्तोत्र रत्नावली -श्री शिवजीत सिंह
3. शिवमहिम्नःस्तोत्र – पुष्पदन्त
4. नित्यकर्म पूजा प्रकाश
5. कर्मठ गुरु
6. सामान्य पूजा पद्धति

SEC-2

Zaraae iblaagh Max Marks: 35

ذرائع ابلاغ

Objective:

اس پرچے کا مقصد یہ ہے کہ:

۱۔طلباء عوامی ذرائع ترسیل، جدید ابلاغ عام سے واقف ہو سکے۔

۲۔عوامی ترسیل، نئی تکنالوجی اور سوشل میڈیا کے صحیح استعمال کو سمجھ سکے۔

Corse Outcome:

اس پرچے کی مکمل تدریس کے بعد طلباء اس قابل ہو جائیں گے کہ:

۱۔وہ ترسیل کی تعریف ونظریات اور عوامی ترسیل کی تاریخ سے واقف ہو جائیں گے۔

۲۔سوشل میڈیا اور نئی تکنالوجی کے بہتر استعمال سے واقف ہو جائیں گے۔

۳۔عوامی ترسیل کے سیاسی سماجی پہلو کے ساتھ ساتھ اس کے معاشی پہلو بھی جا سکیں گے۔

unit-1

ماس میڈیا: تعریف، حدود اور امکانات

unit-2

ماس میڈیا: اہمیت وافادیت

unit-3

ماس میڈیا کے اقسام

unit-4

اردو اور ماس میڈیا

کتب برائے مطالعہ

۱۔عوامی ذرائع ترسیل، اشفاق احمد خاں

۲۔ابلاغیات، محمد شاہد حسین

۳۔اردوادب پرزرائع ترسیل عامہ کے اثرات

۴۔اردوریڈیو، ٹیلی وژن میں ترسیل وابلاغ کی زبان،کمال احمد صدیقی

Instructions to the Paper-Setter and Students:

All questions are compulsory to attempt.

Unit-1 There will be two questions of which one is to be opted of 10 marks.

Unit-2 There will be two questions of which one is to be opted 10 marks.

Unit-3 There will be two questions of which one is to be opted 8 marks.

Unit-4 There will be two questions of which one is to be opted 7 marks.

240/JMC/SE201

Semester - II
Paper - Computer Applications for Mass Media-II

Name of Subject: **Computer Applications for Mass Media-II**	Maximum Theory Marks: 50 (35+ 15) Maximum Practical Marks: 25 (5+20) Total Marks: 75
Subject Code: SEC II	

Objective:

1. To understand the basic knowledge of Computer.
2. To aware students about use of computer in Media industry.
3. To develop an understanding on the Newspaper Designing.

Course Outcomes:

1. Students will be able to get basic knowledge of Computer
2. Students will be able to know about basics of Newspaper designing.
3. Students will be able to know about use of Computer in Media industy.

COURSE CONTENTS:

Unit 1:

1.1 Introduction to Internet
1.2 www and web browser
1.3 Search Engines
1.4 E-mail

Unit 2:

2.1 Introduction to Quark Xpress
2.2 Different Versions of Quark Xpress
2.3 Shortcut keys of Quark Xpress
2.4 Applications of Quark Xpress

Unit 3:

3.1 Introduction to Adobe Indesign
3.2 Different Versions of Indesign
3.3 Shortcut keys of Indesign
3.4 Applications of Indesign

Exercises and Practices :

1. Quark Xpress
2. Adobe Premiere pro
3. Students will prepare dummy of Newspaper

240/200/SE201

SEC-SKILL ENHANCEMENT COURSE								
ZOOLOGY: SEMESTER-2								
Course Type	**Course Code**	**Name of the Course**	**Credit**	**Contact Hours/ Week**	**Internal Assessment marks**	**End Term Marks**	**Max. Marks**	**Exam Duration**
		Taxidermy	**1**	**2**	**5**	**20**	**25**	**2hrs.**
		Practical	**2**	**4**	**15**	**35**	**50**	**4hrs.**

Level of the course: NA

Pre-requisite for the course(if any):NA

Course Learning Outcomes (CLO):

1. Students will be able to learn about the materiality of the taxidermy animal with in the museum context
2. Learners will be able to develop aknowledge and understanding of how to sustain a line of enquiry in a series of related art works
3. This Practice will be effective in the uses of a range drawing and in development studies which consider a creative response to the taxidermy animal.
4. Learners will be able for editing of visual ideas derived from research and study of the taxidermy animal.
5. Students will get practical exposure of Taxidermy procedure

Instructions for Paper-Setter

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

UNIT	TOPICS	CONTACT HOURS
I	General introduction to Taxidermy; Past and present scenario of Taxidermy; Types of Taxidermy for different animals; Applications of taxidermy	8
II	Layout of Taxidermy- Techniques and Materials used for Skinning, Cleaning and Preservation of dead animals; Keeping the record of dead animal-age, sex, Infestation of pests	8
III	Methods of Taxidermy in Fishes, Snakes and Birds ; Instruments used in Taxidermy; Maceration; Chemical treatments and procedure of Tanning	7
IV	Economic importance of Taxidermy; Role of Taxidermy in conservation and education; Factors affecting Taxidermy; Ethical issues; Pros and cons of Taxidermy	7
V Practical	1. Visit to the museum; 2. Identification of animals in Museum; 3. Prepare small models of animals; 4. To study the best and easiest method of Taxidermy of Birds; 5. Procedure of Taxidermy in mammals; Enlist the different types of chemicals used for Taxidermy; 6. Enlist the different types of instruments used for taxidermy	30

Learning Resources

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1. Taxidermy by Alexis Turner. Rizzoli.
2. Taxidermy by Leon Pray.
3. Barber'sManual:A textbook on taxidermy by T.J.McConnaughay
4. Home Book of taxidermy and tanning by Gerold. J Grantz.Stackpole Books,1985.

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240/HS/SE201

Skill Enhancement Courses

Part A - Introduction			
Semester	**II**		
Name of the Course (SEC-2)	**Techniques of Resist Dyeing and Printing**		
Course Learning Outcomes (CLO): After completing this course, the learner will be able to: 1. Develop skills and undertake projects batik dyeing, tie and dye and block printing. 2. Develop marketable articles value added with batik dyeing, tie and dye and block printing. 3. Describe the basics of dyeing, printing and finishing. 4. Examine the knowledge of auxiliaries and chemicals used for dyeing and printing. 5. Explain the relation between the dyes, pigments and fabrics. 6. Recommend the finishing for textiles after dyeing and printing.			
Credits	**Theory**	**Practical**	**Total**
	2	1	3
Contact Hours	2	2	4
Max. Marks:75 **(35TE+ 15TI + 05 PI + 20PE)**	**Time: 2h (Theory), 2h (Practical)**		

Part B- Contents of the Course

Instructions for Paper-Setter

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

	CONTACT HOURS
UNIT I Theoretical introduction to Resist Dyeing and Printing 1. Brief Introduction to Textile fibers with their Classification and properties. 2. Definition of Motifs, Designs and Pattern, Types of motifs (i)Naturalistic ii) Geometrical (iii) Stylized (iv) Abstract 3. Different types of Dyes and their affinity to different fibres 4. Types of Resist Printing. 5. Tools and equipment for Batik, Tie & Dye and Block Printing, safety precautions.	7
UNIT II Resist Dyeing: Batik Dyeing 1. Techniques of Batik Dyeing 2. Batik Dyeing traditional centres in India. 3. Preparation and process for Batik Printing. 4. Exercising precautions	7
UNIT III Resist Dyeing: Tie & Dye 1. Meaning of Tie and Dye: Tie and dye traditional centres in India. 2. Preparation and process for Tie and Dye, exercising precautions. 3. Treatment of fabric after tie and dye. 4. Tie and Dye with different tying materials and techniques.	7
UNIT IV Block Printing 1. Meaning of Block printing, different dyes for Block Printing.	9

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2. Types of Block Printing. 3. Types and Care of Blocks. 4. Making designs for Block Printing: Understanding placements. 5. Preparation and process for Block printing. 6. Treatment of fabric after printing. 7. Safety precautions.	

Practical (30 Hours)

1. Prepare samples of block printing, tie and dye and batik.
2. Demonstrate the use of different tools and equipment used for block printing
3. Demonstrating different tying techniques for tie and dye.
4. Preparing a range of household and apparel articles of cotton fabric using these techniques.
5. Dyeing of samples in single colour, two colours and multi colours.
6. Printing in single colour, two colours and multi colours.
7. Different Layouts-Central, Corner, Border and All over.

Part C-Learning Resources

1. Simon-Alexander, S. (2013). Tie-Dye: Dye It, Wear It, Share It. Potter craft.
2. Vejar, K. (2015). The Modern Natural Dyer: A Comprehensive Guide to Dyeing Silk, Wool, Linen, and Cotton at Home. STC craft/ A Melanie Falick Book.
3. Wada, Y. I., Rice, M. K., & Barton, J. (2012). Shibori: The Inventive Art of Japanese Shaped Resist Dyeing. Kodansha America, Inc.
4. Recker, K. (2019). True Colors: World Masters of Natural Dyes and Pigments. Thrums Books. 5. Erickson, J. D. (1974). Block printing on textiles. Watson-Guptill Publications.
5. Edwards, E. (2016). Block printed textiles of India: imprints of culture. Niyogi Books.
6. McLaughlin, C. (2014). A Garden to Dye For: How to Use Plants from the Garden to Create Natural Colors for Fabrics and Fibers. St. Lynn's Press.
7. Duerr, S. (2016). Natural Color: Vibrant Plant Dye Projects for Your Home and Wardrobe. Watson-Guptill publications Inc. U.S.
8. Callahan, G. (2010). Hand Dyeing Yarn and Fleece: Custom-Color Your Favorite Fibers with Dip-Dyeing, Hand-Painting, Tie- Dyeing, and Other Creative Techniques. Storey publishing LLC.
9. Lo, F. (2017). Dyeing to Spin & Knit: Techniques & Tips to Make Custom Hand-Dyed Yarns. Interweave.
10. Chavan, R.B. (1979). Textile Printing (Book of Papers) Department of Textile Technology, IIT New Delhi.

Note: External Practical (PE) will be conducted on Institutional Level by any of the teacher not teaching that paper. Teacher may be from same Department or from any other Department of the concerned institute.

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240/BIOT/SE201

SKILL ENHANCEMENT COURSE

Part A - Introduction			
Semester	**II**		
Name of the Course ID: 240/BIOT/SE201	**CELL CULTURE TECHNIQUES**		
Course Learning Outcomes (CLO): 1. Students will gain significant experience in handling the cells (microbial, animal & plant) through culture. Through integrated learning methods, utilizing hands-on training to reinforce lecture material participants will learn the biological basis and relevance of the process of culturing cells. 2. The course will provide in detail knowledge of basic instruments involved in culture laboratory, so that the students can easily be acquainted as operators in several cell culture & diagnostic laboratory. 3. In-hand experiments based on cell culture, development of slides, staining and analysis, along with documentation will impart experiential knowledge to students. The students in future can easily find way in cell culture & diagnostic laboratory. 4. Students will learn basics of plant propagation, learning massive propagation of plants now-a-days is very popular for profitable enterprise.			
	Theory	**Practical**	**Total**
	1	2	3
Contact Hours	1	4	5
Max. Marks:75 **(20TE+ 5TI + 15 PI + 35PE)**	**Time: 1h (Theory), 4h (Practical)**		
Part B- Contents of the Course			
Instructions for Paper-Setter Six questions will be set in all. Question No.1 comprising objective/short answer type questions from the entire syllabus, will be compulsory. The remaining five questions will be set taking one questions from each section. The candidates will be required to attempt Q.No.1 &three others selecting one questions from each section. All questions carry equal marks.			

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Introduction & biology of cultured cells; Equipment, aseptic techniques, safety protocols, Properties and uses of chemicals commonly used in cell culture laboratories. Culture vessels & media development (for bacteria, animal & plant cell culture); solid versus suspension culture. Different phases of cell growth (cell cycle concept and factors affecting cell growth in culture). Applications of cell culture Animal Cell Culture: Basic techniques of mammalian cell culture preparation: disaggregation of animal tissues (mechanical, enzymatic and EDTA). Concept of Primary culture & secondary culture.	**CONTACT HOURS** **15**
Plant Cell Culture: Overview of plant cell culture: Seed culture, Embryo culture, Callus culture, Organ culture, Protoplast culture, Anther culture; Storage and revival of cells; Induction of critical thinking: Demonstrate soft skills, such as decision making, planning, organizing, problem solving, analytical thinking, and documentation of experiments.	

List of Practicals

1. **Preparation of solutions and standards -** Preparation of test reagents and buffers. Protocols for proper mixing of chemicals. Safety precautions while preparation and storage of incompatible chemicals and reagents
2. **Usage and maintenance of basic equipment of biotechnology lab:** Principle, working & precautions of several instruments (weighing balance, autoclave, laminar air flow, incubator, spectrophotometer, centrifuge, microscope)
3. **Preparation of media:** Maintenance and storage of purified water for media (plant tissue culture media, microbiological media, and animal cell culture media) preparation. Preparation and storage of concentrated stock solutions.
4. **Handling of cells *in-vitro*:** Determination of cell growth, cell count and viability. Preparation of blood and bacterial smear for staining. Demonstration of different staining involving simple staining, differential staining, negative staining etc.
5. **Isolation & culture:**
   a) Isolation of bacterial cells from soil and their characterization using staining;
   b) Isolation of skin bacteria and their determination of catalase activity;
   c) Preparation of primary cell culture from fresh animal tissue (liver): disaggregation of animal tissues (mechanical, enzymatic and EDTA)
   d) Preparation and sterilization of plant explants along with callus induction & micropropagation

6. Laboratory record writing: Method of record writing, data collection and recording, reporting of result, discussion of result, summary writing, effective power point presentation taking any experiment as example.

Part C-Learning Resources

1. Culture of Animal Cells by R Ian Freshney
2. Animal Cell Culture: Principles and Practice by Shalini Mani, Manisha Singh, Anil Kumar
3. Experiments In Microbiology, Plant Pathology and Biotechnology - K. R. Aneja
4. Plant cell culture protocols, - Victor M. Loyola-Vargas and Felipe Vázquez-Flota (2nd edition).

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240/ECO/SE201

SEC-2

Session 2023-2024			
Part-A Introduction			
Subject	Economics		
Semester	II		
Name of the Course	Computer Application in Economic Analysis		
Course Code	-		
Course Type: (CC/MCC/MDC/ CCM/ DSEC/VOC/DSE/PC/AEC/ VAC	SEC		
Course Learning Outcomes (CLO)	1.This course will provide the students with the knowledge of fundamentals of computers, word processors, spread sheet, managing data, data analysis and the digital economy 2. At the end of this course the student is expected to be proficient in computing skills that are necessary for economic world 3. This course will provide the students with employability skills for an academic and corporate career		
Credits	Theory	Practical	Total
	02	1	03
Contact Hours	02	2	03
Max. Marks: 75 **Internal Assessment Marks: 15** **End Term Exam Marks: 35** **Practical internal: 05** **Practical external: 20**	**Time: 2 Hrs**		

Part-B Instructions for Paper Setters

Five Questions will be set in all and students will be required to attempt 3 questions.
2. Question No. 1 will be compulsory and will consist of 5 short answer type questions of 3 marks spread over the entire syllabus (3x5=15 marks).
3. For the remaining four questions, students will attempt 1 out of 2 questions from each of the two units (10 marks each).

Unit	Topics	Contact Hours
I	Opening, saving and printing documents files. Editing and formatting of documents, inserting page Numbers and footnotes, Table: Auto Format and Properties. Inserting graphs and diagrams Networking of Computer: Intranet and Internet, LAN and WAN, Internet Explorer, Search engines, Emails, Computer, document and Internet Security, Antivirus-scanning and updates	
II	Introduction to Microsoft Excel: Creation of worksheets; Data entry, formatting, sorting and validation; Importing and exporting of data files, Uses of mathematical, financial and statistical function and what if analysis, Data Analysis: Correlation, Simple and Multiple Regression, One way ANOVA, Creation of diagrams and graphs	

III	Introduction to SPSS: Creation of data files, assigning names and labels to variables, sort cases, import/export of files, Computing variable, Data Analysis: Descriptive statistics, Comparing means, Simple Correlation analysis, ANOVA, Simple Regression Analysis, Preparation of graphs and diagrams

Part-C Learning Resources
Recommended Books/E-Resources/LMS: > Goon, A. M, Gupta, M. K, and Dasgupta, B. Fundamentals of Statistics (Volume One), The World Press Private Ltd > GOI, Note on Sample Design and Estimation Procedure of NSS 68th Round, National Sample

240/ECO/SE202

BA. WITH MAJOR IN ECONOMICS (SEC)

SEMESTER II

SKILL ENHANCEMENT COURCES

SEC-1

Session 2024-2025			
Part-A Introduction			
Subject	Economics		
Semester	I		
Name of the Course	Data Types and Sources		
Course Code	240/ECO/SE202		
Course Type: (CC/MCC/MDC/ CCM/ DSEC/VOC/DSE/PC/AEC/ VAC	SEC		
Course Learning Outcomes (CLO)	1. To impart knowledge among students about data types and differences in various types 2. To impart knowledge about the sources of primary and secondary data 3. To make the students understand the concept of data collection and guide them on the skill of a good data collection		
Credits	Theory	practical	Total
	02	1	03
Contact Hours	02	02	03
Max. Marks: 75 **Internal Assessment Marks: 15** **End Term Exam Marks: 35** **Practical internal: 05** **Practical external: 20**	**Time: 2 Hrs**		

Part-B Instructions for Paper Setters

1. Five Questions will be set in all and students will be required to attempt 3 questions.
2. Question No. 1 will be compulsory and will consist of 5 short answer type questions of 3 marks spread over the entire syllabus (3x5=15 marks).
3. 3. For the remaining four questions, students will attempt 1 out of 2 questions from each of the two units (10 marks each).

Unit	Topics	Contact Hours
I	Data: meaning, types and importance of data in research, qualitative and quantitative data, primary and secondary data, Nominal, ordinal, interval, and ratio scale data. Cross – Sectional and Time Series Data,	

II	Sources of Primary Data:Interview method, observation method, questionnaire method, and schedule method. Advantages and Limitations of primary data	
III	Sources of Secondary Data: Census Data, Newspapers, Periodicals, records various government and non-government agencies. Reports published by various commissions constituted by Government. Reports published by international agencies and organizations. Journals, books, and published articles. Advantages and Limitations of secondary data. Data Collection – Meaning, objectives, Characteristics of good data collection, Advantages and Limitations.	

Part-C Learning Resources	
Recommended Books/E-Resources/LMS:	" Research Methodology: AStep-by-Step Guide for Beginners" by Ranjit Kumar Kothari. C.R."Research Methodology: Methods and Techniques" "Statistics for Business and Economics" by Paul Newbold, William J. Carlson, and Betty Thorne

* Applicable for courses having practical component.

242/MBAI/SE20/

SEMESTER-II

Computer Fundamentals & Applications-II

Subject Code-

Name of Subject: **Computer Fundamentals & Applications-II**	Maximum Theory Marks: 75(50+25)
Course Code: 222MISEC6	Time Allowed: 2 Hrs
Credits: 3	Discipline Specific Course

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

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

CO1: Work with advanced features of MS Word, MS Excel & MS PowerPoint

CO2: Create power point presentations and aware of mathematical calculations in MS Excel.

CO3: Able to use basic social networking tools

CO4: To make familiar about internet

COURSE CONTENTS:

Unit 1: Software concepts: Types of Software and their role, Different System Software types- Operating systems, Translators, System Utilities; Concept of Application Packages; Types of an Operating system- Multi-user O.S., Multi-tasking O.S., Multi-Processing O.S; Time – sharing O.S., Multi-Programming O.S. Operating System as a resource Manager, concept of GUI and CUI. System Languages
Unit 2: MS- Word: Fundamentals of MS-Word, Features of MS-Word, Menus, Formatting and Standard Toolbars, Ruler, Scroll Bar, Creating, Editing, Saving, export and import files, inserting and copying the files, Working with frames, Paragraph formatting, Columns, Pictures, Tables, Macros and Mail Merge. MS-Excel: Applications of a Spreadsheet; Advantages of an Spreadsheet; Features of Excel; Rows, Columns, Cell, Menus, Creating worksheet, Formatting, Printing, establishing worksheet links, Table creating and printing graphs, Macros, Using Built-in-functions
Unit 3: Presentation with Power- Point: Features of Power-point, Creating presentation the easy way, Working with different views, working with graphics in Power Point, Sound effects and Animations effects. Computer Networks: Introduction to Computer Network Network; Local Area Network, Wide Area Network, Types of Public and Private Network, Network Topology;
Unit 4: Internet and its Application, History of Internet, Benefits of Internet, ISP, Internet Accounts, Internet Addressing, Information Technology Browsers – Search Engine – WWW – Internet Protocols – FTP – TELNET – HTTP – E-mail – How to create E-mail – Internet Vs Intranet – Webpage – URL: Impact of IT on Business environment; Applications of IT. Multimedia: Concept of Multimedia, Multimedia Components, Multimedia Applications

SUGGESTED READINGS:

1. Gill, Nasib, Computer Fundamental and Internet
2. Saxena, Computer Applications in Management, Vikas Publication, New Delhi
3. B. Ram, Computer Fundamentals, New Age Publications, New Delhi
4. Rajaraman, V., Computer Fundamentals, PHI, New Delhi

Instructions for Internal Examiner: The internal assessment should be spread evenly throughout the semester and must include at least 3 independent components including a mid-term exam. Below are the suggested

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components for 25 marks. A teacher has a choice to change these components as per the need except the mid-term exam.

S. No.	Course Assessment Components	Marks/Weightage (%)
1	Assessment 1 : Class Participation(**CP**) And Individual Assessment	5
2	Assessment 2 : Mid Term Exam **(MTE)**	10
3	Assessment 3 : Case Analysis / Presentation **(CAP)**/ Group Project (**GP**) / Role Play / Live Projects/ Simulation / Worksheet Assessment	10
	Internal Assessment **(IA) (1+2+3)**	25
	End-Term Examination (**EE**)	50
	Total Marks (IA+EE)	**75**

Mapping Matrix of Course: 222MISEC6

Table 1: CO-PO & CO-PSO Matrix for the Course 222MISEC6: Computer Fundamentals & Applications-II

COURSE OUTCOMES	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3
CO1	3	3	3	2	3	3	3	3	3	3	3
CO2	3	2	2	3	2	3	3	3	2	3	3
CO3	2	2	3	3	3	3	2	2	3	2	3
CO4	3	3	3	3	3	3	3	3	3	3	3
Average	2.75	2.5	2.75	2.75	2.75	3	2.75	2.75	2.75	2.75	3

242/JMC/SE 203

MA Integrated (JMC)
SEMESTER - 2

Name of Subject: **Designing with Illustrator**		Maximum Theory marks: 50 (15+35)
Subject Code: SEC-02	Course ID:	Maximum Practical marks: 25 (05+20)

This question paper shall be divided in two sections. Examiner is requested to set section A as compulsory question containing 11 marks and from the entire syllabus (can be either objective or subjective). Section B will be in choice from two of the questions from each unit; these questions will be of 8 marks each. The students will be required to attempt one question from each unit.

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

Objective: The course aims to equip students with the skills and knowledge required to use Adobe Illustrator for graphic design. It focuses on understanding the principles of vector graphics and their applications in various design projects. Students will develop proficiency in creating and editing illustrations, logos, and other visual elements, enabling them to produce professional-quality graphics. The course also emphasizes the application of design principles to create visually appealing and effective graphics, preparing students for various roles in the design industry.

Course Outcomes:

1. Master the tools and functionalities of Adobe Illustrator.
2. Create professional-quality vector graphics and illustrations.
3. Apply design principles to produce visually appealing and effective graphics.

COURSE CONTENTS:

Unit 1: Introduction to Adobe Illustrator
1.1 Overview of the Illustrator Interface 1.2 Understanding Vector Graphics 1.3 Basic Tools and Functions 1.4 Creating and Saving Documents
Unit 2: Drawing and Illustrating
2.1 Using Shapes and Lines 2.2 Pen Tool and Bezier Curves 2.3 Creating Complex Illustrations 2.4 Working with Brushes and Patterns
Unit 3: Advanced Techniques
3.1 Using Layers and Groups 3.2 Applying Gradients and Transparency 3.3 Typography in Illustrator 3.4 Creating and Editing Symbols

Suggested Readings:

1. Digital Painting for Beginners by Carlyn Beccia
2. Adobe Illustrator Classroom in a Book by Brian Wood
3. Illustrator CC Digital Classroom by Jennifer Smith and AGI Creative Team

Course ID: 240/HHA/SE 201

Housekeeping Operations-II

L	T	P	Credits	TI	TE	PI	PE	Time Allowed
2	-	1	3	15	35	5	20	__ Hours

Type of Course: - Skill Enhancement Course

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

Introduction to the Course:
The course aims to provide basic knowledge and understanding of housekeeping operations in a hotel. It equips learners with the knowledge of the various duties and responsibilities and areas within the department and the hotel that come under the purview of a housekeeper's responsibilities. As cleanliness sets a first impression for quality and demonstrates the standards of the hospitality establishment, particular emphasis is put on making learners competent in a range of housekeeping functions.

Course Outcome: - After completing the course learners will be able to:
CO1. Recognize the purpose, role and areas of responsibility of the housekeeping department in a hotel unit.
CO2. Explain the importance of cleanliness and hygiene and identify the guest room layouts, status codes, and the standard contents of a guest room.
CO3. Practice the process of cleaning different types of guest rooms, selection and usage of diverse cleaning equipment.
CO4. Demonstrate the ability to clean different hard surfaces.

Detailed Syllabus:

Unit-I
The housekeeping day, role of night supervisor and night GRA; area inventory list, frequency schedule, performance standard, work schedule; cleaning guest rooms and bathrooms, standards of cleaning, procedures for turn-down service, second service and closing down after cleaning; meaning of public area and list of such areas in the hotel; daily, weekly and periodic cleaning tasks; cleaning process for various public areas; science of cleaning and SOPs followed while cleaning.

Unit-II
Planning, layout and activities carried out in linen and uniform room, linen exchange procedure for guest rooms and F & B areas; linen par stock, importance and various aspects of linen control; uniform - uniform designing for hotel staff, uniform issuing and exchanging procedure, advantages of staff uniform, trends in hotel uniforms and uniform management system.

Unit-III
Types of laundries, planning and layout of a non-premises laundry, essential laundry equipment, aids and materials; laundry process & handling of guest laundry; contracts and outsourcing - considerations, types, services offered, guidelines for hiring contractors and drawing up contract specifications, advantages and disadvantages, stain removal process.

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Unit-IV

Importance of flower arrangement; basic ingredients, common flowers and foliage species used in designing of flower arrangements; principles of 'Ikebana'; the importance of horticulture and its essential components; types of indoor plants, landscaping and bonsai in hotel property.

TEXTBOOK

- Raghubalan, G. and Raghubalan, S., (2015) Hotel housekeeping: Operations and Management, Oxford University Press, New Delhi
-

OTHER RECOMMENDED TEXTS

- Andrews, S., (2008) Hotel Housekeeping Operations and Management, McGraw Hill Education, New Delhi
- Aggarwal, D. K, (2006) Housekeeping management, Aman Publications, New Delhi
- Jones, T.J.A, (2005) Professional Management of Housekeeping Operations (4th edn), John Wiley, New Jersey
- Negi, D.S. and Verma, S.M., (2020) Fundamentals of Hotel Housekeeping: Operations & Management, Bharti Publications, New Delhi

Final Assessment (FA)

Theory Internal **(TI)**	**15%**
Theory External **(TE)**	**35%**
Practical Internal **(PI)**	**5%**
Practical External **(PE)**	**20%**
Final Assessment (FA) = (TI+TE+PI+PE)	**100%**

Theory Internal (TI): The **(TI)** will be done through in-class tests/ coursework/presentations/journals or assignments.
Theory External (TE): The **(TE)** will be done through the end-term theory examination.
Practical Internal (PI): The **(PI)** will be done through in-class continuous assessment.

The question paper pattern for the end-term examination will be **35 Marks** and will follow the following pattern:

Question 1	Questions No. One (1) will have five (5) MCQs (All Compulsory).	**5*1=5 marks**
Question 2	Questions No. Two (2) will have six (6) brief answer questions/ options. (The learner has to answer five (5) out of the six (6).	**5*2=10 marks**
Question 3	Question No. Three (3) will have three (3) descriptive questions/ options. (The learner has to answer two (2) out of the three (3).	**2*5= 10 marks**
Question 4	Question No. Four (4) will have Two (2) descriptive questions/ options. (The learner can answer one (1) out of the Two (2).	**1*10=10 marks**
	Total Marks	**35 marks**

Mapping Matrix of Course

Table 1: CO-PO Matrix for the Course

COURSE OUTCOMES	PO1	PO2	PO3	PO4
CO1	2	3	2	2
CO2	3	3	2	2
CO3	3	2	2	2
CO4	2	2	2	2
Average	2.5	2.5	2	2

Table 2: CO-PSO Matrix for the Course

CO	PSO1	PSO2	PSO3	PSO4
CO1	2	3	2	2
CO2	3	3	2	2
CO3	3	2	2	2
CO4	2	2	2	2
Average	2.5	2.5	2	2

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Course code	SEC-2			
Category	Skill Enhancement Course			
Course title	**Basic Statistical Tools**			
Course ID				
Scheme and Credits	L	T	P	Credits
	3	-	-	3
Theory Internal	25			
Theory External	50			
Total	75			
Duration of Exam	3 Hrs			

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

Course Outcome:

CO1: Students will demonstrate a thorough understanding of primary and secondary data, classification of data, and various measures of central tendency (mean, median, mode, geometric mean, harmonic mean) and dispersion (range, quartile deviation, mean deviation, standard deviation, variance).

CO2: Students will achieve a deep comprehension of basic and advanced probability concepts, including the definitions of probability (mathematical, statistical, axiomatic), properties of events (mutually exclusive, exhaustive, independent), and conditional probability.

CO3: Students will acquire the ability to define and analyze random variables (discrete and continuous), including functions of random variables and their probability distributions (mass function, density function).

CO4: Students will validate proficiency in calculating mathematical expectation of functions of random variables, raw and central moments, and covariance.

Unit-I

Descriptive Statistics: Concept of primary and secondary data, Classification of data, Measures of central tendency (Arithmetic mean, median, mode, geometric mean and harmonic mean) with simple applications, Absolute and relative measures of dispersion (range, quartile deviation, mean deviation, standard deviation and variance) with simple applications. Importance of moments.

Unit-II

Probability: Basic concepts of probability, deterministic and random experiments, trial, outcome, sample space, event, operations of events, mutually exclusive and exhaustive events, Mathematical, Statistical and Axiomatic definitions of probability, their merits and demerits. Properties of probability based on axiomatic definition. Conditional probability and independence of events, Addition and multiplication theorems for 'n' events, Bayes' theorem.

Unit-III

Random Variables: Definition of random variable, discrete and continuous random variables, functions of random variables, probability mass function and probability density function with illustrations. Distribution function and its properties, Transformation of onedimensional random variable (simple 1-1 functions only).

Unit-IV

Mathematical Expectation: Mathematical expectation of a function of a random variable, Raw and central moments, covariance using mathematical expectation with examples, Addition and multiplication theorems of expectation. Chebyshev's inequalities and applications. Definitions of moment generating function (m.g.f), characteristic function (c.f).

Text and Reference Books:

1. "Fundamentals of Mathematical Statistics" by S.C. Gupta and V.K. Kapoor
2. "An Introduction to Probability Theory and Its Applications" by William Feller
3. "Probability and Random Processes" by Geoffrey Grimmett and David Stirzaker
4. "Probability and Statistics with Applications: A Problem Solving Text" by Leonard A. Asimow and Mark M. Maxwell
5. "Statistics for Business and Economics" by Paul Newbold, William L. Carlson, and Betty Thorne

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COURSE DETAILS:

Course Title	**Analytical Chemistry**
Semester	**Semester-II**
Course Code	**SEC-2**
Course ID	
Total Credits	**03 (Lecture: 02, Tutorial: 0, Practical: 01)**
Total Marks	**75**
Marks Distribution	**Theory External: 35** **Theory Internal: 15** **Practical External: 20** **Practical Internal: 05**

COURSE CURRICULUM DELIVERY WEEKLY DISTRIBUTION:

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

COURSE OBJECTIVES:

- Understanding of various important components of analytical chemistry in terms of sampling, calibration and quality
- Knowledge of various volumetric analytical methods for qualitative and quantitative analysis.
- Understanding of chromatographic techniques.
- Analysis of food products

COURSE OUTCOMES:

Students will be able to learn:-

- A foundational understanding of the role and scope of analytical chemistry in various scientific fields
- Proficiency in various titration techniques, enabling them to accurately determine the concentrations of different substances in diverse samples
- Comprehensive understanding of various chromatographic techniques and their applications in separating and analysing complex mixtures.
- Understanding of nutritional value of food products, food processing and preservation techniques, and identify and prevent food adulteration.

DETAILED CONTENT OF COURSE:

23/1/2025

Theory Syllabus: Total Contact Hours: 30

Unit	Topics	Contact Hours
I	**Introduction to Analytical Chemistry** Overview of Analytical Chemistry, Classification of Analytical Methods Sampling Techniques: Types of Samples and Sample Preparation Techniques; Errors in Analytical Measurements: Sources and Types of Analytical Errors Calibration Methods: Internal and External Standards in Calibration Quality Assurance and Quality Control: Role of ISO Standards in Analytical Laboratories	8
II	**Volumetric Analysis** Acid-Base Titrations: Theory of Acid-Base Reactions, Indicator Selection and pH Range; Applications: Determination of Acids and Bases in Real Samples Redox Titrations Redox Reactions: Oxidizing and Reducing Agents, Indicator Electrodes and Potentiometric Titrations; Applications: Quantification of Reducing Agents in Pharmaceuticals Complexometric Titrations: Formation Constants of Complexes, EDTA as a Complexing Agent; Applications: Determination of Metal Ions in Complex Matrices Precipitation Titrations: Solubility Product and Precipitation Reactions; Applications: Analysis of Halides and Sulfates in Water Samples	8
III	**Chromatography** Definition, general introduction on principles of chromatography, Column chromatography, paper chromatography, TLC & ion-exchange chromatography.	7
IV	Analysis of food products, Nutritional value of foods, idea about food processing and food preservations and adulteration.	7
V	**Practicals:** 1. Paper chromatographic separation of mixture of metal ion (Fe^{3+} and Al^{3+}). 2. Determination of the Concentration of an Unknown Acid Solution using a Standard Base (e.g., NaOH) using pH meter. 3. Quantitative Analysis of Iron(II) in a Sample Solution using Potassium Permanganate as the Titrant and Ferroin as the Indicator. 4. To analyze the hardness of water by performing complexometric titration with ethylenediaminetetraacetic acid (EDTA). 5. Precipitation Titrations (determining chloride content using silver nitrate) 6. Determination of pH, acidity and alkalinity of a water.	30

COURSE EVALUATION METHODS

Theory Exams:

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

23/1/2025

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

Practical Exam:

Total Marks: 25 (External: 20 + Internal: 5)

Internal Assessment: 05 Marks	• Class Participation: NIL • Seminar/Lab record/Demonstration: 05 Marks
External Assessment: 20 Marks (03 Hours)	• End Term Practical Exam: 10 Marks • Lab record: 05 Marks • Viva Voce: 05 Marks

Instruction for End Term Theory Exam:

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

RECOMMENDED BOOKS

1. "Principles of Instrumental Analysis" by Douglas A. Skoog, F. James Holler, and Stanley R. Crouch (Cengage Learning)
2. "Environmental Chemistry" by Stanley E. Manahan (CRC Press)
3. "Chromatographic Analysis of Environmental and Food Toxicants" by S. S. Nagarkar
4. "Analytical Techniques in Environmental Chemistry" by S. K. Kataria
5. "Food Analysis" by S. S. Narayanan and M. M. Sharma
6. "Chromatography: Concepts and Contrasts" by James M. Miller (Wiley)
7. "Soil Analysis Handbook of Reference Methods" by J. Benton Jones Jr. (CRC Press)
8. "Principles and Practice of Soil Science: The Soil as a Natural Resource" by Robert E. White (Wiley)
9. "Food Analysis" by S. Suzanne Nielsen (Springer)
10. "Food Chemistry" by H.-D. Belitz, W. Grosch, P. Schieberle (Springer)
11. "Practical Manual of Chromatography Techniques" by R. S. Khandpur
12. "Analytical Techniques for Soil and Water Analysis" by A. K. Sharma
13. "Practical Food Chemistry" by A. K. Singh and K. L. Yadav
14. "Experiments in Analytical Chemistry: A Hands-on Approach" by Ian M. Smallwood (Cambridge University Press)

23/12/2025