The Punjabi University Act, 1961
(PUNJAB ACT No. 35 of 1961)

AN ACT
to establish and incorporate a University for the advancement of Punjabi studies and development of Punjabi language as a medium of instruction or otherwise for the providing of instruction in humanistic and scientific subjects and generally for the promotion of higher education and research.

BE IT enacted by the Legislature of the State of Punjab in the Twelfth Year of the Republic of India as follows:

Short Title and Commencement
1. (1) This Act may be called the Punjabi University Act, 1961.

*2(2) It shall come into force on such date as the State Government may, by notification, appoint.

Definitions
2. In this Act and in all Statutes, Ordinances and Regulations made hereunder, unless the context otherwise requires,—
(a) “College” means an institution maintained by or admitted to the privileges of the University under this Act;
(b) “Principal” means the head of a College, and includes, when there is no Principal, the person for the time being duly appointed to act as Principal, and in the absence of the Principal or the acting Principal, a Vice-Principal duly appointed as such;
(c) “Statutes”, “Ordinances” and “Regulations” mean respectively the Statutes, Ordinances and Regulations of the University made by or under this Act;

(d) “Teachers” includes Professors, Readers, Lecturers and other persons imparting instruction in the University or in any College;
(e) “University” means the Punjabi University as incorporated under this Act.

Incorporation of the University
3. (1) The first Chancellor and the first Vice-Chancellor of the University and the first members of the Senate, the Syndicate and the Academic Council and all persons who may hereafter become such officers or members, so long as they continue to hold such office or membership, are hereby constituted a body corporate by the name of “The Punjabi University”.
(2) The University shall have perpetual succession and a common seal with power to acquire, hold and dispose of property, and to contract, and may by the said name sue and be sued.

*(3) The University shall be located at such place as the State Government may, by notification, specify.

Powers and Duties of the University
4. The University shall exercise the following powers and perform the following duties, namely:
(i) to make provision for imparting education in the humanities, sciences, learned professions and such other branches of learning and courses of study as it may think fit, and to make provision for research and for the advancement and dissemination of knowledge;
(2) to promote Punjabi studies, to provide for research in Punjabi literature, to undertake measures for the development of Punjabi Language and to progressively adopt it as a medium of instruction and examination for as many subjects as possible;
(3) to institute and confer degrees, diplomas and other academic distinctions;

*Patiala was notified as the seat of the University. See Punjab Government Education Department, Chandigarh, Notification No. 3457-EDI-62/11247, dated April 30, 1962.
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FUNDABI UNIVERSITY, PATIALA

Proceedings of the meeting of the Special Standing Committee for the Correspondence Courses, held on Tuesday, April 16, 1968 at 3.00 p.m., in the office of the Registrar, Punjabi University, Patiala.

Present:
1. The Registrar (in the chair).
2. Dr. V. Singh
3. Dr. Harcharan Singh
4. Justice G.L. Chopra
5. Dr. Ram Behari

1. It was decided that the duration of the following courses through correspondence be the same as in the case of regular students:
   Pre-University .... one year
   B.A. .... three years

2. It was decided that the tuition fee be charged from the students residing in India and abroad, as given below:
   (Persons residing in India)
   
   **Punjabi University**
   $100 (in 4 quarterly instalments: $25, $25, $25, $25)
   $150 (in 4 quarterly instalments: $37.50, $37.50, $37.50, $37.50)
   $250 (in 4 quarterly instalments: $62.50, $62.50, $62.50, $62.50)
   $250 (in 4 quarterly instalments: $62.50, $62.50, $62.50, $62.50)

   The first installment of the fee will be paid at the time of admission. The dates on which payments are to be made for the
subsequent instalments will be notified to the students after admission.

A student is required to come to Patiala for taking examinations unless the University authorities decide to hold examinations at some other place.

Note: This shall not apply to students living abroad.

9. Admission to all the courses be open to persons living in India and abroad.

4. It was decided that a Committee consisting of the following be appointed for each subject of study to recommend names of persons to be appointed as lesson writers:

1. The Head of the University Department in the subject concerned.

(In the case of Political Science and Civics, the Head will be the Head of History, and in the case of Hindi, the Head will be Head of Sanskrit.)

2. Senior-most teacher in the subject concerned in the Directorate of Correspondence Courses.

3. Three teachers in the subject to be recommended by the Vice-Chancellor.

5. It was decided that teachers working in the Directorate of Correspondence Courses, if called upon to write lessons, will be paid a remuneration for the same. In case of Preliminary Examination, Punjabi this work will normally be done by the Staff of the Correspondence Courses.

6. It was decided that the Assistant Directors be asked to divide the course of study of their respective subjects, of each year, into about 25 to 30 lessons within a week, and write first lesson of the subject of each course by May 15, and these lessons to be got approved by the Head of the University Department in the subject concerned.

*The Syndicate may impose restrictions in case of certain categories, if need be.*
7. It was decided that the first lesson in each course should be mailed out to students by August 1, 1968.

8. Resolved that:

(i) the last date for receipt of application forms for admission be fixed as July 15, 1968, and with a late-fee of Rs 5/- as July 31, 1968;

(ii) the price of the prospectus for those living abroad be fixed at Rs 1/- Sh. 8;

(iii) the office be directed to prepare immediately a brief leaflet giving information about the duration of courses, corresponding fees etc., and this leaflet be supplied to persons free of cost.

Sd/-
REGISTRAR
Certificate of Accreditation

The Executive Committee of the National Assessment and Accreditation Council on the recommendation of the duly appointed Peer Team is pleased to declare the Punjabi University, Patiala, Punjab as Accredited with CGPA of 3.34 on four point scale at A grade valid up to February 18, 2021.

Date: February 19, 2016

Director
<table>
<thead>
<tr>
<th></th>
<th>Academic Calendar of Session 2018-19</th>
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<tbody>
<tr>
<td>1</td>
<td>Summer Vacation</td>
</tr>
<tr>
<td>2</td>
<td>Opening Date of Teaching Department</td>
</tr>
<tr>
<td>3</td>
<td>Duration of Semester-I</td>
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<tr>
<td>4</td>
<td>Examination Dates of Semester-I</td>
</tr>
<tr>
<td>5</td>
<td>Winter Break</td>
</tr>
<tr>
<td>6</td>
<td>Duration of Semester-II</td>
</tr>
<tr>
<td>7</td>
<td>Examination Dates of Semester-II</td>
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</tbody>
</table>
The Distance Education Bureau (DEB), UGC has invited applications for approval/renewal of courses which will be offered by the Department of Distance Education from the session 2018-19 (UGC DEB Public Notice F.No.74-8/2017 [DEB-IV] Dated 28.07.2017). For this purpose, DEB has opened a date bound online application portal. The application requires that a Program Project Report (PPR) for each program/course put up for renewal/approval be prepared and duly approved by the academic authority of the university. The list of programs proposed to be put before DEB is as under:


Master of Commerce

Master of Science (Information Technology), Master of Science (Information Technology, Lateral Entry)

Master of Library and Information Science

Under Graduate Courses: Bachelor of Arts (B.A.), Bachelor of Commerce (B.Com.), Bachelor of Education (B.Ed.), Bachelor of Business Administration (BBA), Bachelor of Computer Application (BCA) and Bachelor of Library and Information Science (B.Lib.)

Diplomas: PG Diploma in Journalism and Mass Communication, PG Diploma in Computer Application, PG Diploma in Translation, PG Diploma in HIV/AIDS Counselling, Diploma in Gurmat Sangeet, Diploma in Library Science, Diploma in Divinity (Sri Guru Granth Sahib Studies), Gurmat Sangeet Praveshika, Punjabi Praveshika, Gyan

Certificate Courses: German, French, Spoken English, Computer Application

New Courses Proposed to be Offered:

1. M.A. (Public Administration)
2. M.A. (Sociology)
3. M.A. (Education) - proposed to be started as self-financing course
4. P.G. Diploma in Counselling for Substance Abuse Prevention and Treatment
5. P.G. Diploma in Criminology and Police Administration
6. Certificate Course in Questioned Documents and Fingerprint Analysis

The Program Project Report (PPR) for each of these courses are being e-mailed to your office.

Kindly grant approval for these PPRs so that these may be uploaded on the DEB Application Portal within the stipulated time.

Dean Academic Affairs

Head

Date: 07-09-2017

No. 2040/HDF
विषय:- अवार्दित मास 2018-19 हिंदी वेतन संस्थान महाबल 13-02-2018 है वेतन विवेचना ही वर्तमानी।

अब दे विवेचना ने पेंट वेतन 6068 भिडि 15-01-2018 की देश बंद हिंदी बंगाल-वंगमल मानिस वेदें महाबल घटिष्ठ दी पूर्णता दी आम हिंदी विनिमय विवेचना विवेचना दिखे वेतन के अनुसार वेतन संस्थान वेतन संस्थान पूर्णता दी पूर्णता दी पूर्णता दी पूर्णता दी पूर्णता दी पूर्णता दी पूर्णता दी पूर्णता दी पूर्णता दी पूर्णता दी पूर्णता दी पूर्णता दी पूर्णता दी पूर्णता दी पूर्णता दी पूर्णता दी पूर्णता दी पूर्णता

1) M.A (Public Administration) 2) M.A (Sociology) 3) M.A (Education) 4) P.G. Diploma in Counseling for Substance Abuse Prevention and Treatment 5) P.G. Diploma in Criminology and Police Administration 6) Certificate Course in Questioned Documents and Fingerprint Analysis 7) P.G. Diploma in Conflict Resolution
8) विनिमय विवेचना विवेचना विवेचना विवेचना विवेचना विवेचना विवेचना विवेचना विवेचना विवेचना विवेचना विवेचना विवेचना विवेचना विवेचना विवेचना विवेचना विवेचना

वेतन संस्थान ही महाबल तय वेतन वेतन वेतन वेतन वेतन वेतन वेतन वेतन वेतन वेतन वेतन वेतन वेतन वेतन वेतन वेतन वेतन वेतन
भिंति 25.3.2006 को देखते हैं निरीक्षण दी विभाग की वजह से विभाग के पूर्व से 15.4 का दर्शाएँ:

बंध-बंध विभाग में 15. पानी के लिए ओड़ना-8 विभाग रेंज-रेंज विभाग में सभी रेंज-रेंज विभाग के लिए अधिकारी की पुमटी।
(15.1 के 15.13 रेंज) सभी विभाग-रेंज विभाग के लिए अधिकारी की पुमटी बीड़ी संख्या है।

\[सफीवर-8\]

विभाग में

रेंज-रेंज विभाग के अधिकारी की पुमटी वाला निरीक्षण दी पुमटी दी आर्थिक है।

***

15.1 विभाग आयुक्तवाला विभाग (DEC) की Requirement अनुसार मैंने विभाग विभाग विभाग (SIM) दी पुमटी-रेंज-रेंज विभाग वाला निरीक्षण दी आर्थिक है।

संबंधित विभाग आयुक्त विभाग (DEC) के संबंध में विभाग 25 लेख कुमार की वजह से विभाग विभाग 12.50 पूर्व कुमार की विभाग विभाग वाला निरीक्षण दी आर्थिक है।

- विभाग विभाग (DEC) के संबंध में विभाग विभाग 6.2.2006 की विभाग विभाग विभाग का संबंध विभाग विभाग की विभाग विभाग के लिए पुमटी-रेंज विभाग (SIM दी पुमटी)

- विभाग विभाग विभाग पुमटी-रेंज विभाग (SIM दी पुमटी)

- पुमटी-रेंज विभाग विभाग (SIM दी पुमटी)

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<td>750/-</td>
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33.36 अदाल-25 विच एवं रूप और विचार के लिए हू रेट प्रबन/ पुमप्री कबली।

देशद्रोह में विचार की बात भारी है और इसलिए विचार-25 विच एवं रूप

33.36 विच एवं रूप और विचार के लिए हू रेट प्रबन/ पुमप्री कबली।

वार्ता भाग यदि उठाने के लिए भारी है तो उठाने के लिए:

नवंबर-25

33.36
वार्ता बताती हैं मीणा मिलिनिकां (अदाल-25) हू विचार वेध-विचार

विचार की बातें सटी होगी या नहीं कई वेध-वेध के बाद हू विचार की बातें

कैचर के पापार मृत्यु पुरुषदलितीम/ किसान आदेशकाल एलाम (DEC) है पैटर्न के

सीमा करार सिक्का (SIM) विच ऺिस्मापूच सटी अदाल-शहीररोट लेनें

श्री 1,000/- कुट जूटी गठन में सिम-शहीररोट/ मेह. विल. लेनें 1,500/-

सीमा दो प्रकार की रचना के साथ-साथ सीमा 31.12.2001 बैंक मे।

1. अन्य बी विच रेट IGNOU दे रेटें के अधिक वाल।

2. दिम वर्ष लड़ती निष्पर निष्पर दिशेन एडेशन एलाम (DEC) है 9 दिन से पुरे प्रकार की रचना पृथक दें दुबूरी है। पुरे ही

3. दिम वर्ष दू दिम वर्ष 'सती DEC हे निमा विच 'ष लड़ती दी पृथक दिनस 31.12.2001 बैंक मे।

संबं: 2010-91/ मीडिकेट

संबं: 16.7.07

d-7.02

लेट: डूज राजनक ने की अपनी अपनी बातें है तहली हे मृत्यु एवं शहीररोट

श्री टिमगाम चानी
<table>
<thead>
<tr>
<th>Name of the Permanent Academic Staff</th>
<th>Designation</th>
<th>ODL Programme</th>
<th>Appointment Letter Reference Number</th>
<th>Date</th>
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<td>Dr. Baldev Singh Dhaliwal</td>
<td>Professor</td>
<td>Punjabi</td>
<td>22965/OURS/8</td>
<td>17/12/91</td>
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<tr>
<td>Dr. Satnam Singh Sandhu</td>
<td>Professor</td>
<td>Punjabi</td>
<td>22952/OURS/8</td>
<td>16/12/91</td>
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<tr>
<td>Dr. Tara Singh</td>
<td>Professor</td>
<td>Punjabi</td>
<td>4499/OURS/8</td>
<td>22-2-2000</td>
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<tr>
<td>Ms Gurpreet Kaur</td>
<td>Assistant Professor</td>
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<td>33166/OURS/8</td>
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<tr>
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<tr>
<td>Ms Paramjeet Kaur</td>
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<td>Dr. Surinderpal Kaur</td>
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<tr>
<td>Dr. Anita Gill</td>
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<td>12533/OURS/8</td>
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<td>Dr. Harvinder Kaur</td>
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<td>22855/OURS/8</td>
<td>13/12/91</td>
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<td>Dr. Gurkiranjit Kaur Grewal</td>
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<td>33</td>
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<td>42</td>
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<td>Assistant Professor</td>
<td>MBA</td>
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I, Dr Manjit Singh Nijjar, Registrar of Punjabi University, Patiala do hereby solemnly affirm and declare as under:

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

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

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

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

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

6. It is also declared that academic and instructional facilities at its Regional Centres and Learning Support Centres (Study Centres) meet all the conditions of UGC (ODL) Regulations, 2017, its amendments as mentioned in para 2 above and guidelines issued from time to time, and are commensurate with the number of academic programmes and learner's strength thereto. It is also declared that these are as per the other applicable Regulations of UGC.
7. That the University has been offering education through open and distance learning mode with the approval of UGC/erstwhile DEC and has not violated any of the terms and conditions as stipulated in the approval/recognition letter No. F.No.9-6/2016(DEB-I)/448 dated 12 September, 2016 and norms issued by the relevant/concerned statutory bodies from time to time.

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

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

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

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

Verification:

I, the above named deponent do hereby verify on 12th day of the April 2018 at Patiala that the contents mentioned above are correct and true statements.
B.A in Religion Programme Project Report

Programme’s mission & objectives:

1. The main objective of teaching Religious Studies in Department is to understand religion in global context.
2. Equipping the students to understand world religious scriptures promoting enlightened understanding of inherited phenomenon called religion.
3. Helping the students to understand the importance of interfaith dialogue, communal harmony, social welfare etc.
4. This study helps to resolve inner self leading to more just and cohesive society to develop secular view of the world.

Procedure for admissions, curriculum transaction and evaluation:

Eligibility for admission is 10+2 in any discipline from any statutory university with pass marks. There is no age bar for admissions, students have flexibility of passing the course within a period of six years from the year of admission. Overseas students are also eligible for admission. Prospectus are available online as well as offline. Single window system has been provided at the University Entrance for facilitating.

B.A. (Religious Studies) Semester I-II for Sessions 2017-18, 18-19 and 19-20

For Regular//Distance Education/Private Students

विषय अध्ययन समीक्षा परिचय
(बांटी पढ़ाई)

For Regular and Distance Education Students Lecture 75%
Maximum Marks : 100  External Examination : 75 Marks Internal Assessment : 25 Marks
For Regular and Distance Education Students

Maximum Marks : 100
External Examination : 75 Marks
Internal Assessment : 25 Marks

For Regular and Distance Education Students

Maximum Marks : 100
External Examination : 75 Marks
Internal Assessment : 25 Marks

For Regular and Distance Education Students

Maximum Marks : 100
External Examination : 75 Marks
Internal Assessment : 25 Marks

For Regular and Distance Education Students

Maximum Marks : 100
External Examination : 75 Marks
Internal Assessment : 25 Marks

For Regular and Distance Education Students

Maximum Marks : 100
External Examination : 75 Marks
Internal Assessment : 25 Marks
6. संबंधित मुद्दा : मंधन नाट-पहाट

क्रम (ह) निर्देशित क्षेत्र में पूर्णता बनाने साधुकी यथा।

संभावना - IV

मैजिकल अभ अथाध यातायव समिति

Maximum Marks : 100  External Examination : 75 Marks  Internal Assessment : 25 Marks

पत्रिकावर्षीयाँ कदम उपादेश

हिंदीकावर्षीयाँ ते क्रम (ह) ये चर पुस्तक हिंदी चर पुस्तक एक उच्च रेखा रेखा रेखा। पुस्तक प्रदर्शन दे क्रम अढ़ लिंग मंड पुस्तक हिंदी चर पुस्तक एक उच्च रेखा रेखा रेखा। क्रम (ह) दे मार्ग पुस्तक एक उच्च रेखा रेखा रेखा रेखा हिंदी काव्यावली 15 हेठे पुस्तक एक उच्च रेखा रेखा।

क्रम (ठ) : क्रम (ठ) संक्षेपण एवं मुद्दाबंध

1. क्रम (ठ) संक्षेपण : भुवनेश्वर के हिंदी
2. क्रम (ठ) संक्षेपण : प्राचीन के हिंदी
3. क्रम (ठ) संक्षेपण : कार्ड के हिंदी, कार्ड के हिंदी, कार्ड के हिंदी

4. पुनरुत्साहिता हिंदी हिंदी
5. पुनरुत्साहिता हिंदी
6. चर्चा विविध सीटां चे मिल्लियंतां।

क्रम (ठ) : क्रम (ठ) मार्ग चीनी मार्ग भूमध्य एवं मार्ग भूमध्य भूमध्य भूमध्य भूमध्य भूमध्य भूमध्य भूमध्य भूमध्य भूमध्य

1. अभ व्युत्कुल अभ व्युत्कुल
2. चुटकी समय
3. आपूर्व क्षमा
4. राम मार्ग विकास
5. प्रमुख मार्ग विकास एवं तुलनात्मक समय विकास
6. अतिमहत्त्व विकास

क्रम (ठ) निर्देशित क्षेत्र में पूर्णता बनाने साधुकी यथा।

Semester V

(भूमध्य पथ, यथा मीमांसा के दृष्टिकोण)

Maximum Marks : 100  External Examination : 75 Marks  Internal Assessment : 25 Marks

पत्रिकावर्षीयाँ कदम उपादेश

हिंदीकावर्षीयाँ ते क्रम (ठ) ये चर पुस्तक हिंदी चर पुस्तक एक उच्च रेखा रेखा रेखा। पुस्तक प्रदर्शन दे क्रम अढ़ लिंग मंड पुस्तक हिंदी चर पुस्तक एक उच्च रेखा रेखा रेखा। क्रम (ठ) दे मार्ग पुस्तक एक उच्च रेखा रेखा रेखा रेखा हिंदी काव्यावली 15 हेठे पुस्तक एक उच्च रेखा रेखा।

क्रम (ठ) : पूर्वीय पथ

1. पूर्वीय पथ अथाध अथ यथा पथम दी विदितम के मार्ग
2. पूर्वीय पथ दी एक पार्थिव भिन्नता—आर्यवर्षीय, महाः, टेटां
SECTION A

UNIT: I – Problem of Drug Abuse: Concept and Overview; Types of Drug Often Abused

(a) Concept and Overview

What are drugs and what constitutes Drug Abuse?

Prevalence of menace of Drug Abuse
How drug Abuse is different from Drug Dependence and Drug Addiction?
Physical and psychological dependence - concepts of drug tolerance

(b) Introduction to drugs of abuse: Short Term, Long term effects & withdrawal symptoms
Stimulants: Amphetamines, Cocaine, Nicotine
Depressants: Alcohol, Barbiturates- Nembutal, Seconal, Phenobarbital Benzodiazepines
– Diazepam, Alprazolam, Flunitrazepam
Narcotics: Opium, morphine, heroin
Hallucinogens: Cannabis & derivatives (marijuana, hashish, hash oil)
Steroids
Inhalants

UNIT: II –Nature of the Problem
Vulnerable Age Groups
Signs and symptoms of Drug Abuse
(a)- Physical indicators
(b)- Academic indicators
(c)- Behavioral and Psychological indicators

SECTION B

UNIT: III – Causes and Consequences of Drug Abuse
a) Causes
Physiological, Psychological, Sociological
b) Consequences of Drug Abuse
For individuals, For families, For society & Nation

Unit: IV- Management & Prevention of Drug Abuse
Management of Drug Abuse, Prevention of Drug Abuse
Role of Family, School, Media, Legislation & Deaddiction Centers

Pedagogy of the Course Work:
The pedagogy of the course work will consist of the following:
70% lectures (including expert lectures).
30% assignments, discussion and seminars and class tests.
Note: A visit to drug de-addiction centre could also be undertaken.

All UG Courses - II Years (4th Semester)
Environmental and Road Safety Awareness
Session : 2015-16, 2016-17 & 2017-18

Time Allowed:  3 hours                  Total Marks: 100
Theory Paper: 70 marks+ Internal Assessment 30 marks

Section – A

Unit 1: The multidisciplinary nature of environmental studies. Definition, scope and importance
  •  Concept of Biosphere – Lithosphere, Hydrosphere, Atmosphere.
  •  Need for public awareness (6 lectures)

Unit – 2: Natural Resources – Renewable and non-renewable resources.
  •  Natural resources and associated problems.
    a) Forest resources: use and over exploitation, deforestation and its impact.
    b) Water resources: use and overutilization of surface and ground water and its impact.
c) Mineral resources: use and effects on environment on over exploitation.
d) Food resources: Effects modern agriculture, fertilizer-pesticide problem, water logging and salinity.
e) Energy resources: Growing energy needs, renewable and non-renewable energy sources, use of alternate energy resources.
f) Role of an individual in conservation of natural resources for sustainable development. (7 lectures)

Unit 3: Ecosystems
- Ecosystem and its components: Definition, structure and function; producer, consumer and decomposer.
- Types of Ecosystem (Introduction only)
- Food Chains, food web and ecological pyramids (6 lectures)

Unit 4: Biodiversity and conservation
- Hot spots of biodiversity
- Threats to biodiversity: habitat loss, poaching of wildlife, man-wildlife conflicts.
- Endangered and endemic species of India.
- Conservation of Biodiversity. (6 lectures)

Section – B

Units 5: Environmental Pollution
- Definition, causes, effects and control measures of
  a) Air pollution (b) Water pollution (c) Soil pollution (d) Marine pollution
  (e) Noise pollution (f) Thermal pollution (g) Nuclear hazard
- Role of an individual in prevention of pollution.
- Solid waste management: vermin-composting.
- Disaster management: Floods, earthquake, cyclone and landslides (7 lectures)

Unit 6: Social Issues and the Environment
- Urban problems related to energy.
- Water conservation rain water harvesting, water shed management.
- Resettlement and rehabilitation of people: its problems and concerns.
- Climate changes, global warming, acid rain, ozone layer depletion.
- Consumerism and waste products.
- Population explosion – Family welfare programme (6 lectures)

Unit 7: Introduction to Environmental Protection Laws in India
- Environmental Protection Act, Air (Prevention and control of pollution) Act.
- Forest Conservation Act.
- Issues involved in the enforcement of environmental legislation. (6 lectures)

Unit 8: Road safety Awareness
  Concept and significance of Road safety, Traffic signs, Traffic rules, Traffic Offences and penalties, How to obtain license, Role of first aid in Road Safety. (6 lectures)

Bachelor of Arts (Philosophy)
Programme project Report (PPR) for B.A. (Philosophy)
Programme Project Report (PPR)
A. Programme mission & Objectives: “It is not enough to have a good mind. The main thing is to use it well.” Learning philosophy at under graduate level will give the deep understanding of
how the world works, knowledge of metaphysics, epistemology and axiology. The study of philosophy will enable the students to think carefully, critically and to have logical approach to address challenging questions and evaluate the reasoning of others. Very few students opt for philosophy as a subject at undergraduate level. Because of this our department do not have any permanent faculty member for this subject. Our department hire teachers from regular department to cater to the needs of students for this subject during PCPs.

**Instructional Design:** those students who will opt for this subject will study philosophy for 3 years during their course of graduation.

**Syllabus:** The syllabus of course is equivalent to the syllabus of B.A. (Philosophy) running by colleges affiliated with Punjabi University, Patiala (Annexure I, II and III).

**Sem. -I**
Semester I will consists of one compulsory paper. Paper I (Elementary Philosophy) will of 100 marks (60 external, 20 practical and 20 internal)

**Sem. -II**
Semester II will consists of one compulsory paper. Paper I (Ethics: western and Indian ) will of 100 marks (60 external, 20 practical and 20 internal)

**Sem. III**
Semester III will consists of one compulsory paper. Paper I (Logic) will of 100 marks (60 external, 20 practical and 20 internal)

**Sem. IV**
Semester IV will consists of one compulsory paper. Paper I (Applied Ethics) will of 100 marks (60 external, 20 practical and 20 internal)

**Sem. V**
Semester V will consists of one compulsory paper. Paper I (History of Western Philosophy ) will of 100 marks (60 external, 20 practical and 20 internal)

**Sem. VI**
Semester VI will consists of one compulsory paper. Paper I (Indian Philosophy) will of 100 marks (60 external, 20 practical and 20 internal)

**B.A. I PHILOSOPHY**
**Session 2017-18, 2018-19 & 2019-20**

**Semester.-I**

**ELEMENTARY PHILOSOPHY**
**For Regular /Distance Education Students: Max. Marks: 100**

| Lectures to be delivered for Theory: | 75 |
| Max. Marks | 100 |
| Theory: 60 marks | Practical : 20 |
| Practical : 20 Marks | Internal Assessment : 20 |

**INSTRUCTIONS FOR THE CANDIDATES**
Candidates are required to attempt two questions each from sections A and B, and the entire section C. The Candidates are required to give answer of each short type question in 20-25 words i.e. 3-4 lines.

**SECTION-A**
1. An Introduction to the Problems and Methods of Philosophy.
2. Introduction to Branches of Philosophy.
3. Definition of Yoga and its various kinds.
5. Equality and Justice.

**SECTION-B**
10. Definition of Culture.
11. Components of Culture.
12. Culture and Civilization

SECTION-C

13. 8 Short answer type questions.

PRACTICAL

Note: Practical will be of 20 marks, with 05 marks for practical file, 05 marks for viva-voce and 10 marks for demonstration of the following Yoga-asanas and Elementary Pranayama:
Surya Namaskara, Padamasan, Vajrasana, Gomukhasana, Bhujangasana Elementary Pranayama

PHILOSOPHY Semester.-II

ETHICS: WESTERN AND INDIAN

For Regular /Distance Education Students : Max. Marks :100
Max. Marks: 100  Theory :  60  Marks  Practical : 20 Marks Internal Assessment : 20 Marks

INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt two question each from sections A and B, and the entire section C. The Candidates are required to give answer of each short type question in 20-25 words i.e. 3-4 Lines

SECTION-A
2. Relation of Ethics with Sociology
3. Plato: Virtues
4. Kant: Categorical Imperative, Good Will.
5. Hedonism: Bentham, Mill.

SECTION-B
7. Sikhism: Virtues
10. Astangayoga (Patanjali)

SECTION-C
11. 8 Short answer type questions

PRACTICAL

Note: Practical will be of 20 marks, with 05 marks for practical file, 05 marks for viva-voce and 10 marks for demonstration of the following Yoga-asanas: Uttanpada asana, Paschimottan Asana, Dhanurasana, Pawanmukta asana, Ardhamatsyendra asana, Halasana.

PHILOSOPHY Semester.-III

For Regular /Distance Education Students : Max. Marks :100

LOGIC
Max. Marks: 100  Theory :  60  Marks  Practical : 20 Marks Internal Assessment : 20 Marks

INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt two question each from sections A and B, and the entire section C. The Candidates are required to give answer of each short type question in 20-25 words i.e. 3-4 Lines
SECTION-A
2. Laws of Thought: Identity, Contradiction, Excluded Middle and Law of Sufficient Reason
3. Terms: Connotation and Denotation of terms: Relation between Connotation and Denotation.
4. Proposition : Classification of Propositions, Four-fold division of Propositions.
5. Immediate Inference : Square of opposition -Contradiction, Contrary, Sub-Contrary, Sub-Alternation.

SECTION-B
7. Nature of Induction, Distinction between Deduction and Induction.
11. Truth Tables upto 3 (three) Variables.

SECTION-C
12. 12 Short answer type questions.

PRACTICAL
Note: There shall be practical of 20 marks consisting of Project report 10 marks and viva-voce 10 marks. Every student is required to submit a Project Report of about 15 pages concerning any one of the above-cited contents.

APPLIED ETHICS
Max. Marks : 100 Theory : 60 Marks Practical : 20 Practical : 20 Marks Internal Assessment : 20 Marks

INSTRUCTIONS FOR THE CANDIDATES
Candidates are required to attempt two question each from sections A and B, and the entire section C. The Candidates are required to give answer of each short type question in 20-25 words i.e. 3-4 Lines

SECTION-A
2. Deontological and Teleological approaches to moral action.
4. Environmental Threats : Water Pollution, Air Pollution, Noise Pollution.

SECTION-B
7. Employer-Employee Relationship: Discrimination in employment, Unjust Dismissal, Sexual harassment.
8. Ethical Issues in Advertising.

SECTION-C
10. 12 short answer type questions.

PRACTICAL
Note: There shall be practical of 20 marks consisting of Project report 10 marks and viva-voce 10 marks. Every student is required to submit a Project Report of about 15 pages concerning any one of the above-cited ethical concerns.
History of WESTERN PHILOSOPHY

SECTION-A
1. Introduction to Western Philosophy with special reference to Metaphysics and Epistemology.
2. Idealism: Objective (Plato), Subjective (Berkeley).
3. Materialism: Mechanical and Dialectical.

Theories of Reality
4. Monism (Spinoza)
5. Dualism (Descartes)
6. Pluralism (Liebnitz)

SECTION-B
7. Rationalism
8. Empiricism
9. Intuitionism
10. Basic Concepts of Existentialism
11. Logical Positivism.

SECTION-C
12. 12 Short answer type question.

PRACTICAL
NOTE: There shall be practical of 20 marks consisting of Project report 10 marks and viva-voce 10 marks. Every student is required to submit a Project Report of about 15 pages concerning any one of the above-cited contents.

Annexure III Philosophy
Session 2016-17, 17-18, 18-19
Semester- VI
Any one of the following options:
OPT. (I) : INDIAN PHILOSOPHY

Max. Marks: 100 Theory: 60 Marks Practical: 20

INSTRUCTIONS FOR THE CANDIDATES
Candidates are required to attempt two question each from sections A and B, and the entire section C. The Candidates are required to give answer of each short type question in 20-25 words i.e. 3-4 Lines.

SECTION-A
1. Salient Features of Indian Philosophy.
2. Classification of Indian Philosophical Systems.
4. Materialism of Carvaka
5. Samkhya: Purusa and Prakrti.
SECTION-B
7. Nyaya Theory of Knowledge-Prama and Four Pramanas.
8. Vaisheshika-Six Categories.
11. Gender equality.
12. Purusharthya

SECTION-C
13. 12 Short answer type questions.

PRACTICAL
NOTE: There shall be practical of 20 marks consisting of Project report 10 marks and viva-voce 10 marks. Every student is required to submit a Project Report of about 15 pages concerning any one of the above-cited contents.

OPT. (II) AESTHETICS
Max. Marks: 100 Theory: 60 Marks Practical: 20 Internal Assessment: 20 Marks

INSTRUCTIONS FOR THE CANDIDATES
Candidates are required to attempt two question each from sections A and B, and the entire section C. The Candidates are required to give answer of each short type question in 20-25 words i.e. 3-4 Lines

SECTION-A
1. The Nature, Scope and Utility of Aesthetics
2. Form and Content in Work of Art.
3. Art for Art’s Sake (Kant).

SECTION-B
Aesthetic Theory and activity in The following:
Aesthetic Theory and Experience in the following Art Form:

SECTION-C
13. 12 short answer type questions.

PRACTICAL
NOTE: There shall be practical of 20 marks consisting of Project report 10 marks and viva-voce 10 marks. Every student is required to submit Project Report of about 15 pages concerning conceptual aspects of aesthetics related to any one of the above-cited contents.

PROJECT REPORT FOR BECHLOR'S IN ARTS
HISTORY (AS OPTIONAL SUBJECT)

PROGRAMME’S MISSION & OBJECTIVES
History is the study of the past of our own society and how it emerged out of the traditions that produced it. At the same time, student of history comes not only from self discovery, but from a comparison of their own tradition and experience with those of others. It is only by studying the history of other civilizations and cultures that we can hope to gain perspective on our own.
Many students pursuing a Master's Degree in History choose an area of specialization, such as local, regional, national, or world history; ancient, medieval, postclassical, modern, or an
otherwise classified history; and/or economic, political, public, or social history. Courses may
discuss how the past impacts contemporary issues such as politics, gender, race, and society as a
whole. It is excellent preparation for a wide variety of careers such as teaching, journalism, public
services, museum, archival work and other competitive exams.

IMPORTANCE/ RELEVANCE OF THE COURSE

- Students will develop an understanding of historiography, the historical method, and
history as an academic discipline.
- Students will develop advanced knowledge in one or more scholarly fields in the study of
history.
- Students will utilize theories and methods appropriate for graduate research in the study
of history.
- Students will demonstrate critical thinking, analytical, and interpretive skills appropriate
for graduate research in history.
- Students will communicate effectively both orally and in writing.

History as an option in B.A. through distance education mode is highly in demand. The
candidates who are employed at various positions in government offices, public sector and private
organizations after graduation and wanted to pursue higher studies, would get an opportunity to
upgrade their qualification for getting promotions, applying for higher and better positions. Thus
it is designed to provide students with the quality education in preparation for careers, or
advancement of careers in various sector and private organizations. It stresses on balancing the
theoretical knowledge with the practical skills to foster ethics and commitment to public service
values.

TARGET GROUP OF LEARNERS

Candidate from remote, border and far off areas, rural and backward areas, women candidates,
employed candidates who are unable to pursue course on regular basis.

Students are provided the opportunity to develop their leadership, organization skills and decision
making skills. The course seeks to blend a traditional master's level qualification with practical
skills.

INSTRUCTIONAL DESIGNS

B.A. will be three years course (six semester's). As an optional subject History will be one
paper in each semester. Ordinances along with detailed syllabi has been attached as Annexure II.
Same syllabus has been adopted as is offered to the students studying through regular mode.
Choice based credit system will also be introduced.

Self instructional material will be prepared in print from in both mediums. Audio-video lessons
will also be prepared. Study material had been prepared for whole syllabus. Faculty member has
been provided with telephone and email facility. Department maintains its own website through
which students will be informed about fees, admissions, personal contact programme schedule,
internal assessment tests schedule etc. each student will be informed through SMS as well as
registered letter about the PCP dates, duration and time in advance.

Faculty includes the three permanent teachers. There are eight permanent faculty teachers in
regular department, who are willing to act as guest faculty. One/two personal contact programmes
of (one week each) are conducted per semester where syllabus is discussed in detail.

PROCEDURE FOR ADMISSION, CURRICULUM TRANSACTION AND
EVALUATION:

The required eligibility for admission to the course is Bachelor degree in any discipline from any
statutory university with pass marks. There is no age bar for joining the course. All the eligible
applicants are admitted. Students have the flexibility of passing the course within a period of four
years from the year of admission. Overseas students are also eligible to seek admission in the course.
Prospectus will be provided online as well as offline. Single window system has been provided at the university entrance for facilitating the admission.
Fee is charged as per the university rules and is fixed under the guidance of the centralized admission cell of the university. Candidates living abroad will pay tuition fee, other annual charges and examination fees in foreign currency at the time of admission, as per the schedule in the form of demand draft only, but not in cash. The foreign students shall have to bear any other expenditure related to the conduct of examination demanded by the concerned embassy. The employees and children or wards of employees of Indian Embassies/ High Commissions will not be required to pay mailing charges prescribed for foreign candidates if they arrange to receive their printed lessons through the diplomatic bag.
The examination centres for foreign students will be created in their respective countries on payment of a centre creation fee, provided arrangements to the satisfaction of the Vice-Chancellor exist there. Otherwise, the candidate has to appear at one of the centres created in Punjab. If any other charges/ expenses are levied by the embassy, the candidate will have to pay accordingly.
Along with printed study material, compulsory Personal Contact Programmes will be organized two times per semester. Through FM RADIO, Phone- in- Counselling Programmes will be conducted so that students sitting at their homes or work places can interact with the faculty and get their queries solved. Radio talks will also delivered through FM Radio on various topics of interest and current affairs. Lectures will be delivered through Audio – Video Lessons, power point presentations, documentaries and social issues based films. Facility of personal counseling during PCPs and on all working days will also be provided. Field Visits may also be arranged for gaining knowledge about practical functioning of the administrative institutions. Special lectures by renowned administrators will also be arranged so as to provide insight into the policy making.
Internal Assessment has been made integral part of the Course. Response sheets, assignments, viva –voce, written tests are conducted for during each semester

REQUIREMENT OF THE LABORATORY SUPPORT AND LIBRARY RESOURCES

The course doesn’t require any laboratory setup. Department of Distance Education is at Arts Block 3 of Punjabi University, Patiala has its well stocked Library with about 2000 books in Punjabi as well as English medium covering various papers and topics of the syllabus especially for the distance learners. Catalogue has been computerized using LIBSYS software. Students can take two books and one audio-video lesson CD on loan for one month. During PCPs, library remains open on Saturdays, Sundays and other holidays. The library is fully air-conditioned with a reading hall, caters to ten newspapers in English, Hindi and Punjabi language.
About fifty percent of the study material has been prepared and developed in the form of both soft and hard copy. About two lacs fifty thousand rupees is estimated to be incurred on development, delivery and maintenance whereas it is expected to earn approx. nine lac rupees at the minimum.

REMARKS

Through Feedback Performa, written demands or through email/ whatsapp for introduction of new courses, emails and suggestions received from the parents of the students/ professionals, assessing the market demands and requirement of various services continuously.


Max.Marks:100 Time allowed: 3 hours
Internal Assessment: 25 Marks Pass Marks: 35 External Assessment: 75 Marks

INSTRUCTIONS FOR THE CANDIDATES
Candidates are required to attempt two questions each from the sections A, and B of the question paper and the entire Section C. The candidate are required to give answer of each short answer type question in 30-40 words i.e. in 7-10 lines.

SECTION - A
1. Geographical features of India and their impact on ancient Indian history; Major Sources.
2. The Harappan Civilization: Origin, Date; Extent, main features and the causes of its decline.
3. Rig Vedic Civilization: Original home of the Aryans; their social, political, economic and religious life.
4. Later Vedic Civilization: political, social and religious life.

SECTION-B
6. The Age of the Mauryas: Establishment and expansion of the Empire under Chandragupta Maurya and Ashoka, Polity and Administration, Ashoka's Dharma, Ashokas achievements and his place in history, Decline of the Mauryan Empire.
7. The Gupta Age: Establishment of the Gupta Empire, its expansion under Samundragupta and Chandragupta -II, Decline of Gupta Empire
8. The Age of Vardhanas: Establishment of the Vardhana Kingdom, Harsha's campaigns and political relations, Literature and Education

SECTION-C (COMPULSORY)
Part-I : 10 Short-Answer type Questions.

For Regular And Distance Education Students: Ten short answer type questions will be set from the entire syllabus. The candidates will attempt 8 questions. The answer to each of these question will be of 30-40 words and will carry 2 marks each. Thus the total marks of these questions will be 16.

Part-II: The paper-setter will set one question on map out of the 4 maps mentioned below.
There will be internal choice. The outline map will be provided. The map question will carry 11 marks, 7 marks for filling the map and 4 marks for the explanatory note.

Part-II: The paper-setter will set one question on map out of the 4 maps mentioned below.
The outline map will be provided. The map question will carry 16 marks 10 marks for the map and 6 marks for the explanatory note. Choice will be offered on map question.

MAPS:
a) Important sites connected with Buddha and Mahavira
b) The Mauryan Empire under Ashoka (about 250 B.C.)
c) The Gupta Empire
d) The Empire of Harsha (647A.D.)

B.A. PART-I : SEMESTER –II
PAPER- HISTORY OF INDIA, 1000 A.D. TO 1707 A.D.
Max.Marks:100 Time allowed: 3 hours
Internal Assessment: 25 Marks Pass Marks: 35 External Assessment: 75 Marks

INSTRUCTIONS FOR THE CANDIDATES
Candidates are required to attempt two questions each from the sections A, and B of the question paper and the entire Section C. The candidate are required to give answer of each short answer type question in 30-40 words i.e. in 7-10 lines.
SECTION - A
1. Invasions of Mahmud Ghaznavi: their effects; conquest of North-West India by Mohammad Ghauri; causes of the success of the Turks.
2. Consolidation of the Sultanate of Delhi under Iltutmish and Balban.
3. Ala-ud-Din Khalji: conquests, administrative and economic reforms
4. The Tughlaqs: Muhammad-bin-Tughlaq's administrative experiments; Firoz Tughlaq's reforms.
5. The Vijaynagar Kingdom: Establishment and Expansion, Causes of Decline.

SECTION-B
6. Establishment of the Mughal Empire under Babur.
7. Administration of Sher Shah Suri and his reforms
8. Rajput and Religious policies of the Mughals
9. Shivaji: His conquests and administration
10. Mughal Administration: central and provincial administration; land revenue and mansabdari System

SECTION-C (COMPULSORY)
Part-I: 10 Short-Answer type Questions.

For Regular And Distance Education Students: Ten short answer type questions will be set from the entire syllabus. The candidates will attempt 8 questions. The answer to each of these question will be of 30-40 words and will carry 2 marks each. Thus the total marks of these questions will be 16.

Part-II: The paper-setter will set one question on map out of the 4 maps mentioned below. There will be internal choice. The outline map will be provided. The map question will carry 11 marks, 7 marks for filling the map and 4 marks for the explanatory note.

Part-II: The paper-setter will set one question on map out of the 4 maps mentioned below. The outline map will be provided. The map question will carry 16 marks 10 marks for the map and 6 marks for the explanatory note. Choice will be offered on map question.

MAPS:
a) Ala-ud-din Khaliji's Empire (1316 A.D.)
b) Political Condition of India on the eve of Babur's invasion.
c) The Mughal Empire under Akbar (1556-1605 A.D.)
d) The Mughal Empire under Aurangzeb (1707 A.D.)

B.A. PART-II (SEMESTER-III)
PAPER-I: HISTORY OF INDIA, 1707-1950
INSTRUCTIONS FOR THE CANDIDATES
Candidates are required to attempt two questions each from the sections A, and B of the question paper and the entire Section C. The candidate are required to give answer of each short answer type question in 30-40 words i.e. in 7-10 lines.

SECTION-A
5. Causes of the downfall of Mughal Empire.
6. Administrative and Social Reforms of Cornwallis and Bentinck.
7. The Uprising of 1857: Causes, nature, results and causes of its failure.
8. Socio-Cultural Movements: BrahmoSamaj, AryaSamaj, Aligarh Movement, Singh Sabha Movement. Dr. Ambedkar's efforts for the uplift of the Scheduled Castes.

SECTION-B
Rise of Political Consciousness in India: Moderates, Extremists and Revolutionary; Ghadar Party.


Salient Features of Indian Constitution; Integration of Princely States; Re-organisation of States.

SECTION-C (Compulsory)

Part-I: 10 Short-Answer type Questions.

For Regular And Distance Education Students: Ten short answer type questions will be set from the entire syllabus. The candidates will attempt 8 questions. The answer to each of these question will be of 30-40 words and will carry 2 marks each. Thus the total marks of these questions will be 16.

Part-II: The paper-setter will set one question on map out of the 4 maps mentioned below. There will be internal choice. The outline map will be provided. The map question will carry 11 marks, 7 marks for filling the map and 4 marks for the explanatory note.

MAPS:
12. British India in 1805 A.D.
13. British India in 1818 A.D.
14. British India in 1856 A.D.
15. Important Centres of the Revolt of 1857.

SEMESTE-IV

PAPER-I: HISTORY OF PUNJAB (1469-1799)

INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt two questions each from the sections A, and B of the question paper and the entire Section C. The candidate are required to give answer of each short answer type question in 30-40 words i.e. in 7-10 lines.

SECTION-A

8. Main Sources of Punjab History.

9. Age of Guru Nanak Dev: Political, social and religious condition; His teachings

10. Evolution of Sikhism 1539-1606 (from Guru Angad to Guru Arjan)

11. Transformation of Sikhism from Guru Hargobind to Guru TeghBahadur.

SECTION-B

1. Guru GobindSingh: Creation of the Khalsa and its significance; His achievements and personality.

6. Banda Singh Bahadur and the establishment of independent rule of the Sikhs; Causes of his failure.

15. Political struggle of the Sikhs against Zakariya Khan, Yahiya Khan and Mir Mannu.


SECTION-C (Compulsory)

Part-I: 10 Short-Answer type Questions.

For Regular And Distance Education Students: Ten short answer type questions will be set from the entire syllabus. The candidates will attempt 8 questions. The answer to each of these question will be of 30-40 words and will carry 2 marks each. Thus the total marks of these questions will be 16.

Part-II: The paper-setter will set one question on map out of the 4 maps mentioned below. There will be internal choice. The outline map will be provided. The map
INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt two questions each from the sections A, and B of the question paper and the entire Section C. The candidate are required to give answer of each short answer type question in 30-40 words i.e. in 7-10 lines.

SECTION-A
1. Rise of Modern Age : Renaissance and Reformation.
3. Napoleon : Reforms; Causes of his downfall.
5. Rise of Nationalism: Unification of Italy and Germany.

SECTION-B
6. Industrial Revolution and its effects.
8. Rise of Fascism and Nazism.
10. Chinese Revolution of 1949; Modernisation of Turkey under Kamal Pasha; Creation of Israel.

SECTION-C (COMPULSORY)

Part-I : 10 Short-Answer type Questions.

For Regular And Distance Education Students: Ten short answer type questions will be set from the entire syllabus. The candidates will attempt 8 questions. The answer to each of these question will be of 30-40 words and will carry 2 marks each. Thus the total marks of these questions will be 16.

Part-II: The paper-setter will set one question on map out of the 4 maps mentioned below. There will be internal choice. The outline map will be provided. The map question will carry 11 marks, 7 marks for filling the map and 4 marks for the explanatory note.

Part-II: The paper-setter will set one question on map out of the 4 maps mentioned below. The outline map will be provided. The map question will carry 16 marks 10 marks for the map and 6 marks for the explanatory note. Choice will be offered on map question.

MAPS:
(a) Europe in 1789 A.D.
(b) Vienna Congress.
(c) Unification of Italy.
(d) Europe in 1945.

SEMESTER-VI PAPER-II : HISTORY OF PUNJAB (1799-1966)

Max.Marks:100 Time allowed: 3 hours
Internal Assessment: 25 Marks Pass Marks: 35
External Assessment: 75 Marks

INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt two questions each from the sections A, and B of the question paper and the entire Section C. The candidate are required to give answer of each short answer type question in 30-40 words i.e. in 7-10 lines.
SECTION-A
1. Political condition of the Punjab on the eve of Ranjit Singh’s accession to Power.
2. Establishment of Ranjit Singh’s Kingdom: Conquests of Lahore, Amritsar, Multan, Kashmir and Peshawar.
3. Relations between Ranjit Singh and the British (1800-1839).

SECTION-B
5. Causes of Anglo-Sikh Wars and the Annexation of the Punjab.
6. Administration of Punjab 1849-58: Board of Administration and its working; John Lawrence as Chief Commissioner.
7. Socio-Religious Reform Movements in the late nineteenth century: Namdhari Movement; Arya Samaj; Singh Sabha and Gurdwara Reform Movement.
8. Factors leading to the partition of Punjab and its effects; reorganisation of the Punjab, 1966.

SECTION-C (COMPULSORY)

Part-I: 10 Short-Answer type Questions.

For Regular And Distance Education Students: Ten short answer type questions will be set from the entire syllabus. The candidates will attempt 8 questions. The answer to each of these question will be of 30-40 words and will carry 2 marks each. Thus the total marks of these questions will be 16.

Part-II: The paper-setter will set one question on map out of the 4 maps mentioned below. There will be internal choice. The outline map will be provided. The map question will carry 11 marks, 7 marks for filling the map and 4 marks for the explanatory note.

Part-II: The paper-setter will set one question on map out of the 4 maps mentioned below. The outline map will be provided. The map question will carry 16 marks 10 marks for the map and 6 marks for the explanatory note. Choice will be offered on map question.

MAPS:
(a) Kingdom of Ranjit Singh (1839 A.D.)
(b) Battles of First Anglo-Sikh War.
(c) Battles of Second Anglo-Sikh War.
(d) Punjab in 1966.

SUBJECT- DEFENCE AND STRATEGIC STUDIES

INTRODUCTION
Defence and Strategic Studies is also known as Military Studies and Defence Studies. It includes the study of war, national security studies, military science and other aspects related to military or defence of the nation. It has interdisciplinary approach and focuses on aspects like conflict resolution, conflict management, civil defence, economic defence, science and technology and much more knowledge about various defence organizations like Military, Navy, Air Force etc. Defence and Strategic Studies help an individual to get in-depth knowledge and analysis of the issues and events among the nations in the contemporary times. It helps to understand the students about the importance of nation and it’s territory, identity, sovereignty and security. Even it exposes the war as a major security concern for all the nations in today’s world, which can endanger the national security, peace and harmony of any nation.

A) OBJECTIVES OF TEACHING DEFENCE AND STRATEGIC STUDIES
Its major objective is to generate awareness about the national security and it discusses all strategic and domestic issue which can affect the security and defence of the nation.
Another objective is to spread information about the historical background through military history and importance of geographical location of the nation which determines the military and security arrangements of the nation. It helps to understand the students about the complex security environment of modern world. It makes them more aware about the surroundings and converts them into good leaders with high morale and quick decision-making power and more disciplined individuals.

It’s another objective is to produce military scientists, theorists, researchers for the future and even it motivates the youth to join the armed forces.

B) RELEVANCE OF THE PROGRAMME WITH HEI’S MISSION AND GOALS:-

This subject has a very good scope and highly in demand today. Defence and strategic studies as a subject provides theoretical knowledge about the basics of strategies and tactics of war and conflict resolution. It provides a platform to the armed personnel to better understand the strategies and policies of the nation to find out the solution of existing issues between the nations and promote peace and harmony by tackling the internal as well as external security threats. Even it motivates the youth to join the armed forces and make them a better citizen. After doing Bachelor of Arts with the subject of defence studies, a candidate can go for research, teaching, security services and civil services.

C) TARGET GROUP OF LEARNERS:

The candidates from rural, remote as well as urban background who are working on regular jobs and cannot pursue regular studies, they can get the benefits from distance learning modes. Even the students from the economically weaker section can easily pursue their studies through distance education.

D) APPROPRIATENESS OF THE PROGRAMME IN DISTANCE LEARNING MODE TO ACQUIRE SKILL AND COMPETENCE:

After completing the Bachelor’s Degree, the candidate can go for Master’s Degree in Defence Studies like M.A, M.Phil., and can do Ph.D or postgraduate diploma in defence studies also. Many armed personnel are getting benefits by updating their qualification and they are gaining maximum theoretical knowledge about the defence system of India through defence and strategic studies as an optional subject. Even these armed personnel get promotion by completing their degree of Bachelor of Arts.

E) INSTRUCTIONAL DESIGN:

If the candidates have passed 10+2 examination in any combination of subjects they are eligible to opt Defence and Strategic Studies as an optional subject in Bachelor of Arts.

In the course of Bachelor of Arts, Defence and Strategic Studies as a subject has divided into six semesters (three years), each year has two semesters and detailed syllabi has been attached as is offered to the students in regular mode. In every semester, a candidate has to submit two assignments for the internal assessment and at the end of every session, a seminar cum viva voce is taken according to the syllabus.

F) PROCEDURE FOR ADMISSION, CURRICULAM TRANSACTION AND EVALUATION:

Students are informed about fees, admission, classes schedule, internal assessments, assignments, seminar etc through departmental website. Even students are informed through SMS and registered letters regarding class dates, duration and venue of personal contact programme (PCP) in advance. Self-instructional material is prepared in print form. Faculty is provided with telephone and e-mail facility to keep in touch with students.

Faculty includes one permanent teacher at the department and four faculty teachers are in regular department who are regularly invited as specialized guest faculty. One or two personal contact programme (PCP) are conducted to discuss syllabus in detail.
G) REQUIREMENT OF THE LABORATORY SUPPORT AND LIBRARY RESOURCES:-
The course doesn’t require any laboratory set-up. Department of Distance Education is at Arts block 3 of Punjabi University, Patiala has its well stocked Library with 250 books in Punjabi as well as English medium covering various papers and topics of the syllabus especially for the distance learners. During PCPs, library remains open on Saturday and Sunday and other holidays. The library is fully air-conditioned with reading hall, cater to ten newspapers in English, Hindi and Punjabi languages.

H) COST ESTIMATION FOR THE PROGRAMME AND THE PROVISIONS:-

I) QUALITY ASSURANCE MECHANISMS AND EXPECTED PROGRAMMES OUTCOME:-
Through Feedback performa, emails and suggestions received from students, parents of the students/ professionals, assessing the market demands and requirement of various services continuously.

SUBJECT- DEFENCE AND STRATEGIC STUDIES

INTRODUCTION-
Defence and Strategic Studies is also known as Military Studies and Defence Studies. It includes the study of war, national security studies, military science and other aspects related to military or defence of the nation. It has interdisciplinary approach and focuses on aspects like conflict resolution, conflict management, civil defence, economic defence, science and technology and much more knowledge about various defence organizations like Military, Navy, Air Force etc. Defence and Strategic Studies help an individual to get in-depth knowledge and analysis of the issues and events among the nations in the contemporary times. It helps to understand the students about the importance of nation and its territory, identity, sovereignty and security. Even it exposes the war as a major security concern for all the nations in today’s world, which can endanger the national security, peace and harmony of any nation.

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O) PROCEDURE FOR ADMISSION, CURRICULAM TRANSACTION AND EVALUATION:-
Students are informed about fees, admission, classes schedule, internal assessments, assignments, seminar etc through departmental website. Even students are informed through SMS and registered letters regarding class dates, duration and venue of personal contact programme (PCP) in advance. Self-instructional material is prepared in print form. Faculty is provided with telephone and e-mail facility to keep in touch with students. Faculty includes one permanent teacher at the department and four faculty teachers are in regular department who are regularly invited as specialized guest faculty. One or two personal contact programme (PCP) are conducted to discuss syllabus in detail.

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Q) COST ESTIMATION FOR THE PROGRAMME AND THE PROVISIONS:-
R) QUALITY ASSURANCE MECHANISMAND EXPECTED PROGRAMMES OUTCOME:-
Through Feedback performa, emails and suggestions received from students, parents of the students/ professionals, assessing the market demands and requirement of various services continuously.
DEFENCE AND STRATEGIC STUDIES
SEMESTER – I
(Syllabus for 2017-18, 2018-19 and 2019-2020)

Note – There will be two theory papers one for each semester comprising 85 marks and one practical examination* comprising 30 marks. For students of distance education, project report/seminar based viva voce comprising 30 marks will be conducted. The practical examination/ project report/seminar based viva will be held once in a year at the end of second semester.

INSTRUCTIONS FOR REGULAR/DISTANCE EDUCATION CANDIDATES
PAPER - WAR AND ITS VARIOUS ASPECTS

Maximum Marks: 85  Time Allowed: 3 hours  Theory – 64 Marks
Internal Assessment – 21 Marks (House Test – 8 Marks, Seminar/Assignment /Project Work - 8 Marks, Attendance – 5 Marks)
Pass Marks: 35% of the subject (Theory, Internal Assessment and practical separately)

INSTRUCTIONS FOR THE CANDIDATES
Candidates are required to attempt any four questions selecting at least two questions from each Section A and B and the entire section C.

SECTION-A
i. WAR
   a. Concept and definition.
   b. Brief history of warfare.

ii. MODERN WARFARE
    a. Concept and definition
    b. Features of Modern Warfare

iii. WAR AS AN INSTRUMENT OF POLICY

SECTION-B

i. GUERRILLA WARFARE
   a. Origin and concept.
   b. Principles, techniques and characteristics of guerrilla warfare.
   c. Counter guerrilla measures.

ii. PSYCHOLOGICAL WARFARE
   a. Definition and concept.
   b. Functions.
   c. Limitations.

iii. PSYCHOLOGICAL ASPECTS OF WAR
    a. Leadership
    b. Discipline
    c. Motivation
    d. Morale
    e. Fear and panic.

iv. NUCLEAR WARFARE
    a. Beginning of nuclear era and effects of nuclear explosion.
    c. Nuclear strategies of ‘Deterrence’ and ‘Massive Retaliation’.
    d. Missiles: Types and their classification.
Note – There will be two theory papers one for each semester comprising 85 marks and one practical examination* comprising 30 marks. For students of distance education, project report/seminar based viva voce comprising 30 marks will be conducted. The practical examination/ project report/seminar based viva will be held once in a year at the end of second semester.

**WAR – THEORATICAL DIMENSIONS**

**INSTRUCTIONS FOR REGULAR/DISTANCE EDUCATION CANDIDATES**

Maximum Marks: 85

- **Theory** – 64 Marks
- Internal Assessment – 21 Marks (House Test – 8 Marks, Seminar/Assignment /Project Work - 8 Marks, Attendance – 5 Marks) Pass Marks: 35% of the subject
  
  (Theory, Internal Assessment and practical separately)

**INSTRUCTIONS FOR THE CANDIDATES**

Candidates are required to attempt any four questions selecting at least two questions from each Section A and B and the entire section C.

**SECTION-A**

i. **FUNDAMENTALS OF STRATEGY AND TACTICS**
    a. Meaning and importance.
    b. Historical development and application.

ii. **PRINCIPLES OF WAR**
    a. Meaning and importance.
    b. Historical development and application.

iii. **FRONTIERS AND BOUNDARIES**
    a. Difference between frontier and boundary
    b. Types of Boundaries
    c. Importance of Boundaries

**SECTION-B**

i. **COLLECTIVE SECURITY**
    a. Meaning and Concept
    b. Role of the UN in Collective Security Management

ii. **BALANCE OF POWER**
    a. Meaning and concept
    b. Historical development of the system
    c. Functioning of the system

iii. **HUMANIZATION OF WAR**
    a. Definition and Concept
    b. The Geneva Conventions

iv. **MEANS TO SETTLE INTERNATIONAL DISPUTES**
    a. Pacific Means
    b. Coercive Means

**PROJECT REPORT/SEMINAR BASED VIVA VOCE FOR DISTANCE EDUCATION STUDENTS**

* PROJECT REPORT/SEMINAR BASED VIVA VOCE WILL BE HELD ONCE IN A YEAR AT THE END OF SECOND SEMESTER.

<table>
<thead>
<tr>
<th>Component</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Report</td>
<td>15</td>
</tr>
<tr>
<td>Seminar</td>
<td>10</td>
</tr>
<tr>
<td>Viva Voce</td>
<td>05</td>
</tr>
</tbody>
</table>
TOPICS:

i. Principles of War
ii. Military Leadership
iii. Guerilla Warfare
iv. Relevance of United Nations in Contemporary times
v. Collective Security System
vi. Humanization of War

SEMETER – III
(Syllabus for 2017-18 Sessions)

NOTE – THERE WILL BE TWO THEORY PAPERS ONE FOR EACH SEMESTER COMPRISING 85 MARKS AND ONE PRACTICAL EXAMINATION COMPRISING 30 MARKS. THE PRACTICAL EXAMINATION WILL BE HELD ONCE IN A YEAR AT THE END OF FOURTH SEMESTER.

EVOLUTION OF WARFARE

INSTRUCTIONS FOR REGULAR/DISTANCE EDUCATION CANDIDATES

Maximum Marks: 85
Time Allowed: 3 hours

The Theory – 64 Marks
Internal Assessment – 21 Marks (House Test – 8 Marks, Seminar/Assignment /Project Work - 8 Marks, Attendance – 5 Marks) Pass Marks: 35% of the subject
(Theory, Internal Assessment and practical separately)

INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt any four questions selecting at least two questions from each Section A and B and the entire section C.

SECTION - A

i. Military organisations and techniques of fighting of Macedonians and Persians with particular reference to the Battle of Arbella 331 BC:
   a. Introduction - Opposing forces and their deployment
   b. Description of the battle
   c. Analysis (Strategy, tactics, application of principles of war and causes of defeat and victory).

ii. Military organisations and techniques of fighting of Romans and Carthaginians with particular reference to the Battle of Cannae 216 B.C.:
   a. Introduction - Opposing forces and their deployment
   b. Description of the battle
   c. Analysis (strategy, tactics, application of principles of war and causes of defeat and victory).

iii. Military organisations and techniques of fighting of the English and Normans with particular reference to the Battle of Hastings, 1066 A.D.:
   a. Introduction - Opposing forces and their deployment
   b. Description of the battle
   c. Analysis (Strategy, tactics, application of principles of war and causes of defeat and victory).

iv. The Mongol art of war under ChanezKhan.
   a. Organisation of Mongol Armies.
   b. Mongol Art of War.

SECTION - B

i. Industrial Revolution and its impact:
   a. Impact on Society
b. Impact on Weapons of land and naval warfare
c. Impact on means of communications
d. Impact on tactics of land and naval warfare.

ii. Napoleon’s Art of Warfare:
   a. Elements of Napoleonic Warfare.
   b. Principles of Napoleonic Warfare.

iii. Naval warfare with particular reference to the Battle of Trafalgar 1805 A.D.:
   a. Background of the English and Franco-Spanish rivalry for naval supremacy.
   b. Introduction - Opposing forces and their deployment
   c. Description of the battle.
   d. Analysis (Strategy, tactics, application of principles of war and causes of defeat and victory).

iv. American Civil War (1861-65).
   a. Introduction
   b. Causes
   c. Events in brief
   d. The character of Civil War.
   e. Tactical developments.

SEMESTER – IV
(Syllabus for 2017-18 Sessions)

NOTE – THERE WILL BE TWO THEORY PAPERS ONE FOR EACH SEMESTER COMPRISING 85 MARKS AND ONE PRACTICAL EXAMINATION COMPRISING 30 MARKS. THE PRACTICAL EXAMINATION WILL BE HELD ONCE IN A YEAR AT THE END OF FOURTH SEMESTER.

EVOLUTION OF WARFARE IN INDIA

INSTRUCTIONS FOR REGULAR/DISTANCE EDUCATION CANDIDATES

Maximum Marks: 85                  Time Allowed: 3 hours
Theory – 64 Marks
Internal Assessment – 21 Marks (House Test – 8 Marks, Seminar/Assignment /Project Work - 8 Marks, Attendance – 5 Marks)
Pass Marks: 35% of the subject (Theory, Internal Assessment and practical separately)

INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt any four questions selecting at least two questions from each Section A and B and the entire section C.

SECTION A

i. Macedonian and Indian Military Organisations and techniques of fighting with particular reference to the Battle of Hydaspes, 326 B.C.:
   a. Military Organisations and techniques of fighting of of Macedonian and Indians.
   b. Battle of Hydaspes - Opposing forces and their deployment.
   c. Analysis (strategy, tactics, application of principles of war and causes of defeat and victory).

ii. Kautilya’s Philosophy of War:
   a. Diplomacy and Strategy.
   b. The institution of Spies.
   c. Army Organisation.
   d. Mode of Warfare.
e. Forts- Types & Role.

iii. Military organisations and techniques of fighting of Rajputs and Turks with particular reference to the Battle of Terrain, 1192 A.D.:
   a. Military organisations and techniques of fighting of Rajputs and Turks
   b. Battle of Terrain - Opposing forces and their deployment.
   c. Analysis (strategy, tactics, application of principles of war and causes of defeat and victory.)

iv. Military organisations and techniques of fighting of Mughals and Afghans with particular reference to the First Battle of Panipat, 1526 A.D.:
   a. Military organisations of Mughals and Afghans.
   b. Battle of Panipat - Opposing forces and their deployment
   c. Analysis (Strategy, tactics, application of principles of war and causes of defeat and victory).

SECTION- B

i. Fighting Techniques of Southern Muslim Sultans with particular reference to the Battle of Talikota, 1565 A.D.:
   a. Military organisations and techniques of fighting of Rajputs and Turks
   b. Battle of Talikota - Opposing forces and their deployment
   c. Analysis (Strategy, tactics, application of principles of war and causes of defeat and victory.)

ii. Military organisations of Marathas under Shivaji and his techniques of fighting:
    a. Shivaji as a military leader.
    b. Higher defence organisation
    c. Military organisation.
    d. Techniques of fighting.

iii. Military organisation of Sikh Army and its fighting techniques under Maharaja Ranjit Singh:
    a. Maharaja Ranjit Singh as a Military leader.
    b. Growth and development of the Sikh Army from 1799-1849
    c. Organisation of the Army
    d. Fighting techniques of the Sikh Army (Strategy and tactics).

iv. Anglo-Maratha and Anglo-Sikh Warfare with particular reference to the Battle of Assaye, 1803 A.D. and Battle of Chillianwala
   a. Battle of Assaye :
      a. Introduction - Opposing forces and their deployment
      b. Description of the battle
      c. Analysis (Strategy, tactics, application of principles of war and causes of defeat and victory).
   b. Battle of Chillianwala:
      a. Introduction - Opposing forces and their deployment
      b. Description of the battle
      c. Analysis (Strategy, tactics, application of principles of war and causes of defeat and victory).

* PROJECT REPORT/SEMINAR BASED VIVA VOCE WILL BE HELD ONCE IN A YEAR AT THE END OF SECOND SEMESTER.

PROJECT REPORT MARKS – 15
SEMINAR MARKS – 10
VIVA VOCE MARKS – 05

TOPICS:
i. Strategy & Tactics of Alexander the Great in the Battle of Hydaspes.
ii. Impact of Industrial Revolution on Land Warfare
iii. Military Leadership of Maharaja Ranjit Singh.

**As per UGC directions to the Indian Universities (DO No. 14-5/2001(CPP-II) dated 27th September 2012), an optional paper of DISASTER MANAGEMENT has been introduced from the academic session 2013-14, of which the syllabus has been formed. The students have the option to choose either Paper II or the optional paper III.

PAPER - I (Compulsory) NATIONAL SECURITY OF INDIA

INSTRUCTIONS FOR REGULAR/DISTANCE EDUCATION CANDIDATES

Maximum Marks: 85
Time Allowed: 3 hours
Theory – 64 Marks
Internal Assessment – 21 Marks (House Test – 8 Marks, Seminar/Assignment /Project Work - 8 Marks, Attendance – 5 Marks)
Pass Marks: 35% of the subject (Theory, Internal Assessment and practical separately)

INSTRUCTIONS FOR THE CANDIDATES
Candidates are required to attempt any four questions selecting at least two questions from each Section A and B and the entire section C.

SECTION-A
ii. Elements of National Security:
   a. Geography
   b. Mineral resources
   c. Social, political and economic factors
   d. Scientific and technological development
   e. Military preparedness
iii. India’s Security Problems since independence.
   a. Geo-political effects of partition.
   b. Security problems related to Pakistan.
iv. Indian Ocean and India’s Security:
   b. India’s economic, political and security stakes in the Indian Ocean.
   c. Role of Indian Navy & Coast Guards.
v. Nuclear Policy of India.

SECTION-B
i. Internal dimension of India’s security:-
   a. Militancy in Jammu & Kashmir
   b. Insurgency in North eastern states
   c. Naxalism
ii. Civil Defence Organization in India: - Structure objectives, role and problems.
iii. Economic mobilization for national defence with reference to mobilization of Physical and Fiscal resources.
iv. Planning and production for national defence.
v. Major defence production Industries in India.

**SEMESTER – VI**

**PAPER - II (Option – I) REGIONAL SECURITY AND CO-OPERATION**

**As per UGC directions to the Indian Universities (DO No. 14-5/2001(CPP-II) dated 27th September 2012), an optional paper of DISASTER MANAGEMENT has been introduced from the academic session 2013-14, of which the syllabus has been formed. The students have the option to choose either Paper II or the optional paper III.**

**INSTRUCTIONS FOR REGULAR/DISTANCE EDUCATION CANDIDATES**

Maximum Marks: 85  
Time Allowed: 3 hours

Theory – 64 Marks  
Internal Assessment – 21 Marks (House Test – 8 Marks, Seminar/Assignment /Project Work - 8 Marks, Attendance – 5 Marks)

Pass Marks: 35% of the subject  
(Theory, Internal Assessment and practical separately)

**INSTRUCTIONS FOR THE CANDIDATES**

Candidates are required to attempt any four questions selecting at least two questions from each Section A and B and the entire section C.

**SECTION-A**

i. Theoretical dimensions of ‘Region’ in International Relations.


iv. Gulf Cooperation Council –(G.C.C).: Aim, Organisation and Working

**SECTION-B**

i. Association of South-East Asian Nations- (ASEAN): Concept, Objectives, Features, Problems & Achievements.

ii. Shanghai Cooperation Organisation- (S C O) : Aim, Organisation and Working.

iii. Non-aligned Movement (NAM):-History, Features, Problems, achievements and relevance in Contemporary period.

iv. India and Non-aligned Movement.

   a. South Asian Association for Regional Cooperation-(SAARC):

   b. Concept, Objectives, Features.

   c. Problems & Achievements.

**Paper – II (Option-II): DISASTER MANAGEMENT**

**As per UGC directions to the Indian Universities (DO No. 14-5/2001(CPP-II) dated 27th September 2012), an optional paper of DISASTER MANAGEMENT has been introduced from the academic session 2013-14, of which the syllabus has been formed. The students have the option to choose either Paper II or the optional paper III.**

**INSTRUCTIONS FOR REGULAR/DISTANCE EDUCATION CANDIDATES**

Maximum Marks: 85  
Time Allowed: 3 hours

Theory – 64 Marks  
Internal Assessment – 21 Marks (House Test – 8 Marks, Seminar/Assignment /Project Work - 8 Marks, Attendance – 5 Marks)

Pass Marks: 35% of the subject  
(Theory, Internal Assessment and practical separately)

**INSTRUCTIONS FOR THE CANDIDATES**

Candidates are required to attempt any four questions selecting at least two questions from each Section A and B and the entire section C.

**SECTION-A**

i. Introduction to Disasters:- Concept, and definitions.
ii. Types of Disasters - National & Man made (Including War).
iii. Effects of Disaster - Economic effects, health, psychological & Developmental.
iv. Disaster prevention, management & Mitigation.

SECTION-B
i. Disaster management in India- Historical perspectives
iii. Role of State & Central Agencies in Disaster management in India - NDRF, Civil Defence Organisation, Police & Para Military Forces.
iv. Role of Civil Society Institutions in Disaster management in India

PROJECT REPORT/SEMINAR BASED VIVA VOCE FOR DISTANCE EDUCATION STUDENTS)

* PROJECT REPORT/SEMINAR BASED VIVA VOCE WILL BE HELD ONCE IN A YEAR AT THE END OF SECOND SEMESTER.

PROJECT REPORT MARKS – 15
SEMINAR MARKS – 10
VIVA VOCE MARKS – 05

TOPICS:
- India’s Nuclear Policy
- Naval Defence of India
- Sino-Indian relations.
- Steps for resolving major irritants between India and Pakistan.

BACHELOR OF ARTS (EDUCATION)
Programme Project Report (PPR)
A. Programme mission & Objectives
Education is an increasingly changing, dynamic and very demanding sector. So subject of education at under graduate level is helpful for those who wish to enter into the educational sector and teaching profession. Students will be able to learn the philosophies of education, understand the nature of learner and policies related to Indian education system. Very few colleges are offering education as a subject at undergraduate level. So department of distance education, Punjabi university Patiala is also offering this subject; to cater to the need of those students who wants to join teaching profession.

Instructional Design: Instructional Design: those students who will opt for this subject will study education for 3 years during their course of graduation.

Syllabus: The syllabus of course is equivalent to the syllabus of B.A. (Education) running by colleges of Punjabi University, Patiala (Annexure I and II).

Sem.-I
Semester I will consists of one compulsory paper. This paper (foundations of education) will be of 100 marks (70 external +30 internal).

Sem.-II
Semester II will consists of one compulsory paper. This paper (educational psychology) will be of 100 marks (70 external +30 internal).

Sem. III
Semester III will consists of one compulsory paper. This paper (Basis of education) will be of 100 marks (70 external +30 internal).

Sem. IV
Semester IV will consists of one compulsory paper. This paper (teaching learning process) will be of 100 marks (70 external +30 internal).
Sem. V
Semester V will consist of one compulsory paper. This paper (Indian education) will be of 100 marks (70 external + 30 internal).

Sem. VI
Semester VI will consist of one compulsory paper. This paper (modern Indian education) will be of 100 marks (70 external + 30 internal).

ANNEXURE I
B.A.I (2017-18, 2018-19, 2019-20) EDUCATION

SEMESTER I

FOUNDATION OF EDUCATION
Max Marks: 100  
External: 70  
Internal: 30  
Pass Marks: 35% in the subject  
Time allowed: 3 Hours

INSTRUCTION FOR THE CANDIDATES
SECTION - A
SECTION - B
Agencies of education: Home, School, Community and Mass Media. Education for national integration, Education for international understanding, Education for Democracy

SEMESTER II

EDUCATIONAL PSYCHOLOGY
Max Marks: 100  
External: 70  
Internal: 30  
Pass Marks: 35% in the subject  
Time allowed: 3 Hours

INSTRUCTION FOR THE CANDIDATES
Candidates are required to attempt two questions each from the sections A and B of the question paper and the entire section C.
SECTION - A
Psychology-Its meaning and nature, relationship between education and psychology, nature and scope of educational psychology. Stages of human development-infancy, childhood and adolescence their needs, significance and problems.
SECTION - B
Concept and role of heredity and environment in the growth and development of the child, personality: concept, development and assessment, Rating Scale, Questionnaire and interview. Mental health: Concept and need.
Internal Assessment: 30 Marks

BASIS OF EDUCATION
Max Marks: 100  
External: 70  
Internal: 30  
Pass Marks: 35% in the subject  
Time allowed: 3 Hours

INSTRUCTION FOR THE CANDIDATES
Candidates are required to attempt two questions each from the sections A and B of the question paper and the entire section C.
SECTION - A
Education and Philosophy: Meaning, Concept and relationship, Educational Philosophy and Philosophy of Education, Philosophies of Education: Idealism, Naturalism and pragmatism
SECTION - B
Meaning of Sociology, Relationship between Education and Sociology, Nature and Scope of Educational Sociology, Role of Education in Social Change, Values in education: Meaning,
Types, Ways & Means for inculcation of values.

**Semester –II**

**TEACHING- LEARNING PROCESS**

Max Marks :100 External : 70 Internal : 30  
Pass Marks : 35% in the subject Time allowed :3 Hours

**INSTRUCTION FOR THE CANDIDATES**

Candidates are required to attempt two question each from the sections A and B of the question paper and the entire section C.

**SECTION –A**


**SECTION-B**


**ANNEXURE II**

**EDUCATION B.A. III**

Max Marks :100  Max Marks :70 (external) 30 (internal)  
Pass Marks : 35% in the subject  Time allowed :3 Hours

**INSTRUCTION FOR THE CANDIDATES**

Candidates are required to attempt two questions each from the sections A and B of the question paper and the entire section C.

**COURSE CONTENT :**

**SECTION – A**

Education In Pre-independence Era : Education in the ancient and medieval periods of Indian History and Brief History of Indian Education during British Period.

**SECTION-B**

Education in post-independence period with special reference to Universalization of elementary education, formal and non-formal education, Role of State in elementary education and innovative interventions, namely district primary education programme (DPEP) and Sarva Siksha Abhiyan (SSA).

**EDUCATION**


**PAPER II- MODERN INDIAN EDUCATION**

Max Marks :100  Max Marks :70 (external) 30 (internal)  
Pass Marks : 35% in the subject  Time allowed :3 Hours

**INSTRUCTION FOR THE CANDIDATES**

Candidates are required to attempt two questions each from the sections A and B of the question paper and the entire section C.

**COURSE CONTENT :**

**SECTION – A**

Secondary Education: Concept, Objectives, Problems and Status w.r.t. RMSA  
Higher Education: Concept, Objectives, Problems and Status w.r.t RUSA

**SECTION-B**

Adult and Continuing Education: concept, Objectives, Problems and Status  
Education of the Weaker sections of Society: SC, ST and Women need, importance and status.
Proposal for integrated course B.A. I,II and III
SUBJECT: SOCIOLOGY

Programme’s mission and objectives
1. The study of sociology is very important in a society as in Punjab that is changing pretty fast. Factors of change like globalisation and media etc. are influencing this state potently that need to be understood. The social problems like dowry, drugs, farmers’ suicides etc. to mention a few of them are to be understood and managed.
2. The students will be equipped well to compete in various streams for employment as teachers, researchers, surveyors, social and community workers, consultants and counsellors etc.

Relevance of programme with HEI’s mission and goal
1. To impart education of sociology to students who are employed and others who cannot afford regular course classes.
2. The majority students are girls from rural areas who are generally not allowed to leave home for education in a conservative society.
3. The subject is very popular indeed if the strength of undergraduate (B.A.) students is taken into consideration. The total strength is more than 3,000.

Nature of prospective target group of learners
1. Girl students especially from rural areas
2. Those who cannot afford regular teaching classes in terms of time or money.
3. Those employed at remote places like the army and paramilitary forces

Appropriateness of programme to be conducted in open and distance learning mode to acquire specific skills and competence
- The study material, Interactive sessions with the faculty members will help in acquiring the theoretical skills.
- Field work and project report writing will facilitate research methodology.

Instructional design
1. Personal contact programme (PCP) for a week in each semester.
2. The three year course has six semesters.
3. The faculty as per UGC norms: Faculty includes one permanent teacher and one permanent technical assistant in the department. There are five permanent faculty members in the regular department, who are willing to act as guest faculty.
4. Lessons are provided along with lectures and consultation.
5. Print media and video lessons along with radio talks. On-line lessons.
6. Copy of three year syllabus is attached herewith.

Procedure for admission, curriculum, transaction and evaluation
1. Eligibility is 35 per cent at 10+2 in sciences and social sciences and as per Punjabi University norms.
3. Evaluation as per University norms based on semester written tests and internal assessment.

Requirement of laboratory, support and library sources
1. No laboratory required.
2. Library is rich in sociology literature.

Cost estimate of the programme and the provisions
- Hiring guest faculty for PCP.
- Writing new lessons.
- Printing of Lessons.
Quality assurance mechanism and expected programme outcome

1. Regular updating of the syllabi that have been prepared following the UGC guidelines for curriculum.
2. The courses have been designed to facilitate students to compete for competitive examinations.

PAPER -I: FUNDAMENTALS OF SOCIOLOGY (SEM-I)

FOR REGULAR AND DISTANCE EDUCATION STUDENTS
MAXIMUM MARKS: 100        TIME ALLOWED: 3HRS
INTERNAL ASSESSMENT: 30     EXTERNAL ASSESSMENT: 70

INSTRUCTIONS FOR THE CANDIDATES
Candidates are required to attempt two questions each from sections A and B. Section C is compulsory.

SECTION-A
i) Sociology: Definition, nature and scope; Relationship with other Social Sciences: Psychology, Anthropology, History, Economics, Political Science.
ii) Basic Concepts: Social Structure, Society, Social Organization, Community, Association, Norms, Values, Status and Role.

SECTION-B
i) Socialization: Meaning, processes and agencies. Theories of self (Freud, Cooley and Mead)
ii) Culture: Meaning, characteristics; material and non-material culture; cultural lag; culture and civilization.

Semester-II   PAPER-II : FUNDAMENTALS OF SOCIOLOGY
M. Marks: 70        Time Allowed: 3hrs        Pass Marks: 25

INSTRUCTIONS FOR THE CANDIDATES
Candidates are required to attempt two questions each from sections A and B. Section C is compulsory.

SECTION A
i) Social Processes: Concept, Types: Integrative (Cooperation, Accommodation, Assimilation) and disintegrative (Competition and Conflict).
ii) Social Groups: Definition, characteristics, types (primary and secondary; in-group and out-group; Reference group).

SECTION B
i) Social Institutions: Concept; Marriage (definition and types); Family (definition, types and functions); Kinship (meaning and functions).
ii) Religion: Meaning and Functions
iii) Social Control: Meaning, Significance and agencies.
iv) Social Deviance: Meaning, characteristics, forms and factors.

(THIRD SEMESTER)  PAPER-I     SOCIAL STRUCTURE OF INDIAN SOCIETY
MAXIMUM MARKS: 100        TIME ALLOWED: 3HRS
INTERNAL ASSESSMENT: 30     EXTERNAL ASSESSMENT: 70

INSTRUCTIONS FOR THE CANDIDATES
Candidates are required to attempt two questions each from sections A and B. Section C is compulsory.

SECTION A
i) Social Stratification: bases and forms; social differentiation.
ii) Theories of Social Stratification: (Max Weber, Davis and Moore, Karl Marx)
i) Caste in India: Definition, features and changing patterns.
ii) Class in India: Definition and bases; caste and class.

SECTION B

i) Marriage and Family in India: Types and changing patterns.
ii) Gender discrimination; Changing Sex Ratio: Causes and consequences
iii) Features of Societal Organisation in India: Tribal, Rural
iv) Urban Organization in India and Rural-Urban Migration.

SEMESTER IVTH Paper-II: Social Change in India

MAXIMUM MARKS: 100  TIME ALLOWED: 3HRS
INTERNAL ASSESSMENT: 30  EXTERNAL ASSESSMENT: 70

INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt two questions each from sections A and B. Section C is compulsory.

SECTION A

i) Social Change: Meaning, Definition, types and Features.
ii) Evolution, Progress, Development and Revolution.
iv) Factors of Social Change: Technological and Cultural.

SECTION B

i) Processes of Social Change: Sanskritization Westernization, and Secularization
ii) Urbanization, Modernization and Globalization
iii) Planned Social Change: Community Development, Panchayati Raj Institution,
iv) MGNREGA, Swarn Jyanti Gram Swai Rojgar Yojna.

(Sem Vth) SOCIAL THOUGHT

MAXIMUM MARKS: 100  TIME ALLOWED: 3HRS
INTERNAL ASSESSMENT: 30  EXTERNAL ASSESSMENT: 70

INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt two questions each from sections A and B. Section C is compulsory.

SECTION -A

i) August Comte: Law of Three Stages; Positivism.
ii) Herbert Spencer: Law of Evolution; Organic analogy; Types of society
iii) Karl Marx: Materialist conception of History: Base and Super-structure; Class struggle.
iv) Max Weber: Interpretative Sociology; Social Action: concept and types; Authority: concept and types.

SECTION-B

ii) Division of Labour; Suicide; Collective Consciousness.
iii) Mahatama Gandhi: Non-violence; Satyagraha.
iv) Swaraj; Sarvodaya.

B.A.III (Sem. VI) SOCIAL SCIENCE RESEARCH METHODS

FOR REGULAR AND DISTANCE EDUCATION STUDENTS

MAXIMUM MARKS: 100  TIME ALLOWED: 3HRS
INTERNAL ASSESSMENT: 30  EXTERNAL ASSESSMENT: 70

INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt two questions each from sections A and B. Section C is compulsory.
SECTION - A

i) Social Research: Meaning, objectives and steps in Social Research;

ii) Scientific Method: definition and characteristics.

iii) Hypothesis: meaning, function, types and sources.

iv) Techniques of Data Collection: Observation, Interview, Schedule and Questionnaire.

SECTION - B

i) Sampling: Meaning and types (Probability and Non Probability)

ii) Analysis of Data: Editing; Coding; Tabulation and Report Writing.

iii) Statistics: Meaning, Definition and Functions Uses and Abuses.

iv) Measures of Central Tendency: Mean; Median and Mode (only Numerical)

SUBJECT: MATHEMATICS

(a) Mission, objectives and relevance of the programme

Punjabi University, Patiala strives academic excellence not only in the language after which it has been named, but in the field of physical and social sciences as well. The subject Mathematics is referred as the “Queen of Sciences”. With the society becoming scientific at a rapid pace, it becomes more important to be able to speak and reason in that language. Majoring in subjects like Mathematics simply opens the doors to a wealth of opportunities. Many of the most desirable careers are technical in nature and require some expertise in the mathematical sciences.

Since its inception, it has been actively engaged in research and it has wide range of applications in physical sciences, life sciences and computer science. In particular, there is a huge demand of mathematics students in fields such as statistics, engineering, physical science, computer science, insurance, economics, astronomy, actuarial science, mathematical modelling, cryptography, banking and accountancy.

(b) Nature of prospective target group of learners

- Girl students especially from rural areas.
- Those who cannot afford regular teaching classes in terms of time or money.
- Those employed at remote places like the army and para-military forces.
- As per the rules of the University, boys cannot attain higher education via private mode, so they fulfil their aim through distance education.
- Those students preparing for competitive examinations like IAS, PCS etc.

(c) Appropriateness of programme to be conducted in Open and Distance Learning Mode to acquire specific skills and competence:

- Students after doing graduation in Mathematics may pursue M.Sc. (Mathematics) and other relevant post graduation courses.
- Students are able to get jobs in different banks and other financial institutions.
- Mathematics develops the skills of reasoning. The rationale behind this is that mathematics form the foundation of thinking abilities. Moreover, it helps in developing new ideas and formulating new approaches and finally drawing logical conclusions. All these skills are surely required for the students in the today’s working world.

(d) Instructional Design

- Personal Contact Programme (PCP) for a week in each semester.
- The three year course has six semesters.
- The faculty as per UGC norms. In case of need, services of teachers from Department of Mathematics and other Departments are taken.
- Lessons are provided along with lectures and consultation.
Copy of three years syllabi is attached herewith.

(e) Procedure for admission, curriculum, transaction and evaluation
- Eligibility is 10+2 examination or equivalent (In B.A. Part-I only those candidates can take up Mathematics who have passed this subject in 10+2/three year diploma course.)
- Curriculum is kept at par with the regular mode.
- Evaluation is on the basis of assignments.
- Students have also access to the teachers with the help of phone calls or e-mail on all the working days.

(f) Requirement of Laboratory, Sport and Library Sources
- No laboratory required
- Library already exists and is rich in Text Books.

(g) Cost estimate of the programme & the provisions:

(h) Quality assurance mechanism and expected programme outcomes:
- Regular updating of the syllabi that have been prepared time to time following the UGC guidelines for curriculum.
- The course has been designed to facilitate students to compete for several competitive examinations.

BA Mathematics-Part I
Outlines of Tests, Syllabi and Courses of Reading
(Session 2017-18, 2018-19 & 2019-20)

Paper I: Calculus - I

INSTRUCTIONS FOR THE CANDIDATES
Candidates are required to attempt five questions in all selecting two questions from each of the Section A and B and compulsory question of Section C.

Section A
Successive differentiation Asymptotes, Multiple points, Tests for concavity and convexity, points of inflexion, Tracing of curves in Cartesian, parametric and polar forms. Curvature, radius of curvature, centre of curvature.

Section B
Integration of hyperbolic and inverse hyperbolic functions, Reduction Formulae, application of definite integral to find quadrature, length of an arc, Improper integrals and their convergence, Comparison tests, Absolute and conditional convergence, Abel’s and Dirichlet’s tests. Frullani integral. Integral as a function of a parameter. Beta – Gamma Functions and their convergence.

PAPER-II: DIFFERENTIAL EQUATIONS

INSTRUCTIONS FOR THE CANDIDATES
Candidates are required to attempt five questions in all selecting two questions from each of the Section A and B and compulsory question of Section C.

Section - A
Higher order differential equations: Solution of Linear homogeneous and non-homogeneous differential equations of higher order with constant coefficients and with variable coefficients. The method of Variation of Parameters.

Section - B
Differential operator method. Linear non-homogeneous differential equations with variable coefficients, Euler's Cauchy method.

Series solution of Differential equation: Regular point, ordinary point, Power Series method, Forbinious method, Bessel, Legendre and Bessel Equations, Legendre and Bessel functions and their properties, recurrence relations, orthogonality, Rodrigue’s formula.

PAPER-III: COORDINATE GEOMETRY

Internal Assessment: 10  Time Allowed: 3 hours  Total: 50

INSTRUCTIONS FOR THE CANDIDATES
Candidates are required to attempt five questions in all selecting two questions from each of the Section A and B and compulsory question of Section C.

Section-A
Review of General Equation of 2nd degree.
Parabola: Pole and polar, pair of tangents from a point, chord of contact, equation of chord in terms of midpoints and diameter of conic, Subtangent and Subnormal and its geometrical properties.

Section-B
Ellipse: Properties of ellipse, parametric representation of ellipse, tangents, normals, equation of chord joining two points on ellipse. Director circle of ellipse, chord of contact, conjugate lines and conjugate diameter, Conormal Points and its geometrical properties.
Hyperbola: Properties of hyperbola, fundamental rectangle, parametric representation of hyperbola, asymptotes of hyperbola, Conjugate hyperbola, rectangular hyperbola, tangents and normals.

PAPER-IV: Algebra-I

Teaching Hours 50  Internal Assessment: 10  Total: 50

INSTRUCTIONS FOR THE CANDIDATES
Candidates are required to attempt five questions in all selecting two questions from each of the Section A and B and compulsory question of Section C.

Section - A

Section-B

MATHEMATICS

PAPER-V: Partial Differential Equation

Teaching Hours 50  Internal Assessment: 10
Candidates are required to attempt five questions in all selecting two questions from each of the Section A and B and compulsory question of Section C.

Section - A

Partial differential equations: Partial differential equation of first order, Lagrange’s solution, Integral surfaces passing through a given curve, surfaces orthogonal to a given system of surfaces, Partial differential equation of first order but of any degree, Charpit’s general method of solution.

Partial differential equations of second and higher order: Partial differential equations of the second order and their classification into hyperbolic, elliptic and parabolic types, canonical forms.

Section – B

Homogeneous and non-homogeneous partial differential equations with constant coefficients. One dimension Wave and Heat Equation. Two dimensional Laplace equation by separation of variable method and D’Alembert’s solution of wave equation.

(Mathematics) III semester Paper-I: Advanced Calculus

Maximum Marks: 50 Time allowed: 3 Hrs.
Teaching hours: 50 Minimum Pass Marks: 35%
Instructions for the candidates
Candidates are required to attempt five questions in all selecting two questions from each section A and B and compulsory question of Section C. All questions will carry equal marks.

SECTION-A
Limit and Continuity of Functions of several variables. Differentiability of real-valued functions of two variables. Partial differentiation, Jacobians and their properties, Schwarz’s & Young’s theorems. Euler’s theorem on homogenous functions. Taylor’s theorem for functions two variables and error estimation. Maxima and Minima, Lagrange’s multiplier method.

SECTION-B
Double and Triple Integrals, Change of order of integration in double integrals, Change of variables. Applications to evaluation of areas, Volume, Centre of Gravity and Moments of Inertia.

B. A.
B.Sc (Mathematics) III semester

PAPER-II: ANALYSIS-I

Maximum Marks: 50
Teaching hours: 55
Minimum Pass Marks: 35%

Instructions for the candidates
Candidates are required to attempt five questions in all selecting two questions from each section A and B and compulsory question of Section C. All questions will carry equal marks.

SECTION-A

SECTION-B
Scalar and vector fields, differentiation of vectors, velocity and acceleration. Vector differential operators: Del, Gradient, Divergence and Curl, their physical interpretations. Formulae involving Del applied to point functions and their products. Line, surface and volume integrals, Greens Theorem in the Plane Parameterized Surface, Stokes Theorem and the Divergence Theorem. Applications of Green’s, Stoko’s and Divergence theorem.

B. A./B.Sc (Mathematics) III semester

Paper-III: STATICS

Maximum Marks: 50
Teaching hours: 50
Minimum Pass Marks: 35%

Instructions for the candidates
Candidates are required to attempt five questions in all selecting two questions from each section A and B and compulsory question of Section C. All questions will carry equal marks.

SECTION-A
Statics: Basic notation, Newton Laws of motion, system of two forces, parallelogram law of forces, resultant of two collinear forces, resolution of forces, moment of a force, couple, theorem on moments of a couple, coplanar forces, resultant of three coplanar concurrent forces, theorem of resolved parts, resultant of two forces acting on a rigid body, Varignon’s theorem, generalized theorem of moments.

SECTION-B
Equilibrium of two concurrent forces, equilibrium condition for any number of coplanar concurrent forces, Lami’s theorem. λ - μ theorem, theorems of moments, resultant of a force and a copule. Equilibrium conditions for coplanar non-concurrent forces.
Friction: Definition and nature of friction, laws of friction, Centre of gravity.
B. A. / B.Sc (Mathematics) III semester

PAPER-IV: Numerical Methods

Maximum Marks: 50
Teaching hours: 50

Instructions for the candidates
Candidates are required to attempt five questions in all selecting two questions from each section A and B and compulsory question of Section C. All questions will carry equal marks.

SECTION-A


SECTION-B

Interpolation: Finite differences, Divided differences, Newton Gregory Forward and Backward formula, Lagrange’s formula, Newton’s formulae, Central Differences, Stirling, Bessel’s and Everett’s formulae, Error in linear and quadratic interpolation.

B. A. / B.Sc (Mathematics) IV semester

Paper-V: Analysis-II

Maximum Marks: 50
Teaching hours: 50

Instructions for the candidates
Candidates are required to attempt five questions in all selecting two questions from each section A and B and compulsory question of Section C. All questions will carry equal marks.

SECTION-A

Definition of a sequence, Bounded and Monotonic sequences, Convergent sequence, Cauchy sequences, Cauchy’s Convergence Criterion, Theorems on limits of sequences. Subsequence , Sequential continuity.


SECTION-B

Concept of Point-wise and Uniform convergence of sequence of functions and series of functions with special reference to power Series. Statement of Weierstrass M-Tests for Uniform convergence of sequence of functions and of series of functions. Simple applications.

Determination of Radius of convergence of power series. Term by term integration and Term by term differentiation of power Series.

B. A. / B.Sc (Mathematics) IV semester

Paper-VI: DYNAMICS

Maximum Marks: 50
Teaching hours: 50

Instructions for the candidates
Candidates are required to attempt five questions in all selecting two questions from each section A and B and compulsory question of Section C. All questions will carry equal marks.

Section - A

Motion of a particle with constant acceleration, acceleration of falling bodies, motion under gravity, motion of a body projected vertically upward, motion of a two particles connected by a
string, motion along a smooth inclined plane, constrained motion along a smooth inclined plane. Variable acceleration, Simple harmonic motion, elastic string, simple pendulum.

**Section - B**

Projectile, Work, Power, conservative fields and potential energy, work done against gravity, potential energy of a gravitational field. Relative motion, relative displacement, velocity and acceleration, motion relative to a rotating frame of reference. Linear momentum, angular momentum, conservation of angular momentum, impulsive forces, principle of impulse and momentum.

**B.A- Vth**

**Paper-I: ALGEBRA - I**

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<th>Maximum Marks: 50</th>
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<td>Time allowed: 3 Hrs.</td>
<td>Minimum Pass Marks: 35%</td>
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**INSTRUCTIONS FOR THE CANDIDATES**

Candidates are required to attempt five questions in all selecting two question from each sections A and B and compulsory question of section C.

**Section-A**

**Group:** definition, examples, subgroups, counting Principle, Lagrange's theorem, Normal subgroups, Quotient groups, Homomorphisms, Fundamental theorem of homomorphism and related theorems. Cyclic Groups.

**Section- B**

**Rings:** Definition and examples of Rings, Elementary properties of Rings. Sub-rings, Homomorphism, ideals and Quotient Rings, Field of Quotient of Integral domain, division rings. Euclidean Rings, Principal ideals, examples.

**PAPER II : Discrete Mathematics - I**

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<th>Minimum Pass Marks: 35%</th>
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**INSTRUCTIONS FOR THE CANDIDATES**

Candidates are required to attempt five questions in all selecting two question from each sections A and B and compulsory question of section C.

**SECTION-A**


**SECTION-B**


**Opt.-I : : MATHEMATICAL METHODS- I**

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<td>Time allowed: 3 Hrs.</td>
<td>Minimum Pass Marks: 35%</td>
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**INSTRUCTIONS FOR THE CANDIDATES**

Candidates are required to attempt five questions in all selecting two question from each sections A and B and compulsory question of section C.
SECTION-A

Fourier series: Fourier series, Theorems, Dirichlet's conditions, Fourier series for even and odd functions, Half range Fourier series, Other forms of Fourier series

SECTION-B:

Laplace transforms:
Definition of Laplace transform, linearity property, Piecewise continuous function.
Existence of Laplace transform, Functions of exponential order and of class A. First and second shifting theorems of Laplace transform, Change of scale property - Laplace transform of derivatives, Initial value problems, Laplace transform of integrals, Multiplication by $t$, Division by $t$, Laplace transform of periodic functions and error function, Beta function and Gamma functions. Definition of Inverse Laplace transform, Linearity property, First and second shifting theorems of inverse Laplace transform, Change of scale property, Division by $p$, Convolution theorem, Heaviside’s expansion formula (with proofs and applications).

Opt.-II : Number Theory - I
Maximum Marks: 50
Time allowed: 3 Hrs.
Teaching hours: 50
Minimum Pass Marks: 35%

INSTRUCTIONS FOR THE CANDIDATES
Candidates are required to attempt five questions in all selecting two question from each sections A and B and compulsory question of section C.

SECTION-A
Divisibility, Greatest common divisor, Fundamental Theorem of arithmetic, congruences, residue classes and reduced residue classes, Euler-Fermat theorem, Wilson's theorem, Linear congruences, Chinese Remainder theorem.

SECTION-B
An Application to cryptography, primitive roots, indices, quadratic residues, Legendre Symbol, Euler's criterion, Gauss Lemma., Quadratic reciprocity Law, Jacobi Symbol. Arithmetic functions $(n), d(n), \phi(n), \tau(n), \sigma(n)$, Mobius inversion Formula.

VI TH Semester
Paper-III: ALGEBRA - II
Maximum Marks: 50
Time allowed: 3 Hrs.
Teaching hours: 50
Minimum Pass Marks: 35%

INSTRUCTIONS FOR THE CANDIDATES
Candidates are required to attempt five questions in all selecting two question from each sections A and B and compulsory question of section C.

Section-A
Vector spaces, Examples, Linear Dependence, Linear Combinations, Bases and Dimension, Subspaces, Quotient spaces, Direct Sum of vector spaces, Dimension of a direct sum, Dual of a vector space. Matrices and change of basis.

Section-B
Linear transformation, Algebra of linear transformations, Matrices as linear mappings, Kernal and image, Rank and Nullity theorem, Singular and non-singular linear mappings, Isomorphism, Composition of linear mappings, Polynomials and linear operators, Square matrices as linear operators, matrix represtation of a linear operator, Change of basis, characteristic and minimal polynomial for linear operators.

Paper-IV: Discrete Mathematics - II
Maximum Marks: 50
Time allowed: 3 Hrs.
Minimum Pass Marks: 35%
Candidates are required to attempt five questions in all selecting two question from each sections A and B and compulsory question of section C.

SECTION - A

SECTION - B

OPTIONAL PAPER
Opt.-III : MATHEMATICAL METHODS - II
Maximum Marks: 50 Time allowed: 3 Hrs. Minimum Pass Marks: 35%

INSTRUCTIONS FOR THE CANDIDATES
Candidates are required to attempt five questions in all selecting two question from each sections A and B and compulsory question of section C.

SECTION-A

SECTION-B

OPTIONAL PAPER
Opt.-IV : Number Theory - II
Maximum Marks: 50 Time allowed: 3 Hrs. Minimum Pass Marks: 35%

INSTRUCTIONS FOR THE CANDIDATES
Candidates are required to attempt five questions in all selecting two question from each sections A and B and compulsory question of section C.

SECTION-A

SECTION-B
Binary quadratic forms, Hermite's theorem on minima of positive definite quadratic forms and its applications to representation of a number as a sum of two, three and four squares. Order of magnitude and average order of arithmetical functions, Euler summation formula, Abel's Identity, Elementary results on distribution of primes.
PROGRAMME PROJECT REPORT
PSYCHOLOGY AS AN ELECTIVE SUBJECT OFFERED IN BA

Programme's mission & objectives:
Psychology helps in understanding, controlling and predicting the behavior of an organism.
This course helps in understanding the individual differences with respect to various developmental stages.
The course helps in having a better insight of oneself by understanding the concepts related to emotions, motives, perception, mood disorders and psychotherapies.
The content and syllabus of the course prepares the students for higher education and specialized diploma courses in counselling.

Procedure for admissions, curriculum transaction and evaluation:
Eligibility for admission is +2 in any discipline from any statutory university with pass marks.
There is no age bar for admissions, students have flexibility of passing the course within a period of six years from the year of admission. Overseas students are also eligible for admission.
Prospectus are available on online as well as offline. Single window system has been provided at the University Entrance for facilitating.

Nature of prospective target group of learners:
Youth living especially in rural, backward/remote, border areas and who cannot afford regular teaching classes will benefit from the programme. Working candidates and girls from rural areas wanting to enhance academic credentials are the prospective learners.

Requirement of Laboratory support and library Resources:
There is a psychology lab in the distance education department and also there is a well equipped lab in the main department, this enable students to learn concepts in a better way. Questionnaires and apparatus to be used for the preparation of practical exam are available in both the labs.

SYLLABUS (PSYCHOLOGY)
B.A. PART-I: Semester I
Session 2017-18, 2018-19, 2019-2020
THEORY PAPER: GENERAL PSYCHOLOGY-A

Time Allowed: 3 hours
Pass Marks: 35% of the subject
Max. Marks: 50

INSTRUCTIONS FOR THE CANDIDATES
Candidates are required to attempt one question from each subpart of both the sections A & B of the question paper and the entire section C. The short type answer should be written in approximately 30 words i.e. 3-4 lines.

SECTION A
(i) Introduction to Psychology: Historical Background of Psychology, nature and scope, Methods of Psychology (Observation, Case Study, Experimental Method, Survey).

SECTION B
(ii) Statistics: Measures of Central Tendency (Arithmetic Mean, Median, Mode) and Variability (Range, Average Deviation, Quartile Deviation, Standard Deviation). Graphical Representation of Data: Histogram, frequency polygon and ogive.

Note: Use of Non-Programmable Calculators and Statistical Tables allowed.
PRACTICALS
B.A. PART-I: Semester I
Session 2017-18, 2018-19, 2019-2020 Examinations
Max. Marks: 30 Pass Marks: 11 Time allowed: 3 hours

INSTRUCTIONS FOR THE CANDIDATES
Practical examination will be of 30 marks and of three hours duration. Practical examination will be held by one external examiner.
Evaluation will be based on actual performance & write up, practical file of the candidate.

Break up of marks :-

Performance 10 marks
Viva voce 10 marks
Practical file 10 marks

Following Practicals have to be performed

Semester I
1. Personality Inventory
2. Public Opinion Survey
3. Sentence Completion Test
4. Transfer of learning
5. Maze Learning

B.A. PART-I: Semester II
THEORY PAPER: GENERAL PSYCHOLOGY-B

Time Allowed: 3 hours Pass Marks: 35% of the subject Max. Marks: 50

INSTRUCTIONS FOR THE CANDIDATES
Candidates are required to attempt one question from each subpart of both the sections A & B of the question paper and the entire section C. The short type answer should be written in approximately 50 words i.e. 7-8 lines.

SECTION A

SECTION B
(i) Motivation: Concept, Types of Motives.
Theories: Murray, Maslow, McClelland.

PRACTICALS
(For Regular and Distance Education students)
B.A. PART-I: Semester II
Session 2017-18, 2018-19, 2019-2020 Examinations
Max. Marks: 30 Pass Marks: 10 Time allowed: 3 hours

INSTRUCTIONS FOR THE CANDIDATES
Practical examination will be of 30 marks and of three hours duration. Practical examination will be held by one external examiner.
Evaluation will be based on actual performance & write up, practical file of the candidate.
Break up of marks:

- Performance 10 marks
- Viva voce 10 marks
- Practical file 10 marks

Following Practicals have to be performed:

**Semester II**

1. Verbal Test of Intelligence
2. Non-Verbal Test of Intelligence
3. Performance Test of Intelligence
4. Facial Expressions in Emotions
5. Measurement of Motivation

**B.A. PART-II: SEMESTER III**

**EXPERIMENTAL PSYCHOLOGY - I**

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**INSTRUCTIONS FOR THE CANDIDATES**

Candidates are required to attempt one question from each subpart of both the sections A & B of the question paper and the entire section C. The short type answer should be written in approximately 30 words i.e. 3-4 lines.

**SECTION-A**

(i) Experimental Psychology: Nature, Types of Variables and Control of Extraneous Variables.

(ii) Memory: Information Processing, Levels of Processing, Measures of Memory; Nature & Causes of Forgetting.

**SECTION-B**

(i) Learning: Classical Conditioning, Instrumental Conditioning. Types and schedules of Reinforcement.


**PRACTICALS**

**B.A. PART-II: Semester III**

Session 2015-16, 2016-17, 2017-18 Examinations

<table>
<thead>
<tr>
<th>Max. Marks: 30</th>
<th>Time allowed: 3 hours</th>
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<tbody>
<tr>
<td>Pass Marks: 11</td>
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</table>

**INSTRUCTIONS FOR THE CANDIDATES**

Practical examination will be of 30 marks and of three hours duration. Practical examination will be held by one external examiner.

Evaluation will be based on actual performance & write up, practical file of the candidate.

Break up of marks:

- Performance 10 marks
- Viva voce 10 marks
- Practical file 10 marks
Following Practicals have to be performed:
1. Maze Learning
2. Paired Associate Learning
3. Comparing Recall and Recognition as Measures of Memory
4. Retroactive Inhibition
5. Zeigarnik Effect.

B A PART-II, SEMESTER-IV
For 2015-16, 2016-17 and 2017-18 Examinations
EXPERIMENTAL PSYCHOLOGY-II
Time Allowed: 3 hours Pass Marks: 35% of the subject Max. Marks: 50

INSTRUCTIONS FOR THE CANDIDATES
Candidates are required to attempt one question from each subpart of both the sections A & B of the question paper and the entire section C. The short type answer should be written in approximately 30 words i.e. 3-4 lines.

SECTION-A
(i) Psychophysics: Absolute and differential limens, Weber's Law; Method of Limits, Method of Constant Stimuli, Method of Average Error.

SECTION-B
(i) Attention: Nature, Determinants, Selective Attention and Span of Attention

PRACTICALS
Semester IV
Max. Marks: 30 Total Pass Marks:11 Time allowed: 3 hours

INSTRUCTIONS FOR THE CANDIDATES
Practical examination will be of 30 marks and of three hours duration. Practical examination will be held by one external examiner.
Evaluation will be based on actual performance & write up, practical file of the candidate.

Break up of marks :-
Performance 10 marks
Viva voce 10 marks
Practical file 10 marks

Following Practicals have to be performed:
1. Division of Attention
2. Two-Point Threshold
3. Muller Lyer Illusion
4. Differential Limen
5. Effect of Mental Set on Perception

B.A. PART-III (Semester V)
ABNORMAL PSYCHOLOGY
Time Allowed: 3 hours Pass Marks: 35% of the subject Max. Marks: 50

INSTRUCTIONS FOR THE CANDIDATES
Candidates are required to attempt two questions each from the sections A and B and the entire section C. The candidates are required to answer each short type question in 50 words i.e. in 5-7 lines. Each short answer type question will carry 2 marks.
SECTION-A


(ii) Causes of Abnormal Behaviour: Biological, Psycho-social and Socio-cultural causes.

SECTION-B

(i) Anxiety-Based Disorders, Conversion Disorders, Dissociative Disorders: Their symptoms and Etiology.


Note: The use of Non-Programmable Calculators and Statistical Tables are allowed in the examination.

B.A. PART-III (Semester V)
For 2017-18, 2018-19 session
For Regular and Distance Education Students

PRACTICALS
Max. Marks: 30 Pass Marks: 11 Time allowed: 3 hours

INSTRUCTIONS FOR THE CANDIDATES
Practical examination will be of 30 marks and of three hours duration. Practical examination will be held by one external examiner.

Evaluation will be based on actual performance, write up & practical file of the candidate.

Break up of marks :-

Performance 10 marks
Viva voce 10 marks
Practical file 10 marks

1. Interest Inventory 2. T.A.T. 3. Depression Inventory
4. Locus of Control 5. Memory Scale

B.A. PART-III (Semester VI) For 2017-18, 2018-19 session
ABNORMAL PSYCHOLOGY

INSTRUCTIONS FOR THE CANDIDATES
Candidates are required to attempt two questions each from the sections A and B and the entire section C. The candidates are required to answer each short type question in 50 words i.e. in 5-7 lines. Each short answer type question will carry 2 marks.

SECTION-A

(i) Psychosomatic Disorders: Ulcers, Hypertension, Asthma. Their Etiology and Treatment.

(ii) Schizophrenia: Types, Symptoms and Etiology.

Mood Disorders: Types, Symptoms and Etiology.

SECTION-B

(i) Drug Abuse: Causes and Types, Alcohol, Opium, Amphetamines.

Psychotherapies: Psychodynamic, Behavioural, Cognitive-behavioural, Humanistic.
For Regular and Distance Education Students

PRACTICALS

Max. Marks: 30 Pass Marks: 11

INSTRUCTIONS FOR THE CANDIDATES

Practical examination will be of 30 marks and of three hours duration. Practical examination will be held by one external examiner.

Evaluation will be based on actual performance, write up & practical file of the candidate.

Break up of marks :-

Performance 10 marks
Viva voce 10 marks
Practical file 10 marks

1. Adjustment Inventory 2. Interview Schedule/Case Study
3. Word Association Test 4. Stress/Clinical Analysis Questionnaire (CAQ)
5. Test of Anxiety.

SUBJECT: B.A. (ECONOMICS AS ELECTIVE SUBJECT)

Mission, objectives and relevance of the programme

Punjabi University, Patiala strives academic excellence not only in the language after which it has been named, but in the field of physical and social sciences as well. Since its inception, it has been actively engaged in research and use knowledge gained towards individual, business, government and global contexts. In particular, in the field of Economics, the University has been a fore-runner in not only acting as watchdog in the socio-economic problems faced by agricultural and individual sectors in the north-western part of India, but also advising the Government of Punjab in policy formulation. The subject thus needs to be persuaded rigorously to carry this legacy and with an attempt to train as many young minds as possible to real life applications of theory and generalise understanding of the world we live in its inner workings.

The subject of Economics is the mother of all the social sciences like management and commerce, sociology. These subjects have originated from Economics. Historically, the name of Economics was Political Economy. Hence, it is directly related to Political Science and History. Hence, being inter-related with many subjects of social sciences, this subject is the most important.

Instructional Design

- Personal Contact Programme (PCP) for a week in each semester.
- The three year course has six semesters.
- The faculty as per UGC norms. In case of need, services of teachers from Department of Economics and other Departments are taken.
- Lessons are provided alongside lectures and consultation.
- Special efforts are being made to prepare learning material in the state language (and mother tongue) Punjabi (as well as in English).
- Copy of three years syllabi is attached herewith.

Procedure for admission, curriculum, transaction and evaluation

- Eligibility is 10+2 or equivalent.
- Curriculum is kept at par with the regular mode.
- Evaluation on the basis of assignments.
Students have also access to the teachers with the help of phone calls or e-mail on all the working days.


B.A. PART - I (FIRST SEMESTER)

MICRO ECONOMICS AND INDIAN ECONOMY - I

For Regular and Distance Education Students

Maximum Marks: 100
Internal Assessment: 25 Marks External Assessment: 75 Marks

INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt five questions in all selecting two questions from each of the Section A and B and the entire section C.

SECTION - A

Meaning and Scope of Economics; Definition of Economics (Adam Smith, Marshall and Robbins). Theory of Demand and Consumer Behaviour: Utility Analysis and Indifference Curve Analysis; Consumer's Surplus and its measurement; Elasticity of Demand and its measurement. Concept and types of Production Function, Laws of Returns to Scale and Law of Variable Proportions; Cost Concepts and Cost Curves in the Short and the Long Periods. Market forms; Average revenue and marginal revenue under perfect and imperfect competition. Relationship between Average Revenue, Marginal Revenue and Elasticity of Demand.

SECTION - B


(SECOND SEMESTER)

Time Allowed: 3 Hours Pass Marks: 35%

MICRO ECONOMICS AND INDIAN ECONOMY - II

Maximum Marks: 100
Internal Assessment: 25 Marks External Assessment: 75 Marks

INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt five questions in all selecting two questions from each of the Section A and B and the entire section C.

SECTION - A


SECTION - B

For Sessions: 2015-16, 2016-17 & 2017-18
B.A. PART-II (THIRD SEMESTER)
MACRO ECONOMICS AND PUBLIC FINANCE

INSTRUCTIONS FOR THE CANDIDATES
Candidates are required to attempt five questions in all selecting two questions from each of the Section A and B and the entire section C.

SECTION -A
Consumption and Investment Functions: Average and Marginal Propensity to consume: Static and dynamic Multiplier. Investment: Types, Investment demand schedule and factors affecting investment decisions.

SECTION -B

B.A. PART - II (FOURTH SEMESTER)
MACRO ECONOMICS AND INTERNATIONAL ECONOMICS

INSTRUCTIONS FOR THE CANDIDATES
Candidates are required to attempt five questions in all selecting two questions from each of the Section A and B and the entire section C.

SECTION A

SECTION B
Theories of International Trade: Classical and Heckscher and Ohlin Theories: The Principles of Reciprocal Demand and Terms of Trade. W.T.O and its impact on Less Developed Countries. SAARC: Origin and growth of India's Trade with SAARC.

PUBLIC FINANCE
Total Marks: 100 Pass Marks: 35%
External Assessment: 75 Time Allowed: 3 hours Internal Assessment: 25

INSTRUCTIONS FOR THE CANDIDATE
Candidates are required to attempt two questions each from the sections A and B and the entire Section C. The use of simple calculator is allowed. The candidates are required to give answer of each short type questions in about 100 words.
SECTION -A

SECTION -B

INTERNATIONAL ECONOMICS

Total Marks: 100 Pass Marks: 35% External Assessment: 75
Time Allowed: 3 hours Internal Assessment: 25

INSTRUCTIONS FOR THE CANDIDATE
Candidates are required to attempt two questions each from the sections A and B and the entire Section C. The use of simple calculator is allowed. The candidates are required to give answer of each short type questions in about 100 words.

SECTION -A

Commercial Policy: The theory of tariffs, Optimum and effective rate of tariff, inter-relationship between trade, aid and economic development. The theory of economic integration among nations; forms of economic integration. The theory of Customs Union.

SECTION -B

International Monetary System: IMF and international monetary system, present international monetary system, problems of international liquidity. Proposals for international monetary reforms. New International Economic Order.

For Session: 2017-18 and 2018-19
PAPER-I: ECONOMICS OF DEVELOPMENT
SEMESTER FIFTH

Maximum Marks: 100 Internal Assessment: 25 Marks External Assessment: 75 Marks
INSTRUCTIONS FOR THE CANDIDATES
Candidates are required to attempt five questions in all selecting two questions from each of the Section A and B and the entire section C.

SECTION-A


SECTION-B


PAPER -II: QUANTITATIVE METHODS
(SEMESTER SIXTH)

For Regular and Distance Education Students
Maximum Marks: 100
Internal Assessment: 25 Marks
External Assessment: 75 Marks

INSTRUCTIONS FOR THE CANDIDATES
Candidates are required to attempt five questions in all selecting two questions from each of the Section A and B and the entire section C.

SECTION-A
Elementary Idea of Sets and Function, Differentiation of simple functions- Polynomial (x), Exponential (a^x, e^x) Logarithm (log x) except abinitio method and Trigonometric functions. Maxima and Minima of functions of one variable only. Simple applications of derivative in Economics.

Matrices: Definition and Types, Operations (Sum, difference) Product and Transpose, Adjoint and inverse of a matrix (upto 3x3) Solution of simultaneous equations (up to 3) by matrix methods. Measures of Central Tendency: Mean, Median, Partition Values, Mode, Measures of Dispersion (except Lorenz Curve) and Skewness.

SECTION-B
Correlation Analysis: Karl Pearson’s (excluding grouped data) and Spearman’s rank formula and Simple Regression Analysis.

Index Numbers: Concepts, Problems and Importance, Simple Index Numbers, Laspeyre’s, Paasche’s and Fisher’s index numbers only (among weighted index numbers) and Reversibility Tests. Time Series Analysis: Components of Time Series, Determination of Trend, Moving Average Method and Least Square method.
ENGLISH LITERATURE (ELECTIVE)
B.A. Part-I (Semester-I)
(For Sessions 2016-17, 2017-18 and 2018-19)

Note: There will be two papers of one credit each.
Three periods per paper per week
This paper will carry 100 marks
The paper will be of three hours' duration.

An Introduction to the Study of Prose Literature

Total Marks: 100  Time: 3 Hours

Course Content
a. What is Literature?
b. Various Genres of Literature
c. Literature and Society
d. Literature in Today's World

Terms pertaining to Prose:
1. Prose
2. The Types of Prose
   i. Narrative
   ii. Argumentative
   iii. Dramatic
   iv. Informative
   v. Contemplative
3. Satire
4. Allegory
5. Parable
6. Utopia
7. Historical Writing
8. Travelogue
9. Philosophical Writing
10. Essay
11. Biography and Autobiography
12. Irony
13. Atmosphere
14. Euphemism
15. Fable

Language Items
(a) To Define
   i) Vowel
   ii) Consonant
   iii) Pure Vowel
   iv) Diphthong
(b) To List
   i) Vowels
   ii) Consonants
   iii) Diphthongs of the RP variety of English
(c) Phonemic Transcription of minimal pairs
(d) Phonemic Transcription of some given words

TESTING UNIT-I
Q. 1. Three semi-critical questions relating to summary, main ideas, over-all understanding from A Selection of English Prose to be set out of which candidates will attempt any two in about 200 words each. 6x2=12 marks
Q. 2. An essay type question with internal choice related to the theoretical concepts and issues of literature mentioned above under Course Content. 11 marks

UNIT-II

Q. 3. This question will pertain to important literary terms. Out of five literary terms given in the paper, candidates will attempt any three. Each term will be of 4 marks. 3x4=12 marks

Q. 4. This question will have two parts:
   Part A will be on defining and listing of language items. 05 marks
   Part B will be on phonemic transcription of simple words using IPA symbols. 05 marks

UNIT-III

Q. 5. This question will cover the entire syllabus. There will be 15 questions in all, each carrying 2 marks. The students will have to attempt all the fifteen questions. 5(five) questions are to be set from language items, transcription and minimal pairs; 5 (five) from important literary terms (only very brief definitions should be asked); and 5 (five) questions should be set from the prescribed text A Selection of English Prose. The nature of the questions pertaining to this text should be such that the examinees should be able to answer each question in about 25 to 30 words. There shall be no choice in this section. 15x2=30 marks

B.A. Part-I (Semester-II)
(For Session 2016-17, 2017-18 and 2018-19)
An Introduction to the Study of Fiction

Total Marks: 100  Time: 3 Hours  Pass Marks: 35%
Written Examination: 75 marks
Internal Assessment: 25 marks

PREScribed TEXTS
1. A Choice of Short Stories, eds. Shakti Batra and P. S. Sidhu, OUP
2. The Old Man and the Sea by Ernest Hemingway.

The following concepts and terms are to be studied:
1. Novel
2. Short Story
3. Novella
4. Plot and Character
5. Protagonist/Hero
6. Narrator
7. The Novel of Character
8. Conflict
9. Episode
10. The Historical Novel
11. The Regional Novel
12. The Picaresque Novel
13. The Epistolary Novel
14. Science Fiction
15. The Psychological Novel
16. Bildungsroman
17. Adventure Novel
18. Gothic Novel
19. Metafiction
20. Magic Realism
TESTING

UNIT-I

Q. 1. One semi-critical question with internal choice relating to theme, character, episode, title, main ideas from *A Choice of Short Stories* to be attempted in about 300 words. 13 marks

Q. 2. Five short questions to be set from the book *A Choice of Short Stories* out of which candidates will attempt any two in about 200 words each. 5x2=10 marks

UNIT-II

Q. 3. One semi-critical question with internal choice relating to theme, character, episode, title, main ideas from *The Old Man and the Sea* to be attempted in about 300 words. 12 marks

Q. 4. Four short notes to be set from the book *The Old Man and the Sea* out of which candidates will attempt any three in about 200 words each. 5x2=10 marks

UNIT-III

Q. 5. This question will cover the entire syllabus. There will be 15 questions in all, each carrying two marks. The student will have to attempt all the fifteen questions. 09 (nine) questions are to be set from literary terms (only very brief definitions should be asked); 03 (three) questions shall be set from the text *A Choice of Short Stories* and 03 (three) questions from *The Old Man and the Sea*. The nature of questions in this section should be such that the examinee should be able to answer each question in about 25 to 30 words. There shall be no choice in this section. 15x2=30 marks

(SEmester-III) English Literature
(For Sessions 2015-2016, 2016-2017 and 2017-2018)

ENGLISH LITERATURE FROM CHAUCER TO THE EIGHTEENTH CENTURY

Max. Marks: 100
(Written Examination: 75 Marks and Internal Assessment: 25 Marks) Time: 3 hours Min. Pass marks: 35%

SECTION-A: Important Concepts pertaining to Drama

The following terms will be studied:
1. Definition and Essence of Drama
2. Drama and Theatre
3. Structure
4. Characterisation
5. Stage Directions
6. Dramatic Conventions
7. Important terms pertaining to drama and stage:
   - Comic Relief
   - Pathos
   - Aside
   - Soliloquy

SECTION-B: History of English Literature from Chaucer to the Eighteenth Century
(a) Important Trends and Movements in these periods:
   - Renaissance and Reformation
   - Origin and Rise of Drama in English
   - Metaphysical Poetry
   - Chief Characteristics of the Neo-Classical Literature.
   - Rise of the Novel
- Restoration Comedy

(b) Important Texts of these periods:
- Pardoner's Tale
- As You Like It
- Dr. Faustus
- Pamela
- The Rape of the Lock

PRESCRIBED TEXTS

SECTION C:
William Shakespeare : Julius Caesar

SECTION D:
Oliver Goldsmith : She Stoops to Conquer

TESTING

UNIT-I

Q.No. 1. Short notes of about 250 words each on any two items out of four given from the important concepts pertaining to drama. 5x2=10 marks

Q.No. 2(a): One essay-type question with internal choice on the Trends and Movements in English Literature from Chaucer to the Eighteenth century as given in part (a) of Section B. 07 marks

Q.No. 2(b): Short notes of about 150 words each on any two texts listed in part (b) of Section B. The paper-setter shall set four texts and candidates shall attempt any two. 2x3=6 marks

UNIT-II

Q. No. 3(a): One essay-type critical question with internal choice on Shakespeare’s Julius Caesar. 07 marks

Q. No. 3(b): One passage for reference to context to be attempted out of the given two from Julius Caesar. 04 marks

Q. No. 4(a): One essay-type critical question with internal choice on Goldsmith's She Stoops to Conquer. 07 marks

Q. No. 4(b): One passage for reference to context to be attempted out of the given two from She Stoops to Conquer. 04 marks

UNIT-III

Eight short-answer questions of two marks each on the prescribed plays Julius Caesar and She Stoops to Conquer (16 marks), four questions to be set on the Important Concepts pertaining to Drama (08 marks) and three questions to be set on History of English Literature from Chaucer to the Eighteenth Century (06 marks). The nature of questions in this Section must be such that the candidates should be able to answer each of these questions in about 30 words. There shall be no choice in this section. 30 marks.

(Semester-V) ENGLISH LITERATURE (Elective)
(For 2016-2017, 2017-18 and 2018-19)

POETRY AND THE HISTORY OF ENGLISH LITERATURE

Time: 3 Hours

COURSE CONTENT

UNIT- I

Important Concepts/Terms Pertaining to Poetry:
1. Imagery
2. Alliteration
3. Allusion
4. Ballad
5. Blank Verse
6. Conceit
7. Concrete Poetry
8. Confessional Poetry
9. Doggerel
10. Dramatic Monologue
11. Elegy
12. Epithet
13. Figurative Language
14. Free Verse
15. Haiku
16. Heroic Couple
17. Hymn
18. Hyperbole and Understatement
19. Light Verse
20. Lyric
21. Metre
22. Rhyme
23. Sonnet
24. Symbol

SECTION B

History of English Literature from Romantic Period to the Modern Period

(a) Important Trends and Movements:

ROMANTIC PERIOD
(i) Chief Characteristics of the period.
(ii) Major Romantic Poets and Essayists of this period.

VICTORIAN PERIOD
(i) Chief Characteristics of the period.
(ii) Major Novelist and Poets of this period.

MODERN PERIOD
(i) Major Thematic and Technical Features of the Literature of this period.
(ii) Poetic Drama

(b) Important Texts:
(i) 'Preface' to the Lyrical Ballads
(ii) 'The Rime of the Ancient Mariner'
(iii) ‘Ulysses’ by Tennyson
(v) Tess of the d’Urbervilles
(vi) David Copperfield
(vii) Murder in the Cathedral
(viii) Lord Jim

UNIT- II

SECTION C

TEXT PRESCRIBED

All the poems given below are prescribed:
(i) My Mind to Me A Kingdom Is
    Sir Edward Dyer
(ii) From Henry VIII
    William Shakespeare
(iii) The Village Preacher
    Oliver Goldsmith
(iv) On the Receipt of My Mother’s Pictures Out of Norfolk
William Wordsworth
(v) The Affliction of Margaret
William Wordsworth
(vi) After Blenheim
Robert Southey
(vii) A Thing of Beauty
John Keats
(viii) Ring Out, Wild Bells
Alfred Tennyson
(ix) The Man He Killed
Thomas Hardy
(x) A Blind Child
W.H. Davies
(xi) The Goat Paths
James Stephens
(xii) Inexpensive Progress
John Betjeman
(xiii) Who’s Who
W.H. Auden
(xiv) The Bird Sanctuary
Sarojini Naidu
(xiv) Shaper Shaped
Harbindranath Chattopadhyaya

SECTION D
TEXT PRESCRIBED
The Prelude (Book One) by William Wordsworth.

TESTING UNIT-I
Q. 1. This question shall be on the important concepts/terms pertaining to poetry as given in Section A of the course content. Out of six given in the paper, candidates shall attempt any four in about 150 words each. Each term shall carry three marks. Candidates shall be expected to illustrate these concepts/terms from the prescribed texts. (4x3 = 12 marks)

Q.2. One-essay-type question with internal alternative on important trends and movements from Romantic period to the Modern period as given in Unit-I of Section B
11 marks

UNIT-II
Q. 3. One essay-type critical question with internal alternative on theme, significance, summary or main ideas of the poems from A Thing of Beauty—Selections from English Poetry
11 marks

Q.4. One essay-type critical question with internal alternative on Wordsworth’s The Prelude (Book One)
11 marks

UNIT-III
Q. 5. Seven short-answer questions of two marks each on A Thing of Beauty and The Prelude Book One to be attempted in about 30 words each. There shall be no internal choice in this question.
7x2 = 14 marks

Q. 6. Four short-answer questions of two marks each to be set on the important concepts/terms prescribed to be attempted in about 30 words each. There shall be no internal choice in this question.
4x2=08 marks
Q. 7. (b) Four notes of about 100 words each on any four texts listed in Part-B of Section-B in Unit-I of the course content. The paper setter shall set six questions and candidates shall attempt any four.  

4x2 = 08 marks

B.A. PART - III (Semester-VI)  
ENGLISH LITERATURE  
(For 2016-2017, 2017-18 and 2018-19)

Time: 3 Hours  Maximum Marks: 100  Written Examination: 75  
Internal Assessment: 25

Pass Marks: 35%

This paper carries 100 marks and will be of three hours’ duration. Candidates can choose any one of the following Modules provided he/she has studied its first part in B.A. Part II.

1. Literary Masterpieces: Study of Classics
2. Phonetics of English
3. English for Journalism: Public Relations & Advertising

MODULE-I: LITERARY MASTERPIECES: STUDY OF CLASSICS II

COURSE CONTENT

UNIT-I  
Charlotte Bronte: Jane Eyre  
Tagore: Gitanjali  
12+11=23 marks

UNIT-II  
Albert Camus: The Outsider  
Vijay Tendulkar: Kanyadaan  
11+11=22 marks

TESTING

One essay-type question with internal alternative shall be set on each of the texts listed in UNIT-I & II. The questions will be of a critical nature and will carry 12+11+11+11= 45 marks

UNIT-III

UNIT-III shall comprise 20 short-answer questions, of two marks each, covering all the four sections of the syllabus. The answers to these questions shall be in about 30-40 words each and there shall be no choice in this UNIT. The candidate shall attempt 15 out of the given 20.  

15x2 = 30 marks

MODULE II: PHONETICS OF ENGLISH

TEXTS PRESCRIBED

1. A.C. Gimson and Susan Ramsaran: An Introduction to the Pronunciation of English (ELBS). The following sections/chapters from this book are prescribed:  
   Part I: Chapters 1, 2, 4 and 5.  
   Part II: Chapters 7 and 8.  
   Part III: Chapter 9 only.


COURSE CONTENT

SECTION A

Chapter 1: Communication; Chapter 2: The Production of Speech; Chapter 4: The Description and Classification of Speech Sounds from An Introduction to the Pronunciation of English.

SECTION B

Chapter 5: Sounds in Language; Chapter 7: The English Vowels from An Introduction to the Pronunciation of English.

SECTION C

Chapter 8: The English Consonants; Chapter 9: The Word from An Introduction to the Pronunciation of English.

SECTION D

This section comprises giving phonemic transcription of and marking primary stress on common English words of the RP variety using IPA symbols. Knowledge of variant pronunciations is not required. Apart from this, phonetic differences between minimal pairs have to be pointed out.
TESTING
UNIT-I
SECTION A
Two questions related to Chapters 1, 2 or 4 listed in Section A shall be set out of which candidates shall attempt one. Each question shall be of 12 marks.

SECTION B
Two questions related to Chapters 5 and 7 listed in Section B shall be set out of which candidates shall attempt one. Each question shall be of 11 marks.

UNIT-II
SECTION C
Two questions related to Chapters 8 and 9 listed in Section C shall be set out of which candidates shall attempt one. Each question shall be of 11 marks.

SECTION D
Only one question comprising two parts shall be set in this section. Part (a) of this question shall pertain to phonemic transcription. There shall be eight words out of which candidates shall give phonemic transcription of any six, using IPA symbols, and also mark the primary stress wherever required. Each word shall be of one mark. (6x1 = 6 marks). Part (b) of this question shall pertain to pointing out of phonetic differences between minimal pairs. There shall be seven minimal pairs out of which candidates shall attempt any five. Each pair shall be of one mark. (5x1=5 marks).
(6+5) =11 marks

UNIT-III
Only one question comprising two parts shall be set in this section. Part (a) shall comprise eight short-answer questions, of 2 marks each, covering Sections A, B, and C. The answer to each question shall be of 30-40 words. There shall be no choice in this part.
8x2 =16 marks

Part (b) shall pertain to Section D given in the course content. There shall be eight words for phonemic transcription and six minimal pairs whose phonetic differences shall be pointed out. Each word/minimal pair shall be of one mark. There shall be no choice in this part.
8+6 =14 marks

Note: Questions asked shall be direct. They shall cover, strictly speaking, aspects included in the prescribed chapters of the text.

MODULE III: ENGLISH FOR JOURNALISM: PUBLIC RELATIONS & ADVERTISING

OBJECTIVES
(i) To introduce the students to the basics of Public Relations and Advertising.
(ii) To give them some practice in such major areas of the profession as require the skillful use of language.

METHODOLOGY
(a) The stress shall be not only on theory but on actual writing and practical training.
(b) Wherever feasible, students should be enabled to work part-time with some public relations department or an advertising agency for at least a fortnight-one week for each area of activity.

COURSE CONTENT
1. PUBLIC RELATIONS: INTRODUCTION
(a) What is Public Relations? P.R. distinguished from public opinion, publicity and propaganda, essentials of good P.R. Major areas of P.R. activity: Press Relations, Advertising, Publications, other media.
(b) Writing Press releases, speeches, hand outs, rejoinders, features and articles projecting the organization's image.
(c) Training in oral-communication-Public speaking, group discussion, conducting and giving interview, stage comparing, tactful conversation; speaking with proper stress and intonation.
2. Advertising
   (a) Introduction: Advertising; Advertising Vs Publicity, Public relations and marketing; functions of advertising; types of advertising-media-newspapers; magazines, radio, television, cinema etc.
   (b) Copywriting vs advertising layout and design: Preparing copy for classified and display ads; copy for visuals on slides, films and Television; writing scripts/jingles for radio. TV & films; producing catchy slogans and attention-drawing headlines.
   (c) Studying and analyzing different kinds of advertisements to understand the effectiveness of slogans, headlines and manipulations of words and to identity facts from exaggeration and understatements.

   TESTING
   The paper carries 75 marks and is of three hours duration. The student shall be required to attempt five questions of equal value.
   Q.1. Seven notes on various theoretical aspects of journalistic activities covered in the introductory subsections. The candidates shall attempt five, each carrying 3 marks.
      5x3=15 marks
   Q.2,3,4, & 5. The candidates shall have to attempt 4 essay type questions (with internal choice) judiciously spread over all the sections. The candidate shall have to attempt at least one question from each section. 4x15=60 marks

   SUGGESTED READINGS
   4. Sandage R. L. Advertising Theory & Practice, 0.8. Taraporevala.

   POLITICAL SCIENCE
   Programme Project Report
   The main objectives of the introducing B.A. in Political Science is:
   1. Equipping the students for career in various vocations,
   2. Equipping the students for research in government, teaching and other research organizations,
   3. Preparing the students for Civil Services.
   4. To make students socio-political and administrative aware.
   5. Political Science centres on the struggle to gain and retain power, to exercise power or influence over others or to resist that exercise.

   (a) B.A. in Political Science Programme through distance education mode is highly in demand. The candidates who are employed at various positions in government offices, public sector and private sector organisations after graduation and wanted to pursue higher studies, would get an opportunity to upgrade their qualification for getting promotions / applying for higher and better positions. Thus, it is designed to provide students with the quality education in preparation for careers, or advancement of careers in public, private organisations and NGOs. It stresses on balancing the theoretical knowledge with the practical skills to foster ethics and commitment to public service values, for ensuring accountability and transparency in public service delivery and also for serving with professional competence, efficiency and equity.

   (b) Candidates from remote, border and far off areas, rural and backward areas, women candidates, employed candidates, who are unable to pursue course on regular basis.

   (c) Students are provided the opportunity to develop their leadership, organisational and decision-making skills. The course seeks to blend a traditional Master’s level
qualification with the practical skills needed for the public sector environment. The course examines the inter-relationship between public, private and non-governmental sectors, where relevant, and particularly focuses on the new public management context which emphasises issues such as good governance and administration.

(d) B.A. in Political Science will be a two-year course (four semesters). There will be four papers with options to choose from in each semester. Ordinance along with detailed syllabi has been attached as Annexure I. Same syllabus has been adopted as is offered to the students studying through regular mode. Choice Based Credit System will also be introduced (details are given in Annexure I).

Self Instructional Material will be prepared in print form in both mediums. Audio-video lessons will also be prepared. More than fifty percent of the study material and three audio-video lessons had been prepared. Faculty member has been provided with telephone and e-mail facility. Department maintains its own website through which students will be informed about fees, admission and pcp schedule, internal assessment tests schedule etc. Each student will be informed through SMS as well as registered letter about the PCP dates, duration and venue in advance.

Faculty includes 9 permanent teachers including 1 on contract bases. There are 2 regular and 2 re-employed faculty members in the regular department, who are willing to act as guest faculty. One personal contact programme of (one week each) are conducted per semester where syllabus is discussed in detail.

(e) The required eligibility for admission to the course is Bachelor degree in any discipline from any statutory University with pass marks. There is no age bar for joining the course. All the eligible applicants are admitted. Students have the flexibility of passing the course within a period of four years from the year of admission. Overseas students are also eligible to seek admission in the course.

Prospectus will be provided online as well as offline. Single window system has been provided at the University Entrance for facilitating their admission.

Fee is charged as per the University rules and is fixed under the guidance of the Centralised Admission Cell of the University. Candidates living abroad will pay tuition fee, other annual charges and examination fees in foreign currency at the time of admission, as per the schedule in the form of demand draft only, but not in cash. The foreign students shall have to bear any other expenditure related to the conduct of examination demanded by the concerned Embassy. The employees and children or wards of employees of Indian Embassies / High Commission will not be required to pay mailing charges prescribed for foreign candidates if they arrange to receive their printed lessons through the diplomatic bag.

The examination centres for foreign students will be created in their respective countries on payment of a centre creation fee, provided arrangements to the satisfaction of the Vice-Chancellor exist there. Otherwise, the candidate has to appear at one of the centres created in Punjab. If any other charges / expenses are levied by the embassy, the candidate will have to pay accordingly.

Fee Concession Policies in detail have been attached as Annexure -II.

**Curriculum Transaction:**

Along with printed study material, compulsory Personal Contact Programmes will be organized two times per semester. Through FM RADIO, Phone-in-Counselling Programmes will be conducted so that students sitting at their homes or work places can interact with the faculty and get their queries solved. Radio talks will also delivered through FM Radio on various topics of interest and current affairs. Lectures will be delivered through Audio – Video Lessons, power point presentations, documentaries and social issues based films. Facility of personal
counseling during PCPs and on all working days will also be provided. Field Visits may also be arranged for gaining knowledge about practical functioning of the administrative institutions. Special lectures by renowned administrators will also be arranged so as to provide insight into the policy making and implementing Response sheets / Assignments.

Internal Assessment has been made integral part of the Course. Response sheets, assignments, viva-voce, written tests are conducted for during each semester.

(f) The course doesn’t require any laboratory setup. Department of Distance Education is at Arts Block 3 of Punjabi University, Patiala has its well stocked Library with 250 books in Punjabi as well as English medium covering various papers and topics of the syllabus especially for the distance learners. Catalogue has been computerized using LIBSYS software. Students can take two books and one audio-video lesson CD on loan for one month. During PCPs, library remains open on Saturdays, Sundays and other holidays. The library is fully air-conditioned with a reading hall, caters to ten newspapers in English, hindi and Punjabi language. It has 180 reference books and two journals on the subject of Political Science.

(g) About fifty percent of the study material has been prepared and developed in the form of both soft and hard copy. About two lakhs fifty thousand rupees is estimated to be incurred on development, delivery and maintenance whereas it is expected to earn approx. nine lakh rupees at the minimum.

(h) Through Feedback performa, written demands or through email/whatsapp for introduction of new courses, emails and suggestions received from the parents of the students/professionals, assessing the market demands and requirement of various services continuously.

ANNEXURE –I

SYLLABUS SEMESTER-I

PAPER: POLITICAL SCIENCE

Max. Marks: 70 Time allowed: 3 hrs.
Pass Marks: 24 Total Teaching Periods: 75

INSTRUCTION FOR THE CANDIDATES

Candidates are required to attempt two questions each from section A & B of the question paper and the entire section C. Candidates are required to answer the short questions in not less than 7-10 lines.

SEMESTER-I

SECTION-A

2. Distinction between Political Science and Political Theory
3. Relationship of Political Science with Economics, History and Sociology
4. State: Meaning, Definition and Elements

SECTION-B

1. State: Liberal and Marxian view.
2. Functions of State: Liberal Perspective.
3. Functions of State: Socialist Perspective
4. Sovereignty: Meaning, Definition, Attributes and Types.
SEMESTER-II
PAPER: POLITICAL SCIENCE
Max. Marks: 70 Time allowed: 3 hrs.
Pass Marks: 24 Total Teaching Periods: 75

INSTRUCTION FOR THE CANDIDATES
Candidates are required to attempt two questions each from section A & B of the question paper and the entire section C. Candidates are required to answer the short questions in not less than 7-10 lines.

SECTION -A
1. Political System: Meaning, Definition and Characteristics.
2. Functions of Political System: views of Almond and David Easton
3. Political Culture: Meaning, Characteristics and types.
5. Rights: Meaning, Definition and Types
6. Duties: Meaning, Relationship between the Rights and Duties.

SECTION-B
1. Liberty: Meaning, Definition, Types and its safeguards.
2. Equality: Meaning, Definition, Types and Relationship between Liberty and Equality.
4. Social change: Meaning, Definition and Characteristics.
6. Theories of Democracy: Liberal and Marxian.

POLITICAL SCIENCE
(SEMESTER-III)

Maximum Marks : 100 Time : 3 Hours
(Theory : 70, Internal Assessment : Two Response Sheets of 30 Marks)
Pass Marks : 35

INSTRUCTIONS FOR THE CANDIDATES
Candidates are required to attempt two questions each from the Sections A & B of the question paper and the entire Section C. The candidates are required to answer the short questions in not less then 7-10 lines.

Section - A
2. Constituent Assembly and making of India’s Constitution.
3. Preamble and Basic features of India’s Constitution.
5. Fundamental Rights and Fundamental Duties.

Section-B
6. Directive Principles of State Policy
7. President : Election, Powers, Position and Changing Role
8. Parliament : Composition, Powers and Role
9. Governor - Appointment, Powers and Role
10. State Legislature : Composition, Powers and Role
INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt two questions each from the Sections A & B of the question paper and the entire Section C. The candidates are required to answer the short questions in not less than 7-10 lines.

Section A
1. Indian Cabinet: Prime Minister, Appointment, Powers, Changing Role and Position
2. State Council of Ministers: Chief Minister: Appointment, Powers, Role and Position
3. Supreme Court: Composition, Powers and role in the Indian Constitutional Process
4. Judicial Review, Public Interest Litigation and Judicial Activism

Section B
1. Nature of Party System in India: A critical evaluation
2. National Political Parties (Indian National Congress and BJP) and Regional Parties (SAD and DMK): their organisation, ideology and electoral performance.
3. Role of Religion and Caste in Indian Politics.
4. Dalit Politics in India.
5. The Election Commission: Composition, Powers and Electoral Reforms in India.
6. Emerging trends in Indian Politics.

Semester V

Paper: Comparative Political System (UK and USA)

Instructions for the Candidates (for all papers)
Candidates are required to attempt two question each from the Sections A & B of the question paper and the entire Section C. The candidates are required to give answer of each short type question in 50 words i.e. in 7-10 lines.

Section A:
1. Theoretical Framework
   (a) Meaning and Scope of Comparative Politics
   (b) Comparative Method
2. U.K.
   (a) The British Political Tradition
   (b) Parliamentary Government, Monarchy, Cabinet and Parliament
3. U.S.A.
   (a) Features of Constitution and American Bill of Rights
   (b) President and Congress
   (c) Federal System: Nature and Working
   (a) Party System in U.S.A. and U.K.
   (b) Pressure Groups in U.K. and U.S.A.
Semester VI
PAPER : INTERNATIONAL POLITICS : THEORY AND PRACTICE

Instructions for the Candidates (for all papers)
Candidates are required to attempt two question each from the Sections A & B of the question paper and the entire Section C. The candidates are required to give answer of each short type question in 50 words i.e. in 7-10 lines.

Maximum Marks : 100
(Time : 3 Hours
(Theory 70 and Internal Assessment 30)
Pass Marks : 35

Section A:
1. Meaning, Nature and Scope of International Politics
2. Realist and Idealist Approaches to International Politics

Section B
5. Cold War and Post Cold war era of International Politics
6. Bipolar, Unipolar and Nature of Emerging World Order
7. Regional Organizations : SAARC and EU
8. Maintenance of World Peace and United Nations

FEE CONCESSION FOR SEMESTER SYSTEM
1. Two real brothers/sisters studying in the department.
   Candidate will deposit full first instalment of fee at the time of admission, concession of half tuition fee will be given in the second instalment.

2. Students suffering from Cancer/Aids and Thalassemia -
   Full fee concession will be given to the candidates and they need to deposit library security fee of Rs. 735/- + Examination and Practical Fee of two semesters in the first instalment only and no fee is pending in the second instalment.

3. Children/dependents of the members of Armed forces including para-military personnel who have either been killed or permanently disabled in the Indo-Pak Conflict of 1965. Indo-Pak Conflict of 1971 and Indo-Chinese Hostilities of 1962 and Indian Peace Keeping Force (IPKF) ina Sri Lanka.
   Candidate who monthly income does not exceed Rs. 1500/- per month is exempted from the payment to total tuition fee in first instalment and will have to deposit the balance of the required fee at the time of admission and full amount of second instalment of fee has to be deposited.

4. Wife/Son(s) or daughter(s) of Punjabi University employees (regular) provided they are not in service
   a) Candidate granted full tuition fee concession in the first instalment. Those drawing pay upto 21600/- per month (Grade Pay + Basic Pay)
   b) Candidate granted 50% tuition fee concession in the first instalment. Those drawing pay upto 21601/- to 24750/- (Grade Pay + Basic Pay)
   c) Candidate granted 25% tuition fee concession in the first instalment. Those drawing pay upto 24751/- and above per month (Grade Pay + Basic Pay) (this concession shall be limited upto two children).
The candidate shall deduct tuition fee concession from the first instalment and must deposit the balance of required fee in the first instalment.
The candidate must deposit full second instalment deducting only postal charges Rs. 365/- on request.

5. **Punjabi University employee.** Regular employees of Punjabi University are exempted from the payment of Tuition Fee, Library Security Rs. 735/- . Candidate shall deduct mentioned concessions from the first instalment and must deposit and second installment after deducting Medical Fee Rs. 45/-, Library Membership Fee Rs. 30/- and Postal Charges Rs. 365/- on request. To avail this concession departmental permission is compulsory.

7. Child of a person killed as a result of action by security forces in aid of civil war.
8. Child of a 100% physically disabled riot affected person.
10. Child of army deserted/killed/100% physically disabled.
    For Sr. No. 6-10 candidate is exempted from the payment of total tuition fee. So candidate shall deduct this benefit from the first instalment and must deposit the balance of required fee at the time of admission and no amount of fee is pending in the second instalment.

11. Physically Handicapped 40% & above are exempted from only examination fee. Candidate shall deduct examination fee for both the semesters from the first instalment and deposit balance of the required fee in first instalment and full fee in second instalment without any concession.

**POST MATRIC SCHOLARSHIP SCHHEME**

1. **SC Category** : Post Matric Scholarship SC candidate will deposit only library security fee Rs. 735/- at the time of admission and no fee is required to be deposited in second instalment. To avail the concession under "AASHIRWAD SCHEME", candidate has to be registered for "AASHIRWAD SCHEME" and has to apply with allotted ID under Punjab Government Instructions.

2. **BC Category** : Candidate has to deposit full fee of first and second instalment at the time of admission. To avail the benefit for Post Matric Scholarship Scheme, the candidate needs to deposit required documents and given ID under the Post Matric Scholarship Scheme.

### PUBLIC ADMINISTRATION

(2017-18, 2018-19 and 2019-20 Sessions)

**SEMESTER-I**

**PAPER : ADMINISTRATIVE THEORY**

| Maximum Marks | 100 |
| Theory:       | 75  |
| Internal Assessment: | 25  |

**Time allowed: 3 hours**

**Pass marks : 35%**

**INSTRUCTIONS FOR THE CANDIDATES**

Candidates are required to attempt two questions each from the sections A and B of the question paper and the entire section C. The candidates are required to answer each short type question in 50 words i.e. in 7-8 lines.

**Section-A**

Section-B


SEMESTER-II

PAPER: INDIAN ADMINISTRATION

<table>
<thead>
<tr>
<th>Maximum Marks</th>
<th>Time allowed: 3 hours</th>
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<tbody>
<tr>
<td>Theory:</td>
<td>75</td>
</tr>
<tr>
<td>Internal Assessment</td>
<td>25</td>
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</tbody>
</table>

INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt two questions each from the sections A and B of the question paper and the entire section C. The candidates are required to answer each short type question in 50 words i.e. in 7-8 lines.

Section-A

Features of Indian Administration, Union Executive: The President, The Prime Minister and the Council of Ministers. The Parliament: Composition and Functions. Legislative and Administrative Relations Between the Union and the States.

Section-B


B.A. II (PUBLIC ADMINISTRATION) Sem-III

(2015-16, 2016-17 and 2017-18 Sessions)

PAPER: PERSONNEL ADMINISTRATION IN INDIA

<table>
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<tbody>
<tr>
<td>Theory:</td>
<td>75</td>
</tr>
<tr>
<td>Internal Assessment</td>
<td>25</td>
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</tbody>
</table>

INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt two questions each from the sections A and B of the question paper and the entire section C. The candidates are required to answer each short type question in 50 words i.e. in 7-8 lines.

Section-A

Civil Services in India: Meaning, Features & Role.
Classification: Meaning, Advantages and Disadvantages.
Classification of Civil Services in India.
Recruitment: Meaning, Methods; Merits & demerits, Recruitment of Civil Services in India.

Section-B

Union & State Public Service Commissions: Composition and Functions
Training: Meaning, Types; Training System in India.
Promotion: Meaning and Principles.
Employer-Employee Relations, Joint Consultation Machinery, Conduct and Discipline, Morale, Corruption: Causes and remedies.
B.A.-II (Semester-IV)
(2015-16, 2016-17 and 2017-18 Sessions)

PAPER: FINANCIAL ADMINISTRATION IN INDIA

<table>
<thead>
<tr>
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<th>100</th>
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<tbody>
<tr>
<td>Theory</td>
<td>75</td>
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<tr>
<td>Internal Assessment</td>
<td>25</td>
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Time allowed: 3 hours
Pass marks : 35%

INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt two questions each from the sections A and B of the question paper and the entire section C. The candidates are required to answer each short type question in 50 words i.e. in 7-8 lines.

Section-A
Meaning and Significance of Financial Administration.
Budget: Meaning & Types (Performance and Zero Base Budgeting)
Budget as a Tool of Administration. Principles of Budget Making.
Preparation of Budget.
Enactment and Execution of the Budget.

Section-B
Finance Commission: Composition & Functions;
Union Ministry of Finance: Organisation and Functions.
Financial Relations between the Union and the States.
Parliamentary Control over Finance.
Comptroller and Auditor-General of India: Appointment, Powers and Functions.

(Semester-III)
(2015-16, 2016-17 and 2017-18 Sessions)

PAPER - ADMINISTRATIVE THOUGHT

Max. Marks: 100 (Theory 75 Marks & 25 Marks Internal Assessment)
Pass Marks: 35 % in the subject
Time allowed: 3 Hours

INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt two questions each from the sections A and B of the question paper and the entire section C. The candidates are required to answer each short type question in 50 words i.e. in 7-8 lines. Each short answer type question will carry 3 marks.

Section-A  F.W. Taylor, Henry Fayol, Luther Gulick & L. Urwick, Elton Mayo.
Section-B  Max Weber, Mary Parker Follett, Chester Barnard, Abraham Maslow.

(SEMESTER V & VI)
B.A. III (PUBLIC ADMINISTRATION) SEM.-V
(2016-17, 2017-18 & 2018-19 Sessions)

PAPER-I : LOCAL GOVERNMENT IN INDIA (WITH SPECIAL REFERENCE TO PUNJAB)

<table>
<thead>
<tr>
<th>Maximum Marks</th>
<th>100</th>
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<tbody>
<tr>
<td>Theory</td>
<td>75</td>
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<tr>
<td>Internal Assessment</td>
<td>25</td>
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For Private Students
Maximum Marks: 100

INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt two questions each from the sections A and B of the question paper and the entire section C. The candidates are required to answer each short type question in 50 words i.e. in 7-8 lines.
Section-A
Local Government: Meaning and Significance.
Evolution of Local Government in India Since 1882.
Deputy Commissioner: Appointment, Functions and Role in Local Government.
Panchayati Raj: Concept and Significance. The 73rd Constitutional Amendment Act.
Gram Sabha: Composition and functions.
Gram Panchayat, Panchayat Samiti and Zila Parishad-their Composition, Functions, source of Finance, Panchayat Secretary,
Block & Development Panchayat Officer (B.D.P.O).

Section-B
Urbanisation- Meaning and Concept; Problems of Urbanisation in Punjab.
The 74th Constitutional Amendment.
Types of Municipalities; Municipal council; Structure, Functions, Sources of Finance,
President and Executive Officer.
Municipal Corporation: Structure, Functions, Sources of Finance, Mayor and Commissioner.
State Control over local bodies.
State Finance Commission: Composition and Functions.
District Planning Committee.

SEM.-VI
(2016-17,2017-18 & 2018-19 Sessions)
PAPER-II: DEVELOPMENT ADMINISTRATION IN INDIA
(WITH SPECIAL REFERENCE TO PUNJAB)

<table>
<thead>
<tr>
<th>Maximum Marks</th>
<th>Theory</th>
<th>Internal Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>75</td>
<td>25</td>
</tr>
</tbody>
</table>

Time allowed: 3 hours
Pass marks: 35%

INSTRUCTIONS FOR THE CANDIDATES
Candidates are required to attempt two questions each from the sections A and B of the question paper and the entire section C. The candidates are required to answer each short type question in 50 words i.e. in 7-8 lines.

Section-A
Features of Developed & Developing Countries.
Comparative Public Administration: Meaning, Nature and Scope.
Planning in India: Meaning & Objectives.
Planning Machinery:
Niti Ayog, National Development Council, State Planning Board,

Section-B
Public Enterprise: Meaning & Forms (Department, Corporation & Company).
Parliamentary Control over Public Enterprises.
India as a Welfare and Socialistic State.
Welfare of Scheduled Castes, Backward Classes in Punjab.
Central Social Advisory Welfare Board and State Social Welfare Advisory Board of Punjab,
Punjab State Women Commission: Composition and Functions.
ENGLISH (COMMUNICATION SKILLS)
B.A. Part-I (Semester-I)
(For Sessions 2016-17, 2017-18 and 2018-19)

One paper of 100 marks to be attempted in three hours
Pass Marks: 35%  Time: 3 Hours  External: 75 Marks  Internal Assessment: 25 Marks

Course Content:
One Literary Text
Composition
Grammar

(A) Texts Prescribed:
1 Prose Parables (Orient BlackSwan, 2013)
The following stories from the above volume are prescribed:
   1. The Kabuliwallah : Rabindranath Tagore
   2. The Eyes Are Not Here: Ruskin Bond
   3. The Death of A Hero: Jai Nimbkar
   4. Grief: Anton Chekov
   5. Uncle Podger Hangs A Picture: Jerome K. Jerome
   7. Green Parrots in A Cage: Gopi Gauba
   8. The Doll's House: Katherine Mansfield
   9. A Service Of Love: O Henry
  10. Dusk: H.H. Munroe (Saki)

(B) Oxford Practice Grammar by John Eastwood (Ed. 2014)

Testing:

UNIT-I
Q. No 1: One essay type question with an internal alternative on theme, incident or character from chapter 01 to 05 of Prose Parables. The answer should not exceed 200-250 words. 11 marks
Q. No 2: One essay type question with an internal alternative on theme, incident or character from chapter 06 to 10 of Prose Parables. The answer should not exceed 200-250 words. 10 marks

UNIT-II
Q. No. 3: Four short-answer questions to be attempted (in about 100 words each) out of the given six from Chapters 01 to 10 of Prose Parables. 12 marks
Q. No. 4: Translation from English into Hindi/Punjabi of a given passage consisting of five sentences. In lieu of Translation (For Foreign students who do not know Punjabi/Hindi) Paraphrase of a stanza from a poem of about 5 to 7 lines.) 10 marks

UNIT-III
Q. No. 5: This question shall comprise eight short answer (8x2) and eight objective type questions (8x2) and will be based on the prescribed units and exercises from Oxford Practice Grammar. Each question shall carry 02 marks. 16+16=32 marks

This objective-type question will be based on Oxford Practice Grammar by John Eastwood. The candidate is required to attempt all the eight questions.
Exercises 01 to 03 and 76 to 117
A candidate will be required to attempt eight out of ten sentences set in (a) and eight out of twelve in (b).

Important:
The examiner shall give a clear instruction to the candidates to attempt these questions only at one place and only once. Second or subsequent attempts, unless the earlier ones have been crossed out, shall not be evaluated.

(Semester-II)
(For Session 2016-17, 2017-18 and 2018-19)

One paper of 100 marks to be attempted in three hours
Pass Marks: 35%
Time: 3 Hours  External: 75 marks  Internal Assessment: 25 marks

Course Content:
One Literary Text, Composition, Grammar

Texts Prescribed:
The following poems from this anthology are prescribed:
1. Pippa's Song: Robert Browning
2. Apparently With No Surprise: Emily Dickinson
3. Fool and Flea: Jeet Thayil
4. Magic Of Love: Helen Farries
5. The Charge of the Light Brigade: Alfred Tennyson
6. Where the Mind is Without Fear: Rabindranath Tagore
7. The Soul's Prayer: Sarojini Naidu
8. I Sit and Look Out: Walt Whitman
9. Women's Rights: Annie Louise Walker
10. Goodbye Party for Miss Pushpa T.S.: Nissim Ezekiel

(B) Oxford Practice Grammar by John Eastwood (Ed. 2014)

Testing:

UNIT-I
Q. No.1. One essay type question with an internal alternative based on main ideas / summary of The Poetic Palette (Poems 01 to 05 as mentioned above).
11 marks

Q. No.2. One essay type question with an internal alternative based on main ideas / summary of The Poetic Palette (poems 06 to 10 as mentioned above).
10 marks

UNIT-II
Q. No.3. Two stanzas out of three (from poems 01 to 10 as mentioned above) to be explained with reference to the context.
6+6=12 marks

Q. No.4. Translation from Hindi/Punjabi into English of a given passage consisting of five sentences.
In lieu of Translation
(For Foreign students who do not know Punjabi/Hindi)
Paraphrase of a stanza from a poem of about 5 to 7 lines.)
10 marks

UNIT-III
Q. No.5. This question shall comprise eight short answer (8x2) and eight objective type questions (8x2) and will be based on the prescribed units and exercises from
Oxford Practice Grammar. Each question shall carry two marks.  
16+16=32 marks

Exercises 04 to 43

Important:
The examiner shall give a clear instruction to the candidates to attempt these questions only at one place and only once. Second or subsequent attempts, unless the earlier ones have been crossed out, shall not be evaluated.

(Semester-III)

English Communication Skills
(For Sessions 2016-2017 and 2017-2018)

One paper of 75 marks to be attempted in three hours Pass marks: 35%
No. of teaching periods: 75 Time: 3 hours
Written Examination: 75 Marks Internal Assessment: 25 Marks

Course Content
One Literary Text, Composition, Grammar

(A)  **Text Prescribed:**


The following essays from this book are prescribed:

1. 'Wikileaks, Facebook and the End of Discretion' — Mukul Kesavan
2. 'The Diaspora in Indian Culture' — Amitav Ghosh
3. 'Work Brings Solace'—A.P.J. Abdul Kalam
4. 'Towards Creating a Poverty-Free World' — Muhammad Yunus
5. 'Toasted English' — R.K. Narayan
6. 'Issues in the Writing of Environmental History' — Mahesh Rangarajan
7. 'Why I Want a Wife' — Judy Brady
8. 'Universal Declaration of Human Rights' — Leah Levin

(B)  **Text Prescribed for Grammar:**


**TESTING**

**UNIT-I**

Q. No.1 One essay type question of about 200 words with an internal alternative on theme, central ideas or substance from the first four of the prescribed essays of *Gleanings from Home and Abroad.*  

10 marks

Q. No 2 One essay type question of about 200 words with an internal alternative on theme, central ideas or substance from fifth to the eighth of the prescribed essays from *Gleanings from Home and Abroad.*  

10 marks

**UNIT-II**

Q. No.3 Five short-answer questions to be attempted (in about 100 words each) out of the given seven questions from all the prescribed essays from *Gleanings from Home and Abroad.*  

5x3=15 marks

Q. No.4 Letter-writing: personal letters; letters to the editor on current issues; applications. The candidate shall write one letter/application out of two set by the paper-setter.  

10 marks

**UNIT-III**

Q. No. 5 This question shall be based on *Oxford Practice Grammar* by John Eastwood.
Exercises: 44-75
Candidates shall be required to attempt 20 out of 25 sentences.

The examiner shall set 25% sentences from the text and 75% sentences shall be based on the exercises prescribed in each part.
Each of these sentences shall be of 2 marks.

20 x 1.5 = 30 marks.

(Semester-IV) English (Communication Skills)
(For Sessions 2016-2017 and 2017-2018)

One paper of 75 marks to be attempted in three hours Pass marks: 35%
Time: 3 hours Written Examination: 75 Marks Internal Assessment: 25 Marks

Course Content
One Literary Text, Composition, Grammar

(A) Texts Prescribed:

(B) Text Prescribed for Grammar:

TESTING
UNIT-I
Q. No. 1 One essay type question of about 250 words with an internal alternative on theme, plot, narrative, incident or event from Oliver Twist.
10 marks

Q. No. 2 One essay type question of about 250 words with an internal alternative on character/characters from Oliver Twist.
10 marks

UNIT-II
Q. No. 3 Four short-answer questions to be attempted (in about 100 words each) out of the given six questions from Oliver Twist. 4 x 3 = 12 marks

Q. No. 4 (i) Dialogue-writing: Transcoding a given prose passage into a dialogue.
06 marks

(ii) Paragraph on one out of the given four topics in about 250 words.
07 marks

UNIT-III
Q. No. 5 This question shall be based on Oxford Practice Grammar by John Eastwood. Exercises: 118-153
Candidates shall be required to attempt 20 out of 25 sentences.
The examiner shall set 25% sentences from the text and 75% sentences shall be based on the exercises prescribed in each part.

20 x 1.5 = 30 marks

Semester-V
(For 2017-18 and 2018-19)
Maximum Marks: 100 Written Examination: 75
Internal Assessment: 25 Pass Marks: 35%
Time: 3 Hours
COURSE CONTENT

One Literary Text
Composition

TEXT PRESCRIBED


TEXT FOR SUGGESTED READING

Composition & Writing Skills (Orient BlackSwan 2016)

UNIT-I

Q.1. One essay-type question with internal alternative dealing with theme, incident, character
OR
summary of an act or plot structure in 200-250 words from All My Sons. 12 marks

Q.2. One essay of 300-350 words to be attempted out of the given four topics which may be imaginative, reflective, descriptive or of current interest. 11 marks

UNIT-II

Q.3. Make a Précis of a given passage comprising about 150 words. 11 marks

Q.4. One letter with an internal alternative to be written in about 200 words. The choice shall be between personal, business or official letters. Correct salutation shall be given credit. 11 marks

UNIT-III

Q.5 Ten short-answer questions to be attempted out of the given twelve from the prescribed text All My Sons. Each question shall carry 3 marks. 10x3=30 marks

Semester-VI ENGLISH (COMMUNICATION SKILLS)
(For 2017-18 and 2018-19)

One paper of 100 marks to be attempted in three hours.
Maximum Marks: 100  Written Examination: 75
Internal Assessment: 25  Pass Marks: 35%  Time : 3 Hours

COURSE CONTENT

One Literary Text
Composition

BOOKS PRESCRIBED

I. Selected College Poems (Orient Longman). Edited by Ambika Sengupta. The following poems from this book are prescribed:
   (i) All the World’s a Stage
   (ii) Kubla Khan
   (iii) Ode to the West Wind
   (iv) La Belle Dame Sans Merci
   (v) Ulysses
   (vi) My Last Duchess
   (vii) Say not the Struggle not Availeth
   (viii) Nightingales
   (ix) A Prayer for My Daughter
   (x) Kingfisher
   (xi) The Road not Taken
II. Composition & Writing Skills (Orient BlackSwan 2016)

TESTING

UNIT-I

Q. 1. One essay-type question with internal choice on theme from the prescribed poems in *Selected College Poems*. 12 marks

Q. 2. Two stanzas out of the given three from the prescribed poems in *Selected College Poems* to be explained with reference to context. 11 marks

UNIT-II

Q. 3. Development of Story: This is a piece of guided composition. Candidates shall develop a story from a given outline of 3-4 lines. The outline shall consist of brief hints regarding the beginning, middle and end of the story. The length of the story shall be of 200-250 words. The following may be regarded as a sample outline:

Two friends were pedalling along the roadside...Discussing future plans...better prospects in Information Technology...comparisons between Government and Private Sector jobs...

King Amarashakti ... South India ... three sons ... lazy and foolish... King turned to ...ministers for advice... sons not ready to learn.... Vishnu Sharma wise old sage... living in forest...sent... for... took princes to forest - told them tales... Panchatantra... six months later... princes full of wisdom 11 marks

Q. 4. Students shall be asked to write a job application (4 marks) along with a C.V. (7 marks) containing a brief account of one’s qualifications, previous experience, hobbies and expertise for a particular job, etc. 4+7=11 marks

UNIT-III

Q. 5. Ten short-answer questions out of the given twelve to be attempted from the prescribed poems in *Selected College Poems*. Each question shall carry 3 marks. 10x3=30 marks
(a) **Program mission:** The main objectives of the introducing B.B.A. in Distance Education department is:
1. To create an awareness about the business environment and acquisition of specialized knowledge in the field;
2. Equipping the students for career in various vocations;
3. Equipping the students for knowledge and skill required in the jobs offered by government and non-government organizations in the field; and
4. Preparing the students for taking admission in master level courses such as MBA, MBE etc.

(b) **Relevance of Program with HEI’s Mission:** B.B.A. Programme through distance education mode is very much in demand. The candidates who are employed at public or private sector organisations after +2; and wanted to pursue further their studies under professional courses, would get an opportunity to upgrade their qualification through this course. Thus, it is designed to provide students with the quality education in preparation for careers, or advancement of careers in public & private organisations. The course also stresses on balancing the theoretical knowledge with the practical skills as the course program designed with classroom seminars and workshops based teaching.

(c) **Target of Group Learners:** Target group of learners includes candidates from remote, border and far off areas, rural and backward areas, women candidates, employed candidates, who are unable to pursue course on regular basis.

(d) **Appropriateness of the program offered through distance education mode:** Students are provided an opportunity to develop their leadership, organisational and decision-making skills. The course seeks to blend a traditional bachelor’s level qualifications with the practical skills needed for the placement. The course focuses on the new public management context which emphasises issues such as good governance and administration.

To make course suitable through distance education mode PCP for 15-20 days has been conducted in every semester in which other than traditional teaching techniques students have to –

1) Prepare papers on significant current topics and present the same in classroom seminar;
2) Appear for Viva Voce paper which is designed to check their learned content about subject;
3) Participate in workshops designed on current issues in each year of course; and
4) Complete an industrial training and thereafter student will present seminar on the basis of such project report prepared during the training period.

(e) **Instructional design:** BBA program is three years based course (Six semesters). There will be 5-6 papers with options to choose from in each semester. For this course same syllabus has been adopted as is offered to the students studying through regular mode. Choice Based Credit System will also be introduced (Detailed syllabi has been attached as in Annexure I).

Self Instructional Material will be prepared in print form in English medium only. Faculty member has been provided with telephone and e-mail facility. Department maintains its own website through which students will be informed about fees, admission and PCP schedule, internal assessment tests schedule etc. Each student will be informed through SMS as well as registered letter about the PCP dates, duration and venue in advance.

Faculty in commerce unit includes four permanent and one ad-hoc teacher. There are many other faculty members from relevant units of department of distance education and
other regular departments of the university are providing services as guest faculty. Two personal contact programmes of (one week each) are conducted per semester where syllabus is discussed in detail through class room teaching, seminars and workshops.

(f) **Procedure for Admissions, Curriculum transaction and evaluation:** About this component information is provided hereunder-

- **Eligibility requirements:** The required eligibility for admission to the course is +2 degree in any discipline from any statutory University with pass marks. There is no age bar for joining the course. All the eligible applicants are admitted. Students have the flexibility of passing the course within a period of five years from the year of admission. Overseas students are also eligible to seek admission in the Course.

- **Availability of Prospectus:** Prospectus will be provided online as well as offline. Single window system has been provided at the University Entrance for facilitating their admission.

- **Fee of the Course:** Fee is charged as per the University rules and is fixed under the guidance of the Centralised Admission Cell of the University. Candidates living abroad will pay tuition fee, other annual charges and examination fees in foreign currency at the time of admission, as per the schedule in the form of demand draft only, but not in cash. The foreign students shall have to bear any other expenditure related to the conduct of examination demanded by the concerned Embassy. The employees and children or wards of employees of Indian Embassies / High Commission will not be required to pay mailing charges prescribed for foreign candidates if they arrange to receive their printed lessons through the diplomatic bag.

- **Examination System:** The examination centres for foreign students will be created in their respective countries on payment of a centre creation fee, provided arrangements to the satisfaction of the Vice-Chancellor exist there. Otherwise, the candidate has to appear at one of the centres created in Punjab. If any other charges / expenses are levied by the embassy, the candidate will have to pay accordingly.

- **Curriculum Transaction:** Along with printed study material, compulsory Personal Contact Programmes will be organized two times per semester. Through FM RADIO, Phone-in-Counseling Programmes will be conducted so that students sitting at their homes or work places can interact with the faculty and get their queries solved. Lectures will be delivered through Audio – Video Lessons, and power point presentations. Personal counseling during PCPs and on all working days is also provided by the faculty. Field Visits through practical training is to be arranged for gaining knowledge about practical functioning of the business and industry.

- **System of Internal assessment:** Internal Assessment has been made integral part of the Course. Response sheets, assignments, viva –voce, written tests are conducted for during each semester.

(g) **Requirement of computer Lab and Library resources:** The course requires a computer lab and seminar room, and these facilities are available in the department. Department of Distance Education has its well stocked Library with huge number of books in Punjabi as well as English medium covering various papers and topics of the syllabus for the distance learners. Catalogue has been computerized using LIBSYS software. Students can take two books and one audio-video lesson CD on loan for one month. During PCPs, library remains open on Saturdays, Sundays and other holidays. The library is fully air-conditioned with a reading hall, caters to ten newspapers in English, hindi and Punjabi language. It has 180 reference books and two journals on the subject of Public Administration.
(h) **Cost Estimate of the Course:** In addition to the fixed cost (i.e. salaries of teaching and non-teaching staff, infrastructure cost etc.) other following types of running costs are also paid annually by the department for the course:

1) Regular printing cost of lessons and other material.
2) Payments made to experts called for taking viva-voce.
3) Payments made to guest faculty for taking classes and checking of response sheets.
4) Cost of writing new lessons those are required due to change in syllabi and shifting in semester system from the annual system of the course.
5) Total variable cost of the course also varies from year to year as it depends upon the number of students taking admission in a particular year.

(i) **Quality Assurance Mechanism:** Through Feedback Performa, email and other modes of communications suggestions have been received continuously from the students, professionals and other concerned persons, for assessing the present quality of the course and changes/modifications to be required in the course as per current market demands.

**FIRST SEMESTER**

**BBA-101: COMMUNICATION SKILLS IN PUNJABI /ELEMENTARY PUNJABI**

Time Allowed: 3 Hrs. Max Marks: 100

- **Theory:** 60
- **Internal Assessment:** 40

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(ਪੰਜਾਬੀ ਸਤਨਮੀ)ਸਮੈਸਟਰ ਦੌਰਾਨ

(ਪੰਜਾਬੀ ਲਾਜ਼ਮੀ) 2017-18, ਲਈ

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(ਪੰਜਾਬੀ ਲਾਜ਼ਮੀ) 2017-18, ਸਮੈਸਟਰਾਂ

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(ਪੰਜਾਬੀ ਲਾਜ਼ਮੀ) 2017-18, ਸਮੈਸਟਰਾਂ

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(ਪੰਜਾਬੀ ਲਾਜ਼ਮੀ) 2017-18, ਸਮੈਸਟਰਾਂ
BBA-102: BUSINESS ECONOMICS-I

Course Input:

Part-I

Nature and Scope of Economics; Consumer’s Behavior; Utility Approach: Brief

Theory of Production

Law of Variable Proportion: Total; Average and Marginal. Physical Product; Production Possibility Curve, Marginal Rate of Technical Substitution; Returns to Scale.

Part-II

Theory of Cost:

Short and Long Period Costs, Concepts of Total Cost, Marginal and Average Cost. Concept of Revenue: Total Revenue; Average Revenue; Relationship between Average and Marginal Revenue and Elasticity of Demand: Break Even Analysis and Profit Forecasting in Short Run.

Equilibrium of Firm and Industry:

Perfect Competition; Assumptions; Price Determination; Monopoly; Concept; Assumption; Price Determination; Monopoly Power, Control and Regulation; Discriminating Monopoly.

BBA-103: BUSINESS MATHEMATICS

Course Input:

Part-I


**Differentiation:** Concept of Limit, Simple Derivatives Excluding Trigonometric Functions; Partial Differentiation, Homogenous Functions. Euler’s Theorem, Applications of Differentiation in Business. Maxima and Minima of up to Two Independent Variables.

**Part-II**

Linear Programming: Graphic and Simplex Methods; Transportation Problem: Methods and Tests; Assignment Problem and Game Theory.

**BBA-104: BUSINESS ORGANIZATION AND MANAGEMENT PRINCIPLES -I**

Theory: 60 Internal Assessment: 40

**Course Input:**

**Part-I**


**Part-II**


**BBA-105 : WORKSHOP ON COMPUTER APPLICATIONS IN BUSINESS**

Internal Evaluation: 50 Marks


**MS-PowerPoint:** Presentation Basics, Menus and Toolbars. Opening and Saving and Exiting Presentation. Creating the Presentation using Auto Content Wizard. Creating Design Template on
**BBA 106- SEMINAR**

Internal Evaluation: 50 Marks

The students shall be allotted topics pertaining to the area of General, Social, Economic and Business Awareness focusing on the current national as well as international trends and developments. Each student is required to submit a write up on the allotted topic to the teacher concerned and is further required to make a presentation.

**SECOND SEMESTER**

**BBA-201: COMMUNICATION SKILLS IN PUNJABI/ELEMENTARY PUNJABI**

Time Allowed: 3 Hrs. Max Marks: 100 Theory: 60 Internal Assessment: 40

**Course Input:**

**BBA 201 2017-18 FIE WGT**

**Objective:**

- To develop the students' communication skills in Punjabi through various activities and assignments.

**Course Content:**

1. Writing skills in Punjabi
2. Speaking skills in Punjabi
3. Listening skills in Punjabi
4. Reading skills in Punjabi
5. Critical thinking and problem-solving skills
6. Application of Punjabi in real-life situations

**Assessment:**

- Theory: 60 marks
- Internal Assessment: 40 marks
- Practical: 10 marks

**Syllabus:**

- Writing skills in Punjabi
- Speaking skills in Punjabi
- Listening skills in Punjabi
- Reading skills in Punjabi
- Critical thinking and problem-solving skills
- Application of Punjabi in real-life situations
(7) भाषा की विशेषता मुख्य के लिए द्वारा दिखायी दिए गए।

(2) पंथशील मानवीय तत्त्व-पदार्थ
(ए) राजस्थान में दिखा
(ब) मात्रिकर्म दें लेना
(ज) छात्र दें लेना
(झ) हस्त-मस्ति करें दें लेना
(ञ) भाषा-वेतनी दें लेना
(ञ) पंथशील विरोध-रूप वृद्धि की मानवीय
(ञ) अभिव्यक्ति के पदार्थ

भाषा-प शास्त्रीय सामग्री के विषयक आवेदन तारीखिय बुधवार।

30×1=30 अंक

Course Input:

पंथशील शास्त्री (पश्चिम विभाग) 2017-18 मैसर हटी

समास्त पुस्त

धारा ए (1) मानव भूमिगत : मानव संस्कृति के द्वारा
(ए) द्वारा भूमिगत मानव संस्कृति के मानव-संस्कृति
(ब) द्वारा भूमिगत मानव संस्कृति के मानव-संस्कृति
(ज) नया भूमिगत मानव संस्कृति के मानव-संस्कृति 15 अंक

(2) मानव संस्कृति में मेट्रिक में विश्वविद्यालय द्वारा की पुष्टि

मानव संस्कृति में मेट्रिक में विश्वविद्यालय द्वारा की पुष्टि

(ए) द्वारा
(ब) विश्वविद्यालय द्वारा की पुष्टि
(ज) विश्वविद्यालय द्वारा की पुष्टि
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(�性) विश्वविद्यालय द्वारा की पुष्टि
(1) पाठ, बुध-शुक्र दे बुध
(2) सवारं वा विभागवाल में संगठन दे हिन्दी
10 मांक

(2) विभागवाल चिठ्ठी ध्वजा दे रचने। 10 मांक

बजा-३ मार्च मिलियम ’ के अभावित आयसेजिकट टार्जीप ध्वजा। 30×1=30 मांक

श्री.श्री.श्री./श्री.माया./श्री.महादेव. ध्वज भविष्य (ममंत्य)
(प्रथम सम्पादक)
2017-18 मेंसर रिपोर्ट
ममंत्य रूपांतर

बजा-२

बजा-भ (1) क्षेत्रवार पटक
(2) विभागवाल (सप) सबसे ध्वजा अदे सबसे उचित : वरिष्ठ, संस्था संस्थान, मुख दूत, महोंद्र, प्रमुख विभागवाल तथा महोंद्र उचित
(सप) बजा इंस्ट्रीक्षन : बजा दो टर्माल तथा, बजा अदे ध्वज-स्मृति दे उचित अदे उचित अदे उचित उचित, प्रमुख ध्वज-स्मृति दे उचित-विवर

बजा-३ ध्वजावाद मिलियम ’ के अभावित ध्वजावाद ध्वजावाद ध्वजावाद।
मंड-२० अदे ध्वजावाद मिलियम रूपांतर
1. मिलियम दे मार्च बजा चिठ्ठी पूर्ण ध्वजावाद नामों।
2. प्रभारी हेतु विचार बजा दे, भ अदे दे विचार विशिष्ट साबित।
3. बजा ते चिठ्ठी:
(प) विचार चिठ्ठी रा साबित/मार्च/कोड़ा दे विचारांतर साबित विचार ध्वजावाद। (विचार चिठ्ठी चित्र)12 मांक
(सप) समस्त विचार चिठ्ठी/विचारांतर साबित पूर्ण द्वार साबित। (विचार चिठ्ठी दे) 2×6=12 मांक
4. बजा भ (सप)
   1. विचार चिठ्ठी ’के’ ध्वजावाद ध्वजावाद ध्वजावाद। (विचार चिठ्ठी चित्र)09 मांक
   2. दे देवं विचार चिठ्ठी-चित्र ध्वजावाद पूर्ण ध्वजावाद साबित ध्वजावाद अदे विचारांतर साबित ध्वजावाद
BBA-202: COMMUNICATION SKILLS IN ENGLISH

Time Allowed: 3 Hrs.  Max Marks: 100  Theory: 60  Internal Assessment: 40

Course Input:

Part-I

Part-II

For Practical:
There shall be two tutorial periods per periods for the students to face the camera, gestures, speech, facial expression, lip and eye movement, voice training and training in techniques of broadcasting, etc. for all these purposes there should be organization of quiz competition, debates and other competitions, etc.

BBA-203: BUSINESS ECONOMICS-II

Time Allowed: 3 Hrs.  Theory: 60  Internal Assessment: 40

COURSE INPUT:

PART – I
Monopolistic Competition: Concept, Assumptions, Price Determination; Selling Cost, Excess capacity. Difference between Monopolistic Competition and Imperfect Competition; introduction to the Concept of Duopoly and Oligopoly.
Pricing of Factors: Marginal Productivity theory of distribution; Theories of Wages and Interest; Modern theory of Distribution.
Rent : Ricardian and Modern Theory;
Profit : Dynamic Theory: Risk theory; Uncertainty theory.

Part – II
Business Concepts: Micro Vs Macro Economics. Variables: Real and Nominal; Induced and Autonomous, Ex-ante and Ex-post,

BBA-204: BUSINESS STATISTICS
Theory: 60 Internal Assessment: 40

COURSE INPUT:

PART – I

Statistics: Introduction, Importance and Scope of Statistics
Measure of Central Tendency: Mean, Median, Mode and Quartiles
Measures of Dispersion: Range, Quartile Deviation, Mean Deviation and Standard Deviation

PART – II

Index Numbers: Introduction, Price Index Numbers, Quantity Index Numbers, Choice of Base for Computing Index Numbers.
Interpolation and Extrapolation: Introduction, Utility, Assumptions, Methods of Interpolation, Extrapolation (formulae used).

BBA-205: BUSINESS ORGANIZATION AND MANAGEMENT
PRINCIPLES-II

Time Allowed: 3 Hrs. Max Marks: 100 Theory: 60 Internal Assessment: 40

Part-I


Part – II


**BBA- 206: WORKSHOPS ON INTERNET AND E-COMMERCE**

Internal Evaluation – 50 marks

**Introduction to Electronic Commerce**


**World Wide Web**


**Firewalls and Transaction Security**


**Electronic Payment System**

Electronic Payment Technology, Online Shopping, Limitations of Traditional Payment Instruments, Electronic or Digital Cash- Properties of Electronic Cash, Digital Cash in Action, Electronic Cheques- Benefits and Electronic Cheques, Electronic Cheques in Action, Online Credit Card Based System, Secure Electronic Transaction (SET), Other Emerging Financial Instruments-Debit Cards at Point of Sale. (POS), Debit Cards and Electronic Transfer Benefit, Smart Cards, Consumer's Legal and Business Issues.

**BBA-207: SEMINAR** (Internal Evaluation: 50 Marks)

**BBA-208: VIVA VOCE** (External Evaluation: 100 Marks)
वार्षिक बजट राजस्व-पृष्ठ की बुध-वेक

वर्षांतः की राजस्व संयुक्त वीडी नापेठी

(अ) मंत्री विभाग:
(नै) वर्षांतः की राजस्व संयुक्त वीडी नापेठी
(नैन) हरण विषय के उदय हरण उदय
(नैनन) हरण विषय के उदय हरण उदय

उद्यम-प्राप्त वर्षांतः की राजस्व संयुक्त वीडी नापेठी

(अ) लिखावतः 
(नै) वर्षांतः की राजस्व संयुक्त वीडी नापेठी
(नैन) वर्षांतः की राजस्व संयुक्त वीडी नापेठी
(नैनन) वर्षांतः की राजस्व संयुक्त वीडी नापेठी
BBA (SEMESTER-III)

BBA-301 : PRINCIPLES OF HUMAN RESOURCE MANAGEMENT

Time Allowed : 3 Hrs.  Max. Marks :100  Theory : 60  Internal Assessment : 40

Course Input :

PART-I


PART-II


BBA-302 : BUSINESS ACCOUNTING

Time Allowed : 3 Hrs.  Max. Marks :100  Theory : 60  Internal Assessment : 40

Course Input :

PART-I

Meaning and Scope of Accounting : Need, development and definition of accounting, bookkeeping and accounting. Persons interested in accounting information, Disclosure; Branches of accounting; Objectives of accounting, basic understanding of accounting standards.

Accounting Transactions : Accounting Cycle, Journal, Rules of debit and credit; Compound journal entry, Opening entry, Relationship between journal and ledger, Rules regarding posting, Trial Balance, Sub-division of journal.

Distinction between Capital and revenue items.

Final Accounts : Manufacturing account; Trading account, Profit and loss account; Balance-sheet; adjustment entries.

Rectification of Errors : Classification of errors, Location of errors, Rectification of errors; Suspense account; Effect on Profit.

PART-II

Depreciation Provisions and Reserves : Concept of Depreciation; Causes of depreciation; Depreciation, depletion, Depreciation accounting; Methods for providing depreciation, Depreciation policy; Provisions and reserves.
Partnership Accounts: Essential characteristics of partnership. Partnership deed; Final accounts; Adjustments after closing the accounts; Fixed and fluctuating capital; Goodwill; Joint Life Policy; Change in Profit Sharing Ratio.

BBA-303 : PRINCIPLES OF MARKETING MANAGEMENT
Time Allowed : 3 Hrs. Max. Marks :100 Theory : 60
Internal Assessment : 40

Course Input :

PART-I

PART-II

BBA-304 : BUSINESS LAWS
Time Allowed : 3 Hrs. Max. Marks :100 Theory : 60
Internal Assessment : 40

Course Input :

PART-I

Sales of Goods Act 1930 : Formation of contracts of sale; Goods and their classification, price; conditions and warranties, Transfer of property in goods; Performance of the contract of sales; Unpaid seller and his rights, sale of auction; Hire purchase agreement.

PART-II
Negotiable Instruments Act 1881 : Definition of negotiable instruments, Features; Promissory note; Bills of exchange and cheque; Holder and holder in due course; Crossing of a cheque, Negotiation; Dishonour and discharge of negotiable instrument.

The Consumer Protection Act 1986 : Salient Features, Definition of consumer; Grievance redressed machinery.

BBA-305 : WORKSHOP ON CONTEMPORARY BUSINESS ISSUES
Internal Evaluation : 50 Marks
Domestic and international dimensions of the business environment; corporate social responsibility and performance; and Socialization and moral development. Values, value congruence, and value conflict. Managing ethics in the corporation: Codes, incentives etc. Ethical dimensions of public affairs and crisis management. Ethics and social performance: evaluation and reporting.

**BBA-306: SEMINAR ON KNOWLEDGE MANAGEMENT**

Knowledge, Economy: Leveraging Economy, Data-Information Knowledge, and Organizational Knowledge. Transformation of an enterprise through knowledge management, momentum of knowledge, and sharing of knowledge, system in an organization. Knowledge Organization; Organizational culture for knowledge management; knowledge management and information technology; Knowledge management in Industry; Challenges to knowledge management.

**BBA-307: COMMUNICATION SKILLS IN PUNJABI/ ELEMENTARY PUNJABI**

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(अध्ययनकाल: 50 दिनों)

**पंजाबी अंडे पृथक-पृथक सी सुव-शेष**

श्रेणी-१

विवादित पृथक, पंजाबी धीर पृथक, खंडन मिश्र सीमा, पद्धति-साधन बिडिंग, पंजाबी पूर्व-पश्चिम, पत्रिका।

(विवाद पृथक विचार वर्तमान राजा द्रष्टा प्रमुख समिति के महत्वपूर्ण में परिषद लागू है।)

श्रेणी-२

(श्रेणी-२ पृथक के आपवर्त समेत पृथक दिवस दिने पृथक।

श्रेणी-३

(श्रेणी-३ पृथक के आपवर्त समेत पृथक दिवस दिने पृथक।

**श्री.श्री.डी./श्री.सी.डी./श्री.बी.डी. ज्ञान-पूर्व, पंजाबी लघुत्तम (समापति डीसी अंडे शेष) 2017-18 में लघुत्तम**

(समापति डीसी)
BBA (SEMESTER-IV)

BBA-401 : FINANCIAL MANAGEMENT

Time Allowed : 3 Hrs.          Max. Marks :100  Theory : 60
Internal Assessment : 40

Course Input :

PART-I

Meaning of Business Finance, Aims, Scope and significance of finance function, profit verses wealth maximization, Financial Planning, Sources of Company Finance- Long-Term and Short-Term, SEBI Guidelines for raising company finance, Dividend Policy. Types and Dividend, Capital Structure: Concept, theories and Valuation, cost of capital concept and significance.

PART-II


BBA-402 : WORKSHOP ON CREATIVITY AND INNOVATION

Internal Evaluation : 50

Creativity in management, creative problem-solving. Theories of creativity, identify the problem, morphological analysis, brainstorming, lateral thinking and synaptic Idea- generating methods, evaluation ideas, implementing ideas, role of computers in creativity.

Strategic issues: Like planning, framework etc. market needs, and market research, sources of successful ideas, and financial analysis and case- histories of renowned companies.
BBA-403 : SEMINAR ON ENTERPRENEURSHIP
Internal Evaluation : 50


BBA-404 : VIVA-VOCE (External Evaluation : 100 Marks)

BBA-411 : COST & MANAGEMENT ACCOUNTING
Time Allowed : 3 Hrs. Max. Marks : 100 Theory : 60 Internal Assessment : 40

COURSE INPUT :
Part – I

Part – II

BBA-413 : INCOME TAX LAW AND PRACTICE
Time Allowed : 3 Hrs. Max. Marks :100 Theory : 60 Internal Assessment : 40

Course Input : PART-I
Income Tax : Definitions, distinction between Capital and Revenue; basis of charge (Residential status), Incidence of tax, Exempted income , Computation of Income from Salary and House Property, Income from Business and Profession, Capital gains and Income from other sources.
Depreciation Set off and Carry forward of losses; Income of other persons to be included in Assessee's total Income, Deductions from Gross total Income.

PART-II

Computation of total income in regard to Income of individual, HUF and Partnership firm and Association of Persons (AOP). Concept of MAT

Advance Payment of Tax, Deduction of tax at source, Income tax Authorities and Administration of the Act, Assessment Procedure, Appeals, Refunds and Penalties.

BBA-414 : SYSTEM ANALYSIS & DESIGN AND INFORMATION SYSTEMS

Time Allowed : 3 Hrs.  Max. Marks : 100

Theory : 60

Internal Assessment : 40

Course Input :

PART-I


PART-II


BBA-423 : COMMUNICATION SKILLS IN PUNJABI/ ELEMENTARY PUNJABI

Course Input :

B (III): 100

A (II): 25

C (I): 75

Total: 35

A (III): 09

B (II): 26

A (I): 3

Total: 35

B (III): 50

A (II): 6

Total: 26

B (I): 09

A (III): 26

Total: 09

B (II): 3

A (I): 3

Total: 3

A (III): 35

B (II): 09

Total: 35

B (I): 26

A (III): 26

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A (I): 3

Total: 3

B (III): 35

A (II): 09

Total: 09

B (I): 26

A (III): 26

Total: 26

B (II): 09

A (I): 3

Total: 3

B (III): 35

A (II): 09

Total: 09

B (I): 26

A (III): 26

Total: 26

B (II): 09

A (I): 3

Total: 3
Course Input : PART-I

PART-II

BBA-502: WORKSHOP IN TIME AND WORKLOAD MANAGEMENT

Internal Evaluation : 50 Marks

The Psychology of Time; Time as Finite Capital; Developing the Right Attitude of Mind; Your Current Use of Mind; You and Your Tasks; You and Yourself: Identifying Self Objectives and Their Methodologies for Completion; Your and Others. Task Management; Workload Management Systems; Managing Interruptions; Delegation; Managing Meetings; Working with a Secretary; Managing Stress; and Balancing Work and Home.

BBA-503: SEMINAR ON SUMMER INTERNSHIP

Internal Evaluation : 50 Marks

CHOOSE ANY THREE COURSES FROM NOT MORE THAN TWO FUNCTIONAL AREAS:

MARKETING MANAGEMENT
BBA-504: EXPORT MARKETING

Course Input :

PART-I

PART-II
BBA-505: RURAL MARKETING

Course Input :

PART-I
Nature and Scope of Rural Marketing with Special Reference to India. Buying Behaviour in Rural Markets, Rural Marketing Information system, Exploring the Rural Markets, Rural Communication, Rural Large Format Retail Stores.

PART-II

BBA-506: BRAND AND PRODUCT MANAGEMENT

Course Input :

PART-I
The Concept of Brand, Brand Names, Brand Values; Brand Planning Managing Brand Systems; Brand Roles; Anti-Brand Thinking; Brand Loyalty; Brand Image; Brand Extensions; Brand's Life Script; Brand Identity; and Brand Personality. Brand Positioning; Brand Culture and Brand Rituals; Brand Equity; Brand Building; Service Brands; Experiential Brands; Types of Brands; Product and Brand Failures; Marketing Organization; and Reality Environment of Brands.

PART-II
Product Management Concept, FMCG, Product Mix and Line Decisions; Branding Name, Creation, Principles, Brand Image, etc; Market Segmentation; Promotion and Differentiation; New Product Planning; Distribution Channels; Advertising Planning; Pricing: Concept and Strategies.

HUMAN RESOURCE MANAGEMENT

BBA-507: INTERPERSONAL SKILLS IN MANAGEMENT

Course Input : PART-I

PART-II
Team Working-Types of Team, Creating High Performance Teams, Inter-Group Behaviour, Inter Active Conflict and Negotiating Skills. Transaction Analysis: T-Group Analysis, Assertiveness Training.

BBA-508: MANAGEMENTOF INDUSTRIAL RELATIONS

Course Input :

PART-I
Industrial Relations and its Concept and Models; Industrial Relations and Role of the State; Present Status and Future of Trade Unionism with Special Reference to India; Industrial Relations and Technology Change.

PART-II
Causes, Forms and Effects of Industrial Conflict: Preventive and Settlement Measures of Industrial Disputes in India; Comparative Study of Industrial Relations in Developed and Developing Economies; Role of ILO and Significance of Social Clause of WTO.
BBA-509: PSYCHOLOGICAL TESTING

Time Allowed: 3Hrs

Max. Marks : 100
Theory : 60
Internal Assessment : 40

Course Input:

PART-I

PART-II


FINANCE

BBA-510: STOCK MARKET OPERATIONS

Time Allowed: 3Hrs

Max. Marks : 100
Theory : 60
Internal Assessment : 40

Course Input:

PART-I


Stock Market Indexes: Concept, Types, Brief Overview of BSE SENSEX and S&P CNX Nifty.


PART-II


Future Market Operations: Introduction to Futures (Stock Futures and Index Futures) and Options (Stock Options and Index Options).
BBA-511: INSURANCE MANAGEMENT

Theory : 60
Internal Assessment : 40
Course Input :

PART-I

PART-II

BBA-512: INVESTMENT MANAGEMENT

Internal Assessment : 40
Theory : 60
Course Input :PART-I
Valuation of Bonds : Different Types of Bonds, Features of Bonds, Risks of Bonds, Yields of Bonds, Rating of Bonds.
Valuation of Equity Shares : Introduction to Equity Shares, Features, Dividend Theories and Valuation of Shares- Walter, Gordon, and MM Theory.

PART-II
Technical Analysis and charting, Efficient Market Theory

INFORMATION TECHNOLOGY
BBA-513: DATABASE MANAGEMENT SYSTEM

Internal Assessment : 40
Theory : 60
Course Input :
PART-I
Basic Concepts: Data Modeling, Abstraction and Data Integration, Scheme, Mapping Between Views, Components, Advantage and Disadvantages of DBMS, ER Model, Relational Model: Attributes, Tuples, Relational Operations, Integrity Rules.

PART-II
Dependencies and Normalisation, Query Processing, Recovery: Reliability, Recovery Issues, Concurrency Management: Serialisability, Concurrency Control, Locking Schemes, Database Security, Integrity and Control, Object Approach and Object Database.

BBA-514: WEB DESIGNING

Time Allowed: 3Hrs
Max. Marks : 100

Course Input:

PART-I

PART-II

BBA-515: TELECOMMUNICATIONS FOR BUSINESS

Theory : 60
Internal Assessment : 40

Course Input:

PART-I
Computers and Communications: The Information Technology: The Concept of Global Village; On-line Information Services; Electronic Bullentin Board Systems. The Internet: Interactive Video; Communications Channels; Communications Networks; Local Network; Managerial Issues Related to Telecommunication.

PART-II
Client/Server Computing; Communication Servers; Digital Networks; Electronic Data Interchange and its Applications; Enterprise Resource Planning Systems; Inter-Organizational Information Systems; Value Added Networks; Wireless Networks.

EVENT MANAGEMENT

BBA-516: EVENT DESIGN AND SPONSORSHIP

Internal Assessment : 40
Theory : 60

Course Input:

PART-I
Event Design: Societal perception and community relations; International Special Event Society: history and mission; types of events and event design, types, plans and planning skills and concept and features; steps of planning process. Decision making: concept and process; Internal and external objectives; tourism events; multicultural event planning; local customs; food: religious beliefs: hot attractions; study of Indian tourism events and their impacts.
PART-II
The concept of sponsorship: sports sponsorship; sponsorship package: modalities for developing; evaluating sponsorship; Sponsorship planning; running a sponsorship; peculiarities and tools for finding a commercial sponsorship.

BBA-517: EVENT OPERATIONS AND LOGISTICS
Internal Assessment : 40
Course Input :
Theory : 60

PART-I
Choosing the event site, developing the theme, conducting rehearsals, providing services, arranging catering, organizing accommodations and managing the environment. Developing the organizational chart, preparing job descriptions, training and managing volunteers.

PART-II
Logistics, policies, procedures, performance standards, functional areas, leadership and staff motivation.

BBA-518: EVENT PROPOSAL AND MARKETING
Internal Assessment : 40
Course Input :
Theory : 60

PART-I
Proposal request: approval meeting; study of the proposal: destination review, itinerary, transportation requirements, hotel information and cost summary sheet: Proposal report; company profile; back up material.

PART-II
Promotion of events; print, electronic and display media; planning participation; event charges; package price; nature and process of marketing events; marketing mix; document design; and sponsorship.

MEDIA MANAGEMENT
BBA-519: CORPORATE COMMUNICATION
Time Allowed: 3Hrs
Course Input :
Max. Marks : 100

PART-I
Communication process, Elements of an effective communication strategy, concept of integrated marketing communication, communication objectives. Preparing for communication message development, selecting communication channels, promotion mix advertising, sales promotion, public relations and direct marketing.

PART-II
Communications budget, measuring communication effectiveness, ethical issues in corporate communication, managing and co-coordinating integrated marketing communication.

BBA-520: NEW MEDIA TECHNOLOGY
Course Input :

PART-I
Communication and information technology: concept, scope and types of internet connections: LAN, WAN, MAN; Multimedia tools and applications: graphic accelerator cards, CDROM etc. Web browsing & e-mail; FTP, Gopher, Archie, WAIS, VERONICA.
PART-II
Press photography, the concept and context; tools and equipment of press photography: principles of copying and editing; digital cameras in press photography.

BBA-521: DEVELOPMENT COMMUNICATION

Internal Assessment : 40
Course Input :
Theory : 60

PART-I
Development: meaning and concept; Development communication: meaning, concept, objectives and importance; Development support communication development Journalism, media used for development communication.

PART-II
Rural journalism; agriculture communication; media and agriculture development; problems of rural society; role of radio in rural development; problems of rural journalism; rural press; importance of media programme for agriculture development.

6TH SEMESTER
BBA-601: INDUSTRIAL TRAINING PROJECT
BBA-602: PROJECT REPORT
BBA-603.: SEMINAR ON PROJECT REPORT
BBA-604: VIVA-VOCE
Bachelors of Commerce (B.Com) Programme Project Report

(a) Program mission: The main objectives of introducing B.com are:

1. To create awareness of commerce and providing in depth knowledge about the various aspects of commerce.
2. Providing the students with knowledge about various career options.
3. Equipping to students with technical knowledge for facing the changing business environment.
4. Preparing the students for various competitive exams like banking, and other professions like chartered accountancy, company secretary, cost and works accountants etc.

(b) Relevance of Program with HEI’s Mission: B.Com course through distance education is a very popular course among commerce students as various new avenues of activity are emerging in commerce related areas like insurance, banking, law and finance. Various job opportunities are available in the banking sector which attracts the students to this course. The specialised knowledge of commerce provided through this course greatly assists the students in pursuing professional courses like chartered accountancy, company secretary, cost and management accountants. The course is designed to provide students quality education in the field of commerce thereby helping in their careers. The advent of technology has completely transformed the way businesses are being managed, as such the course also provides in-depth knowledge about computer applications in business.

(c) Target of Group Learners: Candidates from remote, far off areas, rural and backward areas, women candidates, employed candidates, who are unable to pursue course on regular basis.

(d) Appropriateness of the program offered through distance education mode:
Students are provided intensive knowledge about the role of business environment in influencing major commercial decisions. The major areas of accounting, finance, taxation, banking and insurance are studied which enable the students to face the corporate world.

(e) Instructional design: B.com will be three years course (six semesters). Ordinance along with detailed syllabi has been attached as annexure 1.

Self instructional material will be provided in print form in both mediums. Audio-video lessons will also be prepared. Faculty members have been provided with telephone and e-mail facility.

Students will be informed about fees, admission and PCP schedule, internal assessment schedule etc. Each student will be informed through SMS as well as registered letter about the PCP dates, duration and venue in advance.

Faculty includes four permanent teachers. One/two personal contact programmes of (one week each) are conducted per semester where syllabus is discussed in detail.
**Procedure for Admissions, Curriculum transaction and evaluation:** The required eligibility for admission to the course is 10+2 in commerce with pass marks. There is no age bar for joining the course. All the eligible applicants are admitted. Students have the flexibility of passing the course within a period of six years from the year of admission. Overseas students are also eligible to seek admission in the course.

Prospectus will be provided online as well as offline. Single window system has been provided at the University entrance for facilitating their admission. Fee is charged as per university rules and is fixed under the guidance of the Centralised Admission Cell of the University. Candidates living abroad will pay tuition fee, other annual charges and examination fees in foreign currency at the time of admission, as per the schedule in the form of demand draft only, not in cash. The foreign students shall have to bear any other expenditure related to the conduct of examination demanded by the concerned Embassy. The employees and children or wards of employees of Indian Embassies/ High Commission will not be required to pay mailing charges prescribed for foreign candidates if they arrange to receive their printed lessons through the diplomatic bag.

The examination centres for foreign students will be created in their respective countries on payment of a centre creation fee, provided arrangements to the satisfaction of the Vice-Chancellor exist there. Otherwise, the candidate has to appear at one of the centres created in Punjab. If any other charges/expenses are levied by the embassy, the candidate will have to pay accordingly.

**Curriculum Transaction**

Along with printed study material, Personal Contact Programmes will be organized per semester. Audio video lessons on various subjects have been prepared for the benefit of the students. PowerPoint presentations and facility of personal counseling during PCPs and on all working days will also be provided. Special lectures by renowned experts will also be arranged so as to provide insight into the practical applications of commerce and implementing Response sheets/Assignments.

Internal Assessment has been made an integral part of the course which is based on response sheets/assignments.

**Requirement of computer Lab and Library resources:** The course does not require any laboratory setup. The computer laboratory of the department is used for imparting computer education to students. Department of Distance Education is at Arts Block 3 of Punjabi University, Patiala and has its well stocked library with various books in punjabi as well as English medium covering various papers and topics of the syllabus especially for the distance learners. Catalogue has been computerized using LIBSYS software. Students can take two books in one month during PCPs, library remains open on Saturdays, Sundays and other holidays. The library is fully air-conditioned with a reading hall, with ten newspapers in English, Hindi and Punjabi language. It has numerous reference books and various journals on the subject of commerce.
(h) **Cost Estimate of the Course:** In addition to the fixed cost (i.e. salaries of teaching and non-teaching staff, infrastructure cost etc.) other following types of running costs are also paid annually by the department for the course:

1) Regular printing cost of lessons and other material.
2) Payments made to experts called for taking viva-voce.
3) Payments made to guest faculty for taking classes and checking of response sheets.
4) Cost of writing new lessons those are required due to change in syllabi and shifting in semester system from the annual system of the course.
5) Total variable cost of the course also varies from year to year as it depends upon the number of students taking admission in a particular year.

(i) **Quality Assurance Mechanism:** Through feedback performa, written demands or through email/whatsapp for introduction of new courses, emails and suggestions received from the parents of the students/professionals, assessing the market demands and requirement of various services continuously.
B.COM. PART-I (Ist Semester)

शी. बांध बांध पवित्र

BC 101 - पंजाबी भाषा

Time allowed : 3 hrs 
Max. Marks :50
Period per week : 6 
External Assessment :35
Pass Marks : 35%
Internal Assessment: 15

मिलेकं हे धर्म धर्मवादः

बांध-प्र: वर्ण वर्ण, संधिया, विशिष्टवाचक संधिया मध्ये अधे क्रमे, स्वरवर्ण विषय ही चीजः

बांध-प्र: (1) विशिष्टवाचक : समानाश, सर्वस्तवर्त अट्ठा संशिक्षण दिल्ली रत्न सर्वथा

(2) विभाजनः

(i) पंजाबी पुत्री-रिहित, सत्व, निर्विभाज, लेखन अंक, लेखन स्वरूप ते लेखन दिल्ली

(ii) सुधा-नीचना अट्ठा उत्तराधिकार श्रेणिया बिभिन्न, विभिन्न साहित्य, विभिन्न साहित्य, संघर्ष, वैज्ञानिक, धार्मिक स्वरूप

बांध द - बांध -प्र अट्ठा विभाजन दले बांध हिंदी मध्ये त्योष उत्तराधिकार तयार होते धम्म

स्वरुप धम्म-स्वरूपः

1. उत्तरीत संग्रह, पंजाबी विज्ञान पत्रिका मधे पंजाबी भाषा, बांधजी धार्मिकः, दिल्ली, 1973.
2. बांधके संग्रह बीज, पंजाबी भाषा विज्ञान पत्रिका मधे विभाजन (उत्तरीती स्वरूपपत्रिका क्षण संग्रह), पंजाबी

पुजीविद्यानीती, पत्रिका, 2000.
3. तोप संग्रह बांधजी, पंजाबी विज्ञान पत्रिका मधे संग्रह दे विज्ञान, चेतना धम्म, उपभाषा, 2008.
4. पंजाब धार्मिक संग्रह, मिश्रसंग्रह दर्मिण-विविधान, भाषा धार्मिकः, पत्रिका, 2002.
5. पंजाब धार्मिक संग्रह, पंजाबी भाषा एवं ग्रंथ दे विभाजन, पंजाबी पुजीविद्यानीती, पत्रिका, 1996.
6. पंजाब धार्मिक संग्रह, धार्मिक संग्रह, भाषा धार्मिकः, पत्रिका, 2002.
7. भारतीय संग्रह भाषा अधे एवं, पंजाबी भाषा एवं विभाजन, (1,11 मधे 111), पंजाबी भाषा एवंभाषा, नगरपालिका.
8. पुजीविद्यानीती संग्रह भाषा, पंजाबी भाषा विज्ञान, पंजाबी भाषा एवंभाषा, नगरपालिका, 1999.
9. भाषा विभाजन (धार्मिक संग्रह), पंजाबी पुजीविद्यानीती, पत्रिका.
10. पंजाबी संग्रह भाषीवृत्त, पंजाबी बांधजी एवं रिडिविग्ना, पंजाबी भाषा एवंभाषा, दिल्ली.

B.COM. PART-I (Ist Semester)

BC 101-A: PUNJABI COMPULSORY (ELEMENTARY KNOWLEDGE)
(Special paper in lieu of Punjabi Compulsory)

Time allowed : 3 hrs 
Max. Marks :50
Period per week : 6 
External Assessment :35
Pass Marks : 35%
Internal Assessment: 15

बांध-प्र: (१) जनभूमी विवेकभाषा एवं कथा-पूर्वपर

(२) अंधकार मिथिला: उद्योगपती दे बुझकरे अंधकार।

(३) अंधकार एवंभाषा: अंधकार तृप्त दे एवंभाषा दे लिफाह।

5 अंब
(2). गुजराती अंकां से पंजाबी पुस्तियों का पूर्णता
(3) मदद के लिए अंकां पर चढ़ने के लिए एक सपुष्ट एवं प्रभावी है।
(4) मदद के लिए अंकां पर चढ़ने के लिए एक सपुष्ट एवं प्रभावी है।
(5) लघु-अंकां से पहले जाने के लिए एक सपुष्ट एवं प्रभावी है।
(6) लघु-अंकां से पहले जाने के लिए एक सपुष्ट एवं प्रभावी है।
(7) लघु-अंकां से पहले जाने के लिए एक सपुष्ट एवं प्रभावी है।

(3). पंजाबी स्वरवस्त्रीय रूप से प्रयोग
(1) जिंदगी
(2) जिंदगी दे दिल
(3) जिंदगी दे राह
(4) जिंदगी दे मार
(5) जिंदगी दे मार
(6) जिंदगी दे मार
(7) जिंदगी दे मार
(8) जिंदगी दे मार
(9) जिंदगी दे मार
(10) जिंदगी दे मार
(11) जिंदगी दे मार
(12) जिंदगी दे मार
(13) जिंदगी दे मार
(14) जिंदगी दे मार
(15) जिंदगी दे मार

(4). संस्कृतिय भाषा समाकलन

1. महंत मिश्र समू, भारी पंजाबी मिश्री, पंजाबी भाषा मिश्री, पंजाबी विद्वानता विभाग, पंजाब, 2009.
2. महंत मिश्र समू, भारी पंजाबी मिश्री, पंजाबी विद्वानता विभाग, पंजाब, 2011.
3. मी.सा वाँस चंभ, भारी पंजाबी मिश्री, पंजाबी विद्वानता विभाग, पंजाब, 2002.
4. शंकर्विन्द ऒच, पंजाबी विद्वानता विभाग, पंजाब, 2011.
5. Hardev Bahri, Teach Yourself Punjabi, Publication Bureau, Punjabi University, Patiala, 2011.
COURSE CONTENT AND TESTING

Text Prescribed (Literary):
Contemporary English Prose (OUP) edited by K.P.K. Menon

The following Stories/essay are not to be studied:
(i) Uncle Podger Hangs a Picture
(ii) Sweets
(iii) Lectures
(iv) The Position of Women in Ancient India
(v) Self Portrait

Testing:
Q1. (a) One essay-type question with an internal alternative on summary, theme, incident or character in about 250 words.
(b) Four short answer questions to be attempted out of the given six from the prescribed text in about 30 words each.
(c) Comprehension of a prose passage of about 150 words from the prescribed text in the following way:
   (i) Three questions to test the comprehension of the passage.
   (ii) Meaning of two words/phrases italicized in the passage and use thereof in illustrative sentences.

4+4+2 = 10 Marks

Q2. Business Letters
The students may be asked to write a letter of the following types with an internal alternative:
(a) Placing an order
(b) Cancelling an order
(c) Complaints
(d) Reply to Complaints
(e) Asking for quotations
(f) Status enquiry letter
(g) Favourable/unfavourable reply to status enquiry
(h) Seeking dealership of a particular product etc.

5 Marks

Q 3. Preparing Advertisement Copies of the following types:
(a) Classified Advertisements
(b) Display/Advertisement for your products and services.

The students should be asked to attempt one of the given two advertisements

4 Marks

Q 4. Resume Writing
The nature of the job should be specified so as to enable the students to prepare their resume accordingly.

4 Marks

Q5. Grammar and Vocabulary
(a) Idioms and Phrases (Meaning and Usage)
(b) Synonyms and Antonyms
(c) Expanding abbreviations and acronyms pertaining to Commerce, Business, Economics.

The students should be asked to attempt four of the given six from part(a) and eight out of the given ten from part (b) and part (c) each.

4+4+4 =12 Marks
BC 103: FINANCIAL ACCOUNTING-I

Time allowed : 3 hours
Pass Marks : 35%
Max Marks: 100
Internal Assessment: 30
External Assessment:70

Note : Simple Calculator(not scientific) is allowed

UNIT-I

UNIT-II
Distinction between Capital and Revenue items, Depreciation Methods and Accounting including AS-6.

Note: Assignements must be based on case studies/actual practices related to various topics.

Books Recommended
2. R.L. Gupta : Advanced Accounts
3. S.N. Maheswari : Advanced Accounting
4. V.P. Sharma & Others : Advanced Accounting
5. A.K. Dhir : Advanced Accounting

BC 104: BUSINESS LAWS - I

Time allowed : 3 hours
Pass Marks : 35%
Max Marks: 100
Internal Assessment: 30
External Assessment:70

Instructions for Paper-Setters/Examiners
The question paper covering the entire course shall be divided into three sections as follows:

SECTION-A
It will consist of essay type questions. Four questions shall be set by the examiner from Unit-I of the syllabus and the candidate shall be required to attempt two. Each question shall carry 10 marks; total weight of the section shall be 20 marks.

SECTION-B
It will consist of essay type questions. Four questions shall be set by the examiner from Unit-II of the syllabus and the candidate shall be required to attempt two. Each question shall carry 10 marks; total weight of the section shall be 20 marks.

SECTION-C
It will consist of 12 very short answer questions from entire syllabus. Students are required to attempt 10 questions up to five lines in length. Each question shall carry 3 marks; total weight of the section shall be 30 marks.
UNIT - I

LAW OF CONTRACT (1872): Nature of contract, Classification; Offer and acceptance; Capacity of parties to contract; Free consent; Consideration; legality of object; Agreements declared void; Performance of Contract; Discharge of contract, Remedies for breach of contract. Special Contracts: Indemnity; Guarantee; Bailment and Pledge; Agency

UNIT - II

SALES OF GOODS ACT (1930): Formation of contracts of sale; Goods and their classification, price; conditions, and warranties; Transfer of Property in Goods; Performance of the Contract of Sales; Unpaid Seller and his Rights, Sale by Auction; Hire Purchase Agreement.


BOOKS RECOMMENDED

1. Singh, Avtar : The Principles of Mercantile Law
2. Kuchhal M.C. : Business Law
5. Sharma, V.K. : Business Law

BC 105: PRINCIPLES OF ECONOMICS – I

Time allowed: 3 hours
Pass Marks: 35%
Max Marks: 100
Internal Assessment: 30
External Assessment: 70

UNIT - I

Consumer behaviour: Utility approach, A brief outline of law of diminishing marginal utility and law of equi-marginal utility. Indifference curve approach: Consumer equilibrium, income, price and substitution effects. Law of demand, derivation of law of demand based on utility analysis and indifference curve analysis; Elasticity of Demand Concept, Price elasticity of demand and its measurement.

UNIT - II

Concept of Production Function, Breakeven Analysis, Profit Forcasting in short run. Law of Variable Proportions, Returns to scale, Internal and external economics and diseconomies. Concept of Total, Average and Marginal Revenue and Elasticity of Demand. Isoquant technique and producer's equilibrium. Price determination under prefect competition, monopoly and monopolistic competition and oligopoly.

BOOKS RECOMMENDED

2. Stonier and Hague : A Text Book of Economics
3. ML Jhingan : Advanced economic theory: micro and macro economics
UNIT - I

Computer: Introduction, Functions and Classification of Computer, Overview of Software and Hardware, Input and Output devices, Computer Memory: RAM, ROM, Number System and its Inter Conversion Introduction to Operating System, DOS and WINDOWS, working with files and folder, Understanding the control panel, Opening and exiting Windows applications, Copying and moving information between windows and learning other basic functions of window (latest version).

Introduction to Word Processing, Word Processing concepts, Use of Templates, Working with word document: Editing text, Find the replace text, Formatting, spell check, Auto correct, Auto text; Bullets and numbering, Tabs, Paragraph formatting, Indent, Page formatting, Header and footer. Tables: Inserting, Filling and formatting a table; Inserting Pictures and Video; Mail Merge: Including linking with Database; Printing documents.

UNIT - II


Database Designs for Accounting and Business Applications: Reality-Expressing the Application; Creating initial design in Entity Relationship Model; Transforming E.R. Model to Relational Data Model Concepts Applying DBMS in Areas of Accounting & Inventory.

INSTRUCTIONS FOR THE PRACTICAL EXAMINATION

The students would be required to solve any one problem out of two set by the examiner based on the packages covered in the syllabus.

BOOKS RECOMMENDED

3. Implementing Tally: BPB Publication
4. PC Complete, BPB Publications
1. ਉਦਾਹਰਣ ਮੰਨੀ, ਬਾਸ਼ਟ ਹੋਰਿਸਾਠ ਅੱਠ ਪੰਜਾਬੀ ਬਾਸ਼ਟ, ਬਾਪੁਦੀ ਰਾਜਵਾਲਾ, ਕਰਨਪੇਠ, 1973।
2. ਬਲਚੇਹ ਸਿੰਘ ਸੀਰਾਂ, ਪੰਜਾਬੀ ਬਾਸ਼ਟ ਹੋਰਿਸਾਠ ਅੱਠ ਹੋਰਿਸਾਠ (ਉੱਤਰਵੀਦ ਮਸ਼ਕਸ਼ਿਕਾ ਦੀ ਹੋਰਿਸਾਠ),
ਪੰਜਾਬੀ ਪੁਲਿਸਵਾਲਾਂ, ਪਟਿਅਲਾਹਾਰ, 2000।
3. ਬੂਟਾ ਸਿੰਘ ਬੰਡਾ, ਪੰਜਾਬੀ ਹੋਰਿਸਾਠ ਦੀ ਮਸ਼ਕਸ਼ਿਕਾ : ਮਾਇਨੂਂ ਦੇ ਮਾਇਨ, ਢੇਲਾ ਮੁਸਲਿਮ,
ਖ਼ਾਲਿਕਾ, 2008।
4. ਓਡ ਪੰਜਾਬੀ ਸਿੰਘ, ਵਿਸਰਗਤ ਬਾਸ਼ਟ ਹੋਰਿਸਾਠ, ਭਾਰਤ ਰਾਜਨੀਤਿਕਾ, ਪਟਿਅਲਾਹਾਰ, 2002।
5. ਓਡ ਪੰਜਾਬੀ ਸਿੰਘ, ਪੰਜਾਬੀ ਬਾਸ਼ਟ ਦੀ ਖੁਪ੍ਨੀ ਮਾਈਨ ਦੇ ਸਕਾਰ, ਪੰਜਾਬੀ ਪੁਲਿਸਵਾਲਾਂ,
ਪਟਿਅਲਾਹਾਰ, 1996।
6. ਮੇਨ ਪੰਜਾਬੀ ਖ਼ਾਲਿਕਾ ਮਸ਼ਕਸ਼ਿਕਾ, ਪੰਜਾਬੀ ਪੁਲਿਸਵਾਲਾਂ, ਪਟਿਅਲਾਹਾਰ।
7. ਸੰਦਿੱਖ ਸਿੰਘ ਮੁਬਾਰਕ ਅਲੀ, ਬਾਪੁਦੀ ਬਾਸ਼ਟ ਦੀ ਹੋਰਿਸਾਠ, (1,11 ਅਦਾ 111),
ਪੰਜਾਬੀ ਬਾਸ਼ਟ
ਅੱਠਪੰਜਾਬੀ, ਨਲੀਪਟ।
8. ਸੰਦਿੱਖ ਸਿੰਘ ਮੰਨੀ, ਪੰਜਾਬੀ ਬਾਸ਼ਟ ਹੋਰਿਸਾਠ, ਪੰਜਾਬੀ ਬਾਸ਼ਟ ਅੱਠਪੰਜਾਬੀ, ਨਲੀਪਟ, 1999।

BC 201-A: PUNJABI COMPULSORY (ELEMENTARY KNOWLEDGE)-II
(Special paper in lieu of Punjabi Compulsory)

Time allowed : 3 hrs
Max. Marks :50
External Assessment :35
Pass Marks : 35%
Internal Assessment: 15

(1). ਸਵਾਦ ਪੂਰਬਾਸ਼ਟ: ਸਵਾਦ ਸੋਂਥ ਦੀ ਦਰਦੇਂ
(੧) ਦੇ ਅਧਾਰਦੀ ਸਵਾਦ ਦੇ ਸਵਾਦ-ਸੋਂਥ
(੨) ਹੋਰਿਸਾਠ ਸਵਾਦ ਦੇ ਸਵਾਦ-ਸੋਂਥ

(2). ਸਵਾਦ ਦੀਆਂ ਅੱਠਪੰਜਾਬੀਆਂ ਦੇ ਹੋਰਿਸਾਠਵਾਲਾ ਸਵਾਦ ਦੀ ਪਿੜਾਟ
(੧) ਸਵਾਦ ਦੀਆਂ ਅੱਠਪੰਜਾਬੀਆਂ ਦੇ ਸਵਾਦ ਦੇ ਸੋਂਥ
(੨) ਸਵਾਦ ਦੀਆਂ ਅੱਠਪੰਜਾਬੀਆਂ ਦੇ ਸਵਾਦ ਦੇ ਸੋਂਥ
(੩) ਸਵਾਦ ਦੀਆਂ ਅੱਠਪੰਜਾਬੀਆਂ ਦੇ ਸਵਾਦ ਦੇ ਸੋਂਥ
(੪) ਸਵਾਦ ਦੀਆਂ ਅੱਠਪੰਜਾਬੀਆਂ ਦੇ ਸਵਾਦ ਦੇ ਸੋਂਥ

(1). ਸਵਾਦ ਸੋਂਥਵਾਲਾ ਦੇ ਹੋਰਿਸਾਠਵਾਲਾ ਸਵਾਦ ਦੇ ਸੋਂਥਵਾਲਾ
(੧) ਪੰਜਾਬੀ ਸਵਾਦ ਸੋਂਥਵਾਲਾ ਦੇ ਸੋਂਥਵਾਲਾ, ਸੋਂਥ ਦੇ ਸੋਂਥ
(੨) ਸਵਾਦ ਦੇ ਸਵਾਦ ਦੇ ਸੋਂਥ
(੩) ਸਵਾਦ ਦੇ ਸਵਾਦ ਦੇ ਸੋਂਥ
(੪) ਸਵਾਦ ਦੇ ਸਵਾਦ ਦੇ ਸੋਂਥ

(2). ਸਵਾਦ ਸੋਂਥਵਾਲਾ ਦੇ ਸੋਂਥਵਾਲਾ ਦੇ ਸੋਂਥ
(੧) ਸਵਾਦ ਦੇ ਸਵਾਦ ਦੇ ਸੋਂਥ
(੨) ਸਵਾਦ ਦੇ ਸਵਾਦ ਦੇ ਸੋਂਥ
BC 202: ENGLISH (COMMUNICATION SKILLS)

Time allowed : 3 hours Max Marks : 50
Pass Marks : 35%

External Assessment : 35
Internal Assessment : 15

COURSE CONTENT AND TESTING

Texts Prescribed (Literary):
A Thing of Beauty S. Jaga Disan
Selection from English Poetry V. Saraswathi
The following poems are not to be studied
From Henry VIII
The Affliction of Margaret

Testing

Q1.
   a) One essay type question with an internal alternative on theme or summary  4 marks
   b) Five short answer questions to be attempted out of the given eight from the prescribed
      text in about 30 words each.  5 marks

Q2. Report Writing
   The student may be asked to write a report on any of the following with an internal
   alternative
   a) Current trends
   b) Event
   c) Business Reports  4 marks

Q3. Acquiring Business Skills
   The following topics are to covered
   a) Leadership
   b) Time Management
c) Goal Oriented Tasks  
d) Stress Busters  
e) Risk Initiative  
f) Setting New Benchmarks  
The student should be asked to attempt any one of the given three topics  

Q4. Language Usage  
a) Use of tenses  
b) Use of verbs  
c) Use of relative clauses and connectives  
d) Use of articles  
e) Use of Preposition and Conjunction  
The Students should be asked to attempt two sentences in each part from the given four sentences  
2. Words commonly mis-spelt  
The students should be asked to correct any four incorrect words from the given seven words  
3. Proverbs  
The student may be asked to complete any four proverbs from the given seven.

BC 203: FINANCIAL ACCOUNTING-II  
Time allowed : 3 hours  
Pass Marks : 35%  
Max Marks: 100  
Internal Assessment: 30  
External Assessment:70  
Theory: 4 + Practical 2  

Note : Simple Calculator(not scientific) is allowed  

UNIT - I  
Accounting for Hire Purchase Transactions: Journal entries and ledger accounts in the books of Hire Vendors and Hire purchaser for large value items including default and repossession, stock and debtors system. Consignment Accounts: Accounting treatment including journal and ledger in the books of consignor and consignee.  
Joint Ventures: Methods of maintaining Joint venture accounts.  

UNIT - II  
Branch Accounting: Dependent and Independent Branches (including foreign branches); Departmental Accounting: Meaning Advantages, Apportionment of Expenses, Inter Departmental Transfers and Provision for Unrealized Profit.  
Note : Assignements must be based on case studies/actual practices related to various topics.  
Books Recommended  
2. R.L. Gupta : Advanced Accounts  
3. S.N. Maheswari : Advanced Accounting
UNIT - I
Negotiable Instrument Act (1881): Definition of negotiable instruments, Features; Promissory Note: Bill of Exchange and Cheque; Holder and Holder in the Due Course; Crossing of a cheque, Types of Crossing; Negotiation; Dishonour and discharge of negotiable instrument. The Consumer Protection Act (1986): Salient features, Grievance redressal machinery.


UNIT - II


BOOKS RECOMMENDED
1. Singh, Avtar : *The Principles of Mercantile Law*
2. Kuchhal M.C. : *Business Law*
5. Sharma, V.K. : *Business Law*

BC 205 : BUSINESS MATHEMATICS
Time allowed : 3 hours
Pass Marks : 35%
Max Marks: 100
Internal Assessment: 30
External Assessment: 70

Note : Simple Calculator(not scientific) is allowed

UNIT - I
Matrices and Determinants: Definition of a matrix; Types of matrices; Algebra of matrices; Properties of determinants; Calculation of values of determinants upto third order; Adjoint of a matrix, elementary row or column operations; Finding inverse of a matrix through adjoint and elementary row or column operations; Solution of a system of linear equations.
having unique solution and involving not more than three variables.

Compound Interest and Annuities: Certain different types of interest rates; Concept of present value and amount of a sum; Type of annuities; Present value and amount of an annuity, including the case continuous compounding; Valuation of simple loans and debentures; Problems relating to sinking funds.

UNIT - II


BOOKS RECOMMENDED
1. N.D. Vohra : Business Mathematics and Statistics
2. J.K. Thukral : Mathematics for Business Studies
3. J.K. Singh : Business Mathematics

BC 206: PRINCIPLES OF ECONOMICS - II

Time allowed : 3 hours Max Marks: 100
Pass Marks : 35% Internal Assessment: 30

UNIT - I


UNIT - II

Consumption function: Average and marginal propensity to consume, Psychological law of consumption. Multiplier: Concept, Operation and Limitations; Investment Function: Concept, Operation and Limitations and Marginal Efficiency of Capital; Inflation: Meaning, Types, Causes & Effects. Trade cycles: Meaning & phases.

BOOKS RECOMMENDED
2. Stonier and Hague : A Text Book of Economics
3. ML Jhingan : Advanced economic theory: micro and macro economics

B.COM. PART-II ( IIIrd Semester)

BC 301 - चतुर्थी अध्याय

Time allowed : 3 hrs Max. Marks :50
Pass Marks : 35% External Assessment :35

Internal Assessment: 15
बांग-अ

भ-1 चँदकी चिठ्ठी पाठ

भ-2 विलासवत : 

(i) भूल विश्वासवत रिवालीय दिल दंडने वे मझपड़ी
(ii) रंग घटने अठे रंग उत्सर्ग
(iii) सळबाव घटने : दंडने वे राजन

बांग-ब

इस भाषा में भ-3 विश्वासवत रहें दारा हिन्दी संध्या प्रश्न बताये।

मन्त्रित ग्रंथ-साहित्य

1. डॉ. तेंदुलकर दिशा पुसान मँडे वेळ, भंसाबी द्रमा दिल विश्वासवत दारा-1, भंसाबी द्रमा अवलोकणी नंगे, 1991, पृष्ठ 67-73
2. डॉ. तेंदुलकर दिशा पुसान मँडे वेळ, भंसाबी द्रमा दिल विश्वासवत दारा-11, भंसाबी द्रमा अवलोकणी नंगे, 1992
3. डॉ. नरसिंह दिशा ते उद्धोक दिशा, वास भंसाबी दिशा, भंसाबी मंगेट बूटी. टेमट पुंजें बंध, बंधीतों
4. मेंदे मिस्ट मेंं, मानविक विवाद, लेख बुद्ध अय, लोकार्थ
5. भंसाबी द्रमा (उद्धोक दिशा, भंसाबी द्रमा, भंसाबी द्रमा, भंसाबी द्रमा, भंसाबी द्रमा)
6. डॉ. मानविक दिशा, भंसाबी द्रमा, संवेदनां दिशा, भंसाबी द्रमा, भंसाबी द्रमा
7. भंसाबी पुज्य (भंसाबी, भंसाबी, भंसाबी, भंसाबी)

BC 301-A: PUNJABI COMPULSORY (ELEMENTARY KNOWLEDGE)
(Special paper in lieu of Punjabi Compulsory)

Time allowed : 3 hrs
Max. Marks : 50
External Assessment : 35
Pass Marks : 35%
Internal Assessment: 15

पाठशाखा अंते पृष्ठ-उद्धव दंद-देखा

विद्याधार पृष्ठः भंसाबी द्रमा पृष्ठ पृष्ठ, गतेंद्रें मिस्ट वीभा,
पत्तलिस्त विकुं, भंसाबी पुलिसवतिमिटी, पाटिलाल
(विम पृष्ठः पिले दारा पिले: भंसाबी मानव दारा दारा विम मध्यमत
दे मिलेथम हचे हिन्दी सभी है।)

बांग-दि

विलासवत, बांग-भ

भ-1 पाठही
भ-2 लाटक

बांग-द

शुभविक वित्तम अंते आपात विश्वासवत दंदे पृष्ठ।
BC 302: ENGLISH (COMMUNICATION SKILLS)

Time allowed: 3 hours
Max Marks: 50
External assessment: 35
Pass Marks: 35%
Internal Assessment: 15

COURSE CONTENT AND TESTING

Popular Short Stories (OUP)

The following stories are not to be studied.

1. The World Renowned Nose by V. M. Bashir
2. The Dying Detective by Sir Arthur Conan Doyle
3. Living or Dead? by Rabindranath Tagore
4. Monal Hunt by Manohar Malgonkar
5. Old Man at the Bridge by Ernest Hemingway

Testing:
Q1. (a) One essay type question with an internal alternative on summary, theme, incident or character in about 250 words.
(b) Five short questions to be attempted out of the given eight from the prescribed text in about 30 words each.

4+5 = 9

Q2. Composition
Paragraph- The student should be asked to write a paragraph on any one of the given four current topics.

6

Q3. Letter Writing
The students should be asked to write a letter with an internal alternative on the following topics:

a) Official Letter including application for a job.
b) Letter to a Newspaper Editor on the matters of Public Interest particular by economic, social business and current affairs.

4

Q4 Usage of Language:
Topics to be covered

a) Transformation of Sentences
b) Use of Direct and Indirect Speech
c) Correction of Sentences
d) Formation of Nouns, Verbs, Adjectives of the given words and their use in illustrative sentences.

4+4+4+4=16

(The students should be asked to attempt any four of the given six from each of the above)

Books Recommended

1. The Written Word- Vandana R. Singh
2. Living English Structure- W. Stannard Allen
BC 303: Principles of Business Management
Time allowed : 3 hours Max Marks: 100
Pass Marks: 35% Internal Assessment: 30
External Assessment:70

UNIT - I
Introduction: Concept, nature, process and significance of management; An overview of functions of Management.

UNIT - II

Suggested Readings:
1. Management by Koontz O' Donnel
2. Principal & Practices of Management by LM Prasad
3. Fundamentals of Management by Terry and Franklin
4. Knowledge Management in Business by Groff and Jones
5. Principles and Techniques of Business by CP Mahajan
6. Time Management by Rolph Lewis

BC 304: Corporate Accounting -I
Time allowed : 3 hours Max Marks: 100
Pass Marks: 35% Internal Assessment: 30 External Assessment:70
Note : Simple Calculator(not scientific) is allowed

UNIT - I
Corporate Accounting as per the Companies Act 2013: Issue, forfeiture and re-issue of shares; Redemption of preference shares; Issue and redemption of debentures; Issue of bonus shares and right shares; Underwriting of shares and debentures; Accounts of underwriters.

UNIT - II
Final Accounts including computation of managerial remuneration and disposal of profit; Profit prior to and after incorporation; consolidated balance sheet of holding companies with one subsidiary only, AS-21.

Suggested Readings:
1. S.P.Jain: Corporate Accounting
2. C.M.Juneja: Corporate Accounting
3. VK Goyal: Corporate Accounting
4. Nirmal Gupta: Corporate Accounting for B.Com II
BC305: Income Tax Law - I

Time allowed : 3 hours
Pass Marks : 35%
Internal Assessment: 30
External Assessment: 70

Max Marks: 100

Note : Simple Calculator(not scientific) is allowed

UNIT - I
Definitions, Distinction between Capital and Revenue; Basis of charge; Incidence of tax, Exempted incomes; Agriculture Income & its tax treatment, Computation of Income from salaries and house property.

UNIT - II
Profit and gains from business and profession including Depreciation, Capital gains, Income from other sources. Carry forward and set off of losses, Income of other persons to be included in assessee’s total income.

Suggested Readings:
1. Income Tax by C.A Parul Gupta
2. Income Tax and Central Sales Tax Law and Practices by B.B Lal
3. Income Tax by Mehrotra
4. Income Tax by Singania

BC 306: COMPANY LAW

Time allowed : 3 hours
Pass Marks : 35%
Internal Assessment: 30
External Assessment: 70

Max Marks: 100

UNIT - I
Company : Meaning, features, The Concept of Lifting of Corporate Veil, Emerging Types of Companies. Formation of Company Promotion & Registration; Preliminary contracts; Memorandum of Association; Articles of Association; Prospectus; Shares & Share Capital, Book Building Process, Dematerlisation of Shares, ASBA System, Transfer & Transmission of Shares, Buyback of Shares.

UNIT - II
Directors; Borrowing Powers (including debentures); Members; Managerial remuneration, Meetings (including Board Meetings); Majority Powers and Minority Rights; Winding-up of the company.

Suggested Readings:
1. Avtar Singh: Company Law
2. N. D. Kapoor: Company Law

B.COM. PART-II Fourth Semester

BC 401 - धारावधारी लघु व्यापार

Time allowed : 3 hrs
Pass Marks : 35%

Max. Marks :50
External Assessment :35
Internal Assessment: 15

प्रमुखः अनेक प्रमुख-पृष्ठभूमि की वृद्ध-वेध
लघु-व्यापार स्वरूप भिन्न भिन्न समाधेशी
अवधारणा परिचय

(i) गुरु-भक्ति निशिक्षण
(ii) गुरु-भक्ति निशिक्षण भी विभाजन
(iii) अन्य विषय सम्बन्धी निर्देश

प्रश्न-पत्र

प्रश्न दो भागों में होंगे। प्रथम भाग में गुरु-भक्ति निशिक्षण एवं द्वितीय भाग में गुरु-भक्ति निशिक्षण से संबंधित विषय खोजना होगा।

प्रश्न-पत्र

प्रश्न-पत्र

बीसी 401-A: पंजाबी भाषाओं का सर्वश्रेष्ठ (शार्मिक ज्ञान)

(स्पेशल पेपर विनाशकीय पंजाबी संपूर्ण)

समय अनुमति: 3 घंटे

मूल बन्ध: 50

बाहरी उपयोग: 35

पास बन्ध: 35%
BC 402: ENGLISH (COMMUNICATION SKILLS)

Time allowed: 3 hours
Max Marks: 50
External Assessment: 35
Pass Marks: 35%
Internal Assessment: 15

COURSE CONTENT AND TESTING

Eight short Plays- Jagdish Chander

The following plays are not to be studied:

1. Water loo by Arthur Conan Doyle
2. A Distant Relative by W.W. Jacobs

Testing:

Q1. a) One essay type question with an internal alternative on summary, theme, incident or character in about 250 words.
   (b) Five short questions to be attempted out of the given eight from the prescribed text in about 30 words each.
       4+5= 9

Q2. Language as a communication tool:
Topics to be covered:
   a) Conducting and facing an interview
   b) Speech writing
   c) Compering an event
   d) Preparing News for the given situation
   e) Dialogue writing for a given situation
   f) T.V. Radio, Internet

The student should be asked to attempt any two topics out of the given four

6

Q3 Comprehension

The students should be asked to attempt the given five questions from an unseen passage and provide a title for the given passage.

Q4. Language usage:
Topics to be covered:
   a) Use of Active and Passive
   b) Use of conditionals
   c) Use of Question Tags and Short answers
   d) Figurative Expressions

(The student should be asked to attempt any four of the given six from each of the above)

4+4+4+4=16

Books Recommended

1. The Written Word- Vandana R.Singh
2. Living English structure- W. Stannard Allen
BC 403: AUDITING PRACTICES
Time allowed : 3 hours
Pass Marks : 35%
Max Marks: 100
Internal Assessment: 30
External Assessment: 70

UNIT - I
Definition and Objectives of Auditing; Major Influences in the field of Auditing; Classes of Audit, Internal Check and Internal Audit; Distinction between Audit and Investigation; Vouching: Features, Examining Vouchers, Vouching of Cash book, Vouching of Trading Transactions.

UNIT - II

Suggested Readings:
1. Auditing: Theory and Practice by Pardeep Kumar
2. Auditing Principles and Problems by T.R. Sharma
3. Auditing in a Computerised Environment by Mohan, Bhatia
4. Fundamental of Practical Auditing by Ravinder Kumar, Virander Sharma

BC 404: CORPORATE ACCOUNTING - II
Time allowed : 3 hours
Pass Marks : 35%
Periods per week : 6
Max Marks: 100
Internal Assessment: 30
External Assessment: 70

Note : Simple Calculator(not scientific) is allowed

UNIT - I
Corporate Accounting as per the Companies Act 2013: Amalgamation, absorption, merger and reconstruction, Accounting for amalgamation of companies as per Indian Accounting Standard 14; Accounting for internal reconstruction.

UNIT - II
Liquidation Accounts; Insurance Company Accounts: Life Insurance and General Insurance; Banking Company Accounts: Preparation of Profit and Loss account and Balance Sheet.

Suggested Readings:
1. S.P.Jain: Corporate Accounting  2. C.M.Juneja: Corporate Accounting
3. VK Goyal: Corporate Accounting

BC405: INCOME TAX LAW -II
Time allowed : 3 hours
Pass Marks : 35%
Max Marks: 100
Internal Assessment: 30
External Assessment:70

Note : Simple Calculator(not scientific) is allowed

UNIT - I
Deductions out of gross total income, Computation of total income in regard to income of individuals. HUF, Partnership firm & Companies.
UNIT - II
Advance Payment of Tax; Deduction of tax at source; Income tax authorities and administration of the act, Assessment procedure, Appeals, Refunds and Penalties.

**Suggested Readings:**
1. Income Tax by C.A Parul Gupta
2. Income Tax and Central Sales Tax Law and Practices by B.B Lal
3. Income Tax by Mehrotra
4. Income Tax by Singhania

**BC406: BUSINESS MATHEMATICS**

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**Note:** Simple Calculator (not scientific) is allowed

UNIT - I
Matrices and Determinants: Definition of a matrix; Types of matrices; Algebra of matrices; Properties of determinants; Calculation of values of determinants upto third order; Adjoint of a matrix, elementary row or column operations; Finding inverse of a matrix through adjoint and elementary row or column operations; Solution of a system of linear equations having unique solution and involving not more than three variables.

Compound Interest and Annuities: Certain different types of interest rates; Concept of present value and amount of a sum; Type of annuities; Present value and amount of an annuity, including the case continuous compounding; Valuation of simple loans and debentures; Problems relating to sinking funds

UNIT - II

**Suggested Readings:**
1. N.D. Vohra : Business Mathematics and Statistics
2. J.K. Thukral : Mathematics for Business Studies
3. J.K. Singh : Business Mathematics

**B.COM. PART-III (Vth Semester)**

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1. नावल : एहुँ हमारा जीवना, दलीप कौर टिवाणा 5+03=8 अर्क
2. ਲੇਖ ਰਚਨਾ (ਿਵਿਦਅਕ ਅਤੇ ਸਿਭਆਚਾਰਕ ਿਵਿਸ਼ਆਂ ਬਾਰੇ 500 ਦੀ)              04 ਅੰਵ
3. ਿਵਆਕਰਨ
(ੳ) ਵਾਕ ਰ ਸ਼: ਪਿਰਭਾਸ਼ਾ, ਬਣਤਰ ਅਤੇ (ੳ) ਵਾਕ ਜਾਣਦੇ ਹੋਣੇ ਤੇ ਕਲਤਰ 02 ਅੰਵ

ਭਾਗ -੬
ਕਹਵੇਲਾ ਸਿਲੇਬਸ ਅਧਾਰਤ ਸ ਰ ਖੇਪ

ਸਹਾਇਕ ਪਾਠ -ਸਾਮ ਗਰੀ

1. ਦੁਨੀਚ ਦਰ, ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਦਾ ਿਵਆਕਰਨ, ਪੰਜਾਬ ਯੂਨੀਵਰਸਿਟੀ, 1964
2. ਸਿਰੀਜਸ ਮਿਸ਼ਰ, ਦੂਪਿਆਲ ਿਵਆਕਰਨ, ਪੰਜਾਬ ਯੂਨੀਵਰਸਿਟੀ ਟੇਲੇਮੋਟ ਟ੍ਰੈਨਿੰਗ ਸਕੂਲ, 1967
3. ਸਰਕਾਰ, ਲੇਖਵੀ ਮਿਸ਼ਰ ਅਤੇ ਹੈਦਰ, ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਦਾ ਿਵਆਕਰਨ, ਰਾਜਾ-III, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, 1994
4. ਸਿੱਖ, ਗੱਲਵੀਦ ਮਿਸ਼ਰ ਅਤੇ ਦਰਦਵੀਦ ਪਿਠਾਪੀ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ ਟੇਲੇਮੋਟ ਟ੍ਰੈਨਿੰਗ ਸਕੂਲ, 1967
5. ਸਰਕਾਰ, ਹਾਲਵਰੀ ਮਿਸ਼ਰ ਚੀਮਾ, ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਦਾ ਿਵਆਕਰਨ: ਉਪਤਤ ਦੇ ਮੂਰੁਣਾਂ ਦੇ ਵੇਸ, ਪੰਜਾਬੀ ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, 2010
6. ਸਰਕਾਰ, ਮੋਹਾਲੀ ਮਿਸ਼ਰ ਬੰਨਾ, ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਦਾ ਿਵਆਕਰਨ: ਉਪਤਤ ਦੇ ਮੂਰੁਣਾਂ ਦੇ ਵੇਸ, ਪੰਜਾਬੀ ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, 2010
7. ਸਰਕਾਰ, ਹਾਸ਼ਮਾਨ ਮਿਸ਼ਰ ਪ ਗੁਰ ਤੇ ਰਰਾਜਾ, ਭਾਗਿਣੀ ਕਕਾਲ  ਦੇ ਇੰਕੇ ਪਾਣ ਪ੍ਰਕਾਸ਼ਨ, ਲੁਧਾਣਾ, 2008.
9. ਸਰਕਾਰ, ਹਾਸ਼ਮਾਨ ਮਿਸ਼ਰ ਪ ਗੁਰ ਤੇ ਰਰਾਜਾ, ਭਾਗਿਣੀ ਕਕਾਲ  ਦੇ ਇੰਕੇ ਪਾਣ ਪ੍ਰਕਾਸ਼ਨ, ਲੁਧਾਣਾ, 2008.

BC 501-A: PUNJABI COMPULSORY (ELEMENTARY KNOWLEDGE)
(Special paper in lieu of Punjabi Compulsory)

Time allowed : 3 hrs
Max. Marks :50
External Assessment :35
Pass Marks : 35%
Internal Assessment: 15

ਮੈਗਾਫੈਲ ਪਾਠ-ਸਮੰਗਲਾਦੀ

1. ਪਿਲੀ ਚੜ੍ਹ, ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਦਾ ਿਵਆਕਰਨ, ਪੰਜਾਬ ਯੂਨੀਵਰਸਿਟੀ, 1967
2. ਸੁਰਜੀਤ ਮਿਸ਼ਰ, ਹਰਕੀਰਤ ਮਿਸ਼ਰ, ਪੰਜਾਬ ਯੂਨੀਵਰਸਿਟੀ ਟੇਲੇਮੋਟ ਟ੍ਰੈਨਿੰਗ ਸਕੂਲ, 1967
3. ਪਿਲੀ ਚੜ੍ਹ, ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਦਾ ਿਵਆਕਰਨ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, 1994
4. ਸਿਰੀਜਸ ਮਿਸ਼ਰ ਅਤੇ ਸਰਕਾਰ, ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਦਾ ਿਵਆਕਰਨ: ਉਪਤਤ ਦੇ ਮੂਰੁਣਾਂ ਦੇ ਵੇਸ, ਪੰਜਾਬੀ ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, 2010
5. ਸਿਰੀਜਸ ਮਿਸ਼ਰ ਅਤੇ ਸਰਕਾਰ, ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਦਾ ਿਵਆਕਰਨ: ਉਪਤਤ ਦੇ ਮੂਰੁਣਾਂ ਦੇ ਵੇਸ, ਪੰਜਾਬੀ ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, 2010
6. ਸਿਰੀਜਸ ਮਿਸ਼ਰ ਅਤੇ ਸਰਕਾਰ, ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਦਾ ਿਵਆਕਰਨ: ਉਪਤਤ ਦੇ ਮੂਰੁਣਾਂ ਦੇ ਵੇਸ, ਪੰਜਾਬੀ ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, 2010
7. ਸਿਰੀਜਸ ਮਿਸ਼ਰ ਅਤੇ ਸਰਕਾਰ, ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਦਾ ਿਵਆਕਰਨ: ਉਪਤਤ ਦੇ ਮੂਰੁਣਾਂ ਦੇ ਵੇਸ, ਪੰਜਾਬੀ ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, 2010
8. ਸਿਰੀਜਸ ਮਿਸ਼ਰ ਅਤੇ ਸਰਕਾਰ, ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਦਾ ਿਵਆਕਰਨ: ਉਪਤਤ ਦੇ ਮੂਰੁਣਾਂ ਦੇ ਵੇਸ, ਪੰਜਾਬੀ ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, 2010
9. ਸਿਰੀਜਸ ਮਿਸ਼ਰ ਅਤੇ ਸਰਕਾਰ, ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਦਾ ਿਵਆਕਰਨ: ਉਪਤਤ ਦੇ ਮੂਰੁਣਾਂ ਦੇ ਵੇਸ, ਪੰਜਾਬੀ ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, 2010

ਪੰਜਾਬੀ ਮੂਲਕ ਿਵਿਦਾਤਰ ਸਧਾਰਣ -III, ਲੇਖ, ਸੁਰਜੀਤ ਮਿਸ਼ਰ, ਸਰਕਾਰ, ਹਾਸ਼ਮਾਨ ਮਿਸ਼ਰ, ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਅਕਾਦਮੀ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਿਟਆਲਾ, 2010

2x3=6 ਅੰਵ
UNIT – I

Management Accounting: Meaning, Definition, Nature, Objectives, Scope and Functions of Management Accounting, Management Accounting and Financial Accounting, Management and Cost Accounting; Utility of Management Accounting, Role of Management Accounting in decision making; Management Accounting Tools; Advantages and Limitations of Management Accounting.


Fund Flow Analysis: Concept of Funds, Sources and Uses of Funds, Concept of Flow, Funds Flow Statement, Managerial uses of Funds Flow Analysis, Statement of Changes in working Capital, Funds Flow Statements.


UNIT – II

Comparative Statements, Common size statements, and Trend analysis.
Ratio analysis: Meaning of Ratios, Classification of Ratios, Profitability ratios, Turnover ratios, Liquidity ratios, Solvency ratios; Calculation and interpretation of the ratios; Advantage of Ratio Analysis; Limitations of Accounting Ratios.

Note: Assignments must be based on case studies.

Suggested Readings:
1. Dr. S.N. Maheshwari: Principles of Management Accounting, Sultan Chand & Sons.
3. I.M. Pandey: Management Accounting, Vikas Publication
4. Debarshi Bhattachharya: Management Accounting, Pearson
UNIT – I


Accounting for Material: Concept, objectives and techniques of Material Control, Accounting and Control of Purchase, Storage and Issue of Materials; Methods of pricing material issues: FIFO, LIFO, HIFO, NIFO, simple average, weighted average method, replacement cost method, standard method, base stock method; Treatment of Material Losses.

UNIT- II

Accounting for Labour: Labour cost control procedure; Labour turnover; Idle time and overtime; Methods of wage payment; Time and piece rates; Essentials of a good wage plan, Incentive schemes: Taylor’s differential piece rate system, Halsey plan, Rowan Plan; Fringe benefits.

Accounting for Overheads: Definition, Classification of Overheads: element-wise, Functional and behavioural; Need for classifying into fixed and variable; various types of overheads; Allocation and Apportionment of overheads; Absorption of overheads; Determination of overhead rates; Under and over absorption and its treatment; Treatment of special items of overheads like interest, depreciation, packing expenses, carriage expenses, machinery erection, tools, R&D, advertisement, bad debts etc.

Suggested Readings:

4. Jawahar Lal & Seema Srivastava, Cost Accounting, TMH

BC 504: INDIRECT TAXES

UNIT – I

Goods and Services Tax: Meaning, Nature & Scope; Taxes of Centre and State subsumed under GST, Comprehensive structure of GST Model: Australian Model, Canadian Model, Kelkar Shah Model; Benefits and Limitations of GST. Registration, Procedure,

UNIT- II
Input tax credit, Tax invoices Debit & Credit Notes; Accounts and records, Return and Payments of tax, Inspection, search and seizure, offences & penalties, Appeal & Revision under GST.

Customs Act: Basic Concept, Types of Custom Duties, valuation of goods, Procedure for import & export, Exemptions from Custom Duty.

Suggested Readings:
3. Rakesh Garg and Sandeep Garg: Handbook of GST in India Bloomsbury India Publication

BC 505: GOVERNANCE, ETHICS AND SOCIAL RESPONSIBILITY OF BUSINESS

Time allowed : 3 hours Max Marks: 100
Pass Marks : 35% Internal Assessment: 30
                          External Assessment: 70

UNIT – I

Corporate Governance: Conceptual framework of Corporate Governance, Insider Trading, Rating Agencies, Whistle Blowing, Corporate Governance Reforms; Initiatives in India including clause 49 of Listing Agreement and Kumar Mangalam Birla Committee on Corporate Governance.

UNIT – II

Corporate Social Responsibility (CSR): Arguments for and Against; Strategic Planning and Corporate Social Responsibility; CSR and Business Ethics, CSR and Corporate Governance, Environmental Aspect of CSR, Drivers of CSR, ISO 26000. CSR provisions under companies Act. 2013.

Suggested Readings:
UNIT – I
Money: Meaning, features, functions and kinds of money; Monetary Standards: Metallic and paper standards, system of note issues in India. Supply of money: mechanics of money supply, Measures of money supply in India. Demand for Money: Factors determining demand for money. Money and credit; Credit creation; Money Multiplier; Rate of Interest: Meaning and its determination, Factors affecting the level and structure of Interest Rates. An overview of interest rate structure in India.

UNIT – II
Banking: Introduction, Types and functions of banks, Banking system: Branch Banking, unit banking, chain banking, group banking and mixed banking; Central Banking: Functions and techniques of credit control. Monetary policy: Objectives, and its tools; Reserve Bank of India: Role and Functions. Commercial Banking in India: Structure and functioning.


Suggested Readings:
1. M.C.Vaish: Money, Banking and International Trade
2. D.M. Mithani: Money and Banking
3. M.L. Seth: Money, Banking and International Trade
BC 601-A: PUNJABI COMPULSORY (ELEMENTARY KNOWLEDGE)
(Special paper in lieu of Punjabi Compulsory)

Time allowed : 3 hrs
Pass Marks : 35%

B.COM. PART-III (VIth Semester)

(i) ਵਾਕ : ਪਿਰਭਾਸ਼ਾ ਅਤੇ
(ii) ਕਾਰਕ ਅਤੇ ਕਾਰਕੀ ਸਨ ਬਰਧ
(iii) ਵਾਕਵਾਤਮਕ : ਮੇਲ ਅਤੇ ਅਿਧਕਾਰ
(iv) ਿਵਹਾਰਕ ਿਵਆਕਰਨਕ ਿਵਸ਼ਲੇਸਣ

ਭਾਗ -ਈ

ਵਾਕਵਾਤਮਕ ਮੇਲ ਅਤੇ ਅਿਧਕਾਰ

1. ਦੂੱਢੀ ਚੌੜਾ, ਪੰਜਾਬੀ ਬੱਸਾ ਦਾ ਹਿਸਾਬਕਲਨ, ਪੰਜਾਬ ਪੁਲਿਸਕਲਾਤੀ, ਚੜਾਨਪੁਰ, 1964
2. ਕ. ਗਤੀਵੱਡ ਮਿੱਠ, ਪੰਜਾਬੀ ਬੱਸਾ ਦਾ ਹਿਸਾਬਕਲਨ, ਪੰਜਾਬ ਮੰਟ ਪੁਲਿਸਕਲਾਤੀ ਟੈਕਸਟ ਬਣਾਂ ਵੇਹਟ ਚੰਡੀਗੜ੍ਹ, 1964
3. ਪੁਆਰਾ, ਨੇਲਹੀ ਮਿੱਠ ਦੇ ਦਿੱਪ, ਪੰਜਾਬੀ ਬੱਸਾ ਦਾ ਹਿਸਾਬਕਲਨ ਜਗਾ-੩, ਪੰਜਾਬੀ ਬੱਸਾ ਅੰਬੇਵੇਦ, ਨਲੇਪੜ, 1994
4. ਕ. ਗਤੀਵੱਡ ਮਿੱਠ ਦੇ ਸਾਹਿਤੀ ਰਾਜ ਮਿੱਠ, ਜਹਾਂ ਪੰਜਾਬੀ ਬੱਸਾ ਦਾ ਹਿਸਾਬਕਲਨ ਦੇ ਸੇਵਾ-ਮਤਾ, ਪੰਜਾਬ ਮੰਟ ਪੁਲਿਸਕਲਾਤੀ ਟੈਕਸਟ ਬਣਾਂ ਵੇਹਟ, ਚੰਡੀਗੜ੍ਹ, 1964
5. ਕ. ਘਰਦੇਪ ਮਿੱਠ ਚੀਲ, ਪੰਜਾਬੀ ਬੱਸਾ ਹਿਸਾਬਕਲਨ: ਉਬਾਲੀ ਸਵਾਦਾਲੀ ਦੇ ਵੇਗ, ਪੰਜਾਬੀ ਪੁਲਿਸਕਲਾਤੀ ਪਰਿਵਾਰ

B.COM. PART-III (VIth Semester)

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(Special paper in lieu of Punjabi Compulsory)

Time allowed : 3 hrs
Pass Marks : 35%

B.COM. PART-III (VIth Semester)

BC 601-A: PUNJABI COMPULSORY (ELEMENTARY KNOWLEDGE)
(Special paper in lieu of Punjabi Compulsory)

Time allowed : 3 hrs
Pass Marks : 35%
BC 602: MANAGEMENT ACCOUNTING-II

Time allowed: 3 hours Max Marks: 100
Pass Marks: 35%
Internal Assessment: 30
External Assessment: 70

Note: Simple Calculator (not scientific) is allowed

UNIT – I

CVP Analysis: Introduction, CVP Assumptions and Uses; Break-Even Analysis: BE Point, Margin of Safety, and maintaining a desired level of profit; Graphical presentation of CVP Relationship; Profit Graph.

Marginal Costing and Management Decisions – Marginal Costing vis-à-vis Absorption Costing; Marginal and differential costing as a tool for decision making; Marginal Costing Techniques; Marginal Cost and Product Pricing; Change of Product Mix; Make or Buy Decisions; exploring new markets; Shut Down Decisions.

UNIT – II

Budgeting for Profit Planning and Control: Meaning of Budget and Budgetary control; Objectives; Merits and Limitations; Types of Budgets: The budget manual, principal budget factor, preparation and monitoring procedures, preparation of functional budgets (Production, Sales, Materials), cash budget, (idea of master budget); Fixed and flexible budgeting; Control ratios; Zero base budgeting; Performance budgeting; Responsibility accounting.


Note: Assignments must be based on case studies.

Suggested Book Readings:
1. Colin Drury, Management & Cost Accounting, Chapman & Hall
4. Khan M.Y. & Jain P.K.: Management Accounting,
5. Debarshi Bhattachharya: Management Accounting, Pearson

BC 603: COST ACCOUNTING-II

Time allowed: 3 hours Max Marks: 100
Pass Marks: 35%
Internal Assessment: 30
External Assessment: 70

Note: Simple Calculator (not scientific) is allowed

UNIT – I

Cost Ascertainment: Unit Costing; job, batch and contract costing; Operating costing. Job Costing: Job cost cards and databases, Collecting direct costs of each job, Attributing overhead costs to jobs, Applications of job costing. Batch Costing.

Contract Costing - Progress payments, Retention money, Escalation clause, Contract accounts, Accounting for material, Accounting for plant used in a contract, Contract Profit and Balance sheet entries. Service Costing: meaning, service cost units, service cost analysis, application of service costing, service organisation.
UNIT II

Process Costing: Meaning, Features, Process vs Job Costing, Principles of cost ascertainment for Materials, Labour & Overhead; Normal loss, Abnormal loss and gain and preparation of process accounts. Need for Valuation of WIP, Equivalent Production (units) and preparation of process and other relevant accounts valuing WIP under average method and FIFO method (simple cases). Inter-process profits, Accounting for joint, co and by products.

Cost Records: Integral and non-integral system; Reconciliation of Cost and Financial Accounts. Activity based Costing: Problems of traditional Costing, meaning of Activity Based Costing, cost analysis under ABC, advantages & disadvantages, factors influencing application of ABC, installation of ABC; Productivity, Value Analysis.

Suggested Book Readings

2. Horngren, Foster, Datar, et al., Cost Accounting.- A Managerial Emphasis, Pearson
3. M.Y.Khan & P.K.Jain, Management Accounting, TMH
5. Jawahar Lal & Seema Srivastava, Cost Accounting, TMH
6. BC 604: BUSINESS ENVIRONMENT

Time allowed : 3 hours Max Marks: 100
Pass Marks : 35% Internal Assessment: 30
External Assessment:70

UNIT I


Indian Planning: Basic strategy of Indian planning, Current five year plan: objectives and basic framework, Resource allocation in five year plans; Achievements and failures of Indian planning, NITI Aayog: Role and functions.

UNIT II


International Environment: International trading environment (overview); Trends in India's Foreign trade; Foreign trade and economic growth; International economic groupings.

Suggested Readings

1. Rudra Dutt and Sundhram- Indian Economy.
3. Uma Kapila-Understanding the Problems of Indian Economy –
4. M.Y. Khan- Indian financial System
5. Francis Cherunilam - Business Environment
BC 605: FUNDAMENTALS OF ENTREPRENEURSHIP

Time allowed : 3 hours  
Pass Marks : 35%  
Max Marks: 100  
Internal Assessment: 30  
External Assessment: 70

UNIT – I

Introduction: Meaning, scope, need and significance; role and functions of entrepreneur in economic development; economic, social and psychological need for entrepreneurship; characteristics, qualities and pre-requisites of entrepreneur; Emergence of Entrepreneurial Class; Theories of Entrepreneurship. Dimensions of entrepreneurship: intrapreneurship, technopreneurship, cultural entrepreneurship, international entrepreneurship, netopreneurship, ecopreneurship, and social entrepreneurship.

Family Business: Concept, structure and kinds of family firms; Culture and evolution of family firm; Managing Business, family and shareholder relationships; Conflict and conflict resolution in family firms; Managing Leadership, succession and continuity; Encouraging change in the family business system.

UNIT – II

Financing the Entrepreneurial business: Arrangement of funds; Traditional sources of financing, Loan syndication, Consortium finance, role played by commercial banks, appraisal of loan applications by financial institutions, Venture capital. Promotion of a Venture: Opportunities analysis; External environment analysis, Economic, Social and Technological analysis; Competitive Factors: Legal requirements for establishment of a new unit.

Entrepreneurial Development programmes (EDP): role, relevance and achievements; Role of government in organizing EDPs; Critical evaluation. Women Entrepreneurship: Need, Growth and development of women Entrepreneurship, Problems faced by Women Entrepreneurs. Entrepreneurship in Informal Sector, Rural Entrepreneurship, Entrepreneurship in Sectors like Agriculture, Tourism, health case, Transport and allied services.

Note: To Provide Practical exposure to the students, colleges are advised to arrange lectures from successful entrepreneurs from industry.

Suggested Readings:
1. Vasant Desai: Dynamics of Entrepreneurial Development and Management
2. Ramachandran K: Entrepreneurship Development
3. SS Khanka: Entrepreneurial Development

BC 608: FUNDAMENTALS OF INSURANCE

Time allowed : 3 hours  
Pass Marks : 35%  
Max Marks: 100  
Internal Assessment: 30  
External Assessment: 70

Instructions for Paper-Setters/Examiners

UNIT - I

Introduction to Insurance: Purpose and need of Insurance; Insurance as a social security tool; Insurance and economic development, Principles of Insurance, Types of Insurance: Life, Non Life & Reinsurance.

Company Profile: Organizational set-up of the Company (including LIC, ICICI Prudential, HDFC Standard Life, TATA AIG, HDFC ERGO General Insurance Company,
ICICI Lombard); Promotion Strategy; Market share; Important activities; Structure; Product; Product Pricing Actuarial aspects; Distribution Channels

UNIT- II

Fundamentals of Agency Law: Definition of an Agent; Procedure for becoming an Agent; Pre-requisite for obtaining a license; Duration of license; Cancellation of license; Revocation of suspension/termination of agent's appointment; Code of conduct; Unfair practices.

Functions of the Agent : Proposal form and other forms for grant of cover; Financial and medical underwriting; Material information; Nomination and assignment; Procedure regarding settlement of policy claims.

Suggested Readings:
1. M.N. Mishra : Insurance- Principles and practice, S. Chand
Subject: BCA

The Mission, Objective and Relevance of the Programme:

1. Punjabi University, Patiala strives for academic excellence not only in the field of Languages after which it has been named, but in the other fields as well. Like the Faculty of Computing is pioneer in the field of Natural Language Processing and has developed several valuable software for promotion of Punjabi language, which are used by various government and private organizations. The subject thus needs to be persuaded rigorously to carry forward this legacy and with an attempt to train as many young minds as possible to real life applications of theory and generalise understanding to coop-up with ever evolving technological changes.

2. The mission and relevance is to provide quality undergraduate and post graduate education in both the theoretical and applied foundations of computer science and train students to effectively apply this education to solve real-world problems thus amplifying their potential for lifelong high-quality careers and give them a competitive advantage in the ever-changing and challenging global work environment of the 21st century.

Nature of Prospective Target Group of Learners:

(a) Candidates from remote, border and far off areas, rural and backward areas, women candidates who are unable to pursue course on regular basis.

(b) Especially the employed candidates opt for these courses in order to upgrade their educational qualification so that they are eligible for future promotions.

(c) Those candidates who cannot join regular teaching classes in terms of money.

Appropriateness of Program to be conducted in Open & Distance Learning Mode to acquire specific skills and competence:

1. Students after doing M.Sc.(IT) can pursue Ph.D.
2. After qualifying UGC-NET examination students are opting teaching as profession in different colleges.
3. Students are able to get jobs in different IT/BPO companies, banks, government and private offices.
4. The curse where Computer is being offered as a Option, the idea is to equip the candidates with the basic working knowledge of the computers. So that they can utilize this knowledge to make their day to day activities easier and techno savvy.

Instructional design:

1. The courses are offered as annual course where in 2 PCPs are conducted of 8 to 10 days each. It is mandatory for the students to maintain 75% attendance in the PCPs. Ordinance along with detailed syllabi has been attached as Annexure I, II & III. Same syllabus has been adopted as is offered to the students studying through regular mode.
2. The department has two faculty members. Apart from these teachers from Department of Computer Science and Computer Engineering Department are also involved for teaching purpose.
3. Self Instructional Material is available for all the courses in the print form. Faculty member has been provided with telephone and e-mail facility. Department maintains its own website through which students will be informed about fees, admission and PCP schedule, internal assessment tests schedule etc. Each student will be informed through SMS as well as registered letter about the PCP dates, duration and venue in advance.

Procedure for Admissions, Curriculum, Transaction and Evaluation:

1. Eligibility is 35% at graduate level in any stream for M.Sc(IT) & PGDCA. For BCA course the student should have minimum 35% in any stream at Senior Secondary Level.
2. Curriculum for M.Sc.(IT) is at par with the regular mode.
3. Two compulsory PCP are conducted where candidates need to maintain minimum 75% attendance. For delivering the content during the PCPs various learning aids are used like PowerPoint presentations and online videos are used.
4. The evaluation is done on the basis of the internal tests that are conducted during the 2nd PCP of each course.
5. Students can reach the teachers with help of e-mails, Google groups and phone calls on all working days.
Requirement of Laboratory support and Library resources:
1. Department of Distance Education is at Arts Block 3. The department has a well equipped laboratory with 30 desktop machines. With the increasing demand of the computer courses we need to extend and upgrade the computers in the computer lab.
2. Department of has its well stocked Library with about 825 books covering various papers and topics of the syllabus especially for the distance learners. Catalogue has been computerized using LIBSYS software. Students can take two books on loan for one month. During PCPs library remains open on Saturdays, Sundays and other holidays.

Cost Estimate of the programme and the provisions:
- **Fees:**
  - BCA: \(12000 \times 30 = 4,80,000\) Approx

- **Teaching Cost (For teachers engaged from other departments):**
  - BCA: \(\underline{45,000}\) Approx

Quality assurance mechanism and expected program outcome:
1. The syllabuses for the courses are updated from time to time by the Board of Studies to accommodate the latest changes in the field of computer sciences. So that students are well equipped to be absorbed in different types of government and private organizations.

### SYLLABI FOR

**BACHELOR OF COMPUTER APPLICATIONS (B.C.A.)**

**PART-I (ANNUAL)**

**FOR 2017 & 2018 EXAMINATIONS**

**SYLLABUS**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Maximum Marks</th>
<th>Max Time</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>University</td>
<td>Internal</td>
</tr>
<tr>
<td>BCA-101</td>
<td>General English (Communication Skills)</td>
<td>80</td>
<td>20</td>
</tr>
<tr>
<td>BCA-102</td>
<td>Fundamentals of IT</td>
<td>80</td>
<td>20</td>
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<tr>
<td>BCA-103</td>
<td>Mathematical Foundation Of Computer Science</td>
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<td>20</td>
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<td>BCA-104</td>
<td>Computer Organisation and Architecture</td>
<td>80</td>
<td>20</td>
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<tr>
<td>BCA-105</td>
<td>Problem Solving Using ‘C’</td>
<td>80</td>
<td>20</td>
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<tr>
<td>BCA-106</td>
<td>Database Management System</td>
<td>80</td>
<td>20</td>
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<tr>
<td>BCA-107</td>
<td>Software Lab-1 (PC Software)</td>
<td>50</td>
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<tr>
<td>BCA-108</td>
<td>Software- Lab-2 (Programming in ‘C’ )</td>
<td>50</td>
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<td><strong>TOTAL</strong></td>
<td><strong>580</strong></td>
<td><strong>120</strong></td>
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</tbody>
</table>
Maximum Marks : 80
Minimum Time: 3 Hrs.
Min Pass Marks: 35%
Lectures to be delivered: 90 Hours

Course contents:
Two Literary Texts 40 marks
Composition 15 marks
Grammar and Vocabulary 25 marks

(A)
1. Popular Short Stories (OUP)
The following four stories are NOT to be studied:
(i) “The World Renowned Nose” by V.M. Basheer.
(ii) “The Dying Detective” by Sir Arthur Canon Doyle
(iii) “Monal Hunt” by Manohar Malgonkar
(iv) “Old man at the Bridge” by Ernest Hemingway
2. Contemporary English Prose (OUP)
   Editing by K.P.K. Menon

(B)
Texts prescribed for grammar and Vocabulary:
3. W. Stannard Allan: Living English Structure (Orient Longman)
4. Wilford D. Best: The students’ Companion (Rupa)

Testing:
Q. 1. (a) One essay type question with an internal alternative on theme, incident and character from popular Short Stories. The answer should not exceed 250 words. 10 marks
(b) 5 short answer/questions notes to be the attempted out of the given eight from popular Short Stories. Each note to be attempted in thirty words. 05 marks
(c) Meaning of 5 world/phrases out of the given eight from popular Short Stories, and use thereof in sentences. \((1/2+1/2) \times 5 = 5\) marks

Q.2. (a) One essay-type question with an internal alternative on main ideas, incident and narrative from Contemporary English Prose. The answer should not exceed 200 words. 10 marks
(b) 5 short notes to be attempted out of the given eight from Contemporary English Prose. Each note to be attempted in their words. 1 \times 5 = 5\) marks
(c) Meaning of 5 words/phrases out of the given eight from Contemporary English Prose, and use there-of in sentences. 5 marks

Q.3. A paragraph of about 150 words on any one of the given topics. 7.5 marks
Q.4. Translation from Punjabi/Hindi into English of a passage consisting of ten sentences. 7.5 marks

OR (for those who do not know Punjabi/Hindi)

Paraphrase of a given poetry passage of about 10 lines. 7.5 marks

GRAMMAR
Candidates shall be examined on the material included in the Exercise from Unit 1.1 to 3.03 in the prescribed text, i.e. Living English Structure by W. Standard Allen. This material shall be divided into five parts. Each part shall carry 3 marks. The five parts shall be shown below:
(a) Exercise 1.1 to Exercise 11.4
(b) Exercise 12.1 to Exercise 19.20
(c) Exercise 20.1 to Exercise 23.8
(d) Exercise 24.1 to Exercise 27.6
(e) Exercise 28.1 to Exercise 30.3 \(3 \times 5 = 15\) marks
Candidates shall be required to attempt 6 sentences each out of 10 sentences to be set in each part. Each sentence shall be of ½ marks.

**VOCABULARY**

The prescribed text is the student’s Companion by Wilford D. Best. The candidate shall be examined on the following material:

(a) Single words or phrases and sentences:
   1. Words denoting number
   2. Words denoting places
   3. Words denoting professions and trades
   4. Name by which persons with certain characteristics are known.
   5. Forms of Government
   6. Words pertaining to the church
   7. Words pertaining to marriage
   8. Science and Arts
   9. Words pertaining to the medical professions:

(b) Words commonly mis-spelt  
(c) Antonyms and synonyms

The examiner shall restrict himself to the prescribed text. In Part (a) the candidate shall respond to 10 out of 13 one-word/one-line tests, each carrying half a mark.

In part (b) a candidate shall correct 4 out of 6 incorrectly spelt words.

In part (c) a candidate shall give six synonyms or antonyms out of 8, each carrying half a mark.

**IMPORTANT**

The examiner shall also give a clear instruction to the candidates to attempt these questions only at the place and only once. Second or subsequent attempts, unless the earlier attempts have been crossed out, shall not be evaluated.

**BCA-102: FUNDAMENTALS OF IT**

**Maximum Marks : 80**  
**Min Pass Marks: 35%**  
**Max Time: 3 Hrs.**  
**Lectures to be delivered: 90 Hours**

(A) **Instructions for the Paper setter:**

The question paper will consist of five sections: A, B, C, D and E. Sections A, B, C and D will have two questions from the respective sections of the syllabus and will carry 20% marks each. Section E will consist of 5-10 short answer type questions, which will cover the entire syllabus uniformly and will carry 20% marks in all.

(B) **Instructions for the Candidates:**

Candidates are required to attempt one question each from the section A, B, C and D of the question paper and the entire section E.

Use of non-programmable scientific calculator is allowed.

**SECTION-A**

**Computer Fundamentals:** Block diagram of a computer, characteristics of computers, generations of computers, classification of computers on the basis of capacity, purpose, and generation.

**I/O Devices:** Keyboard, Mouse, Scanner, OCR, OMR, MICR, Monitors, Impact and Non-Impact printers, Plotters, Multimedia Projector, Touch screen, Light pen

**Memories:** RAM, ROM, Cache, Storage Device: Floppy disk, Hard disk, Compact disk, DVD.

**SECTION-B**

**Number System:** Non-positional and positional number systems, Base conversion, Bit, byte, binary, decimal, hexadecimal, and octal systems, conversion from one system to the other.
Binary Arithmetic: Addition, subtraction and multiplication.

Computer Code: Computer words, characters data, weighted and non-weighted code, BCD, EBCDIC, ASCII, grey code.

SECTION-C

Computer languages: Machine language, assembly language, higher level language, 4GL. Introduction to Compiler, Interpreter, Assembler, System Software, Application Software.

Operating system: Functions of an operating system, Batch, multi-programming, time sharing, network operating system, on-line and real time operating system, Distributed operating system, multi-processor, Multi-tasking.

Data Network and Communication: Network types, Transmission Modes, Network topologies,

Internet: Evolution of Internet, Getting connected to internet,

Internet applications: WWW, FTP, TELNET, IRC, Video Conferencing,

Internet Tools: Web Browser, E-mail, Search Engines.

SECTION-D

Information Technology and Society: Applications of Information Technology in Railway, Airline, Banking, Insurance, Inventory Control, Hotel Management, Education, Mobile Phones, Information Kiosks, Weather Forecasting, Scientific Application,

E-Commerce: Meaning, its advantages & limitations, Types of E-Commerce Applications


REFERENCES


BCA-103 MATHEMATICAL FOUNDATION OF COMPUTER SCIENCE

Maximum Marks : 80
Min Pass Marks: 35%
Lectures to be delivered: 90 Hours

(A) Instructions for the Paper setter:
The question paper will consist of five sections: A, B, C, D and E. Sections A, B, C and D will have two questions from the respective sections of the syllabus and will carry 20% marks each. Section E will consist of 5-10 short answer type questions, which will cover the entire syllabus uniformly and will carry 20% marks in all.

(B) Instructions for the Candidates:
Candidates are required to attempt one question each from the section A, B, C and D of the question paper and the entire section E.
Use of non-programmable scientific calculator is allowed.

SECTION-A


Rank of a matrix, consistency of linear system of equations,

Characteristic equation, eigen values & eigen vectors, Diagonalization of matrices, Cayley Hamilton theorem.

SECTION-B
Vectors: Type of vectors, Addition of vectors (Triangle law and Parallelogram law), Section formula for vectors. 
Product of vectors: Scalar Product and Cross Product, physical applications, scalar and vector triple product.
Binomial Theorem: Expansion, General term, Middle term, term independent of variable.

SECTION-C
Probability: Elementary events, Sample space, Compound events, Type of events, Mutually Exclusive, Independent events
Addition Law of probability (for 2 and 3 events), Conditional probability, Multiplication Theorem of probability, Baye's theorem, Random variable and its probability, distribution, mean and variance of random variable.
Discrete & continuous probability distribution: Binomial distribution, Poisson distribution and Normal distribution.

SECTION-D
Linear Programming Foundation of the problem, Graphical method to solve LPP of two variables, General Linear Programming problem, Simplex method, Artificial variable techniques, Two phase method, Dual of LPP
Transportation problem, Assignment Problem.

REFERENCES:

BCA-104 COMPUTER ORGANISATION AND ARCHITETURE

Maximum Marks : 80
Min Pass Marks: 35%
Maximum Time: 3 Hrs.
Lectures to be delivered: 90 Hours

(A) Instructions for the Paper setter:
The question paper will consist of five sections: A, B, C, D and E. Sections A, B, C and D will have two questions from the respective sections of the syllabus and will carry 20% marks each. Section E will consist of 5-10 short answer type questions, which will cover the entire syllabus uniformly and will carry 20% marks in all.

(B) Instructions for the Candidates:
Candidates are required to attempt one question each from the section A, B, C and D of the question paper and the entire section E.
Use of non-programmable scientific calculator is allowed.

Section-A
Section-B
Registers, Shift registers, Binary counters, synchronous and asynchronous counters

**Register Transfer and Micro-operations**: Register Transfer Language, Register Transfer, Bus and Memory Transfer, Arithmetic Micro-operations, Logic micro-operations, Shift micro-operations, Arithmetic Logic and Shift Unit.

**Basic Computer Organization and Design**: Instruction code, Computer register, Computer instructions, Timing and control, Instruction cycle, Memory reference instructions, Input-Output and Interrupts

Section-C

**Micro-programmed Control**: Control Memory, Address Sequencing, Difference between Hardwired and micro-programmed control

**Central Processing Unit**: Introduction, General Register organization, Instruction format, Addressing modes, Program Interrupts, Types of interrupts.

RISC and CISC characteristics, Vector processing, Array Processors

Section-D

**Input-Output Organization**: Input-Output Interface, Asynchronous Data Transfer, Modes of Transfer, Priority Interrupts, Direct Memory Access, Input-Output Processor, CPU-IOP Communication

**Memory Organization**: Semiconductor memories, Memory organization and expansion, RAM and ROM Chips, Associative memory, cache memory, virtual memory, memory management hardware

REFERENCES:


BCA-105 PROGRAMMING SOLVING USING C

Maximum Marks : 80 Max Time: 3 Hrs.
Min Pass Marks: 35% Lectures to be delivered: 90 Hours

(A) Instructions for the Paper setter:
The question paper will consist of five sections: A, B, C, D and E. Sections A, B, C and D will have two questions from the respective sections of the syllabus and will carry 20% marks each. Section E will consist of 5-10 short answer type questions, which will cover the entire syllabus uniformly and will carry 20% marks in all.

(B) Instructions for the Candidates:
Candidates are required to attempt one question each from the section A, B, C and D of the question paper and the entire section E.

Use of non-programmable scientific calculator is allowed.

SECTION-A

Problem Analysis and its Tools: Problem solving technique and Program Development Life Cycle

Problem Definition, Algorithm, Flow Charts, Types of Errors, Testing and Debugging.

Historical development of C Language, Basic Structure of C Program, C Character Set, Identifiers and Keywords, constants, variables, Data types.

Operators and expressions: Arithmetic, Relational, Logical, Assignment, Unary, Conditional and Bitwise operators. Type conversions.

Input and output statements: getchar( ), getch( ), getche( ), putchar( ), printf( ), scanf( ), gets( ), puts( )
SECTION-B
Control statements : Decision making statements: if, if else, else if ladder, switch statements.
Loop control statements: while loop, for loop and do-while loop.
Jump Control statements: break, continue and goto.
Arrays : one dimensional Array, two dimensional arrays.
Strings: Input/ Output of strings, string handling functions, table of strings

SECTION-C
Categories of functions. Recursion, Parameter Passing by address & by value. Local and Global
variables.
Storage classes: automatic, external, static and register.
Pointers : Pointer data type, Pointer declaration, initialisation, accessing values using pointers. Pointer
arithmetic. Pointers and arrays, pointers and functions.

SECTION-D
Structures and Unions : Using structures and unions, use of structures in arrays and arrays in
structures. Comparison of structure and Union.
Files in C : Opening a file, closing a file, File I/O functions, Text files and Binary files.

REFERENCES
2. Kernighan & Ritchie, "Programming in C"
3. Byron Gotfried, : "Programming with C", Second Edition Publisher, Schaum’s outline series,
   TMH Edition.
4. Ram Kumar and Rekesh Aggarwal, : "Programing in ANSIC”, TMH Ed.

BCA-106: Database Management System
Max: 80
Min Pass Marks: 35%
Max Time: 3 Hrs.
Lectures to be delivered: 90

(A) Instructions for the Paper setter:
The question paper will consist of five sections: A, B, C, D and E. Sections A, B, C and D will have
two questions from the respective sections of the syllabus and will carry 20% marks each. Section E
will consist of 5-10 short answer type questions, which will cover the entire syllabus uniformly and
will carry 20% marks in all.

(B) Instructions for the Candidates:
Candidates are required to attempt one question each from the section A, B, C and D of the question
paper and the entire section E.
Use of non-programmable scientific calculator is allowed.

SECTION A
Traditional file processing system : Characteristics, limitations, Database : Definition, composition.
Database Management system : Definition, Characteristics, advantages over traditional file processing
system, Implication of Database approach, User of database, DBA and its responsibilities, Database
schema, instance.
DBMS architecture, data independence, mapping between different levels.
Database languages : DDL, DML, DCL.
Database utilities, Data Models, Keys: Super, candidate, primary, unique, foreign.

SECTION B
Entity relationship model: concepts, mapping cardinalities, entity relationship diagram, weak entity sets, strong entity set, aggregation, generalization, converting ER diagrams to tables.
Overview of Network and Hierarchical model.
Relational Data model: concepts, constraints. Relational algebra: Basic operations, additional operations.

SECTION C

SECTION D
MS-ACCESS: Introduction to MS-ACCESS, working with databases and tables, queries in Access, Applying integrity constraints, Introduction to forms, sorting and filtering, controls, Reports and Macro: creating reports, using Macros.

REFERENCES:

BCA-107: SOFTWARE LAB-I (PC SOFTWARE)

Maximum Marks: 50
Minimum Pass Marks: 35%
Lectures to be delivered: 90 Hours
Maximum Time: 3 Hrs.

DOS: Booting Process, Autoexec.bat, Config.sys, Internal And External Commands, Hard disk Partitions

Word Processing: MS Word: Introduction to Word Processing, Interface, Toolbars, Ruler, Menus, Keyboard Shortcut, Editing a Document, Previewing documents, Printing documents, Formatting Documents, Checking the grammar and spelling, Formatting via find and replace, Using the Thesaurus, Using Auto Correct, Auto Complete and Auto Text, word count, Hyphenating, Mail merge, mailing Labels Wizards and Templates, Handling Graphics, tables and charts, Converting a word document into various formats.

Worksheets: MS EXCEL: Creating worksheet, entering data into worksheet, heading information, data, text, dates, alphanumeric, values, saving & quitting worksheet, Opening and moving around in an existing worksheet, Toolbars and Menus, keyboard shortcuts, Working with single and multiple workbook, Working with formulas & cell referencing, Formatting of worksheet.

MS-PowerPoint: Creating slides, Applying transitions and sound effects, setting up slide shows, Animation.

BCA-108 SOFTWARE LAB-II (PROBLEM SOLVING USING C)

Maximum Marks: 50
Minimum Pass Marks: 35%
Lectures to be delivered: 90 Hours

This laboratory course will comprise of exercises to supplement what is learnt under paper BCA-105: (Problem Solving Using C)

PART-II (ANNUAL)
FOR, 2017 & 2018
EXAMINATIONS

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<td>General English (Communication Skills)</td>
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<td>Punjabi</td>
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<td>Data Structure</td>
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<td>BCA-204</td>
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<td>BCA-205</td>
<td>Programming Using C++</td>
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<td>BCA-206</td>
<td>Computer Networks and Internet &amp; its Applications</td>
<td>80</td>
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<td>BCA-207</td>
<td>Software Lab-1 (Programming Lab in C++)</td>
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<td>BCA-208</td>
<td>Software- Lab-2 (Data Structure)</td>
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TOTAL 580 120 700

Note:
1. The break up of marks for the practical will be as under:
   i. Lab Record 10 Marks
   ii. Viva Voce 10 Marks
   iii. Program Development and Execution 30 Marks

2. The break up of marks for internal assessment for theory papers will be as under:
   i. One or two tests out of which minimum on best will be 10 Marks considered for assessment.
   ii. Assignments/Quizzes 5 Marks
   iii. Attendance, Class participation and behaviour 5 Marks
BCA-201: GENERAL ENGLISH (COMMUNICATION SKILLS)

Maximum Marks : 80
Min Pass Marks: 35%

COURSE CONTENT
- Two Literary Texts 40
- Composition 15
- Grammar and Vocabulary 25

A) Text Prescribed
1. R.K. Narayan: The English Teacher
2. Jagdish Chander (OUP) (ed.): Short plays

B) Texts Prescribed for Grammar and Vocabulary
4. Wilford D. Best: The Student’s Companion (Rupa)

Testing:
Q.1.(a) One Essay-type questions with an internal alternative on theme, incident and character from the English Teacher. The answer should not exceed 250 words. 5 marks
(b) Five short note to be attempted out of the given eight from the English Teacher. Each not to be attempted in thirty words. 5 marks
(c) Meanings of 5 words/phrases out of the given, eight from the English Teacher, and use thereof in sentences. (1/2+1/2)*5=5 marks

Q.2.(a) One essay type question with an internal alternative on theme. Narrative, incident or character from Short Plays. 5 marks
(b) Five short notes to be attempted out of the given eight Short Plays. Each Note to be attempted in 50 words. 2*5=10 marks

Q.3. Comprehension of one/two passage of about 250 words from either The Short Plays or the English Teacher.
   (a) Five questions to test comprehension of the passage. 1*5=5 marks
   (b) Meanings of 5 words/phrases italicised in the passage and use thereof in illustrative sentences. (1/2+1/2)*5=5 marks

Q.4. An essay of about 300 words on one out of the four given topics. 8 marks

Q.5. Making a précis of a given passage of about 250 words and providing a suitable title. 7 marks

   The Candidates shall be examined on the material included in the Exercises from 31.1. to 46.10. This will carry 12 marks. They will also be examined on the material studied in BCA Part-II. This will carry 3 marks. The whole material shall be divided into five parts each carrying three marks as follows.
   (a) Exercise 1.1 to 30.3 (B.C.A. Part-II Revision)
   (b) Exercise 31.1 to 32.4
   (c) Exercise 33.1 to 38.4
   (d) Exercise 39.1 to 44.10
   (e) Exercise 45.1 to 46.10 3 *5 = 15 marks

Candidate shall be required to attempt 6 sentences each out of 10 sentences to be set in each part. Each sentence shall be of ½ mark.

VOCABULARY
The Prescribed text is Wilfred D. Best: The student’s Companion (Rupa).
The candidates shall be examined on the following material:
(a) Single Words or phrases and groups of words:
(1) Words pertaining to death
(2) Words pertaining to Nature Study
(3) Opposites
(4) Negatives
(5) Scientific Instruments
(6) War Words
(7) Literary
(8) Miscellaneous 5 marks

(b) Formation of nouns. Adjectives. Verbs and Adverbs. 5 marks

The examiner shall restrict himself to the prescribed text, in Part (a) the candidate shall respond to 10 out of 15 one-word/one-line tests, each carrying half a mark.
In Part (b) the candidates shall complete 10 out of 15 sentences with appropriate part of speech of a word given in brackets at the end of each sentence. Each response will carry half a mark.

IMPORTANT
The examiner shall also give a clear instruction to the candidates to attempt these questions only at one only place and only once. Second or subsequent attempts unless earlier attempts have been crossed out, shall not be evaluated.
BCA-203 : DATA STRUCTURES
Maximum Marks: 80
Minimum Pass Marks: 35%

(A) Instructions for the Paper setter:
The question paper will consist of five sections: A, B, C, D and E. Sections A, B, C and D will have two questions from the respective sections of the syllabus and will carry 20% marks each. Section E will consist of 5-10 short answer type questions, which will cover the entire syllabus uniformly and will carry 20% marks in all.

(B) Instructions for the Candidates:
Candidates are required to attempt one question each from the section A, B, C and D of the question paper and the entire section E.
Use of non-programmable scientific calculator is allowed.

SECTION A
Basic concept and notations, data structures and data structure operations, mathematical notation and functions, algorithmic complexity, Big ‘O’ notation and time space trade off.
Arrays : Linear array, Representation of Linear array in memory, Traversing Linear array, Insertion and deletion in an array, Multi-dimensional array : Row-Major Order, Column Major order, sparse matrix.

SECTION B
Stacks : Representation of stack in memory (Linked and sequential), Operations on stacks, Applications of Stacks : Conversion from infix notation to post fix notations, Evaluation of Postfix Notation, Matching of Parenthesis, Recursion, Tower of Hanoi.
Queues: Representation of Queues in memory (Linked and sequential), Operations on queues, Application of Queues
Linked list, representation of linked list using static and dynamic data structures. Insertion and deletion of a node from a Linear linked list, Doubly linked list, Circular linked list. Application of linked lists.

SECTION C
Trees: Definitions and Basic concepts, Linked Tree Representation and representation in contiguous storage, Binary Trees, Binary Tree Traversal, Searching, Insertion and Deletion in Binary Tree.
Binary Search Tree, Heap and Heap Sort Algorithm.
Graphs: Definitions and Basic concepts, Sequential and linked Representation- Adjacency Matrix and Adjacency List. Operations on Graphs: Traversing a Graph using DFS and BFS.

SECTION D
Searching and sorting : Linear and binary search, Bubble Sort, Insertion Sort, Selection Sort, Merge Sort, Radix Sort and Quick Sort, Comparison of various searching and sorting algorithms.

REFERENCES :
Logic: Propositions, Implications, Precedence of logical operators, Translating English sentences into logical expressions, Propositional equivalence, Predicates and Quantifiers, Nested Quantifiers, Order of Quantifiers.

Principle of Mathematical induction.

Counting: The Basics of counting, Pigeonhole principle, Permutations and combinations...

SECTION B
Relations: Relations and digraph, n-ary relations and their applications, properties of relations, representing relations, closure of relation, equivalence relation, operation on relations, partial ordering.
Functions: Functions, One-to-one Functions, Onto Functions, Inverse and Composition of Functions, Floor Function, Ceiling Function.

Growth of functions: Big-O Notation, Big-Omega and Big-Theta Notation.

SECTION C
Recurrence Relations: Introduction, Order and Degree of Recurrence relation, Solution of linear recurrence relations, Homogeneous solution, particular solution, total solution, Generating functions.
Lattice: Partially ordered sets (POSET), Lattices, Sublattices, Isomorphic lattices, Properties of Lattices, Special types of Lattices, Atom, Duality
Boolean Algebra: Introduction, Boolean Expression and Boolean Functions, Identities of Boolean Algebra, Duality, Disjunctive Normal Form, Conjunctive Normal Form, Design of Circuits.

SECTION D
Graphs: Introduction to Graph, Graph terminology, Representing graphs and Graph Isomorphism, Connectivity, Euler Paths and Circuits, Hamiltonian paths and circuits, Shortest Path Problems, Planar Graphs.
Trees: Trees, labelled trees, Tree Traversal, Undirected trees, Spanning Trees, Minimum spanning trees.

REFERENCES:


BCA-205: OBJECT ORIENTED PROGRAMMING USING C++

Maximum Marks: 80
Minimum Pass Marks: 35%
Maximum Time: 3 Hrs.

(A) Instructions for the Paper setter:
The question paper will consist of five sections: A, B, C, D and E. Sections A, B, C and D will have two questions from the respective sections of the syllabus and will carry 20% marks each. Section E will consist of 5-10 short answer type questions, which will cover the entire syllabus uniformly and will carry 20% marks in all.

(B) Instructions for the Candidates:
Candidates are required to attempt one question each from the section A, B, C and D of the question paper and the entire section E.
Use of non-programmable scientific calculator is allowed.

SECTION A

Introduction to C++: Identifier, Keywords, Constants, Operators: Arithmetic, relational, logical, conditional and assignment. Sizeof operator, Operator precedence and associativity.

Type conversion, Variable declaration, expressions, statements, manipulators
Input and output statements, stream I/O, Conditional and Iterative statements, breaking control statements.

SECTION B
Storage Classes: Automatic, Static, Extern, Register.
Arrays, Arrays as Character Strings, Structures, Unions, Bit fields, Enumerations and User defined types.

SECTION C
Pre-processor : #define, #error, #include, #if, #else, #endif, #ifdef, #ifndef, #undef
Type casting : static-cast, const-cast, dynamic-cast, reinterpret-cast.
Classes and Objects: Class Declaration and Class Definition, Defining member functions, making functions inline, Nesting of member functions, Members access control. this pointer. Union as space saving classes.
Objects: Object as function arguments, array of objects, functions returning objects, Const member functions.
Static data members and Static member functions.

SECTION D
Friend functions and Friend classes
Constructors: properties, types of constructors (Default, parameterized and copy), Dynamic constructors, multiple constructors in classes.
Array of objects. Dynamic memory allocation using new and delete operators, Nested and container classes
Scopes: Local, Global, Namespace and Class
Inheritance: Defining derived classes, inheriting private members, single inheritance, types of derivation, function redefining, constructors in derived class.

REFERENCES:

BCA-206: COMPUTER NETWORKS, INTERNET AND ITS APPLICATIONS

Maximum Marks : 80
Min Pass Marks: 35% 

(A) Instructions for the Paper setter:
The question paper will consist of five sections: A, B, C, D and E. Sections A, B, C and D will have two questions from the respective sections of the syllabus and will carry 20% marks each. Section E
will consist of 5-10 short answer type questions, which will cover the entire syllabus uniformly and will carry 20% marks in all.

(B) Instructions for the Candidates:
Candidates are required to attempt one question each from the section A, B, C and D of the question paper and the entire section E.
Use of non-programmable scientific calculator is allowed.

SECTION - A
Reference Models: OSI Reference Model; TCP/IP Model, Comparative Overview of Two.

SECTION - B
Data Communication: Transmission media, Wireless communication, and the Telephone system, Introduction to cellular radio and communication satellite, Data Rate of Channel, Electromagnetic spectrum.
Switching: Circuit switching, packet switching, message switching.
Multiplexing: FDM, TDM.

SECTION - C
Introduction to Internetworking – Concepts, Repeaters, Routers, Bridges, and Gateways.
Internet Protocol: IP protocol, IP Addresses,

SECTION - D

REFERENCES :

BCA-207 SOFTWARE LAB-III
(OBJECT ORIENTED PROGRAMMING USING C++)

Maximum Marks: 50 Maximum Time: 3 Hrs.
Minimum Pass Marks: 35%

Implement programs in C++ for the following:
1. Program flow control (for, while, do while, if, if else, switch).
2. Inbuilt Data Structures (arrays, structures, unions, pointers, enumerations)
3. Functions (inline, parameter passing, overloaded)
4. Classes, Objects and Members (Constructors, Destructors)
5. Inheritance (types of derivation, types of inheritance)
6. Polymorphism (operator overloading, static binding, dynamic binding, pure virtual functions)
7. Files and streams

Data Structures covered under the paper BCA-202 are to be implemented in C++.
BCA-208 SOFTWARE LAB-IV (DATA STRUCTURES)

Maximum Marks: 50
Maximum Time: 3 Hrs.

Minimum Pass Marks: 35%

Data Structures covered under the paper BCA-203 are to be implemented in C++.

BCA 209 Environmental Studies

Time alloted: 3 hours
Lectures : 50

Total Marks : 100
Pass Marks : 35
Written Paper : 75 Marks
Field Work : 25 Marks

Instructions
The written paper will have two parts. First part will be of 25 marks it will contain 10 questions, the students will attempt 5 questions of five marks out of this part. The answer to these questions should non-exceed 50 words each.

Part second will be of 50 marks and will contain 10 essay type questions. The candidates will attempt 5 questions out of this part and the answer to each question should not exceed 500 words. Each question will carry ten marks.

Unit 1: The Multidisciplinary nature of environmental studies
Definition, scope and importance
(2 Lectures)

Need for public awareness.

Unit 2 Natural Resources:
Renewable and non renewable resources:
Natural resources and associated problems.

a) Forest resources: Use and over - exploitation, deforestation, case studies. Timber extraction, mining, dams and their effects on forests and tribal people.
b) Water resources: Use and over utilization of surface and ground water, floods, drought, conflicts over water, dams benefits and problems.
c) Mineral resources: Use and exploitation, environmental effects of extracting and using mineral resources, case studies.
d) Food Resources : World Food problems, changes caused by agriculture and overgrazing, effects of modern agriculture, fertilizer-pesticide problems, water logging; salinity, case studies.
e) Energy resources: Growing energy needs, renewable and non-renewable energy sources, use of alternate energy sources, Case studies.
F) Land resources: Land as a resource, land degradation, man included landslides, soil erosion and desertification.
• Role of an individual in conservation of natural resources
• Equitable use of resources for sustainable lifestyles.

Unit 3: Ecosystems
• Concept of an ecosystem
• Structure and function of an ecosystem
• Producers, consumers and decomposers.
• Energy flow in the ecosystem
• Ecological succession
• Food chains, food webs and ecological pyramids
• Introduction, types, characteristic features, structure and functions of the following ecosystem:-
  a Forest ecosystem
  b Grassland ecosystem
  c Desert ecosystem
  d Aquatic ecosystems (ponds, streams, lakes, rivers, oceans, estuaries) (6 lectures)

Unit 4: Biodiversity and its conservation
  • introduction - Definition: species and ecosystem diversity
  • Biogeographically classification of India
  • Value of biodiversity: consumptives use, productive, social, ethical, aesthetic and option values.
  • Biodiversity at global, National and local levels.
  • India as a mega-diversity nation
  • Hot spots of biodiversity
  • Threats to biodiversity: Habitat loss, poaching of wildlife, man-wildlife conflicts.
  • Endangered and endemic species of India
  • Conservation of biodiversity: In-situ and Ex-situ conservation of biodiversity. (8 Lectures)

Unit 5: Environmental Pollution
  Definition
  • Causes, effects and control measures of:-
    a) Air Pollution
    b) Water Pollution
    c) Soil Pollution
    d) Marine Pollution
    e) Noise Pollution
    f) Thermal Pollution
    g) Nuclear Hazards
  • Solid waste Management Causes, effects and control measures of urban and industrial wastes.
  • Role of and individual in prevention of pollution
  • Pollution case studies
  • Disaster management: floods, earthquake, cyclone and landslides. (8 Lectures)

Unit 6: Social Issues and the Environment
  • From Unsustainable to Sustainable development
  • Urban problems related to energy
  • Water conservation, rain water harvesting, watershed management
  • Resettlement and rehabilitation of people; its problems and concerns
  • Case studies.
  • Environmental ethics: Issues and possible solutions
  • Climate change, global warming, acid rain, ozone layer depletion, nuclear accidents and holocaust, Case studies
  • Wasteland reclamation
  • Consumerism and waste products.
  • Consumerism and waste products
  • Environment Protection Act.
  • Air (Prevention and Control of Pollution) Act.
  • Water (Prevention and control of pollution) Act
- Wildlife Protection Act.
- Forest Conservation Act
- Issues involved in enforcement of environmental legislation
- Public awareness.

(7 Lectures)

Unit 7: Human Population and the Environment
- Population growth, variation among nations.
- Population explosion - Family Welfare Programme.
- Environment and human health
- Human Rights
- Value Education
- HIV/ AIDS
- Women and Child Welfare
- Role of Information Technology in Environment and human health
- Case Studies

(6 Lectures)

Unit 8: Field Work
- Visit to a local area to document environmental areas, river/ forest/ grassland/ hill/ mountain
- Visit to a local polluted site - Urban/ Rural/ Industrial/ Agriculture
- Study of common plants, insects, birds
- Study of simple ecosystems-pond, river, hill slopes, etc. (Field work Equal to 5 Lecture hours)

BACHELOR OF COMPUTER APPLICATIONS (B.C.A.)
PART-III (ANNUAL)
FOR
FOR 2017 & 2018 Examinations

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<td>-</td>
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<tr>
<td>BCA-308</td>
<td>Software- Lab-2 (Programming in ‘C’)</td>
<td>50</td>
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<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>580</strong></td>
<td><strong>120</strong></td>
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</tbody>
</table>

Note :
1. The break up of marks for the practical will be as under :
   (i) Lab Record                              10 Marks
   (ii) Viva Voce                               10 Marks
   (iii) Program Development and Execution      30 Marks
2. The break up of marks for internal assessment for theory papers will be as under:
   (i) One or two tests out of which minimum one best will be considered for assignment 10 Marks
   (ii) Assignments/Quizzes 5 Marks
   (iii) Attendance, Class Participation and Behaviour 5 Marks

**BCA–301 : GENERAL ENGLISH (COMMUNICATION SKILLS)**

*Maximum Marks : 80*  
*Minimum Time : 3 Hours*
*Min. Pass Marks : 35%*

**SECTION-A**

**TEXTS PRESCRIBED**

1. *Arms and Man* by Shaw
2. *English poetry - A Kaleidoscope*, University Press Distributed by Orient Longman*

*The following twenty poems are to be studied:

1. On His Blindness
2. The Village Schoolmaster
3. The Tiger
4. The Solitary Reaper
5. Kubla Khan
6. Waterloo
7. To a Skylark
8. La Belle Dama Sans Merci
9. The Lady of Shalott
10. The Last Rides Together
11. Dover Beach
12. Shelley's Skylark (by Hardy)
13. All Beauteous Things
14. Invictus
15. Listeners
16. Sea Fever
17. The Soldier
18. Do no gentle into that good night
19. The Express
20. Night of the Scorpion

**SECTION-B**

Text prescribed for grammar and Figurative expressions:

1. W. Stamnard Allen : *Living English Structure*, (Oriyat Longman)
2. Wilford D. Best : *The Students Companion* (Rupa)

**TESTING**

Q.1. (a) One essay type question with internal alternative on theme, incident, character or summary of the Act, plot structure of 200-250 words from *Arms and the Man.* 10 Marks
   (b) Five short notes out of eight, each of 30 words from *Arms and the Man.* 1×5=5 Marks
   (c) One passage out of two to be explained with reference to the context. 5 Marks

Q.2. (a) One essay type question with internal alternative on theme, central idea or summary of a poem from *English Poetry-A Kaleidoscope.* 10 Marks
   (b) One passage out of two to be explained with reference to the context from *English poetry.* 5 Marks

Q.3. One essay of not fewer than 350 words out of four topics which can be imaginative, reflective, descriptive or current. 7 Marks

Q.4. Making a precis of a passage of not fewer than 300 words with suitable title. 5 Marks

Q.5. Translation from English into Punjabi/Hindi of one running passage consisting of eight sentences. 1×8 = 8 Marks

OR
Comprehension of an Unseen prose passage
(For those who do not know Punjabi/Hindi)
(a) Four questions to test the comprehension of the passage 1×4=4 Marks
(b) Meanings of four words/phrases italicised in the passage and use of their in illustrative sentences. (½+½×4= 4 Marks

**GRAMMAR** 15 Marks

The students shall be examined on material included in exercise 47.1 to Exercise 58.4. This will carry 10 marks.
The students shall also be examined on the material already studied in B.C.A. Part-II (2.5 marks) and B.C.A. Part-I (2.5 marks). The division will be as follows :
(a) Exercise 1.1 to Exercise 30.3 : 2½ Marks
(b) Exercise 31.1 to Exercise 46.10 : 2½ Marks
(c) Exercise 47.1 to Exercise 51.18 : 5 Marks
(d) Exercise 52.1 to Exercise 58.4 : 5 Marks
The students shall be required to attempt 5 sentences out of 8 set in parts (a) & (b) each, 10 sentences out of 15 set in parts (c) & (d) each. The examiner shall be free to set direct questions from the prescribed text or otherwise, so long as each response expected of the student carries half a mark.

Figurative expressions and proverbs : 10 Marks

Q.7. The prescribed text is Wilfred D. *Best the Student's Companion* (Rupa). The student shall be examined on the following material.
(a) Figurative expressions and their explanation 7 Marks
(b) Proverbs 3 Marks
The examiner shall restrict himself to the prescribed text.
In part (A) the students shall be required to explain the meaning (half marks) and use in their own sentences (half marks) 7 figurative expressions out of 10 set. In part (B) the students shall be required to completes 6 out of 10 incomplete proverbs set; each carrying half a mark.

**IMPORTANT**
The examiner shall also give clear instructions to the candidates in the question paper asking them to attempt these questions only at one place and only once. Second or subsequent attempts, unless earlier attempts have been crossed out, shall not be evaluated.

**BCA-302 : JAVA PROGRAMMING**
*Maximum Marks : 80  Min. Pass Marks : 35%*
*Max. Time : 3 Hrs.*

**(A) INSTRUCTIONS FOR THE PAPER SETTER**
The question paper will consist of five sections A, B, C, D and E. Sections A, B, C and D will have two questions from the respective sections of the syllabus and will carry 20% marks each. Section E will have 5-10 short answer type questions which will cover the entire syllabus uniformly and will carry 20% marks in all.

**(B) INSTRUCTIONS FOR THE CANDIDATES**
1. Candidates are required to attempt one question each from Sections A, B, C and D of the question paper and the entire Section E.
2. Use of non-programmable scientific calculator is allowed.

**SECTION-A**
Introduction to Java : Features of Java, difference between Java and C++, Byte Code, Advantages of Java, Datatypes-Integer, Floating Point Types, Characters, Booleans, Literals, Variables-Declaration, Dynamic initialization, Scope and Life Time of Variables, Type Conversion and Casting.

**SECTION-B**
Arrays- 1-D, Multi-D, Operators-Arithmetic, Bitwise, Relational and Boolean, Assignment Operator, ? operator, Operator Precedence, Control Statements-if, Switch, While, do while, for, nested loops, Jump statements-Break, Continue, Return.
SECTION-C
Classes-Introduction, Objects, Assigning Object reference variables, Methods-Returning Value, Passing Parameters, Constructors, This keyword, Garbage Collection, Finalized Method, Parameterized Constructors.
Overloading Constructor, Using Objects as Parameters, Returning Objects, Recursion, Nested & Inner Classes.

SECTION-D
Exception Handling-Fundamentals, Types, Using Try and Catch, Multiple Catch Clauses, Using Throw, Throws, Finally, Java Built in Exceptions

REFERENCES

BCA-303 : INTERNET PROGRAMMING
Maximum Marks : 80
Minimum Pass Marks : 35%

(A) INSTRUCTIONS FOR THE PAPER SETTER
The question paper will consist of five sections A, B, C, D and E. Sections A, B, C and D will have two questions from the respective sections of the syllabus and will carry 20% marks each. Section E will have 5-10 short answer type questions which will cover the entire syllabus uniformly and will carry 20% marks in all.

(B) INSTRUCTIONS FOR THE CANDIDATES
Candidates are required to attempt one question each from Sections A, B, C and D of the question paper and the entire Section E.

SECTION-A
Introduction to Internet, www, http, webpages & URL and HTML. Markup vs. Traditional programming languages.
Creating HTML pages, viewing pages in different browsers.
Structures of HTML page, tags and attributes, color codes and fonts, different elements in head section of HTML document

SECTION-B
Text-formatting tags, applying formatting to the body section of HTML document, block level and text level tags, behavior of formatting tags in different browsers
Creating external and internal links.
Adding graphics with image tag, image element attributes, using images as links, image maps, supported image file formats
Tables : Presenting information in tables, table attributes, table as layout tool, nested tables

SECTION-C
SECTION-D
Built in ASP Objects, Response Objects, Applications of Response Object-Sending HTML to a Web browser, Buffering the output of ASP pages.
Request Object : Properties, Networks & Collections.
Working with Databases- ADO Model, Connection Object, Record set Object

BOOKS

BCA-304 : OPERATING SYSTEMS
Maximum Marks : 80
Min. Pass Marks : 35%

(A) INSTRUCTIONS FOR THE PAPER SETTER
The question paper will consist of five sections: A, B, C, D and E. Sections A, B, C and D will have two questions from the respective sections of the syllabus and will carry 20% marks each. Section E will consist of 5-10 short answer type questions which will cover the entire syllabus uniformly and will carry 20% marks in all.

(B) INSTRUCTIONS FOR THE CANDIDATES
Candidates are required to attempt one question each from the section A, B, C and D of the question paper and the entire section E.

SECTION-A
Introduction to operating System, its need and Operating system services, Definition, Early systems, Simple batch systems, Multiprogrammed batched systems, Time sharing systems, Personal computer systems and Real time systems. Process Management: Process concept, Process scheduling.

SECTION-B

SECTION-C
Memory Management : Logical versus Physical address space, Swapping, Contiguous allocation, Paging, Segmentation.
Virtual Memory : Demand paging, Performance of demand paging, Page replacement, Page replacement algorithms, Thrashing.

SECTION-D
Device Management: Disk structure, Disk scheduling : FCFS, SSTF, SCAN, C-SCAN, LOOK, Selecting disk scheduling algorithm.

REFERENCES
BCA-305 : SOFTWARE ENGINEERING

Maximum Marks : 80
Min. Pass Marks : 35%

(A) INSTRUCTIONS FOR THE PAPER SETTER
The question paper will consist of five sections A, B, C, D and E. Sections A, B, C and D will have two questions from the respective sections of the syllabus and will carry 20% marks each. Section E will have 5-10 short answer type questions which will cover the entire syllabus uniformly and will carry 20% marks in all.

(B) INSTRUCTIONS FOR THE CANDIDATES
Candidates are required to attempt one question each from sections A, B, C and D of the question paper and the entire section E.

SECTION-A

SECTION-B

SECTION-C

SECTION-D
Coding, Structured coding techniques : Data Encapsulation, Go to statement, Recursion, Single Entry Single Exit criteria. Structured programming.
Testing, Testing Fundamentals : Error, Fault, Failure and Reliability, Levels of testing, Test case and Test criteria, Top-down and bottom-up approach, Test case execution and analysis, Test report.

REFERENCES

BCA-306 : COMPUTER ORIENTED NUMERICAL AND STATISTICAL METHODS

Max. Marks : 80
Min. Pass Marks : 35%

(A) INSTRUCTIONS FOR THE PAPER SETTER
The question paper will consist of five sections A, B, C, D and E. Sections A, B, C and D will have two questions from the respective sections of the syllabus and will carry 20% marks each. Section E will have 5-10 short answer type questions which will cover the entire syllabus uniformly and will carry 20% marks in all.

(B) INSTRUCTIONS FOR THE CANDIDATES
1. Candidates are required to attempt one question each from Sections A, B, C and D of the question paper and the entire Section E.
2. Use of non-programmable scientific calculator is allowed.

SECTION-A
Floating point representation of numbers, arithmetic operation with normalised floating point numbers and its consequences, errors in numbers, binary representation of numbers.
SECTION-B

SECTION-C
Interpolation, Lagrange's interpolation, difference tables, truncation error in interpolation, spline interpolation.
Approximation of functions, linear regression, polynomial regression, exponential and trigonometric approximation, Taylor series representation, Chebyshev series.

SECTION-D
Introduction to Statistics : Meaning, scope, collection, classification of data. Application based on and processing logic of measures of central tendency, dispersion, skewness and kurtosis.
Bivariate Data : Correlation, Meaning, and Type of correlation, correlation and causation, methods of studying correlation, algorithm to compute Karl Pearson's Correlation and rank correlation. Applications based on correlation.
Linear Regression : Processing logic of and numericals based on fitting of regression lines (Using least square method), Various Properties relating to correlation and regression.

REFERENCES

BCA-307 : SOFTWARE LAB-V (PROGRAMMING IN JAVA)
*Maximum Marks : 50*  
*Minimum Pass Marks : 35%

This laboratory course will comprises of exercises to supplement what is learnt under paper BCA-302

BCA-308 : SOFTWARE LAB-VI (Based on Paper 303 : Internet Programming)
*Maximum Marks : 50*  
*Minimum Pass Marks : 35%

The laboratory course will comprise of exercises to supplement what is learnt under paper BCA-303 : Internet Programming.
Bachelor of Education
Programme project Report (PPR) for B.Ed. Two year Course
Programme Project Report (PPR)
A. Programme mission & Objectives: Mission of this course is to train the in-service teachers to get higher qualification and knowledge about methods and skills of teaching with the help of new teaching technologies. To provide them the knowledge of philosophical, psychological, technological and pedagogical basis of education along with the knowledge of guidance Services, Curriculum framework, Educational Management and Educational Supervision, with the objective to enable the students to understand the concepts and techniques of measurement and evaluation in education, educational research, literacy and adult education programme, special education, scenario of teacher education to make them more efficient members of society.

B. Relevance of the programme with HEI Mission and Goal:
1. To increase the options available and encourage in-depth knowledge.
2. To enables students to identity, design and carry out research activities in higher education
3. To fulfil the demand of students who want to continue their higher studies through distance education mode.
4. To achieve the target of RUSA for higher education
5. To ensure quality education

(C) Nature of prospective target group of learners
B.Ed. through Distance Education fulfils the need of students who want to continue their higher education. Those students who withdraw their studies due to bad circumstances in their homes, physically challenged students, people living in remote areas, doing jobs as in-service teachers benefitted from this B.Ed. course through distance education.

(D) Appropriateness of programme to be conducted in Open and Distance Learning mode to acquire specific skills and competence students will be able to:-
- Understand the philosophy of education
- Define the contribution of Indian and Western Thinkers
- Apply the principles of educational psychology in class room situations
- Learn the basics of research and techniques of research
- Complete the research project in the field of education
- Organised teaching at different level

(E) Instructional Design:-This course will be of 2 year duration and be named as “BACHELOR OF EDUCATION”.
Syllabus: The syllabus of course is equivalent to the syllabus of regular B.Ed. course running in various affiliated colleges of Punjabi University, Patiala (Annexure II ).

Semester-I
Semester I will consists of seven papers. All papers are compulsory. Paper I, II, III will be 100 marks (external 70+Internal 30 marks) whereas students will select two optional papers for paper IV and V and both of these papers will be of 50 marks (external 35+Internal 15 marks) and paper VI and VII will also be of 50 marks (external 35+Internal 15 marks)

Semester-II
Semester II will consists of seven papers. All papers are compulsory. Paper VIII, IX and X will be 100 marks (external 70+Internal 30 marks) whereas students will select two optional papers same as in semester I for paper XI & XII. Paper XI, XII, XIII and XIV will be of 50 marks (external 35+Internal 15 marks)

Semester III
This semester will consist of 3 papers paper XV and XVI will be of 130 marks (external 100 and internal 30). Paper XVII will be of 40 marks (25 external 15 internal). This semester includes internship of 16 weeks duration.

Semester-IV
Semester IV will consists of nine papers. All papers are compulsory. Paper XVIII will be 100 marks (external 70+Internal 30 marks) whereas paper XIX, XX, XXI, XXII, XXIII, XXIV and XXV & XXVI (Optional Courses students will select two optional papers) will be of 50 marks (external 35+Internal 15 marks)

Faculty and support Staff: 6 Faculty members are available within the department. If needed guest faculty will be invited from other department of the University and affiliated colleges.
Instructional delivery method: Personal Contact Programme will be conducted for giving instructions and to deliver the lectures within the department of distance education. Printed self-
learning material (lessons) as per the prescribed syllabus will be provided to students. In the form of written assignments students will have to submit two response sheets per paper.

**Identification of media:** Lectures, discussion, demonstrations through projectors and video presentations and provision of printed self-learning materials for better understanding of subject matter.

**Student support service system:** Students shall be informed about their Personal Contact Programme (PCP) through SMS, letters and through university websites.

**Procedure for admissions, curriculum transaction and evaluation:**
Admission to this B.Ed. 2 year course is open to those who has passed graduation/post graduation in any subject with 50% marks. The university will admit only those candidates who are working as school teacher in Government or Government recognised school within the territorial jurisdiction of the state of Punjab only. Candidate will have to submit along with the admission form, proof of teaching experience as well as that of being still in service, from their respective schools. Candidate must have completed a NCTE recognised teacher education programme through face-to-face mode.

**Personal Contact Programme (PCP):** Compulsory one Personal Contact programme of 5-7 students day’s duration per semester, but for semester–III it will be of approximately 15 days. It will be compulsory for every student to attend at least 75% lectures. The students who are unable to fulfil these candidates will not be eligible to appear in the annual examination.

Foreign students will be exempted from attending the Personal Contact Programme

**Response sheets:** Compulsory (two response Sheets for each paper). Those who fail to submit the required number of Response Sheets will not be allowed to appear in the examination. Only those candidates who obtain a minimum aggregate of 25% marks in the Response Sheets shall be eligible to take the examination.

**House Test:** One house test will be conducted for each paper during each semester. It will also be a part of internal assessment & is compulsory for every students to appear in house test exams.

**Fees Structure:** As per University rules.

**Information related to financial assistance**

**Policy of programme delivery along with the detail of methods and web based tools:** Personal Contact programme will be conducted to provide instructions and deliver the lectures within the department. Printed-self instructional material will be provided to students. Students will also have to submit two response sheets per-paper. Practical will be conducted in the concerned subjects.

**Activity planner including all the academic activity to be carried out:** Following activities will be carried out during the academic session: one personal contact programme per semester, two response sheets per paper, practical, final theory exams and final practical and viva-voce of the concerned subjects.

**Policy for evaluation of learner progress along with method and tools:** Students have to submit two response sheets of each paper and one house exam which will be assessed by the faculty for internal assessment. Final examination will be held in the end of each semester.

**Requirement of the laboratory support and Library Resources:**
Psychological laboratory includes various psychological tests and instruments that can help in teaching various concepts of subjects in a better way. Educational technology laboratory can help in teaching in a better way which includes LCD projectors. Over-head projectors etc.

**Cost estimate of the programme and the provision:**
Cost involved will be of purchasing some basic psychological tests, instruments, purchase of new books related to syllabus.

**Quality assurance mechanism and expected programme outcomes:**
To ensure adequate availability of quality faculty
To quality education through ICT

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**SYLLABUS**

**BACHELOR OF EDUCATION (B.Ed.) (2-year Programme) 2017-18 & 2018-19 EXAMINATIONS**

**OUTLINES OF EVALUATIONS**

<table>
<thead>
<tr>
<th>Part</th>
<th>Description</th>
<th>Marks</th>
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<tbody>
<tr>
<td>Part-I</td>
<td>Theory</td>
<td>1500</td>
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<tr>
<td>Part-II</td>
<td>Skill in Teaching</td>
<td>260</td>
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<tr>
<td>Part-III</td>
<td>Sessional Work</td>
<td>40</td>
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**Total:** 1800 Marks
Semester-I

PART-I : THEORY

(i) Evaluation in this part will be external as well as internal.
(ii) Each theory paper I, II and III will be of three hours duration.
(iii) Each theory paper IV & V pedagogy of a school subject I & II will be of 1\(\frac{1}{2}\) hours duration.
(iv) Each theory paper VI (Exploring Library and other Learning Resources) and Paper VII (Art in Education) will be of 1\(\frac{1}{2}\) hours.

Semester-II

PART-I: THEORY

(i) Evaluation in this part will be external as well as internal.
(ii) Each theory paper VIII, IX and X will be of three hours duration.
(iii) Each theory paper XI & XII Pedagogy of a school subject I & II will be of 1\(\frac{1}{2}\) hours duration.
(iv) Each theory paper XIII (School Management) and Paper XIV (Enriching Learning Through ICT) will be of 1\(\frac{1}{2}\) hours.

Semester III

(i) Evaluation in this part will be external as well as internal.
(ii) Evaluation Skill-in-Teaching Paper XV & XVI will be external as well as internal.
(iii) Evaluation in this session work XVII will be external as well as internal.

Semester IV

(i) Evaluation in this part will be external as well as internal.
(ii) Evaluation XVIII (Assessment for Learning) will be of three hours duration.
(iii) Evaluation XIX (Gender, School and Society), XX (Inclusive School), XXI (Understanding the Self), XXII (Reading and Reflecting on Texts), XXII (Strengthening Language Proficiency), XXIV (Health and Physical Education), XXV & XXVI (Optional Courses) will be of 1\(\frac{1}{2}\) hours.

Total Marks: 1800
Total Credits: 108

SEMESTER –I

PAPER -1: Philosophical Perspective in Education

Max. Marks: 100
External: 70
Internal: 30

(A) OBJECTIVES

To enable the student teachers to:
Understand concepts and principles of foundations of education.
Apply theories, ideas and generalization of educational foundations.
Express and discuss philosophies and social concepts precisely and rationally.
Analyze different views and schools of thoughts on education and draw generalization.

(B) SYLLABUS

Section-A

(i) Philosophy : its nature and scope ; metaphysics, epistemology and axiology
(ii) Education: its nature and scope
(iii) Philosophy and education: Relationship between the two; Aims and determinants of education with reference to curriculum and pedagogy
(iv) Philosophies of education : Naturalism, Idealism, Pragmatism and Realism

Section-B

(i) Reflections on education: Guru Nanak Dev, R.N. Tagore, M.K. Gandhi, J. Krishnamurti and Vivekanand's contribution to educational philosophy
(ii) Reflections on Education: Educational aims recommended by Education Commission (1964-66) and NPE (1986)
(iii) Values: meaning, significance, kinds, reconciliations between traditional and modern values in education

Activities (Any one of the Following)
(i) Preparing a handout of quotes of educational thinkers (any one) on education, human conduct, truth and morality.
(ii) Analysis and study of values of school students.
(iii) Content analysis of spiritual and moral theme/issue taken up by a newspaper (on national or vernacular).

INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt two questions each from the sections A and B and the entire section C.

PAPER-II: Understanding the Learner

Max. Marks: 100
External: 70
Internal: 30

(A) OBJECTIVES
To enable the student teachers to:
Understand the learner and his abilities.
Understand the process of human development with special reference to adolescence.
Analyze the characteristics and problems of Indian adolescents.
Familiarize with administration and interpretation of psychological tests.
Apply the understanding of the different types of learners in various classroom situations.

SECTION-A
(i) Educational psychology- concept, nature, scope and importance.
(ii) Growth and development: meaning, difference, principles, influence of heredity and environment on growth and development of a child.
(iii) Indian Adolescents: Characteristics of emotional, social, cognitive and moral development, Problems of Indian adolescents. Role of family, school, community and mass-media in development of adolescents. Role of different cultures in development of adolescents.

SECTION-B
(i) Individual differences: inter and intra individual differences, concept, causes and implications.
(ii) Intelligence: concept, theories-Spearman, Thurstone and Gardner. Uses and limitations of Intelligence tests.
(iii) Learning: Meaning, process and factors affecting learning of an individual, Trial and error theory and classical conditioning theory.
(iv) Motivation: Concept, types and techniques, educational implications.
(v) Learner with special needs: Meaning, types: gifted, delinquents, creative, slow learner and their educational programmes.

Activities (Any one of the following)
(i) Administration and interpretation of any one psychological test (Intelligence/motivation/creativity).
(ii) Visit to a school and write a report on problems being faced by the students.

INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt two questions each from the sections A and B and the entire section C.

PAPER – III: Teaching - Learning Process

Max. Marks: 100
External: 70
Internal: 30

(A) OBJECTIVES
To enable the student teachers to:
Understand the various theories of learning.
Understand the concept of motivation and understand the role of teacher in motivating, strengthening and sustaining learning styles.
Describe the principles and maxims of teaching.

Activities (Any one of the following)
(i) Administration and interpretation of any one psychological test (Intelligence/motivation/creativity).
(ii) Visit to a school and write a report on problems being faced by the students.
Discuss anatomy of teaching.
Differentiate between teaching and learning.

(B) SYLLABUS

SECTION-A
(i) Teaching: Concept, nature, characteristic, principles, maxims, Learning-concept, process, relationship between teaching and learning.
(ii) Behaviourism, cognitivism, constructivism in relation to teacher and learner.
(iii) Teaching for academic learning: Objectives, flexible and creative planning using taxonomies, planning from a constructivist perspective, integrated and thematic planning.

SECTION-B
(i) Teaching styles: Meaning and concept, implications for classroom teaching, Learning styles-definition and concept, implications for classroom environment.
(ii) Learning environment: Meaning, need for organisation, procedures, planning spaces for learning.
(iii) Teaching and learning about cognitive processes: Teaching concepts through discovery, exposition and in diverse classrooms.

Activities (Any one of the following)
(i) Writing behavioural objectives of any three lessons each of the two teaching subjects.
(ii) Identification of different teaching styles.
(iii) Analysis of classroom environment of a class.

INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt two questions each from the sections A and B and the entire section C.

PAPER- IV & V: Pedagogy of a School Subject (Part-I)
(i) Teaching of English  
Max. Marks: 50
External: 35
Internal: 15

(A) OBJECTIVES

To enable the student teachers to:
Understand the nature and importance of English language;
Identify the proficiency, interests and needs of learners in the context of grammar and vocabulary;
Develop activities and tasks for English language learners;
Apply methods, approaches and materials for teaching English at different levels in the Indian context.
Develop language skills: listening, speaking, writing and reading for communication purpose.

(B) SYLLABUS

SECTION-A

(i) Language: meaning, nature and its roles. Difference between home language and school language and role of home language/Mother tongue in learning the school language/foreign language.
(ii) History and Status of English language in India: Basic linguistic principles, objectives, methods: Translation, Bilingual, Direct, Approaches: Structural, Situational and Communicative. Presentation skills; Extempore, Role playing, Story-telling, Situational conversations etc.
(i) Developing Language Skills i.e. listening & speaking; brief introduction about the sounds of English, Phonetics and teaching of pronunciation. Mechanics & Methods of Reading; Letter and non-letter methods, silent & loud reading, intensive & extensive reading and reading for comprehension.

(ii) Use of dictionary & thesaurus as resources in teaching and learning the language. Grammar its different types and methods of teaching Grammar; Inductive & deductive.

Activities (Any one of the following)
(i) Discussion on the problems of English language at elementary level.
(ii) Identification of spelling errors at the elementary level and remedial measure.
(iii) Identification of pronunciation errors at the elementary level and remedial measures.

(F) INSTRUCTIONS FOR THE CANDIDATES
Candidates are required to attempt one question each from the sections A and B and the entire section C.

PAPER- IV & V: Pedagogy of a School Subject (Part-I)
(iii) Teaching of Punjabi
Max. Marks: 50
External: 35
Internal: 15
Activities (Any one of the following)

(i) Discussion on the problems of Punjabi language at School level.
(ii) Identification of spelling errors at the elementary level and remedial measures.
(iii) Identification of pronunciation errors at the elementary level and remedial measures.

INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt one question each from the sections A and B and the entire section C.

PAPER- IV & V: Pedagogy of a School Subject (Part-I)

(iv) Teaching of Hindi

Max. Marks: 50
External: 35
Internal: 15

(A) SYLLABUS

SECTION-A

(i) Nature and Significance of Science: Nature, scope, importance and value of science; Science as an integrated area of study; Science and modern Indian society; Relationship of science and society;

(ii) Aims and objectives of teaching science in elementary and secondary school; Bloom’s Taxonomy of educational objectives, Pedagogical analysis: Meaning and need, guidelines for conducting pedagogical analysis.

(iii) Science curriculum: Meaning, Principles, Various approaches to science curriculum construction, developing learner-centered curriculum in science.

SECTION – B
(i) Science text book: Meaning, importance and qualities, a critical analysis of science text book of state board and NCERT

(ii) Learning Experiences and Teaching aids: Concept, Edgar Dale’s Cone of Learning Experiences, Importance, Use and Classification of Teaching Aids, Integrating ICT in science teaching

Activities (Any one of the following)
(i) Writing instructional objectives in behavioural form for any five topics.
(ii) Developing a low-cost teaching aid in Science
(iii) Pedagogical analysis of any one topic.

PAPER- IV & V: Pedagogy of a School Subject(Part-I)
Teaching of Mathematics

Max. Marks: 50
External: 35
Internal: 15

(A) OBJECTIVES
To enable the student teachers to:
Understand the importance and objectives of teaching mathematics.
Understand in nature of mathematics.
Know about in contribution of mathematician.
Understand in pedagogical analysis of different topic.

(B) SYLLABUS

SECTION – A

(i) Nature of Mathematics: Meaning, nature, importance and value of mathematics; Axioms, postulates, assumptions and hypothesis in mathematics;

(ii) Historical development of notations and hypothesis in mathematics; Contribution to mathematics (Ramanujam, Aryabhatta, Bhaskaracharya, Euclid, Pythagoras).

SECTION – B

i) Objectives: Aims and objectives of teaching mathematics in elementary and secondary schools; Bloom’s taxonomy of educational objectives and writing objectives in behavioural terms.

ii) Pedagogical Analysis: meaning and need and procedure for continuing pedagogical analysis. Classification of content, objective activity and experiment, evaluation, etc. Arithmetic (Number systems, Fractions, Ration and proportion, profit and Loss, simple and compound Interest). Algebra (Polynomials, Linear equations, Quadratic equations Arithmetic Progressions), Geometry (Congruent and Similar triangles, Constructions and Circles), Trigonometry (t-ratiois, Heights and distances), Statistics (Measures of Central Tendency and Graphical Representation of Data)

Activities (Any one of the following)
(i) Teaching aid from the 3-dimensional aspects
(ii) Creative way of teaching of mathematics at elementary level

(iii) Preparing a question bank for mathematics

INSTRUCTIONS FOR THE CANDIDATES
Candidates are required to attempt one question each from the sections A and B and the entire section C.
(A) OBJECTIVES  
To enable the student teachers to:
- Develop an understanding of aims and objectives of teaching social studies.
- Develop an understanding of pupil teachers concerning curriculum organization.
- Acquaint pupil teacher with different methods and audio-visual aids.
- Develop proper understanding of modern concepts and tools of evaluation. Develop proper understanding of latest development in current affairs/events. Organize discussion, seminars, tours and set up social studies room.

(B) SYLLABUS

SECTION – A

(i) Concept, scope and nature of social studies, difference between social sciences and social studies, aims and objectives of teaching social studies at school level, significance of social studies as a core subject;
(ii) Curricular approaches to teaching of Social Science: curricular approaches: Coordination, Correlational, Concentric, Spiral, Integrated, and Regressive.
(iii) Instructional planning: concept, need and importance; Unit plan and lesson: need and importance; procedure of unit and lesson planning.

SECTION – B

(i) Need and importance of Social studies room, Social Studies Text Book: Need, importance and qualities,
(ii) Social studies teacher: qualities and role,
(iii) Audio visual aids: meaning, importance, projective and non-projective teaching-aids: overhead projector, slide projector, chalk board, maps, charts, diagram, model, picture, graphs and globe.

Activities (Any one of the following)

(i) Writing instructional objectives in behavioural form for five topics from the textbook.
(ii) To prepare a scrapbook of current issues/themes pertaining to the broad area of discipline/subject taken up by the print media.
(iii) Preparation of a low-cost teaching aid.

PAPER- VI: Exploring Library and Other Learning Resources

Max. Marks: 50
External: 35
Internal: 15

(A) OBJECTIVES

To enable the student teachers to:
- Understand the technical terminology of library science.
- Understand the maintenance of the library.
- Understand the basic principles of library science and develop library ethics.
- Understand the application of information technologies in libraries.

(B) SYLLABUS

SECTION-A

(i) Library: Meaning, objective and importance
(ii) Library procedure: library management, Cataloguing, locating a book/material in the library, Layout of the library policies.

SECTION-B

(i) Types of libraries: Academic, public, special and digital, Infrastructure for setting up of a school library
(ii) Types of books, different reading material and techniques of keeping these books and materials
(A) OBJECTIVES

To enable the student teachers to:
- Understand the basics of different Art forms – impact of Art forms on the human mind
- Enhance artistic and aesthetic sensibility among learners to enable them to respond to the beauty in different Art forms, through genuine exploration, experience and free expression
- Enhance skills for integrating different Art forms across school curriculum at secondary level.
- Enhance awareness of the rich cultural heritage, artists and artisans.

(B) SYLLABUS

SECTION-A

(i) Art and aesthetics: Meaning, concept and significance at the secondary level of school education
(ii) Difference between Education in Arts and Arts in Education

SECTION-B

(i) Knowledge of Indian Craft Traditions and its relevance in education
(ii) Knowledge of Indian Contemporary Art and Artists
(iii) Visual Arts, Indian festivals and their artistic significance

Activities (Any one of the following)

(i) Theme-based projects from any one of the curriculum areas covering its social, economic, cultural and scientific aspects integrating various Arts and Craft forms;
(ii) Textbook analysis to find scope to integrate Art forms either in the text or activities or exercises;
(iii) Documentation of the process of any one Art from the pedagogical basis such as collage, handwriting skill and computer generated poster making.

INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt one question each from the sections A and B and the entire section C.

SEMESTER – II

PAPER – VIII: Sociological Perspective in Education

Max. Marks: 100
External: 70
Internal: 30

(A) OBJECTIVES

To enable the student teachers to:
- Understand the concept of education from a sociological perspective.
- Analyze social stratification in Indian society. inculcate human values among the learners.
- Be an agent of change for removal of various types of disparities.

(ii) SYLLABUS

SECTION - A
(i) Sociology of education: concept, scope and approaches
(ii) Culture: concept, characteristics, acculturation and enculturation, propaganda
(iii) Social Stratification: caste, class, gender, religious stratification in Indian society; social versus natural inequality

SECTION - B
(i) Education: inequality of access and opportunity for education; steps undertaken at the national level for removal of educational inequalities during the current five year plan
(ii) Sustainable development: concept, importance and its awareness through education
(iii) Education for 21st century - the four pillars of education (Delor's Commission (1996)

Activities (Any one of the following)
(i) Discussion on role of culture in social change.
(ii) Report on different types of disparities in Indian society.
(iii) Evaluation of Right to Education Act-2009 in any one School.

INSTRUCTIONS FOR THE CANDIDATES
Candidates are required to attempt one question each from the sections A and B and the entire section C.

PAPER- IX: Educational Policy and Planning in Contemporary India

Max. Marks: 100
External: 70
Internal: 30

(A) OBJECTIVES
To enable the student teachers to:
Understand the education policy and its determinants.
Identify and apply various approaches of educational planning.
Analyze the functioning of administrative bodies.
Critically analyze recent education policies.

(B) SYLLABUS
SECTION-A
(i) Education Policy-meaning and policy determinants.
(ii) Policy formulation: Role of MHRD, NCERT, NASSCOM
(iii) Education Planning: concept, types and approaches, The current plan- mobilisation and allocation of funds for different levels of education.

SECTION - B
(i) Policy recommendations regarding school -National Education Commission (1964-66)
(iv) Birla Ambani report on privation of Higher education
(v) Skill Development Mission (2014)

Activities (Any one of the following)

(i) Preparing budget estimate for an elementary school with 200 students, 6 teachers and 4 supporting staff.
(ii) Study of mid-day meal practices in the school and suggestions for further improvement.
(iii) Study of the availability of the text books and students school bag contents.

INSTRUCTIONS FOR THE CANDIDATES
Candidates are required to attempt one question each from the sections A and B and the entire section C.

PAPER- X: Knowledge and Curriculum

Max. Marks: 100
External: 70
Internal: 30
(A) OBJECTIVES
To enable the student teachers to:
Understand the need and importance of curriculum.
Analyze different issues in curriculum.
Apply different approaches to curriculum construction.
Construct curriculum for children with special needs.

(B) SYLLABUS

SECTION A
(i) Curriculum: curriculum and syllabu: concept, need and importance; facets-hidden curriculum and bias in curriculum; decentralization of curriculum development and notional practices.
(ii) Current issues in curriculum: gender differences, environmental issues, inclusiveness, value concerns, human rights
(iii) Stakeholders in Curriculum: Learner characteristics, Teacher’s experiences, Parental expectations

SECTION B
(i) Approaches to Curriculum development: Subject-centered and learner-centered; Content organization; Spiral curriculum, unitization of syllabus, integration of school curriculum with futuristic needs; vocational bias and skill development curriculum.
(ii) Recommendations of NCF-2005 for curriculum development.
(iii) Curriculum for children with special needs: purpose and importance, curriculum needs of gifted, visually challenged and slow learner.

Activities (Any one of the following)
(i) Preparing a report on difficulties faced in chapter wise teaching of the school subject.
(ii) Identifying gender bias in any one chapter of a school text book.

INSTRUCTIONS FOR THE CANDIDATES
Candidates are required to attempt two questions each from the sections A and B and the entire section C.

PAPER XI & XII: Pedagogy of School Subject (Part II)

(i) Teaching of English

Max. Marks: 50
External: 35
Internal: 15

A) OBJECTIVES
To enable the student teachers to:
Develop the required skills and their inter links for mastering the language.
Prepare and use teaching aids in the classroom and ICT (INTERNET and Computer Technology);
Understand the teaching of poetry, prose and drama;
Understand the functions of language lab;
Understand constructive approach to language teaching and learning;
Understand the process of language assessment/evaluation.

(B) SYLLABUS

SECTION A
(i) Vocabulary its types and various ways of teaching and expansion of vocabulary, developing the writing skills: Choice of script, dictation and spellings. Formal and informal writings such as Application/Letters, short story, diary, notices reports, advertisements etc.
(ii) Teaching Composition; Types and procedure. Poetry and prose; Its meaning, style of writing & recitation/reading with respect to rhyme scheme and language used.

SECTION B
(i) Teaching-learning materials and Audio-Visual aids: meaning, importance and its types with special reference to preparation of charts, models, PPT, use of print media such as magazines, newspapers and ICT, Concept of language lab.
(ii) Lesson Planning: Importance, preparation of lesson plans for teaching Prose, Poetry, Grammar and Composition, Concept of CCE & Evaluation, meaning and importance of tests
and examination, different types of tests; oral, written, self-evaluation and group evaluation. Some ways and means for testing different skills of English language

Activities (Any one of the following)
(i) Analysis of advertisement in regional newspaper on the basis of language.
(ii) Preparation of transparencies
(iii) Preparation of educational media software.

INSTRUCTIONS FOR THE CANDIDATES
Candidates are required to attempt one question each from the sections A and B and the entire section C.

PAPER- XI & XII: Pedagogy of School Subject (Part II)
Teaching of Punjabi

Max. Marks: 50
External: 35
Internal: 15
INSTRUCTIONS FOR THE PAPER-SETTER

The question paper will consist of three Sections: A, B, and C. Section A and B will have two questions from the respective Sections of the syllabus and will carry 10 marks each. Section C will consist of 5 questions of 3 marks in each which will cover the entire syllabus uniformly.

(F) INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt one question each from the sections A and B and the entire section C.

PAPER- XI & XII: Pedagogy of School Subject (Part II)

(iii) Teaching of Hindi

Max. Marks: 50
External: 35
Internal: 15

(A) OBJECTIVES

व याथी-अयाऩकहह दभाषा के वकास या तत जागाक करना।
व याथी-अयाऩक को हह द भाषा के उ घोरौ र सस यौंतके बरेरमजागक करना।
व याथी-अयाऩक को हह द भाषा के अयाऩन क वधधय के बरेरमजागक करना।

(B) SYLLABUS

SECTION-A

i. भाषाक देि यक बोरचार कौि र्ुअथमहति उदे य याएं
(ख) ण को देि र्ुअथमहति उदे य वधधयाँ
(ग)ि र्ुअथ धचन मदत के कारण ति तनारण के उ घोरौ (घ)रेि रि र्ुअथरेि याहिति र सजना मकु र रेि रेक क वधधयां

ii. सरवनअय यहमहति देि नागर सरवन का उ घ वकास ति वि रेि टाएं
(क)गवस ण-गय का अथुदेद यसोि नान वधधया(ख) तध स ण-घका अथ उदे यसोि नान वधधया

SECTION-B

(i) याकरण स ण याकरण का अथुदेद यमहलेति ववधधया
(क) 4य- यसाधन अथमहति क योगि योगम साहि धातन
(ख)नयतकारय अथयुदयोधगता ति-यथा व याप यथरेि यायक नयतकारयम धच वकससत करनेकउनयाध

(ii) मलयाकनअयचियनरभाषाएउदे यमहलेति यसोि नतनधधयां जमलयाकन वि रेि टाएं

INSTRUCTIONS FOR THE CANDIDATES
Candidates are required to attempt one question each from the sections A and B and the entire section C.

PAPER- XI & XII: Pedagogy of a School Subject (Part-II)
(vi) Teaching of Science

Max. Marks: 50
External: 35
Internal: 15

(A) OBJECTIVES

To enable the student teachers to:
(i) Understand the importance and planning of a Science laboratory.
(ii) Identify and apply various methods and approaches of Teaching of Science.
(iii) To develop the scientific attitude among the students.
(iv) To train the students to use the new problem solving approaches.

(B) SYLLABUS

SECTION–A
(ii) Co-curricular and non-formal Approaches: field trips, school gardening, biology clubs, visit to science museums, science fairs, excursions, quiz, seminars. Science note books, reference books, science journals and library for Science.

SECTION–B
(ii) Evaluation: concept, importance and types, Continuous and comprehensive evaluation (CCE), qualities of a good test, tools of evaluation, various types of questions and construction of an achievement test in Science.

Activities (Any one of the following)
(i) Practicing at least two experiments to be conducted/demonstrated in secondary classes.
(ii) Writing two lesson plans.
(iii) Construction of an achievement test.

PAPER- XI & XII: Pedagogy of School Subject (Part II)
(ix) Teaching of Mathematics

Max. Marks: 50
External: 35
Internal: 15

(A) OBJECTIVES

To enable the student teachers to:
Select appropriate methods of teaching to teach mathematics.
Understand preparation of lesson plan.
Develop achievement text in mathematics.
Understand the concept of comprehensive evaluation in mathematics.
Understand preparation and use of diagnostics and organize remedial teaching.

(B) SYLLABUS

SECTION – A
(i) Strategies for Learning and Teaching Mathematics: Concept formation and concept attainment: concept attainment model and Constructivism and zone of proximal development for learning and teaching of concepts;
(ii) Methods of Teaching: Heuristic, inductive-deductive, analytic-synthetic, problem-solving, project and laboratory.
(iii) The Van-Hiele Levels of Geometric thinking, Nature and kinds of proof: direct proof, mathematical induction, proof by contradiction disproof by counter example.

SECTION – B
Importance of mathematics laboratory and mathematics Text books.

(ii) Lesson planning – Importance and basic steps. Planning lesson of arithmetic, algebra geometry and trigonometry statistics; Assessment and Evaluation for Mathematics Learning: Error analysis, identification of hard spots and remedial measures.
(iii) Preparation of diagnostic and achievement test; Remedial measures in teaching of mathematics. Mathematics club formation and organization of its activities: Wall Magazine, Quiz, preparation of charts and models in mathematics.

Activities (Any one of the following)
(iii) Preparation of case study of slow or gifted learner in mathematics (iv) Construction of achievement test
(iii) Preparation of enrichment program for gifted children in mathematics

INSTRUCTIONS FOR THE CANDIDATES
Candidates are required to attempt one question each from the sections A and B and the entire section C.

PAPER – XI & XII: Pedagogy of School Subject (Part II)
(xii) Teaching of Social Studies

(A) OBJECTIVES
To enable the student teachers to:
Develop an understanding of aims and objectives of teaching social studies.
Develop an understanding of pupil teachers concerning curriculum organization.
Acquaint pupil teacher with different methods and audio-visual aids.
Develop proper understanding of modern concepts and tools of evaluation.
Understand the latest development in current affairs/events.

(B) SYLLABUS

SECTION – A
(i) Methods of teaching and social science: Lecture, discussion, socialized recitation, source and project method. Instructional planning: concept, need and importance;
(ii) Unit plan and lesson: need and importance; procedure of unit and lesson planning, current affairs in social studies: meaning, importance and method.

SECTION – B
(i) Evaluation of Learning in Social Science: Purpose of evaluation in social science; technique of evaluating learner achievement in social science: Written and oral tests, observation tools, work samples, portfolio; Assessment: Tools and techniques of continuous and comprehensive evaluation (CCE) for curricular and co-curricular subjects.
(ii) Current affairs in social studies: Meaning, importance and method; Evaluation in Social Studies: Modern concept and importance. Different type of test: Essay type test, objective and short-answer type; Lesson plan in social studies. Devices and techniques of teaching social studies – Narration, description, illustration, questioning, assignment, field trip, story telling, role play, group and self study, programmed learning, inductive thinking, concept mapping, expository teaching and problem solving.

(i) Identification of difficulties in learning social sciences
(ii) Critical evaluate decline in social aspects in daily life
(iii) Evaluate social issues in newspaper

PAPER – XIII: School Management

Max. Marks: 50
External: 35
Internal: 15
(A) OBJECTIVES
To enable the student teachers to:
- Understand the concept and importance of school management.
- Understand the concept of time table and co-curricular activities.
- Understand the role of worthy head masters and teachers.
- Understand the roles of students‘ self-government.
- Understand the concept of supervision.

(A) SYLLABUS

SECTION - A

(i) School management-concept, nature, scope, Time table- meaning, types, importance and principles. Discipline- concept, types, freedom and discipline, importance, causes of indiscipline and suggestions.
(ii) Co-curricular activities-concept, content, types, importance and organisation of different co-curricular activities.

SECTION - B

(i) Leadership: concept, theories and qualities of leader. School Personnel- Head of the institution, teachers and students: their roles and relationships.
(ii) Student-self Government- concept, different roles of student’s self-government. Supervision-concept, types, principles, methods of supervision, defects in existing supervisory programme and suggestions.

Activities (Any one of the following)
(i) Preparation of blue print of the time-table.
(ii) Organisation of morning assembly at the school/college.
(iii)Constitute the welfare committees of students.
(iv) Visit of school as a supervisor.

INSTRUCTIONS FOR THE CANDIDATES
Candidates are required to attempt one question each from the sections A and B and the entire section C.

PAPER-XIV: Enriching Learning through ICT

Max. Marks: 50
External: 35
Internal: 15

(A) OBJECTIVES
To enable the student teachers to:
- Understand the role and importance of ICT in teaching-learning process.
- Understand the computer fundamentals.
- Employ hands-on-experience on computer.
- Use different e-resources and hardware technologies in teaching-learning process.
- Familiarize with the new trends in ICT.

(B) SYLLABUS

SECTION - A

(i) ICT: concept, characteristics and importance. Role of information technology in teaching-learning process, Challenges of integrating ICT in school education.
(ii) Computer fundamentals: meaning, components and types of computers, functions of an operating system and application software.
SECTON-B

(i) Computer applications in learning: concept, features and advantages of MS- Word, Excel and Power point.

(ii) Hardware technologies and their applications: over head projector, DLP projector, Audio-video recording instruments and CCTV. New trends in ICT: Smart classroom, EDUSAT, on-line resources in learning

Activities (Any one of the following)

(i) Prepare your CV using computer and get its print out.
(ii) Use an interactive white board and write a report.
(iii) Prepare a power point presentation for secondary school students.

INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt one question each from the sections A and B and the entire section C.

SEMESTER - III

SCHOOL INTERNSHIP

Internship in schools is to be organised for a minimum duration of 16 weeks. A pre-teaching phase in the term of micro-teaching will be organized in the college. Students performance will be evaluated in microteaching out of 20 marks. During this period, the students should be provided opportunities to teach in government and private schools with systematic supervisory support and feedback from faculty. During the Internship, a student-teacher shall work as a regular teacher and participate in all the school activities, including planning, teaching and assessment, interacting with school teachers, community members and children.

School internship should include an initial phase of four weeks of Supervised Teaching Practice in the school. This phase would include school engagement, peer observations and observations of interns’ lessons by faculty. During this period, each trainee-teacher has to plan at least 10 lessons in each school subject. At the culmination of this phase, the subject teacher will conduct one discussion lesson for each school subject and will evaluate the performance of the intern. Each discussion lesson will be of 10 marks. Each pupil teacher will have to submit two teaching aids to the college/Department. Each teaching aid will be of 5 Marks.

During Internship, the student-teachers apart from taking regular classes as per the time-table of the school, has to perform certain activities/assignments. Each student-teacher has to plan and deliver at least 40 lessons in each school subject. Besides, the student-teachers are to observe 20 lessons, 10 in each school subject taught by fellow student-teachers.

A report is to be prepared detailing all the steps of the study. The tools, techniques used, response sheets or any other valuable documents in support of the study should be submitted along with the report. The action research report will be evaluated either by the teacher supervising the internship or by the subject teacher. This action research report will carry 20 marks. (10 in each subject)

Furthermore, each student teacher is required to prepare and submit teaching learning materials. The quality of the material will be evaluated by the subject teachers and student teachers will be awarded out of 10 marks. (in each subject)

During internship the performance of students will be assessed continuously by internal examiner and at the completion of internship by a panel of internal and external examiners. The final lesson for each school subject will be of 100 marks.

In addition to the above requirements of the university, the student-teachers would have to participate and perform other activities of the school as and when assigned by head of the school. A certificate of satisfactory work by the Principal/Headmaster of the school shall be issued to the candidate after completion of Internship.

Evaluation of school internship

External : 100 (in each subject)
Internal : 30 (in each subject)
Discussion : 10 Marks (in each subject)
Action Research : 10 Marks (in each subject)
Teaching learning Material : 10 Marks (in each subject)

Evaluation of Community Work- The evaluation will be done for the engagement with community work and experiences for social and environmental sensitivity.
SEMESTER - IV
PAPER – XVIII: Assessment for Learning

(A) OBJECTIVES

To enable the student teachers to:
Gain a critical understanding of issues in assessment and evaluation.
Differentiate between various types of assessment.
use of a wide range of assessment tools.
select and construct various types of assessment tools appropriately. evolve realistic, comprehensive and dynamic assessment.

(B) SYLLABUS

SECTION-A
(i) Assessment and Evaluation: meaning of assessment and evaluation, purpose; diagnostic, formative and summative evaluation
(ii) Tools of assessment: assignments, projects, tests: objective and essay type - their merits and limitations, kinds of test items, oral testing
(iii) Continuous and comprehensive evaluation: concept, significance, merits and limitations.

SECTION-B
(i) Statistical tools and techniques: percentage, percentile rank, graphical presentation of performance, frequency distribution, central tendency measures - mean, median and mode; normal distribution and standard scores.
(ii) Examination Reforms: flexibility, quality and range of questions, school based credit, alternative modes of examination.

Activities (Any one of the following)
(i) Prepare a report on implementation of CCE at school level.
(ii) Construction of an achievement test in any school subject at elementary/secondary.
(iii) Critical appraisal of learning outcomes – scholastic and co-scholastic.

INSTRUCTIONS FOR THE CANDIDATES
Candidates are required to attempt two questions each from the sections A and B and the entire section C.

PAPER – XIX: Gender, School and Society

Max. Marks: 50
External: 35
Internal: 15

(A) OBJECTIVES

To enable the student teachers to:
Develop basic understanding of gender and its related key concepts.
Understand some important landmarks in connection with gender and education in the contemporary perspective.
Learn about gender issues in school curriculum, text and pedagogical processes.
Understand the relationship of gender, power and sexuality to education.

(B) SYLLABUS

SECTION-A
(i) Concepts of gender, patriarchy, masculinity and feminism, gender bias and gender stereotyping.
(ii) Gender equality in India with special reference to caste, class and religion.
(iii) Policy initiatives for gender equality and empowerment in independent India.
SECTION-B

(i) Socialization theory on gender and gender differences.
(ii) Gender Identities and socialization practices in family, school, other formal and informal organizations.
(iii) Schooling of girls: inequalities and intervention for girls’ participation in schooling.

Activities (Any one of the following)
(i) Identification of gender bias in school text book.
(ii) Preparation of report on organizational climate in single-sex and co-education school.

INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt one question each from the sections A and B and the entire section C.

PAPER - XX: Inclusive School

Max. Marks: 50
External: 35
Internal: 15

(A) OBJECTIVES

To enable the student teachers to:
Understand the concept and importance of inclusiveness in education. Use different teaching strategies for inclusive education.
Understand the role of teachers, parents and community for supporting inclusion.
Understand the recommendations of various Policies.

(B) SYLLABUS

SECTION-A

(i) Inclusive Education: meaning, concept and its importance.
(ii) Difference between special, integrated and inclusive education.
(iii) Teaching strategies for inclusive education and creating conductive environment in inclusive schools.

SECTION-B

(i) Creating and sustaining inclusive practices: Role of teachers, parents and community.

Activities (Any one of the following)
1. Field visit to school promoting inclusive practices.
2. Analysis of teaching learning practices with reference to inclusion.

INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt one question each from the sections A and B and the entire section C.

PAPER – XXI: Understanding the Self

Max. Marks: 50
External: 35
Internal: 15

(A) OBJECTIVES

To enable the student teachers to:
(i) Beaware of the processes of socialisation.
(ii) Understand the self of the growing ‘student’ as well as ‘teacher’.
(iii) Shape their own and student’s sense of identity.
(iv) Reflect on one’s aspirations and possibilities in order to develop a growing sense of agency as a ‘teacher’, a ‘professional’, as well as a ‘human being’.

(B) SYLLABUS
SECTION - A
(i) Socialization and Development of Self: At home, community and at school inter-linkages within wider social-cultural contexts.
(ii) Emergence of „person” and „identity”: concept, need and determinants in the formation of a person
(iii) The influence of peer group, media messages, technology and globalization on identity formation.

SECTION-B
(i) Schooling as a process of identity formation: Developing national, secular and humanistic identity.
(ii) Constructive role of education and „critical pedagogy” in moving towards peaceful living.

INSTRUCTIONS FOR THE CANDIDATES
Candidates are required to attempt one question each from the sections A and B and the entire section C.

PAPER- XXII: Reading and Reflecting on Texts

Max. Marks: 50
External: 35
Internal: 15

(A) OBJECTIVES
To enable the student teachers to:
Understand different types of Text.
Reflect upon different types of policy document
Discuss narrative text, autobiographical text and ethnographical text.

(B) SYLLABUS

SECTION-A
(i) Reading resources: NPE-1986, NCF-2005

SECTION-B
(i) Reading of text books (class VIII/IX) - science, social science, mathematics and languages.
(ii) Reflection on core element in the above stated school text books with respect to gender, environment and health.
Activities
Review and Evaluate anyone of the following:
Learning To Be (UNESCO Report)
Learning : The treasure within (1996)
Learning without Burden
Human Development Chapter in Annual Economic Survey(2014-15)

INSTRUCTIONS FOR THE CANDIDATES
Candidates are required to attempt one question each from the sections A and B and the entire section C.

Max. Marks: 50
External: 35
Internal: 15

(A) OBJECTIVES
To enable the student teachers to:
Comprehend ideas, for reflection and thinking, as well as for expression and communication.

Paper-XXIII: Strengthening Language Proficiency
Enhance one's facility in the language of instruction is thus a vital need of student-teachers.
Strengthen the ability to 'read', 'think', 'discuss and communicate' as well as to 'write'.

(B) SYLLABUS

SECTION-A
(i) Engaging with popular Subject-based Expository Writing: Selected Articles, biographical writing,
(ii) Engaging with different writing: newspapers, magazine and contemporary educational issues.

SECTION-B
(i) School Magazine: objective, significance and layout.
(iii)Engaging with educational writing: Extracts or chapters from authors who deal with themes from education, schooling, teaching or learning.

INSTRUCTIONS FOR THE CANDIDATES
Candiates are required to attempt one question each from the sections A and B and the entire section C.

PAPER-XXIV: Health and Physical Education

Max. Marks: 50
External: 35
Internal: 15

(A) OBJECTIVES
To enable the student teachers to:
Understand the concept of holistic health and its various dimensions.
Understand the importance of sports and yoga for development of holistic health.
Develop positive attitude.
Be equipped about their health status.
Be aware about rules of safety in hazardous situation.
Sensitise, motivate and help them to acquire the skills for physical fitness.

(B) SYLLABUS

SECTION-A
(i) Human Nervous System: parts and its functions
(ii) Endocrine glands: Functions and location in the body
(iii)Diet and Nutrition: Components of balanced diet and their sources, concept of calorific value, childhood obesity-causes and prevention.
(iv) Common Childhood Illnesses: Causes and prevention; immunization.

SECTION-B
(i) Physical Fitness: Concept and components; aerobic, anaerobic and yogic exercises, indigenous games and sports'
(ii) Yoga: Concept, yogic kriya and asanas with special reference to breathing exercises (Kapalbharti, anulom-vilom, parvatasna) and musculoskeletal exercises (Vajrasna, Parvatasna, gomukhasna and Padamasna) - their benefits and techniques.
(iii)First aid: Handling of dog, animal and snake bites, fractures, bleeding, burns, sunstroke and chemical poisoning.

Activities (any one of the following)
(i) Prepare a chart of balanced diet.
(ii) Performing different yoga asanas.
(iii)Preparation of first-aid box.
INSTRUCTIONS FOR THE CANDIDATES
Candidates are required to attempt one question each from the sections A and B and the entire section C.

PAPER- XXV & XXVI (Option i): Guidance and Counseling

Max. Marks: 50
External: 35
Internal: 15

(A) OBJECTIVES
To enable the student teachers to:
Understand the need and importance of Guidance and Counseling.
Develop skills of collection of data through testing and non-testing tools.
Conduct a counseling interview.
Organize guidance programs in secondary/senior secondary schools.

(B) SYLLABUS

SECTION-A
(i) Guidance: meaning, need and types- educational, vocational and personal-their meaning and objectives.
(ii) Testing Techniques: Testing of mental abilities, aptitudes and interests.
(iii) Non-Testing Techniques: Interview, Rating Scales, Cumulative record card.

SECTION-B
(i) Counselling: meaning, purpose and approaches - directive and non-directive and eclectic.
(ii) Counselling Interview: Steps in counselling interview
(iii) School Guidance and counselling programme, career guidance, career talks; role of teacher as a counsellor.

Activities (Any one of the following)

(i) Administration and interpretation of:
   Interest Inventory
   Aptitude Test

(ii) Visit to employment exchange
(iii) Visit to a counselling Centre

INSTRUCTIONS FOR THE CANDIDATES
Candidates are required to attempt one question each from the sections A and B and the entire section C.

PAPER- XXV & XXVI (Option iii): Environment Education

Max. Marks: 50
External: 35
Internal: 15

(A) OBJECTIVES
To enable the student teachers to:
Get acquainted with the concept of environment and environment education.
Be aware of the problem of environmental hazards and conservation of resources.
Develop desirable sensitivity, attitude, values and respect for the environment.
Understand the concept of sustainable development and environment ethics.

(B) SYLLABUS

SECTION-A
(i) Environment education: Meaning, objective, need, and its importance.
(ii) Environment awareness through education, environmental pollution.
(iii) Environmental hazards: Greenhouse effect, ozone layer depletion, acid rain, polar melting, rising of sea level its causes and effects.
SECTION-B

(i) Natural Resources: Definition, classification and conservation of natural resources, education for sustainable development.
(ii) Environmental ethics: issues and solutions
(iii) Programmes of environmental education for school children.

Activities (Any one of the following)
1. To study environmental awareness among school students.
2. To study environmental ethics among school students.
3. Visit to a school having Eco-club.

INSTRUCTIONS FOR THE CANDIDATES
Candidates are required to attempt one question each from the sections A and B and the entire section C.

PAPER – XXV & XXVI (Option – vii): Special Education

Max. Marks: 50
External: 35
Internal: 15

(A) OBJECTIVES
To enable the student teachers to:
Develop an awareness and skill in identifying special children. Equip themselves with latest trends of the special education.
Impart knowledge about functioning of special schools.

(B) SYLLABUS

SECTION-A
(i) Special Education: Meaning, need, importance and classification.
(ii) Trends in special education: Mainstreaming, community based rehabilitation, deinstitutionalization, inclusion and individualized education programme.

SECTION –B
(i) Identification, characteristics, causes and education of children with autism, mentally retarded, orthopedically handicapped, visually impaired and children with locomotor impairment.

(ii) Learning disabilities: Types and remediation.
Activities (Any one of the following)
(i) Visit to a special school.
(ii) Problems of teachers in dealing with special children in inclusive setting.
(iii) Identification of different type of learning disability.
Program Project Report (PPR)

A. Program mission & Objective: Bachalor of Library and information Science:

1. To produce library professionals capable of providing efficient and effective library & Information Services.
2. To expose students to library philosophy and theory and basic of information technology

B. Relevance of the program with HEI’s Mission and Goal:

- Persons working in schools and colleges must be equipped with the knowledge of Accessening, classification, cataloguing of books in library.
- To aware the process to Issuing books, reference services provided to readers, handle online periodicals.

C. Nature of prospective target group of learners:

- Student from rural and urban area.
- Persons working on contractual bases in various colleges, central libraries and other organisations (district, rural libraries).

D. Appropriateness of program to be conducted in Open and Distance Learning mode to acquire specific skills and competence: Persons working in schools and colleges must be equipped with the knowledge of Accessening, classification, cataloguing of books in library.
To aware the process to Issuing books, reference services provided to readers, handle online periodicals.

E. Instructional design:

Bachalor of Library and information Science:

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<tr>
<th>Paper Title</th>
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<tr>
<td>I. Foundations of Library &amp; Information Science</td>
<td>100</td>
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<tr>
<td>V Management of Libraries and Information Centres</td>
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</table>
**Faculty and support staff:** 1 Faculty member is available within the department. If needed guest faculty will be invited from other departments of the university and affiliated colleges.

**Instructional delivery method:** One Personal Contact Programs (2 weeks) will be conducted to deliver the lectures within the department. Printed self learning material (lessons) will be provided to students. Practicals of cataloguing and classification are also conducted. Student will have to submit two response sheets per paper also.
An additional PCP for remaining students of every class.
A compulsory Library Visit for every student for practice demonstration.

**Identification of media:** Printed lessons, lectures and demonstrations through project and video presentations, practicles of cataloguing and classification for better understanding of subject.

**Student support service system:** Students shall be informed about their Personal Contact Porgram (PCP) through SMS, telephone calls and university website.

**F. Procedure for admission, curriculum transaction and evaluation:**

**Eligibility:**

**Bachelor of Library and information Science:** Passed Bachelor Degree Examination in any faculty from any statutory University.

**Personal Contact Programme (PCP)**: Compulsory. One Personal Contact Programmes of 14-15 days duration. PCPs will be compulsory. It will be compulsory for every student to attend at least 75% lectures. Practical / Computer Lab is compulsory for every student. The students who are unable to fulfill these conditions will not be eligible to appear in the annual examination.

In exceptional cases, if a candidate fails to attend the Personal Contact Programme then he/she may attend a special Personal Contact Programme by paying extra fee which will be charged as per university rules.

**Response Sheets:** Compulsory (Two Response Sheets for each paper). Those who fail to submit the required number of Response Sheets will not be allowed to appear in the annual examination. Only those candidates who obtain a minimum
aggregate of 25% marks in the Response Sheets shall be eligible to take the examination.

**Fee Structure:** As per university rules.
**Information related to financial assistance:** for Bachelor of Library and Information Science

**TO AVOID THE FEE CONCESSION IN ANNUAL COURSES**

1. Two real brother’s/sisters studying in the department. Candidate will deposit full fee at the time of admission, concession of half tuition fee will be given after admission.
2. Students suffering from Cancer/Aids and Thalassemia - will deposit only examination fee + practical fee and library security.
3. Children/dependents of the members of Armed forces including para-military personnel who have either been killed or permanently disabled in the Indo-Pak Conflict of 1965. Indo-Pak Conflict of 1971 and Indo-Chinese Hostilities of 1962 and Indian Peace Keeping Force (IPKF) in Sri Lanka.
   Candidates whose monthly income does not exceed Rs. 1500/- per month will deposit full fee excluding tuition fee.
4. Wife/Son(s) or daughter(s) of Punjabi University employees (regular) provided they are not in service
   a) Candidate granted full tuition fee concession. Those drawing pay upto 21600/- per month (Grade Pay + Basic Pay)
   b) Candidate granted 50% tuition fee concession. Those drawing pay upto 21601/- to 24750/- (Grade Pay + Basic Pay)
   c) Candidate granted 25 % tuition fee concession. Those drawing pay upto 24751/- and above per month (Grade Pay + Basic Pay) (this concession shall be limited upto two children)
   The candidate must deposit full fee deducting tuition fee according to above concession and postal charges Rs. 365/- on request.
5. Punjabi University employee. Regular employees of Punjabi University are exempted from the payment of Tuition Fee, Library Security Rs. 735/-, Medical Fee Rs. 45/-, Library Membership Fee Rs. 30/- and Postal Charges Rs. 365/- on request. To avail this concession departmental permission is compulsory.
7. Child of a person killed as a result of action by security forces in aid of civil war.
8. Child of a 100% physically disabled riot affected person.
10. Child of army deserted/killed/100% physically disabled:
    For Sr. No. 6-10 candidate will deposit only examination fee + practical fee and library security.
11. Physically Handicapped 40% & above are exempted from only examination fee.
**POST MATRIC SCHOLARSHIP SHCEME**
12. SC Category : For Post Matric Scholarship SC candidate will deposit only library security fee Rs. 735/- at the time of admission. To avail the concession under
"AASHIRWAD SCHEME", candidate has to be registered for "AASHIRWAD SCHEME" and has to apply with allotted ID under Punjab Government Instructions.

13. BC Category: Candidate has to deposit full fee at the time of admission. To avail the benefit for Post Matric Scholarship Scheme, the candidate needs to deposit required documents and given ID under the Post Matric Scholarship Scheme.

Policy of program delivery along with the detail of methods and web based tools: One Personal Contact Programs will be conducted to deliver the lectures within the department. Printed lessons will be provided to students. Student will also have to submit two response sheets per paper.

Activity planner including all the academic activity to be carried out: Following activities will be carried out during the session: one personal contact programs, two response sheets per paper, practicles in computer lab, final theory exams and viva-voce.

Policy for evaluation of learner progress along with method and tools: Student have to submit two response sheets of each paper which will be assessed by the faculty for internal assessment.

G. Requirement of laboratory support and Library Resources: A small computer laboratory can help in teaching the subject in a better way. The Department of Distance Education already has a well equipped computer lab. which is used for conducting computer practicles.

H. Cost estimate of the programme and the provisions: Cost involved will be of printed material and hiring of guest faculty.

I. Quality assurance mechanism and expected programme outcome: Student after getting degree can be employed in libraries of various schools, colleges, universities, district libraries, state libraries and central libraries.

SYLLABUS BACHELOR OF LIBRARY & INFORMATION SCIENCE

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VI. Library and Users

VII. Information Sources and Services

VIII. Information and Communication Technology: Basics

PAPER-I: FOUNDATIONS OF LIBRARY & INFORMATION SCIENCE

SECTION A


SECTION B

4. Library Cooperation: Definition, types, levels. Resources sharing and networking, Library Consortia.

SECTION C

5. Library development: Modern Librarianship in India.

SECTION D

7. Library Profession: Librarianship as a profession, Professional ethics. Role of library associations: ILA, IASLIC, ALA, CILIP.
8. Promoters of Library and Information Services: At national level: RRRLF, and at international level: UNESCO and IFLA: Their role in promotion and development of libraries.

PAPER-II: KNOWLEDGE ORGANISATION AND INFORMATION PROCESSING

SECTION A

1. Concept of Library Classification: Definition need and purpose.
3. Models of Classification Scheme: Enumerative and Faceted: Their merits and demerits.
4. Notation: Need, purpose, types and qualities.

SECTION B

5. Classification Schemes: Introduction to major schemes of classification: Dewey decimal classification (DDC) and Colon Classification (CC).
8. Concept of Call Number: Class number, Book number, Collection number.

SECTION C


SECTION D

13. Standard Codes of Cataloguing: AACR and CCC.


15. Subject Cataloguing and Indexing: Principles of subject cataloguing. Subject Headings Lists and their features (Sears List of Subject Headings and Library of Congress List of Subject Headings)


PAPER III: LIBRARY CLASSIFICATION (PRACTICE)

PART I: COLON CLASSIFICATION

SECTION – A
Classify any six of the following: 30 Marks

SECTION – B
Classify any two of the following: 20 Marks

PART II: DEWEY DECIMAL CLASSIFICATION

SECTION- C
Classify any six of the following: 30 Marks

SECTION-D
Classify any two of the following 20 Marks

Classification practice by Colon and Dewey Decimal Schemes of classification (editions mentioned above).

TEACHING AIDS
Colon classification, Ed 6 (Reprinted with amendments), 1963.
Dictionary/ Encyclopedia.

LIST OF REQUIREMENTS IN THE EXAMINATION HALL

The following books are to be provided to the candidates:

2. Language Dictionary- 2 copies.

Note: The above books are to be collected by the Superintendent, Examination Centre from the Punjabi University Library, Patiala/ Correspondence Course Library and / or Workshop of the Department
PAPER IV: LIBRARY CATALOGUING (PRACTICE)
The following types of documents shall be catalogued according to both CCC and AACR II:
1. Single Personal Author, Joint Author.
3. Works under editorial direction and of mixed responsibility.
5. Multi-volumes.
The following types of documents shall be catalogued according to AACR II only:
1. Uniform Titles.
2. Ordinary Composite Book.
3. Periodicals.

PART-I: CLASSIFIED CATALOGUE CODE
PART-II ANGLO-AMERICAN CATALOGUING RULES
LIST OF REQUIREMENTS IN THE EXAMINATION HALL
The following books are to be provided to the candidates:
1. Colon classification. Ed. 6 (reprinted with amendments), 1963-10 copies.
4. Language dictionary.—2 copies.
Note: The above books are to be collected by the Superintendent Examination Centre from the Punjabi University Library, Patiala/ Workshop of the Department/ Correspondence Courses Library.

PAPER –V: MANAGEMENT OF LIBRARIES AND INFORMATION CENTRES
INSTRUCTIONS TO BE GIVEN IN THE QUESTION PAPER
SECTION A
1. Concept of Management: Principles and functions of scientific management and their application to libraries and information centers. Levels of management.
3. Library Finance: Sources of finance, budgeting procedure and accounts.

SECTION B
7. Storage and Maintenance Section: Planning and policies, Open vs Closed access, Stacking arrangement, Stack maintenance, Binding, Stock Rectification and Stock Verification.
SECTION C
10. Reference and Information Section: Organization of reference and Information section.

SECTION D

PAPER –VI: LIBRARY AND USERS
SECTION A
1. Changing dimensions: Role and status of libraries.
2. Library surveys: Need, purpose and uses.
3. Library surveys: Planning surveys, collecting information, processing and analysis of data interpretation and presentation (Only basics to be covered).
4. Techniques and tools of library surveys.

SECTION B
5. Information: Definition and its nature.
6. Categories of information users.
7. Information needs of users.
8. Information seeking behavior.

SECTION C
11. User studies: Methods and techniques.
12. Evaluation of user studies.

SECTION D
13. User education: Concept, goals and objectives, levels.
15. Evaluation of user education programmers.
16. Information Literacy: Definition, need, purpose, programme.

PAPER-VII: INFORMATION SOURCES AND SERVICES
SECTION A
1. Reference and Information sources.
2. Documentary Sources of Information Print and non-print ;Primary, Secondary and Tertiary source of information.
3. Human and Institutional Sources. The Internet/ Web as a source of information.
SECTION-B
5. Introduction to Encyclopedia, Dictionaries, Geographical and Biographical sources of information. Sources of current information, News Digests, Union catalogues, Indexing and Abstracting Services.

SECTION-C
8. CAS and SDI Services: Need, purpose, techniques and evaluation.

SECTION-D
10. Introduction to Documentation and Information Centers. Information systems and networks.
11. Services and Products of Documentation and Information Centers, and Information systems and networks at national level: NISCAIR, DESIDOC, NASSDOC, INFLIBNET, DELNET.
12. Services and products of Documentation and Information Centers, Information Systems and Networks at International level: OCLC.

NOTE: List of reference sources for evaluation and practical work attached (Appendix)

PAPER VIII: INFORMATION AND COMMUNICATION TECHNOLOGY: BASICS
PART-I (THEORY)
Section-A
2. Information and Communication Technologies: Concept and Impact on Society.

Section-B
5. Information Retrieval: Search engines, Boolean operators.

Section-C

**Section-D**

10. Digital, Virtual and Hybrid Libraries: Definition and scope, Recent Developments and trends.
12. Study of features of select library software packages: LIBSYS, SOUL, and KOHA.

**PART II: PRACTICAL (20 MARKS)**

Use of:
1. Word processing: MS Word  - 8 Marks
2. Preparing Power point presentation - 8 Marks
3. Internet Search: Basics - 4 Marks

TEACHING METHODS: Barring specific requirements of particular papers, following will be the teaching methods: Lectures, discussion or assignments/discussion, demonstration, observation, tutorials and seminars.

TEACHINGS AIDS

Black-board and chalk are mainly used as teaching aids. Students are shown different types of print and non-print materials being used in libraries. Besides these, use of projectors and computers for demonstration. Besides, specific requirements of reference books for papers II, III, IV, and VII.

ACTIVITIES OF STUDENTS

Listening, notes-taking, raising questions and answering questions raised in the class, discussing, observing and analyzing various activities and problems. They will be required to write assignments, tutorials and seminar papers and to search for information regarding the various points of view presented in the class. In this respect they are supposed to spend some time in the departmental library and the university library.
Subject: M.A. (Economics)

(a) Mission, objectives and relevance of the programme

Punjabi University, Patiala strives academic excellence not only in the language after which it has been named, but in the field of physical and social sciences as well. Since its inception, it has been actively engaged in research and use knowledge gained towards individual, business, government and global contexts. In particular, in the field of Economics, the University has been a fore-runner in not only acting as watchdog in the socio-economic problems faced by agricultural and individual sectors in the north-western part of India, but also advising the Government of Punjab in policy formulation. The subject thus needs to be persuaded rigorously to carry this legacy and with an attempt to train as many young minds as possible to real life applications of theory and generalise understanding of the world we live in its inner workings.

The subject of Economics is the mother of all the social sciences like management and commerce, sociology. These subjects have originated from Economics. Historically, the name of Economics was Political Economy. Hence, it is directly related to Political Science and History. Hence, being inter-related with many subjects of social sciences, this subject is the most important.

(b) Nature of prospective target group of learners

- Girl students especially from rural areas.
- Those who cannot afford regular teaching classes in terms of time or money.
- Those employed at remote places like the army and para-military forces.
- As per the rules of the University, boys cannot attain higher education via private mode, so they fulfill their aim through distance education.
- Those students preparing for competitive examinations like IAS, PCS etc.

(c) Appropriateness of programme to be conducted in Open and Distance Learning Mode to acquire specific skills and competence:

- Students after doing post-graduation in economics are pursuing Ph.D.
- Students are able to get jobs in different banks and other financial institutions.
- After qualifying UGC/NET examination students are opting teaching as profession in different colleges and universities.
- Some of the students settled in abroad and are well adjusted in banking and teaching professions.

(d) Instructional Design

- Personal Contact Programme (PCP) for a week in each semester.
- The two-year course has four semesters.
- The faculty as per UGC norms. In case of need, services of teachers from Department of Economics and other Departments are taken.
- Lessons are provided along with lectures and consultation.
- Special efforts are being made to prepare learning material in the state language (and mother tongue) Punjabi (as well as in English).
- The facility of print media and video lessons is also available.
- Copy of two years syllabus is attached herewith.

(e) Procedure for admission, curriculum, transaction and evaluation
Eligibility is 35 percent at graduate level in sciences and social sciences as per Punjabi University norms.

Curriculum is kept at par with the regular mode.

Evaluation on the basis of assignments, tests and PCP attendance.

Students have also access to the teachers with the help of phone calls or e-mail on all the working days.

(f) **Requirement of Laboratory, Sport and Library Sources**

- No laboratory required
- Library already exists and is rich in Text Books and Journals of Economics.

(g) **Cost estimate of the programme & the provisions :**

(h) **Quality assurance mechanism and expected programme outcomes :**

- Regular updating of the syllabi that have been prepared time to time following the UGC guidelines for curriculum
- The course has been designed to facilitate students to compete for SET/NET and other competitive examinations.

**SYLLABUS**

**M.A. (ECONOMICS) PART-I**

**(SEMESTER SYSTEM)**

**Sessions: 2017-18 & 2018-19**

**SCHEME OF STUDIES**

**SEMESTER-1**

Eco.-101: Micro-Economic Analysis

Eco.-102: Macro-Economic Analysis

Eco.-103: Basic Quantitative Methods

Eco.-104: Economics of Growth and Development

Eco.-105: Any one of the following papers:

(i) Economics of Agriculture

(ii) Economics of Industry

(iii) Economics of Labour

(iv) History of Economic Thought

(v) Economics of Demography

(vi) Economics of Gender and Development

(Vii) Economic History of U.K. and Japan

**SEMESTER-II**

Eco.-201: Micro-Economic Analysis

Eco.-202: Macro-Economic Analysis

Eco.-203: Basic Quantitative Methods

Eco.-204: Economics of Growth and Development

Eco.-205: Any one of the following papers (Same as selected in Semester-1):

(i) Economics of Agriculture

(ii) Economics of Industry

(iii) Economics of Labour

(iv) History of Economic Thought

(v) Economics of Demography

(vi) Economics of Gender and Development

(vii) Economic History of India and U.S.S.R.
ECO-101: MICRO ECONOMICS ANALYSIS

INSTRUCTIONS TO THE PAPER-SETTER

For Regular and Distance Education Students, the question paper will consist of three sections: A, B and C. Sections A and B will have four questions from the respective sections of the syllabus and will carry 09 marks each. Section C will consist of 8 short-answer type questions of three marks each, which will cover the entire syllabus uniformly and will carry 24 marks.

INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt five questions in all selecting two questions from each of the Section A and B and the entire section C.

SECTION-A

Introduction and Basic Concepts: Basic economic problem-choice and scarcity; deductive and inductive methods of analysis; equilibrium: existence, stability and uniqueness. Partial and general equilibrium; static and dynamic equilibrium. Role and significance of assumptions in economic analysis; economic models.

Demand Analysis: Indifference curve analysis: price, income and substitution effects; Slutsky theorem, compensated demand curve; Revealed preference theorem; Revision of demand theory by Hicks; Recent development in demand analysis, Linear expenditure systems; constant elasticity demand function; Dynamic versions of demand principle and Houthaker and Taylor's Dynamic Model.

SECTION-B

Theory of Production and Costs: Production Function: short period and long period; law of variable proportions and returns to scale; Isoquants-Least cost combination of inputs; Returns to factors; Economies of Scale; Elasticity of substitution; Technical progress and production function; Cobb-Douglas, CES and translog production functions and their properties.

Theories of Costs and Firm's Equilibrium: Traditional and modern theories of costs; Derivation of cost functions from production functions. Marginal analysis as an approach to firm's equilibrium; short-run and long-run equilibrium of the firm and industry under perfect and imperfect competition. Price and output determination under perfect competition, under monopoly and under discriminating monopoly.

ECO-102 MACRO ECONOMIC ANALYSIS

INSTRUCTIONS TO THE PAPER-SETTER

For Regular and Distance Education Students, the question paper will consist of three sections: A, B and C. Sections A and B will have four questions from the respective sections of the syllabus and will carry 09 marks each. Section C will consist of 8 short-answer type questions of three marks each, which will cover the entire syllabus uniformly and will carry 24 marks.

INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt five questions in all selecting two questions from each of the Section A and B and the entire section C.

SECTION-A

Theories of Consumption and Investment: Keynes’ psychological law of consumption and empirical evidence; income-consumption relationship-relative income, life cycle, permanent income hypothesis and consumption under uncertainty; Marginal efficiency of capital and investment; accelerator and investment behaviour; neoclassical theory of investment.

SECTION-B

Money, Interest and Income: Neo-classical and Keynesian views on interest: IS-LM Model and extensions of IS-LM models with labour market and flexible prices; Post-Keynesian approaches to demand for money; Patinkin and the real balance effect; approaches of Baumol and Tobin; Friedman and modern quantity theory.

Theory of Inflation: Classical and monetarist approaches to inflation; structuralist theory of inflation; Philips curve analysis-short-run and long-run Philips curve; Samuelson and Solow- the natural rate of unemployment hypothesis. Tobin's modified Philips curve.

Theory of Business Cycles: Samuelson, Hicks and Goodwin's Model.

ECO-103: BASIC QUANTITATIVE METHODS

For Regular and Distance Education Students
Maximum Marks: 80
Internal Assessment: 20 Marks
External Assessment: 60 Marks

Time Allowed: 3 Hours
Pass Marks: 35%
Teaching Hours (For Regular Students): 55

INSTRUCTIONS TO THE PAPER-SETTER

For Regular and Distance Education Students, the question paper will consist of three sections: A, B and C. Sections A and B will have four questions from the respective sections of the syllabus and will carry 09 marks each. Section C will consist of 8 short-answer type questions of three marks each, which will cover the entire syllabus uniformly and will carry 24 marks.

INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt five questions in all selecting two questions from each of the Section A and B and the entire section C.

SECTION -A


Applications of Derivatives in Economics: Elasticity of demand, Average and marginal functions. Problems of optimization (max./min.) of one, two variables and constraint functions. Analysis of consumer's surplus.

SECTION-B


Arithmetic and Geometric Progression Elementary idea and their economic applications. Linear Programming: Problem formulation and solution of Linear Programming by graphical method.

ECO-104: ECONOMICS OF GROWTH AND DEVELOPMENT

For Regular and Distance Education Students
Maximum Marks: 80
Internal Assessment: 20 Marks
External Assessment: 60 Marks

Time Allowed: 3 Hours
Pass Marks: 35%
Teaching Hours (For Regular Students): 55
INSTRUCTIONS TO THE PAPER-SETTER

For Regular and Distance Education Students, the question paper will consist of three sections: A, B and C. Sections A and B will have four questions from the respective sections of the syllabus and will carry 09 marks each. Section C will consist of 8 short-answer type questions of three marks each, which will cover the entire syllabus uniformly and will carry 24 marks.

INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt five questions in all selecting two questions from each of the Section A and B and the entire section C.

SECTION-A

Growth, Development and Under-development: Measurement of development; per capita income, purchasing power parity income, PQLI, HDI; Problems of international comparison. Economic development and structural change: theories of Kuznets and Cheney


SECTION-B


Any one of the following:

Eco-105 (i): ECONOMICS OF AGRICULTURE

For Regular and Distance Education Students
Maximum Marks: 80
Internal Assessment: 20 Marks
External Assessment: 60 Marks

INSTRUCTIONS TO THE PAPER-SETTER

For Regular and Distance Education Students, the question paper will consist of three sections: A, B and C. Sections A and B will have four questions from the respective sections of the syllabus and will carry 09 marks each. Section C will consist of 8 short-answer type questions of three marks each, which will cover the entire syllabus uniformly and will carry 24 marks.

INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt five questions in all selecting two questions from each of the Section A and B and the entire section C.

SECTION-A

Meaning and scope of economics of agriculture, Factors affecting agricultural development: technological; institutional and general. Interdependence between agriculture and industry. Approaches to agricultural development: Lewis; Ranis-Fei; Schultz; Mellor and Boserup.

SECTION-B

Systems of farming: Peasant farming; Peasant farming capitalistic farming; state farming; collective farming and co-operative farming. Land reforms- the theoretical issues: meaning; ownership vs. tenancy cultivation, large farms vs. small farms; causes for persistence of small farms in developing economies; objectives of land reforms and role of land reforms in economic development.

Concept of production function; input-output; input-input and product-product relationship in farm production. Risk and uncertainty in agriculture: difference between risk and uncertainty, types of uncertainty in agriculture and measures for meeting risk and uncertainty in agriculture. Instability of agriculture: types and measures for reducing instability of agriculture.
ECO-105 (ii): ECONOMICS OF INDUSTRY

For Regular and Distance Education Students
Maximum Marks: 80
Internal Assessment: 20 Marks
External Assessment: 60 Marks

INSTRUCTIONS TO THE PAPER-SETTER

For Regular and Distance Education Students, the question paper will consist of three sections: A, B and C. Sections A and B will have four questions from the respective sections of the syllabus and will carry 09 marks each. Section C will consist of 8 short-answer type questions of three marks each, which will cover the entire syllabus uniformly and will carry 24 marks.

INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt five questions in all selecting two questions from each of the Section A and B and the entire section C.

SECTION -A

Organizational Forms and Theories of Firms: Forms of industrial organization: Ownership management and control, passive and active behavior of firm. Neo-classical theory of firm and challenges to the profit maximization: W.J.Baumol, O. Williamson Dynamic alternative to profit maximization: R. Marris, Cyret and March.

SECTION-B

Project Planning and Investment Decisions: Nature and types of investment decisions, Time profile of a project, Methods of project evaluation, Introduction to cost-benefit analysis.

ECO-105 (iii): ECONOMICS OF LABOUR

For Regular and Distance Education Students
Maximum Marks: 80
Internal Assessment: 20 Marks
External Assessment: 60 Marks

INSTRUCTIONS TO THE PAPER-SETTER

For Regular and Distance Education Students, the question paper will consist of three sections: A, B and C. Sections A and B will have four questions from the respective sections of the syllabus and will carry 09 marks each. Section C will consist of 8 short-answer type questions of three marks each, which will cover the entire syllabus uniformly and will carry 24 marks.

INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt five questions in all selecting two questions from each of the Section A and B and the entire section C.

SECTION-A

Labour Markets: Nature and Characteristics of Labour markets; Characteristics of a developing economy and growth of labour market in India; Paradigm of labour market analysis - (a) The Classical theory of the labour market .(b) The Neo-Classical theory of the labour market .The
labor market in a dual economy. Analysis of demand for and supply of labour. The Malthusian theory of population.


SECTION-B

Wage Determination: Neo-Classical theory of wage determination: (a) Marginal productivity theory. (b) Wage determination under imperfect competition. (c) Bargaining theory; Various concepts of wages: minimum wage, living wage, fair wage. Problems of implementation of minimum wages. (a) The need for State regulation. (b) Objects of minimum wages. (c) Difficulties in enforcing minimum wages, with special reference to India. Wage determination process in the industrial and agricultural sectors of the Indian economy, including the informal sector.


ECO-105 (iv): HISTORY OF ECONOMICS THOUGHT

INSTRUCTIONS TO THE PAPER-SETTER

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INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt five questions in all selecting two questions from each of the Section A and B and the entire section C.

SECTION-A

Economic Ideas and the Development of Economic Thinking in Ancient Times: Hebrew Economic thought Greek Economic Thought: Plato and Aristotle; Roman Economic Thought.

Medieval Economic Thought: Canon Law; Ideas of Saint Thomas Aquinas and Nicholas Oresme.


Physicacy: The pre-conditions of the Industrial Revolution; Ideas of Natural Order and Net Product; Quesnay's Tableau Economique.

SECTION-B

Adam Smith: Philosophy of Naturalism and Optimism. Theories of Value, distribution, Views on division of labour, trade and economic progress.

David Ricardo: Theories of Value, rent distribution and ideas on economic development and international trade.

Malthus: Theory of population and gluts.

ECO-105 (v): ECONOMICS OF DEMOGRAPHY

INSTRUCTIONS TO THE PAPER-SETTER
For Regular and Distance Education Students, the question paper will consist of three sections: A, B and C. Sections A and B will have four questions from the respective sections of the syllabus and will carry 09 marks each. Section C will consist of 8 short-answer type questions of three marks each, which will cover the entire syllabus uniformly and will carry 24 marks.

INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt five questions in all selecting two questions from each of the Section A and B and the entire section C.

SECTION-A

Population and Development: Meaning and scope of demography, Components of population growth and their interdependence; Measures of population changes; Structure, distribution and sources of population data; Theories of population-Malthus, optimum theory of population; Theories of demographic transition-view of Medows,Enke and Simon; Population and development.

Structure of Population: Population trends in the twentieth century; International aspects of population growth and distribution; Pattern of sex and sex structure in more developed and less developed countries; Determinants of age and sex structure; age pyramids and projections- individual aging and populating aging.

SECTION-B

Fertility: importance of Study of fertility- Total fertility rate, Gross reproduction rate and net reproduction rate. Levels and trends in more and less developed countries; Factors affecting fertility.

Nuptiality: Concept and analysis of marital status; Trends in age at marriage, widowhood and divorce.

Mortality : Levels and trends in mortality in more and less developed countries; Sex and age patterns and difference in mortality; Foetal and infant mortality; Factors for dealing in mortality in recent past; Life Tables-Construction and uses: Methods for population projection.

ECO-105 (vi): ECONOMICS OF GENDER AND DEVELOPMENT

INSTRUCTIONS TO THE PAPER-SETTER

For Regular and Distance Education Students, the question paper will consist of three sections: A, B and C. Sections A and B will have four questions from the respective sections of the syllabus and will carry 09 marks each. Section C will consist of 8 short-answer type questions of three marks each, which will cover the entire syllabus uniformly and will carry 24 marks.

INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt five questions in all selecting two questions from each of the Section A and B and the entire section C.

SECTION-A

Introduction to Gender Studies: Importance and concepts of women Studies- Women in patriarchal and matriarchal societies and structures, matrilineal and matrilineal systems and relevance to present day society in India; Economic basis and functioning of patriarchy in developed and LDCs, particularly India; Gender bias in the theories of value, distribution and population.

Demography of Female Population: Age structure, mortality rates, and sex ratio-Causes and implications of declining sex ratios and fertility rates in LDCs and particularly India; Theories and measurement of fertility and its control; Women and their access to nutrition, health, education,
and social and community resources and their impact on female mortality, fertility migration, economic status.

**SECTION-B**

**Women in Decision Making:** Factors affecting decision making by women; property rights, access to and control over economic resources, assets; power of decision making at household, class, community level; Economic status of women and its effect on work-participation rate, income level, health, and education in developing countries and India.

**Conceptualization of Women's Work:** Concept and analysis of women's work. Valuation of productive work and unproductive; visible and invisible work; paid and unpaid work; economically productive and socially productive work. Female contribution to National Income.

**ECO - 105 (vii): ECONOMICS HISTORY OF U.K. AND JAPAN**

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**INSTRUCTIONS TO THE PAPER-SETTER**

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**INSTRUCTIONS FOR THE CANDIDATES**

Candidates are required to attempt five questions in all selecting two questions from each of the Section A and B and the entire section C.

**SECTION-A**

**U.K (1865-1945)**

**British Economy in Mid-eighteenth Century:** Agriculture, Industry and Trade; Industrial Revolution: Origin, Growth and impact; Agrarian Revolution in the Eighteenth Century; Growth of major industries after industrial revolution: Textiles, Iron and Steel and Engineering; the factory system and factory acts.


**SECTION-B**

**JAPAN (1868-1970)**


**Economy in thirties, revelation and preparation of war:** 1932-1937. Economic reconstruction after world war-II. Structural changes in the economy. Role of state in economic development.

**SECOND SEMESTER**

**ECO-201: MICRO ECONOMIC ANALYSIS**

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INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt five questions in all selecting two questions from each of the Section A and B and the entire section C.

SECTION-A

**Price and output Determination:** Monopolistic competition-General and Chambering Approach; Equilibrium of the firm and group with product differentiation and selling costs, excess capacity under monopolistic competition, on-collusive oligopoly-Cornet, Bertrand, Edge worth, Chamberlin and Stackable Models; Kinked demand curve model and price rigidity. Collusive oligopoly-cartels and price leadership models.

**Alternative Theories of the Firm:** The marginality controversy and critical analysis of marginal analysis, Hall and Hitch Report and average cost pricing principles. Alternative theories of the firm-Baume's sales revenue maximization model; Marries model of managerial enterprise; williamson's model of managerial discretion; Theories of limit pricing-Bain's Theory, Sylos-Labini's Model.

SECTION-B

**Distribution:** Neo-Classical approach-marginal productivity theory; product Exhaustion theorem; modern version of marginal productivity theory, Factor pricing under imperfect product and factor markets-determination of wages. Macro theories of distribution-Riparian, Marxian, Kellick and Kaldor's.

**Welfare Economics:** Ionian welfare economics; Pareto's unanimity rule and optimal conditions; value judgment; Caldor-Hicks compensation Principle, Social Welfare function; Bergson-Samuelson; Raul’s Theory of second best-Arrow's impossibility theorem.

ECO-202: MACRO ECONOMIC ANALYSIS

For Regular and Distance Education Students

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INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt five questions in all selecting two questions from each of the Section A and B and the entire section C.

SECTION-A

**Micro-foundations of Macro-economics:** Formation of expectation; Philips curve and Lucas Island model, policy ineffective theorem; Taylor model; Caplin-Spulber Model; Coordination failure moderns.

**Macro-economics Policy for Stabilization and Growth:** Theory of economic policy, policy objectives and conflicts; fixed vs. target approach, monetary policy, fiscal policy and crowding out, policy mix.

SECTION-B

**Open Economy Macro-economics:** Balance of payment and exchange rate, capital mobility, Mundell-Flemming model-perfect capital mobility under fixed and flexible exchange rate; assets markets, expectations and exchange rates, monetary approach to balance of payments.

**Inflation and Monetary Policy:** Inflation, money growth and interest rates; dynamic inconsistency of low-inflation monetary policy, signora and inflation monetary policy, signora and inflation; budget deficit and fiscal policy, Recording equilibrium debate, tax smoothing under certainty and uncertainty; cost of defect and debt crisis.

ECO-203: BASIC QUANTITATIVE, METHODS
INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt five questions in all selecting two questions from each of the Section A and B and the entire section C.

SECTION-A
Concepts of Geometric mean Harmonic mean and their applications, Measure of Dispersion, Coefficient of variation, Lorenz curves and their uses, Normal Distribution: Properties and applications based on classical and empirical approach.


SECTION-B
Interpolation: Newton's formula for leading differences, LaGrange's formula and Binomial expansion method.

Index numbers: Problems and methods of construction index numbers. Chain and fixed based index number. Reversibility tests, cost of living index numbers.


ECO-204: ECONOMICS OF GROWTH AND DEVELOPMENT

INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt five questions in all selecting two questions from each of the Section A and B and the entire section C.

SECTION-A


SECTION-B

Environment and Development: Sustainable development, conservation and use of exhaustible resources: water and minerals. Markets in agriculture: land, labour and credit and their functioning, inter-linkage and policy.

ECO-205(i): ECONOMICS OF AGRICULTURE
Farm-size and Productivity Relationship in Indian Agriculture. Agricultural Price Policy in India—Instruments and evaluation, Land reforms in India: abolition of intermediaries, tenancy reforms; ceiling on land holdings; consolidation of holdings and co-operative farming.

Agricultural Marketing and Pricing. Peculiarities of agricultural demand and supply; price-spread and marketing margins and development of agricultural marketing in India. Marketable surplus: meaning, role of marketable surplus in economic development and factors affecting marketable surplus. Agricultural taxation in India.

SECTION-B


Recent Trends in Agricultural Growth in India: growth of output and productivity, causes of low agricultural productivity in India. WTO and agriculture in India.

Recent Trends in Agricultural Growth in India: Inter-regional variations in growth of output and productivity, causes of low agricultural productivity in India. WTO and agriculture in India.

ECO-205-(ii): ECONOMICS OF INDUSTRY

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INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt five questions in all selecting two questions from each of the Section A and B and the entire section C.

SECTION-A

Location and Pricing: Location of Economic Activities: Theories of A. Weber, Sargent Florence and Tord Plander, Determinants Location of some major industries in India; Industrial Pricing: Theory and Practice—Cost oriented pricing, competition oriented pricing, pricing based on other economic considerations, Pricing in public enterprises.


SECTION-B


Current Problems of Industrial Sector: Capacity utilization, industrial sickness and problems of small scale industries in India. Industrial disputes: Causes and machinery for settlement.

Open Elective Subject
Paper: Principles of Economics

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Instructions for the Candidates
Candidates will be required to attempt two questions from each of the sections A and B of the question paper and the entire Section C.

Section-A

Section-B
Money: Definition, Concepts and Types. Theories of Demand for Money
Taxation: Types, Concepts and Canons, Characteristics of a Good Tax System, Incidence and Impact of Taxation
Balance of Payments and Exchange Rate: Concepts and Components: Fixed versus flexible Exchange Rate, Determination of Exchange Rate.

SYLLABUS M.A. (ECONOMICS)
PART-II (SEMESTER SYSTEM)
SCHEME OF STUDIES

SEMESTER-III
Eco-301: Political Economy of Development
Eco-302: Evolution and Structure of Indian Economy
Eco-303: Public Economics
Eco- 304-305: Any two papers from any one of the following groups:
Group-I
(i) International Economics
(ii) Regional Economics and Punjab Economy
(iii) Money and Banking
(iv) Comparative Economics Systems
(v) Theory of Statistics
(vi) Mathematical Economics
(vii) Computer Applications for Economists -I
Group-II
(i) Theory of Statistics
(ii) Econometrics

SEMESTER-IV
Eco-401: Political Economy of Development
Eco-402: Evolution and Structure of Indian Economy
Eco-403: Public Economics
ECO- 404-405: Any two papers from any one of the following groups:
(Same as selected in Semester-III)
Group-I
(i) International Economics
(ii) Regional Economics and Punjab Economy  
(iii) Money and Banking  
(iv) Comparative Economics Systems  
(v) Theory of Statistics  
(vi) Mathematical Economics  
(vii) Computer Applications for Economists -II  
**Group-II**  
(i) Theory of Statistics  
(ii) Econometrics  

**Eco-301: Political Economy of Development**

### For Regular and Distance Education Students

| Maximum Marks | 80 |
| Internal Assessment | 20 Marks |
| External Assessment | 60 Marks |

**INSTRUCTIONS FOR THE CANDIDATES**

Candidates are required to attempt five questions in all selecting two questions from each of the Section A and B and the entire section C.

**SECTION-A**


**Dialectical and Historical Materialism**: Its theory and method, Dialectical materialism (Materialistic conception of human/social history), Nature and role of contradictions.

**Mode of Production and Social Superstructure**: Factors constituting and forces governing mode of production, Social superstructure and its elements, Dialectical interaction of base and superstructure, About economic development, socials transition and system transformation.

**Development through Social Formations**
- Historical Social Formations: Rise of private property, classes and the State, Distinguishing features of Primitive Communism/society, Slavery, Feudalism/serfdom, Capitalism/imperialism and Socialism/communism.
- Asiatic Mode of Production: The concept and controversy, Asiatic mode vs. Feudalism, Characteristics of Asiatic mode. Its specific nature.

**SECTION-B**


**Strategies for Third World Development**: Perspectives of Third World capitalism; Indigenous&/or dependent, Globalization of dependent capitalism.

**Mode of Punjab Economy**: Its social implications, Genesis of economic development in Punjab, Towards industrialization urbanization and socialization. Transition from Agrarian to Industrial Economy. T.W. Schultz; Transformation of Traditional Agriculture:
- The problem, The associative efficiency, Farm size, control and incentives, Role of technological change and investment in human agent, A Critique.

**ECO-302: Evolution and Structure of Indian Economy**
INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt five questions in all selecting two questions from each of the Section A and B and the entire section C.

SECTION-A

SECTION-B

Eco-303: Public Economics

INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt five questions in all selecting two questions from each of the Section A and B and the entire section C.

SECTION-A
Changing perspective about the Role of the Government. Government in a mixed economy; public and private sector, cooperation or competition; Government as an agent for economic planning and development; Private goods, public goods, and merit goods; Market failure and imperfections; decreasing costs, externalities of public goods.

Public Choice & Rationale of Public Policy: Private and public mechanism for allocating resources; Problems of preference revelation and aggregation of preferences; Voting systems; Arrow impossibility theorem. Allocation of resources-provision of public goods; Market Voluntary exchange models; Achieving Social goals: poverty alleviation; provision of infrastructural facilities, removing distributional inequalities and regional imbalances. Sources of Public Revenue.

SECTION-B
Taxation: Theory of incidence: Alternative concepts of incidence; Taxable capacity, Meaning and determinants, Effects of taxation-trade off between equity and efficiency. Theories of taxation: Benefit and ability to pay approaches. The problem of double taxation.

Public Expenditure: Rationale for the growth of public expenditure, Wagner's law of increasing state activities; Wiesman-Peacock hypothesis; Pure theory or public expenditure. Planning and Programme budgeting and zero base budgeting. Incidence and Effects of Public Expenditure. Any two of the following:

ECO-304-305: (Group-(i) Opt (i) INTERNATIONAL ECONOMICS
INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt five questions in all selecting two questions from each of the Section A and B and the entire section C.

SECTION-A


SECTION-B


Theory of regional economic integration: forms of integration, static and dynamic effects of customs union. Bilateral and multilateral agreements. UNCTAD, GATT and WTO. Regional economic grouping: EU, SAARC and NAFTA.

ECO.304-305 (iii) Money and Banking

INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt five questions in all selecting two questions from each of the Section A and B and the entire section C.

SECTION-A


SECTION-B

Supply of Money: Measures of Money supply, H-theory of money supply: (High powered money, money multiplier process, factors affecting high powered money). Commercial Banks: Definition, Classification, functions (including credit creation and its control). Theories of commercial bank in. innovations in commercial banking services. Unregulated Credit Markets: Role, types.
ECO-304-305 GP-I(V), GP II(I): THEORY OF STATISTICS

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Candidates are required to attempt five questions in all selecting two questions from each of the Section A and B and the entire section C.

SECTION-A


Curve fitting: Exponential and logarithmic, Growth curves; Gompertz, Logistic and Pareto type. Time series forecasting.

SECTION-B

Probability: Addition & multiplication theorems; Conditional probability, Bay's theorem, Properties & application of Normal distribution. General characteristics and applications of Binomial, Poisson, and Log normal distributions.

Eco- 401: Political Economy of Development

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INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt five questions in all selecting two questions from each of the Section A and B and the entire section C.

SECTION-A

Marxian Political Economy
Basic Analysis of Capitalism: The context, Approach and methodology, Capitalism and commodity production, Labour and Law of value, Commodity fetishism, Surplus-value, socio-economic crisis Contradictions of capitalist development. Third World (late) capitalism,

Analysis of Capitalist Agriculture: Capitalism in general and capitalism in agriculture, Its essence, manifestations and consequences, Its limitations and contradictions.


Nature and Process of Development
Nature of Capital Accumulation: Primitive capital (its) accumulation and its methods, Methods of capitalist accumulation and its limits, Methods of primitive social (its) accumulation and its limits, Features of socialist accumulation and its problems.


SECTION-B

Imperialism and the Third World
**Transition of Imperialism:** Origin of capitalism, Rise of monopoly capitalism, context of imperialism, Marxist and non-Marxist approaches, Lenin on imperialism, Colonialism and neo-Colonialism, Methods of neo-colonialism, Forces against imperialism/neo-colonialism.

Third World Underdevelopment: Imperialism and the Third World, Mode of; underdevelopment, Methods and process of exploitation, Structure of imperialist globalization, Dependent development in the Third World.

Capitalist Social Planning: The State and capitalist social planning. Its essence, purpose, substance and mode, its alternative.

**Transition of Socialism Dialectics of Transition:** General consideration, Basic pre-requisites, Aims of post-revolutionary society (of socialism/communism).

Debate(S) on Transition: Need of a transition (al) period, Economic policies and tasks, Strategy of development.

**Post-Revolutionary Society:** Characteristics of post-capitalist society, Problems of transition, Structure of production relations under capitalism and socialism.

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**Eco-402: Evolution and Structure of Indian Economy**

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**INSTRUCTIONS FOR THE CANDIDATES**

Candidates are required to attempt five questions in all selecting two questions from each of the Section A and B and the entire section C.

**SECTION-A**

Saving and capital formation in Indian Economy, Commercial banking system. Money and capital markets in India. Infrastructure in Indian economy: energy, power, transport and communication. Urban infrastructure. economic development and environmental degradation.

**SECTION-B**

Foreign Capital in India; Foreign direct investment and portfolio investment, India's Foreign trade in goods and services. Trade Balance and balance of payment. Exchange rate policy. Foreign debt. W.T.O and Indian Economy. Concentration of economic power, poverty, unemployment, Economic Inequalities, regional imbalances, population, inflation.

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**Eco-403: PUBLIC ECONOMICS**

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**INSTRUCTIONS FOR THE CANDIDATES**

Candidates are required to attempt five questions in all selecting two questions from each of the Section A and B and the entire section C.

**SECTION-A**

Fiscal Policy: Objectives of fiscal policy: full employment, anti-inflation, economic growth, redistribution of income and wealth; Interdependence of fiscal and monetary policies; Budgetary deficits and their implications. Balanced budget multiplier.

SECTION-B

Fiscal Federalism: Principles of multi-unit finance; Fiscal federalism in India-constitutional provisions; Assignment of functions and sources of revenue; Finance Commission and Planning Commission. Reports of Finance Commission in India- Criteria for transfer of resources; Centre-state financial relations in India; Problems and prospects; Transfer of resources from Union to States and local bodies.

Indian Public Finances: Indian tax system, Revenue of the Union, State and local bodies; Major taxes in India: base of taxes, direct and indirect taxes taxation of agriculture, expenditure, VAT and taxes on services; Analysis of Centre and indirect taxes, VAT and taxes on services; Analysis of Centre and State government budgets. Trends in public expenditure and public debt; Fiscal crisis and fiscal sector reforms in India.

Eco-404-405 Group (i): Opt.(i) INTERNATIONAL ECONOMICS

INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt five questions in all selecting two questions from each of the Section A and B and the entire Section C.

SECTION-A


SECTION-B

Candidates are required to attempt five questions in all selecting two questions from each of the Section A and B and the entire section C.

SECTION-A
Central Bank: Definition, functions, techniques of monetary management. Reserve Bank of India. Monetary Policy: Concept, goals, targets and indicators, instruments, recent trends in monetary policy of Reserve Bank of India. Financial Markets: Structure of money market and capital market, problems of money and capital market in India, recent developments in money and capital market in India. Non-Bank Financial Intermediaries: Definition, types, impact on India’s economic development, measures taken to control their operations.

SECTION-B

Eco-404-405 GP.-I(v), GP.-II (i): THEORY OF STATISTICS

For Regular and Distance Education Students
Maximum Marks: 80
Internal Assessment: 20 Marks
External Assessment: 60 Marks

INSTRUCTIONS FOR THE CANDIDATES
Candidates are required to attempt five questions in all selecting two questions from each of the Section A and B and the entire section C.

SECTION-A

SECTION-B
Elementary knowledge of quality control and its simple applications. Planning and organization of socio-economic surveys. Preparation of questionnaire. Type of sampling. Elementary knowledge of Analysis of Variance (one-way and two way classification) and Analysis of Covariance, Non-Parametric Tests-Chi-square test, and sing-test.
MASTER OF ARTS IN EDUCATION

Programme project Report (PPR) for M.A. (Education)

Programme Project Report (PPR)

A. Programme mission & Objectives: Mission of this course is to train the prospective teachers, in services teachers as well as graduates in various streams to get higher qualification and knowledge about methods and skills of teaching with the help of new teaching technologies. To provide them the knowledge of philosophical, psychological, technological and pedagogical basis of education along with the knowledge of Guidance Services, Curriculum framework, Educational Management and Educational Supervision, with the objective to enable the students to understand the concepts and techniques of measurement and evaluation in education, educational research, literacy and adult education programme, special education, scenario of teacher education to make them more efficient members of society.

B. Relevance of the programme with HEI Mission and Goal:
1. To increase the options available and encourage in-depth knowledge.
2. To enables students to identity, design and carry out research activities in higher education
3. To fulfil the demand of students who want to continue their higher studies through distance education mode.
4. To achieve the target of RUSA for higher education
5. To ensure quality education

(C) Nature of prospective target group of learners
M.A. (Education) through Distance Education fulfils the need of students who want to continue their higher education. Those students who withdraw their studies due to bad circumstances in their homes, physically challenged students, people living in remote areas, doing jobs, in-service and preserves teachers as well as graduates in various streams (Arts ,Science and Commerce) etc benefitted from this course{M.A. (Education)} through distance education.

Adequate opportunities of higher education to SC/STs and socially and educationally backward classes, promote inclusion of women, minorities, and differently abled persons.

(D) Appropriateness of programme to be conducted in Open and Distance Learning mode to acquire specific skills and competence students will be able to:-
- Understand the philosophy of education
- Define the contribution of Indian and Western Thinkers
- Apply the principles of educational psychology in class room situations
- Learn the basics of research and techniques of research
- Complete the research project in the field of education
- Organised teaching at different level

(E) Instructional Design:-This course will be of 2 year duration and be named as “MASTER OF ARTS IN EDUCATION”. This will be of self-financed course.

Syllabus: The syllabus of course is equivalent to the syllabus of M.A. (Education) running by regular department of Punjabi University, Patiala (Annexure I and II).

Sem.-I
Semester I will consists of four compulsory papers. Paper I, III and IV will be of 100 marks (10 ext. +30 internal) whereas, paper II will of 100 marks (60 external, 20 practical and 20 internal)

Sem.-II
Semester II will consists of four compulsory papers each will be of 100 marks (70 external +30 internal).

Sem. III
Semester III will consists of four papers. Paper I,II III are compulsory whereas students will select one optional paper for paper IV. Paper I and II will be of 100 marks (60 external, 20 practical and 20 internal) and paper III and IV will be 100 marks (external 70+Internal 30 marks)

Sem. IV
Semester IV will consists of four papers. Papers I, II III are compulsory whereas students will select one optional paper for paper IV. All Papers will be of 100 marks (external 70+Internal 30 marks)
Faculty and support Staff: 6 Faculty members are available within the department. If needed guest faculty will be invited from other department of the University and affiliated colleges.

Instructional delivery method: Personal Contact Programme will be conducted for giving instructions and to deliver the lectures within the department of distance education. Printed self-learning material (lessons) as per the prescribed syllabus will be provided to students. In the form of written assignments students will have to submit two response sheets per paper.

Identification of media: Lectures, discussion, demonstrations through projectors and video presentations and provision of printed self-learning materials for better understanding of subject matter.

Student support service system: Students shall be informed about their Personal Contact Programme (PCP) through SMS, letters and through university websites.

(F) Procedure for admissions, curriculum transaction and evaluation:
Admission to M.A. (Education) is open to a candidate who has passed Bachelor Degree (B.A. /B.Ed.) with 45% marks in any faculty from this university or any other statutory/recognised university in India or abroad, recognised by a academic council.

Personal Contact Programme (PCP). Compulsory one Personal Contact programme of 5-7 days duration per semester. It will be compulsory for every student to attend at least 75% lectures. The students who are unable to fulfil these candidates will not be eligible to appear in the annual examination.

Foreign students will be exempted from attending the Personal Contact Programme

Response sheets: compulsory (two response Sheets for each paper). Those who fail to submit the required number of Response Sheets will not be allowed to appear in the examination. Only those candidates who obtain a minimum aggregate of 25% marks in the Response Sheets shall be eligible to take the examination.

House Test: One house test will be conducted for each paper during each semester. It will also be a part of internal assessment & is compulsory for every students to appear in house test exams.

Fees Structure: As per University rules.

Information related to financial assistance

Policy of programme delivery along with the detail of methods and web based tools: Personal Contact programme will be conducted to provide instructions and deliver the lectures within the department. Printed- self instructional material will be provided to students. Students will also have to submit two response sheets per-paper. Practical will be conducted in the concerned subjects.

Activity planner including all the academic activity to be carried out: Following activities will be carried out during the academic session: one personal contact programme per semester, practical sessions, two response sheets per paper, final theory exams and final practical and viva-voce of the concerned subjects.

Policy for evaluation of learner progress along with method and tools: Students have to submit two response sheets of each paper and one house exam which will be assessed by the faculty for internal assessment. Final examination will be held at the end of each semester.

(G) Requirement of the laboratory support and Library Resources:
Psychological laboratory includes various psychological tests and instruments that can help in teaching various concepts of subjects in a better way. Educational technology laboratory can help in teaching in a better way which includes LCD projectors. Over-head projectors etc.

(H) Cost estimate of the programme and the provision:
Cost involved will be of purchasing some basic psychological tests, instruments, purchase of new books related to syllabus.

(I) Quality assurance mechanism and expected programme outcomes:
To ensure adequate availability of quality faculty
To quality education through ICT
To create an atmosphere of research and innovations
To ensure fill enrolment by compulsory attendance
SYLLABI AND COURSES OF READING
FOR
M.A. (EDUCATION) PART-I
(SEMESTER I AND II)
FOR
2018-19 SESSION

The examination for the degree of Master of Arts shall be held in four parts to be called M.A. Semester-I, M.A. Semester-II, M.A. Semester-III and M.A. Semester-IV. The Examination shall be held in the months of December/January and April/May or such other dates as may be fixed by the University. The syllabus be such as may be prescribed by the University from time to time.

The minimum number of marks required to pass the examination shall be 35% marks in external assessment in each paper separately in theory and practical and 35% in aggregate of internal, external theory and practical.

SYLLABUS
M.A. (EDUCATION) PART-I
(Semester I and II)

PART-A: THEORY PAPERS

SEMESTER-I
Paper-I Philosophical Foundations of Education
Paper-II Psychological Foundations of Education
Paper-III Methodology of Educational Research
Paper-IV Pedagogy of Teaching

SEMESTER-II
Paper-I Sociological Foundations of Education
Paper-II Psychological Characteristics and Abilities
Paper-III Educational Statistics
Paper-IV Curriculum Development

OPEN ELECTIVE SUBJECT: ASSESSMENT FOR LEARNING

SEMESTER-I
PAPER-I PHILOSOPHICAL FOUNDATIONS OF EDUCATION

Max. Marks: 100
External: 70 marks
Internal: 30 marks

(A) Objectives
To enable the students to:
(a) understand the concept of Education and Philosophy.
(b) comprehend various Indian schools of Philosophy.
(c) classify and identify values.
(d) understand contribution of Indian and Western Thinkers.

(B) Syllabus

Section-A
Education: Concept, scope and functions, Aims of Education: need, importance and determinants, Types of aims: Knowledge aim, Vocational aim, Cultural aim, Education for character building and Individual versus Social aim, Relationship between Education and Philosophy: Educational Philosophy and Philosophy of Education,

Section-B
Concept of Epistemology, axiology and metaphysics, Philosophies of Education: Idealism, Pragmatism and Naturalism, Educational thought of Tagore and Rousseau, Classification, hierarchy and erosion of values.
(D) EVALUATION

<table>
<thead>
<tr>
<th>Component</th>
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<tbody>
<tr>
<td>External Examination</td>
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<td>Attendance</td>
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<tr>
<td>Written Assignment/ project work</td>
<td>12</td>
</tr>
<tr>
<td>Two Mid-term Examinations</td>
<td>12</td>
</tr>
</tbody>
</table>

(C) BOOKS RECOMMENDED


(E) INSTRUCTIONS FOR THE PAPER-SETTER

The question paper will consist of three Sections: A, B, and C. Section A and B will have four questions from the respective sections of the syllabus and will carry 10 marks each. Section C will consist of 15 questions of 2 marks each which will cover the entire syllabus uniformly and carry 30 marks.

(F) INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt two questions each from the sections A and B and the entire section C.

PAPER-II  PSYCHOLOGICAL FOUNDATIONS OF EDUCATION

Max. Marks: 100
- External: 60 + 20 (Practical) marks
- Internal: 20 marks

(A) Objectives

To enable the students to:

(i) Understand the nature of the learner.
(ii) Apply the principles of educational psychology in the classroom situations.
(iii) Be able to administer and interpret psychological tests to provide counselling in different situations.

(B) Syllabus
Section - A

Educational Psychology: concept, scope and contribution of psychology to education; Methods: observation, experimental and case study; human development: Piaget's and Bruner's theories of cognitive development; learning: concept, theories of Skinner, Bandura and Gagne's hierarchy

Section - B

Intelligence: concept, theories: Cattell, Thurstone, Gardner and Guilford's model; spiritual, social and emotional intelligence: concept and application; Mental Health: concept, strategies of promoting mental health of students and teachers. Stress and coping

Practicals

Administration of the following tests:
(a) Measurement of Intelligence using verbal techniques
(b) Measurement of Spiritual or emotional or social intelligence
(c) Identification of level of stress of your class
(d) Assessment of mental health

The students will maintain the record of the practical duly certified by the teacher in the practical note-book. Performance of practicals to be evaluated by the external examiner out of 20 marks.

(C) BOOKS RECOMMENDED


(D) EVALUATION

External Examination 60 Marks

Time 3 Hrs
Practical 20

Internal Assessment 20 Marks

Attendance 10
Two Mid-term Examinations 10

(E) INSTRUCTIONS FOR THE PAPER-SETTER

The question paper will consist of three Sections: A, B, and C. Section A and B will have four questions from the respective sections of the syllabus and will carry 10 marks each. Section C will consist of 10 questions of 2 marks each which will cover the entire syllabus uniformly and carry 20 marks in all.
(F) INSTRUCTIONS FOR THE CANDIDATES
Candidates are required to attempt two questions each from the sections A and B and the entire section C.

PAPER-III METHODOLOGY OF EDUCATIONAL RESEARCH
Max. Marks : 100
External : 70
Internal : 30

(A) Objectives
To enable the students to:
(i) Learn and understand the basic concepts and techniques of research.
(ii) Understand and complete a research project in the field of education.
(iii) Develop abilities of questioning, probing, discussing, summarizing, formulating the hypotheses and drawing conclusions.
(iv) Develop among students, attitudes of critical analysis and synthesis for the solution of education problems.

(B) Syllabus

SECTION – A
Educational Research: meaning, nature, types, purpose, steps and limitations, Related literature: Purpose, sources and organization of related literature, Priority areas of educational research, Research problem: Its selection, definition, statement and sources, Hypothesis: its meaning, types, importance, formulation and testing.

SECTION - B
Quantitative measurement and levels of measurement, frequency distribution, graphical representation of data through frequency polygon, histogram, cumulative frequency curve, ogive, Measures of central tendency — mean, median, mode, Measures of variability — range, quartile deviation, standard deviation, Normal probability curve — its properties and uses.

(C) BOOKS RECOMMENDED
Flick, Uwe (2011) Introducing Research Methods New Delhi : Sage
(D) EVALUATION

External Examination  70 Marks
Time  3 Hrs

Internal Assessment  30 Marks

Attendance  6
Written Assignment/ project work  12
Two Mid - term Examinations  12

(E) INSTRUCTIONS FOR THE PAPER-SETTER

The question paper will consist of three Sections: A, B, and C. Section A and B will have four questions from the respective sections of the syllabus and will carry 10 marks each. Section C will consist of 15 questions of 2 marks each which will cover the entire syllabus uniformly and carry 30 marks in all.

(F) INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt two questions each from the sections A and B and the entire section C.

PAPER-IV (Option-i) PEDAGOGY OF TEACHING

Max. Marks: 100
External: 70
Internal: 30

(A) Objectives

To enable the students to:
1. understand the concept of pedagogy and teaching and learning.
2. Identify objectives of teaching at different levels.
3. organize teaching at different levels.
4. Utilize different audio-visual aids in teaching-learning process.
5. Apply the concept of continuous and comprehensive evaluation.

(B) Syllabus

Section-A
Pedagogy: Concept, importance, Teaching and learning: concept and relationship, Objectives specification. Principles of teaching: psychological and general, Methods, Maxims and devices of teaching, Micro Teaching: Meaning, phases and skills of: introducing a lesson, questioning, illustrating with examples, stimulus variation, reinforcement and using black board.

Section - B
Text Book: Meaning, importance, types and characteristics, Teacher: Qualities and role, Laboratory: Meaning, importance, planning and equipment, management. Audio-Visual Aids in teaching language: importance and types, Lesson-planning: Meaning, importance and steps, Evaluation: Meaning, importance, methods, Continuous and comprehensive evaluation.

(D) EVALUATION

External Examination  70 Marks
Time  3 Hrs

Internal Assessment  30 Marks

Attendance  6
Written Assignment/ project work  12
Two Mid - term Examinations  12

(E) INSTRUCTIONS FOR THE PAPER-SETTER

The question paper will consist of three Sections: A, B, and C. Section A and B will have four questions from the respective sections of the syllabus and will carry 10 marks each. Section C will consist of 15 questions of 2 marks each which will cover the entire syllabus uniformly and carry 30 marks in all.

(F) INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt two questions each from the sections A and B and the entire section C.
SEMESTER-II
PAPER-I SOCIOLOGICAL FOUNDATIONS OF EDUCATION

Max. Marks: 100
External: 70 marks
Internal: 30 marks

(A) Objectives
To enable the students to:
(a) understand the concept and nature of Educational Sociology.
(b) comprehend the role of various social factors in Education.
(c) analyse the factors responsible for social change.
(d) understand the role of Education in cultural change.

(B) Syllabus

Section – A
Sociology: concept, nature and relationship between education and sociology; nature and scope of sociology of education; socialization: concept, importance and role of education; Role of education in social change, social mobility, social stratification, social organization.

Section – B
Culture: meaning and nature, Role of education; Modernization and globalization and with special reference to Indian society; Education for socially disadvantaged sections of the society;

(C) RECOMMENDED BOOKS


(D) EVALUATION
Theory Examination 70 Marks
Internal Assessment 30 Marks

Attendance 6
Written Assignment/ Project work 12
Two Mid - term Examinations 12

(E) INSTRUCTIONS FOR THE PAPER-SETTER
The question paper will consist of three Sections: A, B, and C. Section A and B will have four questions from the respective sections of the syllabus and will carry 10 marks each. Section C will consist of 15 questions of 2 marks each which will cover the entire syllabus uniformly and carry 30 marks in all.

(F) INSTRUCTIONS FOR THE CANDIDATES
Candidates are required to attempt two questions each from the sections A and B and the entire section C.
PAPER-II PSYCHOLOGICAL CHARACTERISTICS AND ABILITIES

(A) Objectives
To enable the students to:
(i) Understand the relevance of educational psychology to the teaching learning process.
(ii) Apply the role of heredity and environment in growth and development of the individual.
(iii) be able to understand the concept personality and well-being.

(B) Syllabus

SECTION- A
Educational Psychology: relevance for teaching, Role of heredity and environment, Motivation: concept, types, strategies, approaches to motivation: behavioral, humanistic, cognitive and socio-cultural; individual differences and causes of inter and intra individual differences.

SECTION- B
Personality: Concept, development and theories: Allport, Erickson, Big-Five Model, Personality assessment: subjective, objective and projective techniques. Well-being: concept, indicators and implications; defense mechanisms.

Practical work
Administration and interpretation of the following:
1. Achievement motivation
2. Personality assessment through subjective/Objective/Projective technique
3. Well-being assessment
4. Exploring type of defense mechanism of your class

The students will maintain the record of the practical duly certified by the teacher in the practical note-book. Performance of practical to be evaluated by the internal examiner out of 12 marks.

(C) BOOKS RECOMMENDED

(D) EVALUATION

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<tr>
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<th>External Examination</th>
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<td>30 Marks</td>
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<tr>
<td>Attendance</td>
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</table>

Practical 12
Two Mid-term Examinations 12
Candidates are required to attempt two questions each from the sections A and B and the entire section C.

**PAPER-III EDUCATIONAL STATISTICS**

Max. Marks: 100  
External : 70  
Internal: 30

**(A) Objectives**

To enable the students to understand:

(a) The fundamentals to infer quantitative data.

(b) Analysis of quantitative data.

(c) Basic techniques to be applied for inferences.

**(B) Syllabus**

**SECTION - A**

Sampling: probability and non-probability; Tools of Research: Questionnaire, interview, observation, rating scales, tests and inventories, Reliability and validity of research tools, norms, Methods of research: Historical, Descriptive and Experimental, Research proposal and research report.

**Section - B**

Significance of mean and other statistics and significance of difference between means (independent groups and correlated groups), Analysis of variance (two way) — Assumptions, limitations and uses, Chi square - assumptions and uses, Correlation — Meaning, Assumptions, Spearman's rho, Pearson's.

**Projects**

1. Computation of 4 methods (two from each section) using excel or SPSS.

2. Apply an appropriate statistical technique on the data collected by M.Ed. student for a research problem.

**(C) Books Recommended**


**(D) EVALUATION**

<table>
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<th>Theory Examination</th>
<th>70 Marks</th>
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</table>

Attendance 6

Written Assignment/ Project work 12

Two Mid - term Examinations 12

**(F) INSTRUCTIONS FOR THE CANDIDATES**

Candidates are required to attempt two questions each from the sections A and B and the entire section C.
**Paper IV CURRICULUM DEVELOPMENT**

(A) **Objectives**
To enable the students to:
1. recognize the importance of curriculum development.
2. appreciate the need for change and reforms in curriculum.
3. analyse various theories and models on curriculum development.
4. highlight the importance of pedagogy in teaching learning process.

(B) **Syllabus**

**Section – A**
Curriculum- concept, characteristics, goals, foundations and functions; Curriculum development: concept, stages and implications, Curriculum development theories - academic rationalism, social reconstruction, social efficiency, socio-cultural reproduction, self-actualization; approaches: interdisciplinary, enrichment, differentiation; Curriculum design-concept, process, principles of curriculum development;

**Section - B**
Models of curriculum development- Taba,&Hunkins, Determinants of curriculum: objectives, curriculum concerns as reflected by NCFTE- 2009, Organization of curriculum- organization by subject, unit and inter disciplinary curriculum; Evaluating curriculum- issues, problems and opportunities, Pedagogical issues in curriculum development.

(C) **Books Recommended**

(D) **EVALUATION**

<table>
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</table>

Attendance 6
Written Assignment/ Project work 12
Two Mid - term Examinations 12

**INSTRUCTIONS FOR THE CANDIDATES**
Candidates are required to attempt two questions each from the sections A and B and the entire section C.
Candidates are required to attempt two questions each from the sections A and B and the entire section C.

Open Elective Subject: Assessment for Learning

(A) OBJECTIVES
To enable the student teachers to:
• Gain a critical understanding of issues in assessment and evaluation.
• Differentiate between various types of assessment.
• Use of a wide range of assessment tools.
• Select and construct various types of assessment tools appropriately.
• Evolve realistic, comprehensive and dynamic assessment.

(B) SYLLABUS

SECTION-A
(i) Assessment and Evaluation: meaning of assessment and evaluation, purpose; diagnostic, formative and summative evaluation
(ii) Tools of assessment: assignments, projects, tests: objective and essay type - their merits and limitations, kinds of test items, oral testing
(iii) Continuous and comprehensive evaluation: concept, significance, merits and limitations.

SECTION-B
(i) New trends in evaluation: Questions Bank, Grading System, Online Examination, Open Book Examination and Credit System.
(ii) Examination: Reforms: flexibility, quality and range of questions, school based credit, alternative modes of examination.

Activities (Any one of the following)
(i) Prepare a report on implementation of CCE at school level.
(ii) Construction of an achievement test in any school subject at elementary/secondary.
(iii) Critical appraisal of learning outcomes – scholastic and co-scholastic.

(C) BOOKS RECOMMENDED
The course will consist of four papers in this semester. Paper I, II and III are compulsory and students will select one optional paper in this semester.

8. Ved Prakash, et.al. (2000). *Grading in schools*, NCERT, Published at the publication Division by the secretary, NCERT, New Delhi: Sri Aurobindo Marg.

(D) EVALUATION

<table>
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<td>Written Assignment/Project work/Response Sheets</td>
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<tr>
<td>Two Mid-term Examinations/ House Test</td>
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</tbody>
</table>

(E) INSTRUCTIONS FOR THE PAPER-SETTER

The question paper will consist of three Sections: A, B, and C. Section A and B will have four questions from the respective Sections of the syllabus and will carry 10 marks each. Section C will consist of 10 questions of 3 marks each which will cover the entire syllabus uniformly and carry 30 marks in all.

(F) INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt two questions each from the sections A and B and the entire section C.

M.A. (EDUCATION) PART-II

(SEMESTER III AND IV)

FOR

2018-2019 Session

SEMESTER - III

The course will consist of four papers in this semester. Paper I, II and III are compulsory and students will select one optional paper in this semester.
PAPER I: EDUCATIONAL TECHNOLOGY  
Max Marks: 100
Internal: 20 marks
External: 60 +20 (practical) marks

(A) Objectives
To enable the students to:
(i) Understand educational technology and its various forms.
(ii) Identify and formulate instructional objectives in behavioural terms.
(iii) Apply various models of teaching in different classroom situations
(iii) Understand various aspects of modification of teacher behaviour.

(B) Syllabus

Section-A
Educational technology: meaning, concept, objectives and scope; forms of educational technology: teaching, instructional and behavioral technology; levels of teaching: memory level, understanding level and reflective level; objective specification: educational and instructional objectives, categorization of objectives in taxonomic categories of cognitive, affective and psychomotor domains, writing instructional objectives in behavioral terms.

Section-B
Task analysis: designing of instructional strategies; team teaching, dialogue, brain storming, panel discussion, seminars, conference and tutorials; Models of teaching: assumptions and types, Bruner’s concept attainment model, Suchman’s inquiry training model and Taba’s inductive thinking model; Modification of teacher behaviour: simulated teaching, Flander interactional analysis and reciprocal category system.

Practicals
1. Writing instructional objectives in behavioural terms
2. Handling of any one of the following audio-visual aids: OHP, LCD, smart board .
3. Observing classroom behaviour of the student teacher with Flander’s interaction analysis technique.
4. Simulated and team teaching in a class on any topic

The students will maintain the record of the practical duly certified by the teacher in the practical note-book. Performance of practicals to be evaluated by the external examiner out of 20 marks.

(C) BOOKS RECOMMENDED
(D) EVALUATION

External Examination 60 Marks

Time 3 Hrs
Practical 20

Internal Assessment 20 Marks

Attendance 10
Two Mid - term Examinations 10

INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt two questions each from the sections A and B and the entire section C.

Paper II: FOUNDATIONS OF GUIDANCE

Max Marks: 100 marks
External: 60 + 20 (practical) marks

Internal: 20 marks

(A) Objectives
To enable the students to understand the:
1. Concept, need and types of guidance.
2. Methods to understand the individual for guidance purposes.
3. Various methods to disseminate information.

(B) Syllabus

Section – A
Guidance: concept, assumptions, objectives, need; types: educational, vocational and personal; understanding the individual: major life areas, difficulties, testing and non-testing techniques; intelligence, aptitude, interest, personality, adjustment — their nature and assessment; non-testing techniques: case study, rating scale, sociometry, observations, anecdotal record & cumulative record card.

Section – B
Guidance Services: individual information service, placement and follow-up services; organization and setting up of the school guidance programme, role of head, counsellor and teacher; Job analysis: meaning, need and methods, Job satisfaction: meaning, need and measurement, guidance of students with special needs; agencies of guidance at the national, state, district level; problems of guidance in India.

Practicals

Administration of the following tests
(a) Aptitude test
(b) Interest Inventory
(c) Adjustment Inventory
(d) Personality assessment using subjective techniques
(e) Detailed study of any one profession
(t) Preparation of a blue print for organizing a guidance programme.
(g) Report of a visit to the local employment exchange.
(h) Case study of an adolescent for guidance.

The students will maintain the record of the practical duly certified by the teacher in the practical note-book. Performance of practical to be evaluated by the external examiner out of 20 marks.

(C) Books Recommended


(D) EVALUATION

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(E) INSTRUCTIONS FOR THE PAPER-SETTER

The question paper will consist of three Sections: A, B, and C. Section A and B will have four questions from the respective sections of the syllabus and will carry 10 marks each. Section C will consist of 10 questions of 2 marks each which will cover the entire syllabus uniformly and carry 20 marks in all.

(F) INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt two questions each from the sections A and B and the entire section C.

Paper III: EDUCATIONAL MANAGEMENT AND SUPERVISION

Max Marks: 100

Internal: 30 marks

(A) Objectives

To enable the students to:

(i) Understand the concept of management in education.
(ii) Analyze the financing policy and handling problems of financing of Indian education system.
(iii) Understand and apply new techniques of educational supervision.
(iv) Work out strengths and weaknesses of an organization.
(B) Syllabus

Section-A

Educational Management: meaning, nature, scope and principles; Local bodies and private agencies: administrative structure and Educational Functions; Financing of education: Meaning, importance, financing policy at centre, state and local level; Grant-in-aid System: meaning, types, budgeting and preparation of budget estimates, problems of financing in Indian education.

Section-B

Educational Supervision: Meaning, aims, principles and techniques of supervision and their effectiveness, qualities of supervisor; humanism in supervision, defects in existing system of supervision and suggestions for improvement; difference between supervision and inspection; SWOT analysis; supervision as educational leadership; total quality management: concept, strategies, management of time, quality improvement issues in education

Project
cost–benefit analysis of an educational programme.
Observation of supervisory programme of CBSE and Government school.
SWOT analysis of any educational institution.

(C) Books Recommended


(D) Evaluation

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(E) Instructions for the Paper-Setter

The question paper will consist of three Sections: A, B, and C. Section A and B will have four questions from the respective Sections of the syllabus and will carry 10 marks each. Section C will consist of 15 questions of 2 marks each which will cover the entire syllabus uniformly and carry 30 marks in all.

(F) Instructions for the Candidates

Candidates are required to attempt two questions each from the sections A and B and the entire section C.
PAPER – IV Option (a) EDUCATIONAL MEASUREMENT AND EVALUATION

Max Marks: 100 marks
External: 70 marks
Internal: 30 marks

(A) Objectives
To enable the students to understand the:
a) The concepts and techniques of measurement and evaluation in education.
b) The process of construction and standardization of tests.
c) The statistical techniques for educational research problems.

(B) Syllabus

Section - A
Concept of measurement and evaluation in education, difference between them and functions of measurement and evaluation, Tests: their types, merits, and characteristics, Construction and standardization of tests, Reliability and validity-types and computation, Interpretation of quantitative data, criterion referenced and norms referenced; test scores and their transformation into t-scores, c-scores, z-scores, stanine scores, percentiles.

Section - B
Correlation-biserial, point biserial, tetrachoric, phi and contingency, Regression and prediction ; Simple and Multiple prediction ; Analysis of Covariance; concept and utility in educational research, Partial and multiple correlations, Factor analysis and Discriminant Analysis.

(C) BOOKS RECOMMENDED


D) EVALUATION

External Examination 70 Marks
Time 3 Hrs
Internal Assessment 30 Marks
Attendance 6
INSTRUCTIONS FOR THE PAPER-SETTER

The question paper will consist of three Sections: A, B, and C. Section A and B will have four questions from the respective Sections of the syllabus and will carry 10 marks each. Section C will consist of 15 questions of 2 marks each which will cover the entire syllabus uniformly and carry 30 marks in all.

INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt two questions each from the sections A and B and the entire section C.

PAPER IV Option (b): ADULT EDUCATION

Max Marks: 100
External: 70 marks
Internal: 30 marks

(A) Objectives

To enable the students to:
1. understand the concept and content of about literacy and adult education.
2. organize and conduct of literacy centre/ continuing education centre in a village.
3. apply various methods of adult education and evaluation of adult learning.
4. understand the principles of adult psychology with special reference to illiterate groups.
5. understand the need and importance of adult education in national development.
6. understand the genesis of literacy movement in developing countries.

(B) Syllabus

Section - A
Adult Education: Evolution of concept, objectives, need and importance of Adult Education in the context of social, economic and political development of community, Modern concept of adult education: meaning, scope and importance of adult literacy, functional literacy, continuing education, Principles of curriculum development for adults.

Section – B

(C) Recommended Books


**EVALUATION**

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**INSTRUCTIONS FOR THE CANDIDATES**

Candidates are required to attempt two questions each from the sections A and B and the entire section C.

**PAPER IV Option (c) COMPARATIVE EDUCATION**

Max. Marks: 100

External: 70 marks

**Internal: 30 marks**

**A) Objectives:**

To enable the students to:

(i) Understand the system of education from pre-school to higher education system of U.K., U.S.A., China and India.

(ii) Compare the educational system of different countries.

(iii) Understand the factor of education contributing towards the system of education of any country.

(iv) Understand the programme of teacher education, adult and non-formal education.

**B) Syllabus**

Section – A

Comparative study of the different aspects of education in UK, US, China and India with respect to aims and objectives of education, The educational ladder, Pre-school education objectives, organization and programmes, Elementary education: objectives, organization and programmers, Secondary education: types of schools, curriculum and evaluative system.

Section – B

Higher education: organization, financing and admission of students, examination and pupil teacher relations, Teacher training and recruitment of teachers at different levels, socio-economic status of a teacher, academic freedom of teachers and teacher organization.

**C) Recommended Books**


**EVALUATION**

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(E) INSTRUCTIONS FOR THE PAPER-SETTER
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(F) INSTRUCTIONS FOR THE CANDIDATES
Candidates are required to attempt two questions each from the sections A and B and the entire section C.

PAPER – IV Option (d): SPECIAL EDUCATION
Max. Marks: 100
External: 70 marks
Internal: 30 marks

(A) Objectives
To enable the students to:
(i) Develop an awareness and skill in identifying special children.
(ii) Equip themselves with latest trends of the special education.
(iii) Impart knowledge about functioning of special schools.

(B) Syllabus

SECTION – A
Special Education: Meaning, characteristics, objectives, principles, need and importance, Integrated education: meaning, characteristics, need, scope, Exceptional children: meaning, characteristics, types of exceptional children, gifted and creative children, delinquent children and slow learner children.

SECTION – B
Identification, characteristics, causes and education of children with autism, mentally retarded, learning disabled, orthopaedically handicapped, visually impaired and children with locomotor impairment

Projects
- Observation of special school catering needs the special children
- Case study of a special child.
- Visit to a rehabilitation centre.

(C) BOOKS RECOMMENDED

(D) EVALUATION
Theory Examination 70 Marks
Internal Assessment 30 Marks
Attendance 6
Written Assignment/ Project work 12
Two Mid - term Examinations 12

INSTRUCTIONS FOR THE CANDIDATES
Candidates are required to attempt two questions each from the sections A and B and the entire section C.
PAPER – IV Option (e): TEACHER EDUCATION
Max. Marks: 100

(A) Objectives
To enable the students to:
(i) Understand the scenario of teacher education
(ii) Analyze teacher education programmes
(iii) Become competent teacher educators.
(iv) Highlight the role played by different national and state level agencies of teacher education.

(B) Syllabus

SECTION – A
Teacher education: concept, objectives at different levels; Role and function of different agencies of Teacher Education —National council for teacher education, national council for educational research and training, state council for educational research and training, district institute of education and training and colleges of teacher education

SECTION – B
Organization and supervision of student teaching and its different types, Apprenticeship, Internship and teaching practice; critical review of selection of students and staff; role of professional organizations and associations of teacher education; pre service & in-service education: importance and organizations, agencies of in-service education and their critical review, Innovations in teacher education: teacher controlled instruction, learner controlled instruction, group controlled instruction—meaning, nature and strategies.

Project
Observation of any internship programme and preparing report.
Visit to any agency of teacher education.
Evaluation of any in-service institution.

(C) BOOKS RECOMMENDED
Balasubramanium. P.S. and Vimala E.P. Kumar: Teacher Education.
D. Souza and Chatterjee: Training of Teachers in India and England.
Govt. of India: Education of Teachers in India. Vol. I and II
Govt. of India: Better Teacher Educational Hilgard (ed.): Teaching the Teachers.
Jawanda, J.S.: In-service Teacher Education.
NCERT: Second All India Survey of Teacher Education.
Pire, E.A.: Better Teacher Education.
R.A. Shanna: Teacher Education.
Saxena, Mishra and Mohanty: Teacher Education, Meerut, R. Lall Book Depot.
Stones, E. and Morris: Teaching Practice Problems.
Surrey, P.: Education and Training of Teachers.

(D) EVALUATION
Theory Examination 70 Marks
Internal Assessment 30 Marks
Attendance 6
Project work 12
Two Mid-term Examinations 12
INSTRUCTIONS FOR THE CANDIDATES
Candidates are required to attempt two questions each from the sections A and B and the entire section C.

PAPER – IV Option (f): LIFE SKILLS EDUCATION
Max. Marks: 100

(A) Objectives
To enable the students to:
(i) understand concept, process and practice of core life skills.
(ii) familiarize them with theories on Life Skills Approach.
(iii) To identify role of life skills for positive change and well being

(B) Syllabus
Section - A
Life Skills: Concept, importance and Core Life Skills: Social and Negotiation Skills; Thinking and Coping Skills, Cognitive Problem Solving Theory, Resilience Theory, Life Skills in School setting; Life Skills for Children At Risk; Life skills and Career, Life Skills Training: Concept and Four-Stage Skills Model.

Section – B
The Four Pillars of Education: Learning to Know, Learning to Do, Learning to Live Together and Learning to Be, Life Skills in Social Context vis-à-vis media influence, social harmony and national integration, Life skills to deal with peer pressure, suicide prevention and substance abuse, Life skills and wellbeing: implications from Positive psychology.

(C) Books Recommended

(D) Evaluation
Theory Examination 70 Marks
Internal Assessment 30 Marks

Attendance 6
Written Assignment/ Project work 12
Two Mid-term Examinations 12

INSTRUCTIONS FOR THE CANDIDATES
Candidates are required to attempt two questions each from the sections A and B and the entire section C.
**SEMESTER IV**

The course will consist of four papers in this semester. Paper I, II and III are compulsory and students will select one optional paper.

**PAPER – I ICT IN EDUCATION**

**PAPER – II COUNSELLING PROCESS**

**PAPER - III EDUCATIONAL ADMINISTRATION AND PLANNING**

**PAPER – IV ANY ONE OPTION OF THE FOLLOWING:**

(a) Education for Values and Human Rights
(b) Inclusive Education.
(c) Women Education
(d) Current Issues in Indian Education
(e) Dissertation

**PAPER - I ICT IN EDUCATION**

Max. Marks: 100

- **Internal:** 30 marks
- **External:** 70 marks

**(A) Objectives**

To enable the student teachers to:

(i) Understand application of ICT in teaching-learning process.
(ii) Use computers and internet in education.
(iii) Develop different pedagogies using ICT in school situation.
(iv) Develop and use programmed instructional material.

**(B) Syllabus**

**Section – A**

Information and communication technology: meaning, concept, need and aims; ICT as an aid to teaching and learning; Strengths and weaknesses of ICT in classroom; Instructional design: different strategies and methods, developing teacher competencies for ICT.

**Section – B**

Programmed Learning: concept, principles and styles. Use of computers, internet and e-mail in teaching-learning; use of EDUSAT and multimedia programmes in school situations; pedagogies using ICT in classroom, Academic and research content on the web.

**(Projects)**

1. Analysis of multimedia packages by CBSE and EDUCOMP
2. Developing programmed instructional material.
3. Registering and use of Academia.edu, slide share, blog, twitter

**(C) Books Recommended**


**(D) Evaluation**

**Theory Examination** 70 Marks

**Internal Assessment** 30 Marks

- **Attendance** 6
- **Written Assignment/ Project work** 12
- **Two Mid-term Examinations** 12
INSTRUCTIONS FOR THE CANDIDATES
Candidates are required to attempt two questions each from the sections A and B and the entire section C.

PAPER II COUNSELLING PROCESS

Max Marks: 100
Internal : 30 marks
External : 70 marks

(A) Objectives
To enable the students to:
1. understand counselling and its techniques.
2. organize counselling programme at school level.
3. understand job analysis and job satisfaction.

(B) Syllabus

Section – A
Counselling: concept, nature, scope, goals, process, skills and relationship between guidance and counseling, approaches-directive, non-directive and eclectic, Counsellor:Characteristics, education, training, and ethics.

Section – B
Counselling interview, Individual vs group method of counseling, special areas in counseling: Drug abusers, legal offenders and victims of violence, Trends in Counselling. Evaluation in Counselling, Status of counselling movement in India.

(B) Books Recommended

(E) EVALUATION

Theory Examination 70 Marks
Internal Assessment 30 Marks
Attendance 6
Written Assignment/ Project work 12
Two Mid - term Examinations 12

(E) INSTRUCTIONS FOR THE PAPER-SETTER
The question paper will consist of three Sections: A, B, and C. Section A and B will have four questions from the respective Sections of the syllabus and will carry 10 marks each. Section C will consist of 15 questions of 2 marks each which will cover the entire syllabus uniformly and carry 30 marks in all.

(F) INSTRUCTIONS FOR THE CANDIDATES
Candidates are required to attempt two questions each from the sections A and B and the entire section C.
PAPER III EDUCATIONAL ADMINISTRATION AND PLANNING
Max Marks: 100

Internal : 30 marks
External : 70 marks

(A) Objectives
To enable the students to:
(i) Understand conceptual knowledge about educational administration.
(ii) Analyze the functioning of administrative bodies.
(iii) Be able to plan for an educational institution.
(iv) To develop the qualities of leadership and administration.

(B) Syllabus
SECTION A
Educational administration: meaning, emerging concepts, principles, purposes and function, difference between general and educational administration, management and administration, educational administration at central level: structure, objectives and functions of U.G.C., NCERT, NCTE AND CABE, educational administration of state level: objectives and functions of PSEB, SCERT, DIETS AND SABE.

SECTION B
Educational planning: meaning, nature and approaches, institutional planning, priorities in planning; five years plans: historical background, features and impact on education; leadership: meaning, need and characteristics of leadership, qualities of a leader; performance appraisal in educational organizations at different levels

(C) Books Recommended

(D) Evaluation
Theory Examination 70 Marks
Internal Assessment 30 Marks

Attendance 6
Written Assignment/ Project work 12
Two Mid-term Examinations 12

INSTRUCTIONS FOR THE CANDIDATES
Candidates are required to attempt two questions each from the sections A and B and the entire section C.

PAPER IV Option (a): EDUCATION FOR VALUES AND HUMAN RIGHTS
Max Marks: 100

Internal: 30 marks
External: 70 Marks

(A) Objectives
To enable the student teachers to:
(a) understand the concept of values.
(b) apply different approaches to inculcate values.
(c) understand the human rights approach to education.
(d) apply human rights approach to social issues.

(B) Syllabus

Section – A
Values: concept, classification, hierarchy and theories of values, Factors influencing values, measurement of values, Erosion of values, approaches to inculcation of values, Role of social and educational institutions in inculcation of values.

Section – B

(C) Books Recommended

(D) EVALUATION

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INSTRUCTIONS FOR THE CANDIDATES
Candidates are required to attempt two questions each from the sections A and B and the entire section C.

PAPER IV Option (b) INCLUSIVE EDUCATION

Internal: 30 marks

(A) Objectives
To enable the students to:
1. Recognize the importance of inclusiveness in education.
2. Use different teaching strategies for inclusive education.
3. Understand the role of teachers, parents’ and community for supporting inclusion.

(B) Syllabus

Section- A

Section- B

Project work
1. Field visit to school promoting inclusive practices.
2. Analysis of teaching learning practices with reference to inclusion.
(C) Books Recommended


(D) EVALUATION

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INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt two questions each from the sections A and B and the entire section C.

PAPER IV Option (c): WOMEN EDUCATION

Max Marks :100
External: 70 marks
Internal: 30 marks

(A) Objectives
To enable the students to:
(a) understand the need of women education.
(b) analyse various social and psychological problems in women education.
(c) understand the problems of women in developing countries.

(B) Syllabus

Section – A
Women Education: meaning, need and scope, Girl child education: need, facilities, present and futuristic plans of girl child education, Socio-psychological determinants of women education, Problems of education of women of minority communities, Futuristic trends in women education.

Section – B
Women Empowerment: need, ways to achieve quality of life, opportunities, social justice and empowerment, Domestic Violence: causes and awareness, early child marriage, child labour, female foeticide and infanticide, Research in women Education: areas, literature and trends.

(B) Books Recommended


(D) EVALUATION

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INSTRUCTIONS FOR THE CANDIDATES
Candidates are required to attempt two questions each from the sections A and B and the entire section C.

PAPER IV Option (d): CURRENT ISSUES IN INDIAN EDUCATION
Max Marks: 100
External :70 marks
Internal :30 marks

(A) Objectives:
To enable the students to:
(a) analyse current problems in Indian Education.
(b) understand the present status of population education.
(c) comprehend the importance of environment education.
(d) apply the relevance of moral values in present scenario.

(B) Syllabus

Section – A
Environment education: concept, need and importance, Adult and social education: concept, need and importance, aims, methods, Population education: concept and importance, Women education: importance and historical background, Distance education: meaning, importance, characteristics and methods.

Section – B
Non-formal and continuing education: need, importance and characteristics, Religious and Moral Education: concept, difference between the two and recommendations of various commissions and committees, Teacher education: importance, types of teacher training, problems of teacher education.

(C) Books Recommended

(D) Evaluation
Theory Examination 70 Marks
Internal Assessment 30 Marks

Attendance 6
Written Assignment/ Project work 12
Two Mid-term Examinations 12

INSTRUCTIONS FOR THE CANDIDATES
Candidates are required to attempt two questions each from the sections A and B and the entire section C.

Paper IV (e) DISSERTATION
Max Marks: 100
External : 70 marks
Internal: 30 marks

Selection of the topic of Dissertation will be done in the starting of the IIIrd Semester and topic will be submitted in the office within one month of admission to second year. Evaluation of dissertation will be done by the panel consisting of one external and one internal examiner.
Candidate will submit their dissertation one month after the external examination.
A Programme's Mission and Objectives:

Department of Distance Education has been offering M.A. ENGLISH for the last about three decades. The 'mission' of the "Programme" as well as its "Objective" is to cater to the catchment area, comprising of largely agrarian rural population, which has few linguistic skills and that also only in their mother tongue. The mission is to spread second language in the catchment area and teach English language through the study of literature, since teaching language *per se*, through Grammar Translation Method has not given the desired results. "Language through Literature" renders the subject of study more interesting and thus learners' acquisition of Second Language provides us with better results. The 'objective' is that learners gain proficiency at the master's level into the language that has today become the storehouse of international knowledge in various disciplines as well as in the interdisciplinary domains and is vital to not only gaining contemporary knowledge but also opens generous avenues of employment. The Programme is popular in the area, which is evidenced by large number of students enrolling themselves for the "Programme."

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

The Programme, namely Masters in English is highly relevant, since it provides opportunity to learners to enter the international arena of knowledge in different domains, with job opportunities, both in India and abroad (in the Arab World as well as on the African continent). Knowledge of this language (i.e. English) equips learners with competence in a language that helps them in acquiring knowhow in technology whether agrarian or industrial, or even, more importantly, in the domain of Cybernetics. The Higher Educational Institution (HEI) has vast experience in imparting these pedagogical skills to the learners. It is also the mission at the national level to significantly enhance the percentage of literates in the country. The Programme is also relevant for those desirous of going abroad, through IELTS made, because this Programme will also enhance their Language Skills.

3 Nature of Prospective Target Group of Learners:

Students who have studied compulsory English at the undergraduate level is the target group of learners. A student should have successfully completed his Bachelors for enrolment into masters, because the aim is to carry forward those basic linguistic skills of the learner acquired at the undergraduate level, to the master's level to achieve proficiency in the said language. There is a dire need that the present day Bachelor's level learners cross the threshold of the agrarian economy to the urban and even cosmopolitan vocations. This prospective target group is amenable to various handicaps because of scarce language learning opportunities as well as lack of infrastructure. It is through the distance mode of education that such learners can be targeted at the mass level in large numbers to affect an appreciable increase in rates of literacy. The courses are designed keeping in mind the diverse class of learners with lower economic means and wherewithal.

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

It is by keeping in mind the large number of learners, especially within the lower economic strata of society that the distance learning mode is appropriate. It provides flexible schedules to learners with lower fees, as also an opportunity to continue with their jobs/employment along with study through the distance mode that the programme is highly appropriate. The learners on completion of their master's level study in English can ascend the ladder of employment: from teaching in school they can move to teaching in college, enabling the marginalized to join the mainstream and contribute to national human wealth through human resource development, by acquiring generic transferable skills and competencies.

5. Instructional Design:

The course has a span of four semesters (or two years). Learners on being admitted into the programme are supplied study materials in print form for the whole semester. Study materials have been prepared with caution and care by subject experts, keeping in mind the academic level of the students. Then, the learners are called in small batches to the HEI for classroom teaching to cover all the topics underlining important areas, themes and concerns. Then assignments are procured from
students for each course/paper, which are marked by teachers for internal assessment, where maximum marks are twenty five. During classroom teaching (or Personal Contact Programmes: PCPs as they are called) separate time is kept for individual consultation of teachers by students on one-to-one basis.

6. Procedure for Admissions, curriculum Transaction and Evaluation:

Students who have completed their graduation in all respects and studied English Language earlier at least as a compulsory subject are admitted into M.A. English Part-I, Semester-I. The syllabus for the programme is periodically evaluated and updated by internal and external experts at the level of the Board for Postgraduate Studies to include the latest in the field, as also to receive feedback from colleagues both at the college and university level(s). Students are evaluated twice in the semester: once through assignments for internal assessment, and secondly through semester end examinations. A student must score at least 35% to get to the next year of the programme. Regarding fees for students: they have to be kept on the lower side, keeping in mind the economic condition of the people in the catchment area. Syllabus and Prospectus of the Programme are made available online, where the students are made aware of both: the text books and Recommended Supplementary Reading, which they can access on their own from the Net, apart from the printed Study Material that is made available to them on an individual basis.

7. Requirement of the Laboratory Support and Library Resources: As regards this Programme, namely M.A. English, not much laboratory support is needed, nevertheless the department possess a functional Language Lab for courses/Papers related to Phonology and Phonetics. The department is in possession of a vast library. All the Text Books are available, as also most of the Supplementary Reading Books are available and students can borrow them by showing their Identity Card at the Issue Counter of the departmental library.

8. Cost Estimate of the Programme and the Provisions: The university has a central budget system, whereby funds are allocated by studying the last financial year's budget plus marginal increase keeping in mind the inflationary trends, and actual expenses incurred during that session. Department also has imprest and contingency resources.

9. Quality Assurance and Expected Programme Outcomes: HEI annually appraises and evaluates each and every Programme through its Board of Studies, set up individually for each and every subject. Teachers handling Programme at the cutting edge provide feedback and the curriculum is designed accordingly. Semester end results testify to the Programme's benchmark and remedial steps are taken accordingly.

(FOR REGULAR & DISTANCE EDUCATION CANDIDATES ONLY)

M.A.-I (ENGLISH)
SEMESTER I & II
Session 2017-2018

SEMESTER I

<table>
<thead>
<tr>
<th>Core Course-I</th>
<th>Medieval and Renaissance Poetry</th>
<th>Max. Marks: 100</th>
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<tr>
<td>Written Examination:</td>
<td>75 Marks</td>
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<td>Internal Assessment:</td>
<td>25 Marks</td>
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<td>Pass Marks: 35%</td>
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Core Course-II  Classical and Elizabethan Drama -do-
Core Course-III  Rise of the Novel -do-
Elective Course-IV (i)  English Phonetics and Phonology -do-
SEMMESTER II

Core Course-V  Literary Criticism from Johnson to Eliot  Max. Marks: 100
Written Examination: 75 Marks
Internal Assessment: 25 Marks
Pass Marks: 35%

Core Course-VI  Poetry from Neoclassical to Victorian Age  -do-

Core Course-VII  Nineteenth Century Fiction  -do-

Elective Course-VIII (i)  Modern Drama  -do-

SEMMESTER I

CORE COURSE - I
MEDIEVAL AND RENAISSANCE POETRY

Time: 3 hours  Max. Marks: 100
Written Examination: 75 Marks
Internal Assessment: 25 Marks
Pass Marks: 35%

INSTRUCTIONS FOR THE PAPER-SETTER

UNIT-I shall have two questions with internal alternative from the prescribed texts. These questions shall carry 12+11=23 marks.
UNIT-II shall have two questions with internal alternative from the prescribed texts. These questions shall carry 11+11=22 marks.
UNIT-III shall cover the entire syllabus and shall be of 30 marks. This question shall comprise ten short-answer questions of about 100-120 words each - two on each prescribed text and the remaining two on history/movement(s)/genre(s)/concepts pertaining to the course. Each question shall carry 3 marks.

UNIT-I

Terry Eagleton  -  "How to Read a Poem"
(Chapter 5 from the How to Read a Poem)

Chaucer  -  Prologue to the Canterbury Tales

UNIT-II


John Milton  -  Paradise Lost (Book I)
UNIT-III
UNIT-III shall include Units I & II and the history/movement(s)/genre(s)/concepts pertaining to the course. It shall comprise short-answer questions.

RECOMMENDED READING
Geoffrey Chaucer
Chesterton, G.K.: Chaucer Faber, London.

John Donne

John Milton

CORE COURSE-II
CLASSICAL AND ELIZABETHAN DRAMA

Time: 3 hours
Max. Marks: 100
Written Examination: 75 Marks
Internal Assessment: 25 Marks
Pass Marks: 35%

INSTRUCTIONS FOR THE PAPER-SETTER
UNIT-I shall have two questions with internal alternative from the prescribed texts. These questions shall carry 12+11 = 23 marks.
UNIT-II shall have two questions with internal alternative from the prescribed texts. These questions shall carry 11+11 = 22 marks.
UNIT-III shall cover the entire syllabus and shall be of 30 marks. This question shall comprise ten short-answer questions of about 100-120 words each - two on each prescribed text and the remaining two on history/movement(s)/genre(s)/concepts pertaining to the course. Each question shall carry 3 marks.

UNIT-I
Aristotle - Poetics
Sophocles - Oedipus Rex

UNIT-II
Shakespeare - King Lear
Marlowe - Dr Faustus

UNIT-III
UNIT-III shall include Units I & II and the history/movement(s)/genre(s)/concepts pertaining to the course. It shall comprise short-answer questions.

**RECOMMENDED READING**

**Aristotle**
- House, Humphry : *Aristotle's Poetics*
- Lucas, D.W. : *Aristotle's Poetics*
- Olson, Eldder (ed.) : *Aristotle's Poetics and English Literature*
- Halliwell, Stephen : *Aristotle's Poetics*

**Sophocles**

**William Shakespeare**
- Bradley, A.C. *Shakespearean Tragedy*, 1904.

**Christopher Marlowe**

**CORE COURSE-III**

**RISE OF THE NOVEL**

Time: 3 hours

Max. Marks: 100

Written Examination: 75 Marks

Internal Assessment: 25 Marks

Pass Marks: 35%

**INSTRUCTIONS FOR THE PAPER-SETTER**

UNIT-I shall have two questions with internal alternative from the prescribed texts. These questions shall carry 12+11=23 marks.

UNIT-II shall have two questions with internal alternative from the prescribed texts. These questions shall carry 11+11=22 marks.

UNIT-III shall cover the entire syllabus and shall be of 30 marks. This question shall comprise ten short-answer questions of about 100-120 words each - two on each prescribed text and the remaining two on history/movement(s)/genre(s)/concepts pertaining to the course. Each question shall carry 3 marks.

**UNIT-I**
Orhan Pamuk - “What Our Minds Do When We Read Novels” (From The Naïve and the Sentimental Novelist by Orhan Pamuk. Penguin, 2010)

Henry Fielding - Joseph Andrews

UNIT-II

Charles Dickens - Hard Times
Charlotte Bronte - Jane Eyre

UNIT-III

UNIT-III shall include Units I & II and the history/movement(s)/genre(s)/concepts pertaining to the course. It shall comprise short-answer questions.

RECOMMENDED READING

Orhan Pamuk

Henry Fielding
Jenkins, Elizabeth, Henry Fielding
Watt, Ian: The Rise of the English Novel

Charles Dickens
Engels, Monroe, The Maturity of Dickens.
House, Humphrey, The Dickens World.
Miller, Hillis J. Charles Dickens: The World of His Novels.

Charlotte Bronte

ELECTIVE COURSE-IV
OPTION (i) : ENGLISH PHONETICS AND PHONOLOGY

Time: 3 hours
Max. Marks: 100
Written Examination: 75 Marks
Internal Assessment: 25 Marks
Pass Marks: 35%

INSTRUCTIONS FOR THE CANDIDATES
Candidates shall attempt six questions in all, two each from Units I and II and the entire Unit III.

INSTRUCTIONS TO THE PAPER-SETTER
(1) In Unit I, there shall be four questions each of 11.5 marks out of which candidates will attempt any two. These questions will be set from the prescribed chapters of Peter Roach’s book mentioned in Unit I.
(2) In Unit II, there will be four questions in all, each of 11 marks. Three questions will be set from the prescribed chapters of Peter Roach’s book mentioned in Unit II and one question will be based on the topics related to Saussure mentioned in Unit II. Candidates will attempt any two questions out of the four set in this Unit.
(3) Unit III will carry 30 marks in all. The paper setter shall set two questions pertaining to phonemic transcription and minimal pairs. The first question will be on phonemic transcription of common English words using IPA symbols as well as marking of the primary stress wherever required. The paper setter will set twenty five words out of which candidates will attempt any eighteen. Each word will carry one mark.
The second question in this Unit will pertain to minimal pairs. The paper setter will set fifteen minimal pairs out of which candidates will point out the phonemic/phonetic differences of any twelve. Each minimal pair will carry one mark.
Note: The scope of the questions shall be defined strictly in accordance with the prescribed chapters of the texts.

UNIT-I
Chapter 2: The production of speech sounds
Chapter 3: Long vowels, diphthongs and triphthongs
Chapter 4: Voicing and consonants
Chapter 5: Phonemes and symbols
Chapter 6: Fricatives and affricates
Chapter 7: Nasals and other consonants

PRESCRIBED TEXT FOR UNIT-I
   Chapters 2, 3, 4, 5, 6 and 7 to be studied in Unit I.

SUPPLEMENTARY TEXT

UNIT-II
Chapter 8: The syllable
Chapter 9: Strong and weak syllables
Chapter 10: Stress in simple words
Chapter 11: Complex word stress
Chapter 14: Aspects of connected speech

Saussure’s conception of Linguistic Sign, Sign/Symbol distinction, Arbitrary and Conventional nature of sign; Saussure’s Dichotomies: Langue vs. Parole, Synchrony vs. Diachrony, Syntagmatic vs Paradigmatic Relationships, Substance vs. Form

PRESCRIBED TEXT FOR UNIT-II

   Chapters 8, 9, 10, 11 and 14 to be studied in Unit II.
4. 

UNIT-III

This section also comprises pointing out of phonemic differences in minimal pairs.

PRESCRIBED TEXT FOR UNIT III


RECOMMENDED READING


TESTING

UNIT-I

Q. 1, 2, 3 & 4. Four questions, each of 11.5 marks, to be set from the prescribed chapters of Roach’s book mentioned in Unit I. Candidates will attempt any two questions.
UNIT II

Q. 5, 6, & 7. Three questions, each of 11 marks, to be set from the prescribed chapters of Roach’s book mentioned in Unit II.
Q. 8. One question of 11 marks to be set from the sections pertaining to Saussure mentioned in Unit II.
Candidates will attempt any two of these questions.

UNIT III

Q. 9. Twenty five common English words will be set whose phonemic transcription is to be provided by candidates using IPA symbols. Primary stress would also be marked wherever required. Candidates would attempt any eighteen of these words. Each word carries one mark.

Q. 10. Fifteen minimal pairs will be set by the paper setter for pointing out the phonemic/phonetic differences. Candidates will attempt any twelve of these pairs. Each pair carries one mark.

SEMESTER II
CORE COURSE-V
LITERARY CRITICISM FROM JOHNSON TO ELIOT

Time: 3 hours
Max. Marks: 100
Written Examination: 75 Marks
Internal Assessment: 25 Marks
Pass Marks: 35%

INSTRUCTIONS FOR THE PAPER-SETTER
UNIT-I shall have two questions with internal alternative from the prescribed texts. These questions shall carry 12+11=23 marks.
UNIT-II shall have two questions with internal alternative from the prescribed texts. These questions shall carry 11+11=22 marks.
UNIT-III shall cover the entire syllabus and shall be of 30 marks. This question shall comprise ten short-answer questions of about 100-120 words each - two on each prescribed text and the remaining two on history/movement(s)/genre(s)/concepts pertaining to the course. Each question shall carry 3 marks.

UNIT-I
Samuel Johnson - Preface to *Shakespeare*
William Wordsworth - Preface to *Lyrical Ballads*

UNIT-II
Matthew Arnold - The Function of Criticism at the Present Time
T.S. Eliot - Tradition and the Individual Talent

UNIT-III
UNIT-III shall include Units I & II and the history/movement(s)/genre(s)/concepts pertaining to the course. It shall comprise short-answer questions.
RECOMMENDED READING

Samuel Johnson
Anderson, Robert : The Life of Samuel Johnson Whit Critical Observations
on His Works.
Arthur Sherbo : Samuel Johnson's Critical Opinions: A Reexamination
Greene, Donal : Samuel Johnson
Bate, Walter Jackson : The Achievement of Samuel Johnson
Robert DeMaria Jr. : The Life of Samuel Johnson: A Critical Biography
Boulton, Jameson T. : Samuel Johnson: The Critical Heritage

William Wordsworth
Mason, Emma : The Cambridge Introduction to William Wordsworth
Richards, I.A. : Coleridge on Imagination
Abrams, M.H. : The Mirror and the Lamp

Matthew Arnold
Wellek, Rene : A History of Literary Criticism, I & II.
Trilling, Lionel : Matthew Arnold
Waugh, Patricia : An Oxford Guide to Literary Theory and Criticism
Latham, Jacqueline E.M.(ed.) : Critics on Matthew Arnold

T. S. Eliot
Frye, Northrop : T.S. Eliot
Hardwood, John : Eliot to Derrida
Tate, Allen : T.S. Eliot: The Man and His Mask
Gardner, Helen : The Art of T.S. Eliot
Spender, Stephen : T.S. Eliot

CORE COURSE-VI
POETRY FROM NEOCLASSICAL TO VICTORIAN AGE

Time: 3 hours
Max. Marks: 100
Written Examination: 75 Marks
Internal Assessment: 25 Marks
Pass Marks: 35%

INSTRUCTIONS FOR THE PAPER-SETTER
UNIT-I shall have two questions with internal alternative from the prescribed texts. These questions shall carry 12+11=23 marks.
UNIT-II shall have two questions with internal alternative from the prescribed texts. These questions shall carry 11+11=22 marks.
UNIT-III shall cover the entire syllabus and shall be of 30 marks. This question shall comprise ten short-answer questions of about 100-120 words each - two on each prescribed text and UNIT-III shall include Units I & II and the history/movement(s)/genre(s)/concepts pertaining to the course. Each question shall carry 3 marks.

UNIT-I
Alexander Pope - The Rape of the Lock
S.T. Coleridge - (i) Kubla Khan
(ii) The Rime of the Ancient Mariner

UNIT-II
UNIT-III
UNIT-III shall include Units I & II and the history/movement(s)/genre(s)/concepts pertaining to the course. It shall comprise short-answer questions.

RECOMMENDED READING

**Alexander Pope**
*The Rape of the Lock*, Casebook series
Brower, R.A. *Alexander Pope: The Poetry of Allusion*

**S.T. Coleridge**
Selected Poems ed. by James Reeves (Heinemann, 1966).
Lowers, J.E. - *The Road to Xanadu*, 1931.
Coburn, Katheleen ed. - *Coleridge 20th Century Views*

**John Keats**
Casebook Series on Odes.

**Robert Browning**
Tracy, Clarence : Browning's Mind and Art: Essays.
CORE COURSE VII
NINETEENTH CENTURY FICTION

Time: 3 hours
Max. Marks: 100
Written Examination: 75 Marks
Internal Assessment: 25 Marks
Pass Marks: 35%

INSTRUCTIONS FOR THE PAPER-SETTER
UNIT-I shall have two questions with internal alternative from the prescribed texts. These questions shall carry 12+11=23 marks.
UNIT-II shall have two questions with internal alternative from the prescribed texts. These questions shall carry 11+11=22 marks.
UNIT-III shall cover the entire syllabus and shall be of 30 marks. This question shall comprise ten short-answer questions of about 100-120 words each - two on each prescribed text and UNIT-III shall include Units I & II and the history/movement(s)/genre(s)/concepts pertaining to the course. Each question shall carry 3 marks.

UNIT-I
Mary Shelley - Frankenstein
Thomas Hardy - Jude the Obscure

UNIT-II
Gustave Flaubert - Madame Bovary
F. Dostoevsky - Notes from the Underground

UNIT-III
UNIT-III shall include Units I & II and the history/movement(s)/genre(s)/concepts pertaining to the course. It shall comprise short-answer questions.

RECOMMENDED READING
Mary Shelley
Harold Bloom : Mary Shelley's Frankenstein
Debra Doyle : Frankenstein
Timothy Morton : A Routledge Literary Sourcebook on Mary Shelley's Frankenstein

Graham Allen : Shelley's Frankenstein
Nicholas Marsh : Mary Shelley: Frankenstein

Thomas Hardy
Millgate, Michael: Thomas Hardy.
Williams, Merryn: A Preface to Hardy.
Ebbatson, Roger: Thomas Hardy: The Margin of the Unexpressed.
Gustave Flaubert
James, Hanry: *French Poets and Novelists,* London, 1876.

F. Dostoevsky

**ELECTIVE COURSE - VIII**

**OPTION (i) : MODERN DRAMA**

*Time:* 3 hours  
*Max. Marks:* 100  
*Written Examination:* 75 Marks  
*Internal Assessment:* 25 Marks  
*Pass Marks:* 35%

**INSTRUCTIONS FOR THE PAPER-SETTER**

UNIT-I shall have two questions with internal alternative from the prescribed texts. These questions shall carry 12+11=23 marks.
UNIT-II shall have two questions with internal alternative from the prescribed texts. These questions shall carry 11+11=22 marks.
UNIT-III shall cover the entire syllabus and shall be of 30 marks. This question shall comprise ten short-answer questions of about 100-120 words each - two on each prescribed text and the remaining two on history/movement(s)/genre(s)/concepts pertaining to the course. Each question shall carry 3 marks.

**UNIT-I**

| G.B. Shaw | Saint Joan |
| Henrik Ibsen | *A Doll’s House* |

**UNIT-II**

| Arthur Miller | Death of a Salesman |
| Samuel Beckett | Waiting for Godot |

**UNIT-III**

UNIT-III shall include Units I & II and the history/movement(s)/genre(s)/concepts pertaining to the course. It shall comprise short-answer questions.
RECOMMENDED READING

G.B. Shaw
Fielden, John. “Shaw’s Saint Joan as Tragedy”. Twentieth Century Literature. 1957.

Henrik Ibsen
Lucas, F.L. : Drama of Ibsen and Strindberg
Macfarlaine, James : Penguin Critical Anthology on Ibsen
Bradbrook, M.C. : Ibsen: The Norwegian
Williams, Raymond : Ibsen to Brecht

Arthur Miller

Samuel Beckett

M.A. II (ENGLISH)
SEMESTER III & IV
Sessions 2017-2018

SEMESTER III

Course-IX Literature and Modernity
Max. Marks: 100
Written Examination: 75 Marks
Internal Assessment: 25 Marks
Pass Marks: 35%
Course-X  Twentieth Century Poetry and Fiction
Course-XI  (i) Literature and Gender
Course-XII (i) Literature and Post-Coloniality

SEMESTER IV
Course-XIII Literary and Cultural Theory  Max. Marks: 100
Written Examination: 75 Marks
Internal Assessment: 25 Marks
Pass Marks: 35%
Course-XIV Indian Writing in English
Course-XV One of the following options:
   (i) American Literature
   (ii) European Drama
Course-XVI One of the following options:
   (i) Literature and Politics
   (ii) Language and Linguistics

SEMESTER-III
Course-IX
LITERATURE AND MODERNITY
Time: 3 hours  Max. Marks: 100
Written Examination: 75 Marks
Internal Assessment: 25 Marks
Pass Marks: 35%

INSTRUCTIONS FOR THE PAPER-SETTER
UNIT-I shall have two questions with internal alternative from the prescribed texts. These questions shall carry 12+11=23 marks.
UNIT-II shall have two questions with internal alternative from the prescribed texts. These questions shall carry 11+11=22 marks.
UNIT-III shall cover the entire syllabus and shall be of 30 marks. This question shall comprise ten short-answer questions of about 100-120 words each - two on each prescribed text and the remaining two on history/movement(s)/genre(s)/concepts pertaining to the course. Each question shall carry 3 marks.

UNIT-I
George Orwell - “Politics and the English Language”
Virginia Woolf - “Modern Fiction”

UNIT-II
Walter Benjamin - “The Work of Art in the Age of Mechanical Reproduction”
Walter J. Ong - “The Orality of Language” (From Orality and Literacy by Walter J. Ong)
UNIT-III
UNIT-III shall include Units I & II and the history/movement(s)/genre(s)/concepts pertaining to the course. It shall comprise short-answer questions.

RECOMMENDED READING

George Orwell

Virginia Woolf

Walter Benjamin

Walter J. Ong
Street, Brian V. Social Literacies: Critical Approaches to Literacy in Development, Ethnography and Education. Routledge, 2014.

Course-X
TWENTIETH CENTURY POETRY AND FICTION

Time: 3 hours Max. Marks: 100
Written Examination: 75 Marks
Internal Assessment: 25 Marks
INSTRUCTIONS FOR THE PAPER-SETTER
UNIT-I shall have two questions with internal alternative from the prescribed texts. These questions shall carry 12+11=23 marks.
UNIT-II shall have two questions with internal alternative from the prescribed texts. These questions shall carry 11+11=22 marks.
UNIT-III shall cover the entire syllabus and shall be of 30 marks. This question shall comprise ten short-answer questions of about 100-120 words each - two on each prescribed text and the remaining two on history/movement(s)/genre(s)/concepts pertaining to the course. Each question shall carry 3 marks.

UNIT-I
T.S. Eliot - The Waste Land
W.B. Yeats - 'No Second Troy'
'An October Fruit'
'Sailing to Byzantium'
'Among School Children'
'Leda and the Swan'
'The Second Coming'

UNIT-II
Franz Kafka - The Trial
Albert Camus - The Plague

UNIT-III
UNIT-III shall include Units I & II and the history/movement(s)/genre(s)/concepts pertaining to the course. It shall comprise short-answer questions.

RECOMMENDED READING
T.S. Eliot

W.B. Yeats

Franz Kafka
Angles, Flores and : Franz Kafka Today
Charles, Neider : The Frozen Sea: A Study of Franz Kafka
Roy, Pascal : The German Novel
Emrich, Withelm : Franz Kafka: A Study of his Writings

Albert Camus
Luppe, R de : Albert Camus
Thody, P. : Albert Camus: A Study of His Work
Hanna, T. : The Thought and Art of Albert Camus
Cruickshank, A. : Albert Camus and the Literature of Revolt
Bree, Germaine (ed.) : Camus: A Collection of Critical Essays
(20th Century Views)

Course-XI
Option (i) : LITERATURE AND GENDER

Time: 3 hours
Max. Marks: 100
Written Examination: 75 Marks
Internal Assessment: 25 Marks
Pass Marks: 35%

INSTRUCTIONS FOR THE PAPER-SETTER
UNIT-I shall have two questions with internal alternative from the prescribed texts.
These questions shall carry 12+11=23 marks.
UNIT-II shall have three questions, one from each prescribed text. The candidate shall attempt any two. These questions shall carry 11+11=22 marks.
UNIT-III shall cover the entire syllabus and shall be of 30 marks. This question shall comprise ten short-answer questions of about 100-120 words each - two on each prescribed text and the remaining two on history/movement(s)/genre(s)/concepts pertaining to the course. Each question shall carry 3 marks.

UNIT-I
Jean Rhys - Wide Sargasso Sea
Shashi Deshpande - That Long Silence

UNIT-II
Simone de Beauvoir - The Second Sex: Introduction and Book I - Part III
Virginia Woolf - A Room of One’s Own

UNIT-III
UNIT-III shall include Units I & II and the history/movement(s)/genre(s)/concepts pertaining to the course. It shall comprise short-answer questions.

RECOMMENDED READING
Freidan, Betty : The Feminine Mystique
Susan Griffin : Woman and Nature: The Roaring Inside Her
Freedman, Jane : Feminism
Lola Chatterjee ed. : Woman Image Text
Adrienne Rich : Of Woman Born
Maggie Humm: : Feminist Criticism
Judith Evans : Feminist Theory Today
Maggie Fuller : Woman in the Nineteenth Century
Sandra Gilbert and Susan Gubar : Mad Woman in the Attic
Jasbir Jain, ed. : Women's Writing
Iqbal Kaur, ed. : Kate Chopin's The Awakening:
Landry, Donna : The Spivak Reader
Roseann, P. Bell : Study Blacke Bridges
Nan Baian Maglin : The Literature of Matrilinage
Hari Prasanna : Image of Woman in Shashi Deshpande's Fiction: A Study

Simone de Beauvoir

Virginia Woolf

Jean Rhys

Shashi Deshpande
Atrey, Mukta and Kirpal Viney : Shashi Deshpande: A Feminist Study of Her Fiction
Dhawan, R.K. : Indian Women Novelists
Pathak, R.S. : The Fiction of Shashi Deshpande
Rajeshwar, M. : Indian Women Novelists and Psychoanalysis
Roy, Anuradha : Patterns of Feminist Consciousness in Indian Women Writers
Course-XII
Option (i) : LITERATURE AND POST-COLONIALITY

Time: 3 hours
Max. Marks: 100
Written Examination: 75 Marks
Internal Assessment: 25 Marks
Pass Marks: 35%

INSTRUCTIONS FOR THE PAPER-SETTER
UNIT-I shall have two questions with internal alternative from the prescribed texts. These questions shall carry 12+11=23 marks.
UNIT-II shall have two questions with internal alternative from the prescribed texts. These questions shall carry 11+11=22 marks.
UNIT-III shall cover the entire syllabus and shall be of 30 marks. This question shall comprise ten short-answer questions of about 100-120 words each - two on each prescribed text and the remaining two on history/movement(s)/genre(s)/concepts pertaining to the course. Each question shall carry 3 marks.

UNIT-I
Edward Said - Introduction to Orientalism
Joseph Conrad - Heart of Darkness

UNIT-II
Alice Walker - The Color Purple
Derek Walcott - From The Arkansas Testament:
- 'St. Lucia's First Communion'
- 'White Magic'
- 'Eulogy for W.H. Auden'
- 'Elsewhere'

From Derek Walcott: Selected Poetry
(Oxford: Heinemann, 1993):
- 'Ruins of a Great House'
- 'The Castaway'
- 'Far Cry from Africa'

UNIT-III
UNIT-III shall include Units I & II and the history/movement(s)/genre(s)/concepts pertaining to the course. It shall comprise short-answer questions.

RECOMMENDED READING
Edward Said
Loomba, Aniah : Colonialism/Post-colonialism
Gandhi, Leela : Postcolonial Theory: An Introduction
McLeod, John : Beginning Post-Colonialism
Qyason, Atto : Postcolonialism: Theory, Practice or Process
Tiffin, Helen, Griffiths : The Empire Writes Back: Theory and
<table>
<thead>
<tr>
<th>Author(s)</th>
<th>Title</th>
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<tbody>
<tr>
<td>Gareth and Ashcroft, Bill (eds.)</td>
<td>Practice of Post-Colonial Literatures</td>
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<td>Tiffin, Helen, Griffiths</td>
<td>The Post-Colonial Studies Reader</td>
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<td>Colonial Discourse and Post-colonial Theory</td>
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<td>William, Partick and Chrisman Laura (eds.)</td>
<td>The Post-Colonial Critic</td>
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<td>Kennedy, Vilerie</td>
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<td>Ashcroft, Bill and Ahluwalia, Pal McLeod, John</td>
<td>Edward Said: The Paradox of Identity</td>
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<td><strong>Joseph Conrad</strong></td>
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<td>Frederick Karl</td>
<td>A Reader's Guide to Joseph Conrad</td>
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<td>Christopher Cooper</td>
<td>Conrad and the Human Dilemma</td>
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<td>Robert Giddings (ed.)</td>
<td>Literature and Imperialism</td>
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<tr>
<td>Hulme, Peter</td>
<td>Colonial Encounters: Europe and the Native Caribbean 1492-1797</td>
</tr>
<tr>
<td>Abdul Jan Mohammad</td>
<td>Manichean Aesthetics: The Politics of Literature in Colonial Africa</td>
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<td><strong>Alice Walker</strong></td>
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<tr>
<td>Darryl Dickson-Carr</td>
<td>The Columbia Guide to Contemporary African American Fiction</td>
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<tr>
<td>Emmanuel Sampath Nelson</td>
<td>Contemporary African American Novelists: A Biobibliographical Critical Sourcebook</td>
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<td>Gerri Bates</td>
<td>Alice Walker: A Critical Companion</td>
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<td>Henry Louis Gates</td>
<td>Alice Walker: Critical Perspectives Past and Present</td>
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<td>Harold Bloom</td>
<td>Alice Walker</td>
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<tr>
<td>Ikenna Dieke</td>
<td>Critical Essays on Alice Walker</td>
</tr>
<tr>
<td>Karla Simcikova</td>
<td>To Live Fully, Here and Now: The Healing Vision in the Works of Alice Walker</td>
</tr>
<tr>
<td>Maria Lauret</td>
<td>Alice Walker</td>
</tr>
<tr>
<td><strong>Derek Walcott</strong></td>
<td></td>
</tr>
<tr>
<td>Ngugi Wa Thiong'O</td>
<td>Home Coming: Essays on Africa and Caribbean Literature, Culture and Politics</td>
</tr>
<tr>
<td>Edward Said</td>
<td>Culture and Imperialism</td>
</tr>
<tr>
<td>Bruce King (ed.)</td>
<td>Caribbean Literature</td>
</tr>
<tr>
<td>William Walsh</td>
<td>A Manifold Voice: Studies in Commonwealth Literature</td>
</tr>
<tr>
<td>David Cook</td>
<td>African Literature: A Critical View</td>
</tr>
<tr>
<td>Charles Larson</td>
<td>The Emergence of African Fiction</td>
</tr>
</tbody>
</table>
SEMESTER IV

Course-XIII
LITERARY AND CULTURAL THEORY

Time: 3 hours
Max. Marks: 100
Written Examination: 75 Marks
Internal Assessment: 25 Marks
Pass Marks: 35%

INSTRUCTIONS FOR THE PAPER-SETTER

UNIT-I shall have two questions with internal alternative from the prescribed texts. These questions shall carry 12+11=23 marks.

UNIT-II shall have two questions with internal alternative from the prescribed texts. These questions shall carry 11+11=22 marks.

UNIT-III shall cover the entire syllabus and shall be of 30 marks. This question shall comprise ten short-answer questions of about 100-120 words each - two on each prescribed text and the remaining two on history/movement(s)/genre(s)/concepts pertaining to the course. Each question shall carry 3 marks.

UNIT-I
Roland Barthes - “The Death of the Author”
Benedict Anderson - “The Origins of National Consciousness”
(From Imagined Communities)

UNIT-II
Elaine Showalter - "Feminist Criticism in the Wilderness"
Frederic Jameson - "The Cultural Logic of Late Capitalism"
(From Postmodernism or The Cultural Logic of Late Capitalism)

UNIT-III
UNIT-III shall include Units I & II and the history/movement(s)/genre(s)/concepts pertaining to the course. It shall comprise short-answer questions.

RECOMMENDED READING

Roland Barthes
Graham Allen : Roland Barthes
Michael Moriarty : Roland Barthes
Patrizia Lombardo : The Three Paradoxes of Roland Barthes
Seán Burke : The Death and Return of the Author: Criticism and Subjectivity in Barthes, Foucault and Derrida
Stephen Barker : Signs of Change: Premodern - Modern – Postmodern

**Benedict Anderson**
Athena S. Leoussi : Encyclopaedia of Nationalism
Benedict Anderson : Imagined Communities: Reflections on the Origin and Spread of Nationalism

Bill Ashcroft, Gareth Griffiths, Helen Tiffin : The Post-colonial Studies Reader
Paul Gillen, Devleena Ghosh : Colonialism & Modernity
Pheng Cheah, Jonathan Culler : Grounds of Comparison: Around the Work of Benedict Anderson

**Elaine Showalter**
Moi, Toril : Sexual Textual Politics: Feminist Literary Theory
Millett, Kate : Sexual Politics
Showalter, Elaine : A Literature of their Own
Spender, Dale : Man Made Language
Woolf, Virginia : Women and Writing
Eagleton, Mary (ed.) : Feminist Literary Theory: A Reader

Jacobus, Mary (ed.) : Women Writing and Writing about Women
Hester, Eisenstein : Contemporary Feminist Thought
Kemp, Sandra and Squire, Judith (ed.) : Feminisms

**Frederic Jameson**
Smart, Berry : Postmodernity (Key Ideas)
Bauman, Zygmunt : Intimations of Postmodernity
Callinicos, Alex : Against Postmodernism: A Marxist Critique
Foster, H.(ed.) : Postmodern Culture
Hutcheon, Linda : A Poetics of Postmodernism
Eagleton, Terry : Illusions of Postmodernism
Docherty, Thomas : Postmodernism: A Reader

---

**Course-XIV**
**INDIAN WRITING IN ENGLISH**

Time: 3 hours

Max. Marks: 100
Written Examination: 75 Marks
Internal Assessment: 25 Marks
Pass Marks: 35%
INSTRUCTIONS FOR THE PAPER-SETTER

UNIT-I shall have two questions with internal alternative from the prescribed texts. These questions shall carry 12+11=23 marks.
UNIT-II shall have two questions with internal alternative from the prescribed texts. These questions shall carry 11+11=22 marks.
UNIT-III shall cover the entire syllabus and shall be of 30 marks. This question shall comprise ten short-answer questions of about 100-120 words each - two on each prescribed text and the remaining two on history/movement(s)/genre(s)/concepts pertaining to the course. Each question shall carry 3 marks.

UNIT-I
Raja Rao - Kanthapura

- 'Enterprise' (The Unfinished Man)
- 'Night of the Scorpion' (The Exact Name)
- 'In India' (The Exact Name)
- 'Poet, Lover, Birdwatcher' (The Exact Name)
- 'Background, Casually' (Hymns In Darkness)
- 'Guru' (Hymns In Darkness)
- 'Ganga' (Hymns In Darkness)

UNIT-II
Manjula Padmanabhan - Lights Out!
Amitav Ghosh - The Sea of Poppies

UNIT-III
UNIT-III shall include Units I & II and the history/movement(s)/genre(s)/concepts pertaining to the course. It shall comprise short-answer questions.

RECOMMENDED READING

Raja Rao
A. Sudhakar Rao : Socio-cultural Aspects of Life in the Selected Novels of Raja Rao
Carolina Hein : Raja Rao's Novel Kanthapura - The Example Uniting Fiction and Reality
Jaydipsingh Dodiya : Perspectives on Indian English Fiction
K.R. Srinivasa Iyenger : Indian Writing in English
Kaushal Sharma : Raja Rao: A Study Of His Themes And Technique
Mittapalli Rajeshwar : The Fiction of Raja Rao: Critical Studies
M.K. Naik, (ed.) : Critical Essays on Indian Writing in English
M.K. Naik : New Dimensions of Indian Literature
<table>
<thead>
<tr>
<th>Authors</th>
<th>Titles</th>
</tr>
</thead>
<tbody>
<tr>
<td>C.D. Narsimhaiah</td>
<td>The Swan and the Eagle</td>
</tr>
<tr>
<td>Nissim Ezekiel</td>
<td>The Twice Born Fiction</td>
</tr>
<tr>
<td>Meenakshi Mukherji</td>
<td>Indian Poetry in English</td>
</tr>
<tr>
<td>Bruce King</td>
<td>Indian Literature in English</td>
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<tr>
<td>William Walsh</td>
<td></td>
</tr>
<tr>
<td>M. K. Naik, Shyamala A. Narayn</td>
<td>Perspectives and Challenges in Indian-English Drama</td>
</tr>
<tr>
<td>Neeru Tandon</td>
<td>Indian English Literature, Volume 3</td>
</tr>
<tr>
<td>Basavaraj S. Naikar</td>
<td></td>
</tr>
<tr>
<td>Lakshmi Subramanyam</td>
<td>Muffled Voices: Women in Modern Indian Theatre</td>
</tr>
<tr>
<td>Natesan Sharda Iyer</td>
<td>Musings on Indian Writing in English: Drama</td>
</tr>
<tr>
<td>Varun Gulati, Mythili Anoop</td>
<td>Contemporary Women’s Writing in India</td>
</tr>
<tr>
<td>Amitav Ghosh</td>
<td>Amitabh Ghosh: Critical Essays</td>
</tr>
<tr>
<td>Bibhash Chowdry</td>
<td>A Companion to Comparative Literature</td>
</tr>
<tr>
<td>Ali Behdad, Dominic Thomas</td>
<td>Amitav Ghosh: A Critical Study</td>
</tr>
<tr>
<td>Shubha Tiwari</td>
<td>The Fiction of Amitav Ghosh</td>
</tr>
<tr>
<td>B. K. Sharma</td>
<td>Postliberalization Indian Novels in English: Politics of Global Reception and Awards</td>
</tr>
<tr>
<td>Aysha Iqbal Viswamohan</td>
<td></td>
</tr>
</tbody>
</table>

**Course-XV**

**Option (i): AMERICAN LITERATURE**

- **Time:** 3 hours  
- **Max. Marks:** 100  
- **Written Examination:** 75 Marks  
- **Internal Assessment:** 25 Marks  
- **Pass Marks:** 35%

**INSTRUCTIONS FOR THE PAPER-SETTER**

UNIT-I shall have two questions with internal alternative from the prescribed texts. These questions shall carry 12+11=23 marks.

UNIT-II shall have two questions with internal alternative from the prescribed texts. These questions shall carry 11+11=22 marks.

UNIT-III shall cover the entire syllabus and shall be of 30 marks. This question shall comprise ten short-answer questions of about 100-120 words each - two on each prescribed text and the remaining two on history/movement(s)/genre(s)/concepts pertaining to the course. Each question shall carry 3 marks.

**UNIT-I**

- **Eugene O’Neill**  
  - 'The Iceman Cometh'  
- **Robert Frost**  
  - 'Home Burial'  
  - 'After Apple - Picking'  
  - 'The Road Not Taken'
Birches'  
'Design'  
'Death of the Hired Man'  
'Fire & Ice'

**UNIT-II**

Tennessee Williams: *A Street Car Named Desire*  
Joyce Carol Oates: *Maria: A Life*

**UNIT-III**

UNIT-III shall include Units I & II and the history/movement(s)/genre(s)/concepts pertaining to the course. It shall comprise short-answer questions.

### RECOMMENDED READING

**Eugene O'Neill**

<table>
<thead>
<tr>
<th>Author</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>Harold Bloom</td>
<td>Eugene O'Neill's <em>The iceman cometh</em></td>
</tr>
<tr>
<td>John Henry Raleigh</td>
<td><em>The Iceman Cometh: A Collection of Critical Essays</em></td>
</tr>
<tr>
<td>Elizabeth M. Nugent</td>
<td>Eugene O'Neill's <em>The Iceman Cometh: A Critical Commentary</em></td>
</tr>
<tr>
<td>Michael Manheim</td>
<td><em>The Cambridge Companion to Eugene O'Neill</em></td>
</tr>
<tr>
<td>Zander Brietzke</td>
<td><em>The Aesthetics of Failure: Dynamic Structure in the Plays of Eugene O'Neill</em></td>
</tr>
</tbody>
</table>

**Robert Frost**

<table>
<thead>
<tr>
<th>Author</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>F. Lentrichia</td>
<td>Robert Frost: <em>Modern Poetics and the Landscapes of Self</em></td>
</tr>
<tr>
<td>R. Poirier</td>
<td>Robert Frost: <em>The Work of Knowing</em></td>
</tr>
<tr>
<td>L.W. Wagner</td>
<td>Robert Frost: <em>The Critical Reception</em></td>
</tr>
<tr>
<td>P.L. Garber</td>
<td>Robert Frost</td>
</tr>
<tr>
<td>D.H. Hall</td>
<td>Robert Frost: <em>Contours of Belief</em></td>
</tr>
</tbody>
</table>

**Tennessee Williams**

<table>
<thead>
<tr>
<th>Author</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boxill, Roger</td>
<td><em>The Kindness of Strangers: The Life of Tennessee Williams</em></td>
</tr>
<tr>
<td>Spoto, Donald</td>
<td><em>Tennessee Williams: A Collection of Critical Essays</em></td>
</tr>
<tr>
<td>Stanton, Stephen (ed.)</td>
<td><em>Tennessee Williams: A Collection of Critical Essays</em></td>
</tr>
<tr>
<td>Leavilt, R.F.(ed.)</td>
<td><em>The World of Tennessee Williams</em></td>
</tr>
</tbody>
</table>

**Joyce Carol Oates**
Joyce Carol Oates, Lee Milazzo : Conversations with Joyce Carol Oates
Greg Johnson : Understanding Joyce Carol Oates
Joyce Carol Oates, Elaine Showalter : "Where are You Going, where Have You Been?"
Linda Wagner-Martin : Critical Essays on Joyce Carol Oates
Mickey Pearlman : American Women Writing Fiction: Memory, Identity, Family, Space

Course-XVI
Option (i) : LITERATURE AND POLITICS
Time: 3 hours Max. Marks: 100
Written Examination: 75 Marks
Internal Assessment: 25 Marks
Pass Marks: 35%

INSTRUCTIONS FOR THE PAPER-SETTER
UNIT-I shall have two questions with internal alternative from the prescribed texts. These questions shall carry 12+11=23 marks.
UNIT-II shall have two questions with internal alternative from the prescribed texts. These questions shall carry 11+11=22 marks.
UNIT-III shall cover the entire syllabus and shall be of 30 marks. This question shall comprise ten short-answer questions of about 100-120 words each - two on each prescribed text and the remaining two on history/movement(s)/genre(s)/concepts pertaining to the course. Each question shall carry 3 marks.

UNIT-I
Aleksandr Solzhenitsyn - One Day in the Life of Ivan Denisovich
Saadat Hasan Manto - Toba Tek Singh

UNIT-II
Toni Morrison - Beloved
Sharankumar Limbale - The Outcaste (Akkarmashi)

UNIT-III
UNIT-III shall include Units I & II and the history/movement(s)/genre(s)/concepts pertaining to the course. It shall comprise short-answer questions.

RECOMMENDED READING
Aleksandr Solzhenitsyn
<table>
<thead>
<tr>
<th>Author/Editor</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alexis Klimoff</td>
<td>One Day in the Life of Ivan Denisovich: A Critical Companion</td>
</tr>
<tr>
<td>Nicholas J. Karolides</td>
<td>Censored Books: Critical Viewpoints, Volume 1</td>
</tr>
<tr>
<td>Ben Hellmann</td>
<td>Filming the Unfilmable: Casper Wrede's One Day in the Life of Ivan Denisovich</td>
</tr>
<tr>
<td>Alastair Renfrew</td>
<td>Critical Theory in Russia and the West</td>
</tr>
<tr>
<td>Elisa Kriza</td>
<td>Alexander Solzhenitsyn: Cold War Icon, Gulag Author, Russian Nationalist?: A Study of His Western Reception</td>
</tr>
<tr>
<td>M. Keith Booker</td>
<td>Encyclopedia of Literature and Politics</td>
</tr>
<tr>
<td><strong>Saadat Hasan Manto</strong></td>
<td>Toba Tek Singh: The Story in Multiple Translations</td>
</tr>
<tr>
<td>Ayesha Jalal</td>
<td>Pity of Partition</td>
</tr>
<tr>
<td>Leslie A. Flemming</td>
<td>Riddles of Belonging: India in Translation and Other Tales of Possession</td>
</tr>
<tr>
<td>Christi A. Merrill</td>
<td>Partitioned Lives: Narratives of Home, Displacement, and Resettlement</td>
</tr>
<tr>
<td><strong>Toni Morrison</strong></td>
<td>Reading Toni Morrison's Beloved</td>
</tr>
<tr>
<td>Paul McDonald</td>
<td>Narrative Conventions and Race in the Novels of Toni Morrison</td>
</tr>
<tr>
<td>Jennifer Lee Jordan Heinert</td>
<td>Critical Companion to Toni Morrison: A Literary Reference to Her Life and Work</td>
</tr>
<tr>
<td>Carmen Gillespie</td>
<td>Toni Morrison's Beloved</td>
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<tr>
<td>Eleanor Branch</td>
<td>Toni Morrison's Beloved: A Casebook</td>
</tr>
<tr>
<td>William L. Andrews</td>
<td>The Toni Morrison Encyclopedia</td>
</tr>
<tr>
<td>Elizabeth Ann Beaulieu</td>
<td>Critical Essays on Toni Morrison's Beloved</td>
</tr>
<tr>
<td>G.K. Hall</td>
<td>Towards an aesthetic of dalit literature: history, controversies, and considerations</td>
</tr>
<tr>
<td><strong>Sharan Kumar Limbale</strong></td>
<td>The Outcaste: Akkarmashi</td>
</tr>
<tr>
<td>Sharankumar Limbale, Santosh Bhoomkar</td>
<td>Dalit Literature: A Critical Exploration</td>
</tr>
<tr>
<td>Amar Nath Prasad</td>
<td>Translation as intervention</td>
</tr>
<tr>
<td>Jeremy Munday</td>
<td>Towards an aesthetic of dalit literature: history, controversies, and considerations</td>
</tr>
<tr>
<td>Šharan Kumāra Limbāle, Alok Mukherjee</td>
<td>G.K. Hall</td>
</tr>
</tbody>
</table>
M.A. (Hindi)

Programme’s mission and objectives
1. Hindi is an ancient national language of India. To study of Hindi language is very important because literature is the mirror of society. It throughs light on past as well as contemporary society of India. We learn how to think and live in an intellectual way. This can make better citizen for a civilized society. In this course main emphasis given on the Hindi literature’s theoretical and practical aspects.
2. The students will equipped well to complete in various streams for employment as Teachers, Researchers, Journalists, Reporters, Translaters, Radio jockies, Anchors, Newsreders etc.

Relevance of programme with HEI’s mission and goal
1. To impart education of Hindi to students who are employed and others who cannot afford regular course classes since the Punjabi University does not allow candidates to do post-graduation in this subject privately.
2. Candidates from remote, border and far off areas, rural and backward areas, Women candidates, employed candidates, Who are unable to pursue course on regular basis.

Nature of prospective target group of learners
1. Students especially from rural areas.
2. Those who cannot afford regular teaching classes in terms of time or money.
3. Those employed at remote places like the army and paramilitary forces.

Appropriateness of programme to be conducted in open and distance learning mode to acquire specific skills and competence
- Students are provided the opportunity to develop their leadership, organisational and decision-making skills. The course seeks to blend a traditional Master’s level qualification with the practical skills needed for the public sector environment.

Instructional design
1. Personal contact programme (PCP) for a week in each semester.
2. The two year course has four semesters.
3. The faculty as per UGC norms: Faculty includes two permanent teachers and one permanent technical assistant in the department. Two guest faculty teachers are invited from Hindi department of University and other colleges.
4. Lessons are provided along with lectures and consultation.
5. Self Instructional Material will be prepared in print form. Audio-video lessons will also be prepared. Faculty member has been provided with telephone and e-mail facility. Department maintains its own website through which students will be informed about fees, admission and PCP schedule, internal assessment tests schedule etc. Each student will be informed through SMS as well as registered letter about the PCP dates, duration and venue in advance.
6. Copy of two year syllabus is attached herewith.
Procedure for admission, curriculum, transaction and evaluation

1. Eligibility is 35 per cent at graduate level in sciences and social sciences and as per Punjabi University norms.
2. Assignment, Response sheets, viva-voce, Test and PCP attendance.
3. Evaluation as per University norms based on semester written tests and internal assessment.

Requirement of laboratory, support and library sources

1. No Laboratory required.
2. Library is rich in Hindi literature.

Cost estimate of the programme and the provisions

Quality assurance mechanism and expected programme outcome

1. Regular updating of the syllabi that have been prepared following the UGC guidelines for curriculum.
2. The courses have been designed to facilitate students to compete for NET and competitive examinations.

M.A. (Hindi) Part-I
Semester I & II
2017-2018

प्रथम सेमेस्टर में विद्यार्थियों को कुल चार पेपरों का अध्ययन करना होगा, जिसमें से प्रथम तीन अनिवार्य होंगे। चौथे पेपर में तीन विकल्प होंगे, जिनमें से विद्यार्थी एक विकल्प चुनकर उसका अध्ययन करेगा।

पेपर एक : आदिकालिन एवं मध्यकालीन हिंदी काव्य – 1
पेपर दो : हिंदी भाषा : उद्भव और विकास
पेपर तीन : हिंदी साहित्य का इतिहास (1850 तक)
पेपर चार : वैकल्पिक अध्ययन

1. हजारी प्रसाद द्विवेदी : विशेष अध्ययन

पेपर एक: आदिकालिन एवं मध्यकालीन हिंदी काव्य – 1
लिखित परीक्षा : 75 अंकांतरिक मूल्यांकन : 25 अंक
पास अंक : लिखित में 26 आंतरिक में 9

निर्धारित पाठ्य-पुस्तक
पद्माला सम्पादक : ड्रॉ. लालचन्द गुप्त वंगाल, क.के. पब्लिकेशन्स, दिल्ली, (केवल प्रथम पृष्ठ कवि—
अबदुल्लहमान : कवि विनय, विरह— विद्ग्ध, नायिका का पाठिक — संदेश;
चन्द्रदास : आदि पर्व, इंदिरी— विवाह प्रसंग, बड़ी लड़ाई समय, बानबेह समय; 
विद्यापति : देवी वन्दना, नोक—झोक, राधा का मान, कृष्ण का मान, विरह, शिवसिंह 
का युद्ध ;
कबीरदास : साहित्य के सभी अंग, पद — केवल प्रथम सात; 
जायसी : मानससंवेद खण्ड, नागमती वियोग खण्ड, नागमती संदेश खण्ड, उपसंहार 
खण्ड। उक्त पाँचों कवियों का यही भाग पाद्यक्रम में निर्धारित है।

छात्रों और परीक्षकों के लिए आवश्यक निर्देश

1. प्रथम प्रश्न सप्रसंग यात्रा से संबंधित होगा जिसमें प्रत्येक कवि से कम से 
कम एक तथा कुल छह प्रश्न दिये जायेंगे जिनमें से तीन की सन्दर्भ सहित 
यात्रा कर्मी होगी।

\[(3 \times 6 = 18)\]

2. निर्धारित कवियों/रचनाओं से समबंद ‘अथवा’ रूपी विकल्प के साथ छह 
आलोचनात्मक प्रश्न पूछे जायेंगे। परीक्षार्थी को किन्हीं तीन का उत्तर देना 
होगा। उल्लेखनीय है कि आलोचनात्मक प्रश्न पाद्यक्रम में निर्धारित लेखकों 
की मूल रचनाओं के खंड विशेष (Text Book) तक ही सीमित है रचनाकर 
संबंधित लेखक की मूल रचना के सम्पूर्ण सन्दर्भ तथा उसके समूह संदर्भानकर 
पर भी केन्द्रित हो सकता है।

\[\text{रैं:}(3 \times 9 = 27)\]

3. छह (प्राइवेट विद्यार्थियों के लिए आठ) लघु प्रश्न पूछे पाद्यक्रम के बिना 
विकल्प के पूछे जाएंगे, जिनमें सभी का उत्तर देना अनिवार्य होगा।

\[\text{रैं:}(6 \times 5 = 30)\]

अध्ययन के लिए सहायक पुस्तक सूची

1. कबीर साहित्य की परख — परशुराम चतुर्वेदी
2. कबीर एक अनुशीलन — राम कुमार वर्मा
3. जायसी — विजयदेव नारायण साही
4. जायसी एक नई दृष्टि — डॉ. रघुवंश
पेपर दो : हिंदी भाषा : उद्भव और विकास

लिखित परीक्षा : 75 अंक
आंतरिक मूल्यांकन : 25 अंक
पास अंक : लिखित में 26
आंतरिक में 9

निर्धारित पाठ्य क्रम

1. हिंदी की ऐतिहासिक पृष्ठभूमि : प्राचीन भारतीय आर्यभाषा— वैदिक तथा लोकिक संस्कृत और उनकी विशेषताएं। मध्यकालीन भारतीय आर्य भाषाएं— पालि, प्राकृत, शौरसेनी, अर्थमागधी, मागधी, अपस्रंश और उनकी विशेषताएं। आधुनिक भारतीय आर्यभाषाएं और उनका वर्गीकरण।

2. हिंदी का भौगोलिक विस्तार : हिंदी की उपभाषाएं— पश्चिमी हिंदी, पूर्वी हिंदी, राजस्थानी, बिहारी तथा पहाड़ी और उनकी बोलियाँ। खड़ी बोली, ब्रज और अवधी की विशेषताएं।

3. हिंदी का भाषिक स्वरूप : हिंदी शब्द—संरचना—उपसर्ग, प्रत्यय, समास। रूपरचना, लिंग, वचन और कारक—व्यवस्था के संदर्भ में। हिंदी के संज्ञा, सर्वनाम, विशेषण और क्रियारूप। हिंदी वाक्य—रचना, पदक्रम और अन्विति।

4. हिंदी की संवैधानिक स्थिति, मानकीकरण।

5. देवनागरी लिपि : उत्पत्ति, विकास, विशेषताएं और मानकीकरण।

छात्रों और परीक्षकों के लिए आवश्यक निर्देश

इस पेपर में प्रश्न दो स्तरों पर पूछे जाएंगे। पहले स्तर पर आठ दीर्घ प्रश्न पूछे जाएंगे, जिनमें से चार का उत्तर देना होगा। यह प्रश्न परीक्षक पूरे पाठ्यक्रम से इस प्रकार पूछे कि छात्र को पूरे पाठ्यक्रम से उत्तर देना जरूरी हो। दूसरे स्तर पर पूरे पाठ्यक्रम से सात (प्राइवेट विद्यार्थियों के लिए आठ) लघु प्रश्न पूछे जाएंगे, जिनका बिना विकल्प के चार पाँच पंक्तियों में उत्तर देना अनिवार्य है। अंक विभाजन

चार दीर्घ प्रश्न— 4×10=40

लघु प्रश्न — 7×5 = 35
अध्ययन के लिए सहायक पुस्तक सूची

1. हिन्दी भाषा का इतिहास — भोलानाथ तिवारी, वाणी प्रकाशन, दिल्ली।
2. हिन्दी भाषा : उद्भव और विकास — डॉ. धीरेन्द्र वर्मा।
3. हिन्दी भाषा : उद्भव और विकास— उदय नारायण तिवारी।
4. भारतीय आर्य भाषाएं और हिन्दी भाषा— सुनीति कुमार चटर्जी, राजकमल प्रकाशन, दिल्ली।
5. हिन्दी भाषा — कैलाश चन्द्र भाटिया, सहिष्णु भवन, प्रा. लि. इलाहाबाद।

पेपर तीन : हिन्दी साहित्य का इतिहास (1850 तक)

लिखित परीक्षा : 75 अंक
आंतरिक मूल्यांकन : 25 अंक
पास अंक : लिखित में 26
आंतरिक में 9

निर्धारित पाठ्यक्रम

पाठ्य विषय

1. इतिहास—दर्शन और साहित्येतिहास।
2. हिन्दी साहित्य के इतिहास लेखन की परंपरा, आधारभूत सामग्री और साहित्येतिहास के पुनर्लेखन की समस्याएं।
3. हिन्दी साहित्य का इतिहास : काल विभाजन और सीमा—निर्धारण।
4. हिन्दी साहित्य के आदिकाल की पृष्ठभूमि, परिस्थितियां और नामकरण, प्रवृत्तियाँ, काव्यधाराएं उनकी प्रवृत्तियाँ, गद्य साहित्य।
5. पूर्व मध्यकाल (भक्तकाल) की पृष्ठभूमि, परिस्थितियां, सांस्कृतिक—चेतना एवं भक्ति आंदोलन।
6. (क) निर्गुण संत काव्य का वैशिष्ट्य।
   (ख) सूफी काव्य का वैशिष्ट्य।
   (ग) राम काव्य का वैशिष्ट्य।
   (घ) कृष्ण काव्य का वैशिष्ट्य।
(२) भविष्कलीन गद्य साहित्य।

7. उत्तर मध्यकाल (सीतिकाल) की पृष्ठभूमि, परिस्थितियाँ और नामकरण, दरबारी संस्कृति और लक्षण-ग्रंथों की परंपरा, रीतिकलीन साहित्य की विभिन्न धाराएँ (सीतिबद्ध, सीतिसिद्ध और सीतिमुक्त) और उनकी विशेषताएँ, रीतिकलीन गद्य साहित्य।

छात्रों और परीक्षकों के लिए आवश्यक निर्देश

इस पेपर में प्रश्न दो स्तरों पर पूछे जाएंगे। पहले स्तर पर आठ दीर्घ प्रश्न पूछे जाएंगे, जिनमें से चार का उत्तर देना होगा। यह प्रश्न परीक्षक पूरे पाठ्यक्रम से इस प्रकार पूछे कि छात्र को पूरे पाठ्यक्रम से उत्तर देना जरूरी हो। दूसरे स्तर पर पूरे पाठ्यक्रम से सात (प्राइवेट विद्यार्थियों के लिए आठ) लघु प्रश्न पूछे जाएंगे, जिनका बिना विकल्प के चार पाँच पंक्तियों में उत्तर देना अनिवार्य है। अंक विभाजन

चार दीर्घ प्रश्न— ४×१०=४०
लघु प्रश्न — ७×५ = ३५

अध्ययन के लिए सहायक पुस्तक सूची

1. हिंदी साहित्य का इतिहास — आ. रामचन्द्र शुक्ल।
2. हिंदी साहित्य की भूमिका— आचार्य हजारीप्रसाद द्विवेदी।
3. हिंदी साहित्य का इतिहास— सं. डॉ. नगेन्द्र।
4. हिंदी साहित्य का आलोचनात्मक इतिहास— डॉ. रामकुमार वर्मा।
5. हिंदी साहित्य का वैज्ञानिक इतिहास (दो भाग) — डॉ. गणपति चन्द्र गुप्त।
6. हिंदी साहित्य का इतिहास — डॉ. रामसजन पाण्डेय।

पेपर चार : (विकल्प—१) हजारीप्रसाद द्विवेदी : विशेष अध्ययन

लिखित परीक्षा : ७५ अंक
आंतरिक मूल्यांकन : २५ अंक
पास अंक : लिखित में २६
आंतरिक में ९

निर्धारित पाठ्य-पुस्तकें

1. बाणमट्ट की आत्मकथा (उपन्यास), राजकमल प्रकाशन, दिल्ली।
2. सिख गुरुओं का पुण्य समर, राजकमल प्रकाशन, दिल्ली।

3. अशोक के फूल (मात्र आठ निबंध— अशोक के फूल, बसंत आ गया है, मेरी जन्मभूमि, साक्षात्कारों की आवश्यकता, भारतीय संस्कृति की देन, पुराणी पोशंगा, आलोचना का स्वतन्त्र मान, मनुष्य ही साहित्य का लक्ष्य है)।

छात्रों और परीक्षकों के लिए आवश्यक निर्देश

1. प्रथम प्रश्न सप्तसंग व्याख्या से संबंधित होगा, जिसमें प्रत्येक रचना से दो—दो व्याख्याएं 'अथवा' के साथ शत प्रतिशत विकल्प के रूप में पूछी जाएंगी। पाठ्यक्रम से किसी भी रचना को छोड़ा नहीं जा सकता। तीनों रचनाओं की एक—एक व्याख्या अनिवार्य है।

2. प्रत्येक रचना से संबंधित दो—दो दीर्घ प्रश्न 'अथवा' के साथ शत प्रतिशत विकल्प के रूप में पूछे जाएंगे। विद्यार्थियों को तीनों रचनाओं से संबंधित एक—एक दीर्घ प्रश्न का उत्तर देना अनिवार्य है।

3. छह (प्राइवेट विद्यार्थियों के लिए आठ) लघु प्रश्न पूरे पाठ्यक्रम से बिना विकल्प के पूछे जाएंगे, जिनमें सभी का उत्तर अनिवार्य होगा।

अध्ययन के लिए सहायक पुस्तक सूची

1. हजारीप्रसाद द्विवेदी— सं. विश्वनाथ प्रसाद तिवारी।
2. शान्तिनिकेतन से शिवालिक — सं. शिवप्रसाद सिंह।
3. आचार्य हजारीप्रसाद द्विवेदी का साहित्य—चौथी राम यादव।
4. साहित्यकार और चिन्तक: आचार्य हजारीप्रसाद द्विवेदी—राममूर्ति त्रिपाठी।
5. निबंधकार : आचार्य हजारीप्रसाद द्विवेदी—डॉ. रवि कुमार ‘अनु’।

एम.ए. भाग—पहला (सेमेस्टर—दूसरा)

द्वितीय सेमेस्टर में विद्यार्थियों को कुल चार पेपरों का अध्ययन करना होगा। चौथे पेपर में तीन विकल्प होंगे, जिनमें से विद्यार्थी एक विकल्प चुनकर उसका अध्ययन करेगा।

पेपर की रूपरेखा
पेपर एक : मध्यकालीन हिंदी काव्य—2
पेपर दो : भाषा विज्ञान
पेपर तीन : हिंदी साहित्य का इतिहास (आधुनिक काल)
पेपर चार : वैकल्पिक अध्ययन

1. हिंदी कथा साहित्य

पेपर एक : मध्यकालीन हिंदी काव्य—2

लिखित परीक्षा : 75 अंक
आंतरिक मूल्यांकन : 25 अंक
पास अंक : लिखित में 26
आंतरिक में 9

निर्धारित पाठ्य—पुस्तक

पद्माला : सम्पादक डॉ. लालचंद गुप्त ‘मंगल’, के.के. पवित्रकेशवन, दिल्ली,
(केवल चार कवि— तुलसी (श्रीकृष्ण गीतावली का छोड़कर), सूरदास, बिहारी, गुरु
गोबिन्द सिंह)

छात्रों और परीक्षकों के लिए आवश्यक निर्देश

1. प्रथम प्रश्न सप्तसंक व्याख्या से संबंधित होगा, जिसमें प्रत्येक कवि से कम से कम एक तथा कुल छह पद्यांश दिये जायेंगे जिनमें से विद्यार्थी को किन्हीं तीन की सप्तसंक व्याख्या करनी होगी। 3×6=18

2. निर्धारित कवियों/रचनाओं से सम्बन्ध अथवा रूपी विकल्प के साथ छह आलोचनात्मक प्रश्न पूछे जायेंगे। परीक्षार्थी को किन्हीं तीन का उत्तर देना होगा। उल्लेखनीय है कि आलोचनात्मक प्रश्न पाठ्यक्रम में निर्धारित लेखकों की मूल रचनाओं के खंड विशेष (Text Book) तक ही सीमित न रखकर संबंधित लेखक की मूल रचना के सम्पूर्ण संदर्भ तथा उसके सम्पूर्ण रचनाकर्म पर भी केंद्रित हो। 3×9=27

3. छह (प्राइवेट विद्यार्थियों के लिए आठ) लघु प्रश्न पूरे पाठ्यक्रम से बिना विकल्प के पूछे जाएंगे, जिनमें सभी का उत्तर अनिवार्य होगा। 6×5=30
अध्ययन के लिए सहायक पुस्तक सूची

1. सूरदास— डॉ. हरबंश लाल शर्मा
2. भक्ति आदोलन और सूरदास का काव्य— मैनेजर पाण्डेय
3. महाकवि सूरदास— नंद दुलारे वाजिपेयी
4. बिहारी की साहित्य साधना— डॉ. हरबंश लाल शर्मा
5. बिहारी वाणिज्य— डॉ. विश्वनाथ प्रसाद मिश्र
6. मीरांबाई (जीवन—चरित और आलोचना)— डॉ. श्री कृष्ण लाल
7. मीरा काव्य— डॉ. भगवानदास तिवारी
8. मीरा और आण्डाल का तुलनात्मक अध्ययन— डॉ. नारायण सुन्दरम्

पेपर दूसरा : भाषा विज्ञान

लिखित परीक्षा : 75 अंक
आंतरिक मूल्यांकन : 25 अंक
पास अंक : लिखित में 26
आंतरिक में 9

निर्धारित पाठ्यक्रम

1. भाषा विज्ञान : सिद्धांत पक्ष— भाषा की उत्पत्ति के सिद्धांत, भाषा की विशेषताएं और प्रृतियों, भाषा का विकास, परिवर्तन और उसके कारण।
2. ध्वनि—विज्ञान : ध्वनियों का वर्गीकरण। ध्वनि—नियम, प्रिम—नियम, प्रासमेन—नियम, बर्नर—नियम।
3. अर्थविज्ञान : अर्थ—परिवर्तन, अर्थ—परिवर्तन की दिशाएं (प्रकार), अर्थ—परिवर्तन के कारण।
4. वाक्य विज्ञान : स्वरूप, प्रकार, परिवर्तन के कारण।
5. भाषाओं का पारिवारिक वर्गीकरण : वर्गीकरण का आधार, भारोपीय परिवार : महत्व, शाखाएं, विशेषताएं।

छात्रों और परीक्षकों के लिए आवश्यक निर्देश

इस पेपर में प्रश्न दो स्तरों पर पूछे जाएंगे। पहले स्तर पर आठ दीर्घ प्रश्न पूछे जाएंगे, जिनमें से चार का उत्तर देना होगा। यह प्रश्न परीक्षक पूरे पाठ्यक्रम से
इस प्रकार पूछे कि छात्र को पूरे पाठ्यक्रम से उत्तर देना जरूरी हो। दूसरे स्तर पर दूसरे पाठ्यक्रम से सात (प्राइवेट विद्यार्थियों के लिए आठ) लघु प्रश्न पूछे जाएंगे, जिनका बिना विकल्प के उत्तर देना अनिवार्य है।

अंक विभाजन
चार दीर्घ प्रश्न—4×10=40
लघु प्रश्न—7×5=35

अध्ययन के लिए सहायक पुस्तक सूची
1. हिन्दी भाषा का इतिहास – धीरेन्द्र वर्मा
2. भाषा विज्ञान– भोलानाथ तिवारी
3. भाषा विज्ञान की भूमिका – देवेन्द्रनाथ शर्मा
4. भाषा विज्ञान – बाबू राम सकरना
5. भारतीय आर्य भाषाएं और हिन्दी – सुनीत कुमार चटर्जी

पेपर टीन : हिन्दी साहित्य का इतिहास (आधुनिक काल)

लिखित परीक्षा : 75 अंक
आंतरिक मूल्यांकन : 25 अंक
पास अंक : लिखित में 26
आंतरिक में 9

निर्धारित पाठ्यक्रम
1. आधुनिक काल की पृष्ठभूमि, सन् 1857 की राष्ट्रीय क्रांति और पुनर्जागरण
2. भारतेन्द्र युग : हिन्दी कविता की प्रवृत्तियाँ, द्वितीय युग : हिन्दी कविता की प्रवृत्तियाँ।
3. छायावाद, प्रगतिवाद, प्रयोगवाद, नयी कविता, समकालीन कविता, साहित्यिक विशेषताएं।
4. हिन्दी गद्य की विधाएं (कहानी, उपन्यास, नाटक, निबंध, संस्मरण, रेखाचित्र, जीवनी, आत्मकथा का विकास)
5. हिन्दी आलोचना का उद्भव और विकास।

छात्रों और परीक्षकों के लिए आवश्यक निर्देश

इस पेपर में प्रश्न दो स्तरों पर पूछे जाएंगे। पहले स्तर पर आठ दीर्घ प्रश्न पूछे जाएंगे, जिनमें से चार का उत्तर देना होगा। यह प्रश्न परीक्षक पूरे पाठ्यक्रम से इस प्रकार पूछे कि छात्र को पूरे पाठ्यक्रम से उत्तर देना जरूरी हो। दूसरे स्तर पर पूरे पाठ्यक्रम से सात (प्राइवेट विद्यार्थियों के लिए आठ) लघु प्रश्न पूछे जाएंगे, जिनका बिना विकल्प के उत्तर देना अनिवार्य है।

अंक विभाजन

चार दीर्घ प्रश्न— 4×10=40
लघु प्रश्न—7×5=35

अध्ययन के लिए सहायक पुस्तक सूची

1. हिन्दी साहित्य का इतिहास (आधुनिक काल) (नागरी प्रचारिणी सभा, वाराणसी)
2. आधुनिक हिन्दी साहित्य का इतिहास— डॉ. बच्चन सिंह
3. आधुनिक हिन्दी साहित्य का विकास — डॉ. श्रीकृष्ण लाल
4. हिन्दी साहित्य का इतिहास— डॉ. रामसजन पाण्डेय

पेपर चार : (विकल्प—1) हिन्दी कथा साहित्य

लिखित परीक्षा : 75 अंक
आंतरिक मूल्यांकन : 25 अंक
पास अंक : लिखित में 26 आंतरिक में 9

निर्धारित पाठ्यक्रम

1. गोदान (प्रेमचन्द)
2. मानस का हंस (अमृतलाल नागर)
3. मेरी प्रिय कहानियां (मनु भंडारी) (राजपाल एंड संज, दिल्ली)
छात्रों और परीक्षाओं के लिए आवश्यक निर्देश

1. प्रथम प्रश्न सप्तसंग स्वाभाविक व्याख्या से संबंधित होगा, जिसमें प्रत्येक लेखक से दो-दो व्याख्याएं ‘अथवा’ के साथ रहते-प्रतिरूप विविधता के रूप में पूरी जाएंगी। पाठ्यक्रम से किसी भी रचनाकार का छोटा नहीं जा सकता। तीनों रचनाओं की एक-एक व्याख्या अनिवार्य है। (3×6=18)

2. निर्धारित लेखकों/रचनाओं से सम्बन्ध अथवा रूपी विविधता के साथ छह आलोचनात्मक प्रश्न पूछे जाएंगे। परीक्षार्थी को किसी नीति का उत्तर देना होगा। उल्लेखनीय है कि आलोचनात्मक प्रश्न पाठ्यक्रम में निर्धारित लेखकों की मूल रचनाओं के खंड विशेष (Text Book) तक ही सीमित ना रखकर संबंधित लेखक की मूल रचना के सम्पूर्ण संदर्भ तथा उसके सम्पूर्ण रचनाक्रम पर भी केंद्रित हो। (3×9=27)

3. छह (प्राइवेट विद्यार्थियों के लिए आठ) लघु प्रश्न पूछे पाठ्यक्रम से बिना विविधता के पूछे जाएंगे, जिनमें सभी का उत्तर अनिवार्य होगा। (6×5=30)

अध्ययन के लिए सहायक पुस्तक सूची

1. अमृतलाल नागर के उपन्यास – हेमराज कौशिक, प्रकाशन संस्थान, दिल्ली।
2. कथाकार मनू भंडारी – अनीता राजूरकर
3. गोदान मूल्यांकन और मूल्यांकन – इन्द्रनाथ मदन
4. गोदान : नया परिप्रेक्ष्य–गोपाल राय
5. हिन्दी उपन्यास और अमृतलाल नागर – प्रेम शंकर त्रिपाठी, वाणी प्रकाशन, दिल्ली।

एम.ए. भाग—दूसरा (सैमेस्टर—तीसरा)

तीसरे सैमेस्टर में विद्यार्थियों को कुल चार पेपरों का अध्ययन करना होगा, जिसमें से प्रथम तीन अनिवार्य होंगे। चौथे पेपर में तीन विविधता होंगे, जिनमें से विद्यार्थी एक विविधता चुनकर उसका अध्ययन करेंगे। प्रत्येक पेपर की बाहर परीक्षा के 75 अंक होंगे व 25 अंक विभागीय आत्मिक मूल्यांकन पर आधारित होंगे।
पत्रों की रूपरेखा
पेपर पहला : आधुनिक हिंदी काव्य—1
पेपर दूसरा : भारतीय काव्यशास्त्र
पेपर तीसरा : हिंदी नाटक और निबंध
पेपर चौथा : वैकल्पिक अध्ययन :
    विकल्प 3. कबीर : विशेष अध्ययन

पेपर पहला — आधुनिक हिंदी काव्य—1
कुल अंक : 100
आंतरिक मूल्यांकन : 25 अंक
लिखित परीक्षा : 75 अंक

पास प्रतिशत : 35
आंतरिक मूल्यांकन में पास होने के कुल अंक : 9
लिखित परीक्षा में पास होने के लिए कुल अंक : 26
समय : 3 घण्टे

निर्धारित पाठ्य पुस्तक
पद्माला, सम्पादक : डॉ. लालचन्द चुप, 'मेंगल', के.के. पंतलालोकन, दिल्ली, केवल पाँच कवि— मैथिलीशरण गुप्त, प्रसाद, पंत, निराला, महादेवी।

छात्रों और परीक्षाओं के लिए निर्देश
1. प्रथम प्रश्न सप्तसंग व्याख्या से संबंधित होगा, जिसमें प्रत्येक रचना से दो—दो व्याख्याएं ‘अथवा’ के विकल्प रूप में पूछी जाएंगी। पाठ्यक्रम से किसी भी रचनाकार को छोड़ा नहीं जा सकता। तीनों कवियों की एक—एक व्याख्या अनिवार्य है।

2. निर्धारित कवियों/रचनाओं से सम्बंध अथवा रूप विकल्प के साथ छह आलोचनात्मक प्रश्न पूछे जाएंगे। परीक्षार्थी को किन्हीं तीन का उत्तर देना होगा।

उल्लेखनीय है कि आलोचनात्मक प्रश्न पाठ्यक्रम में निर्धारित लेखकों की मूल रचनाओं के खंड विशेष (Text Book) तक ही सीमित न रखकर संबंधित लेखक की मूल रचना के सम्पूर्ण संदर्भ तथा उसके सम्पूर्ण रचनाकार पर भी केंद्रित हो।

3. छह लघु प्रश्न (जिनके उत्तर छह—सात पंक्तियों तक सीमित हों) पूरे पाठ्यक्रम से बिना विकल्प के पूछे जाएंगे। सभी का उत्तर देना अनिवार्य होगा।

अध्ययन के लिए सहायक पुस्तक—सूची
1. सांकेत : एक अध्ययन— डॉ. नगेन्द्र, नेशनल पुस्तकशिंग हाउस, दिल्ली।
2. कामायनी में काव्य, संस्कृति और दर्शन— डॉ. धार्मिक प्रसाद सक्सेना।
3. प्रसाद प्रतिभा— इज्नान अदान।
4. निरला : रामविलास शर्मा, राधाकृष्ण प्रकाशन, दिल्ली।
5. निरला : एक आत्महत्ता आध्यात्म— दूधनाथ सिंह, लोकभारती प्रकाशन, इलाहाबाद।
पेपर दूसरा—भारतीय काव्यशास्त्र

कुल अंक : 100
आंतरिक मूल्यांकन : 25 अंक
लिखित परीक्षा : 75 अंक
आंतरिक मूल्यांकन में पास होने के कुल अंक : 9
लिखित परीक्षा में पास होने के लिए कुल अंक : 26
समय : 3 घण्टे

निर्धारित पाठ्यक्रम
1. काव्य का स्वरूप, काव्य प्रयोजन, काव्य हेतु और काव्यमैध : महाकाव्य, खंडकाव्य, गीति काव्य।
2. शब्द—शाक्तिया : अभिधा, लक्षणा और यंजना।
3. छात्रसंप्रदाय : अल्कार, रीति, वक्रोत्ति, रस, ध्वनि और आंतरित। रस निष्ठुलता और साधरणीकरण।

छात्रों और परीक्षकों के लिए आवश्यक निर्देश
1. इस पेपर में प्रश्न दो स्तरों पर पूछे जाएंगे, पहले स्तर पर आठ दीर्घ प्रश्न पूछे जाएंगे जिनमें से चार का उत्तर देना जरूरी होगा। यह प्रश्न परीक्षक पूरे पाठ्यक्रम से इस प्रकार पूछे कि छात्र को पूरे पाठ्यक्रम से उत्तर देना जरूरी हो। दूसरे स्तर पर पूरे पाठ्यक्रम से सात लघु प्रश्न बिना विकल्प के दिए जाएंगे, जिनका उत्तर छह—सात पंक्तियों में अनिवार्य है।

अंक विभाजन
चार दीर्घ प्रश्न — 10×4=40
सात लघु प्रश्न — 5×7=35

अध्ययन के लिए सहायक पुस्तक सूची
1. भारतीय एवं पाश्चात्य काव्य सिद्धांत : गणपितचंद्र गुप्त, लोकभारती प्रकाशन, इलाहाबाद।
2. भारतीय काव्य शास्त्र : डॉ. योगेंद्रप्रताप सिंह— लोकभारती प्रकाशन, इलाहाबाद।
3. भारतीय एवं पाश्चात्य काव्य शास्त्र : सत्यदेव चौधरी और शान्तिस्वरूप गुप्त।

पेपर तीन : हिन्दी नाटक और निबन्ध

कुल अंक : 100
आंतरिक मूल्यांकन : 25 अंक
लिखित परीक्षा : 75 अंक
आंतरिक मूल्यांकन में पास होने के कुल अंक : 9
लिखित परीक्षा में पास होने के लिए कुल अंक : 26
समय : 3 घण्टे

निर्धारित पाठ्यक्रम
1. 'स्कंदगुप्त' — जयशंकर प्रसाद
2. 'अाधे अब्बूं' — मोहन राकेश
3. ‘चिंतामणि’ : रामचंद्र शुक्ल, पाँच निबंध (अन्नदा—भक्ति, करूणा, ईश्वर, क्रोध, साधारणीकरण और व्यक्ति—वैचित्र्यवाद)

छात्रों और परीक्षकों के लिए निर्देश
1. प्रथम प्रश्न सप्तसंघ व्याख्या से संबंधित होगा, जिसमें प्रत्येक रचना से दो—दो व्याख्याएं ‘अथवा’ के साथ शत—प्रतिशत विकल्प रूप में पूछी जाएंगी। पाठ्यक्रम से किसी भी रचनाकार को छोड़ा नहीं जा सकता। तीनों रचनाओं की एक—एक व्याख्या अनिवार्य है।
2. निर्धारित लेखकों/रचनाओं से सम्बद्ध अथवा रूपी विकल्प के साथ छह आलोचनात्मक प्रश्न पूछे जाएंगे। परीक्षार्थी को किन्हीं तीन का उत्तर देना होगा। उल्लेखनीय है कि आलोचनात्मक प्रश्न पाठ्यक्रम में निर्धारित लेखकों की मूल रचनाओं के खंड विशेष (Text Book) तक ही सीमित न रखकर संबंधित लेखक की मूल रचना के सम्पूर्ण संदर्भ तथा उसके सम्पूर्ण रचनाकार्य पर भी कॊन्फ्रिट हो।
3. छह लघु प्रश्न (जिनके उत्तर छह—सात पंक्तियों तक सीमित हो) पूरे रात्रीक्रम से बिना विकल्प के पूछे जाएंगे। सभी का उत्तर देना अनिवार्य होगा।

अध्ययन के लिए सहायक पुस्तक—सूची
1. हिंदी नाटक : उद्भव और विकास, डॉ. दरास ओझा।
2. हिंदी नाटक और रंगमंच : डॉ. लक्ष्मीनारायण लाल।
3. स्वातंत्र्योत्सव हिंदी नाटक : रामजन्म शर्मा, लोकभाषी प्रकाशन, इलाहाबाद।
4. आधुनिक हिंदी नाटक : बच्चन सिंह।
5. आचार्य रामचंद्र शुक्ल और हिंदी आलोचना : रामविलास शर्मा।
6. मोहन राकेश और उनका रंग—कर्म : जयदेव तत्के।

पेपर चार : (विकल्प—3) कक्षार : विशेष अध्ययन
कुल अंक : 100          पास प्रतिशत : 35
आंतरिक मूल्यांकन : 25 अंक          आंतरिक मूल्यांकन में पास होने के कुल अंक : 9
लिखित परीक्षा : 75 अंक          लिखित परीक्षा में पास होने के लिए कुल अंक : 26
समय : 3 घण्टे

कक्षार ग्रन्थावली : सम्पा. श्रीमणुन्दर दास (नागरी प्रचारिणी सभा, वाराणसी।)
1. साहित्य : माग— 1, 2, 3, 4, 11, 12, 13, 16, 21 कुल 9
2. पदावली : संख्या 51 से 100 तक

छात्रों और परीक्षकों के लिए आवश्यक निर्देश
1. प्रथम प्रश्न सप्तसंघ व्याख्या से संबंधित होगा, जिसमें निर्धारित पुस्तक से अथवा रूपी विकल्प सहित छह पदांश दिये जाएंगे, जिनमें से परीक्षार्थी तीन प्रशंसों की व्याख्या करेगा।

(6×3=18)
2. प्रश्न पत्र के दूसरे खण्ड में 'कवि का दास से सम्बन्धित' छह प्रश्न 'अध्ययन' रूपी विकल्प सहित पूछे जाएंगे, जिसमें से परीक्षार्थी को तीन का उत्तर देना होगा।

3. दूसरे खण्ड में बिना किसी विकल्प छह लघु प्रश्नों के उत्तर छह-सात पंक्तियों में देना अनिवार्य होगा।

अध्ययन के लिए सहायक पुस्तक सूची
1. कवि: सम्पा. विजयेंद्र सनातक।
2. कवि की विचारधारा: गोविन्द त्रिकुणायत।
3. कवि जीवन की परख: परशुराम चर्चवेदी।
4. कवि का लोकतात्त्विक दिनरात: सुखविन्द्र कौर बाट।
5. कवि: एक अनुशीलन: रामकुमार वर्मा।
6. कवि आदिमास: रामचन्द्र तिवारी।

ए.ए. भाग—दूसरा (सीमेंटर—चौथा)
चौथे समेंटर में विद्यार्थियों को कुल चार पेपरों का अध्ययन करना होगा, जिसमें से प्रथम तीन अनिवार्य होंगे। चौथे पेपर में तीन विकल्प होंगे, जिनमें से विद्यार्थी एक विकल्प चुनकर उसका अध्ययन करेंगे। प्रत्येक पेपर की बाह्य परीक्षा के 75 अंक होंगे व 25 अंक विभागीय अतिरिक्त मूल्यांकन पर आधारित होंगे।

पत्रों की रूपरेखा
पेपर पहला : आधुनिक हिंदी काव्य—2
पेपर दूसरा : पाश्चात्य काव्य—शास्त्र
पेपर तीसरा : प्रोफेसरमूलक हिंदी
पेपर चौथा : वैकल्पिक अध्ययन:
    विकल्प 2. तुलसीदास (विशेष अध्ययन)

पेपर एक — आधुनिक हिंदी काव्य—2
कुल अंक : 100
पास प्रतिशत : 35
अंतरिक मूल्यांकन : 25
अंक अंतरिक मूल्यांकन में पास होने के कुल अंक : 9
लिखित परीक्षा : 75 अंक
लिखित परीक्षा में पास होने के लिए कुल अंक : 26
समय : 3 घण्टे

पद्माला, सम्पादक : डॉ. लालचन्द गुप्ता 'मंगल', ए.के. पब्लिकेशन, दिल्ली (केंद्र चार कवि : अजेय, मुकिन्तोह, दूभिल, कुमार विकल)

छात्रों और परीक्षाओं के लिए निर्देश
1. प्रथम प्रश्न समस्या व्याख्या से संबंधित होगा, जिसमें प्रत्येक पुस्तक से दो—दो व्याख्याएं 'अथवा' के शत प्रतिशत विकल्प रूप में पूछी जाएंगी। पाठ्यक्रम से किसी भी रचनाकार को छोड़ा नहीं जा सकता। तीनों कवियों की एक—एक व्याख्या अनिवार्य है। 6x3=18
2. निर्धारित कवियों/रचनाओं से समबद्ध अथवा रूपी विकल्प के साथ छह आलोचनात्मक प्रश्न पूछे जाएंगे। परीक्षार्थी को किसी तीन का उत्तर देना होगा। उल्लेखनीय है कि आलोचनात्मक प्रश्न पाठ्यक्रम में निर्धारित लेखकों की मूल रचनाओं के खंड विशेष (Text Book) तक ही सीमित है इसके बाहर संबंधित लेखक की मूल रचना के सामग्री संरक्षण तथा उसके समपृण रचनाकार्य पर भी केन्द्रित हो। 9x3=27
3. छह लघु प्रश्न पूरे पाठ्यक्रम से बिना विकल्प के पूछे जाएंगे, जिनके उत्तर
छह—सात पूंजीय तथा सीमित हों, सभी का उत्तर देना अनिवार्य होगा। 6x5=30

अध्ययन के लिए सहायक पुस्तक—सूची
1. अंजेल कुछ रंग कुछ रंग — श्रीलाल शुक्ल
2. अंजेल : वागर्थ का वैभव — रमेशचंद्र शाह
3. मुकेंदोध — सं. लक्ष्मणदत्त गौतम
4. मुकेंदोध — डॉ. लल्लनसार
5. मुकेंदोध — डॉ. हुकमचंद राजपाल
6. दूसरे प्रजातंत्र की तलाश में धूमिल — कुमार � круष्ण
7. कटघरे का कवि धूमल — गणेश तुलसीराम अश्टेकर।

पेपर दो—पाश्चात्य काव्यशास्त्र
कुल अंक : 100
आंतरिक मूल्यांकन : 25 अंक
लिखित परीक्षा : 75 अंक
पास प्रतिशत : 35
आंतरिक मूल्यांकन में पास होने के कुल अंक : 9
लिखित परीक्षा में पास होने के लिए कुल अंक : 26
समय : 3 घण्टे

निर्धारित पाठ्यक्रम
1. अरसू का त्रासदी—विवेचन, अनुकरण—सिद्धांत, विराश—सिद्धांत। लोकाधि का उदात्त तत्त्व। आई. ए. रिचर्ड्स का मूल्य सिद्धांत। सार्थ का असिलवाद। क्रोफे का अभिविद्यानवाद और नई समीक्षा। विशेष दृष्टि का : मनोविश्लेषण और प्रगति।
2. विभिन्न साहित्यिक विवादों की समीक्षा (निर्धारित विवाद—उपन्यास, कहानी, नाटक, निबन्ध, आलोचना : परिभा, स्वरूप, तत्त्व व प्रकार से संबंधित प्रश्न किये जाएंगे।)

छात्रों और परीक्षाकारों के लिए आवश्यक निर्देश
1. इस पेपर में प्रश्न दो स्तरों पर पूछे जाएंगे, पहले स्तर पर आठ दीर्घ प्रश्न पूछे जाएंगे जिनमें से चार का उत्तर देना जरूरी होगा। यह प्रश्न परीक्षा पूरे पाठ्यक्रम से इस प्रकार पूछे कि छात्र को पूरे पाठ्यक्रम से उत्तर देना जरूरी हो। दूसरे स्तर पर
पूरे पाठ्यक्रम से सात लघु प्रश्न बिना विकल्प के दिए जाएंगे, जिनका उत्तर छह—सात पंक्तियों में अनिवार्य है।

अंक विभाजन
चार दीर्घ प्रश्न — 10×4=40
सात लघु प्रश्न — 5×7=35

अध्ययन के लिए सहायक पुस्तक—सूची
1. पाश्चात्य काव्य शास्त्र— देवेन्द्रनाथ शर्मा, नेशनल पब्लिशिंग हाउस, दिल्ली।
2. पाश्चात्य समीक्षा की रूपरेखा — प्रताप नारायण टंडन, राजपाल एण्ड सन्त, दिल्ली।
3. पाश्चात्य काव्य शास्त्र — रामपूजन तिवारी।

पेपर तीन : प्रयोजनमूलक हिंदी
कुल अंक : 100 पास प्रतिशत : 35
अंतरिक्ष मूल्यांकन : 25 अंक अंतरिक्ष मूल्यांकन में पास होने के कुल अंक : 9
लिखित परीक्षा : 75 अंक लिखित परीक्षा में पास होने के लिए कुल अंक : 26
समय : 3 घण्टे

निर्धारित पाठ्यक्रम
1. कामकाजी हिंदी
हिंदी के विभिन्न रूप— मातृभाषा, राष्ट्रभाषा, राजभाषा, संपर्क भाषा, संचार भाषा,
संरचनात्मक भाषा। कार्यालयी हिंदी (राजभाषा) के प्रमुख प्रकार्य: प्रारूपण, पत्र—लेखन,
संक्षेपण, पत्रलेखन, टिप्पण। पारंग्राहिक शब्दावली— विशेषात्। पारंग्राहिक शब्दावली—
निर्माण के सिद्धांत।
2. संचार माध्यमों की हिंदी :
पत्रकारिता : स्वरूप एवं विभिन्न प्रकार।
हिंदी पत्रकारिता का संक्षिप्त इतिहास।
जनसंचार : प्रौद्योगिकी एवं चुनौतियाँ।
विभिन्न जनसंचार माध्यमों का स्वरूप— मुद्रण, श्रव्य, दृश्य—श्रव्य, इंटरनेट।
hिंदी कन्फ्यूशिंग : कंप्यूटर— परिचय, रूपरेखा ओर उपयोग।
साहित्य की विधाओं का दृश्य माध्यमों में सुपारीसंग।
3. अनुवाद : सिद्धांत एवं व्यवहार।
अनुवाद का स्वरूप, क्षेत्र, प्रक्रिया एवं प्रविधि।
हिंदी की प्रयोजनीयता में अनुवाद की भूमिका।
व्यवहारिक : अनुवाद— अभ्यास (अंग्रेजी/पंजाबी से हिंदी और हिंदी से
अंग्रेजी/पंजाबी)
छात्रों और परीक्षकों के लिए आवश्यक निर्देश

इस पेपर में प्रश्न दो स्तरों पर पूछें जाएंगे, पहले स्तर पर आठ दीर्घ प्रश्न पूछें जाएंगे जिनमें से चार का उत्तर देना होगा। यह प्रश्न परीक्षक पूरे पाद्यक्रम से इस प्रकार पूछे कि छात्र को पूरे पाद्यक्रम से उत्तर देना जरूरी हो। दूसरे स्तर पर ऐसे पाद्यक्रम से सात लघु प्रश्न बिना विकल्प के पूछें जाएंगे, जिनका छह—सात पंक्तियों तक सीमित उत्तर देना अनिवार्य है।

अंक विभाजन
चार दीर्घ प्रश्न — 10×4=40
सात लघु प्रश्न — 5×7=35

अध्ययन के लिए सहायक पुस्तक—सूची

1. प्रयोजनमूलक हिंदी : विनोद गोदेरे, वाणी प्रकाशन, दिल्ली।
2. हिंदी : विशिष्ट व्यवहारों की भाषा : सुवास कुमार, वाणी प्रकाशन, दिल्ली।
3. प्रयोजनमूलक हिंदी : विनोद शाही, आधार प्रकाशन, पंजाब।
4. राष्ट्रभाषा हिंदी : समस्याएँ और समाधान : देवेन्द्रनाथ शर्मा, लोकभारती प्रकाशन।
5. अनुवाद : सिद्धांत व व्यवहार : जयंती प्रसाद नैनियाल, राजकमल प्रकाशन, दिल्ली।
6. प्रयोजनमूलक हिंदी : डॉ. रामप्रकाश/दिनेश गुप्त, राधाकृष्ण प्रकाशन, दिल्ली।
7. जन पत्रकारिता, जन संचार : सूर्य प्रसाद दीक्षित, संजय प्रकाशन, दिल्ली।
8. अनुवाद : सिद्धांत एवं प्रयोग : जी गोपीनाथन, लोकभारती प्रकाशन, इलाहाबाद।
9. मीडिया लेखन : सिद्धांत और व्यवहार : चन्द्रप्रकाश मिश्रा, संजय प्रकाशन, दिल्ली।

पेपर चार : विकल्प दो : तुलसीदास (विशेष अध्ययन)
कुल अंक : 100
पास प्रतिशत : 35
आंतरिक मूल्यांकन : 25
अंक आंतरिक मूल्यांकन में पास होने के कुल अंक : 9
लिखित परीक्षा : 75
अंक लिखित परीक्षा में पास होने के लिए कुल अंक : 26
समय : 3 घण्टे

निर्धारित पाद्यक्रम
1. रामचरितमानस : उत्तरकाण्ड संपूर्ण।
2. कवितावली : अयोध्याकाण्ड संपूर्ण।

छात्रों व परीक्षकों के लिए आवश्यक निर्देश
(क) प्रथम प्रश्न व्याख्या से संबंधित होगा, इसमें छह व्याख्याएं दी जाएंगी जिसमें तीन की समप्रसंग व्याख्या करनी अनिवार्य होंगी। (6×3=18)
(ख) दूसरे खण्ड में तुलसीदास से संबंधित छह प्रश्न ‘अथवा’ रूपी विकल्प सहित पूछें जाएंगे, जिनमें से परीक्षार्थी को तीन का उत्तर देना होगा। (9×3=27)
(ग) तीसरे खण्ड में बिना किसी विकल्प के छह लघु प्रश्नों के उत्तर छह-सात पंक्तियों में देना अनिवार्य होगा।

अध्ययन के लिए सहायक पुस्तक सूची
1. भारतीय सोन्दर्शास्त्र और तुलसीदास : रामविलास शर्मा, साहित्य अकादमी, नई दिल्ली।
2. गोस्वामी तुलसीदास : आचार्य रामचंद्र शुक्ल, नागरी प्रचारिणी सभा, वाराणसी।
3. तुलसी : सं. उदयभानु सिंह, राधाकृष्ण प्रकाशन, नई दिल्ली।
DISTANCE EDUCATION DEPARTMENT
PROJECT REPORT FOR MASTER'S IN HISTORY

PROGRAMME'S MISSION & OBJECTIVES
History is the study of the past of our own society and how it emerged out of the traditions that produced it. At the same time, student of history comes not only from self discovery, but from a comparison of their own tradition and experience with those of others. It is only by studying the history of other civilizations and cultures that we can hope to gain perspective on our own.

Many students pursuing a Masters Degree in History choose an area of specialization, such as local, regional, national, or world history; ancient, medieval, postclassical, modern, or an otherwise classified history; and/or economic, political, public, or social history. Courses may discuss how the past impacts contemporary issues such as politics, gender, race, and society as a whole. The field of history is broad; earning a Master's degree gives students the opportunity to focus on a specific geographic location, an era, or a particular field, whether social, political intellectual, or cultural. The course designed to bring about an understanding of the forces that have shaped many culture of this country and the world. Its main emphasis is on the many aspects of social, political, cultural and economic history.

It is excellent preparation for a wide variety of careers such as teaching, journalism, public services, museum, archival work and other competitive exams.

IMPORTANCE/ RELEVANCE OF THE COURSE

- Students will develop an understanding of historiography, the historical method, and history as an academic discipline.
- Students will develop advanced knowledge in one or more scholarly fields in the study of history.
- Students will utilize theories and methods appropriate for graduate research in the study of history.
- Students will demonstrate critical thinking, analytical, and interpretive skills appropriate for graduate research in history.
- Students will communicate effectively both orally and in writing.

M.A. in History through distance education mode is highly in demand. The candidates who are employed at various positions in government offices, public sector and private organizations after graduation and wanted to pursue higher studies, would get an opportunity to upgrade their qualification for getting promotions, applying for higher and better positions. Thus it is designed to provide students with the quality education in preparation for careers, or advancement of careers in various sector and private organizations. It stresses on balancing the theoretical knowledge with the practical skills to foster ethics and commitment to public service values.

TARGET GROUP OF LEARNERS
Candidate from remote, border and far off areas, rural and backward areas, women candidates, employed candidates who are unable to pursue course on regular basis.
Students are provided the opportunity to develop their leadership, organization skills and decision making skills. The course seeks to blend a traditional master's level qualification with practical skills.

**INSTRUCTIONAL DESIGNS**

M.A. in History will be two years course (four semester's). There will be four papers with options to choose from in each semester. Ordinances along with detailed syllabi has been attached as Annexure I. Same syllabus has been adopted as is offered to the students studying through regular mode. Choice based credit system will also be introduced. Self instructional material will be prepared in print from in both mediums. Audio-video lessons will also be prepared. Study material had been prepared for whole syllabus. Faculty member has been provided with telephone and email facility. Department maintains its own website through which students will be informed about fees, admissions, personal contact programme schedule, internal assessment tests schedule etc. each student will be informed through SMS as well as registered letter about the PCP dates, duration and time in advance. Faculty includes the three permanent teachers. There are eight permanent faculty teachers in regular department, who are willing to act as guest faculty. One/two personal contact programmes of (one week each) are conducted per semester where syllabus is discussed in detail.

**PROCEDURE FOR ADMISSION, CURRICULUM TRANSACTION AND EVALUATION**

The required eligibility for admission to the course is Bachelor degree in any discipline from any statutory university with pass marks. There is no age bar for joining the course. All the eligible applicants are admitted. Students have the flexibility of passing the course within a period of four years from the year of admission. Overseas students are also eligible to seek admission in the course. Prospectus will be provided online as well as offline. Single window system has been provided at the university entrance for facilitating the admission. Fee is charged as per the university rules and is fixed under the guidance of the centralized admission cell of the university. Candidates living abroad will pay tuition fee, other annual charges and examination fees in foreign currency at the time of admission, as per the schedule in the form of demand draft only, but not in cash. The foreign students shall have to bear any other expenditure related to the conduct of examination demanded by the concerned embassy. The employees and children or wards of employees of Indian Embassies/ High Commissions will not be required to pay mailing charges prescribed for foreign candidates if they arrange to receive their printed lessons through the diplomatic bag.

The examination centres for foreign students will be created in their respective countries on payment of a centre creation fee, provided arrangements to the satisfaction of the Vice-Chancellor exist there. Otherwise, the candidate has to appear at one of the centres created in Punjab. If any other charges / expenses are levied by the embassy, the candidate will have to pay accordingly.
Alongside printed study material, compulsory Personal Contact Programmes will be organized two times per semester. Through FM RADIO, Phone-in-Counselling Programmes will be conducted so that students sitting at their homes or work places can interact with the faculty and get their queries solved. Radio talks will also be delivered through FM Radio on various topics of interest and current affairs. Lectures will be delivered through Audio–Video Lessons, power point presentations, documentaries and social issues based films. Facility of personal counseling during PCPs and on all working days will also be provided. Field Visits may also be arranged for gaining knowledge about practical functioning of the administrative institutions. Special lectures by renowned administrators will also be arranged so as to provide insight into the policy making.

Internal Assessment has been made integral part of the Course. Response sheets, assignments, viva – voce, written tests are conducted for during each semester.

**REQUIREMENT OF THE LABORATORY SUPPORT AND LIBRARY RESOURCES**

The course doesn’t require any laboratory setup. Department of Distance Education is at Arts Block 3 of Punjabi University, Patiala has its well stocked Library with about 2000 books in Punjabi as well as English medium covering various papers and topics of the syllabus especially for the distance learners. Catalogue has been computerized using LIBSYS software. Students can take two books and one audio-video lesson CD on loan for one month. During PCPs, library remains open on Saturdays, Sundays and other holidays. The library is fully air-conditioned with a reading hall, caters to ten newspapers in English, Hindi and Punjabi language. It has 350 reference books and five journals on the subject of History.

About fifty percent of the study material has been prepared and developed in the form of both soft and hard copy. About two lacs fifty thousand rupees is estimated to be incurred on development, delivery and maintenance whereas it is expected to earn approx. nine lac rupees at the minimum.

**REMARKS**

Through Feedback Performa, written demands or through email/whatsapp for introduction of new courses, emails and suggestions received from the parents of the students/professionals, assessing the market demands and requirement of various services continuously.

**Fee Concession Policies**

**FEE CONCESSION FOR SEMESTER SYSTEM**

1. Two real brothers/sisters studying in the department.
   Candidate will deposit full first instalment of fee at the time of admission, concession of half tuition fee will be given in the second instalment.
2. Students suffering from Cancer/Aids and Thalassemia -
Full fee concession will be given to the candidates and they need to deposit library security fee of Rs. 735/- + Examination and Practical Fee of two semesters in the first instalment only and no fee is pending in the second instalment.

3. Children/dependents of the members of Armed forces including para-military personnel who have either been killed or permanently disabled in the Indo-Pak Conflict of 1965, Indo-Pak Conflict of 1971 and Indo-Chinese Hostilities of 1962 and Indian Peace Keeping Force (IPKF) in Sri Lanka.

Candidate who monthly income does not exceed Rs. 1500/- per month is exempted from the payment to total tuition fee in first instalment and will have to deposit the balance of the required fee at the time of admission and full amount of second instalment of fee has to be deposited.

4. Wife/Son(s) or daughter(s) of Punjabi University employees (regular) provided they are not in service
   a) Candidate granted full tuition fee concession in the first instalment. Those drawing pay upto 21600/- per month (Grade Pay + Basic Pay)
   b) Candidate granted 50% tuition fee concession in the first instalment. Those drawing pay upto 21601/- to 24750/- (Grade Pay + Basic Pay)
   c) Candidate granted 25 % tuition fee concession in the first instalment. Those drawing pay upto 24751/- and above per month (Grade Pay + Basic Pay) (this concession shall be limited upto two children).

The candidate shall deduct tuition fee concession from the first instalment and must deposit the balance of required fee in the first instalment.

The candidate must deposit full second instalment deducting only postal charges Rs. 365/- on request.

5. Punjabi University employee. Regular employees of Punjabi University are exempted from the payment of Tuition Fee, Library Security Rs. 735/-. Candidate shall deduct mentioned concessions from the first instalment and must deposit and second installment after deducting Medical Fee Rs. 45/-, Library Membership Fee Rs. 30/- and Postal Charges Rs. 365/- on request. To avail this concession departmental permission is compulsory.

7. Child of a person killed as a result of action by security forces in aid of civil war.
8. Child of a 100% physically disabled riot affected person.
10. Child of army deserted/killed/100% physically disabled.

For Sr. No. 6-10 candidate is exempted from the payment of total tuition fee. So candidate shall deduct this benefit from the first instalment and must deposit the balance of required fee at the time of admission and no amount of fee is pending in the second instalment.
11. Physically Handicapped 40% & above are exempted from only examination fee. Candidate shall deduct examination fee for both the semesters from the first instalment and must deposit balance of the required fee in first instalment and full fee in second instalment without any concession.

**POST MATRIC SCHOLARSHIP SCHEME**

1. **SC Category**: Post Matric Scholarship SC candidate will deposit only library security fee Rs. 735/- at the time of admission and no fee is required to be deposited in second instalment. To avail the concession under "AASHIRWAD SCHEME", candidate has to be registered for "AASHIRWAD SCHEME" and has to apply with allotted ID under Punjab Government Instructions.

2. **BC Category**: Candidate has to deposit full fee of first and second instalment at the time of admission. To avail the benefit for Post Matric Scholarship Scheme, the candidate needs to deposit required documents and given ID under the Post Matric Scholarship Scheme.
INSTRUCTIONS FOR THE PAPER-SETTERS
For Regular and Distance Education Students,

1. The Syllabus prescribed should be strictly adhered to.
   The paper-setters should keep in view the topics specified in each paper and not the title of the paper.

2. The question paper will consist of three sections: A, B and C Sections A and B will have four questions each from the respective sections of the syllabus and will carry 12 marks each. Section C will consist of 9 short-answer type questions which will cover the entire syllabus and will carry 27 marks in all. There being no internal choice in this section, each short-answer type questions will carry 3 marks. Candidates are required to attempt two questions each from the Sections A and B and the entire Section C. The candidates are required to give answer of each short-type question in 50 words i.e. in 7-10 lines. If there is a question on notes, the choice offered in such question should at least be fifty percent. The wording of the questions should be simple and easily understandable by an average student. There should be no vagueness.

3. The number of questions based upon quotations should not exceed two in a question paper.

4. The general standard of the questions should cater to the different intellectual levels - average, above average and below average.

5. Each paper is of 75 marks and three hours duration and 25 marks are of internal assessment

6. NOTE: The paper setter should keep in view the topics specified in each paper and not the title of the paper. Candidates are required to attempt two questions each from the sections A and B and the entire Section C

Instructions for the candidates (for all papers)
Candidates are required to attempt two question each from the Section. A & B of the question paper and the entire section C. The candidates are required to give answer of each short type question in 50 words i.e. in 7-10 lines.

PAPER-I: COMPUSORY (SEMESTER I)
HISTORY OF PUNJAB FROM 1469-1675

SECTION-A
1. Principal sources of early Sikh History upto 1675.
SECTION B
8. Relations of Sikh Gurus with the Mughals 1606-1675; Martyrdom of Guru Teg Bahadur; Emergence of dissenting Sikh sects: Udasis, Minas, Ramraias, Dhirmalias.

SECTION C
For Regular and Distance Education Students Nine short answer questions will be set from the entire syllabus. The candidate will attempt all the 9 questions. These questions will be based upon terms, concepts, institutions and historical sources within the purview of the syllabus. The answer of these questions will be of 50 words i.e. 7-10 lines and will carry 3 marks each. Thus, the total marks for these questions will be 27.

Essential Books:
1. Arora, A.C. History of Punjab (Punjabi)
3. Banerjee, A.C. Guru Nanak and His Times
4. Dhillon, D.S. Sikhism, Origin and Development.
5. Fauja Singh and Kirpal Singh: Atlas of Guru Nanak's Travels (Punjabi and English)
6. Teja Singh & Ganda Singh: A Short History of Sikhs (English and Punjabi)
8. Grewal, J.S. Guru Nanak in History
11. Sukhdial Singh Punjab Da Itihas 1469-1708 (Punjabi)
12. Sulakhan Singh Heterodoxy in the Sikh Tradition. 1999

Reference Books:
1. Narang, G.C. Transformation of Sikhism (English)
5. Ray, Niharranjan Sikh Gurus and Sikh Society
7. M.A. Macauliffe The Sikh Religion Vol. - I - VI

PAPER-II (OPTION-I) : HISTORY OF THE WORLD (1500 - 1815 )
Max.Marks:100 Time allowed: 3 hours
(Theory 75 and Internal Assessment 25) Pass Marks : 35

SECTION-A
1. Renaissance and Reformation
2 Industrial Revolution: causes and effects
3 American Revolution: causes and significance.
4 French Revolution of 1789: causes and effects,

SECTION-B
5 National Assembly: aims and estimate of its achievements
6 Napoleon Bonaparte: Reforms, Continental System
7 Napoleonic Wars: Peninsular war and Moscow Campaign
8 Vienna Congress: aims, principles and work.

SECTION -C
For Regular and Distance Education Students Nine short answer questions will be set from the entire syllabus. The candidate will attempt all the 9 questions. These questions will be based upon terms, concepts, institutions and historical sources within the purview of the syllabus. The answer of these questions will be of 50 words i.e. 7-10 lines and will carry 3 marks each. Thus, the total marks for these questions will be 27.

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<td>1</td>
<td>Leo Gershoy</td>
<td>French Revolution and Napoleon (Reprint) Allahabad, 1977</td>
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<tr>
<td>2</td>
<td>George Lefebvre</td>
<td>The French Revolution from its origin to 1793 (London, 1981)</td>
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<td>3</td>
<td>George, Rude</td>
<td>The Revolutionary Europe, 1783-1815</td>
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<td>4</td>
<td>J.M. Thompson</td>
<td>Napoleon Bonaparte- His Rise and Fall.</td>
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<td>5</td>
<td>C.D.M. Ketelbey</td>
<td>A History of Modern Times</td>
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<td>S.A. Pakeman</td>
<td>The Modern World 1789-1957</td>
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<td>H.C. &amp; K.C. Mathur</td>
<td>हिस्ट्री डिटेल्स, हिस्ट्री डिटेल्स, हिस्ट्री डिटेल्स, हिस्ट्री, 1976</td>
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<td>एच.सी., क.सी. माथुर</td>
<td>हिस्ट्री डिटेल्स, हिस्ट्री डिटेल्स, हिस्ट्री डिटेल्स, हिस्ट्री, 1976</td>
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<td>S.R. &amp; A.R.</td>
<td>संगत एंड संगत डिटेल्स</td>
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<td>S.R. &amp; A.R.</td>
<td>संगत एंड संगत डिटेल्स</td>
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<td>12</td>
<td>A.C. Arora</td>
<td>Advanced History of Modern World 1500-1900</td>
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<td>The Hutchison History of the World  (Hutchison, Bombay, 1976)</td>
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<td>3</td>
<td>Robert Ergang and Donald G. Rohr</td>
<td>Europe Since Waterloo</td>
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<td>4</td>
<td>Robert Ergang</td>
<td>Europe From Renaissance to Waterloo</td>
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<td>5</td>
<td>Garraty &amp; Gay.P</td>
<td>The University History of the World</td>
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PAPER-III (OPTION-I) HISTORY OF THE WORLD (1871-1919)

Max. Marks: 100
Time allowed: 3 hours
(Theory 75 and Internal Assessment 25)
Pass Marks: 35

SECTION-A

1. Bismarckian Diplomacy: Principles of his Foreign Policy.
2. Austro-German Alliance, Triple Alliance
3. International Alliances:
   - Franco-Russian Alliance - 1894
   - Anglo-French Entente - 1904
   - Anglo Russian Convention - 1907
4. Anglo-Japanese Alliance 1902; Russo-Japanese War (1904-1905)

SECTION-B

5. New Imperialism: Partition of Africa
6. Imperialism in East Asia: Battle of Concessions, Open Door Policy
7. First World War: Causes and Impact

SECTION-C

For Regular and Distance Education Students: Nine short answer questions will be set from the entire syllabus. The candidate will attempt all the 9 questions. These questions will be based upon terms, concepts, institutions and historical sources within the purview of the syllabus. The answer of these questions will be of 50 words i.e. 7-10 lines and will carry 3 marks each. Thus, the total marks for these questions will be 27.

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<td>Erich Brandenburg</td>
<td>Bismarck to World War</td>
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<td>John, A, Garraty &amp; Gay P.</td>
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<td>Langer William L.</td>
<td>European Alliances and Alignments</td>
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<td>Vinacke, H.M</td>
<td>A History of Far East in Modern Times</td>
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<td>मध्ययुग से सेंचुरियन के प्रभाव</td>
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<td>युद्ध 1870-1914</td>
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<td>11</td>
<td>H.C. Jain &amp; K.C. Mathur</td>
<td>World History 1500-1950</td>
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<td>S.B. Fay</td>
<td>The Origins of the World War</td>
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<td>R. Collids</td>
<td>The Partition of Africa</td>
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<td>E. Lipson</td>
<td>Europe in the Nineteenth and Twentieth Centuries</td>
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<td>5</td>
<td>E.H. Carr</td>
<td>The Bolshevik evolution</td>
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<td>6</td>
<td>Arvind Sinha</td>
<td>Europe in Transition - From feudalism to industrialisation</td>
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**PAPER-IV (OPTION-II)**

**HISTORY OF CHINA AND JAPAN (1830-1911)**

For Regular and Distance Education Students

Max. Marks: 100
Time allowed: 3 hours
(Theory 75 and Internal Assessment 25) Pass Marks: 35

**Instructions for the candidates (for all papers)**

Candidates are required to attempt two questions each from the Section A & B of the question paper and the entire section C. The candidates are required to give answer of each short type question in 50 words i.e. in 7-10 lines.

**SECTION - A**

1. Opening of China: Opium war and its Results
2. Opening of Japan: Colonial Powers in the Far-East
3. Struggle for Korea and its Significance
4. Sino-Japanese relations in the 19th and 20th centuries (unto 1911)

**SECTION - B**

5. Political and Social condition of China in the early 19th century.
6. The Taiping Rebellion: Factors responsible for the outbreak of the rebellion, causes of its failure.
7. Modernization of China and Japan.
8. Causes and nature of the Revolution of 1911

**SECTION - C**
For Regular and Distance Education Students Nine short answer questions will be set from the entire syllabus. The candidate will attempt all the 9 questions. These questions will be based upon terms, concepts, institutions and historical sources within the purview of the syllabus. The answer of these questions will be of 50 words i.e. 7-10 lines and will carry 3 marks each. Thus, the total marks for these questions will be

**Essential Books:**

1. Mc Alcavy, H The Modern History of China
3. Clyde and Beers The Far East.
5. Macleam Political History of Japan
6. Lan Nish Japan- A Short History
7. वैज्ञानिक ग्रंथ, हितादिव्य, पृष्ट पृष्ट का आपूर्ति विभिन्न शेष, शेष, नंदी (भस्म अध्यादेश)

**Reference Books:**

1. Li Chien Nung The Political History of China
2. Sharmum & Schell Republican China
3. Sharmum & Schell Imperialist China
5. Reischwer, Edwin Japan and its History
6. Ten Chung. China and Brave New World - A Study of the

**SEMESTER-II**

**PAPER-I (COMPULSORY ): HISTORY OF PUNJAB (1675-1799 )**

For Regular and Distance Education Students

Max.Marks:100 Time allowed: 3 hours

( Theory 75 and Internal Assessment 25) Pass Marks :35

**Instructions for the candidates ( for all papers)**

Candidates are required to attempt two question each from the Section. A & B of the question paper and the entire section C. The candidates are required to give answer of each short type question in 50 words i.e. in 7-10 lines.

**SECTION-A**
1. Guru Gobind Singh's relation with the Hill Rajas and Mughals.
2. Creation of the Khalsa: Circumstances and importance; estimate of the work and personality of Guru Gobind Singh.
4. Sikh Struggle against the Mughals during the period of Abdus Samad Khan, Zakariya khan, Mir Mannu and Adina Beg; Causes of success of the Sikhs.

SECTION -B
5. Sikh-Afghan Struggle and causes of failure of the Afghans.
6. Evolution and functions of Dal Khalsa, Gurmatta and Rakhi system.
8. Ranjit Singh's Occupation of Lahore and its importance

SECTION -C
For Regular and Distance Education Students Nine short answer questions will be set from the entire syllabus. The candidate will attempt all the 9 questions. These questions will be based upon terms, concepts, institutions and historical sources within the purview of the syllabus. The answer of these questions will be of 50 words i.e. 7-10 lines and will carry 3 marks each. Thus, the total marks for these questions will be 27.

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<td>Banerjee I.B.</td>
<td>Evolution of the Khalsa (Vol I &amp; II) Eng. and Punjabi</td>
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<td>Narang, G.C</td>
<td>Transformation of Sikhism - English सिख भवन संस्कृत गुरु गोबिंद सिंह (Punjabi)</td>
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<td>3</td>
<td>Grewal, J.S. and Bal, S.S</td>
<td>Guru Gobind Singh</td>
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<td>Ganda Singh</td>
<td>Banda Singh Bahadur</td>
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<td>5</td>
<td>Bhagat Singh</td>
<td>Sikh Polity in Eighteenth and Nineteenth Centuries</td>
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<td>Teja Singh and Ganda Singh</td>
<td>A Short History of the Sikhs</td>
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<td>Dhillon, D.S.</td>
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<td>Mcleod</td>
<td>Sikhs and Sikhism</td>
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<td>Gupta, Hari Ram</td>
<td>History of the Sikhs Vol.I &amp; II</td>
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<td>11</td>
<td>Kirpal Singh and Kharak Singh</td>
<td>History of the Sikhs and their Religion</td>
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<td>Nayyar G.S.</td>
<td>Sikh Polity and Political Institutions</td>
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<td>Grover B.R. and Gurcharan Singh</td>
<td>Jassa Singh Ahluwalia</td>
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<td>4</td>
<td>Arora A.C.</td>
<td>History of Punjab (Punjabi)</td>
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</table>
HISTORY OF THE WORLD 1815-1870

For Regular and Distance Education Students

Max.Marks:100  Time allowed: 3 hours
( Theory 75 and Internal Assessment 25)  Pass Marks : 35

Instructions for the candidates (for all papers)
Candidates are required to attempt two question each from the Section. A & B of the question paper and the entire section C. The candidates are required to give answer of each short type question in 50 words i.e. in 7-10 lines.

SECTION-A
1  Concert of Europe, Estimate of its work: Metternich System, Home and Foreign Policy.
2  French Revolution of 1830 and 1848.
3  Second Republic in France: Home and Foreign Policy of Napoleon-III.
4  Spread of Industrial Revolution in Europe and its impact.

SECTION-B
7  Growth of Nationalism in Europe: Unification of Italy, Unification of Germany. 8 Eastern Question: Greek War of Independence and Crimean War.

SECTION -C

For Regular and Distance Education Students Nine short answer questions will be set from the entire syllabus. The candidate will attempt all the 9 questions. These questions will be based upon terms, concepts, institutions and historical sources within the purview of the syllabus. The answer of these questions will be of 50 words i.e. 7-10 lines and will carry 3 marks each. Thus, the total marks for these questions will be 27.

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<td>J.M. Roberts</td>
<td>The Hutchison History of the World</td>
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<td>5</td>
<td>H.C. Jain and K.C. Mathur</td>
<td>World History 1500-1950, Bombay 1976</td>
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<td>6</td>
<td>S.A. Pakeman</td>
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<td>9</td>
<td>A.C. Arora</td>
<td>Advanced History of the World 1500-1900 (Punjabi)</td>
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**REFERENCE BOOKS**

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<th>Author</th>
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<tbody>
<tr>
<td>1</td>
<td>C.D. Hazen</td>
<td>Modern Europe Upto 1945 (S. Chand, Delhi, 1965)</td>
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<td>3</td>
<td>E.J. Hobsbawm</td>
<td>Nation and Nationalism, Cambridge, 1970</td>
</tr>
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<td>4</td>
<td>Mujeeb, M</td>
<td>World History Our Heritage</td>
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<td>5</td>
<td>Garraty and P. Gay</td>
<td>The University History of the World</td>
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<td>6</td>
<td>Erich Brandenburg</td>
<td>Bismarck to World War-I</td>
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<td>7</td>
<td>Arvind Sinha</td>
<td>Europe in Transition- From feudalism to industrialisation</td>
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**M.A. PART-I  SEMESTER-II  PAPER-III (OPTION-I)**

**HISTORY OF THE WORLD (1919-1991)**

For Regular and Distance Education Students
Max.Marks:100   Time allowed: 3 hours
( Theory 75 and Internal Assessment 25)   Pass Marks : 35

**Instructions for the candidates (for all papers)**

Candidates are required to attempt two question each from the Section. A & B of the question paper and the entire section C. The candidates are required to give answer of each short type question in 50 words i.e. in 7-10 lines.

**SECTION-A**

1. The Great Depression: Causes and Impact.
2. Rise of Fascism in Italy and Nazism in Germany.
4. The U.N.O.: Aims, Objectives, Appraisal of its work.

**SECTION-B**

   Arab Nationalism:, Transformation of Turkey under Mustafa Kemal Pasha, 1923-38;
6. Creation of Israel, Palestine Problem.

SECTION -C

For Regular and Distance Education Students  Nine short answer questions will be set from the entire syllabus. The candidate will attempt all the 9 questions. These questions will be based upon terms, concepts, institutions and historical sources within the purview of the syllabus. The answer of these questions will be of 50 words i.e. 7-10 lines and will carry 3 marks each. Thus, the total marks for these questions will be 27.

ESSENTIAL BOOKS

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<td>Brandenburg, Erich</td>
<td>Bismarck to World War</td>
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<td>Garraty and P. Gay</td>
<td>The University History of the World</td>
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<td>3</td>
<td>R. Collids</td>
<td>The Partition of Africa</td>
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<td>Langer, William L.</td>
<td>European Alliances and Alignments</td>
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<td>5</td>
<td>Vinacke, H.M.</td>
<td>A History of Far East In Modern Times</td>
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<td>S.A. Pakeman</td>
<td>The Modern World</td>
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<td>H.C. Jain &amp; K.C. Mathur</td>
<td>World History, 1500-1950</td>
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<td>8</td>
<td>J.E. Swain</td>
<td>History of the World Civilization (भारतीय भारतीय)</td>
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<td>Fay, S.B.</td>
<td>The Origins of the World War</td>
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<td>G. Salvemini</td>
<td>The Origin of Fascism in Italy</td>
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<td>P.M. Moon</td>
<td>Imperialism and World Politics</td>
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<td>M.J. Thornton</td>
<td>Nazism</td>
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<td>5</td>
<td>Biammo, Lucien</td>
<td>Origin of the Chinese Revolution</td>
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<td>6</td>
<td>J.H. Landman</td>
<td>World Since 1914</td>
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<td>7</td>
<td>Fisher, Sydney</td>
<td>The Middle East</td>
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<td>8</td>
<td>E. Lipson</td>
<td>Europe in the Nineteenth and Twentieth Centuries</td>
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<td>9</td>
<td>Fisher, M.N</td>
<td>The Middle East: A History</td>
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<td>10</td>
<td>E.H. Carr.</td>
<td>The Bolshevik Revolution</td>
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<tr>
<td>11</td>
<td>Arvind Sinha</td>
<td>Europe in Transition - From Feudalism to Industrialization</td>
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M.A. PART-I SEMESTER-II  
PAPER-IV (OPTION-II)  
HISTORY OF CHINA AND JAPAN (1912-1949)

For Regular and Distance Education Students
Max.Marks:100  
Time allowed: 3 hours  
( Theory 75 and Internal Assessment 25)  
Pass Marks : 35

Instructions for the candidates (for all papers)
Candidates are required to attempt two question each from the Section. A & B of the question paper and the entire section C. The candidates are required to give answer of each short type question in 50 words i.e. in 7-10 lines.

SECTION-A
   Kuomintang (Communist Split of 1927, establishment of Nationalist government in China.
2. Mao-Tse-Tung and the Communist Party, its organization, ideology and role.

SECTION-B
5. Political and Social condition of Japan in the first half of 20th century
7. Growth of Militarism in Japan
8. Japan and Second World war

SECTION -C

For Regular and Distance Education Students Nine short answer questions will be set from the entire syllabus. The candidate will attempt all the 9 questions. These questions will be based upon terms, concepts, institutions and historical sources within the purview of the syllabus. The answer of these questions will be of 50 words i.e. 7-10 lines and will carry 3 marks each. Thus, the total marks for these questions will be 27.

Essential Books :
1. Mc Alcavy,H The Modern History of China
3. Clyde and Beers The Far East.
5. Macleam Political History of Japan
6. Lan Nish Japan- A Short History
7. चीन और जापान का इतिहास सार ( क्रिकेट विश्व चैम्पियनशिप)
Reference Books:
1. Li Chien Nung   The Political History of China
2. Sharmum & Schell Republican China
3. Sharmum & Schell Imperialist China
5. Reischwer, Edwin Japan and its History

SEMESTER-III
PAPER : -I History of Punjab 1799-1849.
PAPER: II: History of India from 1707-1772.
PAPER : IV : National Movement in India and Constitutional Development. 1858-1930

SEMESTER-IV
PAPER:-I History of Punjab 1675-1799
PAPER-II : History of India from 1772-1818.

M.A. (HISTORY) PART-II (SEMESTER III & IV)
2016-17 , 2017-18 SESSIONS

INSTRUCTIONS FOR THE PAPER SETTER FOR REGULAR AND DISTANCE EDUCATION STUDENTS

1. The Syllabus prescribed should be strictly adhered to. The paper-setters should keep in view the topics specified in each paper and not the title of the paper.
2. The question paper will consist of three sections: A, B and C. Sections A and B will have four questions each from the respective sections of the syllabus and will carry 12 marks each. Section C will consist of 9 short-answer type questions which will cover the entire syllabus and will carry 27 marks in all. There being no internal choice in this section, each short-answer type questions will carry 3 marks. Candidates are required to attempt two questions each from the Sections A and B and the entire
Section C. The candidates are required to give answer of each short-type question in 50 words i.e. in 7-10 lines.

3. If there is a question on notes, the choice offered in such question should at least be fifty percent.

4. The wording of the questions should be simple and easily understandable by an average student. There should be no vagueness.

5. The number of questions based upon quotations should not exceed two in a question paper.

6. The general standard of the questions should cater to the different intellectual levels - average, above average and below average.

7. Each paper is of 75 marks and three hours duration and 25 marks are of internal assessment.

NOTE: The paper setter should keep in view the topics specified in each paper and not the title of the paper.

Candidates are required to attempt two questions each from the sections A and B and the entire Section C.

**Instructions for the candidates (for all papers)**

Candidates are required to attempt two questions each from the Section. A & B of the question paper and the entire section C. The candidates are required to give answer of each short type question in 50 words i.e. in 7-10 lines.

**PAPER-I**

**HISTORY OF PUNJAB FROM 1799-1849 (COMPULSORY)**

For Regular and Distance Education Students

Max.Marks:100

(Time allowed: 3 hours)

(Pass Marks : 35)

(Theory 75 and Internal Assessment 25)

**Instructions for the candidates (for all papers)**

Candidates are required to attempt two questions each from the Section. A & B of the question paper and the entire section C. The candidates are required to give answer of each short type question in 50 words i.e. in 7-10 lines.

**SECTION – A**

1. Principal Sources for the study of Maharaja Ranjit Singh's reign.

2. Political condition of the Punjab in late 18th century; Maharaja Ranjit Singh's rise to power with special reference to his relations with Misals.


4. Maharaja Ranjit Singh's relations with the British: 1800-1839.

   a) Cis-Sutlej States

   b) Question of Sind

   c) Tripartite Treaty 5
SECTION–B
5. Nature of the State under Maharaja Ranjit Singh.
7. Causes of the Second Anglo-Sikh War, (1848-49) and Annexation of the Punjab.

SECTION–C
For Regular and Distance Education Students Nine short answer questions will be set from the entire syllabus. The candidate will attempt all the 9 questions. These questions will be based upon terms, concepts, institutions and historical sources within the purview of the syllabus. The answer of these questions will be of 50 words i.e. 7-10 lines and will carry 3 marks each. Thus, the total marks for these questions will be 27.

ESSENTIAL BOOKS
1. Fauja Singh & A.C. Arora: Maharaja Ranjit Singh
2. J.D. Cunnigham: A History of the Sikhs
3. B.J. Hasrat: Anglo Sikh Relations.
4. B.J. Hasrat: Life and Time of Ranjit Singh
5. Bhagat Singh: Maharaja Ranjit Singh
6. Sita Ram Kohli: Maharaja Ranjit Singh (Punjabi)
7. G.L. Chopra: The Punjab as a Sovereign State
9. Sir Lepel Griffin: Ranjit Singh
10. N.K. Sinha: Ranjit Singh

REFERENCE BOOKS
2. Fauja Singh: Military System of the Sikhs.
4. Ganda Singh: Private Correspondence relating to the Anglo Sikh Wars.
7. A.C. Banerjee (ed.): Anglo Sikh Relations
10. Hari Ram Gupta: History of Sikhs
GROUP-C : MODERN INDIA
PAPER-II : HISTORY OF INDIA FROM 1707-1772

For Regular and Distance Education Students
Max.Marks:100  Time allowed: 3 hours
( Theory 75 and Internal Assessment 25)  Pass Marks : 35

Instructions for the candidates ( for all papers)
Candidates are required to attempt two questions each from the Section. A & B of the question paper and the entire section C. The candidates are required to give answer of each short type question in 50 words i.e. in 7-10 lines.

SECTION–A
1. Historiography on the decline of the Mughal Empire.
2. Systemic Crisis and collapse: Collapse of Empire and Emergence of regional states of Awadh, Bengal and Hyderabad; Parties and politics at the Mughal Court.
4. Maratha-Afghan Confrontation and the Third Battle of Panipat: its importance in Indian History; Causes of Maratha defeat.

SECTION–B
5. Rise of Sikh Power: Sikh-Mughal Confrontation, Sikh-Afghan Confrontation, Causes of Sikh triumph. 16
6. Internal Struggle of European Trading Companies for Power and supremacy in India with special reference to Anglo-French Wars in the Karnatak.
7. Beginnings of British rule in Bengal Presidency: early difficulties and how they were over come.
8. Administration and reforms of Robert Clive.

SECTION–C
For Regular and Distance Education Students Nine short answer questions will be set from the entire syllabus. The candidate will attempt all the 9 questions. These questions will be based upon terms, concepts, institutions and historical sources within the purview of the syllabus. The answer of these questions will be of 50 words i.e. 7-10 lines and will carry 3 marks each. Thus, the total marks for these questions will be 27.

ESSENTIAL BOOKS
2. Satish Chandra : Parties and Politics at the Mughal Court.
5. Nadkarni : Rise and Fall of the Maratha Empire
8. B.L. Grover & S. Grover : A New Look at Modern Indian History from 1707 to the Modern times).

REFERENCE BOOKS
4. G.S. Sardesai : Main Currents of Maratha History.
5. Satish Chandra : Medieval India, Jagirdari Crisis and the Village.

GROUP-C : MODERN INDIA
PAPER-III : HISTORY OF INDIA FROM 1818-1947
For Regular and Distance Education Students
Max.Marks:100 Time allowed: 3 hours
( Theory 75 and Internal Assessment 25) Pass Marks : 35

Instructions for the candidates ( for all papers)
Candidates are required to attempt two questions each from the Section. A & B of the question paper and the entire section C. The candidates are required to give answer of each short type question in 50 words i.e. in 7-10 lines.

SECTION–A
1. Significance of the year 1818; Evolution of British Paramountcy.

SECTION–B
5. The Rising of 1857: causes, nature and effects.
7. The Russian Danger and its impact on Indian Situation : First Afghan War; Annexation of Sind and Punjab.
8. Foreign Policy of Government of India :
   i. Policy towards Afghanistan    ii. Relations with Tibet and Iran.

SECTION–C
For Regular and Distance Education Students Nine short answer questions will be set from the entire syllabus. The candidate will attempt all the 9 questions. These questions will be based upon terms, concepts, institutions and historical sources within the purview of the
syllabus. The answer of these questions will be of 50 words i.e. 7-10 lines and will carry 3 marks each. Thus, the total marks for these questions will be 27.

**ESSENTIAL BOOKS**

1. P.E. Roberts : History of British India.
4. Bipan Chandra et.al. : India's Struggle For Independence, Penguin, Delhi, 1996. 18
9. B.L. Grover & S. Grover : A New Look at the Modern Indian History from 1707 to the Modern times.
11. Shekhar Bandhopadhy : From Plassey to Partition.

**REFERENCE BOOKS**

1. Bisheshwar Prasad : Foundation of Indian Foreign Policy.
7. S.N. Sen, : Eighteen Fifty Seven.

Group C: MODERN INDIA

**PAPER-IV : NATIONAL MOVEMENT IN INDIA AND CONSTITUTIONAL DEVELOPMENT, 1858-1930.**

For Regular and Distance Education Students

Max.Marks:100

( Theory 75 and Internal Assessment 25)  
Pass Marks : 35

**Instructions for the candidates (for all papers)**

Candidates are required to attempt two question each from the Section. A & B of the question paper and the entire section C. The candidates are required to give answer of each short type question in 50 words i.e. in 7-10 lines.
SECTION–A
1. Queen's Proclamation of 1858; Government of India Act - 1858.
2. Emergence of Indian National Congress ; Moderates, their programme, methods and estimate of their work.
3. Extremists in Indian Nationalism : Estimate of their work, Surat split.

SECTION–B
6. Agitation against Rowlatt Bills; Jallianwala Bagh Massacre and its impact.
8. Swarajist Politics, Simon Commission and reaction.

SECTION–C
For Regular and Distance Education Students Nine short answer questions will be set from the entire syllabus. The candidate will attempt all the 9 questions. These questions will be based upon terms, concepts, institutions and historical sources within the purview of the syllabus. The answer of these questions will be of 50 words i.e. 7-10 lines and will carry 3 marks each. Thus, the total marks for these questions will be 27.

ESSENTIAL BOOKS
1. Bipan Chandra et.al : India’s Struggle for Independence (Delhi, Penguin, 1996).
5. Danial Argov : Moderates and Extremists in the Indian National Congress.
8. Tara Chand : History of Freedom Movement Vol. IV.

REFERENCE BOOKS
2. S.R. Mehotra : Emergence of the Indian National Congress. 20
SEMESTER-IV

PAPER-I : HISTORY OF PUNJAB FROM 1849-1947 (COMPULSORY)

For Regular and Distance Education Students

Max.Marks:100 Time allowed: 3 hours
( Theory 75 and Internal Assessment 25) Pass Marks : 35

Instructions for the candidates ( for all papers)
Candidates are required to attempt two questions each from the Section. A & B of the question paper and the entire section C. The candidates are required to give answer of each short type question in 50 words i.e. in 7-10 lines.

SECTION–A
1. Social and economic condition of the Punjab in the first half of the 19th century.
2. a) Board of Administration, its formation and working.
   b) Sir John Lawrence as Chief Commissioner of Punjab
4. Socio-religious reform movements:
   a) The Namdhari Movement
   b) The Singh Sabha Movement
   c) The Arya Samaj
   d) The Ahmadiya Movement 23

SECTION–B
5. Agrarian Policy of the British government: Canalization and colonisation ; rural indebtedness; Punjab Land Alienation Act, 1901
6. Growth of national consciousness and freedom movement:
   a) Agrarian Unrest, 1907.
   b) Ghadar Movement
   c) Kirti-Kisan Movement
   d) Naujawan Bharat Sabha.
7. Growth of National consciousness and freedom Movement :
   a) Jallianwala Bagh Massacre
   b) Gurdwara Reform Movement
   c) Babbar Akali Movement

SECTION–C

For Regular and Distance Education Students Nine short answer questions will be set from the entire syllabus. The candidate will attempt all the 9 questions. These questions will be based upon terms, concepts, institutions and historical sources within the purview of the
syllabus. The answer of these questions will be of 50 words i.e. 7-10 lines and will carry 3 marks each. Thus, the total marks for these questions will be 27.

**ESSENTIAL BOOKS**
2. S.S. Bal : British Policy towards Punjab
3. Fauja Singh : The Kuka Movement
5. V.N. Datta : Jallianwala Bagh
6. Mohinder Singh : The Akali Movement
7. N.M. Khilnani : The Punjab Under the Lawrences
8. Kirpal Singh : Partition of Punjab
10. J.S. Grewal : The Akalis- A Short History
11. J.S. Grewal : History of the Sikhs

**REFERENCE BOOKS**
2. G.S. Deol : Ghadar Movement
3. S.S. Josh : History of Ghadar Movement
5. Nayyar, Baldev : Minority Politics in Punjab
6. Raja Ram : Jallianwala Bagh Massacre
7. S.L. Malhotra : Gandhi, Punjabi and the Partition

**GROUP-C : MODERN INDIA**
**PAPER-II : HISTORY OF INDIA 1772-1818**

For Regular and Distance Education Students
Max.Marks:100 Time allowed: 3 hours
( Theory 75 and Internal Assessment 25) Pass Marks : 35

**Instructions for the candidates (for all papers)**
Candidates are required to attempt two questions each from the Section. A & B of the question paper and the entire section C. The candidates are required to give answer of each short type question in 50 words i.e. in 7-10 lines.

**SECTION-A**
2. Rise and Fall of Mysore : Hyder Ali and Tipu Sultan.

SECTION–B
6. Charter Act, 1793; Charter Act, 1813 and the growth of opposition to company's monopoly of eastern trade.
7. Re-emergence and Fall of Marathas, 1772-1818.

SECTION–C
For Regular and Distance Education Students Nine short answer questions will be set from the entire syllabus. The candidate will attempt all the 9 questions. These questions will be based upon terms, concepts, institutions and historical sources within the purview of the syllabus. The answer of 34 these questions will be of 50 words i.e. 7-10 lines and will carry 3 marks each. Thus, the total marks for these questions will be 27.

ESSENTIAL BOOKS
1. Percival Spear : Oxford History of India
5. P.E. Roberts : Historical Geography of British India.
8. B.L. Grover & S. Grover : A New Look at Modern Indian History (from 1707 to the Modern Times).
9. अमलाभिंवर्थान : दलवार रा बिंडुड़ दिविकार

REFERENCE BOOKS
1. Kate Brittle Bank : Tipu Sultan's Quest for Legitimacy: Islam and Kingship in a Hindu Domain.
2. P.E. Roberts : India under Wellesley.
GROUP-C : MODERN INDIA
PAPER-III : SOCIAL AND ECONOMIC HISTORY OF MODERN INDIA
(1818-1947)

For Regular and Distance Education Students

Max.Marks:100 Time allowed: 3 hours
( Theory 75 and Internal Assessment 25) Pass Marks: 35

Instructions for the candidates (for all papers)
Candidates are required to attempt two question each from the Section. A & B of the question paper and the entire section C. The candidates are required to give answer of each short type question in 50 words i.e. in 7-10 lines.

SECTION–A

1. Impact of Western Ideas on Society and Religion : Brahma Samaj, Singh Sabha Movement, Arya Samaj, Aligarh Movement.
3. Emergence of New Middle Class: Professional, Commercial and Industrial Middle Classes, Their Social, Cultural and Political Role.

SECTION–B

6. Tribal and peasant uprisings, Rise and Growth of Modern Industry and Trade; British Policy towards foreign trade.

SECTION–C

For Regular and Distance Education Students Nine short answer questions will be set from the entire syllabus. The candidate will attempt all the 9 questions. These questions will be based upon terms, concepts, institutions and historical sources within the purview of the syllabus. The answer of these questions will be of 50 words i.e. 7-10 lines and will carry 3 marks each. Thus, the total marks for these questions will be 27.
ESSENTIAL BOOKS
1. P.E. Roberts : History of British India.
4. Dhamma Kumar and : Cambridge Economic History of India.
7. H.C. Raychoudhary : Advanced History of India.
9. Sumit Sarkar : Modern India.

REFERENCE BOOKS
3. T.G.P. Spear : History of India, Vol.II.
5. V.A. Narayan : Social History of India.

GROUP-C : MODERN INDIA
PAPER-IV : NATIONAL MOVEMENT IN INDIA AND CONSTITUTIONAL DEVELOPMENT, 1930-1947

For Regular and Distance Education Students
Max.Marks:100 Time allowed: 3 hours
( Theory 75 and Internal Assessment 25) Pass Marks : 35

Instructions for the candidates (for all papers)
Candidates are required to attempt two question each from the Section. A & B of the question paper and the entire section C. The candidates are required to give answer of each short type question in 50 words i.e. in 7-10 lines. 37

SECTION-A
SECTION – B
5. Rise of Communalism : Left Wing Politics.
6. Indian National Army : Role of Subhas Chandra Bose.
8. Circumstances leading to the Partition of India.

SECTION – C

For Regular and Distance Education Students Nine short answer questions will be set from the entire syllabus. The candidate will attempt all the 9 questions. These questions will be based upon terms, concepts, institutions and historical sources within the purview of the syllabus. The answer of these questions will be of 50 words i.e. 7-10 lines and will carry 3 marks each. Thus, the total marks for these questions will be 27.

ESSENTIAL BOOKS
2. Sumit Sarkar : Modern India (Delhi Mac Millan, 1985)
5. R.C. Majumdar : History of freedom Movement in India, Vol. II & III.
7. S.L. Sikri : Gkos dk ok;aNoh nzd'bB ns/ ;zftXkfBe ftek; 1857^1947H

REFERENCE BOOKS
2. Mushir UI Hassan : Nationalism and Communal Politics in India.
3. Bipan Chandra : Communalism in Modern India
M.A. Journalism and Mass Communication and PGDJMC
Programme Project Report

A. The main objective of introducing M.A. in Journalism and Mass Communication is to equip the students with specialized knowledge and skills needed for making career in this course. Journalism as a profession is highly in demand nowadays due to increasing role of media in our society. Media is considered to be fourth pillar of our society which acts as an information mediator between society and policy makers. To process this information from journalistic point of view it is very necessary to have in depth knowledge and technique of handling such information from news angle. Moreover for research purpose and overall development of communication skills, the subject thus needs to be persuaded rigorously to train young students who want to pursue their career in journalism field.

B. Relevance of the programme with HEI’s Mission and Goal
M.A. in Journalism and Mass Communication Programme through distance education mode is highly in demand. The candidates who are employed at various positions in media organizations or working as reporters, freelancers in private organizations or as public relation officers in government offices after graduation and wanted to pursue higher studies, get an opportunity to upgrade their qualification for getting promotions and applying for higher and better positions. Thus, it is designed to provide students with the quality education in preparation for careers or advancement of careers in public, private organizations and NGOs. It stresses on balancing the theoretical knowledge with the practical skills to foster ethics and commitment to public service values, for ensuring accountability and transparency in information transferability and also for serving with professional competence, efficiency and equity.

C. Nature of prospective target group of learners
- Candidates belonging to low income group
- Employed candidates who are unable to pursue their study on regular basis.
- Candidates from remote, border and far off areas.
- Girl students especially from rural and backward areas.
- Students settled in foreign countries.

D. Appropriateness of programme to be conducted in Open and Distance Learning mode to acquire specific skills and competence
Students are provided with the opportunity to develop their occupational and professional skills. The course seeks to blend a traditional Master’s level qualification with the practical skills needed for new converged media environment such as news writing techniques, editing of news items and finally printing, publishing or posting of news on web. The course examines the inter-relationship between traditional media and new media where relevant, and particularly focuses on new media convergence which emphasizes issues such as transparency, accountability and true information.

E. Instructional Design
- M.A. in Journalism and Mass Communication is two years course (four semesters).
• The syllabus of the course is equivalent to the syllabus of regular department (file attached).
• Syllabus of MA-1(JMC) and PGDJMC is same.
• One Personal Contact Programme per semester is conducted where syllabus is discussed in detail.
• Self Instructional Material is provided in print form.
• Audio-video lessons are also prepared.
• Department maintains its own website through which students are informed about fees, admission and PCP schedule, internal assessment tests schedule etc.
• Each student is informed through SMS as well as registered letter about the PCP dates, duration and venue in advance.
• Faculty includes one teacher. There are four permanent faculty members in the regular department who act as guest faculty.

**F. Procedure for admissions, curriculum transaction and evaluation**

**MA PART-I/PGDJMC**

The required eligibility for admission to both courses is Bachelor degree in any discipline from any statutory University with pass marks. There is no age bar for joining the course. All the eligible applicants are admitted. Overseas students are also eligible to seek admission in the Course. Internal Assessment has been made integral part of the Course. Viva –voce and written test is conducted during each semester. Fee Concession Policies in detail have been attached as Annexure –II.

**MA PART-II**

To qualify for admission to second year of the course, the candidate must have passed 50% of total papers of two semesters of the first year. A candidate placed under reappear in any paper will be allowed two years/chances.

**NOTE**

**Lateral Entry :**

• Only those students of Diploma in Journalism and Mass Communication will be allowed lateral entry in MA Part-II who obtain minimum of 50% marks in aggregate. This condition however does not apply to those students who seek direct admission in the first year of two year integrated course of MA (JMC).
• The students who take admission in the Diploma course shall be allowed lateral entry in MA Part-II within a space of two years.

**G. Requirement of the laboratory support and Library Resources**

The course doesn’t require any laboratory setup. Department of Distance Education has its well stocked Library with books in Punjabi as well as English medium covering various papers and topics of the syllabus especially for the distance learners. Catalogue has been computerized using LIBSYS software. During PCPs, library remains open on Saturdays, Sundays and other holidays. The library is fully air-conditioned with a reading hall, caters to ten newspapers in English, Hindi and Punjabi language.
H. Cost estimate of the programme and the provisions
As per university norms.
I. Quality assurance mechanism and expected programme outcomes
- Regular updating of the syllabi.
- Introduction of new subjects.
- Equipping students with communicative skills.
- GD’s on current burning issues.
- Facilitating students to compete for NET and competitive exams.

DEPARTMENT OF DISTANCE EDUCATION
PUNJABI UNIVERSITY, PATIALA
SYLLABUS
M.A (Journalism and Mass Communication)/PGDJMC (Part-I)
(SEMESTER- I & II)
2015-2016 & 2016-2017 SESSIONS

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<th>Code</th>
<th>Title of Paper</th>
<th>Max. Marks</th>
<th>Theory</th>
<th>Viva*</th>
<th>Internal Assessment **</th>
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<td>INTRODUCTION TO MASS COMMUNICATION</td>
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<tr>
<td>PAPER-II</td>
<td>GROWTH &amp; DEVELOPMENT OF PRINT MEDIA</td>
<td>100</td>
<td>60</td>
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<tr>
<td>PAPER-III</td>
<td>REPORTING FOR PRINT MEDIA</td>
<td>100</td>
<td>60</td>
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<td>PAPER-IV</td>
<td>MEDIA MANAGEMENT</td>
<td>100</td>
<td>60</td>
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<tr>
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<tr>
<td>PAPER-VII</td>
<td>EDITING &amp; EDITORIAL WRITING</td>
<td>100</td>
<td>60</td>
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* Viva will be conducted by the experts from the Department of Journalism & Mass Communication, Punjabi University, Patiala.

** Internal Assessment - 40 Marks

(SEMESTER- I)
2015-2016 & 2016-2017 SESSIONS

PAPER-I : INTRODUCTION TO MASS COMMUNICATION

Max. Marks : 100
Pass Marks : 35
Internal Assessment : 40 Marks
Time allowed : 3 Hours

INSTRUCTIONS FOR THE PAPER-SETTER

The question paper will consist of three sections A, B and C. Sections A and B will have four questions from the respective sections of the syllabus and will carry 10 marks each. Section C will consist of 10 short-answer type questions which will cover the entire syllabus uniformly and will carry 20 marks in all. Each question carries 2 marks.

INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt two questions each from the sections A and B of the question paper and entire section C.

SECTION-A

Communication : Meaning, Definitions and nature; Elements and process of communication; Functions of human communication and Mass communication; Various forms of communication: Intra-personal, Inter-personal, Group, Public and Mass communication; Non-verbal and verbal communication: Seven C’s of communication, Effective communication, Characteristics and types of audiences; Communication barriers; Communication and human relationships; Language as Vehicle of Communication; Scope, functions and limitations of communication models; Development of communication models from simple to complex; Powerful, moderate and limited effect models; Models of Aristotle, Dance, Harold Lasswell, Osgood, Wilbur Schramm, George Gerbner, Westley and MacLean, Gate keeping, Convergence model. Visual language. (Practical : Understanding communication situations and using verbal, non-verbal and visual language. Body language, Facial communication, Space communication, Physical environment, silence, paralanguage and temporal communication. Exercises related to group communication and public speaking).

SECTION-B

Theories of direct and indirect influences; Bullet theory, Two-step flow theory, Theory of cognitive dissonance, Concepts of selective exposure, selective perception and selective retention; Cultivation theory, Agenda setting theory, Uses and Gratification theory; Mass society theory, Media System theories : Authoritarian,
Libertarian, Social Responsibility, Developmental and Democratic participant. Mass communication through Traditional and Modern Media; Effects of Mass Media on Culture and Society; Media and Cultural Imperialism; Information Society; Mass Communication in Digital era. Convergence.

SUGGESTED READINGS


PAPER-II : GROWTH & DEVELOPMENT OF PRINT MEDIA

Max. Marks : 100
Theory : 60 Marks
Pass Marks : 35
Internal Assessment : 40 Marks
Time allowed : 3 Hours

INSTRUCTIONS FOR THE PAPER-SETTER

The question paper will consist of three sections A, B and C. Sections A and B will have four questions from the respective sections of the syllabus and will carry 10 marks each. Section C will consist of 10 short-answer type questions which will cover the entire syllabus uniformly and will carry 20 marks in all. Each question carries 2 marks.

INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt two questions each from the sections A and B of the question paper and entire section C.

SECTION-A


SECTION-B

Issues of freedom: political and press freedom, first war of Indian independence and the press, Birth of the Indian language press: History of Press laws in India; Contempt of Court Act 1971; Civil and Criminal law of defamation; Relevant provisions of IPC with reference to sedition; Law dealing with obscenity; Official secrets Act 1923; Press and Registration of Books Act 1867; Working journalist and other Newspaper Employees Act 1955, Copy right Act 1957. Features of Indian Constitution; Fundamental rights, Right to freedom (Article 19-22); Provisions for declaring emergency and their effects on media; Parliamentary privileges; Right to Information Act 2005.

SUGGESTED READINGS


PAPER-III : REPORTING FOR PRINT MEDIA

Max. Marks : 100
Pass Marks : 35

Time allowed : 3 Hours

INSTRUCTIONS FOR THE PAPER-SETTER

The question paper will consist of three sections A, B and C. Sections A and B will have four questions from the respective sections of the syllabus and will carry 10 marks each. Section C will consist of 10 short-answer type questions which will cover the entire syllabus uniformly and will carry 20 marks in all. Each question carries 2 marks.

INSTRUCTIONS FOR THE CANDIDATES
Candidates are required to attempt two questions each from the sections A and B of the question paper and entire section C.

SECTION-A

News: definitions, elements and related concepts; Sources of news; news gathering techniques; Oral press briefing, special press briefing; Press conference, meet the press; Types of interview, purpose, technique; Press release, press note, reporting metro/city/local etc. News writing styles, types of news; Soft news and hard news; Investigative, interpretative and Depth reporting, Reporting for the magazines; Use of computers by reporters; Online reporting, Blog and Web writing, Citizen Journalism, Photo Journalism. Basics of Still Photography: Aperture and Shutter speed, Depth of Field, its Relation with Aperture, Focal length.

SECTION-B

Headline, technique, style, purposes and kinds of headlines; Dummy, page-make-up; Computerised page making, Intros and their importance, functions and types, lead body, paragraphing; Situation analysis; Special sections; Special columns; Special supplements; Special pullouts. Scoops, exclusive and specialized reporting-crime, social issues, art, science, sports, economic, business development; weather, city life, speech, accidents, Parliament, legislature, legal, elections, riots, war, social conflicts, tensions, Civil and human rights, Political and diplomatic reporting.

SUGGESTED READINGS


PAPER-IV : MEDIA MANAGEMENT

Max. Marks : 100
Pass Marks : 35
Time allowed : 3 Hours

INSTRUCTIONS FOR THE PAPER-SETTER

The question paper will consist of three sections A, B and C. Sections A and B will have four questions from the respective sections of the syllabus and will carry 10 marks each. Section C will consist of 10 short-answer type questions which will cover the entire syllabus uniformly and will carry 20 marks in all. Each question carries 2 marks.

INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt two questions each from the sections A and B of the question paper and entire section C.
SECTION-A

SECTION-B
Media as an industry and profession: Ownership Patterns and Policy Formulation of Mass Media in India; Sole Proprietorship, Partnership, Private limited Companies, Public Limited Companies, Trust, Societies, Cooperatives; Hierarchy Functions and Organisational Structure in Print Media, Radio and Television Management; Transnational Media Ownership and Issues of Sovereignty and Security; Manager and the New Media; Legal aspects of Media Management.

SUGGESTED READINGS

SEMESTER-II
PAPER-V : ADVERTISING
Max. Marks : 100 Theory : 60 Marks
Pass Marks : 35 Internal Assessment: 40 Marks
Time allowed : 3 Hours
INSTRUCTIONS FOR THE PAPER-SETTER
The question paper will consist of three sections A, B and C. Sections A and B will have four questions from the respective sections of the syllabus and will carry 10 marks each. Section C will consist of 10 short-answer type questions which will cover
the entire syllabus uniformly and will carry 20 marks in all. Each question carries 2 marks.

INSTRUCTIONS FOR THE CANDIDATES
Candidates are required to attempt two questions each from the sections A and B of the question paper and entire section C.

SECTION-A
Advertising: Definition, Functions, Types and Evolution; History of Indian Advertising; Theories of Advertising: Starch Model, AIDA, DAGMAR model, Theory of Cognitive Dissonance and Maslow’s Hierarchy of Needs model; Brand Building and Advertising: Defining Brand, Brand Image, Brand Equity, Brand Positioning and Brand-Consumer Relationship; Advertising Agency: Structure, Functions, Types and Indian Scenario; Creative Strategy: Creativity, Creativity Brief, Creating an appeal, Colour Psychology, Typography and Layout; Media Strategy: Media Characteristics, Media Selection and Scheduling.

SECTION-B
Marketing: Definition, Concept, Objectives and Role of Advertising; Four Ps of Marketing Mix; Promotional Mix: Advertising, Publicity, Personal Selling and Sales Promotion; Market Segmentation: Geographic, Demographic, Psychological, Socio-Cultural and Behaviouristic; Consumer Behaviour and Role of Social Psychology, Culture and Subcultures; Importance and objectives of Consumer Research, Market Research and Advertising Research; Socio-Economic Impact of New Media on Advertising; Advertising and Ethics; ASCI Code of Self Regulations; Advertising and Law.

SUGGESTED READINGS
8. H.S. Dilgeer, Vigaypan Kala (Language Punjabi).

PAPER-VI: ELECTRONIC MEDIA
Max. Marks : 100
Pass Marks : 35
Time allowed : 3 Hours
Theory : 60 Marks
Internal Assessment: 20 Marks
INSTRUCTIONS FOR THE PAPER-SETTER
The question paper will consist of three sections A, B and C. Sections A and B will have four questions from the respective sections of the syllabus and will carry 10 marks each. Section C will consist of 10 short-answer type questions which will cover the entire syllabus uniformly and will carry 20 marks in all. Each question carries 2 marks.

INSTRUCTIONS FOR THE CANDIDATES
Candidates are required to attempt two questions each from the sections A and B of the question paper and entire section C.

SECTION-A
Evolution and growth of electronic media: Radio and television; Characteristics of various electronic media; Cable TV, DTH and FM; Radio vs. television; Print vs. electronic media; Television vs Film. Broadcasting in USA & UK; Public vs. commercial broadcasting; Commercialization of Indian electronic media, Autonomy for Indian electronic media; Globalization and Indian electronic media; Global news flow; Radio and television audience research.

SECTION-B
Ownership patterns; Television programme strategies; Competition among various channels; Future trends; Effects of electronic media on culture and society; Violence, Vulgarity and indecency on television. Printed work versus spoken word; Principles of writing for radio and television; Broadcasting writing techniques and styles; Script formats for radio talks, reports, features and television serials, sitcoms, documentaries, drama etc.; Preliminary, camera and final script Preparing story boards; Gathering, constructing, writing and editing of radio and TV news.

(Practical exercises in writing for electronic media)

SUGGESTED READINGS

PAPER-VII : EDITING & EDITORIAL WRITING
Max. Marks : 100 Theory : 60 Marks
Pass Marks : 35 Internal Assessment: 40 Marks
Time allowed : 3 Hours
INSTRUCTIONS FOR THE PAPER-SETTER

The question paper will consist of three sections A, B and C. Sections A and B will have four questions from the respective sections of the syllabus and will carry 10 marks each. Section C will consist of 10 short-answer type questions which will cover the entire syllabus uniformly and will carry 20 marks in all. Each question carries 2 marks.

INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt two questions each from the sections A and B of the question paper and entire section C.

SECTION-A

Principles of editing; News room: organisation and functioning; Functioning of electronic news room; Sub-editing: meaning, purpose; news desk, news flow, copy management, Role and responsibilities of News editor, Deputy News editor, Chief-sub-editor & sub-editor. Editing on computers. The editorial page, columns, articles, middle and letter to the editor; The editorial: types, importance, planning and writing; Qualities and responsibilities of the editor, Deputy editor, Assistant editor and editorial staff.

SECTION-B

Feature : definition; Difference between features, articles and news; Feature writing; Types of feature : News features, Human interest features, Institutional, Narrative and Photo features, etc.; Features for magazines and newspapers; Importance of human interest in features; Importance of features in daily newspapers and periodicals Literary journalism, Book review. Ethics of the press; Libel, defamation etc.; Code of ethics for journalists; Role of print media in a crises situation (Internal and external); Declining status of the editor; Role of business manager. Latest trends in print media.

SUGGESTED READINGS

5. Dalbir Singh, Pattarkari : Hunnar Te Kala (Punjabi), Publication Bureau, Punjabi University, Patiala.
PAPER-VIII: RESEARCH METHODOLOGY

Max. Marks : 100
Pass Marks : 35
Time allowed : 3 Hours

Theory : 60 Marks
Internal Assessment: 40 Marks

INSTRUCTIONS FOR THE PAPER-SETTER

The question paper will consist of three sections A, B and C. Sections A and B will have four questions from the respective sections of the syllabus and will carry 10 marks each. Section C will consist of 10 short-answer type questions which will cover the entire syllabus uniformly and will carry 20 marks in all. Each question carries 2 marks.

INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt two questions each from the sections A and B of the question paper and entire section C.

SECTION-A


SECTION-C

Quantitative Research Design- Defining Surveys and Experiments Studies, Pre Experimental designs, Quasi Experimental, True Experimental, Single Subject Designs. Importance of independent, dependent and control variables. Experimental and control groups. Content Analysis, Descriptive and Analytical surveys, Sampling and its importance, Types of sampling designs- Probability and Non Probability sampling designs, Guidelines for making a good Questionnaire. Qualitative Research: Focus groups, Observation research, Advantages and Disadvantages of Observational research, case study, Research report Writing.

SUGGESTED READINGS


DEPARTMENT OF DISTANCE EDUCATION
PUNJABI UNIVERSITY, PATIALA
SYLLABUS

M.A (JOURNALISM AND MASS COMMUNICATION) - PART-II
2017-2018 SESSIONS

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INSTRUCTIONS FOR THE PAPER-SETTER
The question paper will consist of three sections A, B and C. Sections A and B will have four questions from the respective sections of the syllabus and will carry 10 marks each. Section C will consist of 10 short-answer type questions which will cover the entire syllabus uniformly and will carry 20 marks in all. Each question carries 2 marks.

INSTRUCTIONS FOR THE CANDIDATES
Candidates are required to attempt two questions each from the sections A and B of the question paper and entire section C.

SECTION-A


SECTION- B

Research applications in Print & Electronic Media; Types of Print Media Research- Readership Research; Methodology of Readership Research--Drawing readers profiles; Item-selection studies, Reader-Nonreader studies; Circulation Research; Research applications in Electronic Media; Rating and Non-rating research; Interpreting ratings. Structural, Behavioral and cultural traditions of analysis, History of Media effects Research and Theory:- Four Phases all Powerful Media, Theory of Powerful Media, Powerful Media rediscovered and Negotiated Media influence.

SUGGESTED READINGS


PAPER-X : RADIO & TV PRODUCTION TECHNIQUES

Max. Marks : 100
Pass Marks : 35
Internal Assessment: 40 Marks
Time Allowed : 3 Hours

INSTRUCTIONS FOR THE PAPER-SETER
The question paper will consist of three sections A, B and C. Sections A and B will have four questions from the respective sections of the syllabus and will carry 10 marks each. Section C will consist of 10 short-answer type questions which will cover the entire syllabus uniformly and will carry 20 marks in all. Each question carries 2 marks.

INSTRUCTIONS FOR THE CANDIDATES
Candidates are required to attempt two questions each from the sections A and B of the question paper and entire section C.

SECTION-A

Basic principles of audio production; Thinking audio; Radio programme production techniques; Formats of radio programmes; Digital broadcasting. Introduction to radio studio; Types of microphones and their uses; Field & studio recording; Production of radio news, features, magazines programme etc.; Importance of sound effects & music; Editing & mixing.

Qualities of sound and Human voice; Voice modulation; Pitch, Tone, Pace, Pause, Emphasis, Pronunciation, various presentation styles.

SECTION-B

Composition; Frame, Shot, Scene, Sequence, White Balance, Principles of video production; Basic TV production techniques; Idea script; Shooting script;
Visualization; Voice Over, Types of camera angles, shots and movements. Imaginary Line; 30 degree, 180 degree, Rule of Third, Lighting: Key Light, Fill Light, Back Light, Background Light. Directing actual shooting; News production; Reporting for News Channel, Sound Byte, Piece To Camera, Walk Through, Packaging the News, Covering Live events, OB Van, TV News staff, duties and responsibilities. Mechanics & Dynamic of PCR, MCR. Lighting & sound; Producing documentaries & other programmes; Indoor & Outdoor shooting; Single & multi camera production; Basic editing techniques. Linear and Non Linear Editing.

SUGGESTED READINGS


PAPER-XI: DEVELOPMENT COMMUNICATION

Max. Marks : 100
Pass Marks : 35
Time Allowed: 3 Hours

Theory: 60 Marks
Internal Assessment: 40 Marks

INSTRUCTIONS FOR THE PAPER-SETTER

The question paper will consist of three sections A, B and C. Sections A and B will have four questions from the respective sections of the syllabus and will carry 10 marks each. Section C will consist of 10 short-answer type questions which will cover the entire syllabus uniformly and will carry 20 marks in all. Each question carries 2 marks.

INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt two questions each from the sections A and B of the question paper and entire section C.

SECTION-A

Development : meaning and concept, Development issues, Development indicators, Dynamics of development, Pre-requisites of development, Gap between developed and developing societies; Social Change, Modernization and development. Development communication (Devcom) meaning, concept, scope, objectives and importance, Development Support Communication (DSP), Development journalism; Media used for development communication; Communication for Development, Communication Goals for development, Internet as a powerful communication tool for development, Traditional Media and development, Community Radio and Newspapers.
SECTION-B

Rural Development, Concept and Importance; Rural Journalism, Agricultural communication, Media & Agricultural Development, Problems of rural society–Poverty, unemployment, illiteracy etc. & Role of Media, Role of Radio in rural development; Writing development messages for rural audience; Problems of rural Journalism, Farm Journals, Rural Press, Improving Media Programme for Agricultural Development. Development Communication and Family Planning, National Integration, Upliftment of weaker sections, Education and Literacy, Human Rights, Environmental Problems, The Global Warming, Pollution etc.; Role of Communication in Urbanization, Problems and impact of Urbanization and Population migration.

SUGGESTED READINGS

PAPER-XII: PUBLIC RELATIONS & CORPORATE COMMUNICATION

Max. Marks : 100
Pass Marks : 35
Time Allowed: 3 Hours

Theory: 60 Marks
Internal Assessment: 40 Marks

INSTRUCTIONS FOR THE PAPER-SETTER

The question paper will consist of three sections A, B and C. Sections A and B will have four questions from the respective sections of the syllabus and will carry 10 marks each. Section C will consist of 10 short-answer type questions which will cover the entire syllabus uniformly and will carry 20 marks in all. Each question carries 2 marks.

INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt two questions each from the sections A and B of the question paper and entire section C.
SECTION-A

Public Relations: Definition, Role and Functions; The Evolution of Public Relations; Ivy Lee and Modern Public Relations; PR Pioneers Edward Bernays and P.T Barnum; Distinguishing between Public Relations and Advertising; Public Relations Vs Marketing; Integrated Market Communication; The Public of Public Relations. Public Opinion and Power of Persuasion; Social Psychology and Social Influences; Community Relations objectives in PR; Public Relations and allied terms: Publicity, Propaganda, Lobbying, Public Affairs; Models of Public Relations Practice: Press Agentry, Public Information and Two-way Symmetrical and Asymmetrical Communication;

SECTION-B

Public Relations in government: Need and Objectives; PR setup in India at Central and State levels; Corporate Communications: Meaning and Functions; Corporate Branding and Corporate Identity; Internal and External Corporate Communication; Managerial Perspective of Public Relations; Crisis Communication; Corporate Social Responsibility; Corporate Communication Strategies. Media and public relations; Media Relations; News releases, video releases and press conferences, press briefings and facility visits, Bulletin boards; Media kit; public relations; Writing fundamentals; features, articles, speech writing, backgrounders etc. The spoken word and PR; New media and PR; Law and Ethics in PR Practice.

SUGGESTED READINGS

7. H.S. Dilgir, Jan Sampark (Punjabi),

SEMESTER-IV

PAPER-XIII: INTER-CULTURAL & INTERNATIONAL COMMUNICATION

Max. Marks : 100
Pass Marks : 35
Internal Assessment: 40 Marks
Time Allowed: 3 Hours

INSTRUCTIONS FOR THE PAPER-SETTER

The question paper will consist of three sections A, B and C. Sections A and B will have four questions from the respective sections of the syllabus and will carry 10 marks each. Section C will consist of 10 short-answer type questions which will cover the entire syllabus uniformly and will carry 20 marks in all. Each question carries 2 marks.

INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt two questions each from the sections A and B of the question paper and entire section C.

SECTION-A

Culture:- Definition; Concept and Scope; Relationship between Culture and Communication; Different approaches to the Study of Inter-cultural communication; Cultural patterns; values, norms and perceptions. Traditional and Modern Media as Vehicles of Inter-cultural communication; Inter-cultural Communication in Cyber Space; Globalization, Localization, Glocalization and Inter-cultural Communication; Cultural collisions, clashes, shocks and assimilations; Strategies for Managing Inter-cultural conflicts.

SECTION-B

Definition and issues in International Communication, Political, economic and cultural dimensions of international communication; International Media systems, Global Print Media, Global Broadcasting; Comparative Media systems, Control and Ownership of the Media. Impact of new communication technologies on media messages; Satellite communication; Computerization and digitisation of global media; Internet and International news flow; International concerns about cyber news; Effects of globalization on media systems and their functions.

SUGGESTED READINGS


PAPER-XIV: NEW MEDIA
Max. Marks : 100
Pass Marks : 35
Time Allowed: 3 Hours

INSTRUCTIONS FOR THE PAPER-SETTER
The question paper will consist of three sections A, B and C. Sections A and B will have four questions from the respective sections of the syllabus and will carry 10 marks each. Section C will consist of 10 short-answer type questions which will cover the entire syllabus uniformly and will carry 20 marks in all. Each question carries 2 marks.

INSTRUCTIONS FOR THE CANDIDATES
Candidates are required to attempt two questions each from the sections A and B of the question paper and entire section C.

SECTION-A
New Media: history, definition, characteristics; New media and interactivity; The World Wide Web and the Information Society; New Media: information, education and entertainment; Media convergence; New Media and mass communication. New Media as social media; e-mail, Blogs, Micro blogs, Social networking; New media: uses and gratifications; Dynamics of social relationships; Mobile Communication, e-governance, New Media: Social change.

SECTION-B
New media and the news flow; Online Journalism; Impact of new media technology on media messages; New media and freedom of speech and expression; Need for regulations. Communication and culture; New media and intercultural competence; Emergence of global village; Intercultural communication; Intercultural changes and challenges.
SUGGESTED READINGS
5. Anil Madan, Illustrated World of Internet.

PAPER-XV: FILM STUDIES AND FILM PRODUCTION

Max. Marks : 100 Theory: 60 Marks
Pass Marks : 35 Internal Assessment: 40 Marks
Time Allowed: 3 Hours

INSTRUCTIONS FOR THE PAPER-SETTER

The question paper will consist of three sections A, B and C. Sections A and B will have four questions from the respective sections of the syllabus and will carry 10 marks each. Section C will consist of 10 short-answer type questions which will cover the entire syllabus uniformly and will carry 20 marks in all. Each question carries 2 marks.

INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt two questions each from the sections A and B of the question paper and entire section C.

SECTION-A
Film as a medium; Commercial vs Art Cinema; Overview of world Cinema; Evolution of Indian Cinema; New Wave Cinema; Actuality, Documentary, Docudrama & Feature Films. Film appreciation, Film Review and Film Criticism; New Trends in Indian Cinema; Changing trends in Punjabi Cinema. Films for Social Change, Impact of Hollywood on Indian Cinema. The basics of screen grammar; Thinking visually; Five c’s of cinematography; Film vs. television / video / theatre; New methods and techniques of Film publicity, Film viewing: Traditional theatre and Multiplex Culture. Film Censorship.

SECTION-B
Thinking and Conceptualising a film; Planning and controlling the production; Significance of research in AV production process; From Idea to shooting scripts; Framing effective shots- Field of View, Headroom, Noseroom and Leadroom. Rack Focus, Deep Focus. Basic Principles of Shot Composition. Close Framing; Screen area-Object Centering, Spot focus, Non- symmetrical Division, Horizontal plane, Imaginary Line, Rule of Thirds, 30 degree and 180 degree. Story Boards, Aspect Ratio: 4:3, 16:9, Make up. Visual and Sound Effects; Standard Electronic effects and Digital Video Effects; Basic Transitions — Cut Dissolve, Fade, Dissolve, Wipe, Superimposition, Chroma Key, Foley, Direction; From Script to screen; Director's roles—Director as
Visualiser, Artist, Psychologist, Technical Advisor, Cameraperson and Editor, Director as Central Coordinator & Crises Manager; Single-camera direction, Multi Camera direction.

SUGGESTED READINGS

5. James Monaco, How to Read a Film, Oxford University Press (2009).
11. V. Nilsen, Cinema as a Graphic Art, Hill & Wang Publisher (1972).

PAPER-XVI PRACTICAL WITH VIVA

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<td>- Translation</td>
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<td>- Group Discussion</td>
<td>- 20 Marks</td>
</tr>
</tbody>
</table>

FEE CONCESSION POLICIES

FEE CONCESSION FOR SEMESTER SYSTEM

1. Two real brothers/sisters studying in the department. Candidate will deposit full first installment of fee at the time of admission, concession of half tuition fee will be given in the second installment.
2. Students suffering from Cancer/Aids and Thalassemia - Full fee concession will be given to the candidates and they need to deposit library security fee of Rs. 735/-
   + Examination and Practical Fee of two semesters in the first installment only and no fee is pending in the second installment.
3. Children/dependents of the members of Armed forces including para-military personnel who have either been killed or permanently disabled in the Indo-Pak

Candidate who monthly income does not exceed Rs. 1500/- per month is exempted from the payment to total tuition fee in first installment and will have to deposit the balance of the required fee at the time of admission and full amount of second installment of fee has to be deposited.

4. Wife/Son(s) or daughter(s) of Punjabi University employees (regular) provided they are not in service
   a) Candidate granted full tuition fee concession in the first installment. Those drawing pay upto 21600/- per month (Grade Pay + Basic Pay)
   b) Candidate granted 50% tuition fee concession in the first installment. Those drawing pay upto 21601/- to 24750/- (Grade Pay + Basic Pay)
   c) Candidate granted 25% tuition fee concession in the first installment. Those drawing pay upto 24751/- and above per month (Grade Pay + Basic Pay) (this concession shall be limited upto two children).

The candidate shall deduct tuition fee concession from the first installment and must deposit the balance of required fee in the first installment.

The candidate must deposit full second installment deducting only postal charges Rs. 365/- on request.

5. Punjabi University employee. Regular employees of Punjabi University are exempted from the payment of Tuition Fee, Library Security Rs. 735/-. Candidate shall deduct mentioned concessions from the first installment and must deposit and second installment after deducting Medical Fee Rs. 45/-, Library Membership Fee Rs. 30/- and Postal Charges Rs. 365/- on request. To avail this concession departmental permission is compulsory.

7. Child of a person killed as a result of action by security forces in aid of civil war.
8. Child of a 100% physically disabled riot affected person.
10. Child of army deserted/killed/100% physically disabled.

For Sr. No. 6-10 candidate is exempted from the payment of total tuition fee. So candidate shall deduct this benefit from the first installment and must deposit the balance of required fee at the time of admission and no amount of fee is pending in the second installment.

11. Physically Handicapped 40% & above are exempted from only examination fee. Candidate shall deduct examination fee for both the semesters from the first installment and must deposit balance of the required fee in first installment and full fee in second in installment without any concession.

POST MATRIC SCHOLARSHIP SCHEME
1. SC Category: Post Matric Scholarship SC candidate will deposit only library security fee Rs. 735/- at the time of admission and no fee is required to be deposited in second installment. To avail the concession under "AASHIRWAD SCHEME", 
candidate has to be registered for “AASHIRWAD SCHEME” and has to apply with allotted ID under Punjab Government Instructions.

2. BC Category: Candidate has to deposit full fee of first and second installment at the time of admission. To avail the benefit for Post Matric Scholarship Scheme, the candidate needs to deposit required documents and given ID under the Post Matric Scholarship Scheme.
M.A. in Political Science

Programme Project Report

The main objectives of the introducing M.A. in Political Science is:
1. Equipping the students for career in various vocations,
2. Equipping the students for research in government, teaching and other research organizations,
3. Preparing the students for Civil Services,
4. To make students socio-political and administrate aware.
5. Political Science centres on the struggle to gain and retain power, to exercise power or influence over others or to resist that exercise.

(a) M.A. in Political Science Programme through distance education mode is highly in demand. The candidates who are employed at various positions in government offices, public sector and private sector organisations after graduation and wanted to pursue higher studies, would get an opportunity to upgrade their qualification for getting promotions / applying for higher and better positions. Thus, it is designed to provide students with the quality education in preparation for careers, or advancement of careers in public, private organisations and NGOs. It stresses on balancing the theoretical knowledge with the practical skills to foster ethics and commitment to public service values, for ensuring accountability and transparency in public service delivery and also for serving with professional competence, efficiency and equity.

(b) Candidates from remote, border and far off areas, rural and backward areas, women candidates, employed candidates, who are unable to pursue course on regular basis.

(c) Students are provided the opportunity to develop their leadership, organisational and decision-making skills. The course seeks to blend a traditional Master’s level qualification with the practical skills needed for the public sector environment. The course examines the inter-relationship between public, private and non-governmental sectors, where relevant, and particularly focuses on the new public management context which emphasises issues such as good governance and administration.

(d) M.A. in Political Science will be two years course (four semesters). There will be four papers with options to choose from in each semester. Ordinance along with detailed syllabi has been attached as Annexure I. Same syllabus has been adopted as is offered to the students studying through regular mode. Choice Based Credit System will also be introduced (details are given in Annexure I).

Self Instructional Material will be prepared in print form in both mediums. Audio-video lessons will also be prepared. More than fifty percent of the study material and three audio-video lessons had been prepared. Faculty member has been provided with telephone and e-mail facility. Department maintains its own website through which students will be informed about fees, admission and pcp schedule, internal assessment tests schedule etc. Each student will be informed through SMS as well as registered letter about the PCP dates, duration and venue in advance.

Faculty includes 9 permanent teacher including 1 on contract bases. There are 2 regular and 2 re-employed faculty members in the regular department, who are willing to act as guest faculty. One personal contact programmes of (one week each) are conducted per semester where syllabus is discussed in detail.

(e) The required eligibility for admission to the course is Bachelor degree in any discipline from any statutory University with pass marks. There is no age bar for joining the course. All the eligible applicants are admitted. Students have the flexibility of passing the course within a period of four years from the year of admission. Overseas students are also eligible to seek admission in the Course.

Prospectus will be provided online as well as offline. Single window system has been provided at the University Entrance for facilitating their admission.

Fee is charged as per the University rules and is fixed under the guidance of the Centralised Admission Cell of the University. Candidates living abroad will pay tuition fee, other annual charges and examination fees in foreign currency at the time of
admission, as per the schedule in the form of demand draft only, but not in cash. The foreign students shall have to bear any other expenditure related to the conduct of examination demanded by the concerned Embassy. The employees and children or wards of employees of Indian Embassies / High Commission will not be required to pay mailing charges prescribed for foreign candidates if they arrange to receive their printed lessons through the diplomatic bag.

The examination centres for foreign students will be created in their respective countries on payment of a centre creation fee, provided arrangements to the satisfaction of the Vice-Chancellor exist there. Otherwise, the candidate has to appear at one of the centres created in Punjab. If any other charges / expenses are levied by the embassy, the candidate will have to pay accordingly.

Fee Concession Policies in detail have been attached as Annexure -II.

Curriculum Transaction:
Alongwith printed study material, compulsory Personal Contact Programmes will be organized two times per semester. Through FM RADIO, Phone-in- Counselling Programmes will be conducted so that students sitting at their homes or work places can interact with the faculty and get their queries solved. Radio talks will also delivered through FM Radio on various topics of interest and current affairs. Lectures will be delivered through Audio – Video Lessons, power point presentations, documentaries and social issues based films. Facility of personal counseling during pcps and on all working days will also be provided. Field Visits may also be arranged for gaining knowledge about practical functioning of the administrative institutions. Special lectures by renowned administrators will also be arranged so as to provide insight into the policy making and implementing Response sheets/ Assignments

Internal Assessment has been made integral part of the Course. Response sheets, assignments, viva -voce, written tests are conducted for during each semester
(f) The course doesn’t require any laboratory setup. Department of Distance Education is at Arts Block 3 of Punjabi University, Patiala has its well stocked Library with 250 books in Punjabi as well as English medium covering various papers and topics of the syllabus especially for the distance learners. Catalogue has been computerized using LIBSYS software. Students can take two books and one audio-video lesson CD on loan for one month. During PCPs, library remains open on Saturdays, Sundays and other holidays. The library is fully air-conditioned with a reading hall, caters to ten newspapers in English, hindi and Punjabi language. It has 180 reference books and two journals on the subject of Political Science.

(g) About fifty percent of the study material has been prepared and developed in the form of both soft and hard copy. About two lakhs fifty thousand rupees is estimated to be incurred on development, delivery and maintenance whereas it is expected to earn approx. nine lakh rupees at the minimum.

(h) Through Feedback performa, written demands or through email/whatsapp for introduction of new courses, emails and suggestions received from the parents of the students/professionals, assessing the market demands and requirement of various services continuously.

SYLLABUS
FOR REGULAR/DISTANCE EDUCATION/PRIVATE STUDENTS
M.A. (POLITICAL SCIENCE) PART-I
(SEMESTER-1&II)
FOR
2017-18 AND 2018-19 SESSION

<table>
<thead>
<tr>
<th>Semester-I</th>
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<tbody>
<tr>
<td>Paper-I : Indian Political Thought</td>
<td></td>
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<tr>
<td>Paper-II : Western Political Thought</td>
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<tr>
<td>Paper-III : Indian Government and Politics</td>
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<td>Paper-IV : International Politics</td>
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<tr>
<td>Semester-II</td>
<td></td>
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<tr>
<td>Paper-I : Modern Indian Political Thought</td>
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<tr>
<td>Paper-II : Contemporary Issues in Global Politics</td>
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<tr>
<td>Paper-III : Liberal, Political Theory</td>
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</tbody>
</table>
Note: Each paper will carry 70 marks and 30 marks for internal assessment.

The Break-up of 30 marks for Internal Assessment (Theory Papers) is as below:

1. Test 12 marks
2. Class Attendance 06 marks
3. Project work/Assignment 12 marks
   Seminar/Field Work etc.
Total Marks 30 marks

SEMESTER-I

PAPER-1: INDIAN POLITICAL THOUGHT

INSTRUCTIONS FOR THE PAPER SETTER/EXAMINER

For Regular Students & Distance Education

Students the question paper will consist of Three Section: A, B and C. Sections A & B will have four questions from the respective portion of the Syllabus and will carry 10½ marks each. Section C will consist of 14 short-answer type questions which will cover the entire syllabus and will carry 28 marks in all. Each short answer type question will carry two marks.

Instructions for the Candidates (for all papers)

Candidates are required to attempt two question each from the Sections A & B of the question paper and the entire Section C. The candidates are required to give answer of each short type question in 50 words i.e. in 7-10 lines.

For Regular and Distance Education

Maximum Marks : 100
(Theory 70 and Internal Assessment 30)

Time : 3 Hours
Pass Marks : 35

For Private Students

Max. Marks: 100
Time allowed: 3 hrs.
Pass Marks: 35%

SECTION-A

1. Nomenclature and Characteristics of Ancient Indian Political Thought.
2. Sources of Ancient Political Thought and Difficulties in the study of Ancient Indian Political Thought.
3. Political Thought and Institutions in Vedic Literature
4. Mahabharata

SECTION-B

1. Manu: Political and Social Ideas
2. Kautilya
3. Political and Social Ideas of Guru Nanak Dev
4. Political and Social Ideas of Guru Gobind Singh

READINGS


**PAPER-II : WESTERN POLITICAL THOUGHT**

**INSTRUCTIONS FOR THE PAPER SETTER/EXAMINER**

For Regular Students & Distance Education

Students the question paper will consist of Three Sections: A, B and C. Sections A & B will have four questions from the respective portion of the syllabus and will carry 10½ marks each. Section C will consist of 14 short-answer type questions which will cover the entire syllabus and will carry 28 marks in all. Each short answer type question will carry two marks.

**Instructions for the Candidates (for all papers)**

Candidates are required to attempt two question each from the Sections A & B of the question paper and the entire Section C. The candidates are required to give answer of each short type question in 50 words i.e. in 7-10 lines.

**For Regular and Distance Education**

Maximum Marks : 100

(Time : 3 Hours)

(Pass Marks : 35)

**For Private Students**

Max. Marks: 100

(Time allowed: 3 hrs.)

(Pass Marks: 35%)

**SECTION-A**

1. Greek Political Thought - An Introduction.
2. Importance of Classical Tradition
3. Plato
4. Aristotle

**SECTION-B**

5. Saint Augustine
8. St. Thomas Aquinas
7. Machiavelli
8. Hobbes

**READINGS**


**PAPER-III : INDIAN GOVERNMENT AND POLITICS**

**INSTRUCTIONS FOR THE PAPER SETTER/EXAMINER**

*For Regular Students & Distance Education* Students the question paper will consist of Three Section: A, B and C. Sections A & B will have four questions from the respective portion of the Syllabus and will carry 10½ marks each. Section C will consist of 14 short-answer type questions which will cover the entire syllabus and will carry 28 marks in all. Each short answer type question will carry two marks.

**Instructions for the Candidates (for all papers)**

Candidates are required to attempt two question each from the Sections A & B of the question paper and the entire Section C. The candidates are required to give answer of each short type question in 50 words i.e. in 7-10 lines.

**For Regular and Distance Education**

Maximum Marks : 100
(Theory 70 and Internal Assessment 30) Time : 3 Hours

Pass Marks : 35

**For Private Students**

Max. Marks: 100 Time allowed: 3 hrs.
Pass Marks: 35%

**SECTION-A**

1. Constituent Assembly : Composition and Working.
4. Federalism and its working with reference to Centre-State Relations and Demand For State Autonomy.

SECTION B

5. Union Executive : President, Prime Minister & Cabinet and Parliament.
7. Supreme Court, Judicial Review and Judicial Activism.
8. Critical Assessment : Sources and Failures of Parliamentary System

READINGS
18. Bajwa, Dalbir Kaur: Right to Life: Its Study under Indian Political System, Amar Parkashan, Delhi, 1994
19. Singh, Kehar (ed.): Role of Parliamentarian, Publication Bureau, Punjabi University, Patiala (in English and Punjabi)
PAPER-IV : INTERNATIONAL POLITICS

INSTRUCTIONS FOR THE PAPER SETTER/EXAMINER

For Regular Students & Distance Education Students the question paper will consist of Three Section: A, B and C. Sections A & B will have four questions from the respective portion of the Syllabus and will carry 10½ marks each. Section C will consist of 14 short-answer type questions which will cover the entire syllabus and will carry 28 marks in all. Each short answer type question will carry two marks.

Instructions for the Candidates (for all papers)

Candidates are required to attempt two question each from the Sections A & B of the question paper and the entire Section C. The candidates are required to give answer of each short type question in 50 words i.e. in 7-10 lines.

For Regular and Distance Education

Maximum Marks : 100
(Time : 3 Hours)
(Theory 70 and Internal Assessment 30)
(Pass Marks : 35)

For Private Students

Max. Marks: 100
Pass Marks: 35%

Time allowed: 3 hrs.

SECTION-A

2. Theories to Study the International Politics:
   (a) Idealism
   (b) Realism/Neorealism
4. Dependency & Inter-dependency

SECTION-B

6. National Power: Its meaning, elements and constraints
7. Cold War and Post Cold War Era.
8. The Concept of Non-Alignment: Basis, Role and Relevance.
9. Disarmament and Arms Control as a Theory to Peace.
10. World Order: Political and Economic.
11. Geopolitics

READINGS

SEMESTER-II
PAPER-V: MODERN INDIAN POLITICAL THOUGHT

INSTRUCTIONS FOR THE PAPER SETTER/EXAMINEE

For Regular Students & Distance Education

Students the question paper will consist of Three Sections: A, B and C. Sections A & B will have four questions from the respective portion of the Syllabus and will carry 10½ marks each. Section C will consist of 14 short-answer type questions which will cover the entire syllabus and will carry 28 marks in all. Each short answer type question will carry two marks.

Instructions for the Candidates (for all papers)

Candidates are required to attempt two question each from the Sections A & B of the question paper and the entire Section C. The candidates are required to give answer of each short type question in 50 words i.e. in 7-10 lines.

For Regular and Distance Education

Maximum Marks: 100
(Time: 3 Hours)
(Theory 70 and Internal Assessment 30)

For Private Students

Max. Marks: 100
Pass Marks: 35%
Time allowed: 3 hrs.

SECTION-A

1. Raja Ram Mohan Roy
2. Gopal Krishna Gokhale
3. Lala Lajpat Rai
4. Shaheed Bhagat Singh

SECTION-B
5. M.K Gandhi
6. J.p Narayan
7. M.N Roy
8. B.R. Ambedkar

READINGS
1. Verma, V.P : Modern Indian Political Thought,
   Lakshmi Narain Agarwal, Agra.
2. Appadorai,A. : Indian Political Thinking Through the
3. Bali, Dev Raj : Modern Indian Thought, Sterling
   Publishers, New Delhi.
4. Bhagwan Vishnoo: Indian Political Thinkers, Atam Ram
   and Sons, Delhi.
5. Nanda, S.S. : Modern Indian Political Thinkers
   (Pbi.)Nanda Publishing House, Patiala
6. Jha, M.N. : Modern Indian Political Thought,
   Meenakshi Parkashan, Meerut.
7. Saxena, Kiran: Modern Indian Political Thought,
   Chetna Publication, New Delhi.
8. Desai, A.R.: Social Background of Indian
   Nationalism, Bombay, Popular
   Parkashan, Reprint, 2005.
9. Gupta, Ram Chandra : J.P from Marxism to Total Revolution,
   Sterling Publishers, New Delhi.
10. Sharma, Bishan Sarup : Gandhi as a Political Thinker, Indian
    Press Publication, Allahabad.
11. Bajwa, D.K. : Jayapракash Naryan and Indian
    Politics, Deep & Deep Publication,
    New Delhi. 1987

PAPER-VI : CONTEMPORARY ISSUES IN GLOBAL POLITICS
INSTRUCTIONS FOR THE PAPER SETTER/EXAMINER
For Regular Students & Distance Education Students the question paper will
consist of Three Section: A, B and C. Sections A & B will have four questions from the
respective portion of the Syllabus and will carry 10½ marks each. Section C will consist of
14 short-answer type questions which will cover the entire syllabus and will carry 28 marks
in all. Each short answer type question will carry two marks.

Instructions for the Candidates (for all papers)
Candidates are required to attempt two question each from the Sections
A & B of the question paper and the entire Section C. The candidates are
required to give answer of each short type question in 50 words i.e. in 7-10
lines.

For Regular and Distance Education
Maximum Marks : 100
(Theory 70 and Internal Assessment 30)
Time : 3 Hours
Pass Marks : 35

For Private Students
Max. Marks: 100
Pass Marks: 35%

Time allowed: 3 hrs.

SECTION-A
1. Global Politics: International to Global
2. Role of Non-State Actors in Global Politics.
3. Regionalism: EU, ASEAN, SAARC
4. Gender Issues
5. Environmental Issues

**SECTION-B**

8. Global Terrorism and Narcotics Trade
9. Politics of Ethnicity
10. Multiculturalism

**READINGS**


**PAPER-VII : LIBERAL POLITICAL THEORY**

**INSTRUCTIONS FOR THE PAPER SETTER/EXAMINER**

*For Regular Students & Distance Education* Students the question paper will consist of Three Section: A, B and C. Sections A & B will have four questions from the respective portion of the Syllabus and will carry 10½ marks each. Section C will consist of 14 short-answer type questions which will cover the entire syllabus and will carry 28 marks in all. Each short answer type question will carry two marks.

**Instructions for the Candidates (for all papers)**

Candidates are required to attempt two question each from the Sections A & B of the question paper and the entire Section C. The candidates are required to give answer of each short type question in 50 words i.e. in 7-10 lines.
SECTION-A
1. Liberalism: Meaning, Genesis, Development of Classical Liberalism.
3. Locke
4. Rousseau

SECTION-B
5. Bentham
6. J.S. Mill
7. Montesquieu
8. T.H Green.

READINGS

PAPVER-VIII : DEMOCRACY IN INDIA
INSTRUCTIONS FOR THE PAPER SETTER/EXAMINER

For Regular Students & Distance Education Students the question paper will consist of Three Section: A, B and C. Sections A & B will have four questions from the respective portion of the Syllabus and will carry 10½ marks each. Section C will consist of 14 short-answer type questions which will cover the entire syllabus and will carry 28 marks in all. Each short answer type question will carry two marks.

Instructions for the Candidates (for all papers)
Candidates are required to attempt two question each from the Sections A & B of the question paper and the entire Section C. The candidates are required to give answer of each short type question in 50 words i.e. in 7-10 lines.

For Regular and Distance Education
Maximum Marks : 100
(Time 70 and Internal Assessment 30)
Pass Marks: 35

For Private Students
Max. Marks: 100
Pass Marks: 35%

For Private Students
Max. Marks: 100
Time allowed: 3 hrs.

SECTION-A
1. Democratic Thinking and tradition in India: Ancient and Modern.
2. Nature of Indian Democracy
3. Structure of Indian Democracy.

SECTION-B
6. Indian Democracy at the Grass-root level.
7. Role of Women in the Political Process.
8. Parliamentary vs Presidential Model.

Readings
<table>
<thead>
<tr>
<th></th>
<th>Reference</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>22.</td>
<td>Singh, Kehar (ed.)</td>
<td>Role of Parliamentarian, Publication Bureau, Punjabi University, Patiala (in English and Punjabi)</td>
</tr>
</tbody>
</table>
OPEN ELECTIVE SUBJECT
PRINCIPLES OF POLITICAL SCIENCE
SEMESTER II

INSTRUCTIONS FOR THE PAPER SETTER/EXAMINER

For Regular Students the question paper will consist of Three Section: A, B and C. Sections A & B will have four questions from the respective portion of the Syllabus and will carry 10½ marks each. Section C will consist of 14 short-answer type questions which will cover the entire syllabus and will carry 28 marks in all. Each short answer type question will carry two marks.

Instructions for the Candidates (for all papers)
Candidates are required to attempt two question each from the Sections A & B of the question paper and the entire Section C. The candidates are required to give answer of each short type question in 50 words i.e. in 7-10 lines.

For Regular Students
Maximum Marks: 100
Time : 3 Hours
(Theory 70 and Internal Assessment 30)
Pass Marks: 35

SYLLABUS
M.A. (POLITICAL SCIENCE) PART- II (SEMESTER III & IV)
2017-2018 SESSIONS

Note: Each paper will carry 70 marks and 30 marks for internal assessment. The Break-up of 30 marks for Internal Assessment (Theory Papers) is as below:

1. Test 12 marks
2. Attendance 06 marks
3. Project work/Assignment 12 marks
   Seminar/Field Work etc.
Total Marks 30 marks

For Regular Students & Distance Education Students the question paper will consist of Three Section: A, B and C. Sections A & B will have four questions from the respective portion of the Syllabus and will carry 10½ marks each. Section C will consist of 14 short-answer type questions which will cover the entire syllabus and will carry 28 marks in all. Each short answer type question will carry two marks.

Section – A
2. Relationship of Political Science with other Social Sciences: History, Sociology and Economics.
4. Sovereignty: Meaning, attributes and kinds

Section – B
5. Rights: Meaning, Classification and Theories

Recommended Books
4. E.Ashirvatham: Political Theory, S.Chand & Company, New Delhi
5. M.P. Jain: Political Theory, Authors Guild Publication, Delhi(Punjabi & Hindi)
8. O.P. Gauha: An Introduction to Political Theory, Macmillan India Ltd. New Delhi.
9. S.S. Nanda: Political Theory (Punjabi & English) Nanda Publications.
10. J.S. Badyal: Political Theory (Punjabi & English)
**Instructions for the Candidates (for all papers)**

Candidates are required to attempt two questions each from the Sections A & B of the question paper and the entire Section C. The candidates are required to give answer of each short type question in 50 words i.e. in 7-10 lines.

**SEMESTER-III**

**Compulsory Papers**
- Paper I : Contemporary Political Thought
- Paper II : Modern Political Analysis

**Paper III and IV (Any Two of the following Options)**
- Opt. i : Political Sociology
- Opt. ii : State Politics in India
- Opt. iii : Political Parties and Pressure Groups of India
- Opt. iv : South Asian Political System (Pakistan, Sri Lanka, Nepal and Bangladesh)
- Opt. v : International Organisation
- Opt. vi : Foreign Policy of India
- Opt. vii : Theory and Practice of Diplomacy
- Opt. viii : South Asia and World Politics
- Opt. ix : Politics of Developing Countries

Note: Each paper will carry 70 marks and 30 marks for internal assessment. The Break-up of 30 marks for Internal Assessment (Theory Papers) is as below:

1. Test : 12 marks
2. Class Attendance : 06 marks
3. Project work/Assignment : 12 marks
   Seminar/Field Work etc.
Total Marks : 30 marks

**For Regular Students & Distance Education** Students the question paper will consist of Three Section: A, B and C. Sections A & B will have four questions from the respective portion of the Syllabus and will carry 10½ marks each. Section C will consist of 14 short-answer type questions which will cover the entire syllabus and will carry 28 marks in all. Each short answer type question will carry two marks.

**Instructions for the Candidates (for all papers)**

Candidates are required to attempt two question each from the Sections A & B of the question paper and the entire Section C. The candidates are required to give answer of each short type question in 50 words i.e. in 7-10 lines.

**SEMESTER-IV**

**Compulsory Papers**
- Paper V : Theory and Practice of Public Administration
- Paper VI : Comparative Politics

**Paper VII and VIII (Any Two of the following Options :)**
- Opt. i : Electoral Politics in India
- Opt. ii : Punjab Politics
- Opt. iii : Research Methodology
- Opt. iv : Political Ideologies
- Opt. v : Globalization and its Impact on Political System
- Opt. vi : Contemporary Debates in Political Theory
- Opt. vii : Sikh Political Thought (1469 AD-1708 AD)
- Opt. viii : Foreign Policies of US, Russia, China and Japan
- Opt. ix : Human Rights in International Relations
- Opt. x : International Law
- Opt. xi : Women and Political Theory
- Opt. xii : Third World in International System

**SEMESTER-III**

**PAPER-I : CONTEMPORARY POLITICAL THOUGHT**
Note: Each paper will carry 70 marks and 30 marks for internal assessment.

The Break-up of 30 marks for Internal Assessment (Theory Papers) is as below:

1. Test 12 marks
2. Class Attendance 06 marks
3. Project work/Assignment 12 marks
   Seminar/Field Work etc.
Total Marks 30 marks

INSTRUCTIONS FOR THE PAPER SETTER/EXAMINER

For Regular Students & Distance Education

Students the question paper will consist of Three Section: A, B and C. Sections A & B will have four questions from the respective portion of the Syllabus and will carry 10½ marks each. Section C will consist of 14 short-answer type questions which will cover the entire syllabus and will carry 28 marks in all. Each short answer type question will carry two marks.

Instructions for the Candidates (for all papers)

Candidates are required to attempt two question each from the Sections A & B of the question paper and the entire Section C. The candidates are required to give answer of each short type question in 50 words i.e. in 7-10 lines.

For Regular and Distance Education

Maximum Marks : 100
(Theory 70 and Internal Assessment 30)
Time : 3 Hours
Pass Marks : 35

For Private Students
Max. Marks: 100
Pass Marks: 35%
Time allowed: 3 hrs.

SECTION-A

1. Marx
2. Lenin
3. Mao
4. Gramsci
5. Herbert Marcuse

SECTION-B

6. Michael Oakaeshott
7. Laski
8. Rawls
9. Nozick

READINGS


**PAPER II : MODERN POLITICAL ANALYSIS**

Note: Each paper will carry 70 marks and 30 marks for internal assessment.

The Break-up of 30 marks for Internal Assessment (Theory Papers) is as below:

1. Test 12 marks
2. Class Attendance 06 marks
3. Project work/Assignment 12 marks
   Seminar/Field Work etc.
Total Marks 30 marks

**INSTRUCTIONS FOR THE PAPER SETTER/EXAMINER**

*For Regular Students & Distance Education* Students the question paper will consist of Three Section: A, B and C. Sections A & B will have four questions from the respective portion of the Syllabus and will carry 10½ marks each. Section C will consist of 14 short-answer type questions which will cover the entire syllabus and will carry 28 marks in all. Each short answer type question will carry two marks.

*Instructions for the Candidates* (for all papers)

Candidates are required to attempt two question each from the Sections A & B of the question paper and the entire Section C. The candidates are required to give answer of each short type question in 50 words i.e. in 7-10 lines.

**For Regular and Distance Education**

*Maximum Marks : 100*  
*Time : 3 Hours*  
*(Theory 70 and Internal Assessment 30)*  
*Pass Marks : 35*

For Private Students  
*Max. Marks: 100*  
*Time allowed: 3 hrs.*  
*Pass Marks: 35%*
SECTION-A
2. Political Science as a discipline: A brief review of the developments in the discipline since 1900.
4. Modern approaches:
   (a) System Approach of David Easton.
   (b) Structural Functional Approach of G.A. Almond.
   (c) Marxian Approach.

SECTION-B
5. Concept of Political System: Meaning, Features and Functions of Political System.
6. Traditional and Modern Interpretations of Politics.
7. Political Culture.
8. Political Socialisation.

READINGS

**PAPER III AND IV**

**OPT. I : POLITICAL SOCIOLOGY**

Note: Each paper will carry 70 marks and 30 marks for internal assessment.

The Break-up of 30 marks for Internal Assessment (Theory Papers) is as below:

1. Test 12 marks
2. Class Attendance 06 marks
3. Project work/Assignment 12 marks
   Seminar/Field Work etc.
   Total Marks 30 marks

**INSTRUCTIONS FOR THE PAPER SETTER/EXAMINER**

For Regular Students & Distance Education Students the question paper will consist of Three Section: A, B and C. Sections A & B will have four questions from the respective portion of the Syllabus and will carry 10½ marks each. Section C will consist of 14 short-answer type questions which will cover the entire syllabus and will carry 28 marks in all. Each short answer type question will carry two marks.

**Instructions for the Candidates (for all papers)**

Candidates are required to attempt two question each from the Sections A & B of the question paper and the entire Section C. The candidates are required to give answer of each short type question in 50 words i.e. in 7-10 lines.

**For Regular and Distance Education**

Maximum Marks : 100  
(Theory 70 and Internal Assessment 30)  
Pass Marks : 35

For Private Students

Max. Marks: 100  
Time allowed: 3 hrs.  
Pass Marks: 35%

**Section –A**

1. Political Sociology: Meaning, Nature, Emergence & Scope; Relationship between Sociology and Political Science.
3. Marxian approach to Political Sociology.

**Section B**

5. Caste, Class & Politics: A study of inter-relations.
7. Salient features of the Indian Political System: Ethnicity, nationalism and communalism

**READINGS**


**PAPER III AND IV**

**Option II  STATE POLITICS IN INDIA**

Note: Each paper will carry 70 marks and 30 marks for internal assessment.

The Break-up of 30 marks for Internal Assessment (Theory Papers) is as below:

1. Test 12 marks
2. Class Attendance 06 marks
3. Project work/Assignment 12 marks
   Seminar/Field Work etc.
Total Marks 30 marks

**INSTRUCTIONS FOR THE PAPER SETTER/EXAMINER**

*For Regular Students & Distance Education* Students the question paper will consist of Three Section: A, B and C. Sections A & B will have four questions from the respective portion of the Syllabus and will carry 10½ marks each. Section C will consist of 14 short-answer type questions which will cover the entire syllabus and will carry 28 marks in all. Each short answer type question will carry two marks.

*Instructions for the Candidates (for all papers)* Candidates are required to attempt two question each from the Sections A & B of the question paper and the entire Section C. The candidates are required to give answer of each short type question in 50 words i.e. in 7-10 lines.

*For Regular and Distance Education*  
**Maximum Marks : 100**  
**Time : 3 Hours**  
**(Theory 70 and Internal Assessment 30)**  
**Pass Marks : 35**

For Private Students  
Max. Marks: 100  
Pass Marks: 35%

**SECTION -A**

1. Significance of State Politics and Theoretical Framework for the study of State Politics.
2. Constitutional Framework for the State-Governor, Chief Minister, Council of Ministers and Legislature.
3. Determinants of State Politics.

SECTION B

5. Patterns of State Politics.
7. Ideology, Organisation, Support Base and Electoral Performance of Regional Political Parties in South India with special reference to DMK, AIADMK and TDP.

READINGS


**PAPER III AND IV**

**Option III : POLITICAL PARTIES AND PRESSURE GROUPS IN INDIA**

Note: Each paper will carry 70 marks and 30 marks for internal assessment.

The Break-up of 30 marks for Internal Assessment (Theory Papers) is as below:

1. Test 12 marks
2. Class Attendance 06 marks
3. Project work/Assignment 12 marks
   Seminar/Field Work etc.
   Total Marks 30 marks

**INSTRUCTIONS FOR THE PAPER SETTER/EXAMINER**

*For Regular Students & Distance Education* Students the question paper will consist of Three Section: A, B and C. Sections A & B will have four questions from the respective portion of the Syllabus and will carry 10½ marks each. Section C will consist of 14 short-answer type questions which will cover the entire syllabus and will carry 28 marks in all. Each short answer type question will carry two marks.

*Instructions for the Candidates (for all papers)* Candidates are required to attempt two question each from the Sections A & B of the question paper and the entire Section C. The candidates are required to give answer of each short type question in 50 words i.e. in 7-10 lines.

*For Regular and Distance Education*  
Maximum Marks : 100  
(Theory 70 and Internal Assessment 30)  
Pass Marks : 35

For Private Students  
Max. Marks: 100  
Time allowed: 3 hrs.  
Pass Marks: 35%

**SECTION-A**

1. National Political Parties—their origin, programmes, structural organisation and support base. Congress, B.J.P., CPI, CPI (M), B.S.P., N.C.P.
2. Regional Political Parties—their origin, programmes, structural organisation and support base. Akali Dal, National Conference, AIADMK & DMK, Assam Gana Parishad (AGP), Telgu Desam Party.
3. Patterns of the interactions between national and regional political parties.

**SECTION-B**

2. Major Pressure Groups in India with special reference to Trade Unions, Chambers of Commerce and Agrarian interest groups.
<table>
<thead>
<tr>
<th>No.</th>
<th>Author(s)</th>
<th>Title</th>
<th>Publisher/University Press</th>
</tr>
</thead>
</table>
PAPER III & IV
OPTION IV : SOUTH ASIAN POLITICAL SYSTEM
(PAKISTAN, SRI LANKA, NEPAL AND BANGLADESH)
Note: Each paper will carry 70 marks and 30 marks for internal assessment.
The Break-up of 30 marks for Internal Assessment (Theory Papers) is as below:
1. Test 12 marks
2. Class Attendance 06 marks
3. Project work/Assignment 12 marks
   Seminar/Field Work etc.
Total Marks 30 marks

INSTRUCTIONS FOR THE PAPER SETTER/EXAMINER
For Regular Students & Distance Education Students the question paper will consist of Three Section: A, B and C. Sections A & B will have four questions from the respective portion of the Syllabus and will carry 10½ marks each. Section C will consist of 14 short-answer type questions which will cover the entire syllabus and will carry 28 marks in all. Each short answer type question will carry two marks.

Instructions for the Candidates (for all papers)
Candidates are required to attempt two question each from the Sections A & B of the question paper and the entire Section C. The candidates are required to give answer of each short type question in 50 words i.e. in 7-10 lines.

For Regular and Distance Education
Maximum Marks : 100
(Time : 3 Hours)
(Theory 70 and Internal Assessment 30)
Pass Marks : 35

For Private Students
Max. Marks: 100
Pass Marks: 35%

Time allowed: 3 hrs.

SECTION-A
1. Historical Background of South Asia during the Colonial Period.
2. Independence and the efforts at Constitution Making.
3. Nature of the Political System of South Asia : A Comparative Assessment.

SECTION-B
5. Role of Military and Nuclear Politics in South Asia.

READINGS

**GROUP II: PAPER III & IV**

**OPTION V: INTERNATIONAL ORGANISATION**

Note: Each paper will carry 70 marks and 30 marks for internal assessment.

The Break-up of 30 marks for Internal Assessment (Theory Papers) is as below:

1. Test 12 marks
2. Class Attendance 06 marks
3. Project work/Assignment Seminar/Field Work etc. 12 marks
   Total Marks 30 marks

**INSTRUCTIONS FOR THE PAPER SETTER/EXAMINER**

For Regular Students & Distance Education Students the question paper will consist of Three Section: A, B and C. Sections A & B will have four questions from the respective portion of the Syllabus and will carry 10½ marks each. Section C will consist of 14 short-answer type questions which will cover the entire syllabus and will carry 28 marks in all. Each short answer type question will carry two marks.
Instructions for the Candidates (for all papers)

Candidates are required to attempt two questions each from the Sections A & B of the question paper and the entire Section C. The candidates are required to give answer of each short type question in 50 words i.e. in 7-10 lines.

For Regular and Distance Education
Maximum Marks : 100 Time : 3 Hours
(Theory 70 and Internal Assessment 30) Pass Marks : 35

For Private Students
Max. Marks: 100 Time allowed: 3 hrs.
Pass Marks: 35%

SECTION-A
1. Evolution of International Organizations.
2. Approaches to Study the International Organizations: Neo-Realist, Neo-Functionalist and Marxist.

SECTION-B
5. UN and Maintenance of International Peace and Security: Collective Security or its alternative.
6. Major UN Agencies: UNESCO, IMF, IBRD, WHO
7. UN peace-keeping forces in domestic affairs.
8. Revision of UN Charter.

READINGS

**GROUP II: PAPER III & IV**

**OPTION VI: FOREIGN POLICY OF INDIA**

Note: Each paper will carry 70 marks and 30 marks for internal assessment.

The Break-up of 30 marks for Internal Assessment (Theory Papers) is as below:

1. Test .................................................. 12 marks
2. Class Attendance ............................. 06 marks
3. Project work/Assignment ................. 12 marks
   Seminar/Field Work etc.
   Total Marks .................................. 30 marks

**INSTRUCTIONS FOR THE PAPER SETTER/EXAMINER**

For Regular Students & Distance Education Students the question paper will consist of Three Section: A, B and C. Sections A & B will have four questions from the respective portion of the Syllabus and will carry 10½ marks each. Section C will consist of 14 short-answer type questions which will cover the entire syllabus and will carry 28 marks in all. Each short answer type question will carry two marks.

**Instructions for the Candidates (for all papers)**

Candidates are required to attempt two question each from the Sections A & B of the question paper and the entire Section C. The candidates are required to give answer of each short type question in 50 words i.e. in 7-10 lines.

**For Regular and Distance Education**

*Maximum Marks: 100*  
*(Theory 70 and Internal Assessment 30)*  
*Time: 3 Hours*  
*Pass Marks: 35*

For Private Students  
Max. Marks: 100  
Pass Marks: 35%

**SECTION-A**

1. Historical, Cultural and Philosophical Foundations of India's Foreign Policy.
2. Determinants of India's foreign policy: Domestic and External.
3. Non-alignment: its role and relevance.

**SECTION-B**

5. India's Relations with USA and USSR/Russia.
6. India's Relations with EU, ASEAN, West Asia, Central Asia and UN.
7. India and South Asia Regional Cooperation.
8. Her neighbors: China, Pakistan, Sri-Lanka, Central Asia and Bangladesh

**READINGS**

GROUP II : PAPER III & IV

OPTION VII : THEORY AND PRACTICE OF DIPLOMACY

Note: Each paper will carry 70 marks and 30 marks for internal assessment.

The Break-up of 30 marks for Internal Assessment (Theory Papers) is as below:

1. Test 12 marks
2. Class Attendance 06 marks
3. Project work/Assignment Seminar/Field Work etc. 12 marks
   Total Marks 30 marks

INSTRUCTIONS FOR THE PAPER SETTER/EXAMINER

For Regular Students & Distance Education Students the question paper will consist of Three Section: A, B and C. Sections A & B will have four questions from the respective portion of the Syllabus and will carry 10½ marks each. Section C will consist of 14 short-answer type questions which will cover the entire syllabus and will carry 28 marks in all. Each short answer type question will carry two marks.

For Private Students the question paper will consist of three sections: A, B and C. Sections A & B will have four questions from the respective portion of the Syllabus and will carry 14½ marks each. Section C will consist of 14 short-answer type questions which will cover the entire syllabus and will carry 42 marks in all. Each short answer type question will carry three marks

Instructions for the Candidates (for all papers)
Candidates are required to attempt two question each from the Sections A & B of the question paper and the entire Section C. The candidates are required to give answer of each short type question in 50 words i.e. in 7-10 lines.

For Regular and Distance Education
Maximum Marks : 100
(Time 70 and Internal Assessment 30)
Pass Marks : 35
SECTION-A
1. Diplomacy and International Relations Theory.
3. Diplomacy as an Instrument on Foreign Policy.
4. Diplomatic Immunities and Privileges.

SECTION-B
5. Cold War Diplomacy between the two Superpowers.
6. Open Diplomacy; Democratic Diplomacy.
7. Conference Diplomacy; Summit Diplomacy.
8. Issues in Contemporary Diplomacy.

READINGS

GROUP II : PAPER III & IV
OPTION VIII : SOUTH ASIA AND WORLD POLITICS
Note: Each paper will carry 70 marks and 30 marks for internal assessment.

The Break-up of 30 marks for Internal Assessment (Theory Papers) is as below:
1. Test 12 marks
2. Class Attendance 06 marks
3. Project work/Assignment 12 marks
   Seminar/Field Work etc.
Total Marks 30 marks

INSTRUCTIONS FOR THE PAPER SETTER/EXAMINER
For Regular Students & Distance Education Students the question paper will consist of Three Section: A, B and C. Sections A & B will have four questions from the respective portion of the Syllabus and will carry 10½ marks each. Section C will consist of 14 short-answer type questions which will cover the entire syllabus and will carry 28 marks in all. Each short answer type question will carry two marks.

Instructions for the Candidates (for all papers)
Candidates are required to attempt two question each from the Sections A & B of the question paper and the entire Section C. The candidates are
required to give answer of each short type question in 50 words i.e. in 7-10 lines.

For Regular and Distance Education
Maximum Marks : 100
(Theory 70 and Internal Assessment 30)

Time : 3 Hours
Pass Marks : 35

For Private Students
Max. Marks: 100
Time allowed: 3 hrs.
Pass Marks: 35%

SECTION-A
1. South Asia as a Region : Political Geography and History.
2. Regional Environment : Colonialism and Nationalism.
4. Role of External Powers in South Asia : USA, Russia, China, Europe and Japan.

SECTION-B
5. Security Issues in South Asia : Nuclear Proliferation, Terrorism, Ethnicity, Refugees Problem and Narcotics.
8. South Asian Regional Cooperation (SAARC) : Problems and Prospectus; South Asian Role in World Politics.

READINGS
9. Smitu Kothari and Zia Mian (eds), Out of the Nuclear Shadow, Delhi, Loknayak, 2001
10. S. Mitra (ed), Sub-nationalism in South Asia, Boulder, West View, 1996

OPTION-IX : POLITICS OF DEVELOPING COUNTRIES
Note: Each paper will carry 70 marks and 30 marks for internal assessment.

The Break-up of 30 marks for Internal Assessment (Theory Papers) is as below:

1. Test 12 marks
2. Class Attendance 06 marks
3. Project work/Assignment 12 marks
   Seminar/Field Work etc.
Total Marks 30 marks
INSTRUCTIONS FOR THE PAPER SETTER/EXAMINER

For Regular Students & Distance Education Students the question paper will consist of Three Section: A, B and C. Sections A & B will have four questions from the respective portion of the Syllabus and will carry 10½ marks each. Section C will consist of 14 short-answer type questions which will cover the entire syllabus and will carry 28 marks in all. Each short answer type question will carry two marks.

Instructions for the Candidates (for all papers)
Candidates are required to attempt two question each from the Sections A & B of the question paper and the entire Section C. The candidates are required to give answer of each short type question in 50 words i.e. in 7-10 lines.

For Regular and Distance Education
Maximum Marks : 100
(Theory 70 and Internal Assessment 30) Pass Marks : 35
Time : 3 Hours

For Private Students
Max. Marks: 100 Time allowed: 3 hrs.
Pass Marks: 35%

SECTION-A
1. Genesis of Colonialism
2. Types of Colonialism
3. Nature of Anti-colonial Struggle
4. Post-colonial State
5. Constitutionalism

SECTION-B
6. Political Leadership
7. Political Institutions
8. Constitutionalism
9. Political Parties
10. New Social Movement
11. Waves of Democratic Expansion : Recent Trends

READINGS
5. C. Clapham, Third World Politics, An Introduction, Beckenham, Croom Helm, 1985
SEMESTER-IV
PAPER-V : THEORY AND PRACTICE OF PUBLIC ADMINISTRATION

Note: Each paper will carry 70 marks and 30 marks for internal assessment.

The Break-up of 30 marks for Internal Assessment (Theory Papers) is as below:

1. Test 12 marks
2. Class Attendance 06 marks
3. Project work/Assignment 12 marks
   Seminar/Field Work etc.
   Total Marks 30 marks

INSTRUCTIONS FOR THE PAPER SETTER/EXAMINER

For Regular Students & Distance Education Students the question paper will consist of Three Section: A, B and C. Sections A & B will have four questions from the respective portion of the Syllabus and will carry 10½ marks each. Section C will consist of 14 short-answer type questions which will cover the entire syllabus and will carry 28 marks in all. Each short answer type question will carry two marks.

Instructions for the Candidates (for all papers)
Candidates are required to attempt two question each from the Sections A & B of the question paper and the entire Section C. The candidates are required to give answer of each short type question in 50 words i.e. in 7-10 lines.

For Regular and Distance Education
Maximum Marks : 100
(Theory 70 and Internal Assessment 30)
Time : 3 Hours
Pass Marks : 35

For Private Students
Max. Marks: 100
Time allowed: 3 hrs.
Pass Marks: 35%

SECTION-A
1. Nature and scope of Public Administration : its role in developed and developing countries.
2. Administrative Culture
3. Development Administration : Concept, scope and significance.
4. Comparative Administration : Meaning, nature and scope
5. Development Administration Approach

SECTION-B
6. Rational decision making Approach : Hebert Simon
7. Ecological Approach: Fred Riggs
8. Disaster Management
10. Impact of Information Technology on Public Administration

READINGS
2. R.B. Jain, Contemporary Issues in Indian Administration, Vishal, New Delhi, 1976
4. S.P. Verma & S.N. Swaroop, Personnel Administration, EROPA, 1993
5. Dubashi, P.R., Recent Trends in Public Administration, Delhi, Kaveri Books, 1995
6. Vishwanathan, V.N., Comparative Public Administration, New Delhi, Sterling, 1995
7. R.K. Arora, Comparative Public Administration, New Delhi, Asian Publishing House, 1972
PAPER-VI: COMPARATIVE POLITICS

Note: Each paper will carry 70 marks and 30 marks for internal assessment.

The Break-up of 30 marks for Internal Assessment (Theory Papers) is as below:

1. Test 12 marks
2. Class Attendance 06 marks
3. Project work/Assignment 12 marks
   Seminar/Field Work etc.
Total Marks 30 marks

INSTRUCTIONS FOR THE PAPER SETTER/EXAMINER

For Regular Students & Distance Education Students the question paper will consist of Three Section: A, B and C. Sections A & B will have four questions from the respective portion of the Syllabus and will carry 10½ marks each. Section C will consist of 14 short-answer type questions which will cover the entire syllabus and will carry 28 marks in all. Each short answer type question will carry two marks.

Instructions for the Candidates (for all papers)
Candidates are required to attempt two questions each from the Sections A & B of the question paper and the entire Section C. The candidates are required to give answer of each short type question in 50 words i.e. in 7-10 lines.

For Regular and Distance Education
Maximum Marks : 100
(Time : 3 Hours)
(Pass Marks : 35)

For Private Students
Max. Marks: 100
Time allowed: 3 hrs.
Pass Marks: 35%

SECTION-A
1. Comparative Politics: Emergence of Comparative Politics as specialized branch of Political Science.
3. Political Elites

SECTION-B
5. Political Development.
6. Political Modernisation.
7. Political Parties.
8. Pressure Groups.

READINGS

**PAPER VII & VIII**

**OPTION I : ELECTORAL POLITICS IN INDIA**

Note: Each paper will carry 70 marks and 30 marks for internal assessment.

The Break-up of 30 marks for Internal Assessment (Theory Papers) is as below:

1. Test 12 marks
2. Class Attendance 06 marks
3. Project work/Assignment 12 marks
   Seminar/Field Work etc.
4. Total Marks 30 marks

**INSTRUCTIONS FOR THE PAPER SETTER/EXAMINER**

*For Regular Students & Distance Education* Students the question paper will consist of Three Section: A, B and C. Sections A & B will have four questions from the respective portion of the Syllabus and will carry 10½ marks each. Section C will consist of 14 short-answer type questions which will cover the entire syllabus and will carry 28 marks in all. Each short answer type question will carry two marks.

*Instructions for the Candidates (for all papers)* Candidates are required to attempt two question each from the Sections A & B of the question paper and the entire Section C. The candidates are required to give answer of each short type question in 50 words i.e. in 7-10 lines.

*For Regular and Distance Education* Maximum Marks : 100

(Theory 70 and Internal Assessment 30) Time : 3 Hours
Pass Marks : 35

For Private Students Max. Marks: 100 Time allowed: 3 hrs.
Pass Marks: 35%

**SECTION-A**

1. Beginning of the Electoral Politics under Colonial Rule
2. Electoral System in India since 1950
4. Determinants of Voting Behaviour

**SECTION-B**

5. Anti-Defection Law : A Critical Study
6. A Critical Study of:
   Electoral Politics upto 1967
Electoral Politics 1967-1977
Electoral Politics 1977-1989
Electoral Politics 1989 till date
7. Defects and Reforms of the Electoral Process: Tarkunde Committee, Goswami and Indrajit Gupta Reports
8. Majoritarian Parliamentary System Vs. Representational Parliamentary System

READINGS
5. A.K. Bhagat, Elections and Electoral Reforms in India, New Delhi, Vikas, 1996
9. N.S. Gehlot, Elections and Electoral Administration in India, New Delhi, Deep and Deep, 1982
11. S. L. Shakdher, Electoral Reforms in India, New Delhi, Council and Citizen for Democracy, 1980

PAPER VII & VIII
OPTION II: PUNJAB POLITICS
Note: Each paper will carry 70 marks and 30 marks for internal assessment.

The Break-up of 30 marks for Internal Assessment (Theory Papers) is as below:

1. Test 12 marks
2. Class Attendance 06 marks
3. Project work/Assignment 12 marks
   Seminar/Field Work etc.
Total Marks 30 marks

INSTRUCTIONS FOR THE PAPER SETTER/EXAMINER
For Regular Students & Distance Education
Students the question paper will consist of Three Section: A, B and C. Sections A & B will have four questions from the respective portion of the Syllabus and will carry 10½ marks each. Section C will consist of 14 short-answer type questions which will cover the entire syllabus and will carry 28 marks in all. Each short answer type question will carry two marks.

Instructions for the Candidates (for all papers)
Candidates are required to attempt two question each from the Sections A & B of the question paper and the entire Section C. The candidates are required to give answer of each short type question in 50 words i.e. in 7-10 lines.

For Regular and Distance Education
Maximum Marks: 100
(Theory 70 and Internal Assessment 30)
Time: 3 Hours
Pass Marks: 35

For Private Students
Max. Marks: 100
Pass Marks: 35%
Time allowed: 3 hrs.

SECTION-A
1. Socio-Economic bases of Punjab Politics
2. Reorganization of Punjab on linguistic basis and its impact on Punjab politics
3. A Comparative analysis of Ideology, Organisation, Support Base and Electoral Performance of Political Parties in Punjab

SECTION-B
5. Demand for State Autonomy – Anandpur Sahib Resolution, Akali Government’s Memorandum to Sarkaria Commission and its Recommendations
6. Working of Coalition Governments in Punjab
7. Imposition of President’s Rule in Punjab and its impact
8. Emerging trends in Punjab Politics

READINGS
PAPER VII & VIII
OPTION III: RESEARCH METHODOLOGY
Note: Each paper will carry 70 marks and 30 marks for internal assessment.
The Break-up of 30 marks for Internal Assessment (Theory Papers) is as below:
1. Test 12 marks
2. Class Attendance 06 marks
3. Project work/Assignment 12 marks
   Seminar/Field Work etc.
Total Marks 30 marks

INSTRUCTIONS FOR THE PAPER SETTER/EXAMINE

For Regular Students & Distance Education Students the question paper will consist of Three Sections: A, B and C. Sections A & B will have four questions from the respective portion of the Syllabus and will carry 10½ marks each. Section C will consist of 14 short-answer type questions which will cover the entire syllabus and will carry 28 marks in all. Each short answer type question will carry two marks.

Instructions for the Candidates (for all papers)
Candidates are required to attempt two question each from the Sections A & B of the question paper and the entire Section C. The candidates are required to give answer of each short type question in 50 words i.e. in 7-10 lines.

For Regular and Distance Education
Maximum Marks : 100
(Theory 70 and Internal Assessment 30) Time : 3 Hours
Pass Marks : 35

For Private Students
Max. Marks: 100 Time allowed: 3 hrs.
Pass Marks: 35%

SECTION-A
1. Research in Social Sciences
2. Scientific Study of Political Science
3. Types of Research
4. Hypothesis

SECTION-B
5. Research Design
6. Tools and Techniques of Data collection : Observation, Questionnaire and Interview
7. Sampling : Meaning and Kinds
8. Report Writing and Thesis Writing

READINGS
4. Gunner, Myrdal : Objectivity

PAPER VII & VIII

OPTION IV : POLITICAL IDEOLOGIES

Note: Each paper will carry 70 marks and 30 marks for internal assessment.

The Break-up of 30 marks for Internal Assessment (Theory Papers) is as follows:

1. Test 12 marks
2. Class Attendance 06 marks
3. Project work/Assignment Seminar/Field Work etc. 12 marks
   Total Marks 30 marks

INSTRUCTIONS FOR THE PAPER SETTER/EXAMINER

For Regular Students & Distance Education Students the question paper will consist of Three Section: A, B and C. Sections A & B will have four questions from the respective portion of the Syllabus and will carry 10½ marks each. Section C will consist of 14 short-answer type questions which will cover the entire syllabus and will carry 28 marks in all. Each short answer type question will carry two marks.

Instructions for the Candidates (for all papers)

Candidates are required to attempt two question each from the Sections A & B of the question paper and the entire Section C. The candidates are required to give answer of each short type question in 50 words i.e. in 7-10 lines.

For Regular and Distance Education
Maximum Marks : 100
(Theory 70 and Internal Assessment 30)
Time : 3 Hours
Pass Marks : 35

For Private Students
Max. Marks: 100
Pass Marks: 35%

Time allowed: 3 hrs.

SECTION-A
1. Ideology : Meaning, characteristics and end of Ideology debate.
2. Liberalism
3. Nationalism
4. Fascism & Nazism

SECTION-B
5. Marxism
6. New Leftism
7. Environmentalism
8. Feminism.

READINGS

PAPER VII & VIII
OPTION V : GLOBALISATION AND ITS IMPACT ON POLITICAL SYSTEM

Note: Each paper will carry 70 marks and 30 marks for internal assessment.

The Break-up of 30 marks for Internal Assessment (Theory Papers) is as below:

1. Test 12 marks
2. Class Attendance 06 marks
3. Project work/Assignment Seminar/Field Work etc. 12 marks
Total Marks 30 marks

INSTRUCTIONS FOR THE PAPER SETTER/EXAMINER

For Regular Students & Distance Education Students the question paper will consist of Three Section: A, B and C. Sections A & B will have four questions from the respective portion of the Syllabus and will carry 10½ marks each. Section C will consist of 14 short-answer type questions which will cover the entire syllabus and will carry 28 marks in all. Each short answer type question will carry two marks.

Instructions for the Candidates (for all papers)
Candidates are required to attempt two question each from the Sections A & B of the question paper and the entire Section C. The candidates are required to give answer of each short type question in 50 words i.e. in 7-10 lines.

For Regular and Distance Education
Maximum Marks : 100
(Theory 70 and Internal Assessment 30)
Time : 3 Hours
Pass Marks : 35

For Private Students
SECTION-A

1. Factors that led to Globalization.
4. Political Economy and Globalization: Role of TNCs and MNCs.

SECTION-B

5. Role of WTO, IMF.

READINGS

INSTRUCTIONS FOR THE PAPER SETTER/EXAMINER

For Regular and Distance Education

Students the question paper will consist of Three Section: A, B and C. Sections A & B will have four questions from the respective portion of the Syllabus and will carry 10½ marks each. Section C will consist of 14 short-answer type questions which will cover the entire syllabus and will carry 28 marks in all. Each short answer type question will carry two marks.

Instructions for the Candidates (for all papers)

Candidates are required to attempt two question each from the Sections A & B of the question paper and the entire Section C. The candidates are required to give answer of each short type question in 50 words i.e. in 7-10 lines.

For Regular and Distance Education

Maximum Marks : 100

(Time : 3 Hours)

For Private Students

Max. Marks: 100

Time allowed: 3 hrs.

Pass Marks: 35%

SECTION-A

1. Post-Modernism
2. Multiculturalism
3. Feminism
4. Communitarianism

SECTION-B

5. Democracy
6. Environmentalism
7. Post-Liberalism
8. Post-Colonialism

READINGS


PAPER VII & VIII

OPTION VII : SIKH POLITICAL THOUGHT (1469 - 1708)

Note: Each paper will carry 70 marks and 30 marks for internal assessment.

The Break-up of 30 marks for Internal Assessment (Theory Papers) is as below:

1. Test 12 marks
2. Class Attendance 06 marks
3. Project work/Assignment 12 marks
   Seminar/Field Work etc.
   Total Marks 30 marks

INSTRUCTIONS FOR THE PAPER SETTER/EXAMINER

For Regular Students & Distance Education Students the question paper will consist of Three Section: A, B and C. Sections A & B will have four questions from the respective portion of the Syllabus and will carry 10½ marks each. Section C will consist of 14 short-answer type questions which will cover the entire syllabus and will carry 28 marks in all. Each short answer type question will carry two marks.

Instructions for the Candidates (for all papers)

Candidates are required to attempt two question each from the Sections A & B of the question paper and the entire Section C. The candidates are required to give answer of each short type question in 50 words i.e. in 7-10 lines.

For Regular and Distance Education
Maximum Marks : 100
(Theory 70 and Internal Assessment 30)
Time : 3 Hours
Pass Marks : 35

For Private Students
Max. Marks: 100
Time allowed: 3 hrs.
Pass Marks: 35%

SECTION-A

1. Contemporary Political, Social, and Economic conditions during the period of the Sikh Gurus
2. Concept of State, Sovereignty, Kingship
3. Miri-Piri, Akal Takht, Gurmata
4. Creation of Khalsa, Sarbat Khalsa and Dharamyudh
SECTION-B

5. Concept of Rights and Duties, Equality and Justice: Political, Social, and Economic.
6. Multiculturalism, Secularism and Democratic Values
8. Relevance of Sikh Gurus' Teachings in the Present Context

READINGS

17. Singh, Darshan : The Khalsa in Comparative Perspective, Singh Brothers, Amritsar.


29. Singh, Arvinder : Sikh Political Thought, Unistar, Chandigarh, 2015

PAPER VII & VIII

OPTION VIII : FOREIGN POLICY OF US, RUSSIA, CHINA AND JAPAN

Note: Each paper will carry 70 marks and 30 marks for internal assessment.

The Break-up of 30 marks for Internal Assessment (Theory Papers) is as below:

1. Test 12 marks
2. Class Attendance 06 marks
3. Project work/Assignment 12 marks
   Seminar/Field Work etc.
4. Total Marks 30 marks

INSTRUCTIONS FOR THE PAPER SETTER/EXAMINER

For Regular Students & Distance Education

Students the question paper will consist of Three Section: A, B and C. Sections A & B will have four questions from the respective portion of the Syllabus and will carry 10½ marks each. Section C will consist of 14 short-answer type questions which will cover the entire syllabus and will carry 28 marks in all. Each short answer type question will carry two marks.

Instructions for the Candidates (for all papers)

Candidates are required to attempt two question each from the Sections A & B of the question paper and the entire Section C. The candidates are required to give answer of each short type question in 50 words i.e. in 7-10 lines.

For Regular and Distance Education

Maximum Marks : 100
(Time 70 and Internal Assessment 30)
Pass Marks : 35

For Private Students
Max. Marks: 100
Time allowed: 3 hrs.
Pass Marks: 35%

SECTION-A

1. Meaning, Nature and Determinants of Foreign Policy
2. Changing Global and Regional Goals of Foreign Policy
3. US Foreign Policy : Main Features, Continuity and Change
4. US Economic Policy, Threat Perceptions and Security Interests

SECTION-B

5. Foreign Policy of Russia : Main Features and Threat Perceptions
6. Russian Security and Economic Interests
7. Foreign Policy of China : Main Features : Her Relations with Regional Powers ; Economic Policy
8. Foreign Policy of Japan, Main Features : Security and Economic Policy
READINGS

Blaney (ed.): The Successor States to the USSR, Washington D.C., C.Q. Press, 1995

PAPER VII & VIII
OPTION IX: HUMAN RIGHTS IN INTERNATIONAL RELATIONS

Note: Each paper will carry 70 marks and 30 marks for internal assessment.

The Break-up of 30 marks for Internal Assessment (Theory Papers) is as below:

1. Test 12 marks
2. Class Attendance 06 marks
3. Project work/Assignment 12 marks
   Seminar/Field Work etc.
   Total Marks 30 marks

INSTRUCTIONS FOR THE PAPER SETTER/EXAMINER

For Regular Students & Distance Education Students the question paper will consist of Three Section: A, B and C. Sections A & B will have four questions from the respective portion of the Syllabus and will carry 10½ marks each. Section C will consist of
14 short-answer type questions which will cover the entire syllabus and will carry 28 marks in all. Each short answer type question will carry two marks.

**Instructions for the Candidates (for all papers)**

Candidates are required to attempt two question each from the Sections A & B of the question paper and the entire Section C. The candidates are required to give answer of each short type question in 50 words i.e. in 7-10 lines.

**For Regular and Distance Education**

Maximum Marks : 100  
(Time 70 and Internal Assessment 30)  
Pass Marks : 35

For Private Students

Max. Marks: 100  
Time allowed: 3 hrs.

Pass Marks: 35%

**SECTION-A**

1. Concept and Philosophy of Human Rights
2. Historical Development : Magna Carta, the British Bill of Rights, French and American Declarations
3. Theoretical Foundations : Natural Rights Theory; Liberal/Neo Liberal Theory; Legal/Positive Theory; Marxist Theory
4. Internationalisation of Human Rights : UN Commission on Human Rights; UN Declaration of Human Rights (UNHCR 1948); UN Human Rights Council

**SECTION-B**

6. Problems of Forced Disappearance, State Terrorism, International Terrorism
7. The Feminist Critique of Human Rights
8. International Politics of Human Rights

**READINGS**

3. Veena Pani Pandey : International Perspectives on Human Rights, New Delhi, Mohit, 1999
5. Introducing Human Rights (Document) South Asia Human Rights Documentation Centre, New Delhi, 2006
Note: Each paper will carry 70 marks and 30 marks for internal assessment.

The Break-up of 30 marks for Internal Assessment (Theory Papers) is as below:

1. Test 12 marks
2. Class Attendance 06 marks
3. Project work/Assignment 12 marks
Seminor/Field Work etc.
Total Marks 30 marks

INSTRUCTIONS FOR THE PAPER SETTER/EXAMINER

For Regular Students & Distance Education

Students the question paper will consist of Three Section: A, B and C. Sections A & B will have four questions from the respective portion of the Syllabus and will carry 10½ marks each. Section C will consist of 14 short-answer type questions which will cover the entire syllabus and will carry 28 marks in all. Each short answer type question will carry two marks.

Instructions for the Candidates (for all papers)

Candidates are required to attempt two question each from the Sections A & B of the question paper and the entire Section C. The candidates are required to give answer of each short type question in 50 words i.e. in 7-10 lines.

For Regular and Distance Education

Maximum Marks : 100
(Time : 3 Hours)
(Pass Marks : 35)

For Private Students
Max. Marks: 100
Pass Marks: 35%

For Regular and Distance Education

SECTION-A

1. Definition, Nature., Basis and Sanctions of Observance of International Law
2. Relation between International Law and Municipal Law.
4. Sources of International Law.
5. Codification and Progressive Development of International Law
6. International Legal Principles : State Responsibility and Nationality

SECTION-B
7. Jurisdiction of State: Law of Sea, Extradition and Asylum
8. International Law and Economic Development
9. State Succession: Definition, Theories, Kinds and Consequences of State Succession
11. Limitations and Future of International Law.

READINGS


PAPER VII & VIII
OPT. XI : WOMEN AND POLITICAL THEORY

Note: Each paper will carry 70 marks and 30 marks for internal assessment.

The Break-up of 30 marks for Internal Assessment (Theory Papers) is as below:

1. Test 12 marks
2. Class Attendance 06 marks
3. Project work/Assignment 12 marks
   Seminar/Field Work etc.
   Total Marks 30 marks

INSTRUCTIONS FOR THE PAPER SETTER/EXAMINER

For Regular Students & Distance Education
Students the question paper will consist of Three Section: A, B and C. Sections A & B will have four questions from the respective portion of the Syllabus and will carry 10½ marks each. Section C will consist of 14 short-answer type questions which will cover the entire syllabus and will carry 28 marks in all. Each short answer type question will carry two marks.

Instructions for the Candidates (for all papers)
Candidates are required to attempt two question each from the Sections A & B of the question paper and the entire Section C. The candidates are required to give answer of each short type question in 50 words i.e. in 7-10 lines.

For Regular and Distance Education
Maximum Marks : 100
(Theory 70 and Internal Assessment 30)
Time : 3 Hours
Pass Marks : 35

For Private Students
Max. Marks: 100
Pass Marks: 35%

Time allowed: 3 hrs.

SECTION-A
1. Different Waves of Feminism
2. Liberal Feminism : A) Marry Wollstonecraft
   B) J S Mill & Harriet Taylor
   C) Betty Friedan
3. Marxist Feminism : A) Karl Marx and Fredrick Engles
   B) Maria Mies
4. Socialist Feminism

SECTION- B
5. Radical Feminism :
   A) Simone de Beauvoir
   B) Shulamith Firestone
6. Postmodern Feminism
7. Cultural Feminism, Eco Feminism
8. Third World Feminism and Black Feminism,

**READINGS**


**PAPER VII & VIII**

**OPTION XII : THIRD WORLD IN INTERNATIONAL SYSTEMS**

Note: Each paper will carry 70 marks and 30 marks for internal assessment.

The Break-up of 30 marks for Internal Assessment (Theory Papers) is as below:

1. Test : 12 marks
2. Class Attendance : 06 marks
3. Project work/Assignment : 12 marks
   Seminar/Field Work etc.
4. Total Marks : 30 marks

**INSTRUCTIONS FOR THE PAPER SETTER/EXAMINER**

*For Regular Students & Distance Education* Students the question paper will consist of Three Section: A, B and C. Sections A & B will have four questions from the respective portion of the Syllabus and will carry 10½ marks each. Section C will consist of
14 short-answer type questions which will cover the entire syllabus and will carry 28 marks in all. Each short answer type question will carry two marks.

**Instructions for the Candidates (for all papers)**

Candidates are required to attempt two question each from the Sections A & B of the question paper and the entire Section C. The candidates are required to give answer of each short type question in 50 words i.e. in 7-10 lines.

**For Regular and Distance Education**

<table>
<thead>
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<td>3 Hours</td>
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</table>

**Pass Marks** : 35

For Private Students

Max. Marks: 100

Pass Marks: 35%

**SECTION-A**

1. The Third World : A Conceptual Delineation
2. Security Dilemmas, Disarmament and Nuclear Proliferation in Third World
3. Third World : The Development Strategies
4. 'Complex Dependency' of North-South Relationship

**SECTION-B**

5. Problems of South – South Dialogue and Group – 77
7. Third World and International Organisations : UN, IMF, WTO
8. Third World in the Age of Globalisation : Challenges

**READINGS**


**ANNEXURE II**

**Fee Concession Policies**

**FEE CONCESSION FOR SEMESTER SYSTEM**

1. Two real brothers/sisters studying in the department.
   Candidate will deposit full first instalment of fee at the time of admission, concession of half tuition fee will be given in the second instalment.
2. Students suffering from Cancer/Aids and Thalassemia -
Full fee concession will be given to the candidates and they need to deposit library security fee of Rs. 735/- + Examination and Practical Fee of two semesters in the first instalment only and no fee is pending in the second instalment.

3. Children/dependents of the members of Armed forces including para-military personnel who have either been killed or permanently disabled in the Indo-Pak Conflict of 1965. Indo-Pak Conflict of 1971 and Indo-Chinese Hostilities of 1962 and Indian Peace Keeping Force (IPKF) in Sri Lanka.
   Candidate who monthly income does not exceed Rs. 1500/- per month is exempted from the payment to total tuition fee in first instalment and will have to deposit the balance of the required fee at the time of admission and full amount of second instalment of fee has to be deposited.

4. Wife/Son(s) or daughter(s) of Punjabi University employees (regular) provided they are not in service
   a) Candidate granted full tuition fee concession in the first instalment. Those drawing pay upto 21600/- per month (Grade Pay + Basic Pay)
   b) Candidate granted 50% tuition fee concession in the first instalment. Those drawing pay upto 21601/- to 24750/- (Grade Pay + Basic Pay)
   c) Candidate granted 25 % tuition fee concession in the first instalment. Those drawing pay upto 24751/- and above per month (Grade Pay + Basic Pay) (this concession shall be limited upto two children).

   The candidate shall deduct tuition fee concession from the first instalment and must deposit the balance of required fee in the first instalment.
   The candidate must deposit full second instalment deducting only postel charges Rs. 365/- on request.

5. **Punjabi University employee.** Regular employees of Punjabi University are exempted from the payment of Tuition Fee, Library Security Rs. 735/-. Candidate shall deduct mentioned concessions from the first instalment and must deposit and second instalment after deducting Medical Fee Rs. 45/-, Library Membership Fee Rs. 30/- and Postal Charges Rs. 365/- on request. To avail this concession departmental permission is compulsory.

7. Child of a person killed as a result of action by security forces in aid of civil war.
8. Child of a 100% physically disabled riot affected person.
10. Child of army deserted/killed/100% physically disabled.
    For Sr. No. 6-10 candidate is exempted from the payment of total tuition fee. So candidate shall deduct this benefit from the first instalment and must deposit the balance of required fee at the time of admission and no amount of fee is pending in the second instalment.

11. Physically Handicapped 40% & above are exempted from only examination fee. Candidate shall deduct examination fee for both the semesters from the first instalment and must deposit balance of the required fee in first instalment and full fee in second in instalment without any concession.

**POST MATRIC SCHOLARSHIP SCHEME**

1. **SC Category :** Post Matric Scholarship SC candidate will deposit only library security fee Rs. 735/- at the time of admission and no fee is required to be deposited in second instalment. To avail the concession under “AASHIRWAD SCHEME”, candidate has to be registered for “AASHIRWAD SCHEME” and has to apply with allotted ID under Punjab Government Instructions.

2. **BC Category :** Candidate has to deposit full fee of first and second instalment at the time of admission. To avail the benefit for Post Matric Scholarship Scheme, the candidate needs to deposit required documents and given ID under the Post Matric Scholarship Scheme.
M.A. in Public Administration Programme Project Report

(a) The main objectives of the introducing M.A. in Public Administration is:
1. To create an awareness of the environment and acquisition of specialized knowledge in the field,
2. Equipping the students for career in various vocations,
3. Equipping the students for research in government, teaching and other research organizations,
4. Preparing the students for Civil Services.

(b) M.A. in Public Administration Programme through distance education mode is highly in demand. The candidates who are employed at various positions in government offices, public sector and private sector organisations after graduation and wanted to pursue higher studies, would get an opportunity to upgrade their qualification for getting promotions / applying for higher and better positions. Thus, it is designed to provide students with the quality education in preparation for careers, or advancement of careers in public, private organisations, NGOs and others. It stresses on balancing the theoretical knowledge with the practical skills to foster ethics and commitment to public service values, for ensuring accountability and transparency in public service delivery and also for serving with professional competence, efficiency and equity.

(c) Candidates from remote, border and far off areas, rural and backward areas, women candidates, employed candidates, who are unable to pursue course on regular basis.

(d) Students are provided the opportunity to develop their leadership, organisational and decision-making skills. The course seeks to blend a traditional Master’s level qualification with the practical skills needed for the public sector environment. The course examines the inter-relationship between public, private and non-governmental sectors, where relevant, and particularly focuses on the new public management context which emphasises issues such as good governance and administration.

(e) M.A. in Public Administration will be two years course (four semesters). There will be four papers with options to choose from in each semester. Ordinance along with detailed syllabi has been attached as Annexure I. Same syllabus has been adopted as is offered to the students studying through regular mode. Choice Based Credit System will also be introduced (details are given in Annexure I).

Self Instructional Material will be prepared in print form in both mediums. Audio-video lessons will also be prepared. More than fifty percent of the study material and three audio-video lessons had been prepared. Faculty member has been provided with telephone and e-mail facility. Department maintains its own website through which students will be informed about fees, admission and pcp schedule, internal assessment tests schedule etc. Each student will be informed through SMS as well as registered letter about the PCP dates, duration and venue in advance.

Faculty includes one permanent teacher. There are four permanent faculty members in the regular department, who are willing to act as guest faculty. One / two personal contact programmes of (one week each) are conducted per semester where syllabus is discussed in detail.

(f) The required eligibility for admission to the course is Bachelor degree in any discipline from any statutory University with pass marks. There is no age bar for joining the course. All the eligible applicants are admitted. Students have the flexibility of passing the course within a period of four years from the year of admission. Overseas students are also eligible to seek admission in the Course.

Prospectus will be provided online as well as offline. Single window system has been provided at the University Entrance for facilitating their admission.

Fee is charged as per the University rules and is fixed under the guidance of the Centralised Admission Cell of the University. Candidates living abroad will pay tuition fee, other annual charges and examination fees in foreign currency at the time of admission, as per the schedule in the form of demand draft only, but not in cash. The foreign students shall have to bear any other expenditure related to the conduct of examination demanded by the concerned Embassy. The
employees and children or wards of employees of Indian Embassies / High Commission will not be required to pay mailing charges prescribed for foreign candidates if they arrange to receive their printed lessons through the diplomatic bag.

The examination centres for foreign students will be created in their respective countries on payment of a centre creation fee, provided arrangements to the satisfaction of the Vice-Chancellor exist there. Otherwise, the candidate has to appear at one of the centres created in Punjab. If any other charges / expenses are levied by the embassy, the candidate will have to pay accordingly.

Fee Concession Policies in detail have been attached as Annexure -II.

**Curriculum Transaction:**
Along with printed study material, compulsory Personal Contact Programmes will be organized two times per semester. Through FM RADIO, Phone-in Counselling Programmes will be conducted so that students sitting at their homes or work places can interact with the faculty and get their queries solved. Radio talks will also be delivered through FM Radio on various topics of interest and current affairs. Lectures will be delivered through Audio – Video Lessons, power point presentations, documentaries and social issues based films. Facility of personal counseling during pcp’s and on all working days will also be provided. Field Visits may also be arranged for gaining knowledge about practical functioning of the administrative institutions. Special lectures by renowned administrators will also be arranged so as to provide insight into the policy making and implementing Response sheets / Assignments.

Internal Assessment has been made integral part of the Course. Response sheets, assignments, viva-voce, written tests are conducted for during each semester.

(g) The course doesn’t require any laboratory setup. Department of Distance Education is at Arts Block 3 of Punjabi University, Patiala has its well stocked Library with 250 books in Punjabi as well as English medium covering various papers and topics of the syllabus especially for the distance learners. Catalogue has been computerized using LIBSYS software. Students can take two books and one audio-video lesson CD on loan for one month. During PCPs, library remains open on Saturdays, Sundays and other holidays. The library is fully air-conditioned with a reading hall, caters to ten newspapers in English, hindi and Punjabi language. It has 180 reference books and two journals on the subject of Public Administration.

(h) Cost of Lesson printing, postage and sending SMS and inviting guest faculty for classes during PCPs will be managed as per the University financial rules and provisions.

(i) Through Feedback performa, written demands or through email/ whatsapp for introduction of new courses, emails and suggestions received from the parents of the students/professionals, assessing the market demands and requirement of various services continuously.
SYLLABUS
M.A. (PUBLIC ADMINISTRATION) PART-I
(SEMESTER I & II
(2017-2018 & 2018-19 SESSIONS)
For Regular/Distance Education/Private Students

The main objectives of the courses in Public Administration at the University under Semester
are:
1) To create an awareness of the environment and acquisition of specialized knowledge in the field.
2) Equipping the students for career in various vocations.
3) Equipping the students for research in government, teaching and other research organizations.
4) Preparing the students for I.A.S. and other Allied Services Examination in the field of Public
Administration.

For Regular and Distance Education Students: Each paper will carry 75 marks and is of 3 hours
duration. 25 marks in each paper is for Internal Assessment.

SEMESTER-I
PAPER-I: ADMINISTRATIVE THEORY

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<tr>
<td>Maximum Marks</td>
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INSTRUCTIONS FOR THE CANDIDATES
Candidates are required to attempt two questions each from Sections A and B of the question
paper and the entire Section C. The candidates are required to answer each short type question in 50
words i.e. in 7-8 lines

SECTION -A
   Public and Private Administration. Relationship of Public Administration with Political
   Science and Economics.
2. Evolution of Public Administration as a Discipline, New Public Administration, New
3. Approaches to study of Public Administration: Structural Functional, Systems Approach,
   Behavioural Approach.
4. Theories of Organization: Classical Theory, Human Relations, Max Weber's Bureaucratic
   Model.

SECTION-B
5. Principles of Organization: Hierarchy, Unity of Command, Span of Control, Delegation,
   Supervision
7. Chief Executive: Types, Functions and Role; Line, Staff and Auxiliary Agencies,
   Headquarters and Field Relationship.
8. Accountability and Control: Legislative, Executive and Judicial Control over
   Administration, Citizen and Administration.

SUGGESTED READINGS
3. A.R.Tyagi : Public Administration: Principles and Practice, Delhi , Atma
4. Amarjit Singh Dhillon : Lok Parshashan De Mool Sidhant (Pbi.).
PAPER-II: RURAL LOCAL GOVERNMENT IN INDIA

For Regular/Distance Education Students
Maximum Marks : 100
Theory: 75
Internal Assessment: 25

Time allowed: 3 hours
Pass marks : 35%
Total Teaching Periods: 75

INSTRUCTIONS FOR THE CANDIDATES
Candidates are required to attempt two questions each from Sections A and B of the question paper and the entire Section C. The candidates are required to answer each short type question in 50 words i.e. in 7-8 lines

SECTION-A
1. Decentralization, Democracy & Rural Development; Significance of Rural Local Government.
2. Evolution of Panchayati Raj in India.
2. Personnel Administration in Rural Government: Role and Functions of Panchayat Secretary, Block Development and Panchayat Officer and District Development and Panchayat Officer.

SECTION-B
3. Panchayati Raj Finances.
4. Role of Cooperatives in Rural Development.
5. Problems and Challenges before Rural Local Government.
7. Administrative Machinery for Rural Development at National level.

SUGGESTED READINGS

**PAPER-III: PUBLIC PERSONNEL ADMINISTRATION**

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**INSTRUCTIONS FOR THE CANDIDATES**

Candidates are required to attempt two questions each from Sections A and B of the question paper and the entire Section C. The candidates are required to answer each short type question in 50 words i.e. in 7-8 lines

**SECTION-A**

1. Personnel Administration: Meaning, Functions, Significance and Scope.
2. Position Classification in India.
7. Employer Employee Relations: Staff Associations and Joint Consultative Machinery.
8. Redressal Machinery: Central Administrative Tribunal.

**SECTION-B**

9. Sixth Pay Commission in India.
SUGGESTED READINGS

26. V. Subramania: *Public Administration in the Third World*, New York,
INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt two questions each from Sections A and B of the question paper and the entire Section C. The candidates are required to answer each short type question in 50 words i.e. in 7-8 lines

SECTION -A

2. Concept and Types of Budgets: Traditional Budgeting; Performance Budgeting, Zero-Base Budgeting.
5. Auditing and Accounting.
6. Comptroller and Auditor General: Role and Significance in the present times.

SECTION -B

7. Legislative Control over Finance.
8. Tax Administration: Characteristics of good taxation system, Problems of Tax Administration.

SUGGESTED READINGS


**PAPER-IV(b): HUMAN RESOURCE DEVELOPMENT**

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**INSTRUCTIONS FOR THE CANDIDATES**

Candidates are required to attempt two questions each from Sections A and B of the question paper and the entire Section C. The candidates are required to answer each short type question in 50 words i.e. in 7-8 lines

**SECTION -A**

4. Utilization Avenues and Opportunities and Human Resource Development.

**SECTION-B**


**SUGGESTED READINGS**


(SEMESTER –II)

PAPER-I: INDIAN ADMINISTRATION

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INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt two questions each from Sections A and B of the question paper and the entire Section C. The candidates are required to answer each short type question in 50 words i.e. in 7-8 lines

SECTION -A

1. Evolution of Indian Administration: Kautilya, Mughal Period, British Period.  
2. Indian Constitution: Basic structure and Features. Centre State Relations: Legislative and Administrative.
4. Political Executive at the Union Level: President, Prime Minister, Council of Ministers, Cabinet Secretariat, Cabinet Committees.

SECTION-B

5. Indian Judiciary: Structure and Organization, Features, Judicial Activism.
7. Relationship between Political and Permanent Executive, Generalist and Specialist in Administration; Neutrality in Civil services. Role of Civil Services in a democracy.
8. Corruption in India: Causes and Remedies; Role of Central Vigilance Commission and Role of Civil Society.

SUGGESTED READINGS

5. M.Bhattacharya : Bureaucracy and Development Administration,New Delhi, Uppal,1978
### PAPER-II: URBAN LOCAL GOVERNMENT IN INDIA

For Regular/Distance Education Students

<table>
<thead>
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<td>Total Teaching Periods: 75</td>
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INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt two questions each from Sections A and B of the question paper and the entire Section C. The candidates are required to answer each short type question in 50 words i.e. in 7-8 lines

#### SECTION -A

3. Evolution of Urban Local Government in India.
6. Municipal Corporation: Mayor and Municipal Commissioner

#### SECTION-B

9. Finances of Urban Local Government
10. Union Ministry of Urban Development.

### SUGGESTED READINGS

PAPER-III: DEVELOPMENT ADMINISTRATION

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INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt two questions each from Sections A and B of the question paper and the entire Section C. The candidates are required to answer each short type question in 50 words i.e. in 7-8 lines

SECTION -A
2. Difference between Development Administration and Traditional Public Administration.
3. Characteristics of Administration in Developed Countries; Characteristics of Administration in Developing Countries and impact of Liberalization on it.
4. Instruments of Development Administration: Bureaucracy and N.G.O.s.
5. Administrative Development.
6. Administrative Capability for Development.

SECTION -B
7. Sustainable Development.
8. Machinery for Development Planning at the Central, State and Local Level.
10. Changing Profile of Development Administration.
11. New Directions in People's Self-Development and Empowerment.

SUGGESTED READINGS

26. N.R. Inamdar : Development Administration in India, Jaipur, Rawat
38. V.A. Panandikar (ed.): Development Administration in India, Delhi, Macmillan, 1974.

PAPER-IV(a): RESEARCH METHODS

For Regular/Distance Education Students

<table>
<thead>
<tr>
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<th>Internal Assessment:</th>
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<td>75</td>
<td>25</td>
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</table>

Time allowed: 3 hours
Pass marks: 35%
Total Teaching Periods: 75

INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt two questions each from Sections A and B of the question paper and the entire Section C. The candidates are required to answer each short type question in 50 words i.e. in 7-8 lines

SECTION -A

1. Concept of Science, Nature of Social Sciences; Types of Research; Social Research: Objectives and Utility.
5. Sampling Design: Bases and Types of Sampling.

SECTION -B

10. Mean, Median, Mode.
11. Processing of Data: Editing, Classification and Tabulation.
SUGGESTED READINGS

13. M.R.Cohen & : *An Introduction to Logic and Scientific Method*, London,

PAPER-IV(b): ADMINISTRATIVE TECHNIQUES

<table>
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INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt two questions each from Sections A and B of the question paper and the entire Section C. The candidates are required to answer each short type question in 50 words i.e. in 7-8 lines

SECTION-A

1. Work Study and Work Measurement.
2. Programme Evaluation and Review Techniques (PERT) and Critical Path Method (CPM).
3. Operational Research.
4. Computerization in Administration and MIS.

SECTION-B

5. Management by Objectives and its applications in Public Administration.
6. Administrative Improvement - 0 & M Approach.
7. Techniques in Public Administration.

**SUGGESTED READINGS**

- United Nations: *Use of Modern Management Techniques in Public Administration*.
- K.A. Perdinane

**OPEN ELECTIVE SUBJECT**

**PAPER:- INTRODUCTION TO INDIAN PUBLIC ADMINISTRATION**

**M.A. (Public Administration)**

(semester –II)

<table>
<thead>
<tr>
<th>For Regular Students</th>
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**INSTRUCTIONS FOR THE CANDIDATES**

Candidates are required to attempt two questions each from Sections A and B of the question paper and the entire Section C. The candidates are required to answer each short type question in 50 words i.e. in 7-8 lines

**SECTION -A**

2. Relationship of Public Administration with other social sciences: Political Science, History, Sociology and Economics.
3. Public Administration and Private Administration.

**SECTION-B**

5. Evolution of Indian Administration.
6. Basic features of Indian Constitution.
7. Political Executive at the Union Level: President, Prime Minister.
8. Political Executive at the Union Level: Council of Ministers, Cabinet Secretariat, Cabinet Committees.

**M.A. (PUBLIC ADMINISTRATION) PART-II (Sem-III & IV)**

(SESSIONs 2016-17, 2017-18)

**For Regular/Distance Education/Private Students**

The main objectives of the courses in Public Administration at the University under Semester are:
1) To create an awareness of the environment and acquisition of specialized knowledge in the field.
2) Equipping the students for career in various vocations.
3) Equipping the students for research in government, teaching and other research organizations.
4) Preparing the students for I.A.S. and other Allied Services Examination in the field of Public Administration.
For Regular and Distance Education Students: Each paper will carry 75 marks and is of 3 hours duration. 25 marks in each paper is for Internal Assessment.

SEMESTER III
PAPER I: ADMINISTRATIVE THOUGHT
For Regular students Six Periods per week per paper to be delivered.

<table>
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INSTRUCTIONS FOR THE CANDIDATES
Candidates are required to attempt two questions each from Sections A and B of the question paper and the entire Section C. The candidates are required to answer each short type question in 50 words i.e. in 7-8 lines

SECTION-A
F.W. Taylor, Henri Fayol, Max Weber
Mary Parker Follett, Elton Mayo, Chester I. Barnard.

SECTION-B
Herbert A. Simon, Abraham H. Maslow, McGregor.
Frederick Herzberg, Rensis Likert, Jawahar Lal Nehru

BOOKS RECOMMENDED

Sawinder Singh : Uchera Lok Parshasan, Patiala, Punjabi University Press, 1993,(Pbi.).
ADDITIONAL READINGS

D. Waldo : The Enterprise of Public Administration, 1983.

                    : The Managerial Choice - To be efficient and to be Human, Illinois, Dow Jones Irwin Homewood, 1976.


McGregor : The Human Side of Enterprise, NY, McGraw-Hill,
Mary P. Follett : Creative Experience, London, Longmans Green, 1924.
R. N. Singh : Management Thought and Thinkers, Delhi, Sultan Chand and Sons, 1977.

**PAPER II: STATE ADMINISTRATION**

For Regular students Six Periods per week per paper to be delivered.

<table>
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**INSTRUCTIONS FOR THE CANDIDATES**

Candidates are required to attempt two questions each from Sections A and B of the question paper and the entire Section C. The candidates are required to answer each short type question in 50 words i.e. in 7-8 lines

**SECTION -A**

2. Political Executive: Governor, Chief Minister, Council of Ministers.
3. Structure of State Administration: State Secretariat, Chief Secretary, Directorates.

SECTION-B
6. Structure and Functions of High Courts, State Consumer Dispute Redressal Commissions.

SUGGESTED READINGS
PAPER-III: COMPARATIVE PUBLIC ADMINISTRATION

<table>
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INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt two questions each from Sections A and B of the question paper and the entire Section C. The candidates are required to answer each short type question in 50 words i.e. in 7-8 lines.

SECTION A

Evolution of Comparative Public Administration.
Models of Comparative Public Administration with special reference to Agraria- Industria Models, Fused- Prismatic- Diffracted Model, Prismatic- Sala Model.
Max Weber Ideal-Type Bureaucratic Model.
Contribution of Ferrel Heady to Comparative Public Administration.

SECTION B


SUGGESTED READINGS

Ferrel Heady (ed.): Comparative Public Administration, Michigan, Michigan University, 1978.

PAPER-IV Option: A
: SOCIAL WELFARE ADMINISTRATION

For Regular/Distance Education Students
Maximum Marks : 100
Theory: : 75
Internal Assessment: 25

Time allowed: 3 hours
Pass marks : 35%
Total Teaching Periods: 75

INSTRUCTIONS FOR THE CANDIDATES
Candidates are required to attempt two questions each from Sections A and B of the question paper and the entire Section C. The candidates are required to answer each short type question in 50 words i.e. in 7-8 lines.

SECTION -A
4. Welfare of Scheduled Castes, Scheduled Tribes, OBCs and Minorities.

SECTION-B

SUGGESTED READINGS
6. D.Paul Chowdhary : Social Welfare Administration Through Voluntary Agencies, Delhi, Atma Ram & Sons,
29. Govt. Internet Websites.
For Regular students Six *Periods per week per paper to be delivered.*

<table>
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**INSTRUCTIONS FOR THE CANDIDATES**

Candidates are required to attempt two questions each from Sections A and B of the question paper and the entire Section C. The candidates are required to answer each short type question in 50 words i.e. in 7-8 lines

**SECTION-A**

1. The study of an Organization: Meaning, Importance, Approaches and properties.
5. Personality: Meaning, Determinants and Theories.

**SECTION-B**


**SUGGESTED READINGS**


24
M.A. (Public Administration) SEMESTER-IV  
PAPER I: PUBLIC POLICY

For Regular students Six Periods per week per paper to be delivered.

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INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt two questions each from Sections A and B of the question paper and the entire Section C. The candidates are required to answer each short type question in 50 words i.e. in 7-8 lines

SECTION-A

Public Policy Analysis: Meaning, Dimensions, Stages.
Major Determinants in Policy Making: Political Parties, Interest Groups.

SECTION-B

Public Policy Implementation: Role of Legislature, Political Executive, Judiciary and Bureaucracy.
Role of Non-governmental agencies –Voluntary Organizations, Pressure Groups and Mass Media.
Major problems in Policy Implementation.
Social Accountability and Social Audit.

SUGGESTED READINGS


### PAPER II: EMERGING AREAS IN INDIAN ADMINISTRATION

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**INSTRUCTIONS FOR THE CANDIDATES**

Candidates are required to attempt two questions each from Sections A and B of the question paper and the entire Section C. The candidates are required to answer each short type question in 50 words i.e. in 7-8 lines.

**Section A**

1. Good Governance: Origin, Basic Elements of Good Governance, Challenges to Good Governance in India.
2. Citizen Centric Administration: Evolution, Features and Significance of Citizen’s Charters.
4. Police-Public Interface.
5. Ethics and Values in Public Service and in Public Administration, Code of Conduct.

Section B
6. Ethics in Governance; Criminalization of Politics and administration.
7. Qualities of a good administrator, Are they sufficient in present scenario.
9. Disaster Management: The Disaster Management Act, 2005

SUGGESTED READINGS
Ali Farzmand(ed.) : Administrative Reforms in Developing
Aparna Srivastava : Role of Police (In a Changing Society), APH
B.P. Mathur : Governance Reform for Vision India, New Delhi,
Bryant Edwards : Natural Hazards, Cambridge University Press,
Batley, Richard and Larbi, George: The Changing Role of Government: The reform of Public,
Services in Developing Countries, London: McMillan.
Frederickson, George H & Ghere, Richard K. (ed.) : Ethics in Public Management, New
York: M.E. Sharpe, 2005.
Giriraj Shah : Image Makers (An Attitudinal Study of Indian
Harsh K. Gupta (ed.) : Disaster Management, Hyderabad,
Hakikur Rehman (ed.) : Cases on Progressions and Challenges in ICT
Utilization for Citizen Centric Governance, IGI
Global, USA, 2013.
J.Y Umarinkar : Police Reforms in India: A Sisyphean Saga-
Functional Review of Indian Police A Step Towards
Jennifer Bussel : Corruption and Reform in India: Public Services in
the Digital Age, New York, Cambridge University
Delhi, Discovery Publishing House, 2006.
Mehta, Vinod (ed.) : Reforming Administration in India, New Delhi:
M.B Chanda : The Police in India, Atlantic Publishers, New Delhi,
1997.
Paul, Samuel : “India’s Citizen’s Charters: In Search of a Champion”,
Economic and Political Weekly, Vol. 43, No. 7 (February 16
P.J Alexander : Policing India in the New Millennium, New Delhi,
Parag Diwan (ed.) : A Manual on Disaster Management, New Delhi,
Pentagon Earth, 2010.
Rajdeep Dasgupta : Disaster Management and Rehabilitation, New


Sahni, Pardeep et al. (eds.): *Disaster Mitigation Experiences and Reflections*, Prentice Hall of India, New Delhi, 2002.


The Indian Journal of Public Administration, Special Number on Towards Good Governance (1998), New Delhi: IIPA.

2nd Administrative Reforms Commission [Fourth Report], Ethics in Governance: Jan 2007, Govt. of India


*The Indian Police Journal* April-June 2013, Vol. LX No.2

**PAPER III: E-GOVERNANCE**

<table>
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INSTRUCTIONS FOR THE CANDIDATES
Candidates are required to attempt two questions each from Sections A and B of the question paper and the entire Section C. The candidates are required to answer each short type question in 50 words i.e. in 7-8 lines

SECTION -A
1. e-Governance: Definition, Objectives and Significance.
4. Technology and e-Governance.
5. Evaluating e-Governance.

SECTION -B
7. Citizen Centric Governance.
8. Right to Service Act in Punjab.
9. District Administration Online.
10. SUWIDHA Centres in Punjab.

SUGGESTED READINGS
1. Anita Bansal: Information System Management.
8. Subash Bhatnagar &: Information and Communications in Rural Development:
17. Piyush Gupta : *Compendium of E-Governance Projects in India*, Computer Society of India.

**PAPER IV - Option A**

**ADMINISTRATION OF PUBLIC SECTOR UNDERTAKINGS**

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**INSTRUCTIONS FOR THE CANDIDATES**

Candidates are required to attempt two questions each from Sections A and B of the question paper and the entire Section C. The candidates are required to answer each short type question in 50 words i.e. in 7-8 lines.

**SECTION-A**

1. Public Enterprises: Meaning, Features, Objectives and Role.
2. Forms of Public Enterprises.
4. Governing Board: Types, Composition, Functions.
5. Managerial Problems of Public Enterprises.

**SECTION-B**

7. Executive and Parliamentary control over Public Enterprises.
8. Industrial Relations and Workers Participation in Public Enterprises.
11. Disinvestment of Public Sector Undertakings.

**SUGGESTED READINGS**

Manohar Lal Ahuja, : *Lok Udaman Da Parbandh*, Patiala, Publication
INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt two questions each from Sections A and B of the question paper and the entire Section C. The candidates are required to answer each short type question in 50 words i.e. in 7-8 lines

SECTION-A
1. Labour: Characteristics of Indian Labour, Major Labour Problems in a developing country.
4. Industrial Relations: Causes of Industrial Disputes in India, Methods of resolving disputes. Study of Industrial Dispute Act, 1947.
5. Trade Unionism: History of Trade Union Movement in India, Weaknesses of Trade Unionism.
6. Worker’s Participation in Management: Concept, Significance and Mode of Participation in India.

SECTION-B
7. Problems of Organised Labour in India.
8. Problems of Unorganised Labour in India.
9. Problem of Child Labour in India.

SUGGESTED READINGS

Crouch Harold : Trade Union and Politics in India, Bombay, Manakalt, 1966.
ANNEXURE II

Fee Concession Policies

FEE CONCESSION FOR SEMESTER SYSTEM

1. Two real brothers/sisters studying in the department.
   Candidate will deposit full first instalment of fee at the time of admission, concession of half tuition fee will be given in the second instalment.

2. Students suffering from Cancer/Aids and Thalassemia -
   Full fee concession will be given to the candidates and they need to deposit library security fee of Rs. 735/- + Examination and Practical Fee of two semesters in the first instalment only and no fee is pending in the second instalment.

3. Children/dependents of the members of Armed forces including para-military personnel who have either been killed or permanently disabled in the Indo-Pak Conflict of 1965, Indo-Pak Conflict of 1971 and Indo-Chinese Hostilities of 1962 and Indian Peace Keeping Force (IPKF) ina Sri Lanka.
   Candidate who monthly income does not exceed Rs. 1500/- per month is exempted from the payment to total tuition fee in first instalment and will have to deposit the balance of the required fee at the time of admission and full amount of second instalment of fee has to be deposited.

4. Wife/Son(s) or daughter(s) of Punjabi University employees (regular) provided they are not in service
   a) Candidate granted full tuition fee concession in the first instalment. Those drawing pay upto 21600/- per month (Grade Pay + Basic Pay)
   b) Candidate granted 50% tuition fee concession in the first instalment. Those drawing pay upto 21601/- to 24750/- (Grade Pay + Basic Pay)
   c) Candidate granted 25 % tuition fee concession in the first instalment. Those drawing pay upto 24751/- and above per month (Grade Pay + Basic Pay) (this concession shall be limited upto two children).

   The candidate shall deduct tuition fee concession from the first instalment and must deposit the balance of required fee in the first instalment.
   The candidate must deposit full second instalment deducting only postal charges Rs. 365/- on request.
5. **Punjabi University employee.** Regular employees of Punjabi University are exempted from the payment of Tuition Fee, Library Security Rs. 735/-. Candidate shall deduct mentioned concessions from the first instalment and must deposit and second installment after deducting Medical Fee Rs. 45/-, Library Membership Fee Rs. 30/- and Postal Charges Rs. 365/- on request. To avail this concession departmental permission is compulsory.


7. Child of a person killed as a result of action by security forces in aid of civil war.

8. Child of a 100% physically disabled riot affected person.


10. Child of army deserted/killed/100% physically disabled.
    For Sr. No. 6-10 candidate is exempted from the payment of total tuition fee. So candidate shall deduct this benefit from the first instalment and must deposit the balance of required fee at the time of admission and no amount of fee is pending in the second instalment.

11. Physically Handicapped 40% & above are exempted from only examination fee. Candidate shall deduct examination fee for both the semesters from the first instalment and must deposit balance of the required fee in first instalment and full fee in second instalment without any concession.

**POST MATRIC SCHOLARSHIP SCHEME**

1. **SC Category:** Post Matric Scholarship SC candidate will deposit only library security fee Rs. 735/- at the time of admission and no fee is required to be deposited in second installment. To avail the concession under "AASHIRWAD SCHEME", candidate has to be registered for "AASHIRWAD SCHEME" and has to apply with allotted ID under Punjab Government Instructions.

2. **BC Category:** Candidate has to deposit full fee of first and second installment at the time of admission. To avail the benefit for Post Matric Scholarship Scheme, the candidate needs to deposit required documents and given ID under the Post Matric Scholarship Scheme.
Subject: M.A. (Punjabi)

Study of literature provides much needed guidance to achieve a state of mind which can help a person like a life as close to an ideal life as possible. Considering the role, literature can play in the development of a person's life and of a society as a whole, and not just for professional purposes; the university offers courses in Punjabi literature at undergraduate and post-graduate levels and in professional courses. The syllabi are developed by the board of studies in such a way that they help students gain inner poise and compose along with opening several professional opportunities. The students can opt to work as teachers, translators etc. in today's multi-cultural world, translations of famous works of literature and of other intellectual activities has grown multiple times and courses in language facilitate the same in a very significant manner.

Nature of Prospective target group of learners

- Most of UG and PG studies, the girl students especially from rural region of Malwa opt Distance Education mode. Those who can not afford regular teaching classes because of lack of funds and shortage of time.
- Individuals employed in professions like the army and para-military, Police and in University, fulfill their dream of getting more education, seek admission in distance education courses.
- As per the university rules, boys can not avail private education, so they have to obtain their education through distance education mode.

Procedure for admission, curriculum, translation and evaluation:

To get admission in course, eligibility is 35 per cent at graduate level in any stream as per Punjabi University norms. Prospectus is provided online as well as offline.

Fee is charged as per the University norms and is fixed under the guidance of Centralised Admission Cell of the University.

Curriculum is kept at par with the regular mode and update according to UGC guidelines.

Evaluation is done on the basis of tests and assignments.

Instructional Design

Personal Contact Programme (PCP) for a week in each semester to impart knowledge and to satisfy guesses of the students:

- The two year course has four semester but if any candidate can not do it in two years due to some specific reason, he can finish it in four years. For graduation, six years are given.
- Teaching faculty as per UGC norms.
- Copy of two year syllabus is attached herewith.
- Lessons are provided along with lectures consultation and video.
- Assessment based on assignments, tests and attendance.

Distance Education Department, Punjabi University, Patiala produced 3000 PG and 5000 UG students annually. Some of them have already been in jobs as school teachers; in colleges teaching and other spheres of working. They elevate their knowledge and skill in languages after the completion of distance education course. Although, they can not confine other studies as a regular student. The study material prepared by our department also helpful not only for our regular students but also beneficial for those students who are focussing their competitive examination like PCS, IAS etc. Ours is one only department which is oldest one in the region and producing most of the study material at its own.
ਇਲੈਕਿਟਵ ਕੋਰਸ

ਪ ਰ ਜਾਬੀ

ਦਾ

ਨਾਲ ਦਾ

ਕਾਿਵ

ਵਾਲਾ ਿਹ ਰ ਸਾ ਹੀ ਿਸਲੇਬਸ ਿਵਚ ਹੈ।

ਸਫ਼ਰਨਾਮਾ (ਪਰਚੇ ਅੰਕ):

ਰੇਖਾ ਹੋਣ (, ਨਾਟਕ (, ਵਰਮਾ, ਪਪੀਆ, ਪੰਜਾਬੀ ਪੁੱਲਸਰਿਂਟੀ, ਪਰਿਵਾਰ 09 

ਮਨਜੀਤਪਾਲ 09 – ਅਤੇ ਪਪੀਆ ਨਾਵਲ

ਔਚਤਯ (ਕੋਰਸ ਅੰ ਕ – ਅੰ ਕ ਅੰਦਰੂਨੀ ਅੰਦਰੂਨੀ ਵ ਰ ਤ ਜੀ ਜੀਵਨੀ ਸੰ ਤ 

ਅੰਕ ਪਪੀਆ

ਲੋਹਾ ਕਰੂਟ

170 

ਆਈ 

ਸੰ ਯੁਕਤ 

ਅਤੇ -ਅਲ ਰ 

ਕਾਰ 

ਆਧੁਿਨਕ (ii) 

ਅਤੇ 

ਕ 

ਆਧੁਿਨਕ 

(ਸੰਮੇਟ ਹੋਣ)

ਪਾਸ 

ਕਹਾਣੀ 

ਸਾਿਹਤ

ਤੇ 

ਹੋਣ 

ਆਮਾ ਸੇਠੀ 

ਆਧੁਿਨਕ (ii)

ਅਤੇ 

ਕ 

ਆਲੋਚਨਾ 

ਪਾਠ 

-ਪ ਰਤਰਦੀ 

ਰੂਪ 

ਰੇਖਾ 

ਭਾਗ ਅਲੋਚਨਾ 

ਦੇ 

ਕੁਰਲ 

ਸਾਿਹਤ 

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ਭਾਗ 

12 ਪੁਸਤਕ

12X2 = 24 

ਐਲਸਵਰਿਟਡ ਵੇਲਸ-III (i). ਪਿੰਡਾ ਰੂਪ

ਭਾਗ ਬੋਲਣ ਵਾਲੀ ਮਸ਼ਹੂਰ ਦੇ ਹੇਤੂ ਪੰਜਾਬੀ ਆਲੋਚਨਾ 

ਪਾਠ- ਅਤੇ -ਪ ਰਤਰਦੀ ਰੂਪ ਰੇਖਾ 

ਭਾਗ 

ਭਾਰਤੀ ਕਾਿਵ- ਅਤੇ ਪ ਰ ਜਾਬੀਆਲੋਚਨਾ

ਪਾਠ- ਅਤੇ -ਪ ਰਤਰਦੀ ਰੂਪ ਰੇਖਾ 

ਭਾਗ 

ਭਾਗ 

ਸਾਿਹਤ 

ਆਲੋਚਨਾ 

ਪਾਠ 

-ਪ ਰਤਰਦੀ 

ਰੂਪ 

ਰੇਖਾ 

ਭਾਗ 

ਭਾਰਤੀ 

odium = 36 

ਪਾਸ 

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ਭਾਰਤੀ 

odium = 36 

ਪਾਸ 

ਕਹਾਣੀ 

ਸਾਿਹਤ 

ਆਲੋਚਨਾ 

ਪਾਠ 

-ਪ ਰਤਰਦੀ 

ਰੂਪ 

ਰੇਖਾ 

ਭਾਗ 

ਭਾਰਤੀ 

odium = 36 

ਪਾਸ
ਪਾਠ-ਪ੍ਰਤਿਵਾਰਦਨ ਦੀ ਲੰਮਾ ਰੋਸ਼ਨੀ

ਪਰਚਾ ਤੀਜਾ : ਪੁਰਾਣੀ ਵਾਰਤਕ

ਪਾਠ ਪ੍ਰਸਤੂਤਾਂ ਦੀ ਸੰਖਿਆ

ਪਾਠ -3: ਸਿਭਆਚਾਰ: ਇਤਹਾਸਕ ਪ੍ਰਚਲਨ (I) ਪ੍ਰਚਲਤ ਸਿਭਆਚਾਰ ਦੀ ਉਪ੍ਰਚਲਨ -ਰੋਕਾਲ (II) ਪ੍ਰਚਲਤ ਸਿਭਆਚਾਰ ਦੇ ਮੂਲ ਸੋਮਿਆਵੇਂ ਸਰੋਤ (III) ਪ੍ਰਚਲਤ ਸਿਭਆਚਾਰ ਦੇ ਇਕ ਰੂਪ ਦੇ ਇਕ ਤਪਤਨ : ਮੱਧਕਾਲੀ ਕਾਵ -ਤ (I) ਪ੍ਰਚਲਤ ਸਿਭਆਚਾਰ ਦੀ ਉਪ੍ਰਚਲਨ -ਰੋਕਾਲ (II) ਪ੍ਰਚਲਤ ਸਿਭਆਚਾਰ ਦੇ ਮੂਲ ਸੋਮਿਆਵੇਂ ਸਰੋਤ (III) ਪ੍ਰਚਲਤ ਸਿਭਆਚਾਰ ਦੇ ਇਕ ਰੂਪ ਦੇ ਇਕ ਤਪਤਨ : ਮੱਧਕਾਲੀ ਕਾਵ -ਤ (IV) ਪ੍ਰਚਲਤ ਸਿਭਆਚਾਰ ਦੇ ਇਕ ਰੂਪ ਦੇ ਇਕ ਤਪਤਨ 

ਪਾਠ -4: ਪਿਹਲੀ ਵਾਰ: ਭਾਈ ਗੁਰਦਾਸ 

ਰੇਖਾ ਭਾਗ ਅ-1: ਪੁਰਾਣੀ ਵਾਰਤਕ ਦੀ ਸੜਕ : ਪੁਰਾਣੀ ਵਾਰਤਕ ਦੀ ਸੜਕ (I) ਪ੍ਰਚਲਤ ਸਿਭਆਚਾਰ ਦੇ ਮੂਲ ਸੋਮਿਆਵੇਂ ਸਰੋਤ (II) ਪ੍ਰਚਲਤ ਸਿਭਆਚਾਰ ਦੇ ਇਕ ਰੂਪ ਦੇ ਇਕ ਤਪਤਨ : ਮੱਧਕਾਲੀ ਕਾਵ -ਤ (III) ਪ੍ਰਚਲਤ ਸਿਭਆਚਾਰ ਦੇ ਇਕ ਰੂਪ ਦੇ ਇਕ ਤਪਤਨ : ਮੱਧਕਾਲੀ ਕਾਵ -ਤ (IV) ਪ੍ਰਚਲਤ ਸਿਭਆਚਾਰ ਦੇ ਇਕ ਰੂਪ ਦੇ ਇਕ ਤਪਤਨ
वार्तक (भाग दूजा), संपादक डा.गुरनाइब िसੰ ਘ ਅਤੇ ਡਾ.ਚਰਨਜੀਤ ਕੌਰ,
ਪਬਲੀਕੇਸ਼ਨ ਿਬਊਰੋ, ਪ ੰ ਜਾਬੀ ਯੂਨੀਵਰਿਸਟੀ, ਪਿਟਆਲਾ। 09 ...

प्रचार : लोक- 09 ਅੰਕ

ਪਰਚਾ : 

ਪਰਚਾ ਅ-1: ਲੋਕ - 09 ਅੰਕ

ਪਰਚਾ ਅ-2: ਲੋਕ ਅਤੇ ਰੀਤੀ ਿਰਵਾਜ 09 ਅੰਕ

ਪਰਚਾ ਲ

12 12X2=24 ਅੰ ਕ
M.A IN RELIGIOUS STUDIES

a. Programme’s mission & objectives:
1. The main objective of teaching Religious Studies in Department is to understand religion in global context.
2. Equipping the students to understand world religious scriptures promoting enlightened understanding of inherited phenomenon called religion.
3. Helping the students to understand the importance of interfaith dialogue, communal harmony, social welfare etc.
4. This study help to resolve inner self leading to more just and cohesive society to develop secular view of the world.
5. In M.A Sikh Studies students are given detailed descriptions on characteristic features of Sikhism, particularly on the sikh scripture, Ethics, Literature, History, Philosophy and Institutions of this particular religion along with general introduction of prevalent world religions around.

b. Relevance of the program with HEI’s Mission and Goals:
Religious Studies Education through distance learning is highly in demand. The persons who are working as missionaries, teachers in schools, colleges, holy places, tourism companies, publishing houses, holy organizations get maximum advantage from these courses. These courses not only help them to attain knowledge of their own religion but also about the culture and civilizations of nations based on multi faiths world wide

c. Nature of prospective target group of learners:
Candidates from rural, remote as well as urban background who are working on regular jobs and can’t pursue regular study get the benefit from distance learning mode.

d. Appropriateness of programme to be conducted in Open and Distance Learning mode to acquire specific skills and competence:
Students are provided the opportunity to understand moral and Ethical values of each Religion, find the commonalities among them and learn to respect the differences wherever they exist. The purpose is to impart sound and healthy understanding of religions under direct supervision to avoid misguided orthodoxy and to promote peace, development and welfare of humanity.

e. Instructional Design:
M.A. Religious Studies and Sikh Studies are two years (four semester) courses. There are four papers in each semester ordinances along with detailed syllabus has been adopted as is offered to the students in regular mode. Choice based credit system also be introduced (details are given in annexure (i and ii)
Self instructional material is prepared in print form. Audio video lessons are also prepared. More than ninety present of study material and four audio video lessons had been prepared faculty is provided with telephone and e mail facility. Students are informed about fees, admissions, classes schedule , internal assessment, assignments etc through departmental website. Students are informed through SMS and registered letters also regarding class dates, duration and venue etc in advance.
Faculty included two permanent teachers and at least ten faculty members in regular department who are regularly invited as specialized guest faculty. One/two personal contact programmes are conducted to discuss syllabus in detail.

f. Procedure for admissions, curriculum transaction and evaluation:
Eligibility for admission is bachelor degree in any discipline from any statutory university with pass marks. There is no age bar for admissions, students have flexibility of passing the course within a period of four years from the year of admission. Overseas students are also eligible for admission. Prospectus are available on online as well as offline. Single window system has been provided at the University Entrance for facilitating their admission.

Fee is charged as per the University rules and is fixed under the guidance of the Centralised Admission Cell of the University. Candidates living abroad will pay tuition fee, other annual charges and examination fees in foreign currency at the time of admission, as per the schedule in the form of demand draft only, but not in cash. The foreign students shall have to bear any other expenditure related to the conduct of examination demanded by the concerned Embassy. The employees and children or wards of employees of Indian Embassies / High Commission will not be required to pay mailing charges prescribed for foreign candidates if they arrange to receive their printed lessons through the diplomatic bag.

The examination centres for foreign students will be created in their respective countries on payment of a centre creation fee, provided arrangements to the satisfaction of the Vice-Chancellor exist there. Otherwise, the candidate has to appear at one of the centres created in Punjab. If any other charges / expenses are levied by the embassy, the candidate will have to pay accordingly.

Fee Concession Policies in detail have been attached as Annexure -III

Curriculum transactions:

Printed material is provided to the students and personal contact programme’s are also organized each semester. Phone-in-counseling programme’s are conducted to interact with students to resolve their queries. Lectures are delivered through power point presentations and interactive discussions lecturers from renowned scholars of the field are also arranged for the better understanding of the topics.

Internal assessment is also a key feature of the courses which is assigned through response sheets, viva voce and written test.

g. Requirement of the laboratory support and Library Resources:

The course doesn’t require any laboratory setup. Department of Distance Education is at Arts Block 3 of Punjabi University, Patiala has its well stocked Library with 250 books in Punjabi as well as English medium covering various papers and topics of the syllabus especially for the distance learners. Catalogue has been computerized using LIBSYS software. Students can take two books and one audio-video lesson CD on loan for one month. During PCPs, library remains open on Saturdays, Sundays and other holidays. The library is fully air-conditioned with a reading hall, caters to ten newspapers in English, hindi and Punjabi language.

h. Cost estimate of the programme and the provisions:

About 95 percent of study material has been prepared and developed in hard and soft copy.

i. Quality assurance mechanism and expected programme outcomes
Feedback is gathered through interactive sessions and feedback performa’s so that suggestions received are taken in to consideration to improve the framework of course to increase scope and application of the course.

M.A. (RELIGIOUS STUDIES) PART-I (Sem-I & II)  
(SESSION 2017-18, 2018-19) 
For Regular/Distance Education/Private Students

M.A. (RELIGIOUS STUDIES) 

SEMESTER-Ist

For Regular students Six Periods per week per paper to be delivered.

<table>
<thead>
<tr>
<th>For Regular/Distance Education Students</th>
<th>Time allowed: 3 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum Marks : 100</td>
<td>Pass marks : 35%</td>
</tr>
<tr>
<td>Theory: : 75</td>
<td>Total Teaching Periods: 75</td>
</tr>
<tr>
<td>Internal Assessment: 25</td>
<td></td>
</tr>
</tbody>
</table>

PAPER-I : STUDY OF RELIGION-I

INSTRUCTIONS FOR THE PAPER-SETTER

1 (For Regular and Distance Education Students) : The question paper is to be divided into three Sections A,B & C. For Section A of the question paper the examiner would set four questions covering Section A & Section B of the syllabus. Out of the four questions two questions are to be attempted by the candidates Each question carries 10 marks. (10X2 =20)

2 In section B of the question paper 7 questions are to be asked from the whole syllabus. Out of 7 questions 5 questions are to be answered by the candidates. Each question carries 5 marks. (5X5 =25)

3 In section C of the paper the examiner would ask 15 objective type questions from the whole syllabus. All the questions in section C are compulsory. Each question carries 2 marks. (15X2 = 30)

INSTRUCTIONS FOR THE CANDIDATES

Candidates will have to answer two questions out of four questions from A Section 5 questions out of 7 are to be answered in section B of the questions paper. The whole of Section C is compulsory. The candidates will answer 15 objective type questions.

पेपर मैट्रिकल लिस्ट उज्ज्विन

1. भूमित पेपर डिल्ड विश्वासियं दिचे विविध विषयां नवेजा। ते, भ भबे ते मैक्रसाँ एं दे भूमित पेपर डिल्ड मैट्रिकल लिस्ट डिल्ड एं भबे मैक्रसाँ एं दे भूमित पेपर डिल्ड विश्वासियं दिचे विविध विषयां नवेजा। ते भूमित पेपर डिल्ड विश्वासियं दिचे विविध विषयां नवे भूमित पेपर डिल्ड विश्वासियं दिचे विविध विषयां नवेजा। (10X2 = 20)

2. बल्ह भ दिचे मैक्रसां लिस्टं (मैक्रसां एं भबे मैक्रसां एं) डिल्ड मैट्रिकल पेपर डिल्ड लिस्ट सार्वभौम विविध विषयां नवीं भूमित पेपर डिल्ड लिस्ट विश्वासियं दिचे विविध विषयां नवेजा। (5X5 =25)
3. राजा द्वितीय मध्ये पूर्णता वागली तत्त्वी येतेय. धौपिन्य द्वितीय टॅगेट हस्तित 15 पूर्णता मध्ये मिलेकाँ चँदे स्नायुत 2 अंशां 2 टेकेला. (15 X 2 = 30)

पूर्णता मध्ये सिद्ध किमती रचनात्मक सिद्ध किमती सार्धावेला. हे, अनलेला हे सैतमाळक व युनिव्हर्सल नैट चँदे पूर्णता तिथि फ्राय मॅसाला ती का मिलेकां वागली येतेय. चप पूर्णता मध्ये सिद्ध किमती मध्ये पूर्णता वेळ वाले ते उपेक्ष पूर्णता मध्ये बाणी येतेला. (12.5 X 2 = 25)

2. राजा द्वितीय मध्ये सिद्ध किमती मध्ये मध्ये पूर्णता मध्ये सालोले मध्ये सिद्ध किमती मध्ये 7 पूर्णता मध्ये 5 ते उद्धेर रेड जन्मी येतेला ते उपेक्ष पूर्णता 5 अंशां 2 टेकेला. (5 X 6 = 30)

3. राजा द्वितीय मध्ये पूर्णता वागले तत्त्वी येतेय. धौपिन्य द्वितीय टॅगेट हस्तित 15 पूर्णता मध्ये मिलेकां चँदे स्नायुत 3 अंशां 2 टेकेला. (15 X 3 = 45)

SECTION-A
2. Relationship with Religion: Theology, Philosophy of Religion, Morality, and Sociology
3. Meaning and Task of Religion

SECTION-B
7. Psychological Approach : S. Freud and C.G. Jung
8. Phenomenological Approach : W.B. Kristensen and Van Der Leeuw.

RECOMMENDED READINGS
1. धौपिन्य द्वितीय मध्ये पूर्णता येतेय. धौपिन्य द्वितीय मध्ये मिलेकां चँदे मध्ये पूर्णता मध्ये हस्तित 15 पूर्णता मध्ये मिलेकां चँदे स्नायुत 2 अंशां 2 टेकेला. (15 X 2 = 30)

A.G. Widgrey, What is Religion?
8. Mircea Eliade and Joseph M. Kitagawa (Eds.), *The History of Religions: Essays in Methodology*
10. Daniel L. Pals, *Eight Theories of Religion*
12. Frederick J. Streng, *Understanding Religious Life*
13. Annemarie De Waal Malefijt, *Religion and Culture: An Introduction to Anthropology of Religion*
16. E. Durkheim, *The Elementary Forms of Religious Life*
18. G. Van Der Leeuw, *Religion in Essence and Manifestation*
23. Dr. Rajinder Kaur Rohi; *Journal of Sikh Studies Vol. XXXV 201, "Academic way to religions co-existence."* (P.P. 39-49)

**ELECTIVE PAPER : PAPER II STUDY OF SIKH RELIGION- I**

**INSTRUCTIONS FOR THE PAPER-SETER**

1. (For Regular and Distance Education Students) : The question paper is to be divided into three Sections A, B & C. For Section A of the question paper the examiner would set four questions covering Section A & Section B of the syllabus. Out of the four questions two questions are to be attempted by the candidates. Each question carries 10 marks. (10X2 = 20)
2. In section B of the question paper 7 questions are to be asked from the whole syllabus. Out of 7 questions 5 questions are to be answered by the candidates. Each question carries 5 marks. (5X5 = 25)
3. In section C of the paper the examiner would ask 15 objective type questions from the whole syllabus. All the questions in section C are compulsory. Each question carries 2 marks. (15X2 = 30)

**INSTRUCTIONS FOR THE CANDIDATES**

Candidates will have to answer two questions out of four questions from A Section 5 questions out of 7 are to be answered in section B of the questions paper. The whole of Section C is compulsory. The candidates will answer 15 objective type questions.

(बौद्धिक विद्या पूर्व इतिहास मैथिल्यम भली)

1. पुस्तक पृष्ठ पर लिंग विषय विद्या लिंग विषय नामांकण। हे, अ अधि है। नैवास्तम है ए पुस्तक पृष्ठ पृष्ठ नामांकण अपूर्व मैथिल्यम नामांकण पुस्तक पृष्ठ पृष्ठ नामांकण। नैवास्तम है। नियम नैवास्तम है। पुस्तक 10 पृष्ठ है। (10 X 2 = 20)
Section A

1. Guru Nanak: The Origin of Sikhī
2. Sikh Religion: Foundation and Development
3. Sikh Institutions: Sangat, Gurdwara and Langar/Pangat
4. Sri Harmandir Sahib: Spiritual-Social Significance
5. Martyrdom of Guru Arjan Dev Ji
6. Guru Hargobind Sahib and Sri Akal Takhat

Section B

7. Martyrdom of Guru Tegh Bahadur Ji
8. Creation of Khalsa
9. Martyrdom of Mata Gujri and Four Sahibzadas
10. Sikh Sects (Udasis, Nirmalas and Sevapanthis): Origin and Contributions
11. Mata Sundri Ji
12. Khalsa Raj and Banda Singh Bahadur

RECOMMENDED READINGS

English
1. Dalbir Singh Dhillon, Sikh Religion: Origin and Development
2. Harbans Singh, Guru Nanak and the Origins of the Sikh Faith
3. Harbans Singh (Ed.), Encyclopedia of Sikhism
5. Kapur Singh, Prasarprasna
7. Kapur Singh, Me Judice
8. Puran Singh, The Book of the Ten Master
9. Puran Singh, Anecdotes From Sikh History
10. Teja Singh and Ganda Singh, A Short History of the Sikhs
12. Madanjit Kaur, the Golden Temple: Past & Present

**Gurmukhi**

1. बड़ी षीर्ष सिद्ध, ख़ुश तरज भवान
2. पौरुष सिद्ध, तिसरला पूरुषाणी
3. दिव्यसिद्ध सिद्ध, ख़ुश ख़ुश ख़ुशात
4. उच्च सिद्ध, सिद्धी की वज्र विनंत
5. सामाजिक बैठ दिखें (संप.), सिद्ध संघवाल
6. दोहात सिद्ध, सुभाषी सिद्धी की विनंति
7. तुमाबुध सिद्ध, मेला पंजीयं यह संस्कृत मंडळ हूँ भेटात
8. लोग सिद्ध, बंग बंग सिद्ध साचात
9. भवतीत सिद्ध, भगत भजती सी
10. विश्वाती सिद्ध (संप.), भूरी दक्षत मंडित अभावाण
11. गुरविशाल सिद्ध, भी भवत भक्ष माधिक

**PAPER III ELECTIVE-II STUDY OF INDIAN RELIGIONS**

**INSTRUCTIONS FOR THE PAPER-SETTER**

1. (For Regular and Distance Education Students) : The question paper is to be divided into three sections A, B & C. For Section A of the question paper the examiner would set four questions covering Section A & Section B of the syllabus. Out of the four questions two questions are to be attempted by the candidates. Each question carries 10 marks. (10X2 =20)

2. In section B of the question paper 7 questions are to be asked from the whole syllabus. Out of 7 questions 5 questions are to be answered by the candidates. Each question carries 5 marks. (5X5=25)

3. In section C of the paper the examiner would ask 15 objective type questions from the whole syllabus. All the questions in section C are compulsory. Each question carries 2 marks. (15X2 =30)

**INSTRUCTIONS FOR THE CANDIDATES**

Candidates will have to answer two questions out of four questions from A Section 5 questions out of 7 are to be answered in section B of the questions paper. The whole of Section C is compulsory. The candidates will answer 15 objective type questions.

**प्रयाग मैट प्रश्न पूर्णित करें**

(पूर्णित यह दिव्यसिद्ध विनंति सिद्ध सिद्धि के साथ)

1. पूर्ण प्रयाग विनंति विनंति विनंति विनंति लगाए। ल, भ मावल दे दे पूर्ण पोस्ट द येड मैट लट पूर्ण विनंति विनंति विनंति जाे। भ मावल दे दे पूर्ण विनंति विनंति विनंति लगाए। द भ मावल दे दे पूर्ण विनंति विनंति विनंति लगाए। (10X2 =20)
2. ब्रह्म न रंग मात्रे सिद्धयम (मैवसल दे भि मैवसल यी) हिंचः मंड भूमत पृथ्वी नाथो अनेको विदिताधिकारीं सुन्दरी ७ भूमतं हिंचः ५ रूढ़िक शेंडा लफ़्ली उत्केन दे उदेस भूमत ५ अंशः २ उरेहः।
(5X5 = 25)
3. ब्रह्म दे हिंचः मात्रे भूमत उज़े दसुंदी उरेहः। पीकनिक तेंदे हंट उत्के रांचे १५ भूमत मात्रे मिलेकर हिंचः पुढ़े नाथो अनेक उरेह भूमत २ अंशः २ उरेहः। (15 X 2 = 30)

पालिकाधिकारीं सुन्दरी उद्धरणे

विदिताधिकारीं दे ब्रह्म दे देव भूमतं हिंचः दे भूमतं दे उदेस देशे उरेहः। भूमत उपसः दे ब्रह्म न रंग मात्रे सिद्धयम हिंचः पृथ्वी नाथो अनेक उरेह भूमत २ अंशः २ उरेहः। ब्रह्म दे मात्रे भूमत दे उत्के शेंडा लफ़्ली उत्केन निम हिंच विदिताधिकारी १५ देशे भूमतं दे उत्के उरेहः।

SECTION A
1. Vedic Tradition: Main Characteristics,
3. Upanishads: Concept of Brahman, Atman and World.
4. Bhagavadgita: Jnana Marga, Bhakti Marga, Karma Marga

SECTION B
5. Jainism: Brief Introduction, Jiva, Ajiva, Anekantvad,
6. Concept of Moksa and the way to Moksa
8. Doctrine of Karma and Rebirth, Bodhisattva Ideal.

RECOMMENDED READINGS
1. A.A. Macdonell, Vedic Mythology.
2. A.B. Keith, Religion and Philosophy of the Vedas and Upanisads.
3. Franklin Edgerton, The Beginning of Indian Philosophy
4. M. Hiriyanna, Outlines of Indian Philosophy.
5. S.Radhakrishnan, Indian Philosophy,2 Vols
6. L. M Joshi et Al., Buddhism.
8. Gurbachan Singh Talib (Ed.), Jainism
9. A.K. Warder, Indian Buddhism
INSTRUCTIONS FOR THE PAPER-SETTER

1. (For Regular and Distance Education Students) : The question paper is to be divided into three sections A, B & C. For Section A of the question paper the examiner would set four questions covering Section A & Section B of the syllabus. Out of the four questions two questions are to be attempted by the candidates. Each question carries 10 marks. (10X2 =20)

2. In section B of the question paper 7 questions are to be asked from the whole syllabus. Out of 7 questions 5 questions are to be answered by the candidates. Each question carries 5 marks. (5X5 =25)

3. In section C of the paper the examiner would ask 15 objective type questions from the whole syllabus. All the questions in section C are compulsory. Each question carries 2 marks. (15X2 = 30)

INSTRUCTIONS FOR THE CANDIDATES

Candidates will have to answer two questions out of four questions from A Section 5 questions out of 7 are to be answered in section B of the question paper. The whole of Section C is compulsory. The candidates will answer 15 objective type questions.

SECTION A

1. General Introduction to the contributors of Sri Guru Granth Sahib
2. Compilation and Editorial scheme.
3. Status and Role of Guru Granth Sahib
4. Japuji Sahib: Concept of Supreme Reality, Hukam, Spiritual Progress (Five Khandas).

SECTION B


**RECOMMENDED READINGS**

4. [Other recommended readings listed, including Ph.D. thesis by Dr. Rajinder Kaur Rohi, *Japuji Sahib: Text & Translation, Punjabi University Patiala, 2004.*]

**SEMMESTER II**

**PAPER-V: STUDY OF RELIGION II**

**INSTRUCTIONS FOR THE PAPER-SETTER**

1. (For Regular and Distance Education Students): The question paper is to be divided into three sections A, B & C. For Section A of the question paper the examiner would set four questions covering Section A & Section B of the syllabus. Out of the four questions two questions are to be attempted by the candidates. Each question carries 10 marks. (10X2 = 20)

2. In section B of the question paper 7 questions are to be asked from the whole syllabus. Out of 7 questions 5 questions are to be answered by the candidates. Each question carries 5 marks. (5X5=25)
In section C of the paper the examiner would ask 15 objective type questions from the whole syllabus. All the questions in section C are compulsory. Each question carries 2 marks. \((15 \times 2 = 30)\)

**INSTRUCTIONS FOR THE CANDIDATES**
Candidates will have to answer two questions out of four questions from A Section 5 questions out of 7 are to be answered in section B of the questions paper. The whole of Section C is compulsory. The candidates will answer 15 objective type questions.

**SECTION A**
4. Mircea Eliade: Sacred and its Manifestation

**SECTION B**
5. Challenge of Science and Technology to the religion.
8. Interfaith Dialogue: Issues and Task
RECOMMENDED READINGS

9. Roland Roberston, *Globalization (Social Theory and Global Culture)*.

ELECTIVE PAPER: PAPER VI STUDY OF SIKH RELIGION II

INSTRUCTIONS FOR THE PAPER-SETTER

1. **(For Regular and Distance Education Students)**: The question paper is to be divided into three sections A, B & C. For Section A of the question paper the examiner would set four questions covering Section A & Section B of the syllabus. Out of the four questions two questions are to be attempted by the candidates. Each question carries 10 marks. (10 X 2 = 20)
2. In section B of the question paper 7 questions are to be asked from the whole syllabus. Out of 7 questions 5 questions are to be answered by the candidates. Each question carries 5 marks. (5 X 5 = 25)
3. In section C of the paper the examiner would ask 15 objective type questions from the whole syllabus. All the questions in section C are compulsory. Each question carries 2 marks. (15 X 2 = 30)

INSTRUCTIONS FOR THE CANDIDATES

Candidates will have to answer two questions out of four questions from A Section 5 questions out of 7 are to be answered in section B of the questions paper. The whole of Section C is compulsory. The candidates will answer 15 objective type questions.

पेञ्ज ैत्तर कठी उपगमित्र
(बैतूल अथि छिमेम अथूथेम ठूमी)

1. पृष्ठ पेंद सिंद विरसिंग्कन डिंग बैंकिंग फलेह गन्नेता। ये, भा भौं ये। सामान ये दे पृष्ठ पेंद या पेंद ैत्तर लाने अव पृष्ठ ैत्तर कच डिंग मैकेम वाल्लेज़ गन्नेता। चाँद पृष्ठ किंग रिश्विक्रमकान्य दे पृष्ठ जल बल्लो जे उरेन पृष्ठ 10 तंत्र ला येन्नेता। (10 X 2 = 20)
2. दरअस्ल इस्तेमाल (मैवासल हैं या मैवासल नहीं) हिस्ट में युग मुसलमान सत्ता और निर्देशाधीनता रूप से 7 युग में हिस्टे 5 रूप में देखा लघुपर्व वेबेक्स दे उच्च युग 5 अंशों द्वारा वेबेक्स।

(5X5 = 25)

3. बाण ने हिस्ट में युग मुसलमान सत्ता और निर्देशाधीनता रूप से 15 युग में हिस्टे 15 अंशों द्वारा वेबेक्स। (15 X 2 = 30)

Section A
1. Systems of Sikhism: Manji, Masnad and Daswandh
2. Miri-Piri
3. Guruship: Joti and Jugti
4. Guru Granth and Guru Panth
5. Dharam Yudh
6. Concept of Shahadat

Section B
7. Sikh Martyrs: Bhai Mani Singh and Bhai Taru Singh
8. Five Takhats
9. Institutions of Sarbat Khalsa and Gurmata
10. Sikh Misals
11. Dal Khalsa
12. Maharaja Ranjit Singh and Sarkar-e-Khalsa

RECOMMENDED READINGS

1. Sher Singh, Philosophy of Sikhism
2. Puran Singh, Anecdotes from Sikh History
7. Faqir Syed Waheedudeen, *The Real Ranjit Singh*

**Gurmukhi**

1. ਤੁਹਾਦੀ ਸਲਾਹ ਨਹੀਂ, ਸਲਾਹ ਹੋਣ ਦੀ ਹਿਮਾਲੀਆਂ
2. ਸੁਪ੍ਰਤੀਕਟ ਸਲਾਹ, ਅਹਨਾ ਇਨੇ ਇੱਕ ਸਾਬਤ: ਹਿੰਦੂਮੁੱਖ ਹੀਲੋਸਵਾਦ
3. ਸਮੱਸਤ ਸਲਾਹ ਆਗਰਤਾ, ਹੈਲੀ ਹੈਲੀ ਦੀ ਆਗਰਤਾ: ਮੀ ਕੁਲਜੁ ਦਰਜੀਨਰਾਇਣ ਨੀ
4. ਵਲਤੀ ਸਲਾਹ, ਸਵਰਤ-ਕੁਲਜੁ ਦੀ ਸਲਾਹ ਸਾਗਰ
5. ਸਮਸਤ ਸਲਾਹ ਅਕਾਲਕਾਲੀਨ ਅਤੇ ਹਿੰਦੂ ਹਿੰਦੂ ਦੀ ਸਲਾਹ
6. ਜਨਤਾ ਸਲਾਹ, ਬਦਲਣਾ ਦੇਸਾਈ ਦੀ ਸਲਾਹ
7. ਪੁਸਤਕਾਂ ਸਲਾਹ, ਸਲਾਹ ਹਿੰਦੂਮੁੱਖ (ਦੋ ਕਢੀ)

**PAPER- VII (INTERNAL ELECTIVE - II) : STUDY OF SIKH SCRIPTURE - II**

**INSTRUCTIONS FOR THE PAPER-SETTER**

(For Regular and Distance Education Students) : The question paper is to be divided into three Sections A, B & C. For Section A of the question paper the examiner would set four questions covering Section A & Section B of the syllabus. Out of the four questions two questions are to be attempted by the candidates. Each question carries 10 marks. (10X2 =20)

2. In section B of the question paper 7 questions are to be asked from the whole syllabus. Out of 7 questions 5 questions are to be answered by the candidates. Each question carries 5 marks. (5X5 =25)

3. In section C of the paper the examiner would ask 15 objective type questions from the whole syllabus. All the questions in section C are compulsory. Each question carries 2 marks. (15X2 = 30)

**INSTRUCTIONS FOR THE CANDIDATES**

Candidates will have to answer two questions out of four questions from Section A. Section 5 questions out of 7 are to be answered in section B of the questions paper. The whole of Section C is compulsory. The candidates will answer 15 objective type questions.

ਅਤੇ ਹਿੰਦੂ ਹੈਲੀ ਦੀ ਸਲਾਹ

1. ਪੁਸਤਕਾਂ ਪ੍ਰਤੇਕ ਦੀ ਹਿੰਦੂ ਸੁਤ੍ਰਾਂ ਹੀਲੀ ਹੈਲੀ ਦੀ ਸਲਾਹ। ਦੀ, ਅਤੇ ਹੈਲੀ। ਨੈਵੇਸਟਰ ਦੇ ਦੀ ਪੁਸਤਕ ਦੇ ਪ੍ਰਤੇਕ ਹੀਲੀ ਦੀ ਸਲਾਹ। ਹੈਲੀ ਦੀ ਸਲਾਹ ਦੇ ਦੀ ਹਿੰਦੂ ਹੈਲੀ ਦੀ ਸਲਾਹ। 

2. ਦੋ ਜਾ ਅਤੇ ਹੈਲੀ ਦੀ ਸਲਾਹ ਦੇ ਦੀ ਹਿੰਦੂ ਸਲਾਹ। 

3. ਦੋ ਜਾ ਵਿੱਚ ਹੋ ਸਲਾਹ ਦੇ ਦੀ ਹਿੰਦੂ ਸਲਾਹ। 

14
SECTION A
2. Conceptual Study of Lawan and Pahre

SECTION B
5. Barahmah Majh: Thematic Study.
8. Var Satta and Balwand: Thematic Study.

RECOMMENDED READINGS
1. Bhinder Bojha, Dhun, Bhut, Mann, Sikh Heritage
2. Lachhman Singh, The Seeker's Path.
6. Kapur Singh, Guru Arjun and his Sukhmani

PAPER VIII (INTERNAL ELECTIVE - II): STUDY OF WEST ASIAN RELIGIONS ZOROASTRIANISM, JUDAISM, CHRISTIANITY AND ISLAM)

INSTRUCTIONS FOR THE PAPER-SETTER
1. (For Regular and Distance Education Students) : The question paper is to be divided into three sections A, B and C. For Section A of the question paper the examiner would set four questions covering Section A & Section B of the syllabus. Out of the four questions two questions are to be attempted by the candidates. Each question carries 10 marks. (10X2 = 20)
In section B of the question paper 7 questions are to be asked from the whole syllabus. Out of 7 questions 5 questions are to be answered by the candidates. Each question carries 5 marks. $(5 \times 5 = 25)$

In section C of the paper the examiner would ask 15 objective type questions from the whole syllabus. All the questions in section C are compulsory. Each question carries 2 marks. $(15 \times 2 = 30)$

**INSTRUCTIONS FOR THE CANDIDATES**

Candidates will have to answer two questions out of four questions from A Section 5 questions out of 7 are to be answered in section B of the questions paper. The whole of Section C is compulsory.

The candidates will answer 15 objective type questions.

**SECTION A**

1. **Zoroastrianism:** Life and Teachings of Zarathushthra, Ahura Vairya Mantra.
2. An introduction to Zend Avesta.
3. **Judaism:** Moses, His contribution and Torah.
4. **Concept of Yahweh (God).**

**SECTION B**

5. **Christianity:** Life and Teachings of Jesus, Doctrine of Trinity.
7. **Islam:** Life of Prophet Mohammad, Compilation of Qur’an, Sura al Fatiha, Five Pillars.
8. **Sufism:** Meaning, Origin and Development, its relation with Islam, Basic Principles.

**SECTION C**

1. धर्मतत्त्व (सत्यमाउंध) : सत्यमाउंध सी सङ्खोऽधो मिश्यनत्त्व, अभ्यु देवशिष्ठ मंडूर्त
2. मंगल अभिषेक : विंत तात्र बहुरव
3. ज्ञानी पदार्थ : भूमंग, द्रुमस्तः पेशार्त अभु उपेत
4. वद्वनर (अजगरमार्ग) ए वींकलाठ

**SECTION D**

5. जुगर्षी पदार्थ : पुष्प जीस्त्र ए सेवाई अभु मिश्यनत्त्व, दिल्लार्त ए वींग्यर
RECOMMENDED READINGS
1. G.R. Singh and C.W. David, Judaism and Christianity
2. Mathew P. John et al., Christianity
3. David F. Hinson, History of Israel
4. Leo Baeck, Essence of Judaism
5. R.W. Gleeson, Yahweh: The God of the Old Testament
9. John Foster, Church History: First Advance, A.D. 29-500, V.I
10. Abdul Haq Ansari et al., Islam
11. Amir Ali Syed, Siprit of Islam
12. Mir Valiuddin, The Quranic Sufism
18. Rulia Ram Kashyap, Vedic Origin of Zoroastrinism
19. भूमिका दिखावें, तत्व सूत्र: नैसरिक सन्यासियते नैसरिकता
20. भूमिका उपाधि, दिखावें तत्व विशेषता

For Regular and Distance Education Students
Lecture 75%
Maximum Marks: 100
External Examination: 75 Marks
Internal Assessment: 25 Marks

Time Allowed: 3 Hours
Pass Marks: 35%
पद्धतिक्रियाओं लक्षी उपाधितां

विभिन्नक्रियाओं के द्वारा ही है इस बारे मुरमा हिंदू दे मुरमा दे हूणवें दे उटे उटे रोदनो। मुरमा हूणवें दे द्वारा अ दिनें मंद मुरमा हिंदू दे मंद मुरमा दे हूणवें दे उटे उटे रोदनो। द्वारा रो देव मुरमा दे हूणवें दे जंगली उड़े उड़े निम दिन हिंदोज़ विभिन्नक्रियाओं 15 हेंदे मुरमा दे हूणवें दे उटे उटे रोदनो।

इंग्लिश

लाइट-पहल

1. पत्रभेद किए के मुट अनुज दे मुट व।
2. पत्रभेद किए रे पत्रभेद, पत्रभेद ममद अवे तत्वम नश भीिफ़
3. जान भीिवहल, भेदयुक्तिक्रिया हिंदू भीिवहल, भीिवहल (हूणवेश), ममद अवे शिक्षा
4. पत्रभेद किए भीिवहल : अनुज अवे नियंत्रण

इंग्लिश

लंबे लेख

5. लंबे लेख दे आवाज।
6. लंबे लेख हूणवें आवाज।

भविष्य लीखत अवे नवजात

7. भविष्य लेख, भविष्य नवजात अवे भविष्य
8. भीिवहल अवे गुणवती ही सम्मित

इंग्लिश

मंधन ऋंडेंग रहे 15 मुरमा देव लंबे उड़े रोदनो।

पुस्तक भुगी

1. John Hick, Philosophy of Religion
2. Basil Mitchell, The Philosophy of Religion
3. Y. Masih, Religious Philosophy
4. A.G. Wagery, What is Religion?
5. John Hick, Faith and Knowledge
8. William James, Varieties of Religious Experience
10. W.T. Stace, Philosophy and Mysticism
11. Woods, Understanding Mysticism
12. T. Suzuki, Mysticism- Christian and Buddhist
13. S.N. Dasgupta, Hindu Mysticism
14. लाइंग्लिश निम्न, पत्रभेद दे भीिवहल नियंत्रण
For Regular and Distance Education Students
Lecture 75%
Maximum Marks : 100
External Examination : 75 Marks
Internal Assessment : 25 Marks

Time Allowed : 3 Hours
Pass Marks : 35%

Paper X - भाषा के रचनात्मक तत्त्व -दे

(वैकल्पिक अनुवाद अनुवादक कड़ी)
1. यह पेपर विद्यार्थी हिंदी विषय का होगा। इसमें, यह निर्देश साबित करना है कि कैसे भाषा के रचनात्मक तत्त्व के अनुसार पूरा किया जाए। (10 x 2 = 20)
2. यह पेपर साहित्य के 10 शैक्षणिक अध्यायों का होगा। (5 x 5 = 25)
3. यह पेपर साहित्य के 10 शैक्षणिक अध्यायों का होगा। (15 x 2 = 30)

बारे में
1) टेक्नीक विभाग : शैक्षणिक सच्चिदानंदन की पृष्ठभूमि पढ़ने और पढ़ने के अध्याय
2) भूमि का अनुसरण भाषा के अध्याय
3) विभाग का निश्चय - अध्याय अनुसार विभाग के अध्याय (भूमि विभाग, विभेद, विस्तार, अंतर्भाषा)
4) वृहद्भाषा विभाग : उपभोक्ता, सूचना अनुसार पढ़ने

प्रश्न अनुसार
5) वृहद्भाषा - अध्याय, पृष्ठभूमि पढ़ने की उपभोक्ता चीजें विभाग के अध्याय
6) भूमि का अनुसरण अनुसार अध्याय अनुसार पढ़ने
7) अध्याय का विभाग - टेक्नीक विभाग का अध्याय अनुसार पृष्ठभूमि पढ़ने
8) वृहद्भाषा विभाग के अनुसार पढ़ने

प्रश्न दे
मध्ये हे बने भाषा पढ़ने के 15 पृष्ठभूमि पढ़ने गए।
1. Sher Singh, *Philosophy of Sikhism*
2. Sohan Singh, *The Seeker's Path*
3. Gurnam Kaur, *Reason and Revelation in Sikhism*
4. Shashi Bala, *Sikh Metaphysics*
5. Dharam Singh, *The Sikh Theology of Liberation*
6. Kanwarjit Singh, *Political Philosophy of the Sikh Gurus*
5. व्याख्या (i) घटना अभ्यर्थी का टेक्स्टिंग अभिव्यक्त
(ii) मात्रें का विश्लेषण अभिव्यक्त
6. व्याख्या विवेचन : अभी वर्तमान का अवधार
7. विषयवस्तु वर्गीयता : धेवामुख्य का मंगलकर
8. घमण्ड हरियाँ : देशी अर्जुं मेंह

भाग ४
मंदिर छिड़के लाक्ष 15 धृतता बताई सुमाय गई।

पुस्तक पुष्पिक
1. भाजी नैयां भिंड, ज्यादातर भाव सी - सीखने के विद्वान
2. मार्गं भिंड, ज्यादातर समीक्ष
3. Prabhakar Machve, Namdev
4. दिशाएँ सुरजिंदु भिंड, दिशिताम नीं, धृत गृह नाटिक
5. Darshan Singh, A Study of Bhagat Ravidas
6. दीर्घाक भिंड, हैटी दामत
7. उपज भिंड अर्जुं घटित वैद, धर्म घटित नींत, के सफाद
8. गुलाम वेड वेजी, धृत गृह नाटिक हिंद रचना घटित घडी का आर्थिकवादव अभिव्यक्त
9. पुंछु भिंड, मी धृत गृह नाटिक लाक्ष में हरियाँ ही धृत
10. लेखनी भिंड, मेंह जी हरिप्रण

भें. (यथा अभिव्यक्त) ब्रह्म अयुर्वेद 
पेश (xi) - अयुर्वेद (iii) अयुर्वेद विषयक अभी मेंह A
(वेदन किम्पिन्क अयुर्वेदव धनी)

Only Distance Education Students Lecture 75%
Maximum Marks : 100   External Examination : 75 Marks
Internal Assessment : 25 Marks

पेश मैट्रिक हवनिता
(वेदन किम्पिन्क अयुर्वेदव धनी)
1. कुल मंदिर विंद मिलिंग हिंदिंग हिंदिंगक लाक्ष भोजनी। तो, अ मंदिर विंद में भुमिका दे फेडर मैट्रिक का कुल कुलम मिलिंग हिंदिंग में हिंदिंग दे लाक्ष ही मेंसुक्त दे मिलिंगक का कुलिंग का लाक्ष। घन प्रभाव दें हिंदिंगद का कुल हिंदिंग का लाक्ष दे लाक्ष (10 X 2 = 20)
2. मेंसुक्त यह दिंग में हिंदिंगहिंदिंगमेंगं मंदिर कुल प्रभाव फेडर लाक्षों भरे हिंदिंगद का कुल हिंदिंग हिंदिंगक लाक्ष 7 प्रभाव हिंदिंगमें 5 रा उत्तर पेश नामस्कार लाक्ष भोजनी दे उत्तर कुल 5 मंदिर दे लाक्ष (5X5 =25)
3. द नीवनव विचार रिचार्ज मारे पृथुत नीती शेरे। पृथिवीव दौड़ेते हुएते ईदुत द्वीपी 15 पृथुत पुंखे साधके अनेक उच्चेद पृथुत 2 अंग्रेजी रंग शेरेबा। (15 X 2 = 30)

पृथिवीवाहजीवीं खनी उपन्यास

पृथिवीवाहजीवीं ते वाग्ग हैरे दे चाउ पृथुत विचारे दे पृथुत दे ईदुत देशे शेरे। पृथुत यंदुत दे वाग्ग के विचारें मंड पृथुत विचारे ध्यान पृथुत दे ईदुत देशे शेरेबा। वाग्ग दे साठे पृथुत दे ईदुत देशा लाभकी शेरेबा मिम विचार विचारजीवीं 15 द्वीपी पृथुत दे ईदुत देशे।

डाण्डा है

अंडुल पवभ धामाध मंत्रय
1) अंडुल-पवभ मंत्रय
2) मांमी पवभं रिच धामाधंयः
   (ि) जनपुरी पवभ
   (ि) होमधि
   (ि) गिमलम

डाण्डा आ

डाण्डी पवभं रिच धामाधंयः
3) शैक्षि पवलेख
4) मूम्बिक परोधः (स्वद पवभ अने धूप पवभ)
5) मिथ्य पवभ

डाण्डा इ

मंबेध ईदुत द्वीपी 15 पृथुत चारे साधकी दवान।

RECOMMENDEE READINGS

1. Rajinder Kaur Rohi, Semitic and Sikh Monotheism- A Comparative Study.
2. G.R. Singh & C.W. David, Juddism & Chirstianity
3. Leo Baeck, Essence of Judaism
4. John Skinner, Prophecy and Religion
5. Sher Singh, Philosophy of Religion.
6. Teja Singh, Karam and Transmigration
7. Gopal Singh, God and Illusion
8. सीताल पविध, हिुम्बडे दे पविध हिुम्बड़
9. वामिनच पवेल नेली, प्रभुशासन दे दिच्चत (पिंटी, पृथुती
For Regular and Distance Education Students Lecture 75%
Maximum Marks : 100
External Examination : 75 Marks       Internal Assessment : 25 Marks

पेषद मैट्रिक लक्षी उपर्युक्त

(बवृतम अदेन स्वर्न्य अनुरंजित लक्षी)
1. धारा पंचव फिज विषमता विंड में विस्तार सर्निता। ही, अ तथा त। है मैत्राम के धारा पंचव फिज द एक्ट मैटर धारा धारा विंड में विस्तार हिन्द दे भाए धी मैत्राम के मिलकर बजाब विलिए। दध धारा विंड हिन्दे विस्तार विश्वासवाद दे धारा पंचव विंड विलिए। दध धारा 10 प्रतिशत द विलिए। (10 X 2 = 20)
2. मैत्राम आ हिंद लगे विबंधबन विंड में धारा धारा विंड दुष्प्रतियोगी तात्वक धारा विंड धारा विंड दुष्प्रतियोगी के लक्षी 2 धारा विंड हिन्दे 5 रा धुर देश लक्षी विलिए दे धारा पंचव 5 प्रतिशत द विलिए। (5 X 5 = 25)
3. है मैत्राम हिंद बने धारा धारा विंड दुष्प्रतियोगी लगे। फ्रांसिश देशें बेहतर धुर रहे 15 धारा धारा विंड दुष्प्रतियोगी भाए उच्च पंचव 2 प्रतिशत द विलिए। (15 X 2 = 30)

विश्वासवादीलक्षी उपर्युक्त
विश्वासवादीलक्षी के धारा ही दे लगे धारा विंड हिन्दे दे धारा पंचव दे धुर देश दे विलिए। धारा पंचव दे धारा आ हिंद में धारा धारा विंड हिन्दे ध्यान धारा पंचव दे धुर देश दे विलिए। धारा आ दे लगे धारा धारा विंड दुष्प्रतियोगी दो धारा हिंद विश्वासवादी 15 बेहतर धारा पंचव दे धुर देश दे विलिए।

धारा आ

साधन-पदार्थ

1) विश्वासवाद वालुर : अनुभव अदेन समुप
2) विश्वासवाद वालुर वीरीय राज्यिककार
3) विश्वासवाद वालुर : अनुभव अदेन

विश्वासवाद दे नियांक

4) वैज्ञानिक वीरीय स्थानिकक द्वारा विश्वासवाद वालुर दे नियांक
5) वैज्ञानिक विषमता द्वारा भारतीय विश्वासवाद (Geisteswissenschaften) ही लखीशाला

धारा आ

यात्रिक अनुभव दी विश्वासवाद

6) सेवितव द्वारा : साधन दे मियांक (Verstehen) दे समुप
7) विश्वासवादाध्यक्ष मुनिस : ती साधन सेवितव अदेन भारतीय विश्वासवाद दे मियांक विषम
8) Richard E. Palmer, *Hermeneutics*
9) Friedrich Schleiermacher, *Hermeneutics*
10) William Kluback and Martin Weinbaum (Trns.), *Dilthey’s Philosophy of Existence*
11) Werner G. Jeanrond, *Theological Hermeneutics*
12) Gayle L. Ormistor and Alan D.Schrift (Ed.), *The Hermeneutics Tradition: From Ast to Ricoeur*
14) R. Panikkar, *Myth Faith and Harmeneutics*
15) Joseph M. Kitagawa (Ed.), *The History of Religions (Essays on the problem of Understanding)*
16) Mircea Fliade, *The Quest: History and Meaning in Religion*
17) G. Van Der Leeuw, *Religion in Essence and Manifestation (2 Vols.)*
18) Mircea Elade, *Patterns in Comparative Religion*
20) Joachim Wach, Joseph M. Kitagawa), *The Comparative Study of Religion*
21) Donald A. Crosby, *Interpretative Theories of Religion*
22) Tandra Patnaik, *Sabda A Study of Bhartrhari Philosophy of Language*
23) Gaurinath Sastari, *Philosophy of Bhartrhri*
24) Gaurinath Sastari, A Study in the Dialectics Sphota
25) Harold G. Coward, *Bhartrihi*
26) फिंग सिप्स, घरकी दी जग्नी
27) एनकं सिप्स, यक्ष आर्तिकाव अड़े सिप्स आर्तिकाव
प्रश्न शौचालय शिक्षा- धीमी

For Regular and Distance Education Students Lecture 75%
Maximum Marks : 100
External Examination : 75 Marks Internal Assessment : 25 Marks

प्रश्न मैट्रिक लघु उपटिकृत

(हैटर अन्तः विषयें औपचारिक रूपी)
1. ध्वनि प्रेषण दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया

For Regular and Distance Education Students Lecture 75%
External Examination : 75 Marks Internal Assessment : 25 Marks

वीरिक्षाबाहिनी लघु उपटिकृत

वीरिक्षाबाहिनी लघु उपटिकृत

1. ध्वनि प्रश्न दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया दिया

बीरिक्षावाहिनी लघु उपटिकृत

बीरिक्षावाहिनी लघु उपटिकृत

1) वेंचर भवनातून भावनातून- ठीकर भवनातून, ठीकर भवनातून
2) धूपकेली धुम
3) वेंचर, अधिवास अन्तः विषयें
4) वीरिक्षाबाहिनी रैली- धिराहय, धुम, धुमधुमधुम

बीरिक्षावाहिनी लघु उपटिकृत

बीरिक्षावाहिनी लघु उपटिकृत

1) बीरिक्षावाहिनी शस्त्र शस्त्र- ठीकर भवनातून, ठीकर भवनातून
2) धूपकेली- ठीकर, धुम, धुमधुमधुम, ठीकर, धुमधुमधुम

वीरिक्षाबाहिनी शस्त्र शस्त्र- वेंचर विषयें

7) अधिवास अन्तः विषयें- धिराहय, घनघन, घनघन
8) निव हुम्हुम- पौष थिम्हाये, मंडल, मंडल, मंडल

बीरिक्षावाहिनी लघु उपटिकृत
Bhagat Singh, *Sikh Polity*
2. Avtar Singh, *Ethics of the Sikhs*
3. Surinder Singh Kohli, *Sikh Ethics*
5. Dharam Singh, *Norm and Form*
6. Dharam Singh, *Dynamics of the Social Philosophy of Guru Gobind Singh*
7. Santosh Singh, *Philosophical Foundation of Sikh Value System*
8. Wazir Singh, *Humanism of Guru Nanak*
9. Kanvarjit Singh, *Political Philosophy of the Sikh Gurus*

**For Regular and Distance Education Students Lecture 75%**

<table>
<thead>
<tr>
<th>Maximum Marks</th>
<th>100</th>
<th>External Examination : 75 Marks</th>
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<tbody>
<tr>
<td>Internal Assessment</td>
<td>25 Marks</td>
<td></td>
</tr>
</tbody>
</table>

**Pepath XV, 100% (ii) Chabb Bheel Aparibhut**

---

1. **Bhur Dast**
2. **Mitra Dast**
3. **Jishnu Dast**

For Regular and Distance Education Students Lecture 75%

Maximum Marks : 100

External Examination : 75 Marks

Internal Assessment : 25 Marks

---

1. Bhabh Dast
2. Mitra Dast
3. Jishnu Dast

---

1) **Chabb Bheel** : Meej Dast
2) **Chabb Bheel** : Mitra Dast
3) **Chabb Bheel** : Jishnu Dast
4) साधु माधविक : तेज रा मंवलक्ष

जन्म भ
5) अश्वल दास नाथ : लगभग अग्नि अश्वल : भद्रदेहवंत
6) फलकुंड रत्नव : हिंदीमी अनुवाद
7) चंद्री दी रुद्र : भिख रा बुधुड़वर
8) नवतराम : तिरुत्तर ते हिंदुस्तान भाषावर

जन्म र
संख्या तीनों लाख 15 गुमल वटले पुष्पभी उठा।

गुमल भूषी
1 Rattan Singh Jaggi, Dasam Granth Ka Karkitav
2 Dharam Pal Ashta, The Poetry of Dasam Granth
3 Taran Singh, Dasam Granth Rup Te Ras
4 Bhai Randhir Singh, Shabarth Dasam Granth, Vol-I-III (Ed.)
5. Piara Singh Padam, Dasam Granth Darshan
6. Gopal Singh, Thus Spake The Tenth Master
8 उदम दिक्षित, तमम गुमल भूषी
9 उदम दिक्षित, एकसी महती - तमम गुमल
10 उदम दिक्षित, तमम गुमल ए बच्चुड़ी दी गुमल-समगीतिः

पथ पाद (iii) अघ क तमम विभाग भ र्र मंवल B
(वेंक लेखक अनुवाद भि)

पथ पाद लटी उपादितां

(वेंक लेखक अनुवाद भि)
1. गुमल गुमल विंग विभिन्न विंग वींग वींग वींग वींग नारेवाला। हे, ए मारे दे। हे मैंमारण चे गुमल गुमल ए गुमल गीत पांप गुमल गीत नारे चे अदा ही मैंमारण चे गुमल गीत वहन होगावा। गुमल गुमल लिंग विभिन्न विभिन्न विंग वींग गुमल वहन वहने चे वहन गुमल 10 तंबव दा उँचेवाला। (10 X 2 = 20)
2. मैंमारण अ लिंग मध्ये गुमल गुमल लिंग नारे चे मंद गुमल गुमल गुमल नारे अदा गुमल गुमल लिंग वींग गुमल 5 दा हुँदों लाठी उँचेवाला चे उँचेवाला गुमल 5 तंबव दा उँचेवाला। (5X5 =25)
3. है मैंमारण लिंग मध्ये गुमल गुमल नारे उँचेवाला। गुमलन नारे बेंसे हुँदों बहे गुमल 15 गुमल गुमल नारे मध्ये उँचेवाला गुमल 2 अंश दा उँचेवाला। (15 X 2 = 30)

पति विभागीाँ लटी उपादितां

विभिन्न विभिन्न दे वज्र दे हे चार गुमल लिंग नारे चे उँदहर देखे उँदहरे। गुमल गुमल ए वज्र दे वज्र दे विंग गुमल गुमल नारे चे उँदहर देखे उँदहरे। गुमल नारे चे मध्ये गुमल गुमल ए उँदहर देखे उँदहरे। गुमल नारे चे मध्ये गुमल गुमल ए उँदहर देखे उँदहरे।
RECOMMENDED READINGS

1. A.B. Keith, Religion and Philosophy of Vedas and Upanisads.
2. T.M.P. Mahadevan, Outlines of Hinduism
3. S. Radhakrishnan, Indian Philosophy, 2 Vols.
7. Sangharakshita, A Survey of Buddhism.
8. L.M. Joshi, Studies in the Buddhistic Culture of India.
9. A.K. Warder, Indian Buddhism
12. Schubring, Doctrines of Jainism
13. N. Tatia, Studies in Jain Philosophy
15. Mircea Eliade & J.M. Kitagawa, History of Religions (Essays in Methodology)
M.A IN SIKH STUDIES

a. Programme’s mission & objectives:
   1. The main objective of teaching Religious Studies in Department is to understand religion in global context.
   2. Equipping the students to understand world religious scriptures promoting enlightened understanding of inherited phenomenon called religion.
   3. Helping the students to understand the importance of interfaith dialogue, communal harmony, social welfare etc.
   4. This study help to resolve inner self leading to more just and cohesive society to develop secular view of the world.
   5. In M.A Sikh Studies students are given detailed descriptions on characteristic features of Sikhism, particularly on the sikh scripture, Ethics, Literature, History, Philosophy and Institutions of this particular religion along with general introduction of prevalent world religions around.

b. Relevance of the program with HEI’s Mission and Goals:
   Religious Studies Education through distance learning is highly in demand. The persons who are working as missionaries, teachers in schools, colleges, holy places, tourism companies, publishing houses, holy organizations get maximum advantage from these courses. These courses not only help them to attain knowledge of their own religion but also about the culture and civilizations of nations based on multi faiths world wide.

c. Nature of prospective target group of learners:
   Candidates from rural, remote as well as urban background who are working on regular jobs and can’t pursue regular study get the benefit from distance learning mode.

d. Appropriateness of programme to be conducted in Open and Distance Learning mode to acquire specific skills and competence:
   Students are provided the opportunity to understand moral and Ethical values of each Religion, find the commonalities among them and learn to respect the differences wherever they exist. The purpose is to impart sound and healthy understanding of religions under direct supervision to avoid misguided orthodoxy and to promote peace, development and welfare of humanity.

e. Instructional Design:
   M.A. Religious Studies and Sikh Studies are two years (four semester) courses. There are four papers in each semester ordinances along with detailed syllabus has been adopted as is offered to the students in regular mode. Choice based credit system also be introduced (details are given in annexure (i and ii)
   Self instructional material is prepared in print form. Audio video lessons are also prepared. More than ninety present of study material and four audio video lessons had been prepared faculty is provided with telephone and e mail facility. Students are informed about fees, admissions, classes schedule , internal assessment, assignments etc through departmental website. Students are informed through SMS and registered letters also regarding class dates, duration and venue etc in advance.
   Faculty included two permanent teachers and at least ten faculty members in regular department who are regularly invited as specialized guest faculty. One/two personal contact programmes are conducted to discuss syllabus in detail.

f. Procedure for admissions, curriculum transaction and evaluation:
Eligibility for admission is bachelor degree in any discipline from any statutory university with pass marks. There is no age bar for admissions, students have flexibility of passing the course within a period of four years from the year of admission. Overseas students are also eligible for admission. Prospectus are available online as well as offline. Single window system has been provided at the University Entrance for facilitating their admission.

Fee is charged as per the University rules and is fixed under the guidance of the Centralised Admission Cell of the University. Candidates living abroad will pay tuition fee, other annual charges and examination fees in foreign currency at the time of admission, as per the schedule in the form of demand draft only, but not in cash. The foreign students shall have to bear any other expenditure related to the conduct of examination demanded by the concerned Embassy. The employees and children or wards of employees of Indian Embassies / High Commission will not be required to pay mailing charges prescribed for foreign candidates if they arrange to receive their printed lessons through the diplomatic bag.

The examination centres for foreign students will be created in their respective countries on payment of a centre creation fee, provided arrangements to the satisfaction of the Vice-Chancellor exist there. Otherwise, the candidate has to appear at one of the centres created in Punjab. If any other charges / expenses are levied by the embassy, the candidate will have to pay accordingly.

Fee Concession Policies in detail have been attached as Annexure -III

Curriculum transactions:
Printed material is provided to the students and personal contact programme’s are also organized each semester. Phone-in-counseling programme’s are conducted to interact with students to resolve their queries. Lectures are delivered through power point presentations and interactive discussions lecturers from renowned scholars of the field are also arranged for the better understanding of the topics.
Internal assessment is also a key feature of the courses which is assigned through response sheets, viva voce and written test.

g. Requirement of the laboratory support and Library Resources:
The course doesn’t require any laboratory setup. Department of Distance Education is at Arts Block 3 of Punjabi University, Patiala has its well stocked Library with 250 books in Punjabi as well as English medium covering various papers and topics of the syllabus especially for the distance learners. Catalogue has been computerized using LIBSYS software. Students can take two books and one audio-video lesson CD on loan for one month. During PCPs, library remains open on Saturdays, Sundays and other holidays. The library is fully air-conditioned with a reading hall, caters to ten newspapers in English, hindi and Punjabi language.

h. Cost estimate of the programme and the provisions:
About 95 percent of study material has been prepared and developed in hard and soft copy.

i. Quality assurance mechanism and expected programme outcomes
Feedback is gathered through interactive sessions and feedback performa’s so that suggestions received are taken in to consideration to improve the framework of course to increase scope and application of the course.

SYLLABUS

M.A. (SIKH STUDIES) PART-I (Sem-I & II)

(SESSION 2017-18, 2018-19)

For Regular/Distance Education/Private Students

SEMESTER Ist

Paper - I Approaches to the Study of Religion

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</table>

INSTRUCTIONS FOR THE PAPER-SETTER

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2 In section B of the question paper 7 questions are to be asked from the whole syllabus. Out of 7 questions 5 questions are to be answered by the candidates. Each question carries 5 marks. (5X5=25)

3 In section C of the paper the examiner would ask 15 objective type questions from the whole syllabus. All the questions in section C are compulsory. Each question carries 2 marks. (15X2 = 30)

INSTRUCTIONS FOR THE CANDIDATES

Candidates will have to answer two questions out of four questions from A Section 5 questions out of 7 are to be answered in section B of the questions paper. The whole of Section C is compulsory. The candidates will answer 15 objective type questions.

खेत्र पैटर कठी चरणिकाएं
(वैवेकल आउं सिमटैंस नॉलोकेमल लूही)

1. ध्यान पैठू विदि तिमिय पैठ बैडिया सादेगा। दि, छ भूमि र! मैवसम टे दे भूमि पैठू रा पैठू मैटर सच्च पूरतनिक दिच दे भूमि मैवसम दी द्वा मिलेमब दलक वठहा। चच पूरतनिक दिच चिडी चिडीँधाबाष्टी दे पूरतनिक ठूँ ठकलो दे उची पूरतनिक 10 शेख दा ठेडेगा। (10X2 = 20)
2. द्रव्य विलिद उपजे, तहत दक्षिण में इवलक्रम दिने में मृत्यु एवं शासन आदि दिविभाग विद्या रूप में 7 दक्षिण में 5 इंच द्रव्य देखा करने देने वाले पुष्टि 15 दक्षिण देखा करने वाले पुष्टि 2 मृत्यु देखा करने वाले पुष्टि 30

3. द्रव्य निकले मात्र पुष्ति बते सामग्री वार्ता। दक्षिण देखा करने वाले 15 पुष्टि मात्रें एवं इवलक्रम (द्रव्य विलिद वाले) दिने (पुष्टि पूर्ण सामान्य) में मृत्यु 2 मृत्यु देखा करने वाले पुष्ति (15 X 2 = 30)

**SECTION A**

2. Relationship with Religion: Theology, Philosophy of Religion, Morality, and Sociology
3. Meaning and Task of Religionswissenschaft.

**SECTION B**

7. Psychological Approach: S. Freud and C.G. Jung
8. Phenomenological Approach: W.B. Kristensen and Van Der Leeuw.

**RECOMMENDED READINGS**

1. A.G. Widgrey, What is Religion?
6. Joachim Wach, Joseph M. Kitagawa (Ed.), *The History of Religions: Essays on the problem of Understanding*
8. Mircea Eliade and Joseph M. Kitagawa (Eds.), *The History of Religions: Essays in Methodology*
10. Daniel L. Pals, *Eight Theories of Religion*
12. Frederick J. Streng, *Understanding Religious Life*
13. Annemarie De Waal Malefijt, *Religion and Culture: An Introduction to Anthropology of Religion*
16. E. Durkheim, *The Elementary Forms of Religious Life*
18. G. Van Der Leeuw, *Religion in Essence and Manifestation*

**Paper -II Study of Sikh Religion & History - I**

For Regular students Six *Periods per week per paper to be delivered.*

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**INSTRUCTIONS FOR THE PAPER-SETTER**

1. (For Regular and Distance Education Students): The question paper is to be divided into three Sections A, B & C. For Section A of the question paper the examiner would set four questions covering Section A & Section B of the syllabus. Out of the four questions two questions are to be attempted by the candidates. Each question carries 10 marks. (10X2 = 20)

2. In section B of the question paper 7 questions are to be asked from the whole syllabus. Out of 7 questions 5 questions are to be answered by the candidates. Each question carries 5 marks. (5X5 = 25)

3. In section C of the paper the examiner would ask 15 objective type questions from the whole syllabus. All the questions in section C are compulsory. Each question carries 2 marks. (15X2 = 30)

**INSTRUCTIONS FOR THE CANDIDATES**

Candidates will have to answer two questions out of four questions from A Section and 5 questions out of 7 are to be answered in section B of the questions paper. The whole of Section C is compulsory. The candidates will answer 15 objective type questions.


1. भूमत घंटूद हिंद विनिक रिह द्विवर्ग इंतेड नामे। हैं भ, भ भ भ।मैत्रित हें भ भ भ नीं हैं भ भ भ भ। भ भ भ भ हें। भ भ भ भ हें। भ भ भ भ हें। भ भ भ भ हें। भ भ भ भ हें। भ भ भ भ हें। (10 X 2 = 20)

2. खजा अं इंड मने विनिक रिहें मेंह भूमत २२ राखो भटे विनिकावारीयाँ रहसी 7 भूमत रिहें 5 रा घंटूद एटा सभी देखें देखें देखें देखें देखें देखें। (5X5 =25)

3. खजा द रिहें मने भूमत बजते नवूवी देखो। भूविभिन्न हें खजे घंटू देखें 15 भूमत मने बिनिक (खजा हे भटे खजा एं) रिहें ३२ राखो भटे उंचें भूमत २ भें ए वेशें। (15 X 2 = 30)

Section-A

1. Guru Nanak: The Origin of Sikhi
2. Sikh Religion: Foundation and Development
3. Sikh Institutions: Sangat, Gurdwara and Langar/Pangat
4. Sri Harmandir Sahib: Spiritual-Social Significance
5. Martyrdom of Guru Arjun Dev Ji
6. Guru Hargobind Sahib and Sri Akal Takhat

Section-B

7. Martyrdom of Guru Tegh Bahadur Ji
8. Creation of Khalsa
9. Martyrdom of Mata Gujri and Four Sahibzadas
10. Sikh Sects (Udasis, Nirmalas and Sevapanthis): Origin and Contributions
11. Mata Sundri Ji
12. Khalsa Raj and Banda Singh Bahadur

मैत्रित-दे

1. गुरु राज: निकी एं भारंबर
2. निकी ज्ञान: मधुकर अं द्वारम
3. निकी भाषण: मेंट, गुरदर्शक अं वीडियो-विज्ञान
4. मूर्ति वधिरेंवर माखवं: अध्यायां-मध्यकर वर्णदृष्टि
5. मधुकर मूर्ति गुरु भारत देंग देंग
6. गुरु वधिरेंवर माखवं अं देंग भारत उद्धर

मैत्रित-की

7. गुरु ज्ञान व्यक्त दी भारंबर
8. भारत की विज्ञान
9. भारत भास्मी अंबे चंभ माखिकावर्गीयाँ दी मधुकर
10. मिका मेंटपरित (वीडियो, निकी सघे मेंटपरित): भारंबर अं वीडियो
11. भारंबर मूर्ति की
12. भास्मी चंभ अंबे बंकें मिका मधुकर
RECOMMENDED READINGS

**English**
1. Dalbir Singh Dhillon, Sikh Religion: Origin and Development
2. Harbans Singh, Guru Nanak and the Origins of the Sikh Faith
3. Harbans Singh (Ed.), Encyclopedia of Sikhism
5. Kapur Singh, Prasarprasna
7. Kapur Singh, Me Judice
8. Puran Singh, The Book of the Ten Master
9. Puran Singh, Anecdotes From Sikh History
10. Teja Singh and Ganda Singh, A Short History of the Sikhs
12. Madanjit Kaur, the Golden Temple: Past & Present

**Gurmukhi**
1. ਦਾਲਬਰ ਸਿੰਘ ਢਿਲਾਣ, ਸਿੰਘ ਰੇਲੀਜ਼ਨ: ਅੰਕਲਾਨ ਅਤੇ ਵਿਕਲਾਨ
2. ਹਰਬਾਂਸ ਸਿੰਘ, ਗੁਰੂ ਨਾਨਕ ਅਤੇ ਸਿੰਘ ਧਰਮ ਦੀ ਸ਼ਾਕਾਹਾਰ
3. ਅੰਕਲਾਨ ਅਤੇ ਵਿਕਲਾਨ
4. ਹਰਬਾਂਸ ਸਿੰਘ, ਗੁਰੂ ਨਾਨਕ ਅਤੇ ਸਿੰਘ ਧਰਮ ਦੀ ਸ਼ਾਕਾਹਾਰ
5. ਸਿੰਧਰਜੀਦ ਵੇਲ ਸਹਿਣ (ਐਂਐਲ.), ਸਿੰਧਰ ਸ਼ੁਭ ਜਯਾਂ
6. ਲਿਖਦਾ ਨੀਲਗੁਸਠੀ ਦੀ ਵਿਕਲਾਨ
7. ਸੁਕਸ਼ੋਕਾ ਵਿਕਲਾਨ, ਸੁਕਸ਼ੋਕਾ ਵਿਕਲਾਨ ਦੀ ਪੰਜਾਬੀ ਮਸ਼ਹੂਰ ਦੁਆਰਾ ਵਿਕਲਾਨ
8. ਪੰਜਾਬੀ ਵਿਕਲਾਨ, ਮਸ਼ਹੂਰ ਅਨੇਕ ਦੁਆਰਾ
9. ਪੰਜਾਬੀ ਵਿਕਲਾਨ, ਮਸ਼ਹੂਰ ਅਨੇਕ ਦੁਆਰਾ
10. ਸਿੰਧਰਜੀਦ ਵੇਲ ਸਹਿਣ (ਐਂਐਲ.), ਸੁਕਸ਼ੋਕਾ ਵਿਕਲਾਨ ਦੀ ਵਿਕਲਾਨ
11. ਸੁਕਸ਼ੋਕਾ ਵਿਕਲਾਨ, ਸੁਕਸ਼ੋਕਾ ਵਿਕਲਾਨ

**Paper-III Sikh Scripture and Literature -I**

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3. In section C of the paper the examiner would ask 15 objective type questions from the whole syllabus. All the questions in section C are compulsory. Each question carries 2 marks. (15X2 = 30)

**INSTRUCTIONS FOR THE CANDIDATES**

Candidates will have to answer two questions out of four questions from A Section and 5 questions out of 7 are to be answered in section B of the questions paper. The whole of Section C is compulsory. The candidates will answer 15 objective type questions.
Paper-III: Sikh Scripture and Literature - I

Section –A

Sri Guru Granth Sahib
1. Compilation, Editing and Structure
2. Contributors
3. Language, Orthography, Pronunciation and Grammar
4. Japu ji : Sachiar
5. Asa Ki Var: Religious and Social aspects
6. Sidh Gosti : Gurmukh(i)

Section –B

Major Banis : Hymns
7. Barahmaha M-1 (Guru Nanak Dev ji): Subject-Matter
8. Bavan Akhari M-5: Structure
9. Sukhmani: Peace
10. Bhagat Kabir Bani : Moral Perspective
12. Bhatt Bani: Guru and Naam
**Recommended Readings**

1. Kapur Singh, *Guru Arjun and His Sukhmani*
2. Puran Singh, *The Spirit of The Sikh*

**Paper IV  Sikh Ethics**

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**INSTRUCTIONS FOR THE CANDIDATES**

Candidates will have to answer two questions out of four questions from A Section and 5 questions out of 7 are to be answered in section B of the questions paper. The whole of Section C is compulsory. The candidates will answer 15 objective type questions.

**Values**
1. Nature and classification of values: Intrinsic and instrumental
2. Spiritual and Secular values
3. Education and Political values

**Virtues**
4. Wisdom, Justice, Courage
5. Nam, Dan, Ishnaan
6. Truthfulness, Humility, Contentment

**Equality Welfare**
7. Religious Harmony and Tolerance
8. Social Harmony: Caste and Race
9. Gender Equality and issues of women (dowry, violence, foeticides)

**Welfare**
10. Social welfare
11. Environmental Awareness
Recommended Readings

1) Avtar Singh, *Ethics of the Sikhs*
2) Santokh Singh, *Philosophical Foundations of the Sikh Value system*
3) *Bani Kirtan*, बुढ़ तत्त्व ज्ञानी लिख रैंडिएशन द घरवल
4) दस्ती किरण, जैविक तिथि (2 भाग)
5) दस्ती किरण, सिंह रचनात्मकता भाग I- II
6) *मानविक प्रेम लव चिंतन*, बुढ़ तत्त्व दी वीभाग भीमान
7) नागानी लिख, नाग पाठ दे सिंह
9) Nirpinderpal Singh, *Sikh Moral Traditions*

SECOND SEMESTER

**Paper V Study of Sikh Religion & History - II**

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**INSTRUCTIONS FOR THE PAPER-SETTER**

(For Regular and Distance Education Students) : The question paper is to be divided into three Sections A, B & C. For Section A of the question paper the examiner would set four questions.
covering Section A & Section B of the syllabus. Out of the four questions two questions are to be attempted by the candidates. Each question carries 10 marks. (10X2 = 20)

In section B of the question paper 7 questions are to be asked from the whole syllabus. Out of 7 questions 5 questions are to be answered by the candidates. Each question carries 5 marks. (5X5 = 25)

In section C of the paper the examiner would ask 15 objective type questions from the whole syllabus. All the questions in section C are compulsory. Each question carries 2 marks. (15X2 = 30)

INSTRUCTIONS FOR THE CANDIDATES
Candidates will have to answer two questions out of four questions from A Section and 5 questions out of 7 are to be answered in section B of the questions paper. The whole of Section C is compulsory. The candidates will answer 15 objective type questions.

Section-A
1. Systems of Sikhism: Manji, Masnad and Daswandh
2. Miri-Piri
3. Guruship: Joti and Jugti
4. Guru Granth and Guru Panth
5. Dharam Yudh
6. Concept of Shahadat

Section-B
7. Sikh Martyrs: Bhai Mani Singh and Bhai Taru Singh
8. Five Takhats
9. Institutions of Sarbat Khalsa and Gurmata
10. Sikh Misals
11. Dal Khalsa
12. Maharaja Ranjit Singh and Sarkar-e-Khalsa
Paper VI : Sikh Scripture and Literature - II

<table>
<thead>
<tr>
<th>For Regular/Distance Education Students</th>
<th>Time allowed: 3 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum Marks : 100</td>
<td>Pass marks : 35%</td>
</tr>
<tr>
<td>Theory: : 75</td>
<td>Total Teaching Periods: 75</td>
</tr>
<tr>
<td>Internal Assessment: 25</td>
<td></td>
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INSTRUCTIONS FOR THE PAPER-SETTER

(For Regular and Distance Education Students) : The question paper is to be divided into three Sections A, B & C. For Section A of the question paper the examiner would set four questions covering Section A & Section B of the syllabus. Out of the four questions two questions are to be attempted by the candidates. Each question carries 10 marks. (10X2 = 20)
In section B of the question paper 7 questions are to be asked from the whole syllabus. Out of 7 questions 5 questions are to be answered by the candidates. Each question carries 5 marks. (5X5=25)

In section C of the paper the examiner would ask 15 objective type questions from the whole syllabus. All the questions in section C are compulsory. Each question carries 2 marks. (15X2 = 30)

INSTRUCTIONS FOR THE CANDIDATES

Candidates will have to answer two questions out of four questions from A Section 5 questions out of 7 are to be answered in section B of the questions paper. The whole of Section C is compulsory. The candidates will answer 15 objective type questions.

Section –A

Bhai Gurdas
1. Life and Works
2. The Personality of Guru Nanak Dev Ji

Dasam Granth
4. Compilation
5. Authorship
6. Structure

Section –B

Major Compositions of Dasam Granth
8. 33 Swayyas : Socio- Ethical Perspective
9. Krisanavtar – Ideal Warfare

**Bhai Mani Singh and Bhai Nand Lal**

10. Life and Works
11. Japu ji Teeka: Bhai Mani Singh
12. Rahatnama and Tankhahnama : Bhai Nand Lal

## पेपल- VI : सिध्द यज्ञ बृहस्पति मंदिर - II

### मैचमह-वे

### जश्नी गुरदास

1. नीचे कहें लच्छ
2. गुरु लक्ष्य देख नी नी सम्मीभव
3. सिद्ध धंड : बदल कर समझ

### रंम सूचि

4. मंजला
5. लक्ष्य
6. गुरमेंत

### मैचमह-धी

### रंम सूचि चीरा धृत्य चहलन्दर

7. सप्त मणिव : नवमादा द गुरुधि कहे श्लोक
8. 33 संहीतें: नैक अंदे समाप्ति परिपेक्ष
9. विधर्मलक्ष - यज्ञ गुप्त

### जश्नी भती मिस्थ अधे जश्नी रूप रत्न

10. नीचे कहें लच्छ
11. सप्त नी दीवा : जश्नी भती मिस्थ
12. उद्वेदना अधे उद्वेदना : जश्नी रूप रत्न

### Recommended Readings

1) दुहाल मिस्थ, रंम सूदापुरुष दें तम
2) विधर्मलक्ष मिस्थ नरम, रंम सूद रघुमर
3) कंठा मिस्थ, जश्नी शेख रल शौकाइत
4) रंम मिस्थ, जश्नी गुरदास मिस्थी दे भविष्य विपिनहिताल
5) मंजूला मिस्थ नरम (संपु.), रंम विधर्मलक्षदानी
6) उद्वेदना मिस्थ, रंम सूद रा रियाद रा पूरकम्यांवर
7) उद्वेद मिस्थ संती, मृत रंम सूद शालिस : घथा मिङ्गद दे विपिनहिताल (अनं नार)
8) Gopal Singh, Thus Spake the Tenth Master
<table>
<thead>
<tr>
<th>Section</th>
<th>Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Sikh Studies: Origin and Development</td>
</tr>
<tr>
<td>B</td>
<td>Bhai Vir Singh, Prof. Puran Singh</td>
</tr>
</tbody>
</table>

**INSTRUCTIONS FOR THE PAPER-SETTER**

1. The question paper is to be divided into three sections A, B, and C. For Section A, the examiner would set four questions covering Section A & Section B of the syllabus. Out of the four questions, two questions are to be attempted by the candidates. Each question carries 10 marks. (10 x 2 = 20)

2. In section B, the question paper 7 questions are to be asked from the whole syllabus. Out of 7 questions, 5 questions are to be answered by the candidates. Each question carries 5 marks. (5 x 5 = 25)

3. In section C, the examiner would ask 15 objective type questions from the whole syllabus. All the questions in section C are compulsory. Each question carries 2 marks. (15 x 2 = 30)

**INSTRUCTIONS FOR THE CANDIDATES**

Candidates will have to answer two questions out of four questions from A section. 5 questions out of 7 are to be answered in section B of the question paper. The whole of Section C is compulsory. The candidates will answer 15 objective type questions.

**Section A**

1. Sikh Studies: Origin and Development
2. Bhai Vir Singh, Prof. Puran Singh

**Philosophical Studies**
1. Sikh Studies: Origin and Development
2. Bhai Vir Singh, Prof. Puran Singh
3. Dr. Sher Singh, Santokh Singh

**Early Sikh Studies**
4. Giani Gian Singh
5. Karam Singh Historian
6. Dr. Ganda Singh

**Section-B**

**Socio-Political Studies**
7. Principle Teja Singh
8. Sirdar Kapur Singh
9. S. Jagjeet Singh

**Contemporary Studies**
10. Modern
11. Postmodern
12. Globalization

**RECOMMENDED READINGS**

**English**
1. Puran Singh, *Spirit Born People*
2. Puran Singh, *The Spirit of Sikh (3 Vols.)*
5. Ganda Singh & Teja Singh, *A Short History of Sikhism*
7. Santokh Singh, *Fundamentals of Sikhism*
8. Gurbhagat Singh, *Sikhism and Postmodern Thought*

**Gurmukhi**
1. GkJh tho f;zx, ;qh r[o BkBe uwseko
2. igAwnI igAwn isMG, pMQ pRkwS
Paper VIII  World Religious Traditions - I (Semitic Tradition)

<table>
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<tr>
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INSTRUCTIONS FOR THE PAPER-SETTER

1. (For Regular and Distance Education Students) : The question paper is to be divided into three sections A, B & C. For Section A of the question paper the examiner would set four questions covering Section A & Section B of the syllabus. Out of the four questions two questions are to be attempted by the candidates Each question carries 10 marks. (10X2 =20)

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3. In section C of the paper the examiner would ask 15 objective type questions from the whole syllabus. All the questions in section C are compulsory. Each question carries 2 marks. (15X2 = 30)

INSTRUCTIONS FOR THE CANDIDATES

Candidates will have to answer two questions out of four questions from A Section 5 questions out of 7 are to be answered in section B of the questions paper. The whole of Section C is compulsory. The candidates will answer 15 objective type questions.

Section- A

Judaism
1. Origin & Development
2. Concept of Ultimate Reality
3. Introduction of The Old Testament

Christianity
4. Origin & Development
5. Concept of Ultimate Reality

Section- B

Islam
7. Origin & Development
8. Concept of Ultimate Reality
9. Introduction of The Holy Qur'an

Sufism
10. Origin & Development
11. Concept of Ultimate Reality
12. Sufi Punjabi Text : KASHFUL MEHJUB
RECOMMENDED READINGS

5. F.C. Eiselen (ed.) *The Abingdon Bible Commentary*.
7. Leo Baeck, *The Essence of Judaism*.
21. टेमिरंच बेंट पारीसार, छूटी अंदे टिमाबडी पलब विनंति मंधेध मण्डलांदी
22 ਡਿਸਤੀ ਧੁਡਾ ਸਿੱਖ, ਸੰਸਾਰ ਦੇ ਧੁੱਕੀ ਘਰਾਂ ਦਾ ਦੀਖਿਆਂ
23 ਰੱਖੇ ਦਸ ਸਿੱਖ਼, ਸਖਾ ਘਰਾਂ ਦੇ ਧੁੱਕੀ ਗਏ
24 ਖਲਸ਼ੀ ਕਸ਼ਿਆਂ, ਸਲਾਕੀ ਭੀਣ ਭੀਣ : ਖੀਂਦ ਸੰਪਣ ਅਤੇ ਦਿਸਕਾਵਪ੍ਰ ਕਾਵਡ ਕਿਵ ਸੰਦੀਫ਼ ਹਨ;
ੇਸਚੇ ਸੰਸਾਰ ਦੀਸਕਾਵਪ੍ਰ : ਦੀਖ ਨਕੜੇਫ਼
25 ਮਿਲਾਤੀ ਧੁਡਾ ਸਿੱਖ, ਸੰਸਾਰ ਦੇ ਪਵਾਸ ਦੀਖਿਆਂ
26 ਕੁੱਲਪੀ ਸਿੱਖ, ਦਿਸਕਾਵਪ੍ਰ ਅਤੇ ਸੰਦੀਫ਼
27 ਕੁੱਲਪੀ ਸਿੱਖ, ਲੰਝਣ ਮਿਲਿਆਂ (ਪਾਣੀ ਗਢਣਾ)
M.A. SOCIOLOGY

Programme’s mission and objectives

1. The study of sociology is very important in a society as in Punjab that is changing pretty fast. Factors of change like globalisation and media etc. are influencing this state potently that need to be understood. The social problems like dowry, drugs, farmers’ suicides etc. to mention a few of them are to be understood and managed.

2. The students will be equipped well to compete in various streams for employment as teachers, researchers, surveyors, social and community workers, consultants and counsellors etc.

Relevance of programme with HEI’s mission and goal

1. To impart education of sociology to students who are employed and others who cannot afford regular course classes since the Punjabi University does not allow candidates to do post-graduation in this subject privately.

2. The majority students are girls from rural areas who are generally not allowed to leave home for education in a conservative society.

3. The subject is very popular indeed if the strength of undergraduate (B.A.) students is taken into consideration. The total strength is more than 3,000. There is constant demand from them to go for postgraduate course.

4. There is only one college affiliated to the Punjabi University that offers M.A. in this subject which is why this course assumes relevance.

Nature of prospective target group of learners

1. Girl students especially from rural areas

2. Those who cannot afford regular teaching classes in terms of time or money.

3. Those employed at remote places like the army and paramilitary forces

4. Those preparing for the competitive exams like the PCS and IAS etc.

Appropriateness of programme to be conducted in open and distance learning mode to acquire specific skills and competence

- The study material, Interactive sessions with the faculty members will help in acquiring the theoretical skills.
- Field work and project report writing will facilitate research methodology.

Instructional design

1. Personal contact programme (PCP) for a week in each semester.

2. The two year course has four semesters.

3. The faculty as per UGC norms: Faculty includes one permanent teacher and one permanent technical assistant in the department. There are five permanent faculty members in the regular department, who are willing to act as guest faculty.

4. Lessons are provided along with lectures and consultation.

5. Print media and video lessons along with radio talks. On-line lessons.

6. Copy of two year syllabus is attached herewith.

Procedure for admission, curriculum, transaction and evaluation

1. Eligibility is 35 per cent at graduate level in sciences and social sciences and as per Punjabi University norms.


3. Evaluation as per University norms based on semester written tests and internal assessment.

Requirement of laboratory, support and library sources

1. No laboratory required.

2. Library is rich in sociology literature.

Cost estimate of the programme and the provisions

- Hiring guest faculty for PCP.
• Writing new lessons.

Quality assurance mechanism and expected programme outcome
1. Regular updating of the syllabi that have been prepared following the UGC guidelines for curriculum.
2. The courses have been designed to facilitate students to compete for NET and competitive examinations.

SYLLABUS
M.A. (SOCIOLOGY) PART-I
For Regular/Distance Education Students
(FIRST SEMESTER)
2017-18 & 2018-19

PAPER: 1
GENERAL SOCIOLOGY

Regular/Distance Education M. Marks: 100
Pass Marks:  25
Theory 70+Internal 30

INSTRUCTIONS FOR THE PAPER-SETTER

The question paper will consist of three sections A, B and C. Sections A and B will have four questions from the respective sections of the syllabus and will carry 10½ marks each. Section C will each consist of 14 short-answer type questions, which will cover the entire syllabus uniformly and will carry 28 marks in all. Each short-answer type question will carry two marks. Thirty (30) marks will comprise of internal assessment.

INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt two questions each from sections A and B. Section C is compulsory.

SECTION-A

(i) Sociology:
(a) Emergence, Nature and Scope; Relationship of Sociology with other Social Sciences with focus on Anthropology, Psychology History and economics.
(b) Culture, Ethnocentrism, Cultural Relativism, Culture and Personality.

(ii) Social Processes:
(a) Associative: co-operation, accommodation and assimilation.
(b) Dis-associative: competition, conflict.

(iii) Social Institutions:
(a) Marriage and Family (functions, types and changes )
(b) Kinship (functions & basic terminology)

(iv) Social System:
(a) Meaning and its elements,
(b) Status and Role, Role conflict.

SECTION-B
(i) Socialization: (a) Meaning, agencies of Socialization.
role of social groups in socialization
(Primary, Secondary, Reference groups)
(b) Theories: Cooley, Mead and Freud

(ii) Social Relationships: (a) Relationships: Meaning Origin and Types.
(b) Continuity and Change in Relationships: Crisis of relationships in modern Society

(iii) Social Stratification: (a) Meaning, bases and theories of Stratification
(Marx, Weber, Davis & Moore, Warner)

(iv) Deviance: (b) Meaning, types and causes.

RECOMMENDED READINGS

<table>
<thead>
<tr>
<th>No.</th>
<th>Author(s)</th>
<th>Year</th>
<th>Title</th>
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INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt two questions each from sections A and B. Section C is compulsory.

SECTION-A

(i) Indian Society: (i) Ideological bases:

Dharma, Karma and Purshartha

(ii) Structural bases:

Varna system

Ashrama system.

(ii) Caste System: (i) Origin of caste

(ii) Features of caste

(iii) Changing patterns

(iv) Critique

SECTION-B

(i) Tribes in India: (i) Tribal social organisation

(ii) Change in tribes

(iii) Problems of tribes

(iv) Tribal policy

(ii) Urban India: (i) Urban social organisation

(ii) Bases of urban social organisation

(iii) Urban social stratification

(iv) Change in Indian urban society

RECOMMENDED READINGS

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<tbody>
<tr>
<td>3</td>
<td>Bhatnagar, G.S and Baldev Singh Rehal</td>
<td>1997</td>
<td>Bharati Samaj. Punjabi University, Patiala</td>
</tr>
<tr>
<td>7</td>
<td>Ghurye, G.S. N.S.</td>
<td>1969</td>
<td>Caste and Race in India. Bombay: Popular Prakashan, (Punjabi Translation By Sodhi, Punjabi University, Patiala)</td>
</tr>
<tr>
<td>8</td>
<td>Gill, Rajesh</td>
<td>2009</td>
<td>Contemporary Indian Urban Society: Ethnicity, Gender and Governance. Delhi: Bookwell Publishers</td>
</tr>
<tr>
<td>12</td>
<td>K, Suresh Singh</td>
<td>1972</td>
<td>Tribal Situation in India. Simla: Indian Institute of Advanced Study</td>
</tr>
<tr>
<td>18</td>
<td>Rao, M.S.A.</td>
<td>1974</td>
<td>Urban Sociology in India. New Delhi: Orient Longmans</td>
</tr>
<tr>
<td>20</td>
<td>Srinivas, M.N.</td>
<td>1952</td>
<td>Caste in Modern India. Bombay: Asia Publishing House</td>
</tr>
</tbody>
</table>

**PAPER-III**

**SOCIOLOGICAL AND ANTHROPOLOGICAL THEORIES-I**

Regular/Distance Education M. Marks: 100  
Time Allowed: 3hrs  
Pass Marks: 25  
Theory 70+Internal 30

**INSTRUCTIONS FOR THE PAPER-SETTER**

The question paper will consist of three sections A, B and C. Sections A and B will have four questions from the respective sections of the syllabus and will carry 10½ marks each.
Section C will each consist of 14 short-answer type questions, which will cover the entire syllabus uniformly and will carry 28 marks in all. Each short-answer type question will carry two marks. Thirty (30) marks will comprise of internal assessment.

INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt two questions each from sections A and B. Section C is compulsory.

SECTION-A

i) Sociological Theory: Nature and Types.
ii) Evolutionary Theory: Distinctive features.
v) Lewis Morgan: Unilinear evolutionary theory.

SECTION-B

i) Action Theory: Distinctive features.

RECOMMENDED READINGS

15. Judge, Paramjit Max Weber: Punjab Academy, Delhi
PAPER-IV

METHODOLOGY OF SOCIAL RESEARCH

Regular/Distance Education M. Marks: 100
Pass Marks: 25
Time Allowed: 3hrs
Theory 70+Internal 30

INSTRUCTIONS FOR THE PAPER-SETTER

The question paper will consist of three sections A, B and C. Sections A and B will have four questions from the respective sections of the syllabus and will carry 10½ marks each. Section C will each consist of 14 short-answer type questions, which will cover the entire syllabus uniformly and will carry 28 marks in all. Each short-answer type question will carry two marks. Thirty (30) marks will comprise of internal assessment.

INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt two questions each from sections A and B. Section C is compulsory.

SECTION-A

(ii) Nature of Scientific Method, Induction and Deduction.
(iii) Fact, Concept and Theory.
(iv) Hypothesis and its Role in Social Research

SECTION-B

(i) Panel Studies, Research ethics.
(ii) Research Design and its Types.
(iii) Techniques of data collection: Observation, Interview, Schedule and Questionnaire, Case Study
(iv) Sampling: Probability and non-probability sampling in Social Research.

RECOMMENDED READINGS

8. Randhawa M.S 2013 मानन्तर केंद्र विद्यालय, 21 नमूने शास्त्रीय विज्ञान, पटिकायाण
INSTRUCTIONS FOR THE PAPER-SETTER

The question paper will consist of three sections A, B and C. Sections A and B will have four questions from the respective sections of the syllabus and will carry 10½ marks each. Section C will each consist of 14 short-answer type questions, which will cover the entire syllabus uniformly and will carry 28 marks in all. Each short-answer type question will carry two marks. Thirty (30) marks will comprise of internal assessment.

INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt two questions each from sections A and B. Section C is compulsory.

SECTION-A

(i) Processes of Social Change: Sanskritization, Westernization, Modernization.
(ii) Factors Social Change: Industrialization, Urbanization, Globalization and Education
(ii) Social Movements in India: Peasant, Women's, Backward Classes, Dalit, Ethnic and Tribal.

SECTION-B

(iii) Population problems, Poverty, Unemployment.
(iv) Problems of the aged, Physically challenged; crime; corruption,

RECOMMENDED READINGS


**PAPER-II**

**PERSPECTIVES ON INDIAN SOCIETY**

Regular/Distance Education M. Marks: 100  
Pass Marks: 25  
Theory 70+Internal 30

**INSTRUCTIONS FOR THE PAPER-SETTER**

The question paper will consist of three sections A, B and C. Sections A and B will have four questions from the respective sections of the syllabus and will carry 10½ marks each. Section C will each consist of 14 short-answer type questions, which will cover the entire syllabus uniformly and will carry 28 marks in all. Each short-answer type question will carry two marks. Thirty (30) marks will comprise of internal assessment.

**INSTRUCTIONS FOR THE CANDIDATES**

Candidates are required to attempt two questions each from sections A and B. Section C is compulsory.

**SECTION-A**

Indological:  Brief introduction to Indological perspective. 
G.S. Ghurye:  [i] Hindu Society  
[ii] Caste System. 
L.Dumont:  [i] Caste as a system of hierarchy  
[ii] Notions of purity and pollution. 
M.N. Srinivas: Religion and society among the Coorgs:  
[i] Structure of Coorg Society,  
[ii] Functions of Coorg religious belief and ritual in relation to Coorg social structure. 
S.C. Dube:  Indian village; Traditional structure and change.

**SECTION-B**

Marxist:  Brief introduction to Marxist perspective. 
A.R. Desai:  [i] Relevance of Marxist approach in the Indian context.  
[ii] Social background of Indian nationalism. 
D.P. Mukherji: Problematics of tradition versus modernity. 
Subaltern:  Brief introduction to the subaltern perspective.
B.R. Ambedkar: [i] Origins of caste
[ii] Themes of Dalit liberation and conversion.
D. Hardiman: Devi movement in Gujarat.

**RECOMMENDED READINGS**

PAPER-III

SOCIOLOGICAL AND ANTHROPOLOGICAL THEORIES-II

Regular/Distance Education M. Marks: 100  
Pass Marks:  25  
Time Allowed: 3hrs  
Theory 70+Internal 30

INSTRUCTIONS FOR THE PAPER-SETTER

The question paper will consist of three sections A, B and C. Sections A and B will have four questions from the respective sections of the syllabus and will carry 10½ marks each. Section C will each consist of 14 short-answer type questions, which will cover the entire syllabus uniformly and will carry 28 marks in all. Each short-answer type question will carry two marks. Thirty (30) marks will comprise of internal assessment.

INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt two questions each from sections A and B.  
Section C is compulsory.

SECTION-A

Conflict Theory: Distinctive features. Marxist and Non-Marxist Theories.  
Karl Marx: Materialist interpretation of history. Base and superstructure.  
Class and class struggle. Alienation.  

SECTION-B

Western Marxism and Critical Theory. Distinctive features.  
Max Horkheimer: Traditional and critical theory.  
Jurgen Habermas: Systematically distorted communication. Problems of legitimation in late capitalism.  
Louis Althusser: Structure in dominance. Contradiction and overdetermination.

RECOMMENDED READINGS


11
INSTRUCTIONS FOR THE PAPER-SETTER

The question paper will consist of three sections A, B and C. Sections A and B will have four questions from the respective sections of the syllabus and will carry 10½ marks each. Section C will each consist of 14 short-answer type questions, which will cover the entire syllabus uniformly and will carry 28 marks in all. Each short-answer type question will carry two marks. Thirty (30) marks will comprise of internal assessment.

INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt two questions each from sections A and B. Section C is compulsory.

SECTION-A

(i) Tools of data analysis: Sociometry, genealogies.
(ii) Scaling techniques: Bogardus, Likert & Thurstone scales. Reliability & Validity in scaling
(iii) Data Analysis: Editing, Coding & Tabulation.
(iv) Quantitative and qualitative research. Triangulation- mixing qualitative and quantitative methodologies.

SECTION-B

(i) Statistics: uses and abuses in social research. presentation of analysis, including charts and graphs,
(ii) Measures of Central Tendencies: Mean, median, mode.
Measures of Dispersion: Quartile Deviation, Mean Deviation and Standard Deviation.
(iii) Correlation, Chi-Square

RECOMMENDED READINGS


Open Elective Subject

PAPER: INTRODUCTORY SOCIOLOGY

M. Marks: 70
Pass Marks: 25
Theory 70+Internal 30

Time Allowed: 3hrs

INSTRUCTIONS FOR THE PAPER-SETTER

The question paper will consist of three sections A, B and C. Sections A and B will have four questions from the respective sections of the syllabus and will carry 10½ marks each. Section C will consist of 14 short-answer type questions, which will cover the entire syllabus uniformly and will carry 28 marks in all. Each short-answer type question will carry two marks. Internal assessment will be of 30 marks.

INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt two questions each from sections A and B. Section C is compulsory.

SECTION-A

(i) Sociology:
   (a) Emergence, Nature and Scope;
   (b) Culture, Cultural lag, Ethnocentrism, Xenocentrism
   Cultural Relativism and Cultural Diffusion

(ii) Social Institutions:
   (a) Marriage and Family (functions, types and changes
   (b) Kinship (functions & basic terminology)

(iii) Social System:
   (a) Meaning and its elements,
   (b) Status and Role, Role conflict.
SECTION-B

(i) Socialization:  
(a) Meaning, agencies of Socialization, Reference Group.  
(b) Theories: Cooley, Mead and Freud

(ii) Social Relationships:  
(a) Relationships: Meaning Origin and Types.  
(b) Continuity and Change in Relationships: Crisis of relationships in modern Society

(iii) Social Stratification:  
(a) Meaning and Bases of social stratification.  
(b) Theories of Stratification (Marx, Weber, Davis & Moore and, Warner)

RECOMMENDED READINGS

(THIRD SEMESTER)

PAPER-I
SOCIOLOGICAL AND ANTHROPOLOGICAL THEORIES - III

Regular/Distance Education M. Marks: 100
Pass Marks: 25
Theory 70+Internal 30

INSTRUCTIONS FOR THE PAPER-SETTER

The question paper will consist of three sections A, B and C. Sections A and B will have four questions from the respective sections of the syllabus and will carry 10½ marks each. Section C will each consist of 14 short-answer type questions, which will cover the entire syllabus uniformly and will carry 28 marks in all. Each short-answer type question will carry two marks. Thirty (30) marks will comprise of internal assessment.

INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt two questions each from sections A and B. All questions in Section C are compulsory.

SECTION-A

i. Structural-Functional : Distinctive features.
   Approaches :

ii. Emile Durkheim : Durkheim's sociologism; concepts of social facts and collective representations; nature of society; the rules of sociological method; studies of division of labour, suicide and religion.

iii. Talcott Parsons : Action frame of reference; action system and social system; AGIL and pattern variables.

iv. R. K. Merton : Theories of the middle range; paradigm for functional analysis; manifest and latent functions.

SECTION-B


ii. B. Malinowski : Malinowski's biological functionalism; theory of culture: needs - institutions - culture scheme.

iii. C. Levi-Strauss : Distinctive features and fundamentals of Levi-Strauss' structuralism; structure, model and empirical reality.

iv. A. Giddens : Structuration theory.

RECOMMENDED READINGS


**PAPER-II**

**RURAL SOCIOLOGY IN INDIA**

Regular/Distance Education M. Marks: 100
Pass Marks: 25
Time Allowed: 3hrs
Theory 70+Internal 30

**INSTRUCTIONS FOR THE PAPER-SETTER**

The question paper will consist of three sections A, B and C. Sections A and B will have four questions from the respective sections of the syllabus and will carry 10½ marks each. Section C will each consist of 14 short-answer type questions, which will cover the entire syllabus uniformly and will carry 28 marks in all. Each short-answer type question will carry two marks. Thirty (30) marks will comprise of internal assessment.

**INSTRUCTIONS FOR THE CANDIDATES**

Candidates are required to attempt two questions each from sections A and B.

All questions in Section C are compulsory.

**SECTION-A**

i. Rural Sociology: Importance, origin and development, Rural-Urban differences.
ii. Rural Society in India: Basic characteristics of peasant society, Agrarian class structure.
iii. Rural Social Structure: Caste structure in rural set-up, inter-caste relations – Jajmani system.

**SECTION-B**

i. Rural Political Structure -I: Constitutional Panchayats – structure and functions
   73rd Constitutional Amendment
   Factions: Role in rural life.
ii. Rural Political Structure -II: Empowerment of women through Panchayats.
iii. Rural development-I: Programmes - CDP, SGSY, MGNREGA.
iv. Rural development-II: NRLM, Rural Indebtedness.

**RECOMMENDED READINGS**

17

PAPER-III
ENVIRONMENTAL SOCIOLOGY

Regular/Distance Education M. Marks: 100 Time Allowed: 3hrs
Pass Marks: 25 Theory 70+Internal 30

INSTRUCTIONS FOR THE PAPER-SETTER
The question paper will consist of three sections A, B and C. Sections A and B will have four questions from the respective sections of the syllabus and will carry 10½ marks each. Section C will each consist of 14 short-answer type questions, which will cover the entire syllabus uniformly and will carry 28 marks in all. Each short-answer type question will carry two marks. Thirty (30) marks will comprise of internal assessment.

INSTRUCTIONS FOR THE CANDIDATES
Candidates are required to attempt two questions each from sections A and B.
All questions in Section C are compulsory.

Section-A
Environmental sociology Nature: main features
Scope: the main topics and areas of ES
Emergence: phases of development


Section B

Ecological Crisis:
Nature: Extent and Types.

Major issues:
Population: New Malthusian and ultimate resource debate. GMOs, benefits and controversies.

Environmental activism:
Legislation. NGOs: types and functions. Media: types and functions.

Environmental Movements:

RECOMMENDED READINGS


**PAPER-IV
POLITICAL SOCIOLOGY**

Regular/Distance Education M. Marks: 100
Pass Marks: 25
Theory 70+Internal 30

**INSTRUCTIONS FOR THE PAPER-SETTER**

The question paper will consist of three sections A, B and C. Sections A and B will have four questions from the respective sections of the syllabus and will carry 10½ marks each. Section C will each consist of 14 short-answer type questions, which will cover the entire syllabus uniformly and will carry 28 marks in all. Each short-answer type question will carry two marks. Thirty (30) marks will comprise of internal assessment.

**INSTRUCTIONS FOR THE CANDIDATES**

Candidates are required to attempt two questions each from sections A and B. All questions in Section C are compulsory.

**SECTION-A**

(a) Political Sociology : Emergence and nature, Marxian and Structural-functional Approaches
(b) Political Culture : Meaning and significance, Types.
(c) Power : Concept and types. (authority, hegemony, knowledge/power)
(d) Elites and society with reference to Pareto, Mills and Mosca. Approaches to identify elites.

**SECTION-B**

(a) Political System : Nature and Types - Primitive, modern-democratic, totalitarian.
(b) Salient features of the Indian political system. Ethnicity and nationalism
(c) Political Violence : Meaning and nature. Types of violence - state, communal, revolutionary, religious.
(d) Communalism : Concept. Socio-economic roots.

**RECOMMENDED READINGS**


**SYLLABUS**

**M.A. (SOCIOLOGY) PART-II**
For Regular/Distance Education Students
(FOURTH SEMESTER)

**PAPER-I**

**SOCIOLOGICAL AND ANTHROPOLOGICAL THEORIES-IV**

Regular/Distance Education M. Marks: 100  
Time Allowed: 3hrs
Pass Marks: 25
Theory 70+Internal 30

**INSTRUCTIONS FOR THE PAPER-SETTER**

The question paper will consist of three sections A, B and C. Sections A and B will have four questions from the respective sections of the syllabus and will carry 10½ marks each. Section C will each consist of 14 short-answer type questions, which will cover the entire syllabus uniformly and will carry 28 marks in all. Each short-answer type question will carry two marks. Thirty (30) marks will comprise of internal assessment.

**INSTRUCTIONS FOR THE CANDIDATES**

Candidates are required to attempt two questions each from sections A and B.
All questions in Section C are compulsory.

**SECTION-A**

i. Symbolic Interactionism : Distinctive features.
ii. G. H. Mead : Self and society, genesis of self, I and Me.
Post-Mead developments : Chicago and Iowa schools - Contrasts (brief discussion).
iii. Phenomenological Sociology : Distinctive features.
iv. A. Schutz : Departure from Husserl and Weber; nature and structure of the life-world (inter-subjectivity, stock of knowledge, typification); methodology. 
Post-Schutz developments : Berger and Luckmann - The social construction of reality (brief discussion).
v. H. Garfinkel : Fundamentals of Ethnomethodology
SECTION-B

i. Post-Structuralism and Post-modernism

ii. M. Foucault : A new conception of knowledge acquisition; archaeology - history, discourses, epistemes; genealogy - knowledge, power and subjectivity.

iii. J. Lyotard : Modernity, metanarratives and their collapse; the advent of the postmodern condition : little narratives, language games and paralogy.


RECOMMENDED READINGS

8. Lyotard, JF 1984 : The Post Modern Condition, Minneapolis: University of Minnesota

PAPER-II

SOCIOLOGY OF DEVELOPMENT

Regular/Distance Education M. Marks: 100 Time Allowed: 3hrs
Pass Marks: 25
Theory 70+Internal 30

INSTRUCTIONS FOR THE PAPER-SETTER

The question paper will consist of three sections A, B and C. Sections A and B will have four questions from the respective sections of the syllabus and will carry 10½ marks each. Section C will each consist of 14 short-answer type questions, which will cover the entire
INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt two questions each from sections A and B. All questions in Section C are compulsory.

SECTION-A

(i) Changing Conceptions of Development: Economic growth, human development, social development, sustainable development.

(ii) Critical Perspectives on Development: Ecological, liberal, Marxian.

(iii) Theories of Development and Under-development: Modernization theories, centre-periphery, world-system.

(iv) Paths and agencies of development: Capitalist, socialist, mixed economy; state, market, NGOs.

SECTION-B

(i) Social Structure and Development: Structure as a facilitator; development and socio-economic disparities.

(ii) Culture and Development: Culture as an aid/impediment to development.

(iii) Indian experience of development and social consequences of economic reforms.

(iv) Socio-cultural repercussions of globalization; social implications of information technological revolutions.

RECOMMENDED READINGS


3. Dereze, Jean and Sen Amartya: India: Development and Participation


PAPER-III

GENDER AND SOCIETY

Regular/Distance Education M. Marks: 100 Time Allowed: 3hrs
Pass Marks: 25 Theory 70+Internal 30

INSTRUCTIONS FOR THE PAPER-SETTER

The question paper will consist of three sections A, B and C. Sections A and B will have four questions from the respective sections of the syllabus and will carry 10½ marks each. Section C will each consist of 14 short-answer type questions, which will cover the entire syllabus uniformly and will carry 28 marks in all. Each short-answer type question will carry two marks. Thirty (30) marks will comprise of internal assessment.

INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt two questions each from sections A and B. All questions in Section C are compulsory.
SECTION-A


(ii) Theories of Feminism : Liberal, radical, marxist, socialist and Post-modernist

(iii) Women’s movement in the West.
(iv) Women’s movement in India.

SECTION-B

(i) Women and Family : (a) Role of women.
   (i) Biological perspective.
   (ii) Cultural perspective.
   (b) Social construction of gender.

(ii) Women and Work : (a) Invisibility of women's work.
   (b) Role of women in economy.

(iii) Position of Women in Indian Society : A historical perspective.

(iv) Emerging Issues : (a) Women in politics.
   (b) Violence against women.

RECOMMENDED READINGS

12. Leslie, Julia (ed.) 2000 : Invented Identities :The Interplay of Gender, Religion and Politics in India, New Delhi, O.U.P.
INSTRUCTIONS FOR THE PAPER-SETTER
The question paper will consist of three sections A, B and C. Sections A and B will have four questions from the respective sections of the syllabus and will carry 10½ marks each. Section C will each consist of 14 short-answer type questions, which will cover the entire syllabus uniformly and will carry 28 marks in all. Each short-answer type question will carry two marks. Thirty (30) marks will comprise of internal assessment.

INSTRUCTIONS FOR THE CANDIDATES
Candidates are required to attempt two questions each from sections A and B. All questions in Section C are compulsory.

SECTION-A
(i) Importance of popular culture and mass media.
(ii) Basic concepts: Popular culture; mass communications and mass ideology.
(iii) Theoretical approaches: McLuhan (The medium is the message), Baudrillard (The world of hyperreality), Habermas (The public sphere), Roland Barthes (Semiology).
(iv) Popular culture: Films, Music, Sports, Soap shows.
(v) Components: Artists - Audience.

SECTION-B
(i) Medium: Traditional-Fairs and festivals, Folklore.
(ii) Modern: Cinema, Television, Multimedia, Internet.
(iii) Commercialization of leisure and recreation.
(iv) Mass culture as industry.
(v) Globalization of media and popular culture.

RECOMMENDED READINGS
16. Manuel, P. 2001: *Cassette Culture: Popular Music and Technology in North India*, New Delhi, OUP

**ONLY FOR THE STUDENTS OF DISTANCE EDUCATION DEPARTMENT**
**M.A. SOCIOLOGY PART-II (SEMESTER-IV)**
**PAPER-IV (Option-ii)**

**SOCIOLOGY OF RELIGION**

M. Marks: THEORY 70+30 INTERNAL=100
Time Allowed: 3 hours
Pass Marks: 25

**INSTRUCTIONS FOR THE PAPER-SETTER**
The question paper will consist of three sections A, B and C. Sections A and B will have four questions each from the respective sections of the syllabus and each question will carry 10½ marks. Section C will consist of 14 short-answer type questions covering the entire syllabus uniformly and each question will carry 2 marks.

**INSTRUCTIONS FOR THE CANDIDATES**
Candidates are required to attempt two questions each from sections A and B.
All questions in Section C are compulsory.

**SECTION-A**
(ii) Approaches to the Study of Religion: Evolutionary (Tylor), Historical and Dialectical (Marx and Weber), Structural (Durkheim), Functional (Malinowski) and Phenomenological (Eliade).
(iii) Rites of Passage: Theories of Van Gennep, M. Eliade and Max Gluckman.
(iv) Totemism: theories of Durkheim, Leavie-Strauss and Radcliffe-Brown.
(v) Mystical agents and social control in tribal societies.

**SECTION-B**
(i) Religious experience and expression.
(ii) Religious organisation: Church, sect, cult and denomination.
(iii) Religious leadership: Prophet, priest and shaman.
(iv) Religion and other social institutions - economy, polity, family.
(v) Religion and modernisation: Religious change, decline and revival.
(vi) Religion in contemporary India: Religious diversity, communalism, fundamentalism and proselytism

**RECOMMENDED READINGS**
    (Articles on sociology of religion, ritual, sects and cults, religious specialists, myth and symbol).
M.A. Women Studies

(A)
The mission of M.A. course in women studies is to flourish and establish the subject in academic stream of social sciences. Women studies as a formal discipline has been emerged in India more than two decades back. The concern for opening women Studies centers/Master courses in various institutions and universities on the part of University Grant Commission is an effort to improve the status of women. Following the UGC objectives our Department has priorities to run this valuable course. We feel that issues related to women are being neglected in other mainstream courses and there is need of full-fledged discipline of women studies as and when this subject is being popularized at national and international level.

The objectives to introduce this subject were:
To make the women related studies equally relevant as those of other social sciences.
To engendering the social sciences
To spread awareness among the students about women centric issues
When the women are almost 50% of population and in higher studies like at our University they are crossing 70% of total enrollments, then it is pertinent to introduce and evolve the subject.
To cater the students who are working in NGOs, organizations ( govt. or semi govt.) which are demanding masters in women studies at national and international level from their employees.

(B) Relevance of the programme at higher education level
Feminism has been dramatically one of the most forceful social movements of the twentieth century. Feminism has profoundly transformed the lives of women throughout the world. To change the world through women upliftment is an uphill task. Empowerment of women has become one of the most relevant issues due to the magnitude of discrimination against them. Term women empowerment was explicitly used to frame and facilitate the struggle for social justice. As a state of mind, gender equality reflects self confidence, self-reliance and the determination to struggle against injustice.

Women studies provide that kind of support to the learners.
The development of the subject at university level is also to establish gender justice in the academics. This subject has been introduced by Dept. of Distance Education basically for social welfare cause on no profit bases. This subject can easily impart knowledge at Distance Education level because this discipline has not essential requirements of regular system. Most of the students are working fulltime or part time. We provide them all the instructions, lesson material, Personal contact Programmes and also evaluate their learning capability through discussions, internal assessment as well as by theory papers periodically.

Therefore this subject can easily impart knowledge at distance education level as it not only alters the ways of thinking of women themselves and others but prepare them to educate the people to make the social system women friendly.
The Dept. of Distance Education feel proud in introducing this subject ten years back much before it was launched at regular level in several universities.
(C) Prospective group of learners are
1. Candidates who are employed in some organizations or NGOs those working for social cause.
2. Those who are employed in government/semi government organizations to aware the people regarding issues as HIV awareness programmes, drugs related task forces, Human Rights organizations etc.
3. For regular school teachers who wanted to pursue their master course to enhance their knowledge. This subject is very attractive for them and school teachers could make many students gender sensitive.
4. For fresh graduates who have their personal interest in the subject.
5. Women students who are specifically eager to learn this subject.

(D) This programme is highly appropriate for distance learners who are working at some private or public institutions and want to enrich their knowledge which can help them to enlighten themselves and will further motivate them to work for social welfare particularly to engender the society. This programme is interdisciplinary and is relevant for citizens belonging to any stream of knowledge.
In every sphere of life e.g. in educational institutions, Governmental Offices, industrial corporates, MNCs, Service Sector etc., there is need for the gender equality and to educate surrounding people to make the environment women friendly. The subject of women studies is providing that vision and efficiency and make them competent in this specific field of social welfare.

(E) Institutional design:
**The duration of programme is Two Years: the entire programme is divided into Four Semesters.**
All syllabi topics are written and finely prepared by teachers and research scholars who are specialized in concerned topics. These topics are divided into lessons. After appropriate typing and printing we provide to the learners.

The list of the detail of Syllabus is attached herewith.
The programme is interdisciplinary. There is one Assistant professor of this subject. Other than it there is one coordinator, and more than eight other faculty members of the department and the university are assisting to teach this subject and disseminating knowledge to students. They are from the disciplines of Sociology, Political Science, Economics, Psychology, law, Public Administration, English and Education. They are imparting knowledge according to their specialized fields and requirement of the Syllabi.

(F) Procedure for admission ……… As per Annexure attached herewith
-Fee structure ……….. As per Annexure attached herewith
-Financial Assistance ……… As per Annexure attached herewith
1. There is both online and offline admission options being provided by department at university website. All information regarding personal contact programmes (PCPs), examination details, library cards, admit cards are being provided online. Curriculum
transaction is provided by personal contact programme (PCPs) and these PCPs are compulsory (at least 75% lectures) in every semester. The syllabi are divided into two parts: theory and practical.

The theory is of 70% and practical is of 30%.

The 30% practical is undertaken as Internal Assessment which is based on:

- 10% = Attendance
- 20% = Viva Voce/ Assignments

(G) There are requirements library…….

A full fledged library system is being provided to the students by the Dept. of Distance Education. The books they can borrow from library. Every year the department purchases the all required books from the specific budget allotted to Women Studies to enrich this section of dept. library. There is well furnished Seminar Room in the department lasses with projector and other computer related equipment. Viva Voce and discussion being conducted this room. The department has well-furnished computer labs and class rooms. The faculty members have their separate offices, with computers, printers, telephone and internet facility.

(H) Cost Estimate…….As per Annexure Attached herewith

Mechanism

There is **Board of Post Graduate Studies** in Women Studies of the University which is being chaired by Dean Social Sciences and other members are:

- Director, Women Studies Centre, Punjabi University Patiala
- Coordinator, Women Studies, Distance Education Department.
- Two Assistant Professors in Women Studies
- Three other members belonging to other disciplines of social science.

The syllabi/curriculum is prepared by this board after every two years. The entire syllabi are meant for two years only. This board also prepares and refers the names for panels of paper setters. At least five names being referred for every paper to the controller of examinations.

The entire syllabus prepared by this Board then has to be ratified by the Punjabi University **Faculty of Social Sciences meeting** every year in the beginning of session.

**Academic Council of University**: There onwards the Academic Council of Punjabi University ratifies the entire programme.

There is **external paper setting** and **external evaluation** of theory examinations.
M.A. (WOMEN'S STUDIES): PART-I
(SEMESTER SYSTEM)
SESSIONS: 2017-18 AND 2018-19
Syllabus for Distance Education and Regular Students

Scheme of Studies

SEMESTER-I

PAPER-I CONCEPTUALISING WOMEN'S STUDIES
PAPER-II WOMEN MOVEMENTS AND FEMINISM
PAPER-III RESEARCH METHODS IN SOCIAL SCIENCES
PAPER-IV WOMEN AND SOCIAL CONSTRUCTION

SEMESTER-II

PAPER-V GENDER CONTEXT
PAPER-VI FEMINIST THEORY
PAPER-VII RESEARCH METHODOLOGY IN WOMEN STUDIES
PAPER-VIII (OPT-I) ENVIRONMENT AND FEMINIST CONTEXT

PAPER-I (CONCEPTUALISING WOMEN'S STUDIES)

INSTRUCTIONS FOR THE PAPER-SETTER

Theory: 70  
Internal Assessment: 30
Pass Marks: 35%  
For Distance Education  
Attendance of PCP- 10 marks
Time : 3 Hours  
Students  
Viva Voce- 20 Marks

FOR REGULAR STUDENTS / DISTANCE EDUCATION STUDENTS, the question paper will consist of three sections : A, B and C. Sections A and B will have four questions from each section (eight in total) of 10 marks each. Section C will consist of 10 short-answer type questions which will cover the entire syllabus uniformly and will carry 30 marks in all, each short answer type question will carry 3 marks. The candidates are required to give answer of each short-type question in 50 words, i.e. in 7-10 lines.

INSTRUCTION FOR THE CANDIDATES

Candidates are required to attempt two questions each from sections A and B and the entire section C. The candidates are required to give answer of each short-type question in about 50 words, i.e. in 7-10 lines.

SECTION-A

1. Concept and Need for Women Studies .
2. Scope of Women Studies.
3. Women Studies as an Academic Discipline.

SECTION-B

5. Origin and Growth of Women Studies in India.

**SUGGESTED READINGS**

PAPER-II WOMEN'S MOVEMENTS AND FEMINISM

INSTRUCTIONS FOR THE PAPER-SETTER

Theory: 70
Pass Marks: 35%
Time: 3 Hours

Internal Assessment: 30
For Distance Education
Attendance of PCP- 10 marks
Students
Viva Voce- 20 Marks

FOR REGULAR STUDENTS / DISTANCE EDUCATION STUDENTS, the question paper will consist of three sections: A, B and C. Sections A and B will have four questions from each section (eight in total) of 10 marks each. Section C will consist of 10 short-answer type questions which will cover the entire syllabus uniformly and will carry 30 marks in all, each short answer type question will carry 3 marks. The candidates are required to give answer of each short-type question in 50 words, i.e. in 7-10 lines.

INSTRUCTION FOR THE CANDIDATES

Candidates are required to attempt two questions each from sections A and B and the entire section C. The candidates are required to give answer of each short-type question in about 50 words, i.e. in 7-10 lines.

SECTION-A
1) Women Movements in France, UK and USA
2) Women Movements in China
3) Women Movements in Pre-Independence India
4) Women Movements in Post-Independence India

SECTION-B
5) Three Waves of Feminism
6) Liberal Feminism: Mary Wollstone Craft, J.S. Mill & Harriet Taylor
7) Betty Friedan

SUGGESTED READINGS
M.A. (Women Studies) Part-I (Sem. Sys.) 7 Syllabus


PAPER-III :- RESEARCH METHODS IN SOCIAL SCIENCES

INSTRUCTIONS FOR THE PAPER-SETTER

Theory: 70
Pass Marks: 35%
Time : 3 Hours

Internal Assessment: 30
For Distance Education
Attendance of PCP- 10 marks
Students
Viva Voce- 20 Marks

FOR REGULAR STUDENTS / DISTANCE EDUCATION STUDENTS, the question paper will consist of three sections : A, B and C. Sections A and B will have four questions from each section (eight in total) of 10 marks each. Section C will consist of 10 short-answer type questions which will cover the entire syllabus uniformly and will carry 30 marks in all, each short answer type question will carry 3 marks. The candidates are required to give answer of each short-type question in 50 words, i.e. in 7-10 lines.
INSTRUCTION FOR THE CANDIDATES

Candidates are required to attempt two questions each from sections A and B and the entire section C. The candidates are required to give answer of each short-type question in about 50 words, i.e. in 7-10 lines.

SECTION-A

1) Social Science Research : Scope, Objectives
2) Scientific Method: Definition, Application to Social Sciences and Women Studies, Issues of Subjectivity and Objectivity.
3) Relationship Between Theory and Research.

SECTION-B

5) Problem Formulation
6) Hypothesis
7) Sampling : Significance and Limitations of Sampling, Types of Sampling
8) Mean, Median and Mode

SUGGESTED READINGS


**PAPER-IV : WOMEN AND SOCIAL CONSTRUCTION**

**INSTRUCTIONS FOR THE PAPER-SETTER**

<table>
<thead>
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<th>Theory: 70</th>
<th>Internal Assessment: 30</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pass Marks: 35%</td>
<td>For Distance Education Attendance of PCP-10 marks</td>
</tr>
<tr>
<td>Time: 3 Hours</td>
<td>Students Viva Voce-20 Marks</td>
</tr>
</tbody>
</table>

FOR REGULAR STUDENTS / DISTANCE EDUCATION STUDENTS, the question paper will consist of three sections : A, B and C. Sections A and B will have four questions from each section (eight in total) of 10 marks each. Section C will consist of 10 short-answer type questions which will cover the entire syllabus uniformly and will carry 30 marks in all, each short answer type question will carry 3 marks. The candidates are required to give answer of each short-type question in 50 words, i.e. in 7-10 lines.

**INSTRUCTION FOR CANDIDATES**

Candidates are required to attempt two questions each from sections A and B and the entire section C. The candidates are required to give answer of each short-type question in about 50 words, i.e. in 7-10 lines.

**SECTION-A**

1) Socialisation : Concept and Process
2) Types and Stages of Socialisation with special reference to Women
3) Agencies of Socialisation.

**SECTION-B**

4) Social Construction of Gender.
5) Social Construction : (A) Women in Ancient India (B) Women in Modern India
6) Position of Women in :
   (A) Hinduism
   (B) Buddhism and Jainism
7) Position of Women in :
   (A) Sikhism
   (B) Islam
   (C) Christianity

**SUGGESTED READINGS**


**SEMESTER-II**

**PAPER-V (GENDER CONTEXT)**

**INSTRUCTIONS FOR THE PAPER-SETTER**

<table>
<thead>
<tr>
<th>Theory: 70</th>
<th>Internal Assessment: 30</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pass Marks: 35%</td>
<td>For Distance Education Attendance of PCP- 10 marks</td>
</tr>
<tr>
<td>Time: 3 Hours</td>
<td>Students Viva Voce- 20 Marks</td>
</tr>
</tbody>
</table>

**FOR REGULAR STUDENTS / DISTANCE EDUCATION STUDENTS**, the question paper will consist of three sections: A, B and C. Sections A and B will have four questions from each section (eight in total) of 10 marks each. Section C will consist of 10 short-answer type questions which will cover the entire syllabus uniformly and will carry 30 marks in all, each short answer type question will carry 3 marks. The candidates are required to give answer of each short-type question in 50 words, i.e. in 7-10 lines.
INSTRUCTION FOR THE CANDIDATES

Candidates are required to attempt two questions each from sections A and B and the entire section C. The candidates are required to give answer of each short-type question in about 50 words, i.e. in 7-10 lines.

SECTION-A

Basic Concepts :
1. Sex and Gender (Gender Relations)
2. Patriarchy
3. Feminism, Femininity and Masculinity
4. Gender Discrimination
5. Gender Division of Labour.

SECTION-B

Gender Issues :
6. Women and Management
7. Women and Entrepreneurship
8. Women and ICT
9. Women and Violence

SUGGESTED READINGS
PAPER VI  
FEMINIST THEORY  
INSTRUCTIONS FOR THE PAPER-SETTER

Theory: 70  
Internal Assessment: 30

Pass Marks: 35%  
For Distance Education

Time : 3 Hours  
Students

Attendance of PCP- 10 marks

Viva Voce- 20 Marks

FOR REGULAR STUDENTS / DISTANCE EDUCATION STUDENTS, the question paper will consist of three sections : A, B and C. Sections A and B will have four questions from each section (eight in total) of 10 marks each. Section C will consist of 10 short-answer type questions which will cover the entire syllabus uniformly and will carry 30 marks in all, each short answer type question will carry 3 marks. The candidates are required to give answer of each short-type question in 50 words, i.e. in 7-10 lines.

INSTRUCTION FOR THE CANDIDATES

Candidates are required to attempt two questions each from sections A and B and the entire section C. The candidates are required to give answer of each short-type question in about 50 words, i.e. in 7-10 lines.

SECTION A

1. Radical Feminism: Simone de Beauvoir, Shulamith Firestone
2. Marxist Feminism: Karl Marx and Fredrick Engels, Maria Mies.
3. Socialist Feminism: Julliet Mitchell and Iris Young.

SECTION B

4. Post-Modern Feminism - Judith Buttler, Christina Hoff.
5. Cultural Feminism, Eco Feminism
6. Psychoanalytic Feminism (Freudian)

SUGGESTED READINGS

18. Sergent Linda (ed.), *The Unhappy Marriage of Marxism and Feminism*.

**PAPER-VII (RESEARCH METHODOLOGY IN WOMEN STUDIES)**

**INSTRUCTIONS FOR THE PAPER-SETTER**

<table>
<thead>
<tr>
<th>Theory: 70</th>
<th>Internal Assessment: 30</th>
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<tbody>
<tr>
<td>Pass Marks: 35%</td>
<td>For Distance Education Attendance of PCP- 10 marks</td>
</tr>
<tr>
<td>Time : 3 Hours</td>
<td>Students Viva Voce- 20 Marks</td>
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FOR REGULAR STUDENTS / DISTANCE EDUCATION STUDENTS, the question paper will consist of three sections: A, B and C. Sections A and B will have four questions from each section (eight in total) of 10 marks each. Section C will consist of 10 short-answer type questions which will cover the entire syllabus uniformly and will carry 30 marks in all, each short answer type question will carry 3 marks. The candidates are required to give answer of each short-type question in 50 words, i.e. in 7-10 lines.

**INSTRUCTION FOR THE CANDIDATES**

Candidates are required to attempt two questions each from sections A and B and the entire section C. The candidates are required to give answer of each short-type question in about 50 words, i.e. in 7-10 lines.

**SECTION-A**

1. Approach to Women Studies
2. Scope and Significance of Research in Women Studies
3. Distinctive Methodology for Research in Women Studies
4. Sources of Data  
   (A) Primary  
   (B) Secondary

**SECTION-B**

5. Methodology of Women Studies Research  
   (A) Case Study  
   (B) Triangulation  
   (C) Content Analysis
6. Feminist Critique of Positivistic Research Methodology
7. Feminist Research Methodology and Its Limitations.

**SUGGESTED READINGS**


**PAPER-VIII (OPT-I):** (ENVIRONMENT AND FEMINIST CONTEXT)

**INSTRUCTIONS FOR THE PAPER-SETTER**

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INSTRUCTION FOR THE CANDIDATES

Candidates are required to attempt two questions each from sections A and B and the entire section C. The candidates are required to give answer of each short-type question in about 50 words, i.e. in 7-10 lines.

SECTION-A

1. Women and Urbanization
2. Women and Agriculture
3. Women and Industry
4. India’s Environment Policies and It’s impact on women

SECTION-B

5. Ecological Movements in the World
6. Narmada Bachao Andolan (NBA) and Chipko Movement in India
7. Theory and Practice of Eco Feminism in India
8. Environment Degradation and Sustainable Development and role of Women

SUGGESTED READINGS

6. United Nations Environment Programme, One Planet, Many People, 2005
11. Mies, Maria and Shiva, Vandana, Ecofeminism, Rawat Publications, Mumbai, 2010
SEMESTER-III

PAPER-I (WOMEN AND DEVELOPMENT)

INSTRUCTIONS FOR THE PAPER-SETTER

Theory: 70
Internal Assessment: 30
Pass Marks: 35%
Time : 3 Hours
For Distance Education Students
Attendance of PCP- 10 marks
Viva Voce- 20 Marks

FOR REGULAR STUDENTS / DISTANCE EDUCATION STUDENTS, the question paper will consist of three sections : A, B and C. Sections A and B will have four questions from each section (eight in total) of 10 marks each. Section C will consist of 10 short-answer type questions which will cover the entire syllabus uniformly and will carry 30 marks in all, each short answer type question will carry 3 marks. The candidates are required to give answer of each short-type question in 50 words, i.e. in 7-10 lines.

INSTRUCTION FOR THE CANDIDATES

Candidates are required to attempt two questions each from sections A and B and the entire section C. The candidates are required to give answer of each short-type question in about 50 words, i.e. in 7-10 lines.

SECTION-A
1. Meaning of Development.
2. Feminist Critique of Development.
3. Feminist Theories of development:
   A. Women in Development (WID)
   B. Women and Development (WAD)
   C. Gender and Development (GAD)

SECTION-B
Women Development on following issues:
6. Education
7. Health
8. Women Employment
9. Women development in Rural Area
10. Self Help Groups

SUGGESTED READINGS

**PAPER-II (WOMEN AND LAW)**

**INSTRUCTIONS FOR THE PAPER-SETTER**

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**INSTRUCTION FOR THE CANDIDATES**

Candidates are required to attempt two questions each from sections A and B and the entire section C. The candidates are required to give answer of each short-type question in about 50 words, i.e. in 7-10 lines.
SECTION-A
Constitutional Provisions with special reference to Women and Family Laws:
1) Marriage
2) Child Marriage
3) Widow Remarriage
4) Divorce
5) Maintenance
6) Inheritance and Succession
7) Dowry Prohibition

SECTION-B
Women and Labour law:
8) Equal Remuneration Act, 1976
9) Maternity Benefit Act, 1961
10) Factory Act 1948 relating Welfare of Women e.g. Crèche, Working Hours
11) Law Against Sexual Harassment at Work Place, (Vishakha Case)

SUGGESTED READINGS

PAPER-III (CONCEPTUALISING WOMEN’S HEALTH)
INSTRUCTIONS FOR THE PAPER-SETTER

Theory: 70
Pass Marks: 35%
Time : 3 Hours

Internal Assessment: 30
For Distance Education Attendance of PCP- 10 marks
Students Viva Voce- 20 Marks

FOR REGULAR STUDENTS / DISTANCE EDUCATION STUDENTS, the question paper will consist of three sections : A, B and C. Sections A and B will have four questions from each section (eight in total) of 10 marks each. Section C will consist of 10 short-answer type questions which will cover the entire syllabus uniformly and will carry 30 marks in all, each short answer type question will carry 3 marks. The candidates are required to give answer of each short-type question in 50 words, i.e. in 7-10 lines.
INSTRUCTION FOR THE CANDIDATES

Candidates are required to attempt two questions each from sections A and B and the entire section C. The candidates are required to give answer of each short-type question in about 50 words, i.e. in 7-10 lines.

SECTION-A

1) Conceptualising Women’s Health
2) Status of Women’s Health
3) Access to health Care Services
4) HIV and AIDS Control Programme, Impact on Women

SECTION-B

5) National Health Policy
6) National Population Policy and Its Gender Dimensions
7) Women’s Reproductive Rights

SUGGESTED READINGS


PAPER-IV (OPT-I) : (GENDER DIMENSION OF WORK)

INSTRUCTIONS FOR THE PAPER-SETTER

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INSTRUCTION FOR THE CANDIDATES

Candidates are required to attempt two questions each from sections A and B and the entire section C. The candidates are required to give answer of each short-type question in about 50 words, i.e. in 7-10 lines.

SECTION-A

1) Gender Division of Work
2) Issue of Productive and Non Productive work
3) Changing Gender and Work Relations
4) Role Conflict and Role Strain

SECTION-B

5) Gender Discrimination in Corporate Sector.
6) Origin and Growth of Women Organizations in India with Special Reference to SEWA
7) Impact of Liberalization on women
8) Impact of Privatization and Globalization on women

SUGGESTED READINGS


SEMESTER-IV

PAPER-V (WOMEN AND POLITICS)

INSTRUCTIONS FOR THE PAPER-SETTER

Theory: 70
Pass Marks: 35%
Time : 3 Hours

For Distance Education
For Distance Education
Students

Internal Assessment: 30
Attendance of PCP- 10 marks
Viva Voce- 20 Marks

FOR REGULAR STUDENTS / DISTANCE EDUCATION STUDENTS, the question paper will consist of three sections : A, B and C. Sections A and B will have four questions from each section (eight in total) of 10 marks each. Section C will consist of 10 short-answer type questions which will cover the entire syllabus uniformly and will carry 30 marks in all, each
short answer type question will carry 3 marks. The candidates are required to give answer of each short-type question in 50 words, i.e. in 7-10 lines.

INSTRUCTION FOR THE CANDIDATES

Candidates are required to attempt two questions each from sections A and B and the entire section C. The candidates are required to give answer of each short-type question in about 50 words, i.e. in 7-10 lines.

SECTION-A

1. Feminist Concept of Power
2. Women’s Political Participation, its Need and Reality
3. Women in Parliament and State Legislators
4. Gender issues in International Relations

SECTION-B

Women and Political Development
5. Women in Panchayati Raj Institutions: 73rd and 74th Amendment to the Indian Constitution
6. Issue of Reservation for Women in Legislatures
7. Debate on Women Representation
8. Political Parties and Women Representation (BJP, Congress, CPI, CPI(M)

SUGGESTED READINGS

• Annpurna Nautiyal (eds), Decentralised Governance, Regional Development and Women Empowerment, Gyan, New Delhi, 2013
• Aparna Basu & Bharti Ray, Women’s Struggle, Manohar, New Delhi, 2003
• Abhilasha Kumari and Sabina Kidwai, Crossing the Sacred Line, Women’s Search for Political Power, Orient Longman, New Delhi, 1998
• Agnew, Vijay, Elite Women in Indian Politics, Vikas Publishing House, New Delhi, 1997
• Baig, Tara Ali, India’s Women Power, Sultan Chand and Co., New Delhi, 1976
• Brush, Lisa D. Gender and Governance, Rawat, New Delhi, 2007
• D. Sundar Ram, Women Empowerment in Political Institutions, Kanishka, New Delhi, 2009
• Diatz, Merry, Contacts is All: Feminism and Theories of Citizenship in Chantal, Mouffe (ed), Dimensions of Radical Democracy, Verso, London, 1992
• Forbes, Geraldine, Indian Women and the Freedom Movement: A Historian’s Perspective, RCWS Gender Series, Gender and Politics: Book 2, Research Centre for women’s Studies, SNDT Women’s Studies, Mumbai, 1997
Gill, Paramjit and Sheveta Sehgal (2012), Dynamics of International Relations Moving from International to Global, Theory and Issues, New Delhi: Atlantic

Gill, Rajesh, Empowering Women Though Panchyats Stories of Success and Struggles from Indian, Man and Development, Vol. XXVIII, No. 4, December 2006, 83-104

Sadhna Arya, Women, Gender Equality and the State, Deep and Deep, New Delhi, 2000


Ajay Pandey, Women in Politics Outsider and Insiders, Neha, New Delhi, 2013

Menon, Nivedita, Gender and Politics in India, Oxford University Press, 2011.

M.A. (Women Studies) Part-I (Sem. Sys.) Syllabus

PAPER-VI (WOMEN, LAW AND UNO)

INSTRUCTIONS FOR THE PAPER-SETTER

Theory: 70
Internal Assessment: 30
Pass Marks: 35% For Distance Education Attendance of PCP- 10 marks
Time : 3 Hours Students Viva Voce- 20 Marks

FOR REGULAR STUDENTS / DISTANCE EDUCATION STUDENTS, the question paper will consist of three sections: A, B and C. Sections A and B will have four questions from each section (eight in total) of 10 marks each. Section C will consist of 10 short-answer type questions which will cover the entire syllabus uniformly and will carry 30 marks in all, each short answer type question will carry 3 marks. The candidates are required to give answer of each short-type question in 50 words, i.e. in 7-10 lines.

INSTRUCTION FOR THE CANDIDATES

Candidates are required to attempt two questions each from sections A and B and the entire section C. The candidates are required to give answer of each short-type question in about 50 words, i.e. in 7-10 lines.

SECTION-A

Women and Criminal law:
1. Legislation Protecting the Modesty of Women
2. Suppression of Immoral Trafficking in Women and Girls.
3. The Indecent Representation of Women (Prohibition Act 1986)
4. Pre-Conception and Prenatal Diagnostic Techniques (Prohibition of Sex Selection Act, 1994)
5. Protection of Women from Domestic Violence Act, 2005

SECTION-B

7. Role of UNO in Women Empowerment
8. UN Conferences on Women
9. UN Organs and Specialised Agencies working on Women’s Issues (ECOSOC, UNDP, UNICEF)
10 UN Conference on Political Rights of Women, Declaration on Elimination of Violence Against Women, Millennium Development Goals
SUGGESTED READINGS

15. United Nations Documents
   3. *Vienna Declaration and Programme of Action (1993)*
   4. *The World Summit on Social Development, 1995*
   5. *Beijing Declaration, 1995*
   6. *World Summit on Sustainable Development, 2002*

PAPER-VII (WOMEN AND SOCIETY)

INSTRUCTIONS FOR THE PAPER-SETTER

Theory: 70
Internal Assessment: 30
Pass Marks: 35%
For Distance Education Attendance of PCP- 10 marks
Time: 3 Hours Students Viva Voce- 20 Marks

FOR REGULAR STUDENTS / DISTANCE EDUCATION STUDENTS, the question paper will consist of three sections : A, B and C. Sections A and B will have four questions from each section (eight in total) of 10 marks each. Section C will consist of 10 short-answer type questions which will cover the entire syllabus uniformly and will carry 30 marks in all, each short answer type question will carry 3 marks. The candidates are required to give answer of each short-type question in 50 words, i.e. in 7-10 lines.
INSTRUCTION FOR THE CANDIDATES

Candidates are required to attempt two questions each from sections A and B and the entire section C. The candidates are required to give answer of each short-type question in about 50 words, i.e. in 7-10 lines.

SECTION-A

Women and Social Discrimination :
1. Sex Ratio
2. Female Infanticide and Foeticide
3. Child Marriage and Dowry
4. Fundamentalism/Casteism

SECTION-B
5. Domestic Violence
6. Crime Against Women
7. Problems of Dalit Women
8. Structural Violence Against Women

SUGGESTED READINGS
8. Krishnaraj, Maithreyi, Chanana Karuna, Gender and Household Domain (Social and Cultural Dimensions), Sage Publications: New Delhi, 1989

United Nations Documents
- UN Conference on Environment and Development (UNCED) 1992
- Vienna Declaration and Programme of Action (1993)
- The World Summit on Social Development (1995)
- Beijing Declaration(1995)
- World Summit on Sustainable Development(2002)

**PAPER-VIII (OPT-I) (GENDERED MEDIA AND LITERATURE)**

_INSTRUCTIONS FOR THE PAPER-SETTER_

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**INSTRUCTION FOR THE CANDIDATES**

Candidates are required to attempt two questions each from sections A and B and the entire section C. The candidates are required to give answer of each short-type question in about 50 words, i.e. in 7-10 lines.

**SECTION-A**

Women and Social Discrimination:
1. Mass Media: Concept, Types and Impact on Women.
2. Portrayal of Women in Mass Media
3. Representation of Women in Mass Media (Print and Electronic Media)

**SECTION-B**

4. Language as a Patriarchal Construct
5. Search by Women Writers for new Forms and New languages
6. Images of Women in Indian Literary Texts

**SUGGESTED READINGS**

5. Mia Lovheim (Ed.), _Media, Religion and Gender Key Issues and New Challenges_, London, 2013,
8. Mary Anne Ferguson, _Images of Women in Literature_, Wadsworth, USA, 1986


11. pbfi zo e6, @x o ns/GkFkGk b ft 3 n 8s LuDt hn KgFkphej kDhn Kd/n klo s/ #; wdoFh(d'wF; e), n e 115, n g6-vj h 2010.
In the onward journey of Punjabi University, it was indeed a luminous and shining landmark when the Department of Business Management now rechristened as School of Management Studies, was established in the academic session 1969-71. Even since the School started the 2 year full time MBA Programme, it has continuously remained alive to the needs of the Indian Industry and recognized its never ending task of bringing consistency by extending contemporary education services. Because of economic liberalization and globalization of our economy there have spectacular opening and possibilities in the field of management. We are at the threshold of a dynamic phase having never before opportunities in our lap. The main objective of the MBA programme at SMS is to equip the students with requisite skills to meet the challenges of the new globalized economic order.

The School offers a number of courses, which include full time as well as correspondence courses in various streams of management. It is a matter of pride that this School was the first in country to introduce M.B.A programme through correspondence, for senior army officers and working executives. This course serves as a measure of rehabilitation for senior army officers and at the time helps working executives to enhance their knowledge and skills and consequently their careers. The specializations being offered are Marketing, Human Resource, Finance, Information Technology and Operations Management.

_Hence in the light of the above it is to be mentioned here that there is no need to prepare PPR reports. PPR report is required for the introduction of new courses, whereas MBA (CC) at School of Management Studies is running since 1979._

Dean,
Faculty of Business Studies
SCHOOL OF MANAGEMENT STUDIES, PUNJABI UNIVERSITY, PATIALA

PROGRAMME OF STUDY
MBA Two Year Programme
(Correspondence Course)

SEMESTER-I

101  Management Practices & Organizational Behavior  100
102  Managerial Economics  100
103*  Computer Fundamentals and Computer Aided Management  100
104  Accounting for Management  100
105  Business Environment  100

Evaluation Internal 50 Marks is Lab/Assignment based
Evaluation External: Evaluation of practical will be done jointly by two external & Internal Experts and will be from 50 Marks.

SEMESTER-II

201  Business Statistics & Research Methodology  100
202  Financial Management  100
203  Marketing Management  100
204  Human Resource Management/ Operations Management  100
205  Viva Voce  100
PROGRAMME OF STUDY
MBA Two Year Programme
(Correspondence Course)
Session 2016-2017 & 2017-2018

SEMESTER -III
301 Project Management 100
302* Management Information System & Decision Support Systems 100
303 Business Ethics & Values 100
*Theory: Group I and Group II carry 30 Marks each External & Internal
* Practical Group III carries 40 Marks which will be jointly evaluate by Internal and external experts.

Any one functional area from the following:
Marketing Management
304 Advertising & Sales Management 100
305 Marketing Research 100
Human Resource Management
306 Management of Industrial Relations 100
307 Human Resource Planning & Development 100
Financial Management
308 Management of Financial Institutions 100
309 Financial Services & Markets 100
Operations Management
310 Production Planning & Control 100
311 Inventory Management 100
International Business
312 Multinational Financial Management 100
313 International Marketing 100
Retail Management
314 Management of Retail Organisation 100
315 Retail Consumer Behaviour 100

SEMESTER-IV
401 Business Policy & Strategic Management 100
402 Project Report 100
403 Viva Voce

Three Electives from any one of the following groups:
Marketing Management
404 Consumer Behaviour 100
405 Export Marketing 100
406 Marketing of Services 100
407 Management of Logistics 100
408 Retail Marketing

**Human Resources Management**

409 Compensation Management
410 Labour Laws
411 Industrial Psychology
412 Cross Cultural & Global Management
413 Management of Training & Development

**Financial Management**

414 Security Analysis & Portfolio Management
415 Derivatives and Risk Management
416 Management Control Systems
417 Management of Working Capital
418 Corporate Tax Planning
439 International Financial Management

**Operations Management/Material Management**

419 Purchasing Management
420 Management of Logistics
421 Plant Design & Layout
422 Statistical Quality Control
423 Service Operation Management

**Information Technology**

424 Strategic Information Systems
425 System Analysis & Design
426 Software Engineering
427 Business Process & Re-engineering
428 Enterprise Resource Planning

**International Business**

429 Regional Blocks
430 International Economic Organisations
431 Export-Import Procedures, Documentation & Logistics
432 Global Human Resources Management
433 Foreign Language for Business

**Retail Management**

434 Supply Chain Management
435 Merchandising Planning and Strategies
436 Retail Strategies
437 Store Management
438 Customer Relationship Essentials in Retailing
Note: Students can opt for one additional specialisation consisting of 5 papers, if they so desire, against a payment of Rs. 2000/- per paper. The students can appear in 2 papers in 3rd semester and 3 papers in 4th semester, along with respective semester exams or after completing the course.

101 Management Practices & Organizational Behavior

Course Overview
The overall objective of this course is to familiarize the students with management concepts and behavioral processes in the organization.

Course Syllabus

Group I:

Group II:
Understanding and Managing Individual Behavior, Organizational Behavior: its Concepts, Features and Importance, Concepts & Theories of Personality, Perception: Concept and Models, Role of Perception in Managerial Decision Making, Concepts of Attitudes, Values and Beliefs, Theories of Learning, its Principles, Reinforcement, Motivation and its theories.

Group III:

Recommended Texts


Instructions
The external paper will carry 50 marks and would be of three hours duration. The question paper will be divided into three groups, i.e., I, II, III. The question paper will consist of nine questions, three from each group.
Candidates will be required to attempt five questions in all, selecting not more than two questions from each group.
The internal paper will carry 50 marks and it will be distributed as follows:
Five Assignments each carrying 10 marks.

102 Managerial Economics

Course Overview
The main objective of this course is to understand the use of the tools of economic analysis in classifying problems, in organizing and evaluating information and in comparing alternative course of action.

Course Syllabus

Group I:

Group II:

Group III:

Recommended Texts

Instructions

The external paper will carry 50 marks and would be of three hours duration. The question paper will be divided into three groups, i.e., I, II, III. The question paper will consist of nine questions, three from each group. Candidates will be required to attempt five questions in all, selecting not more than two questions from each group.
The internal paper will carry 50 marks and it will be distributed as follows:
Five Assignments each carrying 10 marks

103 Computer Fundamentals and Computer Aided Management

Course Overview

To introduce students to the use of computer based application packages for documentation preparation and making reports, preparation of questionnaires, slide presentation for business, tables and graphs.

Course Syllabus

Group I:

Group II:
Managing Workbooks, Working with Worksheets, Cell Referencing(Absolute references, Mixed references), Ranges, Using Formulas and Functions; Formulas that Make Decisions (How the if function works) Formatting Worksheets, Printing Worksheets, Creating and Editing Graphic Objects and Charts, Sorting Data, Filtering etc. Analyzing Data Using Pivot Tables, Performing What-If Analysis, Issuing Scenario Manager.

Group III:

Recommended Texts

- Coleman P., Mbas Guide to Microsoft Office Xp, New Age International (P) Limited, New
Delhi, 2005.


**Instructions**

The evaluation will be as follows:
Evaluation Internal: 50 marks is lab based.
Evaluation External: Evaluation of practical will be done jointly by the external and internal experts and will be from 50 marks.

**Course Overview**

The course is designed to provide professional managers, not involved in accounting and finance, with an introduction to the concepts and issues in accounting and finance, Managers virtually need to acquire such knowledge for application in their day-to-day managerial decision making.

**Course Syllabus**

**Group I:**

**Group II:**

**Group III:**
Accounting for Planning and Control: Budgetary Control System, Budget Preparation, Master Budget, Flexible Budget, Zero based review, Behavioral aspects of budgeting, Standard Costing and variance analysis, Responsibility Accounting.

**Recommended Texts**

Instructions

The external paper will carry 50 marks and would be of three hours duration. The
question paper will be divided into three groups, i.e., I, II, III. The question paper will
consist of nine questions, three from each group. Candidates will be required to attempt
five questions in all, selecting not more than two questions from each group
The internal paper will carry 50 marks and it will be distributed as follows:
Five Assignments each carrying 10 marks

Course Overview

Upon the satisfactory completion of this course the students will be able to: analyze
different types of legal, political, economical systems influencing business; have introductory
knowledge of Indian legal concepts; and see how these concepts apply in Business Environment.

Course Syllabus

Group I:
Concept of business environment: techniques for environment analysis, Elements of
environment: internal and external, Societal environment: business and society, social
responsibility of business, Political and government environment, Demographic
environment, Technological environment, Economic Environment: types of economies,
Economic policies-Industrial policy, Fiscal policy, Monetary policy, privatization and
disinvestment, liberalization and globalization.

Group II:
WTO and Intellectual Property Rights, Competition Act-2002, Information Technology
Institutions, Foreign Trade: EPZs, EOUs, TP and SEZs, Security Exchange Board of
India (SEBI): Objectives, Powers and Functions, Consumer Protection Act, 1986-Rights
and Remedies, NGOs: Types and Role In Promoting Consumer Awareness.

Group III:
Legal Environment: Nature of Company, Types of Companies, Formation of Company,
Memorandum of Association, Article of Association, Doctrines of Ultra Vires, Meetings,
Functioning of Board of Directors, Management Frauds, Winding up, Contract Act:
Introduction, Types of Contracts, Essentials of a Valid Contract, Sale of Goods Act:
Introduction, Essentials of a Contract of Sale, Principle of Caveat Emptor ISO 9000 and
ISO 14000, Global Outsourcing, Public, Private and Co-Operative Sectors of Indian
economy.

Recommended Texts

  Delhi, 2nd Edition.
- K. Aswathappa, Essentials of Business Environment, Himalaya Publishing House, Delhi,
Instructions
The external paper will carry 50 marks and would be of three hours duration. The question paper will be divided into three groups, i.e., I, II, III. The question paper will consist of nine questions, three from each group. Candidates will be required to attempt five questions in all, selecting not more than two questions from each group.

The internal paper will carry 50 marks and it will be distributed as follows:

Course Overview
The objective of this course is to have a general understanding of Research Methodology and Statistics as applicable to Business Management and its use and relevance in areas of Management Research. While mathematical material will be covered, the major goal is for the students to develop a set of skills and tools which will be important in their management careers. At the conclusion of the course students should be able to:

(1) develop the skills to identify the appropriate statistical techniques for the analysis of data; and
(2) learn how to collect, analyze, present and interpret research data.

Course Syllabus
Group I:
Research Methodology: Objectives, Role & Scope in Management Research, Process of Research; Research Designs: Exploratory, Descriptive & Experimental Research Designs and their Applications; Sampling Design: Concepts, types and their applicability; Scaling Techniques including Likert, Thurston, Semantic Differential Scaling techniques, etc. Tools & Techniques of Data Collection: Primary & Secondary; Classification & Tabulation of Data.

Group II:

Group III:

Recommended Texts

**Instructions**

The external paper will carry 50 marks and would be of three hours duration. The question paper will be divided into three groups, i.e., I, II, III. The question paper will consist of nine questions, three from each group. Candidates will be required to attempt five questions in all, selecting not more than two questions from each group. The internal paper will carry 50 marks and it will be distributed as follows:

Five Assignments each carrying 10 marks

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**Course Overview**

The objective of this course is to acquaint the students of management with the basic knowledge of finance function in a corporate enterprise. This course also highlights the emerging issues of corporate restructuring, mergers and acquisition decisions.

**Course Syllabus**

**Group I:**


**Group II:**


**Group III:**


**Recommended Texts**


**Instructions**
The external paper will carry 50 marks and would be of three hours duration. The question paper will be divided into three groups, i.e., I, II, III. The question paper will consist of nine questions, three from each group. Candidates will be required to attempt five questions in all, selecting not more than two questions from each group. The internal paper will carry 50 marks and it will be distributed as follows: Five Assignments each carrying 10 marks

**Course Overview**
The objective of this course is to develop the ability in the students to define and analyze the marketing problems through the formulation of marketing objectives, policies, programmes and strategies.

**Course Syllabus**

**Group I:**

**Group II:**

**Group III:**

**Recommended Texts**

**Instructions**

The external paper will carry 50 marks and would be of three hours duration. The question paper will be divided into three groups, i.e., I, II, III. The question paper will consist of nine questions, three from each group. Candidates will be required to attempt five questions in all, selecting not more than two questions from each group.

The internal paper will carry 50 marks and it will be distributed as follows:

Five Assignments each carrying 10 marks

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**Course Overview**

The objective of this course is to have an understanding of Operational issues in Manufacturing & Service Sector Organisations that include Designing, Acquiring, Operating, and Maintaining the facilities and processes; Purchasing raw materials; Controlling and Maintaining Inventories; and providing the proper labour needed to produce a good or service so that customers' expectations are met.

At the conclusion of the course students should be able to:

1. build both quantitative and qualitative analysis skills, especially those needed for managing operating systems; and
2. provide common-sense modelling concepts which can be used to help managers evaluate various management problems.

**Course Syllabus**

**Group I:**


**Group II:**

Capacity Planning, Materials requirement planning: procedure, benefits and disadvantages. Scheduling: scheduling jobs on machines, control of schedules, scheduling in services, Introduction to Statistical Quality Control: Process Charts & Acceptance Sampling, PERT and CPM, Application of OR techniques to Operations Management such as Transportation, Assignment, Sequencing.

**Group III:**

Inventory Management, Planning and Control: Inventory concepts, Scope, Objectives & Functions of Inventory Control, Classification of Inventories, Inventory costs concepts, Selective Inventory Control Systems, Inventory Control Models: Economic Order Quantity (EOQ) with & without shortages, EOQ under Fluctuating Demand, EOQ with Quantity discounts, Economic Production Quantity (EPQ), Fixed Order Cycle (FOC) and Fixed Order Quantity (FOQ) Systems.
Recommended Texts


Instructions

The external paper will carry 50 marks and would be of three hours duration. The question paper will be divided into three groups, i.e., I, II, III. The question paper will consist of nine questions, three from each group. Candidates will be required to attempt five questions in all, selecting not more than two questions from each group.

The internal paper will carry 50 marks and it will be distributed as follows:

Five Assignments each carrying 10 marks

Course Overview

The student should be able to critically analyze organizational situations, prescribe courses of action necessary for problem solving, and integrate the steps necessary for effective implementation. Upon completion, the student should be able to indicate and explain various human resource management interventions that may be required when dealing with the work environment, people, and problems.

Course Syllabus

Group I:


Group II:


**Group III:**


**Recommended Texts**


**Instructions**

The external paper will carry 50 marks and would be of three hours duration. The question paper will be divided into three groups, i.e., I, II, III. The question paper will consist of nine questions, three from each group. Candidates will be required to attempt five questions in all, selecting not more than two questions from each group. The internal paper will carry 50 marks and it will be distributed as follows:

Five Assignments each carrying 10 marks

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**Course Overview**

The subject emphasizes on imparting the knowledge, skills, tools and techniques involved in carrying out project activities so as to ensure that projects are delivered within budget and schedule.

**Course Syllabus**

**Group I:**


**Group II:**

Group III:

Recommended Texts

Instructions
The external paper will carry 50 marks and would be of three hours duration. The question paper will be divided into three groups, i.e., I, II, III. The question paper will consist of nine questions, three from each group. Candidates will be required to attempt five questions in all, selecting not more than two questions from each group.
The internal paper will carry 50 marks and it will be distributed as follows:
- Five Assignments each carrying 10 marks

302 Management Information Systems & Decision Support Systems

Course Overview
The objective of this course is to introduce the students to the managerial issues relating to information systems, its role in organization, support for decision-making and how information technology can be leveraged to provide business value.

Course Syllabus
Group I:

Group II:
Group III:

**Database Management with MS Access:** Introduction to Database and MS Access

**Recommended Texts**


**Instructions**

1. Theory: Group-I and Group-II carry 30 marks each (External and Internal).
2. Practical: Group-III carries 40 marks which will be jointly evaluated by Internal and External experts.
3. Six questions to be set, three to be attempted, not more than two to be attempted from each group.
4. Duration of the paper will be two hours.
5. Written paper will be from Group-I and Group-II only.

**Course Overview**

The primary objective of this course is to make the students familiar with the emerging aspects of business, especially when environmental issues have attracted the attention of developed nations.

**Course Syllabus**

**Group I:**

Introduction to Business Ethics and Values – their growing significance, Ethical Issues in different economic systems (i.e. socialism, capitalism), Business Ethics and Market Economy, Social Responsibility of Business, Ethical conflicts, Whistle-blowing.

**Group II:**

Ethics and Organisations – Moral responsibilities and blame, Ethics and Human Resource Management, Organisational Culture and Ethics, Ethics and Marketing, Advertising ethics, Ethics and Social costs, Ethical Codes and incentives in corporate sector.

**Group III:**

Broader ethical issues in society-- corruption, ecological concerns, discrimination on the basis of gender, caste or race; ethics and information technology, impact of Govt.
policies and laws on ethics, resolving ethical dilemmas.

**Recommended Texts**


**Instructions**

The external paper will carry 50 marks and would be of three hours duration. The question paper will be divided into three groups, i.e., I, II, III. The question paper will consist of nine questions, three from each group. Candidates will be required to attempt five questions in all, selecting not more than two questions from each group.

The internal paper will carry 50 marks and it will be distributed as follows:

- Five Assignments each carrying 10 marks

**Course Overview**

The primary objective is to make students familiar with basics of Sales Management and the duties & roles played by salesmen. The growing significance of process of advertising deserves the same focus and attention.

**Course Syllabus**

**Group I:**

**Group II:**
- Nature & Scope of Advertising Research, Consumer Behaviour and Advertising, Media Planning , Merits and Demerits of various media types, Emerging media, Process of advertising – Copy testing, Advertising Budget

**Group III:**

**Recommended Texts**

Instructions

The external paper will carry 50 marks and would be of three hours duration. The question paper will be divided into three groups, i.e., I, II, III. The question paper will consist of nine questions, three from each group. Candidates will be required to attempt five questions in all, selecting not more than two questions from each group. The internal paper will carry 50 marks and it will be distributed as follows: Five Assignments each carrying 10 marks.

Course Overview

The basic objective of the subject is to find out the solutions of number of questions, that need to be answered and the number of decisions, that need to be made with respect to the choice of techniques to be used to solve a research problem.

Course Syllabus

Group I:

Group II:

Group III:
Report Writing and Presentations, Use of Statistical Package for Social Sciences (SPSS) in Marketing Research, Applications of Marketing Research: Demand Measurement and Forecasting, Product Research, Advertising Research, Distribution Research, Sales Control Research, Pricing Research, Motivation Research.

Recommended Texts


**Instructions**

The external paper will carry 50 marks and would be of three hours duration. The question paper will be divided into three groups, i.e., I, II, III. The question paper will consist of nine questions, three from each group.

Candidates will be required to attempt five questions in all, selecting not more than two questions from each group.

The internal paper will carry 50 marks and it will be distributed as follows:

Five Assignments each carrying 10 marks

306 Management of Industrial Relations

**Course Overview**

The course has been designed to make the students aware of the sensitivity of employer-employee relationship.

**Course Syllabus**

**Group I:**


**Group II:**

Industrial Dispute – nature & causes of industrial disputes. Machinery for solving industrial disputes under Industrial Disputes Act, 1947 at national and state level. Role of Judiciary & its impact on industrial relations. Comparative study of industrial relations in developed and developing economies. Role of ILO and significance of social clause of WTO. Human Resource Management and Industrial Relations.

**Group III:**

Collective bargaining – meaning, characteristics, need, importance, process, causes for failure of collective bargaining, Alternatives to collective bargaining, importance of employee stock option plans. Collective Bargaining in India, UK, USA (developed and developing nations). Concept, forms and models of workers’ participation in management, schemes of workers’ participation in management in India and their evaluation.

**Recommended Texts**


**Instructions**

The external paper will carry 50 marks and would be of three hours duration. The question paper will be divided into three groups, i.e., I, II, III. The question paper will consist of nine questions, three from each group.

Candidates will be required to attempt five questions in all, selecting not more than two questions from each group.

The internal paper will carry 50 marks and it will be distributed as follows:

- Five Assignments each carrying 10 marks

**Course Overview**

This module is designed to consider the theory and role of human resource planning and development in organizations, and link it to policies and practices required in organizations for effective people management. The module aims to develop knowledge and skill in a range of HRD activities in organizations and to relate these to the professional standards. It covers the practical application of personnel theory.

**Course Syllabus**

**Group I:**


**Group II:**


**Group III:**

- Role of an HRD Professional, Task Analysis, Motivational aspects of HRD, Developmental Supervision and Leadership (identifying corporate leaders and analyzing their role in building up their organizations). Counselling and Monitoring, HRD for workers, HRD for Organizational Development and Change.

**Recommended Texts**


**Instructions**
The external paper will carry 50 marks and would be of three hours duration. The question paper will be divided into three groups, i.e., I, II, III. The question paper will consist of nine questions, three from each group.
Candidates will be required to attempt five questions in all, selecting not more than two questions from each group.
The internal paper will carry 50 marks and it will be distributed as follows:
Five Assignments each carrying 10 marks

### 308  Management of Financial Institutions

**Course Overview**
The basic objective of this course is to acquaint the students of finance with the working, performance and regulations of commercial banking, development finance, and investment finance and about the various risks faced by financial institutions.

**Course Syllabus**

**Group I:**
Financial Institutions in India: An overview, types and their role in economic development, Banking system in India: An overview, structure of Indian banks: public, private and foreign banks, their role and performance, Reserve Bank of India: Its functions and role as a central bank.

**Group II:**
Development Banking in India: concept evolution, structure and promotional role. Micro-Financing: concept, models, and its role in poverty alleviation, Banking sector reforms in India.

**Group III:**

**Recommended Texts**

**Instructions**

The external paper will carry 50 marks and would be of three hours duration. The question paper will be divided into three groups, i.e., I, II, III. The question paper will consist of nine questions, three from each group.

Candidates will be required to attempt five questions in all, selecting not more than two questions from each group.

The internal paper will carry 50 marks and it will be distributed as follows:

Five Assignments each carrying 10 marks

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**309 Financial Services and Markets**

**Course Overview**

This course is aimed at providing the basic understanding of financial markets that how the markets are inter-linked, structured and regulated. The course also provides an overview of various financial services, their emerging role, regulations and as to the performance related issues.

**Course Syllabus**

**Group I:**


**Group II:**


**Group III:**

Merchant Banking in India: Role and functions, SEBI guidelines relating to merchant banking, venture capital: meaning, characteristics, and SEBI guidelines relating to venture capital funds. Credit rating: Meaning, types and functions of credit rating agency, process and methodology of credit rating.

**Recommended Texts**


**Instructions**

The external paper will carry 50 marks and would be of three hours duration. The question paper will be divided into three groups, i.e., I, II, III. The question paper will consist of nine questions, three from each group. Candidates will be required to attempt five questions in all, selecting not more than two questions from each group. The internal paper will carry 50 marks and it will be distributed as follows: Five Assignments each carrying 10 marks.

### 310 Production Planning and Control

**Course Overview**

As the subject has derived greater attention in Business Management thus the students would be made conversant with the tools of PPC which would be useful in coordinating the activities of production system by proper planning and control systems.

**Course Syllabus**

**Group I:**

- Production Planning and Control functions, Types of production systems, Sales Forecasting: Forecasting techniques, Forecast errors. Aggregate Planning: concept, relevant costs, methods
- Material Requirement Planning, Capacity Planning.

**Group II:**

- Linear Programming: Basic concepts, Applications. Operations Scheduling: Forms of schedules, Job shop scheduling, Batch shop scheduling, scheduling for continuous production systems. Inventory models, Inventory control systems.

**Group III:**


**Recommended Texts**


**Instructions**

The external paper will carry 50 marks and would be of three hours duration. The question paper will be divided into three groups, i.e., I, II, III. The question paper will consist of nine questions, three from each group.
Candidates will be required to attempt five questions in all, selecting not more than two questions from each group.

The internal paper will carry 50 marks and it will be distributed as follows:

Five Assignments each carrying 10 marks

311 Inventory Management

Course Overview

The objective of this course is to provide the student an appreciation of the crucial role of Inventory and Materials Management in the efficiency, competitiveness, and profitability of a business organization and to introduce the student to the formulation and application of methods and models for Inventory Management.

At the conclusion of the course students should be able to:
(1) monitor inventory levels and projected item availability;
(2) perform basic warehousing operations including receiving, putting away, picking and shipping; and
(3) analyze and develop inventory management policies under deterministic and stochastic environments.

Course Syllabus

Group I:
Fundamental concepts of Inventory: Introduction, Functions of inventories, Importance of Inventories in a manufacturing organisation; Types of Inventories, Factors Affecting Inventory Control, Classification of inventories; Codification of inventories; Simplification & Standardization of Inventories; Selective Inventory Control Techniques: ABC, HML, FSN, VED analysis etc., Material Requirement Planning.

Group II:
Inventory Management and Control: Inventory costs concepts, Inventory Control Concepts: Lead Time, Re-order point, Requirement of Materials; Safety Stock, Standard Order Quantity, Service Levels; Inventory Control Models: Static & Dynamic Inventory Control Models; Economic Order Quantity with & without shortages, EOQ under Fluctuating Demand, EOQ with Quantity & Price discounts, Economic Production Quantity, FOQ & FOC Systems, Probabilistic Inventory Control Models.

Group III:
Inventory Checking & Accounting, Evaluation of Inventory Performance; Materials Handling & Warehouse Management; JIT and Inventory Management, ERP and Inventory Management; Supply Chain Management & Inventory Management; Operations Research in Inventory Control: Application of Linear Programming, Queuing Theory in Inventory Control; Inventory Information Systems, Applications of Computers to Inventory Management & Control.

Recommended Texts

**Instructions**

The external paper will carry 50 marks and would be of three hours duration. The question paper will be divided into three groups, i.e., I, II, III. The question paper will consist of nine questions, three from each group. Candidates will be required to attempt five questions in all, selecting not more than two questions from each group.

The internal paper will carry 50 marks and it will be distributed as follows:

Five Assignments each carrying 10 marks

### 312 Multinational Financial Management

**Course Overview**

The course has been developed to acquaint the students with the basic terminology linked with Foreign Exchange markets, measurement of foreign exchange exposure and hedging against such risk.

**Course Syllabus**

**Group I:**

- International Finance: Major dimensions and recent trends in the globalised financial markets.
- Foreign Exchange Market: Organization, Spot market and Forward market, Currency Quotes, Spread, Spot rates, Forward rates, Cross rates, Forward Contracts and their significant features, Premium and Discounts.
- International Parity Relationships and Forecasting Foreign Exchange Rates: Exchange Rate Theories (PPP, IRP, IFE).
- Currency Futures, Currency Options and Swaps.

**Group II:**

- Foreign Exchange Exposure and Management, Types of Exposure: Transaction Exposure, Translation Exposure and Economic Exposure.

**Group III:**

- Cost of Capital for Foreign Investments.
- Capital Budgeting for MNCs.
- Financing Foreign Trade.
- Multinational Cash Management.
- International Taxation Environment.

**Recommended Texts**


**Instructions**
The external paper will carry 50 marks and would be of three hours duration. The question paper will be divided into three groups, i.e., I, II, III. The question paper will consist of nine questions, three from each group. Candidates will be required to attempt five questions in all, selecting not more than two questions from each group. The internal paper will carry 50 marks and it will be distributed as follows:

Five Assignments each carrying 10 marks

**Course Overview**
The course has been developed so as to acquaint the students with environment, procedural, institutional and decisional aspects of International Marketing.

**Course Syllabus**

**Group I:**
Nature & Scope of International Marketing, its differentiation from domestic marketing. Economic environment in International Marketing. Emergence of trading blocks like E. U. and steps/stages involved in their formation (Customs union to common currency). Constraints in International marketing, i.e. Tariff and Non-Tariff Barriers, Fiscal and Non-Fiscal Barriers. Role of International Institutions like IMF, WTO, IBRD. Bilateral agreements.

**Group II:**
India and World trade, Export & Import policy. Direction and Quantum of India’s Exports. Institutional infrastructural framework for export promotion in India, i.e. EPCs, ECGC, Commodity Boards etc. Registration, Production and clearance of goods for exports.

**Group III:**

**Recommended Texts**
Instructions

The external paper will carry 50 marks and would be of three hours duration. The question paper will be divided into three groups, i.e., I, II, III. The question paper will consist of nine questions, three from each group. Candidates will be required to attempt five questions in all, selecting not more than two questions from each group. The internal paper will carry 50 marks and it will be distributed as follows:

Five Assignments each carrying 10 marks

314 Management of Retail Organisation

Course Overview

The objective of this course is to introduce students to the basic scope, benefits and types of retailers; and understand the steps involved in designing an appropriate retail organization structure.

Course Syllabus

Group I:
Retailing - Definition and Scope. Retailer's Role in Distribution Channels - Benefits of Retailing. Benefits to Customers, Benefits to manufacturers and wholesalers, Benefits to the economy. Evolution of Retailing-Factors behind the change of Indian retailing industry.

Group II:

Group III:
Designing a Retail Organization Structure - Defining Organisational objectives, Identifying Organisational tasks. Forms of Retail organization – levels of organization. Retail Organization Structures - Independent store organizational structure, Department store organizational structure, Chain store organisational structure.

Recommended Texts


**Instructions**

The external paper will carry 50 marks and would be of three hours duration. The question paper will be divided into three groups, i.e., I, II, III. The question paper will consist of nine questions, three from each group. Candidates will be required to attempt five questions in all, selecting not more than two questions from each group. The internal paper will carry 50 marks and it will be distributed as follows:

Five Assignments each carrying 10 marks

**Course Overview**

The objective of this course is to understand the role of retail customer in the success of a retail store; and understand the service quality in retail stores.

**Course Syllabus**

**Group I:**

**Group II:**
Geographic Analysis – regional market, metro geography, non-metro geography. Gaining Strategic advantage through customer service – nature of customer service, customer service strategies.

**Group III:**
Customer Evaluation of Service Quality - Gaps Model for improving the Quality of Service - knowledge gap, standards gap, delivery gap, communications gap. Service Recovery-listening to the customer, providing a fair solution, resolving problems quickly.

**Recommended Texts**


**Instructions**

The external paper will carry 50 marks and would be of three hours duration. The question paper will be divided into three groups, i.e., I, II, III. The question paper will
consist of nine questions, three from each group. Candidates will be required to attempt five questions in all, selecting not more than two questions from each group. The internal paper will carry 50 marks and it will be distributed as follows: Five Assignments each carrying 10 marks.

401 Business Policy and Strategic Management

Course Overview

The objective of the subject is to make students conversant with a set of management guidelines which specify the firm’s product-market position, the directions in which the firm seeks to grow and change, the competitive tools it will employ, the strengths it will seek to exploit and the weaknesses it will seek to avoid. Strategy is a concept of the firm’s business which provides a unifying theme for all its activities.

Course Syllabus

Group I:


Group II:


Group III:

Recommended Texts


Instructions

The external paper will carry 50 marks and would be of three hours duration. The question paper will be divided into three groups, i.e., I, II, III. The question paper will consist of nine questions, three from each group. Candidates will be required to attempt five questions in all, selecting not more than two questions from each group.

The internal paper will carry 50 marks and it will be distributed as follows:

Five Assignments each carrying 10 marks

Course Overview

Upon the satisfactory completion of this course the students will be able to:

1. understand the theory of consumer and industrial buyer behaviour;
2. be able to recognize and apply appropriate theory in order to solve practical marketing and product management problems;
3. understand how information and communication flows, and external influences can affect purchasing decisions;
4. be able to analyze general marketing strategy and provide advice on basic consumer/industrial buyer behaviour issues;

Course Syllabus

**Group I:**

Macro and micro aspects of consumer Behaviour and their relevance to Indian economy. Consumer Behaviour and Marketing Strategy, External Influences: cross-cultural variations in Consumer Behaviour, Social class and its influence on Consumer Behaviour, group dynamics and consumer reference groups, the household life cycle, Family decision making.

**Group II:**

Internal Influences: consumer needs and motives, personality and Consumer Behaviour, consumer perception and marketing strategy, learning, memory and product positioning. Consumer Attitude: Attitude formation and change, communication, self-concept and its applications, psychographics and life style.

**Group III:**

Personal influence and opinion leadership–diffusion of innovations: the diffusion process, the adoption process – consumer decision making process–levels, models, information search, evaluation criteria, post-purchase Behaviour–Consumer expectation and satisfaction–managing dissonance.
**Recommended Texts**


**Instructions**

The external paper will carry 50 marks and would be of three hours duration. The question paper will be divided into three groups, i.e., I, II, III. The question paper will consist of nine questions, three from each group. Candidates will be required to attempt five questions in all, selecting not more than two questions from each group.

The internal paper will carry 50 marks and it will be distributed as follows:

- Five Assignments each carrying 10 marks

**Course Overview**

The course has been developed so as to provide the students with macro and micro aspects of Export Marketing. It will make them aware about India’s standing at global level.

**Course Syllabus**

**Group I:**

Nature & Scope of Export Marketing, its differentiation from domestic marketing, Conceptual framework of International Trade, Balance of Trade, Balance of Payment, Regional Economic Integrations and their role in global trade, Tariffs and Non-Tariff barriers in International trade, International Institutions for trade promotion – IMF, WTO, IBRD

**Group II:**

India’s Share in global trade, Composition of India’s trade and its direction, India’s Trade-policy framework, Institutional infrastructural framework for export promotion in India, Foreign market entry, Product mix, Pricing, Distribution and Promotion.

**Group III:**

Export Financing and Documentation, Role of Exim Bank and other institutions, Processing of an Export Order, Quality Control and pre-shipment inspection, Legal framework of International trade

**Recommended Texts**


**Instructions**

The external paper will carry 50 marks and would be of three hours duration. The question paper will be divided into three groups, i.e., I, II, III. The question paper will consist of nine questions, three from each group. Candidates will be required to attempt five questions in all, selecting not more than two questions from each group.

The internal paper will carry 50 marks and it will be distributed as follows:

Five Assignments each carrying 10 marks

406 Marketing of Services

**Course Overview**

The objective of this course is to introduce the learner to the service sector management in an organization and to the process providing the service. To this end, we will understand the strategic role of services marketing and develop the ability to define and analyze the problems dealt with by managers.

**Course Syllabus**

**Group I:**


**Group II:**


**Group III:**

Quality Issues and Quality Models; Managing Productivity and Differentiation in Services Organizations; Demand-Supply Management; Advertising, Branding and Packaging of Services, Service Recovery Management; Applications of Services Marketing (Case Studies).

**Recommended Texts**


**Instructions**

The external paper will carry 50 marks and would be of three hours duration. The question paper will be divided into three groups, i.e., I, II, III. The question paper will consist of nine questions, three from each group. Candidates will be required to attempt five questions in all, selecting not more than two questions from each group.

The internal paper will carry 50 marks and it will be distributed as follows:

- Five Assignments each carrying 10 marks

**Course Overview**

To make students understand about the growing recognition that the twin goals of cost reduction and service enhancement can be achieved through logistics and supply chain management.

**Course Syllabus**

**Group I:**


**Group II:**


**Group III:**

Elements of storage and material handling, including warehousing and packing alternatives. Receipt and dispatch and loading and unloading. Handling machinery. Dispatch of vehicles. System design and administration. Total costs planning, minimum total costs policy, maximum customer service policy, maximum profit policy, Organisation and Control for physical distant Information system for P.D. Information system in Logistics.

**Recommended Texts**

New York.


**Instructions**

The external paper will carry 50 marks and would be of three hours duration. The question paper will be divided into three groups, i.e., I, II, III. The question paper will consist of nine questions, three from each group. Candidates will be required to attempt five questions in all, selecting not more than two questions from each group.

The internal paper will carry 50 marks and it will be distributed as follows:

- Five Assignments each carrying 10 marks

**Course Overview**

The overall objective of this course is to introduce the learner to the concepts and issues in the retail marketing decisions in an organization. To this end, we will also try to understand and analyze the marketing problems dealt with by managers in retailing.

**Course Syllabus**

**Group I:**


**Group II:**


**Group III:**

Supply Chain Management, Warehousing, Role of it in Supply Chain Management, Franchising, Direct Marketing/Direct Selling, Exclusive Shops, Destination Stores, Chain Stores, Discount Stores and other emerging formats of retail stores: Issues and Options, Retail Equity, Technology in Retailing; Retailing Through Internet.

**Recommended Texts**

Instructions
The external paper will carry 50 marks and would be of three hours duration. The question paper will be divided into three groups, i.e., I, II, III. The question paper will consist of nine questions, three from each group. Candidates will be required to attempt five questions in all, selecting not more than two questions from each group.
The internal paper will carry 50 marks and it will be distributed as follows:
Five Assignments each carrying 10 marks

Course Overview
Compensation plays an important role in the life of an employee. And the same can be a bone of contention between employer and employee. The course designed will appraise the students regarding the new trends in compensation, the benefits available to employees and the law governing the payment of wages and bonus.

Course Syllabus
Group I:
Wage concepts, Theories of Wages, Importance, Wage Policy, Criteria for Wage Fixation, Techniques of Wage Determination. Wage Fixation Machinery, Wage Differentials, and Challenges of Remuneration. Impact of compensation and employees benefit on organizational effectiveness; Economic and Behavioural issues in compensation, internal and external equity of wage system. Law relating to payment of wages and bonus in India. Remunerating the Top Brass.

Group II:
Conventional reward methods and their inadequacies. Developing reward strategy – skill based pay, broad banding, team based pay, payment by results, and performance related pay, variable compensation. Compensation for executives and R&D staff. Reward structure in new industries (BPO, IT, Hospitality, Tourism, etc.), MNCs and other organizations. Remuneration plan and business strategy.

Group III:
Profit sharing, payment of bonus. Types and significance of incentives, fringe benefits. Retirement plans, productivity and wages. Understanding tools in designing, improving and implementing compensation packages.

Recommended Texts
**Instructions**

The external paper will carry 50 marks and would be of three hours duration. The question paper will be divided into three groups, i.e., I, II, III. The question paper will consist of nine questions, three from each group. Candidates will be required to attempt five questions in all, selecting not more than two questions from each group.

The internal paper will carry 50 marks and it will be distributed as follows:

- Five Assignments each carrying 10 marks

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**Course Overview**

Labour Laws play an important role in the functioning of an employee and organization. And the same can be a bone of contention between employer and employee relationship. The course designed will appraise the students regarding the new trends in industrial relations and HR practices, the benefits/facilities available to employees and the norms fixed by law prevailing, for the betterment of employee employer relationship.

**Course Syllabus**

**Group I:**

- Industrial Relations Legislation
  1. The Industrial Dispute Act, 1947
  2. The industrial Employment (Standing Orders) Act, 1946
  3. The Trade Union Act, 1926
  4. Laws relating to Discharge, Misconduct, Domestic Enquiries, Discipline Action

**Group II:**

- Protective legislation
  1. The factories act, 1948
  2. The payment of wages act, 1936
  3. The minimum wages act, 1948
  4. The payment of bonus act, 1965
  5. The equal remuneration act, 1976
  6. The contract labour (regulation and abolition) act, 1970

**Group III:**

- Social security legislation
  1. The workmen’s compensation act, 1923
  2. The employee’s state insurance act, 1948
  3. The employees’ provident funds and miscellaneous provisions act, 1952
  4. The maternity benefit act, 1961
  5. The payment of gratuity act, 1972

**Recommended Texts**

Instructions
The external paper will carry 50 marks and would be of three hours duration. The question paper will be divided into three groups, i.e., I, II, III. The question paper will consist of nine questions, three from each group. Candidates will be required to attempt five questions in all, selecting not more than two questions from each group.
The internal paper will carry 50 marks and it will be distributed as follows:
Five Assignments each carrying 10 marks

Course Syllabus

Group I:

Group II:
Personnel Selection and importance of testing techniques, Psychological and Projective tests, Employees and Training Development, Performance Appraisal—Techniques and Problems, Job Satisfaction and its measurement, Creativity a work-element of creativity in leadership and decision making, Positive thinking.

Group III:
Organisational Role Stress—managing stress, Burnout—causes, effect and coping, Gender biasness in Indian organizations, Women as a minority, Work Stress and women, Women as successful manager, Monotony, Boredom and Fatigue at work places, The Physical surroundings of work place—quality of work life, Physical location, Physical climate, Effect of noise.

Recommended Texts


**Instructions**

The external paper will carry 50 marks and would be of three hours duration. The question paper will be divided into three groups, i.e., I, II, III. The question paper will consist of nine questions, three from each group. Candidates will be required to attempt five questions in all, selecting not more than two questions from each group.

The internal paper will carry 50 marks and it will be distributed as follows:

Five Assignments each carrying 10 marks

412 Cross Cultural and Global Management

**Course Overview**

The course has been designed to make the students aware of the changing role of HR in international organizations having large number of subsidiaries which are operating in different countries and cultures as compared to the domestic companies.

**Course Syllabus**

**Group I:**

**Group II:**
Cross Cultural Research Methodologies and Hofstedes Hermes study, Structural Evolution of Global Organizations, Leadership Across Borders and Cultures, Cross Cultural Communications and Negotiations

**Group III:**
Staffing, Training and Development, Compensation, Performance Management, Repatriation in Global Organizations, Ethical Dilemmas in International Management.

**Recommended Texts**


**Instructions**

The external paper will carry 50 marks and would be of three hours duration. The question paper will be divided into three groups, i.e., I, II, III. The question paper will consist of nine questions, three from each group. Candidates will be required to attempt five questions in all, selecting not more than two questions from each group.
The internal paper will carry 50 marks and it will be distributed as follows:
Five Assignments each carrying 10 marks

413 Management of Training and Development

Course Overview

Training plays an important role in the skill development and performance enhancement of an employee and organization. The course designed will appraise the students regarding the new trends in training methods and their effectiveness and HR practices.

Course Syllabus

Group I:
Training process - an overview; role, responsibilities and challenges to training managers; organization and management of training function; training needs assessment of training need and action research; instructional objectives and lesson planning.

Group II:
Learning process; training climate and pedagogy; developing training modules; training methods and techniques; facilities planning and training aids; training communication.

Group III:
Training evaluation & cost; training and development in India. MNCs perception of training function. Perception of training in a public sector organization.

Recommended Texts
- Part 1 for Policy Makers and Change Managers, Sage, London,
- Rae, L. (1997), How to Measure Training Effectiveness, 3rd ed., Gower, Aldershot,

Instructions

The external paper will carry 50 marks and would be of three hours duration. The question paper will be divided into three groups, i.e., I, II, III. The question paper will consist of nine questions, three from each group. Candidates will be required to attempt five questions in all, selecting not more than two questions from each group.

The internal paper will carry 50 marks and it will be distributed as follows:
Five Assignments each carrying 10 marks

414 Security Analysis and Portfolio Management

Course Overview

This course is an analysis leading to the appraisal and pricing of securities. It discusses the income generating ability of securities, forecasts of trends in the stock and bond markets, fundamental and technical analysis, application of Modern Portfolio Theory, analysis of active and passive investment strategies, and measurement of portfolio performance.
Course Syllabus

Group I:

Group II:
Securities Valuation - Valuation models of equity shares. Investment Analysis; Fundamental analysis covering economic, industry and company analysis; Technical Analysis and chartist techniques; Efficient Market hypothesis; Form and tests, Random walk analysis.

Group III:
Portfolio Management: Concept, Objectives and Significance; Portfolio Theories: Markowitz model, Sharpe model, Capital Asset Pricing model, Arbitrage Pricing Theory; Portfolio selection and International diversification techniques. Portfolio revision: Scope and formula plans.

Recommended Texts
- Fischer Donald E., Jordan Ronald J., Security Analysis and Portfolio Management, Prentice hall of India, New Delhi.

Instructions
The external paper will carry 50 marks and would be of three hours duration. The question paper will be divided into three groups, i.e., I, II, III. The question paper will consist of nine questions, three from each group. Candidates will be required to attempt five questions in all, selecting not more than two questions from each group. The internal paper will carry 50 marks and it will be distributed as follows: Five Assignments each carrying 10 marks

Course Overview
The overall objective of the course is to enable the learner to know when and how to manage risks with derivatives and is expected understand how risk management creates value. The learner will be exposed to the recent risk management development and empirical evidences on current practices and should be able to have a good balance of theory and practice in risk management.
**Course Syllabus**

**Group I:**

**Group II:**
Swaps and swap valuation. Interest rate derivatives. Managing stock price risk, credit risk, operational risk, interest rate risk, FOREX risk, catastrophic risk, liquidity risk, technology risk, and environmental risk.

**Group III:**
Risk management system in a bank and financial institution, Integrated risk management system. Commodity Derivatives in India - Conceptual framework, growth and recent developments. SEBI framework for derivatives trading in India

**Recommended Texts**

**Instructions**
The external paper will carry 50 marks and would be of three hours duration. The question paper will be divided into three groups, i.e., I, II, III. The question paper will consist of nine questions, three from each group. Candidates will be required to attempt five questions in all, selecting not more than two questions from each group.
The internal paper will carry 50 marks and it will be distributed as follows:
Five Assignments each carrying 10 marks

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**Course Overview**
The objective of this course is to develop the ability in the students to gain knowledge, insights and analytical skills related to how a firm’s manager can go about designing, implementing, and using planning and Control systems to implement firm’s strategies.

**Course Syllabus**

**Group I:**

**Group II:**
Responsibility Centers: An Overview, Expense Centers, Engineered expense centers, Discretionary expense centers and their control characteristics, Revenue Centers, Profit Centers, Transfer pricing, Investment Centers,. Structure of Analysis, Measures of assets employed, EVA vs. ROI
Group III:


Recommended Texts


Instructions

The external paper will carry 50 marks and would be of three hours duration. The question paper will be divided into three groups, i.e., I, II, III. The question paper will consist of nine questions, three from each group. Candidates will be required to attempt five questions in all, selecting not more than two questions from each group.

The internal paper will carry 50 marks and it will be distributed as follows:

Five Assignments each carrying 10 marks

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417 Management of Working Capital

Course Overview

The basic objective of this course is to acquaint the students with the concept of working capital, its overall management, the various constituents of working capital and their management, determining and financing working capital requirements.

Course Syllabus

Group I:

Principles of Working Capital Management: Concept and Importance of Working Capital, Characteristics of current assets, optimum levels of current assets, Operating cycle and cash cycle, working capital leverage. Determination of working capital needs, factors affecting size of working capital, Banker’s appraisal of working capital proposals, restrictions under working capital advances, Credit authorization scheme.

Group II:


Group III:

Inventory; ABC Analysis, Safety stock, Reorder Points, Perpetual Inventory System, Inventory Valuation, Advances in Inventory Management. Management of Receivables: Objectives of trade credit, factors affecting credit decisions, credit terms, analysis and control of credit, Collection management.

**Recommended Texts**


**Instructions**

The external paper will carry 50 marks and would be of three hours duration. The question paper will be divided into three groups, i.e., I, II, III. The question paper will consist of nine questions, three from each group. Candidates will be required to attempt five questions in all, selecting not more than two questions from each group.

The internal paper will carry 50 marks and it will be distributed as follows:

- Five Assignments each carrying 10 marks

**418 Corporate Tax Planning**

**Course Syllabus**

**Group I:**


**Group II:**

Tax Planning and Financial Management, Importance of Capital Structure, Capital Rationing, factors influencing Capital structure decisions, Sources of funds and cost of capital, Measures of Tax Planning, Tax Consideration in Dividend Policy and Bonus Shares, Setting up of new Business and Tax Planning Deduction in respect of profits and gains of newly established industrial undertaking in certain specified areas. Special provisions in respect of newly established industrial undertaking in EOU's and SEZs, Amalgamation, Demerger and Tax Planning, Taxation of non-residents, Tax Liability special provisions and incentives.

**Group III:**

Tax Planning with regard to specific management decisions, Make or Buy, Own or Lease, Modernization/ replacement, repair, renewal closure or continuance, choice of a system of accounting, employee's remuneration and Tax Planning, Deduction of tax at

**Recommended Texts**


**Instructions**

The external paper will carry 50 marks and would be of three hours duration. The question paper will be divided into three groups, i.e., I, II, III. The question paper will consist of nine questions, three from each group. Candidates will be required to attempt five questions in all, selecting not more than two questions from each group.

The internal paper will carry 50 marks and it will be distributed as follows:

Five Assignments each carrying 10 marks

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**Course Syllabus**

**Group I:**


**Group II:**

Multinational Firm: Its rationale goals, constraints; Financial operations of MNCs: Sources and Investment channels, Cost of Capital and Capital Structure Decisions; Foreign Direct and Institutional Investment, Developments in Foreign Exchange markets; Factors affecting and determination of exchange rate, Foreign exchange risk and exposure; other risks exposures in International Investments, Managing various risks and exposures.

**Group III:**


**Recommended Texts**

Instructions
The external paper will carry 50 marks and would be of three hours duration. The question paper will be divided into three groups, i.e., I, II, III. The question paper will consist of nine questions, three from each group. Candidates will be required to attempt five questions in all, selecting not more than two questions from each group.
The internal paper will carry 50 marks and it will be distributed as follows:
Five Assignments each carrying 10 marks

Course Overview
To introduce to the students the various fundamental and basic aspects of the supply chain environment, including basic and introductory enterprise resource planning systems and requirement systems. The interrelationships between purchasing, vendor selection, sources of supply and the role of technology will also be explored in this course so that a student understands the integrated approach to planning, acquisition, flow and distribution from raw materials to finished products.

Course Syllabus
Group I:
Introduction: Definitions, importance, objectives, functions, relation with other departments. Organisation for purchasing: meaning, advantage, responsibility; organisational structure. Purchasing procedure; Procedure and policies of purchasing; forms and formalities; contracts, ordering follow-up; Maintenance of files and Records, Tendering and buying, price negotiation, purchasing principles.

Group II:
Selection of sources of supply (Right source) Importance, classification, elements of source selection and aids, selection of suitable vendor(s) supplier routing and various other aspects in selection of correct source of supply. Determination of price (Right Price); Role of price factor in purchasing. Determination of price, method of prices structure, Government role in price fixation. Quality control (Right Quality) Role of quality in buying, responsibility, organisation of quality control, classification of inspection procedure; standardisation; specifications, brands, standards of purchasing etc. purchase budget.

Group III:
Area of research: (I) PBPT and Purchasing; (II) Value Analysis/engineering and purchasing. Make or buy or lease in purchasing level aspect of purchasing; Introduction, agency, Contract Act, Liquidated Damages, Compensation, Warranties, Title of Goods, Mercantile Laws, Essential clauses for purchase order claims. Evaluating purchasing performance.
Recommended Texts


Instructions

The external paper will carry 50 marks and would be of three hours duration. The question paper will be divided into three groups, i.e., I, II, III. The question paper will consist of nine questions, three from each group. Candidates will be required to attempt five questions in all, selecting not more than two questions from each group.

The internal paper will carry 50 marks and it will be distributed as follows:

Five Assignments each carrying 10 marks

420 Management of Logistics

Course Overview

To make students understand about the growing recognition that the twin goals of cost reduction and service enhancement can be achieved through logistics and supply chain management.

Course Syllabus

Group I:


Group II:

Group III:
Elements of storage and material handling, including warehousing and packing alternatives. Receipt and dispatch and loading and unloading. Handling machinery. Dispatch of vehicles. System design and administration. Total costs planning, minimum total costs policy, maximum customer service policy, maximum profit policy, Organisation and Control for physical distant Information system for P.D. Information system in Logistics.

Recommended Texts

Instructions
The external paper will carry 50 marks and would be of three hours duration. The question paper will be divided into three groups, i.e., I, II, III. The question paper will consist of nine questions, three from each group. Candidates will be required to attempt five questions in all, selecting not more than two questions from each group.

The internal paper will carry 50 marks and it will be distributed as follows:
Five Assignments each carrying 10 marks

Course Overview
Upon studying the subject the students would become familiar with the use of all the tools and techniques needed to plan, analyze and design new or modify existing manufacturing and service facilities.

Course Syllabus
Group I:
Factory Buildings: Building design, types of buildings, importance of ideal buildings and requirements, recent trends. Plant location concept: factors influencing plant location, single facility location, multi-facility location.

Group II:
Plant Layout: Layout planning, strategic issues, designing process layout, designing product layout, line balancing concepts.

Group III:
Material handling: function of material handling, relationship to plant layout. Material handling systems: unit load concepts, material handling principles, classification of material handling concepts.

Recommended Texts
Instructions
The external paper will carry 50 marks and would be of three hours duration. The question paper will be divided into three groups, i.e., I, II, III. The question paper will consist of nine questions, three from each group. Candidates will be required to attempt five questions in all, selecting not more than two questions from each group.

The internal paper will carry 50 marks and it will be distributed as follows:
Five Assignments each carrying 10 marks

Course Syllabus
Group I:

Group II:
Statistical aids for analyzing data: Sampling concepts. Concept of Confidence Interval: Confidence Interval on Means. Test of Hypothesis: Basic concepts, Steps in testing a hypothesis, Hypothesis testing on means, Test of hypothesis on Variances, Hypothesis test on proportions.

Group III:

Recommended Texts

Instructions
The external paper will carry 50 marks and would be of three hours duration. The question paper will be divided into three groups, i.e., I, II, III. The question paper will consist of nine questions, three from each group. Candidates will be required to attempt five questions in all, selecting not more than two questions from each group.
The internal paper will carry 50 marks and it will be distributed as follows:
Five Assignments each carrying 10 marks

423 Service Operation Management

Course Overview
This course provides an introduction to the concepts and analytic methods that are useful in understanding the management of a firm's operations. Our aim is to (1) familiarize you with the problems and issues confronting operations managers, and (2) provide you with language, concepts, insights and tools to deal with these issues in order to gain competitive advantage through operations.

Course Syllabus
Group I:
The Role of Services in an Economy Matrix of Service Characteristics, Challenge in Operations Management of Services, Service Quality Aggregate Capacity Planning for Services, Facility Location and Layout for Services.

Group II:
Managing supply relationships, Effect of Automation, Operations Standards and Work Measurement, Measurement and Control of Quality of Services, Inventory Control for Services.

Group III:

Recommended Texts

Instructions
The external paper will carry 50 marks and would be of three hours duration. The question paper will be divided into three groups, i.e., I, II, III. The question paper will consist of nine questions, three from each group. Candidates will be required to attempt five questions in all, selecting not more than two questions from each group.
The internal paper will carry 50 marks and it will be distributed as follows:
Five Assignments each carrying 10 marks
Course Syllabus
Group I:
Strategic Planning, Analytical tools in strategic management: Role of IS in strategic planning, strategic Analysis, Strategic choice, Strategic Implementation; Information Systems, Types of Information Systems; Strategic Planning for IS; Strategy of IS with the wider set of strategies, History of IS Strategic Planning, Contents of Strategic Plan.

Group II:

Group III:
Competitive advantage from IS strategies; Business re-engineering; Organisational learning; IS resource management; the role of IS, the location of IS, the organisation of IS, Matching IS resource to business community.

Recommended Texts

Instructions
The external paper will carry 50 marks and would be of three hours duration. The question paper will be divided into three groups, i.e., I, II, III. The question paper will consist of nine questions, three from each group. Candidates will be required to attempt five questions in all, selecting not more than two questions from each group
The internal paper will carry 50 marks and it will be distributed as follows:
Five assignments each of 10 marks

Course Syllabus
Group I:
Overview of Systems Analysis and Design; Software applications today-the changing scenarios-Introduction to different methodologies and Structured System Analysis Problem-identification-requirement analysis: tools and techniques-feasibility analysis-

**Group II:**

**Group III:**
Data Base Design, System Control and Quality Assurance; Documentation Tools; Testing Techniques Available; System Controls and Audit Trails; System Administration and Training; Conversion and Operations Plan, Hardware and Software Selection; Hardware Acquisition; Benchmarking, Vendor Selection. Operating System Selection , Language Processors, Performance and Acceptance Testing Criteria, Managing Data Processing in an Organisation; Data Processing Setup; Project Management Techniques for Managing Software Projects.

**Recommended Texts**

**Instructions**
The external paper will carry 50 marks and would be of three hours duration. The question paper will be divided into three groups, i.e., I, II, III. The question paper will consist of nine questions, three from each group. Candidates will be required to attempt five questions in all, selecting not more than two questions from each group.
The internal paper will carry 50 marks and it will be distributed as follows: Five assignments each of 10 marks.

**Course Syllabus**

**Group I:**
Introduction to Software engineering, phases in Software development. Software development processes models, role of management in Software development, role of metric and measurement. Software requirement specifications, role of SRS, problem analysis, structuring information, dataflow diagram and data dictionary, prototyping, other tools/methods for analysis, requirement specification, validation, metrics.
Group II:
Planning a software project, cost estimation, project scheduling, staffing and personnel planning, team structure, Software configuration management, Software Configuration management plans, quality assurance plans, project monitoring plans, risk management.

Group III:
Detailed design, module specifications, detailed design and process design language, verification, metrics, coding, programming practice, verification metrics. Testing, testing fundamentals, functional testing, structural testing, testing process, metrics.

Recommended Texts

Instructions
The external paper will carry 50 marks and would be of three hours duration. The question paper will be divided into three groups, i.e., I, II, III. The question paper will consist of nine questions, three from each group. Candidates will be required to attempt five questions in all, selecting not more than two questions from each group. The internal paper will carry 50 marks and it will be distributed as follows: Five assignments each of 10 marks.

Course Syllabus

Group I:
Conceptual Foundation of Business Process Re-engineering; Role of information Technology in BPR; Process Improvement and Process Redesign; BPR Experiences in Indian Industry.

Group II:
Process identification and Mapping; Role/Activity Diagrams; Process Visioning and Benchmarking: Business Process Improvement.

Group III:
Business Process Redesign; Man Management for BPR Implementation; Re- organizing People and Managing Change.

Recommended Texts
- Michael Hammer, James Champy, *Reengineering the Corporation: A Manifesto*
Instructions
The external paper will carry 50 marks and would be of three hours duration. The
question paper will be divided into three groups, i.e., I, II, III. The question paper will
consist of nine questions, three from each group. Candidates will be required to attempt
five questions in all, selecting not more than two questions from each group.
The internal paper will carry 50 marks and it will be distributed as follows:
Five assignments each of 10 marks

Course Syllabus
Group I:
Enterprise Resources Planning: Evolution of ERP-MRP and MRP II - problems of
system islands need for system integration and interface-early ERP Packages-ERP
products and Markets - opportunities and problems in ERP selection and
implementation; ERP implementation identifying RP benefits team formation-Consultant
intervention-Selection ERP-Process of ERP implementation.

Group II:
Managing changes in IT organisation -Preparing IT infrastructure-Measuring benefits of
ERP-Integrating with other systems: The emergence of reengineering concept- concept
of business process rethinking of processes identification of re-engineering need-
preparing for re-engineering -implementing change-change management-BPR & ERP;
Supply Chain Management: The concept of value chain differentiation between ERP and
SCM- SCM for customer focus-nee and specificity of SCM

Group III:
SCM scenario in India-products and markets of Sehl-issue in selection and
implementation f SCM solution -CRM solutions; E- Business: Introduction to 1-Net
technologies-Evolution of E-Commerce, EDI and E-Business - business opportunities
basic and advanced business models on internet- internet banking and related
technologies- security and privacy issues- technologies for E-Business. Future and
Growth of E-Business's.

Recommended Texts
• Langenalter, A. Gary, Enterprise Resources Planning and Beyond. St. Lucie Press,

**Instructions**
The external paper will carry 50 marks and would be of three hours duration. The question paper will be divided into three groups, i.e., I, II, III. The question paper will consist of nine questions, three from each group. Candidates will be required to attempt five questions in all, selecting not more than two questions from each group.
The internal paper will carry 50 marks and it will be distributed as follows:
Five assignments each of 10 marks

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**Course Overview**
The objective of the course is to familiarize the students with the theoretical framework of the theory of economic integration, and its impact on trade and investment flows among the region and on the global economy.

**Course Syllabus**

**Group I:**
Theory of international trade, gains from international trade, changing pattern of world trade, Gravity model, Ricardian model of comparative advantage, Heckscher-Ohlin theory of trade, Leontief paradox.

**Group II:**
International economic integration, gains from economic integration, stages of economic integration, factors driving economic integration, economic integration and endogenous growth, emergence of regional blocks, globalization vs regional blocks, resource allocation, environment problem, technology transfer.

**Group III:**
Emergence of EU and its benefits, Euro zone and its benefits, NAFTA, ASEAN, WTO vs RTO, RRTAs as exception in WTO, polarization of trade.

**Recommended Texts**
Instructions
The external paper will carry 50 marks and would be of three hours duration. The question paper will be divided into three groups, i.e., I, II, III. The question paper will consist of nine questions, three from each group. Candidates will be required to attempt five questions in all, selecting not more than two questions from each group.
The internal paper will carry 50 marks and it will be distributed as follows:
Five Assignments each carrying 10 marks

Course Overview
The objective of the course is to familiarize the students with the functioning of the international economic organizations and their changing role in the context of globalization of the world economy.

Course Syllabus
Group I:
Emergence of International Economic Organizations and Development Diplomacy, Historical Developments, Bretton woods and international monetary set-up, World Bank and its affiliates, International Bank for Reconstruction and Development (IBRD)

Group II:
International Development Agency (IDA), International Finance Corporation (IFC), Multilateral Investment Guarantee Agency (MIGA).

Group III:
World Bank and Developing countries, General Agreement on Tariffs and Trade (GATT), World Trade Organization (WTO), United Nations Conference on Trade and Development (UNCTAD), International Labour Organisation (ILO).

Recommended Texts

Instructions
The external paper will carry 50 marks and would be of three hours duration. The question paper will be divided into three groups, i.e., I, II, III. The question paper will consist of nine questions, three from each group. Candidates will be required to attempt five questions in all, selecting not more than two questions from each group.
The internal paper will carry 50 marks and it will be distributed as follows:
Five Assignments each carrying 10 marks
Course Overview

The objective of the course is to acquaint the students with the export-import procedures, documentation and logistics.

Course Syllabus

Group I:

Group II:
Quality Control and Pre-shipment; Inspection Concept Scheme and Procedures; Role of Clearing and Forward Agents; Excise Clearance of cargo; Custom Clearing and Forward Agents; Excise Clearance of cargo; Shipment of Export Cargo; Custom Clearance of Export Cargo; Custom Clearance of Import Cargo; Negotiations of Documents with Banks; Procedures and documentation for availing export incentives- Duty drawbacks, Import Licensing and other incentives; Processing of an Export Order.

Group III:

Recommended Texts


Instructions

The external paper will carry 50 marks and would be of three hours duration. The question paper will be divided into three groups, i.e., I, II, III. The question paper will consist of nine questions, three from each group. Candidates will be required to attempt five questions in all, selecting not more than two questions from each group.

The internal paper will carry 50 marks and it will be distributed as follows:

Five Assignments each carrying 10 marks

Course Overview

The objective of this course is to develop a diagnostic and conceptual understanding of the cultural and related behavioural variables in the management of global organisations.
Course Syllabus

Group I:

Group II:
Cross Cultural research methodologies and Hofstede's Hermes Study, Structural evolution of global organisations; Cross Cultural communication and negotiation; Cross Cultural leadership and decision making.

Group III:
Human Resources Management in global organisations: Ethics in international business, Western and Eastern management thoughts in the Indian context.

Recommended Texts

Instructions
The external paper will carry 50 marks and would be of three hours duration. The question paper will be divided into three groups, i.e., I, II, III. The question paper will consist of nine questions, three from each group. Candidates will be required to attempt five questions in all, selecting not more than two questions from each group.
The internal paper will carry 50 marks and it will be distributed as follows:
Five Assignments each carrying 10 marks

Course Overview
To make students averse and conversant about the importance and applicability of foreign language.

Course Syllabus

Group I:
Grammar: Definite & Indefinite articles, Singular and plural of nouns, feminine & plural of adjectives, Conjunction of verbs of the first and second groups and of etre, avoir and faire. Possessive adjectives, contracted articles.

Group II:
Grammar: Demonstrative articles, past tense with avoir and etre, partitiae articles, future tense, the imperative, conjugation of verbs of third group.
Group III:
Grammar: Comparative adjectives, superlatives, possessive pronouns, personal pronoun.

Instructions
The external paper will carry 50 marks and would be of three hours duration. The question paper will be divided into three groups, i.e., I, II, III. The question paper will consist of nine questions, three from each group. Candidates will be required to attempt five questions in all, selecting not more than two questions from each group.
The internal paper will carry 50 marks and it will be distributed as follows:
Five Assignments each carrying 10 marks.

Course Overview
The objective of this course is to acquaint the students with the concepts and tools for analyzing, designing and improving the supply chain in an organisation and also to understand the changing distribution scenario.

Course Syllabus
Group I:

Group II:
Retailing- role of information, information flow, information sources, internal information, external information. Information Systems in Retail Logistics - logistics, distribution center, outsourcing, store vs. distribution center delivery, pull vs. push logistics strategies. Strategic Advantages of Information Systems in Logistics - improved product availability, improved assortment, improved return on investment.

Group III:

Recommended Texts

Instructions
The external paper will carry 50 marks and would be of three hours duration. The question paper will be divided into three groups, i.e., I, II, III. The question paper will
consist of nine questions, three from each group. Candidates will be required to attempt five questions in all, selecting not more than two questions from each group. The internal paper will carry 50 marks and it will be distributed as follows: Five Assignments each carrying 10 marks.

**435 Merchandising Planning and Strategies**

**Course Overview**
The objective of this course is to understand the assortment planning and merchandise purchasing techniques and also the effective pricing strategies used by retail organisations.

**Course Syllabus**

**Group I:**
Assortment Planning Process - need for trade-off between variety, assortment and product availability, assortment plan. Product mix trends, Sales Forecasting, Setting Financial objective.

**Group II:**

**Group III:**

**Recommended Texts**

**Instructions**
The external paper will carry 50 marks and would be of three hours duration. The question paper will be divided into three groups, i.e., I, II, III. The question paper will consist of nine questions, three from each group. Candidates will be required to attempt five questions in all, selecting not more than two questions from each group. The internal paper will carry 50 marks and it will be distributed as follows: Five Assignments each carrying 10 marks.
Course Overview
The objective of this course is to understand the importance of formulating a retail market strategy and the elements of financial strategies to measure the performance of retail organisations.

Course Syllabus

Group I:

Group II:
Retail Strategic Planning Process-Developing the mission, establishing objectives, Situational analysis, Identifying strategic alternatives. Selecting the target markets, Obtaining resources needed to compete, Developing positioning strategy, Strategy implementation, Evaluating results and Controlling operations. Strategic Profit model- An overview.

Group III:

Recommended Texts

Instructions
The external paper will carry 50 marks and would be of three hours duration. The question paper will be divided into three groups, i.e., I, II, III. The question paper will consist of nine questions, three from each group. Candidates will be required to attempt five questions in all, selecting not more than two questions from each group.
The internal paper will carry 50 marks and it will be distributed as follows:
Five Assignments each carrying 10 marks.
437 Store Management

Course Overview
The objective of this course is to make students averse about the Importance of store management so that they can handle the retail operations efficiently and effectively.

Course Syllabus

Group I:
Store Management - Role of store managers, managing the store personnel, minimizing the cost of the retail store, managing the buying and selling activities, providing customer service. Cost Controls - Labour scheduling, store maintenance, Energy Management, Reducing inventory shrinkage, Detecting and Preventing shop lifting.

Group II:

Group III:
Selecting the Store Location. Marked Area Analysis - Factors Affecting Attractiveness of Market Areas and Trade Areas Demographic, Economic, Cultural, Demand, Infrastructure, Estimating Sales Potential-Area sales activities, Level of competition. Trade Area Analysis-Size and shape of trade areas, Measurement and definition of the trade area.

Recommended Texts

Instructions
The external paper will carry 50 marks and would be of three hours duration. The question paper will be divided into three groups, i.e., I, II, III. The question paper will consist of nine questions, three from each group. Candidates will be required to attempt five questions in all, selecting not more than two questions from each group.
The internal paper will carry 50 marks and it will be distributed as follows:
Five Assignments each carrying 10 marks.
Course Overview
The objective of this course is to: understand the relationship marketing as a means of building relations with all the stakeholders; and understand the promotion mix objectives.

Course Syllabus
Group I:

Group II:

Group III:
Assigning the Promotional Budget. Implementing advertising programs - creating message advertising agencies, selecting advertising media, determining the frequency and timing of advertisements. Evaluating the effectiveness of advertisements, Implementing Sales Promotion Programs, Implementing Publicity Programs.

Recommended Texts

Instructions
The external paper will carry 50 marks and would be of three hours duration. The question paper will be divided into three groups, i.e., I, II, III. The question paper will consist of nine questions, three from each group. Candidates will be required to attempt five questions in all, selecting not more than two questions from each group. The internal paper will carry 50 marks and it will be distributed as follows: Five Assignments each carrying 10 marks.
Masters of Commerce (M.Com) Programme Project Report

a) Program mission: The main objectives of introducing M.Com are:
1. To create awareness of commerce and providing in-depth knowledge about the various aspects of commerce.
2. Providing the students with knowledge about various career options.
3. Equipping the students with technical knowledge for research in various emerging fields of commerce.
4. Preparing the students for various competitive exams like Bank Probationery Officers, Audit officers and other professions like Chartered Accountancy, Company Secretary, Cost and Management Accountants etc.

b) Relevance of Program with HEI's Mission: M.Com course through distance education is a very popular course among commerce graduates as various new avenues of activity are emerging in commerce related areas like insurance, banking, law and finance. Various job opportunities are available in the banking sector which attract the students to this course. The specialised knowledge of commerce is provided through this course, which greatly assists the students in pursuing professional courses like Chartered Accountancy, Company Secretary, Costs and Management Accountants, Chartered Financial Analysts.

The course is designed to provide students quality education in the field of commerce thereby helping in their careers. The advent of technology has completely transformed the way businesses are being managed. The course also provides in depth knowledge about computer applications in business.

c) Target of Group Learners: Candidates from remote, far-off areas, rural and backward areas, women candidates, employed candidates, who are unable to pursue course on regular basis.

d) Appropriateness of the program offered through distance education mode: Students are provided intensive knowledge about the role of business environment in influencing major commercial decisions. The major areas of accounting, finance, taxation, banking and insurance, strategic management and organisational behaviour are studied which enables the students to face the corporate world.

e) Instructional design: M.Com will be two year course (four semesters). Ordinance along with detailed syllabus has been attached as Annexure. The syllabus is the same which is offered to the students through regular mode. Choice Based Credit system will also be introduced. (details in Annexure)

Self-instruction material will be provided in print form in both mediums. Audio-Video lessons have also been prepared. Faculty members have been provided with telephone and email facility.

Students will be informed about fees, admission and PCP Schedule, internal assessment tests schedule etc. Each student will be informed through SMS as well as registered letter about the PCP dates, duration and venue in advance.

Faculty includes four permanent teachers. One/two personal contact programmes of (one week each) are conducted per semester where syllabus is discussed in detail.

f) Procedure for Admissions, Curriculum transaction and evaluation: The required eligibility for admission to the course is Bachelor degree in commerce from any statutory University with pass marks. There is no age bar for joining the course. All the eligible applicants are admitted. Students have the flexibility of passing the course within a period of
four years from the year of admission. Overseas students are also eligible to seek admission in the course. Prospectus will be provided online as well as offline. Single window system has been provided at the University Entrance for facilitating their admission. Fee is charged as per university rules and is fixed under the guidance of the Centralised Admission Cell of the University. Candidates living abroad will pay tuition fee, other annual charges and examination fees in foreign currency at the time of admission, as per the schedule in the form of demand draft only, but not in cash. The foreign students shall have to bear any other expenditure related to the conduct of examination demanded by the concerned Embassy. The employees and children or wards of employees of Indian Embassies/ High Commission will not be required to pay mailing charges prescribed for foreign candidates if they arrange to receive their printed lessons through the diplomatic bag. The examination centres for foreign students will be created in their respective countries on payment of a centre creation fee, provided arrangements to the satisfaction of the Vice-Chancellor exist there. Otherwise, the candidate has to appear at one of the centres created in Punjab. If any other charges/expenses are levied by the embassy, the candidate will have to pay accordingly.

Curriculum Transaction:

Along with printed study material, compulsory Personal Contact Programmes will be organized per semester. Audio video lessons on various subjects have been prepared for the benefit of the students. PowerPoint presentations and facility of personal counseling during PCPs and on all working days will also be provided. Special lectures by renowned experts will also be arranged so as to provide insight into the practical applications of commerce and implementing Response sheets/Assignments.

Internal Assessment has been made integral part of the Course. Response sheets, assignments, viva-voce, written tests are conducted for during each semester.

**g) Requirement of computer Lab and Library resources:** The course does not require any laboratory setup. The Computer laboratory of the department is used for imparting computer education to students. Department of Distance Education is at Arts Block 3 of Punjabi University, Patiala and has its well stocked Library with various books in punjabi as well as English medium covering various Papers and topics of the syllabus especially for the distance learners. Catalogue has been computerized using LIBSYS software. Students can take two books and one month during PCPs, library remains open on Saturdays, Sundays and other holidays. The library is fully air-conditioned with a reading hall, with ten newspapers in English, hindi and punjabi language. It has numerous reference books and various journals on the subject of Commerce.

**h) Cost Estimate of the Course:** In addition to the fixed cost (i.e. salaries of teaching and non-teaching staff, infrastructure cost etc.) other following types of running costs are also paid annually by the department for the course:

1) Regular printing cost of lessons and other material.
2) Payments made to experts called for taking viva-voce.
3) Payments made to guest faculty for taking classes and checking of response sheets.
4) Cost of writing new lessons those are required due to change in syllabi and shifting in semester system from the annual system of the course.
5) Total variable cost of the course also varies from year to year as it depends upon the number of students taking admission in a particular year.

i) **Quality Assurance Mechanism:** Through Feedback performa written demands or through email/whatsapp for introduction of new courses, emails and suggestions received from the parents of the students/professionals, assessing the market demands and requirement of various services continuously.
(2017-2018 & 2018-19)
Syllabus of M.Com.-I (1st Semester)

CORE PAPER

PAPER: MC 101 : MANAGEMENT CONCEPTS & ORGANISATIONAL BEHAVIOUR

Teaching Hours per week: 5
Time Allowed: 3 Hrs.

Internal Assessment: 30 Marks
External Assessment: 70 Marks
Credit: 5

INSTRUCTIONS FOR PAPER SETTER/EXAMINERS

The question paper will consist of three sections. Section A and B (Consist of unit I and II of the syllabus, respectively) will have four questions each from respective units and candidates are required to attempt two questions each from section A and B. Each question in section A and B shall carry 10 marks. Section C will consist of 12 short answer type questions covering entire syllabus and the candidates are required to attempt any ten questions. Each question in section C will carry 3 marks.

UNIT-I


Motivation: Need, Theories of motivation. Leadership: Concept, Theories and Leadership Styles; Communication: Communication process; Barriers to effective communication; Types of organizational communication; Improving communication; Transactional analysis in Communication; Controlling.

UNIT-II

Organisational Behaviour; Concept, Significance; Relationship between Management & Organisational Behaviour; Perception; Learning Personality. Group Dynamics and Team Development; Group dynamics: Definition and importance, types of groups, group formation, group development, group composition, group performance factors; team development.

Organisation Culture; Concept, Creating & Sustaining Culture, learning culture; Work stress & its management. Organisational Development: Concept, Need for change, Resistance to change, Theory of Planned Change, Organisational Diagnosis, OD intervention.

Suggested Readings:

K. Aswathappa, Organisational Behaviour, Text, Cases and Games, Himalaya Publishing.
Fred Luthans, Organizational Behavior, Mc Graw Hill.

PAPER: MC 102 : ACCOUNTING FOR MANAGERIAL DECISIONS

Teaching Hours per week : 5
Marks
Time Allowed: 3 Hrs.

Internal Assessment: 30 Marks
External Assessment: 70 Marks

Credit : 5

INSTRUCTIONS FOR PAPER SETTER/EXAMINERS

The question paper will consist of three sections. Section A and B (Consist of unit I and II of the syllabus, respectively) will have four questions each from respective units and candidates are required to attempt two questions each from section A and B. Each question in section A and B shall carry 10 marks. Section C will consist of 12 short answer type questions covering entire syllabus and the candidates are required to attempt any ten questions. Each question in section C will carry 3 marks.

UNIT-I


UNIT-II

Strategic Cost Management (SCM): Concept and Philosophy, Key elements in SCM, Value Chain Analysis, Strategic Positioning and Cost Driver Analysis.

Cost Management and Performance Evaluation: Evaluation criteria; Return on Cash Systems; The Balanced Score card; Strategic Based Control: concept, process, implementation of Balanced Score card, Challenges in implementation of Balanced Score card.


Suggested Readings:

• M Y Khan & P K Jain, Management Accounting, Tata McGraw- Hill, New Delhi.
• Jawaharlal, Management Accounting, Himalaya Publishers, Mumbai.
• Kulshrestha, N.K., Management Accounting, Tata McGraw Hill, New Delhi.
• Ramachandran, and Kakani, How to Analyze Financial Statements, Tata McGraw Hill
• Ravi. M. Kishore, Cost Management, Taxman, Allied Services (p) Ltd.
UNIT-I
Demand estimation for major consumer durable and non-durable products; Elasticity of demand: Price elasticity, income elasticity and cross elasticity. Demand forecasting techniques.
Production Theory: Production function: production with one and two variable inputs; Stages of production; Short and long run cost functions: their nature, shape and inter-relationship; Law of variable proportions; Law of returns to scale.

UNIT-II
Price Determination under different Market Conditions: Characteristics of different market structures; Price determination and firm's equilibrium in short-run and long-run under perfect competition, monopolistic competition, oligopoly and monopoly.
Classical, and Keynesian theory of income and employment. Theory of consumption and investment spending, multiplier-accelerator interaction; Business Cycles: Nature and phases of a business cycle; Theories of business cycle: Cobweb, Samulson and Hicks Theories; Inflation: Definition, characteristics and types inflation in term of demand pull and cost push factors, effects of inflation.
Suggested Readings:

- Koutsyiannis, A., Modern Microeconomics, Macmillan Press Ltd.
- Mote, Paul & Gupta, Managerial Economics, Tata McGraw Hill.
- Jhingan, M. L., Micro Economics, Advent Books Division Inc.

PAPER : MC 104 : E-COMMERCE

Teaching Hours per week : 5
Time Allowed: 3 Hrs.

Internal Assessment: 30 Marks
External Assessment: 70 Marks
Credit : 5

INSTRUCTIONS FOR PAPER SETTER/EXAMINERS

The question paper will consist of three sections. Section A and B (Consist of unit I and II of the syllabus, respectively) will have four questions each from respective units and candidates are required to attempt two questions each from section A and B. Each question in section A and B shall carry 10 marks. Section C will consist of 12 short answer type questions covering entire syllabus and the candidates are required to attempt any ten questions. Each question in section C will carry 3 marks.

UNIT-I

Introduction to E-Commerce: Meaning and concept, Importance in the context of today’s business, technical components, functions, advantages of e-commerce as compared with traditional system of commerce, disadvantages and scope of E-Commerce, difference between e-commerce and e-business, Internet and its relation to e-commerce. State of e-commerce in India, problems and opportunities of e-commerce in India.


UNIT-II


Suggested Readings:

- Joseph, P.T. E-Commerce – An Indian Perspective, Prentice Hall of India.
MC : 105(ii): FINANCIAL MANAGEMENT
Teaching Hours per week : 5
Time Allowed: 3 Hrs.
Internal Assessment: 30 Marks
External Assessment: 70 marks
Credit : 5

INSTRUCTIONS FOR PAPER SETTER/EXAMINERS
The question paper will consist of three sections. Section A and B (Consist of unit I and II of the syllabus, respectively) will have four questions each from respective units and candidates are required to attempt two questions each from section A and B. Each question in section A and B shall carry 10 marks. Section C will consist of 12 short answer type questions covering entire syllabus and the candidates are required to attempt any ten questions. Each question in section C will carry 3 marks.

UNIT-I

Cost of Capital: Meaning and Significance, Cost of debt, preference capital, equity capital and retained earnings, Weighted average cost of capital; Financial, operating and combined leverage: their measurement and effect on profit.

UNIT-II

Working Capital: Meaning, significance and types, Factors affecting working capital requirements, Determining working capital needs, Working capital management, Sources of working capital, Financing of working capital, Management of Cash, Receivables and Inventories; Mergers and Acquisitions: Reasons and Financial considerations.

Suggested Readings:
- Chandra, Prasanna, Financial Management, Tata McGraw Hill, Delhi
- Pandey I.M., Financial Management, Vikas Publishing House
Instructions for Paper Setter/Examiners

The question paper will consist of three sections. Section A and B (Consist of unit I and II of the syllabus, respectively) will have four questions each from respective units and candidates are required to attempt two questions each from section A and B. Each question in section A and B shall carry 10 marks. Section C will consist of 12 short answer type questions covering entire syllabus and the candidates are required to attempt any ten questions. Each question in section C will carry 3 marks.

Unit-I

Unit-II

Contemporary Issues in Accounting: Value chain analysis; Activity Based Costing, Activity Based Budgeting, Target and Life-Cycle Costing. Kaizen Costing, Back Flush Costing.

Suggested Readings:
- Porwal L.S., Accounting Theory, Tata Mc Graw Hill
- Ghosh T.P. IFRSs For Finance Executives, Taxmann Allied Services Private Limited.
INSTRUCTIONS FOR PAPER SETTER/EXAMINERS

The question paper will consist of three sections. Section A and B (Consist of unit I and II of the syllabus, respectively) will have four questions each from respective units and candidates are required to attempt two questions each from section A and B. Each question in section A and B shall carry 10 marks. Section C will consist of 12 short answer type questions covering entire syllabus and the candidates are required to attempt any ten questions. Each question in section C will carry 3 marks.

UNIT-I

Theoretical framework of Business Environment: concept, significance and nature of business environment; Elements of Business Environment: Internal and external; changing dimensions of business environment; techniques of environmental scanning and monitoring.

Economic Environment: Economic planning; Economic policies: Fiscal Policy, Monetary Policy, EXIM Policy

Policy Environment: Economic reforms; liberalization, privatization and Globalisation, Second generation reforms; industrial policy and implementation, industrial growth and structural changes.

UNIT-II


Global Environment : Foreign Direct Investment, Modes and growth of FDI in India. International economic institutions : IMF, World Bank, IFC, IDA and ADB

Suggested Readings:

- M. Adhikary, Economic Environment for Business, Sultan Chand & Sons, New Delhi.
- Paul Justin, Business Environment: Text and Cases, Tata McGraw Hill Publishing
INSTRUCTIONS FOR PAPER SETTER/EXAMINERS

The question paper will consist of three sections. Section A and B (Consist of unit I and II of the syllabus, respectively) will have four questions each from respective units and candidates are required to attempt two questions each from section A and B. Each question in section A and B shall carry 10 marks. Section C will consist of 12 short answer type questions covering entire syllabus and the candidates are required to attempt any ten questions. Each question in section C will carry 3 marks.

UNIT-I

Secondary Sources: Types and sources of locating secondary data and computer assisted information acquisition.
Sampling Methods: Probability and non probability methods; sampling frame, sampling design, sampling and non sampling errors, size of a sample.

UNIT-II


Suggested Readings:
- Kothari, C. R., Research Methodology, New Age International.
- Zikmund, Millian G., Business Research Methods, Thomson Learning, Bombay.
- Geode, Millian J. & Paul K. Hatl, Methods in Research Methods, Tata McGraw Hills, New Delhi
- Gupta S. P., Statistical Methods, Sultan Chand, Delhi
- Goode, W. J. and Hatt, P. K., Methods in Social Research
- Young, P. V., Scientific Social Surveys and Research
PAPER: MC 205 (ii): FINANCIAL INSTITUTIONS AND MARKETS

Teaching Hours per week : 5
Internal Assessment: 30 Marks
Time Allowed: 3 Hrs.
External Assessment: 70 Marks
Credit : 5

INSTRUCTIONS FOR PAPER SETTER/EXAMINERS

The question paper will consist of three sections. Section A and B (Consist of unit I and II of the syllabus, respectively) will have four questions each from respective units and candidates are required to attempt two questions each from section A and B. Each question in section A and B shall carry 10 marks. Section C will consist of 12 short answer type questions covering entire syllabus and the candidates are required to attempt any ten questions. Each question in section C will carry 3 marks.

UNIT-I


Financial Institutions: Banking System in India- Brief history and present structure of commercial banks in India, Importance of banking business.

Development Banks- concept, objectives, & functions, promotional role, resource mobilization, project evaluation & follow up. Role played by IFCI, SIDBI, SFCs SIDCs in Development of various sectors of Indian economy.

NBFCs- concept, nature, role, sources of finance, RBI guidelines. Regulatory Bodies: RBI: Organisation, functions, credit creation, credit control, Recent Monetary Policy. NABARD- role & functions, SEBI- Organisation, Functions, SEBI as a regulator.

UNIT-II


Money market; Money market meaning, constituents, functions of money market; Money market instruments- call money, treasury bills, certificates of deposits, commercial bills, trade bills etc; Recent trends in Indian money market; Capital market- primary and secondary markets; role, recent developments in Indian Capital Markets. International Stock Exchanges.

Suggested Readings:

- P N Varshney & D K Mittal, Indian Financial System, Sulthan Chand & Sons
Syllabus of M.Com.-II (3rd Semester)

PAPER: MC 301 : STRATEGIC COST MANAGEMENT

Lectures Delivered: 60
Time Allowed: 3 Hrs.

Internal Assessment: 30 Marks
External Assessment: 70 Marks
Credit: 5

Instructions for Paper Setter/Examiners
The question paper will consist of three sections. Section A and B (Consist of unit I and II of the syllabus, respectively) will have four questions each from respective units and candidates are required to attempt two questions each from section A and B. Each question in section A and B shall carry 10 marks. Section C will consist of 12 short answer type questions covering entire syllabus and the candidates are required to attempt any ten questions. Each question in section C will carry 3 marks.

UNIT-I
Traditional Costing System: Cost Management System; Concept, Factors Affecting Cost Management, Cost Assignment; Direct Tracing, Driver Tracing, Allocation, Cost Behaviour; Basics; Resources, Activities and Cost Behaviour.
Strategic Cost Management (SCM): Concept and Philosophy, Key elements in SCM, Value Chain Analysis, Strategic Positioning and Cost Driver Analysis.
Contemporary Cost Management: Activity Based Costing; Concept, rationale, issues, limitations. Design and Implementation of Activity Based Costing.

UNIT-II
Cost Management and Performance Evaluation, Evaluation criterion; Return on Cash Systems; The Balanced Scorecard; Strategic Based Control; concept, process, implementation of Balanced Scorecard, Challenges in implementation of Balanced Scorecard. Transfer Pricing and Divisional Performance. Transfer Pricing in International Business.

PAPER: MC 302 : CORPORATE LEGAL FRAMEWORK

Lectures Delivered: 60
Time Allowed: 3 Hrs.

Internal Assessment: 30 Marks
External Assessment: 70 Marks
Credit: 5

Instructions for Paper Setter/Examiners
The question paper will consist of three sections. Section A and B (Consist of unit I and II of the syllabus, respectively) will have four questions each from respective units and candidates are required to attempt two questions each from section A and B. Each question in section A and B shall carry 10 marks. Section C will consist of 12 short answer type questions covering entire syllabus and the candidates are required to attempt any ten questions. Each question in section C will carry 3 marks.
UNIT-I

Concept of Corporation & Legal Entity, Formation of a Company: Memorandum and Articles of Association and their alteration, Doctrine of Ultra Vires, Doctrine of Indoor Management, Prospectus, Shares and Share Capital, Transfer and Transmission of shares.

Borrowing Powers of the company, Fixed and Floating charge, Management of companies, Directors, Meeting of directors and share holders; Winding up and dissolution.

UNIT-II

The Negotiable Instruments Act, 1881; Definition, types of negotiable instruments; negotiation; negotiation; Holder and holder in due course; Payment in due course; Endorsement and Crossing of Cheque; Presentation of negotiable instrument.


PAPER: MC 303 : DIRECT TAX LAWS

Lectures Delivered : 60
Time Allowed: 3 Hrs.

Internal Assessment: 30 Marks
External Assessment: 70 Marks
Credit : 5

Instructions for Paper Setter/Examiners

The question paper will consist of three sections. Section A and B (Consist of unit I and II of the syllabus, respectively) will have four questions each from respective units and candidates are required to attempt two questions each from section A and B. Each question in section A and B shall carry 10 marks. Section C will consist of 12 short answer type questions covering entire syllabus and the candidates are required to attempt any ten questions. Each question in section C will carry 3 marks.

UNIT-I

Introduction to Direct Tax Laws, Definitions, Basis of Charge-Determination of Residential Status under Income Tax Act 1961, Computation of Income under various Heads (Salaries, House Property, Profits and Gains from Business and Profession, Capital Gains, Income from Other Sources).

UNIT-II

Set Off and Carry Forward Losses, Income of other persons to be included in Assesssee’s Total Income. Deduction out of Gross Total Income, Computation of Income: in case of individuals, HUF, Partnership Firms, Companies.

PAPER: MC 304 : MARKETING MANAGEMENT

Lectures Delivered : 60
Time Allowed: 3 Hrs.

Internal Assessment: 30 Marks
External Assessment: 70 Marks
Credit : 5

Instructions for Paper Setter/Examiners

The question paper will consist of three sections. Section A and B (Consist of unit I and II of the syllabus, respectively) will have four questions each from respective units and
candidates are required to attempt two questions each from section A and B. Each question in section A and B shall carry 10 marks. Section C will consist of 12 short answer type questions covering entire syllabus and the candidates are required to attempt any ten questions. Each question in section C will carry 3 marks.

UNIT-I
Marketing: Meaning, importance, scope and various concepts, Tasks of Marketing Manager under different demand situations, Marketing environment. Identifying market segments and selecting target markets.

Product Decisions: Concept of a product, classification of products, major products decisions, product line and product mix; Branding; Packaging and labeling; Product life cycle-strategic implications; New product development and consumer adoption process.

Pricing Decisions: Factors affecting price determination; Pricing policies and strategies; Discounts and rebates.

UNIT-II
Physical Distribution Decisions: Nature, functions and types of distribution channels, Channel management decisions, retailing and wholesaling.

Promotion Decisions: Communication process; Promotion Mix: advertising, personal selling, sales promotion. Publicity and public relations; Determining advertising budget; copy designing and its testing; Media selection; Advertising effectiveness: Promotion tools and techniques; various steps in selling; Training, Supervising, Motivating the salesforce. Managing Direct and Online Marketing.

Marketing Organisation and Control. Marketing of services: Concept, characteristics and problems; Green marketing. Marketing Research: Meaning, importance, scope and process.

PAPER: MC 305(ii): MANAGEMENT OF FINANCIAL SERVICES

Lectures Delivered: 60
Time Allowed: 3 Hrs.
Internal Assessment: 30 Marks
External Assessment: 70 Marks
Credit: 5

Instructions for Paper Setter/Examiners
The question paper will consist of three sections. Section A and B (Consist of unit I and II of the syllabus, respectively) will have four questions each from respective units and candidates are required to attempt two questions each from section A and B. Each question in section A and B shall carry 10 marks. Section C will consist of 12 short answer type questions covering entire syllabus and the candidates are required to attempt any ten questions. Each question in section C will carry 3 marks.

UNIT-I
Financial Services: Nature and types; Merchant Banking: Role, Services provided by merchant bankers, Structure of Merchant Banking in India, SEBI regulations, recent developments; Venture Capital: Characteristics, SEBI guidelines, venture capital funds in
India; Leasing: Characteristics and types, Leasing and Hire-Purchase. Underwriting: concept, SEBI regulations.

UNIT-II

Mutual Funds: Meaning, types, measuring return of mutual funds, SEBI guidelines, Performance of Mutual Funds in India, current developments; Credit Rating: Meaning, significance, types; SEBI regulations for credit rating, Credit Rating Agencies; Factoring: characteristics and forms, Factoring in India; Forfeiting. Plastic Money: Concept, various forms of plastic money. Growth and Present Scenario of Plastic Money in India.

(4th Semester)

PAPER: MC 401 : HUMAN RESOURCE MANAGEMENT

Lectures Delivered : 60
Time Allowed: 3 Hrs.

Internal Assessment: 30 Marks
External Assessment: 70 Marks
Credit : 5

Instructions for Paper Setter/Examiners

The question paper will consist of three sections. Section A and B (Consist of unit I and II of the syllabus, respectively) will have four questions each from respective units and candidates are required to attempt two questions each from section A and B. Each question in section A and B shall carry 10 marks. Section C will consist of 12 short answer type questions covering entire syllabus and the candidates are required to attempt any ten questions. Each question in section C will carry 3 marks.

UNIT-I

Human Resource Management : Meaning, Definition, Scope of HRM, Objectives and functions of HRM, Role and qualities of HRM Manager, HRM Policies and Principles, HRM Model.

Evolution of HRM, Organisation of HRM Department.

Environment of HRM, Role of Government and other external and internal forces which effect HRM functions.

Human Resource Planning and Development of Human Resource Information System (HRIS), Job analysis, Job Description and Job specification.


UNIT- II


Compensation Management: Employee Remuneration Incentive Payments (individual as well as group incentive plans), Employee Benefits and Executive Remuneration. Employee Welfare, Safety and Health, Internal Mobility (Promotion Transfer).
Work Redesigning, Job enlargement, Job relation, Job evaluation, job satisfaction-importance and measurement, Work Life Balance.

PAPER: MC 402 : FUNDAMENTALS OF INVESTMENT

Instructions for Paper Setter/Examiners
The question paper will consist of three sections. Section A and B (Consist of unit I and II of the syllabus, respectively) will have four questions each from respective units and candidates are required to attempt two questions each from section A and B. Each question in section A and B shall carry 10 marks. Section C will consist of 12 short answer type questions covering entire syllabus and the candidates are required to attempt any ten questions. Each question in section C will carry 3 marks.

UNIT-I
Investment : Concept, Investment and speculation, Nature and scope of investment analysis; objectives of investment; Risk : Concept, types, measurement of risk ; Return : Meaning and measurement.
Investment alternatives for individuals : Bank deposits, Post office schemes, PF, Public Deposits, Mutual Funds, Shares, Debentures, Government Securities, Derivatives : Options and Futures, Valuation models of equity shares and debentures.

UNIT-II
Investment Analysis: Fundamental analysis covering economic, industry and company analysis.
Technical Analysis and Chartist techniques; Dow Theory, Types of charts used, Technical indicators : Advance-Decline Line, Support and Resistance Levels, Moving Averages.
Efficient Market Theory : Forms and Tests, Random Walk Hypothesis, Portfolio Management; Concept, objectives and significance.

PAPER: MC 403 : BANKING AND INSURANCE SERVICES

Instructions for Paper Setter/Examiners
The question paper will consist of three sections. Section A and B (Consist of unit I and II of the syllabus, respectively) will have four questions each from respective units and candidates are required to attempt two questions each from section A and B. Each question in section A and B shall carry 10 marks. Section C will consist of 12 short answer type questions covering entire syllabus and the candidates are required to attempt any ten questions. Each question in section C will carry 3 marks.
UNIT-I

Banking in India: Functions of Commercial Banks; Deposits: Different deposits products offered by banks, Deposit mobilization by banks: volume and trends, know your customer guidelines.


Emerging Trends in Banking: Retail Banking, Banking Technology, E-Banking: Distribution Channels: Teller Machines, cash dispensers, ATM, Home Banking, online Banking, E-Payment systems, E-funds transfer system.

UNIT-II


PAPER: MC 404: CORPORATE TAX PLANNING

Lectures Delivered: 60
Time Allowed: 3 Hrs.

Internal Assessment: 30 Marks
External Assessment: 70 Marks
Credit: 5

Instructions for Paper Setter/Examiners

The question paper will consist of three sections. Section A and B (Consist of unit I and II of the syllabus, respectively) will have four questions each from respective units and candidates are required to attempt two questions each from section A and B. Each question in section A and B shall carry 10 marks. Section C will consist of 12 short answer type questions covering entire syllabus and the candidates are required to attempt any ten questions. Each question in section C will carry 3 marks.

UNIT-I

Introduction to Tax Management: Concept of tax planning; Tax avoidance and tax evasions; Methods of tax planning; justification of tax.


Special Tax Provisions: Tax provisions relating to free trade zones, infrastructure sector and backward areas; Tax incentives for exporters.

Tax issues Relating to Amalgamation: Tax Planning with reference to amalgamation and demerger of companies.

UNIT-II

Tax Planning and Financial Management Decisions: Tax planning relating to capital structure decision, dividend policy, interoperate dividends and bonus shares.
Tax Planning and Managerial Decisions: Tax planning in respect of own or lease, sale of assets used for scientific research, make or buy decisions; Repair, Replace, renewal or renovation and shutdown or continue decisions.

Tax Planning and Compensations Package; Double taxation avoidance agreements; Tax Planning and non-residents; Tax-payment: Tax deductions and collection at source, Advance Payment of Tax.

**PAPER: MC 406(i) : INTERNATIONAL FINANCE**

Lectures Delivered: 60  
Time Allowed: 3 Hrs.

**Internal Assessment:** 30 Marks  
**External Assessment:** 70 Marks  
**Credit:** 5

**Instructions for Paper Setter/Examiners**

The question paper will consist of three sections. Section A and B (Consist of unit I and II of the syllabus, respectively) will have four questions each from respective units and candidates are required to attempt two questions each from section A and B. Each question in section A and B shall carry 10 marks. Section C will consist of 12 short answer type questions covering entire syllabus and the candidates are required to attempt any ten questions. Each question in section C will carry 3 marks.

**UNIT-I**

Foundations of International Finance: Concept, Goals of International Finance; and role of International Finance Manager in an MNC; Globalisation of World Economy; Recent trends. Evolution of International Monetary System: Classical gold standard, Bretton woods system, Current Exchange Rate arrangements. European Monetary System. Balance of Payments (BOP) Accounting, the Current Account, the Capital Account, Official Reserve Account.

Foreign Direct Investment (FDI) and Multinational Corporations, Regional Economic Integration; SAARC, ASEAN, EC, NAFTA.

**UNIT-II**

Foreign Exchange Market: Function and structure; Spot Market, Forward Market International Parity Relationship and Forecasting Foreign Exchange Rates, Interest Rate Parity, Purchasing Power Parity, Fisher Effects.

Foreign Investment Institutions: Instruments; ADRs, GDRs, FIIs-their role in Indian Capital Market.

Foreign Exchange Exposure and Management; Types of exposure, Transaction Exposure, Translation Exposure, Economic Exposure and Operating Exposure. Measurement Exposure and Exposure Management Techniques.

Master of Library & Information Science

Program Project Report (PPR)

A. Program mission & Objective:
Master of Library and Information Science
(i) To produce leaders, managers and thinkers for planning and decision making for medium large and specialized library and information systems, services and networks, and
(ii) To expose students to research and its methodology in the field of Library and Information Science.

B. Relevance of the program with HEI's Mission and Goal:
- Persons working in schools and colleges must be equipped with the knowledge of Accessening, classification, cataloguing of books in library.
- To aware the process to Issuing books, reference services provided to readers, handle online periodicals.

C. Nature of prospective target group of learners:
- Student from rural and urban area.
- Persons working on contractual bases in various colleges, central libraries and other organisations (district, rural libraries).

D. Appropriateness of program to be conducted in Open and Distance Learning mode to acquire specific skills and competence: Persons working in schools and colleges must be equipped with the knowledge of Accessening, classification, cataloguing of books in library.
- To aware the process to Issuing books, reference services provided to readers, handle online periodicals.

E. Instructional design:
Master of Library and Information Science:
OUTLINES OF TESTS AND SCHEME OF PAPERS

<table>
<thead>
<tr>
<th>Paper</th>
<th>Title</th>
<th>Written Examination Marks</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Research Methods and Statistical Techniques</td>
<td>(3 hours) 100</td>
<td></td>
</tr>
<tr>
<td>II</td>
<td>Information Communication and Society</td>
<td>(3 hours) 100</td>
<td></td>
</tr>
<tr>
<td>III</td>
<td>Information Storage and Retrieval</td>
<td>(3 hours) 100</td>
<td></td>
</tr>
<tr>
<td>IV(i)</td>
<td>Advanced Classification (Practice)</td>
<td>(2 hours) 50</td>
<td></td>
</tr>
<tr>
<td>IV(ii)</td>
<td>Advanced Cataloguing (Practice)</td>
<td>(2 hours) 50</td>
<td></td>
</tr>
<tr>
<td>V</td>
<td>Information Analysis, Consolidation and Repackaging</td>
<td>(3 hours) 100</td>
<td></td>
</tr>
<tr>
<td>VI(b)</td>
<td>Information and Literature Survey in Social Sciences</td>
<td>(3 hours) 100</td>
<td></td>
</tr>
<tr>
<td>VII(b)</td>
<td>Academic Library System</td>
<td>(3 hours) 100</td>
<td></td>
</tr>
<tr>
<td>VIII</td>
<td>Information and Communication Technology: Applications</td>
<td>(3 hours) 100</td>
<td></td>
</tr>
</tbody>
</table>

*There will be separate written examinations for paper IV (i) and IV (ii).

Faculty and support staff: 1 Faculty member is available within the department. If needed guest faculty will be invited from other departments of the university and affiliated colleges.
**Instructional delivery method:** One Personal Contact Programs (2 weeks) will be conducted to deliver the lectures within the department. Printed self learning material (lessons) will be provided to students. Practices of cataloguing and classification are also conducted. Student will have to submit two response sheets per paper also. An additional PCP for remaining students of every class.

A compulsory Library Visit for every student for practice demonstration.

**Identification of media:** Printed lessons, lectures and demonstrations through project and video presentations, practices of cataloguing and classification for better understanding of subject.

**Student support service system:** Students shall be informed about their Personal Contact Porgram (PCP) through SMS, telephone calls and university website.

**F. Procedure for admission, curriculum transaction and evaluation:**

**Eligibility:**

**Master of Library and information Science:** Passed B.Lib with minimum 50% and Bachelor Degree Examination in any faculty from any statutory University.

**Personal Contact Programme (PCP):** Compulsory. One Personal Contact Programmes of 14-15 days duration. PCPs will be compulsory. It will be compulsory for every student to attend at least 75% lectures. Practical / Computer Lab is compulsory for every student. The students who are unable to fulfill these conditions will not be eligible to appear in the annual examination.

In exceptional cases, if a candidate fails to attend the Personal Contact Programme then he/she may attend a special Personal Contact Programme by paying extra fee which will be charged as per university rules.

**Response Sheets:** Compulsory (Two Response Sheets for each paper). Those who fail to submit the required number of Response Sheets will not be allowed to appear in the annual examination. Only those candidates who obtain a minimum aggregate of 25% marks in the Response Sheets shall be eligible to take the examination.

**Fee Structure:** As per university rules.

**Information related to financial assistance for Master of Library and information Science**

TO AVAIL THE FEE CONCESSION IN ANNUAL COURSES

1. Two real brother's/sisters studying in the department.
   Candidate will deposit full fee at the time of admission, concession of half tuition fee will be given after admission.

2. Students suffering from Cancer/Aids and Thalassemia - will deposit only examination fee + practical fee and library security.

3. Children/dependents of the members of Armed forces including para-military personnel who have either been killed or permanently disabled in the Indo-Pak Conflict of 1965. Indo-Pak Conflict of 1971 and Indo-Chinese Hostilities of 1962 and Indian Peace Keeping Force (IPKF) in Sri Lanka.
   Candidates whose monthly income does not exceed Rs. 1500/- per month will deposit full fee excluding tuition fee.

4. Wife/Son(s) or daughter(s) of Punjabi University employees (regular) provided they are not in service
   a) Candidate granted full tuition fee concession. Those drawing pay upto 21600/- per month (Grade Pay + Basic Pay)
   b) Candidate granted 50% tuition fee concession. Those drawing pay upto 21601/- to 24750/- (Grade Pay + Basic Pay)
c) Candidate granted 25% tuition fee concession. Those drawing pay up to 24751/- and above per month (Grade Pay + Basic Pay) (this concession shall be limited up to two children).
The candidate must deposit full fee deducting tuition fee according to above concession and postal charges Rs. 365/- on request.

5. Punjabi University employee. Regular employees of Punjabi University are exempted from the payment of Tuition Fee, Library Security Rs. 735/-, Medical Fee Rs. 45/-, Library Membership Fee Rs. 30/- and Postal Charges Rs. 365/- on request. To avail this concession departmental permission is compulsory.


7. Child of a person killed as a result of action by security forces in aid of civil war.

8. Child of a 100% physically disabled riot-affected person.


10. Child of army deserted/killed/100% physically disabled:
    For Sr. No. 6-10 candidate will deposit only examination fee + practical fee and library security.

11. Physically Handicapped 40% & above are exempted from only examination fee.

POST MATRIC SCHOLARSHIP SCHHEME

12. SC Category: For Post Matric Scholarship SC candidate will deposit only library security fee Rs. 735/- at the time of admission. To avail the concession under "AASHIRWAD SCHEME", candidate has to be registered for "AASHIRWAD SCHEME" and has to apply with allotted ID under Punjab Government Instructions.

13. BC Category: Candidate has to deposit full fee at the time of admission. To avail the benefit for Post Matric Scholarship Scheme, the candidate needs to deposit required documents and given ID under the Post Matric Scholarship Scheme.

Policy of program delivery along with the detail of methods and web based tools:
One Personal Contact Programs will be conducted to deliver the lectures within the department. Printed lessons will be provided to students. Student will also have to submit two response sheets per paper.

Activity planner including all the academic activity to be carried out:
Following activities will be carried out during the session: one personal contact programs, two response sheets per paper, practices in computer lab, final theory exams and viva-voce.

Policy for evaluation of learner progress along with method and tools: Student have to submit two response sheets of each paper which will be assessed by the faculty for internal assessment.

G. Requirement of laboratory support and Library Resources: A small computer laboratory can help in teaching the subject in a better way. The Department of Distance Education already has a well equipped computer lab. which is used for conducting computer practices.

H. Cost estimate of the programme and the provisions: Cost involved will be of printed material and hiring of guest faculty.

I. Quality assurance mechanism and expected programme outcome: Student after getting degree can be employed in libraries of various schools, colleges, universities, district libraries, state libraries and central libraries.

SYLLABUS FOR MASTER OF LIBRARY AND INFORMATION SCIENCE (One Year ANNUAL)
OUTLINES OF TESTS AND SCHEME OF PAPERS

<table>
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<tr>
<th>Paper</th>
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</tr>
<tr>
<td></td>
<td>Applications</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*There will be separate written examinations for paper IV (i) and IV (ii).

PAPER-I: RESEARCH METHODS AND STATISTICAL TECHNIQUES

SECTION -A

1. Concept of Research: Definition, need, process and types of research

SECTION-B

4. Instruments of Research: Schedule, questionnaire, interview and observation.
5. Scientific Method: Definition; component, steps; limitations; applicability in the field of LIS. Sampling and Sampling Techniques applicability in the field of Library and Information Science
6. Historical Method: Definition; steps; limitations; applicability in the field of Library and Information Science.

SECTION-C

7. Experimental Method: Definition; Experimental validity, internal external; limitations; applicability in the field of Library and Information Science.
8. Comparative Method: Definition; steps; limitations; applicability in the field of Library and Information Science.
9. Statistical Method: Definition; steps; limitations; applicability in the field of Library and Information Science.

SECTION-D

11. Computerized Data Analysis: Description, analysis and interpretation. Use of SPSS.
PAPER-II: INFORMATION, COMMUNICATION AND SOCIETY

Objectives:
1. To enable the students to understand the nature of information and its relations to knowledge, patterns of information flow and the role of libraries and information centres in national development.
2. To acquaint the students with information policies and Infrastructures in India and abroad.

Instructions to be Given in the Question Paper
Note: 1. Answer five questions in all, selecting at least one question from each section. The question in section E is compulsory. All questions carry equal marks.

Section-A
1. Data, Information and Knowledge: Conceptual difference.
2. Information and Knowledge: Definition, nature, use and value.

Section-B
5. Communication: Communication channels and barriers.
6. Information and Knowledge Management: Concepts and types. Role of networks, libraries, documentation centres, databases; referral centres; gateways and portals in information and knowledge management.

Section-C
7. Information Science: Definition, Scope and status as a discipline.
8. Information Life-cycle: Generation, acquisition, processing, storage, dissemination and use.

Section-D
10. Information policy: Need, purpose and recent developments at national (NAPLIS) and international level.
11. Intellectual property rights: Copyright, Data Security, Fair use, plagiarism, right to information and censorship, FAIFE.
12. Library & Information Infrastructure: At International, National and Local Level (only conceptual framework to be discussed).

PAPER-III: INFORMATION STORAGE AND RETRIEVAL

Section-A
1. Classification: Development and trends in general classification schemes. Dewey Decimal classification, latest ed; Universal decimal classification (Medium) English edition; Library of congress classification; Bibliographic classification (2nd ed); Colon classification (7th ed) and B.S.O. Automatic classification. Activities of organisations in classification research; Documentation Research and Training Centre (Bangalore) CRG (London), and ISKO.

Section-B
2. Cataloguing: Development and trends in cataloguing, Anglo-American Cataloguing Rules, 2nd ed. and revision; International Standard
Bibliographic Description (ISBD) Machine Readable Cataloguing (MARC), UNIMARC, CCF, OPAC, Subject cataloguing for online search.

**Section-C**
3. Indexing : Development and trends in indexing. Derived indexing; Assigned indexing, Alphabetical indexing, Keyword indexing, Pre and post coordinate indexing systems, citation indexing. Features of information Storage and Retrieval System—Precision, recall relevance, online searching and search strategies.

**Section-D**
4. Vocabulary control : Methodology current trends and development, Sears List of Subject Headings, Library of Congress Subject Headings, Medical Subject Headings (MeSH). Thesaurus of ERIC Descriptors, Thesauro-facet.

**PAPER-IV (I) : ADVANCED CLASSIFICATION (PRACTICE)**

**NOTE :**
1. Classify eight titles in all selecting any four from each part.
2. Copies of the UDC (Abridged 3rd revised English edition 1961) and a dictionary are available for use.

**Part-I :** 20 Marks. Classify any four of the following.

**Part-II :** 30 Marks. Classify any four of the following.

**List of Requirements in the Examination Hall**
Adequate number of UDC schedules and Dictionaries shall be made available.

**Text Book**

**PAPER-IV (II) : ADVANCED CATALOGUING (PRACTICE)**

**Instructions to be Given in the Question Paper**

**NOTE :**
1. All questions carry equal marks.
2. Catalogue fully Four titles in all, selecting at least, two from each part.
3. All Catalogue entries for each title should be completed before attempting the next title.
4. Follow unit card system for added entries.
5. For subject headings, use Sears List of Subject Headings, Ed. 12.

**List of Requirements in the Examination Hall**
Adequate number of the following books are to be provided to the candidates:
2. Language dictionary

**Text Books**

**PAPER-V : INFORMATION ANALYSIS CONSOLIDATION AND REPACKAGING**

**Instructions to be Given in the Question Paper**
Note: 1. Answer five questions in all, selecting at least one question from each section. The question in section E is compulsory.
2. All questions carry equal marks.

**Section-A**
1. Concept of Information analysis and consolidation
2. Need of information analysis and consolidation
3. Information requirement of users
4. Guiding principles for presentation of ideas in a helpful sequence.

**Section-B**
5. Packaging and repackaging: Concept need and purpose.
6. Criteria for determining appropriate repackaging activities.
7. Information consolidation products: concepts, types, design and development
8. Marketing of information products and services

**Section-C**
10. Knowledge and skills required for information analysis and consolidation.
11. Planning and management of information consolidation units.

**Section-D**
12. Content creation and management.
13. Methodology for preparation of handbooks, newsletters and State-of-the-Art reports
15. Evaluation of information products: Criteria and steps

**PAPER VI (B) : INFORMATION AND LITERATURE SURVEY IN SOCIAL SCIENCES**

**Instructions to be Given in the Question Paper**

Note: 1. Answer five questions in all, selecting at least one question from each section. The question in section E is compulsory.
2. All questions carry equal marks.

**Section-A**
1. Social Science disciplines: Scope of the major subjects: Economics, Political Science, Sociology, History, Brief Survey of the contributions made by prominent authors in these fields.

**Section-B**
2. Social science disciplines: Developments, problems and research trends.
3. Information sources: Role of primary, secondary and tertiary documents in the Social Sciences and its research.

**Section-C**
4. Information sources: Evaluation of important secondary and tertiary sources of information in Social sciences including distributed and net-worked sources.

**Section-D**
7. Research activities: Brief survey of the activities of the research institutions and professional organisations in the growth and development of Social Science disciplines with particular reference to India, U.K. and U.S.A.
PAPER VII (B) : ACADEMIC LIBRARY SYSTEM

Instructions to be Given in the Question Paper

Note: 1. Answer five questions in all, selecting at least one question from each section. The question in section E is compulsory.
2. All questions carry equal marks.

Section-A

1. Role of Library in academic institutions, i.e., Schools, Colleges and Universities.
2. Development of University and College libraries with special reference to India. Role of UGC.
3. Role of academic libraries in open and distance education/learning.

Section-B

4. Library as a system: Environmental influences and responses.
5. Planning: Need & importance of planning; types of plans—short term, long term, strategic; steps and components of planning—time involved, money involved, areas of planning, SWOT analysis, systems approach, planning tools-MBO, planning of library building and its interior.
6. Organizing: Purpose & need for organizing. Organizational structure (line & staff functions, departmentalization, organizational charts); authority & its decentralization; (quality circles, matrix structures); functional organisation of libraries.

Section-C

7. Human Resources Management: Staffing: Job definitions, recruitment, training and development, motivation, job enrichment, appraisal of library staff.
8. Leadership & Communication: Effective leadership in libraries; functions activities & qualities of library managers; creativity and innovation; entrepreneurship. Interpersonal communication.

Section-D

10. Academic Library: collections and services development, evaluation and effectiveness.
11. Marketing: Identification of market for libraries; Market segmentation, Information as a marketable commodity; Marketing library services and products; Marketing & promotion techniques.

PAPER VIII : INFORMATION AND COMMUNICATION TECHNOLOGY : APPLICATIONS

Instructions to be Given in the Question Paper

Note: 1. Answer five questions in all, selecting at least one question from each section. The question in section E is compulsory.
2. All questions carry equal marks.

Section-A

1. Library automation: Planning and implementation
3. Library software packages: LIBSYS, SOUL, WINISIS.

Section-B
4. Databases: Types and generations, salient features of select bibliographic databases.
5. Communication technology: Fundamentals, communication media and components.

Section-C
7. Digital, virtual and hybrid libraries: Definition and scope. Recent developments.

Section-D
10. Internet-based resources and services: Basic Services: E-Mail, FTP, remote logon, and HTTP.
11. Internet-based resources and services: Browsers, search engines, portals, gateways, electronic journals, mailing lists and scholarly discussion lists, bulletin boards, computer conferences and virtual seminars.
Subject : M.Sc. (IT)

The Mission, Objective and Relevance of the Programme:

1. Punjabi University, Patiala strives for academic excellence not only in the field of Languages after which it has been named, but in the other fields as well. Like the Faculty of Computing is pioneer in the field of Natural Language Processing and has developed several valuable software for promotion of Punjabi language, which are used by various government and private organizations. The subject thus needs to be persuaded rigorously to carry forward this legacy and with an attempt to train as many young minds as possible to real life applications of theory and generalise understanding to coop-up with ever evolving technological changes.

2. The mission and relevance is to provide quality undergraduate and post graduate education in both the theoretical and applied foundations of computer science and train students to effectively apply this education to solve real-world problems thus amplifying their potential for lifelong high-quality careers and give them a competitive advantage in the ever-changing and challenging global work environment of the 21st century.

Nature of Prospective Target Group of Learners:

(a) Candidates from remote, border and far off areas, rural and backward areas, women candidates who are unable to pursue course on regular basis.

(b) Especially the employed candidates opt for these courses in order to upgrade their educational qualification so that they are eligible for future promotions.

(c) Those candidates who cannot join regular teaching classes in terms of money.

Appropriateness of Program to be conducted in Open & Distance Learning Mode to acquire specific skills and competence:

1. Students after doing M.Sc.(IT) can pursue Ph.D.

2. After qualifying UGC-NET examination students are opting teaching as profession in different colleges.

3. Students are able to get jobs in different IT/BPO companies, banks, government and private offices.

4. The curse where Computer is being offered as a Option, the idea is to equip the candidates with the basic working knowledge of the computers. So that they can utilize this knowledge to make their day to day activities easier and techno savvy.

Instructional design:

1. The courses are offered as annual course where in 2 PCPs are conducted of 8 to 10 days each. It is mandatory for the students to maintain 75% attendance in the PCPs. Ordinance along with detailed syllabi has been attached as Annexure I, II & III. Same syllabus has been adopted as is offered to the students studying through regular mode.

2. The department has two faculty members. Apart from these teachers from Department of Computer Science and Computer Engineering Department are also involved for teaching purpose.

3. Self Instructional Material is available for all the courses in the print form. Faculty member has been provided with telephone and e-mail facility. Department maintains its own website through which students will be informed about fees, admission and PCP schedule, internal assessment tests schedule etc. Each student will be informed through SMS as well as registered letter about the PCP dates, duration and venue in advance.

Procedure for Admissions, Curriculum, Transaction and Evaluation:

1. Eligibility is 35% at graduate level in any stream for M.Sc(IT) & PGDCA. For BCA course the student should have minimum 35% in any stream at Senior Secondary Level.

2. Curriculum for M.Sc.(IT) is at par with the regular mode.

3. Two compulsory PCP are conducted where candidates need to maintain minimum 75% attendance. For delivering the content during the PCPs various learning aids are used like PowerPoint presentations and online videos are used.

4. The evaluation is done on the basis of the internal tests that are conducted during the 2nd PCP of each course.

5. Students can reach the teachers with help of e-mails, Google groups and phone calls on all working days.
Requirement of Laboratory support and Library resources:
1. Department of Distance Education is at Arts Block 3. The department has a well-equipped laboratory with 30 desktop machines. With the increasing demand of the computer courses we need to extend and upgrade the computers in the computer lab.
2. Department of has its well stocked Library with about 825 books covering various papers and topics of the syllabus especially for the distance learners. Catalogue has been computerized using LIBSYS software. Students can take two books on loan for one month. During PCPs library remains open on Saturdays, Sundays and other holidays.

Cost Estimate of the programme and the provisions:
- Fees:
  - M.Sc.(IT): \(14000 \times 200 = 28,00,000\) Approx
  - PGDCA: \(16000 \times 110 = 17,60,000\) Approx
  - BCA: \(12000 \times 30 = 4,80,000\) Approx

- Teaching Cost (For teachers engaged from other departments):
  - M.Sc.(IT): \(\_45,000\) Approx
  - PGDCA: \(\_25,000\) Approx
  - BCA: \(\_45,000\) Approx

Quality assurance mechanism and expected program outcome:
1. The syllabuses for the courses are updated from time to time by the Board of Studies to accommodate the latest changes in the field of computer sciences. So that students are well equipped to be absorbed in different types of government and private organizations.
SYLLABI
2018 AND 2019 EXAMINATIONS
M.Sc. (IT) First Year
(Annual Examination)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Univ. Exam Marks</th>
<th>Int. Ass. Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>MS(A)-111</td>
<td>Introduction to Information Technology</td>
<td>80</td>
<td>20</td>
</tr>
<tr>
<td>MS(A)-112</td>
<td>Computer Programming using C</td>
<td>80</td>
<td>20</td>
</tr>
<tr>
<td>MS(A)-113</td>
<td>Computer Organization &amp; Architecture</td>
<td>80</td>
<td>20</td>
</tr>
<tr>
<td>MS(A)-114</td>
<td>Mathematical Foundation of Computer Science</td>
<td>80</td>
<td>20</td>
</tr>
<tr>
<td>MS(A)-115</td>
<td>Operating Systems</td>
<td>80</td>
<td>20</td>
</tr>
<tr>
<td>MS(A)-116</td>
<td>Programming Lab-I</td>
<td>60</td>
<td>40</td>
</tr>
<tr>
<td>MS(A)-121</td>
<td>Object Oriented programming Using C++</td>
<td>80</td>
<td>20</td>
</tr>
<tr>
<td>MS(A)-122</td>
<td>Data &amp; File Structures</td>
<td>80</td>
<td>20</td>
</tr>
<tr>
<td>MS(A)-123</td>
<td>Visual Basic</td>
<td>80</td>
<td>20</td>
</tr>
<tr>
<td>MS(A)-124</td>
<td>RDBMS &amp; Oracle</td>
<td>80</td>
<td>20</td>
</tr>
<tr>
<td>MS(A)-125</td>
<td>Programming Lab-II</td>
<td>60</td>
<td>40</td>
</tr>
<tr>
<td>MS(A)-126</td>
<td>Programming Lab-III</td>
<td>60</td>
<td>40</td>
</tr>
</tbody>
</table>

CONTINUOUS ASSESSMENT (THEORY PAPERS)
1. Two or three tests out of which minimum two will be considered for assessment.
2. Seminars/Assignments/Quizzes 30% of the marks allotted for Continuous Assessment.
3. Attendance, class participation and behaviour 10% of the marks allotted for Continuous Assessment.

MS(A)-111 : Introduction to Information Technology
Maximum Marks: 80
Minimum Pass Marks: 35%

A) INSTRUCTIONS FOR THE PAPER SETTER
The question paper will consist of three Sections: A, B and C. Sections A and B will have four questions each from the respective section of the syllabus and will carry 16 marks for each question. Section C will consist of 7-16 short answer type questions covering the entire syllabus uniformly and will carry a total of 16 marks.

B) INSTRUCTIONS FOR THE CANDIDATES
1. Candidates are required to attempt five questions in all, selecting two questions each from Section A and Section B and compulsory question of Section C.
2. Use of non-programmable scientific calculator is allowed.

SECTION A
Computer Fundamentals: Block structure of a computer, characteristics of computers, problem solving with computers, generations of computers, classification of computers on the basis of capacity, purpose, and generation.
Number System: Decimal, hexadecimal, and octal systems, conversion from one system to the other.
Binary Arithmetic: Addition, subtraction and multiplication.
Memory types: Magnetic core, RAM, ROM, Secondary, Cache, Input and Output Units: functional characteristics; Overview of storage devices: floppy disk, hard disk, compact disk, tape; Printers: Impact, non-impact. Graphical I/O devices: Light pen, joystick, Mouse, Touch screen; OCR, OMR, MICR.
SECTION B
Computer languages: Machine language, assembly language, higher level language, 4GL. Compiler, Interpreter, Assembler, System Software, Application Software.
Operating system: Functions of an operating system, Batch, multi-programming, time sharing, multi-processor, Multi-tasking.
Data Network and Communication: Network types, Transmission Modes, Network topologies, Internet: Evolution of Internet, E-mail WWW, FTP, TELNET, IRC, Video Conferencing.

Text Books :

References:
8. MS(A)-112 : Computer Programming using C
Maximum Marks: 80
Minimum Pass Marks: 35%

A) INSTRUCTIONS FOR THE PAPER SETTER
The question paper will consist of three Sections: A, B and C. Sections A and B will have four questions each from the respective section of the syllabus and will carry 16 marks for each question. Section C will consist of 7-16 short answer type questions covering the entire syllabus uniformly and will carry a total of 16 marks.

B) INSTRUCTIONS FOR THE CANDIDATES
1. Candidates are required to attempt five questions in all, selecting two questions each from Section A and Section B and compulsory question of Section C.
2. Use of non-programmable scientific calculator is allowed.

SECTION A
Problem Solving with Computers, c character set, identifier, constants, variables, rules for defining variables. Data types, operators: arithmetic, relational, logical, comma, conditional, assignment, arithmetic expressions, input and output statements, assignment statements:
Decision statement: if, if ---else, nested if, switch statement, break statement, continue statement, go to statement.
Loops and control statements: While loop, for loop and do-while loop, nested loops
Arrays: one dimensional Array, multi dimensional arrays, array initialization.

SECTION B
Pointers: Pointer data type, pointers and arrays, pointers and functions,
Functions: definition, declaration, function prototype, types of functions, call by value, call by reference, recursion, processing character strings.
Structures: Using structures, arrays of structures and arrays in structures, union
Files in C: Sequential files, random access files , Unformatted files, Text files, binary files.
Text Books:
1. Vishal Goyal, Lalit Goyal, Pawan Kumar, A Simplified Approach to Data Structures, Shroff Publications.

Reference:
1. Kamthane, “Programming with ANSI and Turbo C”, Pearson Education

MS(A)-113: Computer Organisation and Architecture
Maximum Marks: 80 Maximum Time: 3 Hrs.
Minimum Pass Marks: 35%

A) INSTRUCTIONS FOR THE PAPER SETTER
The question paper will consist of three Sections: A, B and C. Sections A and B will have four questions each from the respective section of the syllabus and will carry 16 marks for each question. Section C will consist of 7-16 short answer type questions covering the entire syllabus uniformly and will carry a total of 16 marks.

B) INSTRUCTIONS FOR THE CANDIDATES
1. Candidates are required to attempt five questions in all, selecting two questions each from Section A and Section B and compulsory question of Section C.
2. Use of non-programmable scientific calculator is allowed.

SECTION A
Concepts about bits, bytes and word, Number System: Number conversions, Arithmetic operations, Integer and floating point representation.
Character codes (ASCII, EBCDIC, BCD, 8421, Excess-3). Boolean expression - Minimization of Boolean expressions -- Minterm - Maxterm - Sum of Products (SOP) - Product of Sums (POS) - Karnaugh map Minimization - Don't care conditions - Quine-McCluskey method of minimization.
Basic Gates, Combinational logic design: half-adder, full adder, half subtractor, full subtractor, binary parallel adder, Multiplexer/ Demultiplexer, decoder, encoder.
Sequential circuits: concept, flip-flops (D, RS, JK, JK-Master-Slave, T), counters (Ripple, Asynchronous, Synchronous, Decade, Mod-5), Instruction codes, Instruction formats, Instruction cycle, Addressing modes.

SECTION B
Register Transfer Language, Arithmetic, Logic and Shift micro-operations, Arithmetic Logic Shift unit.
Control Memory: Design of control unit, Microprogrammed and Hardwired control unit (overview only), Features of RISC and CISC.
Memory organisation: Concepts of semiconductor memory, CPU- memory interaction, organization of memory modules, Cache memory and related mapping and replacement policies, Virtual memory. I/O organisation: I/O interface, Modes of data transfer: Programmed I/O, Interrupt initiated I/O, DMA.

References:
MS(A)-114 : Mathematical Foundation of Computer Science
Maximum Marks: 80 Maximum Time: 3 Hrs.
Minimum Pass Marks: 35%

A) INSTRUCTIONS FOR THE PAPER SETTER
The question paper will consist of three Sections: A, B and C. Sections A and B will have four questions each from the respective section of the syllabus and will carry 16 marks for each question. Section C will consist of 7-16 short answer type questions covering the entire syllabus uniformly and will carry a total of 16 marks.

B) INSTRUCTIONS FOR THE CANDIDATES
1. Candidates are required to attempt five questions in all, selecting two questions each from Section A and Section B and compulsory question of Section C.
2. Use of non-programmable scientific calculator is allowed.

SECTION A

SECTION B
Recurrence Relations, solving recurrence relations, Divide and Conquer Algorithms and Recurrence Relations, Generating functions for sorting recurrence relations, Inclusion-Exclusion. Relations and their properties, n-ary relations and their applications, representing relations, closure of relation, equivalence relations, partial ordering.

Graphs: Introduction, terminology, Representing Graphs and Graph Isomorphism, Connectivity, Euler and Hamiltonian Paths, Shortest Path Problems, Planar Graphs.

Text Books:

References Books:
2. Elements of Discrete Mathematics, C. L. Luie, TMH Publications.
5. Discrete Mathematical Stuctures B. Kotman, R.C. Busbay, S.Ross, PHI.

MS(A)-115 : Operating System
Maximum Marks: 80 Maximum Time: 3 Hrs.
Minimum Pass Marks: 35%

A) INSTRUCTIONS FOR THE PAPER SETTER
The question paper will consist of three Sections: A, B and C. Sections A and B will have four questions each from the respective section of the syllabus and will carry 16 marks for each question. Section C will consist of 7-16 short answer type questions covering the entire syllabus uniformly and will carry a total of 16 marks.

B) INSTRUCTIONS FOR THE CANDIDATES
1. Candidates are required to attempt five questions in all, selecting two questions each from Section A and Section B and compulsory question of Section C.
2. Use of non-programmable scientific calculator is allowed.
SECTION A

**Introduction to Operating System:** Definition, Types of Operating system, Operating system components, Operating system services.

**Process Management:** Process concept, Process cs. threads, CPU scheduling criteria, Scheduling algorithms, and Algorithm evaluation

**Memory Management:** Background, logical vs. physical address space, Contiguous memory management schemes using Multi partition memory allocation using fixed number of tasks and variable number of tasks, paging and segmentation.

**Virtual Memory management:** Concept, demand paging and demand segmentation.

SECTION B

**File Management:** File concept, Access methods, directory structure, Allocation methods – contiguous, linked and indexed.

**Mass storage structure:** Disk structure, disk scheduling algorithms.

**Deadlocks:** Deadlock characterization, Methods for handling deadlocks, Deadlock prevention, avoidance, detection and recovery.

**Protection:** Goals of protection, Access matrix.

**Security:** Security problem, Program threats, system threats, User Authentication, Cryptography.

References:


MS(A)-116 : Programming Lab-I

Maximum Marks: 100  *  
Minimum Pass Marks: 35%  
Max. Time: 3 Hrs.
Practical sessions to be conducted: 55-65

This laboratory course will mainly comprise of exercise based on subject MS(A)-112 (Computer Programming Using C).
*Maximum Marks for Continuous Assessment: 40
Maximum Marks for University Examination: 60

MS(A)-121 : Object Oriented Programming Using C++

Maximum Marks: 80  
Minimum Pass Marks: 35%  
Maximum Time: 3 Hrs.

A) INSTRUCTIONS FOR THE PAPER SETTER
The question paper will consist of three Sections: A, B and C. Sections A and B will have four questions each from the respective section of the syllabus and will carry 16 marks for each question. Section C will consist of 7-16 short answer type questions covering the entire syllabus uniformly and will carry a total of 16 marks.

B) INSTRUCTIONS FOR THE CANDIDATES
1. Candidates are required to attempt five questions in all, selecting two questions each from Section A and Section B and compulsory question of Section C.
2. Use of non-programmable scientific calculator is allowed.

SECTION A

Introduction to C++: Identifier, Keywords, Constants, Operators: Arithmetic, relational, logical, conditional and assignment. Size of operator, Operator precedence and associativity. Type conversion, Variable declaration, expressions, statements, manipulators. Input and output statements, stream I/O, Conditional and Iterative statements, breaking control statements.

Storage Classes, Arrays, Arrays as Character Strings, Structures, Unions, Bit fields, Enumerations and User defined types.


SECTION B

Classes and Objects: Class Declaration and Class Definition, Defining member functions, making functions inline, Nesting of member functions, Members access control. this pointer. Objects: Object as function arguments, array of objects, functions returning objects, Const member.

Static data members and Static member functions, Friend functions and Friend classes

Constructors: properties, types of constructors, Dynamic constructors, multiple constructors in classes.


Array of objects. Dynamic memory allocation using new and delete operators, Nested and container classes, Scopes: Local, Global, Namespace and Class.

Inheritance: Defining derived classes, inheriting private members, single inheritance, types of derivation, function redefining, constructors in derived class, Types of inheritance, Types of base classes, Code Reusability.

Polymorphism: Methods of achieving polymorphic behavior.

Operator overloading: overloading binary operator, overloading unary operators, rules for operator overloading, operator overloading using friend function. Function overloading: early binding, Polymorphism with pointers, virtual functions, late binding, pure virtual functions and abstract base class

Difference between function overloading, redefining, and overriding.

Templates: Generic Functions and Generic Classes, Overloading of template functions.

Exception Handling catching class types, handling derived class exceptions, catching exceptions, restricting exception, rethrowing exceptions, terminate and unexpected, uncaught exceptions.

Files and streams: Classes for file stream operations, opening and closing of files, stream state member functions, binary file operations, structures and file operations, classes and file operations, I/O with multiple objects, error handling, sequential and random access file processing.

References:

MS(A)-122 : DATA & FILE STRUCTURES
Maximum Marks: 80 Maximum Time: 3 Hrs.
Minimum Pass Marks: 35%

A) INSTRUCTIONS FOR THE PAPER SETTER
The question paper will consist of three Sections: A, B and C. Sections A and B will have four questions each from the respective section of the syllabus and will carry 16 marks for each question. Section C will consist of 7-16 short answer type questions covering the entire syllabus uniformly and will carry a total of 16 marks.

**B) INSTRUCTIONS FOR THE CANDIDATES**

1. Candidates are required to attempt five questions in all, selecting two questions each from Section A and Section B and compulsory question of Section C.
2. Use of non-programmable scientific calculator is allowed.

**SECTION A**

**Data Structure:** Introduction to data structure and algorithm
- Algorithm analysis: Time space trade off algorithms and Big O notation
- Arrays: Introduction, one dimensional and multidimensional arrays, memory representation of arrays, operations on arrays, sparse arrays and sparse matrices and their implementation, Advantages and limitation of arrays.

**Stacks:** Introduction; Operation on stacks; Implementation of stacks
- Application of stacks: matching parenthesis, evaluation of arithmetic expressions, conversion from infix to postfix, recursion.

**Queues:** introduction, operation on queues, circular queue, memory representation of queues, dequeues, priority queues, application of queues.

**Linked List:** Introduction; operation on linked list, circular linked list, doubly linked list, header linked list, implementation of linked list, application of linked lists.

**Trees:**
- Introduction; Binary Tree; Threaded Binary Trees; Binary Search Tree; Balanced Trees; B-Trees; Heap

**SECTION B**

**Graphs:** Introduction
- Graph: Graph terminology
- Memory Representation of Graphs: adjacency matrix representation of graphs, adjacency list or linked representation of graphs
- Operations performed on graphs
- Application of graphs

**Sorting:** Selection Sort, Insertion Sort, Merge Sort, Bucket Sort, Radix Sort, Quick Sort and Heap Sort

**Hashing:** Hashing techniques; Collision resolution; Deleting items from a hash table; Application of hashing

**File Organization:** Introduction
- External Storage Device: Sequential Access Storage Device (SASD), Direct Access Storage Device (DASD)
- Sequential File Organization: processing sequential files, operations on sequential files, advantages and disadvantages of sequential file organization
- Direct File Organization: introduction, processing of direct files, advantages and disadvantages of direct organization
- Indexed Sequential Organization: introduction, processing of indexed sequential files, advantages and disadvantages of indexed sequential organization.

**Text Books :**
1. Vishal Goyal, Lalit Goyal, Pawan Kumar, A Simplified Approach to Data Structures, Shroff Publications.

**References:**
2. Loomis, “Data and File Structures”,

MS(A)-123 : Visual Basic
Maximum Marks: 80  Maximum Time: 3 Hrs.
Minimum Pass Marks: 35%

A) INSTRUCTIONS FOR THE PAPER SETTER
The question paper will consist of three Sections: A, B and C. Sections A and B will have four questions each from the respective section of the syllabus and will carry 16 marks for each question. Section C will consist of 7-16 short answer type questions covering the entire syllabus uniformly and will carry a total of 16 marks.

B) INSTRUCTIONS FOR THE CANDIDATES
1. Candidates are required to attempt five questions in all, selecting two questions each from Section A and Section B and compulsory question of Section C.
2. Use of non-programmable scientific calculator is allowed.

SECTION A
Introduction to Visual Basic: - Creating User Interfaces with Windows Common Controls, Creating Menus for Programs, Advance Design Features, Working with Collections, Creating Classes in a Program, Working with Active Data Objects
Working with forms, drawing with VB, Multiple document interface, basic Active X controls, advanced active X controls.
Extending the Capabilities of Visual Basic: - Declaring and using External Functions, Creating ActiveX Control with Visual Basic
Communicating with Other Programs: - Using ActiveX Server, Creating ActiveX Client Applications

SECTION B
Integrating Visual Basic with the Internet: - Writing Internet Application with Visual Basic, Web Browsing objects, using document object, Active Server Pages, using web browser controls, using history objects
Creating Database Applications: - Accessing Data with Data Control
Using visual data manager, validating data, selected data with SQL, advanced data bound controls, active data objects, ADO data objects.

References:
1. Visual Basic 6.0 No Experienced Required by BPB Publication
2. Mastering Visual basic 6.0 by BPB Publications
5. Mastering Database Programming with Visual Basic 6 by Petroutsos

MS(A)-124 : Relational Database Management System and Oracle
Maximum Marks: 80  Maximum Time: 3 Hrs.
Minimum Pass Marks: 35%

A) INSTRUCTIONS FOR THE PAPER SETTER
The question paper will consist of three Sections: A, B and C. Sections A and B will have four questions each from the respective section of the syllabus and will carry 16 marks for each question. Section C will consist of 7-16 short answer type questions covering the entire syllabus uniformly and will carry a total of 16 marks.

B) INSTRUCTIONS FOR THE CANDIDATES
1. Candidates are required to attempt five questions in all, selecting two questions each from Section A and Section B and compulsory question of Section C.
2. Use of non-programmable scientific calculator is allowed.
SECTION A

Roles in Database Environment: Database Administrators, Database Designers, End Users, Application Developers.
Relational Data Model: Concepts and Terminology
Constraints: Integrity Constraints- Entity and Referential Integrity constraints, Keys- Super Keys, Candidate Keys, Primary Keys, Secondary Keys and Foreign Keys.
Relational Algebra: Basic Operations, Additional Operations, Example Queries.
Relational Calculus: Tuple and Domain Relational Calculus, Example Queries.
Database Design: Problems of Bad Database Design,
Normalization: Functional Dependency, Full Functional Dependency, Partial Dependency, Transitive Dependency, Normal Forms—1NF, 2NF, 3NF, BCNF, Multi-valued Dependency, Join Dependency and Higher Normal FormS(A)- 4NF, 5NF.

SECTION B

Transaction Processing Systems: Batch, On-line, Real time, Transaction ACID Properties
Database Protection: Security Issues, Discretionary Access Control-Granting and Revoking Privileges
Database Concurrency: Problems of Concurrent Databases, Serializability and Recoverability, Concurrency Control Methods-Two Phase Locking, Time Stamping,
Overview of the following:
Data Mining, Data Warehousing and OLAP, Mobile Databases, Multimedia Databases, Temporal Database, Spatial Database
Technical Introduction to Oracle: Structure of Oracle, Background Processes.

References:

MS(A)-125 : Programming Lab-II
Maximum Marks: 100 * Max. Time: 3 Hrs.
Minimum Pass Marks:35%

This laboratory course will mainly comprise of exercise based on subject MS(A)-121 and MS(A)-122 named Object Oriented Programming Using C++ and Data and File Structures.
*Maximum Marks for Continuous Assessment: 40  
Maximum Marks for University Examination : 60

**MS(A)-126 : Programming Lab-III**

Maximum Marks: 100  *  
Max. Time: 3 Hrs.  
Minimum Pass Marks: 35%

This laboratory course will mainly comprise of exercise based on subject MS(A)-123 and MS(A)-124 named Visual Basic and RDBMS & Oracle.

*Maximum Marks for Continuous Assessment: 40  
Maximum Marks for University Examination : 60

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**SECOND YEAR**  
(ANNUAL EXAMINATION)  
2018 AND 2019 EXAMINATIONS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Univ. Exam Marks</th>
<th>Int. Ass. Marks</th>
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<tbody>
<tr>
<td>MS(A)-211</td>
<td>Web Technology</td>
<td>80</td>
<td>20</td>
</tr>
<tr>
<td>MS(A)-212</td>
<td>Java Programming</td>
<td>80</td>
<td>20</td>
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<tr>
<td>MS(A)-213</td>
<td>Software Engineering</td>
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<td>20</td>
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<td>MS(A)-214</td>
<td>Computer Networks</td>
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<td>MS(A)-215</td>
<td>Programming Lab-IV</td>
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<td>MS(A)-216</td>
<td>Programming Lab-V</td>
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<tr>
<td>MS(A)-221</td>
<td>Computer Graphics</td>
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<td>MS(A)-222</td>
<td>Linux Administration</td>
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<td>MS(A)-223</td>
<td>Modern Information Systems</td>
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<td>MS(A)-224</td>
<td>Artificial Intelligence System</td>
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<td>MS(A)-225</td>
<td>Programming Lab – VI</td>
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<td>MS(A)-226</td>
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The Project will involve development of application/System Software in Industrial/Commercial/Scientific Environment.

The Candidate's who get admission through lateral Entry in M.Sc. (IT) Part II after passing PGDCA Examination will have to pass the following deficient papers of M.Sc. (IT) Part I :

- MS(A)-113 Computer Organization & Architecture
- MS(A)-114 Mathematical Foundation of Computer Science
- MS(A)-121 Object Oriented programming Using C++
- MS(A)-122 Data & File Structures
- MS(A)-123 Visual Basic
- MS(A)-125 Programming Lab-II33

**CONTINUOUS ASSESSMENT (THEORY PAPERS)**

1. Two or three tests out of 60% of the marks allotted for which minimum two will be considered for assessment.
2. Seminars/Assignments/Quizzes 30% of the marks allotted for Continuous Assessment.
3. Attendance, class participation and behaviour 10% of the marks allotted for Continuous Assessment.

MS(A)-211 : Web Technology
Maximum Marks: 80
Minimum Pass Marks: 35%
A) INSTRUCTIONS FOR THE PAPER SETTER
The question paper will consist of three Sections: A, B and C. Sections A and B will have four questions each from the respective section of the syllabus and will carry 16 marks for each question. Section C will consist of 7-16 short answer type questions covering the entire syllabus uniformly and will carry a total of 16 marks.

B) INSTRUCTIONS FOR THE CANDIDATES
1. Candidates are required to attempt five questions in all, selecting two questions each from Section A and Section B and compulsory question of Section C.
2. Use of non-programmable scientific calculator is allowed.

SECTION A
Web Page Designing: Introduction to markup languages; HTML: list, table, images, frames, forms, pages style sheets CSS; XML: DTD, XML Namespaces, XML schemes, Presenting XML with CSS and XSLT, XML-DOM, What is XHTML?

SECTION B
Client Side Scripting: JavaScript: Introduction, documents, forms, statements, functions, objects; Event and event handling: Browsers and the DOM, JQuery: Syntax, Selectors, Events and AJAX methods.
Server Side Programming: PHP: Introduction, requirements, PHP syntax, data type, variables, strings, operators, if-else, control structure, switch, array, function, file handling, form, sending email, file upload, session/state management, error and exception, PHP Database for dynamic Web pages.
Introduction to Servlets: Servlet Basic Servlet Structure, Servlet Lifecycle, Servlet APIs. Writing thread safe Servlets. Setting Cookies and Session Management with Servlet API.

Reference Books:
5. Ramesh Bangia, “Internet and Web Design”, New Age International
6. Bhave, “Programming with Java”, Pearson Education
8. Deitel, “Java for programmers”, Pearson Education

MS(A)-212 : Java Programming
Maximum Marks: 80
Minimum Pass Marks: 35%
A) INSTRUCTIONS FOR THE PAPER SETTER
The question paper will consist of three Sections: A, B and C. Sections A and B will have four questions each from the respective section of the syllabus and will carry 16 marks for each question.
Section C will consist of 7-16 short answer type questions covering the entire syllabus uniformly and will carry a total of 16 marks.

**B) INSTRUCTIONS FOR THE CANDIDATES**

1. Candidates are required to attempt five questions in all, selecting two questions each from Section A and Section B and compulsory question of Section C.
2. Use of non-programmable scientific calculator is allowed.

**SECTION A**

Introduction to Java, Why java is important to the Internet, Steps for compilation and execution of java program, Object Oriented Programming, Data types, Variables, Arrays, the Simple types, Floating Point Types, Operators, Arithmetic Operators. The Bit wise operators, Relational Operator’s, Boolean, Logical Operators, Control Statements.


**SECTION B**

**Interface:** Defining, Interface vs Abstract Classes.

Packages : Defining a package, CLASSPATH, Access protection, Importing Packages, Defining an interface, Implementing Interface. Exception handling fundamentals, Exception types, using try & catch, throw, throws, Java’s Built in Exceptions, Creating your own Exception subclasses.

**File Handling:** reading and writing files. Java and Database: JDBC Basics, Working with database.

**Threading, Multithreading, Applets, Event handling, Introduction of AWT.**

**Reference :**
2. Lemay, L. : Teach yourself Java in 21 days, Tech.
4. Sulalman : Java Programmers Library.

**MS(A)-213 : Software Engineering**

Maximum Marks: 80
Minimum Pass Marks: 35%

**A) INSTRUCTIONS FOR THE PAPER SETTER**

The question paper will consist of three Sections: A, B and C. Sections A and B will have four questions each from the respective section of the syllabus and will carry 16 marks for each question. Section C will consist of 7-16 short answer type questions covering the entire syllabus uniformly and will carry a total of 16 marks.

**B) INSTRUCTIONS FOR THE CANDIDATES**

1. Candidates are required to attempt five questions in all, selecting two questions each from Section A and Section B and compulsory question of Section C.
2. Use of non-programmable scientific calculator is allowed.

**SECTION A**

Software Engineering : History, Definition, Goal; The role of the Software Engineer, The Software Life Cycle, The relationship of Software Engineering to other areas of Computer Science, Classification of Software Qualities, Representative Qualities, Software process models: Waterfall model, prototyping, spiral; Tools and techniques for process modeling, Management of software engineering management functions, project planning and organization.

Requirement Analysis: The requirement process, types of requirements, Characteristics and components of SRS, Data flow Diagrams, Data Dictionary, UML diagrams for specifying behaviors, metrics, verification of SRS.
Design and Software architecture: The Software design activity and its objectives, Abstraction, Modularity, Coupling-Cohesion criteria, Object-Oriented Design: generalization and specialization, associations and aggregations.

SECTION B
Coding: Programming standards and procedures, programming guidelines, documentation, and Code verification techniques.
Verification and validation: Approaches to verification, testing goals, principles, Equivalence class partitioning, Boundary value analysis, mutation testing, graph based testing, cyclomatic complexity, test planning, automated testing tools, features of Object-Oriented testing.
Software maintenance: The nature of maintenance, maintenance problems, maintenance techniques and tools.
Software re-engineering, reverse engineering, forward engineering: forward Engineering for Object-oriented and client/server architecture, Building blocks for CASE, CASE tools and applications.

References:

MS(A)-214 : Computer Networks

Maximum Marks: 80
Minimum Pass Marks: 35%

A) INSTRUCTIONS FOR THE PAPER SETTER
The question paper will consist of three Sections: A, B and C. Sections A and B will have four questions each from the respective section of the syllabus and will carry 16 marks for each question. Section C will consist of 7-16 short answer type questions covering the entire syllabus uniformly and will carry a total of 16 marks.

B) INSTRUCTIONS FOR THE CANDIDATES
1. Candidates are required to attempt five questions in all, selecting two questions each from Section A and Section B and compulsory question of Section C.
2. Use of non-programmable scientific calculator is allowed.

SECTION A
Data Link Layer: DLL design issues, elementary data link protocols, sliding window protocols
Medium Access Sub layer: Static and dynamic channel allocation, Multiple access protocols - ALOHA, CSMA, CSMA/CD, Collision Free protocol, BRAP, MLMA, Binary countdown, Limited contention protocol, Urm Protocol, Adaptive tree walk protocol
Introduction to IEEE standards for LAN: IEEE 802.3, IEEE 802.4, IEEE 802.5, IEEE 802.11

SECTION B
Network Layer: Brief discussion on need for network layer, routing algorithm, congestion and its control methods, internetworking
Internet protocols: Principles of Internetworking, connectionless internetworking, Internet protocols, Network Security: Security requirements and attacks, encryption Public key encryption and digital Signatures. distributed applications: SNMP, SMTP, HTTP.

References:

MS(A)-215 : Programming Lab-IV

Maximum Marks: 100*
Minimum Pass Marks: 35%
Max. Time: 3 Hrs.

This laboratory course will mainly comprise of exercise based on subject MS(A)-211 named Web Technology.

*Maximum Marks for Continuous Assessment: 40
Maximum Marks for University Examination : 60

MS(A)-216 : Programming Lab-V

Maximum Marks: 100*
Minimum Pass Marks: 35%
Max. Time: 3 Hrs.

This laboratory course will mainly comprise of exercise based on subject MS(A)-212 named Java Programming.

*Maximum Marks for Continuous Assessment: 40
Maximum Marks for University Examination : 60

MS(A)-221 : Computer Graphics

Maximum Marks: 80
Minimum Pass Marks: 35%
Max. Time: 3 Hrs.

A) INSTRUCTIONS FOR THE PAPER SETTER
The question paper will consist of three Sections: A, B and C. Sections A and B will have four questions each from the respective section of the syllabus and will carry 16 marks for each question. Section C will consist of 7-16 short answer type questions covering the entire syllabus uniformly and will carry a total of 16 marks.

B) INSTRUCTIONS FOR THE CANDIDATES
1. Candidates are required to attempt five questions in all, selecting two questions each from Section A and Section B and compulsory question of Section C.
2. Use of non-programmable scientific calculator is allowed.

SECTION A
Graphics Hardware: The Functional characteristics of the systems are emphasized.
Video Display Devices: Refresh cathode -ray tube, raster scan displays, random scan displays, colour CRT-monitors, direct view storage tube, flat-panel displays, 3-D viewing devices, virtual reality, raster scan systems, random scan systems, graphics monitors and workstations.
Scan conversion algorithms: Line using DDA and Bresenham algorithms, Circle using polar, Bresenham and Mid point algorithms, Ellipse using polar and Mid point algorithms
2-dimensional Graphics: Cartesian and Homogeneous co-ordinate system, Geometric transformations (translation, Scaling, Rotation, Reflection, Shearing), Composite transformations, Two dimensional viewing transformation and clipping (line, polygon and text).

SECTION B
Hidden line and surface elimination algorithms, z-buffer, scan-line, sub-division, Painter's algorithm.
Surface Rendering Methods: Constant Intensity method, Gouraud Shading, Phong Shading.

References:

MS(A)-222 : LINUX Administration

Maximum Marks: 80
Minimum Pass Marks: 35%

A) INSTRUCTIONS FOR THE PAPER SETTER
The question paper will consist of three Sections: A, B and C. Sections A and B will have four questions each from the respective section of the syllabus and will carry 16 marks for each question. Section C will consist of 7-16 short answer type questions covering the entire syllabus uniformly and will carry a total of 16 marks.

B) INSTRUCTIONS FOR THE CANDIDATES
1. Candidates are required to attempt five questions in all, selecting two questions each from Section A and Section B and compulsory question of Section C.
2. Use of non-programmable scientific calculator is allowed.

SECTION A
Introduction: Overview of Linux, Linux's History, Advantages of Linux, Minimum System Requirements; Installing Linux: Choosing Text or Graphics Installation, Setting up your Hard Drive, Understanding the Swap Space, Creating the Linux File-system partition, Setting up the mouse, root password and Ethernet, Configuration X, Selecting packages to Install, Creating the Boot Disk. Using LILO boot manager: Installing LILO, LILO make-file, Updating LILO, Removing or Disabling LILO, Troubleshooting LILO. The Boot Process, Startup Scripts, Shutdown, Halt and reboot, Creating a New Login, Virtual Terminals, Running as root.
Basic Linux Commands: How Linux Commands Work, Command Options & Parameters, Input and Output Redirection, Mian pages, Wildcards : * and ?, Environment Variables, The process status Commands: ps, termination command : kill, the su command, the grep command.
Linux File System: Common types of files, filenames, Inodes, The root directory, How directories are named, Navigating the Linux file System: pwd command, Absolute and relative filenames; cd command, Creating and Deleting files: Cat, Creating Directories, Moving and Copying files, Moving Directories, Removing files and directories; Important directories in the Linux file System: /, /home, /bin, /usr, /usr/bin, /var/spool, /dev, /sbin, /etc.
File and Directory ownership, Groups, Changing group ownership, File Permissions, UMASK Setting, Changing File Permission, Changing directory permissions; Bash : What is Shell ? How the Shell gets Started, The most common Shells;
SECTION B

Shell Scripting: Creating and Executing Shell Programs, Using variables: Assigning a value to a variable, Accessing the value of a variable, Positional Parameters and other Built-In Shell Variables; Special Characters, Conditional Statements: if Statement, case Statement; Iteration Statements: for Statement, while Statement, until Statement, shift Command, select Statement, repeat Statement, Functions.

Editing and Typesetting: Text Editors vi, The vi Editor, Starting vi, vi modes, Inserting Text, Quitting vi, Moving the Cursor, Deleting Text, Copying and Moving Text, Searching and Replacing Text, Setting Preferences.

Configuring the X Window: Xfree86 Software Distribution, Choosing an X Server, Installing Xfree86 Manually, Installing Xfree86 using a Script, Path Environment Variable; Configuring Xfree86; The xconfig and XF86Config Files in Detail: Pathnames, Keyboard Setting, Mouse Definition, Monitor Model, Video Cards, The Xfree86 Server, Testing Xfree86 Configurations, The .xinitrc File.


REFERENCES:
2. Tackett, J: Special Edition using LINUX, PHI.

MCA(A)-223: Modern Information Systems
Maximum Marks: 80
Minimum Pass Marks: 35%
Maximum Time: 3 Hrs.

A) INSTRUCTIONS FOR THE PAPER SETTER
The question paper will consist of three Sections: A, B and C. Sections A and B will have four questions each from the respective section of the syllabus and will carry 16 marks for each question. Section C will consist of 7-16 short answer type questions covering the entire syllabus uniformly and will carry a total of 16 marks.

B) INSTRUCTIONS FOR THE CANDIDATES
1. Candidates are required to attempt five questions in all, selecting two questions each from Section A and Section B and compulsory question of Section C.
2. Use of non-programmable scientific calculator is allowed.

SECTION A
SECTION B


Concept of Knowledge: Definition and characteristics of knowledge, Difference between data, information and knowledge, Knowledge versus experience. Types of knowledge: Explicit and Tacit knowledge. Nonaka and Takeuchi theory of knowledge creation: Socialization, Externalization, Combination and Internalization (SECI) Model. Introduction to knowledge management and knowledge management systems. The process of knowledge management: Creation/capture, storage and retrieval, transfer and application.

Text Books:

Reference Books:
6. Infosys Campus Connect Foundation Program Volume 1 – 3, Education & Research Department, Infosys Technologies Ltd, Bangalore.

MS(A)-224 : Artificial Intelligence

Maximum Marks: 80 Maximum Time: 3 Hrs.
Minimum Pass Marks: 35%

A) INSTRUCTIONS FOR THE PAPER SETTER
The question paper will consist of three Sections: A, B and C. Sections A and B will have four questions each from the respective section of the syllabus and will carry 16 marks for each question. Section C will consist of 7-16 short answer type questions covering the entire syllabus uniformly and will carry a total of 16 marks.

B) INSTRUCTIONS FOR THE CANDIDATES
1. Candidates are required to attempt five questions in all, selecting two questions each from Section A and Section B and compulsory question of Section C.
2. Use of non-programmable scientific calculator is allowed.

SECTION A
Introduction to AI: Definition, Nilsson’s Onion Model explaining basic Elements of AI and AI application Areas.

Introduction to Prepositional Logic: Syntax, Semantics, Inference methods in Prepositional Logic.


Knowledge Based Systems: Meaning of Knowledge, Types of Knowledge, Components of Knowledge Base System.

Knowledge Representation: Approaches to Knowledge representation, Issues in Knowledge representation, Knowledge representation using rules. Semantic Nets, Frames, Conceptual Dependencies, Scripts, CYC.

Knowledge Acquisition: Definition, General Learning Model, Types of Learning, Factors affecting Learning.


SECTION B
Expert systems: Basic Components & architecture of Expert systems, representing and using domain knowledge, ES-Shells.


References:-
3. Dan W. Patterson, "Introduction to Artificial Intelligence and Expert Systems", PHI.

MS(A)-225 : Programming Lab-VI

Maximum Marks: 100* 
Minimum Pass Marks: 35%
Max. Time: 3 Hrs.

This laboratory course will mainly comprise of exercise based on subject MS(A)-221 named Computer Graphics.

*Maximum Marks for Continuous Assessment: 40
Maximum Marks for University Examination: 60

MS(A)-226 : Programming Lab-VII

Maximum Marks: 100* 
Minimum Pass Marks: 35%
Max. Time: 3 Hrs.

This laboratory course will mainly comprise of exercise based on subject MS(A)-222 named LINUX Administration.

*Maximum Marks for Continuous Assessment: 40
Maximum Marks for University Examination: 60
M.SC. (IT) SECOND YEAR & LATERAL ENTRY

The Mission, Objective and Relevance of the Programme:
1. Punjabi University, Patiala strives for academic excellence not only in the field of Languages after which it has been named, but in the other fields as well. Like the Faculty of Computing is pioneer in the field of Natural Language Processing and has developed several valuable software for promotion of Punjabi language, which are used by various government and private organizations. The subject thus needs to be persuaded rigorously to carry forward this legacy and with an attempt to train as many young minds as possible to real life applications of theory and generalise understanding to coop-up with ever evolving technological changes.

2. The mission and relevance is to provide quality undergraduate and post graduate education in both the theoretical and applied foundations of computer science and train students to effectively apply this education to solve real-world problems thus amplifying their potential for lifelong high-quality careers and give them a competitive advantage in the ever-changing and challenging global work environment of the 21st century.

Nature of Prospective Target Group of Learners:
(a) Candidates from remote, border and far off areas, rural and backward areas, women candidates who are unable to pursue course on regular basis.
(b) Especially the employed candidates opt for these courses in order to upgrade their educational qualification so that they are eligible for future promotions.
(c) Those candidates who cannot join regular teaching classes in terms of money.

Appropriateness of Program to be conducted in Open & Distance Learning Mode to acquire specific skills and competence:
1. Students after doing M.Sc.(IT) can pursue Ph.D.
2. After qualifying UGC-NET examination students are opting teaching as profession in different colleges.
3. Students are able to get jobs in different IT/BPO companies, banks, government and private offices.
4. The curse where Computer is being offered as a Option, the idea is to equip the candidates with the basic working knowledge of the computers. So that they can utilize this knowledge to make their day to day activities easier and techno savvy.

Instructional design:
1. The courses are offered as annual course where in 2 PCPs are conducted of 8 to 10 days each. It is mandatory for the students to maintain 75% attendance in the PCPs. Ordinance along with detailed syllabi has been attached as Annexure I, II & III. Same syllabus has been adopted as is offered to the students studying through regular mode.
2. The department has two faculty members. Apart from these teachers from Department of Computer Science and Computer Engineering Department are also involved for teaching purpose.
3. Self Instructional Material is available for all the courses in the print form. Faculty member has been provided with telephone and e-mail facility. Department maintains its own website through which students will be informed about fees, admission and PCP schedule, internal assessment tests schedule etc. Each student will be informed through SMS as well as registered letter about the PCP dates, duration and venue in advance.

Procedure for Admissions, Curriculum, Transaction and Evaluation:

1. Eligibility is 35% at graduate level in any stream for M.Sc(IT) & PGDCA. For BCA course the student should have minimum 35% in any stream at Senior Secondary Level.
2. Curriculum for M.Sc.(IT) is at par with the regular mode.
3. Two compulsory PCP are conducted where candidates need to maintain minimum 75% attendance. For delivering the content during the PCPs various learning aids are used like PowerPoint presentations and online videos are used.
4. The evaluation is done on the basis of the internal tests that are conducted during the 2nd PCP of each course.
5. Students can reach the teachers with help of e-mails, Google groups and phone calls on all working days.

Requirement of Laboratory support and Library resources:

1. Department of Distance Education is at Arts Block 3. The department has a well equipped laboratory with 30 desktop machines. \textit{With the increasing demand of the computer courses we need to extend and upgrade the computers in the computer lab.}
2. Department of has its well stocked Library with about 825 books covering various papers and topics of the syllabus especially for the distance learners. Catalogue has been computerized using LIBSYS software. Students can take two books on loan for one month. During PCPs library remains open on Saturdays, Sundays and other holidays.

Cost Estimate of the programme and the provisions:

- **Fees:**
  - M.Sc.(IT): 14000 * 200 = 28,00,000 Approx

- **Printing Cost:**
  - M.Sc.(IT): ________ Approx

- **Teaching Cost (For teachers engaged from other departments):**
  - M.Sc.(IT): __45,000__ Approx

FROM FINANCE Section of DEPT (Approx fees collection, aprox cost of printing & Teachers etc)

Quality assurance mechanism and expected program outcome:

1. The syllabuses for the courses are updated from time to time by the Board of Studies to accommodate the latest changes in the field of computer sciences.
So that students are well equipped to be absorbed in different types of
government and private organizations.

Annexure- I

<table>
<thead>
<tr>
<th>M.Sc. (IT) Second Year &amp; Lateral Entry (Annual Examination) for 2018 and 2019 Examination</th>
<th>Univ. Exam Marks</th>
<th>Int. Ass. Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>MS(A)-211 Web Technology</td>
<td>80</td>
<td>20</td>
</tr>
<tr>
<td>MS(A)-212 Java Programming</td>
<td>80</td>
<td>20</td>
</tr>
<tr>
<td>MS(A)-213 Software Engineering</td>
<td>80</td>
<td>20</td>
</tr>
<tr>
<td>MS(A)-214 Computer Networks</td>
<td>80</td>
<td>20</td>
</tr>
<tr>
<td>MS(A)-215 Programming Lab-IV</td>
<td>60</td>
<td>40</td>
</tr>
<tr>
<td>MS(A)-216 Programming Lab-V</td>
<td>60</td>
<td>40</td>
</tr>
<tr>
<td>MS(A)-221 Computer Graphics</td>
<td>80</td>
<td>20</td>
</tr>
<tr>
<td>MS(A)-222 Linux Administration</td>
<td>80</td>
<td>20</td>
</tr>
<tr>
<td>MS(A)-223 Modern Information Systems</td>
<td>80</td>
<td>20</td>
</tr>
<tr>
<td>MS(A)-224 Artificial Intelligence System</td>
<td>80</td>
<td>20</td>
</tr>
<tr>
<td>MS(A)-225 Programming Lab – VI</td>
<td>60</td>
<td>40</td>
</tr>
<tr>
<td>MS(A)-226 Programming Lab – VII</td>
<td>60</td>
<td>40</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>880</strong></td>
<td><strong>320</strong></td>
</tr>
</tbody>
</table>

The Project will involve development of application/System Software in
Industrial/Commercial/Scientific Environment.

The Candidate's who get admission through lateral Entry in M.SC. (IT) Part II after
passing PGDCA Examination will have to pass the following deficient papers of M.Sc. (IT)
Part I:-

MS(A)-113 Computer Organization & Architecture
MS(A)-114 Mathematical Foundation of Computer Science
MS(A)-121 Object Oriented programming Using C++
MS(A)-122 Data & File Structures
MS(A)-123 Visual Basic
MS(A)-125 Programming Lab-II33

**CONTINUOUS ASSESSMENT (THEORY PAPERS)**

1. Two or three tests out of which minimum two will be considered for assessment.
2. Seminars/Assignments/Quizzes 30% of the marks allotted for Continuous Assessment.
3. Attendance, class participation and behaviour 10% of the marks allotted for Continuous Assessment.

MS(A)-211 : Web Technology
Maximum Marks: 80
Minimum Pass Marks: 35%

A) INSTRUCTIONS FOR THE PAPER SETTER
The question paper will consist of three Sections: A, B and C. Sections A and B will have four questions each from the respective section of the syllabus and will carry 16 marks for each question. Section C will consist of 7-16 short answer type questions covering the entire syllabus uniformly and will carry a total of 16 marks.

B) INSTRUCTIONS FOR THE CANDIDATES
1. Candidates are required to attempt five questions in all, selecting two questions each from Section A and Section B and compulsory question of Section C.
2. Use of non-programmable scientific calculator is allowed.

SECTION A
Web Page Designing: Introduction to markup languages; HTML: list, table, images, frames, forms, pages style sheets CSS; XML: DTD, XML Namespaces, XML schemes, Presenting XML with CSS and XSLT, XML-DOM, What is XHTML?

SECTION B
Client Side Scripting: Java script: Introduction, documents, forms, statements, functions, objects; Event and event handling; Browsers and the DOM, JQuery: Syntax, Selectors, Events and AJAX methods.
Server Side Programming: PHP: Introduction, requirements, PHP syntax, data type, variables, strings, operators, if-else, control structure, switch, array, function, file handling, form, sending email, file upload, session/state management, error and exception, PHP Database for dynamic Web pages.
Introduction to Servlets: Servlet Basic Servlet Structure, Servlet Lifecycle, Servlet APIs. Writing thread safe Servlets. Setting Cookies and Session Management with Servlet API.

Reference Books :
5. Ramesh Bangia, “Internet and Web Design”, New Age International
6. Bhave, “Programming with Java”, Pearson Education
8. Deitel, “Java for programmers”, Pearson Education

MS(A)-212 : Java Programming

Maximum Marks: 80
Minimum Pass Marks: 35%

A) INSTRUCTIONS FOR THE PAPER SETTER
The question paper will consist of three Sections: A, B and C. Sections A and B will have four questions each from the respective section of the syllabus and will carry 16 marks for each question. Section C will consist of 7-16 short answer type questions covering the entire syllabus uniformly and will carry a total of 16 marks.

B) INSTRUCTIONS FOR THE CANDIDATES
1. Candidates are required to attempt five questions in all, selecting two questions each from Section A and Section B and compulsory question of Section C.
2. Use of non-programmable scientific calculator is allowed.

SECTION A
Introduction to Java, Why java is important to the Internet, Steps for compilation and execution of java program, Object Oriented Programming, Data types, Variables, Arrays, the Simple types, Floating Point Types, Operators, Arithmetic Operators. The Bit wise operators, Relational Operator's, Boolean, Logical Operators, Control Statements.

SECTION B
Interface: Defining, Interface vs Abstract Classes.
Packages : Defining a package, CLASSPATH, Access protection, Importing Packages, Defining an interface, Implementing Interface. Exception handling fundamentals, Exception types, using try & catch, throw, throws, Java's Built in Exceptions, Creating your own Exception subclasses.
A) INSTRUCTIONS FOR THE PAPER SETTER
The question paper will consist of three Sections: A, B and C. Sections A and B will have four questions each from the respective section of the syllabus and will carry 16 marks for each question. Section C will consist of 7-16 short answer type questions covering the entire syllabus uniformly and will carry a total of 16 marks.

B) INSTRUCTIONS FOR THE CANDIDATES
1. Candidates are required to attempt five questions in all, selecting two questions each from Section A and Section B and compulsory question of Section C.
2. Use of non-programmable scientific calculator is allowed.

SECTION A
Software Engineering : History, Definition, Goal; The role of the Software Engineer, The Software Life Cycle, The relationship of Software Engineering to other areas of Computer Science, Classification of Software Qualities, Representative Qualities, Software process models: Waterfall model, prototyping, spiral; Tools and techniques for process modeling, Management of software engineering management functions, project planning and organization.
Requirement Analysis: The requirement process, types of requirements, Characteristics and components of SRS, Data flow Diagrams, Data Dictionary, UML diagrams for specifying behaviors ,metrics, verification of SRS.
Design and Software architecture: The Software design activity and its objectives, Abstraction, Modularity, Coupling-Cohesion criteria, Object-Oriented Design: generalization and specialization, associations and aggregations.

SECTION B
Coding: Programming standards and procedures, programming guidelines, documentation, and Code verification techniques.
Verification and validation: Approaches to verification, testing goals, principles, Equivalence class partitioning, Boundary value analysis, mutation testing, graph based testing, cyclomatic complexity, test planning ,automated testing tools, features of Object-Oriented testing.
Software maintenance: The nature of maintenance, maintenance problems, maintenance techniques and tools.
Software re-engineering, reverse engineering, forward engineering: forward Engineering for Object-oriented and client/server architecture, Building blocks for CASE, CASE tools and applications.

References:

MS(A)-214: Computer Networks

Maximum Marks: 80
Minimum Pass Marks: 35%
Maximum Time: 3 Hrs.

A) INSTRUCTIONS FOR THE PAPER SETTER
The question paper will consist of three Sections: A, B and C. Sections A and B will have four questions each from the respective section of the syllabus and will carry 16 marks for each question. Section C will consist of 7-16 short answer type questions covering the entire syllabus uniformly and will carry a total of 16 marks.

B) INSTRUCTIONS FOR THE CANDIDATES
1. Candidates are required to attempt five questions in all, selecting two questions each from Section A and Section B and compulsory question of Section C.
2. Use of non-programmable scientific calculator is allowed.

SECTION A
Data Link Layer: DLL design issues, elementary data link protocols, sliding window protocols
Medium Access Sub layer: Static and dynamic channel allocation, Multiple access protocols - ALOHA, CSMA, CSMA/CD, Collision Free protocol, BRAP, MLMA, Binary countdown, Limited contention protocol, Urn Protocol, Adaptive tree walk protocol
Introduction to IEEE standards for LAN: IEEE 802.3, IEEE 802.4, IEEE 802.5, IEEE 802.11
SECTION B
Network Layer: Brief discussion on need for network layer, routing algorithm, congestion and its control methods, internetworking
Internet protocols: Principles of Internetworking, connectionless internetworking, Internet protocols, Network Security: Security requirements and attacks, encryption Public key encryption and digital Signatures. distributed applications: SNMP, SMTP, HTTP.

References:


MS(A)-215 : Programming Lab-IV

Maximum Marks: 100*                           Max. Time: 3 Hrs.
Minimum Pass Marks: 35%

This laboratory course will mainly comprise of exercise based on subject MS(A)-211 named Web Technology.

*Maximum Marks for Continuous Assessment: 40
Maximum Marks for University Examination : 60

MS(A)-216 : Programming Lab-V

Maximum Marks: 100*                           Max. Time: 3 Hrs.
Minimum Pass Marks: 35%

This laboratory course will mainly comprise of exercise based on subject MS(A)-212 named Java Programming.

*Maximum Marks for Continuous Assessment: 40
Maximum Marks for University Examination : 60
MS(A)-221 : Computer Graphics

Maximum Marks: 80
Minimum Pass Marks: 35%

A) INSTRUCTIONS FOR THE PAPER SETTER
The question paper will consist of three Sections: A, B and C. Sections A and B will have four questions each from the respective section of the syllabus and will carry 16 marks for each question. Section C will consist of 7-16 short answer type questions covering the entire syllabus uniformly and will carry a total of 16 marks.

B) INSTRUCTIONS FOR THE CANDIDATES
1. Candidates are required to attempt five questions in all, selecting two questions each from Section A and Section B and compulsory question of Section C.
2. Use of non-programmable scientific calculator is allowed.

SECTION A
Graphics Hardware: The Functional characteristics of the systems are emphasized.
Video Display Devices: Refresh cathode -ray tube, raster scan displays, random scan displays, colour CRT-monitors, direct view storage tube, flat-panel displays, 3-D viewing devices, virtual reality, raster scan systems, random scan systems, graphics monitors and workstations.
Scan conversion algorithms: Line using DDA and Bresenham algorithms, Circle using polar, Bresenham and Mid point algorithms, Ellipse using polar and Mid point algorithms
2-dimensional Graphics: Cartesian and Homogeneous co-ordinate system, Geometric transformations (translation, Scaling, Rotation, Reflection, Shearing), Composite transformations, Two dimensional viewing transformation and clipping (line, polygon and text).

SECTION B
Hidden line and surface elimination algorithms, z-buffer, scan-line, sub-division, Painter's algorithm.
Surface Rendering Methods: Constant Intensity method, Gouraud Shading, Phong Shading.

References:
MS(A)-222 : LINUX Administration

Maximum Marks: 80
Minimum Pass Marks: 35%

A) INSTRUCTIONS FOR THE PAPER SETTER
The question paper will consist of three Sections: A, B and C. Sections A and B will have four questions each from the respective section of the syllabus and will carry 16 marks for each question. Section C will consist of 7-16 short answer type questions covering the entire syllabus uniformly and will carry a total of 16 marks.

B) INSTRUCTIONS FOR THE CANDIDATES
1. Candidates are required to attempt five questions in all, selecting two questions each from Section A and Section B and compulsory question of Section C.
2. Use of non-programmable scientific calculator is allowed.

SECTION A
Introduction: Overview of Linux, Linux’s History, Advantages of Linux, Minimum System Requirements; Installing Linux: Choosing Text or Graphics Installation, Setting up your Hard Drive, Understanding the Swap Space, Creating the Linux File-system partition, Setting up the mouse, root password and Ethernet, Configuration X, Selecting packages to Install, Creating the Boot Disk. Using LILO boot manager: Installing LILO, LILO make-file, Updating LILO, Removing or Disabling LILO, Troubleshooting LILO. The Boot Process, Startup Scripts, Shutdown, Halt and reboot, Creating a New Login, Virtual Terminals, Running as root.

Basic Linux Commands: How Linux Commands Work, Command Options & Parameters, Input and Output Redirection, Mian pages, Wildcards: * and ?, Environment Variables, The process status Commands: ps, termination command: kill, the su command, the grep command.

SECTION B

Shell Scripting: Creating and Executing Shell Programs, Using variables: Assigning a value to a variable, Accessing the value of a variable, Positional Parameters and other Built-In Shell Variables; Special Characters, Conditional Statements: if Statement, case Statement; Iteration Statements: for Statement, while Statement, until Statement, shift Command, select Statement, repeat Statement, Functions.

Editing and Typesetting: Text Editors vi, The vi Editor, Starting vi, vi modes, Inserting Text, Quitting vi, Moving the Cursor, Deleting Text, Copying and Moving Text, Searching and Replacing Text, Setting Preferences.

Configuring the X Window: Xfree86 Software Distribution, Choosing an X Server, Installing Xfree86 Manually, Installing Xfree86 using a Script, Path Environment Variable; Configuring Xfree86; The xconfig and XF86Config Files in Detail: Pathnames, Keyboard Setting, Mouse Definition, Monitor Model, Video Cards, The Xfree86 Server, Testing Xfree86 Configurations, The .xinitrc File.


REFERENCES:
2. Tackett, J: Special Edition using LINUX, PHI.

MCA(A)-223: Modern Information Systems
Maximum Marks: 80 Minimum Pass Marks: 35%

A) INSTRUCTIONS FOR THE PAPER SETTER
The question paper will consist of three Sections: A, B and C. Sections A and B will have four questions each from the respective section of the syllabus and will carry 16 marks for
each question. Section C will consist of 7-16 short answer type questions covering the entire syllabus uniformly and will carry a total of 16 marks.

B) INSTRUCTIONS FOR THE CANDIDATES
1. Candidates are required to attempt five questions in all, selecting two questions each from Section A and Section B and compulsory question of Section C.
2. Use of non-programmable scientific calculator is allowed.

SECTION A

SECTION B
Concept of Knowledge: Definition and characteristics of knowledge, Difference between data, information and knowledge, Knowledge versus experience. Types of knowledge: Explicit and Tacit knowledge. Nonaka and Takeuchi theory of knowledge creation: Socialization, Externalization, Combination and Internalization (SECI) Model. Introduction to knowledge management and knowledge management systems. The process of knowledge management: Creation/capture, storage and retrieval, transfer and application.

Text Books :

Reference Books :
6. Infosys Campus Connect Foundation Program Volume 1 – 3, Education & Research Department, Infosys Technologies Ltd, Bangalore.
A) INSTRUCTIONS FOR THE PAPER SETTER
The question paper will consist of three Sections: A, B and C. Sections A and B will have four questions each from the respective section of the syllabus and will carry 16 marks for each question. Section C will consist of 7-16 short answer type questions covering the entire syllabus uniformly and will carry a total of 16 marks.

B) INSTRUCTIONS FOR THE CANDIDATES
1. Candidates are required to attempt five questions in all, selecting two questions each from Section A and Section B and compulsory question of Section C.
2. Use of non-programmable scientific calculator is allowed.

SECTION A
Introduction to AI: Definition, Nilsson's Onion Model explaining basic Elements of AI and AI application Areas.
Introduction to Prepositional Logic: Syntax, Semantics, Inference methods in Prepositional Logic.
Knowledge Based Systems: Meaning of Knowledge, Types of Knowledge, Components of Knowledge Base System.

SECTION B
Expert systems: Basic Components & architecture of Expert systems, representing and using domain knowledge, ES-Shells.

References:
3. Dan W. Patterson, "Introduction to Artificial Intelligence and Expert Systems", PHI.

**MS(A)-225 : Programming Lab-VI**

Maximum Marks: 100*

Minimum Pass Marks: 35%

This laboratory course will mainly comprise of exercise based on subject MS(A)-221 named Computer Graphics.
*Maximum Marks for Continuous Assessment: 40
Maximum Marks for University Examination: 60

**MS(A)-226 : Programming Lab-VII**

Maximum Marks: 100*

Minimum Pass Marks: 35%

This laboratory course will mainly comprise of exercise based on subject MS(A)-222 named LINUX Administration.

*Maximum Marks for Continuous Assessment: 40
Maximum Marks for University Examination: 60