



NAAC Re - Accredited with 'A' Grade Awarded to "College with Potential for Excellence" By UGC - Phase - II

**N. S. Patel Arts (Autonomous) College**

Managed By Sardar Patel Education Trust

Affiliated to Sardar Patel University, Vallabh Vidhyanagar.



AQAR 2023-24

# SYLLABUS





**N.S. Patel Arts College, Anand**  
**(Autonomous)**  
(Managed by Sardara Patel Education trust, Anand)



**Bachelor of Arts - Sanskrit**  
**(Semester System)**

**Syllabus**

**New Education Policy -2020**  
**(Choice Based Credit System)**

**Semester - I & II**

**IMPLEMENTATION FROM 2023-2024**

<b>B.A. -Sanskrit -Semester-I -2023-2024</b>				
<b>Course Type</b>	<b>Course Code</b>	<b>Course Title</b>	<b>Credit</b>	<b>Hours</b>
Major-1 (Core)	UA1MASAN01	<b>Hitopadesh (Mitrabha) of Narayan Bhatt</b>	04	
Major-2 (Core)	UA1MASAN02	<b>Classical Sanskrit Literature (Poetry)</b> Raghuvansham-(Sarg-1) of Kalidasa	04	
Minor-1	UA1MISAN01	<b>Hitopadesh (Mitrabha) of Narayan Bhatt</b>	04	
Multi Disciplinary Course	UA1MDSAN01	<b>Shrimadbhagavadgita</b> (Adhyay - 1 to 9)	04	
AEC-1	UA1AESAN01	<b>Purana Parichay</b>	02	
Skill Enhancement Course-1	UA1SESAN01	<b>Vastushastra</b>	02	
IKS Course-1	UA1IKSAN01	<b>Yoga Education – Part-1</b>	02	
		<b>Total Credit</b>	22	
<b>B.A. -Sanskrit-Semester-II -2023-2024</b>				
<b>Course Type</b>	<b>Course Code</b>	<b>Course Title</b>	<b>Credit</b>	
Major-3 (Core)	UA2MASAN01	<b>Introduction of Sanskrit Vangamaya</b>	04	
Major-4 (Core)	UA2MASAN02	<b>Svapnavasavadattam Of Bhasa</b>	04	
Minor-2	UA2MISAN01	<b>Introduction of Sanskrit Vangamaya</b>	04	
Multi Disciplinary Course	UA2MDSAN01	<b>Shrimadbhagavadgita</b> (Adhyay - 10 to 18)	04	
AECC-2	UA2AESAN01	<b>Jatakmaala of Aryasura (Niyat Katha)</b>	02	
Skill Enhancement Course-2	UA2SESAN01	<b>Temple Management</b>	02	
Common Value-Added Course -2	UA2VASAN01	<b>Yoga Education – Part-2</b>	02	
		<b>Total Credit</b>	22	

<b>N.S. Patel Arts College, Anand</b> <b>(Autonomous)</b> (Managed by Sardar Patel Education trust, Anand) <b>Department of Sanskrit</b>			
<b>B.A-Semester-I-2023-2024</b>			
<b>Major(Core)-1</b>		<b>Credit</b>	<b>Hours</b>
UA1MASAN01	<b>Hitopadesha (Mitrlabha) of Narayana Pandita</b>	04	
<b>Objectives</b>	<ul style="list-style-type: none"> <li>➤ This course aims to get the students acquainted with the outline of Sanskrit Niti literature including the text readings of the ‘Hitopadesh’.</li> <li>➤ General Introduction of Origin and Development Of Pranikatha.</li> <li>➤ To give the moral and ethical values through the interesting medium of stories.</li> </ul>		
<b>Unit-1</b>	<ul style="list-style-type: none"> <li>➤ Origin and Development of Pranikatha</li> <li>➤ Characteristic of Pranikatha</li> <li>➤ General Introduction of Narayana Pandit Life, Time &amp; Work</li> <li>➤ <b>Hitopadesh ( Kathamukh)</b> Translation with explanation Reference to the Context, Content analysis.</li> </ul>		
<b>Unit-2</b>	<ul style="list-style-type: none"> <li>➤ <b>Hitopadesh</b> (Mitralabh) - Katha – 01 &amp; 03 with explanation Reference to the Context, Content analysis.</li> </ul>		
<b>Unit-3</b>	<ul style="list-style-type: none"> <li>➤ <b>Hitopadesh</b> (Mitralabh) - Katha – 04 &amp; 06 Translation with explanation Reference to the Context, Content analysis</li> </ul>		
<b>Unit-4</b>	<ul style="list-style-type: none"> <li>➤ <b>Hitopadesh</b> (Mitralabh) - Katha – 07 &amp; 08 Translation with explanation Reference to the Context, Content analysis</li> </ul>		
<b>Learning Outcomes</b>	<ul style="list-style-type: none"> <li>➤ Ability to embraces moral/ethical values in conducting his/her life.</li> <li>➤ Capable of demonstrating the ability to identify ethical issues related to one’s work.</li> <li>➤ Avoid unethical behaviour.</li> </ul>		
<b>Reference Books:</b>			
1	કંસારા, નારાયણ. (સંપા.) (૧૯૭૮). <i>હિતોપદેશ</i> ..(મિત્રલાભ). સરસ્વતી પુસ્તક ભંડાર. અમદાવાદ.		
2	પંડ્યા, વિજય. (સંપા.) (૧૯૯૦). <i>હિતોપદેશ</i> :. પાર્શ્વ પબ્લિકેશન અમદાવાદ. પ્રથમ આવૃત્તિ.		
3	દવે, એસ.જે. (સંપા.) <i>હિતોપદેશ</i> :. સરસ્વતી પુસ્તક ભંડાર. અમદાવાદ.		
4	પંડ્યા, શાંતિકુમાર. (સંપા.) <i>હિતોપદેશ</i> :. પાર્શ્વ પબ્લિકેશન, અમદાવાદ		

Code	DSC-2	Credit	Hours
UAIMASAN02	<b>Classical Sanskrit Literature (Poetry) Raghuvansham-(Sarg-1) of Kalidasa</b>	04	
<b>Objectives</b>	<ul style="list-style-type: none"> <li>➤ This course aims to get students acquainted with Classical Sanskrit Poetry.</li> <li>➤ It intends to give an understanding of literature through which students will be able to appreciate the development of Sanskrit Literature.</li> <li>➤ The course also seeks to help students to negotiate texts independently.</li> </ul>		
Unit-1	<ul style="list-style-type: none"> <li>• Origin and development of Mahakavya</li> <li>• Different type of Mahakavyas with special reference to Kalidas, Bharavi, Magha, Shriharsha</li> <li>• Life, Time and Works of Kalidasa Form of Mahakavya</li> </ul>		
Unit- 2	<ul style="list-style-type: none"> <li>➤ <b>Raghuvansham- Sarga-1</b></li> <li>• <b>Shloka:- 01 To 30</b> Translation with explanation Reference to the Context, Content analysis.</li> </ul>		
Unit- 3	<ul style="list-style-type: none"> <li>➤ <b>Raghuvansham- Sarga-1</b></li> <li>• <b>Shloka :- 31 To 60</b> Translation with explanation Reference to the Context, Content analysis.</li> </ul>		
Unit- 4	<ul style="list-style-type: none"> <li>➤ <b>Raghuvansham- Sarga-1</b></li> <li>• <b>Shloka:- 61 To 95</b> Translation with explanation Reference to the Context, Content analysis.</li> </ul>		
<b>Learning Outcomes</b>	<ul style="list-style-type: none"> <li>➤ An increased ability to read and understand Sanskrit text</li> <li>➤ Students would be know a basic familiarity of the Sanskrit culture and religious background.</li> <li>➤ Identify and describe literary characteristics of poetic forms.</li> <li>➤ This course will enhance competence in chaste classical Sanskrit and give them skills in translation and interpretation of poetic works.</li> </ul>		
<b>Reference Books:</b>			
1	त्रिपाठी, कृष्णमणी. (संपा.) रघुवंशम् (मल्लिनाथकृतसञ्जीवनीटीका). चौखम्बा सुरभारतीप्रकाशन, वाराणसी।		
2	गोयल, निशा. (2021). रघुवंशमहाकाव्यम् (प्रथम सर्ग). विद्यानिधि प्रकाशन, दिल्ली.		
3	दवे, सुरेश. (२०१३). रघुवंशमहाकाव्यम् (प्रथम सर्ग). सरस्वती पुस्तक भंडार, अमदावाड. प्रथम आवृत्ति.		
4	Kale, M.R (Ed.) <i>Raghuvansam of Kālidāsa</i> . MLBD. Delhi.		

Code	Minor-1	Credit	Hours
UA1MISAN01	<b>Hitopadesha (Mitralabha) of Narayana Pandita</b>	04	
<b>Objectives</b>	<ul style="list-style-type: none"> <li>➤ This course aims to get the students acquainted with the outline of Sanskrit Niti literature including the text readings of the 'Hitopadesh'.</li> <li>➤ General Introduction of Origin and Development Of Pranikatha.</li> <li>➤ To give the moral and ethical values through the interesting medium of stories.</li> </ul>		
<b>Unit-1</b>	<ul style="list-style-type: none"> <li>➤ Origin and Development of Pranikatha</li> <li>➤ Characteristic of Pranikatha</li> <li>➤ General Introduction of Narayana Pandit Life, Time &amp; Work</li> <li>➤ <b>Hitopadesh ( Kathamukh)</b> Translation with explanation Reference to the Context, Content analysis.</li> </ul>		
<b>Unit-2</b>	<ul style="list-style-type: none"> <li>➤ <b>Hitopadesh (Mitralabh) - Katha – 01 &amp; 03</b> Translation with explanation Reference to the Context, Content analysis.</li> </ul>		
<b>Unit-3</b>	<ul style="list-style-type: none"> <li>➤ <b>Hitopadesh (Mitralabh) - Katha – 04 &amp; 06</b> Translation with explanation Reference to the Context, Content analysis</li> </ul>		
<b>Unit-4</b>	<ul style="list-style-type: none"> <li>➤ <b>Hitopadesh (Mitralabh) - Katha – 07 &amp; 08</b> Translation with explanation Reference to the Context, Content analysis</li> </ul>		
<b>Learning Outcomes</b>	<ul style="list-style-type: none"> <li>➤ Ability to embraces moral/ethical values in conducting his/her life.</li> <li>➤ Capable of demonstrating the ability to identify ethical issues related to one's work.</li> <li>➤ Avoid unethical behaviour.</li> </ul>		
<b>Reference Books:</b>			
1	કંસારા, નારાયણ. (સંપા.) (૧૯૭૮). <i>હિતોપદેશ</i> ..(મિત્રલાભ). સરસ્વતી પુસ્તક ભંડાર. અમદાવાદ.		
2	પંડ્યા, વિજય. (સંપા.) (૧૯૯૦). <i>હિતોપદેશ</i> :. પાર્શ્વ પબ્લિકેશન અમદાવાદ. પ્રથમ આવૃત્તિ.		
3	દવે, એસ.જે. (સંપા.) <i>હિતોપદેશ</i> :. સરસ્વતી પુસ્તક ભંડાર. અમદાવાદ.		
4	પંડ્યા, શાંતિકુમાર. (સંપા.) <i>હિતોપદેશ</i> ;. પાર્શ્વ પબ્લિકેશન, અમદાવાદ		

Code	Inter Disciplinary Course	Credit	Hours
UA1MDSAN01	<b>Shrimadbhagavadgita</b> (Adhyay - 1 to 9)	04	
Objectives	<ul style="list-style-type: none"> <li>➤ The objective of this course is to study the philosophy of self-management in the Gita.</li> <li>➤ The course seeks to help students negotiate the text independently without referring to the traditional commentaries so as to enable them to experience the richness of the text.</li> </ul>		
Unit-1	<ul style="list-style-type: none"> <li>➤ General Introduction of Shrimadbhagavadgita</li> <li>➤ Shrimadbhagavadgita - Adhyay - 1 to 3</li> </ul>		
Unit- 2	<ul style="list-style-type: none"> <li>➤ Shrimadbhagavadgita - Adhyay - 4 to 6</li> </ul>		
Unit- 3	<ul style="list-style-type: none"> <li>➤ Shrimadbhagavadgita - Adhyay - 7 to 8</li> </ul>		
Unit- 4	<ul style="list-style-type: none"> <li>➤ Shrimadbhagavadgita - Adhyay - 09</li> <li>➤ Self Management in the Shrimadbhagavadgita Gita: Process of Managing the Society &amp; Family</li> </ul>		
<b>Learning Outcomes</b>	<ul style="list-style-type: none"> <li>➤ This course is to develop cultural and historical sensibility particularly indigenous traditions, socio-cultural context and diversity.</li> <li>➤ Developing Moral &amp; Ethical Awareness &amp; reasoning</li> <li>➤ Developing patriotism with a sense of responsibility in student.</li> <li>➤ Application to Psychology related Problems.</li> <li>➤ Self development &amp; Self regulation skills.</li> </ul>		
<b>Reference Books:</b>			
1	श्रीमद्भगवद्गीता। शंकराचार्य भाष्य सहित। गीताप्रेस गोरखपुर।		
3	अग्रवाल, मदनमोहन (व्याख्याकार) । (२०१३) । श्रीमद्भगवद्गीता (सरस्वतीकृत मधुसूदन गूढार्थदीपिकाव्याख्या सहित) । चौखम्बा संस्कृत प्रतिष्ठान, वाराणसी।		
4	एस.राधाकृष्णन् (व्याख्या)। (१९६९)। श्रीमद्भगवद्गीता । राजपाल एण्डसन्स, दिल्ली ।		
5	शास्त्री सी.ओल (संपा.) एवे, पी.सी.(संपा.). (१९६८). श्रीमद्भगवद्गीता. अप्पिल हिन्द प्रकाशन, अमदावाड. द्वितीय संस्करण.		
6	अला, सुहास. (संपा) (२००२). श्रीमद्भगवद्गीता. सरस्वती प्रकाशन, अमदावाड. प्रथम आवृत्ति.		

Code	Ability Enhancement Course	Credit	Hours
	<b>Introduction Of Puranasahitya</b>	02	
Objectives	<ul style="list-style-type: none"> <li>➤ This course aims to get students acquainted with the journey of Purana Sahitya</li> <li>➤ They also know about Society and Culture of Ancient age.</li> <li>➤ This course aims to get the students familiar with the Ethical and Moral Values in Sanskrit</li> </ul>		
Unit-1	<ul style="list-style-type: none"> <li>➤ Introduction of Puranasahitya</li> <li>➤ Various Meanings of Purana</li> <li>➤ Purana Panchlakhsana</li> <li>➤ Purana Dasalakhana</li> <li>➤ Introduction of Various Puranas Brahmpurana, Padmpurana, Vishnupurana, Vayupurana, Shrimadbhagvatpurana Naradpurana, Markandeyapurana, Agnipurana</li> </ul>		
Unit- 2	<ul style="list-style-type: none"> <li>➤ Introduction of Various Puranas Bhavishyapurana, Brahmvaivarntpurana, Lingpurana, Varahpurana, Skandpurana Vamanapurana, Kurmapurana, Matsyapurana, Garudpurana, Brahmandpurana</li> </ul>		
Learning Outcomes	<ul style="list-style-type: none"> <li>➤ Students will be understand ancient Indian Literature</li> <li>➤ They Also Understand about Origin of Creation.</li> </ul>		
<b>Reference Books:</b>			
1	चतुर्वेदी, पण्डित गिरिधर. (२०००).पुराण-परिशीलन. बिहार-राष्ट्रभाषा-परिषद्. पटना.		
2	उपाध्याय, बलदेव. (२०१०) पुराणविमर्श. चौखम्बा प्रकाशन. वाराणसी. पुनर्मुद्रित संस्करण.		
3	उपाध्याय, बलदेव. संस्कृत साहित्य का इतिहास. शारदा निकेतन. वाराणसी.		
4	उपाध्याय, बलदेव. वैदिक साहित्य और संस्कृति. चौखम्बा प्रकाशन. वाराणसी.		



Code	Skill Enhancement Course-1	Credit
UA1SESAN01	Vastushastra	02
Objectives	<ul style="list-style-type: none"> <li>➤ પ્રાચીન ભારતીય વાસ્તુ કલાનો પરિચય થાય.</li> <li>➤ સૃષ્ટીમાં રહેલ પ્રાકૃતિક શક્તિઓનું સામંજસ્ય સ્થાપિત કરી જીવન જીવવાની કલા શીખવે.</li> <li>➤ પ્રાચીન પારંપરિક જ્ઞાન-વિજ્ઞાનનો પરિચય થાય.</li> <li>➤ આધુનિક સમયમાં પ્રાચીન વાસ્તુજ્ઞાનનાં ઉપયોગ દ્વારા સુંદર ભવનોનું નિર્માણ કરી શકાય.</li> </ul>	
Unit-1	<ul style="list-style-type: none"> <li>➤ <u>વાસ્તુશાસ્ત્ર નો પરિચય</u> <ul style="list-style-type: none"> <li>• વાસ્તુ પ્રયોજન</li> <li>• વાસ્તુપુરુષની ઉત્પત્તિ કથા</li> <li>• વાસ્તુ શબ્દ ની વ્યાખ્યા અને વાસ્તુનાં અધિકાર ક્ષેત્રો</li> <li>• વાસ્તુશાસ્ત્રનાં પ્રવાર્તાકાચાર્યો નો પરિચય</li> <li>• પંચાંગ પરિચય.</li> </ul> </li> <li>➤ ભૂ પરિગ્રહ- <ul style="list-style-type: none"> <li>• ગૃહનિર્માણ હેતુ, પરગૃહે વાસફલ, જિર્ણોદ્ધાર ફલ,</li> <li>• વાસ્તુપદમંડલ (૬૪, ૮૧ પદ વાસ્તુમંડલ), વાસ્તુપદમંડલે વાસ્તુપુરુષાંગ નિરૂપણ</li> <li>• ભૂમિનાં લક્ષણો- પ્રકાર (વર્ણ, ગંધ, રસ અનુસાર), ભૂમિનાં આકૃતિ અનુસાર શુભાશુભ ફલ, ભૂ પરીક્ષા, વાસયોગ્ય ભૂમિલક્ષણ.</li> </ul> </li> </ul>	
Unit- 2	<ul style="list-style-type: none"> <li>➤ <u>ગૃહારંભ વિધિ</u> <ul style="list-style-type: none"> <li>• નક્ષત્ર પરત્વેન ખાતમુહુર્ત નિર્ણય</li> <li>• શલ્યોદ્ધાર પદ્ધતિ, ગૃહારંભે માસનિર્ણય, ગૃહારંભે નક્ષત્ર-તિથિ-વાર નિર્ણય</li> <li>• વાસ્તુશાસ્ત્રનાં ૨૧ અંગો નાં નામ, આય-વ્યય -નક્ષત્ર.</li> </ul> </li> <li>➤ ગૃહનિર્માણ વિધિ- <ul style="list-style-type: none"> <li>• ગૃહનિર્માણે શુભાશુભ વૃક્ષ નિર્ણય, ગૃહની ચારેદિશામાં વૃક્ષનિર્ણય</li> <li>• શુભાશુભફલ સહિત, દિશા પરત્વેન વાસ્તુવિન્યાસ,</li> <li>• વાસ્તુપદમંડલાધારે ગૃહદ્વાર સ્થાપન વિચાર, દ્વારવેધ શુભાશુભ ફલ સહિત, શિલાન્યાસ અને સ્તંભારોપણ પદ્ધતિ</li> <li>• ગૃહ પ્રવેશે ગૃહપતિ કર્તવ્ય.</li> </ul> </li> </ul>	

<b>Learning Outcomes</b>	<ul style="list-style-type: none"> <li>➤ प्राचीन भारतीय वास्तु कलानो परियय थशे.</li> <li>➤ सृष्टीमां रहेल प्राकृतिक शक्तिओनुं सामंजस्य स्थापित करी जवण जववानी कला शिषशे</li> <li>➤ प्राचीन पारंपरिक ज्ञान-विज्ञाननो परियय थशे</li> <li>➤ आधुनिक समयमां प्राचीन वास्तुज्ञाननां उपयोग द्वारा सुंदर भवनोनुं निर्माण करी शकय.</li> </ul>
<b>1</b>	द्विवेदी, राममनोहर. सं.- डो. त्रिपाठी, ब्रह्मानंद. <i>बृहद्वास्तुमाला</i> . यौभंभा सुरभारती प्रकाशन, वाराणसी.
<b>2</b>	आ, जवनाथ. सं. आ, अय्युतानंद. <i>वास्तुरत्नावलि</i> . यौभंभा अमरभारती प्रकाशन, वाराणसी.
<b>3</b>	ठाकर, यज्ञदत्त दुर्गाशंकर ठाकर, अरुण यज्ञदत्त <i>बालबोधज्योतिषसारसमुच्चय</i> . मुंबई.
<b>4</b>	रामदैवज्ञ, व्याख्या: द्विवेदी, विन्ध्येश्वरीप्रसाद. <i>मुहूर्तचिंतामणी</i> . यौभंभा सुरभारती प्रकाशन, वाराणसी.
<b>5</b>	पांडेय, शैलजा. <i>मयमतम</i> (दानवराज मयकृत). यौभंभा सुरभारती प्रकाशन, वाराणसी.
<b>6</b>	शुक्ल, कमलाकान्त. <i>वास्तुसौभ्यम</i> . संपूर्णानंद संस्कृत विश्वविद्यालय, वाराणसी.
<b>7</b>	जूगनु, . श्रीकृष्ण. <i>विश्वकर्मवास्तुशास्त्रम</i> . डो परिमल पब्लिकेशन, दिल्ली, अल्लाहबाद.

Code	INDIAN KNOWLEDGE SYSTEM	Credit	Hours
UA1IKSAN01	Yoga Education – Part-1	02	
Objectives	<ul style="list-style-type: none"> <li>➤ To create awareness about Yoga.</li> <li>➤ To cultivate importance of Yoga practices.</li> <li>➤ To focus on prepare the student improve individual and social health through Yoga.</li> </ul>		
Unit-1	<ul style="list-style-type: none"> <li>➤ Introduction of Various Darshanas</li> <li>➤ Types of Yoga</li> <li>➤ Introduction of Yogadarshana &amp; Introduction of Patanjali</li> <li>➤ Meaning of Yoga and Importance Of Yoga</li> <li>➤ Introduction and Importance of Ashtanga Yoga.               <ul style="list-style-type: none"> <li>(1) Yama      (2) Niyama      (3) Asana      (4) Pranayam</li> <li>(5) Pratyahara      (6) Dhyana      (7) Dharana      (8) Samadhi</li> </ul> </li> </ul>		
Unit- 2	<ul style="list-style-type: none"> <li>➤ Introduction of various Asana and Its Benefits ( Selected Asanas)</li> <li>➤ Introduction of various Pranayama, Shat-Kriya (Neti, Kapalbharati, Trataka)</li> <li>➤ Practical Of Yoga - Asanas, Pranayama and Dhyana</li> </ul>		
Learning Outcomes	<ul style="list-style-type: none"> <li>➤ Developing Moral &amp; Ethical Awareness &amp; reasoning</li> <li>➤ Developing sense of responsibility in student.</li> <li>➤ Application to Psychology related Problems.</li> <li>➤ Self development &amp; Self regulation skills.</li> </ul>		
<b>Reference Books:</b>			
1	આયંગાર, બી.કે.એસ. પતંજલિયોગદર્શન. પ્રભાત પ્રકાશન, દિલ્લી.		
2	દશોરા, નંદલાલ. (૧૯૯૭). પાતંજલ યોગ સૂત્ર. રણધીર પ્રકાશન, હરિદ્વાર.		
3	પાતંજલયોગદર્શન. (સંવત-૧૯૮૬), મોક્ષમંદિર, અમદાવાદ.		
4	મહાત્મા યોગેશ્વરજી, (૨૦૧૧). યોગદર્શન. સાહિત્ય સંગમ, સુરત		
5	શુક્લ, જયેશ. (૨૦૧૯). યોગ પરિચય. યુનિવર્સિટી ગ્રન્થનિર્માણ બોર્ડ, અમદાવાદ.		
6	મહારાજ નાથુલાલ. (૧૯૯૯). આનંદ આશ્રમ, બિલ્ખા, સૌરાષ્ટ્ર. શ્રી હરજીવન શાહ.		

**N.S. Patel Arts College, Anand**  
**(Autonomous)**  
(Managed by Sardar Patel Education trust, Anand)  
**Department of Sanskrit**

**B.A-Semester-II-2023-2024**

**Code**

**Major (Core) -5**

**Credit**

**Hours**

**Introduction of Sanskrit Vangamaya**

04

**Objectives**

- This course aims to get students acquainted with the journey of Sanskrit literature.
- It also intends to give an outline of different shastric traditions, through which students will be able to know the different genres of Sanskrit Literature and Śhāstras.
- They also know about Society and Culture of Ancient age.
- This course aims to get students acquainted with Classical Sanskrit Literature. It intends to give an understanding of Forms of Sanskrit Poetry and Sanskrit Poets.

**Unit-1**

- **Vedic Literature**
  - Introduction of Rugveda, Samaveda, Yajurveda, Atharvaveda
  - Introduction of Vedanga
  - Introduction of Upanishadas

**Unit- 2**

- **Ramayana**
  - Ramayana - Subject Matter and Author
  - Social and Cultural Importance of Ramayana
  - Introduction of Critical Edition of Ramayana

**Unit- 3**

- **Mahabharata**
  - Mahabharata - Author and Subject Matter
  - Social and Cultural Importance of Mahabharata
  - Introduction of Critical Edition of Mahabharata

**Unit- 4**

- **Introduction of Classical Sanskrit Literature.**  
**(Gadyakavya, Padyakavya, Champukavya)**
  - Bana, Bharavi, Trivikram Bhatt
  - Sudraka, Jagnnatha, Jayadeva

**Learning Outcomes**

- During the journey of this course they will come to know about Our Sanskrit Scriptures right from Vedas to Purana.
- They came to know Vedic age society and the significance of Indian philosophy by Upanishadas.
- Students will be able to knows about Classical Sanskrit literature.

**Reference Books:**

1	પટેલ, ગૌતમ. (૧૯૯૦). <i>વૈદિક સાહિત્ય અને સંસ્કૃતિ</i> . યુનિવર્સિટી ગ્રંથ નિર્માણ બોર્ડ અમદાવાદ.
2	દેસાઈ, જીતેન્દ્ર. <i>સંસ્કૃત સાહિત્યનો ઇતિહાસ</i> . સરસ્વતી પુસ્તક ભંડાર, અમદાવાદ.
3	ઉપાધ્યાય, બલદેવ. <i>સંસ્કૃત સાહિત્ય કા ઇતિહાસ</i> . શારદા નિકેતન. વારાણસી.
4	ઉપાધ્યાય, બલદેવ. <i>વૈદિક સાહિત્ય ઓર સંસ્કૃતિ</i> . ચૌખમ્બા પ્રકાશન. વારાણસી.
5	બુલ્કે, ફાધર કામિલ. (૨૦૧૨) <i>રામકથા</i> . હિન્દી પરિષદ્ પ્રકાશન. ઇલાહાબાદ.
6	વિન્ટરનિટ્ઝ, એમ. પાણ્ડેય રામચન્દ્ર(અનુ). (૧૯૬૬) <i>પ્રાચીન ભારતીય સાહિત્ય</i> , મોતીલાલ બનારસીદાસ, દિલ્લી.
7	ચતુર્વેદી, પણ્ડિત ગિરિધર. (૨૦૦૦). <i>પુરાણ-પરિશીલન</i> . બિહાર-રાષ્ટ્રભાષા-પરિષદ્, પટના.
8	ઉપાધ્યાય, બલદેવ. (૨૦૧૦) <i>પુરાણવિમર્શ</i> . ચૌખમ્બા પ્રકાશન. વારાણસી. પુનર્મુદ્રિત સંસ્કરણ.

Code	Major-6		Credit	Hours
	Classical Sanskrit Literature (Drama) Svapnavasavadattam Of Bhasa		04	
Objectives	<ul style="list-style-type: none"> <li>➤ This course aims to get students acquainted with Classical Sanskrit Drama.</li> <li>➤ It intends to give an understanding of literature through which students will be able to appreciate the development of Sanskrit Literature.</li> <li>➤ The course also seeks to help students to negotiate texts independently.</li> </ul>			
Unit-1	<ul style="list-style-type: none"> <li>• Origin and development of Drama</li> <li>• Life, Time and Works of Bhasa</li> <li>• Form of Drama and evaluate Svapnavasavadattam as a Drama Plot of Svapnavasavadattam</li> </ul>			
Unit- 2	<ul style="list-style-type: none"> <li>➤ <b>Svapnavasavadattam – Anka -1 &amp; 2</b> Translation with explanation Reference to the Context, Content analysis.</li> </ul>			
Unit- 3	<ul style="list-style-type: none"> <li>➤ <b>Svapnavasavadattam – Anka -3 &amp; 4</b> Translation with explanation Reference to the Context, Content analysis.</li> </ul>			
Unit- 4	<ul style="list-style-type: none"> <li>➤ <b>Svapnavasavadattam – Anka – 5 &amp; 6</b> Translation with explanation Reference to the Context, Content analysis.</li> </ul>			
Learning Outcomes	<ul style="list-style-type: none"> <li>➤ An increased ability to read and understand Sanskrit text</li> <li>➤ Students would be know a basic familiarity of the Sanskrit culture and religious background.</li> <li>➤ Identify and describe literary characteristics of poetic forms.</li> <li>➤ This course will enhance competence in chaste classical Sanskrit and give them skills in translation and interpretation of poetic works.</li> </ul>			
<b>Reference Books:</b>				
1	Patel, Gutam & Shah, Urmi (Ed.) <i>Svapnavasavadattam</i> , Sarasvati Pustak Bhandaar, Ahemadabad.			
2	Kale, M.R. <i>Svapnavasavdattam</i> , Bharatiya Vidyabhavan, New Delhi.			
3	Pandya, ShantiKumar & Desai, Jitendra (Ed.). <i>Svapnavasavadattam</i> . Parshva Prakashan, Ahmedabad.			
4	Keith, A.B. (1970) <i>Sanskrit Drama</i> . Oxford University Press London.			
	Bhatt,G. K.(Ed.). (1975) <i>Sanskrit Drama</i> . Karnataka University Press, Dharwar.			

Code	Minor-3	Credit	Hours
	<b>Introduction of Sanskrit Vangamaya</b>	04	
Objectives	<ul style="list-style-type: none"> <li>➤ This course aims to get students acquainted with the journey of Sanskrit literature.</li> <li>➤ It also intends to give an outline of different shastric traditions, through which students will be able to know the different genres of Sanskrit Literature and Śhāstras.</li> <li>➤ They also know about Society and Culture of Ancient age.</li> <li>➤ This course aims to get students acquainted with Classical Sanskrit Literature. It intends to give an understanding of Forms of Sanskrit Poetry and Sanskrit Poets.</li> </ul>		
Unit-1	<ul style="list-style-type: none"> <li>➤ <b>Vedic Literature</b> <ul style="list-style-type: none"> <li>• Introduction of Rugveda, Samaveda, Yajurveda, Atharvaveda</li> <li>• Introduction of Vedanga</li> <li>• Introduction of Upanishadas</li> </ul> </li> </ul>		
Unit- 2	<ul style="list-style-type: none"> <li>➤ <b>Ramayana</b> <ul style="list-style-type: none"> <li>• Ramayana - Subject Matter and Author</li> <li>• Social and Cultural Importance of Ramayana</li> <li>• Introduction of Critical Edition of Ramayana</li> </ul> </li> </ul>		
Unit- 3	<ul style="list-style-type: none"> <li>• <b>Mahabharata</b> <ul style="list-style-type: none"> <li>• Mahabharata - Author and Subject Matter</li> <li>• Social and Cultural Importance of Mahabharata</li> <li>• Introduction of Critical Edition of Mahabharata</li> </ul> </li> </ul>		
Unit- 4	<ul style="list-style-type: none"> <li>➤ <b>Introduction of Classical Sanskrit Literature. (Gadyakavya, Padyakavya, Champukavya)</b> <ul style="list-style-type: none"> <li>• Bana, Bharavi, Trivikram Bhatt</li> <li>• Sudraka, Jagnnatha, Jayadeva</li> </ul> </li> </ul>		
<b>Learning Outcomes</b>	<ul style="list-style-type: none"> <li>➤ During the journey of this course they will come to know about Our Sanskrit Scriptures right from Vedas to Purana.</li> <li>➤ They came to know Vedic age society and the significance of Indian philosophy by Upanishadas.</li> <li>➤ Students will be able to knows about Classical Sanskrit literature.</li> </ul>		
<b>Reference Books:</b>			
1	પટેલ, ગૌતમ. (૧૯૯૦). વૈદિકસાહિત્ય અને સંસ્કૃતિ. યુનિવર્સિટી ગ્રંથ નિર્માણ બોર્ડ અમદાવાદ.		
2	દેસાઇ, જીતેન્દ્ર. સંસ્કૃત સાહિત્યનો ઇતિહાસ. સરસ્વતી પુસ્તક ભંડાર, અમદાવાદ.		
3	उपाध्याय, बलदेव. संस्कृत साहित्य का इतिहास. शारदा निकेतन. वाराणसी.		

4	उपाध्याय, बलदेव. <i>वैदिक साहित्य और संस्कृति</i> . चौखम्बा प्रकाशन. वाराणसी.
5	बुल्के, फाधर कामिल. (२०१२) <i>रामकथा</i> . हिन्दी परिषद् प्रकाशन. इलाहाबाद.
6	विन्टरनिट्ज़, एम. पाण्डेय रामचन्द्र(अनु). (१९६६) <i>प्राचीन भारतीय साहित्य</i> , मोतीलाल बनारसीदास, दिल्ली.
7	चतुर्वेदी, पण्डित गिरिधर. (२०००). <i>पुराण-परिशीलन</i> . बिहार-राष्ट्रभाषा-परिषद्. पटना.
8	उपाध्याय, बलदेव. (२०१०) <i>पुराणविमर्श</i> . चौखम्बा प्रकाशन. वाराणसी. पुनर्मुद्रित संस्करण.




Code	Inter Disciplinary Course-2	Credit	Hours
	<b>Shrimadbhagavadgita (Adhyay - 10 to 18)</b>	04	
Objectives	<ul style="list-style-type: none"> <li>➤ The objective of this course is to study the philosophy of self-management in the Gita.</li> <li>➤ The course seeks to help students negotiate the text independently without referring to the traditional commentaries so as to enable them to experience the richness of the text.</li> </ul>		
Unit-1	<ul style="list-style-type: none"> <li>➤ General Introduction of Shrimadbhagavadgita</li> <li>➤ Shrimadbhagavadgita - Adhyay - 10 to 12</li> </ul>		
Unit- 2	<ul style="list-style-type: none"> <li>➤ Shrimadbhagavadgita - Adhyay - 13 to 15</li> </ul>		
Unit- 3	<ul style="list-style-type: none"> <li>➤ Shrimadbhagavadgita - Adhyay - 16 to 17</li> </ul>		
Unit- 4	<ul style="list-style-type: none"> <li>➤ Shrimadbhagavadgita - Adhyay - 18</li> <li>➤ Self Management in the Shrimadbhagavadgita <ul style="list-style-type: none"> <li>• Gita: Controlling the mind</li> <li>• Gita: Human Values and Life Style.</li> </ul> </li> </ul>		
<b>Learning Outcomes</b>	<ul style="list-style-type: none"> <li>➤ This course is to develop cultural and historical sensibility particularly indigenous traditions, socio-cultural context and diversity.</li> <li>➤ Developing Moral &amp; Ethical Awareness &amp; reasoning</li> <li>➤ Developing sense of responsibility in student.</li> <li>➤ Application to Psychology related Problems.</li> <li>➤ Self development &amp; Self regulation skills.</li> </ul>		
<b>Reference Books:</b>			
1	श्रीमद्भगवद्गीता। शंकराचार्य भाष्य सहित। गीताप्रेस गोरखपुर।		
3	अग्रवाल, मदनमोहन (व्याख्याकार) । (२०१३) । श्रीमद्भगवद्गीता (सरस्वतीकृत मधुसूदन गूढार्थदीपिकाव्याख्या सहित) । चौखम्बा संस्कृत प्रतिष्ठान, वाराणसी।		
4	एस.राधाकृष्णन् (व्याख्या)। (१९६९)। श्रीमद्भगवद्गीता। राजपाल एण्डसन्स, दिल्ली ।		
5	शास्त्री सी.अेल (संपा.) एवे, पी.सी.(संपा.). (१९६८). श्रीमद्भगवद्गीता. अजिल हिन्द प्रकाशन, अमदावाड. द्वितीय संस्करण.		
6	अला, सुहास. (संपा) (२००२). श्रीमद्भगवद्गीता. सरस्वती प्रकाशन, अमदावाड. प्रथम आवृत्ति.		

Code	Ability Enhancement Course	Credit	Hours
	<b>Jatakamala Of Aaryashura</b>	02	
Objectives	<ul style="list-style-type: none"> <li>➤ This course aims to get the students acquainted with the outline of Jatakakatha literature including the text readings with the General Introduction to Jain Literature.</li> <li>➤ To give the moral and ethical values through the interesting medium of stories</li> </ul>		
Unit-1	<ul style="list-style-type: none"> <li>➤ Katha Sahitya Udbhava ane Vikasa,</li> <li>➤ Mukhyakathaono Parichay</li> <li>➤ Tripitakoma Jatakakathanu</li> <li>➤ Jatakkathanu Malakhu, Jatakkathaono Mhima, Jatakmalani bhasha</li> <li>➤ Bodhistav Parichay</li> <li>➤ Aryashurno Prichay</li> <li>➤ <b>Jataka Kathao</b></li> <li>1) Vyaghri Jataka 2) Yagna Jataka</li> </ul>		
Unit- 2	<ul style="list-style-type: none"> <li>➤ <b>Jataka Kathao</b></li> <li>3) Shakra Jatak 4) Suparga Jatak 5) Vartakapotak Jataka</li> <li>6) Mahakapi Jataka 7) Shrabha Jataka 8) Shatapatra Jataka</li> </ul>		
Learning Outcomes	<ul style="list-style-type: none"> <li>➤ Ability to embraces moral/ethical values in conducting his/her life.</li> <li>➤ Capable of demonstrating the ability to identify ethical issues related to one's work.</li> <li>➤ Avoid unethical behaviour.</li> </ul>		
<b>Reference Books:</b>			
1	ભટ્ટ, વસંતકુમાર.(૨૦૦૪). જાતકમાલા(આર્યશૂરપ્રણીત).સરસ્વતી પુસ્તક ભંડાર, અમદાવાદ.		
2	યાજ્ઞિક, હસુભાઈ. સંસ્કૃત કથાસાહિત્ય, ગુજરાત સાહિત્ય અકાદમી, ગાંધીનગર.		
3	ભાયાણી, હરિવલ્લભ. લોકકથાના કુલમૂળ. અમદાવાદ		

Code	Skill Enhancement Course – 2	Credit	Hours
	<b>Temple Management</b>	02	
Objectives	<ul style="list-style-type: none"> <li>➤ આ અભ્યાસક્રમથી અધ્યાત્મનો સંચાર થાય.</li> <li>➤ મંદિરોનાં શિલ્પ-સ્થાપત્યનો પરિચય થાય.</li> <li>➤ મૂર્તિપૂજાનું મહત્ત્વ સ્પષ્ટ થાય.</li> <li>➤ કથા-પ્રવચન-સત્સંગ દ્વારા સારા સંસ્કારોનું સિંચન થાય અને સંસ્કારી માનવ બને.</li> <li>➤ મંદિર વ્યવસ્થાપન અને પ્રશાસન નું જ્ઞાન મળે.</li> </ul>		
Unit -1	<ul style="list-style-type: none"> <li>➤ <u>મંદિરનું મહત્ત્વ તથા પ્રવચન પરમ્પરા</u> ભારતીય મંદિરોનાં શિલ્પ- સ્થાપત્યનો પરિચય, ભારતનાં સુપ્રસિદ્ધ મંદિરોનું ઐતિહાસિક મહત્ત્વ, મંદિરોની આવશ્યકતા અને તેનું આધ્યાત્મિક મહત્ત્વ, ભારતીય શાસ્ત્રોમાં કથા અને પ્રવચનોનું મહત્ત્વ( મહાભારત, શ્રીમદ્ભગવત મહાપુરાણ, શ્રીમદ્ભગવદ્ગીતા, શ્રીરામચરિતમાનસ, શિક્ષાપત્રી), સામાજિક પરિવર્તનોમાં મંદિરો દ્વારા થતા કથા-પ્રવચન-સત્સંગોનું મહત્ત્વ અને યોગદાન.</li> <li>➤ વિવિધ પૂજા પદ્ધતિ – વિવિધ પૂજા-અર્ચના પદ્ધતિ – એકોપચાર, પંચોપચાર, ષોડશોપચાર, શાસ્ત્રોક્ત પૂજાક્રમ અને તેનો પરિચય, વિવિધ મંદિરોમાં થતી દૈનિક ક્રિયાઓ ( ઉત્થાન, પૂજન, શૃંગાર, ભોગ, આરતી, શયન)નો પરિચય અને પદ્ધતિઓ, પંચાંગનો સામાન્ય પરિચય. સંસ્કૃત સંભાષણ ( સ્વપરિચય, દિનચર્યા અને વિભક્તિ- કારક પ્રયોગ), સંસ્કૃતમાં પારિવારિક ક્ષેત્રીય અને વ્યાવસાયિક સામાન્ય પરિચય,</li> </ul>		
Unit- 2	<ul style="list-style-type: none"> <li>➤ <u>મંદિર વ્યવસ્થાપન</u> મંદિરોમાં થતા દૈનિક દર્શનની દર્શનાર્થીઓ માટેની વ્યવસ્થા, મંદિરોમાં ઉજવાતા વિવિધ ઉત્સવો દરમ્યાનની દર્શન વ્યવસ્થા, વયોવૃદ્ધ અને દિવ્યાંગ દર્શનાર્થીઓની વિશેષ વ્યવસ્થા, પ્રસાદ વિતરણ વ્યવસ્થા, ધાર્મિક સાહિત્ય, વસ્તુઓ, ચિત્રો(ફોટાઓ), પત્રીકાઓનાં પ્રકાશનની અને તેનાં વિતરણની વ્યવસ્થા, ઉદ્યાનની જાળવાણી અને સ્વચ્છતાનાં નુતન અભિગમો.</li> <li>➤ <u>પ્રશાસન</u> મંદિરની જાહેરાત અને પ્રચાર-પ્રસાર માટેનાં વિવિધ માધ્યમો અને તેનાં ઉપયોગ વિશેની માહિતી, ઓનલાઇન માર્ગદર્શન અને જનસંપર્ક, સામાન્ય અંગ્રેજીનું જ્ઞાન- મંદિરની માહિતી પ્રદાયક વાર્તાલાપ, મુલાકાતી સાથે અંગ્રેજીમાં વાતચીત, મંદિરનાં વિવિધ કાર્યક્રમોની અનુમતિ હેતુ પોલીશ અધિક્ષકને અંગ્રેજીમાં પત્રલેખન, કોમ્પ્યુટરનો પરિચય,</li> </ul>		

	ઈન્ટરનેટ- પાવર પોઈન્ટ પ્રેઝન્ટેશનનું જ્ઞાન,
<b>Learning Outcomes</b>	<ul style="list-style-type: none"> <li>➤ આ અભ્યાસક્રમથી વિદ્યાર્થીમાં અધ્યાત્મનો સંચાર થશે.</li> <li>➤ મંદિરોનાં શિલ્પ-સ્થાપત્યનો પરિચય થશે.</li> <li>➤ વિદ્યાર્થીને મૂર્તિપૂજાનું મહત્ત્વ સ્પષ્ટ થશે.</li> <li>➤ મંદિર વ્યવસ્થાપન અને પ્રશાશન નું જ્ઞાન મળશે જેનાથી તેના વ્યવસાયમાં જોડાશે.</li> </ul>
<b>Reference Books:</b>	
1	ઠાકર,યજ્ઞદત્ત દુર્ગાશંકર. ઠાકર, અરુણ યજ્ઞદત્ત. બાલબોધજ્યોતિષસારસમુચ્ચય. મુંબઈ.
2	શ્રીરામદેવજી. મુહૂર્તચિંતામણી. વ્યા.- દ્વિવેદી, વિન્ધ્યેશ્વરીપ્રસાદ. ચૌખંબા સુરભારતી પ્રકાશન, વારાણસી.
3	વ્યવહારસાહસ્રી- સંસ્કૃત ભારતી પ્રકાશન
4	નિત્યકર્મ પૂજાપ્રકાશ - ગીતાપ્રેસ, ગોરખપુર

Code	Common Value-Added Course -2	Credit	Hours
	<b>Yoga Education – Part-2</b>	02	
Objectives	<ul style="list-style-type: none"> <li>➤ To create awareness about Yoga.</li> <li>➤ To cultivate importance of Yoga practices.</li> <li>➤ To focus on prepare the student improve individual and social health through Yoga.</li> </ul>		
Unit-1	<ul style="list-style-type: none"> <li>➤ Introduction of various Bandhas, Mudras &amp; Shat-Kriya (Dhoti, Basti, Nuli)</li> <li>➤ Suryanamaskara and Its Benefits</li> <li>➤ <b>Yoga and Health</b> <ul style="list-style-type: none"> <li>• Definition &amp; Importance of Health According to WHO; Dimensions of Health</li> <li>• Physical, Mental, Social and Spiritual.</li> <li>• Concepts of Trigunas, Pancha-mahabhutas, Pancha-prana and their role in Health and Healing; Concept of Pancha-koshas &amp; Shat-chakra and their role in Health and Healing</li> </ul> </li> </ul>		
Unit- 2	<ul style="list-style-type: none"> <li>➤ <b>Yogic Diet</b> <ul style="list-style-type: none"> <li>• General Introduction of Ahara; Concept of Mitahara; Classification in Yogic diet according to traditional Yoga texts;</li> <li>• Diet according to the body constitution (Prakriti) -Vata, Pitta and Kapha as also Gunas.</li> <li>• Concepts of Diet: Pathya and Apathya according to Gheranda Samhita, Hathapradeepika and Bhagavad Gita; Importance of Yogic Diet in Yog Sadhana and its role in healthy living.</li> </ul> </li> <li>➤ Practical of Yoga (Asanas, Pranayama and Dhyana)</li> </ul>		
Learning Outcomes	<ul style="list-style-type: none"> <li>➤ Developing Moral &amp; Ethical Awareness &amp; reasoning</li> <li>➤ Developing patriotism with a sense of responsibility in student.</li> <li>➤ Application to Psychology related Problems.</li> <li>➤ Self development &amp; self regulation skills.</li> </ul>		
<b>Reference Books:</b>			
1	આયંગાર, બી.કે.એસ. પતંજલિયોગદર્શન. પ્રભાત પ્રકાશન, દિલ્લી.		
2	દશોરા, નંદલાલ. (૧૯૯૭). પાતંજલ યોગ સૂત્ર. રણધીર પ્રકાશન, હરિદ્વાર.		
3	પાતંજલયોગદર્શન. (સંવત-૧૯૮૬), મોક્ષમંદિર, અમદાવાદ.		
4	મહાત્મા યોગેશ્વરજી, (૨૦૧૧). યોગદર્શન. સાહિત્ય સંગમ, સુરત		
5	શુક્લ, જયેશ. (૨૦૧૯). યોગ પરિચય. યુનિવર્સિટી ગ્રન્થનિર્માણ બોર્ડ, અમદાવાદ.		
6	મહારાજ નાથુલાલ. (૧૯૯૯). આનંદ આશ્રમ, બિલ્ખા, સૌરાષ્ટ્ર. શ્રી હરજીવન શાહ.		

	<b>N.S. Patel Arts College(Autonomous), Anand</b> NAAC - UGC Re-Accredited “A” Grade (3.06 CGPA) “College with Potential for Excellence” by UGC Phase II Affiliated to Sardar Patel University, Vallabh Vidyanagar <b>Department of English</b>	<b>Academic Year</b> <b>2021-2022</b>	
	<b>MA in English</b> <b>Post graduate Programme</b>		
<b>Year I</b>	Core Paper : 01 Course Paper Code: DSC 04	Credit	05
<b>Semester II</b>	<u>Title of the Paper</u> <b>Life, Literature and Culture : The Long 18<sup>th</sup> Century</b>		

**Course Outline:**

- This course on Neoclassical literature attempts to bring into the fore ‘the dialectic to enlightenment’. The texts of this course as products of the changing pattern from Revolution in England in mid seventeenth century to that in late eighteenth century.
- France broadly comment upon the ushering in of a different kind of modernity in Europe availed through social, political and cultural changes.

**Course Learning Outcomes:**

- The learners will learn about the literary /cultural milieu shifts from embracing the empiricist assumptions to adopting the modes of idealism as apparently two contradictory facets of enlightenments.

**Contents:**

Unit	Description
Unit 1	<i>The Rape of the Lock</i> by Alexander Pope
Unit 2	<i>Tom Jones</i> by Henry Fielding
Unit 3	<i>Songs of innocence</i> by William Blake <i>The Chimney Sweeper, A Cradle Song, Infant Joy, A Dream, The Lamp</i>
Unit 4	<i>She Stoops to Conquer</i> by Oliver Goldsmith

**Reference Books:**

- ❖ ‘The original texts’ are available on [www.gutenberg.org](http://www.gutenberg.org)
- ❖ Blake, William. *Songs of Innocence and Experience* by William Blake. London: York Press, 1998.
- ❖ Pope, Alexander. *The Rape of the Lock*. New York, MacMillan Publication, 1968.
- ❖ Goldsmith, Oliver. *She Stoops to Conquer*. Culcutta: MacMillan Publication, 2008
- ❖ Fielding, Henry. *Tom Jones*. New Delhi: Atlantic, 1999.

	<b>MA in English Post graduate Programme</b>		
<b>Year I</b>	Core Paper : 02 Course Paper Code: DSC 05	Credit	05
<b>Semester II</b>	<u>Title of the Paper</u> <b>Literary Theory</b>		

**Course Outline:**

- Since the essays of the course represent specific schools of thoughts and ideas, they will be treated as reference points to discuss larger implications of the concerned literary theories.

**Course Learning Outcomes:**

- To build on learner understands about the iconic essays of the course, from their theoretical stand, elaborate on the issue of race, gender, ideology, history, identity, language and human psyche that will help the learners uncover the politics of all forms of texts in the context of the globalised world of late capitalism.

**Contents:**

<b>Unit</b>	<b>Description</b>
Unit 1	<b>Gender Studies:</b> Monique Wittig: ‘ <i>One Is Not Born a Woman</i> ’ Judith Butler: ‘ <i>Bodily Inscriptions, Performative Subversions</i> ’
Unit 2	<b>Structuralism, Poststructuralism:</b> Ferdinand de Saussure: ‘Nature of the Linguistic Sign’ Roland Barthes: ‘The Death of the Author’
Unit 3	<b>Histories and Textuality:</b> M.M . Bakhtin: ‘Discourse in the Novel’ Paul de Man : ‘The Resistance to Theory’
Unit 4	<b>Postmodernism</b> Jean-Francois Lyotard: ‘Answering the Question: What is Postmodernis’ Jean Baudrillard : “The Process of Simulacra”

**Reference Books:**

- ❖ Saussure, Ferdinand de. *Course in General Linguistics*, trans. Wade Baskin, New York: Columbia University Press, 1959.
- ❖ Barthes, Roland. *Image Music Text*, trans. Stephen Heath, London: Fontana Press, 1977, Pp 142-148.

- ❖ Baudrillard, Jean. *Simulacra and Simulation*. Trans. Shelia Faria Glaser, Michigan: The University of Michigan Press, 1994. Pp. 1-14.
- ❖ Lyotard, Jean- Francois. *The Postmodern Explained: Correspondence 1982-1985*, trans. Don Barry, Bernadette Maher and others, Minneapolis and London: University of Minnesota Press, 1997. Pp. 1-16 & 75 -80.
- ❖ Witting, Monique. *The Straight Mind and Other Essays*. Boston, Massachusetts: Beacon Press, 1992, Pp. 9-20.
- ❖ Butler, Judith. *Gender Trouble: Feminism and Subversion of Identity*. New York: Rutledge, 1990. Pp. 175-193.
- ❖ Rice, Philip & Patrica Waugh edited *Modern Literary Theory*. 4th edition. OUP: New Year. 2001.



<b>MA in English Post graduate Programme</b>			
<b>Year I</b>	Core Paper : 03 Course Paper Code: DSC 06	Credit	05
<b>Semester II</b>	<u>Title of the Paper</u> <b>American Literature</b>		

**Course Outline:**

- It reflects the shift away from US- centric writings in American Studies to a more hemispheric focus wherein issues of race, settler colonial violence, memory, and immigration highlighted.

**Course Learning Outcomes:**

- This course will introduce students to writing across the Americans.
- It will enable them to think about a body of writings that is varied and complex and not limited to the US.

**Contents:**

<b>Unit</b>	<b>Description</b>
Unit 1	Robert Frost: <i>Stopping by Woods, Fire &amp; Ice, The Gift Outright, Design, Mending Wall</i>
Unit 2	Edgar Allan Poe: <i>The Fall of the House of Usher, The Gold Bug, The Purloined Letter, The Cask of Amontillado</i> <i>The Purloined Letter</i>
Unit 3	<i>Death of a Salesman</i> by Arther Miller
Unit 4	<i>Beloved</i> by Toni Morrison

**Reference Books:**

- ❖ ‘The original texts’ are available on [www.gutenberg.org](http://www.gutenberg.org)
- ❖ Morrison, Toni. *Beloved.*: London: Vintage Books, 2005.
- ❖ Millar, Arthur. *Death of a Salesman*. Agra: LNA, 1980.
- ❖ All poems from unit 1 are available on [http://internal.org/Robert\\_Frost/](http://internal.org/Robert_Frost/)
- ❖ Moses Coit Tyler: A History of American Literature.

<b>MA in English Post graduate Programme</b>			
<b>Year I</b>	Elective Paper : 01 Course Paper Code: DSE 03	Credit	05
<b>Semester II</b>	<u>Title of the Paper</u> <b>Indian Literature II</b>		

**Course Outline:**

- Though not changed overnight the spirit of post-Independence literature in India distinguished itself from and at times challenged the notions disseminated through pre-Independence literature.
- The representation of nation and nationalism became far more complicated as all the domains what together we call Indian literature, embraced different forms experiments in order to address postcolonial anxieties often coupled with the politics of globalization.

**Course Learning Outcomes:**

- Learners will enable to rethink the texts in this course often explore contemporary politics and history, the learners would receive and ‘read’ the narrative codes from a personal point of view tempered with the lived experiences.

**Contents:**

<b>Unit</b>	<b>Description</b>
<b>Unit 1</b>	<i>Train to Pakistan</i> by Khushwant Singh
<b>Unit 2</b>	<i>The Revenue Stamp: An Autobiography</i> by Amrita Pritam
<b>Unit 3</b>	<i>Final Solutions</i> by Mahesh Dattani
<b>Unit 4</b>	<i>The White Tiger</i> By Arvind Adiga

**Reference Books:**

- ❖ ‘The original texts’ are available on [www.gutenberg.org](http://www.gutenberg.org)
- ❖ Naik, M.K. *A History of Indian English Literature*. Sahitya Akademi: Delhi. 2017.
- ❖ Singh, Khushwant. *Train to Pakistan*. Lotus Roli: New Delhi. 2006(1956).
- ❖ Pritam, Amrita. *The Revenue Stamp: An Autobiography*. New Delhi: Vikas Publishing house. 1977
- ❖ Dattani, Mahesh. *Final Solutions*. Penguin Books: England. 2006
- ❖ Adiga, Arvind. *The White Tiger*. Free Press: New York, 2008.

<b>MA in English Post graduate Programme</b>			
<b>Year I</b>	Elective Paper : 02 Course Paper Code: DSE 04	Credit	05
<b>Semester II</b>	<u>Title of the Paper</u> <b>The New Literatures</b>		

**Course Outline:**

- This course aims to familiarize learners with writes of new literatures from around the world and enable them to comprehensively appreciate various cultures.

**Course Learning Outcomes:**


- The past and current flow of population, commodities and ideas; the margins writing back to the centre of rewriting and reappraising the centres are reflected in these texts.

**Contents:**

<b>Unit</b>	<b>Description</b>
Unit 1	<i>The Handmaid's Tale</i> by Margaret Atwood
Unit 2	<i>A Fine Balance</i> by Rohinton Mistry
Unit 3	<i>An Imaginary Life</i> by David Malouf
Unit 4	<i>Dream on Monkey Mountain</i> by Derek Walcott

**Reference Books:**

- ❖ 'The original texts' are available on [www.gutenberg.org](http://www.gutenberg.org)
- ❖ Bennett, Bruce and Strauss, Jennifer, ed. *The Oxford Literary History of Australia*. OUP, 1998
- ❖ Howells, Coral Ann and Kroller, Eva-Marie, ed. *The Cambridge History of Canadian Literature*. CUP, 2009.
- ❖ Theime, John, ed. *The Arnold Anthology of Post-Colonial Literatures in English*, Arnold, 1996.

	<b>N.S. Patel Arts College (Autonomous), Anand</b>		<b>Academic Year</b>	
	NAAC - UGC Re-Accredited "A" Grade (3.06 CGPA) "College with Potential for Excellence" by UGC Phase II Affiliated to Sardar Patel University, Vallabh Vidyanagar <b>Department of English</b>		<b>2022-2023</b>	
	<b>MA (English)</b> <b>Post Graduate Programme</b>			
<b>Year II</b>	Core Paper: 01 <b><u>Paper Code: PA4CENG401</u></b>		Credit	05
<b>Semester IV</b>	<u>Title of the Paper</u> <b>Life, Literature and Culture: Long 20th Century</b>			

### Course Outline:

- The long 20<sup>th</sup> century was a turbulent and transformative period for British culture. Women and men began to define themselves in very different ways, and one of the tools they used to redefine themselves was literature.
- The novels, short stories, and poetry of the long 20<sup>th</sup> century critiqued existing forms of identity, suggested new alternative forms, and provided readers with a space in which to reflect on the ways in which they might transform themselves and their surroundings.
- This course will explore some of the forms American and British literature took during the long 20<sup>th</sup> century, and it will consider the continuing relevance of these texts to our contemporary situation.

### Course Learning Outcomes:

After completing this paper, the students

- have a sophisticated understanding of the relationship between literary texts and social structures,
- know the cultural, political, and stylistic protocols of modernism and its various literary movements,
- can read texts closely, and know how to read both formal and thematic aspects of texts as part of larger cultural and historical movements.


### Contents:

Unit	Description
<b>Unit 1</b>	T. S Eliot's <i>Selected Poems</i> 1. "The Love Song of J. Alfred Prufrock" 2. "The Hollow Men" 3. "Morning at the Window" 4. "The Hippopotamus"
<b>Unit 2</b>	<i>Animal Farm</i> by George Orwell
<b>Unit 3</b>	<i>Rosencrantz and Guildenstern Are Dead</i> by Tom Stoppard
<b>Unit 4</b>	<i>East West (A Short Stories Collection)</i> by Salman Rushdie

## Reference Books:

- ❖ Eliot, T.S. *Prufrock and Other Observations*. Lulu.com (28 May 2018)
- ❖ [The Project Gutenberg eBook of Prufrock and Other Observations, by T. S. Eliot](#)
- ❖ [The Hollow Men by T S Eliot - Famous poems, famous poets. - All Poetry](#)
- ❖ [The Hippopotamus, by T.S. Eliot \(poetry-archive.com\)](#)
- ❖ Orwell, George. *Animal Farm*. Penguin India; Fourth edition (15 March 2011), 104 pages.
- ❖ [Animal Farm \(gutenberg.net.au\)](#)
- ❖ Stoppard, Tom. *Rosencrantz and Guildenstern Are Dead*. Grove Press; 50th Anniversary edition (11 April 2017)
- ❖ [rosencrantz-and-guildenstern-are-dead.pdf \(wordpress.com\)](#)
- ❖ Rushdie, Salman. *East, West*. Vintage (7 September 1995), 192 pages.

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	<b>N.S. Patel Arts College (Autonomous), Anand</b> NAAC - UGC Re-Accredited "A" Grade (3.06 CGPA) "College with Potential for Excellence" by UGC Phase II Affiliated to Sardar Patel University, Vallabh Vidyanagar <b>Department of English</b>	<b>Academic Year</b> <b>2022-2023</b>	
	<b>MA (English)</b> <b>Post Graduate Programme</b>		
<b>Year II</b>	Core Paper: 02 <b><u>Paper Code: PA4CENG402</u></b>	Credit	05
<b>Semester IV</b>	<u>Title of the Paper</u> <b>Cinematic Adaptation of Literature</b>		

### Course Outline:

- "Film is a form of writing which draws on other forms of writing" writes Robert Stam.
- From the earliest years of cinema, film has drawn on literary and theatrical sources.
- The critical study of film adaptation has grown significantly in recent years, moving beyond a narrow focus on fidelity to open up productive questions of the complex relations between copy and original, and of the nature of intertextualities.
- This paper offers an introduction to these critical questions through a series of variety of movies: each of these will explore the relationship between a film screening and selected intertexts; each pairing will serve as a lens through which to examine a different approach to adaptation/ translation.

### Course Learning Outcomes:


After completing this paper, the students

- will be introduced to the critical study of film adaptation.
- will learn to think critically about the migration of stories and ideas across different historical, geographical and generic locations.
- will gain experience of analyzing a diverse selection of moving image texts.
- will learn to assess and evaluate the uses of a range of critical tools in the study of adaptation.

### Content:

Unit	Description
<b>Unit 1</b>	<b>Understanding Theory of Cinematic Adaptation</b>
<b>Unit 2</b>	<i>Hamlet</i> by William Shakespeare and its Cinematic Adaptation
<b>Unit 3</b>	<i>Devdas</i> by Sarat Chandra Chattopadhyay and its Cinematic Adaptation
<b>Unit 4</b>	<i>Tatvamasi</i> by Dhruv Bhatt and its Cinematic Adaptation

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	<p><b>N.S. Patel Arts College (Autonomous), Anand</b></p> <p>NAAC - UGC Re-Accredited "A" Grade (3.06 CGPA)  <i>"College with Potential for Excellence"</i> by UGC Phase II          Affiliated to Sardar Patel University, Vallabh Vidyanagar</p> <p><b>Department of English</b></p>	<p><b>Academic Year</b>  <b>2022-2023</b></p>	
	<p><b>MA (English)</b>  <b>Post Graduate Programme</b></p>		
<b>Year II</b>	<p>Core Paper: 03  <b><u>Paper Code: PA4CENG403</u></b></p>	Credit	05
<b>Semester IV</b>	<p><u>Title of the Paper</u>  <b>Academic Writing and Literary Research Methodology</b></p>		

**Course Outline:**

- To familiarize students with the basic concepts of research on the postgraduate level before heading towards higher dimensions of research.
- To enable students to understand various paradigms of research, its tools, ethics and challenges related to English studies and related fields and develop creative and academic skills in them.

**Course Learning Outcomes:**

- By the end of this course, the students should be able to:
- apply proper research methods pertinent to English studies and related fields
- formulate their own research questions and write research papers.

**Contents:**

Unit	Description
<b>Unit 1</b>	<p><b>Academic and Research Writing:</b></p> <p>Introduction</p> <p>Importance of academic writing,</p> <p>Basic rules of academic writing</p>
<b>Unit 2</b>	<p><b>English in Academic Writing:</b></p> <p>Style of research writing</p> <p>Plagiarism: Introduction</p> <p>Tools and avoiding plagiarism</p> <p>Journal metrics and author metrics</p>


<b>Unit 3</b>	<b>What is literary research?</b> (This unit incorporates following essays from <i>Research Methods in English Studies: Gabriele Griffin</i> ) Textual Analysis as a Research Method (Catherine Belsey) Creative Writing as a Research Method (Jon Cook)
<b>Unit 4</b>	<b>Introduction to Research Methodology</b> (Research, Hypothesis. Analysis of data and interpretation) Research question Review of literature Data collection- Primary and Secondary Sources

**Reference Books:**

- ❖ *Research Methods in English Studies: Gabriele Griffin*
- ❖ *Research Methodology: Methods and Techniques: C. R. Kothari*
- ❖ *Research Methods in English: M.P. Sinha*
- ❖ *Academic Writing 1: Paragraph: Alice Savage and Mausod Shafiei*
- ❖ *Academic Writing: A Handbook for International Students: Stephen Bailey*
- ❖ *MLA handbook for Writers of Research Papers: Latest edition*
- ❖ *The Chicago Manual of Style: Latest edition.*

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	<b>MA (English)</b> <b>Post Graduate Programme</b>		
<b>Year II</b>	Elective Paper: 01 <b><u>Paper Code: PA4EENG401</u></b>	Credit	05
<b>Semester IV</b>	<u>Title of the Paper</u> <b>World Literature</b>		

### Course Outline:

- How can "world literature" help to us navigate this predicament? What can it do for our understanding of where we are, where we've been, and where we're going? What does "world literature" actually mean? Are we talking about a specific canon of texts, or simply a perspective, a methodology, a way of reading literature that transcends national boundaries and opens new scales and modes of understanding?
- In this paper, we'll tackle these questions by reading a number of different texts and genres from the Western- European tradition and other cultural and historical traditions across the globe.
- We'll compare different modes of expression (from inscriptions on ancient tablets to expressions in poetry and theater) while paying particular attention to the role of genre, media, and narrative in defining humanity and the human condition.

### Course Learning Outcomes:

- Students will evaluate major developments in world history, the historical roots of contemporary global cultures, or the literary, philosophical, or religious contributions of world cultures.
- They will comprehend and proficiently interpret text.
- They will become familiar with different genres and make connections within and across those genres of literature.
- They will synthesize, analyse, and interpret primary and secondary material, media, and other means of expression.
- They will recognize the influence of individual differences such as gender, ethnicity, race, geography, and class on the practice of reading and interpretation.
- They will analyse connections between specific texts and broader cultural and media contexts (both historical and contemporary)


## Contents:

Unit	Description
Unit 1	<i>The Epic of Gilgamesh</i>
Unit 2	<i>Oedipus the Rex</i> by Sophocles
Unit 3	<i>A Shadow Lines</i> by Amitav Ghosh
Unit 4	<i>The Stranger</i> by Albert Camus

## Reference Books:

- ❖ *The Epic of Gilgamesh (Penguin Classics)*. Penguin Classics; Reissue edition (5 December 2002), 304 pages.
- ❖ [eog.pdf \(aina.org\)](#)
- ❖ [The Epic of Gilgamesh \(uruk-warka.dk\)](#)
- ❖ SOPHOCLES OEDIPUS REX. Arti Book Centre (1 January 2012)
- ❖ [Oedipus, King of Thebes, by Sophocles \(gutenberg.org\)](#)
- ❖ Ghosh, Amitav. *The Shadow Lines*. Penguin Modern Classics (18 June 2019), 288 pages.
- ❖ [The shadow lines : Ghosh, Amitav : Free Download, Borrow, and Streaming : Internet Archive](#)
- ❖ Camus, Albert. *The Stranger*. Vintage; Reissue edition (13 March 1989), 144 pages.
- ❖ [The Stranger : Albert Camus : Free Download, Borrow, and Streaming : Internet Archive](#)

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	<p align="center"><b>N.S. Patel Arts College (Autonomous), Anand</b></p> <p align="center">NAAC - UGC Re-Accredited "A" Grade (3.06 CGPA)  <i>"College with Potential for Excellence"</i> by UGC Phase II          Affiliated to Sardar Patel University, Vallabh Vidyanagar</p> <p align="center"><b>Department of English</b></p>	<p align="center"><b>Academic Year 2022-2023</b></p>	
	<p align="center"><b>MA (English) Post Graduate Programme</b></p>		
<p><b>Year II</b></p>			<p align="center">-</p>
<p><b>Semester IV</b></p>	<p align="center"><u>Title of the Paper</u></p> <p align="center"><b>Comprehensive Viva -Voce</b></p>		

## Comprehensive Viva -Voce

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**N S Patel Arts College, Anand**  
**(Autonomous)**  
**(Under Choice Based Credit Scheme)**  
**M.A. Economics**

Course Type	Course Code	Name of the Course	Credit	Internal	External	Total
<b>Semester -I</b>						
Core Courses	PA1CECO101	Micro Economics	05	30	70	100
	PA1CECO102	Macro Economics	05	30	70	100
	PA1CECO103	International Economics	05	30	70	100
(Discipline Specific Elective (DSE))	PA1EECO101	Theory of Agricultural Economics	05	30	70	100
		<b>Total Credit</b>	<b>20</b>			
<b>Semester -II</b>						
Core Courses	PA2CECO101	Micro Economics	05	30	70	100
	PA2CECO102	Macro Economics	05	30	70	100
	PA2CECO103	International Economics	05	30	70	100
(Discipline Specific Elective (DSE))	PA2EECO101	Theory of Agricultural Economics	05	30	70	100
		<b>Total Credit</b>	<b>20</b>			
<b>Semester -III</b>						
3 Core Courses	DSC7	Economics of Development and Planning	05	30	70	100
	DSC8	Public Economics	05	30	70	100
	DSC9	Quantitative Economics	05	30	70	100
(Discipline Specific Elective (DSE))	DSE3	Socio – Economic Survey Methods	05	30	70	100
Comprehensive Viva		Comprehensive Viva	02	15	35	50
		<b>Total Credit</b>	<b>22</b>			
<b>Semester -IV</b>						
3 Core Courses	DSC10	Economics of Development and Planning	05	30	70	100
	DSC11	Public Economics	05	30	70	100

	DSC12	Quantitative Economics	05	30	70	100
(Discipline Specific Elective (DSE))	DSE4	Environmental Protection in India	05	30	70	100
Comprehensive Viva		Comprehensive Viva	02	15	35	50
		<b>Total Credit</b>	<b>22</b>			
<b>Total Credit for the Course</b>			<b>84 (20+20+22+22)</b>			

**N. S. PATEL ARTS COLLEGE (AUTONOMOUS), ANAND**

**SYLLABUS EFFECTIVE FROM: 2021-22  
MASTER OF ARTS (ECONOMICS)**

**Semester –I**

<b>Paper Code: PA1CECO101</b>	<b>Total Credit: 5 (Core Courses)</b>
<b>Title of Paper: Micro Economics</b>	

**OUTCOME**

This paper teaches about the behavior of an individual touching every aspect of day-to-day transactions. The subject prompts the students to do mind boggling exercises while observing his own vis-à-vis others behavior at home as well at the market places. An interest in the subject and regularity in observing the consumer behavior leads the students to excel in marketing and consumer research.

<b>Unit</b>	<b>Description in Detail</b>	<b>Weightage (%)</b>
1.	<b>Scope of Economic Theory and Methodology of Economics:</b> Meaning, Nature and Scope, Subject matter of Economics; Micro and Macro Economics, Static and dynamic Analysis, Methodology of Economics – Deductive and Inductive Methods, Meaning and Kinds of Equilibrium – Stable, Unstable and Neutral Equilibrium; Marshall and Walras on stable and unstable equilibrium	25
2.	<b>Demand Analysis-I</b> Concept of Demand, Factors affecting demand, demand theorem; Utility Approach (Cardinal Approach) -Diminishing Marginal Utility and Equi-marginal utility, Indifference curve approach (Ordinal Approach)– characteristics, consumer’s equilibrium, Hicks and Slutsky Theorems, Inferior and Giffen Goods; Network externalities: Bandwagon Effect and Snob Effect	30
3.	<b>Demand Analysis-II</b> Revealed preference theory, Revision of Demand Theory by Hicks, Lancaster’s attribute theory of demand; Price Elasticity of demand –Percentage method, Total outlay method, Point method and Arc method, consumer’s surplus – Marshall and Hicks, Uncertainty- Concept of lotteries, Expected utility, Measures of risk aversion, the demand for insurance.	20
4.	<b>Theory of Production &amp; Distribution</b> Law of Variable proportions; Iso–quants & Iso-Cost Curve- characteristics, Diminishing marginal rate of technical substitution, Producer’s equilibrium, Least Cost Combination of Input, Laws of Returns – The law of diminishing returns, the law of constant return, the law of increasing returns- Distribution Theory- general view- J.B. Clark- Marshall-Hicks-Hobson; marginal productivity theory; Euler’s theorem-Wicksteed Solution; Theory of Rent; Recardian Theory- Modern Theory of Rent- Quasi Rent	25

## References

- (1) Ahuja H.L., Advanced economic theory-Microeconomic Analysis, S. Chand &co. Delhi.
- (2) Deweet K.K., Modern economic theory, S. Chand and Company, New Delhi.
- (3) Hirshleifr J. and Glazer A., Price theory and applications, Prentice Hall, New Delhi.
- (4) Koutsoyiannis A., Modern Microeconomics, Macmillan press, London.
- (5) Lipsey and Chrystal, Economics, Oxford University Press, New Delhi.
- (6) Prasad K.N., Lectures on micro-economic theory, Himalaya publishing house.
- (7) Sen Anindya., Microeconomics-Theory and applications, Oxford Uni. press, Delhi.
- (8) Seth M.L., Principles of Economics (Micro and Macroeconomics) Lakshmi Narain Agrawas, Agra.
- (9) Stigler., Theory of price, Prentice hall, New Delhi.
- (10) Stonier A and Hague D., A Textbook of Economic theory, Longman group, London.
- (11) Sundharam K.P.M. and Sundharam E.N., Economic Analysis, S. Chand and sons, Delhi.
- (12) Samuelson, Economics, Tata Mcgraw Hill, New Delhi

<b>Paper Code: PA1CECO102</b>	<b>Total Credit: 5 (Core Courses)</b>
<b>Title of Paper: Macro Economics</b>	

### OUTCOME

The paper entitled Macro Economic equips the students at the postgraduate level to understand economic facts and latest theoretical developments for empirical analysis.

<b>Unit</b>	<b>Description in Detail</b>	<b>Weightage (%)</b>
<b>1.</b>	<b>Macroeconomics and National Income</b> Macro Economics Concept- Nature & Scope – Micro and Macro similarity and difference- Concepts of National Income, GDP, NDP, GNP, NNP, GVA- Measurement of National Income- Difficulties in measurement of National Income- Circular Flow of Income in two-, three & four- sector economy; different forms of national income accounting- social accounting, input-output accounting, flow of funds accounting and balance of payments accounting. - Importance of National Income Accounting.	<b>25</b>
<b>2.</b>	<b>Money</b> Demand & Supply of Money: Nature and significance of Money: a veil, a form of wealth, liquid asset- Money and other assets- The significance of money as an asset- The concept of money supply and its measurement- Four measures of money supply-M1, M2, M3 & M4- Broad Money and Narrow Money. Determinants of money supply-high powered money & money multiplier. A behavioral model of money supply determination, demand determined money supply process.	<b>25</b>
<b>3.</b>	<b>Monetary theories:</b> Demand for Money: Classical approach to demand for money: Quantity theory approach, Fisher's equation, Cambridge quantity theory, Keynes's liquidity preference approach, transaction, precautionary and speculative demand for money. Post - Keynesian Theories of Demand for Money: Leijon Hufwood on Keynesian economics and economics of Keynes- Recent developments- - Patinkin's real balance effect - Pigou's wealth effect - Friedman's Restatement of Quantity theory, Modigliani's approach	<b>30</b>
<b>4.</b>	<b>Theory of Investment</b> Meaning and determinants of investment- Marginal efficiency of capital (MEC) and investment: Long and short run shifts in investment functions- Interest-elasticity of investment- impact of inflation- Influence of policy measures on investment- Multiplier and acceleration: empirical evidence- Capital-output ratio approach.	<b>20</b>



## References

1. Ackley, G (1978). *Macroeconomics: Theory and Policy*, MacMillan, New York
2. Dornbusch, R. and F. Stanley (1997). *Macroeconomics*, McGraw-Hill Inc, New York.
3. Frisch, H. (1983). *Theories of Inflation*, Cambridge University Press,
4. Ghosh, B.N., and Rama Ghosh (1993). *Modern Macroeconomics: Theory and Policy*, Himalaya Publishing.
5. Gupta, S.B: (1995). *Monetary Planning in India*, Oxford University Press, New Delhi.
6. Gupta, G.S. (2001). *Macroeconomics: Theory and Applications*, Tata McGraw-Hill publishing Company Ltd., New Delhi.
7. Gurley J. and E.S. Shaw (1960). *Money in a Theory and Finance*, Brookings Institution, Washington.
8. Hall, R.E. and J.B. Taylor (1986). *Macroeconomics*, McGraw-Hill Inc. New York.
9. Jha, R. (1991). *Contemporary Macroeconomic Theory and Policy*, Wiley Eastern Ltd. New Delhi.
10. Laidler, D.E.W. (1977). *Demand for Money, Theory and Evidence*, Dum-Don Valley, New York.
11. Leijonhufwud, A. (1968). *On Keynesian Economics and Economics of Keynes*, Oxford University Press, London.
12. Mankiw, N.G. and D. Romer (Eds.) (1991). *New Keynesian Economics*, 2 Vols. MIT Press, Cambridge, Massachuttes, USA.
13. Mueller, M.G. (1966). *Reading in Macroeconomics*, Holt Rinehart & Winston, N.Y.
14. Patinkin, D. (1965). *Money, Interest and Prices*, Harper & Row, New York.
15. Lucas, R. (1981). *Studies in Business Cycle Theory*, MIT Press, Cambridge, Massachuttes, USA.
16. Taylor, L. (1983). *Structuralist Macroeconomics*, Basic Books, New Longman.

<b>Paper Code: PA1CECO103</b>	<b>Total Credit: 5 (Core Courses)</b>
<b>Title of Paper: International Economics</b>	

### OUTCOME

The aim of this subject is to provide an understanding of the economics of international trade from a microeconomic perspective. The study of international economics will prepare the students to demonstrate knowledge and understanding of various players in the global markets and also the intricacies of international trade.

Unit	Description in Detail	Weightage (%)
1.	Concept of Inter - regional and International Trade – Differences and Similarities Adam Smith and the absolute advantage of theory – David Ricardo and the theory of comparative advantage – trade equilibrium under constant, increasing and decreasing cost conditions – Haberler’s theory of opportunity cost	30
2.	Heckscher Ohlin Trade model – Empirical testing of Hecksher Ohlin model and the Leontief Paradox- the Stolper-Samuelson Theorem – the Rybczynski Theorem	30
3.	Gains from international trade-factors affecting gains from trade – static and dynamic gains - Concept of Terms of trade- factors affecting terms of Trade	20
4.	Free trade versus protection – Tariff and non-tariff barriers – types and effects - Theory of Custom Union GATT to WTO – WTO- Structure, objectives, functions, Uruguay round	20

### References:

1. Bo Sodersten International Economics
2. C. P. Kindle Berger International Economics
3. R. A. Mundell International Economics
4. P. T. Ellsworth The International Economy
5. Caves & Johnson Readings in International Economics
6. S. D. Wells International Economics
7. Ray & Kundu International Economics
8. Klaus Friedrich International Economics
9. M. A. Van Meerhaeghe International Economics
10. W. M. Scammell International Monetary Policy Bretton Woods & After
11. R. M. Stern The Balance of Payments theory and Economic Policy
12. G. Haberler The Theory of International Trade
13. M. C. Kemp The Pure theory of International Trade
14. H. S. Ellis & L. M. Metzler Readings in the theory of International Trade
15. B. Ohlim Interregional and International Trade
16. J. Viner Readings in the Theory of International Trade
17. P. A. Samuelson International Trade and the Equalisation of factors prices. Economic Journal, June 1948.
18. J. Bhagwati The Pure theory of International Trade, Economic Journal Vol. 74 March, 1964.
19. J.E. Mead The theory of International Economic Policy - II.
20. R.D. Gupta International Liquidity
21. Dr. D. T. Lakdawala Aantarrashtriya Arthashastra (Gujarati)

<b>Paper Code: PAEECO101</b>	<b>Total Credit: 5</b> <b>(Discipline Specific Elective (DSE))</b>
<b>Title of Paper: Theory of Agricultural Economics</b>	

### OUTCOME

India is predominantly an agriculture economy. The outcome of this course is to provide a detailed treatment of theoretical and practical issues in agricultural economics. The Outcome is to familiarize students with policy issues that are relevant to agriculture and enable them to analyze the issues.

<b>Unit</b>	<b>Description in Detail</b>	<b>Weightage (%)</b>
1.	Definition, Nature and scope of agricultural economics – economic distinction between agriculture and industry – Role of agriculture in economic development – interdependence and complementarity between agriculture and industries – need for balanced development Resources management in agriculture – Land – characteristics, factors affecting productivity, factors affecting land leasing – Labour – characteristics, types, efficiency – features, need, problems	25
2.	Basic agricultural inputs – HYV seeds, fertilizers, irrigation, subsidy, Mechanization of Indian agriculture- arguments in favor and against- Need of agricultural finance; Problems of agricultural credit in India, Sources of agricultural finance; money lenders, co-operative credit societies in India – Agricultural credit institutions – NABARD, Regional rural banks, RBI	25
3.	Farm organization - Different systems of farming –criteria for choice and suitability Farm size – measurement, influencing factors, large scale and small scale farming -specialized and diversified farming – advantages and disadvantages - pattern of farm holding in India – inverse relationship between farm size and productivity	25
4.	Demand and supply Behaviour – Law of demand – factors affecting demand – Engel’s Law – Supply response in agriculture – Normal response – Production and marketed surplus are inversely related to prices –supply is insensitive to price changes, Farm efficiency measures – Farm planning – Farm Budgeting	25

### References:

1. C. E. Bishop & W.D. Tonssaint ‘Introduction to Agricultural Economic Analysis’
2. E. O. Heady: ‘The Economics of Agricultural Production and Resource use’
3. E. O. Heady & H. R Jensen: ‘Farm Management Economics.’
4. G. S. Shepherd: ‘Agricultural Price Analysis’.
5. M. L. Dantwala : Principles and Problems: Agricultural Price Distribution Technical Address, Annual Conference, December, 1965 – Society of Agricultural Research
6. R. K. Lekhi & Joginder Singh: ‘Agriculture Economics – An Indian Perspective’
7. S. Reddy, P. Raghu Ram, Sastry & Devi ‘Agriculture Economics’

# MASTER OF ARTS (ECONOMICS)

## Semester –II

<b>Paper Code: PA2CECO101</b>	<b>Total Credit: 5 (Core Courses)</b>
<b>Title of Paper: Micro Economics</b>	

### OUTCOME

The strength of microeconomics comes from the simplicity of its underlying structure and its close touch with the real world. The students learn how different players make choices when different forces like scarcity, surplus and regulations govern the market. The students gain in-depth knowledge about the interaction of various market forces. The Supply and demand refers to goods and services and the concept is the hallmark of the business. A thorough knowledge of this subject would help the students to contribute considerably in the planning and research activities in the industry and academic institutions.

<b>Unit</b>	<b>Description in Detail</b>	<b>Weightage (%)</b>
1	Cost and Revenue Analysis- Cost concepts; short-run and long run cost - Distinction and relations between different cost curves and their analysis; U and L shapes of average cost curves; Revenue analysis- Concepts of revenues, Relation between AR & MR Curves, equilibrium analysis – Total cost and total revenue approach, marginal cost and marginal revenue approach, Recent Development	25
2	Market Equilibrium- Perfect competition- Time element and price determination, equilibrium of the firm- Total Revenue and Total Cost Approach, Marginal Cost and Marginal Revenue Approach, Shut-down Point; Monopoly- Equilibrium of the Firm- Total Revenue and Total Cost Approach, Marginal Cost and Marginal Revenue Approach, Discriminating Monopoly, Form and Degrees of Price Discrimination, Social Desirability of Price Discrimination, Equilibrium under Price Discrimination, Dumping; Monopolistic competition – Equilibrium of a Firm- Marginal Cost and Marginal Revenue Approach, Chamberlin's Approach, Selling Cost and Advertising, Excess Capacity,	30
3	Oligopoly & Duopoly- Kinked Demand Curve, Collusive Oligopoly- Cartels, Price Leadership, Cournot's and Edgeworth's Models of Duopoly; Theory of Game- Two Person zero-sum Game and Two Person non zero-sum Game, Nash equilibrium, Prisoners' Dilemma, Baumol's model of sales revenue maximization	30
4	Welfare economics – Pareto Optimality Criterion of Social Welfare; Kaldor- Hicks compensation Criterion; Scitovsky Paradox, Bergson-Samuelsson social welfare, The theory of second best	20

## References

- (1) Ahuja H.L., Advanced economic theory – Microeconomic Analysis, S.Chand and company, New Delhi.
- (2) Chopra P.N., Micro economic theory and welfare economics, Kalyani Publishers, New Delhi.
- (3) Deweet K.K., Modern economic theory, S.Chand and Company, New Delhi.
- (4) Hirshleifr J. and Glazer A., Price theory and applications, Prentice Hall, New Delhi.
- (5) Jhingan M.L.; Advanced Economic Theory, Vrinda Publications, Delhi
- (6) Koutsoyiannis A., Modern Microeconomics, Macmillan press, London.
- (7) Mishra and Puri; Microeconomics Theory and Applications, Himalaya Publishing House.
- (8) Prasad K.N., Lectures on micro-economic theory, Himalaya publishing house.
- (9) Sen Anindya., Microeconomics-Theory and applications, Oxford University press, New Delhi.
- (10) Seth M.L., Principles of Economics (Micro and Macroeconomics) Lakshmi Narain Agrawas, Agra.
- (11) Stigler., Theory of price,Prentice hall, New Delhi.
- (12) Stonier A and Hague D., A Textbook of Economic theory, Longman group, London.
- (13) Sundharam K.P.M. and Sundharam E.N., Economic Analysis, S. Chand and sons, New Delhi.
- (14) Samuelson, Economics, Tata Mcgraw Hill, New Delhi

<b>Paper Code: PA2CECO102</b>	<b>Total Credit: 5 (Core Courses)</b>
<b>Title of Paper: Macro Economics</b>	

### OUTCOME

The paper entitled Macro Economic Analysis-II helps the students at the postgraduate level to understand systemic facts for empirical analysis. The students will be able to appreciate and understand the various economic policies declared by the government from time to time.

<b>Unit</b>	<b>Description in Detail</b>	<b>Weightage (%)</b>
1	<b>Consumption Function:</b> Concept: Properties of consumption function- Keynesian Psychological Law of Consumption and its validity- The functional relationship between income and consumption- Short and long run aspects- Post-Keynesian consumption function hypotheses: Duesenberry's demonstration effect Friedman's permanent income hypothesis, Modigliani's life cycle theory- multiplier: Meaning, working and importance- Leakages- Balanced budget multiplier-Multiplier in the under developed countries.	20
2	<b>Theory of Interest:</b> Interest rates and price expectations- Nominal and real interest rates- Inflationary expectations and Interest rates- Theories of Interest rates: Classical, Neo- Classical, Keynesian and modern IS-LM theory of rate of interest by Hicks and Hansen and its implications- Relative effectiveness of monetary and fiscal policies.	25
3	<b>Theory of Inflation:</b> Concept- Sources of inflationary pressure: Demand-pull, Cost-push factors, Sectoral demand shift- International aspect of inflation- Ratchet inflation- Inflation in less developed countries- Inflationary gap- Inflation and distribution of income-Stagflation- Control of inflation: Income policy, demand restriction, monetary policy, fiscal policy- Philips curve analysis: Relationship between unemployment and inflation- Samuleson and Solow: The natural rate of- Unemployment hypothesis, Tobin's modified Philips curve.	25
4	<b>Monetary Policy:</b> The theory of monetary policy: Meaning, instruments, indicators and targets of monetary policy- External versus internal stability- Neutral money policy- Monetary policy and full employment- Cheap money policy- International banking and monetary policy- Constant money supply approach- Long-term objectives of monetary policy- Limitations of monetary policy- Rules versus discretion (Friedman's views)- Money and business cycles- Role of monetary policy in liberalization and market economy- Monetary policy of the Reserve Bank of India (RBI). Monetary Equilibrium: Concept - Walras' theory of general equilibrium- Patinkin's reformulation of theory Classical dichotomy – Disguised between monetary and fiscal policies.	30

**References:**

1. Ackley, G (1978). *Macroeconomics: Theory and Policy*, MacMillan, New York
2. Dornbusch, R. and F. Stanley (1997). *Macroeconomics*, McGraw-Hill Inc, New York.
3. Frisch, H. (1983). *Theories of Inflation*, Cambridge University Press,
4. Ghosh, B.N., and Rama Ghosh (1993). *Modern Macroeconomics: Theory and Policy*, Himalaya Publishing.
5. Gupta, S.B: (1995). *Monetary Planning in India*, Oxford University Press, New Delhi.
6. Gupta, G.S. (2001). *Macroeconomics: Theory and Applications*, Tata McGraw-Hill publishing Company Ltd., New Delhi.
7. Gurley J. and E.S. Shaw (1960). *Money in a Theory and Finance*, Brookings Institution, Washington.
8. Hall, R.E. and J.B. Taylor (1986). *Macroeconomics*, McGraw-Hill Inc. New York.
9. Jha, R. (1991). *Contemporary Macroeconomic Theory and Policy*, Wiley Eastern Ltd. New Delhi.
10. Laidler, D.E.W. (1977). *Demand for Money, Theory and Evidence*, Dum-Don Valley, New York.
11. Leijonhufwud, A. (1968). *On Keynesian Economics and Economics of Keynes*, Oxford University Press, London.
12. Mankiw, N.G. and D. Romer (Eds.) (1991). *New Keynesian Economics*, 2 Vols. MIT Press, Cambridge, Massachusetts, USA.
13. Mueller, M.G. (1966). *Reading in Macroeconomics*, Holt Rinehart & Winston, N.Y.
14. Patinkin, D. (1965). *Money, Interest and Prices*, Harper & Row, New York.
15. Lucas, R. (1981). *Studies in Business Cycle Theory*, MIT Press, Cambridge, Massachusetts, USA.
16. Taylor, L. (1983). *Structuralist Macroeconomics*, Basic Books, New Longman.

<b>Paper Code: PA2CECO103</b>	<b>Total Credit: 5 (Core Courses)</b>
<b>Title of Paper: International Economics</b>	

### OUTCOME

Since the implementation of economic reforms the Indian economy has attracted various global players. This subject imparts knowledge about the working of foreign exchange market, balance of payment and international trade policies of the government of India. The benefits of this subject will be fully reaped by those students who get the opportunity to work in trading houses and financial institutions.

Unit	Description in Detail	Weightage (%)
1	Meaning, concepts and structures of Balance of Trade and Balance of Payments- Equilibrium and Disequilibrium in Balance of Payments – Adjustment Mechanisms	25
2	Foreign trade multiplier – With and without foreign repercussions Equilibrium Exchange Rate determination – Causes of changes in exchange rate – Theories of foreign exchange rate – Concepts of Equilibrium Exchange Rate- Fixed and Flexible Exchange Rate – Multiple Exchange Rate	25
3	International capital movements: Types, Factors influencing international capital movements-portfolio and direct investment- the transfer problem- the theory of direct investment	25
4	International Monetary Fund – Objectives, functions, structure of IMF - Special Drawing Rights (SDRs) UNCTAD – Functions, objectives and achievements – New International Economic Order (NIEO)	25

### References:

1. Bo Sodersten International Economics
2. C. P. Kindleberger International Economics
3. R. A. Mundell International Economics
4. P. T. Ellsworth The International Economy
5. Caves & Johnson Readings in International Economics
6. S. D. Wells International Economics
7. Ray & Kundu International Economics
8. Klaus Friedrich International Economics
9. M. A. Van Meerhaeghe International Economics
10. W. M. Scammell International Monetary Policy Bretton Woods & After
11. R. M. Stern The Balance of Payments theory and Economic Policy
12. G. Haberler The Theory of International Trade
13. M. C. Kemp The Pure theory of International Trade
14. H. S. Ellis & L. M. Metzler Readings in the theory of International Trade
15. B. Ohlin Interregional and International Trade
16. J. Viner Readings in the Theory of International Trade
17. P. A. Samuelson International Trade and the Equalisation of



- factors prices. Economic Journal, June 1948.
18. J. Bhagwati                      The Pure theory of International Trade, Economic Journal  
Vol. 74 March, 1964.
19. J.E. Meade                      The theory of International Economic Policy- II.
20. R.D. Gupta                      International Liquidity
21. Om Prakash (ed)                International Monetary Development

<b>Paper Code: PA2EECO101</b>	<b>Total Credit: 5</b> <b>(Discipline Specific Elective (DSE))</b>
<b>Title of Paper: Theory of Agricultural Economics</b>	

### OUTCOME

India is predominantly an agriculture economy. The outcome of this course is to provide a detailed treatment of theoretical and practical issues in agricultural economics. The objective is to familiarize students with policy 22 issues that are relevant to Indian agriculture and enable them to analyze the issues with using micro economics theory.

Unit	Description in Detail	Weightage (%)
1	Marketable surplus – measurement, factors affecting marketable surplus, measures to increase marketable surplus Agricultural marketing – prerequisites, problems of Indian agricultural marketing, measures taken to improve agricultural marketing	25
2	Agricultural price policy –objectives, main features of agricultural price policy in India- main instruments of price policy – Public Distribution System (PDS), buffer stock, Food Corporation of India (FCI), Minimum Support Price (MSP) – Effects, shortcomings of price policy in India	25
3	Instability of agriculture – meanings, types of instability – Price instability – problems, reasons for price instability – Income and price fluctuations – types and measures- Risk and uncertainty in agriculture – types and measures to deal with uncertainty	25
4	Production function –increasing and decreasing production function Factor - product relationship, factor-factor relationship, product-product relationship – isoquant and iso costs – rational and irrational stage – expansion path	25

### References:

1. C. E. Bishop & W.D. Tonssaint ‘Introduction to Agricultural Economic Analysis’
2. E. O. Heady: ‘The Economics of Agricultural Production and Resource use’
3. E. O. Heady & H. R Jensen: ‘Farm Management Economics.’
4. G. S. Shepherd: ‘Agricultural Price Analysis’.
5. M. L. Dantwala : Principles and Problems: Agricultural Price Distribution Technical Address, Annual Conference, December, 1965 – Society of Agricultural Research
6. R. K. Lekhi & Joginder Singh: ‘Agriculture Economics – An Indian Perspective’
7. S. Reddy, P. Raghu Ram, Sastry & Devi ‘Agriculture Economics’

**N. S. PATEL ARTS COLLEGE (AUTONOMOUS), ANAND**

**SYLLABUS EFFECTIVE FROM: 2022-23  
MASTER OF ARTS (ECONOMICS)**

**Semester –IV**

Course Code: <b>PA4CECO401</b>	Title of the Course: <b>Economics of Development and Planning</b>
Total Credits : <b>5</b>	Hours per Week: <b>5</b>

Course Objectives	<ul style="list-style-type: none"> <li>The objective of this course is to equip the learners with the selected theories of economic growth and development</li> </ul>
	<ul style="list-style-type: none"> <li>To develop the capabilities of students to appraise certain developmental aspects of the Indian economy and determine structural changes in Gujarat's economy</li> </ul>
	<ul style="list-style-type: none"> <li>To develop skills and knowledge among students to be able to undertake a performance appraisal of India on development-related goals</li> </ul>

<b>Unit</b>	<b>Description in Detail</b>	<b>Weightage (%)</b>
1.	Critical Minimum Effort thesis by Leibenstein, Nelson's Low-Level Equilibrium Trap, Ragnar Nurkse's views on the Doctrine of Balanced growth, Hirschman's theory of Unbalanced growth – Balanced v/s. Unbalanced growth, Choice of techniques in underdeveloped economies	25
2.	Rostow's stages of Economic growth, Myrdal's theory of circular causation, Mrs. Joan Robinson's Golden age model of economic growth, Harrod's model & Domar's Model, Comparison of Harrod-Domar model, Meade's Neo-classical model of economic Growth	25
3.	Developmental aspects of Indian economy & Gujarat economy – Macro economic variables of Indian economy, Critical appreciation of economic planning in India during 1951-2017, Structure of Indian economy, Indicators and measurement of poverty and inequality in India Gujarat economy – Macro economic variables and structure of Gujarat economy	25
4.	NITI Aayog – Concept of Co-operative Federalism, Structure, Functions, Activities Performance of India in Millennium Development Goals (MDGs), Performance of India in HDI, GDI, GII, Multidimensional Poverty Index, India's commitments in Sustainable Development Goals (SDGs)	25

Teaching Learning Methodology	The course will be taught through various mediums such as lectures, discussions, assignments, viva-voce, seminars presentations, quiz, browsing online-resources relevant to the content, participating in co-curricular, extra-curricular activities.
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<b>Evaluation Pattern</b>		
<b>Sr. No.</b>	<b>Details of the Evaluation</b>	<b>Weightage</b>
1.	Internal Written / Practical Examination (As per CBCS R.6.8.3)	15%
2.	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance, Participation in co-curricular and extracurricular activities (As per CBCS R.6.8.3)	15%
3.	External Examination	70%

<b>References:</b>	
1.	Jhingan, M.L. (1997). The Economics of Development and Planning, ISBN: 978-81-8281-385-4. Vrinda Publications Pvt. Ltd., Delhi.
2.	Thirlwall, A.P. (2005). Growth and Development- With Special Reference to Developing Economies. 8th Edition. Book. ISBN: 978-1-349-19837-5. New York: Palgrave McMillan.
3.	Kindle Berger, C.P. (1977). Economic Development. ISBN: 9780070345836 Mc Graw Hill, New York.
4.	Adelman I (1961), Theories of Economic Growth and Development. ISBN: 9780804700832. Stanford University Press, Stanford.
5.	Taneja, M. L., & Myer, R. M. (2017). Economics of Development and planning, ISBN: 978-81-934025-0-4. Vishal Publication Co. Delhi
6.	Todaro, M. P. and Stephen C. Smith (2015), Economic Development, 8th Edition. ISBN: 9780201770513 Delhi: Pearson Education.
7.	Higgins B. (1959), Economic Development, W. W. Norton, New York.

Course Code: <b>PA4CECO402</b>	Title of the Course: <b>Public Economics</b>
Total Credits : <b>5</b>	Hours per Week: <b>5</b>

Course Objectives	<ul style="list-style-type: none"> <li>To acquaint the students with the theories of public expenditure and trends of public expenditure in India</li> </ul>
	<ul style="list-style-type: none"> <li>To examine the theoretical rationale of public debt and examine trends of public debt in India</li> </ul>
	<ul style="list-style-type: none"> <li>Demonstration of the federal financial structure in India and its characteristics</li> </ul>
	<ul style="list-style-type: none"> <li>An overview of the major taxes of India and their reform from time to time</li> </ul>

Unit	Description in Detail	Weightage (%)
1.	Public Expenditure Wagner's law of increasing state activities, Peacock hypo thesis, Musgrave's views, pure theory of public expenditure, structure and growth of public expenditure. Indian experience, Reforms in expenditure management, criteria for public investment; social cost benefit analysis, types of benefits and costs & their measurement	25
2.	Public Debt Meaning, need and sources of public debt, Classical view, Burden of public debt, "debt trap", present and future generations;, debt through created money, price level & public debt, crowding out of private investment & activity; trends of public debt in India, India's debt burden, methods of debt management & repayment, different concepts of deficits & their importance, meaning and need for deficit financing, problems of deficit financing	25
3.	Fiscal Federalism System of Indian Federal Finance, Finance- Commission, Planning Commission and NITI Aayog: Resources transfers criteria, devolution of resources and grants between States and Center and problems of this system, Current Finance Commission	25
4.	Indian Public Finance Sources of revenue of Union, States & local bodies, Indian tax system-major taxes, taxation of agriculture, expenditure tax, service tax, STT, FBT, Dividend tax, VAT-ModVAT, CENVAT, MAT, GST, Reforms in direct and indirect taxes-Recommendations of various tax reforms committees from time to time, Other Fiscal Reform, Budget: Its preparation, significance, analysis, recent Union Government budget	25

Teaching Learning Methodology	The course will be taught through various mediums such as lectures, discussions, assignments, viva-voce, seminars presentations, quiz, browsing online-resources relevant to the content, participating in co-curricular, extra-curricular activities.
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<b>Evaluation Pattern</b>		
<b>Sr. No.</b>	<b>Details of the Evaluation</b>	<b>Weightage</b>
1.	Internal Written / Practical Examination (As per CBCS R.6.8.3)	15%
2.	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance, Participation in co-curricular and extracurricular activities (As per CBCS R.6.8.3)	15%
3.	External Examination	70%

<b>References:</b>	
1.	Bagchi; Amresh; Bajaj; J.C. and Byrd, W. A (1992), States Finance in India, Vikas Publishing House.
2.	Chelliah, Raja (1997) Tax Reforms Committee-Final Report, Govt. of India, Ministry of Finance.
3.	Goode, R.(1996) Government Finance in Developing Countries, Tata Mc Grave . Hill, New Delhi.
4.	Govt. of India, Ministry of Finance, An Economic and Functional Classification of Central Govt Budgets
5.	Govt. of India, Economic Surveys of different years.
6.	Govt. of India, Speeches of Union Finance Ministers, Ministry of Finance.
7.	Prasad, R.C (1987) Agricultural Taxation and Economic Development, Deep and Deep Publications.
8.	Sury, M.M. (2000) fiscal policy Developments in India: 1950-2000 Indian Tax Institute.
9.	R.V. Shastri, R.C. Joshi, K.J. Munshi, M.V. Joshi, (1993-94), Rashtriya Artha Vidhan, Popular Prakashan, Surat.
10.	Trivedi Ravishankar (anuvadak) (1978) Musgrave, Richard A, Jaher Arthvidhanna Siddhanto, University Granth Nirman Board.

Course Code: <b>PA4CECO403</b>	Title of the Course: <b>Quantitative Economics</b>
Total Credits : <b>5</b>	Hours per Week: <b>5</b>

Course Objectives	<ul style="list-style-type: none"> <li>To make students able to use differentiation in economic analysis.</li> <li>To explain the relationship between various types of variables.</li> </ul>
	<ul style="list-style-type: none"> <li>To aware the students about various indexation methods and construction of the various types of indices.</li> </ul>

Unit	Description in Detail	Weightage (%)
1.	Elements of Differential Calculus and their utility in Economic Analysis. Such as establishment of relationship between AR & MR; AC & MC; AR, MR & Elasticity; Optimisation conditions; Estimation of Elasticity & Marginal Value etc. Meaning of Differential Derivative, Rules of Differentiation, Second order Derivative, Partial Derivative, Total Derivative, Total Differential and their utility in Economic Theory.	25
2.	Simple Correlation: types of Correlation, Scatter Diagrams, Coefficient of Correlation – Product Moment Method and Rank Correlation Method, Probable Error and Explanation of Co-Efficient of Correlation, And Its Application in Economics.	25
3.	Regression and its Application in Economic Analysis. Relationship between Attributes.	25
4.	Index Numbers, Importance, Utilisation of Index Numbers in Economic Analysis, Problems in Construction of Index Numbers, Methods of Construction of various type Of Index Numbers.	25

Teaching Learning Methodology	The course will be taught through various mediums such as lectures, discussions, assignments, viva-voce, seminars presentations, quiz, browsing online-resources relevant to the content, participating in co-curricular, extra-curricular activities.
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<b>Evaluation Pattern</b>		
<b>Sr. No.</b>	<b>Details of the Evaluation</b>	<b>Weightage</b>
1.	Internal Written / Practical Examination (As per CBCS R.6.8.3)	15%
2.	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance, Participation in co-curricular and extracurricular activities (As per CBCS R.6.8.3)	15%
3.	External Examination	70%

<b>References:</b>	
1.	Ching A C; Fundamental Methods of Mathematical Economics, Mcgraw Hills, New York.
2.	Gupta S C; Fundamental of Applied Statistics. S. Chand & Sons, New Delhi.
3.	Grewal P S; Numerical Methods of Statistical Analysis, S P Pvt. Ltd., New Delhi.
4.	Bose D.; An Introduction to Mathematical Economics, H P H. Bombay, Delhi.
5.	Gupta C.B.; An Introduction to Statistical Methods, Delhi.
6.	Dave M.B & Dr. Pandya K, Quantitative Methods of Economics, Popular, Surat (Gujarati).
7.	Patel R.K. & Patel L.B.; Business Statistic, C. Jamanadas Co. Ahmedabad.
8.	Patel Balubhai; Dhandhakiya Ankadashastra, University Granthnirman Board, Ahmedabad.
9.	Zala M.L.; Arthshastrama Ganitshastra, Purbiti Prakashan, Vallabh Vidyanagar.
10.	Jaiswal M.C.; Arthvishayak Ankadashastra, University Granthnirman Board, Ahmedabad.



Course Code: <b>PA4EECO401</b>	Title of the Course: <b>Socio - Economic Survey Methods</b>
Total Credits : <b>5</b>	Hours per Week: <b>5</b>

Course Objectives	To acquaint the students with the concept of socio-economic survey
	To make the students aware about the coverage of survey technique
	To explain various data collection methods and techniques for tabulation of data from primary and secondary sources.

Unit	Description in Detail	Weightage (%)
1.	Meaning and scope of socio-economic survey - types of survey - objective and importance of socio - economic survey in India, Planning of socioeconomic survey - the main planning problems - pilot survey documentary sources, secondary and primary data.	25
2.	Coverage of survey - universe, idea and advantage of sampling - census and sample survey - accuracy, bias and precision - sampling distribution and standard error - confidence interval, - measure of efficiency of sampling design. Types of sampling design	25
3.	Questionnaire / Schedule - general principles of design - questionnaire - Schedule - difference between questionnaire and schedule - question content, factual question, opinion question, open and pre-coded question, question Wording- characteristics of idle questionnaire - schedule.	25
4.	Interviewing technique - meaning and types of interviewing - necessary condition for successful interview- formal and informal interviewing interviewer's task - selection and training, Processing of data – classification - tabulation - interpretation of table and relationship.	25

Teaching Learning Methodology	The course will be taught through various mediums such as lectures, discussions, assignments, viva-voce, seminars presentations, quiz, browsing online-resources relevant to the content, participating in co-curricular, extra-curricular activities.
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<b>Evaluation Pattern</b>		
<b>Sr. No.</b>	<b>Details of the Evaluation</b>	<b>Weightage</b>
1.	Internal Written / Practical Examination (As per CBCS R.6.8.3)	15%
2.	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance, Participation in co-curricular and extracurricular activities (As per CBCS R.6.8.3)	15%
3.	External Examination	70%

<b>References:</b>	
1.	Sir Claus Moser & G. Kalton; Survey Methods on Social Investigation.
2.	Goode W.J. & Hatt P.K. - Methods in Social Research.
3.	Gaitung J. - Theory and Methods of Social Research.
4.	Cochran W.G. - Sampling Techniques
5.	Glock C.Y., - Survey Research in Social Science

**इकाई - १**

- प्लेटो - अनुकरण सिद्धांत, दैवीय प्रेरणा सिद्धांत
- अरस्तु - विरेचन सिद्धांत- त्रासदी सिद्धांत
- लॉजाइनस- उदात्त-संबंधी विचार

**इकाई - २**

- वड्सवर्थ - काव्य सिद्धांत
- कॉलरिज - कविता और काव्यभाषा- कल्पना सिद्धांत
- मैथ्यू आर्नल्ड - कविता और जीवन जीवन और समाज

**इकाई -3**

- टी. एस. इलियट - परंपरा और वैयक्तिक प्रतिभा का संबंध- निर्वैयक्तिकता का सिद्धांत
- आई. ए. रिचर्ड्स - मूल्य- संप्रेषण तथा व्यवहारिक समीक्षा-सिद्धांत

**इकाई - ४**

- स्वच्छंदतावाद- मार्क्सवाद- मनोविक्षेपणवाद- शैली विज्ञान
- अस्तित्ववाद- आभिजात्यवाद- यथार्थवाद- संरचनावाद

**अंक विभाजन**

1 आलोचनात्मक प्रश्न 1 X 18 = 18

2 आलोचनात्मक प्रश्न 2 X 17 = 34

2 टिपण्णी 2 X 9 = 18

कुल अंक=70

**➤ संदर्भ ग्रंथ :**

१. पाश्चात्य काव्यशास्त्र - देवेन्द्र नाथ शर्मा
२. पाश्चात्य काव्यशास्त्र का इतिहास - तारक नाथ बाली
३. नई समीक्षा - नए संदर्भ - डॉ. नगेन्द्र
४. पाश्चात्य काव्य शास्त्र की परंपरा - सावित्री सिन्हा
५. पाश्चात्य काव्यशास्त्र - नई प्रवृत्तियाँ - राजनाथ
६. भारतीय एवं पाश्चात्य काव्य शास्त्र का संक्षिप्त इतिहास - सत्यदेव चौधरी एवं शांतिस्वरूप गुप्त

इकाई - १ निबंध

- बालकृष्ण भट्ट - नए तरह का जन्म
- रामचंद्र शुक्ल - करुणा
- हजारी प्रसाद द्विवेदी - नाखून क्यों बढ़ते हैं

इकाई -2 आत्मकथा एवं जीवनी

- ओमप्रकाश वाल्मीकि - जूठन
- विष्णु प्रभाकर - आवारा मसीहा

इकाई -3 रेखाचित्र एवं नाटक

- महादेवी वर्मा - पथ के साथी
- जयशंकर प्रसाद - स्कंदगुप्त

इकाई - ४ विविध गद्य विद्याओं का स्वरूप एवं विकास

- आत्मकथा- जीवनी- निबंध
- नाटक एवं रेखाचित्र

अंक विभाजन

2 असंदर्भ व्याख्या 2 X 9 = 18

2 आलोचनात्मक प्रश्न 2 X 17 = 34

2 टिपण्णी 2 X 9 = 18

कुल अंक=70

- संदर्भ ग्रंथ :
- १. हिन्दी के प्रतिनिधि निबंधकार - द्वारिका प्रसाद सक्सेना
- २. हिन्दी निबंध और निबंधकार - ठाकुर प्रसाद सिंह
- ३. एक विस्थापित की डायरी- परमाचंद श्रीवास्तव
- ४. आवारा मसीहा जीवनी के निकश पर - माया मलिक
- ५. गद्य विविधा - राकेश गुप्त
- ६. चिन्तामणि - भाग एक और दो - रामचन्द्र शुक्ल
- ७. दूसरी परंपरा की खोज- नामवर सिंह

इकाई-१ आलोचना का स्वरूप और हिन्दी आलोचना की विविध प्रवृत्तियाँ- प्रकार

- आलोचना का स्वरूप (आलोचना का अर्थ-परिभाषा - महत्त्व - विशेषताएँ - आलोचक के गुण)
- हिन्दी आलोचना - विविध प्रवृत्तियाँ - प्रकार (शास्त्रीय - व्यक्तिवादी - ऐतिहासिक - तुलनात्मक - प्रभाववादी - मनोविक्षेपणवादी - शैलीवैज्ञानिक - समाजशास्त्रीय - व्यावहारिक)

इकाई-२ हिन्दी आलोचना की विकास यात्रा

- शुक्लपूर्व (भारतेंदुयुगीन एवं द्विवेदीयुगीन आलोचना)
- शुक्लयुगीन आलोचना
- शुक्लोत्तर आलोचना

इकाई-३ प्रमुख आलोचक - 1 (आलोचना दृष्टि- आलोचनात्मक कृतित्व)

- आचार्य रामचंद्र शुक्ल
- पंडित हजारी प्रसाद द्विवेदी
- डॉ. नगेन्द्र
- डॉ. रामविलास शर्मा

इकाई- ४ प्रमुख आलोचक - 2 (आलोचना दृष्टि- आलोचनात्मक कृतित्व)

- नामवर सिंह
- गजानन माधव मुक्तिबोध
- विजयदेव नारायण साही
- डॉ. शिवकुमार मिश्र

अंक विभाजन

1 आलोचनात्मक प्रश्न 1 X 18 = 18

2 आलोचनात्मक प्रश्न 2 X 17 = 34

2 टिपण्णी 2 X 9 = 18

कुल अंक=70

संदर्भ ग्रंथ :

- १ हिन्दी आलोचना - विश्वनाथ त्रिपाठी
- २ हिन्दी आलोचना के नए वैचारिक सरोकार - कृष्णादत्त पालीवाल
- ३ हिन्दी आलोचना का विकास - नंदकिशोर नवल
- ४ आलोचक और आलोचना - बच्चन सिंह
- ५ आलोचना की प्रगतिशील आयाम - शिवकुमार मिश्र
- ६ आचार्य रामचंद्र शुक्ल और हिन्दी आलोचना - रामविलास शर्मा
- ७ हिन्दी समीक्षा - स्रोत एवं सूत्रधार - सत्यदेव मिश्र
- ८ आलोचना - प्रकृति और परिवेश - तारक नाथ बाली
- ९ दूसरी परंपरा की खोज - नामवर सिंह
१०. आलोचक और आलोचना - डॉ. बच्चन सिंह
११. आचार्य रामचंद्र शुक्ल और गजानन माधव मुक्तिबोध के काव्य - चिंतन का सापेक्षिक अनुशीलन - शशिलेखा मिश्र
१२. मार्क्सवादी समीक्षक डॉ. शिवकुमार मिश्र - डॉ. भरतसिंह झाला
१३. हिन्दी काव्य समीक्षा के प्रतिमान - डॉ. महेश तिवारी
१४. भारतीय तथा पाश्चात्य काव्यशास्त्र का संक्षिप्त विवेचन - डॉ. सत्यदेव चौधरी- डॉ. शांतिस्वरूप चौधरी
१५. समीक्षायण - डॉ. पारुकांत देसाई

इकाई - १ प्रयोजनमूलक हिन्दी अभिप्राय और क्षेत्र

- प्रयोजनमूलक हिन्दी - अवधारणा-स्वरूप- विशेषताएँ
- हिन्दी की भूमिकाएँ - राजभाषा- संपर्क भाषा- साहित्यिक भाषा- संचार भाषा- माध्यम भाषा
- पारिभाषिक शब्दावली - स्वरूप एवं महत्व- विशेषताएँ- पारिभाषिक शब्दावली-निर्माण-प्रक्रिया- वर्गीकरण

इकाई -2 जनसंचार में हिन्दी

- जनसंचार माध्यम - विविध आयाम
- जनसंचार माध्यम - विविध भाषिक रूप
- विज्ञापन और हिन्दी
- संपादन कला - स्वरूप- तत्त्व

इकाई -3

- राजभाषा अधिनियम अनुच्छेद - 343 से 351 तक
- कंप्यूटर- इंटरनेट और हिन्दी
- लिपि-वर्तनी का मानक रूप
- हिन्दी - मानकीकरण और आधुनिकीकरण की प्रक्रिया

इकाई -४ प्रशासनिक पत्राचार- विविध रूप

- प्रारूपण- कार्यालयी पत्राचार
- संक्षेपण- टिप्पण- पल्लवन

अंक विभाजन

1 आलोचनात्मक प्रश्न 1 X 18 = 18

2 आलोचनात्मक प्रश्न 2 X 17 = 34

2 टिपण्णी 2 X 9 = 18

कुल अंक=70

संदर्भ ग्रंथ :

१. प्रयोजनमूलक हिन्दी - दंगल झाल्टे
२. प्रयोजनमूलक हिन्दी - डॉ. विजय कुलश्रेष्ठ
३. प्रयोजनमूलक हिन्दी - विनोद गोदरे
४. कार्यालयी हिन्दी - भोलानाथ तिवारी
५. प्रयोजनमूलक हिन्दी - विविध परिदृश्य - डॉ. रामचंद्र त्रिपाठी तथा प्रमिला अवस्थी
६. प्रयोजनमूलक हिन्दी के विविध आयाम - डॉ. मायासिंह - जयभारती प्रकाशन - इलाहाबाद
७. हिन्दी भाषा का प्रयोजनमूलक स्वरूप - कैलाशचंद्र भाटिया
८. भूमंडलीकरण, सूचना प्रौद्योगिकी और हिन्दी - सं. पूरनचंद टंडन, सुनीलकुमार
९. प्रयोजनमूलक हिन्दी : सिद्धांत और प्रयुक्ति - जितेंद्र वत्स
१०. हिन्दी प्रयोजनमूलक हिन्दी और अनुवाद - पूरनचंद टंडन
११. हिन्दी भाषा प्रयोजनमूलकता एवं आयाम - हरमोहन लाल सूद, देवेन्द्र कुमार
१२. आजीविका साधन हिन्दी - पूरनचंद टंडन
१३. सूचना प्रौद्योगिकी हिन्दी और अनुवाद - सं.पूरनचंद टंडन

इकाई - १

- अस्मिता की अवधारणा और सिद्धांत
- अस्मिता निर्माण की प्रकृति
- अस्मिता और राष्ट्र
- भूमंडलीकरण और अस्मिता

इकाई - २

- जेंडर की अवधारणा
- स्त्रीवादी चिंतकों की अवधारणाएँ
- दलित आंदोलन और दलित साहित्य
- दलित साहित्य और भाषा

इकाई - ३

- आदिवासी अस्मिता
- आदिवासी साहित्य की अवधारणा
- ग्लोबल गाँव के देवता - रणेन्द्र

इकाई - ४

- दलित साहित्य और नारी साहित्य संदर्भित दो रचनाएँ
- तिरस्कृत - सूरजपाल चौहान
- शृंखला की कड़ियाँ- महादेवी वर्मा

अंक विभाजन

2 ससंदर्भ व्याख्या 2 X 9 = 18

2 आलोचनात्मक प्रश्न 2 X 17 = 34

2 टिपणी 2 X 9 = 18

कुल अंक=70

संदर्भ ग्रंथ :

१. स्त्री उपेक्षिता - सीमोन द बोउवार - डॉ. प्रभा खेतान
२. नारी अस्मिता हिन्दी उपन्यासों में - डॉ. सुदेश बत्रा
३. भारतीय नारी अस्मिता की पहचान - उमा शुक्ल
४. नारी अस्मिता - नारी चेतना की प्रगतिशील पत्रिका - डॉ. रचना निगम
५. स्त्री अस्मिता के प्रश्न - सुभाष सेतिया
६. हिन्दी कथा साहित्य में किन्नर समाज - डॉ. दिलीप मेहरा
७. किन्नर विमर्श : व्यथा, यातना और संघर्ष - डॉ. देव्यानी महिडा
८. दलित साहित्य विशेषांक - हंस पत्रिका
९. अम्बेडकर समग्र भारत सरकारका प्रकाशन
१०. ग्लोबल गाँव के देवता - रणेन्द्र
११. तिरस्कृत - सूरजपाल चौहान
१२. शृंखला की कड़ियाँ - महादेवी वर्मा
१३. हिन्दी में आदिवासी साहित्य - इसपाक अली

१४. भारतीय आदिवासी - लक्ष्मण प्रसाद सिन्हा
१५. आदिवासी कथा - महाश्वेता देवी
१६. आदिवासी स्वर और नई शताब्दी - रमणिका गुप्ता
१७. आदिवासी साहित्य यात्रा - रमणिका गुप्ता
१८. भारतीय आदिवासी उनकी संस्कृति और सामाजिक पृष्ठभूमि - ललित प्रसाद विद्यार्थी
१९. आदिवासी भाषा और साहित्य - सं. रमणिका गुप्ता
२०. आदिवासी संघर्ष गाथा - विनोद कुमार



इकाई - १ अज्ञेय :

- असाध्य वीणा
- नदी के द्वीप

इकाई-२ शमशेर प्रतिनिधि कविताएँ (सं. नामवर सिंह)

- हार हार समझा में
- चुका भी हूँ मैं नहीं
- जीवन की कमान
- सिंह और नाखून
- राग

इकाई-३ रघुवीर सहाय : आत्महत्या के विरुद्ध

- नेता क्षमा करें
- अपने आप और बेकार
- लोकतंत्रीय मृत्यु
- नई हँसी
- आत्महत्या के विरुद्ध

इकाई-४ नागार्जुन :

- प्रतिबद्ध हूँ
- बादल को घिरते देखा है
- प्रेत का बयान
- खुरदरे पैर
- तेरी खोपड़ी के अंदर

अंक विभाजन

2 ससंदर्भ व्याख्या 2 X 9 = 18

2 आलोचनात्मक प्रश्न 2 X 17 = 34

2 टिपण्णी 2 X 9 = 18

कुल अंक=70

➤ संदर्भ ग्रंथ :

१. कविता के प्रतिमान - डॉ. नामवर सिंह, राजकमल प्रकाशन, नई दिल्ली
२. अज्ञेय : एक अध्ययन - डॉ. भोलाभाई पटेल, गुजरात वि.वि. प्रकाशन, अहमदाबाद
३. कविता के नए प्रतिमान - नामवर सिंह
४. कवियों का कवि - शमशेर रंजना अरगड़े
५. अज्ञेय साहित्य : प्रयोग और मूल्यांकन - केदार शर्मा
६. आधुनिक हिन्दी कविता - विश्वनाथ प्रसाद तिवारी
७. नागार्जुन का रचना संसार - डॉ.विजय बहादुर सिंह
८. नागार्जुन का काव्य - डॉ. अजय तिवारी
९. नागार्जुन का काव्य - डॉ. जगन्नाथ तिवारी

**इकाई-१ भाषा और भाषा विज्ञान**

- भाषा और भाषा विज्ञान की परिभाषा
- भाषा - व्यवस्था (लांग) और भाषा - व्यवहार (परोल)
- भाषा और संप्रेषण
- मानवेतर संप्रेषण और मानव- संप्रेषण
- भाषा विज्ञान की अध्ययन पद्धतियां

**इकाई-२ स्वनविज्ञान और रूपविज्ञान**

- स्वन की अवधारणा, स्वनों का वर्गीकरण
- स्वन - परिवर्तन के कारण, स्वनिम के भेद : खंडीय एवं खंडेतर
- रूप, रूपिम : अवधारणा
- शब्द और पद, अर्थतत्त्व एवं संबंधतत्त्व, संबंधतत्त्व के प्रकार

**इकाई-३ वाक्य विज्ञान**

- वाक्य रचना के आधार
- वाक्य के प्रकार
- वाक्य के निकटतम अवयव
- वाक्य के अंग
- वाक्य रचना में परिवर्तन के कारण

**इकाई-४ अर्थ विज्ञान**

- अर्थ की अवधारणा
- शब्द और अर्थ का संबंध
- अर्थ परिवर्तन की दिशाएँ
- अर्थ परिवर्तन के कारण

**अंक विभाजन**

1 आलोचनात्मक प्रश्न 1 X 18 = 18

2 आलोचनात्मक प्रश्न 2 X 17 = 34

2 टिपण्णी 2 X 9 = 18

कुल अंक=70

➤ **संदर्भ ग्रंथ :**

१. भाषा विज्ञान : डॉ. भोलानाथ तिवारी, किताब महल, इलाहाबाद
२. भाषा विज्ञान की भूमिका : डॉ. देवेंद्रनाथ शर्मा, रामकृष्ण प्रकाशन दिल्ली
३. भाषा विज्ञान की रूपरेखा : डॉ. हरीश शर्मा, अमित प्रकाशन, गाजियाबाद (उत्तर प्रदेश)
४. सामान्य भाषा विज्ञान : बाबूराम सक्सेना
५. आधुनिक भाषाविज्ञान : राजमणि शर्मा
६. भाषाशास्त्र की रूपरेखा : उदयनारायण तिवारी
७. भाषा और समाज : रामविलास शर्मा
८. हिन्दी भाषा और भाषा विज्ञान : डॉ. अशोक शाह, अमर प्रकाशन, सदर बाजार, मथुरा
९. भाषा चिंतन की भारतीय परंपरा, त्रिभुवननाथ शुक्ल, जयभारती प्रकाशन, इलाहाबाद
१०. भाषा : ब्लूमफील्ड (अनुवाद : विश्वनाथ प्रसाद)

**इकाई -१**

- आधुनिक काल की पृष्ठभूमि : सामाजिक, आर्थिक और सांस्कृतिक
- भारतेंदु युग : रचनाएँ और साहित्यिक प्रवृत्तियाँ (विशेषताएँ)
- प्रमुख साहित्यकार : भारतेंदु हरिश्चंद्र, बंदी नारायण चौधरी 'प्रेमघन'  
प्रताप नारायण मिश्र, ठाकुर जगमोहन सिंह

**इकाई -२**

- द्विवेदी युग : रचनाएँ और साहित्यिक प्रवृत्तियाँ (विशेषताएँ)
- प्रमुख साहित्यकार : श्रीधर पाठक, महावीर प्रसाद द्विवेदी  
आयोध्यासिंह उपाध्याय 'हरिऔध', मैथिलीशरण गुप्त
- छायावाद : रचनाएँ और साहित्यिक प्रवृत्तियाँ (विशेषताएँ)
- प्रमुख साहित्यकार : जयशंकर प्रसाद, सूर्यकांत त्रिपाठी 'निराला'  
सुमित्रानंदन पंत, महादेवी वर्मा

**इकाई -३**

- छायावादोत्तर युग : रचनाएँ और साहित्यिक प्रवृत्तियाँ (विशेषताएँ)
- प्रगतिवाद के प्रमुख साहित्यकार : नागार्जुन, केदारनाथ अग्रवाल
- प्रयोगवाद के प्रमुख साहित्यकार : अज्ञेय
- नयी कविता के प्रमुख साहित्यकार : भवानीप्रसाद मिश्र, नेमिचन्द्र जैन
- समकालीन कविता के प्रमुख साहित्यकार : कुँवर नारायण, अशोक वाजपेयी

**इकाई -४**

- नाटक, निबंध : उद्भव और विकास
- उपन्यास, कहानी : उद्भव और विकास

**अंक विभाजन**

1 आलोचनात्मक प्रश्न 1 X 18 = 18

2 आलोचनात्मक प्रश्न 2 X 17 = 34

2 टिपण्णी 2 X 9 = 18

कुल अंक=70

**➤ संदर्भ ग्रंथ :**

१. हिन्दी साहित्य का इतिहास, आचार्य रामचंद्र शुक्ल
२. हिन्दी साहित्य का इतिहास, संपादक नगेंद्र
३. आधुनिक हिन्दी साहित्य का इतिहास, बच्चन सिंह
४. आधुनिक साहित्य की प्रवृत्तियाँ, नामवर सिंह
५. हिन्दी का गद्य साहित्य, रामचंद्र तिवारी
६. आधुनिक गद्य, डॉ. रामस्वरूप चतुर्वेदी

**इकाई-१**

- जनसंचार प्रौद्योगिकी - चुनौतियाँ स्वरूप
- रेडियो नाटक, रेडियो की मौखिक प्रवृत्ति
- सामान्य लेखन एवं वाचन

**इकाई-२**

- टेलीविजन-भाषा प्रवृत्ति/ पटकथा लेखन/ टैलीड्रामा
- साहित्य का विधाओं का दृश्य माध्यमों में रूपांतर/ विज्ञापन की भाषा

**इकाई-३**

- अनुवाद के सिद्धांत/ अनुवाद : अर्थ, स्वरूप, प्रकार
- अनुवाद की प्रविधि एवं प्रक्रिया/ अनुवाद : पुनरीक्षण एवं मूल्यांकन

**इकाई-४**

- कार्यालयी हिन्दी और अनुवाद/ सारानुवाद/ विज्ञापन में अनुवाद
- मीडिया और अनुवाद/ अनुवाद और भाषा का संबंध

**अंक विभाजन**

1 आलोचनात्मक प्रश्न 1 X 18 = 18

2 आलोचनात्मक प्रश्न 2 X 17 = 34

2 टिपण्णी 2 X 9 = 18

कुल अंक=70

- **संदर्भ ग्रंथ :**
- १. जनसंचार सिद्धांत और अनुप्रयोग : विष्णु राजगढ़िया
- २. सूचना प्रौद्योगिकी और समाचार - पत्र : रवीन्द्र शुक्ला
- ३. सूचना का अधिकार : विष्णु राजगढ़िया, अरविंद केजरीवाला
- ४. न्यू मीडिया इंटरनेट की भाषायी चुनौतियाँ और सम्भावनाएँ : आर. अनुराधा
- ५. भारत में जनसंचार और प्रसारण मीडिया : मधुकर लेले
- ६. मीडिया की बदलती भाषा : अजय कुमार सिंह
- ७. टी.वी. एंकरिंग : चैनलों के चेहरे : श्याम कश्यप, मुकेश कुमार
- ८. टेलीविजन की कहानी : श्याम कश्यप, मुकेश कुमार
- ९. अनुवाद साधना : पूरनचंद टंडन
- १०. सृजनात्मक साहित्य और अनुवाद : सं. सुरेश सिंहल, पूरनचंद टंडन
- ११. अनुवाद विज्ञान : सिद्धांत और अनुप्रयोग : नगेन्द्र
- १२. अनुवाद शतक (एक) : सं. पूरनचंद टंडन
- १३. अनुवाद शतक (दो) : सं. पूरनचंद टंडन
- १४. अनुवाद के विविध आयाम : पूरनचंद टंडन, हरीश सेठी
- १५. अनुवाद प्रक्रिया और स्वरूप : कैलाशचंद भाटिया

**इकाई - १**

- सृजनात्मक लेखन से अभिप्राय : स्वरूप एवं आयाम
- गीत लेखन, मुक्तक लेखन, लंबी कविता-लेखन, प्रबंध लेखन, छंदबद्ध लेखन एवं मुक्त छंद लेखन
- लेखन की विषय वस्तु का निर्धारण एवं चयन
- लघुकथा, कहानी, एकांकी, नाटक, उपन्यास आदि के लेखन की प्रविधि एवं प्रक्रिया

**इकाई - २**

- मीडिया एवं फीचर लेखन में सृजनात्मक अपेक्षा तथा आयाम
- प्रिंट एवं दृश्य-श्रव्य माध्यमों के लिए लेखन के क्षेत्र एवं विस्तार
- फीचर लेखन से अभिप्राय : स्वरूप महत्त्व और क्षेत्र, विशेषताएँ
- रेडियो, टी.वी. और कंप्यूटर आदि के लिए सृजनात्मक लेखन के क्षेत्र प्रविधि और प्रक्रिया

**इकाई - ३**

- रेडियो-टी.वी लेखन और सृजनात्मकता
- रेडियो-टी.वी. बच्चों के लिए सृजनात्मक लेखन
- रेडियो-टी.वी. प्रसारण एनिमेशन और सृजनात्मकता
- हास्य-व्यंग्य एवं मनोरंजन, कृषको, ग्रामीणों के लिए लेखन और सृजनात्मकता

**इकाई - ४**

- गद्य की विभिन्न विधाओं का लेखन और सृजनशीलता
- कहानी, संस्मरण, रेखाचित्र लेखन और सृजनात्मकता
- साक्षात्कार प्रविधि और सृजनात्मक बोध
- रिपोर्टाज लेखन, डायरी लेखन, जीवनी लेखन आदि में सृजनात्मकता

**अंक विभाजन**

1 आलोचनात्मक प्रश्न 1 X 18 = 18

2 आलोचनात्मक प्रश्न 2 X 17 = 34

2 टिपण्णी 2 X 9 = 18

कुल अंक=70

➤ **संदर्भ ग्रंथ :**

१. मीडिया लेखन कला : सूर्य प्रसाद दीक्षित, पवन अग्रवाल
२. हिन्दी पत्रकारिता के विविध आयाम : वेदप्रताप वैदिक
३. फीचर लेखन : पूरनचंद टंडन, सुनील तिवारी
४. सूचना प्रौद्योगिकी, हिन्दी और अनुवाद : सं. नीता गुप्ता, पूरनचंद टंडन
५. सृजनात्मक साहित्य और अनुवाद : सं. सुरेश सिंहल, पूरनचंद टंडन

**इकाई-१ मतिराम ग्रंथावली : (सं. कृष्णबिहारी मिश्र, ब्रजकिशोर मिश्र)**

- ललितललाम (छंद संख्या १ से ३०)
- मतिराम का काव्य परिचय मतिराम की काव्यगत विशेषताएं
- मतिराम की काव्य भाषा

**इकाई-२ बिहारी रत्नाकर : सं. जगन्नाथदास रत्नाकर)**

- मुक्तक काव्य परंपरा और बिहारी
- बिहारी की काव्यगत विशेषताएं
- बिहारी का श्रृंगार निरूपण
- बिहारी की काव्य भाषा
- (चुने हुए ३० दोहे) व्याख्या : छंद संख्या :

**इकाई-३ देव : दीपशिखा - (सं. विद्यानिवास मिश्र)**

- देव का काव्य परिचय
- देव की काव्यगत विशेषताएं
- देव का प्रेम निरूपण
- देव की काव्यभाषा
- (चुने हुए २५ छंद) व्याख्या : छंद संख्या :

**इकाई-४ घनानंद: घनानंद कवित्त- (सं. विश्वनाथ प्रसाद मिश्र)**

- घनानंद के काव्य परिचय
- घनानंद श्रृंगार वर्णन
- घनानंद का वियोग वर्णन
- घनानंद की काव्यभाषा
- (चुने हुए २५ सवैये और कवित्त) छंद संख्या :

**अंक विभाजन**

**2 व्याख्या 2 X 7 = 14**

**2 आलोचनात्मक प्रश्न 2 X 15 =30**

**2 लघूत्तरी प्रश्न 2 X 8 = 16**

**10 वस्तुनिष्ठ प्रश्न 10 X 1 =10**

**कुल अंक=70**

**सहायक ग्रंथ :**

१. मतिराम : कवि और आचार्य महेंद्र कुमार।
२. बिहारी की वाग्विभूति : विश्वनाथ प्रसाद मिश्र।
३. बिहारी : विश्वनाथ प्रसाद मिश्र संजय प्रकाशन, वाराणसी।
४. देव और उनकी कविता, भाग- १, २, डॉ. नगेंद्र।
५. रीतिकालीन कवियों की प्रेमव्यंजना - डॉ. बच्चन सिंह
६. घनानंद काव्य और आलोचना : डॉ. किशोरीलाल, साहित्य भवन, प्राइवेट लिमिटेड, इलाहाबाद।
७. घनानंद के काव्य में अप्रस्तुत योजना : मनोहर लाल

**इकाई-१**

- काव्य का स्वरूप, काव्य-लक्षण, काव्य के तत्व, काव्य सृजन की प्रक्रिया
- काव्य हेतु, काव्य प्रयोजन, काव्य की आत्मा संबंधी विविधमत
- काव्य गुण, काव्य दोष

**इकाई-२**

- रस का अर्थ और स्वरूप, रस के अंग, रस निष्पत्ति, साधारणीकरण
- अलंकार का अर्थ और परिभाषा, अलंकार के भेद, अलंकार का वर्गीकरण
- रीति सिद्धांत और उसकी स्थापनाएं, रीति के भेद-उपभेद

**इकाई-३**

- वक्रोक्ति का अर्थ एवं परिभाषा, वक्रोक्ति के भेद-उपभेद
- ध्वनि का अर्थ एवं परिभाषा, ध्वनि के प्रमुख भेद
- गुणीभूत व्यंग्य, चित्रकाव्य
- औचित्य सिद्धांत और उसकी स्थापनाएं

**इकाई-४ हिंदी कवि आचार्यों का काव्य शास्त्रीय चिंतन**

- लक्षण काव्य परंपरा का विकास
- लक्षण काव्य के भेद-सर्वांग निरूपक, विशिष्टांग निरूपक
- हिंदी के प्रमुख कवि आचार्य

**अंक विभाजन**

**2 आलोचनात्मक प्रश्न 2 X 20=40**

**2 लघूत्तरी प्रश्न 2 X 10= 20**

**10 वस्तुनिष्ठ प्रश्न 10 X 1 =10**

**कुल अंक=70**

**• सहायक ग्रंथ :**

१. भारतीय काव्यशास्त्र, डॉ. सत्यदेव चौधरी
२. रस मीमांसा, आचार्य रामचंद्र शुक्ल
३. साहित्यशास्त्र - १, २ - डॉ. बलदेव उपाध्याय
४. संस्कृत आलोचना, डॉ. बलदेव उपाध्याय
५. हिन्दी काव्यशास्त्र का इतिहास, डॉ. भागीरथ मिश्र
६. हिन्दी आलोचना की बीसवीं शताब्दी, डॉ. निर्मला जैन
७. काव्यशास्त्र के विविध सोपान, डॉ. बद्रीनाथ तिवारी
८. भारतीय काव्यशास्त्र, सत्यदेव चौधरी
९. रीतिकाव्य की भूमिका, नगेंद्र
१०. भारतीय काव्यशास्त्र सुबोध विवेचन, सत्यदेव चौधरी

**M.A. Semester-2<sup>st</sup> (CORE)**

आधुनिक हिन्दी काव्य भाग-1

पाठ्यक्रम कोड

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**इकाई-१ मैथिलीशरण गुप्त : साकेत (नवम् सर्ग)**

- साकेत महाकाव्य की काव्यगत विशेषताएं
- साकेत महाकाव्य की पात्रसृष्टि
- साकेत काव्य की काव्यभाषा
- उर्मिला का विरह वर्णन

**इकाई-२ कामायनी (सं.जयशंकर प्रसाद)**

- कामायानी का काव्य सौंदर्य
- कामायानी का काव्यरूप
- कामायानी के प्रमुख पात्र
- चिता, श्रद्धा और इडा सर्ग की व्याख्या एवं विशेषता

**इकाई-३ सूर्यकांत त्रिपाठी निराला राग-विराग : (सं. रामविलास शर्मा) राम की शक्ति पूजा**

- निराला का काव्यसंसार
- निराला की काव्यगत विशेषताएं
- राम की शक्ति पूजा कविता की समीक्षा
- राम की शक्ति पूजा की व्याख्या

**इकाई-४ मुक्तिबोध : (अंधेरे में) व्याख्या**

- मुक्तिबोध का साहित्यिक परिचय
- 'अंधेरे में' काव्य की काव्ययात्रा
- 'अंधेरे में' काव्य की समीक्षा

**अंक विभाजन**

**2 व्याख्या 2 X 7 = 14**

**2 आलोचनात्मक प्रश्न 2 X 15 =30**

**2 लघूत्तरी प्रश्न 2 X 8 = 16**

**10 वस्तुनिष्ठ प्रश्न 10 X 1 =10**

**कुल अंक=70**

**सहायक ग्रंथ :**

१. साकेत : एक अध्ययन, नगेन्द्र
२. मैथिलीशरण गुप्त : प्रासंगिकता के अंतः सूत्र- कृष्ण दत्त पालीवाल
३. छायावाद - नामवर सिंह
४. कामायनी : एक पुनर्विचार - मुक्तिबोध
५. कामायनी के अध्ययन की समस्याएं - नगेन्द्र
६. निराला की साहित्य साधना, भाग-२ - रामविलास शर्मा
७. कवि निराला - नंददुलारे वाजपेयी



**M.A. Semester-2<sup>st</sup> (CORE)**

**हिन्दी नाटक  
पाठ्यक्रम कोड**

**इकाई-१ अंधेर नगरी (भारतेन्दु)**

- अंधेर नगरी - व्याख्याएं
- अंधेर नगरी नाटक की पात्रसृष्टि
- अंधेर नगरी नाटक का उद्देश्य

**इकाई-२ चंद्रगुप्त (जयशंकर प्रसाद)**

- चंद्रगुप्त व्याख्याएं
- चंद्रगुप्त नाटक का नामकरण
- चंद्रगुप्त, चाणक्य का चरित्र
- चंद्रगुप्त की रंगमंचीयता

**इकाई-३ अंधायुग (धर्मवीर भारती)**

- अंधायुग व्याख्याएं
- अंधायुग नाटक का नामकरण
- अंधायुग नाटक की पात्रसृष्टि
- अंधायुग का उद्देश्य

**इकाई-४ आधे-अधूरे (मोहन राकेश)**

- आधे-अधूरे व्याख्याएं
- आधे अधूरे नाटक का नामकरण
- आधे अधूरे नाटक के पात्रसृष्टि
- आधे अधूरे नाटक का उद्देश्य

**अंक विभाजन**

**2 व्याख्या 2 X 7 = 14**

**2 आलोचनात्मक प्रश्न 2 X 15 =30**

**2 लघूत्तरी प्रश्न 2 X 8 = 16**

**10 वस्तुनिष्ठ प्रश्न 10 X 1 =10**

**कुल अंक=70**

**सहायक ग्रंथ :**

१. हिंदी नाटक : उद्भव और विकास : दशरथ ओझा
२. आधुनिक हिंदी नाटक और रंगमंच : नेमीचंद जैन
३. हिन्दी नाटक : समाजशास्त्रीय अध्ययन : सीताराम झा 'श्याम'
४. भारतेन्दु हरिश्चंद्र : रामविलास शर्मा
५. नाटककार भारतेन्दु की रंग परिकल्पना : सत्येंद्र तनेजा
६. जयशंकर प्रसाद की प्रासंगिकता : प्रभाकर श्रोत्रिय
७. प्रसाद के नाटक : देश और काल की बहुआयामिता : रमेश गौतम
८. प्रसाद के नाटक : जयदेव तनेजा
९. प्रसाद के नाटक -सर्जनात्मक धरातल और भाषिक चेतना - गोविंद चातक
१०. प्रसाद के नाटक और रंगमंच - सुभाषपाल मल्होत्रा - राजपाल एण्ड सन्स, दिल्ली

M.A. Semester-2<sup>st</sup> (CORE)

हिन्दी का लोक साहित्य

पाठ्यक्रम कोड

इकाई-१

- लोक साहित्य अर्थ, परिभाषा और स्वरूप, विशेषताएं/वैशिष्ट्य
- लोक साहित्य का इतिहास, क्षेत्र
- लोक साहित्य विषयक अध्ययन कार्य : संक्षिप्त परिचय
- हिन्दी लोक साहित्य के पाश्चात्य अध्येता, भारतीय अध्येता

इकाई-२

- लोकवार्ता : अर्थ, परिभाषा, स्वरूप, उत्पत्ति
- लोक संस्कृति : अवधारणा, तत्व, वैशिष्ट्य
- लोक संस्कृति एवं शिष्ट संस्कृति में अंतर
- लोककथा : अर्थ, परिभाषा, स्वरूप एवं उत्पत्ति-सिद्धांत
- व्रतकथा, परिकथा, नागकथा, लोक अंधविश्वास एवं रूढ़ियां

इकाई-३

- लोकगाथा : अर्थ, परिभाषा, स्वरूप, प्रकार
- ढोलामारु, गोपीचंद, भरथरी, लोरिकायन
- लोकगीत : अर्थ, परिभाषा, स्वरूप, प्रकार
- संस्कार संबंधी गीत, व्रत संबंधी गीत, श्रम संबंधी गीत, त्यौहार संबंधी गीत, ऋतु संबंधी गीत

इकाई-४

- लोकनाट्य : उद्भव एवं विकास
- लोकनाट्य : अर्थ, परिभाषा, विशेषताएं
- लोकनाट्य : प्रकार - माच, नौटंकी, भवाई, तमाशा, रामलीला, स्वांग, विदेसिया
- लोक भाषा : अर्थ, परिभाषा, स्वरूप, देशज शब्द, मुहावरे, लोकोक्तियां, पहेलियां

अंक विभाजन

2 आलोचनात्मक प्रश्न 2 X 20=40

2 लघूत्तरी प्रश्न 2 X 10= 20

10 वस्तुनिष्ठ प्रश्न 10 X 1 =10

कुल अंक=70

सहायक ग्रंथ :

१. लोक साहित्य सिद्धांत और प्रयोग : डॉ. श्रीराम शर्मा, विनोद पुस्तक मंदिर, आगरा
२. लोक साहित्य और संस्कृति : दिनेश्वर प्रसाद, जयभारती प्रकाशन इलाहाबाद
३. भारत में लोक साहित्य : डॉ. कृष्णदेव उपाध्याय, साहित्य भवन प्रा. लि. इलाहाबाद
४. लोक साहित्य की सांस्कृतिक परंपरा : मनोहर शर्मा

**Objectives :**

पाठ्यक्रम के इस भाग का अधिगम परिणाम निम्नवत होगा

- विद्यार्थी 11 वीं शताब्दी से लेकर मध्यकाल के पूर्वार्ध तक के सामाजिक, सांस्कृतिक, राजनीतिक संदर्भों का ज्ञान प्राप्त कर सकेंगे। सकेंगे।
- हिंदी साहित्य के प्रारंभिक और विकासात्मक स्वरूप से परिचित हो।
- हिंदी साहित्य के साहित्यकारों और उनकी रचनाओं के बारे में जान सकेंगे।
- विद्यार्थियों को भारतवर्ष की 17वीं से 19वीं शताब्दी के मध्य के सामाजिक सांस्कृतिक राजनीतिक और आर्थिक परिदृश्य आदि का ज्ञान प्राप्त होगा।

इस काल के साहित्यकार और उनकी रचनाओं से वे परिचित हो सकेंगे।

**इकाई – १ इतिहास-दर्शन**

- साहित्येतिहास दर्शन के समकालीन सिद्धांत
- इतिहास लेखन की परंपरा
- काल विभाजन और नामकरण, पुनर्लेखन की समस्या

**इकाई – २ आदिकाल**

- नामकरण की समस्या, पृष्ठभूमि : विभिन्न परिस्थितियाँ
- रासोकाव्य – परंपरा, प्रमुख प्रवृत्तियाँ
- प्रमुख कवि- चंदबरदाई, अमीरखुसरो, विद्यापति

**इकाई – ३ भक्तिकाल**

- भक्ति आंदोलन का विकास
- रामभक्ति शाखा : काव्य की प्रवृत्तियाँ और प्रमुख कवि
- कृष्णभक्ति शाखा : काव्य की प्रवृत्तियाँ और प्रमुख कवि
- निर्गुण एवं सगुण काव्य धाराएँ प्रमुख विशेषताएँ

**इकाई-४ रीतिकाल**

- नामकरण की समस्या
- पृष्ठभूमि एवं प्रवृत्तियाँ
- रीतिबद्ध
- रीतिमुक्त और रीति सिद्ध काव्य धाराओं की विशेषताएँ-प्रवृत्तियाँ
- प्रमुख एवं गौण कवि तथा उनका काव्य

**अंक विभाजन**

1 आलोचनात्मक प्रश्न 1 X 18 = 18

2 आलोचनात्मक प्रश्न 2 X 17 = 34

2 टिपण्णी 2 X 9 = 18

कुल अंक=70

**सहायक ग्रंथ :**

१. हिन्दी साहित्य का इतिहास, आचार्य रामचंद्र
२. हिन्दी साहित्य का आलोचनात्मक इतिहास, डॉ. रामकुमार वर्मा
३. हिन्दी साहित्य का इतिहास, डॉ. नगेंद्र
५. हिन्दी साहित्य का उद्भव और विकास, हजारी प्रसाद द्विवेदी
६. हिन्दी साहित्य का अतीत (भाग - एक, दो) विश्वनाथ प्रसाद मिश्र
७. हिन्दी साहित्य का इतिहास, दयानंद श्रीवास्तव
८. हिन्दी साहित्य का इतिहास, रामकिशोर शर्मा
९. हिन्दी साहित्य का आदिकाल, हजारी प्रसाद द्विवेदी
१०. हिन्दी साहित्य की भूमिका, हजारी प्रसाद द्विवेदी

इकाई-१ दोहाकोश : (सं. राहुल सांकृत्यायन)

- राहुल सांकृत्यायन का रचना संसार
- षड्दर्शन खंडन ब्राह्मण : दोहा १, २
- करुणा सहित भावना : दोहा - १७
- चित्र : दोहा - २४, २५
- सहज, महासुख : दोहा - ४२, ४३, ४४
- परमपद : ४९
- देह ही तीर्थ : ९६
- (कुल १०)

इकाई-२ गोरखबानी : (सं. पीतांबरदत्त बड़थवाल)

- परंपराओं का परस्परानुप्रवेश
- गोरखी की संस्कृति, भाषा, परंपरा
- 'गोरखबानी' का स्वरूप, काव्यात्मक मूल्य
- पद संख्या : १ से २० तक

इकाई-३ पृथ्वीराज रासो : (सं. माता प्रसाद गुप्त) कयमासवध (संपूर्ण)

- पृथ्वीराज रासो का परिचय, परंपरा
- पृथ्वीराज रासो की प्रतियाँ तथा रूपांतर, प्रमाणिकता
- पृथ्वीराज रासो का रचयिता चंद, काव्य-सौष्ठव
- पद संख्या : १ से १० छंद

इकाई-४ विद्यापति की पदावली: (सं. रामवृक्ष बेनीपुरी)

- विद्यापति का रचना संसार
- विद्यापति की काव्यगत विशेषताएं, काव्य सौष्ठव
- 'विद्यापति की गीति-योजना', भक्ति भावना
- विद्यापति के काव्य में सौंदर्य- निरूपण, सामाजिक चेतना
- विद्यापति का विरह-वर्णन, प्रकृति चित्रण
- पदावली की भाषा, विशेषता
- व्याख्या हेतु पद : १, २, ५, १०, १८, २३, २७, २९, ३६, ४२ (कुल १० पद)

अंक विभाजन

1 आलोचनात्मक प्रश्न 1 X 18 = 18

2 आलोचनात्मक प्रश्न 2 X 17 = 34

2 टिपण्णी 2 X 9 = 18

कुल अंक=70

**सहायक ग्रंथ :**

१. हिन्दी साहित्य का आदिकाल: हजारी प्रसाद द्विवेदी
२. अपभ्रंश साहित्य: हरिवंश कोछड़
३. नाथ संप्रदाय: हजारी प्रसाद द्विवेदी
४. हिन्दी के विकास में अपभ्रंश का योग: नामवर सिंह
५. पृथ्वीराज रासो की भाषा: नामवर सिंह
६. प्राकृत-अपभ्रंश साहित्य और उसका हिन्दी पर प्रभाव: राम सिंह तोमर
७. सिद्ध-साहित्य: धर्मवीर भारती
८. अपभ्रंश भाषा और साहित्य: राजमणि शर्मा
९. विद्यापति: शिव प्रसाद सिंह
१०. आदिकालीन हिन्दी साहित्य: अध्ययन की दिशाएं: अनिल राय
११. गोरखनाथ और उनका युग रांगेय राघव

इकाई-१ कबीर : (सं. हजारीप्रसाद गुप्त)

- कबीर रचना संसार, कबीर की गुरु महिमा का महत्व, कबीर की प्रेम भक्ति
- कबीर का समाज दर्शन, निर्गुण काव्य परंपरा और कबीर
- साखियाँ : ३, ४, १३, २२, ४५, १०३, ११३, १३९, १९९, २००
- पद संख्या : १, ३५, १०८, ११२, १२६, १३४, १६८, १८१, २०६, २५०

इकाई-२ जायसी ग्रंथावली (सं. आचार्य रामचंद्र शुक्ल) नागमती वियोग खंड

- जायसी का रचना संसार, पद्मावत : संक्षिप्त परिचय
- नागमती वियोग खंड : वैशिष्ट्य, जायसी की काव्य भाषा

इकाई-३ सूरदास - भ्रमरगीत सार (सं. आचार्य रामचंद्र शुक्ल)

- सूरदास का रचना संसार
- भ्रमरगीत का उद्भव-नामकरण, वैशिष्ट्य
- भ्रमरगीत की काव्य परंपरा, काव्य भाषा
- व्याख्या हेतु पद : ३, ४, ७, ९, ११, १६, १८, २१, २२, २४, ३०, ३४, ३७, ४२, ४५, ५२, ६२, ७५, ८५, १००, १२५, १३३

इकाई-४ तुलसीदास : रामचरितमानस (अयोध्याकांड) सं. योगेंद्र प्रताप सिंह

- तुलसीदास का रचना संसार
- कवितावली : उत्तरकांड, कवितावली की विशेषताएँ
- उत्तरकांड की विशेषताएँ
- कवितावली के निर्धारित अंश : १, २, ३, ४, ५, ६, ७, ११, १३, १४

**अंक विभाजन**

**1 आलोचनात्मक प्रश्न 1 X 18 = 18**

**2 आलोचनात्मक प्रश्न 2 X 17 = 34**

**2 टिपण्णी 2 X 9 = 18**

**कुल अंक=70**

**• सहायक ग्रंथ**

१. कबीर, पंडित हजारी प्रसाद द्विवेदी, राजकमल प्रकाशन, दिल्ली
३. कबीर मीमांसा, डॉ. रामचंद्र तिवारी, लोकभारती, इलाहाबाद
४. जायसी ग्रंथावली, सं. आचार्य रामचंद्र शुक्ल, नागरीप्रचारिणी सभा
५. मलिक मोहम्मद जायसी और उनका काव्य, डॉ. शिवसहाय पाठक साहित्य भवन प्रा. लि. इलाहाबाद
६. सूरदास और उनका साहित्य, डॉ. हरवंशलाल वर्मा
७. सूरदास, आचार्य रामचंद्र शुक्ल, नागरी प्रचारिणी, सभा, काशी
८. गोस्वामी तुलसीदास: रामचंद्र शुक्ल
९. तुलसी आधुनिक वातायन से: रमेश कुंतल मेघ
१०. लोकवादी तुलसीदास: विश्वनाथ त्रिपाठी
११. तुलसी काव्य-मीमांसा: उदयभानु सिंह
१२. गोसाई तुलसीदास: विश्वनाथ प्रसाद मिश्र

**इकाई-१ गोदान :(सम्राट मुंशी प्रेमचंद)**

- प्रेमचंद का व्यक्तित्व एवं कृतित्व
- प्रेमचंद के उपन्यासों का परिचय
- गोदान की समीक्षा
- गोदान की पात्रसृष्टि
- गोदान का शिल्प

**इकाई-२ मैला आंचल (सं.फणीश्वर नाथ रेणु)**

- फणीश्वरनाथ रेणु का व्यक्तित्व एवं कृतित्व
- फणीश्वरनाथ रेणु के उपन्यासों का परिचय
- मैला आंचल उपन्यास की समीक्षा
- मैला आंचल की पात्रसृष्टि
- मैला आंचल का शिल्प

**इकाई-३ हिन्दी उपन्यास की विकास यात्रा**

- पूर्व प्रेमचंद युग के उपन्यास
- प्रेमचंद युग के उपन्यास, प्रेमचंदोत्तर युग
- स्वातंत्र्योत्तर युग, समकालीन उपन्यास

**इकाई-४ कहानी**

- उसने कहा था : चंद्रधर शर्मा गुलेरी
- पिता : ज्ञानरंजन
- ईदगाह : प्रेमचंद
- वापसी : उषा प्रियंवदा
- जिन्दगी और जोंक : अमरकांत
- परिंदे : निर्मल वर्मा

**अंक विभाजन**

**2 व्याख्या 2 X 7 = 14**

**2 आलोचनात्मक प्रश्न 2 X 15 =30**

**2 लघूत्तरी प्रश्न 2 X 8 = 16**

**10 वस्तुनिष्ठ प्रश्न 10 X 1 =10**

**कुल अंक=70**

**● सहायक ग्रंथ :**

१. प्रेमचंद और उनका युग, डॉ. रामविलास शर्मा, राजकमल प्रकाशन, दिल्ली
२. गोदान, सं.राजेश्वरगुरु, राधाकृष्ण प्रकाशन, नई दिल्ली
३. गोदान संवेदना और शिल्प, चंद्रेश्वर कर्ण, जयभारती प्रकाशन, इलाहाबाद
४. आज का हिन्दी उपन्यास, इंद्रनाथ मदान
५. मैला आंचल की रचना-प्रक्रिया, देवेश ठाकुर
६. आधुनिक हिन्दी उपन्यास, सं. नरेंद्र मोहन
७. हजारी प्रसाद द्विवेदी, सर्जक और चिंतक, डॉ. मृदुला पारीक, पार्श्व प्रकाशन, अहमदाबाद

**इकाई 1 जनसंचार एवम् जनसंचार के प्रकार**

- जनसंचार : अर्थ एवं अवधारणा,
- जनसंचार स्वरूप, महत्व
- जनसंचार के प्रकार, प्रिंट मीडिया, इलेक्ट्रॉनिक एवं न्यू मीडिया

**इकाई : 2 पत्रकारिता-१**

- पत्रकारिता से तात्पर्य, पत्रकारिता का स्वरूप
- वर्तमान समय में पत्रकारिता का महत्व
- हिंदी पत्रकारिता का उद्भव और विकास

**इकाई : 3 पत्रकारिता-२**

- संचार क्रांति के बाद की हिंदी पत्रकारिता और उसकी चुनौतियां
- भारत में पत्रकारिता का आरंभ
- विश्व पत्रकारिता का उदय

**इकाई : 4 समाचार लेखन**

- समाचार का अर्थ, अवधारणा और स्वरूप,
- रेडियो समाचार, टेलीविज़न समाचार, वेब समाचार
- विज्ञापन की परिभाषा, विज्ञापन के प्रकार
- विज्ञापन एवं जनसंपर्क

**अंक विभाजन**

**2 आलोचनात्मक प्रश्न 2 X 20=40**

**2 लघूत्तरी प्रश्न 2 X 10= 20**

**10 वस्तुनिष्ठ प्रश्न 10 X 1 =10**

**कुल अंक=70**

**• सहायक ग्रंथ :**

१. मीडिया का अंडरवर्ल्ड: दिलीप मंडल
२. समाचार-पत्र प्रबंधन: गुलाब कोठारी
३. सूचना प्रौद्योगिकी और समाचार-पत्र: रविंद्र शुक्ला
४. जनसंचार सिद्धांत और अनुप्रयोग: विष्णु राजगढ़िया
५. सूचना का अधिकार: विष्णु राजगढ़िया, अरविंद केजरीवाल
६. इलेक्ट्रॉनिक मीडिया: अजय कुमार सिंह
७. न्यू मीडिया इंटरनेट की भाषायी चुनौतियां और संभावनाएं: आर.अनुराधा
८. भारत में जनसंख्या और प्रसारण मीडिया: मधुकर लेले



**N. S. PATEL ARTS COLLEGE, ANAND**  
**(AUTONOMOUS)**



*NAAC - UGC Re-Accredited "A" Grade (3.06 CGPA)*

*Awarded status of "College with Potential for Excellence" by UGC Phase II*

**Managed by Sardar Patel Education Trust**

**Affiliated to Sardar Patel University, Vallabh Vidyanagar**

**CHOICE BASED CREDIT SYSTEM (CBCS)**

**Department of Gujarati**

**MA in Gujarati (Folk and Indigenous Studies)**

**Semester I**

**ACADEMIC YEAR 2020-2023**

**DEPARTMENT OF GUJARATI**




## Structure of the Course

Sr. No.	Course No.	Course Code No.	Course Name	Theory/ Practical (T/P)	Credit	Teaching Hours	Page No.
<b><u>Folk Semester I</u></b>							
1.	Core 01	PA1CFIS101	ગુજરાતીની લોકવિદ્યા	T	05	05	
2.	Core 02	PA1CFIS102	આદિવાસી લોકસાહિત્ય અને સંસ્કૃતિ	T	05	05	
3.	Core 03	PA1CFIS103	ભારતીય સાહિત્ય મીમાંસા	T	05	05	
4.	Elective	PA1EFIS101	ગુજરાતી મધ્યકાલીન ગ્રંથકારનો અભ્યાસ : અખો	T	05	05	
		PA1EFIS102	સાહિત્ય અને સમૂહ માધ્યમો				
<b>Total Credits</b>					<b>20</b>		
<b><u>Folk Semester II</u></b>							
5.	Core 01	PA2CFIS201	ગુજરાતી લોકસાહિત્ય	T	05	05	
6.	Core 02	PA2CFIS202	ભારતનું આદિવાસી સાહિત્ય	T	05	05	
7.	Core 03	PA2CFIS203	પાશ્ચાત્ય સાહિત્યમીમાંસા	T	05	05	
8.	Elective	PA2EFIS201	અર્વાચીન ગ્રંથકારનો અભ્યાસ: ડૉ. હસુ યાજ્ઞિક	T	05	05	
		PA2EFIS202	કોશવિદ્યા અને પ્રૂફરીડિંગ				
<b>Total Credits</b>					<b>20</b>		
<b><u>Folk Semester III</u></b>							
09.	Core 01	PA3CFIS301	અર્વાચીન ગુજરાતી કવિતા	T	05	05	
10.	Core 02	PA3CFIS302	સંશોધન પદ્ધતિઓ અને લોકસાહિત્ય	T	05	05	
11.	Core 03	PA3CFIS303	ભાષાવિજ્ઞાન અને ગુજરાતી ભાષાનો પરિચય	T	05	05	
12.	Core 04	PA3CFIS304	<b>VIVA-VOCE</b>	P	02	02	
13.	Elective	PA3EFIS301	મધ્યકાલીન સંતસાહિત્ય	T	05	05	
		PA3EFIS302	કળા- સૌન્દર્ય અને સર્જન				
<b>Total Credits</b>					<b>22</b>		

**Folk Semester IV**

14.	Core 01	PA4CFIS401	લઘુ શોધનિબંધ	T/P	05	05	
15.	Core 02	PA4CFIS402	સાહિત્યનું સમાજશાસ્ત્ર	T	05	05	
16.	Core 03	PA4CFIS403	અર્વાચીન ગુજરાતી ગદ્ય	T	05	05	
17.	Core 04	PA4CFIS404	<b>VIVA-VOCE</b>	P	02	02	
18.	Elective	PA4EFIS401	લોકસાહિત્ય અને અન્ય વિદ્યાશાસ્ત્ર	T	05	05	
		PA4EFIS402	તુલનાત્મક સાહિત્ય				
				<b>Total Credits</b>	<b>22</b>		

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		<b>M.A. in Gujarati Postgraduate Programme</b>			
<b>Year</b>	<b>I</b>	<b>Core Paper: 01</b>		<b>Credit</b>	<b>05</b>
<b>Semester</b>	<b>I</b>	<b>Course/Paper Code: PA1CFIS101</b> <b>ગુજરાતની લોકવિદ્યા</b>			

શૈક્ષણિક હેતુઓ : વિદ્યાર્થી લોકવિદ્યાની વિભાવના અને સ્વરૂપ-પ્રકારોને જાણે, તેમજ લોકવિદ્યા સાથે અન્ય વિદ્યાશાસ્ત્રોના સંબંધને સમજશે.


### Core Courses

Unit	Description in Detail	Weightage
1	લોકવિદ્યા : સંજ્ઞા, વિભાવના, સ્વરૂપ- પરિચય	25%
2	લોકવિદ્યા : વર્ગીકરણ અને પ્રકારો	25%
3	લોકવિદ્યા : અન્ય વિદ્યાશાસ્ત્રો સાથે સંબંધ (નૃવંશશાસ્ત્ર, સમાજ, ઈતિહાસ, મનોવિજ્ઞાન, વિજ્ઞાન)	25%
4	લોકવિદ્યા : ઉદ્ભવ અને વિકાસ	25%

### Suggested Reading:

- ૧) આપણી લોકસંસ્કૃતિ- જયમલ્લ પરમાર
- ૨) લોકસાહિત્ય અને સંસ્કૃતિ- જયમલ્લ પરમાર
- ૩) લોકસાહિત્ય વિજ્ઞાન- ડૉ.સત્યેન્દ્ર
- ૪) ધ સ્ટડી ઓફ ફોકલોર- સી.બી.બર્ન
- ૫) લોકવિદ્યા વિમર્શ - જયમલ્લ પરમાર
- ૬) લોકસાહિત્ય વિજ્ઞાન- ડૉ. હસુ યાજ્ઞિક
- ૭) લોકવિદ્યા વિજ્ઞાન - ડૉ. હસુ યાજ્ઞિક
- ૮) લોકજીવનના મોતી - જોરાવરસિંહ જાદવ
- ૯) લોકસાહિત્યનું સમાલોચન - ઝવેરચંદ મેઘાણી
- ૧૦) લોકવિદ્યા : અન્ય વિદ્યાશાસ્ત્રો સાથે સંબંધ - પ્ર. એન. એસ. પટેલ આર્ટ્સ કોલેજ, આણંદ
- ૧૧) લોકસાહિત્ય - સં. પ્રભાશંકર તેરૈયા, નરોત્તમ પલાણ
- ૧૨) લોકસાહિત્ય : નૂતન દિશાઓ - ડૉ. હસુ યાજ્ઞિક

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		<b>M.A. in Gujarati Postgraduate Programme</b>			
<b>Year</b>	<b>I</b>	<b>Core Paper: 02</b>		<b>Credit</b>	<b>5</b>
<b>Semester</b>	<b>I</b>	<b>Course/Paper Code: PA1CFIS102</b> આદિવાસી લોકસાહિત્ય અને સંસ્કૃતિ			

શૈક્ષણિક હેતુઓ : વિદ્યાર્થી આદિવાસી સંજ્ઞા-વિભાવના સમજે અને ગુજરાતના આદિવાસીઓની વિવિધ જાતિઓનો પરિચય મેળવશે. તેમજ એક પ્રતિનિધિરૂપ કૃતિનો અભ્યાસ કરશે.


### Core Courses

Unit	Description in Detail	Weightage
1	આદિવાસી : સંજ્ઞા, વિભાવના અને લક્ષણો ગુજરાતના આદિવાસીઓનો પરિચય	25%
2	આદિવાસીઓની માન્યતાઓ, તહેવાર, રીતરીવાજો અને પરંપરા	25%
3	ગુજરાતની વિવિધ આદિવાસી જાતિઓનો પરિચય (સામ્ય-વૈષમ્ય સાથે)	25%
4	કૃતિ અભ્યાસ : 'ગુજરાનો અરેલો' –સં. ભગવાનદાસ પટેલ	25%

#### Suggested Reading:

- ૧) આપણી લોકસંસ્કૃતિ – જયમલ્લ પરમાર
- ૨) ભારતના આદિવાસીઓની સંસ્કૃતિ – લલિતપ્રસાદ વિદ્યાર્થી
- ૩) ગુજરાતના આદિવાસીઓ – ટીના દોશી
- ૪) ગુજરાતના આદિવાસી આંદોલનો - ટીના દોશી
- ૫) ગુજરાતની આદિવાસી જાતિઓ – ડૉ. ચંદ્રકાન્ત ઉપાધ્યાય
- ૬) આદિવાસીઓનું જીવન (ગુજરાતના સંદર્ભે) – પી. જી. શાહ
- ૭) ગુજરાતી આદિવાસી લોકસાહિત્ય – ડૉ. હસુ યાજ્ઞિક
- ૮) ભીલોના સામાજિક ગીતો – ભગવાનદાસ પટેલ
- ૯) વનસ્વર (ગુજરાતના આદિવાસી સાહિત્યનો અભ્યાસગ્રંથ) – બળવંત જાની

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		<b>N.S. Patel Arts (Autonomous) College, Anand</b> NAAC - UGC Re-Accredited "A" Grade (3.06 CGPA) "College with Potential for Excellence" by UGC Phase II Affiliated to Sardar Patel University, Vallabh Vidyanagar <b>Department of Gujarati</b>		<b>Academic Year 2020-2023</b>	
		<b>M.A. in Gujarati Postgraduate Programme</b>			
<b>Year</b>	<b>I</b>	<b>Core Paper: 03</b>		<b>Credit</b>	<b>5</b>
<b>Semester</b>	<b>I</b>	<b>Course/Paper Code: PA1CFIS103</b> ભારતીય સાહિત્ય મીમાંસા			

શૈક્ષણિક હેતુઓ : વિદ્યાર્થીઓ ભારતીય સાહિત્ય મીમાંસાના ઈતિહાસ અને મહત્વના મીમાંસકોના સિદ્ધાંતોનો પરિચય મેળવશે અને સાંપ્રત સાહિત્ય સાથેના અનુસંધાન અને પ્રસ્તુતતાની દિશામાં વિચારશે.


### Core Courses

Unit	Description in Detail	Weightage
1	ભારતીય સાહિત્ય મીમાંસાનો ટૂંકો ઐતિહાસિક પરિચય ( અલંકાર, રીતિ, ઔચિત્ય, રમણીયતાના વિશેષ સંદર્ભે)	25%
2	રસપ્રક્રિયા : ભરતનું રસસૂત્ર – ભટ્ટ લોલ્લટ, શ્રી શંકુક, ભટ્ટ નાયક અને અભિનવગુપ્તે કરેલી રસવિષયક વિચારણા, સાધારણીકરણ, રસપ્રતીતિના વિધનો (રસાનુભૂતિનું સ્વરૂપ, ગુજરાતી કવિતાના ઉદાહરણો આપવા)	25%
3	ધ્વનિ સંપ્રદાય : ધ્વનિનું સ્વરૂપ, આનંદવર્ધનનો ધ્વનિવિચાર, ધ્વનિના પ્રકારો, ધ્વનિવિરોધી મતો	25%
4	વક્રોક્તિ સિદ્ધાંત : વક્રોક્તિની વિભાવના, વક્રતાના પ્રકારો (આચાર્ય કુંતકના વિશેષ સંદર્ભમાં), કુંતકે આપેલ કાવ્યના ત્રણ માર્ગો	25%

#### Suggested Reading:

- ૧) અભિનવગુપ્તનો રસવિચાર અને બીજા લેખો- નગીનદાસ પારેખ
- ૨) કાવ્યવિચાર- અનુ. નગીનદાસ પારેખ
- ૩) ભારતીય કાવ્યસિદ્ધાંત -જયંત કોઠારી
- ૪) રસસિદ્ધાંત:એક પરિચય- પ્રમોદકુમાર પટેલ
- ૫) રસ અને ધ્વનિ- નગીનદાસ પારેખ
- ૬) વક્રોક્તિવિચાર- રાજેન્દ્ર નાણાવટી
- ૭) ધ્વનિ -રમેશ શુક્લ
- ૮) ધ્વન્યાલોક -ડોલરરાય માંકડ
- ૯) ભારતીય અને પાશ્ચાત્ય મીમાંસા- મણિલાલ હ.પટેલ
- ૧૦) સંસ્કૃત અલંકાર શાસ્ત્રનો અર્વાચીન કૃતિ વિવેચનમાં વિનિયોગ – જયંત કોઠારી
- ૧૧) સાહિત્યના સિદ્ધાંતો – નગીનદાસ પારેખ
- ૧૨) અભિનવગુપ્તનો રસવિચાર અને બીજા લેખો : નગીનદાસ પારેખ
- ૧૩) વક્રોક્તિજીવિતમ – કુન્તક, અનુ. નગીનદાસ પારેખ
- ૧૪) ભારતીય સાહિત્ય મીમાંસા – બહેચરભાઈ પટેલ
- ૧૫) ભારતીય સાહિત્ય મીમાંસા – રમેશ ત્રિવેદી

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		<b>M.A.in Gujarati</b> <b>Postgraduate Programme</b>			
<b>Year</b>	<b>I</b>	<b>Elective Paper: 01</b> <b>Course/Paper Code: PA1EFIS101</b> ગુજરાતી મધ્યકાલીન ગ્રંથકારનો અભ્યાસ : અખો		<b>Credit</b>	<b>5</b>
<b>Semester</b>	<b>I</b>				

શૈક્ષણિક હેતુઓ : વિદ્યાર્થીઓ મધ્યકાલીન સાહિત્યકાર અને તેમની કૃતિઓનો પરિચય મેળવશે. તેમજ મધ્યકાલીન સાહિત્ય સ્વરૂપોથી અવગત થશે.


### Elective Courses

Unit	Description in Detail	Weightage
1	અખો : જીવન અને કવન, વ્યક્તિત્વને ઘડનારા સામાજિક-સાંસ્કૃતિક પરિબળો	25%
2	કૃતિ અભ્યાસ : 'અખેગીતા' સં. ઉમાશંકર જોશી	25%
3	કૃતિ અભ્યાસ : 'અનુભવબિંદુ' / અખાના છપ્પા	25%
4	અખો : જ્ઞાનમાર્ગી ધારા સંદર્ભે, તત્ત્વજ્ઞાનનું નિરૂપણ	25%

#### Suggested Reading:

- ૧) ગુજરાતી સાહિત્યની વિકાસરેખા (મધ્યકાળ) – ધીરુભાઈ ઠાકર
- ૨) મધ્યકાલીન ગુજરાતી સાહિત્યનો ઇતિહાસ – પ્રસાદ બ્રહ્મભટ્ટ
- ૩) મધ્યકાલીન ગુજરાતી સાહિત્યનો ઇતિહાસ – રમેશ ત્રિવેદી
- ૪) મધ્યકાલીન ગુજરાતી સાહિત્યનો ઇતિહાસ – હસુ યાજ્ઞિક
- ૫) મધ્યકાલીન ગુજરાતી સાહિત્યનો ઇતિહાસ – ગુજરાત સાહિત્ય પરિષદ (ભાગ-૨)
- ૬) અખો એક અધ્યયન – ઉમાશંકર જોશી

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		<b>M.A. in Gujarati</b> <b>Postgraduate Programme</b>			
<b>Year</b>	<b>I</b>	<b>Elective Paper: 01</b> <b>Course/Paper Code: PA1EFIS102</b> <b>સાહિત્ય અને સમૂહ માધ્યમો</b>		<b>Credit</b>	<b>5</b>
<b>Semester</b>	<b>I</b>				

શૈક્ષણિક હેતુઓ : સાહિત્યનું એક પ્રયોજનનો સંબંધ આપણી સામાજિક જરૂરિયાતો સાથે જોડાયેલ છે. આજના સમયમાં જીવન અને સમાજની વિવિધ જરૂરિયાતોની પૂર્તિ માટે સાહિત્ય અને સમૂહમાધ્યમોનું અધ્યયન જરૂરી છે. તેના અભ્યાસથી રોજગારીની નવી તકો ઊભી થવાની સાથે સાહિત્ય-ભાષાના સંસ્કારો દૃઢ થશે.

### Elective Courses

Unit	Description in Detail	Weightage
1	સમૂહમાધ્યમો : સંજ્ઞા અને વિભાવના અર્થ, સ્વરૂપ અને પ્રયોજન	25%
2	સાહિત્ય અને વિજ્ઞાનું માધ્યમો ( મોબાઈલ, ટીવી, કમ્પ્યુટર, રેડિયો)	25%
3	સાહિત્ય અને સમૂહ માધ્યમો, સમૂહમાધ્યમના પ્રકારો (લોકમાધ્યમો, સાહિત્ય, વર્તમાનપત્રો, સાહિત્યિક સામયિકો, રેડિયો, ટેલિવિઝન, વિજ્ઞાનું માધ્યમો સંદર્ભે)	25%
4	ગુજરાતી સાહિત્યની વિવિધ વેબસાઈટ અને સાહિત્યિક સંસ્થાઓનો પરિચય ૧) ગુજરાતી સાહિત્ય પરિષદ ૨) ગુજરાત સાહિત્ય અકાદમી ૩) પ્રેમાનંદ સાહિત્ય સભા ૪) નર્મદ સાહિત્ય સભા ૫) પ્રાચ્ય વિદ્યામંદિર ૬) ગુજરાતી સાહિત્ય સભા ૭) ફાર્બસ ગુજરાતી સભા ૮) બુદ્ધિવર્ધક સભા ૯) ગુજરાત સાહિત્ય સભા ૧૦) ગુજરાત વિદ્યા સભા ૧૧) રીડ ગુજરાતી ડોટ કોમ ૧૨) ટહુકો ડોટ કોમ ૧૩) માતૃભારતી ૧૪) પ્રતિવિધિ	25%

#### Suggested Reading:

- ૧) કોમ્પ્યુટર સંચાલન અને બેઝિક ભાષા- ભૂષણ દવે
- ૨) સાહિત્ય અને પત્રકારત્વ - સં. શિરીષ પંચાલ
- ૩) કોમ્પ્યુટર પરિચય- રીટા ચૌધરી
- ૪) સમૂહ માધ્યમો અને સાહિત્ય- પ્રીતિ શાહ
- ૫) મીડિયા મેસેજ- સુમન શાહ
- ૬) ફિલ્મ દર્શન- યાસીન દલાલ
- ૭) રેડિયો અને ટેલિવિઝન - હસમુખ બારાડી
- ૮) ગુજરાતી પત્રકારત્વનો ઈતિહાસ - રતન રૂસ્તમજી માર્શલ
- ૯) સાહિત્ય પત્રકારત્વ - કિશોર વ્યાસ

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**N. S. PATEL ARTS COLLEGE, ANAND**  
**(AUTONOMOUS)**



*NAAC - UGC Re-Accredited "A" Grade (3.06 CGPA)*

*Awarded status of "College with Potential for Excellence" by UGC Phase II*

**Managed by Sardar Patel Education Trust**

**Affiliated to Sardar Patel University, Vallabh Vidyanagar**

**CHOICE BASED CREDIT SYSTEM (CBCS)**

**Department of Gujarati**

**MA in Gujarati (Folk and Indigenous Studies)**

**Semester II**

**ACADEMIC YEAR 2020-2023**

**DEPARTMENT OF GUJARATI**




## Structure of the Course

Sr. No.	Course No.	Course Code No.	Course Name	Theory/ Practical (T/P)	Credit	Teaching Hours	Page No.
<b><u>Folk Semester I</u></b>							
1.	Core 01	PA1CFIS101	ગુજરાતીની લોકવિદ્યા	T	05	05	
2.	Core 02	PA1CFIS102	આદિવાસી લોકસાહિત્ય અને સંસ્કૃતિ	T	05	05	
3.	Core 03	PA1CFIS103	ભારતીય સાહિત્ય મીમાંસા	T	05	05	
4.	Elective	PA1EFIS101	ગુજરાતી મધ્યકાલીન ગ્રંથકારનો અભ્યાસ : અખો	T	05	05	
		PA1EFIS102	સાહિત્ય અને સમૂહ માધ્યમો				
<b>Total Credits</b>					<b>20</b>		
<b><u>Folk Semester II</u></b>							
5.	Core 01	PA2CFIS201	ગુજરાતી લોકસાહિત્ય	T	05	05	
6.	Core 02	PA2CFIS202	ભારતનું આદિવાસી સાહિત્ય	T	05	05	
7.	Core 03	PA2CFIS203	પાશ્ચાત્ય સાહિત્યમીમાંસા	T	05	05	
8.	Elective	PA2EFIS201	અર્વાચીન ગ્રંથકારનો અભ્યાસ: ડૉ. હસુ યાજ્ઞિક	T	05	05	
		PA2EFIS202	કોશવિદ્યા અને પ્રૂફરીડિંગ				
<b>Total Credits</b>					<b>20</b>		
<b><u>Folk Semester III</u></b>							
09.	Core 01	PA3CFIS301	અર્વાચીન ગુજરાતી કવિતા	T	05	05	
10.	Core 02	PA3CFIS302	સંશોધન પદ્ધતિઓ અને લોકસાહિત્ય	T	05	05	
11.	Core 03	PA3CFIS303	ભાષાવિજ્ઞાન અને ગુજરાતી ભાષાનો પરિચય	T	05	05	
12.	Core 04	PA3CFIS304	<b>VIVA-VOCE</b>	P	02	02	
13.	Elective	PA3EFIS301	મધ્યકાલીન સંતસાહિત્ય	T	05	05	
		PA3EFIS302	કળા- સૌન્દર્ય અને સર્જન				
<b>Total Credits</b>					<b>22</b>		

**Folk Semester IV**

17.	Core 01	PA4CFIS401	લઘુ શોધનિબંધ	T/P	05	05	
18.	Core 02	PA4CFIS402	સાહિત્યનું સમાજશાસ્ત્ર	T	05	05	
19.	Core 03	PA4CFIS403	અર્વાચીન ગુજરાતી ગદ્ય	T	05	05	
20.	Core 04	PA4CFIS404	<b>VIVA-VOCE</b>	P	02	02	
22.	Elective	PA4EFIS401	લોકસાહિત્ય અને અન્ય વિદ્યાશાસ્ત્ર	T	05	05	
		PA4EFIS402	સાહિત્ય અને આંતરવિદ્યાઓ				
				<b>Total Credits</b>	<b>22</b>		

		<b>N.S. Patel Arts (Autonomous) College, Anand</b> NAAC - UGC Re-Accredited "A" Grade (3.06 CGPA) "College with Potential for Excellence" by UGC Phase II Affiliated to Sardar Patel University, Vallabh Vidyanagar <b>Department of Gujarati</b>		<b>Academic Year 2020-2023</b>	
		<b>M.A. in Gujarati Postgraduate Programme</b>			
<b>Year</b>	<b>I</b>	<b>Core Paper: 01</b> <b>Course/Paper Code: PA2CFIS201</b> ગુજરાતી લોકસાહિત્ય		<b>Credit</b>	<b>05</b>
<b>Semester</b>	<b>II</b>				

શૈક્ષણિક હેતુઓ : વિદ્યાર્થી લોકસાહિત્યની સંજ્ઞા-વિભાવના, લક્ષણો અને પ્રકારોને જાણે, તેમજ લોકસાહિત્ય અને શિષ્ટ સાહિત્ય વચ્ચેનો ભેદ જાણશે. લોકસાહિત્યની એક કૃતિનો પરિચય મેળવશે.


### Core Courses

Unit	Description in Detail	Weightage
1	લોકસાહિત્ય : સંજ્ઞા, વિભાવના, લક્ષણો અને પરિચય	25%
2	લોકસાહિત્ય : વર્ગીકરણ અને પ્રકારો (લોકકથા, લોકગીત, લોકનાટ્ય, લોકોક્તિના સંદર્ભે)	25%
3	શિષ્ટ સાહિત્ય અને લોકસાહિત્ય વચ્ચેનો ભેદ (લોકપ્રિય, પ્રશિષ્ટ સાહિત્યના સંદર્ભે)	25%
4	'રંગ છો બારોટ' – સં. ઝવેરચંદ મેઘાણી	25%

### Suggested Reading:

- ૧) લોકસાહિત્ય : નૂતન દિશાઓ – ડૉ. હસુ યાજ્ઞિક
- ૨) લોકસાહિત્ય અને સંસ્કૃતિ- જયમલ્લ પરમાર
- ૩) લોકસાહિત્ય વિજ્ઞાન- ડૉ.સત્યેન્દ્ર
- ૪) ધ સ્ટડી ઓફ ફોકલોર- સી.બી.બર્ન
- ૫) લોકવિદ્યા વિમર્શ – જયમલ્લ પરમાર
- ૬) લોકસાહિત્ય વિજ્ઞાન- ડૉ. હસુ યાજ્ઞિક
- ૭) લોકવિદ્યા વિજ્ઞાન - ડૉ. હસુ યાજ્ઞિક
- ૮) લોકજીવનના મોતી – જોરાવરસિંહ જાદવ
- ૯) લોકસાહિત્યનું સમાલોચન – ઝવેરચંદ મેઘાણી
- ૧૦) લોકસાહિત્ય – સં. પ્રભાશંકર તેરૈયા, નરોત્તમ પલાણ

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		<b>N.S. Patel Arts (Autonomous) College, Anand</b> NAAC - UGC Re-Accredited "A" Grade (3.06 CGPA) <i>"College with Potential for Excellence"</i> by UGC Phase II Affiliated to Sardar Patel University, Vallabh Vidyanagar <b>Department of Gujarati</b>		<b>Academic Year 2020-2023</b>	
		<b>M.A. in Gujarati Postgraduate Programme</b>			
<b>Year</b>	<b>I</b>	<b>Core Paper: 02</b>		<b>Credit</b>	<b>5</b>
<b>Semester</b>	<b>II</b>	<b>Course/Paper Code: PA2CFIS202</b>			
		<b>ભારતનું આદિવાસી સાહિત્ય</b>			

શૈક્ષણિક હેતુઓ : વિદ્યાર્થીઓ ભારતના આદિવાસીઓ તેમજ વિવિધ જાતિઓનો પરિચય મેળવશે. ભારતના આદિવાસી અને ગુજરાતના આદિવાસીઓની તુલના કરી શકશે. તેમજ પ્રતિનિધિરૂપ કૃતિનો અભ્યાસ કરશે.


### Core Courses

Unit	Description in Detail	Weightage
1	ભારતના આદિવાસીઓનો પરિચય (સામાજિક, સાંસ્કૃતિક, ભૌગોલિક દષ્ટિએ)	25%
2	ભારતની આદિવાસી જાતિઓનો પરિચય (લોકસંસ્કૃતિક દષ્ટિકોણથી)	25%
3	ભારતના આદિવાસી અને ગુજરાતના આદિવાસીમાં સામ્ય-વૈષમ્ય	25%
4	કૃતિ અભ્યાસ : 'બગડાવત દેવનારાયણ' – શ્યામ મનોહર પાંડે	25%

### Suggested Reading:

- ૧) આપણી લોકસંસ્કૃતિ – જયમલ્લ પરમાર
- ૨) ભારતના આદિવાસીઓની સંસ્કૃતિ – લલિતપ્રસાદ વિદ્યાર્થી
- ૩) ગુજરાતના આદિવાસીઓ – ટીના દોશી
- ૪) ગુજરાતના આદિવાસી આંદોલનો - ટીના દોશી
- ૫) ગુજરાતની આદિવાસી જાતિઓ – ડૉ. ચંદ્રકાન્ત ઉપાધ્યાય
- ૬) આદિવાસીઓનું જીવન (ગુજરાતના સંદર્ભે) – પી. જી. શાહ
- ૭) ગુજરાતી આદિવાસી લોકસાહિત્ય – ડૉ. હસુ યાજ્ઞિક
- ૮) ભીલોના સામાજિક ગીતો – ભગવાનદાસ પટેલ
- ૯) વનસ્વર (ગુજરાતના આદિવાસી સાહિત્યનો અભ્યાસગ્રંથ) – બળવંત જાની

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		<b>M.A. in Gujarati Postgraduate Programme</b>			
<b>Year</b>	<b>I</b>	<b>Core Paper: 03</b>		<b>Credit</b>	<b>5</b>
<b>Semester</b>	<b>II</b>	<b>Course/Paper Code: PA2CFIS203</b> પાશ્ચાત્ય સાહિત્યમીમાંસા			

શૈક્ષણિક હેતુઓ : વિદ્યાર્થીઓ પાશ્ચાત્ય સાહિત્ય મીમાંસાના વિવિધ મીમાંસકોનો પરિચય મેળવશે. તેમજ ભારતીય સાહિત્ય મીમાંસકોના સિદ્ધાંતોની તુલના કરી શકશે.


### Core Courses

Unit	Description in Detail	Weightage
1	એરીસ્ટોટલની કાવ્યવિચારણા	25%
2	કોલરિજનો કલ્પનાવિચાર	25%
3	મેથ્યુ આર્નોલ્ડ	25%
4	ટી. એસ. એલિયટ	25%

#### Suggested Reading:

- ૧) પ્લેટો અને એરીસ્ટોટલની કાવ્યવિચારણા – જયંત કોઠારી
- ૨) એરીસ્ટોટલનું કાવ્યશાસ્ત્ર – અનિરુદ્ધ ભ્રમભટ્ટ
- ૩) પશ્ચિમનું સાહિત્ય વિવેચન – શિરીષ પંચાલ
- ૪) કોચેનો કલાવિચાર – નગીનદાસ પારેખ
- ૫) ઉદાત્તત્ત્વ – ચંદ્રશંકર ભટ્ટ
- ૬) પ્લેટોનું સાહિત્યશાસ્ત્ર – અ.ના. દેશપાંડે

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		<b>M.A.in Gujarati Postgraduate Programme</b>			
<b>Year</b>	<b>I</b>	<b>Elective Paper: 01</b>		<b>Credit</b>	<b>5</b>
<b>Semester</b>	<b>II</b>	<b>Course/Paper Code: PA2EFIS201</b> અર્વાચીન ગ્રંથકારનો અભ્યાસ : હસુ યાજ્ઞિક			


શૈક્ષણિક હેતુઓ : વિદ્યાર્થીઓ અર્વાચીન ગ્રંથકારનો પરિચય મેળવશે. તેમના જીવન અને સર્જન વિશે જાણશે.

## Elective Courses

Unit	Description in Detail	Weightage
1	હસુ યાજ્ઞિક : જીવન અને કવન, વ્યક્તિત્વને ઘડનારા સામાજિક-સાંસ્કૃતિક પરિબળો	25%
2	કૃતિ અભ્યાસ : હાઈ-વે પર એક રાત - (નવલકથા)	25%
3	કૃતિ અભ્યાસ : લોકવિદ્યા વિજ્ઞાન	25%
4	હસુ યાજ્ઞિક: લોકસાહિત્ય અને મધ્યકાલીન સાહિત્ય સંશોધન-સંપાદન ક્ષેત્રે પ્રદાન	25%

### Suggested Reading:

- ૧) લોકસાહિત્ય : નૂતન દિશાઓ - ડૉ. હસુ યાજ્ઞિક
- ૨) લોકસાહિત્ય અને સંસ્કૃતિ- જયમલ્લ પરમાર
- ૩) લોકસાહિત્ય વિજ્ઞાન- ડૉ.સત્યેન્દ્ર
- ૪) આપણા કસબીઓ - જોરાવરસિંહ જાદવ
- ૫) લોકવિદ્યા વિમર્શ - જયમલ્લ પરમાર
- ૬) ગુજરાતની લોકવિદ્યા- ડૉ. હસુ યાજ્ઞિક
- ૭) લોકવિદ્યાવિજ્ઞાન - ડૉ. હસુ યાજ્ઞિક
- ૮) લોકજીવનના મોતી - જોરાવરસિંહ જાદવ
- ૯) લોકસાહિત્યનું સમાલોચન - ઝવેરચંદ મેઘાણી
- ૧૦) લોકસાહિત્ય - સં. પ્રભાશંકર તેરૈયા, નરોત્તમ પલાણ
- ૧૧) અર્વાચીન ગુજરાતી સાહિત્યનો ઇતિહાસ - રમેશ ત્રિવેદી
- ૧૨) નવલકથા : શિલ્પ અને સર્જન - ડૉ. ભરત ઠાકર
- ૧૩) મધ્યકાલીન ગુજરાતી સાહિત્ય - ડૉ. હસુ યાજ્ઞિક
- ૧૪) લોકસાહિત્ય માળા: મણકા-૧ થી ૧૪ - સં. ડૉ. હસુ યાજ્ઞિક
- ૧૫) લોકસાહિત્ય : વિભાવના અને પ્રકાર - ડૉ. હસુ યાજ્ઞિક
- ૧૬) ગુજરાતી નવલકથા - રઘુવીર ચૌધરી
- ૧૭) ગુજરાતી લોકસાહિત્ય વિમર્શ - ડૉ. બળવંત જાની
- ૧૮) નવલકથા નિર્દેશ - રાધેશ્યામ શર્મા
- ૧૯) લોકકથાના મૂળ અને કુળ - ડૉ. હરિવલ્લભ ભાયાણી
- ૨૦) લોકસાહિત્ય આલોક - જશવંત શેખડીવાળા
- ૨૧) શોધ અને સ્વાધ્યાય - ડૉ. હરિવલ્લભ ભાયાણી

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		<b>M.A. in Gujarati</b> <b>Postgraduate Programme</b>			
<b>Year</b>	<b>I</b>	<b>Elective Paper: 01</b> <b>Course/Paper Code: PA2EFIS202</b> <b>કોશવિદ્યા અને પ્રૂફરીડિંગ</b>		<b>Credit</b>	<b>5</b>
<b>Semester</b>	<b>II</b>				

શૈક્ષણિક હેતુઓ : વિદ્યાર્થીઓ કોશ તેમજ કોશના પ્રકારો, આયોજન અને વિવિધ કોશથી પરિચિત થાય. જોડણીના નિયમો, ચિહ્નો અને વ્યાકરણથી અવગત થાય. સાથે પ્રૂફવાચનના ઉપયોગો વિષે જાણે.

### Elective Course

Unit	Description in Detail	Weightage
1	જોડણીના નિયમો, વિરામ ચિહ્નો, ગુજરાતી વ્યાકરણ	25%
2	કોશનિર્માણની પ્રક્રિયા, કોશ આયોજન	25%
3	કોશના પ્રકારો, શબ્દકોશથી વિશ્વકોશ	25%
4	પ્રૂફવાચનની ઉપયોગીતા અને પ્રૂફ સુધારણા	25%

#### Suggested Reading:

- ૧) સાહિત્યના ઇતિહાસની અભિધારણા – ચંદ્રકાંત ટોપીવાળા
- ૨) વિવેચનપોથી – શિરીષ પંચાલ
- ૩) અધિત (સત્તર) – સં. ઉષા ઉપાધ્યાય અને અન્ય
- ૪) અનુઆધુનિક સંજ્ઞા કોશ – જયંત ગાડીત
- ૫) ગુજરાતી વિશ્વકોષ – સં. ધીરુભાઈ ઠાકર
- ૬) પ્રૂફરીડિંગ – રતિલાલ નાયક
- ૭) સાર્થ જોડણીકોશ

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**N. S. PATEL ARTS COLLEGE, ANAND**  
**(AUTONOMOUS)**



*NAAC - UGC Re-Accredited "A" Grade (3.06 CGPA)*

*Awarded status of "College with Potential for Excellence" by UGC Phase II*

**Managed by Sardar Patel Education Trust**

**Affiliated to Sardar Patel University, Vallabh Vidyanagar**

**CHOICE BASED CREDIT SYSTEM (CBCS)**

**Department of Gujarati**

**MA in Gujarati**

**Semester III**

**ACADEMIC YEAR 2020-2023**


**DEPARTMENT OF GUJARATI**



## Structure of The Course

Sr No .	Course No.	Course Code No.	Course Name	Theory/ Practical (T/P)	Credit	Teaching Hours	Page No.
<b><u>Semester I</u></b>							
1.	Core 01	<b>PA1CGUJ101</b>	અર્વાચીન ગુજરાતી કવિતા અને કાવ્ય કૃતિઓ (ભાગ-૧)	T	05	05	
2.	Core 02	<b>PA1CGUJ102</b>	આધુનિક ગુજરાતી સાહિત્ય	T	05	05	
3.	Core 03	<b>PA1CGUJ103</b>	ભારતીય સાહિત્યમીમાંસા	T	05	05	
4.	Elective	<b>PA1EGUJ101</b>	ગુજરાત: લોકસંસ્કૃતિ, લોકવિદ્યા અને લોકસાહિત્ય	T	05	05	
		<b>PA1EGUJ102</b>	સાહિત્ય અને સમૂહ માધ્યમો				
<b>Total Credits</b>					<b>20</b>		
<b><u>Semester II</u></b>							
6.	Core 01	<b>PA2CGUJ201</b>	અર્વાચીન ગુજરાતી કવિતા અને કાવ્યકૃતિઓ (ભાગ-૨)	T	05	05	
7.	Core 02	<b>PA2CGUJ201</b>	અનુઆધુનિક ગુજરાતી સાહિત્ય	T	05	05	
8.	Core 03	<b>PA2CGUJ201</b>	પાશ્ચાત્ય સાહિત્યમીમાંસા	T	05	05	
9.	Elective	<b>PA2EGUJ201</b>	મધ્યકાલીન સર્જકનો અભ્યાસ : નરસિંહ મહેતા	T	05	05	
		<b>PA2EGUJ201</b>	કોશવિદ્યા અને પ્રૂફરીડિંગ				
<b>Total Credits</b>					<b>20</b>		
<b><u>Semester III</u></b>							
11.	Core 01	<b>PA3CGUJ301</b>	અર્વાચીન ગુજરાતી ગદ્ય અને ગદ્યકૃતિઓ	T	05	05	
12.	Core 02	<b>PA3CGUJ302</b>	ગુજરાતી વિવેચન	T	05	05	
13.	Core 03	<b>PA3CGUJ303</b>	ભાષાવિજ્ઞાન અને ગુજરાતી ભાષાનો પરિચય	T	05	05	
14.	VIVA-VOCE	<b>PA3CGUJ304</b>	VIVA-VOCE	P	02	02	
15.	Elective	<b>PA3EGUJ301</b>	ભારતીય સાહિત્ય	T	05	05	
		<b>PA3EGUJ302</b>	કળા- સૌન્દર્ય અને સર્જન				
<b>Total Credits</b>					<b>22</b>		
<b><u>Semester IV</u></b>							

<b>Semester IV</b>							
17.	Core 01	<b>PA4CGUJ401</b>	નાટકના સ્વરૂપનો અભ્યાસ	T	05	05	
18.	Core 02	<b>PA4CGUJ402</b>	સાહિત્ય અને સિનેમા	T	05	05	
19.	Core 03	<b>PA4CGUJ403</b>	ગુજરાતી સાહિત્ય અને સંશોધન	T	05	05	
20.	VIVA- VOCE	<b>PA4CGUJ404</b>	VIVA-VOCE	P	02	02	
21.	Elective	<b>PA4EGUJ401</b>	વિશ્વ સાહિત્ય	T	05	05	
		<b>PA4EGUJ402</b>	તુલનાત્મક સાહિત્ય	T	05	05	
<b>Total Credits</b>					<b>22</b>		

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		<b>M.A. in Gujarati</b> <b>Postgraduate Programme</b>			
<b>Year</b>	<b>II</b>	<b>Core Paper: 04</b>		<b>Credit</b>	<b>05</b>
<b>Semester</b>	<b>III</b>	<b>Course/Paper Code: PA3CGUJ301</b> <b>અર્વાચીન ગુજરાતી ગદ્ય અને ગદ્યકૃતિઓ - ભાગ-૧</b>			

શૈક્ષણિક હેતુઓ : વિદ્યાર્થીઓ અર્વાચીન ગુજરાતી ગદ્ય અને ગદ્યકૃતિઓ વિષે અવગત થશે.


### Core Courses

Unit	Description in Detail	Weightage
1	ગદ્યનો અર્થ, ગદ્યની વિભાવના, ઘટકતત્ત્વો, ગદ્ય-પદ્યનો ભેદ ગદ્યના પ્રકારો: વ્યવહારુ ગદ્ય અને સર્જનાત્મક ગદ્ય (કથનાત્મક ગદ્ય, વર્ણનાત્મક ગદ્ય, સંવાદાત્મક ગદ્ય, ચિંતનાત્મક ગદ્ય)	25%
2	ગુજરાતી ગદ્ય અને વિવિધ સ્વરૂપો, વિશેષતાઓ. (ટૂંકીવાર્તા, નિબંધ, નવલકથા- સ્વરૂપના સંદર્ભે),	25%
3	કૃતિ અભ્યાસ: જયંત ખત્રીની શ્રેષ્ઠ વાર્તાઓ	25%
4	કૃતિ અભ્યાસ: અગ્નિકન્યા - ધ્રુવ ભટ્ટ	25%

### Suggested Reading:

- ૧) અર્વાચીન ગુજરાતી ગદ્ય - જોસેફ મેકવાન
- ૨) ગાંધીયુગનું ગદ્ય - દલપત પઢિયાર
- ૩) સ્વરૂપ સન્નિધાન - સં. સુમન શાહ
- ૪) ગુજરાતી સાહિત્યનો ઇતિહાસ ભાગ -૩ - પ્ર. ગુજરાતી સાહિત્ય પરિષદ અમદાવાદ

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		<b>M.A. in Gujarati</b> <b>Postgraduate Programme</b>			
<b>Year</b>	<b>II</b>	<b>Core Paper: 05</b> <b>Course/Paper Code: PA3CGUJ302</b> ગુજરાતી વિવેચન		<b>Credit</b>	<b>5</b>
<b>Semester</b>	<b>III</b>				

શૈક્ષણિક હેતુઓ : વિદ્યાર્થીઓ ગુજરાતી વિવેચનની પરિભાષાને સમજશે, સાથે ગુજરાતી વિવેચકોનો પરિચય મેળવશે.


### Core Courses

Unit	Description in Detail	Weightage
1	વિવેચન: સંજ્ઞા, વિભાવના અને પ્રકારો, વિવેચકની સજ્જતા, કર્તવ્ય સંશોધનના પ્રકારો : પરિચય, આસ્વાદ, અવલોકન, સમીક્ષા, અભ્યાસલેખ	25%
2	વિવેચનના અભિગમોનો પરિચય : રૂપરચનાવાદી, પ્રકારનિષ્ઠ, મનોવૈજ્ઞાનિક, સમાજશાસ્ત્રીય	25%
3	ગુજરાતી વિવેચકો : નર્મદ- નવલરામ, રમણભાઈ નીલકંઠ- બ.ક.ઠાકોર	25%
4	ગુજરાતી વિવેચકો : રા. વિ. પાઠક, ઉમાશંકર, હરિવલ્લભ ભાયાણી, સુરેશ જોશી	25%

### Suggested Reading:

- ૧) વિવેચનનું વિવેચન – જયંત કોઠારી
- ૨) ગુજરાતી વિવેચન તત્ત્વવિચાર – ડૉ. પ્રમોદકુમાર પટેલ
- ૩) ગુજરાતી સાહિત્યનો ઇતિહાસ ભાગ-૩ થી ૫ – ગુજરાતી સાહિત્ય પરિષદ
- ૪) અર્વાચીન સાહિત્યકોશ – ગુજરાતી સાહિત્ય પરિષદ
- ૫) વિવેચનના વિવિધ અભિગમો – ભરત મહેતા
- ૬) વિવેચનની ભૂમિકા – ડૉ. પ્રમોદકુમાર પટેલ
- ૭) આધુનિક સાહિત્ય સંજ્ઞાકોશ – ગુજરાતી સાહિત્ય પરિષદ
- ૮) ગુજરાતી વિવેચનનો અનુબંધ (ખંડ-૨) -

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		<b>M.A. in Gujarati Postgraduate Programme</b>			
<b>Year</b>	<b>II</b>	<b>Core Paper: 06</b>		<b>Credit</b>	<b>5</b>
<b>Semester</b>	<b>III</b>	<b>Course/Paper Code: PA3CGUJ303</b> ભાષાવિજ્ઞાન અને ગુજરાતી ભાષાનો પરિચય			

શૈક્ષણિક હેતુઓ : વિદ્યાર્થીઓ ભાષાવિજ્ઞાન અને ગુજરાતી ભાષાનો વિસ્તારથી પરિચય મેળવશે, તેમજ ભારતીય આર્યકુળનો પરિચય મેળવશે.


### Core Courses

Unit	Description in Detail	Weightage
1	ભાષાવિજ્ઞાનનો કાર્યપ્રદેશ, માન્યભાષા અને બોલી, અન્ય વિજ્ઞાન સાથે ભાષાવિજ્ઞાનનો સંબંધ-(શરીર વિજ્ઞાન, સમાજવિજ્ઞાન, મનોવિજ્ઞાન, તત્ત્વજ્ઞાન, શૈલીવિજ્ઞાન, કળા)	25%
2	જગતના ભાષાકુળો : ભારતીય આર્યકુળ	25%
3	ભાષાવિજ્ઞાનના મુખ્ય અંગો : ૧. ધ્વનિતંત્ર ૨. પદતંત્ર ૩. વાક્યતંત્ર ૪. અર્થતંત્ર ગુજરાતી ભાષાની વચન વ્યવસ્થા, લિંગ વ્યવસ્થા	25%
4	ગુજરાતી ભાષાવૈજ્ઞાનિકોનો પરિચય : હરિવલ્લભ ભાયાણી, પ્રબોધ પંડિત, ઊર્મિદેસાઈ, ભારતી મોદી 'વ્યાકરણ વિચાર' - ભાયાણી સાહેબ	25%

### Suggested Reading:

- ૧) ભાષાવિજ્ઞાન અને ગુજરાતી ભાષા પરિચય - જયંત કોઠારી
- ૨) ભાષાવિજ્ઞાન - કે. બી. વ્યાસ
- ૩) ધ્વનિ પરિવર્તન અને ગુજરાતી ભાષાનું ધ્વનિ પરિવર્તન - પ્રબોધ પંડિત
- ૪) બોલી વિજ્ઞાન અને ગુજરાતી બોલી - યોગેન્દ્ર વ્યાસ
- ૫) ભાષાવિજ્ઞાન - રમેશ ત્રિવેદી

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		<b>M.A.in Gujarati</b> <b>Postgraduate Programme</b>			
<b>Year</b>	<b>II</b>	<b>Elective Paper: 01</b>		<b>Credit</b>	<b>5</b>
<b>Semester</b>	<b>III</b>	<b>Course/Paper Code: PA3EGUJ301</b> <b>ભારતીય સાહિત્ય</b>			

શૈક્ષણિક હેતુઓ : વિદ્યાર્થીઓ ભારતીય સાહિત્યની વિભાવના સમજશે, ભારતીય સાહિત્યના ત્રણ તબક્કાનો પરિચય મેળવશે.


### Elective Courses

Unit	Description in Detail	Weightage
1	ભારતીય સાહિત્ય : સંજ્ઞાચર્યા, વિવિધ વ્યાખ્યાઓ ભારતીય સાહિત્યનો ટૂંકો પરિચય, પ્રાદેશિકતા, વૈશ્વિકતા અને ભારતીયતા	25%
2	ભારતીય સાહિત્યના ત્રણ સ્તબ્કનો પરિચય	25%
3	ભારતીય અને પ્રાચીન કૃતિ અભ્યાસ પંચતંત્રની વાર્તાઓ	25%
4	માઠીનો માનવી – કાલિન્દીચરણ પાણિગ્રહી (ઉડિયા નવલકથા) અનુ.નારાયણ દેસાઈ અને ઉત્તરા દેસાઈ	25%

### Suggested Reading:

- ૧) ભારતીય નવલકથા – ભરત મહેતા
- ૨) ભારતીય સંસ્કૃતિ – વિનોબા ભાવે, પ્ર. કાંતિ શાહ
- ૩) સંસ્કૃતિ સંદર્ભ – સં. રઘુવીર ચૌધરી
- ૪) ભારતીય નવલકથા – બિપિન આશર
- ૫) ભારતીય નવલકથા ભાગ -૧ - રમણલાલ જોશી
- ૬) સાહિત્ય દર્શન (ભારતીય) – જ્ઞાન ગંગોત્રી ગ્રંથ શ્રેણી – ૭

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		<b>M.A. in Gujarati</b> <b>Postgraduate Programme</b>			
<b>Year</b>	<b>II</b>	<b>Elective Paper: 02</b> <b>Course/Paper Code: PA3EGUJ302</b> કળા- સૌન્દર્ય અને સર્જન		<b>Credit</b>	<b>5</b>
<b>Semester</b>	<b>III</b>				

શૈક્ષણિક હેતુઓ : વિદ્યાર્થીઓ કળા, સૌન્દર્ય અને સર્જનની વિભાવના સમજશે, તેમજ સર્જનાત્મકતા વિશેનો ખ્યાલ સ્પષ્ટ થશે.

### Elective Courses

Unit	Description in Detail	Weightage
1	કળા : અર્થ, વિભાવના, વિવિધ વિચારો, સ્વરૂપ, લાક્ષણિકતાઓ, કળાનું કાર્ય	25%
2	સૌન્દર્ય: વિભાવના, વિવિધ વિચારો, વ્યક્તિ અને સૌન્દર્ય, સાહિત્ય અને સૌન્દર્ય	25%
3	કળા: સર્જન, આસ્વાદ, ભાવન અને અર્થઘટન સૌન્દર્ય: વિવિધ કળા અને સૌન્દર્યદષ્ટિ	25%
4	સર્જનાત્મકતા : સંજ્ઞા, અર્થ, લાક્ષણિકતાઓ કળાસર્જન : પ્રેરણા, અનુભૂતિ, અનુકરણ, રૂપનિર્મિતિ	25%

### Suggested Reading:

- ૧) કલા સંપદા- સંપા. નિસર્ગ આહીર
- ૨) કલા સમિતા- નિસર્ગ આહીર
- ૩) સૌન્દર્ય મીમાંસા – જયાબેન મહેતા, SNDT પ્રકાશક
- ૪) રૂપપ્રદ કલા – માર્કડ ભટ્ટ, કલા પ્રતિષ્ઠાન, સુરત
- ૫) ભારતીય કલા – વાસુદેવ શરણ અગ્રવાલ
- ૬) કોડિયું – સૌન્દર્ય વિશેષાંક

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**N. S. PATEL ARTS COLLEGE, ANAND**  
**(AUTONOMOUS)**



*NAAC - UGC Re-Accredited "A" Grade (3.06 CGPA)*

*Awarded status of "College with Potential for Excellence" by UGC Phase II*

**Managed by Sardar Patel Education Trust**

**Affiliated to Sardar Patel University, Vallabh Vidyanagar**

**CHOICE BASED CREDIT SYSTEM (CBCS)**

**Department of Gujarati**

**MA in Gujarati**

**Semester IV**

**ACADEMIC YEAR 2020-2023**

**DEPARTMENT OF GUJARATI**




## Structure of the Course

Sr No	Course No.	Course Code No.	Course Name	Theory/ Practical (T/P)	Credit	Teaching Hours	Page No.
<b><u>Semester I</u></b>							
1.	Core 01	PA1CGUJ101	અર્વાચીન ગુજરાતી કવિતા અને કાવ્ય કૃતિઓ (ભાગ-૧)	T	05	05	
2.	Core 02	PA1CGUJ102	આધુનિક ગુજરાતી સાહિત્ય	T	05	05	
3.	Core 03	PA1CGUJ103	ભારતીય સાહિત્યમીમાંસા	T	05	05	
4.	Elective	PA1EGUJ101	ગુજરાત: લોકસંસ્કૃતિ, લોકવિદ્યા અને લોકસાહિત્ય	T	05	05	
		PA1EGUJ102	સાહિત્ય અને સમૂહ માધ્યમો				
<b>Total Credits</b>					<b>20</b>		
<b><u>Semester II</u></b>							
5.	Core 01	PA2CGUJ201	અર્વાચીન ગુજરાતી કવિતા અને કાવ્યકૃતિઓ (ભાગ-૨)	T	05	05	
6.	Core 02	PA2CGUJ202	અનુઆધુનિક ગુજરાતી સાહિત્ય	T	05	05	
7.	Core 03	PA2CGUJ203	પાશ્ચાત્ય સાહિત્યમીમાંસા	T	05	05	
8.	Elective	PA2EGUJ201	મધ્યકાલીન સર્જકનો અભ્યાસ : નરસિંહ મહેતા	T	05	05	
		PA2EGUJ202	કોશવિદ્યા અને પ્રૂફરીડિંગ				
<b>Total Credits</b>					<b>20</b>		
<b><u>Semester III</u></b>							
9.	Core 01	PA3CGUJ301	અર્વાચીન ગુજરાતી ગદ્ય અને ગદ્યકૃતિઓ	T	05	05	
10.	Core 02	PA3CGUJ302	ગુજરાતી વિવેચન	T	05	05	
11.	Core 03	PA3CGUJ303	ભાષાવિજ્ઞાન અને ગુજરાતી ભાષાનો પરિચય	T	05	05	
12.	Core 04	PA3CGUJ304	VIVA-VOCE	P	02	02	
13.	Elective	PA3EGUJ301	ભારતીય સાહિત્ય	T	05	05	
		PA3EGUJ302	કળા- સૌન્દર્ય અને સર્જન				
<b>Total Credits</b>					<b>22</b>		

**Semester IV**

14.	Core 01	<b>PA4CGUJ401</b>	નાટકના સ્વરૂપનો અભ્યાસ	T	05	05	
15.	Core 02	<b>PA4CGUJ402</b>	સાહિત્ય અને સિનેમા	T	05	05	
16.	Core 03	<b>PA4CGUJ403</b>	ગુજરાતી સાહિત્ય અને સંશોધન	T	05	05	
17.	Core 04	<b>PA4CGUJ404</b>	VIVA-VOCE	P	02	02	
18.	Elective	<b>PA4EGUJ401</b>	વિશ્વ સાહિત્ય	T	05	05	
		<b>PA4EGUJ402</b>	તુલનાત્મક સાહિત્ય				
				<b>Total Credits</b>	<b>22</b>		

		<b>N.S. Patel Arts (Autonomous) College, Anand</b> NAAC - UGC Re-Accredited "A" Grade (3.06 CGPA) "College with Potential for Excellence" by UGC Phase II Affiliated to Sardar Patel University, Vallabh Vidyanagar <b>Department of Gujarati</b>		<b>Academic Year 2020-2023</b>	
		<b>M.A. in Gujarati Postgraduate Programme</b>			
<b>Year</b>	<b>II</b>	<b>Core Paper: 01 Course/Paper Code: PA4CGUJ401 નાટકના સ્વરૂપનો અભ્યાસ</b>		<b>Credit</b>	<b>05</b>
<b>Semester</b>	<b>IV</b>				

શૈક્ષણિક હેતુઓ : વિદ્યાર્થીઓ નાટકના સ્વરૂપથી અવગત થશે. તેમજ તેના વિવિધ પ્રકારો અને કૃતિનો પરિચય મેળવશે.


### Core Courses

Unit	Description in Detail	Weightage
1	નાટકના લક્ષણો, પ્રકારો ટ્રેજેડી-કોમેડી, રૂપક, પ્રકરણ	25%
2	ગ્રીક ટ્રેજેડી : ઈડિપસ	25%
3	ભારતીય કૃતિ : કર્ણભારમ	25%
4	ગુજરાતી કૃતિ : કેમ મકનજી કયાં ચાલ્યા ?	25%

### Suggested Reading:

- ૧) આધુનિક ગુજરાતી નાટક: પ્રત અને પ્રયોગ – ડૉ. મહેશ ચંપકલાલ
- ૨) થિએટર નામે ઘટના – હસમુખ બારાડી (ગુ.સા.પ. અમદાવાદ)
- ૩) ગુજરાતી નાટ્યસાહિત્યનો ઉદ્ભવ અને વિકાસ- ડૉ. મહેશ ચોકસી (ગુજરાત સંગીત નાટક અકાદમી)
- ૪) જ્ઞાનગંગોત્રી – વિશ્વસાહિત્ય
- ૫) ગુજરાતી રંગભૂમિનાં ૧૨૫ વર્ષનો સ્મૃતિગ્રંથ- માહિતી નિયામક, ગુ.રાજ્ય
- ૬) નાટક વિશે- જયંતી દલાલ
- ૭) અર્વાચીન ગુજરાતી સાહિત્યની વિકાસરેખા ભાગ-૧,૨ (ડૉ. ધીરુભાઈ ઠાકર)
- ૮) ગ્રીક ટ્રેજેડી- રમેશ ઓઝા, સાહિત્ય સંકુલ
- ૯) યુદ્ધોત્તર ગુજરાતી નાટક (લેખ), સતીશ વ્યાસ, 'પરબ' (ગુ.સા.અ)
- ૧૦) ગુજરાતી થિયેટરનો ઇતિહાસ- નેશનલ બુક ટ્રસ્ટ દિલ્હી
- ૧૧) નાટક અને હું (શબ્દસૃષ્ટિ વિશેષાંક) ગુજરાત સાહિત્ય અકાદમી

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		<b>M.A.in Gujarati</b> <b>Postgraduate Programme</b>			
<b>Year</b>	<b>II</b>	<b>Core Paper: 02</b>		<b>Credit</b>	<b>5</b>
<b>Semester</b>	<b>IV</b>	<b>Course/Paper Code: PA4CGUJ402</b> સાહિત્ય અને સિનેમા			

શૈક્ષણિક હેતુઓ : વિદ્યાર્થીઓ સાહિત્ય અને સિનેમાની કળા વિશે સમજ મેળવશે. તેમજ સાહિત્ય અને ફિલ્મનું રૂપાંતર વિશે તેમજ હિન્દી કૃતિ અને ફિલ્મ વિશે જાણશે તથા ગુજરાતી સાહિત્યની કૃતિ અને તેના પરથી બનેલી ગુજરાતી ફિલ્મ વિશે જાણશે.


### Core Courses

Unit	Description in Detail	Weightage
1	સાહિત્યની કળા અને સિનેમાની કળા વિશેષતાઓ	25%
2	સાહિત્ય અને ફિલ્મ : રૂપાંતરણની કળા	25%
3	માર ગયે ગુલફામ – તીસરી કસમ	25%
4	ધાડ – જયંત ખત્રી અને ધાડ- પરેશ નાયક	25%

### Suggested Reading:

- ૧) રૂપાંતર – અમૃત ગંગર
- ૨) ગુજરાતી સાહિત્ય અને સિનેમા – તરુણ બેન્કર
- ૩) સાહિત્ય અને સિનેમા – જય વસાવડા
- ૪) શબ્દસૃષ્ટિ અંક- ૧૧-૧૨ દિપોત્સવી વિશેષાંક- નવે-ડિસે-૨૦૨૨

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		<b>N.S. Patel Arts (Autonomous) College, Anand</b> NAAC – UGC Re-Accredited “A” Grade (3.06 CGPA) “College with Potential for Excellence” by UGC Phase II Affiliated to Sardar Patel University, Vallabh Vidyanagar <b>Department of Gujarati</b>		<b>Academic Year 2020-2023</b>	
		<b>M.A. in Gujarati Postgraduate Programme</b>			
<b>Year</b>	<b>II</b>	<b>Core Paper: 03</b> <b>Course/Paper Code: PA4CGUJ403</b> <b>ગુજરાતી સાહિત્ય અને સંશોધન</b>		<b>Credit</b>	<b>5</b>
<b>Semester</b>	<b>IV</b>				


શૈક્ષણિક હેતુઓ : વિદ્યાર્થીઓ ગુજરાતી સાહિત્ય, સંશોધન અને અન્ય વિદ્યાશાખાઓ વિશે સમજ પ્રાપ્ત કરશે. તેમજ બે સંશોધકો અને બે કૃતિનો પરિચય મેળવશે.

### Core Courses

Unit	Description in Detail	Weightage
1	સંશોધન : સંજ્ઞા, તેના વિવિધ અર્થ, વિવિધ વ્યાખ્યાઓ (અંગ્રેજી, ભારતીય, ગુજરાતી) સંશોધકની સજ્જતા, સંશોધન અને વિવેચનનો ભેદ	25%
2	સંશોધનનું સ્વરૂપ (સોપાન), સાહિત્ય સંશોધનનું સ્વરૂપ અન્ય વિદ્યાશાખાના સંશોધન અને સાહિત્ય સંશોધનનો ભેદ	25%
3	સંશોધનના ક્ષેત્રો, લોકસાહિત્યનું સંશોધન, ક્ષેત્રકાર્યનું મહત્ત્વ, મધ્યકાલીન સંશોધનની સમસ્યા, અર્વાચીન સાહિત્ય સંશોધન	25%
4	સંશોધકોનો પરિચય ૧. કે.કા. શાસ્ત્રી ૨. ભગવાનદાસ પટેલ ૧. અખો : એક અધ્યયન – ઉમાશંકર જોશી ૨. અર્વાચીન કવિતા - સુન્દરમ	25%

### Suggested Reading:

- ૧) સાહિત્યિક તત્ત્વોની માવજત – જયંત કોઠારી
- ૨) સાહિત્યિક સંશોધન વિષે – સુમન શાહ
- ૩) સાહિત્ય-સંશોધન પ્રક્રિયા અને પ્રશ્નો – ભરત પરીખ
- ૪) સાહિત્ય સંશોધનની પદ્ધતિ – ચંપુ વ્યાસ
- ૫) સંશોધનની કેડી – ભોગીલાલ સાંડેસરા
- ૬) શોધ અને સ્વાધ્યાય – હરિવલ્લભ ભાયાણી
- ૭) સંશોધન પદ્ધતિઓ અને પ્રવિધિઓ – હરિભાઈ ગુલાબભાઈ દેસાઈ અને કૃષ્ણકાન્ત ગોપાળજી દેસાઈ

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		<b>M.A. in Gujarati</b> <b>Postgraduate Programme</b>			
<b>Year</b>	<b>II</b>	<b>Elective Paper: 01</b> <b>Course/Paper Code: PA4EGUJ401</b> <b>વિશ્વ સાહિત્ય</b>		<b>Credit</b>	<b>5</b>
<b>Semester</b>	<b>IV</b>				

શૈક્ષણિક હેતુઓ : વિદ્યાર્થીઓ વિશ્વ સાહિત્ય વિશે સમજ પ્રાપ્ત કરશે તેમજ સાથે સાથે ભારતીય સાહિત્ય વિશે જાણશે. બે વિશ્વ સાહિત્યની કૃતિઓ અને તેના અનુવાદ વિશે સમજ મેળવશે.


### Elective Courses

Unit	Description in Detail	Weightage
1	વિશ્વ સાહિત્ય : સંજ્ઞાયર્ચા, ટૂંકો પરિચય, વિવિધ પ્રવાહો,	25%
2	ભારતીય સાહિત્ય અને વિશ્વ સાહિત્ય	25%
3	અ ડોલ્સ હાઉસ - હેન્રીક ઇબ્સન અનુ. બળવંત જાની	25%
4	ધ આઉટ સાઈડર - આલ્બેર કામૂ અનુ. રવીન્દ્ર ઠાકુર	25%

### Suggested Reading:

- ૧) રચનાવલી - ચંદ્રકાંત ટોપીવાળા
- ૨) વિશ્વ નવલકથા - સુમન શાહ

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		<b>M.A. in Gujarati</b> <b>Postgraduate Programme</b>			
<b>Year</b>	<b>II</b>	<b>Elective Paper: 02</b> <b>Course/Paper Code: PA4EGUJ402</b> <b>તુલનાત્મક સાહિત્ય</b>		<b>Credit</b>	<b>5</b>
<b>Semester</b>	<b>IV</b>				

શૈક્ષણિક હેતુઓ : વિદ્યાર્થીઓ તુલનાત્મક અભ્યાસ વિશે માહિતી મેળવશે. તેમજ તુલનાના વિવિધ અભિગમો વિશે સમજ મેળવશે તથા તેનું મહત્ત્વ અને સમસ્યા વિશે જ્ઞાન મેળવશે અને અન્ય કૃતિ વિશે જાણશે.

## Elective Courses

Unit	Description in Detail	Weightage
1	તુલના : સંજ્ઞા અને વિભાવના, લક્ષણો, મહત્ત્વ તુલનાત્મક સાહિત્યના અભિગમો- ફ્રેંચ અભિગમ, અમેરિકન અભિગમ	25%
2	તુલનાત્મક સાહિત્યમાં ફ્રેંચ અભિગમ- પ્રભાવ, સાદૃશ્ય, પરંપરા, વિષયવસ્તુ અમેરિકન અભિગમ- સાહિત્ય અને અન્ય શાસ્ત્રોના સંબંધનું અધ્યયન	25%
3	તુલનાત્મક સાહિત્યનું સાંપ્રત સમયમાં પ્રસ્તુતતા તુલનાત્મક સાહિત્યમાં અનુવાદનું મહત્ત્વ અને સમસ્યાઓ	25%
4	કૃતિનો અભ્યાસ : ગુડ અર્થ, ગણદેવતા, માનવીની ભવાઈ	25%

### Suggested Reading:

- ૧) તુલનાત્મક સાહિત્ય અભ્યાસ- સં. વસંત બાપટ
- ૨) તુલનાત્મક સાહિત્યનો અભ્યાસ – ધીરુભાઈ પરીખ
- ૩) તુલનાત્મક સાહિત્ય સિદ્ધાંત અને વિનિયોગ - પ્રસાદ બ્રહ્મભટ્ટ
- ૪) તુલનાત્મક સાહિત્યની દિશામાં – અશ્વિન દેસાઈ
- ૫) તુલનાત્મક સાહિત્યની ભૂમિકા- ઇન્દ્રનાથ ચૌધરી

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**N.S. Patel Arts College, Anand**  
**(Autonomous)**  
(Managed by Sardara Patel Education trust, Anand)



**Bachelor of Arts - Sanskrit**  
**(Semester System)**

**Syllabus**

**New Education Policy -2020**  
**(Choice Based Credit System)**

**Semester - I & II**

**IMPLEMENTATION FROM 2023-2024**



<b>B.A. -Sanskrit -Semester-I -2023-2024</b>				
<b>Course Type</b>	<b>Course Code</b>	<b>Course Title</b>	<b>Credit</b>	<b>Hours</b>
Major-1 (Core)	UA1MASAN01	<b>Hitopadesh (Mitrabha) of Narayan Bhatt</b>	04	
Major-2 (Core)	UA1MASAN02	<b>Classical Sanskrit Literature (Poetry)</b> Raghuvansham-(Sarg-1) of Kalidasa	04	
Minor-1	UA1MISAN01	<b>Hitopadesh (Mitrabha) of Narayan Bhatt</b>	04	
Multi Disciplinary Course	UA1MDSAN01	<b>Shrimadbhagavadgita</b> (Adhyay - 1 to 9)	04	
AEC-1	UA1AESAN01	<b>Purana Parichay</b>	02	
Skill Enhancement Course-1	UA1SESAN01	<b>Vastushastra</b>	02	
IKS Course-1	UA1IKSAN01	<b>Yoga Education – Part-1</b>	02	
		<b>Total Credit</b>	22	
<b>B.A. -Sanskrit-Semester-II -2023-2024</b>				
<b>Course Type</b>	<b>Course Code</b>	<b>Course Title</b>	<b>Credit</b>	
Major-3 (Core)	UA2MASAN01	<b>Introduction of Sanskrit Vangamaya</b>	04	
Major-4 (Core)	UA2MASAN02	<b>Svapnavasavadattam Of Bhasa</b>	04	
Minor-2	UA2MISAN01	<b>Introduction of Sanskrit Vangamaya</b>	04	
Multi Disciplinary Course	UA2MDSAN01	<b>Shrimadbhagavadgita</b> (Adhyay - 10 to 18)	04	
AECC-2	UA2AESAN01	<b>Jatakmaala of Aryasura (Niyat Katha)</b>	02	
Skill Enhancement Course-2	UA2SESAN01	<b>Temple Management</b>	02	
Common Value-Added Course -2	UA2VASAN01	<b>Yoga Education – Part-2</b>	02	
		<b>Total Credit</b>	22	

<b>N.S. Patel Arts College, Anand</b> <b>(Autonomous)</b> (Managed by Sardar Patel Education trust, Anand) <b>Department of Sanskrit</b>			
<b>B.A-Semester-I-2023-2024</b>			
<b>Major(Core)-1</b>		<b>Credit</b>	<b>Hours</b>
UA1MASAN01	<b>Hitopadesha (Mitrlabha) of Narayana Pandita</b>	04	
<b>Objectives</b>	<ul style="list-style-type: none"> <li>➤ This course aims to get the students acquainted with the outline of Sanskrit Niti literature including the text readings of the ‘Hitopadesh’.</li> <li>➤ General Introduction of Origin and Development Of Pranikatha.</li> <li>➤ To give the moral and ethical values through the interesting medium of stories.</li> </ul>		
<b>Unit-1</b>	<ul style="list-style-type: none"> <li>➤ Origin and Development of Pranikatha</li> <li>➤ Characteristic of Pranikatha</li> <li>➤ General Introduction of Narayana Pandit Life, Time &amp; Work</li> <li>➤ <b>Hitopadesh ( Kathamukh)</b> Translation with explanation Reference to the Context, Content analysis.</li> </ul>		
<b>Unit-2</b>	<ul style="list-style-type: none"> <li>➤ <b>Hitopadesh</b> (Mitralabh) - Katha – 01 &amp; 03 with explanation Reference to the Context, Content analysis.</li> </ul>		
<b>Unit-3</b>	<ul style="list-style-type: none"> <li>➤ <b>Hitopadesh</b> (Mitralabh) - Katha – 04 &amp; 06 Translation with explanation Reference to the Context, Content analysis</li> </ul>		
<b>Unit-4</b>	<ul style="list-style-type: none"> <li>➤ <b>Hitopadesh</b> (Mitralabh) - Katha – 07 &amp; 08 Translation with explanation Reference to the Context, Content analysis</li> </ul>		
<b>Learning Outcomes</b>	<ul style="list-style-type: none"> <li>➤ Ability to embraces moral/ethical values in conducting his/her life.</li> <li>➤ Capable of demonstrating the ability to identify ethical issues related to one’s work.</li> <li>➤ Avoid unethical behaviour.</li> </ul>		
<b>Reference Books:</b>			
1	કંસારા, નારાયણ. (સંપા.) (૧૯૭૮). <i>હિતોપદેશ</i> ..(મિત્રલાભ). સરસ્વતી પુસ્તક ભંડાર. અમદાવાદ.		
2	પંડ્યા, વિજય. (સંપા.) (૧૯૯૦). <i>હિતોપદેશ</i> :. પાર્શ્વ પબ્લિકેશન અમદાવાદ. પ્રથમ આવૃત્તિ.		
3	દવે, એસ.જે. (સંપા.) <i>હિતોપદેશ</i> :. સરસ્વતી પુસ્તક ભંડાર. અમદાવાદ.		
4	પંડ્યા, શાંતિકુમાર. (સંપા.) <i>હિતોપદેશ</i> :. પાર્શ્વ પબ્લિકેશન, અમદાવાદ		

Code	DSC-2	Credit	Hours
UAIMASAN02	<b>Classical Sanskrit Literature (Poetry) Raghuvansham-(Sarg-1) of Kalidasa</b>	04	
<b>Objectives</b>	<ul style="list-style-type: none"> <li>➤ This course aims to get students acquainted with Classical Sanskrit Poetry.</li> <li>➤ It intends to give an understanding of literature through which students will be able to appreciate the development of Sanskrit Literature.</li> <li>➤ The course also seeks to help students to negotiate texts independently.</li> </ul>		
Unit-1	<ul style="list-style-type: none"> <li>• Origin and development of Mahakavya</li> <li>• Different type of Mahakavyas with special reference to Kalidas, Bharavi, Magha, Shriharsha</li> <li>• Life, Time and Works of Kalidasa Form of Mahakavya</li> </ul>		
Unit- 2	<ul style="list-style-type: none"> <li>➤ <b>Raghuvansham- Sarga-1</b></li> <li>• <b>Shloka:- 01 To 30</b> Translation with explanation Reference to the Context, Content analysis.</li> </ul>		
Unit- 3	<ul style="list-style-type: none"> <li>➤ <b>Raghuvansham- Sarga-1</b></li> <li>• <b>Shloka :- 31 To 60</b> Translation with explanation Reference to the Context, Content analysis.</li> </ul>		
Unit- 4	<ul style="list-style-type: none"> <li>➤ <b>Raghuvansham- Sarga-1</b></li> <li>• <b>Shloka:- 61 To 95</b> Translation with explanation Reference to the Context, Content analysis.</li> </ul>		
<b>Learning Outcomes</b>	<ul style="list-style-type: none"> <li>➤ An increased ability to read and understand Sanskrit text</li> <li>➤ Students would be know a basic familiarity of the Sanskrit culture and religious background.</li> <li>➤ Identify and describe literary characteristics of poetic forms.</li> <li>➤ This course will enhance competence in chaste classical Sanskrit and give them skills in translation and interpretation of poetic works.</li> </ul>		
<b>Reference Books:</b>			
1	त्रिपाठी, कृष्णमणी. (संपा.) रघुवंशम् (मल्लिनाथकृतसञ्जीवनीटीका). चौखम्बा सुरभारतीप्रकाशन, वाराणसी।		
2	गोयल, निशा. (2021). रघुवंशमहाकाव्यम् (प्रथम सर्ग). विद्यानिधि प्रकाशन, दिल्ली.		
3	दवे, सुरेश. (२०१३). रघुवंशमहाकाव्यम् (प्रथम सर्ग). सरस्वती पुस्तक भंडार, अमदावाड. प्रथम आवृत्ति.		
4	Kale, M.R (Ed.) <i>Raghuvansam of Kālidāsa</i> . MLBD. Delhi.		

Code	Minor-1	Credit	Hours
UA1MISAN01	<b>Hitopadesha (Mitrlabha) of Narayana Pandita</b>	04	
<b>Objectives</b>	<ul style="list-style-type: none"> <li>➤ This course aims to get the students acquainted with the outline of Sanskrit Niti literature including the text readings of the ‘Hitopadesh’.</li> <li>➤ General Introduction of Origin and Development Of Pranikatha.</li> <li>➤ To give the moral and ethical values through the interesting medium of stories.</li> </ul>		
<b>Unit-1</b>	<ul style="list-style-type: none"> <li>➤ Origan and Development of Pranikatha</li> <li>➤ Characteristic of Pranikatha</li> <li>➤ General Introduction of Narayana Pandit Life,Time &amp; Work</li> <li>➤ <b>Hitopadesh ( Kathamukh)</b> Translation with explanation Reference to the Context, Content analysis.</li> </ul>		
<b>Unit-2</b>	<ul style="list-style-type: none"> <li>➤ <b>Hitopadesh</b> (Mitralabh) - Katha – 01 &amp; 03 Translation with explanation Reference to the Context, Content analysis.</li> </ul>		
<b>Unit-3</b>	<ul style="list-style-type: none"> <li>➤ <b>Hitopadesh</b> (Mitralabh) - Katha – 04 &amp; 06 Translation with explanation Reference to the Context, Content analysis</li> </ul>		
<b>Unit-4</b>	<ul style="list-style-type: none"> <li>➤ <b>Hitopadesh</b> (Mitralabh) - Katha – 07 &amp; 08 Translation with explanation Reference to the Context, Content analysis</li> </ul>		
<b>Learning Outcomes</b>	<ul style="list-style-type: none"> <li>➤ Ability to embraces moral/ethical values in conducting his/her life.</li> <li>➤ Capable of demonstrating the ability to identify ethical issues related to one’s work.</li> <li>➤ Avoid unethical behaviour.</li> </ul>		
<b>Reference Books:</b>			
1	કંસારા, નારાયણ. (સંપા.) (૧૯૭૮). <i>હિતોપદેશ</i> ..(મિત્રલાભ). સરસ્વતી પુસ્તક ભંડાર. અમદાવાદ.		
2	પંડ્યા, વિજય. (સંપા.) (૧૯૯૦). <i>હિતોપદેશ</i> :. પાર્શ્વ પબ્લિકેશન અમદાવાદ. પ્રથમ આવૃત્તિ.		
3	દવે, એસ.જે. (સંપા.) <i>હિતોપદેશ</i> :. સરસ્વતી પુસ્તક ભંડાર. અમદાવાદ.		
4	પંડ્યા, શાંતિકુમાર. (સંપા.) <i>હિતોપદેશ</i> ;. પાર્શ્વ પબ્લિકેશન, અમદાવાદ		

Code	Inter Disciplinary Course	Credit	Hours
UA1MDSAN01	<b>Shrimadbhagavadgita</b> (Adhyay - 1 to 9)	04	
Objectives	<ul style="list-style-type: none"> <li>➤ The objective of this course is to study the philosophy of self-management in the Gita.</li> <li>➤ The course seeks to help students negotiate the text independently without referring to the traditional commentaries so as to enable them to experience the richness of the text.</li> </ul>		
Unit-1	<ul style="list-style-type: none"> <li>➤ General Introduction of Shrimadbhagavadgita</li> <li>➤ Shrimadbhagavadgita - Adhyay - 1 to 3</li> </ul>		
Unit- 2	<ul style="list-style-type: none"> <li>➤ Shrimadbhagavadgita - Adhyay - 4 to 6</li> </ul>		
Unit- 3	<ul style="list-style-type: none"> <li>➤ Shrimadbhagavadgita - Adhyay - 7 to 8</li> </ul>		
Unit- 4	<ul style="list-style-type: none"> <li>➤ Shrimadbhagavadgita - Adhyay - 09</li> <li>➤ Self Management in the Shrimadbhagavadgita Gita: Process of Managing the Society &amp; Family</li> </ul>		
<b>Learning Outcomes</b>	<ul style="list-style-type: none"> <li>➤ This course is to develop cultural and historical sensibility particularly indigenous traditions, socio-cultural context and diversity.</li> <li>➤ Developing Moral &amp; Ethical Awareness &amp; reasoning</li> <li>➤ Developing patriotism with a sense of responsibility in student.</li> <li>➤ Application to Psychology related Problems.</li> <li>➤ Self development &amp; Self regulation skills.</li> </ul>		
<b>Reference Books:</b>			
1	श्रीमद्भगवद्गीता। शंकराचार्य भाष्य सहित। गीताप्रेस गोरखपुर।		
3	अग्रवाल, मदनमोहन (व्याख्याकार) । (२०१३) । श्रीमद्भगवद्गीता (सरस्वतीकृत मधुसूदन गूढार्थदीपिकाव्याख्या सहित) । चौखम्बा संस्कृत प्रतिष्ठान, वाराणसी।		
4	एस.राधाकृष्णन् (व्याख्या)। (१९६९)। श्रीमद्भगवद्गीता । राजपाल एण्डसन्स, दिल्ली ।		
5	शास्त्री सी.ओल (संपा.) एवे, पी.सी.(संपा.). (१९६८). श्रीमद्भगवद्गीता. अप्पिल हिन्द प्रकाशन, अमदावाड. द्वितीय संस्करण.		
6	अला, सुहास. (संपा) (२००२). श्रीमद्भगवद्गीता. सरस्वती प्रकाशन, अमदावाड. प्रथम आवृत्ति.		

Code	Ability Enhancement Course	Credit	Hours
	<b>Introduction Of Puranasahitya</b>	02	
Objectives	<ul style="list-style-type: none"> <li>➤ This course aims to get students acquainted with the journey of Purana Sahitya</li> <li>➤ They also know about Society and Culture of Ancient age.</li> <li>➤ This course aims to get the students familiar with the Ethical and Moral Values in Sanskrit</li> </ul>		
Unit-1	<ul style="list-style-type: none"> <li>➤ Introduction of Puranasahitya</li> <li>➤ Various Meanings of Purana</li> <li>➤ Purana Panchlakhsana</li> <li>➤ Purana Dasalakhana</li> <li>➤ Introduction of Various Puranas Brahmpurana, Padmpurana, Vishnupurana, Vayupurana, Shrimadbhagvatpurana Naradpurana, Markandeyapurana, Agnipurana</li> </ul>		
Unit- 2	<ul style="list-style-type: none"> <li>➤ Introduction of Various Puranas Bhavishyapurana, Brahmvaivarntpurana, Lingpurana, Varahpurana, Skandpurana Vamanapurana, Kurmapurana, Matsyapurana, Garudpurana, Brahmandpurana</li> </ul>		
Learning Outcomes	<ul style="list-style-type: none"> <li>➤ Students will be understand ancient Indian Literature</li> <li>➤ They Also Understand about Origin of Creation.</li> </ul>		
<b>Reference Books:</b>			
1	चतुर्वेदी, पण्डित गिरिधर. (२०००).पुराण-परिशीलन. बिहार-राष्ट्रभाषा-परिषद्. पटना.		
2	उपाध्याय, बलदेव. (२०१०) पुराणविमर्श. चौखम्बा प्रकाशन. वाराणसी. पुनर्मुद्रित संस्करण.		
3	उपाध्याय, बलदेव. संस्कृत साहित्य का इतिहास. शारदा निकेतन. वाराणसी.		
4	उपाध्याय, बलदेव. वैदिक साहित्य और संस्कृति. चौखम्बा प्रकाशन. वाराणसी.		

Code	Skill Enhancement Course-1	Credit
UA1SESAN01	Vastushastra	02
Objectives	<ul style="list-style-type: none"> <li>➤ પ્રાચીન ભારતીય વાસ્તુ કલાનો પરિચય થાય.</li> <li>➤ સૃષ્ટીમાં રહેલ પ્રાકૃતિક શક્તિઓનું સામંજસ્ય સ્થાપિત કરી જીવન જીવવાની કલા શીખવે.</li> <li>➤ પ્રાચીન પારંપરિક જ્ઞાન-વિજ્ઞાનનો પરિચય થાય.</li> <li>➤ આધુનિક સમયમાં પ્રાચીન વાસ્તુજ્ઞાનનાં ઉપયોગ દ્વારા સુંદર ભવનોનું નિર્માણ કરી શકાય.</li> </ul>	
Unit-1	<ul style="list-style-type: none"> <li>➤ <u>વાસ્તુશાસ્ત્ર નો પરિચય</u> <ul style="list-style-type: none"> <li>• વાસ્તુ પ્રયોજન</li> <li>• વાસ્તુપુરુષની ઉત્પત્તિ કથા</li> <li>• વાસ્તુ શબ્દ ની વ્યાખ્યા અને વાસ્તુનાં અધિકાર ક્ષેત્રો</li> <li>• વાસ્તુશાસ્ત્રનાં પ્રવાર્તાકાર્યો નો પરિચય</li> <li>• પંચાંગ પરિચય.</li> </ul> </li> <li>➤ ભૂ પરિગ્રહ- <ul style="list-style-type: none"> <li>• ગૃહનિર્માણ હેતુ, પરગૃહે વાસફલ, જિર્ણોદ્ધાર ફલ,</li> <li>• વાસ્તુપદમંડલ (૬૪, ૮૧ પદ વાસ્તુમંડલ), વાસ્તુપદમંડલે વાસ્તુપુરુષાંગ નિરૂપણ</li> <li>• ભૂમિનાં લક્ષણો- પ્રકાર (વર્ણ, ગંધ, રસ અનુસાર), ભૂમિનાં આકૃતિ અનુસાર શુભાશુભ ફલ, ભૂ પરીક્ષા, વાસયોગ્ય ભૂમિલક્ષણ.</li> </ul> </li> </ul>	
Unit- 2	<ul style="list-style-type: none"> <li>➤ <u>ગૃહારંભ વિધિ</u> <ul style="list-style-type: none"> <li>• નક્ષત્ર પરત્વેન ખાતમુહુર્ત નિર્ણય</li> <li>• શલ્યોદ્ધાર પદ્ધતિ, ગૃહારંભે માસનિર્ણય, ગૃહારંભે નક્ષત્ર-તિથિ-વાર નિર્ણય</li> <li>• વાસ્તુશાસ્ત્રનાં ૨૧ અંગો નાં નામ, આય-વ્યય -નક્ષત્ર.</li> </ul> </li> <li>➤ ગૃહનિર્માણ વિધિ- <ul style="list-style-type: none"> <li>• ગૃહનિર્માણે શુભાશુભ વૃક્ષ નિર્ણય, ગૃહની ચારેદિશામાં વૃક્ષનિર્ણય</li> <li>• શુભાશુભફલ સહિત, દિશા પરત્વેન વાસ્તુવિન્યાસ,</li> <li>• વાસ્તુપદમંડલાધારે ગૃહદ્વાર સ્થાપન વિચાર, દ્વારવેધ શુભાશુભ ફલ સહિત, શિલાન્યાસ અને સ્તંભારોપણ પદ્ધતિ</li> <li>• ગૃહ પ્રવેશે ગૃહપતિ કર્તવ્ય.</li> </ul> </li> </ul>	

<b>Learning Outcomes</b>	<ul style="list-style-type: none"> <li>➤ प्राचीन भारतीय वास्तु कलानो परियय थशे.</li> <li>➤ सृष्टीमां रहेल प्राकृतिक शक्तिओनुं सामंजस्य स्थापित करी जवण जववानी कला शिषशे</li> <li>➤ प्राचीन पारंपरिक ज्ञान-विज्ञाननो परियय थशे</li> <li>➤ आधुनिक समयमां प्राचीन वास्तुज्ञाननां उपयोग द्वारा सुंदर भवनोनुं निर्माण करी शकाय.</li> </ul>
<b>1</b>	द्विवेदी, राममनोहर. सं.- डो. त्रिपाठी, ब्रह्मानंद. <i>बृहद्वास्तुमाला</i> . यौभंभा सुरभारती प्रकाशन, वाराणसी.
<b>2</b>	आ, जवनाथ. सं. आ, अय्युतानंद. <i>वास्तुरत्नावलि</i> . यौभंभा अमरभारती प्रकाशन, वाराणसी.
<b>3</b>	ठाकर, यज्ञदत्त दुर्गाशंकर ठाकर, अरुण यज्ञदत्त <i>बालबोधज्योतिषसारसमुच्चय</i> . मुंबई.
<b>4</b>	रामद्वैवज्ञ, व्याख्या: द्विवेदी, विन्ध्येश्वरीप्रसाद. <i>मुहूर्तचिंतामणी</i> . यौभंभा सुरभारती प्रकाशन, वाराणसी.
<b>5</b>	पांडेय, शैलजा. <i>मयमतम</i> (दानवराज मयकृत). यौभंभा सुरभारती प्रकाशन, वाराणसी.
<b>6</b>	शुक्ल, कमलाकान्त. <i>वास्तुसौभ्यम</i> . संपूर्णानंद संस्कृत विश्वविद्यालय, वाराणसी.
<b>7</b>	जूगनु, . श्रीकृष्ण. <i>विश्वकर्मवास्तुशास्त्रम</i> . डो परिमल पब्लिकेशन, दिल्ली, अल्लाहबाद.



Code	INDIAN KNOWLEDGE SYSTEM	Credit	Hours
UA1IKSAN01	Yoga Education – Part-1	02	
Objectives	<ul style="list-style-type: none"> <li>➤ To create awareness about Yoga.</li> <li>➤ To cultivate importance of Yoga practices.</li> <li>➤ To focus on prepare the student improve individual and social health through Yoga.</li> </ul>		
Unit-1	<ul style="list-style-type: none"> <li>➤ Introduction of Various Darshanas</li> <li>➤ Types of Yoga</li> <li>➤ Introduction of Yogadarshana &amp; Introduction of Patanjali</li> <li>➤ Meaning of Yoga and Importance Of Yoga</li> <li>➤ Introduction and Importance of Ashtanga Yoga.               <ul style="list-style-type: none"> <li>(1) Yama      (2) Niyama      (3) Asana      (4) Pranayam</li> <li>(5) Pratyahara      (6) Dhyana      (7) Dharana      (8) Samadhi</li> </ul> </li> </ul>		
Unit- 2	<ul style="list-style-type: none"> <li>➤ Introduction of various Asana and Its Benefits ( Selected Asanas)</li> <li>➤ Introduction of various Pranayama, Shat-Kriya (Neti, Kapalbharati, Trataka)</li> <li>➤ Practical Of Yoga - Asanas, Pranayama and Dhyana</li> </ul>		
Learning Outcomes	<ul style="list-style-type: none"> <li>➤ Developing Moral &amp; Ethical Awareness &amp; reasoning</li> <li>➤ Developing sense of responsibility in student.</li> <li>➤ Application to Psychology related Problems.</li> <li>➤ Self development &amp; Self regulation skills.</li> </ul>		
<b>Reference Books:</b>			
1	આયંગાર, બી.કે.એસ. પતંજલિયોગદર્શન. પ્રભાત પ્રકાશન, દિલ્લી.		
2	દશોરા, નંદલાલ. (૧૯૯૭). પાતંજલ યોગ સૂત્ર. રણધીર પ્રકાશન, હરિદ્વાર.		
3	પાતંજલયોગદર્શન. (સંવત-૧૯૮૬), મોક્ષમંદિર, અમદાવાદ.		
4	મહાત્મા યોગેશ્વરજી, (૨૦૧૧). યોગદર્શન. સાહિત્ય સંગમ, સુરત		
5	શુક્લ, જયેશ. (૨૦૧૯). યોગ પરિચય. યુનિવર્સિટી ગ્રન્થનિર્માણ બોર્ડ, અમદાવાદ.		
6	મહારાજ નાથુલાલ. (૧૯૯૯). આનંદ આશ્રમ, બિલ્ખા, સૌરાષ્ટ્ર. શ્રી હરજીવન શાહ.		

**N.S. Patel Arts College, Anand**  
**(Autonomous)**  
(Managed by Sardar Patel Education trust, Anand)  
**Department of Sanskrit**

**B.A-Semester-II-2023-2024**

**Code**

**Major (Core) -5**

**Credit**

**Hours**

**Introduction of Sanskrit Vangamaya**

04

**Objectives**

- This course aims to get students acquainted with the journey of Sanskrit literature.
- It also intends to give an outline of different shastric traditions, through which students will be able to know the different genres of Sanskrit Literature and Śhāstras.
- They also know about Society and Culture of Ancient age.
- This course aims to get students acquainted with Classical Sanskrit Literature. It intends to give an understanding of Forms of Sanskrit Poetry and Sanskrit Poets.

**Unit-1**

- **Vedic Literature**
  - Introduction of Rugveda, Samaveda, Yajurveda, Atharvaveda
  - Introduction of Vedanga
  - Introduction of Upanishadas

**Unit- 2**

- **Ramayana**
  - Ramayana - Subject Matter and Author
  - Social and Cultural Importance of Ramayana
  - Introduction of Critical Edition of Ramayana

**Unit- 3**

- **Mahabharata**
  - Mahabharata - Author and Subject Matter
  - Social and Cultural Importance of Mahabharata
  - Introduction of Critical Edition of Mahabharata

**Unit- 4**

- **Introduction of Classical Sanskrit Literature.**  
**(Gadyakavya, Padyakavya, Champukavya)**
  - Bana, Bharavi, Trivikram Bhatt
  - Sudraka, Jagnnatha, Jayadeva

**Learning Outcomes**

- During the journey of this course they will come to know about Our Sanskrit Scriptures right from Vedas to Purana.
- They came to know Vedic age society and the significance of Indian philosophy by Upanishadas.
- Students will be able to knows about Classical Sanskrit literature.

**Reference Books:**

1	પટેલ, ગૌતમ. (૧૯૯૦). <i>વૈદિક સાહિત્ય અને સંસ્કૃતિ</i> . યુનિવર્સિટી ગ્રંથ નિર્માણ બોર્ડ અમદાવાદ.
2	દેસાઈ, જીતેન્દ્ર. <i>સંસ્કૃત સાહિત્યનો ઇતિહાસ</i> . સરસ્વતી પુસ્તક ભંડાર, અમદાવાદ.
3	ઉપાધ્યાય, બલદેવ. <i>સંસ્કૃત સાહિત્ય કા ઇતિહાસ</i> . શારદા નિકેતન. વારાણસી.
4	ઉપાધ્યાય, બલદેવ. <i>વૈદિક સાહિત્ય ઓર સંસ્કૃતિ</i> . ચૌખમ્બા પ્રકાશન. વારાણસી.
5	બુલ્કે, ફાધર કામિલ. (૨૦૧૨) <i>રામકથા</i> . હિન્દી પરિષદ્ પ્રકાશન. ઇલાહાબાદ.
6	વિન્ટરનિટ્ઝ, એમ. પાણ્ડેય રામચન્દ્ર(અનુ). (૧૯૬૬) <i>પ્રાચીન ભારતીય સાહિત્ય</i> , મોતીલાલ બનારસીદાસ, દિલ્લી.
7	ચતુર્વેદી, પણ્ડિત ગિરિધર. (૨૦૦૦). <i>પુરાણ-પરિશીલન</i> . બિહાર-રાષ્ટ્રભાષા-પરિષદ્, પટના.
8	ઉપાધ્યાય, બલદેવ. (૨૦૧૦) <i>પુરાણવિમર્શ</i> . ચૌખમ્બા પ્રકાશન. વારાણસી. પુનર્મુદ્રિત સંસ્કરણ.

Code	Major-6		Credit	Hours
	Classical Sanskrit Literature (Drama) Svapnavasavadattam Of Bhasa		04	
Objectives	<ul style="list-style-type: none"> <li>➤ This course aims to get students acquainted with Classical Sanskrit Drama.</li> <li>➤ It intends to give an understanding of literature through which students will be able to appreciate the development of Sanskrit Literature.</li> <li>➤ The course also seeks to help students to negotiate texts independently.</li> </ul>			
Unit-1	<ul style="list-style-type: none"> <li>• Origin and development of Drama</li> <li>• Life, Time and Works of Bhasa</li> <li>• Form of Drama and evaluate Svapnavasavadattam as a Drama Plot of Svapnavasavadattam</li> </ul>			
Unit- 2	<ul style="list-style-type: none"> <li>➤ <b>Svapnavasavadattam – Anka -1 &amp; 2</b> Translation with explanation Reference to the Context, Content analysis.</li> </ul>			
Unit- 3	<ul style="list-style-type: none"> <li>➤ <b>Svapnavasavadattam – Anka -3 &amp; 4</b> Translation with explanation Reference to the Context, Content analysis.</li> </ul>			
Unit- 4	<ul style="list-style-type: none"> <li>➤ <b>Svapnavasavadattam – Anka – 5 &amp; 6</b> Translation with explanation Reference to the Context, Content analysis.</li> </ul>			
Learning Outcomes	<ul style="list-style-type: none"> <li>➤ An increased ability to read and understand Sanskrit text</li> <li>➤ Students would be know a basic familiarity of the Sanskrit culture and religious background.</li> <li>➤ Identify and describe literary characteristics of poetic forms.</li> <li>➤ This course will enhance competence in chaste classical Sanskrit and give them skills in translation and interpretation of poetic works.</li> </ul>			
<b>Reference Books:</b>				
1	Patel, Gutam & Shah, Urmi (Ed.) <i>Svapnavasavadattam</i> , Sarasvati Pustak Bhandaar, Ahemadabad.			
2	Kale, M.R. <i>Svapnavasavdattam</i> , Bharatiya Vidyabhavan, New Delhi.			
3	Pandya, ShantiKumar & Desai, Jitendra (Ed.). <i>Svapnavasavadattam</i> . Parshva Prakashan, Ahmedabad.			
4	Keith, A.B. (1970) <i>Sanskrit Drama</i> . Oxford University Press London.			
	Bhatt,G. K.(Ed.). (1975) <i>Sanskrit Drama</i> . Karnataka University Press, Dharwar.			

Code	Minor-3	Credit	Hours
	<b>Introduction of Sanskrit Vangamaya</b>	04	
Objectives	<ul style="list-style-type: none"> <li>➤ This course aims to get students acquainted with the journey of Sanskrit literature.</li> <li>➤ It also intends to give an outline of different shastric traditions, through which students will be able to know the different genres of Sanskrit Literature and Śhāstras.</li> <li>➤ They also know about Society and Culture of Ancient age.</li> <li>➤ This course aims to get students acquainted with Classical Sanskrit Literature. It intends to give an understanding of Forms of Sanskrit Poetry and Sanskrit Poets.</li> </ul>		
Unit-1	<ul style="list-style-type: none"> <li>➤ <b>Vedic Literature</b> <ul style="list-style-type: none"> <li>• Introduction of Rugveda, Samaveda, Yajurveda, Atharvaveda</li> <li>• Introduction of Vedanga</li> <li>• Introduction of Upanishadas</li> </ul> </li> </ul>		
Unit- 2	<ul style="list-style-type: none"> <li>➤ <b>Ramayana</b> <ul style="list-style-type: none"> <li>• Ramayana - Subject Matter and Author</li> <li>• Social and Cultural Importance of Ramayana</li> <li>• Introduction of Critical Edition of Ramayana</li> </ul> </li> </ul>		
Unit- 3	<ul style="list-style-type: none"> <li>• <b>Mahabharata</b> <ul style="list-style-type: none"> <li>• Mahabharata - Author and Subject Matter</li> <li>• Social and Cultural Importance of Mahabharata</li> <li>• Introduction of Critical Edition of Mahabharata</li> </ul> </li> </ul>		
Unit- 4	<ul style="list-style-type: none"> <li>➤ <b>Introduction of Classical Sanskrit Literature. (Gadyakavya, Padyakavya, Champukavya)</b> <ul style="list-style-type: none"> <li>• Bana, Bharavi, Trivikram Bhatt</li> <li>• Sudraka, Jagnnatha, Jayadeva</li> </ul> </li> </ul>		
<b>Learning Outcomes</b>	<ul style="list-style-type: none"> <li>➤ During the journey of this course they will come to know about Our Sanskrit Scriptures right from Vedas to Purana.</li> <li>➤ They came to know Vedic age society and the significance of Indian philosophy by Upanishadas.</li> <li>➤ Students will be able to knows about Classical Sanskrit literature.</li> </ul>		
<b>Reference Books:</b>			
1	પટેલ, ગૌતમ. (૧૯૯૦). વૈદિકસાહિત્ય અને સંસ્કૃતિ. યુનિવર્સિટી ગ્રંથ નિર્માણ બોર્ડ અમદાવાદ.		
2	દેસાઇ, જીતેન્દ્ર. સંસ્કૃત સાહિત્યનો ઇતિહાસ. સરસ્વતી પુસ્તક ભંડાર, અમદાવાદ.		
3	उपाध्याय, बलदेव. संस्कृत साहित्य का इतिहास. शारदा निकेतन. वाराणसी.		

4	उपाध्याय, बलदेव. <i>वैदिक साहित्य और संस्कृति</i> . चौखम्बा प्रकाशन. वाराणसी.
5	बुल्के, फाधर कामिल. (२०१२) <i>रामकथा</i> . हिन्दी परिषद् प्रकाशन. इलाहाबाद.
6	विन्टरनिट्ज़, एम. पाण्डेय रामचन्द्र(अनु). (१९६६) <i>प्राचीन भारतीय साहित्य</i> , मोतीलाल बनारसीदास, दिल्ली.
7	चतुर्वेदी, पण्डित गिरिधर. (२०००). <i>पुराण-परिशीलन</i> . बिहार-राष्ट्रभाषा-परिषद्, पटना.
8	उपाध्याय, बलदेव. (२०१०) <i>पुराणविमर्श</i> . चौखम्बा प्रकाशन. वाराणसी. पुनर्मुद्रित संस्करण.

Code	Inter Disciplinary Course-2	Credit	Hours
	<b>Shrimadbhagavadgita (Adhyay - 10 to 18)</b>	04	
Objectives	<ul style="list-style-type: none"> <li>➤ The objective of this course is to study the philosophy of self-management in the Gita.</li> <li>➤ The course seeks to help students negotiate the text independently without referring to the traditional commentaries so as to enable them to experience the richness of the text.</li> </ul>		
Unit-1	<ul style="list-style-type: none"> <li>➤ General Introduction of Shrimadbhagavadgita</li> <li>➤ Shrimadbhagavadgita - Adhyay - 10 to 12</li> </ul>		
Unit- 2	<ul style="list-style-type: none"> <li>➤ Shrimadbhagavadgita - Adhyay - 13 to 15</li> </ul>		
Unit- 3	<ul style="list-style-type: none"> <li>➤ Shrimadbhagavadgita - Adhyay - 16 to 17</li> </ul>		
Unit- 4	<ul style="list-style-type: none"> <li>➤ Shrimadbhagavadgita - Adhyay - 18</li> <li>➤ Self Management in the Shrimadbhagavadgita <ul style="list-style-type: none"> <li>• Gita: Controlling the mind</li> <li>• Gita: Human Values and Life Style.</li> </ul> </li> </ul>		
<b>Learning Outcomes</b>	<ul style="list-style-type: none"> <li>➤ This course is to develop cultural and historical sensibility particularly indigenous traditions, socio-cultural context and diversity.</li> <li>➤ Developing Moral &amp; Ethical Awareness &amp; reasoning</li> <li>➤ Developing sense of responsibility in student.</li> <li>➤ Application to Psychology related Problems.</li> <li>➤ Self development &amp; Self regulation skills.</li> </ul>		
<b>Reference Books:</b>			
1	श्रीमद्भगवद्गीता। शंकराचार्य भाष्य सहित। गीताप्रेस गोरखपुर।		
3	अग्रवाल, मदनमोहन (व्याख्याकार) । (२०१३) । श्रीमद्भगवद्गीता (सरस्वतीकृत मधुसूदन गूढार्थदीपिकाव्याख्या सहित) । चौखम्बा संस्कृत प्रतिष्ठान, वाराणसी।		
4	एस.राधाकृष्णन् (व्याख्या)। (१९६९)। श्रीमद्भगवद्गीता। राजपाल एण्डसन्स, दिल्ली ।		
5	शास्त्री सी.अेल (संपा.) एवे, पी.सी.(संपा.). (१९६८). श्रीमद्भगवद्गीता. अजिल हिन्द प्रकाशन, अमदावाड. द्वितीय संस्करण.		
6	अला, सुहास. (संपा) (२००२). श्रीमद्भगवद्गीता. सरस्वती प्रकाशन, अमदावाड. प्रथम आवृत्ति.		

Code	Ability Enhancement Course	Credit	Hours
	<b>Jatakamala Of Aaryashura</b>	02	
Objectives	<ul style="list-style-type: none"> <li>➤ This course aims to get the students acquainted with the outline of Jatakakatha literature including the text readings with the General Introduction to Jain Literature.</li> <li>➤ To give the moral and ethical values through the interesting medium of stories</li> </ul>		
Unit-1	<ul style="list-style-type: none"> <li>➤ Katha Sahitya Udbhava ane Vikasa,</li> <li>➤ Mukhyakathaono Parichay</li> <li>➤ Tripitakoma Jatakakathanu</li> <li>➤ Jatakkathanu Malakhu, Jatakkathaono Mhima, Jatakmalani bhasha</li> <li>➤ Bodhistav Parichay</li> <li>➤ Aryashurno Prichay</li> <li>➤ <b>Jataka Kathao</b></li> <li>1) Vyaghri Jataka 2) Yagna Jataka</li> </ul>		
Unit- 2	<ul style="list-style-type: none"> <li>➤ <b>Jataka Kathao</b></li> <li>3) Shakra Jatak 4) Suparga Jatak 5) Vartakapotak Jataka</li> <li>6) Mahakapi Jataka 7) Shrabha Jataka 8) Shatapatra Jataka</li> </ul>		
Learning Outcomes	<ul style="list-style-type: none"> <li>➤ Ability to embraces moral/ethical values in conducting his/her life.</li> <li>➤ Capable of demonstrating the ability to identify ethical issues related to one's work.</li> <li>➤ Avoid unethical behaviour.</li> </ul>		
<b>Reference Books:</b>			
1	ભટ્ટ, વસંતકુમાર.(૨૦૦૪). જાતકમાલા(આર્યશૂરપ્રણીત).સરસ્વતી પુસ્તક ભંડાર, અમદાવાદ.		
2	યાજ્ઞિક, હસુભાઈ. સંસ્કૃત કથાસાહિત્ય, ગુજરાત સાહિત્ય અકાદમી, ગાંધીનગર.		
3	ભાયાણી, હરિવલ્લભ. લોકકથાના કુલમૂળ. અમદાવાદ		



Code	Skill Enhancement Course – 2	Credit	Hours
	<b>Temple Management</b>	02	
Objectives	<ul style="list-style-type: none"> <li>➤ આ અભ્યાસક્રમથી અધ્યાત્મનો સંચાર થાય.</li> <li>➤ મંદિરોનાં શિલ્પ-સ્થાપત્યનો પરિચય થાય.</li> <li>➤ મૂર્તિપૂજાનું મહત્ત્વ સ્પષ્ટ થાય.</li> <li>➤ કથા-પ્રવચન-સત્સંગ દ્વારા સારા સંસ્કારોનું સિંચન થાય અને સંસ્કારી માનવ બને.</li> <li>➤ મંદિર વ્યવસ્થાપન અને પ્રશાસન નું જ્ઞાન મળે.</li> </ul>		
Unit -1	<ul style="list-style-type: none"> <li>➤ <u>મંદિરનું મહત્ત્વ તથા પ્રવચન પરમ્પરા</u> ભારતીય મંદિરોનાં શિલ્પ- સ્થાપત્યનો પરિચય, ભારતનાં સુપ્રસિદ્ધ મંદિરોનું ઐતિહાસિક મહત્ત્વ, મંદિરોની આવશ્યકતા અને તેનું આધ્યાત્મિક મહત્ત્વ, ભારતીય શાસ્ત્રોમાં કથા અને પ્રવચનોનું મહત્ત્વ( મહાભારત, શ્રીમદ્ભગવત મહાપુરાણ, શ્રીમદ્ભગવદ્ગીતા, શ્રીરામચરિતમાનસ, શિક્ષાપત્રી), સામાજિક પરિવર્તનોમાં મંદિરો દ્વારા થતા કથા-પ્રવચન-સત્સંગોનું મહત્ત્વ અને યોગદાન.</li> <li>➤ વિવિધ પૂજા પદ્ધતિ – વિવિધ પૂજા-અર્ચના પદ્ધતિ – એકોપચાર, પંચોપચાર, ષોડશોપચાર, શાસ્ત્રોક્ત પૂજાક્રમ અને તેનો પરિચય, વિવિધ મંદિરોમાં થતી દૈનિક ક્રિયાઓ ( ઉત્થાન, પૂજન, શૃંગાર, ભોગ, આરતી, શયન)નો પરિચય અને પદ્ધતિઓ, પંચાંગનો સામાન્ય પરિચય. સંસ્કૃત સંભાષણ ( સ્વપરિચય, દિનચર્યા અને વિભક્તિ- કારક પ્રયોગ), સંસ્કૃતમાં પારિવારિક ક્ષેત્રીય અને વ્યાવસાયિક સામાન્ય પરિચય,</li> </ul>		
Unit- 2	<ul style="list-style-type: none"> <li>➤ <u>મંદિર વ્યવસ્થાપન</u> મંદિરોમાં થતા દૈનિક દર્શનની દર્શનાર્થીઓ માટેની વ્યવસ્થા, મંદિરોમાં ઉજવાતા વિવિધ ઉત્સવો દરમ્યાનની દર્શન વ્યવસ્થા, વયોવૃદ્ધ અને દિવ્યાંગ દર્શનાર્થીઓની વિશેષ વ્યવસ્થા, પ્રસાદ વિતરણ વ્યવસ્થા, ધાર્મિક સાહિત્ય, વસ્તુઓ, ચિત્રો(ફોટાઓ), પત્રીકાઓનાં પ્રકાશનની અને તેનાં વિતરણની વ્યવસ્થા, ઉદ્યાનની જાળવાણી અને સ્વચ્છતાનાં નુતન અભિગમો.</li> <li>➤ <u>પ્રશાસન</u> મંદિરની જાહેરાત અને પ્રચાર-પ્રસાર માટેનાં વિવિધ માધ્યમો અને તેનાં ઉપયોગ વિશેની માહિતી, ઓનલાઇન માર્ગદર્શન અને જનસંપર્ક, સામાન્ય અંગ્રેજીનું જ્ઞાન- મંદિરની માહિતી પ્રદાયક વાર્તાલાપ, મુલાકાતી સાથે અંગ્રેજીમાં વાતચીત, મંદિરનાં વિવિધ કાર્યક્રમોની અનુમતિ હેતુ પોલીશ અધિક્ષકને અંગ્રેજીમાં પત્રલેખન, કોમ્પ્યુટરનો પરિચય,</li> </ul>		

	ઈન્ટરનેટ- પાવર પોઈન્ટ પ્રેઝન્ટેશનનું જ્ઞાન,
<b>Learning Outcomes</b>	<ul style="list-style-type: none"> <li>➤ આ અભ્યાસક્રમથી વિદ્યાર્થીમાં અધ્યાત્મનો સંચાર થશે.</li> <li>➤ મંદિરોનાં શિલ્પ-સ્થાપત્યનો પરિચય થશે.</li> <li>➤ વિદ્યાર્થીને મૂર્તિપૂજાનું મહત્ત્વ સ્પષ્ટ થશે.</li> <li>➤ મંદિર વ્યવસ્થાપન અને પ્રશાશન નું જ્ઞાન મળશે જેનાથી તેના વ્યવસાયમાં જોડાશે.</li> </ul>
<b>Reference Books:</b>	
1	ઠાકર,યજ્ઞદત્ત દુર્ગાશંકર. ઠાકર, અરુણ યજ્ઞદત્ત. બાલબોધજ્યોતિષસારસમુચ્ચય. મુંબઈ.
2	શ્રીરામદેવજી. મુહૂર્તચિંતામણી. વ્યા.- દ્વિવેદી, વિન્દ્યેશ્વરીપ્રસાદ. ચૌખંબા સુરભારતી પ્રકાશન, વારાણસી.
3	વ્યવહારસાહસ્રી- સંસ્કૃત ભારતી પ્રકાશન
4	નિત્યકર્મ પૂજાપ્રકાશ - ગીતાપ્રેસ, ગોરખપુર

Code	Common Value-Added Course -2	Credit	Hours
	<b>Yoga Education – Part-2</b>	02	
Objectives	<ul style="list-style-type: none"> <li>➤ To create awareness about Yoga.</li> <li>➤ To cultivate importance of Yoga practices.</li> <li>➤ To focus on prepare the student improve individual and social health through Yoga.</li> </ul>		
Unit-1	<ul style="list-style-type: none"> <li>➤ Introduction of various Bandhas, Mudras &amp; Shat-Kriya (Dhoti, Basti, Nuli)</li> <li>➤ Suryanamaskara and Its Benefits</li> <li>➤ <b>Yoga and Health</b> <ul style="list-style-type: none"> <li>• Definition &amp; Importance of Health According to WHO; Dimensions of Health</li> <li>• Physical, Mental, Social and Spiritual.</li> <li>• Concepts of Trigunas, Pancha-mahabhutas, Pancha-prana and their role in Health and Healing; Concept of Pancha-koshas &amp; Shat-chakra and their role in Health and Healing</li> </ul> </li> </ul>		
Unit- 2	<ul style="list-style-type: none"> <li>➤ <b>Yogic Diet</b> <ul style="list-style-type: none"> <li>• General Introduction of Ahara; Concept of Mitahara; Classification in Yogic diet according to traditional Yoga texts;</li> <li>• Diet according to the body constitution (Prakriti) -Vata, Pitta and Kapha as also Gunas.</li> <li>• Concepts of Diet: Pathya and Apathya according to Gheranda Samhita, Hathapradeepikaand Bhagavad Gita; Importance of Yogic Diet in Yog Sadhana and its role in healthy living.</li> </ul> </li> <li>➤ Practical of Yoga (Asanas, Pranayama and Dhyana)</li> </ul>		
Learning Outcomes	<ul style="list-style-type: none"> <li>➤ Developing Moral &amp; Ethical Awareness &amp; reasoning</li> <li>➤ Developing patriotism with a sense of responsibility in student.</li> <li>➤ Application to Psychology related Problems.</li> <li>➤ Self development &amp; self regulation skills.</li> </ul>		
<b>Reference Books:</b>			
1	આયંગાર, બી.કે.એસ. <i>પતંજલિયોગદર્શન</i> . પ્રભાત પ્રકાશન, દિલ્લી.		
2	દશોરા, નંદલાલ. (૧૯૯૭). <i>પાતંજલ યોગ સૂત્ર</i> . રણધીર પ્રકાશન, હરિદ્વાર.		
3	<i>પાતંજલયોગદર્શન</i> . (સંવત-૧૯૮૬), મોક્ષમંદિર, અમદાવાદ.		
4	મહાત્મા યોગેશ્વરજી, (૨૦૧૧). <i>યોગદર્શન</i> . સાહિત્ય સંગમ, સુરત		
5	શુક્લ, જયેશ. (૨૦૧૯). <i>યોગ પરિચય</i> . યુનિવર્સિટી ગ્રન્થનિર્માણ બોર્ડ, અમદાવાદ.		
6	મહારાજ નાથુલાલ. (૧૯૯૯). આનંદ આશ્રમ, બિલ્ખા, સૌરાષ્ટ્ર. શ્રી હરજીવન શાહ.		

**N. S. Patel Arts College, Anand  
(Autonomous)**

**BSW Course Structure**

<b>Semester-1</b>				
<b>Title</b>	<b>Code</b>	<b>Subject Name</b>	<b>Credit</b>	<b>Total Credit</b>
Core	UG01CBSW01	Foundation of Social Work	4	20
Core	UG01CBSW02	Indian Society and Social Issues	4	
FWP	UG01CBSW03	Field Work Practicum	6	
AECC	UG01ABSW01	NS&NCC	2	
Generic Elective (Any One)	UG01ERSW01	Rural and Urban Studies	4	
	UG01ESW02	Social Reforms in India		
	UG01ESW03	Social work and Sociology		
	UG01ESW04	Human Rights & Duties		
<b>Semester-2</b>				
Core	UG02CBSW01	Methods of Social Work Practice - I	4	20
Core	UG02CBSW02	Human Growth and Development-I	4	
FWP	UG02CBSW03	Field Work Practicum	6	
AECC	UG02ABSW01	Communication Skills	2	
Generic Elective (Any One)	UG02ERSW01	Family Social Work	4	
	UG02ESW02	Social Psychology		
	UG02ESW03	Understanding Indian Economy		
	UG02ESW04	Areas of Social Work Practice		
<b>Semester-3</b>				
Core	UG03CBSW01	Methods of Social Work Practice - II	4	20
Core	UG03CBSW02	Human Growth and Development-II	4	
FWP	UG03CBSW03	Field Work Practicum	6	
SEC	UG03ABSW01	Personality Development	2	
Generic Elective (Any One)	UG03ERSW01	NGO and Project Management	4	
	UG03ESW02	Counseling Theory and Practice		
	UG03ESW03	Social Work with Elderly		
	UG03ESW04	Social Work with Youth		
<b>Semester-4</b>				
Core	UG04CBSW01	Social Legislation in India	4	20
Core	UG04CBSW02	Women, Child and Youth Empowerment	4	
FWP	UG04CBSW03	Field Work Practicum	6	
SEC	UG04ABSW01	Information Communication and Technology (ICT)	2	
Generic Elective (Any One)	UG04ERSW01	Social Policy, Planning and Development	4	
	UG04ESW02	Indian Constitution		
	UG04ESW03	Gender and Social Work		

<b>One)</b>	UG04EBSW04	Population and Environment		
<b>Semester-5</b>				
Core	UG05C BSW01	Social Work Research	4	20
Core	UG05C BSW02	Social Welfare Administration	4	
FWP	UG05C BSW03	Field Work Practicum	6	
SEC	UG05A BSW01	Social Entrepreneurship	2	
Generic	UG05E BSW01	Crime and Criminology	4	
Elective	UG05E BSW02	Social Work in Mental Health		
(Any	UG05E BSW03	Tribal Community: Issues & Concerns		
One)	UG05E BSW04	Social Action and Movement		
<b>Semester-6</b>				
Core	UG06C BSW01	Human Resources Management	4	20
Core	UG06C BSW02	Healthcare and Social Work	4	
FWP	UG06C BSW03	Field Work Practicum	6	
SEC	UG06A BSW01	Project Report	2	
Generic	UG06E BSW01	Disaster Management	4	
Elective	UG06E BSW02	Corporate Social Responsibilities		
(Any	UG06E BSW03	Labour Legislations/Code		
One)	UG06E BSW04	Industrial Relation		
				<b>120</b>

Per Semester Credits:-20\*6

Total Credits:-120

\*FWP- Field Work Practicum

\*AECC- Ability Enhancement Compulsory Courses (1 & 2 Semester)

\*SEC- Skill Enhancement Courses (3-6 Semester)

Sardar Patel Education Trust Managed  
**N.S. PATEL ARTS COLLEGE, ANAND**

(An Autonomous College)

Affiliated to Sardar Patel University, V.V Nagar

Programme & Subject: BSW

Semester: V

Paper Code: UG05CBSW01		Total Credits 4
Title of Paper: Social Work Research		
<b>Objectives:</b> <ul style="list-style-type: none"> <li>• To understand the meaning and concept of research</li> <li>• To understand the research process and its formulation</li> <li>• Develop an understanding of simple statistical tools and learn to use them.</li> </ul>		
Unit	Description in detail	Weightage (%)
I	Concept, Nature and Importance of Social Work Research	20%
II	Research process: Formulation of problem	20%
III	Types of Data Collection- Interview Schedule, Questionnaire Observation and Case Study	20%
IV	Sampling Techniques, Source of Data Collection: Primary and Secondary	20%
V	Statistical Analysis	20%

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- Goode W.J & Hatt P.K (1952). *Methods in Social Research*, McGraw Hill, Tokyo.
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- Rubin A & Babbie k (1993). *Research Methods for Social Work*, Brooks Cole Publishing Co., California.
- Silverman David (1997). *Qualitative Research*, Sage Publications, New Delhi

<b>Paper Code: UG05CBSW02</b>		<b>Total Credits</b> 4
<b>Title of Paper: Social Welfare Administration</b>		
<b>Objectives:</b>		
<ul style="list-style-type: none"> <li>• To develop an understanding to Social Welfare Administration.</li> <li>• To understand Social Welfare Program and Board.</li> <li>• To understand scope and areas of Social Welfare Administration.</li> <li>• To understand about welfare agencies.</li> </ul>		
<b>Unit</b>	<b>Description in detail</b>	<b>Weightage (%)</b>
I	<b>Conceptual Frame Work of (S.W.A.)</b> <ul style="list-style-type: none"> <li>• Definition and concept Social Welfare Administration</li> <li>• Principles of Social Welfare Administration</li> <li>• Functions of Social Welfare Administration</li> <li>• Areas of Social Welfare Administration</li> </ul>	20%
II	<b>Social Welfare Programs</b> <ul style="list-style-type: none"> <li>• Family Welfare Concept and programs</li> <li>• Child Welfare concept and programs</li> <li>• Youth Welfare concept and programs</li> <li>• Women Welfare concept and programs</li> </ul>	20%
III	<b>Social welfare board</b> <ul style="list-style-type: none"> <li>• Functions of Social Welfare Board</li> <li>• Program of Social Welfare Board</li> <li>• Some of the welfare activities of the target group</li> </ul>	20%
IV	<b>Role of Social Worker in Welfare Administration</b> <ul style="list-style-type: none"> <li>• Role of Social Worker in Working with Children</li> <li>• Role of Social Worker in Working with Women</li> <li>• Role of Social Worker in Working with senior citizens and person with disability, minority groups.</li> </ul>	20%
V	<b>Welfare Agencies</b> <ul style="list-style-type: none"> <li>• Indian Council for Child Welfare (ICCW) –</li> <li>• Indian Red Cross Society: Roles &amp; functions</li> <li>• United Nations Development Programme (UNDP)</li> </ul>	20%

#### **Bibliography:**

- Choudhry, D. P. (1983). *Social Welfare Administration*. Delhi: Atma Ram and Sons.
- Deryar, J.C. (1979). *Office Administration*. Plymouth, Mac Donald & Evans.
- Arthur Kruse. *Administration of Social Welfare Agencies*, social Work year Book, New York, NASW, 1960
- Brow Maric: *Introduction to Social Administration in Britain*, London, Hutchinson, 1977.
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<b>Paper Code: UG05ABSW01</b>		<b>Total Credits</b> <b>2</b>
<b>Title of Paper: Social Entrepreneurship</b>		
<b>Objectives:</b>		
<ul style="list-style-type: none"> <li>• To provide knowledge about The Social Entrepreneurship.</li> <li>• Help students to develop a Social entrepreneurial imagination and to bring out the practice of Social Entrepreneurship in India.</li> <li>• Differentiate between Social &amp; Business Entrepreneurship.</li> </ul>		
<b>Unit</b>	<b>Description in detail</b>	<b>Weightage (%)</b>
I	<b>Introduction</b> <ul style="list-style-type: none"> <li>• Enterprise, Entrepreneur and Entrepreneurship</li> <li>• Concept of Entrepreneurship and Entrepreneurship</li> <li>• Types of Entrepreneurship</li> <li>• Entrepreneurship Skills</li> <li>• Characteristics of Entrepreneur</li> <li>• Types of Entrepreneur</li> </ul>	25%
II	<b>Social &amp; Business Entrepreneurship</b> <ul style="list-style-type: none"> <li>• Meaning &amp; Concept of Social Entrepreneurship</li> <li>• Meaning &amp; Concept of Business Entrepreneurship</li> <li>• Difference between Social &amp; Business Entrepreneurship</li> </ul>	25%
III	<b>Social Entrepreneur</b> <ul style="list-style-type: none"> <li>• Social Entrepreneur- Meaning &amp; Concept</li> <li>• Qualities and Skills of Social Entrepreneur</li> <li>• Five Social Entrepreneurs</li> </ul>	25%
IV	<b>Business Entrepreneur</b> <ul style="list-style-type: none"> <li>• Business Entrepreneur- Meaning &amp; Concept</li> <li>• Five Business Entrepreneurs</li> </ul>	25%

### **Bibliography**

- Desai, V. (2009). *The Dynamics of Entrepreneurial Development and Management*. New Delhi: Himalaya Publishing House.
- *Entrepreneurship Management*, Bhola Nath Datta, Excel Books
- *Entrepreneurial Development*, Sangeeta Sharma, PHI
- *Entrepreneurship*, Rajeev Roy, Oxford University Press



<b>Paper Code: UG05EBSW01</b>		<b>Total Credits</b> <b>4</b>
<b>Title of Paper: Crime and Criminology</b>		
<b>Objectives:</b>		
<ul style="list-style-type: none"> <li>• To understand the concept, causes and classification on crime.</li> <li>• To develop understanding of Indian Judiciary.</li> </ul>		
<b>Unit</b>	<b>Description in detail</b>	<b>Weightage (%)</b>
I	<b>Crime</b> <ul style="list-style-type: none"> <li>• Concept &amp; Definition</li> <li>• Characteristics</li> <li>• Cause of Crime</li> </ul>	25%
II	<b>Theories (Classifications) of Crimes</b>	25%
III	<b>Police &amp; Courts</b> <ul style="list-style-type: none"> <li>• Levels of Indian Judiciary</li> <li>• Challenges of Indian Judiciary</li> <li>• Role of police in prevention of crime</li> <li>• Parole and Probation</li> </ul>	25%
IV	<b>Punishment</b> <ul style="list-style-type: none"> <li>• Concept</li> <li>• Types of Punishment</li> </ul>	25%

**Bibliography:**

- Ahuja Ram, (2000), *Criminology*, Rawat Publications.
- Paranjape N.V. ( 2009), *Criminology and Penology with Victimology*, Central Law Publications.

<b>Paper Code: UG05EBSW02</b>		<b>Total Credits</b> 4
<b>Title of Paper: Social Work in Mental Health</b>		
<b>Objectives:</b>		
<ul style="list-style-type: none"> <li>• To teach about the importance of mental health.</li> <li>• To make an understanding on attitudes and beliefs pertaining to mental illness.</li> <li>• To make students understand about Psychiatric Assessment.</li> <li>• To find out the social work interventions for Mental Health Problems among vulnerable groups and disadvantaged groups.</li> </ul>		
<b>Unit</b>	<b>Description in detail</b>	<b>Weightage (%)</b>
I	<b>Health and Diseases</b> <ul style="list-style-type: none"> <li>• Concept of Health and Disease – Physical, Social, Mental and Spiritual Dimensions of Health</li> <li>• Importance of individual's mental health</li> <li>• National Health Policy and National Health Programmes in India</li> <li>• Public Health – Definition, meaning, functions and importance, Preventive, Social and Community medicine</li> <li>• Indicators of Health</li> </ul>	20%
II	<b>Understanding Mental Health</b> <ul style="list-style-type: none"> <li>• Definition and concept of mental health</li> <li>• Classification of mental illness</li> <li>• Mental health problems</li> <li>• Changing trends in mental health care</li> </ul>	20%
III	<b>Psychiatric Assessment</b> <ul style="list-style-type: none"> <li>• History taking and mental status examination</li> <li>• Use of interviews</li> <li>• Psycho-social and multi-dimensional assessment</li> </ul>	20%
IV	<b>Mental Disorders</b> clinical signs and symptoms of <ul style="list-style-type: none"> <li>• Obsessive Compulsive Disorder</li> <li>• Schizophrenia</li> <li>• Bipolar Disorder</li> <li>• Anxiety Disorder</li> <li>• Personality Disorder</li> <li>• Mood Disorder</li> </ul>	20%
V	<b>Case Studies on Mental Health Problems</b>	20%

## **Bibliography:**

- Francis, Abraham P. (Ed.) *Social Work in Mental Health – Areas of Practice, Challenges & Way Forward*. New Delhi: Sage, 2014.
- Bhattacharya, Sarjey. *Social Work Interventions and Management*. New Delhi: Deep & Deep, 2008.
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- Sekar,K. Perihansathy,R. Muralidhar,D. Chandrasekhar Rao.*Handbook of Psychiatric SocialWork*. Bangalore: NIMHANS, 2007.
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- Ramasamy, P. (2008). *General and Medical Sociology*, Chennai, New Millennium Publications.
- Park,K. (2015) *Preventive and Social Medicines*.M/S Banarsidas Bhanot,Jabalpur.

<b>Paper Code: UG05EBSW03</b>		<b>Total Credits</b> 4
<b>Title of Paper: Tribal Community: Issues &amp; Concerns</b>		
<b>Objectives:</b>		
<ul style="list-style-type: none"> <li>• To understand the concept of tribal society and tribal development.</li> <li>• To familiarize with the constitutional rights related to tribal.</li> <li>• To understand about the rehabilitation and settlement act.</li> </ul>		
<b>Unit</b>	<b>Description in detail</b>	<b>Weightage (%)</b>
I	<b>Tribal Introduction</b> <ul style="list-style-type: none"> <li>• Concept</li> <li>• Definition</li> <li>• Characteristics</li> <li>• Classification of Tribes in India</li> <li>• Scope of social work intervention in tribal welfare</li> </ul>	20%
II	<b>Tribal Development</b> <ul style="list-style-type: none"> <li>• Origin and approaches of Tribal Community Development</li> <li>• Tribal Sub Plan</li> <li>• Tribal Commission</li> </ul>	20%
III	<b>Constitutional Rights</b> <ul style="list-style-type: none"> <li>• Fifth Schedule &amp; Sixth Schedule</li> <li>• Innovative Intervention in Dalit and Tribal Empowerment - Education Institutions</li> </ul>	20%
IV	<b>Rehabilitation &amp; Resettlement Act</b> <ul style="list-style-type: none"> <li>• Legislation related to land, encroachment, eviction, tenancy law</li> <li>• Role of NGOs in Rehabilitation of Tribes</li> </ul>	20%
V	<b>Case studies of Tribal Movements</b>	20%

### **Bibliography:**

- Christophy Van Faer Haimendoef, *Tribes of India - the struggle for survival*. Oxford University press, Delhi, 1985
- Devendra Thakur and D. N. Thakur, *Tribal Development and planning*. Deep and Deep Publications, New Delhi, 1995
- L.P.Vidyarthi & Binaykumar Rai, *The tribal culture of India*, Concept publishing Company, New Delhi, 1976
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- Singh J.P. & Vyas N. N., *Tribal Development past Efforts and New Challenges*, Himanshu Publications, Udaypur, 1989.

Paper Code: UG05EBSW04		Total Credits 4
Title of Paper: Social Action & Movement		
Objectives:		
<ul style="list-style-type: none"> <li>Familiarize with the conceptual issues in defining social action and social movements.</li> <li>Acquaint students with various theoretical perspectives on social movement.</li> </ul>		
Unit	Description in detail	Weightage (%)
I	<b>Understanding Social Action</b> <ul style="list-style-type: none"> <li>Social action: Concept and meaning.</li> <li>Models and strategies of social action.</li> <li>Social action and social change</li> </ul>	20%
II	<b>Social Work and Social Action</b> <ul style="list-style-type: none"> <li>History of radical social work practice</li> <li>Anti Oppressive Social Work practices.</li> <li>Structural and Critical Social Work Social Work practice</li> </ul>	20%
III	<b>Strategies and Skills of Social Action</b> <ul style="list-style-type: none"> <li>Strategies and Tactics of social action</li> <li>Planning Strategies</li> <li>Managerial/Mobilization Strategies</li> <li>Skills in Social Action</li> </ul>	20%
IV	<b>Social Movements</b> <ul style="list-style-type: none"> <li>Concept, nature and components</li> <li>Understanding Social Movements with Indian perspective</li> </ul>	20%
V	<b>Classification of Social Movements</b> <ul style="list-style-type: none"> <li>Peasant, Women, Dalit, Tribal and environmental movements in India</li> </ul>	20%

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- Allinsky, S. (1972) *Rules for Radicals*, Random House, New York.
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- Freire, P (1970) *Pedagogy of the Oppressed*, Continuum, New York.
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Sardar Patel Education Trust Managed  
**N.S. PATEL ARTS COLLEGE, ANAND**

(An Autonomous College)

Affiliated to Sardar Patel University, V.V Nagar

Programme & Subject: BSW

Semester: VI

Paper Code: UG06CBSW01		Total Credits 4
Title of Paper: Human Resource Management		
<b>Objectives:</b> <ul style="list-style-type: none"> <li>• Develop an understanding of concept of Human Resource Management.</li> <li>• Develop an understanding about the implications of various HRM practice.</li> <li>• Understand the role of Social Worker in Industrial Setting.</li> </ul>		
Unit	Description in detail	Weightage (%)
I	<b>Human Resource Management</b> <ul style="list-style-type: none"> <li>• Definition</li> <li>• Nature</li> <li>• Objectives</li> <li>• Functions</li> <li>• Scope</li> <li>• Importance</li> <li>• Principles</li> <li>• HRM in India</li> <li>• Role of HRM</li> </ul>	20%
II	<b>Processes of Human Resource Management</b> <ul style="list-style-type: none"> <li>• Recruitment</li> <li>• Selection</li> <li>• Induction</li> <li>• Orientation</li> <li>• Training and Development</li> <li>• Procurement</li> <li>• Evaluation</li> <li>• Retirement</li> </ul>	20%
III	<b>Human Resource Development</b> <ul style="list-style-type: none"> <li>• Meaning and Concept</li> <li>• Scope</li> <li>• Objectives</li> <li>• Career Planning and Development</li> <li>• HRD Culture and Climate</li> </ul>	20%
IV	<b>Human Resource Planning</b> <ul style="list-style-type: none"> <li>• Meaning and Definition</li> <li>• Importance</li> <li>• Factor affecting HRP</li> <li>• Demand forecasting</li> </ul>	20%

	<ul style="list-style-type: none"> <li>Techniques of forecasting</li> </ul>	
V	<b>Performance Management System</b> <ul style="list-style-type: none"> <li>Scope</li> <li>Significance</li> <li>Types</li> <li>Advantages</li> <li>Performance Management System</li> </ul>	20%

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- Dessler, Gary.(2011), Human Resource Management, 12th edition,NJ: Prentice Hall.
- French L.Wendell (2006), Human Resource Management, New York: Houghton Mifflin.
- Gupta C.B.(2012), Human Resource Management Text and Cases, Delhi: Sultan Chand & Sons.
- K. Ananthappa (2013) "*Human Resource and Personnel Management*", Tata McGraw Hill, New Delhi.
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<b>Paper Code: UG06CBSW02</b>		<b>Total Credits</b>
<b>Title of Paper: Health Care and Social Work</b>		<b>4</b>
<b>Objectives:</b>		
<ul style="list-style-type: none"> <li>• Develop an understanding of concept of Health &amp; Health Care.</li> <li>• Develop an understanding about the Diseases &amp; its impact.</li> <li>• Understand the role of Health Care Institutions &amp; System in India.</li> <li>• Identify the role of social workers in promoting qualitative health.</li> </ul>		
<b>Unit</b>	<b>Description in detail</b>	<b>Weightage (%)</b>
I	<b>Health, Disease &amp; Nutrition</b> <ul style="list-style-type: none"> <li>• Health- Concept, Dimensions, Determinants</li> <li>• Disease-Concept, Modes, Causes &amp; Prevention</li> <li>• Nutrition- Concept, Types of Nutrients, Balance Diet</li> </ul>	20%
II	<b>Communicable &amp; Non-communicable Diseases</b> <ul style="list-style-type: none"> <li>• Communicable Diseases- Concept, Causes, Types, Diagnosis, Management</li> <li>• Non-communicable Diseases- Concept, Causes, Types, Diagnosis, Management</li> </ul>	20%
III	<b>Hospital Management &amp; Hospital Administration</b> <ul style="list-style-type: none"> <li>• Hospital- Concept, Classifications, Functions, Services</li> <li>• Concept of Hospital Management</li> <li>• Concept of Hospital Administration</li> </ul>	20%
IV	<b>Health Care System, Policy &amp; Programme</b> <ul style="list-style-type: none"> <li>• Health Care Delivery System in India</li> <li>• Health Care Structure &amp; Health Care Service</li> <li>• Primary Health Care</li> <li>• National Health Policy</li> <li>• National Health Programmes</li> </ul>	20%
V	<b>Social Work in Health Care Setting</b> <ul style="list-style-type: none"> <li>• Medical Social Work- Concept &amp; Historical Development</li> <li>• Role &amp; Functions of Medical Social Worker</li> <li>• Skills &amp; Techniques for Medical Social Worker</li> </ul>	20%



## Bibliography

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- Thomas, W. 1990 *Managing Non Profit Organizations in the 21st Century*. Fireside: Simon & Schuster.
- World Bank 2004 *Attaining the Millennium Goals in India: How likely and what will it take?* New Delhi: Oxford University Press.

<b>Paper Code: UG86ABSW01</b>	<b>Total Credits</b> <b>3</b>
<b>Title of Paper: Project Report</b>	
<b>Objectives:</b> <ul style="list-style-type: none"> <li>• Give exposure to apply research skills and techniques in the real social phenomena.</li> <li>• Help students to learn the research process and develop abilities to prepare research design in the realm of social work.</li> <li>• Familiarize students with collection of data, analysis and project report writing.</li> </ul>	
<b>Description in detail</b>	
<ul style="list-style-type: none"> <li>• The students shall be required to prepare and submit a research project on the theme to be decided in consultation with the faculty.</li> <li>• Each student will be given a research topic from the department at the beginning of the semester VI.</li> <li>• The students should prepare a research proposal in consultation with the respective College supervisor/instructor.</li> <li>• The students will be guided by their respective supervisors/instructors regarding the completion of the research project.</li> <li>• The evaluation of this research project will be done by project report viva.</li> </ul>	

<b>Paper Code: UG06EBSW01</b>		<b>Total Credits</b> 4
<b>Title of Paper: Disaster Management</b>		
<b>Objectives:</b>		
<ul style="list-style-type: none"> <li>• Gain Exposure to the key concepts, types and impact of disasters.</li> <li>• Gaining Knowledge on Disaster Management in India.</li> <li>• Understand the processes of disaster mitigation and disaster management.</li> </ul>		
<b>Unit</b>	<b>Description in detail</b>	<b>Weightage (%)</b>
I	<b>Disaster</b> <ul style="list-style-type: none"> <li>• Disaster Concept and types</li> <li>• Disaster and Climate Change</li> <li>• Impact of disaster: Physical, Social, Economic and ecological.</li> </ul>	20%
II	<b>Disaster Management</b> <ul style="list-style-type: none"> <li>• Disaster Management Planning</li> <li>• Disaster Management Principle</li> <li>• Preparedness Post disaster Rehabilitation</li> </ul> <b>Logistic Management</b> <ul style="list-style-type: none"> <li>• Search</li> <li>• Rescue</li> <li>• Relief</li> <li>• Evacuation.</li> </ul>	20%
III	<b>Social Work and Disaster Management</b> <ul style="list-style-type: none"> <li>• Role of Social Work in Disaster Management</li> <li>• Relation between Social Work and Disaster Management</li> </ul>	20%
IV	<b>Disaster Management in India</b> <ul style="list-style-type: none"> <li>• Government Programmes for Disaster Management</li> <li>• Institutional and Policy Frame work</li> <li>• Disaster Management Policy</li> <li>• Disaster Management Act 2005</li> <li>• Disaster Prevention, Mitigation and Adaptation</li> </ul>	20%
V	<b>Environmental Issues and Sustainable Development</b> <ul style="list-style-type: none"> <li>• About the Environmental Management</li> <li>• Environment Relevant Activities of Industries</li> </ul>	20%

#### **Bibliography:**

- K. K. Thakral (2007) *Disaster Management Relevant Issues and Challenges* Cyber Tech Publications, New Delhi India.
- P.Nambodripad (2008) *Disaster and Hazard Management*, Oxford book Company Jaipur, India.
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<b>Paper Code: UG06EBSW02</b>		<b>Total Credits</b> 4
<b>Title of Paper: Corporate Social Responsibility</b>		
<b>Objectives:</b>		
<ul style="list-style-type: none"> <li>• Develop an understanding about the concept of corporate social responsibility.</li> <li>• Understand CSR perspectives, guidelines, legal framework in India.</li> <li>• To provide knowledge of CSR project management and social development.</li> </ul>		
<b>Unit</b>	<b>Description in detail</b>	<b>Weightage (%)</b>
I	<b>Introduction to CSR</b> <ul style="list-style-type: none"> <li>• Meaning, Definition and Importance of CSR</li> <li>• Evolution of CSR in India and Abroad</li> <li>• Principles and Ethics of CSR</li> <li>• Concentration Areas</li> </ul>	20%
II	<b>Indian perspectives and approaches</b> <ul style="list-style-type: none"> <li>• Corporate Governance and CSR</li> <li>• Legal frame work, rules and regulations, Company Act 2013 - relevant provisions of CSR</li> </ul>	20%
III	<b>Corporate Social Responsibilities Practices</b> <ul style="list-style-type: none"> <li>• Role of Government and NGO in CSR.</li> <li>• Approaches of CSR: (Triple Bottom Line Approach: Economic, Social, Environmental; Obstructionist, Defensive; Accommodative; Proactive)</li> </ul>	20%
IV	<b>CSR and Social Development</b> <ul style="list-style-type: none"> <li>• CSR and social development challenges</li> <li>• Role of Corporate Sector- HR, Volunteerism, employee's engagement in Community development and social development through CSR</li> </ul>	20%
V	<b>CSR project management</b> <ul style="list-style-type: none"> <li>• CSR project development stages</li> <li>• CSR Project management process, monitoring, evaluation, assessment</li> </ul>	20%

### **Bibliography:**

- C.V. Basi & Ajit Prasad (2005), *Corporate Social Responsibility - Concepts & Cases: The Indian Experience*, Excel Books, New Delhi.
- David Crowther & Renu Jaisra (2005), *International Dimensions of CSR Vol. I*, The ICFAI University Press, Hyderabad.
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- Howard R. Bowen (1953), *Social Responsibility of Businessmen*, New York, USA
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- Maurice Goldsmith (1976), *Three Scientists Face Social Responsibility : Joseph*

- Neil H. Jarchy (1973), *Corporate Power and Social Responsibility*, Macmillan Publishing Co. Inc., New York, USA.
- P.J. Mathews (2012), *Making a Difference – CSR initiatives taken by NTPC Ltd*, Tata McGraw-Hill, New Delhi.
- Rosal J. Johnson (1971), *Executive Decisions: Human Element Factors, Mgmt. Functions, Social Responsibility*, D.B. Taraporevala Sons & Co. (P) Ltd, Bombay.
- S.C. Dubey (1979), *Public Services and Social Responsibility*, Vikas Publishing House (P) Ltd, New Delhi

<b>Paper Code: UG06EBSW03</b>		<b>Total Credits</b> 4
<b>Title of Paper: Labour Legislations/Code</b>		
<b>Objectives:</b>		
<ul style="list-style-type: none"> <li>• To know the development and judicial setup of Labour Laws.</li> <li>• To learn the salient features of welfare and wage legislations.</li> <li>• To learn the laws relating to industrial relations, social security and working conditions.</li> </ul>		
<b>Unit</b>	<b>Description in detail</b>	<b>Weightage (%)</b>
I	<b>Introduction to Labour Legislation</b> <ul style="list-style-type: none"> <li>• Principles and determinants of labour legislation</li> <li>• Indian constitution and labour legislation</li> <li>• Growth of labour legislation in India</li> </ul>	20%
II	<b>Occupational Safety, Health and working Conditions Code - 2020</b>	20%
III	<b>Code on Wages, 2019</b>	20%
IV	<b>Industrial Relation Code, 2020</b>	20%
V	<b>Code on Social Security</b>	20%

#### **Bibliography:**

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- Taxman. (October 2020). *New Labour & Industrial Laws*. New Delhi: Taxman Publication Pvt. Ltd.

<b>Paper Code: UG06EBSW04</b>		<b>Total Credits</b> <b>4</b>
<b>Title of Paper: Industrial Relations</b>		
<b>Objectives:</b>		
<ul style="list-style-type: none"> <li>To enlighten the students with the concept and practical applications of industrial relations.</li> <li>To understand the machinery for prevention and settlement of industrial relations.</li> <li>To understand the concept of collective bargaining.</li> </ul>		
<b>Unit</b>	<b>Description in detail</b>	<b>Weightage (%)</b>
I	<b>Industrial Relations</b> <ul style="list-style-type: none"> <li>Scope and Significance</li> <li>Causes and Consequences of Industrial Disputes</li> <li>Recent Trends in Industrial Relations</li> </ul>	20%
II	<b>Trade Unions</b> <ul style="list-style-type: none"> <li>Trade Union Structure and Movement in India</li> <li>Changing role in the context of Liberalization</li> </ul>	20%
III	<b>Promotion of Harmonious Relations</b> <ul style="list-style-type: none"> <li>Machinery for prevention and settlement of Industrial Disputes</li> <li>Conciliation</li> <li>Arbitration and Adjudication</li> <li>Code of Discipline</li> </ul>	20%
IV	<b>Grievances and Discipline</b> <ul style="list-style-type: none"> <li>Grievances Redressal Machinery</li> <li>Discipline in Industry Measures for dealing with indiscipline</li> </ul>	20%
V	<b>Collective Bargaining (CB)</b> <ul style="list-style-type: none"> <li>CB Practices in India</li> <li>Participative Management Forms and Levels</li> <li>Schemes of Workers' Participation in Management in India</li> </ul>	20%

### **Bibliography:**

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- Das, Pradipkumar (2015). *Industrial Relation: An Indian Perspective*, Kunal Books Publisher, New Delhi.
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**Department of English**  
**Board of Studies**  
 2021-2024

Sr.	Name	Designation	Contact	Email
<b>Head of the Department Concerned (Chairman)</b>				
1	Dr. Sneha Kumar Singh	Associate Professor	981087784	singhsneha_28@yahoo.com
<b>The entire Faculty of each specialisation</b>				
1	Mr. Lali Aiyal	Assistant Professor	9779718327	lalibhaiya1188@gmail.com
2	Mr. Krunal Chohan	Assistant Professor	783313836	krunal21chohan@gmail.com
3	Ms. Rina Soni	Assistant Professor	932730889	rinasoni1992@gmail.com
4	Ms. Manika Prajapati	Assistant Professor	993708744	manikajograjapati780@gmail.com
5	Mr. Pratik Gohel	Assistant Professor	908161892	pratikgohel1111@gmail.com
<b>02 Subject Experts from outside the Parent University nominated by Academic Council</b>				
1	Dr. Madhura Chaudhary	Professor, M. J. University, Vallabhi	9899486524	madhura.chaudhary-ucg@vsnl.net.in
2	Dr. Rakshi Desai	Professor and Head, VSNLU, from	962883594	desai08@gmail.com
<b>01 Expert nominated by V.C. from a panel of six recommended by the principal</b>				
1	Dr. Pooja P. Prajapati	Associate Professor, SPL, VVN	9854273237	prajapatipooja@gmail.com
<b>01 Representative from Industry/ Corporate Sector/ Allied Area relating to Placement</b>				
1	Dr. Dharmendra Shah	Franchisee, ITC	9825442418	shahdharma2003@rediffmail.com
<b>01 Postgraduate Mathematics Alumnus nominated by principal</b>				
1	Mr. Anshu Laha	Assistant Professor, AAU, Vani	9724848000	anshu_laha@gmail.com
<b>Experts from outside the college whenever special courses of studies are to be formulated.</b>				
1	Dr. Javed Khan	Assistant Professor, S.K.E. Narvathia University, Vallabhi	9726767111	jk@skuniv.ac.in
<b>Other Members of staff of the same faculty</b>				
1	Dr. Hema Subakti	Associate Professor in Sanskrit	9727778418	hemasubakti1989@yahoo.com
2	Dr. D. B. Vaghela	Associate Professor in Gujarati	9825625481	vagheladhb@yahoo.in

## N S Patel Arts (Autonomous) College, Anand

### Board of Studies in English

#### Minutes of Meeting

04<sup>th</sup> July 2023

A meeting of the Board of Studies in English was held at the Department of English, N S Patel Arts College, at 11:30 AM on 04/07/2023.

The following members remained present:

- i. Dr. Jitendra Kumar Singh, Chairperson
- ii. Dr. Madhurita Choudhary, Subject Expert from outside the parent University
- iii. Dr. Dharmendra Sheth, Representative from Industry
- iv. Dr. Sahdev Lalia, Postgraduate Meritorious Alumnus nominated by Principal
- v. Dr. Javed Khatri, Subject expert for special courses from outside the college
- vi. Mr. Laji Shrivastava, Faculty member
- vii. Mr. Krupesh Chaudhan, Faculty member
- viii. Ms. Nima Soni, Faculty member
- ix. Ms. Manisha Prajapati, Faculty member
- x. Mr. Pankil Gohel, Faculty member
- xi. Dr. Hema Solanki, Faculty member from department of Sanskrit
- xii. Dr. B. B. Vaghela, Faculty member from department of Gujarati

The meeting was called to order by the chairperson Dr. J. K. Singh. The meeting began with a formal welcome and introduction of all the members by the chairperson.

#### Agenda:

1. Approve the minutes of the previous BOS meeting held on 04/04/2023.

The minutes were duly approved by the board.

2. To decide the syllabus for BA English Sem I and II as per the NEP 2020.

**Resolution:** Resolved that the syllabus for the Semester I and II as per NEP 2020 guidelines was discussed and is approved as per annexure I. The same will be applicable from academic year 2023-24.

3. Additional matters presented by the chairperson

The chairperson said that the government is in the process of framing further guidelines for the implementation of NEP and the same will be applicable to us and thus we may have to further revise the syllabus or add new courses. The board agreed that the proposed changes may be intimated through letters or email and consent sought accordingly of the board members. No regular meeting is required for the same.

 05/07/23

Dr. J. K. Singh  
Chairperson(BOS English)

**N S PATEL ARTS AT DODDIPATI'S COLLEGE, ANAND**  
**DEPARTMENT OF ENGLISH YEAR 2023-24**  
**COURSE STRUCTURE**

DEPARTMENT OF ENGLISH COURSES AS PER NEW CURRICULUM			
SR NO	SUBJECT CODE	COURSE TITLE	CREDITS
1	ENGL401001	Introduction to English Literature - I	4
2	ENGL401002	Indian Writing in English	4
3	ENGL401003	Introduction to English Literature - II	4
4	ENGL401004	English Literature and Society	4
5	ENGL401005	English At Work-I	2
6	ENGL401006	English Communication	2

DEPARTMENT OF ENGLISH COURSES AS PER NEW CURRICULUM			
SR NO	SUBJECT CODE	COURSE TITLE	CREDITS
1	ENGL402001	Introduction to English Literature - II	4
2	ENGL402002	English Classical Literature	4
3	ENGL402003	Introduction to English Literature - III	4
4	ENGL402004	English Literature and Film	4
5	ENGL402005	English At Work-II	2
6	ENGL402006	English Communication	2

**N. S. PATEL ARTS & COMMERCE COLLEGE, ANAND**  
**DEPARTMENT OF ENGLISH**  
**YEAR 2023-24**  
**SEMESTER I & II**  
**Syllabus**

SEMESTER I		DEPARTMENT OF ENGLISH PROGRAM AS PER NEW SYLLABUS	
SR. NO.	SUBJECT CODE (LAC/EN/EN/202)	PAPER TITLE	CREDIT
1	LAC/EN/EN/202	Introduction to English Literature I UNIT I: W. H. Auden: An Introduction to the Study of Literature (Chapter 0) UNIT II: Literary Terms: Genre, Author & Audience, Theme, Alliteration, Metaphor, etc. & more UNIT III: Poems: "Sonnet 130" by William Shakespeare "The Love Letter" by John Donne "To His Coy Mistress" by Andrew Marvell "The Waste Land" by T. S. Eliot UNIT IV: Prose: "The Great Gatsby" by F. Scott Fitzgerald	4
2	LAC/EN/EN/202	Indian Writing in English UNIT I: R. K. Narayan: The Guide UNIT II: Gopinath Ghosh: The Circle UNIT III: Uday Prakash: "The Immigrant" UNIT IV: Poems: "The Indian in the Cupboard" by V. K. Rajwade "Night of the Tramp" by Rabindranath Tagore An Introduction to Satyajit Ray	4
3	LAC/EN/EN/202	Introduction to English Literature I UNIT I: W. H. Auden: An Introduction to the Study of Literature (Chapter 0) UNIT II: Literary Terms:	4

		<p>Notes, Author's Acknowledgments, Glossary, Abbreviations, Bibliography, Index &amp; Maps</p> <p>UNIT 10 Plays</p> <p>'Twelfth Night' by William Shakespeare</p> <p>'Othello' by William Shakespeare</p> <p>'The Merchant of Venice' by William Shakespeare</p> <p>'The Taming of the Shrew' by William Shakespeare</p> <p>'The Merry Wives of Windsor' by William Shakespeare</p> <p>'A Midsummer Night's Dream' by William Shakespeare</p>	
4	ENGLISH	<p>English Literature and Society</p> <p>UNIT 1 Introduction</p> <p>UNIT 2 Poets</p> <p>'The Waste Land' by T.S. Eliot</p> <p>'The Waste Land' by T.S. Eliot</p> <p>'The Waste Land' by T.S. Eliot</p> <p>UNIT 3 Drama and Film of Society</p> <p>UNIT 4 Short Stories</p> <p>A. 'The Great Gatsby' by F. Scott Fitzgerald</p> <p>B. 'The Great Gatsby' by F. Scott Fitzgerald</p> <p>C. 'The Great Gatsby' by F. Scott Fitzgerald</p>	4
5	ENGLISH	<p>English for Work</p> <p>UNIT 1 - Job Applications and CV</p> <p>UNIT 2 - Interviewing</p>	2
6	ENGLISH	<p>English Communication</p> <p>Examined English for written (exercises, exercises, exercises)</p> <p>UNIT 1 - Making Decisions / Getting Information</p> <p>UNIT 2 - Making Decisions / Getting Information</p> <p>UNIT 3 - Making Decisions / Getting Information</p>	4

DEPARTMENT OF ENGLISH WORKSHEET FOR ENGLISH PAPERS			
SR NO	SUBJECT CODE	PAPER TITLE	CREDIT
1	ENGLISH-101	<p>Introduction to English Literature - II</p> <p>UNIT 1: W. D. Howells: An Introduction to the Study of Literature II (Chapter 1)</p> <p>UNIT 2: Literary Terms</p> <p>Genre of Literature, Convention &amp; Innovation, Motif &amp; Theme</p> <p>Symbol, Character &amp; Characterization, Point of View</p> <p>UNIT 3: Samuel Johnson: <i>Richardson and the Day</i></p> <p>UNIT 4: Short stories:</p> <p>    - Henry: <i>Lord of the Flies</i></p> <p>    - Edgar Allan Poe: <i>The Tell-Tale Heart</i></p> <p>    - Mark Twain: <i>The Man</i></p>	3
2	ENGLISH-102	<p>Major Classical Literature</p> <p>UNIT 1: Excerpts from the Mahabharata - 'The Arjuna' and 'The Arjuna to Krishna', 'The Book of the Arjuna', 'The Conversation of Krishna' Book 2</p> <p>'The Book of' (Bhagavad Gita) in the Mahabharata. Translated and edited by J.A.R. van Buitenen (Chicago: Univ. of Chicago Press, 1956) pp. 104-105</p> <p>UNIT 2: Mandana's <i>Harshachandra</i> (Chapter 1 on the reign of Harsha)</p> <p>UNIT 3: Kalidasa's <i>Malavika Agnimitra</i> in <i>Harshachandra: The Tale of an Agnimitra</i>, Translated by B. Venkayya (Delhi: Penguin, 1988)</p> <p>UNIT 4: Kalidasa's <i>Meghaduta</i>, Translated by Chandra Sheela, in <i>Kalidasa: The Crown of Time</i> (New Delhi: Penguin, 1988)</p>	3
3	ENGLISH-103	<p>Introduction to English Literature - II</p> <p>UNIT 1: W. D. Howells: An Introduction to the Study of Literature II (Chapter 2)</p>	3

		<p>ENY Primary Course</p> <p>Course of Academic Development &amp; Graduation, Model A, Theme</p> <p>Normal Character &amp; Characteristics, Field of View</p> <p>ENY in Focus: <i>Interrogating the Abstract</i> by Ted</p> <p>ENY in Story: <i>Interrogating the Abstract</i> by Ted</p> <p>ENY in Story: <i>Interrogating the Abstract</i> by Ted</p> <p>ENY in Story: <i>Interrogating the Abstract</i> by Ted</p> <p>ENY in Story: <i>Interrogating the Abstract</i> by Ted</p>	
4	LANGUAGE	<p>English Literature and Film</p> <p>ENY Introduction</p> <p>ENY in context based on the 'Last Leaf' by O. Henry</p> <p>ENY in context based on 'Alphabet' by William S. Burroughs</p> <p>ENY in context based on 'The Death of a Salesman'</p>	4
5	LANGUAGE	<p>English by context</p> <p>ENY - Introduction to ENY</p> <p>ENY - Introduction to ENY</p>	5
6	LANGUAGE	<p>English Communication</p> <p>Advanced English for further learning, Merit-based Publications</p> <p>ENY: Talking about the past</p> <p>ENY: Talking about the past</p> <p>ENY: Talking about the past</p>	6


**STRUCTURE OF THE COURSE**  
**2021-2024**

S. NO.	COURSE CODE NO.	COURSE NAME	CREDITS	UNITS
		<b>Semester I</b>		
1.	DSC1	Introduction to English Language and Literature	4	5
2.	DSC2	Indian Writing in English	4	5
3.	AIECC1	English Communication (Ability Enhancement Compulsory Course)		5
		<b>Semester II</b>		
4.	DSC3	British Poetry and Drama 14 <sup>th</sup> to 17 <sup>th</sup> Century	4	5
5.	DSC4	Indian Classical Literature	4	5
6.	AIECC2	English Communication (Ability Enhancement Compulsory Course)		5
		<b>Semester III</b>		
7.	DSC5	British Poetry and Drama 17 <sup>th</sup> and 18 <sup>th</sup> Century	4	5
8.	DSC6	British Literature 18 <sup>th</sup> Century (Fiction)	4	5
9.	DSC7	Literary Criticism - I	4	5
10.	AIECC3	English Communication (Ability Enhancement Compulsory Course)		5
		<b>Semester IV</b>		
11.	DSC8	British Romantic Literature	4	5
12.	DSC9	British Literature 19 <sup>th</sup> Century	4	5
13.	DSC10	Literary Criticism - II	4	5
14.	AIECC4	English Communication (Ability Enhancement Compulsory Course)		5
		<b>Semester V</b>		



15.	DSC11	British Literature Early 20 <sup>th</sup> Century	6	3
16.	DSC12	Postcolonial Literature	6	3
17.	DSC1	Literature and Cinema / Science Fiction		3
18.	DSC2	Autobiography/Travel Writing		3
		<b>Semester V1</b>		
19.	DSC13	Popular Literature	6	3
20.	DSC14	American Literature	6	3
21.	DSC3	World Literature		3
22.	DSC4	Dissertation		
23.	CE1	Communication and Employability Skills SEC (Inter-Disciplinary Course)	0	5

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	<b>N.S. Patel Arts (Autonomous) College, Anand</b> <small>MAAC - UGC (B) Accredited "A" Grade (10B-CGPA) College  with Potential for Excellence" by UGC Phase II  Affiliated to Mankar Patel University, Vallabh Vidyanagar</small> <b>Department of English</b>	<b>Academic Year 2022-2023</b>
<b>B.A. Honours in English Undergraduate Programme</b>		
Year : 2	<b>Paper Code: DSC-5</b>	Credit : 6
Semester : I	<b>British Poetry and Drama -17<sup>th</sup> &amp; 18<sup>th</sup> Century</b>	Units : 5

#### **Course Outline:**

The course demonstrates in-depth knowledge and understanding of the religious, socio-intellectual and cultural thoughts of the 17th and 18th centuries and examines critically key themes in representative texts of the period, including Sin, Transgression, Love, Pride, revenge, sexuality, human follies, among others. It shows their appreciation of texts in terms of plot-structure, socio-cultural contexts and genre of poetry and drama. The course analyses literary devices forms and techniques in order to appreciate and interpret the texts.

#### **Course Content:**

Unit 1: Introduction to British Poetry and Drama -17<sup>th</sup> & 18<sup>th</sup> century

Unit 2: *Paradise Lost Book I* by John Milton

Unit 3: *Every Man in His Humour* by Ben Jonson

Unit 4: *Essay on Criticism* by Alexander Pope

Unit 5: *The Rover* by Aphra Behn

#### **Recommended Reading:**

i. Long, William J., *The History of English Literature*, A. I. T. B. S. Publishers & Distributors, New Delhi, 2002.


ii. *The Holy Bible*, Genesis, chaps. 1-4, The Gospel according to St. Luke, chaps. 1-7 and 22-4.

iii. Milton, John, *Paradise Lost*, Surjeet Publication, Delhi, 2009.

iv. Lewis, C.A., *A Preface to Paradise Lost*, Atlantic Publishers and Distributors, New Delhi, 2003.

v. Jonson, Ben, *Every Man in His Humour*, Surjeet Publications, Delhi, 2006.

vi. Behn, Aphra, *The Rover and the other plays*, edited by Jane Spencer, Oxford University Press Inc., New York, 1995.

	<b>N.S. Patel Arts (Autonomous) College, Anand</b> <small>NAAC - 'C' Grade, UGC - 18 (1993) College          100% Passed for Affiliation by UGC Phase II          Affiliated to Sardar Patel University, Vallabh Vidyanagar</small> <b>Department of English</b>	<b>Academic Year 2022-2023</b>
<b>B.A. Honours in English Undergraduate Programme</b>		
Year : 2	<b>Paper Code: DSC 6 British Literature - 18<sup>th</sup> Century</b>	Credit : 6
Semester : 1		Units : 5

#### **Course Outline:**

The course demonstrates the form and function of novel and essays in the eighteenth century. It explains and analyses the rise of the critical mind. It appreciate and analyses the formal variations of Classicism. The texts discuss the relationship between the formal and the political in the literature of the neo-classical period.

#### **Course Content:**

Unit 1: Introduction to 18<sup>th</sup> Century British Literature

Unit 2: Robinson Crusoe by Daniel Defoe

Unit 3: Gulliver's Travels by Jonathan Swift

Unit 4: 'The Spectator Club' by Richard Steele and 'Sir Roger at Home' by Joseph Addison

Unit 5: 'The Two Races Of Man' and 'My Relations' by Charles Lamb

#### **Recommended Reading:**

i. Long, William J. *The History of English Literature*, A. I. T. B. S. Publishers & Distributors, New Delhi, 2002

ii. Defoe, Daniel, *Robinson Crusoe*, Penguin Books, New Delhi, 2007


iii. Swift, Jonathan, *Gulliver's Travels*, Penguin Books, New Delhi, 2008.

iv. Swift, Jonathan, *Gulliver's Travels*, Abridged and Adapted by Joan Macintosh, Macmillan and Co. Ltd., 1969

v. Lamb, Charles, *Essays Of Elia*, Edited by N. L. Hallward and S. C. Hill, Sarjeet Publications, Delhi, 2006.

vi. Selin, Suzanne K., *English Literature*, Oxford University Press, New Delhi, 2008

vii. Lamb, Charles, *Essays of Elia*, Everyman's Library, New York, 1964.

	<b>N.S. Patel Arts (Autonomous) College, Amrad</b> <small>MANU/UGC Re-Accredited 'B' Grade (14B-02P) College  with Provision for Extension to UGC Phase II  Affiliated to Sardar Patel University, Vallabh Vidyanagar</small> <b>Department of English</b>	<b>Academic Year 2022-2023</b>
	<b>B.A. Honours in English Undergraduate Programme</b>	
Year : 2	<b>Paper Code: ENG-1 Literary Criticism - I</b>	Credit : 6
Semester : 1		Units : 1

#### **Course Outline:**

The Course helps to understand the historical and philosophical contexts that led to the development of literary criticism and its practice in different traditions and periods. The learners will be able to understand fundamental literary and critical concepts and underlying distinctions amongst them (e.g., difference between literary criticism and literary theory). The learners will be able to grasp a wide range of literary philosophers and critics whose works had informed and shaped the discourse of literary theory.

#### **Course Content:**

Unit 1: Introduction to Literary Criticism

Unit 2: Plato - Imitation


Unit 3: Aristotle - from The Poetics

Unit 4: Longinus - Excerpts from 'On the Sublime'

Unit 5: Dryden - Essay on Dramatic Poesy

#### **Recommended Reading:**

- i. Scott James, R. A., *The Making of Literatures*, Allied Publishers Limited, New Delhi, 1998
- ii. Murda, S. C. & Agrawal, S. C., *Principles & History of Literary Criticism*, Paperback, 2020
- iii. Hishb, M. A. R., *Literary Criticism from Plato to the Present: An Introduction*, Blackwell Publishing, 2005
- iv. Prasad, B., *An Introduction to English Criticism*, Trinity Press, Lucknow Publication.
- v. Bary, Peter, *Beginning Theory: An Introduction to Literary and Cultural Theory*, Manchester, Manchester University Press, 1984.

	<b>N.S. Patel Arts (Autonomous) College, Anand</b> <small>N.S.P. (U.C.) B.A. (Autonomous) &amp; B.A. (Hons.) (U.C.) College          and Postgraduate Studies, 1st U.C. Phase II          Affiliated to Sardar Patel University, Vallabh Vidyanagar</small> <b>Department of English</b>	<b>Academic Year 2022-2023</b>
<b>B.A. Honours in English Undergraduate Programme</b>		
Year : 2	<b>Paper Code: DSC-8 British Romantic Literature</b>	Credit : 6
Semester : 4		Units : 2

### Course Outline:

The course helps to analyse and understand the main characteristics of Romanticism and appreciate the canonical and representative poems and prose of the writers of the Romantic period. It develops skills of critical analysis and interpretation of selected poems in order to understand the theme, language, style, and elements of prosody. The learners develop a holistic idea of the Romantic period in English literature in terms of its social, philosophical, intellectual, literary backgrounds including German and French influences.

### Course Content:

Unit 1: Introduction to British Romantic Literature

Unit 2: William Wordsworth, "I Wandered Lonely as a Cloud" and "The Solitary Reaper"

Samuel Taylor Coleridge, "The Nightingale"

Unit 3: William Blake, "The Lamb", and "The Chimney Sweeper"

John Keats, "Ode to Autumn"


Unit 4: Percy Bysshe Shelley, "To a Sky-lark" and "Ozymandias"

Lord Byron, "She Walks in Beauty"

Unit 5: Mary Shelley, "Frankenstein"

### Recommended Reading:

- i. Wordsworth, William, *Poems in Two Volumes*, Longman, London, 1807
- ii. Blake, William, *Songs of Innocence and Experience*, Robinson, H.C. & Lewis J., Rosenwald Collection (1794).
- iii. Coleridge, Samuel Taylor (1921), Coleridge, Ernest Hartley (ed.), *The Poems of Samuel Taylor Coleridge*, Oxford University Press
- iv. "Ode to Autumn," John Keats from *E-Souls*, [http://www.e-souls.ru/eng/keats\\_ode.html](http://www.e-souls.ru/eng/keats_ode.html)
- v. O'Neill, Michael, *Percy Bysshe Shelley: A Literary Life*, The Macmillan Press, Ltd., London, 1980.
- vi. Shelley, Mary Wollstonecraft, 1797-1851, *Frankenstein, or, The Modern Prometheus: the 1818 Text*, Oxford: New York: Oxford University Press, 1998.
- vii. Byron, George Gordon, Lord (1803), *The Complete Poetical Works (Cambridge ed.)*, Boston: Houghton Mifflin, p. 216

	<b>N.S. Patel Arts (Autonomous) College, Arund</b> <small>NSAC - UGC Recognized W/ Grade I (B-UPSI) Category  and Awarded for Excellence by UGC Panel B  Affiliated to Gurukul Kangri University, Uttarakhand</small> <b>Department of English</b>	<b>Academic Year 2022-2023</b>
<b>B.A. Honours in English Undergraduate Programme</b>		
Year : 2	Paper Code: DSC 9	Credit : 6
Semester : 4	<b>British Literature – 19<sup>th</sup> Century</b>	Units : 5

**Course Outline:** The course helps the learner to identify and analyze the socio-economic-political contexts that inform the literature of the period. It allows to understand the conflict between self and society in different literary genres of the period. The texts link the rise of the novel to the expansion of Colonialism and Capitalism. The course also assist the learner to know the transition from Romantic to Victorian in literature and culture.

**Course Content:**

Unit 1: Introduction to British Literature – 19<sup>th</sup> Century

(Historical, Social, Economical Background & Literary Characteristics)

Unit 2: Victorian Novelists

- I. Charles Dickens
- II. William Thackeray
- III. Charlotte Bronte
- IV. Jane Austen
- V. George Eliot

Unit 3: *Great Expectations* by Charles Dickens

Unit 4: *Pride and Prejudice* by Jane Austen

Unit 5: *Ulysses* by Alfred Tennyson


My Last Duchess Robert Browning

No Coward Soul is Mine by Emily Bronte

Down Beach by Matthew Arnold

**Recommended Reading:**

- i. Long, William J. *The History of English Literature*, A. I. T. B. S. Publishers & Distributor, New Delhi, 2002
- ii. Dickens, Charles. *Great Expectations*. United Kingdom, Penguin Books Limited, 2003.
- iii. Austen, Jane. *Pride and Prejudice*. United Kingdom, Wordsworth, 1992.
- iv. Zinn, M. *Poetry Down the Ages*. India, Orient Longman Private Limited, 2004.
- v. *The Oxford Handbook of the Victorian Novel*. United Kingdom, OUP Oxford, 2013.

	<b>N.S. Patel Arts (Autonomous) College, Anand</b> <small>NAM / DGC Incorporated 'B' Group II B. U. Group College          with Powers for Evolution' by UGC Phase II          Affiliated to Gandhiji University, Vallabh Vidyanagar</small> <b>Department of English</b>	<b>Academic          Year          2022-2023</b>
<b>B.A. Honours in English Undergraduate Programme</b>		
Year : 2	<b>Paper Code: DSC 10          Literary Criticism - II</b>	Credit : 6
Semester : 4		Units : 5

### Course Outline:

The Course is designed for learners who will be able to identify theoretical and critical concepts with critics/texts/movements with which they are associated and understand them in their contexts. It will apply various theoretical frameworks and concepts to literary and cultural texts. Learners will be able to evaluate and analyse strengths and limitations of critical/theoretical frameworks and arguments and strengthen and deepen their interpretative skills.

### Course Content:

- Unit 1: Wordsworth – Preface to *Lyrical Ballads*
- Unit 2: S.T Coleridge – Chapter-IV, Chapter – XIII, *Biographia Literaria*
- Unit 3: Matthew Arnold – ‘The Function of Criticism’ & Tauschman Method
- Unit 4: T.S.Eliot – ‘Tradition and Individual Talent’.
- Unit 5: Practical Criticism: Critical Appreciation of Poetry

### Recommended Reading:

- i. Scott James, R. A., *The Making of Literature*, Allied Publishers Limited, New Delhi, 1998
- ii. Hahn, M. A. B., *Literary Criticism from Plato to the Present: An Introduction*, Blackwell Publishing, 2003
- iii. Prasad, B., *An Introduction to English Criticism*, Trinity Press, Luxmi Publications.
- iv. Wordsworth, William., *Preface to Lyrical Ballads*, Macmillan India Limited, 2004.
- v. Eagleton, Terry, *How to Read a Poem*, Blackwell Publishing, 2008.
- vi. Alexander, L. G., *Poetry and Prose: Appreciation for Overseas Students*, Orient Longman Ind, 1975.

N.S. Patel Arts(Autonomous) College, Anand

Syllabus

BA English Semester 5 & 6 (Academic Year 2023-24 onwards)

**Semester 5**

I. UASCENG501 (Core) British Literature (1901-45) 06 Credits

- I. Introduction
- ii. Joseph Conrad *Heart of Darkness*
- iii. Bernard Shaw *Pygmalion*
- iv. Virginia Woolf *Room of One's Own*
- v. W.B. Yeats 'The Second Coming', T.S. Eliot 'The Love Song of J. Alfred Prufrock', Auden 'The Unknown Citizen'

II. UASCENG502 (Core) British Literature (1945 to the present) 06 Credits

- I. Introduction
- ii. William Golding *Lord of the Flies*
- iii. John Osborne *Lookback in Anger*
- iv. Philip Larkin 'Churchgoing', Dylan Thomas 'Do not go Gentle into the Night', Ted Hughes 'Hawk Roosting'
- v. Short stories (to be decided later)

III. UASEENG501 (Elective) Science Fiction 06 Credits

- I. Introduction to Science Fiction: Definition, Features, Concept and History
- ii. Isaac Asimov 'Robby', 'The Last Question'
- iii. *Neuromancer* William Gibson
- iv. H.G. Wells *Time Machine*
- v. Kamlana Singh 'The Woman Who Thought She Was a Planet', Tarun K. Saini 'A Trip to Purititan World'

IV. UASEENG502 (Elective) Travel Writing 06 Credits

- I. Introduction to Travel Writing
- ii. Che Guevara *Motorcycle Diaries*
- iii. Rahul Sankrityayan *From Volga to Ganga* (Section 1 & 2)
- iv. Vibhuti Bhushan Baidhopadhyay *Mountain of the Moon*
- v. Amritlal Vagad *River of Joy*



**Semester 6**

**I.UASCENG601 (Core) Post Colonial Literature**

**06 Credits**

- I. Introduction
- II. Chinua Achebe *Things Fall Apart*
- III. Gabriel Garcia Marquez *One Hundred Years of Solitude*
- IV. Ama Ata Aidoo *The Girl who can't Grace Ogot 'The Green Leaves'*
- V. Pablo Neruda *The Way Spain Was*, Derek Walcott *'A Far Cry from Africa'*, Momang Qai *'The Voice of the Mountain'*, Ransisujan *'Obituaries'*

**II.UASCENG602(Core) American Literature**

**06 Credits**

- I. Introduction
- II. Ralph Waldo Emerson *'Days'* Maya Angelo *'Caged Bird'*, Robert Frost *'The Road of Being'*, Sylvia Plath *'Daddy'*
- III. Arthur Miller *All My Sons*
- IV. Ernest Hemingway *Old Man and The Sea*
- V. Edgar Allan Poe *'The Cask of Amontillado'*, Kat Chopin *'Regret'*

**III. UASCENG603 (Elective) Popular Fiction**

**06 Credits**

- I. Introduction
- II. *Munnu: A Boy from Kashmir* Malk Sajad
- III. *Five Point Someone* Chetan Bhagat
- IV. *Alchemist* Paulo Coelho
- V. Bernice Murphy Key *'Critical and Theoretical Approaches to Popular Fiction'* in *Key Concepts in Contemporary Popular Fiction*

**IV. Dissertation/ Research Project**

**06 Credits**

### B.A. Gujarati Semester-I 2023-24

Course Type	Course Code	Course Title	Credit
Major-1 (Core)	UA1MAGU01	ગુજરાતી રૂઢિપદ પરંપરાગત રૂઢિપદો - ગદ્યપદ્ય સહ	04
Major-2 (Core)	UA1MAGU02	સાહિત્યના પૂર્વે (સહ) ૧. ગુજરાતીની સર્જનાત્મકતા	04
Minor-1	UA1MIGU01	ગુજરાતી રૂઢિપદ પરંપરાગત રૂઢિપદો - ગદ્યપદ્ય સહ	04
Inter Disciplinary Course	UA1MIGU02	સાહિત્યના પૂર્વે - સહ	04
AEC-1	UA1AECU01	ગુજરાતીની સાહિત્યના પૂર્વે - ગદ્યપદ્ય સહ	02
Skill Enhancement Course-1	UA1SEGU01	ગુજરાતી સાહિત્યના - ૧	02
<b>Total Credit</b>			<b>20</b>

### B.A. Gujarati Semester-II 2023-24

Course Type	Course Code	Course Title	Credit
Major-3 (Core)	UA2MAGU01	ગુજરાતીની રૂઢિપદ - ગદ્યપદ્ય સહ	04
Major-4 (Core)	UA2MAGU02	સાહિત્યના પૂર્વે ગદ્યપદ્ય સહ	04
Minor-2	UA2MIGU01	ગુજરાતીની રૂઢિપદ - ગદ્યપદ્ય સહ	04
Inter Disciplinary Course	UA2MIGU02	સાહિત્યના પૂર્વે - ગદ્યપદ્ય સહ	04
AEC-2	UA2AECU02	ગુજરાતી - ગદ્યપદ્ય સહ	02
Skill Enhancement Course-1	UA2SEGU01	ગુજરાતી સાહિત્યના - ૧	02
<b>Total Credit</b>			<b>20</b>

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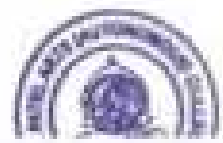
## B.A. Gujarati Semester- 1

Code	Major-1(Core)	Credit
UG1MAGGU03	ગુજરાતી દ્વિવાર્તી પરંપરાપરક દ્વિવાર્તી સપ્તશ્લોક સર્ગ	૦૩
Objective	હેતુઓ : -વિદ્યાર્થીઓને દ્વિવાર્તીનો પરિચય થાય. -વિદ્યાર્થીઓને દ્વિવાર્તી ક્ષરા માનવક્રવન તથા સામાજિક અને સાહિત્યિક વાલવરકનો પરિચય થયુ થાય.	
Unit-1	- દ્વિવાર્તીનું સ્વરૂપ - દ્વિવાર્તી અને ત્રીજા સ્વરૂપોની તુલના - ગુજરાતી વાર્તાકારોનો પરિચય	
Unit-2	૧. ઝેવાલાણી -મલયાનિલ ૨. યારી કમલા - કનેવાલાલ મુનશી ૩. લોકરથ -પુનેનુ ૪. મુનુનરથ - રા.વી. વલ્લભ ૫.મરી યા - ર.વ. દેસાઈ ૬. વમલાની વધુ - અવેરવંદ મેવાણી ૭. મંગલમુન - કિશનસિંહ શ્યામ ૮. અને બીકો -સુદરમ ૯. ગુજરાતી ગોદડી - ઉમકાંકર જોશી ૧૦. આમલાની ટુકડી - જયંતિ કલાલ	
Unit-3	૧૧. લોકીનું ટીપુ - જયંતિ ભરી ૧૨. કિર્તી-વાન - બહુલેશ ૧૩. પીકીનું પકીકુ - વલ્લભલાલ પટેલ ૧૪. પ્રતિજ્ઞા - સ્નેહલક્ષ્મિ ૧૫. લોકીની કચ્છાઈ - ટંપર પેટલીકર ૧૬. ૧૭. મુકુતોર -ગુલાબકામ લોકર ૧૮. પરીતોષ -પુનીલાલ મડીલા	
Unit-4	- અભ્યાસનિપત વાર્તાઓને સમગ્રણથી અભ્યાસ	
Learning Outcomes	વિદ્યાર્થીઓ દ્વિવાર્તીના સ્વરૂપ વિશે પરિચય મેલવશે . -વિદ્યાર્થીઓ દ્વિવાર્તી ક્ષરા માનવક્રવન તથા સામાજિક અને સાહિત્યિક વાલવરક વિશે જાણકારી પ્રાપ્ત કરશે.	
Reference Books:		
1	દ્વિવાર્તી અને ગુજરાતી દ્વિવાર્તી - જયંતિ કોલરી	
2	દ્વિવાર્તી - વિજય શાસ્ત્રી	

*(Signature)*



B.A. Gujarati Semester- 1		
Major - 2 (Core)		Credit
Code		04
UJ1MAGU02	મહાકાવિનું પ્રવેશક કૃત્ત્વભાઈનું માર્ગ - ઉમાદે	
Objectives	કેળુએ : -વિદ્યાર્થીએ મહાકાવિનું ગુજરાતી સહિતનું સર્જક અને સ્વરૂપોથી પરિચિત થવું. -વિદ્યાર્થીએ મહાકાવિનું ગુજરાતી સહિતનું લિંગભૂતો કવિ : ઉમાદેનું કૃત્ય અને કવન ગીતો જાણે.	
Unit-1	-મહાકાવિનું સ્વરૂપ -ઉમાદેનું કૃત્ય અને સર્જન	
Unit-2	-કૃત્ત્વભાઈનું 'મરેટું' પ્રતિબંધ સ્વપ્ન મહાકાવિ	
Unit-3	-કૃત્ત્વભાઈનું 'મરેટું' પ્રતિબંધ સ્વપ્ન મહાકાવિ	
Unit-4	-કૃત્ત્વભાઈનું 'મરેટું' સમગ્રગાથી મુક્તકાવિ સામયિક સંસ્કૃતિ મહાકાવિ / ઉમાદેનું કવનસંગ્રહ	
Learning Outcomes	Learning Outcomes -વિદ્યાર્થીએ મહાકાવિનું ગુજરાતી સહિતનું સર્જક ગીતો જાણે અને સ્વપ્ન સ્વપ્ન માટે પોતી ઉપલબ્ધ કરે. -વિદ્યાર્થીએ મહાકાવિનું ગુજરાતી સહિતનું કૃત્યનું સ્વરૂપ કે તે કૃત્યનું લિંગભૂતો.	
R.C. BOOK		
1	'ગુજરાતી સહિતનું લિંગભૂત' ગ્રંથ - ૧ ભાગ-૧ (0.1540-1540) ગુજરાતી સહિતનું લિંગભૂત, સમગ્રગાથી	
	'ગુજરાતી સહિતનું લિંગભૂત' ગ્રંથ - ૧ ભાગ-૨ (0.1540-1540)	
2	ગુજરાતી સહિતનું લિંગભૂત, સમગ્રગાથી	
3	ગુજરાતી સહિતનું લિંગભૂત ભાગ-૧(મહાકાવિનું-સહિતનું કવન પદ્ય) સહિતનું કવન અને કવન, લિંગભૂત - ૧૦૫, ગુજરાતી સમગ્રગાથી ૨૩, મુંબઈ-૧	
4	'મહાકાવિનું ગુજરાતી સહિતનું લિંગભૂત' - ૨૫ સહિત સર્જક પરિચય, સમગ્રગાથી	



## B.A. Gujarati Semester- 1

Code	Minor -1	Credit
UA1MIGU03	ગુજરાતી દુકીવાલી 'પરંપરાપરક દુકીવાલી' - સં. સવેશ્યમ શર્મા	04
Objectives	કેતુરો : -વિદ્યાર્થીઓને દુકીવાલીનો પરિચય થાય. -વિદ્યાર્થીઓને દુકીવાલી સરા માનવજીવન તથા સામાજિક અને સાહિત્યિક વાતાવરણનો પરિચય પણ થાય.	
Unit-1	- દુકીવાલીનું સ્વરૂપ - દુકીવાલી અને બીજા કવ્યરૂપોની તુલના - ગુજરાતી વાલીકાવ્યોનો પરિચય	
Unit-2	૧. ગોવાલણી -મહાકવિત્ર ૨. મારી કમળા - કનેવાલાલ મુનશી ૩. સીંહલય -પૂમકેતુ ૪. મુગ્ધતથ - સ.વી પાઠક ૫.મરી મા - ૨.વ. દેસાઈ ૬. ધમનની વદુ - ગવેરચંદ મેઘાણી ૭. મંગલહુન - ઉચ્ચનસિક શવડા ૮. માને ખોલે -સુદરમ ૯. ગુજરીની ગોદકી - ઉચ્ચાંકર જોશી ૧૦. આસલાનો દુકાનો - જયંતિ દલાલ	
Unit-3	૧૧. લોકીનું ટીપું - જયંતિ શર્મા ૧૨. કિમી-વાન - અરુણેશ ૧૩. પીકીનું પડીકું - પાસાલલ પટેલ ૧૪. પત્રિકાર - સ્નેહલક્ષ્મી ૧૫. લોકીની સગઈ - ઉષા પેલ્લીકર ૧૬. ૧૬. પુષ્પીર -ગુલાબકાસ શેકર ૧૭. પરીતોષ -મુનીલાલ મડીયા	
Unit-4	- આસ્યાસનિવાલ વાલીઓનો સમગ્રણકી અભ્યાસ	
Learning Outcomes	વિદ્યાર્થીઓને દુકીવાલીનું સ્વરૂપ વિશે પરિચય મેળવશે . વિદ્યાર્થીઓ દુકીવાલી સરા માનવજીવન તથા સામાજિક અને સાહિત્યિક વાતાવરણ વિશે જાણકારી પ્રાપ્ત કરશે.	
Reference Books:		
1	દુકીવાલી અને ગુજરાતી દુકીવાલી - જયંતિ શેકરી	
2	દુકીવાલી - વિજય શર્મા	





## B.A. Gujarati Semester- I

Code	AEC-1	Credit
UGA1AGGU007	મડિયાની શેષ વાર્તાઓ - કૃતીમલ પડિયા (પદ્યગૌની ૮ વાર્તાઓ)	૦૨
Objectives	હેતુઓ : -વિદ્યાર્થીઓ વાર્તાના સ્વરૂપ વિશે જાણે. - વિદ્યાર્થીઓ મડિયાની વાર્તાકલાથી વાકેફ થશે.	
Unit-1	-અભ્યાસનિયત ચાર વાર્તાઓનો અભ્યાસ	
Unit-2	-અભ્યાસનિયત ચાર વાર્તાઓનો અભ્યાસ	
Unit-3	અભ્યાસનિયત વાર્તાઓનો સમગ્રકલાત્મક અભ્યાસ	
Learning Outcomes	-વિદ્યાર્થીઓ વાર્તાસ્વરૂપ વિશે જાણશે. -વિદ્યાર્થીઓ વાર્તાસ્વરૂપ હાસ કોઈપણ વાર્તાને મૂલવવા શીખશે. - વિદ્યાર્થીઓ મડિયાની વાર્તાકલાથી વાકેફ થશે.	
<b>Reference Books:</b>		
1	આપણું સાહિત્ય -૨ (ખલ્વીચીન કાવ્ય) -રામપ્રસાદ શુક્લ -વિપિન કવેરી સરસ્વતી પુસ્તક મંડળ, અમદાવાદ	
2	ગુજરાતી સાહિત્યનો ઇતિહાસ ગ્રંથ -૬ (પૃ. ૧૮૯૫ -૧૯૩૫) ગાંધીકૃતીન-અનુગાંધીકૃતીન ગદ્યસર્જકો ગુજરાતી સાહિત્ય પરિષદ, અમદાવાદ	

અભ્યાસનિયત વાર્તાઓ : ૧. પેટીલ શેષ ૨. મડિયાની પહીલના પાયાતી ૩. ગદ્યપદ્ય વગ ૪. મારી મારી કીચલ ૫. કમ્પોટ ટીકરી ૬. મનભોલ ૭. કાદીચલુ ૮. કમ્પોટી



B.A. Gujarati Semester- 1		
Code	SKILL Enhancement Course	Credit
UAISECGA001	ગુજરાતી ભાષાકીર્ણ	02
Objectives	હેતુઓ : -વિદ્યાર્થીને જોડણીના નિયમો જાણે. -વિદ્યાર્થી વાક્યરચના વિશે જાણે	
Unit-1	-જોડણી -અકરાર્થિકમ	
Unit- 2	વિરામચિહ્નો	
Unit- 3	વાક્ય સુધારણા : અસુખ્ય વાક્ય -સુખ્ય વાક્ય	
Learning Outcome	-વિદ્યાર્થીને જોડણીના નિયમો સીમીને સચી જોડણી લખતાં સીમશે.	
Reference Books		
1	ગુજરાતી ભાષાની જોડણી - ભાષા નિયામક,ભાષા નિયામકની કચેરી, ગુજરાત રાજ્ય, ગાંધીનગર	
2	ભાષા -સમૃદ્ધતા -રતિલાલ નાયક (બીજા પાઠશાળા, અમદાવાદ)	





**N. S. Patel Arts College (Autonomous), Anand**  
Board of Studies  
Department of Gujarati

Date: 25/04/2024

The Board of Studies in Gujarati for the Academic years 2024 to 2027 is constituted as following:

B.A.-Semester-3				
No	Subject	Subject Code	Title of the Paper	Credit
1	MAJRH-1	LAJRHAGURU	સાહિત્યની રૂઢિ (સાઠ) ૧. ગુજરાતના - સ્વયંચરિત કિશોરો	04
2	MAJRH-2	LAJRHAGURU	સાહિત્યની રૂઢિ (સાઠ) ૧. ગુજરાતની યાત્રીઓ -	04
3	MAJRH-3	LAJRHAGURU	સામાજિક ગુજરાતી સાહિત્યની ઈતિહાસ ભાગ-૧	04
4	Multi Disciplinary	LAJRHAGURU	પદ્યના કૃત્ય - પદ્યના પદ્ય	04
5	SKL Enhancement	LAJRHAGURU	ગુજરાતી સાહિત્યના ૩	02
6	SKL Enhancement (MS)	LAJRHAGURU	ગુજરાતી સાહિત્યની - પુસ્તક	02

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B.A. Semester-3		
Code	MAJOR-1 Gandhivyugni Kruti (padya)	Credit
UA3MAGUJ01	ગાંધીયુગની કૃતિ (પદ્ય) ૧. 'યુગવંદના'-ઝવેરચંદ મેઘાણી(પસંદગીનાં કાવ્યો)	4
Objectives	કેલુઓ : -વિદ્યાર્થીઓ ગાંધીયુગના ગુજરાતી સાહિત્યના સર્જકો અને સ્વરૂપોથી પરિચિત થાય. -વિદ્યાર્થીઓ ઝવેરચંદ મેઘાણીના જીવન અને કવન વિશે જાણે. -વિદ્યાર્થીઓ 'યુગવંદના' માંથી તત્કાલીન સમાજજીવનથી પરિચિત થાય. -વિદ્યાર્થીઓ ગાંધીયુગની કવિતાથી પરિચિત થાય.	
Unit-1	ગાંધીયુગની કવિતાનો પરિચય - ઝવેરચંદ મેઘાણીનું જીવન અને કવન.	
Unit-2	-'યુગવંદના' નાં પસંદગીનાં કાવ્યોનો અભ્યાસ	
Unit-3	-'યુગવંદના' નાં પસંદગીનાં કાવ્યોનો અભ્યાસ	
Unit-4	-'યુગવંદના' નાં પસંદગીનાં કાવ્યોનો અભ્યાસ	
Learning Outcomes	Learning Outcomes -વિદ્યાર્થીઓ ગાંધીયુગના સર્જકો અને સ્વરૂપોથી પરિચિત થઈ પાઠ્ય સંકલનમાં ઉત્તીર્ણતાને લેશે. - ગાંધીયુગના ગુજરાતી સાહિત્યમાંથી જે જીવનમૂલ્યો પ્રસેદ છે તે વિદ્યાર્થીઓને જાણનાં થશે. -વિદ્યાર્થીઓ ઝવેરચંદ મેઘાણીનાં જીવન અને તત્કાલીન સમાજજીવનને જાણી સમાજ માટે પાઠ્યકેસ બનેશે. -વિદ્યાર્થીઓ કવિતાથી પરિચિત થઈ કાવ્યો સમજવા માટે પ્રેરણા લેશે.	
<b>Reference Books:</b>		
1	ઝવેરચંદ મેઘાણી : નાં, અભિરૂઢ વાગાણા	

2	રિયાળી ભુતિજીવ : સં. ઉમકાંકર જોશી	
3	સહિત્યસીક : ડા. વિ. પાઠક	
4	અવલોકન : મુન્દરામ	
5	અપુનિક કવિતા પાઠક : અર્ધન પાઠક	
6	સપોચન : સં. સુરેશ દલપાલ	
7	મુન્દરામ બેટલી મુન્દરામ : સં. સમજી કડિયા	
8	ગુજરાતી સહિત્યનો સર્વિણસ - ગ્રંથ - 5	
9	કવિનો સમ્મ : સં. સુરેશ દલપાલ	

૧ . 'યુગવંદના' - જવેરચંદ મેપાણી (પસંદગીનાં કાવ્યો)

૧. કસુંબીનો રંગ ૨. 'સ્વપ્ન કહી સરજેણી' ૩. તોય મા તે મા ૪. સ્વાતંત્ર્યની મીડાસ ૫. કેવલી પારીલા ૬. વિદાય ૭. આરો કમ ૮. તરણોનું મનોરાજ્ય ૯. શિવાજીનું સલરડું ૧૦. કેવલી કલોસી ૧૧. માતા, તારો બેઠો આવે ૧૨. ઝંપ વંદન ૧૩. પદ્મ કે બોલે તે ૧૪. દીકરી સંતપાસની જારી ૧૫. મિડુ સીનું સંખ્યાગીત ૧૬. કોદાલીવાળી ૧૭. કેદીનું કલપાંત ૧૮. કાલકા આવ્યો ૧૯. કવિ, તને કેમ ગમે ૨૦. સલરડું ૨૧. બીડીબે વાલનગરીનું ગીત ૨૨. દુધવાળી આવે ૨૩. મુના સમદસની પાળે ૨૪. કોઈનો લાકડવાળી ૨૫. કાલ જાવે

  
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B.A. Semester- 3		
Code	MAJOR-2 Gandhiyugni kruti (Gadya)	Credit
GAJMAGU002	ગાંધીયુગની કૃતિ (ગદ્ય) ૧.સુંદરમની વાર્તાઓ (પસંદગીની વાર્તાઓ)	૦૪
Objectives	<p>હેતુઓ</p> <ul style="list-style-type: none"> <li>-વિદ્યાર્થીઓને ગાંધીયુગના ગુજરાતી સાહિત્યમાં વાકેફ કરવા.</li> <li>-વિદ્યાર્થીઓને ગાંધીયુગના ગુજરાતી સાહિત્ય વિશે જાણકારી આપવી.</li> <li>-વિદ્યાર્થીઓને ગાંધીયુગની ગુજરાતી કૃતિઓના અભ્યાસમાં તત્કાલીન સામાજિક અને સાહિત્યિક વાતવરણની પરિચય કરાવવી.</li> </ul>	
Unit-1	<ul style="list-style-type: none"> <li>-સુંદરમનો સર્જક તરીકે પરિચય.</li> <li>- દુકીવાર્તા- સાહિત્ય સ્વરૂપનો પરિચય.</li> </ul>	
Unit-2	- સુંદરમની પસંદગીની વાર્તાઓનો અભ્યાસ	
Unit-3	-સુંદરમની પસંદગીની વાર્તાઓનો અભ્યાસ	
Unit-4	સુંદરમની પસંદગીની વાર્તાઓનો અભ્યાસ	
Learning Outcomes	<ul style="list-style-type: none"> <li>- ગાંધીયુગના ગુજરાતી સાહિત્યના અભ્યાસમાં વિદ્યાર્થીને તત્કાલીન સામાજિક, સાહિત્યિક, સામાજિક ક્ષણની માહિતી મળે છે.</li> <li>- ગાંધીયુગના સાહિત્યમાં વિદ્યાર્થીઓ જાન શાય છે.</li> <li>-કુરિયોસિટી ઊંચા આવાસમાં સર્જકની વિચારધારા અને સામાજીકીની અભ્યાસ પ્રાપ્ત થાય છે.</li> </ul>	
<b>Reference Books:</b>		
1	ગુજરાતી સાહિત્યની વિકાસોત્તર : પીટુભાઈ ભટ્ટ	
2	ગુજરાતી સાહિત્યના વર્ણનના આગ - ૧ : ગુજરાતી સાહિત્ય સંપત્તિ	

૨. સુંદરમની બેઠ વાર્તાઓ (પસંદગીની વાર્તા) ૧. ગોપી ૨. ગોદડીની ઉપ ૩. ખોલકી  
 ૪. નાગરિક ૫.માજા વેલાનું મુઘ્ધ ૬. માને જોડો ૭. મિત્ર વિદ્યાસી ૮.પેકાર્ડની પુવાસ  
 ૯.ઈવનિંગ ઈન યેરિશ ૧૦.પત્ની ૧૧. પુનમડી ૧૨. માલી મુછો

  
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B.A. Semester- 3		
Code	MAJOR-3 Madhyakalin Gujarati Sahityano Itihas Bhag-1	Credit
UASMAGUIDE3	મધ્યકાલીન ગુજરાતી સાહિત્યનો ઇતિહાસ ભાગ-૧	04
Objectives	કેલુઓ : -આ પેપરના અભ્યાસથી વિદ્યાર્થીને મધ્યકાલીન ગુજરાતી સાહિત્યના કવિઓ અને તેમના સાહિત્યથી પરિચિત થાય તથા સામાજિક-રાજકીય ગતિવિધિથી પરિચિત થાય.	
Unit-1	-મધ્યકાલીન ગુજરાતી સાહિત્યનાં પેરકબળી. - મધ્યકાલીન ગુજરાતી સાહિત્યનાં યુગવિભાગો. - મધ્યકાલીન ગુજરાતી સાહિત્યની ભાષણિકતાઓ.	
Unit-2	- મધ્યકાલીન ગુજરાતી સાહિત્ય સ્વરૂપોનો પરિચય ૧. કાવ્ય ૨. રાગ ૩. રસો ૩. પુબંધ ૪. આખ્યાન	
Unit-3	- સર્જકના કાવ્ય-સમય-સાહિત્યનો પરિચય ૧. નરસિંહ મહેતા ૨. મીરાંબાઈ ૩. ભાલણ	
Unit-4	- સર્જકના કાવ્ય-સમય-સાહિત્યનો પરિચય ૧. નાકર ૨. પદ્મનાભ ૩. જાનો	
Unit -5	મધ્યકાલીન સાહિત્યિક કૃતિઓનો પરિચય ૧. ભરતેશ્વર આકુબચીરાસ - સાહિત્યસુરિ ૨ સ્વણિભદ્રકાવ્ય - સિનપદ્મસુરિ ૩.વસંતવિભાસ - અલાતકુલ ૪. જાનેઝીત-જાનો ૫.કાલકદેપુબંધ - પદ્મનાભ	
Learning Outcomes	- આ પૂરાપૂરા અભ્યાસથી વિદ્યાર્થી મધ્યકાલીન ગુજરાતી સાહિત્યના કવિઓ અને તેમની કવિતાઓ તથા સાહિત્ય સ્વરૂપોથી પરિચિત થશે તથા તત્કાલીન સામાજિક-સાહિત્યિક રાજકીય ગતિવિધિઓથી પણ અવગત થશે. ૧. વિદ્યાર્થીને પ્રાગત્સાહિત્યગુરુને ગુજરાતી સાહિત્યની પૂર્વસૂચક આપી શકશે.૨. વિદ્યાર્થીને તત્કાલીન સામાજિક-સાહિત્યિક રાજકીય ગતિવિધિને સમજી શકશે. ૩. વિદ્યાર્થીને અજાણ સંદર્ભ	

  
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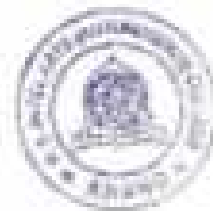
	મધ્યકાલીન સર્જકો-કૃતિઓ નવક્રમેથી પરિચિત થશે તથા તેમને આ યુગનું સાહિત્યિક મૂલ્ય પણ સમાજશે.	
<b>Reference Books:</b>		
1	ડૉ. ત્રિવેદી રમેશ : 'મધ્યકાલીન ગુજરાતી સાહિત્યનો ઇતિહાસ'	
2	ડૉ. અનંતરાવ સવણ : 'મધ્યકાલીન ગુજરાતી સાહિત્યનો ઇતિહાસ'	
3	ગુજરાતી સાહિત્યનો ઇતિહાસ - ગ્રંથ -૨ ભંડ ૧ ગુજરાતી સાહિત્ય પરિષદ	
4	ડૉ. યાસિક હમુ : ગુજરાતી ગ્રંથસર શેણી -શામલ	
5	'ગુજરાતી સાહિત્યનો ઇતિહાસ' ગ્રંથ -૨ ભંડ-૧ (ઇ.૧૪૫૦-૧૬૫૦) ગુજરાતી સાહિત્ય પરિષદ,અમદાવાદ	
6	'ગુજરાતી સાહિત્યનો ઇતિહાસ' ગ્રંથ -૨ ભંડ-૨ (ઇ.૧૬૫૦-૧૮૫૦) ગુજરાતી સાહિત્ય પરિષદ,અમદાવાદ	
7	ગુજરાતી સાહિત્યનો ઇતિહાસ ભાગ-૧(મધ્યકાલીન)-નર્મીનદાસ પારેખ નેકમિલન અને કંપની, લિમિટેડ - ૨૦૬, ઇસાબાઈ નવરોજી રોડ,મુંબઈ-૧	
8	'મધ્યકાલીન ગુજરાતી સાહિત્યનો ઇતિહાસ' - હમુ યાસિક ખાઈ પબ્લિકેશન, અમદાવાદ	

  
  
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 Gujarat Sahitya Akademi  
 Gandhinagar, Gandhinagar




B.A. Semester-3		
Code	MULTIDISCIPLINARY	Credit
UA3MDGU01	મહોત્સા કૃત્ય -પચ્ચલોત્સા પહેલ	04
Objectives	<p>હેતુઓ :</p> <p>-વિદ્યાર્થીઓને આંધીકૃત્યના રૂપરાસી સહિત્યથી વાકેફ કરવા.</p> <p>-વિદ્યાર્થીઓને આંધીકૃત્યના રૂપરાસી સહિત્ય વિશે જાણકારી આપવી.</p> <p>-વિદ્યાર્થીઓને આંધીકૃત્યની રૂપરાસી કૃતિઓના મહત્વાકાંક્ષી તત્કાલીન સમાવેશ અને સહિત્યિક વાસ્તવરૂપની પરિચય કરાવવી.</p>	
Unit-1	-પચ્ચલોત્સા પહેલનો સર્જક તરીકે પરિચય.	
Unit-2	'મહોત્સા કૃત્ય' કૃતિનો સમાન અભ્યાસ	
Unit-3	'મહોત્સા કૃત્ય' કૃતિનો સમાન અભ્યાસ	
Unit-4	'મહોત્સા કૃત્ય' કૃતિનો સમાન અભ્યાસ	
Learning Outcomes	<p>-કૃતિઓના ઊંચા અભ્યાસથી સર્જકની વિશ્લેષણ અને ભાવવ્યક્તિને અચ્છા રૂપરૂપ જાણ કે.</p>	
Reference Books:		
1	રૂપરાસી સહિત્યનો ઇતિહાસ - પીટરબર્ગી સર	
2	રૂપરાસી સહિત્યનો ઇતિહાસ ભાગ -૧ ; રૂપરાસી સહિત્ય પીઠ	
3	રૂપરાસી ક્ષા વિષય નવલકથા : સં આયુ દાવલપુર, નરેશ વેદ	

  
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B.A. Gujarati Semester-3		
Code	Skill Enhancement	Credit
UASSEGUR01	ગુજરાતી ભાષાવિજ્ઞાન -3	02
Objectives	કેલુઓ : -વિદ્યાર્થીઓ વિચાર વિસ્તારની પાલતી વિભે જાણે.	
Unit-1	વિચાર વિસ્તારનો ખ્યાલ	
Unit-2	વિચાર વિસ્તારનો ખ્યાલ	
Learning Outcomes	-વિદ્યાર્થીઓ વિચાર વિસ્તારના નિયમો શીખીને વિચાર વિસ્તાર લખતાં શીખશે.	
Reference Books:		
1	ભાષા -સંજ્ઞાત -રતિલાલ દવે (અનંત પ્રકાશન, અમદાવાદ)	
2	સાહિત્યનો આસ્વાદ અને સંદર્ભગ્રંથો વગેરે - ડૉ. રમેશ શુક્લ. પ્રો. મનોજ દરે ડો.વિજય શાહી દક્ષિણ ગુજરાત પ્રાધ્યાપક પુસ્તક પ્રકાશન સ. મં. ડિ. સુરત	
3	અપરિત ભાસ્વાદ અને સ્વાધ્યાય - ડૉ. રતિલાલ દવે	
4	અપરિત (UNSEEN) : પટેલ -રાવલ	
5	ભાષા શાખીકા અને વિચાર વિસ્તાર : પટેલ અને સુધાર	
6	અપરિત ભાસ્વાદ અને સ્વાધ્યાય - ડૉ. રતિલાલ દવે	

  
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B.A. Semester-3		
Code	ABILITY ENHANCEMENT	Credit
UAAEQU001	૧. ગુજરાતી વાર્તાઓ - પુસ્તકો (પસંદગીની વાતો)	02
Objectives	<p>હેતુઓ :</p> <p>-વિદ્યાર્થીઓને ગ્રંથીકૃત્યના ગુજરાતી સાહિત્યથી વાકેફ કરવા.</p> <p>-વિદ્યાર્થીઓને ગ્રંથીકૃત્યના ગુજરાતી સાહિત્ય વિશે જાણકારી આપવી.</p> <p>-વિદ્યાર્થીઓને ગ્રંથીકૃત્યની ગુજરાતી કૃતિઓના અભ્યાસથી તત્કાલીન સામાજિક અને સાહિત્યિક વાતાવરણનો પરિચય કરાવવો.</p>	
Unit-1	પુસ્તકોની પસંદગીની વાર્તાઓનો અભ્યાસ	
Unit-2	પુસ્તકોની પસંદગીની વાર્તાઓનો અભ્યાસ	
Learning Outcomes	<p>- ગ્રંથીકૃત્યના ગુજરાતી સાહિત્યના અભ્યાસથી વિદ્યાર્થીને તત્કાલીન સજાતીય, સાંસ્કૃતિક, સામાજિક જીવનની જાણીતી થશે છે.</p> <p>- ગ્રંથીકૃત્યના સાહિત્યથી વિદ્યાર્થીને જાન થાય છે.</p> <p>-કૃતિઓના લેખ અભ્યાસથી સર્જકની વિચારધારા અને ભાષાશૈલીનો અભ્યાસ વાવન થાય છે.</p>	
Reference Books:		
1	ગુજરાતી સાહિત્યની નિબંધોના - પીટુભાઈ ઠાકર	
2	ગુજરાતી સાહિત્યનો ઇતિહાસ વાલ - ૪ : ગુજરાતી સાહિત્ય પરિષદ	

૨. ગુજરાતી વાર્તાઓ - પુસ્તકો (પસંદગીની વાતો) ૧. પોલ ઓક્રિસ ૨. નીલકાંઠા  
 ૩. કલ્પનાની મૂર્તિઓ ૪. જન્મકૃમિનો તણ ૫. પૃથ્વી અને સ્વર્ગ ૬ . આત્મના અંગુ ૭ .  
 સોનેરી પંખી ૮. જીવિતનું મેતર

  
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Board of Studies  
Department of Gujarati

Date: 25/04/2024

The Board of Studies in Gujarati for the Academic years 2024 to 2027 is constituted as following:

B.A.-Semester-4				
No.	Subject	Subject Code	Title of the Paper	Credit
1	MAJOR-1	UABHAG-10	સામુદાયિકી પ્રેરણા (સા) ૧. સાહિત્ય - સ્વતંત્ર સભા (સાહિત્ય સભા)	04
2	MAJOR-2	UABHAG-11	સામુદાયિકી પ્રેરણા (સા) ૧. સ્વતંત્ર - સંપૂર્ણ સભા	04
3	MAJOR-3	UABHAG-12	સમાજીક વ્યવસ્થા સંબંધીત પ્રવેશ સભા	04
4	MAJOR	UABHAG-13	સામુદાયિકી પ્રેરણા (સા) ૧. સાહિત્ય - સ્વતંત્ર સભા (સાહિત્ય સભા)	04
5	Skill Enhancement	UABHAG-14	વ્યવસ્થા સમાજીક	02
6	Ability Enhancement (ACE)	UABHAG-15	સમાજીક સં. સભા સભા	02



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B.A. Semester-4		
Code	Major-1 Anugandhiyugani Kruti (Padya)	Credit
UAMAGUM	અનુગાંધીયુગની કૃતિ (પદ્ય) ૧. "ખારી બહાર" - પ્રહલાદ પારેખ (પસંદગીના કાવ્યો)	૪
Objectives	હેતુઓ: -વિદ્યાર્થીઓ અનુગાંધીયુગના ગુજરાતી સાહિત્યના સર્ષકો અને સ્વરૂપોથી પરિચિત થાય. -વિદ્યાર્થીઓ પ્રહલાદ પારેખના કૃત્યન અને કવન વિશે જાણે. -વિદ્યાર્થીઓ અનુગાંધીયુગની કવિતાથી પરિચિત થાય.	
Unit-1	-અનુગાંધીયુગની કવિતાનો પરિચય ૧. પ્રહલાદ પારેખનું કૃત્યન કવન	
Unit-2	"ખારી બહાર" ના પસંદગીના કાવ્યોનો ખાસ્યાસ	
Unit-3	"ખારી બહાર" ના પસંદગીના કાવ્યોનો અભ્યાસ	
Unit-4	"ખારી બહાર" ના પસંદગીના કાવ્યોનો અભ્યાસ	
Learning Outcomes	Learning Outcome -વિદ્યાર્થીઓ અનુગાંધીયુગના સર્ષકો અને સ્વરૂપોથી પરિચિત થઈ ભાગ્ય શકવામાં ઉપયોગમાં લેશે. - અનુગાંધીયુગના ગુજરાતી સાહિત્યમાંથી જે કૃત્યનમૂલ્યો પ્રગટે છે તે વિદ્યાર્થીઓ કૃત્યનમાં ઉતારશે. -વિદ્યાર્થીઓ કાવ્યોમાંથી પ્રગટ થતું તત્કાલીન સમાજકૃત્યનને જાણી સમજાઈ શકે તે પાઠશીલ બનેશે. -વિદ્યાર્થીઓ કાવ્યોથી પરિચિત થઈ કાવ્યો લખવા માટે પ્રેરણા લેશે.	
Reference Books:		
1	નિરીક્ષા- ઉમરસંકટ ખોલી	
2	પ્રહલાદ પારેખ- પ્રહલાદ પારેખ	
3	મુલ્યાંકનો - ઉત્કલન	
4	સ્વાતંત્ર્યોદય ગુજરાતી કવિતા- દ.કા. વ્યાસ	
5	ખારીબંધ- અમંત ભવાઈ	
6	અનુગાંધીયુગ - નવિન ભવાઈ	

  
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7.	મહાત્મન કવિતા - સુપ્રસીદ્ધ શૈલિ	
8.	ગુજરાતી સાહિત્યનો ઇતિહાસ- ગ્રંથ, ૫	
9.	અર્ધશીલ ગુજરાતી સાહિત્યનો વિકાસરેખા - ડૉ. પીરજીવણ શાહર	
10.	અર્ધશીલ ગુજરાતી સાહિત્યનો ઇતિહાસ - ડૉ. રમેશ એમ. ત્રિવેદી	

૧. ખાસી મહાકાવ્ય - પ્રહલાદ પારેખ (પ્રસંગગીતના કાવ્યો) ૧. બનવાટી ફૂલોને ૨. ફને તું સંગમી  
૩. અમારી મહેલોને ૪. જાણીતી બજારી ૫. એક છોરી ૬. બાજ ૭. અને અંધારું શરૂઆત ૮.  
શંકરજી ૯. આકાશ-માટની ૧૦. ફેવુ ૧૧. એવું ફેવુ ૧૨. માલ્યા અને જુદાં પડ્યાં ૧૩. વાતો  
૧૪. ઘાસ અને ફું ૧૫. ભાગે જે નવાઈ ૧૬. આપણે ભરીએ ૧૭. ઉભી પૂજા ૧૮. પરાજયની  
જીત ૧૯. દાન ૨૦. વિદાય ૨૧. આપ, મિહુલિયા । ૨૨. વર્ષા ૨૩. આવી, મેહુલિયા । ૨૪.  
મહાવક્ર ૨૫. મહાત્મન આદમીનું ગીત

  
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Gandhinagar




B.A. Semester-4		
Code	Major -2 Anugandhi yugani Krutlo (Gadya)	Credit
UAMAGU102	અનુગાંધીયુગની કૃતિઓ (ગદ્ય) ૧. આગંતુક -ચીકુબેન પટેલ	૦૪
Objectives	હેતુઓ: -વિદ્યાર્થીઓને અનુગાંધીયુગના ગુજરાતી સાહિત્યથી વાકેફ કરવા. -વિદ્યાર્થીઓને અનુગાંધીયુગના ગુજરાતી સાહિત્ય વિશે માહિતગાર થાવ. -વિદ્યાર્થીઓને અનુગાંધીયુગની ગુજરાતી કૃતિઓના અભ્યાસથી તત્કાલીન સામાજિક અને સાહિત્યિક વાતાવરણનો પરિચય કેળવે.	
Unit-1	-ચીકુબેન પટેલનો સર્જક તરીકે પરિચય. -નવાલકા સાહિત્ય સ્વરૂપનો પરિચય	
Unit-2	- 'આગંતુક' કૃતિનો સપન અભ્યાસ	
Unit-3	- 'આગંતુક' કૃતિનો સપન અભ્યાસ	
Unit-4	૧. 'આગંતુક' કૃતિનો સપન અભ્યાસ	
Learning Outcomes	- અનુગાંધીયુગના ગુજરાતી સાહિત્યના અભ્યાસથી વિદ્યાર્થીને તત્કાલીન સર્જકીય, સાંસ્કૃતિક, સામાજિક ક્ષેત્રોની માહિતી મળે છે. - અનુગાંધીયુગના સાહિત્યથી વિદ્યાર્થીઓ જાણ થાય છે. -કૃતિઓના ઊંડા અભ્યાસથી સર્જકની વિચારધારા અને જાણકારીનો અભ્યાસ શક્ય થાય છે.	
Reference Books:		
1	કથાઓ - ડૉ. નીલા વેદ, પાશ પાઠશાળા	
2	અર્વાચીન ગુજરાતી સાહિત્યનો ઇતિહાસ- પીરમાલ ઠાકર, ખેડકી પાઠશાળા	

  
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B.A. Semester- 4		
Code	Major -3 Madhyukalin Gujarati Sahityano Itihas - 2	Credit
UAMMA04U03	મધ્યકાલીન ગુજરાતી સાહિત્યનો ઇતિહાસ ભાગ- ૨	04
Objectives	હેતુઓ : -આ વેપરના અભ્યાસથી વિદ્યાર્થીઓ મધ્યકાલીન ગુજરાતી સાહિત્યના કવિઓ અને તેમના સાહિત્યથી પરિચિત થાય.	
Unit-1	- મધ્યકાલીન ગુજરાતી સાહિત્ય સ્વરૂપોનો પરિચય ૧.પદ્યાત્મક લોકવાણી ૨. જારનાઈ ૩. ગરબો -ગરબી ૪. શાબ્દ-ધ્વારણી-અલસરણ	
Unit-2	-સર્જનના કાવ્ય-સમય-સાહિત્યનો પરિચય ૧. પ્રેમનંદ ૨. શામળ ૩. પૂતળ	
Unit-3	-સર્જનના કાવ્ય-સમય-સાહિત્યનો પરિચય ૧. ધીરે ૨. ભોજો ભગત ૩. દયારામ	
Unit-4	૧. સ્વામીનારાયણ સંપ્રદાયના કવિઓ ૨. મધ્યકાલીન ગુજરાતી સાહિત્યમાં સ્ત્રીકવિઓ	
Unit-5	મધ્યકાલીન સાહિત્યિક કૃતિઓનો પરિચય ૧.સુલામાચરિત્ર - પ્રેમનંદ ૨. નવરાત્ન - પ્રેમનંદ ૩.મદન મોહના - શામળ ૪. ચિત્રપટ્ટ - નાકર	
Learning Outcomes	- આ વેપરના અભ્યાસથી વિદ્યાર્થી મધ્યકાલીન ગુજરાતી સાહિત્યના કવિઓ અને તેમની કવિતાઓ તથા સાહિત્ય સ્વરૂપોથી પરિચિત થશે તથા તત્કાલીન સામાજિક-સાહિત્યિક રાજકીય અનિવિધિઓથી પણ અવગત થશે. ૧. વિદ્યાર્થીઓ પ્રાગ્ભારતિકયુગના ગુજરાતી સાહિત્યની પૂર્વભૂમિકા આપી શકશે. ૨. વિદ્યાર્થીઓ તત્કાલીન સામાજિક-સાહિત્યિક રાજકીય અનિવિધિઓ સમજી શકશે. ૩. વિદ્યાર્થીઓ વાજન્ય સંદર્ભે મધ્યકાલીન સર્જકો-કૃતિઓ -સ્વરૂપોથી પરિચિત થશે તથા તેમને આ યુગનું સાહિત્યિક મૂલ્ય પણ સમજાય.	
Reference Books:		
1	ડૉ. ત્રિવેદી રમેશ । 'મધ્યકાલીન ગુજરાતી સાહિત્યનો ઇતિહાસ'	

  
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2	ડૉ. અનંતરામ રવળ : માધ્યમકાલીન ગુજરાતી સાહિત્યનો ઇતિહાસ	
3	ગુજરાતી સાહિત્યનો ઇતિહાસ -ક્રમ :૨ ખંડ ૧ ગુજરાતી સાહિત્ય પરિષદ	
4	ડૉ. ઘણિક કમુ : ગુજરાતી ગ્રંથકર શેડી -આમલ	
5	'ગુજરાતી સાહિત્યનો ઇતિહાસ' ગ્રંથ -૨ ખંડ-૧ (ઇ.૧૯૫૦-૧૯૫૦) ગુજરાતી સાહિત્ય પરિષદ,અમદાવાદ	
6	'ગુજરાતી સાહિત્યનો ઇતિહાસ' ગ્રંથ -૨ ખંડ-૨ (ઇ.૧૯૫૦-૧૯૫૦) ગુજરાતી સાહિત્ય પરિષદ,અમદાવાદ	
7	ગુજરાતી સાહિત્યનો ઇતિહાસ ભાગ-૧ (માધ્યમકાલીન)-નવગીનદ(સ. પાટેલ પ્રેક્ષાભાઈ અને કમળા, લિમિટેડ - ૨૩૬, દાદાજીરાઈ નવચીફ રોડ,મુંબઈ-૧	
8	માધ્યમકાલીન ગુજરાતી સાહિત્યનો ઇતિહાસ - કમુ ઘણિક પાઈ પ્રબ્લિકેશન, અમદાવાદ	

  
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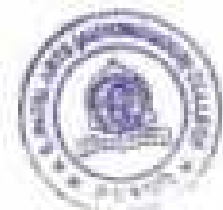


B.A. Semester-4		
Code	MINOR-1 Anugandhiyugani Kruti (Padya)	Credit
UA4NRG0001	અનુગાંધીયુગની કૃતિ (પદ્ય) ૧. 'આરી બહાર' - પ્રહલાદ પારેખ (વસંતગીત્ય કાવ્યો)	04
Objectives	હેતુઓ: -વિદ્યાર્થીઓ અનુગાંધીયુગના ગુજરાતી સાહિત્યના સર્જકો અને સ્વરૂપોથી પરિચિત થાય. -વિદ્યાર્થીઓ પ્રહલાદ પારેખના જીવન અને કવન વિશે જાણે. -વિદ્યાર્થીઓ અનુગાંધીયુગની કવિતાથી પરિચિત થાય.	
Unit-1	-અનુગાંધીયુગની કવિતાનો પરિચય ૧. પ્રહલાદ પારેખનું જીવન કવન	
Unit-2	-'આરી બહાર' ના પદ્યોની કાવ્યોનો અભ્યાસ	
Unit-3	-'આરી બહાર' ના પદ્યોની કાવ્યોનો અભ્યાસ	
Unit-4	-'આરી બહાર' ના પદ્યોની કાવ્યોનો અભ્યાસ	
Learning Outcomes	Learning Outcome -વિદ્યાર્થીઓ અનુગાંધીયુગના સર્જકો અને સ્વરૂપોથી પરિચિત થઈ આગળ ભણવામાં ઉપયોગમાં લેશે. - અનુગાંધીયુગના ગુજરાતી સાહિત્યમાંથી જે જીવનમૂલ્યો પુણે છે તે વિદ્યાર્થીઓ જીવનમાં ઉતારશે. -વિદ્યાર્થીઓ કાવ્યોમાંથી પુણે થતાં તત્કાલીન સમાજજીવનને જાણી સમાજ માટે પ્રહારોક બનશે. -વિદ્યાર્થીઓ કાવ્યોથી પરિચિત થઈ કાવ્યો લખવા માટે પ્રેરણા લેશે.	
Reference Books:		
1	જિરીલા- ઉપાસંકર જોશી	
2	પ્રહલાદ પારેખ- પ્રહાદ પારેખ	
3	મુદ્યાંકનો -ઉશાનક	
4	સ્વાતંત્ર્યોત્તર ગુજરાતી કવિતા- દણા વ્યાસ	
5	આર્યોવળા- અનંત રાવળ	

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6	અનુભાવ - જલિન સવલ	
7	અમલન કવિતા - રણવીર વીધારી	
8	ગુજરાતી સાહિત્યનો ઇતિહાસ- અંક, ૫	
9	અવોર્ષીન ગુજરાતી સાહિત્યનો વિકાસરેખા - ડૉ. પીરુભાઈ સહર	
10	અવોર્ષીન ગુજરાતી સાહિત્યનો ઇતિહાસ - ડૉ. રમેશ બેન. ત્રિવેદી	

૧. જ્યોતી બજાર - પ્રહલાદ પારેખ (પ્રજ્ઞાગીના કવયો) ૧. બનવટી કૂલ્યોને ૨. કોને તું સંગ્રહી  
૩. અમરી મહેરોળી ૪. જાણીતી અજાણી ૫. બેઠાં હોતી ૬. આજ ૭. અમે અંધારું સહજારું ૮.  
ચાંદરણાં ૯. આઠમ-બારની ૧૦. હેવું ૧૧. એવું હેવું ૧૨. મળ્યાં અને જુદાં પડ્યાં ૧૩. વાતો  
૧૪. પાસ અને કું ૧૫. ભાગે તે નવાઈ ૧૬. આપણે ભરીએ ૧૭. છેલ્લી પૂજા ૧૮. પત્રજયની  
જીત ૧૯. દાન ૨૦. વિદાય ૨૧. આવ, મેકુલિયા । ૨૨. વર્ષ ૨૩. આશો, મેકુલિયા । ૨૪.  
માનવકો ૨૫. અઠાન અઠમીનું, ગીત

  
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B.A. Gujarati Semester-4		
Code	Skill Enhancement	Credit
UASEGUARDI	ગુજરાતી શાષ્ટકોશ -4	02
Objectives	કેનુખે : -વિદ્યાર્થીઓ સંક્ષેપ અને વિવરણ વિશે જાણે.	
Unit-1	ગદ્યખંડનું સંક્ષેપીકરણ	
Unit-2	ગદ્યખંડનું વિવરણ	
Learning Outcomes	-વિદ્યાર્થીઓ સંક્ષેપ અને વિવરણકૃત્ય વિશે ઝીંખશે.	
Reference Books:		
1	સહિત્યનો આસ્વાદ અને સંદર્ભલક્ષ્ય પદ્યો - ડી. રમેશ કુલ્લ પ્ર. મનોજ દત્ત ડી.વિજય શાસ્ત્રી દક્ષિણ ગુજરાત પ્રાચ્યાપક પુસ્તક પ્રકાશન મ. મ. ડી. સુરત	
2	વિજયદશમી - વિમલચાવડા વિવેકી ગુર્જર સંસ્કૃત્ત જર્ણાલકથ -નમદાવાદ	
3	અપક્રિત આસ્વાદ અને સ્વાધ્યાય - ડી. રતિલાલ દવે	
4	અપક્રિત (UNSEEN) : પટેલ -શવળ	
5	કાવ્ય સમીક્ષા અને વિચાર વિસ્તાર : પટેલ અને સુઘાર	

  
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B.A. Semester- 4		
Code	ABILITY ENHANCEMENT	Credit
UAKREGU01	૧. માનવતાના સેટ - ભગીરથ હાલકર (પસંદગીના ચરિત્ર નિબંધો)	02
Objectives	હેતુઓ : - વિદ્યાર્થીઓ ચરિત્ર નિબંધના સ્વરૂપ વિશે જાણે. - વિદ્યાર્થીઓ અનિરૂઢ હાલકરના ચરિત્રનિબંધોથી વાકેફ થાય.	
Unit-1	અભ્યાસનિવાર ચરિત્ર નિબંધોનો અભ્યાસ	
Unit-2	અભ્યાસનિવાર ચરિત્ર નિબંધોનો અભ્યાસ	
Learning Outcomes	વિદ્યાર્થીઓ ચરિત્ર નિબંધના સ્વરૂપ વિશે જાણી બીજા નિબંધોને મૂલ્યાંકન કરી શકે. - વિદ્યાર્થીઓ અનિરૂઢ હાલકરના ચરિત્ર નિબંધોથી પરિચિત થઈ જીવનમાં ધીરોત્ત્વ ગુણો ઉભારે.	
Reference Books:		
1	ગુજરાતી સાહિત્યની વિકાસરેખા : પીટુભાઈ હાલકર	
2	ગુજરાતી સાહિત્યનો ઇતિહાસ ભાગ -૪ : ગુજરાતી સાહિત્ય પત્રિકા	
3	સહિત્ય સ્વરૂપો - પુસ્તક હાલકર પાંચે પુસ્તકાલય- અમદાવાદ	
4	ગુજરાતી સાહિત્યની વિકાસરેખા ભાગ -૪ -પીટુભાઈ હાલકર ગુજર ગૃહરાજ્ય કાર્યાલય- અમદાવાદ	
5	અર્વાચીન ગુજરાતી સાહિત્યનો ઇતિહાસ -રમેશ ત્રિવેદી બ્લોક પુસ્તકાલય -અમદાવાદ	
6	અર્વાચીન ગુજરાતી સાહિત્યનો ઇતિહાસ -રમેશ ત્રિવેદી	

આદર્શ પ્રકાશન - અમદાવાદ	
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૧. માનવવતના સેટ - સર્વોચ્ચ શિક્ષણ (પાઠ્યકોશ યતિન સંબંધે)

૧. સમર્થિત ૨. સરોવર મહાસભા ૩. સંસ્કૃત ૪. સિનેટ ૫. કુલ્ય ૬. અધી સ્વી ૭. કુલ્ય ૮. મહી મંદ

  
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- Gender sensitization including gender respect, respect for one's own gender, dealing with gender confusion and gender identity issues.
- Commitment to keep the environment clean and green.
- Awareness of Patriotism from literature and the ethical awareness towards our country and our duties for it.

B.A.-Semester-5 Gujarati			
Course Type	Course Code	Course Title	Credit
DSC-11	LASCUJ1501	સાહિત્ય રચનાની સંપ્રદાયો	06
DSC-12	LASCUJ1502	સાહ્યો દેશનાની શાહી	06
DSE 1A	LASCUJ1501	સાહીત્ય	06
DSE 2A	LASCUJ1502	સાહીત્ય સંશોધન (Research methodology in Gujarati)	06

  
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# એન. એસ. પટેલ આર્ટ્સ (ઓટોનોમસ) કોલેજ, આણંદ

## ગુજરાતી વિભાગ


તા. 31 /03 /2023

### અધ્યાસકમ સમિતિની સભામાં લેવાયેલા નિર્ણયો

- તા. 31 /03 /2023 ના રોજ સવારે 10.00 કલાકે અધ્યાસ સમિતિની મિટિંગ ગુજરાતી વિભાગના ધેરમેન ડી. એમ. કે. ઘોષરીના આમંત્રણે યોજાઈ હતી.
- ડી. એમ. કે. ઘોષરી દ્વારા મિટિંગમાં યોજી મહેમનો અને સભ્યોનું સ્વાગત કરવામાં આવ્યું હતું.
- વિષય તજજ્ઞ તરીકે એમ. એસ. મુનિવર્સિટી બરોડા, વડોદરાના ગુજરાતી વિભાગના પ્રોફેસર ડી. સંજય પંડ્યા ઉપસ્થિત રહ્યા હતા.
- બીજા વિષય તજજ્ઞ તરીકે સરદાર પટેલ યુનિવર્સિટી, ગુજરાતી વિભાગના અધ્યાક્ષ ડી. પરમભાઈ પાઠક હાજર રહ્યા હતા.
- વિષય તજજ્ઞ તરીકે કુલિય વિશ્વ વિદ્યાલય, ગાંધીનગરના ગુજરાતી વિભાગના ડેપુટી પ્રોફેસર ડી. અજયસિંહ ઘોષરા ઉપસ્થિત રહ્યા હતા.
- વિષય તજજ્ઞ તરીકે વિદુન યુનિવર્સિટી, ગાંધીનગરના ગુજરાતી વિભાગના ડેપુટી પ્રોફેસર ડી. દુર્ગાકાંત પટેલ ઉપસ્થિત રહ્યા હતા.
- વિષય તજજ્ઞ તરીકે આર્ટ્સ એન્ડ સાયન્સ કમ્પ્યુટર કોલેજના ગુજરાતી વિભાગના ડેપુટી પ્રોફેસર ડી. મયંક પટેલ ઉપસ્થિત રહ્યા હતા.
- એન. એસ. પટેલ આર્ટ્સ (ઓટોનોમસ) કોલેજ, આણંદ ગુજરાતી વિભાગના ડેપુટી પ્રોફેસર ડી. બી. બી. ઘોષરા ડી. નીલકાંતેન શંખરાવળ, ડા. સંજય પરમાર ઉપસ્થિત રહ્યા હતા.
- આ મિટિંગમાં ગુજરાતી વિભાગ અંતર્ગત કક્કામે ડી. વામ, બી. એ. સેમેસ્ટર 5 અને 6 માટે અધ્યાસકમ નાની કક્ષામાં આવશે.
- પરીક્ષા માટેનું ડેન્ટાલ ડિવિઝન સમિતિમાં મંજૂર કરવામાં આવ્યું.

મિટિંગમાં હાજર રહેલા સભ્યોની યાદી

૧. ડી. એમ. કે. ઘોષરી (અધ્યાક્ષ)
૨. ડી. પરમભાઈ પાઠક
૩. ડી. સંજય પંડ્યા
૪. ડી. અજયસિંહ ઘોષરા

  
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૫. ડૉ. પુષ્પાંત પટેલ

૬. ડૉ. મયંક પટેલ

૭. ડૉ. બી.બી. વાપેલા

૮. ડૉ. નીલકાંતેન ચંપાવલ

૯. ડૉ. સંજય પરમાર

મિલિંગમ્બા ગિરજાજી સહેલા સવયોની શાળા

૧. કૅમ્પાલેન બેલા સીલકી

૨. સંવિધ શાળા



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H.A. Semester- 5 Gujarati		
Code	Unit	Credit
UASCGU 501	અર્વાચીન ગુજરાતી સાહિત્યનો ઇતિહાસ	06
Objectives	કુલ્ય આ વિષયના અભ્યાસમાં વિદ્યાર્થીને અર્વાચીન ગુજરાતી સાહિત્યનું અર્થ, મહત્વ, પ્રભાવ અને તેના સાહિત્યકી પરિવેશ અંગે	
Unit-1	૧. મધ્યકાલીન સાહિત્ય અને અર્વાચીન ગુજરાતી સાહિત્ય વચ્ચેનો ભેદ ૨. મધ્યકાલીન ગુજરાતી સાહિત્યને ધરાવતાં પરિબલો ૩. મધ્યકાલીન મુખ્ય કાવ્યો : ૧. રાજપૂતકાવ્ય ૨. નર્મદ ૪. મધ્યકાલીન મુખ્ય કૃતિઓ : ૧. રાજકોટી ૨. ભગવદ્ગીતા ૩. ભટ્ટનું શ્લોક ૪. ભગવદ્ગીતાના મુદ્દાકેન્દ્રિય વર્ણન	
Unit-2	૧. ધર્મિકાલીન ગુજરાતી સાહિત્યને ધરાવતાં પરિબલો ૨. ધર્મિકાલીન મુખ્ય કાવ્યો : ૧. જીવનધર્મકાવ્ય લિપિકી ૨. રમણસર્જન ૩. બ.ક. કાવ્ય ૪. ધર્મિકાલીન મુખ્ય કૃતિઓ : ૧. કૃષ્ણમય્યા ૨. પૂર્વભાષ્ય ૩. કોટાપીનો કોશિકા ૪. જમ્મ -જવન	
Unit-3	૧. ગદ્યકાલીન ગુજરાતી સાહિત્યને ધરાવતાં પરિબલો ૨. ગદ્યકાલીન મુખ્ય કાવ્યો : ૧. કવિવરુણ મુનશી ૨. સુદામ ૩. કૃષ્ણકાવ્ય શૈલી ૪. ગદ્યકાલીન મુખ્ય કૃતિઓ : ૧. કાવ્યના પદ્યો ૨. કૃષ્ણકાવ્યને અભ્યાસ ૩. મહાભારત ૪. ધર્મિકાવ્ય ૫. મરો બધોર	
Unit-4	૧. અનુવાદકાલીન ગુજરાતી સાહિત્યની અભિવ્યક્તિઓ ૨. અનુવાદકાલીન કાવ્યો : ૧. સર્જન શાહ ૨. મિત્તેશન કાવ્ય ૩. આધુનિકકાલીન ગુજરાતી સાહિત્યની અભિવ્યક્તિઓ ૪. આધુનિક કાવ્યો : સુરેશ શર્મા ગદ્યકાલીન મુખ્ય કૃતિઓ : ૧. પદ્મ /અમલક ૨. વાલ્મીકી ૩. કૃષ્ણ ૪. ઉચ્છેદિત /આકાશ ૫. બહો બહાવન, મરો રાજા /આકાશની રાસલીલા ૬. અંધારી ગલી (સીક્રેટને પોસ્ટ)	
Unit-5	૧. અર્વાચીન ગુજરાતી સાહિત્યના મુખ્ય સ્વરૂપો અને વિકસરેખા (કાવ્ય) ૧. અભ્યાસકાવ્ય ૨. અભ્યાસકાવ્ય (નવ) ૧. નવકાવ્ય ૨. નવનૈવ	

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	૧. સર્વોચ્ચ ગુણવતી ૨. ગુણવતી સુધારો	
<b>Learning Outcomes</b>	<p>૧. આ અભ્યાસ અભ્યાસીને સર્વોચ્ચ ગુણવતી સર્જવામાં સક્ષમ બનાવે છે અને તેમને કાર્યક્ષેત્રે તેમ જ સર્વોચ્ચ સ્વપોષી પરિણામ સાથે તેમ જ સર્વોચ્ચ ગુણવતી સાથે સર્જવામાં સક્ષમ બનાવે છે.</p> <p>૨. સર્વોચ્ચ ગુણવતી સર્જવામાં સક્ષમ બનાવે છે અને તેમને તેમ જ સર્વોચ્ચ સ્વપોષી પરિણામ સાથે તેમ જ સર્વોચ્ચ ગુણવતી સાથે સર્જવામાં સક્ષમ બનાવે છે.</p>	
<b>Reference Books:</b>		
1	સર્વોચ્ચ ગુણવતી સર્જવામાં સક્ષમ બનાવે છે - ગુણવતી સર્જવામાં સક્ષમ બનાવે છે	
2	સર્વોચ્ચ ગુણવતી સર્જવામાં સક્ષમ બનાવે છે - ગુણવતી સર્જવામાં સક્ષમ બનાવે છે	
3	સર્વોચ્ચ ગુણવતી સર્જવામાં સક્ષમ બનાવે છે - ગુણવતી સર્જવામાં સક્ષમ બનાવે છે	
4	સર્વોચ્ચ ગુણવતી સર્જવામાં સક્ષમ બનાવે છે - ગુણવતી સર્જવામાં સક્ષમ બનાવે છે	
5	સર્વોચ્ચ ગુણવતી સર્જવામાં સક્ષમ બનાવે છે - ગુણવતી સર્જવામાં સક્ષમ બનાવે છે	
6	સર્વોચ્ચ ગુણવતી સર્જવામાં સક્ષમ બનાવે છે - ગુણવતી સર્જવામાં સક્ષમ બનાવે છે	

  
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B.A. Semester- 5		
Code	DSC -12	Credit
UA5CGUJ502	સાહિત્ય વિવેચનના સિદ્ધાંતો	06
Objectives	<p>લેખનો :</p> <p>આ પાઠ્યક્રમ અભ્યાસથી વિદ્યાર્થીઓ સાહિત્ય વિવેચનના સિદ્ધાંતોથી પરિચિત થાય.</p>	
Unit-1	<p>૧. કાવ્યનાં વિવિધ આકારોનો (અર્થ)</p> <p>૨. કાવ્યના પદોનો</p> <p>૩. કાવ્યરસ</p> <p>૪. કાવ્યનાં પ્રકારો</p>	
Unit-2	<p>૧. કાવ્ય નામી નામકલ્પિતના પ્રકારો</p> <p>૨. કાવ્યનાં સ્વરૂપ</p> <p>૩. કાવ્યનાં પ્રકારો</p> <p>૪. ભાષ્ય-લાક્ષણિક</p>	
Unit-3	<p>૧. રસની પરીભાષા, રસાનુભવનું સ્વરૂપ</p> <p>૨. રસનું સ્વરૂપ</p> <p>૩. રસ પદોનાં સિદ્ધાંતો</p>	
Unit-4	<p>૧. કાવ્યનો સિદ્ધાંત</p> <p>૨. સહિત્ય-વ્યવહારનું ક્ષેત્ર</p> <p>૩. કાવ્યનાં કાવ્ય-અભિવ્યક્તિનું મહત્વ</p> <p>૪. કાવ્યનાં અને કાવ્યનાં</p> <p>૫. અભિવ્યક્તિ અને પ્રત્યયના</p> <p>૬. અર્થના અને પ્રકારના</p>	
Unit-5	<p>૧. સાહિત્યનાં પદોનાં, કાવ્યનાં અને સાહિત્યનાં વચ્ચે</p> <p>૨. સાહિત્યનું વિવેચન</p> <p>૩. વિવેચનના પ્રકારો</p> <p>૪. વિવેચનનું કાર્ય</p> <p>૫. વિવેચનની કાવ્યનાં</p> <p>૬. કાવ્યનાં અને કાવ્યનાં</p>	
Learning Outcomes	આ પાઠ્યક્રમ અભ્યાસથી વિદ્યાર્થીઓની સ્વરસીક અને પાઠ્યક્રમ સાહિત્યના વિવિધ સિદ્ધાંતોની પ્રાપ્તિ સમજ થાયશે.	
Reference Books:		
1	સાહિત્યના કાવ્ય સિદ્ધાંત નવન સિદ્ધાંતો	
2	સહિત્ય વિવેચનના સિદ્ધાંતો નવન સિદ્ધાંતો	

૩	વર્ષિકા પરીક્ષા પેપર - ગ્રામ વાંચક	
૪	વર્ષિકા પેપર - ગ્રામ વાંચક	
૫	વર્ષિકા પેપર - ગ્રામ વાંચક - આર. પટેલ ઈ. વાંચક	

  
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B.A. Semester- 5

Code	DSE 1 A	Credit
UA5ECGU1501	ભાષાવિજ્ઞાન	06
Objectives	કેટલે - આ પેપરના અભ્યાસ દ્વારા વિદ્યાર્થીને ગુજરાતી ભાષાને ધીરમત અને ગુજરાતી ભાષાનું સ્વરૂપ વિશે ધીરમત મેળવશે. - આ પેપરના અભ્યાસ દ્વારા વિદ્યાર્થીને આકારકર્મી પરિચિત થશે.	
Unit-1	૧. ભાષા વિશે જાણવું : ભાષાવિજ્ઞાન ૨. ભાષા અને સંસ્કૃતભાષા ૩. ભાષાનું ઇતિહાસ બાબતે ૪. 'ભાષા' શબ્દના ઇતિહાસ બાબતે ૫. ભાષા અને વાક્ય ૬. ઉચ્ચારણ અને લેખન ૭. ભાષાની વ્યાખ્યા અને વ્યક્તિગતતાઓ	
Unit-2	૧. ભાષાનું માળખું ૨. ભાષા અને બોલી ૩. ગુજરાતીનો ઉદ્ભવ : પહેલી સુમિત્ર ૪. ગુજરાતીનો વિકાસ : બીજી સુમિત્ર ૫. ગુજરાતીનો વિકાસ : ત્રીજી સુમિત્ર	
Unit-3	૧. ગુજરાતીનાં પદોનાં જોડાણો ૧. સ્વતંત્ર ૨. સુતરી ૩. સ્તરી ૪. પાશુ. ૨. ગુજરાતીનું શબ્દકોશ- તત્ત્વ, તાલવ, દેશ, પરદેશી.	
Unit-4	૧. ઉચ્ચારણપદો ૨. અક્ષરમય પદો ૩. ગુજરાતીનાં વિદ્યુત પદો ૪. ગુજરાતીનાં સંયોજક પદો	
Unit-5	૫. વાક્ય : વાક્યનાં જરૂરી ભાગો ૬. શિલ્પ : વાક્ય અને અવાક્ય ૭. શિલ્પો ૮. સ્વરૂપ અને તાલવોની તાલવો ૯. વિશેષક - વિધાનોનાં ૧૦. સંયોજકો ૧૧. નિષેધો	
Learning Outcomes	- આ પેપરના અભ્યાસથી વિદ્યાર્થીને ૧. ગુજરાતી ભાષાની	

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B.A. Semester- 5 Gujarati		
Code	DSE 1 A	Credit
UA5EGUJ502	સંશોધનનું પદ્ધતિશાસ્ત્ર (Research Methodology)	05
Objective	કેટલાંક : - આ પેપરના અભ્યાસથી વિદ્યાર્થીને સંશોધનની પદ્ધતિથી પરિચિત થશે. - આ પેપરના અભ્યાસથી વિદ્યાર્થીને સંશોધનકાર્ય તરફની રુચિ કેળવે અને સંશોધન કાર્ય કરવા ઉત્સુક.	
Unit-1	૧. વિવેચન-સંશોધનનો શ્રેણી ૨. સંશોધન - સંજ્ઞા અર્થ ૩. સંશોધનની વિવિધ વ્યાખ્યાઓ અને તેનું વિવરણ ૪. સંશોધનની સમજણ	
Unit-2	૧. સહિત્ય સંશોધન ૨. સહિત્ય સંશોધનનાં ક્ષેત્રો ૩. ગોપાલકૃષ્ણ ૪. મધ્યકાલીન સહિત્ય ૫. અર્ધપ્રાચીન સહિત્ય	
Unit-3	૧. સોશિયોલોજીકલ રીસર્ચ (ક્વિન્ટન-પ્રકારનું આલેક્ષન-પરિશિષ્ટ, સુચિ) ૨. વિવિધ શ્રેણી અને સ્તરોનાં ઉપયોગ ૩. આનંદકેપની તત્ત્વો	
Unit-4	સુધીકરણ ૧. સુચિ બેટલે સુધી ૨. સુધીકરણની પદ્ધતિ ૩. સુચિના પદ્ધતિ : કમ્પ્યુટર, સર્વીસુચિ, ડુબિસુચિ, સંદર્ભ સુચિ.	
Unit-5	૧. ઐતિહાસિક-વ્યવસ્થા સંશોધનોનો પરિચય (૧૫ સંશોધનો) ૨. મધ્યકાલીન સંશોધનોનો પરિચય (૧૫ સંશોધનો) ૩. અર્ધપ્રાચીન સંશોધનોનો પરિચય (૧૫ સંશોધનો)	
Learning Outcomes	-આ પેપરના અભ્યાસથી વિદ્યાર્થીને સંશોધનની પદ્ધતિથી પરિચિત થશે - આ પેપરના અભ્યાસથી વિદ્યાર્થીને સંશોધનકાર્ય તરફની રુચિ કેળવશે અને સંશોધન કાર્ય કરવા ઉત્સુક.	
Reference Books:		
1	સહિત્ય સંશોધનની પદ્ધતિ - ડૉ. વંદુ વ્યાસ સુનિવાસીની કુલસચીવ બોર્ડ, ગુજરાત રાજ્ય, અમદાવાદ -૬	
2	સહિત્યિક તત્ત્વોની સમજણ - જયંત શેઠાણી	

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	સુચી સહીત ભવન, ગાંધી માર્ગ, અમદાવાદ ૩૮૦૦૦૧	
૧	સોલમાનિય સોશાયની મહાળી - રજુ વાકિફ પુસ્તક : એન. એસ પટેલ વાકિફ (બીટીબીઆસ) સોલેય, માઈક સીડેય, ડિવાઈન મલ્ટિમીડિયા અમદાવાદ	

  
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- Gender sensitization including gender respect, respect for one's own gender, dealing with gender confusion and gender identity issues.
- Commitment to keep the environment clean and green.
- Awareness of Patriotism from literature and the ethical awareness towards our country and our duties for it.

B.A. Semester-6 Gujarati			
Course Type	Course Code	Course Title	Credit
DSC-13	BAUGU13001	સાહ્ય સંપદ સમાજ	06
DSC-14	BAUGU13002	સાહ્ય-૪ સમાજ : મ. ડી. વાઘ	06
DSE-3A	BAUGU13001	સાહ્ય	06
Dissertation project		સાહ્ય (Dissertation)	06


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B.A. Semester- II		
Code	DSC-13	Credit
UA6CGU601	સાહિત્ય સ્વરૂપનો અભ્યાસ	06
Objectives	હેતુ - વિદ્યાર્થીને સુજ્ઞાતી સાહિત્ય સ્વરૂપોથી વાકેફ કરવા. - વિદ્યાર્થીને સુજ્ઞાતી નવલકથા સાહિત્ય સ્વરૂપથી વાકેફ કરવા. - વિદ્યાર્થીને સુજ્ઞાતી નાટ્યિક સાહિત્ય સ્વરૂપથી વાકેફ કરવા.	
Unit-1	૧. નવલકથાનું સ્વરૂપ સમજાવે. ૨. નાટ્યિક-સમુજ્ઞાત- નવલકથા સ્વરૂપનું નવલકથા, સુજ્ઞાતી. ૩. સુજ્ઞાતીનું નવલકથાનો ફિલ્મ અને પુસ્તકી. ૪. સુજ્ઞાતીનું નવલકથાની વિસ્તરેલા.	
Unit-2	'અભ્યાસ' પોલિટીક મેગાઝિન ડુરિને સમય અભ્યાસ	
Unit-3	'અભ્યાસ' પોલિટીક મેગાઝિન ડુરિને સમય અભ્યાસ	
Unit-4	વિદ્યમાન નાટ્યિક અભ્યાસ ડુરિને સમય અભ્યાસ	
Unit-5	વિદ્યમાન નાટ્યિક અભ્યાસ ડુરિને સમય અભ્યાસ	
Learning Outcomes	- વિદ્યાર્થીને સુજ્ઞાતી સાહિત્ય સ્વરૂપોથી વાકેફ થાય છે. - વિદ્યાર્થીને સુજ્ઞાતી નવલકથા અને નાટ્યિક સાહિત્ય સ્વરૂપોથી વાકેફ થાય છે.	
<b>Reference Books</b>		
1	નવલકથા : ગિરીષ પંચાલ	
2	નવલકથાલેખ : ગિરીષ પંચાલ	
3	પોલિટીક મેગાઝિન : અભ્યાસ ૩, પોલિટીક (મીનોજી)	
4	સુજ્ઞાતી નવલકથા : સુજ્ઞાતી સોમરી, સવિસ્થાન સર્મ	
5	સુજ્ઞાતી અભ્યાસો ઇન્ડિયાનું સમય -૮ (ભાગ-૧, ૨)	
6	વીરા પોલિટીક - અભ્યાસ ૩, પોલિટીક (સુજ્ઞાતી)	
7	વિદ્યમાન અભ્યાસ : પોલિટીક મેગાઝિન - સર્વોચ્ચ પોલિટીક	
8	વિદ્યમાન અભ્યાસ -૩, અભ્યાસ પોલિટીક	

  
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B.A. Semester- 6		
Code	DSC-14	Credit
UA6CGUJ502	સુસંસ્કારનો અભ્યાસ : સ. વિ. પાઠ્ય	06
Objectives	ફુલ્લે, -સિદ્ધાંતીઓને સંબંધિત સુસંસ્કારનો અભ્યાસ કરી તેને શ્રવ્ય નેત્રથી બહેકવવા. -સિદ્ધાંતીઓને સ. વિ. પાઠ્યના વિવિધ પાસાંઓથી બહેકવવું.	
Unit-1	૧. સ. વિ. પાઠ્ય - કુલના પાઠ્યનો પરિપાક ૨. સ. વિ. પાઠ્ય - સાહિત્ય સંસ્કારનો પરિપાક	
Unit-2	સ. વિ. પાઠ્યનો સ્થિતિ (સંસ્કારના સંસ્કારોનો પરિપાક ૧૫ કલાક)	
Unit-3	સ. વિ. પાઠ્યનો દુર્ભિચારો. (પાઠ્યનો ૧૦ વાર્તાઓ)	
Unit-4	સ. વિ. પાઠ્યનો વિવેચન ૧. વિવેચન સંસ્કારોનો પરિપાક ૨. જ્યાં વિવેચન સંસ્કારોનો અભ્યાસ ૩. સાહિત્ય અને કુલના ૨ વિભાગોની સહ-સમૃદ્ધિ ૩. સ્વાભાવિક	
Unit-5	સ. વિ. પાઠ્યનો સંસ્કારોનો પરિપાક (પાંચ વિષયોનો અભ્યાસ)	
Learning Outcomes	- સિદ્ધાંતીઓને સ. વિ. પાઠ્યના કુલના કલાકોની સાથે શ્રવ્ય નેત્રથી - સિદ્ધાંતીઓને સ. વિ. પાઠ્યના સાહિત્યના સમગ્ર પાસાંઓથી સાથે શ્રવ્ય નેત્રથી	
<b>Reference Books:</b>		
૧	સિદ્ધાંતીઓનો અભ્યાસ - ૧ : સ. વિ. પાઠ્ય ( સુસંસ્કારના સંસ્કારોના પાસાંઓ અને સિદ્ધાંતીઓનો અભ્યાસ - ૧ )	
૨	સંસ્કારોનો અભ્યાસ : સ. વિ. પાઠ્ય ( સુસંસ્કારના સંસ્કારોના પાસાંઓ અને સિદ્ધાંતીઓનો અભ્યાસ - ૧ )	
૩	સ. વિ. પાઠ્યનો વિવેચન : અભ્યાસ - વિવિધ પાસાંઓ (પાંચ પાસાંઓ)	
૪	સંસ્કારોનો અભ્યાસ : સ. વિ. પાઠ્ય ( સુસંસ્કારના સંસ્કારોનો અભ્યાસ )	
૫	સંસ્કારોનો અભ્યાસ : સ. વિ. પાઠ્ય ( સુસંસ્કારના સંસ્કારોનો અભ્યાસ )	
૬	સંસ્કારોનો અભ્યાસ : સુસંસ્કાર	
૭	સંસ્કારોનો અભ્યાસ : સ. વિ. પાઠ્ય	
૮	સિદ્ધાંતીઓનો અભ્યાસ : સ. વિ. પાઠ્ય	

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8	બે સારાં આલેખકો : પુષ્પેન્દ્ર અને હિરેક : નાચીન કા. મીટી	
10	આંધ્રીની નુજવાની સાહિત્યની ક્રમિકાલ : ડી. રમેશ શેખ, ત્રિવેદી	
11	નુજવાની સાહિત્યની ક્રમિકાલ નુજવાની સાહિત્ય પરીષદ	

**‘શૈષની કાવ્ય’ - સમન્વયસચ્ચ વિ. પાઠક (પસંદગીનાં ૧૫ કાવ્યો )**

૧. બૌદ્ધનેશ ૨. બેક કાવ્ય ૩. ભગવત વિચિત્ર ૪. કોણુ દર્શન ૫. નર્મદાને આરો ૬. ઉગ્ર-મહેશ્વર ૭. સપ્તકોની ૮. વેદાનને નવો ૯. કોણુને લોકને ૧૦. નટવણવણવણનો ગરબો ૧૧. બેક સમપૂત દેવના મંચકાવીન કિલ્લાના કાવ્ય ૧૨. કાવ્ય આનંદુ વૈવીકી ૧૩. જ્યારે આ આનંદુ મુદે ૧૪. સિન્દુ આનંદુ ૧૫. પાસમ વાનુદેવ વાક

**૨. વિ. પાઠકની દુહામાલાઓ (પસંદગીની ૧૦ વાકાઓ)**

૧. બેક પ્રભ ૨. જાનું ગજ ૩. આપી કાવ્ય ૪. કવિલગ્ન ૫. મેથી ૬. જસણી ૭. મુકુન્દગણ ૮. નયો જન્મ ૯. શીલાગવતી ૧૦. મુદિનિશય

**૩. વિ. પાઠક સ્વૈચ્છિકગીતો નિબંધો (પસંદગીનાં પાંચ નિબંધો)**

૧. જગમ કરવાની કલા ૨. આંધ્રી અને વિદ્યાન ૩. મુકુન્દ વિશે ૪. કુવલનું કાવ્ય ૫. સૈવિકાક પાઠક વિશે

  
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B.A. Semester-0		
Code	DS: JA	Credit
UA6EGU001	અપ્સેન (UNSEEN)	06
Objectives	કેળવે : આ પરીક્ષક અભ્યાસ કરવા વિદ્યાર્થીઓ છે. મહાન, કવચનું સાહસન, સિદ્ધાન્તિતર, ગદ્યમંડનું સંકીર્ણરુપ તથા ગદ્યમંડનું વિવિધ સ્તરો પરિચય મેળવશે.	
Unit-1	૧. ઇ. મેલો થુ ૧ ઇંગ્લી પારિભાષિક મહા. ૨. ઇંગ્લી અભ્યાસ.  (૧)અભ્યાસનેક સંદર્ભમિલન છે. અને મહાનિલ છે : કાવ્ય: કૃષ્ણેશ ૧. મંદાકાવ્ય ૨. સિમરિણી ૩. પુસ્તી ૪. કવિતી ૫. શરૂઆતિસિત ૬. કવચ (૨)કે. (અનેક) ૭. સંવેકવચ્છ. ૮. કવિતી ૯. મહિતી ૧૦. કવચ ૧૧. મહાનિલિત ૧૨. સેક (અભ્યાસ છે.) ૧૩. સેવર્થ ૧૪. સર્વેક ૧૫. ટેકરી ૧૬. કુલાક ૧૭. કવિતી	
Unit-2	૧. અભ્યાસનેક : ૧. મહાનિલ ૨. કવચનુંકવચ(અનેક) ૩. અભ્યાસ  ૨. અભ્યાસ : ૧. વેપા ૨. કૃષ્ણ ૩. ઇંગ્લી ૪. અભ્યાસ ૫. અભ્યાસનેક ૬. કૃષ્ણ ૭. અભ્યાસનેક ૮. અભ્યાસનેક ૯. અભ્યાસનેક ૧૦. કૃષ્ણ ૧૧. અભ્યાસ ૧૨. અભ્યાસ ૧૩. અભ્યાસ પુસ્તક.	
Unit-3	૧. અભ્યાસનેક ૨. સિદ્ધાન્તિતર	
Unit-4	અભ્યાસનેક સંકીર્ણરુપ	
Unit-5	અભ્યાસનેક વિવિધ	
Learning Outcomes	- આ પરીક્ષક અભ્યાસનેક વિદ્યાર્થીઓ ૧. ઇંગ્લી પરિચય મેળવશે. ૨. અભ્યાસનેક પરિચય મેળવશે. ૩. કવચનું સાહસન, સિદ્ધા ન્તિતર, ગદ્યમંડનું સંકીર્ણરુપ, ગદ્યમંડનું વિવિધ કવચનું સીમશે.	
Reference Books		
1	મહિતી : અભ્યાસ અને અભ્યાસનેક માર્ગ - ડી. સર્વેક કુચ. ૫. અભ્યાસ ૬. અભ્યાસનેક	

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	સર્વિસ ગુણવત્તા પ્રામાણિક ગુણક પદ્ધતિન સ. મ. ડી. મુરતી	
૩	સિદ્ધાન્ત શાસ્ત્ર - વિનયભાઈ સિદ્ધી મુખ્ય ગ્રંથકલ્પ કલ્પકલ્પ - અમરકલ્પ	
૪	અધિકાર શાસ્ત્ર અને સ્વાધિકાર - ડી. સુભાષી દાસ	
૫	આધીન પ્રામાણિક : પદ્ધતિ - સમકલ્પ	
૬	સમકલ્પ અને સિદ્ધાન્ત સિદ્ધાન્ત : પદ્ધતિ અને મુરતી	

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B.A. Semester- 6		
Code	Dissertation/project	Credit
	શિલ્પકલા (Dissertation)	05
Objectives	કે. - શિલ્પકલાને સમજવા અને સહકારવાદી બધી વચ્ચે.	
Unit	શિલ્પકલા (સામાજિક) અને સહકારવાદી વચ્ચે.	
Learning Outcomes	- શિલ્પકલાને સમજવા અને સહકારવાદી બધી વચ્ચે.	
Reference Books:		
1	શિલ્પકલા (સામાજિક)	

  
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YEAR - 2023 - 2024

SUB: HISTORY

Semester- 1<sup>ST</sup>

History of Europe ( 13<sup>th</sup> Century to 1789 )

Code: UAIMACHIS02

Credit - 04

Learning outcome:

To develop the understanding Europe from a theocratic society to modern Nation state system. Renaissance and its after Maths on European Society, Economy, polity and Culture leading to subsequent development of Nation State and emergence of new ideologies culminating in the form of French Revolution.

### UNIT I. Prelude and Renaissance Years

- I. Political, Social and Religious Structure of Europe in 13<sup>th</sup> Century and fall of Constantinople.
- II. Renaissance: Causes and Impacts
- III. Reformation and counter Reformation, Religious Warfare: The Thirty Years War

### UNIT II Age of Absolutism

- I. Voyages, Geographical Exploration
- II. Rise of Mercantilism and Colonialism
- III. Predominance of Spain and France.

### UNIT III Transition from Feudalism to Capitalism

- I. Structure of Feudalism in Europe
- II. Decline of Feudalism and the Rise of Modern Era
- III. Transition from Feudalism to Capitalism- The Debate

### UNIT IV Scientific Revolution and Enlightenment

- I. The Scientific Revolution Enlightenment of Science
- II. Glorious Revolution and Growth of Parliamentary System in England
- III. Industrial Revolution: Meaning, Causes, Impacts, Emergence of New Social Classes

### UNIT V French Revolution

- I. Ancient Regime of France and Growth of New Philosophy
- II. French Society in 18<sup>th</sup> Century
- III. Road to Revolution

### Suggested Readings:

Acton (1906): *Lectures on Modern History*, London, Macmillan and co. Ltd

Anderson, M.S.: *Europe in the 18th Century*

Andrews Stuart: *Eighteenth century Europe*

Butterfield: H. *The Origins of Modern Europe*

Cipola Carlo: M. *before the industrial Revolution, European Society and Economy 1000-1700*

Elton G.R: *Reformation in Europe*

Fisher H.A.L: (1938), *History of Europe (relevant portion only)*, London, Eyre and Spottiswoode

Hale J.R.: *Renaissance Europe*

Hayes C.L.H: (1936), *A Cultural and Political History of Europe (Vol. I) (1500-1830)*, London, Macmillan

Hazen C.D (1937): *A History of Europe in Modern times*, Henry holt and company

Hilton Rodney: *Transition from Feudalism to Capitalism*

Kolshwar Rai: 1991 *पश्चिम का उदय (उत्तर मध्यकालीन युरोप 1453- 1783)*

Kriedte Peter: *Peasants, Landlords and merchant capitalist*

Lal Bahadur Verma: 1998, *युरोप का इतिहास (पुनजायगरण से क्रांतिल तक)*  
नईदिल्ली प्रकाशसंस्थान

Miskim Harry: *The Economy of Later renaissance*

Parthasarthi Gupta: 1983 *आधुनिक पश्चिम का उदय*, नईदिल्ली, सहायकी  
माध्यम का साहित्य तन्देशालय, दिल्ली तन्देशालय

Singh Heeralal And Ram Vilak Singh: 2011, *आधुनिक युरोप का इतिहास*,  
इलाहाबाद

*The Cambridge: Economic History of Europe Vol I to IV*

Vimal Inderpal: 1968 *आधुनिक युरोप (1453- 1789)*, आगरा  
सहानी नारायण अश्ववाल, इलाहाबाद, तन्देशालय



YEAR - 2023 - 2024

SUB: HISTORY

Semester- 1<sup>ST</sup>

History of India -1 ( From Earliest Times to 550 C.E )

Code:

M1101P

Credit - 04

**Learning Outcome:**

As a history student will learn about the historiographical trends, interpretation of the historical sources of ancient India as well. They can acquire knowledge about the Vedic Period and the rise of Jainism and Buddhism culture in ancient times of India.

**UNIT I Sources, Historiography and Prehistoric India**

- I. Sources of ancient Indian History up to 550 C.E.: Archeological and Literary
- II. A survey of Prehistoric India: Paleolithic, Mesolithic, Neolithic and Chalcolithic Cultures.
- III. The Indus Valley Civilization: Origin, Development and Decline, Significant features.

**UNIT II Aryan Civilization**

- I. Original home of Aryans, Myths of Aryan Invasion: Various theories,
- II. Vedic Cultures: early Vedic and post Vedic Literature
- III. Vedic and post Vedic : Polity, society , Religion and Economy

**UNIT III India from Sixth Century BCE to Foreign Invasions :**

- I. India in sixth century BCE Mahajanpada, Republic and Growth of Urban centres, Rise of Magadhan Imperialism.
- II. Religious systems in 6th century BCE: Buddhism
- III. Religious systems in 6th century BCE: Jainism.

**UNIT IV Mauryan Age:**

- I. The Maurya Empire : Chandragupta Maurya
- II. The Mauryan Emperor Ashok : Achievements, Sculpture, Dhamma.
- III. Mauryan Administration and Fall of The Mauryan Empire

**UNIT V Post Mauryan Age And Imperial Guptas**

- I. Post Mauryan Age ( Indo Greek, Saka, Kushan, Shunga, Kharvela, Satvahanas ) : Society and Culture, Art, Architecture
- II. Imperial Guptas and their Contemporaries.
- III. Gupta Art, Architecture, Religion, Literature and development of Science and Technology.

## Suggested Readings:

- Agarwal, D.P: The Archaeology of India, 1985
- Jayaswal, Vidula: Bhartiya Itihas Ke Adi Chara ki Rooprekha, Delhi, 1987
- Majumdar, R.C. and Pusalkar, A.D (edited): The History and Culture of Indian People Vol. I, Vedic Age.
- Majumdar, R.C. and Pusalkar, A.D (edited): The History and Culture of Indian People Vol. II: The Age of Imperial UNITY
- Pandey, Rajball: Prachin Bharat, Vishwavidyalya Prakashan, revised edition, Varanasi, 2010.
- Raychaudhary, H.C: Political History of Ancient India, rev Edition, 1996 by B.N Mukherjee
- Raychaudhary, H.C.: The History and Culture of Ancient India, Vol III: The Classical age
- Sankalia, HD: Prehistory and Prohistory of India and Pakistan, Poona 1974
- Sastri, K.A Nilakanta: A History of South India, from Prehistoric Times to the fall of Vijyanagar, Oxford University Press, 1955; Also, in Hindi Translation by Bihar Hindi Granth Academy.
- Singh, Kripa Shankar: Rigveda, Harrappa Sabhyata and Sanskritic Nirantarta, kitab Ghar publication, New Delhi, 2007
- Singh, Upinder: A history of Ancient and Early Medieval India, from Stone Age to early Medieval India. 2008, Pearson, New Delhi.
- Thapar, Romilla: Early India from the Beginnings to 1300, London,

YEAR - 2023 - 2024

SUB: HISTORY

Semester- 1<sup>ST</sup>

History of India -1 ( From Earliest Times to 550 C.E )

Code:

Credit - 04

**Learning Outcome:**

As a history student will learn about the historiographical trends, interpretation of the historical sources of ancient India as well. They can acquire knowledge about the Vedic Period and the rise of Jainism and Buddhism culture in ancient times of India

**UNIT I Sources, Historiography and Prehistoric India**

- I. Sources of ancient Indian History up to 550 C.E.: Archeological and Literary
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- III. Religious systems in 6th century BCE: Jainism.

**UNIT IV Mauryan Age:**

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- II. The Mauryan Emperor Ashok : Achievements, Sculpture, Dhamma.
- III. Mauryan Administration and Fall of The Mauryan Empire

**UNIT V Post Mauryan Age And Imperial Guptas**

- I. Post Mauryan Age ( Indo Greek, Saka, Kushan, Shunga, Kharvela, Satvahanas ): Society and Culture, Art, Architecture
- II. Imperial Guptas and their Contemporaries.
- III. Gupta Art, Architecture, Religion, Literature and development of Science and Technology.

## **Suggested Readings:**

- Agarwal, D.P: The Archaeology of India, 1985
- Jayaswal, Vidula: Bhartiya Itihas Ke Adi Chama ki Rooprekha, Delhi, 1987
- Majumdar, R.C. and Pusalkar, A.D (edited): The History and Culture of Indian People Vol. I, Vedic Age.
- Majumdar, R.C. and Pusalkar, A.D (edited): The History and Culture of Indian People Vol. II: The Age of Imperial UNITY
- Pandey, Rajballi: Prachin Bharat, Vishwavidyalaya Prakashan, revised edition, Varanasi, 2010.
- Raychaudhary, H.C: Political History of Ancient India, rev Edition, 1996 by B.N Mukherjee
- Raychaudhary, H.C.: The History and Culture of Ancient India, Vol III: The Classical age
- Sankalia, HD: Prehistory and Prohistory of India and Pakistan, Poona 1974
- Sastri, K.A Nilakanta: A History of South India, from Prehistoric Times to the fall of Vijyanagar, Oxford University Press, 1955; Also, in Hindi Translation by Bihar Hindi Granth Academy.
- Singh, Kripa Shankar: Rigveda, Harrappa Sabhyata and Sanskritic Nirantarta, kitab Ghar publication, New Delhi, 2007
- Singh, Upinder: A history of Ancient and Early Medieval India, from Stone Age to early Medieval India. 2008, Pearson, New Delhi.
- Thapar, Romilla: Early India from the Beginnings to 1300, London,

YEAR - 2023 - 2024

Semester- 1<sup>ST</sup>

Common value added course: I K S - 1

Understanding of India's Freedom Struggle – Part-1

Code: UA1KIHIS01

Credit : 02

Learning outcome:

The contents of the syllabus are designed to cover core issues pertaining to vast canvass of nationalist history so that the student at the under graduate level is equipped to focus upon the core ideas of national movement in its contextuality. India's quest for independence and nation building are interwoven script of history, debated most widely at global level with various angles. Indeed, India's national movement has vast and divergent ideological base with inner contradictions.

**UNIT- I**

- I. Circumstances leading to First War of Independence
- II. Events of First Freedom Struggle
- III. Nature of First Freedom Struggle

**UNIT- II**

- I. First War of Independence: Failure Factors
- II. Impacts of First War of Independence
- III. Geographical area of great upsurge

**UNIT- III**

- I. Revolutionaries of The 1857 Freedom Struggle
- II. Women of The 1857 Freedom Struggle
- III. Gujarat in The Freedom Struggle of 1857

**Suggested Reading**

- Sumit Sarkar: Modern India 1885 n 1947. Macmillan, 1983
- R. Jeffery, J Massaloss: From Rebellion to the Republic
- Paul Brass: The Politics of India since Independence
- Dutta. K.K: Social History of Modern India
- Desai A.R.: Social background of Indian Nationalism
- Desai A.R.: India's Path of Development
- Prasad, Bisheswar: Bondage and Freedom, Vol. 2
- D. Agrow: Moderates and Extremist in the Indian National Movement
- M.N. Gupta: History of the revolutionary Movement in India
- Tara Chand: History of Freedom Movement in India, Vol. 3
- Bipan Chandra and Others: Freedom Struggle

**YEAR - 2023 - 2024**

**Semester- 1<sup>ST</sup>**

**Inter- disciplinary Course**

**Cultural Heritage of India: Part - 1**

**Code: UA1MDHIS01**

**Credit : 03**

**Unit-1**

1. Culture And Civilization: Meaning & Forms
2. Salient Features Of Indian Culture
3. Social And Economic Life In Harappan Civilization

**Unit-2**

1. Religious And Cultural Condition In Harappan Civilization
2. Vedic Period: Religion, Literature And Education
3. Social Life During The Vedic Period

**Unit-3**

1. Economic Life During The Vedic Period
2. Contribution Of Jainism in Indian Culture, Literature And Art
3. Contribution Of Buddhism in Indian Culture, Literature And Art

**Unit-4**

1. Cultural Achievements Of Mauryan Emperor Ashok
2. Cultural Achievements During The Gupta Period
3. Learning Centers Of Achievement India: Takshashila, Nalanda, Vallabhi, Vikram Shila

## SUGGESTED READINGS:

Dr. Vikram Sing : Glimpses of Indian Culture

Jaya Palan N. : Social And Cultural History Of India

Krishna Meenakshi : Cultural History Of Medieval India

Rizi S.A.A. : The Wonder That Was India

Vidhyalankar Satya Ketu : Bharatiya Sanakriti Aur Uska Itihas

Dinker Ramdhar Singh : Sanskrit Ke Char Upadhyay

शास्त्री हरिप्रसाद : षडम्या अने मोडेजो-दडो

प्राचीन भारत भाग १,२

परीम प्रविष्टयंक्र थी : भारत दर्शन अटियुग ज्ञानगंगोत्री श्रेणी

भावडा विजयसिंह : भारतन्यो संस्कृतिक विकास

सानेगुरु : भारतीय संस्कृति (अनु. संजय भावे)

महेता आर.भेन : भारतीय प्राग इतिहास

**YEAR - 2023 - 2024**  
**Semester- 1<sup>ST</sup>**  
**Skill Enhancement Course**  
**TOURISM: PART – 1**  
**(Introduction of Tourism)**

**Code: UA1SEHIS01**

**Credit : 02**

**UNIT I**

1. Concept of Tourism : Definitions and Components
2. Nature of Tourism
3. Tourism: Rise and development

**UNIT II**

1. Types of Tourism : Purpose Based Tourism
2. Ownership Based Tourism
3. Level Based Tourism

**UNIT III**

1. Stages of Tourism and Its Importance
2. Tourism: Persuasive cause, Impacts
3. Tourism Writings

**Suggested Readings:**

- Tourism Development in India: Suhita Chopra, New Delhi, 1992
- Tourism in India: Trends and Issues: Dharmvajan and Sheth, New Delhi, 1993
- Tourism and The Economy: Virendra Kol, New Delhi, 1994
- Tourism in India: History And Development, A.K.Bhatia, New Delhi, 1978
- ગુજરાતમાં પ્રવાસન : દેસાઈ (ડો.)મહેશ્વર
- ઇતિહાસમાં પ્રવાસન વિનિયોગ - કોસલ (ડો.)પી.જી. અને દેસાઈ (ડો.)મહેશ્વર
- ભારતમાં પર્યટનનો ઇતિહાસ : મહેતા (ડો.)મકરંદ
- ભારતમાં પ્રવાસન : શેઠ સવિત્ર (શોજના)
- નકશામાં ગુજરાત : યુનિવર્સિટી ગ્રંથ નિર્માણ બોર્ડ, અમદાવાદ
- ગુજરાતના મ્યુઝિયમો , ભૌમિક (ડો.) સ્વાહીકમલ અને જાની
- મ્યુઝિયમ, નંદન શર્મા, યુનિવર્સિટી ગ્રંથ નિર્માણ બોર્ડ, અમદાવાદ
- પ્રવાસ ભારતી : હરોર શૈલેન્દ્રકુમાર બી.
- તીર્થ ભૂમિ ગુજરાત . ઠાકર (ડો.)મિનલકા
- પ્રવાસની વિજ્ઞાવના અને વિનિયોગ , (પ્ર.) જોશી વિદ્યાલ અને (પ્ર.)પરમાર મનીષ
- પ્રવાસનનો યુનિયાઈ પાઠ્યક્રમ ડો.ખાના સહેબ ખાનેડકર ઓપન યુનિવર્સિટી, ટીએસ-01, ટીએસ.05

**Websites**

- Visit to gujarat tourism : <http:// gujarat tourism.com>
- <http:// tourism in india.com>



**N S Patel Arts College (Autonomous), Anand**  
**Draft Course Structure BA Honours (As per UGC Guidelines)**  
**For**  
**B.A. History**  
**Undergraduate Programme**  
**2021-2022**

Semester	Sr. No.	Course	Title of The Paper	Credit Lecture + Tutorial	
Semester I	1.	DSC1	History of India: Earliest time to 550 CE	5+1	UA1CHIS101
	2.	DSC2	History of Europe: 13th Century to 1789	5+1	UA1CHIS102
	1.	GE 1	History of India: Earliest time to 550 CE	5+1	UA1GHIS101
Semester II	1.	DSC3	History of India: 550 CE- 1200 CE	5+1	UA2CHIS201
	2.	DSC4	History of Europe: 1789-1919	5+1	UA2CHIS202
	2.	GE 2	History of India: 550 CE- 1200 CE	5+1	UA2GHIS201
Semester III	1.	DSC5	History of World Civilization	5+1	UA3CHIS301
	2.	DSC6	History of India: 1200-1707	5+1	UA3CHIS302
	3.	DSC7	History of India: 1707-1857	5+1	UA3CHIS303
	3.	GE 3	History of World Civilization	5+1	UA3GHIS301
Semester IV	1.	DSC8	History of Modern World : 1919-1945	5+1	UA4CHIS401
	2.	DSC9	Indian National Movement 1857-1947	5+1	UA4CHIS402
	3.	DSC10	History of Modern India: 1947-2000	5+1	UA4CHIS403
		GE 4	History of Modern World : 1919-1945	5+1	UA4GHIS401
Semester V	1.	DSC11	Social and cultural History of India	5+1	UA5CHIS501
	2.	DSC12	History of Gujarat - 1	5+1	UA5CHIS502
	3.	DSE 1A	Research methodology in History	5+1	UA5CHIS503
		DSE 1B	History of USSR -1 ( 1917-1964 )		UA5CHIS505
	4.	DSE 2A	History of United States of America -I (C. 1776 -1945)	5+1	UA5CHIS504
		DSE 2B	Cultural Heritage of India		UA5CHIS506
Semester VI	1.	DSC13	Economic History of India	5+1	UA6CHIS601
	2.	DSC14	History of Gujarat - 2	5+1	UA6CHIS602
	3.	DSE 3A	History of United States of America -II (C. 1776 -1945)	5+1	UA6CHIS603
		DSE 3B	History of USSR -2 ( 1917-1964 )		UA6CHIS605
	4.	Dissertation / Project	Dissertation	NA	UA6CHIS604
	<b>Total Credits</b>			<b>108</b>	
	<b>Total Credits for the BA course</b>			<b>152</b>	

DSC: Discipline Specific Core

DSE: Discipline Specific Elective. No. of Electives to be decided by respective departments.

GE: Generic Elective. Syllabus for GE to be same as DSC

Structure to be reviewed after three years

# History of World Civilization

Code : DSC5 - UA3CHIS301

Credit : 5 + 1 = 06

## Learning Outcome:

Student will acquire knowledge about the evolution of human society, and transformation of ancient civilizations like Mesopotamia, Greece, China, Roman, and Medieval Europe. They can acquire knowledge about the origin, features, nature and class composition of various societies. They can compare to each and other among the several societies of the world.

### UNIT- I History of Early World Civilization

- I. Egyptian Civilization, Political development, Art, Architecture and Religion
- II. Mesopotamia Civilization: Sumerian, Babylonian and Assyrian: Society, Religion, Law, Architecture, Administration and Education.
- III. Chinese Civilization: Polity, Society, Science and Technology.
- IV. Persian Civilization: Political, Social and Economic condition.

### UNIT- II Classical Greece

- I. Homer Age: Evolution of classical Greece
- II. Athens, Sparta
- III. Greece: Persian war and the Peloponnesian war.
- IV. The Periclean Age in Greece, growth of state and society, development of Science, Art and Philosophy.

### UNIT III - Roman Empire

- I. Origin of Rome
- II. Rise and Evolution: Roman Republic and Roman law.
- III. Expansion of Rome.
- IV. Imperial Age in Rome.

### UNIT IV – Rise of Christianity and Islam

- I. Rise, establishment and growth of Christianity
- II. The Barbarian invasion and the fall of western empire.
- III. Birth and expansion of Islam and its impact.
- IV. The Arab civilization and its contribution.

### UNIT V – Early Medieval Europe

- I. Crusades and their impact on Europe.
- II. Rise and growth of European Feudalism and its decline.
- III. Commercialism and its impact.
- IV. Religion and Society in Pre – Medieval Europe.

## *Suggested Readings:*

- *Arnold J Toynbe: A study of History, Vol I to XII, 1934-1961, Reprint, OUP USA, 1988*
- *Childe, V.G.: What happened in History, Penguin Pub, 1967.*
- *Durrant Will: an age of Faith, 1950, reprint 1980.*
- *Durrant Will: Our Oriental Heritage: The Story of Civilization, II Volume.*
- *Frankfort Henri: The Birth of Civilization to the Near East, Indians Uni, Press, 1951.*
- *Goyal, S.R: Vishwa Ki Pracheen Sahyatatayen, Kusumanjali Prakashan, 1963.*
- *Nicholas, David: The Evolution of the Medieval World, Society, Government and thought in Europe, 312-1500, Rout ledge, 1992.*
- *Ray, U.N.: Vishwa Sahyata Ka Itihas, Lok Bhurti Prakashan, 2017.*
- *Swain J.E: A Hstory of World Civilization, McGraw Book, New York, 1938, reprint, S. Chand, New Delhi 2000.*
- *Trever, A. Albert: History of Ancient Civilization Harcourt, Brace, 1936.*
- *Wells, H.G: The Outline of History, George Newness Revised Edition 1971.*
- *Sharma, Manoj: History of World Civilization, Anmol Pub, New Delhi, 2005*

# History of India (1206- 1707)

Code : DSC6 UA3CHIS302

Credit : 5 + 1 = 06

## Learning outcome:

Students will be able to identify the major political developments in the History of India during the period between the twelfth and the seventeenth century. Outline the changes and continuities in the field of culture, especially with regard to art, architecture, bhakti movement and sufi movement. Delineate the development of trade and urban complexes during this period.

### UNIT- I Medieval India

- I. Important sources of Medieval Indian History
- II. Early Turks
- III. Khaljis
- IV. Tughlaqs, Invasion of Timur

### UNIT- II Ruling Dynasties

- I. Assam, Orissa,
- II. Rajput States (Mewar and Marwar)
- III. Kashmir
- IV. Vijaynagar Empire

### UNIT- III Afghans and Mughals

- I. Afghan Rule: Lodis
- II. Afghan Rule: Surs
- III. India on the Eve of Babur's Invasion
- V. Establishment and Re-establishment of Mughal Rule, Hemu Vikramaditya, Rana Pratap, Rani Durgavati, Chand Bibi
- VI.

### UNIT- IV Expansion of the Mughal Empire and Rise of Marathas

- I. Humayu and Akabar
- II. Shahjaha
- III. Aurangzeb
- IV. Rise of Marathas under Shivaji

### UNIT- V Society, Economy, Religion and Culture

- I. Hindu Society, Muslim Society
- II. Bhakti movement
- III. Sufism,
- IV. Development of Literature ,Architecture and Painting .

## Suggested Readings :

- A.L. Srivastava: *Delhi Sultanate (English or Hindi Version)*, Shiv Lal Agarwal & Co., Agra, Reprint, 2017
- A.L. Srivastava : *The Mughal Empire (English or Hindi Version)*, Shiv Lal Agarwal & Co., Agra, Reprint, 2017
- B.N.S Yadav : *Society and Culture in North India in the 12th century*. Raka Prakashan, Prayagraj, 2012
- B.P. Majumdar: *Socio-Economic History of Northern India*, Firma K. L. Mukhopadhyay (1960)
- Babasaheb Purandare: *Raja Shivchattrapati, Vol. I & II*, Purandare Prakashan, 2020
- G.H. Ojha: *Rajputana Ka Itihas, (Hindi) Vaidik Yantralaya, Ajmer, 1927*
- G.N Sharma: *Mewar and the Mughal Emperors*, Shiv Lal Agarwal, Agra, 1962
- Herman Kulke (ed.) *The State in India (1000-1700)*, OUP, 1995
- Ishwari Prasad : *Medieval India (English or Hindi version)* 4th ed., Digitized 2006
- J.N Sarkar: *Life and Times of Shivaji*, Orient Blackswan Pvt. Ltd., New Delhi, 2010
- K.A. Nilkantha Shastri: *A History of South India*, Oxford, 1997
- K.N Chibria: *Socio- Economic History of Medieval India*, Atlantic Publishers, 2018
- Mohammad Habib and K.A. Nizami, ed. : *Comprehensive History of India, Vol. V, The Delhi Sultanate*, PPH, 1992
- N.N Acharya: *The History of Medieval Assam from 13th to 17th centuries*, Omsons Publications, 2003
- R.C. Majumdar & others (ed.): *The History and Culture of the Indian People Vol. 6, the Delhi Sultanate*, Bhartiya Vidya Bhawan, 2006
- R.C. Majumdar & others (ed.): *The history and Culture of the Indian People Vol. 7, the Mughal Empire*, Bhartiya Vidya Bhawan, 2006
- R.K Bhardwaj, *Hemu: Life and times of Hemuchandra Vikramaditya*, Hope India Publications, Gurgaon, 2004
- R.P Tripathi : *Rise and fall of the Mughal Empire (English or Hindi)*, Surjeet Publications, 2012
- S.R. Sharma : *The Crescent in India: A Study in Medieval History*, Bhartiya Kala Prakashan, 2005
- Ishwari Prasad : *A Short History of Muslim Rule in India*, Surjeet Publications, 2018
- Simon Digby, *War Horses and Elephants in the Delhi Sultanate*. OUP, 1971
- V.S Bhargava: *Marwar and the Mughal Emperors*, Munshiram Manoharlal, 1966
- Rekha Pande: *Religious Movements in Medieval India*, Gyan Publishing House, 2005
- Satish Chandra: *Uttar Mughal Kalm Bharat Ka Itihas*, Minakshi Prakashan, 1974
- Dr. Satish Chandra Mittal: *मुस्लिम शासक तथा भारतीय जन समाज*, Suruchi Prakashan, 2014
- Dr. Satish Chandra Mittal: *भारत का संक्षिप्त itihas*, Suruchi Prakashan, 2014

## **History of India (1707-1857)**

**Code : DSC7 UA3CHIS303**

**Credit : 5 + 1 = 06**

### **Learning outcome:**

The students will be able to trace the British colonial expansion in the political contexts of eighteenth century India. They will learn about the changes in society, politics, religion and economy during this period. They'll also acquire knowledge about the freedom struggle.

### **UNIT- I Downfall of Mughals and Maratha Power**

- I. Disintegration of Mughal Power: Main Political Trends
- II. Expansion of Maratha Kingdom under Peshwas and Maratha confederacy
- III. Administration under Marathas
- IV. Causes of the Downfall of Maratha power

### **UNIT- II Indian States**

- I. Rise of Punjab under Ranjit Singh: Conquests and Administration
- II. Rise of Bengal and Awadh in the 18th Century
- III. Rise of Hyderabad and Mysore in the 18th Century
- IV. Political conditions in South India: Cochin & Travancore

### **UNIT- III Expansion of East India Company's Rule**

- I. Arrival of European companies: Rivalry for Control
- II. Ascendancy of English East India Company: Battle of Buxar and Plassey; Their effects
- III. Territorial Expansion of east India Company 170- 1813  
(From ring fence to Subordinate isolation)
- IV. Territorial Expansion of East India Company 1813-1856

### **UNIT- IV Administration of East India Company**

- I. Economic Policies- Agriculture, Trade, Land revenue
- II. Administrative Apparatus under East India Company
- III. The Judiciary System
- III. Theories of Cultural Ascendancy: Utilitarianism, Evangelicals

### **UNIT- V Resistance to Colonial Power**

- I. Peasant Revolts in the 19th Century: Deccan, Indigo and Pabna
- II. Tribal Revolts: Bhil, Kol, Santhal, Gond and others
- III. First War of Independence: Causes, Nature
- IV. Main Leaders and People's resistance in 1857

## ***Suggested Readings:***

- *A.C Banerjee : The New History of modern India (1707-1947)*
- B.D. Basu : Rise and Fall of Christian Power in India, Vol. II
- B.R Grover : A new look on Modern Indian History
- C.A. Bayly : An illustrated History of Modern India 1600-1947
- Chabra, G.S. : Advance History of Modern India
- *D. Kumar : The Cambridge Economic History of India*
- Desai A.R: India's Path of Development
- Desai, A.R. : Social Background of Indian Nationalism
- Dodwell : A Sketch of the History of India
- Dutta, K.K : Social History of Modern India
- *Froelichberg, R.E : Land Control and Social Structure in India*
- I. Prasad & Subedar: History of Modern India (English or Hindi)
- J.N Farquhar : Modern Religious Movements in India
- J.N. Sarkar : Mughal Economy
- *Kesava Veluthat : Political Structure of Early Medieval South India*
- H. Athar Ali : Mughal Nobility under Aurangzeb
- Mishra, B.B : Administrative History of modern India
- *Nobara Karashima : South Indian History and Society*
- P.J. Marshall : The Eighteenth century in Indian History
- R.C Majumdar : British Paramountcy and Indian Renaissance (Part I)
- R.P. Dutt : India Today
- R.P. Tripathi : The Rise and Fall of Mughal Empire
- *Ramsey Muir: The making of British India*
- Sarkar Sumit : Modern India
- Sen Sunil K. : Agrarian Relations in India, 1793-1947
- Singh, G.N : Constitutional Development of India
- *Stein Burton : The Making of Agrarian Policy in british India, 1770-1900*
- Stewart Gordon : The Marathas 1600-1818
- Sumit Sarkar: Modern India 1885-1947
- Thomas Metcalf : Ideologies of the Raj
- Thompson & Garret : Rise and Fulfillment of British Rule in India

# History of World Civilization

Code : GE 3

UA3GHIS301

Credit : 5 + 1 = 06

## Learning Outcome:

Student will acquire knowledge about the evolution of human society, and transformation of ancient civilizations like Mesopotamia, Greece, China, Roman, and Medieval Europe. They can acquire knowledge about the origin, features, nature and class composition of various societies. They can compare to each and other among the several societies of the world.

### UNIT- I History of Early World Civilization

- I. Egyptian Civilization, Political development, Art, Architecture and Religion.
- II. Mesopotamia Civilization: Sumerian, Babylonian and Assyrian: Society, Religion, Law, Architecture, Administration and Education.
- III. Chinese Civilization: Polity, Society, Science and Technology.
- IV. Persian Civilization: Political, Social and Economic condition.

### UNIT- II Classical Greece

- I. Homer Age: Evolution of classical Greece
- II. Athens, Sparta
- III. Greece: Persian war and the Peloponnesian war.
- IV. The Periclean Age in Greece, growth of state and society, development of Science, Art and Philosophy.

### UNIT III - Roman Empire

- I. Origin of Rome
- II. Rise and Evolution: Roman Republic and Roman law.
- III. Expansion of Rome.
- IV. Imperial Age in Rome.

### UNIT IV – Rise of Christianity and Islam

- I. Rise, establishment and growth of Christianity
- II. The Barbarian invasion and the fall of western empire.
- III. Birth and expansion of Islam and its impact.
- IV. The Arab civilization and its contribution.

### UNIT V – Early Medieval Europe

- I. Crusades and their impact on Europe.
- II. Rise and growth of European Feudalism and its decline.
- III. Commercialism and its impact.
- IV. Religion and Society in Pre – Medieval Europe.



## *Suggested Readings:*

- *Arnold J Toynbe: A study of History, Vol I to XII, 1934-1961, Reprint; OUP USA, 1988*
- *Childe, V.G.: What happened in History, Penguin Pub, 1967.*
- *Durrant Will: an age of Faith, 1950, reprint 1980.*
- *Durrant Will: Our Oriental Heritage: The Story of Civilization, II Volume.*
- *Frankfort Henri: The Birth of Civilization to the Near East, Indians Uni, Press, 1951.*
- *Goyal, S.R: Vishwa Ki Pracheen Sabhyatayen, Kurumanjali Prakashan, 1963.*
- *Nicholas, David: The Evolution of the Medieval World, Society, Government and thought in Europe, 312-1500, Rout ledge, 1992.*
- *Ray, U.N.: Vishwa Sabhyata Ka Itihaa, Lok Bharti Prakashan, 2017,*
- *Swain J.E: A History of World Civilization, McGraw Book, New York, 1938, reprint, S. Chand, New Delhi 2000.*
- *Trever, A. Albert: History of Ancient Civilization Harcourt, Brace, 1936.*
- *Wells, H.G: The Outline of History, George Newness Revised Edition 1971.*
- *Sharma, Manoj: History of World Civilization, Anmol Pub, New Delhi, 2005*

<b>DSC11</b>	<b>Social and cultural History of India</b>	<b>Credit : 5+1 = 06</b>	<b>Paper Code : UA5CHIS501</b>
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**Learning outcome:**

Students will enhance their knowledge of the Social and Cultural history of India. It will help them understand, synthesize and analyze the major themes and debates in the historiography of the Social and Cultural history of India. They will acquire knowledge of changing Social and cultural scenarios of India. As well as they can gather knowledge about The traditional socio and religious structure of India. They will know about socio religious movement and their contribution, They will know about the approach, activities and contributions of reformers.

**Unit : 1**

- i. The traditional socio - Religious structure of India
- ii. The traditional socio structure of India: Its Evils in Early 19<sup>th</sup> century.
- iii. The Traditional Religious Structure of India: religious evils in the early 19<sup>th</sup> century.
- iv. Social and Cultural Awakening in the early 19<sup>th</sup> century: nature, characteristics and Forces.

**Unit : 2**

- i. Raja Ram Mohan Roy as a Reformer: Approach and Activities.
- ii. Bramho Samaj : Its Contribution
- iii. Keshav Chandra Sen as a Reformer
- iv. Activities of Prathana Samaj in Western India.

**Unit : 3**

- i. Socio- Religious Reforms Movement in Islamic Society: The Wahabi Movement and Aligarh Movement
- ii. The Revivalist Approach and activities of Arya Samaj.
- iii. Swami Vivekananda: Activities of Ramakrishna Mission.
- iv. Smt Annie Besant and Theosophical Society.

**Unit : 4**

- i. Man of letters and their contribution to socio religious reform movement:
  - Galpat Ram, Narmad
- ii. Premchand 's contribution to social reforms
- iii. Dr. Ambedkar's contribution to the uplift of socially backward classes
- iv. Constructive programs of Mahatma Gandhi for social change

## Unit : 5

- i. Activities of women during the first half of the 20<sup>th</sup> century
- ii. SarojiniNaidu as a nationalist Leader and social activist
- iii. Growth of Education during the British rule in India
- iv. The process of urbanization

### *Suggested Readings:*

#### English:

- Datta: K.K.A. Social History of Modern India  
Desai: Neera Social changes in Gujarat a study of Nineteenth century Gujarati Society.  
Farquhar: J.N. Modern Religious Movement, India.  
Hemssst, C.H. Indian Nationalism and Hindu Social Reforms  
Sen, S.P. Social and Religious Reform movement in 19<sup>th</sup> and 20<sup>th</sup> century  
Srinivas, M.N. Social Change FN Modern India

#### ગુજરાતી:

- કીર , ધનંજય બાબાસાહેબ આંબેડકર  
દેસાઈ, મગનલાલ રાજરામમોહનરોય થી ગાંધીજી  
દેસાઈ , નીરા ગુજરાતમાં યોગદ્વીસમી સદીમાં સામાજિક પરિવર્તન  
શેઠ , સુરેશ ભારતમાં સામાજિક ચળવળો

#### हिन्दी :

- कुछत्वाल, मंजु उन्नीसवी शताब्दी में सामाजिक परिवर्तन  
शर्मा, सीताराम उन्नीसवी शदी में भारतीय धार्मिक और सामाजिक जागरण.
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<b>DSC12</b>	<b>History of Gujarat – 1</b>	<b>Credit : 5+1= 06</b>	<b>Paper Code : UA5CHIS502</b>
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**Learning outcome:**

Students will enhance their knowledge of the regional history of Gujarat. It will help them understand, synthesize and analyze the major themes and debates in the historiography of the history of Gujarat. They will acquire knowledge of changing Political, Economical, Social and cultural scenarios of Gujarat. As well as they can gather knowledge about contribution of Gujarat in Indian freedom struggle. They will acquire knowledge of changing socio-cultural scenarios of Gujarat. As well as they can gather knowledge about the cultural heritage of Gujarat.

**Unit : 1**

- I. Importance of Regional History : Gujarat region and brief survey of sources.
- II. Pre-Historic Gujarat : Harappan civilisation in Gujarat  
(with special emphasis on Dholavira and lothal)
- III. Gujarat during the Mauryan and post Mauryan period :  
(The Girnar rock edicts of Ashoka and Sudarshana lake)
- IV. Contribution of western kshatrapas.

**Unit : 2**

- I. Gujarat under the Gupta rule.
- II. Rise of maltrakas in Valabhi: Expansion and consolidation of their power  
in western Gujarat
- III. society, Culture and Economy during the maltrak rule.
- IV. Struggle for supremacy in Gujarat between Gurjara Pratiharas and Rashtrakutas.

**Unit : 3**

- I. Rule of Chavada dynasty and the foundation of Patan.
- II. Rise of Solanki power in Gujarat: The achievement of Mularaja.
- III. Bhimdev-II: Invasion of Mahmud-Gazanavi and its impacts.
- IV. Siddharaja Jaisinha: Achievements.

**Unit : 4**

- I. The reign of Kumarpala: Contributions.
- II. The achievement of Vaghelas and their contribution to the politics of Gujarat.
- III. Khalaji invasion and fall of the Solanki Vaghela dynasty.
- IV. Society , Economy ,Culture and Architecture during the Solanki-Vaghela dynasty.

## Unit : 5

- i. Gujarat under the Delhi sultanate.
- ii. Emergence of the independent sultanate in Gujarat and the role played by Ahmadshah-I as the Founder
- iii. Achievements of Mahmud Begra and his Administration.
- iv. Causes for the Decline of Sultanate of Gujarat and Economy, Society and Culture during the sultanate era.

## Suggested Readings:

- Gita Bajpai, *Agrarian-Urban Economy and Social Change*,  
Neil Charlesworth, *Peasants and Imperial Rule*,  
V. K. Chavda, *Modern Gujarat*,  
R. D. Choksey, *Economic Life in the Bombay Gujarat*,  
M. S. Commisariat, *History of Gujarat, Vol. III*,  
Jaspal Kaur Dhanju, *Economy and Society of Northern Gujarat, 1750-1850*,  
K. M. Munshi, *Gujarat and Its Literature*,  
S. B. Rajyagar, *History of Gujarat*,  
H. T. Parikh, *Arvachin Gujaratnu Rekha Darshan*, 3 Vols.,  
Ramsinhji K. Rathod, *Katchhnu Sanskritik Darshan*,  
L. F. Rushbrook-Williams, *The Black Hills : Kutch in History and Legend*,  
H. Wiberforce-Bell, *History of Kathiawad*,  
*Gazetteer of Gujarat State*, 2 Vols.,  
Majmudar, A. *Chalukyas of Gujarat*,  
Munshi K.M. *Glory that was Gurjarades*,  
Desai Shambhu Prasad *Shautrapkal nu Gujarat*,  
Jamindar, Rasesh *kshatrapkal nu Gujarat*,  
Jote, R.B. *Gujarat no Sanskrutik Itihas*,  
Papihh, R.C. and H.G. Shastri *Gujarat no Rajkiya and Sanskrutik Itihas (volume 1 to 7)*,  
Shastri D.K. *Gujarat no madhyakalin Rajput Itihas*,  
Shastri, H.G. *Maltrak kalin Gujarat*,  
Shastri, H.G. *Prachin Gujarat no Itihas*,  
રાજગૌર, શિવપ્રસાદ અર્વાચિન ગુજરાતનો રાજકીય અને સાંસ્કૃતિક ઇતિહાસ  
શાસ્ત્રી, ખેચ.જી. અને પી. સી. પરીખ ગુજરાતનો રાજકીય અને સાંસ્કૃતિક ઇતિહાસ, વોલ્યુમ-૮-૯
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## DISCIPLINE SPECIFIC ELECTIVE

<b>DSE 1A</b>	<b>Research methodology in History</b>	<b>Credit : 5+1 = 06</b>	<b>Paper Code : UA5CHIS503</b>
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### **Learning outcome:**

The aim of the course is to provide students with an introduction to research methods and report writing. Upon successful completion of the course you are expected to develop understanding on various kinds of research, objectives of doing research, research process, research designs and sampling. Have basic knowledge on qualitative research techniques.

### **Unit : 1**

- i. Meaning and Types of History
- ii. Types of principals of historiography
- iii. Research: Meaning, Qualitative, Quantitative Research
- iv. Choice of subject, Synopsis

### **Unit : 2**

- i. Chaptalization
- ii. Note Taking
- iii. Footnotes, Reference
- iv indexing & Bibliography

### **Unit : 3**

- i. Thesis writing & appendix
- ii. Causation and generalization
- iii. Importance of Museums for the study of History
- iv. Importance of Archives for the study of History

### **Unit : 4**

- i. Sources in context: written, oral, visual and archaeological
- ii. Collection and Classification of Sources.
- iii. Authenticity of Sources
- iv. Evaluation of evidence : Credibility

### **Unit : 5**

- i. Bias and objectivity in History
- ii. Rewriting of History
- iii. Characteristics of Competent Historian
- iv. Weakness of Historians

## ***Suggested Readings:***

E.H Carr: What is History, Penguin, 2008

Marc Bloch, The Historian's Craft (Introduction and Chapter I: History, Men and Time), Manchester University Press, 1992

E. Sreedharan, A Text book of Historiography 500 BC to AD 2000, Orient Longman, 2004

Arthur Marwick, New Nature of History: Knowledge, Evidence and Language (Chapter V: The Historian at Work: Forget 'Facts', Foreground Sources), Lyceum Books Incorporated, 2001.

Arthur Marwick, The Nature of History (Chapter IV: History, Science and Social Science), London: Macmillan, 1989.

Thomson, D. Renier, G.J : The Aims of History (London: James and Hudson, 1969);

History: Its Purpose and Methods ( London: George Allen & Unwin, 1950

Postan, M.M: Fact and Relevance: Essay on Historical Method: Cambridge university, Press, 1971

Hockett, H.C: The Critical Method in Historical Research and Writing (New York: Macmillan, 1966)

All B. Sheikh: History: Its Theory and Method, Macmillan India Limited, New Delhi, 1978.

Bajaj Satish K: Research Methodolgy in History, new Delhi, 2000

Vinay Mohan Sharma: Shodh Pravidhi, national Publishing House, Delhi, 1973.

Kumar Ranjit: Research Methodology: A step by step guide for beginners, Sage Publication, 2004.

Kothari, C.R. Research Methodology: Methods and Techniques, New Age International, 2004.

Majumdar R.C. Historiography in Modern India.

Sen. S.P. (ED) Historians and Historiography in Modern India.

## **HINDI:**

बुध्द प्रकाश

इतिहास दर्शन

नागोरी , एस एल

मध्यकालीन भारत के प्रमुख इतिहासकार

पांडे , गोविंद चन्द्र

इतिहास स्वरूप एवं पद्धति

सक्सेना आर के

मुघलकालीन इतिहासकार और इतिहास लेखन गुजराती :

धारेवा, आर के

इतिहासनु तावज्ञान अने इतिहासलेखन

जमीनदार , रमेश

इतिहास निरूपण नो अलगम

जमीनदार , रमेश

इतिहास संकल्पना अने संशोधन

महंता, आर जेन

इतिहास नी विभाचना

परीज , अर सी .

इतिहास स्वरूप अने पद्धति

## DISCIPLINE SPECIFIC ELECTIVE

DSE 2A	History of United States of America -I (C. 1776 -1945)	Credit : 5+1 = 06	Paper Code : UA5CHIS504
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### Learning outcome:

Students will enhance their knowledge of the history of America. It will help them understand, synthesize and analyze the major themes and debates in the historiography of America.

### Unit : 1

- i. The land and indigenous people: settlement and colonization by Europeans
- ii. Early colonial society and politics
- iii. The Invention of America : Objectives of Establishment of the Colony
- iv. Methods of Formation of Colony

### Unit : 2

- i. Revolution Sources of conflict: Revolutionary groups, Ideology
- ii. The War of Independence : Nature & Causes
- iii. The War of Independence : Impacts
- iv. The War of Independence : Its historical interpretations.

### Unit : 3

- i. Early Post Independence Problems and Development of Democracy
- ii. Processes and Features of Constitution making: Debates, Historical interpretations.
- iii. Jeffersonianism : Development of Democracy and westward Expansion
- iv. Civil war : Causes and Consequences

### Unit : 4

- i. Beginnings & Development of Industrialization : U.S.A.
- ii. Consequences of Industrialization : U.S.A.
- iii. Agriculture Revolution in U.S.A.
- iv. Populist Movement

### Unit : 5

- i. Spanish- American War : Causes and Consequences
- ii. Progressive Movement : Causes for rise, Nature
- iii. Progressive Movement : Reforms in Various Field
- iv. Limits of democracy: Blacks and women.



## ***Suggested Readings:***

### **ENGLISH:**

Bernard Bailyn, *The Great Republic*. Bernard Bailyn, *The Ideological Origins of the American Revolution*.

Charles Beard, *An Economic Interpretation of the American Constitution*.

Dee Brown, *Bury My Heart at Wounded Knee*. *An Indian History of the American West*.

Peter Carroll and David Noble, *Free and Unfree: A New History of the UNITED States*.

David B. Davis, *The Problem of Slavery in the Age of Revolution*. 31

U. Faulkner, *American Economic History*.

Robert Fogel, *Railroads and American Economic Growth*.

Eric Foner, *America's Black Past*. John Hope Franklin, *From Slavery to Freedom*.

Gerald N. Grobb and George A. Billias, *Interpretations of American History: Patterns and perspectives*, 2 Vols.

Richard Hofstadter, *the Age of Reform, from Bryan to FDR* Linda Kerber, *Women's America: Refocusing the Past*.

David M. Potter, *The Impending Crisis*. W. Pratt, *a History of the UNITED states Foreign Policy*. James Randall, *The Civil War and Reconstruction*. J. G. Randall and David Donald, *the Civil War and Reconstruction*.

Beard, Charles *Rise of American Civilization*

Bemis, S.E. *Diplomatic History of the U.S.*

George, K. *American Diplomacy (1900-1950)*

Hill, C.P. *A History of the US*

Parkes, H.M. *The United States of America: A History*

### **ગુજરાતી :**

દલાલ, બી સી અને અરુણા ત્રિવેદી *અમેરિકાના ઇતિહાસની રૂપરેખા*

*દલેનવનીત અમેરિકન ક્રાંતિ*

ધારેયા, આર. કે. *અર્વાચીન અમેરિકાનો ઇતિહાસ*

*સાહિત્ય, અમૃત અમેરિકાની સંસ્કૃતિની રૂપરેખા*

### **हिन्दी :**

शर्मा, एम एस *अमेरिका का इतिहास*

## DISCIPLINE SPECIFIC ELECTIVE

<b>Optional DSE 1B</b>	<b>History of USSR -I ( 1917-1964 )</b>	<b>Credit : 5+1 = 06</b>	<b>Paper Code : UA5CHIS505</b>
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### **Learning Outcome:**

Students will aware about the Russian War of 1917 which affected to the contemporary society and politics of the European countries. They will learn about the foreign policy of Russia which affected to the entire World.

### **UNIT I**

The Russia Revolutions of February and October 1917:

Dual Power, Provisional government;

the establishment of soviet Power;

Nationalities question.

### **UNIT II**

Civil War and War Communism 1918-1921:

The first eight months;

Red and White Economic Policies.

### **UNIT III**

The New Economic Policy: Political Debates;

trade unions; gender relations; Foreign Policy;

the Comintern; formation of the USSR.

### **UNIT IV**

The Great Debate of Soviet Industrialization.

### **UNIT V**

Collectivization of Soviet Agriculture.

## Suggested Readings:

### English:

- E.H. Carr: A History of Soviet Russia, 4 Volumes (1952).  
Stephen F. Cohen: Bukharin and the Bolshevik Revolution: A Political Biography, 1888 - 1938 (1973).  
Isaac Deutscher: Stalin (1949). Maurice Dobb: Soviet Economic Development Since 1917 (1972).  
Marc Ferro: The Russian Revolution of February 1917 (1972).  
Sheila Fitzpatrick: Cultural Revolution in Soviet Russia (1978).  
Arch Getty: The Origins of the Great Purges (1985).  
Graeme Gill: Peasants and Government in the Russian Revolution (1979).  
John Keep: The Last of the Empires: a History of the Soviet Union, 1945 to 1991 (1995).  
John Keep: The Russian Revolution: A Study in Mass Mobilization (1976).  
A. Kollontai: Selected Writings.  
Moshe Levin: The Making of the Soviet System (1985).  
Roy & Zhores Medvedev: Khrushchev: The Years in Power (1977).  
Alec Nove: An Economic History of the USSR (1993).  
Richard Pipes: Russia of the Old Regime.  
L.Szamuely: First Models of Socialist Economic Systems.  
E. Lipson – Europe in the 19<sup>th</sup> & 20<sup>th</sup> Centuries,  
Wladimir Weidle – Russia Ancient and Present  
Damodar Kurup, 'Evolution of Soviet Society'  
James Myor, 'The Russian Revolution'  
John Lawrence, 'A History of Russia'  
Cambridge Modern History, Vol. XII

### ગુજરાતી :

- નહેરુ, જવાહરલાલ, 'જગતના ઇતિહાસનું રેખા દર્શન'  
શુક્લ, ડૉ.જયકુમાર ર., 'સોવિયેત રશિયાનો ઇતિહાસ', યુ.ગ્રં.નિ.બોર્ડ, અમદાવાદ-૧૯૮૦  
ધારેયા, આર.કે., 'અર્વાચીન રશિયાનો ઇતિહાસ', સી.જમનાદાસ કંપની, અમદાવાદ ૧૯૭૬.  
ભદ્ર. દેવેન્દ્ર વ., 'યુરોપનો ઇતિહાસ', યુ.ગ્રં.નિ.બોર્ડ, અમદાવાદ.- ૨૦૦૧

## DISCIPLINE SPECIFIC ELECTIVE

Optional DSE 2B	Cultural Heritage of India	Credit : 5+1 = 06	Paper Code : UA5CHIS506
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### Learning Outcome:

This course enables students to explore various aspects of cultural heritage and cultural diversity in historical perspective that discusses numerous cultural practices that have evolved over centuries. They will acquire knowledge of changing socio-cultural scenarios of India. As well as they can gather knowledge about the cultural heritage, cultural forms and cultural expressions performing arts, fairs and festivals.

### UNIT I Indian Cultural Heritage: An Introduction

- I. Meaning, Definition and Historical background of Cultural Heritage
- II. Concepts, Characteristics types of Indian Cultural Heritage: Tangible, intangible Oral and Living traditions.
- III. Impact and significance of geography on Indian culture.
- IV. Significance of Cultural Heritage in Human life.

### UNIT II Fairs Festivals, Rituals: Ethnic Indian Cultural Construct

- I. Significance, concepts, historical background of fairs, festivals, rituals and their importance in Human life and their general Introduction of social, cultural and religious culture of India.
- II. Festivals: Regional, Folk, Tribal, National; Some major festivals of India: Buddha Poonima Diwali, Dusshera, Holi, Onam, Pongal Guru Parb, Eid- Ul-Fitr, Navroz, Swatantra Diwas
- III. Fairs: Religious, Folk, Animal, Monsoon; Some Major Fairs of India: Kumbha Mela, Pushkar Mela, Baisakhi, The Urs of Ajmer, Rath Yatra, Gangaur, Hemis-Gompa.
- IV. Ritual and Tirthas: Meaning, Concept, Significance and importance in Human Life: Types of Ritual: An Introduction (Nature Worship, Domestic Worship, Samskara); Tirthas: Some important Tirthas of India (Amarnath, Haridwar, Vrindavan, Pushkar, Prayag, Dwarka, Puri, Rameshwaram, Guruvayur, Kashi, Ayodhya)

### **UNIT III Legends, Narratives and Cultural Ethos**

- I. Meaning, significance, forms and tradition of legends and their historical background in India.
- II. Ramayana and Mahabharata: Tradition of Cultural Heritage; Ancient Indian fables of ethical and moral values: Panchtantra, Jataka.
- III. Geographical and regional variation of the holistic approach of Nutrition; social and ceremonial role of food and food habits; Traditional foods with regional variations (brief survey with some examples)
- IV. Nature, Culture and Environment in India; Inter relationship; Environment and Environmental consciousness in Indian ethos and philosophy.

### **UNIT IV Traditional Performing Art**

- I. Folk dances and theatre: Regional variation, some important folk dances, Garba, Ghoomar, Lavani, Changlo, Giddha, Kalbelia etc. Prevailing folk tradition in Ram Lila, Nautanki, Kathputli & Puppet Show, Swang etc.
- II. Bharat Natya Shastra: The Source of Performing Indian Classical Arts; Study of Kalidasa and Bhasa as other Sources.
- III. Indian Classical dances as Cultural Heritage.
- V. Oral Tradition and performing Arts- Bhajan, Katha, Sankirtan, Harikatha, Vedic Chants, Gurbani (Gurugranth) as Intangible cultural Heritage.

### **UNIT V Architecture and Built Heritage**

- I. Meaning, Definition and Ideas of Built Heritage: Brief survey of Shelter, pit dwellings, Rock alignments, Memorials, Shrines, Water tanks, Garden
- II. History and development of Built Heritage: An Introduction
- III. Significance and contribution of Architecture and Built heritage in Cultural Life of India.
- IV. Some important Monuments of India Shore Temple (Mahabalipuram), Ajanta-Ellora, Bhimbetka, Sarnath, Nalanda, Sanchi, Konark, Khajuraho, Hampi, Vijayanagar, Chittorgarh Fort & Kirti Stambh, Gwalior Fort & Data bandi Chhod fort, Taj mahal, Golden Temple, Red fort, Amber fort, Hazratbal, Edakkal caves and Pattadakal.

## ***Suggested Readings:***

- K.T Achaya, Indian food: A Historical Companion, oxford University Press, 1998.
- Banga, I. (ed).: The City in Indian History : Urban Demography, Society and Politics, Delhi, Manohar, 1991
- A.L Basham: The wonder that was India. Picador Publisher, Indian ed. 2014
- Sachin Shekhar Biswas: Protecting the Cultural Heritage (National Legislation and International Convention, Aryan Books International, 1999.
- N.K Bose : "Culture Zones of India" in culture and Society in India, Asia publishing House
- Ramdhari Singh Dinkar: Sanskriti ke chaar Adhyaya, Udyanchal Publishers
- Gokulsing, K. Moti : Popular Culture in a Globalized India, New Delhi, Routledge, 2009
- Kathryn Hansen: Grounds for play, The Nautanki Theatre of north India, University of California
- Bhanu Shankar Mehta: Ramliila Varied Respective , B.R Publishing Corporation, 2011
- S.Narayan: Indian Classical Dances, Shubhi Publications, 2005.s
- Prakash, H.S :Shiva Traditional Theatres, Incredible India Series, New Delhi, 2007
- S. Radhakrishnan: "Culture of India" in the Annals of the American Academy of Political and Social Science, Vol 233, India Speaking (may 1944).pp 18-21
- A. Rangacharya: The Natya shastra, English translation with critical Notes, New Delhi, Munshiram Manoharlal Publishers Pvt ltd.
- K. Thapliyal , S. Shukla : Sindhu Sabhyataen, Luckhnow,2003
- The Director General Survey of India (ed.) Guide Books: World Heritage Series, New Delhi
- Shashi Tiwari, Origin of Environmental Science from Vedas. A Research paper presented at the National Seminar on " Science and Technology" in Ancient Indian Text, Special Centre for Sanskrit Studies. JNU, 9-10th, January, 2010
- Raman Varadara: Glimpses of Indian Heritage, Popular Prakashan Private Ltd., Bombay, 1989
- Varapande, M.L : History of Indian Folk Theatre (Lok Ranga-Panorama of Indian Folk Theatre) Abhinav Publications,1992
- V. Vasudev : Fairs and Festivals, Incredible India series, 2007

Code:

Credit - 04

**Learning outcome:**

Students will learn and analyze about the transition from historic centuries to the early medieval. They'll be able to delineate changes in the realms of polity and culture; puranic religion; the growth of vernacular languages and newer forms of art and architecture.

**UNIT I Emergence of New Powers and Age of Decentralization**

- I. Decline of Gupta Power
- II. Huna Invasion and its impact
- III. Pushyabhuti Dynasty and Kanyakubja; State, Society and Culture in period of Harsh.

**UNIT II Decentralization and Emergence of Regional Power :**

- I. North Western India: Dynasties of Kashmir, Kanauj, Shakti and Nepal and their political and cultural achievements.
- II. Sindh; Arab Invasion
- III. Pratihar Empire and Gahadwals, Chahaman, Chandela, Kalchuri, Parmara : Their Political and cultural achievements

**UNIT III Decentralization and Emergence of Regional Power:**

- I. South Western India: Chalukya their political and cultural achievements
- II. Solanki and their political and cultural achievements.
- III. North Eastern India: Pal, Sen of Bengal; their political and cultural achievements

**UNIT IV Regional Powers of South and Deccan:**

- I. Chalukyas of Vatapiapur; Origin History, Art and Architecture.
- II. Rashtrakutas of Manyakhet: History, Foreign Policy, Religion, Art and Architecture.
- III. Cholas of Kanchi : History, Administration, Art and Architecture

**UNIT V Decline of Rajputs:**

- I. Fall of Rajput Power
- II. Establishment of Muslim Rule : Muslim Rule in Delhi and Impact of Muslim Rule on India.
- III. Society and Religion in Pre Medieval India

### Suggested Readings:

- Majumdar R.C and Pusalkar A.D (edited): The History of Indian People, vol. V, The Struggle for Empire
- Majumdar R.C. and Pusalkar A.D (edited): The History of Indian People, Vol. IV, The Age Imperial Kanauj
- Majumdar, A.K.: Bhakti Renaissance, Bhartiya Vidyabhawan, Calcutta.
- Majumdar, R.C. and Altekar, A.S Vakataka: Gupta Age, Motilal Banarasi Das, 2007.
- Pande, Rekha: Religion movement in Medieval India, Gyanbook, New Delhi.
- Raychaudhary, H.C.: Political History of Ancient India.
- Sastri, K.A. Nilkanta: a History of South India, from Prehistoric times to the fall of Vijaynagar, Oxford University Press, 1955, also, in Hindi translation by Bihar Hindi Granth Academy.
- Sastri, K.A. Nilkanta: Studies in Chola History and Administration, University of Madras, 1932.
- Shastri, K.A Nilkanta: History of South India: from Prehistoric times to the Fall of Vijaynagar, IV Edition, 1975
- Singh, Upinder: A History of Ancient and Early Medieval India, from Stone Age to Early Medieval India, a Pearson pub., New Delhi, 2008.
- Srivastva, B: दक्षिण भारत का इतिहास , चौथी संस्करण प्रकाशन, Varanasi, 2010.
- Tripathi, R.S: History of Kannauj to the Moselm conquest, 1986.
- Vaidya, C.V.: Early History of Rajputs (750 to 1000 A.D), Reprint, Gyanbooks, New Delhi, 2019.
- Vaidya, C.V: History of Medieval Hindu India, Reprint, Gyanbooks, New Delhi, 2018.



Code:

Credit - 04

**Learning outcome:**

Students will learn and analyze about the transition from historic centuries to the early medieval. They'll be able to delineate changes in the realm of polity and culture; puranic religion; the growth of vernacular languages and newer forms of art and architecture.

**UNIT I Emergence of New Powers and Age of Decentralization**

- I. Decline of Gupta Power
- II. Huna Invasion and its impact
- III. Pushyabhuti Dynasty and Kanyakubja; State, Society and Culture in period of Harsh.

**UNIT II Decentralization and Emergence of Regional Power :**

- I. North Western India: Dynasties of Kashmir, Kanauj, Shahi and Nepal and their political and cultural achievements.
- II. Sindh; Arab Invasion
- III. Pratihar Empire and Gahadwals, Chahaman, Chandela, Kalchuri, Parmara : Their Political and cultural achievements

**UNIT III Decentralization and Emergence of Regional Power:**

- I. South Western India: Chulukya their political and cultural achievements
- II. Solanki and their political and cultural achievements.
- III. North Eastern India: Pal, Sen of Bengal; their political and cultural achievements

**UNIT IV Regional Powers of South and Deccan:**

- I. Chalukyas of Vatapi: Origin History, Art and Architecture.
- II. Rashtrakutas of Manyakheta: History, Foreign Policy, Religion, Art and Architecture.
- III. Cholas of Kanchi : History, Administration, Art and Architecture

**UNIT V Decline of Rajputs:**

- I. Fall of Rajput Power
- II. Establishment of Muslim Rule : Muslim Rule in Delhi and Impact of Muslim Rule on India.
- III. Society and Religion in Pre Medieval India

### Suggested Readings:

- Majumdar R.C and Pusalkar A.D (edited): The History of Indian People, vol. V, The Struggle for Empire
- Majumdar R.C. and Pusalkar A.D (edited): The History of Indian People, Vol. IV, The Age Imperial Kanauj
- Majumdar, A.K.: Bhakti Renaissance, Bhartiya Vidyabhawan, Calcutta.
- Majumdar, R.C. and Altekar, A.S Vakataka: Gupta Age, Motilal Banarasi Das, 2007.
- Pande, Rekha: Religion movement in Medieval India, Gyanbook, New Delhi.
- Raychaudhary, H.C.: Political History of Ancient India.
- Sastri, K.A. Nilkanta: a History of South India, from Prehistoric times to the fall of Vijaynagar, Oxford University Press, 1955, also, in Hindi translation by Bihar Hindi Granth Academy.
- Sastri, K.A. Nilkanta: Studies in Chola History and Administration, University of Madras, 1932.
- Shastri, K.A Nilkanta: History of South India: from Prehistoric times to the Fall of Vijaynagar, IV Edition, 1975
- Singh, Upinder: A History of Ancient and Early Medieval India, from Stone Age to Early Medieval India, a Pearson pub., New Delhi, 2008.
- Srivastva, B: दक्षिण भारत का इतिहास , चौथी संस्करण, Varanasi, 2010.
- Tripathi, R.S: History of Kannauj to the Moselm conquest, 1986.
- Vaidya, C.V.: Early History of Rajputs (750 to 1000 A.D), Reprint, Gyanbooks, New Delhi, 2019.
- Vaidya, C.V: History of Medieval Hindu India, Reprint, Gyanbooks, New Delhi, 2018.

**YEAR - 2023 - 2024**

**SUB: HISTORY**

**Semester- 2<sup>nd</sup>**

**History of Europe ( 1789-1919 )**

**Code:**

**Credit - 04**

**Learning outcome:**

The students will be able to analyze the historical developments in Europe between 1789-1919, As it focuses on the democratic & socialist foundations of modern Europe. They will be able to situate historical developments of socialist upsurge & the economic forces of the wars, other ideological shifts.

**UNIT I Rise of New nationalism in Europe**

- I. Revolutionary Transition in France: 1789-1804
- II. Counter Revolution in France: Age of Napoleon and spread of French
- III. Congress of Vienna and Reorganization of Europe

**UNIT II Rise of New nations**

- I. Unification of Germany under Prussia.
- II. Unification of Italy.
- III. Russia & Problems of Eastern Nationalities.

**UNIT III: European Imperialism and World Europeanization**

- I. European Imperialism: Parental Factors of New Imperialism in the 19<sup>th</sup> Century
- II. International Competition : The Imperialistic Territory of Europe
- III. The Imperialistic Activities of The European Powers in Asia and Africa

**UNIT IV New Era: The Concept of Balance of Power & Progress.**

- I. Germany: Balance of Power- Congress of Berlin, Creation of Alliance
- II. Communism in Russia: The Bolshevik Revolution
- III. Scientific and Cultural Progress in 19<sup>th</sup> century Europe

**UNIT V Road to First World War and New World Order**

- I. Circumstances leading to First World War
- II. Break-up of European monopoly (intervention of USA & Japan)
- III. Peace Conference of Paris & New world Order.

## Suggested Readings:

- Aldrich, Robert *Greater France: A history of French Overseas Expansion*
- Anderson, M.S *The Ascendancy of Europe: 1815-1914* (3rd Ed. 2003)
- Bartlett. C.J. *Peace, War and the European Powers, 1814-1914* (1996) brief overview 216pp
- Blaug, T.C.W Ed. *The Nineteenth Century: Europe 1789-1914* (Short Oxford History of Europe) (2000)
- Bridge, F.R & Roger bullen. *The Great Powers and the European States System 1814-1914, 2nd Ed.* (2005)
- Brunn, Geoffery, *Europe and the French Imperium, 1799-1814* (1938)
- Bury. J.P.T Ed. *The new Cambridge Modern History: Vol. 10: The Zenith of European Power 1830-70* (1964)
- Cameron, Rondo *France and the Economics Development of Europe, 1800-1914: Conquest of Peace and Seeds of War* (1961), a wide-ranging economic and business History.
- Crowley, C.W Ed. *The New Cambridge Modern History, Vol. 14: Atlas* (1972)
- Evans, Richard J *The Pursuit of power Europe 1815-1914* (2015)
- Gildea, Robert *Barricades and Borders: europe 1800-1914* (3rd Ed. 2003)
- Goach, G.P *History of modern Europe 1878-1919* (1923)
- Grab, Alexander *Napoleon and the Transformation of Europe* (2003)
- Grant & Temperley: *Europe in the Nineteenth and twentieth century's.*
- Hayes C.L.H. *A political and Cultural History of Europe, 1830-1839.*
- Herring, George C *Years of Peril and Ambition U.S foreign Relations. 1776-1921* (2017)
- Hinsley F.H Ed *the New Cambridge modern History Vol. 11 Material Progress and World Wide Problems 1870-1898* (1979)
- Kennedy, Paul *The Rise and Fall of the Great powers Economic Change and Military Conflict from 1500-2000* (1987), stress on economic and military factors
- Ketelbey, C.D.M *A history of Modern Times (English or Hindi)*
- Langer, William *European Alliances and Alignments 1870-1890* (1950) Advanced history

**YEAR - 2023 - 2024**

**Semester- 2<sup>nd</sup>**

**Inter- disciplinary Course**

**Cultural Heritage of India: Part - 2**

**Code: UA1MDHIS02**

**Credit : 04**

**Unit-1**

1. Contribution Of The Pallavas In The Indian Culture
2. Contribution Of The Rastrakuttas In The Indian Culture
3. Contribution Of The Cholas In The Indian Culture

**Unit: 2**

1. Achievement Of Vijaynagar Empire
2. Impact Of The Bhakti Movement On The Indian Society
3. Impact Of The Sufi Movement On The Indian Society

**Unit: 3**

1. Ardent Of Islam And Its Impact
2. Art And Achievement In The Mughal Sultant
3. Art And Achievement In The Mughal Period

**Unit: 4**

1. Indian Renaissance: 19<sup>th</sup> Century
2. Heritage: Meaning And Concept
3. Heritage: Symptom

## **SUGGESTED READINGS:**

Dr. Vikram Sing : Glimpses of Indian Culture

Jaya Palani N. : Social And Cultural History Of India

Krishna Meenakshi : Cultural History Of Medieval India

Rizi S.A.A. : The Wonder That Was India

Vidhyalankar Satya Ketu : Bharatiya Sanakriti Aur Uska Itihas

Dinker Ramdhar Singh : Sanskrit Ke Char Upadhyay

शास्त्री हरिप्रसाद : ऋष्या अने मोहंजो-दडो

प्राचीन भारत भाग १,२

परीम प्रविश्वयंत्र थी.: भारत दर्शन अदियुग ज्ञानगंगोत्री श्रेणी

यावडा विजयसिंह: भारतनो सांस्कृतिक विकास

सानेगुडु: भारतीय संस्कृति (अनु संजय भावे)

महेता आर.भेन: भारतीय प्राग इतिहास

**YEAR - 2023 - 2024**  
**Semester- 2<sup>nd</sup>**  
**Skill Enhancement Course**  
**TOURISM: PART – 2**  
**( Tourism Industry )**

**Code: UA2SEHIS02**

**Credit : 02**

**UNIT I**

1. Tourism Organizations : International
2. National Institutes of Tourism
3. Private sector Organization of Tourism

**UNIT II**

1. Professional Aspect : Marketing
2. Role of Media : Meaning and Types
3. Types of Advertising and Promotion

**UNIT III**

1. Modes of Transport
2. Challenges Facing Coastal Tourism
3. Tourism Industry : Economic Analysis With Reference to India

**Suggested Readings:**

- Tourism Development in India: Suhita Chopra, New Delhi, 1992
- Tourism in India: Trends and Issues: Dharmrajan and Sheth, New Delhi, 1993
- Tourism and The Economy: Virendra Kol, New Delhi, 1994
- Tourism in India: History And Development: A.K.Bhatia, New Delhi, 1978
- ગુજરાતમાં પ્રવાસન : દેસાઈ (ડૉ.)મહેશુભ
- ઇતિહાસમાં પ્રવાસન વિનિયોગ : કોટલ (ડૉ.)પી.જી. અને દેસાઈ (ડૉ.)મહેશુભ
- ભારતમાં પર્યટનનો ઇતિહાસ : મહેતા (ડૉ.)મકરંદ
- ભારતમાં પ્રવાસન : સીટ રવિન્દ્ર (સીકન્ડ)
- નકશામાં ગુજરાત : યુનિવર્સિટી ગ્રંથ નિર્માણ બોર્ડ, અમદાવાદ
- ગુજરાતના મ્યુઝિયમો : સૌમિક (ડૉ.) સ્વાલંકમલ અને જાની
- મ્યુઝિયમ, નંદન જાની, યુનિવર્સિટી ગ્રંથ નિર્માણ બોર્ડ, અમદાવાદ
- પ્રવાસ ભારતી : ઠાકોર શિલેન્દ્રકુમાર બી.
- તૈર્થ ભૂમિ ગુજરાત : ભટ્ટ (ડૉ.)મિનાક્ષી
- પ્રવાસની વિભાવના અને વિનિયોગ : (પ્રા.) જોશી વિજાલ અને (પ્રા.)પરમર મનીષ
- પ્રવાસનનો યુનિવાર્સિટી પાઠ્યક્રમ: ડૉ.પદ્મા સહેન ખાલેકર મોખન યુનિવર્સિટી, ટીએમ-01, ટીએમ-06

**Websites**

- Visit to gujarat tourism : [http:// gujarat tourism.com](http://gujarat tourism.com)
- <http:// tourism in india.com>

YEAR - 2023 - 2024

Semester- 2<sup>nd</sup>

Common value added course: V A C - 1

Understanding of India's Freedom Struggle – Part-2

Code: UAZVAHIS01

Credit : 02

Learning outcome:

The contents of the syllabus are designed to cover core issues pertaining to vast canvass of nationalist history so that the student at the under graduate level is equipped to focus upon the core ideas of national movement in its contextuality. India's quest for independence and nation building are interwoven script of history, debated most widely at global level with various angles. Indeed, India's national movement has vast and divergent ideological base with inner contradictions.

**UNIT- I**

- I. British Raj Rule : An Overview
- II. Social Background of Nationalism
- III. Growth of Western Education in India and Its Impact

**UNIT- II**

- I. Theories pertaining to Nationalism : Factors leading to growth of Nationalism in India
- II. Foundation of Indian National Congress
- III. Causes of Extreme Nationalism

**UNIT- III**

- I. Violent Revolution : An Overview
- II. Idea of Swadeshi, Swadeshi Movement
- III. Violent Revolution : Failure and Significance

**Suggested Reading**

- Sumit Sarkar: Modern India 1885 n 1947. Macmillan, 1983
- R. Jeffery, J Masseloss: From Rebellion to the Republic
- Paul Brass: The Politics of India since Independence
- K.G Subramanian: The Living Tradition: perspectives on Modern Indian Art.
- Dutta. K.K: Social History of Modern India
- Desai A.R.: Social background of Indian Nationalism
- Prasad, Bisheswar: Bondage and Freedom, Vol. 2
- D. Agrow: Moderates and Extremist in the Indian National Movement
- M.N. Gupta: History of the revolutionary Movement in India
- Penderal Moon: Divide and Quit
- Tara Chand: History of Freedom Movement in India, Vol. 3
- S.R Mehrotra: The Emergence of Indian National congress
- Bipan Chandra and Others: Freedom Struggle



# History of Modern World (1919- 1945)

DSCB Code : UA4CHIS401

Credit : 5 + 1 = 06

## Learning outcome:

This course aims to provide an understanding of an era of shifting history from Euro centric to World. It discusses the turbulent times when totalitarianism rose as an alternative to democratic and liberal ideal and also the growing desire for peace through formation of organizations such as United nations.

### UNIT- I 1919 A New World Order

- I. Formation of the League of Nations: Organizations, Achievements & Failures
- II. Formation of ICI & ILO
- III. New Imperialism: Mandate System IV. Democracies between the wars

### UNIT- II Rise of Totalitarianism

- I. Failure of Weimar Republic & Rise of Nazism in Germany
- II. Factors leading to Growth of Fascism in Italy and concept of corporate state
- III. Rise of Totalitarianism in Russia & Stalin IV. Rise of Militarism in Japan

### UNIT- III Anti imperialist Movements between the Great Wars

- I. Arab uprisings
- II. Nationalist Movement in China: Role of Dr. Sun Yat-Sen
- III. Anti Imperialist Movement in Indo-China IV. Anti Imperialist Movement in Egypt

### UNIT- IV Crisis on Capitalism

- I. Rise and Role of trusts in USA
- II. The progressive Movement & Trust Busting in USA
- III. Crisis on Capitalism : 1929 V. F.D Roosevelt & Policy of New Deal

### UNIT- V Quest for security and road to Second World War

- I. French search for security
- II. International Issues leading to Second World War
- III. Formation of U.N.O its Organization IV. A New Bi-Polar world.

## Suggested Readings

- Barzun Jacques from Dawn to Decandence 500 years of western Cultural life : 1500-present New York, Harper Collins 2001
- Bennis F. Lee : Europe Since 1914
- Car, E.H (1948) International Relations between two World Wars (1919-1939), Delhi, Macmillan & Co.
- Carsten, F.L (1982) : The Rise of Fascism University of California Press
- Cayley, E.S (1856) The European revolutions of 1848, London Smith Elder & Co. Vol I and II
- Contemporary History of the World by Edwin Augustus Grosvenor
- Crawley C.W (1965) The new Cambridge modern History Volume 9. War & Peace in an age of upheaval. 1793-1830. Cambridge University Press.
- Dhar, S.N (1967) : International Relations and World Politics since 1919, Bombay, Asia Publish House
- Doenecke Justus D. Stoler Mark A (2005). Debating Franklin D roosevelt's Foreign Policies. 1933-1945 Rowman & Little field
- Dunan Marcel Larousse: Encyclopedia of Modern History from 1500 to the Present day, New York Harper & Row, 1964.
- Duruy V & Grosvenor E.A (1894) History of modern times: From the fall of Constantipole to the French Revolution, New York H Holt and Company
- FP Walters: A History of the League of Nations (oxford 1965)
- Gaddis John Lewis (1972) The UNITED States and the Origins of the Cold War, 1941-1947 Columbia University Press
- Grosvenor, Edwin A Contemporary History of the World New York and Boston T.Y Crowell & Co. 1899
- Henry Kitchell Webster : Early European History
- Jules Michelet, Mary Charlotte, Mair Simpson : A summary of Modern history

# Indian National Movement (1857-1947)

DSC9 Code : UA4CHIS402

Credit : 5 + 1 = 06

## Learning outcome:

The contents of the syllabus are designed to cover core issues pertaining to vast canvass of nationalist history so that the student at the under graduate level is equipped to focus upon the core ideas of national movement in its contextuality. India's quest for independence and nation building are interwoven script of history, debated most widely at global level with various angles. Indeed, India's national movement has vast and divergent ideological base with inner contradictions.

### UNIT- I First War of Independence and Rise of Mass Nationalism

- I. Circumstances leading to First War of Independence, Geographical area of great upsurge, Debates on 1857 and Impact on British Policies.
- II. Theories pertaining to Nationalism & Nation state
- III. Factors leading to growth of Nationalism in India & Social Background of Indian Nationalism
- IV. Two ideas of Early Nationalist : Issue of Classes vs. Masses

### UNIT- II From Swadeshi to Home Rule

- I. Idea of Swadeshi, Swadeshi Movement & Congress Split at Surat & British response to the Swadeshi Movement.
- II. Idea & formation of Muslim league: Demands and Early Programs
- III. First World War: Lucknow Pact, Home Rule Movement
- IV. Entry of Gandhi: Regional Movements, Rowlatt Satyagrah, Khilafat Issue.

### UNIT- III Mass Movements of Congress & Alternative Ideologies

- I. Non Cooperation, Regional variations and Swarajists
- II. Revolutionary Movement, Trial of Bhagat Singh, Rise of leftist Ideology
- III. Simon Commission, Nehru Report and Civil Disobedience Movement
- IV. Tripuri crisis: Issues and Ideas of Subhash Chand Bose, Quit India movement.

### UNIT- IV Rise of Peasant, Workers, Tribals's & Linguistic Organizations

- I. Peasant Issues since 1919, formation of Regional Peasant Associations and all India Kisan Sabha, Role of Madan mohan Malviya & Sahjanand Saraswati.
- II. Rise of Industrial Worker Class, its Issues and Formation of Trade Unions.
- III. Colonial Policies & Tribal Issues (1857- 1947)
- IV. Rise and Challenges of Linguistic Identities.

### UNIT- V Road to Partition & Independence

- I. Challenges of Communalism (1942- 1947)
- II. Role of INA, INA Trials & RIN Mutiny
- III. Constitutional Formulas : Wavell Plan, Cripps and Cabinet Mission
- IV. Mountbatten plan, Circumstances leading to Partition & Independence

## Suggested Reading

- Sumit Sarkar: Modern India 1885 n 1947. Macmillan, 1983
- R. Jeffery, J Masselos: From Rebellion to the Republic
- Paul Brass: The Politics of India since Independence
- K.G Subramanian: The Living Tradition: perspectives on Modern Indian Art.
- Dutta, K.K: Social History of Modern India
- Desai A.R.: Social background of Indian Nationalism
- Desai A.R.: India's Path of Development
- Prasad, Bisheswar: Bondage and Freedom, Vol. 2
- Vallabh Bhai Patel: Correspondence, Writings and Speeches
- D. Agrow: Moderates and Extremist in the Indian National Movement
- M.N. Gupta: History of the revolutionary Movement in India
- Penderel Moon: Divide and Quit
- Tara Chand: History of Freedom Movement in India, Vol. 3
- S.R Mehrotra: The Emergence of Indian National congress
- Bipan Chandra and Others: Freedom Struggle
- Gerard Delanty & Krishna Kumar, Nations & Nationalism

# History of Modern India (1947-2000)

DSC10 Code : UA4CHIS403

Credit : 5 + 1 = 06

## Learning outcome:

Students will learn about the post war Developments of social, political and economic scenarios of India.

### UNIT- I The Impact of Colonialism and National Movement:

- I. Impact of Colonialism on Political, Social, Economic System and Cultural Values.
- II. National Movements after Independence : Its significance, Value and Legacy
- III. Partition and Independence of India : Role of Congress & Communists.
- IV. Integration of Princely States; special discussion on Hyderabad, Junagarh and Jammu & Kashmir

### UNIT- II Indian Constitution and Consolidation as a Nation:

- I. Definition of Bharat (India) as 'Shaswat Rashtra' and Framing of Indian Constitution - Constituent Assembly - Draft Committee Report - declaration of Indian Constitution, Role of Dr.B.R.Ambedkar, Indian constitution- Basic Features and Institutions.
- II. The Linguistic Reorganization of the States, Regionalism and Regional inequality
- III. India's Relations with Neighboring countries; Pakistan, China, Nepal, Sri Lanka, Afghanistan and Myanmar.
- IV. Evolution and development of Parliamentary Democracy

### UNIT- III Political developments in India since independence:

- I. Politics in the States: Tamil Nadu, Andhra Pradesh, Assam, West Bengal and Jammu & Kashmir, the Punjab crisis.
- II. Development of Science, Technology and Modern Education System & Policies.
- III. Industrial Policy; Emergence of Public Sector Enterprises
- IV. Social Justice; Law & Politics for the upliftment of the weaker sections and tribal issues.

### UNIT- IV Socio-Economic development since independence:

- I. Indian Economic development - Industrialization, liberalization and globalization. II. Land Reforms : Zamindari Abolition and Tenancy Reforms, Ceiling and the Bhoodan Movement, Cooperatives and an Overview, Agriculture Growth and the Green Revolution and Agrarian Struggles Since Independence
- III. Significance of political & social movements, Women Empowerment
- IV. Issue of identity Politics: Communalism; Regional and Caste Consciousness; Dalit Politics, Untouchability

### UNIT- V India and the World:

- I. India's Foreign Policy in the Nehru (1947-1964) & post Nehru (1964-2000) period, challenges and responses.
- II. Issue of Non-Alignment movement after the end of the Cold War.
- III. Emergence of Terrorism, Issues and Challenges
- IV. India's Role in the Contemporary World.

## Suggested Readings:

- Balbushevik, A. & Dyakov, A.M.: A Contemporary History of India
- Basu, D.D.: Shorter Constitution of India
- Bettelheim: Charles, India Independent
- Bipin Chandra Pal: Essay on Contemporary India,
- Bipin Chandra Pal: India's Struggle for Independence
- Chahal, S.K.: Dalits Patronized
- D.R. Gadgil: Policy Making in India
- Davies, H.A.: Outline History of the World
- Fisher, H.A.L: A History of Europe
- Gaur, Madan, India: 40 Years after Independence
- Guha, Ranjit (ed.), Subaltern Studies, Vol. I-XI
- Hasen, Mushirul, India's Partition: Process, Strategy and Mobilization
- Henderson, O.P., The Industrial Revolution on the Continent
- Hill, Christopher, From Reformation to Industrial Revolution
- Hinsely, F.H. (ed.), Modern History: Material Progress and World Wide Problems.
- Jaisingh, Hari, India and Non-Aligned World: Search for A New Order
- Joll, James, Europe Since 1870: An International History
  
- Kothari, Rajni: Democratic Policy and Socialist Change in India
- Langer, W.L.: Diplomacy of Imperialism
- Langer, W.L.: European Alliances and Alignments
- Majumdar, Datta and Ray Chowdhary: Advanced History of India
- Moon, Penderal: Divide and Quit
- Nanda, B.R., Gandhi: A Biography
- Nanda, B.R., Jawaharlal Nehru: A Biography
  - Omvedt, Gail, Dalits and Democratic Revolution: Dr. Ambedkar and Dalit Movement in Colonial India
- Palmer, R.A. and Cotton Joel, A History of Modern World
- Patel, Vallabhbbhai, Correspondence, Writings and Speeches
- Rao, U. Bhaskar, The Story of Rehabilitation
- Rolly, Eric, History of Economic Thought
- Rude, George, Revolutionary Europe
- Sarkar, Sumit, Modern India
- Satyamurti, T.V., India Since Independence
- Srinivas, M.N.: Social Change in Modern India
- Starvrianes, L.S.: The World Science 1500
- Tara Chand: History of the Freedom Movement in India, Vol. IV
- Taylor, A.J.P: The Origins of the Second World War
- Thompson, David: Europe Since Napoleon
- V.P. Menon: The Story of Integration of the Indian States

# History of Modern World (1919- 1945)

GE 4 Code : UA4GHIS401

Credit : 5 + 1 = 06

## Learning outcome:

This course aims to provide an understanding of an era of shifting history from Euro centric to World. It discusses the turbulent times when totalitarianism rose as an alternative to democratic and liberal ideal and also the growing desire for peace through formation of organizations such as United nations.

### UNIT- I 1919 A New World Order

- I. Formation of the League of Nations: Organizations, Achievements & Failures
- II. Formation of ICJ & ILO
- III. New Imperialism: Mandate System IV. Democracies between the wars

### UNIT- II Rise of Totalitarianism

- I. Failure of Weimar Republic & Rise of Nazism in Germany
- II. Factors leading to Growth of Fascism in Italy and concept of corporate state
- III. Rise of Totalitarianism in Russia & Stalin IV. Rise of Militarism in Japan

### UNIT- III Anti Imperialist Movements between the Great Wars

- I. Arab uprisings
- II. Nationalist Movement in China: Role of Dr. Sun Yat-Sen
- III. Anti Imperialist Movement in Indo-China IV. Anti Imperialist Movement in Egypt

### UNIT- IV Crisis on Capitalism

- I. Rise and Role of trusts in USA
- II. The progressive Movement & Trust Busting in USA
- III. Crisis on Capitalism : 1929 V. F.D Roosevelt & Policy of New Deal

### UNIT- V Quest for security and road to Second World War

- I. French search for security
- II. International issues leading to Second World War
- III. Formation of U.N.O Its Organization IV. A New Bi-Polar world.

## Suggested Readings

- Barzun Jacques from Dawn to Decandence 500 years of western Cultural life : 1500-present New York, Harper Collins 2001
- Bennis F. Lee : Europe Since 1914
- Car, E.H (1948) International Relations between two World Wars (1919-1939), Delhi, Macmillan & Co.
- Carsten, F.L (1982) : The Rise of Fascism University of California Press
- Cayley, E.S (1856) The European revolutions of 1848, London Smith Elder & Co. Vol I and II
- Contemporary History of the World by Edwin Augustus Grosvenor
- Crawley C.W (1955) The new Cambridge modern History Volume 9. War & Peace in an age of upheaval. 1793-1830. Cambridge University Press.
- Dhar, S.N (1967) : International Relations and World Politics since 1919, Bombay, Asia Publish House
- Doenecke Justus D. Stoler Mark A (2005). Debating Franklin D roosevelt's Foreign Policies. 1933-1945 Rowman & Little field
- Dunan Marcel Larousse: Encyclopedia of Modern History from 1500 to the Present day, New York Harper & Row, 1964.
- Duruy V & Grosvenor E.A (1894) History of modern times: From the fall of Constantipole to the French Revolution, New York H Holt and Company
- FP Walters: A History of the League of Nations (oxford 1965)
- Gaddis John Lewis (1972) The UNITED States and the Origins of the Cold War, 1941-1947 Columbia University Press
- Grosvenor, Edwin A Contemporary History of the World New York and Boston T.Y Crowell & Co. 1899
- Henry Kitchell Webster : Early European History
- Jules Michelet, Mary Charlotte, Mair Simpson : A summary of Modern history



<b>DSC13</b>	<b>ECONOMIC HISTORY OF INDIA</b>	<b>Credit : 5+1= 06</b>	<b>Paper Code: UA6CHIS601</b>
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**Learning outcome:**

Students will enhance their knowledge of the history of Indian economy. It will help them understand, synthesize and analyze the major themes and debates in the historiography of Indian economy. Students will know about the Indian economy, commercialization, the changes in agriculture system of India, development of irrigation system, co-operative activities and Peasant rebellions and movements influenced by Gandhi. They will know the decline of Indian handicraft and cottage industry and the industrialist of India etc.

**Unit : 1**

- I. The Traditional Indian Economy : Main Features
- ii. Village Economy of Ancient India
- iii. Indian Economy of Pre –British rule
- iv. British Policy and Economical Exploitation of India

**Unit : 2**

- I. The Commercialization of Indian Agriculture
- ii. British Land Revenue Policies and The Zamindari System
- iii. Droughts and Their Implications of Indian Economy
- iv. Development of Irrigation System in India Under The British Rule

**Unit : 3**

- I. Co-operative Activities in India
- ii. Government's Agricultural Policies
- iii. Peasant Rebellions of 19<sup>th</sup> century
- iv. Peasant Movements influenced by Gandhi

**Unit : 4**

- I. Trends of Industrialization in India
- ii. Decline of Indian Handicraft and Cottage Industry: Causes
- iii. Expansion and Diversification of Indian Industry
- iv. The Major Trends of British Trade Policy: Drain of Wealth

## Unit : 5

1. Developments of Transportation System in India during The British Rule:  
Roads , Railways and Navigation
- II. Ranchhodlal Chhotalal: Entrepreneurial Activities
- III. Jamshedji Tata: The Leading Industrialists and Their Achievements
- IV. The Trade Union Movement: A Brief Surve

## *Suggested Readings:*

- English:
- Bhattacharya, D. A. Concise History of The Indian Economy
- Chandra Bagan Desai, A. R. The Rise and Growth of Economic Nationalism in India
- Peasant Struggle in India.
- Gadgil D. R. The Industrial Evolution in India.
- Kumar, Dharna The Cambridge History of India 1750-1970.
- Mathur, A. S. Trade Union Movement in India
- Mehta, Makrand Business Community in India
- Mehta, Makrand The Ahmedabad Cotton Textile Industry: Genesis and Growth
- Nanda, S. R. Economic and Social History of India.
- Roy, Tirthankar The Economic History of India 1857-1947
- Tomlinson, B. R. The Economy of Modern India 1860-18-970
- Tripaitu, dwijendra and Makrand Mehta business House in Western India.
- Gujarati:
- Desai, A.R. Bharatiya rashtravad ni atihaski prushthabhumi
- Mehta, Makrand Samsthanik Bharat no Arthik Itihas
- Shastri, R.V. Bharat no Arthik Itihas 1757-1950
- Shah, R.J. Bharat ma arthkaran no Itihas
- Pandya,R.P. Sanssthanik Bharat na Kisan Andolano

<b>DSC14</b>	<b>History of Gujarat – 2</b>	<b>Credit : 5+1 = 06</b>	<b>Paper Code : UA6CHIS602</b>
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**Learning outcome:**

Students will enhance their knowledge of the regional history of Gujarat. It will help them understand, synthesize and analyze the major themes and debates in the historiography of the history of Gujarat. They will acquire knowledge of changing Political, Economical, Social and cultural scenarios of Gujarat. As well as they can gather knowledge about contribution of Gujarat in Indian freedom struggle. They will acquire knowledge of changing socio-cultural scenarios of Gujarat. As well as they can gather knowledge about the cultural heritage of Gujarat.

**Unit : 1**

- i. Rise of political awakening in Gujarat: Responsible factors
- ii. Gujarat during the uprising of 1857
- iii. Activities of Gujarat Sabha and Congress In Gujarat Up to 1915
- iv. Swadeshi Movement and Revolutionary Activities in Gujarat

**Unit : 2**

- i. Home Rule Movement in Gujarat
- ii. Gandhi's Rise in Public Life of Gujarat and His Ashram System
- iii. Non- Co-Operation Movement in Gujarat
- iv. Political Awakening In Princely States of Gujarat & Roll of 'Kathiawad Rajkiy Parishad'

**Unit : 3**

- i. The Back Ground and Nature of Peasant Movement in Gujarat
- ii. Kheda satyagraha
- iii. Borsad satyagraha
- iv. Bardoli satyagraha

**Unit : 4**

- i. Civil Disobedient Movement in Gujarat
- ii. Quit India Movement in Gujarat
- iii. Rajkot satyagraha
- iv. Gandhi's constructive activities in Gujarat

## Unit : 5

- i. Role of Literature vis-à-vis nationalist in Gujarat
- ii. Ravishanker maharaj : Contribution to rural development in Gujarat
- iii. Role of Saradar Patel in various satyagraha of Gujarat
- iv. Indulal yagnik : A political profile

## Suggested Readings:

Gita Bajpai,	Agrarian-Urban Economy and Social Change,
Neil Charlesworth,	Peasants and Imperial Rule,
V. K. Chavda,	Modern Gujarat,
R. D. Choksey,	Economic Life in the Bombay Gujarat,
M. S. Commisariat,	History of Gujarat, Vol. III,
Jaspal Kaur Dhanju,	Economy and Society of Northern Gujarat, 1750-1850,
K. M. Munshi,	Gujarat and Its Literature,
S. B. Rajyagor,	History of Gujarat,
H. T. Parikh,	Arvachin Gujaratnu Rekha Darshan, 3 Vols.,
L. F. Rushbrook-Williams,	The Black Hills : Kutch in History and Legend,
H. Wiberforce-Bell,	History of Kathiawad,
Gazetteer of Gujarat State, 2 Vols.,	
Munshi K.M.	Glory that was Gurjarades.

### ગુજરાતી :

દેસાઈ, જી. જે.	પશ્ચિમ ભારત માં બંડોષો : રાજકીય અને સામાજિક પરિવેશમાં
દેસાઈ, મહાદેવ	બારડોલી સત્યાગ્રહ
દેસાઈ, શાંતિલાલ એમ	રાષ્ટ્રનો સ્વાતંત્ર્ય સંગ્રામ અને ગુજરાત
ખાંભે, બેચ. ટી.	અર્વાચીન ગુજરાતનું રેખાદર્શન
પરીખ, શંકરલાલ	બેડા સત્યાગ્રહ
પટેલ, મહિંબેન	બોરસદ સત્યાગ્રહ
પાઠક, રામનારાયણ	બેડા જિલ્લા સ્વાતંત્ર્ય સંગ્રામ
રાજગોર, સિવપ્રસાદ	અર્વાચીન ગુજરાતનો રાજકીય અને સાંસ્કૃતિક ઇતિહાસ
શાહી, એચ. જી. અને પી. સી. પરીખ	ગુજરાતનો રાજકીય અને સાંસ્કૃતિક ઇતિહાસ, વોલ્યુમ-૮-૯

## DISCIPLINE SPECIFIC ELECTIVE

<b>DSE 3A</b>	<b>History of United States of America -II (C. 1776 -1945)</b>	<b>Credit: 5+1= 06</b>	<b>Paper Code: UA6CHIS603</b>
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### **Learning outcome:**

Students will enhance their knowledge of the history of America. It will help them understand, synthesize and analyze the major themes and debates in the historiography of America.

### **Unit : 1**

- i. Theodor Roosevelt : Domestic Policy
- ii. Open door Policy
- iii. The Dollar Diplomacy
- iv. The first world war : Woodrow Wilson and his 14 Points

### **Unit : 2**

- i. Isolationism
- ii. Roll of Americans in World War II
- iii. Bombing of Hiroshima and Nagasaki
- iv. Washington Conference : Proceedings Review

### **Unit : 3**

- i. U.S.A. after the War : Social Changes
- ii. U.S.A. after the War : Education , Literature and Development of Art
- iii. The Great Depression : Causes
- iv. Steps to Overcome The Great Depression

### **Unit : 4**

- i. F.D. Roosevelt : Reforms of the first 100 days of the Presidency
- ii. The New Deal Policy
- iii. F.D. Roosevelt : Policy of Latin America
- iv. F.D. Roosevelt : Foreign Policy

### **Unit : 5**

- i. The Founding of The United Nations And U.S.A.
- ii. Herl Truman : Rebirth of U.S.A.
- iii. The U.S.A. is on Way to a Great Future
- iv. America and The Cold War

## ***Suggested Readings:***

### **ENGLISH:**

Bernard Bailyn, *The Great Republic*. Bernard Bailyn, *The Ideological Origins of the American Revolution*.

Charles Beard, *An Economic Interpretation of the American Constitution*.

Dee Brown, *Bury My Heart at Wounded Knee*, *An Indian History of the American West*.

Peter Carroll and David Noble, *Free and Unfree: A New History of the UNITED States*.

David B. Davis, *The Problem of Slavery in the Age of Revolution*.

U. Faulkner, *American Economic History*.

Robert Fogel, *Railroads and American Economic Growth*.

Eric Foner, *America's Black Past*. John Hope Franklin, *From Slavery to Freedom*.

Gerald N. Grobb and George A. Billias, *Interpretations of American History: Patterns and perspectives*, 2 Vols.

Richard Hofstadter, *the Age of Reform, from Bryan to FDR* Linda Kerber, *Women's America: Refocusing the Past*.

David M. Potter, *The Impending Crisis*. W. Pratt, *a History of the UNITED states Foreign Policy*. James Randail, *The Civil War and Reconstruction*. J. G. Randall and David Donald, *the Civil War and Reconstruction*.

Beard, Charles *Rise of American Civilization*

Bemis, S.E. *Diplomatic History of the U.S.*

George, K. *American Diplomacy (1900-1950)*

Hill, C.P. *A History of the US*

Parkes, H.M. *The United States of America: A History*

### **ગુજરાતી :**

દલાલ, બી સી અને અરુણા ત્રિવેદી *અમેરિકાના ઇતિહાસની રૂપરેખા*

*દલેનવનીત અમેરિકન ક્રાંતિ*

ધારેવા, આર. કે. *અર્વાચીન અમેરિકાનો ઇતિહાસ*

*વાહિક, અમૃત અમેરિકાની સંસ્કૃતિની રૂપરેખા*

### **હિન્દી :**

શર્મા, એમ એલ *અમેરિકા ના ઇતિહાસ*

<b>Dissertation / Project</b>	<b>Dissertation</b>	<b>NA Credit – 06</b>	<b>Semester-6 UA6CHIS604</b>
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**Learning Outcome:**

The aim of the course is to provide students with an introduction to research. Upon successful completion of the Dissertation you are expected to develop understanding on various kinds of research, objectives of doing research, research process, research designs and sampling. Have basic knowledge on qualitative research techniques. This Dissertation enables students to explore various aspects of cultural heritage and cultural diversity in historical perspective that discusses numerous cultural practices that have evolved over centuries.

Students will enhance their knowledge of the regional history of Gujarat. It will help them understand, synthesize and analyze the major themes and debates in the historiography of the history of Gujarat. They will acquire knowledge of changing Political, Economical, Social and cultural scenarios of Gujarat. As well as they can gather knowledge about contribution of Gujarat in Indian freedom struggle. They will acquire knowledge of changing socio-cultural scenarios of Gujarat. As well as they can gather knowledge about the cultural heritage, cultural forms and cultural expressions performing arts, fairs and festivals.

**Unit : 1**

- i.
- ii.
- iii.
- iv

**Unit : 2**

- i.
- ii.
- iii.
- iv

**Unit : 3**

- i.
- ii.
- iii.
- iv

**Unit : 4**

- I.
- II.
- III.
- IV

**Unit : 5**

- I.
- II.
- III.
- IV



## DISCIPLINE SPECIFIC ELECTIVE

<b>Optional DSE 3B</b>	<b>History of USSR -2 ( 1917-1964 )</b>	<b>Credit : 5+1 = 06</b>	<b>Paper Code : UA6CHIS605</b>
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### **Learning Outcome:**

Students will gather knowledge towards the society, polity and economics of the USSR. As well as they acquire the knowledge about industrial and agricultural reconstruction and Second World War.

### **UNIT I**

Planned Industrialization 1928-41.

### **UNIT II**

Political, Social and Cultural Changes 1928-45:Demography,  
Working Class and gender relations

### **UNIT III**

Soviet History: 1945-56Industrial and Agricultural reconstruction;  
Moves towards Market Socialism.

### **UNIT IV**

The Khrushchev Era: Desalinization;  
industrial and agricultural Policies.

### **UNIT V**

Soviet Foreign Policy,  
Cominterns and the Second World War 1929-45.

## Suggested Readings:

### English:

- E.H. Carr: A History of Soviet Russia, 4 Volumes (1952).  
Stephen F. Cohen: Bukharin and the Bolshevik Revolution: A Political Biography, 1888 - 1938 (1973).  
Isaac Deutscher: Stalin (1949). Maurice Dobb: Soviet Economic Development Since 1917 (1972).  
Marc Ferro: The Russian Revolution of February 1917 (1972).  
Sheila Fitzpatrick: Cultural Revolution in Soviet Russia (1978).  
Arch Getty: The Origins of the Great Purges (1985).  
Graeme Gill: Peasants and Government in the Russian Revolution (1979).  
John Keep: the Last of the Empires: a History of the Soviet Union, 1945 ó 1991 (1995).  
John Keep: The Russian Revolution: A Study in Mass Mobilization (1976).  
A. Kollontai: Selected Writings.  
Moshe Levin: The Making of the Soviet System (1985).  
Roy & Zhores Medvedev: Khrushchev: The Years in Power (1977).  
Alec Nove: An Economic History of the USSR (1993).  
Richard Pipes: Russia of the Old Regime.  
L.Szamuely: First Models of Socialist Economic Systems.  
E. Lipson – Europe in the 19<sup>th</sup> & 20<sup>th</sup> Centuries,  
Wladimir Weidle – Russia Ancient and Present  
Damodar Kurup, ' Evolution of Soviet Society'  
James Mvor, 'The Russian Revolution'  
John Lawrence, 'A History of Russia'  
Cambridge Modern History, Vol. XII

### ગુજરાતી :

- નહેરુ, જવાહરલાલ, 'જગતના ઇતિહાસનું રેખા દર્શન'  
શુક્લ, ડૉ.જયકુમાર ર., 'સોવિયેત રશિયાનો ઇતિહાસ', યુ.ગ્રં.નિ.બોર્ડ, અમદાવાદ-૧૯૮૦  
પારેયા, ખાર.કે., 'અર્વાચીન રશિયાનો ઇતિહાસ', સી.જમનાદાસ કંપની, અમદાવાદ ૧૯૭૯.  
ભદ્ર. દેવેન્દ્ર વૃ., 'યુરોપનો ઇતિહાસ', યુ.ગ્રં.નિ.બોર્ડ, અમદાવાદ.- ૨૦૦૧

**N.S. PATEL ARTS COLLEGE-ANAND (GUJARAT)  
(AUTONOMOUS)**

**DEPARTMENT OF HINDI**

**B.A.SEM-I**

**(CORE COURSE)**

**हिन्दी साहित्य का इतिहास  
(आदिकाल, भक्तिकाल और रीतिकाल)**

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**इकाई-१ आदिकाल**

- हिन्दी साहित्य के इतिहास का काल विभाजन और नामकरण
- आदिकाल का सामान्य परिचय एवं नामकरण
- आदिकाल की परिस्थितियाँ
- आदिकाल की प्रमुख प्रवृत्तियाँ
- आदिकालीन साहित्य

**इकाई-२ भक्ति काल**

- भक्तिकाल का सामान्य परिचय
- भक्तिकाल की परिस्थितियाँ
- भक्तिकाल की प्रमुख प्रवृत्तियाँ
- निर्दल-मदुल का परिचय

**इकाई-३ भक्ति काल**

- संत काव्यधारा
- सूफी काव्यधारा
- राम काव्यधारा
- कृष्ण काव्यधारा

**इकाई-४ रीतिकाल**

- रीतिकाल का नामकरण
- रीतिकाल की परिस्थितियाँ
- रीतिकाल की प्रमुख प्रवृत्तियाँ
- रीतिकाल की प्रमुख काव्यधारा
- चार रीतिकेन्द्र
- रीति सिद्धि
- रीतिमूल काव्य धारा

### संदर्भ ग्रन्थ :

- हिन्दी साहित्य का इतिहास : रामचन्द्र शुक्ल
- हिन्दी साहित्य उद्भव और विकास : आचार्य इन्दारी प्रसाद द्विवेदी
- हिन्दी साहित्य की भूमिका : आचार्य इन्दारी प्रसाद द्विवेदी
- हिन्दी साहित्य का इतिहास : डॉ. नरेन्द्र
- हिन्दी साहित्य का अतीत भाग-२ : आचार्य विशाख प्रसाद मिश्र
- हिन्दी साहित्य का आलोचनात्मक इतिहास : डॉ. रामकुमार वर्मा
- हिन्दी साहित्य और संवेदना का विकास : रामस्वल्प चतुर्वेदी
- हिन्दी साहित्य का दूसरा इतिहास : डॉ. बच्चनसिंह
- हिन्दी साहित्य का इतिहास : डॉ. राम कानन पाण्डेय
- हिन्दी का सद्य साहित्य : डॉ. रामचंद्र तिवारी

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(CORE COURSE)

आधुनिक हिन्दी कहानी

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पाठ्य पुस्तक :

- सम्पूर्ण कहानियाँ : उषा शिवचंदा
- जयशंकर प्रसाद की श्रेष्ठ कहानियाँ : जयशंकर प्रसाद
- सुदर्शन की श्रेष्ठ कहानियाँ : सुदर्शन
- मेरी प्रिय कहानियाँ : मोहन राकेश
- प्रतिनिधि कहानियाँ : भीष्म माहनी
- मेरी प्रिय कहानियाँ : भीष्म माहनी
- प्रतिनिधि कहानियाँ : जगज्जोती भरण जर्मा
- प्रतिनिधि कहानियाँ : हरिशंकर प्रसाद

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इकाई : १

उमने कहा था- चंद्रधर शर्मा गुलेरी

दिवंगत- मुंशी प्रेमचंद

हरार की जीत – सुदर्शन

डेम – फलीश्वरनाथ रेणु

इकाई : २

बापसी- उषा शिवचंदा

पापेच- जैनेन्द्र कुमार

सदगति- मुंशी प्रेमचंद

पुरस्कार –जयशंकर प्रसाद

इकाई : ३

यही सच है – मञ्जू भंडारी

पीप का दावत – भीष्म माहनी

कफन – मुंशी प्रेमचंद

पिता-ज्ञानरंजन

इकाई : ४

ताई – विद्याभरनाथ शर्मा 'कौशिक'

परमात्मा का कुत्ता – मोहन राकेश

श्रावधित – भगवतीचरण वर्मा

लंका विलय के बाद राम राज्य – हरिजनकर परमाई

संदर्भ ग्रन्थ :

- मानसरोवर खंड -१-८ : मुंशी प्रेमचंद
- हिन्दी कहानी का इतिहास : गोपालराय
- स्वातंत्र्योत्तर हिन्दी कहानियाँ : स. कमलेश्वर
- हिन्दी कहानी का विकास : मधुरेश
- हिन्दी कहानी संघट्ट : भीष्म माहनी
- हिन्दी कहानी के नौ मान : दिनेश कर्नाटक
- कहानी शिल्प और संवेदना : राजेन्द्र सादव
- कहानी : नई कहानी : नामवरसिंह
- कहानीकार जेनेन्द्र पुनर्विचार : मधुरेश

**N.S. PATEL ARTS COLLEGE-ANAND (GUJARAT)  
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**DEPARTMENT OF HINDI**

**B.A.SEM-I**

**(Skill COURSE)**

**भाषा कम्प्यूटिंग**

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**इकाई : १**

- कम्प्यूटर का परिचय
- कम्प्यूटर की विशेषता
- कम्प्यूटर सॉफ्टवेयर
- कम्प्यूटर और माबाइन
- इंटरनेट

**इकाई: २**

- कम्प्यूटर में हिन्दी भाषा
- WWW की संकल्पना
- इलेक्ट्रॉनिक मेल
- सर्व इंजन
- सोशियल मीडिया

**सहायक ग्रंथ :**

- कम्प्यूटर क्या है : गुणाकर मुने, राजकमल प्रकाशन, नई दिल्ली
- कार्यालयी हिंदी और कम्प्यूटर अनुप्रयोग : निरंजन महाय, राजकमल प्रकाशन, नईदिल्ली
- कार्यालयी हिंदी और कम्प्यूटर : पुनीत विमारिया, डॉ. वीरेंद्रमिह पांडव, डॉ. योगेंद्रमिह कुजवाहा, प्रकाशन प्रा.पी., दिल्ली
- कम्प्यूटर अनुप्रयोग : एम. बी. पी. डी. पब्लिशिंग, आगरा

- कंप्यूटर और पुस्तकालय : डॉ. पांडेय, एम. के. शर्मा, ग्रंथ अकादमी, नई दिल्ली



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**B.A.SEM-I**

**साहित्य, संस्कृति और सिनेमा**

**(Valueedit COURSE-VAC)**

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**इकाई: १**

- साहित्य, संस्कृति और सिनेमा का सामान्य परिचय
- साहित्य, संस्कृति और सिनेमा की परिभाषा
- साहित्य, संस्कृति और सिनेमा की स्वरूप
- साहित्य, संस्कृति और सिनेमा का अंतःसंबंध

**इकाई: २**

- साहित्यिक कृतियों पर आधारित सिनेमा की प्रासंगिकता
- हिंदी कहानियों पर आधारित हिंदी फिल्मों
- लीसगी बसम
- सट्टे
- उमने कहा था
- उमकी रोटी

**संदर्भ :**

- सिनेमा और साहित्य : हरीश कुमार
- सिनेमा और संस्कृति : रूपचंद्र गौतम
- भारतीय जनकवि का इतिहास : पिल्लोड रंगुनबाबा
- सिनेमा और समाज : विजय अग्रवाल
- हिंदी सिनेमा का इतिहास : मनमोहन चट्टा

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**B.A.SEM-I**

**(Inter Disciplinary)**

**साहित्य और समाज**

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**इकाई : १**

- साहित्य का अर्थ
- साहित्य की परिभाषा
- साहित्य का स्वरूप
- साहित्य के तत्व
- साहित्य के भेद

**इकाई : २**

- समाज का अर्थ
- समाज की अवधारणा
- समाज की विशेषताएँ
- समाज के तत्व

**इकाई : ३**

- 'दिल्ली में एक मौत' अमानवीयता की पराकाष्ठा
- 'काल' में अंग्रेज चेतना
- सूखी हानी एकांकी में अन्त सामाजिक सम्बन्ध

**इकाई : ४**

- यही सच है -सामाजिकचेतना
- रीढ़ की हड्डी एकांकी में सामाजिक चेतना
- स्ट्राइक एकांकी में आधुनिक समाज

### सदस्य :

- साहित्य और समाज : प्रो. रतनमिह्र चौहान
- साहित्य के विविध आयाम : डॉ. सुधेश
- नए साहित्य का लक्ष्य : विद्याधर तिवारी
- हिंदी कहानी की रचना प्रक्रिया : डॉ. परमानंद श्रीवास्तव

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DEPARTMENT OF HINDI

B.A. SEM-I

आधुनिक हिन्दी कविता

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पाठ्यपुस्तक : पंचवटी- मैथिलीशरण गुप्त

इकाई-१

- मैथिलीशरण गुप्त का साहित्यिक परिचय
- 'पंचवटी' खंड-काव्य का कथ्य
- 'पंचवटी' खंड-काव्य की पात्र-सृष्टि
- 'पंचवटी' का खंड-काव्य का काव्यसौंदर्य
- 'पंचवटी' खंड-काव्य का तत्वों के आधार पर समीक्षा

इकाई-२

- 'पंचवटी' खंड-काव्य में प्रकृति चित्रण
- 'पंचवटी' खंड-काव्य उद्देश्य
- 'पंचवटी' खंड-काव्य का शीर्षक
- 'पंचवटी' खंड-काव्य और नारी जीवन

संदर्भ ग्रंथ:

- मैथिलीशरण गुप्त के राम काव्य-डॉ.श्याम शंकर राय
- मैथिलीशरण गुप्त का काव्य परंपरा और आधुनिकता-डॉ. सीता बिम्ब्रो -
- मैथिलीशरण गुप्त विशेष अध्ययन-केन्द्रीय हिन्दी संस्थान, आगरा

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B.A.SEM-II

(CORE COURSE)

हिन्दी साहित्य का इतिहास  
(आधुनिक काल)

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**इकाई -१**

- आधुनिक काल की पृष्ठभूमि और परिस्थिति
- चारोंदुसुगीन काव्यधारा की प्रमुख प्रवृत्तियाँ/विशेषताएँ
- चारोंदुसुगीन प्रमुख साहित्यकार
- द्विवेदीयुगीन काव्यधारा की प्रमुख प्रवृत्तियाँ/विशेषताएँ
- द्विवेदीयुगीन साहित्यकार

**इकाई -२**

- छायावाद का नामकरण
- छायावादयुगीन काव्यधारा की प्रमुख प्रवृत्तियाँ/विशेषताएँ
- छायावादयुगीन प्रमुख साहित्यकार
- प्रगतिवाद की प्रमुख प्रवृत्तियाँ/विशेषताएँ
- प्रगतिवाद के प्रमुख साहित्यकार

**इकाई -३**

- प्रयोगवाद की प्रमुख प्रवृत्तियाँ/विशेषताएँ
- प्रयोगवाद के प्रमुख साहित्यकार
- नई कविता की प्रमुख प्रवृत्तियाँ/विशेषताएँ
- नई कविता के प्रमुख साहित्यकार

## इकाई -४

- समकालीन कविता की प्रमुख प्रवृत्तियाँ/विशेषताएँ
- समकालीन कविता के कवि
- हिन्दी दलित कविता की विशेषताएँ
- हिन्दी गद्य का सामान्य परिचय

### संदर्भ ग्रन्थ :

- हिन्दी साहित्य का इतिहास : रामचन्द्र शुक्ल
- हिन्दी साहित्य इद्दुब और विकास : आचार्य इवारी प्रसाद द्विवेदी
- हिन्दी साहित्य की भूमिका : आचार्य इवारी प्रसाद द्विवेदी
- हिन्दी साहित्य का इतिहास : डॉ. वनेन्द्र
- हिन्दी साहित्य का अतीत भाग-३ : आचार्य विशाख प्रसाद मिश्र
- हिन्दी साहित्य का आलोचनात्मक इतिहास : डॉ. रामकुमार वर्मा
- हिन्दी साहित्य और संवेदना का विकास : रामकल्याण चतुर्वेदी
- हिन्दी साहित्य का दूसरा इतिहास : डॉ. बभ्रुनमिह
- हिन्दी साहित्य का इतिहास : डॉ. राम मदन पाण्डेय
- हिन्दी का गद्य साहित्य : डॉ. रामचंद्र तिवारी

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**B.A.SEM-II**  
**(Generic COURSE)**  
**आधुनिक हिन्दी कविता**

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**रश्मिरथी – रामधारीसिंह दिनकर**

**इकाई-१**

- रामधारीसिंह दिनकर का जीवन परिचय
- रश्मिरथी – रामधारीसिंह दिनकर

**इकाई-२**

- मैथिलीशरण गुप्त :
  १. दोनों ओर प्रेम गलता है
  २. सखी के मुँहसे कहकर जाने
- साधुर्वन :
  १. उनको प्रणाम
  २. प्रेत का बयान

**इकाई-३**

- सूर्यकान्त त्रिपाठी 'निराला' :
  १. भिक्षु
  २. बीड़वी पत्थर
- हरिचंद्रराय बच्चन :
  १. जो बीत गई सो बात गई !
  २. बीते दिन का आने वाले

**इकाई-४**

- सुखान्त कुमार :
  १. दुःख नहीं कोई
  २. गुनमोहक के लिये

- भवानीप्रसाद मिश्र : १. नई इबारत

२. सप्ताह

संदर्भ ग्रन्थ :

- दुष्यंत कुमार रचनावर्षी : विजय बहादुर मिश्र
- मेरी प्रेम कवितार्ण : हरिवंशराय बच्चन
- प्रतिनिधि कवितार्ण : भवानीप्रसाद मिश्र
- नामार्जुन का रचना संसार : विजय बहादुर मिश्र
- प्रतिनिधि कवितार्ण : सूर्यकान्त शिपाडी 'निराला'
- राष्ट्रकवि मैथिलीशरण गुप्त : श्री ठाकुर प्रसाद मिश्र
- कविता के प्रतिमान : डॉ. नामवर मिश्र



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B.A.SEM-II

(Skill COURSE)

अनुवाद सिद्धांत और प्रविधि

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**इकाई: १**

- अनुवाद का अर्थ, स्वरूप एवं प्रकृति
- अनुवाद के प्रकार
  - साहित्यिक अनुवाद,
  - भाषानुवाद,
  - सारानुवाद
- अनुवाद की धारणिकता

**इकाई: २**

- अनुवाद की प्रक्रिया
- अनुवाद की प्रविधि
- अच्छे अनुवादक के गुण
- अनुवाद की समस्याएँ
- अनुवाद की समस्याओं का समाधान

**सहायक ग्रंथ :**

1. अनुवाद विज्ञान - डॉ. भोलानाथ तिवारी
2. हिंदी अनुवाद सिद्धांत और प्रयोग - डॉ. रामदेव नंदन प्रसाद
3. अनुवाद सिद्धांत की रूपरेखा - डॉ. सुरेश कुमार
4. अनुवाद सिद्धांत और समस्या - डॉ. रविन्द्रनाथ श्रीवास्तव

5. अनुवाद प्रविधि - मूर्यप्रकाश दीक्षित, डॉ. मल्पदेव मिश्र (मं)
6. अनुवाद सिद्धान्त और प्रयोग - डॉ. जी गोपीनाथन
7. अनुवाद की विविध समस्याएँ - डॉ. श्रीमप्रकाश गाथा
8. रोजगारक्षिमुख अनुवाद विज्ञान - डॉ. सुरेश महेश्वरी
9. अनुवाद कला - डॉ. विश्वनाथ अय्यर
10. अनुवाद कला सिद्धान्त और प्रयोग - कैलाशचन्द्र भाटिया
11. अनुवाद विज्ञान और संश्लेष - डॉ. हरिमोहन
12. अनुवाद की व्यावहारिक समस्याएँ - डॉ. भोलानाथ तिवारी

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B.A. SEM-II

(Valueedit COURSE)

रचनात्मक लेखन के आयाम

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इकाई :- 1

- रचनात्मक लेखन का अर्थ, स्वरूप
- रचनात्मक लेखन का बोध
- सृजनात्मक लेखन और परिवेश
- सृजनात्मक लेखन और व्यक्तित्व निर्माण

इकाई :- 2

- रचना का उद्देश्य
- रचना के कारण
- विषयवस्तु का चयन
- रचना के सही रूप की खोज

संदर्भ ग्रंथ :

- कविता के रूप प्रतिमान : डॉ. नामचरमिंद्र
- आस्था और सौन्दर्य : रामविनायक शर्मा
- साहित्य का परिप्रेक्ष्य : डॉ. रघुचंद्र
- हिंदी भाषा का अंतर्राष्ट्रीय संदर्भ : बी.नागाध तिवारी

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B.A.SEM-II

(Inter Disciplinary)

साहित्य और समाज

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**इकाई:१**

- साहित्य और समाज का परस्पर संबंध
- साहित्य समाज का दर्पण है
- साहित्य समाज की समीक्षा है
- साहित्य समाज के प्रति विद्रोह है
- साहित्य का सामाजिक मूल्य

**इकाई:२**

- मुंशी प्रेमचंद का व्यक्तित्व एवं कृतित्व
- निर्मला उपन्यास का कथ्य
- निर्मला उपन्यास की विशेषताएँ
- निर्मला उपन्यास में वर्णित समस्याएँ

**इकाई:३**

- निर्मला उपन्यास का उद्देश्य
- निर्मला उपन्यास की प्रासंगिकता
- निर्मला उपन्यास के मुख्य पात्र
- निर्मला उपन्यास के गौण पात्र
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### इकाई: ४

- भारतेंदु हरिश्चंद्र का साहित्यिक परिचय
- अंधेरी नगरी नाटक का कथ्य
- अंधेरी नगरी नाटक की समीक्षा
- अंधेरी नगरी नाटक का उद्देश्य
- अंधेरी नगरी नाटक के नामकरण की सार्थकता

### संदर्भ :

- साहित्य और समाज : प्रो. रतनसिंह चौहान
- साहित्य के विविध आयाम : डॉ. सुधेश
- नए साहित्य का तर्क शास्त्र : विश्राथ तिवारी
- हिंदी कहानी की रचना प्रक्रिया : डॉ. परमानंद श्रीवास्तव

एन. एस. पटेल आर्ट्स (ऑटोनोमस) कॉलेज, आणंद  
हिन्दी विभाग  
बी. ए. सेम-३  
छायावादोत्तर हिन्दी कविता  
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**इकाई-१ शिवमंगलसिंह सुमन**

- शिवमंगलसिंह सुमन व्यक्तित्व-कृतित्व
- आभार
- वरदान मांगूंगा नहीं
- मिट्टी की महिमा
- विवशता

**इकाई-२ नागार्जुन**

- नागार्जुन जीवन परिचय
- सिद्धर तिलकिल भास
- मास्टर
- अकाल और उसके बाद

**इकाई-३ रामधारीसिंह दिनकर**

- रबिभरपी

**इकाई-४ भवानी प्रसाद मिश्र**

- भवानी प्रसाद मिश्र जीवन-कवन
- गीत-फरोख
- मनोरथ
- सजसाटा
- नई इबारत

**संदर्भ ग्रंथ:**

- नागार्जुन का कवना संसार : विजय बहादुर मिश्र
- प्रतिनिधि कविताएँ : भवानीप्रसाद मिश्र
- कविता के प्रतिमान : डॉ. रामधारीसिंह
- शिवमंगलसिंह सुमन की कविता के विविध आयाम : ज्योति मुखर्जी
- रबिभरपी पुरातन समीक्षा-दिव्या मीहन
- भवानी प्रसाद मिश्र के कवना में परंपरा और अद्युनिकता : डॉ. अनुषा सींग

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हिन्दी विभाग

भाषा विज्ञान और हिन्दी भाषा

MAJOR-2

UA3MAHIN02

इकाई-1

- भाषा का अर्थ एवं परिभाषा
- भाषा का स्वरूप
- भाषा की विशेषताएँ
- भाषा परिवर्तन के कारण
- भाषा विज्ञान का ज्ञान की अन्य शाखाओं से सम्बन्ध

इकाई-2

- स्वन(ध्वनि) विज्ञान का अर्थ
- ध्वनि की परिभाषा
- स्वन(ध्वनि)परिवर्तन के कारण
- स्वनों का वर्गीकरण
- वाक्य विज्ञान का अर्थ
- वाक्य की परिभाषा
- वाक्य के प्रमुख प्रकार
- वाक्य परिवर्तन के कारण

इकाई-3

- अर्थ विज्ञान का स्वरूप
- शब्द और अर्थ का संबंध
- अर्थ परिवर्तन के कारण
- अर्थ परिवर्तन की दिशाएँ
- हिन्दी भाषा का शब्द भंडार

इकाई-4

- राष्ट्रभाषा हिन्दी
- राजभाषा हिन्दी
- संघर्ष भाषा के रूप में हिन्दी
- देवनागरी लिपि की विशेषताएँ
- देवनागरी लिपि सुधार के प्रयास

संदर्भ ग्रंथ :

- भाषा विज्ञान की भूमिका : डॉ. देवेन्द्रनाथ वर्मा
- भाषा विज्ञान : डॉ. भोलानाथ तिवारी
- भाषा विज्ञान एवं भाषा साहित्य : डॉ. कविवर्य राज कृष्ण

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UA3MAHIN03  
MAJOR-3

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**इकाई-१**

- प्रेमचंद का जीवन परिचय
- गबन उपन्यास का कथ्य
- गबन उपन्यास की पात्रसृष्टि
- गबन उपन्यास का नामकरण

**इकाई-२**

- गबन उपन्यास में व्यक्त समस्याएँ
- गबन उपन्यास का उद्देश्य
- गबन उपन्यास की तात्विक मूल्योक्तन
- गबन उपन्यास की प्रासंगिकता

**इकाई-३**

- मधु भंडारी का जीवन परिचय
- आपका बंटी उपन्यास का कथ्य
- आपका बंटी उपन्यास की पात्रसृष्टि
- आपका बंटी उपन्यास का नामकरण

**इकाई-४**

- आपका बंटी उपन्यास में व्यक्त समस्याएँ
- आपका बंटी उपन्यास का उद्देश्य
- आपका बंटी का तात्विक मूल्योक्तन
- आपका बंटी उपन्यास की प्रासंगिकता

**संदर्भ ग्रंथ :**

- गबन समीक्षा : रमेशचन्द्र गुप्त
- प्रेमचंद रचनावली : डॉ. रामविलास शर्मा
- मधु भंडारी एवं उनका उपन्यास आपका बंटी : हरीश
- कथाकार मधु भंडारी : अनिता राजपुरकर



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पत्रकारिता  
UA3MDHIN01  
MULTIDISCIPLINARY

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**इकाई-१**

- पत्रकारिता का अर्थ एवं स्वरूप
- पत्रकारिता के प्रमुख प्रकार
- पत्रकारिता का उद्देश्य
- समाज में पत्रकारिता की भूमिका

**इकाई-२**

- समाचार के तत्व
- समाचार संकलन
- समाचार संपादन
- संवादता
- समाचार लेखन

**इकाई-३**

- शीर्षक का महत्व
- फीचर का अर्थ, महत्व एवं प्रकार
- साक्षात्कार अर्थ प्रविधि
- पूछ का अर्थ, पूछ रीटर के गुण

**इकाई-४**

- हिन्दी की प्रमुख पत्रिकाएँ
- उदन्त मार्तण्ड
- सरस्वती
- हंस
- हिन्दी प्रदीप

**संदर्भ ग्रंथ :**

- हिन्दी पत्रकारिता का इतिहास : जगदीश प्रसाद चतुर्वेदी
- पत्रकारिता एवं संपादन कला : एन बी फले
- पत्रकारिता : परिचय और प्रवृत्तियाँ : डॉ. सुधीरनाथ पाण्डेय
- हिन्दी में विविध लेखन और अनुवाद : डॉ. राम गोपाल सिंह
- कथा, कला माध्यम लेखन : डी. के. राव

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रंग आलेख एवं रंग मंच  
UA3SEHIN01  
SKILL ENHANCEMENT

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**इकाई-१**

- नाटक का उद्भव एवं विकास
- नाटक की परिभाषा
- नाटक के प्रकार
- नुक्कड़ नाटक
- रेडियो नाटक एवं टीवी नाटक

**इकाई-२**

- मोहन राकेश का परिचय
- आषाढ का एक दिन नाटक का कथ्य
- आषाढ का एक दिन नाटक के पात्र
- आषाढ का एक दिन नाटक के तत्व

**संदर्भ ग्रंथ :**

- हिन्दी नाटक इतिहास के स्रोतन : गोविंद चव्वा
- आधुनिक हिन्दी नाटक और रंग मंच : लक्ष्मीनारायण शर्मा
- मोहन राकेश और उनके नाटक : गिरिधर रस्तोगी
- नाटक : सार्वभूषण व समीक्षा : डॉ. ए. भी. कुमरवर्मा

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UA3IKHIN01  
IKS

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**इकाई-१**

- स्वच्छ और स्वस्थ भारत
- स्वच्छभारत अभियान का उद्देश्य
- स्वच्छता का महत्त्व और महात्मा गांधी
- स्वच्छता में भारतीय नागरिकों की भूमिका

**इकाई-२**

- स्वच्छभारत अभियान की आवश्यकता
- शिक्षा का अभाव
- खराब मानसिकता
- घरों में शौचालय का अभाव
- भारत की बढ़ती जनसंख्या

**संदर्भ ग्रंथ :**

- स्वच्छ भारत सचिवता भारत : यशोवर्धन
- स्वच्छ भारत समृद्ध भारत : विजय के. सिंह
- स्वच्छ भारत अभियान : डॉ. विमल कुमार लहरी
- स्वच्छता : मोनिका गुला
- स्वच्छ भारत क्रांति : चारुश्रुत अग्रवाल

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UA3AEHIN01  
ABILITY ENHANCEMENT

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पाठ्य पुस्तक : पाँच नये एकांकी-ममता कालिया

यूनिट: १

- स्टाइक - भुवनेश्वर
- जॉक - रुपेन्द्रनाथ अयक
- भोर का तास - जगदीशचंद्र माथुर
- अंडे के छिलके - मोहन राकेश
- यहाँ रोना बना है - ममता कालिया

यूनिट: २

- मुझाघरे (संघनित-२०)
- विरामविन्द
- पञ्चलेखन

संदर्भ ग्रंथ :

- हिन्दी व्याकरण - कमला प्रसाद गुप्त
- आधुनिक हिन्दी व्याकरण और रचना - डॉ. वासुदेवजीवन प्रसाद
- हिन्दी एकांकी - सिद्धनाथ ताकुर
- एकांकी और एकांकीकार - रामचरण महोदय
- श्रेष्ठ हिन्दी एकांकी - डॉ. विजयाप्रसासिंह
- एकांकी कला - डॉ. रामकुमार वर्मा

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UA4MAHIN01  
MAJOR-1

इकाई-१

- भारतेन्दु हरिश्चंद्र का जीवन और कवन
- अंधेरी नगरी नाटक का कथ्य
- अंधेरी नगरी नाटक में व्यंग्य
- अंधेरी नगरी नाटक का शीर्षक

इकाई-२

- अंधेरी नगरी नाटक की समीक्षा
- अंधेरी नगरी नाटक की प्रमुख समस्याएँ
- अंधेरी नगरी नाटक की पात्र योजना
- अंधेरी नगरी नाटक का उद्देश्य

इकाई-३

- शंकर शेष का जीवन और कवन
- एक और द्रोणाचार्य नाटक का कथानक
- एक और द्रोणाचार्य नाटक में निरूपित व्यंग्य
- एक और द्रोणाचार्य का शीर्षक

इकाई-४

- एक और द्रोणाचार्य नाटक की समीक्षा
- एक और द्रोणाचार्य नाटक की प्रमुख समस्याएँ
- एक और द्रोणाचार्य नाटक की पात्रसृष्टि
- एक और द्रोणाचार्य नाटक का उद्देश्य

संदर्भ ग्रंथ :

- नाटक और समाज : डॉ. किरणम माटी
- हिन्दी नाटक उद्भव और विकास : डॉ. दयाराम जीवा
- हिन्दी नाटक : कवचन सिंह
- अंधेरी नगरी कथ्य और कवन : रमेश नीलम
- एक और द्रोणाचार्य एक अनुसंधान : रचना अजयल
- नाटककार भारतेन्दु की रचना परिकल्पना : सतीश कुमार लोका
- भारतेन्दु हरिश्चंद्र का रचना संसार : एक पुनर्मुद्रणकन : डॉ. वीरेन्द्र सिंह यादव
- समकालीन रण प्रेम और नाटककार शंकर शेष - डॉ. दर्शन पाण्डेय
- शंकर शेष साहित्य का अनुसंधान : डॉ. कल्पनाशंख अदव
- शंकर शेष नाटकीय रचनासंग्रह अनुसंधान : डॉ. किरण सादीर

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हिन्दी साहित्य की गद्य विधाएँ  
MAJOR-2  
UA4MAHIN02

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**यूनिट:१**

- जीवनी साहित्य का विकास क्रम
- अमृतराय का जीवन परिचय
- प्रेमचंद: लमही में जन्म एवं अंतिम बिमारी
- प्रेमचंद: लमही में जन्म एवं अंतिम बिमारी की विशेषताएँ
- प्रेमचंद: लमही में जन्म एवं अंतिम बिमारी का कथ्य

**यूनिट:२**

- हास्य-व्यंग्य साहित्य का विकास क्रम
- हरिशंकर परसाई का व्यक्तित्व-कृतित्व
- एकलव्य ने गुरु को अंगूठा दिखाया व्यंग्य का कथ्य
- एकलव्य ने गुरु को अंगूठा दिखाया व्यंग्य की विशेषताएँ
- एकलव्य ने गुरु को अंगूठा दिखाया में व्यक्त व्यंग्य

**यूनिट:३**

- महादेवी वर्मा का व्यक्तित्व-कृतित्व
- रेखाचित्र साहित्य का विकास क्रम
- बिन्दा रेखाचित्र का कथानक
- बिन्दा रेखाचित्र की विशेषताएँ
- बिन्दा का पात्र-लेखन

**यूनिट:४**

- रिपोर्ताज साहित्य का विकास क्रम
- विष्णु प्रभाकर का व्यक्तित्व एवं कृतित्व
- जहाँ आकाश दिखाई नहीं देता का कथ्य
- जहाँ आकाश दिखाई नहीं देता रिपोर्ताज की विशेषताएँ

**संदर्भ ग्रंथ :**

- प्रेमचंद कालम का सिपाही : अमृतराय
- हरिशंकर परसाई का व्यंग्य साहित्य : कवित कुमार सिंह रायत
- कथा चिखर हरिशंकर परसाई : विजय गुप्त
- महादेवी वर्मा का गद्य साहित्य : डॉ. कल्याण गाय दास
- भारतीय साहित्य के निरन्तरा विष्णु प्रभाकर : प्रकाश चन्नु

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प्रयोजन मूलक हिन्दी  
UA4MAHIN03  
MAJOR-3

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**इकाई-१**

- मातृभाषा के रूप में हिन्दी
- अन्य भाषा के रूप में हिन्दी
- राजभाषा हिन्दी की संवैधानिक स्थिति
- बोलचाल की सामान्य हिन्दी
- कार्यालयी हिन्दी की उपयोगिता

**इकाई-२**

- प्रयोजनमूलक हिन्दी स्वरूप
- प्रयोजनमूलक हिन्दी व्यवहार क्षेत्र
- प्रयोजनमूलक हिन्दी के प्रमुख प्रकार
- व्यावसायिक हिन्दी का महत्व
- संचार माध्यम (आकाशवाणी, दूरदर्शन, वलचित्र)

**इकाई-३**

- भाषा व्यवहार
- टिप्पणी लेखन
- मसौदा लेखन
- सरकारी पत्राचार
- व्यावसायिक पत्र लेखन

**इकाई-४**

- अनुवाद के अर्थ एवं स्वरूप
- अनुवाद की प्रक्रिया
- अनुवाद के प्रकार-
- कार्यालयी अनुवाद
- वैज्ञानिक अनुवाद
- तकनीकी अनुवाद
- वाणिज्य अनुवाद
- हिन्दी में पारिभाषिक शब्द की प्रस्तुति

**संदर्भ ग्रंथ :**

- प्रयोजनमूलक हिन्दी और पत्रकारिता : डॉ. विमल अग्रवाल सिंह
- प्रयोजनमूलक हिन्दी : डॉ. सतीश कौर
- प्रयोजनमूलक हिन्दी : डॉ. राजनारायण भट्ट
- प्रयोजनमूलक हिन्दी के विविध रूप : डॉ. ललित सिंह

एन. एस. पटेल आर्ट्स (ऑटोनोमस) कॉलेज, आणंद  
बी. ए. सेम-४  
हिन्दी विभाग  
हिन्दी नाटक  
UA4MIHIN01  
MINOR

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**इकाई-१**

- भारतेन्दु हरिश्चंद्र का जीवन और कवन
- अंधेरी नगरी नाटक का कथ्य
- अंधेरी नगरी नाटक में व्यंग्य
- अंधेरी नगरी नाटक का शीर्षक

**इकाई-२**

- अंधेरी नगरी नाटक की समीक्षा
- अंधेरी नगरी नाटक की प्रमुख समस्याएँ
- अंधेरी नगरी नाटक की पात्र योजना
- अंधेरी नगरी नाटक का उद्देश्य

**इकाई-३**

- शंकर शेख का जीवन और कवन
- एक और द्रोणाचार्य नाटक का कथानक
- एक और द्रोणाचार्य नाटक में निरूपित व्यंग्य
- एक और द्रोणाचार्य का शीर्षक

**इकाई-४**

- एक और द्रोणाचार्य नाटक की समीक्षा
- एक और द्रोणाचार्य नाटक की प्रमुख समस्याएँ
- एक और द्रोणाचार्य नाटक की पात्रसृष्टि
- एक और द्रोणाचार्य नाटक का उद्देश्य

**संदर्भ ग्रंथ :**

- नाटक और संस्कृत : डॉ. विद्यरत्न शर्मा
- हिन्दी नाटक उद्भव और विकास : डॉ. इंदरलाल जोशी
- हिन्दी नाटक : कथन सिंह
- अंधेरी नगरी शोध और कृष्ण : शमशेर चौधरी
- एक और द्रोणाचार्य एक पुनर्जागरण : रमेश अग्रवाल
- नाटककार भारतेन्दु जी का परिचय : अशोक कुमार शर्मा
- भारतेन्दु हरिश्चंद्र का रचना संसार : एक पुनर्जागरण : डॉ. वीरेंद्र सिंह शर्मा
- महाकाव्यीन रंग चेतना और नाटककार शंकर शेख : डॉ. इरफान चौधरी
- शंकर शेख संपूर्ण साहित्य का अनुशीलन : डॉ. रामलाल शर्मा
- शंकर शेख नाटकों का संस्कृत अनुशीलन : डॉ. किरण शर्मा



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हिन्दी विभाग  
विज्ञापन : अवधारणा, निर्माण एवं प्रयोग  
UA4SEHIN01  
SKILL ENHANCEMENT

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**इकाई-१**

- विज्ञापन की अर्थ एवं अवधारणा
- विज्ञापन का महत्व
- विज्ञापन का उद्देश्य
- विज्ञापन के प्रकार/भेद

**इकाई-२**

- हिन्दी विज्ञापनों की विशेषताएँ
- विज्ञापन माध्यम के रूप में हिन्दी
- विज्ञापन के भाषा की विशेषताएँ
- विज्ञापन लेखन
- हिन्दी विज्ञापन की सीमाएँ

**संदर्भ ग्रंथ :**

- विज्ञापन तकनीक व सिद्धांत - जे.ए. सिंह पाठक
- विज्ञापन और हिंदी भाषा - डॉ. नरेन्द्र कुमार शर्मा
- हिंदी विज्ञापन संरचना और प्रभाव - डॉ. सुमित मोहन
- हिंदी विज्ञापनों का प्रस्ताव और - आशुतोष चर्चिया
- आधुनिक विज्ञापन - डॉ. प्रेमचंद पाठक

एन. एस. पटेल आर्ट्स (ऑटोनॉमस) कॉलेज, आणंद  
बी. ए. सेम-४  
हिन्दी विभाग  
भारतीय भक्ति परंपरा और मानव मूल्य  
UA4VAHIN01  
VALUE ADDED COURSE

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**इकाई-१**

- भक्ति अर्थ और अवधारणा
- भक्ति के विभिन्न भेद
- भक्ति के विभिन्न संप्रदाय और सिद्धांत
- भारत की सांस्कृतिक एकता और भक्ति
- मानव मूल्य और भक्ति

**इकाई-२**

- भारत के प्रमुख भक्त और उनके विचार
- १. मीराबाई
- २. तुलसीदास
- ३. कबीरदास
- ४. सूरदास
- ५. नरसिंह मेहता

**संदर्भ ग्रन्थ :**

- भक्ति आंदोलन और सूरदास का काव्य - वैवेक चरणदास
- भक्ति काव्य और हिंदी अलंकारा पुनर्मूल्यांकन - अट्टल
- अवध भक्ति - स्वामी अमृतानंद
- तुलसीदास का भक्ति योग - बंदायत सिंह
- मानव मूल्य और सद्गति - कबीर भाटरी
- सात कबीर का मानव धर्म - धर्मदत्त दास
- भक्तिमती मीराबाई जीवन और कवय - लालबहादूर सिंह बीकानेर
- नरसिंह मेहता, कैलाचराम का काव्य

एन. एस. पटेल आर्ट्स (ऑटोनोमस) कॉलेज, आणंद  
बी. ए. सेम-४  
हिन्दी विभाग  
आधुनिक काव्य और व्याकरण  
UA4AEHIN01  
ABILITY ENHANCEMENT

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पुस्तक : कवितायन-डॉ. भोलानाथ ठिकारी

इकाई-१

- मैथिलीशरण गुप्त - अन्य सात की माई
- सुर्यकान्त त्रिपाठी 'निराला' - विधवा
- सुमित्रानंदन पन्त - ताज
- नागार्जुन - कालिदास से
- धर्मवीर भारती - कविता की मौत
- दुष्यंत कुमार - गांधीजी के जन्म दिन पर

इकाई-२

- पल्लवन
- अनुवाद
- पारिभाषिक शब्दावली

संदर्भ ग्रन्थ :

- आधुनिक हिन्दी व्याकरण और रचना : डॉ. वासुदेवनंदन प्रसाद
- हिन्दी व्याकरण : पंडित कामता प्रसाद गुरु
- अनुवाद विज्ञान सिद्धांत और प्रयोग : डॉ. नगेन्द्र
- मैथिलीशरण गुप्त : विरान गुप्त
- कवि निराला : नंददुलारे वाजपेयी
- कविवर सुमित्रानंदन पन्त : डॉ. सुरेशचन्द्र गुप्त
- नागार्जुन काव्य में जनवादी चेतना : डॉ. ओमप्रकाश काण्डेय
- धर्मवीर भारती : डॉ. रश्मि शील
- दुष्यंत कुमार रचनावली : विजय बहादुर सिंह

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**DEPARTMENT OF Hindi**

**B.A. Semester-5<sup>th</sup> (HONOURS)**

**(CORE COURSE)**

**ब्रह्मीय एवं नन्दवर्षाधीन हिन्दी काव्य पाठ-1**

**(LASCHEKOT)**

सहाय पुस्तक :

- (1) ब्रह्मीयराजसमी – संपाठक - अन्वयार्थ इकायी प्रकाश द्विवेदी
- (2) कबीर – संपाठक - अन्वयार्थ इकायी प्रकाश द्विवेदी
- (3) 'ब्रह्मवर्षाधीन काव्य' – संपाठक - अन्वयार्थ गुरुकुल दुबई
- (4) ब्रह्मवर्षाधीन कविता – संपाठक - अन्वयार्थ विद्यापीठभारत दिल्ली

UNIT	COURSE	CREDIT
1	<b>ब्रह्मवर्षाधीन (ब्रह्मीयराजसमी)</b> <ul style="list-style-type: none"><li>• ब्रह्मवर्षाधीन का परिचय</li><li>• रामो काव्य द्वारा और 'ब्रह्मीयराजसमी'</li><li>• 'ब्रह्मीयराजसमी' की सामाजिकता-ऐतिहासिकता</li><li>• 'ब्रह्मीयराजसमी' का महाकाव्यत्व</li><li>• ब्रह्मवर्षाधीन काव्य का काव्य सौन्दर्य</li></ul>	
2	<b>कबीर</b> <ul style="list-style-type: none"><li>• कबीर का व्यक्तित्व एवं कुतिल्व</li><li>• कबीर के काव्य में मानवतावाद</li><li>• कबीर की भक्ति साधना</li><li>• कबीर की दार्शनिकता</li><li>• कबीर का समाज सुधारक स्वरूप</li></ul>	

3	<b>मुरदास</b> <ul style="list-style-type: none"> <li>• मुरदास का व्यक्तित्व एवं बुद्धि</li> <li>• "अमरगीत सार" का काव्य</li> <li>• "अमरगीत सार" की काव्यगत विशेषताएँ</li> <li>• "अमरगीत सार" में विशेष शृंगार का वर्णन</li> <li>• अमरगीत परंपरा में मूर के अमरगीत का स्थान एवं महत्व</li> </ul>	
4	<b>धनानंद</b> <ul style="list-style-type: none"> <li>• रीतिभूत स्वच्छंद काव्यशास्त्र में धनानंद का स्थान</li> <li>• धनानंद की प्रेमानुभूति</li> <li>• धनानंद के काव्य का अनुभूति पक्ष</li> <li>• धनानंद के काव्य का अभिव्यक्ति पक्ष</li> </ul>	

**संदर्भ ग्रंथ :**

- कबीर - आचार्य हजारी प्रसाद द्विवेदी
- कबीर गुरु नई दृष्टि - डॉ. मधुसूदन
- मूर साहित्य - आचार्य हजारी प्रसाद द्विवेदी
- कबीर - लेखक सति कुमार शर्मा
- कबीर संभारणी - डॉ. स्वामसुंदर दास
- मुरदास - आचार्य रामचंद्र शुक्ल

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*DEPARTMENT OF Hindi*

*B.A. Semester-5<sup>th</sup> (HONOURS)*

*(CORE COURSE)*

भारतीय वाक्यशास्त्र

(UASCHINS02)

UNIT	COURSE	CREDIT
१	<ul style="list-style-type: none"><li>• भारतीय वाक्यशास्त्र का इतिहास-संक्षिप्त परिचय</li><li>• वाक्य के अंग</li><li>• वाक्य द्वन्द्व</li><li>• वाक्य प्रयोग</li><li>• वाक्य के प्रकार</li><li>• वाक्य रूप-रंग</li></ul>	
२	<ul style="list-style-type: none"><li>• वाच्य अर्थ (अभिधा, लक्षणा, व्यञ्जना)</li><li>• वाक्य संघटन का सामान्य परिचय</li><li>• अव्यय (अर्थ-परिचय, वाक्य में अव्यय का महत्व, अव्यय के प्रमुख प्रकार)</li><li>• कृत का सामान्य परिचय और प्रकार</li></ul>	
३	<ul style="list-style-type: none"><li>• रस संघटन (रस की अवधारणा, रस विधिति, साधारणीकरण)</li><li>• गीति संघटन (गीति की अवधारणा, गीति संघटन की प्रमुख भागभागी, गीति के प्रमुख भेद)</li><li>• छान्दि संघटन (छान्दि का महत्व, छान्दि के प्रमुख भेद)</li><li>• वक्रोक्ति संघटन (वक्रोक्ति की अवधारणा, वक्रोक्ति के भेद)</li></ul>	

४	<b>हिंदी आलोचक</b> • आचार्य रामचंद्र शुक्ल • आचार्य नंदधरारे काजरीवी • डॉ. शिवकुमार मिश्र	
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**संदर्भ ग्रंथ :**

- भारतीय काव्यशास्त्र एवं पाश्चात्य काव्य साहित्य-विशेष - डॉ. सभाषनि मिश्र
- भारतीय एवं पाश्चात्य काव्यशास्त्र - डॉ. देवराज भारती
- पाश्चात्य काव्यशास्त्र के सिद्धांत - डॉ. सातिश्वरान गुप्त
- पाश्चात्य काव्यशास्त्र सिद्धांत और वाद- डॉ. मोहन
- मार्क्सवादी साहित्य विमल - डॉ. शिवकुमार मिश्र
- पाश्चात्य काव्यशास्त्र इतिहास, सिद्धांत और वाद - अनीश्वर मिश्र
- भारतीय एवं पाश्चात्य काव्यशास्त्र - डॉ. कुलमी पटेल
- समीक्षाएण - डॉ. पारुषान्त देसाई
- मार्क्सवादी नितक शिवकुमार मिश्र - अणुभाई ज्ञाना

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*B.A. Semester-IV (HONOURS)*

*(CORE COURSE)*

*हिन्दी की साहित्यिक परम्परा*

*(LITERATURE)*

UNIT	COURSE	CREDIT
1	साहित्यिक परम्परा • साहित्यिक परम्परा का अर्थ • साहित्यिक परम्परा की अवधारणा • साहित्यिक परम्परा का महत्व	
2	• कार्लोडुवनीन साहित्यिक परम्परा : परिचय और प्रवृत्तियाँ • डिवेदीदुनीन साहित्यिक परम्परा : परिचय और प्रवृत्तियाँ • प्रेमचन्ददुनीन साहित्यिक परम्परा : परिचय और प्रवृत्तियाँ	
3	• आशाबाददुनीन साहित्यिक परम्परा : परिचय और प्रवृत्तियाँ • स्वतन्त्रभारत साहित्यिक परम्परा : परिचय और प्रवृत्तियाँ • समकालीन साहित्यिक परम्परा : परिचय और प्रवृत्तियाँ	
4	• साहित्यिक परम्परा में अनुवाद की भूमिका • महाकृतों पर परिकल्पना : - हिन्दी कबीर - भारत मित्र - सरस्वती - प्रताप - कर्मवीर - विद्यालोक - उम - जनमन्दा	



### संदर्भ ग्रंथ :

- चौद गुरु ब्रह्मण्ड संका - प्रो. अंशुकिशोर मिश्रा
- स्वातंत्र्योत्तर हिंदी के विकास के दो काल - श्रीमती मणि प्रसाद
- हिन्दी पत्रकारिता का इतिहास - के. प्रसाद वैदिक
- हिन्दी साहित्य का इतिहास - डॉ. रामचंद्र गुप्त हिन्दी साहित्य का इतिहास- डॉ. नरेश
- हिन्दी पत्रकारिता का इतिहास - जनदीप प्रसाद अनुपम
- हिन्दी पत्रकारिता - कृष्ण मिश्रा सिध

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**(AUTONOMOUS)**

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**B.A. Semester-5<sup>th</sup> (HONOURS)**

**(CORE COURSE)**

**प्रेमचंद का कथा-साहित्य**

**(UASEHIN502)**

**पाठ्य पुस्तक :**

(1) निर्मला (उपन्यास) – मुंशी प्रेमचंद

(2) प्रेमचंद की चयनित कहानियाँ – आनन्दराज वास – 1-1 – मुंशी प्रेमचंद

UNIT	COURSE	CREDIT
1	<ul style="list-style-type: none"><li>• मुंशी प्रेमचंद का व्यक्तित्व एवं कुशल</li><li>• नारी विचारों और प्रेमचंद</li></ul> <b>निर्मला (उपन्यास)</b> <ul style="list-style-type: none"><li>• निर्मला उपन्यास का कथानक</li><li>• निर्मला उपन्यास का सूत्रांकन</li><li>• निर्मला उपन्यास की संवाद शैली</li><li>• निर्मला उपन्यास के प्रमुख स्त्री-पात्र</li></ul>	
2	<ul style="list-style-type: none"><li>• निर्मला उपन्यास की आत्मशिक्षण</li><li>• निर्मला उपन्यास की समस्याएँ</li><li>• निर्मला उपन्यास के प्रमुख पुरुष पात्र</li><li>• निर्मला उपन्यास की भाषा शैली</li></ul>	
3	<b>मुंशी प्रेमचंद की चयनित कहानियाँ</b> <ul style="list-style-type: none"><li>• सद्गति (कहानी का कथ्य एवं सांख्यिक समीक्षा)</li><li>• ईशवाह (कहानी का कथ्य एवं सांख्यिक समीक्षा)</li><li>• हाकुर का कुर्छी (कहानी का कथ्य एवं सांख्यिक समीक्षा)</li></ul>	

	<ul style="list-style-type: none"> <li>• दो बेटों की कथा (कहानी का कथ्य एवं तात्त्विक समीक्षा)</li> <li>• सवा सेर नेहूँ (कहानी का कथ्य एवं तात्त्विक समीक्षा)</li> <li>• बड़े घर की बेटी (कहानी का कथ्य एवं तात्त्विक समीक्षा)</li> </ul>	
४	<p><b>'कर्मभूमि'-मुंजी ऐमचंद</b></p> <ul style="list-style-type: none"> <li>• 'कर्मभूमि' उपन्यास का कथानक</li> <li>• 'कर्मभूमि' उपन्यास पात्र एवं संवाद</li> <li>• 'कर्मभूमि' उपन्यास की भाषा-शैली</li> <li>• 'कर्मभूमि' उपन्यास का संदेश</li> <li>• 'कर्मभूमि' उपन्यास में सामाजिक समस्याएँ</li> </ul>	

**संदर्भ ग्रंथ :**

- ऐमचंद की तंतुन कहानियाँ - वासुदेवदास शर्मा- १-१- मुंजी ऐमचंद
- ऐमचंद की लोकप्रिय कहानियाँ : मुंजी ऐमचंद
- ऐमचंद का कहानी दर्शन : कमल किशोर चौधरी
- ऐमचंद की सर्वश्रेष्ठ कहानियाँ : मुंजी ऐमचंद

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**(CORE COURSE)**

**सहीन एवं सख्तवादी हिन्दी काव्य काव्य-२**

**(SASCHINDI)**

सहाय्य पुस्तक :

- (1) विद्यापति पद्यावली – संपादक - रामकृष्ण बेदीपुरी
- (2) 'कवितावली' – बोलबाली तुलसीदास
- (3) बीरांबाई की पद्यावली – संपादक - डॉ. वासुदेव चतुर्वेदी
- (4) विद्यापी रसाकर – संपादक - जगन्नाथदास रसाकर

UNIT	COURSE	CREDIT
१	<b>विद्यापति</b> <ul style="list-style-type: none"><li>• विद्यापति का व्यक्तिगत एवं साहित्यिक परिचय</li><li>• विद्यापति की कविता रचना</li><li>• विद्यापति का काव्य मौल्य</li><li>• विद्यापति का संसार दर्शन</li></ul>	
२	<b>तुलसीदास</b> <ul style="list-style-type: none"><li>• तुलसीदास का व्यक्तिगत एवं कुलित</li><li>• 'कवितावली' का बचानम</li><li>• 'कवितावली' का काव्य मूल्य</li><li>• 'कवितावली' की काव्यगत विशेषताएँ</li><li>• 'कवितावली' की पात्र मूर्ति</li></ul>	

३	<b>मीराबाई</b> <ul style="list-style-type: none"> <li>• मीराबाई का व्यक्तित्व एवं कृतित्व</li> <li>• मीराबाई की भक्ति साधना</li> <li>• मीराबाई के काल में वेम व्यंजना</li> <li>• मीराबाई का काव्य मीरार्प</li> </ul>	
४	<b>बिहारी</b> <ul style="list-style-type: none"> <li>• बिहारी का व्यक्तित्व एवं कृतित्व</li> <li>• बिहारी का सुंदर वर्णन</li> <li>• बिहारी की बहुलता एवं काव्यगत विशेषताएँ</li> <li>• बिहारी की भाषा शैली</li> </ul>	

**संदर्भ ग्रंथ :**

- हिन्दी के कवि कवि विद्यापति एवं अन्य निबंध - मानसाला राय
- विद्यापति का मीरार्प बंध - डॉ. राममनन साहोब
- विद्यापति की रचनाएं - डॉ. अमरनाथ झा
- तुलसीदास और उनका युग - राजशक्ति दीक्षित
- मीरा संभावनी - डॉ. कल्याणमिहिर लेखाधन
- मीराबाई: प्रासांगिक जीवन एवं मूल कदावनी - इबेन्दकुमार मिहल
- प्रसिद्धि मीराबाई जीवन और काव्य - डॉ. नानकदादुर सिंह
- बिहारी काल - डॉ. राजेश्वरप्रसाद मनुबेदी
- बिहारी काल - मधुकर अग्रवाल

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**B.A. Semester-IV (HONOURS)**

**(CORE COURSE)**

**साधना कालशास्त्र**

**(UASCHIN602)**

UNIT	COURSE	CREDIT
1	<b>साधना कालशास्त्र का सामान्य परिचय</b> <b>प्लेटो</b> <ul style="list-style-type: none"><li>• अनुकरण सिद्धांत</li><li>• काल्य प्रयोजन</li><li>• काल्य उद्देश्य</li><li>• काल्य की प्रेरणा</li></ul> <b>ब्रह्मू</b> <ul style="list-style-type: none"><li>• अनुकरण सिद्धांत</li><li>• सामाजी विवेचन</li></ul>	
2	<b>सौत्राइनय</b> <ul style="list-style-type: none"><li>• उदात्त सिद्धांत</li></ul> <b>विश्वियम बईसबई</b> <ul style="list-style-type: none"><li>• काल्य की जबाबदारया (विवेचनमारी)</li><li>• बाल्यभारया सिद्धांत</li></ul>	
3	<b>डी. एन. इलियट</b> <ul style="list-style-type: none"><li>• निर्वैचनिकता का सिद्धांत</li><li>• काल्य की जबाबदारया</li></ul> <b>आई. ए. रिचर्ड्स</b> <ul style="list-style-type: none"><li>• मूल्य सिद्धांत</li></ul>	

	<ul style="list-style-type: none"> <li>• सम्प्रदाय सिद्धान्त</li> </ul>	
४	<p>सिद्धान्त और बाद / समीक्षा और विचार</p> <ul style="list-style-type: none"> <li>• स्वच्छन्दतावाद</li> <li>• स्वार्थवाद</li> <li>• आर्थवाद</li> <li>• तुल्य-अधुनिकतावाद</li> <li>• मिथक और कैंटनी</li> <li>• प्रतीक और विषय</li> <li>• मार्क्सवादी समीक्षा</li> <li>• काल में लक्ष्य, विषय, सुंदरम</li> </ul>	

**संदर्भ ग्रंथ :**

- भारतीय काव्यशास्त्र एवं पाश्चात्य काव्य साहित्य- विनय - डॉ. मध्यावती मिश्र
- भारतीय एवं पाश्चात्य काव्यशास्त्र - डॉ. केवराज झाड़ी
- पाश्चात्य काव्यशास्त्र के सिद्धान्त - डॉ. भानुप्रकाश शुभ
- पाश्चात्य काव्यशास्त्र सिद्धान्त और बाद - डॉ. नरेन्द्र
- मार्क्सवादी साहित्य विनय - डॉ. विषकुमार मिश्र
- पाश्चात्य काव्यशास्त्र इतिहास, सिद्धान्त और बाद - धर्मेन्द्र मिश्र
- भारतीय एवं पाश्चात्य काव्यशास्त्र - डॉ. तुलसी शर्मा
- आलोचक और आलोचना - डॉ. बन्धु मिश्र
- पाश्चात्य काव्यशास्त्र का इतिहास - डॉ. रामचन्द्रावत झाड़ी

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*B.A. Semester-IV (HONOURS)*

*(CORE COURSE)*

*लोक-साहित्य*

*(UASCHIN603)*

UNIT	COURSE	CREDIT
1	<ul style="list-style-type: none"><li>• लोक साहित्य : अर्थ, परिभाषा एवं विशेषताएँ (स्वरूप-विशेषण)</li><li>• लोक साहित्य के अध्ययन की समस्याएँ</li><li>• लोककाली : अर्थ, परिभाषा एवं विशेषताएँ (स्वरूप-विशेषण)</li><li>• लोक संस्कृति की अवधारणा</li><li>• लोक संस्कृति और साहित्य</li></ul>	
2	<ul style="list-style-type: none"><li>• भारत में लोक साहित्य के अध्ययन का इतिहास</li><li>• लोक साहित्य का अन्य सामाजिक विज्ञानों में संबंध</li><li>• लोक गीत : अर्थ, परिभाषा एवं विशेषताएँ (स्वरूप-विशेषण)</li><li>• लोक गीत के प्रमुख प्रकार : सेन्टारगीत, झारगीत, भरमगीत, झलुगीत, झरिगीत, लोहार गीत</li></ul>	
3	<ul style="list-style-type: none"><li>• लोकनाटक: अर्थ, परिभाषा एवं विशेषताएँ (स्वरूप-विशेषण)</li><li>• लोकनाटक : रामलीला, रामलीला, कीर्तनियाँ, म्वाँल, विदेमिया, भाँज, रामला, लोटेकी, भवाई</li><li>• लोकनाचा : अर्थ, परिभाषा एवं विशेषताएँ (स्वरूप-विशेषण)</li><li>• लोकनाचा: डोवा बाण, अरुपरी और लोपीकंड</li></ul>	
4	<ul style="list-style-type: none"><li>• लोककथा : जनकथा, परीकथा, राम कथा,</li><li>• लोकसाहित्य में प्रमुख कथानक कथियाँ</li></ul>	



	<ul style="list-style-type: none"> <li>• लोकशापा : लोकोत्थिनी, मुद्राचरे, तंतिरिणी</li> <li>• लोकनृत्य एवं लोकसंगीत</li> </ul>	
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**संदर्भ ग्रंथ :**

- लोक साहित्य विज्ञान – डॉ. मल्लिक
- लोक साहित्य: सिद्धांत और प्रयोग – डॉ. श्रीराम शर्मा
- लोक साहित्य और संस्कृति – विनोद प्रसाद
- भारत में लोक साहित्य – डॉ. कुलदेव उपाध्याय
- लोक साहित्य – डॉ. इन्दु पाठक
- आधुनिक हिन्दी साहित्य में लोकशास्त्री का प्रभाव – डॉ. वीणा शर्मा
- लोकशास्त्र परम्परा और प्रकृति – डॉ. महिन्द्र बालाकल
- लोक साहित्य एवं संस्कृति – डॉ. वीरेंद्र पाठक
- लोक साहित्य की भूमिका – कुलदेव उपाध्याय
- प्रतिनिधि भारतीय लोकगीत संग्रह – डॉ. महेशमोहन शर्मा
- लोकगीत : स्वरूप एवं प्रकार – डॉ. इलमूख परमार
- लोकसाहित्य – डॉ. इलमूख परमार

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(CORE COURSE)

शोधकार्य

(UASHIN804)

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विशेष अध्ययन एवं शोध-अनुसंधान हेतु निर्धारित विषय  
(प्रत्येक विद्यार्थी द्वारा किसी एक खंड में से किसी एक विषय का चयन)

खंड (अ)

शोध : स्वरूप, प्रकार एवं प्रक्रिया

1. शोध (अनुसंधान) का स्वरूप
2. शोध के प्रकार
3. शोध हेतु विषय चयन
4. शोधकार्य की स्तरीयता
5. शोधकार्य का विभाजन
6. अदर्श शोधकार्य के रूप
7. शोध में उद्धरणों का प्रयोग तथा उनका संदर्भ उल्लेख

खंड (ब)

पूर्व आधुनिक हिन्दी साहित्य

1. आदिवासी हिन्दी काल की प्रमुख प्रवृत्तियाँ
2. अमीर खुसरो के साहित्यिक योगदान का मूल्यांकन
3. मिर्ज़ा साध और जैन कवियों का साहित्यिक परिचय
4. आदिकाल का वीरगाथात्मक साहित्य
5. आदिकालीन हिन्दी साहित्य के विविध कालखण्डों का अध्ययन

6. आदिकालीन हिन्दी साहित्य में आभास ईरिष्य
7. मध्यकालीन संत कवियों की काव्यगत विशेषताएँ
8. कबीर का समाज दर्शन
9. कबीर की भक्ति भावना
10. रामभक्ति आन्धा के प्रमुख कवि मुन्शीदाम का कव्य संसार
11. प्रेमदासी मुन्शीदास का परिचय
12. अष्टादश के कवि
13. नूरुद्दीन का वास्तव्य दर्शन
14. ली कियर्स के परिचय में बीरान्दाई का जीवन तथा उनके काव्य का अध्ययन
15. ऐतिहास की परिस्थितियाँ एवं प्रकृतियाँ
16. बीरान्दा के कवि भूषण : एक अध्ययन

#### खंड (घ)

#### आधुनिक हिन्दी साहित्य

1. हिन्दी कव्य की विकासवादा
2. भारतीयदुर्गम साहित्यिक प्रकृतियाँ
3. भारतीय कृत 'अंधेर नगरी' नाटक की साहित्यिक समीक्षा
4. प्रेमचंद के साहित्य की प्रामाणिकता
5. आभासवादी कवियों का कव्य साहित्य
6. 'पत्नीधरा' तथा 'आकेन' के अन्तर्गत पर मैथिलीअन्तर्गत मूल की नारी याकन
7. 'क्या भूलूँ क्या याद करूँ' आत्मकथा का अध्ययन
8. उपनिषद् और सामाजिक का काव्य
9. सुमित्र के काव्य में सांभारिक धाराएँ
10. गहन सांस्कृतिक का काव्य साहित्य
11. मोहन राकेश के नाटकों का वैशिष्ट्य
12. 'एक और प्रेमदासी' नाटक का अध्ययन
13. 'भुवनवती' उपन्यास में ऐतिहासिकता
14. 'अकरी' नाटक की समीक्षा
15. प. जगदीशदास द्विधेदी का निबंध साहित्य

16. राजेन्द्र यादव की कहानियों में सामाजिक सरोकार
17. 'राबरबारी' उपन्यास की संवेदना एवं शिल्प
18. आधुनिक उपन्यास और 'मेरा आँसू' : एक अनुशीलन
19. हिन्दी की प्रमुख महिला कथा लेखिकाओं के लेखन का विहंगावलोकन
20. पौराणिक उपन्यास की विधाकला और 'सैर' बोटुनी के उपन्यास : एक अनुशीलन
21. 'आपका बही' में सामाजिक चेतना
22. भीष्म साहनी के कथा साहित्य में मानव जीवन की समस्याओं का निरूपण
23. बुधवारवाड़ा और दशमवीं सदी का हिन्दी साहित्य : एक अनुशीलन
24. हिन्दी का प्रभासी साहित्य : एक सर्वप्रथमक अध्ययन

#### अध्यास (घ)

##### हिन्दी भाषा

1. हिन्दी का उद्भव और विकास
2. हिन्दी की उपभाषाओं एवं बोधियों का परिचय
3. आधुनिक काल के पूर्व बड़ी बोली का विकास
4. हिन्दी शब्द रचना [निर्माण] की विविध युक्तियाँ
5. हिन्दी के विविध रूप
6. राजभाषा हिन्दी की प्रकृति
7. समकालीन हिन्दी का स्वरूप एवं प्रचार-प्रसार
8. हिन्दी के विकास में अलग-अलग साधकों की भूमिका
9. कम्प्यूटर और हिन्दी प्रयोग

#### अध्यास (ङ)

##### साहित्यशास्त्र तथा आलोचना

1. हिन्दी साहित्यशास्त्रीय विचार
2. प्लेटो और अरस्तु की अनुकरण संबंधी मान्यताओं का तुलनात्मक अध्ययन
3. शुक्लपुराण हिन्दी आलोचना का स्वरूप
4. मध्यकालीन हिन्दी मरीछिका की विविध प्रकृतियाँ
5. साहित्य और समाज के पारस्परिक संबंधों की परीक्षा

**बन्ध (घ)**  
**लोक भाहित्य**

1. लोकभाहित्य और लिखित भाहित्य : संबंध एवं अंतर
2. 'भवाई' लोकनाट्य का प्रस्तुति पद्धति
3. हिन्दी लोकभाहित्य के पाश्चात्य आधेता
4. हिन्दी लोक भाहित्य के आरणीय आधेता
5. लोकगीती का साम्यताशील अध्ययन
6. हिन्दी लोकभाहित्य में राष्ट्रीय भावना

**(NEP) B.A. Sociology: LOCF Curriculum 2023-2024**  
**LIST OF COURSE**

<b>Subject : FYBA Sociology</b>	<b>Semester I</b>	<b>Credit</b>	<b>Semester II</b>	<b>Credit</b>
Discipline Specific Courses-Core	Introduction to Sociology-I	4	Introduction to Sociology-II	4
Discipline Specific Courses-Core	Sociology of India - I	4	Sociology of India - II	4
Minor	Sociology of India - I	4	Sociology of India - II	4
Multidisciplinary Courses	Family Welfare -I	4	Family Welfare -II	4
Skill Enhancement Courses Internship/Dissertation	Human rights -I	2	Human rights -II	2
Common Value-Added Courses	Health and Wellness-I	2	Environmental studies-I	2

**B.A. (Honors) Sociology: LOCF Curriculum 2021-2024**  
**LIST OF COURSE**

<b>Discipline Specific Core Courses</b>	<b>Generic Elective Courses</b>
<b>SY Semester III</b>	
	<b>Discipline Specific Elective Courses</b>
Political Sociology OR (Optional) Theory and perspective of social problems	Political Sociology OR (Optional) Theory and perspective of social problems
Sociology of Religion	
Sociology of Gender	
<b>SY Semester IV</b>	
Economic Sociology OR (Optional) Social Issues and Challenges	Economic Sociology OR (Optional) Social Issues and Challenges
Sociology of Kinship	
Social stratification	
<b>TY Semester V</b>	
Sociological thinkers-I	Urban sociology
Sociological research methods-I	Social psychology -I
<b>TY Semester VI</b>	
Sociological thinkers-II	Social psychology -II
Sociological research methods-II	Dissertation \ Project

Semester – III

B.A.

(Honors)

Sociology

(Effect from 2022-23)

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Third Year B.A. Semester - III  
Effect from Year 2022-2023

(Optional) Paper Title: Theory and Perspective of Social Problems (UAJCSOC301)

**Objectives:**

- To aware the students with the concept of social problems and theoretical approaches.
- To aware the students about importance of the study of social problems of the society.

**Outcome:**

- The students will prepared to understand various social problems concern with society.  
The students will aware about importance of the study of social problems of the Society.

**COURSE CONTENT**

Course Content			
Unit	Title	Teaching Duration/Weeks	Weightage (%)
1	An Introduction To Social Problem	1 - 3	20%
2	Approaches to the study of social problems	4 - 5	20%
3	Importance of the study of social problems	6 - 9	20%
4	Social conformity and social deviation	10 - 12	20%
5	Problems of Drug Addiction	13 - 14	20%

**Reference books:**

- 1) Social problems in India: Ram Ahuja — Rawat Publication, Jaipur.
- 2) Aprodishastar: Ram Ahuja, Mukesh Ahuja - Rawat Publication, Jaipur.
- 3) Sociology of Deviant behaviour vol: Clifford M B -- Research and Winton INC, New York.
- 4) Social theory and social structure: The free press, New York.
- 5) Samajik Vighatan: Sharma Ramnath aur Sharma Rajenderu kumar - Atlantic Publication, New Delhi.



(c) **Samagik Samasya:** Harshida Dave, University granthnirman board, Ahmedabad, Gujarat b.

**Audio Visual Material:**

Salam Bombay

Udara Punjab

**Teaching Learning Process:**

- a. The course is primarily a lecture course with a healthy dose of discussion based on the readings listed. Students are expected to read the required material each week and come prepared for discussion in class.
- b. The instructor will draw attention to details that are likely to be missed by the students and encourage them to expand the area of application of themes, concepts and issues covered by the course.
- c. Interactive classroom sessions are designed to help students develop group skills including listening, brainstorming, communicating and negotiating with peers.
- d. Teaching based on the syllabus will be supplemented with audio-visual resources, field visits and other contemporary media.

**Assessment Methods:**

1. Internal assesment through regular assignments and class test
2. Project assesment through field work, writing report and presentation
3. Final end term assesment through external examination

**Key Words:**

Social Problem, Inequalities, Devianlcon Social Conformity, Asamir,

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Second Year B.A. Semester - III  
Effect from Year 2022-2023  
Paper Title: Sociology of Religion  
(UA3CSOC302)**

**COURSE OBJECTIVE**

1. This course exposes students to the distinctiveness of the sociological approach to the study of religion.
2. The individual and the group encounter religion and/or religious phenomenon in myriad ways be it through custom, ritual, beliefs or other practices. Students will be familiarized with the basic theoretical and methodological perspectives on the study of religion and also exposed to ethnographic texts on various aspects of religious phenomenon.
3. The last section of the course touches upon some aspects of religion in contemporary times such as secularization and multiculturalism.

**COURSE LEARNING OUTCOMES:**

1. Students will be acquainted with representative texts that symbolize the development of knowledge in the field of Sociology of Religion. They will be able to identify different theories, approaches and concepts that make up the study of religion, distinguish between them and also use terms specific to the field in specific context.
2. Students will be able to make a link between texts and paraphrase their arguments and use these to communicate their ideas in research papers, projects and presentations.
3. By encompassing contemporary developments the course enables students to think about linkages between religion and society at various levels.

**COURSE CONTENT**

Course Content			
Unit	Title	Teaching Duration/Weeks	Weightage (%)
1	Religion and Sociology.	1 - 3	20%
2	Elements of Religion and Types of Religion.	4 - 5	20%
3	Theorizing Religion and Society.	6 - 9	20%
4	Religions of India.	10 - 11	20%
5	Religion and related Aspects.	12 - 14	20%

**References:**

Srinivas, M. N. 1952. *Religion and Society among the Castes of South India*.  
Clarendon: Oxford, pp100-122.

Emile Durkheim. 1995. *The Elementary Forms of Religious Life*. Translated by Karen E. Fields. New York: The Free Press. Book three, pp. 303-412.

Malinowski, Bronislaw. 1948. *Magic, Science and Religion and Other Essays*. Selected and with an introduction by Robert Redfield. Boston: The Free Press, pp. 119-124.

Hertz, Robert. 1973 (1909). "The Pre-eminence of the Right Hand." In *Right and Left: Essays on Dual Symbolic Classification*, edited by R. Needham. Chicago: University of Chicago Press, pp. 3-10, 13-14, 16-17, 19-21.

Beville, Andre 2002. "Religion as a Subject for Sociology", in *Sociology Essays on Religion and Method*. New Delhi: Oxford University Press. pp 184-2

Durkheim, mile. 1995. *The Elementary Forms of Religious Life*. Translated by Karen E. Fields. New York: The Free Press. Book one and Conclusion, pp. 21-44, 303-412, 418- 448.

Evans-Pritchard, E. E. 1963 (1940). "Time and Space." In *The Nuer*. Oxford: Clarendon Press, pp. 94-98, 100-108.

Hertz, Robert. 1973 (1909). "The Pre-eminence of the Right Hand." In *Right and Left: Essays on Dual Symbolic Classification*, edited by R. Needham. Chicago: University of Chicago Press, pp. 3-10, 13-14, 16-17, 19-21.

Malinowski, Bronislaw. 1948. *Magic, Science and Religion and Other Essays*. Selected, and with an introduction by Robert Redfield. Boston: The Free Press, pp. 37-50, pp. 119-124.

Mars, Karl. 2008/9 [1843] . "On the Jewish Question" in *Deutsch-Französische Jahrbücher*. Proofed and Corrected: by Andy Blunden, Matthew Grant and Matthew Carnady. www.marxists.org

Smith, Donald, E. 1963. *Judaism as a Secular State* Princeton University Press, Princeton. Pp.1-46.

Smith, Jonathan Z. 1998. "Religion, Religions, Religious." *Critical terms for religious studies* pp. 269-284.

Srinivas, M. N. 1952. *Religion and Society among the Coorgs of South India*. Clarendon : Oxford, pp100-122.

Tambiah, Stanley Jeyaraja. 1990. *Magic, Science, Religion and the Scope of Rationality*. Cambridge: Cambridge University Press, pp. 1-41.

#### TEACHING LEARNING PROCESS

- a. The course is primarily a lecture course with a healthy dose of discussion based on the readings listed. Students are expected to read the required material each week and come prepared for discussion in class.
- b. The instructor will draw attention to details that are likely to be missed by the students and encourage them to expand the area of application of themes, concepts and issues covered by the course.
- c. Interactive classroom sessions are designed to help students develop group skills including

litering, brainstorming, communicating and negotiating with peers.

- d. Teaching based on the syllabus will be supplemented with audio-visual resources, field visits and other contemporary media.

#### **ASSESSMENT METHODS**

Assessment will be in the form of written assignments, experience papers, projects and presentations.

#### **KEY WORDS**

Religion, sociology of religion, church, sacred, profane, belief, ritual, religion and socialstructure, Protestant Ethic, magic, myth, rationality, secular, secularization.

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Effect from Year 2022-2023  
Paper Title: Sociology of Gender  
(UA3CSOC303)**

**Course Objective:**

The course introduces gender as a critical sociological lens of enquiry in relation to various social fields. It also interrogates the categories of gender, sex, and sexuality.

**Course Learning Outcomes:**

1. An understanding of concepts such as sex and gender by problematising common-sensical notions of gender.
2. Raising key issues of power and subordination within the purview of gender and the need for and solutions resorted to as measures to initiate change through gender-based movements.
3. Understanding issues relating to gender both at a national and global level.
4. Places gender in juxtaposition with other forms of stratification and identity such as caste, class, family and work.

**COURSE CONTENT**

Course Content			
Unit	Title	Teaching Duration/Weeks	Weightage (%)
1.	Gendering Sociology	1 - 3	20%
2.	Gender, Power and Resistance. Introduction	4 - 5	20%
3.	Gender, Differences and Inequalities.	6 - 9	20%
4.	Women problems in Modern India.	10 - 12	20%
5.	Women and Development.	13 - 14	20%

## References:

### a) Books

Barnett, Michele. (1980). *Women's Oppression Today*. London. Verso.

Beauvoir, S. de (1942). *The Second Sex*. trans. H.M. Parshley. Harmondsworth, Penguin.

Butler, Judith. (1990). *Gender Trouble: Feminism and the Subversion of Identity*. New York. Routledge.

Connell, R. W. (1987) *Gender and Power*. Cambridge. Polity.

Delphy, Christine and Diana Leonard. (1992). *Familiar Exploitation: A New Analysis of Marriage in Contemporary Western Societies*. Cambridge. Polity.

Lerner Gerda. 1988. *The Creation of Patriarchy: The Origins of Women's Subordination*. *Women and History, Volume 1*. USA. OUP.

Sangari, Kumkum. and Sudesh Vaid, (ed). 1989. *Recasting Women: Essays in Colonial History*. India. Kali for Women/ Zuban Books

Mead, Margret. (1935). *Sex and Temperament in Three Primitive Societies*. London. Routledge.

Mohanty, Chandra Talpade, Ann Russo and Lourdes Torres. (1991). *Third World Women and the Politics of Feminism*. Bloomington. Indiana University Press.

Newton, Esther. (2000). *Margret Mead Made Me Say: Personal Essays, Public Ideas*. London. Duke University Press.

Oakley, Ann. (1972). *Sex, Gender and Society*. London. Temple Smith.

### b. Audio Visual Material:

'Daf', Shoaib

'Mansoor' Fiaz

Deepa Mehra

'The Danish Girl', Tom Hooper

'Born into Brothels', Zana Briski, Ross Kauffman

'Period. End of Sentence', Rayka Zehtabchi

**Teaching Learning Process:**

This paper would enable to students to understand how gender relations inflect our experience and realities. This would enable them to identify problematic links which perpetuates gender inequality and justice.

Students are introduced to the concept of gender as a social structure thereby not limiting gender injustice to individual events and agents but part of a systematic process.

The students will be engaging with different types of texts and documents which represent various subjectivities within several contexts like caste, class and race, thus promoting a gender just perspective which is objective and open to multicultural realities and concepts

**Assessment Methods:**

Assessment for this paper would be in the form of tests, written assignments, projects reports and presentations and field-work oriented tasks.

**Key Words:**

Sex and gender, sexuality, inequalities, power, subordination, social construction of masculinity and femininity, resistance, movements, family, caste, class, work.

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**Third Year B.A. Semester - IV**  
**Effect from Year 2022-2023**

Paper Title: **Social Issues and Challenges – UAC/SOC/3/ UAH/SOC/3/201**

Course Content			
Unit	Description	Teaching Duration/Weeks	Weightage (%)
1	<b>1.1 Child Labour</b> <ul style="list-style-type: none"> <li>➤ Meaning</li> <li>➤ Causes</li> <li>➤ Remedies</li> </ul> <b>1.2 AIDS as a social Problem</b> <ul style="list-style-type: none"> <li>➤ Meaning of AIDS</li> <li>➤ Concept of AIDS</li> <li>➤ Characteristics of AIDS</li> <li>➤ AIDS in India</li> <li>➤ Causes of AIDS</li> <li>➤ Effect of the problem of AIDS</li> <li>➤ Prevention and Control of AIDS</li> </ul>	3 - 4	20%
2	<b>Problems of Women</b> <ul style="list-style-type: none"> <li>❖ <b>The problems of Suicide of Women</b> <ul style="list-style-type: none"> <li>➤ Meaning of Suicide</li> <li>➤ Causes of Women suicide</li> <li>➤ Remedies for the problem of Women suicide</li> </ul> </li> <li>❖ <b>Crime against Women</b> <ul style="list-style-type: none"> <li>➤ Dowry</li> <li>➤ Meaning of Dowry</li> <li>➤ Causes of problem of dowry</li> <li>➤ Effects of Dowry</li> <li>➤ Prevention the problem of Dowry</li> </ul> </li> </ul>	5 - 7	20%
3	<b>Juvenile Delinquency</b> <ul style="list-style-type: none"> <li>➤ Meaning of juvenile delinquency</li> <li>➤ Characteristics of juvenile delinquency</li> <li>➤ Types of juvenile delinquency</li> <li>➤ Causes of juvenile delinquency</li> <li>➤ Effects of juvenile delinquency</li> <li>➤ Prevention the problem of juvenile delinquency</li> </ul>	8 - 10	20%



4	<b>Corruption as a Social Problem</b> <ul style="list-style-type: none"> <li>➤ Meaning/corruption</li> <li>➤ Characteristics of corruption</li> <li>➤ Causes/corruption</li> <li>➤ Remedial measures/corruption</li> </ul>	11 - 12	20%
2	<b>Cyber Crime</b> <ul style="list-style-type: none"> <li>➤ Meaning/cyber crime</li> <li>➤ Types of cyber crime</li> <li>➤ Impacts of cyber crime on the society</li> <li>❖ <b>Development Problem</b></li> <li>➤ Problem of Regional disparity</li> <li>➤ Problem of Ecological degradation and Environmental pollution</li> <li>➤ Problem of Consumerism</li> </ul>	13 - 14	20%

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B.A. (Honors) Sociology under CBCS  
Second Year B.A. Semester - IV  
Effect from Year 2022-2023  
Paper Title: Sociology of Kinship  
(UA4CSOC402)**

**Course Objective:**

1. Impart a comprehensive study of the concepts relevant for understanding kinship, marriage and family.
2. Evolve a better understanding of family, marriage and kinship both in historical and evolutionary perspective.
3. Look beyond the surface of issues to discover the "why" and "how" of kinship.
4. Explores the new possibilities and critical insights offered by reproductive technologies in revisiting kinship.

**Course Learning Outcomes**

1. Grasp the historical evolution of kinship theories from a biological deterministic approach to culture of relationships
2. Develop an analytical perspectives on concepts relevant for understanding kinship
3. Comprehend the coexistence of multiple perspectives in the study of family, marriage and kinship
4. Acknowledge the significance of the emergence of new reproductive technologies on reconstituting kinship

**Course Outline:**

Unit 1. Kinship: Meaning, Nature and Significance, Basic concepts of kinship- AGS 161-184

Unit 2. Kinship Organization in India-Regional Variation. 185-196, BAOL-ESO2-2 33-45.

Unit 3. Marriage: Meaning, Types, Rules. AGS ANADA (2004-S) 129-150, (2005)1-32

Unit 4: Family and Household AGS (2005) 87- 98, 99-116

Unit 5. Re-creating Kinship AGS (2005) 67-86,

**Key Terms:** Descent, Consanguinity, Filiations, Incest Taboo, Affinity, Family, Residence

**Approaches**

**Descent**

## **Alliance**

### **Cultural**

#### **Unit 2. Family, Household and Marriage**

#### **Unit 3. Re-casting Kinship**

### **Relatedness**

### **Kinship and Gender**

### **Re-imagining Families**

#### **New Reproductive Technologies**

### **3.5. Surrogacy**

#### **Teaching Learning Process**

1. Interactive session with students to enable them to broaden their understanding of family, marriage and kinship.
2. Reading classical theories and ethnographies and apply them to understand what's happening around.
3. Movie screening on issues related to reproductive technologies, surrogacy, divorce etc.
4. Project work in which students get a chance to use their understanding of theories and approaches to their surroundings.

#### **Assessment Methods**

1. Internal assessment through regular assignments and class test
2. Project assessment through field work, writing report and presentation
3. Final end term assessment through external examination

#### **Key Words:**

Kinship, Family, Marriage, Biology, Culture, Relatedness, Assisted Reproduction, Maternity And Motherhood.

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B.A. (Honors) Sociology under CBCS  
Second Year B.A. Semester - IV  
Effect from Year 2022-2023  
Paper Title: Sociology of Stratification  
(UA4CSOC403)**

**Course Objective:**

1. This course introduces students to Sociological Study of Social Inequalities.
2. It acquaints students with principal theoretical perspectives on and diverse forms of social inequality in articulation with each other.

**Course Learning Outcomes:**

1. Students will learn about the socio-historical context of stratification theoretical concerns and problems and contemporary issues related to inequalities and its forms.
2. Inculcate in them a truly inter-disciplinary approach in the study of society especially stratification in all its manifestations.
3. Understanding of stratification and theories would sensitize students to its various sociological aspects, providing ample scope for applied learning and application.
4. Examining forms of stratification, understanding the relevance of caste, race and ethnic identities in contemporary world.

**Course Outline:**

**Unit 1. Introducing Stratification. AGS (2010)140-145 (2005) 178-187 (2 Weeks)**

**Unit 2. Types of Stratification. AGS 145-165 ,(1988)117-127,**

**(cast ,class, race, gender)**

**Unit 3. Theories of Stratification (5 Weeks)**

AGS (2005)182-187, Y A Parmar 17-46, AGS (2010) 165-172.

**Unit 4. Social Mobility Forms and Patterns AGS (2005)188-194 ,(1986)128-143(2 Weeks)**

**Unit 5. Identities and Inequalities (5 Weeks)**

**1.4 Teaching-learning process**

1. As the course revolves around important aspects of stratification , which involves placement and identities of individuals within society thus the concepts and theories require active participation and involvement of students in interactive sessions.
2. Lectures would have to be supported by active group tutorial sessions around the issues raised in the course , which would further raise debates and discussions.
3. The course would allow for screening of films and documentaries related to different aspects of inequalities and identities , followed by talks by eminent researchers in the field and interactive discussions.
4. The key issues relating to stratification raised in the course, would encourage students to pursue these beyond the syllabus readings through library material and e-resources.
5. Students can be encouraged to take up projects in various areas suggested by the course, using secondary sources as well as by conducting modest field-work individually or in teams.
6. The course also offers immense scope for conducting field visits where concepts of stratification and inequalities can be observed.

**Assessment:**

Exams, Tests, Projects, Assignments

**Key words:** Inequality, Natural inequality, Social inequality, Race, Caste, class, Gender, Identity, Social mobility.

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**T.Y.B.A. Semester - V**  
**Effect from Year 2023-2024**  
**Paper Title: Sociological thinkers-I**  
**(UASC SOC 501)**

**Course Objectives**

Teaching of sociological Thinkers to under graduate student, enable them to apply theory to their own everyday life experiences.

This requires that students develop their sociological imagination and the capacity to re-describe situations sociologically and then to think about it theoretically.

To this end, it is imperative that sociological theory courses demonstrate the applicability of theory to students.

**Course Learning Outcome**

1. Understanding the grand foundational themes of sociology.
2. Application of theories and concepts from classical sociological theories to develop intellectual openness and curiosity.
3. Appreciation of the classical concepts and theories to develop awareness of the limits of current knowledge.

<b>Course content</b>			
Unit	Descriptions	Teaching duration/weeks	Weightage%
1.	<b>August Comte</b> Positivism, Law of three stages, Classification of sciences, Social statics and social dynamics, Plan of social reconstruction		25%
2.	<b>Emile Durkheim</b> The concept of social fact, Division of labor and social solidarity, The theory of causes of suicide, Theory of religion		25%
3.	<b>Karl Marx</b> Historical materialism, The theory of surplus value, Class struggle, Alienation of labour, Social change		25%
4.	<b>Max Weber</b> Theory of social action, Ideal types, The concept of authority, Protestant ethics and capitalism		25%

## References:

### Compulsory

Marx, K and F. Engels. 1969. *Selected Works Vol. I*. Moscow: Progress Publishers. pp. 13-

15 (Theses on Feuerbach), pp. 16-80 (A Critique of the German Ideology) pp. 98-137 (*Manifesto of the Communist Party*) - pp. 142-173 (*Wage Labour and Capital*), pp. 502-506 (Abstract of Preface from *A Contribution to the Critique of Political Economy*).

Weber, Max. 1947. *The Theory of Social and Economic Organization*. New York: The Free Press, pp. 87-123.

Weber, Max. 2002. *The Protestant Ethic and the Spirit of Capitalism* (translated by Stephen Kalberg). London: Blackwell Publishers, pp. 3-54, 103-126, Chapters I, II, IV & V.

Weber, Max. 'Science as a Vocation' in David Owen and Tracy Strong eds. *Max Weber: The Vocation Lectures*. 2004. Indianapolis/ Cambridge, Hachette Publishing Company. pp. 1-31

Durkheim, E. 1958. *The Rules of Sociological Method*. New York: The Free Press. pp. 48-107, 119.

Durkheim, E. 1951. *Suicide: A Study in Sociology*. New York: The Free Press, pp. 41-56, 145-151.

Durkheim, E. 1964. *The Division of Labour in Society*. New York: The Free Press. Ch2 & 3 pp. 70-131.

### Additional Reading

Turner, J.N., Bughley, Leonard, Powers, Charles. *The Emergence of Sociological Theory*.

### Teaching/Learning Process:

a. The students are encouraged to read the original texts and the teacher often participates in the reading process. This is by the teacher engaging in active, rather than passive, pedagogy.

b. It is important that the classroom sessions, initiated either by the student or the teacher, would encourage teamwork and draw students towards learning, yet there are other means available now which add to that. The use of digital/ICT generated techniques (audio-visual aids).

### Assessment Methods:

1. Class assignments/term papers, theme(s) of which are chosen following teacher-student discussion. It is one of the ways of assessing the subject and writing skill of the students.
2. Tutorial discussion oral presentations and viva-voce, short individual/team led

field studies/projects and seminars/workshops are other modes of assessment. These are included in the Internal Assessment (IA) system.

3. Mid-semester examination is another mode of assessment. Here again, the topic(s) on which the students are to be examined are chosen through teacher-student consultation. Mid-semester examination tests the students on the grasp of the topic(s) (in particular in the discipline general).
4. The end-semester examination is conducted by the university and the student is tested and evaluated on the basis of the entire paper (syllabus). She is expected to have a full knowledge of the paper and prescribed readings.

### **Keywords**

Materialism, Idealism, Dialectics, Surplus Value, Labour, Commodity, Class Social Action, Ideal Type, Value-free, Value-relevance, Verstehen, Calling, Protestant Ethics, Calvinism, Social Fact, Explanation, Solidarity



**N.S. Patel Arts College, Anand**  
**(Autonomous)**  
**B.A. (Honors) Sociology under CBCS**  
**T.Y.B.A. Semester -V**  
**Effect from Year 2023-2024**  
**Paper Title: Sociological Research Methods-I**  
**(UASC SOC502)**

**Course Objective:**

1. The course is a general introduction to the methodologies of sociological research. It will provide the student with elementary knowledge of the complexities and philosophical underpinnings of research.

**COURSE LEARNING OUTCOMES**

1. Students are introduced to sociological research both from a theoretical and methodological perspective. They understand the importance of research in social science.
2. Students develop the ability to evaluate the methodological validity of the claims made by theory.
3. The course enables students to evaluate a piece of research and move towards designing a single research project.
4. Identify the difference between quantitative and qualitative methods.
5. Students will learn to identify ethical and practical issues in research. They also engage with the ideas of objectivity and reflexivity.
6. Students learn that research methods are universal and not bound by cultural allocation.

<b>Course content</b>			
<b>Unit.</b>	<b>Descriptions</b>	<b>Teaching duration/weeks</b>	<b>Waightsage %</b>
1.	<b>Introduction to social research</b> Scientific knowledge and Commonsense Knowledge. Meaning, Definition, Scope of social research, Importance of social research, Limitations of social research, Uses and importance of social research in India, Steps of social research.		25%
2.	<b>Social research and Social survey</b> <b>Social research</b> Types of social research, <b>Social survey</b> Characteristics of social survey Purpose of social survey Steps for social survey Relation and difference between social research and social survey		25%
3.	<b>Concept and hypothesis</b> <b>Concepts</b> Meaning, characteristics, functions, conceptualization, keep in mind for concepts, definition, problems <b>Hypothesis</b> Meaning, characteristics, sources, function, formulations of hypothesis		25%
4.	<b>Scientific method, Census and Sampling</b> <b>Scientific method</b> Meaning ,characteristics ,logic in social science, objectivity and subjectivity in social science <b>Census and sampling</b> Meaning, stypes of census, meaning and types of universe, meaning of sampling, characteristics, uses, types of sampling ,techniques ,limitations		25%

## REFERENCES:

### COMPULSORY READINGS

Beteille, A. 2002, *Sociology: Essay on Approach and Method*, New Delhi: OUP, Chapter 4 Pp. 72-94

Bryman, Alan. 2004, *Quantity and Quality in Social Research*, New York: Routledge, Chapter 2 & 3 Pp. 11-70

Creswell, J.W. (2009), *Research Design: Qualitative, Quantitative and Mixed Methods Approaches*, 3<sup>rd</sup> Ed. Sage Publications, California, pp. 87-93.

Durkheim, E. 1958, *The Rules of Sociological Method*, New York: The Free Press, Chapter 1, 2 & 6 Pp. 3-46, 125-140

Gluckman, M. 1978, 'Introduction', in A.L. Epstein (ed.), *The Craft of Social Anthropology*, Delhi: Hindustan Publishing Corporation, Pp. xi-xiv

Gouldner, Alvin. 1970, *The Coming Crisis of Western Sociology*, New York: Basic Books, Chapter 13 Pp. 481-511

Hammersley, Martyn, "On Feminist Methodology" in *Sociology*, Vol. 26, No. 2 (May 1992), pp. 187-206. Sage Publications, Ltd.

Merton, R. K. 1972, *Social Theory & Social Structure*, Delhi: Arvind Publishing House, Chapters 4 & 5 Pp. 128-171

Mills, C.W. 1959, *The Sociological Imagination*, London: OUP Chapter 1 Pp. 3-24

Raeburn-Brown, A. R. 1958, *Methods in Social Anthropology*, Delhi: Asia Publishing Corporation, Chapter 5 Pp. 91-108

Weber, Max. 1949, *The Methodology of the Social Sciences*, New York: The Free Press, Foreword and Chapter 2 Pp. 49-112

### Teaching-learning process

- a. A research methods course will require an interactive room discussion on various aspects of the course leading to a clear understanding of concepts and research methods and the production of knowledge.
- b. Interactive classroom sessions contribute to the development of group skills including listening, brainstorming, communicating and negotiating with peers.

N.S. Patel Arts College, Anand  
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B.A. (Honors) Sociology under CBCS  
Fifth Year B.A. Semester - V  
Effect from Year 2023-2024

Paper Title: Social Psychology-I UA5ESOC501

Course Content			
Sl. No.	Description	Teaching Duration/Weeks	Weightage (%)
1	<p>Social Psychology-introduction</p> <ul style="list-style-type: none"> <li>➤ Meaning, Scope and Importance of social Psychology</li> </ul> <p>Social Motive</p> <p><b>Motivation</b></p> <ul style="list-style-type: none"> <li>➤ Meaning characteristics of Motivation</li> <li>➤ Meaning and Characteristics of Motive</li> <li>➤ Nature of Motive</li> <li>➤ Types of motive               <ul style="list-style-type: none"> <li>⊖ Biological Motive</li> <li>⊖ Sociogenic Motive</li> </ul> </li> </ul>		
2	<p><b>Social Attitudes :</b></p> <ul style="list-style-type: none"> <li>➤ Meaning of Social Attitudes</li> <li>➤ Characteristics</li> <li>➤ Formation</li> <li>➤ Change in Attitudes</li> </ul> <p><b>Prejudice</b></p> <ul style="list-style-type: none"> <li>➤ Characteristics of Prejudices</li> <li>➤ Formation of Prejudices</li> <li>➤ Effects of Prejudices</li> <li>➤ Change in Prejudices</li> </ul>		
3	<p><b>Leadership :</b></p> <ul style="list-style-type: none"> <li>➤ Meaning of Leadership</li> <li>➤ Characteristics of Leadership</li> <li>➤ Types of Leadership               <ul style="list-style-type: none"> <li>⊖ Leadership Classification of Sergeant and Williamson</li> <li>⊖ Leadership Classification of Bartlett</li> <li>⊖ Leadership Classification of Crech, Crechfield and Belech</li> </ul> </li> </ul>		

4	<p><b>Public Opinion and Rumor</b></p> <p><b>Public Opinion :</b></p> <ul style="list-style-type: none"><li>➤ Meaning and Characteristics of Public Opinion</li><li>➤ Formation of Public opinion</li><li>➤ Stages in public opinion formation</li><li>➤ Factors influencing public opinion</li><li>➤ Importance of public opinion</li><li>➤ Change in Public opinion</li></ul> <p><b>Rumor:</b></p> <ul style="list-style-type: none"><li>➤ Meaning of rumors</li><li>➤ Causes for spreading rumors</li><li>➤ Types of rumors</li><li>➤ Medium of Proliferation of rumors</li><li>➤ Remedies to stop rumors</li></ul>		
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N.S. Patel Arts College, Anand  
(Autonomous)  
B.A. (Honors) Sociology under CBCS  
T.Y.B.A. Semester - V  
Effect from Year 2023-2024  
Paper Title: URBAN SOCIOLOGY - UA05DSOC501

**Course Objectives:**

1. Urbanisation is an important aspect of modern society. This course is will provide an exposure to key theoretical perspectives for understanding urban phenomena in historical and contemporary contexts.
2. It also reflects on vital concerns of urban living while narrating the subjective experiences of urban communities. With case studies from India and other parts of the world this course will help students understand and relate to the complexities of urban living.
3. The course seeks to evolve critical thinking and develop a policy perspective on the urban.

**Course Learning Outcomes:**

1. To appreciate the significance of the city and the process of urbanisation and its consequent effects across the globe, through interdisciplinary texts and ethnographic studies.
2. To understand the urban in the historical as well as modern contexts- the idea of urbanism and urban space and the interactions in these of institutions, processes and identities. This is to be achieved by exposing students to critical theoretical debates which help them to gain a deeper understanding of city life and urban environment which can also help them understand their own social environment better.
3. To learn about key urban processes such as migration, displacement and urban slums, as well as critical contemporary issues such as resettlement and rehabilitation and also engage in issues of public policy, urban transformation and change. Knowledge of such themes will help students pursue further studies in academic areas such as development and also engage in research on public policy, urban transformation and change.

To develop critical thinking and a reflective perspective through exposure to multicultural thought; to enhance disciplinary knowledge, research-related skills and develop problem-solving competence.

Course Content			
Unit	Description	Teaching Duration/Weeks	Weightage (%)

1	<ul style="list-style-type: none"> <li>➤ Introduction of Urban Sociology</li> <li>• Urban Sociology - Meaning and Definition</li> <li>• The Scope of Urban Sociology</li> <li>• Significance of Urban Sociology</li> </ul>		25%
2	<ul style="list-style-type: none"> <li>➤ Urbanization and Urbanism</li> <li>• Meaning of Urbanization</li> <li>• Contributing factors of urbanization</li> <li>• Inhibiting factors of urbanization</li> <li>➤ Urbanism</li> <li>• Meaning of Urbanism</li> <li>• Characteristics of Urbanism</li> <li>• Difference between urbanization and Urbanism</li> </ul>		25%
3	<ul style="list-style-type: none"> <li>➤ Movement and Settlements</li> <li>◊ Migration</li> <li>• Meaning of migration</li> <li>• Types of migration</li> <li>• Causes of migration</li> <li>• Social consequences of migration</li> <li>◊ Types of Urban in India</li> <li>• Classification - 1</li> <li>• Classification - 2</li> <li>• Classification - 3</li> </ul>		25%
4	<ul style="list-style-type: none"> <li>➤ Urban Social Problems</li> <li>◊ Problem of Housing</li> <li>• Nature of housing Problem</li> <li>• Causes of housing Problem</li> <li>• Implications of the housing problem</li> <li>• Remedy's for housing Problem</li> <li>• Suggestions on solution of Housing problem</li> <li>◊ Problem of Slum</li> <li>• Meaning of Slum</li> <li>• Causes of Slum</li> <li>• Social Effects of Slum</li> <li>• Remedy in Slum</li> </ul>		25%

**References:**

**Compulsory Readings:**

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Ayyar, Varsha. 2013. "Caste and Gender in Mumbai's resettlement sites" *Economic & Political Weekly*, May 4, Vol. XLVIII, No. 18, Pp 44-55

Castells, Manuel, 1983, "Cultural Identity, Sexual Liberation and Urban Structure: The Gay Community in San Francisco". In *City and the Grassroots*, Pp. 138-170

Castells, Manuel. 2002, "Local and Global: Cities in the Network Society", in *The Royal Dutch Geographical Society (KNAG)*, Vol. 93, No. 5, Blackwell Publishers, pp. 548-558

Crawford, Margaret. "The World is a Shopping Mall", From Malcolm Miles and Tim Hall (Eds.) *City Cultures Reader*, London: Routledge, Pp. 125-139

Crahan, David, 2009, "Urban Nightlife, Social Capital, and the Public Life of Cities" *Sociological Forum*, Vol. 24, No. 4 (Dec., 2009), pp. 908-917

Hannerz, Ulf. 1980. *Exploring the City: Toward an Urban Anthropology*, NY: Columbia University Press, Chapter 2, Pp 19-58

Harvey, David 1985 *The Urban Experience*, Baltimore: Johns Hopkins University Press, Chapter 1, Money, Time, Space and the City, Pp. 1-35

Hallon, R. J. *Cities, Capitalism and Civilization*, London: Allen and Unwin, Chapters. 1 & 2, Pp. 1-32

Kamath, Lalitha and Vijaybhaskar, M, 2009, "Limits and possibilities of Middle Class Associations as Urban collective actors", *Economic & Political Weekly*, June 27, 2009 vol XLIV No. 26&27, Pp. 368-376

Mumford, Lewis- 1961. *The City in History: its origins and transformations and its prospects*. Mariner Books, Pp 8-29, 94-118

Nair, Janaki "Battles for Bangalore: Reterritorialising the City", Pp 1-21 <http://gsrncity.in/documents/battles-for-bangalore-territorialising-the-city-janaki-nair>

Parker, Simon. *Urban Theory and Urban Experience: Encountering the City*, London: Routledge, Chapter 2, Foundations of Urban Theory Pp. 8-26.

Phadke, Shilpa. 2006. "You can be Lonely in a Crowd" in Sujata Patil and Kushal Deb (eds) *Urban Studies*. OUP, Delhi, Pp. 468-483.

Rao, M.S.A. 1981, "Some aspects of the sociology of migration", *Sociological Bulletin*, Vol. 30, 1, Pp 71-38



Simmel, Georg. 1903, "Metropolis and the Mental Life" in Gary Bridge and Sophie Watson, eds. *The Blackwell City Reader*. Oxford and Malden, MA: Wiley-Blackwell, 2002.

Weber, Max. 1978. *The City*. The Free Press, New York, Pp.85-89

Wirth, Louis. 1938. "Urbanism as a way of Life" in *American Journal of Sociology*, Vol. 44, No. 1 (July), Pp. 1-24

#### Additional Resources:

##### a. Books & Articles

Eck, Diana. 1988. *Banaras: City of Light*. London: Routledge and Kegan Paul.

Kumar, Nita. 1988. *The Artisans of Banaras: Popular Culture and Identity, 1880-1886*. Princeton: Princeton University Press.

Häger, Fritz. 1994. "Max Weber on the origins and character of the 'Western city'". *Critical Quarterly*, Volume 36, Issue 4, pp. 12-18

Sassen, Saskia. 1991. *The Global City: New York, London, Tokyo*. Princeton University Press.

Southall, Aidan. 1998. *The City in Time and Space*. Cambridge: Cambridge University Press.

##### b. Audio Visual Material:

1. Whyte, William H. 1980. *Social Life of Small Urban Spaces*
2. Giovanni Vaz Del Belin 2006. *A Commoner Truth: Urban Solutions from Curitiba, Brazil*
3. Anand Patwardhan. 1985. *Bombay: Our City*
4. Saajiv Shah. *A Place To Live*
5. Gauri Patwardhan. *Disasters in the City of Gurus (The Shambhu Ghat Tragedy)*

#### Teaching Learning Process:

The sociology of the urban is simultaneously theoretical and yet deeply experiential. The teaching learning for this course necessarily has to be deliberative, drawing from the multi-cultural exposure to city living. There will be an emphasis on blended learning supported by debates and discussions. Classroom lectures shall be supplemented by power point presentations and film screenings on various contemporary urban issues. Invited lectures by policy makers, activists, practitioners and other stake holders would be integral to the curriculum. Students would be encouraged to set out into the field to grasp issues with greater clarity. City walks will be encouraged to enrich the experiential understanding of the urban. Learning would also involve a multi-disciplinary perspective, collaborating with other social sciences that engage with the urban as well as the disciplines of urban planning and architecture, in order to enhance

## ASSESSMENT METHODS

Assessment for this course will be based on written assignments, projects, project designs and presentations.

## KEYWORDS

Research, objectivity, subjectivity, reflexivity, comparative method, feminist methodology, quantitative and qualitative data, mixed methods, ethics in research

**N.S. Patel Arts College, Anand  
(Autonomous)  
B.A. (Honors) Sociology under CBCS  
T.Y.B.A. Semester - VI  
Effect from Year 2022-2023  
Paper Title: Sociological Thinkers-II  
(UA6CSOC601)**

### Course Objectives:

Objective of teaching Sociological Thinkers to undergraduate students is to enable them to apply theory to their own everyday life experiences. This requires that students develop their sociological imagination and the capacity to read each situation sociologically and then to think about it theoretically. To this end, it is imperative that sociological theory courses demonstrate the applicability of theory to students.

### Learning Outcomes:

Understanding the characteristics and dynamics of the social world, and how post-classical sociologists attempt to understand the social world.

1. Appreciating the relevance and limits of the contemporary theories or theoretical approaches to make sense of social reality.
2. Understanding the basic methodological approaches of the thinkers, through some original texts and their role in building sociological knowledge.

Course content			
Unit	Descriptions	Teaching duration/week	Waightage
1.	<b>Talcott Parson &amp; Robert Merton</b> <b>Talcott Parson</b> Social system theory, Parsons systems of action, Parson's Action schema, AGIL Model or Functional problems of social system. <b>Robert Merton</b> Functional analysis, The concept of Anomie, Theory of reference group		25%

	behavior		
2.	<b>Vilfredo Pareto</b> Conception of scientific sociology Conception of logical and non-logical action Concept of the circulation of Elites Functionalism		25%
3.	<b>Herbert Spencer</b> Social Darwinism , Theory of social evolution, Organic analogy, Thoughts on state Functionalism,		25%
4.	<b>C H Cooley, Erving Goffman, G H Mead, Herber Blumer</b> Individual and society, Symbolic interactionism, Looking-glass self,		25%

#### References

Parsons, T. 1951. (New edition first published 1991)  
*The Social System*. London: Routledge. Ch. 1&2. Pp. 1-44.

Mead, G. H. 1934 (Fourteenth Impression 1967) *Mind, Self, and Society*. Chicago: University of Chicago Press. Part III, pp. 155-226

Goffman, E. 1956. *The Presentation of Self in Everyday Life*. Edinburgh: University of Edinburgh (Monograph No. 2), pp. 1-9, 153-151, 152-162

Berger, P. L. and T. Luckmann. 1966. *The Social Construction of Reality*. London: Penguin Books, pp. 31-62

Horkheimer, M and Adorno, T. W. *The Dialectic of Enlightenment*. 2002. Stanford University Press, Stanford California. pp. 1-34. Chapter 1, The Concept of Enlightenment

Marcuse, H. 1964. *One Dimensional Man: Studies in the Ideology of Advanced Industrial Society*. Boston: Boston Press, pp. 7-92.

Bourdieu, P. 1977. *Outline of a Theory of Practice*. Cambridge: Cambridge University Press, pp. 72-85.

#### **Additional Resources:**

Ritzer, G. 1996. *Sociological Theory*. New York: McGraw-Hill Companies.

Black, Mased. 1961. *Parsons Sociological Theory in The Social Theories of Talcott Parsons: A Critical Examination*. Englewood Cliffs, NJ, Prentice Hall, pp. 1-63.

#### **Teaching/Learning process:**

The students are encouraged to read the original texts and the teacher often participates in the reading process. Thereby the teacher engages in active, rather than passive, pedagogy. It is important that the classroom sessions, initiated either by the student or the teacher, would encourage teamwork or draw students towards learning, yet there are other means available now which add to this. These are digital/ICT generated techniques (audio-visual aids).

#### **Assessment Methods:**

1. Class assignments/term papers, theme(s) of which are chosen following teacher-student discussion, hence other ways of assessing the subject and writing skills of the students.
2. Tutorial discussion or presentation or audio-visual, short individual or team led field studies/projects and seminars/workshops are other modes of assessment. These are included in the Internal Assessment (IA) system.
3. Mid-semester examination is another mode of assessment. Here again, the topic(s) on which the students are to be examined are chosen through teacher-student consultation. Mid-semester examination tests the students on the grasp of the topic(s) in particular and the discipline in general.
4. The end-semester examination is conducted by the university and the student is tested and evaluated on the basis of the entire paper (syllabus). She is expected to have a fair knowledge of the paper and prescribed readings.

#### **Keywords:**

*Social Action, Action Frame of Reference, Pattern Variables, Self, Play stage, Game Stage, Impression Management, Disciplinary Practices, Protective Practices, Dramaturgy, Everyday Reality, Language, Knowledge, Enlightenment, Instrumental Rationality, Forms of Control, Political Universe, Repressive De-sublimation, Habitat, Structure, Practice.*

**N.S. Patel Arts College, Anand  
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B.A. (Honors) Sociology under CBCS  
T.Y.B.A. Semester - VI  
Effect from Year 2023-2024  
Paper Title: Research methods II  
(UAGCSOC602)**

**Course objectives**

1. The course provides an introductory, yet comprehensive engagement with social research.
2. Through theoretical and practical knowledge students are acquainted with the different stages of the research process like creation of research design, methods of data collection and analysis.
3. The imparted knowledge and training will enable students to develop a sound understanding of both quantitative and qualitative research.

**Course Learning Outcomes**

1. Students are introduced to the concept of conducting research, which is inclusive of formulating research designs, methods and analysis of data. Some knowledge of elementary statistics is also provided to the students to acquaint them with quantification of data.
  2. The thrust of the course is on empirical reasoning, understanding and analysis of social reality, which is integral to the concepts of quantitative research. Students learn to differentiate between qualitative and quantitative aspects of research in terms of collection and subsequent analysis of data.
  3. Through the competing theoretical perspectives and methodologies, students are able to understand that social reality is multi-faceted, heterogeneous and dynamic in nature.
- By imparting the knowledge of theory and praxis of research, students are prepared to arrive at a critical understanding of the course. It also equips them with necessary skills for employment in any social research organisation.

Course content			
Unit	Description	Teaching duration/week	Weightage %
1.	<b>Data</b> Meaning, Secondary data, Sources, Primary data, Sources, Limitations, Uses, Relativity, Data analysis Classification of data Coding data		20%
2.	<b>Methods of data collection I</b> Observation method Case study method Historical and Library method		20%

3.	<b>Methods of data collection</b> Questionnaire method Interview method		25%
4.	<b>Statistical method</b> Meaning, nature, purpose, importance, misuses, limitations of statistics Frequency distribution, Mean, Mode, median Presentation of data Writing a research report		25%

### Teaching-Learning Process:

1. Classroom lectures interlink the sociological theories previously taught with the methods and techniques of data collection. Students are encouraged to construct questionnaires and conduct interviews, use technology like online surveys to develop practical research skills.
2. The use of statistics enables the students to understand both qualitative and quantitative aspects of social research.
3. Alternative pedagogical techniques like outdoor learning through field trips and research projects, audio-visual technology in classrooms provides them with both research related knowledge and experience.

### Assessment Methods:

1. Tutorials are given regularly to students after the completion of a topic. The objective is to assess the understanding of the student regarding the covered topic.
2. Students are expected to submit individual/team project reports, along with making oral presentations of the same in class.
3. Periodic tests/mid-semester examination of the covered syllabus is also undertaken by the students during the academic session. End-semester examination is conducted by the University of Delhi.

### Keywords:

Research, methods, techniques, quantitative, qualitative, empirical, field, concepts, hypothesis, sample, observation, statistics, survey, questionnaire, interview, graphs, tables, diagrammatic presentation, measures of central tendency, measures of dispersion.

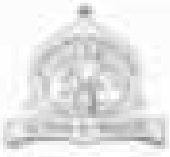
N.S. Patel Arts College, Anand  
(Autonomous)  
B.A. (Honors) Sociology under CBCS  
Fifth Year B.A. Semester - VI  
Effect from Year 2023-2024

**Paper Title: Social Psychology-II - UA6ESOC603**

Course Content			
Unit	Description	Teaching Duration/Weeks	Weightage (%)
1	<p><b>Crowd behavior</b></p> <ul style="list-style-type: none"> <li>➤ Meaning of crowd</li> <li>➤ Characteristics of crowd.</li> <li>➤ Types of crowd.</li> <li>➤ Meaning, characteristics and types of Mob</li> <li>➤ Audience.</li> <li>Types of audience.</li> </ul>		25%
2	<p><b>Propaganda and Rumor</b></p> <ul style="list-style-type: none"> <li>➤ Meaning of Propaganda</li> <li>➤ Characteristics Propaganda</li> <li>➤ Media of Propaganda</li> <li>➤ Techniques of Propaganda</li> <li>➤ Importance of Propaganda</li>   <li>➤ Meaning of rumors</li> <li>➤ Causes for spreading rumors</li> <li>➤ Types of rumors</li> <li>➤ Medium of Proliferation of rumors</li> <li>Remedies to stop rumors</li> </ul>		25%
3	<p><b>Counseling-I</b></p>		25%

1	Cleaning II		23%
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**N.S. Patel Arts College, Anand**  
**(Autonomous)**



**(Managed by Sardara Patel Education trust, Anand)**

**Certificate Course in Vastushastra**

**IMPLEMENTATION FROM 2023-2024**

## Certificate Course in Vastushastra-2023-2024

Credit

## Vastushastra

02

## Objectives

- પ્રાચીન ભારતીય વાસ્તુ કલાનો પરિચય થાય.
- મુઠ્ઠીમાં રહેલ પ્રાકૃતિક શક્તિઓનું સમંજસ્ય સ્થાપિત કરી જીવન જીવવાની કલા શીખવે.
- પ્રાચીન પારંપરિક જ્ઞાન-વિજ્ઞાનનો પરિચય થાય.
- આધુનિક સમયમાં પ્રાચીન વાસ્તુજ્ઞાનનાં ઉપયોગ દ્વારા સુંદર ભવનોનું નિર્માણ કરી શકાય.

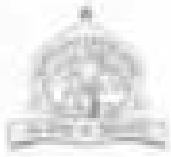
## Unit-1

- વાસ્તુશાસ્ત્ર નો પરિચય
  - વાસ્તુ પ્રયોજન
  - વાસ્તુપુસ્તકની ઉત્પત્તિ કથા
  - વાસ્તુ શબ્દ ની વ્યાખ્યા અને વાસ્તુનાં અધિકાર ક્ષેત્રો
  - વાસ્તુશાસ્ત્રનાં પ્રવાર્તાકથાર્યો નો પરિચય
  - પંચાંગ પરિચય.
- ભૂ પરિચય-
  - ગૃહનિર્માણ કેતુ પરગૃહે વાસકલ, ચિહ્નોંકાર કલ.
  - વાસ્તુપદમંડલ (૨૪, ૮૧ પદ વાસ્તુમંડલ), વાસ્તુપદમંડલે વાસ્તુપુસ્તકાંગ નિરૂપણ
  - ભૂમિનાં લક્ષણો- પક્ષર (વાઈ, ગંધ, રસ અનુસાર), ભૂમિનાં આકૃતિ અનુસાર શુભાશુભ કલ, ભૂ પરીક્ષા, વાસયોગ્ય ભૂમિલક્ષણ.

## Unit-2

- ગૃહરેણ વિધિ
  - નક્ષત્ર પરત્વેન ખાતમુહૂર્ત નિર્ણય
  - શબ્દોંકાર પદ્ધતિ, ગૃહરેણે માસનિર્ણય, ગૃહરેણે નક્ષત્ર-તિથિ-વાર નિર્ણય.
  - વાસ્તુશાસ્ત્રનાં ૨૧ અંગો નાં નામ, આશ-વ્યય -નક્ષત્ર.
- ગૃહનિર્માણ વિધિ-
  - ગૃહનિર્માણે શુભાશુભ વૃક્ષ નિર્ણય, ગૃહની ચારેદિશામાં વૃક્ષનિર્ણય
  - શુભાશુભકલ સહિત, દિશા પરત્વેન વાસ્તુવિન્યાસ,
  - વાસ્તુપદમંડલાધારે ગૃહબાર સ્થાપન વિચાર, બારવેધ શુભાશુભ કલ સહિત, સિલાન્યાસ અને સ્તંભારોપણ પદ્ધતિ

	<ul style="list-style-type: none"> <li>• गृह प्रवेशे गृहपति इतंवा</li> </ul>
Learning Outcomes	<ul style="list-style-type: none"> <li>➤ प्राचीन भारतीय वास्तु इत्यन्तो परिचय दत्ते.</li> <li>➤ सुश्रीमां स्केल प्राकृतिक दृष्टिभ्योनुं सामंजस्य स्थापित करी ज्ञान ज्ञवत्तनी इत्या सिभते.</li> <li>➤ प्राचीन पारंपरिक ज्ञान-विद्यालयो परिचय दत्ते.</li> <li>➤ आधुनिक समयमां प्राचीन वास्तुज्ञानमां उपयोग इत सुंदर भवनोनुं निर्माक करी शकय.</li> </ul>
1	दिवेदी, राममनोहर. सं- डी. त्रिपाठी, जलानंद. कलकत्तावालय योमंवा सुरभारती प्रकाशन, वाराणसी.
2	ज. ज्ञवलाय सं. ज. अमृतानंद. वास्तुशास्त्रादि योमंवा अमरभारती प्रकाशन, वाराणसी.
3	दत्त, यशदत्त दुर्गादत्त दत्त, अरुण यशदत्त आर्यभट्टाश्रमविश्वविद्यालयमुम्बई.
4	समीपत, व्याख्या: दिवेदी, विनयेधरीप्रसाद. मुद्राविद्यालय योमंवा सुरभारती प्रकाशन, वाराणसी.
5	पांडेय, सीतला. मयमतम (दानवराज मयमत). योमंवा सुरभारती प्रकाशन, वाराणसी.
6	सुभल, इमलाकांत. वास्तुशास्त्रसंस्कृतसंस्कृत विश्वविद्यालय, वाराणसी.
7	जुगलु, श्रीकृष्ण. विश्वकर्मावास्तुशास्त्रम डी परिमल पब्लिकेशन, दिल्ली, भारत.



**N.S. Patel Arts College, Anand**  
**(Autonomous)**



**(Managed by Sardara Patel Education trust, Anand)**

**Diploma in Yoga**

**Syllabus**

# N.S. PATEL ARTS COLLEGE, ANAND

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DIPLOMA IN YOGA SYLLABUS -2023-2024

SUBJECT CODE: DA/YOGA/101

પુસ્તકપત્ર - ૧

યોગ વિજ્ઞાન

યુનિટ-૧	મહર્ષિ પતંજલીએ રજાવેલ આષ્ટાંગ યોગ ધર્મ, નિયમ, આસન, પ્રાણાયમ, પ્રત્યહાર, ધારણા, મહાન, અને સમાધિ, યોગિક દિનચર્ચા, શરીરમાં આવેલ યોગી	૨૫ મુલ્ય
હેતુ	આષ્ટાંગયોગની પૂર્વભૂમિકા આપવા માટે ક્રમિક ભાગ્ય વ્યવસ્થાનું જ્ઞાન મળે છે.	
યુનિટ-૨	યોગ પરિચય, વ્યાખ્યા, જ્ઞાનક ભાવો, મહત્વ પ્રાચીન વ્યાખ્યા, મહત્વ, ઉપયોગિતા મુખ્ય ગણનાડીઓનો પરિચય (સહા, પિંગ્લા, સુષુમ્બા)	૨૫ મુલ્ય
હેતુ	યોગ વ્યવહારીક જીવનમાં વાપુ ઉપયોગી અને છે.	
યુનિટ-૩	આસન નો મહી, પદ્મર, પદ્મપત્તિ, ક્રમદા, ઉપયોગિતા પ્રાણાયમનું મહી, પદ્મર, પદ્મપત્તિ, ક્રમદા, ઉપયોગિતા જ્વાલ-પુસ્પાસની પદ્મપત્તિ, યોગિક આસન પદ્મપત્તિ મિત્રાકાર યોગી શું 7 વૈજ્ઞાનિક મહત્વ વાર્તામાલ સમયમાં યોગની વિવિધ ક્ષેત્રોમાં આવશ્યકતાઓ	૨૫ મુલ્ય
હેતુ	મનસિક અને શારીરિક સ્વાસ્થ્ય પર યોગજાતમાં વાપરી જોવા મળે છે.	
યુનિટ-૪	પ્રત્યહાર, ધારણા ધ્યાન પદ્મર, મહત્વ, ઉપયોગિતા સમાધિ પદ્મર, મહત્વ, ઉપયોગિતા બોધ-મુક્તિ ના પદ્મર, મહત્વ, ઉપયોગિતા શુદ્ધી નમસ્કાર- પદ્મર, મહત્વ, ઉપયોગિતા યોગ સિદ્ધિ ની આવશ્યક સંચાલન, આયોજન	૨૫ મુલ્ય
હેતુ	યોગથી સર્વાંગી વિકાસ થાય છે.	

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DIPLOMA IN YOGA SYLLABUS -2024-2025

SUBJECT CODE: DA/YOGA102

પુસ્તકપત્ર - ૨

સ્વાસ્થ્ય વિજ્ઞાન

યુનિટ-૧	સ્વાસ્થ્ય ની વ્યાખ્યા, રક્ત માટે યોગનો ઉપયોગ યોગનો સ્વાસ્થ્ય સંબંધિત પ્રભાવ સ્વાસ્થ્યી પાચન, સામાન્ય સ્વાસ્થ્ય, ભારી વૃક્કલ સ્વાસ્થ્ય, યોગિક સ્વાસ્થ્ય અને લાભ ભોમ અને ખડાટ, ઉંઠાટ, મઠાટ	૨૫ ગુણ
હેતુ	શારીરિક સ્વાસ્થ્ય પર થતી ખસતી જાણી શકાય છે.	
યુનિટ-૨	નીચે દર્શાવેલા શારીરિક વિભિન્ન તંત્રોનો પરિચય સ્વાસ્થ્ય તંત્ર, ઉત્તર તંત્ર, અગ્નિ તંત્ર અને સ્નાયુ તંત્ર, કુવિદ્યસિદ્ધાન્ત તંત્ર	૨૫ ગુણ
હેતુ	માનવ શારીરની રચના અને કાર્યો વિશે જાણ મળે છે.	
યુનિટ-૩	વેત્ત તંત્ર, પુષ્કળ તંત્ર, પાચન તંત્ર, અગ્નિ તંત્ર માનસિક સ્વાસ્થ્ય વ્યાખ્યા, ખરી વસ્તુ માનસિક રોગ ઉત્પન્ન થવાના કારણો યોગ દ્વારા માનસિક રોગની સરવાળ	૨૫ ગુણ
હેતુ	માનસિક સ્વાસ્થ્ય પર થતી ખસતી જાણી શકાય છે.	
યુનિટ-૪	ખંડાસની પુસ્તકોનો પરિચય ખંડાસની વ્યાખ્યા, મહત્વ, ઉદ્ભવ સ્વાસ્થ્ય પર ખંડાસનો પ્રભાવ ખંડાસના પાટકી, સમતોલ ખંડાસ સ્વાસ્થ્ય/માનસિક સ્વાસ્થ્યનો પરિચય કારણો/માનસિક સ્વાસ્થ્ય અને નકારાત્મક સ્વાસ્થ્ય	૨૫ ગુણ
હેતુ	ખંડાસના જ્ઞાન અને ઉપયોગ દ્વારા શારીરમાં થતા વિવિધ રોગો ઉપર જાણ મેળવી શકાય છે.	

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SUBJECT CODE: DA1YOGA003

પૂર્વનપત્ર - ૩

યોગ આયુર્વેદ તથા નિસર્ગોપચાર

યુનિટ-૧	લૅંગ્વિઝ પિઝિકાલા અંગે મંદાગ્નિ, અજીર્ણ, કબજાવાત, ગેમ, ગડા, ઊલટી, અમલપિત, જ્વર, દમ, ક્ષય, રક્તવાપ, માથાનો દુખાવો, ક્રકડા, સંપિવાત તેગોની લૅંગ્વિઝ પિઝિકા	૨૫ ગુણ
ફેલુ	લૅંગ્વિઝ પિઝિકાથી તેગે ઊપર કાનુ યેલવો કલમ છે.	
યુનિટ-૨	શ્વેતશ્વેત અથવા વલગપતિઓનો સામજીક પરીચય તથા ધંદરમ પરીચય ગુણ, કર્મ, ઊપશોગ ભાટ, કુક, મારી, પીપરમુજ, મેઘી, કલદર, લમણ, ખણ, ફીંગ, નુલસી, અરુડસી, પરો, ગડો, કલાવરી, તિડુલા, ઊંમરી, જીંમપ, અલવગેળ, ઝીમરુ, ઠાક	૨૫ ગુણ
ફેલુ	શ્વેતશ્વેત અથવા વલગપતિઓનો સામજીક કલવો કલમ છે.	
યુનિટ-૩	તિડોષ (વાત, કફ, પિત) કનુ પ્રમાણે તિડોષોનો સંચય અને પડોષ આયુર્વેદ યેલવે કુ ૭ તેનો દુકમ પરીચય યોગ અને આયુર્વેદની તુલા અક્ષરની સંધિએ લેષ પચાપચય	૨૦ ગુણ
ફેલુ	આયુર્વેદ અને અક્ષરથી કારીલના આંતરીક અંગોની કુખી અને તિડોષનુ સમલ કલમ છે.	
યુનિટ-૪	પંચકર્મ (ભ્રેજન, સ્વેદન, વમન, તિરેકન, ભક્તિ) મંદાગ્નિ, અજીર્ણ, કબજાવાત, ગેમ, ગડા, ઊલટી, અમલપિત, જ્વર, દમ, ક્ષય, રક્તવાપ, માથાનો દુખાવો, ક્રકડા, સંપિવાત તેગોની આયુર્વેદિક પિઝિકા નિસર્ગોપચાર અંગે, પરીચય મંદાગ્નિ, અજીર્ણ, કબજાવાત, ગેમ, ગડા, ઊલટી, અમલપિત, જ્વર, દમ, ક્ષય, રક્તવાપ, માથાનો દુખાવો, ક્રકડા, સંપિવાત તેગોની નિસર્ગોપચાર પિઝિકા	૩૦ ગુણ
ફેલુ	નિસર્ગોપચાર પિઝિકા અને પંચકર્મ કલમ તેગ પતિકરક કલિને વધે છે.	

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SUBJECT CODE: DA1YOGA104

પુસ્તકપત્ર - ૪

પ્રાયોગિક

૧	પ્રાર્થના, મંત્રો, જાપ્તીઓ (સંસ્કૃતમાં)				
૨	દૈનિક શારીરિક ક્રિયાઓ				
૩	ત્રિવિધીકરણ વ્યાયામ				
૪	આસન ત્રીણે મુજબ				
	દેહીને કરવાના આસનો	ઉચ્ચ રીતે કરવાના આસનો	સુઈને કરવાના આસનો (પેટ અને પૌંક ઉપર)		
૧	પદ્માસન	૧	તટાસન	૧	સુખા વજ્રાસન
૨	શોનિાસન	૨	સુપીનાસન	૨	જ્વાનાસન
૩	પુષ્કર પુટાસન	૩	જાડમુગ્ધાસન	૩	શકીતાસન
૪	જાનુ શિટાસન	૪	અર્ધકોટી પદ્માસન	૪	મનજ્વાસન
૫	ઝોનુઆસન	૫	પાદ કલ્પાસન	૫	સુજાડાસન
૬	વજ્રાસન	૬	ઉકટાસન	૬	સ્વાસન
૭	જશાસન	૭	પુષ્કરજાસન	૭	સર્વોજાસન
૮	અર્ધમનસવીજાસન	૮	વજ્રપદાસન	૮	કર્ણપીડાસન
૯	પદ્મિયોગાસન	૯	અર્ધ પંચાસન	૯	પન્જાસન
૧૦	જલસન	૧૦	ગરુડાસન	૧૦	અર્ધાસન
૧૧	આકાશ પન્જાસન			૧૧	સેતુમંજાસન
૧૨	સ્વસ્થિાસન			૧૨	વજ્રાસન
૧૩	પદ્મિયોગાસન			૧૩	ઉચ્ચાનપદાસન
૧૪	ઉપ્પાસન			૧૪	પતંગાસન
૧૫	અનુપદ્મજાસન				
૧૬	તારાસન				
૧૭	લોલાસન				
૧૮	કુમાસન				
૧૯	પર્વતાસન				
૫	પ્રાયોગવામ				



	કે.કર પ્લાની, સિપીઆસકેવિયા, નાડીકુચિ પાણાચમ, અનુલોમ-વિલોમ પાણાચમ, સામરી, શીનલી
૬	કારીકની કુચિચિયાબી જાનનેત્રી, મુખનેત્રી, જાટક, કપાલભાતી
૭	વિબંધ મુલામંધ, જાતંધરમંધ, ઠેકીયાલમંધ
૮	મુખમ્બો ભાલમુખ, ખ્યાનામુખ, વાયુમુખ, જ્વાલમુખ, પૂર્ણીમુખ, કુલ્યમુખ, સૂર્યમુખ, વરુણમુખ, પ્રાણમુખ, અપાનમુખ, વ્યઠનમુખ, વેદાનમુખ
૯	ખ્યાન કાઠ રીતે કાઠવર્ગી ?
૧૦	સુર્યનમસ્કાર (કર્કિત, મંગલે સર્ગી)
કેન્દ્ર	યોગાસન કાર્યક્રમ, મનસિક અને આધ્યાત્મિક સ્વાસ્થ્ય ને પ્રભાવ પાડવે છે.
કેન્દ્ર	યોગથી વિજ્ઞાન પરિકાશક શક્તિ વધે છે. અને સર્વાંગી વિકાસ થાય છે.
કેન્દ્ર	યોગથી બેસવ્યાન કેલવાય છે.

### સંદર્ભ ગ્રંથ સૂચિ

- (૧) શ્રીમદ ભગવદ્ ગીતા
- (૨) ધેરંક સહિત્ય - યોગ પબ્લિકેશન ટ્રસ્ટ, મુમ્બઈ (ભિલ્લર)
- (૩) હરયોગ પ્રતિપીકા પુસ્તકલક -કેવલ્યાધામ - સોનાપલ્લ
- (૪) સ્વામી કૃપાલ્યાનંદકૃત ખ્યાસન અને મુખ લકુલીકા (લાલક મિશન)
- (૫) પાતંજલ યોગસુત્ર
- (૬) ડી. જાનુપ્રસાદ પંડ્યા અને મહેશ પટેલ યોગ સિધ્ધિ (જિજ્ઞાસુ સંદર્ભમાં)



**N.S. Patel Arts College, Anand**  
**(Autonomous)**



(Managed by Sardara Patel Education trust, Anand)

**Certificate Course in Temple Management**

**Syllabus**

Code	Certificate Course in Temple Management	Credit	Hours
		02	
Objectives	<ul style="list-style-type: none"> <li>➤ આ અભ્યાસક્રમથી અધ્યાત્મનો સચાર કાલ્ય,</li> <li>➤ મંદિરોનાં શિલ્પ-સ્થાપત્યનો પરિચય કાલ્ય.</li> <li>➤ મૂર્તિપૂજાનું મહત્ત્વ સ્પષ્ટ કાલ્ય.</li> <li>➤ કથા-પૂવચન-સંસંગ દ્વારા સારા સંસ્કારોનું સિંચન કાલ્ય અને સંસ્કારી માનવ બને.</li> <li>➤ મંદિર વ્યવસ્થાપન અને પુરાણનું જ્ઞાન મળે.</li> </ul>		
Unit -1	<ul style="list-style-type: none"> <li>➤ <u>મંદિરનું મહત્ત્વ તથા પૂવચન પરમ્પરા</u> ભારતીય મંદિરોનાં શિલ્પ-સ્થાપત્યનો પરિચય, ભારતનાં યુગ્મિક મંદિરોનું ઐતિહાસિક મહત્ત્વ, મંદિરોની આવશ્યકતા અને તેનું આધ્યાત્મિક મહત્ત્વ, ભારતીય રાજ્યોમાં કથા અને પૂવચનોનું મહત્ત્વ ( મહાભારત, શ્રીમદ્ભગવત મહાપુરાણ, શ્રીમદ્ભગવદ્ગીતા, શ્રીસમયરીતમ્બનસ, શિક્ષાપત્રી), સામાજિક પરિવર્તનોમાં મંદિરો દ્વારા થતા કથા-પૂવચન-સંસંગોનું મહત્ત્વ અને યોગદાન.</li> <li>➤ વિવિધ પૂજા પદ્ધતિ - વિવિધ પૂજા-અર્ચના પદ્ધતિ - બેકોપચાર, પંચોપચાર, શોડશોપચાર, શાસ્ત્રોક્ત પૂજાક્રમ અને તેનો પરિચય, વિવિધ મંદિરોમાં થતી દૈનિક ક્રિયાઓ ( ઉત્થાન, પૂજન, શુંગર, ભોગ, આરતી, શયન)નો પરિચય અને પદ્ધતિઓ, પંચાંગનો સામાન્ય પરિચય, સંસ્કૃત સંપ્રદાય ( સ્વપરિચય, દિનચર્ચા અને વિભક્તિ- કારક પ્રયોગ), સંસ્કૃતમાં પારિવારિક કૌટુંબ અને વ્યાવસાયિક સામાન્ય પરિચય,</li> </ul>		
Unit- 2	<ul style="list-style-type: none"> <li>➤ <u>મંદિર વ્યવસ્થાપન</u> મંદિરોમાં થતા દૈનિક દર્શનની દર્શનાર્થીઓ માટેની વ્યવસ્થા, મંદિરોમાં ઉજવાતા વિવિધ ઉત્સવો દરમ્યાનની દર્શન વ્યવસ્થા, વયોવૃદ્ધ અને દિવ્યાંગ દર્શનાર્થીઓની વિશેષ વ્યવસ્થા, પ્રસાદ વિતરણ વ્યવસ્થા, ધાર્મિક સાહિત્ય, વસ્તુઓ, ચિત્રો(ફોટાઓ), પત્રીકાઓનાં પ્રકાશનની અને તેનાં વિતરણની વ્યવસ્થા, ઉદ્યાનની જાળવણી અને સ્વચ્છતાનાં જીવન અભિગમો.</li> <li>➤ <u>પ્રસાદનું</u> મંદિરની જરૂરો અને પ્રચાર-પ્રચર માટેનાં વિવિધ માધ્યમો અને તેનાં ઉપયોગ વિશેની માહિતી, ઓનલાઇન માર્ગદર્શન અને જનસંપર્ક, સામાન્ય અંગ્રેજીનું જ્ઞાન- મંદિરની માહિતી પ્રદાશક વાલીલાપ, મુલાકાતી સારી અંગ્રેજીમાં વાતચીત, મંદિરનો વિવિધ</li> </ul>		

	કર્તવ્યમોની અનુમતિ હેતુ પોલીશ અધિકારને અંગ્રેજીમાં પાઠ્યલેખન, કોમ્પ્યુટરનો પરિચય, ઈન્ટરનેટ- પાવર પોઈન્ટ પ્રેઝન્ટેશનનું જ્ઞાન.
<b>Learning Outcomes</b>	<ul style="list-style-type: none"> <li>➤ જ્ઞા અભ્યાસક્રમથી વિદ્યાર્થીનાં અધ્યાત્મનો સંપાર થશે.</li> <li>➤ મંદિરોનો ક્રિત્ય-સ્થાપત્યનો પરિચય થશે.</li> <li>➤ વિદ્યાર્થીને મૂર્તિપૂજનું મહત્ત્વ સ્પષ્ટ થશે.</li> <li>➤ મંદિર વ્યવસ્થાપન અને પ્રસાદનું જ્ઞાન મળશે જેવાથી તેના વ્યવસાયમાં જોડાશે.</li> </ul>
<b>Reference Books:</b>	
1	કાકર, ચલદત્ત દુર્ગાચંકર. કાકર, ખડુજી ચલદત્ત. બાલબોધજ્યોતિષસારસમુચ્ચય મુંબઈ.
2	શ્રીરામદેવત. મુક્તચિંતામણી વ્યા.- દિવેદી, વિનયોચરીપ્રસાદ. ચૌખંબા સુરભરતી પ્રકાશન, વારાણસી.
3	વ્યવહારસાહસી- સંસ્કૃત ભારતી પ્રકાશન
4	નિત્યકર્મ પૂજાપ્રકાશ - ગીતાપ્રેસ, ગોરખપુર

**N S Patel Arts College, Anand**  
**(Autonomous)**

**Curriculum for**  
**Bachelor of Arts (Honors)**  
**Economics**

(Effective from Academic Year 2023-2024)

Semester – 5 & 6

**CURRICULUM**  
**STRUCTURE, COURSES AND SYLLABUS**

# B.A. (Honors) Economics: LOCF Curriculum 2021-2024

## LIST OF COURSE

<b>Discipline Specific Core Courses</b>	<b>Generic Elective Courses</b>
Introductory Microeconomics	Introductory Microeconomics
Introductory Macroeconomics	Intermediate Microeconomics - I
Intermediate Microeconomics - I	Indian Economy - I
Intermediate Macroeconomics - I	Indian Economy - II
Indian Economy - I	<b>Discipline Specific Elective Courses</b>
Microeconomics	Economics Thought and System
Macroeconomics	Public Finance
Indian Economy - II	International Trade
Survey Method	Dissertation / Project
Regional Economics of Gujarat	
Economics of Entrepreneurship	
Mathematical Economics	
Development Economics	
Statistical Economics	

## **NUMBER OF COURSES AND CREDITS**

1. Discipline Specific Core Courses (DSC) : 13 (6 credits each) = 78
2. Discipline Specific Electives (DSE) : 4 (6 credits each) = 24
3. Generic Electives (GE) : 4 (6 credits each) = 24
5. Skill Enhancement Courses (SEC) : 2 (2 credits each) = 4
6. Ability Enhancement Compulsory Courses : 4 (3 credits each) = 12
6. Ability Enhancement Compulsory Courses : 2 (2 credits each) = 4
7. Dissertation / Project (Compulsory) : 1 (6 credits each) = 6

**TOTAL CREDITS = 152**

# B.A. (Honors) Economics: LOCF Curriculum 2021-2024

Course Type	Course Code	Course Title	Credit	Evaluation Weight age		
				Internal	External	Total
<b>Semester-01</b>						
AECC	UA1AENG101	English Communication	3	30	70	100
	UA1ASAN102	Sanskrit	2	30	70	100
Core Courses	UA1CECO101	Introductory Microeconomics	6	30	70	100
	UA1CECO102	Introductory Macroeconomics	6	30	70	100
Generic Elective Courses	UA1GECO101	Introductory Microeconomics	6	30	70	100
SEC	UA1SNCC101	NCC / NSS / Sports & Yoga	2	30	70	100
		<b>Total Credit</b>	<b>25</b>			
<b>Semester -02</b>						
AECC	UA2AENG201	English Communication	3	30	70	100
	UA2ASAN202	Sanskrit	2	30	70	100
Core Courses	UA2CECO201	Intermediate Microeconomics - I	6	30	70	100
	UA2CECO202	Intermediate Macroeconomics - I	6	30	70	100
Generic Elective Courses	UA2GECO201	Intermediate Microeconomics - I	6	30	70	100
SEC	UA2SNCC201	NCC / NSS / Sports & Yoga	2	30	70	100
		<b>Total Credit</b>	<b>25</b>			
<b>Semester-03</b>						
AECC	UA3AENG301	English Communication	3	30	70	100
Core Courses	UA3CECO301	Indian Economy - I	6	30	70	100
	UA3CECO302	Micro Economics	6	30	70	100
	UA3CECO303	Macro Economics	6	30	70	100
Generic Elective Courses	UA3GECO301	Indian Economy - I	6	30	70	100
		<b>Total Credit</b>	<b>27</b>			
<b>Semester-04</b>						
AECC	UA4AENG401	English Communication	3	30	70	100
Core Courses	UA4CECO401	Indian Economy - II	6	30	70	100
	UA4CECO402	Survey Method	6	30	70	100
	UA4CECO403	Regional Economics of Gujarat	6	30	70	100
Generic Elective Courses	UA4GECO401	Indian Economy - II	6	30	70	100
		<b>Total Credit</b>	<b>27</b>			
<b>Semester-05</b>						
Core Courses	UA5CECO501	Economics of Entrepreneurship	6	30	70	100
	UA5CECO502	Mathematical Economics	6	30	70	100
Discipline Specific Elective	UA5EECO501	Economics Thought and System	6	30	70	100
	UA5EECO502	Public Finance	6	30	70	100
		<b>Total Credit</b>	<b>24</b>			
<b>Semester-06</b>						
Core Courses	UA6CECO601	Development Economics	6	30	70	100
	UA6CECO602	Statistical Economics	6	30	70	100
Discipline Specific Elective	UA6EECO601	International Trade	6	30	70	100
	UA6EECO602	Dissertation / Project	6	30	70	100
		<b>Total Credit</b>	<b>24</b>			
<b>Total Credit for the Course</b>			<b>152</b>			

## **1. LEARNING OUTCOME-BASED APPROACH**

The B.A. (Honors) Economics Program provides a firm basis for much of the advanced thinking in the discipline of Economics. It provides the student with a logical paradigm for modeling and interpreting the behavior and interactions of households, firms, and government institutions.

The Program is consistent with global standards in the Economics discipline. It offers training that is comparable to that of an undergraduate student at the world's best universities.

## **2. GRADUATE ATTRIBUTES**

Upon completion of this Program, a student will have the necessary skills to understand and analyze in a logical manner all major economic phenomena.

A student will be able to analyze government policies and regulations, and demonstrate their significance. Knowing how an economy functions, and how decisions are made by consumers, producers, and regulators, the student will have the necessary skills to identify, analyze, and solve problems in a logical and efficient way. The Program provides the basic ingredients of economic theory and the opportunity to learn how to process and analyze economic data based on sound statistical principles, in order to arrive at economically meaningful conclusions.

## **3. QUALIFICATION DESCRIPTION**

This is Three Years (06 Semesters) Full Time Degree Program. Upon successful completion of this Program, a student will be awarded the degree of B.A. (Honors) Economics.

## **4. PROGRAM OBJECTIVES**

**The Program aims to:**

1. Train students in basic economic theory;
2. Equip students with the mathematical and statistical techniques necessary for a proper Understanding of the discipline;
3. Discuss real world economic issues and problems facing the country and the world;
4. Enable students to understand proper policy responses to economic problems;
5. Train students to collect primary data and learn sampling techniques;
6. Train students to use statistical and econometric methods to arrive at conclusions About the validity of economic theories;
7. Train students to learn the art of economic modeling.



## **5. PROGRAM LEARNING OUTCOMES STUDENTS WILL:**

1. Appraise principle, theories, laws and significance of assumptions in economics.
2. Explain the dynamics of market mechanism and functioning of economy.
3. Know the mathematical and statistical techniques necessary for economic research;
4. Analyze the real economic issues and problems of the country and rest of the world;
5. Apply scientific methods, techniques and statistical tools for investigation of economic Problems.

**Semester – V**

**B.A.**

**(Honors)**

**Economics**

<b>Course Code</b>	<b>UA5CECO501</b>	<b>Title of the Course</b>	<b>Economics of Entrepreneurship</b>
<b>Total Credits of the Course</b>	<b>6</b>	<b>Hours per Week</b>	<b>5 + 1</b>

<b>Course Content</b>		
<b>Unit</b>	<b>Description</b>	<b>Weight age (%)</b>
1	<b>Introduction to Entrepreneur and Entrepreneurship</b> <ul style="list-style-type: none"> <li>• Meaning, Characteristics, Qualities, Functions, and Types of Entrepreneur</li> <li>• Various roles of entrepreneur (As an innovator in economic development, as a generator of new employment opportunities, as a complement and supporter of economic development, as a bringer of social stability, as a balanced regional developer), Sources of information for the entrepreneur</li> <li>• Meaning, Characteristics, Ideology of Entrepreneurship</li> <li>• Factors affecting entrepreneurship</li> <li>• Stages of Entrepreneurship Process</li> <li>• Importance of Entrepreneur and Entrepreneurship</li> </ul>	25%
2	<b>Main Elements of Entrepreneurship</b> <ul style="list-style-type: none"> <li>• Meaning, types and management of Risk taking</li> <li>• Meaning, characteristics types of Leadership</li> <li>• A comparison of Autocratic, Democratic and Laissez faire leadership</li> <li>• Meaning, characteristics and stages of decision making process</li> <li>• Meaning characteristics stages and importance of Business planning</li> <li>• Difference between strategic and functional planning</li> <li>• Location of plant for new industrial enterprise</li> <li>• Entrepreneurship Development Programmes: Objectives, importance</li> </ul>	25%
3	<b>Principles of Entrepreneurship</b> <ul style="list-style-type: none"> <li>• Economic Principles of Entrepreneurship by Mark Caisson, Harway Leibenstein, Kiznar</li> <li>• Social Principles of Entrepreneurship by F.W.Yung, Max Weber, Thomas Cochran, B.F. Hozleys and Stock.</li> <li>• Psychological Principles of Entrepreneurship by David McClelland, Hagen</li> </ul>	25%
4	<b>Models of Entrepreneurship</b> <ul style="list-style-type: none"> <li>• Opportunities</li> <li>• Enables</li> <li>• Advocate</li> <li>• Producers</li> </ul>	25%
<b>Teaching-Learning Methodology</b>	Online, Offline, lectures, PPT, Quiz, Assignments, Presentation, Case study. Book review, Seminar	

<b>Evaluation Pattern</b>		
<b>Sr. No.</b>	<b>Details of the Evaluation</b>	<b>Weight age</b>
1	Internal Written / Practical Examination (As per CBCS R.6.8.3)	15%
2	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	15%
3	External Examination	70%
<b>Sr. NO</b>	<b>References</b>	
	<b><u>Basic Reading List</u></b>	
1	<ul style="list-style-type: none"> <li>• Gaurav Datta Ashwani Mahajan (2012), Indian Economy. S. Chand &amp; Company Ltd., New Delhi.</li> <li>• Misra &amp; Puri - (2011) Indian Economy, Himalaya Publication house, Mumbai.</li> <li>• Gopal and Suman Banhri (2013) Indian Economy Performance and Policies Pearson Publication Delhi.</li> <li>• Prakesh B.A. (2011) The Indian Economy Since 1991 Economic Reforms and performance, Pearson Publication Delhi.</li> </ul>	
	<b><u>Reference Books:</u></b>	
2	<ul style="list-style-type: none"> <li>• Tandon - Indian Economy.</li> <li>• Dhar P.K., Indian Economy.</li> <li>• Agrawal A.N., Problems of Development &amp; Planning.</li> <li>• Memoria C.B. Agricultural Problems of India, Kitab Mahal Publication. Kitabmahal, New Delhi.</li> <li>• Dr. Datir R.K. And others Bharatiya Arthvyavastha- 5th Edition 2012, Nirali prakashan Pune</li> <li>• Jalan B., The Indian Economy Problem and prospectus, Viking, New Delhi</li> <li>• Planning Commission (2007), Eleven Five Year Plan (2007-12)</li> <li>• Govt. of India – Economic Survey.</li> <li>• World Bank – World Development Report</li> <li>• Census of India (2001),</li> <li>• C.S.O. National Account Statistics.</li> </ul>	

<b>Course Code</b>	<b>UA5CECO502</b>	<b>Title of the Course</b>	<b>Mathematical Economics</b>
<b>Total Credits of the Course</b>	<b>6</b>	<b>Hours per Week</b>	<b>5 + 1</b>

<b>Course Content</b>		
<b>Unit</b>	<b>Description</b>	<b>Weight age (%)</b>
1	<b>Market model</b> <ul style="list-style-type: none"> <li>• Meaning and their applications in Economic analysis of economic Model Diagram,</li> <li>• Meaning and types of equation, Meaning and types of function, inequality linear programming and its graphical solution. And calculate some examples of market models (with tax and subsidy)</li> </ul>	30%
2	<b>Matrix and determinants</b> <ul style="list-style-type: none"> <li>• Meaning and types of Matrix and determinants, Algebra and their applications in Economic analysis, Cramer's rule, inverse matrix, and calculate some examples of Matrix</li> </ul>	20%
3	<b>Set and Probability</b> <ul style="list-style-type: none"> <li>• Meaning and types of Sets, Venn Diagrams, Elements of probability, law of probability and calculate some examples of sets and Probability</li> </ul>	20%
4	<b>Derivatives</b> <ul style="list-style-type: none"> <li>• Elements of differential calculus and their applications in Economic analysis, such as establishment of relationship between AR, MR, AC and MC, Optimization conditions</li> <li>• Meaning of differential derivatives, rules of differentiation, second order derivatives, partial derivatives, total derivatives, total differential and their utility in Economic theory. And calculate some examples of derivatives.</li> </ul>	30%

<b>Teaching-Learning Methodology</b>	Online, Offline, lectures, PPT, Quiz, Assignments, Presentation, Case study. Book review, Seminar
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<b>Evaluation Pattern</b>		
<b>Sr. No.</b>	<b>Details of the Evaluation</b>	<b>Weight age</b>
1	Internal Written / Practical Examination (As per CBCS R.6.8.3)	15%
2	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	15%

3	External Examination	70%
<b>Sr. NO</b>	<b>References</b>	
1		
2		
3		
4		

<b>Course Code</b>	<b>UA5EECO501</b>	<b>Title of the Course</b>	<b>Economic Thought &amp; System</b>
<b>Total Credits of the Course</b>	<b>6</b>	<b>Hours per Week</b>	<b>5 + 1</b>

<b>Course Content</b>		
<b>Unit</b>	<b>Description</b>	<b>Weight age (%)</b>
1	<b>History of Economic Thought Before classical Economist</b> <ul style="list-style-type: none"> <li>• Concept and meaning of Economic Thought,</li> <li>• Methods of History of Economic Thought (Chronological and conceptual method)</li> <li>• Importance of history of economic thought</li> <li>• Meaning of mercantilism, Causes of Emergence mercantilism, Reasons for downfall of mercantilism, criticism of mercantilism</li> <li>• Meaning of physiocracy, Causes of Emergence physiocracy, Net production, Tablo economic, Single tax method</li> </ul>	25%
2	<b>Classical &amp; Neo-classical Economic Thoughts</b> <ul style="list-style-type: none"> <li>• Adam Smith, Meaning of division of labour, Merit and demerit of division of labour, Laissez faire policy</li> <li>• Malthus's thought on population,</li> <li>• Ricardo &amp; J. S. Mill, Marshall, Pareto, Pigoue</li> </ul>	25%
3	<b>Economic Systems</b> <ul style="list-style-type: none"> <li>• Capitalism</li> <li>• Socialism</li> <li>• Marxism</li> <li>• Cooperation</li> </ul>	25%
4	<b>Indian Economic Thought</b> <ul style="list-style-type: none"> <li>• Kautilya</li> <li>• Dadabhai Navroji</li> <li>• Gandhiji</li> <li>• Dr. B R Ambedakar</li> <li>• Dr. Amartya Sen</li> </ul>	25%
<b>Teaching-Learning Methodology</b>	Online, Offline, lectures, PPT, Quiz, Assignments, Presentation, Case study. Book review, Seminar	

<b>Evaluation Pattern</b>		
<b>Sr. No.</b>	<b>Details of the Evaluation</b>	<b>Weight age</b>
1	Internal Written / Practical Examination (As per CBCS R.6.8.3)	15%
2	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	15%

3	External Examination	70%
<b>Sr. NO</b>	<b>References</b>	



<b>Course Code</b>	<b>UA5EECO502</b>	<b>Title of the Course</b>	<b>Public Finance</b>
<b>Total Credits of the Course</b>	<b>6</b>	<b>Hours per Week</b>	<b>5 + 1</b>

<b>Course Content</b>		
<b>Unit</b>	<b>Description</b>	<b>Weight age (%)</b>
1	<b>Introduction to Public Finance</b> <ul style="list-style-type: none"> <li>• Definition and Objectives of Public Finance</li> <li>• Characteristics of Public goods and Private goods</li> <li>• Merit and Demerit Goods</li> <li>• Private cost-benefit and social cost benefit-externalities</li> <li>• Source of Income of Government – Taxation, Public debt, Deficit Financing, Profit from public enterprises, Privatization of public sector units</li> </ul>	25%
2	<b>Fiscal Policy, Taxation and Budget</b> <ul style="list-style-type: none"> <li>• Fiscal Policy: Meaning and Objectives, Effects, Limitations</li> <li>• Meaning and Concept of Tax</li> <li>• Classification of Taxes</li> <li>• Direct tax and Indirect tax, Meaning, Advantages and Disadvantages,</li> <li>• Characteristics of Good tax system</li> <li>• Theories of Taxation</li> <li>• Impact incidence and shifting of taxation</li> <li>• Effects of Taxation on Production, Employment and Distribution</li> <li>• Personal Income tax, Capital Gain tax, Corporate Income tax, Goods and Service Tax, Excise Duty - Custom Duty</li> <li>• Budget</li> </ul>	30%
3	<b>Public Expenditure &amp; Public Debts</b> <ul style="list-style-type: none"> <li>• Public Expenditure – Meaning, Objectives, Classification, Importance, Causes of increase in Public expenditure</li> <li>• Effect of Public expenditure</li> <li>• Size of Government</li> <li>• Meaning and Concept of Public Debt</li> <li>• Difference between taxation and borrowing</li> <li>• Types of Debts</li> <li>• Methods of Redemption of Public Debts</li> <li>• Burden of Public Debt</li> </ul> <p>A P Lerner Prof. J M Buchanan</p>	25%
4	<b>Federal Finance</b> <ul style="list-style-type: none"> <li>• National, State &amp; local Finance</li> <li>• Concept &amp; issues of Fiscal Federalism</li> <li>• Centre and State financial relations in India: Finance Commission</li> <li>• Meaning and Types Deficit Financing</li> </ul>	20%

<b>Teaching-Learning Methodology</b>	Online, Offline, lectures, PPT, Quiz, Assignments, Presentation, Case study. Book review, Seminar
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<b>Evaluation Pattern</b>		
<b>Sr. No.</b>	<b>Details of the Evaluation</b>	<b>Weight age</b>
1	Internal Written / Practical Examination (As per CBCS R.6.8.3)	15%
2	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	15%
3	External Examination	70%
<b>Sr. NO</b>	<b>References</b>	

**Semester – VI**

**B.A.**

**(Honors)**

**Economics**

<b>Course Code</b>	<b>UA6CECO601</b>	<b>Title of the Course</b>	<b>Development Economics</b>
<b>Total Credits of the Course</b>	<b>6</b>	<b>Hours per Week</b>	<b>5 + 1</b>

<b>Course Content</b>		
<b>Unit</b>	<b>Description</b>	<b>Weight age (%)</b>
1	<b>Nature and Scope of Economic Development</b> <ul style="list-style-type: none"> <li>Economic growth and development: concept, factor affecting Economics growth(Economic factors and non economic factors)</li> <li>Difference between economic growth and economic development, Economic growth and economic progress</li> <li>Measurement of economic development and its indicators</li> <li>Meaning and Definition of Economic Model, Objectives and Importance of Economic Model, Economic development is desirable?, Assumptions of economic models</li> <li>Types of growth models, and limitations</li> </ul>	25%
2	<b>Growth Models for Under- Developed Countries</b> <ul style="list-style-type: none"> <li>Rostov, Nurkse, Rodan, Hirschman, Lewis, Leibenstein</li> </ul>	25%
3	<b>Environment and Development</b> <ul style="list-style-type: none"> <li>Environment and Ecology</li> <li>Renewable and Non Renewable Resources</li> <li>Global Warming and its Economic Impacts</li> <li>Concept of Sustainable Development</li> <li>Externalities and carbon tax</li> </ul>	25%
4	<b>Economic Development with others</b> <ul style="list-style-type: none"> <li>Monetary policy and Economic Development</li> <li>Fiscal Policy and Economic Development</li> <li>Inflation and Economic Development</li> <li>Foreign Aid and Economic Development</li> <li>Role of State in development</li> </ul>	25%

<b>Teaching-Learning Methodology</b>	Online, Offline, lectures, PPT, Quiz, Assignments, Presentation, Case study. Book review, Seminar
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<b>Evaluation Pattern</b>		
<b>Sr. No.</b>	<b>Details of the Evaluation</b>	<b>Weight age</b>
1	Internal Written / Practical Examination (As per CBCS R.6.8.3)	15%
2	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	15%
3	External Examination	70%

<b>Course Code</b>	<b>UA6CECO602</b>	<b>Title of the Course</b>	<b>Statistics in Economics</b>
<b>Total Credits of the Course</b>	<b>6</b>	<b>Hours per Week</b>	<b>5 + 1</b>

<b>Course Content</b>		
<b>Unit</b>	<b>Description</b>	<b>Weight age (%)</b>
1	<b>Central Tendency</b> <ul style="list-style-type: none"> <li>Method of data collection and presentation of data, frequency distribution, measures of central tendency, measures of dispersion and their application in Economic analysis, Lorenz curve</li> </ul>	25%
2	<b>Correlation</b> <ul style="list-style-type: none"> <li>Meaning and types of correlation, scatter diagrams, coefficient of correlation, product moment method and rank Correlation method, probable error and explanation of coefficient of correlation, and its application in Economics</li> </ul>	25%
3	<b>Regression</b> <ul style="list-style-type: none"> <li>Meaning and its application in economic analysis, relationship between attributes and calculate some examples of regression</li> </ul>	25%
4	<b>Index Number</b> <ul style="list-style-type: none"> <li>Meaning importance utilization of index numbers in Economic analysis, problems in construction of index numbers, methods of construction of various types of index numbers And calculate some examples of Index Number</li> </ul>	25%

<b>Teaching-Learning Methodology</b>	Online, Offline, lectures, PPT, Quiz, Assignments, Presentation, Case study. Book review, Seminar
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<b>Evaluation Pattern</b>		
<b>Sr. No.</b>	<b>Details of the Evaluation</b>	<b>Weight age</b>
1	Internal Written / Practical Examination (As per CBCS R.6.8.3)	15%
2	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	15%
3	External Examination	70%
<b>Sr. NO</b>	<b>References</b>	
1		
2		

<b>Course Code</b>	<b>UA6EECO601</b>	<b>Title of the Course</b>	<b>International Trade</b>
<b>Total Credits of the Course</b>	<b>6</b>	<b>Hours per Week</b>	<b>5 + 1</b>

<b>Course Content</b>		
<b>Unit</b>	<b>Description</b>	<b>Weight age (%)</b>
1	<b>International Trade</b> <ul style="list-style-type: none"> <li>• Internal and International Trade Meaning, Difference and Similarities</li> <li>• Principles of International Trade by Adam Smith, David Ricardo, Heckscher Ohlin</li> </ul>	25%
2	<b>Balances of payment and Exchange Rates</b> <ul style="list-style-type: none"> <li>• Current, Capital &amp; Reserve Accounts</li> <li>• Concept of Balance of Trade, Current Account Deficit</li> <li>• Reason for deficit balance of payment and Remedies for removing imbalances of balance of payment</li> <li>• Depreciation &amp; Devaluation</li> <li>• Meaning of exchange rate, fixed exchange rate, Flexible exchange rate, Multiple exchange rate, and it's merits &amp; demerits. Mint per theory, Purchasing power parity theory</li> </ul>	25%
3	<b>Terms of Trade</b> <ul style="list-style-type: none"> <li>• Meaning of Terms of Trade</li> <li>• Types of Terms of Trade</li> <li>• Factors affecting Terms of Trade</li> </ul>	25%
4	<b>Free Trade &amp; Protectionism</b> <ul style="list-style-type: none"> <li>• Meaning of free trade and its merits &amp; demerits</li> <li>• Meaning of protection policy and its merits &amp; demerits</li> <li>• WTO</li> <li>• SAARC</li> </ul>	25%

<b>Teaching-Learning Methodology</b>	Online, Offline, lectures, PPT, Quiz, Assignments, Presentation, Case study, Book review, Seminar
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<b>Evaluation Pattern</b>		
<b>Sr. No.</b>	<b>Details of the Evaluation</b>	<b>Weight age</b>
1	Internal Written / Practical Examination (As per CBCS R.6.8.3)	15%
2	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	15%
3	External Examination	70%
<b>Sr. NO</b>	<b>References</b>	
1		

**N S Patel Arts College, Anand**  
**(Autonomous)**

**Curriculum for**  
**Bachelor of Arts (Honors)**  
**Economics**

(Effective from Academic Year 2021-2022)

**CURRICULUM**  
**STRUCTURE, COURSES AND SYLLABUS**

# B.A. (Honors) Economics: LOCF Curriculum 2021-2024

## LIST OF COURSE

<b>Discipline Specific Core Courses</b>	<b>Generic Elective Courses</b>
Introductory Microeconomics	Introductory Microeconomics
Introductory Macroeconomics	Intermediate Microeconomics - I
Intermediate Microeconomics - I	Indian Economy - I
Intermediate Macroeconomics - I	Indian Economy - II
Indian Economy - I	<b>Discipline Specific Elective Courses</b>
Microeconomics	
Macroeconomics	
Indian Economy - II	
Survey Method	
Regional Economics of Gujarat	

## **NUMBER OF COURSES AND CREDITS**

1. Discipline Specific Core Courses (DSC) : 13 (6 credits each) = 78
2. Discipline Specific Electives (DSE) : 4 (6 credits each) = 24
3. Generic Electives (GE) : 4 (6 credits each) = 24
5. Skill Enhancement Courses (SEC) : 2 (2 credits each) = 4
6. Ability Enhancement Compulsory Courses : 4 (3 credits each) = 12
6. Ability Enhancement Compulsory Courses : 2 (2 credits each) = 4
7. Dissertation / Project (Compulsory) : 1 (6 credits each) = 6

**TOTAL CREDITS = 152**



# B.A. (Honors) Economics: LOCF Curriculum 2021-2024

Course Type	Course Code	Course Title	Credit	Evaluation Weight age		
				Internal	External	Total
<b>Semester-01</b>						
AECC	UA1AENG101	English Communication	3	30	70	100
	UA1ASAN102	Sanskrit	2	30	70	100
Core Courses	UA1CECO101	Introductory Microeconomics	6	30	70	100
	UA1CECO102	Introductory Macroeconomics	6	30	70	100
Generic Elective Courses	UA1GECO101	Introductory Microeconomics	6	30	70	100
SEC	UA1SNCC101	NCC / NSS / Sports & Yoga	2	30	70	100
		<b>Total Credit</b>	<b>25</b>			
<b>Semester -02</b>						
AECC	UA2AENG201	English Communication	3	30	70	100
	UA2ASAN202	Sanskrit	2	30	70	100
Core Courses	UA2CECO201	Intermediate Microeconomics - I	6	30	70	100
	UA2CECO202	Intermediate Macroeconomics - I	6	30	70	100
Generic Elective Courses	UA2GECO201	Intermediate Microeconomics - I	6	30	70	100
SEC	UA2SNCC201	NCC / NSS / Sports & Yoga	2	30	70	100
		<b>Total Credit</b>	<b>25</b>			
<b>Semester-03</b>						
AECC	UA3AENG301	English Communication	3	30	70	100
Core Courses	UA3CECO301	Indian Economy - I	6	30	70	100
	UA3CECO302	Micro Economics	6	30	70	100
	UA3CECO303	Macro Economics	6	30	70	100
Generic Elective Courses	UA3GECO301	Indian Economy - I	6	30	70	100
		<b>Total Credit</b>	<b>27</b>			
<b>Semester-04</b>						
AECC	UA4AENG401	English Communication	3	30	70	100
Core Courses	UA4CECO401	Indian Economy - II	6	30	70	100
	UA4CECO402	Survey Method	6	30	70	100
	UA4CECO403	Regional Economics of Gujarat	6	30	70	100
Generic Elective Courses	UA4GECO401	Indian Economy - II	6	30	70	100
		<b>Total Credit</b>	<b>27</b>			
<b>Semester-05</b>						
Core Courses	UA5CECO501		6	30	70	100
	UA5CECO502		6	30	70	100
Discipline Specific Elective	UA5DECO501		6	30	70	100
	UA5DECO502		6	30	70	100
		<b>Total Credit</b>	<b>24</b>			
<b>Semester-06</b>						
Core Courses	UA6CECO601		6	30	70	100
	UA6CECO602		6	30	70	100
Discipline Specific Elective	UA6DECO601		6	30	70	100
	UA6DECO602		6	30	70	100
		<b>Total Credit</b>	<b>24</b>			
<b>Total Credit for the Course</b>			<b>152</b>			

## **1. LEARNING OUTCOME-BASED APPROACH**

The B.A. (Honors) Economics Program provides a firm basis for much of the advanced thinking in the discipline of Economics. It provides the student with a logical paradigm for modeling and interpreting the behavior and interactions of households, firms, and government institutions.

The Program is consistent with global standards in the Economics discipline. It offers training that is comparable to that of an undergraduate student at the world's best universities.

## **2. GRADUATE ATTRIBUTES**

Upon completion of this Program, a student will have the necessary skills to understand and analyze in a logical manner all major economic phenomena.

A student will be able to analyze government policies and regulations, and demonstrate their significance. Knowing how an economy functions, and how decisions are made by consumers, producers, and regulators, the student will have the necessary skills to identify, analyze, and solve problems in a logical and efficient way. The Program provides the basic ingredients of economic theory and the opportunity to learn how to process and analyze economic data based on sound statistical principles, in order to arrive at economically meaningful conclusions.

## **3. QUALIFICATION DESCRIPTION**

This is Three Years (06 Semesters) Full Time Degree Program. Upon successful completion of this Program, a student will be awarded the degree of B.A. (Honors) Economics.

## **4. PROGRAM OBJECTIVES**

**The Program aims to:**

1. Train students in basic economic theory;
2. Equip students with the mathematical and statistical techniques necessary for a proper Understanding of the discipline;
3. Discuss real world economic issues and problems facing the country and the world;
4. Enable students to understand proper policy responses to economic problems;
5. Train students to collect primary data and learn sampling techniques;
6. Train students to use statistical and econometric methods to arrive at conclusions About the validity of economic theories;
7. Train students to learn the art of economic modeling.

## **5. PROGRAM LEARNING OUTCOMES STUDENTS WILL:**

1. Appraise principle, theories, laws and significance of assumptions in economics.
2. Explain the dynamics of market mechanism and functioning of economy.
3. Know the mathematical and statistical techniques necessary for economic research;
4. Analyze the real economic issues and problems of the country and rest of the world;
5. Apply scientific methods, techniques and statistical tools for investigation of economic Problems.

**Semester – III**

**B.A.**

**(Honors)**

**Economics**

<b>Course Code</b>	<b>UA3CECO301</b>	<b>Title of the Course</b>	<b>Indian Economy - I</b>
<b>Total Credits of the Course</b>	<b>6</b>	<b>Hours per Week</b>	<b>5 + 1</b>

<b>Course Content</b>		
<b>Unit</b>	<b>Description</b>	<b>Weight age (%)</b>
1	<b>Economic Planning in India</b> <ul style="list-style-type: none"> <li>• Characteristics of India: as a developing country</li> <li>• What is economic planning?</li> <li>• Objectives of economic planning</li> <li>• Economic Planning strategies in India and its types</li> <li>• Origin of economic Planning in India</li> <li>• Strategies of planning in India</li> <li>• Characteristics of economic planning in India</li> </ul>	20%
2	<b>Evaluation of Economic planning in India</b> <ul style="list-style-type: none"> <li>• Achievements of planning in India</li> <li>• Importance of planning in India</li> <li>• Experience of planning in India</li> <li>• Limitation of planning in India</li> <li>• NITI Aayog <ul style="list-style-type: none"> <li>○ Co-operative Federation</li> <li>○ Competitive Federation</li> </ul> </li> </ul>	20%
3	<b>The structure of Indian economy</b> <ul style="list-style-type: none"> <li>• Occupation structure in Indian Economy</li> <li>• Agriculture sector in Indian economy <ul style="list-style-type: none"> <li>○ Contribution in GDP, Employment, Problems, Importance and Challenges</li> </ul> </li> <li>• Industries sector in Indian economy <ul style="list-style-type: none"> <li>○ Contribution in GDP, Employment, Problems, Importance and Challenges</li> </ul> </li> <li>• Service sector in Indian economy <ul style="list-style-type: none"> <li>○ Contribution in GDP, Employment, Problems, Importance and Challenges</li> </ul> </li> </ul>	20%
4	<b>Population in India</b> <ul style="list-style-type: none"> <li>• Theory of demographic transition</li> <li>• Population trends in India</li> <li>• Causes of high birth rate in India</li> <li>• Causes of low death rate in India</li> <li>• Effects of population in Indian Economy</li> <li>• Measures of population control in India</li> <li>• New population policy in India</li> </ul>	20%
5	<b>Poverty and Unemployment in India</b> <ul style="list-style-type: none"> <li>• Absolute and relative poverty</li> <li>• Poverty line in India</li> <li>• Indicators of poverty</li> <li>• Causes of poverty</li> <li>• Government policies for poverty alleviation</li> </ul>	20%

	<ul style="list-style-type: none"> <li>• Meaning and Nature of unemployment in India</li> <li>• Types of unemployment in India</li> <li>• Status of unemployment in India</li> <li>• Measures of unemployment in India</li> <li>• Causes of unemployment in India</li> <li>• Government policies for reducing unemployment</li> </ul>	
<b>Teaching-Learning Methodology</b>	Online, Offline, lectures, PPT, Quiz, Assignments, Presentation, Case study. Book review, Seminar	

<b>Evaluation Pattern</b>		
<b>Sr. No.</b>	<b>Details of the Evaluation</b>	<b>Weight age</b>
1	Internal Written / Practical Examination (As per CBCS R.6.8.3)	15%
2	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	15%
3	External Examination	70%
<b>Sr. NO</b>	<b>References</b>	
	<b><u>Basic Reading List</u></b>	
1	<ul style="list-style-type: none"> <li>• Gaurav Datta Ashwani Mahajan (2012), Indian Economy. S. Chand &amp; Company Ltd., New Delhi.</li> <li>• Misra &amp; Puri - (2011) Indian Economy, Himalaya Publication house, Mumbai.</li> <li>• Gopal and Suman Banhri (2013) Indian Economy Performance and Policies Pearson Publication Delhi.</li> <li>• Prakesh B.A. (2011) The Indian Economy Since 1991 Economic Reforms and performance, Pearson Publication Delhi.</li> </ul>	
	<b><u>Reference Books:</u></b>	
2	<ul style="list-style-type: none"> <li>• Tandon - Indian Economy.</li> <li>• Dhar P.K., Indian Economy.</li> <li>• Agrawal A.N., Problems of Development &amp; Planning.</li> <li>• Memoria C.B. Agricultural Problems of India, Kitab Mahal Publication. Kitabmahal, New Delhi.</li> <li>• Dr. Datir R.K. And others Bharatiya Arthvyavastha- 5th Edition 2012, Nirali prakashan Pune</li> <li>• Jalan B., The Indian Economy Problem and prospectus, Viking, New Delhi</li> <li>• Planning Commission (2007), Eleven Five Year Plan (2007-12)</li> <li>• Govt. of India – Economic Survey.</li> <li>• World Bank – World Development Report</li> <li>• Census of India (2001),</li> <li>• C.S.O. National Account Statistics.</li> </ul>	

<b>Course Code</b>	<b>UA3CECO302</b>	<b>Title of the Course</b>	<b>Micro Economics</b>
<b>Total Credits of the Course</b>	<b>6</b>	<b>Hours per Week</b>	<b>5 + 1</b>

<b>Course Content</b>		
<b>Unit</b>	<b>Description</b>	<b>Weight age (%)</b>
1	<b>Market and Perfect competition</b> <ul style="list-style-type: none"> <li>• Meaning and types of Markets</li> <li>• Meaning of Perfect competition</li> <li>• Characteristics of Perfect competition</li> <li>• Demand Curve in Perfect competition</li> <li>• Pure competition And Perfect competition</li> <li>• General Condition of Equilibrium in perfect competition</li> <li>• Firm and industries of Short Term and Long Term in perfect competition</li> </ul>	20%
2	<b>Monopoly</b> <ul style="list-style-type: none"> <li>• Meaning</li> <li>• Causes for Monopoly</li> <li>• Characteristics of Monopoly</li> <li>• Types of Monopoly</li> <li>• Demand and Marginal Revenue Curves in Imperfect competition</li> <li>• Price and Producer's Equilibrium in Monopoly</li> <li>• Equilibrium of zero cost, constant cost, increasing cost and decreasing cost in Monopoly</li> <li>• Comparison between long term equilibrium of monopoly and perfect competition</li> </ul>	20%
3	<b>Discriminatory Monopoly</b> <ul style="list-style-type: none"> <li>• Types of Discrimination</li> <li>• Definition of Price Discrimination</li> <li>• Types of Price Discrimination</li> <li>• When is Price Discrimination Possible?</li> <li>• When is Price Discrimination Profitable?</li> <li>• Equilibrium under Price Discrimination</li> </ul>	20%
4	<b>Duopoly and Oligopoly</b> <ul style="list-style-type: none"> <li>• Meaning of Duopoly</li> <li>• Cournot model of Duopoly</li> <li>• Edgeworth model of Duopoly</li> <li>• Meaning of Oligopoly</li> <li>• Characteristic and types of Oligopoly</li> <li>• Price Determination in Oligopoly</li> <li>• Kinked Demand Curve</li> <li>• Price leadership models</li> <li>• Collusive oligopoly: Cartels</li> </ul>	20%
5	<b>Monopolistic competition</b> <ul style="list-style-type: none"> <li>• Meaning and Characteristics</li> </ul>	20%

	<ul style="list-style-type: none"> <li>• Firm and industries Equilibrium in Short Term and Long Term</li> <li>• Meaning of Selling cost</li> <li>• Different between selling cost and production cost</li> <li>• Effects of selling cost on demand curve</li> </ul>	
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<b>Teaching-Learning Methodology</b>	Online, Offline, lectures, PPT, Quiz, Assignments, Presentation, Case study. Book review, Seminar
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<b>Evaluation Pattern</b>		
<b>Sr. No.</b>	<b>Details of the Evaluation</b>	<b>Weight age</b>
1	Internal Written / Practical Examination (As per CBCS R.6.8.3)	15%
2	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	15%
3	External Examination	70%
<b>Sr. NO</b>	<b>References</b>	
1	Hal R. Varian, Intermediate Microeconomics, a Modern Approach, W.W. Norton and Company/Affiliated East-West Press (India), 8th edition, 2010.	
2	Bernheim, B.& Whinston, M. (2009). Microeconomics. Tata McGraw- Hill.	
3	C. Snyder and W. Nicholson, Fundamentals of Microeconomics, Cengage Learning (2010).	
4	Robert Pindyck& Daniel Rubinfeld, Microeconomics, Pearson Indian Education Services Pvt. L Ed. 2020) 5. Dwivedi D.N. (2019), Microeconomics-Theory & Applications, Vikas Publishing, Noida (UP).	



<b>Course Code</b>	<b>UA3CECO303</b>	<b>Title of the Course</b>	<b>Macro Economics</b>
<b>Total Credits of the Course</b>	<b>6</b>	<b>Hours per Week</b>	<b>5 + 1</b>

<b>Course Content</b>		
<b>Unit</b>	<b>Description</b>	<b>Weight age (%)</b>
1	<b>Trade cycle</b> <ul style="list-style-type: none"> <li>• Meaning</li> <li>• Characteristics</li> <li>• Different stages of trade cycle</li> <li>• Theory of trade cycle by Hawtrey, Hayek and Hicks</li> </ul>	20%
2	<b>Monetary policy and Fiscal policy</b> <ul style="list-style-type: none"> <li>• Meaning of Monetary policy</li> <li>• Objectives of Monetary policy</li> <li>• Characteristics of Monetary policy</li> <li>• Tools of Monetary policy</li> <li>• Recent trends Monetary policy in India</li> <li>• Meaning of Fiscal policy</li> <li>• Objectives of Fiscal policy</li> <li>• Tools of Fiscal policy</li> <li>• Characteristics of Recent Fiscal policy in India</li> </ul>	20%
3	<b>Nature and concept of Money</b> <ul style="list-style-type: none"> <li>• Concept, Nature and types of Money</li> <li>• High power money</li> <li>• Meaning of depreciation of Money</li> <li>• Causes, effects and remedies of depreciation</li> <li>• Demonetization in India</li> </ul>	20%
4	<b>Money &amp; Investment Multiplier</b> <ul style="list-style-type: none"> <li>• Meaning of Money and Investment multiplier</li> <li>• Process of multiplier</li> <li>• Leakages of multiplier</li> <li>• Limitations of multiplier</li> <li>• Theory of Investment multiplier</li> <li>• Theory of acceleration</li> <li>• Meaning of Marginal Efficiency of Capital (MEC)</li> <li>• Factors affecting Marginal Efficiency of Capital</li> </ul>	20%
5	<b>Banking</b> <ul style="list-style-type: none"> <li>• Meaning of Banking</li> <li>• Meaning and functions of Central Banks</li> <li>• Meaning and functions of Commercial Banks</li> <li>• Meaning and functions of Private Banks</li> <li>• Co-operative Banks</li> <li>• Nationalization of Bank in India</li> <li>• New concept in Banking system (Core banking, NEFT, RTGS, UPI)</li> </ul>	20%

<b>Teaching-Learning Methodology</b>	Online, Offline, lectures, PPT, Quiz, Assignments, Presentation, Case study. Book review, Seminar
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<b>Evaluation Pattern</b>		
<b>Sr. No.</b>	<b>Details of the Evaluation</b>	<b>Weight age</b>
1	Internal Written / Practical Examination (As per CBCS R.6.8.3)	15%
2	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	15%
3	External Examination	70%
<b>Sr. NO</b>	<b>References</b>	
1	Blanchard, O. (2018). Macroeconomics, 7th ed. Pearson Education.	
2	Dornbusch, R., Fischer, S., Startz, R. (2018). Macroeconomics, 12th ed. McGraw-Hill.	
3	Mankiw, N. (2016). Macroeconomics, 9th ed. Worth Publishers. 4. Jones, C. (2016). Macroeconomics, 4th ed. W. W. Norton.	
4	Branson, W. (2013). Macroeconomics: Theory and policy, 3rd ed, East West Press.	
5	Abel, A., Bernanke, B. (2016). Macroeconomics, 9th ed. Pearson Education.	
6	Errol D'Souza, Macroeconomics, Pearson Education, 2009	
7	Paul R. Krugman, Maurice Obstfeld and Marc Melitz, International Economics, Pearson Education Asia, 9th edition, 2012.	

<b>Course Code</b>	<b>UA3GECO301</b>	<b>Title of the Course</b>	<b>Indian Economy - I</b>
<b>Total Credits of the Course</b>	<b>6</b>	<b>Hours per Week</b>	<b>5 + 1</b>

<b>Course Content</b>		
<b>Unit</b>	<b>Description</b>	<b>Weight age (%)</b>
1	<b>Economic Planning in India</b> <ul style="list-style-type: none"> <li>• Characteristics of India: as a developing country</li> <li>• What is economic planning?</li> <li>• Objectives of economic planning</li> <li>• Economic Planning strategies in India and its types</li> <li>• Origin of economic Planning in India</li> <li>• Strategies of planning in India</li> <li>• Characteristics of economic planning in India</li> </ul>	20%
2	<b>Evaluation of Economic planning in India</b> <ul style="list-style-type: none"> <li>• Achievements of planning in India</li> <li>• Importance of planning in India</li> <li>• Experience of planning in India</li> <li>• Limitation of planning in India</li> <li>• NITI Aayog <ul style="list-style-type: none"> <li>○ Co-operative Federation</li> <li>○ Competitive Federation</li> </ul> </li> </ul>	20%
3	<b>The structure of Indian economy</b> <ul style="list-style-type: none"> <li>• Occupation structure in Indian Economy</li> <li>• Agriculture sector in Indian economy <ul style="list-style-type: none"> <li>○ Contribution in GDP, Employment, Problems, Importance and Challenges</li> </ul> </li> <li>• Industries sector in Indian economy <ul style="list-style-type: none"> <li>○ Contribution in GDP, Employment, Problems, Importance and Challenges</li> </ul> </li> <li>• Service sector in Indian economy <ul style="list-style-type: none"> <li>○ Contribution in GDP, Employment, Problems, Importance and Challenges</li> </ul> </li> </ul>	20%
4	<b>Population in India</b> <ul style="list-style-type: none"> <li>• Theory of demographic transition</li> <li>• Population trends in India</li> <li>• Causes of high birth rate in India</li> <li>• Causes of low death rate in India</li> <li>• Effects of population in Indian Economy</li> <li>• Measures of population control in India</li> <li>• New population policy in India</li> </ul>	20%
5	<b>Poverty and Unemployment in India</b> <ul style="list-style-type: none"> <li>• Absolute and relative poverty</li> <li>• Poverty line in India</li> <li>• Indicators of poverty</li> <li>• Causes of poverty</li> </ul>	20%

	<ul style="list-style-type: none"> <li>• Government policies for poverty alleviation</li> <li>• Meaning and Nature of unemployment in India</li> <li>• Types of unemployment in India</li> <li>• Status of unemployment in India</li> <li>• Measures of unemployment in India</li> <li>• Causes of unemployment in India</li> <li>• Government policies for reducing unemployment</li> </ul>	
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<b>Teaching-Learning Methodology</b>	Online, Offline, lectures, PPT, Quiz, Assignments, Presentation, Case study. Book review, Seminar
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<b>Evaluation Pattern</b>		
<b>Sr. No.</b>	<b>Details of the Evaluation</b>	<b>Weight age</b>
1	Internal Written / Practical Examination (As per CBCS R.6.8.3)	15%
2	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	15%
3	External Examination	70%
<b>Sr. NO</b>	<b>References</b>	
	<p><b><u>Basic Reading List</u></b></p> <ul style="list-style-type: none"> <li>• Gaurav Datta Ashwani Mahajan (2012), Indian Economy. S. Chand &amp; Company Ltd., New Delhi.</li> <li>• Misra &amp; Puri - (2011) Indian Economy, Himalaya Publication house, Mumbai.</li> <li>• Gopal and Suman Banhri (2013) Indian Economy Performance and Policies Pearson Publication Delhi.</li> <li>• Prakesh B.A. (2011) The Indian Economy Since 1991 Economic Reforms and performance, Pearson Publication Delhi.</li> </ul>	
	<p><b><u>Reference Books:</u></b></p> <ul style="list-style-type: none"> <li>• Tandon - Indian Economy.</li> <li>• Dhar P.K., Indian Economy.</li> <li>• Agrawal A.N., Problems of Development &amp; Planning.</li> <li>• Memoria C.B. Agricultural Problems of India, Kitab Mahal Publication. Kitabmahal, New Delhi.</li> <li>2 • Dr. Datir R.K. And others Bharatiya Arthvyavastha- 5th Edition 2012, Nirali prakashan Pune</li> <li>• Jalan B., The Indian Economy Problem and prospectus, Viking, New Delhi</li> <li>• Planning Commission (2007), Eleven Five Year Plan (2007-12).</li> <li>• Govt. of India – Economic Survey.</li> <li>• World Bank – World Development Report.</li> <li>• Census of India (2001),</li> <li>• C.S.O. National Account Statistics.</li> </ul>	

**Semester – IV**

**B.A.**

**(Honors)**

**Economics**

<b>Course Code</b>	<b>UA4CECO401</b>	<b>Title of the Course</b>	<b>Indian Economy - II</b>
<b>Total Credits of the Course</b>	<b>6</b>	<b>Hours per Week</b>	<b>5 + 1</b>

<b>Course Content</b>		
<b>Unit</b>	<b>Description</b>	<b>Weight age (%)</b>
1	<b>Industries in India</b> <ul style="list-style-type: none"> <li>• Concept of Industrial Structure in India</li> <li>• Classification of industries in India</li> <li>• Importance of MSMEs in Indian economy</li> <li>• Importance of large-scale industries in Indian economy</li> <li>• Challenges faced by MSMEs</li> <li>• Government support for MSMEs</li> <li>• Concept of Make in India</li> <li>• Concept of Atmanirbhar Bharat</li> </ul>	20%
2	<b>Public and Private Sector in India</b> <ul style="list-style-type: none"> <li>• Concept and meaning of public and private sector</li> <li>• Objectives of public sector</li> <li>• Performance, Evaluation, Challenges, Importance and limitations of public sector</li> <li>• Disinvestment in public sector</li> <li>• Importance of the public and private sector</li> <li>• Problems of public and private sector</li> <li>• Limitations of public and private sector</li> <li>• Steps taken by the government for the development of the private sector</li> <li>• Public Private Partnership</li> </ul>	20%
3	<b>Education and Health in India</b> <ul style="list-style-type: none"> <li>• Education in India</li> <li>• Importance of education in India</li> <li>• Education and economic development</li> <li>• New Education Policy-2020</li> <li>• Economic dimensions of healthcare in India</li> <li>• Reasons for poor health of people in India</li> <li>• Government Health programs in India</li> <li>• Effective government approaches to health care</li> </ul>	20%
4	<b>Economic reforms in India - I</b> <ul style="list-style-type: none"> <li>• Meaning, Objectives</li> <li>• Characteristics of Economic Reforms</li> <li>• Causes for Economic Reforms</li> <li>• Economic status in States</li> </ul>	20%
5	<b>Economic reforms in India - II</b> <ul style="list-style-type: none"> <li>• Meaning and implementation of Liberalization</li> <li>• Merits and demerits of Liberalization</li> <li>• Conditions for the success of Economic Liberalization</li> <li>• What is privatization?</li> </ul>	20%

	<ul style="list-style-type: none"> <li>• Process of privatization</li> <li>• Privatization policy in India</li> <li>• Effects of privatization</li> <li>• Meaning of Globalization</li> <li>• Merits of Globalization</li> <li>• Effects of Globalization on Indian economy</li> </ul>	
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<b>Teaching-Learning Methodology</b>	Online, Offline, lectures, PPT, Quiz, Assignments, Presentation, Case study. Book review, Seminar
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<b>Evaluation Pattern</b>		
<b>Sr. No.</b>	<b>Details of the Evaluation</b>	<b>Weight age</b>
1	Internal Written / Practical Examination (As per CBCS R.6.8.3)	15%
2	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	15%
3	External Examination	70%
<b>Sr. NO</b>	<b>References</b>	
	<p><b><u>Basic Reading List</u></b></p> <ul style="list-style-type: none"> <li>• Gaurav Datta Ashwani Mahajan (2012), Indian Economy. S. Chand &amp; Company Ltd., New Delhi.</li> <li>• Misra &amp; Puri - (2011) Indian Economy, Himalaya Publication house, Mumbai.</li> <li>• Gopal and Suman Banhri (2013) Indian Economy Performance and Policies Pearson Publication Delhi.</li> <li>• Prakesh B.A. (2011) The Indian Economy Since 1991 Economic Reforms and performance, Pearson Publication Delhi.</li> </ul>	
	<p><b><u>Reference Books:</u></b></p> <ul style="list-style-type: none"> <li>• Tandon - Indian Economy.</li> <li>• Dhar P.K., Indian Economy.</li> <li>• Agrawal A.N., Problems of Development &amp; Planning.</li> <li>• Memoria C.B. Agricultural Problems of India, Kitab Mahal Publication. Kitabmahal, New Delhi.</li> <li>• Dr. Datir R.K. And others Bharatiya Arthvyavastha- 5th Edition 2012, Nirali prakashan Pune</li> <li>• Jalan B., The Indian Economy Problem and prospectus, Viking, New Delhi</li> <li>• Planning Commission (2007), Eleven Five Year Plan (2007-12).</li> <li>• Govt. of India – Economic Survey.</li> <li>• World Bank – World Development Report.</li> <li>• Census of India (2001),</li> <li>• C.S.O. National Account Statistics</li> </ul>	

<b>Course Code</b>	<b>UA4CECO402</b>	<b>Title of the Course</b>	<b>Survey Method</b>
<b>Total Credits of the Course</b>	<b>6</b>	<b>Hours per Week</b>	<b>5 + 1</b>

<b>Course Content</b>		
<b>Unit</b>	<b>Description</b>	<b>Weight age (%)</b>
1	<b>Research in Social Science</b> <ul style="list-style-type: none"> <li>• Meaning of Research in Social Science</li> <li>• Objectives of Research</li> <li>• Main stages of Research</li> <li>• Scope of Research</li> <li>• Importance of Research</li> <li>• Types of Research methods</li> <li>• Planning of Research</li> <li>• Planning of Socio-Economic Survey</li> </ul>	20%
2	<b>Research Problems and Hypotheses</b> <ul style="list-style-type: none"> <li>• Identification of Research Problem</li> <li>• Meaning, Objectives of Hypotheses</li> <li>• Characteristics of Hypotheses</li> <li>• Process of Hypotheses</li> <li>• Framing of Hypotheses</li> <li>• Types of Hypotheses</li> <li>• What is a Pilot Survey?</li> <li>• Importance of Pilot Survey</li> </ul>	20%
3	<b>Census and Sample Survey</b> <ul style="list-style-type: none"> <li>• What is a Census survey?</li> <li>• Limitations of Census survey</li> <li>• Meaning and Types of Universe</li> <li>• Meaning of Sample and Sampling process</li> <li>• Characteristics of a good Sample</li> <li>• Need for Sampling</li> <li>• Types of Sampling</li> <li>• Techniques of drawing a random sample</li> <li>• Sampling and non-sampling errors</li> </ul>	20%
4	<b>Types and Methods of Research</b> <ul style="list-style-type: none"> <li>• Types of Research: <ul style="list-style-type: none"> <li>○ Historical Research</li> <li>○ Pure and Empirical Research</li> <li>○ Primary Research</li> <li>○ Descriptive Research</li> <li>○ Experimental Research</li> </ul> </li> <li>• Quantitative and Qualitative Methods</li> <li>• Observation Method</li> <li>• Unit study Method</li> <li>• Content analysis Method</li> </ul>	20%



5	<b>Questionnaire and Schedule</b> <ul style="list-style-type: none"> <li>• Meaning of Questionnaire</li> <li>• Characteristics of a good Questionnaire</li> <li>• Types of Questionnaires</li> <li>• Importance of Questionnaire</li> <li>• Limitations of Questionnaire</li> <li>• Meaning of Interview schedule</li> <li>• Characteristics of Interview schedule</li> <li>• Types of Interview schedule</li> <li>• Importance of Interview schedule</li> <li>• Limitations of Interview schedule</li> <li>• Different Between Questionnaire and schedule</li> </ul>	20%
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<b>Teaching-Learning Methodology</b>	Online, Offline, lectures, PPT, Quiz, Assignments, Presentation, Case study. Book review, Seminar
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<b>Evaluation Pattern</b>		
Sr. No.	Details of the Evaluation	Weight age
1	Internal Written / Practical Examination (As per CBCS R.6.8.3)	15%
2	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	15%
3	External Examination	70%
Sr. NO	References	
1		
2		
3		
4		

<b>Course Code</b>	<b>UA4CECO403</b>	<b>Title of the Course</b>	<b>Regional Economics of Gujarat</b>
<b>Total Credits of the Course</b>	<b>6</b>	<b>Hours per Week</b>	<b>5 + 1</b>

<b>Course Content</b>		
<b>Unit</b>	<b>Description</b>	<b>Weight age (%)</b>
1	<b>Regional Economics &amp; Profile of Gujarat in the Background of Indian</b> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• What is Region?</li> <li>• Why Regional Economics?</li> <li>• Indicators of Regional Development <ul style="list-style-type: none"> <li>○ Per Capita Income</li> <li>○ Trends of Human Development</li> <li>○ Literacy Rate</li> <li>○ Poverty</li> <li>○ Human Development Index</li> </ul> </li> <li>• Profile of Gujarat in the background of Indian Economy <ul style="list-style-type: none"> <li>○ Economic Development of Gujarat</li> <li>○ Population</li> <li>○ Gross Domestic Production</li> <li>○ Agriculture</li> <li>○ Industries</li> <li>○ Services</li> </ul> </li> </ul>	
2	<b>Demographic Features of Gujarat</b> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Trends of Population in Gujarat</li> <li>• Density of Population</li> <li>• Birth rate and Death rate</li> <li>• Infant rate</li> <li>• Expected life</li> <li>• Sec Ratio</li> <li>• Literacy</li> <li>• Rural and Urban Population in Gujarat</li> <li>• Population policy of Gujarat</li> </ul>	15%
3	<b>Outline of Gujarat State</b> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Nature of Income and Expenditure and its Trends in Gujarat</li> <li>• Agriculture sector</li> <li>• Industries sector</li> <li>• Service sector</li> <li>• Dairy Industries in Gujarat</li> </ul>	15%
4	<b>Industries in Gujarat</b> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Importance of Industrial Development in Gujarat</li> <li>• Industrial Development in Gujarat</li> <li>• MSME : Trends, Importance and role of Economic development in Gujarat</li> </ul>	15%

	<ul style="list-style-type: none"> <li>Textile Industries, Chemical Industries and Pharmaceutical Industries in Gujarat</li> <li>Industrial Policy in Gujarat</li> <li>Vibrant Gujarat Global Investors Summit</li> </ul>	
5	<b>Co-operative Movement in Gujarat</b> <ul style="list-style-type: none"> <li>Development of Co-operative movement in Gujarat</li> <li>Milk Production and Selling Co-operative society in Gujarat</li> <li>Objectives and Progress of Industrial Co-operative Society in Gujarat</li> <li>Objective and Performance of Credit Co-operative Society in Gujarat</li> </ul>	15%

<b>Teaching-Learning Methodology</b>	Online, Offline, lectures, PPT, Quiz, Assignments, Presentation, Case study, Book review, Seminar
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<b>Evaluation Pattern</b>		
<b>Sr. No.</b>	<b>Details of the Evaluation</b>	<b>Weight age</b>
1	Internal Written / Practical Examination (As per CBCS R.6.8.3)	15%
2	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	15%
3	External Examination	70%
<b>Sr. NO</b>	<b>References</b>	
1		
2		
3		
4		

<b>Course Code</b>	<b>UA4GECO401</b>	<b>Title of the Course</b>	<b>Indian Economy - II</b>
<b>Total Credits of the Course</b>	<b>6</b>	<b>Hours per Week</b>	<b>5 + 1</b>

<b>Course Content</b>		
<b>Unit</b>	<b>Description</b>	<b>Weight age (%)</b>
1	<b>Industries in India</b> <ul style="list-style-type: none"> <li>• Concept of Industrial Structure in India</li> <li>• Classification of industries in India</li> <li>• Importance of small-scale industries in Indian economy</li> <li>• Importance of large-scale industries in Indian economy</li> <li>• The problem of small-scale industries</li> <li>• Government measures to prevent the problem of small-scale industries</li> <li>• Concept of Make in India</li> <li>• Concept of Atmanirbhar Bharat</li> </ul>	20%
2	<b>Public and Private Sector in India</b> <ul style="list-style-type: none"> <li>• Concept and meaning of public and private sector</li> <li>• Objectives and problems of public sector</li> <li>• Evaluate the performance of public sector</li> <li>• Importance of the public and private sector</li> <li>• Problems of public and private sector</li> <li>• Limitations of public and private sector</li> <li>• Steps taken by the government for the development of the private sector</li> </ul>	20%
3	<b>Education and Health in India</b> <ul style="list-style-type: none"> <li>• Education in India</li> <li>• Importance of education in India</li> <li>• Education and economic development</li> <li>• New Education Policy-2020</li> <li>• Economic dimensions of healthcare in India</li> <li>• Reasons for poor health of people in India</li> <li>• Nutrition programs in India</li> <li>• Effective government approaches to health care</li> </ul>	20%
4	<b>Economic reforms- I</b> <ul style="list-style-type: none"> <li>• Meaning, Objectives</li> <li>• Characteristic of Economic Reforms</li> <li>• Causes for Economic Reforms</li> <li>• Regional Economic Reforms</li> <li>• Agricultural Policy</li> <li>• Industrial Policy</li> </ul>	20%
5	<b>Economic reforms - II</b> <ul style="list-style-type: none"> <li>• Meaning and implement Liberalization</li> <li>• Merit and demerit of Liberalization</li> <li>• Condition for the success of Economic Liberalization</li> <li>• What is privatization?</li> </ul>	20%

	<ul style="list-style-type: none"> <li>• Process of privatization</li> <li>• Privatization policy in India</li> <li>• Effects of privatization</li> <li>• Meaning of Globalization</li> <li>• Merits of Globalization</li> <li>• Effects of Globalization on Indian economy</li> </ul>	
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<b>Teaching-Learning Methodology</b>	Online, Offline, lectures, PPT, Quiz, Assignments, Presentation, Case study. Book review, Seminar
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<b>Evaluation Pattern</b>		
<b>Sr. No.</b>	<b>Details of the Evaluation</b>	<b>Weight age</b>
1	Internal Written / Practical Examination (As per CBCS R.6.8.3)	15%
2	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	15%
3	External Examination	70%
<b>Sr. NO</b>	<b>References</b>	
	<u><b>Basic Reading List</b></u> <ul style="list-style-type: none"> <li>• Gaurav Datta Ashwani Mahajan (2012), Indian Economy. S. Chand &amp; Company Ltd., New Delhi.</li> <li>• Misra &amp; Puri - (2011) Indian Economy, Himalaya Publication house, Mumbai.</li> <li>• Gopal and Suman Banhri (2013) Indian Economy Performance and Policies Pearson Publication Delhi.</li> <li>• Prakesh B.A. (2011) The Indian Economy Since 1991 Economic Reforms and performance, Pearson Publication Delhi.</li> </ul>	
	<u><b>Reference Books:</b></u> <ul style="list-style-type: none"> <li>• Tandon - Indian Economy.</li> <li>• Dhar P.K., Indian Economy.</li> <li>• Agrawal A.N., Problems of Development &amp; Planning.</li> <li>• Memoria C.B. Agricultural Problems of India, Kitab Mahal Publication. Kitabmahal, New Delhi.</li> <li>• Dr. Datir R.K. And others Bharatiya Arthvyavastha- 5th Edition 2012, Nirali prakashan Pune</li> <li>• Jalan B., The Indian Economy Problem and prospectus, Viking, New Delhi</li> <li>• Planning Commission (2007), Eleven Five Year Plan (2007-12).</li> <li>• Govt. of India – Economic Survey.</li> <li>• World Bank – World Development Report.</li> <li>• Census of India (2001),</li> <li>• C.S.O. National Account Statistics</li> </ul>	



**N S Patel Arts College, Anand**  
**(Autonomous)**

**Curriculum for**  
**Bachelor of Arts (Honors)**  
**Economics**

(Effective from Academic Year 2021-2022)

**CURRICULUM**  
**STRUCTURE, COURSES AND SYLLABUS**

# B.A. (Honors) Economics: LOCF Curriculum 2021-2024

## LIST OF COURSE

<b>Discipline Specific Core Courses</b>	<b>Generic Elective Courses</b>
Introductory Microeconomics	Introductory Microeconomics
Introductory Macroeconomics	Intermediate Microeconomics - I
Intermediate Microeconomics - I	Indian Economy - I
Intermediate Macroeconomics - I	
Indian Economy - I	<b>Discipline Specific Elective Courses</b>
Microeconomics	
Macroeconomics	

### **NUMBER OF COURSES AND CREDITS**

1. Discipline Specific Core Courses (DSC) : 13 (6 credits each) = 78
2. Discipline Specific Electives (DSE) : 4 (6 credits each) = 24
3. Generic Electives (GE) : 4 (6 credits each) = 24
5. Skill Enhancement Courses (SEC) : 2 (2 credits each) = 4
6. Ability Enhancement Compulsory Courses : 4 (3 credits each) = 12
6. Ability Enhancement Compulsory Courses : 2 (2 credits each) = 4
7. Dissertation / Project (Compulsory) : 1 (6 credits each) = 6

**TOTAL CREDITS = 152**



# B.A. (Honors) Economics: LOCF Curriculum 2021-2024

Course Type	Course Code	Course Title	Credit	Evaluation Weight age		
				Internal	External	Total
<b>Semester-01</b>						
AECC	UA1AENG101	English Communication	3	30	70	100
	UA1ASAN102	Sanskrit	2	30	70	100
Core Courses	UA1CECO101	Introductory Microeconomics	6	30	70	100
	UA1CECO102	Introductory Macroeconomics	6	30	70	100
Generic Elective Courses	UA1GECCO101	Introductory Microeconomics	6	30	70	100
SEC	UA1SNCC101	NCC / NSS / Sports & Yoga	2	30	70	100
		<b>Total Credit</b>	<b>25</b>			
<b>Semester -02</b>						
AECC	UA2AENG201	English Communication	3	30	70	100
	UA2ASAN202	Sanskrit	2	30	70	100
Core Courses	UA2CECO201	Intermediate Microeconomics - I	6	30	70	100
	UA2CECO202	Intermediate Macroeconomics - I	6	30	70	100
Generic Elective Courses	UA2GECCO201	Intermediate Microeconomics - I	6	30	70	100
SEC	UA2SNCC201	NCC / NSS / Sports & Yoga	2	30	70	100
		<b>Total Credit</b>	<b>25</b>			
<b>Semester-03</b>						
AECC	UA3AENG301	English Communication	3	30	70	100
Core Courses	UA3CECO301	Indian Economy - I	6	30	70	100
	UA3CECO302	Micro Economics	6	30	70	100
	UA3CECO303	Macro Economics	6	30	70	100
Generic Elective Courses	UA3GECCO301	Indian Economy - I	6	30	70	100
		<b>Total Credit</b>	<b>27</b>			
<b>Semester-04</b>						
AECC	UA4AENG401	English Communication	3	30	70	100
Core Courses	UA4CECO401	Indian Economy - II	6	30	70	100
	UA4CECO402	Survey Method	6	30	70	100
	UA4CECO403	History of Economic Thought	6	30	70	100
Generic Elective Courses	UA4GECCO401	Indian Economy - II	6	30	70	100
		<b>Total Credit</b>	<b>27</b>			
<b>Semester-05</b>						
Core Courses	UA5CECO501		6	30	70	100
	UA5CECO502		6	30	70	100
Discipline Specific Elective	UA5DECO501		6	30	70	100
	UA5DECO502		6	30	70	100
		<b>Total Credit</b>	<b>24</b>			
<b>Semester-06</b>						
Core Courses	UA6CECO601		6	30	70	100
	UA6CECO602		6	30	70	100
Discipline Specific Elective	UA6DECO601		6	30	70	100
	UA6DECO602		6	30	70	100
		<b>Total Credit</b>	<b>24</b>			
<b>Total Credit for the Course</b>			<b>152</b>			

## **1. LEARNING OUTCOME-BASED APPROACH**

The B.A. (Honors) Economics Program provides a firm basis for much of the advanced thinking in the discipline of Economics. It provides the student with a logical paradigm for modeling and interpreting the behavior and interactions of households, firms, and government institutions.

The Program is consistent with global standards in the Economics discipline. It offers training that is comparable to that of an undergraduate student at the world's best universities.

## **2. GRADUATE ATTRIBUTES**

Upon completion of this Program, a student will have the necessary skills to understand and analyze in a logical manner all major economic phenomena.

A student will be able to analyze government policies and regulations, and demonstrate their significance. Knowing how an economy functions, and how decisions are made by consumers, producers, and regulators, the student will have the necessary skills to identify, analyze, and solve problems in a logical and efficient way. The Program provides the basic ingredients of economic theory and the opportunity to learn how to process and analyze economic data based on sound statistical principles, in order to arrive at economically meaningful conclusions.

## **3. QUALIFICATION DESCRIPTION**

This is Three Years (06 Semesters) Full Time Degree Program. Upon successful completion of this Program, a student will be awarded the degree of B.A. (Honors) Economics.

## **4. PROGRAM OBJECTIVES**

**The Program aims to:**

1. Train students in basic economic theory;
2. Equip students with the mathematical and statistical techniques necessary for a proper Understanding of the discipline;
3. Discuss real world economic issues and problems facing the country and the world;
4. Enable students to understand proper policy responses to economic problems;
5. Train students to collect primary data and learn sampling techniques;
6. Train students to use statistical and econometric methods to arrive at conclusions About the validity of economic theories;
7. Train students to learn the art of economic modeling.

## **5. PROGRAM LEARNING OUTCOMES STUDENTS WILL:**

1. Appraise principle, theories, laws and significance of assumptions in economics.
2. Explain the dynamics of market mechanism and functioning of economy.
3. Know the mathematical and statistical techniques necessary for economic research;
4. Analyze the real economic issues and problems of the country and rest of the world;
5. Apply scientific methods, techniques and statistical tools for investigation of economic Problems.

**Semester – I**

**B.A.**

**(Honors)**

**Economics**

# DETAILED SYLLABUS: B.A. (HONORS) ECONOMICS

<b>Course Code</b>	UA1CECO101	<b>Title of the Course</b>	Introductory Microeconomics
<b>Total Credits of the Course</b>	6	<b>Hours per Week</b>	5 + 1

<b>Course Objectives</b>	To expose the students to the basic principles of microeconomic theory. The emphasis will be on thinking like an economist and the course will illustrate how microeconomic concepts can be applied to analyze real-life situations.
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<b>Learning Objectives</b>	<p>To know the basic principles of microeconomic theory.</p> <p>To discuss how to think like an economist.</p> <p>To explore the subject matter of economics and economic problem.</p> <p>To discuss the concepts of market, competition and explain how market works.</p> <p>To describe various aspects of consumer behavior and economic decision Making.</p> <p>To know market structure, competition and interpret firms behavior.</p>
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<b>Course Content</b>		
<b>Unit</b>	<b>Description</b>	<b>Weightage (%)</b>
1	<p><b>Exploring the subject matter of Economics</b></p> <ul style="list-style-type: none"> <li>• Why study economics?</li> <li>• Scope and method of economics</li> <li>• The economic problem of scarcity and choice</li> <li>• Assumptions of economics</li> <li>• Definition of economics: Adam Smith, Marshall, Robbins</li> <li>• Basic concepts of Economics: Goods, services, price, value, wealth, demand and supply, meaning and functions of market</li> </ul>	25%
2	<p><b>Demand and supply</b></p> <ul style="list-style-type: none"> <li>• Utility and its types</li> <li>• Law of diminishing marginal utility</li> <li>• Law of equi-marginal utility</li> <li>• Individual demand and market demand</li> <li>• Factors affecting demand</li> <li>• Law of demand</li> <li>• Shift and change in demand curve</li> <li>• Individual supply and market supply</li> <li>• Factors affecting supply</li> <li>• Law of supply</li> <li>• Shift and change in supply curve</li> <li>• Price determination in market</li> <li>• Consumer surplus by Marshall</li> <li>• Elasticity of Demand and Supply</li> </ul>	30%
3	<p><b>The households</b></p> <ul style="list-style-type: none"> <li>• Indifference curve (Meaning and Characteristics)</li> <li>• Marginal rate of substitution</li> <li>• Budget line (change in budget line)</li> <li>• Consumer equilibrium (Indifference curve and price line)</li> <li>• Consumer surplus by Hicks</li> <li>• Substitution effect, Price effect, Income effect</li> <li>• Price effect into Income effect and Substitution effect</li> </ul>	25%

4	<b>Inputs Markets</b> <ul style="list-style-type: none"> <li>• land (Meaning and Characteristics)</li> <li>• Labour (Meaning, types and Characteristics)</li> <li>• Capital (Meaning, types and Characteristics)</li> <li>• Entrepreneurship (Meaning and Characteristics)</li> </ul>	20%
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<b>Teaching-Learning Methodology</b>	Online, Offline, lectures, PPT, Quiz, Assignments, Presentation, Case study. Book review, Seminar
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<b>Evaluation Pattern</b>		
Sr. No.	Details of the Evaluation	Weightage
1	Internal Written / Practical Examination (As per CBCS R.6.8.3)	15%
2	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	15%
3	External Examination	70%

Sr. NO	References
1	Karl E. Case and Ray C. Fair, Principles of Economics, Pearson Education Inc., 8th Ed. 2007.
2	N. G. Mankiew, Economics: Principles and Applications, India edition by South Western, 2007.
3	H.L. Ahuja, Principles of Microeconomic, S. Chand & Co. Pvt. Ltd. (22nd Edition).
4	Jain T.R., Ohri V.K & B.D. Majhi, Principles of Microeconomics, VK Global Publications, New Delhi.
5	Robert Pindyck & Daniel Rubinfeld, Microeconomics, Pearson Indian Education Services Pvt. Ltd. (8th Ed. 2020)
6	Bernheim, B., Whinston, M. (2009). Microeconomics. Tata McGraw-Hill, New Delhi.
7	Dwivedi D.N. (2019), Microeconomics-Theory & Applications, Vikas Publishing, Noida (UP).

<b>Course Code</b>	<b>UA1CECO102</b>	<b>Title of the Course</b>	<b>Introductory Macroeconomics</b>
<b>Total Credits of the Course</b>	<b>6</b>	<b>Hours per Week</b>	<b>5 + 1</b>

<b>Course Objectives</b>	To provide a sound training in microeconomic theory to formally analyze the behavior of individual agents. Since students are already familiar with the quantitative techniques in the previous semesters, mathematical tools are used to facilitate understanding of the basic concepts. This course looks at the behavior of the consumer and the producer and also covers the behavior of a competitive firm.
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<b>Learning Objectives</b>	To know the psychological aspects of economic decision making and consumer behavior. To discuss about social psychology and its impact on economic behavior and decision making. To explain how behavioral economics create impact on public policy.
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<b>Course Content</b>		
<b>Unit</b>	<b>Description</b>	<b>Weightage (%)</b>
1	<b>Introduction to Macroeconomics and National Income Accounting</b> <ul style="list-style-type: none"> <li>• Concept of Microeconomics and macroeconomics</li> <li>• Meaning, scope of macroeconomics</li> <li>• The circular flow, real versus nominal GDP</li> <li>• Concepts of National Income, measurement of GDP, GVA</li> <li>• Income, expenditure and value added methods</li> <li>• Price indices, and National income accounting for an open Economy, limitations in the measurement of National Income</li> </ul>	25%
2	<b>Money</b> <ul style="list-style-type: none"> <li>• Barter system: Meaning and limitation</li> <li>• Meaning and function of money</li> <li>• Quantity theory of money: Fisher, Cambridge and Friedman</li> <li>• Credit creation, Tools of monetary policy</li> <li>• Determination of money supply and demand</li> </ul>	25%
3	<b>Inflation</b> <ul style="list-style-type: none"> <li>• Meaning, Types of inflation, causes, effects of inflation and social cost of inflation, Inflationary gap</li> <li>• Concepts of deflation, disinflation, recession, reflation, stagflation</li> </ul>	25%
4	<b>Rate of interest</b> <ul style="list-style-type: none"> <li>• Classical</li> <li>• Neo-Classical</li> <li>• Keynes</li> <li>• IS-LM model</li> </ul>	25%

<b>Teaching-Learning Methodology</b>	Online, Offline, lectures, PPT, Quiz, Assignments, Presentation, Case study. Book review, Seminar
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<b>Evaluation Pattern</b>		
<b>Sr. No.</b>	<b>Details of the Evaluation</b>	<b>Weightage</b>
1	Internal Written / Practical Examination (As per CBCS R.6.8.3)	15%
2	Internal Continuous Assessment in the form of Practical, Viva-	15%

	voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	
3	External Examination	70%
<b>Sr. NO</b>	<b>References</b>	
1	Blanchard, O. (2018). Macroeconomics, 7th ed. Pearson Education.	
2	Dornbusch, R., Fischer, S., Startz, R. (2018). Macroeconomics, 12th ed. McGraw-Hill.	
3	Mankiw, N. (2016). Macroeconomics, 9th ed. Worth Publishers. Jones, C. (2016)	
4	Jain T.R., Ohri V.K & B.D. Majhi (2019-20), Principles of Macroeconomics, VK Global Publications, New Delhi.	
5	Chaturvedi D., Mittal A. & Singh B. (2017), Introductory Macroeconomics, Kitab Mahal, Allahabad. 6. Dwivedi D.N. (2013), Macroeconomics – Theory and Policy, McGraw Hill Edu. India Pvt. Ltd. New Delhi.	
6	M.L. Jingan: “Principles of Economics” Vrinda Publications (P) Ltd-2009.	



<b>Course Code</b>	<b>UA1GECO101</b>	<b>Title of the Course</b>	<b>Introductory Microeconomics</b>
<b>Total Credits of the Course</b>	<b>6</b>	<b>Hours per Week</b>	<b>5 + 1</b>

<b>Course Objectives</b>	To expose the students to the basic principles of microeconomic theory. The emphasis will be on thinking like an economist and the course will illustrate how microeconomic concepts can be applied to analyze real-life situations.
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<b>Learning Objectives</b>	<p>To know the basic principles of microeconomic theory.</p> <p>To discuss how to think like an economist.</p> <p>To explore the subject matter of economics and economic problem.</p> <p>To discuss the concepts of market, competition and explain how market works.</p> <p>To describe various aspects of consumer behavior and economic decision Making.</p> <p>To know market structure, competition and interpret firms behavior.</p>
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<b>Course Content</b>		
<b>Unit</b>	<b>Description</b>	<b>Weightage (%)</b>
1	<b>Exploring the subject matter of Economics</b> <ul style="list-style-type: none"> <li>• Why study economics?</li> <li>• Scope and method of economics</li> <li>• The economic problem of scarcity and choice</li> <li>• Assumptions of economics</li> <li>• Definition of economics: Adam Smith, Marshall, Robbins</li> <li>• Basic concepts of Economics: Goods, services, price, value, wealth, demand and supply, meaning and functions of market</li> </ul>	25%
2	<b>Demand and supply</b> <ul style="list-style-type: none"> <li>• Utility and its types</li> <li>• Law of diminishing marginal utility</li> <li>• Law of equi-marginal utility</li> <li>• Individual demand and market demand</li> <li>• Factors affecting demand</li> <li>• Law of demand</li> <li>• Shift and change in demand curve</li> <li>• Individual supply and market supply</li> <li>• Factors affecting supply</li> <li>• Law of supply</li> <li>• Shift and change in supply curve</li> <li>• Price determination in market</li> <li>• Consumer surplus by Marshall</li> <li>• Elasticity of Demand and Supply</li> </ul>	30%
3	<b>The households</b> <ul style="list-style-type: none"> <li>• Indifference curve (Meaning and Characteristics)</li> <li>• Marginal rate of substitution</li> <li>• Budget line (change in budget line)</li> <li>• Consumer equilibrium (Indifference curve and price line)</li> <li>• Consumer surplus by Hicks</li> <li>• Substitution effect, Price effect, Income effect</li> <li>• Price effect into Income effect and Substitution effect</li> </ul>	25%
4	<b>Inputs Markets</b> <ul style="list-style-type: none"> <li>• land (Meaning and Characteristics)</li> </ul>	20%

	<ul style="list-style-type: none"> <li>• Labour (Meaning, types and Characteristics)</li> <li>• Capital (Meaning, types and Characteristics)</li> <li>• Entrepreneurship (Meaning and Characteristics)</li> </ul>	
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<b>Teaching-Learning Methodology</b>	Online, Offline, lectures, PPT, Quiz, Assignments, Presentation, Case study. Book review, Seminar
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<b>Evaluation Pattern</b>		
<b>Sr. No.</b>	<b>Details of the Evaluation</b>	<b>Weightage</b>
1	Internal Written / Practical Examination (As per CBCS R.6.8.3)	15%
2	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	15%
3	External Examination	70%

<b>Sr. NO</b>	<b>References</b>
1	Karl E. Case and Ray C. Fair, Principles of Economics, Pearson Education Inc., 8th Ed. 2007.
2	N. G. Mankiew, Economics: Principles and Applications, India edition by South Western, 2007.
3	H.L. Ahuja, Principles of Microeconomic, S. Chand & Co. Pvt. Ltd. (22nd Edition).
4	Jain T.R., Ohri V.K & B.D. Majhi, Principles of Microeconomics, VK Global Publications, New Delhi.
5	Robert Pindyck & Daniel Rubinfeld, Microeconomics, Pearson Indian Education Services Pvt. Ltd. (8th Ed. 2020)
6	Bernheim, B., Whinston, M. (2009). Microeconomics. Tata McGraw-Hill, New Delhi.
7	Dwivedi D.N. (2019), Microeconomics-Theory & Applications, Vikas Publishing, Noida (UP).

**Semester – II**

**B.A.**

**(Honors)**

**Economics**

Course Code	UA02CECO03	Title of the Course	Intermediate Microeconomics - I
Total Credits of the Course	6	Hours per Week	5 + 1

<b>Course Objectives</b>	To provide a sound training in microeconomic theory to formally analyze the behavior of individual agents. Since students are already familiar with the quantitative techniques in the previous semesters, mathematical tools are used to facilitate understanding of the basic concepts. This course looks at the behavior of the consumer and the producer and also covers the behavior of a competitive firm.
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<b>Course Content</b>		
<b>Unit</b>	<b>Description</b>	<b>Weightage (%)</b>
1	<b>Concepts of Revenue and Cost</b> <ul style="list-style-type: none"> <li>• Concepts of revenue: Average revenue, Marginal revenue, Total revenue</li> <li>• Concept of Production cost</li> <li>• Types of cost: monetary cost, real cost, opportunity cost, sunk cost, explicit cost and implicit cost</li> <li>• Production cost: Fixed cost, Variable cost, Total cost, Average cost, Average fixed cost, Average variable cost, Marginal cost.</li> <li>• Relationship between Average cost and Marginal cost</li> <li>• Cost curves in the long run</li> </ul>	20%
2	<b>Production and costs</b> <ul style="list-style-type: none"> <li>• Isoquants and isocost</li> <li>• Producer equilibrium</li> <li>• Production with one and more variable inputs</li> <li>• Production possibility frontier</li> </ul>	20%
3	<b>Return to scale</b> <ul style="list-style-type: none"> <li>• Law of variable proportion</li> <li>• Law of (increasing, diminishing, constant) return to the scale</li> </ul>	20%
4	<b>Rent and Wages</b> <ul style="list-style-type: none"> <li>• Concept of rent</li> <li>• Ricardian and modern theory of rent</li> <li>• Monetary and real wage</li> <li>• Bargaining theory of wages</li> <li>• Marginal productivity theory of wages</li> <li>• Factors affecting of real wages</li> </ul>	20%
5	<b>Interest and Profit</b> <ul style="list-style-type: none"> <li>• Nominal and real rate of interest</li> <li>• Classical theory of Interest</li> <li>• Concept of Profit</li> <li>• Theories of risk and uncertainty</li> <li>• Theory of innovation</li> </ul>	20%

<b>Teaching-Learning Methodology</b>	Online, Offline, lectures, PPT, Quiz, Assignments, Presentation, Case study. Book review, Seminar
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<b>Evaluation Pattern</b>		
<b>Sr. No.</b>	<b>Details of the Evaluation</b>	<b>Weightage</b>
1	Internal Written / Practical Examination (As per CBCS R.6.8.3)	15%
2	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	15%
3	External Examination	70%
<b>Sr. NO</b>	<b>References</b>	
1	Hal R. Varian, Intermediate Microeconomics, a Modern Approach, W.W. Norton and Company/Affiliated East-West Press (India), 8th edition, 2010.	
2	Bernheim, B.&Whinston, M. (2009). Microeconomics. Tata McGraw- Hill.	
3	C. Snyder and W. Nicholson, Fundamentals of Microeconomics, Cengage Learning (2010).	
4	Robert Pindyck& Daniel Rubinfeld, Microeconomics, Pearson Indian Education Services Pvt. L Ed. 2020) 5. Dwivedi D.N. (2019), Microeconomics-Theory & Applications, Vikas Publishing, N (UP).	

<b>Course Code</b>	UA2CECO202	<b>Title of the Course</b>	Intermediate Macroeconomics - I
<b>Total Credits of the Course</b>	6	<b>Hours per Week</b>	5 + 1

<b>Course Objectives</b>	The emphasis will be on giving conceptual clarity to the student coupled with the use of mathematical tools and reasoning.
	It covers general equilibrium and welfare, imperfect markets and topics under information economics.

<b>Course Content</b>		
<b>Unit</b>	<b>Description</b>	<b>Weightage (%)</b>
1	<b>The labour market Wage determination</b> <ul style="list-style-type: none"> <li>• Prof. J.B. Say's Law of Market</li> <li>• Pigou's Effects on Wage cut</li> <li>• Keynesian Theory of Income and Employment</li> </ul>	25%
2	<b>Aggregate demand and aggregate supply curves</b> <ul style="list-style-type: none"> <li>• Derivation of aggregate demand and aggregate and supply curves</li> <li>• Interaction of aggregate demand and supply to determine equilibrium output</li> <li>• Price level and employment</li> </ul>	25%
3	<b>Inflation unemployment and expectations</b> <ul style="list-style-type: none"> <li>• Phillips's curve</li> <li>• Adaptive and rational expectations</li> <li>• Policy ineffectiveness debate</li> </ul>	25%
4	<b>Microeconomic foundations Consumption</b> <ul style="list-style-type: none"> <li>• Keynesian consumption function</li> <li>• Demonstration effect by Dusenbery</li> <li>• Modigliani: lifecycle hypotheses</li> <li>• Friedman permanent income hypotheses</li> </ul>	25%

<b>Teaching-Learning Methodology</b>	Online, Offline, lectures, focus group dissection, PPT, Quiz, Assignments, Presentation, Case study. Book review, Seminar
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<b>Evaluation Pattern</b>		
<b>Sr. No.</b>	<b>Details of the Evaluation</b>	<b>Weightage</b>
1	Internal Written / Practical Examination (As per CBCS R.6.8.3)	15%
2	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	15%
3	External Examination	70%

<b>Sr. NO</b>	<b>References</b>
1	Blanchard, O. (2018). Macroeconomics, 7th ed. Pearson Education.
2	Dornbusch, R., Fischer, S., Startz, R. (2018). Macroeconomics, 12th ed. McGraw-Hill.
3	Mankiw, N. (2016). Macroeconomics, 9th ed. Worth Publishers. 4. Jones, C. (2016). Macroeconomics, 4th ed. W. W. Norton.
4	Branson, W. (2013). Macroeconomics: Theory and policy, 3rd ed, East West Press.
5	Abel, A., Bernanke, B. (2016). Macroeconomics, 9th ed. Pearson Education.
6	Errol D'Souza, Macroeconomics, Pearson Education, 2009
7	Paul R. Krugman, Maurice Obstfeld and Marc Melitz, International Economics, Pearson Education Asia, 9th edition, 2012.
8	Dwivedi D.N. (2013), Macroeconomics – Theory and Policy, McGraw Hill Edu. India Pvt. Ltd. New Delhi.

<b>Course Code</b>	<b>UA2GECO201</b>	<b>Title of the Course</b>	<b>Intermediate Microeconomics - I</b>
<b>Total Credits of the Course</b>	<b>6</b>	<b>Hours per Week</b>	<b>5 + 1</b>

<b>Course Objectives</b>	To provide a sound training in microeconomic theory to formally analyze the behavior of individual agents. Since students are already familiar with the quantitative techniques in the previous semesters, mathematical tools are used to facilitate understanding of the basic concepts. This course looks at the behavior of the consumer and the producer and also covers the behavior of a competitive firm.
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<b>Course Content</b>		
<b>Unit</b>	<b>Description</b>	<b>Weightage (%)</b>
1	<b>Concepts of Revenue and Cost</b> <ul style="list-style-type: none"> <li>• Concepts of revenue: Average revenue, Marginal revenue, Total revenue</li> <li>• Concept of Production cost</li> <li>• Types of cost: monetary cost, real cost, opportunity cost, sunk cost, explicit cost and implicit cost</li> <li>• Production cost: Fixed cost, Variable cost, Total cost, Average cost, Average fixed cost, Average variable cost, Marginal cost.</li> <li>• Relationship between Average cost and Marginal cost</li> <li>• Cost curves in the long run</li> </ul>	20%
2	<b>Production and costs</b> <ul style="list-style-type: none"> <li>• Isoquants and isocost</li> <li>• Producer equilibrium</li> <li>• Production with one and more variable inputs</li> <li>• Production possibility frontier</li> </ul>	20%
3	<b>Return to scale</b> <ul style="list-style-type: none"> <li>• Law of variable proportion</li> <li>• Law of (increasing, diminishing, constant) return to the scale</li> </ul>	20%
4	<b>Rent and Wages</b> <ul style="list-style-type: none"> <li>• Concept of rent</li> <li>• Ricardian and modern theory of rent</li> <li>• Monetary and real wage</li> <li>• Bargaining theory of wages</li> <li>• Marginal productivity theory of wages</li> <li>• Factors affecting of real wages</li> </ul>	20%
5	<b>Interest and Profit</b> <ul style="list-style-type: none"> <li>• Nominal and real rate of interest</li> <li>• Classical theory of Interest</li> <li>• Concept of Profit</li> <li>• Theories of risk and uncertainty</li> <li>• Theory of innovation</li> </ul>	20%



<b>Teaching-Learning Methodology</b>	Online, Offline, lectures, PPT, Quiz, Assignments, Presentation, Case study. Book review, Seminar
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<b>Evaluation Pattern</b>		
<b>Sr. No.</b>	<b>Details of the Evaluation</b>	<b>Weightage</b>
1	Internal Written / Practical Examination (As per CBCS R.6.8.3)	15%
2	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	15%
3	External Examination	70%
<b>Sr. NO</b>	<b>References</b>	
1	Hal R. Varian, Intermediate Microeconomics, a Modern Approach, W.W. Norton and Company/Affiliated East-West Press (India), 8th edition, 2010.	
2	Bernheim, B.&Whinston, M. (2009). Microeconomics. Tata McGraw- Hill.	
3	C. Snyder and W. Nicholson, Fundamentals of Microeconomics, Cengage Learning (2010).	
4	Robert Pindyck& Daniel Rubinfeld, Microeconomics, Pearson Indian Education Services Pvt. L Ed. 2020) 5. Dwivedi D.N. (2019), Microeconomics-Theory & Applications, Vikas Publishing, N (UP).	

**N. S. PATEL ARTS COLLEGE, ANAND**

**(AUTONOMOUS)**

**MASTER OF SOCIAL WORK (HR)**

**Syllabus (Effective From 2020-21)**

<b>Name of the Programme</b>	Master of Social Work (HR)
<b>Semester</b>	I
<b>Course Code</b>	PG01CSHR01
<b>Course Title</b>	PRINCIPLES & PRACTICES OF MANAGEMENT
<b>Credits</b>	4

**Course objectives:**

- To provide an understanding of basic concepts, principles and practices of management.
- To introduce Profession of Management and help the students gain understanding of the functions and responsibilities of the manager.
- To provide participants tools and techniques to be used in the performance of the managerial job, and enable them to analyse and understand the environment of the organisations.

<b>Unit</b>	<b>Description</b>	<b>Percentage</b>
<b>Unit- 1</b>	<b>Management Thoughts</b> Concept, Principles and Functions Evolution of Management thought: Classical Approach, Scientific Management Approach Administration Management: Neo – Classical approach, Human Relations Approach, Behavioural School approach, Contribution of Peter Drucker. Modern Approaches: Systems Approach, Contingency Approach.	<b>20%</b>
<b>Unit -2</b>	<b>Management Process</b> Planning: Concept, definition, Objectives, Types, POSDCORB, Strategic Planning; MBO; Decision making and Forecasting: Techniques and steps in decision making; Organizing: Structure, Nature, Types and Principles of Organization.	<b>20%</b>
<b>Unit -3</b>	<b>Organization Communication and Human Resources</b>	<b>20%</b>

	Organizational Structure and Design: Centralization & Decentralization, Line and Staff, Matrix, Functional, Product mix, geographical, costumer. Communication and Information Technology Human Resources and Organization as Network- Types of Network	
<b>Unit-4</b>	<b>Leadership</b> Leadership Approaches and Theories, Motivating Your Employees, Managing Work Teams, Decision Making: Introduction, Meaning, Nature, Components, Steps and Types.	<b>20%</b>
<b>Unit-5</b>	<b>Organizational Cross Culture:</b> New organization environment, Globalization and Management, Ethics and Social Responsibility; Inventing and Re- Inventing organizations; Cultural and Multi-cultureless, Quality Management.	<b>20%</b>

### **Bibliography:**

- C.B Matoria, S.V. Gankar (2010) *Personnal Management*, Himalaya Publishing House.
- K Aswathappa: (2013) *“Human Resource and Personnel Management”*, Tata McGraw Hill, New Delhi,
- Koontz, H. & Weihrich, H (2008), *Essentials of Management: An International Perspective*, Seventh Edition, New Delhi, TataMcGrawHill
- Mandal, S.K (2011), *Management: Principles and Practice*, Jaico Publishing House; First edition.
- Prasad L.M. *Principles & Practice of management*, Sultan Chand & Sons.
- Robbins, San Diego State University, Mary Coulter, Missouri State University – Pearson *Principles of Management* – Tony Mordem, Ashgate Publishing, Ltd
- Stephen P. Tony Mordem *Management Concepts & Practices – Hannagan Management* Stephen P. Tony Mordem, Ashgate Publishing, Ltd
- Tripathi (2017), *Principles of Management*, McGraw Hill Education; Sixth edition
- V.S.P.Rao, (2012). *Management Text and Cases*, Excel, Second Edition, Himalaya Publishing House.

<b>Name of the Programme</b>	Master of Social Work (HR)
<b>Semester</b>	I
<b>Course Code</b>	PG01CSHR02
<b>Course Title</b>	MANAGING INDIVIDUAL BEHAVIOUR
<b>Credits</b>	4

**Course objectives:**

- Understand the importance of Individual behaviour in Environment.
- Understand the concept of Recording, Relationship and communication.
- Understand the importance of case work.
- Understand the factors influencing to organization communication

<b>Unit</b>	<b>Description</b>	<b>Percentage</b>
<b>Unit-1</b>	<b>Foundation of Individual Behaviour</b> Introduction and Meaning of individual behaviour Factors affecting individual Behaviour Environmental Factor Personal factors Psychological Factor Models of Individual Behaviour	<b>20%</b>
<b>Unit-2</b>	<b>Introduction to Case Work</b> Components of case work Principles of case work Process of case work	<b>20%</b>
<b>Unit-3</b>	<b>Interpersonal Behaviour</b> Co-operative Behaviour, Interpersonal Conflict Behaviour Transactional Behaviour, Self Awareness, Ego States Life Scripts, Life Positions, Transaction, Stroking Psychological Games, Uses of Transactional analysis	<b>20%</b>
<b>Unit-4</b>	<b>Communication and Organizational Communication</b> Communication Concept, Nature Types & Techniques of Communication. Principles of communication Process of Communication Factors Influencing Organizational communication Communication Flows Communication Roles	<b>20%</b>

<b>Unit-5</b>	<b>Individual Industrial Problem</b> Absenteeism Individual differences culture and personality Intra personal Conflict Work Stress: Meaning, Definition, and Work stress Model	<b>20%</b>
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### **Bibliography:**

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- Dr. Padmakumar nair, Ms Divybhutani 2010 *Organization behavior-* White leaf international chandigarh (India)-
- Fred Luthans-(2011) *Organization behavior-* Mcgraw Hill International edition- 12<sup>TH</sup> Edition- H.C Kaila *Organization Behavior* 3<sup>rd</sup> Edition- AITBS Publishers, India-
- Jason A. Colauitt, Jeffery A. Iepin, Michael J. Wesson -*Organization behavior-*2011- Tata Mc graw Hill Edition
- John M Ivancevich, Robert Konopaske, Michael T Matteson- *Organization Behavior & Management* 7<sup>th</sup> Edition – Tata Mc Graw Hill Education Pvt Ltd.
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- K. Aswarthappa(1991) *Organization Behavior-* Himalaya Publishing House –
- K. Aswathappa 8<sup>th</sup> Revised Edition *Organizational Behavior*, Himalaya Publishing House.
- K. Aswathappa *Orgnization Behvaior* Fouth Revised EDITION (1997) Himalaya Publishing House.
- Kalliath, Brough, O’driscoll, Manimala, (2011) *Organization behavior* Tata Mc Graw Hill- L.M Prasad, *Organization Behavior-* Sultan Chand & Sons-2014 5<sup>th</sup> Reprint
- Mercy Anslem (1985) *Organization Behavior*, Himalaya Publishing house-
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- Robert Krietner, Angelo Kinicki- (2010) *Organization Behavior-* 3<sup>rd</sup> Edition Tata Mc Graw Hill Education Pvt Ltd.-
- S. S Khanka *Organization Behavior* (2007) – S Chand & Company Ltd.
- Stephen P. Robbins (1996) *Organization Behavior* 7<sup>th</sup> Edition- Prentice hall of the India Pvt Ltd.-
- Stephen Robbins, Timothy A. Judge, Seema Sanghi (2009) *Organization Behavior* 13<sup>th</sup> Edition-
- Stephen. Robbins, Timothy A. Judge, Neharika Vohra-(2014) *Organization Behavior* 2<sup>nd</sup> edition Pearson

<b>Name of the Programme</b>	Master of Social Work (HR)
<b>Semester</b>	I
<b>Course Code</b>	PG01CSHR03
<b>Course Title</b>	MANAGING GROUP BEHAVIOUR
<b>Credits</b>	4

**Course objectives:**

- Understand the importance of Group behaviour in Environment.
- Understand the concept of Group Decision Making and Team work.
- Understand the various theories of leadership.
- Understand the process of conflict management and Strategies for Resolving Conflict.

<b>Unit</b>	<b>Description</b>	<b>Percentage</b>
<b>Unit-1</b>	<b>Understanding Group</b> Meaning & Classification of group Group structure Formal and Informal groups Theories of Group Formation Functionalities and Difficulties of Group	<b>20%</b>
<b>Unit-2</b>	<b>Decision Making &amp; Problem Solving</b> Group Decision Making: Concept Methods of Group Decision Making Technique to improve group Decision Making Problem Solving: Concept Approaches for problem solving Group Dynamics: Concept, Definition Need & Significance of Dynamic	<b>20%</b>
<b>Unit-3</b>	<b>Understanding Team Work &amp; Leadership</b> Concept, Definition, Characteristics of an effective team, Team Issues Cooperation & competition Leadership: Concept, Definition and theories of leadership (Trait Theory, Behavioral Theory, Situational Theory, System Theory)	<b>20%</b>
<b>Unit-4</b>	<b>Conflict Management</b> Concept of Conflict Management Process of Conflict Management Functional and Dysfunctional Conflict	<b>20%</b>

	Individual level Conflict: Interpersonal & Intrapersonal Conflict Group Level Conflict: Intergroup & Intragroup Conflict	
<b>Unit-5</b>	<b>Strategies for Resolving Conflict</b> Intra group conflict Inter group conflict	<b>20%</b>

**Bibliography:**

- Alissi, A.S. (1980). *Perspectives on Group Work Practice*. New York: Macmillan.
- Ashwathappa, K. (2008). *Organizational Behaviour* . Himalaya Publishing House, Mumbai
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- Dana, Daniel. (2000). *Conflict Resolution*. McGraw-Hill Education.
- Gill, Roger. *Theory and Practices of Leadership*. SAGE Publication Pvt. Ltd.
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- McDermott, F. (2002). *Inside Group Work: A Guide to Reflective Practice*. NSW: Allen and Unwin.
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<b>Name of the Programme</b>	Master of Social Work (HR)
<b>Semester</b>	I
<b>Course Code</b>	PG01CSHR04
<b>Course Title</b>	PERFORMANCE APPRAISAL & PMS
<b>Credits</b>	3

**Course objectives:**

- To aid the students in having a clear understanding about the concepts, methods, techniques and issues involved in counselling and comprehensive learning of various strategies and skills in counselling to deal with employees.
- The objective of this course is to equip students with comprehensive knowledge and practical skills to improve their ability for performance appraisal in their organizations. It is particularly intended for future managers and supervisors who will conduct the performance appraisal of their subordinates.

<b>Unit</b>	<b>Description</b>	<b>Percentage</b>
<b>Unit-1</b>	<b>Performance Management</b> Concept and Objectives Performance Management as a Business Strategy Goal Setting and Expectancy Theory Performance management Model Designing Performance Management Systems Performance Measures: Process, Job and Individual	<b>20%</b>
<b>Unit-2</b>	<b>Performance Management Process</b> Goal Setting: Key Performance Areas and Key Result Areas Goal Setting Levels: Corporate, Department and Individual Monitoring Performance: Performance Review Coaching; Counseling and Mentoring	<b>20%</b>
<b>Unit-3</b>	<b>Overview of Traditional Performance Management Frame work</b> Integrated Performance Management Framework; New Dimensions to Integrated Performance Management; Concept of Maturity Alignment	<b>20%</b>



<b>Unit-4</b>	<b>Features of Effective Performance Appraisal System</b> Feedback; Rewarding Performance Change through Performance Management Building and Leading High-Performance Teams Competency mapping; balance scorecard.	<b>20%</b>
<b>Unit-5</b>	<b>Important case studies of performance management system in India</b>	<b>20%</b>

**Bibliography:**

- A.M.Sarma (1998). *Performance Management Systems*, Himalaya Publishing House, Mumbai.
- Benson, Gary, *Stepping Up Performance*, Jaico Publication House, New Delhi.
- Caroll, Michael and Walton, Michael, *Handbook of Counseling in Organizations*, Sage Publications, New Delhi.
- Dave, Indu, *The Basic Essentials of Counseling*, Sterling Pub. Pvt. Ltd., New Delhi.
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- T.V.Rao, *Performance Management and Appraisal System*, Responses.
- Walters, Mike, *The Performance Management Handbook*, Jaico Publication House, New Delhi.

<b>Name of the Programme</b>	Master of Social Work (HR)
<b>Semester</b>	I
<b>Course Code</b>	PG01CSHR05
<b>Course Title</b>	RESEARCH IN HUMAN RESOURCE-I
<b>Credits</b>	3

**Course objectives:**

- To understand the application of scientific approach/methods to human inquiry
- To understand the nature, scope and significance of social work research practice.
- To build up competency in conceptualizing, designing and implementing research using quantitative and qualitative skills and techniques.
- To creatively use social work research in addressing the problem in the field of professional practice

<b>Unit</b>	<b>Description</b>	<b>Percentage</b>
<b>Unit-1</b>	Science & Scientific Research Science – Concept & Meaning Scientific Research	<b>20%</b>
<b>Unit-2</b>	<b>Social Research</b> Meaning & definition of Social Research Objectives & Characteristics of Social Research Basic elements of Social Research Steps in Research Process Types of Research Ethics in Research	<b>20%</b>
<b>Unit-3</b>	<b>Problem Formulation and Hypothesis</b> <b>Problem formulation:</b> Research Problem-Importance, Sources, Considerations, Steps <b>Hypothesis:</b> Types, Characteristics, sources and importance of Hypothesis	<b>20%</b>
<b>Unit-4</b>	<b>Research Design</b> Research Design: Concept, Meaning Importance of Research Design Characteristics of Good Research Design Types of Research Design <ul style="list-style-type: none"> <li>• Exploratory Research</li> <li>• Descriptive Research</li> </ul> Basic Principles of Experimental Design	<b>20%</b>

<b>Unit-5</b>	<b>Case studies on :</b> Qualitative and Quantitative Research Project Governmental and Non-Governmental Research Projects on Social Issues	<b>20%</b>
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**Bibliography:**

- Kothari, C. R (2004) *Research Methodology: Methods & Techniques*, New Delhi, New Age International
- Krishnaswamy, O. R. (1993) *Methodology for Research in Social Science*, Himalaya, Bombay
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**N. S. PATEL ARTS COLLEGE, ANAND**

**(AUTONOMOUS)**

**MASTER OF SOCIAL WORK (HR)**

**Syllabus (Effective From 2020-21)**

<b>Name of the Programme</b>	Master of Social Work (HR)
<b>Semester</b>	II
<b>Course Code</b>	PG02CSHR01
<b>Course Title</b>	ESSENTIALS OF BUSINESS ENVIRONMENT
<b>Credits</b>	4

**Course objectives:**

- To analyze various categories that constitute the business environment and apply various approaches that is helpful to manage both the internal and external environment of the business.
- To develop the understanding of technological, demographic social, and cultural factors that play an important part in an organization's functioning and to evaluate the recent trends in the environment of the firm.
- To get the knowledge about Constitutional Environment, Fundamental rights, Duties and Directive principles.
- To learn about MNCs work for business.

<b>Unit</b>	<b>Description</b>	<b>Percentage</b>
<b>Unit 1</b>	<b>An overview of Business Environment</b> Nature, Scope and objective of Business Types of Business Environment <ul style="list-style-type: none"><li>• Internal Environment</li><li>• External Environment</li><li>• Micro Environment</li><li>• Macro Environment</li></ul> Environmental Analysis and Forecasting <ul style="list-style-type: none"><li>• Techniques for Environmental Analysis</li><li>• Steps in Environmental Forecasting</li><li>• Types of Forecasting</li><li>• Benefits and Limitation</li></ul>	<b>20%</b>
<b>Unit 2</b>	<b>Political Environment</b> Political Institution:	<b>20%</b>

	<ul style="list-style-type: none"> <li>• Legislature</li> <li>• Executive or government</li> <li>• Judiciary</li> </ul> <p>The Constitutional Environment. Fundamental rights. Duties, Directive principles. Disinvestment of Public Enterprises</p>	
<b>Unit 3</b>	<p><b>Societal Environment</b> Business &amp; society, Objective and importance of business Professionalization Business ethics business and culture, religion, language Culture and Organizational Behaviour Other social/cultural factors Technological development and social Change</p>	<b>20%</b>
<b>Unit 4</b>	<p><b>Economic and Technological Environment</b> <b>Economic Environment:</b> Nature of the Economy Structure of the Economy Economic Policies Economic Condition <b>Technological Environment</b> Features of technology Impact of technology Management of Technology Status of Technology in India</p>	<b>20%</b>
<b>Unit 5</b>	<p><b>Multinational Corporation</b> Definition and Meaning Organizational Models Dominance of MNCs MNCs and International trade Merits and demerits of MNCs</p>	<b>20%</b>

**Bibliography:**

- Agrawal, A. N. & Agrawal, M.K.(2015). *Indian Economy: Problems of Development & Plannin*, New Age International Ltd.
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<b>Name of the Programme</b>	Master of Social Work (HR)
<b>Semester</b>	II
<b>Course Code</b>	PG02CSHR02
<b>Course Title</b>	FUNDAMENTALS OF HUMAN RESOURCE MANAGEMENT
<b>Credits</b>	4

**Course objectives:**

- To develop an understanding of how to effectively manage people
- To understand and carry out HR related responsibilities
- To become conversant with latest trends as well as the basics of the theory of human resource management

<b>Unit</b>	<b>Description</b>	<b>Percentage</b>
<b>Unit 1</b>	<p><b>Understanding of Human Resource Management</b></p> <p>Human Resource Management:            Evolution of HRM, Concept, Definition,            Nature of Human Resource Management            Scope of Human Resource Management            Importance of Human Resource Management            Objectives and functions of Human Resource Management            Model of Human Resource Management:                - Fombrun model                - Harvard model                - Guest model                - Warwick model            Role of HR Professional/ Manager</p>	<b>20%</b>
<b>Unit 2</b>	<p><b>Human Resource Planning</b></p> <p>Concept of Human Resource Planning            Process of Human Resource Planning            Importance of Human Resource Planning            Job Analysis: Nature and need of Job Analysis, steps in Job Analysis, methods of collecting information for Job Analysis, Define Job Descriptions, Writing JD's, Define Job Specification, writing JS's.            Concept of Job Enlargement, Job Enrichment &amp; Job redesign.            Human Resource Audit            Definition, Objective, Importance, Merits &amp; Demerits</p>	<b>20%</b>
<b>Unit 3</b>	<p><b>Acquiring Human Resource</b></p> <p>Recruitment/ Procurement:            Concept, Meaning &amp; Definition of Recruitment,            Sources of Recruitment:</p>	<b>20%</b>

	<ul style="list-style-type: none"> <li>• Internal Sources</li> <li>• External Sources</li> </ul> <p>Methods &amp; Techniques of Recruitment</p> <ul style="list-style-type: none"> <li>• Direct Method</li> <li>• Indirect Method</li> <li>• Third Party Method</li> </ul> <p>Recruitment Process, Recruitment Practices in India</p> <p>Selection:</p> <p>Define selection</p> <p>Process of selection</p> <p>Types of selection tests</p> <p>Orientation/ Induction:</p> <p>Concept of Orientation &amp; Induction</p> <p>Need of Orientation &amp; Induction</p> <p>Process of Orientation &amp; Induction</p>	
<b>Unit 4</b>	<p><b>Developing Human Resources</b></p> <p>Concept of Training &amp; Development</p> <p>Need and Purpose of Training</p> <p>Methods &amp; Techniques of Training</p> <p>Evaluating Training Effectiveness</p> <p>Recent Trends of HRM</p> <p>Career Planning &amp; Development</p> <p>Meaning &amp; Objective of Career Planning</p> <p>Process of Career Planning</p> <p>Advantage and Limitation of Career Planning</p>	<b>20%</b>
<b>Unit 5</b>	<p><b>Case Study</b></p> <p>Case study on Managing Industrial Relation and Performance Appraisal.</p>	<b>20%</b>

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- Aswathappa, K., *Human resources and Personnel Management*, Tata McGraw Hill Pub. Co., Ltd., New Delhi.
- David, A.De Cenzo and Stephen P. Robbins, *Fundamentals of Human Resource Management*, Wiley India, New Delhi, 2005(8<sup>th</sup> Edition).
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- Mamoria C.B. and Ghanakar, S.V., *Personnel Management*, Himalaya Publication House, New Delhi.
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- Venkatratnam C.S. and Srivastava, V.K., *Personnel Management and HRM*, Tata McGraw Hill Co.Ltd, New Delhi.

<b>Name of the Programme</b>	Master of Social Work (HR)
<b>Semester</b>	II
<b>Course Code</b>	PG02CSHR03
<b>Course Title</b>	ORGANISATIONAL DYNAMICS
<b>Credits</b>	4

**Course objectives:**

- The students will demonstrate understanding of group, phases of group development, group structuring, usefulness and pitfalls of group.
- The students will demonstrate understanding of group leadership styles and approaches, including characteristics of various types of group leaders and transformational leadership.
- The students will demonstrate understanding of group and organizational stress and Burnout and coping with it.
- The students will demonstrate understanding of bases and sources of power, effective use of power and understanding of decentralization and delegation.
- To develop understanding of professional preparation standards for group leaders.
- To develop understanding of ethical and legal considerations related to group work.
- To become more conscious of his/her personal growth through participation as a group Member.

<b>Unit</b>	<b>Description</b>	<b>Percentage</b>
<b>Unit 1</b>	<b>Group Dynamics</b> <ul style="list-style-type: none"> <li>• Understanding Group</li> <li>• Phases of Group Development</li> <li>• Usefulness of group in organization</li> <li>• Pitfalls of group</li> <li>• Group structuring</li> </ul> Concept of Leadership, Motivation and Communication in context with organizational Dynamics	<b>20%</b>
<b>Unit 2</b>	<b>Role Dynamics</b> <ul style="list-style-type: none"> <li>• The Concept and Systems of Roles</li> <li>• Role Analysis</li> <li>• Organizational Stress and Burnout</li> <li>• Coping with Stress and Burnout</li> </ul>	<b>20%</b>
<b>Unit 3</b>	<b>Power Dynamics</b>	<b>20%</b>

	<ul style="list-style-type: none"> <li>• Bases of Power</li> <li>• The Process of Empowerment</li> <li>• Decentralization and Delegation</li> <li>• Transformational Leadership</li> </ul>	
<b>Unit 4</b>	<b>Organizational Dynamics</b> <ul style="list-style-type: none"> <li>• Organizational Culture</li> <li>• Social Responsibilities of Organization</li> <li>• Organizational Ethics and Value</li> <li>• Process of Learning Organization</li> </ul>	<b>20%</b>
<b>Unit 5</b>	<b>Inter-Organizational Dynamics</b> <ul style="list-style-type: none"> <li>• Cross Cultural Dynamics</li> <li>• Management of Diversity</li> <li>• Strategic Alliances and Coalition Formation</li> </ul>	<b>20%</b>

### **Bibliography**

- Boonstra Jaap (2004) *Dynamics of Organizational Change and Learning*, Wiley 1<sup>st</sup> Edition
- Donelson Forsyth (2012) *Group Dynamics* Wadsworth Publishing Co Inc
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<b>Name of the Programme</b>	Master of Social Work (HR)
<b>Semester</b>	II
<b>Course Code</b>	PG02CSHR04
<b>Course Title</b>	BUSINESS COMMUNICATION
<b>Credits</b>	3

**Course objectives:**

- To identify ethical, legal, cultural, and global issues affecting business communication.
- To Utilize analytical and problemsolving skills appropriate to business communication.
- To participate in team activities that lead to the development of collaborative work skills.
- To develop understanding of appropriate organizational formats and channels used in developing and presenting business messages.
- To understand how to communicate via electronic mail, Internet, and other technologies.
- Deliver an effective oral business presentation.

<b>Unit</b>	<b>Description</b>	<b>Percentage</b>
<b>Unit 1</b>	<b>Concept of Communication</b> <ul style="list-style-type: none"> <li>• Definition and concept of Communication</li> <li>• Nature and Scope of Communication</li> <li>• Types of Communication</li> <li>• Functions of Communication</li> <li>• Process of Communication</li> <li>• Importance of Communication in Business</li> <li>• Communication Channel</li> <li>• Global Communication</li> </ul>	<b>20%</b>
<b>Unit 2</b>	<b>Communication Barriers</b> <ul style="list-style-type: none"> <li>• Concept of communication Barriers</li> <li>• Nature of Barriers</li> <li>• Communication Load</li> <li>• Filtering and Distortion of Message</li> <li>• Overcoming the barriers in communication</li> </ul>	<b>20%</b>
<b>Unit 3</b>	<b>Effective Business Writing</b> <ul style="list-style-type: none"> <li>• Meaning and objective of Written Communication</li> <li>• Essentials of Effective Written Communication</li> <li>• Letter Writing</li> </ul>	<b>20%</b>

	<ul style="list-style-type: none"> <li>• Report Writing</li> <li>• Resume Preparation and cover letters, Job application letter</li> <li>• Merits and Demerits of Written Communication</li> </ul>	
<b>Unit 4</b>	<p><b>Process of Job Interview and Listening</b></p> <p><b>Job Interview</b></p> <ul style="list-style-type: none"> <li>• Types of Interview</li> <li>• Preparation for the Job Interview Process</li> </ul> <p><b>Listening</b></p> <ul style="list-style-type: none"> <li>• Meaning, Nature and Importance of Listening</li> <li>• Principles for Good Listening</li> <li>• Listening Process</li> <li>• Qualities of Good Listener</li> </ul>	<b>20%</b>
<b>Unit 5</b>	<p><b>Formal and Informal Communication</b></p> <p><b>Formal Communication</b></p> <ul style="list-style-type: none"> <li>• Meaning and nature of formal communication</li> <li>• Communication Skills for manager</li> <li>• Business Etiquettes</li> <li>• Running Effective Meetings</li> <li>• Email drafting</li> <li>• Presentation Skills</li> </ul> <p><b>Informal Communication</b></p> <ul style="list-style-type: none"> <li>• Meaning, Nature &amp; Causes of Informal Communication</li> <li>• Informal Managerial Role</li> <li>• Network and Patterns of Informal Communication</li> </ul>	<b>20%</b>

**Bibliography:**

- C.S Rayudu (2019). *Communicationskills*, Himalaya Publishing House Pvt. Ltd
- Dr. Nageshwar Rao & Dr. Rajendra P.Das *Communication Skill*Himalaya Publishing House Pvt. Ltd.
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<b>Name of the Programme</b>	Master of Social Work (HR)
<b>Semester</b>	II
<b>Course Code</b>	PG02CSHR05
<b>Course Title</b>	RESEARCHIN HUMAN RESOURCE-II
<b>Credits</b>	3

**Course objectives:**

- To learn distinguish between a population and sample and understanding various types of sampling methods.
- To learn collection of primary and secondary data.
- To acquire knowledge of Report proposal, report writing, research synopsis.
- Students should be able to define a central phenomenon in qualitative research.
- To understand the need of Statistics in Research

<b>Unit</b>	<b>Description</b>	<b>Percentage</b>
<b>Unit 1</b>	<b>Sampling Design</b> <ul style="list-style-type: none"> <li>• Characteristic of a Good Sample Design</li> <li>• Steps in Sample Design</li> </ul> Concept& Types of Probability & None Probability Sampling <ul style="list-style-type: none"> <li>• Simple Random, Systematic, Stratified, Cluster, Multi-stage, Purposive, Accidental, Quota &amp; Snowball</li> </ul>	<b>20%</b>
<b>Unit 2</b>	<b>Techniques and Tools of Data Collection</b> Collection of Primary & Secondary Data Observation Method Interview Method Questionnaire Case Study Method Projective Techniques Content-Analysis Selection of Appropriate Method for Data Collection	<b>20%</b>
<b>Unit 3</b>	<b>Data Processing, Classification, analysis Plan &amp; Use of Statistics</b> Concept and Need of Statistics in Research Processing Operations <ul style="list-style-type: none"> <li>• Editing, Coding, Classification, Tabulation</li> </ul> Analysis of Data Measurement in Research Measurement Scales	<b>20%</b>

	<ul style="list-style-type: none"> <li>Nominal Scale, Ordinal Scale, Interval Scale, Ratio Scale</li> </ul> Sources of Error in Measurement Tests of Sound Measurement (Test of Validity & Reliability) Measures of Central Tendency: <ul style="list-style-type: none"> <li>Mean, Median, Mode, Range</li> </ul> Techniques for Data Analysis: <ul style="list-style-type: none"> <li>Chi-Square Test</li> <li>T-Test</li> </ul>	
<b>Unit 4</b>	<b>Statistical Package for Social Science (SPSS)</b> Introduction, Basic steps SPSS- Defining Data, Data Entry, Data Transformation, Data Analysis, Graphical (Diagrammatic) presentation, Statistical application using SPSS	<b>20%</b>
<b>Unit 5</b>	<b>Interpretation and Report Writing</b> Meaning & Technique of Interpretation Research Proposal Research Synopsis Layout of the Research Report Different steps in writing Report	<b>20%</b>

### **Bibliography:**

- Agrawal, R& Rao, (2013), *Research Methods, Concepts, Process and Practice*, Shipra Publishers, New Delhi.
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# **N. S. PATEL ARTS COLLEGE, ANAND**

**(AUTONOMOUS)**

## **MASTER OF SOCIAL WORK (HR)**

**Syllabus (Effective From 2020-21)**

<b>Name of the Programme</b>	Master of Social Work (HR)
<b>Semester</b>	III
<b>Course Code</b>	PG03CSHR01
<b>Course Title</b>	INDUSTRIAL RELATIONS
<b>Credits</b>	4

### **Course Objective**

- The purpose of this course is to sensitize the students to the tasks of industrial relations and to familiarize them with the current IR practices.
- To develop awareness among students of various actors of IRS (management, workers, union & Government).
- To learn process of collective bargaining and Machinery for Prevention and Settlement of Industrial relation.

<b>Unit 1</b>	<b>Industrial relations</b> Overview of Industrial Relations (IR), Meaning, objective and Scope of IR, Causes of Poor Industrial Relation, Perspectives/Approaches to IR, Major stake holders of IR, Evolution of IR in India, Changing Dimensions of IR in India, ILO	<b>20%</b>
<b>Unit 2</b>	<b>Trade Unionism</b> Trade union Concepts, Functions, Objectives, Structure, Kinds of Trade Unions, Problems of Trade Unions, Trade union movement in India, Trade Union Act, 1926, Applicability, Registration, Recognition of Trade unions. Industrial democracy. Participative management – Objectives, Importance, Forms, Workers participation management in India	<b>20%</b>
<b>Unit 3</b>	<b>Industrial Disputes</b> Dispute resolution, Causes of Industrial Disputes, forms of industrial dispute Grievance, Procedure, Grievance Redressal, The Industrial Disputes Act, 1947, Concept of Industry and workman, Dispute Resolution Methods & Machinery, Conciliation, Arbitration, Adjudication, Layoff, Closure, Retrenchment, Strike. Industrial Discipline and Misconduct.	<b>20%</b>



<b>Unit 4</b>	<b>Collective Bargaining</b> Collective Bargaining Objectives, Importance, Function of collective bargaining, Process of collective bargaining, Types of collective bargaining, Collective bargaining in India, Employee Counselling at workplace.	<b>20%</b>
<b>Unit 5</b>	<b>Case study with special reference on</b> Industrial Relation Collective Bargaining	<b>20%</b>

### Bibliography:

- Arora M. (1999). *Industrial Relation*: Excel Books, New Delhi.
- Bray, Mark., Deery, Stephen., Walsh, Janet., & Waring, Peter. (2011), *Industrial Relations A contemporary approach*, New Delhi, Tata McGraw Hill Education Private Ltd.
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- Sinha, PRN , *IR and Trade Unions*, Delhi, Pearson.

<b>Name of the Programme</b>	Master of Social Work (HR)
<b>Semester</b>	III
<b>Course Code</b>	PG03CSHR02
<b>Course Title</b>	ORGANIZATIONAL DEVELOPMENT
<b>Credits</b>	4

## Organizational Development

### Course Objective

1. To prepare the students as organisational change facilitators using the knowledge and techniques of behavioural sciences.
2. Case studies involving the learning from the course and to understand the applicability of OD interventions are required to be discussed.

<b>Unit 1</b>	<b>Introduction to Organisation development</b> <ul style="list-style-type: none"> <li>• Concept and process;</li> <li>• Assumptions and values underlying Organisation development (OD);</li> <li>• Foundations of organisation development,</li> <li>• Emergence of OD as an applied behavioural science;</li> <li>• Role of top management and organization development practitioners</li> </ul>	<b>20%</b>
<b>Unit 2</b>	<b>Organisational Diagnosis</b> <ul style="list-style-type: none"> <li>• Techniques of organizational diagnosis; <ul style="list-style-type: none"> <li>➤ Questionnaires,</li> <li>➤ Interviews,</li> <li>➤ Workshops,</li> <li>➤ Task -forces and other methods;</li> </ul> </li> <li>• Collecting and analyzing diagnostic information;</li> <li>• Feeding back diagnostic information.</li> </ul>	<b>20%</b>
<b>Unit 3</b>	<b>Organisational Change</b> <ul style="list-style-type: none"> <li>• Planned change; Organizational growth and its implication for change;</li> <li>• Kurt Lewin’s model of change;</li> <li>• Force field analysis;</li> <li>• Change cycle</li> <li>• Power and participative types;</li> <li>• Organizational renewal and re –energizing;</li> <li>• Institution building; Creativity and innovation.</li> </ul>	<b>20%</b>
<b>Unit 4</b>	<b>OD Interventions:</b>	<b>20%</b>

	<ul style="list-style-type: none"> <li>• Change agents- Role, skills and styles of change agents;</li> <li>• Relation with the client system;</li> <li>• Designing interventions;</li> <li>• Evaluating and institutionalizing interventions;</li> </ul> <p>Action research;</p> <ul style="list-style-type: none"> <li>• Structural interventions <ul style="list-style-type: none"> <li>- Work redesign, work modules, Quality of work life (QWL), Quality circle (QC);</li> </ul> </li> <li>• Behavioral interventions <ul style="list-style-type: none"> <li>- Management by objectives (MBO), Sensitivity training, Transactional analysis; Career planning; <ul style="list-style-type: none"> <li>• Inter-group interventions</li> </ul> </li> <li>- team building, survey feedback, Grid OD; <ul style="list-style-type: none"> <li>• Techno-structural interventions</li> </ul> </li> <li>- Restructuring organizations, Employee involvement</li> </ul> </li></ul>	
<b>Unit 5</b>	<p><b>Case study</b> with reference to</p> <ul style="list-style-type: none"> <li>• OD-HRD interface</li> <li>• OD in global settings</li> <li>• OD Research and Practice in perspectives</li> <li>• Challenges of OD</li> </ul>	<b>20%</b>

**Bibliography:**

1. Cummings, Thomas G.; Worley, Christopher G., *Organization Development & Change*, Thomson South-Western
2. French, W.L. and Bell, C.H., *Organisation development*, Prentice-Hall, New Delhi. Hackman, J.R. and Suttle, J.L., *Improving life at work: Behavioural science approach to organisational change*, Goodyear, California.
3. Harvey, D.F. and Brown, D.R., *An experimental approach to organization development*, Prentice-Hall, Englewood Cliffs, N.J.
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5. J. L Sehgal *Organization Development* 1988 Printwell Publisher Jaipur
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8. S. Ramnarayan, T V Rao (2011) *Organization Development Accelerating learning and Transformation* 2<sup>nd</sup> Edition-
9. Wendell L. French, Cecil H Bell, Jr Veena Vohra (2011) *Organization Development Behavioural Science Intervention for Organization Improvement*- sixth edition Pearson-
10. Wendell L. French, Cecil H Bell, Jr Veena Vohra (1983) *Organization Development Behavioural Science Intervention for Organization Improvement*- Second edition Pearson-
11. Western, S. (2010), *What do we mean by Organizational Development*, Krakow: Krakow: Advision Press.

<b>Name of the Programme</b>	Master of Social Work (HR)
<b>Semester</b>	III
<b>Course Code</b>	
<b>Course Title</b>	Labour Codes-I
<b>Credits</b>	4

## Labour Codes-I

### Course Objectives:

- To study to Industrial and Labour Codes
- To aware students regarding comparative study of New and Old Labour Laws
- To understand the applicability of legal compliances at Industries.

<b>Unit 1</b>	<b>Comparative Study of New Labour Laws and Old Labour Laws</b>	<b>20%</b>
<b>Unit 2</b>	<b>Occupational Safety, Health and Working Conditions Code- 2020</b> Introduction, Registration, Duties of Employees and Employers, Occupational Safety and Health, Health, Safety and Working Conditions, Welfare Provision, Hours of Work and Annual Leave with Wages, Other Important Provisions	<b>40%</b>
<b>Unit 3</b>	<b>Code on Wages, 2019</b> Introduction, Minimum Wages, Payment of Wages, Payment of Bonus, Advisory Board, Payment of Dues, Claims and Audit, Inspector cum facilitator and others provisions.	<b>40%</b>

### Bibliography:

- Kharbanda, K. &. (2021). *New Industrial and Labour Codes*. Delhi: Law Publishing House.
- Taxmann. (October 2020). *New Labour & Industrial Laws*. New Delhi: Taxmann Publication Pvt. Ltd.

<b>Name of the Programme</b>	Master of Social Work (HR)
<b>Semester</b>	III
<b>Course Code</b>	PG03ESHR01
<b>Course Title</b>	KNOWLEDGE & TALENT MANAGEMENT
<b>Credits</b>	3

## KNOWLEDGE & TALENT MANAGEMENT

### Course Objectives

- Define talent management and discuss the process of linking talent management to organizational strategy and other HR practices.
- Examine the process for identifying high potential talent and developing a pipeline of talent to serve organizational present and future needs.
- Examine the processes for talent development and succession planning

<b>Unit 1</b>	<b>Knowledge management</b> <ul style="list-style-type: none"> <li>• Introduction,</li> <li>• Definition and need</li> <li>• Knowledge culture,</li> <li>• model of strategic knowledge management</li> <li>• 5P's of strategic knowledge management,</li> <li>• Evaluation and value of knowledge.</li> </ul>	<b>20%</b>
<b>Unit 2</b>	<b>Talent Acquisition</b> <ul style="list-style-type: none"> <li>• Concept and approaches</li> <li>• Framework of talent management;</li> <li>• Talent identification,</li> <li>• Integration, and retention.</li> <li>• Retention Strategy, Planning,</li> <li>• De-Hiring For right sizing,</li> <li>• Factors affecting Retention,</li> <li>• Talent Drain,</li> <li>• Bad Recruitment-Cost, Issues of Employability, Labour Wastage, Absenteeism and Labour Turnover,</li> <li>• Causes and Cost of Labour Turnover, Causes of Redundancy</li> </ul>	<b>20%</b>

<b>Unit 3</b>	<b>Talent management</b> <ul style="list-style-type: none"> <li>• Definition and Importance</li> <li>• Impact -360 feedback process and systems</li> <li>• Managing conflict</li> <li>• Managing stress</li> <li>• Criteria for Effective talent management.</li> </ul>	<b>20%</b>
<b>Unit 4</b>	<b>Talent Management Practices and Process</b> <ul style="list-style-type: none"> <li>• Building the talent pipeline</li> <li>• Managing employee engagement</li> <li>• Key factors and different aspects of talent management</li> <li>• Using talent management processes to drive culture of excellence</li> <li>• Talent management in India; Future directions in talent management practice and research</li> </ul>	<b>20%</b>

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2. Rao, T.V., *Hurconomics for talent management: Making the HRD missionary business driven*, Pearson Education.
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<b>Name of the Programme</b>	Master of Social Work (HR)
<b>Semester</b>	III
<b>Course Code</b>	PG03CSHR02
<b>Course Title</b>	Corporate Social Responsibility
<b>Credits</b>	4

## **Corporate Social Responsibility**

### **Course Objectives**

- To provide the knowledge of Corporate Social Responsibility.
- Develop an understanding about the Concept of CSR and its evolution at Global level and in India.
- Understand CSR perspectives, guidelines, legal framework in India.
- To provide knowledge of CSR project management and social development.

<b>Unit 1</b>	<b>Introduction to CSR</b> <ul style="list-style-type: none"> <li>• Meaning, Definition and Importance of CSR</li> <li>• Evolution of CSR in India and Abroad</li> <li>• Principles and Ethics of CSR</li> <li>• Concentration Areas</li> <li>• Issues of CSR</li> </ul>	<b>20%</b>
<b>Unit 2</b>	<b>Indian perspectives and approaches</b> <ul style="list-style-type: none"> <li>• Corporate Governance and CSR</li> <li>• CSR Policy and guidelines</li> <li>• Legal frame work, rules and regulations, Company Act 2013 - relevant provisions of CSR</li> </ul>	<b>20%</b>
<b>Unit 3</b>	<b>Corporate Social Responsibilities Practices</b> <ul style="list-style-type: none"> <li>• Role of Government and NGO in CSR.</li> <li>• Approaches of CSR: (Triple Bottom Line Approach: Economic, Social, Environmental; Obstructionist; Defensive; Accommodative; Proactive)</li> <li>• Stake holders and Social Preferences: Customer, Employees, Communities, Investors</li> </ul>	<b>20%</b>
<b>Unit 4</b>	<b>CSR and Social Development</b> <ul style="list-style-type: none"> <li>• CSR and social development challenges</li> </ul>	<b>20%</b>



	<ul style="list-style-type: none"> <li>• Role of Corporate Sector- HR, Volunteerism, employee's engagement in Community development and social development through CSR</li> </ul>	
<b>Unit 5</b>	<b>CSR project management</b> <ul style="list-style-type: none"> <li>• CSR project development stages</li> <li>• CSR Project management process, monitoring, evaluation, assessment</li> </ul>	<b>20%</b>

### **Bibliography:**

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<b>Name of the Programme</b>	Master of Social Work (HR)
<b>Semester</b>	III
<b>Course Code</b>	PG03CSHR03
<b>Course Title</b>	Wage and Salary Administration
<b>Credits</b>	4

## Wage and Salary Administration

### Course Objective

- Promote understanding of the nature of industrial employees wage and compensation package, principles, regulating different components and their role in the compensation package.
- Impart skills in formulating a wage/ compensation policy and planning suitable package on principles of equity and efficiency.
- To identify the problem area and scope for rationalising wage and compensation policies.

<b>Unit 1</b>	Introduction to Wage and Salary Concept of Wages Theories of Wages Types of Wages National Wage Policy	<b>20%</b>
<b>Unit 2</b>	Introduction to Compensation Definition and Objectives of compensation Types of compensation management Factors influencing Compensation	<b>20%</b>
<b>Unit 3</b>	Legal Frame Work Of Wage And Salary Administration Regulation of Minimum wages and Equal Remuneration Law relating to payment of wages and bonus Wage : Determination , Components and Survey	<b>20%</b>
<b>Unit 4</b>	Pay Structure –Dearness Allowance Different pay structure, pay roll management deductions, issues involving pay increases, cost to company compensation (CTC) Computation of CPI, Exerceive, Wage Incentives : Concept, Different kinds of wage incentives plans and their application	<b>20%</b>
<b>Unit 5</b>	Case studies on	<b>20%</b>

**Bibliography:**

1. Wage and Salary Administration, V.V. Giri, Himalaya Publishers, 2003
2. Wage And Salary Administration In India, Alka Gupta, Anmol Publishers, 2000
3. Compensation Management, Dr. Kanchan Bhatia. Himalaya publishers.
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5. Industrial Labour Laws, S.P.Jain.

<b>Name of the Programme</b>	Master of Social Work (HR)
<b>Semester</b>	III
<b>Course Code</b>	PG03CSHR04
<b>Course Title</b>	Human Resource Information System
<b>Credits</b>	4

## Human Resource Information System

### Course Objective

- To create awareness in upcoming managers, of different types of information systems.
- To increase student understanding of IT and their application for human resource.
- To explore the use of some common Information Systems development tools

<b>Unit 1</b>	Introduction to Human Resource Information System Different types of computer based information systems: Computers and Computer Based Information Systems / Introduction to Computer Based Information Systems -TPS/MIS/EIS/ES/DSS/OA HRMS Planning Human resource & HRMS Planning an HRMS Designing an HRMS Software for HRMS Hardware for HRMS	<b>20%</b>
<b>Unit 2</b>	Management Information Systems Functional Applications / Exercise HRIS Life Cycle/HR responsibility in each phase of HRIS development Pre implementation stage of HRIS: HRIS planning HRIS expectation HRIS cost-benefit value analysis Getting Management support for HRIS Limitations of computerization of HRIS	<b>20%</b>
<b>Unit 3</b>	Implementation of HRIS Tools in HRIS development	<b>20%</b>
<b>Unit 4</b>	HRIS Applications Applicant and employment management EEO and affirmative action	<b>20%</b>

	Compensation Benefits Employee and industrial relations Training and development Human resource planning OSHA Payroll	
<b>Unit 5</b>	Case studies with reference to HRIS implication in corporate sector	<b>20%</b>

### **Bibliography:**

1. Rampton, G. M., Turnbull, I. J., & Doran, J. A. (1999). Human Resource Management Systems: A Practical Approach (2nd ed.). Carswell Legal Publications.
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<b>Name of the Programme</b>	Master of Social Work (HR)
<b>Semester</b>	III
<b>Course Code</b>	PG03CSHR05
<b>Course Title</b>	Counselling Skills For Managers
<b>Credits</b>	4

## **Counselling Skills For Managers**

### **Course Objective**

- To aid the students in having a clear understanding about the concepts, methods, techniques and issues involved in counselling and comprehensive learning of various strategies and skills in counselling to deal with employees.

<b>Unit 1</b>	Introduction: Meaning, Functions and Type of Counselling, Goals of Counselling Emergence and Growth of Counselling Services; Approaches to counselling; Counselling Skills, Verbal & Non- Verbal communication, Listening Skills , Barriers to listening , Counsellor Qualities.	<b>20%</b>
<b>Unit 2</b>	Counselling Process: Beginning, Developing and terminating a counselling relationship and follow up; Counselling Procedures, The Counselling Environment, Referral procedures; Guidelines for effective counselling, Barriers in Counselling	<b>20%</b>
<b>Unit 3</b>	Counsellor's Attitude and Skills: Counsellors Skills; social, learning, communication, empathy, problem exploration , counsellor - Client Relationship, Understanding Client's Behaviour, Assessing Clients problems, Counselling Therapies; Insight Oriented and action oriented Therapy.	<b>20%</b>
<b>Unit 4</b>	Selecting Counselling Strategies and Interventions: Adaptive Strategies; Changing Behaviour through Counselling; Cognitive, affective, behavioural	<b>20%</b>
<b>Unit 5</b>	Counselling applications in organisation: Special problems in counselling; Performance, career, stress, Counselling for Narcotics and Alcohol abusers; Special Areas in Counselling- Retirement and VRS, Handling Situations of Strikes, Disputes through Counselling.	<b>20%</b>

### **Bibliography:**

1. Kavita Singh, Counselling skill for managers, Pears Education,2007
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**N. S. PATEL ARTS COLLEGE, ANAND**

**(AUTONOMOUS)**

**MASTER OF SOCIAL WORK (HR)**

**Syllabus (Effective From 2020-21)**

<b>Name of the Programme</b>	Master of Social Work (HR)
<b>Semester</b>	IV
<b>Course Code</b>	PG04CSHR01
<b>Course Title</b>	COMPENSATION MANAGEMENT
<b>Credits</b>	4

**Course objectives:**

- To understand the concept of compensation management
- To understand the concept of job evaluation and its process
- To understand meaning and importance of incentives
- To understand wage determination and wage administration in India

<b>Unit</b>	<b>Description</b>	<b>Percentage</b>
<b>Unit-1</b>	<b>Compensation Management:</b> <ul style="list-style-type: none"><li>• Nature and objective of Compensation,</li><li>• Factors affecting compensation; forms of pay,</li><li>• base compensation and supplementary compensation;</li><li>• Factors affecting Compensation Policy;</li><li>• Paying for performance,</li><li>• skills and competence;</li><li>• Innovations in compensation management- Pay band system, ESOP.</li></ul>	20%
<b>Unit-2</b>	<b>Job Evaluation</b> <ul style="list-style-type: none"><li>• Introduction: Meaning and concept</li><li>• Methods of Job Evaluations</li><li>• Scopes and process of evaluation</li><li>• Advantages and disadvantages of JE</li></ul>	20%

<b>Unit-3</b>	<b>Incentives:</b> <ul style="list-style-type: none"> <li>• Meaning and Definition</li> <li>• Classification of Incentives</li> <li>• Merits and Demerits</li> <li>• Pre-requisites of Effective Incentive Scheme</li> <li>• Incentive Systems Wage Incentive Plans Working of Incentive Schemes.</li> </ul>	20%
<b>Unit-4</b>	<b>Wage Determination:</b> <ul style="list-style-type: none"> <li>• Principles of wage and salary administration,</li> <li>• methods of wage determination in India;</li> <li>• internal and external equity in compensation systems</li> </ul> <b>Wage administration in India:</b> <ul style="list-style-type: none"> <li>• wage policy in India,</li> <li>• wage boards: structure, scope and functions – Pay Commissions.</li> </ul>	20%
<b>Unit-5</b>	Study of pay structures of two organizations of two different industries, reviewing payroll system, understanding the incentive schemes of the companies, interviewing an HR about the upcoming trends and challenges related to compensation management.	20%

**Bibliography:**

- B D Singh, Compensation and Reward Management, Excel Books, 2008
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- Dipak Kumar Bhattacharyya, Compensation Management, Oxford, 2014, 2<sup>nd</sup> Edition.
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<b>Name of the Programme</b>	Master of Social Work (HR)
<b>Semester</b>	IV
<b>Course Code</b>	PG04CSHR02
<b>Course Title</b>	Labour Codes-II
<b>Credits</b>	4

**Course Objectives:**

- To study to Industrial and Labour Codes
- To aware students regarding comparative study of New and Old Labour Laws
- To understand the applicability of legal compliances at Industries.

<b>Unit 1</b>	<p><b>INDUSTRIAL RELATIONS</b></p> <p>Concept, scope definition, objectives and importance</p> <p><b>SOCIAL SECURITY</b></p> <ul style="list-style-type: none"> <li>• Concept and Scope</li> <li>• Social assistance and Social assurance</li> </ul>	<b>20%</b>
<b>Unit 2</b>	<p><b>INDUSTRIAL RELATION CODE 2020</b></p> <ul style="list-style-type: none"> <li>• Trade unions</li> <li>• Standing order</li> <li>• Notice of change</li> <li>• Voluntary reference of disputes to arbitration</li> <li>• Mechanism for resolution of Industrial disputes</li> <li>• Strikes and lock-out</li> <li>• Lay-off, Retrenchment and closure</li> <li>• Special provision relating to Lay-off, retrenchment and closure in certain establishment</li> <li>• Worker RE-Skilling Fund</li> <li>• Unfair labour practices</li> <li>• Offence and Penalties</li> </ul>	<b>40%</b>

<b>Unit 3</b>	<b>CODE ON SOCIAL SECURITY</b> <ul style="list-style-type: none"> <li>• Social security organization</li> <li>• Employee provident fund</li> <li>• Employee state insurance corporate</li> <li>• Gratuity</li> <li>• Maternity Benefit</li> <li>• Employee Compensation</li> <li>• Social security and cess in respect of building and other construction workers</li> <li>• Social security for unorganised workers, GIG workers and platform workers</li> <li>• Offences and Penalties</li> </ul>	<b>40%</b>

**Bibliography:**

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- Taxmann. (October 2020). *New Labour & Industrial Laws*. New Delhi: Taxmann Publication Pvt. Ltd.

<b>Name of the Programme</b>	Master of Social Work (HR)
<b>Semester</b>	IV
<b>Course Code</b>	PG04CSHR03
<b>Course Title</b>	HUMAN RESOURCE DEVELOPMENT
<b>Credits</b>	4

**Course objectives:**

- The objective of the course is to make student aware of the concepts, techniques and practices of human resource development.
- This course is intended to make students capable of applying the principles and techniques as professionals for developing human resources in an organization.
- UnderstandtheimportanceofGroupbehaviourinEnvironment.
- Understandtheconceptof Group Decision Making and Team work.
- Understandthe various theories of leadership.
- Understand the process of conflict management and StrategiesforResolvingConflict.

<b>Unit</b>	<b>Description</b>	<b>Percentage</b>
<b>Unit-1</b>	<b>Human Resource Development</b> <ul style="list-style-type: none"> <li>• Concept and scope</li> <li>• Difference between human resource management and human resource development</li> <li>• Variables in HRD mechanisms, processes and outcomes</li> <li>• HRD matrix</li> <li>• HRD interventions</li> <li>• Roles and competencies of HRD professionals</li> <li>• Challenges in HRD.</li> </ul>	<b>20%</b>
<b>Unit-2</b>	<b>Human Resource Development Process</b> <ul style="list-style-type: none"> <li>• Assessing need for HRD</li> <li>• Role of training in HRD</li> <li>• Designing and developing effective HRD programs</li> <li>• Implementing HRD programs</li> <li>• Evaluating effectiveness of HRD programs.</li> </ul>	<b>20%</b>

<b>Unit-3</b>	<b>Human Resource Development Activities</b> <ul style="list-style-type: none"> <li>• Action learning,</li> <li>• Assessment and development centers;</li> <li>• Intellectual capital and HRD;</li> <li>• Role of Trade Unions;</li> <li>• Industrial relations and HRD.</li> </ul>	<b>20%</b>
<b>Unit-4</b>	<b>HRD Trends</b> <ul style="list-style-type: none"> <li>• Coaching and mentoring</li> <li>• Career management and development</li> <li>• Employee counselling</li> <li>• Competency mapping</li> <li>• PCMM</li> <li>• Balanced Score Card</li> <li>• Appreciative inquiry</li> <li>• Integrating HRD with technology</li> <li>• Employer branding and other emerging trends</li> </ul>	<b>20%</b>
<b>Unit-5</b>	<b>HRD in Organizations:</b> Case Studies on HRD practices in government organizations, co-operatives, manufacturing and service industries and MNCs.	<b>20%</b>

**Bibliography:**

- Werner J. M., DeSimone, R.L., Human resource development, South Western.
- Nadler, L., Corporate human resources development, Van Nostrand Reinhold.
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<b>Name of the Programme</b>	Master of Social Work (HR)
<b>Semester</b>	IV
<b>Course Code</b>	PG04ESHR02
<b>Course Title</b>	ORGANIZATIONAL EFFECTIVENESS & CHANGE
<b>Credits</b>	3

**Course objectives:**

- To understand strategies for improving Organizational effectiveness.
- To be facilitator at work organizations through application of behavioural science concept.
- Develop insight and competence in diagnostic and intervention processes and skill for initiating and facilitating change in organisations.

<b>Unit</b>	<b>Description</b>	<b>Percentage</b>
<b>Unit- 1</b>	<b>Organizational Effectives</b> <ul style="list-style-type: none"> <li>• Definitions and Meanings</li> <li>• Characteristics</li> <li>• Models of Organizational Effectiveness</li> </ul>	<b>20%</b>
<b>Unit -2</b>	<b>Organizational Change</b> <ul style="list-style-type: none"> <li>• Concept</li> <li>• Force of change</li> <li>• Organizational resistance to change</li> <li>• Change model and management</li> </ul>	<b>20%</b>
<b>Unit -3</b>	<b>Organizational Culture</b> <ul style="list-style-type: none"> <li>• Concept</li> <li>• Types of OC</li> <li>• OCTAPACE</li> <li>• Functions</li> <li>• Creating and sustaining organizational culture</li> <li>• Creating a customer responsive culture</li> </ul>	<b>20%</b>

<b>Unit-4</b>	<b>Organizational Intervention:</b> <ul style="list-style-type: none"> <li>• AnOverview</li> <li>• IndividualandInterpersonallInterventions</li> <li>• Team/GroupInterventions</li> <li>• IntergroupInterventions</li> <li>• ComprehensiveInterventions</li> </ul>	<b>20%</b>
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**Bibliography:**

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- Dr. Padmakumar nair, Ms Divybhutani 2010 *Organization behavior-* White leaf international chandigarh (India)-
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- K. Aswarthappa(1991) *Organization Behavior-* Himalaya Publishing House –
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- Stephen P. Robbins (1996) *Organization Behavior* 7<sup>th</sup> Edition- Prentice hall of the India Pvt Ltd.-
- Stephen Robbins, Timothy A. Judge, Seema Sanghi (2009) *Organization Behavior* 13<sup>th</sup> Edition-
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- Venkataratnam C.S., Varma, Anil (ed.), *Challenge of Change: Industrial Relations in Indian Industry*, Allied Pub. Ltd., New Delh

<b>Name of the Programme</b>	Master of Social Work (HR)
<b>Semester</b>	IV
<b>Course Code</b>	PG04ESHR01
<b>Course Title</b>	STRATEGIC HUMAN RESOURCE MANAGEMENT
<b>Credits</b>	3

**Course objectives:**

- Distinguish the strategic approach to human resources from the traditional functional approach.
- Understand the relationship of HR strategy with overall corporate strategy.
- Understand the strategic role of specific HR systems.
- Appreciate SHRM in the context of changing forms of organisation.
- Analyse the strategic role of human resource management in a competitive environment and evaluate the relationship between human resource management and organizational performance. (analysis and evaluation)
- Synthesize and apply knowledge in human resource management to contemporary organizations. (synthesis and application)

<b>Unit</b>	<b>Description</b>	<b>Percentage</b>
<b>Unit- 1</b>	<b>Strategic Management:</b> Nature and Significance; Dimensions of Strategic Decisions; Strategic Management Model and components; Strategy Formulation: Formulating a Company Mission; Forces Influencing the Strategy Formulation; Porter's Model;	<b>20%</b>
<b>Unit -2</b>	<b>Environment Forecasting:</b> Analysing the Company Profiles; Formulating Long-Term Objectives and Grand Strategies; Strategy Implementation; Institutionalizing the Strategy; Structure, Leadership and Culture, Evaluating the Strategy; Corporate Strategy and Global Strategy.	<b>20%</b>



<b>Unit -3</b>	<b>Human Resource Strategy (HRS):</b> Concept, Approaches, HRS and Business Strategy; Change Management Strategies, Training and Development Strategies; Organizational Performance and HRS: HRM Strategy and Difficulties in its implantation.	<b>20%</b>
<b>Unit-4</b>	<b>Strategic Human Resource Processes:</b> Workforce Utilization and Employment Practices; Efficient Utilization of Human Resources; Dealing with employee shortages; selection of employees; Dealing with employee surpluses and special implementation challenges. Reward and development systems; Strategically Oriented Performance Management Systems; oriented compensation systems and employee development	<b>20%</b>
<b>Unit-5</b>	<b>New Economic Policy and HRM Strategy:</b> Role of Human Resources in Strategy Formulation: Integrating Human Resources in Strategic Decisions; HRS and HRIS; Human Resource Strategy: Some Key Issues, HRM Strategy for Future.	<b>20%</b>

**Bibliography:**

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**N. S. PATEL ARTS COLLEGE, ANAND**  
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**Master of Social Work Programme**

**Syllabus (Effective From 2020-21)**

<b>Name of the Programme</b>	Master of Social Work
<b>Semester</b>	I
<b>Course Code</b>	PG01CMSW01
<b>Course Title</b>	Social Work Profession in India
<b>Credits</b>	4

**Course objectives:**

- To understand the Philosophy, Definition, Concept, Methods and functions of Social Work.
- To acquire knowledge of the historical development of social work in the West and in India.
- To understand the nature of Social Work practice in different setting.
- To recognize the importance of values and ethics in the practice of the profession.
- To understand the context of emergence of social work as a profession.
- Understand the current trends of social work practice in India.

<b>Unit</b>	<b>Description</b>	<b>Percentage</b>
<b>Unit-1</b>	<b>Introduction to Social Work Profession</b> <ul style="list-style-type: none"> <li>• Definition and Concept of Social Work</li> <li>• Values of Social Work</li> <li>• Principles of Social Work</li> <li>• Social Work Nature and Scope</li> <li>• Relationship of Social Work with other social Science like Sociology, Political Science, Economics, Psychology</li> </ul>	<b>20%</b>
<b>Unit-2</b>	<b>Historical Development of Social Work</b> <ul style="list-style-type: none"> <li>• Development of social work education and profession in U.K., U.S.A</li> <li>• Development of Social Work Profession in India</li> <li>• Social reform movements, BrahmoSamaj, AryaSamaj</li> <li>• Concepts related to Social Work: Social Welfare, Social Service, Social Reforms, Social Justice, Social Development and Social Empowerment</li> <li>• Contribution of Social and political leaders in social Change namely Gandhi, Rajaram Mohan Roy, Dr. B.R. Ambedkar, Mahatma Jyotiba Phule, Vinoba Bhave and Savitribai Phule.</li> </ul>	<b>20%</b>
<b>Unit-3</b>	<b>Social Work as a Profession</b> Basic requirements of a profession: Present state of social work as a profession in India <ul style="list-style-type: none"> <li>• Social work functions and roles of social workers</li> <li>• Skills for social work practice</li> <li>• Code of ethics for social workers</li> </ul>	<b>20%</b>

	<ul style="list-style-type: none"> <li>• Changing context for practice and emerging areas</li> </ul>	
<b>Unit-4</b>	<b>Models and Approaches of Social Work</b> <ul style="list-style-type: none"> <li>• Feminist Social Work</li> <li>• Remedial Social Work</li> <li>• Environment and Ecological Movement</li> <li>• Relief model, Welfare model, Clinical model, Integrated Social Work model, Developmental model, Welfare model, Empowerment and radical model.</li> </ul>	<b>20%</b>
<b>Unit-5</b>	<b>Social Work Education in India</b> <ul style="list-style-type: none"> <li>• Development of Social Work Education in India</li> <li>• Field work and importance of field work supervision.</li> </ul>	<b>20%</b>

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- Singh, R.R. (1985) Field Work in Social Work Education, A Perspective for Human Service Profession, New Delhi

<b>Name of the Programme</b>	Master of Social Work
<b>Semester</b>	I
<b>Course Code</b>	PG01CMSW02
<b>Course Title</b>	Social Case Work Practice
<b>Credits</b>	4

**Course objectives:**

- To understand the case work method and its application in practice
- To equip learners with theoretical knowledge for work with individuals and families
- To develop competencies in learners to use the method in practice while working with individual clients and families.
- To accept the uniqueness of individuals and work towards strengthening personality of clients by fostering skills of self-help.

<b>Unit</b>	<b>Description</b>	<b>Percentage</b>
<b>Unit-1</b>	<b>Historical Perspectives of Social Case Work</b> Historical Development of Social Case Work in India and Abroad	<b>20%</b>
<b>Unit-2</b>	<b>Social Case Work as a Method of Social Work</b> <ul style="list-style-type: none"> <li>• Concept and Definitions</li> <li>• Assumptions of Social Case Work</li> <li>• Principles of Social Case Work</li> <li>• Skills and Techniques of Social Case Work</li> <li>• Components of Case Work (Perlman's model) Person Problem Place Process</li> </ul>	<b>20%</b>
<b>Unit-3</b>	<b>Tools of Working With Individuals and Families</b> <ul style="list-style-type: none"> <li>• Intake</li> <li>• Casework interview</li> <li>• Home visit</li> <li>• Recording and its types</li> <li>• Case worker –client relationship</li> <li>• Communication - verbal, non-verbal, eye contact, body language</li> </ul>	<b>20%</b>
<b>Unit-4</b>	<b>Approaches to Casework Practice</b> <ul style="list-style-type: none"> <li>• Gestalt Approach</li> <li>• Diagnostic, Functional and psychosocial approaches to casework</li> <li>• Eclectic Approach ,</li> <li>• Problem solving approach,</li> <li>• Crisis Intervention Approach and Behavior modification approach</li> <li>• Task centered casework, Radical casework</li> </ul>	<b>20%</b>
<b>Unit-5</b>	<b>The Process of Intervention with Clients</b> <ul style="list-style-type: none"> <li>• Intake</li> <li>• Psycho-social study</li> <li>• Psycho-social diagnosis</li> <li>• Intervention plan</li> <li>• Termination &amp; Follow-up</li> </ul>	<b>20%</b>

## **Bibliography:**

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<b>Name of the Programme</b>	Master of Social Work
<b>Semester</b>	I
<b>Course Code</b>	PG01CMSW03
<b>Course Title</b>	Social Group Work Practice
<b>Credits</b>	4

**Course objectives:**

- Develop understanding of group work as a method of professional social work
- Gain insight into various dimensions of group processes and group work practice
- Develop competencies for working with groups in diverse settings.

**Course Content:**

<b>Unit</b>	<b>Description</b>	<b>Percentage</b>
<b>Unit-1</b>	<b>Understanding Social Groups</b> <ul style="list-style-type: none"> <li>• Social Groups: Definitions, characteristics, functions and group structure</li> <li>• Classification of groups</li> <li>• Social groups and cultural context</li> </ul>	<b>20%</b>
<b>Unit-2</b>	<b>Groups in Social Work Practice</b> <ul style="list-style-type: none"> <li>• Historical development of group work</li> <li>• Group work: definition, goals and values</li> <li>• Principles of group work</li> <li>• Models of group work practice</li> </ul>	<b>20%</b>
<b>Unit-3</b>	<b>Group Process and group dynamics</b> <ul style="list-style-type: none"> <li>• Basic group processes – Introduction &amp; Meaning, Intervention in group process</li> <li>• Group dynamics: Concept, Definition, Need &amp; Significance of Dynamics, Group dynamics – an interdisciplinary field</li> <li>• Leadership – Concept, Definition, Qualities, Theories of leadership (Trait Theory, Exchange-Group Theory, Path-Goal Theory, Charismatic Theory, Transformational Theory, Lewin Leadership style, Likert leadership style &amp; Greatman theory)</li> <li>• Group Decision-making and problem solving - Concept &amp; Approaches</li> </ul>	<b>20%</b>
<b>Unit-4</b>	<b>Group Development</b> <ul style="list-style-type: none"> <li>• Stages of group development</li> <li>• Techniques and skills in group work</li> <li>• Communication – Concept, Definition, Process &amp; Barriers Programme development – process &amp; use of programme media</li> <li>• Recording in group work – Importance, Types &amp; Principles Evaluation in social group work</li> </ul>	<b>20%</b>

<b>Unit-5</b>	<b>Settings and Sites of Group Work</b> <ul style="list-style-type: none"> <li>• Group worker: roles and functions</li> <li>• Group work with different areas like children, hospital setting, youth &amp; elderly</li> <li>• Group work with task groups</li> </ul>	<b>20%</b>
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**Bibliography:**

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- Balgopal, P.R.&Vassil, T.V. 1983 Groups in Social Work: An Ecological Perspective. New York: Macmillan.
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<b>Name of the Programme</b>	Master of Social Work
<b>Semester</b>	I
<b>Course Code</b>	PG01CMSW04
<b>Course Title</b>	Human Growth and Development
<b>Credits</b>	3

**Course objectives:**

- Understand the role of person's heritage and environmental effects in growth and development.
- Understand the nature of growth and development across the stages of life span.
- Understand the concept and theories of Psychology.
- Apply the relevant knowledge of human growth and development in Social Work Practice.

<b>Unit</b>	<b>Description in Detail</b>	<b>Percentage (%)</b>
<b>Unit -1</b>	<p><b>Heredity and Socio Cultural Environment</b></p> <ul style="list-style-type: none"> <li>• Meaning, Concept, Principles and Factors of Development; Difference between Growth and Development.</li> <li>• Human Behavior: Concept and Methods of studying Human Behavior; Role of Heredity and Environment.</li> <li>• Parenting Styles and Child Rearing Practices</li> <li>• Deprivation and development during stages of the life span</li> </ul>	20%
<b>Unit –2</b>	<p><b>Life Span Stages of Human Development</b></p> <ul style="list-style-type: none"> <li>• Concept of Life Span Stages</li> <li>• Developmental Tasks and Hazards during Prenatal Period, Infancy, Babyhood, Childhood, Puberty, Adolescence, Adulthood and Old-Age</li> </ul>	20%
<b>Unit –3</b>	<p><b>Intelligence and Introduction to Personality</b></p> <ul style="list-style-type: none"> <li>• Definition, Concept and Classification of Intelligence</li> <li>• Personality: Definition, Concept, Types and Traits, assessment of Personality</li> <li>• Personality Disorders</li> </ul>	20%
<b>Unit – 4</b>	<p><b>Theories of Human Development</b></p> <ol style="list-style-type: none"> <li><b>1. Psychodynamic Theories</b> <ul style="list-style-type: none"> <li>• Sigmund Freud's Theory</li> <li>• Erik Erikson's Psychosocial Theory</li> </ul> </li> <li><b>2. Humanistic Theories</b> <ul style="list-style-type: none"> <li>• Abraham Maslow's Theory</li> <li>• Carl Roger's Theory</li> </ul> </li> <li><b>3. Behaviouristic Theories</b> <ul style="list-style-type: none"> <li>• Ivan Pavlov's Classical Conditioning Theory</li> <li>• B. Frederick Skinner's Operant Conditioning Theory</li> <li>• Difference between Classical and Operant</li> </ul> </li> </ol>	20%



	<p>Conditioning</p> <p><b>4. Cognitive Theory</b></p> <ul style="list-style-type: none"> <li>Jean Piaget's Theory</li> </ul>	
<b>Unit –5</b>	<p><b>Social Psychology</b></p> <ul style="list-style-type: none"> <li>Definition, Meaning, Nature and Scope of Social Psychology</li> <li>Definition and Concept of : Attitude, Prejudices, Stereotypes and Discrimination: development, Forms/manifestations</li> </ul>	20%

**Bibliography:**

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<b>Name of the Programme</b>	Master of Social Work
<b>Semester</b>	I
<b>Course Code</b>	PG01CMSW05
<b>Course Title</b>	Social Work Research
<b>Credits</b>	3

**Course objectives:**

- To understand the application of scientific approach/methods to human inquiry
- To understand the nature, scope and significance of social work research practice.
- To build up competency in conceptualizing, designing and implementing research using quantitative and qualitative skills and techniques.
- To creatively use social work research in addressing the problem in the field of professional practice

<b>Unit</b>	<b>Description</b>	<b>Percentage</b>
<b>Unit-1</b>	Science & Scientific Research Science – Concept & Meaning Scientific Research	<b>20%</b>
<b>Unit-2</b>	<b>Social Research</b> Meaning & definition of Social Research Objectives & Characteristics of Social Research Basic elements of Social Research Steps in Research Process Types of Research Ethics in Research	<b>20%</b>
<b>Unit-3</b>	<b>Problem Formulation and Hypothesis</b> <b>Problem formulation:</b> Research Problem-Importance, Sources, Considerations, Steps <b>Hypothesis:</b> Types, Characteristics, sources and importance of Hypothesis	<b>20%</b>
<b>Unit-4</b>	<b>Research Design</b> Research Design: Concept, Meaning Importance of Research Design Characteristics of Good Research Design Types of Research Design <ul style="list-style-type: none"> <li>• Exploratory Research</li> <li>• Descriptive Research</li> </ul> Basic Principles of Experimental Design	<b>20%</b>
<b>Unit-5</b>	<b>Case studies on :</b> Qualitative and Quantitative Research Project Governmental and Non-Governmental Research Projects on Social Issues	<b>20%</b>

## **Bibliography:**

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**N. S. PATEL ARTS COLLEGE, ANAND**  
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**Master of Social Work Programme**

**Syllabus (Effective From 2020-21)**

<b>Name of the Programme</b>	Master of Social Work
<b>Semester</b>	II
<b>Course Code</b>	PG02CMSW01
<b>Course Title</b>	Sociology & Social Work
<b>Credits</b>	4

**Course objectives:**

- Understanding the sociological ideas and individual and society
- Get a logical understanding about the social structure, stratification and problems related to caste, class, gender and religion
- Understand the social institutions and its importance and its changing pattern in society
- Develop the understanding of issues and challenges related to social concern and its impact on society

<b>Unit</b>	<b>Description</b>	<b>Percentage</b>
<b>Unit-1</b>	<b>Introduction to Sociological concepts</b> <ul style="list-style-type: none"><li>• Society and Social Structure</li><li>• Social Institutions and Social Groups</li><li>• Culture, traditions, customs, values and norms</li><li>• Socialization meaning, stages, agents and theories of socialization</li></ul>	<b>20%</b>
<b>Unit-2</b>	<b>Social Systems and Social Institutions</b> <ul style="list-style-type: none"><li>• Marriage, kinship and family as a social institutions and their changing structure and patterns</li><li>• Religion : Major theoretical perspectives (Marxist, Functionalist and Weberian)</li><li>• Secularization and new religious consciousness</li></ul>	<b>20%</b>
<b>Unit-3</b>	<b>Social Stratification and Social Change</b> <ul style="list-style-type: none"><li>• Caste, class, gender</li><li>• Dalit &amp; minority groups–situation, analysis, changing relationship and dynamics</li><li>• Social Change-Factors, theories and their impact</li><li>• Social Mobility–concept, types and factors</li></ul>	<b>20%</b>
<b>Unit-4</b>	<b>Social Disorganization and Deviance</b> <ul style="list-style-type: none"><li>• Concepts of Social disorganization and social deviance</li></ul>	<b>20%</b>

	<ul style="list-style-type: none"> <li>• Sociological theories of deviance</li> </ul>	
<b>Unit-5</b>	<b>Social Concerns</b> <ul style="list-style-type: none"> <li>• Family Discords-domestic violence, divorce, dowry deaths and suicide</li> <li>• Crime, Juvenile Delinquency</li> <li>• Aging</li> <li>• Sex work &amp; human trafficking, child abuse</li> <li>• Addiction</li> <li>• Communal Violence</li> </ul>	<b>20%</b>

**Bibliography:**

- Acharya, Shankar (2003) India's Economy—Some Issues and Answers, New Delhi : Academic Foundation
- Doshi, S. L. & Jain, P. C. (1999) Rural Sociology, Jaipur : Rawat Publications
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<b>Name of the Programme</b>	Master of Social Work
<b>Semester</b>	II
<b>Course Code</b>	PG02CMSW02
<b>Course Title</b>	Community Organization & Social Action
<b>Credits</b>	4

**Course objectives:**

- To build an understanding of various concepts of community and their application to community organizing.
- To provide an overview of concept, history, principles, steps and models of community organization.
- To help the student to gain knowledge about PRA and to improve skills which is required for community organization.
- To provide an understanding of social action as a method of social work.
- To provide conceptual understanding of advocacy, empowerment and sustainable development.

<b>Unit</b>	<b>Description</b>	<b>Percentage</b>
<b>Unit-1</b>	<b>Unit I :Understanding the Community</b> <ul style="list-style-type: none"> <li>• Definition &amp; concept of community.</li> <li>• Characteristics of community.</li> <li>• Types of Community – Urban, Rural &amp; Tribal – Concept &amp; Characteristics</li> <li>• Reconstructing Communities - Dalit, Feminist</li> </ul>	<b>20%</b>
<b>Unit-2</b>	<b>Unit II: Community Organization as a Practice Method</b> <ul style="list-style-type: none"> <li>• Concepts &amp; Definitions &amp; Historical Development of community organization</li> <li>• Community Organisation &amp; Community Development</li> <li>• Community (Peoples) participation</li> <li>• Principles of community organization</li> <li>• Steps of community organization</li> <li>• Models of community organisation – Locality Development, Social Action, &amp; Social Planning Model</li> </ul>	<b>20%</b>
<b>Unit-3</b>	<b>Unit III:</b> <ul style="list-style-type: none"> <li>• Role of community organization practitioner</li> <li>• Participatory Rural Appraisal – Definitions, Concept, Tenets, &amp; Tools</li> <li>• Skills required in community organization practice</li> <li>• Recording in Community Organisation</li> </ul>	<b>20%</b>

<b>Unit-4</b>	<b>Unit IV: Social Action</b> Social Action ☐ definition, scope and techniques of social action ☐ Strategies and pre requisites for social action	<b>20%</b>
<b>Unit-5</b>	<b>Unit V: Advocacy, Empowerment &amp; Sustainable Development</b> <ul style="list-style-type: none"> <li>• <b>Definition &amp; Concept of advocacy</b></li> <li>• Empowerment <ul style="list-style-type: none"> <li>- Concept of Empowerment</li> <li>- Barrier to process of empowerment</li> </ul> </li> <li>• Sustainable Development <ul style="list-style-type: none"> <li>- Meaning &amp; Definition of Sustainability &amp; Sustainable Development</li> <li>- Characteristics, Strategies &amp; Triads Sustainable Development</li> </ul> </li> </ul>	<b>20%</b>

### **Bibliography:**

- Alinsky Saul, (1971), Rules for Radicals : A Practice Primer for Realistic
- Beher A and Samuel J (2006), Social Watch in India: Citizens Report on Governance and Development, Pune : NCAS
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<b>Name of the Programme</b>	Master of Social Work
<b>Semester</b>	II
<b>Course Code</b>	PG02CMSW03
<b>Course Title</b>	Social Policy & Social Legislation in India
<b>Credits</b>	4

**Course objectives:**

- To develop understanding of the concept of social policy and social planning
- To understand Concept of economic policies
- To study and understand legislative structure and frame.
- To study and understand the Process of making legislation.
- To understand provisions of various social legislations in India

<b>Unit</b>	<b>Description</b>	<b>Percentage</b>
<b>Unit-1</b>	<b>Understanding of social Policy, Planning and Development</b> <ul style="list-style-type: none"> <li>• Meaning, Scope, Objectives and Types of Social Policy</li> <li>• Relationship between Social Policy and Social Development, Values underlying Social Policies and Social Planning in India</li> <li>• Social Policy and Planned social change</li> </ul>	<b>20%</b>
<b>Unit-2</b>	<b>Formulation of Social Policy</b> <ul style="list-style-type: none"> <li>• Policy Formulation Process, Role of Various actors in policy formulation:-International Organizations (UN, W.T.O, World Bank), Pressure Groups, Lobbies, Advocacy Networks, Academic and Research Organization, Industry and Market Forces; Role of Social Workers</li> </ul>	<b>20%</b>
<b>Unit-3</b>	<b>Economic Policies:</b> Shift from Welfare Economy to Open Market Economy. Policies related to Market Economy (WTO, and LPG processes)	<b>20%</b>
<b>Unit-4</b>	<b>Major Sectorial Policies and Planning</b> <ul style="list-style-type: none"> <li>• Brief review of Policies on Education, Health, Urban Development, Rural Development, Social Justice and Empowerment, Tribal Development.</li> <li>• 2. Policies related to Children, Women, Differently-abled, Senior citizens.</li> </ul>	<b>20%</b>
<b>Unit-5</b>	<b>Social Legislation</b> <ul style="list-style-type: none"> <li>• Meaning and Scope,</li> <li>• Major Social Legislations</li> <li>• Indian Penal Code, Family Courts, Lok Adalats, The Legal Aid, Public Interest Litigation and Right To Information Act (2005)</li> </ul>	<b>20%</b>

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<b>Name of the Programme</b>	Master of Social Work
<b>Semester</b>	II
<b>Course Code</b>	PG02CMSW04
<b>Course Title</b>	Political Economy, State & Governance
<b>Credits</b>	3

**Course objectives:**

- Acquaint Students to the complex normative, empirical and methodological issues of political life
- To enable students develop deeper insight into the concepts of State, structures, processes and institutions, and state's interactions with other institutions like economy and society
- To help students develop understanding of the normative and institutional logic of democratic structures and institutions and role of citizens in expanding the democratic domains
- Develop understanding of the Governance systems, processes and structures to enable themselves in strengthening governance systems and procedures
- Understand the meaning and relevance of political economy and its applications

<b>Unit</b>	<b>Description</b>	<b>Percentage</b>
<b>Unit-1</b>	<b>State and Nation- Concept and Context</b> <ul style="list-style-type: none"> <li>• The Concept State &amp; Nation</li> <li>• The Constitution of India- History, features, fundamental rights, fundamental duties &amp; directive principles of state policy</li> <li>• Understanding state: Judiciary, legislature and executive</li> <li>• State and development issues: gender, ethnicity, and human rights approaches</li> </ul>	<b>20%</b>
<b>Unit-2</b>	<b>Political Economy, Democracy &amp; Bureaucracy</b> <ul style="list-style-type: none"> <li>• Political Economy-Concept, Approaches and Relevance in Statecraft</li> <li>• Democracy- Normative and Institutional logic</li> <li>• Democratic States-Types, Processes and Structures</li> <li>• Bureaucracy-Weber, bureaucracy in a developing country</li> </ul>	<b>20%</b>
<b>Unit-3</b>	<b>Constitutional &amp; Non-constitutional Bodies</b> <ul style="list-style-type: none"> <li>• <b>Constitutional</b> <ul style="list-style-type: none"> <li>- Election Commission, National Commission for SCs &amp; STs, Comptroller &amp; Auditor General of India (CAG), Attorney General of India</li> </ul> </li> </ul>	<b>20%</b>

	<ul style="list-style-type: none"> <li>• <b>Non-constitutional</b> <ul style="list-style-type: none"> <li>- Niti Ayog, RBI, NIA, FCI, Law Commission of India, Central Vigilance Commission, CBI etc.</li> </ul> </li> </ul>	
<b>Unit-4</b>	<b>Governance: Meaning, Models and Determinants</b> <ul style="list-style-type: none"> <li>• Governance-Meaning, Types, Perspectives and Governance in the Globalizing World</li> <li>• Determinants of governance- participation, inclusion, right to information, People's Participation and Civil Society</li> <li>• Governance Models in contemporary times</li> <li>• Grassroots Democratic Governance: Panchayati Raj Institutions, Rural and Urban, Governance of Schedule Areas</li> <li>• e-governance</li> </ul>	<b>20%</b>
<b>Unit-5</b>	<b>Self-Study/ Discussion Forums/Presentations</b> <ul style="list-style-type: none"> <li>• Basic Political Economic concepts <ul style="list-style-type: none"> <li>- Taxation, Budget, Production, Distribution, GDP, Inflation, Supply and Demand, Fiscal Deficit, Profit and Loss, Stagnation, Stagflation etc., Micro-Economics and Macro economics</li> </ul> </li> <li>• Contemporary economic and Political systems: meaning, types and functions</li> <li>• Civil society-concept and scope, Democratic Spaces and people's participation in governance</li> <li>• Participatory democracy- Development, rights, participation and human security</li> </ul>	<b>20%</b>

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<b>Name of the Programme</b>	Master of Social Work
<b>Semester</b>	II
<b>Course Code</b>	PG02CMSW05
<b>Course Title</b>	Research Application & Report Writing
<b>Credits</b>	3

**Course objectives:**

- To learn distinguish between a population and sample and understanding various types of sampling methods.
- To learn collection of primary and secondary data.
- To acquire knowledge of Report proposal, report writing, research synopsis.
- Students should be able to define a central phenomenon in qualitative research.
- To understand the need of Statistics in Research

<b>Unit</b>	<b>Description</b>	<b>Percentage</b>
<b>Unit 1</b>	<b>Sampling Design</b> <ul style="list-style-type: none"> <li>• Characteristic of a Good Sample Design</li> <li>• Steps in Sample Design</li> </ul> Concept & Types of Probability & None Probability Sampling <ul style="list-style-type: none"> <li>• Simple Random, Systematic, Stratified, Cluster, Multi-stage, Purposive, Accidental, Quota &amp; Snowball</li> </ul>	<b>20%</b>
<b>Unit 2</b>	<b>Techniques and Tools of Data Collection</b> Collection of Primary & Secondary Data Observation Method Interview Method Questionnaire Case Study Method Projective Techniques Content-Analysis Selection of Appropriate Method for Data Collection	<b>20%</b>
<b>Unit 3</b>	<b>Data Processing, Classification, analysis Plan &amp; Use of Statistics</b> Concept and Need of Statistics in Research Processing Operations <ul style="list-style-type: none"> <li>• Editing, Coding, Classification, Tabulation</li> </ul> Analysis of Data Measurement in Research Measurement Scales <ul style="list-style-type: none"> <li>• Nominal Scale, Ordinal Scale, Interval Scale, Ratio Scale</li> </ul>	<b>20%</b>

	<p>Sources of Error in Measurement</p> <p>Tests of Sound Measurement (Test of Validity &amp; Reliability)</p> <p>Measures of Central Tendency:</p> <ul style="list-style-type: none"> <li>• Mean, Median, Mode, Range</li> </ul> <p>Techniques for Data Analysis:</p> <ul style="list-style-type: none"> <li>• Chi-Square Test</li> <li>• T-Test</li> </ul>	
<b>Unit 4</b>	<p><b>Statistical Package for Social Science (SPSS)</b></p> <p>Introduction, Basic steps</p> <p>SPSS- Defining Data, Data Entry, Data Transformation, Data Analysis, Graphical (Diagrammatic) presentation, Statistical application using SPSS</p>	<b>20%</b>
<b>Unit 5</b>	<p><b>Interpretation and Report Writing</b></p> <p>Meaning &amp; Technique of Interpretation</p> <p>Research Proposal</p> <p>Research Synopsis</p> <p>Layout of the Research Report</p> <p>Different steps in writing Report</p>	<b>20%</b>

### **Bibliography:**

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**N. S. PATEL ARTS COLLEGE, ANAND  
(AUTONOMOUS)**



**MASTER OF SOCIAL WORK  
(SEMESTER III)**

(EFFECTIVE FROM ACADEMIC YEAR 2022-23)

**COURSE STRUCTURE AND SYLLABUS**



**Sardar Patel Education Trust Managed**  
**N.S. PATEL ARTS COLLEGE, ANAND**  
**(Autonomous)**

Affiliated to Sardar Patel University, V.V Nagar

**Master of Social Work Programme**

**Semester-III**

<b>Name of the Programme</b>	Master of Social Work
<b>Semester</b>	III
<b>Course Code</b>	PG03CMSW01
<b>Course Title</b>	Working with Family, Child and Youth
<b>Credits</b>	4

**Course objectives:**

- To understand the family as a social institution.
- To sharpen the skills, techniques & interventions required for working with family.
- To develop understanding of the child welfare and various services provided for the welfare of children.
- To make students understand about child rights and different entitlements.
- To understand the various problems of youth and Government programmes for welfare of youth.

<b>Unit</b>	<b>Description</b>	<b>Weightage (%)</b>
<b>I</b>	<b>Family Concept and Approaches</b> <ul style="list-style-type: none"> <li>• Family – Concept, Definition, Forms/Types, Function and characteristics</li> <li>• Marriage – Concept, Definition and Types</li> <li>• Changing Trends in Family System</li> <li>• Stages of Family Life</li> </ul>	<b>20%</b>
<b>II</b>	<b>Working with Family</b> <ul style="list-style-type: none"> <li>• Family Centered Social Work – Meaning and Principles</li> <li>• Families in Transition: Family Disorganisation and Family Problems, Family Dynamics</li> <li>• Crisis Intervention in Families</li> <li>• Family Counseling and Therapy</li> <li>• Family Courts</li> <li>• Family Welfare Policy and Programmes</li> </ul>	<b>20%</b>

III	<b>Working With Children</b> <ul style="list-style-type: none"> <li>• Definition of a child</li> <li>• Children in crisis/Vulnerable/ “at risk” groups: street children, children with disabilities, trafficking of children, child beggars, child prostitution, children of migrant families, Dalit children, children and families with HIV/AIDS</li> <li>• Children in conflict with law, children engaged in substance abuse, victims of child abuse and children in conflict zones</li> <li>• Problems faced by Children</li> </ul>	20%
IV	<b>Child Rights and Entitlements</b> <ul style="list-style-type: none"> <li>• International perspective on child protection: UNICEF, UN Convention on Child Rights</li> <li>• Legislative provisions for children in India (Salient features): Child Labour Act, JJ Act, Child Marriage Act, Immoral traffic Act, Right to Education Act, POCSO Act</li> <li>• Programmes and policies for child welfare: SSA, ICDS, ICPS, CARA</li> <li>• Supportive services: Foster Care, Shelter Homes, Observation homes, Child guidance clinics, Adoption, Sponsorship, School Social work, Family assistance, Community centres, Juvenile guidance bureaus, family counselling centres, child guidance clinics</li> </ul>	20%
V	<b>Working With Youth</b> <ul style="list-style-type: none"> <li>• Meaning and Definition of Youth</li> <li>• Needs and Problems of Youth; Youth Unrest, Youth Conflict and Youth Crime</li> <li>• Youth Programmes and Services in India</li> <li>• National Youth Policy</li> <li>• Role of Social Worker in Mitigating the Issues of Youth</li> </ul>	20%

### **Bibliography:**

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- Bhattacharya, D. S. (2008). *Social Work Interventions and Management*. New Delhi: Deep & Deep Publications.
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<b>Name of the Programme</b>	Master of Social Work
<b>Semester</b>	III
<b>Course Code</b>	PG03CMSW02
<b>Course Title</b>	Labour Welfare & HRM-I
<b>Credits</b>	4

**Course objectives:**

- To develop an understanding to manage people at workplace
- To understand of carry out HR related responsibilities
- To understand recent trends and basic theories of HRM

<b>Unit</b>	<b>Description</b>	<b>Weightage (%)</b>
<b>I</b>	<b>Labour Welfare</b> <ul style="list-style-type: none"> <li>• Concept, Scope, Approaches and Principles of Labour Welfare</li> </ul>	<b>20%</b>
<b>II</b>	<b>Human Resource Management</b> <ul style="list-style-type: none"> <li>• Concept, Definition, Nature, Scope and Importance, Objectives and Principles, Evolution of HRM</li> </ul>	<b>20%</b>
<b>III</b>	<b>Procurement of Human Resources</b> <ul style="list-style-type: none"> <li>• Human Resource Planning: Meaning and Significance of matching right abilities to the right job, Importance of HRP, Objectives Process and Factor affecting HRP, Forecasting and determination of current and future and Human Resource Requirements. Recruitment, Selection, Induction, Placement , Job Analysis, Job Description, Job Specification</li> </ul>	<b>20%</b>
<b>IV</b>	<b>Training and Development, Job Evaluation</b> <ul style="list-style-type: none"> <li>• Establishment of training needs strategies, training inputs, evaluation of training needs, training methodology, HRD Sub-system</li> <li>• Job Evaluation: Definition, Scope, Process, Methods of Job Evaluation</li> </ul>	<b>20%</b>
<b>V</b>	<b>Case Studies and Field Project</b> <ul style="list-style-type: none"> <li>• Career Planning</li> <li>• Recruitment and Selection</li> <li>• Performance Appraisal</li> </ul>	<b>20%</b>

### **Bibliography:**

- Aswathappa, K. (2017). *Human Resource Management*. Delhi: McGraw Hill Publication.
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<b>Name of the Programme</b>	Master of Social Work
<b>Semester</b>	III
<b>Course Code</b>	PG03CMSW03
<b>Course Title</b>	Health Care Practice in Social Work
<b>Credits</b>	4

**Course objectives:**

- To build on the basic understanding of the concepts of health and disease and understand in the perspective of development
- To learn about the health care structure, programme and policies
- To identify the roles of a medical social worker in various health settings
- To understand the needs and skills and approaches towards public health care administration and hospital administration

<b>Unit</b>	<b>Description</b>	<b>Percentage</b>
<b>I</b>	<b>Concept of Health, Disease &amp; Nutrition</b> <ul style="list-style-type: none"> <li>• Health- Definition, Meaning, Dimensions, Determinants</li> <li>• Disease- Meaning, Modes, Causes &amp; Prevention</li> <li>• Epidemiology &amp; Etiology of Major Communicable &amp; Non-communicable Diseases</li> <li>• Health &amp; Nutrition</li> </ul>	<b>20%</b>
<b>II</b>	<b>Social Work in Health Settings</b> <ul style="list-style-type: none"> <li>• History of Medical Social Work in India &amp; Abroad</li> <li>• Contemporary situation of Social Work Practice in Health</li> <li>• Role &amp; Functions of Medical Social Worker</li> <li>• Skill &amp; Technique used in Medical Social Worker Practice</li> <li>• Practice of Medical &amp; Psychiatric Social Workers in various health settings</li> </ul>	<b>20%</b>
<b>III</b>	<b>Public Health &amp; Hospital Administration</b> <ul style="list-style-type: none"> <li>• Concept of Public Health &amp; Public Health Administration</li> <li>• Meaning and Concept of Hospital</li> <li>• Functions of Hospital</li> <li>• Types/Classification of Hospital</li> <li>• Management of Hospital Services</li> <li>• Concept of Hospital Administration</li> </ul>	<b>20%</b>
<b>IV</b>	<b>Health Care System, Policy and Programmes</b> <ul style="list-style-type: none"> <li>• Structure of healthcare service in India: Primary, Secondary &amp; Tertiary level</li> <li>• Healthcare Structure &amp; their functions</li> <li>• Primary Health Care</li> </ul>	<b>20%</b>

	<ul style="list-style-type: none"> <li>• National Health Policy</li> <li>• National Health Programmes</li> <li>• Alternative System of Health-AYUSH (Ayurveda, Unani, Siddha, Yoga, meditation, Naturopathy)</li> <li>• Women Health &amp; Child Health</li> </ul>	
<b>V</b>	<b>Approaches in the Practice of Medical Social Work</b> -Preventive, Curative, Rehabilitative, Developmental, Rights based approach	<b>20%</b>

### **Bibliography:**

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<b>Name of the Programme</b>	Master of Social Work
<b>Semester</b>	III
<b>Course Code</b>	PG03EMSW01
<b>Course Title</b>	Administration of Welfare & Development Services
<b>Credits</b>	3

**Course objectives:**

- Know about the administration of welfare organization
- Gain knowledge about organizations life cycle, governing ideas and sustainability.
- Acquire knowledge and skills in the different aspects of management of nongovernmental organizations.
- Know about the Rural governance and administration of welfare in Rural India.

<b>Unit</b>	<b>Description</b>	<b>Percentage</b>
<b>I</b>	<b>Conceptual Understanding of Social Welfare Administration:</b> <ul style="list-style-type: none"> <li>• Welfare, Social Welfare, Administration: Concept, Definition and the POSDCORB View. Social Welfare Administration: Concept and definition, Features and scope of social welfare administration.</li> </ul>	<b>20%</b>
<b>II</b>	<b>Administration of Social Welfare Activities in India:</b> <ul style="list-style-type: none"> <li>• History of social welfare administration in India, Principles and Nature of social welfare administration. Functions of social welfare administration, Administration of government departments: Central and State Social Welfare Boards, CSWB- Historical background, mission, objectives, core competencies and services provided at different areas.</li> </ul>	<b>20%</b>
<b>III</b>	<b>NGO Registration in India:</b> <ul style="list-style-type: none"> <li>• Procedures of Formation Registration of Society/Non-Government Organisation The legal frame work: Central and State Laws applicable to charitable organizations. Income tax exemption for NGOs and FCRA</li> </ul>	<b>20%</b>
<b>IV</b>	<b>Fund Raising and Resource Mobilization</b> <ul style="list-style-type: none"> <li>• Grants-in-aid: origin, purpose, scope, principles and procedures</li> <li>• Resource mobilization: sources and management, Fund Raising Methods.</li> </ul>	<b>20%</b>
<b>V</b>	<b>Rural Governance</b> <ul style="list-style-type: none"> <li>• Panchayat systems and local self-government in ancient India, Balwantrai Mehta and Ashok Mehta Committee reports. Three-tier system, administrative set up and</li> </ul>	<b>20%</b>



functions, finance State Institute of Rural Development (SIRD) and National Institute of Rural Development (NIRD).
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<b>Name of the Programme</b>	Master of Social Work
<b>Semester</b>	III
<b>Course Code</b>	PG03EMSW02
<b>Course Title</b>	Organization Behaviour & Development
<b>Credits</b>	3

**Course objectives:**

- Describe the key concepts of organizational behaviour
- Understand theories about how managers should be have to motivate and control employees
- Articulate aspects of organizational culture & interpret cultural diversity
- Build people and leadership skills essential for managerial success
- Analysis causes of conflict and outline conflict management strategies that managers can use to resolve organizational conflict effectively
- Explain group and teams' dynamics leading to organizational effectiveness

<b>Unit</b>	<b>Description</b>	<b>Percentage</b>
<b>I</b>	<b>Foundations of Organizational Behavior</b> <ul style="list-style-type: none"> <li>• Historical Perspective of Organizational Behavior; Scientific Management</li> <li>• Fundamental Concepts of Organizational Behavior; Elements of Organizational Behavior</li> <li>• Organizational behavior model</li> <li>• The Human Relations Movement</li> </ul>	<b>20%</b>
<b>II</b>	<b>Foundations of Individual Behavior</b> <ul style="list-style-type: none"> <li>• Introduction and Meaning of individual behavior</li> <li>• Factors affecting individual Behavior</li> <li>• Environmental Factor</li> <li>• Personal factors</li> <li>• Psychological Factor</li> <li>• Models of Individual Behavior</li> </ul>	<b>20%</b>
<b>III</b>	<b>Foundations of Group Behavior</b> <ul style="list-style-type: none"> <li>• Key Group Concepts,</li> <li>• Role and Status, Authority, Power and Development;</li> <li>• Types of Groups</li> <li>• Process of Group Formation;</li> <li>• Group Norms; Group Cohesiveness;</li> <li>• Decision Making in Groups,</li> </ul>	<b>20%</b>

	<ul style="list-style-type: none"> <li>• Group Dynamics</li> <li>• Team Building.</li> </ul>	
<b>IV</b>	<b>Employee Development</b> <ul style="list-style-type: none"> <li>• Concept and significance of Training and Development</li> <li>• Assessment of Training needs;</li> <li>• Types and Methods of Training;</li> <li>• Designing and Evaluating of Training and Development programme</li> <li>• Organizational Learning: Concept and Significance; Building learning organizations</li> </ul>	<b>20%</b>
<b>V</b>	<b>Case Study</b> <ul style="list-style-type: none"> <li>• Recent trends and components of organizational behavior.</li> <li>• Case study in relevance with recent trends in employee training and development.</li> </ul>	<b>20%</b>

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<b>Name of the Programme</b>	Master of Social Work
<b>Semester</b>	III
<b>Course Code</b>	PG03EMSW03
<b>Course Title</b>	Ecology & Social Work
<b>Credits</b>	3

**Course objectives:**

- To learn the perspectives of ecology, environment & society and linkages.
- To identify and describe the role of social workers in addressing environment issues.
- To understand core concepts, development processes and government legislation.
- To learn the role of government & non-government organization in environment protection.

<b>Unit</b>	<b>Description</b>	<b>Percentage</b>
<b>I</b>	<b>The Concepts and Perspectives</b> <ul style="list-style-type: none"> <li>• Ecology, Environment and Society- their linkages History of Man, Environment- Environment and Society; Changing patterns- from survival needs to emerging consumerism, Energy intensive Life-styles; Perspective on environment- Marxist, Technocentrist and Functional; Indian thought and Environment-traditional and Gandhian</li> </ul>	<b>20%</b>
<b>II</b>	<b>Development Processes and Environment</b> <ul style="list-style-type: none"> <li>• Technology, Industrialization, Urbanization and Globalization- their impact on Environment; Commercialization of Agriculture, changing land use patterns and the rural society; Construction of Dams and its consequences- displacement, relocation and rehabilitation; Deforestation and Ecological Imbalance.</li> </ul>	<b>20%</b>
<b>III</b>	<b>Environmental Issues and Consciousness</b> <ul style="list-style-type: none"> <li>• Environment degradation and pollution of Natural Resources- Air, Soil, Water, Population, Sanitation, Housing, Encroachments over Common Property Resources, Energy crisis and Rural Poverty; Environment Consciousness- NGOs, Social Workers and Ecological Movements (Global level, People's initiatives to save their environment- Chipko Movement, Save forests movement, Mitti Bachao Andolan, Movements against big dams-Narmada and Tehri, Eco farming-natural farming efforts), Forestation programmes and policies.</li> </ul>	<b>20%</b>
<b>IV</b>	<b>Environment Action and Management</b> <ul style="list-style-type: none"> <li>• State and the Environment preservation, Rio Summit and its implications, Government Policies and programmes,</li> </ul>	<b>20%</b>

	Environmental Legislation- needs and importance; Grassroots Organization, Women and Conservation of Environment; Panchyats and Environment; Environment Management: Role of Traditional, State controlled, people controlled and jointly managed systems; and Waste Management.	
<b>V</b>	<b>Role NGOs in Environment Protection</b> <ul style="list-style-type: none"> <li>• Role of Non-Government Organisations in Environment Protection. Environment Movements in India</li> </ul>	<b>20%</b>

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<b>Name of the Programme</b>	Master of Social Work
<b>Semester</b>	III
<b>Course Code</b>	PG03EMSW04
<b>Course Title</b>	Fundamentals of Management
<b>Credits</b>	3

### Course Objectives

- Enumerate various managerial competencies and approaches to management
- Explain the role and need of Planning, Organizing, Decision Making and Controlling
- Make of use of the principles of goal setting and planning for simple as well as complex tasks and small projects
- Compare and Contrast various organizational structures of variety of business and not-for-profit entities in a real-world context
- Build a list of the decision-making criteria used by practicing managers, leaders and entrepreneurs in routine and non-routine decision-making situations and evaluate and explain the same

<b>Unit</b>	<b>Description</b>	<b>Percentage</b>
<b>I</b>	<b>Concept and Evolution of Management</b> <ul style="list-style-type: none"> <li>• Management: Concept, Nature, Importance; Management : Management As a Profession, Management Vs. Administration, Management Skills, Levels of Management, Characteristics of Quality Managers.</li> <li>• Evolution of Management: Early contributions, Taylor and Scientific Management, Fayol's Administrative Management, Bureaucracy, Hawthorne Experiments and Human Relations, Social System Approach, Decision Theory Approach</li> <li>• Business Ethics and Social Responsibility: Concept, Shift to Ethics, Tools of Ethics</li> </ul>	<b>20%</b>
<b>II</b>	<b>Planning &amp; MBO</b> <ul style="list-style-type: none"> <li>• Concept, need, nature, Management By Objectives(MBO)- Process of MBO- Benefits of MBO</li> <li>• Planning and Performance, Goals and Plans, Types of Goals, Types of Plans, Setting Goals and Developing Plans, Approaches to Setting Goals, Developing Plans, Approaches to Planning, Planning Effectively in Dynamic Environments</li> </ul>	<b>20%</b>
<b>III</b>	<b>Organizing &amp; Organizational Structures</b> <ul style="list-style-type: none"> <li>• Organization, Organizing, Organizational Structures, Principles of Work Specialization, Departmentalization, Chain of Command, Span of Control, Centralization and Decentralization, Formalization Mechanistic and Organic</li> </ul>	<b>20%</b>

	Structures, Factors Affecting Structural Choice- Strategy, Size, Technology, Environmental Uncertainty, Traditional Organizational Designs-Simple Structure, Functional Structure, Divisional Structure, Matrix Structure, Team Structures, Project Structure, Adaptive Organizations-Boundary less Organization, Virtual Organizations, Learning Organization, Flexi Work, Tele-working, Global Organizations	
<b>IV</b>	<b>Decision Making</b> <ul style="list-style-type: none"> <li>The Decision-Making Process Identifying a Problem-Identifying Decision Criteria- Allocating Weights to the Criteria-Developing Alternatives-Analyzing Alternatives-Selecting an Alternative-Implementing the Alternative-Evaluating Decision Effectiveness Making Decisions: Rationality, Bounded Rationality, The Role of Intuition, The Role of Evidence-Based Management Types of Decisions &amp; Decision-Making Conditions Decision-Making approaches- Quantitative approach, Environmental Approach, System Approach, Ethical Approach, Intuitive Approach, Case Study Approach Decision-Making Styles- Linear–Nonlinear Thinking Style Profile, Decision-Making Biases and Errors. Effective Decision Making in Today’s World - Correctness of decision, Decision environment, Timing of decision, Effective communication of Decision, Participation in Decision Making-Implementation of decision</li> </ul>	<b>20%</b>
<b>V</b>	<b>Controlling</b> <ul style="list-style-type: none"> <li>Controlling, Definition, need and Importance, The Control Process, Managerial Decisions in Controlling, Feed-forward / Concurrent / Feedback Controls. Financial Controls, Information Controls, Benchmarking of Best Practices</li> </ul>	<b>20%</b>

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<b>Name of the Programme</b>	Master of Social Work
<b>Semester</b>	III
<b>Course Code</b>	PG03EMSW05
<b>Course Title</b>	NGO Management
<b>Credits</b>	3

**Course Objectives:**

- Develop an understanding of non-governmental organizations.
- Demonstrate the legal framework of voluntary organizations.
- To make students understand about the resource mobilization in NGOs.
- Develop an understanding of project management.

<b>Unit</b>	<b>Description</b>	<b>Percentage</b>
<b>Unit-1</b>	<b>Introduction and Historical Development of NGOs</b> <ul style="list-style-type: none"> <li>• Nature, meaning, definition, characteristics, Functions and Principles of NGOs.</li> <li>• Historical development of NGOs in India.</li> </ul>	<b>20%</b>
<b>Unit-2</b>	<b>Establishing an NGO</b> <ul style="list-style-type: none"> <li>• Formation, Registration of an organization and Relevant Legislations.</li> </ul> (The Societies Registration Act, 1860, The Indian Trust Act, 1882 and The Companies Act, 2013)	<b>20%</b>
<b>Unit-3</b>	<b>Managing NGO.</b> <ul style="list-style-type: none"> <li>• Planning, Organizing, Staffing, Directing, Coordinating, Reporting &amp; Budgeting, and Monitoring &amp; Evaluation.</li> <li>• Training and Development.</li> <li>• Capacity Building.</li> </ul>	<b>20%</b>
<b>Unit-4</b>	<b>Financial Resource Mobilization</b> <ul style="list-style-type: none"> <li>• Foreign Aid.</li> <li>• Merits and Demerits of Foreign Aid.</li> <li>• Mobilizing human and material resources.</li> <li>• Fund raising and Grant-in-aid.</li> </ul>	<b>20%</b>
<b>Unit-5</b>	<b>Managing Projects in NGOs</b> <ul style="list-style-type: none"> <li>• Project management: Project - concept, meaning, need, importance.</li> <li>• Requirement of project proposal writing.</li> <li>• Project management cycle.</li> </ul>	<b>20%</b>

## **Bibliography:**

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- Bhatia S.K. "Training &Development", Deep& Deep Publication Pvt. Ltd.
- Brody, R. 2004 Effectively Managing Human Service Organizations. Sage Publications.
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**N. S. PATEL ARTS COLLEGE, ANAND  
(AUTONOMOUS)**



**MASTER OF SOCIAL WORK  
(SEMESTER IV)**

(EFFECTIVE FROM ACADEMIC YEAR 2021-22)

**COURSE STRUCTURE AND SYLLABUS**

**Sardar Patel Education Trust Managed**  
**N.S. PATEL ARTS COLLEGE, ANAND**

**(Autonomous)**

Affiliated to Sardar Patel University, V.V Nagar

**Master of Social Work Programme**

**Semester-IV**

**Effective From (2022-23)**

<b>Name of the Programme</b>	Master of Social Work
<b>Semester</b>	IV
<b>Course Code</b>	PG04CMSW01
<b>Course Title</b>	Social Defence & Correctional Social Work
<b>Credits</b>	4

**Course objectives:**

- To develop understanding of the concept of social defence and correctional services
- To relate the knowledge of social problems, crime & delinquency to the practise area
- To understand the role of a social worker in various correctional settings and crime prevention programmes.
- To sensitize for learning through practice in institutional and community based correctional and preventive programmes.

<b>Unit</b>	<b>Description</b>	<b>Weightage</b>
<b>I</b>	<b>Introduction to Social Defence</b> <ul style="list-style-type: none"> <li>• Definition, Concept and historical development of Social defence in India</li> <li>• Social Defense Programmes in India</li> <li>• Concept of Crime, Criminal and Criminology. Classification of Crime,</li> <li>• Contribution of Cesare Beccaria, Jermy Bentham, Enrico Ferri.</li> </ul>	<b>20%</b>
<b>II</b>	<b>Juvenile Deviance</b> <ul style="list-style-type: none"> <li>• Concept, Nature and extent of Juvenile Delinquency in India.</li> <li>• Juvenile Justice Act 2015</li> <li>• Programme for control and prevention of delinquency</li> <li>• Juvenile Gang,</li> <li>• Special Juvenile Police Unit</li> <li>• Social Investigation Report</li> </ul>	<b>20%</b>

<b>III</b>	<b>Institutional Correctional Services</b> <ul style="list-style-type: none"> <li>• Structure and function of correctional institutions</li> <li>• Parole, Probation, Remand Home, Observation Home, Beggars home, Shelter homes, Half way homes, Adoption, Foster Care</li> <li>• Origin of Prison, Prison reform movement in India</li> </ul>	<b>20%</b>
<b>IV</b>	<b>Correctional Legislation</b> <ul style="list-style-type: none"> <li>• IPC</li> <li>• CRPC</li> <li>• Police Act, 1861</li> <li>• Prison Act, 1894</li> <li>• Probation of Offender Act</li> </ul>	<b>20%</b>
<b>V</b>	<b>Social Work Intervention</b> <ul style="list-style-type: none"> <li>• Concept of victims, Types of victims, Victim Compensation, Victim Support and NGOs,</li> <li>• Role of Judiciary and police in crime prevention</li> <li>• Role of Social Worker in Correctional institutions</li> </ul>	<b>20%</b>

**Bibliography:**

- Ahuja Ram, Youth and Crime ,Rawat Publication, Jaipur, 1996
- Chakrabarti, N.K. (ed.) Administration of Criminal Justice (Vol. 1), Deep and Deep Publication, New Delhi, 1997
- Hampton, Robert L. And Associates (eds.) Family Violence: Prevention and Treatment, Sage, New Delhi, 1993
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- Tandon, R.K. and Sudarshan, K. N. Child Prostitution, APH Publishing Corporation, New Delhi

<b>Name of the Programme</b>	Master of Social Work
<b>Semester</b>	IV
<b>Course Code</b>	PG04CMSW02
<b>Course Title</b>	Labour Welfare & HRM-II
<b>Credits</b>	4

**Course objectives:**

- To develop an understanding to manage people at workplace
- To understand of carry out HR related responsibilities
- To understand recent trends and basic theories of HRM

<b>Unit</b>	<b>Description</b>	<b>Weightage (%)</b>
<b>I</b>	<b>Labour Welfare</b> <ul style="list-style-type: none"> <li>• Social Security, employee grievances and discipline</li> <li>• Collective bargaining.</li> </ul>	<b>20%</b>
<b>II</b>	<b>Wage and Salary Administration</b> <ul style="list-style-type: none"> <li>• Meaning, scope, concepts and principles. Wage determination. Wage Boards, Pay Commissions, incentives, types and methods – employee compensation</li> </ul>	<b>20%</b>
<b>III</b>	<b>Human Resource Development</b> <ul style="list-style-type: none"> <li>• Concept, Assumptions, Values, HRD Mechanism, Action-Research Model, HRD Culture and Climate, HRD Interventions, HR Accounting and Audit, Consultant- Client relationship, Knowledge Management,</li> </ul>	<b>20%</b>
<b>IV</b>	<b>Performance Management System</b> <ul style="list-style-type: none"> <li>• Scope, Significance, Advantages, Impact of Organizational Structure and Operational Problems Performance Management Process</li> <li>• Recent Trends of HRM: Human Resource Information System, Balance Scorecard, workforce diversity.</li> </ul>	<b>20%</b>
<b>V</b>	<b>Case Studies and Field Project</b> <ul style="list-style-type: none"> <li>• Succession and Planning</li> <li>• Corporate Social Responsibility</li> <li>• AI/ EI and Managerial Effectiveness</li> </ul>	<b>20%</b>

### **Bibliography:**

- Aswathappa, K. (2017). *Human Resource Management*. Delhi: McGraw Hill Publication.
- Gary Dessler, B. V. (2020). *Human Resource Management*. Pearson Education.
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- Sharma, A. M. (2011). *Aspects of Labour Welfare and Social Security*. Mumbai: Himalaya Publishing House Pvt. Ltd.

<b>Name of the Programme</b>	Master of Social Work
<b>Semester</b>	IV
<b>Course Code</b>	PG04CMSW03
<b>Course Title</b>	Psychiatric Social Work & Mental Health
<b>Credits</b>	4

**Course objectives:**

- To establish the students to the concepts and historical development of the field of Psychiatric Social Work
- To impart knowledge on the various psychiatric disorders and the role of social worker
- To understand the nature and types of social work assessment and interventions in mental health
- To develop sensitivity, awareness and understanding of policy and practice issues in the field of mental health

<b>Unit</b>	<b>Description</b>	<b>Weightage</b>
<b>I</b>	<b>Psychiatric Social Work- Introduction</b> <ul style="list-style-type: none"> <li>• Concept, Definitions</li> <li>• Historical Development of Psychiatric Social Work in India &amp; Abroad</li> </ul>	<b>20%</b>
<b>II</b>	<b>Role of Psychiatric Social Worker</b> <ul style="list-style-type: none"> <li>• General Roles of Psychiatric Social Worker</li> <li>• Role of Psychiatric social worker in Psychiatric Settings</li> <li>• Psychiatric Social worker &amp; Patient Relationship.</li> </ul>	<b>20%</b>
<b>III</b>	<b>Mental Health &amp; Mental Illness</b> <ul style="list-style-type: none"> <li>• Concept of Mental Health</li> <li>• Mental Health Problems in Other Fields &amp; Services Provided</li> <li>• Community Psychiatry</li> <li>• Rehabilitation Services for Mental Health</li> <li>• Concept of Mental Illness</li> <li>• Mental Health Care Act, 2017</li> </ul>	<b>20%</b>
<b>IV</b>	<b>Classification &amp; Assessment of Mental Health Disorders</b> <ul style="list-style-type: none"> <li>• DSM-V</li> <li>• ICD-11</li> <li>• Importance of Case History Taking</li> <li>• Mental Status Examination</li> <li>• Interviewing Techniques</li> </ul>	<b>20%</b>
<b>V</b>	<b>Common Mental Health Disorders &amp; Therapies</b> <ul style="list-style-type: none"> <li>• Schizophrenia, Mood disorders. Adjustment disorder &amp; Personality Disorder</li> <li>• Child psychiatry – eating disorders, sleeping, somatoform, anxiety <ul style="list-style-type: none"> <li>• Biological therapy, Psychotherapies and Counseling</li> </ul> </li> </ul>	<b>20%</b>



## **Bibliography:**

- Bentley, K.J. (2002). Social Work Practice in Mental Health: Contemporary Roles, Tasks, and Techniques. Pacific Grove, CA: Brooks/Cole.
- Children with developmental disabilities – Venkatesan S. sage 2004
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- Edward, Understanding mental retardation, Cambridge University press, London, 1986
- Gajendran R.N., Hudson B.L., current themes in psychiatric, John Wiley and Sons, 1981
- John, Howells G ; Modern perspective in International Child Psychiatry , Brunner & Mazel publication, New York, 1971
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- Nunnally J.C, Popular conceptions of Mental Health-the development and change, Rinehart & Winston, New York, 1961.
- Roberts N, Mental Health and Mental Illness, Routledge & Kegan Paul, London, 1967  
Ziglar.
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<b>Name of the Programme</b>	Master of Social Work
<b>Semester</b>	IV
<b>Course Code</b>	PG04EMSW01
<b>Course Title</b>	Counseling: Theory & Practice
<b>Credits</b>	3

### Course Objectives

- Develop theoretical understanding regarding different approaches of psychology and counseling
- Apply theoretical framework for understanding human behavior, human sufferings and problems.
- Develop Attitudes and commitment required to work with people in different settings
- Develop skills and competencies required to deal with human beings in situation of need of help and assistance

<b>Unit</b>	<b>Description in Detail</b>	<b>Weightage (%)</b>
I	<b>Counseling</b> <ul style="list-style-type: none"> <li>• Counseling as a helping process: Meaning, nature and goals.</li> <li>• Values and Principles of Counseling</li> <li>• Personal and professional aspects of counseling</li> <li>• Counseling in Multicultural &amp; Diverse Society</li> </ul>	20%
II	<b>Process and Assessment Interview</b> <ul style="list-style-type: none"> <li>• Building a Counseling Relationship</li> <li>• The Assessment Interview: Testing, Assessment and Diagnosis in Counseling</li> <li>• Working in Counseling Relationship</li> <li>• Termination of Counseling Relationship</li> <li>• <b>Counseling Process</b></li> <li>• Phases / steps of Counseling</li> <li>• Technique and Tools</li> <li>• Interview Technique</li> </ul>	20%
III	<b>Theories of Counseling</b> <ul style="list-style-type: none"> <li>• Psychoanalytic, Aderlin &amp; Humanistic theories of Counseling</li> <li>• Behavioural, Cognitive, Systematic, brief and crisis theory of Counseling</li> <li>• <b>Strategies in Counseling</b></li> <li>• Symbolic, Creative,</li> <li>• Behavioural and Cognitive</li> <li>• Psycho Educative</li> </ul>	20%

IV	<b>Specialties in Practice of Counseling</b> <ul style="list-style-type: none"> <li>• Groups in Counseling</li> <li>• Marriage and Family Counseling</li> <li>• School counseling</li> <li>• College Counseling &amp; Student life services</li> <li>• Substance Abuse and Disability and Disability Counseling</li> <li>• Mental Health &amp; Community Counseling &amp; Private Practices</li> </ul>	20%
V	<b>Ethics in Counseling</b> <ul style="list-style-type: none"> <li>• Definition, reasons</li> <li>• Legal perspective and its application in counseling.</li> <li>• Ethical principles of counseling</li> <li>• Rehabilitation Council of India</li> <li>• Code of Ethics for Counselors</li> </ul>	20%

**Bibliography:**

- Corey, G. (2008): Theory and Practice of Counseling and Psychotherapy. USA: The Thompson Brooks.
- Narayana Rao (2008): Counseling and Guidance . New Delhi: Tata Mc-Graw Hill.
- Samuel T. Gladding (2009): Counseling: A Comprehensive Profession. Publisher: Pearson/Merrill Prentice Hall.
- Tim Bond (2000): Standards and Ethics for Counselling in Action. SAGE Publication

<b>Name of the Programme</b>	Master of Social Work
<b>Semester</b>	IV
<b>Course Code</b>	PG04EMSW02
<b>Course Title</b>	CSR & Social Entrepreneurship
<b>Credits</b>	3

**Course Objectives:**

- Develop an understanding about the concept of corporate social responsibility.
- Understand CSR perspectives, guidelines, legal framework in India.
- To understand the role of social entrepreneurship in building a sustainable society.
- Understand the students about social entrepreneurship process.

<b>Unit</b>	<b>Description</b>	<b>Weightage (%)</b>
<b>I</b>	<b>Introduction to CSR</b> <ul style="list-style-type: none"> <li>• Concept of Philanthropy and Charity</li> <li>• Meaning, Definition and Importance of CSR</li> <li>• Evolution of CSR in India</li> <li>• Principles and Ethics of CSR</li> <li>• Concentration Areas of CSR</li> </ul>	<b>20%</b>
<b>II</b>	<b>Indian Perspectives and Approaches</b> <ul style="list-style-type: none"> <li>• Corporate Governance and CSR</li> <li>• Legal frame work, rules and regulations, Company Act 2013 - relevant provisions of CSR</li> <li>• The Role Of Business In Society -Different stakeholders, different perspectives</li> </ul>	<b>20%</b>
<b>III</b>	<b>Corporate Social responsibility Practices</b> <ul style="list-style-type: none"> <li>• Role of Government and NGO in CSR.</li> <li>• Approaches of CSR: (Triple Bottom Line Approach: Economic, Social, Environmental; Obstructionist; Defensive; Accommodative; Proactive)</li> <li>• Issues of CSR (Environmental, Social, Ethical, Governance and Labour related issues)</li> </ul>	<b>20%</b>
<b>IV</b>	<b>Introduction to Social Entrepreneurship</b> <ul style="list-style-type: none"> <li>• Meaning, definition: Social entrepreneur and social entrepreneurship</li> <li>• Characteristics of Social Entrepreneurship and Social Entrepreneur</li> <li>• Qualities and Skills of Social Entrepreneur</li> <li>• Entrepreneurship Development Programmes (EDP): Meaning, Need and Objectives</li> <li>• Challenges in Social Entrepreneurship</li> </ul>	<b>20%</b>

<b>V</b>	<b>The Social Entrepreneurship Process</b> <ul style="list-style-type: none"> <li>• The Timmons Model of the Entrepreneurship Process</li> <li>• The PCDO (The People, Context, Deal, and opportunity)frame work</li> <li>• The Case Model</li> <li>• The Social Entrepreneurship Frame work</li> <li>• Sources of Social Entrepreneurship -Public Sector, Private Sector, Voluntary Sector</li> </ul>	<b>20%</b>
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**Bibliography:**

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- C.V. Baxi & Ajit Prasad (2005), *Corporate Social Responsibility - Concepts & Cases: The Indian Experience*, Excel Books, New Delhi.
- David Crowther & Renu Jatana (2005), *International Dimensions of CSR Vol. I*, The ICFAI University Press, Hyderabad.
- David Crowther (2005), *International Dimensions of CSR Vol. II*, The ICFAI University Press, Hyderabad.
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- S.C. Dubey (1979), *Public Services and Social Responsibility*, Vikas Publishing House (P) Ltd, New Delhi.
- S.S.Khanka. (2009). *Entrepreneurship in India - Perspective and Practice*. New Delhi: Akansha Publication House.
- Sumati Reddy (2004), *Corporate Social Responsibility: The Environmental aspects*, The ICFAI University Press, Hyderabad.
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- Visser, W. (2011). *The Age of Responsibility: CSR 2.0 and the New DNA of Business (1 ed.)*. United Kingdom: John Wiley & Sons, Incorporated.

<b>Name of the Programme</b>	Master of Social Work
<b>Semester</b>	IV
<b>Course Code</b>	PG04EMSW03
<b>Course Title</b>	Rural & Urban Community Development
<b>Credits</b>	3

**Course objectives:**

- To make the students understand about rural development and background of it.
- Understand the problems faced by rural communities.
- To know about the urban community development and techniques and programmes for urban community development.

<b>Unit</b>	<b>Description</b>	<b>Weightage (%)</b>
<b>I</b>	<b>Rural Development</b> <ul style="list-style-type: none"> <li>• Concept &amp; Definition of Rural Development</li> <li>• Rural Development in India – Origin &amp; Background like sevagram Project, Nilokhai Project, Baroda Project, Marthadam Project, Bhoodan Movement</li> </ul>	<b>20%</b>
<b>II</b>	<b>Problems &amp; Strategies of Rural Development</b> <ul style="list-style-type: none"> <li>• Problems in Rural Development : Poverty, Housing, Health, Sanitation &amp; Education</li> <li>• Programmes &amp; Schemes of Rural Development under five years plan</li> </ul>	<b>20%</b>
<b>III</b>	<b>Rural Social Institutions</b> <ul style="list-style-type: none"> <li>• Joint Family</li> <li>• Caste System</li> <li>• Panchayati Raj Institutions: concept &amp; Significance</li> <li>• Gram Sabha: Concept, Significance, Structure&amp; Powers.</li> </ul>	<b>20%</b>
<b>IV</b>	<b>Urban Development</b> <ul style="list-style-type: none"> <li>• Definition, Meaning &amp; Concept of Urban Community,</li> <li>• Characteristics of Urban Community Urbanization – concept, causes &amp; problems</li> </ul>	<b>20%</b>
<b>V</b>	<b>Techniques &amp; Programmes for Urban Community Development</b> <ul style="list-style-type: none"> <li>• Approaches to urban community development</li> <li>• Urban community development projects in voluntary and governmental sector</li> <li>• Barriers to urban community development in India.</li> </ul>	<b>20%</b>

**Bibliography:**

- Boden, Powell - The Indian Village Community, the University of California, Longmans, Green, and Company, 1896
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<b>Name of the Programme</b>	Master of Social Work
<b>Semester</b>	IV
<b>Course Code</b>	PG04EMSW04
<b>Course Title</b>	Employee Welfare and Trade Union
<b>Credits</b>	3

**Course Objectives:**

- To understand the employee welfare and the development of labor welfare in India.
- To learn about various labor welfare programs in India.
- To make the students about trade union, growth and development of trade union in India and problems faced by trade union.
- To learn about the trade union movement.

<b>Unit</b>	<b>Description</b>	<b>Percentage</b>
<b>Unit-1</b>	<b>Employee Welfare</b> <ul style="list-style-type: none"> <li>• Concept of Social Welfare</li> <li>• Labor Welfare: Concept, Scope and Philosophy of Labor Welfare</li> <li>• Principles of Labor Welfare</li> <li>• Role of Welfare in Commitment and Structuring of Labor Force</li> <li>• Indian Constitution and Labor Welfare</li> </ul>	<b>20%</b>
<b>Unit-2</b>	<b>Development of Labor Welfare</b> <ul style="list-style-type: none"> <li>• Historical Development of Labor Welfare in India</li> <li>• Impact of ILO on Labor welfare in India</li> <li>• Agencies of Labor welfare and their roles: State, Management, Trade Unions and Voluntary Agencies</li> </ul>	<b>20%</b>
<b>Unit-3</b>	<b>Labor Welfare Programs</b> <ul style="list-style-type: none"> <li>• Statutory and Non-Statutory</li> <li>• Extra Mural and Intra Mural: Financing of Welfare Program</li> <li>• Welfare Officer: Role, Status and functions</li> <li>• Workers Education Schemes in India.</li> </ul>	<b>20%</b>
<b>Unit-4</b>	<b>Trade Unions</b> <ul style="list-style-type: none"> <li>• Types, meaning, objectives and functions</li> <li>• Growth and Development of Trade Unionism in India- Historical Retrospect</li> <li>• Recognition of trade unions- procedure</li> <li>• Problems of trade unions- leadership, finance, rivalry between unions.</li> </ul>	<b>20%</b>



<b>Unit-5</b>	<b>Trade Union Movement</b> <ul style="list-style-type: none"> <li>• National and International Trade unionism: Historical Perspective Objectives, Problems faced recognition of trade unions.</li> <li>• Employer's federations; origin, growth objectives, functions, structure and administration.</li> </ul>	<b>20%</b>
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**Bibliography:**

- Karnik V.B., Indian Unions –problems and Prospects, Minerva Associates, Kolkata
- Moorthy, M.V., Principles of Labour Welfare, Oxford & IBH Pub. Co., New Delhi.
- Ram Chandra P. Singh, Labour Welfare Administration in India, Deep & Deep Pub., New Delhi.
- Schil Jawed Trade Union Movement in India, Sundeeep Publication, New Delhi.
- Sharma, A.M., Aspects of Labour Welfare and Social Security, Himalaya Pub. House, Mumbai.
- Vaid, K.N., Labour Welfare in India, Sree Ram Centre for Industrial Relations and Human Resources, New Delhi.

<b>Name of the Programme</b>	Master of Social Work
<b>Semester</b>	IV
<b>Course Code</b>	PG04EMSW05
<b>Course Title</b>	Occupational Social Work
<b>Credits</b>	3

**Course objectives:**

- To understand the concept of occupational social work.
- To make students understand about the world of work and changing workforce and workplaces.
- To provide an insight on issues of workforce, social security, welfare measures and work related issues.

<b>Unit</b>	<b>Description</b>	<b>Weightage (%)</b>
<b>I</b>	<b>Occupational social work: Concepts and Scope</b> <ul style="list-style-type: none"> <li>• Occupational social work-history, scope, components principles and methods</li> <li>• Changing profile of work, workers and work place organizations;</li> <li>• Indian workers : Needs, Issues and Problems affecting work life and organizational life</li> </ul>	<b>20%</b>
<b>II</b>	<b>Workers in organised sector: Issues and challenges</b> <ul style="list-style-type: none"> <li>• Contemporary issues for factory workers : employment nature and security, wages and social security</li> <li>• Trade unionism- historical development ,legal environment and changing scenario</li> <li>• Labour welfare in a welfare state, Labour Welfare Officer: duties, issues, challenges; Welfare to Wellbeing of workers: Concept, needs and programmes</li> </ul>	<b>20%</b>
<b>III</b>	<b>Working Conditions and Conditions of Work</b> <ul style="list-style-type: none"> <li>• Physical and mechanical environment-provisions of Factories Act; Working conditions and problems at workplace</li> <li>• Conditions of work: Wages, dearness allowances, perks and incentives, leave, holidays, Code on Wages</li> <li>• Social security for organised sector: measures, issues and challenges</li> </ul>	<b>20%</b>
<b>IV</b>	<b>Workers in Unorganised Sector</b> <ul style="list-style-type: none"> <li>• Unorganized sector workforce-issues, and concerns , statutory and non -statutory initiatives</li> <li>• Issues and concerns of Building and construction workers and</li> </ul>	<b>20%</b>

	<p>agricultural workers</p> <ul style="list-style-type: none"> <li>• Women workers/employees in different occupations: needs, problems and issues, Specific issues and concerns of persons with disability and employees on contract basis.</li> </ul>	
<b>V</b>	<p><b>Emerging Issues and Concerns for Occupational Social work</b></p> <ul style="list-style-type: none"> <li>• Mental health issues at workplace; Work life balance</li> <li>• Employee Assistance programmes- nature, scope, philosophy, models, services</li> <li>• Corporate social responsibility—policies, programmes and practices</li> <li>• Occupational Social work : emerging issues and concerns</li> </ul>	<b>20%</b>

**Bibliography:**

- Akbas, S. (1983). Industrial social work: Influencing the system at the workplace. In Dinerman, M.(Ed.) Social Work in a Turbulent World. Silver Spring, MD: NASW.
- Bargal, D. (1999). The future development of occupational social work. New York: The Haworth Press Inc.
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**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**Bachelor of Vocation (Hospitality & Tourism)**  
**Semester - I**

<b>Title of the Paper</b>	<b>Meet and Greet Officer</b>
<b>Course Code</b>	<b>UM1BVSHT01</b>
<b>Objective</b>	<b>Meeting and greeting the customer, arranging for guest transfers and addressing customer queries and service complaints</b>

*(This syllabus/ curriculum has been approved by THSC)*

S.No	Module/Topic	NOS Code
01	Prepare for providing meet and greet service	THC/N4207

**KEY LEARNING OUTCOMES**

**PERFORMANCE CRITERIA**

- check assigned duties as per duty roster
- check the travel and bookings details of the customer along with relevant documentation as per travel and bookings details
- assess requirement of resources viz. type of vehicle, number of vehicles
- inform travel agency/driver on the time schedule and meeting place
- identify organizational requirement and protocol for meeting different types of customers such as business, leisure, individual, groups, senior citizens, and customers with specific needs
- check for any special requests or requirements on arrival
- check to ensure that communication with the customer can be made in the language known to the customer
- check with travel agency/driver and ensure that vehicle is arriving as per schedule
- check with hotel/place of accommodation and reconfirm bookings
- carry documents for handing over to customer viz., tickets, hotel booking confirmation , itinerary, maps, any other special requirement of the customer
- be prepared to provide information to customers on travel details, local accommodation bookings, local itineraries, tour guides, local options for shopping and other interesting activities,
- carry placard with correct name of customer and contact details
- ensure the mobile phone battery is charged and the phone is in working condition and has the number which was passed on to the customer
- check arrival/departure schedule
- dress as per organizational requirements and standards
- seek help/advise of seniors to address issues where scope of services assured to customer is not clear
- escalate problems and issues to appropriate authorities well in time as per organization's procedures

S.No	Module/Topic	NOS Code
02	Meet and greet customers	THC/N4208

**KEY LEARNING OUTCOMES**

**PERFORMANCE CRITERIA**

- meet and greet the customer in a professional manner at the pre-arranged time and location, in accordance with the booking arrangements and as per the organization's procedures
- acknowledge customers and greet promptly in accordance with company policies
- create a good first impression in dealings with customers
- use good verbal communications skills with customers
- establish customers' needs and wants quickly and sensitively
- confirm at the time of picking up and/dropping the customer at the required destination that the customer has the appropriate documentation, in line with the rules and legislations of the country and the organization's procedures
- advise the customer of the travel itinerary, accommodation details for inbound customer and relevant contact details, where appropriate
- ask the customer of any specific requirement in line with organization's procedures
- communicate clearly and concisely, and at a pace appropriate to the individual, using words suited to the individual's level of understanding
- refer customers promptly to more appropriate members of staff, where necessary, and explain the reasons for referral
- maintain necessary confidentiality about the organization and customer
- apologize where delay in greeting and acknowledging customer is unavoidable
- use appropriate language and gestures to suit the needs of customers
- use clear and suitably pitched communication for customers
- establish customers' needs and take appropriate action
- establish mutual understanding of customers' needs and potential means of meeting them
- explain any delay in responding to customers' needs so as to maintain goodwill
- carry out undertakings made to customers within the promised time
- record and update customer records accurately and promptly
- deliver helpful and consistent customer service
- build positive relationships with customers
- build good working relationships with suppliers
- complete checklists for preparation for performing duties
- report escalations for any unresolved issue as per escalation matrix

S.No	Module/Topic	NOS Code
03	Arrange for Guest Transfer	THC/N4209

**KEY LEARNING OUTCOMES**

**PERFORMANCE CRITERIA**

- inform the customers about the journey details and transport arrangement from the meeting point to the destination
- assist the customers to deal with baggage transfer from the meeting point to the boarding of the vehicles
- ensure travel terminal procedures and security requirements are complied with
- assist the customers in loading all the baggage onto the transport arranged for transfer to the destination as per the organization's procedures
- escort the customer to the point of dropping as per the booking schedule and as per organization's procedures
- hand over the documents required to be given to customer like tickets, travel permits, entry permissions etc.
- deal fairly, efficiently and promptly with questions and complaints, in line with organization's procedures
- respond to any referred customer emergencies, problems and requirements promptly and in accordance with company policies
- report any situation which cannot be resolved as per escalation matrix
- liaise and communicate with travel agents/staff at other places where accommodation is arranged
- ensure that all customer baggage is correctly unloaded at the dropping point
- record any reported non-compliance with agreed standards of transfer service are accurately and promptly point out to the agencies
- present a professional image and treat individuals with respect at all times
- liaise with the concerned staff of the place of accommodation of the customers regarding the details of booking/checkout on arrival
- assist customers to deal with documentation required for checking-in/out in the place of accommodation.

S.No	Module/Topic	NOS Code
04	Handle guest queries and service complaints	THC/N4210

**KEY LEARNING OUTCOMES**

**PERFORMANCE CRITERIA**

- Listen carefully to customer queries and deal with them as per organizational procedure. Queries and problems may relate to country information, travel information, accommodation information, health and safety information, company information, transport information, emergency contacts e.g. co-coordinator's contact, emergency contact, doctors, chemist, police, update on flight/transport times, check in/check out procedures, local laws and regulations, local restaurants, supermarkets, local shops, local craft outlets, local cultural information, places of worship and others

- keep calm, empathize with customer, keep customer informed to arrive at a mutually acceptable solution
- follow up with customer and/or with staff till query is resolved
- spot customer service problems
- listen carefully to the customers about any problem they have raised and ask customers about the problem to check understanding
- recognize repeated problems and alert the appropriate authority
- share customer feedback with others to identify potential problems before they happen
- identify problems with systems and procedures before they begin to affect your customers
- acknowledge the complaint, apologize for inconvenience and take prompt attention to diffuse situation
- identify and investigate the complaint
- identify the options for resolving a customer service problem
- work with others to identify and confirm the options to resolve a customer service problem
- work out the advantages and disadvantages of each option and pick the best option for the customer and the organization
- identify for the customer other ways that problems may be resolved if one is unable to help
- discuss and agree the options for and take action to implement the option agreed with your customer
- work with others and your customer to make sure that any promises related to solving the problem are kept
- keep the customer fully informed about what is happening to resolve the problem
- check with the customer to make sure the problem has been resolved to their satisfaction
- give clear reasons to the customer when the problem has not been resolved to their satisfaction

S.No	Module/Topic	NOS Code
05	Communicate with customer and colleagues	THC/N9901

### **KEY LEARNING OUTCOMES**

#### **PERFORMANCE CRITERIA**

- receive job order and instructions from reporting superior
- understand the work output requirements, targets, performance indicators and incentives
- deliver quality work on time and report any anticipated reasons for delays
- escalate unresolved problems or complaints to the relevant senior
- communicate maintenance and repair schedule proactively to the superior
- receive feedback on work standards
- document the completed work schedule and handover to the superior
- exhibit trust, support and respect to all the colleagues in the workplace
- aim to achieve smooth workflow
- help and assist colleagues with information and knowledge
- seek assistance from the colleagues when required
- identify the potential and existing conflicts with the colleagues and resolve
- pass on essential information to other colleagues on timely basis

- maintain the etiquette, use polite language, demonstrate responsible and disciplined behaviours to the colleagues
- interact with colleagues from different functions clearly and effectively on all aspects to carry out the work among the team and understand the nature of their work
- put team over individual goals and multi task or share work where necessary supporting the colleagues
- highlight any errors of colleagues, help to rectify and ensure quality output
- work with cooperation, coordination, communication and collaboration, with shared goals and supporting each other's performance

S.No	Module/Topic	NOS Code
06	Maintain customer-centric service orientation	THC/N9902

### **KEY LEARNING OUTCOMES**

#### **PERFORMANCE CRITERIA**

- keep in mind the profiles of expected customers
- understand the target customers and their needs as defined by the company
- organize regular customer events and feedback session frequently
- build a good rapport with the customers including the ones who complain
- have frequent discussions with regular customers on general likes and dislikes in the market, latest trends, customer expectations, etc.
- receive regular feedbacks from the clients on current service, complaints, and improvements to be made, etc.
- compulsively seek customer rating of service to help develop a set of regularly improved procedures
- ingrain customer oriented behaviour in service at all level
- aim to gain their long lasting loyalty and satisfaction
- engage with customers on without intruding on privacy
- ensure clarity, honesty and transparency with the customers
- treat the customers fairly and with due respect
- focus on executing company's marketing strategies and product development
- focus on enhancing brand value of company through customer satisfaction
- ensure that customer expectations are met
- learn to read customers' needs and wants
- willingly accept and implement new and innovative products and services that help improve customer satisfaction
- communicate feedback of customer to senior, especially, the negative feedback
- maintain close contact with the customers and focus groups
- offer promotions to improve product satisfaction level to the customers periodically



S.No	Module/Topic	NOS Code
07	Maintain standard of etiquette and hospitable conduct	THC/N9903

**KEY LEARNING OUTCOMES**

**PERFORMANCE CRITERIA**

- meet the customers with a handshake or appropriate gesture based on the type of customer on their arrival ,welcome the customers with a smile
- ensure to maintain eye contact
- address the customers in a respectable manner
- do not eat or chew while talking
- use their names as many times as possible during the conversation
- ensure not to be too loud while talking
- maintain fair and high standards of practice
- ensure to offer transparent prices
- maintain proper books of accounts for payment due and received
- answer the telephone quickly and respond back to mails faster
- ensure not to argue with the customer
- listen attentively and answer back politely
- maintain personal integrity and ethical behaviour
- dress professionally
- deliver positive attitude to work
- maintain well groomed personality
- achieve punctuality and body language
- maintain the social and telephonic etiquette
- provide small gifts as token of appreciation and thanks giving to the customer
- use appropriate tone, pitch and language to convey politeness, assertiveness, care and professionalism
- demonstrate responsible and disciplined behaviours at the workplace
- escalate grievances and problems to appropriate authority as per procedure to resolve them and avoid conflict

S. No	Module/Topic	NOS Code
08	Follow gender and age sensitive service practices	THC/N9904

**KEY LEARNING OUTCOMES**

**PERFORMANCE CRITERIA**

- educate the tourists, employers and the colleagues at workplace on women rights and the respect that is to be given to them
- inform about company's policies to prevent women from sexual harassments, both physical and verbal, and objectifications by other customers and staff

- list all the facilities available with respect to transportation facilities, night trips and safeguards, reporting abuse, maternity related and other grievance
- inform about methods adopted to ensure safety and personal and baggage security of women, e.g., CCTV cameras, security guards, women's helpline
- provide the necessary comfort to the female traveller customers such as secure and safe environment, chain locks/latches, smoke detector, comfortable accommodation, etc.
- maintain compliant behavioural etiquette while dealing with women customers such as asking permission before entering room and for cleaning, avoiding touch contact, using abusive language or gesture, etc.
- ensure that the customer feels safe at all times without being over threatened by the security procedures and related environment
- ensure that in the event of terrorist attacks customers are calmly handled, led to safer places and instructed properly in order to achieve zero casualties
- treat women equally across both the horizontal as well as vertical segregation of roles in the workplace
- ensure a fair and equal pay to the women as men, more of formal training, advancement opportunities, better benefits, etc.
- involve women in the decision making processes and management professions
- avoid specific discrimination and give women their due respect
- motivate the women in the work place towards utilizing their skills
- educate the tourists, employers and the colleagues at workplace on women rights and the respect that is to be given to them
- establish policies to protect the women from sexual harassments, both physical and verbal, and objectifications by customers and colleagues
- frame women friendly work practices such as flexible working hours, maternity leave, transportation facilities, night shift concessions, women grievance cell.
- ensure the safety and security of women in the workplace, particularly when their nature of job is to deal with night shifts, attend guest rooms, back end work, etc.
- ensure safety and security of women at all levels

S.No	Module/Topic	NOS Code
09	Maintain health and hygiene	THC/N9906

### KEY LEARNING OUTCOMES

#### PERFORMANCE CRITERIA

- keep the workplace regularly clean and cleared-off of food waste or other litter
- ensure that waste is disposed-off as per prescribed standards or in trash cans earmarked for waste disposal
- ensure that the trash cans or waste collection points are cleared everyday
- arrange for regular pest control activities at the workplace
- to maintain records for cleanliness and maintenance schedule
- ensure the workplace is well ventilated with fresh air supply
- check the air conditioner and other mechanical systems on a regular basis and maintain them well
- ensure the workplace is provided with sufficient lighting
- ensure clean work environment where food is stored, prepared, displayed and served
- ensure safe and clean handling and disposal of linen and laundry, storage area, accommodation, public areas, storage areas, garbage areas, etc.
- identify and report poor organizational practices with respect to hygiene, food handling, cleaning
- ensure adequate supply of cleaning consumables such as equipment, materials, chemicals, liquids
- ensure to clean the store areas with appropriate materials and procedures
- identify the different types of wastes, e.g., liquid, solid, food, non-food, and the ways of handling them for disposal
- ensure to wash hands using suggested material such as soap, one use disposable tissue, warm water, etc.
- wash the cups, glasses or other cutlery clean before and after using them
- ensure to maintain personal hygiene of daily bath, clean clothing and uniform, footwear, head gear, cutting nails, healthy diet, using deodorant, etc.
- ensure to maintain dental hygiene in terms of brushing teeth every day, using mouthwash regularly, using mouth freshener after eating, avoiding smoke at workplace, etc.
- ensure no cross contaminations of items such as linen, towels, utensils, etc. occurs in the workplace

S.No	Module/Topic	NOS Code
10	Maintain safety at workplace	THC/N9907

### KEY LEARNING OUTCOMES

#### PERFORMANCE CRITERIA

- assess the various hazards in the work areas
- take necessary steps to eliminate or minimize them
- analyse the causes of accidents at the workplace
- suggest measures to prevent such accidents from taking place
- take preventive measures to avoid risk of burns and other injury due to contact with hot surfaces such as stoves, gas, fire, hot liquids, hot foods, hot oil, etc.
- suggest methods to improve the existing safety procedures at the workplace
- be aware of the locations of fire extinguishers, emergency exits, etc.
- practice correct emergency procedures
- check and review the storage areas frequently
- stack items in an organized way and use safe lifting techniques to reduce risk of injuries from handling procedures at the storage areas
- ensure to be safe while handling materials, tools, acids, chemicals, detergents.
- store the chemicals and acids in a well-ventilated and locked areas with warning signs displayed
- ensure safe techniques while moving furniture and fixtures
- ensure to reduce risk of injury from use of electrical tools
- read the manufacturer's manual carefully before use of any equipment
- unplug the electrical equipment before performing housekeeping, cleaning and maintenance to avoid injuries
- keep the floors free from water and grease to avoid slippery surface
- ensure to use non slip liquids and waxes to polish and treat floors, if required
- use rubber mats to the places where floors are constantly wet
- ensure the workers have access to first aid kit when needed
- ensure all equipment and tools are stored and maintained properly and safe to use
- ensure to use personal protective equipment and safety gear such as gloves, mask, headwear, footwear, glasses, goggles, etc. for specific tasks and work conditions where required
- ensure to display safety signs at places where necessary for people to be cautious
- ensure electrical precautions such as insulated clothing, adequate equipment insulation, dry work area, switch off the power supply when not required, etc.
- ensure availability of general health and safety equipment such as fire extinguishers, first aid equipment, safety equipment, clothing, safety installations such as fire exits, exhaust fans, etc., are available

S.No	Module/Topic	NOS Code
11	Learn a foreign or local language(s) including English	THC/N9909

**KEY LEARNING OUTCOMES**

**PERFORMANCE CRITERIA**

- understand from the company, the typical foreign or vernacular language queries
- learn keywords that may be used to pose those queries
- practice short oral conversations in the language, preferably, with colleagues or fellow trainees
- listen to focussed or recorded sentences as spoken typically in the language
- speak without hesitation and fear of being incorrect
- express coherently in complete sentences over a variety of topics, albeit with effort
- exhibit basic range of vocabulary and range of expression
- seek to improve language proficiency to ‘working knowledge’ level

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**Semester - I**

<b>Title of the Paper</b>	<b>INTRODUCTION TO HOSPITALITY (Theory/Practical)</b>
<b>Course Code</b>	<b>UM1BVGHTO1</b>
<b>Objective</b>	<b>Students are introduced to career opportunities and the employability skills needed to succeed in specific hospitality fields.</b>

<b>Units</b>	<b>Detail Descriptions</b>	<b>Weightage</b>
<b>1</b>	<b>Introduction to Hospitality</b> History of hotel Industry Concept and definition of Hotel Growth and development of Hotel Industry in India Definition of Guest and Customers and its Types. Hotel Services and Department Guest Satisfaction and Dissatisfaction	<b>25%</b>
<b>2</b>	<b>Hospitality Market</b> Target Market Levels of Services Rating Service World Class Service Mid-Range Service Economy limited Service	<b>25%</b>
<b>3</b>	<b>Ownership and Affiliation in Hospitality</b> Independent Hotel Chain Hotel Management Contract Franchise and Referral Groups	<b>25%</b>
<b>4</b>	<b>Classification of Guest</b> Business Travelers Pleasure/leisure Travelers Group Travelers International Travelers	<b>25%</b>
<b>Practical</b>	Field work at any hospitality establishment, make a report on different Sections and Presentation	

**Reference Books:**

1. B. K. Chakravarti, Hotel Management
2. Jagmohan Negi, Hotel Management, Sultan Chand Publication, New Delhi
3. Kotler, Bowen, Makens, Marketing for Hospatility and Tourism
4. Maichel Kasava, Front Office Management
5. Praveen Sethi, Handbook of Hospitality and Tourism
6. Sudhir Andrews, Front Office Management

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**Semester – I**

<b>Title of the Paper</b>	<b>MICRO ECONOMICS (Theory)</b>
<b>Course Code</b>	<b>UM1BVGHTO2</b>
<b>Objective</b>	<b>To Understand the Recent Trends in Economics.</b>

<b>Units</b>	<b>Detail Descriptions</b>	<b>Weightage</b>
<b>1</b>	<b>Introduction to Economics</b> Concept and Definition of Economics The Economic Problems: Scarcity and Choice Basic Principles of Economics – introduced an overview of what Economics is all about.	<b>25%</b>
<b>2</b>	<b>Nature and Scope of Economics</b> Positive and Normative Economics The role of Assumptions in Economics Economic Models: The Circular-Flow Diagram The Production Possibilities Frontier Micro and Macro Economics	<b>25%</b>
<b>3</b>	<b>Product Pricing</b> <b>Demand:</b> Concept and Meaning, Law of Demand, Change and Shift in Demand <b>Supply:</b> Concept and Meaning, Law of Supply, Change and Shift in Supply <b>Supply and Demand Together:</b> The Equilibrium price Concept or Price Determination by the forces of Demand and Supply Curves	<b>25%</b>
<b>4</b>	<b>Factor Pricing</b> Marginal Productivity theory Concept of Wage, Profit, Rent and Interest Theory of Rent and Profit	<b>25%</b>

**Reference Books:**

1. Dwivedi D. N., (2007) Micro Economics Theory, Vikas Publishing House.
2. Ellen Miller, Micro Economics, Tata McGraw-Hill.
3. H. L. Ahuja, Advanced Economic Theory.
4. Lipy & Chrystal, Economics, Oxford University Press.
5. N. Gregory Mankiw, Principles of Micro Economics, Thomson South-Western.
6. Paul. A Samuelson, William D. Nordhaus, Economics –McGraw Hill Education, New Delhi.
7. Robert S. Pindyck, Daniel L. Rubinfeld, Prem L. Mehta, Micro Economics.
8. Stonier A W & Hague D C., (1953), A Textbook of Economics Theory, Long Group.

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**Semester – I**

<b>Title of the Paper</b>	<b>BUSINESS ENGLISH - I (Theory/Practical)</b>
<b>Course Code</b>	<b>UM1BVGHTO3</b>
<b>Objectives</b>	<b>Develop basic skills to deal with people in business situations.</b>

<b>Units</b>	<b>Detail Descriptions</b>	<b>Weightage</b>
<b>1</b>	<b>Understanding Business Communication:</b> Nature and Scope of Communication Non-Verbal Communication Cross-cultural Communication Technology- enabled Business	<b>40%</b>
<b>2</b>	<b>Business Correspondence I:</b> Business Writing Business Correspondence Instructions Business Reports and Proposals Careers and Resumes	<b>40%</b>
<b>3</b>	<b>Business Vocabulary I</b> General Vocabulary(GSL) Business Vocabulary	<b>20%</b>
<b>Practical</b>	Simulation I:- situational conversation/ Role play Presentation Skill I: Presentation	

**Reference Books:-**

1. Minakshi Raman, Business Communication (with CD) 2<sup>nd</sup> Edition Oxford University Press, New Delhi, 2012.
2. Meenakshi Raman and Sangeeta Sharma, Technical Communication ‘Principles and Practice’ Oxford University Press, New Delhi, 2004.
3. Myron W Lustig, Intercultural Competence: Interpersonal Communication Across Culture 6<sup>th</sup> Edition.
4. Evan Frenedo, How to Teach Business English.
5. Andrea B Geffner, Business English the writing skills you need for Today’s workplace (Barron’s Educational Series, 2010).



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**Semester – I**

<b>Title of the Paper</b>	<b>USE OF ICT - I (Theory/Practical)</b>
<b>Course Code</b>	<b>UM1BVGHT04</b>
<b>Objectives</b>	<b>To introduce the students with MS Excel which enable them to analyze and interpret of data for decision making and also enhance their skill based learning.</b>

<b>Units</b>	<b>Detail Descriptions</b>	<b>Weightage</b>
<b>1</b>	<p><b>Fundamentals of computers</b>            Characteristics of a computer            Block Diagram of a computer,            Terms Hardware, software, Firmware, Liveware            Different types of software: System Software, Application software,            Operating system and different types of Operating system: DOS, WINDOWS 98/7.0            Overview of a computer system            Types of computers            Applications of computers,            Configuration for buying a computer            Input and Output Devices of the computer</p>	<b>50%</b>
<b>2</b>	<p><b>Windows Operating system and Introduction to Word processor</b>            Difference between Dos and windows operating system            Advantages of windows operating system            Introduction to Ms-office            What is word processing            Applications of word processor  <b>Advanced MS-Word</b>            Creating Hypertext links with drag-and drop            Using Hyperlinks between word documents            Using spelling and grammar Tool            Autotext and Autocorrect entries            Formatting options like bold italic, subscript, superscript,            character and Animation effects, Change case, Drop Cap options, Header and footer option, formatting indents Table creation, deletion, selection and formatting, Insert Picture, word art and drawing facilities.            Converting text to tables, Importance of mail merge, Creating a mail merge document and data source, Inserting mail merge fields, merge with main document, previewing merged data</p>	<b>50%</b>

<b>Practical</b>
<b>LABORATORY:</b> Theory Exercise + Practical Exercise on units 1 & 2
Practical examination shall be held in the computer lab and evaluation shall be made by the concerned teacher.

**Reference Books:**

1. Suresh K Basandra, Computer Today.
2. S. Jaiswal, A First Course In Computers, Galgotia publications
3. R.K. Taxali, P.C. Software For Windows 98 Made Simple.

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**Semester: II**

<b>Title of the Paper</b>	<b>Front Office Executive</b>
<b>Course Code</b>	<b>UM2BVSHT01</b>
<b>Objective</b>	<b>Engaging with guests, assisting in guest check-in and checkout processes, handling guest complaints, promoting sales, guiding associates at work and ensuring quality service standards</b>

*(This syllabus/ curriculum has been approved by THSC)*

<b>.Sr.No</b>	<b>Topic</b>	<b>NOS</b>
<b>01</b>	Assist guest in check-in and checkout process	<b>THC/N0119</b>
This unit/task covers the following		
<ul style="list-style-type: none"> <li>• Welcome and greet the guests</li> <li>• Understand reservation status and arrange for booking</li> <li>• Arrange for guest requirement</li> <li>• Follow guest check-in process standards</li> <li>• Assist guest during checkout</li> </ul>		
<b>Sr.No</b>	<b>Topic</b>	<b>NOS</b>
<b>02</b>	Attend to guest queries	<b>THC/N0107</b>
This unit/task covers the following:		
<ul style="list-style-type: none"> <li>• Assist the guest on any requirement</li> <li>• Respond to guest queries</li> <li>• Deliver message and materials to guest</li> <li>• Achieve guest satisfaction</li> </ul>		

<b>Sr.No</b>	<b>Topic</b>	<b>NOS</b>
<b>03</b>	<b>Perform cashiering activities</b>	<b>THS/N0110</b>
<p style="text-align: center;"><b>This unit/task covers the following:</b></p> <ul style="list-style-type: none"> <li>• Receive payment method details from guest</li> <li>• Prepare the invoice</li> <li>• Receive the payment</li> <li>• Document and record the details</li> </ul>		
<b>Sr.No</b>	<b>Topic</b>	<b>NOS</b>
<b>04</b>	<b>Handle guest complaints and guide front office staff</b>	<b>THS/N0120</b>
<p style="text-align: center;"><b>This unit/task covers the following:</b></p> <ul style="list-style-type: none"> <li>• Handle guest complaints</li> <li>• Take decision within their control in the interest of the organisation</li> <li>• Guide and mentor the front office staff</li> </ul>		
<b>Sr.No</b>	<b>Topic</b>	<b>NOS</b>
<b>05</b>	<b>Communicate with customer and colleagues</b>	<b>THC/N9901</b>
<p style="text-align: center;"><b>This unit/task covers the following:</b></p> <ul style="list-style-type: none"> <li>• Interact with superior</li> <li>• Communicate with colleagues</li> <li>• Communicate effectively with customers</li> </ul>		
<b>Sr.No</b>	<b>Topic</b>	<b>NOS</b>
<b>06</b>	<b>Maintain customer-centric service orientation</b>	<b>THC/N9901</b>
<p style="text-align: center;"><b>This unit/task covers the following:</b></p> <ul style="list-style-type: none"> <li>• Engage with customers to understand their service quality requirements</li> <li>• Achieve customer satisfaction</li> <li>• Fulfil customer requirement</li> </ul>		

Sr.No	Topic	NOS
07	Maintain standard of etiquette and hospitable conduct	THC/N9903
<p style="text-align: center;"><b>This unit/task covers the following:</b></p> <ul style="list-style-type: none"> <li>• Follow behavioural, personal and telephone etiquettes</li> <li>• Treat customers with high degree of respect and professionalism</li> <li>• Achieve customer satisfaction</li> </ul>		
Sr.No	Topic	NOS
08	Follow gender and age sensitive service practices	THC/N9904
<p style="text-align: center;"><b>This unit/task covers the following:</b></p> <ul style="list-style-type: none"> <li>• Educate customer on specific facilities and services available for different categories of customers</li> <li>• Provide gender and age specific services as per their unique and collective requirements</li> <li>• Follow standard etiquette with women at workplace</li> </ul>		
Sr.No	Topic	NOS
09	Maintain IPR of organisation and customer	THS/N9905
<p><b>This unit/task covers the following:</b></p> <ul style="list-style-type: none"> <li>• Secure company's IPR</li> <li>• Respect customers copyright</li> </ul>		
Sr.No	Topic	NOS
10	Maintain health and hygiene	THC/N9906
<p><b>This unit/task covers the following:</b></p> <ul style="list-style-type: none"> <li>• Ensure cleanliness around workplace in hospitality and tourist areas</li> <li>• personal hygiene practices</li> <li>• Take precautionary health measures</li> </ul>		

<b>Sr.No</b>	<b>Topic</b>	<b>NOS</b>
<b>11</b>	Maintain safety at workplace	<b>THC/N9907</b>
<p><b>This unit/task covers the following:</b></p> <ul style="list-style-type: none"> <li>• Take precautionary measures to avoid work hazards</li> <li>• Follow standard safety procedure</li> <li>• Use safety tools or personal protective equipment</li> <li>• Achieve safety standards</li> </ul>		
<b>Sr.No</b>	<b>Topic</b>	<b>NOS</b>
<b>12</b>	Learn a foreign or local language(s) including English	<b>THC/N9909</b>
<p><b>This unit/task covers the following:</b></p> <ul style="list-style-type: none"> <li>• Gain understanding of common vocabulary required to address customers' queries</li> <li>• Achieve 'minimal pass' level of language proficiency as per UN standards or as specified by company</li> </ul>		

**Reference Books:**

1. B.K Chakravarti, Hotel Management
2. JagmohanNegi, Hotel Management, Sultan Chand Publication, New Delhi
3. Kotler, Bowen, Makens, Marketing for Hospatility and Tourism
4. Maichel Kasava, Front Office Management
5. Praveen Sethi, Handbook of Hospitality and Tourism
6. Sudhir Andrews, Front Office Management

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**Semester: II**

<b>Title of the Paper</b>	<b>INTRODUCTION TO TOURISM</b>
<b>Course Code</b>	<b>UM2BVGHT01</b>
<b>Objective</b>	<b>Interpret and evaluate tourism as a phenomenon and as a business system.</b>

<b>Units</b>	<b>Detail Descriptions</b>	<b>Weightage</b>
<b>Unit-1</b>	<b>Introduction To Tourism</b> Nature, Scope, Significance. Definition Of Tourism – Technical Definition – Conceptual Definition Tourism, Defined For The Present Study, Types And Forms Of Tourism: Inter–Regional And Intra–Regional Tourism, Inbound And Outbound Tourism, Domestic, International Tourism. Forms Of Tourism: Religious, Historical, Social, Adventure, Health, Business, Conferences, Conventions, Incentives, Sports And Adventure, Senior Tourism, Special Interest Tourism Like Culture Or Nature Oriented, Ethnic Or ‘Roots’ Components Of Tourism. Element Of Tourism	<b>25%</b>
<b>Unit-2</b>	<b>Tourism development Through The Ages –</b> Growth and Development of Tourism, History of Travel, Travel in the 19th and 20th Century, Recent Trends Growth and development of modern Tourism Advent of high speed trains post - second world war phenomenon causes of rapid growth	<b>25%</b>
<b>Unit-3</b>	<b>The Organisation Of Tourism</b> Need For Organization Factors Influencing Type Of Organization National Tourist Organization Tourist Organization In India International Organizations & Tourism-International Union Of Official Travel Organization (Iuoto), World Tourism Organization ( Wto),Pacific Area Travel Association ( Pata), International Air Transport Association ( Iata),International Civil Aviation Organization (Icao)	<b>25%</b>
<b>Unit-4</b>	<b>Tourism Industry Issues</b> Customer Services, Career Opportunities In Travel Trade Status Of India Tourism, India’s Share In International Tourism Arrival; Domestic Tourism, Out Bound Tourism; Major Issues And Concerns To Develop Tourism; Tourism Policy; Scope Of Career Opportunities.	<b>25%</b>

**Reference Books:**

1. Nerval A.J “Tourist Industry “
2. Premnath, “Dynamics of Tourism Management.”
3. Rob Davidson,” Tourism”

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
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**Semester: II**

<b>Title of the Paper</b>	<b>Macro Economics</b>
<b>Course Code</b>	<b>UM2BVGHT02</b>
<b>Objective</b>	<b>To know the how to measuring the national income and monetary and fiscal policy.</b>

<b>Unit</b>	<b>Title and Description</b>	<b>Weightage</b>
<b>1</b>	<b>Nature, Scope and Subject-matter of Macro Economics</b> Nature and Scope of Macro Economics, Economic Activity, Macro Economics Concepts, Theories and Policies, Macro Economic Paradox, Importance of Macro Economic Studies	<b>25%</b>
<b>2</b>	<b>Measuring Nation's Income</b> The Economy's Income and Expenditure, Concept of National Income, Methods for Measuring National Income, Problems and Measurement of National Income, Estimation of National Income in India.	<b>25%</b>
<b>3</b>	<b>The Monetary and Credit System</b> The Barter System and its disadvantages, Meaning of Money, Functions of Money, The Kinds of Money, Components of Money, Bank: Meaning, Central Bank: Concept, Functions, Commercial Banks: Concept, Functions, Credit Creation	<b>25%</b>
<b>4</b>	<b>Monetary and Fiscal Policy</b> Monetary Policy: Meaning and Content of Monetary Policy, its Objectives, Role of Monetary policy in a Developing Country, Efficacy and Limitations Of Monetary Policy. Fiscal policy: Concept of Fiscal Policy and Instruments of Fiscal Policy, its Objectives, Role of Fiscal policy in a Developing Country, Limitations of Fiscal Policy.	<b>25%</b>

**Reference Books:**

1. C. Rangarajan, B. H. Dholakiya, Principles of Macro Economics, Tata McGraw Hill Publishing Company Limited, New Delhi
2. D. M. Mithani, Macro Economics, Himalaya Publishing House .
3. Errol D'Souza, Macro Economics, Pearson Education, New Delhi
4. Gardner Ackley, Macro Economic Theory, The Macmillan Company, New York
5. H. L. Ahuja – S. Chand, Macro Economics Theory and Policy., New Delhi
6. N. Gregory Mankiw, Macro Economics, Thomson South-Western
7. N. Gregory Mankiw, Principles of Economics, Thomson South-Western.
8. Rudiger Dornbsch, Stanley Fischer, Macro Economics, Tata McGraw-Hill Education, New Delhi.



**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
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**Semester: II**

<b>Title of the Paper</b>	<b>Business English II</b>
<b>Course Code</b>	<b>UM2BVGHT03</b>
<b>Objective</b>	<b>Develop basic skills to deal with people in business situations.</b>

<b>Unit</b>	<b>Description in detail</b>	<b>Weightage</b>
I	<b>Inter cultural Competence:-</b> key concept, Cultural and inter cultural Communication, Cultural Diversity, Dialect, Global Village, Social network, intercultural communication, symbolic communication	40 %
II	<b>Developing Oral Communication Skills for Business:</b> Effective Listening, Business Presentations and Public Speaking, Conversations, Interviews, Meeting and Conferences, Group Discussions and Team Presentations, Team Briefing	40%
III	<b>Business Vocabulary II</b> General Vocabulary(GSL) Business Vocabulary	20 %

**Practical**

<b>Unit</b>	<b>Description in detail</b>
I	<b>Simulation II:</b> Negotiation skill, Meeting and Conferences, , Team Briefing
II	<b>Presentation Skill II:</b> Interviews, Group Discussions and Team Presentations

**Reference Books:-**

1. Andrea B Geffner, Business English the writing skills you need for Today's workplace (Barron's Educational Series, 2010).
2. Evan Frendo, How to Teach Business English.
3. Meenakshi Raman and Sangeeta Sharma, Technical Communication 'Principles and Practice' Oxford University Press, New Delhi, 2004.
4. Minakshi Raman, Business Communication (with CD) 2<sup>nd</sup> Edition Oxford University Press, New Delhi, 2012.
5. Myron W Lustig, Intercultural Competence: Interpersonal Communication Across Culture 6<sup>th</sup> Edition.

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**Semester: II**

<b>Title of the Paper</b>	<b>Use of ICT- II</b>
<b>Course Code</b>	<b>UM2BVGHT04</b>
<b>Objective</b>	<b>To introduce the students with MS Excel which enable them to analyze and interpret of data for decision making and also enhance their skill based learning.</b>

<b>Unit</b>	<b>Description in Detail</b>	<b>Weightage</b>
<b>I</b>	<b>Introduce Computers</b> General Characteristics of Personal Computers Operating System Concepts (Ms Dos) Internal Commands of Ms-Dos External Commands of Ms-Dos.	25%
<b>II</b>	<b>Introduction to Spreadsheet Software (Ms Excel)</b> What is Spreadsheet or Ms-Excel? Application of MS-Excel, Naming cells Inserting, deleting, and moving Rows ,Columns ,Sheets Formatting cells Auto Format ,Number ,Alignment ,Font ,Boarder Charting Charting Wizard ,Selecting objects in a chart ,Customizing a Chart Resizing a chart,Printing a chart on a whole page. Formulas,worksheet commands.	50%
<b>III</b>	<b>Introduction to Presentation Software (Ms-PowerPoint)</b> What is PowerPoint? Usefulness and advantages of PowerPoint File operation, edit operation View slide, slide show, header, footer Slide animation, custom animation, slide layout, background	25%

<b>Practical:-</b> Theory Exercise + Practical Exercise on units I/II/III/IV
Practical examination shall be held in the computer lab and evaluation shall be made by the concerned teacher.

**Reference Books:**

1. R.K. Taxali, P.C. Software For Windows 98 Made Simple.
2. S. Jaiswal, A First Course In Computers, Galgotia publications
3. Suresh K Basandra, Computer Today.

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**Semester – III**

<b>Title of the Paper</b>	<b>GUEST RELATIONS MANAGER - I</b>
<b>Course Code</b>	<b>UM3BVSHT01</b>
<b>Objective</b>	<b>To Identify latest trends in front office department &amp; Monitor and supervise front office employees</b>

*(This syllabus/ curriculum has been approved by THSC)*

S.No	Module/Topic	NOS Code
<b>01</b>	<b>Facilitate a smooth stay for the guests at the hotel</b>	<b>THC/N0113</b>
<b>KEY LEARNING OUTCOMES</b>		
<b>SCOPE:</b>		
<ul style="list-style-type: none"> <li>➤ Engage with the guests on arrival</li> <li>➤ Assist in selecting a hotel room</li> <li>➤ Assist departing guest in check out process</li> </ul>		
S.No	Module/Topic	NOS Code
<b>02</b>	<b>Attend to guest queries</b>	<b>THC/N0107</b>
<b>KEY LEARNING OUTCOMES</b>		
<b>SCOPE:</b>		
<ul style="list-style-type: none"> <li>➤ Assist the guest on any requirement</li> <li>➤ Respond to guest queries</li> <li>➤ Deliver message and materials to guest</li> <li>➤ Achieve guest satisfaction</li> </ul>		
S.No	Module/Topic	NOS Code
<b>03</b>	<b>Handle guest complaints</b>	<b>THC/N0114</b>
<b>KEY LEARNING OUTCOMES</b>		
<b>SCOPE:</b>		
<ul style="list-style-type: none"> <li>➤ Listen to the problems faced by the customer</li> <li>➤ Resolve guest issues</li> <li>➤ Provide appropriate feedback to appropriate department / individual concerned</li> <li>➤ Achieve guest satisfaction</li> </ul>		

<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>04</b>	<b>Train and supervise front office staff</b>	<b>THC/N0115</b>
<b>KEY LEARNING OUTCOMES</b>		
<b>SCOPE:</b>		
<ul style="list-style-type: none"> <li>➤ Train the front office employees</li> <li>➤ Identify latest trends in front office department</li> <li>➤ Monitor and supervise front office employees</li> </ul>		
<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>05</b>	<b>Communicate with customer and colleagues</b>	<b>THC/N9901</b>
<b>KEY LEARNING OUTCOMES</b>		
<b>SCOPE:</b>		
<ul style="list-style-type: none"> <li>➤ Interact with superior</li> <li>➤ Communicate with colleagues</li> <li>➤ Communicate effectively with customers</li> </ul>		
<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>06</b>	<b>Maintain customer-centric service orientation</b>	<b>THC/N9902</b>
<b>KEY LEARNING OUTCOMES</b>		
<b>SCOPE:</b>		
<ul style="list-style-type: none"> <li>➤ Engage with customers to understand their service quality requirements</li> <li>➤ Achieve customer satisfaction</li> <li>➤ Fulfil customer requirement</li> </ul>		

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**Semester – III**

<b>Title of the Paper</b>	<b>HOUSE KEEPING DEPARTMENT</b>
<b>Course Code</b>	<b>UM3BVGHT01</b>
<b>Objective</b>	To Generates ideas and discuss issues related to Housekeeping Department and customer safely and satisfaction.

<b>Unit</b>	<b>Detail Descriptions</b>	<b>Weightage</b>
<b>1</b>	<p><b>Organization of House Keeping Department</b>            Introduction            House Keeping Design Factors            Layout and House Keeping Facilities and its Key Terms Responsibilities of House Keeping  <b>Job Description of House Keeping Personnel</b>            Key Terms            Concepts of House Keeping Professional            Competitions            House Keeping Administrative Duties Routine Task of the House Keeping</p>	<b>25%</b>
<b>2</b>	<p><b>House Keeping Flore Procedure</b>            The Flore Linen Room            Furniture and Fixtures            Flore Layout and Basic Principles of Flore Linen Room            Requisition Procedure            Record Kept in a Flore Linen Room  <b>Preparing a Room Report</b>            The Room Report            Occupancy Course – key terms Periodic Duties of a Flore Supervisor            Inventory of a Guest Supplies.</p>	<b>25%</b>
<b>3</b>	<p><b>Guest Room Cleaning Procedure</b>            Layout of a Guest Room Rules of a Guest Flore The Maid’s Cart/Trolley            Cleaning g a Room  <b>House Keeping Control Desk</b>            Role of Control Desk            Coordination with Engineering Department Types of Registers and Files Maintain            Lost and Found Department Coordination with the Front Office House Keeping Supply Store Furniture Store</p>	<b>25%</b>
<b>4</b>	<p><b>The Linen and the Uniform Rooms</b>            Public Area Cleaning            Introduction to Public Area            Role of a Public Area – Supervision Public Area Cleaning work flow  <b>Cleaning: Knowledge and Practice</b>            Cleaning Equipment Cleaning Method Cleaning Agents Peats Control            Control of odors</p>	<b>25%</b>

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**Semester – III**

<b>Title of the Paper</b>	<b>CLIMATE CHANGE &amp; SUSTAINABLE DEVELOPMENT</b>
<b>Course Code</b>	<b>UM3BVGHT02</b>
<b>Objective</b>	To understand the global environment change and causes & Effects of environment change

<b>Unit</b>	<b>Detail Descriptions</b>	<b>Weightage</b>
<b>1</b>	<b>Understanding Global Environmental Change</b> Understanding relationship between Society, Economy, Environment Causes and Effects of Environmental change Role of Individual in prevention of pollution <b>Climate Change</b> Greenhouse Gases Emissions-Mitigation-Policies and Protocols Growing Threat of Climate change in India Climate change and Global Warming Green Solution for Disaster Risk Reduction and Climate Change	50%
<b>2</b>	<b>Water, land and Bio-diversity Management</b> Water Crisis Demands and Trends Resource Management Sustainable Land Management Bio-diversity Water conservation Rainwater harvesting Watershed management <b>Sustainable Development</b> Sustainable Urban future Rural Development Business Responsibility – One Case Study	50%

**Reference Books:**

1. Erach Barucha, Text book of Environmental Studies for undergraduate Courses, Publisher University.

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**Semester – III**

<b>Title of the Paper</b>	<b>FUNCTIONAL ENGLISH FOR EXECUTIVES</b>
<b>Course Code</b>	<b>UM3BVGHT03</b>
<b>Objective</b>	<b>Enhancing the reading ability of students &amp; Enhancing the spontaneous speaking skills</b>

<b>Units</b>	<b>Detail Description</b>	<b>Weightage</b>
<b>1</b>	Speech – basic grammar rules in English Enhancing the reading ability of students (at a speed of minimum 150 words per minute with appropriate stress, voice modulation and correct pronunciation). Practice of reading newspapers viz., The Hindu, Indian Express, Business Line, Economic Times., etc. and magazines like business world etc. Enhancing the spontaneous writing skill– writing articles on simple topics given preparing speeches preparing reports on various events / functions; Writing letters assuming various capacities and various situations	<b>50%</b>
<b>2</b>	Enhancing the spontaneous speaking skills– self introduction at various forums and during interviews Effective Public Speaking (EPS) – Role playing Mock interviews for recruitment Mock press meets Enhancing the presentation skills of the students Individual seminar presentation and Group seminar presentation. Enhancing the interpersonal communication skill Reading ability of students.	<b>50%</b>
<b>Practical</b>	Group Discussion (organized into 4 or 5 groups and the groups may be given a management problem relating to real life experiences of retail industry in the country or the world)	

**Reference Books:**

1. Rachna, Sagar, Functional English.
2. Thomas Bloor, The Functional Analysis Of English.

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**Semester – III**

<b>Title of the Paper</b>	<b>MANAGEMENT INFORMATION SYSTEM</b>
<b>Course Code</b>	<b>UM3BVGHT04</b>
<b>Objective</b>	<b>To understand Telecommunication Revolution, internet, email, intranet and teleconferencing</b>

<b>Unit</b>	<b>Detail Description</b>	<b>Weightage</b>
<b>1</b>	Introduction to Information Systems definition features steps in implementation of MIS need for information, information system for decision making MIS as competitive advantages MIS structures MIS - Strategic information system MIS support for planning - organizing – controlling MIS for specific functions - personnel	<b>50%</b>
<b>2</b>	finance, marketing, inventory, production Data Base Management System Models hierarchical -network - relational - modular Telecommunication revolution Introduction to Email, internet, intranet and teleconferencing, www architecture	<b>50%</b>
<b>Practical</b>	Filing of forms for registration, returns and assessment	

**Reference Books:**

1. K. P. Kandasami, Banking Law & Practice.
2. N.D. Kapoor, Elements of Mercantile Law.
3. Pandia R. H., Mercantile Law.
4. Shukla M.C., A Manual of Mercantile Law.
5. Venkatesan, Hand Book of Mercantile Law.



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**Semester – IV**

<b>Title of the Paper</b>	<b>GUEST RELATIONS MANAGER - II</b>
<b>Course Code</b>	<b>UM3BVSHT01</b>
<b>Objective</b>	To Identify latest trends in front office department & Monitor and supervise front office employees

*(This syllabus/ curriculum has been approved by THSC)*

S.No	Module/Topic	NOS Code
01	Maintain standard of etiquette and hospitable conduct	THC/N9903
<b>KEY LEARNING OUTCOMES</b>		
<b>SCOPE:</b>		
<ul style="list-style-type: none"> <li>➤ Follow behavioural, personal and telephone etiquettes</li> <li>➤ Treat customers with high degree of respect and professionalism</li> <li>➤ Achieve customer satisfaction</li> </ul>		
S.No	Module/Topic	NOS Code
02	Follow gender and age sensitive service practices	THC/N9904
<b>KEY LEARNING OUTCOMES</b>		
<b>SCOPE:</b>		
<ul style="list-style-type: none"> <li>➤ Educate customer on specific facilities and services available for different categories of customers</li> <li>➤ Provide gender and age specific services as per their unique and collective requirements</li> <li>➤ Follow standard etiquette with women at workplace</li> </ul>		
S.No	Module/Topic	NOS Code
03	Maintain IPR of organisation and customer	THC/N9905
<b>KEY LEARNING OUTCOMES</b>		
<b>SCOPE:</b>		
<ul style="list-style-type: none"> <li>➤ Secure company's IPR</li> <li>➤ Respect customers copyright</li> </ul>		

<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>04</b>	<b>Maintain health and hygiene</b>	<b>THC/N9906</b>
<b>KEY LEARNING OUTCOMES</b>		
<b>SCOPE:</b>		
<ul style="list-style-type: none"> <li>➤ Ensure cleanliness around workplace in hospitality and tourist areas</li> <li>➤ Follow personal hygiene practices</li> <li>➤ Take precautionary health measures</li> </ul>		
<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>05</b>	<b>Maintain safety at workplace</b>	<b>THC/N9907</b>
<b>KEY LEARNING OUTCOMES</b>		
<b>SCOPE:</b>		
<ul style="list-style-type: none"> <li>➤ Take precautionary measures to avoid work hazards</li> <li>➤ Follow standard safety procedure</li> <li>➤ Use safety tools or personal protective equipment</li> <li>➤ Achieve safety standards</li> </ul>		
<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>06</b>	<b>Learn a foreign or local language(s) including English</b>	<b>THC/N9909</b>
<b>KEY LEARNING OUTCOMES</b>		
<b>SCOPE:</b>		
<ul style="list-style-type: none"> <li>➤ Gain understanding of common vocabulary required to address customers' queries</li> <li>➤ Achieve 'minimal pass' level of language proficiency as per UN standards or as specified by company</li> </ul>		

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**Semester – IV**

<b>Title of the Paper</b>	<b>Tour Operations</b>
<b>Course Code</b>	<b>UM4BVGHT01</b>
<b>Objective</b>	To understand Major Components of tour operations, Transport, Accommodation, role of travel agency and travel geography area

<b>Units</b>	<b>Detail Descriptions</b>	
<b>1</b>	<p><b>Tour Operations</b>  Introduction.  Approval of Travel Agents and Tour Operators.  Regulations for accreditation  Major Components of tour operations, Transport and Accommodation, Destination.  Identifying New Products  Tour Marketing</p> <p><b>Tour Operator Management</b>  An introduction.  Setting up of a new Travel Agency  Documentation for approval.  Tour Operator as Consultant  Sources of Income of Travel Agency/ Tour Operators</p>	<b>25%</b>
<b>2</b>	<p><b>Itinerary Development</b>  Introduction, meaning and definition.  Types of itineraries, how to develop an effective itinerary.  Itinerary preparation for inbound, outbound and domestic tours.  Tour costing.  Functions of tour managers and planning tools for an itinerary.</p>	<b>25%</b>
<b>3</b>	<p><b>Travel Agency</b>  An Introduction  Role of Travel Agency  Terms and Definitions  Setting up a Travel Agency</p> <p><b>Travel Geography Area</b>  Traffic Conference of World  IATA Geography:  a) North America  b) South America</p>	<b>25%</b>

	c) Europe d) Middle East e) Africa f) South East Asia g) South Asia Subcontinent Sub Area h) South West Pacific Map Reading	
<b>4</b>	<b>Tours</b> Definition of Tours Types of Tour Producing And Marketing Tour Packages Sales Technique	<b>25%</b>

**Reference Books:**

1. A. K. Bhatia, Tourism Management and Marketing.
2. Agarwal, Travel agency Management (Communications India)
3. Chand.M., 'Management of Travel Agency and Tour Operation' , Anmol, New Delhi
4. Foster, Dennis, An Introduction to Travel and Tourism, 2nd Edition, McGraw Hill International Edition,
5. Foster, Douglas (1983), Travel and Tourism Management, McMillan, London
6. J. M. S. Negi, 'Travel Agency Operation, Concepts and Principles' Kanishka, New Delhi,2005
7. Jagmohan Negi, 'Tourist Guide and Tour Operation : Planning & Organising' Kanishka, New Delhi, 2005
8. Jyoti Marwah & Manjushri ganguly, Travel And Tourism
9. Manohar puri & Gian Chand, Travel Agency And tourism
10. Morrision, Travel Agency ( Acro Publishing, New York)
11. Seth, P. N., (1992), Successful Tourism Management Vol. 1 & 2, Sterling Publications, Delhi
12. Sethi, Praveen, Strategies for the Future of Travel and Tourism, Rajat Publication, 1999.

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**Semester – IV**

<b>Title of the Paper</b>	<b>ENTREPRENEURSHIP DEVELOPMENT PROGRAMME</b>
<b>Course Code</b>	<b>UM4BVGHT02</b>
<b>Objective</b>	<b>To understand the basic concept of entrepreneurship</b>

<b>Units</b>	<b>Description in Detail</b>	<b>Weightage</b>
<b>1</b>	Understanding Entrepreneurship: Meaning of Entrepreneurship characteristics, skills, functions and types of entrepreneurship entrepreneur - Role of entrepreneurship in economic development Entrepreneurial success and failures. Concept of Entrepreneur Entrepreneurial Motivation, Entrepreneurial Process Factors affecting entrepreneur growth, economic and non-economic Entrepreneurship development programmes – need, objectives, phases and evaluation Institutional support to entrepreneurs	<b>50%</b>
<b>2</b>	Finance Management in current operations and expansion of capital Role of Small Business in the national economy, National Policies for small business development, Governmental and Non-Governmental assistance Contribution of Commercial Banks in promoting and servicing small business. Small business and modern technology	<b>50%</b>

**Reference Books:-**

1. C. B. Gupta & N.P. Srinivasan, Entrepreneurial Development.
2. Charantimath, Entrepreneurship Development Small Business Enterprises.
3. Kuratko & Hodgetts, Cengage, Entrepreneurship in the new Millennium.
4. Roy, Entrepreneurship.
5. S.S. Kharka, S. Chand, Entrepreneurial Development
6. Sahay & Sharma, Entrepreneurship & New Venture Creation.

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**Semester – IV**

<b>Title of the Paper</b>	<b>SOFT SKILLS AND PERSONALITY DEVELOPMENT</b>
<b>Course Code</b>	<b>UM4BVGHT03</b>
<b>Objective</b>	<b>To Develop personality skill of the students</b>

<b>Units</b>	<b>Description in Detail</b>	<b>Weightage</b>
<b>1</b>	Attitude, Process of attitude formation, How to build a success attitude, Spot analysis, Self-management techniques, Self-image and self-esteem, Building self-confidence, Power of irresistible enthusiasm, etiquettes and manners in a group, public speaking, oral and written communication, Body language, Importance of listening and responding, Tips for technical writing. Development of Communication & Co-operation- Suitable behaviour towards customers, Influence in skill, Creativity in presentation & projection and Multi- cultural skills	50%
<b>2</b>	Introduction to Personality- Basic of Personality, Human growth and Behavior, Theories in Personality, Motivation; Techniques in Personality development – Self- confidence, Mnemonics, Goal setting, Time Management and effective planning, Techniques in Personality Development - Stress Management, Meditation and concentration techniques, Self- hypnotism, Self- acceptance and Selfgrowth. Co-ordination while working in a team, Leadership styles, Leader & Team player, Management of conflict, Profiles of great and successful personalities, Role of career planning in personality development, How to face personal interviews and group discussions.	50%
<b>Practical</b>	To evaluate presentation skills and team work of students	

**Reference Books:**

1. Atkinson and Hilgard's, Edward E. Smith, Introduction to Psychology Susan Nolen-Hoeksema, Barbara Fredrickson, Geoffrey Loftus
2. Indrajit Bhattacharya, an Approach to Communication Skills Delhi.
3. Rajiv K. Mishra, Rupa & Co., Personality Development.
4. Ravi Aggarwal, Communication Today & Tomorrow by Sublime Publications, Jaipur
5. Varinder Kumar, Bodh Raj, Manocha, Business Communication Skills by Kalyani Publishers, New Delhi.

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**Semester – IV**

<b>Title of the Paper</b>	<b>ACCOUNTING APPLICATIONS</b>
<b>Course Code</b>	<b>UM4BVGHT04</b>
<b>Objective</b>	<b>Learn Basic Accounting concept and financial statement analysis</b>

<b>Units</b>	<b>Description in Detail</b>	<b>Weightage</b>
<b>1</b>	Basic Accounting concepts - Kinds of Accounts – Financial Accounting vs. Cost Accounting - Financial Accounting vs. Management Accounting - Double Entry Book Keeping – Rules of Double Entry System – Preparation of Journal and Ledger Accounts problems - Subsidiary books - cash book – types of cash book - problems - purchase book - sales book - sales return and purchase return books.  Trial balance - Errors – types of errors - Rectification of errors – problems – Bank reconciliation statement – problems.	50%
<b>2</b>	Manufacturing - Trading - Profit & Loss Account - Balance sheet. – Problems with simple adjustments. Financial Statement Analysis Techniques, Preparation of Cost Statements-Cost Data collection, Cost Sheet formats, Preparation of Cost Sheets (historical cost sheets and estimated cost sheets), Fundamentals of Management Accounting : Marginal Costing and Break-even analysis – basic knowledge, Application of Marginal Costing for decision-making.	50%
<b>Practical</b>	Filing of forms for registration, returns and assessment	

**Reference Books:**

1. Grewal, T.S. : Double Entry Book Keeping
2. Gupta and Radhaswamy : Advanced Accountancy
3. Gupta R.L. : Advanced Accountancy
4. Inamdar, S. M.: Cost & Management Accounting
5. Jain and Narang : Advanced Accountancy
6. Jain, S/ Narang, K.: Advanced Cost Accounting
7. Saxena, V/ Vashist, C: Advanced Cost & Management Accounting
8. Shukla and Grewal : Advanced Accountancy

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**Semester – V**

<b>Title of the Paper</b>	<b>Reservation Revenue Manager-I</b>
<b>Course Code</b>	<b>UM5BVSHT01</b>
<b>Objective</b>	<b>Analyse Prices and Prepare reports and Analyse competition and promote the hotel</b>

<b>Units</b>	<b>Detail Description</b>	<b>Weightage</b>
<b>1</b>	<p><b>Analyse prices and prepare reports</b>            This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>• Analyse prices</li> <li>• Analyse trends</li> <li>• Prepare reports</li> </ul>	<b>25%</b>
<b>2</b>	<p><b>Analyse competition and promote the hotel</b>            This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>• Undertake Promotional activities</li> <li>• Analyse competition</li> <li>• Monitor competitor performance</li> </ul>	<b>25%</b>
<b>3</b>	<p><b>Coordinate with other department for the hotel promotion</b>            This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>• Coordinate with other teams</li> <li>• Monitor and supervise employees</li> </ul> <p><b>Communicate with customer and colleagues</b>            This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>• Interact with superior</li> <li>• Communicate with colleagues</li> <li>• Communicate effectively with customers</li> </ul>	<b>25%</b>
<b>4</b>	<p><b>Maintain customer-centric service orientation</b>            This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>• Engage with customers to understand their service quality requirements</li> <li>• Achieve customer satisfaction</li> <li>• Fulfil customer requirement</li> </ul>	<b>25%</b>

**Reference Books:**

1. James Bardely, Front Office management
2. Sudhir Andrews, Front Office management operations
3. Michale Kasavana, Front Office management
4. A. Kathuria, Front Office
5. S.K.Bhatnagar, Front Office management



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**Semester – V**

<b>Title of the Paper</b>	<b>TOUR MANAGER</b>
<b>Course Code</b>	<b>UM5BVGHT01</b>
<b>Objective</b>	<b>To Understand the duties and responsibility of Tour manager, Design the tour packaging ,Plan and control the work requirement and assign duties Manage the financial operations</b>

<b>Units</b>	<b>Detail Description</b>	<b>Weightage</b>
<b>1</b>	<b>Administer the company operations</b> <ul style="list-style-type: none"> <li>• This unit/task covers the following:</li> <li>• Design the tour packaging</li> <li>• Plan and control the work requirement and assign duties</li> <li>• Manage the financial operations</li> <li>• Attend to customer concerns</li> <li>• Achieve customer satisfaction</li> </ul>	<b>25%</b>
<b>2</b>	<b>Maintain customer-centric service orientation</b> <ul style="list-style-type: none"> <li>• This unit/task covers the following:</li> <li>• Engage with customers to understand their service quality requirements</li> <li>• Achieve customer satisfaction</li> <li>• Fulfil customer requirement</li> </ul> <b>Communicate with customer and colleagues</b> <ul style="list-style-type: none"> <li>• This unit/task covers the following:</li> <li>• Interact with superior</li> <li>• Communicate with colleagues</li> <li>• Communicate effectively with customers</li> </ul>	<b>25%</b>
<b>3</b>	<b>Economic Impact:</b> Introduction, Employment generation, Foreign Exchange earnings, Infrastructure Development, Rural Development, Balance of Payment	<b>25%</b>
<b>4</b>	<b>Political Impact:</b> Introduction, neighbour country, India’s relation with other country, Tourism Positive and Negative Impact	<b>25%</b>

**Reference Books:**

1. Chand. M., ‘Management of Travel Agency and Tour Operation’ , Anmol, New Delhi
2. Foster, Dennis, An Introduction to Travel and Tourism, 2nd Edition, McGraw Hill International Edition,
3. J.M.S.Negi, ‘Travel Agency Operation, Concepts and Principles’ Kanishka, New Delhi,2005
4. Jagmohan Negi, ‘Tourist Guide and Tour Operation : Planning &Organising’ Kanishka, New Delhi, 2005
5. Sethi, Praveen, Strategies for the Future of Travel and Tourism, Rajat Publication, 1999.

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**Semester – V**

<b>Title of the Paper</b>	<b>E-COMMERCE (Theory)</b>
<b>Course Code</b>	<b>UM5BVGHT02</b>
<b>Objective</b>	<b>To enhance the ability of students in the field of E-Commerce as a part of integrity of new business trend &amp; modern technology.</b>

<b>Units</b>	<b>Description in Detail</b>	<b>Weightage</b>
<b>1</b>	<p><b>Introduction</b>  E-Business – Origin and Need of E-Commerce, Factors affecting E – Commerce, Business dimension and technological dimension of E-Commerce, E-Commerce frame work Electronic Commerce Models, Value Chains in Electronic Commerce.</p> <p><b>Internet and E-Business</b>  Introduction to Internet and its application, Intranet and Extranets. World Wide Web, Internet Architectures, Internet Applications, Business Applications on Internet, E – Shopping, Electronic Data Interchange, Components of Electronic Data Interchange, Creating Web Pages using HTML.</p>	50%
<b>2</b>	<p><b>Electronic Payment System</b>  Concept of Money, Electronic Payment System, Types of Electronic Payment Systems, Smart Cards and Electronic Payment Systems, Infrastructure Issues in EPS, Electronic Fund Transfer</p> <p><b>Emerging trends and technologies in E-Business</b>  E-Business and MIS, E-Business and ERP, E-Business and CRM, E-Business and Supply chain management, Benefits of E-Commerce; Drawbacks and limitations of E –Commerce. Management challenges in on –line retailing.</p>	50%

**Reference Books:-**

1. Kamlesh K & Nag, Debjani, E-Commerce, The Cutting Edge of Business, McGraw Hill.
2. Laudon and Traver, E-Commerce, Business, Technology, Society, Pearson Education.
3. Rehman S.M. & Raisinghania, Electronic Commerce Opportunity & Challenges, Idea Group Publishing, USA.
4. Schneider Gary P. And Perry, James T , Thomson Electronic Commerce.
5. Treese G. Winfield & Stewart C. Lawrance, Designing Systems for Internet Commerce, Addison Wesley.
6. Trepper Charles, E-Commerce Strategies, Prentice Hall of India.
7. Whitley, David, Commerce Strategy, Technologies and Applications, Tata McGraw Hill.

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**Semester – V**

<b>Title of the Paper</b>	<b>BUSINESS ETHICS (Theory/Practical)</b>
<b>Course Code</b>	<b>UM5BVGHT03</b>
<b>Objective</b>	<b>To understand Ethical issues in Business &amp; Ethical Decision-Making Framework</b>

<b>Units</b>	<b>Description in Detail</b>	<b>Weightage</b>
<b>1</b>	<b>Ethics and Business-</b> Define Business Ethics, Ethical issues in Business- Foundation of Ethical Conflict, Classifications of Ethical Issues, Ethical Issues Related to Participants and Functional Areas of Business, Recognizing an Ethical Issue; Ethics and the market, Shareholder Theory; Social Responsibility- The Economic Dimension, The legal Dimension, The Ethical Dimension, The Philanthropic Dimension; Corporate Social Responsibility: Corporate Culture and Ethical Leadership; Employer/employee rights and duties; Ethical Issues with Consumers- Marketing and Sales, Advertising; Larger Issues- The Environment and Society; Corporate Governance, Accounting and Business	50%
<b>2</b>	<b>An Ethical Decision-Making Framework-</b> Ethical Issue Intensity, Individual Factors, Corporate Culture, Business Ethics Evaluations and Intentions, Using the Ethical Decision-Making Framework to Improve Ethical Decisions; International Business Ethics- Ethical Perceptions and International Business, Culture as a Factor in Business, Adapting Ethical Systems to a Global Framework: Cultural Relativism, The Multinational Corporation, A Universal Set of Ethics, Ethical Issues around the Globe.	50%
<b>Practical</b>	The Role of Business in Society- Case study on Walmart	

**Reference Books:**

1. Hartman, Laura P. and Joe, Business Ethics, Decision-Making for Personal Integrity & Social Responsibility.
2. Kissick, W.P., Business Ethics, Concepts, Cases, and Canadian Perspectives,
3. O.C. Ferrell, J. Fraedrick& L. Ferrell, Business Ethics, Ethical Decision Making and Cases.

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**Semester – V**

<b>Title of the Paper</b>	<b>DISASTER MANAGEMENT</b>
<b>Course Code</b>	<b>UM5BVGHT04</b>
<b>Objective</b>	<b>To understand the Relationship of Disaster Management with other sciences</b>

<b>Units</b>	<b>Description in Detail</b>	<b>Weightage</b>
<b>1</b>	<b>Disaster :</b> Meaning, Concept & Definition, Characteristics & Causes <b>Disaster Management :</b> Meaning, Concept & Definition, Relationship of Disaster Management with other sciences	<b>50%</b>
<b>2</b>	<b>Definition, Characteristics, Causes, Effects, Strategies of Natural</b> Disasters Earthquake Flood Sea Disturbances Famine Land slides <b>Definition, Characteristics, Causes, Effects of Man-made</b> <b>Disasters</b> Terrorism Epidemics Accidents–Road Accidents Communal Riots	<b>50%</b>

**Reference Books:**

1. J. P. Singhal, Disaster Management Laxmi Publications.
2. Jagbir Singh, Disaster Management : Future Challenges and Opportunities K W Publishers Pvt. Ltd.
3. Mrinalini Pandey, Disaster Management Wiley India Pvt. Ltd.
4. Tushar Bhattacharya, Disaster Science and Management McGraw Hill Education (India) Pvt. Ltd.

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**Bachelor of Vocation (Hospitality & Tourism)**  
**Semester – VI**

<b>Title of the Paper</b>	<b>Reservation Revenue Manager-II</b>
<b>Course Code</b>	<b>UM6BVSHT01</b>
<b>Objective</b>	<b>Practical Learning of behavioural, personal and telephone etiquettes and maintain standard of etiquette</b>

<b>Units</b>	<b>Detail Description</b>	<b>Weightage</b>
<b>1</b>	<b>Maintain standard of etiquette and hospitable conduct</b> This unit/task covers the following: <ul style="list-style-type: none"> <li>• Follow behavioural, personal and telephone etiquettes</li> <li>• Treat customers with high degree of respect and professionalism</li> <li>• Achieve customer satisfaction</li> </ul>	<b>25%</b>
<b>2</b>	<b>Follow gender and age sensitive service practices</b> This unit/task covers the following: <ul style="list-style-type: none"> <li>• Educate customer on specific facilities and services available for different categories of customers</li> <li>• Provide gender and age specific services as per their unique and collective requirements</li> <li>• Follow standard etiquette with women at workplace</li> </ul>	<b>25%</b>
<b>3</b>	<b>Maintain IPR of organisation and customer</b> This unit/task covers the following: <ul style="list-style-type: none"> <li>• Secure company's IPR</li> <li>• Respect customers copyright</li> </ul>	<b>25%</b>
<b>4</b>	<b>Maintain health and hygiene</b> This unit/task covers the following: <ul style="list-style-type: none"> <li>• Ensure cleanliness around workplace in hospitality and tourist areas</li> <li>• Follow personal hygiene practices</li> <li>• Take precautionary health measures.</li> </ul>	<b>25%</b>

**Reference Books:**

1. A. Kathuria, Front Office.
2. James Bardely, Front Office management.
3. Michale Kasavana, Front Office management.
4. S. K. Bhatnagar, Front Office management
5. Sudhir Andrews, Front Office management operations.

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**Bachelor of Vocation (Hospitality & Tourism)**  
**Semester – VI**

<b>Title of the Paper</b>	<b>Entrepreneurship in Tourism</b>
<b>Course Code</b>	<b>UM6BVGHT01</b>
<b>Objective</b>	Learn Entrepreneurship opportunities in tourism. Entrepreneurial skill for travel, tourism and hospitality trade; problems of entrepreneurship in travel trade.

<b>Units</b>	<b>Detail Description</b>	<b>Weightage</b>
<b>1</b>	Entrepreneurship, Definition role and expectation. Entrepreneurial motivations, types. Entrepreneurship opportunities in tourism. Entrepreneurial skill for travel, tourism and hospitality trade; problems of entrepreneurship in travel trade.	<b>25%</b>
<b>2</b>	Entrepreneurial Competencies, Small Scale Enterprises, Characteristics & Relevance of Small Scale Enterprises, Role of Entrepreneurship in SSE and Economic Development.	<b>25%</b>
<b>3</b>	Institutional Interface and Set up; Government Policy; tourism enterprises/units eligible for assistance under MoT scheme. Entrepreneurial Process: Identification of an Opportunity, Market Assessment, Analyzing Competitive Situation, Understanding Trade Practices, Resource Mobilization.	<b>25%</b>
<b>4</b>	Technology Determination, Site Selection, Financial Planning, Financial Institutions for Small Enterprises, Preparation of Business Plan, Elements of Business Plan, Feasibility Report. Ownership Structures & Organizational Framework, Financial Management Issues, H R Issues, Strategies for Growth & Stability, Managing Family Enterprises	<b>25%</b>

**Reference Books:**

1. C. B. Gupta, N P Srinivasan, Entrepreneurial Development
2. D. N. Mishra, Entrepreneur and Entrepreneur Development & Planning in India
3. Peter Drucker, Innovation & Entrepreneurship
4. S. S. Khanna, Entrepreneurial Development
5. Vasant Desai, Entrepreneurship & Small Business Management

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**Bachelor of Vocation (Hospitality & Tourism)**  
**Semester – VI**

<b>Title of the Paper</b>	<b>Organizational Behavior</b>
<b>Course Code</b>	<b>UM6BVGHT02</b>
<b>Objectives</b>	<b>To make students aware about organizational policies, practices, strategies in corporate world.</b>

<b>Units</b>	<b>Detail Description</b>	<b>Weightage</b>
<b>1</b>	<p>Concept, Nature of organization behaviour, Study of OB Model, Managerial Skill, Organization Structure- Types of Organization Design.</p> <p>Concept of Group</p> <p>Types of Group</p> <p>Stages of Group Development</p> <p>Usefulness of Groups in Organization</p> <p>Pitfalls of Group</p>	50%
<b>2</b>	<p><b>GROUP BEHAVIOUR</b></p> <p>Organization structure – Formation – Groups in organizations – Influence – Group dynamics – Emergence of informal leaders and working norms – Group decision making techniques – Team building - Interpersonal relations – Communication – Control.</p> <p><b>LEADERSHIP AND POWER</b></p> <p>Meaning – Importance – Leadership styles – Theories – Leaders Vs Managers – Sources of power – Power centers – Power and Politics.</p> <p><b>DYNAMICS OF ORGANIZATIONAL BEHAVIOUR</b></p> <p>Organizational culture and climate – Factors affecting organizational climate – Importance. Job satisfaction – Determinants – Measurements – Influence on behavior. Organizational change – Importance – Stability Vs Change – Proactive Vs Reaction change – the change process – Resistance to change – Managing change. Stress – Work Stressors – Prevention and Management of stress – Balancing work and Life. Organizational development – Characteristics – objectives –. Organizational effectiveness -Developing Gender sensitive workplace.</p>	50%

**Reference Books:**

1. Fred Luthans, Organisational Behavior, McGraw Hill, 11th Edition, 2001.
2. K. Aswathappa, Organization Behaviour, Himalaya Publishing House.
3. Stephen P. Robbins, Timothy A Judge, SeemaSanghi, Organisational Behavior, Pearson Education , 13th edition, 2009.

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**Bachelor of Vocation (Hospitality & Tourism)**  
**Semester – VI**

<b>Title of the Paper</b>	<b>Communication Competencies for Professional Advancement</b>
<b>Course Code</b>	<b>UM6BVGHT03</b>
<b>Objective</b>	<b>Learning the Craft of Winning the Job-Interview &amp; Individual development for Professional Effectiveness.</b>

<b>Units</b>	<b>Detail Description</b>	<b>Weightage</b>
<b>1</b>	<p><b>Interviews - Learning the Craft of Winning the Job</b></p> <p><b>Interview</b>-Types of interview, Job interviews, The interviewee and the interviewer, Dress code, Facing an Interview board, Preparation.</p> <p><b>Telephonic Interviews:</b> Rationale for a Telephone Interview? How You are Evaluated During a Phone Interview, Telephone vs. Face-to-Face Interviews, Preparing For a Telephone Interview, Phone Interview Etiquette.</p> <p><b>After the interview</b> - Thank-you letters to interviewers. Accepting job offers, declining job offers, notifying your present employer that you are taking a new job, responding to a rejection notice after an interview.</p>	50%
<b>2</b>	<p><b>Individual development for Professional Effectiveness</b></p> <p>Personal Skills: Developing Self-Awareness, Applying Emotional Intelligence: Managing Personal Stress, Frustration, and Aggression, Self-Management: Clarifying Values, Setting Goals, and Planning, Solving Problems Analytically and Creatively.</p> <p><b>Programming for Excellence</b> – Rapport, Anchors Nonverbal communication – Impact of body- language, space, time and paralanguage in business. Personal productivity, Continuous improvement and ‘branding you’.</p> <p><b>Maximising Relationships &amp; Team Playing:</b> Understanding the Nature of Relationships, Managing Relationships with Your Direct Reports, Bosses, and Peers, Building Relationships by Communicating Supportively, Organisational structure and communication, Succeeding as a team player, Gaining Power and Influence, Motivating Others, Empowering and Delegating, Building Effective Teams and Teamwork, Restoring Injured Relationships, Leading Positive Change.</p>	50%



## Reference Books:

1. Acy L. Jackson and C. Kathleen Geckeis How to prepare your curriculum Vitae, Tata McGraw Hill.
2. David A. Whetten, Kim S. Cameron, Developing Management Skills, 8/E ,Pearson Education
3. Jean Naterop & Rod Revell, Telephoning In English, Cambridge University Press.
4. Jon L. Pierce & John Newstrom, Manager's Bookshelf, 9/E , Prentice Hall
5. Jonamay Lambert,& Selma Myers,50 activities for diversity Training, Books, HRD press,2003
6. Joseph O'Connor &John Seymour, Training with NLP, Thorsons.
7. Julie Hay, Transformational Mentoring, Creating Developmental Alliances for Changing Organisational Cultures , Sherwood Publishing
8. Lesikar & Flately, Basic Business communication- Tata McGraw Hill.
9. Marshal Goldsmith & Louis Carter, Best Practices in Talent Management, Pfeiffer Publications.
10. Mary Ann Keubeled, Living Learning, A Reader in Theme Centred Interaction, Media House, Delhi.
11. Mathukkutty M. Monippally, Business Communication Strategies, Tata McGraw Hill
12. Mcgrath S J, Basic Managerial Skills for All , Pearson Education
13. Paula Caproni ,Management Skills for Everyday Life, 3/E , Pearson Education
14. Stephen P. Robbins, Self Assessment Library 3.4 for Supervision Today! Pearson Education
15. Stephen P. Robbins, Phillip L Hunsaker ,Training in Interpersonal Skills: TIPS for Managing People at Work, 6/E Pearson Education
16. Webster's New World Letter Writing Handbook

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**Bachelor of Vocation (Hospitality & Tourism)**  
**Semester – VI**

<b>Title of the Paper</b>	<b>Human Resource Management</b>
<b>Course Code</b>	<b>UM6BVGHT04</b>
<b>Objective</b>	<b>To Understand the concept of Recruitment, Selection, Training, Performance Appraisal, Employee discipline in an organization</b>

<b>Units</b>	<b>Detail Description</b>	<b>Weightage</b>
<b>1</b>	<p><b>Human Resources Management Introduction</b>            Overview of hospitality industry, Managing human resources, Defining HR, Human resources responsibilities, Managing diversity, HR policy and procedures, Steps in HR policy and procedure development, documentation and record keeping</p> <p><b>Securing Human Resources</b>  <b>Job design:</b> Job enlargement, Job enrichment, Socio technical systems, Quality circles, Empowerment, Job analysis, Job description, Job specification</p> <p><b>Recruitment:</b> Sources &amp; techniques, Requirement practices in India.  <b>Selection:</b> steps in selection process- Tests, interviews, reference checks, Appointment, Induction</p>	<b>50%</b>
<b>2</b>	<p><b>Performance Management</b>  <b>Training:</b> Individual on the job training, Individual off the job training methods, Introduction to group training methods, Training evaluation, Performance management, Behavioral improvement tactics, Employee separation.</p> <p><b>Compensations &amp; Rewards Management:</b> Job evaluation, Performance appraisal, Direct financial compensation, Indirect financial compensation, Nonfinancial compensation, Fringe benefits, Promotion, Transfer, Labour turnover</p> <p><b>Employee discipline:</b> Grievance handling, Negative and Positive Discipline, Situation reports, Conduct of enquiry, Award of punishment, Termination of employment</p>	<b>50%</b>

**Reference Books:**

1. Chuck Y Gee, International Hotel Management.
2. Debra F. Cannon and Catherine M. Gustafson, Training and Development for the Hospitality Industry.
3. Dennis Nickson, Human Resource Management for the Hospitality and Tourism Industries.
4. Jagmohan Negi, Human Resource Development & Management in the Hotel Industry.
5. R.K. Malhotra, Human Resource Issues in Hotel Industry.

## QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR FOOD PROCESSING

### What are Occupational Standards(OS)?

- OS describe what individuals need to do, know and understand in order to carry out a particular job role or function
- OS are performance standards that individuals must achieve when carrying out functions in the workplace, together with specifications of the underpinning knowledge and understanding

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### Introduction

## Qualifications Pack – Food Regulatory Affairs Manager

**SECTOR:** FOOD PROCESSING

**SUB-SECTOR:** Fruit and vegetable, food grain milling (including oilseeds), dairy products, meat and poultry, fish & sea food, bread and bakery, alcoholic beverages, aerated water/soft drinks, soya food, packaged foods

**OCCUPATION:** Quality Assurance

**REFERENCE ID:** FIC/Q9002

**ALIGNED TO:** NCO-2004/NIL

**Brief Job Description:** A Food Regulatory Affairs Manager is responsible for designing, developing, implementing and changing food regulatory systems in the organisation. S/he acts as a liaison between organisation and government regulatory agencies and authorities to ensure that the products produced and distributed comply with regulatory standards.

**Personal Attributes:** A Food Regulatory Affairs Manager must have the ability to read, write, communicate, mathematical ability to calculate, organizational & analytical skills, ability to plan, organize and prioritize, concentration, physical stamina, handling pressure, team work, mechanical aptitude and trouble shooting skills, understanding on food safety standards and requirements, personal and professional hygiene.

<b>Qualifications Pack Code</b>	<b>FIC/Q9002</b>		
<b>Job Role</b>	<b>Food Regulatory Affairs Manager</b>		
<b>Credits (NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Sector</b>	<b>Food Processing</b>	<b>Drafted on</b>	<b>26/11/2015</b>
<b>Sub-sector</b>	<b>Fruit and Vegetable, Food Grain Milling (Including Oilseeds), Dairy Products, Meat and Poultry, Fish &amp; Sea Food, Bread and bakery, Alcoholic beverages, Aerated water/soft drinks, Soya food, Packaged foods</b>	<b>Last reviewed on</b>	<b>03/08/2018</b>
<b>Occupation</b>	<b>Quality Assurance</b>	<b>Next review date</b>	<b>02/08/2021</b>
<b>NSQC clearance on</b>	<b>03/08/2018</b>		

<b>Job Role</b>	<b>Food Regulatory Affairs Manager</b>
<b>Role Description</b>	A Food Regulatory Affairs Manager is responsible for designing, developing, implementing and changing food regulatory systems in the organisation. S/he acts as a liaison between organisation and government regulatory agencies and authorities to ensure that the products produced and distributed comply with regulatory standards.
<b>NSQF level</b>	6
<b>Minimum Educational Qualifications</b>	Diploma in food science/allied sector
<b>Maximum Educational Qualifications</b>	Not applicable
<b>Training</b> (Suggested but not mandatory)	<ol style="list-style-type: none"> <li>1. Food Safety Standards and Regulations (as per FSSAI)</li> <li>2. Total Quality Management</li> <li>3. Occupational Health &amp; Safety Advisory Services</li> <li>4. Environmental Management System</li> </ol>
<b>Minimum Job Entry Age</b>	30 years
<b>Experience</b>	3 years in any food processing unit
<b>Applicable National Occupational Standards (NOS)</b>	<b>Compulsory:</b> <ol style="list-style-type: none"> <li>1. <a href="#">FIC/N9011 Design, develop and implement regulatory system</a></li> <li>2. <a href="#">FIC/N9012 Manage change in food regulatory system</a></li> <li>3. <a href="#">FIC/N9013 Prepare representations to regulatory authorities and new product registrations</a></li> </ol>
<b>Performance Criteria</b>	As described in the relevant OS units

Definitions

Keywords /Terms	Description
Sector	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry.
Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or area of work, which can be carried out by a person or a group of persons. Functions are identified through analysis and form the basis of OS.
Job Role	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
OS	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the knowledge and understanding they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria	Performance Criteria are statements that together specify the standard of performance required when carrying out a task.
NOS	NOS are Occupational Standards which apply uniquely in the Indian context.
Qualifications Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
Qualifications Pack	Qualifications Pack comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification pack code.
Unit Code	Unit Code is a unique identifier for an Occupational Standard , which is denoted by an 'N'
Unit Title	Unit Title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Knowledge and Understanding	Knowledge and Understanding are statements which together specify the technical, generic, professional and organizational specific knowledge that an individual needs in order to perform to the required standard.
Organizational Context	Organizational Context includes the way the organization is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical Knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills or Generic Skills	Core Skills or Generic Skills are a group of skills that are key to learning and working in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.

Acronyms

Keywords /Terms	Description
CIP	Clean In Place
COP	Clean Out Of Place
ERP	Enterprise Resource Planning
FIFO	First In First Out
FEFO	First Expiry First Out
FSSAI	Food Safety and Standards Authority of India
GMP	Good Manufacturing Practice
GHP	Good Hygiene Practices
HACCP	Hazard Analysis and Critical Control Point
NOS	National Occupational Standard
NSQF	National Skill Qualification Framework
OS	Occupational Standard
PC	Performance Criteria
QP	Qualification Pack
SSC	Sector Skill Council
SOP	Standard Operating Procedure
QMS	Quality Management System

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# National Occupational Standard



## Overview

This OS is about designing, developing and implementing food regulatory systems for food products produced in the organisation.

**FIC/N9011**

**Design, develop and implement regulatory system**

**National Occupational Standard**

<b>Unit Code</b>	<b>FIC/N9011</b>
<b>Unit Title (Task)</b>	<b>Design, develop and implement regulatory system</b>
<b>Description</b>	This OS unit is about designing, developing and implementing regulatory systems in food processing units to ensure product compliance to national and international food regulatory system.
<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>Design and develop regulatory system for the organisation (for food products produced)</li> <li>Develop, monitor and audit regulatory system in the organisation (for food products produced)</li> <li>Provide training on regulatory system (for food products produced)</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Design and develop regulatory system for the organisation (for food products produced)</b>	<p>To be competent, the user/individual must be able to:</p> <p>PC1. understand food safety regulations and develop regulatory policies for the organisation with clear definitions to increase consistency, legal security and to provide high level of food safety</p> <p>PC2. design regulatory system with focus on risk reduction, risk-based priorities, reflect integrated and economically feasible initiatives, and ensure high quality and transparency</p> <p>PC3. design and develop regulatory system with intuitive approach to food safety such that problem are recognized, understood, dealt, and checked to ensure problem has been dealt efficiently and effectively</p> <p>PC4. design regulatory system with contingency planning like product traceability and product recall in case of problems, procedures for handling containment, with clear attribution of roles like lines of authority and co-ordination mechanism across food chain (from procuring raw materials, production until product reaching consumers)</p> <p>PC5. design regulatory system with improved communication on food safety information in marketing materials, product labels etc, providing science based information to clear up the unjustified fear among consumers</p> <p>PC6. set food safety system involving food producers, processors, distributors, retailers and consumers to recognize their primary responsibility and to share a common goal of ensuring food safety at all stages</p> <p>PC7. design food regulatory system involving GMP, GHP, and monitoring systems like HACCP</p> <p>PC8. design regulatory system that improve efficiency and compliance, build consumer confidence in the safety and quality of food products produced, processed, marketed, distributed and sold</p>



**FIC/N9011**

**Design, develop and implement regulatory system**

	<p>PC9. design and develop regulatory system ensuring food and health standards are followed in each stage of production and produce food products that meet national and international regulatory standards and protect the health of consumers</p> <p>PC10. design regulatory system including provisions for the right of consumers to have access to accurate and sufficient information and make adequate choices</p> <p>PC11. provide strategic advice and cost effective strategies on regulatory aspects/requirements to senior management and project managing teams throughout the development of a new product</p>
<p><b>Develop, monitor and audit regulatory system in the organisation (for food products produced)</b></p>	<p>To be competent, the user/individual must be able to:</p> <p>PC12. interpret regulatory standards and develop organisation standards meeting national and international food safety regulations like FSSAI, FDA, EU food safety regulations, codex alimentarius etc for products produced, exported and imported, and labels of products packed by the organisation</p> <p>PC13. develop and review standard operating procedures (SOPs) and ensure that they are in compliance with current regulatory requirements and provide regulatory support for corporate quality assurance efforts</p> <p>PC14. develop organisation standards for labels of food products produced and packed, promotional marketing materials, products imported and exported by the organisation to meet national and international food regulatory</p> <p>PC15. evaluate labels of packed food products to ensure it meets national and international food regulatory standards and provide approval or recommend changes</p> <p>PC16. evaluate promotional and materials for regulatory impact and provide approval</p> <p>PC17. provide support for review of essential documents, development and review of consent forms for submission to regulatory authorities for clearance</p> <p>PC18. initiate and contribute to process improvements which have an impact on regulatory affairs, quality assurance and other departments</p> <p>PC19. conduct audits on food processing unit for compliance with regulatory, safety and hygiene standards implemented and followed in the organisation</p> <p>PC20. conduct periodic audits to evaluate haccp plans and their implementation in the organisation and ensure it meets the regulatory standards</p> <p>PC21. review internal and external audit reports to check the effectiveness of the present regulatory system and recommend necessary changes in the policies and procedures to reduce failures in the future</p> <p>PC22. identify reason for consumer cases in court related to non-compliance of food products to regulatory standards, collect relevant information's and documents transmitting evidence to produce in court to assist prosecution</p>

	<p>PC23. monitor company progress toward fulfillment of regulatory commitments</p>
<p><b>Provide training on regulatory system (for food products produced)</b></p>	<p>To be competent, the user/individual must be able to:</p> <p>PC24. provide training to department managers on organisation policies on food and safety regulations, national and international food laws and regulations, methods and procedures for implementing regulations for procuring raw materials, producing food products, marketing and selling quality products to the consumers</p> <p>PC25. provide training to all department managers on the importance of food regulatory standards and need for its compliance, statutory and regulatory requirements for the products produced, labels of packed products and promotional materials, and the consequences for not following the regulatory requirements</p> <p>PC26. provide training on procedures for collecting evidence in case of problems/consumer complaints/consumer cases in court and handling them with technical and scientific approach</p> <p>PC27. provide training to all department managers on methods to implement and monitor regulatory system in their area of function, writing reports with relevant information and data to present to local food regulatory authorities for any concerns raised / clarification required, methods to approach and maintain relationship with food regulatory authorities</p> <p>PC28. provide training on upgradation and changes in the food regulatory system and methods to implement, monitor and achieve them</p>
<b>Knowledge and Understanding (K)</b>	
<p><b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. principles and processes of organization</p> <p>KA2. organisaiton goals and policies</p> <p>KA3. business processes of the organisation</p> <p>KA4. food regualtory system related to the process and products produced in the organisation</p> <p>KA5. policies and proecedures for designing regulatory system for the organisaiton</p> <p>KA6. training system in the ogranisation for implenting food regulatory system</p> <p>KA7. research and project management techniques</p> <p>KA8. code of business conduct</p>
<p><b>B. Technical Knowledge</b></p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. risk and information management</p> <p>KB2. national and international legal and regulatory systems like FSSAI, FDA, CODEX Alimentarius, EU food safety regulations etc, and GMP, GHP, HACCP, OHSAS etc</p> <p>KB3. policies and procedures to be followed to meet the national and international regulatory requirements like GMP, GHP, HACCP etc</p> <p>KB4. relevant legal requirements related to the products produced in the organisation</p>

**FIC/N9011**

**Design, develop and implement regulatory system**

	<p>KB5. food microbiology and its standards and regulations for products produced in the organisation</p> <p>KB6. current and emerging regulatory concerns and expectations on the organisation</p> <p>KB7. methods to deal with current and emerging social concerns and expectations</p> <p>KB8. processes for maintaining relevant policies and procedures and methods to ensure sustainability and effectiveness</p> <p>KB9. methods to meet the consequence due to failure in policies and procedures and methods to review and take corrective action on people and policies</p> <p>KB10. reporting and reviewing system to understand the effectiveness of the regulatory system implemented</p>
<b>Skills (S)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. note the information communicated</p> <p>SA2. note the raw materials used for production and the finished products produced</p> <p>SA3. note the readings of the process parameters and provide necessary information to fill the process chart</p> <p>SA4. note down observations (if any) related to the process</p> <p>SA5. write information documents to internal departments/ internal teams</p> <p>SA6. note down the data for online ERP or as per applicability in the organization</p>
	<b>Reading Skills</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA7. read and interpret the process required for producing various types of products</p> <p>SA8. read and interpret and process flowchart for all products produced</p> <p>SA9. read equipment manuals and process documents to understand the equipments operation and process requirement</p> <p>SA10. read internal information documents sent by internal teams</p>
	<b>Oral Communication (Listening and Speaking skills)</b>
<p>The user/individual on the job needs to know and understand how to:</p> <p>SA11. discuss task lists, schedules and activities</p> <p>SA12. effectively communicate with team members</p> <p>SA13. question in order to understand the nature of the problem and to clarify queries</p> <p>SA14. attentively listen and comprehend the information given by the speaker</p> <p>SA15. communicate clearly on the issues being faced</p>	
<b>B. Professional Skills</b>	<b>Decision Making</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. analyse critical points in day to day tasks through experience and observation and identify control measures to solve the issue</p> <p>SB2. handle issues in case the manager is not available (as per the authority matrix defined by the organization)</p>
	<b>Plan and Organize</b>

**FIC/N9011**

**Design, develop and implement regulatory system**

	<p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> <li>SB3. plan and organize the work order and jobs received</li> <li>SB4. organize raw materials and packaging materials required for all products</li> <li>SB5. plan and prioritize the work based on the instructions received</li> <li>SB6. plan to utilise time and equipment's effectively</li> <li>SB7. organize all process/ equipment manuals so as to access information easily</li> <li>SB8. support the manager in scheduling tasks for helper(s)</li> </ul>
	<b>Customer Centricity</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> <li>SB9. understand customer requirements and their priority and respond as per their needs</li> </ul>
	<b>Problem Solving</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> <li>SB10. support manager in solving problems by detailing out problems</li> <li>SB11. discuss the possible solutions with the manager for problem solving</li> </ul>
	<b>Analytical Thinking</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> <li>SB12. apply domain information about maintenance processes and technical knowledge about tools and equipment</li> </ul>
	<b>Critical Thinking</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> <li>SB13. use common sense and make judgments on day to day basis</li> <li>SB14. use reasoning skills to identify and resolve basic problems</li> <li>SB15. use intuition to detect any potential problems which could arise during operations</li> <li>SB16. use acquired knowledge of the process for identifying and handling issues</li> </ul>

**FIC/N9011**

**Design, develop and implement regulatory system**

### NOS Version Control

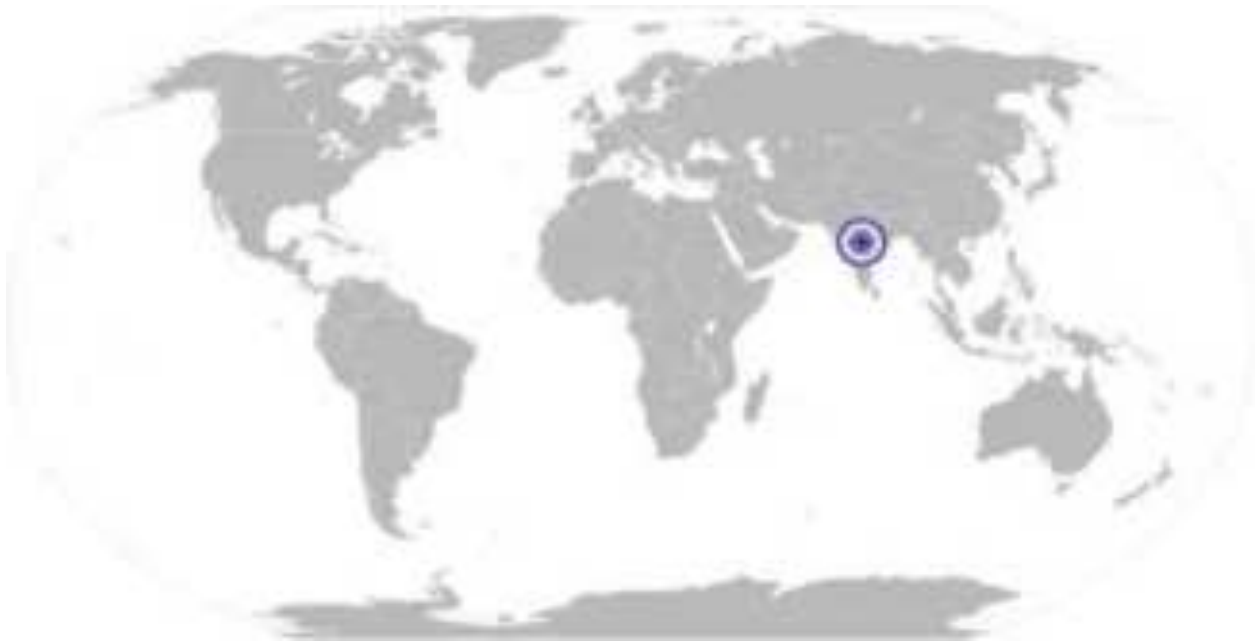
<b>NOS Code</b>	<b>FIC/N9011</b>		
<b>Credits (NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Food Processing</b>	<b>Drafted on</b>	<b>26/11/2015</b>
<b>Industry Sub-sector</b>	<b>Fruit and Vegetable, Food Grain Milling (Including Oilseeds), Dairy Products, Meat and Poultry, Fish &amp; Sea Food, Bread and bakery, Alcoholic beverages, Aerated water/soft drinks, Soya food, Packaged foods</b>	<b>Last reviewed on</b>	<b>03/08/2018</b>
<b>Occupation</b>	<b>Quality Assurance</b>	<b>Next review date</b>	<b>02/08/2021</b>

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# National Occupational Standard



## Overview

This OS unit is about managing change in food regulatory system in food processing unit

**FIC/N9012**

**Manage change in food regulatory system**

National Occupational Standard

<b>Unit Code</b>	<b>FIC/N9012</b>
<b>Unit Title (Task)</b>	<b>Manage change in food regulatory system</b>
<b>Description</b>	This OS unit is about managing change in regulatory system in food processing unit to ensure product compliance to national and international food regulatory system.
<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>• Plan change in regulatory system (for food products produced)</li> <li>• Lead to implement changes in regulatory system (for food products produced)</li> <li>• Monitor changes implemented in regulatory system (for food products produced)</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Plan change in regulatory system (for food products produced)</b>	<p>To be competent, the user/individual must be able to:</p> <p>PC1. identify procedures, systems, structures that need to be changed for effective implementation of food regulatory system</p> <p>PC2. assess gaps in the current policies and procedures and analyze the future requirements</p> <p>PC3. identify and assess barriers to change in regulatory system, develop strategies and plans to overcome those barriers</p> <p>PC4. assess risks and benefits associated with the strategies and plans, and develop contingency arrangements</p> <p>PC5. design new work processes, procedures, systems, structures and roles to achieve planned changes in regulatory system</p> <p>PC6. ensure plan for change in regulatory system include short-term as well as longer-term deliverables</p> <p>PC7. develop system for monitoring and assessing regulatory system to assess progress in changes implemented</p> <p>PC8. develop reporting and communicating system to review the effectiveness of the changes in regulatory system and to obtain feedback</p> <p>PC9. provide training and support to implement changes planned in regulatory system</p>
<b>Lead to implement changes in regulatory system (for food products produced)</b>	<p>To be competent, the user/individual must be able to:</p> <p>PC10. communicate reasons, importance and benefits of implementing change in regulatory system, future that can be achieved through implementing and following the change, to management and concerned employees</p> <p>PC11. make the management and employees welcome change in regulatory system as an opportunity to deliver products of national and international quality</p>

**FIC/N9012**

**Manage change in food regulatory system**

	<p>PC12. make the management and employees understand the need and importance for change in regulatory system, result expected out of change and its effect on the organisation</p> <p>PC13. implement the strategies and plans for change in regulatory system with available resources</p> <p>PC14. make the managers responsible for implementing change in regulatory system understand their responsibilities and commitment, and use their influence and power over employees to implement change</p> <p>PC15. set and prioritize objectives for the change in regulatory system, identify and deal with obstacles to change, and support employees through the change process</p> <p>PC16. communicate progress achieved thorough change in regulatory system to everyone involved, and make them understand and enjoy achievement</p>
<b>Monitor changes implemented in regulatory system(for food products produced)</b>	<p>To be competent, the user/individual must be able to:</p> <p>PC17. review reports on total quality management system to evaluate effectiveness of changes implemented in regulatory system of the organisation</p> <p>PC18. organize internal and external audit on total quality management system to evaluate effectiveness of the changes implemented in regulatory system</p> <p>PC19. monitor changes implemented in regulatory system , document and communicate the outcome of implemented change to the management</p> <p>PC20. recognize and reward employees and teams for implementing regulatory system and achieving results thorough new policies and procedures</p> <p>PC21. monitor and ensure changes implemented in regulatory system are effective and meet the requirements of the organisation and regulatory system laid by national and international regulatory bodies</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. organisation goals and policies</p> <p>KA2. organisation vision for future</p> <p>KA3. food regulatory system related to the process and products produced in the organisation</p> <p>KA4. critical activities related to food regulatory system of the organisation</p> <p>KA5. strategy, policies, procedures and standards that need to be changed</p>
<b>B. Technical Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. national and international legal and regulatory requirements related to the products produced in the organisation like FSSAI, FDA, CODEX Alimentarius, EU food safety regulations etc</p> <p>KB2. changes in the legal and regulatory standards for products produced in the organisation</p>



**FIC/N9012**

**Manage change in food regulatory system**

	<p>KB3. current and emerging political, economic, social, technological, environmental and legal developments and their effect on the food regulatory system</p> <p>KB4. methods to analyze strengths and weaknesses of the system for planning changes</p> <p>KB5. methods for making and managing change effectively</p> <p>KB6. analyzing strategy, procedures, policies and structure that need to be changed</p> <p>KB7. reason for implementing changes, risks and benefits expected out of changes planned and implemented</p> <p>KB8. methods to assess the benefits and risks associated with strategies and plans</p> <p>KB9. methods to influence change process in the management</p> <p>KB10. analyzing employee’s knowledge, skill and attitude to implement change</p> <p>KB11. culture of the organization and its implication to change process</p> <p>KB12. methods and procedures to monitor change</p>
<b>Skills (S)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. note the information communicated</p> <p>SA2. note the raw materials used for production and the finished products produced</p> <p>SA3. note the readings of the process parameters and provide necessary information to fill the process chart</p> <p>SA4. note down observations (if any) related to the process</p> <p>SA5. write information documents to internal departments/ internal teams</p> <p>SA6. note down the data for online ERP or as per applicability in the organization</p>
	<b>Reading Skills</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA7. read and interpret the process required for producing various types of products</p> <p>SA8. read and interpret and process flowchart for all products produced</p> <p>SA9. read equipment manuals and process documents to understand the equipments operation and process requirement</p> <p>SA10. read internal information documents sent by internal teams</p>
	<b>Oral Communication (Listening and Speaking skills)</b>
<p>The user/individual on the job needs to know and understand how to:</p> <p>SA11. discuss task lists, schedules and activities</p> <p>SA12. effectively communicate with team members</p> <p>SA13. question in order to understand the nature of the problem and to clarify queries</p> <p>SA14. attentively listen and comprehend the information given by the speaker</p> <p>SA15. communicate clearly on the issues being faced</p>	
<b>B. Professional Skills</b>	<b>Decision Making</b>
	<p>The user/individual on the job needs to know and understand how to:</p>

**FIC/N9012**

**Manage change in food regulatory system**

	<p>SB1. analyse critical points in day to day tasks through experience and observation and identify control measures to solve the issue</p> <p>SB2. handle issues in case the manager is not available (as per the authority matrix defined by the organization)</p>
	<b>Plan and Organize</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB3. plan and organize the work order and jobs received</p> <p>SB4. organize raw materials and packaging materials required for all products</p> <p>SB5. plan and prioritize the work based on the instructions received</p> <p>SB6. plan to utilise time and equipment's effectively</p> <p>SB7. organize all process/ equipment manuals so as to access information easily</p> <p>SB8. support the manager in scheduling tasks for helper(s)</p>
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	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB9. understand customer requirements and their priority and respond as per their needs</p>
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	<b>Analytical Thinking</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB12. apply domain information about maintenance processes and technical knowledge about tools and equipment</p>
	<b>Critical Thinking</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB13. use common sense and make judgments on day to day basis</p> <p>SB14. use reasoning skills to identify and resolve basic problems</p> <p>SB15. use intuition to detect any potential problems which could arise during operations</p> <p>SB16. use acquired knowledge of the process for identifying and handling issues</p>

**FIC/N9012**

**Manage change in food regulatory system**

<b>NOS Code</b>	<b>FIC/N9012</b>		
<b>Credits (NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Food Processing</b>	<b>Drafted on</b>	<b>26/11/2015</b>
<b>Industry Sub-sector</b>	Fruit and Vegetable, Food Grain Milling (Including Oilseeds), Dairy Products, Meat and Poultry, Fish & Sea Food, Bread and bakery, Alcoholic beverages, Aerated water/soft drinks, Soya food, Packaged foods	<b>Last reviewed on</b>	<b>03/08/2018</b>
<b>Occupation</b>	<b>Quality Assurance</b>	<b>Next review date</b>	<b>02/08/2021</b>

**NOS Version Control**

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FIC/N9013

Prepare representations to regulatory authorities and for  
new product registrations

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# National Occupational Standard



## Overview

This OS is about preparing representation documents to regulatory authorities, liaising with food regulatory authorities and new product approval from food regulatory authorities.

FIC/N9013

**Prepare representations to regulatory authorities and for new product registrations**

National Occupational Standard

<b>Unit Code</b>	<b>FIC/N9013</b>
<b>Unit Title (Task)</b>	<b>Prepare representations to regulatory authorities and for new product registrations</b>
<b>Description</b>	This OS unit is about preparing representations to regulatory authorities on existing food products and for new product registrations, liaison with food regulatory authorities, industrial and trade associations
<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>• Prepare representation documents to regulatory authorities (for food products produced)</li> <li>• Liaise with regulatory authorities (for food products produced)</li> <li>• New product registrations (for food products produced)</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Prepare representation documents to regulatory authorities (for food products produced)</b>	<p>To be competent, the user/individual must be able to:</p> <p>PC1. prepare simple and complex regulatory documents in accordance with applicable FSSAI regulations by collecting, collating and evaluating scientific data that has been well researched on relevant aspects</p> <p>PC2. review regulatory guidance and requirements pertaining to products produced in the organisation and prepare documents providing thoughtful and accurate comments</p> <p>PC3. prepare regulatory documents to authorities that translate regulatory requirements into practical, workable plans with timelines for development and implementation</p> <p>PC4. coordinate with food regulatory authorities to review disputed matters, negotiation and finalization on products and projects, and for comments and formal approvals</p> <p>PC5. prepare documents that include check lists created and maintained to implement regulatory requirements, technical data, and declarations of conformity</p> <p>PC6. interface with consultants, research organizations, partners, co-manufacturers etc for preparation, review, compilation, finalization and submission of documents for regulatory approvals</p> <p>PC7. prepare responses to communications and other requests from government food regulatory authorities</p> <p>PC8. prepare safety reports and documents on raw materials, ingredients, additives, flavours etc used in the products produced and marketed by the organisation, for regulatory submissions and clearance</p> <p>PC9. identify reasons related to non-compliance of food products to regulatory standards, collect relevant information's and data, prepare technical documents with scientific facts and supporting evidence, and submit to</p>

FIC/N9013

**Prepare representations to regulatory authorities and for new product registrations**

	<p>relevant authorities, respond to communications from government authorities, and follow up regularly to revoke product ban</p>
<p><b>Liaise with regulatory authorities (for food products produced)</b></p>	<p>To be competent, the user/individual must be able to:</p> <p>PC10. interact with various regulatory authorities during concept, development and industrialization stages of projects for clarification and approvals</p> <p>PC11. interact with the notified bodies and competent authorities for developing and reviewing regulatory standards</p> <p>PC12. coordinate with regulatory authorities for reporting, to comment on proposed regulations, and to represent company’s interest in the development of standards and guidelines</p> <p>PC13. discuss on the differences that exist in the regulations laid down by different governments and their interpretation by the regulatory agencies and ensure that efficient and economical regulatory standards are planned</p> <p>PC14. identify possible threats or opportunities from upcoming regulations under fssai, consumer affairs, other government food policies and regulations and liaise with industry associations to tackle/manage them effectively</p> <p>PC15. participate in seminar, workshops, conferences and meetings organised by fssai and other industry association, representing the organisation to maintain, strengthen and expand contacts</p> <p>PC16. work closely with regulatory and trade associations like cii (confederation of indian industries), ficci (federation of indian chambers of commerce and industries), cifti (confederation of indian food trade and industry), aifpa (all india food processors association), assocham(the associated chambers of commerce of india) etc on national and international regulatory changes and challenges that have impact on food products produced in the organisation and to manage them proactively</p>
<p><b>New product registrations (for food products produced)</b></p>	<p>To be competent, the user/individual must be able to:</p> <p>PC17. develop and write clear arguments and explanations for new product license</p> <p>PC18. prepare and present registration documents to regulatory authorities and notified bodies for new product approvals</p> <p>PC19. present written representation for new products and carry out negotiations with regulatory authorities to obtain necessary approvals for new product production and marketing</p> <p>PC20. evaluate, prepare and submit new product registration applications and follow through the application during the evaluation phase to achieve favorable outcome</p> <p>PC21. prepare responses to letter/e-mail communications and other requests from government food regulatory bodies on new product approval</p>

**FIC/N9013**

**Prepare representations to regulatory authorities and for new product registrations**

	PC22. provide regulatory and product compliance report in the area of advertising and label claims for new products
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: KA1. food regulatory system related to the process and products produced in the organisation KA2. government food regulatory authorities and other regulatory bodies KA3. national and international relationship maintenance strategy with food regulatory authorities KA4. formal procedures for handling legal and food regulatory requirements of the organisation
<b>B. Technical Knowledge</b>	The user/individual on the job needs to know and understand: KB1. national and international legal and regulatory requirements related to the products produced in the organisation like FSSAI, FDA, CODEX Alimentarius, EU food safety regulations etc KB2. policies and procedures to be followed to meet the national and international regulatory requirements like GMP, GHP, HACCP, OHSAS etc KB3. relevant legal requirements related to the products produced in the organisation KB4. food microbiology and its standards and regulations for products produced in the organisation KB5. methods and procedures to prepare regulatory documents KB6. various government regulatory authorities and other relevant bodies handling food safety regulations KB7. various trade associations and procedures to obtain membership KB8. formal procedures to approach and liaise with government regulatory authorities and other relevant bodies KB9. methods to evaluate and collect types and source of information required for resolving food regulatory issues KB10. legal communications and methods and procedures to respond to them KB11. procedures that apply for participating in meetings organized by regulatory authorities and trade associations
<b>Skills (S)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	The user/ individual on the job needs to know and understand how to: SA1. note the information communicated SA2. note the raw materials used for production and the finished products produced SA3. note the readings of the process parameters and provide necessary information to fill the process chart SA4. note down observations (if any) related to the process SA5. write information documents to internal departments/ internal teams SA6. note down the data for online ERP or as per applicability in the organization

**FIC/N9013**

**Prepare representations to regulatory authorities and for new product registrations**

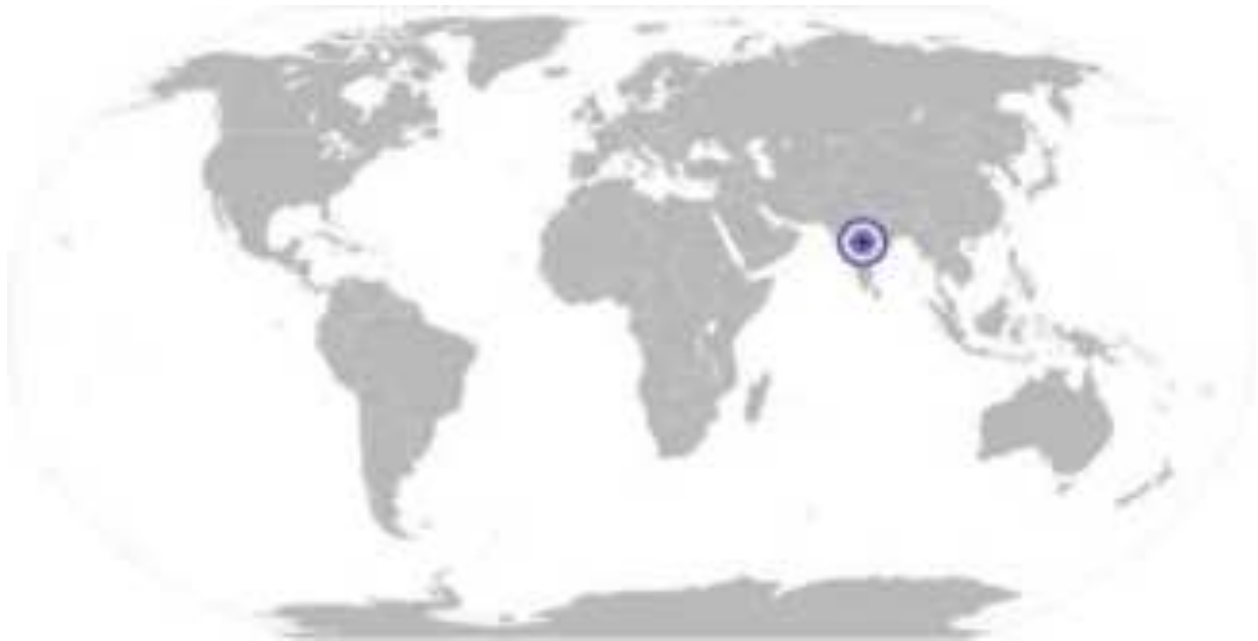
	<b>Reading Skills</b>
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	The user/individual on the job needs to know and understand how to: SB12. apply domain information about maintenance processes and technical knowledge about tools and equipment
<b>Critical Thinking</b>	
The user/individual on the job needs to know and understand how to:	



FIC/N9013

## Prepare representations to regulatory authorities and for new product registrations

	<p>SB13. use common sense and make judgments on day to day basis</p> <p>SB14. use reasoning skills to identify and resolve basic problems</p> <p>SB15. use intuition to detect any potential problems which could arise during operations</p> <p>SB16. use acquired knowledge of the process for identifying and handling issues</p>
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**FIC/N9013**

**Prepare representations to regulatory authorities and for new product registrations**

### **NOS Version Control**

<b>NOS Code</b>	<b>FIC/N9013</b>		
<b>Credits (NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Food Processing</b>	<b>Drafted on</b>	<b>26/11/2015</b>
<b>Industry Sub-sector</b>	<b>Fruit and Vegetable, Food Grain Milling (Including Oilseeds), Dairy Products, Meat and Poultry, Fish &amp; Sea Food, Bread and bakery, Alcoholic beverages, Aerated water/soft drinks, Soya food, Packaged foods</b>	<b>Last reviewed on</b>	<b>03/08/2018</b>
<b>Occupation</b>	<b>Quality Assurance</b>	<b>Next review date</b>	<b>02/08/2021</b>

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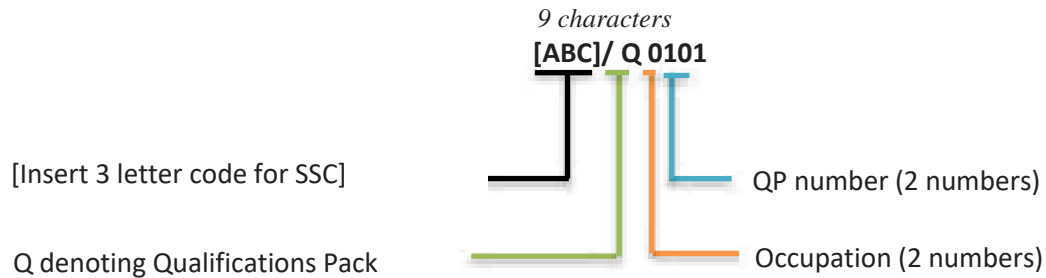


## Qualifications Pack for Food Regulatory Affairs Manager

### Annexure

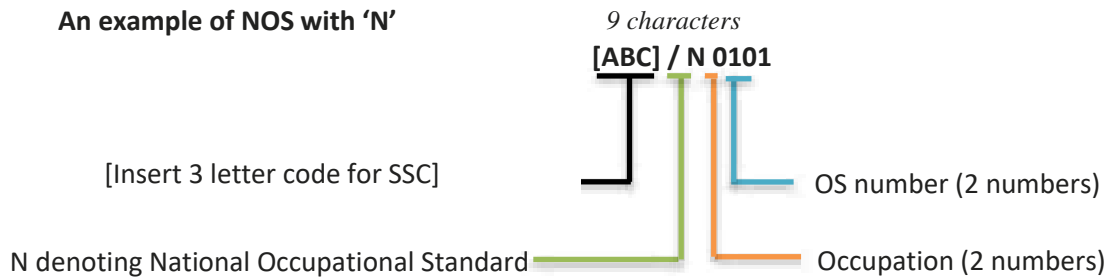
#### Nomenclature for QP and NOS

##### Qualifications Pack



##### Occupational Standard

##### An example of NOS with 'N'



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## Qualifications Pack for Food Regulatory Affairs Manager

The following acronyms/codes have been used in the nomenclature above:

Sub-sector	Range of Occupation numbers
<b>Fruit and Vegetable</b>	<b>01 – 09</b>
<b>Food Grain Milling (including Oilseeds)</b>	<b>10 - 19</b>
<b>Dairy products</b>	<b>20 - 30</b>
<b>Meat and Poultry</b>	<b>30 – 40</b>
<b>Fish and Sea Food</b>	<b>40 - 49</b>
<b>Bread and Bakery</b>	<b>50 - 59</b>
<b>Alcoholic Beverages</b>	<b>60 - 69</b>
<b>Aerated water/ soft drinks</b>	
<b>Quality Analysis (involving physical and chemical lab analysis)</b>	<b>76 – 79</b>
<b>Packaging, Refrigeration and Procurement</b>	<b>70 – 75</b>
<b>Soya Food</b>	<b>80 – 84</b>
<b>Packaged Foods</b>	<b>85 - 90</b>
<b>Miscellaneous</b>	<b>90 - 95</b>

Sequence	Description	Example
<b>Three letters</b>	Industry name	FIC
<b>Slash</b>	/	/
<b>Next letter</b>	Whether QP or NOS	Q or N
<b>Next two numbers</b>	Occupation code	01
<b>Next two numbers</b>	OS number	01

## Assessment Criteria

### CRITERIA FOR ASSESSMENT OF TRAINEES

**Job Role** Food Regulatory Affairs Manager

**Qualification Pack** FIC/Q9002

**Sector Skill Council** Food Processing

#### Guidelines for Assessment

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Assessment will be conducted for all compulsory NOS, as well as the selected elective NOS/set of NOS.  
OR
4. Assessment will be conducted for all compulsory NOS, as well as the selected optional NOS/set of NOS.
5. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below)
6. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criteria
7. To pass the Qualification Pack, every trainee should score a minimum of 70% of aggregate marks to successfully clear the assessment.
8. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack

Assessment outcomes	Assessment criteria for outcomes	Marks Allocation			
		Total Marks	Out Of	Theory	Skills Practical
1. FIC/N9011 (Design, develop and implement regulatory system)	PC1. understand food safety regulations and develop regulatory policies for the organisation with clear definitions to increase consistency, legal security and to provide high level of food safety	<b>100</b>	4	1.5	2.5
	PC2. design regulatory system with focus on risk reduction, risk-based priorities, reflect integrated and economically feasible initiatives, and ensure high quality and transparency		4	1.5	2.5
	PC3. design and develop regulatory system with intuitive approach to food safety such that problem are recognized, understood, dealt, and checked to ensure problem has		4	1.5	2.5

### Assessment Criteria

	been dealt efficiently and effectively		
	PC4. design regulatory system with contingency planning like product traceability and product recall in case of problems, procedures for handling containment, with clear attribution of roles like lines of authority and co-ordination mechanism across food chain (from procuring raw materials, production until product reaching consumers)	4	1.5 2.5
	PC5. design regulatory system with improved communication on food safety information in marketing materials, product labels etc, providing science based information to clear up the unjustified fear among consumers	4	1.5 2.5
	PC6. set food safety system involving food producers, processors, distributors, retailers and consumers to recognize their primary responsibility and to share a common goal of ensuring food safety at all stages	4	1.5 2.5
	PC7. design food regulatory system involving gmp, ghp, and monitoring systems like haccp	4	1.5 2.5
	PC8. design regulatory system that improve efficiency and compliance, build consumer confidence in the safety and quality of food products produced, processed, marketed, distributed and sold	4	1.5 2.5
	PC9. design and develop regulatory system ensuring food and health standards are followed in each stage of production and produce food products that meet national and international regulatory standards and protect the health of consumers	4	1.5 2.5
	PC10. design regulatory system including provisions for the right of consumers to have access to accurate and sufficient information and make adequate choices	4	1.5 2.5

### Assessment Criteria

PC11. provide strategic advice and cost effective strategies on regulatory aspects/requirements to senior management and project managing teams throughout the development of a new product	4	1.5	2.5
PC12. interpret regulatory standards and develop organisation standards meeting national and international food safety regulations like fssai, fda, eu food safety regulations, codex alimentarius etc for products produced, exported and imported, and labels of products packed by the organisation	4	1.5	2.5
PC13. develop and review standard operating procedures (sops) and ensure sops are in compliance with current regulatory requirements and provide regulatory support for corporate quality assurance efforts	4	1.5	2.5
PC14. develop organisation standards for labels of food products produced and packed, promotional marketing materials, products imported and exported by the organisation to meet national and international food regulatory	4	1.5	2.5
PC15. evaluate labels of packed food products to ensure it meets national and international food regulatory standards and provide approval or recommend changes	4	1	3
PC16. evaluate promotional and materials for regulatory impact and provide approval	4	1	3
PC17. provide support for review of essential documents, development and review of consent forms for submission to regulatory authorities for clearance	3	1	2
PC18. initiate and contribute to process improvements which have an impact on regulatory affairs, quality assurance and other departments	3	1	2
PC19. conduct audits on food processing unit for compliance with regulatory, safety and hygiene	3	1	2

### Assessment Criteria

	standards implemented and followed in the organisation		
	PC20. conduct periodic audits to evaluate haccp plans and their implementation in the organisation and ensure it meets the regulatory standards	3	1 2
	PC21. review internal and external audit reports to check the effectiveness of the present regulatory system and recommend necessary changes in the policies and procedures to reduce failures in the future	3	1 2
	PC22. identify reason for consumer cases in court related to non-compliance of food products to regulatory standards, collect relevant information's and documents transmitting evidence to produce in court to assist prosecution	3	1 2
	PC23. monitor company progress toward fulfillment of regulatory commitments	3	1 2
	PC24. provide training to department managers on organisation policies on food and safety regulations, national and international food laws and regulations, methods and procedures for implementing regulations for procuring raw materials, producing food products, marketing and selling quality products to the consumers	3	1 2
	PC25. provide training to all department managers on the importance of food regulatory standards and need for its compliance, statutory and regulatory requirements for the products produced, labels of packed products and promotional materials, and the consequences for not following the regulatory requirements	3	1 2
	PC26. provide training on procedures for collecting evidence in case of problems/consumer complaints/consumer cases in court and handling them with technical and scientific approach	3	1 2



### Assessment Criteria

	<p>PC27. provide training to all department managers on methods to implement and monitor regulatory system in their area of function, writing reports with relevant information and data to present to local food regulatory authorities for any concerns raised / clarification required, methods to approach and maintain relationship with food regulatory authorities</p> <p>PC28. provide training on upgradation and changes in the food regulatory system and methods to implement, monitor and achieve them</p>		3	1	2
			3	1	2
			<b>100</b>	<b>35</b>	<b>65</b>
<b>2. FIC/N9012 ( Manage change in food regulatory system)</b>	PC1. identify procedures, systems, structures that need to be changed for effective implementation of food regulatory system	<b>100</b>	5	1	4
	PC2. assess gaps in the current policies and procedures and analyze the future requirements		5	1	4
	PC3. identify and assess barriers to change in regulatory system, develop strategies and plans to overcome those barriers		5	1	4
	PC4. assess risks and benefits associated with the strategies and plans, and develop contingency arrangements		5	1	4
	PC5. design new work processes, procedures, systems, structures and roles to achieve planned changes in regulatory system		5	1	4
	PC6. ensure plan for change in regulatory system include short-term as well as longer-term deliverables		4	1.5	2.5
	PC7. develop system for monitoring and assessing regulatory system to assess progress in changes implemented		5	2	3
	PC8. develop reporting and communicating system to review the effectiveness of the changes in regulatory system and to obtain feedback		5	2	3

### Assessment Criteria

<p>PC9. provide training and support to implement changes planned in regulatory system</p>	4	2	2
<p>PC10. communicate reasons, importance and benefits of implementing change in regulatory system, future that can be achieved through implementing and following the change, to management and concerned employees</p>	5	2	3
<p>PC11. make the management and employees welcome change in regulatory system as an opportunity to deliver products of national and international quality</p>	4	1.5	2.5
<p>PC12. make the management and employees understand the need and importance for change in regulatory system, result expected out of change and its effect on the organisation</p>	5	2	3
<p>PC13. implement the strategies and plans for change in regulatory system with available resources</p>	5	2	3
<p>PC14. make the managers responsible for implementing change in regulatory system understand their responsibilities and commitment, and use their influence and power over employees to implement change</p>	5	2	3
<p>PC15. set and prioritize objectives for the change in regulatory system, identify and deal with obstacles to change, and support employees through the change process</p>	5	2	3
<p>PC16. communicate progress achieved thorough change in regulatory system to everyone involved, and make them understand and enjoy achievement</p>	4	1.5	2.5
<p>PC17. review reports on total quality management system to evaluate effectiveness of changes implemented in regulatory system of the organisation</p>	5	2	3

### Assessment Criteria

	<p>PC18. organize internal and external audit on total quality management system to evaluate effectiveness of the changes implemented in regulatory system</p>		5	2	3
	<p>PC19. monitor changes implemented in regulatory system , document and communicate the outcome of implemented change to the management</p>		5	2	3
	<p>PC20. recognize and reward employees and teams for implementing regulatory system and achieving results thorough new policies and procedures</p>		4	1.5	2.5
	<p>PC21. monitor and ensure changes implemented in regulatory system are effective and meet the requirements of the organisation and regulatory system laid by national and international regulatory bodies</p>		5	2	3
			<b>100</b>	<b>35</b>	<b>65</b>
<b>3. FIC/N9013 ( Prepare representations to regulatory authorities and for new product registrations)</b>	<p>PC1. prepare simple and complex regulatory documents in accordance with applicable FSSAI regulations by collecting, collating and evaluating scientific data that has been well researched on relevant aspects</p>	<b>100</b>	5	1	4
	<p>PC2. review regulatory guidance and requirements pertaining to products produced in the organisation and prepare documents providing thoughtful and accurate comments</p>		5	1	4
	<p>PC3. prepare regulatory documents to authorities that translate regulatory requirements into practical, workable plans with timelines for development and implementation</p>		5	1	4

### Assessment Criteria

<p>PC4. coordinate with food regulatory authorities to review disputed matters, negotiation and finalization on products and projects, and for comments and formal approvals</p>	5	1	4
<p>PC5. prepare documents that include check lists created and maintained to implement regulatory requirements, technical data, and declarations of conformity</p>	4	1.5	2.5
<p>PC6. interface with consultants, research organizations, partners, co-manufacturers etc for preparation, review, compilation, finalization and submission of documents for regulatory approvals</p>	4	1.5	2.5
<p>PC7. prepare responses to communications and other requests from government food regulatory authorities</p>	4	1.5	2.5
<p>PC8. prepare safety reports and documents on raw materials, ingredients, additives, flavours etc used in the products produced and marketed by the organisation, for regulatory submissions and clearance</p>	4	1.5	2.5
<p>PC9. identify reasons related to non-compliance of food products to regulatory standards, collect relevant information's and data, prepare technical documents with scientific facts and supporting evidence, and submit to relevant authorities, respond to communications from government authorities, and follow up regularly to revoke product ban</p>	4	1.5	2.5
<p>PC10. prepare simple and complex regulatory documents in accordance with applicable fssai regulations by collecting, collating</p>	5	2	3

### Assessment Criteria

	and evaluating scientific data that has been well researched on relevant aspects			
	PC11. review regulatory guidance and requirements pertaining to products produced in the organisation and prepare documents providing thoughtful and accurate comments	5	2	3
	PC12. prepare regulatory documents to authorities that translate regulatory requirements into practical, workable plans with timelines for development and implementation	5	2	3
	PC13. coordinate with food regulatory authorities to review disputed matters, negotiation and finalization on products and projects, and for comments and formal approvals	5	2	3
	PC14. prepare documents that include check lists created and maintained to implement regulatory requirements, technical data, and declarations of conformity	4	1.5	2.5
	PC15. interface with consultants, research organizations, partners, co-manufacturers etc for preparation, review, compilation, finalization and submission of documents for regulatory approvals	4	1.5	2.5
	PC16. prepare responses to communications and other requests from government food regulatory authorities	5	2	3
	PC17. develop and write clear arguments and explanations for new product license	5	2	3

### Assessment Criteria

	PC18. prepare and present registration documents to regulatory authorities and notified bodies for new product approvals	5	2	3
	PC19. present written representation for new products and carry out negotiations with regulatory authorities to obtain necessary approvals for new product production and marketing	5	2	3
	PC20. evaluate, prepare and submit new product registration applications and follow through the application during the evaluation phase to achieve favorable outcome	4	1.5	2.5
	PC21. prepare responses to letter/e-mail communications and other requests from government food regulatory bodies on new product approval	4	1.5	2.5
	PC22. provide regulatory and product compliance report in the area of advertising and label claims for new products	4	1.5	2.5
		<b>100</b>	<b>35</b>	<b>65</b>

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**Bachelor of Vocation (Food Processing)**  
**Semester - I**

<b>Title of the Paper</b>	<b>Purchase Assistant – Food and Agricultural Commodities</b>
<b>Course Code</b>	<b>UM1BVSFP01</b>
<b>Objective</b>	To know the general process of purchase order and inventory management.

*(This syllabus/ curriculum has been approved by FICSI)*

S.No	Module/Topic	NOS Code
01	Handle purchase requisitions	FIC/N7013
<b>KEY LEARNING OUTCOMES</b>		
<b>SCOPE:</b>		
➤ Prepare for raising the purchase order		
S.No	Module/Topic	NOS Code
02	Raise and process purchase order and inventory management	FIC/N7014
<b>KEY LEARNING OUTCOMES</b>		
<b>SCOPE:</b>		
➤ Raise the purchase order		
➤ Manage supplies from the vendor		
➤ Manage inventory of regular supplies		
S.No	Module/Topic	NOS Code
03	Complete documentation and record keeping of purchases and inventory	FIC/N7015
<b>KEY LEARNING OUTCOMES</b>		
<b>SCOPE:</b>		
➤ Document and maintain records of purchase of raw materials and packaging Materials		
➤ Document and maintain records of purchase of machineries		
➤ Document and maintain records of inventory		
S.No	Module/Topic	NOS Code
04	Food safety, hygiene and sanitation for processing food products	FIC/N9001
<b>KEY LEARNING OUTCOMES</b>		
<b>SCOPE:</b>		
➤ Perform safety and sanitation related functions (for processing food products)		
➤ Apply food safety practices (for processing food products)		

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
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**Semester - I**

<b>Title of the Paper</b>	<b>INTRODUCTION TO FOOD PROCESSING</b>
<b>Course Code</b>	<b>UM1BVGFP01</b>
<b>Objective</b>	To Describe how foods differ by their degree of processing, and provide examples of products and processing techniques that apply to each category.

<b>Units</b>	<b>Detail Descriptions</b>	<b>Weightage</b>
<b>1</b>	<b>Introduction:</b> Definition and scope of Food Science and Technology, Sources of food, scope and benefit of industrial food preservation, perishable, non perishable food, causes of food spoilage.	<b>25%</b>
<b>2</b>	<b>Thermal processing methods of preservation:</b> Principle: Canning, blanching, pasteurization, sterilization, evaporation. Use of low temperature: Principle and effect on quality. Chilling, cold storage, freezing. Preservation by drying dehydration and concentration: Principle, Methods and effect on quality. Preservation by radiation: Definition, Methods of Irradiation, Direct & Indirect effect, measurement of radiation dose, dose distribution, effect on microorganisms.	<b>25%</b>
<b>3</b>	<b>Presentation of foods by Preservatives:</b> Chemicals, antioxidants, mould inhibitors, antibodies, acidulates etc. Preservation by salt & sugar: Principle, Method and effect on food quality.	<b>25%</b>
<b>4</b>	<b>Preservation by fermentation:</b> Definition, Advantages, disadvantages. <b>Recent methods in preservation:</b> Pulsed electric field processing, High pressure processing, processing using ultrasound, dielectric, ohmic and infrared heating.	<b>25%</b>
<b>Practical</b>	To study the effect of enzymatic browning in fruits and vegetables. To study different types of blanching of fruits and vegetables. Preservation of food by canning.	

**Reference Books:**

1. M. Karel, O.R. Fenema and D.B. Lurd, Maroel, Dekker, Physical principles of Food Preservation. Vol. II Inc. New York.
2. N.N. Potter, Food Science CBS publishing.
3. N.W. Desrosier and J.N. Desrosier, The technology of food preservation CBS publishing.
4. P. J. Fellows, Food Processing Technology, Woodhead publishing ltd.



**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**Bachelor of Vocational (Food Processing)**  
**Semester – I**

<b>Title of the Paper</b>	<b>MICRO ECONOMICS (Theory)</b>
<b>Course Code</b>	<b>UM1BVGFP02</b>
<b>Objective</b>	<b>To Understand the Recent Trends in Economics.</b>

<b>Units</b>	<b>Detail Descriptions</b>	<b>Weightage</b>
<b>1</b>	<b>Introduction to Economics</b> Concept and Definition of Economics The Economic Problems: Scarcity and Choice Basic Principles of Economics – introduced an overview of what Economics is all about.	<b>25%</b>
<b>2</b>	<b>Nature and Scope of Economics</b> Positive and Normative Economics The role of Assumptions in Economics Economic Models: The Circular-Flow Diagram The Production Possibilities Frontier Micro and Macro Economics	<b>25%</b>
<b>3</b>	<b>Product Pricing</b> <b>Demand:</b> Concept and Meaning, Law of Demand, Change and Shift in Demand <b>Supply:</b> Concept and Meaning, Law of Supply, Change and Shift in Supply <b>Supply and Demand Together:</b> The Equilibrium price Concept or Price Determination by the forces of Demand and Supply Curves	<b>25%</b>
<b>4</b>	<b>Factor Pricing</b> Marginal Productivity theory Concept of Wage, Profit, Rent and Interest Theory of Rent and Profit	<b>25%</b>

**Reference Books:**

1. N. Gregory Mankiw, Principles of Micro Economics, Thomson South-Western.
2. Ellen Miller, Micro Economics, Tata McGraw-Hill.
3. Robert S. Pindyck, Daniel L. Rubinfeld, Prem L. Mehta, Micro Economics.
4. Paul. A Samuelson, William D. Nordhaus, Economics –McGraw Hill Education, New Delhi.
5. Lipy & Chrystal, Economics, Oxford University Press.
6. H. L. Ahuja, Advanced Economic Theory.
7. Dwivedi D. N., (2007) Micro Economics Theory, Vikas Publishing House.
8. Stonier A W & Hague D C., (1953), A Textbook of Economics Theory, Long Group.

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
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**Semester – I**

<b>Title of the Paper</b>	<b>BUSINESS ENGLISH - I (Theory/Practical)</b>
<b>Course Code</b>	<b>UM1BVGFP03</b>
<b>Objective</b>	<b>Develop basic skills to deal with people in business situations.</b>

<b>Units</b>	<b>Detail Descriptions</b>	<b>Weightage</b>
<b>1</b>	<b>Understanding Business Communication:</b> Nature and Scope of Communication Non-Verbal Communication Cross-cultural Communication Technology- enabled Business	<b>40%</b>
<b>2</b>	<b>Business Correspondence I:</b> Business Writing Business Correspondence Instructions Business Reports and Proposals Careers and Resumes	<b>40%</b>
<b>3</b>	<b>Business Vocabulary I</b> General Vocabulary(GSL) Business Vocabulary	<b>20%</b>
<b>Practical</b>	Simulation I:- situational conversation/ Role play Presentation Skill I: Presentation	

**Reference Books:-**

1. Minakshi Raman, Business Communication (with CD) 2<sup>nd</sup> Edition Oxford University Press, New Delhi, 2012.
2. Meenakshi Raman and Sangeeta Sharma, Technical Communication ‘Principles and Practice’ Oxford University Press, New Delhi, 2004.
3. Myron W Lustig, Intercultural Competence: Interpersonal Communication Across Culture 6<sup>th</sup> Edition.
4. Evan Frenzo, How to Teach Business English.
5. Andrea B Geffner, Business English the writing skills you need for Today’s workplace (Barron’s Educational Series, 2010).

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**Bachelor of Vocational (Food Processing)**  
**Semester – I**

<b>Title of the Paper</b>	<b>USE OF ICT – I (Theory/Practical)</b>
<b>Course Code</b>	<b>UM1BVGFP04</b>
<b>Objective</b>	<b>To introduce the students with MS Excel which enable them to analyze and interpret of data for decision making and also enhance their skill based learning</b>

<b>Units</b>	<b>Detail Descriptions</b>	<b>Weightage</b>
<b>1</b>	<p><b>Fundamentals of computers</b>            Characteristics of a computer            Block Diagram of a computer,            Terms Hardware, software, Firmware, Liveware            Different types of software: System Software, Application software,            Operating system and different types of Operating system: DOS, WINDOWS 98/7.0            Overview of a computer system            Types of computers            Applications of computers,            Configuration for buying a computer            Input and Output Devices of the computer</p>	<b>50%</b>
<b>2</b>	<p><b>Windows Operating system and Introduction to Word processor</b>            Difference between Dos and windows operating system            Advantages of windows operating system            Introduction to Ms-office            What is word processing            Applications of word processor  <b>Advanced MS-Word</b>            Creating Hypertext links with drag-and drop            Using Hyperlinks between word documents            Using spelling and grammer Tool            Autotext and Autocorrect entries            Formating options like bold italic, subscript, superscript,            character and Animation effects, Change case, Drop Cap options, Header and footer option, formating indents Table creation, deletion, selection and formatting, Insert Picture, word art and drawing facilities.            Converting text to tables, Importance of mail merge, Creating a mail merge document and data source, Inserting mail merge fields, merge with main document, previewing merged data</p>	<b>50%</b>

<b>Practical</b>
<b>LABORATORY:</b> Theory Exercise + Practical Exercise on units 1 & 2
Practical examination shall be held in the computer lab and evaluation shall be made by the concerned teacher.

**Reference Books:**

1. Suresh K Basandra, Computer Today.
2. S. Jaiswal, A First Course In Computers, Galgotia publications
3. R.K. Taxali, P.C. Software For Windows 98 Made Simple.

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**Bachelor of Vocation (Food Processing)**  
**Semester - II**

<b>Title of the Paper</b>	<b>Processed Food Entrepreneur</b>
<b>Course Code</b>	<b>UM2BVSFP01</b>
<b>Objective</b>	To identifying opportunities in food processing, innovating, giving a different dimension to products.

*(This syllabus/ curriculum has been approved by FICSI)*

S.No	Module/Topic	NOS Code
01	Selection of product and business planning	FIC/N9006
<b>KEY LEARNING OUTCOMES</b>		
<b>SCOPE:</b> <ul style="list-style-type: none"> <li>➤ Identification and selection of product</li> <li>➤ Developing business plan</li> </ul>		
S.No	Module/Topic	NOS Code
02	Prepare for start up of food processing unit	FIC/N9007
<b>KEY LEARNING OUTCOMES</b>		
<b>SCOPE:</b> <ul style="list-style-type: none"> <li>➤ Decide unit location</li> <li>➤ Arrange finance</li> <li>➤ Filing of entrepreneurs memorandum</li> </ul>		
S.No	Module/Topic	NOS Code
03	Start food processing unit	FIC/N9008
<b>KEY LEARNING OUTCOMES</b>		
<b>SCOPE:</b> <ul style="list-style-type: none"> <li>➤ Set up food processing unit</li> <li>➤ Obtain registrations and licenses, and evaluation of food processing unit</li> <li>➤ Produce and sell food product</li> </ul>		
S.No	Module/Topic	NOS Code
04	Complete documentation and record keeping related to processed food entrepreneur	FIC/N9009
<b>KEY LEARNING OUTCOMES</b>		
<b>SCOPE:</b> <ul style="list-style-type: none"> <li>➤ Document and maintain records on organization</li> <li>➤ Document and maintain records raw materials and machineries</li> </ul>		

- Document and maintain records on production, quality, storage and distribution
- Document and maintain records on marketing & sales.

<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>05</b>	<b>Ensure food safety, hygiene and sanitation</b>	<b>FIC/N9010</b>
<b>KEY LEARNING OUTCOMES</b>  <b>SCOPE:</b> <ul style="list-style-type: none"> <li>➤ Food Hygiene and sanitation</li> <li>➤ Hazard Analysis and Critical Control Point (HACCP)</li> </ul>		

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**Bachelor of Vocation (Food Processing)**  
**Semester - II**

<b>Title of the Paper</b>	<b>FOOD QUALITY ANALYSIS</b>
<b>Course Code</b>	<b>UM2BVGFP01</b>
<b>Objective</b>	To provide knowledge and skills in the applications, principles and practices of the analysis of foods for purposes of trade, compliance, quality assurance.

<b>Unit</b>	<b>Title and Description</b>	<b>Weightage</b>
<b>1</b>	Basics of Food Science and Food Analysis, Concept, objectives and need of food quality, Measurement of colour, flavour, consistency, viscosity, texture and their relationship with food quality and composition.	<b>25%</b>
<b>2</b>	Sampling; purpose, sampling techniques, sampling procedures for liquid, powdered and granular materials, Sensory evaluation methods, panel selection methods, Interpretation of sensory results. Instrumental method for testing quality.	<b>25%</b>
<b>3</b>	Food adulteration and food safety, TQM and TQC, consumer preferences and acceptance, Food Safety Management Systems GAP, GHP, GMP, Hazards and HACCP (Hazard analysis and critical control point)	<b>25%</b>
<b>4</b>	Sanitation in food industry (SSOP), Food Laws and Regulations in India, FSSAI, Food grades and standards BIS, AGMARK, PFA, FPO, ISO 9000, 22000 Series. CAC (Codex Alimentarius 14 40% Commission), Traceability and Quality Assurance system in a process plant, Bio safety and Bioterrorism.	<b>25%</b>

**Reference Books:**

- A.K. Sathe, A First Course in Food Analysis.
- Hand Book of Analysis and Quality Control for Fruit & Vegetable Products
- Jacobs, The Chemical Analysis of Food and Food Products.
- Kramer and Twigg, Quality Control for the Food Industry (Vol. I and II)
- Larmond, Laboratory Methods of Sensory Evaluation.
- Piggot, Sensory Analysis.
- Pomranz and Meloan, Food Analysis Theory and Practices.
- S Ranganna, Hand Book of Analysis of Fruits and Vegetables.
- S.N. Mahindru, Hand Book of Food Analysis.

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**Bachelor of Vocation (Food Processing)**  
**Semester – II**

<b>Title of the Paper</b>	<b>Macro Economics</b>
<b>Course Code</b>	<b>UM2BVGFP02</b>
<b>Objective</b>	<b>To know the how to measuring the national income and monetary and fiscal policy.</b>

<b>Unit</b>	<b>Title and Description</b>	<b>Weightage</b>
<b>1</b>	<b>Nature, Scope and Subject-matter of Macro Economics</b> Nature and Scope of Macro Economics, Economic Activity, Macro Economics Concepts, Theories and Policies, Macro Economic Paradox, Importance of Macro Economic Studies	<b>25%</b>
<b>2</b>	<b>Measuring Nation's Income</b> The Economy's Income and Expenditure, Concept of National Income, Methods for Measuring National Income, Problems and Measurement of National Income, Estimation of National Income in India.	<b>25%</b>
<b>3</b>	<b>The Monetary and Credit System</b> The Barter System and its disadvantages, Meaning of Money, Functions of Money, The Kinds of Money, Components of Money, Bank: Meaning, Central Bank: Concept, Functions, Commercial Banks: Concept, Functions, Credit Creation	<b>25%</b>
<b>4</b>	<b>Monetary and Fiscal Policy</b> Monetary Policy: Meaning and Content of Monetary Policy, its Objectives, Role of Monetary policy in a Developing Country, Efficacy and Limitations Of Monetary Policy. Fiscal policy: Concept of Fiscal Policy and Instruments of Fiscal Policy, its Objectives, Role of Fiscal policy in a Developing Country, Limitations of Fiscal Policy.	<b>25%</b>

**Reference Books:**

1. N. Gregory Mankiw, Principles of Economics, Thomson South-Western.
2. N. Gregory Mankiw, Macro Economics, Thomson South-Western
3. Rudiger Dornbsch, Stanley Fischer, Macro Economics, Tata McGraw-Hill Education, New Delhi.
4. Gardner Ackley, Macro Economic Theory, The Macmillan Company, New York
5. Errol D'Souza, Macro Economics, Pearson Education, New Delhi
6. H. L. Ahuja – S. Chand, Macro Economics Theory and Policy., New Delhi
7. C. Rangarajan, B. H. Dholakiya, Principles of Macro Economics, Tata McGraw Hill Publishing Company Limited, New Delhi
8. D. M. Mithani, Macro Economics, Himalaya Publishing House.



**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**Bachelor of Vocation (Food Processing)**  
**Semester - II**

<b>Title of the Paper</b>	<b>Business English - II</b>
<b>Course Code</b>	<b>UM2BVGFP03</b>
<b>Objective</b>	<b>Develop basic skills to deal with people in business situations.</b>

<b>Unit</b>	<b>Description in detail</b>	<b>Weightage</b>
I	<b>Inter cultural Competence:-</b> key concept, Cultural and inter cultural Communication, Cultural Diversity, Dialect, Global Village, Social network, intercultural communication, symbolic communication	40 %
II	<b>Developing Oral Communication Skills for Business:</b> Effective Listening, Business Presentations and Public Speaking, Conversations, Interviews, Meeting and Conferences, Group Discussions and Team Presentations, Team Briefing	40%
III	<b>Business Vocabulary II</b> General Vocabulary(GSL) Business Vocabulary	20 %

**Practical**

<b>Unit</b>	<b>Description in detail</b>
I	<b>Simulation II:</b> Negotiation skill, Meeting and Conferences, , Team Briefing
II	<b>Presentation Skill II:</b> Interviews, Group Discussions and Team Presentations

**Reference Books:-**

1. Minakshi Raman, Business Communication (with CD) 2<sup>nd</sup> Edition Oxford University Press, New Delhi, 2012.
2. Meenakshi Raman and Sangeeta Sharma, Technical Communication ‘Principles and Practice’ Oxford University Press, New Delhi, 2004.
3. Myron W Lustig, Intercultural Competence: Interpersonal Communication Across Culture 6<sup>th</sup> Edition.
4. Evan Frenzo, How to Teach Business English.
5. Andrea B Geffner, Business English the writing skills you need for Today’s workplace (Barron’s Educational Series, 2010).

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**Bachelor of Vocation (Food Processing)**  
**Semester - II**

<b>Title of the Paper</b>	<b>Use of ICT - II</b>
<b>Course Code</b>	<b>UM2BVGFP04</b>
<b>Objective</b>	<b>To introduce the students with MS Excel which enable them to analyze and interpret of data for decision making and also enhance their skill based learning.</b>

<b>Unit</b>	<b>Description in Detail</b>	<b>Weightage</b>
<b>I</b>	<b>Introduce Computers</b> General Characteristics of Personal Computers Operating System Concepts (Ms Dos) Internal Commands of Ms-Dos External Commands of Ms-Dos.	25%
<b>II</b>	<b>Introduction to Spreadsheet Software (Ms Excel)</b> What is Spreadsheet or Ms-Excel? Application of MS-Excel, Naming cells Inserting, deleting, and moving Rows ,Columns ,Sheets Formatting cells Auto Format ,Number ,Alignment ,Font ,Boarder Charting Charting Wizard ,Selecting objects in a chart ,Customizing a Chart Resizing a chart,Printing a chart on a whole page. Formulas,worksheet commands.	50%
<b>III</b>	<b>Introduction to Presentation Software (Ms-PowerPoint)</b> What is PowerPoint? Usefulness and advantages of PowerPoint File operation, edit operation View slide, slide show, header, footer Slide animation, custom animation, slide layout, background	25%

**Practical: -** Theory Exercise + Practical Exercise on units I/II/III/IV

Practical examination shall be held in the computer lab and evaluation shall be made by the concerned teacher.

**Reference Books:**

1. Suresh K Basandra, Computer Today.
2. S. Jaiswal, A First Course In Computers, Galgotia publications
3. R.K. Taxali, P.C. Software For Windows 98 Made Simple.

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
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**Semester – III**

<b>Title of the Paper</b>	<b>Food Regulatory Affairs Manager - I</b>
<b>Course Code</b>	<b>UM3BVSFP01</b>
<b>Objective</b>	<b>To enable the candidate to design, develop, implement and change food regulatory systems in the organization</b>

*(This syllabus/ curriculum has been approved by FICSI)*

S.No	Module/Topic	NOS Code
<b>01</b>	<b>Design, develop and implement regulatory system</b>	<b>FIC/N9011</b>
<b>KEY LEARNING OUTCOMES</b>		
<b>SCOPE:</b>		
<ul style="list-style-type: none"> <li>➤ Design and develop regulatory system for the organisation (for food products produced)</li> <li>➤ Develop, monitor and audit regulatory system in the organisation (for food products produced)</li> <li>➤ Provide training on regulatory system (for food products produced)</li> </ul>		
S.No	Module/Topic	NOS Code
<b>02</b>	<b>Manage change in food regulatory system</b>	<b>FIC/N9012</b>
<b>KEY LEARNING OUTCOMES</b>		
<b>SCOPE:</b>		
<ul style="list-style-type: none"> <li>➤ Plan change in regulatory system (for food products produced)</li> <li>➤ Lead to implement changes in regulatory system (for food products produced)</li> <li>➤ Monitor changes implemented in regulatory system (for food products produced)</li> </ul>		

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**Semester – III**

<b>Title of the Paper</b>	<b>FOOD SCIENCE &amp; NUTRITION</b>
<b>Course Code</b>	<b>UM3BVGFP01</b>
<b>Objective</b>	<b>Students will be able to interpret and apply nutrition concepts to evaluate and improve the nutritional health of communities.</b>

<b>Unit</b>	<b>Detail Descriptions</b>	<b>Weightage</b>
<b>1</b>	<b>Introduction to Nutrition</b> Definition of nutrition and health, inter-relationship between nutrition and health. <b>Malnutrition:</b> Definition and types. Reference man and reference women.	<b>25%</b>
<b>2</b>	<b>Food and water</b> Definition of food, classification of foods based on origin, pH, nutritive value. Basic five food groups, food guide pyramid. Functions of foods. New concepts of food: 15 10% health foods, ethnic foods, organic foods, functional foods, nutraceuticals, fabricated foods, extruded foods, convenience foods, junk foods, GM foods and proprietary foods. Water: functions, sources, requirement, water balance, toxicity and deficiency.	<b>25%</b>
<b>3</b>	<b>Vitamins</b> Classification, structure, function, sources, general causes for loss in foods, bioavailability, enrichment, fortification and restoration. Units of measurement. Deficiency and toxicity disorders	<b>25%</b>
<b>4</b>	<b>Minerals</b> Classification of minerals. Functions, sources, bioavailability and deficiency of the following minerals- Calcium, Iron, Iodine, Fluorine, Sodium, Potassium. <b>Energy</b> Units of energy, food as a source of energy, basal metabolic rate, factors effecting BMR, total energy Requirement.	<b>25%</b>

**Reference Books:**

1. James L Groff and Sareen S Gropper, (2009) “Advanced Nutrition and Human Metabolism”, Fourth Edition, Wadsworth Publishing Company.
2. Maurice B Shils, Moshe Shike A, Catherine Ross, Benjamin Cabellero, Robert J Cousins, (2006), “Modern Nutrition in Health and Disease”, Lippincott Williams al Wilkins.
3. Michael J Gibney, Ian A Macdonald and Helen M Roche (2003) “Nutrition and Metabolism”, The Nutrition Society Textbook Series, Blackwell Publishing, First Edition.

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**Semester – III**

<b>Title of the Paper</b>	<b>CLIMATE CHANGE &amp; SUSTAINABLE DEVELOPMENT</b>
<b>Course Code</b>	<b>UM3BVGFP02</b>
<b>Objective</b>	To understand the global environment change and causes & Effects of environment change

<b>Unit</b>	<b>Detail Descriptions</b>	<b>Weightage</b>
<b>1</b>	<b>Understanding Global Environmental Change</b> Understanding relationship between Society, Economy, Environment Causes and Effects of Environmental change Role of Individual in prevention of pollution <b>Climate Change</b> Greenhouse Gases Emissions-Mitigation-Policies and Protocols Growing Threat of Climate change in India Climate change and Global Warming Green Solution for Disaster Risk Reduction and Climate Change	50%
<b>2</b>	<b>Water, land and Bio-diversity Management</b> Water Crisis Demands and Trends Resource Management Sustainable Land Management Bio-diversity Water conservation Rainwater harvesting Watershed management <b>Sustainable Development</b> Sustainable Urban future Rural Development Business Responsibility – One Case Study	50%

**Reference Books:**

1. Erach Barucha, Text book of Environmental Studies for undergraduate Courses, Publisher University.

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**Semester – III**

<b>Title of the Paper</b>	<b>FUNCTIONAL ENGLISH FOR EXECUTIVES</b>
<b>Course Code</b>	<b>UM3BVGFP03</b>
<b>Objective</b>	<b>Enhancing the reading ability of students &amp; Enhancing the spontaneous speaking skills</b>

<b>Units</b>	<b>Detail Description</b>	<b>Weightage</b>
<b>1</b>	Speech – basic grammar rules in English Enhancing the reading ability of students (at a speed of minimum 150 words per minute with appropriate stress, voice modulation and correct pronunciation). Practice of reading newspapers viz., The Hindu, Indian Express, Business Line, Economic Times., etc. and magazines like business world etc. Enhancing the spontaneous writing skill– writing articles on simple topics given preparing speeches preparing reports on various events / functions; Writing letters assuming various capacities and various situations	<b>50%</b>
<b>2</b>	Enhancing the spontaneous speaking skills– self introduction at various forums and during interviews Effective Public Speaking (EPS) – Role playing Mock interviews for recruitment Mock press meets Enhancing the presentation skills of the students Individual seminar presentation and Group seminar presentation. Enhancing the interpersonal communication skill Reading ability of students.	<b>50%</b>
<b>Practical</b>	Group Discussion (organized into 4 or 5 groups and the groups may be given a management problem relating to real life experiences of retail industry in the country or the world)	

**Reference Books:**

1. Rachna, Sagar, Functional English.
2. Thomas Bloor, The Functional Analysis Of English.

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**Semester – III**

<b>Title of the Paper</b>	<b>MANAGEMENT INFORMATION SYSTEM</b>
<b>Course Code</b>	<b>UM3BVGFP04</b>
<b>Objective</b>	<b>To understand Telecommunication Revolution, internet, email, intranet and teleconferencing</b>

<b>Unit</b>	<b>Detail Description</b>	<b>Weightage</b>
<b>1</b>	Introduction to Information Systems definition features steps in implementation of MIS need for information, information system for decision making MIS as competitive advantages MIS structures MIS - Strategic information system MIS support for planning - organizing – controlling MIS for specific functions - personnel	<b>50%</b>
<b>2</b>	finance, marketing, inventory, production Data Base Management System Models hierarchical -network - relational - modular Telecommunication revolution Introduction to Email, internet, intranet and teleconferencing, www architecture	<b>50%</b>
<b>Practical</b>	Filing of forms for registration, returns and assessment	

**Reference Books:**

1. N.D. Kapoor, Elements of Mercantile Law.
2. Shukla M.C., A Manual of Mercantile Law.
3. Venkatesan, Hand Book of Mercantile Law.
4. Pandia R. H., Mercantile Law.
5. K. P. Kandasami, Banking Law & Practice.

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**Semester – IV**

<b>Title of the Paper</b>	<b>Food Regulatory Affairs Manager - II</b>
<b>Course Code</b>	<b>UM4BVSFP01</b>
<b>Objective</b>	<b>To enable the candidate to design, develop, implement and change food regulatory systems in the organization</b>

*(This syllabus/ curriculum has been approved by FICSI)*

<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>01</b>	<b>Prepare representations to regulatory authorities and for new product registrations</b>	<b>FIC/N9013</b>
<b>KEY LEARNING OUTCOMES</b>		
<b>SCOPE:</b>		
<ul style="list-style-type: none"> <li>➤ Prepare representation documents to regulatory authorities (for food products produced)</li> <li>➤ Liaise with regulatory authorities (for food products produced)</li> <li>➤ New product registrations (for food products produced)</li> </ul>		



**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
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**Semester – IV**

<b>Title of the Paper</b>	<b>FOOD PLANT LAYOUT</b>
<b>Course Code</b>	<b>UM4BVGFP01</b>
<b>Objective</b>	<b>Overall simplification of production process in terms of equipment utilization, minimization of delays, reducing manufacturing time, and better provisions for maintenance.</b>

<b>Units</b>	<b>Detail Descriptions</b>	<b>Weightage</b>
<b>1</b>	<b>Introduction</b> Definition, Basic concepts of plant layout and design with special reference to food process industries. Application of HACCP concept, ISO, FPO & MPO requirements in food plant layout and design	<b>25%</b>
<b>2</b>	<b>Plant Location</b> Influence of location on plant layout, location factors, location theory and models, Economic plant size, types of manufacturing processes like continuous, repetitive and intermittent processes. <b>Plant Layout</b> Preparation of a Plant Layout, Plant Layout problem, importance, objectives, classical types of layouts. Evaluation of layout. Advantages of good layout	<b>25%</b>
<b>3</b>	<b>Plant Building</b> Considerations in building design, type of factory buildings, choice of building construction, material for floors, foundation, walls, doors, windows, drains etc., ventilation, fly control, mold prevention and illumination in food processing industries.	<b>25%</b>
<b>4</b>	<b>Plant layout &amp; Equipment Layout</b> Plant layout and design of bakery and biscuit industries; fruits and vegetables processing industries including beverages; milk and milk products; meat, poultry and fish processing industries.	<b>25%</b>

**Reference Books:**

1. Antonio Lopez-Gomez, Gustavo V. Barbosa-Canovas, (2005), "Food Plant Design", CRC Press Publishers.
2. J. Peter Clark, (2008), "Practical Design, Construction and Operation of Food Facilities", Academic Press Publishers.
3. John Holah, H. L. M. Lelieveld, (2011), "Hygienic Design of Food Factories", Elsevier Publication.
4. Zacharias B. Maroulis, George D. Saravacos, (2007), "Food Plant Economics", CRC Press Publishers.

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
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**Semester – IV**

<b>Title of the Paper</b>	<b>ENTREPRENEURSHIP DEVELOPMENT PROGRAMME</b>
<b>Course Code</b>	<b>UM4BVGFP02</b>
<b>Objective</b>	<b>To understand the basic concept of entrepreneurship</b>

<b>Units</b>	<b>Description in Detail</b>	<b>Weightage</b>
<b>1</b>	Understanding Entrepreneurship: Meaning of Entrepreneurship characteristics, skills, functions and types of entrepreneurship entrepreneur - Role of entrepreneurship in economic development Entrepreneurial success and failures. Concept of Entrepreneur Entrepreneurial Motivation, Entrepreneurial Process Factors affecting entrepreneur growth, economic and non-economic Entrepreneurship development programmes – need, objectives, phases and evaluation Institutional support to entrepreneurs	<b>50%</b>
<b>2</b>	Finance Management in current operations and expansion of capital Role of Small Business in the national economy, National Policies for small business development, Governmental and Non-Governmental assistance Contribution of Commercial Banks in promoting and servicing small business. Small business and modern technology	<b>50%</b>

**Reference Books:-**

1. C. B. Gupta & N.P. Srinivasan, Entrepreneurial Development.
2. Charantimath, Entrepreneurship Development Small Business Enterprises.
3. Kuratko & Hodgetts, Cengage, Entrepreneurship in the new Millennium.
4. Roy, Entrepreneurship.
5. S.S. Kharka, S. Chand, Entrepreneurial Development
6. Sahay & Sharma, Entrepreneurship & New Venture Creation.

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**Semester – IV**

<b>Title of the Paper</b>	<b>SOFT SKILLS AND PERSONALITY DEVELOPMENT</b>
<b>Course Code</b>	<b>UM4BVGFP03</b>
<b>Objective</b>	<b>To Develop personality skill of the students</b>

<b>Units</b>	<b>Description in Detail</b>	<b>Weightage</b>
<b>1</b>	Attitude, Process of attitude formation, How to build a success attitude, Spot analysis, Self-management techniques, Self-image and self-esteem, Building self-confidence, Power of irresistible enthusiasm, etiquettes and manners in a group, public speaking, oral and written communication, Body language, Importance of listening and responding, Tips for technical writing. Development of Communication & Co-operation- Suitable behaviour towards customers, Influence in skill, Creativity in presentation & projection and Multi- cultural skills	50%
<b>2</b>	Introduction to Personality- Basic of Personality, Human growth and Behavior, Theories in Personality, Motivation; Techniques in Personality development – Self- confidence, Mnemonics, Goal setting, Time Management and effective planning, Techniques in Personality Development - Stress Management, Meditation and concentration techniques, Self- hypnotism, Self- acceptance and Selfgrowth. Co-ordination while working in a team, Leadership styles, Leader & Team player, Management of conflict, Profiles of great and successful personalities, Role of career planning in personality development, How to face personal interviews and group discussions.	50%
<b>Practical</b>	To evaluate presentation skills and team work of students	

**Reference Books:**

1. Atkinson and Hilgard's, Edward E. Smith, Introduction to Psychology Susan Nolen-Hoeksema, Barbara Fredrickson, Geoffrey Loftus
2. Indrajit Bhattacharya, an Approach to Communication Skills Delhi.
3. Rajiv K. Mishra, Rupa & Co., Personality Development.
4. Ravi Aggarwal, Communication Today & Tomorrow by Sublime Publications, Jaipur
5. Varinder Kumar, Bodh Raj, Manocha, Business Communication Skills by Kalyani Publishers, New Delhi.

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**Semester – IV**

<b>Title of the Paper</b>	<b>ACCOUNTING APPLICATIONS</b>
<b>Course Code</b>	<b>UM4BVGFP04</b>
<b>Objective</b>	<b>Learn Basic Accounting concept and financial statement analysis</b>

<b>Units</b>	<b>Description in Detail</b>	<b>Weightage</b>
<b>1</b>	Basic Accounting concepts - Kinds of Accounts – Financial Accounting vs. Cost Accounting - Financial Accounting vs. Management Accounting - Double Entry Book Keeping – Rules of Double Entry System – Preparation of Journal and Ledger Accounts problems - Subsidiary books - cash book – types of cash book - problems - purchase book - sales book - sales return and purchase return books.  Trial balance - Errors – types of errors - Rectification of errors – problems – Bank reconciliation statement – problems.	50%
<b>2</b>	Manufacturing - Trading - Profit & Loss Account - Balance sheet. – Problems with simple adjustments. Financial Statement Analysis Techniques, Preparation of Cost Statements-Cost Data collection, Cost Sheet formats, Preparation of Cost Sheets (historical cost sheets and estimated cost sheets), Fundamentals of Management Accounting : Marginal Costing and Break-even analysis – basic knowledge, Application of Marginal Costing for decision-making.	50%
<b>Practical</b>	Filing of forms for registration, returns and assessment	

**Reference Books:**

1. Grewal, T.S. : Double Entry Book Keeping
2. Gupta and Radhaswamy : Advanced Accountancy
3. Gupta R.L. : Advanced Accountancy
4. Inamdar, S. M.: Cost & Management Accounting
5. Jain and Narang : Advanced Accountancy
6. Jain, S/ Narang, K.: Advanced Cost Accounting
7. Saxena, V/ Vashist, C: Advanced Cost & Management Accounting
8. Shukla and Grewal : Advanced Accountancy

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
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**Semester – VI**

<b>Title of the Paper</b>	<b>Production Manager - II</b>
<b>Course Code</b>	<b>UM6BVSFP01</b>
<b>Objective</b>	Better understanding of modern production techniques. Better understanding of quality management.

*(This syllabus/ curriculum has been approved by FICSI)*

S.No	Module/Topic	NOS Code
01	Manage documentation system and implement safety and environmental policies in food processing unit	FIC/N9016
<b>KEY LEARNING OUTCOMES</b>		
<b>SCOPE:</b>		
<ul style="list-style-type: none"><li>➤ Implement and monitor documentation system in production process</li><li>➤ Implement and monitor safety and environmental management policies and procedures</li></ul>		

**Reference Books:**

Surinder Kumar, Production Management, Manufacturing Management, Satya Prakashan.

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**Semester – VI**

<b>Title of the Paper</b>	<b>TECHNOLOGY OF BEVERAGES</b>
<b>Course Code</b>	<b>UM6BVGFP01</b>
<b>Objective</b>	provide an adequate knowledge and critical approach to develop projects related to the production of several types of alcoholic beverages, considering innovative technologies and modern quality evaluation procedures of the products

<b>Units</b>	<b>Detail Description</b>	<b>Weightage</b>
<b>1</b>	<b>Introduction to beverages</b> Types of beverages and their importance, status of beverage industry in India, Manufacturing technology for juice-based beverages, synthetic beverages; technology of still, carbonated, low-calorie and dry beverages, isotonic and sports drinks; role of various ingredients of soft drinks, carbonation of soft drinks.	<b>25%</b>
<b>2</b>	<b>Manufacturing process of beverages</b> Beverages based on tea, coffee, cocoa, spices, plant Extracts, herbs, nuts, Dairy-based beverages. Chemical composition and processing of tea and coffee and their quality assessment. <b>Types of tea:</b> black tea, green tea, oolong tea. <b>Types of coffee:</b> Vacuum coffee, drip coffee, iced coffee. Espresso coffee, instant coffee. <b>Decaffeination of Coffee types of decaffeination:</b> Roselius method, swiss water process, direct and indirect method, triglyceride method, carbondioxide method.	<b>25%</b>
<b>3</b>	<b>Alcoholic beverages</b> Types, manufacture and quality evaluation; the role of yeast in beer and other alcoholic beverages, ale type beer, lager type beer, technology of brewing process, equipments used for brewing and distillation, wine and related beverages, distilled spirits.	<b>25%</b>
<b>4</b>	<b>Packaged drinking water</b> Definition, types, manufacturing processes, quality evaluation and raw and processed water, methods of water treatment, BIS quality standards of bottled water; mineral water, natural spring water, flavoured water, carbonated water.	<b>25%</b>

**Reference Books:**

1. Manay, N.S, Shandaksharaswamy, M., (2004), “Foods- Facts and Principles”, New Age International Publishers, New Delhi,
2. Nicholas Dege. (2011), “Technology of Bottled water”. Blackwell publishing Ltd, UK.
3. Potter, N.N, Hotchkiss, J.H. (2000), “Food Science”. CBS Publishers, New Delhi.
4. Srilakshmi, B. Food Science (3rd Edition) (2003), New Age International (p) Limited Publishers, New Delhi,

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
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**Semester – VI**

<b>Title of the Paper</b>	<b>Organization Behaviour</b>
<b>Course Code</b>	<b>UM6BVGFP02</b>
<b>Objective</b>	<b>To make students aware about organizational policies, practices, strategies in corporate world.</b>

<b>Units</b>	<b>Detail Description</b>	<b>Weightage</b>
<b>1</b>	<p>Concept, Nature of organization behaviour, Study of OB Model, Managerial Skill, Organization Structure- Types of Organization Design.</p> <p>Concept of Group  Types of Group  Stages of Group Development  Usefulness of Groups in Organization  Pitfalls of Group</p>	50%
<b>2</b>	<p><b>GROUP BEHAVIOUR</b>  Organization structure – Formation – Groups in organizations – Influence – Group dynamics – Emergence of informal leaders and working norms – Group decision making techniques – Team building - Interpersonal relations – Communication – Control.</p> <p><b>LEADERSHIP AND POWER</b>  Meaning – Importance – Leadership styles – Theories – Leaders Vs Managers – Sources of power – Power centers – Power and Politics.</p> <p><b>DYNAMICS OF ORGANIZATIONAL BEHAVIOUR</b>  Organizational culture and climate – Factors affecting organizational climate – Importance. Job satisfaction – Determinants – Measurements – Influence on behavior. Organizational change – Importance – Stability Vs Change – Proactive Vs Reaction change – the change process – Resistance to change – Managing change. Stress – Work Stressors – Prevention and Management of stress – Balancing work and Life. Organizational development – Characteristics – objectives –. Organizational effectiveness -Developing Gender sensitive workplace.</p>	50%

**Reference Books:**

1. Fred Luthans, Organisational Behavior, McGraw Hill, 11th Edition, 2001.
2. K. Aswathappa, Organization Behaviour, Himalaya Publishing House.
3. Stephen P. Robbins, Timothy A Judge, SeemaSanghi, Organisational Behavior, Pearson Education , 13th edition, 2009.

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
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**Semester – VI**

<b>Title of the Paper</b>	<b>Communication Competencies for Professional Advancement</b>
<b>Course Code</b>	<b>UM6BVGFP03</b>
<b>Objective</b>	<b>Learning the Craft of Winning the Job-Interview &amp; Individual development for Professional Effectiveness</b>

<b>Units</b>	<b>Detail Description</b>	<b>Weightage</b>
<b>1</b>	<p><b>Interviews - Learning the Craft of Winning the Job</b></p> <p><b>Interview</b>-Types of interview, Job interviews, The interviewee and the interviewer, Dress code, Facing an Interview board, Preparation.</p> <p><b>Telephonic Interviews:</b> Rationale for a Telephone Interview? How You are Evaluated During a Phone Interview, Telephone vs. Face-to-Face Interviews, Preparing For a Telephone Interview, Phone Interview Etiquette.</p> <p><b>After the interview</b> - Thank-you letters to interviewers. Accepting job offers, declining job offers, notifying your present employer that you are taking a new job, responding to a rejection notice after an interview.</p>	50%
<b>2</b>	<p><b>Individual development for Professional Effectiveness</b></p> <p>Personal Skills: Developing Self-Awareness, Applying Emotional Intelligence: Managing Personal Stress, Frustration, and Aggression, Self-Management: Clarifying Values, Setting Goals, and Planning, Solving Problems Analytically and Creatively.</p> <p><b>Programming for Excellence</b> – Rapport, Anchors Nonverbal communication – Impact of body- language, space, time and paralanguage in business. Personal productivity, Continuous improvement and ‘branding you’.</p> <p><b>Maximising Relationships &amp; Team Playing:</b> Understanding the Nature of Relationships, Managing Relationships with Your Direct Reports, Bosses, and Peers, Building Relationships by Communicating Supportively, Organisational structure and communication, Succeeding as a team player, Gaining Power and Influence, Motivating Others, Empowering and Delegating, Building Effective Teams and Teamwork, Restoring Injured Relationships, Leading Positive Change.</p>	50%



## Reference Books:

1. Acy L. Jackson and C. Kathleen Geckeis How to prepare your curriculum Vitae, Tata McGraw Hill.
2. David A. Whetten, Kim S. Cameron, Developing Management Skills, 8/E ,Pearson Education
3. Jean Naterop & Rod Revell, Telephoning In English, Cambridge University Press.
4. Jon L. Pierce & John Newstrom, Manager's Bookshelf, 9/E , Prentice Hall
5. Jonamay Lambert,& Selma Myers,50 activities for diversity Training, Books, HRD press,2003
6. Joseph O'Connor &John Seymour, Training with NLP, Thorsons.
7. Julie Hay, Transformational Mentoring, Creating Developmental Alliances for Changing Organisational Cultures , Sherwood Publishing
8. Lesikar & Flatley, Basic Business communication- Tata McGraw Hill.
9. Marshal Goldsmith & Louis Carter, Best Practices in Talent Management, Pfeiffer Publications.
10. Mary Ann Keubeled, Living Learning, A Reader in Theme Centred Interaction, Media House, Delhi.
11. Mathukkutty M. Monippally, Business Communication Strategies, Tata McGraw Hill
12. Mcgrath S J, Basic Managerial Skills for All , Pearson Education
13. Paula Caproni ,Management Skills for Everyday Life, 3/E , Pearson Education
14. Stephen P. Robbins, Self Assessment Library 3.4 for Supervision Today! Pearson Education
15. Stephen P. Robbins, Phillip L Hunsaker ,Training in Interpersonal Skills: TIPS for Managing People at Work, 6/E Pearson Education
16. Webster's New World Letter Writing Handbook

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
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**Semester – VI**

<b>Title of the Paper</b>	<b>Human Resource Management</b>
<b>Course Code</b>	<b>UM6BVGFP04</b>
<b>Objective</b>	<b>To Understand the concept of Recruitment, Selection, Training, Performance Appraisal, Employee discipline in an organization</b>

<b>Units</b>	<b>Detail Description</b>	<b>Weightage</b>
<b>1</b>	<p><b>Human Resources Management Introduction</b>            Overview of hospitality industry, Managing human resources, Defining HR, Human resources responsibilities, Managing diversity, HR policy and procedures, Steps in HR policy and procedure development, documentation and record keeping</p> <p><b>Securing Human Resources</b>  <b>Job design:</b> Job enlargement, Job enrichment, Socio technical systems, Quality circles, Empowerment, Job analysis, Job description, Job specification</p> <p><b>Recruitment:</b> Sources &amp; techniques, Requirement practices in India.  <b>Selection:</b> steps in selection process- Tests, interviews, reference checks, Appointment, Induction</p>	<b>50%</b>
<b>2</b>	<p><b>Performance Management</b>  <b>Training:</b> Individual on the job training, Individual off the job training methods, Introduction to group training methods, Training evaluation, Performance management, Behavioral improvement tactics, Employee separation.</p> <p><b>Compensations &amp; Rewards Management:</b> Job evaluation, Performance appraisal, Direct financial compensation, Indirect financial compensation, Nonfinancial compensation, Fringe benefits, Promotion, Transfer, Labour turnover</p> <p><b>Employee discipline:</b> Grievance handling, Negative and Positive Discipline, Situation reports, Conduct of enquiry, Award of punishment, Termination of employment</p>	<b>50%</b>

**Reference Books:**

1. Chuck Y Gee, International Hotel Management.
2. Debra F. Cannon and Catherine M. Gustafson, Training and Development for the Hospitality Industry.
3. Dennis Nickson, Human Resource Management for the Hospitality and Tourism Industries.
4. Jagmohan Negi, Human Resource Development & Management in the Hotel Industry.
5. R.K. Malhotra, Human Resource Issues in Hotel Industry.

# N. S. PATEL ARTS (AUTONOMOUS) COLLEGE

## Bachelor of Vocation (Journalism & Mass Communication)

### Semester: I

<b>Title of the Paper</b>	<b>Correspondent</b>
<b>Course Code</b>	<b>UM1BVSJM01</b>
<b>Objective</b>	<b>To generating ideas of print media and electronic media.</b>

*(This syllabus/ curriculum has been approved by MESC)*

<b>Role Description</b> Member of the editorial department, responsible for gathering news and filing stories		
<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>01</b>	Generate Ideas for Journalism Projects	MES/ N 1901
<b>KEY LEARNING OUTCOMES</b>		
<b>PERFORMANCE CRITERIA</b> <ul style="list-style-type: none"><li>• Generating ideas for different types of content</li><li>• For journalism projects across a range of media including print (newspapers and magazines), television, radio and online (web, mobile and other emerging platforms)</li><li>• For journalism projects across media that provide/ disseminate information at different times/ frequencies: daily – e.g. newspapers, evening news bulletins; weekly, fortnightly, monthly etc. – e.g. magazines and continuous/ Ongoing – e.g. news websites, news TV channels etc.</li><li>• Identifying possible constraints<ul style="list-style-type: none"><li>• Effectively articulating the idea</li></ul></li></ul>		
<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>02</b>	Undertake Research for Journalism Projects	MES/ N 1902
<b>KEY LEARNING OUTCOMES</b>		
<b>PERFORMANCE CRITERIA</b> <ul style="list-style-type: none"><li>• Evaluating story ideas</li><li>• For journalism projects across a range of media including print (newspapers and magazines), television, radio and online (web, mobile and other emerging platforms)</li><li>• For journalism projects across media that provide/ disseminate information at different times/ frequencies: daily – e.g. newspapers, evening news bulletins; weekly, fortnightly, monthly etc. – e.g. magazines and continuous/ Ongoing – e.g. news websites, news TV channels etc.</li><li>• Undertaking research for journalism projects • Presenting the information gathered</li></ul>		
<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>03</b>	Conduct an Interview	MES/ N 1904
<b>KEY LEARNING OUTCOMES</b>		
<b>PERFORMANCE CRITERIA</b> <ul style="list-style-type: none"><li>• Undertaking set-up activities</li><li>• Conducting different types of interviews</li></ul>		

S.No	Module/Topic	NOS Code
04	Undertake Field Reporting	MES/ N1905
<b>KEY LEARNING OUTCOMES</b>		
<b>PERFORMANCE CRITERIA</b>		
<ul style="list-style-type: none"> <li>• Undertaking reporting for applicable media from outdoor locations</li> <li>• Locations may include public spaces, government buildings, venues hosting large events, homes and offices of public and private figures, open spaces etc.</li> <li>• Managing safety at the location</li> </ul>		
S.No	Module/Topic	NOS Code
05	Write and Edit Copy	MES/ N1906
<b>PERFORMANCE CRITERIA</b>		
<ul style="list-style-type: none"> <li>• Undertaking copy-writing/ script-writing for various media and types of stories Note:</li> <li>• Each of these writing and editing styles can be broken up into a specialized skill (by medium, by type of writing) and taught separately using relevant examples and practical techniques. At this stage the attempt is to set an overarching standard, and thus, a more generic approach has been adopted</li> </ul>		
S.No	Module/Topic	NOS Code
06	Understand Audio Visual Aids	MES/ N1907
<b>PERFORMANCE CRITERIA</b>		
<ul style="list-style-type: none"> <li>• Understanding and planning for audio visual aids</li> <li>• Presenting information using audio visual aids</li> </ul>		
S.No	Module/Topic	NOS Code
07	Comply with Applicable Law and Regulation	MES/ N1912
<b>PERFORMANCE CRITERIA</b>		
<ul style="list-style-type: none"> <li>• Familiarizing oneself with each of the applicable legal and regulatory norms, codes of conduct and ethics</li> <li>• Complying with the legal and regulatory requirements of the specific organization/ individual commissioning the content</li> </ul>		
S.No	Module/Topic	NOS Code
08	Maintain workplace health and safety	MES/ N104
<b>PERFORMANCE CRITERIA</b>		
<ul style="list-style-type: none"> <li>• Understanding the health, safety and security risks prevalent in the workplace</li> <li>• Knowing the people responsible for health and safety and the resources available</li> <li>• Identifying and reporting risks • Complying with procedures in the event of an emergency</li> </ul>		

#### Reference Books:

1. Andrew Beck & Peter Bennet: Communication Studies. 6. Rogers and Singhal: India's Communication Revolution.
2. D S Mehta: Mass Communication and Journalism in India.
3. Dr. J V Vilanilam: Mass Communication in India.
4. G.C.Aswathy: 'Broadcasting in India'. 8. Mehra Masani: 'Broadcasting and the Peop
5. Keval J Kumar: Mass Communication in India, Jaico Publishing House, New Delhi, 2005.
6. Uma Joshi: Textbook of Mass Communication and Media, Anmol Publications New Delhi, 1999.

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**Bachelor of Vocation (Journalism & Mass Communication)**  
**Semester: I**

<b>Title of the Paper</b>	<b>Origin and Growth of Media</b>
<b>Course Code</b>	<b>UM1BVGJM01</b>
<b>Objective</b>	<b>Explain how different technological transitions have shaped media industries</b>

<b>Unit</b>	<b>Title and Descriptions</b>	<b>Weightage</b>
1	Historical Development of Press in India. Role of Press in India's Freedom Movement. Study of Leading News Paper of India Since 1947.	35%
2	Development of Radio as a Medium of Mass Communication in India Growth of FM & Setelite Radio. Community Radio in India..	35%
3	Development of TV as a Medium of Mass Communication in India. Growth of DTH, IPTV, Setelite Channel in India.	30%

**Reference Books:**

1. Kumar J Keval : Mass Communication India:JaicoPublication:india
2. Press in India:Annual Report of Registrar if NewPaper for India: Publication Division:New Delhi

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**Bachelor of Vocation (Journalism & Mass Communication)**  
**Semester: I**

<b>Title of the Paper</b>	<b>Micro Economics</b>
<b>Course Code</b>	<b>UM1BVGJM02</b>
<b>Objective</b>	<b>To Understand the Recent Trends in Economics.</b>

<b>Units</b>	<b>Detail Descriptions</b>	<b>Weightage</b>
<b>1</b>	<b>Introduction to Economics</b> Concept and Definition of Economics The Economic Problems: Scarcity and Choice Basic Principles of Economics – introduced an overview of what Economics is all about.	<b>25%</b>
<b>2</b>	<b>Nature and Scope of Economics</b> Positive and Normative Economics The role of Assumptions in Economics Economic Models: The Circular-Flow Diagram The Production Possibilities Frontier Micro and Macro Economics	<b>25%</b>
<b>3</b>	<b>Product Pricing</b> <b>Demand:</b> Concept and Meaning, Law of Demand, Change and Shift in Demand <b>Supply:</b> Concept and Meaning, Law of Supply, Change and Shift in Supply <b>Supply and Demand Together:</b> The Equilibrium price Concept or Price Determination by the forces of Demand and Supply Curves	<b>25%</b>
<b>4</b>	<b>Factor Pricing</b> Marginal Productivity theory Concept of Wage, Profit, Rent and Interest Theory of Rent and Profit	<b>25%</b>

**Reference Books:**

1. Dwivedi D. N., (2007) Micro Economics Theory, Vikas Publishing House.
2. Ellen Miller, Micro Economics, Tata McGraw-Hill.
3. H. L. Ahuja, Advanced Economic Theory.
4. Lipy & Chrystal, Economics, Oxford University Press.
5. N. Gregory Mankiw, Principles of Micro Economics, Thomson South-Western.
6. Paul. A Samuelson, William D. Nordhaus, Economics –McGraw Hill Education, New Delhi.
7. Robert S. Pindyck, Daniel L. Rubinfeld, Prem L. Mehta, Micro Economics.
8. Stonier A W & Hague D C., (1953), A Textbook of Economics Theory, Long Group.

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**Bachelor of Vocation (Journalism & Mass Communication)**  
**Semester: I**

<b>Title of the Paper</b>	<b>Business English - I</b>
<b>Course Code</b>	<b>UM1BVGJM03</b>
<b>Objective</b>	<b>Develop basic skills to deal with people in business situations.</b>

<b>Units</b>	<b>Detail Descriptions</b>	<b>Weightage</b>
<b>1</b>	<b>Understanding Business Communication:</b> Nature and Scope of Communication Non-Verbal Communication Cross-cultural Communication Technology- enabled Business	<b>40%</b>
<b>2</b>	<b>Business Correspondence I:</b> Business Writing Business Correspondence Instructions Business Reports and Proposals Careers and Resumes	<b>40%</b>
<b>3</b>	<b>Business Vocabulary I</b> General Vocabulary(GSL) Business Vocabulary	<b>20%</b>
<b>Practical</b>	Simulation I:- situational conversation/ Role play Presentation Skill I: Presentation	

**Reference Books:-**

1. Andrea B Geffner, Business English the writing skills you need for Today's workplace (Barron's Educational Series, 2010).
2. Evan Frendo, How to Teach Business English.
3. Meenakshi Raman and Sangeeta Sharma, Technical Communication 'Principles and Practice' Oxford University Press, New Delhi, 2004.
4. Minakshi Raman, Business Communication (with CD) 2<sup>nd</sup> Edition Oxford University Press, New Delhi, 2012.
5. Myron W Lustig, Intercultural Competence: Interpersonal Communication Across Culture 6<sup>th</sup> Edition.

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
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**Semester: I**

<b>Title of the Paper</b>	<b>Use of ICT - I</b>
<b>Course Code</b>	<b>UM1BVGJM04</b>
<b>Objective</b>	<b>To introduce the students with MS Excel which enable them to analyze and interpret of data for decision making and also enhance their skill based learning</b>

<b>Units</b>	<b>Detail Descriptions</b>	<b>Weightage</b>
<b>1</b>	<p><b>Fundamentals of computers</b>            Characteristics of a computer            Block Diagram of a computer,            Terms Hardware, software, Firmware, Liveware            Different types of software: System Software, Application software,            Operating system and different types of Operating system: DOS, WINDOWS 98/7.0            Overview of a computer system            Types of computers            Applications of computers,            Configuration for buying a computer            Input and Output Devices of the computer</p>	<b>50%</b>
<b>2</b>	<p><b>Windows Operating system and Introduction to Word processor</b>            Difference between Dos and windows operating system            Advantages of windows operating system            Introduction to Ms-office            What is word processing            Applications of word processor  <b>Advanced MS-Word</b>            Creating Hypertext links with drag-and drop            Using Hyperlinks between word documents            Using spelling and grammar Tool            Autotext and Autocorrect entries            Formatting options like bold italic, subscript, superscript,            character and Animation effects, Change case, Drop Cap options, Header and footer option, formatting indents Table creation, deletion, selection and formatting, Insert Picture, word art and drawing facilities.            Converting text to tables, Importance of mail merge, Creating a mail merge document and data source, Inserting mail merge fields, merge with main document, previewing merged data</p>	<b>50%</b>



<b>Practical</b>
<b>LABORATORY:</b> Theory Exercise + Practical Exercise on units 1 & 2
Practical examination shall be held in the computer lab and evaluation shall be made by the concerned teacher.

**Reference Books:**

1. R.K. Taxali, P.C. Software For Windows 98 Made Simple.
2. S. Jaiswal, A First Course In Computers, Galgotia publications
3. Suresh K Basandra, Computer Today.

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
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**Semester: II**

<b>Title of the Paper</b>	<b>Correspondent TV &amp; Radio</b>
<b>Course Code</b>	<b>UM2BVSJM01</b>
<b>Objective</b>	<b>Demonstrate ability to properly use and operate the studio and field cameras.</b>

*(This syllabus/ curriculum has been approved by MESC)*

<b>Role Description</b>		
Member of the editorial department, responsible for gathering news and filing stories		
<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>01</b>	Public Speaking and News Presentation	MES/ N 1909
<b>KEY LEARNING OUTCOMES</b>		
<ul style="list-style-type: none"> <li>• <b>Undertaking public speaking and news presentation</b> <ul style="list-style-type: none"> <li>• Anchors and presenters in Television</li> <li>• Anchor and presenters in Radio</li> </ul> </li> <li>• However at certain times, journalists who are not always presenters may also be called upon to deliver news and this skill may become relevant to: <ul style="list-style-type: none"> <li>• Print journalists who are called on to provide a video or audio clip for TV, radio or digital media</li> <li>• Field or desk journalists in TV, radio or digital media who in addition to filing a story are also called on to present information in an audio visual format</li> <li>• Freelance journalists/ experts who may be called on to present information and/ or provide expert opinion</li> </ul> </li> </ul>		
<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>02</b>	Report in a Difficult or Hostile Environment	MES/ N 1910
<b>KEY LEARNING OUTCOMES</b>		
<b>PERFORMANCE CRITERIA</b>		
<ul style="list-style-type: none"> <li>• Understand the risks of reporting in hostile/difficult conditions and ensure that the highest quality of planning is undertaken</li> <li>• Think on one's feet, react quickly and manage unpredictable situations – e.g. change in external environment, equipment failure or other types of resource limitations</li> <li>• Determine when risks outweigh the benefits of reporting</li> <li>• How to cease reporting/ return safely back to a base location</li> <li>• Respond promptly to instructions from guides, security etc</li> </ul>		
<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>03</b>	Comply with Applicable Law and Regulation	MES/ N1912
<b>KEY LEARNING OUTCOMES</b>		
<b>PERFORMANCE CRITERIA</b>		
<ul style="list-style-type: none"> <li>• Understand the applicable legal and regulatory framework that apply to one's work using the respective source documents and training material</li> <li>• Identify instances where either one's own or someone else's work may not comply fully with the framework</li> <li>• Understand the risks of non-compliance for oneself and the organization</li> <li>• Ensure that the legal and regulatory requirements specific to the organization are being adhered to</li> </ul>		

<ul style="list-style-type: none"> <li>Escalate instances of non-compliance to one's editorial supervisor and/ or compliance officer as applicable</li> </ul>	
<b>GUIDELINE FOR ASSESSMENT TRAINEES</b>	
<ul style="list-style-type: none"> <li>Generate Ideas for Journalism Projects</li> <li>Undertake Research for Journalism Projects</li> <li>Conduct an Interview</li> <li>Undertake Field Reporting</li> <li>Write and Edit Copy</li> <li>Understand Audio Visual Aids</li> <li>Public Speaking and News Presentation</li> <li>Report in a Difficult or Hostile Environment</li> <li>Comply with Applicable Law and Regulation</li> <li>Maintain workplace health and safety</li> </ul>	<p>10%</p> <p>10%</p> <p>10%</p> <p>15%</p> <p>10%</p> <p>10%</p> <p>10%</p> <p>10%</p> <p>10%</p> <p>05%</p>

**Reference Books:-**

1. Agee, Ault & Emery: Introduction to Mass Communications, Harper and Row, New York, 1985.
2. Andrew Boyd: Broadcast Journalism, Techniques of Radio and Television News, Focal Press, London.
3. Harper and Row, New York, 1985. 2. Joseph R. Dominick: The Dynamics of Mass Communication, McGraw Hill, New Delhi.
4. James Watson and Anne Hill: A Dictionary of Communication and Media Studies, Edward Arnold Group, London.
5. John Vivian: The Media of Mass Communication, Allyn and Bacon.
6. Joseph A Devito: Communicology: An Introduction to the study of Communication,
7. Oxford: International Encyclopedia of Communications.
8. Spencer Crump: Fundamentals of Journalism, McGraw Hill Book Company.

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
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**Semester: II**

<b>Title of the Paper</b>	<b>Introduction to Broadcast Media</b>
<b>Course Code</b>	<b>UM2BVGJM01</b>
<b>Objective</b>	<b>Evaluate and critique broadcast and production practices both holistically and in terms of their component parts</b>

<b>Unit</b>	<b>Title and Description</b>	<b>Weightage</b>
<b>1</b>	Introduction to broadcasting – definition of broadcasting; broadcast technology: earth station, teleport, uplinking, downlinking, transmission, cable, terrestrial and satellite transmission	<b>25%</b>
<b>2</b>	Elements of audio visual communication – evolution of sound – ear and brain experiments with sound -theory of sound – components of sound – frequency – pitch – amplitude – sound wave – wave length – basics of acoustics – audio elements – voice music – sound effects – role of silence Elements of visual communication – theory of light – visual perception – eye and brain in visual decoding – colour – form – depth – movement – visual language – fundamentals of graphics	<b>25%</b>
<b>3</b>	Characteristics of Radio and Television - Organizational structure of radio and television stations	<b>25%</b>
<b>4</b>	History of radio – Maxwell, Hertz, Marconi, Nicolas Tessla, Jagdish Chandra Bose, Lee De Forest, Charles Fesenden and others; radio as a military/naval communication instrument; radio becomes part of mass media; growth of radio up to 1950s; advent of television; revival of radio in the fragmented post-modern society ,Private FM & community radio. History of radio in India from 1921- Indian radio and colonial legacy; radio in the post-independence era.	<b>25%</b>

**Reference Books:**

1. Agee, Ault & Emery: Introduction to Mass Communications, Harper and Row, New York, 1985.
2. Andrew Boyd: Broadcast Journalism, Techniques of Radio and Television News, Focal Press, London.
3. Harper and Row, New York, 1985. 2. Joseph R. Dominick: The Dynamics of Mass Communication, McGraw Hill, New Delhi.
4. James Watson and Anne Hill: A Dictionary of Communication and Media Studies, Edward Arnold Group, London.
5. John Vivian: The Media of Mass Communication, Allyn and Bacon.
6. Joseph A Devito: Communicology: An Introduction to the study of Communication,
7. Oxford: International Encyclopedia of Communications.
8. Spencer Crump: Fundamentals of Journalism, McGraw Hill Book Company.

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
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**Semester: II**

<b>Title of the Paper</b>	<b>Macro Economics</b>
<b>Course Code</b>	<b>UM2BVGJM02</b>
<b>Objective</b>	<b>To know the how to measuring the national income and monetary and fiscal policy.</b>

<b>Unit</b>	<b>Title and Description</b>	<b>Weightage</b>
<b>1</b>	<b>Nature, Scope and Subject-matter of Macro Economics</b> Nature and Scope of Macro Economics, Economic Activity, Macro Economics Concepts, Theories and Policies, Macro Economic Paradox, Importance of Macro Economic Studies	<b>25%</b>
<b>2</b>	<b>Measuring Nation's Income</b> The Economy's Income and Expenditure, Concept of National Income, Methods for Measuring National Income, Problems and Measurement of National Income, Estimation of National Income in India	<b>25%</b>
<b>3</b>	<b>The Monetary and Credit System</b> The Barter System and its disadvantages, Meaning of Money, Functions of Money, The Kinds of Money, Components of Money, Bank: Meaning, Central Bank: Concept, Functions, Commercial Banks: Concept, Functions, Credit Creation	<b>25%</b>
<b>4</b>	<b>Monetary and Fiscal Policy</b> Monetary Policy: Meaning and Content of Monetary Policy, its Objectives, Role of Monetary policy in a Developing Country, Efficacy and Limitations Of Monetary Policy. Fiscal policy: Concept of Fiscal Policy and Instruments of Fiscal Policy, its Objectives, Role of Fiscal policy in a Developing Country, Limitations of Fiscal Policy.	<b>25%</b>

**Reference Books:**

1. C. Rangarajan, B. H. Dholakiya, Principles of Macro Economics, Tata McGraw Hill Publishing Company Limited, New Delhi
2. D. M. Mithani, Macro Economics, Himalaya Publishing House .
3. Errol D'Souza, Macro Economics, Pearson Education, New Delhi
4. Gardner Ackley, Macro Economic Theory, The Macmillan Company, New York
5. H. L. Ahuja – S. Chand, Macro Economics Theory and Policy., New Delhi
6. N. Gregory Mankiw, Macro Economics, Thomson South-Western
7. N. Gregory Mankiw, Principles of Economics, Thomson South-Western.
8. Rudiger Dornbsch, Stanley Fischer, Macro Economics, Tata McGraw-Hill Education, New Delhi.

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**Bachelor of Vocation (Journalism & Mass Communication)**  
**Semester: II**

<b>Title of the Paper</b>	<b>Business English - II</b>
<b>Course Code</b>	<b>UM2BVGJM03</b>
<b>Objective</b>	<b>Develop basic skills to deal with people in business situations.</b>

<b>Unit</b>	<b>Description in detail</b>	<b>Weightage</b>
I	<b>Inter cultural Competence:-</b> key concept, Cultural and inter cultural Communication, Cultural Diversity, Dialect, Global Village, Social network, intercultural communication, symbolic communication	40 %
II	<b>Developing Oral Communication Skills for Business:</b> Effective Listening, Business Presentations and Public Speaking, Conversations, Interviews, Meeting and Conferences, Group Discussions and Team Presentations, Team Briefing	40%
III	<b>Business Vocabulary II</b> General Vocabulary(GSL) Business Vocabulary	20 %

**Practical**

<b>Unit</b>	<b>Description in detail</b>
I	<b>Simulation II:</b> Negotiation skill, Meeting and Conferences, , Team Briefing
II	<b>Presentation Skill II:</b> Interviews, Group Discussions and Team Presentations

**Reference Books:-**

1. Andrea B Geffner, Business English the writing skills you need for Today's workplace (Barron's Educational Series, 2010).
2. Evan Frendo, How to Teach Business English.
3. Meenakshi Raman and Sangeeta Sharma, Technical Communication 'Principles and Practice' Oxford University Press, New Delhi, 2004.
4. Minakshi Raman, Business Communication (with CD) 2<sup>nd</sup> Edition Oxford University Press, New Delhi, 2012.
5. Myron W Lustig, Intercultural Competence: Interpersonal Communication Across Culture 6<sup>th</sup> Edition.

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**Bachelor of Vocation (Journalism & Mass Communication)**  
**Semester: II**

<b>Title of the Paper</b>	<b>Use of ICT - II</b>
<b>Course Code</b>	<b>UM2BVGJM04</b>
<b>Objective</b>	<b>To introduce the students with MS Excel which enable them to analyze and interpret of data for decision making and also enhance their skill based learning</b>

<b>Unit</b>	<b>Description in Detail</b>	<b>Weightage</b>
<b>I</b>	<b>Introduce Computers</b> General Characteristics of Personal Computers Operating System Concepts (Ms Dos) Internal Commands of Ms-Dos External Commands of Ms-Dos.	25%
<b>II</b>	<b>Introduction to Spreadsheet Software (Ms Excel)</b> What is Spreadsheet or Ms-Excel? Application of MS-Excel, Naming cells Inserting, deleting, and moving Rows ,Columns ,Sheets Formatting cells Auto Format, Number ,Alignment ,Font ,Boarder Charting Charting Wizard, Selecting objects in a chart ,Customizing a Chart Resizing a chart,Printing a chart on a whole page. Formulas,worksheet commands.	50%
<b>III</b>	<b>Introduction to Presentation Software (Ms-PowerPoint)</b> What is PowerPoint? Usefulness and advantages of PowerPoint File operation, edit operation View slide, slide show, header, footer Slide animation, custom animation, slide layout, background	25%

<b>Practical:-</b> Theory Exercise + Practical Exercise on units I/II/III/IV
Practical examination shall be held in the computer lab and evaluation shall be made by the concerned teacher.

**Reference Books:**

1. R.K. Taxali, P.C. Software For Windows 98 Made Simple.
2. S. Jaiswal, A First Course In Computers, Galgotia publications
3. Suresh K Basandra, Computer Today.

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
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**Semester – III**

<b>Title of the Paper</b>	<b>Social Media Manager - I</b>
<b>Course Code</b>	<b>UM3BVSJM01</b>
<b>Objective</b>	<b>Understand which social media metrics to track a campaign</b>

*(This syllabus/ curriculum has been approved by MESC)*

<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>01</b>	Develop social media marketing strategy	MES/N0712
<b>KEY LEARNING OUTCOMES</b>		
<b>SCOPE:</b>		
<ul style="list-style-type: none"> <li>➤ Set-up social media marketing goals</li> <li>➤ Identify and understand the target audience</li> <li>➤ Identify the social media channels and set-up campaign budgets</li> <li>➤ Define KPIs to measure performance of campaigns</li> </ul>		
<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>02</b>	Implement the social media strategy	MES/N0713
<b>KEY LEARNING OUTCOMES</b>		
<b>SCOPE:</b>		
<ul style="list-style-type: none"> <li>➤ Set-up the campaigns</li> <li>➤ Delegate tasks to the team members</li> <li>➤ Review the set-up of campaigns</li> </ul>		
<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>03</b>	Prepare and manage the budget	MES/N0714
<b>KEY LEARNING OUTCOMES</b>		
<b>SCOPE:</b>		
<ul style="list-style-type: none"> <li>➤ Estimating the cost of social media campaign and activities</li> <li>➤ Monitoring the budget</li> </ul>		



**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**Bachelor of Vocation (JOURNALISM & MASS COMMUNICATION)**  
**Semester – III**

<b>Title of the Paper</b>	<b>BASICS OF AUDIO AND VIDEO MEDIA</b>
<b>Course Code</b>	<b>UM3BVGJM01</b>
<b>Objective</b>	<b>To create quality media productions including skills in story development, producing, cinematography, editing, and audio production</b>

<b>Unit</b>	<b>Detail Descriptions</b>	<b>Weightage</b>
<b>1</b>	<b>Characteristics of Sound &amp; Acoustics</b> Speech, music and noise- Mechanism of hearing of human ear.- Concept of stereophony- Nature of sound reflections, refractions, diffractions, absorption noise - general considerations on acoustics of studio reverberation, acoustics of auditorium - growth and decay of sound in enclosures, acoustic material.	<b>25%</b>
<b>2</b>	<b>Electro-Acoustical Transducers, Equalization and Filters</b> Construction and working principle of various types of microphones, directivity, sensitivity, frequency response of microphones, construction and working principle of various types of loudspeakers, frequency response, directivity, distortion, power handling capacity of speakers, columns and enclosures for speakers. Crossover network in columns. Introduction to Equalisation- Peaking and shelving filters -Low pass filter, High pass filter, parametric equaliser, selectable frequency equaliser, graphic equaliser and notch filter- Noise reduction techniques.	<b>25%</b>
<b>3</b>	<b>Sound Recording and Playback</b> Analog recording: Introduction to Turntables-Magnetic recording on tape-DC and AC bias, frequency response- Block Diagram of a basic Tape Recording and playback circuit- Concept of multi-track sequencing.	<b>25%</b>
<b>4</b>	<b>Video Media</b> Basics of Video Media Video Compression Need and Scope of Video Compression Video Recording and Reproduction Play Back Digital Video Recording: VCD, DVD and Blu-Ray-Disc	<b>25%</b>

**Reference Books :**

1. David Miles Huber & Robert E Runstein, Modern recording Techniques 6th Edition- - Focal Press
2. Jerry Whitaker and Blair Benson, Standard handbook of Audio Engineering, Publisher: McGraw-Hill Professional; 2nd Edition.
3. R.G Gupta, Audio & Video Systems 2nd Edition.
4. R.G Gupta, Television Engineering and Video Systems.

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**Semester – III**

<b>Title of the Paper</b>	<b>CLIMATE CHANGE &amp; SUSTAINABLE DEVELOPMENT</b>
<b>Course Code</b>	<b>UM3BVGJM02</b>
<b>Objective</b>	To understand the global environment change and causes & Effects of environment change

<b>Unit</b>	<b>Detail Descriptions</b>	<b>Weightage</b>
<b>1</b>	<b>Understanding Global Environmental Change</b> Understanding relationship between Society, Economy, Environment Causes and Effects of Environmental change Role of Individual in prevention of pollution <b>Climate Change</b> Greenhouse Gases Emissions-Mitigation-Policies and Protocols Growing Threat of Climate change in India Climate change and Global Warming Green Solution for Disaster Risk Reduction and Climate Change	50%
<b>2</b>	<b>Water, land and Bio-diversity Management</b> Water Crisis Demands and Trends Resource Management Sustainable Land Management Bio-diversity Water conservation Rainwater harvesting Watershed management <b>Sustainable Development</b> Sustainable Urban future Rural Development Business Responsibility – One Case Study	50%

**Reference Books:**

1. Erach Barucha, Text book of Environmental Studies for undergraduate Courses, Publisher University.

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**Semester – III**

<b>Title of the Paper</b>	<b>FUNCTIONAL ENGLISH FOR EXECUTIVES</b>
<b>Course Code</b>	<b>UM3BVGJM03</b>
<b>Objective</b>	Enhancing the reading ability of students & Enhancing the spontaneous speaking skills

<b>Units</b>	<b>Detail Description</b>	<b>Weightage</b>
<b>1</b>	Speech – basic grammar rules in English Enhancing the reading ability of students (at a speed of minimum 150 words per minute with appropriate stress, voice modulation and correct pronunciation). Practice of reading newspapers viz., The Hindu, Indian Express, Business Line, Economic Times., etc. and magazines like business world etc. Enhancing the spontaneous writing skill– writing articles on simple topics given preparing speeches preparing reports on various events / functions; Writing letters assuming various capacities and various situations	<b>50%</b>
<b>2</b>	Enhancing the spontaneous speaking skills– self introduction at various forums and during interviews Effective Public Speaking (EPS) – Role playing Mock interviews for recruitment Mock press meets Enhancing the presentation skills of the students Individual seminar presentation and Group seminar presentation. Enhancing the interpersonal communication skill Reading ability of students.	<b>50%</b>
<b>Practical</b>	Group Discussion (organized into 4 or 5 groups and the groups may be given a management problem relating to real life experiences of retail industry in the country or the world)	

**Reference Books:**

1. Rachna, Sagar, Functional English.
2. Thomas Bloor, The Functional Analysis Of English.

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**Semester – III**

<b>Title of the Paper</b>	<b>MANAGEMENT INFORMATION SYSTEM</b>
<b>Course Code</b>	<b>UM3BVGJM04</b>
<b>Objective</b>	To understand Telecommunication Revolution, internet, email, intranet and teleconferencing

<b>Unit</b>	<b>Detail Description</b>	<b>Weightage</b>
<b>1</b>	Introduction to Information Systems definition features steps in implementation of MIS need for information, information system for decision making MIS as competitive advantages MIS structures MIS - Strategic information system MIS support for planning - organizing – controlling MIS for specific functions - personnel	<b>50%</b>
<b>2</b>	finance, marketing, inventory, production Data Base Management System Models hierarchical -network - relational - modular Telecommunication revolution Introduction to Email, internet, intranet and teleconferencing, www architecture	<b>50%</b>
<b>Practical</b>	Filing of forms for registration, returns and assessment	

**Reference Books:**

1. K. P. Kandasami, Banking Law & Practice.
2. N.D. Kapoor, Elements of Mercantile Law.
3. Pandia R. H., Mercantile Law.
4. Shukla M.C., A Manual of Mercantile Law.
5. Venkatesan, Hand Book of Mercantile Law.

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**Semester – IV**

<b>Title of the Paper</b>	<b>Social Media Manager - II</b>
<b>Course Code</b>	<b>UM4BVSJM01</b>
<b>Objective</b>	<b>Understand the benefits associated with third-party social media management tools.</b>

*(This syllabus/ curriculum has been approved by MESC)*

<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>01</b>	<b>Prepare MIS (Management Information System) and analytical report for social media</b>	<b>MES/N0715</b>
<b>KEY LEARNING OUTCOMES</b>		
<b>SCOPE:</b>		
<ul style="list-style-type: none"> <li>➤ Generate weekly/ monthly / yearly analytic report for social media campaign</li> <li>➤ Prepare MIS report</li> </ul>		
<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>02</b>	<b>Manage a team</b>	<b>MES/N0716</b>
<b>KEY LEARNING OUTCOMES</b>		
<b>SCOPE:</b>		
<ul style="list-style-type: none"> <li>➤ Interact and communicate effectively with colleagues</li> <li>➤ Manage social media team and monitor achievement of targets</li> </ul>		
<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>03</b>	<b>Maintain workplace health and safety</b>	<b>MES/N 0104</b>
<b>KEY LEARNING OUTCOMES</b>		
<b>SCOPE:</b>		
<ul style="list-style-type: none"> <li>➤ understanding the health, safety and security risks prevalent in the workplace</li> <li>➤ knowing the people responsible for health and safety and the resources available</li> <li>➤ identifying and reporting risks</li> <li>➤ complying with procedures in the event of an emergency</li> </ul>		

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**Semester – IV**

<b>Title of the Paper</b>	<b>Advertising</b>
<b>Course Code</b>	<b>UM4BVGJM01</b>
<b>Objective</b>	<b>Student will be able to demonstrate an understanding of the overall role advertising plays in the business world</b>

<b>Unit</b>	<b>Detail Descriptions</b>	<b>Weightage</b>
<b>1</b>	<b>INTRODUCTION</b> Meaning and definition of Advertising, Objectives of Advertising, Importance of Advertising, classification and types of Advertising, Commercial and Non Commercial Advertising, Advertising in the 21st Century	<b>25%</b>
<b>2</b>	<b>Advertising Media</b> Different types of Media, Media Planning, Impact of Advertising Agencie’s Role, Relationship with Clients.	<b>25%</b>
<b>3</b>	<b>Advertising Budget</b> Factor Affecting to advertising expenditure Ethics and Code of Conduct in Advertising	<b>25%</b>
<b>4</b>	<b>Advertising Message</b> Preparation of an Advertising Message, Elements: Print copy, Broadcast copy, copy for direct mail	<b>25%</b>

**Reference Books:**

1. R.G Gupta, Audio & Video Systems 2nd Edition.
2. Jerry Whitaker and Blair Benson, Standard handbook of Audio Engineering- McGraw-Hill Professional; 2nd Edition.
3. David Miles Huber & Robert E Runstein, Modern recording Techniques 6th Edition, Focal Press.
4. R.G Gupta, Television Engineering and Video Systems.

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**Semester – IV**

<b>Title of the Paper</b>	<b>ENTREPRENEURSHIP DEVELOPMENT PROGRAMME</b>
<b>Course Code</b>	<b>UM4BVGJM02</b>
<b>Objective</b>	<b>To understand the basic concept of entrepreneurship</b>

<b>Units</b>	<b>Description in Detail</b>	<b>Weightage</b>
<b>1</b>	Understanding Entrepreneurship: Meaning of Entrepreneurship characteristics, skills, functions and types of entrepreneurship entrepreneur - Role of entrepreneurship in economic development Entrepreneurial success and failures. Concept of Entrepreneur Entrepreneurial Motivation, Entrepreneurial Process Factors affecting entrepreneur growth, economic and non-economic Entrepreneurship development programmes – need, objectives, phases and evaluation Institutional support to entrepreneurs	<b>50%</b>
<b>2</b>	Finance Management in current operations and expansion of capital Role of Small Business in the national economy, National Policies for small business development, Governmental and Non-Governmental assistance Contribution of Commercial Banks in promoting and servicing small business. Small business and modern technology	<b>50%</b>

**Reference Books:-**

1. C. B. Gupta & N.P. Srinivasan, Entrepreneurial Development.
2. Charantimath, Entrepreneurship Development Small Business Enterprises.
3. Kuratko & Hodgetts, Cengage, Entrepreneurship in the new Millennium.
4. Roy, Entrepreneurship.
5. S.S. Kharka, S. Chand, Entrepreneurial Development
6. Sahay & Sharma, Entrepreneurship & New Venture Creation.

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**Semester – IV**

<b>Title of the Paper</b>	<b>SOFT SKILLS AND PERSONALITY DEVELOPMENT</b>
<b>Course Code</b>	<b>UM4BVGJM03</b>
<b>Objective</b>	<b>To Develop personality skill of the students</b>

<b>Units</b>	<b>Description in Detail</b>	<b>Weightage</b>
<b>1</b>	<b>Attitude</b> , Process of attitude formation, How to build a success attitude, Spot analysis, Self-management techniques, Self-image and self-esteem, Building self-confidence, Power of irresistible enthusiasm, etiquettes and manners in a group, public speaking, oral and written communication, Body language, Importance of listening and responding, Tips for technical writing. Development of Communication & Co-operation- Suitable behaviour towards customers, Influence in skill, Creativity in presentation & projection and Multi- cultural skills	50%
<b>2</b>	<b>Introduction to Personality</b> - Basic of Personality, Human growth and Behavior, Theories in Personality, Motivation; Techniques in Personality development – Self- confidence, Mnemonics, Goal setting, Time Management and effective planning, Techniques in Personality Development - Stress Management, Meditation and concentration techniques, Self- hypnotism, Self- acceptance and Selfgrowth. Co-ordination while working in a team, Leadership styles, Leader & Team player, Management of conflict, Profiles of great and successful personalities, Role of career planning in personality development, How to face personal interviews and group discussions.	50%
<b>Practical</b>	To evaluate presentation skills and team work of students	

**Reference Books:**

1. Atkinson and Hilgard's, Edward E. Smith, Introduction to Psychology Susan Nolen-Hoeksema, Barbara Fredrickson, Geoffrey Loftus
2. Indrajit Bhattacharya, an Approach to Communication Skills Delhi.
3. Rajiv K. Mishra, Rupa & Co., Personality Development.
4. Ravi Aggarwal, Communication Today & Tomorrow by Sublime Publications, Jaipur
5. Varinder Kumar, Bodh Raj, Manocha, Business Communication Skills by Kalyani Publishers, New Delhi.



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**Semester – IV**

<b>Title of the Paper</b>	<b>ACCOUNTING APPLICATIONS</b>
<b>Course Code</b>	<b>UM4BVGJM04</b>
<b>Objective</b>	<b>Learn Basic Accounting concept and financial statement analysis</b>

<b>Units</b>	<b>Description in Detail</b>	<b>Weightage</b>
<b>1</b>	Basic Accounting concepts - Kinds of Accounts – Financial Accounting vs. Cost Accounting - Financial Accounting vs. Management Accounting - Double Entry Book Keeping – Rules of Double Entry System – Preparation of Journal and Ledger Accounts problems - Subsidiary books - cash book – types of cash book - problems - purchase book - sales book - sales return and purchase return books.  Trial balance - Errors – types of errors - Rectification of errors – problems – Bank reconciliation statement – problems.	50%
<b>2</b>	Manufacturing - Trading - Profit & Loss Account - Balance sheet. – Problems with simple adjustments. Financial Statement Analysis Techniques, Preparation of Cost Statements-Cost Data collection, Cost Sheet formats, Preparation of Cost Sheets (historical cost sheets and estimated cost sheets), Fundamentals of Management Accounting : Marginal Costing and Break-even analysis – basic knowledge, Application of Marginal Costing for decision-making.	50%
<b>Practical</b>	Filing of forms for registration, returns and assessment	

**Reference Books:**

1. Grewal, T.S. : Double Entry Book Keeping
2. Gupta and Radhaswamy : Advanced Accountancy
3. Gupta R.L. : Advanced Accountancy
4. Inamdar, S. M.: Cost & Management Accounting
5. Jain and Narang : Advanced Accountancy
6. Jain, S/ Narang, K.: Advanced Cost Accounting
7. Saxena, V/ Vashist, C: Advanced Cost & Management Accounting
8. Shukla and Grewal : Advanced Accountancy

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**Semester – V**

<b>Title of the Paper</b>	<b>Digital Marketing Manager - I</b>
<b>Course Code</b>	<b>UM5BVSJM01</b>
<b>Objective</b>	<b>Analyze the role that social marketing plays in the digital landscape and marketing mix</b>

*(This syllabus/ curriculum has been approved by MESC)*

<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>01</b>	<b>Develop a digital marketing strategy</b>	<b>MES/N0724</b>
<b>KEY LEARNING OUTCOMES</b>		
<b>SCOPE:</b>		
<ul style="list-style-type: none"> <li>• Set-up digital marketing goals based on organization’s objectives</li> <li>• Identify and understand the target audience</li> <li>• Identify the digital channels and set-up campaign budgets</li> <li>• Define KPIs to measure performance of campaigns</li> </ul>		
<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>02</b>	<b>Plan and conduct digital marketing campaigns</b>	<b>MES/N0725</b>
<b>KEY LEARNING OUTCOMES</b>		
<b>SCOPE:</b>		
<ul style="list-style-type: none"> <li>• Plan and prioritize the set-up of campaigns</li> <li>• Delegate tasks to the team members</li> <li>• Review the set-up of campaigns</li> </ul>		
<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>03</b>	<b>Optimize campaign’s performance and expenditure</b>	<b>MES/N0726</b>
<b>KEY LEARNING OUTCOMES</b>		
<b>SCOPE:</b>		
<ul style="list-style-type: none"> <li>• Analyze the campaign insights on different channels</li> <li>• Make the required changes</li> </ul>		

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**Semester – V**

<b>Title of the Paper</b>	<b>Media and Society</b>
<b>Course Code</b>	<b>UM5BVGJM01</b>
<b>Objective</b>	Students learn to make media products that can entertain, inform, and challenge

<b>Unit</b>	<b>Detail Descriptions</b>	<b>Weightage</b>
<b>1</b>	<b>Media Concept</b> Importance of Media History Types of media Means of communication Media: News paper, Radio, Television, Internet. Role of Media Advantages of Media Disadvantages of Media Media as a Black and White Sides Mass Media, mass media influence on Society Future of media	<b>50%</b>
<b>2</b>	Print Media Audio Media Audio-Video Media Electronic Media and its impact on society Impact of media on culture Positive and Negative impact of media on children Powerful strength of media Our responsibilities on media	<b>50%</b>

**Reference Books:**

1. David Miles Huber & Robert E Runstein, Modern recording Techniques 6th Edition, Focal Press.
2. Graeme Burton, Media & Society Critical Perspective, 2<sup>nd</sup> Edition 2010, Mc Graw Hill, New Delhi.
3. Jerry Whitaker and Blair Benson, Standard handbook of Audio Engineering, McGraw-Hill Professional; 2nd Edition.
4. R.G Gupta, Audio & Video Systems 2nd Edition.
5. R.G Gupta, Television Engineering and Video Systems.

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**Semester – V**

<b>Title of the Paper</b>	<b>E-COMMERCE (Theory)</b>
<b>Course Code</b>	<b>UM5BVGJM02</b>
<b>Objective</b>	<b>To enhance the ability of students in the field of E-Commerce as a part of integrity of new business trend &amp; modern technology.</b>

<b>Units</b>	<b>Description in Detail</b>	<b>Weightage</b>
<b>1</b>	<p><b>Introduction</b>  E-Business – Origin and Need of E-Commerce, Factors affecting E – Commerce, Business dimension and technological dimension of E-Commerce, E-Commerce frame work Electronic Commerce Models, Value Chains in Electronic Commerce.</p> <p><b>Internet and E-Business</b>  Introduction to Internet and its application, Intranet and Extranets. World Wide Web, Internet Architectures, Internet Applications, Business Applications on Internet, E – Shopping, Electronic Data Interchange, Components of Electronic Data Interchange, Creating Web Pages using HTML.</p>	<b>50%</b>
<b>2</b>	<p><b>Electronic Payment System</b>  Concept of Money, Electronic Payment System, Types of Electronic Payment Systems, Smart Cards and Electronic Payment Systems, Infrastructure Issues in EPS, Electronic Fund Transfer</p> <p><b>Emerging trends and technologies in E-Business</b>  E-Business and MIS, E-Business and ERP, E-Business and CRM, E-Business and Supply chain management, Benefits of E-Commerce; Drawbacks and limitations of E –Commerce. Management challenges in on –line retailing.</p>	<b>50%</b>

**Reference Books:-**

1. Kamlesh K & Nag, Debjani, E-Commerce, The Cutting Edge of Business, McGraw Hill.
2. Laudon and Traver, E-Commerce, Business, Technology, Society, Pearson Education.
3. Rehman S.M. & Raisinghania, Electronic Commerce Opportunity & Challenges, Idea Group Publishing, USA.
4. Schneider Gary P. And Perry, James T , Thomson Electronic Commerce.
5. Treese G. Winfield & Stewart C. Lawrance, Designing Systems for Internet Commerce, Addison Wesley.
6. Trepper Charles, E-Commerce Strategies, Prentice Hall of India.
7. Whitley, David, Commerce Strategy, Technologies and Applications, Tata McGraw Hill.

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**Semester – V**

<b>Title of the Paper</b>	<b>BUSINESS ETHICS (Theory/Practical)</b>
<b>Course Code</b>	<b>UM5BVGJM03</b>
<b>Objective</b>	<b>To understand Ethical issues in Business &amp; Ethical Decision-Making Framework</b>

<b>Units</b>	<b>Description in Detail</b>	<b>Weightage</b>
<b>1</b>	<b>Ethics and Business-</b> Define Business Ethics, Ethical issues in Business- Foundation of Ethical Conflict, Classifications of Ethical Issues, Ethical Issues Related to Participants and Functional Areas of Business, Recognizing an Ethical Issue; Ethics and the market, Shareholder Theory; Social Responsibility- The Economic Dimension, The legal Dimension, The Ethical Dimension, The Philanthropic Dimension; Corporate Social Responsibility: Corporate Culture and Ethical Leadership; Employer/employee rights and duties; Ethical Issues with Consumers- Marketing and Sales, Advertising; Larger Issues- The Environment and Society; Corporate Governance, Accounting and Business	50%
<b>2</b>	<b>An Ethical Decision-Making Framework-</b> Ethical Issue Intensity, Individual Factors, Corporate Culture, Business Ethics Evaluations and Intentions, Using the Ethical Decision-Making Framework to Improve Ethical Decisions; International Business Ethics- Ethical Perceptions and International Business, Culture as a Factor in Business, Adapting Ethical Systems to a Global Framework: Cultural Relativism, The Multinational Corporation, A Universal Set of Ethics, Ethical Issues around the Globe.	50%
<b>Practical</b>	The Role of Business in Society- Case study on Walmart	

**Reference Books:**

1. Hartman, Laura P. and Joe, Business Ethics, Decision-Making for Personal Integrity & Social Responsibility.
2. Kissick, W.P., Business Ethics, Concepts, Cases, and Canadian Perspectives,
3. O.C. Ferrell, J. Fraedrick & L. Ferrell, Business Ethics, Ethical Decision Making and Cases.

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**Semester – V**

<b>Title of the Paper</b>	<b>DISASTER MANAGEMENT (Theory/Practical)</b>
<b>Course Code</b>	<b>UM5BVGJM04</b>
<b>Objective</b>	<b>To understand the Relationship of Disaster Management with other sciences</b>

<b>Units</b>	<b>Description in Detail</b>	<b>Weightage</b>
<b>1</b>	<b>Disaster :</b> Meaning, Concept & Definition, Characteristics & Causes <b>Disaster Management :</b> Meaning, Concept & Definition, Relationship of Disaster Management with other sciences	<b>50%</b>
<b>2</b>	<b>Definition, Characteristics, Causes, Effects, Strategies of Natural</b> Disasters Earthquake Flood Sea Disturbances Famine Land slides <b>Definition, Characteristics, Causes, Effects of Man-made</b> <b>Disasters</b> Terrorism Epidemics Accidents–Road Accidents Communal Riots	<b>50%</b>

**Reference Books:**

1. J. P. Singhal, Disaster Management Laxmi Publications.
2. Jagbir Singh, Disaster Management : Future Challenges and Opportunities K W Publishers Pvt. Ltd.
3. Mrinalini Pandey, Disaster Management Wiley India Pvt. Ltd.
4. Tushar Bhattacharya, Disaster Science and Management McGraw Hill Education (India) Pvt. Ltd.

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**Semester – VI**

<b>Title of the Paper</b>	<b>Digital Marketing Manager - II</b>
<b>Course Code</b>	<b>UM6BVSJM01</b>
<b>Objective</b>	<b>Identify and incorporate individual social and mobile platforms into a digital marketing strategy.</b>

*(This syllabus/ curriculum has been approved by MESC)*

<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>01</b>	<b>Measure and report the performance of digital marketing campaigns</b>	<b>MES/N0727</b>
<b>KEY LEARNING OUTCOMES</b>		
<b>SCOPE:</b>		
<ul style="list-style-type: none"> <li>• Track and measure the performance of all digital marketing campaigns</li> <li>• Prepare the campaign performance report for the key stakeholders</li> </ul>		
<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>02</b>	<b>Manage a team of marketing executives and their performance</b>	<b>MES/N0728</b>
<b>KEY LEARNING OUTCOMES</b>		
<b>SCOPE:</b>		
<ul style="list-style-type: none"> <li>• Delegate project tasks and set completion deadlines</li> <li>• Monitor team's work and give constructive feedback</li> <li>• Recognize efforts and keep the team motivated and focused</li> </ul>		
<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>03</b>	<b>Maintain workplace health and safety</b>	<b>MES/N 0104</b>
<b>KEY LEARNING OUTCOMES</b>		
<b>SCOPE:</b>		
<ul style="list-style-type: none"> <li>• Understanding the health, safety and security risks prevalent in the workplace</li> <li>• Knowing the people responsible for health and safety and the resources available</li> <li>• Identifying and reporting risks</li> <li>• Complying with procedures in the event of an emergency</li> </ul>		

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**Semester – VI**

<b>Title of the Paper</b>	<b>Fundamental of Audio Video Editing</b>
<b>Course Code</b>	<b>UM6BVGJM01</b>
<b>Objective</b>	To provide an introduction to Audio and Video editing using tools and techniques prevalent in the industry

<b>Unit</b>	<b>Detail Descriptions</b>	<b>Weightage</b>
<b>1</b>	Sound Basics, Pro Tools intro, Acoustics, Monitoring, Microphones, Recording Basics, Digital/Analog, Voice over, Field Production, Dialogue, Sound Effects Setting recording session, Story/Narrative & Sound, Audio Documentary.	<b>50%</b>
<b>2</b>	Introduction to Editing Theory, Introduction to video editing software, building the rough cut, Finishing the rough draft, trimming clip duration.  Refining Edit points, Refining the Edit process, Customizing, Capturing and Transferring Footage.  Applying Transitions, Mixing Audio Tracks, removing chroma, Creating Titles, Applying Filters, Finishing and Output, setting video recording session.	<b>50%</b>

**Reference Books:**

1. Bricca, J. (2017), Documentary Editing: Principles & Practice. United States: Focal Press.
2. Chan, M.S. (2009), The Turnkey Publisher's Audio Publishing Handbook: How to Create & Self. Columbus, Georgia: Ascend Beyond Publishing
3. Jackson, W. (2015), Digital Audio Editing Fundamentals. New York City, United States: Apress.
4. Rubin, M. (2000), Nonlinear: A Field Guide to Digital Film and Video Editing. Florida: Triad Publishing.



**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**Bachelor of Vocation (JOURNALISM & MASS COMMUNICATION)**  
**Semester – VI**

<b>Title of the Paper</b>	<b>Organizational Behaviour</b>
<b>Course Code</b>	<b>UM6BVGJM02</b>
<b>Objective</b>	<b>To make students aware about organizational policies, practices, strategies in corporate world.</b>

<b>Units</b>	<b>Detail Description</b>	<b>Weightage</b>
<b>1</b>	<p>Concept, Nature of organization behaviour, Study of OB Model, Managerial Skill, Organization Structure- Types of Organization Design.</p> <p>Concept of Group  Types of Group  Stages of Group Development  Usefulness of Groups in Organization  Pitfalls of Group</p>	50%
<b>2</b>	<p><b>GROUP BEHAVIOUR</b>  Organization structure – Formation – Groups in organizations – Influence – Group dynamics – Emergence of informal leaders and working norms – Group decision making techniques – Team building - Interpersonal relations – Communication – Control.</p> <p><b>LEADERSHIP AND POWER</b>  Meaning – Importance – Leadership styles – Theories – Leaders Vs Managers – Sources of power – Power centers – Power and Politics.</p> <p><b>DYNAMICS OF ORGANIZATIONAL BEHAVIOUR</b>  Organizational culture and climate – Factors affecting organizational climate – Importance. Job satisfaction – Determinants – Measurements – Influence on behavior. Organizational change – Importance – Stability Vs Change – Proactive Vs Reaction change – the change process – Resistance to change – Managing change. Stress – Work Stressors – Prevention and Management of stress – Balancing work and Life. Organizational development – Characteristics – objectives –. Organizational effectiveness -Developing Gender sensitive workplace.</p>	50%

**Reference Books:**

1. Fred Luthans, Organisational Behavior, McGraw Hill, 11th Edition, 2001.
2. K. Aswathappa, Organization Behaviour, Himalaya Publishing House.
3. Stephen P. Robbins, Timothy A Judge, SeemaSanghi, Organisational Behavior, Pearson Education , 13th edition, 2009.

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**Bachelor of Vocation (JOURNALISM & MASS COMMUNICATION)**  
**Semester – VI**

<b>Title of the Paper</b>	<b>Communication Competencies for Professional Advancement</b>
<b>Course Code</b>	<b>UM6BVGJM03</b>
<b>Objective</b>	<b>Learning the Craft of Winning the Job-Interview &amp; Individual development for Professional Effectiveness</b>

<b>Units</b>	<b>Detail Description</b>	<b>Weightage</b>
<b>1</b>	<p><b>Interviews - Learning the Craft of Winning the Job</b></p> <p><b>Interview</b>-Types of interview, Job interviews, The interviewee and the interviewer, Dress code, Facing an Interview board, Preparation.</p> <p><b>Telephonic Interviews:</b> Rationale for a Telephone Interview? How You are Evaluated During a Phone Interview, Telephone vs. Face-to-Face Interviews, Preparing For a Telephone Interview, Phone Interview Etiquette.</p> <p><b>After the interview</b> - Thank-you letters to interviewers. Accepting job offers, declining job offers, notifying your present employer that you are taking a new job, responding to a rejection notice after an interview.</p>	50%
<b>2</b>	<p><b>Individual development for Professional Effectiveness</b></p> <p>Personal Skills: Developing Self-Awareness, Applying Emotional Intelligence: Managing Personal Stress, Frustration, and Aggression, Self-Management: Clarifying Values, Setting Goals, and Planning, Solving Problems Analytically and Creatively.</p> <p><b>Programming for Excellence</b> – Rapport, Anchors Nonverbal communication – Impact of body- language, space, time and paralanguage in business. Personal productivity, Continuous improvement and ‘branding you’.</p> <p><b>Maximising Relationships &amp; Team Playing:</b> Understanding the Nature of Relationships, Managing Relationships with Your Direct Reports, Bosses, and Peers, Building Relationships by Communicating Supportively, Organisational structure and communication, Succeeding as a team player, Gaining Power and Influence, Motivating Others, Empowering and Delegating, Building Effective Teams and Teamwork, Restoring Injured Relationships, Leading Positive Change.</p>	50%

## Reference Books:

1. Acy L. Jackson and C. Kathleen Geckeis How to prepare your curriculum Vitae, Tata McGraw Hill.
2. **David A. Whetten, Kim S. Cameron**, Developing Management Skills, 8/E ,Pearson Education
3. Jean Naterop & Rod Revell, Telephoning In English, Cambridge University Press.
4. Jon L. Pierce & John Newstrom, Manager's Bookshelf, 9/E , Prentice Hall
5. Jonamay Lambert,& Selma Myers,50 activities for diversity Training, Books, HRD press,2003
6. Joseph O'Connor &John Seymour, Training with NLP, Thorsons.
7. Julie Hay, Transformational Mentoring, Creating Developmental Alliances for Changing Organisational Cultures , Sherwood Publishing
8. Lesikar & Flately, Basic Business communication- Tata McGraw Hill.
9. Marshal Goldsmith & Louis Carter, Best Practices in Talent Management, Pfeiffer Publications.
10. Mary Ann Keubeled, Living Learning, A Reader in Theme Centred Interaction, Media House, Delhi.
11. Mathukkutty M. Monippally, Business Communication Strategies, Tata McGraw Hill
12. Mcgrath S J, Basic Managerial Skills for All , Pearson Education
13. **Paula Caproni** ,Management Skills for Everyday Life, 3/E , Pearson Education
14. Stephen P. Robbins, Self Assessment Library 3.4 for Supervision Today! Pearson Education
15. **Stephen P. Robbins, Phillip L Hunsaker** ,Training in Interpersonal Skills: TIPS for Managing People at Work, 6/E Pearson Education
16. Webster's New World Letter Writing Handbook

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**Bachelor of Vocation (JOURNALISM & MASS COMMUNICATION)**  
**Semester – VI**

<b>Title of the Paper</b>	<b>Human Resource Management</b>
<b>Course Code</b>	<b>UM6BVGJM04</b>
<b>Objective</b>	<b>To Understand the concept of Recruitment, Selection, Training, Performance Appraisal, Employee discipline in an organization</b>

<b>Units</b>	<b>Detail Description</b>	<b>Weightage</b>
<b>1</b>	<p><b>Human Resources Management Introduction</b>            Overview of hospitality industry, Managing human resources, Defining HR, Human resources responsibilities, Managing diversity, HR policy and procedures, Steps in HR policy and procedure development, documentation and record keeping</p> <p><b>Securing Human Resources</b>  <b>Job design:</b> Job enlargement, Job enrichment, Socio technical systems, Quality circles, Empowerment, Job analysis, Job description, Job specification</p> <p><b>Recruitment:</b> Sources &amp; techniques, Requirement practices in India.  <b>Selection:</b> steps in selection process- Tests, interviews, reference checks, Appointment, Induction</p>	<b>50%</b>
<b>2</b>	<p><b>Performance Management</b>  <b>Training:</b> Individual on the job training, Individual off the job training methods, Introduction to group training methods, Training evaluation, Performance management, Behavioral improvement tactics, Employee separation.</p> <p><b>Compensations &amp; Rewards Management:</b> Job evaluation, Performance appraisal, Direct financial compensation, Indirect financial compensation, Nonfinancial compensation, Fringe benefits, Promotion, Transfer, Labour turnover</p> <p><b>Employee discipline:</b> Grievance handling, Negative and Positive Discipline, Situation reports, Conduct of enquiry, Award of punishment, Termination of employment</p>	<b>50%</b>

**Reference Books:**

1. Chuck Y Gee, International Hotel Management.
2. Debra F. Cannon and Catherine M. Gustafson, Training and Development for the Hospitality Industry.
3. Dennis Nickson, Human Resource Management for the Hospitality and Tourism Industries.
4. Jagmohan Negi, Human Resource Development & Management in the Hotel Industry.
5. R.K. Malhotra, Human Resource Issues in Hotel Industry.

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**

**AFFILIATED TO SARDAR PATEL UNIVERSITY**

**MA (Journalism and Mass Communication)**

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**MA (JOURNALISM AND MASS COMMUNICATION)**  
**SEMESTER - I**

**Effect from: June-2020-21**

Course Type	Course Code	Name of Course	Theory/ Practical	Credit	Exam Duration in Hrs	Components of Marks		
						Internal Marks	External Marks	Total
<b>Core Course</b>	<b>PG01CJMC01</b>	<b>Introduction to Communication and Principles of Communication</b>	<b>Theory</b>	<b>3</b>	<b>3</b>	<b>50/17</b>	<b>50/20</b>	<b>100/40</b>
	<b>PG01CJMC02</b>	<b>Development of Media-I (Print)</b>	<b>Theory</b>	<b>3</b>	<b>3</b>	<b>50/17</b>	<b>50/20</b>	<b>100/40</b>
	<b>PG01CJMC03</b>	<b>Reporting: Concept and Process</b>	<b>Theory</b>	<b>3</b>	<b>3</b>	<b>50/17</b>	<b>50/20</b>	<b>100/40</b>
	<b>PG01CJMC04</b>	<b>Editing: Concept and Process</b>	<b>Theory</b>	<b>3</b>	<b>3</b>	<b>50/17</b>	<b>50/20</b>	<b>100/40</b>
	<b>PG01CJMC05</b>	<b>Field Work Practicum – Print Media: Newspapers, Magazines)</b>	<b>Practical</b>	<b>8</b>	<b>8</b>	<b>150/50</b>	<b>150/60</b>	<b>300/120</b>
	<b>PG01CJMC06</b>	<b>Indian Society and Development</b>	<b>Theory</b>	<b>3</b>	<b>3</b>	<b>50/17</b>	<b>50/20</b>	<b>100/40</b>
<b>Soft Skill Course</b>	<b>PG01SJMC01</b>	<b>Basic Communication Skills and Language</b>	<b>Theory</b>	<b>2</b>	<b>3</b>	<b>50/17</b>	<b>50/20</b>	<b>100/40</b>

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**MA (Journalism & Mass Communication)**  
**Semester - I**

<b>Title of the Paper</b>	<b>Introduction to Communication and Principles of Communication</b>
<b>Course Code</b>	<b>PG01CJMC01</b>
<b>Objective</b>	<b>Employ communication theories, perspectives, principles, and concepts</b>

<b>Unit</b>	<b>Detail Descriptions</b>	<b>Weightage</b>
<b>1</b>	<p><b>Introduction to Communication</b></p> <p>1.1 Nature of communication, elements, scope and significance of communication</p> <p>1.2 Types of communication – intrapersonal, interpersonal, group and mass communication, vertical and horizontal communication, one way-two way, upward-downward communication etc</p> <p>1.3 Verbal and non-verbal communication, distortion in communication – ‘noise’ and other barriers of communication</p> <p>1.4 Sociological and psychological aspects of communication</p>	<b>25%</b>
<b>2</b>	<p><b>Communication Models</b></p> <p>2.1 Definition, scope and purpose of models</p> <p>2.2 Types of Communication models: Aristotle, Lasswell, Shannon and Weaver Mathematical model, Bolton and Cleaver Model, Newcomb’s ABX Model, Wilbur Schramm’s model, Osgood-Schramm’s Model, Katz and Lazarfeld’s Two Step Flow of Communication Model, The Hypodermic Needle Model of Flow, Gerbner’s Model of Communication, Westley and MacLean’s Model, Riley and Riley Model of Communication, David Berlo’s Model of Communication, Jakobson’s Model, Dance’s Helical Model, Roger’s Diffusion of Innovations Process</p>	<b>25%</b>
<b>3</b>	<p><b>Mass Communication Theories</b></p> <p>3.1 Introduction to mass communication theory: defining and redefining mass communication, four eras of media theory, emergence of a moderate-effects perspective, ongoing debate over issues</p> <p>3.2 Classification of the socio-psycho-cultural theories of mass communication</p> <p>3.3 Psychological/Individual difference theory – selective exposure and selective perception, personal influence theory – two-step and multi-step theory</p> <p>3.4 Sociological theories of mass communication – cultivation, agenda-setting, uses and gratification and dependency theories</p>	<b>25%</b>
<b>4</b>	<p><b>Normative Theories</b></p> <p>4.1 Normative theories of mass communication – Authoritarian, Free press, Social responsibility</p> <p>4.2 Communist media theory, Development Communication and Democratic-participation theories</p> <p>4.3 Some other theories of Mass Communication – Mass society theory, Political-Economic Media theory, Hegemony theory, Cultural and Semiotic theory</p> <p>4.4 Asian theories of communication (Sadharanikaran and Sahridayikaran), Comparison between Asian and Western thought on Communication theories</p>	<b>25%</b>

## Reference Books:

1. C. R. Harris and P. M. Lester, *Visual Journalism: A Guide for New Media Professionals*, Allyn and Bacon, 2002.
2. J. Fiske, *Introduction to Communication Studies*, Routledge, London, 1982.
3. J. Vivian, *The Media of Mass Communication*, Prentice Hall, 2011.
4. K. Williams, *Understanding Media Theory*, Bloomsbury Academic, London, 2003.
5. M. Q. Dennis, *Mass Communication Theory*, 6th South Asian Edition, Sage Publications, London, 2012.
6. N. Andal, *Communication Theories and Models*, Himalaya Publishing House, Mumbai, 1998.
7. P. M. Lester, *Visual Communication: Image and Messages*, Thomson Wordsworth, 2006.
8. S. J. Baran and D. K. Davis, *Introduction to Mass Communication Theory: Foundations, Ferment and Future*, 5th Indian Edition, Cengage Learning, 2012.
9. S. W. Littlejohn and K. A. Foss, *Theories of Human Communication*, 2008.
10. U. Narula, *Communication Models*, Atlantic Publishers, New Delhi, 2006.



**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**MA (Journalism & Mass Communication)**  
**Semester - I**

<b>Title of the Paper</b>	Development of Media-I (Print)
<b>Course Code</b>	PG01CJMC02
<b>Objective</b>	<b>Identify and describe the foundations and characteristics of mass media.</b>

<b>Unit</b>	<b>Detail Descriptions</b>	<b>Weightage</b>
<b>1</b>	<b>Language and Early efforts to publish newspapers</b> 1.1 Language and society – development of language as a vehicle of communication 1.2 Invention of printing press and paper – pioneer publications in Europe and USA 1.3 Early communication systems in India – development of printing 1.4 Newspapers and magazines in the 19-20 <sup>th</sup> century	<b>25%</b>
<b>2</b>	<b>Growth of Newspapers in India</b> 2.1 Evolution of Press in India: As a Mission in Pre-independence period 2.2 Growth of Newspapers in India after 1947: Main Trends, First and Second Press Commission: Main findings 2.3 Expansion of Regional Newspapers after 1977: Main Trends 2.4 Evolution and Growth of News Agencies: National and International, Indian Media and Foreign Direct Investment norms: Issues and debates	<b>25%</b>
<b>3</b>	<b>Gujarati Journalism</b> 3.1 Rise of Gujarati Press – Mumbai Samachar, Mumbai na Chabuk, Jame Jamshed and other Parsi weeklies and dailies 3.2 Journalism for social reforms by Karsandas Mulji, Narmad, Manibhai Dwivedi and others	<b>25%</b>
<b>4</b>	<b>Development of Gujarati Journalism in Gujarat (1 Credit)</b> 4.1 Vartman, Gujarati, Gujrat Mitra, Dandio, Sandesh, Gujrat Samachar, Jansatta, Phulchhab, Jaihind, Sambhav, Times of India (Gujarati), Divya Bhaskar and others 4.2 Press in Saurashtra: Saurashtra Darpan, Kathiawad Times, Vigyan Vilas, Gujrat Shalapatra, Priyamvada, Khedut, Sharda, Kaumudi etc 4.3 Gujarati Literary Journalism and Renowned journalists of Gujarat – Narmad, Fardoonji Marzban, Karsandas Mulji, Shamaldas Gandhi, Gandhiji, Kakalbhai Kothari, Zaverchand Meghani, Amrutlal sheth.	<b>25%</b>

**Reference Books:**

1. B. N. Ahuja, *History of Indian Press: Growth of Newspaper in India*, Surjith Publications, New Delhi, 1988.
2. M. Chalapati Rao, *The Press in India*, Publications Divisions, GoI, New Delhi, 1974.
3. Motilal Bhargava, *Role of Press in the Freedom Movement*, Reliance, New Delhi, 1987.

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**MA (Journalism & Mass Communication)**  
**Semester - I**

<b>Title of the Paper</b>	<b>Reporting: Concept and Process</b>
<b>Course Code</b>	<b>PG01CJMC03</b>
<b>Objective</b>	<b>To enable the students understand news values and qualities of reporters.</b>

<b>Unit</b>	<b>Detail Descriptions</b>	<b>Weightage</b>
<b>1</b>	<b>News Value and Elements of News</b> Defining news: news value, elements of news 1.1 Changing concepts of news: factors and issues 1.2 Style of news and non-news writing 1.3 Structure of news: five W's (Who What, When, Why, Where) and one H (How) 1.4 Selection of information, writing introduction/lead, body, different types of introduction/lead, organizing the news story: angle, attribution, quote, background and context 1.5 Fact checking: ensuring accuracy, objectivity, fairness and balance	<b>25%</b>
<b>2</b>	<b>News and Feature Writing</b> 2.1 Headlines Writing, Inverted Pyramid style, feature style, sand clock style, Nut Graph 2.2 News Feature: Characteristics, Types, Writing Style and Packaging 2.3 Non-news Features: Writing Style and Packaging, 2.4 Opinion Writing: Editorial, Article, Commentary, In-depth Analysis and Research-based Reports, Narrative Writing and other forms of Journalistic Writing	<b>25%</b>
<b>3</b>	<b>News Gathering Process</b> 3.1 Types of reporting, role and importance of sources, cultivating, verifying and dealing with sources of news 3.2 Qualities of a good reporter, risks of reporting 3.3 Ethical aspects of sourcing news and reporting 3.4 Different formats of news report: factual and routine news, analytical news, interpretative news and descriptive news, investigative news and research based or in-depth news, sequential news	<b>25%</b>
<b>4</b>	<b>Specialized Reporting and Beats</b> 4.1 Understanding beats and their categories 4.2 City reporting: city and local news, 4.3 Crime reporting: sources and related laws, reporting political parties and politics, legislative (covering Assembly and Parliament), legal reporting 4.4 Specialized reporting: Defence, Science and Technology, Education, Art and Culture, Environment, Fashion and Lifestyle, Entertainment, Sports, etc, 4.5 Reporting Conflict: Armed and Social Conflict, Region, Community and Human Rights, Economy and Finance reporting	<b>25%</b>

## Reference Books:

1. A. Aamidor, *Real Feature Writing*, Lawrence Erlbaum Associates Publishers, 2002.
2. D. Randall, *The War Correspondent*, London, 2005.
3. E. C. Thomas, *Economic and Business Journalism*, Sterling Publishers, 2001.
4. Joseph and Sharma, *The Media and Women's Issues*, Second Edition, SAGE Publication, 2006.
5. K. M. Shrivastava, *News Reporting and Editing*, Sterling Publishers, 1987.
6. K. Richard, *The Newspaper's Handbook*, Routledge Publication, 2000.
7. Kuhn and Neveu, *Political Journalism: New Challenges*, New Practice, London, 2008.
8. Natarajan and Chakraborty, *Defence Reporting in India: The Communication Gap*, Trishul Publications, 1995.
9. P. Stein and Burnett, *News Writer's Handbook: An Introduction to Journalism*, Blackwell Publishing, 2000.
10. W. Harrington, *Intimate Journalism: The Art and Craft of Reporting Everyday Life*, SAGE Publications, 1997.

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**MA (Journalism & Mass Communication)**  
**Semester - I**

<b>Title of the Paper</b>	<b>Editing: Concept and Process</b>
<b>Course Code</b>	<b>PG01CJMC04</b>
<b>Objective</b>	<b>Understanding photo journalism and its importance, the role of a news photographer, news photo editing, caption writing, photo printing process</b>

<b>Unit</b>	<b>Detail Descriptions</b>	<b>Weightage</b>
<b>1</b>	<b>Editing: Role, objectives and tools of editing</b> Newsroom structures of Newspapers, magazines and news agencies, Different editorial positions in newsroom and their roles and responsibilities, Editorial Vision: Generating Ideas, Ensuring Creativity, objectivity and Innovation, Managing and allocating Editorial Resources, Team work	<b>25%</b>
<b>2</b>	<b>Management of Editorial Activities</b> Editorial Co-ordination: Managing Different Desks, dealing with different pressures, Management of News flow: News flow on the desk from different sources, Copy Editing: Ensuring News value and other criteria, Objectives of copy editing: Checking facts, language, style, clarity and simplicity, relevant graphics for copy, Photo Captions, Editing symbols, Newsroom terminology	<b>25%</b>
<b>3</b>	<b>Visualizing and planning of a newspaper/magazine</b> News selection and Placement, Newspaper format: Full format, Tabloid and Magazine, Elements of Design: Shape, Colour, Texture; Aesthetics- Balance, Contrast, Rhythm, Unity, Harmony, Typography, Colour and Visual representation, Rules: Column Rule, Cut off Rule, Window, Front Page Design /Functional Design /Horizontal design, Modular design, Total page design /Single-theme design, Preparing Dummy of Newspaper and its different pages, Principles of Graphics and their Importance, Software for Designing: PageMaker, Quark Express, Corel Draw, Photoshop, In-design	<b>25%</b>
<b>4</b>	<b>Newspaper Printing Methods</b> Major landmarks in history and development of 'print technology', Basic print processes, Print machines and image carriers- Letterpress, offset, silk screen, digital print, DTP, Future trends in print technology	<b>25%</b>

**Reference Books:**

1. A. D. Bowles, *Creative Editing*, Wadsworth, 2011.
2. Click and Baird, *Magazine Editing and Production*, WCB Brown and Benchmark, 1994.
3. F. W. Hodgson, *Sub editing: A Handbook of Modern Newspaper Editing and Production*, Focal Press, 1987.
4. G. Rogers, *Editing for Print*, MacDonald Book, 1993.
5. Hicks and Homes, *Sub-editing for Journalists*, Routledge, 2001.
6. M. Farrell, *Newspapers: A Complete Guide to the Industry*, Peter Lang, 2010.
7. S. Prasad, *Editors on Editing/HY*, National Book Trust, 1993.

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**MA (Journalism & Mass Communication)**  
**Semester - I**

<b>Title of the Paper</b>	<b>Field Work Practicum (Print Media: Newspapers/Magazines)</b>
<b>Course Code</b>	<b>PG01CJMC05</b>
<b>Objective</b>	

<b>Unit</b>	<b>Detail Descriptions</b>	<b>Weightage</b>
<b>1</b>	<b>Course Requirement</b> 1 The students will be attached to a print media agency: newspapers/magazines for hands-on training in the field 2 They shall present a mini-report showing the amount of field work done as a part of the practicum	<b>100%</b>

**Mode of Evaluation**

Attainment on the course shall be measured through continuous evaluation as a part of the internal assessment during the semester.

**Internal Assessment** shall consist of a Mid-Semester Test with a weighting of 150 marks, involving regular reporting/drafting/attendance, and a studied presentation.

The format of the paper for Mid-Semester Test shall be as under:

<b>Particulars</b>	<b>Marks</b>
Field Work/Practicum Viva	<b>150</b>

**University Examination:** End-Semester Examination shall be conducted by the university and shall carry a weighting of 150 marks.

<b>Particulars</b>	<b>Marks</b>
Field Work/Practicum Viva	<b>150</b>

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**MA (Journalism & Mass Communication)**  
**Semester - I**

<b>Title of the Paper</b>	Indian Society and Development
<b>Course Code</b>	PG01CJMC06
<b>Objective</b>	<b>Develop a broad understanding of Indian society and intercultural literacy through cultural immersion</b>

<b>Unit</b>	<b>Detail Descriptions</b>	<b>Weightage</b>
<b>1</b>	<b>Demographic Profile</b> 1.1 Population size distribution and density 1.2 Biological characteristics of population: age, sex, race, mortality 1.3 Socio-economic and cultural characteristics: literacy, education, occupation, religion, language, urban, rural and tribal components 1.4 Dynamic characteristics of population: births, migration 1.5 Demographic indicators as development indicators	<b>50%</b>
<b>2</b>	<b>Social and Cultural Profile</b> 2.1 Social profile: social stratification social and stratification and its communication and development implications in rural and urban context 2.2 Pluralism and its implications: conflict and consensus in Indian society 2.3 Cultural profile: a brief historical overview of Indian thoughts and way of life 2.4 Development related concepts of cultural heritage 2.5 Cultural determinants of social values, beliefs and behavior, regional culture and ethnic identity	<b>50%</b>

**Reference Books:**

1. Amitava Mukherjee, *The Central Problems of Economics (Economics Redefined)*, Concept Publishing Company, New Delhi, 1991.
2. G. R. Reddy, *The Challenges of Governance in India Democracy*, A. P. H. Publishing Corporation, New Delhi, 2008.
3. K. L. Sharma, *Social Inequality in India: Profiles of Caste, Class and Social Mobility*, Revised 2nd edition, Rawat Publications, Jaipur, 1999.
4. Manoranjan Mohanty, *Class, Caste, Gender (Readings in Indian government and politics)*, Vol.5, SAGE Publications, New Delhi, 2004.
5. Ram Ahuja, *Social Problems in India*, 3rd edition, Rawat Publications, Jaipur, 2014.
6. Ramchandra Guha, *India after Gandhi: The History of the World's Largest Democracy*, Pan Macmillan India, New Delhi, 2008.
7. U. B. Singh, *Administrative System in India: Vedic Age to 1947*, A. P. H. Publishing Corporation, New Delhi, 1998.
8. Uma Narula, *Indian Economy: Vision Reality, Challenges*, Atlantic Publishers, New Delhi, 2007.

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**MA (Journalism & Mass Communication)**  
**Semester - I**

<b>Title of the Paper</b>	<b>Basic Communication Skills and Language</b>
<b>Course Code</b>	<b>PG01SJMC01</b>
<b>Objective</b>	<b>Students will develop knowledge, skills, and judgment around human communication that facilitate their ability to work collaboratively with others.</b>

<b>Unit</b>	<b>Detail Descriptions</b>	<b>Weightage</b>
<b>1</b>	<b>Listening and Speaking (1 Credit)</b> 1.1 Qualities of a good listener 1.2 Active and passive listening 1.3 Analytical listening – syllable/word stress: clear enunciation 1.4 Qualities of a good speaker 1.5 Fluency Building – word match, reading aloud, pronunciation, collocations 1.6 Public speaking 1.7 Social Communication	<b>50%</b>
<b>2</b>	<b>Reading and Writing (1 Credit)</b> 2.1 Reading comprehension 2.2 Paraphrasing 2.3 Précis writing 2.4 Creative Writing 2.5 Academic Writing 2.6 Report Writing 2.7 Vocabulary: general words and terms specific to journalism and mass communication	<b>50%</b>

**Mode of Evaluation**

Attainment on the course shall be measured through continuous evaluation as a part of the internal assessment during the semester.

**Internal Assessment** shall consist of a Mid-Semester Test with a weighting of 20 marks, regular tutorials work/assignment/attendance on the course 10 marks, and a studied seminar/paper/project/presentation of 20 marks.

The format of the paper for Mid-Semester Test shall be as under:

<b>Question</b>	<b>Particulars</b>	<b>Marks</b>
<b>1.</b>	10 Multiple Choice Questions (MCQs)	10
<b>2.</b>	Long Question (Internal Option, e.g., 2 or 2)	15
<b>3.</b>	Short Notes (Any two out of three to be attempted) (5 marks each)	15
<b>4.</b>	Field Work/Practicum Viva	10
<b>Total</b>		<b>50</b>

**University Examination:** End-Semester Examination shall be conducted by the university and shall carry a weighting of 50 marks.

The format of the paper for University Examination shall be as under:

<b>Question</b>	<b>Particulars</b>	<b>Marks</b>
<b>1.</b>	10 Multiple Choice Questions (MCQs)	10
<b>2.</b>	Long Question (Internal Option, e.g., 2 or 2)	10
<b>3.</b>	Long Question (Internal Option, e.g., 3 or 3)	15
<b>4.</b>	Long Question/Short Notes (Any two out of three to be attempted) (5 marks each)	15
<b>Total</b>		<b>50</b>

**Reference Books:**

1. K. Danziger, *Interpersonal Communication*, Pergamon Press, Oxford, 1976.
2. J. V. Vilanilam, *More Effective Communication: A Manual for Professionals*, Sage Publication, New Delhi and London, 2000.
3. Norman Lewis, *Word Power Made Easy: The Complete Handbook for Building A Superior Vocabulary*, Expanded and Completely Revised Edition, Pocket Books, New York and London, 1979.



**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**MA (JOURNALISM AND MASS COMMUNICATION)**  
**SEMESTER - II**

**Effect from: June-2020-21**

Course Type	Course Code	Name of Course	Theory/ Practical	Credit	Exam Duration in Hrs	Components of Marks		
						Internal Marks	External Marks	Total
Core Course	PG02CJMC01	Development of Media-II: Radio and Television	Theory	3	3	50/17	50/20	100/40
	PG02CJMC02	Radio Journalism	Theory	3	3	50/17	50/20	100/40
	PG02CJMC03	Television Journalism	Theory	3	3	50/17	50/20	100/40
	PG02CJMC04	Basic Photography and Photo Journalism	Theory	3	3	50/17	50/20	100/40
	PG02CJMC05	Field Work Practicum: Electronic Media – Radio/TV/Production House	Practical	8	8	150/50	150/60	300/120
	PG02CJMC06	Indian Government and Politics	Theory	3	3	50/17	50/20	100/40
Soft Skill Course	PG02SJMC01	Development Communication	Theory	2	3	50/17	50/20	100/40

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**MA (Journalism & Mass Communication)**  
**Semester - II**

<b>Title of the Paper</b>	Development of Media-II (Radio and Television)
<b>Course Code</b>	PG02CJMC01
<b>Objective</b>	<b>Identify and describe the foundations and characteristics of mass media.</b>

<b>Unit</b>	<b>Detail Descriptions</b>	<b>Weightage</b>
<b>1</b>	<b>Radio Broadcasting</b> 1.1 Characteristics of Radio: Broadcast spectrum management in India 1.2 The Medium: Role of Sound, Characteristics, Strengths and Limits 1.3 Radio Broadcasting: Main Characteristics 1.4 Different Types of Radio: AM (Medium and short wave), FM, Community Radio, DRM and Internet radio broadcasting.	<b>25%</b>
<b>2</b>	<b>Evolution and Growth of Broadcasting</b> 2.1 Airwaves – public or private property, pre-independence and post-independence broadcasting, public service broadcasting, broadcasting policy, broadcasting code and limitations 2.2 Roles of AIR and private broadcasters, commercial broadcasting policy, community radio policy, contemporary broadcasting	<b>25%</b>
<b>3</b>	<b>FM Broadcasting</b> 3.1 Organization and structure, various functionaries and their roles 3.2 Planning and organizing the content, Music clock, positioning the channel 3.3 Broadcast laws and ethics for music broadcasting 3.4 FM technology and software, management of FM radio stations 3.5 Community Radio: role of community radio in empowerment, community radio, culture and society, community radio and contemporary issues, management of community radio stations	<b>25%</b>
<b>4</b>	<b>Understanding TV</b> 4.1 Evolution and development of TV 4.2 Television Broadcasting: Characteristics as a medium of communication 4.3 History of TV in India: SITE, Terrestrial, Colour TV, Cable and Satellite, Channel Distribution, MSO's, CAS, HITS, DTH, IPTV, TV on Mobile 3G and Notebook, Prospects of 4G 4.4 Contemporary trends: Indian TV Industry, Public service TV broadcasting, Commercial TV broadcasting, Economics of TV broadcasting, National and International TV news agencies, ITU, WARC, International Television agreements	<b>25%</b>

**Reference Books:**

1. C. Fleming, *The Radio Handbook*, Routledge, 2002.
2. D. Mandy, *Radio in Global Age*, Polity Press, Cambridge, 2000.
3. H. K. Luthra, *Indian Broadcasting*, Publications Division, GoI, New Delhi, 1987.
4. T. White, *Broadcast News Writing, Reporting and Producing*, Focal Press, 1996.

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**MA (Journalism & Mass Communication)**  
**Semester - II**

<b>Title of the Paper</b>	Radio Journalism
<b>Course Code</b>	PG02CJMC02
<b>Objective</b>	<b>Plan, write and present daily local and national radio news bulletins on air</b>

<b>Unit</b>	<b>Detail Descriptions</b>	<b>Weightage</b>
<b>1</b>	<p><b>Writing for Radio</b></p> <p>1.1 Thinking audio: Planning and structuring the copy for various audio inputs, Rewriting the printed and agency copy for broadcasting,</p> <p>1.2 Writing for voice dispatches: Bytes and Outside Broadcast (OB) copy, Vox-Pops, Interviews</p> <p>1.3 Compiling Radio news bulletins: Production of different formats of news - 2-minute headline bulletin to one hour news show</p> <p>1.4 Handling of news run down, last minute changes and on air changes in the news</p> <p>1.5 Headline writing: Role and Importance of Headlines, Different types of Headlines, Checking Language, Spelling and Grammar, Following Style Book</p> <p>1.6 Writing for radio programmes: Radio features/documentaries, Radio commentaries, Spotlight/Talks, etc</p>	<b>25%</b>
<b>2</b>	<p><b>Radio Production</b></p> <p>2.1 Basic concepts of audio production: microphones – designs, categories and applications.</p> <p>2.2 Digital studio mixer, portable audio mixers, recording formats, understanding sound recording/perspective of sound, sound transfer, editing and post-production</p> <p>2.3 Editing softwares, ob recording equipment, audio workstations – nuendo, avid pro tools and others, studio recording, off-air/on-air studios and their working</p> <p>2.4 Online sound editing: online sound editing software, newsroom software-dalet, phone-in and radio bridge, FM broadcast softwares – RCS, etc.</p>	<b>25%</b>
<b>3</b>	<p><b>Broadcast News</b></p> <p>3.1 Radio newsroom organization and structure: newsroom organization and structure and functions</p> <p>3.2 Different editorial positions in newsroom and their roles and responsibilities</p> <p>3.3 Editorial vision: generating ideas, ensuring creativity and innovation, managing and allocating editorial resources, team work, editorial co-ordination: managing different desks</p>	<b>25%</b>
<b>4</b>	<p><b>Radio News-Practical</b></p> <p>4.1 Types of news bulletins: 15-minute bulletin, 5 minute, news-on-phone, headlines</p> <p>4.2 Radio News Magazine, New Format News</p>	<b>25%</b>

**Reference Books:**

1. A. Boyd, *Broadcast Journalism*, OUP, 1999.
2. C. Fleming, *The Radio Handbook*, Routledge, 2002.
3. D. Mandy, *Radio in Global Age*, Polity Press, Cambridge, 2000.
4. E. Elwyn, *Radio: A Guide to Broadcasting Techniques*, Barrie and Jenkins, 1977.
5. H. K. Luthra, *Indian Broadcasting*, Publications Division, GoI, New Delhi, 1987.
6. K. M. Srivastava, *Broadcast Journalism in the 21st Century*, Sterling Publications, New Delhi, 2005.
7. M. Rober, *An Introduction to Writing for Electronic Media: Script Writing Essentials across the Genres*, Focal Press, Oxford, 2000.
8. R. Thompson, *The Broadcast Journalism Handbook: A Television News Survival Guide*, Oxford, 2004.
9. T. White, *Broadcast News Writing, Reporting and Producing*, Focal Press, 1996.
10. Y. Ivor, *Television News*, Focal Press, Oxford, 1995.

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**MA (Journalism & Mass Communication)**  
**Semester - II**

<b>Title of the Paper</b>	TV Journalism
<b>Course Code</b>	PG02CJMC03
<b>Objective</b>	<b>being professionally prepared for a career practicing journalism, either in print, broadcast, or multimedia formats</b>

<b>Unit</b>	<b>Detail Descriptions</b>	<b>Weightage</b>
<b>1</b>	<b>TV News</b> 1.1 Organizational structure of TV news channels 1.2 Modern TV newsroom: Input/output and Assignment Desks, TV news production desk and its functions, Visual sources: servers, graphics, archives, MSR and OB	<b>25%</b>
<b>2</b>	<b>Writing to Visuals</b> 2.1 Writing to visuals: The writing process 2.2 Thinking audio and video, Planning and structuring the copy for various audio visual inputs, 2.3 Editing bytes, procuring and editing visuals – archives, graphics and other sources, 2.4 Writing Anchor Leads, Writing for Astons, subtitles, scrawls and other TV screen value addition, instruments. 2.5 Broadcast styles and techniques of writing: Handling information overload and allowing visuals to breathe 2.6 Rewriting agency copy, writing for Bytes and Outside Broadcast (OB) copy, Understanding the pitfalls of broadcast punctuation and presentation	<b>25%</b>
<b>3</b>	<b>TV Reporting</b> 3.1 TV Reporters Tools and techniques: Locating TV stories, Developing TV stories, Structuring a TV news report, V/O's, packages and story formats 3.2 PTC: Opening, Bridge and closing, The equipment, Field work, TV news interviews, shooting, recording and editing, Live reporting: organizing thoughts and adlibbing, DSNG, Multiple OB locations and Split screen, V/O from field and technical challenges 3.3 Major International events and TV coverage, Satellite link for News reporting from abroad, Satellite bookings and co-ordination with local TV channels, booking local editing 3.4 Facilities, Planning news stories of cultural and social interest on the side lines, Satellite phones, broadband, optical fibre and internet and 3G based solutions	<b>25%</b>
<b>4</b>	<b>Production of TV news program</b> 4.1 The production team and the process: Line producers, field producers and their role 4.2 The production process, gate keeping, the run downs, leads, bunching, kickers, rhythm and flow, back timing and going on air, news analysis and experts, commercials and promo breaks 4.3 Headlines, discussions and talk shows, organizing the studio for TV news programmes	<b>25%</b>

**Reference Books:**

1. E. Elwyn, *Radio: A Guide to Broadcasting Techniques*, Barrie and Jenkins, 1977.
2. G. Saksena, *Television in India: Changes and Challenges*, Vikas Publishing, 1996.
3. T. White, *Broadcast News Writing, Reporting and Producing*, Focal Press, 1996.
4. Y. Ivor *Television News*, Focal Press, Oxford, 1995.
5. A. Boyd, *Broadcasting Journalism: Techniques of Radio and television News-* 5th Edition, Focal Press, New Delhi, 2000.
6. K. M. Srivastava, *Broadcast Journalism in the 21st Century*, Sterling Publications, New Delhi, 2005.
7. R. A. Papper, *Broadcast News Writing Style Book*, 5th Edition, Pearson Education, London, 1995.
8. M. Rober, *An Introduction to Writing for Electronic Media: Script Writing Essentials across the Genres*, Focal Press, Oxford, 2000.
9. H. K. Luthra, *Indian Broadcasting*, Publications Division, GoI, New Delhi, 1987.
10. R. Hirsch, *Light and Lens: Photography in the Digital Age*, Taylor and Francis, 2008.

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**MA (Journalism & Mass Communication)**  
**Semester - II**

<b>Title of the Paper</b>	<b>Basic Photography and Photo-Journalism</b>
<b>Course Code</b>	PG02CJMC04
<b>Objective</b>	<b>Demonstrate a brief understanding of news values, photo journalism and sources.</b>

<b>Unit</b>	<b>Detail Descriptions</b>	<b>Weightage</b>
<b>1</b>	<b>Basic Principles</b> 1.1 Properties of light electromagnetic spectrum, reflection, transmission, refraction and polarization of light. Different types of light sources and their properties 1.2 Controlling light, pinhole camera, concave and convex lenses and mirrors, real and virtual image formation. 1.3 Photosensitive material, image formation, latent image development as fixing	<b>25%</b>
<b>2</b>	<b>Camera/ Digital Camera</b> 2.1 Mechanism of aperture, shutter, camera body view finds, transport, lenses 2.2 Classification of cameras and their relative comparison 2.3 Camera operation, exposure light tables	<b>25%</b>
<b>3</b>	<b>Basic Photography</b> 3.1 Various parts of the camera 3.2 Loading and shooting on black and white film 3.3 Effect of aperture, and effect of shutter speed 3.4 Use of camera accessories, and care and maintenance of camera equipment <b>Colour Photography</b> 3.5 Introduction to colour film, and chemistry of colour development and enlargement 3.6 Contact and projection printing 3.7 Colour and light – basic principles of colour sensitive colour temperature, colour reversal film, colour negative film 3.8 Light and lighting – outdoor, night, indoor lighting, indo	<b>25%</b>
<b>4</b>	<b>Introduction to photo-journalism</b> 4.1 What is photojournalism? 4.2 Distinguishing photojournalism from photography 4.3 Elements of photojournalism: objectivity, fairness, professionalism, ethics 4.4 Rights and responsibilities of photojournalists <b>Identifying and selecting events and scenes for photojournalism coverage</b> 4.5 Using journalistic newsworthiness as criterion for identifying events for photojournalism 4.6 Using human interest as criterion for identifying events for photojournalism 4.7 Using artistic, aesthetic, and cultural factors as criteria for identifying events for photojournalism	<b>25%</b>

**Reference Books:**

1. John Hedgecoe, *John Hedgecoe's Basic Photography*, Sterling Publishers, New Delhi, 1996.
2. John Hedgecoe, *John Hedgecoe's Creative Photography*, Revised edition, Collins and Brown Ltd, 1999.
3. John Hedgecoe, *John Hedgecoe's Workbook of Darkroom Techniques*, Revised and Updated edition, Butterworth-Heinemann, Woburn, MA, 1997.
4. Michael Freeman, *The Colour Photography Field Guide*, Octopus Publishing Group Ltd, London, 2013.
5. Michael Freeman, *The Colour Photography Field Guide*, Octopus Publishing Group Ltd, London, 2013.
6. Steve Bavister, *Digital Photography*, Collins and Brown Ltd, 2000.



**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**MA (Journalism & Mass Communication)**  
**Semester - II**

<b>Title of the Paper</b>	Field Work Practicum (Electronic Media: Radio/TV/Production House)
<b>Course Code</b>	PG02CJMC05

<b>Unit</b>	<b>Detail Descriptions</b>	<b>Weightage</b>
<b>1</b>	<b>Course Requirement</b> 1 The students will be attached to a electronic media organization: radio, TV, or production house for hands-on training in the field 2 They shall present a mini-report showing the amount of field work done as a part of the practicum	<b>100%</b>

**Mode of Evaluation**

Attainment on the course shall be measured through continuous evaluation as a part of the internal assessment during the semester.

**Internal Assessment** shall consist of a Mid-Semester Test with a weighting of 150 marks, involving regular reporting/drafting/attendance, and a studied presentation.

The format of the paper for Mid-Semester Test shall be as under:

<b>Particulars</b>	<b>Marks</b>
Field Work/Practicum Viva	<b>150</b>

**University Examination:** End-Semester Examination shall be conducted by the university and shall carry a weighting of 150 marks.

<b>Particulars</b>	<b>Marks</b>
Field Work/Practicum Viva	<b>150</b>

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**MA (Journalism & Mass Communication)**  
**Semester - II**

<b>Title of the Paper</b>	<b>Indian Government and Politics</b>
<b>Course Code</b>	<b>PG02CJMC06</b>
<b>Objective</b>	<b>The students will be able to explain the core philosophy and ideals of the Indian Constitution.</b>

<b>Unit</b>	<b>Detail Descriptions</b>	<b>Weightage</b>
<b>1</b>	<b>Indian Constitution and Directive Principles</b> 1.1 Nationalist Movement and Growth of Representative Institutions (1919-1947) 1.2 Constituent Assembly: Origin, Composition and character 1.3 Sources of influence and Ideological Background 1.4 Philosophy of the Constitution 1.5 Basic features of Constitution 1.6 Preamble and the basic Values 1.7 Fundamental Rights and Duties 1.8 Directive Principles of State Policy	<b>50%</b>
<b>2</b>	<b>Indian Federal System</b> 2.1 Union Legislature: Rajya Sabha and Lok Sabha 2.2 Union Executive: President, Prime Minister and the Council of Ministers 2.3 The Judiciary: Supreme Court of India 2.4 Evolution of Indian Federation 2.5 Nature and Character of Indian Federal System	<b>50%</b>

**Reference Books:**

- 1 Austin Graville, *Indian Constitution and Politics: Cornerstone of a Nation*, New Delhi, 1999.
- 2 J. C. Johri, *Indian Government and Politics*, Vols.I and II, Vishal, Delhi, 1998, 1999.
- 3 M. P. Singh and Rakesh Saxena, *Indian Politics – Contemporary Issues and Concerns*, Prentice Hall, New Delhi, 2008.
- 4 M. V. Pylee, *Our Constitution, Government and Politics*, Universal, Delhi, 2000.
- 5 P. Avasthi, *Indian Political System*, L. N. Agarwal, Agra, 2007.
- 6 R. L. Hardgrave, *Indian: Government and Politics in a Developing Nation*, H.B. and World, New York, 2000.
- 7 S. Narang, *Indian Government and Politics*, Gitanjali Publication, New Delhi, 2004.
- 8 Subash C. Kashyap, *Our Constitution: An Introduction*, National Book Trust, New Delhi, 2008.

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**MA (Journalism & Mass Communication)**  
**Semester - II**

<b>Title of the Paper</b>	<b>Development Communication</b>
<b>Course Code</b>	PG02SJMC01
<b>Objective</b>	<b>Develop skills that will be practical in designing communication strategies to handle developmental problems such as report-writing skills and podcast creation</b>

<b>Unit</b>	<b>Detail Descriptions</b>	<b>Weightage</b>
<b>1</b>	<b>Development Communication</b> 1.1 Understanding Development: Concepts and Process, History of Development 1.2 Dependency Theory: Critique of Dominant Paradigm, Development and Underdevelopment 1.3 Role of Government in Development: Evolution of Planning Process and New Approaches	<b>50%</b>
<b>2</b>	<b>Development Communication Agencies</b> 2.1 International Developmental Agencies like UNESCO, UNICEF, ILO, World Bank, WHO, FAO etc. 2.2 Indian Development Agencies like DAVP, Song and Drama Division, DFP, Prasar Bharti, Private Channels, Print Media, Social Sector, Corporate Sector 2.3 Community Radio: Role, Aims and Scope; CR in India	<b>50%</b>

**Reference Books:**

1. A. M. Khan, *Shaping Policy: Do NGOs Matter?: Lessons from India*, PRIA, Delhi, 1997.
2. B. Tankha (ed), *Communications and Democracy*, Southbound, Cendit, 1995.
3. G. Mahajan, *Democracy, Difference and Social Justice*, Oxford University Press, Delhi, 1998.
4. J. Dreze and A. Sen, *An Uncertain Glory: India and its Contradictions*, Princeton University, USA, 2013.
5. J. Dreze and A. Sen, *India: Economic Development and Social Opportunity*, Oxford University Press, Delhi, 1995.
6. J. E. Stiglitz, *Globalization and its Discontents*, W.W. Norton and Company, USA, 2002.
7. M. Traber, *The Myth of the Information Revolution: Social and Ethical Implications of Communication Technology*, Sage, London, 1986.
8. N. G. Jayal and S. Pai, *Democratic Governance in India: Challenges of Poverty, Development and Identity*, SAGE, Delhi, 2001.
9. P. Sainath, *Everybody loves a good drought: stories from India's poorest districts*, Penguin Books, Delhi, 1996.
10. S. Kaviraj and S. Khilnani, *Civil Society: History and Possibilities*, Cambridge University Press, Delhi, 2002.

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**

**MA (JOURNALISM AND MASS COMMUNICATION)**

**SEMESTER - III**

**Effect from: June-2020-21**

Course Type	Course Code	Name of Course	Theory/ Practical	Credit	Exam Duration in Hrs	Components of Marks		
						Internal Marks	External Marks	Total
Core Course	PG03CJMC01	Advertising	Theory	3	3	50/17	50/20	100/40
	PG03CJMC02	Public Relations	Theory	3	3	50/17	50/20	100/40
	PG03CJMC03	Media Planning and Buying	Theory	3	3	50/17	50/20	100/40
	PG03CJMC04	Media Management	Theory	3	3	50/17	50/20	100/40
	PG03CJMC05	Field Work Practicum: Public Relations/Advertising Agencies	Practical	8	8	150/50	150/60	300/120
	PG03CJMC06	Indian Economy	Theory	3	3	50/17	50/20	100/40
Soft Skill Course	PG03SJMC01	Women, Children and Media	Theory	2	3	50/17	50/20	100/40

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**MA (Journalism & Mass Communication)**  
**Semester - III**

<b>Title of the Paper</b>	<b>Advertising</b>
<b>Course Code</b>	<b>PG03CJMC01</b>
<b>Objective</b>	<b>Demonstrate an understanding of advertising strategies and budgets.</b>

<b>Unit</b>	<b>Detail Descriptions</b>	<b>Weightage</b>
<b>1</b>	<b>Fundamentals of Advertising</b> 1.1 Advertising – its meaning, definition and functions 1.2 Relationship with public relations and marketing 1.3 Need for advertising 1.4 History of advertising – national and international level	<b>25%</b>
<b>2</b>	<b>Advertising: Types of Advertising Media, Structure etc</b> 2.1 Various advertising media and their developments from print to broadcast to internet 2.2 The structure of an ad agency and the role of each department 2.3 Basic relationships between the players (client, agency, media, consumer) 2.4 The advertising industry – advertisers, advertising agencies, media etc 2.5 Need for research in advertising	<b>25%</b>
<b>3</b>	<b>Types of Advertising and Public Relations</b> 3.1 Types of advertising, Consumer advertising; Industrial advertising; classified advertising; Retail advertising; and financial advertising 3.2 Public relations advertising	<b>25%</b>
<b>4</b>	<b>Business of Advertising</b> 4.1 Business to business advertising: political advertising; image advertising; lifestyle advertising; internet advertising; and the www as an advertising medium 4.2 The traditional media and Public relations advertising: techniques and strategies of web advertising; and current trends in online advertising 4.3 Introduction to advertising strategies; AIDA, DAGMAR, and information processing model	<b>25%</b>

**Reference Books:**

1. Herschel Gordon Lewis and Carol Nelson, *Advertising Age Handbook of Advertising*, NTC Business books, Lincoln Wood, IL, 2000
2. Neil Barren, *Advertising on the Internet: Getting Your Message across the World Wide Web*, Kogan Page, London, 1997.
3. Thomas Russell and Ronald Lane, *Kleppner's Advertising Procedure*, Prentice Hall, Englewood Cliffs, N.J. 1999
4. William F Adrens and Courtland L Bovee, *Contemporary Advertising*, Irwin, Homewood, IL 1994
5. William Wells, John Burnett and Sandra Moriarty, *Advertising: Principles and Practice*, Prentice Hall, Englewood Cliffs, N.J. 1995.

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**MA (Journalism & Mass Communication)**  
**Semester – III**

<b>Title of the Paper</b>	<b>Public Relations</b>
<b>Course Code</b>	PG03CJMC02
<b>Objective</b>	<b>Understand the scope of public relations and the principle role research, counseling, and communication play in public relations activities.</b>

<b>Unit</b>	<b>Detail Descriptions</b>	<b>Weightage</b>
<b>1</b>	<b>Introduction PR Public Relation</b> 1.1 Process: Definition, Aims and Scope, Four Step Process In House and External PR 1.2 Video and Documentary and its production 1.3 Script Writing, Preparation of Story Board, writing for Newspapers 1.4 Film as a tool for PR, characteristics of cinema, realistic cinema Commercial cinema, corporate film	<b>25%</b>
<b>2</b>	<b>Types of PR and Audio/Visual Tools for PR</b> 2.1 Public, Pvt., Service Sector, corporate PR NGO and Govt., Public Utility 2.2 Camera as a PR Tool, Photo Communication 2.3 Uses of Photo in PR 2.4 Caption Writing 2.5 Introduction to House Journal, House Journal Designing, Printing and Production of House Journal 2.6 Types of House Journal: Brochure, Folder, Annual Report, In-house magazine	<b>25%</b>
<b>3</b>	<b>Exhibition, Traditional and Extension Media</b> 3.1 Exhibition 3.2 Outdoor media; meaning, advantage, disadvantage, Types of hoardings, Site Traffic Measurement Posters 3.3 Transit media: Meaning, advantage, disadvantage, Neon signs, Bus panels	<b>25%</b>
<b>4</b>	<b>Other Tools of PR: Oral and Written Communication</b> 4.1 Speeches for different occasions; Professional interview, Dos and don'ts for interview 4.2 Conference: Meaning, organizing a conference, seminar 4.3 Business Letter; Types of Business Letter, 4.4 Writing for the House Journal, 4.5 Types of house journal: Brochure, Folder, Annual Reports, In house magazine 4.6 New Trends in PR, Activism and Mass Media	<b>25%</b>

**Reference Books:**

1. Ashok Arya, *Dynamics of PR*, Manas Publication, New Delhi, 2004
2. Donald Treadwell, *Public Relations Writing*, SAGE, London, 2006
3. G C Banik, *PR and Media Relations*, JAICO, Mumbai, 2006
4. James B. Grunig and Tood Hunt, *Managing Public Relations*, Holt. Rinehart and Winton, New York 1984
5. Jefkins, *Public Relations for Your Business*, JAICO, Mumbai, 2006
6. K.R. Balan, *Lectures on Applied Public Relations*, Sultan Chand and Sons, New Delhi, 1990
7. Kathy R. Fitzpatrik and Carolyn Bronstein, *Ethics in Public Relations*, SAGE, London, 2006
8. Leonard Saffir, *Power Public Relations*, NTC Business Books, Lincoln Wood, IL, 2000
9. Philip Hanslawe, *Public Relations: A Practical Guide to Basics*, Kogan Page, London, 1999
10. Scott M. Cutlip, Allen H. Center and Glen M. Broom, *Effective Public Relations*, 6 ed, Prentice Hall, Englewood Cliffs, N.J., 2000

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**MA (Journalism & Mass Communication)**  
**Semester - III**

<b>Title of the Paper</b>	<b>Media Planning and Buying</b>
<b>Course Code</b>	<b>PG03CJMC03</b>
<b>Objective</b>	<b>Know the strategic development of a media plan in response to a marketing or advertising</b>

<b>Unit</b>	<b>Detail Descriptions</b>	<b>Weightage</b>
<b>1</b>	<b>Advertising Media</b> 1.1 Media: Introduction and Definition 1.2 Above the line 1.3 Below the line Media 1.4 Advantages and Disadvantages of various media	<b>25%</b>
<b>2</b>	<b>Media Planning</b> 2.1 Media Mix 2.2 Media Planning 2.3 Media operation: Buying, Selling 2.4 Media Budgeting 2.5 Media Strategies 2.6 Media Innovation	<b>25%</b>
<b>3</b>	<b>Media Research</b> 3.1 Media Research: Need and Importance of Media Research 3.2 Media Elements: Readership, Circulation, Share, Reach, Frequency, OTS, Distributions, HUT, ABC, NRS, GRP, TRP, CPM 3.3 Media Audience 3.4 Methods of Media Research	<b>25%</b>
<b>4</b>	<b>Media Evaluation</b> 4.1 Criteria for Media Evaluation 4.2 Construction of a Media Plan 4.3 Budgeting 4.4 Advertising Proposal 4.5 Presentation of the Plan	<b>25%</b>
	<b>Practicum</b> 1. Develop an appropriate media mix for promoting a Product/Service 2. Develop a media plan for launch of a new channel 3. Study the media strategy for any Product/Service	

**Reference Books:**

1. Devendra Thakur, *Advertising Management and Sales Management*, Neha Publishers and Distributors, 2009
2. Frank Jefkins, *Advertising*, Fourth edition Revised by Daniel Yadin, Financial Times Press, London, 2000
3. J R Adams, *Media Planning*, Business Books, London, 1971
4. Rajeev Batra, John G Myers and David A Aaker, *Advertising Management*, Fifth edition, London : Prentice-Hall International, 1996
5. Vanita Kohli, *The Indian Media Business*, SAGE Response, New Delhi, 2013
6. Wilbun Schramm, *Men, Message and Media*, New York: Harper and Row, 1975



**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**MA (Journalism & Mass Communication)**  
**Semester - III**

<b>Title of the Paper</b>	<b>Media Management</b>
<b>Course Code</b>	<b>PG03CJMC04</b>
<b>Objective</b>	<b>Understand the difference between traditional marketing and social media marketing.</b>

<b>Unit</b>	<b>Detail Descriptions</b>	<b>Weightage</b>
<b>1</b>	<b>Introduction to Media Management</b> 1.1 Understanding General Management 1.2 Finance, Marketing, Personnel and Production Department 1.3 Principles of Media Management and their Significance 1.4 Policy Formulation, Planning, Execution and Control	<b>25%</b>
<b>2</b>	<b>Organization Theory</b> 2.1 Delegation, Decentralization 2.2 Motivation Leadership and Control, Co-ordination 2.3 Decision Making 2.4 Media as Industry and Profession	<b>25%</b>
<b>3</b>	<b>Ownership of Media</b> 3.1 Ownership patterns of Mass Media in India and Role of Proprietorship 3.2 Private Ltd; Public Limited companies 3.3 Individual ownership; Trust, Cooperatives; Religious Institutions (Societies) and Franchisees 3.4 Types of Media Organization: Radio Stations, TV and Broadcast Networks 3.5 Web Based Organizations News paper Organization, Publishing House 3.6 Role of Business, Content Syndicates, Media intermediaries and Agencies; Introduction of DAVP, INS, TRP, Press Information Bureau (PIB) Structure of State PR Department	<b>25%</b>
<b>4</b>	<b>Functional Management of Media</b> 4.1 Hierarchy, Functions and Organizational Structure of Different Media Organizations 4.2 Management and Editorial Staff Relationship, HR Development 4.3 Economics of Print and Electronic Media Audience and Readership Surveys 4.4 Business Legal and Financial Aspects of Media Management 4.5 Current challenges of Media Management 4.6 Process and Prospects of Launching Media Ventures; Planning and Control, Problems of Launching New Venture 4.7 Case Study of any Media Organization	<b>25%</b>

**Reference Books:**

1. Alan B. Albarran and Angel Arrese Reca (eds), *Time and Media Market*, Routledge, London, 2015.
2. Alan B. Albarran, *Management of Electronic and Digital Media*, 5th edition, CENGAGE Learning, Wadsworth, 2013.
3. Alan B. Albarran, Sylvia M. Chan-Olmsted, and Michael O. Wirth (eds), *Handbook of Media Management and Economics*, Lawrence Erlbaum Associates Publishers, Mahwah, New Jersey, 2008
4. B. K. Chaturvedi, *Media Management: Emerging Challenges in New Millennium*, 1st edition, Global Vision Publishing House, Delhi, 2013.

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**MA (Journalism & Mass Communication)**  
**Semester - III**

<b>Title of the Paper</b>	Field Work Practicum (Public Relations/Advertising Agencies)
<b>Course Code</b>	PG03CJMC05

<b>Unit</b>	<b>Detail Descriptions</b>	<b>Weightage</b>
<b>1</b>	<b>Course Requirement</b> 1 The students will be attached to a public relations agency/advertising agency for hands-on training in the field 2 They shall present a mini-report showing the amount of field work done as a part of the practicum	<b>100%</b>

**Mode of Evaluation**

Attainment on the course shall be measured through continuous evaluation as a part of the internal assessment during the semester.

**Internal Assessment** shall consist of a Mid-Semester Test with a weighting of 150 marks, involving regular reporting/drafting/attendance, and a studied presentation.

The format of the paper for Mid-Semester Test shall be as under:

<b>Particulars</b>	<b>Marks</b>
Field Work/Practicum Viva	<b>150</b>

**University Examination:** End-Semester Examination shall be conducted by the university and shall carry a weighting of 150 marks.

<b>Particulars</b>	<b>Marks</b>
Field Work/Practicum Viva	<b>150</b>

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**MA (Journalism & Mass Communication)**  
**Semester - III**

<b>Title of the Paper</b>	<b>Indian Economy</b>
<b>Course Code</b>	<b>PG03CJMC06</b>
<b>Objective</b>	<b>Students will be exposed to economic reforms in India and problems of Indian economy</b>

<b>Unit</b>	<b>Detail Descriptions</b>	<b>Weightage</b>
<b>1</b>	<b>Indian Economy</b> 1.1 Structure of Indian Economy, India is a developing Economy and mixed economy 1.2 Five year plans 1.3 National Income: GDP, GNP, GDH (H=Happiness) 1.4 Demography of India: gender wise, state wise, literacy 1.5 Sectors in Indian Economy, Occupational structure sector wise 1.6 Poverty and unemployment 1.7 Economic Reforms – Liberalization	<b>50%</b>
<b>2</b>	<b>Money, Capital and Market</b> 2.1 Money and Capital Markets in India 2.2 RBI and its Monetary Policy 2.3 Money Supply, Inflation 2.4 Commodity Market, SENSEX and Financial Market 2.5 FDI and FII 2.6 Globalization: Meaning and dimensions 2.7 Make in India: Philosophy	<b>50%</b>

**Reference Books:**

1. A. N. Agarwal, *Indian Economy*, Vikas Publishing House, New Delhi, 2006
2. Ishwar C. Dhingra, *The Indian Economy*, Tata McGraw-Hill Publishing Company, New Delhi, 2006
3. Rudar Dutt and K.P.M. Sundram, *Indian Economy*, S. Chand and Company, Delhi, 2006
4. S. K. Misra and V. K. Puri, *Indian Economy*, Himalaya Publication House, New Delhi, 2009

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**MA (Journalism & Mass Communication)**  
**Semester - III**

<b>Title of the Paper</b>	<b>Women, Children and Media</b>
<b>Course Code</b>	<b>PG03SJMC01</b>
<b>Objective</b>	<b>Gain perspective about the historical and contemporary contributions of women to the field of journalism and mass communication</b>

<b>Unit</b>	<b>Detail Descriptions</b>	<b>Weightage</b>
<b>1</b>	<p><b>Women and Media</b></p> <p>1.1 Women's Issues in India, Historic Status of Women in Society and Culture: Status of Women, Legal Status of Women, Economic and Political Status</p> <p>1.2 Portrayal of Women in the Media: Portrayal of Women on Television, Portrayal of Women in Advertisements, Print Media and Women's Issues.</p> <p>1.3 Media as a Tool in the Crusade for Women's Education: Women's Literacy and Print Media, Role of Television, Role of Radio</p> <p>1.4 Employment of Women in Media and Contradictory Media Policy and Practice</p>	<b>25%</b>
<b>2</b>	<p><b>Children and Media</b></p> <p>2.1 Media Types potentially beneficial for early childhood (children ages 0-5); Types of media that are educational for children and the age group; Morality and Social Learning, Potential Benefits of Media</p> <p>2.2 Impact of Media on Children: Psychological, sociological and physical: Internet Addiction - The Emergence of a New Clinical Disorder</p> <p>2.3 Cyber Psychology and Behavior: Food habits, Eating disorder and obesity; Social isolation, Aggression and violent behavior; Internet-initiated Sex crimes against Minors; Addiction of media/games, Adolescents' uses of Media for Self-Socialization; Media Literacy, Family Values, and the Family and Media</p> <p><b>Advertising</b></p> <p>2.4 Food-Related Advertisements on Preschool TV: Building Brand Recognition in Young Viewers.</p> <p>2.5 Influence of TV Advertisements on Children's Buying Response: Role of Parent Child Interaction</p> <p>2.6 Human trafficking, Juvenile crime and legal aspects of children and media</p>	<b>25%</b>

**Reference Books:**

1. Ammu Joseph and Kalpana Sharma (eds), *Whose News? The Media and Social Issues*, Second edition, Sage Publications, New Delhi, 2006.
2. Binod C. Agarwal and Kumkum Rai, *Women, Television and Rural Development*, National Publishing House, New Delhi, 1988
3. Kamla Bhasin and Bina Agarwal (eds), *Women and Media: Analysis, Alternatives and Action*, ISIS International, Rome and Kali for Women, New Delhi, 1984.
4. Prabha Krishnan and Anita Dighe, *Affirmation and Denial: Construction of Femininity on Indian Television*, Sage Publications, New Delhi, 1990.

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**MA (JOURNALISM AND MASS COMMUNICATION)**  
**SEMESTER - IV**

**Effect from: June-2020-21**

Course Type	Course Code	Name of Course	Theory/ Practical	Credit	Exam Duration in Hrs	Components of Marks		
						Internal Marks	External Marks	Total
<b>Core Course</b>	<b>PG04CJMC01</b>	<b>Media Law and Ethics</b>	<b>Theory</b>	<b>3</b>	<b>3</b>	<b>50/17</b>	<b>50/20</b>	<b>100/40</b>
	<b>PG04CJMC02</b>	<b>Film Studies</b>	<b>Theory</b>	<b>3</b>	<b>3</b>	<b>50/17</b>	<b>50/20</b>	<b>100/40</b>
	<b>PG04CJMC03</b>	<b>New Media Studies and Cyber Media</b>	<b>Theory</b>	<b>3</b>	<b>3</b>	<b>50/17</b>	<b>50/20</b>	<b>100/40</b>
	<b>PG04CJMC04</b>	<b>Present Indian Scenario and Current Affairs</b>	<b>Theory</b>	<b>3</b>	<b>3</b>	<b>50/17</b>	<b>50/20</b>	<b>100/40</b>
	<b>PG04CJMC05</b>	<b>Dissertation/Research Project based on Field Work</b>	<b>Practical</b>	<b>8</b>	<b>8</b>	<b>150/50</b>	<b>150/60</b>	<b>300/120</b>
	<b>PG04CJMC06</b>	<b>Human Rights and Media</b>	<b>Theory</b>	<b>3</b>	<b>3</b>	<b>50/17</b>	<b>50/20</b>	<b>100/40</b>
<b>Soft Skill Course</b>	<b>PG04SJMC01</b>	<b>Communication Research Method</b>	<b>Theory</b>	<b>2</b>	<b>3</b>	<b>50/17</b>	<b>50/20</b>	<b>100/40</b>

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**MA (Journalism & Mass Communication)**  
**Semester - IV**

<b>Title of the Paper</b>	<b>Media Laws and Ethics</b>
<b>Course Code</b>	<b>PG04CJMC01</b>
<b>Objective</b>	<b>To Know the media laws in India and the world</b>

<b>Unit</b>	<b>Detail Descriptions</b>	<b>Weightage</b>
<b>1</b>	<b>Indian Constitution and Media</b> 1.1 Freedom of Speech and Expression: Freedom of Speech and Expression, Main features, Scope and Importance of Article 19 1.2 Interpretation of Article 19: Defining the freedom of Press and Media, Supreme Court Cases related to Article 19 1.3 Right to Information Act 2005, Pressures on Media: Political, Corporate, Social, Religious, Advertisers and Lobbies, etc.	<b>25%</b>
<b>2</b>	<b>Restrictions on Media</b> 2.1 Restrictions on Media: Official Secrets Act, Judiciary and Contempt of Court, Legislature and its Privileges, IPC and Cr. PC 2.2 Censorship and its different forms, Right to Privacy 2.3 Laws related to Press and Broadcast Media	<b>25%</b>
<b>3</b>	<b>Press, Broadcast Regulations and Cyber Laws</b> 3.1 Copyright Act: Main features, issues, Books and Newspapers Registration Act, Working Journalists Act, Press Council Act and Role of PCI 3.2 Broadcast Media: Cable TV Network Regulation Act, Cinematography Act, Prasar Bharti Act, Digitization and Conditional Access System (CAS), Proposed Broadcast Regulatory Authority of India Act 3.3 Cyber laws: The need for cyber laws, Cyber preparedness across the globe, Regulatory authorities and framework, Information Technology Act, Implementation issues	<b>25%</b>
<b>4</b>	<b>Media Ethics and Media Organizations</b> 4.1 Principles of Ethics: Rationale and Evolution of Journalistic Ethics, Journalistic Values: Concept, Importance and Debates, Journalists' Code of Conduct, Resolving Ethical Dilemmas: Different Methods 4.2 Media Organizations: International bodies: IPI, role of UNESCO, SAFMA, Press Council, TRAI, BRAI, IBF, INS, Editor's Guild, IFWJ, IJA, NUJ, IUJ, NBA, BEA, Trade Union Rights in Media	<b>25%</b>

**Reference Books:**

1. D. D. Basu, *Press Laws*, Prentice Hall, 2005.
2. J. Natarajan, *History of Indian Press*, Publications Division, GoI, New Delhi, 2000.
3. K. M. Srivastava, *Media Ethics – Veda to Gandhi and Beyond*, Ministry of Information and Broadcasting, Government of India, 2005.
4. M. C. Rao, *The Press*, National Book Trust, Kolkatta, 1974.
5. M. R. Dua, *Press As Leader of Society*, IIMC, 2000.
6. P. Duggal, *Cyberlaw in India*, Saakshar Law Publications, 2002.
7. P. G. Thakurta, *Media Ethics*, Oxford University Press, New Delhi, 2009,
8. P. K. Menon, *Journalistic Ethics*, Pointer Publishers, Jaipur, 2005.
9. P. K. Sharma, *Journalism Ethics*, Random Publications, 1999.
10. P. Rangaswami, *History of Journalism*, Sterling Publications, New Delhi, 1989.
11. R. N. Kiran, *Philosophies of Communication and Media Ethics: Theory, Concepts and Empirical Issues*, Lbr Publications, 2000.
12. V. Iyer, *Mass Media Laws and Regulations in India*, AMIC Publication, 2000.

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**MA (Journalism & Mass Communication)**  
**Semester - IV**

<b>Title of the Paper</b>	<b>Film Studies</b>
<b>Course Code</b>	PG04CJMC02
<b>Objective</b>	<b>Students to create and analyze moving images, to produce research, and to make art.</b>

<b>Unit</b>	<b>Detail Descriptions</b>	<b>Weightage</b>
<b>1</b>	<b>Film theory</b> 1.1 What is cinema, Film theory – form and function, Film analysis, Auteur Theory, Role of Cahiers du cinema, effect of auteur, the auteur concept in Britain 1.2 Contributions of D W Griffith, Alfred Hitchcock, Francois Truffaut, Jean Du Godard, apparatus theory, feminist theory, formalist theory, Marxist theory and psychoanalytical theory of film 1.3 Digital Aesthetics, Music and choreography, film genre.	<b>25%</b>
<b>2</b>	<b>History of World Cinema</b> 2.1 Cinema and Society, History of Cinema, Hollywood cinema, early cinema and film form the studio system 2.2 Rise and decline of the studio 2.3 British cinema, films, culture ideology, the studio system, the World Wars, films for victory, decline and fall of the British studio system.	<b>25%</b>
<b>3</b>	<b>Contemporary World Cinema</b> 3.1 Cinema from the Communist world, the Third World, World cinema and national film movement 3.2 German expressionism, Italian neo realism Soviet Montage, French new wave, Italian new wave 3.3 Japanese, Hong Kong, Korean, Chinese, Iranian and African cinema	<b>25%</b>
<b>4</b>	<b>Indian Cinema and Documentary Film Making</b> 4.1 History of Indian cinema, history of regional cinema, legends of Indian cinema, Hindi film industry, the Hindi film industry, music and choreography in Indian cinema, contemporary cinema. 4.2 Documentary Film Making: A review of documentaries around the world, what is a documentary, the art of telling a story in a documentary, types of documentaries, documentary film production in India, Documentary film festivals around the world and in India 4.3 How to pitch for funds for making a documentary, marketing your documentary, releasing the documentary, avenues to showcase your documentaries	<b>25%</b>



**Reference Books:**

1. Bill Nichols (ed), *Movies and Method*, 2 Volumes; University of California Press, 1976.
2. Cherry Potter, *Image. Sound and Story: The Art of Telling in Film*, Seeker and Warburg, 1990.
3. Erik Bamouw and S. Krishnaswamy, *Indian Film*, Oxford University Press, 1980.
4. Gaston Roberge and Chitra Bani, *A Book on Film Appreciation*, Chitra Bani, Kolkata, 1974.
5. Gaston Roberge, *The Ways of Film Studies*, Ajanta Publications, 1992.
6. Gerald Mart, *A short history of the Movies*, The University of Chicago Press, 1981.
7. Toren Grodal, *Moving Pictures*, Oxford University Press, 1997.

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**MA (Journalism & Mass Communication)**  
**Semester - IV**

<b>Title of the Paper</b>	<b>New Media Studies and Cyber Media</b>
<b>Course Code</b>	<b>PG04CJMC03</b>
<b>Objective</b>	<b>To impart Information Communication Technologies (ICTs) skills, including digital and media literacy and competencies.</b>

<b>Unit</b>	<b>Detail Descriptions</b>	<b>Weightage</b>
<b>1</b>	<b>Introduction to New Media</b> 1.1 Definition of the concept, history and evolution, why new media? Difference between various media employed for communication 1.2 Revolutionary change in communication, rise of new media in contemporary era 1.3 Interactivity and new media 1.4 New media as a tool for social change, pros 'n cons, freedom of expression vs. privacy, largest ungoverned space on earth	<b>25%</b>
<b>2</b>	<b>New Media Journalism</b> 2.1 Convergence and Journalism 2.2 News on the web: Newspapers, magazines, radio and TV newscast on the web 2.3 Changing paradigms of news; emerging news delivery vehicles; integrated newsroom 2.4 Open source data collection and analysis 2.5 Challenges and opportunities for a newsman - gatekeepers to news guides 2.6 Awareness regarding techniques of Digital Marketing: Search Engine 2.7 Optimization, Search Engine Marketing and Email Marketing	<b>25%</b>
<b>3</b>	<b>Portals and Social Media</b> 3.1 Social networking; Introduction to social profile management products – Facebook, WhatsApp, LinkedIn 3.2 Social Collaboration: virtual community- wikis, blogs, instant messaging, collaborative office and crowd sourcing 3.3 Social publishing: Flickr, Instagram, Youtube, Sound cloud 3.4 Citizen Journalism: Concept, Case studies, Mobile Journalism 3.5 Blogging; a brief history of blogs, blogs as narratives, Bloggers as journalists and 'opinionates'.	<b>25%</b>
<b>4</b>	<b>Writing for New Media</b> 4.1 Writing for a Whole range of Media 4.2 (Hyper) Text, Audio, Video, Still images, Animation, Flash interactivity, Blogs, Micro blogging and Social networking/Facebook/Twitter/RSS feeds 4.3 Poll surveys/Email etc. 4.4 Digital Story telling Formats, Content writing, editing, reporting and its management 4.5 Structure of a web report, Planning and designing of WebPages, Blogs, web channels, e-Newspaper, e-Magazine	<b>25%</b>

**Reference Books:**

1. Christopher Callhan, *A Journalist Guide to the Internet: The Net as a Reporting Tool*, Pearson/Allyn and Bacon, 2007.
2. Jagdish Chakraborty, *Cyber Media Journalism: Emerging Technologies*, Authors Press, New Delhi, 2005.
3. Jim Hall, *Online Journalism: A Critical Primer*, Pluto press, London, 2001.
4. John Street, *Mass Media, Politics and Democracy*, Palgrave Mcmillan, Hampshire, 2011.
5. Noah Wardrip-Fruin and Nick Montfort (eds), *The New Media Reader*, The MIT Press, Cambridge, 2003.
6. Ryan M. Thornburg, *Producing Online News: Stronger Skills, Stronger Stories*, CQ Press, Washington, 2011.

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**MA (Journalism & Mass Communication)**  
**Semester - IV**

<b>Title of the Paper</b>	<b>Present Indian Scenario and Current Affairs</b>
<b>Course Code</b>	PG04CJMC04
<b>Objective</b>	<b>Understand the social movement in present and post scenario</b>

<b>Unit</b>	<b>Detail Descriptions</b>	<b>Weightage</b>
<b>1</b>	<b>Current Affair</b> Indian and World Geography: Physical, Social, Economic Geography of India and the World. Indian Polity and Governance: Constitution, Political System, Panchayati Raj, Public Policy, Rights Issues, etc. Economic and Social Development: Sustainable Development, Poverty, Inclusion, Demographics, Social Sector initiatives, etc. General issues: Environmental Ecology, Bio-diversity and Climate Change	<b>25%</b>
<b>2</b>	<b>Organization</b> United Nation Organization and its all agencies Regional Organization – EU, ASEAN, SAARC, NGOS	<b>25%</b>
<b>3</b>	<b>India's Relation</b> Indo- China, Indo –United States, South Asia and Neighboring Countries	<b>25%</b>
<b>4</b>	<b>Arts and Culture</b> Indian Literature Sports and culture Books, Magazines and Newspaper	<b>25%</b>

**Reference Books:**

1. Ashok Kumar Singh, *Science and Technology for Civil Services Examination*, 1st edition, McGraw Hill Education, New Delhi, 2008.
2. Economic Survey - (Economy)
3. M. Laxmikanth, *Indian Polity for Civil Services Examinations*, 4th edition, McGraw Hill Education, New Delhi, 2013.
4. Magazines: Yojana, Outlook, Frontline, Pratiyogita Darpan
5. Mammen Mathew, *Manorama Yearbook 2016*, Malayalam Manorama, Thiruanantapuram, 2016.
6. Newspaper- Hindu, Times of India, Regional Newspapers and e -Newspapers
7. Nitin Singhania, *Indian Art and Culture*, McGraw Hill Education (India) Pvt Ltd., New Delhi, 2015.
8. R. Rajagopalan, *Environmental Studies: From Crisis to Cure*, 2nd edition, Oxford University Press, USA, 2011.
9. Ramesh Singh, *Indian Economy*, 5th edition, McGraw Hill Education, New Delhi, 2013.

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**MA (Journalism & Mass Communication)**  
**Semester - IV**

<b>Title of the Paper</b>	Dissertation/Research Project based on Field Work
<b>Course Code</b>	PG04CJMC05

<b>Unit</b>	<b>Detail Descriptions</b>	<b>Weightage</b>
<b>1</b>	<p><b>Course Requirement</b></p> <ol style="list-style-type: none"> <li>1 The students will be attached to a public relations agency/advertising agency for hands-on training in the field</li> <li>2 They shall present a mini-report showing the amount of field work done as a part of the practicum</li> </ol> <p>While submitting the Dissertation/Research Report, student/s shall need to follow the rules stated below:</p> <ol style="list-style-type: none"> <li>1 The students shall submit 2 hard-bound copies and one soft-copy in PDF format on CD of their Synopsis and Research Report at the end of the fourth semester to the department/college/institute.</li> <li>2 The Synopsis must cover the following topics: Introduction Research Methodology Major Findings and Conclusions Suggestions and Bibliography</li> <li>3 The format of the Research Report will be as under: Chapter – 1: Introduction Chapter – 2: Review of Literature Chapter – 3: Research Methodology Chapter – 4: Research Setting (if applicable) Chapter – 4: Data Analysis and Interpretation Chapter – 5: Findings, Conclusions, Suggestions and Plan of Action Annexure: (A) Bibliography (B) Tool of Data Collection</li> </ol> <p style="text-align: center;"><b>OR</b></p> <ol style="list-style-type: none"> <li>4 Students can also prepare Documentary film (10 to 25 Minutes duration), Short Film, News portal, Advertising campaign, Social message package using various media, Radio documentary or feature, Theme-based coffee table book, working model of any media as a part of their <u>Research Project work</u> in IV Semester.</li> </ol>	<b>100%</b>

### **Mode of Evaluation**

Attainment on the course shall be measured through continuous evaluation as a part of the internal assessment during the semester.

**Internal Assessment** shall consist of a Mid-Semester Test with a weighting of 150 marks, involving regular reporting/drafting/attendance, and a studied presentation. Internal evaluation of the Research Report will be conducted on the basis of regularity in research conferences, timely submissions of research work, quality of report, and other such aspects as found relevant by the Department/Institute/P.G. Centre.

<b>Particulars</b>	<b>Marks</b>
Field Work/Practicum Viva	<b>150</b>

**University Examination:** End-Semester Examination shall be conducted by the university and shall carry a weighting of 150 marks. External evaluation of Research Report will be conducted through viva-voce examination by the University by a committee comprising of Internal and External examiners from the academics and/or practicing Journalist/Editor/Producer/Media Researcher/Freelance Journalist/TV-Film Director/Writer etc.

<b>Particulars</b>	<b>Marks</b>
Field Work/Practicum Viva	<b>150</b>

The IV Semester External Viva Voce will be on the basis of the Research Report.

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**MA (Journalism & Mass Communication)**  
**Semester - IV**

<b>Title of the Paper</b>	Human Rights and Media
<b>Course Code</b>	PG04CJMC06
<b>Objective</b>	<b>Students will be introduced to the concept of 'Human Rights' and the strong link between rights and personal responsibility.</b>

<b>Unit</b>	<b>Detail Descriptions</b>	<b>Weightage</b>
<b>1</b>	<b>Concept and Origin of Human Rights</b> 1.1 Origin and development of the individual and the community, Individual; Dignity, Justice and Equality Role of the State Evolution of Human Rights: From Magna Carta to the International Bill of Rights. 1.2 Concept, Definition and Scope of Human Rights, Distinction between: customary, legal and moral rights, individual and collective right, civil, political, socio-economic and cultural rights. 1.3 Natural Right Theory, Liberal and Positivist theory of Rights, Rawls' Theory of justice, Marxist theory of Rights. Darwins' Theory (Survival of the fittest, in social context) 1.4 Human Duties – Origin and Evolution, Concept of Welfare State and Duties India as a Welfare State Fundamental Duties Mahatma Gandhi, B.R. Ambedkar and Duties	<b>50%</b>
<b>2</b>	<b>Role of Media and Human Rights</b> 2.1 Role of media in Indian Scenario Media and Human rights reform Globalization; (Media and Human Right with special reference to India) 2.2 Media and war: violation of Human Rights Emerging, Human Rights and media	<b>50%</b>

**Reference Books:**

1. Jack Donnelly, *The Concept of Human Rights*, Croom Helm, London 1985.
2. Janusz Symondies (ed.), *New Dimensions and Challenges for Human Rights*, Rawat Publications, Jaipur, 2003.
3. Meghraj Kapurderiya, *Indian Philosophical Foundation of Human Rights*, R. P. Publications, New Delhi, 2013.
4. P. C. Tripathi, *Contemporary Social Problems and Law*, APH Publishing Corporation, New Delhi, 2000.
5. P. K. Mishra, *Human Rights (Acts, Statutes and Constitutional Provisions)*, Ritu Publications, Jaipur, 2012.
6. R. S. Pathack, *Human Rights in the Changing World*, International Law Association, New Delhi, 1998.
7. Rajinder Sachar, *Human Rights Perspectives and Challenges*, Gyan Publishing Home, New Delhi, 2004.
8. Sunit Gupta and Muka Mital, *Status of Women and Children in India*, Anmol Publications, New Delhi, 1995.

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**MA (Journalism & Mass Communication)**  
**Semester - IV**

<b>Title of the Paper</b>	<b>Communication Research Method</b>
<b>Course Code</b>	PG04SJMC01
<b>Objective</b>	<b>To understand the roles of variables in quantitative research and Describe the research process</b>

<b>Unit</b>	<b>Detail Descriptions</b>	<b>Weightage</b>
<b>1</b>	<b>The Scientific Approach</b> 1.1 Introduction to research, Steps in Scientific Research, Types and methods of scientific research 1.2 Meaning, Function/Goals of research design, Characteristics of Good Research Design 1.3 Sampling Basis concepts, Purpose of sampling, Principles of sampling, Types of sampling, Sampling in Qualitative Research, sample Size, Sources of data collection.	<b>25%</b>
<b>2</b>	<b>Data processing, Classification, Analysis Plan and Use of Statistics</b> 2.1 Definition, concept, and need of statistics in research. 2.2 Coding, Editing, Master-sheet, categorization and tabulation. 2.3 Level of Measurement 2.4 Reliability and Validity measures: Concept and Difference. 2.5 Co-relation- Karl Pearson 2.6 Measures of Central tendency: Mean, Median, Mode 2.7 Test and Hypothesis: Introduction, t-test and Chi-square tests. <b>Reporting in research</b> 2.8 Research Proposal 2.9 Research Report	<b>25%</b>

**Mode of Evaluation**

Attainment on the course shall be measured through continuous evaluation as a part of the internal assessment during the semester.

**Internal Assessment** shall consist of a Mid-Semester Test with a weighting of 20 marks, regular tutorials work/assignment/attendance on the course 10 marks, and a studied seminar/paper/project/presentation of 20 marks.

The format of the paper for Mid-Semester Test shall be as under:

<b>Question</b>	<b>Particulars</b>	<b>Marks</b>
<b>1.</b>	10 Multiple Choice Questions (MCQs)	10
<b>2.</b>	Long Question (Internal Option, e.g., 2 or 2)	15
<b>3.</b>	Short Notes (Any two out of three to be attempted) (5 marks each)	15
<b>4.</b>	Field Work/Practicum Viva	10
<b>Total</b>		<b>50</b>



**University Examination:** End-Semester Examination shall be conducted by the university and shall carry a weighting of 50 marks.

The format of the paper for University Examination shall be as under:

<b>Question</b>	<b>Particulars</b>	<b>Marks</b>
<b>1.</b>	10 Multiple Choice Questions (MCQs)	10
<b>2.</b>	Long Question (Internal Option, e.g., 2 or 2)	10
<b>3.</b>	Long Question (Internal Option, e.g., 3 or 3)	15
<b>4.</b>	Long Question/Short Notes (Any two out of three to be attempted) (5 marks each)	15
<b>Total</b>		<b>50</b>

**Reference Books:**

1. C. R. Kothari, *Research Methodology: Methods and Techniques*, New Age International Publishers, New Delhi, 2004.
2. D. K. Laldas, *Practice of Social Research*, Rawat Publications, Jaipur, 2000.
3. L. N. Kohli, *Research Methodology*, Y. K. Publisher, Agra, 2004.
4. Ram Ahuja, *Research Methods*, Rawat Publications, Jaipur, 2005.
5. Ranjit Kumar, *Methods and Techniques of Social Research: A Step-by-Step Guide for Beginners*, 3rd edition, SAGE Publications, London, 2011.
6. Richard I Levin and David S Rubin, *Statistics for Management*, 7th Edition, Prentice Hall, Upper Saddle River, N.J., 1997.
7. V. P. Michael, *Research Methodology in Management*, Himalaya Publishing House, New Delhi, 2012.

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**M.A (Public Administration)**  
**Semester: I**  
**Syllabus with Effect from: June-2020/2021**

<b>Paper Code: PG01CPAD01</b>	<b>Total Credit: 4</b>
<b>Title of Paper: Fundamentals of Public Administration</b>	
<b>Objective:</b> To understand the nature and scope of Public Administration and To understand the administrative theories and concepts to make sense of administrative practices.	

<b>Unit</b>	<b>Topics to Cover</b>	<b>Weightage (%)</b>
<b>Unit 1</b>	<ul style="list-style-type: none"> <li>• Public Administration: Meaning, Nature, Scope and Significance, Difference between Public and Private Administration.</li> <li>• Relationship of Public Administration with other Social Sciences, Public Administration as an Art or Science.</li> <li>•</li> </ul>	<b>25%</b>
<b>Unit 2</b>	<ul style="list-style-type: none"> <li>• Approaches of Public Administration: Structural Functional System Approach, Behavioural Approach, Public Choice Approach</li> <li>• The concept of Governance; Good Governance; Failed States'.</li> <li>•</li> </ul>	<b>25%</b>
<b>Unit 3</b>	<ul style="list-style-type: none"> <li>• New Public Administration,</li> <li>• New Public Management Perspective,</li> <li>• Public Choice Theory.</li> </ul>	<b>25%</b>
<b>Unit 4</b>	<ul style="list-style-type: none"> <li>• Theories of Organization: Scientific Management, Max Weber's Bureaucratic Model.</li> <li>• Principles of Organization: Hierarchy, Unity of Command, Span of Control,</li> <li>• Delegation, Supervision, Co-ordination.</li> </ul>	<b>25%</b>

**Reference Books:**

1. A.Awasthi and S.R.Maheshwari, Public Administration Laxmi Narain Aggarwal, Agra, 2004.
2. A.H. Maslow, Motivation and Personality, Harper and Row, New York,1954.
3. A.R. Tyagi, Public Administration: Principles and Practice, Atma Ram and Sons, Delhi, Edition, 2001.
4. Amarjit Singh Dhillon, Lok Parshashan De Mool Sidhant (Pbi.)
5. Amitai Etzioni, Modern Organizations, Prentice Hall of India Pvt. Ltd.,New Delhi, 1964.

6. B.L. Fadia and Kuldip Fabia, Public Administration: Administration Theories and Concepts, Sahitya Bhawan Publication, Agra, 2000.
7. D. R. Prasad, V.S. Prasad and P. Styanarayan (Ed.), Administrative Thinkers, Sterling Publishers Pvt.Ltd., New Delhi, 1991.
8. K.K. Puri, Elements of Public Administration (Pbi.), Bharat Prakashan, Jalandhar, 2004.
9. M.P. Sharma and B.L.Sadana, Public Administration, Kitab Mahal, Allahabad, 1993.
10. Mohit Bhattacharya, Public Administration: Structurer, Process and Behaviour.
11. R.B. Jain, Public Administration in India: 21st Century Challenges for Good Governance, Deep and Deep Publications,New Delhi, 2001.
12. S.L. Goel, Advanced Administrative Theory, Deep and Deep Publications, New Delhi, 2002.
13. T.N. Chaturvedi (Ed.), Towards Good Goverance, IIPA, New Delhi,1999.
14. Vishnoo Bhagwan &Vidya Bhushan, Public Administration, S. Chand & Co.Ltd. New Delhi, 2005.

N. S. PATEL ARTS (AUTONOMOUS) COLLEGE

M.A (Public Administration)

Semester: I

Syllabus with Effect from: June-2020/2021

<b>Paper Code: PG01CPAD02</b>		<b>Total Credit: 4</b>
<b>Title of Paper: Indian Administration: Structure &amp; Process</b>		
<b>Objective:</b> To understand the administrative structure in India and various administrative processes.		
<b>Unit</b>	<b>Topics to Cover</b>	<b>Weightage (%)</b>
<b>Unit 1</b>	<ul style="list-style-type: none"><li>• Kautilya's Arthashastra;</li><li>• Mughal administration;</li><li>• Legacy of British rule in politics and administration</li></ul>	<b>25%</b>
<b>Unit 2</b>	<ul style="list-style-type: none"><li>• Constitutionalism</li><li>• Constitutional Framework: Parliamentary Democracy,</li><li>• Federalism and Indian Administration</li><li>• Centre-State Relations: Legislative, Administrative and Financial.</li></ul>	<b>25%</b>
<b>Unit 3</b>	<ul style="list-style-type: none"><li>• Central Government : Executive, Parliament, Judiciary - structure, functions, work processes; Recent trends; Intergovernmental relations;</li><li>• Cabinet Secretariat; Prime Minister's Office; Central Secretariat; Ministries and Departments;</li><li>• Boards; Commissions; Attached offices; Field organizations</li></ul>	<b>25%</b>
<b>Unit 4</b>	<ul style="list-style-type: none"><li>• Measures for Administrative improvements: PERT, CPM, O&amp;M,MBO, Zero Based Budgeting.</li><li>• Rights Based measures : RTI Act; Right to Food Security; Right to Public Service</li><li>• Administrative Reforms since Independence: Major concerns; Important Committees and Commissions;</li></ul>	<b>25%</b>

**Reference Books:**

1. Avasthi and Avasthi, Indian Administration, Lakshmi Narain Aggarwal , Agra, 2000.
2. B.L. Fadia and Kuldeep Fadia, Indian Administration,New Delhi,Sahitya Bhawan Publications, 2005.
3. Chandra, Indian Administration,London,Allen and Unwin, 1968.
4. Hoshier Singh, Indian Administration, Kitab Mahal, Allahabad, 2000.
5. P.L. Bansal, Administrative Development in India, New Delhi, Sterling, 1974.
6. Ramesh K.Arora, Indian Public Administration, Vishwa Prakashan,New Delhi, 2002.
7. S.R. Maheshwari, Evolution of Indian Administration,Agra, Lakshmi Narain Aggarwal,1970.
8. S.R. Maheshwari, Indian Administration, Orient Longman, New Delhi, 2000.
9. Surindra Kataria, Indian Public Administration, National Publishing House, New Delhi, 2009.

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**

**M.A (Public Administration)**

**Semester: I**

**Syllabus with Effect from: June-2020/2021**

<b>Paper Code: PG01CPAD03</b>	<b>Total Credit: 4</b>
<b>Title of Paper: Public Financial Administration in India</b>	
<b>Objective:</b>	

<b>Unit</b>	<b>Topics to Cover</b>	<b>Weightage (%)</b>
<b>Unit 1</b>	<ul style="list-style-type: none"><li>• Monetary and fiscal policies;</li><li>• Public borrowings and public debt - types and forms;</li><li>• Budgets - Types and forms; budgetary processes</li><li>• Financial accountability; Accounts and audit.</li></ul>	<b>25%</b>
<b>Unit 2</b>	<ul style="list-style-type: none"><li>• Public sector in modern India;</li><li>• Forms of Public Sector Undertakings;</li><li>• Problems of autonomy, accountability and control;</li><li>• Impact of liberalization and privatization.</li></ul>	<b>25%</b>
<b>Unit 3</b>	<ul style="list-style-type: none"><li>• Budget as a political instrument;</li><li>• Parliamentary control of public expenditure;</li><li>• Role of finance ministry in monetary and fiscal area</li><li>• The Role of Comptroller &amp; Auditor General</li><li>• Social Audit</li></ul>	<b>25%</b>
<b>Unit 4</b>	<ul style="list-style-type: none"><li>• History of Economic Planning in India</li><li>• Machinery for Planning in the Union and the States</li><li>• Composition and functions of the NITI</li><li>• Management of Natural Resources in the context of development and conservation – Case Studies in Conflict Management</li></ul>	<b>25%</b>

**Reference Books:**

1. A.K. Chanda, Aspects of Audit Control, Bombay, 1969.
2. C.P. Bhambri, Public Administration in India, Bombay, Vikas Publications House, 1973.
3. K.L. Handa, Financial Administration in India, New Delhi, IIPA, 1988.
4. K.N. Basiya, Financial Administration in India, Bombay, Himalya Publishing House, 1986.
5. Padam Nath Gautam, Financial Administration in India, Vitt Prakashan, Haryana Sahitya Academy, Chandigarh, 1993.
6. S.L. Goel, Public Financial Administration, New Delhi, Sterling Publishers, 2002.

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**

**M.A (Public Administration)**

**Semester: I**

**Syllabus with Effect from: June-2020/2021**

<b>Paper Code: PG01CPAD04</b>	<b>Total Credit: 1</b>
<b>Title of Paper: Comprehensive Viva</b>	

<b>Sr. No</b>	<b>Description</b>	<b>Weightage (%)</b>
<b>1</b>	Viva Voce to test the knowledge of student in the topics taught in the semester; their inter-relationships; and, for understanding events of political, economic and Administrative nature happening around him	Internal- 15% External- 35%

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**

**M.A (Public Administration)**

**Semester: I**

**Syllabus with Effect from: June-2020/2021**

<b>Paper Code: PG01CPAD05</b>	<b>Total Credit: 4</b>
<b>Title of Paper: Constitutional &amp; Non-Constitutional Bodies</b>	
<b>Objective: To know the administration process of various commission of India</b>	

<b>Unit</b>	<b>Topics to Cover</b>	<b>Weightage (%)</b>
<b>Unit 1</b>	<ul style="list-style-type: none"><li>• Election Commission</li><li>• Public Service Commission</li><li>• National Commission for SCs</li><li>• National Commission for STs</li></ul>	<b>25%</b>
<b>Unit 2</b>	<ul style="list-style-type: none"><li>• Comptroller and Auditor General of India</li><li>• The Attorney General</li><li>• Advocate General of State</li><li>• Law Commission</li></ul>	<b>25%</b>
<b>Unit 3</b>	<ul style="list-style-type: none"><li>• National Commission for Women</li><li>• National Human Rights Commission</li><li>• Central Vigilance Commission</li><li>• National Development Council</li></ul>	<b>25%</b>
<b>Unit 4</b>	<ul style="list-style-type: none"><li>• Case Studies and Presentation</li></ul>	<b>25%</b>

**Reference Books:**

1. D.D.Basu, Indian Constitution.
2. M.Laxshmikant, Indian Polity.
3. Manohar Panday, General Studies Paper- 1
4. Ramesh Goyal, Indian Administration

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**M.A (Public Administration)**  
**Semester: I**  
**Syllabus with Effect from: June-2020/2021**

<b>Paper Code: PG01CPAD06</b>	<b>Total Credit: 4</b>
<b>Title of Paper: Internal Security in India</b>	
<b>Objective:</b>	

<b>Unit</b>	<b>Topics to Cover</b>	<b>Weightage (%)</b>
<b>Unit 1</b>	<ul style="list-style-type: none"> <li>• Role of external state and non-state actors in creating challenges to internal security.</li> <li>• Challenges to internal security through communication networks, role of media and social networking sites in internal security challenges, basics of cyber security; money-laundering and its prevention.</li> </ul>	<b>25%</b>
<b>Unit 2</b>	<ul style="list-style-type: none"> <li>• Security challenges and their management in border areas; linkages of organized crime with terrorism.</li> <li>• Various Security forces and agencies and their mandate.</li> </ul>	<b>25%</b>
<b>Unit 3</b>	<ul style="list-style-type: none"> <li>• Conservation, environmental pollution and degradation, environmental impact assessment.</li> <li>• Disaster and disaster management.</li> <li>• Linkages between development and spread of extremism.</li> </ul>	<b>25%</b>
<b>Unit 4</b>	<ul style="list-style-type: none"> <li>• Case Studies and Presentation</li> </ul>	<b>25%</b>

**Reference Books:**

1. Bajpai, Internal Security in India.
2. Challenges to Internal Security of India. (Internal Security – GS3)
3. India’s National Security: A Reader. (Internal Security – GS3)
4. Narayan, B., Disaster Management (A.P.H. Publishing Corporation: New Delhi, 2009)
5. Sharma, V.K., Disaster Management (New Delhi: IIPA, 2009).
6. Wamsley, Gary L. and Aaron D. Schroeder, Escalating in a Quagmire: Changing Dynamics of the Emergency Management System, Public Administration Review, Vol.56, No.3.



**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**

**M.A (Public Administration)**

**Semester: I**

**Syllabus with Effect from: June-2020/2021**

<b>Paper Code: PG01SPAD01</b>	<b>Total Credit: 4</b>
<b>Title of Paper: Communication Skills</b>	
<b>Objective: To improve the writing, listening and speaking skills of students</b>	

<b>Sr. No</b>	<b>Topics to Cover</b>	<b>Weightage (%)</b>
<b>1</b>	<ul style="list-style-type: none"><li>• Comprehension, Writing and Presentation Skills</li><li>• Students would be evaluated through An Essay on Issues of National Concern &amp; A Presentation, assessed by external examiners</li></ul>	<b>100%</b>

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**

**M.A (Public Administration)**

**Semester: II**

**Syllabus with Effect from: June-2020/2021**

<b>Paper Code: PG02CPAD01</b>	<b>Total Credit: 4</b>
<b>Title of Paper: Administrative Thought and Behaviour</b>	
<b>Objective: To make the students aware of the contributions made by these thinkers to the administrative thinking.</b>	

<b>Unit</b>	<b>Topics to Cover</b>	<b>Weightage (%)</b>
<b>Unit 1</b>	<ul style="list-style-type: none"><li>• Scientific Management and Scientific Management movement;</li><li>• Classical Theory; Weber's bureaucratic model – its critique and post-Weberian Developments;</li><li>• Dynamic Administration (Mary Parker Follett);</li></ul>	<b>25%</b>
<b>Unit 2</b>	<ul style="list-style-type: none"><li>• Human Relations School (Elton Mayo and others);</li><li>• Functions of the Executive (C.I. Barnard);</li><li>• Simon's decision-making theory; Participative Management (R. Likert, C. Argyris, D. McGregor).</li></ul>	<b>25%</b>
<b>Unit 3</b>	<ul style="list-style-type: none"><li>• Process and techniques of decision-making;</li><li>• Communication; Morale; Motivation Theories – content, process and contemporary;</li><li>• Theories of Leadership: Traditional and Modern.</li><li>• Administrative Thinking in the 21st Century - Impact of Neo liberalism: downsizing and privatization</li></ul>	<b>25%</b>
<b>Unit 4</b>	<ul style="list-style-type: none"><li>• Case Studies : Related to decision Making in Public Services and Presentation</li></ul>	<b>25%</b>

**Reference Books:**

1. Baker R.J.S, Administrative Theory and Public Administration, London, Hutchinson, 1972.
2. George Chande S, The History of Management Thought, New Delhi, Prentice Hall, 1974.
3. Gross Bertram, The Managing of Organizations, New York, Free Press, 1964.
4. Kumar tJmesh, Kautilya's Thought on Public Administration, Delhi, NBO, 1990,
5. Maheshwari S.R., Administrative Thinkers, New Delhi, Macmillan, 2003.
6. Mehta V.R., Foundations of Indian Political Thought, Delhi, Manohar, 1999.
7. Mouzelis N.P, Organization and Bureaucracy: Analysis of Modern Theories, London, Routledge, 1967.
8. Pollard Harold R., Further Development in Management Thought, London, Heinemann, 1974
9. Prasad Ravindra D., V. S. Prasad & P. Satyanarayana, (eds.), Administrative thinkers, New Delhi, Sterling, 2005.
10. Shafritz Jay: M. and Albert C. I lyde. (eds.), Classics of Public Administration, Illinois, Moore, 1978.
11. Sharma Manoj, Administrative Thinkers, New Delhi, Anmol Publication, 2004.
12. Singh R.N., Management Thought and Thinkers, Delhi, Sultan Chand & Sons, 1977.

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**

**M.A (Public Administration)**

**Semester: II**

**Syllabus with Effect from: June-2020/2021**

<b>Paper Code: PG02CPAD02</b>	<b>Total Credit: 4</b>
<b>Title of Paper: Comparative Public Administration</b>	
<b>Objective: To Know the administrative systems of different countries.</b>	

<b>Unit</b>	<b>Topics to Cover</b>	<b>Weightage (%)</b>
<b>Unit 1</b>	<ul style="list-style-type: none"><li>• Comparative public administration: its concept, nature, evolution, scope and significance.</li><li>• Historical and sociological factors affecting administrative systems</li><li>• Administration and politics in different countries</li></ul>	<b>25%</b>
<b>Unit 2</b>	Public administration and environment influence: <ul style="list-style-type: none"><li>• Social,</li><li>• Economic,</li><li>• Cultural,</li><li>• Political and constitutional.</li></ul>	<b>25%</b>
<b>Unit 3</b>	<ul style="list-style-type: none"><li>• Approaches and methods of the study of comparative public administration:</li><li>• Structural- functional,</li><li>• Behavioural systems</li><li>• Ecology and administration</li><li>• Riggsian models and their critique.</li></ul>	<b>25%</b>
<b>Unit 4</b>	<ul style="list-style-type: none"><li>• Salient Feature of Public Administration in U.K., U.S.A, Russia, France and Japan</li></ul>	<b>25%</b>

**Reference Books:**

1. J.A.Chandler, Comparative public administration.
2. Jamil E. Jreisat, Globalism and Comparative Public Administration
3. Ramesh K Arora, Comparative public administration.
4. Sabine Kuhlmann, Hellmut Wollmann, Introduction to Comparative Public Administration
5. Sheila Kennedy, Comparative public administration by

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**

**M.A (Public Administration)**

**Semester: II**

**Syllabus with Effect from: June-2020/2021**

<b>Paper Code: PG02CPAD03</b>	<b>Total Credit: 4</b>
<b>Title of Paper: Accountability and Control</b>	
<b>Objective: Identify the value of personal responsibility and accountability.</b>	

<b>Unit</b>	<b>Topics to Cover</b>	<b>Weightage (%)</b>
<b>Unit 1</b>	<ul style="list-style-type: none"><li>• Concepts of accountability and control</li><li>• Legislative, Executive and Judicial control over administration</li><li>• Citizen and Administration</li></ul>	<b>25%</b>
<b>Unit 2</b>	<ul style="list-style-type: none"><li>• Role of media, interest groups, voluntary organizations</li><li>• Civil society</li><li>• Citizen's Charters</li></ul>	<b>25%</b>
<b>Unit 3</b>	<ul style="list-style-type: none"><li>• Rights Issues in Accountability - as embodied in laws relating to: Right to Information, Right to Education, Right to Food Security, Right to Public Service</li><li>• Social audit.</li></ul>	<b>25%</b>
<b>Unit 4</b>	<ul style="list-style-type: none"><li>• Field Visit and Presentation</li></ul>	<b>25%</b>

**Reference Books:**

1. J Heyman, Constitution rights to education
2. M Laxmikanth, Public Administration, McGraw Hill Education (India) Private Limited, New Delhi.
3. Sample Material of Public Administration Study Kit: Chapter V- Accountability and Control: Legislative, Executive and Judicial control over administration.
4. <http://iasexamportal.com/civilservice/sample-material/ias-mains-public-administration/accountability-and -control-concept>

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**

**M.A (Public Administration)**

**Semester: II**

**Syllabus with Effect from: June-2020/2021**

<b>Paper Code: PG02CPAD04</b>	<b>Total Credit: 1</b>
<b>Title of Paper: Comprehensive Viva</b>	

<b>Sr.No</b>	<b>Description</b>	<b>Weightage (%)</b>
<b>1</b>	Viva Voce to test the knowledge of student in the topics taught in the semester; their inter-relationships; and, for understanding events of political, economic and Administrative nature happening around him	Internal -15% External- 35%

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**

**M.A (Public Administration)**

**Semester: II**

**Syllabus with Effect from: June-2020/2021**

<b>Paper Code: PG02CPAD05</b>	<b>Total Credit: 4</b>
<b>Title of Paper: Indian Culture</b>	
<b>Objective: To enable students to appreciate the composite nature of Indian culture.</b>	

<b>Unit</b>	<b>Topics to Cover</b>	<b>Weightage (%)</b>
<b>Unit 1</b>	<b>Indian Art and Culture</b> <ul style="list-style-type: none"><li>• Culture, A Preview of Indian Culture, Characteristic.</li></ul> <b>Languages and Literature</b>	<b>25%</b>
<b>Unit 2</b>	<b>Religion and Philosophy</b> <ul style="list-style-type: none"><li>• Proto-Historic Religion</li><li>• Ancient Indian Religions, Theistic Religions</li><li>• The School of Indian Philosophy</li></ul> <b>Art and Architecture</b>	<b>25%</b>
<b>Unit 3</b>	<b>Indian Painting</b> <ul style="list-style-type: none"><li>• Paintings ,Cave Paintings, Madhubani Paintings,Kalamkari Arts ,Patachitra Paintings, Kalighat Paintings,Batik Paintings,Mughal Paintings,Rajput Paintings,Rajasthani Paintings, Pahari Paintings,Kulu-Mandi Paintings, Mysore Paintings, etc.</li></ul> <b>Music, Dance and Drama</b> <ul style="list-style-type: none"><li>• Development of Music in India</li><li>• Famous Classical Singers of India</li><li>• Emergence of Dance in India</li><li>• Well-Known Dancers of Modern Indian</li><li>• Drama and Theatre, Puppetry</li></ul>	<b>25%</b>
<b>Unit 4</b>	<b>Festivals and Fairs</b> <ul style="list-style-type: none"><li>• Festivals and Fairs, State wise Fairs and Festivals of India, Some Famous Fairs</li></ul> <b>Crafts</b> <ul style="list-style-type: none"><li>• Crafts of India, Crafts in Various Phase</li><li>• Classification of Crafts, Kinds of Handicrafts in India</li></ul> <b>Indian Cinema</b>	<b>25%</b>

**Reference Books:**

1. A.L. Bhasham, The Wonder That Was India(Culture)
2. Manohar Panday, General Studies Paper 1, 2016, Arihant Publications(India) Limited
3. Nitin Singhania, Indian Art and Culture.
4. R.S. Sharma, India's Ancient Past. (Culture)

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**M.A (Public Administration)**  
**Semester: II**  
**Syllabus with Effect from: June-2020/2021**

<b>Paper Code: PG02CPAD06</b>	<b>Total Credit: 4</b>
<b>Title of Paper: International Relation and Diplomacy</b>	
<b>Objective: identify important historical continuities and changes in international relations and in the machinery of diplomacy;</b>	

<b>Unit</b>	<b>Topics to Cover</b>	<b>Weightage (%)</b>
<b>Unit 1</b>	Introduction to International Relations and Diplomacy India and its neighbourhood- relations. Bilateral, regional and global groupings and agreements involving India and/or affecting India's interests	<b>25%</b>
<b>Unit 2</b>	Effect of Policies and Politics of developed and developing countries on India's interests, Indian Diaspora	<b>25%</b>
<b>Unit 3</b>	Important International institutions, agencies and fora- their structure, mandate.	<b>25%</b>
<b>Unit 4</b>	Contemporary Case Studies and Presentation	<b>25%</b>

**Reference Books:**

1. Henry Kissinger, Diplomacy.
2. K.P.Saksena, Reforming the United Nation: The Challenge of Relevance (New Delhi: Sage, 1993).
3. Kenneth N. Waltz, Theory of International Politics.
4. S.L.Goel, International Administration (New Delhi: Sterling Publishers, 1976).
5. V. Cable, Globalization and Global Governance (London: Royal Institute of International Affairs, 1999).

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**

**M.A (Public Administration)**

**Semester: II**

**Syllabus with Effect from: June-2020/2021**

<b>Paper Code: PG02SPAD01</b>	<b>Total Credit: 4</b>
<b>Title of Paper: Indian Society</b>	
<b>Objective: Develop a broad understanding of Indian society and intercultural literacy through cultural immersion.</b>	

<b>Unit</b>	<b>Topics to Cover</b>	<b>Weightage (%)</b>
<b>Unit 1</b>	Salient Features of Indian Society Diversity of India	<b>25%</b>
<b>Unit 2</b>	Role of Women and women's Organization Population and associated issues Poverty and development issues Urbanization, their problems and their remedies	<b>25%</b>
<b>Unit 3</b>	Effects of Globalization on Indian Society	<b>25%</b>
<b>Unit 4</b>	Social Empowerment, communalism, regionalism and secularism	<b>25%</b>

**Reference Books:**

1. Anita Arya, Indian Women.
2. B. Kuppaswamy, Social Change in India (Konark Publisher Pvt. Ltd., Vikas Marg, Delhi, 2006).
3. David G. Mendelbaum, Society in India (Bombay: Popular Prakashan, 2nd ed. 1972).
4. Neil J. Smelser, Introduction to Sociology (New York: Willey, 1970).
5. S.C. Dube, Indian Society.
6. S.C. Dube, Modernization and Development: The Search for alternative Paradigms (New Delhi: Sage Publishers, 2nd ed. 2009).
7. W.E. Moore, Social Change (New York: Prentice Hall, 1965).
8. Yogendra Singh, Indian Sociology: Social Conditioning and Emerging Concerns (New Delhi, Vistaar Publications, 1986).



**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE****M.A (Public Administration)****Semester: III****Syllabus with Effect from: June-2020/2021**

<b>Paper Code: PG03CPAD01</b>	<b>Total Credit: 4</b>
<b>Title of Paper: Research Methodology</b>	
<b>Objective: To acquire basic knowledge of Research Methodology.</b>	

<b>Unit</b>	<b>Topics to Cover</b>	<b>Weightage (%)</b>
<b>Unit 1</b>	Social science research a) Meaning, definition b) Purpose, scope, assumption c) Types and the process of research d) Difference between research method and research methodology	<b>25%</b>
<b>Unit 2</b>	Problem formulation a) Definition and concept b) Selecting and defining the problem c) Techniques involved in defining a problem	<b>25%</b>
<b>Unit 3</b>	A) Method of data collection i) Qualitative method ii) Quantitative methods B) Data processing and analysis i. Editing ii. Coding iii. Master chart iv. Tabulation v. Data analysis and interpretation	<b>25%</b>
<b>Unit 4</b>	A) Sample i. Meaning , objective ii. Steps in sampling iii. Design sampling iv. Feature of good sample  B) Sampling procedure i. Probability sampling ii. Non- probability sampling  Measure of central tendency i. Mena ii. Mode iii. median  the computer and its role in research	<b>25%</b>

**Reference Books:**

1. C.R. Kothari, Research methodology
2. Devendra thakor, Research methodology in social sciences.
3. P.C. Bhandarkar and Wilkenson T.S., Techniques of social research methodology

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**

**M.A (Public Administration)**

**Semester: III**

**Syllabus with Effect from: June-2020/2021**

<b>Paper Code: PG03CPAD02</b>		<b>Total Credit: 4</b>
<b>Title of Paper: Public Policy</b>		
<b>Objective:</b> An understanding of the various constituencies that influence how policy is made, and the theoretical underpinnings of real life policy choices.		
<b>Unit</b>	<b>Topics to Cover</b>	<b>Weightage (%)</b>
<b>Unit 1</b>	Public Policy- Meaning and Nature Policy Cycle- Constraints in Policy Making Contextual Setting of Public Policy Making Importance of Public Policy study- Modern Context	<b>25%</b>
<b>Unit 2</b>	Role of Political Executive in Policy Making Role of Bureaucracy in Policy Making Role of Legislature Role of Judiciary	<b>25%</b>
<b>Unit 3</b>	Political Parties and Policy Making Mass Media Social Movement and Policy Making	<b>25%</b>
<b>Unit 4</b>	Policy Impact and Evaluation Policy Making Approaches and Models of Policy Analysis Policy analysis- An Overview Social Audit of Policy	<b>25%</b>

**Reference Books:**

1. Jack Rabins, W.Bartley Hildreth, Gerald J. Miller, Handbook of Public Administration.
2. M Laxmikanth, Governance in India, McGraw Hill Education

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**M.A (Public Administration)**  
**Semester: III**  
**Syllabus with Effect from: June-2020/2021**

<b>Paper Code: PG03CPAD03</b>	<b>Total Credit: 4</b>
<b>Title of Paper: Personnel Administration</b>	
<b>Objective: To Know the entire spectrum of an organization's interaction with its human resources from recruitment activity to retirement process.</b>	

<b>Unit</b>	<b>Topics to Cover</b>	<b>Weightage (%)</b>
<b>Unit 1</b>	Concept, Nature and Scope of Personnel Administration Function of Personnel Administration Significance of Personnel Administration Characteristics of Public Personnel Administration in India	<b>25%</b>
<b>Unit 2</b>	Public Services and their role in Administrative System Central and State Training Institutes Career Planning and Development Personnel Policy	<b>25%</b>
<b>Unit 3</b>	Recruitment(Reservation in Services) Promotion Training of civil servants Generalists and specialist in civil service Performance Appraisal	<b>25%</b>
<b>Unit 4</b>	Salary Administration(Including Incentive & Other Benefits) Conduct and Discipline Rights of Public Servants Motivation and Morale	<b>25%</b>

**Reference Books:**

1. C. B. Memoria & S. V. Gankar, Personnel Management Text and Cases, Himalaya Publishing House.
2. M Laxmikanth, Governance in India, McGraw Hill Education

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**M.A (Public Administration)**  
**Semester: III**  
**Syllabus with Effect from: June-2020/2021**

<b>Paper Code: PG03CPAD04</b>	<b>Total Credit: 1</b>
<b>Title of Paper: Comprehensive Viva</b>	

<b>Sr.No</b>	<b>Description</b>	<b>Weightage (%)</b>
<b>1</b>	Viva Voce to test the knowledge of student in the topics taught in the semester; their inter-relationships; and, for understanding events of political, economic and Administrative nature happening around him	Internal- 15% External- 35%

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**

**M.A (Public Administration)**

**Semester: III**

**Syllabus with Effect from: June-2020/2021**

<b>Paper Code: PG03CPAD05</b>	<b>Total Credit: 4</b>
<b>Title of Paper: Management of Public Enterprise</b>	
<b>Objective: To enrich students to understand the challenges and forces that public administration sectors</b>	

<b>Unit</b>	<b>Topics to Cover</b>	<b>Weightage (%)</b>
<b>Unit 1</b>	Evolution and relational of public enterprise in India Role of public enterprises in the context of planned economy	<b>25%</b>
<b>Unit 2</b>	Issues on public enterprise Forms of organizations Managerial control, autonomy and functional management	<b>25%</b>
<b>Unit 3</b>	Relevance of public enterprise in an Era of liberalization, privatization and globalization Role of the government- principle of cutback management with reference to public enterprise	<b>25%</b>
<b>Unit 4</b>	Privatization and liberalization in Indian context The experience in India-its impact on labour policy.	<b>25%</b>

**Reference Books:**

1. David farham, & Sylvia Horton, Managing the new public service, Macmilln New Delhi
2. Laxminararain, Public enterprise management and privatization, s. chand & Co.

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**M.A (Public Administration)**  
**Semester: III**  
**Syllabus with Effect from: June-2020/2021**

<b>Paper Code: PG03CPAD06</b>	<b>Total Credit: 4</b>
<b>Title of Paper: E-Governance</b>	
<b>Objective: To understand the concept of e-government, and the associated benefits and drawbacks.</b>	

<b>Unit</b>	<b>Topics to Cover</b>	<b>Weightage (%)</b>
<b>Unit 1</b>	E- Governance- Concept and Significance Information and Communication Technology- Concept and Components ICTs- Roles and Application Role of ICT in Administration	<b>25%</b>
<b>Unit 2</b>	Administrative Organisation Culture- Towards ICT Based Reforms Role of ICT in Rural Development Panchayati Raj Institutions- Improving Self Governance Through ICT	<b>25%</b>
<b>Unit 3</b>	E- Learning- Role of ICT in Education and Training E-Commerce Delivery of Citizen Services- Role of ICT	<b>25%</b>
<b>Unit 4</b>	ICT Implementation in Governance- Issue and Challenges Presentation in Various Schemes of State and Central Government	<b>25%</b>

**Reference Books:**

1. D. N. Gupta, E-Governance- A Comprehensive Framework
2. R.P Sinha, E- Governance in India
3. S Pankaj, Electronic Governance

N. S. PATEL ARTS (AUTONOMOUS) COLLEGE

M.A (Public Administration)

Semester: III

Syllabus with Effect from: June-2020/2021

<b>Paper Code: PG03SPAD01</b>	<b>Total Credit: 4</b>
<b>Title of Paper: Indian Economy</b>	
<b>Objective: Develop ideas of the basic characteristics of Indian economy, its potential on natural resources.</b>	

<b>Sr. No</b>	<b>Topics to Cover</b>	<b>Weightage (%)</b>
<b>1</b>	<b>Economy: An Introduction</b> Branches of Economics Classification of Economy Social and Economic Development Index Latest Human Development Report(HDR) Sustainable Development Millennium Development Goals Economy of India Sectors of Indian Economy	<b>25%</b>
<b>2</b>	<b>National Income</b> National Income: Post Independence National Income Accounting Methods of Measuring National Income Accounting Other concept of National Income Green Economy Indian Organisation Related to National Income Economic Growth & Development	<b>25%</b>
<b>3</b>	<b>Population, Poverty and Unemployment</b> Demography Population Policy after Independence National Population Policy Census 2011 Poverty Parameters of Measure Poverty Employment and Unemployment	<b>25%</b>
<b>4</b>	<b>Welfare Programmes of India</b> Social Welfare Programme Skill Development Programmes National Policy for skill development and Entrepreneurship Rural Social Schemes MGNREGA 2.0 Health Oriented Programme Flagship Programmes of States	<b>25%</b>

**Reference Books:**

1. Manohar Pandey, Civil Services Preliminary Examination, GENERAL STUDIES PAPER 1 2016, Arihant Publication.
2. Ramesh Singh, Indian Economy, McGraw Hill Education.

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**

**M.A (Public Administration)**

**Semester: IV**

**Syllabus with Effect from: June-2020/2021**

<b>Paper Code: PG04CPAD01</b>	<b>Total Credit: 4</b>
<b>Title of Paper: Human Resource Management</b>	
<b>Objective: To Understand the concept of Recruitment, Selection, Training, Performance Appraisal, Employee discipline in an organization</b>	

<b>Unit</b>	<b>Topics to Cover</b>	<b>Weightage (%)</b>
<b>Unit 1</b>	Human Resource Management- Meaning, Nature, Scope and Significance Strategic Human Resource Management Human Resource Planning and Strategy Job analysis and Job Design	<b>25%</b>
<b>Unit 2</b>	Recruitment, Selection, Placement Promotion, Transfer Performance Appraisal	<b>25%</b>
<b>Unit 3</b>	Remuneration and Salary Administration Rewards and Incentive Management Employee Benefits Training and Development Employee Health and Safety	<b>25%</b>
<b>Unit 4</b>	Human Resource Management and Employment Involvement Human Resource Management and Industrial Relation Discipline and Grievances Human Resource Audit Stress Management	<b>25%</b>

**Reference Books:**

1. David A. DeCenzo, Stephen P Robbins and Susan L. Verhulast, Fundamental of Human Resource Management
2. K Aswathappa, Human Resource Management, Tata McGraw- Hill Education.
3. L. M Prasad, Human Resource Management, Sultan Chand & Sons.



**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**

**M.A (Public Administration)**

**Semester: IV**

**Syllabus with Effect from: June-2020/2021**

<b>Paper Code: PG04CPAD02</b>	<b>Total Credit: 8</b>
<b>Title of Paper: Dissertation based on Project Work</b>	

Dissertation will be submitted to the head of institute by each student before the end of 4<sup>th</sup> semester.

It will be prepared by considering following conditions

1. The purpose of dissertation is to provide practical exposure of administrative functions at all levels
2. The topic, title and contents will clearly indicate and related to any relevant area of administration, personnel, industrial relation, human resource development or human resources management etc.
3. The essentials of research methodology shall be applied at relevant stages while preparing the project
4. If required student shall visit field or the area related to their study, interact and conclude the report with relevant suggestions on the topic
5. The work done must indicate the analytical and critical ability of the candidate in relation to the problem which he/she has identified while preparing the dissertation.
6. The dissertation will carry 200 marks.
7. The final project examination should consist of presentation and Viva. The submission of final project report should be on or before
8. Dissertation may be offered by regular student only in the lieu of one paper of final year examination as prescribed in the syllabus of the subject concerned only such candidates will be permitted to offer dissertation who have secured at least 40% marks in the aggregate at the previous examination

NOTE--- Dissertation shall be typed written and shall be submitted in triplicate, so as to reach the controller of the examination at least two weeks before the commencement of the examination.

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**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**

**M.A (Public Administration)**

**Semester: IV**

**Syllabus with Effect from: June-2020/2021**

<b>Paper Code: PG04CPAD03</b>	<b>Total Credit: 1</b>
<b>Title of Paper: Comprehensive Viva</b>	

<b>Sr. No</b>	<b>Description</b>	<b>Weightage (%)</b>
<b>1</b>	Viva Voce to test the knowledge of student in the topics taught in the semester; their inter-relationships; and, for understanding events of political, economic and Administrative nature happening around him	Internal- 15% External- 35%

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**M.A (Public Administration)**  
**Semester: IV**  
**Syllabus with Effect from: June-2020/2021**

<b>Paper Code: PG04CPAD04</b>	<b>Total Credit: 4</b>
<b>Title of Paper: Decentralization and Local Governance</b>	
<b>Objective: understand decentralization as a complex political process and “system” with several dimensions, levels and actors, and define and distinguish it from other related concepts.</b>	

<b>Unit</b>	<b>Topics to Cover</b>	<b>Weightage (%)</b>
<b>Unit 1</b>	Concept, Evolution and Significance of Democratic Decentralisation Contextual Dimensions of Democratic Decentralisation-1- Political, Constitutional and Administrative Partnership Among Different Levels of Government-1- Union and State Governments	<b>25%</b>
<b>Unit 2</b>	Evolution of Local Governance(Before 73 <sup>rd</sup> and 74 <sup>th</sup> )Amendment Features of 73 <sup>rd</sup> and 74 <sup>th</sup> Constitutional Amendment	<b>25%</b>
<b>Unit 3</b>	Organisational Structure of Rural Local Bodies Organisational Structure of Urban Local Bodies	<b>25%</b>
<b>Unit 4</b>	District administration and district collector- evolution, nature scope and function, district development programmes.	<b>25%</b>

**Reference Books:**

1. B. L. Fadia and Kuldeep Fadia, Public Administration, Administrative Theories and Concepts, 2009.
2. Kuldeep Mathur, Public Policy and Politics in India.
3. Manohar Pandey, general Study, 2016.
4. Pranab Bardhan, Dilip Mookherjee, Decentralization and Local Governance in developing Countries, 2006.

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**

**M.A (Public Administration)**

**Semester: IV**

**Syllabus with Effect from: June-2020/2021**

<b>Paper Code: PG04CPAD05</b>	<b>Total Credit: 4</b>
<b>Title of Paper: Development Administration</b>	
<b>Objective: Understand the concept of development and development administration.</b>	

<b>Unit</b>	<b>Topics to Cover</b>	<b>Weightage (%)</b>
<b>Unit 1</b>	Development Administration- Concept and Meaning Scope and Significance Evolution Growth of Development Administration	<b>25%</b>
<b>Unit 2</b>	Role of Planning Goals of Development Planning Commission and National Development Council State Planning Machinery	<b>25%</b>
<b>Unit 3</b>	The concept of bureaucracy: max Weber's formulation and its critique. Marxist interpretation of bureaucracy Role of Bureaucracy Neutral vs Committed Bureaucracy Bureaucrats and Politician and their relationship	<b>25%</b>
<b>Unit 4</b>	Co-operatives and Development Specialised Agencies for Development Case Studies & Presentations	<b>25%</b>

**Reference Books:**

1. B. L. Fadia and Kuldeep Fadia, Public Administration, Administrative Theories and Concepts, 2009.
2. Kuldeep Mathur, Public Policy and Politics in India.
3. Manohar Pandey, general Study, 2016.
4. Pranab Bardhan, Dilip Mookherjee, Decentralization and Local Governance in developing Countries, 2006.

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**

**M.A (Public Administration)**

**Semester: IV**

**Syllabus with Effect from: June-2020/2021**

<b>Paper Code: PG04SPAD01</b>	<b>Total Credit: 4</b>
<b>Title of Paper: Police Administration</b>	
<b>Objective: To introduce students to issues of civil disturbance, management tactics and proper police response to such situations.</b>	

<b>Unit</b>	<b>Topics to Cover</b>	<b>Weightage (%)</b>
<b>Unit 1</b>	Development of policing in India, meaning, nature, scope, and importance of police functions Role of police in society	<b>25%</b>
<b>Unit 2</b>	Police administration- tasks and functions, objective of policing law and order maintenance The problem and issues, reformative and punishment Oriented policing Relationship with prison administration	<b>25%</b>
<b>Unit 3</b>	Machinery for police management in India Control over police- external and internal Role of the mass media Machinery for setting citizens grievances	<b>25%</b>
<b>Unit 4</b>	Issues and problem of policing and police administration in contemporary time The emergence and role of police employee union	<b>25%</b>

**Reference Books:**

1. R. K. bhardwaj, Indian police administration, national publishing, New Delhi.
2. R.K. Raghavan, Indian police: problem, planning and perspective- Manohar, New Delhi.
3. Trilok nath, Indian police administration, A guide for police officers, sterling, New Delhi.

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**Bachelor of Vocation (Photography & Animation)**  
**Semester: I**

<b>Title of the Paper</b>	<b>Assistant Cameraman</b>
<b>Course Code</b>	<b>UM1BVSPA01</b>
<b>Objective</b>	<b>Work with the fundamentals of camera shots taking techniques and mise-en-scene.</b>

*(This syllabus/ curriculum has been approved by MES/SC)*

<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>01</b>	Set up Camera Equipment for Shoots	MES/ N 0905
<b>KEY LEARNING OUTCOMES</b>		
<b>PERFORMANCE CRITERIA</b>		
<ul style="list-style-type: none"> <li>• Prepare and arrange all the camera equipment for use during shoots</li> <li>• Monitor use of equipment during shoots</li> </ul>		
<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>02</b>	Prepare for Shoots	MES/ N 0906
<b>KEY LEARNING OUTCOMES</b>		
<b>PERFORMANCE CRITERIA</b>		
<ul style="list-style-type: none"> <li>• Understanding the focus requirements for different types of shots</li> <li>• Lay out marks on the set/props/floor to define artist paths and refine camera positions/focus lengths during rehearsals</li> <li>• Marking out the focus lengths for each position</li> </ul>		
<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>03</b>	Dismantle and Pack Equipment after Shoot	MES/ N 0908
<b>KEY LEARNING OUTCOMES</b>		
<b>PERFORMANCE CRITERIA</b>		
<ul style="list-style-type: none"> <li>• Dismantling and packing camera equipment after shoot</li> </ul>		
<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>04</b>	Maintain workplace health and safety	MES/ N 0104
<b>KEY LEARNING OUTCOMES</b>		
<b>PERFORMANCE CRITERIA</b>		
<ul style="list-style-type: none"> <li>• Understanding the health, safety and security risks prevalent in the workplace</li> <li>• Knowing the people responsible for health and safety and the resources available</li> <li>• Identifying and reporting risks</li> <li>• Complying with procedures in the event of an emergency</li> </ul>		
<b>GUIDELINE FOR ASSESSMENT TRAINEES</b>		
<ul style="list-style-type: none"> <li>• Set up Camera Equipment for Shoots 40%</li> <li>• Prepare for Shoots 25%</li> <li>• Dismantle and Pack Equipment after Shoot 25%</li> <li>• Maintain workplace health and safety 10% 100%</li> </ul>		

**Reference Books:**

1. Bill Apton, Photography.
2. Graham Clarke, The Photography.
3. John Hedgecoe's, Creative Photography Work Book.
4. Tom, Digital Photographer's Handbook

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**Bachelor of Vocation (Photography & Animation)**  
**Semester: I**

<b>Title of the Paper</b>	<b>Introduction to Photography</b>
<b>Course Code</b>	<b>UM1BVGPA01</b>
<b>Objective</b>	Students should be able to make confident, informed decisions regarding composition, exposure and print quality, using both analog and digital technology. Command of the skills necessary to evoke their personal visions.

<b>Unit</b>	<b>Title and Descriptions</b>	<b>Weightage</b>
<b>1</b>	<ul style="list-style-type: none"> <li>• What is Photography?               <ol style="list-style-type: none"> <li>1. Definition</li> <li>2. Attributes of a subject</li> <li>3. Brightness</li> <li>4. Contrast</li> <li>5. Sharpness</li> <li>6. Blur (motion)</li> <li>7. Colour</li> <li>8. Size</li> <li>9. Composition</li> <li>10. Framing</li> </ol> </li> <li>B. Qualities of photographic image.</li> <li>C. Details of all qualities.</li> </ul>	<b>50%</b>
<b>2</b>	<ul style="list-style-type: none"> <li>• History of Camera               <ol style="list-style-type: none"> <li>1. Evolution {transition in film and digital}</li> <li>2. Camera format</li> <li>3. Camera sensor sizes and crop factor</li> <li>3. Camera Controls</li> </ol> </li> <li>• Camera controls in detail               <ol style="list-style-type: none"> <li>1. Aperture, Depth of field. etc.</li> <li>2 Shutter, panning, sync speed etc.</li> <li>3. ISO.</li> <li>4. Operations {DOF, Panning, Sync etc}</li> <li>5. Camera cross section diagram</li> <li>6. Total internal reflection`</li> </ol> </li> </ul>	<b>50%</b>

**Reference Books:**

1. Bill Apton, Photography.
2. Graham Clarke, The Photography.
3. John Hedgecoe's, Creative Photography Work Book.
4. Tom, Digital Photographer's Handbook

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**Bachelor of Vocation (Photography & Animation)**  
**Semester: I**

<b>Title of the Paper</b>	<b>Micro Economics</b>
<b>Course Code</b>	<b>UM1BVGPA02</b>
<b>Objective</b>	<b>To Understand the Recent Trends in Economics</b>

<b>Units</b>	<b>Detail Descriptions</b>	<b>Weightage</b>
<b>1</b>	<b>Introduction to Economics</b> Concept and Definition of Economics The Economic Problems: Scarcity and Choice Basic Principles of Economics – introduced an overview of what Economics is all about.	<b>25%</b>
<b>2</b>	<b>Nature and Scope of Economics</b> Positive and Normative Economics The role of Assumptions in Economics Economic Models: The Circular-Flow Diagram The Production Possibilities Frontier Micro and Macro Economics	<b>25%</b>
<b>3</b>	<b>Product Pricing</b> <b>Demand:</b> Concept and Meaning, Law of Demand, Change and Shift in Demand <b>Supply:</b> Concept and Meaning, Law of Supply, Change and Shift in Supply <b>Supply and Demand Together:</b> The Equilibrium price Concept or Price Determination by the forces of Demand and Supply Curves	<b>25%</b>
<b>4</b>	<b>Factor Pricing</b> Marginal Productivity theory Concept of Wage, Profit, Rent and Interest Theory of Rent and Profit	<b>25%</b>

**Reference Books:**

1. Dwivedi D. N., (2007) Micro Economics Theory, Vikas Publishing House.
2. Ellen Miller, Micro Economics, Tata McGraw-Hill.
3. H. L. Ahuja, Advanced Economic Theory.
4. Lipsy & Chrystal, Economics, Oxford University Press.
5. N. Gregory Mankiw, Principles of Micro Economics, Thomson South-Western.
6. Paul. A Samuelson, William D. Nordhaus, Economics –McGraw Hill Education, New Delhi.
7. Robert S. Pindyck, Daniel L. Rubinfeld, Prem L. Mehta, Micro Economics.
8. Stonier A W & Hague D C., (1953), A Textbook of Economics Theory, Long Group.



**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**Bachelor of Vocation (Photography & Animation)**  
**Semester: I**

<b>Title of the Paper</b>	<b>Business English - I</b>
<b>Course Code</b>	<b>UM1BVGPA03</b>
<b>Objective</b>	<b>Develop basic skills to deal with people in business situations.</b>

<b>Units</b>	<b>Detail Descriptions</b>	<b>Weightage</b>
<b>1</b>	<b>Understanding Business Communication:</b> Nature and Scope of Communication Non-Verbal Communication Cross-cultural Communication Technology- enabled Business	<b>40%</b>
<b>2</b>	<b>Business Correspondence I:</b> Business Writing Business Correspondence Instructions Business Reports and Proposals Careers and Resumes	<b>40%</b>
<b>3</b>	<b>Business Vocabulary I</b> General Vocabulary(GSL) Business Vocabulary	<b>20%</b>
<b>Practical</b>	Simulation I:- situational conversation/ Role play Presentation Skill I: Presentation	

**Reference Books:-**

1. Andrea B Geffner, Business English the writing skills you need for Today's workplace (Barron's Educational Series, 2010).
2. Evan Frendo, How to Teach Business English.
3. Meenakshi Raman and Sangeeta Sharma, Technical Communication 'Principles and Practice' Oxford University Press, New Delhi, 2004.
4. Minakshi Raman, Business Communication (with CD) 2<sup>nd</sup> Edition Oxford University Press, New Delhi, 2012.
5. Myron W Lustig, Intercultural Competence: Interpersonal Communication Across Culture 6<sup>th</sup> Edition.

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**Bachelor of Vocation (Photography & Animation)**  
**Semester: I**

<b>Title of the Paper</b>	<b>Use of ICT - I</b>
<b>Course Code</b>	<b>UM1BVGPA04</b>
<b>Objective</b>	<b>To introduce the students with MS Excel which enable them to analyze and interpret of data for decision making and also enhance their skill based learning.</b>

<b>Units</b>	<b>Detail Descriptions</b>	<b>Weightage</b>
<b>1</b>	<p><b>Fundamentals of computers</b>            Characteristics of a computer            Block Diagram of a computer,            Terms Hardware, software, Firmware, Liveware            Different types of software: System Software, Application software,            Operating system and different types of Operating system: DOS, WINDOWS 98/7.0            Overview of a computer system            Types of computers            Applications of computers,            Configuration for buying a computer            Input and Output Devices of the computer</p>	<b>50%</b>
<b>2</b>	<p><b>Windows Operating system and Introduction to Word processor</b>            Difference between Dos and windows operating system            Advantages of windows operating system            Introduction to Ms-office            What is word processing            Applications of word processor  <b>Advanced MS-Word</b>            Creating Hypertext links with drag-and drop            Using Hyperlinks between word documents            Using spelling and grammer Tool            Autotext and Autocorrect entries            Formating options like bold italic, subscript, superscript,            character and Animation effects, Change case, Drop Cap options, Header and footer option, formating indents Table creation, deletion, selection and formatting, Insert Picture, word art and drawing facilities.            Converting text to tables, Importance of mail merge, Creating a mail merge document and data source, Inserting mail merge fields, merge with main document, previewing merged data</p>	<b>50%</b>

<b>Practical</b>
<b>LABORATORY:</b> Theory Exercise + Practical Exercise on units 1 & 2
Practical examination shall be held in the computer lab and evaluation shall be made by the concerned teacher.

**Reference Books:**

1. R.K. Taxali, P.C. Software For Windows 98 Made Simple.
2. S. Jaiswal, A First Course In Computers, Galgotia publications
3. Suresh K Basandra, Computer Today.

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**Semester – III**

<b>Title of the Paper</b>	<b>ANIMATION DIRECTOR - I</b>
<b>Course Code</b>	<b>UM3BVSPA01</b>
<b>Objective</b>	<b>To familiarize the students with various approaches, methods and techniques of Animation Technology.</b>

*(This syllabus/ curriculum has been approved by MESC)*

<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>01</b>	<b>Communicate requirements to the team</b>	<b>MES/ N 1304</b>
<b>KEY LEARNING OUTCOMES</b>		
<b>SCOPE:</b>		
➤ Communicating the key aspects of production to the teams		
<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>02</b>	<b>Direct the animation process</b>	<b>MES/ N 1306</b>
<b>KEY LEARNING OUTCOMES</b>		
<b>SCOPE:</b>		
➤ Understanding the story, script		
➤ Approving the design/assets		
➤ Guiding and managing the animation process		
➤ Testing and approving the characterising		

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**Semester – III**

<b>Title of the Paper</b>	<b>BASICS OF AUDIO AND VIDEO MEDIA</b>
<b>Course Code</b>	<b>UM3BVGPA01</b>
<b>Objective</b>	<b>Demonstrate a strong familiarity and proficiency with professional software for video editing, audio production and editing, basic animation, and web development.</b>

<b>Unit</b>	<b>Detail Descriptions</b>	<b>weightage</b>
<b>1</b>	<b>Characteristics of Sound &amp; Acoustics</b> Speech, music and noise- Mechanism of hearing of human ear.- Concept of stereophony- Nature of sound reflections, refractions, diffractions, absorption noise - general considerations on acoustics of studio reverberation, acoustics of auditorium - growth and decay of sound in enclosures, acoustic material.	<b>25%</b>
<b>2</b>	<b>Electro-Acoustical Transducers, Equalization and Filters</b> Construction and working principle of various types of microphones, directivity, sensitivity, frequency response of microphones, construction and working principle of various types of loudspeakers, frequency response, directivity, distortion, power handling capacity of speakers, columns and enclosures for speakers. Crossover network in columns. Introduction to Equalisation- Peaking and shelving filters -Low pass filter, High pass filter, parametric equaliser, selectable frequency equaliser, graphic equaliser and notch filter- Noise reduction techniques.	<b>25%</b>
<b>3</b>	<b>Sound Recording and Playback</b> Analog recording: Introduction to Turntables-Magnetic recording on tape-DC and AC bias, frequency response- Block Diagram of a basic Tape Recording and playback circuit- Concept of multi-track sequencing.	<b>25%</b>
<b>4</b>	<b>Video Media</b> Basics of Video Media Video Compression Need and Scope of Video Compression Video Recording and Reproduction Play Back Digital Video Recording: VCD, DVD and Blu-Ray-Disc	<b>25%</b>

**Reference Books :**

1. David Miles Huber & Robert E Runstein, Modern recording Techniques 6th Edition- - Focal Press
2. Jerry Whitaker and Blair Benson, Standard handbook of Audio Engineering, Publisher: McGraw-Hill Professional; 2nd Edition.
3. R.G Gupta, Audio & Video Systems 2nd Edition.
4. R.G Gupta, Television Engineering and Video Systems.

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**Semester – III**

<b>Title of the Paper</b>	<b>CLIMATE CHANGE &amp; SUSTAINABLE DEVELOPMENT</b>
<b>Course Code</b>	<b>UM3BVGPA02</b>
<b>Objective</b>	To understand the global environment change and causes & Effects of environment change

<b>Unit</b>	<b>Detail Descriptions</b>	<b>Weightage</b>
<b>1</b>	<b>Understanding Global Environmental Change</b> Understanding relationship between Society, Economy, Environment Causes and Effects of Environmental change Role of Individual in prevention of pollution <b>Climate Change</b> Greenhouse Gases Emissions-Mitigation-Policies and Protocols Growing Threat of Climate change in India Climate change and Global Warming Green Solution for Disaster Risk Reduction and Climate Change	50%
<b>2</b>	<b>Water, land and Bio-diversity Management</b> Water Crisis Demands and Trends Resource Management Sustainable Land Management Bio-diversity Water conservation Rainwater harvesting Watershed management <b>Sustainable Development</b> Sustainable Urban future Rural Development Business Responsibility – One Case Study	50%

**Reference Books:**

1. Erach Barucha, Text book of Environmental Studies for undergraduate Courses, Publisher University.

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**Semester – III**

<b>Title of the Paper</b>	<b>FUNCTIONAL ENGLISH FOR EXECUTIVES</b>
<b>Course Code</b>	<b>UM3BVGPA03</b>
<b>Objective</b>	Enhancing the reading ability of students & Enhancing the spontaneous speaking skills

<b>Units</b>	<b>Detail Description</b>	<b>Weightage</b>
<b>1</b>	Speech – basic grammar rules in English Enhancing the reading ability of students (at a speed of minimum 150 words per minute with appropriate stress, voice modulation and correct pronunciation). Practice of reading newspapers viz., The Hindu, Indian Express, Business Line, Economic Times., etc. and magazines like business world etc. Enhancing the spontaneous writing skill– writing articles on simple topics given preparing speeches preparing reports on various events / functions; Writing letters assuming various capacities and various situations	<b>50%</b>
<b>2</b>	Enhancing the spontaneous speaking skills– self introduction at various forums and during interviews Effective Public Speaking (EPS) – Role playing Mock interviews for recruitment Mock press meets Enhancing the presentation skills of the students Individual seminar presentation and Group seminar presentation. Enhancing the interpersonal communication skill Reading ability of students.	<b>50%</b>
<b>Practical</b>	Group Discussion (organized into 4 or 5 groups and the groups may be given a management problem relating to real life experiences of retail industry in the country or the world)	

**Reference Books:**

1. Rachna, Sagar, Functional English.
2. Thomas Bloor, The Functional Analysis Of English.

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**Semester – III**

<b>Title of the Paper</b>	<b>MANAGEMENT INFORMATION SYSTEM</b>
<b>Course Code</b>	<b>UM3BVGPA04</b>
<b>Objective</b>	<b>To understand Telecommunication Revolution, internet, email, intranet and teleconferencing</b>

<b>Unit</b>	<b>Detail Description</b>	<b>Weightage</b>
<b>1</b>	Introduction to Information Systems definition features steps in implementation of MIS need for information, information system for decision making MIS as competitive advantages MIS structures MIS - Strategic information system MIS support for planning - organizing – controlling MIS for specific functions - personnel	<b>50%</b>
<b>2</b>	finance, marketing, inventory, production Data Base Management System Models hierarchical -network - relational - modular Telecommunication revolution Introduction to Email, internet, intranet and teleconferencing, www architecture	<b>50%</b>
<b>Practical</b>	Filing of forms for registration, returns and assessment	

**Reference Books:**

1. K. P. Kandasami, Banking Law & Practice.
2. N.D. Kapoor, Elements of Mercantile Law.
3. Pandia R. H., Mercantile Law.
4. Shukla M.C., A Manual of Mercantile Law.
5. Venkatesan, Hand Book of Mercantile Law.



**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
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**Semester – IV**

<b>Title of the Paper</b>	<b>ANIMATION DIRECTOR - II</b>
<b>Course Code</b>	<b>UM4BVSPA01</b>
<b>Objective</b>	Carry out applied learning activities focused on the production and post production process for digital media productions.

*(This syllabus/ curriculum has been approved by MESC)*

<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>01</b>	<b>Direct the post-production process</b>	<b>MES/ N 1307</b>
<b>KEY LEARNING OUTCOMES</b>		
<b>SCOPE:</b>		
<ul style="list-style-type: none"> <li>➤ Managing and guiding the post production process, including:</li> <li>➤ Prepare the final version including correction of the screenplay (if required)</li> </ul>		
<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>02</b>	<b>Maintain workplace health and safety</b>	<b>MES/ N 0104</b>
<b>KEY LEARNING OUTCOMES</b>		
<b>SCOPE:</b>		
<ul style="list-style-type: none"> <li>➤ Understanding the health, safety and security risks prevalent in the workplace</li> <li>➤ Knowing the people responsible for health and safety and the resources available</li> <li>➤ Identifying and reporting risks</li> <li>➤ Complying with procedures in the event of an emergency</li> </ul>		

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**Semester – IV**

<b>Title of the Paper</b>	<b>Computer Based 2D Animation</b>
<b>Course Code</b>	<b>UM4BVGPA01</b>
<b>Objective</b>	<b>Give students an in-depth understanding of why computers are essential components in business, education and society.</b>

<b>Unit</b>	<b>Detail Descriptions</b>	<b>weightage</b>
<b>1</b>	<b>Introduction</b> The 12 principles of Animation Straight Ahead Action & pose to pose Action Motion Tweens, Shape Tweens and frame by- frame animations Graphic, Button, and Movie Clip Symbols – Libraries and Instances Digital 2D Animation orientation – Basic factors affecting the illusion of motion – Impact of digital techniques on the craft of film and video animation – Professional animation practice and job description – Prevailing file format standards and other compatibility issues – History and future trends of computer animation application in the visual arts.	<b>25%</b>
<b>2</b>	<b>2D Graphics</b> 2D graphics editing features – Basic geometric, transformations – Boolean, operations on shapes – Object stroke attributes - Objects fill attributes – Shading, techniques (blends – gradients) – Packaged effects (extensions – plug-ins) – Features specific to the program in use.	<b>25%</b>
<b>3</b>	<b>2D Animation</b> 2D animation frame-sequencing features – Straight-ahead animation – Key frames animation – Motion paths – Applying geometric transformation over time – Intertwining options – Looping and palindrome motion – Features specific to the program in use. 2D animation application software interface - Default setting and user preferences – Document setup. Import and export formats – Document and timeline window feature – Tools and commands palettes – Media-selection tools and techniques Asset-management features.	<b>25%</b>
<b>4</b>	<b>2D graphics</b> -creation features – Underlying data type: raster – vector – Raster, painting and/or import features – Vector shapes – Vector free-form and control-point placement tools – Features specific to the program in use.	<b>25%</b>

**Reference Books:**

1. Adam Watkins, Maya A Professional Guide Published by dreamtech, first edition – 2003.
2. Joey Lott and Robert Reinhardt, Flash 8 Action Script Bible. Published by Wiley India (P) Ltd.2006.
3. Robert Reinhardt and Snow Dowd, Macromedia Flash 8 Bible. Published by Wiley India Pvt Ltd.2006
4. Tom Meade and Shinsaka Anima, The Complete Reference Maya 6 Published by Tata MC.Graw – Hill Publishing Company Limited edition 2004.

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**Semester – IV**

<b>Title of the Paper</b>	<b>ENTREPRENEURSHIP DEVELOPMENT PROGRAMME</b>
<b>Course Code</b>	<b>UM4BVGPA02</b>
<b>Objective</b>	<b>To understand the basic concept of entrepreneurship</b>

<b>Units</b>	<b>Description in Detail</b>	<b>Weightage</b>
<b>1</b>	Understanding Entrepreneurship: Meaning of Entrepreneurship characteristics, skills, functions and types of entrepreneurship entrepreneur - Role of entrepreneurship in economic development Entrepreneurial success and failures. Concept of Entrepreneur Entrepreneurial Motivation, Entrepreneurial Process Factors affecting entrepreneur growth, economic and non-economic Entrepreneurship development programmes – need, objectives, phases and evaluation Institutional support to entrepreneurs	<b>50%</b>
<b>2</b>	Finance Management in current operations and expansion of capital Role of Small Business in the national economy, National Policies for small business development, Governmental and Non-Governmental assistance Contribution of Commercial Banks in promoting and servicing small business. Small business and modern technology	<b>50%</b>

**Reference Books:-**

1. C. B. Gupta & N.P. Srinivasan, Entrepreneurial Development.
2. Charantimath, Entrepreneurship Development Small Business Enterprises.
3. Kuratko & Hodgetts, Cengage, Entrepreneurship in the new Millennium.
4. Roy, Entrepreneurship.
5. S.S. Kharka, S. Chand, Entrepreneurial Development
6. Sahay & Sharma, Entrepreneurship & New Venture Creation.

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**Semester – IV**

<b>Title of the Paper</b>	<b>SOFT SKILLS AND PERSONALITY DEVELOPMENT</b>
<b>Course Code</b>	<b>UM4BVGPA03</b>
<b>Objective</b>	<b>To Develop personality skill of the students</b>

<b>Units</b>	<b>Description in Detail</b>	<b>Weightage</b>
<b>1</b>	<p><b>Attitude</b></p> <p>Process of attitude formation, How to build a success attitude, Spot analysis, Self-management techniques, Self-image and self-esteem, Building self-confidence, Power of irresistible enthusiasm, etiquettes and manners in a group, public speaking, oral and written communication, Body language, Importance of listening and responding, Tips for technical writing. Development of Communication &amp; Co-operation- Suitable behaviour towards customers, Influence in skill, Creativity in presentation &amp; projection and Multi- cultural skills</p>	50%
<b>2</b>	<p><b>Introduction to Personality-</b> Basic of Personality, Human growth and Behavior, Theories in Personality, Motivation; Techniques in Personality development – Self- confidence, Mnemonics, Goal setting, Time Management and effective planning, Techniques in Personality Development - Stress Management, Meditation and concentration techniques, Self- hypnotism, Self- acceptance and Selfgrowth.</p> <p>Co-ordination while working in a team, Leadership styles, Leader &amp; Team player, Management of conflict, Profiles of great and successful personalities, Role of career planning in personality development, How to face personal interviews and group discussions.</p>	50%
<b>Practical</b>	To evaluate presentation skills and team work of students	

**Reference Books:**

1. Atkinson and Hilgard's, Edward E. Smith, Introduction to Psychology Susan Nolen-Hoeksema, Barbara Fredrickson, Geoffrey Loftus
2. Indrajit Bhattacharya, an Approach to Communication Skills Delhi.
3. Rajiv K. Mishra, Rupa & Co., Personality Development.
4. Ravi Aggarwal, Communication Today & Tomorrow by Sublime Publications, Jaipur
5. Varinder Kumar, Bodh Raj, Manocha, Business Communication Skills by Kalyani Publishers, New Delhi.

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**Semester – IV**

<b>Title of the Paper</b>	<b>ACCOUNTING APPLICATIONS</b>
<b>Course Code</b>	<b>UM4BVGPA04</b>
<b>Objective</b>	<b>Learn Basic Accounting concept and financial statement analysis</b>

<b>Units</b>	<b>Description in Detail</b>	<b>Weightage</b>
<b>1</b>	Basic Accounting concepts - Kinds of Accounts – Financial Accounting vs. Cost Accounting - Financial Accounting vs. Management Accounting -Double Entry Book Keeping – Rules of Double Entry System – Preparation of Journal and Ledger Accounts problems - Subsidiary books - cash book – types of cash book - problems - purchase book - sales book - sales return and purchase return books. Trial balance - Errors – types of errors - Rectification of errors – problems – Bank reconciliation statement – problems.	50%
<b>2</b>	Manufacturing - Trading - Profit & Loss Account - Balance sheet. – Problems with simple adjustments. Financial Statement Analysis Techniques Preparation of Cost Statements-Cost Data collection, Cost Sheet formats, Preparation of Cost Sheets (historical cost sheets and estimated cost sheets), Fundamentals of Management Accounting : Marginal Costing and Break-even analysis – basic knowledge, Application of Marginal Costing for decision-making.	50%
<b>Practical</b>	Filing of forms for registration, returns and assessment	

**Reference Books:**

1. Grewal, T.S. : Double Entry Book Keeping
2. Gupta and Radhaswamy : Advanced Accountancy
3. Gupta R.L. : Advanced Accountancy
4. Inamdar, S. M.: Cost & Management Accounting
5. Jain and Narang : Advanced Accountancy
6. Jain, S/ Narang, K.: Advanced Cost Accounting
7. Saxena, V/ Vashist, C: Advanced Cost & Management Accounting
8. Shukla and Grewal : Advanced Accountancy

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
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**Semester – V**

<b>Title of the Paper</b>	<b>Director of Photography - I</b>
<b>Course Code</b>	<b>UM5BVSPA01</b>
<b>Objective</b>	<b>Learn about what a Director of Photography does on the set of a video production. Find out what the primary and secondary roles of a Director of Photography.</b>

*(This syllabus/ curriculum has been approved by MESC)*

<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>01</b>	Determine the Visual Style and Prepare Shoot Plan	MES/ N 0901
<b>KEY LEARNING OUTCOMES</b>		
<b>SCOPE:</b>		
<ul style="list-style-type: none"> <li>➤ Understand the script, production concept and creative brief</li> <li>➤ Devise creative ways to visually depict the and identify a medium for shooting</li> <li>➤ Prepare and finalise the shoot plan</li> </ul>		
<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>02</b>	Carry out Location Recces and Finalise Locations	MES / 0902
<b>KEY LEARNING OUTCOMES</b>		
<b>SCOPE:</b>		
<ul style="list-style-type: none"> <li>➤ Understand requirements of the shoot</li> <li>➤ Assess the suitability of a location</li> </ul>		
<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>03</b>	Recruit Camera Team	MES / N 0903
<b>KEY LEARNING OUTCOMES</b>		
<b>SCOPE:</b>		
<ul style="list-style-type: none"> <li>➤ Ascertaining the number of people required, duration of involvement and job specifications of each role</li> <li>➤ Shortlist and select appropriate crew</li> <li>➤ Finalize recruitment of crew</li> </ul>		

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**Semester – V**

<b>Title of the Paper</b>	<b>Digital Photography</b>
<b>Course Code</b>	<b>UM5BVGPA01</b>
<b>Objective</b>	<b>To develop and practice skills using digital photography tools and the Internet including emailing and posting to a web site.</b>

<b>Unit</b>	<b>Detail Descriptions</b>	<b>Weightage</b>
<b>1</b>	Digital Basics - Introduction to Digital Imaging Principles. The digital Camera – Components of Digital Camera – Sensor – Sensor Characteristics & Configuration – LC D Display – Menu & Operations. Digital Camera Lenses – Digital Zoom – Auto Focus systems – Optical Zoom – Focal length – Depth of field – Depth of focus. Image formation – Color Formation; Characteristic of Digital Image – ISO & Resolution – Dynamic Range – Histogram - Noise – Aliasing - Moiré - Remedial measures. Storage – Methods of storage – File formats & Storage – Storage Devices – Precautions for stories – Data recovery Software.	<b>50%</b>
<b>2</b>	How to use Digital Camera – shooting images with correct Exposure - Application of Histogram. Understanding the applications of ISO Settings and Noise Problems. Shooting with manual Settings Auto Exposure Modes in Indoor & Studio Exercises. Studio Portraiture – Out Door Portraiture. Landscape – Architecture – Close up	<b>50%</b>

**Reference Books:-**

1. David Jones, The Digital Photography Hand Book.
2. David Miles Huber & Robert E Runstein, Modern recording Techniques 6th Edition, Focal Press.
3. Jerry Whitaker and Blair Benson, Standard handbook of Audio Engineering, McGraw-Hill Professional; 2nd Edition.
4. Mark Galer, Photography Foundations for Art & Design 3rd Edition.
5. R.G Gupta, Audio & Video Systems 2nd Edition.
6. R.G Gupta, Television Engineering and Video Systems.
7. Tom Ang, Advanced Digital Photography.

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**Semester – V**

<b>Title of the Paper</b>	<b>E-COMMERCE (Theory)</b>
<b>Course Code</b>	<b>UM5BVGPA02</b>
<b>Objective</b>	<b>To enhance the ability of students in the field of E-Commerce as a part of integrity of new business trend &amp; modern technology.</b>

<b>Units</b>	<b>Description in Detail</b>	<b>Weightage</b>
<b>1</b>	<p><b>Introduction</b>  E-Business – Origin and Need of E-Commerce, Factors affecting E – Commerce, Business dimension and technological dimension of E-Commerce, E-Commerce frame work Electronic Commerce Models, Value Chains in Electronic Commerce.</p> <p><b>Internet and E-Business</b>  Introduction to Internet and its application, Intranet and Extranets. World Wide Web, Internet Architectures, Internet Applications, Business Applications on Internet, E – Shopping, Electronic Data Interchange, Components of Electronic Data Interchange, Creating Web Pages using HTML.</p>	<b>50%</b>
<b>2</b>	<p><b>Electronic Payment System</b>  Concept of Money, Electronic Payment System, Types of Electronic Payment Systems, Smart Cards and Electronic Payment Systems, Infrastructure Issues in EPS, Electronic Fund Transfer</p> <p><b>Emerging trends and technologies in E-Business</b>  E-Business and MIS, E-Business and ERP, E-Business and CRM, E-Business and Supply chain management, Benefits of E-Commerce; Drawbacks and limitations of E –Commerce. Management challenges in on –line retailing.</p>	<b>50%</b>

**Reference Books:-**

1. Kamlesh K & Nag, Debjani, E-Commerce, The Cutting Edge of Business, McGraw Hill.
2. Laudon and Traver, E-Commerce, Business, Technology, Society, Pearson Education.
3. Rehman S.M. & Raisinghania, Electronic Commerce Opportunity & Challenges, Idea Group Publishing, USA.
4. Schneider Gary P. And Perry, James T , Thomson Electronic Commerce.
5. Treese G. Winfield & Stewart C. Lawrance, Designing Systems for Internet Commerce, Addison Wesley.
6. Trepper Charles, E-Commerce Strategies, Prentice Hall of India.
7. Whitley, David, Commerce Strategy, Technologies and Applications, Tata McGraw Hill.



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**Semester – V**

<b>Title of the Paper</b>	<b>BUSINESS ETHICS (Theory/Practical)</b>
<b>Course Code</b>	<b>UM5BVGPA03</b>
<b>Objective</b>	<b>To understand Ethical issues in Business &amp; Ethical Decision-Making Framework</b>

<b>Units</b>	<b>Description in Detail</b>	<b>Weightage</b>
<b>1</b>	<b>Ethics and Business-</b> Define Business Ethics, Ethical issues in Business- Foundation of Ethical Conflict, Classifications of Ethical Issues, Ethical Issues Related to Participants and Functional Areas of Business, Recognizing an Ethical Issue; Ethics and the market, Shareholder Theory; Social Responsibility- The Economic Dimension, The legal Dimension, The Ethical Dimension, The Philanthropic Dimension; Corporate Social Responsibility: Corporate Culture and Ethical Leadership; Employer/employee rights and duties; Ethical Issues with Consumers- Marketing and Sales, Advertising; Larger Issues- The Environment and Society; Corporate Governance, Accounting and Business	50%
<b>2</b>	<b>An Ethical Decision-Making Framework-</b> Ethical Issue Intensity, Individual Factors, Corporate Culture, Business Ethics Evaluations and Intentions, Using the Ethical Decision-Making Framework to Improve Ethical Decisions; International Business Ethics- Ethical Perceptions and International Business, Culture as a Factor in Business, Adapting Ethical Systems to a Global Framework: Cultural Relativism, The Multinational Corporation, A Universal Set of Ethics, Ethical Issues around the Globe.	50%
<b>Practical</b>	The Role of Business in Society- Case study on Walmart	

**Reference Books:**

1. Hartman, Laura P. and Joe, Business Ethics, Decision-Making for Personal Integrity & Social Responsibility.
2. Kissick, W.P., Business Ethics, Concepts, Cases, and Canadian Perspectives,
3. O.C. Ferrell, J. Fraedrick& L. Ferrell, Business Ethics, Ethical Decision Making and Cases.

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
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**Semester – V**

<b>Title of the Paper</b>	<b>DISASTER MANAGEMENT (Theory/Practical)</b>
<b>Course Code</b>	<b>UM5BVGPA04</b>
<b>Objective</b>	<b>To understand the Relationship of Disaster Management with other sciences</b>

<b>Units</b>	<b>Description in Detail</b>	<b>Weightage</b>
<b>1</b>	<b>Disaster :</b> Meaning, Concept & Definition, Characteristics & Causes <b>Disaster Management :</b> Meaning, Concept & Definition, Relationship of Disaster Management with other sciences	<b>50%</b>
<b>2</b>	<b>Definition, Characteristics, Causes, Effects, Strategies of Natural</b> Disasters Earthquake Flood Sea Disturbances Famine Land slides <b>Definition, Characteristics, Causes, Effects of Man-made</b> <b>Disasters</b> Terrorism Epidemics Accidents–Road Accidents Communal Riots	<b>50%</b>

**Reference Books:**

1. J. P. Singhal, Disaster Management Laxmi Publications.
2. Jagbir Singh, Disaster Management : Future Challenges and Opportunities K W Publishers Pvt. Ltd.
3. Mrinalini Pandey, Disaster Management Wiley India Pvt. Ltd.
4. Tushar Bhattacharya, Disaster Science and Management McGraw Hill Education (India) Pvt. Ltd.

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**Bachelor of Vocation (Photography Animation)**  
**Semester – VI**

<b>Title of the Paper</b>	<b>Director of Photography - II</b>
<b>Course Code</b>	<b>UM6BVSPA01</b>
<b>Objective</b>	<b>Learn about what a Director of Photography does on the set of a video production. Find out what the primary and secondary roles of a Director of Photography.</b>

*(This syllabus/ curriculum has been approved by MESC)*

<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>01</b>	Estimate and Procure Camera Equipment	MES / N 0904
<b>KEY LEARNING OUTCOMES</b>		
<b>SCOPE:</b>		
<ul style="list-style-type: none"> <li>➤ Estimating camera equipment requirements for shoot</li> <li>➤ Procuring camera equipment for shoot</li> </ul>		
<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>02</b>	Prepare for Shoots	MES/ N 0906
<b>KEY LEARNING OUTCOMES</b>		
<b>SCOPE:</b>		
<ul style="list-style-type: none"> <li>➤ Understanding the focus requirements for different types of shots</li> <li>➤ Lay out marks on the set/props/floor to define artist paths and refine camera positions/focus lengths during rehearsals</li> <li>➤ Marking out the focus lengths for each position</li> </ul>		
<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>03</b>	Operate Camera during Shoot	MES/ N 0907
<b>KEY LEARNING OUTCOMES</b>		
<b>SCOPE:</b>		
<ul style="list-style-type: none"> <li>➤ Pull focus and operate cameras during shoots</li> </ul>		
<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>04</b>	Maintain workplace health and safety	MES/ N 0104
<b>KEY LEARNING OUTCOMES</b>		
<b>SCOPE:</b>		
<ul style="list-style-type: none"> <li>➤ Understanding the health, safety and security risks prevalent in the workplace</li> <li>➤ Knowing the people responsible for health and safety and the resources available</li> <li>➤ Identifying and reporting risks</li> <li>➤ Complying with procedures in the event of an emergency</li> </ul>		

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**Bachelor of Vocation (Photography Animation)**  
**Semester – VI**

<b>Title of the Paper</b>	<b>3 D Animation and Modeling</b>
<b>Course Code</b>	<b>UM6BVGPA01</b>
<b>Objective</b>	<b>Develops foundational skills to work with, and navigate the digital 3D modeling workspace to create 3D objects.</b>

<b>Unit</b>	<b>Detail Descriptions</b>	<b>weightage</b>
<b>1</b>	Introduction & Context for 3 D Studio Max. Exploring the Max Interface Controlling & Configuring the view ports Working with Files, importing & exporting Creating & editing primitive objects Selecting Objects & setting object properties Transforming objects, pivoting, aligning & snapping	<b>50%</b>
<b>2</b>	Cloning objects & Creating object arrays Grouping & Linking objects Accessing sub objects and using modeling helpers Introduction to modifier & using modifier stack Drawing & Editing 2 D Spines & shapes Modeling with polygon & Patch Using the Graphic Modeling & Painting with objects	<b>50%</b>

**Reference Books:**

1. Kelly L. Murdock, 3ds Max- Bible 2011
2. Mark Galer, Photography Foundations for Art & Design 3rd Edition
3. Tom Ang, Advanced Digital Photography by.

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**Bachelor of Vocation (Photography Animation)**  
**Semester – VI**

<b>Title of the Paper</b>	<b>Organizational Behaviour</b>
<b>Course Code</b>	<b>UM6BVGPA02</b>
<b>Objective</b>	<b>To make students aware about organizational policies, practices, strategies in corporate world.</b>

<b>Units</b>	<b>Detail Description</b>	<b>Weightage</b>
<b>1</b>	<p>Concept, Nature of organization behaviour, Study of OB Model, Managerial Skill, Organization Structure- Types of Organization Design.</p> <p>Concept of Group</p> <p>Types of Group</p> <p>Stages of Group Development</p> <p>Usefulness of Groups in Organization</p> <p>Pitfalls of Group</p>	50%
<b>2</b>	<p><b>GROUP BEHAVIOUR</b></p> <p>Organization structure – Formation – Groups in organizations – Influence – Group dynamics – Emergence of informal leaders and working norms – Group decision making techniques – Team building - Interpersonal relations – Communication – Control.</p> <p><b>LEADERSHIP AND POWER</b></p> <p>Meaning – Importance – Leadership styles – Theories – Leaders Vs Managers – Sources of power – Power centers – Power and Politics.</p> <p><b>DYNAMICS OF ORGANIZATIONAL BEHAVIOUR</b></p> <p>Organizational culture and climate – Factors affecting organizational climate – Importance. Job satisfaction – Determinants – Measurements – Influence on behavior. Organizational change – Importance – Stability Vs Change – Proactive Vs Reaction change – the change process – Resistance to change – Managing change. Stress – Work Stressors – Prevention and Management of stress – Balancing work and Life. Organizational development – Characteristics – objectives –. Organizational effectiveness -Developing Gender sensitive workplace.</p>	50%

**Reference Books:**

1. Fred Luthans, Organisational Behavior, McGraw Hill, 11th Edition, 2001.
2. K. Aswathappa, Organization Behaviour, Himalaya Publishing House.
3. Stephen P. Robbins, Timothy A Judge, SeemaSanghi, Organisational Behavior, Pearson Education , 13th edition, 2009.

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**Bachelor of Vocation (Photography Animation)**  
**Semester – VI**

<b>Title of the Paper</b>	<b>Communication Competencies for Professional Advancement</b>
<b>Course Code</b>	<b>UM6BVGPA03</b>
<b>Objective</b>	<b>Learning the Craft of Winning the Job-Interview &amp; Individual development for Professional Effectiveness</b>

<b>Units</b>	<b>Detail Description</b>	<b>Weightage</b>
<b>1</b>	<p><b>Interviews - Learning the Craft of Winning the Job</b></p> <p><b>Interview-</b>Types of interview, Job interviews, The interviewee and the interviewer, Dress code, Facing an Interview board, Preparation.</p> <p><b>Telephonic Interviews:</b> Rationale for a Telephone Interview? How You are Evaluated During a Phone Interview, Telephone vs. Face-to-Face Interviews, Preparing For a Telephone Interview, Phone Interview Etiquette.</p> <p><b>After the interview</b> - Thank-you letters to interviewers. Accepting job offers, declining job offers, notifying your present employer that you are taking a new job, responding to a rejection notice after an interview.</p>	50%
<b>2</b>	<p><b>Individual development for Professional Effectiveness</b></p> <p>Personal Skills: Developing Self-Awareness, Applying Emotional Intelligence: Managing Personal Stress, Frustration, and Aggression, Self-Management: Clarifying Values, Setting Goals, and Planning, Solving Problems Analytically and Creatively.</p> <p><b>Programming for Excellence</b> – Rapport, Anchors Nonverbal communication – Impact of body- language, space, time and paralanguage in business. Personal productivity, Continuous improvement and ‘branding you’.</p> <p><b>Maximising Relationships &amp; Team Playing:</b> Understanding the Nature of Relationships, Managing Relationships with Your Direct Reports, Bosses, and Peers, Building Relationships by Communicating Supportively, Organisational structure and communication, Succeeding as a team player, Gaining Power and Influence, Motivating Others, Empowering and Delegating, Building Effective Teams and Teamwork, Restoring Injured Relationships, Leading Positive Change.</p>	50%

## Reference Books:

1. Acy L. Jackson and C. Kathleen Geckeis How to prepare your curriculum Vitae, Tata McGraw Hill.
2. **David A. Whetten, Kim S. Cameron**, Developing Management Skills, 8/E ,Pearson Education
3. Jean Naterop & Rod Revell, Telephoning In English, Cambridge University Press.
4. Jon L. Pierce & John Newstrom, Manager's Bookshelf, 9/E , Prentice Hall
5. Jonamay Lambert,& Selma Myers,50 activities for diversity Training, Books, HRD press,2003
6. Joseph O'Connor &John Seymour, Training with NLP, Thorsons.
7. Julie Hay, Transformational Mentoring, Creating Developmental Alliances for Changing Organisational Cultures , Sherwood Publishing
8. Lesikar & Flately, Basic Business communication- Tata McGraw Hill.
9. Marshal Goldsmith & Louis Carter, Best Practices in Talent Management, Pfeiffer Publications.
10. Mary Ann Keubeled, Living Learning, A Reader in Theme Centred Interaction, Media House, Delhi.
11. Mathukkutty M. Monippally, Business Communication Strategies, Tata McGraw Hill
12. Mcgrath S J, Basic Managerial Skills for All , Pearson Education
13. **Paula Caproni** ,Management Skills for Everyday Life, 3/E , Pearson Education
14. Stephen P. Robbins, Self Assessment Library 3.4 for Supervision Today! Pearson Education
15. **Stephen P. Robbins, Phillip L Hunsaker** ,Training in Interpersonal Skills: TIPS for Managing People at Work, 6/E Pearson Education
16. Webster's New World Letter Writing Handbook

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**Bachelor of Vocation (Photography Animation)**  
**Semester – VI**

<b>Title of the Paper</b>	<b>Human Resource Management</b>
<b>Course Code</b>	<b>UM6BVGPA04</b>
<b>Objective</b>	<b>To Understand the concept of Recruitment, Selection, Training, Performance Appraisal, Employee discipline in an organization</b>

<b>Units</b>	<b>Detail Description</b>	<b>Weightage</b>
<b>1</b>	<p><b>Human Resources Management Introduction</b>  Overview of hospitality industry, Managing human resources, Defining HR, Human resources responsibilities, Managing diversity, HR policy and procedures, Steps in HR policy and procedure development, documentation and record keeping</p> <p><b>Securing Human Resources</b>  <b>Job design:</b> Job enlargement, Job enrichment, Socio technical systems, Quality circles, Empowerment, Job analysis, Job description, Job specification</p> <p><b>Recruitment:</b> Sources &amp; techniques, Requirement practices in India.  <b>Selection:</b> steps in selection process- Tests, interviews, reference checks, Appointment, Induction</p>	<b>50%</b>
<b>2</b>	<p><b>Performance Management</b>  <b>Training:</b> Individual on the job training, Individual off the job training methods, Introduction to group training methods, Training evaluation, Performance management, Behavioral improvement tactics, Employee separation.</p> <p><b>Compensations &amp; Rewards Management:</b> Job evaluation, Performance appraisal, Direct financial compensation, Indirect financial compensation, Nonfinancial compensation, Fringe benefits, Promotion, Transfer, Labour turnover</p> <p><b>Employee discipline:</b> Grievance handling, Negative and Positive Discipline, Situation reports, Conduct of enquiry, Award of punishment, Termination of employment</p>	<b>50%</b>

**Reference Books:**

1. Chuck Y Gee, International Hotel Management.
2. Debra F. Cannon and Catherine M. Gustafson, Training and Development for the Hospitality Industry.
3. Dennis Nickson, Human Resource Management for the Hospitality and Tourism Industries.
4. Jagmohan Negi, Human Resource Development & Management in the Hotel Industry.
5. R.K. Malhotra, Human Resource Issues in Hotel Industry.



**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**Bachelor of Vocation (Retail Management)**  
**Semester: I**

<b>Title of the Paper</b>	<b>Sales Associates</b>
<b>Course Code</b>	<b>UM1BVSRM01</b>
<b>Objective</b>	Learn necessary credit checks and authorization procedures and how keep the store secure in retailing.

*(This syllabus/ curriculum has been approved by RASCI)*

S.No	Module/Topic	NOS Code
01	<b>PROCESS CREDIT APPLICATIONS FOR PURCHASES</b>	<b>NO114</b>
<b>KEY LEARNING OUTCOMES</b>		
<b>PERFORMANCE CRITERIA</b>		
<ul style="list-style-type: none"> <li>• Identify the customer's needs for credit facilities.</li> <li>• Explain to the customer the features and conditions of credit facilities.</li> <li>• Encourage customers to seek clarifications and respond to them</li> <li>• Identify documents needed for applying for credit</li> <li>• State the necessary credit checks and authorisation procedures.</li> <li>• Identify how and whom to approach for resolving difficulties in processing applications.</li> </ul>		
S.No	Module/Topic	NOS Code
02	<b>KEEP THE STORE SECURE</b>	<b>NO120</b>
<b>KEY LEARNING OUTCOMES</b>		
<b>PERFORMANCE CRITERIA</b>		
<ul style="list-style-type: none"> <li>• Take prompt and suitable action to reduce security risks as far as possible, where it is within the limits of your responsibility and authority to do so.</li> <li>• Follow company policy and legal requirements when dealing with security risks.</li> <li>• Recognise when security risks are beyond your authority and responsibility to sort out, and report these risks promptly to the right person.</li> <li>• Use approved procedures and techniques for protecting your personal safety when security risks arise.</li> <li>• Follow company policies and procedures for maintaining security while you work.</li> <li>• Follow company policies and procedures for making sure that security will be maintained when you go on your breaks and when you finish work.</li> </ul>		
S.No	Module/Topic	NOS Code
03	<b>MAINTAIN HEALTH AND SAFETY</b>	<b>NO122</b>
<b>KEY LEARNING OUTCOMES</b>		
<b>PERFORMANCE CRITERIA</b>		
<ul style="list-style-type: none"> <li>• Follow company procedures and legal requirements for dealing with accidents and emergencies.</li> <li>• Speak and behave in a calm way while dealing with accidents and emergencies.</li> <li>• Report accidents and emergencies promptly, accurately and to the right person.</li> <li>• Recognise when evacuation procedures have been started and following company procedures for evacuation.</li> <li>• Follow the health and safety requirements laid down by your company and by law, and encourage colleagues to do the same</li> <li>• Promptly take the approved action to deal with risks if you are authorised to do so.</li> <li>• If you do not have authority to deal with risks, report them promptly to the right</li> </ul>		

	<ul style="list-style-type: none"> <li>person.</li> <li>Use equipment and materials in line with the manufacturer's instructions</li> </ul>	
<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>04</b>	<b>DEMONSTRATE PRODUCTS TO CUSTOMERS</b>	<b>NO125</b>
<b>KEY LEARNING OUTCOMES</b>		
<b>PERFORMANCE CRITERIA</b>		
<ul style="list-style-type: none"> <li>Prepare the demonstration area and check that it can be used safely.</li> <li>Check you have the equipment and products you need to give the demonstration.</li> <li>Explain the demonstration clearly and accurately to the customer.</li> <li>Present the demonstration in a logical sequence of steps and stages.</li> <li>Cover all the features and benefits you think are needed to gain the customer's interest.</li> <li>Promptly clear away the equipment and products at the end of the demonstration and connect with the customer</li> </ul>		
<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>05</b>	<b>HELP CUSTOMERS CHOOSE RIGHT PRODUCTS</b>	<b>NO126</b>
<b>KEY LEARNING OUTCOMES</b>		
<b>PERFORMANCE CRITERIA</b>		
<ul style="list-style-type: none"> <li>Find out which product features and benefits interest individual customers and focus on these when discussing products.</li> <li>Describe and explain clearly and accurately relevant product features and benefits to customers.</li> <li>Compare and contrast products in ways that help customers choose the product that best meets their needs.</li> <li>Check customers' responses to your explanations, and confirm their interest in the product.</li> <li>Encourage customers to ask questions &amp; respond to their questions, comments &amp; objections in ways that promote sales &amp; goodwill.</li> <li>Identify suitable opportunities to tell the customer about associated or additional products and do so in a way that promotes sales and goodwill.</li> <li>Constantly check the store for security, safety and potential sales whilst helping customers.</li> <li>Give customers enough time to evaluate products and ask questions.</li> <li>Handle objections and questions in a way that promotes sales and keeps customer's confidence.</li> <li>Identify the need for additional and associated products and take the opportunity to increase sales.</li> <li>Clearly acknowledge the customer's buying decisions.</li> <li>Clearly explain any customer rights that apply.</li> <li>Clearly explain to the customer where to pay for their purchases</li> </ul>		
<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>06</b>	<b>PROVIDE SPECIALIST SUPPORT TO CUSTOMERS FACILITATING PURCHASES</b>	<b>NO127</b>
<b>KEY LEARNING OUTCOMES</b>		
<b>PERFORMANCE CRITERIA</b>		
<ul style="list-style-type: none"> <li>Talk to customers politely and in ways that promote sales and goodwill.</li> <li>Use the information the customer gives you to find out what they are looking for.</li> <li>Help the customer understand the features and benefits of the products they have shown an interest in.</li> <li>Explain clearly and accurately the features and benefits of products and relate these to the customer's needs.</li> <li>Promote the products that give the best match between the customer's needs and the store's need to make sales.</li> </ul>		

- Spot and use suitable opportunities to promote other products where these will meet the customer's needs.
- Control the time you spend with the customer to match the value of the prospective purchase.
- Constantly check the store for safety, security and potential sales while helping individual customers.
- Find out if the customer is willing to see a demonstration.
- Set up demonstrations safely and in a way that disturbs other people as little as possible.
- Check you have everything you need to give an effective demonstration.
- Give demonstrations that clearly show the use and value of the product.
- Where appropriate, offer customers the opportunity to use the product themselves.
- Give the customer enough chance to ask questions about the products or services you are demonstrating to them.
- Check that the store will be monitored for security, safety and potential sales while you are carrying out demonstrations.

S.No	Module/Topic	NOS Code
07	MAXIMIZE SALES OF GOODS & SERVICES	NO128

#### KEY LEARNING OUTCOMES

##### PERFORMANCE CRITERIA

- Identify promotional opportunities and estimate their potential to increase sales.
- Identify promotional opportunities, which offer the greatest potential to increase sales.
- Report promotional opportunities to the right person.
- Fill in the relevant records fully and accurately.
- Tell customers about promotions clearly and in a persuasive way.
- Identify and take the most effective actions for converting promotional sales into regular future sales.
- Gather relevant and accurate information about the effectiveness of promotions, and communicate this information clearly to the right person.
- Record clearly and accurately the results of promotions.

S.No	Module/Topic	NOS Code
08	PROVIDE PERSONALIZED SALES & POST-SALES SERVICE SUPPORT	NO129

#### KEY LEARNING OUTCOMES

##### PERFORMANCE CRITERIA

- Use available information in the client records to help you prepare for consultations.
- Before starting a consultation, check that the work area is clean and tidy and that all the equipment you need is to hand.
- Quickly create a rapport with the client at the start of the consultation.
- Talk and behave towards the client in ways that project the company image effectively.
- Ask questions that encourage the client to tell you about their buying needs, preferences and priorities.
- Where appropriate, tactfully check how much the client wants to spend.
- Explain clearly to the client the features and benefits of the products or services you are recommending and relate these to the client's individual needs.
- Identify suitable opportunities to sell additional or related products or services that are suited to the client's needs.
- Make recommendations to the client in a confident and polite way and without pressurising them.
- Pace client consultations so you make good use of your selling time while
- Follow the company's procedures for

- keeping client records up-to-date.
- Record client information accurately and store it in the right places in your company's system.
- Keep client information confidential and share it only with people who have a right to it.
- Keep to clients' wishes as to how and when you may contact them.
- Follow your company's policy and procedures for contacting clients.
- Where you cannot keep promises to clients, tell them promptly and offer any other suitable products or services

<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>09</b>	<b>CREATE A POSITIVE IMAGE OF SELF &amp; ORGANIZATION IN THE CUSTOMERS MIND</b>	<b>NO130</b>
<b>KEY LEARNING OUTCOMES</b>		
<b>PERFORMANCE CRITERIA</b>		
<ul style="list-style-type: none"> <li>• Meet your organisation's standards of appearance and behaviour.</li> <li>• Greet your customer respectfully and in a friendly manner.</li> <li>• Communicate with your customer in a way that makes them feel valued and respected.</li> <li>• Identify and confirm your customer's expectations.</li> <li>• Treat your customer courteously and helpfully at all times.</li> <li>• Keep your customer informed and reassured.</li> <li>• Adapt your behaviour to respond effectively to different customer behaviour.</li> <li>• Respond promptly to a customer seeking assistance.</li> <li>• Select the most appropriate way of communicating with your customer.</li> <li>• Check with your customer that you have fully understood their expectations.</li> <li>• Respond promptly and positively to your customers' questions and comments.</li> <li>• Allow your customer time to consider your response and give further explanation when appropriate.</li> <li>• Quickly locate information that will help your customer.</li> <li>• Give your customer the information they need about the services or products offered by your organisation.</li> <li>• Recognise information that your customer might find complicated and check whether they fully understand.</li> <li>• Explain clearly to your customers any reasons why their needs or expectations cannot be met.</li> </ul>		
<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>10</b>	<b>RESOLVE CUSTOMER CONCERNS</b>	<b>NO132</b>
<b>KEY LEARNING OUTCOMES</b>		
<b>PERFORMANCE CRITERIA</b>		
<ul style="list-style-type: none"> <li>• Identify the options for resolving a customer service problem.</li> <li>• Work with others to identify and confirm the options to resolve a customer service problem.</li> <li>• Work out the advantages and disadvantages of each option for your customer and your organisation.</li> <li>• Pick the best option for your customer and your organisation.</li> <li>• Identify for your customer other ways that problems may be resolved if you are unable to help.</li> <li>• Identify the options for resolving a customer service problem.</li> <li>• Work with others to identify and confirm the options to resolve a customer service problem.</li> <li>• Work out the advantages and disadvantages of each option for your customer and your organisation.</li> <li>• Pick the best option for your customer and your organisation.</li> </ul>		

- Identify for your customer other ways that problems may be resolved if you are unable to help.
- Discuss and agree the options for solving the problem with your customer.
- Take action to implement the option agreed with your customer.
- Work with others and your customer to make sure that any promises related to solving the problem are kept.
- Keep your customer fully informed about what is happening to resolve problem.
- Check with your customer to make sure the problem has been resolved to their satisfaction.
- Give clear reasons to your customer when the problem has not been resolved to their satisfaction.

S.No	Module/Topic	NOS Code
11	<b>ORGANIZE THE DELIVERY OF RELIABLE SERVICE</b>	<b>NO133</b>

#### **KEY LEARNING OUTCOMES**

##### **PERFORMANCE CRITERIA**

- Plan, prepare and organise everything you need to deliver a variety of services or products to different types of customers.
- Organise what you do to ensure that you are consistently able to give prompt attention to your customers.
- Reorganise your work to respond to unexpected additional workloads.
- Maintain service delivery during very busy periods and unusually quiet periods and when systems, people or resources have let you down.
- Consistently meet your customers' expectations.
- Balance the time you take with your customers with the demands of other customers seeking your attention.
- Respond appropriately to your customers when they make comments about the products or services you are offering.
- Alert others to repeated comments made by your customers.
- Take action to improve the reliability of your service based on customer comments.
- Monitor whether the action you have taken has improved the service you give to your customers.
- Record and store customer service information accurately following organisational guidelines.
- Select and retrieve customer service information that is relevant, sufficient and in an appropriate format.
- Quickly locate information that will help solve a customer's query.
- Supply accurate customer service information to others using the most appropriate method of communication.

S.No	Module/Topic	NOS Code
12	<b>IMPROVE CUSTOMER RELATIONSHIP</b>	<b>NO134</b>

#### **KEY LEARNING OUTCOMES**

##### **PERFORMANCE CRITERIA**

- Select and use the best method of communication to meet your customers' expectations.
- Take the initiative to contact your customers to update them when things are not going to plan or when you require further information.
- Adapt your communication to respond to individual customers' feelings
- Meet your customers' expectations within your organisation's service offer.
- Explain the reasons to your customers sensitively and positively when their expectations cannot be met.
- Identify alternative solutions for your customers either within or outside the organisation.

- Identify the costs and benefits of these solutions to your organisation and to your customers.
- Negotiate and agree solutions with your customers, which satisfy them and are acceptable to your organisation.
- Take action to satisfy your customers with the agreed solution.
- Make extra efforts to improve your relationship with your customers.
- Recognise opportunities to exceed your customers' expectations.
- Take action to exceed your customers' expectations within the limits of your own authority.
- Gain the help and support of others to exceed your customers' expectations.

S.No	Module/Topic	NOS Code
13	<b>MONITOR AND SOLVE SERVICE CONCERNS</b>	<b>NO135</b>

**KEY LEARNING OUTCOMES**

**PERFORMANCE CRITERIA**

- Respond positively to customer service problems following organisational guidelines.
- Solve customer service problems when you have sufficient authority.
- Work with others to solve customer service problems.
- Keep customers informed of the actions being taken.
- Check with customers that they are comfortable with the actions being taken.
- Solve problems with service systems and procedures that might affect customers before they become aware of them.
- Inform managers and colleagues of the steps taken to solve specific problems.
- Identify repeated customer service problems.
- Identify the options for dealing with a repeated customer service problem and consider the advantages and disadvantages of each option.
- Work with others to select best options for solving repeated customer service problems, balancing customer expectations with needs of your organization.
- Obtain the approval of somebody with sufficient authority to change organisational guidelines in order to reduce the chance of a problem being repeated.
- Action your agreed solution.
- Keep your customers informed in a positive and clear manner of steps being taken to solve any service problems.
- Monitor the changes you have made and adjust them if appropriate.

S.No	Module/Topic	NOS Code
14	<b>PROMOTE CONTINUOUS IMPROVEMENT IN SERVICE</b>	<b>NO136</b>

**KEY LEARNING OUTCOMES**

**PERFORMANCE CRITERIA**

- Gather feedback from customers that will help to identify opportunities for customer service improvement.
- Analyse and interpret feedback to identify opportunities for customer service improvements and propose changes.
- Discuss with others the potential effects of any proposed changes for your customers and your organisation.
- Negotiate changes in customer service systems & improvements with somebody of sufficient authority to approve trial / full implementation of the change.
- Organise the implementation of authorised changes.
- Implement the changes following organisational guidelines.
- Inform people inside and outside your organisation who need to know of the changes being made and the reasons for them.
- Monitor early reactions to changes and make appropriate fine-tuning adjustments.
- Collect and record feedback on the effects of changes.

- Analyse and interpret feedback and share your findings on the effects of changes with others.
- Summarise the advantages and disadvantages of the changes.
- Use your analysis and interpretation of changes to identify opportunities for further improvement.
- Present these opportunities to somebody with sufficient authority to make them happen

S.No	Module/Topic	NOS Code
15	WORK EFFECTIVELY IN A RETAIL TEAM	NO137

#### KEY LEARNING OUTCOMES

##### PERFORMANCE CRITERIA

- Display courteous and helpful behaviour at all times.
- Take opportunities to enhance the level of assistance offered to colleagues.
- Meet all reasonable requests for assistance within acceptable workplace timeframes.
- Complete allocated tasks as required.
- Seek assistance when difficulties arise.
- Use questioning techniques to clarify instructions or responsibilities.
- Identify and display a non-discriminatory attitude in all contacts with customers and other staff members.
- Observe appropriate dress code and presentation as required by the workplace, job role and level of customer contact.
- Follow personal hygiene procedures according to organizational policy and relevant legislation.
- Interpret, confirm and act on workplace information, instructions and procedures relevant to the particular task.
- Interpret, confirm and act on legal requirements in regard to anti- discrimination, sexual harassment and bullying.
- Ask questions to seek and clarify workplace information.
- Plan and organise *daily work routine* within the scope of the job role.
- Prioritise and complete *tasks* according to required timeframes.
- Identify *work and personal priorities* and achieve a balance between competing priorities.

S.No	Module/Topic	NOS Code
16	WORK EFFECTIVELY IN YOUR ORGANIZATION	NO138

#### KEY LEARNING OUTCOMES

##### PERFORMANCE CRITERIA

- Share work fairly with colleagues, taking account of your own and others' preferences, skills and time available.
- Make realistic commitments to colleagues and do what you have promised you will do.
- Let colleagues know promptly if you will not be able to do what you have promised and suggest suitable alternatives.
- Encourage and support colleagues when working conditions are difficult.
- Encourage colleagues who are finding it difficult to work together to treat each other fairly, politely and with respect.
- Follow the company's health and safety procedures as you work.
- Discuss and agree with the right people goals that are relevant, realistic and clear.
- Identify the knowledge and skills you will need to achieve your goals.
- Agree action points and deadlines that are realistic, taking account of your past learning experiences and the time and resources available for learning.

- Regularly check your progress and, when necessary, change the way you work.
- Ask for feedback on your progress from those in a position to give it, and use their feedback to improve your performance.
- Encourage colleagues to ask you for work- related information or advice that you are likely to be able to provide.
- Notice when colleagues are having difficulty performing tasks at which you are competent, and tactfully offer advice.
- Give clear, accurate and relevant information and advice relating to tasks and procedures.
- Explain and demonstrate procedures clearly, accurately and in a logical sequence.
- Encourage colleagues to ask questions if they don't understand the information and advice you give them.
- Give colleagues opportunities to practise new skills, and give constructive feedback.
- Check that health, safety and security are not compromised when you are helping others to learn.

**Reference Books:-**

1. A. J. Lamba- The Art of Retailing
2. Barry Berman, Joel R Evans- Retail Management- A Strategic Approach
3. Dravid Gilbert- Retail Marketing
4. George H, Lucas Jr., Robert P. Bush, Larry G Greshan- Retailing
5. Swapana Pradhan- Retailing Management



**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
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**Semester: I**

<b>Title of the Paper</b>	<b>Basics of Retail Management</b>
<b>Course Code</b>	<b>UM1BVGRM01</b>
<b>Objective</b>	To understand the classification & function under retail industry

<b>Unit</b>	<b>Description in Detail</b>	<b>Weightage</b>
<b>1</b>	<b>Introduction to Retail:-</b> Retailing- Meaning, Nature, Classification, Scope and Importance Factors influencing Retailing, Functions under Retailing, Retailing as a career Developing and applying Retail Strategy, Strategic Retail Planning Process, Retail Organization, The changing structure of retail, Classification of Retail Units, Retail Formats: Corporate chains, Retailer Corporate and Voluntary system, Departmental Stores, Discount Stores, Super Markets, Warehouse Clubs.	50%
<b>2</b>	<b>Merchandising Mix,</b> Retail Models and Theory of Retail Development, Business Models in Retail, Concept of Life cycle Retail. Emergence of Organized Retailing, Traditional and Modern Retail Formats in India, Retailing in Rural India, Environment and Legislation for Retailing, FDI in Retailing	50%

**Reference Books:-**

1. Barry Berman, Joel R Evans- Retail Management- A Strategic Approach
2. Dravid Gilbert- Retail Marketing
3. George H, Lucas Jr., Robert P. Bush, Larry G Greshan- Retailing
4. Swapana Pradhan- Retailing Management

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
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**Semester: I**

<b>Title of the Paper</b>	<b>Micro Economics</b>
<b>Course Code</b>	<b>UM1BVGRM02</b>
<b>Objective</b>	<b>To Understand the Recent Trends in Economics</b>

<b>Units</b>	<b>Detail Descriptions</b>	<b>Weightage</b>
<b>1</b>	<b>Introduction to Economics</b> Concept and Definition of Economics The Economic Problems: Scarcity and Choice Basic Principles of Economics – introduced an overview of what Economics is all about.	<b>25%</b>
<b>2</b>	<b>Nature and Scope of Economics</b> Positive and Normative Economics The role of Assumptions in Economics Economic Models: The Circular-Flow Diagram The Production Possibilities Frontier Micro and Macro Economics	<b>25%</b>
<b>3</b>	<b>Product Pricing</b> <b>Demand:</b> Concept and Meaning, Law of Demand, Change and Shift in Demand <b>Supply:</b> Concept and Meaning, Law of Supply, Change and Shift in Supply <b>Supply and Demand Together:</b> The Equilibrium price Concept or Price Determination by the forces of Demand and Supply Curves	<b>25%</b>
<b>4</b>	<b>Factor Pricing</b> Marginal Productivity theory Concept of Wage, Profit, Rent and Interest Theory of Rent and Profit	<b>25%</b>

**Reference Books:**

1. Dwivedi D. N., (2007) Micro Economics Theory, Vikas Publishing House.
2. Ellen Miller, Micro Economics, Tata McGraw-Hill.
3. H. L. Ahuja, Advanced Economic Theory.
4. Lipy & Chrystal, Economics, Oxford University Press.
5. N. Gregory Mankiw, Principles of Micro Economics, Thomson South-Western.
6. Paul. A Samuelson, William D. Nordhaus, Economics –McGraw Hill Education, New Delhi.
7. Robert S. Pindyck, Daniel L. Rubinfeld, Prem L. Mehta, Micro Economics.
8. Stonier A W & Hague D C., (1953), A Textbook of Economics Theory, Long Group.

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**Bachelor of Vocation (Retail Management)**  
**Semester: I**

<b>Title of the Paper</b>	<b>Business English I</b>
<b>Course Code</b>	<b>UM1BVGRM03</b>
<b>Objective</b>	<b>Develop basic skills to deal with people in business situations</b>

<b>Units</b>	<b>Detail Descriptions</b>	<b>Weightage</b>
<b>1</b>	<b>Understanding Business Communication:</b> Nature and Scope of Communication Non-Verbal Communication Cross-cultural Communication Technology- enabled Business	<b>40%</b>
<b>2</b>	<b>Business Correspondence I:</b> Business Writing Business Correspondence Instructions Business Reports and Proposals Careers and Resumes	<b>40%</b>
<b>3</b>	<b>Business Vocabulary I</b> General Vocabulary(GSL) Business Vocabulary	<b>20%</b>
<b>Practical</b>	Simulation I:- situational conversation/ Role play Presentation Skill I: Presentation	

**Reference Books:-**

1. Andrea B Geffner, Business English the writing skills you need for Today's workplace (Barron's Educational Series, 2010).
2. Evan Frenedo, How to Teach Business English.
3. Meenakshi Raman and Sangeeta Sharma, Technical Communication 'Principles and Practice' Oxford University Press, New Delhi, 2004.
4. Minakshi Raman, Business Communication (with CD) 2<sup>nd</sup> Edition Oxford University Press, New Delhi, 2012.
5. Myron W Lustig, Intercultural Competence: Interpersonal Communication Across Culture 6<sup>th</sup> Edition.

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**Semester: I**

<b>Title of the Paper</b>	<b>Use of ICT- I (Theory)</b>
<b>Course Code</b>	<b>UM1BVGRM04</b>
<b>Objective</b>	<b>To introduce the students with MS Excel which enable them to analyze and interpret of data for decision making and also enhance their skill based learning</b>

<b>Units</b>	<b>Detail Descriptions</b>	<b>Weightage</b>
<b>1</b>	<b>Fundamentals of computers</b> Characteristics of a computer Block Diagram of a computer, Terms Hardware, software, Firmware, Liveware Different types of software: System Software, Application software, Operating system and different types of Operating system: DOS, WINDOWS 98/7.0 Overview of a computer system Types of computers Applications of computers, Configuration for buying a computer Input and Output Devices of the computer	<b>50%</b>
<b>2</b>	<b>Windows Operating system and Introduction to Word processor</b> Difference between Dos and windows operating system Advantages of windows operating system Introduction to Ms-office What is word processing Applications of word processor <b>Advanced MS-Word</b> Creating Hypertext links with drag-and drop Using Hyperlinks between word documents Using spelling and grammer Tool Autotext and Autocorrect entries Formating options like bold italic, subscript, superscript, character and Animation effects, Change case, Drop Cap options, Header and footer option, formating indents Table creation, deletion, selection and formatting, Insert Picture, word art and drawing facilities. Converting text to tables, Importance of mail merge, Creating a mail merge document and data source, Inserting mail merge fields, merge with main document, previewing merged data	<b>50%</b>

<b>Practical</b>
<b>LABORATORY:</b> Theory Exercise + Practical Exercise on units 1 & 2
Practical examination shall be held in the computer lab and evaluation shall be made by the concerned teacher.

**Reference Books:**

1. R.K. Taxali, P.C. Software For Windows 98 Made Simple.
2. S. Jaiswal, A First Course In Computers, Galgotia publications
3. Suresh K Basandra, Computer Today.

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**Semester: II**

<b>Title of the Paper</b>	<b>Team Leader</b>
<b>Course Code</b>	<b>UM2BVSRM01</b>
<b>Objective</b>	<b>Understand the role and function of Team Leader</b>

*(This syllabus/ curriculum has been approved by RASCI)*

S.No	Module/Topic	NOS Code
01	TO ORGANIZE A DISPLAY PRODUCT AT STORE	N0146
<b>KEY LEARNING OUTCOMES</b> <b>PERFORMANCE CRITERIA</b> <ul style="list-style-type: none"> <li>• Comply with health, safety and hygiene requirements and wear the correct personal protective clothing and equipment throughout the process</li> <li>• Check whether the display area, equipment and accessories are clean and take prompt action on finding any problems</li> <li>• Assemble and check products and additional materials and prepare them for use.</li> <li>• Review the products available for display, estimate the quantities required and select those products which are most suitable with regard to shelf life, demand, appeal and promotional requirements.</li> <li>• Prepare the display to ensure maximum appeal and to comply with product safety requirements</li> <li>• Confirm requirements for labelling of products with the relevant people.</li> <li>• Confirm label information is correct and conforms to legal and standard operational requirements, with the relevant people.</li> <li>• Position labels for products correctly.</li> <li>• Ensure that labels are legible, visible to customers, and securely positioned in the correct place.</li> <li>• Check and take steps to ensure that the display area always meets the requirement of hygiene, safety and saleability.</li> <li>• Transfer products safely to the display area according to instructions and specifications.</li> <li>• Arrange and promptly replace products and additional materials in a way this is attractive to customers and meets the requirements of hygiene and safety.</li> <li>• Where product is not available, you reposition and reorganize the position of products and accessories to maintain presentation and to meet trading conditions.</li> <li>• Monitor displays according to instructions and specifications.</li> <li>• Carry out any emergency cleaning procedures promptly when required.</li> <li>• Take prompt action to address any product or display related problem.</li> </ul>		
S.No	Module/Topic	NOS Code
02	PROCESSING THE SALE OF PRODUCT	NO147
<b>KEY LEARNING OUTCOMES</b> <b>PERFORMANCE CRITERIA</b> <ul style="list-style-type: none"> <li>• Confirm prices of product and supplies with customers and ensure customers are agreeable to the pricing terms and the department's business policies.</li> <li>• Confirm that customer is aware and agreeable to the modes of payment available at the department.</li> <li>• Process payment or credit in line with business policies and ensure accurate accounting of units of purchased product or supplies and the payments and credits processed.</li> </ul>		

- Ensure safe handling and movement of product and supplies off the racks and through to billing counters.
- Ensure appropriate and accurate processing and safe storage of payments, vouchers, records and receipts.
- Ensure proper functioning of departmental processes that lead to a sale and alert appropriate persons in case of a process malfunction or process failure. •
- Conclude dealing with customers with appropriate and prescribed mannerisms

S.No	Module/Topic	NOS Code
03	MAINTAIN HEALTH AND SAFETY	NO139

**KEY LEARNING OUTCOMES**

**PERFORMANCE CRITERIA**

- Identify the purpose, content and style of the display.
- Identify the equipment, materials, merchandise and props you need to create and install the display and the dates for completing it.
- Evaluate whether the place you plan to put the display is likely to fulfil the design brief.
- Create new and effective ways of improving the visual effect of displays, within the limits of the design brief, the company's visual design policies and the authority you have.
- Confirm that the features of merchandise and props shown in the design brief are those most likely to attract customers' attention.
- Identify other merchandise and props when those originally specified are not available or not suitable, and agree your selections with the right person.
- Agree arrangements for delivery of merchandise and props with the right people, allowing enough time for deliveries to arrive before the display must be installed.
- Check the progress of deliveries and take suitable action if delays seem likely.
- Update stock records to account for merchandise on display.

S.No	Module/Topic	NOS Code
04	ESTABLISH AND SATISFY CUSTOMER NEEDS	NO140

**KEY LEARNING OUTCOMES**

**PERFORMANCE CRITERIA**

- Stay alert to, and make unobtrusive observations about, customer choices and movements within the store.
- Heed to customer queries about the products and supplies they wish to purchase and unobtrusively and politely enquire about their purchase requirements, when necessary
- Help customers identify the product or supplies they wish to purchase and direct / accompany them to the exact store location where the specific product or supplies are stocked / displayed
- Confirm with customers that the products and supplies being packed, wrapped and billed exactly match their selections.
- Extend appropriate courtesy to customers during the sales process and provide appropriate and accurate information and advice
- Provide information on variants of product and supplies available in the store and enable customers to make informed purchase decisions
- Enable customers to make choices appropriate with their product, supplies and brand preferences and complete their basket of purchases
- Where allowed, by store or business policy, advise the customer to sample the product or supplies in the course of the purchase decision
- Maintain prescribed levels of store, environmental and personal hygiene and ensure health and safety within the store environs and peripheral areas
- Ensuring that customers fulfil their purchase process smoothly from start to billing by minimizing waiting times at different stages of the process.

S.No	Module/Topic	NOS Code
05	TO MAINTAIN THE AVAILABILITY OF GOODS FOR SALE TO CUSTOMERS	NO148
<b>KEY LEARNING OUTCOMES</b>		
<b>PERFORMANCE CRITERIA</b>		
<ul style="list-style-type: none"> <li>• Confirm the purchase of the display and any relevant requirements and standards and , where necessary , check them with the appropriate authority</li> <li>• Clearly explain to staff the purpose of the display and any relevant requirements and standards Check that staff prepare the display area and put the display together in a way that causes the least inconvenience to customers</li> <li>• Provide constructive feedback to staff on their performance</li> <li>• Provide opportunities for staff to check they understand the requirements and standards of the display • Check that the assembled display confirms to company requirements and standards</li> <li>• Obtain permission from the appropriate authority to modify or change the display</li> <li>• Monitor that information has been placed accurately and legally, and is chosen and positioned to promote sales effectively</li> <li>• Keep complete , accurate and up- to- date records of displays</li> <li>• Identity what standards the display should meet</li> <li>• Check displays against all the relevant standards to decide how effective they are</li> <li>• Encourage staff to make helpful comments and identify changes that may make the display more appealing to customers</li> <li>• Ask the right person for permission to make any changes that you cannot authorize yourself</li> <li>• Give staff clear instructions and encouragement so that they can make any changes needed to the display</li> <li>• Take prompt and suitable action to deal with any risks to security or health and safety that your assessment has revealed</li> <li>• Collect and record accurate information on price changes</li> <li>• Give accurate, up-to-date price information to the staff who need it</li> <li>• Regularly check price marking and promptly sort out any pricing problems you spot</li> <li>• Make sure that stock replenishment plans are up to-date and realistic</li> <li>• Deal with out of date or deteriorating stock in line with company policy and any relevant laws</li> <li>• Involve staff in spotting potential improvements to the way stock is organized and presented</li> <li>• Spot realistic and effective ways of improving how stock is organized and presented</li> <li>• Get permission from the right person ,where necessary, to improve the way stock is organized and presented</li> <li>• Make sure that you maintain customer goodwill and staff morale while stock is being reorganized</li> </ul>		



**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
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**Semester: II**

<b>Title of the Paper</b>	<b>Consumer Behaviour in Retailing</b>
<b>Course Code</b>	<b>UM2BVGRM01</b>
<b>Objective</b>	<b>Learn concept of Consumer behavior, process of consumer research, attitude change, leadership and consumer decision making in retailing</b>

<b>Unit</b>	<b>Description in Detail</b>	<b>Weightage</b>
<b>1</b>	Consumer Behaviour – definition, scope of Consumer Behaviour; Discipline of consumer behavior; Customer Value Satisfaction – Retention –Marketing ethics; Consumer research – Paradigms – The process of consumer research – consumer motivation – dynamics– types – measurement of motives – consumer perception.	50%
<b>2</b>	Consumer Learning – Behavioural learning theories – Measures of consumer learning – Consumer attitude – formation – Strategies for attitude change; Social Class and Consumer Behaviour – Life style Profiles of consumer classes – Cross Cultural Customers Behaviour Strategies; Consumer Decision Making – Opinion Leadership – Dynamics – Types of consumer decision making – A Model of Consumer Decision Making.	50%

**Practical: Making consumer profile for any Retail Organization.**

**Reference Books:**

1. Barry Berman and Joel R Evans, Retail Management – A Strategic Approach- Prentice Hall of India, Tenth Edition
2. Gibson G Vedamani, Retail Management – Functional Principles and Practice, Jaico Publishing House, Second Edition
3. Leon G. Schiffman and Leslie Lazar Kanuk, Consumer Behaviour, Prentice, Hall of India, Sixth Edition.
4. Paul Green Berg, Customer Relationship Management, Tata McGraw Hill

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
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**Semester: II**

<b>Title of the Paper</b>	<b>Macro Economics</b>
<b>Course Code</b>	<b>UM2BVGRM02</b>
<b>Objective</b>	<b>Understand economic activities in retail industry; measurement of national income and monetary &amp; fiscal policy in india</b>

<b>Unit</b>	<b>Title and Description</b>	<b>Weightage</b>
<b>1</b>	<b>Nature, Scope and Subject-matter of Macro Economics</b> Nature and Scope of Macro Economics, Economic Activity, Macro Economics Concepts, Theories and Policies, Macro Economic Paradox, Importance of Macro Economic Studies	<b>25%</b>
<b>2</b>	<b>Measuring Nation's Income</b> The Economy's Income and Expenditure, Concept of National Income, Methods for Measuring National Income, Problems and Measurement of National Income, Estimation of National Income in India.	<b>25%</b>
<b>3</b>	<b>The Monetary and Credit System</b> The Barter System and its disadvantages, Meaning of Money, Functions of Money, The Kinds of Money, Components of Money, Bank: Meaning, Central Bank: Concept, Functions, Commercial Banks: Concept, Functions, Credit Creation	<b>25%</b>
<b>4</b>	<b>Monetary and Fiscal Policy</b> Monetary Policy: Meaning and Content of Monetary Policy, its Objectives, Role of Monetary policy in a Developing Country, Efficacy and Limitations Of Monetary Policy. Fiscal policy: Concept of Fiscal Policy and Instruments of Fiscal Policy, its Objectives, Role of Fiscal policy in a Developing Country, Limitations of Fiscal Policy.	<b>25%</b>

**Reference Books:**

1. C. Rangarajan, B. H. Dholakiya, Principles of Macro Economics, Tata McGraw Hill Publishing Company Limited, New Delhi
2. D. M. Mithani, Macro Economics, Himalaya Publishing House .
3. Errol D'Souza, Macro Economics, Pearson Education, New Delhi
4. Gardner Ackley, Macro Economic Theory, The Macmillan Company, New York
5. H. L. Ahuja – S. Chand, Macro Economics Theory and Policy., New Delhi
6. N. Gregory Mankiw, Macro Economics, Thomson South-Western
7. N. Gregory Mankiw, Principles of Economics, Thomson South-Western.
8. Rudiger Dornbsch, Stanley Fischer, Macro Economics, Tata McGraw-Hill Education, New Delhi.

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
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**Semester: II**

<b>Title of the Paper</b>	<b>Business English II</b>
<b>Course Code</b>	<b>UM2BVGRM03</b>
<b>Objective</b>	Learn key concept of communication in retailing, cultural diversity, Presentation skill, and team briefing.

<b>Unit</b>	<b>Description in detail</b>	<b>Weightage</b>
I	<b>Inter cultural Competence:-</b> key concept, Cultural and inter cultural Communication, Cultural Diversity, Dialect, Global Village, Social network, intercultural communication, symbolic communication	40 %
II	<b>Developing Oral Communication Skills for Business:</b> Effective Listening, Business Presentations and Public Speaking, Conversations, Interviews, Meeting and Conferences, Group Discussions and Team Presentations, Team Briefing	40%
III	<b>Business Vocabulary II</b> General Vocabulary(GSL) Business Vocabulary	20 %

**Practical**

<b>Unit</b>	<b>Description in detail</b>
I	<b>Simulation II:</b> Negotiation skill, Meeting and Conferences, , Team Briefing
II	<b>Presentation Skill II:</b> Interviews, Group Discussions and Team Presentations

**Reference Books:-**

1. Andrea B Geffner, Business English the writing skills you need for Today's workplace (Barron's Educational Series, 2010).
2. Evan Frendo, How to Teach Business English.
3. Meenakshi Raman and Sangeeta Sharma, Technical Communication 'Principles and Practice' Oxford University Press, New Delhi, 2004.
4. Minakshi Raman, Business Communication (with CD) 2<sup>nd</sup> Edition Oxford University Press, New Delhi, 2012.
5. Myron W Lustig, Intercultural Competence: Interpersonal Communication Across Culture 6<sup>th</sup> Edition.

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**Semester: II**

<b>Title of the Paper</b>	<b>Use of ICT- II</b>
<b>Course Code</b>	<b>UM2BVGRM04</b>
<b>Objective</b>	<b>Practical learning to Spreadsheet software(Ms Excel) &amp; Presentation software(Ms- Power Point)</b>

<b>Unit</b>	<b>Description in Detail</b>	<b>Weightage</b>
<b>I</b>	<b>Introduce Computers</b> General Characteristics of Personal Computers Operating System Concepts (Ms Dos) Internal Commands of Ms-Dos External Commands of Ms-Dos.	25%
<b>II</b>	<b>Introduction to Spreadsheet Software (Ms Excel)</b> What is Spreadsheet or Ms-Excel? Application of MS-Excel, Naming cells Inserting, deleting, and moving Rows ,Columns ,Sheets Formatting cells Auto Format ,Number ,Alignment ,Font ,Boarder Charting Charting Wizard ,Selecting objects in a chart ,Customizing a Chart Resizing a chart,Printing a chart on a whole page. Formulas,worksheet commands.	50%
<b>III</b>	<b>Introduction to Presentation Software (Ms-PowerPoint)</b> What is PowerPoint? Usefulness and advantages of PowerPoint File operation, edit operation View slide, slide show, header, footer Slide animation, custom animation, slide layout, background	25%

**Practical:-** Theory Exercise + Practical Exercise on units I/II/III/IV

Practical examination shall be held in the computer lab and evaluation shall be made by the concerned teacher.

**Reference Books:**

1. R.K. Taxali, P.C. Software For Windows 98 Made Simple.
2. S. Jaiswal, A First Course In Computers, Galgotia publications
3. Suresh K Basandra, Computer Today.

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
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**Semester: III**

<b>Title of the Paper</b>	<b>Retail Departmental Manager - I</b>
<b>Course Code</b>	<b>UM3BVSRM01</b>
<b>Objective</b>	To Understand the function of department store, Supermarket

*(This syllabus/ curriculum has been approved by RASCI)*

S.No	Module/Topic	NOS Code
<b>01</b>	<b>TO PLAN VISUAL MERCHANDISING</b>	<b>RAS/N0139</b>
<b>KEY LEARNING OUTCOMES</b>		
<b>SCOPE:</b>		
<ul style="list-style-type: none"> <li>➤ Interpret design briefs for retail displays</li> <li>➤ Get hold of merchandise and props to be featured in retail displays</li> <li>➤ The role may be performed in a range of Retail Operations</li> <li>➤ Department Store</li> <li>➤ Supermarket</li> <li>➤ Specialty Store</li> <li>➤ Fresh Food stores</li> <li>➤ Quick Service Food Stores</li> </ul>		
S.No	Module/Topic	NOS Code
<b>02</b>	<b>TO ESTABLISH AND SATISFY CUSTOMER NEEDS</b>	<b>RAS/N0140</b>
<b>KEY LEARNING OUTCOMES</b>		
<b>SCOPE:</b>		
<ul style="list-style-type: none"> <li>➤ Establish customer needs</li> <li>➤ Satisfy customer needs</li> <li>➤ The role may be performed in a range of Retail Operations</li> <li>➤ Department Store</li> <li>➤ Supermarket</li> <li>➤ Specialty Store</li> <li>➤ Fresh Food stores</li> <li>➤ Quick Service Food Stores</li> </ul>		
S.No	Module/Topic	NOS Code
<b>03</b>	<b>TO MONITOR AND MANAGE STORE PERFORMANCE</b>	<b>RAS/N0141</b>
<b>KEY LEARNING OUTCOMES</b>		
<b>SCOPE:</b>		
<ul style="list-style-type: none"> <li>➤ Monitor and Manage Store Performance</li> <li>➤ The role may be performed in a range of Retail Operations</li> <li>➤ Department Store</li> <li>➤ Supermarket</li> <li>➤ Specialty Store</li> <li>➤ Fresh Food stores</li> <li>➤ Quick Service Food Stores</li> </ul>		

<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>04</b>	<b>TO PROVIDE LEADERSHIP FOR YOUR TEAM</b>	<b>RAS/N0142</b>
<b>KEY LEARNING OUTCOMES</b>		
<b>SCOPE:</b>		
<ul style="list-style-type: none"> <li>➤ Demonstrate leadership skills</li> <li>➤ The role may be performed in a range of Retail Operations</li> <li>➤ Department Store</li> <li>➤ Supermarket</li> <li>➤ Specialty Store</li> <li>➤ Fresh Food stores</li> <li>➤ Quick Service Food Stores</li> </ul>		
<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>05</b>	<b>TO BUILD AND MANAGE STORE TEAM</b>	<b>RAS/N0143</b>
<b>KEY LEARNING OUTCOMES</b>		
<b>SCOPE:</b>		
<ul style="list-style-type: none"> <li>➤ Build and manage store team</li> </ul> <p>The role may be performed in a range of Retail Operations</p> <ul style="list-style-type: none"> <li>➤ Department Store</li> <li>➤ Supermarket</li> <li>➤ Specialty Store</li> <li>➤ Fresh Food stores</li> <li>➤ Quick Service Food Stores</li> </ul>		
<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>06</b>	<b>TO ALLOCATE AND CHECK WORK IN YOUR TEAM</b>	<b>RAS/N0131</b>
<b>KEY LEARNING OUTCOMES</b>		
<b>SCOPE:</b>		
<ul style="list-style-type: none"> <li>➤ Allocate and check work in your team</li> </ul> <p>The role may be performed in a range of Retail Operations</p> <ul style="list-style-type: none"> <li>➤ Department Store</li> <li>➤ Supermarket</li> <li>➤ Specialty Store</li> <li>➤ Fresh Food stores</li> <li>➤ Quick Service Food Stores</li> </ul>		

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**Semester: III**

<b>Title of the Paper</b>	<b>Customer Relationship Management</b>
<b>Course Code</b>	<b>UM3BVGRM01</b>
<b>Objective</b>	Learn the importance of Customer relationship management in retail industry, analyze customer satisfaction in market

<b>Unit</b>	<b>Description in Detail</b>	<b>Weightage</b>
<b>1</b>	Overview of Relationship marketing – Types of relationship marketing – customer life cycle; Changing Nature of Marketing and Customer Service, Changing Social Trends – Lesser Government Controls Rising Income Levels – Threats from New Forms – Empowered Customer – Increased Demand –Easy Access to Information – Emerging Trends in Marketing –Shorter Product Life Cycles; Customer Relationship Management – Overview and evolution of the concept – CRM and Relationship marketing –CRM strategy – importance of customer divisibility in CRM; CRM in India.	50%
<b>2</b>	Enhancing Value of Products and Services – Customer Satisfaction – CRM and Customer Satisfaction – Delighting the Customer – Measuring Relationship at Risk Effects on Customer Loyalty; The Customer Lifecycle – Role of CRM in Pre-purchase Stage – Role of CRM in Purchase Stage – Role of CRM in Usage Stage - Role of CRM In Re-purchase Stage – Role of CRM in Winning Back Lost Customers; Establishing Customer Relationship on the Internet, Technology Issues in CRM Implementation.	50%

**Reference Books:**

1. Barry Berman and Joel R Evans – Retail Management – A Strategic Approach- Prentice hall India
2. Kaushik Mukerjee, “Customer Relationship Management”, PHI, New Delhi.
3. Paul Green Berg – CRM – Tata Mc Graw Hill
4. Philip Kotler, Marketing Management, Prentice Hall
5. S. Shajahan – Relationship Marketing – Mc Graw Hill

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**Semester: III**

<b>Title of the Paper</b>	<b>Climate Change &amp; Sustainable Development</b>
<b>Course Code</b>	<b>UM3BVGRM02</b>
<b>Objective</b>	<b>To understand the global environment change and causes &amp; Effects of environment change</b>

<b>Unit</b>	<b>Detail Descriptions</b>	<b>Weightage</b>
<b>1</b>	<b>Understanding Global Environmental Change</b> Understanding relationship between Society, Economy, Environment Causes and Effects of Environmental change Role of Individual in prevention of pollution <b>Climate Change</b> Greenhouse Gases Emissions-Mitigation-Policies and Protocols Growing Threat of Climate change in India Climate change and Global Warming Green Solution for Disaster Risk Reduction and Climate Change	50%
<b>2</b>	<b>Water, land and Bio-diversity Management</b> Water Crisis Demands and Trends Resource Management Sustainable Land Management Bio-diversity Water conservation Rainwater harvesting Watershed management <b>Sustainable Development</b> Sustainable Urban future Rural Development Business Responsibility – One Case Study	50%

**Reference Books:**

1. Erach Barucha, Text book of Environmental Studies for undergraduate Courses, Publisher University.



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**Semester: III**

<b>Title of the Paper</b>	<b>FUNCTIONAL ENGLISH FOR EXECUTIVES</b>
<b>Course Code</b>	<b>UM3BVGRM03</b>
<b>Objective</b>	<b>Learn basic grammar rules in English; Enhancing the reading ability of students; Enhancing the spontaneous speaking skills</b>

<b>Units</b>	<b>Detail Description</b>	<b>Weightage</b>
<b>1</b>	Speech – basic grammar rules in English Enhancing the reading ability of students (at a speed of minimum 150 words per minute with appropriate stress, voice modulation and correct pronunciation). Practice of reading newspapers viz., The Hindu, Indian Express, Business Line, Economic Times., etc. and magazines like business world etc. Enhancing the spontaneous writing skill– writing articles on simple topics given preparing speeches preparing reports on various events / functions; Writing letters assuming various capacities and various situations	<b>50%</b>
<b>2</b>	Enhancing the spontaneous speaking skills– self introduction at various forums and during interviews Effective Public Speaking (EPS) – Role playing Mock interviews for recruitment Mock press meets Enhancing the presentation skills of the students Individual seminar presentation and Group seminar presentation. Enhancing the interpersonal communication skill Reading ability of students.	<b>50%</b>
<b>Practical</b>	Group Discussion (organized into 4 or 5 groups and the groups may be given a management problem relating to real life experiences of retail industry in the country or the world)	

**Reference Books:**

1. Rachna, Sagar, Functional English.
2. Thomas Bloor, The Functional Analysis Of English.

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**Semester: III**

<b>Title of the Paper - III</b>	<b>MANAGEMENT INFORMATION SYSTEM</b>
<b>Course Code</b>	<b>UM3BVGRM04</b>
<b>Objective</b>	<b>To understand Telecommunication Revolution, internet, email, intranet and teleconferencing</b>

<b>Unit</b>	<b>Detail Description</b>	<b>Weightage</b>
<b>1</b>	Introduction to Information Systems definition features steps in implementation of MIS need for information, information system for decision making MIS as competitive advantages MIS structures MIS - Strategic information system MIS support for planning - organizing – controlling MIS for specific functions - personnel	<b>50%</b>
<b>2</b>	finance, marketing, inventory, production Data Base Management System Models hierarchical -network - relational - modular Telecommunication revolution Introduction to Email, internet, intranet and teleconferencing, www architecture	<b>50%</b>
<b>Practical</b>	Filing of forms for registration, returns and assessment	

**Reference Books:**

1. K. P. Kandasami, Banking Law & Practice.
2. N.D. Kapoor, Elements of Mercantile Law.
3. Pandia R. H., Mercantile Law.
4. Shukla M.C., A Manual of Mercantile Law.
5. Venkatesan, Hand Book of Mercantile Law.

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**Semester: IV**

<b>Title of the Paper</b>	<b>Retail Departmental Manager - II</b>
<b>Course Code</b>	<b>UM4BVSRM01</b>
<b>Objective</b>	Learn communicate effectively with stakeholders & customers

*(This syllabus/ curriculum has been approved by RASCI)*

S.No	Module/Topic	NOS Code
<b>01</b>	<b>TO DEVELOP INDIVIDUAL RETAIL SERVICE OPPORTUNITIES</b>	<b>RAS/N0144</b>
<b>KEY LEARNING OUTCOMES</b>		
<b>SCOPE</b>		
<ul style="list-style-type: none"> <li>➤ Plans for finding new retail clients</li> <li>➤ Market your service to potential retail clients</li> </ul> <p>The role may be performed in a range of Retail Operations</p> <ul style="list-style-type: none"> <li>➤ Department Store</li> <li>➤ Supermarket</li> <li>➤ Specialty Store</li> <li>➤ Fresh Food stores</li> <li>➤ Quick Service Food Stores</li> </ul>		
S.No	Module/Topic	NOS Code
<b>02</b>	<b>TO COMMUNICATE EFFECTIVELY WITH STAKEHOLDERS</b>	<b>RAS/N0145</b>
<b>KEY LEARNING OUTCOMES</b>		
<b>SCOPE:</b>		
<ul style="list-style-type: none"> <li>➤ Handle business communication mediums effectively</li> <li>➤ Communicate effectively with stake-holders &amp; customers</li> <li>➤ Develop and sustain effective working relationships with stake-holders</li> </ul> <p>The role may be performed in a range of Retail Operations</p> <ul style="list-style-type: none"> <li>➤ Department Store</li> <li>➤ Supermarket</li> <li>➤ Specialty Store</li> <li>➤ Fresh Food stores</li> <li>➤ Quick Service Food Stores</li> </ul>		
S.No	Module/Topic	NOS Code
<b>03</b>	<b>TO HELP MAINTAIN HEALTH AND SAFETY</b>	<b>RAS/N0122</b>
<b>KEY LEARNING OUTCOMES</b>		
<b>SCOPE:</b>		
<ul style="list-style-type: none"> <li>➤ Deal with accidents and emergencies</li> <li>➤ Help to reduce risks to health and safety</li> </ul> <p>The role may be performed in a range of Retail Operations</p> <ul style="list-style-type: none"> <li>➤ Department Store</li> <li>➤ Supermarket</li> <li>➤ Specialty Store</li> <li>➤ Fresh Food stores</li> <li>➤ Quick Service Food Stores</li> </ul>		

<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>04</b>	<b>TO WORK EFFECTIVELY IN A RETAIL TEAM</b>	<b>RAS/N0137</b>
<b>KEY LEARNING OUTCOMES</b>		
<b>SCOPE:</b>		
Requirement of this role would include but not be limited to:		
<ul style="list-style-type: none"> <li>➤ Support the work team</li> <li>➤ Maintain personal presentation</li> <li>➤ Develop effective work habits</li> </ul>		
The role may be performed in a range of Retail Environments such as:		
<ul style="list-style-type: none"> <li>➤ Department Store</li> <li>➤ Supermarket</li> <li>➤ Specialty Store</li> <li>➤ Fresh Food stores</li> <li>➤ Quick Service Food Stores</li> <li>➤ Distribution Centre</li> <li>➤ Shopping Mall</li> </ul>		
<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>05</b>	<b>TO WORK EFFECTIVELY IN AN ORGANISATION</b>	<b>RAS/N0138</b>
<b>KEY LEARNING OUTCOMES</b>		
<b>SCOPE:</b>		
<ul style="list-style-type: none"> <li>➤ Support effective team working</li> <li>➤ Help plan and organise own learning</li> <li>➤ Help others learn</li> </ul>		
The role may be performed in a range of Retail Operations		
<ul style="list-style-type: none"> <li>➤ Department Store</li> <li>➤ Supermarket</li> <li>➤ Specialty Store</li> <li>➤ Fresh Food stores</li> <li>➤ Quick Service Food Stores</li> </ul>		
<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>06</b>	<b>TO MANAGE A BUDGET</b>	<b>RAS/N0151</b>
<b>KEY LEARNING OUTCOMES</b>		
<b>SCOPE:</b>		
<ul style="list-style-type: none"> <li>➤ Manage a budget</li> </ul>		
The role may be performed in a range of Retail Operations		
<ul style="list-style-type: none"> <li>➤ Department Store</li> <li>➤ Supermarket</li> <li>➤ Specialty Store</li> <li>➤ Fresh Food stores</li> <li>➤ Quick Service Food Stores</li> </ul>		

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**Semester: IV**

<b>Title of the Paper</b>	<b>Retail Strategy &amp; Environment</b>
<b>Course Code</b>	<b>UM4BVGRM01</b>
<b>Objective</b>	<b>To Understand strategic planning in retailing</b>

<b>Unit</b>	<b>Description in Detail</b>	<b>Weightage</b>
<b>1</b>	<p>The business system - objectives of the business - setting up and balancing the objectives mission - vision - goals strategic analysis of functional areas production - marketing - human resources - finance - analyzing corporate capabilities - SWOT.</p> <p>Corporate strategy - nature and scope - process of strategic planning - formulation of strategy - project life cycle - portfolio analysis:</p> <p>BCG matrix - G.E matrix - step high strategy - directional policy matrix strategic management - strategic decision making – business level sub strategies</p>	50%
<b>2</b>	<p>Strategic Planning in Retailing: Situation Analysis – Objectives – Need for identifying consumer needs – Overall strategy, feedback and control – consumer decision-making process.</p> <p>Retail in India: Evolution and Size of retail in India – Drivers of retail change in India – Foreign Direct Investment in retail – Challenges to retail developments in India. Global retail markets: Strategic planning process for global retailing – Challenges facing global retailers – Challenges and Threats in global retailing – Factors affecting the success of a global retailing strategy</p>	50%

**Compulsory Training: On-the-Job Training for a period of 40 hours where student will take assistance with Retail Store Supervisor or Store Supervisor.**

**Reference Books:**

1. Gibson G. Vedamani, Retail Management – Functional Principles and Prectice, Jaico Publishing House.
2. Hill Barry Berman and Joel R Evans, Retailing Management – A Strategic Approach, Prentice Hall of India.
3. James R. Ogden, Denise Ogden , Integrated, Retail Management, Biztantra
4. Swapna Pradhan, Retailing Management – Text and Cases, Tata McGraw.

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**Semester: IV**

<b>Title of the Paper</b>	<b>ENTREPRENEURSHIP DEVELOPMENT PROGRAMME</b>
<b>Course Code</b>	<b>UM4BVGRM02</b>
<b>Objective</b>	<b>To understand the basic concept of entrepreneurship</b>

<b>Units</b>	<b>Description in Detail</b>	<b>Weightage</b>
<b>1</b>	Understanding Entrepreneurship: Meaning of Entrepreneurship characteristics, skills, functions and types of entrepreneurship entrepreneur - Role of entrepreneurship in economic development Entrepreneurial success and failures. Concept of Entrepreneur Entrepreneurial Motivation, Entrepreneurial Process Factors affecting entrepreneur growth, economic and non-economic Entrepreneurship development programmes – need, objectives, phases and evaluation Institutional support to entrepreneurs	<b>50%</b>
<b>2</b>	Finance Management in current operations and expansion of capital Role of Small Business in the national economy, National Policies for small business development, Governmental and Non-Governmental assistance Contribution of Commercial Banks in promoting and servicing small business. Small business and modern technology	<b>50%</b>

**Reference Books:-**

1. C. B. Gupta & N.P. Srinivasan, Entrepreneurial Development.
2. Charantimath, Entrepreneurship Development Small Business Enterprises.
3. Kuratko & Hodgetts, Cengage, Entrepreneurship in the new Millennium.
4. Roy, Entrepreneurship.
5. S.S. Kharka, S. Chand, Entrepreneurial Development
6. Sahay & Sharma, Entrepreneurship & New Venture Creation.

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
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**Semester: IV**

<b>Title of the Paper</b>	<b>SOFT SKILLS AND PERSONALITY DEVELOPMENT</b>
<b>Course Code</b>	<b>UM4BVGRM03</b>
<b>Objective</b>	<b>To Develop personality skill of the students</b>

<b>Units</b>	<b>Description in Detail</b>	<b>Weightage</b>
<b>1</b>	Attitude, Process of attitude formation, How to build a success attitude, Spot analysis, Self-management techniques, Self-image and self-esteem, Building self-confidence, Power of irresistible enthusiasm, etiquettes and manners in a group, public speaking, oral and written communication, Body language, Importance of listening and responding, Tips for technical writing. Development of Communication & Co-operation- Suitable behaviour towards customers, Influence in skill, Creativity in presentation & projection and Multi- cultural skills	50%
<b>2</b>	Introduction to Personality- Basic of Personality, Human growth and Behavior, Theories in Personality, Motivation; Techniques in Personality development – Self- confidence, Mnemonics, Goal setting, Time Management and effective planning, Techniques in Personality Development - Stress Management, Meditation and concentration techniques, Self- hypnotism, Self- acceptance and Selfgrowth. Co-ordination while working in a team, Leadership styles, Leader & Team player, Management of conflict, Profiles of great and successful personalities, Role of career planning in personality development, How to face personal interviews and group discussions.	50%
<b>Practical</b>	To evaluate presentation skills and team work of students	

**Reference Books:**

1. Atkinson and Hilgard's, Edward E. Smith, Introduction to Psychology Susan Nolen-Hoeksema, Barbara Fredrickson, Geoffrey Loftus
2. Indrajit Bhattacharya, an Approach to Communication Skills Delhi.
3. Rajiv K. Mishra, Rupa & Co., Personality Development.
4. Ravi Aggarwal, Communication Today & Tomorrow by Sublime Publications, Jaipur
5. Varinder Kumar, Bodh Raj, Manocha, Business Communication Skills by Kalyani Publishers, New Delhi.

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
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**Semester: IV**

<b>Title of the Paper</b>	<b>ACCOUNTING APPLICATIONS</b>
<b>Course Code</b>	<b>UM4BVGRM04</b>
<b>Objective</b>	<b>Learn Basic Accounting concept and financial statement analysis</b>

<b>Units</b>	<b>Description in Detail</b>	<b>Weightage</b>
<b>1</b>	Basic Accounting concepts - Kinds of Accounts – Financial Accounting vs. Cost Accounting - Financial Accounting vs. Management Accounting - Double Entry Book Keeping – Rules of Double Entry System – Preparation of Journal and Ledger Accounts problems - Subsidiary books - cash book – types of cash book - problems - purchase book - sales book - sales return and purchase return books. Trial balance - Errors – types of errors - Rectification of errors – problems – Bank reconciliation statement – problems.	50%
<b>2</b>	Manufacturing - Trading - Profit & Loss Account - Balance sheet. – Problems with simple adjustments. Financial Statement Analysis Techniques, Preparation of Cost Statements-Cost Data collection, Cost Sheet formats, Preparation of Cost Sheets (historical cost sheets and estimated cost sheets), Fundamentals of Management Accounting : Marginal Costing and Break-even analysis – basic knowledge, Application of Marginal Costing for decision-making.	50%
<b>Practical</b>	Filing of forms for registration, returns and assessment	

**Reference Books:**

1. Grewal, T.S. : Double Entry Book Keeping
2. Gupta and Radhaswamy : Advanced Accountancy
3. Gupta R.L. : Advanced Accountancy
4. Inamdar, S. M.: Cost & Management Accounting
5. Jain and Narang : Advanced Accountancy
6. Jain, S/ Narang, K.: Advanced Cost Accounting
7. Saxena, V/ Vashist, C: Advanced Cost & Management Accounting
8. Shukla and Grewal : Advanced Accountancy



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**Semester: V**

<b>Title of the Paper</b>	<b>Retail Store Manager - I</b>
<b>Course Code</b>	<b>UM5BVSRM01</b>
<b>Objective</b>	<b>To Understand the role and responsibilities of store manager</b>

*(This syllabus/ curriculum has been approved by RASCI)*

<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>01</b>	<b>Optimize inventory to ensure maximum availability of stocks and minimized losses</b>	<b>RAS / N 0152</b>
<b>KEY LEARNING OUTCOMES</b>		
<b>SCOPE</b>		
<ul style="list-style-type: none"> <li>➤ defining stock levels</li> <li>➤ monitoring receipt and dispatch of goods</li> <li>➤ maintaining stock records</li> <li>➤ co-ordinating stock take/cyclical count</li> </ul>		
<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>02</b>	<b>Implement standard operating procedures, processes and policies at the store while ensuring timely and accurate reporting</b>	<b>RAS / N 0153</b>
<b>KEY LEARNING OUTCOMES</b>		
<b>SCOPE:</b>		
<ul style="list-style-type: none"> <li>➤ compliance to all store policies, vendor guidelines and statutory regulations</li> <li>➤ maintenance, timely submission and safe keeping of operational records</li> </ul>		
<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>03</b>	<b>Manage sales and service delivery to increase store profitability</b>	<b>RAS / N 0154</b>
<b>KEY LEARNING OUTCOMES</b>		
<b>SCOPE:</b>		
<ul style="list-style-type: none"> <li>➤ monitoring to ensure smooth operation of equipment and appropriate maintenance of store</li> <li>➤ improving customer service</li> <li>➤ achieving individual and team targets</li> </ul>		
<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>04</b>	<b>Check and confirm adherence to visual merchandising plans</b>	<b>RAS / N 0155</b>
<b>KEY LEARNING OUTCOMES</b>		
<b>SCOPE:</b>		
<ul style="list-style-type: none"> <li>➤ display of merchandise to maximize store profitability and optimize costs</li> <li>➤ application of visual merchandising policies and procedures</li> <li>➤ liaison with vendors to ensure compliance to visual merchandising norms</li> </ul>		

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**Semester: V**

<b>Title of the Paper</b>	<b>Retail Brand Management and Selling</b>
<b>Course Code</b>	<b>UM5BVGRM01</b>
<b>Objective</b>	Analyze the brand management; managing brand over their life cycle; corporate branding and retail selling approaches

<b>Unit</b>	<b>Description in Detail</b>	<b>Weightage</b>
<b>1</b>	Introduction Definition & Role of Brand Brand Loyalty Positioning of a Brand Personality of a Brand Consumer's Concept of 'Self-Image' Brand Proposition Brand Name & Brand Awareness	25%
<b>2</b>	Managing Brand over their Life Cycle Brand updating & Brand Extension Own Brand and Counter Feting of Copycat Brands Corporate Branding Retail Selling: Approaches Making the Sale	25%
<b>3</b>	Central Sales Tax Its features, terms, definitions, Principles of Central Sales Tax, Registration of dealers, procedure of assessment, Goods of Special Importance, sales tax authorities- its powers and functions, Appeals, Offences & Penalties, Value Added Tax	25%
<b>4</b>	Negotiable Instruments Act 1881 Negotiable Instruments-Characteristics-cheque- Essentials requirements-Endorsements-kinds-crossing-types-Demand draft-Bills of Exchange. Consumer Protection Act 1986.	25%

**Reference Books:-**

1. David Gilbert, Retail Marketing Management.
2. K.P.Kandasami, Banking Law & Practice.
3. Pandia R. H., Mercantile Law.
4. S.L. Gupta, Retail Management.
5. Venkatesan, Hand Book of Mercantile Law.

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**Semester: V**

<b>Title of the Paper</b>	<b>E-Commerce</b>
<b>Course Code</b>	<b>UM5BVGRM02</b>
<b>Objective</b>	<b>To enhance the ability of students in the field of E-Commerce as a part of integrity of new business trend &amp; modern technology.</b>

<b>Units</b>	<b>Description in Detail</b>	<b>Weightage</b>
<b>1</b>	<p><b>Introduction</b>  E-Business – Origin and Need of E-Commerce, Factors affecting E – Commerce, Business dimension and technological dimension of E-Commerce, E-Commerce frame work Electronic Commerce Models, Value Chains in Electronic Commerce.</p> <p><b>Internet and E-Business</b>  Introduction to Internet and its application, Intranet and Extranets. World Wide Web, Internet Architectures, Internet Applications, Business Applications on Internet, E – Shopping, Electronic Data Interchange, Components of Electronic Data Interchange, Creating Web Pages using HTML.</p>	50%
<b>2</b>	<p><b>Electronic Payment System</b>  Concept of Money, Electronic Payment System, Types of Electronic Payment Systems, Smart Cards and Electronic Payment Systems, Infrastructure Issues in EPS, Electronic Fund Transfer</p> <p><b>Emerging trends and technologies in E-Business</b>  E-Business and MIS, E-Business and ERP, E-Business and CRM, E-Business and Supply chain management, Benefits of E-Commerce; Drawbacks and limitations of E –Commerce. Management challenges in on –line retailing.</p>	50%

**Reference Books:-**

1. Kamlesh K & Nag, Debjani, E-Commerce, The Cutting Edge of Business, McGraw Hill.
2. Laudon and Traver, E-Commerce, Business, Technology, Society, Pearson Education.
3. Rehman S.M. & Raisinghania, Electronic Commerce Opportunity & Challenges, Idea Group Publishing, USA.
4. Schneider Gary P. And Perry, James T , Thomson Electronic Commerce.
5. Treese G. Winfield & Stewart C. Lawrance, Designing Systems for Internet Commerce, Addison Wesley.
6. Trepper Charles, E-Commerce Strategies, Prentice Hall of India.
7. Whitley, David, Commerce Strategy, Technologies and Applications, Tata McGraw Hill.

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
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**Semester: V**

<b>Title of the Paper</b>	<b>Business Ethics</b>
<b>Course Code</b>	<b>UM5BVGRM03</b>
<b>Objective</b>	<b>To understand Ethical issues in Business &amp; Ethical Decision-Making Framework</b>

<b>Units</b>	<b>Description in Detail</b>	<b>Weightage</b>
<b>1</b>	<b>Ethics and Business-</b> Define Business Ethics, Ethical issues in Business- Foundation of Ethical Conflict, Classifications of Ethical Issues, Ethical Issues Related to Participants and Functional Areas of Business, Recognizing an Ethical Issue; Ethics and the market, Shareholder Theory; Social Responsibility- The Economic Dimension, The legal Dimension, The Ethical Dimension, The Philanthropic Dimension; Corporate Social Responsibility: Corporate Culture and Ethical Leadership; Employer/employee rights and duties; Ethical Issues with Consumers- Marketing and Sales, Advertising; Larger Issues- The Environment and Society; Corporate Governance, Accounting and Business	50%
<b>2</b>	<b>An Ethical Decision-Making Framework-</b> Ethical Issue Intensity, Individual Factors, Corporate Culture, Business Ethics Evaluations and Intentions, Using the Ethical Decision-Making Framework to Improve Ethical Decisions; International Business Ethics- Ethical Perceptions and International Business, Culture as a Factor in Business, Adapting Ethical Systems to a Global Framework: Cultural Relativism, The Multinational Corporation, A Universal Set of Ethics, Ethical Issues around the Globe.	50%
<b>Practical</b>	The Role of Business in Society- Case study on Walmart	

**Reference Books:**

1. Hartman, Laura P. and Joe, Business Ethics, Decision-Making for Personal Integrity & Social Responsibility.
2. Kissick, W.P., Business Ethics, Concepts, Cases, and Canadian Perspectives,
3. O.C. Ferrell, J. Fraedrick & L. Ferrell, Business Ethics, Ethical Decision Making and Cases.

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**Semester: V**

<b>Title of the Paper</b>	<b>Disaster Management</b>
<b>Course Code</b>	<b>UM5BVGRM04</b>
<b>Objective</b>	<b>To understand the Relationship of Disaster Management with other sciences</b>

<b>Units</b>	<b>Description in Detail</b>	<b>Weightage</b>
<b>1</b>	<b>Disaster :</b> Meaning, Concept & Definition, Characteristics & Causes <b>Disaster Management :</b> Meaning, Concept & Definition, Relationship of Disaster Management with other sciences	<b>50%</b>
<b>2</b>	<b>Definition, Characteristics, Causes, Effects, Strategies of Natural</b> Disasters Earthquake Flood Sea Disturbances Famine Land slides <b>Definition, Characteristics, Causes, Effects of Man-made</b> <b>Disasters</b> Terrorism Epidemics Accidents–Road Accidents Communal Riots	<b>50%</b>

**Reference Books:**

1. J. P. Singhal, Disaster Management Laxmi Publications.
2. Jagbir Singh, Disaster Management : Future Challenges and Opportunities K W Publishers Pvt. Ltd.
3. Mrinalini Pandey, Disaster Management Wiley India Pvt. Ltd.
4. Tushar Bhattacharya, Disaster Science and Management McGraw Hill Education (India) Pvt. Ltd.

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**Bachelor of Vocation (Retail Management)**  
**Semester: VI**

<b>Title of the Paper</b>	<b>Retail Store Manager - II</b>
<b>Course Code</b>	<b>UM6BVSRM01</b>
<b>Objective</b>	<b>To Lead and manage the team for developing store capability</b>

*(This syllabus/ curriculum has been approved by RASCI)*

S.No	Module/Topic	NOS Code
<b>01</b>	<b>Manage overall safety, security and hygiene of the store</b>	<b>RAS / N 0156</b>
<b>KEY LEARNING OUTCOMES</b>		
<b>SCOPE</b>		
<ul style="list-style-type: none"> <li>➤ safety hazards and team awareness of the same</li> <li>➤ safety of people and resources in the store</li> <li>➤ equipping team to handle emergency incidents and situations</li> </ul>		
S.No	Module/Topic	NOS Code
<b>02</b>	<b>Implement promotions and special events at the store</b>	<b>RAS / N 0157</b>
<b>KEY LEARNING OUTCOMES</b>		
<b>SCOPE:</b>		
<ul style="list-style-type: none"> <li>➤ planning and implementation of in-store promotions</li> <li>➤ assessing, recording and reporting of promotion effectiveness data</li> <li>➤ determining staff requirements and ensure sufficient manpower availability</li> </ul>		
S.No	Module/Topic	NOS Code
<b>03</b>	<b>Lead and manage the team for developing store capability</b>	<b>RAS / N 0158</b>
<b>KEY LEARNING OUTCOMES</b>		
<b>SCOPE:</b>		
<ul style="list-style-type: none"> <li>➤ plan the staffing needs of the store</li> <li>➤ create a positive work environment for the store</li> <li>➤ train and coach to develop store staff and to improve team performance</li> </ul>		
S.No	Module/Topic	NOS Code
<b>04</b>	<b>Conduct price benchmarking and market study of competition</b>	<b>RAS / N 0159</b>
<b>KEY LEARNING OUTCOMES</b>		
<b>SCOPE:</b>		
<ul style="list-style-type: none"> <li>➤ Collect and analyse market information to aid in creating appropriate product and pricing</li> </ul> <p style="text-align: center;">This role is specific to Retail Store Manager for driving store operations and improving efficiencies of the store.</p>		

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**Bachelor of Vocation (Retail Management)**  
**Semester: VI**

<b>Title of the Paper</b>	<b>Direct Network Marketing</b>
<b>Course Code</b>	<b>UM6BVGRM01</b>
<b>Objective</b>	Understand Scope of direct network marketing; direct and digital marketing and learn how to Creating and implementing Relationship Marketing Strategies

<b>Units</b>	<b>Detail Description</b>	<b>Weightage</b>
<b>1</b>	<b>Introduction-</b> The Scope of Direct Marketing- Business, Strategic and Direct Marketing Planning- The Impact of Databases- Consumer and Business Mailing Lists- The Offer- Magazines- Newspapers-TV/Radio- Telemarketing/Tele services-Overview of Internet Direct Marketing - E-Communications- Creating Print Advertising- Managing a Lead-Generation Program- Modelling for Business Decision Support	<b>25%</b>
<b>2</b>	<b>Direct and Digital Marketing-</b> Modern integrated DM & interactive marketing -important role in marketing strategy -build and develop brands - customer acquisition, development and retention-Key principles of targeting, interaction, control and continuity-Three different business models - stand alone, integrated and support Catalysts of change in modern marketing -From distance selling to interactive marketing -Managing relationships across channels and media -The direct and interactive marketers' information system-Data-driven marketing planning	<b>25%</b>
<b>3</b>	<b>Network Marketing-</b> Advantages and Disadvantages- Network Marketing Boom-Network Marketing Compensation Plan- Evaluating Network Marketing Opportunity Relationship Marketing – Introduction- Six Market Models-Managing Relationship with Buyers, Intermediaries and Customer – Segmentation and analysis of Customer market Domain- Customer Acquisition and Customer Retention – Strategic outsourcing- creating Successful alliances- Referral and Influence Marketing	<b>25%</b>
<b>4</b>	<b>Creating and implementing Relationship Marketing Strategies-</b> Introduction- People-Processes- Proactive/ Personalized Service- What sort of Relationship for what sort of Customers- Relationship Marketing Plan- Relationship Management Chain- Value Proportions-Identifying appropriate customer value segments-Designing value delivery systems- Managing and Maintaining delivered satisfaction	<b>25%</b>

**Reference Books:**

1. Dave Chaffey, Richard Mayer, Kevin Johnston, Fiona Ellis-Chadwick Internet Marketing: Strategy, Implementation and Practice
2. Edward L. Nash- Direct Marketing: Strategy, Planning, Execution- The McGraw Hill Companies
3. Stone, Bob, and Jacobs, Ron, Successful Direct Marketing Methods, 7th ed (2001), McGraw-Hill, New York, NY.

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**Bachelor of Vocation (Retail Management)**  
**Semester: VI**

<b>Title of the Paper</b>	<b>Organizational Behaviour</b>
<b>Course Code</b>	<b>UM6BVGRM02</b>
<b>Objective</b>	<b>To make students aware about organizational policies, practices, strategies in corporate world.</b>

<b>Units</b>	<b>Detail Description</b>	<b>Weightage</b>
<b>1</b>	Concept, Nature of organization behaviour, Study of OB Model, Managerial Skill, Organization Structure- Types of Organization Design. Concept of Group Types of Group Stages of Group Development Usefulness of Groups in Organization Pitfalls of Group	50%
<b>2</b>	<b>GROUP BEHAVIOUR</b> Organization structure – Formation – Groups in organizations – Influence – Group dynamics – Emergence of informal leaders and working norms – Group decision making techniques – Team building - Interpersonal relations – Communication – Control. <b>LEADERSHIP AND POWER</b> Meaning – Importance – Leadership styles – Theories – Leaders Vs Managers – Sources of power – Power centers – Power and Politics. <b>DYNAMICS OF ORGANIZATIONAL BEHAVIOUR</b> Organizational culture and climate – Factors affecting organizational climate – Importance. Job satisfaction – Determinants – Measurements – Influence on behavior. Organizational change – Importance – Stability Vs Change – Proactive Vs Reaction change – the change process – Resistance to change – Managing change. Stress – Work Stressors – Prevention and Management of stress – Balancing work and Life. Organizational development – Characteristics – objectives –. Organizational effectiveness -Developing Gender sensitive workplace.	50%

**Reference Books:**

1. Fred Luthans, Organisational Behavior, McGraw Hill, 11th Edition, 2001.
2. K. Aswathappa, Organization Behaviour, Himalaya Publishing House.
3. Stephen P. Robbins, Timothy A Judge, SeemaSanghi, Organisational Behavior, Pearson Education , 13th edition, 2009.



**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**Bachelor of Vocation (Retail Management)**  
**Semester: VI**

<b>Title of the Paper</b>	<b>Communication Competencies for Professional Advancement</b>
<b>Course Code</b>	<b>UM6BVGRM03</b>
<b>Objective</b>	Learning the Craft of Winning the Job-Interview & Individual development for Professional Effectiveness

<b>Units</b>	<b>Detail Description</b>	<b>Weightage</b>
<b>1</b>	<p><b>Interviews - Learning the Craft of Winning the Job</b></p> <p><b>Interview</b>-Types of interview, Job interviews, The interviewee and the interviewer, Dress code, Facing an Interview board, Preparation.</p> <p><b>Telephonic Interviews:</b> Rationale for a Telephone Interview? How You are Evaluated During a Phone Interview, Telephone vs. Face-to-Face Interviews, Preparing For a Telephone Interview, Phone Interview Etiquette.</p> <p><b>After the interview</b> - Thank-you letters to interviewers. Accepting job offers, declining job offers, notifying your present employer that you are taking a new job, responding to a rejection notice after an interview.</p>	50%
<b>2</b>	<p><b>Individual development for Professional Effectiveness</b></p> <p>Personal Skills: Developing Self-Awareness, Applying Emotional Intelligence: Managing Personal Stress, Frustration, and Aggression, Self-Management: Clarifying Values, Setting Goals, and Planning, Solving Problems Analytically and Creatively.</p> <p><b>Programming for Excellence</b> – Rapport, Anchors Nonverbal communication – Impact of body- language, space, time and paralanguage in business. Personal productivity, Continuous improvement and ‘branding you’.</p> <p><b>Maximising Relationships &amp; Team Playing:</b> Understanding the Nature of Relationships, Managing Relationships with Your Direct Reports, Bosses, and Peers, Building Relationships by Communicating Supportively, Organisational structure and communication, Succeeding as a team player, Gaining Power and Influence, Motivating Others, Empowering and Delegating, Building Effective Teams and Teamwork, Restoring Injured Relationships, Leading Positive Change.</p>	50%

## Reference Books:

1. Acy L. Jackson and C. Kathleen Geckeis How to prepare your curriculum Vitae, Tata McGraw Hill.
2. **David A. Whetten, Kim S. Cameron**, Developing Management Skills, 8/E ,Pearson Education
3. Jean Naterop & Rod Revell, Telephoning In English, Cambridge University Press.
4. Jon L. Pierce & John Newstrom, Manager's Bookshelf, 9/E , Prentice Hall
5. Jonamay Lambert,& Selma Myers,50 activities for diversity Training, Books, HRD press,2003
6. Joseph O'Connor &John Seymour, Training with NLP, Thorsons.
7. Julie Hay, Transformational Mentoring, Creating Developmental Alliances for Changing Organisational Cultures , Sherwood Publishing
8. Lesikar & Flately, Basic Business communication- Tata McGraw Hill.
9. Marshal Goldsmith & Louis Carter, Best Practices in Talent Management, Pfeiffer Publications.
10. Mary Ann Keubeled, Living Learning, A Reader in Theme Centred Interaction, Media House, Delhi.
11. Mathukkutty M. Monippally, Business Communication Strategies, Tata McGraw Hill
12. Mcgrath S J, Basic Managerial Skills for All , Pearson Education
13. **Paula Caproni** ,Management Skills for Everyday Life, 3/E , Pearson Education
14. Stephen P. Robbins, Self Assessment Library 3.4 for Supervision Today! Pearson Education
15. **Stephen P. Robbins, Phillip L Hunsaker** ,Training in Interpersonal Skills: TIPS for Managing People at Work, 6/E Pearson Education
16. Webster's New World Letter Writing Handbook

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**Bachelor of Vocation (Retail Management)**  
**Semester: VI**

<b>Title of the Paper</b>	<b>Human Resource Management</b>
<b>Course Code</b>	<b>UM6BVGRM04</b>
<b>Objective</b>	<b>To Understand the concept of Recruitment, Selection, Training, Performance Appraisal, Employee discipline in an organization</b>

<b>Units</b>	<b>Detail Description</b>	<b>Weightage</b>
<b>1</b>	<p><b>Human Resources Management Introduction</b>            Overview of hospitality industry, Managing human resources, Defining HR, Human resources responsibilities, Managing diversity, HR policy and procedures, Steps in HR policy and procedure development, documentation and record keeping</p> <p><b>Securing Human Resources</b>  <b>Job design:</b> Job enlargement, Job enrichment, Socio technical systems, Quality circles, Empowerment, Job analysis, Job description, Job specification</p> <p><b>Recruitment:</b> Sources &amp; techniques, Requirement practices in India.  <b>Selection:</b> steps in selection process- Tests, interviews, reference checks, Appointment, Induction</p>	<b>50%</b>
<b>2</b>	<p><b>Performance Management</b>  <b>Training:</b> Individual on the job training, Individual off the job training methods, Introduction to group training methods, Training evaluation, Performance management, Behavioral improvement tactics, Employee separation.</p> <p><b>Compensations &amp; Rewards Management:</b> Job evaluation, Performance appraisal, Direct financial compensation, Indirect financial compensation, Nonfinancial compensation, Fringe benefits, Promotion, Transfer, Labour turnover</p> <p><b>Employee discipline:</b> Grievance handling, Negative and Positive Discipline, Situation reports, Conduct of enquiry, Award of punishment, Termination of employment</p>	<b>50%</b>

**Reference Books:**

1. Chuck Y Gee, International Hotel Management.
2. Debra F. Cannon and Catherine M. Gustafson, Training and Development for the Hospitality Industry.
3. Dennis Nickson, Human Resource Management for the Hospitality and Tourism Industries.
4. Jagmohan Negi, Human Resource Development & Management in the Hotel Industry.
5. R.K. Malhotra, Human Resource Issues in Hotel Industry.

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**Bachelor of Vocation (Theatre Art and Stagecraft)**  
**Semester: I**

<b>Title of the Paper</b>	<b>Sound Editor</b>
<b>Course Code</b>	<b>UM1BVSTA01</b>
<b>Objective</b>	<b>Appreciate the tasks required to organise and create commercial music</b>

*(This syllabus/ curriculum has been approved by MESC)*

<b>Role Description</b> Cut, sequence and merge production raw material into a sequential output		
<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>01</b>	Understand requirements and plan workflow	MES/ N 1401
<b>KEY LEARNING OUTCOMES</b>		
<ul style="list-style-type: none"> <li>• Understanding requirements for post-production</li> <li>• Constructing an approach and plan the process</li> <li>• Preparing and finalizing effort estimates and work plan</li> </ul>		
<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>02</b>	Manage equipment & material	MES/ N 1402
<b>KEY LEARNING OUTCOMES</b>		
<b>PERFORMANCE CRITERIA</b>		
<ul style="list-style-type: none"> <li>• Preparing materials and equipment for the post production process</li> <li>• Managing interim work-products during post-production</li> <li>• Ensuring work-products are distribution/exhibition ready as per the required technical specifications</li> </ul>		
<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>03</b>	Edit the production	MES/ N1403
<b>KEY LEARNING OUTCOMES</b>		
<b>PERFORMANCE CRITERIA</b>		
<ul style="list-style-type: none"> <li>• Preparing to edit the production</li> <li>• Editing and preparing the final output</li> </ul>		
<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>04</b>	Maintain workplace health and safety	MES/ N 0104
<b>KEY LEARNING OUTCOMES</b>		
<b>PERFORMANCE CRITERIA</b>		
<ul style="list-style-type: none"> <li>• Understanding the health, safety and security risks prevalent in the workplace</li> <li>• Knowing the people responsible for health and safety and the resources available</li> <li>• Identifying and reporting risks</li> <li>• Complying with procedures in the event of an emergency</li> </ul>		
<b>GUIDELINE FOR ASSESSMENT TRAINEES</b>		
<ul style="list-style-type: none"> <li>• Understand requirements and plan workflow 40%</li> <li>• Manage equipment &amp; material 25%</li> <li>• Edit the production 25%</li> <li>• Maintain workplace health and safety 10%</li> </ul>		

**Reference Books:**

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**Bachelor of Vocation (Theatre Art and Stagecraft)**  
**Semester: I**

<b>Title of the Paper</b>	<b>Introduction to Indian Theatre</b>
<b>Course Code</b>	<b>UM1BVGTA01</b>
<b>Objective</b>	Students will develop specialized skills/training in the theatre arts.

<b>Unit</b>	<b>Title and Descriptions</b>	<b>Weightage</b>
<b>1</b>	Origin of Theatre Evolution of Theatre Introduction to the Natya Shastra in relevance to Theatre Drama Structure and Performances	<b>35%</b>
<b>2</b>	Origin and Development of Sanskrit Drama Elements of Sanskrit Drama Plot, Characters, Aesthetic Analysis Role of Sootradhaar in Sanskrit Plays	<b>35%</b>
<b>3</b>	Elements of Drama Theme, Character, Dialogues Role of Music in Theatre.	<b>30%</b>

**Reference Books:**

1. Bhartiya Natya Shastra aur Rangmanch – Prof. Mohan Vallabh Pant
2. Bhartiya Rangmanch – Adiya Rangacharya
3. Indian Theatre – N.C. Jain
4. Natki Sahitya – Narindra Behl
5. Natya Shastra– Bharat Muni
6. On the Art of Theatre –Gordan Chraig
7. Rang Bhavan – S.C. Sharma
8. Sanskrit Drama – Dr. A. B. Keeth
9. The History of Indian Theatre–M.L. VaradPande
10. The Indian Theatre – Mulak Raj Anand

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**Bachelor of Vocation (Theatre Art and Stagecraft)**  
**Semester: I**

<b>Title of the Paper</b>	<b>Micro Economics</b>
<b>Course Code</b>	<b>UM1BVGTA02</b>
<b>Objective</b>	<b>To Understand the Recent Trends in Economics</b>

<b>Units</b>	<b>Detail Descriptions</b>	<b>Weightage</b>
<b>1</b>	<b>Introduction to Economics</b> Concept and Definition of Economics The Economic Problems: Scarcity and Choice Basic Principles of Economics – introduced an overview of what Economics is all about.	<b>25%</b>
<b>2</b>	<b>Nature and Scope of Economics</b> Positive and Normative Economics The role of Assumptions in Economics Economic Models: The Circular-Flow Diagram The Production Possibilities Frontier Micro and Macro Economics	<b>25%</b>
<b>3</b>	<b>Product Pricing</b> <b>Demand:</b> Concept and Meaning, Law of Demand, Change and Shift in Demand <b>Supply:</b> Concept and Meaning, Law of Supply, Change and Shift in Supply <b>Supply and Demand Together:</b> The Equilibrium price Concept or Price Determination by the forces of Demand and Supply Curves	<b>25%</b>
<b>4</b>	<b>Factor Pricing</b> Marginal Productivity theory Concept of Wage, Profit, Rent and Interest Theory of Rent and Profit	<b>25%</b>

**Reference Books:**

1. Dwivedi D. N., (2007) Micro Economics Theory, Vikas Publishing House.
2. Ellen Miller, Micro Economics, Tata McGraw-Hill.
3. H. L. Ahuja, Advanced Economic Theory.
4. Lipsy & Chrystal, Economics, Oxford University Press.
5. N. Gregory Mankiw, Principles of Micro Economics, Thomson South-Western.
6. Paul. A Samuelson, William D. Nordhaus, Economics –McGraw Hill Education, New Delhi.
7. Robert S. Pindyck, Daniel L. Rubinfeld, Prem L. Mehta, Micro Economics.
8. Stonier A W & Hague D C., (1953), A Textbook of Economics Theory, Long Group.

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**Bachelor of Vocation (Theatre Art and Stagecraft)**

**Semester: I**

<b>Title of the Paper</b>	<b>Business English - I</b>
<b>Course Code</b>	<b>UM1BVGTA03</b>
<b>Objective</b>	<b>Develop basic skills to deal with people in business situations</b>

<b>Units</b>	<b>Detail Descriptions</b>	<b>Weightage</b>
<b>1</b>	<b>Understanding Business Communication:</b> Nature and Scope of Communication Non-Verbal Communication Cross-cultural Communication Technology- enabled Business	<b>40%</b>
<b>2</b>	<b>Business Correspondence I:</b> Business Writing Business Correspondence Instructions Business Reports and Proposals Careers and Resumes	<b>40%</b>
<b>3</b>	<b>Business Vocabulary I</b> General Vocabulary(GSL) Business Vocabulary	<b>20%</b>
<b>Practical</b>	Simulation I:- situational conversation/ Role play Presentation Skill I: Presentation	

**Reference Books:-**

1. Andrea B Geffner, Business English the writing skills you need for Today's workplace (Barron's Educational Series, 2010).
2. Evan Frenzo, How to Teach Business English.
3. Meenakshi Raman and Sangeeta Sharma, Technical Communication 'Principles and Practice' Oxford University Press, New Delhi, 2004.
4. Minakshi Raman, Business Communication (with CD) 2<sup>nd</sup> Edition Oxford University Press, New Delhi, 2012.
5. Myron W Lustig, Intercultural Competence: Interpersonal Communication Across Culture 6<sup>th</sup> Edition.

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**Bachelor of Vocation (Theatre Art and Stagecraft)**  
**Semester: I**

<b>Title of the Paper</b>	<b>Use of ICT - I</b>
<b>Course Code</b>	<b>UM1BVGTA04</b>
<b>Objective</b>	<b>To introduce the students with MS Excel which enable them to analyze and interpret of data for decision making and also enhance their skill based learning</b>

<b>Units</b>	<b>Detail Descriptions</b>	<b>Weightage</b>
<b>1</b>	<p><b>Fundamentals of computers</b>            Characteristics of a computer            Block Diagram of a computer,            Terms Hardware, software, Firmware, Liveware            Different types of software: System Software, Application software,            Operating system and different types of Operating system: DOS, WINDOWS 98/7.0            Overview of a computer system            Types of computers            Applications of computers,            Configuration for buying a computer            Input and Output Devices of the computer</p>	<b>50%</b>
<b>2</b>	<p><b>Windows Operating system and Introduction to Word processor</b>            Difference between Dos and windows operating system            Advantages of windows operating system            Introduction to Ms-office            What is word processing            Applications of word processor  <b>Advanced MS-Word</b>            Creating Hypertext links with drag-and drop            Using Hyperlinks between word documents            Using spelling and grammer Tool            Autotext and Autocorrect entries            Formating options like bold italic, subscript, superscript,            character and Animation effects, Change case, Drop Cap options, Header and footer option, formating indents Table creation, deletion, selection and formatting, Insert Picture, word art and drawing facilities.            Converting text to tables, Importance of mail merge, Creating a mail merge document and data source, Inserting mail merge fields, merge with main document, previewing merged data</p>	<b>50%</b>



<b>Practical</b>
<b>LABORATORY:</b> Theory Exercise + Practical Exercise on units 1 & 2
Practical examination shall be held in the computer lab and evaluation shall be made by the concerned teacher.

**Reference Books:**

1. R.K. Taxali, P.C. Software For Windows 98 Made Simple.
2. S. Jaiswal, A First Course In Computers, Galgotia publications
3. Suresh K Basandra, Computer Today.

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**Bachelor of Vocation (Theatre Art and Stagecraft)**  
**Semester: II**

<b>Title of the Paper</b>	<b>Set Decorator</b>
<b>Course Code</b>	<b>UM2BVSTA01</b>
<b>Objective</b>	<b>Identify and describe the process set designers use to create sets for productions</b>

*(This syllabus/ curriculum has been approved by MES/SC)*

<b>Role Description</b>		
Mark-up the script for set furnishings requirements, procure these items, store them safely during the shoot and ensure continuity		
<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>01</b>	Wrap-up Set and Return/ Dispose of Items	MES/ N 3105
<b>KEY LEARNING OUTCOMES</b>		
<ul style="list-style-type: none"> <li>• Based on the script and production schedule prepare a schedule/to-do list of key activities relating to pack-up/ striking the set, as appropriate to the role</li> <li>• Supervise, or assist, support staff in striking the set, which may include: • Furniture • Soft furnishings • Wallpaper • Lighting fixtures</li> <li>• Decorative items • Hand props and featured props • Any other elements of the set that are not being struck by other teams</li> <li>• Ensure, personally or in a supervisory capacity, that all set items are returned</li> <li>• Ensure, personally or in a supervisory capacity, that necessary documentation, records, refunds, payments etc are maintained</li> </ul>		
<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>02</b>	Dress Set prior to Shoot	MES/ N3109
<b>KEY LEARNING OUTCOMES</b>		
<b>PERFORMANCE CRITERIA</b>		
<ul style="list-style-type: none"> <li>• Correctly interpret set drawings and the list of items required for the set</li> <li>• Ensure that all items required to dress the set are available</li> <li>• Arrange, or supervise Set Dressers / Set Assistants to arrange, items prior to the shoot, which may involve installation of semi-permanent items (set furnishings) and placement of moveable objects (props)</li> <li>• Replenish, or supervise Set Dressers / Set Assistants to replenish, perishable items between takes to ensure the set is fully dressed for the next take/ shot/ scene</li> </ul>		
<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>03</b>	Manage Continuity of Items on Set	MES/ N3110
<b>KEY LEARNING OUTCOMES</b>		
<b>PERFORMANCE CRITERIA</b>		
<ul style="list-style-type: none"> <li>• Read the script and identify continuity requirements</li> <li>• Mark up the script to record continuity-related details e.g. position, placement, direction etc, using rough notes, sketches, photographs etc Understand the risks of non-compliance for oneself and the organization</li> <li>• Maintain continuity between takes/ shots/ scenes and across locations for the following types of items: • Furniture • Soft furnishings • Wallpaper • Lighting fixtures • Decorative items • Hand props and featured props (i.e. props that are used by actors and/ or form an integral part of the script) • Any other elements of the set that need to be used across locations</li> <li>• Alert relevant personnel (Script Supervisor, Art Director etc) if continuity is not being maintained, and rectify the situation as appropriate</li> </ul>		

	<ul style="list-style-type: none"> <li>Propose substitutes/ alternatives to items that are required to maintain continuity, but have been misplaced/damaged during the shoot</li> <li>Plan for spares/ duplicates of key items required to maintain continuity</li> </ul>	
<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>04</b>	Estimate Set Furnishing Requirement	MES/ N3124
<b>KEY LEARNING OUTCOMES</b>		
<b>PERFORMANCE CRITERIA</b>		
<ul style="list-style-type: none"> <li>Understand the production brief and creative vision of the Director and Producer, as appropriate</li> <li>Read the script and mark up the set furnishings requirement for each shot/ scene/ location, across the following types of items: • Furniture • Soft furnishings • Wallpaper • Lighting fixtures • Decorative items</li> <li>Identify set furnishing requirements in line with the production’s budget</li> <li>Prepare a bill of quantities (list of items, price, delivery date) in order to procure all set furnishings</li> </ul>		
<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>05</b>	Procure Set Furnishings	MES/ N3125
<b>KEY LEARNING OUTCOMES</b>		
<b>PERFORMANCE CRITERIA</b>		
<ul style="list-style-type: none"> <li>Identify and discuss cost-effective approaches to meeting the set furnishings requirement</li> <li>Determine the most appropriate method of procurement based on the item required and its significance to the production, including: • Hiring/ leasing/ renting • Purchase • Fabrication/ custom-making.</li> <li>Procure set furnishings – either through purchase, lease or fabrication, including the following types of items: • Furniture • Soft furnishings • Wallpaper • Lighting fixtures • Decorative items</li> <li>Identify appropriate substitutes/ alternatives, if preferred items are not available</li> </ul>		
<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>06</b>	Transport and Store Set Furnishings	MES/ N3126
<b>KEY LEARNING OUTCOMES</b>		
<b>PERFORMANCE CRITERIA</b>		
<ul style="list-style-type: none"> <li>Identify appropriate modes of transport to bring items to the location safely and securely</li> <li>Correctly load, unload and transport items, or supervise Set Dressers / Set Assistants to do the same.</li> <li>Identify and secure an appropriate storage area</li> <li>Correctly store items on location and care for them during the shoot, or supervise Set Dressers / Set Assistants to do the same.</li> <li>Prepare a comprehensive inventory list, track movement of items and keep the list up to date, or supervise Set Dressers / Set Assistants to do the same</li> </ul>		
<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>07</b>	Maintain workplace health and safety	MES/ N0104
<b>KEY LEARNING OUTCOMES</b>		
<b>PERFORMANCE CRITERIA</b>		
<ul style="list-style-type: none"> <li>Understanding the health, safety and security risks prevalent in the workplace</li> <li>Knowing the people responsible for health and safety and the resources available</li> <li>Identifying and reporting risks</li> <li>Complying with procedures in the event of an emergency</li> </ul>		

**Reference Books:-**

1. Curts Canefield, The Craft of Play Direction.
2. J. Michael Gillete, theatrical Design & Production.
3. Raghuvansh, Natya Kala.
4. W. Ozen, Scene Design & Stage Lighting.

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**Semester: II**

<b>Title of the Paper</b>	<b>Theatre Art &amp; Stage Craft</b>
<b>Course Code</b>	<b>UM2BVGTA01</b>
<b>Objective</b>	Students will develop basic skills/training in the theatre arts and stage craft

<b>Unit</b>	<b>Title and Description</b>	<b>Weightage</b>
<b>1</b>	Basics of Light Intensity, Color Direction, Focus	<b>25%</b>
<b>2</b>	Introduction to Costumes History of Costumes Importance of Costumes Various types of Costumes	<b>25%</b>
<b>3</b>	Make-up Material & their uses Role of Make-up in Theatre	<b>25%</b>
<b>4</b>	Practical Study of various types of Light Study of different Costumes & Make-ups Warming up for a Theatrical Activity, Breathing and Relaxation, Training Body, Voice Modulation, Confidence Building in Group and Individual, Theatrical Games	<b>25%</b>

**Reference Books:**

1. Curts Canefield, The Craft of Play Direction.
2. J. Michael Gillete, Theatrical Design & Production.
3. N.C. Jain, Rang Darshan.
4. Prakash Sya, Abhinaya Kala.
5. Raghuvansh, Natya Kala.
6. W. Ozen, Scene Design & Stage Lighting.

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**Semester: II**

<b>Title of the Paper</b>	<b>Macro Economics</b>
<b>Course Code</b>	<b>UM2BVGTA02</b>
<b>Objective</b>	<b>To know the how to measuring the national income and monetary and fiscal policy</b>

<b>Unit</b>	<b>Title and Description</b>	<b>Weightage</b>
<b>1</b>	<b>Nature, Scope and Subject-matter of Macro Economics</b> Nature and Scope of Macro Economics, Economic Activity, Macro Economics Concepts, Theories and Policies, Macro Economic Paradox, Importance of Macro Economic Studies	<b>25%</b>
<b>2</b>	<b>Measuring Nation's Income</b> The Economy's Income and Expenditure, Concept of National Income, Methods for Measuring National Income, Problems and Measurement of National Income, Estimation of National Income in India.	<b>25%</b>
<b>3</b>	<b>The Monetary and Credit System</b> The Barter System and its disadvantages, Meaning of Money, Functions of Money, The Kinds of Money, Components of Money, Bank: Meaning, Central Bank: Concept, Functions, Commercial Banks: Concept, Functions, Credit Creation	<b>25%</b>
<b>4</b>	<b>Monetary and Fiscal Policy</b> Monetary Policy: Meaning and Content of Monetary Policy, its Objectives, Role of Monetary policy in a Developing Country, Efficacy and Limitations Of Monetary Policy. Fiscal policy: Concept of Fiscal Policy and Instruments of Fiscal Policy, its Objectives, Role of Fiscal policy in a Developing Country, Limitations of Fiscal Policy.	<b>25%</b>

**Reference Books:**

1. C. Rangarajan, B. H. Dholakiya, Principles of Macro Economics, Tata McGraw Hill Publishing Company Limited, New Delhi
2. D. M. Mithani, Macro Economics, Himalaya Publishing House .
3. Errol D'Souza, Macro Economics, Pearson Education, New Delhi
4. Gardner Ackley, Macro Economic Theory, The Macmillan Company, New York
5. H. L. Ahuja – S. Chand, Macro Economics Theory and Policy., New Delhi
6. N. Gregory Mankiw, Macro Economics, Thomson South-Western
7. N. Gregory Mankiw, Principles of Economics, Thomson South-Western.
8. Rudiger Dornbsch, Stanley Fischer, Macro Economics, Tata McGraw-Hill Education, New Delhi.

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**Semester: II**

<b>Title of the Paper</b>	<b>Business English - II</b>
<b>Course Code</b>	<b>UM2BVGTA03</b>
<b>Objective</b>	<b>Develop basic skills to deal with people in business situations</b>

<b>Unit</b>	<b>Description in detail</b>	<b>Weightage</b>
I	<b>Inter cultural Competence:-</b> key concept, Cultural and inter cultural Communication, Cultural Diversity, Dialect, Global Village, Social network, intercultural communication, symbolic communication	40 %
II	<b>Developing Oral Communication Skills for Business:</b> Effective Listening, Business Presentations and Public Speaking, Conversations, Interviews, Meeting and Conferences, Group Discussions and Team Presentations, Team Briefing	40%
III	<b>Business Vocabulary II</b> General Vocabulary(GSL) Business Vocabulary	20 %

**Practical**

<b>Unit</b>	<b>Description in detail</b>
I	<b>Simulation II:</b> Negotiation skill, Meeting and Conferences, , Team Briefing
II	<b>Presentation Skill II:</b> Interviews, Group Discussions and Team Presentations

**Reference Books:-**

1. Andrea B Geffner, Business English the writing skills you need for Today's workplace (Barron's Educational Series, 2010).
2. Evan Frendo, How to Teach Business English.
3. Meenakshi Raman and Sangeeta Sharma, Technical Communication 'Principles and Practice' Oxford University Press, New Delhi, 2004.
4. Minakshi Raman, Business Communication (with CD) 2<sup>nd</sup> Edition Oxford University Press, New Delhi, 2012.
5. Myron W Lustig, Intercultural Competence: Interpersonal Communication Across Culture 6<sup>th</sup> Edition.

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**Semester: II**

<b>Title of the Paper</b>	<b>Use of ICT - II</b>
<b>Course Code</b>	<b>UM2BVGTA04</b>
<b>Objective</b>	<b>To introduce the students with MS Excel which enable them to analyze and interpret of data for decision making and also enhance their skill based learning.</b>

<b>Unit</b>	<b>Description in Detail</b>	<b>Weightage</b>
<b>I</b>	<b>Introduce Computers</b> General Characteristics of Personal Computers Operating System Concepts (Ms Dos) Internal Commands of Ms-Dos External Commands of Ms-Dos.	25%
<b>II</b>	<b>Introduction to Spreadsheet Software (Ms Excel)</b> What is Spreadsheet or Ms-Excel? Application of MS-Excel, Naming cells Inserting, deleting, and moving Rows ,Columns ,Sheets Formatting cells Auto Format ,Number ,Alignment ,Font ,Boarder Charting Wizard ,Selecting objects in a chart ,Customizing a Chart Resizing a chart, Printing a chart on a whole page. Formulas, worksheet commands.	50%
<b>III</b>	<b>Introduction to Presentation Software (Ms-PowerPoint)</b> What is PowerPoint? Usefulness and advantages of PowerPoint File operation, edit operation View slide, slide show, header, footer Slide animation, custom animation, slide layout, background	25%

**Practical: -** Theory Exercise + Practical Exercise on units I/II/III/IV

Practical examination shall be held in the computer lab and evaluation shall be made by the concerned teacher.

**Reference Books:**

1. R.K. Taxali, P.C. Software For Windows 98 Made Simple.
2. S. Jaiswal, A First Course In Computers, Galgotia publications
3. Suresh K Basandra, Computer Today.



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**Semester – III**

<b>Title of the Paper</b>	<b>SCRIPT WRITER - I</b>
<b>Course Code</b>	<b>UM3BVSTA01</b>
<b>Objective</b>	<b>Demonstrate understanding of techniques, principles, genres and elements of script writing for screen and live performance</b>

*(This syllabus/ curriculum has been approved by MESC)*

<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>01</b>	<b>Understand and detail the concept</b>	<b>MES/ N 3001</b>
<b>KEY LEARNING OUTCOMES</b>		
<b>SCOPE:</b>		
<ul style="list-style-type: none"> <li>➤ Understanding the concept</li> <li>➤ Detailing out the concept</li> </ul> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>➤ Concepts may be developed by the individual him/herself or communicated by Directors/Producers, production houses, clients etc. Therefore, understanding of the concept may be an internal or external process.</li> <li>➤ Detailing out the concept is likely to be a requirement for Scriptwriters, but may be an informal process/optional for Script Editors or Script Researchers.</li> </ul>		
<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>02</b>	<b>Undertake research for scripts</b>	<b>MES/ N 3002</b>
<b>KEY LEARNING OUTCOMES</b>		
<b>SCOPE:</b>		
<ul style="list-style-type: none"> <li>➤ Researching material that can be used as inputs for scriptwriting</li> <li>➤ Productions could include animation, advertisements/commercials, documentaries, feature films, short films, television series, theatre</li> <li>➤ Genres could include action, children, comedy, crime, drama, family, history, horror, romance, science fiction, teens, thriller</li> </ul>		

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**Semester – III**

<b>Title of the Paper</b>	<b>PERFORMING ARTS - I</b>
<b>Course Code</b>	<b>UM3BVGTA01</b>
<b>Objective</b>	Students will learn about the ways in which dance, music and drama communicate the ideals, religions and traditions of contemporary and past civilisations in Malta as well as in the wider world.

<b>Unit</b>	<b>Detail Descriptions</b>	<b>weightage</b>
<b>1</b>	<b>Introduction to Performing Arts</b> Music, Dance Forms, Theatre, Bharathanatyam, Specifics of dance form	<b>25%</b>
<b>2</b>	<b>Dynamics of Dance, Music and Theatre</b> Viniyogas, Definition of Abhinayas, Explaining Dharmis, Bharathanatya repertoire, Raga classification, Trinity of music, improvisation and imagination, Theatre design	<b>25%</b>
<b>3</b>	<b>Value-Added course in Music</b> Raga Malika, Asthapathi, Patham, Bhajan, Divyanamakeerthana, Classical music	<b>25%</b>
<b>4</b>	<b>Indian Theatre</b> NatyaSastra, Yakshagana, Types and forms of theatre, Analysing Indian plays, Character Psychology	<b>25%</b>

**Reference Books:**

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**Semester – III**

<b>Title of the Paper</b>	<b>CLIMATE CHANGE &amp; SUSTAINABLE DEVELOPMENT</b>
<b>Course Code</b>	<b>UM3BVGTA02</b>
<b>Objective</b>	To understand the global environment change and causes & Effects of environment change

<b>Unit</b>	<b>Detail Descriptions</b>	<b>Weightage</b>
<b>1</b>	<b>Understanding Global Environmental Change</b> Understanding relationship between Society, Economy, Environment Causes and Effects of Environmental change Role of Individual in prevention of pollution <b>Climate Change</b> Greenhouse Gases Emissions-Mitigation-Policies and Protocols Growing Threat of Climate change in India Climate change and Global Warming Green Solution for Disaster Risk Reduction and Climate Change	50%
<b>2</b>	<b>Water, land and Bio-diversity Management</b> Water Crisis Demands and Trends Resource Management Sustainable Land Management Bio-diversity Water conservation Rainwater harvesting Watershed management <b>Sustainable Development</b> Sustainable Urban future Rural Development Business Responsibility – One Case Study	50%

**Reference Books:**

1. Erach Barucha, Text book of Environmental Studies for undergraduate Courses, Publisher University.

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**Semester – III**

<b>Title of the Paper</b>	<b>FUNCTIONAL ENGLISH FOR EXECUTIVES</b>
<b>Course Code</b>	<b>UM3BVGTA03</b>
<b>Objective</b>	Enhancing the reading ability of students & Enhancing the spontaneous speaking skills

<b>Units</b>	<b>Detail Description</b>	<b>Weightage</b>
<b>1</b>	Speech – basic grammar rules in English Enhancing the reading ability of students (at a speed of minimum 150 words per minute with appropriate stress, voice modulation and correct pronunciation). Practice of reading newspapers viz., The Hindu, Indian Express, Business Line, Economic Times., etc. and magazines like business world etc. Enhancing the spontaneous writing skill– writing articles on simple topics given preparing speeches preparing reports on various events / functions; Writing letters assuming various capacities and various situations	<b>50%</b>
<b>2</b>	Enhancing the spontaneous speaking skills– self introduction at various forums and during interviews Effective Public Speaking (EPS) – Role playing Mock interviews for recruitment Mock press meets Enhancing the presentation skills of the students Individual seminar presentation and Group seminar presentation. Enhancing the interpersonal communication skill Reading ability of students.	<b>50%</b>
<b>Practical</b>	Group Discussion (organized into 4 or 5 groups and the groups may be given a management problem relating to real life experiences of retail industry in the country or the world)	

**Reference Books:**

1. Rachna, Sagar, Functional English.
2. Thomas Bloor, The Functional Analysis Of English.

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**Semester – III**

<b>Title of the Paper</b>	<b>MANAGEMENT INFORMATION SYSTEM</b>
<b>Course Code</b>	<b>UM3BVGTA04</b>
<b>Objective</b>	To understand Telecommunication Revolution, internet, email, intranet and teleconferencing

<b>Unit</b>	<b>Detail Description</b>	<b>Weightage</b>
<b>1</b>	Introduction to Information Systems definition features steps in implementation of MIS need for information, information system for decision making MIS as competitive advantages MIS structures MIS - Strategic information system MIS support for planning - organizing – controlling MIS for specific functions - personnel	<b>50%</b>
<b>2</b>	finance, marketing, inventory, production Data Base Management System Models hierarchical -network - relational - modular Telecommunication revolution Introduction to Email, internet, intranet and teleconferencing, www architecture	<b>50%</b>
<b>Practical</b>	Filing of forms for registration, returns and assessment	

**Reference Books:**

1. K. P. Kandasami, Banking Law & Practice.
2. N.D. Kapoor, Elements of Mercantile Law.
3. Pandia R. H., Mercantile Law.
4. Shukla M.C., A Manual of Mercantile Law.
5. Venkatesan, Hand Book of Mercantile Law.

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**Semester – IV**

<b>Title of the Paper</b>	<b>SCRIPT WRITER - II</b>
<b>Course Code</b>	<b>UM4BVSTA01</b>
<b>Objective</b>	<b>Demonstrate understanding of techniques, principles, genres and elements of script writing for screen and live performance</b>

*(This syllabus/ curriculum has been approved by MESC)*

<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>01</b>	<b>Develop a full length script</b>	<b>MES/ N 3003</b>
<b>KEY LEARNING OUTCOMES</b>		
<b>SCOPE:</b>		
<ul style="list-style-type: none"> <li>➤ Preparing or co-writing the script/screenplay/dialogue/lyrics for a range of productions and genres</li> <li>➤ Productions could include animation, advertisements/commercials, documentaries, feature films, short films, television series, theatre</li> <li>➤ Genres could include action, children, comedy, crime, drama, family, history, horror, romance, science fiction, teens, thriller</li> </ul>		
<b>Note:</b>		
<ul style="list-style-type: none"> <li>➤ The script can either be written on speculation or brought to a production house for approval, or it can be written under assignment from a production house. For scriptwriting on assignment, a clear brief on the plot on which it is based and the genre and style of the script needs to be established beforehand</li> <li>➤ Each genre also has sub-genres</li> </ul>		
<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>02</b>	<b>Maintain workplace health and safety</b>	<b>MES/ N 0104</b>
<b>KEY LEARNING OUTCOMES</b>		
<b>SCOPE:</b>		
<ul style="list-style-type: none"> <li>➤ Understanding the health, safety and security risks prevalent in the workplace</li> <li>➤ Knowing the people responsible for health and safety and the resources available</li> <li>➤ Identifying and reporting risks</li> <li>➤ Complying with procedures in the event of an emergency</li> </ul>		

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**Semester – IV**

<b>Title of the Paper</b>	<b>PERFORMING ARTS - II</b>
<b>Course Code</b>	<b>UM4BVGTA01</b>
<b>Objective</b>	Students will familiar with traditional, folk, classical, contemporary, and other forms and genres of dance.

<b>Unit</b>	<b>Detail Descriptions</b>	<b>Weightage</b>
<b>1</b>	<b>Viniyogas and Heritage of Devadasis</b> Viniyogas Dance heritage of Devadasis Styles of Bharathanatyam (Pandanallur, Vazhuvoor, Tanjore) Alarippu Pushpanjali Jathiswaram	<b>25%</b>
<b>2</b>	<b>Terms and Concepts in Carnatic Music</b> Fundamental technical terms and their meaning Gayakagunas&Gayakadhoshas Mudras figuring in musical compositions Gamakas Taladasapranas Biography of “Jayadevar	<b>25%</b>
<b>3</b>	<b>History of Bharathanatyam</b> Royal patronage to Dance from Pallava, Chera, Chola, Pandiya Period, Expression of Dance Through sculpture, Painting in the temples of Tanjore, Chidambaram, Kumbakonam, Dharasuram, Short biography and their contribution to Dance -Tanjore Quatrette, Kauthvam, Shabdham, Keerthana	<b>25%</b>
<b>4</b>	<b>Evolution of Indian Theatre</b> Indian Modern Theatre - 1950 onwards Introduction to Aesthetics and Cultural Significance Art Management - Marketing - creating content, planning, designing and execution Direction, Rehearsals and Run through - Creating a team with double casting, Scheduling, Stage Management, Blocking and Incorporating movement with music	<b>25%</b>

**Reference Books:**

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**Semester – IV**

<b>Title of the Paper</b>	<b>ENTREPRENEURSHIP DEVELOPMENT PROGRAMME</b>
<b>Course Code</b>	<b>UM4BVGTA02</b>
<b>Objective</b>	<b>To understand the basic concept of entrepreneurship</b>

<b>Units</b>	<b>Description in Detail</b>	<b>Weightage</b>
<b>1</b>	Understanding Entrepreneurship: Meaning of Entrepreneurship characteristics, skills, functions and types of entrepreneurship entrepreneur - Role of entrepreneurship in economic development Entrepreneurial success and failures. Concept of Entrepreneur Entrepreneurial Motivation, Entrepreneurial Process Factors affecting entrepreneur growth, economic and non-economic Entrepreneurship development programmes – need, objectives, phases and evaluation Institutional support to entrepreneurs	<b>50%</b>
<b>2</b>	Finance Management in current operations and expansion of capital Role of Small Business in the national economy, National Policies for small business development, Governmental and Non-Governmental assistance Contribution of Commercial Banks in promoting and servicing small business. Small business and modern technology	<b>50%</b>

**Reference Books:-**

1. C. B. Gupta & N.P. Srinivasan, Entrepreneurial Development.
2. Charantimath, Entrepreneurship Development Small Business Enterprises.
3. Kuratko & Hodgetts, Cengage, Entrepreneurship in the new Millennium.
4. Roy, Entrepreneurship.
5. S.S. Kharka, S. Chand, Entrepreneurial Development
6. Sahay & Sharma, Entrepreneurship & New Venture Creation.



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**Semester – IV**

<b>Title of the Paper</b>	<b>SOFT SKILLS AND PERSONALITY DEVELOPMENT</b>
<b>Course Code</b>	<b>UM4BVGTA03</b>
<b>Objective</b>	<b>To Develop personality skill of the students</b>

<b>Units</b>	<b>Description in Detail</b>	<b>Weightage</b>
<b>1</b>	Attitude, Process of attitude formation, How to build a success attitude, Spot analysis, Self-management techniques, Self-image and self-esteem, Building self-confidence, Power of irresistible enthusiasm, etiquettes and manners in a group, public speaking, oral and written communication, Body language, Importance of listening and responding, Tips for technical writing. Development of Communication & Co-operation- Suitable behaviour towards customers, Influence in skill, Creativity in presentation & projection and Multi- cultural skills	50%
<b>2</b>	Introduction to Personality- Basic of Personality, Human growth and Behavior, Theories in Personality, Motivation; Techniques in Personality development – Self- confidence, Mnemonics, Goal setting, Time Management and effective planning, Techniques in Personality Development - Stress Management, Meditation and concentration techniques, Self- hypnotism, Self- acceptance and Selfgrowth.  Co-ordination while working in a team, Leadership styles, Leader & Team player, Management of conflict, Profiles of great and successful personalities, Role of career planning in personality development, How to face personal interviews and group discussions.	50%
<b>Practical</b>	To evaluate presentation skills and team work of students	

**Reference Books:**

1. Atkinson and Hilgard's, Edward E. Smith, Introduction to Psychology Susan Nolen-Hoeksema, Barbara Fredrickson, Geoffrey Loftus
2. Indrajit Bhattacharya, an Approach to Communication Skills Delhi.
3. Rajiv K. Mishra, Rupa & Co., Personality Development.
4. Ravi Aggarwal, Communication Today & Tomorrow by Sublime Publications, Jaipur
5. Varinder Kumar, Bodh Raj, Manocha, Business Communication Skills by Kalyani Publishers, New Delhi.

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**Semester – IV**

<b>Title of the Paper</b>	<b>ACCOUNTING APPLICATIONS</b>
<b>Course Code</b>	<b>UM4BVGTA04</b>
<b>Objective</b>	<b>Learn Basic Accounting concept and financial statement analysis</b>

<b>Units</b>	<b>Description in Detail</b>	<b>Weightage</b>
<b>1</b>	Basic Accounting concepts - Kinds of Accounts – Financial Accounting vs. Cost Accounting - Financial Accounting vs. Management Accounting - Double Entry Book Keeping – Rules of Double Entry System – Preparation of Journal and Ledger Accounts problems - Subsidiary books - cash book – types of cash book - problems - purchase book - sales book - sales return and purchase return books.  Trial balance - Errors – types of errors - Rectification of errors – problems – Bank reconciliation statement – problems.	50%
<b>2</b>	Manufacturing - Trading - Profit & Loss Account - Balance sheet. – Problems with simple adjustments. Financial Statement Analysis Techniques, Preparation of Cost Statements-Cost Data collection, Cost Sheet formats, Preparation of Cost Sheets (historical cost sheets and estimated cost sheets), Fundamentals of Management Accounting : Marginal Costing and Break-even analysis – basic knowledge, Application of Marginal Costing for decision-making.	50%
<b>Practical</b>	Filing of forms for registration, returns and assessment	

**Reference Books:**

1. Grewal, T.S. : Double Entry Book Keeping
2. Gupta and Radhaswamy : Advanced Accountancy
3. Gupta R.L. : Advanced Accountancy
4. Inamdar, S. M.: Cost & Management Accounting
5. Jain and Narang : Advanced Accountancy
6. Jain, S/ Narang, K.: Advanced Cost Accounting
7. Saxena, V/ Vashist, C: Advanced Cost & Management Accounting
8. Shukla and Grewal : Advanced Accountancy

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**Semester – VI**

<b>Title of the Paper</b>	<b>Live Action Director - II</b>
<b>Course Code</b>	<b>UM6BVSTA01</b>
<b>Objective</b>	Students will be able to apply theoretical, critical, and historical concepts when making style choices in their own projects and in referencing or analyzing the medium of cinema.

*(This syllabus/ curriculum has been approved by MESC)*

S.No	Module/Topic	NOS Code
<b>01</b>	<b>Direct the production process</b>	<b>MES/ N 1305</b>
<b>KEY LEARNING OUTCOMES</b>		
<b>SCOPE:</b>		
<ul style="list-style-type: none"> <li>➤ Guiding performance of actors/artists</li> <li>➤ Managing technical areas such as Camera, Sound, Lighting and Production design and creative areas such as Costumes and styling and Set design</li> <li>➤ Directing rehearsals and actual takes</li> </ul>		
S.No	Module/Topic	NOS Code
<b>02</b>	<b>Direct the post-production process</b>	<b>MES/ N 1307</b>
<b>KEY LEARNING OUTCOMES</b>		
<b>SCOPE:</b>		
<ul style="list-style-type: none"> <li>➤ Managing and guiding the post production process, including:</li> <li>➤ Prepare the final version including correction of the screenplay (if required)</li> </ul>		
S.No	Module/Topic	NOS Code
<b>03</b>	<b>Manage the production's marketing and release</b>	<b>MES/ N 1308</b>
<b>KEY LEARNING OUTCOMES</b>		
<b>SCOPE:</b>		
<ul style="list-style-type: none"> <li>➤ Preparing for marketing and promotion of the production</li> <li>➤ Participating in promotional initiatives</li> </ul>		
S.No	Module/Topic	NOS Code
<b>04</b>	<b>Maintain workplace health and safety</b>	<b>MES/ N 0104</b>
<b>KEY LEARNING OUTCOMES</b>		
<b>SCOPE:</b>		
<ul style="list-style-type: none"> <li>➤ Understanding the health, safety and security risks prevalent in the workplace</li> <li>➤ Knowing the people responsible for health and safety and the resources available</li> <li>➤ Identifying and reporting risks</li> <li>➤ Complying with procedures in the event of an emergency</li> </ul>		

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**Bachelor of Vocation (Theatre Art and Stage Craft)**  
**Semester – VI**

<b>Title of the Paper</b>	<b>Stage Craft</b>
<b>Course Code</b>	<b>UM6BVGTA01</b>
<b>Objective</b>	<b>Apply a vocabulary and knowledge of the environment, tools, and skills required to mount a theatrical production</b>

<b>Unit</b>	<b>Detail Descriptions</b>	<b>Weightage</b>
<b>1</b>	Introduction to Stage Craft, Brief History Various Components Objectives of Stage Craft Introduction to Special effects Types of Stages Stage Division Stage Craft Tools and Materials Stage Properties: Trim Properties, Set Properties, Hard Properties Furniture, Props Stage Safety Stage Types, Areas Curtains and Rigging Backstage Management Stage Lighting Types of Lighting: Realistic, Symbolic, Expressionistic, Formalistic Art & Technique of Lighting Importance of Lighting Cue Sheet	<b>50%</b>
<b>2</b>	Introduction to Special effects Role and Importance of special effects Projection and Software Sound effects Using Music for Sound effects Sources of Sound Effects and Voice hours Vintage effects : Nature, Fire Projection Modern Effects Nature Fire, Fog and Haze Demonstration of Special effects Apparatus Its Usage and Creating & Audio/Visual Effects	<b>50%</b>

**Reference Books**

1. David Miles Huber & Robert E Runstein, Modern recording Techniques 6<sup>th</sup> Edition- -Focal Press.
2. Jerry Whitaker and Blair Benson, Standard handbook of Audio Engineering, Publisher: McGraw-Hill Professional; 2<sup>nd</sup> Edition.
3. R.G Gupta, Audio & Video Systems 2nd Edition.
4. R.G Gupta, Television Engineering and Video Systems.
5. Sharma, S.C., Rang Bhawan.

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
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**Semester – VI**

<b>Title of the Paper</b>	<b>Organizational Behaviour</b>
<b>Course Code</b>	<b>UM6BVGTA02</b>
<b>Objective</b>	<b>To make students aware about organizational policies, practices, strategies in corporate world.</b>

<b>Units</b>	<b>Detail Description</b>	<b>Weightage</b>
<b>1</b>	<p>Concept, Nature of organization behaviour, Study of OB Model, Managerial Skill, Organization Structure- Types of Organization Design.</p> <p>Concept of Group</p> <p>Types of Group</p> <p>Stages of Group Development</p> <p>Usefulness of Groups in Organization</p> <p>Pitfalls of Group</p>	50%
<b>2</b>	<p><b>GROUP BEHAVIOUR</b></p> <p>Organization structure – Formation – Groups in organizations – Influence – Group dynamics – Emergence of informal leaders and working norms – Group decision making techniques – Team building - Interpersonal relations – Communication – Control.</p> <p><b>LEADERSHIP AND POWER</b></p> <p>Meaning – Importance – Leadership styles – Theories – Leaders Vs Managers – Sources of power – Power centers – Power and Politics.</p> <p><b>DYNAMICS OF ORGANIZATIONAL BEHAVIOUR</b></p> <p>Organizational culture and climate – Factors affecting organizational climate – Importance. Job satisfaction – Determinants – Measurements – Influence on behavior. Organizational change – Importance – Stability Vs Change – Proactive Vs Reaction change – the change process – Resistance to change – Managing change. Stress – Work Stressors – Prevention and Management of stress – Balancing work and Life. Organizational development – Characteristics – objectives –. Organizational effectiveness -Developing Gender sensitive workplace.</p>	50%

**Reference Books:**

1. Fred Luthans, Organisational Behavior, McGraw Hill, 11th Edition, 2001.
2. K. Aswathappa, Organization Behaviour, Himalaya Publishing House.
3. Stephen P. Robbins, Timothy A Judge, SeemaSanghi, Organisational Behavior, Pearson Education , 13th edition, 2009.

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**Bachelor of Vocation (Theatre Art and Stage Craft)**  
**Semester – VI**

<b>Title of the Paper</b>	<b>Communication Competencies for Professional Advancement</b>
<b>Course Code</b>	<b>UM6BVGTA03</b>
<b>Objective</b>	<b>Learning the Craft of Winning the Job-Interview &amp; Individual development for Professional Effectiveness</b>

<b>Units</b>	<b>Detail Description</b>	<b>Weightage</b>
<b>1</b>	<p><b>Interviews - Learning the Craft of Winning the Job</b></p> <p><b>Interview-</b>Types of interview, Job interviews, The interviewee and the interviewer, Dress code, Facing an Interview board, Preparation.</p> <p><b>Telephonic Interviews:</b> Rationale for a Telephone Interview? How You are Evaluated During a Phone Interview, Telephone vs. Face-to-Face Interviews, Preparing For a Telephone Interview, Phone Interview Etiquette.</p> <p><b>After the interview</b> - Thank-you letters to interviewers. Accepting job offers, declining job offers, notifying your present employer that you are taking a new job, responding to a rejection notice after an interview.</p>	50%
<b>2</b>	<p><b>Individual development for Professional Effectiveness</b></p> <p>Personal Skills: Developing Self-Awareness, Applying Emotional Intelligence: Managing Personal Stress, Frustration, and Aggression, Self-Management: Clarifying Values, Setting Goals, and Planning, Solving Problems Analytically and Creatively.</p> <p><b>Programming for Excellence</b> – Rapport, Anchors Nonverbal communication – Impact of body- language, space, time and paralanguage in business. Personal productivity, Continuous improvement and ‘branding you’.</p> <p><b>Maximising Relationships &amp; Team Playing:</b> Understanding the Nature of Relationships, Managing Relationships with Your Direct Reports, Bosses, and Peers, Building Relationships by Communicating Supportively, Organisational structure and communication, Succeeding as a team player, Gaining Power and Influence, Motivating Others, Empowering and Delegating, Building Effective Teams and Teamwork, Restoring Injured Relationships, Leading Positive Change.</p>	50%

## Reference Books:

1. Acy L. Jackson and C. Kathleen Geckeis How to prepare your curriculum Vitae, Tata McGraw Hill.
2. David A. Whetten, Kim S. Cameron, Developing Management Skills, 8/E ,Pearson Education
3. Jean Naterop & Rod Revell, Telephoning In English, Cambridge University Press.
4. Jon L. Pierce & John Newstrom, Manager's Bookshelf, 9/E , Prentice Hall
5. Jonamay Lambert,& Selma Myers,50 activities for diversity Training, Books, HRD press,2003
6. Joseph O'Connor &John Seymour, Training with NLP, Thorsons.
7. Julie Hay, Transformational Mentoring, Creating Developmental Alliances for Changing Organisational Cultures , Sherwood Publishing
8. Lesikar & Flately, Basic Business communication- Tata McGraw Hill.
9. Marshal Goldsmith & Louis Carter, Best Practices in Talent Management, Pfeiffer Publications.
10. Mary Ann Keubeled, Living Learning, A Reader in Theme Centred Interaction, Media House, Delhi.
11. Mathukkutty M. Monippally, Business Communication Strategies, Tata McGraw Hill
12. Mcgrath S J, Basic Managerial Skills for All , Pearson Education
13. Paula Caproni ,Management Skills for Everyday Life, 3/E , Pearson Education
14. Stephen P. Robbins, Self Assessment Library 3.4 for Supervision Today! Pearson Education
15. Stephen P. Robbins, Phillip L Hunsaker ,Training in Interpersonal Skills: TIPS for Managing People at Work, 6/E Pearson Education
16. Webster's New World Letter Writing Handbook

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**Bachelor of Vocation (Theatre Art and Stage Craft)**  
**Semester – VI**

<b>Title of the Paper</b>	<b>Human Resource Management</b>	
<b>Course Code</b>	<b>UM6BVGTA04</b>	
<b>Objective</b>	<b>To Understand the concept of Recruitment, Selection, Training, Performance Appraisal, Employee discipline in an organization</b>	
<b>Units</b>	<b>Detail Description</b>	<b>Weightage</b>
<b>1</b>	<p><b>Human Resources Management Introduction</b>  Overview of hospitality industry, Managing human resources, Defining HR, Human resources responsibilities, Managing diversity, HR policy and procedures, Steps in HR policy and procedure development, documentation and record keeping</p> <p><b>Securing Human Resources</b>  <b>Job design:</b> Job enlargement, Job enrichment, Socio technical systems, Quality circles, Empowerment, Job analysis, Job description, Job specification</p> <p><b>Recruitment:</b> Sources &amp; techniques, Requirement practices in India.  <b>Selection:</b> steps in selection process- Tests, interviews, reference checks, Appointment, Induction</p>	<b>50%</b>
<b>2</b>	<p><b>Performance Management</b>  <b>Training:</b> Individual on the job training, Individual off the job training methods, Introduction to group training methods, Training evaluation, Performance management, Behavioral improvement tactics, Employee separation.</p> <p><b>Compensations &amp; Rewards Management:</b> Job evaluation, Performance appraisal, Direct financial compensation, Indirect financial compensation, Nonfinancial compensation, Fringe benefits, Promotion, Transfer, Labour turnover</p> <p><b>Employee discipline:</b> Grievance handling, Negative and Positive Discipline, Situation reports, Conduct of enquiry, Award of punishment, Termination of employment</p>	<b>50%</b>

**Reference Books:**

1. Chuck Y Gee, International Hotel Management.
2. Debra F. Cannon and Catherine M. Gustafson, Training and Development for the Hospitality Industry.
3. Dennis Nickson, Human Resource Management for the Hospitality and Tourism Industries.
4. Jagmohan Negi, Human Resource Development & Management in the Hotel Industry.
5. R.K. Malhotra, Human Resource Issues in Hotel Industry.



**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**Bachelor of Vocation (Theatre Art and Stage Craft)**  
**Semester – V**

<b>Title of the Paper</b>	<b>Live Action Director - I</b>
<b>Course Code</b>	<b>UM5BVSTA01</b>
<b>Objective</b>	<b>In addition to training as writer/directors, students will become proficient in other production and postproduction skills</b>

*(This syllabus/ curriculum has been approved by MESC)*

S.No	Module/Topic	NOS Code
<b>01</b>	<b>Evaluate production concepts and ideas</b>	<b>MES/ N 1301</b>
<b>KEY LEARNING OUTCOMES</b>		
<b>SCOPE:</b>		
<ul style="list-style-type: none"> <li>➤ Sourcing ideas for production, which could include</li> <li>➤ Evaluating and selecting ideas</li> </ul>		
S.No	Module/Topic	NOS Code
<b>02</b>	<b>Sourcing financiers</b>	<b>MES/ N 1302</b>
<b>KEY LEARNING OUTCOMES</b>		
<b>SCOPE:</b>		
<ul style="list-style-type: none"> <li>➤ Preparing the budget for the production</li> <li>➤ Preparing a list of potential sponsors</li> <li>➤ Preparing and pitching the production proposal to financiers</li> </ul>		
S.No	Module/Topic	NOS Code
<b>03</b>	<b>Conceptualise the creative vision</b>	<b>MES/ N 1303</b>
<b>KEY LEARNING OUTCOMES</b>		
<b>SCOPE:</b>		
<ul style="list-style-type: none"> <li>➤ Conceptualising the creative aspects to set a common vision</li> <li>➤ Managing creative areas such as the screenplay, storyboard and shot planning</li> <li>➤ Modifying and finalizing the script</li> </ul>		
S.No	Module/Topic	NOS Code
<b>04</b>	<b>Communicate requirements to the team</b>	<b>MES/ N 1304</b>
<b>KEY LEARNING OUTCOMES</b>		
<b>SCOPE:</b>		
<ul style="list-style-type: none"> <li>➤ Communicating the key aspects of production to the teams</li> </ul>		

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**Bachelor of Vocation (Theatre Art and Stage Craft)**  
**Semester – V**

<b>Title of the Paper</b>	<b>Production Management</b>
<b>Course Code</b>	<b>UM5BVGTA01</b>
<b>Objective</b>	<b>Gaining knowledge about managing production processes and Better understanding of modern production techniques.</b>

<b>Unit</b>	<b>Detail Descriptions</b>	<b>Weightage</b>
<b>1</b>	Pre-Production and Development Phase Script, Screenplay, Adaptations, Story Boarding Common Crew Members, Set Design Role of Radio Announcer and Foley Artist	<b>50%</b>
<b>2</b>	Production Phase Role and responsibilities of above the line Production Crew Role of Directors and Actors Shooting Schedule Radio Play Post-Production and Manipulation in Radio, TV and Films Audio and Video Editing Visual Effects, Sound Effects, Dubbing Censorship, Distribution	<b>50%</b>

**Reference Books:-**

1. Ashok Jaikhanani and Manaraj Shah, Television Karyakrama Nirman Prakriya (Hindi) Ranth Academy, New Delhi.
2. Bastian Cleve, Film Production Management, Focal Press.
3. Bretz Rudy, Techniques of T.V Production, McGraw-Hill Book Co.
4. Donald, Ralph & Span, Fundamentals of Television Production, Blackwell Publishing.
5. Gerald Millerson, TV Production, Focal Press.
6. N.N Sarkar, Art and Production.
7. Steven Bernstein, Film Production Focal Press.
8. Zettl, Herbert, Thomson Wadsworth, Television Production Handbook.

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**Bachelor of Vocation (Theatre Art and Stage Craft)**  
**Semester – V**

<b>Title of the Paper</b>	<b>E-COMMERCE (Theory)</b>
<b>Course Code</b>	<b>UM5BVGTA02</b>
<b>Objective</b>	<b>To enhance the ability of students in the field of E-Commerce as a part of integrity of new business trend &amp; modern technology</b>

<b>Units</b>	<b>Description in Detail</b>	<b>Weightage</b>
<b>1</b>	<p><b>Introduction</b>  E-Business – Origin and Need of E-Commerce, Factors affecting E – Commerce, Business dimension and technological dimension of E-Commerce, E-Commerce frame work Electronic Commerce Models, Value Chains in Electronic Commerce.</p> <p><b>Internet and E-Business</b>  Introduction to Internet and its application, Intranet and Extranets. World Wide Web, Internet Architectures, Internet Applications, Business Applications on Internet, E – Shopping, Electronic Data Interchange, Components of Electronic Data Interchange, Creating Web Pages using HTML.</p>	50%
<b>2</b>	<p><b>Electronic Payment System</b>  Concept of Money, Electronic Payment System, Types of Electronic Payment Systems, Smart Cards and Electronic Payment Systems, Infrastructure Issues in EPS, Electronic Fund Transfer</p> <p><b>Emerging trends and technologies in E-Business</b>  E-Business and MIS, E-Business and ERP, E-Business and CRM, E-Business and Supply chain management, Benefits of E-Commerce; Drawbacks and limitations of E –Commerce. Management challenges in on –line retailing.</p>	50%

**Reference Books:-**

1. Kamlesh K & Nag, Debjani, E-Commerce, The Cutting Edge of Business, McGraw Hill.
2. Laudon and Traver, E-Commerce, Business, Technology, Society, Pearson Education.
3. Rehman S.M. & Raisinghania, Electronic Commerce Opportunity & Challenges, Idea Group Publishing, USA.
4. Schneider Gary P. And Perry, James T , Thomson Electronic Commerce.
5. Treese G. Winfield & Stewart C. Lawrance, Designing Systems for Internet Commerce, Addison Wesley.
6. Trepper Charles, E-Commerce Strategies, Prentice Hall of India.
7. Whitley, David, Commerce Strategy, Technologies and Applications, Tata McGraw Hill.

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**Bachelor of Vocation (Theatre Art and Stage Craft)**  
**Semester – V**

<b>Title of the Paper</b>	<b>BUSINESS ETHICS (Theory/Practical)</b>
<b>Course Code</b>	<b>UM 5BVGTA03</b>
<b>Objective</b>	<b>To understand Ethical issues in Business &amp; Ethical Decision-Making Framework</b>

<b>Units</b>	<b>Description in Detail</b>	<b>Weightage</b>
<b>1</b>	<b>Ethics and Business-</b> Define Business Ethics, Ethical issues in Business- Foundation of Ethical Conflict, Classifications of Ethical Issues, Ethical Issues Related to Participants and Functional Areas of Business, Recognizing an Ethical Issue; Ethics and the market, Shareholder Theory; Social Responsibility- The Economic Dimension, The legal Dimension, The Ethical Dimension, The Philanthropic Dimension; Corporate Social Responsibility: Corporate Culture and Ethical Leadership; Employer/employee rights and duties; Ethical Issues with Consumers- Marketing and Sales, Advertising; Larger Issues- The Environment and Society; Corporate Governance, Accounting and Business	50%
<b>2</b>	<b>An Ethical Decision-Making Framework-</b> Ethical Issue Intensity, Individual Factors, Corporate Culture, Business Ethics Evaluations and Intentions, Using the Ethical Decision-Making Framework to Improve Ethical Decisions; International Business Ethics- Ethical Perceptions and International Business, Culture as a Factor in Business, Adapting Ethical Systems to a Global Framework: Cultural Relativism, The Multinational Corporation, A Universal Set of Ethics, Ethical Issues around the Globe.	50%
<b>Practical</b>	The Role of Business in Society- Case study on Walmart	

**Reference Books:**

1. Hartman, Laura P. and Joe, Business Ethics, Decision-Making for Personal Integrity & Social Responsibility.
2. Kissick, W.P., Business Ethics, Concepts, Cases, and Canadian Perspectives,
3. O.C. Ferrell, J. Fraedrick & L. Ferrell, Business Ethics, Ethical Decision Making and Cases.

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**Bachelor of Vocation (Theatre Art and Stage Craft)**  
**Semester – V**

<b>Title of the Paper</b>	<b>DISASTER MANAGEMENT (Theory/Practical)</b>
<b>Course Code</b>	<b>UM5BVGTA04</b>
<b>Objective</b>	<b>To understand the Relationship of Disaster Management with other sciences</b>

<b>Units</b>	<b>Description in Detail</b>	<b>Weightage</b>
<b>1</b>	<b>Disaster :</b> Meaning, Concept & Definition, Characteristics & Causes <b>Disaster Management :</b> Meaning, Concept & Definition, Relationship of Disaster Management with other sciences	<b>50%</b>
<b>2</b>	<b>Definition, Characteristics, Causes, Effects, Strategies of Natural</b> Disasters Earthquake Flood Sea Disturbances Famine Land slides <b>Definition, Characteristics, Causes, Effects of Man-made</b> <b>Disasters</b> Terrorism Epidemics Accidents–Road Accidents Communal Riots	<b>50%</b>

**Reference Books:**

1. J. P. Singhal, Disaster Management Laxmi Publications.
2. Jagbir Singh, Disaster Management : Future Challenges and Opportunities K W Publishers Pvt. Ltd.
3. Mrinalini Pandey, Disaster Management Wiley India Pvt. Ltd.
4. Tushar Bhattacharya, Disaster Science and Management McGraw Hill Education (India) Pvt. Ltd.

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**Bachelor of Vocation (Photography & Animation)**  
**Semester: II**

<b>Title of the Paper</b>	<b>Camera Operator</b>
<b>Course Code</b>	<b>UM2BVSPA01</b>
<b>Objective</b>	<b>Operating a variety of technical equipment including single and multiple portable cameras, remote-control and electronic cameras, cranes and mobile mountings.</b>

*(This syllabus/ curriculum has been approved by MES/SC)*

<b>Role Description</b>		
Operating the camera and coordinate efforts of the camera crew during shoots		
<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>01</b>	Set up Camera Equipment for Shoots	MES/ N0905
<b>KEY LEARNING OUTCOMES</b>		
<ul style="list-style-type: none"> <li>• Coordinate with logistics players, where required in the context of the role, to have the equipment delivered to the vendor/own facilities (equipment can include cameras, batteries, lenses, filters, grips, track, special effects equipment, magazines, clapper boards, film stock/beta tapes/memory cards)</li> <li>• Prepare equipment for shoot including unpacking, cleaning and assembling cameras and lenses, loading the film stock into magazines, charging batteries</li> <li>• Arrange for security and protection of the equipment during storage and logistics</li> <li>• Report any damages to the camera and production teams</li> <li>• Ensure cameras are mounted on grips and the locks are fastened securely</li> </ul>		
<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>02</b>	Prepare for Shoots	MES/ N0906
<b>KEY LEARNING OUTCOMES</b>		
<b>PERFORMANCE CRITERIA</b>		
<ul style="list-style-type: none"> <li>• Establish, or support in establishing, the focus requirements for shots (eg: pan, tilt, tracking, static, zoom, close-up, wide-shot, master shot, high/low, angle shot, long shot and mid shot), based on the creative and technical requirements of production.</li> <li>• Mark, or support in marking, the focus lengths/angle based on the required composition (eg: positioning of elements within a frame), perspective (eg: point of view) and aspect ratio (eg: relationship between width and height)</li> <li>• Prepare, or support in preparing, a focus path for a sequence depending on the movement, timing, start and finish points during shoots</li> <li>• Report potential issues to the Producer and Director and relevant teams for rectification.</li> </ul>		
<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>03</b>	Operate Camera during Shoot	MES/ N0907
<b>KEY LEARNING OUTCOMES</b>		
<b>PERFORMANCE CRITERIA</b>		
<ul style="list-style-type: none"> <li>• Focus and refocus the camera lenses for each shot <ul style="list-style-type: none"> <li>• Advise actors and performers regarding movement and positions</li> <li>• Make modifications to the focus path, if required, based on any changes in the artists movements</li> <li>• Execute camera movements established during rehearsals according to the instructions received by the DOP while maintaining the focus length for each shot</li> <li>• Ensure that the creative and technical quality of the shoot meets the desired production and post production standards</li> </ul> </li> </ul>		

S.No	Module/Topic	NOS Code
04	Maintain workplace health and safety	MES/ N 0104
<b>KEY LEARNING OUTCOMES</b>		
<b>PERFORMANCE CRITERIA</b>		
<ul style="list-style-type: none"> <li>• Understand and comply with the organisation's current health, safety and security policies and procedures</li> <li>• Understand the safe working practices pertaining to own occupation</li> <li>• Understand the government norms and policies relating to health and safety including emergency procedures for illness, accidents, fires or others which may involve evacuation of the premises</li> <li>• Participate in organization health and safety knowledge sessions and drills</li> <li>• Identify the people responsible for health and safety in the workplace, including those to contact in case of an emergency</li> <li>• Identify security signals e.g. fire alarms and places such as staircases, fire warden stations, first aid and medical rooms</li> <li>• Identify aspects of your workplace that could cause potential risk to own and others health and safety</li> <li>• Ensure own personal health and safety, and that of others in the workplace through precautionary measures</li> <li>• Identify and recommend opportunities for improving health, safety, and security to the designated person</li> <li>• Report any hazards outside the individual's authority to the relevant person in line with organisational procedures and warn other people who may be affected</li> <li>• Follow organisation's emergency procedures for accidents, fires or any other natural calamity in case of a hazard</li> <li>• Identify and correct risks like illness, accidents, fires or any other natural calamity safely and within the limits of individual's authority</li> </ul>		
<b>GUIDELINE FOR ASSESSMENT TRAINEES</b>		
<ul style="list-style-type: none"> <li>• Set up Camera Equipment for Shoots 25%</li> <li>• Prepare for Shoots 20%</li> <li>• Operate Camera during Shoot 45%</li> <li>• Maintain workplace health and safety 10%</li> </ul>		

#### Reference Books:

1. Bill Apton, Photography.
2. Graham Clarke, the Photography.
3. John Hedgecoe's, Creative Photography Work Book.
4. Tom, Digital Photographer's Handbook.

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**Bachelor of Vocation (Photography & Animation)**  
**Semester: II**

<b>Title of the Paper</b>	<b>Basics of Photography</b>
<b>Course Code</b>	<b>UM2BVGPA01</b>
<b>Objective</b>	<b>Knowledge of the history of the photographic medium and how it relates to the history of the other fine arts.</b>

<b>Unit</b>	<b>Title and Descriptions</b>	<b>Weightage</b>
<b>1</b>	<p><b>Detail study of DSLR</b></p> <ul style="list-style-type: none"> <li>• DSLR camera</li> <li>• Operation of camera</li> <li>• Description of parts of DSLR</li> <li>• Functions of parts of DSLR</li> <li>• Advantages and disadvantages of DSLR camera.</li> </ul> <p><b>Camera lenses</b></p> <ul style="list-style-type: none"> <li>• Comparison of lenses with format.</li> <li>• Types of lenses.</li> </ul> <p style="padding-left: 40px;">Comparison of lenses.</p> <p>Lenses and Lens defects, crop factor</p> <p>Focusing</p>	<b>50%</b>
<b>2</b>	<p><b>Light</b></p> <ul style="list-style-type: none"> <li>• Properties of light 7.</li> </ul> <p><b>Laws</b></p> <ul style="list-style-type: none"> <li>• Inverse square law</li> <li>• Law of reciprocity, equivalent exposure.</li> <li>• Circle of confusion</li> <li>• 4. Hyper focal distance</li> </ul>	<b>50%</b>

**Reference Books:**

1. Bill Apton, Photography.
2. Graham Clarke, the Photography.
3. John Hedgecoe's, Creative Photography Work Book.
4. Tom, Digital Photographer's Handbook.



**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**Bachelor of Vocation (Photography & Animation)**  
**Semester: II**

<b>Title of the Paper</b>	<b>Macro Economics</b>
<b>Course Code</b>	<b>UM2BVGPA02</b>
<b>Objective</b>	<b>To know the how to measuring the national income and monetary and fiscal policy.</b>

<b>Unit</b>	<b>Title and Description</b>	<b>Weightage</b>
<b>1</b>	<b>Nature, Scope and Subject-matter of Macro Economics</b> Nature and Scope of Macro Economics, Economic Activity, Macro Economics Concepts, Theories and Policies, Macro Economic Paradox, Importance of Macro Economic Studies	<b>25%</b>
<b>2</b>	<b>Measuring Nation's Income</b> The Economy's Income and Expenditure, Concept of National Income, Methods for Measuring National Income, Problems and Measurement of National Income, Estimation of National Income in India	<b>25%</b>
<b>3</b>	<b>The Monetary and Credit System</b> The Barter System and its disadvantages, Meaning of Money, Functions of Money, The Kinds of Money, Components of Money, Bank: Meaning, Central Bank: Concept, Functions, Commercial Banks: Concept, Functions, Credit Creation	<b>25%</b>
<b>4</b>	<b>Monetary and Fiscal Policy</b> Monetary Policy: Meaning and Content of Monetary Policy, its Objectives, Role of Monetary policy in a Developing Country, Efficacy and Limitations Of Monetary Policy. Fiscal policy: Concept of Fiscal Policy and Instruments of Fiscal Policy, its Objectives, Role of Fiscal policy in a Developing Country, Limitations of Fiscal Policy.	<b>25%</b>

**Reference Books:**

1. C. Rangarajan, B. H. Dholakiya, Principles of Macro Economics, Tata McGraw Hill Publishing Company Limited, New Delhi
2. D. M. Mithani, Macro Economics, Himalaya Publishing House .
3. Errol D'Souza, Macro Economics, Pearson Education, New Delhi
4. Gardner Ackley, Macro Economic Theory, The Macmillan Company, New York
5. H. L. Ahuja – S. Chand, Macro Economics Theory and Policy., New Delhi
6. N. Gregory Mankiw, Macro Economics, Thomson South-Western
7. N. Gregory Mankiw, Principles of Economics, Thomson South-Western.
8. Rudiger Dornbsch, Stanley Fischer, Macro Economics, Tata McGraw-Hill Education, New Delhi.

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**Bachelor of Vocation (Photography & Animation)**  
**Semester: II**

<b>Title of the Paper</b>	<b>Business English - II</b>
<b>Course Code</b>	<b>UM2BVGPA03</b>
<b>Objective</b>	<b>Develop basic skills to deal with people in business situations.</b>

<b>Unit</b>	<b>Description in detail</b>	<b>Weightage(%)</b>
1	<b>Understanding Business Communication:</b> Nature and Scope of Communication, Non-Verbal Communication, Cross-cultural Communication, Technology- enabled Business.	40%
2	<b>Business Correspondence I:</b> Business Writing, Business Correspondence, Instructions, Business Reports and Proposals, Careers and Resumes	40%
3	<b>Business Vocabulary I</b> General Vocabulary(GSL) Business Vocabulary	20%

**Practical**

<b>Unit</b>	<b>Description in detail</b>
I	Simulation I:- situational conversation/ Role play
II	Presentation Skill I: Presentation

**Reference Books:-**

1. Andrea B Geffner, Business English the writing skills you need for Today's workplace (Barron's Educational Series, 2010).
2. Evan Frenzo, How to Teach Business English.
3. Meenakshi Raman and Sangeeta Sharma, Technical Communication 'Principles and Practice' Oxford University Press, New Delhi, 2004.
4. Minakshi Raman, Business Communication (with CD) 2<sup>nd</sup> Edition Oxford University Press, New Delhi, 2012.
5. Myron W Lustig, Intercultural Competence: Interpersonal Communication Across Culture 6<sup>th</sup> Edition.

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**Bachelor of Vocation (Photography & Animation)**  
**Semester: II**

<b>Title of the Paper</b>	<b>Use of ICT - II</b>
<b>Course Code</b>	<b>UM2BVGPA04</b>
<b>Objective</b>	<b>To introduce the students with MS Excel which enable them to analyze and interpret of data for decision making and also enhance their skill based learning.</b>

<b>Unit</b>	<b>Description in Detail</b>	<b>Weightage</b>
<b>1</b>	<b>Introduce Computers</b> General Characteristics of Personal Computers Operating System Concepts (Ms Dos) Internal Commands of Ms-Dos External Commands of Ms-Dos.	25%
<b>2</b>	<b>Introduction to Spreadsheet Software (Ms Excel)</b> What is Spreadsheet or Ms-Excel? Application of MS-Excel, Naming cells Inserting, deleting, and moving Rows ,Columns ,Sheets Formatting cells Auto Format ,Number ,Alignment ,Font ,Boarder Charting Charting Wizard ,Selecting objects in a chart ,Customizing a Chart Resizing a chart, Printing a chart on a whole page. Formulas, worksheet commands.	50%
<b>3</b>	<b>Introduction to Presentation Software (Ms-PowerPoint)</b> What is PowerPoint? Usefulness and advantages of PowerPoint File operation, edit operation View slide, slide show, header, footer Slide animation, custom animation, slide layout, background	25%

<b>Practical</b>
<b>LABORATORY:</b> Theory Exercise + Practical Exercise on units I/II/III/IV
Practical examination shall be held in the computer lab and evaluation shall be made by the concerned teacher.

**Reference Books:**

1. R. K. Taxali, P.C. Software For Windows 98 Made Simple.
2. S. Jaiswal, A First Course In Computers, Galgotia publications
3. Suresh K Basandra, Computer Today.

**SARDAR PATEL UNIVERSITY**  
**Master of Vocation (Hospitality & Tourism)**  
**Semester - I**

<b>Title of the Paper</b>	<b>PROPERTY MANAGER - I</b>
<b>Course Code</b>	

*(This syllabus/ curriculum has been approved by THSC)*

<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>01</b>	<b>Develop business and ensure profitability</b>	<b>THC/N2709</b>
<b>KEY LEARNING OUTCOMES</b>		
<b>PERFORMANCE CRITERIA</b>		
<ul style="list-style-type: none"> <li>• Develop strategies to increase business</li> <li>• Operate business efficiently and profitably</li> </ul>		
<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>02</b>	<b>Develop and implement business policies</b>	<b>THC/N5809</b>
<b>KEY LEARNING OUTCOMES</b>		
<b>PERFORMANCE CRITERIA</b>		
<ul style="list-style-type: none"> <li>• Devise operational and organizational quality policies</li> <li>• Create implementation and monitoring plan</li> </ul>		
<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>03</b>	<b>Manage resources, finances and administrative work</b>	<b>THC/N5810</b>
<b>KEY LEARNING OUTCOMES</b>		
<b>PERFORMANCE CRITERIA</b>		
<ul style="list-style-type: none"> <li>• Arrange and deploy necessary resources</li> <li>• Hire, train and conduct performance appraisal of human resources</li> <li>• Vet and approve all the contract documents related to business</li> <li>• Make budget for property management business</li> </ul>		
<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>04</b>	<b>Communicate with customer and colleagues</b>	<b>THC/N9901</b>
<b>KEY LEARNING OUTCOMES</b>		
<b>PERFORMANCE CRITERIA</b>		
<ul style="list-style-type: none"> <li>• Interact with superior</li> <li>• Communicate with colleagues</li> <li>• Communicate effectively with customers</li> </ul>		

**SARDAR PATEL UNIVERSITY**  
**Master of Vocational (Hospitality and Tourism)**  
**Semester - I**

<b>Title of the Paper</b>	<b>INTRODUCTION TO FOOD &amp; BEVERAGE MANAGEMENT - I</b>	
<b>Course Code</b>		
<b>Units</b>	<b>Detail Descriptions</b>	<b>Weightage</b>
<b>1</b>	<b>Fundamentals of Food and Beverage Management</b> The Food Service Industry Fundamentals of Management Organization of Food and Beverage Operations Fundamentals of Food and Beverage Marketing	<b>25%</b>
<b>2</b>	<b>The Challenge of the Food and Beverage Operations</b> The control function Customer expectations and service delivery Logistics of supply	<b>25%</b>
<b>3</b>	<b>Planning for Food and Beverage Management</b> Determining food and beverage standards Operations budgeting and cost-volume-profit analysis The menu – the foundation for control	<b>25%</b>
<b>4</b>	<b>Menu Management</b> Nutrition The Menu Standard Product Costs and Pricing Strategies Pricing Menu Items Principles of Gross Profits -Stock Control	<b>25%</b>

**Reference Books:**

- Sudhir K. Shibal : The Ashok book of Favourite Indian Recipes
- Madhur Jaffery's : Cook Book
- Chandal Padmanabhan : Dakshin Veg. Delicacies from South India
- J. Inder S. Kalra : Prasad Cooking
- Jane Grigson : The Book of Ingredients
- K.T. Achaya, Oxford : Indian Food
- Sudhir Andrews: F & B Service Trg. Manual
- Denni R. Lillicrap: F & B Service
- John Walleg: Professional Restaurant Service
- Brian Varghese: Professional F& B Service Management
- Brown, Heppner & Deegan: Introduction to F&B Service

**SARDAR PATEL UNIVERSITY**  
**Master of Vocational (Hospitality and Tourism)**  
**Semester - I**

<b>Title of the Paper</b>	<b>TOURISM MARKETING</b>
<b>Course Code</b>	

<b>Units</b>	<b>Detail Descriptions</b>	<b>Weightage</b>
<b>1</b>	<b>The Concept of Marketing</b> - Nature, Classification - Evolution of Marketing - Characteristics of Services - Their Marketing Implication – Development of Marketing for Service Firms - Linkage Tourism - Other Sectors (Travel Agency) Accommodation – Food - Nutrition-Catering – Economic - Importance of Marketing.	<b>25%</b>
<b>2</b>	<b>Tour Packages</b> – Concepts – Characteristics – Methodology – Considerations- Principles of Tour-Packages - Designing and Printing of Tour Brochures –Maps - Charts - Importance.	<b>25%</b>
<b>3</b>	<b>Tourism Marketing</b> – 8 P’s of Tourism Marketing, Marketing Functions in Tourism – Advertising –Publicity – Public Relations - Role of Media - Trends in Tourism Marketing– Marketing of Destinations – Pricing in Tourism-Product life cycle & Stages - Promotional Campaign in Tourism – Channels of Distribution of marketing -Marketing Skills for Tourism Business.	<b>25%</b>
<b>4</b>	<b>Tourism Information Sources</b> - Importance of Tourism Information – Sources of Information - Writing for Tourism - Catalogues of Government – Agencies - Department of Tourism – ITDC – STDC – DTPC – Private Agencies - Tour Operators. <b>Tourism Regulations</b> - Inbound - Out Bound Travel Regulations – Passport - Visa etc. - Customs Regulations - Economic Regulations – Currency - Insurance - Health Regulations etc., - Environmental Protection - Considerations.	<b>25%</b>

**Reference Books:**

- Doubles Foster: Travel & Tourism Management.
- Kotler Philip: Marketing Management, Universal.
- Maccarthy D&J: Basic Marketing-A Management Appr. Travel and Tourism.
- Nagi M.S.: Tourism Hoteliering.
- Chaudhary Manjula,2011, Tourism Marketing, Oxford University Press, New Delhi.
- Bennett J. A., Strydom J. Wilhelm, 2001, Introduction to travel and tourism marketing, Juta Education, Lansdown.
- Stanton W. J., 1999, Fundamentals of Marketing, McGraw Hill, New York.

**SARDAR PATEL UNIVERSITY**  
**Master of Vocation (Hospitality and Tourism)**  
**Semester – I**

<b>Title of the Paper</b>	<b>RESEARCH METHODOLOGY - I</b>
<b>Course Code</b>	

<b>Units</b>	<b>Detail Descriptions</b>	<b>Weightage</b>
<b>1</b>	<b>Introduction</b> Meaning of research Objectives of research Motivation in research Types of research Significance of research Research methods v/s Research methodology Stages of the research process	<b>25%</b>
<b>2</b>	<b>Problem Identification, Research Proposal &amp; Hypothesis</b> Defining the research problem Selecting the problem Techniques involved in defining a problem Necessity of defining the problem Research proposal Hypothesis – meaning and types Hypothesis testing procedure	<b>25%</b>
<b>3</b>	<b>Research Design</b> Meaning of research design Need for research design Features of a good design Important concepts relating to research design Different research design Basic principles of experimental design	<b>25%</b>
<b>4</b>	<b>Sampling</b> What is sampling? Need for Sampling Criteria of selecting a Sampling Characteristics of good sample design Steps in sample design Types of sample design How to select a Random Sample?	<b>25%</b>

**Reference Books:-**

1. Kothari, C. R., Research Methodology, New Age International Publication, 2006.
2. Krishnaswami, O. R. and Ranganatham, M., Methodology of Research in Social Sciences, Himalaya Publishing House, Mumbai, Second Revised Edition, 2008.
3. Sachdeva, J. K., Business Research Methodology, Himalaya Publishing House, 2<sup>nd</sup> Edition, 2011.
4. Zikmund, William G., Business Research Methods, South Western Edngage Learning, 7<sup>th</sup> Edition, 2009.

**SARDAR PATEL UNIVERSITY**  
**Master of Vocation (Hospitality & Tourism)**  
**Semester - II**

<b>Title of the Paper</b>	<b>PROPERTY MANAGER - II</b>
<b>Course Code</b>	

*(This syllabus/ curriculum has been approved by THSC)*

<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>01</b>	<b>Maintain customer-centric service orientation</b>	<b>THC/N9902</b>
<b>KEY LEARNING OUTCOMES</b>		
<b>PERFORMANCE CRITERIA</b>		
<ul style="list-style-type: none"> <li>• Engage with customers to understand their service quality requirements</li> <li>• Achieve customer satisfaction</li> <li>• Fulfill customer requirement</li> </ul>		
<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>02</b>	<b>Maintain standard of etiquette and hospitable conduct</b>	<b>THC/N9903</b>
<b>KEY LEARNING OUTCOMES</b>		
<b>PERFORMANCE CRITERIA</b>		
<ul style="list-style-type: none"> <li>• Follow behavioral, personal and telephone etiquettes</li> <li>• Treat customers with high degree of respect and professionalism</li> <li>• Achieve customer satisfaction</li> </ul>		
<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>03</b>	<b>Follow gender and age sensitive service practices</b>	<b>THC/N9904</b>
<b>KEY LEARNING OUTCOMES</b>		
<b>PERFORMANCE CRITERIA</b>		
<ul style="list-style-type: none"> <li>• Educate customer on specific facilities and services available for different categories of customers</li> <li>• Provide gender and age specific services as per their unique and collective requirements</li> <li>• Follow standard etiquette with women at workplace</li> </ul>		
<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>04</b>	<b>Maintain IPR of organisation and customers</b>	<b>THC/N9905</b>
<b>KEY LEARNING OUTCOMES</b>		
<b>PERFORMANCE CRITERIA</b>		
<ul style="list-style-type: none"> <li>• Secure company's IPR</li> <li>• Respect customers copyright</li> </ul>		



<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>05</b>	<b>Maintain health and hygiene</b>	<b>THC/N9906</b>
<b>KEY LEARNING OUTCOMES</b>		
<b>PERFORMANCE CRITERIA</b>		
<ul style="list-style-type: none"> <li>• Ensure cleanliness around workplace in hospitality and tourist areas</li> <li>• Follow personal hygiene practices</li> <li>• Take precautionary health measures</li> </ul>		
<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>06</b>	<b>Maintain safety at workplace</b>	<b>THC/N9907</b>
<b>KEY LEARNING OUTCOMES</b>		
<b>PERFORMANCE CRITERIA</b>		
<ul style="list-style-type: none"> <li>• Take precautionary measures to avoid work hazards</li> <li>• Follow standard safety procedure</li> <li>• Use safety tools or personal protective equipment</li> <li>• Achieve safety standards</li> </ul>		
<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>07</b>	<b>Learn a foreign or local language(s) including English</b>	<b>THC/N9909</b>
<b>KEY LEARNING OUTCOMES</b>		
<b>PERFORMANCE CRITERIA</b>		
<ul style="list-style-type: none"> <li>• Gain understanding of common vocabulary required to address customers' queries</li> <li>• Achieve 'minimal pass' level of language proficiency as per UN standards or as specified by company</li> </ul>		

**SARDAR PATEL UNIVERSITY**  
**Master of Vocational (Hospitality and Tourism)**  
**Semester - II**

<b>Title of the Paper</b>	<b>INTRODUCTION TO FOOD &amp; BEVERAGE MANAGEMENT - II</b>	
<b>Course Code</b>		
<b>Units</b>	<b>Detail Descriptions</b>	<b>Weightage</b>
<b>1</b>	<b>Product Costs and Pricing Strategies</b> Pricing Menu Items Break Even Analysis Stock Control Methods Controlling Margins / Profitability	<b>25%</b>
<b>2</b>	<b>Designing Effective Food and Beverage Management Systems</b> Procedures for supplier selection Ethical and professional standards Purchasing and receiving controls Storing and Issuing controls Production and serving costs Control analysis, corrective action and evaluation	<b>25%</b>
<b>3</b>	<b>Managing Labour Costs</b> Labour cost controls Implementing labour cost management Formulation of Rosters	<b>25%</b>
<b>4</b>	<b>Quality and Quantity Concerns</b> Quality as product/service features The value of customers The value of hospitality staff Quality Management ISO 9000 quality standards	<b>25%</b>

**Reference Books:**

- Sudhir K. Shibal : The Ashok book of Favourite Indian Recipes
- Madhur Jaffery's : Cook Book
- Chandal Padmanabhan : Dakskhin Veg. Delicacies from South India
- J. Inder S. Kalra : Prasad Cooking
- Jane Grigson : The Book of Ingredients
- K.T. Achaya, Oxford : Indian Food
- Sudhir Andrews: F & B Service Trg. Manual
- Denni R. Lillicrap: F & B Service
- John Walleg: Professional Restaurant Service
- Brian Varghese: Professional F& B Service Management
- Brown, Heppner & Deegan: Introduction to F&B Service

**SARDAR PATEL UNIVERSITY**  
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**Semester - II**

<b>Title of the Paper</b>	<b>INTERNATIONAL TOURISM</b>
<b>Course Code</b>	

<b>Units</b>	<b>Detail Descriptions</b>	<b>Weightage</b>
<b>1</b>	<b>Global Tourism:</b> Past, Present and Future Trends: Global Tourism Trends, Tourist Arrivals, Receipts & GDP of First Ten Leading Countries , India's Position in Global Tourism, Factors Contributing to Growth of Global Tourism, Global Tourism by 2020, Diversification of Emerging Tourism Products, New Competitive Global Emerging Tourism Destinations, Changing Dimensions of Tourism Products.	<b>25%</b>
<b>2</b>	<b>Tourism places of Asia:</b> Major Tourism Places of Interest in Nepal, Sri Lanka, Maldives, UAE, Singapore, Thailand, Malaysia, Hong Kong, China, Japan, Cambodia, Philippines, Indonesia and Russia.	<b>25%</b>
<b>3</b>	<b>Tourism places of Europe:</b> Major Tourism Places of Interest in UK, France, Germany, Spain, Portugal, Belgium, Austria, Switzerland, Greece, and Italy.	<b>25%</b>
<b>4</b>	<b>Tourism places in North and South America:</b> Major Tourism Places of Interest in USA, Canada, Mexico, Cuba, Brazil, Argentina, Peru, and Chile. <b>Tourism places of Africa and Australasia:</b> Egypt, South Africa, Zimbabwe, Kenya, Mauritius, Seychelles, Madagascar and Australia, New Zealand.	<b>25%</b>

**Reference Books:.**

- Swain, S.K. & Mishra, J.M.(2012). Tourism: Principles & Practices, Oxford University Press, New Delhi.
- Bhatia A.K. (2011), International Tourism Management, Sterling Publishers, New Delhi.
- Reisinger Y, (2009), International Tourism – Cultures and Behaviour, Butterworth-Heinemann, Oxford, UK.
- William F. Theobald, W.F. (2013) Global Tourism, Elsevier Science, London.
- UN World Tourism Organization (2002). Performance Indicators for Tourism Destinations in Asia and the Pacific Region, Business & Economics.
- VellasFrançois (1995). International Tourism: An Economic Perspectives. St. Martin's Press.

**SARDAR PATEL UNIVERSITY**  
**Bachelor of Vocational (Hospitality and Tourism)**  
**Semester – I**

<b>Title of the Paper</b>	<b>RESEARCH METHODOLOGY - II</b>
<b>Course Code</b>	

<b>Units</b>	<b>Detail Descriptions</b>	<b>Weightage</b>
<b>1</b>	<b>Collection of data</b> <b>Primary data :</b> Personal interview Telephone interview Mail & Self administered questionnaire Schedule v/s Questionnaire <b>Secondary data:</b> Advantages of secondary data Sources of secondary data Classification & Limitations	<b>25%</b>
<b>2</b>	<b>Processing and Data Analysis</b> - Processing Operations - Some Problems in processing - Elements & Types of Analysis - Statistics in research	<b>25%</b>
<b>3</b>	<b>Analysis of Variance (ANOVA)</b> - What is ANOVA? - Basic principles of ANOVA techniques - T-test - Short-cut method for one way ANOVA	<b>25%</b>
<b>4</b>	<b>Research Report</b> - Significance of research report - Types of research report - Steps of research report - Precautions for research report - Synopsis of research report - Limitations of research report - Plagiarism - Research paper publication process	<b>25%</b>

**Reference Books:-**

1. Kothari, C. R., Research Methodology, New Age International Publication, 2006.
2. Krishnaswami, O. R. and Ranganatham, M., Methodology of Research in Social Sciences, Himalaya Publishing House, Mumbai, Second Revised Edition, 2008.
3. Sachdeva, J. K., Business Research Methodology, Himalaya Publishing House, 2<sup>nd</sup> Edition, 2011.
4. Zikmund, William G., Business Research Methods, South Western Edngage Learning, 7<sup>th</sup> Edition, 2009.

**SARDAR PATEL UNIVERSITY**  
**Master of Vocation (Hospitality & Tourism)**  
**Semester - III**

<b>Title of the Paper</b>	<b>Executive Chef - I</b>
<b>Course Code</b>	

*(This syllabus/ curriculum has been approved by THSC)*

<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>01</b>	<b>Plan the food menu and devise strategies</b>	<b>THC/N0421</b>
<b>KEY LEARNING OUTCOMES</b>		
<b>PERFORMANCE CRITERIA</b>		
<ul style="list-style-type: none"> <li>➤ Plan the food menu</li> <li>➤ Analyse and decide pricing for the menu</li> <li>➤ Implement promotional strategies</li> </ul>		
<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>02</b>	<b>Manage the food production department</b>	<b>THC/N0422</b>
<b>KEY LEARNING OUTCOMES</b>		
<b>PERFORMANCE CRITERIA</b>		
<ul style="list-style-type: none"> <li>➤ Manage the kitchen staff</li> <li>➤ Manage the food service revenue</li> <li>➤ Manage other resources related to kitchen</li> </ul>		
<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>03</b>	<b>Communicate with customer and colleagues</b>	<b>THC/N9901</b>
<b>KEY LEARNING OUTCOMES</b>		
<b>PERFORMANCE CRITERIA</b>		
<ul style="list-style-type: none"> <li>➤ Interact with superior</li> <li>➤ Communicate with colleagues</li> <li>➤ Communicate effectively with customers</li> </ul>		
<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>04</b>	<b>Maintain customer-centric service orientation</b>	<b>THC/N9902</b>
<b>KEY LEARNING OUTCOMES</b>		
<b>PERFORMANCE CRITERIA</b>		
<ul style="list-style-type: none"> <li>➤ Engage with customers to understand their service quality requirements</li> <li>➤ Achieve customer satisfaction</li> <li>➤ Fulfil customer requirement</li> </ul>		

<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>05</b>	<b>Maintain standard of etiquette and hospitable conduct</b>	<b>THC/N9903</b>
<b>KEY LEARNING OUTCOMES</b>		
<b>PERFORMANCE CRITERIA</b>		
<ul style="list-style-type: none"> <li>➤ Follow behavioural, personal and telephone etiquettes</li> <li>➤ Treat customers with high degree of respect and professionalism</li> <li>➤ Achieve customer satisfaction</li> </ul>		
<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>06</b>	<b>Follow gender and age sensitive service practices</b>	<b>THC/N9904</b>
<b>KEY LEARNING OUTCOMES</b>		
<b>PERFORMANCE CRITERIA</b>		
<ul style="list-style-type: none"> <li>➤ Educate customer on specific facilities and services available for different categories of customers</li> <li>➤ Provide gender and age specific services as per their unique and collective requirements</li> <li>➤ Follow standard etiquette with women at workplace</li> </ul>		
<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>07</b>	<b>Maintain IPR of organisation and customers</b>	<b>THC/N9905</b>
<b>KEY LEARNING OUTCOMES</b>		
<b>PERFORMANCE CRITERIA</b>		
<ul style="list-style-type: none"> <li>➤ Secure company's IPR</li> <li>➤ Respect customers copyright</li> </ul>		
<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>08</b>	<b>Maintain health and hygiene</b>	<b>THC/N9906</b>
<b>KEY LEARNING OUTCOMES</b>		
<b>PERFORMANCE CRITERIA</b>		
<ul style="list-style-type: none"> <li>➤ Ensure cleanliness around workplace in hospitality and tourist areas</li> <li>➤ Follow personal hygiene practices</li> <li>➤ Take precautionary health measures</li> </ul>		

<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>09</b>	<b>Maintain safety at workplace</b>	<b>THC/N9907</b>

**KEY LEARNING OUTCOMES**

**PERFORMANCE CRITERIA**

- Take precautionary measures to avoid work hazards
- Follow standard safety procedure
- Use safety tools or personal protective equipment
- Achieve safety standards

**SARDAR PATEL UNIVERSITY**  
**Master of Vocational (Hospitality and Tourism)**  
**Semester - II**

<b>Title of the Paper</b>	<b>HOSPITALITY AND TOURISM LAW</b>	
<b>Course Code</b>		
<b>Units</b>	<b>Detail Descriptions</b>	<b>Weightage</b>
<b>1</b>	<b>INTRODUCTION TO HOSPITALITY LAWS</b> Definition of law – classification of law – Source of law – Definition of Industry, Employers, Workers and Consumers (Guests) – Their rights and duties – Definition of Hospitality industry – Procedural law – Indian Judicial System- Remedies and Settlement.	<b>25%</b>
<b>2</b>	<b>COMMERCIAL AND CORPORATE LAW OF HOSPITALITY INDUSTRY</b> Company Law - Definition of Company- Nature and Types of Companies - Formation - Powers, Duties and Liabilities of a Director - Corporate Governance. Essential Elements of Contract – Indian Contract Act, 1872. Definition of Sale – Sale of Goods Act, 1930. Salient Features of Negotiable Instruments Act, 1881- Relevance of these Laws to the Hospitality Industries.	<b>25%</b>
<b>3</b>	<b>TRAVEL AND TOURISM LAWS</b> Rights of Guests as Buyers of Goods, Consumer of Goods and services including rights of passengers and tourists. Standard of Care for their life, body and property. Hospitality practices compensation for injury for loss-health and safety laws-Essentials of Food and Drug laws. Passport and Visa Laws- Laws related to Foreign Guests.	<b>25%</b>
<b>4</b>	<b>CYBER LAWS, IPR AND COPY RIGHTS IN HOSPITALITY INDUSTRY</b> Cyber Crimes– IT Act 2000 – Environmental protection Laws – Definition of Intellectual Property Rights – Copy rights – Trademarks – International Tourism Laws. -	<b>25%</b>

**Reference Books:**

- Legal Aspects of Business, Texts, justiceprudence and cases, Daniel Albuquerque, Oxford University press.
- Legal Aspects of Business, AkileshwarPathak, Tata McGraw –Hill, Fourth Edition
- N.D.Kapoor, Elements of Mercantile Law, Sultan Chand and Company, India, 2006.
- Twomey& Jennings, Business Law: Principles for Today’s Commercial Environment. 1 st Edition.
- Handbook of Environmental Law, P.B. Sahasranaman, Oxford University Pres



**SARDAR PATEL UNIVERSITY**  
**Master of Vocational (Hospitality and Tourism)**  
**Semester - II**

<b>Title of the Paper</b>	<b>ECOLOGY, ENVIRONMENT AND TOURISM</b>
<b>Course Code</b>	

<b>Units</b>	<b>Detail Descriptions</b>	<b>Weightage</b>
<b>1</b>	Humans and Nature - Fundamentals of Ecology - Relationship between Ecology - Environment and Tourism Development - Limits to Growth - Various Tourism Activities and Geographical Locations – Bio-Sphere	<b>25%</b>
<b>2</b>	Ecological Dimensions of Tourism Activities - Mass Tourism Vs. Ecotourism- Carrying Capacity – Pollution - Human Activities in Balances – Western Views on Eco-tourism – Kyoto Protocol 1997 - Qbec Declaration 2002 -Oslo Declaration 2007. Environmental Dimension of Tourism Activities – Culture - Social Economic- Costs and Benefits - Elements of Sociology and Anthropology.	<b>25%</b>
<b>3</b>	Impact Assessment - Activities and Controls - Management of Natural Resources - Quality of Wind and Water/Hazardous - Residuals and Land Uses etc. - Eco-friendly Facilities – Alternative Tourism – Responsible Tourism.	<b>25%</b>
<b>4</b>	Global Concerns - Environmental Planning - UN Initiatives on Ecology and Environment - National Committee on Tourism and Ecology - Role of Various Agencies and Citizens (UNWTO – UNDP – WWF – Popular Personalities in Conservation of Environment and Ecology) - Case Studies on Periyar National Park - Carbet National Park - Sundarban Eco Tourism Project.	<b>25%</b>

**Reference Books:**

- Paul Rogers, J.A. - Towards sustainable Tourism in the Everest Region of Nepal, IUCN, The world conservation Union-1998.
- Peter Burns - An Introduction to Tourism and Anthropology, Routledge, 1999.
- William Theobald (ed.) - Global Tourism- Tha Next Decade, Butterworth Heineman, 1995.

**SARDAR PATEL UNIVERSITY**  
**Bachelor of Vocational (Hospitality and Tourism)**  
**Semester – I**

<b>Title of the Paper</b>	<b>Principles and Practices of Management</b>
<b>Course Code</b>	

<b>Units</b>	<b>Detail Descriptions</b>	<b>Weightage</b>
<b>1</b>	<b>Management an Overview:</b> Definition, Functions, Process, Scope and Significance of Management. Nature of Management, Managerial Roles, Managerial Skills and Activities, Difference between Management and Administration. Significance of Values and Ethics in Management. Evolution of Management Thought Approaches of Management Thought, Functions of Management.	<b>25%</b>
<b>2</b>	<b>Planning and Organizing:</b> Nature, Scope, Objective and Significance of Planning, Elements and Steps of Planning, Decision Making Organizing Principles, Span of Control, Line and Staff Relationship, Authority, Delegation and Decentralization. Effective Organizing, Organizational Structures, Formal and Informal Organizations, Staffing	<b>25%</b>
<b>3</b>	<b>Directing:</b> Effective Directing, Supervision, Motivation, Different Theories of Motivation Maslow, Herzberg, Mc Clelland, Vroom, Porter and Lawler, Job Satisfaction. Concept of Leadership- Theories and Styles. Communication Process, Channels and Barriers, Effective Communication.	<b>25%</b>
<b>4</b>	<b>Controlling and Coordinating-</b> Elements of Managerial Control, Control Systems, Management Control Techniques, Effective Control Systems. Coordination Concept, Importance, Principles and Techniques of Coordination, Concept of Managerial Effectiveness.	<b>30%</b>

**Reference Books:-**

- G.S. Sudha, Principles & Practices of Management
- Dr. R.L. Nolakha, Principles & Practices of Management
- L. M. Prasad, Principles & Practices of Management
- R.K. Chopra & Puneet Mohan, Principles & Practices of Management
- Drucker, F. Peter - Management-Tasks, Responsibilities & Practices
- Drucker, F. Peter - The Practice of Management.
- Terry and Franklin - Principles of Management
- Stoner - Principles of Management
- William H. Newman and - The Process of Management.

**SARDAR PATEL UNIVERSITY**  
**Master of Vocation (Hospitality & Tourism)**  
**Semester - IV**

<b>Title of the Paper</b>	<b>Executive Chef - II</b>
<b>Course Code</b>	

*(This syllabus/ curriculum has been approved by THSC)*

<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>01</b>	<b>Follow gender and age sensitive service practices</b>	<b>THC/N9904</b>
<b>KEY LEARNING OUTCOMES</b>		
<b>PERFORMANCE CRITERIA</b>		
<ul style="list-style-type: none"> <li>➤ Educate customer on specific facilities and services available for different categories of customers</li> <li>➤ Provide gender and age specific services as per their unique and collective requirements</li> <li>➤ Follow standard etiquette with women at workplace</li> </ul>		
<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>02</b>	<b>Maintain IPR of organisation and customers</b>	<b>THC/N9905</b>
<b>KEY LEARNING OUTCOMES</b>		
<b>PERFORMANCE CRITERIA</b>		
<ul style="list-style-type: none"> <li>➤ Secure company's IPR</li> <li>➤ Respect customers copyright</li> </ul>		
<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>03</b>	<b>Maintain health and hygiene</b>	<b>THC/N9906</b>
<b>KEY LEARNING OUTCOMES</b>		
<b>PERFORMANCE CRITERIA</b>		
<ul style="list-style-type: none"> <li>➤ Ensure cleanliness around workplace in hospitality and tourist areas</li> <li>➤ Follow personal hygiene practices</li> <li>➤ Take precautionary health measures</li> </ul>		
<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>09</b>	<b>Maintain safety at workplace</b>	<b>THC/N9907</b>
<b>KEY LEARNING OUTCOMES</b>		
<b>PERFORMANCE CRITERIA</b>		
<ul style="list-style-type: none"> <li>➤ Take precautionary measures to avoid work hazards</li> <li>➤ Follow standard safety procedure</li> <li>➤ Use safety tools or personal protective equipment</li> <li>➤ Achieve safety standards</li> </ul>		

**SARDAR PATEL UNIVERSITY**  
**Master of Vocational (Hospitality and Tourism)**  
**Semester - IV**

<b>Title of the Paper</b>	<b>Event Management</b>	
<b>Course Code</b>		
<b>Units</b>	<b>Detail Descriptions</b>	<b>Weightage</b>
<b>1</b>	<b>Principles of Event Management:</b> Introduction to Event Management - Size & Types of event - Event Team - Code of Ethics – Principles of event Management, concept & designing – Analysis of concept – Keys to success - SWOT Analysis	<b>25%</b>
<b>2</b>	<b>Event Planning and Team Management:</b> Aim of Event - Establish Objectives - Preparing Event Proposal - Use of planning tools – Protocols - Dress Codes – Staging – Staffing – Leadership: Traits and Characteristics	<b>25%</b>
<b>3</b>	<b>Event Marketing, Advertising and Leadership:</b> Nature of Marketing - Process of Marketing - Marketing Mix – Sponsorship – Image – Branding – Advertising – Publicity and Public relations – Leadership skills – Group Development – Managing Meetings – Written Communications – Verbal Communication	<b>25%</b>
<b>4</b>	<b>Event Safety, Security and Licenses:</b> Security - Occupational Safety - Crowded Management – Major risk and emergency planning – Incident reporting – emergency procedures <b>Event Laws &amp; Licenses:</b> Relevant Legislations - Liquor Licenses – Trade Acts – Stake Holders and Official Bodies - Contracts	<b>25%</b>

**Reference Books:**

- Event Management - Lynn Van Der Wagen & Brenda R Carlos
- Successful Event Management by Anton Shone & Bryn Parry

**SARDAR PATEL UNIVERSITY**  
**Master of Vocational (Hospitality and Tourism)**  
**Semester - IV**

<b>Title of the Paper</b>	
<b>Course Code</b>	

<b>Units</b>	<b>Detail Descriptions</b>	<b>Weightage</b>
<b>1</b>		<b>25%</b>
<b>2</b>		<b>25%</b>
<b>3</b>		<b>25%</b>
<b>4</b>		<b>25%</b>

**Reference Books:**

**SARDAR PATEL UNIVERSITY**  
**Bachelor of Vocational (Hospitality and Tourism)**  
**Semester – IV**

<b>Title of the Paper</b>	
<b>Course Code</b>	

<b>Units</b>	<b>Detail Descriptions</b>	<b>Weightage</b>
<b>1</b>		<b>25%</b>
<b>2</b>		<b>25%</b>
<b>3</b>		<b>25%</b>
<b>4</b>		<b>30%</b>

**Reference Books:-**

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**Master of Vocation (Retail Management)**  
**Semester - I**

<b>Title of the Paper</b>	<b>BUSINESS LEADER / MULTI OUTLET RETAILER - I</b>
<b>Course Code</b>	PG1MVSRM01
<b>Objective</b>	

*(This syllabus/ curriculum has been approved by THSC)*

<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>01</b>	Implement legal compliances, policies and procedures	RAS / N 0209
<b>KEY LEARNING OUTCOMES</b>		
<b>PERFORMANCE CRITERIA</b>		
<ul style="list-style-type: none"> <li>➤ Liaison and interact with local corporations and government bodies for smooth conduct of business</li> <li>➤ Awareness of self and team on legal compliance, different forms of contracts and agreements, legal aspects of financial transactions, quality norms and legal requirements with regards to sale of products and services</li> <li>➤ Awareness of safety hazards and implement policies and procedures to ensure goods are handled, stored and transported safely and according to requirements for dangerous and hazardous materials</li> </ul>		
<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>02</b>	Manage financial operations	RAS / N 0215
<b>KEY LEARNING OUTCOMES</b>		
<b>PERFORMANCE CRITERIA</b>		
<ul style="list-style-type: none"> <li>➤ Prepare and manage financial budget</li> <li>➤ Maintain Profit and Loss Accounts</li> <li>➤ Negotiating and generate credit from vendors/suppliers</li> <li>➤ Raise additional funds for business expansion</li> <li>➤ Ensure implementation of security procedures with respect to monetary transactions</li> <li>➤ Prepare and control Sales Budgets Implement Accounting Systems for record keeping control costs</li> </ul>		
<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>03</b>	Manage business operations	RAS / N 0216
<b>KEY LEARNING OUTCOMES</b>		
<b>PERFORMANCE CRITERIA</b>		
<ul style="list-style-type: none"> <li>➤ Compare and learn from existing similar businesses</li> <li>➤ Understand production risks and finding means to eliminate/reduce the risks</li> <li>➤ Understand what is project proposal and the relevant paper work</li> </ul>		

<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>04</b>	Update self and team on products/services being offered by the business	RAS / N 0217
<b>KEY LEARNING OUTCOMES</b>		
<b>PERFORMANCE CRITERIA</b>		
<ul style="list-style-type: none"> <li>➤ update self and team on information related to products/services relevant to business</li> <li>➤ operate relevant equipment required for daily operations</li> </ul>		
<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>05</b>	Manage inventory and sales	RAS / N 0211
<b>KEY LEARNING OUTCOMES</b>		
<b>PERFORMANCE CRITERIA</b>		
<ul style="list-style-type: none"> <li>➤ Conduct market analysis to identify customer and plan product assortment/stocks accordingly</li> <li>➤ Ensure effective management of Inventory and Sales</li> </ul>		



**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**Master of Vocational (Retail Management)**  
**Semester - I**

<b>Title of the Paper</b>	<b>Advertising</b>	
<b>Course Code</b>	<b>PG1MVGRM01</b>	
<b>Objective</b>	<b>Demonstrate an understanding of advertising strategies and budgets.</b>	
<b>Units</b>	<b>Detail Descriptions</b>	<b>Weightage</b>
<b>1</b>	<b>Introduction</b> Meaning and definition of Advertising, Objectives of Advertising, Importance of Advertising, classification and types of Advertising, Commercial and Non Commercial Advertising, Advertising in the 21st Century	<b>25%</b>
<b>2</b>	<b>Retail Advertising</b> Meaning, functions of retail advertising, difference between local retailing and national brand advertising, co-operative advertising, non store retailing, online retailing and e-commerce.	<b>25%</b>
<b>3</b>	<b>Advertising Media</b> Different types of Media, Media Planning, Impact of Advertising Agency's Role, Relationship with Clients.	<b>25%</b>
<b>4</b>	<b>Advertising Budget</b> Factor Affecting to advertising expenditure Ethics and Code of Conduct in Advertising Preparation of an Advertising Message, Elements: Print copy, Broadcast copy, copy for direct mail	<b>25%</b>

**Reference Books:**

1. C.B. Memoria and R.L.Joshi Principles and Practice of Marketing.
2. Geoffrey Randoll, Branding.
3. Kapferer, Strategic Brand Management.
4. Kotler, Philip, Marketing Management.
5. Mahendra Mohan, Advertising Management, concepts and cases.
6. P.Saravanavel, Advertising and Salesmanship.
7. S.L.Gupta, V.V.Ratra, Advertising and Sales Promotion Management.

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**Master of Vocational (Retail Management)**  
**Semester - I**

<b>Title of the Paper</b>	<b>Leadership And Management</b>
<b>Course Code</b>	<b>PG1MVGRM02</b>
<b>Objective</b>	<b>To empower the students with skills of leadership.</b>

<b>Units</b>	<b>Detail Descriptions</b>	<b>Weightage</b>
<b>1</b>	<b>Introduction:</b> Concept and Definition, Nature and Importance of leadership, formal and informal leadership, Difference between Leader vs. Manager, Great Personality of Successful Leader, Women as Leaders, and Contemporary Issues on Leadership.	<b>25%</b>
<b>2</b>	<b>Style &amp; Theories of Leadership:</b> Styles of Leadership:- Autocratic Leadership, Participative Leadership and Free-rein Leadership. <b>Theories of Leadership:</b> Trait theory, Behavioural Theory, Situational Theory, Managerial Grid Theory, Contingency Theory, Path-Goal Theory.	<b>25%</b>
<b>3</b>	<b>Motivation:</b> Concept and Definition, Nature of Motivation, Importance of Motivation, Theories of Motivation:- Maslow's need Hierarchy theory, Herzberg's two factor theory, theory X and Y, Financial and Non-financial motivation, Job Design and Motivation, Job Enlargement, Job Enrichment, Job Rotation, Quality of work life.	<b>25%</b>
<b>4</b>	<b>Power and Political Behaviour:</b> power - power dynamics, Sources of power, the effective use of power, power tactics, <b>Politics</b> – essence of politics, types of political activity, ethics of power and politics, reasons for organizational politics, management of organizational politics.	<b>25%</b>

**Reference Books:**

1. Fred Luthans, Organizational Behaviour, 11Ed, TMH, 2006.
2. K. Aswathappa, Organisational Behavioural text, cases & Games, Himalaya Publishing House, 2008.
3. K.Aswathappa, Organizational Behaviour, 5Ed, Himalaya Publishers, 2001.
4. L.M.Prasad, Organisational Behaviour, S.Chand & Sons, 1997.
5. L.M.Prasad, Principles and Practice of Management, 7Ed, S.Chand Publishers, 2007.
6. Robbins.P, Essential of Organizational Behaviour, 10 Ed, PHI, 2010.
7. Sridharan Bhat, Management and Behavioural Process, Text and Cases, Himalaya Publishers
8. Wehrich & Koonty, Essentials of Management, TMH, 1990.

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**Master of Vocational (Retail Management)**  
**Semester - I**

<b>Title of the Paper</b>	<b>Principles and Practices of Management</b>
<b>Course Code</b>	<b>PG1MVGRM03</b>
<b>Objective</b>	<b>To Assess managerial practices and choices relative to ethical principles and standards.</b>

<b>Units</b>	<b>Detail Descriptions</b>	<b>Weightage</b>
<b>1</b>	<b>Management an Overview:</b> Definition, Functions, Process, Scope and Significance of Management. Nature of Management, Managerial Roles, Managerial Skills and Activities, Difference between Management and Administration. Significance of Values and Ethics in Management. Evolution of Management Thought Approaches of Management Thought, Functions of Management.	<b>25%</b>
<b>2</b>	<b>Planning and Organizing:</b> Nature, Scope, Objective and Significance of Planning, Elements and Steps of Planning, Decision Making Organizing Principles, Span of Control, Line and Staff Relationship, Authority, Delegation and Decentralization. Effective Organizing, Organizational Structures, Formal and Informal Organizations.	<b>25%</b>
<b>3</b>	<b>Staffing and Directing:</b> <b>Staffing:</b> meaning, Characteristics, Important, Functions, <b>manpower planning:</b> manpower planning Process, <b>Recruitment and Selection:</b> Sources of recruitment, process of selection, <b>Training and Development:</b> training need, training method, on the job training and off the job training, <b>Performance Appraisal:</b> methods of performance appraisal, Promotion. Fundamental of directing	<b>25%</b>
<b>4</b>	<b>Controlling and Coordinating:</b> Elements of Managerial Control, Control Systems, Management Control Techniques, Effective Control Systems. Coordination Concept, Importance, Principles and Techniques of Coordination, Concept of Managerial Effectiveness.	<b>25%</b>

**Reference Books:**

1. Drucker, F. Peter - Management-Tasks, Responsibilities & Practices
2. Drucker, F. Peter - The Practice of Management.
3. G.S. Sudha, Principles & Practices of Management
4. L. M. Prasad, Principles & Practices of Management, Sultan Chand & sons
5. R.K. Chopra & Puneet Mohan, Principles & Practices of Management
6. R.L. Nolakha, Principles & Practices of Management
7. Stoner - Principles of Management
8. Terry and Franklin - Principles of Management
9. William H. Newman and The Process of Management

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**Master of Vocation (Retail Management)**  
**Semester - II**

<b>Title of the Paper</b>	<b>BUSINESS LEADER / MULTI OUTLET RETAILER - II</b>
<b>Course Code</b>	PG2MVSRM01
<b>Objective</b>	

*(This syllabus/ curriculum has been approved by THSC)*

S.No	Module/Topic	NOS Code
01	Drive operational excellence	RAS / N 0218
<b>KEY LEARNING OUTCOMES</b>		
<b>PERFORMANCE CRITERIA</b>		
➤ Ensure excellence in business operations		
S.No	Module/Topic	NOS Code
02	Drive marketing activities and plan promotion strategies	RAS / N 0219
<b>KEY LEARNING OUTCOMES</b>		
<b>PERFORMANCE CRITERIA</b>		
➤ Competition and market study		
➤ Collection and analysis of market information to aid in creating appropriate product and pricing policies		
➤ Planning and executing promotions and promotional events to augment sales and profitability		
S.No	Module/Topic	NOS Code
03	Manage customer needs effectively through need identification and strong customer relationship	RAS / N 0207
<b>KEY LEARNING OUTCOMES</b>		
<b>PERFORMANCE CRITERIA</b>		
➤ Enhancing customer satisfaction by identifying and meeting customer needs		
➤ Build strong relationships and network with customers		
S.No	Module/Topic	NOS Code
04	Build relationships with vendors/dealers to ensure smooth business operations and increase sales	RAS / N 0205
<b>KEY LEARNING OUTCOMES</b>		
<b>PERFORMANCE CRITERIA</b>		
➤ Establish and maintain good vendor/partner relationship, build and manage networks		
➤ Establish trust and confidence in vendors and partners		

<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>05</b>	Perform manpower planning activity and impart training to staff	RAS / N 0220
<b>KEY LEARNING OUTCOMES</b>		
<b>PERFORMANCE CRITERIA</b>		
<ul style="list-style-type: none"> <li>➤ Assess manpower requirement and recruit suitable resources</li> <li>➤ Train staff on products/ services and processes relevant to business</li> <li>➤ Retain manpower</li> </ul>		
<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>06</b>	Manage team through demonstration of leadership skills	RAS / N 0221
<b>KEY LEARNING OUTCOMES</b>		
<b>PERFORMANCE CRITERIA</b>		
<ul style="list-style-type: none"> <li>➤ Assess performance of staff and appraise accordingly</li> <li>➤ Give concrete feedback to staff and help them to improve performance</li> <li>➤ Lead team by communicating team objectives</li> <li>➤ Display creativity and innovation for sustenance and business growth</li> </ul>		

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**Master of Vocational (Retail Management)**  
**Semester - II**

<b>Title of the Paper</b>	<b>Supply Chain Management</b>	
<b>Course Code</b>	PG2MVGRM01	
<b>Objective</b>	<b>Develop a sound understanding of the important role of supply chain management in today's business environment.</b>	
<b>Units</b>	<b>Detail Descriptions</b>	<b>Weightage</b>
<b>1</b>	<b>INTRODUCTION</b> Role of Logistics and Supply chain Management: Scope and Importance Evolution of Supply Chain Decision Phases in Supply Chain Competitive and Supply chain Strategies Drivers of Supply Chain Performance and Obstacles.	<b>25%</b>
<b>2</b>	<b>SUPPLY CHAIN NETWORK DESIGN</b> Role of Distribution in Supply Chain Factors influencing Distribution network design Design options for Distribution Network Distribution Network in Practice Role of network Design in Supply Chain Framework for network Decisions.	<b>25%</b>
<b>3</b>	<b>SOURCING AND COORDINATION IN SUPPLY CHAIN</b> Role of sourcing supply chain supplier selection assessment and contracts Design collaboration sourcing planning and analysis supply chain co-ordination Bull whip effect Effect of lack of coordination in supply chain and obstacles Building strategic partnerships and trust within a supply chain.	<b>25%</b>
<b>4</b>	<b>SUPPLY CHAIN AND INFORMATION TECHNOLOGY</b> The role IT in supply chain The supply chain IT frame work Customer Relationship Management Internal supply chain management supplier relationship management future of IT in supply chain E-Business in supply chain.	<b>25%</b>

**Reference Books:**

1. S. Chopra and P. Meindl, Supply Chain Management by Prentice Hall, 2010
2. Gregory L. Schlegel , Robert J. Trent Supply Chain Risk Management: An Emerging Discipline (Resource Management) Hardcover – Import, 3 Nov 2014.
3. Donald Waters, Supply Chain Risk Management, Published by the Chartered Institute of Logistics & Transport, U.K
4. Jeremy F.Shapiro, Modelling the Supply Chain, Duxbury.

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**Master of Vocational (Retail Management)**  
**Semester - II**

<b>Title of the Paper</b>	<b>Marketing Management</b>
<b>Course Code</b>	<b>PG2MVGRM02</b>
<b>Objective</b>	<b>To enables a student to understand the fundamentals of marketing concept and the role marketing plays in business.</b>

<b>Units</b>	<b>Detail Descriptions</b>	<b>Weightage</b>
<b>1</b>	<b>Introduction:</b> Marketing – Definitions - Conceptual frame work – Marketing environment: Internal and External - Marketing interface with other functional areas – Production, Finance, Human Relations Management, Information System. Marketing in global environment – Prospects and Challenges.	<b>25%</b>
<b>2</b>	<b>Marketing Strategy</b> Marketing strategy formulations – Key Drivers of Marketing Strategies - Strategies for Industrial, Marketing – Consumer Marketing — Services marketing – Competitor analysis - Analysis of consumer and industrial markets – Strategic Marketing Mix components.	<b>25%</b>
<b>3</b>	<b>Marketing Mix Decisions</b> Product planning and development – Product life cycle – New product Development and Management – Market Segmentation – Targeting and Positioning – Channel Management – Advertising and sales promotions – Pricing Objectives, Policies and methods.	<b>25%</b>
<b>4</b>	<b>Buyer Behaviour</b> Understanding industrial and individual buyer behavior - Influencing factors – Buyer Behaviour Models – Online buyer behaviour - Building and measuring customer satisfaction – Customer relationships management – Customer acquisition, Retaining, Defection.	<b>25%</b>

**Reference Books:-**

1. Gupta, S.L., Sales and Distribution Management, Excel Books, New Delhi, 2008
2. Kotler, Philip, Marketing Management, Pearson Education/PHI, 2003.
3. Rajan Saxena, Marketing Management, Tata McGraw Hill, 2002.
4. Ramasamy & Namakumari, Marketing Management, Macmilan India, 2002.
5. Ramphal and Gupta, Case and Simulations in Marketing, Delhi.
6. S. Jayachandran, Marketing Management, TMH, 2003.
7. Santoki, Sales Management, Kalyani Publisher
8. Schiffman, Kanuk, Kumar, Consumer Behaviour, Pearson, Tenth Edition
9. Still, R., Richard, Sales Management, Pearson Prentice Hall, Delhi

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**Master of Vocational (Retail Management)**  
**Semester – II**

<b>Title of the Paper</b>	<b>STRATEGIC MANAGEMENT</b>
<b>Course Code</b>	<b>PG2MVGRM03</b>
<b>Objective</b>	<b>To introduce the concepts of strategic management and understand its nature in competitive and institutional landscape</b>

<b>Units</b>	<b>Detail Descriptions</b>	<b>Weightage</b>
<b>1</b>	<b>BASIC MANAGEMENT AND DECISION MAKING:</b> Concept of management, Functions of management, Importance of management, Concept of decision making, Characteristics of Decision making, Decision making process, Principles of decision making, Characteristics of effective decision making, types of decisions	<b>25%</b>
<b>2</b>	<b>BUSINESS POLICY AND STRATEGIC MANAGEMENT</b> Define business, policy, and business policy Features of business policy Scope of business policy Importance of business policy Purpose of developing business policy Essentials of effective business policy Strategic management process Reasons for failure of strategic management Strategists and their role in strategic management	<b>25%</b>
<b>3</b>	<b>STRATEGIC EVALUATION AND CONTROL</b> Nature of strategy evaluation Benefits of strategy evaluation Principles of strategy evaluation Types of organizational control Types of strategic controls Operational control systems Process of effective strategic control	<b>25%</b>
<b>4</b>	<b>CORPORATE AND BUSINESS LEVEL STRATEGY AND STRATEGY IMPLEMENTATION</b> Nature of Corporate Strategy Growth strategy Diversification strategy Nature of stability and Retrenchment strategy Nature of Business level strategy Nature of strategy implementation Interrelationship between formulation and implementation Issues in strategy implementation	<b>25%</b>

**Reference Books:-**

1. G.Sudarsanareddy, Strategic Management, Himalaya publication.
2. Mohanty R.P. & Lakhe R.R. Hand book of Total Quality Management
3. Prasad L.M., Principles and Practice of Management, Sultan Chand & Company
4. R.M.Srivastava, Management Policy and Strategic Management (Concepts, skills and practices), Himalaya publication
5. T. Ramasamy, Principles of Management, Himalaya Publishing House.



**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**Master of Vocation (Retail Management)**  
**Semester - III**

<b>Title of the Paper</b>	<b>Business Enhancer/Multichannel Retailer - I</b>
<b>Course Code</b>	<b>PG3MVSRM01</b>
<b>Objective</b>	<b>Students will identify, assess, and shape entrepreneurial opportunities in a variety of contexts.</b>

*(This syllabus/ curriculum has been approved by RASCI)*

S.No	Module/Topic	NOS Code
01	Establish legal, statutory and risk management requirements for business	RAS / N 0222

**KEY LEARNING OUTCOMES**

**PERFORMANCE CRITERIA**

- Determine legal structure of business for smooth conduct of business
- Liaison and interact with local corporations and government bodies for smooth conduct of business
- Ensure statutory compliances , quality norms with respect to manufacturing and selling of products and services
- Ensure overall hygiene factors and safety hazards (HSS), update self and team on handling of goods, equipment, hazardous material to improve safety conditions at workplace
- Ensure implementation of security procedures with respect to monetary transactions

S.No	Module/Topic	NOS Code
02	Manage financial operations through robust accounting systems	RAS / N 0215

**KEY LEARNING OUTCOMES**

**PERFORMANCE CRITERIA**

- Prepare and manage financial budget
- Maintain Profit and Loss Accounts
- Negotiate and generate credit from vendors/suppliers
- Raise additional funds for business expansion
- Implement security procedures with respect to monetary transactions
- Prepare and control Sales Budgets Implement Accounting Systems for record keeping control costs

S.No	Module/Topic	NOS Code
03	Manage business to achieve operational excellence	RAS / N 0223

**KEY LEARNING OUTCOMES**

**PERFORMANCE CRITERIA**

- Drive Operational excellence
- Execute project proposals and relevant paper work

➤ Manage e-commerce solutions		
<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>04</b>	<b>Ensure product, pricing and promotions are in harmony to augment sales and profitability</b>	<b>RAS / N 0224</b>
<b>KEY LEARNING OUTCOMES</b>		
<b>PERFORMANCE CRITERIA</b>		
<ul style="list-style-type: none"> <li>➤ Customer need identification</li> <li>➤ Effective inventory and sales management</li> <li>➤ Product knowledge and promotions</li> <li>➤ Manage Brands online</li> <li>➤ Pricing policies</li> </ul>		
<b>S.No</b>	<b>Module/Topic</b>	<b>NOS Code</b>
<b>05</b>	<b>Effectively manage customer experience</b>	<b>RAS / N 0225</b>
<b>KEY LEARNING OUTCOMES</b>		
<b>PERFORMANCE CRITERIA</b>		
<ul style="list-style-type: none"> <li>➤ Enhancing customer satisfaction by identifying need and desire</li> <li>➤ Build strong relationships and network</li> <li>➤ Communicate with customers using technologies</li> </ul>		

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**Master of Vocational (Retail Management)**  
**Semester - III**

<b>Title of the Paper</b>	<b>International Retailing</b>
<b>Course Code</b>	<b>PG3MVGRM01</b>
<b>Objective</b>	<b>Understand ways to classify retailers</b>

<b>Units</b>	<b>Detail Descriptions</b>	<b>Weightage</b>
<b>1</b>	<b>International Mktg:-</b> Scope and Concepts of International Mktg.- International Marketing Environment - International Trade – Barriers and Facilitators- Regional Economic/Political Integration- Cultural Influences on International Marketing- International Marketing research- International Marketing Segmentation, Positioning- The Marketing Plan and Entry Mode Selection- Products and Services – Branding Decisions- International Product and Service Strategies- International Distribution and Logistics	<b>25%</b>
<b>2</b>	<b>International Retailing:-</b> Alternative conceptions of international retailing, definitions, interpretations and classification- Trends in the internationalisation of retailing and evolution of international retailing - Motives for international retailing, the changing nature of boundaries –International- Where retailers internationalise, assessing the potential of retail markets - Methods of international retailing, accessing retail markets, the form of entry, joint ventures, franchising, acquisition etc. marketing planning for differing international and regional requirements-Why retailers internationalise.	<b>25%</b>
<b>3</b>	<b>Competing in Foreign Markets:-</b> Why Companies Expand into Foreign Markets- Cross- Country Differences in Cultural, Demographic and Market Conditions- Concept of Multi country Competition and Global Competition- Strategy Options for Entering and Competing in Foreign Markets- Quest for competitive Advantage in Foreign Markets-Profit Sanctuaries, Cross market Subsidization and Global; Strategic Offensives- Strategic Alliances and Joint Ventures with F Foreign partners.-Competing in Emerging Foreign Markets-Cross Border Strategic Alliances	<b>25%</b>
<b>4</b>	<b>Retail Structure-</b> Enterprise Density- market Concentration- Product Sector- Innovation- Employment Structure- Merging Structure-Global Structure- Developing markets- Stages in development of International Operations- Export- Management Contracts- Franchising – Acquisition and Mergers – Organic Growth- Choice of Market Entry- Domestic Market- Retail Operations-Non Domestic market.- Retail Positioning and Brand Image- Measurement of Store Image –Open ended Techniques-Attitude Scaling Techniques-Multi Attribute model- Multi dimensional Scaling-Conjoint analysis	<b>25%</b>

**Reference Books:**

- Abbas J. Ali, Globalization of Business- Practice and Theory, Jaico Publishing House
- Allan M Findlay, Ronan Paddison and John A Dawson Retailing Environments in Developing Countries- Rutledge
- Arthur A Thompson, AJ Strickland, John E Gamble & Arun K Jain, Crafting and Executing Strategy-Concepts and Cases, Tata McGraw Hill Publishing Company Ltd.
- Arun Chandra , Pradeep Rau,& John K Ryans India Business: Finding Opportunities in This Big Emerging Market- Paramount Market Publishing Inc.
- Margaret Bruce, Christopher Moore, Grete Birtwistle International Retail Marketing: A Case Study Approach
- Nicolas Alexander, International Retailing, Blackwell Business Publishers Ltd.

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**Master of Vocation (Retail Management)**  
**Semester – III**

<b>Title of the Paper</b>	<b>RESEARCH METHODOLOGY - I</b>
<b>Course Code</b>	<b>PG3MVGRM02</b>
<b>Objective</b>	<b>To acquire basic knowledge of Research Methodology.</b>

<b>Units</b>	<b>Detail Descriptions</b>	<b>Weightage</b>
<b>1</b>	<b>Introduction</b> Meaning of research Objectives of research Motivation in research Types of research Significance of research Research methods v/s Research methodology Stages of the research process	<b>25%</b>
<b>2</b>	<b>Problem Identification, Research Proposal &amp; Hypothesis</b> Defining the research problem Selecting the problem Techniques involved in defining a problem Necessity of defining the problem Research proposal Hypothesis – meaning and types Hypothesis testing procedure	<b>25%</b>
<b>3</b>	<b>Research Design</b> Meaning of research design Need for research design Features of a good design Important concepts relating to research design Different research design Basic principles of experimental design	<b>25%</b>
<b>4</b>	<b>Sampling</b> What is sampling? Need for Sampling Criteria of selecting a Sampling Characteristics of good sample design Steps in sample design Types of sample design How to select a Random Sample?	<b>25%</b>

**Reference Books:-**

1. Kothari, C. R., Research Methodology, New Age International Publication, 2006.
2. Krishnaswami, O. R. and Ranganatham, M., Methodology of Research in Social Sciences, Himalaya Publishing House, Mumbai, Second Revised Edition, 2008.
3. Sachdeva, J. K., Business Research Methodology, Himalaya Publishing House, 2<sup>nd</sup> Edition, 2011.
4. Zikmund, William G., Business Research Methods, South Western Edngage Learning, 7<sup>th</sup> Edition, 2009.

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**Bachelor of Vocational (Retail Management)**  
**Semester – III**

<b>Title of the Paper</b>	<b>Knowledge Management</b>
<b>Course Code</b>	<b>PG3MVGRM03</b>
<b>Objective</b>	<b>To develop limitless horizons &amp; boundless vision for management of twenty-first century organization</b>

<b>Units</b>	<b>Detail Descriptions</b>	<b>Weightage</b>
<b>1</b>	<b>KNOWLEDGE MANAGEMENT:</b> Knowledge Management- An Introduction Data, Information & Knowledge Techniques of Transforming the Knowledge Methods of Knowledge Management Function of Knowledge Management Knowledge Management Framework Knowledge Management Programme	<b>25%</b>
<b>2</b>	<b>INTELLECTUAL CAPITAL:</b> Introduction Meaning of Intellectual Capital Component of Intellectual Capital Understanding Intellectual Capital Human Capital, Customer Capital & Structural Capital Methods for Measuring Intellectual Capital Leadership, Motivational & Empowerment Index	<b>25%</b>
<b>3</b>	<b>MANAGEMENT OF TIME:</b> Introduction & Concept of Time Significance of Time Management Fundamental Truths About Time Causes of Time Wastage Effective Use of Time Pruning Time Wasters Self-Management Time management Tips for Professors, College Students & Business Consultants Steps for Effective Time Management	<b>25%</b>
<b>4</b>	<b>EXCELLENCE IN MANAGEMENT:</b> Organizational Effectiveness Managerial Effectiveness Effectiveness v/s Efficiency Mckinseys'7s Model (Shared Values, Strategy, Structure, Systems, Style, Staff and Skills) Culture of Excellent Organizations Goal Setting: Concept & Importance of Goal Dream v/s Goal Why Goal Setting Fails? SMART Goals ( Specific, Measurable, Achievable, Realistic, Time Bound )	<b>25%</b>

**Reference Books:**

1. Bhanushali S. G., Managing Twenty first Century Organisation, Himalaya publishing House, Mumbai.
2. Debowski Shelda, Knowledge management, Wiley India, New Delhi.
3. Elias M. A. and Hassan M. G., Knowledge management, Pearson Education, India.
4. Gupta C. B., Management Theory and Practice, Sultan Chand & Sons, New Delhi.
5. Poojara J. G. & Christian S. R., DNPGS, Gujarat, India.

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**Master of Vocation (Retail Management)**  
**Semester - IV**

<b>Title of the Paper</b>	<b>Business Enhancer/Multichannel Retailer - II</b>
<b>Course Code</b>	PG2MVSRM01
<b>Objective</b>	<b>To demonstrate leadership behaviour to achieve organisational objectives.</b>

*(This syllabus/ curriculum has been approved by THSC)*

S.No	Module/Topic	NOS Code
01	Manage human resources	RAS / N 0226
<b>KEY LEARNING OUTCOMES</b>		
<b>PERFORMANCE CRITERIA</b>		
<ul style="list-style-type: none"> <li>➤ This unit/task deals in effective management of the human resources</li> <li>➤ This role is specific to improving the efficiencies of a Business Enhancer/Multichannel Retailer.</li> </ul>		
S.No	Module/Topic	NOS Code
02	Demonstrate leadership behaviour to achieve organizational objectives	RAS / N 0227
<b>KEY LEARNING OUTCOMES</b>		
<b>PERFORMANCE CRITERIA</b>		
<ul style="list-style-type: none"> <li>➤ Motivation to staff and appraisal</li> <li>➤ Display creativity and innovation for sustenance and business growth</li> <li>➤ Lead team</li> </ul>		
S.No	Module/Topic	NOS Code
03	Operate within ethical business environment	RAS / N 0228
<b>KEY LEARNING OUTCOMES</b>		
<b>PERFORMANCE CRITERIA</b>		
<ul style="list-style-type: none"> <li>➤ Code of Ethics</li> <li>➤ Defining the executive board</li> </ul>		
S.No	Module/Topic	NOS Code
04	Fulfil duties and obligations towards the Society	RAS / N 0229
<b>KEY LEARNING OUTCOMES</b>		
<b>PERFORMANCE CRITERIA</b>		
<ul style="list-style-type: none"> <li>➤ This unit/task deals in ways and methods of taking social responsibility</li> <li>➤ This role is specific to improving the efficiencies of a Business Enhancer/Multichannel Retailer.</li> </ul>		

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**Master of Vocational (Retail Management)**  
**Semester - IV**

<b>Title of the Paper</b>	<b>Retail Sales Techniques and Promotions</b>
<b>Course Code</b>	<b>PG4MVGRM01</b>
<b>Objective</b>	<b>To increase consumer demand, stimulate market demand, and improve product availability.</b>

<b>Units</b>	<b>Detail Descriptions</b>	<b>Weightage</b>
<b>1</b>	<b>Advertising Communications and Promotions- Effective Advertising:</b> Understanding When, How, and Why Advertising Works- Marketing Objectives and Positioning- Target Audience Selection and Action Objectives- Communication Objectives- The Creative Strategy and Tactics- Media Strategy: The Reach Pattern and- Effective Frequency- The Creative Strategy and Tactics- Media Strategy: The Reach Pattern and- Effective Frequency- Campaign Tracking and Evaluation- Setting the Campaign Budget- Sales Promotions	<b>25%</b>
<b>2</b>	<b>Promotion Impact-</b> On the Marketing Mix-On the Customer-Promotions and Integrated Marketing- Creating a Customer Relations- Characteristics of an Integrated Programme- Strategic Considerations- Promotions role-Overcoming barriers in Integrated Marketing-	<b>25%</b>
<b>3</b>	<b>Sales promotion technique-</b> Off the Self Offers- Joint Promotions- Price Promotions- Premium Promotions- Prize Promotions- How Promotion Affects Sales-Switching, Acceleration, and Deceleration- How Promotion Affects Sales- Acceleration, Repeat Purchasing, Consumption- Trade Dealing	<b>25%</b>
<b>4</b>	<b>Retailer Promotions-</b> Consumer Promotions (Coupons, Rebates, and Loyalty Programs)-Consumer Promotions (Loyalty Programs, Online, and Special Event Promotions)-Calculating Promotion Profitability-Trade Deals, Retailer Promotions, Coupons, Rebates-Measuring Promotion Effectiveness-Sales Promotion Strategy-Procter and Gamble's Value Pricing Strategy-Sales Promotion Strategy	<b>25%</b>

**Reference Books:**

1. George e Belch & Michael A Belch, Advertising & Sales Promotions An Integrated Marketing Communications Perspective, Tata Mc Graw Hill.
2. Julian Cummins & Ruddy Mullin, Sales Promotions How to create, Implement and Integrate Campaigns that really work- Kogan Page.
3. Kazmi & Sathish K Batra Advertising & Sales Promotions- Excel Books.
4. Paul J Hydzcic, Sales Promotion: Strategies That build brands-Illinouus Institute of Technology.
5. Robert C. Blattberg & Scott A. Neslin, Sales Promotion: Concepts, Methods, and Strategies -Prentice-Hall.
6. Schulz, William A Robinson & Lisa A Peterson -Sales Promotion Essentials: The 10 Basic Sales Promotion Technique.
7. Steve Smith- How to Sell More Stuff, Promotional marketing that Really works- Dearborn Trade Publishing.



**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**Master of Vocational (Retail Management)**  
**Semester – IV**

<b>Title of the Paper</b>	<b>RESEARCH METHODOLOGY - II</b>
<b>Course Code</b>	<b>PG4MVGRM02</b>
<b>Objective</b>	<b>To acquire basic knowledge of Research Methodology.</b>

<b>Units</b>	<b>Detail Descriptions</b>	<b>Weightage</b>
<b>1</b>	<b>Collection of data</b> <b>Primary data :</b> Personal interview Telephone interview Mail & Self administered questionnaire Schedule v/s Questionnaire <b>Secondary data:</b> Advantages of secondary data Sources of secondary data Classification & Limitations	<b>25%</b>
<b>2</b>	<b>Processing and Data Analysis</b> Processing Operations Some Problems in processing Elements & Types of Analysis Statistics in research	<b>25%</b>
<b>3</b>	<b>Analysis of Variance (ANOVA)</b> What is ANOVA? Basic principles of ANOVA techniques T-test Short-cut method for one way ANOVA	<b>25%</b>
<b>4</b>	<b>Research Report</b> Significance of research report Types of research report Steps of research report Precautions for research report Synopsis of research report Limitations of research report Plagiarism Research paper publication process	<b>25%</b>


**Reference Books:-**

1. Kothari, C. R., Research Methodology, New Age International Publication, 2006.
2. Krishnaswami, O. R. and Ranganatham, M., Methodology of Research in Social Sciences, Himalaya Publishing House, Mumbai, Second Revised Edition, 2008.
3. Sachdeva, J. K., Business Research Methodology, Himalaya Publishing House, 2<sup>nd</sup> Edition, 2011.
4. Zikmund, William G., Business Research Methods, South Western Edngage Learning, 7<sup>th</sup> Edition, 2009.

**N. S. PATEL ARTS (AUTONOMOUS) COLLEGE**  
**Bachelor of Vocational (Retail Management)**  
**Semester – IV**

<b>Title of the Paper</b>	<b>Dissertation / Project work</b>
<b>Course Code</b>	<b>PG4MVGRM03</b>
<b>Objective</b>	

<b>Units</b>	<b>Detail Descriptions</b>	<b>Weightage</b>
<b>1</b>	Evaluation of dissertation	<b>50%</b>
<b>2</b>	Viva-Voce	<b>50%</b>

	<b>N.S. Patel Arts College(Autonomous), Anand</b>		<b>Academic Year</b> <b>2021-2022</b>
	NAAC - UGC Re-Accredited “A” Grade (3.06 CGPA) “College with Potential for Excellence” by UGC Phase II Affiliated to Sardar Patel University, Vallabh Vidyanagar <b>Department of English</b>		
	<b>MA in English</b> <b>Post graduate Programme</b>		
<b>Year I</b>	Core Paper : 01 Course Paper Code: DSC 04		Credit 05
<b>Semester II</b>	<u>Title of the Paper</u> <b>Life, Literature and Culture : The Long 18<sup>th</sup> Century</b>		

**Course Outline:**

- This course on Neoclassical literature attempts to bring into the fore ‘the dialectic to enlightenment’. The texts of this course as products of the changing pattern from Revolution in England in mid seventeenth century to that in late eighteenth century.
- France broadly comment upon the ushering in of a different kind of modernity in Europe availed through social, political and cultural changes.

**Course Learning Outcomes:**

- The learners will learn about the literary /cultural milieu shifts from embracing the empiricist assumptions to adopting the modes of idealism as apparently two contradictory facets of enlightenments.

**Contents:**

Unit	Description
Unit 1	<i>The Rape of the Lock</i> by Alexander Pope
Unit 2	<i>Tom Jones</i> by Henry Fielding
Unit 3	<i>Songs of innocence</i> by William Blake <i>The Chimney Sweeper, A Cradle Song, Infant Joy, A Dream, The Lamp</i>
Unit 4	<i>She Stoops to Conquer</i> by Oliver Goldsmith

**Reference Books:**

- ❖ ‘The original texts’ are available on [www.gutenberg.org](http://www.gutenberg.org)
- ❖ Blake, William. *Songs of Innocence and Experience* by William Blake. London: York Press, 1998.
- ❖ Pope, Alexander. *The Rape of the Lock*. New York, MacMillan Publication, 1968.
- ❖ Goldsmith, Oliver. *She Stoops to Conquer*. Culcutta: MacMillan Publication, 2008
- ❖ Fielding, Henry. *Tom Jones*. New Delhi: Atlantic, 1999.

	<b>MA in English Post graduate Programme</b>		
<b>Year I</b>	Core Paper : 02 Course Paper Code: DSC 05	Credit	05
<b>Semester II</b>	<u>Title of the Paper</u> <b>Literary Theory</b>		

**Course Outline:**

- Since the essays of the course represent specific schools of thoughts and ideas, they will be treated as reference points to discuss larger implications of the concerned literary theories.

**Course Learning Outcomes:**

- To build on learner understands about the iconic essays of the course, from their theoretical stand, elaborate on the issue of race, gender, ideology, history, identity, language and human psyche that will help the learners uncover the politics of all forms of texts in the context of the globalised world of late capitalism.

**Contents:**

<b>Unit</b>	<b>Description</b>
Unit 1	<b>Gender Studies:</b> Monique Wittig: ‘ <i>One Is Not Born a Woman</i> ’ Judith Butler: ‘ <i>Bodily Inscriptions, Performative Subversions</i> ’
Unit 2	<b>Structuralism, Poststructuralism:</b> Ferdinand de Saussure: ‘Nature of the Linguistic Sign’ Roland Barthes: ‘The Death of the Author’
Unit 3	<b>Histories and Textuality:</b> M.M . Bakhtin: ‘Discourse in the Novel’ Paul de Man : ‘The Resistance to Theory’
Unit 4	<b>Postmodernism</b> Jean-Francois Lyotard: ‘Answering the Question: What is Postmodernis’ Jean Baudrillard : “The Process of Simulacra”

**Reference Books:**

- ❖ Saussure, Ferdinand de. *Course in General Linguistics*, trans. Wade Baskin, New York: Columbia University Press, 1959.
- ❖ Barthes, Roland. *Image Music Text*, trans. Stephen Heath, London: Fontana Press, 1977, Pp 142-148.

- ❖ Baudrillard, Jean. *Simulacra and Simulation*. Trans. Shelia Faria Glaser, Michigan: The University of Michigan Press, 1994. Pp. 1-14.
- ❖ Lyotard, Jean- Francois. *The Postmodern Explained: Correspondence 1982-1985*, trans. Don Barry, Bernadette Maher and others, Minneapolis and London: University of Minnesota Press, 1997. Pp. 1-16 & 75 -80.
- ❖ Witting, Monique. *The Straight Mind and Other Essays*. Boston, Massachusetts: Beacon Press, 1992, Pp. 9-20.
- ❖ Butler, Judith. *Gender Trouble: Feminism and Subversion of Identity*. New York: Rutledge, 1990. Pp. 175-193.
- ❖ Rice, Philip & Patrica Waugh edited *Modern Literary Theory*. 4th edition. OUP: New Year. 2001.

MA in English Post graduate Programme			
Year I	Core Paper : 03 Course Paper Code: DSC 06		Credit 05
Semester II	<u>Title of the Paper</u> American Literature		

**Course Outline:**

- It reflects the shift away from US- centric writings in American Studies to a more hemispheric focus wherein issues of race, settler colonial violence, memory, and immigration highlighted.

**Course Learning Outcomes:**

- This course will introduce students to writing across the Americans.
- It will enable them to think about a body of writings that is varied and complex and not limited to the US.

**Contents:**

Unit	Description
Unit 1	Robert Frost: <i>Stopping by Woods, Fire &amp; Ice, The Gift Outright, Design, Mending Wall</i>
Unit 2	Edgar Allan Poe: <i>The Fall of the House of Usher, The Gold Bug, The Purloined Letter, The Cask of Amontillado</i> <i>The Purloined Letter</i>
Unit 3	<i>Death of a Salesman</i> by Arther Miller
Unit 4	<i>Beloved</i> by Toni Morrison

**Reference Books:**

- ❖ ‘The original texts’ are available on [www.gutenberg.org](http://www.gutenberg.org)
- ❖ Morrison, Toni. *Beloved.*: London: Vintage Books, 2005.
- ❖ Millar, Arthur. *Death of a Salesman*. Agra: LNA, 1980.
- ❖ All poems from unit 1 are available on [http://internal.org/Robert\\_Frost/](http://internal.org/Robert_Frost/)
- ❖ Moses Coit Tyler: A History of American Literature.

<b>MA in English Post graduate Programme</b>			
<b>Year I</b>	Elective Paper : 01 Course Paper Code: DSE 03	Credit	05
<b>Semester II</b>	<u>Title of the Paper</u> <b>Indian Literature II</b>		

**Course Outline:**

- Though not changed overnight the spirit of post-Independence literature in India distinguished itself from and at times challenged the notions disseminated through pre-Independence literature.
- The representation of nation and nationalism became far more complicated as all the domains what together we call Indian literature, embraced different forms experiments in order to address postcolonial anxieties often coupled with the politics of globalization.

**Course Learning Outcomes:**

- Learners will enable to rethink the texts in this course often explore contemporary politics and history, the learners would receive and ‘read’ the narrative codes from a personal point of view tempered with the lived experiences.

**Contents:**

<b>Unit</b>	<b>Description</b>
<b>Unit 1</b>	<i>Train to Pakistan</i> by Khushwant Singh
<b>Unit 2</b>	<i>The Revenue Stamp: An Autobiography</i> by Amrita Pritam
<b>Unit 3</b>	<i>Final Solutions</i> by Mahesh Dattani
<b>Unit 4</b>	<i>The White Tiger</i> By Arvind Adiga

**Reference Books:**

- ❖ ‘The original texts’ are available on [www.gutenberg.org](http://www.gutenberg.org)
- ❖ Naik, M.K. *A History of Indian English Literature*. Sahitya Akademi: Delhi. 2017.
- ❖ Singh, Khushwant. *Train to Pakistan*. Lotus Roli: New Delhi. 2006(1956).
- ❖ Pritam, Amrita. *The Revenue Stamp: An Autobiography*. New Delhi: Vikas Publishing house. 1977
- ❖ Dattani, Mahesh. *Final Solutions*. Penguin Books: England. 2006
- ❖ Adiga, Arvind. *The White Tiger*. Free Press: New York, 2008.

<b>MA in English Post graduate Programme</b>			
<b>Year I</b>	Elective Paper : 02 Course Paper Code: DSE 04	Credit	05
<b>Semester II</b>	<u>Title of the Paper</u> <b>The New Literatures</b>		

**Course Outline:**

- This course aims to familiarize learners with writes of new literatures from around the world and enable them to comprehensively appreciate various cultures.

**Course Learning Outcomes:**

- The past and current flow of population, commodities and ideas; the margins writing back to the centre of rewriting and reappraising the centres are reflected in these texts.

**Contents:**

<b>Unit</b>	<b>Description</b>
Unit 1	<i>The Handmaid's Tale</i> by Margaret Atwood
Unit 2	<i>A Fine Balance</i> by Rohinton Mistry
Unit 3	<i>An Imaginary Life</i> by David Malouf
Unit 4	<i>Dream on Monkey Mountain</i> by Derek Walcott

**Reference Books:**

- ❖ 'The original texts' are available on [www.gutenberg.org](http://www.gutenberg.org)
- ❖ Bennett, Bruce and Strauss, Jennifer, ed. *The Oxford Literary History of Australia*. OUP, 1998
- ❖ Howells, Coral Ann and Kroller, Eva-Marie, ed. *The Cambridge History of Canadian Literature*. CUP, 2009.
- ❖ Theime, John, ed. *The Arnold Anthology of Post-Colonial Literatures in English*, Arnold, 1996.





**N. S. PATEL ARTS COLLEGE, ANAND  
(AUTONOMOUS)**

NAAC-UGC Re-Accredited "A" Grade (3.06 CGPA)  
Awarded Status of "College with Potential for Excellence" by UGC Phase II  
The First Arts Autonomous College of Gujarat



Managed by Sardar Patel Education Trust  
Affiliated to Sardar Patel University, Vallabh Vidyanagar

**CHOICE BASED CREDIT SYSTEM**

**SYLLABUS FOR  
MASTER OF ARTS  
(ENGLISH)**

**ACADEMIC YEAR: 2022-2023**

**DEPARTMENT OF ENGLISH**

## INDEX

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## INTRODUCTION

The two-year Post-Graduate Degree Programme in English as per the model curriculum of UGC is prepared to challenge the creativity and imagination of students. The programme opens up an entire panorama of history of literature, language, world literature, translation studies, theatre arts, criticism, theory, classical values, visual arts and films, academic writing and literary research methodology with reference to English. Overall, the course prepares students for English literary engagements, communication, speaking and teaching English and find gainful employment in government and private sectors.

*Department of English,  
N. S. Patel Arts College, Anand  
(Autonomous)*

**DEPARTMENT OF ENGLISH, NSPAC**  
**M.A. IN ENGLISH**

**PROGRAM LEARNING OUTCOMES**

<b>S. No.</b>	<b>Program Outcomes</b>	<b>Description</b>
PO 1	Domain Knowledge	Demonstrate comprehensive knowledge of English literature, history, language, Indian Classical literature, literary criticism and theories.
PO 2	Problem Analysis	Comprehend and communicate literary canonical and non-canonical texts in clear and concise manner.
PO 3	Design/ Development of solutions	Apply English literary history, criticism and various literary movements to the body of literature and critically evaluate the outcome.
PO 4	Conduct Investigations of Complex Problems	Critically reading literary texts from across the globe and understanding their relevance to various branches of knowledge.
PO 5	Communication Skills	Acquire effective and empathetic communication skills to engage in discussions with peers and society on an academic and cultural and emotional context.
PO 6	Individual and Teamwork	Interrogate, formulate and defend original and critically significant arguments and communicate them effectively in relevant forums through presentations, discussion and tutorials.
PO 7	Morals and Ethics	Comprehend the moral and ethical questions and challenges presented in literature.
PO 8	Leadership Readiness	Enable to lead group discussions, to formulate questions for the class in literary and social texts.
PO 9	Digital Literacy	Understand to use digital sources, read them critically and use for presentations.
PO 10	Life-long Learning	Capable to retain and build on critical reading skills and transfer such skills to other domains of one's life and work.

## THE TEACHING LEARNING PROCESS

*“In the end we retain from our studies only that which we practically apply.”*

*- Johann Wolfgang Von Goethe*


Learning is an inspiring, fetching, and pleasurable activity. Learners should be invigorated to engross in a demanding practice of learning and self-discovery by accepting a greatly dedicated and yet flexible methodology to teaching as contrasting to routine learning. Each day learners should be heartened to emphasis on key areas of the course and spend time on learning the course essentials and their application in life and society. In teaching and learning pedagogy, there should be an alteration from area or conclusions based method to the practical or process/es based approach. In order to accomplish objectives of focused process based learning and holistic development, faculty members of the English department, NSPAC will use a variety of knowledge delivery methods:

1. Lectures
2. Discussions
3. Simulations
4. Role Playing
5. Team Work
6. Case Studies
7. Field Visit
8. Study Tour
9. E-learning
10. Demonstration
11. Presentation
12. Phonetics – Spoken Practice
13. Using audio-video (visual) tools and Interactive projectors

## STRUCTURE OF THE COURSE

Sr. No	Course Type	Subject Code	Course Name	Theory/ Practical (T/P)	Credit
<b><u>Semester I</u></b>					
1.	Core 01	PA1CENG101	Life, Literature and Culture : 16 <sup>th</sup> & 17 <sup>th</sup> Century Drama	T	05
2.	Core 02	PA1CENG102	Literary Criticism	T	05
3.	Core 03	PA1CENG103	Introduction to the Study of Language	T	05
4.	Elective	PA1EENG101	Indian Literature I	T	05
<b><u>Semester II</u></b>					
5.	Core 01	PA2CENG201	Life, Literature and Culture : Long 18 <sup>th</sup> Century	T	05
6.	Core 02	PA2CENG202	Literary Theory	T	05
7.	Core 03	PA2CENG203	American Literature	T	05
8.	Elective	PA2EENG201	Indian Literature II	T	05
<b><u>Semester III</u></b>					
9.	Core 01	PA3CENG301	Life, Literature and Culture : Long 19 <sup>th</sup> Century	T	05
10.	Core 02	PA3CENG302	Postcolonial Literature	T	05
11.	Core 03	PA3CENG303	Translation Studies	T	05
12.	Elective	PA3EENG301	Partition Literature	T	05
13.	Comprehensive Viva- Voce	--		P	02
<b><u>Semester IV</u></b>					
14.	Core 01	PA4CENG401	Life, Literature and Culture : Long 20 <sup>th</sup> Century	T	05
15.	Core 02	PA4CENG402	Cinematic Adaptation of Literature	T	05
16.	Core 03	PA4CENG403	Academic Writing and Literary Research Methodology	T	05
17.	Elective	PA4EENG401	World Literature	T	05
18.	Comprehensive Viva- Voce	--		P	02

## DETAILED SYLLABUS

	<b>N.S. Patel Arts (Autonomous) College, Anand</b> NAAC - UGC Re-Accredited "A" Grade (3.06 CGPA) "College with Potential for Excellence" by UGC Phase II Affiliated to Sardar Patel University, Vallabh Vidyanagar <b>Department of English</b>	<b>Academic Year 2022-2023</b>	
<b>M.A. in English Post Graduate Programme</b>			
Year	II	Credit	5
Semester	III	Units	4
<b>Core Paper: 01</b> <b>Course/Paper Code: <u>PA3CENG301</u></b> <b>Paper Title: <u>Life, Literature and Culture : Long 19<sup>th</sup> Century</u></b>			

### Course Outline:

- To provide an overview of British literature from the long 19th century
- To familiarize the historical and cultural contexts from which this literature emerged.
- To understand how and why the different literary movements of the 19<sup>th</sup> century developed.

### Course Content:

Unit 1: *Frankenstein* by Mary Shelley

Unit 2: *Wuthering Heights* by Emily Brontë

Unit 3: *The Portrait of Artist as a Young Man* by James Joyce

Unit 4: *Persuasion* by Jane Austen

### Course Objectives:


CO1 To understand current key-debates in the 19<sup>th</sup> century.

CO2 To grasp the common and specific to the approach of different disciplines to the study of culture in the 19<sup>th</sup> century.

CO3 Synthesize and integrate the analysis of the reference sources

### Text/Reference Books:

1. Austen, Jane. *Persuasion*. Fingerprint! Publishing; Latest edition, 1 June 2016.  
(<https://www.gutenberg.org/files/105/105-h/105-h.htm>)
2. Shelley, Mary. *Frankenstein*. Om Books International, 2019.  
(<https://www.gutenberg.org/files/84/84-h/84-h.htm>)
3. Joyce, James. *The Portrait of Artist as a Young Man*. Fingerprint; Latest edition, 2015.  
(<https://www.gutenberg.org/files/4217/4217-h/4217-h.html>)
4. Brontë, Emily. *Wuthering Heights*. Fingerprint! Publishing; First edition, 2013.  
<https://www.gutenberg.org/files/768/768-h/768-h.htm>

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		<b>M.A. in English</b> <b>Post Graduate Programme</b>			
<b>Year</b>	<b>II</b>	<b>Core Paper: 02</b> <b>Course/Paper Code: <u>PA3CENG302</u></b> <b>Paper Title: <u>Postcolonial Literature</u></b>		<b>Credit</b>	<b>5</b>
<b>Semester</b>	<b>III</b>			<b>Units</b>	<b>4</b>

### Course Objectives:

- To expose students to the key concepts of postcolonial studies.
- To introduce postcolonial literature from South Asia and other regions.
- To explore the various genre of postcolonial literature.
- To examine the common themes in postcolonial literature from different regions.
- To critically examine the influence of postcolonial literature and offer an entry into a wider understanding of world literature

### Course Content:

- Unit 1: *Things Fall Apart* by Chinua Achebe  
 Unit 2: *Wide Sargasso Sea* by Jean Rhys  
 Unit 3: *The God of Small Things* by Arundhati Roy  
 Unit 4: *The Grass is Singing* by Doris Lessing


**Course Outcomes:** On completion of the course, student will be able to

- CO1 Understand the concepts of postcolonial studies and its significance in literature  
 CO2 Define the major theories of postcolonial studies  
 CO3 Interpret the literary themes in postcolonial texts  
 CO4 Appreciate the complexity and variety of postcolonial literature  
 CO5 Critically analyze and compare various texts with specific focus on post colonialism  
 CO6 Evaluate the socio-historical background and significance of postcolonial studies and its intersections with other disciplines

### Text/Reference Books:

1. Gandhi, Leela. Postcolonial Theory: A Critical Introduction. Columbia University Press, 2019.
2. Ashcroft, Bill, Gareth Griffiths, and Helen Tiffin. Post-colonial studies: The key concepts. Routledge, 2013.



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		<b>M.A. in English</b> <b>Post Graduate Programme</b>			
<b>Year</b>	<b>II</b>	<b>Core Paper: 03</b> <b>Course/Paper Code: PA3CENG303</b> <b>Paper Title: <u>Translation Studies</u></b>		<b>Credit</b>	<b>5</b>
<b>Semester</b>	<b>III</b>			<b>Units</b>	<b>4</b>

### Course Objectives:

- To introduce the basic concepts of Translation Studies.
- To explore the historical growth of Translation Studies as a discipline and expose students to the interdisciplinary nature of translation involving linguistics, literature, history, intercultural communication, and technology.
- To develop an understanding of the various approaches and methodology in literary translation.
- To enable students to translate literary/non-literary texts to and from English.

### Course Content:


- Unit 1: 1. Key Concepts of Translation  
 2. Theories of Translation
- Unit 2: 1. History of Translation  
 2. History of Non-Literary Translation
- Unit 3: *Hayavadana* by Girish Karnad
- Unit 4: *The Castle* by Franz Kafka

**Course Outcomes:** On completion of the course, student will be able to

- CO1 Understand the basic concepts and issues in translation  
 CO2 Appreciate the role of translation as a cultural and literary process  
 CO3 Interpret the complexities and themes unique to works of translation  
 CO4 Compare the process of translation in various literary genre  
 CO5 Critically appraise works of translation based on their methodology and cultural significance  
 CO6 Practically translate literary and non-literary writing based on the methodologies proposed in the course

### Text/Reference Books:

1. Bassnett, Susan. Translation Studies. London: Methuen, 1980. Print.
2. Bassnett, Susan and Harish Trivedi. Postcolonial Translation: Theory and Practice. London: Routledge, 1999. Print.
3. Gentzler, Edwin. Contemporary Translation Theories. London and New York: Routledge, 1993. Print.
4. Munday, Jeremy. *Introducing Translation Studies: Theories and Application*. Routledge, 2001. Print.
5. Robinson, Douglas. Western Translation Theory: From Herodotus to Nietzsche. 2nd ed. (Ed) Douglas Robinson. St. Jerome Publishing, 2002. Print.
6. Tymoczko, Maria, and Edwin Gentzler (Ed). Translation and Power. Univ of Massachusetts Press, 2002. Print.
7. Tytler, Alexander Fraser. "Essay on the Principles of Translation."
8. Venuti, Lawrence. The Translation Studies Reader. 3rd ed. Oxon: Routledge, 2012. Print.

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		<b>M.A. in English</b> <b>Post Graduate Programme</b>			
<b>Year</b>	<b>II</b>	<b>Elective Paper: 01</b> <b>Course/Paper Code: <u>PA3EENG301</u></b> <b>Paper Title: <u>Partition Literature</u></b>		<b>Credit</b>	<b>5</b>
<b>Semester</b>	<b>III</b>			<b>Units</b>	<b>4</b>

### Course Objectives:

- To provide an understanding of the partition of British India in August 1947
- To develop the perspectives of economics, demography, history, literature and film.
- Through these different perspectives, the course will provide a broad understanding of some of the facts about this momentous event in world and South Asian history and
- To address how these facts are remembered and interpreted in culture.

### Course Content:

Unit 1: *Tamas* by Bhisham Sahni

Unit 2: *A Village Divided (Aadha Gaon)* by Rahi Masoom Reza

Unit 3: *Cracking India* by Bapsi Sidhwa

Unit 4: *Selected Stories*

1. *Sahae* by Saadat Hasan Manto
2. *Lajwanti* by Rajinder Singh Bedi
3. *Roots* by Ismat Chughtai

**Course Outcomes:** On completion of the course, student will be able to Aims

CO1 to understand contending interpretations of partition history.


CO2 Reading a variety of different historical interpretations of partition.

CO3 See how literary representations differ from other sorts of written descriptions,


CO4 And how they differ amongst themselves.

### Text/Reference Books:

1. *The Great Partition* by Yasmin Khan
2. *The Long Partition and the Making of Modern South Asia* by Vazira Zamindar
3. *The Pity of Partition (book about Manto)* by Ayesha Jalal
4. *Borders and Boundaries* by Ritu Menon
5. *Remembering Partition* by Gyan Pandey

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		<b>M.A. in English Post Graduate Programme</b>			
<b>Year</b>	<b>II</b>	<b>Comprehensive Viva Voce</b>		<b>Credit</b>	<b>2</b>
<b>Semester</b>	<b>III</b>				

## Comprehensive Viva Voce

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	<b>MA (English) Post Graduate Programme</b>		
<b>Year II</b>	Core Paper: 01 <b><u>Paper Code: PA4CENG401</u></b>		Credit 05
<b>Semester IV</b>	<u>Title of the Paper</u> <b>Life, Literature and Culture: Long 20th Century</b>		

### Course Outline:

- The long 20<sup>th</sup> century was a turbulent and transformative period for British culture. Women and men began to define themselves in very different ways, and one of the tools they used to redefine themselves was literature.
- The novels, short stories, and poetry of the long 20<sup>th</sup> century critiqued existing forms of identity, suggested new alternative forms, and provided readers with a space in which to reflect on the ways in which they might transform themselves and their surroundings.
- This course will explore some of the forms American and British literature took during the long 20<sup>th</sup> century, and it will consider the continuing relevance of these texts to our contemporary situation.

### Course Learning Outcomes:

After completing this paper, the students

- have a sophisticated understanding of the relationship between literary texts and social structures,
- know the cultural, political, and stylistic protocols of modernism and its various literary movements,
- can read texts closely, and know how to read both formal and thematic aspects of texts as part of larger cultural and historical movements.


### Contents:

Unit	Description
<b>Unit 1</b>	T. S Eliot's <i>Selected Poems</i> 1. "The Love Song of J. Alfred Prufrock" 2. "The Hollow Men" 3. "Morning at the Window" 4. "The Hippopotamus"
<b>Unit 2</b>	<i>Animal Farm</i> by George Orwell
<b>Unit 3</b>	<i>Rosencrantz and Guildenstern Are Dead</i> by Tom Stoppard
<b>Unit 4</b>	<i>East West (A Short Stories Collection)</i> by Salman Rushdie

## Reference Books:

- ❖ Eliot, T.S. *Prufrock and Other Observations*. Lulu.com (28 May 2018)
- ❖ [The Project Gutenberg eBook of Prufrock and Other Observations, by T. S. Eliot](#)
- ❖ [The Hollow Men by T S Eliot - Famous poems, famous poets. - All Poetry](#)
- ❖ [The Hippopotamus, by T.S. Eliot \(poetry-archive.com\)](#)
- ❖ Orwell, George. *Animal Farm*. Penguin India; Fourth edition (15 March 2011), 104 pages.
- ❖ [Animal Farm \(gutenberg.net.au\)](#)
- ❖ Stoppard, Tom. *Rosencrantz and Guildenstern Are Dead*. Grove Press; 50th Anniversary edition (11 April 2017)
- ❖ [rosencrantz-and-guildenstern-are-dead.pdf \(wordpress.com\)](#)
- ❖ Rushdie, Salman. *East, West*. Vintage (7 September 1995), 192 pages.

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	<b>MA (English)</b> <b>Post Graduate Programme</b>		
<b>Year II</b>	Core Paper: 02 <b><u>Paper Code: PA4CENG402</u></b>	Credit	05
<b>Semester IV</b>	<u>Title of the Paper</u> <b>Cinematic Adaptation of Literature</b>		

### Course Outline:

- "Film is a form of writing which draws on other forms of writing" writes Robert Stam.
- From the earliest years of cinema, film has drawn on literary and theatrical sources.
- The critical study of film adaptation has grown significantly in recent years, moving beyond a narrow focus on fidelity to open up productive questions of the complex relations between copy and original, and of the nature of intertextualities.
- This paper offers an introduction to these critical questions through a series of variety of movies: each of these will explore the relationship between a film screening and selected intertexts; each pairing will serve as a lens through which to examine a different approach to adaptation/ translation.

### Course Learning Outcomes:


After completing this paper, the students

- will be introduced to the critical study of film adaptation.
- will learn to think critically about the migration of stories and ideas across different historical, geographical and generic locations.
- will gain experience of analyzing a diverse selection of moving image texts.
- will learn to assess and evaluate the uses of a range of critical tools in the study of adaptation.

### Content:

Unit	Description
<b>Unit 1</b>	<b>Understanding Theory of Cinematic Adaptation</b>
<b>Unit 2</b>	<i>Hamlet</i> by William Shakespeare and its Cinematic Adaptation
<b>Unit 3</b>	<i>Devdas</i> by Sarat Chandra Chattopadhyay and its Cinematic Adaptation
<b>Unit 4</b>	<i>Tatvamasi</i> by Dhruv Bhatt and its Cinematic Adaptation

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	<p><b>MA (English)</b>  <b>Post Graduate Programme</b></p>		
<b>Year II</b>	<p>Core Paper: 03  <b><u>Paper Code: PA4CENG403</u></b></p>	Credit	05
<b>Semester IV</b>	<p><u>Title of the Paper</u>  <b>Academic Writing and Literary Research Methodology</b></p>		

**Course Outline:**

- To familiarize students with the basic concepts of research on the postgraduate level before heading towards higher dimensions of research.
- To enable students to understand various paradigms of research, its tools, ethics and challenges related to English studies and related fields and develop creative and academic skills in them.

**Course Learning Outcomes:**

- By the end of this course, the students should be able to:
- apply proper research methods pertinent to English studies and related fields
- formulate their own research questions and write research papers.

**Contents:**

Unit	Description
<b>Unit 1</b>	<p><b>Academic and Research Writing:</b></p> <p>Introduction</p> <p>Importance of academic writing,</p> <p>Basic rules of academic writing</p>
<b>Unit 2</b>	<p><b>English in Academic Writing:</b></p> <p>Style of research writing</p> <p>Plagiarism: Introduction</p> <p>Tools and avoiding plagiarism</p> <p>Journal metrics and author metrics</p>


<b>Unit 3</b>	<b>What is literary research?</b> (This unit incorporates following essays from <i>Research Methods in English Studies: Gabriele Griffin</i> ) Textual Analysis as a Research Method (Catherine Belsey) Creative Writing as a Research Method (Jon Cook)
<b>Unit 4</b>	<b>Introduction to Research Methodology</b> (Research, Hypothesis. Analysis of data and interpretation) Research question Review of literature Data collection- Primary and Secondary Sources

**Reference Books:**

- ❖ *Research Methods in English Studies: Gabriele Griffin*
- ❖ *Research Methodology: Methods and Techniques: C. R. Kothari*
- ❖ *Research Methods in English: M.P. Sinha*
- ❖ *Academic Writing 1: Paragraph: Alice Savage and Mausod Shafiei*
- ❖ *Academic Writing: A Handbook for International Students: Stephen Bailey*
- ❖ *MLA handbook for Writers of Research Papers: Latest edition*
- ❖ *The Chicago Manual of Style: Latest edition.*

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<b>Year II</b>	Elective Paper: 01 <b><u>Paper Code: PA4EENG401</u></b>	Credit	05
<b>Semester IV</b>	<u>Title of the Paper</u> <b>World Literature</b>		

### Course Outline:

- How can "world literature" help to us navigate this predicament? What can it do for our understanding of where we are, where we've been, and where we're going? What does "world literature" actually mean? Are we talking about a specific canon of texts, or simply a perspective, a methodology, a way of reading literature that transcends national boundaries and opens new scales and modes of understanding?
- In this paper, we'll tackle these questions by reading a number of different texts and genres from the Western- European tradition and other cultural and historical traditions across the globe.
- We'll compare different modes of expression (from inscriptions on ancient tablets to expressions in poetry and theater) while paying particular attention to the role of genre, media, and narrative in defining humanity and the human condition.

### Course Learning Outcomes:

- Students will evaluate major developments in world history, the historical roots of contemporary global cultures, or the literary, philosophical, or religious contributions of world cultures.
- They will comprehend and proficiently interpret text.
- They will become familiar with different genres and make connections within and across those genres of literature.
- They will synthesize, analyse, and interpret primary and secondary material, media, and other means of expression.
- They will recognize the influence of individual differences such as gender, ethnicity, race, geography, and class on the practice of reading and interpretation.
- They will analyse connections between specific texts and broader cultural and media contexts (both historical and contemporary)


## Contents:

Unit	Description
Unit 1	<i>The Epic of Gilgamesh</i>
Unit 2	<i>Oedipus the Rex</i> by Sophocles
Unit 3	<i>A Shadow Lines</i> by Amitav Ghosh
Unit 4	<i>The Stranger</i> by Albert Camus

## Reference Books:

- ❖ *The Epic of Gilgamesh (Penguin Classics)*. Penguin Classics; Reissue edition (5 December 2002), 304 pages.
- ❖ [eog.pdf \(aina.org\)](#)
- ❖ [The Epic of Gilgamesh \(uruk-warka.dk\)](#)
- ❖ SOPHOCLES OEDIPUS REX. Arti Book Centre (1 January 2012)
- ❖ [Oedipus, King of Thebes, by Sophocles \(gutenberg.org\)](#)
- ❖ Ghosh, Amitav. *The Shadow Lines*. Penguin Modern Classics (18 June 2019), 288 pages.
- ❖ [The shadow lines : Ghosh, Amitav : Free Download, Borrow, and Streaming : Internet Archive](#)
- ❖ Camus, Albert. *The Stranger*. Vintage; Reissue edition (13 March 1989), 144 pages.
- ❖ [The Stranger : Albert Camus : Free Download, Borrow, and Streaming : Internet Archive](#)

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<p align="center"><b>Year II</b></p>			<p align="center">-</p>
<p align="center"><b>Semester IV</b></p>	<p align="center"><u>Title of the Paper</u></p> <p align="center"><b>Comprehensive Viva -Voce</b></p>		

## Comprehensive Viva -Voce

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