


**IPS ACADEMY, IBMR**  
**SYLLABUS OF BBA 1<sup>ST</sup> YEAR**  
**(as per NEP 2020)**

## Index

S.No.	Particular	Subject Name	Credit
1	Major 1	Business Management	6
2	Major 2	Communication Skills	6
3	Minor	Business Statistics	6
4	Elective	Computer Applications (MS- Office)	6
5	Vocational	Digital Marketing	4
6	Foundation course 1	Hindi	2
7	Foundation course 1	English	2
8	Foundation course 2	Environmental Education	2
9	Foundation course 2	Yoga & Meditation	2
10	Field work	Internship	4

## Format for Syllabus of Theory Paper

Part A: Introduction		
Program: Certificate		Class: BBA I Year   Year: 2021   Session: 2021-2022
Subject: BUSINESS MANAGEMENT		
1	Course Code	MI-BBAAIT (Group-I)
2	Course Title	BBA
3	Course Type (Core Course/Elective/Generic Elective/Vocational/.....)	(Core Course)
4	Pre-requisite (if any)	Not Required (Open for All)
5	Course Learning outcomes (CLO)	1. Student will be able to assess the global context for planning, coordinating, and monitoring managerial behaviour. 2-Through various planning and decision-making techniques, students can learn about how businesses ensure to remain in a competitive market. 3. Students will understand various forms of organizational structures and their importance. 4. Students can learn about various strategies used by businesses to maintain and improve employee efficiency. 5. Students will be able to understand how organizations use different leadership styles to stay competitive.
6	Credit Value	(Credit) 6 ✓
7	Total Marks	Max. Marks: 25+75   Min. Passing Marks: 33
Part B: Content of the Course		
Total No. of Lectures-Tutorials-Practical (in hours per week): 3 Hours		
L-T-P: 90		
Unit	Topics	No. of Lectures
1	Management in Indian Culture and Tradition, Definition and Meaning of Management, Functions and Responsibilities of Management, Role of manager, Principles of Management. School & Thoughts of Management.	18
2	Planning: Process, Types and Significance, Planning vs. Forecasting Objective, Strategies and Policies, MBO. Decision Making: Process & Significance, Planning for Start-ups?	18
3	Organization: Nature and Purpose of organization. Importance and process of Organization. Departmentalization, Organizational structures: types and relevance, Line and Staff relationship.	18
4	Authority- Delegation, Decentralization – Difference between Authority and power- Responsibility, Recruitment- Sources, Selection, Training, Direction –Nature and Purpose.	18
5	Leadership: Meaning, Importance, Types of Leadership, Leadership Styles, Motivation: Types & significance, Maslow's Need Hierarchy, Theory X & Y of Motivation. An overview of Strategic Management, SWOT Analysis, Strategic Analysis, Alternative-Choice & Evaluation. Future Management- Challenges and Skills	18
Keywords/Tags:		



28.5.2021

Prof. Dr. S.K. Khatri  
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Professional Management BBA course

### Part C-Learning Resources

#### Text Books, Reference Books, Other resources

##### Suggested Readings:

- Management – James A.F. Stoner, R. Edward Freeman-Pearson Prentice Hall-6th Edition
- Principles of Management – PC Tripathi & PN Reddy – TMH – 5th Edition - 2012
- Koontz D and Welhrich: Management, International Student Edition, Tokyo 1980.
- R.D. Agrawal: Organization & Management MC Graw Hill, New Delhi 1982.
- Newman and Warran: The Process of Management: Concepts, Behaviour and Practices, PHI.
- S. M. Shukla: Principles of Management, Sahitya Bhawan, Agra (UP) (Latest Edition). (Hindi and English Medium).
- Dr. Rajeev Kumar Jhalani & Dr. Yogita Chandel, Principles of Management, Devi Ahilya Prakashan, Indore (Hindi Medium)
- Dr. C. M. Mehta, Business Organization, Ram Prasad and Sons, Bhopal. (Hindi Medium)

##### Suggested web links:

[https://www.dphu.org/uploads/attachements/books/books\\_5284\\_0.pdf](https://www.dphu.org/uploads/attachements/books/books_5284_0.pdf)

<https://education.stateuniversity.com/pages/cw1ev9e9ib/An-Introduction-to-the-Principles-of-Management.html>

##### Suggested equivalent online courses:

### Part D-Assessment and Evaluation

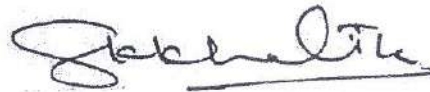
##### Suggested Continuous Evaluation Methods:

Maximum Marks: 100

Continuous Comprehensive Evaluation (CCE): 25marks University Exam (UE) 75 marks

Internal Assessment:	Class Test	15
Continuous Comprehensive Evaluation (CCE):25	Assignment/Presentation	10
External Assessment: University Exam Section: 75 Time: 02.00 Hours	Section (A): Three Very Short Questions (50 Words Each)	03 x 03 = 09
	Section (B): Four Short Questions (200 Words Each)	04 x 09 = 36
	Section (C): Two Long Questions (500 Words Each)	02 x 15 = 30 Total 75

Any remarks/ suggestions: Theoretical exposition should be accompanied by Discussions, Case studies preferably with Indian Context, Presentations and Industry Based Assignments.



28.5.2021

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Course.

## Format for Syllabus of Theory Paper

Program: Certificate		Part A-Introduction	
		Class: BBA I Year	Year: 2021 Session: 2021-2022
		Subject: BUSINESS STATISTICS	
1	Course Code	MI-BBAB2T (Group-II)	
2	Course Title	BBA	
3	Course Type (Core Course/Elective/Generic Elective/Vocational/.....)	(Core Course)	
4	Pre-requisite (if any)		
5	Course Learning outcomes (CLO)	Not Required (Open for All) 1. Statistical Research Tools will increase student's ability to understand how to perform social researches. 2. Students will be equipped with knowledge about analysing professional reports and will be able to make decisions based on the reports analyzed. 3. Students will learn about Quantization, analysis of performance relationship.	
6	Credit Value	(Credit) 6 ✓	
7	Total Marks	Max. Marks: 25+75	Min. Passing Marks: 33
<b>Part B: Content of the Course</b>			
Total No. of Lectures-Tutorials-Practical (in hours per week): 3 Hours			
L-T-P: 90			
Unit	Topics	No. of Lectures	
1	Meaning and Definition of Statistics, Statistical Investigations, Laws of Statistics, Scope of Statistics, Limitations of Statistics.	15	
2	Collection of Data, Presentation of Data, Frequency Distribution, Primary and Secondary Data.	17	
3	Measures of Central Tendencies: Mean, Median, Mode, Geometric Mean, Harmonic Mean.	18	
4	Measure of Variation: Standard Deviation, Mean Deviation and Skewness, Time Series Analysis.	20	
5	Correlation Analysis, Karl Pearson's Coefficient of Correlation, Spearman's Rank Correlation, Regression, Lines of Regression, Index Number.	20	
Keywords/Tags:			
<b>Part C-Learning Resources</b>			
Text Books, Reference Books, Other resources			
Suggested Readings:			
<ul style="list-style-type: none"> <li>• Fundamentals of Statistics, S.C. Gupta, Himalaya Publishing House</li> <li>• Basic Business Statistics: Concepts and Applications, Berenson and Levine, Pearson Education.</li> <li>• Business Statistics, N. D. Vohra, TATA McGraw Hill.</li> <li>• D.N. Elhance: Fundamental of Statistics, Kitab Mahal, Allahabad</li> <li>• Gupta, S.P.: Business Statistics, Sultan Chand and Sons, New Delhi.</li> <li>• Statistical Analysis, Dr P.C Tulsian, S.Chand Publications, Delhi</li> <li>• Business Statistics, Dr S.M Shukla and Sahai, Sahitya Bhawan Publications, Agra (Hindi and English, both Medium)</li> <li>• Business Statistics, R.S. Bhardwaj, Excel Books</li> </ul>			
Suggested web links:			

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28.5.2021

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[http://es.ioc.ee/ITKStat/files/1\\_intro.pdf](http://es.ioc.ee/ITKStat/files/1_intro.pdf)

Suggested equivalent online courses:

**Part D: Assessment and Evaluation**

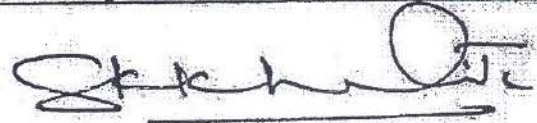
Suggested Continuous Evaluation Methods:

Maximum Marks: 100

Continuous Comprehensive Evaluation (CCE): 25marks University Exam (UE) 75 marks

<b>Internal Assessment:</b>	Class Test	15
Continuous Comprehensive Evaluation (CCE):25	Assignment/Presentation	10
<b>External Assessment:</b>	Section(A): Three Very Short Questions (50 Words Each)	03 x 03 = 09
University Exam Section: 75	Section (B): Four Short Questions (200 Words Each)	04 x 09 = 36
Time: 02.00 Hours	Section (C): Two Long Questions (500 Words Each)	02 x 15 = 30 Total 75


Any remarks/ suggestions: Theoretical exposition should be accompanied by Discussions, Case Studies preferably with Indian Context, Presentations and Industry Based Assignments.

  
28.5.2021

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## Format for Syllabus of Theory Paper

Program: Certificate		Part A: Introduction	
		Class: BBA I Year	Year: 2021
		Session: 2021-2022	
		Subject: COMMUNICATION SKILLS	
1	Course Code	MI-BBAA2T (Group-I)	
2	Course Title	BBA	
3	Course Type (Core Course/Elective/Generic Elective/Vocational/.....)	(Core Course)	
4	Pre-requisite (if any)	Not Required (Open for All)	
5	Course Learning outcomes (CLO)	1. Imagination, Ethical Theory and Skills to Interact, Students can learn how to do this ethically and effectively. 2. Students can learn and practice group communication skills. They will learn how to respond in discussions, interviews, conferences. 3. Students can learn nonverbal communication, listening and organizational culture. 4. Students can be equipped with knowledge of professional communication through the basic principles of writing professional papers and other documents.	
6	Credit Value	(Credit) 6	
7	Total Marks	Max. Marks: 25+75	Min. Passing Marks: 33
Part B- Content of the Course			
Total No. of Lectures-Tutorials-Practical (in hours per week): 3 Hours			
L-T-P: 90			
Unit	Topics	No. of Lectures	
1	Historical background of Communication, Definition and Process of Communication, Essentials of Effective Communication, Barriers to Communication, Role of Communication in Organizational Effectiveness.	18	
2	Public Speech - Composition Principles, Speech Delivering Skills, Group Discussion: Do's and Don'ts of Group Discussion, Communication in Committees, Seminars and Conference.	18	
3	Non-Verbal Communication: Meaning, types and Importance, Listening, Difference between Listening and Hearing.	18	
4	Business Correspondence, Essentials of Effective Business Correspondence, Structure of Business Letter, Types of Business Letter: Enquiry, Reply, Orders, Complaints and Circular Letter.	18	
5	Drafting of Notices, Agendas, Minutes, Job Application Letters, Preparation of Curriculum Vitae.	18	
Keywords/Tags:			
Part C-Learning Resources			
Text Books, Reference Books, Other resources			
Suggested Readings:			
<ul style="list-style-type: none"> <li>• Ace of Soft Skills Attitude Communication and Etiquette for Success by Gopaldaswamy Ramesh, Pearson India</li> <li>• Rao N. and Das R. P., Communication Skills, Himalaya Publishing House, Mumbai.</li> <li>• Mehta D. &amp; Mehta N. K., A Handbook of Communication Skills Practices, Radha Pub.</li> </ul>			

  
 28.5.2021  
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 Chairman, Central Board of Stud  
 Professional Mgt. BBA Council

- New Delhi.
- Sinha K.K., Business Communication, Galgotia Publishing House, New Delhi.
- Murphy A. & Peck Charles E., Effective Business Communication, Tata McGraw Hill, New Delhi.
- Dr. Praveen Kumar Agrawal & Dr. Avineesh Kumar Mishra, Communication Skills, Sahitya Bhawan, Agra (Hindi Medium)

Suggested web links:

[https://books.google.co.in/books/about/Effective\\_Business\\_Communication.html?id=Dz01joiJV0G](https://books.google.co.in/books/about/Effective_Business_Communication.html?id=Dz01joiJV0G)

Suggested equivalent online courses:

### Part D-Assessment and Evaluation

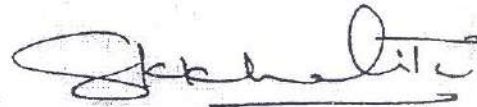
Suggested Continuous Evaluation Methods:

Maximum Marks: 100

Continuous Comprehensive Evaluation (CCE): 25marks University Exam (UE) 75 marks

Internal Assessment: Continuous Comprehensive Evaluation (CCE):25	Class Test Assignment/Presentation	15 10
External Assessment: University Exam Section: 75 Time: 02.00 Hours	Section (A): Three Very Short Questions (50 Words Each) Section (B): Four Short Questions (200 Words Each) Section (C): Two Long Questions (500 Words Each)	03 x 03 = 09 04 x 09 = 36 02 x 15 = 30 Total 75.

Any remarks/ suggestions: Theoretical exposition should be accompanied by Discussions, Case Studies preferably with Indian Context, Presentations and Industry Based Assignments.



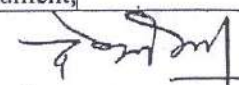
28.5.2021

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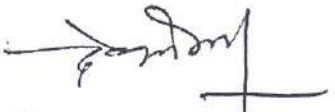


Part A : Introduction			
Program: CERTIFICATE		Class : UG	Year: I year session :2021-2022
Subject : M. S. Office			
1.	Course Code	S1-COAP2G	
2.	Course Title	M. S. Office	
3.	Course Type	Elective	
4.	Pre-requisite(If any)	Students should have a basic understanding of Computer peripherals like mouse, keyboard, monitor, screen, etc. and their basic operations.	
5.	Course Learning Outcomes (CLO)	<p>On the completion of this course student will be able –</p> <ul style="list-style-type: none"> <li>• To Create and manage professional documents using word.</li> <li>• Analyze, manage and present data using excel.</li> <li>• Create and manage presentation using power point.</li> <li>• To insert a table, picture, or drawing into the document.</li> <li>• To prepare the document to be sent as a circular letter.</li> </ul>	
6.	Credit Value	2	
7.	Total Marks	Max. Marks: 25+75	Min. Passing Marks: 33

Part B: Content Of the Course		
M. S. Office		
Total No. of Lectures =30 ( 1 hour/lecture per week) :1-0-0		
Unit	Topics	No. of Lectures
I	MS Word: Introduction, Features & area of use. Working with MS Word: Ribbon tabs-Home, Insert, Page Layout, References, Mailings, Review and View, Using word to create a new document, open, save and print a document, edit and format text, change the page layout, background and borders, insert headers and footers, insert and edit tables, insert clip art and pictures to documents. Formatting Fonts in word, Drop Cap in word, Applying Text effects, Using Character Spacing, Borders and Colors, Inserting Header and Footer, Using Date and Time option in Word. Creating project abstract Features to be covered:-Formatting Styles, Inserting table, Bullets and Numbering, Changing Text Direction, Cell alignment, Footnote, Hyperlink, Symbols, Spell Check , Track Changes	6
II	Creating a Newsletter : Features to be covered:- Table of Content, Newspaper columns, Images from files and clipart, Drawing toolbar and Word Art, Formatting Images, Textboxes and Paragraphs Creating a Feedback form - Features to be covered- Forms, Text Fields, Inserting objects Mail Merge : creating custom document, creating main document, creating data source , editing data source, opening a data source, sorting the data source, finding a record in data source, editing main document,	6

  
 (DR D N Goswami)

	sorting merged documents, filtering merged documents, printing merged documents, merging onto letterhead, using different data sources with a single main document.	
III	<p><b>MS Excel</b> : Introduction to Excel interface Understanding rows and columns, Naming Cells, Working with excel workbook and sheets Formatting excel work book, New, Open, Close, Save, Save As Formatting Text: Font Size, Font Style, Font Color, Use the Bold, Italic, and Underline Wrap text, Merge and Centre Currency, Accounting and other formats, Modifying Columns, Rows &amp; Cells, Perform Calculations with Functions, Creating Simple Formulas Setting up your own formula, Date and Time Functions, Financial Functions Logical Functions, Lookup and Reference, Functions</p> <p><b>Calculations</b> - Features to be covered:- Cell Referencing, Formulae in excel – average, standard deviation, Charts, Renaming and Inserting worksheets, Hyper linking, Count function, Mathematical Functions, Statistical Functions, Text Functions. Sort and Filter Data with Excel Sort and filtering data Using number filter, Text filter, Custom filtering, Removing filters from columns, Conditional formatting.</p>	6
IV	<p>Create Effective Charts to Present Data Visually Inserting Column, Pie chart etc. Create an effective chart with Chart Tool, Design, Format, and Layout options, Adding chart title, Changing layouts, Chart styles, Editing chart data range Editing data series, Protecting and Sharing the work book Protecting a workbook with a password, Allow user to edit ranges, Track changes, Working with Comments.</p> <p>Insert Excel Objects and Charts in Word, Use Macros to Automate Tasks Creating and Recording Macros, Assigning Macros to the work sheets, Saving Macro enabled workbook.</p> <p><b>Performance Analysis</b> - Features to be covered:- Split cells, freeze panes, group and outline, Sorting, Boolean and logical operators, Conditional formatting <b>Cricket Score Card creation</b> - Features to be covered:-Pivot Tables, Interactive Buttons, Importing Data, Data Protection, Data Validation</p>	6
V	<p><b>Creating PowerPoint Presentations:</b> Making presentation which demonstrate use of Hyperlinks, Inserting –Images, Clip Art, Audio, Video, Objects, Tables and Charts</p> <p>Create Master Layouts (slide, template, and notes), Types of views (basic, presentation, slide slotter, notes etc), Inserting – Background, textures, Design Templates, Hidden slides. Auto content wizard, Slide Transition, Custom Animation, Auto Rehearsing</p>	6

  
 (DR D N GOSWAMI)

**Part A Introduction**

<b>Program: Certificate</b>		<b>Year: First Year</b>	<b>Session: 2021-2022</b>
<b>Course Code</b>	<b>VI-COM-DIGT</b>		
<b>Course Title</b>	<b>DIGITAL MARKETING</b>		
<b>Course Type</b>	<b>Vocational</b>		
<b>Pre-requisite (if any)</b>	<b>Open for All</b>		
<b>Course Learning Outcomes (CLO)</b>	<p><b>After the successful completion of the course, the student shall be able to:-</b></p> <ul style="list-style-type: none"> <li>• Understand digital marketing, importance thereof, meaning of web site and levels of web site, difference between blog, portal &amp; website.</li> <li>• Understand the working of SEO (search engine optimization) on page optimization, off page optimization, and will learn to prepare reports</li> <li>• Learn about SMO (social media optimization) like Face book, twitter, LinkedIn, Tumblr, Pinterest and other social media services optimization</li> <li>• Understand paid tools like Google ad words, display advertising techniques</li> <li>• Learn and apply hands on experience on tools useful to SEO for analysis on website traffic, keyword analysis and learn email marketing and ad designing.</li> </ul>		
<b>Expected Job Role / Career opportunities</b>	<ul style="list-style-type: none"> <li>• Digital Marketing Manager</li> <li>• Search Engine Optimizer</li> <li>• Social Media Marketer</li> <li>• Content Marketer</li> <li>• Content creator for AR-VR (Augmented Reality –Virtual Reality)</li> <li>• SEO Specialist for voice assistance</li> </ul>		
<b>Credit Value</b>	<b>4</b>		

Part B- Content of the Course

Total No. of Lectures + Practical (in hours per week): L-1Hr / P-1 Lab/Hr

Total No. of Lectures/ Practical: L-30hrs/P-30hrs

Module	Topics	No. of Hours
I	<p><b>Introduction to Digital Marketing:</b></p> <p>Meaning of Digital Marketing, Differences from Traditional Marketing, Return of Investments on Digital Marketing vs. Traditional Marketing, E Commerce, Tools used for successful marketing, SWOT Analysis of Business for Digital Marketing, Meaning of Blogs, Websites, Portal and Their Differences, Visibility, Visitor Engagement, Conversion Process, Retention, Performance Evaluation.</p> <p><i>Keywords: Titles, Meta Tags</i></p>	10
II	<p><b>Search Engine Optimization (SEO):</b></p> <p>On page Optimization Techniques, Off Page Optimization Techniques, Preparing Reports, Creating Search Campaigns, Creating Display Campaigns.</p> <p><b>Social Media Optimization (SMO):</b></p> <p>Introduction to Social Media Marketing, Advanced Facebook Marketing, Word press Blog Creation, Twitter Marketing, LinkedIn Marketing, Instagram Marketing, social media Analytical Tools.</p> <p><i>Keywords: Google, Word press, FB, LinkedIn, Instagram, Analytics, SMO, Verbal Communication, Non- Verbal Communication, Intra personal and Interpersonal communication.</i></p>	10
III	<p><b>Search Engine Marketing:</b></p> <p>Meaning and Use of Search Engine Marketing, Tools used – Pay Per Click, Google Adwords, Display Advertising Techniques, Report Generation</p> <p><b>Website Traffic Analysis, Affiliate Marketing and Ad Designing:</b></p> <p>Google Analytics, Online Reputation Management, EMail Marketing, Affiliate Marketing, Understanding Ad Words Algorithm, Advertisement Designing.</p> <p><i>Keywords: PPC, Google Ad words, Reports, SEM, Google Analytics, Ad Design, Social Media, Affiliate</i></p>	10

Practical

- Design SEO To improve page rank of our college.
- Monitor traffic of your website using google analytics.
- Using search engine submission improves online recognition and visibility of websites.
- Designing a blog
- Use of cross linking
- On /Off optimization of the website.
- Design Back link and outbound link of website.
- Web Development, Audio Video Production,
- Digital Content Creation, Product & Sales review analysis

30

Part C Learning Resources

Text Books, Reference Books, Other resources

Suggested Readings:

Textbooks:

1. Ahuja Vandana Digital Marketing, Oxford University Press (2016) ISBN: 9780199455447,
2. SainyRomi, NargundkarRajendra Digital Marketing: Cases from India, Notion Press (2018) ISBN 9781644291931, 1644291932

Suggestive digital platforms web links:

<https://www.wordstream.com/linkbuilding#:~:text=Building%20links%20is%20one%20of%20link%20to%20your%20site.>

<https://www.targetinternet.com/the-top-32-most-useful-digital-marketing->

<https://digitalmarketingphilippines.com/8-strategic-steps-to-natural-link-building/https://www.the-d-guys.com/digital-marketing/>

Suggested equivalent online courses:

<https://onlinecourses.swayam2.ac.in>



(DR. PAVAN MISHRA)

(PROF. PAVAN MISHRA)

Chairman

Central Board of Studies (Commerce)

आधार पाठ्यक्रम: प्रथम प्रश्न पत्र - हिन्दी भाषा

(भाग-ए) परिचय

कार्यक्रम : यूजी लेवल प्रमाण-पत्र	कक्षा : बी.ए. / बी. कॉम / बी.एससी. / बी.एच.एससी / बी.सी.ए. / बी.बी.ए. (प्रथम वर्ष)	वर्ष 2021	मात्र 2021	2022
विषय	आधार पाठ्यक्रम			
1 कोर्स कोड	XI-FCE/AT			
2 कोर्स का शीर्षक	भाषा और संस्कृति			
3 कोर्स का प्रकार	आधार पाठ्यक्रम			
4 कोर्स अपेक्षित	कक्षा 12वीं उत्तीर्ण किसी भी विषय समूह से।			
5 कोर्स अधिगम उपलब्धि (लर्निंग आउटकम) (CLO)	1. उत्कृष्ट साहित्यिक पाठों के अध्ययन से रुचि का विकास करना। 2. सांस्कृतिक चेतना और राष्ट्रीय भावना का विकास करना। 3. भाषा-ज्ञान। 4. सामान्य शब्दावली और विशेष शब्दावली के अध्ययन द्वारा भाषा एवं संस्कृति बोध का विकास करना 5. विशिष्ट शब्दावली (बीज शब्द / की वर्ड) से परिचित करवाते हुए बोध के स्तर को विकसित करना। 6. प्रतियोगी परीक्षाओं हेतु तैयार करना।			
6 क्रेडिट मान	02 क्रेडिट			
7 कुल अंक	50 अंक			
8 उत्तीर्ण अंक	17 अंक			

01/21

(भाग - बी) कोर्स सागथी

व्याख्यान की कुल संख्या : वर्ष में अधिकतम 15 घंटे

यूनिट	विषय	व्याख्यान की संख्या
इकाई- एक	1. मैथिलीशरण गुप्त: परिचय पाठ: मातृभूमि (कविता)	5 घण्टे
	2. प्रेमचन्द: परिचय पाठ: शतरंज के खिलाड़ी (कहानी)	
	3. व्यंग्य: शरद जोशी-जीप पर सवार इल्लियाँ	
इकाई- दो	1. वैचारिक-भारतीय भाषाओं में राम	5 घण्टे
	2. आचार्य रामचन्द्र शुक्ल: परिचय पाठ: उत्साह (भावमूलक निबन्ध)	
	3. रामधारी सिंह दिनकर: परिचय पाठ: भारत एक है (संस्कृति)	
	4. आदिशंकराचार्य-जीवन व दर्शन	
इकाई- तीन	1. पर्यायवाची शब्द; विलोम शब्द; अनेक शब्द के लिए एक शब्द (हिन्दी व्याकरण)	5 घण्टे
	2. संधि और उसके प्रकार (हिन्दी व्याकरण)	
	3. बीज शब्द- धर्म, अद्वैत, भाषा, अवधारणा, उदारीकरण।	
सार बिन्दु (की.वर्ड) / टैग		
सर्च करे:		
मैथिलीशरण गुप्त	मैथिलीशरण गुप्त की कविता मातृभूमि	
प्रेमचंद	प्रेमचंद शतरंज के खिलाड़ी	
रामधारी सिंह दिनकर	भारत एक है रामधारी सिंह दिनकर	

9/11/21

आचार्य रामचन्द्र शुक्ल	उत्साह विद्या सामाजिक शुक्ल
इ	
स्वामी शिवकान्त	शिवानंद आर्यभट्ट
धर्म उभा है	
अद्वैत	
भाषा विचार	
भाषा परिभाषा	
अवधारणा की अर्थ एवं परिभाषा	
उदासीकरण की विशेषता	
पर्यायवाची शब्द	
विलीन शब्द	
अनेक शब्द के लिए एक शब्द	
सन्धि	

(भाग सी)

अनुशासित अध्ययन संसाधन

पाठ्य पुस्तकें, सन्दर्भ पुस्तकें, अन्य संसाधन

प्रेमचन्द - मानसरोवर, खण्ड:3

आचार्य रामचन्द्र शुक्ल - चिन्तामणि, भाग 1

डॉ. वासुदेव चन्दन प्रसाद: आधुनिक हिन्दी व्याकरण और रचना,  
भारती भवन, ठाकुर बाड़ी रोड, पटना, बिहार

डॉ. राजेश्वर चतुर्वेदी, हिन्दी व्याकरण - उपकार प्रकाशन, आगरा  
उ.प्र.

हिन्दी ज्ञान कोश

इन्टर नेट सामग्री - टैग में उल्लेखित

(भाग डी)

निरंक

आचार्य  
डॉ. रामचन्द्र शुक्ल  
हिन्दी अध्यापक शाला -  
वि. वि. वि. उल्हास (क'ड)



PART A: Introduction			
Program: UG Level	Class: I Year	Year: 2021-22	Session: 2021-22 onwards
Subject: <b>Foundation Course (English)</b>			
1.	Course Code	X1-FCHBIT	
2.	Course Title	English Language and Indian Culture	
3.	Course Type (Core Course/Elective/Generic Elective/ Vocational)	Foundation Course	
4.	Pre-Requisite (if any)	To study this course, a student should have basic knowledge of English language. This course will be studied by all the students of UG level under the Foundation Course category.	
5.	Course Learning Outcomes (CLO)	Through this course the students will be able to: 1. Prepare for various competitive exams by developing their English language competence. 2. Promote their comprehension skills by being exposed to a variety of texts and their interpretations. 3. Build and enhance their vocabulary. 4. Develop their communication skills by strengthening grammar and usages. 5. Inculcate values which make them aware of national heritage and environmental issues, making them responsible citizens.	
6.	Credit Value	2 Credit	
7.	Total Marks	Max. Marks: 50	Min. Pass Marks: 17
PART B: Content of the Course			
Total No. of Lectures-Tutorials- Practical (in hours per week): L-T-P			
Total No. of Lectures:			
Unit	Topics		No. of Lectures
I	<b>Reading, Writing and Interpretation Skills:</b> 1. Where The Mind is Without Fear– Rabindranath Tagore [Key Word: Patriotism] 2. National Education – M. K. Gandhi [Key Word: Edification] 3. The Axe- R.K Narayan [Key Word: Environment] 4. The Wonder That Was India- A.L Basham (an excerpt) [Key Word: Indianness] 5. Preface to the Mahabharata C. Rajagopalachari [Key Word: Indian Mythology]		05
II	<b>Comprehension Skill:</b> Unseen Passage followed by Multiple choice questions		05
III	<b>Basic Language Skills 1: Vocabulary Building: Suffix, Prefix, Synonyms, Antonyms, Homophones, Homonyms and One-word substitution.</b> <b>2: Basic Grammar: Noun, Pronoun, Adjective, Verb, Adverb, Prepositions, Articles,</b>		05

Time and Tense

**PART C: Learning Resources**

Textbooks, Reference Books, Other Resources

**Suggested Readings**

- Essential English Grammar – Raymond Murphy, Cambridge University Press.
- Practical English Grammar Exercises 1- A. J. Thomson & A. V. Martinet, Oxford India.
- Practical English Usage - Michael Swan, Oxford
- English Grammar in Use – Raymond Murphy, Cambridge University Press.

**Part D: Assessment and Evaluation**

Max Marks: 50	Min Marks: 17	University Exam (UE)	Total: 50
U.E. Time 2 Hours			

	External Assessment (UE)	Time: 2 Hours	
	Fifty Multiple Choice /Objective/True-False type questions to be asked. Each question carries one mark		

*Dr. A.S. Kushwah*  
21.5.21

Dr. A.S. Kushwah  
Chairman BOS Jiwaji University, Gwalior

*Dr. A.S. Kushwah*  
31/05/21  
प्राचार्य  
शा.एस.एल.पी. स्वातंत्र्योत्तर महाविद्यालय  
मुरार, ग्वालियर

Foundation Course: ENVIRONMENTAL EDUCATION

PART A: Introduction			
Program: UG Level Certificate	Class: UG I Year	Year: FIRST year	Session: 2021-22 onwards
Subject: Environmental Education			
1.	Course Code	XI-FCAC1T	
2.	Course Title	Environmental Education	
3.	Course Type (Core Course/Elective/Generic Elective/ Vocational)	Foundation Course	
4.	Pre-Requisite (if any)	<p>A course intended to create awareness about the life of human beings which is an integral part of environment; and to inculcate the skills required to protect the environment from all sides.</p> <p>To study this course, the student must have a knowledge about the environmental components, pollution, biodiversity, and ecosystem at senior secondary, class 12<sup>th</sup> level.</p>	
5.	Course Learning Outcomes (CLO)	<ol style="list-style-type: none"> <li>1. To understand various aspects of life forms, ecological processes, and the impacts on them by the human during Anthropocene era.</li> <li>2. To build capabilities to identify relevant environmental issues, analyze the various underlying causes, evaluate the practices and policies, and develop framework to make inform decisions.</li> <li>3. To develop empathy for all life forms, awareness, and responsibility towards environmental protection and nature preservation.</li> <li>4. To develop the critical thinking for shaping strategies such as; scientific, social, economic, administrative &amp; legal, environmental protection, conservation of biodiversity, environmental equity and sustainable development.</li> <li>5. To prepare for the competitive exams.</li> </ol>	
6.	Credit Value	2 Credit	
7.	Total Marks	Max.Marks : 50	Min. Passing Marks:17

AB  
(डा. अर्चना वंचोली)

**PART B: Content of the Course**

Total No. of Lectures-15 Hrs. (01 hours per week):

Total No. of Lectures: 15

Unit	Topics	No. of Lectures
I	<b>Environment and Natural Resources:</b> <ul style="list-style-type: none"><li>• Multidisciplinary nature, Scope and Importance of Environment</li><li>• Components of Environment: Atmosphere, Hydrosphere, Lithosphere, and Biosphere.</li><li>• Brief account of Natural Resources and associated problems: Land Resource, Water Resource, Energy Resource</li><li>• Concept of Sustainability and Sustainable Development</li></ul> <i>Keywords: Environment, Forest, Mineral, Food, Land, Water, Energy, Sustainable Development</i>	5 Hrs.
II	<b>Biome, Ecosystem and Biodiversity:</b> <ul style="list-style-type: none"><li>• Major Biomes: Tropical, Temperate, Forest, Grassland, Desert, Tundra, Wetland, Estuarine and Marine</li><li>• Ecosystem: Structure function and types their Preservation &amp; Restoration</li><li>• Biodiversity and its conservation practices.</li></ul> <i>Keywords: Biome, Ecosystem, Biodiversity</i>	4 Hrs.
III	<b>Environmental Pollution, Management and Social Issues:</b> <ul style="list-style-type: none"><li>• Pollution: Types, Control measures, Management and associated problems.</li><li>• Environmental Law and Legislation: Protection and conservation Acts.</li><li>• International Agreement &amp; Programme.</li><li>• Environmental Movements, communication and public awareness programme.</li><li>• National and International organizations related to environment conservation and monitoring.</li><li>• Role of information technology in environment and human health.</li></ul> <i>Keywords: Pollution, Environmental Legislation, Environmental Movement, Environmental programme and organization.</i>	6 Hrs.

Suggested activities: (at least one)

1. Visit to an area to document environmental assets: rivers / forest / flora / fauna.
2. Visit to a local polluted site Urban / Rural/ Industrial / Agricultural
3. Study of simple ecosystem.

*AB*  
(डा-अर्चना पंचोली)

## PART C: Learning Resources

### Textbooks, Reference Books, Other Resources

- Singh; J.S., Singh S.P. and Gupta, S.R.; "Ecology; Environment Science and Conservation", S Chand publishing, New Delhi, (2018)
- Divan, S. and Rosencranz, A., "Environmental Law and Policy in India : Cases, Material & Status" Oxford University Press, India, (2002) 2<sup>nd</sup> Edition.
- Odum, E.P., "Fundamentals of Ecology", Philadelphia Saundres, (1971)
- Bharucha, Erach, "Environmental studies" Universities Press India Pvt. Ltd. Hyderabad (2014) (Hindi Edition also available).
- Kaushik, Anubha, Kaushik, C.P. "Perspectives in Environmental Studies" New age International Publishers, (2018), 6<sup>th</sup> Edition.
- Asthana, D. K Asthana Meera, "A Textbook of Environmental Studies", S. Chand Publishing, New Delhi, (2007)
- National Digital Library (<https://ndl.iitkgp.ac.in/homestudy/science>)
- Epg- pathshala (<https://epgp.inflibnet.ac.in/Home/Download>)
- NPTEL (<https://nptel.ac.in/course.html>)
- Coursera (<https://www.coursera.org/search?query=environmental+science&page=1>)
- इराक भरूचा, पर्यावरण अध्ययन, ओरियन्ट ब्लैकस्वान प्राइवेट लिमिटेड नई दिल्ली (2014)
- दयाशंकर त्रिपाठी, पर्यावरण अध्ययन] मोतीलाल बनासीलाल पब्लिशर्स दिल्ली.(2005)
- रतन जोशी, पर्यावरण अध्ययन, साहित्य भवन पब्लिकेशन्स.(2018)

### Suggested equivalent online course –

- i. The Health Effects of Climate Change (edx)
- ii. Climate Change: Financial Risks and Opportunities (edx)
- iii. Introduction to Environmental Law and Policy (coursera)
- iv. Women in environmental biology (coursera)
- v. Our Earth: It's Climate, History, and Processes (coursera)
- vi. Ecology, physiology, environmental science (national digital library)

Ab  
(डा० अर्चना पंचोली)

# Foundation Course: Yoga and Meditation

## Part-A: Introduction

Program: Certificate course	Class: B.A. 1 Year	Year: 2021	Session: 2021 - 2022
Subject: Yogic Science			
1.	Course Code	AI-YOSCIF	
2.	Course Title	Yoga and Meditation (Paper-2)	
3.	Course Type	Foundation Course	
4.	Pre-requisite (if any)	For BA 1 Year students, this course is compulsory for all.	
5.	Course Learning Outcomes	After studying this course, students will be able to: <ul style="list-style-type: none"> <li>• Take care of their own Physical Mental emotional social and spiritual health.</li> </ul>	
6.	Credit Value	Theory-2	
7.	Total Marks	Max. Marks: 50	Min. Passing Marks: 17

## Part-B: Content of the Course

Total numbers of Lectures (in hours per week): 2 hours per week

Total Lectures: 30 hours; L - T - P: 2 - 0 - 0

Units	Topics	No. of Lectures
I	<b>Introduction to Yoga and Yogic Practices</b> 1. Yoga: Etymology, definitions, aim, objectives and misconceptions 2. Yoga: Its Origin, history and development 3. Rules and regulations to be followed by Yoga Practitioners 4. Introduction to Yoga practices 5. Shatkarma: meaning, purpose and their significance in Yoga Sadhana 6. Introduction to Yogic Loosening practices and Surya Namaskar Key Words: History and Development of Yoga, Shatkarma, Common Yogic Practices.	10
II	<b>Breathing Practices and Pranayama</b> 1. Sectional Breathing (Abdominal, Thoracic and Clavicular)	10

	<p>2. Yogic Deep Breathing</p> <p>3. Concept of Puraka, Rechaka and Kumbhaka</p> <p>4. Concept of Bandha and Mudra</p> <p>5. Anulmoa Viloma/Nadi Shodhana</p> <p>6. Shitali 7. Bhramari</p> <p><b>Key Words:</b> Sectional breathing, Deep breathing, Bandha &amp; Mudra, Shitali, Bhramari.</p>	
III	<p><b>Practices leading to Meditation</b></p> <p>1. Recitation of Pranava Mantra</p> <p>2. Recitation of Hymns, in vocations and prayers</p> <p>3. Anter Maun</p> <p>4. Breath Meditation</p> <p>5. Om Dhyana</p> <p><b>Key Words:</b> Pranav Mantra, Antermaun, Breath Meditation, Om Dhyana.</p>	10

#### Part-C: Learning Resources

Text Books, Reference Books, Other resources

#### Suggested Readings:

1. Singh S. P & Yogi Mukesh: Foundation of Yoga, Standard Publication, New Delhi, 2010.
2. Swami Dharendra Brahmchari: Yogasana Vijnana, Dharendra Yoga Publication, New Delhi, 1966.
3. Saraswati, Swami Satyanand: Asana, Pranayama, Mudra, Bandha (APMB), Yoga Publication Trust, Munger, 2013.
4. H. R. Nagendra: Asana, Pranayama, Mudra, Bandha, Swami Vivekananda YogPrakashan, Bangalore, 2002.
5. Ishwar Bhardwaj: Saral Yogasana, Satyam Publishing House, New Delhi, 2018.
6. Shri Rai Singh Chouhan: Mudra Rahasya, Bhartiya Yog Sansthan, New Delhi, 2014.
7. Dr. Vishwanath Prasad Sanha: Dhyana Yoga, Bhartiya Yog Sansthan, New Delhi, 1987.
8. Shri Deshraj: Dhyana Sadhana, Bhartiya Yoga Sansthan, New Delhi, 2015.

#### Suggestive digital platforms web links:

1. [www.rishikeshnathyogshala.com](http://www.rishikeshnathyogshala.com)

Suggested equivalent online courses: 1. <https://sahayji.com/hathayoga-course>

2. <https://theyogainstitute.org/>

### Part D: Assessment and Evaluation

Maximum Marks:

50

University Examination (Objective) 50

Time: 01:00 Hour

External Assessment: University Examination	Objective questions	50
	Total	50

Any Remarks/suggestions:



**Part- A  
Introduction**

Program: certificate

Class : UG I

Year: 2021

session:2021-2022

**Subject : Computer Application**

**S1-COAP2R**

**MS Office (Practical)**

**Generic Elective**

1.	Course Code			
2.	Course Title			
3.	Course Type			
4.	Pre-requisite(If any)			
5.	Course Learning Outcomes (CLO)	<p>On the completion of this course student will be able -</p> <ul style="list-style-type: none"> <li>• To use keyboard shortcuts to perform tasks.</li> <li>• To create a new document, open, save and print a document.</li> <li>• To edit and format text, change the page layout, background and borders.</li> <li>• To modify power point custom template presentation.</li> <li>• To insert clip art and pictures to documents.</li> <li>• To navigate the start menu to locate programs, files, and settings &amp; create files and folders.</li> </ul> <p>To create a word document with customized template.</p>		
6.	Credit Value	2		
7.	Total Marks	<table border="1"> <tr> <td>Max. Marks: 25+75</td> <td>Min. Passing Marks: 33</td> </tr> </table>	Max. Marks: 25+75	Min. Passing Marks: 33
Max. Marks: 25+75	Min. Passing Marks: 33			

**Part- B Content Of the Course**

**MS Office (Practical)**


**Total No. of Labs = 30 labs each of 2 hours duration (1 lab per week)**

**Practical Lab will be conducted based on the theory Syllabus**

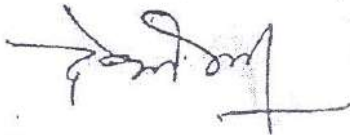
**List of Practical**

1. Create a document and apply different formatting options.
2. Design a Greeting Card using Word Art for different festivals.
3. Create your Bio-data and use page borders and shading.
4. Create a document and insert header and footer, page title etc.
5. To create a document, set the margins, orientation, size, column, water mark, page color and page borders.
6. Insert a table into the document.
7. Prepare a mark sheet of your class subjects.

30hrs

  
 (DR D.N.GOSWAMI)

8. Apply the creating, editing, saving, printing securing & protecting operations to an excel spreadsheets.
9. Prepare a bar chart & pie chart for analysis of five year results of your institute.
10. Work on the following exercise on a Workbook:
  - a. Copy an existing Sheet
  - b. Rename the old Sheet
  - c. Insert a new Sheet into an existing Workbook
  - d. Delete the renamed Sheet.
11. Prepare an Attendance sheet of 10 students for any 6 subjects of your syllabus. Calculate their total attendance, total percentage of attendance of each student & average of attendance.
12. Create a worksheet on Students list of any 4 faculties and perform following database functions on it.
  - a. Sort data by Name
  - b. Filter data by Class
  - c. Subtotal of no. of students by Class.
13. Apply themes and layouts to power point slides and insert pictures, graphics, shapes, and tables into presentations.
14. In power point slide make use of adding transitions and animation & Working with master slides.
15. Create a excel worksheet and perform computations using available data and using mathematical functions chosen from menus.

  
(Dr. D. N. Goswami)

**Part -C  
Learning Resources**

**Suggested Digital Platforms, Web links**

1. <https://www.youtube.com/watch?v=Zv3XMBb3V6A>
2. <http://www.digimat.in/nptel/courses/video/121106007/L12.html>
3. <https://www.webucator.com/how-to/how-use-mail-merge-microsoft-word.cfm>
4. <https://support.microsoft.com/en-us/office/create-pivottable-or-pivotchart-views-in-an-access-desktop-database-83e524df-dfbd-456d-9dd0-0a48c1aa6752>
5. <https://support.microsoft.com/en-us/office/create-a-pivottable-to-analyze-worksheet-data-a9a84538-bfe9-40a9-a8e9-f99134456576>


**Suggested Readings:**

1. Microsoft Office 97 : Will Train , Gini Courter, Annette Marquis ,BPB Publication.
2. MS Office 2000 for Everyone : Saxena Sanjay, s schnd
3. Writer's Guide to Microsoft Word : Kari Holloway
4. Access 2016 Bible : Michael Alexander, Richard Kusleika
5. Excel 2019 : Greg Harvey
6. Microsoft Powerpoint Made Easy : Chris Smith

**Part D: Assessment and Evaluation(Practical)**

Maximum Marks :	100
Continued Comprehensive Evaluation (CCE):	25
University Exam(UE):	75

Internal Assessment	Marks	External Assessment	Marks
Class Interaction	10	Viva voce on Practical	15
Attendance	5	Practical Record File	10
Assignments(Charts/Seminar/ Technology Dissemination/ Report Excursion/ Lab Visits/ Survey/ Industrial visit	10	Table Work/ Experiments	50
<b>TOTAL</b>	<b>25</b>		<b>75</b>

  
 (DR D N GOSWAMI)