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**Syllabus of Value Added Courses
As per UGC Curriculum and CBCS
Framework for Undergraduate Programmes
under NEP 2020
For
Undergraduate Courses (Semester I/II)
In
Faculties of Arts/Science/Commerce/Fine
Arts/Social Sciences
w.e.f. Academic Session 2023-2024**

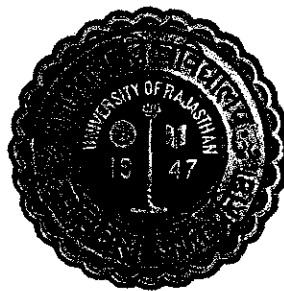


University of Rajasthan, Jaipur

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**List of Value Added Courses
As per NEP-2020
For
Undergraduate Courses (Semester I/II)
In Faculties of Arts/Science/Commerce/Fine
Arts/Social Sciences
w.e.f. Academic Session 2023-2024**



University of Rajasthan, Jaipur

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University of Rajasthan, Jaipur
List of Value Added Courses
As per NEP-2020
For
Undergraduate Courses (Semester I/II)
In Faculties of Arts/Science/Commerce/Fine Arts/Social Sciences
w.e.f. Academic Session 2023-2024

1. Anandam
2. Digital Enhancement
3. Understanding Indian Society & Culture
4. Nutrition for Health and Fitness
5. Geriatric Wellness and Care
6. National Cadet Corps(NCC)-I (Semester-I)
7. Indian Value System ()
8. National Service Scheme (NSS)-I (Semester-I)
9. Financial Literacy
10. National Cadet Corps(NCC)-II (Semester-II)
11. National Service Scheme (NSS)-II(Semester-II)

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NEP-2020 based Syllabus
For
Value Added Courses for Semester I and II in UG Programmes
(2 credits/semester for Semester I/II.)
VAC-1

1	Title of course- A n a n d a m	
2	Nodal Department of HEI to run course	Sociology.
3	Nature of course- Independent/Progressive	No
4	Number of Seats-	60 students per batch
5	Course Code-.....	Credits-02(1Theory OR 2Practical Hours per week)
6	Scheme of Examination Maximum Marks Minimum Marks	Annexure-I (Attached) 50 20
7	Is this course is based on Outside Partners/Institutions/Industry/ Govt. Org. etc. ?	Yes <input type="checkbox"/> No <input type="checkbox"/>
8	If Yes, Name of proposed Outside Partners /Institutions /Industry/ Govt. Org. etc.	Any Government Organization and NGOs
9	<p>Syllabus</p> <ul style="list-style-type: none"> • Individual Activities • Group Activities • 1 hour lecture per week • Report of Group Project • Lecture/Webinar, Interactive Session to be organized in College for students on Anandam Day (Last Working Day of every Month) <p>Guidelines</p> <ul style="list-style-type: none"> • Adopt an area/colony/office to train people about plastic/organic waste disposal. • Form a group to ensure that injured and sick cows and other animals in your area are taken care of. • Adopt an area/colony to rectify issues related to water /electricity/ waste disposal/ road safety/pollution, etc. • Create a book/food/clothes/mobile/equipment bank and distribute it to the needy. • To Monitor unauthorized cutting of trees and related issues. • Engage in massive plantation and afforestation programs. • Adopt local heritage sites or spots of tourist interest and work for its restoration and publicity on tourist guide maps. • Coordinate with hospitals / NGOs and organise medical check-up camps for children/women in poor localities. • Form drug/alcohol de-addiction help-groups and motivate people. • Organize Vocational Skill Training Programs in juvenile jails and women homes. • Form a group to help workers/house maids to make cooperatives for small scale loans. • Form a group to monitor and resolve eve-teasing/ harassment of women, children and old people. • Form a group to restore and publicise local art-forms like weaving/ dyeing, maandna, folk songs, old manuscripts, etc 	

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- Form age/gender specific groups for collective yoga/meditation in a community, society, hostel, etc.
- Form a group to restore wells/step wells/ponds or other similar water sources.
- Form a group to motivate people to employ rain water harvesting and solar energy harvesting techniques.
- Form a group to maintain a public garden/park for the residents of a particular area.
- To train youngsters about computer programming and apps.
- Engage in " Beti Bachao Beti Padhao" programs for over all development and empowerment of girl child in your locality.
- Innovate/Design Simple technology using local resources that saves labour time of labourers and poor farmers and impacts their lives positively.
- E-literacy programs, to help organizations/individuals with email and websites, etc.
- Time giving activities to adopted communities for spreading awareness regarding Govt. programmes/Schemes.
- Sports activities like yoga, meditation, drills and physical exercises in adopted areas
- Spread awareness about dental care, first-aid training, etc.
- Form group for attending to old people to assist them for market and groceries, etc.

Annexure-1

Examination Scheme:

Programme Evaluation Methods:

S.No.	Parameters	Max. Marks
1	Entries in Daily Diary	05
2	Synopsis of Project	10
3	Participation in Anandam Day (Last working day of every month)	10
4	Report of Group Project	25
	Total	50

Evaluation of Group Projects (25 Marks)

S.No.	Parameters	Max. Marks
1	Presentation/Video/Photographs submitted with Report	05
2	Media Report of Certificate from Govt. Organization/NGO/Community Forum/ Social Organisation Etc.	10
3	Challenging Issues / Problem Solving/ Innovation addressed in Project Report	10
	Total	25

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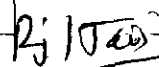
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NEP-2020 based Syllabus
For
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VAC-2

1	Title of course-Digital Enhancement	
2	Nodal Department of HEI to run course	All College Units
3	Broad Area/Sector-	ICT Tools
4	Number of Seats-	60 students per batch
5	Course Code-.....	Credits-02(4 Hours per week)- Presentations/ Demonstration and Group Activity
6	Scheme of Examination Maximum Marks :50 Minimum Marks: 20	Internal Assessment : 10 Marks EoSE : 40 marks , Duration: 2 hours Exam pattern : MCQ , 80 questions. The responsibility of conducting and evaluating the Mid Semester Assessment is vested on the teacher designated as Course Coordinator. The End-Semester Examination shall be conducted by the concerned University.
7	Is this course is based on Outside Partners/ Institutions/ Industry/ Govt. Org. etc. ?	Yes <input type="checkbox"/> No <input type="checkbox"/>
8	Syllabus outlines Unit I : Digital Inclusion and Empowerment Unit II : Communication and Collaboration in the Cyberspace Unit III : Towards safe and Secure Cyberspace Unit IV : Ethical Issues in Digital Word	

- The course should be conducted in an interactive mode through demonstration, using appropriate ICT tools.
- Conduct workshops on e-services initiated under Digital India and Govt. of Rajasthan..
- Spread digital literacy/awareness amongst the vulnerable groups and marginalized sections of the society like street vendors, domestic help, security guards, senior citizens.
- Students will take up team activities/ projects exploring digital services in the areas such as education, health, planning, farming, security, cyber security, financial inclusion, and justice, e-Kranti.
- Any other Practical/ Practice as decided from time to time.

Unit wise Details of the Value Added Course

Particulars	Presentations cum Practice Hours with individual and group activity. (30×2=60)
Unit I: Digital inclusion and Digital Empowerment	20
<ul style="list-style-type: none"> • Needs and challenges • Vision of Digital India: DigiLocker, E-Hospitals, e-Pathshala, BHIM, Swayam Portal, e-Kranti (Electronic Delivery of Services), e-Health Campaigns. Digital Signature. • Public utility portals of Govt. of India such as RTI, Health, Finance, Education, SSO-ID. 	


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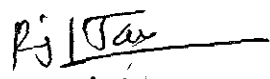
Unit II: Communication and Collaboration in the Cyberspace	16
<ul style="list-style-type: none"> • Electronic Communication: electronic mail, blogs, social media tools • Collaborative Digital platforms • Tools/platforms for online learning • Collaboration using files sharing, messaging, video conferencing 	
Unit III: Digital Safety Measurement Tools.	16
<ul style="list-style-type: none"> • Online security and privacy • Threats in the digital world: Various forms of Viruses, Data breach and Cyber Attacks • Blockchain Technology • Security Initiatives by the Gov of India 	
Unit IV: Ethical Issues in Digital World	8
<ul style="list-style-type: none"> • Emerging Technologies: Overview of Cloud Computing, • Big Data, Internet of things, Virtual reality, Robotics, Artificial intelligence, • 3-D Printing, Future of digital technologies. 	
Total	60 hours
Requisite: Basic knowledge of Computer Applications.	

Suggested Books/References/Weblinks(if available)

(a)	Books:	Essential Readings / Online Resources <ul style="list-style-type: none"> • Rodney Jones and Christopher Hafner. "Understanding digital Literacies: A Practical Introduction" Routledge Books, 2nd edition, 2021. • M.Swan, "Blockchain: Blueprint for a new economy, O'Reilly Media, 2015. • K.Chandrasekhran, "Essential of Cloud Computing", CRC Press, 2014 • P.Kumar et al., "Emerging Technologies in Computing: Theory, Practice and Advances, CRC Press, Routledge, Taylor & Francis Group, , 1stEdn, 2021. • https://www.digitalindia.gov.in • https://www.digilocker.gov.in • https://www.cybercrime.gov.in • https://www.cybersafeindia.in • https://www.meity.gov.in/cyber-surakshit-bharat-programme
(b)	References:	Suggested Readings <ul style="list-style-type: none"> • David Sutton. "Cyber security: A practitioner's guide", BCS Learning & Development Limited, UK, 2017. • https://www.mha.gov.in/document/downloads/cyber-safety-handbook

Programme Specific Outcome(As per the directions of UGC Framework for UG Programmes)

- Digital enhancement programs will provide streamline processes and automate tasks, leading to increased operational efficiency. By understanding and learning about learning digital tools and technologies and optimize the workflows will reduce human error.
- To empower individuals to work more productively. With access to digital tools, automation, and collaboration platforms, employees can streamline their work, enhance communication and collaboration, and achieve higher levels of productivity.
- Digital enhancement programs often involve upskilling and reskilling individual to adapt to new technologies and work practices. By training of digital activities one can work fast with efficiency. Enhancing digital literacy, and foster a culture of continuous learning will be developed in the student.


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NEP-2020 based Syllabus

For
Value Added Courses for Semester I and II in UG Programmes
(2 credits/ semester for Semester I, II.)
VAC-3

1	Title of course- Understanding Indian Society and Culture	
2	Nodal Department of HEI to run course	History
3	Broad Area/Sector-	Indian History
4	Number of Seats-	All students
5	Course Code-.....	Credits- 02 (2 Theory Hours per week)
6	Scheme of Examination Maximum Marks :50 Minimum Marks: 20	Internal Assessment: 10 Marks EoSE : 40 marks, Duration: 2 Hours Exam pattern: MCQ , 80 questions The responsibility of conducting and evaluating the Mid Semester Assessment is vested on the teacher designated as Course Coordinator. The End-Semester Examination shall be conducted by the concerned University.
7	Course Objective: The objective of this value-added course on the evolution of Indian society isto provides students with a comprehensive understanding of the historical, social, and cultural aspects of early and medieval Indian society. By studying various concepts, institutions, teachings, and artistic expressions, students will gain insights into the evolution of Indian society and its impact on contemporary culture. The course aims to foster critical thinking, cultural appreciation, and a deeper understanding of the roots of Indian civilization.	
8	Syllabus/ Guidelines UNIT I : Spiritual Concepts and Institutions UNITII : Social and Political Ideas UNITIII : Styles of Architecture UNITIV : Cultural Synthesis	

Unit wise Details of the Value Added Course

Unit	Title of Unit	Course Content	Theory Hours	Practical Hours
I	Spiritual Concepts and Institutions	<i>varna, ashrama, purushartha, and samskaras.</i> Teachings of Jainism and Buddhism	08	-
II	Social and Political Ideas	Social ideas as depicted in the <i>Smritis</i> with special reference to <i>Manusmriti</i> . Political Ideas in ancient India with special reference to <i>Arthashastra</i>	07	-
III	Styles of Architecture	Temple Architecture Dravida Style Nagar Style Besar Style	07	-
IV	Cultural Synthesis	Indo-Saracenic cultural synthesis- with special reference to art and literature. Development of Mughal Painting.	08	-
Total Hours			30	-

Suggested Books/References/Web-links(if available)

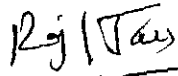

- (1) S.K. De, U.N. Ghosal et al (ed.): *The Cultural Heritage of India, Vol. II (Itihasas, Puranas, Dharma and other Shastras)*, Ramkrishna Mission, Calcutta, 2nd ed., 1962.

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- (2) P.V. Kane: *History of Dharmasastra*, 5 Vols, Bhandarkar Oriental Research Institute, Poona, 2nd ed., 1968-77. (Hindi translation of 5 vols. published by Uttar Pradesh Hindi Sansthan, Lucknow).
- (3) P.H. Prabhu :*Hindu Social Organisation*, Popular Prakashan, Bombay, 1940
- (4) N.K. Dutta :*Origin and Growth of Caste in India*, Vols. I & II, Combined Reprint, Calcutta, 1986.
- (5) Rajbali Pandey :*Hindu Samskara (The Social and Religious Study of the Hindu Sacraments)*, Varanasi (Also in Hindi), 1936
- (6) G.C. Pande :*Bharatiya Samaj - Tattvika aur AitihāsikaVivechana* (in Hindi), New Delhi, 1994.
- (7) Patrick Olivelle :*The Law Code of Manu*, Oxford world Classics, 2009
- (8) Ram Sharan Sharma: *Aspects of Political Ideas and Institutions in Ancient India*. Motilal Banarsidas, Delhi, 1959
- (9) Charles Hallisey: *Therigatha – Selected Poems of First Buddhist Women*, Harvard University Press, 2015
- (10) Thomas R Trautmann; *Arthashastra – The Science of Wealth*. Random House India, 2016
- (11) J L Mehta *Advanced Study in the History of Medieval India* Vol. 3 Sterling Publication, Delhi, 2018
- (12) Sacchidanad Sahay: *Mandir Sthapatya ka Itihas*, Bihar Hindi GranthAkademi, 2013

Course Outcome:

This course aims to give insights into the evolution of Indian society and emphasises the development of critical thinking skills, cultural appreciation, and a deeper understanding of the roots of Indian civilization. By the end of the course, students will be able to analyse and evaluate the factors that shaped Indian society, apply their knowledge to engage in meaningful discussions and demonstrate proficiency in interpreting the historical and cultural aspects of Indian society. Moreover, students will develop a broader perspective on the interconnectedness of early and medieval Indian society with contemporary culture and society.


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VAC-4

1	Title of course- Nutrition for Health and Fitness	
2	Nodal Department of HEI to run course	Department of Home Science
3	Broad Area/Sector-	Nutrition and Fitness
4	Nature of course - Independent / Progressive	Progressive
5	Number of Seats-	60 students per batch
6	Course Code-.....	Credits- 02 (2 Theory Hours per week)
7	<p>Programme Objective: The course has been planned to provide the student about basic concept of health, wellness and fitness. The course shall create awareness about the importance of correct dietary and physical activity practices for positive health and wellness. The student shall understand balanced diet and impact of processed foods on health. An understanding of the current health scenario in the country and globally will be imparted</p>	
8	<p>Scheme of Examination Maximum Marks :50 Minimum Marks: 20</p>	<p>Internal Assessment: 10 Marks EoSE : 40 marks, Duration: 2 Hours Exam pattern: MCQ , 80 questions The responsibility of conducting and evaluating the Mid Semester Assessment is vested on the teacher designated as Course Coordinator. The End-Semester Examination shall be conducted by the concerned University.</p>

10	<p>Syllabus/ Guidelines Unit I : Health & Fitness Unit II : Nutritional Guidelines Unit III : Processed Foods Unit IV: Physical Activity and Nutrition</p>
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Unit wise Details of the Value Added Course

Unit	Title of Unit	Course Content	Theory Hours (30)
I	Health & Fitness	<ul style="list-style-type: none"> • Concept of positive Health and Wellness as per WHO Guidelines • Physical Fitness –definition • Role of Nutrition for Health and Fitness 	4 4
II	Nutritional Guidelines	<ul style="list-style-type: none"> • Balanced Diets and Food Pyramid . • How to plan balanced diets for various age groups • Dietary Goals and Guidelines for Indians (Reference man & woman) 	3 4
III	Processed Foods	<ul style="list-style-type: none"> • Concept of Processed Foods • Impact of Packaged, Ultra-processed and Convenience Foods on Health 	3 4
IV	Physical Activity & Nutrition	<ul style="list-style-type: none"> • Effects on health of Physical Activity and Dietary Habits • Dual Burden of Malnutrition 	4 4
Total Hours			30


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10

Suggested Books/References/Web-links(if available)

(a)	Books:	(1) M.Swaminathan (2015): Advanced Text Book of Food and Nutrition. Volume I & II. The Bangalore Press, India. (2) Ravindra Chadha & Pulkit Mathur (2015) : Nutrition and Life Cycle Approach. The Orient Blackswan; First Ed. (3) Dietary Guidelines for Indians –A Manual (2011) ,NIN, Hyderabad
(b)	References :	https://www.fao.org/3/ca5644en/ca5644en.pdf https://www.who.int/news-room/fact-sheets/detail/healthy-diet
(c)	Web-Links:	https://cdn.who.int/media/docs/default-source/health-promotion/framework4wellbeing_16dec22.pdf?sfvrsn=32a0e228_4&download=true https://www.nin.res.in/downloads/DietaryGuidelinesforNINwebsite.pdf https://apps.who.int/iris/rest/bitstreams/1315866/retrieve https://ncert.nic.in/textbook/pdf/iehp104.pdf https://www.researchgate.net/publication/51711287_Consensus_Physical_Activity_Guidelines_for_Asian_Indians https://egyankosh.ac.in/handle/123456789/47981h https://egyankosh.ac.in/handle/123456789/44151 https://eppg.inflibnet.ac.in/Home/ViewSubject?catid=NuAs6SreCGryddEfs4kkBA

Programme Outcome

1. Enhancing the basic understanding of nutrition and physical fitness
2. Developing a healthy attitude towards physical well being
3. Inculcating values of conscious and correct eating habits
4. Awareness generation regarding processed foods and their effects on health & wellness
5. Understanding importance of physical activity and its effect on health & wellness
6. Understanding nutrition and its effect on health and wellness

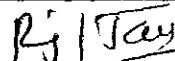
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(2 credits/ semester for Semester I, II.)
VAC-5

1	Title of course- GERIATRIC WELLNESS AND CARE	
2	Nodal Department of HEI to run course	Department of Home Science
3	Broad Area/Sector-	HUMAN DEVELOPMENT AND FAMILY STUDIES
4	Nature of course - Independent / Progressive	Progressive
5	Number of Seats-	60 students per batch
6	Course Code-.....	Credits- 02 (2 Theory Hours per week)
7	Scheme of Examination Maximum Marks :50 Minimum Marks: 20	Internal Assessment: 10 Marks EoSE : 40 marks, Duration : 2 hours Exam pattern: MCQ , 80 questions The responsibility of conducting and evaluating the Mid Semester Assessment is vested on the teacher designated as Course Coordinator. The End-Semester Examination shall be conducted by the concerned University.
	<p>Programme Objectives: The course shall give the student an understanding of role of geriatric care assistance and shall equip the student to be an effective care giver. The student shall be understand the importance of the general, medical and psychological problems faced by the elderly and be able to learn about basic first aid for elderly. An understanding of the current health scenario in the country and globally will be imparted.</p>	
8	<p>Syllabus/ Guidelines Unit-1 : Introduction to health care of Geriatric population Unit-2 : Introduction to a Geriatric Care Assistant Programme Unit- 3 : Personal Hygiene and Health of elderly Unit-4 : Basic applied knowledge for Geriatric Care</p>	

Unit wise Details of the Value Added
Course

Unit	Title of Unit	Course Content	Theory Hours	Practical Hours
UNIT-I	Introduction to healthcare of Geriatric population	a) Health care delivery system in India at primary, secondary and tertiary care, Community participation in health care delivery system	4	
		b) Basic medical, psychological and nutrition related terminologies; Issues in Health Care Delivery System in India.	3	
		c) Role of a Geriatric Care Assistant, Do's and Don'ts; Requirements to become a Certified Geriatric Care Assistant	4	


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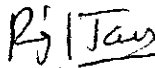
UNIT-II	Introduction to a Geriatric Care Assistants	d) Basics of emergency care and life support skills-Vital signs, first aid and triage e) Identifying signs and taking measures for elderly emergency conditions e.g. Stroke, falls, injuries, accidents, cuts, bruises and sprain, Asthma attack, Gastro-Intestinal disorders, Hypothermia and fever, Dental problems, Vision and Hearing problems, Bacterial, fungal, urinary tract infections, Depression and Dementia and any other conditions	2 5	
UNIT- III	Personal Hygiene and Health of elderly	f) Understanding and procedures of Hygiene and prevention of infection including effective hand washing, bathing, drying, grooming etc g) Vaccination protocol against common Infectious diseases: immunization to reduce the health risks for care giver and patients.	3 3	
UNIT-IV	Basic applied knowledge for Geriatric Care	h) Understanding working systems for geriatric care institutions like hospital and old age Home i) Basic first aid for elderly population j) Leisure activities for elderly- importance and types of leisure activities	2 2 2	
		Total	30	

Suggested Books/References/Web-links(if available)

(a)	Books:	(1) NurseAssistantTrainingTextAmericaRedcross2013 (2) Draft Short Term, Training Curriculum Handbook of General Duty Assistant MOHFW. Govt.of India. (3) Draft of S.TTC Hand book of Hons. Health Aide MOHFN,GOI
(b)	References:	Manual on Geriatric care, MOHFW ,Dept. of Ayush GOI

Programme Outcome

- (1) Understanding the health care in India
- (2) Understanding the role of a Geriatric care Assistant
- (3) Skilled and Trained caretakers for geriatric population


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For
Value Added Courses for Semester I and II in UG Programmes
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VAC-6

1.	Title of course-	NCC -1 (Semester-I)	
2	Nodal Department of HEI to run course	NCC Incharge of University	
3	Broad Area/Sector-	Participation in NCC	
4	Sub Sector-	College NCC Units	
5	Nature of course-Independent/Progressive	Progressive	
6	Number of Seats-	As per Vacancies allotted by DG NCC	
7	Course Code- 04	Credits-02(1Theory & 2 Practical Hours per week)	
8	Scheme of Examination Max Marks... Minimum Marks:	As per SNCCO Sept 2022 (Annexure-2) 50 20	
9	Is this course is based on Outside Partners/Institutions/Industry/ Govt. Org. etc. ?	Yes	No
10	If Yes, Name of proposed Outside Partners/Institutions/Industry/ Govt. Org. etc.	NCC office, Jaipur	
11	<p>Objective of NCC</p> <p>The National Cadet Corps (NCC) is one of the largest youth organizations in India, with a primary objective of developing character, discipline, and leadership qualities among the youth. Established in 1948, the NCC has played a significant role in shaping the future generations of the country. Its core values, such as unity, discipline, and secularism, contribute to fostering national integration and a sense of pride among the cadets.</p> <ul style="list-style-type: none"> • The NCC operates under the Ministry of Defence and has a presence in various educational institutions, including schools and colleges. It provides young boys and girls with a platform to develop their personality, physical fitness, and social awareness. The NCC motto, "Unity and Discipline," encapsulates its fundamental principles and the goals it strives to achieve. • One of the primary objectives of the NCC is to develop leadership qualities among the cadets. Through various training activities, including drill exercises, obstacle courses, and team-building exercises, the NCC instills in its cadets the ability to lead and inspire others. Cadets are taught to make quick decisions, take responsibility, and work in teams. These leadership skills are not only beneficial during the NCC training but also in all aspects of life, be it academics, career, or personal relationships. • Another crucial objective of the NCC is to foster national integration. India is a diverse nation, with numerous languages, religions, and cultures. The NCC embraces this diversity and promotes a sense of unity among its cadets. Regardless of their background, religion, or region, cadets come together under the common goal of serving the nation. The NCC emphasizes the importance of unity in diversity and encourages cadets to respect and appreciate different cultures and traditions. • The NCC also aims to create responsible and disciplined citizens. Cadets are required to adhere to a strict code of conduct, which includes punctuality, respect for authority, and ethical behavior. These principles help in molding the character of the cadets and preparing them for the challenges of life. The NCC believes that disciplined individuals contribute positively to society and uphold the values of integrity and honesty. • Moreover, the NCC plays a vital role in providing cadets with opportunities to engage in social service activities. The organization encourages cadets to actively participate in community development projects, blood donation drives, and environmental conservation initiatives. These activities not only develop a sense of empathy and social responsibility but also nurture a spirit of selflessness and service towards the nation. • Furthermore, the NCC aims to create a pool of talented and responsible youth who can contribute to the defense services of the country. Many NCC cadets choose to pursue a career in the armed forces or other uniformed services, where they can utilize their skills and training to serve the nation. The NCC provides a strong foundation for such individuals, preparing them physically, mentally, and emotionally for the challenges of these professions. 		

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14

12	Syllabus Semester -I Total Hours- 15 (Credits-01) Practical- 30 Hours (Credits-01)
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Unit wise Details of the Value Added Course (Semester-I)

Unit	Title of Unit	Course Content	Theory Hours	Practical Hours
I	NCC General	Aims, Objectives and Org of NCC, Incentives, Duties of NCC Cadets, NCC Camps: Types and Conduct	1 2 1	30
II	National Integration and Awareness	National Integration: Importance and Necessity, Factors affecting National Integration, Unity in Diversity, Threats to National Security	2 1 1 1	
III	Personality Development	Factors, Self-Awareness, Empathy, Critical and Creative Thinking, Decision Making and Problem Solving	1 2	
IV	Social Service and Community Development	Basics of Social Service, Rural Development Programmes, NGO'S, Rural Development Programmes, Contribution of Youth	3	
Total Hours			15	30

Suggested Books/References/Web-links(if available)

Books:

1. NCC Hand Book
2. Pamela Martinez, Critical Thinking: Decision Making, Problem Solving and Self
3. Development (Effective Strategies That Will Make You Improve Critical Thinking) Carl Patterson, Critical Thinking Skills: Practical Tools for Rational Thinking and Deep Analysis to Boost Your Brainpower. Adopt Logic Strategies to Find Intelligent and Effective Solutions to Challenges
4. P. Gopinadhan Pillai, Rural Development in India

Web-Links:

1. <https://indiancc.nic.in>
2. <https://www.researchgate.net/publication/357839324> NATIONAL INTEGRATION OF INDIA AND THE OBSTACLES IN ITS WAY STATE RESPONSE AND ITS REMEDIES
3. <https://www.vedantu.com/english/importance-of-national-integration-essay>

Programme Specific Outcome(As per the directions of UGC Framework for UG Programmes)

Programme Specific Outcomes (PSOs) are statements that describe what students are expected to know and be able to do by the time they complete a specific program or course of study. In the case of the National Cadet Corps (NCC), the PSOs focus on the unique learning outcomes that cadets should achieve through their participation in the NCC program.

The NCC is a youth organization in many countries, including India, designed to develop character, discipline, and leadership skills among young people. It aims to create a pool of disciplined and motivated youth who can serve as future leaders in various fields. The PSOs of NCC encompass a wide range of skills and qualities that cadets are expected to acquire during their NCC journey.

1. **Leadership Skills:** One of the primary PSOs of NCC is to develop leadership skills among cadets. Through various training activities, including leadership camps, command tasks, and practical exercises, cadets learn to lead and motivate their peers. They develop qualities like decision-making, effective communication, teamwork, and problem-solving skills, which are essential for effective

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2. **Discipline and Time Management:** NCC instills a sense of discipline and time management in cadets. They learn to follow rules and regulations, maintain punctuality, and develop a strong work ethic. Cadets are taught to manage their time effectively to balance their academic commitments and NCC activities, which helps them become more organized and efficient individuals.
3. **Physical Fitness:** Physical fitness is an important aspect of NCC training. Cadets engage in regular physical activities, including drill exercises, sports, and adventure activities, to enhance their fitness levels. The PSO focuses on improving their endurance, strength, agility, and overall physical well-being.
4. **Social Awareness and Responsibility:** NCC promotes social awareness and a sense of responsibility towards the community and the nation. Cadets are exposed to various social issues and are encouraged to actively participate in social service activities such as cleanliness drives, blood donation camps, and awareness campaigns. They develop empathy, compassion, and a sense of civic duty.
5. **National Integration and Cultural Understanding:** NCC fosters national integration and cultural understanding among cadets. It brings together young people from diverse backgrounds and provides a platform for them to interact and appreciate different cultures, languages, and traditions. Cadets learn to respect and value the rich cultural heritage of their country and develop a sense of unity and brotherhood.
6. **Self-Confidence and Self-Development:** NCC aims to boost the self-confidence and overall personality development of cadets. Through various activities like public speaking, personality development sessions, and exposure to challenging situations, cadets learn to overcome their fears and develop a positive self-image. They gain confidence in their abilities and become more self-assured individuals.
7. **Crisis Management and Disaster Preparedness:** NCC equips cadets with the skills and knowledge necessary to respond effectively in crisis situations and natural disasters. They receive training in first aid, disaster management, and rescue operations. Cadets learn to remain calm under pressure, make quick decisions, and provide assistance to those in need.
8. **Ethics and Values:** NCC emphasizes the importance of ethics, values, and integrity. Cadets are encouraged to uphold moral and ethical principles in all aspects of life. They learn to distinguish between right and wrong, and develop a strong sense of integrity, honesty, and accountability.
9. **Teamwork and Interpersonal Skills:** NCC focuses on developing teamwork and interpersonal skills among cadets. They learn to work collaboratively in a team, respect diversity, and effectively communicate with others. Cadets understand the significance of cooperation and coordination in achieving common goals.
10. **Environmental Awareness and Conservation:** NCC promotes environmental awareness and conservation among cadets. They learn about environmental issues, sustainable


Annexure-2

Examination Scheme (Programme Evaluation Methods)

Sr. No.	Parameters	Max Marks
1.	Entries in Daily Diary	05
2.	Synopsis Project - NCC General	10
3.	Participation in NCC training	10
4.	Participation in Social Service and Community Development (SSCD)	25*
Total		50

***Evaluation of SSCD:**

Sr. No.	Parameters	Max Marks
1.	Presentation/Video/Photographs submitted with report	05
2.	Day Significance	10
3.	Participation in Puneet Sagar, Swachh Bharat, quiz, Social Awareness and Jagrukata Rally etc.	10
Total		25


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NEP-2020 based Syllabus
For
Value Added Courses for Semester I and II in UG Programmes
(2 credits/ semester for Semester I, II.)
VAC-7

1	Title of course - Indian Value System- Bhāratīya Mūlyamīmāsā-I	
2	Nodal Department of HEI to run course	Philosophy
3	Broad Area/Sector-	Understanding Indian value System
4	Nature of course - Independent / Progressive	Progressive
5	Number of Seats-	60 students per batch
6	Course Code-.....	Credits- 02 (2 Theory Hours per week)
7	Scheme of Examination Maximum Marks :50 Minimum Marks: 20	Internal Assessment : 10 Marks EoSE : 40 marks, Duration : 2 Hours Exam pattern: MCQ , 80 questions The responsibility of conducting and evaluating the Mid Semester Assessment is vested on the teacher designated as Course Coordinator. The End-Semester Examination shall be conducted by the concerned University.
8	Objectives: The objective behind this course is to introduce to the students, the long tradition, plurality, depth, and perennial nature of Axiology, i.e., Philosophy of Value in classical texts of Indian philosophy	
9	Syllabus/ Guidelines	
	Unit I:	
	1. An introduction to the meaning of philosophy and axiology ,i.e. ,philosophy of values. Origins and Nature of Indian Philosophy	
	2. Ethical concepts in Vedic corpus: Ṛta,Ṛṇa,Yajna,Śreyas-preyas, Vasudhaiva Kutumba kama	8 Lectures
	Unit II:	
	3. Puruṣārtha- types and role in holistic development of human life.	
	4. Upaniṣds: Tyaga and Bhoga (Iṣa),Taittirīya: Pañcakoṣa	8 Lectures
	Unit III:	
	5. Conception of Dharma- Sādhāraṇa andĀpadDharmaasin: Mahābhārata, Bhagawadgīta, Kaṇāda, Manu	4 Lectures
	6. Jaina Ethics: Triratna, Pañca Mahāvratā: Satya-Ahimsa-Asteya, Aparigraha, Brahmacharya	4 Lectures
	Unit IV:	
	7. Niṣkāma Karma Yoga of Gītā, Lokasamgraha	6 Lectures

Suggested Books/References/Web-links(if available)

1. I.C.Sharma :Ethical Philosophiesof India.
2. S.K. Maitra :TheEthics of theHindus.
3. Surama Dasgupta :DevelopmentofMoralPhilosophyin India.
4. M. Hiriyanna :TheIndianConceptionofValues.
5. P.V. Kane :TheHistoryof DharmasastrasVol.I(Hindi translationavailable)
6. J.N. Sinha :A Manualof Ethics(Hindi translation available)
7. दिवाकरपांडेय भारतीय नीति शास्त्र
8. संगमलाल पांडेय नीति दर्शन का संवेक्षण

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Outcomes:

- Students should get a picture of the history of Indian value system
- Students should be able to understand the basic currents and concepts of classical Indian philosophy of values.
- Students should be able to grasp the fundamental philosophical foundations of Indian value system.
- Students should be able to identify perennial values of Indian culture.
- Students should be able to understand the impact of Indian ethics and philosophy on Indian culture.

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National Education Policy 2020 based syllabus

For

Value added courses for Semester-I and II in UG Programmes

(2 Credits/ semester for I, II semester)

VAC-8

1.	Title of Courses	National Service Scheme (NSS)-1
2.	Nodal Department of HEI to run course	NSS Coordinator of University
3.	Hours	60 Hours per semester
4.	No. of seats	100 students in each NSS unit
5.	Course Code	
6.	Scheme of Examination	Annexure-3 (Attached)
7.	Maximum marks	50
	Minimum marks	20
8.	In the course is based on outside partners/ Institutions/ Industries/ Govt. organization etc.	Yes / No
9.	If yes, Name of proposed outside partners/ Institutions/ Industries/ Govt. organization etc.	Regional Directorate, National Service Scheme Jaipur, Rajasthan
10.	<p>National Service Scheme (NSS) The National Service Scheme (NSS) is an Indian government sector public service program conducted by the Ministry of Youth Affairs [1] and Sports of the Government of India. Popularly known as NSS, the scheme was launched in Gandhiji's Centenary year in 1969. Aimed at developing student's personality through community service, NSS is a voluntary association of young people in Colleges, Universities and at +2 level working for a campus-community (esp. Villages) linkage.</p> <p>Objectives of NSS:</p> <p><i>The main objectives of National Service Scheme (NSS) are</i></p> <ul style="list-style-type: none"> • understand the community in which they work • understand themselves in relation to their community • identify the needs and problems of the community and involve them in problem-solving • develop among themselves a sense of social and civic responsibility • utilise their knowledge in finding practical solutions to individual and community problems • develop competence required for group-living and sharing of responsibilities • gain skills in mobilising community participation • acquire leadership qualities and democratic attitudes • develop capacity to meet emergencies and natural disasters and • practise national integration and social harmony 	
11	<p>Syllabus Guidelines: Theory Weight -15 Practical/Project-work-30hours+ 15 hours (Project-work, Field Visits/Trainings)</p> <p>Unit-01: Introduction to NSS: Origin and concepts of NSS (3)</p> <ol style="list-style-type: none"> a) History, philosophy, aims & objectives of NSS b) Emblem, flag, motto, song, badge etc. c) Organizational structure d) Roles and responsibilities of various NSS functionaries <p>Unit-02: NSS Programmes and Activities (5)</p> <ol style="list-style-type: none"> a) Concept of regular activities, One day camps b) Basis of adoption of slum /village, methodology of conducting survey c) Youth development programmes/ schemes of Govt. of India d) Collaboration with different agencies <p>Unit-03: Understanding demography of adopted Slum (4)</p> <ol style="list-style-type: none"> a) Survey to understand various problems in the society b) Awareness programmes (Human rights, cleanliness programme etc.) c) Development of slums through various awareness activities d) Shramdaan 	


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10

- ... KNOW YOUR CULTURE (3)
- Heritage and culture of the state
 - Heritage and culture of the country
 - Integration Programmes
 - Youth exchange programmes

Suggested books/ references/ websites

- NSS Manual
- <https://nss.gov.in>
- yas.nic.in

Programme Specific Outcomes

- **Volunteership:** to make students understand the role of a volunteer and need of volunteership in Society.
- **Community participation:** Adoption of slum under this scheme is a better way to connect students with the society through which they can understand the society at grass root level
- **Youth development:** Various activities undertaken under scheme support overall development of youth, Participation of youth at various District, state, national and international camp supports that.
- **Leadership skills:** Promoting volunteership skills amongst students develops leadership skills in them.
- **Social awareness:** Activities like blood donation camp, Swachh bharaat abhiyan, run for unity, HIV/ AIDS awareness, beti bachao beti padhao, voter awareness etc. builds social awareness among students.
- **Social harmony and community development:** Participation of students in community awareness activities promotes better connect with the society and developing understanding and builds harmony.
- **Integration:** Various camps like National Integration Camp and Youth Exchange Programmes integrate youth and understand culture.
- **Know your culture:** Activities that promote better understanding of heritage and culture is also a major concern of the syllabus.

Annexure-3

Examinations Scheme (Programme Evaluation Methods)

Sr. No.	Parameters	Max Marks
1.	Attendance	5
2.	Entries in Daily diaries	10
3.	Awareness Camps	10
4.	Participation in Social Service and Community Development (SSCD)	*25
	Total	50

* Participation in Social Service and Community Development (SSCD)

Sr. No.	Parameters	Max Marks
1.	Presentation/ Video/ Photographs submitted with Diary	5
2.	Significance of various days	10
3.	Participation in Blood donation, Swachh bharaat abhiyan, quiz, social awareness and jagrukta railies, run for unity, yoga day, voter awareness and similar kind of activities.	10
	Total	25

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National Education Policy 2020 based syllabus
For
Value added courses for Semester-I and II in UG Programmes
(2 Credits/ semester for I, II semester)
VAC-9

1.	Title of Courses	Financial Literacy
2.	Nodal Department of HEI to run course	Department of EAFM
3.	Hours	60 hours
4.	No. of seats	60 students per batch
5.	Course Code _____	Credits-02(4 Hours per week)- Presentations/ Demonstration and Group Activities *
6.	Scheme of Examination Maximum Marks :50 Minimum Marks: 20	Internal Assessment: 10 Marks EoSE : 40 marks, Duration: 2 Hours Exam pattern: MCQ , 80 questions The responsibility of conducting and evaluating the Mid Semester Assessment is vested on the teacher designated as Course Coordinator. The End-Semester Examination shall be conducted by the concerned University.
7.	In the course is based on outside partners/ Institutions/ Industries/ Govt. organization etc.	Yes / No
8.	If yes, Name of proposed outside partners/ Institutions/ Industries/ Govt. organization etc.	-
9.	Learning Objectives The Learning objectives of this course are as follows: • Familiarity with different aspects of financial literacy such as savings, investment, taxation, and insurance. • Understand the relevance and process of financial planning • Promote financial well-being	
10.	Syllabus Guidelines UNIT – I Financial Planning and Financial Products UNIT – II Banking and Digital Payment UNIT – III Investment Planning and Management UNIT – IV Personal Tax	

***Note :**

- Total Duration of this course = 15 Weeks
- 2 Lectures of 2 Hours each shall be conducted every Week

Unit wise Details of the Value Added Course
Detailed Syllabys for VAC-10 (FINANCIAL LITERACY)

UNIT – I Financial Planning and Financial Products (4 Weeks)

Introduction to Saving : Basics of Savings, Must Need Habit, Essential Component of Good Budgeting, Prevent Financial Emergencies and Uncertainties, Control the Spendings

Time Value of Money: Simple Interest and Compound Interest, Effective Rate of Interest, Annuity, Brief about Present Value and Future Value, Applications, Sinking Fund, Net Present Value (NPV), Compound Annual Growth Rate, Perpetuity

Management of Spending and Financial Discipline: Managing, Controlling and Analyzing the expenses, Brief about Financial Discipline, Key Elements of Financial Discipline

UNIT – II Banking and Digital Payment (3 Weeks)

Banking Products and Services: Deposit Accounts, Loan and Advances Accounts, Investment Services, Insurance Schemes, Forex and General Utilities

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21

Mobile Banking (Immediate Payment Service (IMPS), Real Time Gross Settlement (RTGS), National Electronic Fund Transfer (NEFT)), Unified Payments Interface (UPI) & Bharat Interface for Money (BHIM), Mobile Wallets, Aadhaar Enabled Payment System (AEPS), Unstructured Supplementary Service Data (USSD), E-Rupi, Advantages and Disadvantages of Digital Payments and Transactions
Security and Precautions against Ponzi Schemes and Online Frauds: Security and Control against Cyber Frauds, Precautions Against Investment Scams and Ponzi Schemes

UNIT – III Investment Planning and Management (4 Weeks)

Investment Opportunity and Financial Products: Introduction to Investments and Types of Investments, Return On Investments, Risk and Diversification

Brief about Financial Products: Securities and Stocks, Mutual Funds

Exchange Traded Funds (ETFs) and Index Funds, Bonds, Derivatives

Commodities, Currencies

Insurance Planning and Insurance Schemes: Introduction- Various Types of Insurance: Life Insurance, Non-Life Insurance (Medical Insurance, Fire Insurance, Property Insurance, Motor Insurance, Home Insurance, General Insurance, Travel Insurance

Importance of Insurance Planning

UNIT – IV Personal Tax (4 Weeks)

Introduction to Basic Tax Structure in India for Personal Taxation :Basic Concepts of Taxation, Residential Status and Scope of Income, Brief about Heads of Income

Aspects of Personal Tax Planning: Reduction of Tax Liability

Exemptions and Deductions for Individuals: Income Which Does Not Form Part of Total Income,

Deduction Under Heads of Income, Deduction from Gross Total Income

e-Filing : Filing of Return of Income, Self-Assessment

Suggested Reading : As per suggested by Department of EAFM, University of Rajasthan, Jaipur.

Learning Outcomes

The Learning outcomes of this Course are as follows:

- Develop proficiency for personal and family financial planning
- Apply the concept of investment planning
- Ability to analyse the banking and insurance products
- Personal Tax Planning

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NEP-2020 based Syllabus

For

Value Added Courses for Semester I and II in UG Programmes
(2 credits/ semester for Semester I, II.)

VAC-10

1.	Title of course-	NCC -2 (Semester -II)	
2	Nodal Department of HEI to run course	Dept of NCC (NCC Incharge)	
3	Broad Area/Sector-	University	
4	Sub Sector-	College	
5	Nature of course-Independent/Progressive	Progressive	
	Requisite	Qualified in NCC-I(Semester-I)	
8	Number of Seats-	As per Vacancies allotted by DG NCC	
9	Course Code- 04	Credits-02(1 Theory&2 Practical Hours per week)	
10	Scheme of Examination Max Marks... Minimum Marks:	As per SNCCO Sept 2022 (Annexure-4) 50 20	
11	Is this course is based on Outside Partners/Institutions/Industry/ Govt. Org. etc.	Yes	No
12	If Yes, Name of proposed Outside Partners/Institutions/Industry/ Govt. Org. etc.		
13	<p>Objective of NCC</p> <p>The National Cadet Corps (NCC) is one of the largest youth organizations in India, with a primary objective of developing character, discipline, and leadership qualities among the youth. Established in 1948, the NCC has played a significant role in shaping the future generations of the country. Its core values, such as unity, discipline, and secularism, contribute to fostering national integration and a sense of pride among the cadets.</p> <ul style="list-style-type: none"> • The NCC operates under the Ministry of Defense and has a presence in various educational institutions, including schools and colleges. It provides young boys and girls with a platform to develop their personality, physical fitness, and social awareness. The NCC motto, "Unity and Discipline," encapsulates its fundamental principles and the goals it strives to achieve. • One of the primary objectives of the NCC is to develop leadership qualities among the cadets. Through various training activities, including drill exercises, obstacle courses, and team-building exercises, the NCC instills in its cadets the ability to lead and inspire others. Cadets are taught to make quick decisions, take responsibility, and work in teams. These leadership skills are not only beneficial during the NCC training but also in all aspects of life, be it academics, career, or personal relationships. • Another crucial objective of the NCC is to foster national integration. India is a diverse nation, with numerous languages, religions, and cultures. The NCC embraces this diversity and promotes a sense of unity among its cadets. Regardless of their background, religion, or region, cadets come together under the common goal of serving the nation. The NCC emphasizes the importance of unity in diversity and encourages cadets to respect and appreciate different cultures and traditions. • The NCC also aims to create responsible and disciplined citizens. Cadets are required to adhere to a strict code of conduct, which includes punctuality, respect for authority, and ethical behavior. These principles help in molding the character of the cadets and preparing them for the challenges of life. The NCC believes that disciplined individuals contribute positively to society and uphold the values of integrity and honesty. • Moreover, the NCC plays a vital role in providing cadets with opportunities to engage in social service activities. The organization encourages cadets to actively participate in community development projects, blood donation drives, and environmental conservation initiatives. These activities not only develop a sense of empathy and social responsibility but also nurture a spirit of selflessness and service towards the nation. 		

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23

... aim to create a pool of talented and responsible youth who can contribute to the defense services of the country. Many NCC cadets choose to pursue a career in the armed forces or other uniformed services, where they can utilize their skills and training to serve the nation. The NCC provides a strong foundation for such individuals, preparing them physically, mentally, and emotionally for the challenges of these professions.

14	<p>Syllabus Semester -II Total Hours- 15 (Credits-01) Practical- 30 Hours (Credits-01)</p> <p>Personality Development : Communication Skills, Group Discussion-Coping with Stress and Emotions Leadership: Leadership Capsule; Traits, Indicators, Motivation, Moral Values. Honour Code; Case Studies Shivaji, Jhansi Ki Rani Social Service and Community Development: Protection of Children & Women Safety, Road/Rail Travel Safety, New Initiatives, Cyber and Mobile Security Awareness</p>
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Unit wise Details of the Value Added Course (NCC-2)

Unit	Title of Unit	Course Content	Theory Hours	Practical Hours
I	Personality Development	Communication Skills Group Discussion-Coping with Stress and Emotions	3 2	30
II	Leadership	Leadership Capsule; Traits, Indicators, Motivation, Moral Values. Honour Code; Case Studies Shivaji, Jhansi Ki Rani	3 2	
III	Social Service and	Protection of Children & Women Safety	1	
IV	Community Development	Road/Rail Travel Safety New Initiatives Cyber and Mobile Security Awareness	1 2 1	
Total Hours			15	30

Suggested Books/References/Web-links(if available)

Books:

1. NCC Hand Book
2. Pamela Martinez, Critical Thinking: Decision Making, Problem Solving and Self Development (Effective Strategies That Will Make You Improve Critical Thinking)
3. Carl Patterson, Critical Thinking Skills: Practical Tools for Rational Thinking and Deep Analysis to Boost Your Brainpower. Adopt Logic Strategies to Find Intelligent and Effective Solutions to Challenges
4. P. Gopinadhan Pillai, Rural Development in India

Web-Links:

1. <https://indiancc.nic.in>
2. https://www.researchgate.net/publication/357839324_NATIONAL_INTEGRATION_OF_INDIA_AND_THE_OBSTACLES_IN_ITS_WAY_STATE_RESPONSE_AND_ITS_REMEDIES
3. <https://www.vedantu.com/english/importance-of-national-integration-essay>

Programme Specific Outcome

Programme Specific Outcomes (PSOs) are statements that describe what students are expected to know and be able to do by the time they complete a specific program or course of study. In the case of the National Cadet Corps (NCC), the PSOs focus on the unique learning outcomes that cadets should achieve through their participation in the NCC program.

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29

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1. **Leadership Skills:** One of the primary PSOs of NCC is to develop leadership skills among cadets. Through various training activities, including leadership camps, command tasks, and practical exercises, cadets learn to lead and motivate their peers. They develop qualities like decision-making, effective communication, teamwork, and problem-solving skills, which are essential for effective leadership.
2. **Discipline and Time Management:** NCC instils a sense of discipline and time management in cadets. They learn to follow rules and regulations, maintain punctuality, and develop a strong work ethic. Cadets are taught to manage their time effectively to balance their academic commitments and NCC activities, which helps them become more organized and efficient individuals.
3. **Physical Fitness:** Physical fitness is an important aspect of NCC training. Cadets engage in regular physical activities, including drill exercises, sports, and adventure activities, to enhance their fitness levels. The PSO focuses on improving their endurance, strength, agility, and overall physical well-being.
4. **Social Awareness and Responsibility:** NCC promotes social awareness and a sense of responsibility towards the community and the nation. Cadets are exposed to various social issues and are encouraged to actively participate in social service activities such as cleanliness drives, blood donation camps, and awareness campaigns. They develop empathy, compassion, and a sense of civic duty.
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6. **Self-Confidence and Self-Development:** NCC aims to boost the self-confidence and overall personality development of cadets. Through various activities like public speaking, personality development sessions, and exposure to challenging situations, cadets learn to overcome their fears and develop a positive self-image. They gain confidence in their abilities and become more self-assured individuals.
7. **Crisis Management and Disaster Preparedness:** NCC equips cadets with the skills and knowledge necessary to respond effectively in crisis situations and natural disasters. They receive training in first aid, disaster management, and rescue operations. Cadets learn to remain calm under pressure, make quick decisions, and provide assistance to those in need.
8. **Ethics and Values:** NCC emphasizes the importance of ethics, values, and integrity. Cadets are encouraged to uphold moral and ethical principles in all aspects of life. They learn to distinguish between right and wrong, and develop a strong sense of integrity, honesty, and accountability.
9. **Teamwork and Interpersonal Skills:** NCC focuses on developing teamwork and interpersonal skills among cadets. They learn to work collaboratively in a team, respect diversity, and effectively communicate with others. Cadets understand the significance of cooperation and coordination in achieving common goals.
10. **Environmental Awareness and Conservation:** NCC promotes environmental awareness and conservation among cadets. They learn about environmental issues, sustainable

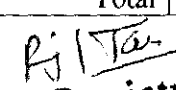
Annexure-4

Examination Scheme (Programme Evaluation Methods)

Sr. No.	Parameters	Max Marks
5.	Entries in Daily Diary	05
6.	Synopsis Project - NCC General	10
7.	Participation in NCC training	10
8.	Participation in Social Service and Community Development (SSCD)	25*
	Total	50

*Evaluation of SSCD:

Sr. No.	Parameters	Max Marks
4.	Presentation/Video/Photographs submitted with report	05
5.	Day Significance	10
6.	Participation in Puneet Sagar, Swachh Bharat, quiz, Social Awareness and Jagrukata Rally etc.	10
	Total	25


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25

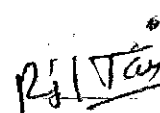
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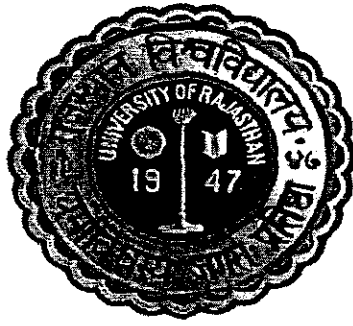
For
Value added courses for Semester-I and II in UG Programmes
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VAC-11

1.	Title of Courses	National Service Scheme (NSS)-2
2.	Nodal Department of HEI to run course	NSS Coordinator of University
3.	Nature of Course- Independent/Progressive	-
4.	No. of seats	100 students in each NSS unit
5.	Course Code.....	2 Credits (60 Hours per semester per Unit
6.	Scheme of Examination	Annexure-5 (Attached)
	Maximum marks	50
	Minimum marks	20
7.	In the course is based on outside partners/ Institutions/ Industries/ Govt. organization etc.	Yes / No
8.	If yes, Name of proposed outside partners/ Institutions/ Industries/ Govt. organization etc.	Regional Directorate, National Service Scheme Jaipur, Rajasthan
9.	<p>National Service Scheme (NSS) The National Service Scheme (NSS) is an Indian government sector public service program conducted by the Ministry of Youth Affairs [1] and Sports of the Government of India. Popularly known as NSS, the scheme was launched in Gandhiji's Centenary year in 1969. Aimed at developing student's personality through community service, NSS is a voluntary association of young people in Colleges, Universities and at +2 level working for a campus-community (esp. Villages) linkage.</p> <p>Objectives of NSS:</p> <p><i>The main objectives of National Service Scheme (NSS) are</i></p> <ul style="list-style-type: none"> • understand the community in which they work • understand themselves in relation to their community • identify the needs and problems of the community and involve them in problem-solving • develop among themselves a sense of social and civic responsibility • utilise their knowledge in finding practical solutions to individual and community problems • develop competence required for group-living and sharing of responsibilities • gain skills in mobilizing community participation • acquire leadership qualities and democratic attitudes • develop capacity to meet emergencies and natural disasters and • practise national integration and social harmony 	
10	<p>Syllabus Guidelines: Theory Weight -15 Practical/Project work – 30 hours + 15 hours (Any one project work, Field Visits/ Trainings)</p> <p>Unit-1: Importance and role of youth leadership in society (3)</p> <ol style="list-style-type: none"> a) Volunteerism and Leadership b) Gender and Society c) Fundamental Rights d) Consumer Rights <p>Unit-2: Awareness Camps (5)</p> <ol style="list-style-type: none"> a) First Aid Training b) Traffic Awareness Programme c) Self Defense d) Environment Protection <p>Unit-3: Social Harmony and Health (4)</p> <ol style="list-style-type: none"> a) Indian History and Culture b) Role of Youth in National Building c) Group Discussion d) Health, Hygiene and diseases 	

26


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Syllabus of Skill Enhancement Courses

As per UGC Curriculum and CBCS

Framework for Undergraduate Programmes

Under NEP- 2020

For

Three/Four Year Under Graduate Programme in

(Semester – I to VI)

In

**Faculty of Arts/Science/Commerce/Social
Science/ Fine Arts**

w.e.f. Academic Session - 2023-24

RS / Tas

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UoR

Jaipur

2024

SKILL ENHANCEMENT COURSES

The introduction of Skill Enhancement courses into the Undergraduate Curriculum under the National Education Policy (NEP) 2020 signifies a significant leap forward in providing students with a holistic and practical education. These courses play a crucial role in equipping students with both technical and professional skills, empowering them to excel and adapt in the dynamic job market. The University of Rajasthan has taken proactive steps in offering a diverse range of Skill Enhancement courses, encompassing domains such as Computer Science, communication, digital literacy, entrepreneurship, and leadership, among others. This invaluable exposure not only aids students in making well-informed career decisions but also substantially enhances their employability prospects. Embracing these skill-oriented courses, the NEP-2020 envisions cultivating a generation of capable and job-ready professionals, fostering a brighter and more promising future for the young graduates.


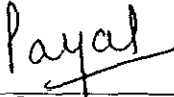

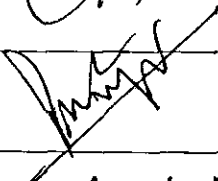

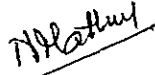


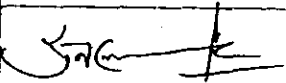
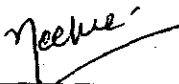

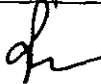
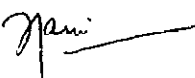

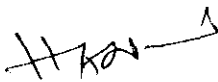
Students enrolled in any undergraduate program at the University and/or its affiliated/constituent colleges are provided with a diverse selection of skill enhancement courses during the **First and Second Semesters**. This pool of courses offers students the opportunity to choose from a variety of options to enrich their skills and knowledge. Students can tailor their learning experiences by selecting courses that align with their interests and career aspirations, ensuring a well-rounded education and enhanced employability prospects. The list of such courses is as follows –

S. No.	Course Code-Course Title	Is offered to NC Students	Total Credit	Delivery Type of the Course
1.	SEC-001-Computer Fundamentals	Yes	2	T
2.	SEC-002-Introduction to Office Productivity Software	No	2	P
3.	SEC-003-Data Analysis Using Excel	No	2	P
4.	SEC-004-Business Communication Skills	Yes	2	T
5.	SEC-005-Effective Communication Skills	No	2	T+P
6.	SEC-006-Learning Life Skills	No	2	T+P
7.	SEC-007-Logical and Critical Thinking	Yes	2	T
8.	SEC-008-Quantitative Aptitude and Data Interpretation	Yes	2	T
9.	SEC-009-Finance for Everyone	Yes	2	T
10.	SEC-010- Basics of Tourism Concepts	Yes	2	T
11.	SEC-011-Data Literacy	Yes	2	T
12.	SEC-012-Bio-Fertilizer	No	2	T+P
13.	SEC-013-Nursery and Gardening Techniques	No	2	T+P
14.	SEC-014- अकृमद कौशल	Yes	2	T
15.	SEC-015-प्रमाचो हिन्दो लखन	Yes	2	T
16.	SEC-016-Pest Management and Control	No	2	T+P
17.	SEC-017-Vermicomposting	No	2	T+P
18.	SEC-018- Understanding Union Budget and Economic Survey	Yes	2	T
19.	SEC-019- Survey Methodology	Yes	2	T

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Adhoc Committee Member and Domain Expert for Skill Enhancement Courses

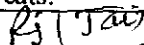

S. No.	Name		Signature
1.	Prof. Shailendra Kumar Gupta Department of Physics	Convenor	
2.	Prof. Payal Lodha Department of Botany	Member	
3.	Prof. Naresh Kumar Department of EAFM	Member	
4.	Prof. Paresh Vyas Department of Mathematics	Member	
5.	Prof. Sunita Agarwal Department of English	Member	
6.	Prof. Nupur Mathur Department of Zoology	Member	
7.	Prof. Sushila Pareek Department of Psychology	Member	
8.	Prof. Bhawani Shankar Sharma Department of Buss. Adm.	Member	
9.	Dr R. K. Gunsariya Department of Chemistry	Member	
10.	Dr Nikki Chaturvedi Department of History	Member	
11.	Dr Jitendra Singh Department of Hindi	Member	
12.	Prof. Pankaj Nagar Department of Statistics	Special Invitee	
13.	Prof. Rashmi Jain Department of Sociology	Special Invitee	
14.	Prof. Urvashi Sharma Department of Hindi	Special Invitee	
15.	Prof. Rameshwar Jat Department of Economics	Special Invitee	

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Syllabus

SEC-001 – Computer Fundamentals

Semester	Code of the Course	Title of the Course/Paper			NHEQF Level	Credits
I/II	SEC-001	Computer Fundamentals			5	2
Level of Course	Type of the Course	Credit Distribution		Offered to NC Student	Delivery Type of the Course	
		Theory	Practical			
Introductory	Skill Enhancement	2	-	Yes	30 Hours Theory	
Prerequisites		XII Pass				
Objectives of the Course:		<p>Objectives of the Course –</p> <ol style="list-style-type: none"> 1. To provide students with a comprehensive understanding of Information Technology and its evolution, including the different generations of computers and types of computer systems. 2. To familiarize students with the architecture of a computer system, encompassing the CPU, ALU, memory, input/output devices, and hardware-software interactions. 3. To introduce students to various operating systems, such as UNIX, Linux, Windows, and their types, enabling them to comprehend the significance of operating systems in computing. 4. To acquaint students with different programming languages, including low-level and high-level languages, procedural programming, object-oriented programming, functional programming, scripting languages, and their respective applications. 5. To enable students to utilize the Internet effectively, including web browsing, understanding domain names and URLs, utilizing email services, participating in online communication, and exploring e-commerce and m-commerce platforms. 6. To educate students about social, legal, and ethical aspects of information technology, raising awareness about cyber threats, cybercrime prevention, and the importance of data security. 7. To provide insights into various cyber threats and attacks, such as computer viruses, malware, identity theft, phishing, and SQL injection, and to equip students with preventive measures against such threats. 				


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Examination Scheme-

Regular Students –

Type	Paper code and Nomenclature	Duration of Examination	Maximum Marks (Midterm + EoSE)	Minimum Marks (Midterm + EoSE)
Theory	SEC-001 –Computer Fundamentals	1 Hrs-MT 1 Hrs-EoSE	10 Marks-MT 40 Marks-EoSE	4 Marks-MT 16 Marks-EoSE

Question paper for Computer Fundamentals will be so set that it has 40 multiple choice questions (Bilingual) of one mark each. The Question paper will be of duration of 1 hours. The examinees will have to give their answers on OMR sheet only to be provided by the University whose evaluation will be done based on OMR Scanning Technology.

Non-Collegiate Students –

Type	Paper code and Nomenclature	Duration of Examination	Maximum Marks (EoSE)	Minimum Marks (EoSE)
Theory	SEC-001 –Computer Fundamentals	1 Hrs	50 Marks	20 Marks

Question paper for Computer Fundamentals will be so set that it has 50 multiple choice questions (Bilingual) of one mark each. The Question paper will be of duration of 1 hours. The examinees will have to give their answers on OMR sheet only to be provided by the University whose evaluation will be done based on OMR Scanning Technology.

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Detailed Syllabus

SEC-001- Computer Fundamentals

Unit – I

Introduction to Information Technology: Evolution and generation of computers, Type of computers. Micro, mini, mainframe and Super computer. Architecture of a computer system: CPU, ALU, Memory (RAM, ROM families, Cache Memory, Input/Output Devices, Pointing Devices, Hardware and Software

Operating System and Programming Languages: Concept of Operating System, Need, Types of Operating Systems, Batch, Single User, Multi-Processing, Distributed and Timeshared operating systems, Introduction to UNIX, Linux, Windows, Window NT, Virtual Machine, Programming Languages, Low Level and High Level, Generation of Languages, 3 GL and 4 GL languages, Procedural Programming Languages, Object Oriented Programming languages, Functional Programming Languages, Scripting Languages, Logic Programming Languages, Command Line Interface and Graphical User Interface

(8 Lectures)

Unit -II

The Internet: History and Functions of the Internet, Working with Internet, Web Browsers, World Wide Web, Uniform Resource Locator and Domain Names, Uses of Internet, Search for Information, Email, Chatting, Instant Messenger Services, News Group, Teleconferencing, Video Conferencing, E-Commerce and M-Commerce, E-services -Online Banking, Online Payment Modes, Mobile Wallets, Social Networking Sites, E-Learning/ Online Educations, Cloud-Based Storage, Digital Signature

Manage an E-Mail Account, E-Mail Address, Configure E-Mail Account, Login to an Email, Receive Email, Sending Email, Sending Files as Attachments, Adress Book, Downloading files

(8 Lectures)

Unit -III

Social, Legal, Ethical Matters and Network Security: Types of Cyber Threats, how to identify Safe Websites/ Portals, Secure Seals (Verisign/Trust pay etc.), Secure Browsing Habits and Mailing Etiquettes, Social, Legal and ethical aspect of IT, Effects on the way we work Socialise, Operational Areas, Cyber Crime, Prevention of Cyber Crime, Cyber Law, Indian IT Act, Intellectual Property Right, Software Piracy, Copy right and Patent, Software Licencing, Proprietary Software, Free and Open-Source Software, GPL Licence,

(7 Lectures)

Unit-IV

Cyber Security Threats: Security Threats and Attacks (Passive, Active). Types and Effects. Computer Virus, Malware, Adware, Ransomware, Spyware, Emotet , Identity Theft, Denial of Service, Man in Middle, Phishing, MySQL/SQL Injection, Password Attacks

Network Security: Risk Assessment and Security Measures, Assets and Type (Data, Applications System and Network). Security issues and Security Measure (Firewall, Encryption/Decryption), Prevention

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(7 Lectures)

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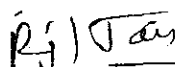
Suggested Books and References –

1. Introduction to Computers by Peter Norton, McGraw-Hill Education
2. Computer Fundamentals by P.K. Sinha and Priti Sinha
3. Fundamental of Computers, Anita Goel
4. Fundamental of Computers, V. Rajaraman
5. Computer Fundamentals and Programming in C, Reema Thereja
6. Computers: Understanding Technology by Floyd Fuller and Brian Larson
7. Computer Science: An Overview by J. Glenn Brookshear
8. Discovering Computers by Misty E. Vermaat, Susan L. Sebok, Steven M. Freund, and Jennifer T. Campbell.
9. Computers Are Your Future by Catherine Laberta
10. The Elements of Computing Systems: Building a Modern Computer from First Principles by Noam Nisan and Shimon Schocken
11. How Computers Work by Ron White and Timothy Edward Downs
12. The Complete Idiot's Guide to the Internet by Peter Kent and Joe Kraynak
13. Cybersecurity for Beginners by Raef Meeuwisse.
14. Cybersecurity: The Beginner's Guide by Dr. Erdal Ozkaya and Hispasec Sistemas

Course Learning Outcomes:

By the end of the course, students should be able to:

1. Students will gain a strong foundational knowledge of Information Technology and the historical progression of computers, leading to a broader perspective on technological advancements.
2. Students will be able to comprehend the architecture of a computer system, including the roles of CPU, ALU, memory, and input/output devices, fostering a deeper understanding of hardware-software interactions.
3. Students will acquire knowledge of different operating systems and programming languages, allowing them to make informed decisions while selecting appropriate tools for various applications.
4. Students will develop proficiency in using the Internet for research, communication, and e-commerce purposes, enhancing their digital literacy skills.
5. Students will understand the importance of social, legal, and ethical aspects of IT and be able to make responsible and secure choices while using technology.
6. Students will be able to identify potential cyber threats and adopt preventive measures to safeguard personal and organizational data from cyber-attacks.
7. By the end of the course, students will be equipped with essential skills and knowledge to navigate the digital world safely, making them more confident and informed users of technology.


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Syllabus

SEC-002 – Introduction to Office Productivity Software

Semester	Code of the Course	Title of the Course/Paper		NHEQF Level	Credits
I/II	SEC-002	Introduction to Office Productivity Software		5	2
Level of Course	Type of the Course	Credit Distribution		Offered to NC Student	Delivery Type of the Course
		Theory	Practical		
Introductory	Skill Enhancement	-	2	NO	60 Hours Practical
Prerequisites	XII Pass				
Objectives of the Course:	Objectives of the Course – The objective of this course is to provide participants with a comprehensive understanding of the fundamental features and functionalities of word processing tools, electronic spreadsheets, and presentation software. Through hands-on practice and theoretical knowledge, participants will develop the skills necessary to efficiently create, format, and manage documents, spreadsheets, and presentations. By the end of the course, participants will be able to use these tools effectively to enhance their productivity in various professional and personal scenarios.				

Examination Scheme-

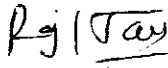
Regular Students –

Type	Paper code and Nomenclature	Duration of Examination	Maximum Marks (Midterm + EoSE)	Minimum Marks (Midterm + EoSE)
Practical	SEC-002- Introduction to Office Productivity Software	1 Hrs-MT 1 Hrs-EoSE	10 Marks-MT 40 Marks-EoSE	4 Marks-MT 16 Marks-EoSE

The Practical examination Scheme for Introduction to Office Productivity Software should be as follows –

- Three Practical Exercise of 10 Marks each from each Unit – 30 Marks
- Viva-Voce – 10 Marks
- Record – 10 Marks

Duration of Practical Examination will be of 1 Hours.


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Detailed Syllabus

SEC-002 – Introduction to Office Productivity Software

Unit – I

Word Processing Tools:

Text Basics: Typing the text, Alignment of text, Editing Text: Cut, Copy, Paste, Select All, Clear, Find & Replace, **Text Formatting and saving file:** New, Open, Close, Save, Save As, Formatting Text: Font Size, Font Style, Font Colour, Use the Bold, Italic, and Underline, Change the Text Case, Line spacing, Paragraph spacing, Shading text and paragraph. Working with Tabs and Indents, **Objects:** Shapes, Clipart and Picture, Word Art, Smart Art, Columns and Orderings - To Add Columns to a Document, Change the Order of Objects, Page Number, Date & Time, Inserting Text boxes, Inserting Word art, inserting symbols, Inserting Chart, **Header & Footers:** Inserting custom Header and Footer, inserting objects in the header and footer, add section break to a document **Bullets and numbered lists:** Multilevel numbering and Bulleting, Creating List, Customizing List style, Page bordering, Page background, **Tables:** Working with Tables, Table Formatting, Table Styles, Alignment option, Merge and split option, **Styles and Content:** Using Build- in Styles, Modifying Styles, Creating Styles, Creating a list style, Table of contents and references, Adding internal references, Adding a Footnote, Adding Endnote **Merging Documents:** Typing new address list, Importing address list from Excel file, Write and insert field, Merging with outlook contact, Preview Result, Merging to envelopes, Merging to label, Setting rules for merges, Finish & Merge options **Sharing and Maintaining Document:** Changing Word Options, Changing the Proofing Tools, Managing Templates, Restricting Document Access, Using Protected View, Working with Templates, Managing Templates, Understanding building blocks **Proofing the document:** Check Spelling As You Type, Mark Grammar Errors As You Type, Setting AutoCorrect Options **Printing:** Page Setup, setting margins, Print Preview, Print

(20 Hours Practical)

Unit -II

Electronic Spreadsheet:

Introduction to spreadsheet: Introduction, 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 & 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 Mathematical Functions, Statistical Functions, Text Functions, **Sort and Filter Data:** Sort and filtering data, Using number filter, Text filter, Custom filtering, Removing filters from columns, Conditional formatting, **Create Charts:** 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, Changing chart, **PivotTables and Pivot Charts:** Understand PivotTables, Create a PivotTable, Framework Using the PivotTable and PivotChart, Create Pivot Chart from pivot Table, Inserting slicer, Creating Calculated fields **Protecting and Sharing the work book:** Protecting a workbook with a password, Allow user to edit ranges, Track changes, Working with Comments, Insert Excel Objects and Charts in Word Document and Power point Presentation. **Use Macros to Automate Tasks:** Creating and Recording Macros, Assigning Macros to the work sheets, Saving Macro enabled workbook **Proofing and Printing:** Page setup, setting print area, print titles, inserting custom Header and Footer, inserting objects in the header and footer, Page Setup, setting margins, Print Preview, Print, enable back ground error checking, Setting Auto Correct Options

(20 Hours Practical)

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Unit -III

POWERPOINT:

Setting Up PowerPoint Environment: New, Open, Close, Save, Save As, Typing the text, Alignment of text, Formatting Text: Font Size, Font Style, Font Color, Use the Bold, Italic, and Underline, Cut, Copy, Paste, Select All, Clear text, Find & Replace, Working with Tabs and Indents, **Creating slides and applying themes:** Inserting new slide, Changing layout of slides, Duplicating slides, Copying and pasting slide, Applying themes to the slide layout, Changing theme color, Slide background, Formatting slide background, Using slide views, **Working with bullets and numbering:** Multilevel numbering and Bulleting, Creating List, Page bordering, Page background, Aligning text, Text directions, Columns option **Working with Objects:** Shapes, Clipart and Picture, Word Art, Smart Art, Change the Order of Objects, Inserting slide header and footer, Inserting Text boxes, Inserting shapes, using quick styles, Inserting Word art, Inserting symbols, Inserting Chart, **Hyperlinks and Action Buttons:** Inserting Hyperlinks and Action Buttons, Edit Hyperlinks and Action Button, Word Art and Shapes **Working With Movies and Sounds:** Inserting Movie From a Computer File, Inserting Audio file, Audio Video playback and format options, Video options, Adjust options, Reshaping and bordering Video, **Using SmartArt and Tables:** Working with Tables, Table Formatting, Table Styles, Alignment option, Merge and split option, Converting text to smart art, **Animation and Slide Transition:** Default Animation, Custom Animation, Modify a Default or Custom Animation, Reorder Animation Using Transitions, Apply a Slide Transition, Modifying, Transition, Advancing to the Next Slide, **Using slide Master:** Using slide master, Inserting layout option, Creating custom layout, Inserting place holders, Formatting place holders, **Slide show option:** Start slide show, Start show from the current slide, Rehearse timing, creating custom slide show, **Proofing and Printing:** Check Spelling As You Type, Setting AutoCorrect Options, Save as video, Save as JPEG files, Save as PowerPoint Show file, Print Preview, Print

(20 Hours Practical)

Suggested Books and References –

1. Microsoft Office for Beginners by M.L. Humphrey
2. Microsoft Word 2016 Step by Step by Joan Lambert and Curtis Frye
3. Excel 2016 Bible by John Walkenbach
4. PowerPoint 2016 For Dummies by Doug Lowe
5. Microsoft Office 2016 In Practice by Randy Nordell

Course Learning Outcomes:

By the end of the course, students should be able to:

1. **Word Processing:**
 - Format documents using advanced text styling and alignment.
 - Manipulate text with cut, copy, paste, and find & replace functions.
 - Enhance document layout with headers, footers, and page numbering.
 - Create visually appealing content using tables, objects, and styles.
 - Efficiently merge documents and manage templates for streamlined work.
2. **Electronic Spreadsheet:**
 - Apply formatting and calculations using a variety of functions.
 - Organize and analyze data through sorting, filtering, and charts.
 - Automate tasks with macros and protect workbooks with passwords.
 - Create dynamic pivot tables for data visualization and analysis.
3. **PowerPoint:**
 - Design captivating presentations with themes, formatting, and multimedia.
 - Incorporate interactive elements like hyperlinks and action buttons.
 - Apply animations and transitions for engaging slide shows.
 - Customize master slides for consistent and polished presentations.

Syllabus

SEC-003 – Data Analysis Using Excel

Semester	Code of the Course	Title of the Course/Paper		NHEQF Level	Credits
I/II	SEC-003	Data Analysis Using Excel		5	2
Level of Course	Type of the Course	Credit Distribution		Offered to NC Student	Delivery Type of the Course
		Theory	Practical		
Introductory	Skill Enhancement	-	2	No	60 Hours Practical
Prerequisites	XII Pass				
Objectives of the Course:	Objectives of the Course – <ol style="list-style-type: none"> 1. To Understand Data Analysis Fundamentals and Excel Basics: 2. Understanding the process of cleaning and transforming data. 3. Understanding Visualization of data. 4. Understanding Inbuilt functions of MS-Excel and User defined functions 5. To understand Statistical Tools for Data analysis. 6. Apply Data Analysis to Real-world Scenarios. 				

Examination Scheme-

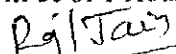
Regular Students –

Type	Paper code and Nomenclature	Duration of Examination	Maximum Marks (Midterm + EoSE)	Minimum Marks (Midterm + EoSE)
Practical	Data Analysis Using Excel	1 Hrs-MT 1 Hrs-EoSE	10 Marks-MT 40 Marks-EoSE	4 Marks-MT 16 Marks-EoSE

The Practical examination Scheme for Introduction to Office Productivity Software should be as follows –

- Three Practical Exercise of 10 Marks each from each Unit – 30 Marks
- Viva-Voce – 10 Marks
- Record – 10 Marks

Duration of Practical Examination will be of 1 Hours.


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Detailed Syllabus

SEC-003 – Data Analysis Using Excel

Unit	Course Contents	No. of Lectures
Unit-I	Introduction: Introduction to data analysis concepts. Excel's interface and its features. Data entry, formatting, and basic calculations on work sheet. Introduction to Simple Excel functions (SUM, AVERAGE, COUNT, date formats etc.). Various form of storing an excel file. Managing worksheets and workbooks. Storing Workbooks.	16
Unit-II	Data Cleaning and Transformation Importing data from various sources (CSV, text, databases). Data cleaning techniques (removing duplicates, handling missing values). Text-to-columns and data splitting. Data validation and conditional formatting.	12
Unit-III	Visualization: Creating basic charts (bar, line, pie). Customizing charts (titles, labels, legends). Using advanced chart types (scatter plots, histograms). Adding trend lines and data labels. Creating dynamic charts with slicers. Probability Distributions and their graphical representation. Pivot Tables: Creating, modifying, and summarizing data. Pivot Charts: Visualizing Pivot Table data. Introduction to What-If Analysis	16
Unit-IV	Data Analysis Tools: Introduction to basic statistical functions (STDEV, MIN, MAX). Using Excel's built-in analysis tools (Correlation, Regression). Introduction to Power Query for data transformation. User Defined Formulae, Data Analysis Tool-Pack, Preparation of Correlation Matrix, Fitting multiple Regression equation. Generating Random Numbers, Statistical Inference tools : Application of Z-Test, t-test, F-tests, ANOVA- One way and Two-way.	16

Suggested Books and References –

1. Paul McFedries (2022): Excel Data Analysis For Dummies, 5th Edition, John Wiley & Sons, ISBN: 978-1-119-84442-6
2. K. Berk (Author), Partrick Carey (2003), Data Analysis with Microsoft Excel, Duxbury Press; New edition (25 March 2003), ISBN-13 : 978-0534407148
3. Robert de Levie(2003), Advanced Excel for Scientific Data Analysis, OUP USA (9 October 2003), ISBN-13 : 978-0195170894
4. Manisha Nigam(2019): Data Analysis with Excel, BPB Publications; First Edition (5 September 2019), ISBN-13 : 978-9388176675
5. L. Winston Wayne (2019): MICROSOFT EXCEL 2019: DATA ANALYSIS & BUSINESS MODEL, 6th Edn., PHI Learning Pvt. Ltd. (11 October 2019), ISBN-13 : 978-9389347180
6. Wayne Winston(2017), Microsoft Excel Data Analysis and Business Modeling, Microsoft Press; 5th edition, ISBN-13 : 978-1509304219


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Suggested E-resources:

Online Lecture Notes and Course Materials:

1. E-PG Pathshala:
<https://epgp.inflibnet.ac.in/Home/ViewSubject?catid=fBYckQKJvP3a/8Vd3L08tQ==>
2. **Lecture Notes:**
 1. <https://www.gacbe.ac.in/pdf/ematerial/18BCS5EL-U5.pdf>
 2. <https://drive.google.com/file/d/11yrw1jBol2RRaBlj4Vy3XpZQhaM8D1dz/view?pli=1>
 3. <https://www.guru99.com/excel-tutorials.html>
 4. <https://gacbe.ac.in/pdf/ematerial/18MEC24C-U4.pdf>

Course Learning Outcomes:

After completing this short-term course students will gain with

1. Proficiency in Excel.
2. Data Analytical tools with Excel.
3. Data Visualization tools with MS-Excel:
4. Creating Pivot-Table Mastery.
5. Participants will have a solid foundation for further studies in data analysis, statistics, or related fields.
6. Successful completion of the course can enhance participants' career prospects by equipping them with sought-after data analysis skills.
7. Participants will be better equipped to solve real-world problems using data-driven insights and informed decision-making.
8. Students will realize confident navigating and utilizing Excel for various data analysis tasks.

Raj (Tai)
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Syllabus

SEC-004 – Business Communication Skills

Semester	Code of the Course	Title of the Course/Paper		NHEQF Level	Credits
I/II	SEC-004	Business Communication Skills		5	2
Level of Course	Type of the Course	Credit Distribution		Offered to NC Student	Delivery Type of the Course
		Theory	Practical		
Introductory	Skill Enhancement	2	-	Yes	30 Hours Lectures
Prerequisites	XII Pass				
Objectives of the Course:	Objectives of the Course – <ul style="list-style-type: none"> • Acquire the essentials of business communication skills. • Acquire career skills and truly pursue to partake in a successful career path. • Teach them all types of business correspondences including electronic. • Prepare good resume, prepare for interviews and group discussions. • Explore desired career opportunities in the employment market in consideration of an individual SWOT. 				

Examination Scheme-

Regular Students –

Type	Paper code and Nomenclature	Duration of Examination	Maximum Marks (Midterm + EoSE)	Minimum Marks (Midterm + EoSE)
Theory	SEC-004-Business Communication Skills	1 Hrs-MT 1 Hrs-EoSE	10 Marks-MT 40 Marks-EoSE	4 Marks-MT 16 Marks-EoSE

Question paper for Business Communication Skill will be so set that it has 40 multiple choice questions (Bilingual) of One mark each. The Question paper will be of duration of 1 hours. The examinees will have to give their answers on OMR sheet only to be provided by the University whose evaluation will be done based on OMR Scanning Technology.

Non-Collegiate Students –

Type	Paper code and Nomenclature	Duration of Examination	Maximum Marks (EoSE)	Minimum Marks (EoSE)
Theory	SEC-004-Business Communication Skills	1 Hrs	50 Marks	20 Marks

Question paper for Business Communication Skill will be so set that it has 50 multiple choice questions (Bilingual) of One mark each. The Question paper will be of duration of 1 hours. The examinees will have to give their answers on OMR sheet only to be provided by the University whose evaluation will be done based on OMR Scanning Technology.

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Detailed Syllabus

SEC-004 – Business Communication Skills

Unit 1. Introduction to the essentials of Business Communication

Meaning, Process and Functions
Channels and Types of Communication
Effective Communication and its Barriers
Importance of Business Communication

(7 Lecture)

Unit 2: Business Correspondence

Advertisement
Inviting Tender and Placing Order
Notice, Circular, Memo, Minutes of Meeting
Appreciation and Complaint Letters

(8 Lecture)

Unit 3. Oral Business Communication

Greeting and Telephonic Conversation
PPT Making and Presentation Skills
Interview
Group Discussion

(8 Lecture)

Unit 4: Electronic Communication

Email Writing
Virtual Business Meetings
Use of Social-Media for Business Communication
Internet Etiquettes and Correct use of Emoticons

(7 Lecture)

Suggested Books and References –

1. English Communication – A Textbook for AECC-2 (Cambridge), Somak Mandal/ Sharmishtha Chatterjee Sriwastav (Cambridge)
2. Interact – A Course in Communicative English, Malathy Krishnam/ Zinia Mitra/ Binayak Ray (Cambridge)
3. English Fluency – I, Pooja Khanna/ Neerja Deswal
4. Sen Madhucchanda (2010), An Introduction to Critical Thinking, Pearson, Delhi
5. Silvia P.J. (2007), How to Read a Lot, American Psychological Association, Washington DC

Suggested E-resources:

1. Online Lecture Notes and Course Materials:
Online platform SWAYAM

Course Learning Outcomes:

By the end of the course, students should be able to:

1. By the end of this program participants should have a clear understanding of what good communication skills are and what they can do to improve their abilities.
2. Participate in a digital lifestyle conversant with computers, applications, Internet and nuances of cyber security.
3. Engage in effective communication by respecting diversity and embracing good listening skills.
4. Distinguish the guiding principles for communication in a diverse, smaller internal world.

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Syllabus

SEC-005 – Effective Communication Skills

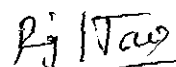
Semester	Code of the Course	Title of the Course/Paper		NHEQF Level	Credits
I/II	SEC-005	Effective Communication Skills		5	2
Level of Course	Type of the Course	Credit Distribution		Offered to NC Student	Delivery Type of the Course
		Theory	Practical		
Introductory	Skill Enhancement	2	-	No	20 Lectures and 20 Hour Activity Based
Prerequisites	XII Pass				
Objectives of the Course:	<ul style="list-style-type: none"> • Develop a deep understanding of key concepts • To acquire good LSRW • To Prepare them for course and employment • Understand the importance of empathetic listening • Master a subject or tool with hands-on projects 				

Examination Scheme-

Regular Students –

Type	Paper code and Nomenclature	Duration of Examination	Maximum Marks (Midterm + EoSE)	Minimum Marks (Midterm + EoSE)
	SEC-004-Effective Communication Skills	1 Hrs-MT 1 Hrs-EoSE	10 Marks-MT 40 Marks-EoSE	4 Marks-MT 16 Marks-EoSE

Question paper for Effective Communication Skills will be so set that it has 40 multiple choice questions (Bilingual) of One mark each. The Question paper will be of duration of 1 hours. The examinees will have to give their answers on OMR sheet only to be provided by the University whose evaluation will be done based on OMR Scanning Technology.


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Detailed Syllabus

SEC-005 – Effective Communication Skills

Unit 1:

Communication Process

Meaning of Communication and its Components
Types of Communication
Barriers of Communication
Activity based Learning

(8 Lectures)

Unit 2:

Non-Verbal Communication

Meaning of non-verbal communication
Introduction to modes of non-verbal communication
Do's and Don'ts
Activity based Learning

(7 Lectures)

Unit 3:

Listening and Speaking Skills

Techniques of Effective Listening
Listening and Comprehension
Understanding English Sounds, Tone and Intonation
Activity based Learning

(8 Lectures)

Unit 4:

Reading and Writing Skills

Techniques of Effective Reading
Reading and Comprehension
Common Errors
Activity based Learning

(7 Lectures)

Suggested Books and References --

1. English Communication – A Textbook for AECC-2 (Cambridge), Somak Mandal/ Sharmishtha Chatterjee Sriwastav (Cambridge)
5. Interact – A Course in Communicative English, Malathy Krishnam/ Zinia Mitra/ Binayak Ray (Cambridge)
6. English Fluency – I, Pooja Khanna/ Neerja Deswal
7. Sen Madhucchanda (2010). An Introduction to Critical Thinking. Pearson, Delhi
8. Silvia P.J. (2007). How to Read a Lot, American Psychological Association, Washington DC

P. J. Deswal
Dy. Registrar

(Academic)

University of

Suggested E-resources:

1. Online Lecture Notes and Course Materials:
Online platform SWAYAM

Course Learning Outcomes:

By the end of the course, students should be able to:

1. By the end of this program participants should have a clear understanding of what good communication skills are and what they can do to improve their abilities.
2. Participate in a digital lifestyle conversant with computers, applications, Internet and nuances of cyber security.
3. Engage in effective communication by respecting diversity and embracing good listening skills.
4. Distinguish the guiding principles for communication in a diverse, smaller internal world.

Raj Tay
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Syllabus

SEC-006 – Learning Life Skills


Semester	Code of the Course	Title of the Course/Paper		NHEQF Level	Credits
I/II	SEC-006	Learning Life Skills		5	2
Level of Course	Type of the Course	Credit Distribution		Offered to NC Student	Delivery Type of the Course
		Theory	Practical		
Introductory	Skill Enhancement	2	-	No	20 Lectures and 20 Hour Activity Based
Prerequisites	XII Pass				
Objectives of the Course:	Objectives of the Course – <ul style="list-style-type: none"> • To help young students to better understand themselves • To get along well with others • To take responsible and mature decisions • To cope with life's inevitable challenges realistically and effectively 				

Examination Scheme-

Regular Students –

Type	Paper code and Nomenclature	Duration of Examination	Maximum Marks (Midterm + EoSE)	Minimum Marks (Midterm + EoSE)
Theory	SEC-006-Learning Life Skills	1 Hrs-MT 1 Hrs-EoSE	10 Marks-MT 40 Marks-EoSE	4 Marks-MT 16 Marks-EoSE

Question paper for Learning Life Skills will be so set that it has 40 multiple choice questions (Bilingual) of One mark each. The Question paper will be of duration of 1 hours. The examinees will have to give their answers on OMR sheet only to be provided by the University whose evaluation will be done based on OMR Scanning Technology.


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Detailed Syllabus

SEC-006 – Learning Life Skills

Unit – I

Life Skills- Introduction, Need and Significance,
Benefits and Methods of Life Skills Education

(8 Lectures)

Unit –II

Social Skills-Self Awareness, Empathy, Effective Communication,
Interpersonal Relationship

(7 Lectures)

Unit –III

Thinking Skills- Creative Thinking, Critical Thinking,
Decision Making, Problem Solving

(8 Lectures)

Unit-IV

Emotional Skills- Coping with Stress, Coping with Emotions

(7 Lectures)

Suggested Books and References –

1. Saravanakumar, A. R. (2020) Life Skill Education through Lifelong Learning. Maharashtra, India, Laxmi Book Publication.
2. Verma, S. (2014) Development of Life Skills and Professional Practice. Noida, India, Vikas Publishing House Pvt. Ltd.
3. UNICEF Comprehensive Life Skills Framework.
4. AIF Handbook of Activities on Life Skills (2018)

Suggested E-resources:

1. www.AIF.org
2. www.unicef.org
3. www.who.org

Course Learning Outcomes:

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

1. identify and share the interests, aspirations, strengths and weaknesses by enhancing self-awareness.
2. develop social and communication skills and learn to maintain healthy relationships.
3. analyse and evaluate situations, actions and thoughts rationally and creatively.
4. identify and manage and cope with stress and deal effectively with positive and negative emotions

Syllabus

SEC-007 – Logical and Critical Thinking

Semester	Code of the Course	Title of the Course/Paper		NHEQF Level	Credits
I/II	SEC-007	Logical and Critical Thinking		5	2
Level of Course	Type of the Course	Credit Distribution		Offered to NC Student	Delivery Type of the Course
		Theory	Practical		
Introductory	Skill Enhancement	2	-	Yes	30 Hours Lecture
Prerequisites	XII Pass				
Objectives of the Course:	Objectives of the Course – This course aims to equip students with a comprehensive understanding of various logical reasoning concepts and critical thinking techniques. Through a diverse range of topics and exercises, the course seeks to enhance students' ability to analyze information, evaluate arguments, solve complex problems, and make informed decisions. By the end of the course, students should have a solid foundation in logical reasoning and critical thinking, empowering them to excel in various academic, professional, and everyday scenarios.				

Examination Scheme-

Regular Students –

Type	Paper code and Nomenclature	Duration of Examination	Maximum Marks (Midterm + EoSE)	Minimum Marks (Midterm + EoSE)
Theory	SEC-007- Logical and Critical Thinking	1 Hrs-MT 1 Hrs-EoSE	10 Marks-MT 40 Marks-EoSE	4 Marks-MT 16 Marks-EoSE

Question paper for Logical and Critical Thinking will be so set that it has 40 multiple choice questions (Bilingual) of One mark each. The Question paper will be of duration of 1 hours. The examinees will have to give their answers on OMR sheet only to be provided by the University whose evaluation will be done based on OMR Scanning Technology.

Non-Collegiate Students –

Type	Paper code and Nomenclature	Duration of Examination	Maximum Marks (EoSE)	Minimum Marks (EoSE)
Theory	SEC-007- Logical and Critical Thinking	1 Hrs	50 Marks	20 Marks

Question paper for Logical and Critical Thinking will be so set that it has 50 multiple choice questions (Bilingual) of One mark each. The Question paper will be of duration of 1 hours. The examinees will have to give their answers on OMR sheet only to be provided by the University whose evaluation will be done based on OMR Scanning Technology.

Detailed Syllabus

SEC-007- Logical and Critical Thinking

Unit – I

Alphabet test, Alphanumeric series, Analogy, Analytical and Decision Making, Arithmetic Reasoning, Artificial Language,

(7 Lectures)

Unit – II

Blood Relations, Calendars, Cause and Effect, Classification, Clocks, Code Inequalities, Coded equations, Coding and Decoding, Course of Action, Critical path, Critical Reasoning, Cubes and cuboids,

(8 Lectures)

Unit – III

Data Sufficiency, Decision Making, Deductive Reasoning/Statement Analysis, Dices, Direction questions, Embedded Images, Figure Matrix, Input-Output, Mirror and Water Images, Odd One Out, Ordering and Ranking, Paper folding; unfolding questions

(8 Lectures)

Unit – IV

Picture Series and Sequences, Puzzles, Reasoning Analogies, Seating Arrangements, Shape Construction, Statement and Assumptions, Statement and Conclusions, Syllogism, Venn Diagram. Verbal Reasoning, Visual Reasoning

(7 Lectures)

Suggested Books and References –

1. A Modern Approach to Logical Reasoning by R.S. Aggarwal
2. Logical and Analytical Reasoning by A.K. Gupta
3. How to Prepare for Logical Reasoning for CAT by Arun Sharma
4. Verbal and Non-Verbal Reasoning by R.S. Aggarwal
5. Analytical Reasoning by M.K. Pandey
6. Logical Reasoning and Data Interpretation for CAT by Nishit K. Sinha
7. The PowerScore LSAT Logical Reasoning Bible by David M. Killoran
8. Critical Thinking: A Student's Introduction by Gregory Bassham, William Irwin, and Henry Nardone
9. Thinking, Fast and Slow by Daniel Kahneman
10. The Art of Thinking Clearly by Rolf Dobell

Course Learning Outcomes:

By the end of the course, students should be able to:

1. Demonstrate Proficiency in Various Logical Reasoning Techniques: Students will grasp the fundamental principles of logical reasoning and apply techniques such as analogy, classification, coding-decoding, statement analysis, syllogism, and more.
2. Enhance Critical Thinking Skills: Students will develop the ability to critically evaluate information, identify assumptions, and analyze argument to make well-reasoned decisions.

3. **Solve Complex Problems:** Students will be adept at solving intricate problems involving arithmetic reasoning, puzzles, sequencing, and other logical challenges.
4. **Interpret Visual and Verbal Data:** Students will effectively interpret visual information, such as figure matrices, and comprehend verbal reasoning exercises to arrive at accurate conclusions.
5. **Navigate Various Question Types:** Students will become proficient in handling a wide range of logical reasoning question formats, including seating arrangements, blood relations, calendars, and more.
6. **Strengthen Decision-Making Abilities:** Students will sharpen their decision-making skills by considering cause and effect relationships, identifying critical paths, and applying course of action principles.
7. **Enhance Test-Taking Abilities:** Students will be well-prepared for competitive exams and assessments that include logical reasoning sections, as they will have practiced a diverse set of reasoning challenges.
8. **Apply Logical Thinking in Real-Life Contexts:** Students will be able to apply logical and critical thinking techniques to real-life situations, improving their problem-solving abilities in various domains.

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Syllabus

SEC-008 – Quantitative Aptitude and Data Interpretation

Semester	Code of the Course	Title of the Course/Paper		NHEQF Level	Credits
I/II	SEC-008	Quantitative Aptitude and Data Interpretation		5	2
Level of Course	Type of the Course	Credit Distribution		Offered to NC Student	Delivery Type of the Course
		Theory	Practical		
Introductory	Skill Enhancement	2	-	Yes	30 Hours Lecture
Prerequisites	XII Pass				
Objectives of the Course:	Objectives of the Course – <ul style="list-style-type: none"> • To provide a strong foundation in the number system and basic arithmetic concepts. • To understand divisibility rules, decimal fractions, greatest common divisor (GCD), least common multiple (LCM), surds, indices, and simplifying square and cube roots. • To solve problems related to averages, ages, allegations, and percentages. 				

Examination Scheme-

Regular Students –

Type	Paper code and Nomenclature	Duration of Examination	Maximum Marks (Midterm + EoSE)	Minimum Marks (Midterm + EoSE)
Theory	SEC-008- Quantitative Aptitude and Data Interpretation	1 Hrs-MT 1 Hrs-EoSE	10 Marks-MT 40 Marks-EoSE	4 Marks-MT 16 Marks-EoSE

Question paper for Quantitative Aptitude and Data Interpretation will be so set that it has 40 multiple choice questions (Bilingual) of One mark each. The Question paper will be of duration of 1 hours. The examinees will have to give their answers on OMR sheet only to be provided by the University whose evaluation will be done based on OMR Scanning Technology.

Non-Collegiate Students –

Type	Paper code and Nomenclature	Duration of Examination	Maximum Marks (EoSE)	Minimum Marks (EoSE)
Theory	SEC-008- Quantitative Aptitude and Data Interpretation	1 Hrs	50 Marks	20 Marks

Question paper for Quantitative Aptitude and Data Interpretation will be so set that it has 50 multiple choice questions (Bilingual) of One mark each. The Question paper will be of duration of 1 hours. The examinees will have to give their answers on OMR sheet only to be provided by the University whose evaluation will be done based on OMR Scanning Technology.

Detailed Syllabus

SEC-008 – Quantitative Aptitude and Data Interpretation

Unit – I

Number system, divisibility, decimal fractions, GCD & LCM, surds and indices, Squares and Cubes, square roots and cube roots, problems on averages and ages, allegations, percentage.

(08 Lectures)

Unit -II

Profit & loss, partnership, discount, simple & compound interest, ratio & proportion and variation.

(06 Lectures)

Unit -III

Time and work, time, speed and distance, geometry and mensuration, coordinate geometry, functions, inequalities, quadratic and other equations, logarithms, permutations and combinations, probability, set theory

(08 Lectures)

Unit-IV

Basic modes of data Interpretation, Data. Nature of Data, Data represents variable, types of variable need for capturing data. Data interpretation -definition, organization and presentation, Tabular presentation. Tables, bar Charts- Simple, Stacked, Composite, representation of percentage, show deviation, XY Charts, Pie Charts, Cases, Challenges of data interpretation, Data Sufficiency

(08 Lectures)

Suggested Books and References –

1. R.S. Aggarwal, Quantitative Aptitude for Competitive Examinations, S. Chand, 2018.
2. Arun Sharma, Teach Yourself Quantitative Aptitude, McGraw Hill, 2019.
3. P.A. Anand, Wiley Quantitative Aptitude For Competitive Exams, Wiley India Pvt.Ltd, 2015.
4. Rajesh Verma, Fast Track Objective Arithmetic, Arihant Publications, 2018.
5. Nishit K. Sinha - The Pearson Guide to Quantitative Aptitude and Data Interpretation for the CAT-Pearson Education (2012)

Course Learning Outcomes:

By the end of the course, students will be proficient in solving a range of mathematical problems, interpreting data, and making informed decisions in various contexts. They will have developed quantitative reasoning skills that can be applied both academically and in practical situations.

P. J. Jay
University of Rajasthan
JAIPUR

Syllabus

SEC-009 – Finance for Everyone

Semester	Code of the Course	Title of the Course/Paper		NHEQF Level	Credits
I/II	SEC-009	Finance for Everyone		5	2
Level of Course	Type of the Course	Credit Distribution		Offered to NC Student	Delivery Type of the Course
		Theory	Practical		
Introductory	Skill Enhancement	2	-	Yes	30 Hours Lecture
Prerequisites	XII Pass				
Objectives of the Course:	Objectives of the Course – The course "Finance for Everyone" aims to provide participants with a solid foundation in financial literacy and personal finance management. Through comprehensive lessons, it seeks to familiarize students with essential financial concepts, various financial institutions, investment strategies, taxation principles, and insurance planning. The course is designed to empower individuals with the knowledge and skills necessary to make informed financial decisions and effectively manage their personal finances.				

Examination Scheme-

Regular Students –

Type	Paper code and Nomenclature	Duration of Examination	Maximum Marks (Midterm + EoSE)	Minimum Marks (Midterm + EoSE)
Theory	SEC-009- Finance for Everyone	1 Hrs-MT 1 Hrs-EoSE	10 Marks-MT 40 Marks-EoSE	4 Marks-MT 16 Marks-EoSE

Question paper for Finance for Everyone will be so set that it has 40 multiple choice questions (Bilingual) of One mark each. The Question paper will be of duration of 1 hours. The examinees will have to give their answers on OMR sheet only to be provided by the University whose evaluation will be done based on OMR Scanning Technology.

Non-Collegiate Students –

Type	Paper code and Nomenclature	Duration of Examination	Maximum Marks (EoSE)	Minimum Marks (EoSE)
Theory	SEC-009- Finance for Everyone	1 Hrs	50 Marks	20 Marks

Question paper for Finance for Everyone will be so set that it has 50 multiple choice questions (Bilingual) of One mark each. The Question paper will be of duration of 1 hours. The examinees will have to give their answers on OMR sheet only to be provided by the University whose evaluation will be done based on OMR Scanning Technology.

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Detailed Syllabus

SEC-009 – Finance for Everyone

Unit – I

- Lesson :1 – Introduction to Financial Literacy and Personal Finance
 - Lesson :2 – Brief about Financial Institution (Banks, NBFC's and Insurance Companies)
 - Lesson :3 – Financial Planning and Decisions
 - Lesson :4 – Introduction to Financial Forecasting and Budgeting
- (08 Lectures)**

Unit -II

- Lesson :1 – Introduction to Banking and Electronic Banking (Including Digital Payments)
 - Lesson :2 – Basic Concepts of Investment
 - Lesson :3 – Basics of Money Market
 - Lesson :4 – Brief about Capital Market and its types
- (08 Lectures)**

Unit -III

- Lesson :1 – Introduction to Insurance Planning
 - Lesson :2 – Various types of Insurance
 - Lesson :3 – Introduction to Indirect Tax (GST)
- (06 Lectures)**

Unit-IV

- Lesson :1 – Income Tax: An Introduction
 - Lesson :2 – Basic Concepts of Taxation (Including Residential Status and Heads of Income)
 - Lesson :3 – Personal Tax Planning and Reduction of Tax Liability
- (08 Lectures)**

Suggested Books and References –

1. Finance for everyone: Devinder Kumar Anand, Vikas Publishing House Pvt Ltd.
2. Basics of Finance and Banking: Bhattacharya & Agarwal. Himalya Publishing House.

Course Learning Outcomes:

By the end of the course, students should be able to:

1. Recognize the significance of financial literacy and its role in making informed financial decisions.
2. Understand the functions and roles of different financial institutions, including banks, NBFCs, and insurance companies.

3. Develop effective financial planning skills, set financial goals, and make prudent financial decisions.
4. Apply financial forecasting and budgeting techniques to manage expenses and achieve financial objectives.
5. Navigate electronic banking, including digital payments, and utilize online banking services effectively.
6. Grasp fundamental investment concepts, assess risk and return relationships, and explore different investment options.
7. Comprehend the basics of the money market and its importance in short-term financing.
8. Gain insight into the capital market and its primary and secondary segments, along with various traded securities.
9. Understand the significance of insurance planning, choose appropriate insurance products, and manage financial risks.
10. Identify different types of insurance, such as life, health, property, and liability insurance, and their respective benefits.
11. Gain a basic understanding of the Goods and Services Tax (GST) and its implications.
12. Familiarize themselves with income tax, its fundamental concepts, residential status determination, and various sources of income.
13. Employ personal tax planning strategies, optimize tax liabilities, and explore tax-saving investment options

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Syllabus

SEC-010 – Basics of Tourism Concepts

Semester	Code of the Course	Title of the Course/Paper		NHEQF Level	Credits
I/II	SEC-010	Basics of Tourism Concepts		5	2
Level of Course	Type of the Course	Credit Distribution		Offered to NC Student	Delivery Type of the Course
		Theory	Practical		
Introductory	Skill Enhancement	2	-	Yes	30 Hours Lecture
Prerequisites	XII Pass				
Objectives of the Course:	Objectives of the Course – <ol style="list-style-type: none"> 1. Introduce students to the core concepts of tourism, including its historical development, types, forms, and components. 2. Provide insights into the characteristics and patterns of growth in domestic and international tourism. 3. Develop an understanding of the motivations driving tourism demand and the factors influencing individuals' choices to travel. 4. Explore the wide-ranging impacts of tourism, including economic, socio-cultural, and environmental effects, both positive and negative. 				

Examination Scheme-

Regular Students –

Type	Paper code and Nomenclature	Duration of Examination	Maximum Marks (Midterm + EoSE)	Minimum Marks (Midterm + EoSE)
Theory	SEC-010- Basics of Tourism Concepts	1 Hrs-MT 1 Hrs-EoSE	10 Marks-MT 40 Marks-EoSE	4 Marks-MT 16 Marks-EoSE

Question paper for Basics of Tourism Concepts will be so set that it has 40 multiple choice questions (Bilingual) of One mark each. The Question paper will be of duration of 1 hours. The examinees will have to give their answers on OMR sheet only to be provided by the University whose evaluation will be done based on OMR Scanning Technology.

Non-Collegiate Students –

Type	Paper code and Nomenclature	Duration of Examination	Maximum Marks (EoSE)	Minimum Marks (EoSE)
Theory	SEC-010- Basics of Tourism Concepts	1 Hrs	50 Marks	20 Marks

Question paper for Basics of Tourism Concepts will be so set that it has 50 multiple choice questions (Bilingual) of One mark each. The Question paper will be of duration of 1 hours. The examinees will have to give their answers on OMR sheet only to be provided by the University whose evaluation will be done based on OMR Scanning Technology.

Detailed Syllabus

SEC-010 – Basics of Tourism Concepts

Unit I

Tourism Concepts: Definitions and historical development of tourism, Types of tourist-Visitor-Excursionists, Types and Forms of Tourism, Tourism system: Nature, characteristic, Tourism: Components and Characteristics

(08 Lectures)

Unit II

Domestic Tourism: features, pattern of growth and profile
International Tourism: Tourist generating and destination regions Tourism motivation and tourism demand

(08 Lectures)

Unit III

Tourism Impacts: Positive and Negative Impacts of Tourism; Economic, Socio-Cultural, and Environmental Impact

(07 Lectures)

Unit IV

Tourism Organizations: Objectives and Role of ITDC, TFCI, IRCTC

(07 Lectures)

Suggested Books and References –

1. Burkart & Medlik : Tourism: Past, Present and Future
2. Chunky Gee et-al: Travel Industry
3. Cooper C., Fletcher J., Gilbert D and Wanhil. S: Tourism: Principles and Practices
4. J.K. Sharma: Tourism Planning and Development -
5. McIntosh, R. W.: Tourism: Principles and Practices
6. Mill and Morrison: Tourism systems
7. P.C. Sinha: Tourism Management Vol. - 4
8. Prannath Seth: Successful Tourism Management
9. R. Gartner: Tourism Development
10. Sagar Singh: Studies in Tourism

Course Learning Outcomes:

By the end of the course, students should be able to:

1. Identify and assess the positive and negative impacts of tourism on different sectors.
2. Understand the economic effects of tourism, including income generation and employment opportunities.
3. Analyze the socio-cultural impacts of tourism on local communities and cultural heritage.
4. Recognize the environmental impacts of tourism and its effects on ecosystems and natural resources.

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Syllabus

SEC-011 – Data Literacy

Semester	Code of the Course	Title of the Course/Paper		NHEQF Level	Credits
I/II	SEC-011	Data Literacy		5	2
Level of Course	Type of the Course	Credit Distribution		Offered to NC Student	Delivery Type of the Course
		Theory	Practical		
Introductory	Skill Enhancement	2	-	Yes	30 Hours Lecture
Prerequisites	XII Pass				
Objectives of the Course:	Objectives of the Course – The objective of this course is to develop students' data literacy skills. This course will give students skills in understanding and interpreting data from simple descriptive representation of data, to the use of graphs.				

Examination Scheme-

Regular Students –

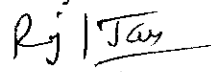
Type	Paper code and Nomenclature	Duration of Examination	Maximum Marks (Midterm + EoSE)	Minimum Marks (Midterm + EoSE)
Theory	SEC-011- Data Literacy	1 Hrs-MT 1 Hrs-EoSE	10 Marks-MT 40 Marks-EoSE	4 Marks-MT 16 Marks-EoSE

Question paper for Data Literacy will be so set that it has 40 multiple choice questions (Bilingual) of One mark each. The Question paper will be of duration of 1 hours. The examinees will have to give their answers on OMR sheet only to be provided by the University whose evaluation will be done based on OMR Scanning Technology.

Non-Collegiate Students –

Type	Paper code and Nomenclature	Duration of Examination	Maximum Marks (EoSE)	Minimum Marks (EoSE)
Theory	SEC-011- Data Literacy	1 Hrs	50 Marks	20 Marks

Question paper for Data Literacy will be so set that it has 50 multiple choice questions (Bilingual) of One mark each. The Question paper will be of duration of 1 hours. The examinees will have to give their answers on OMR sheet only to be provided by the University whose evaluation will be done based on OMR Scanning Technology.


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Detailed Syllabus

SEC-011 – Data Literacy

Unit – I

Data- Meaning and Types, Nature and Properties of Data, Uses of Data
(07 Lectures)

Unit -II

Sources of Data, Types of Government Data, Types of Measurement, Reliability and Validity
(07 Lectures)

Unit -III

Techniques of data Collection, Text as Data, Different Data sets and how to read them
(08 Lectures)

Unit-IV

Data visualization, Graphical and Tabular representation of data, Types of Data Analysis
(08 Lectures)

Suggested Books and References –

1. Walliman Nicholas, Research Methods- The Basics, Routledge, 2011
2. Pandey P. and Pandey M.M, Research Methodology: Tools and Techniques, Bridge Center, 2015
3. Kothari C. R. Research Methodology: Tools and Techniques, (Chapter 6), New Age International Publishers, 1990
4. Research Methods, Alagappa University, Unit 8-11, Vikas Publishing House, 2020

Suggested E-resources:

Online Lecture Notes and Course Materials:

1. <https://epgp.inflibnet.ac.in/Home/ViewSubject?catid=sP9KhysDemvbqPHPOAmaYw==>
2. <https://egyankosh.ac.in/biustream/unit2>
3. <https://www.toppr.com/guides/maths/statistics/data/>
4. <https://www.simplilearn.com/what-is-data-article>

Course Learning Outcomes:

By the end of the course, students should be able to:

1. Identify different types of data and data sources
2. Evaluate how quantitative data is used within everyday life and academics:
3. Recognise the limitations of quantitative data;
4. Apply basic data literacy skills to practical analysis of datasets.

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Syllabus

SEC-012 – Biofertilizers


Semester	Code of the Course	Title of the Course/Paper		NHEQF Level	Credits
I/II	SEC-012	Biofertilizers		5	2
Level of Course	Type of the Course	Credit Distribution		Offered to NC Student	Delivery Type of the Course
		Theory	Practical		
Introductory	Skill Enhancement	2	-	No	15 Hours Lecture +30 Hours Lab Activity / Fieldwork
Prerequisites	XII Pass				
Objectives of the Course:	Objectives of the Course – The concept of biofertilizers and develop the skills for handling microbial inoculants. The growth and multiplication conditions of useful microbes and their role in mineral cycling and nutrition to plants. Various methods of decomposition of biodegradable waste and their conversion to compost				

Examination Scheme-

Regular Students –

Type	Paper code and Nomenclature	Duration of Examination	Maximum Marks (Midterm + EoSE)	Minimum Marks (Midterm + EoSE)
Theory	SEC-012-Biofertilizers	1 Hrs-MT 1 Hrs-EoSE	5 Marks-MT 20 Marks-EoSE	2 Marks-MT 8 Marks-EoSE

Theory question paper for biofertilizers will be so set that it has 40 multiple choice questions (Bilingual) of One mark each. The Question paper will be of duration of 1 hours. The examinees will have to give their answers on OMR sheet only to be provided by the University whose evaluation will be done based on OMR Scanning Technology.


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Detailed Syllabus

SEC-012 – Biofertilizers

Unit –I

Biofertilizers - Introduction, status and scope; Rhizobia: isolation, purification, morphology, identification, and mass cultivation. Actinorrhizal symbiosis.

(04 Lectures)

Unit -II

Azospirillum: isolation and mass multiplication – carrier-based inoculant, associative effect of different microorganisms. *Azotobacter*: classification, characteristics – crop response to *Azotobacter* inoculum, maintenance and mass multiplication

(04 Lectures)

Unit –III

Cyanobacteria (blue green algae), *Azolla* and *Anabaena azollae* association, nitrogen fixation, factors affecting growth, blue green algae and *Azolla* in rice cultivation. FCO specifications and quality control of biofertilizers

(04 Lectures)

Unit-IV

Mycorrhizal association, types of mycorrhizal association, taxonomy, occurrence and distribution, phosphorus nutrition, growth and yield – colonization of VAM – isolation and inoculum production of VAM, and its influence on growth and yield of crop Plants

(03 Lectures)

Practical:

1. Sterilization of glassware, culture media, other substances, materials and equipment
2. Study of heterocyst in cyanobacteria.
3. Isolation and culturing of Rhizobium from root nodules of leguminous crops.
4. Preparation of media for microbial biofertilizers.
5. Preparation of media for microbes.
6. Isolation of Azotobacter from root nodules of leguminous crops.
7. Cultivation of blue green algae.
8. Study of different types of Cyanobacteria used for nitrogen fixation.
9. Study various biocontrol methods and their application Pheromone trap, Trichoderma, Pseudomonas, Neem etc.
10. Preparation of Vermicompost.

(30 Hours Lab Activity)

Suggested Books and References –

1. Dubey, R.C. (2005). A Text Book of Biotechnology. S. Chand and Co. New Delhi.
2. John Jothi Prakash, E. (2004). Outlines of Plant Biotechnology. Emkay Publication. New Delhi.

3. Kumaresan. V. (2005). Biotechnology. Saras Publications, New Delhi.
4. Sathe, T.V. (2004). Vermiculture and Organic Farming. Daya Publishers.
5. Subha Rao, N.S. (2000). Soil Microbiology. Oxford and IBH Publishers. New Delhi.
6. Vayas, S.C, Vayas, S. and Modi, H.A. (1998). Bio-fertilizers and organic Farming. Akta Prakashan, Nadiad
7. Somani, L.L. (2004). Handbook of Biofertilizers. Agrotech Publishing Academy, Udaipur-313002
8. Khosla, R. (2017). Biofertilizers and Biocontrol Agents for Organic Farming Kojo Press
9. Trueman's Biofertilizers. (2018). Trueman Book Company, Jalandhar.

Suggested E-resources:

1. Azotobacter - Isolation and characterization -- <https://youtu.be/1Z1VhgJ2h6U>
2. Rhizobium -- Identification and characterization - <https://youtu.be/jELlo-pMvc4>

Course Learning Outcomes:

By the end of the course, students should be able to:

1. Develop conceptual skill about identifying microbes, and bio-fertilizers
2. Gain knowledge about developing commercial enterprise of bio-fertilizers.

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Syllabus

SEC-013 – Nursery & Gardening Techniques



Semester	Code of the Course	Title of the Course/Paper		NHEQF Level	Credits
I/II	SEC-013	Nursery & Gardening Techniques		5	2
Level of Course	Type of the Course	Credit Distribution		Offered to NC Student	Delivery Type of the Course
		Theory	Practical		
Introductory	Skill Enhancement	2	-	No	15 Hours Lecture +30 Hours Lab Activity / Fieldwork
Prerequisites	Biology courses of Central Board of Secondary Education or equivalent.				
Objectives of the Course:	Objectives of the Course – The program is aimed to teach students the basic knowledge required to develop entrepreneurship skills in the development of Nursery, Gardening and Landscaping. This course would train students to initiate a remunerative enterprise owing to a high demand of skilled professionals in this field				

Examination Scheme-

Regular Students –

Type	Paper code and Nomenclature	Duration of Examination	Maximum Marks (Midterm + EoSE)	Minimum Marks (Midterm + EoSE)
Theory	SEC-013- Nursery & Gardening Techniques	1 Hrs-MT 1 Hrs-EoSE	5 Marks-MT 20 Marks-EoSE	2 Marks-MT 8 Marks-EoSE

Theory question paper for Nursery & Gardening Technique will be so set that it has 40 multiple choice questions (Bilingual) of One mark each. The Question paper will be of duration of 1 hour. The examinees will have to give their answers on OMR sheet only to be provided by the University whose evaluation will be done based on OMR Scanning Technology.


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Detailed Syllabus

SEC-013 – Nursery & Gardening Techniques

Unit -I

Nursery: definition, objectives and scope and building up of infrastructure for nursery, planning and seasonal activities - Planting - direct seeding and transplants.

(03 Lectures)

Unit -II

Seed: Structure and types - Seed dormancy; causes and methods of breaking dormancy-Seed storage: Seed banks, factors affecting seed viability, genetic erosion – Seed production technology - seed testing and certification

(04 Lectures)

Unit -III

Vegetative propagation: air-layering, cutting, selection of cutting, collecting season, treatment of cutting, rooting medium and planting of cuttings - Hardening of plants – green house - mist chamber, shed root, shade house and glass house

(04 Lectures)

Unit-IV

Gardening: definition, objectives and scope - different types of gardening-landscape and home gardening, parks and its components - plant materials and design-computer applications in landscaping, Gardening operations: soil laying, manuring, watering, management of pests and diseases and harvesting.

(04 Lectures)

Practical: -

1. Study of germination of dormant & non-dormant seeds (Pea, tomato, maize, bean).
2. Seed viability test.
3. To estimate bulk density and porosity of Garden soils.
4. To determine moisture content & water holding capacity of Garden Soils.
5. Study of different types of tools & accessories for Nursery
6. Methods of preparation of nursery beds and sowing of seeds.
7. Media for propagation of plants in Nursery Beds, Pots and Mist chamber.
8. Study and practice of different propagation methods viz., cutting, layering, division, grafting and budding.
9. Introduction and practicing Bonsai training, pruning and wiring.
10. Study of different types of gardens (indoor and outdoor) and key features of gardens (Paths & Avenues, Hedges & Edges, Lawn, Flowerbeds, Arches & Pergolas, Fencing, Water bodies, Rock Garden).
11. Visit to a horticulture/forest nursery
12. Hands on training on sowing methods of seed and vegetative propagation techniques

(30 Hours Lab Activity)

Suggested Books and References –

1. Agrawal, P.K. (1993). Hand Book of Seed Technology. Dept. of Agriculture and Cooperation, National Seed Corporation Ltd., New Delhi.
2. Bose T.K. and Mukherjee, D. (1972). Gardening in India, Oxford and IBH Publishing Co., New Delhi.
3. Jules J. (1979). Horticultural Science. (3rd Ed.), W.H. Freeman and Co., San Francisco, USA.
4. Kumar, N. (1997). Introduction to Horticulture, Rajalakshmi Publications, Nagercoil.
5. Sandhu, M.K. (1989). Plant Propagation, Wile Eastern Ltd., Bangalore, Madras
6. Ratha Krishnan, M. *et al.*, (2014). Plant Nursery management: Principles and Practices, Central Arid Zone Research Insititute (ICAR) Jodhpur, Rajasthan.
7. Roy, R. K., Roy, R. K. (2013). Fundamentals of Garden Designing: A Colour Encyclopaedia. India: New India Publishing Agency.
8. Littlepage, R., Littlepage, R. (2017), Fundamentals of Garden Design: An Introduction to Landscape Design. (n.p.): Create Space Independent Publishing Platform

Course Learning Outcomes:

By the end of the course, students should be able to:

1. Describe and differentiate between the types of gardens.
2. Develop conceptual of nursery and gardening.
3. Gain knowledge about developing commercial enterprise of nursery

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Syllabus

SEC-014 –अनुवाद कौशल

Semester	Code of the Course	Title of the Course/Paper			NHEQF Level	Credits
I/II	SEC-014	अनुवाद कौशल			5	2
Level of Course	Type of the Course	Credit Distribution		Offered to NC Student	Delivery Type of the Course	
		Theory	Practical			
Introductory	Skill Enhancement	2	-	Yes	30 Hours Lecture	
Prerequisites	XII Pass					
Objectives of the Course:	Objectives of the Course – 1. अन्य भाषा के साहित्य को लक्ष्यभाषा में उपलब्ध करवाना 2. वैश्विक ज्ञान को लक्ष्यभाषा में उपलब्ध करवाना 3. ज्ञान का विस्तार					

Examination Scheme-

Regular Students –

Type	Paper code and Nomenclature	Duration of Examination	Maximum Marks (Midterm + EoSE)	Minimum Marks (Midterm + EoSE)
Theory	SEC-014- अनुवाद कौशल	1 Hrs-MT 1 Hrs-EoSE	10 Marks-MT 40 Marks-EoSE	4 Marks-MT 16 Marks-EoSE

Question paper for अनुवाद कौशल will be so set that it has 40 multiple choice questions (Bilingual) of One mark each. The Question paper will be of duration of 1 hours. The examinees will have to give their answers on OMR sheet only to be provided by the University whose evaluation will be done based on OMR Scanning Technology.

Non-Collegiate Students –

Type	Paper code and Nomenclature	Duration of Examination	Maximum Marks (Midterm + EoSE)	Minimum Marks (Midterm + EoSE)
Theory	SEC-014- अनुवाद कौशल	1 Hrs	50 Marks	20 Marks

Question paper for अनुवाद कौशल will be so set that it has 50 multiple choice questions (Bilingual) of One mark each. The Question paper will be of duration of 1 hours. The examinees will have to give their answers on OMR sheet only to be provided by the University whose evaluation will be done based on OMR Scanning Technology.

Detailed Syllabus

SEC-014 – अनुवाद कौशल

Unit –I

- अनुवाद, आवश्यकता और महत्त्व
- अनुवाद के प्रकार
- अनुवाद की प्रक्रिया

Unit –II

- अनुवाद कार्य की प्रकृति
- अनुवाद और समतुल्यता
- अनुवाद की समस्याएँ

Unit –III

- अँग्रेजी से हिन्दी में अनुवाद
- अन्य भारतीय भाषाओं से हिन्दी में अनुवाद
- प्रशासनिक-पारिभाषिक शब्दावली

Unit-IV

- पाठ : मालगुडी डेज़ – मालगुडी की कहानियाँ आर. के. नारायण (02 कहानियाँ)

Suggested Books and References –

1. मालगुडी की कहानियाँ, आर.के. नारायण, राजपाल एंड संस, नई दिल्ली, 2017
2. अनुवाद : सिद्धांत एवं व्यवहार, डॉ. जयन्ती प्रसाद नौटियाल, राजकमल प्रकाशन, नई दिल्ली
3. अनुवाद सिद्धांत और प्रयोग, जी. गोपीनाथन, अभिजीत पब्लिकेशन्स, 2008
4. अनुवाद : सिद्धांत और समस्याएँ, डॉ. रवीन्द्रनाथ श्रीवास्तव- डॉ. कृष्णकुमार गोस्वामी, आलेख प्रकाशन, 2008

Suggested E-resources:

1. Online Lecture Notes and Course Materials:

Course Learning Outcomes:

अनुवाद कौशल के अध्ययन को पूरा करने पर, छात्र निम्नलिखित क्षमताओं को प्राप्त करेंगे-

1. अनुवाद शब्द की परिभाषा और इसे सभी भाषाओं के बीच संवाद में महत्वपूर्णता की व्याख्या करना।
2. भाषाई और सांस्कृतिक अंतरों को पार करने में अनुवाद के भूमिका को पहचानना।
3. साहित्यिक, तकनीकी, कानूनी और वैज्ञानिक अनुवाद सहित विभिन्न अनुवाद प्रकार के बीच अंतर करना।
4. प्रत्येक प्रकार के अनुवाद के साथ जुड़े विशेष चुनौतियों का विश्लेषण करना।
5. स्रोत पाठ विश्लेषण से लेकर लक्ष्य पाठ उत्पादन तक की विभिन्न चरणों की जाँच करना।
6. सटीक और सांस्कृतिक रूप से सही अनुवाद उत्पन्न करने में शामिल कदमों का वर्णन करना।
7. लाक्षणिक अनुवाद पैराफ्रेजिंग, अनुकूलन और स्थानीयकरण जैसे विभिन्न अनुवाद विधियों के साथ अलग-अलग होना।
8. पाठ की प्रकृति और लक्ष्य दर्शक के आधार पर उपयुक्त विधियों का प्रयोग करना।

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9. अनुवाद समता की अवधारणा समझें और स्रोत पाठ के अर्थ और शैली को बनाए रखने में इसकी भूमिका समझना।
10. अर्थ की प्राप्ति में सामान्य चुनौतियों का विश्लेषण करना, जैसे कि मुहावरे और सांस्कृतिक सूक्ष्मताएँ।
11. रूपांतरण, सुचनांक, और सांस्कृतिक प्रतिस्थानन जैसी तकनीकों का अन्वेषण करें ताकि इच्छित अर्थ को प्रभावी रूप से प्रस्तुत करना।
12. इन तकनीकों को विभिन्न अनुवाद परिदृश्यों में लागू करना।
13. लक्ष्य भाषा में पठनीयता को बनाए रखते हुए स्रोत पाठ के प्रति वफादारी के लिए अनुवादक की जिम्मेदारी को मान्यता देना।
14. अनुवाद प्रक्रिया के दौरान अनुवादकों के द्वारा नैतिक विचारणाएँ और चुनौतियों का मूल्यांकन करना।
15. अंग्रेजी से हिंदी में चयनित अंशों का अनुवाद करना, जिससे कि पाठ्यक्रम में सीखे गए अनुवाद सिद्धांतों की समझ प्रदर्शित हो सके।
16. सटीक और प्रभावी अनुवाद के लिए उपयुक्त विधियों, तकनीकों, और रणनीतियों का प्रयोग करना।

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Syllabus

SEC-015 – प्रभावी हिन्दी लेखन

Semester	Code of the Course	Title of the Course/Paper			NHEQF Level	Credits
I/II	SEC-015	प्रभावी हिन्दी लेखन			5	2
Level of Course	Type of the Course	Credit Distribution		Offered to NC Student	Delivery Type of the Course	
		Theory	Practical			
Introductory	Skill Enhancement	2	-	Yes	30 Hours	
Prerequisites	XII Pass					
Objectives of the Course:	Objectives of the Course – 1. विद्यार्थी को लेखन स्तर पर कुशल बनाना 2. विविध लेखन शैलियों व शब्द भण्डार का ज्ञान 3. अभिव्यक्ति की सशक्तता और सटीकता प्राप्त करना					

Examination Scheme-

Regular Students –

Type	Paper code and Nomenclature	Duration of Examination	Maximum Marks (Midterm + EoSE)	Minimum Marks (Midterm + EoSE)
Theory	SEC-015- प्रभावी हिन्दी लेखन	1 Hrs-MT 1 Hrs-EoSE	10 Marks-MT 40 Marks-EoSE	4 Marks-MT 16 Marks-EoSE

Question paper for प्रभावी हिन्दी लेखन will be so set that it has 40 multiple choice questions (Bilingual) of One mark each. The Question paper will be of duration of 1 hours. The examinees will have to give their answers on OMR sheet only to be provided by the University whose evaluation will be done based on OMR Scanning Technology.

Non-Collegiate Students –

Type	Paper code and Nomenclature	Duration of Examination	Maximum Marks (EoSE)	Minimum Marks (EoSE)
Theory	SEC-015- प्रभावी हिन्दी लेखन	1 Hrs-EoSE	50 Marks-EoSE	20 Marks-EoSE

Question paper for प्रभावी हिन्दी लेखन will be so set that it has 50 multiple choice questions (Bilingual) of One mark each. The Question paper will be of duration of 1 hours. The examinees will have to give their answers on OMR sheet only to be provided by the University whose evaluation will be done based on OMR Scanning Technology.


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Detailed Syllabus

SEC-015 - प्रभावी हिन्दी लेखन

Unit -I

- लेखन -कौशल की आवश्यकता
- लेखन कौशल के उद्देश्य
- लेखन कौशल का विकास

Unit -II

- रचनात्मक आयाम
- पत्र लेखन
- रिपोर्ट लेखन
- कहानी लेखन
- फीचर लेखन

Unit -III

- प्रायोगिक आयाम
- कार्यशाला
- उच्चारण अभ्यास (जैसा बोलेंगे वैसा लिखेंगे)

Unit-IV

- शब्दकोश का उपयोग
- वर्तनी अशुद्धि परिमार्जन
- वक्तृता कौशल

Suggested Books and References -

1. रचनात्मक लेखन, संपा रमेश गौतम, भारतीय ज्ञानपीठ-वाणी प्रकाशन 2022 नई दिल्ली
2. मीडिया लेखन, वाणी प्रकाशन 2018, तीसरा संस्करण, नई दिल्ली
3. रेडियो लेखन, राजेन्द्र मिश्र, तक्षशिला प्रकाशन, 2009
4. पटकथा : एक परिचय, मनोहर श्याम जोशी, राजकमल प्रकाशन, 2000, नई दिल्ली

Course Learning Outcomes:

प्रभावी लेखन कौशल" को पूरा करने पर, छात्र निम्नलिखित क्षमताओं को प्राप्त करेंगे:

1. विभिन्न व्यक्तिगत और पेशेवर प्रसंगों में मजबूत लेखन कौशल के महत्व को मान्यता देना।
2. स्पष्ट संवाद में सहायक होने और विचारों को प्रस्तुत करने में प्रभावी लेखन का योगदान समझना।
3. लेखन कौशल का विकसन करने के लक्ष्यों को पहचानना, जिसमें स्पष्टता, प्रसंज्ञानशीलता, और लिखित संवाद में रुचिकरता को बढ़ावा देना शामिल है।
4. विचारों को स्पष्ट और सुसंगत तरीके से लिखकर व्यक्त करने की क्षमता को बढ़ावा देना।
5. सुधारित लेखन प्रवीणता के लिए व्याकरण नियम, विराम चिह्न, और वाक्यबद्धता का उपयोग करना।
6. रचनात्मक आयामों में गहराई में जाएं, जिसमें कल्पनाशील और कलात्मक अभिव्यक्तियाँ शामिल होंगी।
7. ऐतिहासिक भाषाका प्रयोग करके पाठकों को रोचक तरीके से आकर्षित करने वाले लेखित कार्य बनाना।
8. विभिन्न उद्देश्यों के लिए दैनिक पत्र, ईमेल, और संवादों को तैयार करने में परिपूर्णता विकसित करना।
9. दैनिक संवाद में प्रभावी तर्क से संवाद करने के लिए उपयोग, भाषा और भाषा का प्रयोग करना।

R. J. Das
Registrar

10. ऐसे निबंध, रिपोर्ट, और संक्षेप तैयार करने की प्रवीणता हासिल करना जो जानकारी और विचारों को प्रभावी रूप से प्रस्तुत करता हो।
11. विभिन्न लेखन प्रारूपों के विशिष्ट घटकों और संरचनाओं को समझना।
12. आकर्षक और संवादात्मक कथानकों को तैयार करने के कौशल हासिल करना।
13. अच्छी तरह से प्लॉट और पात्र विकास के साथ कहानियों को बनाने की क्षमता विकसित करना।
14. फीचर लेखन की कला और उसकी तकनीकों को समझना, जिनसे जानकारी को रचनात्मक तरीके से प्रस्तुत किया जा सकता हो।
15. पाठकों को सूचित करने और मनोरंजन करने वाले लेखों को तैयार करने के लिए उपयुक्त तकनीकों का प्रयोग करना।
16. रिज्यूम, कवर पत्र, और प्रस्तावों जैसे दस्तावेजों के लिए आवश्यक प्रैक्टिकल लेखन कौशल की ज्ञान प्राप्त करना।
17. योम्यता और संवाद को प्रभावी बनाने के लिए तकनीकों का प्रयोग करना।
18. सहयोग और सहकारीता को प्रोत्साहित करने वाली लेखन कार्यशालाओं में भाग लेना।
19. संवाद कौशल को और भी बेहतर बनाने के लिए सुरक्षित प्रतिक्रिया प्राप्त करना।
20. वाक्यांशों को सही ढंग से उच्चारित करने के लिए उच्चारण कौशल विकसित करना।
21. सही उच्चारण का अभ्यास करके लिखित सामग्री को मौखिक रूप से प्रभावी ढंग से संवादित करना।
22. शब्दकोषों और शब्दसंग्रहों का उपयोग शब्दावली को समृद्ध करने और शब्द चयन को बेहतर बनाने के लिए करना।
23. उच्च शब्दावली का प्रयोग करके विचारों को और अधिक स्पष्ट और जीवंत ढंग से प्रस्तुत करने का प्रयास करना।
24. सुधारने और संपादन की कला को सीखकर व्याकरण, विराम चिह्न, और शैली में सुधार करना।
25. स्पष्टता और प्रभाव के लिए लिखित काम को पूर्णता और प्रभाव के लिए पुनः संवाद करना।

RJ

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 (Academic)
 University of Rajasthan
 JAIPUR
RJ

Syllabus

SEC-016 – Household Pests and their Management



Semester	Code of the Course	Title of the Course/Paper			NHEQF Level	Credits
I/II	SEC-016	Household Pests and their Management			5	2
Level of Course	Type of the Course	Credit Distribution		Offered to NC Student	Delivery Type of the Course	
		Theory	Practical			
Introductory	Skill Enhancement	2	0	No	15 Hours Lecture +30 Hours Lab Activity / Fieldwork	
Prerequisites	XII Pass					
Objectives of the Course:	Objectives of the Course – The aim of the study is to know the basics of common household pest like cockroaches, mosquito, housefly, termite, etc. and their medical importance in human life.					

Examination Scheme-

Regular Students –

Type	Paper code and Nomenclature	Duration of Examination	Maximum Marks (Midterm + EoSE)	Minimum Marks (Midterm + EoSE)
Theory	SEC-016- Household Pests and their Management	1 Hrs-MT 1 Hrs-EoSE	10 Marks-MT 40 Marks-EoSE	4 Marks-MT 16 Marks-EoSE

Theory question paper for **Household Pests and their Management** will be so set that it has 40 multiple choice questions (Bilingual) of One mark each. The Question paper will be of duration of 1 hours. The examinees will have to give their answers on OMR sheet only to be provided by the University whose evaluation will be done based on OMR Scanning Technology.


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Detailed Syllabus

SEC-016- Household Pests and their Management

Unit - I

Introduction to household pests and mode of disease transmission

Housefly: Systematic position, Morphology and identification characters, life cycle, mode of disease transmission, control measures

Silver fish: Systematic position, Morphology and identification characters, life cycle, their damage and control

(4 Lectures)

Unit -II

Mosquito: Systematic position, Morphology and identification characters, life cycle, role of mosquito in virus/ protozoan borne diseases, control measures-preventive and curative, WHO initiated programmes

Ants: Systematic position, Morphology and identification characters, castes and social life, ant mounds, their mode of damage and control

(4 Lectures)

Unit -III

Termite: Systematic position, Morphology and identification characters, castes and social life, termitarium, their mode of damage and control

Crickets: Systematic position, Morphology and identification characters, life cycle, control measures

(3 Lectures)

Unit-IV

Cockroach: Systematic position, Morphology and identification characters, life cycle, spread of diseases carrying pathogens, control measures

Bedbug: Systematic position, Morphology and identification characters, life cycle, inflammation and their control measures

Pediculus: Systematic position, Morphology and identification characters, life cycle, *Pediculus* borne disease and their control measures

(4 Lectures)

Practicums:

I. Permanent slides

Mosquito: W.M. of adults of *Anopheles*, *Aedes*, or *Culex* (male and female), larvae of mosquito; *Anopheles*, *Aedes*, or *Culex*

Cockroach: nymph stage

Silver fish: W.M. ; **Bedbug:** W.M.

Termite: W.M. of termite castes: queen, soldier: nasute & mandibulate, worker

Ants: W. M ; **Pediculus:** W.M

2. Specimens: *Periplaneta americana*, *Musca domestica*, crickets

3. Laboratory rearing and study of life cycle of mosquitoes (any one genera: *Anopheles*, *Aedes*, or *Culex* spp.)

4. Laboratory rearing and study of life cycle of cockroaches

5. Field visits to study termitarium, ant mounds and mosquito breeding sites

(30 Hours Lab Activity)

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Suggested Books and References –

1. Medical and Veterinary Entomology by Gary R. Mullen and Lance A. Durden, 3rd Edition 2009, ISBN 978-0-12-814043-7.
2. Insect-Borne Diseases in the 21st Century by Marcello Nicoletti, 2020, ISBN 978-0-12-818706-7
3. Pests and vector-borne diseases in the livestock industry by Garros, Claire, editor.; Bouyer, Jérémy, editor.; Takken, Willem, editor.; Smallegange, Renate C., 2018, ISBN: 9789086868636
4. Biological and environmental control of disease vectors by Cameron, M. M. (Mary M.), editor.; Lorenz, L. M. (Lena M.), 2013, ISBN: 9781845939861

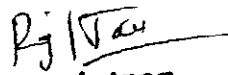

Suggested E-resources:

1. Medically important vectors:
<https://vidyamitra.inflibnet.ac.in/index.php/content/index/5fd9f1678007bef4453de567>

Course Learning Outcomes:

By the end of the course, students should be able to:

1. To understand the common household pest
2. Able to differentiate between various household pest on the basis of their basic morphological characters and life cycle.
3. Student will be able to answer which life stage is damaging to the human dwellings
4. Student will be aware of common disease-causing vectors inhabiting our houses like mosquito, housefly, bedbug, termites, etc.
5. Gain awareness about the diseases they spread like malaria, dengue, chikungunya, local inflammation, diarrhoea, etc.
6. Able to manage and control these pests with basic knowledge given


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Syllabus

SEC-017 – VERMICOMPOSTING

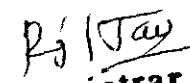

Semester	Code of the Course	Title of the Course/Paper			NHEQF Level	Credits
I/II	SEC-017	Vermicomposting			5	2
Level of Course	Type of the Course	Credit Distribution		Offered to NC Student	Delivery Type of the Course	
		Theory	Practical			
Introductory	Skill Enhancement	2	-	No	15 Hours Lecture +30 Hours Lab Activity / Fieldwork	
Prerequisites	XII Pass					
Objectives of the Course:	Objectives of the Course – This is a skill-oriented course aimed to understand the concept of vermicomposting, get hands-on experience while learning and to practice it techniques in appropriate site/location.					

Examination Scheme-

Regular Students –

Type	Paper code and Nomenclature	Duration of Examination	Maximum Marks (Midterm + EoSE)	Minimum Marks (Midterm + EoSE)
Theory	SEC-017- Vermicomposting	1 Hrs-MT	10 Marks-MT	4 Marks-MT
		1 Hrs-EoSE	40 Marks-EoSE	16 Marks-EoSE

Theory question paper for Vermicomposting will be so set that it has 40 multiple choice questions (Bilingual) of One mark each. The Question paper will be of duration of 1 hours. The examinees will have to give their answers on OMR sheet only to be provided by the University whose evaluation will be done based on OMR Scanning Technology.


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Detailed Syllabus

SEC-017- Vermicomposting

Unit - I

Earthworms – Taxonomic position, external features- shape, size, colour, segmentation, setae & clitellum. Reproductive system-Male & Female, copulation, cocoon formation & fertilization; ecological grouping – Epigeic species, Endogeic species and Anecic.

(4 Lectures)

Unit -II

Vermiculture – definition, scope and importance; common species for culture; Environmental parameters; culture methods – wormery – breeding techniques; indoor and outdoor cultures - monoculture and polyculture – merits and demerits; Limiting factors-climatic factors, pH, humidity, Temperature, gases, xenobiotics

(4 Lectures)

Unit -III

Vermicomposting of wastes in field pits, ground heaps, tank method, roof shed method, wedges & bin method; harvesting the compost, storage, Vermiwash-Preparation and application vermicomposting harvest and processing. Nutritional composition of vermicompost; Comparison with other fertilizers.

(4 Lectures)

Unit-IV

Applications of vermiculture –use of vermicastings in organic farming/horticulture, earthworms for management of municipal/selected biomedical solid wastes: as feed/bait for capture/culture fisheries; forest regeneration.

(3 Lectures)

Practicals:

1. Collection of earthworms from soil and identification
2. Study of life stages and development of Earthworms
3. Study of vermiculture, Vermiwash and vermiculture equipment and devices
4. Analysis of vermicompost nutritional status
5. Visit to a vermicompost manufacturing unit

(30 Hours Lab Activity)

Suggested Books and References –



1. Sultan Ahmed Ismail, 2005. The Earthworm Book, Second Revised Edition. Goa, India Press, Goa, India.
2. Bhatnagar & Patla, 2007. Earthworm vermiculture and vermin-composting. Kalyani Publishers, New Delhi.
3. Mary Violet Christy, 2008. Vermitechnology, MJP Publishers, Chennai.
4. Aravind Kumar, 2005. Verms & Vermitechnology, A.P.H. Publishing Corporation, New Delhi.
5. Jordan & Verma, 2009. Invertebrate Zoology, Chand & Company Ltd
6. Edwards, C.A & J.R. Lofty Vermicology – The Biology of earthworm, 1997 Chapman & Hall Publications N.Y.U.S.A.

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Course Learning Outcomes:

By the end of the course, students should be able to:

- (i) To develop basic theoretical knowledge about morphology, ecology and role of earthworms in enhancing soil fertility.
- (ii) To perform vermicomposting using the locally available organic waste items.
- (iii) To adopt vermicomposting as a tool of organic farming on a smaller scale.


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Syllabus

SEC-018 – Understanding Union Budget and Economic Survey

Semester	Code of the Course	Title of the Course/Paper		NHEQF Level	Credits
I/II	SEC-018	Understanding Union Budget and Economic Survey		5	2
Level of Course	Type of the Course	Credit Distribution		Offered to NC Student	Delivery Type of the Course
		Theory	Practical		
Introductory	Skill Enhancement	2	-	Yes	30 Hours Lecture
Prerequisites	XII Pass				
Objectives of the Course:	Objectives of the Course – The course seeks to familiarize students with basic concepts related to the Union Budget and Economic Survey. It aims to equip students with sufficient knowledge and skills to analyze budget and economic survey.				

Examination Scheme-

Regular Students –

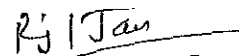
Type	Paper code and Nomenclature	Duration of Examination	Maximum Marks (Midterm + EoSE)	Minimum Marks (Midterm + EoSE)
Theory	SEC-018-Understanding Union Budget and Economic Survey	1 Hrs-MT 1 Hrs-EoSE	10 Marks-MT 40 Marks-EoSE	4 Marks-MT 16 Marks-EoSE

Theory question paper for Understanding Union Budget and Economic Survey will be so set that it has 40 multiple choice questions (Bilingual) of One mark each. The Question paper will be of duration of 1 hours. The examinees will have to give their answers on OMR sheet only to be provided by the University whose evaluation will be done based on OMR Scanning Technology.

Non-Collegiate Students –

Type	Paper code and Nomenclature	Duration of Examination	Maximum Marks (EoSE)	Minimum Marks (EoSE)
Theory	SEC-018-Understanding Union Budget and Economic Survey	1 Hrs	50 Marks	20 Marks

Question paper for Understanding Union Budget and Economic Survey will be so set that it has 50 multiple choice questions (Bilingual) of One mark each. The Question paper will be of duration of 1 hours. The examinees will have to give their answers on OMR sheet only to be provided by the University whose evaluation will be done based on OMR Scanning Technology.


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 University of
 Jaipur

Detailed Syllabus

SEC-018- Understanding Union Budget and Economic Survey

Unit -I

Types of Expenditures, Revenue/Receipts, Taxes and Deficits; Introduction to budget; Types of Budgets- Traditional, Zero Based, Gender and Incremental Budgeting; Need for the budget.

(07 Hours Lecture)

Unit -II

Process of Union budget making in India; Components of Union Budget; Structure of Union Budget; Budget Estimates- Actual, Revised and Budget Estimates; Important Features of Union Budget and State Budget.

(08 Hours Lecture)

Unit- III

Importance of the Economic Survey, Main Ingredients of Economic Survey; The Current State of the Economy. Recent Fiscal Developments.

(07 Hours Lecture)

Unit- IV

Main Features of Physical, Digital and Social Infrastructures; Current Policy Emphasis; Challenges for the Economy.

(08 Hours Lecture)

Suggested Books and References –

Given the nature of the course, readings will be updated every year

1. Centre for Budget and Governance Accountability. Recent reports.
2. Ministry of Finance, Economic and social classification of the budget.
3. Ministry of Finance, Union budget (lates).
4. Ministry of Finance, Economic Survey (latest).
5. State Budget, Government of Rajasthan (latest).

Course Learning Outcomes:

By the end of the course, students should be able to –

1. Understand the concepts of government expenditures, revenue, taxes, and deficits, and their roles in public finance.
2. Differentiate between various types of expenditures and taxes, and explain their significance.
3. Comprehend the purpose and importance of creating budgets and the different budgeting approaches.
4. Explain the process of formulating the Union Budget in India and its key components.
5. Analyze budget estimates, actual figures, and revised estimates in the context of government

6. Recognize the role and significance of the Economic Survey in assessing the nation's economic health.
7. Identify the main sections and elements of the Economic Survey and interpret its findings.
8. Describe the current economic state of the country based on data from the Economic Survey.
9. Evaluate recent fiscal developments and their implications.
10. Differentiate between physical, digital, and social infrastructures, and understand their importance.
11. Assess current policy priorities and challenges in the economic landscape.
12. Analyze policy measures aimed at addressing economic challenges and promoting growth.

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Syllabus

SEC-019 – Survey Methodology

Semester	Code of the Course	Title of the Course/Paper		NHEQF Level	Credits
I/II	SEC-019	Survey Methodology		5	2
Level of Course	Type of the Course	Credit Distribution		Offered to NC Student	Delivery Type of the Course
		Theory	Practical		
Introductory	Skill Enhancement	2	-	Yes	30 Hours Lecture
Prerequisites	XII Pass				
Objectives of the Course:	Objectives of the Course – Survey methodology as a scientific field seeks to identify principles about the sample design, data collection instruments, statistical adjustment of data and data processing that can create systematic and random survey errors.				

Examination Scheme-

Regular Students –

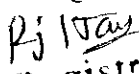
Type	Paper code and Nomenclature	Duration of Examination	Maximum Marks (Midterm + EoSE)	Minimum Marks (Midterm + EoSE)
Theory	SEC-019-Survey Methodology	1 Hrs-MT	10 Marks-MT	4 Marks-MT
		1 Hrs-EoSE	40 Marks-EoSE	16 Marks-EoSE

Theory question paper for Survey Methodology will be so set that it has 40 multiple choice questions (Bilingual) of One mark each. The Question paper will be of duration of 1 hours. The examinees will have to give their answers on OMR sheet only to be provided by the University whose evaluation will be done based on OMR Scanning Technology.

Non-Collegiate Students –

Type	Paper code and Nomenclature	Duration of Examination	Maximum Marks (EoSE)	Minimum Marks (EoSE)
Theory	SEC-019-Survey Methodology	1 Hrs	50 Marks	20 Marks

Question paper for Survey Methodology will be so set that it has 50 multiple choice questions (Bilingual) of One mark each. The Question paper will be of duration of 1 hours. The examinees will have to give their answers on OMR sheet only to be provided by the University whose evaluation will be done based on OMR Scanning Technology.


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 U.P. of Rajasthan

Detailed Syllabus

SEC-019 – Survey Methodology

Unit-I

Introduction; types of data; Sources of data; methods of data collection; Survey Design- Coverage and sampling, Choosing the method collecting data, writing effective questions, the logic of constructing questionnaires, testing survey questions.

(07 Hours Lecture)

Unit-II

Face-to-face interviews, Telephone surveys, Self-administered questionnaires: mail surveys and other applications, Internet surveys, Interactive Voice Response, Mixed mode surveys: When and why.

(08 Hours Lecture)

Unit-III

Processing of survey data- Data cleaning, Weighting survey data and checking for consistency; Incomplete data: Diagnosis, Imputation and accommodating measurement errors; The basic of data Management; Representation of sample data.

(07 Hours Lecture)

Unit-IV

Descriptive Statistics Analysis (Applications) – Mean, Median, Mode, Dispersion, Skewness and Kurtosis.

(08 Hours Lecture)

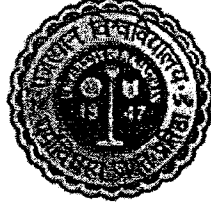
Suggested Books and References –

1. Andres, Lesley (2012). *Designing and Doing Survey Research*, London: Sage.
2. Dillman, D.A. (1978) *Mail and telephone surveys: The total design method*, New York: Wiley.
3. Edith D. de Leeuw, Joop Hox, Don Dillman (2008). *International Handbook of Survey Methodology*, Routledge.
4. Engel, U., Jann, B., Lynn, P., Scherpenzeel, A. and Sturgis, P. (2014). *Improving Survey Methods: Lessons from Recent Research*, New York: Routledge.
5. Groves, R.M.; Fowler, F. J.; Couper, M.P.; Lepkowski, J.M.; Singer, E.; Tourangeau, R. (2009). *Survey Methodology*. New Jersey: John Wiley & Sons.
6. Kumar, R. (2014). *Research methodology: A step by step guide for beginners*. 4th ed. Sage Publications.

Course Learning Outcomes:

By the end of the course, students should be able to develop an understanding of how commonly available data is collected and processed.

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UNIVERSITY OF RAJASTHAN
JAIPUR

SYLLABUS

Ability Enhancement Course

Foundations of English Language: A Comprehensive Introduction

I & II Semester

Examination 2023-24

As per NEP 2020

Raj Jais
Dy. Registrar
(Academic)
University of Rajasthan
JAIPUR *Bas*

Foundations of English Language: A Comprehensive Introduction

2023-24

Semester I

General English

Credit: 2

Duration: 3 hrs

Max. Marks: 50

(40 + 10)

The syllabus aims at achieving the following objectives:

1. Enhancing vocabulary with different types of words
2. Translation from Hindi to English and vice versa
3. Reinforcing selected components of grammar and usage
4. Strengthening comprehension of poetry, prose and short-stories
5. Strengthening compositional skills in English for paragraph writing. CVs and job applications.

The Pattern of the Question Paper will be as follows:

Unit I: Vocabulary and Translation

(20 marks) (5)

1. Homophones and Homonyms (06)
2. Translation of 05 Words from Hindi to English (07)
from English to Hindi (07)

Unit II: Grammar and Usage

(15 marks) (5)

3. Elements of a Sentence (05)
4. Tense (05)
5. Punctuation of a Short Passage with 10 Punctuation Marks (05)
(As discussed in Quirk and Greenbaum)

Unit III: Comprehension

(45 marks) (10)

Following Essays and Stories in *Essential Language Skills* revised edition compiled by Macmillan for University of Rajasthan General English B. A. /B. Com./B. Sc.

Candidates will be required to answer 5 questions out of ten questions from the prescribed texts. Each question will be of two (5) marks. (25)

6. Bernard Shaw *Spoken English and Broken English*
7. Ruskin Bond *Night Train at Deoli*
8. M.K. Gandhi *The Birth of Khadi*

9. The candidates will be required to answer 5 questions from an unseen passage. (15)

10. One vocabulary question of 5 words from the given passage. (5)

Unit IV: Compositional Skills

(20 marks) (20)

11. Formal Letter and Writing Emails (10)
12. Paragraph Writing (10)

Recommended Reading:

PJ/Vay
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Raj

Sasikumar, V., Dutta and Rajeevan, A Course in Listening and Speaking-I Foundation Books. 2005.

Sawhney, Panja and Verma eds. English At the Workplace, Macmillan 2003.

Singh, R.P. Professional Communication. OUP. 2004

Judith Leigh. CVs and Job Applications. OUP. 2004

Arthur Waldhorn and Arthur Zeiger, English Made Simple. Upa and Co.

Gunashekar ed. A Foundation English Course for Undergraduates. Book I, CIEFL, Hyderabad.

Quirk and Greenbaum: A University Grammar of English Longman, 1973

Foundations of English Language: A Comprehensive Introduction
2023-24
Semester II

Credit: 2

Duration: 3 hrs

Max. Marks: 50

(40+10)

The syllabus aims at achieving the following objectives:

1. Enhancing vocabulary with different types of words
2. Translation from Hindi to English and vice versa
3. Reinforcing selected components of grammar and usage
4. Strengthening comprehension of poetry, prose and short-stories
5. Strengthening compositional skills in English for paragraph writing. CVs and job applications.

The Pattern of the Question Paper will be as follows:

Unit I: Vocabulary and Translation

1. One Word Substitution, Antonyms & Synonyms
2. Translation of 05 Sentences :from Hindi to English
:from English to Hindi

(~~25~~ marks) (5)

Unit II: Grammar and Usage

3. Transformation of Sentences
 - a. Direct and Indirect Narration
 - b. Active and Passive Voice
4. Modals

(~~20~~ marks) (5)

Unit III: Comprehension
marks)

Following Essays and Stories in *Essential Language Skills* revised edition compiled by Macmillan for University of Rajasthan General English B. A. /B. Com./B. Sc.

Candidates will be required to answer 2 questions out of four questions from the prescribed texts. Each question will be of five (5) marks. (10)

(10) (10)

5. J.L. Nehru
6. Martin Luther King Jr.

A Tryst with Destiny
I have a Dream

Pj / Jay

Ray

7. The candidates will be required to answer 5 questions from an unseen passage.

8. One vocabulary question of 10 words from the given passage.

Unit IV: Compositional Skills

9. CV's and Job Applications (Cover Letter) and Newspaper Report

(10)
(5)
~~(30 marks)~~ (20)

Recommended Reading:

Sasikumar, V., Dutta and Rajeevan, A Course in Listening and Speaking-I Foundation Books. 2005.

Sawhney, Panja and Verma eds. English At the Workplace, Macmillan 2003.

Singh, R.P. Professional Communication. OUP. 2004

Judith Leigh. CVs and Job Applications. OUP. 2004

Arthur Waldhorn and Arthur Zeiger, English Made Simple. Upa and Co.

Gunashekar ed. A Foundation English Course for Undergraduates. Book I, CIEFL, Hyderabad.

Quirk and Greenbaum: A University Grammar of English Longman, 1973

R. J. Jay

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University of Rajasthan Jaipur

SYLLABUS

(Three/Four Year Under Graduate Programme in Social Science)

I & II Semester

Examination-2023-24

As per NEP - 2020

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(Academic)
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SCHEME OF EXAMINATION FOR UNDERGRADUATE PROGRAMME AS PER
UGC FRAMEWORK FOR THE SESSION 2023-24

Subject: Political Science

1. 1 Credit =25 marks for examination/evaluation. Continuous assessment in which sessional work and the terminal examination will contribute to the final grade. Each course in Semester Grade Point Average (SGPA) has two components- Continuous Assessment (20% weightage) and End of Semester Examination (EoSE) (80% weightage).
2. Sessional work will consist of class tests, mid-semester examination(s), homework assignments, etc., as determined by the faculty in charge of the courses of the study.
3. Each paper of EoSE shall carry 80% of the total marks of the course/subject. The EoSE will be of 3 hours duration.
4. 'Part A' of the paper shall have 10 multiple short answer questions of 2 marks each. This question shall be based on knowledge, understanding and applications of the topics/texts covered in the syllabus.
5. 'Part B' of the paper shall consist of 4 questions, each taken from different unit and the student shall attempt any 2 questions that carries 10 marks each.
6. 'Part C' of the paper shall consist of 8 descriptive questions with 2 questions having internal choices, taken from each unit. Question shall be drawn from each unit and also the corresponding internal choice from the same unit. Student shall attempt 1 question from each unit. Each question shall be of 20 marks.
7. 75% attendance is mandatory for appearing in EoSE.
8. To appear in the EoSE of a course/subject, the student must appear in the mid-semester examination and obtain at least C grade in the course/subject.
9. Credit points in a course/subject will be assigned only if, the student obtains at least C grade in midterm and EoSE examination of a course/subject.

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SEMESTER-WISE PAPER TITLES WITH DETAILS

UG9101 - Three/Four-Year Bachelor of Arts										
							Credit			
Level	Semester	Type	Title				L	T	P	Total
5	I	MJR	POL-51T-101-Foundations of Political Science				6	Nil	Nil	6
5	II	MJR	POL-52T-102-Indian Political Thought				6	Nil	Nil	6

Syllabus: B.A.-Semester-I

(2023-2024)

POL-51T-101-Foundations of Political Science:

Code of Course	Title of the Course	Level of the Course	Credit of the Course
POL-51T-101	Foundations of Political Science	5	6
Type of the Course		Delivery Type of the Course	
Major		Lecture, 90 hours	
Objectives of the Course:	Objectives of the Course: <ol style="list-style-type: none"> 1. This course introduces various ways of theorising the political dimensions, concepts and ideologies. 2. The idea is to make understand the development of various notions, theories, ideas about the government, as well as Political System. 3. This course will familiarise students with the basic normative and empirical concepts of Political Science and encourage them to understand how they manifest in social practices. 4. The understanding and internalisation of these notions and ideas will help students to develop qualities of responsible and active citizens in a democracy. 5. Study and analyse political contexts from critical and constructive perspective. 		

Syllabus

POL-51T-101-Foundations of Political Science:

Max. Marks: 30+120

Min. Pass. Marks : 12+48

POL-51T-101-Foundations of Political Science: 3 Hours duration 30+120 Marks

Unit - I (25 Lectures)

Origin and Evolution of Political Science as a Discipline: Meaning, Nature and Scope; Traditional and Modern Approaches; Behaviouralism and Post Behaviouralism; Political Science and other Social Sciences, Power, Authority, Legitimacy

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Unit - II (20 Lectures)

Constitutionalism; Democracy and Dictatorship; Unitary and Federal Government; Parliamentary

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and Presidential Government; Political Parties and Pressure Groups

Unit - III (20 Lectures)

Theories of representations; Organs of government and their functions; Political system; Political Modernisation and Political Development; Political Culture and Socialisation

Unit - IV (25 Lectures)

Liberalism, Idealism, Marxism, Anarchism, Feminism

Suggested Books and References:

A Heywood (1992): *Political Ideologies*, Macmillan, Basingstoke

R Bhargava and Acharya(2010): *Political Theory: An Introduction*, Pearson Longman, Delhi

Andrew Vincent (2010): *Modern Political Ideologies*, Blackwell Publishing Ltd, USA

W. Pye, Lucian and Verba, Sidney(1965): *Political Culture and Political Development*, Princeton University Press Princeton, New Jersey

Giovanni Sartori (1976): *Parties and Party systems a framework for analysis*, Cambridge University Press, UK

Peter Ronald and Sridharan (2006): *India's Political Parties*, Sage Publications India Pvt. Ltd , New Delhi

Suggested E-resources:

Online Lecture Notes and Course Materials:

www.archive.gov.in

www.libgen.io.in

<https://www.youtube.com/@kcsamota>

E-PG Pathshala (<https://epgp.inflibnet.ac.in/>)

अनुशासित पुस्तकें (हिन्दी में):

राजीव भार्गव और अशोक आचार्य(2008), राजनीतिक सिद्धांत: एक परिचय, पियरसन, नई दिल्ली।

संजीव कुमार (2019), राजनीतिक सिद्धांत की समझ, ओरियण्ट ब्लैकस्वान, दिल्ली।

के सी सामोता (2023), राजनीति विज्ञान के मूल आधार, नोशन प्रेस प्रा. लिमिटेड, चैन्नई।

रजनी कोठारी (2005), भारत में राजनीति: कल और आज, वाणी प्रकाशन, नई दिल्ली।

आशुतोष वाशेय, जितेन्द्र कुमार (अनु.) (2018), अधुरी जीत: भारत का अप्रत्याशित लोकतंत्र, ऑक्सफोर्ड प्रेस, नई दिल्ली।

के सी सामोता (2020), तुलनात्मक राजनीति के सिद्धांत, नोशन प्रेस प्रा. लिमिटेड, चैन्नई।

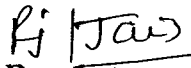

फिलिप कॉटलर (2017), लोकतंत्र का पतन: विश्व का पुनर्निर्माण, सेज, नई दिल्ली।

ओ पी गाबा: राजनीति के मूल आधार तत्व, मयूर पब्लिशिंग, आगरा।

इकबाल नारायण: राजनीतिशास्त्र के सिद्धांत।

Course Learning Outcomes:

After completing the course, the learner will be able to:


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1. Understand the various traditional and contemporary approaches of Political Science.
2. Understand multiple frames by which the idea of political society is analysed, debated and constructed.
3. Understand the significance of theorising and then applying theory into practice.
4. Gain critical thinking and develop the ability to make logical inferences about socio-economic and political issues, on the basis of understanding of various aspects, concepts, views, ideas and theories in the sphere of Political Science.

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Dy. Registrar
(Academic)
University of Rajasthan
JAIPUR *Ray*

Syllabus: B.A.-Semester-II

(2023-2024)

POL-52T-102-Indian Political Thought:

Code of Course	Title of the Course	Level of the Course	Credit of the Course
POL-52T-102	Indian Political Thought	5	6
Type of the Course		Delivery Type of the Course	
Major		Lecture, 90 hours	
Objectives of the Course:	Objectives of the Course: 1. The primary objective of the course is to make students familiar with the works and studies related to Indian Political Thinkers. 2. The basic focus of study is on individual thinkers whose ideas are however framed by specific themes and facilitated socio-political transformation. 3. The course as a whole is meant to provide a sense of the broad streams of Indian thought, while encouraging a specific knowledge of individual thinkers and texts. 4. The thinkers have been consciously selected to represent a wide spectrum of ideologies and vantage points within the modern Indian thought tradition. 5. The course content will help students in understanding how these thinkers built up their arguments and developed their views on respective themes.		

Syllabus

POL-52T-102-Indian Political Thought

Max. Marks: 30+120

Min. Pass. Marks : 12+48

POL-52T-102-Indian Political Thought 3 Hours duration

30+120 Marks

Unit - I (25 Lectures)

Buddhism, Jainism, Manu, Kautilya, Sukracharyya

Unit - II (25 Lectures)

Raja Ram Mohan Roy, Swami Dayanand Saraswati, Mahatma Jyotiba Phule, Swami Vivekananda

Unit - III (20 Lectures)

Gopal Krishna Gokhale, Bal Gangadhar Tilak, Mahatma Gandhi, Jawaharlal Nehru

Unit - IV (20 Lectures)

Bhimrao Ambedkar, Manvendra Nath Roy, Jayaprakash Narayan, Deen Dayal Upadhyay

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Suggested Books and References:

Kancha Ilaiah Shepherd (2019): *God as Political Philosopher*, Sage Publication, Delhi

Altekar (1958): *The Kingship in State and Government in Ancient India*, Motilal Banarsidas

B R Ambedkar (1957): *Buddha and His Dhamma*, Siddhartha College Publications, Mumbai
 Gail Omvedt (2003): *Buddhism in India*, Sage Publication, New Delhi
 Buddha Dhamma Foundations, <https://dhammadharm.org>
 Walpola Rahula (2007): *What the Buddha Thought*, open road, Delhi
 Jafer D Long (2009): *Jainism: An Introduction*, Bloomsbury Academic,
 Wendy Doniger, Brian Smith (1991): *The Laws of Manu*, Penguin books
 R. Shamasastri(1915): *Kautilya's Arthashastra*, from-www.archive.com
 B D Basu (1914): *Sacred books of the Hindus, The Sukraniti*, Indian press, Allahabad
 Aakash, Silika Mohapatra (2010): *Indian Political Thought, A Reader*, Rutledge, Delhi
 V P Verma, (1952): *Hindu Political Thought and Its Metaphysical Foundations*, Motilal Banarsidass, Delhi
 Christophe Jaferlor (2000): *Dr Ambedkar and Untouchability*, Hurst & Company, London
 S. Collins, (2001): *Agganna Sutta: An Annotated Translation*, Sahitya Academy, New Delhi
 S. Collins, (2001): *Agganna Sutta: The Discussion on What is Primary (An Annotated Translation from Pali)*, Delhi
 V. Mehta, (1992): *Foundation of Indian Political Thought*, Manohar, Delhi
 R. Kangle, (1997): *Arthashastra of Kautilya-: A Study*, Motilal Banarsidass, Delhi
 Appadorai, Arjun(1980): *Political thoughts in India: 400 B.C.*, Rupa Publications
 L. Jayasurya, 'Budhism, Politics and Statecraft', International Journal of Buddhist Thought & Culture, 11, 2008

Suggested E-resources:

Online Lecture Notes and Course Materials:

www.archive.gov.in

www.libgen.io.in

<https://www.youtube.com/@kcsamota>

E-PG Pathshala (<https://epgp.inflibnet.ac.in/>)

अनुशंसित पुस्तकें (हिन्दी में):

कैलाश चन्द्र जैन(1930), जैन धर्म का इतिहास, डी के प्रिण्ट वर्ल्ड, नई दिल्ली।

बलदेव उपाध्याय, (1930), बौद्ध दर्शन, शारदा मंदिर, बनारस।

राहुल सांस्कृत्यायन (1944), बौद्ध दर्शन, किताब महल प्रकाशन, इलाहाबाद।

सूर्यनारायण चौधरी (अनु.1956), सौंदरानंद काव्य, संस्कृत भवन, कटौतिया, बिहार।

बी आर अम्बेडकर: बुद्ध और उसका धम्म, सम्पूर्ण वाङ्मय, अम्बेडकर फाउण्डेशन, दिल्ली।

एल जी मेश्राम,विमलकीर्ति(2023), महात्मा जोतिबा फुले रचनावली-1, राधाकृष्णन प्रकाशक प्रा लिमिटेड, दिल्ली।

एम एस चतुर्वेदी, प्रमुख भारतीय राजनीतिक विचारक, कॉलेज बुक हाउस, जयपुर।

वी पी वर्मा, (2020): आधुनिक भारतीय राजनीतिक चिंतन, लक्ष्मीनारायण अग्रवाल।

के सी सामोता (2023), भारतीय राजनीतिक चिंतन, नोशन प्रेस प्रा. लिमिटेड, चैन्नई।

एस एम अग्रवाल, अंबेडकर व गांधी के चिंतन का तुलनात्मक अध्ययन

बाबा साहेब अम्बेडकर, सम्पूर्ण वाङ्मय, खण्ड-1 से 40, सामाजिक न्याय एवं अधिकारिता विभाग, अम्बेडकर फाउण्डेशन।

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Course Learning Outcomes:

After completing the course, the learner will be able to:

1. Critically understand and evaluate the Indian Political thought.
2. Identify and describe the key characteristics of Indian political thought and develop a strong understanding of selected historiographical debates.
3. Think, discuss and debate about issues, conditions & challenges in ancient, medieval, contemporary India, from multiple vantage points, including its significance in the making of modern India.
4. Develop tolerance and respect for diverse opinion and at the same time, to admire and appreciate the plurality within the Indian intellectual tradition.

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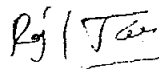
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SYLLABUS

(Three/Four Year Under Graduate Programme in Social Science)

I & II Semester

Examination-2023-24


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As per NEP - 2020

B. A.

Semester: I CC 1

Credits: 06

Paper I: History of India (From the Beginning Upto 1200C.E.)

Theory: 120 Marks;

Mid-Semester Assessment: 30 Marks

Course Objective: This course aims to provide students with a comprehensive understanding of the history of India up to 1200 CE. It seeks to familiarize students with the main sources and methodologies used in the study of ancient Indian history. By exploring the major political, social, economic, religious, and cultural developments during different periods of ancient Indian history, the course aims to develop student's knowledge and critical thinking skills.

Course Outcome: By the end of this course, students will have a sound knowledge of the main sources and methodologies used in studying ancient Indian history. Overall, the course aims to provide a comprehensive understanding of ancient Indian history and develop analytical and critical thinking skills in interpreting historical sources.

Unit-I

Main sources of the history of India up to 300 CE. A brief survey of Prehistoric times in India. Harappan civilization – origin, extent, salient features, and continuity. The Vedic Age – Vedic literature, polity, society, economy and religion, a brief survey of Iron Age cultures in India. Rise of Janapadas and Mahajanapadas – monarchies and republics.

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Unit-II

Rise of Magadhan imperialism up to the Nandas; Jainism and Buddhism – origin, teachings, contribution. The Mauryan empire – main sources, Chandragupta Maurya and Asoka's Dhamma -its nature and propagation. Mauryan state and administration, society and economy, art and architecture, Decline of the Mauryas.

Unit-III

The Post – Mauryan period (c.200 B.C. E to 300 C.E.) achievements of the Sungas, Satavahanas, Sakas and Kushanas. Social, Religious and Economic life and development of literature and arts during the post-Mauryan period. The Sangam Age – literature, society, economy, and culture.

The Gupta empire- achievements of Samudragupta, Chandragupta II Vikramaditya, Skandagupta; State and administrative institutions; Social and economic life; Religious thought and institutions; Development in literature, arts and science.

Unit - IV

Post Gupta Period up to 750 CE. – Achievements of the Vardhanas, Chalukyas Pallavas. Tripartite Struggle.

The Imperial Cholas and their achievements. A study of social and economic changes and a brief survey of cultural life during the c. 750 to 1200 CE.

Recommended Readings

H.D Sankalia, *Prehistory of India*, Murishiram Monoharlal, New Delhi, 1977

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- Dilip K. Chakarbarti, *India. An Arachnological History (Palaeolithic beginnings to Early Historic Foundations)* Oxford University Press, New Delhi, 1999
- B.B. Lal, *India 1947-1997: New Light on the indus Civilisation, Delhi 1998*
- R.K. Mookerjee, *Chandragupta Maurya and His Time, Delhi, 1952 (also in Hindi)*
- B.N. Puri, *India under the Kushanas, Bombay, 1965*
- A.N. Sastri, *A History of South India (also in Hindi)*
- Romila Thapar, *A History of India, Vol I, Penguin, 1966*
: *Asoka & the Decline of the Mauryas, 3rd impression, Delhi, 1999*
- Upinder Singh, *A History of Ancient and Early Medieval India (From the Stone Age to the 12th Century)* Pearson Longaman, Delhi 2009
- Majumdar, R.C &
A.C. Altekar : *The Vakataka Gupta Age (Also In Hindi)*
- Baij Nath Sharma : *Harsha & his times, Varansai, 1970*
- Neelkanth Sastri : *A History of South India (also in Hindi)*
- Romila Thapar : *A History of India, Vol I, Penguin, 1966*
- Upinder Singh : *A History of Ancient and Early Medieval India (From the Stone Age to the 12th Century)* Pearson Longaman, Delhi 2009

- विदुला जायसवाल – भारतीय इतिहास का नव-प्रस्तर युग, दिल्ली, 1992
- के.के. थपलियाल एवं एस.पी. शुक्ला – सिन्धु सभ्यता लखनऊ, 1976
- मदनमोहन सिंह – बुद्धकालीन समाज और धर्म, पटना 1972
- पी. एल. गुप्त – गुप्त साम्राज्य
- विशुद्धानन्द पाठक – उत्तर भारत का राजनीतिक इतिहास, लखनऊ, 1990
- बलराम श्रीवास्तव – दक्षिण भारत का इतिहास, वाराणसी, 1968
- के. सी. श्रीवास्तव – प्राचीन भारत का इतिहास तथा संस्कृति, इलाहाबाद

10/11/2020
10/11/2020
10/11/2020

B. A.

Semester II CC-2

Credits 6

History of Modern World

Theory 120 Marks

Mid-Semester Assessment- 30 Marks

Course Objective: The objective of this course on the History of Modern World is to provide students with a comprehensive understanding of key events, movements, and transformations that shaped the modern era. By studying the Renaissance, Reformation, revolutions, nationalism, imperialism, world wars, and major social movements, students will gain insights into the political, economic, social, and cultural developments that occurred globally from the 15th century to the post-Cold War era. The course aims to foster critical thinking, analytical skills, and a broader historical perspective, enabling students to analyse historical events in a nuanced manner and understand their relevance in shaping the modern world.

Course Outcome:

Overall, this course aims to equip students with the historical knowledge and critical thinking skills necessary to comprehend and analyse the complex developments that have shaped the modern world.

Unit-I

Renaissance and the beginning of the modern era. Reformation and counter-Reformation. Economic Changes- Feudalism to Capitalism; The American

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Revolution– causes, nature and consequences. The French Revolution– causes, main events, and impact. Napoleon Bonaparte: rise and downfall.

Unit-II

Industrial Revolution– causes, processes and impact. Revolutions of 1830 and 1848 in Europe. Rise of Nationalism in the 19th Century. National unification of Germany and Italy with special reference to Bismarckian diplomacy and system of alliances. Age of Conservatism. Modernisation of Japan.

Unit-III

Growth of Imperialism and Colonialism – exploitation of New World with special reference to countries of Asia and Africa; Nature of European Imperialism in China. Revolution of 1911 in China – principles of Sun-Yat Sen. The Russian Revolution of 1917. The Great Economic Depression and Recovery. Fascism in Italy and Nazism in Germany.

Unit-IV


Second World War- causes and consequences. United Nations Organisation – objectives, achievements and limitations. The Chinese Revolution of 1949. Civil Rights Movement: Martin Luther King and Malcom X, Women's Movements- issues and debates, Politics of Cold War and Post-Cold War Order.

Recommended Readings

- A.G. Dickens : *The Age of Humanism and Reformation*, New Jersey, 1972
Christopher Hill : *Reformation to Industrial Revolution*, Penguin, 1970
H.B. Parks : *The United State of America: A History*, Indian Reprint
Calcutta, 1976

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- Georges Lefebvre : *The Coming of the French Revolution*, Princeton, 1989
- C.D. Hazen : *Modern Europe upto 1945*, Indian Reprint, Delhi 1977
- David Thomson : *Europe since Napoleon*, Penguin, 1966
- H.A. Davies : *Outline History of World*, 1968
- Lynn Hunt : *Politics, Culture and Class in the French Revolution*.
- Andrew Porter : *European Imperialism*,
- George Vernadsky : *A History of Russia*, 1961
- Jean Chesneaux, et al. : *China from the 1911 Revolution to Liberation*.
- A.J.P Taylor : *The Origins of the Second World War*
- H.A. Davies : *Outline History of the World*, OUP, 1947
- Bruce J. Dierenfield : *The Civil Rights Movement [Revised ed.]*, London: Routledge, 2008.
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- देवेन्द्र सिंह चौहान – *यूरोप का इतिहास (1815–1919) भोपाल 1995*
- जॉर्जवर्नादस्की – *रूस का इतिहास (अनुवाद) भोपाल, 1971*
- हेराल्ड एम. दिनाके – *पूर्व एशिया का आधुनिक इतिहास (अनुवाद) लखनऊ. 1982*
- पार्थसारथि गुप्ता – *यूरोप का इतिहास, हिन्दी माध्यम कार्यान्वयन निदेशालय, दिल्ली विश्वविद्यालय, दिल्ली*
- लाल बहादुर – *यूरोप का इतिहास (1815–1919) भोपाल 1995*
- के.के. कौल – *पश्चिमी एशिया का आधुनिक इतिहास: 1808–1973 लखनऊ, 1977*


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University of Rajasthan Jaipur

SYLLABUS

(Three/Four Year Under Graduate Programme in Arts (Hindi Literature))

I & II Semester

Examination-2023-24

As per NEP – 2020

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बी.ए. फ़सलकोर्स – प्रथम सेमेस्टर (हिन्दी)
प्रश्नपत्र – आदिकाव्य एवं भक्तिकाव्य

1 क्रेडिट – 25 अंक
6 क्रेडिट – 150 अंक
प्रश्न पत्र – 120 अंक
आंतरिक मूल्यांकन – 30 अंक

उद्देश्य (Objectives)	<ol style="list-style-type: none"> 1. विद्यार्थियों को आदिकाल और भक्तिकाल की सामाजिक, सांस्कृतिक, राजनीतिक, साहित्यिक आदि परिस्थितियों से अवगत कराना। 2. आदिकालीन और भक्तिकालीन काव्य तथा कवियों से परिचय कराना। 3. आदिकालीन साहित्य के स्वरूप, भाषा एवं शैली की विकास यात्रा से अवगत कराना। 4. भक्तिकालीन साहित्य और भक्ति आन्दोलन की अवधारणा स्पष्ट करना। 5. विद्यार्थियों में संवेदनात्मक अनुभूति विकसित करना।
अधिगम प्रतिफल (Learning Outcomes)	<ol style="list-style-type: none"> 1. आदिकालीन परिवेश : राजनीतिक, सांस्कृतिक, सामाजिक, धार्मिक आदि परिस्थितियों से परिचित हो सकेंगे। 2. आदिकालीन शोध की नवीन दृष्टि का विकास हो सकेगा। 3. भक्तिकाल की सामान्य परिस्थितियों तथा विशेषताओं से अवगत हो सकेंगे। 4. प्रमुख भक्त कवियों तथा उनकी रचनाधर्मिता से परिचित हो सकेंगे।

प्रश्नपत्र का अंक विभाजन

यह प्रश्नपत्र तीन खण्डों (अ,ब,स) में विभक्त है।

खण्ड – अ के अंतर्गत प्रश्न संख्या 1 अतिलघूत्तरी प्रश्न है, जिसमें सम्पूर्ण पाठ्यक्रम से 10 प्रश्न पूछे जाएंगे। प्रत्येक प्रश्न 02 अंक का होगा।

खण्ड – ब के अंतर्गत प्रश्न संख्या 2,3,4,5 सप्रसंग व्याख्या का है, जिसमें इकाई 2, इकाई 3 एवं इकाई 4 में निर्धारित पाठ से कुल 04 काव्यांश (एक कवि से एक) आंतरिक विकल्प सहित व्याख्या हेतु पूछे जाएंगे। प्रत्येक प्रश्न 10 अंक का होगा।

खण्ड – स के अंतर्गत प्रश्न संख्या 6,7,8,9 निबंधात्मक प्रश्न है, जिसमें प्रत्येक इकाई से एक प्रश्न आंतरिक विकल्प सहित पूछा जाएगा। प्रत्येक प्रश्न 15 अंक का होगा।

इकाई – 1

- आदिकालीन काव्य की प्रमुख प्रवृत्तियाँ
- आदिकालीन साहित्य की अन्तरधाराएँ (सिद्ध साहित्य, नाथ साहित्य, जैन साहित्य एवं रासो साहित्य)
- भक्तिकाव्य की प्रमुख प्रवृत्तियाँ
- भक्तिकाव्य की प्रमुख अन्तरधाराएँ (संतकाव्य, सूफ़ीकाव्य, कृष्ण काव्य एवं राम काव्य)

इकाई – 2

- ढोला मारू रा दहा – संपादक नरोत्तम दास स्वामी, सूर्यकरण पारीक, राम सिंह
दोहा संख्या – 8,9,10,19,20,21,37,38,40,49,52,61,69,112,116 = 15
- विद्यापति – विद्यापति, संपादक – शिवप्रसाद सिंह
नन्दक नन्दन कदम्बेरि तरुतरे (8)
सुन रसिया अब न बजाऊ बिपिन बैसिया (9)
देख देख राधा रूप अपार (10)
चाँद सार लए मुख घटना करु लोचन चकित चकोरे (14)
विरह व्याकुल बकुल तरुवर, पेखल नंदकुमार रे (26)
कुंज भवन से चलि भेलि हे रोकल गिरधारी (36)
सखि हे कतहु न देखि मधार्ई (55)
सखि हे कि-पुछसि अनुभव मोय (102)
- नरपति नाल्ह – बीसलदेव रास, संपादक – माता प्रसाद गुप्त – 1,3,4,6,7,8,9,10

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इकाई - 3

- कबीरदास - कबीर ग्रंथावली, संपादक - श्यामसुंदर दास, परिमार्जित पाठ - पुरुषोत्तम अग्रवाल
साखी - चैतावनी को अंग
मन को अंग
पद - मन रे जागत रहिये भाई (राग गौड़ी - 23)
पांडे कौन कुमति तोहि लागी (राग गौड़ी - 39)
हम न मरै मरिहैं संसारा (राग गौड़ी - 43)
काहे री नलिनी तू कुमिलानी (राग गौड़ी - 64)
मन रे हरि भजि हरि भजि हरि भजि भाई (राग गौड़ी - 122)
- जायसी - जायसी ग्रंथावली, संपादक - रामचन्द्र शुक्ल
सिंहलद्वीप वर्णन खण्ड, प्रथम 05 दोहे तक
नागमति वियोग खण्ड, प्रथम 05 दोहे तक

- तुलसीदास - विनय-पत्रिका
केसव! कहि न जाइ का कहिये (111)
मन पछितैहै अवसर बीते (198)
मोहि मूढ़ मन बहुत बिगोयो (245)
श्रीरामचरितमानस (बालकाण्ड) (दोहा संख्या 229 से 234)
सुमिरि सीय नारद बचन उपजी प्रीति पुनीत निरखि निरखि रघुबीर छबि बाढ़इ
प्रीति न थोरि।

इकाई - 4

- सूरदास - भ्रमरगीत सार, संपादक - रामचन्द्र शुक्ल
हमारे हरि हारिल की लकरी (52)
निर्गुन कौन देस को बासी (64)
बिन गोपाल बैरिन भई कुंजै (85)
उर में माखन चोर गड़े (95)
ऊधो मन नाही दस-बीस (210)
ऊधो भली करी अब आए (220)
देखियत कालिंदी अति कारी (278)
सँदेसो देवकी सौं कहियो (375)

- मीरां - मीरां पदावली, संपादक - शंभुसिंह मनोहर
निपट बंकट छवि नैना अटके (6)
मेरे तो गिरधर गोपाल दूसरौ न कोई (10)
मैं तो गिरधर के घर जाऊँ (12)
राणाजी थे जहर दियो म्हे जाणी (22)
मीरां मगन भई हरि के गुण गाय (23)
जोगिया जी! निसदिन जोऊं बाट (25)
हरि बिन कूण गती मेरी (38)
सखी री! मेरी नींद नसानी हो (56)

- रसखान - रसखान रचनावली, संपादक - विद्यानिवास मिश्र
पद संख्या - 1,2,6,8,11,14,15,31

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आन्तरिक मूल्यांकन हेतु किन्हीं दो विषयों पर निबंध लेखन (संभावित विषय)

2X15 = 30

- आदिकाल की पृष्ठभूमि (राजनीतिक, सामाजिक, सांस्कृतिक परिस्थितियाँ)
- आदिकाल का सीमांकन एवं नामकरण
- भक्तिकाल की पृष्ठभूमि (राजनीतिक, सामाजिक, सांस्कृतिक परिस्थितियाँ)
- भक्ति के उदय संबंधी विभिन्न मत
- भक्ति के निर्गुण और सगुण रूपों में समानता एवं अंतर
- निर्गुण पंथ और कबीरदास
- 'श्रीरामचरितमानस' का महत्त्व
- सूरदास का वात्सल्य वर्णन
- सूफी मत की विशेषताएँ
- रसखान का कृष्ण-प्रेम
- मीरा की विरह-वेदना

अनुशासित ग्रंथ—

1. हिन्दी साहित्य का इतिहास— आचार्य रामचन्द्र शुक्ल, नागरी प्रचारिणी सभा, काशी
2. हिन्दी साहित्य का इतिहास— डॉ. नगेन्द्र, संपादित, नेशनल पब्लिशिंग हाउस, दिल्ली
3. हिन्दी साहित्य का दूसरा इतिहास— डॉ. बच्चन सिंह, राधाकृष्ण प्रकाशन, दिल्ली
4. हिन्दी सूफी काव्य की भूमिका— रामपूजन तिवारी

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बी.ए. एम.स.कोर्स – द्वितीय सेमेस्टर (हिन्दी साहित्य)
प्रश्नपत्र – कहानी एवं उपन्यास

1 क्रेडिट – 25 अंक
6 क्रेडिट – 150 अंक
प्रश्न पत्र – 120 अंक
आंतरिक मूल्यांकन – 30 अंक

उद्देश्य (Objectives)	1. विद्यार्थियों में कल्पना शक्ति और विश्लेषणात्मक योग्यता का विकास करना। 2. कथा साहित्य के विश्लेषण की समझ और संवेदनात्मक अनुभूति का विकास करना। 3. प्रमुख कथाकारों एवं उनकी रचनाधर्मिता का परिचय कराना। 4. कहानी तथा उपन्यास कला को विकसित करना।
अधिगम प्रतिफल (Learning Outcomes)	1. जीवन की यथार्थ अनुभूति से परिचय हो सकेगा। 2. कथा लेखन तथा उसके प्रभाव का विश्लेषण सम्भव हो सकेगा। 3. आदर्श और सभ्य नागरिक बन सकेंगे। 4. आत्माभिव्यक्ति की भावना विकसित हो सकेगी तथा भावी लेखन की पृष्ठभूमि का विकास होगा।

प्रश्नपत्र का अंक विभाजन

यह प्रश्नपत्र तीन खण्डों (अ,ब,स) में विभक्त है।

खण्ड – अ के अंतर्गत प्रश्न संख्या 1 अतिलघुतरी प्रश्न है, जिसमें सम्पूर्ण पाठ्यक्रम से 10 प्रश्न पूछे जाएंगे। प्रत्येक प्रश्न 02 अंक का होगा।

खण्ड – ब के अंतर्गत प्रश्न संख्या 2,3,4,5 सप्रसंग व्याख्या का है, जिसमें इकाई 2 एवं इकाई 3 में निर्धारित पाठ से एक-एक अवतरण (एक कहानी से एक) तथा इकाई 4 से दो अवतरण (उपन्यास) आंतरिक विकल्प सहित व्याख्या हेतु पूछे जाएंगे। प्रत्येक प्रश्न 10 अंक का होगा।

खण्ड – स के अंतर्गत प्रश्न संख्या 6,7,8,9 निबंधात्मक प्रश्न है, जिसमें प्रत्येक इकाई से एक प्रश्न आंतरिक विकल्प सहित पूछा जाएगा। प्रत्येक प्रश्न 15 अंक का होगा।

इकाई – 1

कहानी – परिभाषा एवं तत्त्व
हिन्दी कहानी – उद्भव एवं विकास के प्रमुख चरण
उपन्यास – परिभाषा एवं तत्त्व
हिन्दी उपन्यास – उद्भव एवं विकास के प्रमुख चरण

इकाई – 2

उसने कहा था – चन्द्रधर शर्मा गुलेरी
पूस की रात – प्रेमचन्द
आकाशदीप – जयशंकर प्रसाद
परदा – यशपाल

इकाई – 3

राजा निरबंसिया – कमलेश्वर
गदल – रामेय राघव
सिक्का बदल गया – कृष्णा सोबती
तिरिछ – उदय प्रकाश

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ग्लोबल गाँव के देवता - रणेन्द्र (उपन्यास)

आंतरिक मूल्यांकन हेतु किन्हीं दो विषयों पर निबन्ध लेखन (संभावित विषय)

2X15 = 30

- कहानी एवं उपन्यास के स्वरूप में समानता एवं अंतर
- हिन्दी कहानी के प्रमुख आन्दोलन - नयी कहानी, सचेतन कहानी, समानान्तर कहानी, साठोत्तरी कहानी, समकालीन कहानी
- प्रेमचन्द की कहानी कला
- पाठ्यक्रम में निर्धारित किसी एक कहानी की मूल संवेदना एवं शिल्प-विधान
- उपन्यास के प्रकार (सामाजिक, ऐतिहासिक, राजनीतिक, मनोवैज्ञानिक)
- हिन्दी उपन्यास : विकास के चरण
- हिन्दी उपन्यास परम्परा में प्रेमचन्द का महत्व

अनुशंसित ग्रंथ-

1. ग्लोबल गाँव के देवता - रणेन्द्र
2. मानसरोवर भाग-1 - प्रेमचन्द
3. हिन्दी उपन्यास का इतिहास- गोपाल राय, राजकमल प्रकाशन, नई दिल्ली
4. हिन्दी साहित्य एवं संवेदना का विकास- रामस्वरूप चतुर्वेदी
5. हिन्दी कहानी का विकास- मधुरेश, लोकभारती प्रकाशन, इलाहाबाद
6. कहानी : नई कहानी- नामवर सिंह, लोकभारती प्रकाशन, इलाहाबाद
7. कहानी की रचना प्रक्रिया- परमानन्द श्रीवास्तव, लोकभारती प्रकाशन, इलाहाबाद

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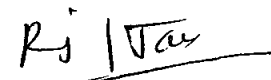
SUBJECT: GEOGRAPHY

(2023-24)

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B.M.

SEMESTER WISE PAPER TITLES WITH DETAILS

Three/Four Year U.G. Programme in Arts/ Science Subject: Geography									
S. No.	Level	Semester	Type	Title	Credits				Contact Hours
					L	T	P	Total	
1.	5	I	MJR	GEO-51T-101 Physical Geography-I	4	0	0	4	4
2.	5	I	MJR	GEO-51P-102 Practical-I	0	0	2	2	4
3.	5	II	MJR	GEO-52T-103 Human Geography	4	0	0	4	4
4.	5	II	MJR	GEO-52P-104 Practical-II	0	0	2	2	4


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Syllabus

B.A.(UG9101)/ B.Sc. Biology (UG0802)/B.Sc. Maths (UG 0803)

Semester I (2023-24)

GEO-51T-101-Physical Geography-I

Code of Course	Title of the Course	Level of the Course	Credits of the Course
GEO-51T-101	Physical Geography-I	5	4
Types of the Course	Delivery type of the Course		
Major	Lecture, 60 Lectures including diagnostic and formative assessments during lecture hours		
Prerequisites	Central Board of Secondary Education or Equivalent		
Objectives of the Course	To attain knowledge in detail about physical geography and associated branches.		

Duration- 3Hours

Max. Marks- 20+80

Min.Marks-8+32

Pattern of Examination	Bifurcation of Marks
Part A	10 × 2 = 20
Part B	15 × 4 = 60
Total	80

***Note:**

1. Internal assessment will be as per University Norms.
2. End Semester Examination question paper will comprise of two parts : Part A and Part B.
3. Part A will comprise of TWO questions consisting Map Work and Multiple-Choice Questions (MCQs)/ Short Answer type questions.
4. Part B will comprise of FOUR descriptive questions with Internal choice from each unit.
5. In all student will have to attempt total 6 questions, 2 questions from Part A and 4 questions from Part B.

Unit – I

Definition, Scope & Development of Physical Geography. Origin of the Earth-The Big-Bang Hypothesis; The Interstellar Dust Hypothesis. Geological History of the Earth. Origin of the Continents & Oceans- Continental Drift Theory; Plate Tectonic Theory.

Unit– II

Interior of the Earth.Earth Movements–Endogenetic&Exogenetic.Isostasy–viewsofAiry; Pratt & Holmes. Volcanoes & Earthquakes.

Unit– III

Mountain Building Theories– Kobber & Holmes. Rocks– Classifications & Characteristics. Denudation- Erosion & Weathering; Cycle of Erosion– views of W.M. Davis & W. Penck. Drainage System & Pattern.

Unit– IV

Erosional & Depositional Work and Topographies of River, Underground Water, Glaciers, Wind & Oceanic Waves.

Recommended Readings:

- Bloom, A.L.(2003).Geomorphology:ASystematicAnalysisofLateCenozoicLandforms.New Delhi: Prentice-Hall of India.
- Christopherson, Robert W.(2011).Geo-systems:AnIntroductiontoPhysicalGeography8Ed. England: Macmillan Publishing Company.
- Ernst,W.G.(2000).Earthsystems:ProcessandIssues.Cambridge:CambridgeUniversityPress.
- Gautam, A. (2010). Bhautik Bhugol. Meerut: Rastogi Publications.
- Kale, V.S.andGupta,A.(2001).IntroductiontoGeomorphology.Hyderabad:OrientLongman.
- Selby, M.J.(2005).Earths Changing Surface. United Kingdom: OUP.
- Singh, S.(2009).Bhuatic Bhugolka Swaroop. Allahabnad: Prayag Pustak.
- Skinner,BrianJ.andStephen,C.(2000).TheDynamicEarth:AnIntroductiontophysicalGeology, John Wiley and Sons.
- Strahler ,A.N. and Strahler, A.H.(2005).Modern Physical Geography. John Wiley & Sons. Revised edition.
- Thorn bury, W.D.(1968).Principles of Geomorphology. Wiley.

Course Learning Outcomes:

By the end of the course ,students should be able to:

1. Identify the concepts of Origin of Earth and landforms
2. Illustrate the different force sacting over the Earth.
3. Compareandanalyzethedifferentcyclesoflandformerosionandtheirprocesses
4. Build competency and academic excellence for competitive exams

GEO-51P-102-Practical-I

Code of Course	Title of the Course	Level of the Course	Credits of the Course
	Practical-I	5	2
Types of the Course	Delivery type of the Course		
Major	60contacthrs-Laboratorylecturesandfieldstudyincludingdiagnostic and formative assessments during lecture hours		
Prerequisites	Central Board of Secondary Education or Equivalent		
Objectives of the Course	To make the students understand about the relief eat uresth rough scale and relief representation techniques.		

Duration- 4Hours

Max. Marks- 10+40

Min.Marks-4+16

Pattern of Examination	Bifurcation of Marks	Time
Written Test	20	2 Hours
Model/Chart and Viva-Voce	7+3	2 Hours
Record Work and Viva-Voce	7+3	

***Note-**

1. The students will have to prepare **B4 Size Record Book** which will be simultaneously checked by the Teacher in the class after teaching und evaluated during the examinations.
2. There will be 6 questions (3 questions from each unit) in written paper out of which student have to compulsorily attempt 2 questions from each unit.
3. The student will have to prepare Model/Chart **INDIVIDUALLY** form the practical syllabus of Geography and have to submit during the examination.
4. Simple Calculatoris permitted impractical examination.

Unit- I

Definition and Types of Scale: Simple, Comparative, Diagonal and Vernier. Methods of Relief Representation: Hachure, Hill-shading, Bench mark, Spot- Height, Form-lines and Contours.

Unit- II

Representation of Relief features through Contours and description – Conical hill, Plateau, Ridge, Cliff, Escarpment, Gorge, Waterfall, V-shaped valley, U- shaped valley and Hanging valley, Typesof Slopes-Gentle, Steep, Uniform, Undulatingand Terraced; Lake, Caldera, Spur.

Recommended Readings:

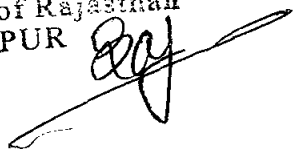
- Monk house, F.J .and Wilkinson, H.R.(1973).Maps and Diagrams. London: Methuen.
- Rhind, D.W. and Taylor,D.R.F.(2000).Cartography:Past,PresentandFuture.International Cartographic Association.
- Robinson,A.H.,(2009).ElementsofCartography.NewYork:JohnWileyandSons.
- Robinson, A.H.(2000).Elements of Cartography. U.S.A. :John Wiley & Sons.
- Sarkar, A.K.(2005).PracticalGeography:ASystematicApproach.Calcutta:Oriental Longman.
- Sharma, J.P.(2010).Prayogik Bhugol. Meerut: Rastogi Publishers.
- Singh, R.L. and Dutt, P. K.(2010).Elements of Practical Geography. New Delhi: Kalyani Publishers.

Course Learning Outcomes:

By the end of the course, students should be able to:

1. To make students aware about the measurements and representative distances.
2. To develop skills and competency regarding area analysis and map making with relief features.

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Syllabus

B.A.(UG9101)/B.Sc. Biology(UG0802)/B.Sc. Maths (UG 0803)

Semester II (2023-24)

GEO-52T-103-Human Geography

Code of Course	Title of the Course	Level of the Course	Credits of the Course
GEO-52T-103	Human Geography	5	4
Types of the Course	Delivery type of the Course		
Major	Lecture, 60 Lectures including diagnostic and formative assessments during lecture hours		
Prerequisites	Central Board of Secondary Education or Equivalent		
Objectives of the Course	To provide understanding of numerous dimension so fhumangeography and cultural landscapes from global to local level.		

Duration- 3Hours

Max. Marks- 20+80

Min.Marks-8+32

Pattern of Examination	Bifurcation of Marks
Part A	10 × 2 = 20
Part B	15 × 4 = 60
Total	80

***Note:**

1. Internal assessment will be as per University Norms.
2. End Semester Examination question paper will comprise of two parts: Part A and Part B.
3. Part A will comprise of TWO questions consisting Map Work and Multiple-Choice Questions (MCQs)/ Short Answer type questions.
4. Part B will comprise of FOUR descriptive questions with Internal choice from each unit.
5. In all student will have to attempt total 6 questions, 2 questions from Part A and 4 questions from Part B.

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The Registrar

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Unit I

Human Geography: Definition, Nature, Scope and Principles. Inter-disciplinary approach. Understanding of Cultural landscape, Man- Nature Relationship: Determinism, Possibilism, Neo-Determinism.

Unit II

Cultural regions; Race (Griffith Taylor's Classification), Tribes-Eskimo, Bushman, Pygmy, Santhal, Nagas, Bhil. Religious and Linguistics composition of World Population.

Unit III

World Population: Growth, Distribution, Density, Sex-Ratio and Literacy. Population Growth Theory (Malthusian and Demographic Transition Theory). Human Development Index (HDI).

Unit IV

Factors, Types and Consequences of Migration, Griffith Taylor's Migration Theory. Trends and Patterns of Urbanisation of the World. Settlements-Types and Patterns. Christaller's Central Place Theory.

Recommended Readings:

- Bergwan, Edward E. (1995). Human Geography: Culture, Connections and Landscape. New Jersey: Prentice-Hall.
- Carr, M. Patterns. (1987). Process and change in Human Geography. London: MacMillan Education.
- Chandna, R.C. (2010). Population Geography. New Delhi: Kalyani Publisher.
- De Blij, H.J. (2000). Human Geography, Culture, Society and Space. New York: John Wiley.
- Fellman, J.L. (1997). Human Geography: Landscapes of Human Activities. USA: Brown and Benchmark Pub.
- Hassan, M.I. (2005). Population Geography. Jaipur: Rawat Publications.
- Hussain, Majid (2012). Manav Bhugol. Jaipur: Rawat Publications.
- Johnston, R.J. (2000). Dictionary of Human Geography. New York: Oxford.
- Kaushik, S.D. (2010). Manav Bhugol. Meerut: Rastogi Publication.
- Maurya, S.D. (2012). Manav Bhugol. Allahbad: Sharda Pustak Bhawan.
- Mc Bride, P.J. (2000). Human Geography Systems, Patterns and Change. U.K.
- Michael, Can. (1997). New Patterns: Process and Change in Human Geography.
- Singh, K.N. (2000). People of India. An Introduction Seagull Books.

Course Learning Outcomes:

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

1. Identify branches of human geography and distinguish between the different concepts of man environment relationship.
2. Classify the different tribes of the world and use various factors to interpret the spatial distribution of population.
3. Visualize the various patterns of migration, settlements and summarize the major problems of urbanisation in World.

GEO-52P-104-Practical-II

Code of Course	Title of the Course	Level of the Course	Credits of the Course
GEO-52P-104	Practical-II	5	2
Types of the Course	Delivery type of the Course		
Major	60contacthrs-Laboratorylecturesandfieldstudyincludingdiagnostic and formative assessments during lecture hours		
Prerequisites	Central Board of Secondary Education or Equivalent		
Objectives of the Course	To attain the knowledge about the geographical data representation with the help of cartographical skills.		

Duration- 4Hours

Max. Marks- 10+40

Min.Marks-4+16

Pattern of Examination	Bifurcation of Marks	Time
Written Test	20	2 Hours
Field Survey and Viva	7+3	2 Hours
Record and Viva	7+3	

***Note-**

1. The students will have to prepare **B4 Size Record Book** which will be simultaneously checked by the Teacher in the class after teaching and evaluated during the examinations.
2. There will be 6 questions (3 questions from each unit) in written paper out of which student have to compulsorily attempt 2 questions from each unit.
3. The student will have to prepare Survey Sheet **INDIVIDUALLY** during the examination.
4. Simple Calculatoris permitted in practical examination.

Unit- I

Definition and Types of Profiles: Serial, Superimposed, Projected and Composite. Weather instruments with description and diagrams, Weather Symbols, Interpretation of Indian daily Weather maps (July and January).

Unit- II

Graphs: Hythergraph and Climograph, Climatograph, Water budget graph, Wind rose. Surveying: Meaning, Classification and Significance. Chain and Tape Surveying: Open Traverse and Tie-line.

Recommended Readings:

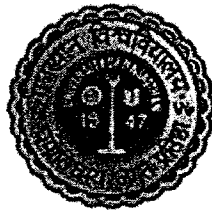
- Mishra, R.P & Ramesh. (1986).A Fundamentals of Cartography. New Delhi: McMillan Co.
- Monk house, F.J. and Wilkinson , H.R.(1973).Maps and Diagrams. London: Methuen.
- Rhind, D.W. and Taylor, D.R.F.(2000).Cartography :Past, Present and Future. International Cartographic Association.
- Robinson,A.H.,(2009).ElementsofCartography.NewYork:JohnWileyandSons.
- Robinson, A.H.(2000).Elements of Cartography. U.S.A. :John Wiley & Sons.
- Sarkar ,A.K. (2005).Practical Geography: A Systematic Approach. Calcutta: Oriental Longman.
- Sharma, J.P.(2010).Prayogic Bhugol. Meerut: Rastogi Publishers.
- Singh, R.L. and Dutt, P.K.(2010). Elements of Practical Geography. New Delhi: Kalyani Publishers.

Course Learning Outcomes:

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

1. Developskillsandcompetencyregardingstatisticalanalysisandrepresentationof geographical data.
2. Understandabouttheweatherinstrumentsandvariousclimaticconditions.

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UNIVERSITY OF RAJASTHAN
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SYLLABUS

Three/Four Year Undergraduate Programme in English

I & II Semester
Examination

Ri/Tas
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(Academic)
University of Rajasthan
JAIPUR *BA*

As per NEP 2020

ENGLISH LITERATURE
BA Semester I
Paper I: Poetry and Drama – I

The Syllabus aims at achieving the following objectives:

- Interpretation and appreciation of selected texts from the genres of poetry, drama, prose and fiction.
- Strengthening skills of note making, summarizing and dialogue writing.
- Understanding texts with specific reference to genres, forms and literary terms.
- Appreciate the texts in terms of their aesthetic value
- Students should be able to evaluate the texts in terms of literary devices used such as simile, metaphor, personification, pun, and irony
- Evaluate the texts in terms of progression of history of English literature from William Shakespeare to the Neo-Classical era
- Develop a deeper understanding of Indian literary texts

Program Code: UG9103
Maximum Marks: 150
Division of Marks
Semester Examination: Marks: 120
Internal Examination: 30 Marks
Total: 150

Credits: 6
Min. Pass Marks: 40
Duration: 3 hrs

Question No. 1: Is compulsory and will have two parts and will be of 20 marks in total.

Part A - References to Context

Candidate will be required to explain four (4) passages of Reference to Context with 5 marks each with a total of 20 Marks.

Knowledge of Literary Terms and Poetry Appreciation and usages of drama is required.

Part B - The student will be required to attempt 2 questions out of 4. Each question will carry 10 marks each to a total of 20 marks.

Part C - The other 4 questions will be Essay-type questions of 20 marks each, one from each unit with internal choice.

UNIT I

1. History of English Literature from 1350 to 1660 (Social, Political and Cultural Background; Major literary movements and seminal characteristics of the period; Major writers and their works)

UNIT II

2. William Shakespeare : *A Consolation, The Triumph of Death, Soul and Body*
3. Francis Beaumont: *On The Tombs in Westminster Abbey*

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4. Ben Jonson: *The Noble Nature*
5. John Fletcher: *Melancholy*
6. John Donne: *Death be not Proud*
7. Andrew Marvell: *The Garden*
8. J. Milton: *On His Blindness*

UNIT III

The following poems from *The Golden Treasury of Indo – Anglican Poetry*, V. K. Gokak.

- | | | |
|---------------------------|---|---|
| 9. Vivekananda | : | <i>The Cup</i> |
| 10. Henry L. Derozio | : | <i>To the Pupils of the Hindu College,</i>
<i>The Harp of Indian</i> |
| 11. Toru Dutt | : | <i>Laxman, Our Casuarina Tree</i> |
| 12. Shoshee Chunder Dutta | : | <i>Sivajee, India</i> |

UNIT IV

- | | | |
|--------------------|---|---|
| 13. W. Shakespeare | : | <i>Twelfth Night</i> |
| 14. Tagore | : | <i>The Post Office</i> |
| 15. Tutorials | : | <i>Quiz, Seminar, Group Discussion, Presentation, Project</i> |

Reference Books-

Poet's Pen: An Anthology of English Verse Paperback – by Dustoor P.E. (Author), Homai P.Dustoor (Author) (Oxford University Press)

The New Oxford Book of English Verse, 1250-1950 (Oxford Books of Verse), Helen Gardner (Editor)

Indian Writing in English by K.R.Srinivasa Iyengar .Sterling Publishers Pvt.Ltd

A History of Indian English Literature by M.K.Naik Sahitya Akademi

The Golden Treasury of Indo-Anglian Poetry, 1828-1965 by Vinayak Krishna Gokak (Editor) Sahitya Akademi

The Golden Treasury: Francis T. Palgrave

History of English Literature by Hudson

Pelican Guide to English Literature by Boris Ford ed:

Note: The texts with colonial implications have to be taught from a postcolonial standpoint.

Semester II

Paper II – Prose and Fiction - I

The Syllabus aims at achieving the following objectives:

- Interpretation and appreciation of selected texts from the genres of poetry, drama, prose and fiction.
- Understanding texts with specific reference to genres, forms and literary terms.
- To develop knowledge of major literary terms and figures of speeches
- To be able to understand the political, economic, social and intellectual background
- To introduce essay as a genre of literature and acquaint with important essayists and their style of writing
- To enhance comprehension through a close study of short stories, their writers, narrative techniques and thematic concerns

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- To learn forms of formal communication

Program Code: UG9103
 Maximum Marks: 150
 Division of Marks
 Semester Examination: Marks: 120
 Internal Examination: 30 Marks
 Total: 150

Credits: 6
 Min. Pass Marks: 40
 Duration: 3 hrs

Question No. 1: Is compulsory and will have two parts and will be of 20 marks in total.

Part A - References to Context

Candidate will be required to explain four (4) passages of Reference to Context with 5 marks each with a total of 20 Marks.

Knowledge of Literary Terms and Poetry Appreciation and usages of drama is required.

Part B - The student will be required to attempt 2 questions out of 4. Each question will carry 10 marks each to a total of 20 marks.

Part C - The other 4 questions will be Essay-type questions of 20 marks each, one from each unit with internal choice.

UNIT I

- | | | |
|-------------------|---|------------------------------|
| 1. Bacon | : | <i>Of Studies</i> |
| 2. B. Russell | : | <i>Knowledge and Wisdom</i> |
| 3. Lucas | : | <i>Third Thoughts</i> |
| 4. Joseph Addison | : | <i>Popular Superstitions</i> |
| 5. H. Belloc | : | <i>On Educational Reform</i> |

UNIT II

- | | | |
|----------------------|---|---------------------------------------|
| 6. Leigh Hunt | : | <i>On Getting Up on Cold Mornings</i> |
| 7. R. L. Stevenson | : | <i>El Dorado</i> |
| 8. H.H. Munro (Saki) | : | <i>The Open Window</i> |
| 9. R.K. Narayan | : | <i>An Astrologer's Day</i> |

UNIT III

- | | | |
|--------------------|---|------------------------------|
| 10. K. Mansfield | : | <i>A Cup of Tea</i> |
| 11. R. Tagore | : | <i>Living or Dead</i> |
| 12. E. Hemingway | : | <i>Old Man at the Bridge</i> |
| 13. George Orwell: | : | <i>Animal Farm (Novel)</i> |

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UNIT IV

14. Prose Appreciation
15. Formal Communication
16. Report Writing
17. Presentations Skills
18. Tutorials : *Quiz, Seminar, Group Discussion, Presentation, Project*

Reference Books

- English Prose Selections* (O.U.P.) ed. Dr. S.S. Deo et al.
The Art of the Essayist By Lockitt, C. H. (ed.)
Popular Short Stories ed. By Board of Editors (O.U.P.)
Malgudi Days by R. K. Narayan Indian Thought Publications
Mohan, Krishna., Raman, Meenakshi. *Effective English Communication*. Tata McGraw Hill, New Delhi, 2009.
The Handbook of Creative Writing. Ed. Steven Earnshaw, Edinburgh University Press, London, 2007.
English at the Workplace eds. Sawhney Panja and Varma (Macmillan)

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University of Rajasthan Jaipur

SYLLABUS

(Three/Four Year Under Graduate Programme in Arts & Social Science)

I & II Semester

Examination-2023-24

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NEP-2020

UNIVERSITY OF RAJASTHAN, JAIPUR
FACULTY OF FINE ARTS

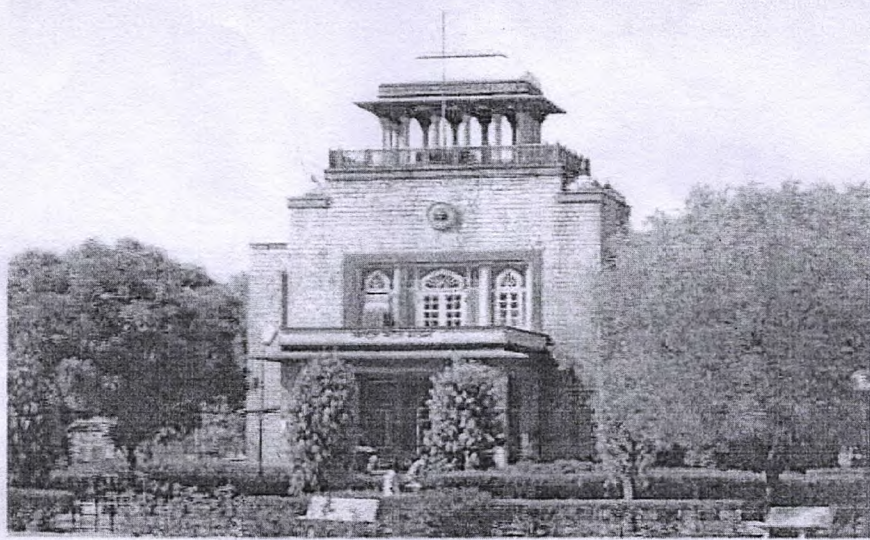


SYLLABUS

B.A. Semester – I & II

Drawing & Painting

Session – 2023-24



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UNIVERSITY OF RAJASTHAN, JAIPUR

Department of Drawing and Painting

SYLLABUS

B. A. SEMESTER-I & II

Aims & Objectives:

B.A. Drawing and Painting course is designed to give expression to one's visual thoughts on a canvas. To develop one's drawing skills, one will go through various exercises aimed at improving their skills to represent nature's designs on paper. Textures and colours will be added later to the practice so that you grow as an artist to represent your mental images better. Slowly one will explore one's own emotional images and start representing them with a brush. After this course, they have so many career options in different areas of arts and its related ones.

Suitability and Beneficial Aspects:

- The course helps to recognize and identify the benefits/disadvantages of paint systems, to understand the importance of surface preparation and to understand methods of application and testing.
- The course provides a method for looking at paintings, drawings and prints which is both flexible and clear.
- The course will enable students to learn how to look in a more objective and analytical way and learn the visual vocabulary and glossary of terms.
- The main objective of this course is to improve interest in painting, basic understanding about painting as an art, introduction to the various techniques used in painting, to develop aesthetical understanding, introduction to the history of art.
- It helps to develop a new ethical view to understanding the Art World.

Employment Areas:

- Academic Institutes
- Film Industry
- Old Artefact Museums
- Arts Content Writing
- News & Media Industry
- Arts & Gallery Centres
- Magazine Publications Houses

Job Types:

- Artists
- Visualizing Professional
- Art Critics
- Design Trainer
- Art Professional

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Details of AECC/SEC/ Generic Elective Courses

For Fresher's who will be admitted in the session 2023-24

Name of University: UNIVERSITY OF RAJASTHAN, JAIPUR

Name of Faculty: Fine Arts

Name of Discipline/ Subject: **Drawing and Painting**

List of Ability Enhancement Compulsory Courses (AECC)								
#	Level	Sem.	Sub. Code	Title	Credits			Total
					L	T	P	
1	5	I	DRP-51T-101	Fundamental of Fine Arts (Theory)	2	-	-	2
2	5	I	DRP-51P-102	Study from object (Still Life)	-	-	4	4
								2 +4=6
3	5	II	DRP-52T-103	Fundamental of Fine Arts (Theory)	2	-	-	2
4	5	II	DRP-52P-104	Creative Design	-	-	4	4
								2 +4=6

1 Credit= 1 Hour Theory Lecture (L) per week

1 Credit= 2 Hours Practical (P) per week

SYLLABUS

B.A. SEMESTER-I & II 2023-24

EXAMINATION SCHEME :

SEMESTER-I

Name of Paper	Duration of Exam	EoSE Max. Marks	EoSE Min. Marks	Internal (CA) Max. Marks	Internal (CA) Min. Marks	Max marks	Min. Marks
Fundamentals of Fine Arts (Theory)	3 hrs.	40	16	10	04	50	20
Study from object (Still life) (Practical)	3 hrs.	80	32	20	08	100	40

Note:-Minimum 40% required in CA/Internal Exam to appear in EoSE(End of Semester Exam)

SEMESTER-II

Name of Paper	Duration of Exam	EoSE Max. Marks	EoSE Min. Marks	Internal (CA) Max. Marks	Internal (CA) Min. Marks	Max marks	Min. Marks
Fundamentals of Fine Arts (Theory)	3 hrs.	40	16	10	04	50	20
Creative Design (Practical)	3 hrs.	80	32	20	08	100	40

Note:-Minimum 40% required in CA/Internal Exam to appear in EoSE (End of Semester Exam)

EXAMINATION SCHEME OF THEORY PAPER :

Note : The theory paper consist of three parts :-

Part -I: Carries 10 marks and consist of 10 short type questions of 1 marks each.

Part -II: Attempt any four questions of 10 marks (2^{1/2} marks of each question) with internal choice. Candidates are required to write each answer with the limit of 50-60 words.

Part -III: Attempt any two questions of 20 marks (10 marks of each question) with internal choice. Candidates are required to write each answer with the limit of 500-600 words.

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B.A. SEMESTER-I
Paper I : FUNDAMENTAL OF FINE ARTS
(Theory)

Unit-I	Meaning and Definition of Art, Classification of Art (Painting, Sculpture, Architecture, Music, Dance and Drama)
Unit-II	Six limbs of Indian Art
Unit-III	Elements of Painting – Line, Form, Colour, Tone, Texture, Space
Unit-IV	Creative Process – Observation, Perception, Imagination and Creative Expression

Books Recommended :

1. Studies in Indian Art - V.S. Agarwal.
2. Roop Prad Kala Ke Mooladhar - Shri Kumar Sharma, R.A. Agrawal International Publishing House, Meerut, 2004.
3. Fundamentals of Design - Donald M. Enderson.
4. Principle of Art – R.G. Kalingwood
5. The Meaning of Art – Herbert Read
6. Anatomy and Drawing – Victor Perard
7. चित्रकला के मूलाधार – शुक्रदेव श्रोत्रिय, चित्रायन प्रकाशन,, मुजफरनगर
8. लोक –चित्रकला (परम्परा और रचना दृष्टि) डा. श्याम सुन्दर दूबे .
9. लयात्मक रेखांकन – डा. एन.एल. वर्मा, राज पब्लिशर्स, जयपुर
10. रूपांकन (Fundamentals of Plastic Art) – डा. गिराज किशोर अग्रवाल

Paper – II : STILL LIFE
(Practical)

Medium : Pencil and colour

Size : Half Imperial

Duration : 3 hrs.

A group of objects (not more than four) should be arranged against drapery background with a flat foreground. The objects should include common articles of daily use with fruits and vegetable etc.

Practical paper shall have one session of three hours.

- (a) 3 plates of pencil shading and 5 plates of study from objects with water colour.
- (b) A sketch book of not less than 25 sketches.

Note : EoSE of Practical Examination will be conducted and marking will be done by the External Examiner appointed by the University. Internal Exam / CA marking will be by the Internal Examiner done on the basis of Submission

Submission work will be retained till the declaration of the result and returned to the Candidate by the Department thereafter. If no claim is made within two months of the declaration of the result, the submission will be destroyed.

Note:

- (a) Candidate should pass in theory as well as in practical paper separately.
- (b) There should be minimum 08 hours for the regular study including two hours for sketching.
- (c) Minimum three demonstrations should be arranged by the subject expert during the session for each practical paper.

Dy. Registrar (Acad.)
University of Rajasthan
JAIPUR

- (d) The Department should also arrange for an Educational tour to Ancient Art centres like Ajanta, Ellora, Elephanta, Khujraho, Mahabalipuram etc. once a year.
- (e) Practical examination will be conducted at the centres and the practical work will be examined external examiner. The examiner will examine the answer books in consultation with and internal examiner who is the subject teacher of the Department of Drawing and Painting. University may centralize the practical examinations at few well equipped Departments to hold examination economically.

B.A. SEMESTER-II
Paper I : FUNDAMENTAL OF FINE ARTS
(Theory)

Unit-I	Principles of Composition – Unity, Harmony, Balance, Rhythm, Dominance, Proportion
Unit-II	Perspective, Drawing and Rendering, Colour Medium - Charcoal, Pastel, Water, Acrylic, Oil
Unit-III	Art Techniques– Fresco–Buno and Secco, Wash Painting, Tempera, Graphic Art – Relief (Lino and Wood Cut), Etching, Collagraph, Serigraph, Lithograph
Unit-IV	Introduction of Various Art Styles – Classical, Modern, Contemporary, Tribal, Folk Art and Child Art

Books Recommended :

1. Studies in Indian Art - V.S. Agarwal.
2. Roop Prad Kala Ke Mooladhar - Shri Kumar Sharma, R.A. Agrawal. International publishing house, Meerut, 2004.
3. Fundamentals of Design - Donald M. Enderson.
4. Principle of Art – R.G. Kalingwood
5. The Meaning of Art – Herbert Read
6. Anatomy and Drawing – Victor Perard
7. चित्रकला के मूलाधार – शुक्रदेव श्रोत्रिय, चित्रायन प्रकाशन,, मुजफरनगर
8. लोक –चित्रकला (परम्परा और रचना दृष्टि) डा. श्याम सुन्दर दूबे
9. लयात्मक रेखांकन – डा. एन.एल. वर्मा, राज पब्लिशर्स, जयपुर
10. रूपांकन (Fundamentals of Plastic Art) – डा. गिराज किशोर अग्रवाल

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Paper – II : CREATIVE DESIGN (Practical)

Medium : Any medium

Size : Half Imperial

Duration : 3 hrs.

Two dimensional design should be made giving stress on stylisation, colour-scheme and texture etc.

Practical paper shall have one sessions of three hours each excluding break of one hour.

- (a) 8 plates of creative design.
- (b) A sketch book of not less than 25 sketches.

Note : EoSE of Practical Examination will be conducted and marking will be done by the External Examiner appointed by the University. Internal Exam / CA marking will be by the Internal Examiner done on the basis of Submission

Submission work will be retained till the declaration of the result and returned to the Candidate by the Department thereafter. If no claim is made within two months of the declaration of the result, the submission will be destroyed.

Note:

- (a) Candidate should pass in theory as well as in practical paper separately.
- (b) There should be minimum 08 hours for the regular study including two hours for sketching.
- (c) Minimum three demonstrations should be arranged by the subject expert during the session for each practical paper.
- (d) The Department should also arrange for an Educational tour to Ancient Art centres like Ajanta, Ellora, Elephanta, Khujraho, Mahabalipuram etc. once a year.
- (e) Practical examination will be conducted at the centres and the practical work will be examined external examiner. The examiner will examine the answer books in consultation with and internal examiner who is the subject teacher of the Department of Drawing and Painting. University may centralize the practical examinations at few well equipped Departments to hold examination economically.

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